



Burdekin Shire Council

AGENDA

ORDINARY COUNCIL MEETING

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

on 27 February 2018

COMMENCING AT 9:00AM

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Burdekin Shire Council

TUESDAY 27 FEBRUARY 2018

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1 PRAYER

2 DECLARATIONS OF INTEREST

3 MINUTES AND BUSINESS ARISING

3.1 Ordinary Council Meeting Minutes - 6 February 2018

Recommendation

That the minutes of the Ordinary Council Meeting held on 06 February 2018 be received and confirmed.



BURDEKIN SHIRE COUNCIL



MINUTES

ORDINARY COUNCIL MEETING

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

on 06 February 2018

COMMENCING AT 9:00AM



TUESDAY 6 FEBRUARY 2018

ORDER OF BUSINESS:

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Ordinary Council Meeting 06 February 2018



BURDEKIN SHIRE COUNCIL



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ATTENDANCE

Councillors L.A. McLaughlin (Mayor), A.J. Goddard (Deputy Mayor), E.J. Bawden, J.T. Bonanno, U.E. Liessmann, S.P. Perry and J.F. Woods

Mr. T. Brennan - Chief Executive Officer
Mr. D. Mulcahy - Manager Governance and Local Laws
Mrs. K. Olsen - Manager Financial and Administrative Services
Mr. W. Saldumbide - Manager Operations
Mr. K. Byers - Manager Technical Services
Ms. L. Vidmar – Acting Manager Community Development

Minutes Clerk - Ms. K. Flanagan

1 PRAYER

The meeting prayer was delivered by Pastor Gavin Henderson of the Presbyterian Church.

2 DECLARATIONS OF INTEREST

The Mayor called for declarations of interest.

No declarations of interest were identified.

3 MINUTES AND BUSINESS ARISING

3.1 Ordinary Council Meeting Minutes - 23 January 2018

Recommendation

That the minutes of the Ordinary Council Meeting held on 23 January 2018 be received and confirmed.

Resolution

Moved Councillor Woods, seconded Councillor Goddard that the recommendation be adopted.

CARRIED

3.2 Local Disaster Management Group Meeting Minutes - 19 January 2018

Recommendation

That the minutes of the Local Disaster Management Group Meeting held on 19 January 2018 be received and noted.

Resolution

Moved Councillor Goddard, seconded Councillor Liessmann that the recommendation be adopted.

CARRIED

4 REPORTS

4.1 Operational Plan 2017/2018 End of Second Quarter Report

Executive Summary

The end of second quarter Operational Plan 2017/2018 report has been compiled for Council in accordance with requirements of the Local Government Regulation. Council's Senior Leadership Team, along with a number of other key personnel have prepared comments on progress towards achieving the activities detailed in the adopted Operational Plan 2017/2018 during the second quarter of the financial year. A traffic light reporting system has again been included to provide an "at a glance" view of operational plan activities. For activities that have not yet commenced or are not yet "active" a "clear" traffic light is present. Green represents activities that are on target or above target, amber represents activities that are progressing and red represents that activities are below target.

Recommendation

That Council receives the attached end of second quarter comments report for the 2017/2018 Operational Plan.

Councillor Woods noted that the Operational Plan needs to be updated to reflect the transfer of Tourism responsibilities from Community Development to Economic Development under the revised organisational structure.

Resolution

Moved Councillor Bawden, seconded Councillor Woods that the recommendation be adopted.

CARRIED

5 DELEGATIONS

5.1 Development of the Burdekin Tourism Strategy 2018-2023 - Stafford Strategy

Presentation on the development of the Burdekin Tourism Strategy 2018-2023 by Mr. Albert Stafford, Project Team Leader & Tourism Economist, Mr. James Corvan, Regional Tourism Specialist, Stafford Strategy and Ms. Julia Papahatzis, Senior Associate.

9:51am - Ms. Laura Vidmar – Acting Manager Community Development entered the meeting.

9:53am – Councillor McLaughlin left the meeting to attend a school presentation at Burdekin Catholic High School and Councillor Goddard assumed the Chair.

10:20am – Morning Tea

10:42am – Meeting Resumed

Councillor McLaughlin returned to the meeting and resumed the Chair.

6 GOVERNANCE & LOCAL LAWS

6.1 Renewal of Trustee Leases - Ayr Pony and Hack Club Inc. and Home Hill Choral Society Inc.

Executive Summary

Council approval is required to renew the following Trustee Leases held by the Ayr Pony and Hack Club Inc and Home Hill Choral Society Inc respectively:

Ayr Pony and Hack Club Inc – Trustee Lease held over part Lot 122 on GS906 (Reserve for Park and Recreation R262)

Location: Plantation Creek Park – Lower Wickham Street, Ayr

Expiry Date: 30 May 2018

Home Hill Choral Society Inc – Trustee Lease held over part Lot 19 on SB744 (Reserve for Local Government (Community and Cultural Facilities) Purposes R196)

Location: 81 Ninth Avenue Home Hill (adjacent Burdekin Memorial Hall)

Expiry Date: 30 June 2018

Recommendation

That under Section 57 (1) of the Land Act 1994 Council approve the renewal of the trustee leases held by:

1. Ayr Pony and Hack Club Inc over part Lot 122 on GS906 (Reserve for Park and Recreation R262); and
2. Home Hill Choral Society over part Lot 19 on SB744 (Reserve for Local Government (Community and Cultural Facilities) Purposes R196),

for a term of 10 years subject to the usual terms and conditions set by the Department of Natural Resources Mines & Energy and Council.

Resolution

Moved Councillor Woods, seconded Councillor Liessmann that the recommendation be adopted.

CARRIED

6.2 Expression of Interest - Lease over Former Brothers Clubhouse and Surrounds, Ayr

Executive Summary

Council at its meeting held on 14 November 2017 resolved to call expressions of interest to lease, in an "as is" condition, the former Brothers Clubhouse and surrounding land of total area 1.61 hectares and described as part of Lot 24 on SP156119 located on International Drive, Ayr, in part or in whole.

Following public advertisement, one expression of interest was received from the Lower Burdekin Landcare Association Inc.

Recommendation

That Council agrees to enter into a Freehold Lease with the Lower Burdekin Landcare Association Inc. over the former Brothers Clubhouse and surrounding land of total area 1.61 hectares and described as part of Lot 24 on SP156119 for a term of 5 years in accordance with standard terms and conditions including but not limited to the following:

- a) Responsibility for maintenance and upgrade of facilities and grounds will be that of the lessee.
- b) The lessee will be responsible for any costs associated with the registration of the lease documents (if required).
- c) The annual rental payable during the lease term will be 10 cents per annum if and when demanded.

-
- d) An insurance policy against loss or damage by fire, storm and/or tempest on all buildings erected on the land must be kept current for the term of the lease by the lessee.
 - e) A public risk policy of not less than twenty million dollars (\$20,000,000) must also be kept current for the term of the lease by the lessee.
 - f) The 7m x 7m colour bond shed is currently occupied by the Council and is not part of the area to be leased. Council intends to continue to use the shed for storage and retain access rights to the shed for operational purposes.

Resolution

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

CARRIED

7 CLIENT SERVICES

8 FINANCIAL & ADMINISTRATIVE SERVICES

9 OPERATIONS

10 TECHNICAL SERVICES

10.1 Request for a Disabled Parking Space - ANZ and Commonwealth Banks - Young Street, Ayr

Executive Summary

A customer request was received requesting installation of a disabled parking space in Young Street between the Commonwealth Bank and the ANZ Bank.

Recommendation

Council declines the request to install a disabled parking space in Young Street between the Commonwealth Bank and the ANZ Bank.

Resolution

Moved Councillor Goddard, seconded Councillor Bawden that the recommendation be adopted.

MOTION LOST

0/7

Foreshadowed Motion

Moved Councillor Woods, seconded Councillor Bawden that Council Officers investigate and prepare a report on the cost and practicality of providing a disabled carpark in the centre parking area in Young Street, Ayr less than 70 metres from the ANZ and CBA Banks.

CARRIED

10.2 Request for a Disabled Parking Space - Burdekin Optical Store - Queen Street, Ayr

Executive Summary

A customer request was received requesting installation of a disabled parking space outside the Burdekin Optical Store at 150 Queen Street. The request was for either a centre or kerbside space directly adjacent to the business.

Recommendation

That Council declines the request to install a disabled parking space in front of 150 Queen Street.

Resolution

Moved Councillor Woods, seconded Councillor Goddard that the recommendation be adopted.

FOR: Councillors McLaughlin, Bawden, Bonanno, Liessmann, Perry and Woods.

AGAINST: Councillor Goddard

6/1

CARRIED

It was requested that the applicant be made aware that a disabled park is being investigated in Young Street in proximity to the ANZ and CBA Banks.

11 PLANNING & DEVELOPMENT

12 COMMUNITY DEVELOPMENT

13 ECONOMIC DEVELOPMENT

13.1 North Queensland Agricultural Market and Supply Chain Study

Executive Summary

The North Queensland Regional Organisation of Councils (NQROC) and Townsville Enterprise have been successful with an Expression of Interest funding application to the Cooperative Research Centre for Developing Northern Australia (CRCNA) to undertake the North Queensland Agricultural Market and Supply Chain study. NQROC has written to Council requesting a financial contribution of \$30,000 (exc. GST) towards the cost of undertaking the study. Financial contributions have also been requested from other member Councils of NQROC and a number of other organisations.

Recommendation

That Council approves a contribution up to a maximum \$30,000 (exc. GST) to the North Queensland Regional Organisation of Councils (NQROC) to undertake a North Queensland Agricultural Market and Supply Chain Study. The contribution will be funded from the Strategic Project component of the Recurrent Maintenance Reserve.

Resolution

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

CARRIED

14 NOTICES OF MOTION

15 CORRESPONDENCE FOR INFORMATION

15.1 Invitation - International Women's Day - Garden Reception- 8 March 2018

Councillor McLaughlin advised that she has sent an apology for this event.

15.2 Potential Application of Strong and Sustainable Resource Communities Act 2017 - Use of FIFO Workforce

The Council resolves that Council Officers reply to the correspondence with feedback indicating there are no additional large resource projects relevant to the local government area and there are concerns about the application of the 125km radius where it results in the inclusion of some towns but not others in the Shire.

15.3 Information and Advice - Annual Report - 2016/2017 - Northern Queensland Primary Health Network

Resolution

Moved Councillor Perry, seconded Councillor Goddard that Council apply for grant funding under Active Healthy Northern Queensland (NQ) funding similar to the State Government Get Out Get Active program, however, for both genders.

CARRIED

15.4 Request for Assistance and Use of Facilities - 2018 Annual Burdekin Show - Wednesday 27 June

Councillor Woods queried why the request was not dealt with under the Community Grants process. The CEO advised that previous requests had been referred directly to Council and Councillor McLaughlin advised, because the request sought waiving of hire charges rather than payment of funds, it required a Council resolution to approve as per precedent.

Resolution

Moved Councillor Goddard, seconded Councillor Perry that Council provide assistance and use of facilities and waive hire charges including electricity and plumbing to the Ayr Pastoral, Agricultural and Industrial Association Inc., as in previous years, between 18 June and 8 July 2018, for the set up and holding of the 2018 Annual Burdekin Show.

FOR: Councillors McLaughlin, Perry, Goddard, Liessmann, Bonanno and Bawden

AGAINST: Councillor Woods

6/1

CARRIED

15.5 Invitations to Mayor - North Queensland Toyota Cowboys - 2018 Season Launch - 2 March 2018

Resolution

Moved Councillor Woods, seconded Councillor Goddard that Council approves the attendance of Councillor McLaughlin at the North Queensland Toyota Cowboys 2018 Season Launch on the 2 March 2018 with a complimentary seat, noting that any other expenses to attend this event will be met by Council.

CARRIED

16 GENERAL BUSINESS

16.1 Support - Village Kids Home Hill Steering Committee

Resolution

Moved Councillor Woods, seconded Councillor Goddard that Council endorses the actions of Councillor McLaughlin, at the community meeting for the closure of Village Kids Day Care Centre in Home Hill, in approving the steering committee use of the front room of the Home Hill Memorial Hall for fortnightly meetings, free of charge.

CARRIED

16.2 Presentation - Singapore and Townsville Connections - 7 February 2018 - Townsville

Resolution

Moved Councillor Perry, seconded Councillor Goddard that Council approve the attendance of Councillor McLaughlin at the Townsville Enterprise Singapore and Townsville Connections event in Townsville on the 7 February 2018 noting that any expenses to attend the event will be met by Council.

CARRIED

11:33am – Councillor McLaughlin left the meeting to attend a school engagement at the Webber Shield Swimming Carnival and Councillor Goddard assumed the Chair.

16.3 Proposal - Free Dump Day – Kirknie Landfill

Resolution

Moved Councillor Liessmann, seconded Councillor Bonanno that Council investigates the cost involved in the possible provision of an annual free dump day at the Council landfill.

CARRIED

12:06pm – Councillor McLaughlin returned to the meeting and resumed the Chair.

16.4 Proposal - Additional Solar Lighting - Ayr Skate Park

Resolution

Moved Councillor Perry, seconded Councillor Bonanno that Council supports the proposal to install additional solar lighting at the Ayr Skate Park by applying for a variation of approved funding provided under the Queensland Government Get Playing Places and Spaces program.

CARRIED

17 CLOSED MEETING ITEMS

Council Meeting closed to Public under Section 275 of Local Government Regulation 2012

Resolution

Moved Councillor Bonanno, seconded Councillor Goddard that the Council meeting be closed to the public under the following sections of the Local Government Regulation 2012:

- | | |
|-----------|--|
| 275(1)(e) | contracts proposed to be made by it; |
| 275(1)(h) | other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage. |

For the purpose of discussing:

1. Playground equipment Arch Dunn Park, Home Hill.
2. Mt. Inkerman Project – Additional walking trail.
3. Aerodrome Electricity Upgrade Project – Consideration of income generation.

CARRIED

During the Closed Meeting, Councillor McLaughlin left the meeting after Item 1 to attend another school engagement at Ayr State High School and Councillor Goddard assumed the Chair.

Council Meeting opened to Public

Resolution

Moved Councillor Woods, seconded Councillor Bawden that the Council meeting be opened to the public.

CARRIED

17.1 Proposal - Playground Equipment Arch Dunn Park Home Hill

Resolution

Moved Councillor Liessmann, seconded Councillor Bawden that Council resolves to accept proposed Option 4 (QN5-205) from Big Splash Enterprises for supply and installation of playground equipment in Arch Dunn Park, Home Hill for the quoted price of \$98, 890 (including GST).

CARRIED

There being no further business the meeting closed at 12:51 pm.

These minutes were confirmed by Council at the Ordinary Council Meeting held on 27 February 2018.

MAYOR

3.2 Burdekin Cultural Advisory Group Minutes - 27 November 2017

Recommendation

That the minutes of the Burdekin Cultural Advisory Group Meeting held on 27 November 2017 be received and adopted.

MINUTES
BURDEKIN CULTURAL ADVISORY GROUP MEETING
HELD AT ERNIE FORD BOARD ROOM
On 27 November 2017
COMMENCING AT 3.40 PM

ATTENDANCE

Councillors Lyn McLaughlin (Mayor) John Woods and Sue Perry.

Mrs Treena List – Community Member
Mrs Cheryl Platt – Friends of the Burdekin Theatre
Mrs Jocelyn Defranciscis – Burdekin Memorial Hall Committee
Dr. Brian Glover – Community Member
Mr. Chris Patrick – Cultural Venues Manager

Minutes Clerk – Miss Laura Cox

Apologies – Mr. Tony Vaccaro – Manager Community Development BSC, Mr. John Gooding – Community Member, Mrs Nicky Achurra – Community Member, Mr. Peter Pattinson – Community Member

1 MINUTES AND BUSINESS ARISING

Recommendation

That the minutes of the Burdekin Cultural Advisory Group Meeting held on 23 October 2017 be received as a true and correct record.

Resolution

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

CARRIED

2 OPTIONS FOR THEATRE FORECOURT STAGE

Cultural Venues Manager, Mr. Patrick advised the meeting that he investigated the possibility of purchasing a projector to transmit images onto the back of the stage. He advised that the estimated cost of this purchase would be around \$4,000. He also informed the meeting that to hire one would be around \$500 per day.

Discussion was held on the ability of the projector to be only used at night, the cost of the projector and changing technology.

Councillor Perry advised the meeting that she was waiting on prices for the purchase or hire of a marquee for the forecourt. Discussion was held on the companies that supply marquees or Hockers.

It was resolved that no further action be taken in relation to the possible purchase of a projector for the Theatre Forecourt.

3. UPGRADE OF THE INTERNAL THEATRE COURTYARD

Discussion was held on the possible funding options to restore the Mirka Mora inspired artwork in the Theatre internal courtyard. Mr. Patrick informed the meeting that the restoration of the mural in the library was funded by a grant.

Discussion was then held on the upgrade of the internal courtyard. Councillor Woods informed the meeting that the Theatre was designed so that this space could be utilised if it was ever decided to upgrade the seating capacity of the auditorium.

Mr. Patrick informed the meeting that, next year, he will provide a more detailed proposal to the group on upgrading the internal courtyard.

4. CULTURAL VENUES MANAGER'S REPORT

- (a) Cultural Venues Manager, Mr. Patrick, informed the meeting that the Theatre Box Office was now open Monday to Friday between 10 am and 4 pm. He advised the meeting that staff were in the process of changing all the marketing, for the venue, to reflect this.

Discussion was held on the upcoming Christmas Spectacular. Mr. Patrick advised the meeting that an outdoor screen was being set up to telecast the Spectacular to patrons who were unable to secure tickets.

Councillor McLaughlin provided the group with a update on the Christmas Spectacular program and events.

- (b) Mr. Patrick outlined that a colour brochure for the Theatre for 2018 was currently being compiled by Theatre staff. Members of the group then asked that a calendar of the events for the Memorial Hall be inserted into the brochure as well. Mr. Patrick said that the Theatre staff would try to accommodate this request when compiling the brochure.

Discussion was held on the distribution of the brochure. The group provided Mr. Patrick with distribution options such as leaving the brochures at motels and caravan parks.

- (c) Mr. Patrick advised the meeting that the new shade sails had been installed at the Theatre. He informed the group that:-

- (i) one of the sails slightly obscures the Burdekin Theatre sign;
- (ii) the sails outside the Music Loft were particularly low; and
- (iii) he had concerns about one of the support poles outside the loft.

Councillor McLaughlin informed the meeting that Councillor Woods, Councillor Perry and herself would meet with Council's Facilities Management Coordinator, Mr. Lewty at the Theatre to inspect any issues in regard to the sails.

- (d) Discussion was held on ensuring that the lane beside the Memorial Hall was kept clear and designated as an Emergency Services access point.
- (e) Mr. Patrick informed the meeting that the Burdekin Memorial Hall Committee had agreed to pay half of the purchase for a steam cleaner for the Memorial Hall.
- (f) Discussion was held on the curtains at the front of the Memorial Hall. It was noted that these curtains were in need of being replaced.
-

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- (g) The changes that were going to be made to the proscenium arch at the Memorial Hall before the installation of the stair climber were discussed. The group asked that Mr. Patrick liaise with Mr. Lewty to schedule contractors to perform the work required.
 - (h) The group held discussions on the curtains that are on the walls of the Memorial Hall and the possibility of painting the timber walls behind the curtains.

