



Burdekin Shire Council

AGENDA

ORDINARY COUNCIL MEETING

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

on 11 November 2025

COMMENCING AT 9:00 AM

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

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ORDER OF BUSINESS:

ATTENDANCE

2. PRAYER

3. DECLARATIONS OF INTEREST

4. MINUTES AND BUSINESS ARISING

4.1. Ordinary Council Meeting Minutes - 28 October 2025

4.2. Community Grants Panel Meeting Minutes - Round 2 - 27 October 2025

4.3. Burdekin Shire Youth Council Meeting Minutes - 13 October 2025

4.4. RADF Advisory Group Minutes - 3 November 2025

5. EXECUTIVE

5.1. CEO

5.1.1. Ordinary Council Meetings - December 2025 and January 2026

5.2. ECONOMIC DEVELOPMENT

6. CORPORATE AND COMMUNITY SERVICES

6.1. CLIENT SERVICES

6.2. COMMUNITY SERVICES

6.2.1. Community Assistance Policy

6.3. FINANCIAL SERVICES

6.3.1. Sale of Land for Overdue Rates and Charges

6.3.2. Sundry Debtors Recovery Policy

6.4. GOVERNANCE

6.4.1. Revised Community Use of Council Bus Policy

6.4.2. Operational Plan Q1 Report

7. INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES

7.1. ENVIRONMENTAL AND HEALTH SERVICES

7.1.1. Closure of Animal Pound Drop-off Cages

7.1.2. Vending on Council Roads and Council Owned or Controlled Land Policy

7.2. OPERATIONS

7.3. PLANNING AND DEVELOPMENT

7.3.1. Development Application for a Development Permit for Reconfiguring a Lot (Two (2) Lots and Common Property into Two (2) Standard Lots) at 1/2 Wilmington Street and 2/19 Chippendale Street, Ayr (Lot 0 on

SP344600, Lot 1 on SP344600 and Lot 2 on SP344600)

7.4. TECHNICAL SERVICES

**7.4.1. Tenders Received for the Planning and Design of Trunk Infrastructure
to Support Residential Expansion in Ayr (RAF) TBSC/25/034**

7.4.2. TBSC/25/018 Mould Remediation Works - Council Chambers

7.5. WATER AND WASTEWATER

- 8. NOTICE OF MOTION**
- 9. RECEIPT OF PETITIONS**
- 10. CORRESPONDENCE FOR INFORMATION**
- 11. COUNCILLOR REPORTS**
- 12. GENERAL BUSINESS**
- 13. CLOSED BUSINESS ITEMS**
- 14. DELEGATION**

4.1. MINUTES AND BUSINESS ARISING

Ordinary Council Meeting Minutes - 28 October 2025

Recommendation

That the minutes of the Ordinary Council Meeting held on 28 October 2025 be received as a true and correct record.

Attachments

1. Minutes - Ordinary Council Meeting - 28 October 2025



Burdekin Shire Council

MINUTES

ORDINARY COUNCIL MEETING

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

on 28 October 2025

COMMENCING AT 9:00 AM

ORDER OF BUSINESS:

ATTENDANCE

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

Mr. M. Magin - Chief Executive Officer
Mrs. K. Olsen - Director Corporate and Community Services
Mr. J. Stewart - Director Infrastructure, Planning and Environmental Services
Mr. K. Byers - Manager Technical Services (Part)
Mr. P. Day - Manager Environmental and Health Services (Part)
Mrs. E. Devescovi - Manager Client Services (Part)
Mrs. J. Manganaro - Manager Financial Services (Part)
Mr. J. Tickle - Manager Water and Waste Water (Part)
Mrs. E. Lovell - Economic Development Coordinator (Part)
Ms. L. Govan - Coordinator Environment and Health Projects (Part)
Mr. G. Keane - Manager Contract (Part)
Mrs. R. Martin - Coordinator Waste Services (Part)
Mr. M. Pearce - Senior Planning Officer (Part)
Ms. F. Smith - Financial Accountant Reporting (Part)
Ms. T. Quagliata - Community Development Officer (Part)

Minutes Clerk - Mrs. S. Iturriaga and Mrs. R. McLean

2. PRAYER

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

3. DECLARATIONS OF INTEREST

The Mayor called for declarations of interest.

No declarations of interest were identified.

4. MINUTES AND BUSINESS ARISING

4.1. Ordinary Council Meeting Minutes - 14 October 2025

Recommendation

That the minutes of the Ordinary Council Meeting held on 14 October 2025 be received as a true and correct record.

Resolution

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

Voting on the Motion

FOR - Councillors Musumeci, Detenon, Furnell, Vasta, Hall and Dalle Cort

AGAINST - Councillor Oar

CARRIED

Councillor Oar previously suggested in the Ordinary Council Meeting held on 14 October 2025, that Council investigate its formal recording of Resolutions, specifically recommending a revision to the phrasing to clarify that when a Councillor moves or seconds a motion, it is intended to initiate discussion rather than imply endorsement. Councillor Oar notified he will be voting against the Ordinary Council Meeting minutes until this matter is resolved.

4.2. Burdekin Shire Youth Council Meeting Minutes - 15 September 2025

Executive Summary

This report provides the minutes of the Burdekin Shire Youth Council Meeting held on 15 September 2025.

Recommendation

That Council receives and notes:

1. the minutes of the Burdekin Shire Youth Council Meeting held on 15 September 2025; and
2. the recommendations as detailed in the minutes and summarised above in Items 5 and 9.

Resolution

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

CARRIED

9:09am - Ms. Quagliata left the meeting.

4.3. Fleet Management Steering Committee Meeting Minutes - 1 October 2025

Executive Summary

This report provides the minutes of the Fleet Management Steering Committee Meeting held on 1 October 2025.

Recommendation

That the minutes of the Fleet Management Steering Committee Meeting held on 1 October 2025 be noted.

Resolution

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

CARRIED

4.4. Burdekin Local Disaster Management Group Meeting Minutes - 17 October 2025**Recommendation**

That the minutes of the Burdekin Local Disaster Management Group Meeting held on the 17 October 2025 be received as a true and correct record.

Resolution

Moved Councillor Furnell, seconded Councillor Musumeci that the recommendation be adopted noting the following amendments:

1. Councillor Musumeci's apology was incorrectly omitted from the minutes.
2. Wilmar, Transport Operations Manager's name was recorded incorrectly. His correct name is Mark Lazzarini.

CARRIED

5. EXECUTIVE**5.1. CEO****5.2. ECONOMIC DEVELOPMENT****6. CORPORATE AND COMMUNITY SERVICES****6.1. CLIENT SERVICES**

6.1.1. Burdekin Local Disaster Management Plan and Sub Plans

Executive Summary

Under section 57(1) of the *Disaster Management Act 2003*, a Local Government must prepare a plan (a “Local Disaster Management Plan”) for disaster management in the Local Government’s area.

On Friday 17 October 2025, the Burdekin Local Disaster Management Group approved the reviewed and updated 2025 Burdekin Local Disaster Management Plan and Sub Plans.

Recommendation

That the 2025 Burdekin Local Disaster Management Plan and Sub Plans be adopted by Council as attached to this report.

Resolution

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

CARRIED

9:16am - Mrs. Devescovi left the meeting.

9:16am - Mrs. Martin entered the meeting.

9:18am - Mr. Day, Mrs. Lovell, Mrs. Horan and Ms. Govan entered the meeting.

9:34am - Mr. Byers entered the meeting.

6.2. COMMUNITY SERVICES

6.3. FINANCIAL SERVICES

6.3.1. Monthly Financial Report - September 2025

Recommendation

That the Monthly Financial Report for Period Ending 30 September 2025 be received.

Resolution

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

CARRIED

6.3.2. First Revised Budget Report 2025/26

Executive Summary

In accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*, Council may, by resolution, amend the budget for a financial year at any time before the end of the financial year. As required by the regulation, Council has completed a budget revision for 2025/26 and the next two (2) financial years.

Management has completed a high-level review of the 2025/26 budget based on results to the end of September and estimated transactions for the remainder of the financial year.

The first amended budget includes capital carryover projects and funding from the previous financial year.

An amended budget for the 2025/26 financial year is submitted for adoption.

Recommendation

That the amended budget and report for the period ending 30 June 2026 as tabled be adopted.

Resolution

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

CARRIED

9:44am - Mr. Byers, Mrs. Manganaro and Ms. Smith left the meeting.

6.4. GOVERNANCE

6.4.1. Regional Tourism Infrastructure Fund - Funding Application

Executive Summary

This report seeks Council's endorsement of a funding submission to the Queensland Government's Regional Tourism Infrastructure Fund which will seek funding up to \$300,000.00 to create infrastructure by installing an ablutions block, septic system and dump point at Giru Park to attract more visitors and improve regional tourism outcomes.

Recommendation

That Council endorses the submission of a funding application to the Queensland Government's Regional Tourism Infrastructure Fund for funds of up to \$300,000.00 to create infrastructure by installing an ablutions block, septic system and dump point at Giru Park (described as Lot 1 on G7134 and Lot 3 on G71311 and situated at 27 - 31 Luxton Street, Giru), to attract more visitors and improve regional tourism outcomes.

Resolution

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

CARRIED

9:49am - Mrs. Lovell left the meeting.

6.4.2. Trustee Lease - Lot 70 on Survey Plan 317980 - 1777 Jerona Road, Jerona - Jerona Citizens Association Inc.

Executive Summary

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

Lessor:	Burdekin Shire Council
Lessee:	Jerona Citizens Association Inc.
Leased Area:	Lot 70 on SP317980
Term:	Ten Years, 2 December 2025 to 1 December 2035 (Nil Options)
Rent:	\$0.10 (if demanded)

Recommendation

That Council agrees in principle to enter into a Trustee Lease with Jerona Citizens Association Inc. over Lot 70 on Survey Plan 317980, shown on Attachment 1, for a renewed term of ten-years being 2 December 2025 to 1 December 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 Detenon that the recommendation be adopted.

CARRIED

9:51am - Mrs. Martin left the meeting.

9:53am - Mrs. Martin re-entered the meeting.

6.4.3. Freehold Lease - Lease A on Survey Plan 202797, Part of Lot 106 on Registered Plan 898777, Ayr Aerodrome, Brandon - Ian Haigh and Patricia Haigh

Executive Summary

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

Lessor:	Burdekin Shire Council
Lessee:	Ian Douglas Haigh and Patricia Carmel Haigh
Leased Area:	Lease A on Survey Plan 202797, Part of Lot 106 on Registered Plan 898777
Term:	Ten Years, 1 January 2026 to 31 December 2036 (Nil Options)
Rent:	Sum equivalent to 10% of the gross proceeds (including GST) of the crops of sugar cane to be harvested by the lessee from the demised lands during the 2026 to 2036 sugar crushing seasons.

Recommendation

That Council agree to enter into a Freehold Lease with Ian Douglas Haigh and Patricia Carmel Haigh over Part of Lot 106 on Registered Plan 898777, Ayr Aerodrome, shown on Attachment 1 as Lease A on Survey Plan 202797 for a renewed term of ten years being 1 January 2026 to 31 December 2036 (Nil Options) for uses consistent with Sugar Cane Farming Operations.

Resolution

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

CARRIED

9:56am - Mr. Pearce entered the meeting.

7. INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES

7.1. ENVIRONMENTAL AND HEALTH SERVICES

7.1.1. Twelve Month Extension of Council's Biosecurity Plan

Executive Summary

Council Officers are seeking a 12-month extension of Council's Biosecurity Plan 2020–2025 to facilitate a comprehensive review and update. This extension is necessary due to pending updates from the Department of Primary Industries, anticipated changes to the invasive species assessment framework, and recent internal staffing changes. The review will align with regional and state frameworks, incorporate stakeholder input, and ensure the Plan remains effective and responsive to emerging biosecurity risks. The revised Plan is scheduled for completion by December 2026, with minimal budget implications expected.

Recommendation

That Council endorses a 12-month extension of the Biosecurity Plan 2020–2025 until December 2026, to allow for a comprehensive review and stakeholder engagement process.

Resolution

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

CARRIED

7.1.2. Environmental Levy Application: Revive and Restore: Parker Lagoon Nature and Mind Rest Space

Executive Summary

An application has been received from the Lower Burdekin Landcare Association (LBLCA) requesting \$9,300.00 (excluding GST) from the Environmental Levy Fund. The funding will support the “Revive and Restore: Parker Lagoon Nature and Mind Rest Space” project, which aims to rehabilitate an overgrown area adjacent to Parkers Lagoon into a tranquil, nature-based retreat for community use. This report recommends Council approval of the funding request.

Recommendation

That Council approves the allocation of \$9,300.00 (excluding GST) from the Environmental Levy Fund to Lower Burdekin Landcare Association for the project Revive and Restore: Parker Lagoon Nature and Mind Rest Space.

Resolution

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

CARRIED

10:01am - Ms. Govan left the meeting.

10:04am - Mr. Byers re-entered the meeting.

7.1.3. Trial Changes to Dalbeg Community Waste Skip Bin

Executive Summary

A 15m³ general waste skip bin was installed at Dalbeg Hall in November 2017 for domestic hard waste disposal. However, the bin has been consistently misused, with frequent disposal of prohibited items including metal, commercial waste, tyres, oil, mattresses, and hazardous materials such as gas bottles and waste oils. These practices pose safety risks and undermine the Council’s waste management objectives.

To address this issue, a six-month trial is proposed. The permanent bin will be removed, and Cleanaway will be engaged to deliver a 15m³ bin quarterly on a Saturday for a four-hour period. A casual waste attendant will supervise disposal and offer a pay-to-dispose service for commercial and recyclable items that attract a fee, using a tray-back utility and box trailer. This report is seeking approval for the six-month trial.

Recommendation

That Council:

- Remove the permanent skip bin at Dalbeg Hall.
- Engage Cleanaway to deliver a 15m³ bin quarterly on a Saturday for a four-hour period.
- Deploy a casual waste attendant to supervise disposal and manage a pay-to-dispose service for items such as:
 - Small commercial trailer or utility loads
 - Mattresses
 - Tyres
 - Gas bottles
- Trial the new service for six (6) months, with usage monitored and evaluated.

Resolution

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

CARRIED

10:04am - Mr. Day and Mrs. Martin left the meeting.

10:05am - Mrs. Olsen left the meeting.

7.2. OPERATIONS

7.3. PLANNING AND DEVELOPMENT

7.3.1. Adoption of Revised Floor Heights for Buildings with Habitable Rooms Policy

Executive Summary

The Floor Heights for Buildings with Habitable Rooms Policy aims to reduce the risk of inundation to habitable dwellings within the Burdekin Shire Local Government area, as a result of flood waters. The policy has been reviewed recently by Planning and Development Officers in accordance with the nominated 12-month policy review cycle with the policy to be updated to reflect the requirements of the State Planning Policy which requires the finished floor level of habitable rooms within a building to achieve a minimum 300mm above the defined flood level.

Recommendation

That Council adopt the revised Floor Heights for Buildings with Habitable Rooms Policy as attached to this report.

Resolution

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

CARRIED

10:07am - Mrs. Olsen re-entered the meeting.

10:08am - Mr. Keane entered the meeting.

7.3.2. Cultural Heritage Study

Executive Summary

As part of the State's approval to commence Burdekin Shire Council's (Council) new 2022 *Burdekin Shire Council Planning Scheme* in March 2023, Urbis was engaged by Council in September 2024 to complete a Cultural Heritage Study as per the requirements of the State Planning Policy 2017. Urbis commenced the study in November 2024 and completed in July 2025.

This report provides Council with a copy of the completed study including recommendations for noting.

Recommendation

That Council:

1. Note the Cultural Heritage Study (Final), dated July 2025, prepared by Urbis; and
2. Note the recommendations contained within the study, which are to be further considered at such times Council completes a major planning scheme amendment.

Resolution

Moved Councillor Musumeci, seconded Councillor Furnell that the recommendation be adopted, noting a minor change to the wording of Recommendation 1: the term 'Endorse' has been replaced with 'Note'."

CARRIED

10:13am - Mr. Tickle entered the meeting.

7.3.3. Request for Exemption of Bond Payment - Relocation of Dwelling at 42 Bartlett Road, Horseshoe Lagoon

Executive Summary

Council has received a written request from a local resident seeking exemption from the bond payment associated with the relocation of a dwelling onto their property.

The applicant has outlined significant personal hardship, including the recent loss of a child, medical challenges within the family, and the destruction of their caravan accommodation following heavy rainfall.

The applicant requests that Council waive the bond requirement and fast track the approval process to enable the relocation of a modest home onto their property to provide stability and safety for their family.

This report seeks Council's consideration of the request, taking into account the applicant's circumstances and relevant policy provisions, and potential implications for precedent and financial risk.

Recommendation

That Council:

1. Notes the exceptional personal hardship faced by the applicant and the potential community benefit in supporting a local family to establish stable housing; and
2. Authorises the Chief Executive Officer to determine the matter under delegated authority, taking into account the applicant's individual circumstances, applicable policies.

Resolution

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

Amended Recommendation

That Council:

1. Authorises the Chief Executive Officer to determine the matter under delegated authority, taking into account the applicant's individual circumstances, applicable policies.

Resolution

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

CARRIED

10:25am - Mr. Pearce left the meeting.

7.4. TECHNICAL SERVICES

7.4.1. School Transport Infrastructure Program

Executive Summary

This report seeks Council's endorsement of a funding submission to the Department of Transport and Main Roads School Transport Infrastructure Program which will seek funding to install school zone threshold treatments on Chippendale, Adelaide and Melbourne Streets, Ayr and a new footpath along Melbourne Street from the school to Palm Court to improve safety issues at the Burdekin Christian College. The proposed path will encourage pedestrians including children and parents to use the footpath and reduce people using the road carriageway and parking areas. The existing verge is steep and uneven in places which deters people from using it especially in wet weather.

The proposed threshold treatments are intended to increase driver awareness of the school zones.

Recommendation

That Council:

1. Endorses the submission of a funding application to the Department of Transport and Main Roads School Transport Infrastructure Program of \$140,000.00 (excluding GST) for the installation school zone threshold treatments on Chippendale, Adelaide and Melbourne Streets, Ayr and a new footpath along Melbourne Street to address and improve safety issues at Burdekin Christian College.
2. Fund \$70,000.00 (excluding GST) as Council's 50% contribution to the total cost of the project if successful.

Resolution

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

CARRIED

7.4.2. Register of Pre-Qualified Suppliers - Trade Services - Plumbers, Builders, Carpenters, Fabricators, Painters, Cabinetmakers, Surveyors and Bore Maintenance

Executive Summary

Tenders for TBSC/25/025 – Register of Pre-Qualified Suppliers – Trade Services – Plumbers, Builders, Carpenters, Fabricators, Painters, Cabinetmakers, Surveyors and Bore Maintenance closed on 18 September 2025 at 2:00pm.

Four hundred and sixty-six sets of documents were requested from prospective tenderers through Vendor Panel (Marketplace).

Ten tenders were received from companies at the nominated closing time. Five (5) were from local firms, three (3) from Townsville firms, one (1) from Mackay and one (1) from Brisbane.

No tenders were received for the categories of Painters and Cabinetmakers.

Recommendation

That Council accepts the tenders submitted by the following contractors for inclusion in the Register of Pre-qualified Suppliers - Trade Services, covering the categories of Plumbers, Builders, Carpenters, Fabricators, Painters, Cabinetmakers, Surveyors and Bore Maintenance:

- R.P.S. Consulting – Surveying
- Brazier Motti – Surveying
- Maxi-built Machinery – Fabrication
- Ferguson Plumbing – Plumbing
- Data Right Pty. Ltd. – Plumbing
- Michael Conway – Building, Carpentry and Concreting
- M.D.L. & Co. – Carpentry and Concreting
- B & M Drilling – Bore Maintenance
- Professional Pump Services and Irrigation – Bore Maintenance
- Eureka Water & Filtration – Bore Maintenance

The register will be effective for a period of two (2) years from 3 November 2025.

Resolution

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

CARRIED

7.5. WATER AND WASTEWATER

7.5.1. Sewer Relining - Package 1

Executive Summary

Tenders for TBSC/25/026 - Sewer Relining - Package 1 closed on 18 September 2025 at 2:00pm.

Thirty-five sets of documents were requested and issued to prospective tenderers. Three (3) tenders were received at the nominated closing time, one (1) from Townsville, one (1) from Cairns and one (1) from Victoria.

Recommendation

That Council enters into a contract with Relining Solutions for \$462,219.00 (excluding GST) to undertake sewer and stormwater relining program in accordance with the 2025/2026 Capital Budget.

Resolution

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

CARRIED

10:47am - Mr. Byers and Mr. Keane left the meeting.

7.5.2. Demand Management Policy - Integrated Water Management Strategy and Operational Standard Implementation

Executive Summary

This report presents the Integrated Water Management Strategy and the associated Operational Standard for the implementation of demand management. These documents establish a proactive framework to manage potable water demand, protect groundwater quality, and respond to contamination risks such as Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS). The strategy outlines resilience building measures, community engagement, and infrastructure planning, while the operational standard provides a staged restriction model based on reservoir levels, aquifer drawdown, and PFAS thresholds.

Recommendation

That Council:

1. Endorse the Integrated Water Demand Management Strategy as a guiding framework for water sustainability.
2. Adopt the Demand Management Operational Standard and Demand Management Policy for implementation across all Burdekin Shire communities.
3. Authorise the Executive Leadership Team to activate restriction stages as required under the standard in consultation with Council.
4. Endorse a move to Stage 1 management to support the upcoming planned works on the 10 ML Storage for the South Ayr Filtration Plant project.

Resolution

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

CARRIED

10:48am - Mr. Tickle left the meeting.

10:48am - Meeting adjourned for Morning Tea.

10:59am - Meeting recommenced.

8. NOTICE OF MOTION

9. RECEIPT OF PETITIONS

10. CORRESPONDENCE FOR INFORMATION

11. COUNCILLOR REPORTS

11.1. Late Councillor Report for August 2025

Recommendation

That Council notes the late August 2025 monthly report.

Resolution

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

CARRIED

11.2. Councillor Reports for September 2025

Recommendation

That Council notes the September 2025 monthly reports.

Resolution

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

CARRIED

12. GENERAL BUSINESS

12.1. Local Government Association of Queensland Annual Conference and Annual General Meeting

Councillor Vasta highlighted her attendance at the Local Government Association of Queensland Annual Conference and Annual General Meeting, alongside Mayor Dalle Cort, Councillor Furnell and Mr. Magin. Councillor Vasta appreciated the opportunity to attend and found the Conference valuable, with Councillor Furnell seconding these comments.

Mayor Dalle Cort noted that Burdekin Shire Council's two (2) motions were tabled at the Annual General Meeting and passed. The two (2) motions were:

1. Residential Tenancies Act reform to address housing availability; and
2. Development of a sector-wide AI policy framework and support for adoption of ethical, efficient AI in Local Government.

12.2. *Local Government Act 2009 Reforms through the Local Government (Empowering Councils) and Other Legislation Amendment Bill*

Councillor Oar noted the recent announcement of the *Local Government Act 2009 Reforms through the Local Government (Empowering Councils) and Other Legislation Amendment Bill* which will be tabled in Parliament this year. Councillors noted the key changes proposed including:

- re-empowering Councillors to appoint senior Council staff, giving them a say in senior, strategic appointments to the Council,
- clarifying the powers of the Mayor and other Councillors to provide certainty about their responsibilities,
- removing conduct breaches from the Councillor conduct framework and streamlining training requirements, so Councillors can focus delivering for their communities,
- allowing election candidates to include contact information other than their residential address, protecting the privacy and safety of participants, and
- making the conflict-of-interest framework clearer and more straightforward, to remove red tape from Councillors without sacrificing integrity in government.

12.3. Request for Deputation to Council - Gerard Tuffin of Tuffin Harvesting Pty Ltd

Councillor Oar noted correspondence received by Councillors directly from Mr. Gerard Tuffin of Tuffin Harvesting Pty Ltd, which requested a deputation at an upcoming Council Meeting. Councillors requested further information be presented to them, which will occur at the Council Workshop to be held on 4 November 2025.

12.4. Tender Updates - Residential Activation Fund and Mould Remediation

Mr. Stewart provided an update to Councillors on recent Tenders including the Residential Activation Fund and Mould Remediation. Mr. Stewart noted that a presentation will be made to Councillors at the Council Workshop to be held on 4 November 2025, before being tabled at the Council Meeting on 11 November 2025 for decision.

Mr. Magin noted that the second round of the Residential Activation Fund is expected to be released in early 2026.

12.5. Community Cabinet - Mackay - 2 November 2025

Mr. Magin noted that Council has requested delegations with a number of Ministers at the upcoming Community Cabinet Meeting to be held in Mackay on 2 November 2025. Mr. Magin noted that delegations have not been confirmed; however early indications show the two (2) are successful:

1. Minister Mickelberg - Redevelopment of the Craig Street and Bruce Highway intersection in Ayr to enable a second entrance to the Ayr Industrial Estate; and
2. Minister Last and Minister Leahy - Future roles and responsibilities of River Trusts in managing riverine environments.

12.6. Regional Development Australia Townsville and North West Queensland - Board Meeting and Annual General Meeting - Burdekin - 29 October 2025

Mayor Dalle Cort advised that Regional Development Australia Townsville and North West Queensland will be holding their Board Meeting and Annual General Meeting at the Burdekin Shire Council Chambers on Wednesday 29 October 2025. Mayor Dalle Cort highlighted that the Board would be undertaking site inspections, including one to the Macroalgae Bioremediation Facility.

Mayor Dalle Cort advised that the North Queensland Regional Organisation of Councils (NQROC) will also be hosting their upcoming meeting in the Burdekin in November 2025 and will also undertake site inspections. Mayor Dalle Cort invited Councillors to attend.

12.7. Local Government Mutual Services 2025 Risk Excellence Awards

Mayor Dalle Cort acknowledged the recent Local Government Mutual Services 2025 Risk Excellence Award received by Burdekin Shire Council for delivering the world's first macroalgae wastewater treatment facility, protecting the Great Barrier Reef through nature-based innovation. Mayor Dalle Cort commended the nomination undertaken by Council Officers and acknowledged that Burdekin Shire Council receives \$20,000.00 in funding to further invest in risk management.

13. CLOSED BUSINESS ITEMS

14. DELEGATION

There being no further business the meeting closed at 11:17am.

These minutes were confirmed by Council at the Ordinary Council Meeting held on 11 November 2025.

MAYOR

4.2. MINUTES AND BUSINESS ARISING

Community Grants Panel Meeting Minutes - Round 2 - 27 October 2025

File Reference: 1574
Report Author: Tammy Quagliata, Community Development Officer
Authoriser: Glenn Arboit, Manager Community Services
Meeting Date: 11 November 2025

Purpose

This report provides the minutes of the Community Grants Panel Meeting held on 27 October 2025.

Summary of recommendations and actions for consideration and adoption:

Item 2 – Consideration of Grant Applications Round 2 – 2025/26 Financial Year

No.	Applicant	Recommended Cash Funding	Recommended In-kind Support
2.1	Burdekin BMX Club Inc.	\$1,500.00	\$900.00
2.2	Rotary Club of Home Hill	\$1,000.00	
2.3	Jarvisfield State School P&C	NIL	\$255.00
2.4	Ayr Chamber of Commerce		\$1,800.00
2.5	Rotary Club of Ayr		\$600.00

Item 3 – Correspondence from Burdekin Junior Rugby League Re Unspent Funds

Recommended that Burdekin Junior Rugby League return their unused funds of \$2,500.00 from Round 4 2023/24 and submit a new grant application during the appropriate funding round for future consideration.

Recommendation

That:

1. the minutes of the Community Grants Panel Meeting held on 27 October 2025 be noted; and
2. the recommended funding as detailed in the minutes and noted in Items 2.1 - 2.5, be adopted; and
3. the recommended action regarding Burdekin Junior Rugby League unused grant funds as detailed in Item 3 be adopted; and
4. it be noted that the remaining cash funds for the 2025/26 financial year after the allocation from Round 2 will be \$29,800.00.

Attachments

1. Meeting Minutes - Community Grants Panel - Round 2 - 27 October 2025

Meeting Minutes

Meeting	Community Grants Panel Meeting		
Date	Monday, 27 October 2025	Time	3:00pm
Attendees	Councillor John Furnell, Councillor Fina Vasta, Mr Glenn Arboit, Mrs Janice Horan, Mrs Kiera Durrant, Mrs Jaime St John		
Apologies	N/A		
Chairperson	Mr Glenn Arboit		
Minutes Clerk	Ms Tammy Quagliata		
Location	John Drysdale Chamber		

Agenda Items

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

Cash funds available at Round 2, 2025/26 - \$32,300.00
In-kind fund available at Round 2, 2025/26 - \$15,968.00

- Consideration of Grant Applications for Round 2 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
2.1	Burdekin BMX Club Inc.	Burdekin BMX Club Carnival 2025	\$2,672.90	\$900.00	\$1,500.00	\$900.00
	Comments: Cash funds provided for first aid attendee (1300MEDICS) at carnival. Noted that soil (clean fill) cannot be provided as in-kind support. In-kind support provided for delivery and pick up of bins, dumping, line marking paint, star pickets, safety caps and cable ties.					
2.2	Rotary Club of Home Hill	Rotary Harvest Festival Ball 2025	\$3,000.00		\$1,000.00	
	Comments: Cash funds provided for venue hire.					
2.3	Jarvisfield State School P&C	Jarvisfield State School Fete	\$3,000.00	\$255.00	NIL	\$255.00
	Comments: Cash funds sought for entertainment. Event was hosted prior to the community grants panel evaluation meeting so event ineligible for cash funding. Noted that in-kind support (bins) was provided.					
2.4	Ayr Chamber of Commerce	Christmas Street Party		\$1,800.00		\$1,800.00
	Comments: In-kind support provided for bins, liners and road closure from Edwards Street to Young Street including traffic management plan.					
2.5	Rotary Club of Ayr	RYDA Driver Awareness Program		\$600.00		\$600.00
	Comments: In-kind support provided for traffic cones, signage and road closure including traffic management plan.					

3. Correspondence from Burdekin Junior Rugby League

Correspondence was received from Burdekin Junior Rugby League regarding their successful application from Round 4, 2023/24 for the grand opening of their facility upgrade for which they received \$2,500.00. It was noted that due to scheduling challenges the opening has been postponed until early 2026.

In consideration of the time elapsed since the original funding approval, it is recommended that Burdekin Junior Rugby League be advised to return the allocated funds and submit a new grant application during the appropriate funding round for future consideration.

4. Noted that the total funds remaining following Round 2 of the Community Grants 2025/26 is:

- Cash funds: \$29,800.00
- Estimated in kind funds: \$12,413.00

There being no further business, meeting closed at 4:00pm.

4.3. MINUTES AND BUSINESS ARISING

Burdekin Shire Youth Council Meeting Minutes - 13 October 2025

File Reference: 137
Report Author: Tammy Quagliata, Community Development Officer
Authoriser: Glenn Arboit, Manager Community Services
Meeting Date: 11 November 2025

Purpose

This report provides the minutes of the Burdekin Shire Youth Council Meeting held on 13 October 2025.

Summary of recommendations and actions for consideration and adoption:

Item 3 - Involvement in Coffee and Connections Health and Wellbeing Expo - Saturday, 11 October 2025

That Council notes the involvement of Burdekin Shire Youth Council members in the recent Coffee and Connections Health and Wellbeing Expo held on Saturday, 11 October 2025.

Recommendation

That Council receives and notes:

1. the minutes of the Burdekin Shire Youth Council Meeting held on 13 October 2025; and
2. the recommendations as detailed in the minutes and summarised above in Item 3.

Attachments

1. Minutes - Burdekin Shire Youth Council Meeting held on 13 October 2025

Meeting Minutes

Meeting	Burdekin Shire Youth Council Meeting		
Date	Monday, 13 October 2025	Time	3:30pm
Attendees	Miss Nicole Cervoni – Youth Mayor Miss Addison Bonato – Ayr State High School Miss Briella Wassmuth – Ayr State High School Miss Chloe Becke – Ayr State High School Mr Sam Perina – Home Hill State High School Ms Tammy Quagliata – Community Development Officer, Burdekin Shire Council Councillor John Furnell – Burdekin Shire Council Councillor Fina Vasta – Burdekin Shire Council		
Guests	N/A		
Apologies	Miss Taylar Clark – Secretary Mr William Wiseman – Deputy Youth Mayor Miss Amaya Mahoney – Ayr State High School Miss Alexis Lindley – Ayr State High School Miss Danelle Laubscher – Burdekin Christian College Mr John Grabs – Burdekin Christian College Miss Jorda Quagliata – Ayr State High School Mr Michael Lindley – Ayr State High School Miss Zoe Bonanno – Home Hill State High School Mr Glenn Arboit – Manager Community Services, Burdekin Shire Council		
Chairperson	Miss Nicole Cervoni		
Minutes Clerk	Ms Tammy Quagliata		
Location	John Drysdale Chamber		

Agenda Items

1. Minutes of 15 September 2025 Meeting Received

Moved by Miss Becke, seconded by Miss Bonato that the minutes of the Burdekin Shire Youth Council Meeting held on 15 September 2025 be received.

CARRIED

Business arising from the Minutes

Ms Quagliata circulated an information flyer and survey link for the Country Universities Centre - Burdekin, as discussed in the previous meeting. Members were encouraged to circulate the flyer throughout their school networks.

Ms Quagliata reminded members about the upcoming Seniors Month Expo and Luncheon. It was noted that information has been sent to all schools, and volunteers were required to assist in serving drinks and lunch. Members were encouraged to check their emails and respond if they were available to assist.

2. Correspondence

Inward Correspondence

1. Lois Huston, Burdekin Library Services Manager – Seeking students interested in a 4-week Digital Mentors Program to be held during November 2025. The program will include 4 x 1-hour sessions after school for the month of November. Expressions of Interest are due by 15 October 2025.
2. Caitlin Meyer, Project Manager - Youth Parliament – Advising that nominations are now open for 2026 National Youth Parliament. Youth Parliament is hosted by the Australian House of Representatives and Y Australia, and is a free program designed to empower young Australians aged 16-17 years with a passion for leadership, policy and civic engagement. Applications will close on 21 November 2025; students must be aged between 15-16 years when applying.
3. Debra Cochran, Chief Executive Officer, Burdekin Community Association – Forwarded a certificate of appreciation and thanked Burdekin Shire Youth Council for organising and participating in the Burdekin Stand Up Sleep out event, to raise awareness and funding to assist people who are homeless or at risk in the Burdekin. It was noted that a total of \$4,211.85 was raised from the event together with a large amount of goods donated.

Outward Correspondence

NIL

Moved by Miss Bonato, seconded by Mr Perina that the inward correspondence be received.

CARRIED

3. Involvement in Coffee and Connections Health and Wellbeing Expo – Saturday 11 October 2025

Appreciation was extended to Miss Cervoni, Miss Bonato, Miss Becke and Mr Wiseman for volunteering their time to run the free kids tattoo stall at the recent Coffee and Connections Health and Wellbeing Expo held on Saturday 11 October 2025 as part of Queensland Mental Health Week. Members noted the event was successful with constant attendance at the kid's activity stalls. Cr Vasta noted that she enjoyed the guest speaker, Krissy Regan and Cr Furnell enjoyed the live music.

4. New Minute Approval Process

Ms Quagliata advised that recently Councillors have requested that meeting minutes from Advisory Groups (including Burdekin Shire Youth Council) be tabled at Ordinary Council Meetings in a more timely manner. For this to occur, the minutes of each Burdekin Shire Youth Council meeting will now be distributed to members for approval via email, rather than be approved at the following meeting. Members will need to respond to this email to either approve the minutes and/or advise amendments.

5. Ideas for Youth Council Christmas Break Up – Date and Venue

Discussions were held regarding ideas for the 2025 Youth Council Christmas/End of Year Break up. Ideas included a Townsville trip, mini golf and drive in, bowling or a dinner/lunch. It was noted that it would be preferred that the event be held locally to support the Burdekin community and vendors. Ms Quagliata would seek the preferred option from members via a voting system, as well as a preferred date for the event.

6. Save the Date – Burdekin Community Christmas Carols – Sunday, 14 December 2025

It was noted that this year's Community Christmas Carols will be held on Sunday, 14 December 2025 at the former touch fields beside the Burdekin PCYC.

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.

8. Next Meeting – 10 November 2025

It was noted that the next meeting of the Burdekin Shire Youth Council will be held on Monday, 10 November 2025.

There being no further business, the meeting closed at 4:00pm.

Action Items from Meeting

	Action Item	Responsible Officer	Due Date	Status
	Investigate possible Youth Leadership Development Programs	Tammy Quagliata	Ongoing	
	Volunteer Roster for Seniors Week Expo & Luncheon – Thursday 30 October 2025	Tammy Quagliata All Members	30 October 2025	
	Complete and circulate 'Country Universities Centre – Burdekin' surveys & information sheet	All members	31 December 2025	
	Arrangements for 2025 Youth Council Christmas Break Up	Tammy Quagliata	December 2025	

4.4. MINUTES AND BUSINESS ARISING

RADF Advisory Group Minutes - 3 November 2025

File Reference: 2913
Report Author: Janice Horan, Grants and Property Officer
Authoriser: Kim Olsen, Director Corporate and Community Services
Meeting Date: 11 November 2025

Purpose

This report provides the Minutes of the RADF Advisory Group meeting held on 3 November 2025.

