



# Burdekin Shire Council

## AGENDA

### ORDINARY COUNCIL MEETING

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

**on 26 February 2019**

**COMMENCING AT 9:00AM**

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# Burdekin Shire Council

**TUESDAY 26 FEBRUARY 2019**

## **ORDER OF BUSINESS:**

<b>ITEM</b>	<b>PRECIS</b>	<b>PAGE</b>
<b>1</b>	<b>PRAYER</b>	<b>1</b>
<b>2</b>	<b>DECLARATIONS OF INTEREST</b>	<b>1</b>
<b>3</b>	<b>MINUTES AND BUSINESS ARISING</b>	<b>1</b>
<b>3.1</b>	<b>Ordinary Council Meeting Minutes - 12 February 2019</b>	<b>1</b>
<b>3.2</b>	<b>Local Disaster Management Group Meeting Minutes - 7 February 2019</b>	<b>15</b>
<b>3.3</b>	<b>Local Disaster Management Group Meeting Minutes - 8 February 2019</b>	<b>20</b>
<b>3.4</b>	<b>Local Disaster Management Group Meeting Minutes - 11 February 2019</b>	<b>25</b>
<b>3.5</b>	<b>Audit Committee Meeting Minutes - 13 February 2019</b>	<b>31</b>
<b>4</b>	<b>REPORTS</b>	<b>47</b>
<b>4.1</b>	<b>Monthly Financial Report for Period Ending 31 January 2019</b>	<b>47</b>
<b>4.2</b>	<b>Council Workshop - January 2019</b>	<b>69</b>
<b>5</b>	<b>GOVERNANCE</b>	<b>71</b>
<b>5.1</b>	<b>Revocation of Reserve - Lot 2 on H61664 - Reserve for Park R119 (RSL Park) - Tenth Street Home Hill</b>	<b>71</b>
<b>6</b>	<b>ENVIRONMENTAL AND HEALTH SERVICES</b>	<b>74</b>
<b>7</b>	<b>CLIENT SERVICES</b>	<b>74</b>
<b>8</b>	<b>FINANCIAL &amp; ADMINISTRATIVE SERVICES</b>	<b>74</b>
<b>9</b>	<b>OPERATIONS</b>	<b>74</b>
<b>10</b>	<b>TECHNICAL SERVICES</b>	<b>74</b>
<b>10.1</b>	<b>Extension of Water Supply - South Ayr</b>	<b>74</b>
<b>11</b>	<b>PLANNING &amp; DEVELOPMENT</b>	<b>78</b>
<b>11.1</b>	<b>Development Application Material Change of Use for</b>	<b>78</b>



# Burdekin Shire Council

Community Facilities and Associated Office at 14-16 Ross  
Street, Ayr (Lot 1 on RP722639)

12	COMMUNITY DEVELOPMENT	89
13	ECONOMIC DEVELOPMENT	89
14	NOTICES OF MOTION	89
14.1	Attendance at the 2019 Queensland Caravan Camping and Touring Supershow - Brisbane - 5-10 June 2019 - Councillor Woods	89
15	CORRESPONDENCE FOR INFORMATION	89
16	GENERAL BUSINESS	89
17	CLOSED MEETING ITEMS	89
18	DELEGATIONS	89

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## **1 PRAYER**

## **2 DECLARATIONS OF INTEREST**

## **3 MINUTES AND BUSINESS ARISING**

### **3.1 Ordinary Council Meeting Minutes - 12 February 2019**

#### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 12 February 2019 be received and confirmed.





# Burdekin Shire Council

# **MINUTES**

## **ORDINARY COUNCIL MEETING**

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

**on 12 February 2019**

**COMMENCING AT 9:00AM**



# Burdekin Shire Council

TUESDAY 12 FEBRUARY 2019

## ORDER OF BUSINESS:

ITEM	PRECIS	PAGE
1	PRAYER	1
2	DECLARATIONS OF INTEREST	1
3	MINUTES AND BUSINESS ARISING	1
3.1	Ordinary Council Meeting Minutes - 22 January 2019	1
3.1.1	Structural Integrity of Visitor Information Centre - Plantation Park - Lay on the Table	2
3.2	Burdekin Road Safety Advisory Committee Meeting Minutes - 28 November 2018	3
3.3	Local Disaster Management Group Meeting Minutes - 18 January 2019	3
3.4	RADF Advisory Group Meeting Minutes - 25 January 2019	4
4	REPORTS	4
5	GOVERNANCE	4
5.1	Funding Application - 2019-21 Local Government Grants and Subsidies Program	4
5.2	Quarter 2 Report - Operational Plan 2018/2019	5
5.3	Renewal of Leases - Burdekin Sports Club Inc and Ayr Tennis Association	6
5.4	Request for Council Support - Edmund Rice Education Australia Youth+ Institute - 2019 Ayr Education Outreach Programme	7
6	ENVIRONMENTAL AND HEALTH SERVICES	7
6.1	Annual Report of Actions and Results for Biosecurity Plan 2016-2020	7
7	CLIENT SERVICES	8
7.1	External Hosting of Technology One ICT Systems	8
8	FINANCIAL & ADMINISTRATIVE SERVICES	8