5. RECENT EVENTS AT THE THEATRE AND MEMORIAL HALL

Dr. Glover advised the group that he recently attend the Burdekin Readers and Writers Evening with Quentin Bryce at the Theatre and the Burdekin Catholic High School Year 12 Graduation at the Memorial Hall. He said that the events were both excellent and that both venues presented very well.

6. BOOSTER SEATS AT THE THEATRE

Mrs List informed the meeting that the Friends of the Burdekin Theatre had purchased 12 booster seats for child patrons at the Theatre. These will be available at each Theatre door for parents wishing to take one for their child.

7. CHANGE TO PUBLIC ANNOUNCEMENT AT THE THEATRE

Mrs List requested that the public announcement at the Theatre be changed to include advice on which doors patrons are to enter the auditorium from and that the lift was also available for patrons unable to manage the stairs. Mr. Patrick advised the meeting that staff would amend the script for the announcement accordingly.

8 TABLES IN THE THEATRE FOYER

Mrs List requested that the Theatre look at reducing the number of big tables in the foyer during events. She informed the group that some patrons had trouble moving around the bigger tables at a recent event. Mr. Patrick advised that he would remove some of those bigger tables.

Discussion was held on purchasing extra smaller tables for the foyer.

9 ALCOHOL AT FUNCTIONS AT THE MEMORIAL HALL

Discussion was held on functions being held at the Memorial Hall and the alcohol that was served at these events.

Mr. Patrick informed the meeting that he had been liaising with hirers to put in place measures to ensure that all hirers are complying with the liquor licensing regulations. He also said that he is currently in the process of updating the venue hire agreements for the venue to enforce these measures.

10 MR GOODING RESIGNS

Minutes Clerk, Miss Cox, tabled a letter from Mr. John Gooding resigning from his membership of the Advisory Group.

11 NEW MEMBERS FOR ADVISORY GROUP

Councillor McLaughlin requested that members of the group approach interested members of the community with the possibility of them joining the group. She then asked that those interested parties be asked to attend the next Advisory Group meeting.

Next meeting – Monday 26 February 2018 at 3.30 pm at the Burdekin Memorial Hall.

Councillor Lyn McLaughlin
CHAIRMAN

ACTION ITEMS

| Meeting | Action required | Person/s responsible | Status |
|----------|-----------------------------------|--|---------|
| 25/9/17 | Markets for the Theatre Forecourt | Cr. Perry, Mrs. List, Mr. Vaccaro, Mr. Patrick | Ongoing |
| 23/10/17 | Price of Structure | Cr. Perry | 26/2/18 |

3.3 RADF Advisory Group Minutes - 6 February 2018

Recommendation

That the minutes of the RADF Advisory Group Meeting held on 6 February 2018 be received and adopted.

Burdekin Shire Council

Minutes – RADF Advisory Group Meeting held on 6 February 2018

Held at Ernie Ford Board Room
The meeting commenced at 4.30pm

CLAUSE 1 ATTENDANCE

Cr U Liessmann – Chairman
Mrs Mickey McKellar
Mrs Treena List

Mrs Janice Horan – RADF Liaison Officer

Apology for Absence – Cr John Bonanno, Ms Erin Alloway, Cr Lyn McLaughlin

CLAUSE 2 CONSIDERATION OF EOIs RECEIVED FOR MURAL PROJECTS

The meeting considered the following expressions of interest received for mural projects to be installed in two locations in Ayr:

Rythmicolour Collective
James Middleton
Georgia Hill
India Collins
Malachi Aird
John Bradshaw
Nicky Bidju-Prior
Amanda Lando
Shaun Hossack (Juddy Roller)

The meeting decided:

1. the theme for the Burdekin Singers and Theatre Company building (situated at 130 Young Street) should be black and white (including some colour aspects if desired) incorporating music and theatre;
2. The theme for the former Queen Street Interiors building (situated at 83 Queen Street) should feature the Yongala shipwreck.

It is recommended that:

1. Georgia Hill and John Bradshaw each be paid a fee of \$500 to provide concept drawings for the proposed mural on the Burdekin Singers and Theatre Company building,
2. James Middleton and Shaun Hossack (Juddy Roller) each be paid a fee of \$1000 to provide concept drawings for the proposed murals on the Burdekin Singers and Theatre Company building and the former Queen Street Interiors building.

It is proposed that the concept drawings provided will be considered by the RADF Advisory Group. A recommendation will be submitted to Council for confirmation, followed by final approval of the landowner. Commissioning of the artist would then proceed.

CLAUSE 3 UPDATE ON SCULPTURE FOR GIRU

Cr Liessmann advised the meeting that sculptor, Cameron Rushton was making good progress on the sculpture "The One that Didn't Get Away" which, when completed, will be installed in the park beside the QCWA Hall in Giru.

CLAUSE 4 GENERAL BUSINESS

The meeting discussed a number of options for future art projects in Burdekin Shire.

There being no further business, the meeting closed at 6-00 pm.

Cr U Liessmann
CHAIRMAN

3.4 Audit Committee Meeting Minutes - 7 February 2018

Recommendation

That the minutes of the Audit Committee Meeting held on 7 February, 2018 be received and confirmed.

Audit Committee Meeting

| | |
|-----------------------------|--------------------------------------|
| Location of Meeting: | Engineering Conference Room |
| Date of Meeting: | 7/02/2018 |
| Commencing at: | 9am |
| Minutes Clerk: | Rebecca Stockdale- Executive Officer |

Attendance

| | |
|------------------|--|
| Attendees | Ian Jessup (Independent Chairperson), Jim Fahey (Independent Professional Member), Jim Nuttall (Independent Community Member), Cr. John Woods, Cr. Sue Perry, Cr. Lyn McLaughlin (Mayor, observer), Mr. Terry Brennan (CEO), Mrs Kim Olsen (Manager Financial and Administrative Services), Mrs Rebecca Stockdale (Executive Officer), Via telephone- Donna Sinanian (Crowe & Horwath), John Crook (QAO) |
| Apologies | Mr Bradley Hutchinson (Productivity Coordinator) |

Agenda Items

1. Apologies
2. Confirmation of Previous Minutes
3. Position Papers (If required)
4. Review Financial reporting Timetable/Plan
5. Final version Annual Report
6. QAO briefing
7. Consider closed briefing session with Crowe Horwath
8. Consider Reports/Briefing from Crowe Horwath
9. Internal Audit
 - 9.1. Review of Internal Audit Plan and Annual Audit Plan (External)- ensure no material overlap between internal and external audit functions. (Audit Committee)
 - 9.2. Internal Audit Report- Progress towards achieving audit schedule and recommendations for audits undertaken. (Bradley Hutchinson)
 - 9.3. Review performance and resourcing of Internal Audit (Audit Committee)
10. Management Updates
 - 10.1. Risk Management Framework
 - 10.2. Long Term Financial Strategy
 - 10.3. Follow up on outstanding Audit Issues
11. Effectiveness of Audit Committee
 - 11.1. Review committee and membership performance
 - 11.2. Review/confirm Audit Committee Charter
12. General Business

Minutes

1. Apologies

Apologies were received from Bradley Hutchinson, Productivity Coordinator.

2. Confirmation of previous minutes

The minutes of the previous meeting were confirmed.

3. Position Papers

There were no position papers for this meeting.

4. Review of Financial Reporting Timetable/Plan

The financial reporting time table is the basis for the development of the Audit Committee Meeting Schedule and Agenda Items. Kim Olsen has liaised with the external auditor in relation to the financial reporting timetable and a draft audit committee meeting schedule and agenda items has been developed based on those dates. Moved Ian Jessup that the Audit Committee adopts the draft Audit Committee Meeting Schedule and Proposed Agenda Items without alteration, seconded Jim Fahey. Carried.

5. Final version Annual Report

A link to the final Annual Report was emailed to all committee members ahead of the meeting. Terry Brennan advised that there had been a few minor amendments to the Draft Annual Report which has been presented previously to the committee but these were largely typing corrections and had been made in consultation with Natalia Kolakowski of the QAO. Ian Jessup moved that the final Annual Report be noted by the Audit Committee, seconded Cr. Sue Perry. Carried.

6. QAO Briefing

The QAO briefing was provided by John Crook (QAO) and also covered Crowe Horwath's briefing notes. Council was issued with the final management letter in October last year which advised that no further audit issues had been raised since the closing report had been presented. John Crook noted that outstanding audit issues were being discussed later in the meeting as part of the agenda. QAO have commenced initial planning discussions with the contract auditor Crowe Horwath and have liaised with Kim Olsen (BSC) to establish proposed dates for this year's audit. Crowe Horwath audit officers will be onsite at QAO on Thursday 15th February to begin planning discussions to determine the most appropriate audit approach for the year ending 30 June 2018. The external audit plan will be prepared and communicated to Council and presented at the next audit committee meeting.

The following dates have been proposed for interim and final visits with management:

Interim- Week commencing 28 May 2018

Final- Week commencing 10 September 2018

7. Consider need for closed briefing session with Crowe Horwath

No closed briefing session was required this meeting.

8. Consider Reports/Briefing from Crowe Horwath

Included in QAO briefing at point 6 above.

9. Internal Audit

Audit Committee Meeting

Terry Brennan provided an overview and spoke to the briefing paper which was provided by Bradley Hutchinson ahead of the meeting along with a revised Internal Audit Plan for 2017/2018. Terry advised the committee that he had met with Bradley in relation to the progress towards achieving the internal audit plan 2017/2018 and a new revised plan had been developed as a result of this meeting.

As the productivity coordinator, Bradley oversees Workplace Health and Safety as well as Quality Assurance and Internal Audit. Unfortunately, there has been a staffing shortage in the Workplace Health and Safety section which has necessitated a redirection of Bradley's time and attention, and as a result of this necessary redirection the internal audit schedule not been met. Terry advised that, as per the briefing note, options for completion of the plan were also discussed and included the engagement of an external firm to undertake internal audits, increasing internal audit commitment by the Coordinator through allocating extra hours to this task or by altering the existing plan. At this time, an amended internal audit plan has been developed to reduce the workload through until the end of this financial year. In addition to the amended internal audit plan for 2017/2018, Council may have to consider engaging an external internal audit contractor for the next budget period. John Crook advised that other Councils he is familiar with do utilise the external contractor model. Ian Jessup suggested that the audit committee discuss this matter at their next audit committee meeting and make a recommendation to Council in regards to addressing this gap for next financial year.

The tabled revised audit plan was discussed and a few minor amendments were made. As no final audit report has been received for the Statutory and Legal Obligations and Responsibilities Audit, it was suggested that it should be conducted earlier and completed by April. As a result the scheduled audit on Business Continuity Plans will be moved a month later to run from April/May/June. Moved Ian Jessup that the amended internal audit schedule be adopted, seconded Cr. John Woods. Carried.

10. Management Updates**10.1 Risk Management Framework**

A briefing paper was provided by Rebecca Stockdale highlighting activities that have taken place in the Risk Management area since the last meeting in October last year. Following the internal audit report on Council's Enterprise Risk Management Systems in October, Council decided to form an internal Risk Management Committee. The committee is made up of 5 or 6 council officers and with the introduction of Directors to the organisation, it is foreseen that the Directors will both be invited to attend Risk Management Committee Meetings. The committee members represent a cross section of Council functions and levels of responsibilities and will work as the Risk Management "Brains Trust". The Committee has worked to establish a charter and will be responsible for overseeing Risk Management across the organisation, reviewing new and emerging risks and providing advice about risk management to all sectors of Council. A particular focus of the audit committee will be to review the current risk matrix and risk consequence table to determine if they are appropriate for use on both Corporate and Operational Risk assessments.

Rebecca also provided a brief overview of the recent Governance and Risk Conference in Brisbane, hosted by McCullough and Robertson Lawyers. Of note was a presentation on the proposed changes to the Local Government Act, which, if and when the bill is passed, will have some flow on affects to Council. Council has been provided with an overview of the changes the bill would make including changes to how conflicts of interest and councillor conduct complaints are managed.

Moved Cr. Woods, seconded Jim Fahey that the Risk Management Framework Briefing Paper be noted by the committee. Carried.

10.2 Long Term Financial Strategy

Audit Committee Meeting

Kim Olsen advised that there has been no change to the Long Term Financial Strategy and that further discussions would be held with Council during budget workshops which will commence next week. Council will consider what the previous assumptions have been for the forward estimates and what the long term plan was last year. It was proposed that Kim Olsen will report back to the Audit Committee in regards to the Long Term Financial Strategy following the budget workshops. This is to be added as an agenda item for the next meeting.

10.3 Follow up on outstanding Audit Issues

A report on the follow up of outstanding audit issues was circulated to members ahead of the meeting. It is anticipated that all outstanding audit issues will be finalised by June 2018. Moved Cr. Perry, seconded Jim Fahey that the report be noted. Carried.

11. Effectiveness of Audit Committee**11.1 Review committee and membership performance**

Each of the audit committee members has completed a self-assessment tool on the performance of the audit committee. Unfortunately, as there was a delay in receiving some responses, Rebecca Stockdale advised that there had not been time to collate the responses. It was suggested that the results should be collated and then circulated to all members ahead of the next meeting. Rebecca will work to collate the responses and forward a report to the committee members. Most of the results were quite similar- indicating that the committee members had similar views about the performance of the committee. Some members had identified that it was difficult to comment as they did not have sufficient information or felt they could not comment on behalf of the entire committee. John Crook advised that the QAO would be reviewing the structures of Audit Committees and assessing how they performed their functions and would be providing feedback and recommendations following that review. Ian Jessup noted that the secretariat support provided to the Audit Committee by Rebecca Stockdale had been of the highest quality and was greatly appreciated.

11.2 Review Audit Committee Charter

It was discussed that through the self- assessment process, and by reviewing the current Audit Committee Charter, committee members felt there were a number of common issues that needed to be addressed in reviewing the Charter-

- 1) Succession provisions
- 2) Eligibility of past employees or councillors
- 3) Term of office

Ian Jessup provided an opportunity for each of the members, the Mayor and the council officers present to make comments and suggestions on these issues and a number of alternatives were discussed in resolving these issues.

The committee agreed that a staggered change of membership was the most appropriate. One proposed approach was the Independent Community Member position becoming vacant in November of a Council Election Year, the Independent Professional Member position becoming vacant in March of the year following a local government election and the Independent Chairperson's position becoming vacant in April of the 3rd Year of a local government term (at the midway point of the local government term). The committee agreed that the term of office should be extended to 4 years, with an option for extending for a further 4 years. The committee agreed that past employees and councillors should be eligible for membership following an 8 year gap- for councillors this would be 2 full council terms after not being re-

Audit Committee Meeting

elected or standing down from Council. It was discussed that the period of time between end of employment and eligibility for a committee position for ex-employees should be the same as for ex-councillors.

Other general amendments included:

- Ensuring there are provisions within the charter for the QAO to have a contractor for conducting external audit (and including this in the attendees section of the charter)
- Increase of remuneration in line with percentage increase as determined by the Local Government Discipline and Remuneration Tribunal decision on Councillor Remuneration.
- Authorisation of Minutes of Audit Committee Meetings to be via email circulation of minutes.
- Independent Professional Member may also have relevant legal experience
- Minor grammatical and spelling errors.

Rebecca Stockdale will prepare a revised draft charter with the agreed changes and will circulate the draft to all members for comment.

10:34 a.m. Lyn McLaughlin left the meeting as she had another commitment in Townsville.

12. General Business

- 12.1** Ian Jessup provided a brief overview of the QAO Audit committee chair briefing which was held in December 2017 in Brisbane. Ian did not attend the briefing in person however was able to obtain a copy of the slides from this briefing.
- 12.2** Terry Brennan advised that In November, 2017 Council adopted a revised organisation structure which will introduce two directors to the organisation. The recruitment process for these two positions has commenced and applications have now closed. The new structure will see a Director of Corporate and Community Services who will have an involvement with the audit committee once appointed.
- 12.3** Terry Brennan advised that in November Council entered a mediation meeting in relation to EBA negotiations. A second mediation meeting is scheduled for next week. As part of the ongoing EBA negotiations, employees were offered a backpay for the 2016/2017 financial year of \$1500 per employee. The offer was accepted.
- 12.4** Works for Queensland Funding- Terry advised that Council was successful in achieving its outcomes in relation to round one of works for Queensland funding and have recently secured funding under round two for which works will have to be completed by June, with one of the major projects under this funding being a new visitor information centre.

Meeting Closure

| | |
|------------------------------|------------------|
| Meeting Closed at: | 10.43am |
| Date of Next Meeting: | 2pm - 9 May 2018 |

Ian Jessup
Chairman

Effective Date: 7/02/2018

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4 REPORTS

4.1 Capital Projects Report for Period Ending 31 January 2018

Recommendation

That the Capital Projects Report for Period Ending 31 January 2018 be received.

Overview Of Council's Capital Projects

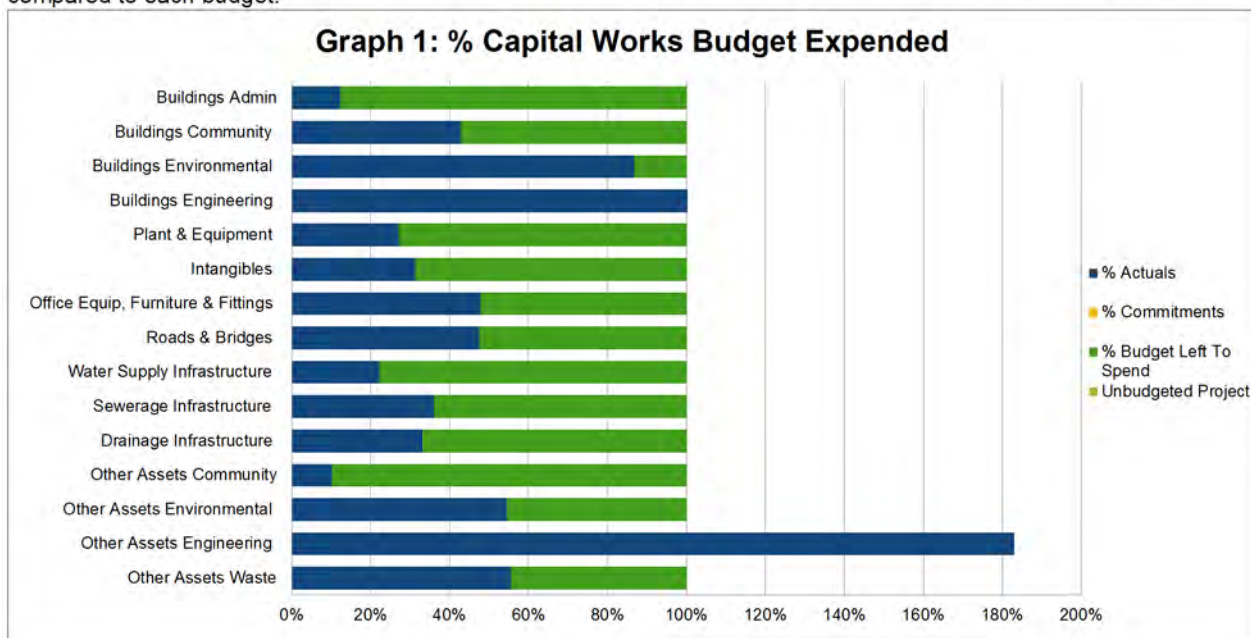
Capital expenditure incurred for the year to 31 January 2018, is shown by asset class in the table below.