Summary of recommendations and actions for consideration and adoption:

Item 6. Consideration of Applications in RADF 2025-26 Round 1

The meeting noted that this was the first round of the 2025/26 year. Available funds for two (2) rounds – Arts Queensland \$30,975.00 and Burdekin Shire Council \$13,275.00 = \$44,250.00

It is recommended that the following funding be approved:

Applicant	Project	Requested Funding	Recommended Funding
Lower Burdekin Celtic Dancing Association	Towards cost of conducting a Highland Dancing workshop. <i>It is recommended funding of \$3,500 be provided to Lower Burdekin Celtic Dancing Association as it is a requirement of the RADF program that a financial contribution towards a project is made by an applicant.</i>	\$4,000.00	\$3,500.00
Burdekin Singers and Theatre Company	Mr Nuttall had advised a perceived conflict of interest and did not participate in consideration of this application. Towards cost of producing the musical “We Will Rock You” in Burdekin Theatre. Mr Nuttall rejoined meeting following deliberations.	\$5,000.00	\$5,000.00
Burdekin Uniting Church	Towards cost of conducting 2026 Gospel Music Festival	\$5,000.00	\$5,000.00
Burdekin Shire Youth Council	Towards cost of conducting 2026 NQ Fast Track Talent Showcase and workshops	\$5,000.00	\$5,000.00
Burdekin Woodcrafts Association	Towards cost of conducting a workshop in use of wood lathe	\$3,225.00	\$3,225.00
Burdekin Potters	Towards cost of conducting beginners and intermediate Wheel Throwing Workshop	\$2,912.00	\$2,912.00
TOTALS		\$25,137.00	\$24,637.00

Item 7. Applications to be Invited for Community Member Vacancy on RADF Advisory Group

The meeting noted that the four-year tenure of community membership of the RADF Advisory Group by Mr John Woods had been completed. Cr Furnell thanked Mr Woods for his valuable contribution and commitment to the RADF Advisory Group over the past four (4) years.

It is recommended, as per the guidelines, that applications be invited for the community member vacancy on the RADF Advisory Group.

Recommendation

That:

1. The minutes of the RADF Advisory Group meeting held on 3 November 2025 be noted, and;
2. The recommendations as detailed in the minutes as summarised in Items 6 and 7 be adopted.

Attachments

1. Minutes - RADF - 3 November 2025

Meeting Minutes

Meeting	RADF Advisory Group Meeting		
Date	Monday, 3 November 2025	Time	4:30 pm
Attendees	Cr John Furnell, Cr Fina Vasta, Mr Glenn Arboit (Manager Community Services), Mr John Woods, Mrs Janine Worlein and Mr Jim Nuttall		
Apologies	Nil		
Chairperson	Cr John Furnell		
Minutes Clerk	Mrs Janice Horan, RADF Liaison Officer		
Location	John Hy Peake Heritage Room		

Agenda Items

- Welcome:** Cr Furnell opened the meeting and welcomed attendees.
- Apologies:** Nil
- Declarations of Interest:**
Mr Nuttall advised a perceived conflict of interest as he is a member of Burdekin Singers.
- Confirmation of Minutes of Meeting – 16 June 2025:**
It was resolved that the minutes of the RADF meeting held 16 June 2025 be received as a true and correct record. (The meeting noted that the minutes were adopted by Council at its meeting held on 24 June 2025).
- Review of Outcome Reports:** The meeting reviewed outcome reports received for the period.
- Consideration of Applications in RADF 2025-26 Round 1:**
The meeting noted that this was the first round of the 2025/26 year.
Available funds for two rounds – Arts Queensland \$30,975 + Burdekin Shire Council \$13,275 = \$44,250
It is recommended that the following funding be approved:

Applicant	Project	Requested Funding	Recommended Funding
Lower Burdekin Celtic Dancing Association	Towards cost of conducting a Highland Dancing workshop <i>It is recommended funding of \$3,500 be provided to Lower Burdekin Celtic Dancing Association as it is a requirement of the RADF program that a financial contribution towards a project is made by an applicant.</i>	\$4,000	\$3,500
Burdekin Singers & Theatre Company	Mr Nuttall had advised a perceived conflict of interest and did not participate in consideration of this application.	\$5,000	\$5,000

	Towards cost of producing the musical "We Will Rock You" in Burdekin Theatre. Mr Nuttall rejoined meeting following deliberations.		
Burdekin Uniting Church	Towards cost of conducting 2026 Gospel Music Festival	\$5,000	\$5,000
Burdekin Shire Youth Council	Towards cost of conducting 2026 NQ Fast Track Talent Showcase and workshops	\$5,000	\$5,000
Burdekin Woodcrafts Association	Towards cost of conducting a workshop in use of wood lathe	\$3,225	\$3,225
Burdekin Potters	Towards cost of conducting beginners and intermediate Wheel Throwing Workshop	\$2,912	\$2,912
TOTALS		\$25,137	\$24,637

7. Applications to be invited for Community Member Vacancy on RADF Advisory Group:

The meeting noted that the four year tenure of community membership of the RADF Advisory Group by Mr John Woods had been completed.

Cr Furnell thanked Mr Woods for his valuable contribution and commitment to the RADF Advisory Group over the past four years.

It is recommended, as per the guidelines, that applications be invited for the community member vacancy on the RADF Advisory Group.

8. Consideration of Burdekin RADF Priority Funding Areas for 2025/26:

The meeting reviewed the RADF Priority Funding Areas for 2025/26 and confirmed the following RADF Priority Areas for 2025/26:

1. Applications which increase participation of priority community including children and young people; people from culturally and linguistically diverse communities; Aboriginal and Torres Strait Islander people and people with disabilities;
2. Applications which invest in cultural and community programs to promote and strengthen community cohesion.
3. Applications which support skill development and mentoring for artists and arts workers to promote and strengthen individual development for a maximum of three years per genre.
4. Applications which align with the Burdekin Shire Council Arts and Cultural Strategy 2021-2030.

9. Review of RADF Advisory Group Charter:

It was resolved that the RADF Advisory Group Charter be emailed to all members for consideration at the next meeting.

10. RADF Evaluation Template:

It was resolved that the draft RADF Evaluation Template be emailed to all members for consideration at the next meeting

11. Close of Meeting:

There being no further business, the meeting closed at 5:40 pm.

Actions from Previous Meeting

	Action Item	Responsible Officer	Due Date	Status
1	Follow up Outcome Report for Home Hill Chamber of Commerce artwork project in Lloyd Mann Gardens.	J Horan	3 December 2025	Completed.
2	RADF Evaluation Template to be redeveloped and reviewed at the next meeting.	J Horan	3 December 2025	Completed

New Action Items

	Action Item	Responsible Officer	Due Date	Status
1	RADF Advisory Group Charter to be emailed to all members for consideration at next meeting.	J Horan	4 December 2025	
2	Draft RADF Evaluation Template to be emailed to all members for consideration at next meeting.	J Horan	4 December 2025	
3				

5.1.1. CEO

Ordinary Council Meetings - December 2025 and January 2026

File Reference: 1394

Report Author: Rosie McLean, Executive Coordinator

Authoriser: Matthew Magin, Chief Executive Officer

Meeting Date: 11 November 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030

- Demonstrate open and transparent decision-making, leadership and financial management.
- Undertake regulatory responsibilities in accordance with legislative obligations.

Executive Summary

The Council's Ordinary Meeting cycle is normally varied during the December/January period each year to accommodate the absence of Councillors and key staff due to personal and leave commitments over this period. It is proposed to hold only one (1) Ordinary Council meeting in December 2025 and also one (1) meeting in January 2026. The Workshop Meeting cycle will also be varied during this period.

Recommendation

That the normal Council Ordinary Meeting cycle be varied in December 2025 and January 2026 with only one (1) meeting being held in each month on the following dates:

- Tuesday 9 December 2025
- Tuesday 27 January 2026

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

Background

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

It is proposed to hold only one (1) Ordinary Council meeting in December and one (1) meeting in January, with the normal cycle of two (2) meetings per month resuming in February 2026. The proposed meeting dates are as follows:

- December meeting – Tuesday, 9 December 2025
- January meeting – Tuesday, 27 January 2026

The normal Workshop Meeting cycle will also be adjusted during this period, with one (1) workshop scheduled on Tuesday 2 December 2025 and another on Tuesday 20 January 2026.

It is requested that the proposed arrangements be confirmed.

Consultation

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

Budget & Resource Implications

Not Applicable.

Legal Authority & Implications

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

Policy Implications

Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)

Risk of non-compliance with legislative requirements in relation to notice of Ordinary Council Meetings.

Attachments

None

6.2.1. COMMUNITY SERVICES

Community Assistance Policy

File Reference: 1763

Report Author: Sara Smith, Community Development Support Officer

Authoriser: Glenn Arboit, Manager Community Services

Meeting Date: 11 November 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030

- Promote and encourage community participation, volunteerism, and capacity building within community organisations.
- Support community and sporting organisations to deliver events, programs, and opportunities that foster social connection and physical activity.

Burdekin Shire Council Operational Plan 2025-2026

CD1 Facilitate partnerships with community organisations within the Shire to ensure a coordinated community-focussed approach to service delivery.

CD4 Engage with community and sporting groups to identify opportunities to collaborate and provide support to increase participation in community life.

CD6 Manage the Community Assistance Grants Program.

Executive Summary

The Community Assistance Policy provides a clear and consistent framework for both Council and the community to access financial and in-kind support. The policy sets out defined eligibility criteria and application procedures for organisations and individuals undertaking community-focused activities that are consistent with Councils Vision, Mission and Corporate Strategy. The Policy was scheduled for review in July 2025.

Recommendation

That Council adopts the Community Assistance Policy as attached.

Background

In accordance with Section 195 of the *Local Government Regulation 2012*, Burdekin Shire Council has adopted a Community Assistance Grant Policy to guide the equitable distribution of grant funding to eligible community organisations and individuals.

While the program is primarily intended for not-for-profit organisations, a specific exception currently applies to Christian High Schools operating within the Burdekin Shire. These schools may be considered for sponsorship solely in relation to their annual awards ceremonies and milestone anniversary celebrations, in recognition of their contribution to the local community.

As part of the recent review, three (3) key updates are proposed:

- Alignment with Strategic Priorities: Update the policy to reflect the strategic priorities outlined in the Burdekin Shire Council Corporate Plan 2025-2030.
- Formalisation of an Existing Program: Incorporate the annual awards sponsorship for local high schools into the policy, ensuring formal recognition of this ongoing initiative.
- Branding Requirement: Formalise the requirement for funding recipients to display the Council logo on all promotional and advertising materials.

These revisions ensure alignment with Council's strategic direction, aim to enhance transparency, and reinforce the value of Council-supported initiatives. The updated policy continues to uphold principles of fairness and accountability while supporting a vibrant, inclusive, and liveable Burdekin community.

Consultation

Consultation was undertaken and feedback was received from the Grants and Property Officer, Manager Community Services, Senior Governance Officer, Director Corporate and Community Services and the Senior Leadership Group.

Discussions were held with Councillors on the recommended changes to the Policy at the Council Workshop held on 30 September 2025.

Budget & Resource Implications

There are no additional budget implications.

Legal Authority & Implications

Local Government Act 2009

Local Government Regulation 2012

Policy Implications

Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)

A lack of a formal, transparent framework for distributing community grants could result in inconsistent and potentially inequitable allocation of funds.

Attachments

1. Community Assistance Policy

Policy Type	Corporate
Function	Community Assistance
Policy Owner	Director Corporate and Community Services
Policy Contact	Manager Community Services
Effective Date	26 July 2022

Purpose

Pursuant to section 195 of the *Local Government Regulation 2012*, a local government must prepare and adopt a policy about local government grants to community organisations which includes the criteria for a community organisation or individuals to be eligible for a grant from the local government.

This policy has been developed to administer the distribution of Community Assistance Grant monies to not-for-profit entities and individuals that deliver community activities within Burdekin Shire. While the program is primarily intended for not-for-profit organisations, a specific exception applies to Christian high schools operating within the Shire. These schools may be considered for sponsorship solely in relation to their annual awards ceremonies and milestone anniversary celebrations, in recognition of their contribution to the local community.

The policy offers guidance to Council and community on the provision of equitable, fair, and transparent assistance to: “create an inclusive, welcoming and healthy environment that offers a high quality of liveability for Burdekin residents”.

All requests for a Council Assistance Grant must be made through the application process as outlined in this policy and associated documents.

Scope

This policy applies to not-for-profit organisations and residents/individuals in the Burdekin Shire who meet the eligibility criteria for community assistance from Council.

The main mechanism for provision of community assistance grants is through the Community Grants Program.

Exceptions

This policy does not apply to:

- Organisations or groups not providing services to the Burdekin community.
- Commercial for-profit businesses that seek to deliver profitable or business outcomes.
- Revenue financial assistance (interest free loans); or
- Grants for arts and cultural development provided through the Regional Arts Development Fund (RADF) process.

Objectives

The objectives of the Community Assistance Policy are to provide support to organisations, groups and individuals by:

- Assisting local groups to build capacity, foster independence and skill development to respond to challenges in hosting community activities;
- Supplementing the funds that organisations have raised themselves for projects;

- Assisting the development and quality of service delivery;
- Promoting increased access and usage of community resources, services and facilities;
- Facilitating the establishment of projects and services; and
- Providing a grant as an initiating contribution for an organisation, where the organisation has demonstrated that its programs are in response to an emerging need in the community and where it can be reasonably assumed that the organisation will become established and sustainable as a result of this grant.

Policy Statement

Council supports and facilitates active community participation in activities that are consistent with Councils Vision, Mission, and Corporate Strategy, represents value for money and are provided in an equitable and accountable manner in advancing:

- Our Community
- Our Economy
- Our Environment
- Our Infrastructure
- Our Organisation

This policy provides a framework for operationalising the following programs:

Community Grants Program

The Community Grants Program is the main means by which Council disburses funding and in-kind support to eligible community entities. Funding is generally provided for applications that target the following types of projects:

- Developing new or existing programs or activities within the Burdekin community
- Local festivals or events that have broad community benefit
- Projects or events that support civic pride and enhanced social and economic activity

Requests for consideration under the Community Grants Program are assessed on a quarterly schedule and applications must be submitted to the Council on the prescribed form.

Recipients of the grant are required to display the Council logo on all promotional and advertising materials, including posters, flyers, newsletters, programs, and advertisements. Recipients must also ensure the Council banner is visibly presented at all funded events.

Other Assistance

Council will continue to provide the following community assistance as a part of this Policy framework:

Building and Plumbing Fees

Council will, on application, consider providing a donation to not-for-profit organisations, within the Burdekin Shire, by refunding building and plumbing fees associated with building and plumbing applications lodged with Burdekin Shire Council's certifiers. Building and plumbing fees (lodgement and assessment) must be paid up front.

Eligible not-for-profit organisations must write to Council requesting a refund of the building or plumbing application (lodgement and assessment) fees.

Local School Anniversary Celebrations

Council may provide a donation of up to \$250.00 to schools within the Burdekin Shire that are holding events to celebrate opening date anniversaries.

Only anniversaries in multiples of 25 years will be eligible for this support (i.e., 25, 50, 75, 100, 125 etc).

Annual Award Sponsorship for Local High Schools

Council may provide a \$100.00 sponsorship to each of the following local high schools: Ayr State High School, Burdekin Catholic High School, Burdekin Christian College, and Home Hill State High School, to support an academic achievement award. To access this sponsorship, each school must submit a formal request annually. It is expected that Council will be invited to attend and present the award at the relevant school event.

Sporting and Cultural Grants

Applications for financial assistance for sporting or cultural events/programs will be considered on merit. Applications must be submitted using the Grants for Excellence in Sports and Cultural Activities Form and subject to the criteria set out therein and guidelines below:

- The event or program must be officially recognised and affiliated with a State, National or International organisation.
- The event or program must be officially endorsed, and the applicant must be selected to represent the State or National body in National or International titles, Commonwealth or Olympic Games, honours, or recognition.
- Individual applicants must be residents of Burdekin Shire or full-time students whose supporting parents reside in the Burdekin. Please note applications will be accepted from residents of all ages selected as Commonwealth Games or Olympic representation.
- An individual is limited to one grant per activity per financial year, unless selected for higher honours as per the scale of assistance.

Eligibility

Applications will be assessed against the categories and criteria established under this policy:

- the entity is an incorporated Not-For-Profit Organisation, group and/or resident of the Burdekin Shire, which carries out activities within the Burdekin Shire;
- Council determines that the applicant meets the criteria set out in this policy, relevant guidelines and application documentation; and
- the assistance will be used for a purpose that fosters community inclusion and is in the public interest.
- Council will only generally support one application, per entity, per year. Council reserves the right to provide assistance to an organisation more than once per year for minor requests on the basis that the total provided in each year does not exceed the total value of the yearly support granted to other applications. (Year is to be read as financial year).
- the impact upon the Council's resources, including upon the Council's ability to provide assistance to other entities; and
- whether and how provision of the assistance may affect the Council's reputation or conflict with community values; and whether the entity has any outstanding debts to Council.
- whether the entity has met the acquittal requirements of previous funding agreements.
- the provision of the assistance does not require the exercise of any enterprise powers set out in the *Local Government Act 2009*; and is not restricted by law.

Note:

- The fact that an entity meets an eligibility criterion does not oblige the Council to provide assistance. Council will consider applications by eligible entities against all of the assessment criteria.
- Council will support activities outside of the Burdekin Shire, where the conduct of the activity is deemed in the public interest of Burdekin Shire residents.

- Applications for sporting financial assistance to individuals will be considered on its merits and is to be submitted using the Grants for Excellence in Sports and Cultural Activities Form and are subject to the criteria set out therein.

Assessment

All grant applications are subject to assessment against the eligibility criteria as outlined in the relevant grants guidelines.

All applications must be submitted and provide all of the information requested on the application form.

Applications which do not meet eligibility requirements will not be funded.

Eligible applications may be partially funded.

The assessment stages include:

- Eligibility check by council officers
- Written briefing and review by a Council's Grants Panel
- Endorsement at an Ordinary Council Meeting.

Determination of Public Interest

Council will determine whether assistance will be used for a purpose that is in the public interest. Council will have broad discretion and will have regard to any matters that the Council believes to be relevant, these may include consideration of whether the purpose:

- contributes to enhancing community resilience and wellbeing; or
- assists with conducting an activity that contributes to the economic vitality of the Burdekin; or
- enhances safety in the community; or
- assists with community engagement and the provision of community events, activities, or opportunities; or
- is intended to relieve suffering or hardship for a person or persons within the Burdekin; or
- is intended to relieve suffering or hardship being experienced by persons outside of the Burdekin as a result of a significant natural disaster.

This list is not intended to be exhaustive.

Acquittal

All successful grant applicants must complete a grant acquittal (where required as a condition of the funding) on the prescribed form after the event or activity completion.

Risk Management

A Community Assistance Policy guides Council decision making in an equitable, accountable, and transparent manner for the benefit of the community and Shire generally. It will ensure Council's investment in community assistance is cost effective and efficient.

Legislation

Local Government Act 2009

Local Government Regulation 2012

Associations Incorporation Act 1981

Information Privacy Act 2009

Right to Information Act 2009

Public Records Act 2002

Related Documents

Reference Number	Document Title
COM-GDE-0001	Community Grants Program – Guide for Applicants
COM-FRM-0004	Community Grants Program Application Form (Cash)
COM-FRM-0003	Community Grants Program Application Form (In-Kind)
COM-FRM-0005	Community Grants – Acquittal Form
COM-FRM-0007	Grants for Excellence in Sports and Cultural Activities Application Form

Definitions

Grant	is an agreement between Council and an entity where Council provides financial assistance to achieve agreed objectives.
Assistance	means any grant, donation or sponsorship support provided by the Burdekin Shire Council, whether financial or in-kind.
Community Organisation	means an incorporated entity; that carries out activities for a public purpose and benefit; and an entity whose primary object is not directed at making a profit.
Community	a term that includes residents, workers and long-term visitors within the Burdekin Shire.
Community Wellbeing	encompasses the health and wellbeing of the residents within the Burdekin local government area and includes dimensions such as economic vitality, celebration of place, access to services and facilities, community harmony, a healthy community, participation in community life, a safer community and cultural development.
Community Engagement / Participation	a term used by IAP2 meaning the involvement of those affected (interested or impacted) by a decision in the decision-making process. Council uses the term interchangeably with Community Engagement, Stakeholder Engagement or Consultation.
Donation	is any charitable contribution made by Council to assist a not-for-profit entity.
Sponsorship	is an agreement between Council and an entity, in which the parties co-operate and contribute resources to achieve agreed community objectives in the public interest. It involves an ongoing and active working relationship and formal recognition of Council's involvement.
Grants Assessment	is the panel nominated by Council to assess Community Grants with transparency in accordance with the <i>Local Government Act 2009</i> .
Funding Agreement	outlines the standard terms and conditions for all grants funded by Burdekin Shire Council.
Grants Guidelines	includes detailed information that is provided to potential applicants to assist with the application process.

Grants guidelines includes detailed information that is provided to potential applicants to assist with the application process

Document History and Version Control

Title of Document	Community Assistance Policy
Document Reference Number	COM-POL-0005 Rev 2
Review Schedule	36 months
Council Meeting Date	26 July 2022
Council Resolution Number	1710484

6.3.1. FINANCIAL SERVICES

Sale of Land for Overdue Rates and Charges

File Reference: 1052

Report Author: Jacqui Thomasson, Revenue Coordinator

Authoriser: Jenny Manganaro, Manager Financial Services

Meeting Date: 11 November 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030

- Responsibly manage Council's financial position to ensure sustainability.
- Undertake regulatory responsibilities in accordance with legislative obligations.

Burdekin Shire Council Operational Plan 2025-2026

R2 Maximise recovery of overdue rates and charges, in accordance with Council's Rates and Charges Recovery Policy with an emphasis on more timely follow up action on overdue rates from Reminder Notices through to Sale of Land for Arrears of Rates.

Executive Summary

To effectively address current rate arrears on these properties, the sale of land process will be necessary to discharge overdue rates and charges. Previous requests for payment have been ignored and the total outstanding revenue on these properties now exceeds \$52,000.

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

Recommendation

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

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

Background

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

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

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

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

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

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

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

For properties that proceed to auction, Council must set a reserve price under Section 143 of the *Local Government Regulation 2012* that is at least:

- (a) the market value of the land; or
- (b) the higher of the following-
 - (i) the amount of overdue rates or charges on the land;
 - (ii) the value of the land.

If the reserve price for the land is not reached at the auction, the Council may enter into negotiations with any bidder who attended the auction to sell the land by agreement. However, the price for the land under the agreement must not be less than the reserve price for the land.

Consultation

Details discussed with Councillors in a workshop held on 4 November 2025.

Budget & Resource Implications

Legal fees and administrative expenses incurred during the sale of land process are recoverable costs under S146(1)(b) of the *Local Government Regulation 2012*.

Administrative costs incurred by the local government are regarded as expenses of the sale.

Legal Authority & Implications

Local Government Regulation 2012 Chapter 4, Part 12, Division 3 – Selling or acquiring land for overdue rates or charges.

Policy Implications

Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)

Risk of non-compliance with legislative requirements in relation to selling or acquiring land for overdue rates or charges.

Attachments

1. Sale of Land Schedule A List of Properties - 3 November 2025

Schedule A – List of Properties

Property No.	Legal Description	Amount Outstanding as at 3 November 2025
19018	Lot 2 RP 897713	\$20,208.63
3398	Lot 14 RP 710779	\$15,477.93
1585	Lot 72 H 6167	\$16,777.87

6.3.2. FINANCIAL SERVICES

Sundry Debtors Recovery Policy

File Reference: 364

Report Author: Jenny Manganaro, Manager Financial Services

Authoriser: Kim Olsen, Director Corporate and Community Services

Meeting Date: 11 November 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

FM5 Maximise recovery of outstanding sundry debtors.

Executive Summary

The purpose of the Sundry Debtors Recovery Policy is to provide a framework for timely and efficient recovery of overdue accounts for Council.

Recommendation

That Council adopts the Sundry Debtors Recovery Policy attached to this report.

Background

Council introduced a Sundry Debtors Recovery Policy in 2019 to manage the recovery of outstanding revenue, and to ensure the level of debt owing to Council is well managed and monitored. The policy has provided a framework to ensure a consistent approach has been applied to the recovery of overdue accounts.

Consultation

This policy had been presented to the Senior Leadership Group in September 2025 and a Council Workshop on 4 November 2025.

Budget & Resource Implications

None though this policy does ensure that a robust Debt Recovery Policy is in place which aids in cash flow.

Legal Authority & Implications

Not Applicable.

Policy Implications

Sundry Debtors Recovery Policy.

Risk Implications (Strategic, Operational, Project Risks)

Council must maintain a rigorous debt recovery process to ensure effective cash flow management without it there is a financial risk.

Attachments

1. Sundry Debtors Recovery Policy

Policy Type	Corporate
Function	Financial Management
Policy Owner	Manager Financial Services
Policy Contact	Manager Financial Services
Effective Date	11 November 2025

Purpose

Effective management and recovery of outstanding revenue is a critical component of Council's financial operations. It is essential that all debts owed to Council are actively monitored and responsibly managed to maintain financial sustainability.

This policy establishes a structured approach for the prompt and efficient recovery of overdue accounts. Its aim is to support sound cash flow management and reduce the level of outstanding debt owed to Council.

Scope

This policy applies to all sundry debts receivable by Council. Exceptions Nil.

Policy Statement

The effective management and recovery of outstanding revenue is a vital part of Council's financial responsibilities. Council must ensure that all debts owed are appropriately monitored and managed to maintain financial sustainability. The debt recovery process will be applied consistently across all debtors and will follow clear guidelines to ensure procedural fairness.

Debt Management

Monthly debtor statements detailing all sundry debts due to Council shall be forwarded by postal or electronic means to debtors. Debt collection practices will be followed as per the Sundry Debtors Operational Standard.

Payment Plans

Council expects all sundry debtor invoices to be paid promptly, within thirty (30) days from the date of issue. However, it is acknowledged that debtors may occasionally face financial hardship.

In such cases, debtors may apply for a payment arrangement by completing the Application to Pay Sundry Debtors Account by Periodic Payments Form.

Council will assess each application and may approve a payment plan under the following conditions:

- Payments must be made at least monthly.
- The full outstanding balance must be cleared by 30 June of the same financial year.

Written confirmation of the approved plan will be provided to the debtor, including notification that non-compliance may result in referral to Council's Debt Collection Agency.

Payment plans will be regularly monitored. If a debtor fails to adhere to the agreed plan, the arrangement will be cancelled, and the full outstanding amount will become immediately payable.

In exceptional circumstances, payment plans outside these terms may be approved at the discretion of the Director Corporate and Community Services and the Manager Financial Services.

Authority to commence Debt Recovery

Authority to commence debt collection or legal recovery action is delegated by the Chief Executive Officer to the Director Corporate and Community Services and Manager Financial Services who shall consider, among other things, the prospects for recovery of the sundry debt and the anticipated legal and recovery costs.

Lease Rental Recovery Action

As lease rentals are subject to lease agreements, the recovery of overdue rentals will be administered in accordance with the relevant lease agreement. If not stipulated in the lease agreement, this policy will apply.

Dispute Resolution

Council's Finance department must be made aware when a debtor is in dispute over an invoice that has been issued.

When an invoice is in dispute, further recovery action will be suspended during the duration of the dispute.

Where the dispute is not resolved within 14 days, the relevant dispute information will be referred to the Manager Financial Services for resolution.

Risk Management

The policy supports Council's strong commitment to transparency, consistency, equity and flexibility and promotes the image of Council as both efficient and fair.

The policy mitigates the risk of relief being provided to debtors who are unable to pay their Sundry Debtors account but not experiencing genuine financial difficulties or hardship.

The Sundry Debtors Operational Standard that supports this policy provides a detailed administrative process to Council employees to ensure applications are processed efficiently and accurately.

Legislation

None

Related Documents

Reference Number	Document Title
FIN-OSD-0001	Sundry Debtors Operational Standard

Document History and Version Control

Title of Document	Sundry Debtors Recovery Policy
Document Reference Number	FIN-POL-0010 Rev 1
Review Schedule	36 months

Council Meeting Date	
Council Resolution Number	Click or tap here to enter text.

6.4.1. GOVERNANCE

Revised Community Use of Council Bus Policy

File Reference: 1529

Report Author: Jordan Hern, Executive Support Officer

Authoriser: Kim Olsen, Director Corporate and Community Services

Meeting Date: 11 November 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030

- Strive for excellence in customer service to our external and internal customers.
- Undertake meaningful community engagement, through Community Advisory Groups and other engagement methods to encourage diverse community participation and feedback.

Burdekin Shire Council Operational Plan 2025-2026

CD1 Facilitate partnerships with community organisations within the Shire to ensure a coordinated community-focussed approach to service delivery.

CD4 Engage with community and sporting groups to identify opportunities to collaborate and provide support to increase participation in community life.

Executive Summary

The Community Use of Council Bus Policy was last reviewed in 2022. It has been reviewed and updated in accordance with the adopted three-year schedule.

Recommendation

That Council adopts the revised Community Use of Council Bus Policy as attached to this report.

Background

Traditionally, the Council-owned bus has been made available for use by Burdekin community groups if a Council employee or Councillor has been available to voluntarily drive the bus. The policy establishes clear conditions and guidelines for the use of the Council bus by eligible community groups. It ensures consistency, transparency, and alignment with Council's commitment to supporting community initiatives. The policy applies to all community groups within the Burdekin Shire seeking to utilise the Council bus for approved purposes and has been reviewed and updated in accordance with Council's adopted policy review schedule.

Consultation

The Senior Leadership Group reviewed the policy on 26 August 2025, and the Councillors considered the revised policy at a Council Workshop on 4 November 2025.

Budget & Resource Implications

Not Applicable.

Legal Authority & Implications

Local Government Act 2009

Local Government Regulation 2012

Policy Implications

This policy will replace the existing Community Use of Council Bus Policy. Due to the Council policy template being updated, the risk management statement has been added into the document.

Risk Implications (Strategic, Operational, Project Risks)

There are some risks associated with allowing community use of the Council-owned bus. These are largely mitigated by the implementation of this policy. One of the primary mitigation measures is that only a Council officer or a Councillor will be permitted to drive the bus. They must be fully licensed and must not be under the influence of drugs and/or alcohol. The risk of additional wear and tear on the bus is considered low, as Council does not receive a high volume of requests for use of the bus. There are also limited financial risks as the bus is fully insured, and the cost of fuel is the responsibility of the community group (unless prior approval has been given for Council to cover fuel costs).

Attachments

1. Community Use of Council Bus Policy

Policy Type	Corporate
Function	Community Assistance
Policy Owner	Director Corporate and Community Services
Policy Contact	Director Corporate and Community Services
Effective Date	11 November 2025

Purpose

The purpose of this policy is to provide conditions for the use of the Burdekin Shire Council-owned bus. The Council bus is only available for use by community groups to support activities and programs benefiting Burdekin Shire residents. The bus is made available at the complete discretion of council.

Scope

This policy applies to community groups within the Burdekin Shire who wish to use the Council bus for community purposes.

Exceptions

Community groups outside of the Burdekin Shire can be considered for use of the Council bus based on the benefit provided to the Burdekin community.

Objectives

Council will provide community assistance to Burdekin community groups, by the provision of the use of the Council owned bus within conditions as stated in this policy.

Policy Statement

Guidelines for use of bus

Council will consider applications to use the Council bus on a case-by-case basis.

Applications should be in writing and should detail when the bus is required, where the bus will travel to and demonstrate the benefit the use of the bus will have to the community.

The request for the use of the Council bus is tabled at an Ordinary Council Meeting prior to the date the bus is requested.

The bus must be driven by either a Council employee or a Councillor.

The Council reserves the right to withdraw the bus from use providing prior notice is given to the user.

Conditions for use of bus

No smoking is permitted at any time on the bus.

No animals are permitted on the bus, with special exemption for registered guide dogs with their owners.

The Council bus must be parked in accordance with the Queensland road rules and in a secure place. If an approved request includes overnight use, the bus is to remain at the driver's private residence or at the Burdekin Shire Council depot.

The driver must ensure that the logbook is completed for each part of the journey.

The bus may only be driven by a current Council employee or Councillor who is a fully licenced driver who is not under the influence of alcohol or other drugs. The driver must not take any action which is likely to interfere with the conditions of the insurance cover.

The bus must be fully fuelled upon return. Reimbursement of the cost of fuel is to be considered on a case-by-case basis. Where a community group wishes to be reimbursed for fuel costs, they must indicate this at the time of applying to use the Council bus.

Any damages identified from use of the Council bus will be the responsibility of the user. The bus must be returned in a clean and tidy state. Any cleaning costs incurred by the Council will be the responsibility of the user.

Safety Requirements

The bus must only transport a maximum of 12 people including the driver.

All passengers must wear seatbelts whilst travelling on the bus.

Infants and small children must not travel on the bus without properly fitted infant car seats.

Indemnity

Burdekin Shire Council shall not be responsible for any loss or damage to property belonging to the user or any person travelling on the bus during the period of use.

Failure to comply with any of the requirements set out in the policy will be regarded as a breach of this policy and will impact on future applications to use the bus.

Risk Management

There are some risks associated with allowing community use of the Council-owned bus. These are largely mitigated by the implementation of this policy. One of the primary mitigation measures is that only a Council officer or a Councillor will be permitted to drive the bus. They must be fully licensed and must not be under the influence of drugs and/or alcohol. The risk of additional wear and tear on the bus is considered low, as Council does not receive a high volume of requests for use of the bus. There are also limited financial risks as the bus is fully insured, and the cost of fuel is the responsibility of the community group (unless prior approval has been given for Council to cover fuel costs).

Legislation

Local Government Act 2009

Local Government Regulation 2012

Definitions and Abbreviations

Council bus	is the 12 seater mini-bus owned by Burdekin Shire Council as part of its Fleet.
Community groups	are groups within the Burdekin Shire such as schools, churches, clubs, community organisations and committees.

Document History and Version Control

Title of Document	Community Use of Council Bus Policy
Document Reference Number	COM-POL-0004 Rev 2
Review Schedule	36 months
Council Meeting Date	11 November 2025
Council Resolution Number	1706056

6.4.2. GOVERNANCE

Operational Plan Q1 Report

File Reference: 419

Report Author: Rebecca Stockdale, Senior Governance Officer

Authoriser: Kim Olsen, Director Corporate and Community Services

Meeting Date: 11 November 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.

Executive Summary

Council is required to adopt an annual operational plan that aligns with the adopted budget and the adopted corporate plan. The operational plan supports the achievement of the objectives of the corporate plan through the delivery of operational activities. The Chief Executive Officer is required to provide Council with a report outlining the implementation and progress towards achieving the annual operational plan at intervals no greater than 3 months. The Operational Plan Q1 report provides an accurate assessment of the progress achieved during the Q1 period- 1 July 2025 - 30 September 2025. At the end of the Q1 period 80% of Council's operational activities were considered to be on track (green).

Recommendation

That Council adopts the Operational Plan Q1 report as attached to this report.

Background

The below table outlines the overall Q1 performance results this financial year and at the same time last financial year.

Q1 Results 2024/2025	Q1 Result 2025/2026
Total activities: 174	Total activities: 180
Meeting or above: 138	On track: 144
Progressing: 29	At risk: 26
Under target: 2	Off track: 2
Inactive: 5	Inactive: 8

Consultation

All Managers and relevant officers were required to supply comments for the Q1 report. The report was discussed with Council at a workshop on 4 November 2025.

Budget & Resource Implications

The Operational Plan activities must be implemented within budgetary constraints.

Legal Authority & Implications

Local Government Regulation

Section 174 Preparation and adoption of annual operational plan

- (1) A Local Government must prepare and adopt an annual operational plan for each financial year.
- (2) The Local Government may, but need not, adopt the annual 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 three (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.

Section 175 Annual operational plan contents

- (1) The annual operational plan for a Local Government must -
 - (a) be consistent with its annual budget; and
 - (b) state how the Local Government will -
 - (i) progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and
 - (ii) manage operational risks; and
- (c) include an annual performance plan for each commercial business unit of the Local Government

Policy Implications

Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)

The preparation and presentation of the operational plan quarterly report helps to mitigate against the risks of no-compliance with legislation, poor performance and reputational damage.