Capital projects expenditure to 31 January 2018 is \$8,725,428. In addition to this, there is \$1,071 in commitments. Therefore bringing the total capital expenditure to \$8,726,499.

Table 1: Financial Overview by Asset Class

| Asset Class | Original Budget | Revised Budget | Actuals | Commitments | Total |
|--------------------------------------|----------------------|----------------------|---------------------|-----------------|---------------------|
| Buildings Admin | \$ 715,000 | \$ 861,900 | \$ 107,321 | \$ - | \$ 107,321 |
| Buildings Community | \$ 255,000 | \$ 363,040 | \$ 155,740 | \$ - | \$ 155,740 |
| Buildings Environmental | \$ 175,000 | \$ 1,009,602 | \$ 877,290 | \$ - | \$ 877,290 |
| Buildings Engineering | \$ 30,000 | \$ 49,360 | \$ 49,456 | \$ - | \$ 49,456 |
| Plant and Equipment | \$ 1,590,000 | \$ 1,755,540 | \$ 477,764 | \$ - | \$ 477,764 |
| Intangibles | \$ 240,000 | \$ 308,730 | \$ 96,632 | \$ - | \$ 96,632 |
| Office Equip, Furniture and Fittings | \$ 243,300 | \$ 258,448 | \$ 124,087 | \$ - | \$ 124,087 |
| Roads and Bridges | \$ 6,817,000 | \$ 8,538,133 | \$ 4,063,365 | \$ 642 | \$ 4,064,007 |
| Water Supply Infrastructure | \$ 1,490,000 | \$ 2,361,505 | \$ 526,765 | \$ - | \$ 526,765 |
| Sewerage Infrastructure | \$ 2,355,000 | \$ 2,933,799 | \$ 1,058,163 | \$ - | \$ 1,058,163 |
| Drainage Infrastructure | \$ 670,000 | \$ 670,000 | \$ 223,509 | \$ 429 | \$ 223,938 |
| Other Assets Community | \$ - | \$ 607,600 | \$ 62,762 | \$ - | \$ 62,762 |
| Other Assets Environmental | \$ 844,000 | \$ 1,407,216 | \$ 766,144 | \$ - | \$ 766,144 |
| Other Assets Engineering | \$ 15,000 | \$ 16,300 | \$ 29,834 | \$ - | \$ 29,834 |
| Other Assets Waste | \$ 161,000 | \$ 191,800 | \$ 106,596 | \$ - | \$ 106,596 |
| TOTAL | \$ 15,600,300 | \$ 21,332,973 | \$ 8,725,428 | \$ 1,071 | \$ 8,726,499 |

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



As per item 9.4 from the Council Meeting held 14 November 2017, work was completed on repairing the existing rock wall at Jerona on the western bank of Barratta Creek. Therefore, an unbudgeted \$13,563 was spent in the asset class 'Other Assets Engineering'. The budget for this class will be reviewed in the second revised budget for 2017/18.

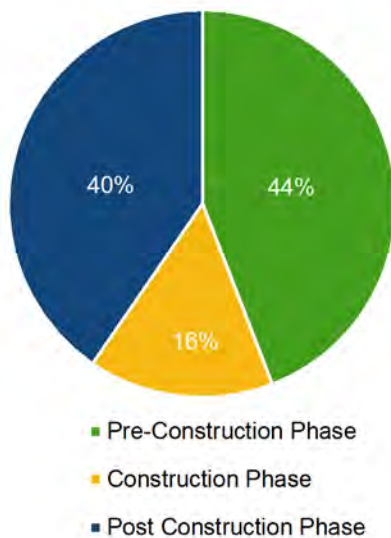
The Status of Council's Capital Projects

For the 2017/18 financial year, there are currently 136 capital projects identified.

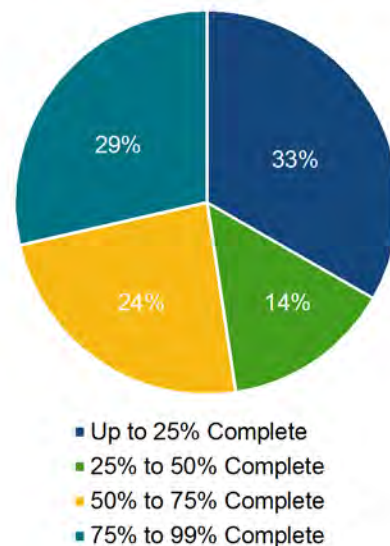
Table 2 provides a summary of how many projects are in each phase. Each phase is broken down into different statuses. Graph 2 shows that 40% of Council's projects are in the post construction phase, while 44% are still at pre-construction phase. Graph 3 illustrates the status of the 21 projects that are in the construction phase.

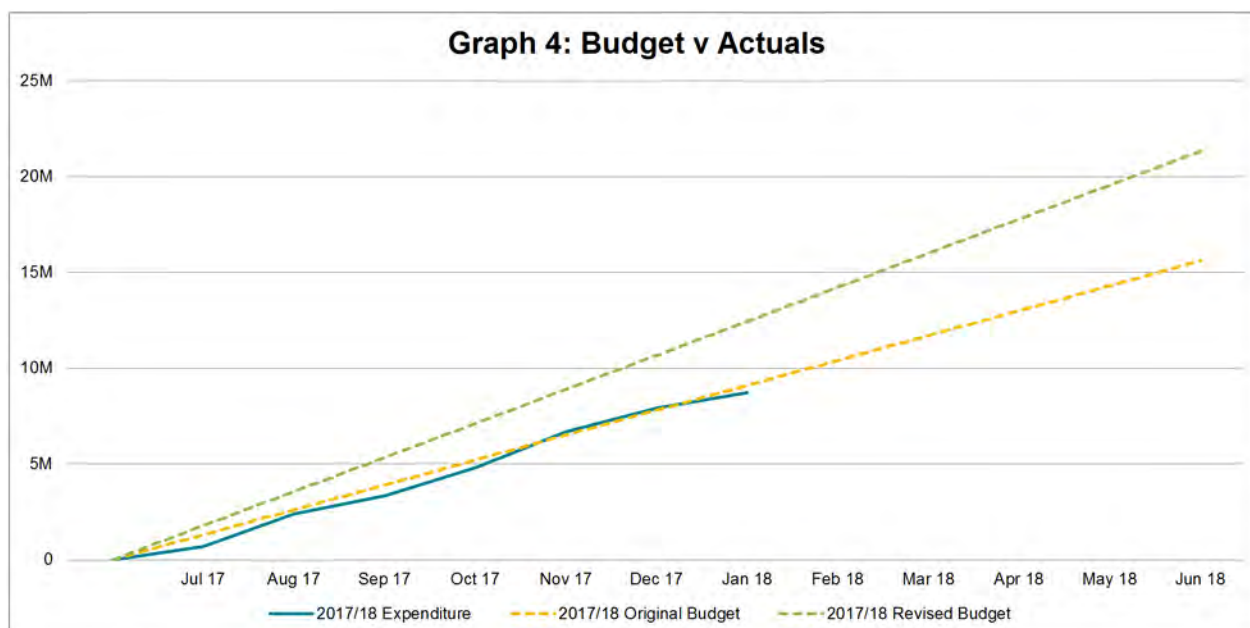
| Table 2: Status of Projects | |
|--------------------------------|------------|
| | Number |
| Pre-Construction Phase | |
| Not Commenced | 14 |
| Project Deferred | 5 |
| Planning Phase | 19 |
| Design Phase | 12 |
| Orders Placed | 4 |
| Out to Tender/Quote | 3 |
| Tender/Quote Awarded | 3 |
| Sub-Total | 60 |
| Construction Phase | |
| Up to 25% Complete | 7 |
| 25% to 50% Complete | 3 |
| 50% to 75% Complete | 5 |
| 75% to 99% Complete | 6 |
| Sub-Total | 21 |
| Post Construction Phase | |
| Complete | 20 |
| Capitalised | 35 |
| Sub-Total | 55 |
| Grand Total | 136 |

Graph 2: Project Status Summary



Graph 3: Construction Phase Summary





Topical Projects

Home Hill Water Tower Switchboard Upgrade

Council received advice on 18 October 2017 of a successful application under the Queensland Government's 2017-19 Local Government Grants and Subsidies Program for the aforementioned project. Council will receive \$369,570 or 60% of the total project budget of \$615,950. The budget for this project will be required to be brought forward from the 2018/19 budget and this adjustment will be recognised in the second revised budget for 2017/18. A quotation for the design and commissioning of the switchboard has been awarded to allow the works to be completed in the nominated funding timeframe.

Home Hill Waste Water Treatment Plant - Replace Trickle Filter Arms

The replacement trickle filter arms have been fabricated and are awaiting installation. There has been a delay in completing this project due to the discovery of a failure in the bearing plate of the centre pivot arrangement for the trickle filter arms. This has necessitated the fabrication of replacement parts which has added costs to the project which will require an adjustment to the current budget allocation. The changes will be recognised in the second revised budget. The project completion date of March 2018 should still be achievable.

Share Point - Controlled Document Management Solution (CDMS)

Implementation is nearing completion. Blue Box Solutions will be onsite in February 2018 to roll out user group training. Once training is complete then the process of migrating the current Share Point documents to the new SharePoint CDMS environment will commence.

Enterprise Budgeting

Training for the senior leadership group was held in late January, followed by two weeks of User Acceptance Training. The software is scheduled to go live in production on 8 February 2017.

Shire Bridge Repairs

Following the closure of tenders in December with no submissions, Council officers have had discussions with a number of potential contractors with only one showing interest in doing the work. Further negotiations and inspections are planned for February with work expected to commence in April.

South Ayr Drainage

Currently waiting for flood model results to forward to the Department of Natural Resources Mines and Energy and an objector of the project, before progressing the road opening. Flood model due to be completed by end February.

Major Grant Funded Projects

Works for Queensland 2017 - 2019

There are 14 projects funded under this program. Total grant funds are \$3,000,000. All projects have to be completed by 30 June 2019. The major project requiring detailed planning and design, tendering and construction is the new Visitor Information Centre. A new project team has now been established to progress this project. Staff have reviewed commencement and completion dates for all projects. At this stage only minor planning or design has been completed for some projects.

Mount Inkerman Upgrade

Roadwork (Significant Regional Infrastructure Projects Program)

The Mount Inkerman Road Upgrade project includes grant funding of \$541,000. The program requires works to be completed by 31 March 2018. This funding is for road works and a walking trail. Additional funding of \$650,000 was approved by Council on 12 September 2017. The construction work on the passing lanes has been completed. This includes the sealing of the passing bays, the installation of new guardrails and replacement of existing guardrails. Minor modifications are required to the new guardrail which will be completed in February

Construction of the carparks at the Mt Inkerman shop and the lookout will be completed in February

Works have commenced on the walking trail with completion expected by 31 March 2018.

Lookout Upgrade (Scenic Lookout Upgrade Program)

Work on the upgrade of the lookout is complete. Minor repair works to be carried out following vandalism.

Edward Street Drainage

Tenders will be called in February 2018 with construction expected to commence in May 2018.

| Asset Class/ Project No. | Project Narration | Estimated | | Project |
|-----------------------------|---|-----------|--------|---------------------|
| | | Start | Finish | Status |
| Buildings Admin | | | | |
| 200249 | Council Chambers - Replacement of main air conditioning units (Administration and Engineering Sections) | Aug-17 | Jun-18 | Planning Phase |
| 200277 | Work for Queensland Program (WFQP) - Energy Efficiency Initiatives - Council Chambers Building - Reflective roof coating and upgrade to LED lighting | Jun-17 | Nov-17 | Capitalised |
| 200323 | Work for Queensland Program (WFQP) 2 - Energy Efficiency Initiatives - Chambers - Installation of Solar Power | Apr-18 | Aug-18 | Not Commenced |
| Buildings Community | | | | |
| 200177 | Burdekin Library - Design and renovation of staff amenities (i.e. kitchen) including second toilet | Sep-17 | Feb-18 | 75% to 99% Complete |
| 200193 | Security upgrade for Burdekin Library, Ayr | Sep-17 | Jan-18 | Complete |
| 200278 | Work for Queensland Program (WFQP) - Energy Efficiency Initiatives - Ayr Library Building - Upgrade to LED lighting | Jun-17 | Nov-17 | Capitalised |
| 200279 | Work for Queensland Program (WFQP) - Energy Efficiency Initiatives - Burdekin Memorial Hall Building - Reflective roof coating above Minor Hall, Kitchen and Bar Area | Jun-17 | Sep-17 | Capitalised |
| 200280 | Work for Queensland Program (WFQP) - Energy Efficiency Initiatives - Burdekin Theatre Building - Reflective roof coating | Jun-17 | Sep-17 | Capitalised |
| 200288 | Burdekin Memorial Hall - Replace gable roof over main hall and stage areas | Sep-17 | Jun-18 | Design Phase |
| 200289 | Burdekin Memorial Hall - Installation of Stairclimber to enable equal access to stage | Aug-17 | Jan-18 | Complete |
| 200290 | Burdekin Memorial Hall - Replacement of vinyl floor covering in Minor Hall area | Aug-17 | Jan-18 | Complete |
| 200301 | Ayr Racecourse Main Hall - Replace roof sheeting and refurbish overhang and soffit | Feb-18 | Feb-18 | Orders Placed |
| Buildings Environmental | | | | |
| 200028 | Relocation of public convenience septic system at Groper Creek | Dec-16 | Jun-18 | Planning Phase |
| 200197 | Cromarty Creek Boat Ramp - replacement of existing public conveniences | Apr-17 | Sep-17 | Capitalised |
| 200207 | Home Hill Caravan Park - Upgrade of amenities building BD000066 (including the demolition of the old toilet block and fence) | May-17 | Nov-17 | Complete |
| 200212 | Ayr Swimming Pool - Refurbishment of pool as per GHD detail design | May-17 | Aug-17 | Complete |
| 200234 | Work for Queensland Program (WFQP) - Upgrade of existing toilet facilities at Funny Dunny Park, Wunjunga | May-17 | Dec-17 | Complete |
| 200236 | Work for Queensland Program (WFQP) - Installation of toilet facilities at Mt Inkerman to compliment future improvements and enhanced public use | Jul-17 | Nov-17 | Capitalised |
| 200237 | Work for Queensland Program (WFQP) - Refurbishment of public amenities at Ford Park, Home Hill | Sep-17 | Nov-17 | Complete |
| 200318 | Work for Queensland Program (WFQP) 2 - Design and construction of a new Visitor Information Centre in Plantation Park, Ayr (replacing existing Building Asset BD047) | Feb-18 | Jun-19 | Not Commenced |
| 200322 | Ayr Swimming Pool - Refurbishment of scum guttering in pool as per GHD detail design | Feb-18 | Jul-18 | Planning Phase |
| 200324 | Work for Queensland Program (WFQP) 2 - 119 Queen Street Public Amenities - Upgrade | Apr-18 | Jun-18 | Not Commenced |
| 200325 | Work for Queensland Program (WFQP) 2 - Anzac Park Playground - Upgrade of softfall | Mar-18 | May-18 | Planning Phase |
| Buildings Engineering | | | | |
| 200198 | Water and Waste Water Office, Jones Street Depot - Fit-out with Laboratory | Apr-17 | Oct-17 | Capitalised |
| 200281 | Work for Queensland Program (WFQP) - Energy Efficiency Initiatives - Jones Street Depot - Workshop Building - Installation of Solar Power | Oct-17 | Nov-17 | Capitalised |
| Plant & Equipment | | | | |
| 200252 | 2017-2018 Light Vehicle Purchases | Oct-17 | May-18 | 50% to 75% Complete |
| 200253 | 2017-2018 Truck Purchases | Oct-17 | Mar-18 | Up to 25% Complete |
| 200254 | 2017-2018 Machine Purchases | Oct-17 | Jan-18 | Complete |
| 200255 | 2017-2018 Plant and Equipment Purchases | Oct-17 | May-18 | 50% to 75% Complete |
| Intangibles | | | | |
| 200192 | GIS spatial imagery replacement | Jun-16 | Dec-17 | Complete |
| 200295 | Virtual Desktop Infrastructure implementation for 25% of Council's personal computers - Licence and consultation | Nov-17 | Jun-18 | Up to 25% Complete |
| 200296 | GIS LiDAR data replacement (Light Detection and Ranging) | Jun-18 | Jun-18 | Project Deferred |
| 200297 | Technology One - Ci Anywhere platform implementation - Stage One | Oct-17 | Jun-18 | Planning Phase |
| 200298 | Technology One - Enterprise Budgeting | Oct-17 | Feb-18 | 75% to 99% Complete |
| 200299 | Quality Management System - Quality Assurance, Work Health and Safety and Audit | Dec-17 | Jun-18 | Planning Phase |
| 200315 | SharePoint - Supply and installation of a Controlled Document Management Solution (CDMS) | Sep-17 | Jun-18 | 25% to 50% Complete |
| 200335 | E-Retriever Software for Water Meter Readers - three (3) licences including set-up fee | Feb-18 | Apr-18 | Orders Placed |