Attachments

- 1. Operational Plan 2025/2026 Q1 Report



Burdekin
Shire Council





Operational Plan Q1 Report 2025/2026

Index

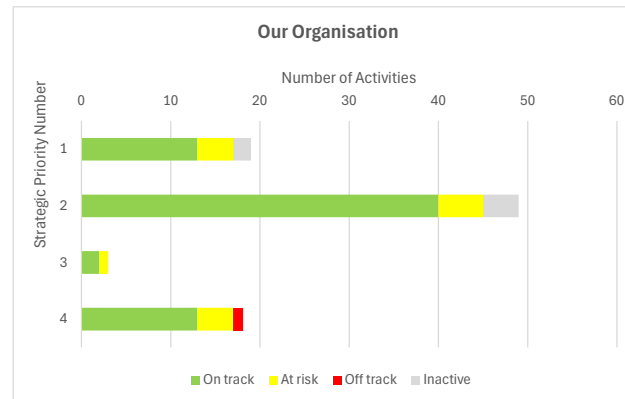
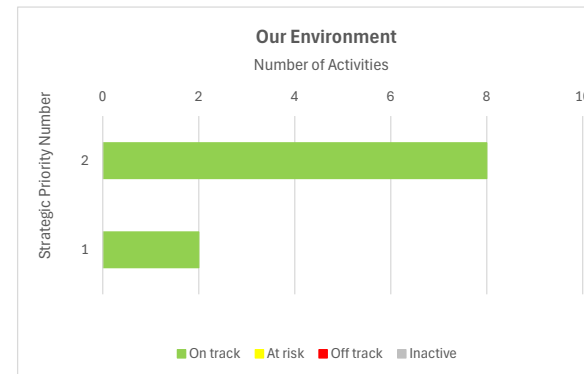
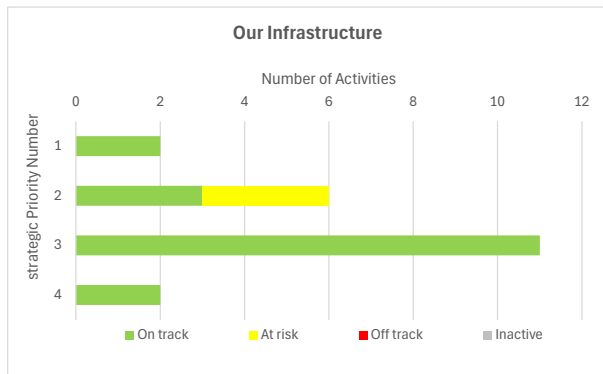
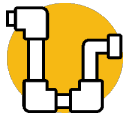
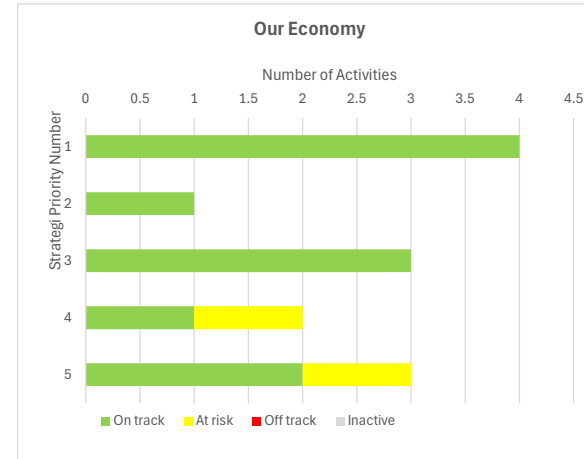
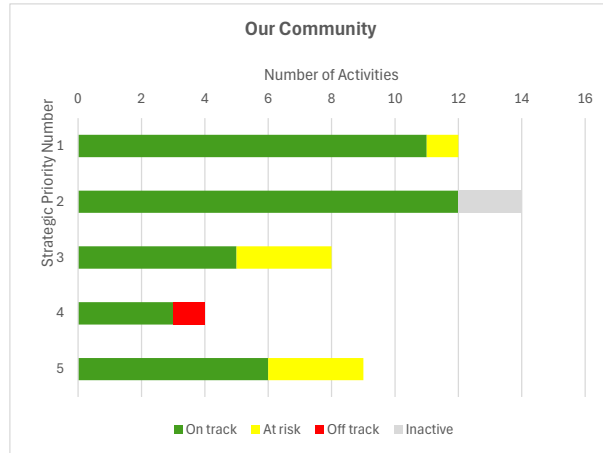
AM - Animal Management
BS - Biosecurity
CD - Community Development
CG - Corporate Governance
CP - Caravan Parks
CS - Customer Service Centre
CV - Cultural Venues
DM - Disaster Management
ED - Economic Development
EPH - Environment and Public Health
EXC - Executive
EXP - Expenditure Services
FAC- Facilities Management
FM - Financial Management
ICT - Information and Communication Technology
IM - Information Management

L - Library
MC - Media and Communications
OPW - Operations- Works
PC- People and Culture
PD - Planning and Development
PG - Parks and Gardens
PS - Purchasing and Stores
R - Rates
SP- Swimming Pools
SQ - Safety and Quality
TOU - Tourism
TR - Training
TS - Technical Services
WM - Waste Management
WWW - Water and Waste Water

Traffic Light Guidance

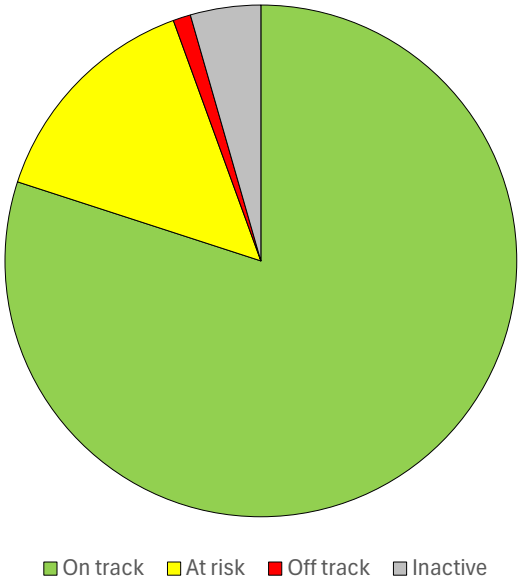
Colour	Meaning	Risk-based Guidance	Indicators
	On Track	Green – On track / at or above target <ul style="list-style-type: none"> • Progress is in line with agreed milestones and performance measures. • No significant issues, risks, or delays. • Budget and resources are adequate and on plan. • Low risk of not achieving the outcome. 	<ul style="list-style-type: none"> • Milestones completed on or ahead of schedule. • Outputs or deliverables meet required standards. • Minor issues only, managed within normal operations.
	At Risk	Yellow – At Risk / Minor Delay / Progress made but not on track <ul style="list-style-type: none"> • Progress is behind target by 10-20%, or minor milestones missed. • Issues or risks exist but are being actively managed. • Completion within financial year remains achievable with corrective action. • Moderate risk of not meeting outcomes without adjustments. 	<ul style="list-style-type: none"> • Delay due to weather, supply issues, resource availability or reduced staffing, but recovery plan in place. • Budget pressures manageable with reallocation.
	Off Track	Red – Off track / Unlikely to be Achieved <ul style="list-style-type: none"> • More than 20% behind schedule / under target with no viable recovery plan. • Major issues or risks threaten delivery of the outcome • Insufficient budget or resources to proceed and reach target within financial year • High likelihood that the activity will not be complete and/or will not achieve the target within the reporting year. 	<ul style="list-style-type: none"> • Critical milestones missed without resolution. • Activity on hold or cancelled.
	Inactive	Clear – No activity required this quarter <ul style="list-style-type: none"> • The activity has not yet started or is due to be completed in a future quarter. • Note: Only to be used before activity is due. Once completed, light should be green. 	<ul style="list-style-type: none"> • Project/activity scheduled for later commencement • Project dependent on external funding before starting.

Q1 Report Dashboard

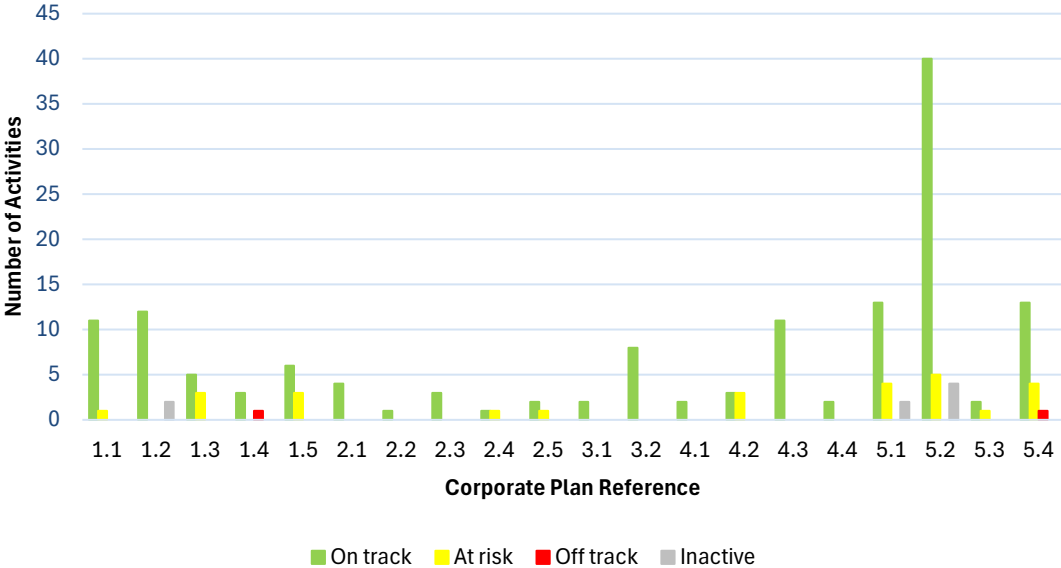


Overall Performance Q1
Operational Plan 2025/2026

Q1 Overall Performance



Breakdown of Q1 performance by Strategic Objective Area



Traffic Light Overview

Reference Number	Activity	Traffic Light
Our Community		
CD1	Facilitate partnerships with community organisations within the Shire to ensure a coordinated community-focused approach to service delivery.	●
L1	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	●
AM1	Participate in and promote responsible animal ownership.	●
BS1	Undertake a monitoring and larvicidal program to manage mosquito numbers as per Council's Mosquito Management Plan including proactive larvicide control during adverse weather conditions.	●
CV1	Facilitate a diverse range of events, shows and activities at each of the Council-owned Cultural Venues through the provision of high quality services to meet the needs of the community.	●
L2	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	●
CD2	Facilitate an active Youth Council	●
CD3	Develop and implement the Burdekin Shire Youth Plan.	●
CD4	Engage with community and sporting groups to identify opportunities to collaborate and provide support to increase participation in community life.	●
AM2	Enforce animal management legislation and local laws including: illegal camping on Council land; abandoned vehicles, and overgrown properties.	●
AM3	Maintain and operate Council's animal pound with a focus on rehoming animals where suitable i.e. where health and temperament allows.	●
EPH1	Deliver Food Safety education and participate in environmental awareness activities with the community.	●
PD1	Review the Burdekin Shire Council Planning Scheme December 2022 and submit a report to the State (i) responding to the Minister's Conditions and (ii) outlining the findings of the review and whether a scheme amendment is required.	●
PD2	Finalise the new Local Government Infrastructure Plan (LGIP) ready for review and approval by the State.	●
PD3	Finalise Cultural Heritage Report in accordance with the State Interest requirements.	●
PD4	Commence all relevant planning related actions from the Burdekin Shire Council Local Housing Action Plan.	●
PD5	Conduct pre-lodgement meetings with applicants for all impact assessable development applications.	●
PD6	Conduct three (3) compliance checks of town planning approvals every quarter.	●
PD7	Compliance assessments completed for all Reconfiguring a Lot development approvals, prior to the release of the endorsed survey plan for titling.	●
PD8	Issue timely Further Information Requests for new residential building developments.	●
PD9	Decide on development applications for new residential building development in accordance with legislative timelines.	○
PD10	Issue timely Further Information Requests for new residential plumbing works developments.	○
PD11	Decide on development applications for new residential plumbing works development in accordance with legislative timelines.	●
DM1	Approve and manage all local Burdekin State Emergency Services operations including material and associated costs relating to all State Emergency Services buildings and plant.	●
DM2	Facilitate community education and promote disaster readiness in the Burdekin Shire with a focus on new residents in the region.	●
DM3	Local Disaster Management Plan and Sub-Plans are reviewed and updated annually.	●
TOU1	Provide support to the Visitor Information Centres in Ayr and Home Hill.	●

TOU2	Participate in Economic Development/Tourism Expos.	●
TOU3	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.	●
CP1	Promote the Council-owned caravan parks in local, state, and national media outlets and publications.	●
CV2	Undertake a review of the Arts & Culture Strategy and identify key initiatives that can be undertaken.	●
MC01	Develop and issue media releases including posting releases to Council website and social media platforms informing the community on Council activities.	●
MC02	Provide support to Mayor, Councillors and Officers in responding to media enquiries.	●
CD5	Facilitate targeted community events, activities and programs that foster a vibrant community and improve health and wellbeing.	●
CG1	Coordinate RADF (Regional Arts Development Funding) Program.	●
CG2	Administer Council's Revenue Financial Assistance Program (Interest Free Loans).	●
CD6	Manage the Community Assistance Grants Program.	●
CD7	Implement the revised Burdekin Shire 5-year Sport and Recreation Plan.	●
SP1	Administer the management contracts for the Ayr and Home Hill Swimming Pools and inspect and maintain all Shire pools.	●
CG3	Manage Council's property portfolio (including the Ayr Aerodrome) in accordance with legislation with the timely reporting of matters to Council for approval.	●
CV3	Plan for the Burdekin Theatre Promenade Project through engagement with stakeholders and development of detailed designs.	●
CV4	Undertake a review the Ayr Showgrounds Master Plan to identify outstanding projects.	●
L3	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	●
PG1	Conduct mandatory annual third party playground inspections in accordance with AS 4685.0:2017 as per AS 4685:2021 and prioritise the repair of identified non-compliances based on audit risk categorisation.	●
FAC1	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.	●
CP2	Administer the management contract for the Burdekin Cascades Caravan Park (BCCP) and internally manage the Home Hill Caravan Park.	●
PG2	Refurbishment and replacement of select playground equipment at Arch Dunn Playground, Home Hill.	●
Our Economy		
ED02	Support initiatives and facilitate programs that build capacity of individuals and local businesses to better utilise digital technology.	●
ED03	Promote funding opportunities available to businesses for research and development.	●
ED04	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 businesses.	●
ED05	Encourage and support individuals and businesses to better participate in regional economic development initiatives.	●
ED06	Encourage businesses and individuals to participate in activities to promote employment and training opportunities.	●
ED07	Market and promote the Burdekin including the Ayr Industrial Estate opportunities to potential developers/investors.	●
ED08	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.	●
ED09	Implement actions identified in the Burdekin Economic Development Strategy.	●
ED10	Advocate for funding to employ a housing officer to implement the Local Housing Action Plan (LHAP).	●
PD12	Facilitate pre-lodgement meetings with developers to support and encourage economic growth opportunities for the Burdekin Shire whilst balancing planning and environmental outcomes and community expectations.	●
TOU4	Seek to identify funding to update the Burdekin Tourism Strategy.	●
TOU5	Continue membership of Townsville Enterprise Ltd. and host industry forums/workshops to encourage development of tourism product.	●
TOU7	Undertake planning for the biennial 2027 'Sweet Days Hot Nights Festival', including associated events, as a destination event for the Burdekin.	●

Our Environment		
PD13	Assess Planning Applications to ensure compliance with requirements of the current Planning Scheme.	●
PD14	Consistently apply Council's Floor Heights for Buildings with Habitable Rooms Policy.	●
BS2	Undertake aquatic weed control in participating Riparian Management Agreement (RMA) waterways in the Shire.	●
EPH2	Undertake works identified in the Dune Management Strategy.	●
BS3	Undertake pest plant and animal reduction activities including the development of property biosecurity plans with landowners.	●
BS4	Review, Update, and Implement Council's Biosecurity Plan.	●
WM1	Participate in the Local Government Illegal Dumping Partnership Grant Program, and seek additional funding past March 2026.	●
WM2	Implement Waste Management Services Contract including Collection Service Specification to ensure Contractor meets performance standards, including - Delivery of new bin services. Number of missed services. Response to missed services. Bin repairs/replacements. Service complaints.	●
WM3	Supervise and manage waste and recycling sites to ensure compliance with conditions of the Environmental Authority and improve performance for the Kirknie Landfill, and the Ayr, Home Hill, Giru and Clare Transfer Stations.	●
WM4	Continue environmental monitoring programs at the following 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).	●
Our Infrastructure		
TS1	Complete Transport Infrastructure Development Scheme (TIDS) program in accordance with Roads and Transport Alliance requirements.	●
TS2	Complete Roads to Recovery Program in accordance with Australian Government requirements.	●
WW1	Implement approved Drinking Water Quality Management Plan.	●
WW2	Maintain strict compliance with the PFAS Management Plan, including adherence to the prescribed testing matrix and ongoing implementation of PFAS risk mitigation and management initiatives.	●
WW3	Maintain strict compliance with environmental licence conditions utilising councils' site-based management plan, including all required water quality monitoring matrices. Ensure ongoing implementation of environmental risk management and improvement initiatives.	●
WW4	Complete Bore field Rejuvenation project and meet deadline for commissioning of new South Ayr Filtration Plant.	●
WW5	Ensure operational responsiveness and departmental performance of the Water and Wastewater team aligns with Council's Customer Service Charter and agreed service timeframes.	●
WW6	Enhance the existing Sewerage Condition Assessment program (Clean and Camera) with the addition of Smoke Testing. In 25/26 complete a condition assessment of the Brandon sewer network.	●
TS3	Complete asset inspections in accordance with inspection program.	●
TS4	Complete asset capitalisations in a timely manner.	●
TS5	Complete asset valuation reviews including desktop reviews for Transport, Drainage, Land and Improvements and Other Assets and comprehensive valuation of Buildings, Water and Sewerage Assets	●
TS6	Completion of assigned Asset Management Roadmap tasks.	●
OPW1	Implement Annual Works Program as adopted within the financial year considering revisions required to accommodate externally funded projects and/or natural disasters.	●
TS7	Detailed designs of 2026/2027 reseals.	●
FAC2	Coordinate and manage major facilities management projects and asset management plans as required and in line with agreed strategic outcomes.	
SP2	Construct new amenity block at the Burdekin Aquatic Centre.	●
SP3	Deliver capital works upgrades at the Home Hill Swimming Pool.	●
TS8	Develop and monitor Annual capital delivery program.	●
TS9	Develop 5 and 10 year roadworks and drainage capital works program.	●
CG4	Coordinate and project manage Council's external funding applications.	●

PD15	Following identification of additional residential land in Ayr and industrial land in Home Hill, submit any required amendments to the Planning Scheme to the State for endorsement.	●
Our Organisation		
CS1	Deliver professional customer service assistance to internal and external customers.	●
CV5	Annual consultation and survey of local user groups (Hirers) to understand customer expectations/satisfaction to ensure Cultural Venues remain relevant into the future.	●
OPW2	Ensure operational responsiveness and departmental conduct (operations- works) aligns with Council's Customer Service Charter and agreed service timeframes.	●
PG3	Ensure operational responsiveness and departmental performance of the parks and gardens team aligns with Council's Customer Service Charter and agreed service timeframes.	●
ED11	Facilitate meetings of the Economic Advisory Group and implement agreed recommendations as endorsed by Council.	●
CD8	Review Council's Community Connect Program.	●
CD9	Plan and conduct two informal face-to-face community engagement sessions with identified communities outside of the main population centres.	●
TS10	Assess items identified by the Burdekin Road Safety Advisory Committee.	●
MC03	Facilitate the production of corporate publications including the Annual Report and Annual Budget documents.	●
MC04	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.	●
MC05	Improve disaster preparedness and emergency response communications by ensuring multi-channel distribution and community readiness.	○
EXC1	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).	●
OPW3	Deliver Road Maintenance Performance Contract (RMPC) in accordance with requirements and within budget.	●
OPW4	Achieve a satisfactory external audit of the Road Maintenance Performance Contract from the Department of Transport and Main Roads.	○
EXC2	Facilitate internal and external training opportunities with key regulatory and advisory bodies to support ongoing councillor training activities as required.	●
MC06	Strengthen community trust and awareness by proactively communicating Council's key advocacy efforts, funding applications, decisions, and major projects.	●
CG5	Manage Council's Corporate Policy Program.	●
PD16	Provide timely responses to all Plumbing and Drainage related Customer Requests, including Trade Waste and Backflow Prevention.	●
PD17	Implement agreed management action items from the 2024/2025 Planning and Development Review - Internal Audit.	●
CG6	Co-ordinate Council's Complaints Management System in accordance with the adopted Complaints Management Policy and Process and facilitate the provision of information to external authorities (QAO, Queensland Ombudsman, Queensland Police etc) as required.	●
CG7	Provide access to Council documents in accordance with the Right to Information Act and Information Privacy Act.	●
CG8	Coordinate the Internal Audit function including the annual review of the Internal Audit Plan by the Audit and Risk Committee.	●
FM1	Co-ordinate/provide information for external audit projects undertaken by Queensland Audit Office.	●
R1	Ensure customer requests are actioned in a timely manner.	●
FM2	Prepare and deliver Council budgets (including revised budgets) in accordance with statutory requirements.	●
FM3	Report actual performance against budget to Council monthly.	●
R2	Maximise recovery of overdue rates and charges, in accordance with Council's Rates and Charges Recovery Policy with an emphasis on more timely follow up action on overdue rates from Reminder Notices through to Sale of Land for Arrears of Rates.	●
EXP1	Administer accounts payable and contract register.	●
PC1	Implement agreed management actions from the Payroll Review Internal Audit 2024/2025.	●
CG9	Coordinate Council's insurance program to manage risks associated with Council operations and assets.	●
FM4	Coordinate and submit 10 year financial forecast to Local Government Department.	●
FM5	Maximise recovery of outstanding sundry debtors.	●

R3	Issue timely and accurate rates and charges notices.	●
EXP2	Maximise earnings on cash holdings.	●
TS11	Implementation of Council fleet renewal program - ordered, delivered and program developed.	●
TS12	Implement agreed actions from the Fuel and Fleet Management Internal Audit.	●
EXC3	Continue to manage risks effectively through ongoing improvements to Council's Enterprise Risk Management systems.	●
CG10	Monitor and review Fraud and Corruption Control Plan for legislative and regulatory changes.	●
CG11	Actively review and update Council's Delegations Register.	●
CG12	Implement Council's Business Continuity program including completion of testing activities as per the adopted testing strategy and schedule.	●
CG13	Monitor and implement relevant initiatives in response to the Information and Privacy Legislation Act (IPOLA) reforms, including mandatory notification of data breaches (MNDB).	○
IM1	Establish Information Management Standards and Controls.	○
IM2	Conduct a comprehensive review of information policies on a biennial basis, ensuring updates align with evolving regulatory requirements and industry best practices.	●
IM3	Ensure the safe custody of Council records through the classification and registration of daily correspondence into the records management system.	●
IM4	Ensure compliance with Queensland State Archives schedules for the retention and disposal of paper-based corporate records.	●
SQ1	Develop an all of Council Internal Quality Audit Program to ensure compliance with ISO9100.	●
SQ2	Maintain Council's Quality Management System certification.	●
EXP3	Administer financial delegations.	●
PS1	Implement key recommendations from BDO Internal Fuel Management Audit Report.	●
AM4	Conduct a review of Council's Local Laws.	●
EXC4	Coordinate and provide administrative support for Council's statutory meetings and deliver accurate and timely minutes of meetings.	●
CG14	Coordinate Council's Public Interest Disclosure Investigations and Training.	●
FM6	Prepare and deliver annual Financial Statements in accordance with legislative and accounting standards requirements and within the agreed external audit plan timeframes.	●
FM7	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.	●
FM8	Coordinate and complete the annual Local Government Comparative Data Return.	○
FM9	Prepare and lodge all necessary statutory/legislative returns.	●
R4	Maintain the property and rating database to ensure a high level of accuracy.	●
R5	Ensure accurate and timely Emergency Management Levy, Rural Fire Brigade Charge and State Government Pensioner Subsidy claims and payments.	●
EXP4	Conduct Tender 2025 Refresh of Approved Contractors Listing applications for private hire and traffic control providers for the period 1 October 2023 to 30 September 2026.	●
EPH3	Undertake regulatory responsibilities under State legislation: Food Act 2006, Public Health (Infection Control for Personal Appearance Services) Act 2003, Public Health Act 2005, and Council's Local Laws.	●
EPH4	Provide Environmental and Health Assessments for relevant Development Applications in accordance with legislative requirements.	●
ICT1	Coordinate the design, acquisition, configuration, maintenance and management of ICT hardware infrastructure.	●
ICT2	Provide quality ICT services to internal customers, including timely resolution of customer requests.	●
ICT3	Develop the 5-Year ICT Strategy.	●
SQ3	Management, maintenance and reporting of the Sky trust System as the primary repository for Safety information.	●
PS2	Embed operation of new fuel system to ensure full functionality and auditability with training provided as required.	○
TS13	Implement Technology One mobility modules.	●
MC07	Manage, monitor and promote Council's social media platforms as an effective community information and engagement tool.	●
TOU8	Enhance online presence including the Visit Burdekin website, destination events calendar and Tourism Social Media Platforms.	●
IM5	Strengthen Cyber Security and Access Controls and implement robust cybersecurity protocols to protect sensitive data from unauthorised access, breaches, and cyber threats.	●

IM6	Manage Council's public website and Intranet in accordance with adopted operational standards.	●
EXC5	Undertake effective planning and coordination of Council programs and operations through the Senior Leadership Group.	●
TR1	Develop and maintain the 2025/2026 Training Plan and ensure that skills and qualifications required by legislation are maintained/updated	●
TR2	Facilitation of traineeships, apprentices and work experience opportunities.	●
IM7	Deliver systematic ongoing Recordkeeping Awareness training and records management system training for all employees to ensure recordkeeping is supported at all levels of Council.	●
TR3	Coordinate Council's corporate training and employee professional development initiatives.	●
PC2	Manage work-related injuries including the facilitation of workers compensation claims and return to work programs.	●
SQ4	Development and adoption of Council's Annual Work Health and Safety Plan.	●
SQ5	Develop and roll out a successful and engaging Safe Work Month Program for all employees.	●
OPW5	Nett reduction in number of WHS incidents involving property damage by Works Staff. Benchmark established from 2024/2025 SkyTrust reporting.	●
OPW6	Operations- Works Record of non-compliance against Site Safety Checklists.	●
PG4	Nett reduction in number of WHS incidents involving property damage by Parks and Gardens Staff. Benchmark established from 2025/2026 SkyTrust reporting.	●
PG5	Parks and Gardens Record of non-compliance against Site Safety Checklists. Establish benchmark performance from prior year with a view to continuous improvement in following years.	●
WW7	Water and Wastewater Record of non-compliance against Site Safety Checklists.	●
EXC6	Complete the implementation of agreed actions from the Strategic Workforce Planning and Succession Management internal audit report.	●
PC3	Deliver workforce data reports that meet Council's requirements and highlights workforce trends to inform workforce planning.	●
PC4	Implement the Workforce Plan to address skill shortages and mitigate "single points of failure" within the organisation, enabling the Council to attract, retain, and strategically plan for the future workforce.	●
EXC7	Continue to implement initiatives designed to improve organisational culture through the adopted Action Plan.	●
PC5	Manage Council's People and Culture functions including employee relations, compliance, compensation and benefits, and all other employee related matters.	●



Our Community



We are a welcoming, inclusive and adaptive community.

Objective: Healthy, Inclusive, and Socially Engaged Community

Promote wellbeing, inclusivity, and social connection by supporting accessible services, programs, and initiatives that foster health, equity, and community participation.

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


Operational Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
CD1	<i>Facilitate partnerships with community organisations within the Shire to ensure a co-ordinated community-focussed approach to service delivery.</i>	<p>Facilitate regular community sector network meetings.</p> <p>Manage BSC donations and in-kind support to Burdekin Community Association, PCYC and Burdekin Neighbourhood Centre and other welfare groups.</p>	Manager Community Services	<p>During Q1, Community Development has taken role of administrator for Burdekin Community Sector Network Meetings taking responsibility for coordination of monthly meetings, creating agenda and meeting minutes. Council's donations paid to Burdekin Community Association and Burdekin Neighborhood Centre. The 2024-25 Milestone Report submitted to Department for PCYC Multi-Tenant Service Centre Agreement and payment processed. Other donations include sponsorship to Burdekin State High Schools for their academic achievement awards.</p>	●



Objective: Healthy, Inclusive, and Socially Engaged Community					
Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
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 and 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>The Burdekin Library delivered a total of 126 programs and events, engaging 1,074 participants. These included 36 First 5 Forever sessions, 28 school holiday activities, 20 after school programs, 5 community outreach visits, and 10 Tech Connect sessions for seniors.</p> <p>In addition to regular programming, the library hosted several special events: 4 Cricut workshops with 28 attendees, 3 author events attracting 68 participants, and the How Do You Library? promotion - a six-week initiative supported by the State Library of Queensland, comprising 23 events aimed at increasing community engagement.</p> <p>Library usage figures for the quarter included 12,057 physical loans and renewals, and 2,025 electronic item loans. While these numbers represent a slight decrease compared to the same period last year, they remain within expected variation.</p>	
AM1	<i>Participate in and promote responsible animal ownership.</i>	<p>Four animal management topics covered in media.</p> <p>De-sexing applications approved in accordance with guidelines.</p> <p>Three discounted microchipping events held.</p>	Coordinator Environment and Health Projects	<p>1 article regarding the microchipping event was published in the media.</p> <p>1 De-sexing application received and was approved.</p> <p>1 Discount microchipping event held with 7 animals microchipped.</p>	

Objective: Healthy, Inclusive, and Socially Engaged Community					
Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
BS1	<i>Undertake a monitoring and larvicidal program to manage mosquito numbers as per Council's Biosecurity Plan including proactive larvicide control during adverse weather conditions.</i>	<p>Implement the Mosquito Management Plan and treatment of known breeding sites as detailed in the Biosecurity Plan.</p> <p>Identify adverse weather events and develop an appropriate response to reduce mosquito numbers.</p>	Pest Management Supervisor	<p>Currently, all identified vector risk areas in the immediate vicinity of Ayr, Home Hill, Alva, and Brandon urban areas are checked twice a week, either by ATV or car.</p> <p>Areas of Treatment & Water Types:</p> <ul style="list-style-type: none"> • Ayr - Irrigation Water, Drains. • Alva - Tidal Water. • Brandon - Irrigation Water, Drains. • Home Hill - Irrigation Water, Drains. <p>Number of treatments completed – 45</p> <p>Chemical Concentrate Usage:</p> <ul style="list-style-type: none"> • Teknar: 75.80 Litres • Prolink Briquettes: 60 blocks • Prolink Pellets: 10.56 KG • Bi Flex: 0 <p>Number of surveillance inspections completed – 46</p> <p>No aerial treatments were required this quarter.</p> <p>No barrier sprays were required or requested this quarter.</p>	●

Objective: Healthy, Inclusive, and Socially Engaged Community

Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
CV1	<i>Facilitate a diverse range of events, shows and activities at each of the Council-owned Cultural Venues through the provision of high quality services to meet the needs of the community.</i>	<p>Quarterly Reports delivered to Council including number of attendees, number of events and range of events at each cultural venue.</p> <p>Client (all hirers including visiting and local hirers) satisfaction survey results.</p>	Cultural Venues Manager	<p>Total attendance across all Cultural Venues during Q1 was 7136 which is higher than the same period last year (6117). Burdekin Theatre attendance was 5422 and included events such as school musicals (Burdekin Christian College, East Ayr State School, and Burdekin Catholic High School), Morning Melodies, Burdekin Art Society Exhibition, Burdekin Junior Rugby League Presentation Night, Tricked by Cosentino and Burdekin Brass Live. The Theatre hosted a total of 43 events during the quarter and supplied technical production services for Burdekin Water Festival Long Lunch (Populin's Hall) and Mardi Gras (Queen Street). The technical department also installed the new Queen Street speaker system.</p> <p>Memorial Hall attendance was 966 and included events such as Burdekin Catholic High School Debutante Ball and Debutante of the Year. The Tom Jackson Meeting Room hosted 7 events during Q1.</p> <p>Ayr Showgrounds attendance was 1240 and included Hudson Family Circus, two birthday parties and the Rotary Club of Ayr 70th Anniversary Celebrations.</p> <p>The Burdekin Multi-Purpose Hall did not have any hirers during Q1.</p>	●

Objective: Healthy, Inclusive, and Socially Engaged Community					
Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
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. Library Strategic Plan 2.3 & 9.3</i></p>	<p>Engagement with Regional Digital Development Officer.</p> <p>Identification of opportunities to improve digital inclusion.</p> <p>Initiatives implemented to improve digital inclusion.</p>	Library Services Manager	<p>Through engagement with the Regional Digital Development Officer from the State Library of Queensland, a grant opportunity was identified to enhance community access to digital equipment. A grant application has been submitted in response to this opportunity.</p> <p>The State Library has also loaned a "Preservation Station" to the library for a two-month period. This collection of digitisation tools enables the public to convert older media formats such as cassettes, slides, photographs, and video tapes into digital files. The equipment has generated significant community interest, and consideration is being given to acquiring similar resources for permanent use.</p> <p>Digital inclusion outreach has been initiated with several community organisations, including Flexi Queensland, Endeavour Foundation, RM Care, the Men's Shed, and Lilly's Cubby House. Program planning is underway for each group, with the Men's Shed program already in progress.</p> <p>One-on-one Tech Assist sessions continue to be delivered at the Ayr Library and have now also commenced at the Home Hill Library.</p>	

Objective: Healthy, Inclusive, and Socially Engaged Community					
Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
CD2	<i>Facilitate an active Youth Council</i>	Hold regular Youth Council meetings throughout the year. Present Youth Council Minutes to Council.	Manager Community Services	Monthly Meetings being facilitated and Minutes presented to Council. Ongoing volunteering of members at community events including Lower Burdekin Dancing Association Competition, Stand Up Sleep Out event & Burdekin Water Festival.	
CD3	<i>Develop and implement the Burdekin Shire Youth Plan.</i>	Plan developed and adopted by Council by 31 December 2025. Implement relevant initiatives associated with adopted Youth Plan.	Manager Community Services	A preliminary draft of the Burdekin Shire Youth Plan has been developed and submitted for feedback from Manager Community Services. It has been determined that the draft requires further development in order to meet a necessary standard. A team meeting has been scheduled to progress this work collaboratively.	

Objective: Healthy, Inclusive, and Socially Engaged Community					
Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
CD4	<i>Engage with community and sporting groups to identify opportunities to collaborate and provide support to increase participation in community life.</i>	Attend meetings for a variety of sporting and community groups.	Manager Community Services	Manager Community Services attended meetings of Burdekin Water Festival, Burdekin Chamber of Commerce, Home Hill Chamber of Commerce and Burdekin Domestic and Family Violence Prevention Network. Preparations completed for a series of engagement sessions with local community, arts/cultural, and sporting groups to gain deeper insight into the challenges they face - such as volunteer management, grant writing, governance, and strategic planning. Moving forward, Sport and Recreation will be available to deliver ClubIQ educational sessions covering a broad range of topics relevant to club operations.	●
AM2	<i>Enforce animal management legislation and local laws including: illegal camping on Council land; abandoned vehicles, and overgrown properties.</i>	80% of requests responded to within adopted timeframes. Maintain out of hours staff roster. Increased patrolling of target areas to monitor non-compliance - Animal Blitz.	Coordinator Environment and Health Projects	Customer requests were above target: Animals - 90%, Abandoned vehicles - 100%, and Overgrown allotments - 87% The out-of-hours roster was maintained. Patrols were undertaken daily, with increased patrols occurring when needed.	●

Objective: Healthy, Inclusive, and Socially Engaged Community					
Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
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 when animals are on-site.</p> <p>Animals relocated to offsite pound facility within 24 hours.</p> <p>75% of animals are rehomed where suitable.</p>	Coordinator Environment and Health Projects	<p>The Animal Management facility was given a general clean twice a week, as well as after any animal was on-site.</p> <p>Animals are relocated off-site within 24 hours.</p> <p>68 animals came through the pound.</p> <p>10 animals were still in the pound on 30 September 2025.</p> <p>15 animals had behavioural or health issues and were deemed not suitable for rehoming. 98% (42 of 43) of animals were either rehomed or returned to their owner.</p> <p>Staff have been working hard to expand the options for rehoming suitable animals that come through the pound. The local rehoming agencies have been at capacity and struggling to take on the animals in our pound.</p> <p>The number of animals through the pound has decreased significantly with the trial closure of the drop-off cages.</p>	●

Objective: Healthy, Inclusive, and Socially Engaged Community					
Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
EPH1	<i>Deliver Food Safety education and participate in environmental awareness activities with the community.</i>	<p>Relevant information is maintained on Council's 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) completed annually.</p>	Coordinator Public Health and Environment	<p>Food safety training was conducted at the Council Chambers on 4 August 2025. An additional food safety training session will be conducted at the Council Chambers in late January/early February 2026.</p> <p>Two food-related media activities in the form of newsletters or media release will be issued to food businesses annually. The first food information release will be in December 2025 and the second will be released by 1 July 2026 along with food licence renewal notices. This coincides with the new food licence renewal dates being 1 September- 31 August.</p> <p>1 Virtual Reality session has been conducted in the library and 1 education trailer session was conducted at the Water festival.</p> <p>1 National Tree Day event was hosted by Council.</p>	●

Objective: A Safe and Resilient Community

Enhance community safety and resilience by delivering effective disaster preparedness, emergency response, regulatory programs and crime prevention initiatives in partnership with key stakeholders.

- Deliver regulatory and advisory programs.
- Facilitate partnerships to improve community safety and wellbeing including crime prevention initiatives.
- Partner with State, District, and local agencies to coordinate and facilitate disaster planning, preparedness response and recovery to reduce the impact of disaster events.
- Align disaster management plans with Council priorities to ensure effective response and recovery while fostering community participation and capacity building.

Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
PD1	<i>Review the Burdekin Shire Council Planning Scheme December 2022 and submit amendments to the State.</i>	Submission made to State by September 2025.	Manager Planning and Development	Completed. Planning scheme review completed in July 2025, with the response to conditions of approval placed on the new scheme when it commenced, given to the State in September 2025.	●
PD2	<i>Finalise the new Local Government Infrastructure Plan (LGIP) ready for review and approval by the State.</i>	Submission made to State by September 2025.	Manager Planning and Development	Submission made to State seeking first State Interest Check on 17 July 2025.	●
PD3	<i>Finalise Cultural Heritage Report in accordance with the State Interest requirements.</i>	Cultural Heritage Report completed by September 2025.	Manager Planning and Development	The Cultural Heritage Report was provided to Council in July 2025.	●
PD4	<i>Commence all relevant planning related actions from the Burdekin Shire Council Local Housing Action Plan.</i>	By September 2025	Manager Planning and Development	Council successful in receiving grant monies under the Housing Supply Fund to investigate the potential of a scheme amendment to facilitate higher density residential zoned land in Ayr.	●
PD5	<i>Conduct pre-lodgement meetings with applicants for all impact assessable development applications.</i>	Minutes issued within five (5) business days of pre-lodgement meetings.	Manager Planning and Development	100% compliance achieved when pre-lodgement meetings are held.	●





Objective: A Safe and Resilient Community					
Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
PD6	<i>Conduct three (3) compliance checks of town planning approvals every quarter.</i>	100% of compliance checks completed.	Manager Planning and Development	Achieved.	●
PD7	<i>Compliance assessments completed for all Reconfiguring a Lot development approvals, prior to the release of the endorsed survey plan for titling.</i>	100% of compliance assessment completed.	Manager Planning and Development	100% compliance achieved.	●
PD8	<i>Issue timely Further Information Requests for new residential building developments.</i>	95% of requests issued within five (5) BD of the application being properly made.	Manager Planning and Development	Achieved.	●
PD9	<i>Decide on development applications for new residential building development in accordance with legislative timelines.</i>	95% development applications for new residential development decided within twenty (20) business days of being properly made if no further information is required.	Manager Planning and Development	Council did not receive any applications in the quarter for new residential dwellings therefore this measure was able to be applied.	○
PD10	<i>Issue timely Further Information Requests for new residential plumbing works developments.</i>	95% of requests issued within five (5) business days of the application being properly made.	Manager Planning and Development	No further information requests were required in this quarter therefore this measurement was not able to be applied.	○
PD11	<i>Decide on development applications for new residential plumbing works development in accordance with legislative timelines.</i>	95% of development applications for new residential plumbing works development to be decided within twenty (20) business days of being properly made if no further information is required.	Manager Planning and Development	100 % compliant. Eight (8) new plumbing applications received, with all decided within five (5) days or less.	●



Objective: A Safe and Resilient Community					
Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
DM1	<i>Approve and manage all local Burdekin State Emergency Services operations including material and associated costs relating to all State Emergency Services buildings and plant.</i>	Report on State Emergency Services funding opportunities and grant applications. SES operations delivered in accordance with adopted budget.	Local Disaster Coordinator	OBUD 2025/2026 SES Budget completed. The SES Support Grant 2025/2026 application for replacing the caravan base station for the Burdekin Unit was unsuccessful. Applications received exceeded funding arrangements, and priority was given to disaster-affected SES units. Quotes obtained, and a Purchase Order raised and given to the Contractor to proceed with Rita Island SES shed upgrade.	●
DM2	<i>Facilitate community education and promote disaster readiness in the Burdekin Shire with a focus on new residents in the region.</i>	Development of 500 new resident packs, Get Ready Burdekin campaign and a minimum of three Community engagement activities.	Disaster Management Officer	Resources are being sought for the Get Ready - New resident packs and will be ready to be distributed as part of Get Ready Month - October 2025. 200 x New Resident Get Ready Packs will be distributed through Real Estate Agents within the Burdekin Region. 200 + New Resident Get Ready Packs will be made available through the Customer Service Centre for customers and local businesses.	●
DM3	<i>Local Disaster Management Plan and Sub-Plans are reviewed and updated annually.</i>	100% of plans and sub-plans reviewed.	Local Disaster Coordinator	Burdekin Local Disaster Management Plan 2025 review has been completed. A full review was undertaken with key stakeholders and core members of the Burdekin LDMG. Majority of Sub Plans have been reviewed and are in the final stages of completion. Next Burdekin LDMG Meeting scheduled for Friday 17 October 2025.	●

Objective: Celebrate Our Unique Identity

Embrace and promote the Shire's rich heritage, culture, and diversity through events, programs, and partnerships that showcase our vibrant community spirit and local stories.

- Promote the benefits of living, working, playing, visiting, and investing in the Burdekin.
- Support and encourage creative and cultural activities and initiatives that enhance the community identity through the Arts and Cultural Strategy.
- Communicate our story and recognise the achievements of our community members.
- Facilitate events for the community

Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
TOU1	<i>Provide support to the Visitor Information Centres in Ayr and Home Hill.</i>	Maintain existing visitor numbers to the Visitor Information Centres. Analyse Visitor Information Centre Data to identify where visitors are travelling from prior to visiting the Burdekin to assist with marketing activities. Maintain existing volunteers manning of Visitor Information Centres. Six volunteer familiarisations/ workshops conducted.	Tourism Officer	Hosted a volunteer famil showcasing 2 tourism members, Burdekin Machinery Preservationists and Ironworks Brewery in August. Welcomed 2 new tourism volunteers. Visitor Information Centre Visitor Statistics: July – September 2025: Ayr 2421 / Home Hill 1934. Ayr and Home Hill VICs passed the 2024-2025 on-site Audit by the Tourism Group and remain an accredited VIC.	
TOU2	<i>Participate in Economic Development/Tourism Expos.</i>	Attend three expos and distribute a minimum of 100 information packs at each event.	Tourism Officer	No progress to report – no available expos to attend.	
TOU3	<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 'Outdoor adventures in the Burdekin'. Submitted Request for Quotations to update the Visit Burdekin Tourism photos.	
CP1	<i>Promote the Council-owned caravan parks in local, state, and national media outlets and publications.</i>	Four promotional activities undertaken annually. Regularly monitor and update website as needed.	Coordinator Environment and Health Projects	Developed logos for each of the caravan parks and updated the advertisement. Updated QTIC and Caravanning Qld membership. Lodged application with bank to enable online bookings for Burdekin Cascades Caravan Park. Websites monitored and updated as required.	



Objective: Celebrate Our Unique Identity					
Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
CV2	<i>Undertake a review of the Arts & Culture Strategy and identify key initiatives that can be undertaken.</i>	Report on Arts and Cultural matters at regular Community Sporting and Cultural Advisory Group (CSCAG) meetings. Present findings to Council.	Cultural Venues Manager	The Arts and Cultural Strategy was presented at the Community Sporting and Cultural Advisory Group Meeting (CSCAG) for discussion on 26 June 2025. An update on the strategy will be presented at a Council Workshop during Q2.	
MC01	<i>Develop and issue media releases including posting releases to Council website and social media platforms informing the community on Council activities.</i>	90% of media releases published within 24 hours of key Council decisions or events.	Media and Communications Officer	This quarter, Council prepared and issued media releases to inform the community of key Council activities, decisions, and events. 90% target for publishing media releases within 24 hours of Council decisions or events was narrowly missed due to occasional delays in receiving manager/supervisor responses for approval. Releases were consistently published to the Council website and social media platforms, ensuring wide community reach. Media releases supported Council's commitment to keeping the community informed of major initiatives and outcomes. While the quarterly performance fell just short of the 90% benchmark, processes remain strong, with the majority of releases published within the required timeframe, continuing to build transparency and community awareness.	



Objective: Celebrate Our Unique Identity					
Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
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	This quarter, Council's Media and Communications function supported the Mayor, Councillors, and Officers in responding to media enquiries to ensure factual and balanced coverage of Council matters. Achieved a 90% response rate within two business days of enquiries, ensuring timeliness and accuracy. Also assisted Mayor and Councillors with media statements, interview preparation, and key messages, strengthening Council's ability to present a consistent and professional voice.	●
CD5	<i>Facilitate targeted community events, activities and programs that foster a vibrant community and improve health and wellbeing.</i>	Facilitate community events within agreed timeframes and budget. Apply for relevant grant funding for approved events. Conduct minimum of one targeted cultural, youth, family or seniors community event annually.	Manager Community Services	Confirmed successful grant funding from TRACC (Tackling Regional Adversity through Connected Communities) which delivered the HALT Program (Small Steps for Hannah) to all local high school students including a community evening session. Remaining funds will be used to facilitate a range of health and wellbeing programs in partnership with Burdekin Community Association, Burdekin Neighborhood Centre and Selectability. In addition, funding received from Queensland Mental Health Commission and Check Up Australia for Qld Mental Health Week event. During Q1, planning was undertaken for a range of events scheduled for Q2. These include the Seniors Expo and Luncheon, Coffee and Connections Health and Wellbeing Expo, Community Christmas Carols, and the 2026 Australia Day Awards.	●

Objective: Thriving and Connected Community, Cultural and Sporting Organisations

Empower community, cultural, and sporting organisations to thrive through partnerships, capacity building, and access to resources that strengthen their contribution to community life.

- Promote and encourage community participation, volunteerism, and capacity building within community organisations.
- Support community and sporting organisations to deliver events, programs, and opportunities that foster social connection and physical activity.
- Implement the Burdekin Sport and Recreation Plan to improve sport and recreation opportunities across the community.



Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
CG1	<i>Coordinate RADF (Regional Arts Development Funding) Program.</i>	Ensure RADF funding is distributed in accordance with the adopted funding guidelines and policy and contributes towards achieving Arts & Cultural Strategy objectives.	Grants and Property Officer	Council's 2025-26 RADF Program and Budget were approved by Arts Queensland on 22 July 2025. Applications are currently open for Round 1 of the 2025/26 RADF year.	
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 for an Interest Free Loan under the Council's Revenue Financial Assistance Program was approved during the quarter. Funds have been distributed to the successful applicant.	





Objective: Thriving and Connected Community, Cultural and Sporting Organisations					
Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
CD6	<i>Manage the Community Assistance Grants Program.</i>	Review the Community Assistance Policy and the Community Grants Guidelines. Conduct Grant Rounds 2025/2026. Reports to Council on number of events/organisations supported and amount of financial and in-kind resources provided.	Manager Community Services	Review complete on Community Grant Guidelines. Community Assistance Policy reviewed, and feedback received from all relevant Officers including Senior Leadership Group and discussed at Council Workshop. Awaiting Council endorsement in Q2. Round 1 of Community Grants opened on 1-14 July. Applications received and funding approved for Ayr Surf Lifesaving Club, Osborne State School P&C, Burdekin Singers and Theatre Co, Qld Cancer Council, Burdekin Water Festival Committee, Home Hill High School P&C Association, Home Hill Harvest Festival Committee.	
CD7	<i>Implement the revised Burdekin Shire 5-year Sport and Recreation Plan</i>	Provide quarterly progress reports on planned initiatives to Council	Manager Community Services	Work has commenced to identify projects being delivered across various Council departments that align with the Sport and Recreation Plan, including those completed or currently underway. While collation is still in progress, initial steps have been taken, and presenting an up-to-date action list to Council remains a high priority for early Q2.	

Objective: Engaging Spaces

Create and maintain welcoming, accessible, and connected public spaces that enhance liveability, encourage social interaction, and reflect community needs and identity.

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

Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
SP1	<i>Administer the management contracts for the Ayr and Home Hill Swimming Pools and inspect and maintain all Shire pools.</i>	<p>Positive feedback from users of the facilities.</p> <p>Facilities are maintained in accordance with the contract specifications.</p> <p>Quarterly site inspections conducted.</p> <p>Maintenance items addressed as identified.</p>	Coordinator Environment and Health Projects	<p>No reviews received for the three (3) pools this quarter.</p> <p>Sites are operated in accordance with contract requirements where applicable.</p> <p>Pre-opening site inspections undertaken in Clare and Ayr.</p>	
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>	Property tenure arrangements managed in a timely matter and reported to Council as necessary.	Director Corporate and Community Services; Governance and Property Officer	<p>One Aerodrome Lease in progress.</p> <p>One Aerodrome Lease enquiry.</p> <p>One Aerodrome Lease Transfer completed.</p> <p>One Telecommunications Lease renewal in progress.</p> <p>Two new Telecommunication Leases in progress.</p> <p>One Lease extension is progress.</p> <p>Five Trustee Lease renewals in progress</p> <p>Three new Trustee Leases in progress</p> <p>One Lease Agreement cancelled and to be replaced by a new Trustee Lease.</p> <p>One Lease Matter under review.</p> <p>One tenancy agreement renewal in progress.</p> <p>One consecutive lease completed.</p>	

Objective: Engaging Spaces					
Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
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.	Manager Community Services	Negotiations were undertaken with Australia Post, resulting in permission for the Queensland Police Service to remove the trees that were obstructing the communication signal path between the Ayr Police Station and the water tower. Council approved funding for a consultant to undertake a traffic study, to demonstrate how Telstra can continue to access and maintain the mobile tower located at the rear of the Telstra exchange. SMEC has now been engaged to complete this study.	
CV4	<i>Undertake a review the Ayr Showgrounds Master Plan to identify outstanding projects.</i>	Report on review of Ayr Showgrounds Master Plan and future directions to Council.	Cultural Venues Manager	The Ayr Showgrounds Masterplan was presented at the Community Sporting and Cultural Advisory Group Meeting (CSCAG) for discussion on 21 August 2025. An update on the strategy will be presented at a Council Workshop during Q2.	
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. Library Strategic Plan 3.1</i>	Plan completed and approved by Manager Community Services and Manager Client Services and presented to ICT Steering Committee for consideration.	Library Services Manager	A draft Library Technology Plan has been developed and submitted to Manager Community Services for consideration. The plan will be presented to Manager Client Services and ICT Steering Committee during Q2.	
PG1	<i>Conduct mandatory annual third party playground inspections in accordance with AS 4685.0:2017 as per AS 4685:2021 and prioritise the repair of identified non-compliances based on audit risk categorisation.</i>	All Very High Risk, High Risk and Moderate Risk defects identified in the annual playground audit receive priority repair based on severity of identified consequence.	Parks Coordinator	Most recent Third-party playground inspections completed in May 2025. Any issues identified that do not require replacement parts to be ordered have been resolved. The majority of replacement parts for faulty/damaged equipment or missing components, have been ordered and are being installed as they are received.	

Objective: Engaging Spaces					
Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
FAC1	<i>Manage existing service contracts for Council facilities and implement facilities management strategies that will ensure effective and efficient planning and coordination of all relevant building maintenance activities.</i>	<p>Timely response to building maintenance requests for Council buildings.</p> <p>In accordance with relevant asset management categorisation, complete defect assessments on all relevant Council buildings.</p> <p>95% of building maintenance service contracts are actively monitored throughout term and reviewed and renewed in accordance with Council's adopted procurement processes.</p>	Facilities Management Coordinator	<p>At least 95% of building maintenance requests were responded to in a timely manner.</p> <p>Defect assessments are being carried out regularly with results being logged in a spreadsheet with photos attached.</p> <p>All building maintenance services contracts were renewed as at the 1st July 2025 following quotations received by and evaluated in VendorPanel. The contracts are monitored to ensure necessary maintenance is being carried out as per requirements and deadlines.</p>	●
CP2	<i>Administer the management contract for the Burdekin Cascades Caravan Park (BCCP) and internally manage the Home Hill Caravan Park.</i>	<p>Maintain both caravan parks to optimize customer satisfaction and occupancy levels.</p> <p>Liaise with BCCP Managers to facilitate dynamic pricing arrangement annually.</p>	Coordinator Environment and Health Projects	<p>Home Hill received 3 (4-star) reviews on Google. Burdekin Cascades Caravan Park received 1 (3-star), 1 (4-star), and 4 (5-star) reviews on Google.</p> <p>Discussions are underway about dynamic pricing.</p>	●
PG2	<i>Refurbishment and replacement of select playground equipment at Arch Dunn Playground, Home Hill.</i>	Works completed by 30 April, 2026.	Parks Coordinator	The RFQ for capital works project Arch Dunn Playground - Replace Freetanding Equipment went out via VendorPanel Local Buy August 15th, 2025. Multiple quotations were received by 3 Playground Equipment suppliers, several of which were presented at a Council Workshop September 30th, 2025, with Proludic Pty Ltd being the successful applicant. A Purchase Order has been raised with an estimated 16-18wk lead time for the delivery and installation of the equipment.	●



Our Economy

We are committed to building a strong, diverse economy that creates jobs and supports local businesses. By focusing on key industries like agriculture, manufacturing, renewable energy and the visitor economy, we aim to drive growth, build resilience and ensure long-term prosperity for our community.

Objective: Foster Business Growth and Innovation

Support local businesses, attract new investment and promote reinvestment by providing resources, incentives, and a business-friendly environment to encourage development, innovation and expansion.

- Provide business support programs.
- Support, facilitate and promote potential synergies with agribusiness.
- Streamline regulatory processes.
- Support and promote local businesses.


Operational Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
ED02	<i>Support initiatives and facilitate programs that build capacity of individuals and local businesses to better utilise digital technology.</i>	10% increase annually in business attendance at digital information and/or training workshops. Participant feedback >90% positive.	Economic Development Coordinator	100% of programs promoted to local businesses through social media, EDM and Chambers of Commerce.	●
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	100% of funding opportunities identified and appropriate businesses advised through EDM distribution, social media and Chambers of Commerce. All promoted relevant opportunities during mentoring sessions.	●

Operational Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
ED04	<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 businesses.</i>	<p>2% annual increase in attendance numbers at industry breakfasts and mentoring sessions.</p> <p>Number of other activities undertaken.</p> <p>Participant feedback >90% positive.</p>	Economic Development Coordinator	Arranged Smart Precinct NQ Business Mentor to meet with 2 local businesses for a mentoring session and provided follow up information with businesses who have previously had business mentoring. Participated in Small Business Friendly Program Roundtable Meeting. Small Business Friendly Council Program - Action Plan, Annual Report and Showcase submitted.	●
ED05	<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	Promoted Smart Precinct NQ Tender Ready Workshop Cohort 2 and Female Founders Cohort 2 through social media and EDM.	●

Objective: Promote Workforce Development

Partner with educational institutions, industry and key stakeholders to improve skills training and create employment opportunities, ensuring a well-equipped workforce for existing and emerging sectors.



- Establish industry partnerships.
- Support apprenticeships and traineeships.
- Enhance vocational and tertiary education opportunities.
- Promote lifelong learning.

Operational Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
ED06	<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	Hosted Country Universities Centre Burdekin Management Committee Meeting. Chair and Deputy Chair elected, reviewed business case topics and letters of support, discussed next steps including community engagement/ surveys and media releases. Published media release and community feedback survey in Burdekin Life Newspaper on behalf of the Management Committee.	

Objective: Attract Investment and Diversify the Economy

Identify and pursue opportunities to attract investment in emerging industries, ensuring the diversification of the Shire's economy and long-term economic sustainability.

- Create investment attraction priorities.
- Advocate for local and regional needs through lobbying.
- Support existing and emerging industries.
- Facilitate land and infrastructure availability.

Operational Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
ED07	<i>Market and promote the Burdekin including the Ayr Industrial Estate opportunities to potential developers/investors.</i>	6 marketing and promotional activities undertaken.	Economic Development Coordinator	Responded to Ayr Industrial land enquiries and provided copy of prospectus document. Continued work on contracts/leases. Met with proponent looking to establish business at the estate.	
Operational Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
ED08	<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 and submitted Burdekin Shire Council submissions to: Qld Redistribution Commission - Discussion Paper - Invitation for suggestions on the State Redistribution and Inquiry Into Sugarcane Bioenergy Opportunities in Qld (public hearing also). Review into the Impact of key PALM Scheme Deed and Guidelines - Completed survey and promoted on social media and distributed to growers. Participated in Northern Projects Coordination Group - Supply Chain and Workforce Sub-Group meeting. Finalised Service Level Agreement with Townsville Enterprise.	

Operational Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
ED09	<i>Implement actions identified in the Burdekin Economic Development Strategy.</i>	Number of action items completed within agreed timeframes.	Economic Development Coordinator	Hosted Economic Development Advisory Group Meeting - progressed discussions on boat ramps, master planning for the shire, member priority projects, overview of Planning Scheme and LGIP review and small business update. Responded to enquiries from businesses and proponents for projects in the Burdekin as well as discuss an underutilised facility to explore potential development opportunities. Arranged pre-lodgement discussion as part of Planning Open Day. Business Directory on Council's website updated. Designed and opened the Economic Impacts of Major Events Survey for the Burdekin Art Society Art Exhibition, Burdekin Water Festival and Giru Show. Survey was published in Burdekin Life and social media. Provided Letter of Support for Home Hill State High School Engaging Science funding application. Arranged social media posts for Get Ready Week focusing on business/industry.	●

Objective: Increase Housing Availability, Density and Affordability					
Enhance housing availability including density and affordability by supporting the development of diverse housing options across all segments to meet the needs of the growing community. <ul style="list-style-type: none"> • Develop affordable housing projects. • Streamline housing approvals. • Encourage diverse housing types. • Support infrastructure for new housing areas. 					
Operational Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
ED10	<i>Advocate for funding to employ a housing officer to implement the Local Housing Action Plan (LHAP).</i>	Funding secured to employ housing officer.	Economic Development Coordinator	Identified potential project as part of the Regional Drought Resilience Plan that could support the Burdekin Local Housing Action Plan.	●
PD12	<i>Facilitate pre-lodgement meetings with developers to support and encourage economic growth opportunities for the Burdekin Shire whilst balancing planning and environmental outcomes and community expectations.</i>	95% of written responses provided to applicants within five (5) business days of pre-lodgement meeting being held.	Manager Planning and Development	100% compliance achieved, with written responses being provided in less than 5 days during this quarter.	●

Objective: Activate and Build a Dynamic Regional Visitor Economy					
By attracting and engaging visitors through enhanced infrastructure, marketing and unique local events and experiences. <ul style="list-style-type: none"> • Develop targeted tourism marketing campaigns. • Enhance tourism product and infrastructure. • Foster partnerships with tourism operators. • Host major events and festivals. 					
Operational Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
TOU4	<i>Seek to identify funding to update the Burdekin Tourism Strategy.</i>	Secure funding to update Burdekin Tourism Strategy	Tourism Officer	Investigating funding opportunities to update current Tourism Strategy.	●

Objective: Activate and Build a Dynamic Regional Visitor Economy					
Operational Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
TOU5	<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	Finalised local and non-local tourism business members for 2025 – 2026 and added members to the EDM list. 10 local tourism members and 12 non-local tourism members. Continuation of EDM newsletter and promotion of Tourism Members. Attended Cruising in Townsville NQ Workshop and Marketing and Mingle event hosted by Townsville Enterprise. Participated in QLD Explore Centre online meetings.	●
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	Finished wrap up of the 2027 Sweet Days Hot Nights Festival which included thank you emails, surveys, finalising budget and pack down of equipment. Completed acquittal for Celebrating Multicultural Queensland Grant and RADF for the festival. Mick the Cane Cutter appearance at St Francis Under 8's Day. Submitted 2025 festival for a nomination at the Townsville Enterprise 2025 NQ Tourism and Events Awards.	●
TOU7	<i>Undertake planning for the biennial 2027 'Sweet Days Hot Nights Festival', including associated events, as a destination event for the Burdekin.</i>	<p>Event plan developed and delivered.</p> <p>5% increase in level of external visitation to the event.</p> <p>80% positive feedback from sponsors.</p>	Tourism Officer	100% of officer's assessments and recommendations are completed to ensure compliance with the planning scheme requirements, with conditions of approval applied to ensure compliance. Where applicants cannot achieve substantial compliance or cannot be conditioned to comply, officers recommend refusal.	●



Our Environment

We value and respect our natural environments, waterways, and coasts now and into the future.

Objective: A Sustainable Environment

We lead by example to promote a sustainable future for our environment through planning, education, and strategic partnerships.


- Encourage initiatives that support a circular economy.
- Implement planning policy to adapt to the impacts of changes in the climate.
- Engage with the community to promote education programs that encourage sustainable practices and contribute to improved environmental outcomes.
- Implement initiatives to align Council activities with Federal and State renewable energy or carbon emission targets

Operational Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
PD13	<i>Assess Planning Applications to ensure compliance with requirements of the current Planning Scheme.</i>	100% of planning applications achieve substantial compliance with requirements of the Planning Scheme.	Manager Planning and Development	100% of officer's assessments and recommendations are completed to ensure compliance with the planning scheme requirements, with conditions of approval applied to ensure compliance. Where applicants cannot achieve substantial compliance or cannot be conditioned to comply, officers recommend refusal.	●
PD14	<i>Consistently apply Council's Floor Heights for Buildings with Habitable Rooms Policy.</i>	100% of new residential building work applications on sites identified as being subject to flood hazard comply with Council's Floor Heights for Buildings with Habitable Rooms Policy.	Manager Planning and Development	100% compliance. The single new dwelling finalised in this period that triggered assessment against the policy, has been certified by a Licensed Surveyor confirming the finished habitable floor height complies with the flood height certificate issued.	●

Objective: Healthy Natural Ecosystems and Resource Management



Protect and enhance natural ecosystems by implementing responsible resource management, conservation programs, and collaborative partnerships to maintain biodiversity and environmental health.

- Protect and improve water quality and the health of waterways, wetlands, and catchments.
- Partner with community groups and organisations to protect, restore, and enhance the Burdekin's natural environment, including environmentally sensitive areas and biodiversity corridors.
- Deliver effective waste management programs that support waste reduction, reuse, and recycling in alignment with the North Queensland Waste and Resource Recovery Strategy 2020-2030.
- Lead by example in adopting environmental best practices across Council operations, and actively support businesses and residents to embrace environmentally friendly practices.

Operational Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
BS2	<i>Undertake aquatic weed control in participating Riparian Management Agreement (RMA) waterways in the Shire.</i>	<p>Issue Riparian Management Agreement invoices prior to 28 February 2026.</p> <p>Provide agreement holders with copy of the weed management newsletter with the invoices.</p> <p>Ensure aquatic weed is maintained at a low to medium scattered growth in the participating waterways.</p>	Pest Management Supervisor	<p>RMA Agreements: 68 invoices were issued at the start of the financial year. 66 were signed and paid.</p> <p>Major stakeholders such as Sunwater, Lower Burdekin Water Board, QRail, and Wilmar receive and pay multiple invoices to cover multiple systems. The annual newsletter update was sent with the RMA agreements. Pre and post-treatment inspections of all the lagoons were conducted regularly. Lagoons were maintained at medium to low infestation levels.</p> <p>Lagoon areas boat sprayed - 8.</p> <p>Lagoon areas hand-sprayed - 6.</p> <p>Lagoon areas mechanical removal (Weedoo) - 2</p> <p>Lagoon areas treated by drone contractor - 4</p> <p>Biological Controls: DPI collected water lettuce for DNA sampling.</p> <p>Sunwater and the Hinchinbrook Council collected biologicals to release in their shire.</p>	

Operational Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
EPH2	<i>Undertake works identified in the Dune Management Strategy.</i>	<p>Liaise with environmental groups and organisations to plan and undertake work within the dune systems.</p> <p>Expend grant funding in accordance with funding conditions.</p> <p>Seek State Government funding (when available) for Dune works and activities.</p>	Coordinator Environment and Health Projects	Following the successful QCoast grant funding to undertake dune work at Alva and Wunjunga Beaches, discussions were held with contractors to obtain quotes. A tender is to be prepared for the revegetation work covering both locations. Council is in the final stages of preparing and submitting a grant application to assist with the cost of cleaning up debris on the beach between Wunjunga township and the beach huts.	●

Objective: Healthy Natural Ecosystems and Resource Management

Operational Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
BS3	<i>Undertake pest plant and animal reduction activities including the development of property biosecurity plans with landowners.</i>	<p>Undertake pest animal and plant activities as described in the Shire Biosecurity Plan.</p> <p>Continue the existing feral animal aerial shoot program based on cluster group areas.</p> <p>Review property biosecurity plans every 2 years.</p> <p>Participate in weed control projects with stakeholders as required.</p>	Pest Management Supervisor	<p>Ad hoc roadside spraying was conducted in the identified high-priority areas. 3 x areas targeting Siam; 2 x areas targeting Grader Grass; 1 x area targeting Parthenium; 2 x areas targeting Bellyache bush and Sicklepod. Pest plant activities: Reef Guardian-funded projects. Staff conducted pre-inspections and oversaw the Woody Weed Removal program. The contractor has completed 3 of the 7 weeks of the final round. Pest animal aerial activities: Reef Guardian-funded projects.</p> <p>1 x Aerial feral deer mid-line survey - Rita Island. 19/9/2025 - Aerial feral deer - Rita Island - 187 deer culled. 3/10/2025 - Aerial feral deer - Majors Creek - 90 deer, 75 pigs, 2 wild dogs. Pest animal on-ground activities: Reef Guardian-funded projects. Contrator - 209 deer, 13 pigs. Customer requests: 46 biosecurity requests actioned. Media Releases for the quarter: 2 x Flying Fox community updates. July: Bushfire Preparedness, DPI Citrus program, Bellyache bush. August: Deer trap assistance, Aquatic Weed Harvester - Weedoo. Sep: Available Council services for wild dog management.</p>	
BS4	<i>Review, Update, and Implement Council's Biosecurity Plan</i>	Biosecurity Plan adopted by Council	Pest Management Supervisor	<p>Biosecurity Plan extension presented to Council workshop on 30 September 2025.</p> <p>Report drafted for 28 October 2025 Council meeting.</p>	

WM1	<p><i>Participate in the Local Government Illegal Dumping Partnership Grant Program, and seek additional funding past March 2026.</i></p>	<p>Successful completion of grant milestone reports.</p> <p>80% of CRM's completed within timeframe.</p> <p>Continue to develop educational materials as required.</p> <p>Liaise with regional partners to develop and implement a regional illegal dumping prevention strategy.</p>	<p>Coordinator Waste Services</p>	<p>14 illegal dumping reports were received. Of these, all have been resolved and waste removed except one case, which is privately owned land. Three PINS were issued, reflecting a compliance outcome exceeding the 80% success benchmark.</p> <p>Updated illegal dumping signage has been designed and ordered including 'dumping of green waste is prohibited signage' to further educate the community of the different types of illegal dumping.</p> <p>Additional trail cameras have been ordered to be installed in new illegal dumping hot spots around the Shire.</p> <p>The funded Let's Get it Sorted Behaviour Change Intervention Scheme (cigarette butt littering project) is nearing completion. All designated cigarette butt bins have been installed throughout the Shire by the Illegal Dumping Officer and waste team. Due to leftover funding Council was able to order another 20 cigarette butt bins as spares to replace damaged bins, as well as additional educational messaging stickers for the bins. Preparation of the final report is underway, with results of the behaviour change project being reported to the Department.</p> <p>Council's Illegal Dumping Officer delivered a "Safety in the Field" presentation to fellow officers from the Far NQ and NQ Illegal Dumping Waste Partnership Working Group.</p> <p>Monthly illegal dumping reports, along with the 42-month progress report, were submitted to DETSI in line with grant milestone reporting requirements.</p>	
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Objective: Healthy Natural Ecosystems and Resource Management

Operational Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
WM2	<p><i>Implement Waste Management Services Contract including Collection Service Specification to ensure Contractor meets performance standards, including -</i></p> <p><i>Delivery of new bin services.</i></p> <p><i>Number of missed services.</i></p> <p><i>Response to missed services.</i></p> <p><i>Bin repairs/replacements.</i></p> <p><i>Service complaints.</i></p>	<p>Analysis of complaints and compliments received regarding kerbside collections.</p> <p>90% 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 193 customer request matters (CRMs) were received and actioned, covering a range of service issues and requests:</p> <p>Bin Repair: 58</p> <p>Bin Replacement: 44</p> <p>Bin Spilt/Overtuned: 3</p> <p>Bin Stolen: 16</p> <p>Change of Service: 24</p> <p>Missed Service: 40</p> <p>New Bin Services: 7</p> <p>Cancel Bin: 1</p> <p>Bin Audit Investigations: 10</p> <p>General Inquiry: 2 (including queries or complaints about bin placement, truck speed, etc.).</p>	●

Operational Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
WM3	<i>Supervise and manage waste and recycling sites to ensure compliance with conditions of the Environmental Authority and improve performance for the Kirknie Landfill, and the Ayr, Home Hill, Giru and Clare Transfer Stations.</i>	<p>Full compliance with audits conducted by Department of Environment and Science.</p> <p>100% compliance with internal inspection and audit programme.</p>	Coordinator Waste Services	<p>In July Council received a letter from the Department discussing some concerns with the last comprehensive waste audit of the Kirknie Landfill. The follow-up action requested additional information regarding the use of onsite operational material in the 2023/2024 financial year. A response was drafted explaining the Council's operations at the Kirknie Landfill. In late July Council received notification that the Department was satisfied with the additional information requested, and no further action or information was required</p> <p>Internal inspections and audits were conducted during the reporting period, demonstrating 100% compliance with the internal inspection and audit programme.</p>	●
WM4	<p><i>Continue environmental monitoring programs at the following sites:</i></p> <ul style="list-style-type: none"> <i>- Cromarty Landfill (groundwater and surface water);</i> <i>- Legacy Landfill Sites (groundwater);</i> <i>- Kirknie Landfill (groundwater, surface water and landfill gas);</i> <i>- Ayr and Home Hill Transfer Stations green waste runoff (surface water).</i> 	<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>	Coordinator Waste Services	<p>Quarterly sampling of groundwater and surface water, along with ground and surface gas monitoring of Legacy Landfill sites and the Kirknie Landfill, were completed in early July 2025, as per Council's environmental monitoring program.</p> <p>The renewal of Council's environmental authority, enabling Council to operate its waste facilities, was due in mid-July 2025. Along with the renewal of this authority, results from the previous year's environmental monitoring program were submitted in the form of an annual report to the Department of Environment, Tourism, Science and Innovation as per the required conditions of the authority.</p>	●



Our Infrastructure




We provide and advocate for cost-effective infrastructure that supports our quality of life.




Objective: Efficient and Connected Infrastructure Networks

Deliver safe, reliable, and future-ready transport and drainage networks through strategic investment, proactive maintenance, and innovation to support community needs, economic growth, flood resilience and public safety.

- Prioritise road and drainage network renewals and upgrades to improve safety, connectivity, and flood resilience and to enable economic growth.
- Collaborate with government partners to enhance our regional transport networks .
- Promote sustainable infrastructure solutions to improve efficiency and reduce environmental impact.
- Promote the expansion of digital connectivity to enable business growth, innovation, and community access to services.

Operational Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
TS1	<i>Complete Transport Infrastructure Development Scheme (TIDS) program in accordance with Roads and Transport Alliance requirements.</i>	100% of TIDS funding claimed by 30 June 2026 Prioritisation of construction projects to achieve 100% expenditure.	Director Infrastructure Planning and Environmental Services	32% claimed by 30 September 2025. Forecast to be 100% prior to December 2025	●
TS2	<i>Complete Roads to Recovery Program in accordance with Australian Government requirements.</i>	100% of Roads to Recovery funding claimed by 30 June 2026.	Director Infrastructure Planning and Environmental Services	Works program is currently on track to complete works prior to 30 June 2026	●

Objective: Sustainable Water Resources					
Manage and enhance water resources through sustainable practices, infrastructure upgrades, and innovative solutions to ensure reliable, high-quality water and wastewater services.					
<ul style="list-style-type: none"> Enhance water security and protect and improve water quality. Improve water and sewerage network reliability and efficiency through planned infrastructure renewals and upgrades. 					
Operational Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
WW1	<i>Implement approved Drinking Water Quality Management Plan.</i>	Maintain strict compliance with water quality testing matrix and continued implementation of water safety improvement initiatives. 100% completion of verification monitoring program and 98% compliance with rolling annual E.coli value (each relevant scheme).	Manager Water and Wastewater	Full compliance with water quality testing has been maintained through the first quarter. Noting that to maintain compliance when Council's in-house testing machine failed, samples were sent to Townsville Laboratory Services for a period of time.	
WW2	<i>Maintain strict compliance with the PFAS Management Plan, including adherence to the prescribed testing matrix and ongoing implementation of PFAS risk mitigation and management initiatives.</i>	100% completion of the verification monitoring program as outlined in the plan.	Manager Water and Wastewater	PFAS monitoring is contained with the overall verification and monitoring plan, and full compliance has been met through the Q1 period.	
WW3	<i>Maintain strict compliance with environmental licence conditions utilising councils' site-based management plan, including all required water quality monitoring matrices. Ensure ongoing implementation of environmental risk management and improvement initiatives.</i>	100% compliance of councils receiving environment verification monitoring program.	Manager Water and Wastewater	WWW continue to work through and integrate the new MacroAlgae Bioremediation Facility. This has generated some reportable non-compliances, which have been understood by DETSI. The proving period for the project will last for two years and started on the 20th of December 2024.	