| Asset Class/ Project No. | Project Narration | Estimated | | Project |
|--------------------------------------|---|-----------|--------|---------------------|
| | | Start | Finish | Status |
| Office Equipmt, Furniture & Fittings | | | | |
| 200188 | High speed network link for Home Hill Water and Waste Water Treatment Plant and second external site (Home Hill Library) | Apr-17 | Aug-17 | Capitalised |
| 200256 | Burdekin Library book purchases for 2017-2018 | Jul-17 | Jun-18 | 50% to 75% Complete |
| 200259 | 2017-2018 Photocopier replacement program - Burdekin Theatre | Jul-17 | Nov-17 | Capitalised |
| 200275 | Burdekin Theatre - Purchase and installation of new electronic bar till system | Aug-17 | Sep-17 | Capitalised |
| 200287 | Burdekin Memorial Hall - Replace 80 Tables | Aug-17 | Sep-17 | Capitalised |
| 200291 | Burdekin Theatre - Replacement of the auditorium audio system | Aug-17 | May-18 | Design Phase |
| 200292 | Burdekin Theatre - Replacement ClearCom Stage Communication Unit | Aug-17 | Jun-18 | Design Phase |
| 200293 | CCTV Pilot Program up to 10 Cameras | Sep-17 | Apr-18 | Design Phase |
| 200294 | Virtual Desktop Infrastructure implementation for 25% of Council's personal computers - Hardware only | Nov-17 | Jun-18 | Planning Phase |
| 200316 | Purchase of water testing equipment for the Chambers Vector Office and Laboratory for the testing of the swimming pools water | Oct-17 | Oct-17 | Capitalised |
| Roads & Bridges | | | | |
| 200010 | Ayr Industrial Estate Expansion Project - Roadworks | Jan-18 | Jun-18 | Not Commenced |
| 200062 | Realignment and bitumen sealing of Corica Road to improve bends adjacent to Water Board channels | Jul-18 | Aug-18 | Project Deferred |
| 200067 | Reconstruction and bitumen seal of unsealed sections of Donadon Road | May-17 | Oct-17 | Capitalised |
| 200145 | Reconstruction of McDowell Road between Woods Road and Watt Road - RTR | Mar-18 | Apr-18 | Design Phase |
| 200147 | Construction or reconstruction of Shire Footpaths for 2016-2017 | Jul-16 | Jul-17 | Capitalised |
| 200149 | Upgrade floodways along Kilrie Road | Jul-18 | Aug-18 | Project Deferred |
| 200152 | Shire bridge repairs 2017-2018 | Mar-18 | Aug-18 | Out to Tender/Quote |
| 200153 | Upgrade drainage at the intersection of Klondyke Road and Maidavale Road | May-18 | Jun-18 | Not Commenced |
| 200155 | Replacement of guardrails along Inkerman Hill Road | Dec-17 | Dec-17 | Complete |
| 200160 | TIDS - Beach Road - Widening of existing carriageway to incorporate a turning lane for access to the Junior Soccer Grounds gravel car park | Apr-17 | Jul-17 | Capitalised |
| 200168 | Beach Road - Installation of concrete footpath from 122 Beach Road (Brice Residence) to Basilio Court, including road drainage and pedestrian bridges | Feb-17 | Aug-17 | Capitalised |
| 200171 | Mt Inkerman Nature Tourism Development (SRIPP - Significant Regional Infrastructure Projects Program Funding) - Upgrade carpark, road, drainage and install signs, concrete and gravel footpaths | Jun-17 | Mar-18 | 75% to 99% Complete |
| 200206 | TIDS - Adelaide Street - Bitumen widening and installation of footpath and kerb and channel between Norham Road and Chippendale Street 212/LGSR/ - Be Active Trail extension | Jul-17 | Oct-17 | Capitalised |
| 200211 | TIDS - Brown Road - Reconstruction of remainder of Brown Road from CH 2628 to Pelican Road 212/LGSR/20 includes culvert upgrades | Jul-17 | Jul-18 | Up to 25% Complete |
| 200215 | South Ayr Drainage - Replacement of road culverts and cleaning of Depot drain to Muguira's property | May-18 | Jun-18 | Planning Phase |
| 200228 | Work for Queensland Program (WFQP) - Fourth Street and Fifteenth Avenue - Road reconstruction including kerb and channel and bitumen widening between Eleventh Avenue and Fifteenth Avenue and to Fords Gully | Aug-17 | Nov-17 | Complete |
| 200233 | Footpath - Construct footpath along Munro Street, Ayr from Coles access to Parker Street | Dec-17 | Feb-18 | 50% to 75% Complete |
| 200239 | Construct roundabout at the intersection of Fiveways, Kelly, Kidd and Ivory Roads, Brandon | May-18 | Jun-18 | Design Phase |
| 200240 | Reconstruction of Lena Road from CH 917 to 1580 | Oct-17 | Dec-17 | Complete |
| 200241 | Work for Queensland Program (WFQP) - Sealing of existing dirt roads and construction of carpark areas within Plantation Park, Ayr | Jul-17 | Oct-17 | Capitalised |
| 200242 | Mackenzie Street - Removal of trees, rehabilitation of pavement, profile and reseal with 45 mm asphalt between Munro Street and Graham Street | Jun-17 | Jul-17 | Capitalised |
| 200243 | Work for Queensland Program (WFQP) - Roundabout - Young Street and Macmillan Street intersection - Construction and lighting | Jul-17 | Oct-17 | Capitalised |
| 200250 | Beach Road - Installation of kerb and channel and associated bitumen widening from International Road to Junior Soccer entrance. | Jun-17 | Sep-17 | Capitalised |
| 200260 | Urban and rural reseal program for 2017-2018 | Sep-17 | Jun-18 | Up to 25% Complete |
| 200262 | Work for Queensland Program (WFQP) - Replacement of existing footpaths for safety reasons | Jul-17 | Nov-17 | Complete |
| 200263 | Mitchell Road, Clare - Road reconstruction of failed sections | Jan-18 | Mar-18 | Up to 25% Complete |
| 200264 | Hodel Road, Giru - Road reconstruction of concrete section | Jun-18 | Sep-18 | Planning Phase |
| 200268 | TIDS-Seventh Avenue, Home Hill - Construction of a 2.5 m wide concrete footpath from Sixteenth Street towards Milburn Road (approximately 1,000 m) | Feb-18 | Apr-18 | Design Phase |
| 200269 | Construction of footpath in International Park from Beach Road to Clayton Street, Ayr as part of the Burdekin Be-Active Trail | Mar-18 | Jun-18 | Planning Phase |
| 200270 | Albert Street - Reconstruction and bitumen sealing of road in front of 21-35 Albert Street, Ayr | Feb-18 | Mar-18 | Design Phase |
| 200272 | Construction of footpath on Wilmington Street, Ayr from Coles to Parker Street | Feb-18 | Mar-18 | Design Phase |
| 200273 | Shire road drainage repairs 2017-2018 | Sep-17 | Jun-18 | 25% to 50% Complete |
| 200314 | Work for Queensland Program (WFQP) - Young Street - Reconstruction with asphalt overlay and tree surrounds between Burke Street and Wilmington Street, Ayr | Sep-17 | Nov-17 | Capitalised |
| 200334 | Sixteenth Street - Reconstruction and installation of kerb and channel between Bruce Highway and Eleventh Avenue, including sections of Ninth Avenue and Fifteenth A Street | Jul-18 | Dec-18 | Planning Phase |

| Asset Class/ Project No. | Project Narration | Estimated | | Project |
|-----------------------------|--|-----------|--------|----------------------|
| | | Start | Finish | Status |
| Water Supply Infrastructure | | | | |
| 200012 | Ayr Industrial Estate Expansion Project - Water | Jan-18 | Jun-18 | Not Commenced |
| 200100 | Home Hill Water Tower - Replacement of aerators | May-17 | Jun-18 | Tender/Quote Awarded |
| 200178 | South Ayr Water Treatment Plant - Design and construction costs to replace switchboards | Nov-16 | Sep-17 | Capitalised |
| 200219 | South Ayr Water Treatment Plant - Installation of two flowmeters and the construction of the associated pits | Mar-17 | Oct-17 | Complete |
| 200220 | Nelsons Lagoon - Installation of non-return valve and construction of pit | Mar-17 | Feb-18 | 75% to 99% Complete |
| 200230 | Work for Queensland Program (WFQP) - Replacement of 1 x low level water storage tank, 2 x variable speed drive pressure pumps and pipes and valves at Giru Water Facility | Apr-17 | Nov-17 | Complete |
| 200231 | Airdmillan Road Water Pressure Upgrade - Install new 150mm dia water main along Airdmillan Road from Chippendale Street to Ferguson Road to increase pressure and meet fire service regulations | Mar-18 | Apr-18 | Orders Placed |
| 200304 | Mt Kelly Water Rising Main - Replacement of 1350 metre section of main near bores on Ayr Dalbeg Road | Apr-18 | Jun-18 | Design Phase |
| 200305 | Giru Water Tower - Structural refurbishment of high level tank | Feb-18 | Jun-18 | Planning Phase |
| 200306 | Ayr Water Tower - Replace Internal Ladders | Feb-18 | Jun-18 | Not Commenced |
| 200307 | South Ayr Water Treatment Plant - Detailed design for improvements to sedimentation, filtration and aeration of water | Feb-18 | Jun-18 | Project Deferred |
| 200331 | Betina Street water main - replace and upgrade from 100 mm to 150 mm water main | Feb-18 | Mar-18 | Up to 25% Complete |
| Sewerage Infrastructure | | | | |
| 200011 | Ayr Industrial Estate Expansion Project - Sewerage | Jan-18 | Jun-18 | Not Commenced |
| 200092 | Sewerage Pump Stations - Switchboard Design | Aug-16 | Sep-17 | Complete |
| 200179 | Sewerage Pump Station - Switchboard Replacement Program for a total of 32 pump stations as per GHD design (CP 200092) | Aug-16 | Jun-18 | 50% to 75% Complete |
| 200218 | Ayr Sewerage Treatment Plant - Installation of two flowmeters and the construction of the associated pits | Jan-17 | Jun-18 | 75% to 99% Complete |
| 200247 | Sewerage Treatment Plants - Switchboard Replacement Program as per GHD design (CP 200092) | Aug-17 | Jun-18 | Tender/Quote Awarded |
| 200284 | Home Hill Waste Water Treatment Plant - Replace Trickle Filter Arms | Sep-17 | Mar-18 | 25% to 50% Complete |
| 200285 | Ayr Sewerage Treatment Plant - replace arms on both primary and secondary trickle filters | Mar-18 | Jun-18 | Planning Phase |
| 200308 | Home Hill Sewerage Treatment Plant - refurbish secondary digester bridge | Feb-18 | Apr-18 | Tender/Quote Awarded |
| 200309 | Ayr Sewerage Treatment Plant - refurbish secondary clarifier bridge | Oct-17 | Nov-17 | Complete |
| 200313 | Upgrade sewerage telemetry for 13 x sites | Aug-17 | Jun-18 | Orders Placed |
| Drainage Infrastructure | | | | |
| 200013 | Ayr Industrial Estate Expansion Project - Drainage | Jan-18 | Jun-18 | Not Commenced |
| 200139 | Construct open drain channel from Unnamed Road to Woods Street, South Ayr (Micallef property) | Apr-18 | Jun-18 | Planning Phase |
| 200209 | TIDS - Adelaide Street - Culvert drainage between Norham Road and Chippendale Street 212/LGSR/ | May-17 | Aug-17 | Capitalised |
| 200251 | Fourth Avenue - Installation of stormwater drainage pipe and acquisition of easement on 2RP741208 (27 Fourth Avenue, Home Hill) | Oct-17 | Mar-18 | Up to 25% Complete |
| 200266 | Work for Queensland Program (WFQP) - Roundabout - Young Street and Macmillan Street intersection - modifications to storm water drainage | Jul-17 | Oct-17 | Capitalised |
| 200267 | Work for Queensland Program (WFQP) - Fourth Street and Fifteenth Avenue - Stormwater drainage between Eleventh Avenue and Fifteenth Avenue and to Fords Gully | Aug-17 | Nov-17 | Complete |
| 200274 | Stormwater Drainage - Edward Street | Apr-18 | Nov-18 | Planning Phase |
| Other Assets Community | | | | |
| 200074 | Electrical upgrade of Ayr Aerodrome - Stage 2 | Jun-17 | Jun-18 | Design Phase |
| 200235 | Work for Queensland Program (WFQP) - Installation of shade covers at the Burdekin Theatre Forecourt, Ayr | Aug-17 | Nov-17 | Capitalised |
| 200319 | Work for Queensland Program (WFQP) 2 - Ayr Showgrounds Upgrade, including either design and construction of suitable drainage surrounding Multi-Purpose Building and/or improving electrical infrastructure (i.e. replace overhead with underground) | Mar-18 | Dec-18 | Planning Phase |
| 200320 | Work for Queensland Program (WFQP) 2 - Design and construction of a fuel facility at the Ayr Aerodrome (including aboveground tank, bowser, concrete slab, roof and fence) | Feb-18 | Jun-18 | Not Commenced |

| Asset Class/ Project No. | Project Narration | Estimated | | Project |
|-----------------------------|--|-----------|--------|---------------------|
| | | Start | Finish | Status |
| Other Assets Environmental | | | | |
| 200148 | Upgrade to electrical metered sites at Home Hill Caravan Park | May-17 | Oct-17 | Capitalised |
| 200163 | Install new fence at Home Hill Caravan Park | Nov-17 | Mar-18 | Planning Phase |
| 200172 | Mt Inkerman Lookout Upgrade (SLUP - Scenic Lookout Upgrade Program) Upgrade of viewing platforms, interpretive signage, decking and walkways | Jun-17 | Dec-17 | Complete |
| 200195 | Ayr Skate Park - Installation of new shade structure and replace existing solar lights (Funding: Round 5 - Get Playing Places and Spaces) | Apr-17 | Apr-18 | 75% to 99% Complete |
| 200223 | Work for Queensland Program (WFQP) - Design, manufacture and installation of Adventure Playground at Plantation Park | Mar-18 | Oct-18 | Project Deferred |
| 200224 | Work for Queensland Program (WFQP) - Installation of Park infrastructure (BBQs, picnic settings, shelters) at various locations | May-17 | Oct-17 | Capitalised |
| 200225 | Work for Queensland Program (WFQP) - Installation of solar lights throughout existing Burdekin Be-Active Trail and park areas | Jun-17 | Sep-17 | Capitalised |
| 200229 | Work for Queensland Program (WFQP) - Installation of shade covers at Home Hill and Giru Skate Parks | Aug-17 | Oct-17 | Capitalised |
| 200282 | Work for Queensland Program (WFQP) - Home Hill Caravan Park sealing of internal roads | Sep-17 | Nov-17 | Capitalised |
| 200310 | Supply and installation of park furniture at various shire parks | Oct-17 | May-18 | Planning Phase |
| 200311 | Home Hill Cemetery - Construction of entry statement for Fourth Street entrance | Feb-18 | Apr-18 | Out to Tender/Quote |
| 200312 | Supply and installation of playground equipment and shade covers at various shire parks | Sep-17 | May-18 | Out to Tender/Quote |
| 200321 | Work for Queensland Program (WFQP) - Installation of Footpath within Lloyd Mann Park, Home Hill to connect new Shelter with existing footpath and to the Bruce Highway (Eighth Street) | Sep-17 | Oct-17 | Capitalised |
| 200326 | Work for Queensland Program (WFQP) 2 - Anzac Park Retaining Wall - Upgrade | Nov-17 | Oct-18 | Design Phase |
| 200327 | Work for Queensland Program (WFQP) 2 - Design, manufacture and installation of Adventure Playground at Plantation Park | Mar-18 | Oct-18 | Planning Phase |
| 200328 | Work for Queensland Program (WFQP) 2 - Installation of exercise stations along the Burdekin Be Active Trail | Apr-18 | Aug-18 | Not Commenced |
| Other Assets Engineering | | | | |
| 200286 | Work for Queensland Program (WFQP) - Supply and construction of Ayr Industrial Estate Entrance Signage | Sep-17 | Nov-17 | Capitalised |
| 200330 | Jerona Rock Wall - Renew failed section of wall to ensure bank protection (approximately 80 metres) | Dec-17 | Dec-17 | Complete |
| Other Assets Waste | | | | |
| 200283 | Work for Queensland Program (WFQP) - Ayr Transfer Station asphalt reseal to improve access and traffic management | Sep-17 | Oct-17 | Capitalised |
| 200300 | Work for Queensland Program (WFQP) 2 - Home Hill Transfer Station upgrade of facilities | Feb-18 | Sep-18 | Not Commenced |
| 200302 | Ayr Transfer Station - Reconstruction of Greenwaste Pad | Mar-18 | Jun-18 | Not Commenced |
| 200303 | Home Hill Transfer Station - Reconstruction of Greenwaste Pad | Mar-18 | Jun-18 | Not Commenced |

4.2 Operational Monthly Report for Period Ending 31 January 2018

Recommendation

That the Operational Monthly Report for Period Ending 31 January 2018 be received.

Operational Report - January 2018

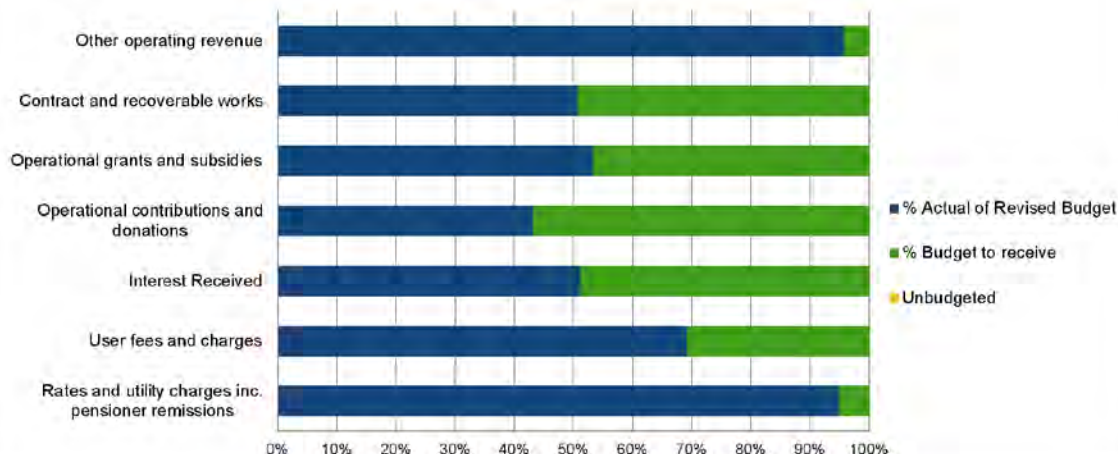
The following report provides a summary of Council's financial performance to 31 January 2018.

FINANCIAL STATEMENTS AT A GLANCE

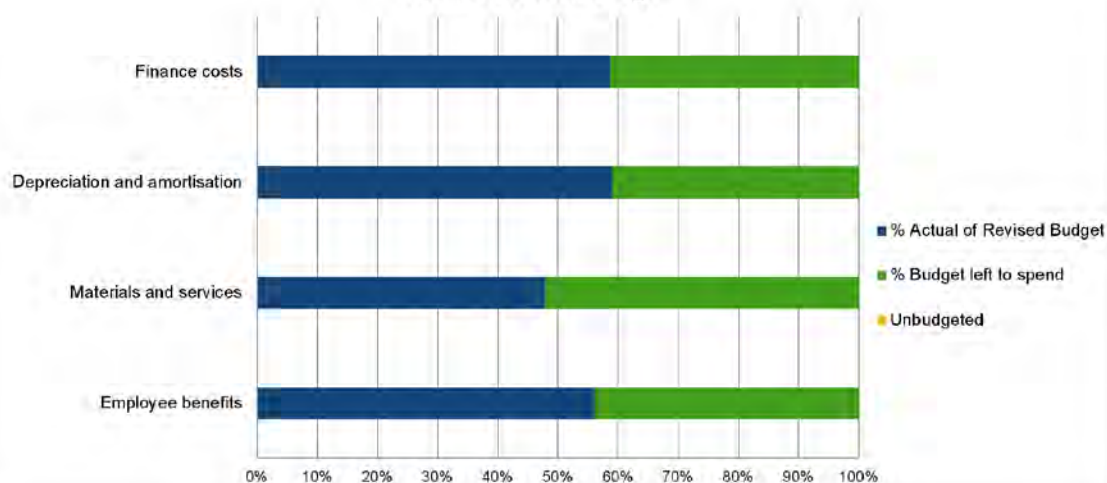
| As at 31 January 2018 | Actual \$000 | Annual Budget \$000 | YTD Budget \$000 | \$ Variance YTD Actual to YTD Revised Budget | % Variance YTD Actual to YTD Revised Budget |
|---------------------------|-------------------|------------------------|---------------------|---|--|
| Total Operating Revenue | 40,834,403 | 46,509,012 | 43,015,435 | -2,181,032 | -5% |
| Total Operating Expenses | 25,194,799 | 46,603,436 | 27,159,890 | -1,965,091 | -7% |
| Operating Position | 15,639,604 | -94,424 | 15,855,545 | -215,941 | -1% |
| Capital Revenue | 2,644,044 | 6,551,222 | 3,821,546 | -1,177,502 | -31% |
| Net Result | 18,283,648 | 6,456,798 | 19,677,091 | -1,393,443 | -7% |

This report contains financial information for the period ending 31 January 2018. Council's operating position at month end is a \$15.6M surplus.