Operational Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
WW4	<i>Complete Bore field Rejuvenation project and meet deadline for commissioning of new South Ayr Filtration Plant</i>	Completion of Bore field Rejuvenation Project Stage 1 by December 2025. Completion of Filtration Plant Commissioning by June 2026.	Manager Water and Wastewater	Borefield Rejuvenation Project is ongoing. As at the end of Sept the status is as per the below: - Final Bore still to be drilled - Two bores pump tested and available - Procurement underway to complete pipe and headworks installation - Pump selection TBA	
WW5	<i>Ensure operational responsiveness and departmental performance of the Water and 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	Through Quarter 1 WWW received 5 compliments and no complaints.	
WW6	<i>Enhance the existing Sewerage Condition Assessment program (Clean and Camera) with the addition of Smoke Testing. In 25/26 complete a condition assessment of the Brandon sewer network.</i>	100% completion of planned condition assessment for 25/26.	Manager Water and Wastewater	Smoke Testing started in July and as at the end of Q1 WWW estimates that we have reached 50% completion of this broader task. With information being able to be included in Sewer Relining Package No 1 which is currently being assessed. This program may slow over the wet season end of Q2 and start of Q3.	

Objective: Vibrant Community Assets

Provide well-maintained, accessible, and multi-purpose community assets that support recreational, cultural, and social activities and enhance community wellbeing.

- Implement the Asset Management Strategy and Roadmap.
- Plan, build and maintain infrastructure that enhances and extends the life of community assets.
- Develop and implement strategic infrastructure plans to inform the decision-making process when planning for future infrastructure renewal and enhancements.

Operational Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
TS3	<i>Complete asset inspections in accordance with inspection program.</i>	Asset inspection program completed by 31 March 2026.	Manager Technical Services	Planning for inspection program commenced with 2026 inspections planned to be completed by 31 March 2026	●
TS4	<i>Complete asset capitalisations in a timely manner.</i>	60% of projects capitalised within three (3) months after financial completion with 90% or more capitalised within 6 months of	Manager Technical Services	100% of projects capitalised in Q1 were within 3 months of financial completion.	●
TS5	<i>Complete asset valuation reviews including desktop reviews for Transport, Drainage, Land and Improvements and Other Assets and comprehensive valuation of Buildings, Water and Sewerage Assets.</i>	Review to be completed by Council Officers by 30 April 2026. Valuations completed by 30 April 2026.	Manager Technical Services	Valuation program currently being developed for 2026 valuations.	●
TS6	<i>Completion of assigned Asset Management Roadmap tasks.</i>	Strategic Asset Management Plans for Transport, Drainage, Water Supply and Sewerage reviewed by 31 May 2026	Director Infrastructure, Planning and Environmental Services	Review of Asset Management Plans with current financial data will be completed after completion of valuations.	●
OPW1	<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, Works Overseer	Roadworks and Stormwater Drainage construction program 23% completed by 30 September 2025.	●



Objective: Vibrant Community Assets					
Operational Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
TS7	<i>Detailed designs of 2026/2027 reseals.</i>	90% of detailed designs for reseal program 2026/2027 completed by 30 June 2026	Manager Technical Services	The delivery of the reseal program has been amended to engage a contractor to complete the annual program under a design and construct tender. Specification and tender documentation currently in development for the delivery of the 25/26 program. The 26/27 program will be delivered in the same format. No internal designs required in advance of the tender.	●
FAC2	<i>Coordinate and manage major facilities management projects and asset management plans as required and in line with agreed strategic outcomes.</i>	Project Plans identified and drafted with appropriate project management resources for all major projects. Asset management plans defined for major Council facilities.	Facilities Management Coordinator	Project Plans have been identified and drafted with appropriate management resources for the following major projects for the period: 1. Roof Replacements for Theatre (kitchen area); BCCP (units 1 & 2) & HHSTP (office). 2. PCYC Fire Panel Replacement. 3. Theatre - Installation of Automatic Sliding Glass Entry Doors.	●
SP2	<i>Construct new amenity block at the Burdekin Aquatic Centre.</i>	New amenity block designed, tendered, and constructed in the 25/26 financial year.	Manager Environment and Health Services	The tender documents were created and released. The tenders will close in October, with the evaluation also taking place in October 2025.	●
SP3	<i>Deliver capital works upgrades at the Home Hill Swimming Pool.</i>	Project scope developed and approved by Council. Call for design and construct tenders. Construction to commence within 2025/2026 financial year.	Manager Environment and Health Services	Council has made scope changes to the project, and the variation will be submitted for approval by the Department. The request for quote for the walk-in ramp was released and closes in October.	●

Operational Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
TS8	<i>Develop and monitor Annual capital delivery program.</i>	Capital delivery program regularly monitored through monthly Capital Project Control Group meetings, with at-risk projects escalated to Council for advice on delivery or budget concerns in a timely manner.	Director Infrastructure, Planning and Environmental Services.	3 Project Control Group meetings held to September. Council advised of project risks and reasons for cost overrun.	●
TS9	<i>Develop 5 and 10 year roadworks and drainage capital works program.</i>	Programs adopted by Council By 30 March 2026.	Manager Technical Services	Long term works program monitored regularly with 2026/27 program to be presented to Council during budget discussions.	●

Objective: Well Planned Communities

Support the development of liveable, connected, and sustainable communities through strategic land use planning, infrastructure delivery, and responsive development assessment.

- Support strategic projects that will contribute to liveability and economic growth in the Burdekin.
- Review land supply and uses to meet community and business needs.
- Design facilities that are adaptable and inclusive with consideration of the needs of all residents.
- Implement the Sport and Recreation Strategy and provide innovative facilities that meet the current and future needs of our community.
- Protect and improve the resilience of assets by utilising betterment programs and implementing flood and disaster mitigation strategies.

Operational Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
CG4	<i>Coordinate and project manage Council's external funding applications.</i>	100% of applications for identified grant opportunities submitted on time. 100% of acquittals submitted accurately and on time.	Director Corporate and Community Services; Grants and Property Officer	Seven funding applications and one award nomination were submitted in the quarter. Advice was received that nine previous funding applications were successful. Five grant acquittals were submitted in the quarter in the required timeframes.	
PD15	<i>Following identification of additional residential land in Home Hill and industrial land in Ayr, submit any required amendments to the Planning Scheme to the State for endorsement.</i>	By June 2026.	Manager Planning and Development	To be considered as part of a future planning scheme amendment.	



Our Organisation




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

Objective: Engaged Community Stakeholders



Achieve better outcomes through open communication, collaboration, and opportunities for participation in decision-making.




- Strive for excellence in customer service to our external and internal customers.
- Undertake meaningful community engagement, through Community Advisory Groups and other engagement methods to encourage diverse community participation and feedback.
- Be responsive and proactive in providing information to keep the community informed.
- Foster co-operative and collaborative partnerships on matters of regional, state, and national importance.
- Through strong leadership and advocacy demonstrate Council's strategic direction to government, business, and the community.



Operational Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
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	Council received 5026 calls for the quarter with 4684 calls answered by the team. 74% Service Level 5% abandon rate 6% non-compliant call codes Onboarding and training of new team members during our busy periods (animals & rates) contributed to the statistics.	●
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>	Identify key (targeted) local hirers. One-on-one meetings completed. Report on findings delivered to Council. >85% overall satisfaction level from hirers.	Cultural Venues Manager	A total of 14 surveys were received during the Q1 period which produced an overall performance-based Score of 4.6/5. Individual scores for each performance based question included:- Facilities: 4.7/5 Staff: 4.8/5 Technical Services:5/5 Marketing 4.2/5 Ticketing/Box Office Services 4.4/5	●

Objective: Engaged Community Stakeholders					
Operational Activities		Accountability		Q1 Comment	Traffic light
Ref	Targeted Activities	Measure	Responsible Officer		
OPW2	<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	The Works Section has received seven compliments in the quarter with no recorded complaints. They have achieved a 95% close out rate of customer requests completed within target timeframes.	
PG3	<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	A total of 130 customer requests have been received this quarter with 98% of requests completed within target. Five compliments received for this quarter and 0 Complaints.	
ED11	<i>Facilitate meetings of the Economic Advisory Group and implement agreed recommendations as endorsed by Council.</i>	Minutes presented to Council. Number of actions implemented.	Economic Development Coordinator	Hosted Economic Development Advisory Group Meeting on 14/08/2025 - progressed discussions on boat ramps, master planning for the shire, member priority projects, overview of Planning Scheme and LGIP review and small business update.	

Objective: Engaged Community Stakeholders					
Operational Activities		Accountability		Q1 Comment	Traffic light
Ref	Targeted Activities	Measure	Responsible Officer		
CD8	<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	<p>During this quarter, communication was undertaken with the community representative from Rita Island to confirm progress on a number of priority activities as part of Community Connect.</p> <p>While some actions have been completed or are well underway, others remain in planning or early implementation stages and will continue to be progressed in future quarters.</p> <p>All updates have been communicated to the Rita Island Progress Association, with further engagement planned as remaining components progress.</p> <p>A formal report to Council will be prioritised for early Q2 to outline current achievements and next steps.</p>	●

Objective: Engaged Community Stakeholders					
Operational Activities		Accountability		Q1 Comment	Traffic light
Ref	Targeted Activities	Measure	Responsible Officer		
CD9	<i>Plan and conduct two informal face-to-face community engagement sessions with identified communities outside of the main population centres.</i>	Council to identify and confirm two communities for consultation. Consultation location and other engagement details advertised.	Manager Community Services	In September, Councillors, the Community Development team, and the Executive Team visited Millaroo for an informal community "check-in" session held at the Millaroo Social Club. The visit included a site inspection of the recently completed "Old Pool Site" project, followed by a community consultation session where residents shared their priorities and aspirations for the area. A community wish list will be compiled and presented at a Council Workshop in Q2 to inform future planning and next steps.	
TS10	<i>Assess items identified by the Burdekin Road Safety Advisory Committee.</i>	100% 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 the Burdekin Shire Road Safety Advisory Committee have been reviewed and addressed Council officers and implementation plans developed within 3 months of the meeting.	

Objective: Engaged Community Stakeholders					
Operational Activities		Accountability		Q1 Comment	Traffic light
Ref	Targeted Activities	Measure	Responsible Officer		
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	This quarter, Council delivered on its statutory obligations by preparing key corporate publications. Preparation of the Annual Report commenced, ensuring content, design, and compliance requirements were on track for delivery within legislative timeframes. The 2025/2026 Budget was adopted in June 2025, with supporting documents produced and published in line with statutory obligations. Council achieved 100% compliance with statutory requirements, ensuring transparency, accountability, and timely provision of key corporate publications to the community.	
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 internal newsletter per quarter; community updates distributed within appropriate timeframe of major initiatives.	Media and Communications Officer	This quarter, Council delivered on its commitment to keeping both the community and staff informed and engaged. I produced and distributed weekly wraps, staff achievements, and important organisational information. I developed and issued timely community updates aligned with major initiatives and projects, ensuring residents received accurate and relevant information within appropriate timeframes. I also prepared supporting materials as requested.	
MC05	<i>Improve disaster preparedness and emergency response communications by ensuring multi-channel distribution and community readiness.</i>	Annual review and testing of disaster communication protocols.	Media and Communications Officer.	No activity required this quarter.	




Objective: Engaged Community Stakeholders					
Operational Activities		Accountability		Q1 Comment	Traffic light
Ref	Targeted Activities	Measure	Responsible Officer		
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>	<p>Participate in activities of NQROC and relevant sub-committees.</p> <p>Key outcomes identified in Service Level Agreement with Townsville Enterprise Ltd.</p>	Chief Executive Officer; Economic Development Coordinator	<p>Townsville Enterprise Limited attended Council Workshop for briefing on 15 July 2025. Mayor and CEO have been asked by TEL to participate in Canberra and Brisbane delegations in February 2026 (Q3).</p> <p>Mayor and CEO (and on occasion Deputy Mayor) attending North Queensland Regional Organisation of Councils bi-monthly meetings.</p> <p>CEO currently representing Burdekin on NQROC Procurement Sub-Group until Procurement Coordinator recruited.</p>	
OPW3	<i>Deliver Road Maintenance Performance Contract (RMPC) in accordance with requirements and within budget.</i>	Contract obligations fulfilled within budget.	Manager Operations,	RMPC forecast expenditure and task execution are tracking in line with expectations and match revenue budget estimates.	

Objective: Engaged Community Stakeholders					
Operational Activities		Accountability		Q1 Comment	Traffic light
Ref	Targeted Activities	Measure	Responsible Officer		
OPW4	<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	Next compliance audit scheduled for December 2025.	○
EXC2	<i>Facilitate internal and 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	Councillor Vasta participated in the Domestic and Family Violence Leaders Forum on 3 July in Mackay, with further update session occurring in Q2. Councillors, ELT and several SLG participated in the Local Government Association of Queensland Annual Elected Member Update on 18 July 2025. Attendance at the Local Government Association of Queensland Annual Conference and AGM discussed with Councillors and resolution made. Registration and all travel arrangements made for Q2.	●
MC06	<i>Strengthen community trust and awareness by proactively communicating Council's key advocacy efforts, funding applications, decisions, and major projects.</i>	Deliver quarterly advocacy updates; demonstrate increased community understanding and positive engagement with Council initiatives.	Media and Communications Officer.	This quarter, Council has proactively communicated funding approvals, decisions and major projects through a range of channels. Highlights include; Delivered timely updates on Council's funding approvals such as the SLRIP. Council also advertised key decisions through timely media releases, social media and the Mayor's columns to ensure residents understand outcomes.	●
CG5	<i>Manage Council's Corporate Policy Program.</i>	95% of policies that are due for review, are reviewed within the agreed timeframes.	Senior Governance Officer	Currently twelve policies (14%) are overdue for review. All of the overdue policies are in the process of being reviewed and updated by officers.	●

Objective: Engaged Community Stakeholders					
Operational Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
PD16	<i>Provide timely responses to all Plumbing and Drainage related Customer Requests, including Trade Waste and Backflow Prevention.</i>	95% of Plumbing and Drainage Customer Requests are responded to within five (5) business days.	Manager Planning and Development	100% compliance achieved.	●
PD17	<i>Implement agreed management action items from the 2024/2025 Planning and Development Review - Internal Audit.</i>	100% of agreed action items implemented in accordance with schedule and reported to the Audit and Risk Committee.	Manager Planning and Development	On track in Quarter 1.	●




Objective: Transparent and Accountable Governance					
Uphold the highest standards of governance by promoting transparency, ethical decision-making, and accountability in all Council activities. <ul style="list-style-type: none"> • 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 					
Operational Activities		Accountability		Q1 Comment	Traffic light
Ref	Targeted Activities	Measure	Responsible Officer		
CG6	<i>Co-ordinate Council's Complaints Management System in accordance with the adopted Complaints Management Policy and Process and facilitate the provision of information to external authorities (QAO, Queensland Ombudsman, Queensland Police, etc.)</i>	100% compliance with Council's adopted Complaints Management Process.	Senior Governance Officer	Four administrative action complaints have been received during the quarter. 100% of complaint matters have been managed in accordance with Council's complaints management policy.	●
CG7	<i>Provide access to Council documents in accordance with the Right to Information Act and Information Privacy Act.</i>	100% of applications for information are processed in accordance with legislative timelines.	Governance and Property Officer	1 x RTI Application received during the Q1 period and is being processed in accordance with legislative timelines.	●
CG8	<i>Coordinate the Internal Audit function including the annual review of the Internal Audit Plan by the Audit and Risk 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 and Risk Committee.	Director Corporate and Community Services Senior Governance Officer	Internal audit activities are on track this quarter. Facilitated planning meeting and review and confirmation of scope document for current audit on Procurement and Contract Management. Sample documents and other source information has been provided and field work commenced the week beginning 29 September. Audit Report is expected to be tabled at the November Audit and Risk Committee Meeting.	●
FM1	<i>Co-ordinate/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 Services	Assisted with the provision of information for grant audits undertaken by Queensland Audit Office.	●




Objective: Transparent and Accountable Governance					
Operational Activities		Accountability		Q1 Comment	Traffic light
Ref	Targeted Activities	Measure	Responsible Officer		
R1	<i>Ensure customer requests are actioned in a timely manner.</i>	Customer Request Summary Report Resolution % > 95%.	Revenue Coordinator	Legal advice received from Peak Services Legal regarding 26 pays to be used as fortnightly divisor for salaries. ELT to review and approve. Pay calculation being signed off by officer who is not involved in the calculation of the pays.	●
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 2026.	Manager Financial Services	100% of insurance policies renewed for 2025-2026. 3 Insurance claim matters finalised during Q1 period. 2 New Insurance claims received during Q1 period. Currently 4 open insurance claims in progress.	●
FM3	<i>Report actual performance against budget to Council monthly.</i>	Monthly reports prepared and submitted in accordance with agenda deadlines.	Manager Financial Services	Monthly reports for June, July and August were presented to Council within agreed timeframes.	●





Objective: Transparent and Accountable Governance					
Operational Activities		Accountability		Q1 Comment	Traffic light
Ref	Targeted Activities	Measure	Responsible Officer		
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>	Rates arrears at 30 June 2026 not to exceed 5% of the total rates levy for 2025/2026.	Manager Financial Services	As of 30 September 2025, net rate arrears were recorded at 8.93%, a slight improvement from 9.49% at the same point in 2024. This reflects a moderate reduction that remains well within acceptable thresholds as Council progresses toward its 30 June 2026 target. Currently, 83 active accounts are being managed by Collection House, reinforcing increased recovery efforts. In addition, 153 periodic payment arrangements are in place directly with Council. Each is being actively monitored to ensure ongoing compliance and to mitigate long term arrears.	
EXP1	<i>Administer accounts payable and contract register.</i>	90% of invoices paid in accordance with Council's standard terms and conditions or contract conditions.	Expenditure Services Coordinator	As per payment times reporting for 2025/2026, July - August has recorded 98.2%.	
PC1	<i>Implement agreed management actions from the Payroll Review Internal Audit 2024/2025.</i>	Agreed actions implemented within agreed due dates. Regular reports provided to Audit and Risk Committee.	People and Culture Coordinator	Legal advice received from Peak Services Legal regarding 26 pays to be used as fortnightly divisor for salaries. ELT to review and approve. Pay calculation being signed off by officer who is not involved in the calculation of the pays.	






Objective: Transparent and Accountable Governance					
Operational Activities		Accountability		Q1 Comment	Traffic light
Ref	Targeted Activities	Measure	Responsible Officer		
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 insurance policies renewed for 2025-2026. 3 Insurance claim matters finalised during Q1 period. 2 New Insurance claims received during Q1 period. Currently 4 open insurance claims in progress.	●
FM4	<i>Coordinate and submit 10 year financial forecast to Local Government Department.</i>	Submission by 31 August 2025.	Financial Management Coordinator	The 10-year financial forecast was submitted prior to the deadline.	●
FM5	<i>Maximise recovery of outstanding sundry debtors.</i>	Less than 15% of sundry debtors outstanding at 90 days.	Financial Management Coordinator	The value of invoices in 90 days as of 30 Sept is \$12,938.98. The total value of Sundry Debtors outstanding as of 30th Sept is \$812,563.54. % of debtors in 90 days = 1.59%	●
R3	<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 Services	Issued 9,174 Half Yearly (Period 1) Notices and 1,064 Overdue Reminder Notices within agreed timeframes. Achieved zero instances of inaccurate notices, exceeding the target of fewer than 10 errors. Performance aligns with the strategic goal to issue timely and accurate rates and charges notices, including half yearly and supplementary notices.	●

Objective: Transparent and Accountable Governance					
Operational Activities		Accountability		Q1 Comment	Traffic light
Ref	Targeted Activities	Measure	Responsible Officer		
EXP2	<i>Maximise earnings on cash holdings.</i>	Investments placed in accordance with the investment policy guidelines to maximise interest earnings.	Manager Financial Services	Investments were all placed in accordance with the policy - currently it is challenging to maximise returns due to rates on offer.	●
TS11	<i>Implementation of Council fleet renewal program - ordered, delivered and program developed.</i>	80% of fleet items ordered by 31 December 2025. 90% of fleet items delivered by 30 June 2026. Future renewal program developed by 30 April 2026.	Manager Technical Services	Currently on track to have 80% of fleet items ordered by 31 December 2025.	●
TS12	<i>Implement agreed actions from the Fuel and Fleet Management Internal Audit.</i>	Review Fleet Management Audit Results, prioritise actions and complete actions identified for 2025/2026.	Manager Technical Services	Relocation of fuel zone progressing with quotes closed for the construction of the concrete works. Fuel tanks purchased and on-site waiting installation. Draft Fleet Asset Management Plan prepared by consultants with final review and modifications to be completed by Council officers by 31 November 2025.	●
EXC3	<i>Continue to manage risks effectively through ongoing improvements to Council's Enterprise Risk Management systems.</i>	Conduct annual risk register reviews. Oversight and testing of Council's Business Continuity Plans. Regular risk briefings provided to Audit and Risk Committee.	Chief Executive Officer; Senior Governance Officer	This quarter, automatic risk review notifications were sent to risk owners to ensure risks are reviewed and updated. No Business Continuity Testing was undertaken. Risk briefings were provided to the Audit and Risk Committee as required.	●

Objective: Transparent and Accountable Governance					
Operational Activities		Accountability		Q1 Comment	Traffic light
Ref	Targeted Activities	Measure	Responsible Officer		
CG10	<i>Monitor and review Fraud and Corruption Control Plan for legislative and regulatory changes.</i>	<p>Annual Review of Fraud and Corruption Risks.</p> <p>Monitor other ongoing prevention and response activities as necessary.</p> <p>Training provided to all workers on the Code of Conduct for Workers.</p>	Director Corporate and Community Services	Fraud and corruption control plan review is progressing. The Executive Leadership Team commenced a review of the current risks and controls included in the plan and further review will be undertaken during the Q2 period. Council adopted the updated Fraud and Corruption Control Policy in September. Mandatory Code of Conduct Training was provided to all new employees during induction training.	
CG11	<i>Actively review and update Council's Delegations Register.</i>	Registers are updated within 2 months of LGAQ updates.	Director Corporate and Community Services	New provisions have been added to the Delegations Register this quarter. 135 provisions are not yet assigned. Sixteen provisions have been assigned and 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	Due to competing priorities, no business continuity plan testing was undertaken during the Q1 period. The BCP testing schedule will be reviewed during the Q2 period to determine if adjustments should be made. One subplan was reviewed during the quarter and it was identified that due to the recent trajectory changes, an additional subplan would need to be developed for Stores and Fuel Management. A draft subplan has been developed for this area and is pending approval.	



Objective: Transparent and Accountable Governance					
Operational Activities		Accountability		Q1 Comment	Traffic light
Ref	Targeted Activities	Measure	Responsible Officer		
CG13	<i>Monitor and implement relevant initiatives in response to the Information and Privacy Legislation Act (IPOLA) reforms, including mandatory notification of data breaches (MNDB).</i>	Participate in relevant IPOLA training. Prepare relevant internal procedures and operational standard. Provide information to internal stakeholders as required.	Senior Governance Officer	No activity this quarter.	
IM1	<i>Establish Information Management Standards and Controls.</i>	Standards and controls endorsed by the Executive Leadership Team.	Information Management Coordinator	This activity was inactive for the first quarter because the new Information Management section did not commence until the first week of	
IM2	<i>Conduct a comprehensive review of information policies on a biennial basis, ensuring updates align with evolving regulatory requirements and industry best practices.</i>	Operational standards and guidelines for data governance, storage, and accessibility reviewed and targeted training provided as necessary.	Information Management Coordinator	<p>Operational Standards and Policies reviewed include:</p> <ul style="list-style-type: none"> • Web Governance O/S • Record Governance Policy reviewed internally due to proposed changed to Standard One and Standard Two from Queensland State Archive. Proposed mandatory standard changes are still in the consultation phase. Record Governance Policy to be formally updated and adopted at a future Ordinary Council Meeting. <p>The IM Team have also provided several notifications to staff including:</p> <ul style="list-style-type: none"> • Website approver email notifications • Artificial Intelligence • Power outage and backup power • Using your desk phone • Qantas security incident 	




Objective: Transparent and Accountable Governance					
Operational Activities		Accountability		Q1 Comment	Traffic light
Ref	Targeted Activities	Measure	Responsible Officer		
IM3	<i>Ensure the safe custody of Council records through the classification and registration of daily correspondence into the records management system.</i>	Ensure all correspondence is accurately recorded in the records management system within 48 working hours of receipt, maintaining compliance with established documentation standards.	Information Management Coordinator	All documents with a tasking component were recorded in the records management system within 48 working hours of receipt. Some bulk documents that were noted with no tasking requirements may have been recorded in the records management system outside the 48 working hour period due to alternative priorities during the quarter.	
IM4	<i>Ensure compliance with Queensland State Archives schedules for the retention and disposal of paper-based corporate records.</i>	Ensure that 70% of records are systematically archived within six months of receipt by the Records team, in accordance with established records management protocols.	Information Management Coordinator	No records were received for archiving in the last quarter.	
SQ1	<i>Develop an all of Council Internal Quality Audit Program to ensure compliance with ISO9100.</i>	Development of an Internal Quality Audit Program recommending two internal quality audits to be conducted each quarter.	Safety and Quality Coordinator	The internal quality audit program will be filtered in through the national audit program.	
SQ2	<i>Maintain Council's Quality Management System certification.</i>	Complete external audits and meet compliance requirements within agreed timeframes. Implement action items within agreed timeframe - measured by percentage completed.	Safety and Quality Coordinator	During our last Quality Audit, we were advised by LGW that TMR QLD only require Burdekin Sire Council pass the National Audit Tool to retain TMR certification. Council passed the National Audit Tool in March 2024. Burdekin Shire Council will no longer be participating in the Certification for the Quality Management System.	




Objective: Transparent and Accountable Governance					
Operational Activities		Accountability		Q1 Comment	Traffic light
Ref	Targeted Activities	Measure	Responsible Officer		
EXP3	<i>Administer financial delegations.</i>	Monthly review of the financial delegations register for accuracy.	Expenditure Services Coordinator	2025/2026 Financial delegation has been updated with the trajectory plan changes with impending CBA card details and new limits to come once rollout of new purchase cards are complete.	
PS1	<i>Implement key recommendations from BDO Internal Fuel Management Audit Report.</i>	Develop a fuel management operational standard within six 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. Fuel tank installation tender has closed. Installation expected prior to the end of the year.	
AM4	<i>Conduct a review of Council's Local Laws.</i>	Adoption of amended local laws by Council.	Coordinator Environment and Health Projects	A request for quote to undertake the works from law firms was released and closes in October.	
EXC4	<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.	Executive Coordinator	Compliant minutes were published on Council's website within five (5) business days as per statutory requirement. Compliance calendar maintained by the Executive Coordinator.	
CG14	<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	All complaints received have been assessed against the PID criteria. No PID awareness training was delivered during the quarter. Queensland Ombudsman's Office delivered PID Awareness, Assessment and Managing Organisational Risk Training during the quarter, Senior Governance Officer attended virtually.	

Objective: Transparent and Accountable Governance					
Operational Activities		Accountability		Q1 Comment	Traffic light
Ref	Targeted Activities	Measure	Responsible Officer		
FM6	<i>Prepare and deliver annual Financial Statements in accordance with legislative and accounting standards requirements and within the agreed external audit plan timeframes.</i>	<p>Presentation of Financial Statements within the agreed external audit plan timeframes.</p> <p>Accurate proposed Financial Statements can be measured based on Audit and Risk Committee and external auditor queries.</p>	Manager Financial Services	Annual Financial Statements were certified by the Queensland Audit Office on 8th September 2025.	●
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 Services	The external audit was completed within the scheduled timelines and audit plan. The external auditor reported to the Audit & Risk Committee a positive experience including timely assistance.	●
FM8	<i>Coordinate and complete the annual Local Government Comparative Data Return.</i>	<p>Submission by the target date.</p> <p>Accuracy can be measured by queries from the department.</p>	Financial Management Coordinator	Not applicable this quarter.	○
FM9	Prepare and lodge all necessary statutory/legislative returns.	Returns to be lodged by 30 June 2026.	Financial Management Coordinator	This quarter the following statutory information/reports were completed: Taxable payments annual report (TPAR); Statewide Water Information Management (SWIM), Library Statistical Return, Annual GST Certificate and monthly BAS and Community Financial Report for Council's Annual Report.	●

Objective: Transparent and Accountable Governance					
Operational Activities		Accountability		Q1 Comment	Traffic light
Ref	Targeted Activities	Measure	Responsible Officer		
R4	<i>Maintain the property and rating database to ensure a high level of accuracy.</i>	Less than 10 instances of errors in rating data brought to the attention of Council.	Revenue Coordinator	<p>The Property and Rating database was actively maintained to ensure data integrity and reliability. Fewer than 10 instances of rating data errors were reported to Council, meeting the target threshold.</p> <p>This reflects a high level of accuracy in property records and supports effective rates administration.</p>	●
R5	<i>Ensure accurate and timely Emergency Management Levy, Rural Fire Brigade Charge and State Government Pensioner Subsidy claims and payments.</i>	Returns and payments submitted in accordance with State Government requirements.	Revenue Coordinator	<p>All claims and payments for the Emergency Management Levy, Rural Fire Brigade Charge, and State Government Pensioner Subsidy were accurately prepared and submitted within required timeframes.</p> <p>Compliance was maintained with State Government reporting and payment requirements, ensuring timely disbursement and accountability.</p> <p>Performance supports the strategic objective to deliver accurate and timely financial returns and subsidy claims.</p>	
EXP4	<i>Conduct Tender 2025 Refresh of Approved Contractors Listing applications for private hire and traffic control providers for the period 1 October 2023 to 30 September 2026.</i>	Management of the Approved Contractors Refresh with less than 10 errors.	Expenditure Services Coordinator	Tenders Refresh 2 - ACL/23/001 External Plant Hire & ACL/23/002 - Traffic Control Providers - Existing Pre-Qualified Suppliers - completed. Private hire listing updated for Council use with acceptance letters and report for Council to follow.	

Objective: Transparent and Accountable Governance					
Operational Activities		Accountability		Q1 Comment	Traffic light
Ref	Targeted Activities	Measure	Responsible Officer		
EPH3	<i>Undertake regulatory responsibilities under State legislation: Food Act 2006, Public Health (Infection Control for Personal Appearance Services) Act 2003, Public Health Act 2005, and Council's Local Laws.</i>	<p>Ensure the timely and accurate processing and issuing of new licenses.</p> <p>Undertake annual inspections with 100% of non-compliances addressed as per standard procedure.</p> <p>Undertake enforcement as per Council's risk matrix to achieve compliance.</p> <p>Annual renewal of food and PAS licenses - notices sent by 1 July, licenses issued by 31 August. Annual renewal of all other licences - notices sent by 30 April, licences issued by 31 August.</p> <p>80% of CRM's responded to within adopted timeframes.</p>	Coordinator Public Health and Environment	<p>Annual food inspections now start from 1 September 2025 to 30 August 2026. 36 food inspections have been conducted out of 113.</p> <p>2 new food licences have been issued</p> <p>An annual report under the Food Act 2006 was provided to Queensland Health.</p> <p>1 Personal Appearance Service inspection conducted.</p> <p>An annual report under the Public Health (Infection Control for Personal Appearance Services) Act 2003 was provided to Queensland Health.</p> <p>8 Shared Accommodation inspections have been conducted.</p> <p>1 new shared accommodation approval was issued.</p> <p>All annual renewals have been issued.</p> <p>87% of CRM's have been responded to within adopted timeframes.</p>	
EPH4	<i>Provide Environmental and Health Assessments for relevant Development Applications in accordance with legislative requirements.</i>	Provide timely environmental and health conditions to planning applications.	Coordinator Public Health and Environment	Several environmental and health planning conditions were provided as part of the development assessment process, and all were submitted within time frames and containing detailed information.	



Objective: Transparent and Accountable Governance					
Operational Activities		Accountability		Q1 Comment	Traffic light
Ref	Targeted Activities	Measure	Responsible Officer		
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 renewal program, photocopier renewal program).</p> <p>Budgeted capital hardware projects delivered in accordance with budget and agreed timeframes (Drone replacement.</p>	Manager Client Services	Hardware for all capital and operational projects has been ordered, with the exception of the correspondence scanner. Quotations for the correspondence scanner were over Council's allocated budget and Council is now reviewing alternate solutions.	
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.	Manager Client Services	The number of new requests created in Q1 was 577. Of those, ICT completed 534 within the agreed service level to give a compliance rate of 92.5%. ICT is above the target compliance rate of 90% this quarter.	
ICT3	<i>Develop the 5-Year ICT Strategy.</i>	Successful adoption and roll-out of ICT Strategy including Roadmap and Action Plan.	Manager Client Services	<p>Milestone 1 has been completed - ICT Strategy and Roadmap Project Plan.</p> <p>Milestone 2 - has been completed - Current State Assessment and Future State Definition.</p> <p>Milestone 3 - Ongoing - Draft the ICT Strategy document, incorporating insights from engagement activities to be finalised.</p>	

Objective: Transparent and Accountable Governance					
Operational Activities		Accountability		Q1 Comment	Traffic light
Ref	Targeted Activities	Measure	Responsible Officer		
SQ3	<i>Management, maintenance and reporting of the Sky trust System as the primary repository for Safety information.</i>	Development, monitoring and distribution of a corrective actions register, to enhance compliance with best practice in relation to closing out of all incidents and injuries. 90% or greater compliance.	Safety and Quality Coordinator	All incidents are closed out within 7 days (unless further investigation is required and worker is on leave due to medical certificate) with corrective actions added to Skytrust for compliance and reporting.	
PS2	<i>Embed operation of new fuel system to ensure full functionality and auditability with training provided as required.</i>	Full implementation and operation of Jones Street Fuel delivery system by March 31, 2026.	Purchasing and Stores Supervisor	Awaiting installation of the new Fuel Facility and management system at the Jones Street Depot to inform the documentation. Installation tender has closed, waiting for installation.	
TS13	<i>Implement Technology One mobility modules.</i>	Complete implementation of Technology One Field App module for two asset classes by 30 June 2026.	Manager Technical Services	Implementation of Field App progressing with stakeholder engagement meetings and configuration occurring since July. Training to commence once configuration changes are complete. On track for implementation in two classes by 30 June 2026.	

Embrace Technology

Leverage technology and innovation to enhance service delivery, improve business processes, and create more efficient and connected communities.

- Support and improve Council's operational performance through the delivery of innovative, efficient, and effective ICT solutions.
- Through digital platforms, improve access to information.

Operational Activities		Accountability		Q1 Comment	Traffic light
Ref	Targeted Activities	Measure	Responsible Officer		
MC07	<i>Manage, monitor and promote Council's social media platforms as an effective community information and engagement tool.</i>	<p>Number of original news updates published on Council's social media platforms.</p> <p>Number of community awareness campaigns launched annually.</p>	Media and Communications Officer.	This quarter, Council continued to strengthen social media as a key tool for community information and engagement. Regular original news updates across Council's social media platforms were published, keeping the community informed on decisions, projects, and events. Active monitoring of community interactions was undertaken including the provision of appropriate responses, ensuring accurate information was shared and community concerns were addressed in a timely manner. Targeted community awareness campaigns were launched to support initiatives such as infrastructure works, project updates, and service changes. Social media continues to be an effective channel for reaching a wide audience, enhancing transparency, and encouraging positive community engagement with Council activities.	
TOU8	<i>Enhance online presence including the Visit Burdekin website, destination events calendar and Tourism Social Media Platforms.</i>	5% increase in hits and likes on sites.	Tourism Officer	Continued to update Visit Burdekin website and provide feedback on the new design and structure. Continued to update ATDW as required. Quarterly statistics for Visit Burdekin social media: Facebook 2.81% increase in followers / Instagram 0.66% increase in followers.	



Embrace Technology					
Operational Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
IM5	<i>Strengthen Cyber Security and Access Controls and implement robust cybersecurity protocols to protect sensitive data from unauthorised access, breaches, and cyber threats.</i>	<p>Deliver periodic reports to the Audit and Risk Committee, ensuring transparency and alignment with governance requirements.</p> <p>Conduct biannual security audits and facilitate an annual penetration test to proactively identify and address vulnerabilities.</p> <p>Implement continuous cybersecurity training initiatives, maintaining a minimum 90% employee participation rate annually.</p>	Information Management Coordinator	<p>Reported to the Audit and Risk Committee on 7 August 2025.</p> <p>Continuous cybersecurity training is implemented by way of all personnel completing an initial training program, and then ongoing continuous training on either a monthly or quarterly basis (determined by the position or location).</p> <p>The participation (completion) rate for the initial training is 96.6%. The monthly training for July, August and September 2025 has been assigned. Unfortunately, the participation rate was below target at 73%. Reports are being prepared for the SLG to follow up with their supervisors and staff.</p> <p>Security audits and the annual penetration test have not been completed this quarter.</p>	●





Embrace Technology					
Operational Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
IM6	<i>Manage Council's public website and Intranet in accordance with adopted operational standards.</i>	<p>Ensure the website's software and connectivity remain optimal and fit for purpose, enabling efficient operation and accessibility for users.</p> <p>Deliver targeted training to relevant staff as required, supporting compliance and operational effectiveness.</p>	Information Management Coordinator	<p>The Media and Communications Officer conducted an in-person website refresher training session in September. In addition, Marina also made a recorded version of the training session and website instructions available on the Council Websites Team site.</p> <p>Assisted the Planning and Development team in improving the process for development applications.</p> <p>Created a support request with the LGAQ for an issue whereby some approvers are not receiving their "Website content needing approval" emails. The support request is currently open and has not been resolved.</p>	●




Objective: An Envable Organisational Culture that Actively Demonstrates Our Values




Cultivate a positive workplace culture where collaboration, respect, and excellence are championed, aligning organisational behaviours with Council's core values.




- Develop a cost-effective, adaptable, and capable workforce, with effective leadership and management capability to implement our vision.
- Provide training and development opportunities to meet organisational needs.
- Protect the health and safety of employees and community members through the implementation of an effective Health and Safety Management System.
- Develop and implement a strategic workforce plan to advance Council's recruitment, onboarding, career mapping and succession planning activities.
- Implement the Staff Culture Review




		Accountability		Q1 Comment	Traffic Light
	Targeted Activities	Measure	Responsible Officer		
EXC5	<i>Undertake effective planning and coordination of Council programs and operations through the Senior Leadership Group.</i>	Regular meetings of Executive Leadership Team (ELT) and Senior Leadership Group (SLG). Level of planning and coordination of Council operations across Departments.	Chief Executive Officer; Director of Corporate and Community Services; Director of Infrastructure, Planning and Environmental Services	Executive Leadership Team meetings held weekly and Senior Leadership Group meetings held monthly with active engagement by all ELT and SLG. DCCS and Manager of Planning and Development attended Local Government Managers Association Executive Leadership Program in July. CEO attended Local Government Managers Association Annual Conference in September	
TR1	<i>Develop and maintain the 2025/2026 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.	People and Culture Coordinator	Skills renewal is at 92.64 %. There are online courses for refreshers to be sent out in the month of October for Authorised Persons and qldwater Courses (which do not have a legislative expiry date), and emails have been sent for renewed Driver Licences to be sent to Training to be updated.	

Objective: An Envable Organisational Culture that Actively Demonstrates Our Values					
Operational Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
TR2	<i>Facilitation of traineeships, apprentices 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.	People and Culture Coordinator	Trainees: 2 (Library and ICT) Apprentices: 4 (3 Diesel, 1 Fitter & Turner) Cadets/Graduates: 6 (3 Cadet, 3 Graduate) Other: 1 Water Industry Worker Cert Work Experience Students: 20	
IM7	<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.	Information Management Coordinator	100% of new employees have received recordkeeping awareness training as part of their initial induction. 100% of ECM Users have received one-on-one ECM training within three months of commencement with Council.	
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.	People and Culture Coordinator	Total Budget: \$ 294,100 Current Expenditure: \$ 90, 757 Percentage Spent: 30.85%	
PC2	<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.	People and Culture Coordinator	2 new claims for period 1 employee from previous quarter on TI	

Objective: An Envable Organisational Culture that Actively Demonstrates Our Values					
Operational Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
SQ4	<i>Development and adoption of Councils 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. Percentage completed.	Safety and Quality Coordinator	WH&S have set new KPI's for 2025/2026 for all SSG and SLG members which support the WH&S Annual Plan. WH&S are following up on outstanding actions and tasks, and this will be raised at the next ELT for communication to all leadership groups. Currently not all areas are meeting expectations due to still understanding what their requirements are. WH&S are working with these areas.	
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	Over 80% of employees participated in the Safe Work Month Presentation.	
OPW5	<i>Nett reduction in number of WHS incidents involving property damage by Works Staff. Benchmark established from 2024/2025 SkyTrust reporting.</i>	Reduction in number of WHS incidents involving property damage compared to prior year.	Manager Operations	Seven reported incidents of property damage in the quarter compared to four in the equivalent period 2024/25.	

Objective: An Enviably Organisational Culture that Actively Demonstrates Our Values					
Operational Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
OPW6	<i>Operations- Works Record of non-compliance against Site Safety Checklists.</i>	Improve on established WHS non-compliance benchmark for internal project audits. Conduct at least one internal site audit of all Capital Works projects and measure instance of non-compliance against Site Safety Plan and Traffic Management Plan.	Manager Operations	210 Safety Observations recorded in the period, 10 Site Inspections and 11 Traffic Management Inspections. 5 minor non-conformances recorded from site inspections and 5 minor traffic management non-conformances.	
PG4	<i>Nett reduction in number of WHS incidents involving property damage by Parks and Gardens Staff. Benchmark established from 2025/2026 SkyTrust reporting.</i>	Reduction in number of WHS incidents involving property damage compared to prior year.	Manager Operations; Parks Coordinator; Supervisor - Parks.	Two incidents incurring property damage recorded in this reporting period. This compares to one incident in the first quarter 2024/25.	
PG5	<i>Parks and Gardens Record of non-compliance against Site Safety Checklists. Establish benchmark performance from prior year with a view to continuous improvement in following years.</i>	Establish a WHS non-compliance benchmark for internal project audits. Conduct at least one internal site audit of all Capital Works projects and measure instance of non-compliance against Site Safety Plan and Traffic Management Plan.	Manager Operations; Parks Coordinator; Supervisor - Parks.	In quarter one the following WHS tasks were undertaken: 3 x Team Discussions including WHS issues 5 x Take 5's delivered 58 x Safety Behaviour Observations undertaken with 99% compliance. 2 x minor issues identified and resolved at time of inspections	

Objective: An Envable Organisational Culture that Actively Demonstrates Our Values					
Operational Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
WW7	<i>Water and Wastewater Record of non-compliance against Site Safety Checklists.</i>	100% Compliance with completion of SWMS and Permit to Work Documentation. Commitment to complete one site safety audit monthly.	Manager Water and Wastewater.	As at the end of Sept WWW had 2 overdue Skytrust actions. In Sept there were two vehicle incidents recorded, this prompted a discussion topic for the Sept quarterly meeting. Q1 Review SWMS Completed 1012 PTW Completed 90	
EXC6	<i>Complete the implementation of agreed actions from the Strategic Workforce Planning and Succession Management internal audit report.</i>	Implement actions as per timelines in audit report.	Chief Executive Officer; Director Corporate and Community Services; People and Culture Coordinator	Full review of the Strategic Workforce Plan commenced. SLG reviewed critical roles to allow a 'Buy, Build, Borrow' strategy to be developed. ELT are further reviewing top 20 identified positions, including full position descriptions.	
PC3	<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. Annual Workforce Data Report (due 1st March). Quarterly People and Culture Report (due 30 April, 31 July, 30 September, 31 January). Six Monthly Leave Report as at April and October (due May - Council Meeting and November - SLG only).	People and Culture Coordinator	HR Report April to June 25 sent to SLG 18/7/25	

Objective: An Envable Organisational Culture that Actively Demonstrates Our Values					
Operational Activities		Accountability		Q1 Comment	Traffic Light
Ref	Targeted Activities	Measure	Responsible Officer		
PC4	<i>Implement the Workforce Plan to address skill shortages and mitigate "single points of failure" within the organisation, enabling the Council to attract, retain, and strategically plan for the future workforce.</i>	Report on progress of actions identified by the ELT and any new initiatives.	People and Culture Coordinator	ELT endorsed Workforce Plan. SLG conducted critical role assessments. ELT conducted overall critical role assessments. ELT now working on Build, Buy, Borrow categorisation and ensuring position descriptions are up to date.	
EXC7	<i>Continue to implement initiatives designed to improve organisational culture through the adopted Action Plan.</i>	Action Plan initiatives implemented in accordance with budget and agreed timeframes.	Chief Executive Officer	Cultural Action Plan has been incorporated into the Employee Survey and tasked to SESIG for assistance in implementation. Employee Survey will be reconducted in Q3 (February).	
PC5	<i>Manage Council's People and Culture functions including employee relations, compliance, compensation and benefits, and all other employee</i>	Report on the status of recruitment for the quarter. Report on any other non-BAU	People and Culture Coordinator	15 positions recruited for in quarter. 18 vacancies at the end of the quarter.	

7.1.1. ENVIRONMENTAL AND HEALTH SERVICES

Closure of Animal Pound Drop-off Cages

File Reference: 36

Report Author: Linda Govan, Coordinator Environment and Health Projects

Authoriser: James Stewart, Director Infrastructure Planning and Environmental Services

Meeting Date: 11 November 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

- AM1 Participate in and promote responsible animal ownership.
Maintain and operate Council's animal pound with a focus on
- AM3 rehoming animals where suitable i.e. where health and temperament allows.

Executive Summary

Following a successful six-month trial (1 May – 31 October 2025) of closing the drop-off cages at the MacKenzie Street Animal Pound, Council achieved:

- **37% reduction** in animals entering the pound.
- **Improved rehoming outcomes** through enhanced engagement and partnerships with rehoming agencies.

This report recommends permanent closure of the drop-off cages to support responsible animal ownership and improve animal welfare outcomes.

Recommendation

That Council approves the permanent closure of the drop-off cages at the MacKenzie Street Animal Pound.

Background

Council approved a 6-month trial to close the drop-off cages located at the animal pound in Mackenzie Street, Ayr, from 1 May to 31 October 2025. Council staff advertised the closure and locked and placed signage on the drop-off cages to prevent use.

During the trial, residents were encouraged to contact the Council to arrange the collection or surrender of animals. An after-hours service was also available from 6:00am to 7:00am and 5:00pm to 7:00pm to surrender/collect animals. This process enabled officers to gather as much information as possible to facilitate the rehoming of the animals.

The trial was deemed successful as there was a 37% reduction in animals coming through the pound.

See Table:

Period	Rehomed or returned to owner		Unable to be rehomed		Unable to be rehomed (behaviour or health)		Total
	Dog	Cat	Dog	Cat	Dog	Cat	
1 May - 28 Oct 2025	71	10	4	0	6	33	124
1 May - 28 Oct 2024	80	32	9	2	37	38	198

Officers have also developed relationships with additional rehoming agencies to expand the reach and to endeavour to rehome animals permanently. This has helped when local rehoming agencies based in Townsville and Bowen have been at capacity.

Consultation

The community was advised via the Council website and social media post/s.
Rehoming agencies were contacted and supported the closure.

Budget & Resource Implications

Potential to increase after-hours call-outs. This will be monitored however wasn't experienced during the trial.

Legal Authority & Implications

Not Applicable.

Policy Implications

Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)

Risk: Potential for illegal animal dumping.

Mitigation: Continue public education, maintain after-hours surrender service, monitor compliance.

Attachments

None

7.1.2. ENVIRONMENTAL AND HEALTH SERVICES

Vending on Council Roads and Council Owned or Controlled Land Policy

File Reference: 2326

Report Author: Chris Gallyer, Environmental Health Officer

Authoriser: James Stewart, Director Infrastructure Planning and Environmental Services

Meeting Date: 11 November 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030

- Undertake regulatory responsibilities in accordance with legislative obligations.
- Encourage active communities through the provision and maintenance of recreational spaces.
- Provide safe, attractive, accessible, and functional community spaces and facilities.
- Shape the built environment to enhance connectivity, social interaction, and a healthy lifestyle.

Executive Summary

This report presents the consolidated Vending on Council Roads and Council Owned or Controlled Land Policy for Council's adoption. The new policy merges previous separate policies, streamlines the application and approval process for vending activities, and provides clear guidance for vendors and the community. Key changes include expanding coverage to all Council land, increasing public liability insurance requirements, and simplifying approval procedures. The policy aims to encourage community use of Council spaces for vending, while ensuring food safety, public safety, and minimal impact on existing businesses.

Recommendation

Council adopts the Vending on Council Roads and Council Owned or Controlled Land Policy.

Background

Burdekin Shire Council's Local Laws, including *Subordinate Local Law No. 1.02 (Commercial Use of Local Government Controlled Areas and Roads) 2012*, were adopted in 2012 to regulate commercial activities on Council-controlled land and roads.

To support the assessment of vendor applications, two (2) policies were introduced on 9 May 2023:

- Vending on Council Owned or Controlled Land Policy
- Vending on Council Roads Policy

These policies provide guidance for approving vending activities in designated locations such as Plantation Park, Burdekin Theatre, Burdekin Memorial Hall, and Sandy Corner, ensuring decisions are consistent and transparent.

Staff and Council reviewed these policies to improve clarity, streamline processes, and align them under one (1) policy.

The amendment aims to simplify processes and encourage community use of Council land for vending activities. The combined policy will provide clear guidance to vendors and the community on application requirements and outline the general conditions typically imposed.

This policy also reinforces Council's responsibility to consider food safety, road and pedestrian safety, and the potential impacts on businesses operating from fixed premises. Minor wording changes and process improvements will streamline approvals, removing the need for Council meeting endorsement in most cases.

Proposed Amendments to the Vending on Council Roads and Council-Owned or Controlled Land Policy are:

- Merge Vending on Council Roads and Vending on Council Owned or Controlled Land Policies together;
- Remove specific locations such as Plantation Park, as the policy includes all Council land consisting of parks, reserves, public halls, footpaths, and roads;
- Applications will be approved by management (CEO, Directors, Managers);
- Applications outside the scope of the policy will be referred to Council for approval;
- Public liability to be increased from \$10M to \$20M;
- Remove specific power supply requirements. Instead, require approval for use of any Council infrastructure or assets; and
- Map zoning name change from retail and commercial to Centre Zoning.

Consultation

Discussion at the Senior Leadership Group (SLG) Meeting on 26 August 2025.
Workshopped with Council on 16 September 2025.

Budget & Resource Implications

The proposed consolidation of vending policies has no budgetary or additional resource implications. Existing staff and processes will manage the streamlined approvals without requiring extra funding or resources. Vendors will continue to be subject to Council's existing fees and charges, ensuring that revenue from commercial use of Council controlled land and roads is maintained.

Legal Authority & Implications

The combined policy is supported by *Subordinate Local Law No. 1.02 (Commercial Use of Local Government Controlled Areas and Roads) 2012*, regulating vending activities on Council controlled land and roads. The amendment introduces no new legal obligations but streamlines existing processes to ensure consistency and compliance with relevant legislation, including the *Local Government Act 2009*. All vendors will be required to hold appropriate public liability insurance to operate on Council land, ensuring protection for both the community and Council.

Policy Implications

This report proposes consolidating two (2) existing policies into a single, streamlined policy.

Risk Implications (Strategic, Operational, Project Risks)

The consolidated policy presents minimal risk. Streamlining processes reduces operational delays and improves clarity for both Council staff and vendors. Compliance with public liability requirements, food safety, and road safety standards mitigates potential legal or safety risks. No strategic or project level risks have been identified.

Attachments

1. Vending on Council Roads and Council Owned or Controlled Land Policy

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

Purpose

To guide the assessment and determination of applications for vendors seeking approval to operate on Council roads and Council owned or controlled land under *Subordinate Local Law No 1.02 (Commercial Use of Local Government Controlled Areas and Roads) 2012*.

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

Scope

This policy applies to the activity of vending on Council roads and Council owned or controlled land such as parks, reserves and public halls.

The commercial use of Council controlled areas is regulated by *Subordinate Local Law No 1.02 (Commercial Use of Local Government Controlled Areas and Roads) 2012*.

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

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

Exceptions

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

Objectives

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

Policy Statement

- The Council encourages the use of vending activities on Council roads, parks, reserves and public facilities as a means of enhancing community activity that flows from this activation of our public spaces where it is safe to do so and fulfills a need of the community.
- The proposed operation must not cause unreasonable nuisance, inconvenience or annoyance to:
 - The occupier of any adjoining land; or
 - Vehicular traffic; or
 - Pedestrian traffic.
- The Council supports vendors when they practice safe food handling in accordance with the *Food Act 2006* and consider the needs of all users of the area.
- The supply of goods and/or services must not include alcohol, tobacco, or any items considered

unsuitable for public land.

- The number of vendors at a location is preferred to be kept at a minimum taking into account the type of goods sold, area required and impact on the amenity.
- The proposed operation must not result in substantial competition with operators of business activities operating from fixed premises adjacent to the area.
- Applications will be approved through Management.

Location

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

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

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

Therefore: Mobile vendors should not be allowed to trade within the Centre Zoning areas of Ayr and Home Hill as represented by the Centre Zoning. (Appendix A and B).

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

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

Therefore: Stationary roadside vendors should not be allowed to trade within a distance of 250 metres of the Centre Zoning areas of Ayr and Home Hill as represented by the Centre Zoning. (Appendix A and B).

The exception to the above rule is when the trading hours and/or days of the activity are outside the trading hours and/or days of similar businesses in the Centre Zoning areas.

Please note:

Council may approve infrequent community events (e.g., festivals, markets) on Council land or roads that include vendors selling similar goods or services to fixed premises during the same hours/days, if the event offers significant community benefit.

Conditions

Conditions of any approval will be consistent with and taken from *Subordinate Local Law No 1.02 (Commercial Use of Local Government Controlled Areas and Roads) 2012 – Schedule 1 Clause 6*.

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

- The conduct of the approved use must be in accordance with the application submitted and any supporting documentation, except as otherwise specified by any conditions of approval.
- The preparation, handling and serving of food and drinks are to be conducted in accordance with the requirements of the *Food Act 2006* and *Food Standards Australia and New Zealand (FSANZ) Food Standards Code*.
- Compliance with the *Environmental Protection (Noise) Policy 2019*.
- Hold public liability insurance in an amount not less than \$20 million against claims for personal injury and property damage resulting from the approved use.

- Indemnify the Council and the State Government (in respect of State owned land) against all actions, proceedings, claims, demands, costs, losses, damages and expenses which may be brought against, or made upon, the Council or the State as a result of the activity.
- Restricted to the designated site as approved.
- If the approval holder or the holder's employee or agent intentionally or negligently damages the Council controlled area, it must pay to the Council the amount it would cost to rectify the damage.
- Mobile vendor vehicles are to be roadworthy vehicles that are licenced by the Department of Transport and Main Roads.
- Ensure that the vehicle and all equipment used in the operation of the activity are maintained in good working order and in a clean and sanitary condition at all times.
- No obstruction to pedestrian flow or vehicular traffic.
- Only serve customers from the non-traffic side of the vehicle used in the operation of the activity.
- Compliance with existing parking restrictions which apply to the area at all times.
- The activity must not have an unreasonable detrimental effect on the amenity of the surrounding area.
- Litter is to be cleared at all times from in and around the vendor site by the operator.
- Not discharge trade waste generated by the operation of the activity otherwise than in accordance with an approval under the *Water Supply (Safety and reliability) Act 2008*.
- Any temporary fixtures (such as umbrellas, bins and stools) are to be safe to use and removed at the end of trading. The use of and location of these fixtures must be approved.
- Fixtures are not to be placed where they present a barrier or danger to pedestrians or vehicles.
- Not place a sign or device advertising the activity on any Council controlled area or road without approval.
- Approval must be obtained prior to using Council power supply, unless the event or activity is self-sufficient and provides its own power source if required. Council prefers traders to provide their own power supply.
- Mobile vehicle to be removed at the end of trading each day.
- The approval is not valid for events held at the approved location unless specifically approved by the event organiser.
- Comply with any conditions imposed by the Department of Transport and Main Roads.
- The approval may be revoked at any time.

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

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

The conditions of approval may include a condition specifying the activities authorised by the approval must

not be operated within a radius of 250 metres of fixed premises which sell or offer for sale, the same or similar goods or services.

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

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

Risk Management

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

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

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

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

Legislation

The commercial use of Council controlled areas is regulated by *Subordinate Local Law No 1.02 (Commercial Use of Local Government Controlled Areas and Roads) 2012*.

Definitions and Abbreviations

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

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

Example: Ice-cream Truck

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

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

Example: Coffee Van, Fruit & Vegetable Van

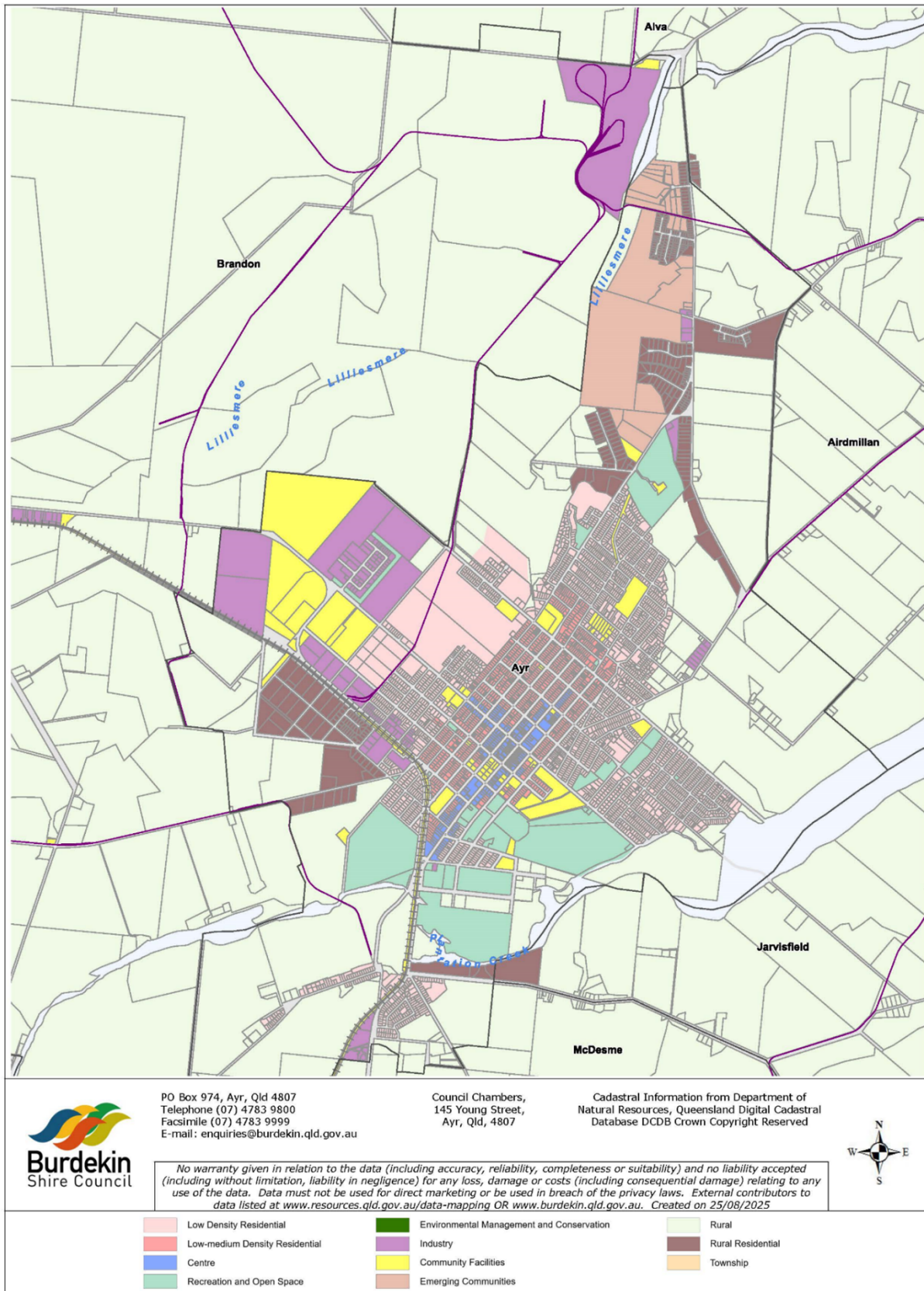
Related Documents

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

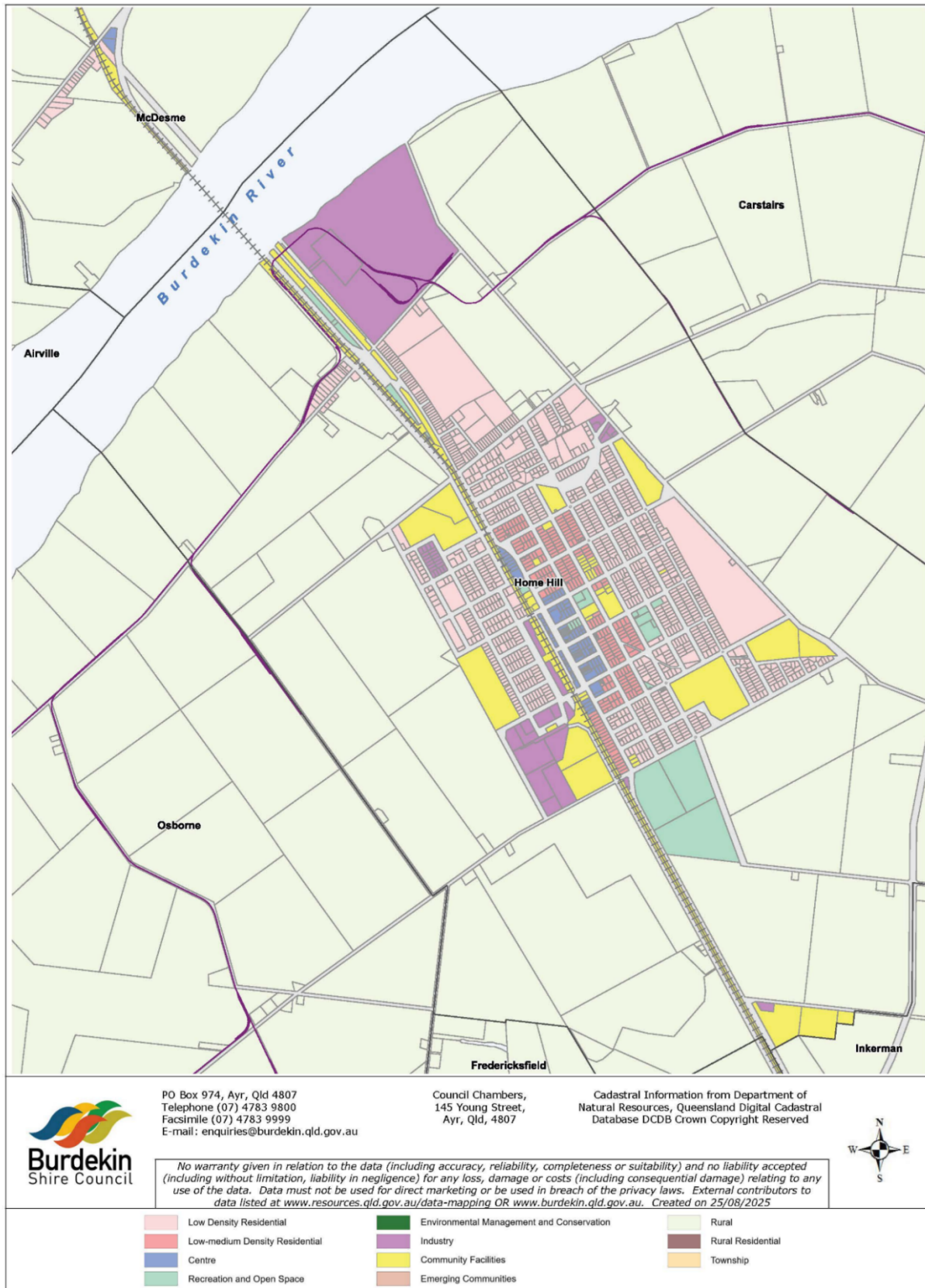
Document History and Version Control

Title of Document	Vending on Council Roads and Council Owned or Controlled Land Policy
Document Reference Number	ENV-POL-0010 Rev 2
Review Schedule	24 months
Council Meeting Date	9 May 2023
Council Resolution Number	1750227

Appendix A – Ayr Zone Map



Appendix B – Home Hill Zone Map



7.3.1. PLANNING AND DEVELOPMENT

Development Application for a Development Permit for Reconfiguring a Lot (Two (2) Lots and Common Property into Two (2) Standard Lots) at 1/2 Wilmington Street and 2/19 Chippendale Street, Ayr (Lot 0 on SP344600, Lot 1 on SP344600 and Lot 2 on SP344600)

File Reference: 234 and RAL25/0013

Report Author: Kellie Galletta, Manager Planning and Development

Authoriser: James Stewart, Director Infrastructure Planning and Environmental Services

Meeting Date: 11 November 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030

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

Burdekin Shire Council Operational Plan 2025-2026

PD13 Assess Planning Applications to ensure compliance with requirements of the current Planning Scheme.

Executive Summary

Council is in receipt of an impact assessable development application lodged by Brazier Motti on behalf of the applicant, J Hall, seeking a Development Permit for Reconfiguring a Lot to create two (2) standard (i.e. freehold) lots at 1/2 Wilmington Street and 2/19 Chippendale Street, Ayr, on land described as Lot 0 on SP344600, Lot 1 on SP344600 and Lot 2 on SP344600.

Recommendation

That Council approves the development application seeking a Development Permit for Reconfiguring a Lot (two (2) lots and common property into two (2) standard lots) at 1/2 Wilmington Street and 2/19 Chippendale Street, Ayr, on land described as Lot 0 on SP344600, Lot 1 on SP344600 and Lot 2 on SP344600, subject to reasonable and relevant conditions as set out in Attachment A.

Background

As the development application is impact assessable, it has been assessed against the relevant assessment benchmarks of the *Burdekin Shire Council Planning Scheme 2022* and other relevant legislation and relevant matters together with an assessment of the merits of the application.

As the proposed development does not result in any changes to the existing built form or access and servicing arrangements, the proposed lot sizes in this application are supported.

Note that a subdivision of vacant land proposing lot sizes under the minimum lot area for the Low Density Residential Zone, may not necessarily be supported for approval by officers.

As a result of this assessment, however, officers consider that the proposed reconfiguring a lot application as made, can be supported, despite any conflicts identified with the applicable codes, as the proposal generally aligns with the outcomes sought by the Planning Scheme overall, including the Strategic Framework.

The proposed subdivision is therefore recommended for approval subject to reasonable and relevant conditions.

Proposal

The proposal plan (Plan No. 57282/001 B) prepared by Brazier Motti is provided at Attachment B.

The applicant is proposing to create two (2) standard format (i.e. freehold) lots from the current lot configuration which comprises two (2) lots and common property under a building format plan. The proposed development does not result in any changes to the access arrangements, infrastructure or servicing for the existing dwelling houses.

The development will result in the following changes (as shown in Table 1.) to the existing lots:

Table 1.

Lot	Existing Lot Area	Proposed Lot Area
1	308m ²	646m ²
2	149m ²	376m ²
Common Property (Lot '0')	565m ²	Nil

As outlined in Table 1., the proposed development will result in one (1) lot that achieves the minimum 500m² lot area sought for the Low Density Residential Zone and one (1) lot that does not.

Subject Site

A locality plan is provided at Attachment B.

The subject land is located within the Low Density Residential Zone of the *Burdekin Shire Council's Planning Scheme 2022* and is affected by the following overlays:

- Acid Sulfate Soils (5-20m contour)
- Flood Hazard Overlay (Low Hazard) and Local Rain Event (Low and Medium Hazard).

Despite being mapped as being subject to the above overlays, the assessment benchmarks relevant to the overlays are limited to those of the Flood hazard overlay code.

Infrastructure and Servicing

The proposed development does not result in any changes to the existing built form or access and servicing arrangements, per se. However as the 't' junction associated with the existing sewerage infrastructure will be located on proposed Lot 1, post the subdivision, either the services will need to be fully located in each lot, otherwise an inter allotment services easement will need to be created burdening proposed Lot 1 in favour of proposed Lot 2 and Council, to ensure legal access is available. Refer to the Sketch Plan provided at Attachment B.

Post approval, the existing land uses will remain as is, unchanged from the current arrangements, nor are any new access points being created.

Surrounding Land Uses

The surrounding area comprises predominantly residential uses and contains detached dwellings, dual occupancy, multiple dwelling and short term accommodation uses.

Natural Hazards

The natural hazards mapped as affecting the site are:

- Flood Hazard Overlay (River Flood Event - Low Hazard and Local Rain Event - Low and Medium Hazard).

Information Request

Council did not issue an Information Request.

Public Notification

The applicant undertook Public Notification between 16 September 2025 and 9 October 2025, being a period of at least 15 business days, in accordance with the requirements of the *Planning Act 2016*. No submissions were received during the notification period.

Planning Assessment Summary

Referral

The application did not trigger referral to the North Queensland State Assessment and Referral Agency (NQSARA) for any state interests under the requirements of the *Planning Regulation 2017*.

State Planning Provisions

State Planning Policy

The Planning Minister is satisfied that the State Planning Policy (SPP) July 2017 is appropriately integrated into the Burdekin Shire Council Planning Scheme in full excepting Cultural Heritage.

North Queensland Regional Plan

The Planning Minister has identified that the North Queensland Regional Plan (NQRP) is appropriately integrated into the Burdekin Shire Council Planning Scheme in full.

Detailed Assessment Summary

Refer to Attachment C for the detailed assessment against the relevant provisions of the Planning Scheme, as identified in Table 2 (refer below).

Summary Planning Assessment

Development applications that attract an impact level of assessment are assessable against the whole of the planning scheme to the extent relevant and other applicable planning instruments, any other relevant matters and on their individual merit.

Table 2.

2022 Planning Scheme Provision	Proposal/Officer Comment
<u>Strategic Framework</u> 2.3 Liveable communities and infrastructure: 2.3.4 Housing diversity 2.3.5 Integrated infrastructure 2.5 Safe and resilient communities: 2.5.1 All natural hazards 2.5.2 Flood hazard	<p>The proposed development seeks to reflect the existing development and built form existing at the site in standard format (i.e. freehold) lots rather than under a building format plan. The development is considered to maintain the form of development that is consistent with the outcomes sought within the Low Density Residential Zone outlined in the Strategic Framework, specifically s2.3.4 (Housing diversity) and s2.3.5 (Integrated infrastructure).</p> <p>Despite the non-compliance with the minimum lot size for reconfiguration in the Low Density Residential Zone for one of the lots, the proposed development is considered to align with the policy direction and intent of the Planning Scheme overall.</p> <p>It is noted that the reconfiguration does not result in a change in site density, nor does it propose any change to the built form, access or infrastructure provision, to that already existing, nor is a vacant new lot under the minimum area requirements, being created.</p>
Low Density Residential Zone Code	<p>The proposed development maintains the existing built form, access and servicing arrangements. The reconfiguration results in one lot below the minimum 500m² area at 376m² and one larger lot with an area of 646m².</p> <p>Despite this, as both lots are already built upon, the lots proposed are considered to maintain the low-density residential character intended for the zone.</p> <p>Importantly, it is not a subdivision of vacant land nor does the proposal as made change the existing dwelling density of the site. Rather, it provides for a standard, individual lot layout rather than a lot layout under a building format plan arrangement. Given the overall outcome of the proposed development, the development is considered to be consistent with the overall intent of the Low Density Residential Zone and the broader policy</p>

2022 Planning Scheme Provision	Proposal/Officer Comment
	objectives of the Planning Scheme.
Development Works Code	<p>The development maintains the existing access and servicing arrangements to each dwelling. However as the 't' junction associated with the existing sewerage infrastructure will be located on proposed Lot 1, post the subdivision, the services will need to be fully located in each lot, otherwise an inter allotment services easement will need to be created burdening proposed Lot 1 in favour of proposed Lot 2 and Council, to ensure legal access is available.</p> <p>Overall the proposed development is considered to comply with the relevant outcomes sought by the Development Works Code as the development does not involve changes or works to existing roads.</p>
Reconfiguring a Lot Code	<p>The proposed development seeks to reflect the existing lot configuration and exclusive use areas that are provided under a building format plan within a standard and individual i.e. lot freehold configuration, creating two (2) separate lots.</p> <p>The development does not involve any changes to the built form, access or servicing arrangements (other than to ensure legal access to sewer infrastructure post subdivision) to the existing dwellings. As the dwellings and built form already exist and the lots have been functioning for a period of time already under the existing exclusive use arrangements, it is considered that the lots are of a size to support the existing dwelling house use and remain consistent with the character and density intended for the Low density residential zone.</p>
Overlay Code <ul style="list-style-type: none"> Flood Hazard Overlay Code 	<p>The site is mapped as being affected by the Flood Hazard Overlay (River Flood - Low Hazard and Local Rain Event - Low and Medium Hazard). The proposed subdivision does not change the use of the premises, nor introduce any new built form or change the existing site characteristics, the proposed development is considered to align with the relevant outcomes sought by the Flood Hazard Overlay Code, with the proposed layout reflecting the existing drainage regime.</p>

Based on the assessment of the development application, Council officers consider that the proposed development can be recommended for approval, subject to the application of reasonable and relevant conditions.

Referral Agency Response

The application did not trigger referral to the North Queensland State Assessment and Referral Agency (NQSARA) under the *Planning Regulation 2017*.

Detailed Summary

Refer to Attachment C for the detailed assessment against the relevant provisions of the planning scheme.

Infrastructure Charges

Reconfiguring a Lot is a development type which can trigger infrastructure charges to be applied as per Council's Charges Resolution. In accordance with Council's Charges Resolution, as the development does not trigger additional demand, an Infrastructure Charges Notice will not be issued.

Consultation

All relevant Council Departments have been consulted, with comments and development conditions included as part of the recommendation.

The application was workshopped with the Mayor, Councillors and Executive Leadership Team on 4 November 2025.

Statutory Environment

Council is required to deal with and assess the Development Application in the context of the *Planning Act 2016*, *North Queensland Regional Plan* and the *Burdekin Shire Planning Scheme December 2022*.

Budget & Resource Implications

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

Legal Authority & Implications

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

Policy Implications

Not applicable in concerning the acceptance of this report.

Risk Implications (Strategic, Operational, Project Risks)

Risk to Council relating to its obligation under the *Planning Act 2016*, is primarily ensuring that the development application is properly managed, assessed and decided. Risk has been managed by undertaking a thorough assessment of this application, preparation of this report and identifying relevant and reasonable conditions of approval.