Operating Revenue Actual vs Annual Budget



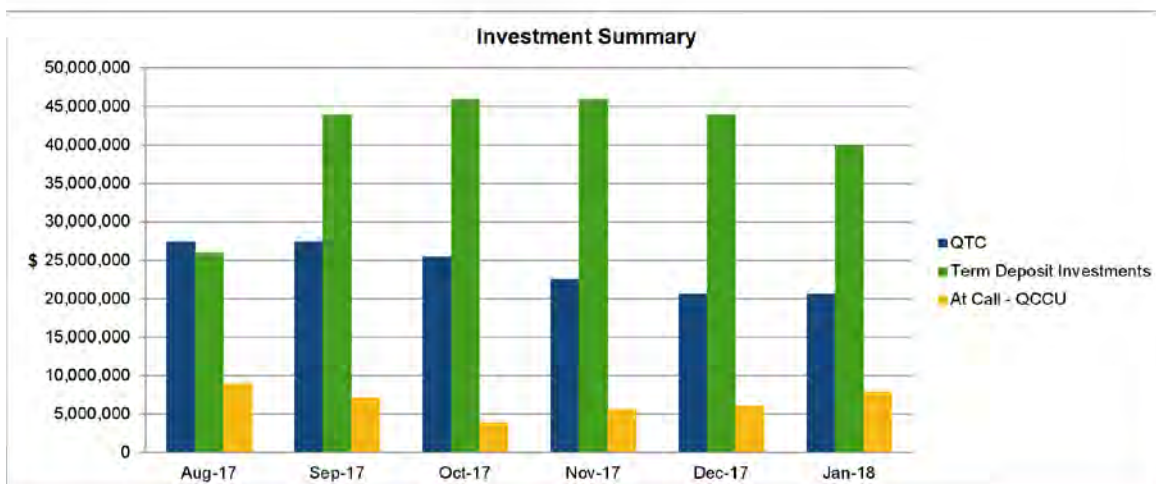
Operating Expenses Actual vs Annual Budget



INVESTMENT PORTFOLIO

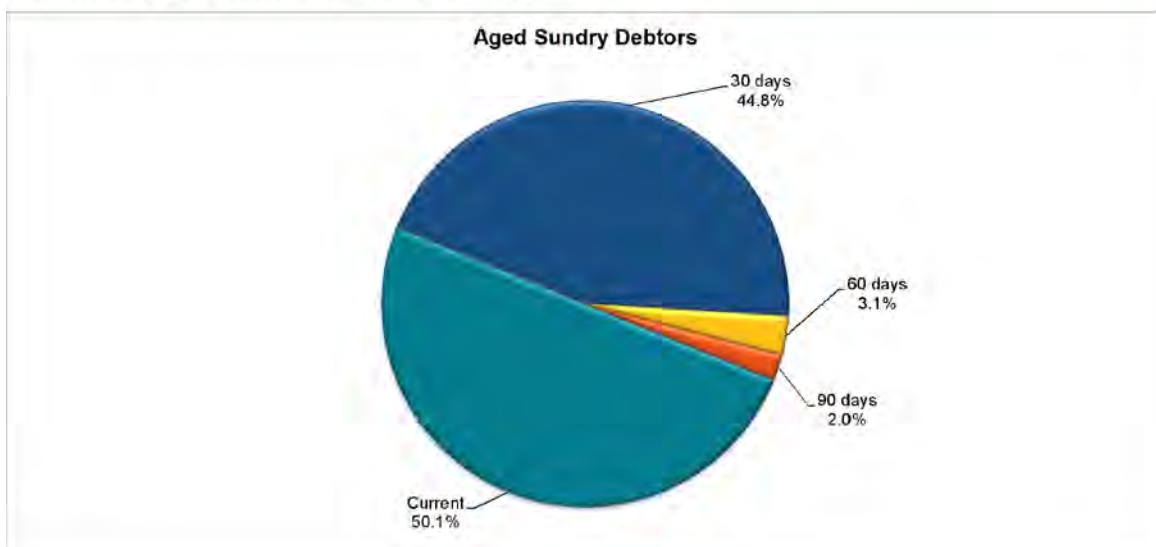
Investment Report as at 31 January 2018 (including at call cash)

| | Total Invested | Average Current Rate Weighted | % Invested |
|-----------------------|---------------------|-------------------------------------|------------|
| Major Banks | | | |
| CBA | 15,000,000 | 2.70% | 21.9% |
| NAB | 3,000,000 | 2.54% | 4.4% |
| Westpac | 10,000,000 | 2.64% | 14.6% |
| Other | | | |
| AMP Bank (via RimSec) | 5,000,000 | 2.70% | 7.3% |
| Bendigo HH | 2,000,000 | 2.50% | 2.9% |
| Suncorp | 5,000,000 | 2.61% | 7.3% |
| QTC | 20,655,440 | 2.49% | 30.1% |
| QCCU General | 7,892,694 | 2.80% | 11.5% |
| Total Funds | \$68,548,134 | | |



SUNDRY DEBTORS

Total outstanding Sundry Debtors as at 31 January are \$144,912.92



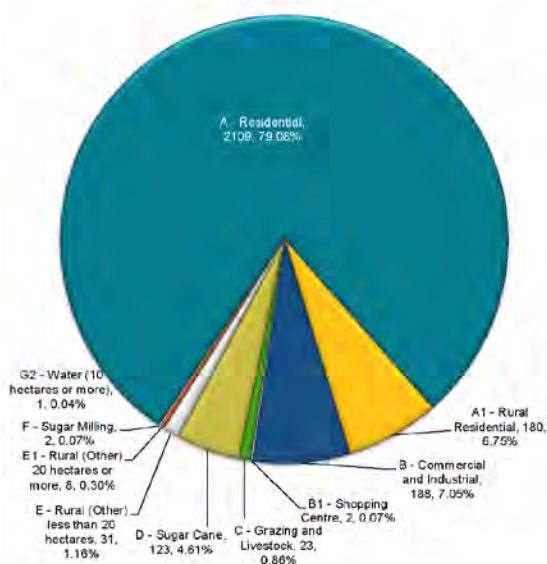
RATES

| | | |
|------------------------------------|------------------|---------------------|
| Arrears as at 1 July 2017 | | \$2,240,403 |
| Levy and fees raised * | \$40,301,234 | |
| Plus Interest charged * | \$216,012 | |
| Less Pensioner subsidy and rebate | <u>\$616,702</u> | <u>\$39,900,544</u> |
| Less Payments received | | <u>\$39,262,223</u> |
| Arrears as at 31 January 2018 | | <u>\$2,878,724</u> |
| % Arrears January 2018 | | 6.83% |
| % Arrears January 2017 | | 9.01% |
| Pre-payments as at 31 January 2018 | | \$598,497 |
| Pre-payments as at 31 January 2017 | | \$675,423 |

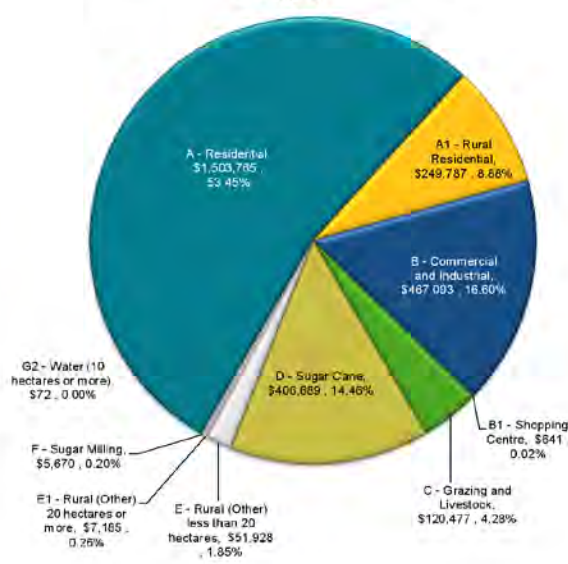
* includes State Govt Emergency Management Levy

Water Rate Levies were issued on 12 January 2018, with a due date of 13 February 2018.

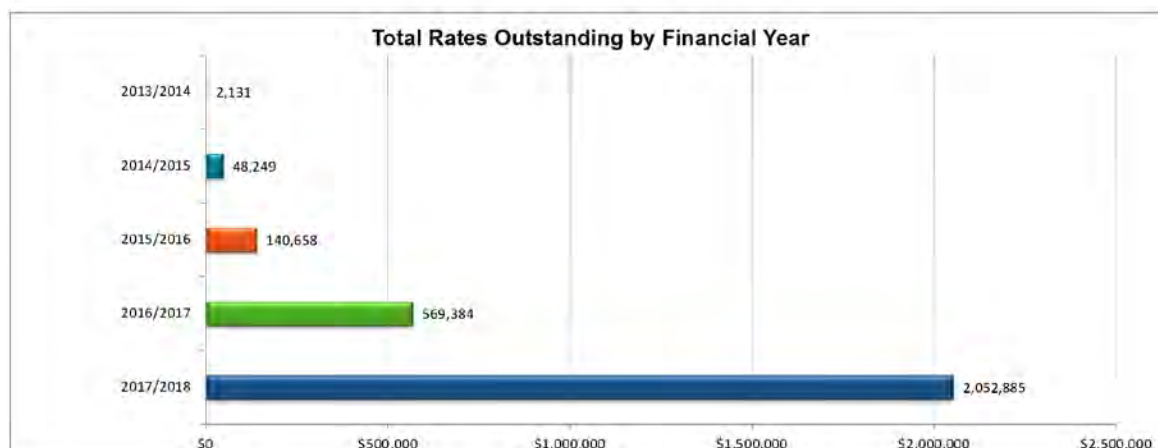
Number of Overdue Rates Properties by Rating Category



\$ Value of Outstanding Rates by Rating Category



Total Rates Outstanding by Financial Year



Rates Debt Recovery

Collection House - Debt Referral

To date, 603 files have been referred to Collection House which represents outstanding rates of \$2,821,159. Since referral, 253 property files have been closed and 350 remain active. \$1,319,448 has been recovered.

Of the remaining 350 active files, 181 have negotiated arrangements and are being monitored by Collection House. The balance of these properties is being reviewed, have defaulted or have proceeded to the next stage of the debt collection process.

The overall recovery rate to date has been 47%.

Collection House - Sale of Land

A total of 23 properties were referred to Collection House to commence Sale of Land proceedings.

To date, \$125,760 has been recovered. Five properties have been paid in full and six properties have balances of less than \$700.

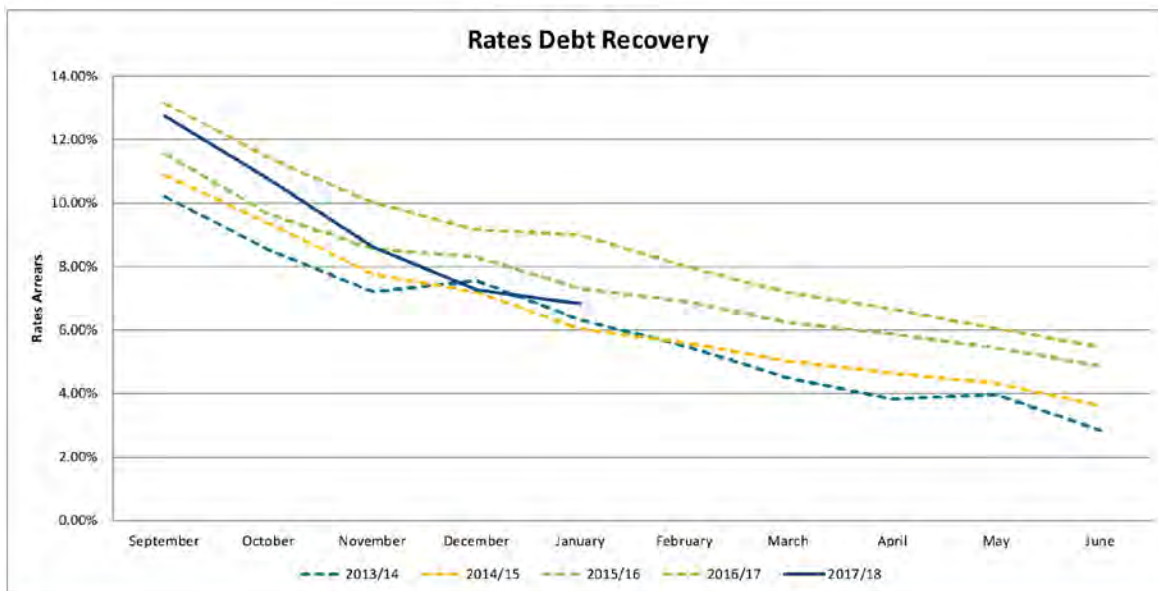
This is a recovery rate of 39%.

Council Periodic Payment Arrangements

In addition to the properties referred to Collection House, there are 235 current periodic payment arrangements made directly with Council, representing outstanding rates of \$566,687 as at 31 January. These arrangements are continuing to be monitored to ensure conformance.

The overall recovery rate on arrangements to date has been 48%.

The below graph shows the rate arrears each year as a percentage of net rates. The reduction in arrears is reflective of the change in process for debt recovery undertaken in 2017/18.



APPENDIX 1 - OPERATING STATEMENT BY MANAGER

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

APPENDIX 2 - TOTAL COUNCIL OPERATING STATEMENT

Attached is the Total Council Operating Statement for your information.

APPENDIX 3 - STATEMENT OF FINANCIAL POSITION

Attached is the Statement of Financial Position as at 31 January 2018.

APPENDIX 4 - STATEMENT OF CASH FLOWS

Attached is the Statement of Cash Flows for the period ending 31 January 2018.

OPERATING STATEMENT
Period Ending 31 January 2018

Chief Executive Officer

| | Month of January Actual | Year to Date Actual | Year To Date Revised Budget | \$ Variance YTD Actual to YTD Revised Budget | % Variance YTD Actual to YTD Revised Budget |
|--|-------------------------------|------------------------|-----------------------------------|---|--|
| Operating Revenue | | | | | |
| Other operating revenue | 46.55 | 46.55 | 0 | 47 | - |
| Total operating revenue | 46.55 | 46.55 | 0 | 47 | - |
| Operating Expenses | | | | | |
| Employee benefits | 122,580.94 | 637,824.51 | 698,833 | -61,009 | -9% |
| Materials and services | 17,601.30 | 73,326.01 | 77,788 | -4,461 | -6% |
| Total operating costs | 140,182.24 | 711,150.52 | 776,621 | -65,470 | -8% |
| Surplus (deficit) from operating activities | -140,135.69 | -711,103.97 | -776,621 | 65,517 | -8% |
| Capital contributions | 6,545.18 | 6,545.18 | 0 | 6,545 | - |
| Net result for period | -133,590.51 | -704,558.79 | -776,621 | 72,062 | -9% |

Comments

Other operating revenue

Income received from visitor information centre sales. Budget to be adjusted during second budget revision to incorporate the Tourism Section due to the organisational restructure.

Materials and services

January Council Connection page invoice not yet received. Budget to be adjusted during second budget revision to incorporate the Tourism Section due to the organisational restructure.

Capital contributions

Transfer of Burdekin Tourism Association funds to Council upon dissolution.

OPERATING STATEMENT
Period Ending 31 January 2018

Manager Client Services

| | Month of January Actual | Year to Date Actual | Year To Date Revised Budget | \$ Variance YTD Actual to YTD Revised Budget | % Variance YTD Actual to YTD Revised Budget |
|--|-------------------------------|------------------------|-----------------------------------|---|--|
| Operating Revenue | | | | | |
| Operational grants and subsidies | 2,102.73 | 35,823.90 | 22,724 | 13,100 | 58% |
| Other operating revenue | 49.76 | 13,668.04 | 11,667 | 2,001 | 17% |
| Total operating revenue | 2,152.49 | 49,491.94 | 34,391 | 15,101 | 44% |
| Operating Expenses | | | | | |
| Employee benefits | 597,141.91 | 1,618,328.90 | 1,505,188 | 113,141 | 8% |
| Materials and services | 46,475.79 | 284,628.28 | 437,421 | -152,792 | -35% |
| Total operating costs | 643,617.70 | 1,902,957.18 | 1,942,609 | -39,651 | -2% |
| Surplus (deficit) from operating activities | -641,465.21 | -1,853,465.24 | -1,908,218 | 54,752 | -3% |
| Net result for period | -641,465.21 | -1,853,465.24 | -1,908,218 | 54,752 | -3% |

Comments

Operational grants and subsidies

Currently over budget due to timing of grant funding received. The following grants have been received: Annual Queensland Fire and Emergency Services SES operating grant of \$23,130; Get Ready QLD grant for 2017/2018 of \$12,694; and the acquittal payment of \$1,335 for the Get Ready QLD 2016/2017 grant.

Other operating revenue

Unbudgeted revenue received for Long Service Leave transferred from another Council for a current employee and a reimbursement of tuition fees for an employee on successful completion of training. Budgeted WorkCover payments still to be received.

Employee benefits

This budget is for staff wages within the Client Services Department as well as the annual leave, long service leave, superannuation, statutory holidays and sick leave for the whole organisation.

Wages for the safety section are slightly under budget due to the delay in filling the maternity relief position; the Customer Service Centre is under budget due to internal staff transfers and vacant positions; and both Human Resources Section and ICT are also slightly under budget.

Further alignment to budget will occur as staff take leave over the Easter period; movements in the Annual Leave and Long Service Leave Provisions are journalled at the end of financial year; and the remaining Statutory holidays are taken. The workers compensation premium is currently over monthly budget due to timing of annual payment. The premium amount was less than expected (based on workers compensation figures and statistics) and will be adjusted in the second revised budget. Sick leave is still over budget due to increased sick leave during the flu season. This budget will be monitored and adjusted in the second revised budget if required.

Materials and services

All Client Services departments are currently tracking under budget. All departments will be revised in the second revised budget. A full review of the training budget is still being finalised. All departments are confirming their ongoing training requirements within their area and this will be updated in the second revised budget. A full review of the skills and legislative training requirement for the remainder of the year has been finalised and includes an increase in the skills training schedule.

OPERATING STATEMENT
Period Ending 31 January 2018

Manager Community Development

| | Month of January Actual | Year to Date Actual | Year To Date Revised Budget | \$ Variance YTD Actual to YTD Revised Budget | % Variance YTD Actual to YTD Revised Budget |
|--|-------------------------------|------------------------|-----------------------------------|---|--|
| Operating Revenue | | | | | |
| User fees and charges | 1,919.15 | 122,235.17 | 105,583 | 16,652 | 16% |
| Operational grants and subsidies | 4,500.00 | 77,778.85 | 78,050 | -271 | 0% |
| Other operating revenue | 6,362.06 | 27,375.93 | 12,133 | 15,243 | 126% |
| Total operating revenue | 12,781.21 | 227,389.95 | 195,767 | 31,623 | 16% |
| Operating Expenses | | | | | |
| Employee benefits | 140,576.86 | 888,241.52 | 897,651 | -9,409 | -1% |
| Materials and services | 89,347.76 | 858,226.55 | 803,497 | 54,730 | 7% |
| Depreciation and amortisation | 10,302.19 | 67,810.31 | 66,500 | 1,310 | 2% |
| Total operating costs | 240,226.81 | 1,814,278.38 | 1,767,648 | 46,631 | 3% |
| Surplus (deficit) from operating activities | -227,445.60 | -1,586,888.43 | -1,571,881 | -15,008 | 1% |
| Capital grants and subsidies | 0.00 | 44,288.06 | 46,667 | -2,379 | -5% |
| Net result for period | -227,445.60 | -1,542,600.37 | -1,525,214 | -17,386 | 1% |

Comments

User fees and charges

Hire of Theatre, Burdekin Memorial Hall and Ayr Showgrounds, Library internet and photocopying income. Income is variable by month. Currently over budget due to the number of Theatre shows so far this year.

Operational grants and subsidies

Grant funding received in January is Sponsorship for Milestone 1 of 2018 Queensland Day Fun & Fitness Expo.

Other operating revenue

Ticket sales are for the theatre bookings and theatre bar takings. Currently over budget due to the increase in shows as well as bar sales.

Materials and services

Over budget due to the 2017/18 Annual Standing Donations of sewerage charges and the Annual Donation to Burdekin Community Association. Community grants to Wilmar Sugar Burdekin Blitz; Home Hill Harvest Festival; Flavours of the World; and Burdekin Water Festival, and a donation to the Burdekin School Chaplaincy has also occurred. Expenditure to date also includes consultancy fees for the 10 year Sport and Recreation Plan and 2017 Christmas Spectacular costs. January expenditure includes the purchase of Christmas Decorations for Queen Street.

Capital grants and subsidies

First two quarters of the 2017/18 Public Library Grant Allocation received from the State Library of Queensland.

OPERATING STATEMENT
Period Ending 31 January 2018

Manager Economic Development

| | Month of January Actual | Year to Date Actual | Year To Date Revised Budget | \$ Variance YTD Actual to YTD Revised Budget | % Variance YTD Actual to YTD Revised Budget |
|--|-------------------------------|------------------------|-----------------------------------|---|--|
| Operating Revenue | | | | | |
| Operational grants and subsidies | 0.00 | 15,000.00 | 0 | 15,000 | - |
| Other operating revenue | 3,000.00 | 4,354.55 | 0 | 4,355 | - |
| Total operating revenue | 3,000.00 | 19,354.55 | 0 | 19,355 | - |
| Operating Expenses | | | | | |
| Employee benefits | 6,646.45 | 137,767.99 | 163,508 | -25,740 | -16% |
| Materials and services | 30.00 | 28,584.16 | 46,958 | -18,374 | -39% |
| Total operating costs | 6,676.45 | 166,352.15 | 210,467 | -44,115 | -21% |
| Surplus (deficit) from operating activities | -3,676.45 | -146,997.60 | -210,467 | 63,469 | -30% |
| Net result for period | -3,676.45 | -146,997.60 | -210,467 | 63,469 | -30% |

Comments

Operational grants and subsidies

Sponsorship monies received on behalf of the Burdekin Water Futures Forum, budget to be adjusted in the second budget revision.

Other operating revenue

Received grant for 2018 Queensland Women's Week. This amount is to be journaled to operational grants and subsidies in February.

Employee benefits

Budget to be adjusted during second revised budget for movement of Tourism Section due to organisational restructure.

Materials and services

Under budget due to limited expenses for business breakfasts/networking activities incurred, and no consultancy costs to date.

OPERATING STATEMENT
Period Ending 31 January 2018

Manager Financial and Administrative Services

| | Month of January Actual | Year to Date Actual | Year To Date Revised Budget | \$ Variance YTD Actual to YTD Revised Budget | % Variance YTD Actual to YTD Revised Budget |
|--|-------------------------------|------------------------|-----------------------------------|---|--|
| Operating Revenue | | | | | |
| Rates and Utility Charges | 0.00 | 24,936,858.82 | 26,442,531 | -1,505,672 | -6% |
| Pensioner remissions | -615.02 | -308,292.18 | -304,000 | -4,292 | 1% |
| User fees and charges | 7,947.85 | 58,389.03 | 44,363 | 14,027 | 32% |
| Interest Received | 57,233.86 | 335,815.24 | 379,283 | -43,468 | -11% |
| Operational grants and subsidies | 0.00 | 784,337.50 | 991,211 | -206,873 | -21% |
| Other operating revenue | 0.00 | 31,942.85 | 21,000 | 10,943 | 52% |
| Total operating revenue | 64,566.69 | 25,839,051.26 | 27,574,387 | -1,735,336 | -6% |
| Operating Expenses | | | | | |
| Employee benefits | 171,242.07 | 969,508.65 | 1,009,867 | -40,358 | -4% |
| Materials and services | 22,204.47 | 1,111,420.96 | 1,049,913 | 61,508 | 6% |
| Depreciation and amortisation | 44,079.20 | 306,413.53 | 304,383 | 2,030 | 1% |
| Finance Costs | 6,946.55 | 166,479.21 | 141,800 | 24,680 | 17% |
| Total operating costs | 244,472.29 | 2,553,822.35 | 2,505,962 | 47,860 | 2% |
| Surplus (deficit) from operating activities | -179,905.60 | 23,285,228.91 | 25,068,425 | -1,783,196 | -7% |
| | | | | | |
| Capital grants and subsidies | 0.00 | 2,379,000.00 | 1,437,017 | 941,983 | 66% |
| Other capital income (expense) | 0.00 | -6,953.61 | 0 | -6,954 | - |
| Net result for period | -179,905.60 | 25,657,275.30 | 26,505,442 | -848,167 | -3% |

Comments

Rates and Utility Charges

At the end of the financial year, rates in advance revenue of approximately \$1.5M will be recognised.

User fees and charges

Received annual rent monies in November and the Annual Tramway Licence has been received in full.

Interest Received

Council has longer term investments which were selected based on more advantageous interest rates.

Operational grants and subsidies

The first two quarters of the 2017/18 Financial Assistance Grant have been received.

Other operating revenue

Over the year to date budget due to annual Fire Levy Collection Fee received in October.

Materials and services

Over the year to date budget due to annual payments for insurance, subscriptions, IT software maintenance contracts and GIS licence already paid.

Finance Costs

QTC Loan interest is paid quarterly and the budget is calculated to reflect this. Bank charges are currently over budget due to increased EFTPOS fees during the rating season.

Capital grants and subsidies

First instalment of 2017 - 2019 Works for Queensland funding and the Second Instalment of the 2016 - 2017 Works for Queensland Funding has been received.

Other capital income (expense)

Loss on write off of photocopiers.

OPERATING STATEMENT
Period Ending 31 January 2018

Manager Governance and Local Laws

| | Month of January Actual | Year to Date Actual | Year To Date Revised Budget | \$ Variance YTD Actual to YTD Revised Budget | % Variance YTD Actual to YTD Revised Budget |
|--|-------------------------------|------------------------|-----------------------------------|---|--|
| Operating Revenue | | | | | |
| Rates and Utility Charges | 0.00 | 4,046,845.23 | 4,044,480 | 2,365 | 0% |
| Pensioner remissions | -63.30 | -1,002.70 | 0 | -1,003 | - |
| User fees and charges | 79,671.58 | 702,049.19 | 600,845 | 101,204 | 17% |
| Interest Received | 19,913.56 | 111,363.41 | 119,642 | -8,278 | -7% |
| Operational contributions and donations | 3,100.52 | 80,399.72 | 89,671 | -9,271 | -10% |
| Operational grants and subsidies | 31,857.00 | 125,215.00 | 77,233 | 47,982 | 62% |
| Other operating revenue | 7,247.44 | 29,669.98 | 20,038 | 9,632 | 48% |
| Total operating revenue | 141,726.80 | 5,094,539.83 | 4,951,908 | 142,632 | 3% |
| Operating Expenses | | | | | |
| Employee benefits | 206,664.53 | 1,179,738.51 | 1,166,988 | 12,751 | 1% |
| Materials and services | 406,318.55 | 2,145,254.81 | 2,503,019 | -357,764 | -14% |
| Depreciation and amortisation | 140,658.24 | 971,938.63 | 961,508 | 10,430 | 1% |
| Finance Costs | 0.00 | 12,527.58 | 10,888 | 1,640 | 15% |
| Total operating costs | 753,641.32 | 4,309,459.53 | 4,642,402 | -332,943 | -7% |
| Surplus (deficit) from operating activities | -611,914.52 | 785,080.30 | 309,506 | 475,575 | 154% |
| | | | | | |
| Capital grants and subsidies | 0.00 | 172,795.97 | 149,917 | 22,879 | 15% |
| Other capital income (expense) | -45,421.32 | -43,328.69 | 8,379 | -51,708 | -617% |
| Net result for period | -657,335.84 | 914,547.58 | 467,801 | 446,746 | 95% |

Comments

User fees and charges

Annual animal registration fees received in July/August. Caravan Park income above budget due to increased occupancy in Ayr Caravan Park.

Interest Received

Council has longer term investments which were selected based on more advantageous interest rates. Interest rates have remained low.

Operational contributions and donations

Riparian Management Agreement invoices to be issued in February 2018.

Operational grants and subsidies

Timing difference - grants received in full for RADF, Land Protection (NQDT) and PCYC operations.

Other operating revenue

Slightly ahead of budget for general sales at transfer stations and other Caravan Park income not budgeted.

Materials and services

Timing differences - only 4 months of major waste contract paid to date. Council is waiting on invoices to be issued. No expenditure on legacy landfills. RADF and arts expenditure below budget. Offset by BSRIT and Department of Agriculture and Fisheries annual payments being made.

Finance Costs

QTC Loan interest is paid quarterly and the budget is calculated to reflect this.

Capital grants and subsidies

Remaining grant balance for Ayr Swimming Pool Refurbishment received in full.

Other capital income (expense)

Income received for improvements post sale of the Clare Hall. Write off of Cromarty Creek Public Conveniences.

OPERATING STATEMENT
Period Ending 31 January 2018

Manager Operations

| | Month of January Actual | Year to Date Actual | Year To Date Revised Budget | \$ Variance YTD Actual to YTD Revised Budget | % Variance YTD Actual to YTD Revised Budget |
|--|-------------------------------|------------------------|-----------------------------------|---|--|
| Operating Revenue | | | | | |
| Rates and Utility Charges | 498,672.96 | 7,439,172.17 | 7,941,417 | -502,245 | -6% |
| Pensioner remissions | -201.32 | -1,521.05 | 0 | -1,521 | - |
| User fees and charges | 30,281.83 | 144,685.54 | 107,917 | 36,749 | 34% |
| Interest Received | 82,128.94 | 431,734.96 | 503,125 | -71,390 | -14% |
| Operational contributions and donations | 285.90 | 26,946.14 | 55,417 | -28,471 | -51% |
| Operational grants and subsidies | 33,986.88 | 282,382.63 | 272,690 | 9,672 | 4% |
| Contract and recoverable works | 4,408.81 | 12,048.62 | 23,333 | -11,285 | -48% |
| Other operating revenue | 3,366.90 | 13,798.04 | 9,333 | 4,465 | 48% |
| Total operating revenue | 652,930.90 | 8,349,207.05 | 8,913,232 | -564,025 | -6% |
| Operating Expenses | | | | | |
| Employee benefits | 710,739.42 | 3,745,637.12 | 3,906,811 | -161,174 | -4% |
| Materials and services | 538,400.86 | 3,370,331.16 | 4,175,982 | -805,651 | -19% |
| Depreciation and amortisation | 208,388.29 | 1,411,886.33 | 1,389,850 | 22,036 | 2% |
| Total operating costs | 1,457,528.57 | 8,527,854.61 | 9,472,643 | -944,788 | -10% |
| Surplus (deficit) from operating activities | -804,597.67 | -178,647.56 | -559,410 | 380,763 | -68% |
| Capital contributions | 0.00 | 909.10 | 0 | 909 | - |
| Capital grants and subsidies | 0.00 | 282,287.59 | 789,079 | -506,791 | -64% |
| Other capital income (expense) | -42,574.89 | -85,299.48 | 0 | -85,299 | - |
| Net result for period | -847,172.56 | 19,249.65 | 229,669 | -210,419 | -92% |

Comments**Rates and Utility Charges**

Difference is attributable to revenue not yet collected for water consumption. First half water meter readings were completed November 2017, with the second half to be completed in May 2018.

User fees and charges

Over year to date budget due to higher than anticipated activity in providing new rural property water connections.

Interest Received

Council has selected longer term investments based on more advantageous interest rates. Interest rates have remained low.

Operational contributions and donations

Under forecast budget due to lower than anticipated developer infrastructure contributions in the period. Income from Funny Dunny Park camping donations and Home Hill Boat Club septic disposal charges are in line with year to date budget expectations.

Operational grants and subsidies

Income is in line with forecasts year to date. Revenue is from FAGS quarterly payments and NDRRA recoveries from activities related to Cyclone Debbie. First milestone payment for Anzac Spirit of Service funding is also captured here.

Contract and recoverable works

Under budget. Income from private and recoverable works is lower than anticipated for the period. Revenue estimate is based on historical annual averages. Further assessment will be made during the second revised budget.

Other operating revenue

Over budget following Jones Street Depot scrap metal sales and Wilmar contribution to street lighting at tramway crossings. This is offset by \$10,000 BSRIT Engineering retainer received annually in June.

Employee benefits

Under budget partially attributable to delays in resolution of EB negotiations and unfilled vacancies across Operations. Under budget Parks Administration and Operations, Works Supervision, Water and WWW Admin. Over budget in Roads Maintenance year to date.

Materials and services

Large variance in roads maintenance with some rural resheeting carried out under WFQ program. Roads maintenance materials expenditure will accelerate following wet season and prior to annual cane harvest. Materials and services also under budget in drainage maintenance which is variable throughout year and is influenced by seasonal factors. Sewerage pump stations under budget due to chemical dosing trial.

Capital grants and subsidies

Income is for first milestone payment Home Hill Water Tower switchboard and final payment South Ayr WTP switchboard. Balance of income is progress payments for Sewerage Pump Station switchboards and Ayr Skate Park shade sails. Additional claim for \$185,000 to be lodged in February for Sewerage Pump Station switchboards.

Other capital income (expense)

Expenses are for the write off of the water main at Invicta Mill, South Ayr Water Treatment Plant switchboard and various Sewerage Pump Station switchboards.

OPERATING STATEMENT
Period Ending 31 January 2018

Manager Planning and Development

| | Month of January Actual | Year to Date Actual | Year To Date Revised Budget | \$ Variance YTD Actual to YTD Revised Budget | % Variance YTD Actual to YTD Revised Budget |
|--|-------------------------------|------------------------|-----------------------------------|---|--|
| Operating Revenue | | | | | |
| User fees and charges | 17,372.08 | 202,704.78 | 201,250 | 1,455 | 1% |
| Other operating revenue | 120.49 | 339.89 | 0 | 340 | - |
| Total operating revenue | 17,492.57 | 203,044.67 | 201,250 | 1,795 | 1% |
| Operating Expenses | | | | | |
| Employee benefits | 93,037.41 | 596,264.30 | 625,042 | -28,777 | -5% |
| Materials and services | 17,157.01 | 104,924.26 | 138,114 | -33,190 | -24% |
| Total operating costs | 110,194.42 | 701,188.56 | 763,156 | -61,967 | -8% |
| Surplus (deficit) from operating activities | -92,701.85 | -498,143.89 | -561,906 | 63,762 | -11% |
| Net result for period | -92,701.85 | -498,143.89 | -561,906 | 63,762 | -11% |

Comments

Materials and services

Budgeted consultants fee for LGIP only partly expended. Consultants fee for PA planning scheme not yet commenced.

OPERATING STATEMENT
Period Ending 31 January 2018

Manager Technical Services

| | Month of January Actual | Year to Date Actual | Year To Date Revised Budget | \$ Variance YTD Actual to YTD Revised Budget | % Variance YTD Actual to YTD Revised Budget |
|--|-------------------------------|------------------------|-----------------------------------|---|--|
| Operating Revenue | | | | | |
| User fees and charges | 12,759.20 | 111,948.14 | 71,167 | 40,781 | 57% |
| Operational grants and subsidies | -2,499.40 | 54,229.60 | 61,250 | -7,020 | -11% |
| Contract and recoverable works | 272,485.90 | 885,631.52 | 1,012,083 | -126,452 | -12% |
| Other operating revenue | 0.00 | 468.00 | 0 | 468 | - |
| Total operating revenue | 282,745.70 | 1,052,277.26 | 1,144,500 | -92,223 | -8% |
| Operating Expenses | | | | | |
| Employee benefits | 208,964.92 | 1,332,982.02 | 1,572,667 | -239,685 | -15% |
| Materials and services | -113,037.71 | -544,009.39 | -170,333 | -373,676 | 219% |
| Depreciation and amortisation | 540,431.87 | 3,718,762.98 | 3,676,050 | 42,713 | 1% |
| Total operating costs | 636,359.08 | 4,507,735.61 | 5,078,383 | -570,648 | -11% |
| Surplus (deficit) from operating activities | -353,613.38 | -3,455,458.35 | -3,933,883 | 478,425 | -12% |
| Capital contributions | 0.00 | 813.64 | 0 | 814 | - |
| Capital grants and subsidies | 0.00 | 577,815.25 | 1,390,488 | -812,673 | -58% |
| Other capital income (expense) | -636,811.33 | -684,829.08 | 0 | -684,829 | - |
| Net result for period | -990,424.71 | -3,561,658.54 | -2,543,395 | -1,018,263 | 40% |

Comments

User fees and charges

Higher than year to date budget due to payment of trade waste permits in first quarter and higher than expected sewage fees received.

Operational grants and subsidies

January fuel tax credits to be received in February.

Contract and recoverable works

Payment for January claim to be received in February. Timing of maintenance works affects interim actual/budget comparisons. Current works program will ensure contract is completed by June.

Employee benefits

Under budget due to vacant positions, higher than expected leave taken, lower overtime and low expenditure on RMPC projects.

Materials and services

Under budget due to low expenditure on RMPC contract due to project timing, lower expenditure on fleet operations, and design consultancy.

Capital contributions

Manager contribution for accessory on salary sacrifice vehicle.

Capital grants and subsidies

The income received is dependant on the timing of projects. Roads to Recovery and Edwards Street Drainage projects have not commenced therefore no funding has been received.

Other capital income (expense)

Loss from write-off of Transport, Drainage and Fleet assets following capitalisation of replacements and upgrades.