Attachments

1. Attachment A - Recommended Conditions of Approval
2. Attachment B - Locality and Proposal Plan
3. Attachment C - Detailed Assessment

Attachment A – Recommended Conditions of Approval

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

Attachment A – Recommended Conditions of Approval

Condition		Reason	Timing
2.2	The development must be constructed in the position and at the levels identified on the approved plans or as stipulated by a condition of this approval, noting that all boundary setback measurements are taken from the real property boundary and not from such things as road bitumen or fence lines.		
2.3	Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.		
Approved Plans			
Drawing Title		Drawing/Revision	Date
PROPOSED RECONFIGURATION Lots 1 and 2 Cancelling Lots 1, 2 and Common Property on SP344600		57282/001 B	11 August 2025
SKETCH PLAN – Inter Allotment Services Easement		Prepared by Burdekin Shire Council	31 October 2025
3. Payment of Rates, Charges and Expenses		Confirmation to be provided to Council prior to the release of the Plan of Survey.	
3.1	Prior to signing the Plan of Survey, payment is required of any outstanding rates or charges levied by the Council or any expenses being a charge over the subject land.		
3.2	Pay the sum calculated at the current charge per lot to be levied on the Council by the Department of Resources, for each new valuation.		
Services and Infrastructure			
4. Stormwater		To ensure that stormwater does not adversely affect surrounding properties or properties downstream from the development.	At all times
4.1	The approved development and use(s) must not interfere with the natural flow of stormwater in the locality in such a manner as to cause ponding or concentration of stormwater on adjoining land or roads.		
4.2	Any external catchments discharging to the premises must be accepted and accommodated within the development’s stormwater drainage system.		
5. Confirmation of Existing Services Location (and/or Inter Allotment Services Easement)		To ensure the development is appropriately serviced in accordance with relevant code/s and policy direction.	Confirmation to be provided to Council prior to the release of the Plan of Survey.
5.1	The existing services for each lot must be contained either within: (a) the individual allotment boundaries; or		

Attachment A – Recommended Conditions of Approval

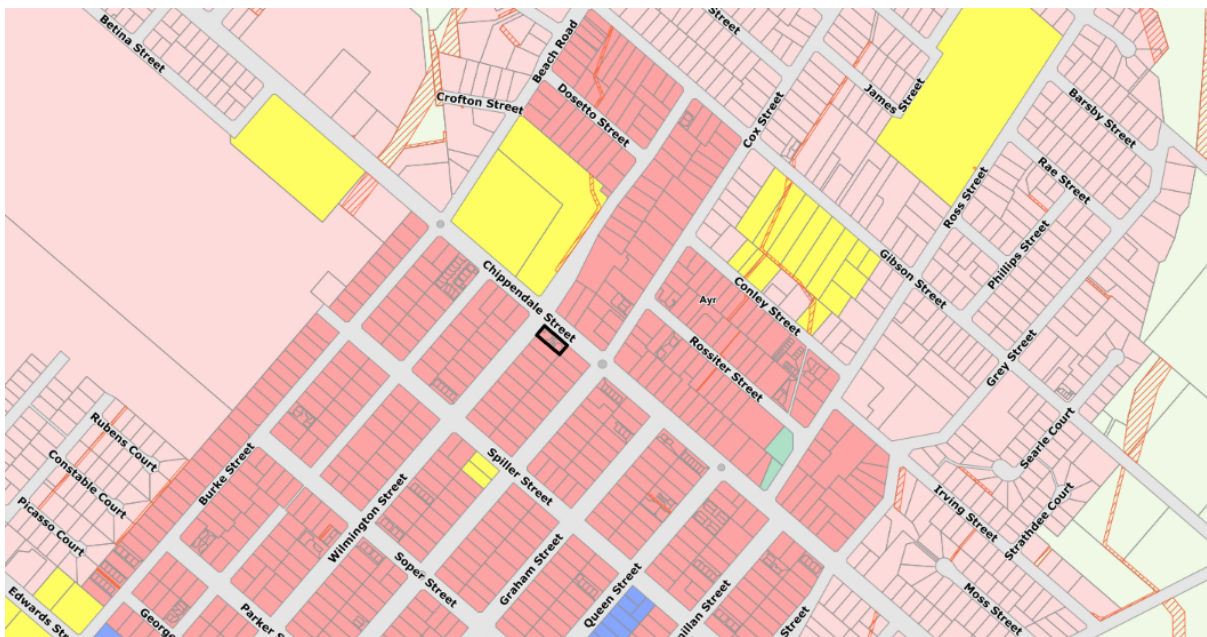
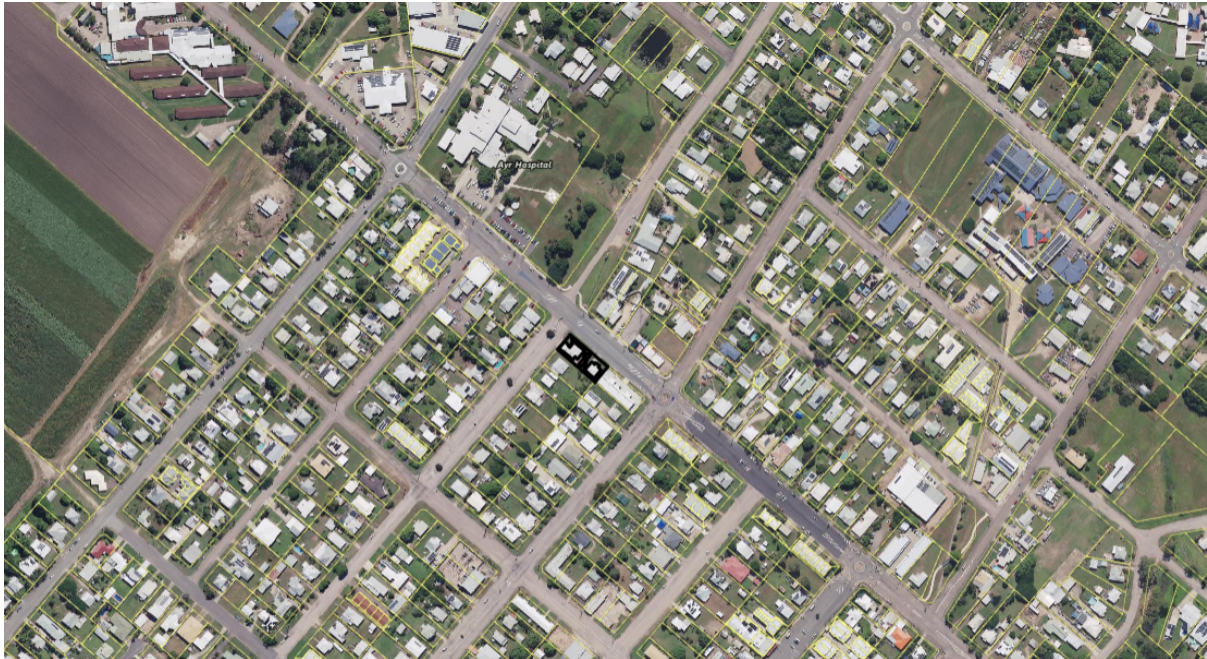
Condition	Reason	Timing
<p>(b) an inter allotment services easement, if the sewerage property connection is to be located in proposed Lot 1 servicing proposed Lot 2.</p> <p>5.2 If an inter allotment services easement is required, it will burden proposed Lot 1 in favour of proposed Lot 2 and Council.</p> <p>5.3 The easement if required shall be generally in accordance with the approved 'SKETCH PLAN' forming part of Condition 2 and shall provide for the following requirements:</p> <ul style="list-style-type: none"> (i) Extend from the property boundary to the outside face of the wall of the structure in Lot 1 as per the 'SKETCH PLAN'. (ii) Allow access for Lot 2 to access the inspection opening on the property connection to Lot 2. (iii) Allow Council access to the sewer and property connection to Lot 1 for inspection, maintenance and replacement and carry out any works required to maintain the integrity and safety of the sewerage system; and (iv) The owner of Lot 1 is responsible for all costs associated with any reinstatement works of any appurtenance including slabs and fences affected during any work by Council on the property connection to Lot 1. <p>5.4 Easement documents must be submitted to Council for review and approval to confirm compliance with the condition, at the time of lodgement of the Plan of Survey for endorsement with Council.</p>		

Attachment A – Recommended Conditions of Approval

Advice

1. Infrastructure Charges Not Applicable.
2. Compliance with Conditions Unless otherwise specified by these conditions, the conditions must be complied with prior to Council's endorsement of the Plan of Survey.
3. Limitation of Approval 3.1 The Council and its officers make no representations and provide no warranties as to the accuracy of the information contained in the application including its supporting material provided to it by the applicant. 3.2 The Council and its officers rely upon the applicant concerning the accuracy and completeness of the application and its supporting material and accepts the application and supporting material as constituting a representation by the applicant as to its accuracy and completeness. Insofar as the application and its supporting material may be incomplete and/or inaccurate giving rise to any claim by a third party the applicant agrees to indemnify and save the council harmless in respect of any claim so arising.
4. Acid Sulfate Soils Should the presence of acid sulfate soils or potential acid sulfate soils be detected, an Acid Sulfate Soils Management Plan may be required to be prepared and submitted to Council for approval.
5. Amenity Impacts Use of the site is to be operated in a way that protects the values of the existing environment and will not cause unacceptable impacts on surrounding areas as a result of dust, odour, noise or lighting, in accordance with the <i>Environmental Protection Act 1994</i> .
6. Earthworks Earthworks are not approved as part of this Development Permit. If any earthworks are required and deemed assessable development, an operational works development application is to be lodged with Council for assessment in accordance with relevant code/s and policy direction.
7. Miscellaneous The Applicant is reminded of their obligations under the Aboriginal Cultural Heritage Act, 2003 and the Torres Strait Islander Cultural Heritage Act 2003. Further information and databases are available from the Department of Aboriginal and Torres Strait Islander Partnerships at: www.datsip.qld.gov.au . If any item of cultural heritage is identified during site works, all work must cease, and the relevant State Agency must be notified. Work can resume only after State Agency clearance is obtained.

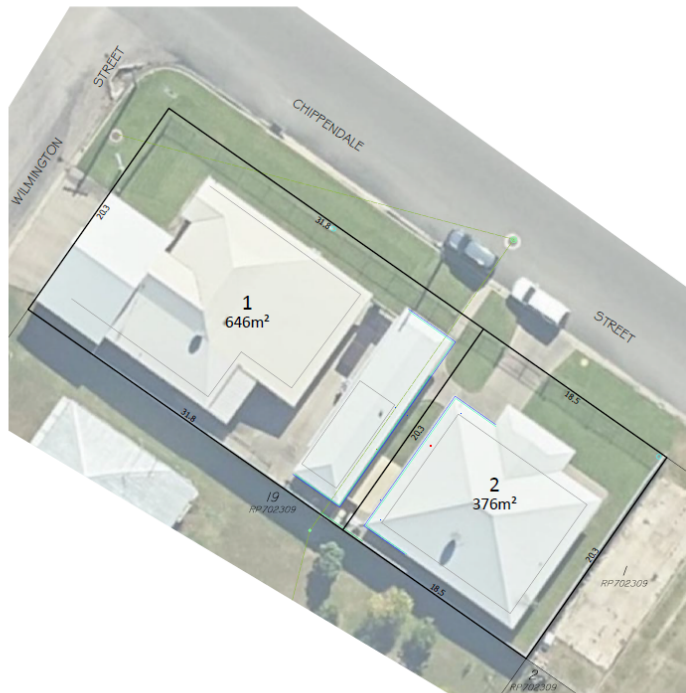
Attachment B – Zone, Locality and Proposal Plan



	Low Density Residential		Environmental Management and Conservation		Rural
	Low-medium Density Residential		Industry		Rural Residential
	Centre		Community Facilities		Township
	Recreation and Open Space		Emerging Communities		

**PROPOSED
RECONFIGURATION**
Lots 1 and 2

Cancelling Lots 1, 2 and Common Property on SP344600



LEGEND

- Sewer MH
- Sewer Inspection Opening
- Water Meter
- Eaves
- Gutter
- Sewer Line
- Building

Date: 11th August, 2025	
Scale: 1:250	A3
Drawn: MIM	
Job No: 57282/001-01	
Plan No: 57282/001 B	

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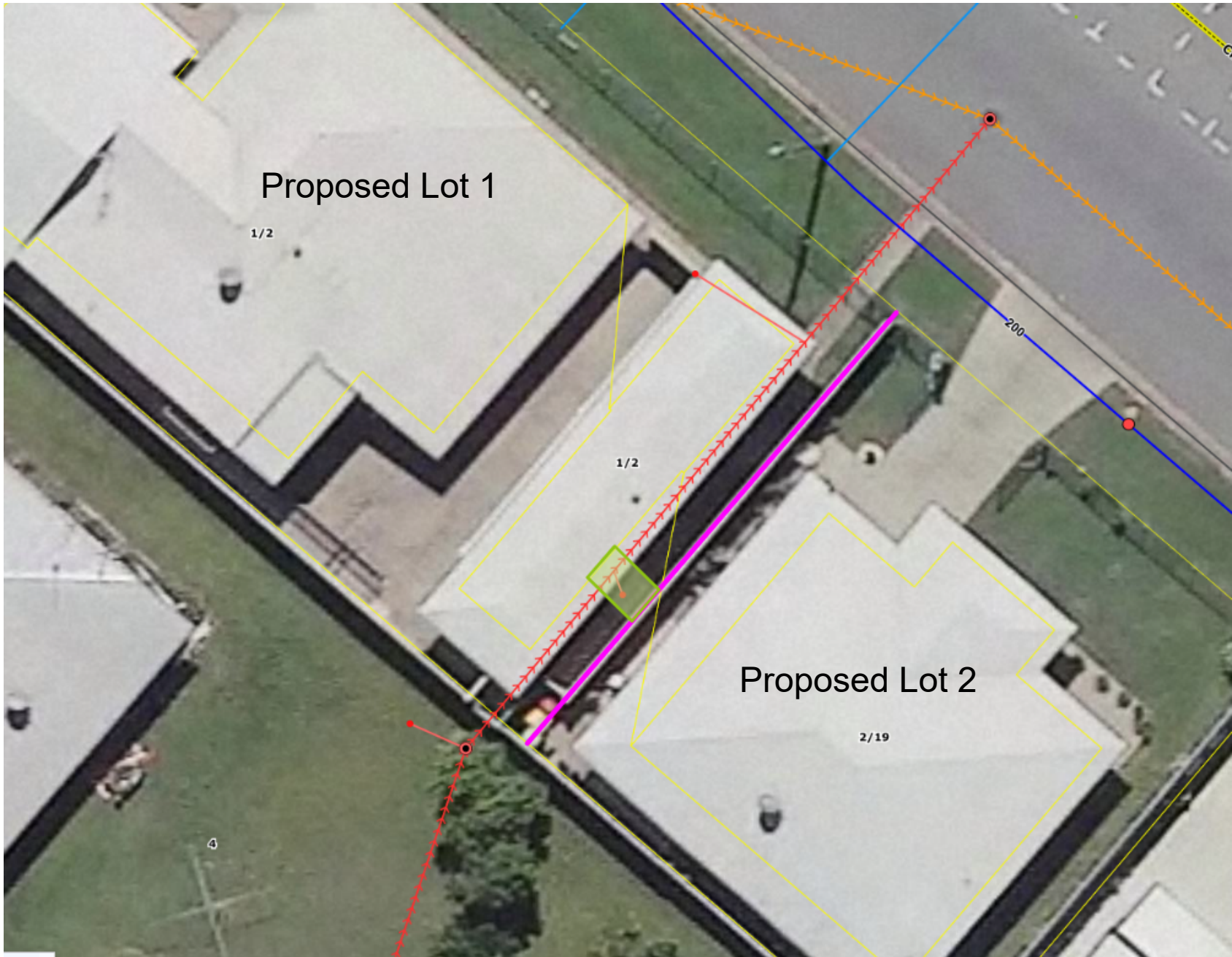
braciermott.com.au

SURVEYING
TOWNPLANNING
PROJECTMANAGEMENT
MAPPING&GIS

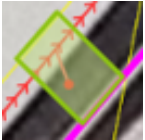


This plan is conceptual and for discussion purposes only. All areas, dimensions and land uses are preliminary, subject to investigation, survey, engineering, and Local Authority and Agency approvals.

RAL25/0013



Legend



Indicative location of ‘t’ junction and inter allotment services easement area, if created.



Sewer infrastructure



Indicative new common boundary

Attachment C – Detailed Assessment

Assessment Summary

Based on the assessment of the development application, Council officers have determined that the proposed development can comply or can be conditioned to comply with the assessment benchmarks relevant to the assessment.

Detailed Assessment

The timeframes for assessing and deciding applications is set in the *Planning Act 2016* and *Development Assessment Rules* (s.60 and 61(3)). A day referred to in the timeframe below means a business day as defined by the *Planning Act 2016*.

The assessment timeframes applicable to this application are as follows:

ASSESSMENT TIMEFRAMES			
Application Process		Timeframe	Date
1.0	Application lodged with Council		13 August 2025
1.1	Application deemed properly made		26 August 2025
1.2	Confirmation Notice issued	10 days (from 1.1)	2 September 2025
2.0	Application referred	10 days (from 1.2)	Not applicable
3.0	Council issued Information Request	10 days (from 1.2)	Not applicable
4.0	Public Notification commences	20 days (from 3.2)	17 September 2025
4.1	Public Notification completed (no submissions received)	Min. 15 business days	9 October 2025
4.2	Notice of compliance with Public Notification received	10 days (from 4.1)	10 October 2025
5.0	Decision making period starts	1 day (after last applicable)	13 October 2025
5.1	Decision making period ends	35 days (minus up to 10 days from 3.0 plus up to 10 days under s19.3 of the DA Rules as a submission was received)	1 December 2025
	Council Meeting		11 November 2025
5.2	Issue Decision Notice	5 days (after decision is made)	18 November 2025

Level of Assessment

RAL25/0013

1

Attachment C – Detailed Assessment

The development proposal is assessable under the *Burdekin Shire Planning Scheme December 2022* (the planning scheme) in accordance with Section 43 (1) of the *Planning Act 2016*. The Assessment Manager is the Burdekin Shire Council as determined by Schedule 8 of the *Planning Regulation 2017*. In accordance with the planning scheme, the Reconfiguring a Lot application was subject to Impact assessment.

Council, as the Assessment Manager, has undertaken assessment of the application against the planning scheme making the decision pursuant to s.60 of the *Planning Act 2016*, as outlined in s.45 (3) and s.26 to 28 of the *Planning Regulations 2017*.

Assessment against the relevant provisions of the planning scheme has been undertaken:

Development	Zone	Overlays	Assessment Benchmarks
Reconfiguring a Lot (2 lots and common property into 2 lots)	Low density residential	<ul style="list-style-type: none"> Acid Sulfate Soils (5-20m contour) Flood Hazard Overlay (River Flood Event - Low Hazard and Local Rain Event - Low and Medium Hazard) 	<p>The following assessment benchmarks are applicable in the assessment of the development application:</p> <ul style="list-style-type: none"> Low Density Residential Zone Code Flood Hazard Overlay Code Development Works Code Reconfiguring a Lot Code

ASSESSMENT

APPLICABLE ASSESSMENT BENCHMARKS

Part 2 Strategic framework

2.1 Preliminary

- (1) The strategic framework sets the policy direction for the Planning Scheme and forms the basis for ensuring appropriate development occurs in the Planning Scheme area for the life of the Planning Scheme.
- (2) Mapping for the strategic framework is included in part 2 and schedule 4.
- (3) For the purpose of describing the policy direction for the Planning Scheme, the strategic framework is structured in the following way:
 - (a) the strategic intent
 - (b) the following four themes that collectively represent the policy intent of the Scheme:
 - (i) Liveable communities and infrastructure
 - (ii) Economic growth
 - (iii) Safe and resilient communities

- (iv) Natural resources, the environment and heritage
- (c) the strategic outcomes proposed for development in the Planning Scheme area for each theme.
- (4) The strategic framework in its entirety represents the policy intent for the Planning Scheme.

Officers Comment

The proposed development seeks to reflect the existing development layout already on site into standard, individual (i.e. freehold) lots rather than under a building format plan arrangement with common property. The proposed development maintains the form of development that is sought within the Low Density Residential Zone in the Strategic Framework, specifically s2.3.4 (Housing diversity) and s2.3.5 (Integrated infrastructure).

Despite the non-compliance with the minimum lot size for reconfiguration, the proposed development is considered to align with the policy direction and intent of the Planning Scheme overall. It is noted that the reconfiguration does not create any additional lots nor is it a vacant site, nor does it propose any change to the built form, access or infrastructure provision already existing on site.

APPLICABLE ASSESSMENT BENCHMARK**5.2.5 Flood Hazard Overlay Code****5.2.5.1 Application**

- (1) This code applies to development where the code is identified as applicable in the categories of assessment and development for the Flood Hazard Overlay Code.
- (2) When using this code, reference should be made to section 3.3.2 and, where applicable, section 3.3.3, in part 3.
 Note—For the purposes of section 13 of the *Building Regulation 2006*:
 - (a) the area covered by the flood overlay maps is the designated flood hazard area;
 - (b) the defined flood level is the level described in schedule SC1.2;
 - (c) the overlay mapping shows both river flooding (overlay mapping OM7(a)) and local rain event flooding (overlay map OM7(b)). The defined flood event and defined flood level relates to both events. To remove any doubt, the defined flood level is the higher of either flood type under the defined flood event.

5.2.5.2 Purpose and overall outcomes

- (1) The overall outcomes are the purpose of the Flood Hazard Overlay Code.
- (2) The purpose of the code will be achieved through the following overall outcomes:
 - (a) in an urban zone or rural residential zone, reconfiguration of land does not result in additional lots on land subject to high or extreme flood hazard;
 Editor's note—to remove any doubt, this outcome does not apply to the township of Giru for which just one "flood hazard area" category is mapped.
 Editor's note—the provisions of the rural zone code identify when reconfiguration may be contemplated in the rural zone. No new lots are intended in the village precinct of the rural zone, which includes settlements also affected by flood hazard.
 - (b) elsewhere, reconfiguration is designed to ensure each lot is provided with:
 - (i) a building envelope to accommodate a dwelling house with floor levels above the defined flood level; and
 - (ii) vehicular access from a public road to the building envelope that is free of high or extreme flood hazard;
 - (c) in the rural, low density residential, township or emerging community zones, new dual occupancies or more intensive residential uses, or worker or tourist accommodation uses are not established on land subject to medium, high or extreme flood hazard, and any redevelopment of an existing use does not substantially increase the number of people accommodated or requiring evacuation from the site;
 Editor's note—to remove any doubt, this outcome does not apply to the area covered by the Giru flood hazard area or the floodplain assessment area.
 - (d) unless necessary to meet a significant community need:
 - (i) new critical or vulnerable uses are not established in a flood hazard area; and
 - (ii) any redevelopment of an existing use does not substantially increase the number of people accommodated or requiring evacuation from the site;
 Editor's note—Critical or vulnerable uses are defined in schedule 1.

Attachment C – Detailed Assessment

- (e) development in a flood hazard area otherwise occurs in the way intended in the relevant zone;
- (f) development in a flood hazard area is designed to ensure the safety of people, reduce vulnerability to the hazard and, for critical uses, minimise disruption to services;
- (g) development involving the bulk storage or manufacture of hazardous materials does not increase the risk to public safety or the environment in a flood hazard event;
- (h) development does not worsen the severity of, or exposure to, the hazard on other properties;
- (i) flood flow conveyance paths and flood storage volumes of the floodplain are maintained;
- (j) the cost to the public of measures to mitigate flood risks is minimised;
- (k) development supports effective and efficient disaster management capacity and capabilities.

Officers Comment

The proposed development reflects the existing residential uses occurring on the site. The site is affected by the Flood Hazard Overlay (River Flood Event - Low Hazard and Local Rain Event - Low and Medium Hazard). Given there is no change to the existing built form, site characteristics or existing residential use as a result of the subdivision, the proposed development is considered to align with the relevant outcomes sought by the Flood Hazard Overlay Code, with the proposed layout reflecting the existing drainage regime.

5.2.5.3 Specific benchmarks for assessment

Table 5.2.5.3–Benchmarks for assessable development

Performance outcomes	Acceptable outcomes	Comments
a) Compatible development		
PO1 Where land is included in an urban or rural residential zone, development does not increase the number of lots within the high or extreme flood hazard area.	AO1 No new lots are created.	Not applicable as not within the high or extreme flood hazard area.
PO2 Development involving critical or vulnerable uses is not located within any flood hazard area, unless it involves a minor extension to, or redevelopment of, an existing use.	No acceptable outcome is nominated.	Not applicable as the development is not for a critical or vulnerable use.

Attachment C – Detailed Assessment

Performance outcomes	Acceptable outcomes	Comments
PO3 Dual occupancies and more intensive residential uses do not establish in the rural, low density residential, township or emerging community zones where they fall within the extreme, high or medium hazard areas, unless it involves a minor extension to, or redevelopment of, an existing use.	No acceptable outcome is nominated.	Not applicable as the development is not for dual occupancy or a more intensive residential use.
PO4 Development involving worker or tourist accommodation uses do not establish in the rural, low density residential, township or emerging community zones where they fall within the extreme, high or medium hazard areas, unless it involves a minor extension to, or redevelopment of, an existing use.	No acceptable outcome is nominated.	Not applicable as the development is not for worker or tourist accommodation.
PO5 Development involving an existing use mentioned in PO2, PO3 or PO4 does not substantially increase the number of people accommodated or requiring evacuation from the site.	No acceptable outcome is nominated.	Complies. The proposed reconfiguration involves the continued use of an existing 'Dual occupancy' (in the built form of two separate dwellings) and does not increase the number of people at the premises.
PO6 Critical uses are able to function effectively during and immediately after a flood hazard event.	No acceptable outcome is nominated.	Not applicable as the development is not for a critical use.
PO7 Where components of commercial or industrial uses are located below the level of the defined flood event, stock or facilities: <ul style="list-style-type: none"> (a) are relocatable or readily replaced; (b) are not vital to the safe operation of the use during or after a flood event; and 	No acceptable outcome is nominated.	Not applicable as the development is not for a commercial or industrial land use.

Attachment C – Detailed Assessment

Performance outcomes	Acceptable outcomes	Comments
<p>(c) are located or designed to avoid causing a risk to public safety in the event of a flood or impede the flow of flood water.</p> <p>Note—To demonstrate compliance with this performance outcome, applicants should prepare a flood response plan.</p>		
<p>PO8</p> <p>Development either:</p> <p>(a) does not involve the manufacture or storage of hazardous materials within a flood hazard area; or</p> <p>(b) is designed to prevent the release of hazardous materials during a flood event.</p>	No acceptable outcome is nominated.	Not applicable as the development does not involve the manufacture or storage of hazardous materials.
<p>PO9</p> <p>Premises used for extractive industry, aquaculture, animal keeping or intensive animal husbandry are at low risk of inundation.</p>	<p>AO9</p> <p>Development occurs on land which is above the defined flood event.</p>	Not applicable as the development is not for extractive industry, aquaculture, animal keeping or intensive animal husbandry.
Mitigation of flood hazard		
<p>PO10</p> <p>Development which occurs in areas subject to a flood hazard ensures new buildings or extensions are designed to remain structurally sound during the defined flood event.</p>	No acceptable outcome is nominated.	Not applicable as the development does not involve building work.
<p>PO11</p> <p>Infrastructure likely to become a public asset is designed to withstand hydrodynamic forces of the defined flood event.</p>	No acceptable outcome is nominated.	Not applicable as the development does not involve the donation of assets.
<p>PO12</p> <p>Development involving the expansion or redevelopment of critical or vulnerable uses ensures</p>	<p>AO12</p> <p>Floor levels are established at the level of the 0.5% AEP plus a freeboard of 500mm.</p>	Not applicable as the development does not involve building work.

Attachment C – Detailed Assessment

Performance outcomes	Acceptable outcomes	Comments
new buildings or extensions are provided with a high level of flood immunity.		
PO13 Development involving the expansion or redevelopment of critical or vulnerable uses ensures effective provision is made for evacuating residents and users, or shelter in place in the event available response times prevent evacuation.	No acceptable outcome is nominated.	Not applicable as the development does not involve critical or vulnerable land uses.
PO14 Any new lots created provide for a building envelope to accommodate a dwelling house with floor levels above the defined flood level.	No acceptable outcome is nominated.	Complies. The proposed development seeks to dissolve the current building format plan approved to create two new individual lots that contain the existing buildings. Therefore development does not alter the existing flood hazard risk.
PO15 Any new lots created provide for vehicular access between a building envelope and a public road free of high or extreme hazard.	No acceptable outcome is nominated.	Complies. The site is not within the high or extreme flood hazard risk.
PO16 Development does not change inundation characteristics outside the subject site in ways that would: (a) result in loss of flood storage or loss of, or changes to, flow paths; (b) adversely change the depth or behaviour of the hazard; or (c) reduce warning times; or (d) increase the duration of the hazard.	No acceptable outcome is nominated.	Complies. The development does not involve any site works.
PO17	No acceptable outcome is nominated.	Not applicable as the development does not involve structures or works to mitigate risks of inundation.

Attachment C – Detailed Assessment

Performance outcomes	Acceptable outcomes	Comments
Any structures or works intended to mitigate the risk or impacts of inundation on a development site are located wholly on private land.		
PO18 Adequate provision is made for safe evacuation, response and recovery during a flood event.	No acceptable outcome is nominated.	Complies. The development does not involve building work and part of the site is identified as being within the low hazard area.

APPLICABLE ASSESSMENT BENCHMARK	
4.2.6	Low Density Residential Zone Code

Application

- (1) This code applies to development where the code is identified as applicable in the categories of assessment and development in part 3.
- (2) When using this code, reference should be made to section 3.3.2 and, where applicable, section 3.3.3 in part 3.

4.2.6.2 Purpose and overall outcomes

- (1) The purpose of the Low Density Residential Zone is to provide for—
 - (a) a variety of low density dwelling types, including dwelling houses; and
 - (b) community uses, and small-scale services, facilities and infrastructure, to support local residents.

Editor's note—This purpose statement is required to be used for the zone under the regulated requirements set out in the Planning Regulation 2017.
- (2) The purpose of the code will be achieved through the following overall outcomes:
 - (a) residential development in the Low Density Residential Zone consists of one and two storey dwelling houses and dual occupancies;
 - (b) non-resident workforce or rural workers' accommodation and rooming accommodation, do not establish in this zone;
 - (c) development creates a high level of residential amenity and convenient accessibility for pedestrians and cyclists;
 - (d) small scale non-residential uses occur within the zone where they provide a local community service or support the day-to-day needs of the immediate residential community and do not unreasonably detract from the residential amenity of the area. These uses may include a community use, community care centre childcare centre, a shop being a local convenience store and an office and health care service or veterinary service that is limited to a single practitioner;
 - (e) non-residential development:
 - (i) is of a height and scale consistent with surrounding development;
 - (ii) is oriented to the street front;
 - (iii) maintains a consistent building alignment in the street;
 - (iv) accommodates parking to the side or rear of buildings; and
 - (v) minimises impacts on the amenity of nearby residential uses;
 - (f) home based businesses occur at a scale that is consistent with the amenity and character of the surrounding area;
 - (g) the function of the state-controlled transport corridors is protected.

Officers Comment

The proposed development maintains the existing built form, access and servicing arrangements. The reconfiguration as proposed will result in one lot being below the minimum 500m² area requirement (at 376m²) and one larger lot exceeding the minimum area at 646m². Despite this, it is considered that both lots provide sufficient area to accommodate the existing dwellings while maintaining the low-density residential character intended for the zone.

Importantly, the proposal does change the dwelling density of the site nor create vacant lots under the minimum area. Rather, it provides for standard individual lots rather than lots under a building format plan. Given the overall outcome of the proposed development, the development is considered to be consistent with the overall intent of the Low Density Residential Zone and the broader policy objectives of the Planning Scheme.

4.2.6.3 Specific benchmarks for assessment

Table 4.2.6.3(a)—Benchmarks for development that is accepted subject to requirements and assessable development

Performance outcomes	Acceptable outcomes	Comments
Building height		
PO1 Building height is consistent with the existing low rise scale of the locality.	AO1 Buildings are no more than 2 storeys.	Complies. The development does not involve building work.
Lighting nuisance		
PO2 The operation of the activity does not cause undue disturbance to any person or activity because of the light it emits.	AO2 The vertical illumination resulting from direct, reflected or incidental light coming from a site does not exceed 8 lux when measured at any point 1.5m outside of the boundary of the property at any level from ground level up.	Complies. The development does not involve an activity that creates lighting nuisance.
Infrastructure provision		
PO3 Premises have an appropriate level of infrastructure for the efficient functioning of the use while not impacting on adjoining land uses or the environment.	AO3.1 Premises are connected to a reticulated water supply.	Complies. Each dwelling is separately connected to a reticulated water supply.
	AO3.2 Premises are connected to reticulated sewerage system.	Complies. Each dwelling is separately connected to a reticulated sewerage system.
	AO3.3 The premises have frontage to a sealed road with kerb and channelling.	Complies. Kerb and channel is provided to the road frontages.
	AO3.4	Complies.

Performance outcomes	Acceptable outcomes	Comments
	Roof water and surface water is conveyed to the kerb and channel or an inter-allotment drainage system in accordance with AS/NZ3500.3.2. Where this is not possible, absorption trenches complying with AS/NZ 3500.3.2 Parts 6.4 and 6.5 are installed at least 3m from any downstream boundary.	The development does not change the existing stormwater regime with water continuing to discharge to the kerb and channel.
Dwelling houses and dual occupancies		
PO4 Safe and efficient vehicle access is provided to dwellings.	AO4.1 Dwellings are provided with driveways in accordance with the Burdekin Shire Council Driveway Requirements for Dwelling Houses in the Planning Scheme Policy for Development works.	Not applicable. The development is for reconfiguring a lot.
	AO4.2 Where development has access to a state controlled or arterial road, the driveway design is such that vehicles can enter and exit the site in a forward gear. Note—the road hierarchy is illustrated in Figure 6.2.1.3 of the Development works code. Editor’s note—All new or changed access from a state-controlled road requires approval from the Department of Transport and Main Roads under the <i>Transport Infrastructure Act 1994</i> .	
Dual occupancies		
PO5 Lots used for dual occupancies have a size and width to enable dwellings to be primarily oriented to the street and accommodate all ancillary components of the use.	AO5.1 The site has a minimum area of 800m².	Not applicable. The development is for reconfiguring a lot.
	AO5.2 The lot is a rectangular shape.	
PO6	AO6	

Attachment C – Detailed Assessment

Performance outcomes	Acceptable outcomes	Comments
Dwellings in a dual occupancy are sited to promote and encourage a sense of individuality.	Where a dual occupancy is to be erected on a corner allotment, each dwelling faces a different road frontage.	
PO7 Fencing is provided to protect the privacy and amenity of adjacent dwellings.	AO7 A screen fence (minimum height of 1.8m and maximum gap of 10mm) is provided to the side and rear of the lot.	Not applicable. The development is for reconfiguring a lot.
Home based business – bed and breakfast		
PO8 Bed and Breakfast accommodation within residential areas is low key and small scale in nature such that the amenity of the locality is protected.	AO8.1 The activity is undertaken within a dwelling house in conjunction with a single household occupying the dwelling house.	Not applicable. The development is for reconfiguring a lot.
	AO8.2 Accommodation for visitors is limited to a maximum of two bedrooms within the dwelling house.	
	AO8.3 Bedrooms for visitors are in the same building as the kitchen, bathing and toilet facilities provided for the visitor.	
	AO8.4 Cooking facilities available to the visitor are only those within and normally associated with the dwelling house.	
	AO8.5 A maximum of four visitors (or one family) are accommodated on the site at any one time and not on a permanent basis.	
	AO8.6 A minimum of one but not more than two on-site car parking spaces are provided for the exclusive use of visitors in addition to car parking provided for the owner and resident family.	
Home based business – other		

Attachment C – Detailed Assessment

Performance outcomes	Acceptable outcomes	Comments
PO9 The home based business is compatible with the residential character of the area by maintaining the residential appearance of the dwelling and the street.	AO9 The home based business: <ul style="list-style-type: none"> (a) is carried out within a residential dwelling or in a separate building on the same land; (b) does not exceed 33% of the total floor area of the dwelling unit; and (c) is carried out by a permanent resident of the dwelling unit; and (d) does not involve public display of goods or the hiring out of any item. 	Not applicable. The development is for reconfiguring a lot.
PO10 Activities conducted do not interfere with the amenity of the neighbourhood as a result of lighting, noise, radio or electrical interference, odours, vibration, emissions or waste.	AO10.1 The premises do not involve : <ul style="list-style-type: none"> (a) blacksmithing or welding; (b) cabinet making; (c) the repairing, servicing or loading of motor vehicles or agricultural machinery; or (d) the release of any contaminants from the site as defined by the <i>Environment Protection Act 1994</i>. 	Not applicable. The development is for reconfiguring a lot.
	AO10.2 Other than where for home based childcare, hours of operation are limited to 8am to 5pm Monday to Friday and 8am to 2pm Saturday.	Not applicable. The development is for reconfiguring a lot.
	AO10.3 Background noise levels at the boundary of the site are not increased.	
PO11 Premises do not generate traffic greater than reasonably expected in the surrounding residential area by:	AO11.1 Traffic flows in the residential street do not increase by more than 5 vehicular trips to and from the site per day.	
	AO11.2	

Attachment C – Detailed Assessment

Performance outcomes	Acceptable outcomes	Comments
<p>(a) maintaining the low traffic flows in the residential street; and</p> <p>(b) maintaining low demand for kerbside parking in the residential street such that it would not lead to a shortage of kerbside spaces at any time.</p>	There is parking of no more than 2 additional vehicles on the premises or any street frontage to the premises at any one time.	
<p>PO12</p> <p>Signage on the premises is small and unobtrusive.</p>	<p>AO12</p> <p>Only one sign is provided on the site with a maximum face area of 0.5m² and containing only the name of the person carrying out the activity, the name of the business and the type of business.</p>	Not applicable. The development is for reconfiguring a lot.
<p>PO13</p> <p>Premises do not impose a load on public utilities greater than would otherwise be reasonable from the same residential use of the premises.</p>	<p>AO13</p> <p>Premises are serviced using existing infrastructure facilities including water supply, sewerage, stormwater drainage, waste collection and disposal.</p>	

Table 4.2.6.3(b)–Benchmarks for assessable development only

Performance outcomes	Acceptable outcomes	Comments
Non-residential uses		
<p>PO14</p> <p>Non-residential uses establish only where:</p> <p>(a) they are compatible with local character;</p> <p>(b) do not create significant impacts on residential amenity;</p> <p>(c) they are small scale, and where for a health care service or veterinary service, limited to a single practitioner; and</p> <p>(d) providing a local community service or supporting the day-to-day needs of the local community.</p>	No acceptable outcome is nominated.	<p>Complies.</p> <p>The development is for reconfiguring a lot and does not involve a non-residential use.</p>
<p>PO15</p> <p>Development:</p>	No acceptable outcome is nominated.	<p>Complies.</p> <p>The development maintains the existing built form.</p>

Attachment C – Detailed Assessment

Performance outcomes	Acceptable outcomes	Comments
<p>(a) is oriented to the street front and</p> <p>(b) maintains a consistent building alignment in the street; and</p> <p>(c) accommodates parking to the side or rear of buildings.</p>		
Residential lot area		
<p>PO16</p> <p>Residential buildings are provided with suitable site areas capable of accommodating the proposed use and maintaining the low density character of the zone.</p>	<p>AO16</p> <p>Lots have a minimum area of 500m².</p>	<p>Complies with Performance Outcome.</p> <p>The reconfiguration results in one lot below the minimum 500m² area at 376m² and one larger lot with an area of 646m². Despite this, as both lots are already built upon, the lots proposed are considered to maintain the low-density residential character intended for the zone. Importantly, it is not a subdivision of vacant land, nor does the proposal as made, change the existing dwelling density of the site. Rather, it provides for standard format lots rather than under a building format plan. Given the overall outcome of the proposed development, the development is considered to be consistent with the overall intent of the Low Density Residential Zone.</p>
All development – amenity and safety		
<p>PO17</p> <p>Development is designed to achieve safety for all users having regard to:</p> <p>(a) maximising casual surveillance and sight lines;</p> <p>(b) avoiding personal concealment and entrapment locations;</p> <p>(c) exterior building design that promotes safety;</p> <p>(d) adequate lighting;</p> <p>(e) appropriate signage and wayfinding; and</p> <p>(f) clearly defined building entrances.</p>	<p>No acceptable outcome is nominated.</p>	<p>Complies.</p> <p>The development does not alter the existing built form and maintains the existing amenity and safety at the site.</p>

Attachment C – Detailed Assessment

Performance outcomes	Acceptable outcomes	Comments
Editor's note—Applicants may find useful guidance in the Queensland Government's Crime Prevention through Environmental Design Guidelines for Queensland.		
PO18 Landscaping is provided which provides shade, enhances the appearance of development and screens non-residential uses from adjoining dwellings.	No acceptable outcome is nominated	Complies. The development proposes to maintain the existing landscaping which is considered appropriate for the nature of the development.
PO19 Development does not create significant impacts on the residential amenity of the locality as a result of noise, lighting, odour, dust, volume of traffic generated, loss of privacy or other cause.	No acceptable outcome is nominated	Complies. The development does not alter the existing built form and maintains the existing amenity and safety at the site.
PO20 Sensitive land uses are designed to minimise the impacts of surrounding land uses and activities (including rural, industry, community and centre activities) on residential amenity.	No acceptable outcome is nominated	Complies. The development does not alter the existing built form and will not impact on surrounding land uses or activities.

ASSESSMENT**APPLICABLE ASSESSMENT BENCHMARKS****6.2.2 Reconfiguring a lot code****6.2.2.1 Application**

- (1) This code applies to development identified as requiring assessment against the Reconfiguring a Lot code by the tables of assessment in part 3.
- (2) When using this code, reference should be made to section 3.3.2 and, where applicable, section 3.3.3, in part 3.

6.2.2.2 Purpose and overall outcomes

- (1) The purpose of the reconfiguring a lot code is to facilitate the development of attractive, accessible, safe and functional neighbourhoods, centres and industrial areas, and to protect Burdekin's natural resources and environmental and landscape values.
- (2) The purpose of the code will be achieved through the following overall outcomes:
 - (a) reconfiguration creates safe, convenient and attractive neighbourhoods, industrial areas and centres that are consistent with the intended outcomes for the zone in which the land is located;
 - (b) reconfiguration occurs in a way that makes efficient use of land and facilitates cost effective provision of infrastructure;
 - (c) functional street networks are created which provide high levels of accessibility and safety, particularly for pedestrians and cyclists;
 - (d) lots are of a size to support the uses intended and create the character and density intended for the zone in which the land is located;
 - (e) the creation of new lots for residential purposes occurs only within urban or rural residential zoned land;
 - (f) reconfiguration ensures public open space and movement networks can be provided that are interconnected with the surrounding area, convenient, safe and able to meet community needs;
 - (g) reconfiguration in the rural zone occurs only in the circumstances intended in the zone code;
 - (h) new lots are provided with services that meet the need of users and minimise risks to the environmental or public health and safety;
 - (i) reconfiguration enables the protection of waterways, wetlands, ecological corridors for the movement of fauna and other significant environmental values.

Officers Comment

The proposed development seeks to reflect the existing lot configuration and exclusive use areas that are provided under a building format plan into a standard, individual lot layout. The proposed development does not involve any changes to the existing built form, access or servicing arrangements to that already existing on site. As the dwellings exist and the lots have been functioning under the existing exclusive use arrangements already, it is considered that the proposal demonstrates that the lots are of a size to support the existing dwelling house uses and that the proposal is consistent with the character and density intended for the Low Density Residential Zone.

The reconfiguration results in one lot below the minimum 500m² area at 376m² and one larger lot with an area of 646m². Despite this, as both lots are already built upon, the lots proposed are maintain the low-density residential character intended for the zone.

Importantly, it is not a subdivision of vacant land that creates new lots under the minimum lot size. Nor does the proposal as made, change the existing dwelling density of the site. Rather, it provides for standard format lots rather than under a building format plan. Given the overall outcome of the proposed development, the development is considered to be consistent with the overall intent of the Low Density Residential Zone and the Planning Scheme more broadly.

Specific assessment against the relevant provisions of the Reconfiguring a Lot Code is provided below:

Assessable Development		
Performance outcomes	Acceptable outcomes	Comment
Neighbourhood design		
PO1 The layout for a new neighbourhoods and subdivisions creates a strong and positive identity, and is responsive to site characteristics, setting, landmarks and views.	No acceptable outcome is nominated.	Not applicable as no new roads are created.
PO2 Open space and movement networks are integrated internally within the development site and with surrounding areas, including: <ul style="list-style-type: none"> (a) a clear hierarchy of roads linking safely and directly with external roads; (b) an open space network linking with other existing or potential open space; (c) an urban drainage system integrated with the open space and pathway network and major streams; and (d) a pedestrian and bicycle path system integrated with the open space and road networks. 	No acceptable outcome is nominated.	Not applicable as no open space is proposed.
PO3	No acceptable outcome is nominated.	Not applicable as no new roads or other networks are created.

Assessable Development		
Performance outcomes	Acceptable outcomes	Comment
Vehicle, cyclist and pedestrian networks reduce need for local vehicle trips and ensures walking and cycling are prioritised.		
PO4 The subdivision layout incorporates separation of sensitive land uses from potentially incompatible land uses or infrastructure within or external to the site.	No acceptable outcome is nominated.	Not applicable as no new roads are created.
PO5 The reconfiguration is designed to maximise personal safety and minimise potential for antisocial behaviour and crime, including by establishing clear sight lines and creating opportunities for casual surveillance of streets, paths, parks and public spaces.	No acceptable outcome is nominated.	Not applicable as no new roads are created. The development maintains the existing built form.
PO6 Street and lot orientation facilitates energy-efficient building and site design by: (a) maximising lot orientation to the north and minimising orientation to the west; and (b) maximising access to prevailing breezes.	No acceptable outcome is nominated.	
PO7 The subdivision layout retains significant habitat areas and ecological corridors.	No acceptable outcome is nominated.	
PO8 The subdivision layout ensures development is setback from and protects the habitat values and ecological function values of waterways.	No acceptable outcome is nominated.	
Landslip hazard		
PO9	AO9 Development is not located on slopes greater than 15%	Not applicable, no landslip hazard present.

Assessable Development		
Performance outcomes	Acceptable outcomes	Comment
Reconfiguration does not occur on land vulnerable to landslip and erosion, unless it is in the form of a boundary alignment which improves the safety of people and property.		
PO10 Reconfiguration results in lots that are: <ul style="list-style-type: none"> (a) of a size and dimension which complement the intended character of the zone in which the land is located; (b) are capable of accommodating uses intended in the zone in which the land is located; and (c) are sized and located to enable development to be primarily oriented to the street and accommodate all ancillary components of the use. 	AO10 Minimum frontage and lot size occurs in accordance with table 6.2.2.3(b), unless stated otherwise in a zone code.	Complies with Performance Outcome. Both lots achieve the minimum frontage of 15m. The proposed reconfiguration results in one lot below the minimum 500m ² area and one larger lot. Despite this, both lots provide sufficient area to accommodate the existing dwellings and maintain the low-density residential character intended for the zone. The outcome does not increase development intensity nor require increased infrastructure and/or services to service it.
PO11 Reconfiguration does not reduce the future development potential of land within the emerging community zone.	No acceptable outcome is nominated.	Not applicable as the site is not within the Emerging Community Zone.
PO12 New lots are not created in the rural zone, other than where consolidating the balance of the farmed lot, which is a minimum of 30ha and the single lot created contains a dwelling house that existed at the commencement of this Planning Scheme.	No acceptable outcome is nominated.	Not applicable as the site is not within the Rural Zone.
PO13 Realignment of boundaries in the rural zone occurs only where this demonstrates a substantial improvement in the management of the land or the	No acceptable outcome is nominated.	Not applicable as the site is not within the Rural Zone.

Assessable Development		
Performance outcomes	Acceptable outcomes	Comment
protection of its environmental values, without increasing the number of lots.		
PO14 New lots are not created in the environmental management and conservation zone.	No acceptable outcome is nominated.	Not applicable as the site is not within the Environmental Management and/or Conservation Zone.
Services		
PO15 All lots are provided with legal access to a constructed road. Note—A constructed road in an urban zone means a sealed road with kerbing and channelling. Elsewhere, this means a formed and trafficable road.	No acceptable outcome is nominated.	Complies. Both lots are provided with lawful and practical access to a constructed road. No changes are proposed.
PO16 Services, including water supply, stormwater management, sewage disposal, waste disposal, drainage, electricity and telecommunications, are provided in a manner that: <ul style="list-style-type: none"> (a) is efficient; (b) is adaptable to allow for future extensions and upgrades; (c) minimises the risk of adverse environmental or amenity related impacts; and (d) minimises whole-of-lifecycle costs for that infrastructure. 	No acceptable outcome is nominated.	Complies. While no changes to the existing servicing arrangements are required to facilitate the proposed development, the 't' junction associated with the existing sewerage infrastructure will be located on proposed Lot 1, post the subdivision. A condition of approval requiring either the services to be fully located in each lot, otherwise an inter allotment services easement will need to be created burdening proposed Lot 1 in favour of proposed Lot 2 and Council, to ensure legal access is available, has been included.
PO17 Lots are provided with an electricity supply which minimises visual impacts on the locality.	AO17.1 Except for land in the Rural zone, electricity is connected to all new lots. AO17.2	Complies. No changes to the existing electricity servicing arrangements are required to facilitate the proposed development.

Attachment C – Detailed Assessment

Assessable Development		
Performance outcomes	Acceptable outcomes	Comment
	Underground electricity service is provided to all new lots in an urban zone.	
Road design		
PO18 The design features of each type of street are appropriate to the primary function of the street in the network.	AO18 The design of each new street or road complies with the approach taken in “Austroads Guide to Traffic Engineering Practice Manuals”.	Not applicable as no new roads are created.
PO19 Provision for safe on-street parking in appropriate locations.	No acceptable outcome is nominated.	
PO20 Intersections along streets are spaced to create safe and convenient pedestrian and vehicle movements and designed to provide safe sight lines and geometry for all road users.	AO20 The street or road network complies with the approach taken in the “Austroads Guide to Traffic Engineering Practice Manuals”.	
PO21 Road reserves are designed to accommodate co-location of infrastructure services.	No acceptable outcome is nominated.	
PO22 All new roads are constructed to standards appropriate to their intended use.	No acceptable outcome is nominated.	
PO23 All streets in an urban and rural residential zone are provided with street lighting.	AO23.1 Street lighting is provided in all new urban streets. AO23.2 In all new development where an underground electricity service is provided, underground mains service street lighting.	
Environmental management		

Assessable Development		
Performance outcomes	Acceptable outcomes	Comment
Editor's note—A property management plan or environmental management plan, illustrating how environmental impacts will be minimised, may be required to support the proposed development.		
PO24 Development does not alter the hydrological regime external to the site.	No acceptable outcome is nominated	Not applicable. The proposed development does not involve any changes to the built form or involve site works. Accordingly, a property management plan or environmental management plan is not required.
PO25 Development maintains the environmental values and water quality of Burdekin Shire's groundwater, waterways and surface water storages.	No acceptable outcome is nominated	
PO26 Development minimises erosion and sediment run-off by: <ul style="list-style-type: none"> (a) minimising clearing and earthworks; (b) not increasing the rate or volume of run-off; (c) utilising natural flow paths; (d) minimising impervious surfaces; (e) incorporating erosion and sediment control devices to detain and treat run off to remove sediments and gross pollutants. 	No acceptable outcome is nominated	
PO27 Stormwater drainage is provided that has sufficient capacity to safely remove stormwater run-off, in a way that: <ul style="list-style-type: none"> (a) minimises risk to public safety and property; (b) provides a lawful point of discharge from each lot; (c) minimises ponding; (d) allows for risk associated with potential failures within the system; and 	No acceptable outcome is nominated	Complies. The proposed development does not involve any changes to the built form or involve site works that would alter the existing stormwater drainage regime.

Attachment C – Detailed Assessment

Assessable Development		
Performance outcomes	Acceptable outcomes	Comment
(e) allows for practical access for maintenance requirements.		

Table 6.2.2.3(b)–Acceptable outcome – lot size and frontage

Zone	Frontage (m)	Area
Low Density Residential Zone Low-medium density residential zone	15	500m ²
Township zone	15	800m ² Or 2,000m ² where not connected to sewerage
Rural residential zone - - Horseshoe Lagoon - Mount Kelly - Elsewhere	60 40 40	2ha 4,000m ² 2,000m ²
Centre zone	10	400m ²
Industry zone	20	1,000m ²
Community facilities zone Recreation and open space zone	20	1,000m ²
Emerging community zone	200	5ha
Rural zone		
(a) In the Groper Creek, Jarvisfield, Jerona and Wunjunga village precincts	No new lots created	
(b) In the priority agricultural area or agricultural land class A and B on overlay map OM2.	200	30ha
(c) Elsewhere	200	100ha

ASSESSMENT
APPLICABLE ASSESSMENT BENCHMARKS
<p>6.2.1 Development works code</p> <p>6.2.1.1 Application</p> <p>(1) This code applies to development identified as requiring assessment against the Development Works Code by the tables of assessment in part 3.</p> <p>(2) When using this code, reference should be made to section 3.3.2 and, where applicable, section 3.3.3, in part 3.</p> <p>6.2.1.2 Purpose and overall outcomes</p> <p>(1) The purpose of the code is to ensure that development provides services to a standard which is efficient, effective and reflects community expectations, enhances the lifestyle of the community, and minimises impacts on neighbours, the streetscape and the environment.</p> <p>(2) The purpose of the code will be achieved through the following overall outcomes:</p> <ul style="list-style-type: none"> (a) the location and design of infrastructure or works minimise impacts on amenity and landscape character; (b) development minimises site disturbance and impacts on the natural environment; (c) adequate infrastructure is provided to meet the demand likely to be generated by the development; (d) the safe, efficient and cost-effective provision and operation of infrastructure networks occurs by ensuring: <ul style="list-style-type: none"> (i) development is of a scale commensurate with the capacity of the strategic road network and provides access in a manner that protects the safety and efficiency of the network; (ii) development maintains high standards of water quality and the environmental health of waterways; (iii) public health and safety are protected. (e) excavation and/or filling in the rural zone does not adversely impact on Council controlled land including road reserves and infrastructure, overland flow paths, drainage paths, waterways, wetlands, or road and drainage infrastructure. <p><u>Officers Comment</u></p> <p>The proposed development is considered to comply with the relevant outcomes sought by the Development Works Code as the development does not involve changes or works to existing roads. The proposed development does not result in any changes to the existing built form or access and servicing arrangements, per se. However as the 't' junction associated with the existing sewerage infrastructure will be located on proposed Lot 1, post the subdivision, either the services will need to be fully located in each lot, otherwise an inter allotment services easement will need to be created burdening proposed Lot 1 in favour of proposed Lot 2 and Council, to ensure legal access is available.</p>

Attachment C – Detailed Assessment

6.2.1.3 Specific benchmarks for assessment

Table 6.2.1.3(a)—Benchmarks for development that is accepted subject to requirements and assessable development

Specific assessment against the relevant provisions of the Development Works Code is provided below:

Assessable Development		
Performance outcomes	Acceptable outcomes	Comment
Earthworks		
PO1 Excavation and filling on land maintains the amenity and utility of adjoining land.	AO1 Excavation and filling is not carried out within 1.5m of any site boundary.	Complies. The development maintains the existing built form, access and servicing arrangements. No excavation or filling is proposed.
PO2 The carrying out of any excavation or filling does not contaminate any land.	AO2 No contaminated material or potential acid sulfate soil is used as fill.	
PO3 The carrying out of any excavation does not create any land instability or public safety risk.	AO3 Earthworks and retaining structures are carried out in accordance with: (a) Australian Standard 3798:1996- Guidelines on earthworks for commercial and residential development; and (b) Section 3 of Australian Standard 4678:2002- Earth retaining structures.	
PO4 Earthworks do not: (a) result in ponding on the site or on nearby land; (b) adversely affect the flow of water through an overland flow path; and (c) result in the loss of safety to users or uses of any other land.	No acceptable outcome is nominated.	
PO5	No acceptable outcome is nominated.	

Assessable Development		
Performance outcomes	Acceptable outcomes	Comment
Earthworks do not result in structures or changes to ground level within a pipeline easement without the consent of the pipeline licence holder. Editor's note—Refer to sections 807-808 of the <i>Petroleum and Gas (Production and Safety) Act 2004</i> .		
PO6 Earthworks maintain the visual amenity of surrounding land and do not compromise the privacy of adjoining property.	No acceptable outcome is nominated.	
PO7 The risk of erosion and sedimentation is minimised by: (a) progressive rehabilitation of disturbed areas within the site; (b) avoiding long term stockpiling of soil; (c) diverting drainage paths around disturbed areas; and (d) preventing sediments from leaving the site.	No acceptable outcome is nominated.	
Excavation and/or filling in the rural zone		
PO8- PO11	No acceptable outcome is nominated.	Not applicable as the site is not in the Rural Zone.
Infrastructure		
PO12 Development in an urban zone (other than the township zone) or within the priority infrastructure area is connected to reticulated water, sewerage and stormwater. Note—Urban zone is defined in the Planning Regulation 2017. The priority infrastructure area is identified in the Local Government Infrastructure Plan in schedule 6.	No acceptable outcome is nominated.	Complies. The development maintains the existing servicing arrangements and is connected to reticulated water, sewerage and stormwater infrastructure.

Assessable Development		
Performance outcomes	Acceptable outcomes	Comment
PO13 Development sites are provided with services in a way that is: (a) safe and efficient; (b) maintains the integrity of the external network; (c) does not impose a load on external networks that exceed their capacity; and (d) can be safely, conveniently and cost effectively maintained.	AO13 All infrastructure required to service the development is provided in accordance with Planning Scheme Policy – S.C5.2 – Development Works.	
PO14 Where reticulated water supply is not available, development is provided with a reliable water supply that is sufficient for the demands generated on-site.	No acceptable outcome is nominated.	Not applicable as the site is connected to reticulated infrastructure.
PO15 Where a reticulated sewerage service is not available, an on-site system of treatment and disposal is established that is sufficient for the level of wastewater generated on the site.	No acceptable outcome is nominated.	The proposed development does not result in any changes to the existing built form or access and servicing arrangements, per se. The ‘t’ junction associated with the existing sewerage infrastructure will be located on proposed Lot 1, post the subdivision.
PO16 Where provided on-site, water, wastewater and stormwater infrastructure are established in a way that ensures public and environmental health, safety, water quality and amenity are maintained.	AO16.1 In the rural residential zone, premises are provided with an on-site sewerage treatment and disposal system. AO16.2 Elsewhere, no acceptable outcome is nominated	Either the services will need to be fully located in each lot, otherwise an inter allotment services easement will need to be created burdening proposed Lot 1 in favour of proposed Lot 2 and Council, to ensure legal access is available.
PO17 Premises are connected to an electricity supply approved by the relevant authority.	AO17 The development is connected to electricity infrastructure in accordance with the standards of the relevant regulatory authority.	
Water management		

Assessable Development		
Performance outcomes	Acceptable outcomes	Comment
Editor's note—A property management plan or environmental management plan, illustrating how environmental impacts will be minimised, may be required to support the proposed development.		
PO18 Development is located, designed, constructed and operated to avoid adverse impacts on environmental values and water quality of groundwater, waterways and surface water storages arising from: <ul style="list-style-type: none"> (a) altered stormwater quality and hydrology; (b) wastewater; (c) the creation or expansion of non-tidal artificial waterways; or (d) the release and mobilisation of nutrients and sediments. 	No acceptable outcome is nominated.	Not applicable. The proposed development does not involve any changes to the built form or involve site works. Accordingly, a property management plan or environmental management plan is not required.
PO19 Development achieves the stormwater management design objectives outlined in tables 6.2.1.3(c) and 6.2.1.3(d). Editor's note—Urban purpose is defined in the <i>Planning Regulation 2017</i> .	No acceptable outcome is nominated.	
PO20 Wherever practical, development: <ul style="list-style-type: none"> (a) minimises clearing and earthworks; (b) utilises natural flow paths; and (c) minimises impervious surfaces and maximises opportunities for infiltration, capture and reuse. 	No acceptable outcome is nominated.	
PO21 Stormwater drainage is provided that has sufficient capacity to safely remove stormwater run-off, in a way that:	No acceptable outcome is nominated.	

Assessable Development		
Performance outcomes	Acceptable outcomes	Comment
(a) minimises risk to public safety and property; (b) provides a lawful point of discharge from each lot; (c) minimises ponding; (d) allows for risk associated with potential failures within the system; and (e) allows for practical access for maintenance.		
Acid sulfate soils		
PO22 Within the areas identified as potential acid sulfate soils on overlay map OM1, the generation or release of acid and metal contaminants into the environment from acid sulfate soils is avoided by: (a) not disturbing acid sulfate soils when excavating or otherwise removing soil or sediment, draining or extracting groundwater, excluding tidal water or filling land; or (b) where disturbance of acid sulfate soils cannot be avoided, development: (i) neutralises existing acidity and prevents the generation of acid and metal contaminants; and (ii) prevents the release of surface or groundwater flows containing acid and metal contaminants into the environment. Editor's note—Where works are proposed within the areas identified as potential acid sulfate soils on overlay map OM1 - Acid sulfate soils, the applicant is required to undertake an on-site acid sulfate investigation. The	AO22.1 Development does not: (a) involve excavating or removing 100m ³ or more of soil and sediment at or below 5m AHD; or (b) permanently or temporarily drain or extract groundwater or exclude tidal water resulting in the aeration of previously saturated acid sulfate soils; or (c) involve filling with 500m ³ or more with an average depth of 0.5m or greater that results in: (i) actual acid sulfate soils being moved below the water table; or (ii) previously saturated acid sulfate soils being aerated. OR AO22.2 Development manages waters so that: (a) all disturbed acid sulfate soils are adequately treated and/or managed so that they can no longer release acid or heavy metals; (b) the pH of all sites, and any water including discharges and seepage to groundwater, is	Complies. No excavation or filling is proposed.

Assessable Development		
Performance outcomes	Acceptable outcomes	Comment
reason for undertaking an acid sulfate soils investigation is to determine the presence of acid sulfate soil in order to avoid disturbance. Where acid sulfate soils cannot reasonably be avoided, investigation results assist in the planning of treatment and remedial activities and must be undertaken in accordance with the Queensland Acid Sulfate Soil Technical Manual and relevant State Planning Policy. Applicants should also refer to the Guidelines for Sampling Analysis of Lowland Acid Sulfate Soils in Queensland, Acid Sulfate Soils Laboratory Methods Guidelines or Australian Standard 4969. It is highly recommended that the applicant develops a practical Acid Sulfate Soil Management Plan for use in monitoring and treating acid sulfate soils.	<p>maintained between 6.5 and 8.5 (or an agreed pH in line with natural background);</p> <p>(c) waters on the site, including discharges and seepage to groundwater, do not contain elevated levels of soluble metals;</p> <p>(d) there are no visible iron stains, flocs or sums in discharge water;</p> <p>(e) all reasonable preparations and actions are undertaken to ensure that aquatic health is safeguarded; and</p> <p>(f) infrastructure such as buried services, pipes, culverts and bridges are protected from acid attack.</p>	
Traffic and access		
PO23 - PO32	AO21- AO24	<p>Complies.</p> <p>There will be no change to the existing access and traffic arrangements.</p>
Landscaping		
<p>PO33</p> <p>Landscaping is designed, established and maintained to:</p> <p>(a) incorporate existing vegetation, where appropriate;</p> <p>(b) reinforce existing streetscape character;</p> <p>(c) provide effective shade and screening;</p> <p>(d) be sustainable without undue reliance on irrigation;</p> <p>(e) be suitable to the tropical climate.</p> <p>Editor's note—A landscaping plan may be required which should incorporate:</p>	No acceptable outcome is nominated.	<p>Complies.</p> <p>The reconfiguring a lot does not involve any change to the existing landscaping provisions which are considered is consistent with the nature of the existing development.</p>

Assessable Development		
Performance outcomes	Acceptable outcomes	Comment
<ul style="list-style-type: none"> a fully dimensioned site plan describing the existing landscape including the landscape and environmental significance of remnant vegetation; the location and depth of all existing services; natural drainage lines; existing levels and finished levels; a full schedule of plantings and materials including growing characteristics, quantities of each plant and other materials; and a drainage and irrigation plan.		
PO34 Landscaping: (a) is established using semi-advanced plants in conjunction with shrubs and ground covers; (b) uses native and endemic species where possible; and (c) does not utilise species which are noxious or poisonous or have drop limbs.	No acceptable outcome is nominated.	Complies. The reconfiguring a lot does not involve any change the existing landscaping which is consistent with the nature of the development.
Waste and pollutant management		
PO35 Development provides on-site facilities for the storage and collection of solid wastes that are secure and avoid potential for nuisance.	No acceptable outcome is nominated.	Complies. The existing on-site refuse storage facilities are not changed by the proposed subdivision.
PO36 Liquid wastes produced by development are managed and disposed of so no risk of nuisance or environmental harm is created.	No acceptable outcome is nominated.	Not applicable as no liquid waste is proposed by the development.

Assessable Development		
Performance outcomes	Acceptable outcomes	Comment
PO37 Development involving the handling of potential pollutants is designed and operated to ensure spills and on-site surface water are captured and treated prior to release to the environment.	No acceptable outcome is nominated.	Not applicable as the development does not involve the handling of potential pollutants.
Fire hydrants in urban areas for buildings accessed by common private title Editor's note—This section will not apply where other legislation applies which mandates requirements for fire hydrants.		
PO38 Development ensures fire hydrants are installed and located to enable fire services to access water safely, effectively and efficiently.	No acceptable outcome is nominated.	Not applicable as the development does not involve common private title.
PO39 Road widths and construction within the development are adequate for fire emergency vehicles to gain access to a safe working area close to buildings and near water supplies whether or not on-street parking spaces are occupied.	No acceptable outcome is nominated.	Not applicable as the development does not involve common private title.
PO40 Fire hydrants are suitably identified so fire services can locate them at all hours.	No acceptable outcome is nominated.	Not applicable as the development does not involve common private title.

7.4.1. TECHNICAL SERVICES

Tenders Received for the Planning and Design of Trunk Infrastructure to Support Residential Expansion in Ayr (RAF) TBSC/25/034

File Reference: 2884

Report Author: Coralie Favero, Cadet Engineer - Civil

Authoriser: James Stewart, Director Infrastructure Planning and Environmental Services

Meeting Date: 11 November 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030

- Streamline housing approvals.
- Support infrastructure for new housing areas.
- Support strategic projects that will contribute to liveability and economic growth in the Burdekin.
- Review land supply and uses to meet community and business needs.

Executive Summary

The design and planning of trunk infrastructure project for residential expansion has been supported through funding as part of the Residential Activation Fund. This has required Council to seek tender submissions from qualified consultants to complete planning and detailed design to support the future applications for the funding scheme to allow construction of infrastructure to support future expansion.

The purpose of this report is to seek Council's approval to award the contract as per the company stated in the recommendation below.

Recommendation

That Council authorises the Chief Executive Officer to enter into a contract with SMEC for Engineering Professional Services undertaking the planning and design of trunk infrastructure to support residential expansion in Ayr (TBSC/25/034) for the total lump sum of \$499,561.89 (excluding GST).

Background

In September this year Council received funding to support the planning and detailed design for trunk infrastructure upgrades to support residential expansion in Ayr. In October 2025, Council advertised for tender TBSC/25/034 Planning and Design of Trunk Infrastructure to support residential expansion in Ayr with the closing date 17 October 2025.

Council received quotation responses from nine (9) companies with the Council panel reviewing the proposals utilising the pre-determined multi-factor assessment criteria which included:

- Value for Money (40%)
- Resources (25%)
- Methodology (30%)
- Local Content (5%)

Out of the nine (9) submissions one (1) was a non-conforming submission. The budget figure was provided of \$500,000.00 (excluding GST) as part of the tender package with two (2) companies providing submissions over budget. Due to the number of responses and the emphasis placed on budget for this project the two (2) companies over budget were excluded from scoring.

After reviewing the tenders and requesting clarifications on the tender proposals the following scoring was achieved from the panel.

Tenderer	Score/10	Rating	Comments
Apex Engineering	7.150	5	Not recommended.
Burchills Engineering	8.603	1	To be reviewed in more detail.
JJ Ryan Consulting	7.956	3	Not recommended.
SLR Consulting	6.950	6	Not recommended.
SMEC	8.273	2	To be reviewed in more detail
Stantec	7.710	4	Not recommended.
AT & L and Associates	-	-	Over budget allocation.
Phronis	-	-	Over budget allocation.
IPS	-	-	Non-conforming.

Further analysis of the submissions from SMEC and Burchill's was completed to determine the most advantageous consultant for Council to achieve the greatest value for money:

- By utilising SMEC the continuity of the hydraulic assessment for the sewage treatment plant removes the risk on timing and understanding of this report.
- Utilising a company with a Townsville office allows greater availability for site meetings and in person meetings.
- Burchills and SMEC both have exclusions in their methodologies.
- Council believes the risk of the SMEC's exclusions can be managed to control and minimise variations and scheduling delays.
- SMEC has all major resources internal to the company whilst Burchills is relying on a larger number of subcontractors for the works.
- SMEC included the use of a quantity surveyor to complete estimates for the works whilst Burchills is completing the estimates by internal staff.

Therefore, the panel determined that the proposal submitted by SMEC presented the highest value for money and lowest risk to Council for not meeting the goals of delivery.

Consultation

All consultation has been completed with internal staff and future consultation with stakeholders and residents will be conducted during the project.

Budget & Resource Implications

Funding approved through RAF will mostly fund this project, with a Council contribution included in the current budget allocation as outlined below:

Component	Budget
Residential Activation Fund	\$500,000.00
Council Contribution	\$50,000.00

The awarded tender is lower than the project budget allocations.

Legal Authority & Implications

Not Applicable.

Policy Implications

Council's Procurement Policy.

Risk Implications (Strategic, Operational, Project Risks)

Council has determined the following risks and is controlling the risks through the introduction of controls and records in the Operational Risk Register.

1. Design complexity
2. Scheduling
3. Cost overruns
4. Misalignment of expectations between departments
5. Tender Scope information

Attachments

None

7.4.2. TECHNICAL SERVICES

TBSC/25/018 Mould Remediation Works - Council Chambers

File Reference: 2891

Report Author: Genevieve Smith, Operations Administrative Support Officer

Authoriser: James Stewart, Director Infrastructure Planning and Environmental Services

Meeting Date: 11 November 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030

- Protect the health and safety of employees and community members through the implementation of an effective Health and Safety Management System.

Executive Summary

Council is addressing significant mould issues in the Council Chambers. After insurance and disaster funding processes, South Qld Restoration is recommended as the preferred contractor, offering a comprehensive remediation solution for \$171,610.00 (excluding GST). The project will ensure the long-term usability and safety of the heritage-listed facility.

Recommendation

That Council endorses the recommendation to award South Qld Restoration the contract for TBSC/25/018 Mould Remediation Works for \$171,610.00 (excluding GST).

Background

Queensland Reconstruction Authority (QRA) has advised Council to first seek insurance coverage for the mould remediation works. Following inspections, the insurer offered only a nominal sum, resulting in a significant funding shortfall. Council is formally responding to the insurer to seek a revised and more appropriate offer. Should the insurer maintain its position, QRA has indicated that the funding gap may be eligible under disaster funding arrangements. In the meantime, updated quotes have been obtained and further inspections were completed to inform the scope and cost of required works.

Regardless of external funding outcomes, Council is committed to fully eradicating the mould issue. This includes supplying and fitting dehumidifiers to the air conditioning system and sealing windows and doors in heritage rooms to prevent recurrence. If external funding is unsuccessful, Council will seek internal funding to ensure the necessary remediation works are completed without delay.

Tender responses were evaluated by three (3) assessors using criteria:

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

Table 1 - Desktop Evaluation Scoring

Tenderer	Quoted Price	Price Score (50%)	Experience (20%)	Resources (10%)	Methodology (10%)	Local Content (10%)	Total Score
Jtm 21 Pty Ltd	\$208,700.00	3.0	1.8	0.9	0.5	0.4	6.6
Jtm 21 Pty Ltd (Non-conform)	\$57,500.00	0.0	1.8	0.9	0.5	0.4	3.6
Big Red Carpet Cleaning Townsville	\$271,267.00	2.0	1.8	0.9	0.5	0.7	5.9
South Qld Restoration	\$171,610.00	4.0	1.8	1.0	0.5	0.3	7.6
Fischer's Cleaning Pty Ltd	\$439,250.00	1.0	1.8	0.9	0.5	0.6	3.8
Clean-Air	\$103,950.00	5.0	1.0	0.5	0.4	0.0	6.9

Following tender evaluation scoring from three (3) independent officers, South Qld Restoration demonstrated strong experience (notably at Daisy Hill Koala Centre and Macgregor State High School), robust resources, and a clear methodology aligned with industry standards.

Referee checks confirmed successful outcomes, cost management, and professional conduct. Any minor issues were promptly resolved.

Consultation

Workshopped with Council on 4 November 2025.

Budget & Resource Implications

The recommended contract value is \$171,610.00 (excluding GST). If insurance and QRA funding are insufficient, Council will need to allocate internal funds to cover the shortfall. The project will require coordination with internal staff for access to the office areas in a systematic planned process.

Following the mould cleaning, Officers are investigating further improvements to the main office which include:

- Preconditioning units to the Air Conditioning system to reduce humidity in the building;
- Air condition Air Curtain at the front foyer to prevent hot air entering as the doors open;
- Sealing doors and windows where possible to reduce moisture entering the building; and
- Sealing leaks in the roof.

Legal Authority & Implications

Council is acting in accordance with its obligations to maintain safe and habitable public facilities. The procurement process has followed Council's standard tendering and evaluation procedures, and engagement with insurers and QRA aligns with established disaster funding and insurance protocols.

Policy Implications

The project supports Council's commitment to asset management, public health, and heritage preservation. The procurement process followed aligns with Council's purchasing and local content policies, ensuring responsible and locally supported delivery.

Risk Implications (Strategic, Operational, Project Risks)

Delays in funding or contract award could prolong the mould issue and increase overall costs. Failure to remediate the mould issue may lead to further deterioration, health risks, and reputational damage. The recommended contractor has demonstrated the capability to deliver on time and within budget, helping to mitigate delivery risks.

Attachments

None