BURDEKIN SHIRE COUNCIL
OPERATING STATEMENT
 Period Ending 31 January 2018

| | Month of January Actual | Year to Date Actual | Year to Date Revised Budget | \$ Variance YTD Actual to YTD Revised Budget | % Variance YTD Actual to YTD Revised Budget |
|--|-------------------------------|------------------------|-----------------------------------|---|--|
| Operating Revenue | | | | | |
| Rates and Utility Charges | 498,672.96 | 36,422,876.22 | 38,428,428 | -2,005,552 | -5% |
| Pensioner remissions | -879.64 | -310,815.93 | -304,000 | -6,816 | 2% |
| User fees and charges | 149,951.69 | 1,341,991.85 | 1,131,124 | 210,868 | 19% |
| Interest Received | 159,276.36 | 878,913.61 | 1,002,050 | -123,136 | -12% |
| Operational contributions and donations | 3,386.42 | 107,345.86 | 145,088 | -37,742 | -26% |
| Operational grants and subsidies | 69,947.21 | 1,374,747.48 | 1,503,158 | -128,410 | -9% |
| Contract and recoverable works | 276,894.71 | 897,680.14 | 1,035,417 | -137,737 | -13% |
| Other operating revenue | 20,193.20 | 121,663.83 | 74,171 | 47,493 | 64% |
| Total operating revenue | 1,177,442.91 | 40,834,403.06 | 43,015,435.33 | -2,181,032 | -5% |
| Operating Expenses | | | | | |
| Employee benefits | 2,257,594.51 | 11,106,293.52 | 11,546,554 | -440,260 | -4% |
| Materials and services | 1,024,498.03 | 7,432,686.80 | 9,062,357 | -1,629,670 | -18% |
| Depreciation and amortisation | 943,859.79 | 6,476,811.78 | 6,398,292 | 78,520 | 1% |
| Finance Costs | 6,946.55 | 179,006.79 | 152,688 | 26,319 | 17% |
| | 0.00 | 0.00 | 0 | 0 | - |
| Total operating costs | 4,232,898.88 | 25,194,798.89 | 27,159,889.75 | -1,965,091 | -7% |
| Surplus (deficit) from operating activities | -3,055,455.97 | 15,639,604.17 | 15,855,546 | -215,941 | -1% |
| | | | | | |
| Capital contributions | 6,545.18 | 8,267.92 | 0 | 8,268 | - |
| Capital grants and subsidies | 0.00 | 3,456,186.87 | 3,813,167 | -356,980 | -9% |
| Other capital income (expense) | -724,807.54 | -820,410.86 | 8,379 | -828,790 | -9891% |
| Net result for period | -3,773,718.33 | 18,283,648.10 | 19,677,092 | -1,393,444 | -7% |

BURDEKIN SHIRE COUNCIL
STATEMENT OF FINANCIAL POSITION
 As at 31 January 2018

| | Year to Date Actual \$ | Annual Budget \$ |
|--------------------------------------|------------------------------|------------------------|
| Current Assets | | |
| Cash and Cash Equivalents | 68,594,080 | 46,348,601 |
| Receivables | 2,721,766 | 4,636,885 |
| Inventories | 766,453 | 935,712 |
| Total Current Assets | 72,082,300 | 51,921,198 |
| Non-Current Assets | | |
| Receivables | 233,978 | 186,176 |
| Property, Plant and Equipment | 503,086,080 | 511,279,090 |
| Intangibles Assets | 851,799 | 1,262,733 |
| Total Non-Current Assets | 504,171,857 | 512,727,999 |
| TOTAL ASSETS | 576,254,157 | 564,649,197 |
| Current Liabilities | | |
| Payables | 3,444,082 | 4,516,345 |
| Borrowings | 1,675,717 | 1,752,286 |
| Provisions | 2,770,317 | 2,770,317 |
| Other | 917 | 1,373 |
| Total Current Liabilities | 7,891,033 | 9,040,321 |
| Non-Current Liabilities | | |
| Borrowings | 2,604,458 | 1,685,125 |
| Provisions | 15,969,070 | 15,969,070 |
| Total Non-Current Liabilities | 18,573,528 | 17,654,195 |
| TOTAL LIABILITIES | 26,464,561 | 26,694,516 |
| NET COMMUNITY ASSETS | 549,789,595 | 537,954,681 |
| Community Equity | | |
| Asset Revaluation Surplus | 294,512,348 | 294,512,344 |
| Retained Surplus (deficiency) | 255,277,247 | 243,442,337 |
| TOTAL COMMUNITY EQUITY | 549,789,595 | 537,954,681 |

BURDEKIN SHIRE COUNCIL
STATEMENT OF CASH FLOWS
For Period Ending 31 January 2018

| | Year to Date Actual \$ | Annual Cashflow Budget \$ |
|--|------------------------------|---------------------------------|
| Cash Flows from Operating Activities | | |
| Receipts | | |
| Receipts from Customers | 41,778,085 | 41,965,648 |
| Operating Grants, Subsidies and Contributions | 1,488,639 | 2,825,564 |
| Interest Received | 988,440 | 1,717,800 |
| Payments | | |
| Payments to Suppliers and Employees | -21,265,511 | -35,577,793 |
| Interest Expense | -133,235 | -245,375 |
| Net Cash Inflow (Outflow) from Operating Activities | <u>22,856,418</u> | <u>10,685,844</u> |
| Cash Flows from Investing Activities | | |
| Commonwealth Government Grants | 0 | 0 |
| State Government Subsidies and Grants | 3,456,187 | 6,536,858 |
| Capital Contributions | 1,723 | 0 |
| Payments for Property, Plant and Equipment | -8,628,794 | -21,024,243 |
| Payments for Intangible Assets | -96,632 | -308,730 |
| Net transfer (to) from Cash Investments | 3,000,000 | 3,000,000 |
| Proceeds from Sale of Property, Plant and Equipment | 183,641 | 522,264 |
| Net Movement in Loans to Community Organisations | 15,400 | -26,767 |
| Net Cash Inflows (Outflow) from Investing activities | <u>-2,068,476</u> | <u>-11,300,618</u> |
| Cash Flows from Financing Activities | | |
| Repayment of Borrowings | -821,668 | -1,664,431 |
| Net Cash Inflows (Outflow) from Financing activities | <u>-821,668</u> | <u>-1,664,431</u> |
| Net Increase (Decrease) in Cash and Cash Equivalents Held | <u>19,966,274</u> | <u>-2,279,206</u> |
| Cash and Cash Equivalents at Beginning of the Financial Year | 48,627,807 | 48,627,807 |
| Cash and Cash Equivalents at end of the Period | <u>68,594,081</u> | <u>46,348,601</u> |

4.3 Council Workshop - January 2018

Document Information

Referring Letter No: N/A

File No: 1394

Name of Applicant: N/A

Location: N/A

Author and Title: Terry Brennan - Chief Executive Officer

Executive Summary

The first workshop for 2018 was conducted on 30 January 2018 with a range of policy and operational issues discussed.

A brief summary of the issues considered at the workshop is contained in the report.

Recommendation

That the report on the Council workshop held on 30 January 2018 be received and noted.

Background Information

Following a review of existing governance arrangements in late 2016 the Council adopted a fortnightly Council meeting cycle. In conjunction with this it also agreed to conduct workshops with councillors on the alternate week to scheduled Council meetings.

Due to the agreed meeting arrangements for January only one workshop was held on 30 January 2018. The workshop covered a range of policy and operational issues.

A brief summary of the issues discussed at the workshop is outlined below:

5 December 2017

- Asset Management Plan and Policy
- Works for Queensland Round 2
- Visitor Information Centre project
- Mobile Food Van operators
- Vector Management Plan
- Arch Dunn Park playground equipment options
- Contribution to North Qld Agricultural and Supply Chain study
- Review of Councillor Remuneration Policy

Link to Corporate/Operational Plan

5.3.1 Demonstrate open and transparent leadership

Consultation

Consultation was undertaken with various parties both internal and external associated with the workshop topics.

Legal Authority or Implications

N/A

Policy Implications

Any policy proposals are subsequently referred to a Council meeting via a report for consideration and adoption.

Financial and Resource Implications

As highlighted in the workshop presentations.

Report prepared by:

Terry Brennan - Chief Executive Officer

Report authorised by:

Terry Brennan - Chief Executive Officer

Attachments

1. N/A

5 GOVERNANCE & LOCAL LAWS

5.1 Revised Councillors Remuneration Policy

Document Information

Referring Letter No: N/A

File No: 1214

Name of Applicant: N/A

Location: N/A

Author and Title: Rebecca Stockdale - Executive Officer

Executive Summary

Councillor Remuneration is set by the Local Government Remuneration and Discipline Tribunal which is established under chapter 6, part 3 of the *Local Government Act 2009*. The Tribunal must decide annually, the maximum remuneration payable to councillors, mayors or deputy mayors in each category of local government. For Category 1 Councils (including Burdekin Shire Council) the remuneration has been set at \$51,958 p.a. for councillors, \$59,952 p.a. for Deputy Mayors and \$103,918 p.a. for Mayors for 2018/2019 financial year. Although the Tribunal sets the amount of councillor remuneration, the Tribunal has indicated that each Category 1 Council is responsible for determining how and when it will pay meeting fees to its councillors. In its 2016 determination, the Tribunal outlined its views in relation to the payment of meeting fees to meetings outside of the 12 mandated monthly meetings. Council were provided with a copy of the 2016 Local Government Remuneration and Discipline Tribunal determination but did not amend the Councillor Remuneration Policy at this time. Council's current Councillor Remuneration Policy was adopted in 2014 and applied to the 2014/2015 financial year. Council has continued to pay Councillors in accordance with the Tribunal's determinations, however have not reviewed and updated the Councillor Remuneration Policy to reflect the changes in the way the remuneration is paid. The Policy has now been reviewed and updated and is recommended for adoption by Council.

Recommendation

That Council adopts the attached updated Councillor Remuneration Policy.

Background Information

Council's previous Councillor Remuneration Policy was adopted in June 2014 and applied to the 2014/2015 financial year. Council did not adopt a revised Councillor Remuneration Policy for the 2015/2016 or 2016/2017 financial years; however it has paid remuneration to Councillors in accordance with recommendations from the Tribunal. In their 2014 determination, the Tribunal adopted a remuneration system for Councillors in category 1 Councils which comprised:

- a base payment (of two thirds of the annual remuneration) paid fortnightly, and

-
- a monthly payment(a meeting fee) (of one third of the annual remuneration) based upon attendance at and participation in the twelve mandated Council meetings.

Council's previous Councillor Remuneration Policy did not reflect the revised percentages contained in this determination.

In their 2016 report, the Tribunal expressed the view that rather than the meeting fee component applying only to mandated monthly council meetings, the concept should be extended to incorporate other important meetings which require a councillor's attendance such as budget meetings, planning sessions, and the like. The Tribunal suggested that Councils should identify, at the commencement of each year, those meetings where the presence of all councillors is expected so as to identify the number of meetings which each councillor will need to attend to receive the meeting fee component of remuneration.

At the Council workshop on 30 January, 2018, Council discussed the need to stipulate additional meetings outside of the twelve mandated meetings, as per the view expressed by the Tribunal. Council did not consider this necessary at this time as non-attendance at Council meetings and other budget and planning meetings has not been a problem to date.

Additionally, reviewed the definitions in the policy and agreed to remove elements that were difficult to interpret.

The revised Councillor Remuneration Policy is reflective of these discussions.

Link to Corporate/Operational Plan

5.3.1 Demonstrate open and transparent leadership

5.3.4 Undertake regulatory responsibilities in accordance with legislative regulations

Consultation

Council discussed this policy at a workshop on 30 January, 2018 with this discussion facilitated by the CEO. The 2017 Remuneration Determination Report was provided to Council for notation at the Ordinary Council Meeting on 23 January, 2018.

Legal Authority or Implications

Local Government Regulation 2012 Section 247 Remuneration payable to councillors

- (1) A local government must pay remuneration to each councillor of the local government.
- (2) The maximum amount of remuneration payable to a councillor under the remuneration schedule must be paid to the councillor, unless the local government, by resolution, decides the maximum amount is not payable to the councillor.
- (3) In a resolution made under subsection (2), the local government must also decide the amount of remuneration payable to the councillor.
- (4) The amount of remuneration decided under subsection (3) for each councillor must not be more than the maximum amount of remuneration payable to the councillor under the remuneration schedule.

(5) The amount of remuneration for each councillor, other than a mayor or deputy mayor, must be the same.

(6) The local government must make a resolution under subsection (2), for the remuneration payable from 1 July of a particular year, before 1 July of that year.

(7) Subsections (4) and (5) are subject to section 248.

Policy Implications

This Policy will replace the expired 2014/2015 Councillor Remuneration Policy. The Policy will be published to Council's website and will be updated in the Policy Register.

Financial and Resource Implications

Councillor remuneration will be paid in accordance with the amounts determined by the Local Government Remuneration and Discipline Tribunal and these amounts will be included in Council's annual budget, therefore there are no financial implications.

Report prepared by:

Rebecca Stockdale - Executive Officer

Report authorised by:

Terry Brennan - Chief Executive Officer

Attachments

1. Revised Councillor Remuneration Policy

| | |
|-----------------|---|
| Policy Type | Statutory |
| Function | Governance |
| Policy Owner | Chief Executive Officer |
| Policy Contact | HR Coordinator |
| Review Schedule | 12 Months |
| Resolution No. | Enter Resolution Number |

1. Purpose

To determine the manner in which annual remuneration is payable to Councillors in accordance with guidelines set by the Local Government Remuneration and Discipline Tribunal.

2. Scope

The policy applies to Councillors only and considers guidelines and commentary provided by the Local Government Remuneration and Discipline Tribunal in its yearly reports.

The Tribunal has decided that all Category 1 Councillors will be paid a base payment of two thirds of the determination amount and be eligible to be paid for the remaining one third as a pro-rata meeting fee. The remuneration is to apply from 1 July 2015. Certification of attendance is required before payment is made.

The Tribunal has indicated that each local government is responsible for determining how and when it will pay meeting fees to its councillors. The Council has determined that the meeting fee will be paid for each of the 12 Council ordinary meetings to be held monthly as mandated in Section 257(1) of the Local Government Regulation 2012.

3. Exceptions

The policy does not apply to the Mayor or Deputy Mayor.

4. Definitions

Approved Absence (Meeting Fee Still Paid)

- Sickness, in which case a Doctor's Certificate may be required at the discretion of the Mayor;
- Representing Council on approved local government business;
- Other circumstances that in the opinion of the Mayor would make non-attendance unavoidable e.g. death of a family member.

Other Absence (Meeting Fee Not Paid)

- Absence on non- local government business which has not been approved.

5. Policy Statement

Councillors will be paid remuneration as determined by the Local Government Remuneration and Discipline Tribunal based on the following:

- a) two thirds of the determination amount will be paid in equal fortnightly payments; and
- b) one third of the determination amount will be paid in 12 equal monthly payments, payable in the fortnight following the last scheduled meeting for each month and based on the following eligibility criteria:
 - (i) A Councillor is to have attended at least one ordinary meeting per month and for at least 50% of the meeting duration; A Councillor would have complied with (i) above if not for an Approved Leave of Absence, in which case the meeting fee will be payable.

6. Procedures

To facilitate the above payment structure, the following documents/procedure will be required:

- Monthly certification form detailing Councillors, meeting attendances, details of approved absences and any other evidentiary documentation necessary.
- The monthly certification will be processed after the last scheduled meeting of the month and forwarded to the Pay Office for processing in the next fortnightly pay period.

7. Legislation

Compliance with Section 247 of the Local Government Regulation 2012 and the guidelines/principles outlined by the Local Government Remuneration and Discipline Tribunal.

<END>

8. Related Documents

| Document Title | Description |
|----------------|-------------|
| NIL | |
| | |
| | |

9. Document History

| Revision Number | Revision Details | Approved By (Officers Name) | Resolution Number | Date |
|-----------------|---|-----------------------------|-------------------|------------|
| 0.0 | DRAFT | Council | N/A | 19/06/2014 |
| 1 | Approved | Ordinary Council Meeting | N/A | 24/06/2014 |
| 1.1 | Revised Draft- minor amendments discussed at Council Workshop | Terry Brennan CEO | N/A | 31/01/2018 |

5.2 Adoption of Revised Media Policy

Document Information

Referring Letter No: N/A

File No: 1362

Name of Applicant: N/A

Location: N/A

Author and Title: Rebecca Stockdale – Executive Officer

Executive Summary

Council's Media Policy was first adopted in 2015 to set out the standards and expectations for Elected Members and Employees when interacting with the media. As part of Council's ongoing policy review, the Media Policy has been reviewed by the Media and Communications Officer and has been discussed at a Council Workshop on 20 February 2018. The policy has been updated to include specific provisions in relation to employee interactions with the media and to ensure no conflict between this policy and Council's Social Media Policy.

Recommendation

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

Background Information

Council's Media Policy was first adopted in 2015 and aimed to provide guidance to Elected Members and Employees in relation to interactions with media. The Policy nominates the Mayor as the primary spokesperson for Council and allows the Mayor, at his or her discretion to designate the Deputy Mayor as a spokesperson or in special circumstances, any other Elected Member.

Link to Corporate/Operational Plan

5.1.2 Be responsive and proactive in providing information in the public interest.

5.1.3 Communicate Council's intent and decisions to the community using effective messaging tools.

Consultation

Council discussed the revised policy at a workshop on 20 February, 2018. The Media and Communications Officer and Executive Officer both provided advice to Council in relation to the policy.

Legal Authority or Implications

N/A

Policy Implications

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

Financial and Resource Implications

N/A

Report prepared by:

Rebecca Stockdale – Executive Officer

Report authorised by:

Terry Brennan – Chief Executive Officer

Attachments

1. Media Policy

| | |
|-----------------|---|
| Policy Type | Corporate |
| Function | Community Relations |
| Policy Owner | Chief Executive Officer |
| Policy Contact | Media and Communications Officer |
| Review Schedule | 36 Months |
| Resolution No. | Enter Resolution Number |

1. Purpose

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

2. Scope

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

3. Exceptions

Nil

4. Definitions

'media' is all mediums used for communication including, but not exclusive to, television, radio, newspaper, newsletter, magazine, internet, social media (such as blogs, Facebook, Twitter, Google+, LinkedIn, YouTube)

'Elected Member' includes Mayor, Deputy Mayor and Councillors

5. Objectives

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

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

6. Policy Statement

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

6.2 Media Spokesperson

The following protocol acknowledges the Mayor as the primary spokesperson to the media on major issues and decisions that are made by Council.

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6.3 *Public Comment by Elected Members*

- 6.3.1 It is acknowledged that in his/her capacity as the primary spokesperson, the Mayor will be approached by media outlets seeking comments on major issues and announcements relating to the Burdekin. At his/her discretion, the Mayor may designate the Deputy Mayor as a spokesperson or in special circumstances another Elected Member.
- 6.3.2 Where a matter is considered to be of a sensitive nature; have a whole-of-Council implication; and/or is yet to be formally considered by Council, the Elected Member will refer the matter to the Mayor in the first instance.
- 6.3.3 When considering whether to interact with the media, Elected Members need to be aware of their responsibilities under the Local Government Act, in particular – *A Councillor must serve the overall public interest of the area.*
- 6.3.4 Further to the above responsibility, Elected Members are to conduct themselves in a way that promotes and maintains the public's trust and confidence in the integrity of the Council; and ensure their actions do not diminish the standing, authority or dignity of the Council.
- 6.3.5 Therefore when interacting with the media, Elected Members should also be representatives of their community.
- 6.3.6 In making comments to the media, any personal views of Elected Members on issues that may be contrary to a Council-adopted position or on matters not yet considered by Council, should be clearly identified as the personal view of that Elected Member.
- 6.3.7 Elected Members who are contacted by media for comment on Council administrative or operational matters must refer the media representative to the Media and Communications Officer.

6.4 *Media Inquiries & Interview Requests*

Media Inquiries and interview requests received by the Media and Communications Officer shall be referred to the Mayor, CEO or other authorised spokesperson for timely determination of the appropriate spokesperson. Once determined, the spokesperson will be provided the necessary support from the Media and Communications Officer.

6.5 *Role of Chief Executive Officer*

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

6.6 *Role of the Media and Communications Officer*

The Media and Communications Officer is the liaison point between the media and the organisation, and is an authorised spokesperson on matters of fact or clarification only.

6.7 *Role of Employees*

- 6.7.1 Employees shall not respond directly to media requests except as authorised within this policy. If an employee receives a request or enquiry directly from the media, the employee shall refer the enquiry to the Media and Communications Officer. If the Media and Communications Officer is unavailable and the matter is urgent, the employee shall refer the enquiry in the next instance to the Chief Executive Officer.
- 6.7.2 No employee (with the exception of the above spokespersons) will participate in media interviews or provide information to the media. The Chief Executive Officer may approve an

exception to this policy to provide the media with an alternative spokesperson. When this occurs it will be generally limited to matters where comment relates to a technical matter relevant to the spokesperson's respective department and in keeping with Council policy and resolutions.

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

7. Legislation

Local Government Act 2009

8. Related Documents

| Document Title | Description |
|---|-------------|
| Model Councillor Code of Conduct | |
| Corporate Communications Strategy | |
| Burdekin Shire Council Employee Code of Conduct | |
| Social Media Policy | |

9. Document History

| Revision Number | Revision Details | Approved By (Officers Name) | Resolution Number | Date |
|-----------------|--|----------------------------------|-------------------|------------|
| 1.0 | Adopted | Ordinary Council Meeting | 1420105 | 24/03/2015 |
| 1.1 | Revised DRAFT- new policy template. Minor amendments | Rebecca Stockdale/Rachel Afflick | N/A | 16/02/2018 |
| | | | | |

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5.3 Appointment of Acting CEO

Document Information

Referring Letter No: N/A

File No: N/A

Name of Applicant: N/A

Location: N/A

Author and Title: Terry Brennan – Chief Executive Officer

Executive Summary

The Chief Executive Officer (CEO) will be taking a short period of annual leave from 13 to 19 March 2018. During the absence of the CEO the Council should appoint an Acting CEO. It is proposed that Mr Dan Mulcahy, Manager Local Laws and Governance, be appointed Acting CEO for this period.

Recommendation

That the Manager Local Laws and Governance, Mr Dan Mulcahy, be appointed Acting CEO from 13 to 19 March 2018 during the absence of the CEO on annual leave.

Background Information

The Chief Executive Officer, Mr Terry Brennan, will be taking a short period of annual leave from 13 to 19 March 2018. During the absence of the CEO on leave the Council should take action to appoint another officer to act as the CEO.

It is proposed that the Manager Local Laws and Governance, Mr Dan Mulcahy, be appointed as Acting CEO during the absence of the CEO on leave. The appointment of Mr Mulcahy as Acting CEO should be made by Council resolution.

Link to Corporate/Operational Plan

5.2.3 Build effective leadership and management capability

Consultation

N/A

Legal Authority or Implications

Section 195 of *Local Government Act 2009* provides for the appointment of an Acting CEO by the Council.

Policy Implications

N/A

Financial and Resource Implications

Nil – Covered within existing salaries budget.

Report prepared by:

Terry Brennan - Chief Executive Officer

Report authorised by:

Terry Brennan - Chief Executive Officer

Attachments

1. N/A

6 CLIENT SERVICES

7 FINANCIAL & ADMINISTRATIVE SERVICES

7.1 Related Party Disclosure Policy

Document Information

Referring Letter No: N/A

File No: 1675

Name of Applicant: N/A

Location: N/A

Author and Title: Rebecca Stockdale – Executive Officer

Executive Summary

Council adopted a Related Party Disclosure Policy in accordance with statutory requirements in 2017. The policy was developed to provide guidance and a framework to mitigate risk of non-compliance with statutory requirements to disclose material related party relationships, transactions and outstanding balances, including commitments, in Council's annual general purpose financial statements. The Policy was first introduced with a 12 month review date and has been reviewed with only minor recommended amendments.

Recommendation

That Council adopts the revised Related Party Disclosure Policy as attached to this report.

Background Information

Council is required by section 177 of Local Government Regulation 2012 to prepare general purpose financial statements in accordance with Australian Accounting Standards. An existing account standard AASB 124 Related Party Disclosures has been determined by the Australian Accounting Standards Board to apply to not-for-profit public sector entities from 1 July 2016. Council adopted and implemented the Related Party Disclosure Policy for the 2016/2017 financial year general purpose financial statements. Supporting documents for the policy will be reviewed to reflect the new organisational structure.

Link to Corporate/Operational Plan

5.3.1 Demonstrate open and transparent leadership

5.3.3 Adhere to the governance framework and public reporting systems

5.3.4 Undertake regulatory responsibilities in accordance with legislative regulation

Consultation

Council reviewed this policy at a Council Workshop on 20 February, 2018.

Legal Authority or Implications

Local Government Act, Section 104 (5) (b) (i)

Local Government Regulation 2012 Section 177

AASB 124 Related Party Disclosures

Policy Implications

This policy is a revised policy and will be updated in Council's Policy Register. The revised policy will replace the existing policy and will be published to Council's website.

Financial and Resource Implications

No new financial or resource implications have been identified. Staff time to collate and review information required for reporting were identified when the policy was initially adopted.

Report prepared by:

Rebecca Stockdale – Executive Officer

Report authorised by:

Terry Brennan – Chief Executive Officer

Attachments

1. Revised Related Party Disclosure Policy

| | |
|-----------------|---|
| Policy Type | Corporate |
| Function | Financial Management |
| Policy Owner | Manager Financial and Administrative Services |
| Policy Contact | Financial Accountant Systems |
| Review Schedule | 24 Months |
| Resolution No. | Enter Resolution Number |

1. Purpose

To provide guidance in the application and compliance with the Australian Accounting Standard AASB124 Related Party Disclosures and the Australian Implementation guidance for not-for-profit public sectors.

2. Scope

This policy applies to related party transactions which occur between Council, Key Management Personnel and related parties.

3. Exceptions

Nil

4. Definitions

A **related party** is a person or entity that is related to Council.

A **related person** or a close member of that person's family is related to the reporting entity (Council) if that person:

- (i) Has control or joint control of the reporting entity;
- (ii) Has significant influence over the reporting entity; or
- (iii) Is a member of the key management personnel of the reporting entity or of the parent of the reporting entity.

A **related entity** is a subsidiary, associate or joint venture or any other entity that is controlled or jointly controlled by related persons.

A **related entity to Council** is an entity that is controlled by Council, jointly controlled by Council or over which Council has significant influence. A post-employment benefit plan for the benefit of employees of either Council or an entity related to Council is also a related entity.

A **related person** includes Key Management Personnel (KMP) of Council and close family members of KMPs

A **related party transaction** is a transfer of resources, services or obligations between Council and a related party, regardless of whether a price is charged. Examples of related party transactions are:

- a) Purchases or sales of goods;
- b) Purchases or sales of property and other assets;
- c) Rendering or receiving of services;
- d) Rendering or receiving of goods;

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- e) Development applications;
- f) Leases;
- g) Provision of guarantees or collateral;
- h) Commitments to do something if a particular event occurs or does not occur in the future;
- i) Settlement of liabilities on behalf of Council or by Council on behalf of that related party.

Close members of the family of a person are those family members who may be expected to influence, or be influenced by, that person in their dealings with Council and include:

- (i) That person's children and spouse or domestic partner;
- (ii) Children of that person's spouse or domestic partner;
- (iii) Dependants of that person or that person's spouse or domestic partner.

Control is the power to govern the financial and operating policies of any entity so as to obtain benefits from its activities.

Key Management Personnel (KMP) are those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity.

Significant influence is the power to participate in the financial and operating policy decisions of an entity, but is not control or joint control of those policies. Significant influence may be gained by share ownership, statute or agreement.

Senior management are those officers defined as such in the *Local Government Act 2009* (s196 (6) and s201) and any other person occupying or acting in their position.

5. Objectives

The main objective of this policy is to ensure compliance with Australian Accounting Standards and Interpretations and Legislation in relation to Related Party Disclosures require for Council's annual financial statements.

6. Policy Statement

6.1 Council will implement a system to identify and capture who are related parties of Council.

Council will have regard to relevant Australian Accounting Standards and Local Government legislation definitions of KMP and senior management. Council will also consider its organisational structure in determining who are KMPs.

Council will identify any entities and KMP that fall within these definitions and Council will require KMP to disclose:

- (i) Close family members;
- (ii) Entities they or their close family members control or jointly control; and
- (iii) Entities they have significant influence over or are a member of the KMP of the entity.

Council will at a minimum bi-annually review the related parties of Council and ensure Council has a process to capture changes during the period.

KMPs will complete a self-declaration of related parties in the form set out in Attachment A, which is in addition to the disclosures of interests required under the Local Government Act and Local Government Regulation. They will be required to confirm their related parties bi-

annually and also advise the Manager Financial and Administrative Services or the Financial Accountant (Systems) within 30 days of any changes to their related parties.

In addition to the self-declaration Council will also determine additional processes to capture potential related parties.

6.2 Council will implement a system to identify and capture related party transactions.

Transactions can be financial and non-financial.

Utilising the consolidated register of related parties Council will track related party transactions through Council's corporate software. Related party transactions will be flagged and a review of transactions undertaken quarterly.

Council will determine which financial transactions can be classified as ordinary citizen transactions (OCTs). These transactions are those which are generally immaterial and are undertaken with Council's related parties on the same terms and conditions offered to the general public.

KMP will determine the listing of OCTs taking into consideration the below principles:

- (i) The terms and conditions are the same as offered to the general public
- (ii) The value of the transaction is immaterial i.e. of low value
- (iii) The transaction would be unlikely to influence the decisions of users of Council's financial statements

The listing should be reviewed by the Audit Committee annually and approved by Council.

The following **will** be identified as related party transactions:

- Transactions not on normal terms and conditions to the general public
- Infrastructure charges
- Development applications
- Writing off of bad debt
- Purchase of goods or services, regardless of conditions

6.3 Council will prepare and report related party disclosures in accordance with AASB 124 Related Party Disclosures.

7. Privacy

7.1 The following information is classified as confidential, and is not available for inspection by or disclosure to the public, including through *Right to Information (RTI)* application:

- a) Information (including personal information) provided by a key management person in the related party transaction notification; and
- b) Personal information contained in a register of related party transactions.

7.2 Except as specified in this policy, Council and other permitted recipients will not use or disclose personal information provided in a RPT Notification by a KMP or contained in a register of related party transactions, for any other purpose or to any other person except with the prior written consent of the subject KMP.

7.3 The following persons are permitted to access, use and disclose the information (including personal information) provide in a RPT Notification or contained in a register of related party transactions:

- a) KMP for information about themselves;
- b) The following financial officers within Council's Financial Management section responsible for the preparation of financial reporting and related party information:
 - Manager Financial and Administrative Services; and
 - Financial Accountant (Systems);
- c) Members of Council's audit committee;
- d) An auditor of Council (including an auditor from the Queensland Audit Office);
- e) An individual may access their personal information provided by a KMP in a RPT Notification or contained in a register of related party transactions in accordance with Council's Information Privacy Policy.

7.4 A person specified above may access, use and disclose information (including personal information) in a RPT Notification or contained in a register of related party transactions for the following purposes:

- a) To assess and verify a notified related party transaction;
- b) To reconcile identified related party transactions against those notified in a RPT Notification or contained in a register of related party transactions;
- c) To comply with the disclosure requirements of the AASB 124;
- d) To verify compliance with the disclosure requirements of the AASB 124.

7.5 The following documents are not open to or available for inspection by the public:

- a) RPT Notifications provided by a KMP; and
- b) A register of related party transactions

A RTI Application seeking access to or release of:

- a) A document or information (including personal information) provided by a KMP in a RPT Notification; or
- b) Personal information contained in a register of related party transactions;

will be refused on the grounds the document or information comprises information the disclosure of which, on balance, be contrary to the public interest under sections 48 and 49 of the *Rights to Information Act*, item 8 of schedule 3 and items 2, 3 and 16 of part 3, schedule 4.

A RTI application seeking access to and release of transactional information and documentation the subject of a related party transaction with Council will be considered, assessed and decided in accordance with Council's usual procedures regarding applications made under the *Right to Information Act*.

8. Legislation

Information Privacy Act 2009
Right to Information Act 2009
Local Government Act 2009
Local Government Regulation 2012
Australian Accounting Standards and Interpretations – AASB 124 Related Party Disclosures

9. Related Documents

| Document Title |
|--|
| Council Code of Conduct |
| Register of Fees and Charges |
| Related Party Transaction Notification by Key Management Personnel |
| Privacy Collection Notice – Related Party Transactions Disclosures by Key Management Personnel |
| Register of Related Parties |
| Register of Related Party Transactions |
| Factsheets – Related Parties for KMP – Related Entities to Council |
| |

10. Document History

| Revision Number | Revision Details | Approved By (Officers Name) | Resolution Number | Date |
|-----------------|------------------|-----------------------------|-------------------|------------|
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8 OPERATIONS

9 TECHNICAL SERVICES

9.1 Graham Street Lighting

Document Information

Referring Letter No: 1419866

File No: 725

Name of Applicant: Pam Minuzzo

Location: Graham Street, Ayr

Author and Title: Glen Stockdale – Senior Technical Officer

Executive Summary

A request was made for the installation of street lighting on Graham Street between Mackenzie Street and Railway Street, Ayr.

Some residents are concerned for their safety if walking along their block due to it being so dark, as there are currently no street lights between Mackenzie Street and Railway Street.

Recommendation

Council engages Ergon Energy to install 3 street lights to existing Ergon power poles on Graham Street, between Mackenzie Street and Railway Street, Ayr.

Background Information

Council has paid \$455 to Ergon for a lighting design to provide street lighting on Graham Street. Ergon have specified 3 x 100w High Pressure Sodium luminaires on three power poles. The lights will be erected on new arms at a 9 metre height.

The cost to install the lighting will be \$3451.00 including GST with an ongoing cost of approximately \$200 per year for each light.

Link to Corporate/Operational Plan

3.1 Safe, healthy, inclusive and socially engaged communities

Consultation

The customer submitted this request in a letter to Council.

Legal Authority or Implications

N/A

Policy Implications

N/A

Financial and Resource Implications

Total cost to council would be \$3906.00 initial cost + approx. \$600 per year.

Report prepared by:

Glen Stockdale – Senior Technical Officer

Report authorised by:

Kevin Byers – Technical Services Manager

Attachments

1. N/A

10 PLANNING & DEVELOPMENT

10.1 Preparation, Adoption and Implementation of a New Planning Scheme for the Burdekin Shire Council

Document Information

Referring Letter No: N/A

File No: 1765, 544

Name of Applicant: N/A

Location: N/A

Author and Title: Shane Great – Manager Planning and Development

Executive Summary

Council has previously resolved to prepare a new Planning Scheme under the Sustainable Planning Act 2009. Council has previously resolved to engage consultants to assist with the preparation of a new Planning Scheme under the current legislative requirements and processes.

Recommendation

That Council resolve to:

1. Discontinue preparation of a Planning Scheme under the Sustainable Planning Act 2009.
2. Commence the preparation of a new Planning Scheme in accordance with the requirements of The Planning Act 2016, to:
 - support Council initiatives for the development of the shire, and
 - appropriately address state interests.
3. Give a notice of the intention to make a new Planning Scheme to the Chief Executive of the Department of State Development, Manufacturing, Infrastructure and Planning in accordance with section 18(2) of the Planning Act 2016.

Background Information

Local governments are responsible for preparing and maintaining their own local Planning Scheme, in consultation with their communities and the state. They must consider all the state interests and any regional plan that exists in the area.

In the local Planning Scheme, each local government uses the terms and categories of development set up in the Planning Act 2016 to identify how these different types of development will be assessed by them.

In April 2014 Council resolved to commence the preparation of a new Planning Scheme under the now repealed Sustainable Planning Act 2009. This scheme was to replace Council's existing Integrated Planning Act 1997 Planning Scheme that was adopted in 2006.

Since July 2017 new planning legislation (the Planning Act 2016 and Planning Regulation 2017) has been introduced which imposes mandatory requirements and processes for local governments in preparing new Planning Schemes. In addition to this, a new State Planning Policy came into force in July 2017 which also has significant implications on how state interests are addressed in new planning Schemes.

It is therefore necessary to commence the preparation of the new Planning Scheme under the Planning Act 2016 to ensure the drafting of the document and associated processes are consistent with the current planning legislation and the most up to date information.

Link to Corporate/Operational Plan

The Planning Scheme needs to incorporate strategies and development standards that ensure specific outcomes of Council's Corporate and Operational Plans are achieved.

Consultation

Extensive consultation is required from relevant stakeholders. This includes community engagement initiatives to ensure legislative requirements are complied with. State agencies, community representative groups and the shire's residents will also be considered and incorporated into consultation strategies.

Legal Authority or Implications

Scheme preparation is a requirement of The Planning Act 2016.

Policy Implications

N/A

Financial and Resource Implications

This project is funded out of the Recurrent Maintenance Reserve.

Report prepared by:

Marty Pearce – Planning Officer

Report authorised by:

Shane Great – Manager Planning and Development

Attachments

Nil

11 COMMUNITY DEVELOPMENT

12 ECONOMIC DEVELOPMENT

13 NOTICES OF MOTION

13.1 Planning for Sport and Recreation Precinct

Recommendation

That Council commence to prepare a master plan of the ANZAC Park – PCYC precinct to determine the ability to provide a multi-purpose sport and recreation precinct in this area and Council Officers investigate any funding opportunities to undertake this planning work.

Background Information

Councillor Perry is aware that as a result of W4Q 1 and W4Q 2 grants, Council has two large projects to deliver over the next 18 months with the Nature based Play space and the Visitor Information Centre in Plantation Park to be valuable additions to our community.

One project that has continually been raised throughout our term but also over the past two decades has been the re-development of the former junior soccer fields in Macmillan Street/Wickham Street.

Keeping in mind that W4Q 3 money has been pledged by the State Government, Councillor Perry feels the need to progress these discussions before the opportunity is missed to utilise these funds to provide a facility to the community that they have been wanting consistently over a long period of time.

Councillor Perry understands the correct procedures will need to be followed and suggests workshopping the concept prior to seeking public consultation.

14 CORRESPONDENCE FOR INFORMATION

Tabled Separately

15 GENERAL BUSINESS

16 CLOSED MEETING ITEMS

- Consideration of Report on Replacement of Air Conditioning Systems at Council Chambers and Administration Offices and Burdekin Library, Ayr.

17 DELEGATIONS