Ordinary Council Meeting 12 February 2019



# Burdekin Shire Council

9	OPERATIONS	9
10	TECHNICAL SERVICES	9
11	PLANNING & DEVELOPMENT	9
12	COMMUNITY DEVELOPMENT	9
13	ECONOMIC DEVELOPMENT	9
14	NOTICES OF MOTION	9
15	CORRESPONDENCE FOR INFORMATION	9
15.1	Letter of Submission - Australian Citizenship Ceremonies Code	9
16	GENERAL BUSINESS	10
16.1	Leave of Absence - Councillor Liessmann	10
16.2	Free Waste Dumping Associated with February Flood - Giru	10
16.3	Erection of Shade Sail – Bush Chapel, Plantation Park	10
17	CLOSED MEETING ITEMS	10
18	DELEGATIONS	10

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## **ATTENDANCE**

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

Mr. T. Brennan - Chief Executive Officer  
Mr. N. O'Connor – Director Corporate and Community Services  
Mr. N. Wellwood – Director Infrastructure, Planning and Environmental Services  
Mr. D. Mulcahy – Manager Governance and Local Laws (Part)  
Mr. W. Saldumbide - Manager Operations (Part)

Minutes Clerk – Mrs. A. Dale

## **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.

Councillor Perry declared a perceived conflict of interest in respect to item 11.1 from the Ordinary Council Meeting Minutes of 22 January 2019 as her father-in-law and mother-in-law were both heavily involved with the Visitor Information Centre, Planation Park. Councillor Perry advised of her intention to leave the meeting during this discussion.

Councillor Goddard declared a conflict of interest in respect to item 5.3 as he is currently Secretary of the Burdekin Sports Club Inc. Councillor Goddard advised of his intention to leave the meeting during this discussion.

## **3 MINUTES AND BUSINESS ARISING**

### **3.1 Ordinary Council Meeting Minutes - 22 January 2019**

#### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 22 January 2019 be received and confirmed.

#### **Resolution**

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

CARRIED

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### **3.1.1 Structural Integrity of Visitor Information Centre - Plantation Park - Lay on the Table**

Councillor Perry declared a perceived conflict of interest in respect to item 11.1 from the Ordinary Council Meeting Minutes of 22 January 2019 as her father-in-law and mother-in-law were both heavily involved with the Visitor Information Centre, Plantation Park.

*9.08am - Councillor Perry left the meeting.*

This matter lay on the table from Ordinary Council Meeting held on 22 January 2019 to allow Officers to investigate and provide costs involved with the relocation of the Visitor Information Centre building.

#### **Resolution**

Moved Councillor Liessmann, seconded Councillor Bonanno that item 11.1 from Ordinary Council Meeting held on 22 January 2019 be re-opened for discussion.

CARRIED

The Chief Executive Officer advised on the quotation obtained by Council Officers from a licenced house removalist to relocate the building. A second company had also been approached to provide a quote but declined due to the poor condition of the building.

#### **Motion – Ordinary Council Meeting – 22 January 2019**

Moved Councillor Woods, seconded Councillor Bonanno that in keeping with the original decision, Council proceeds with the demolition of the existing Visitor Information Centre at Plantation Park.

#### **Amendment to Motion**

Moved Councillor McLaughlin, seconded Councillor Bonanno that based on the officer reports on the poor condition of the existing building, the substantial costs to repair and relocate it and in keeping with the original decision, Council proceeds with the demolition of the existing Visitor Information Centre at Plantation Park.

#### **Voting on the Amendment**

FOR – Councillors McLaughlin, Woods and Bonanno

AGAINST – Councillors Goddard, Liessmann and Bawden

3/3

Casting Vote – As the vote was tied, Councillor McLaughlin used her casting vote in favour of amendment.

CARRIED

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The amendment then became the motion and was put to the meeting.

### **Voting on the Motion**

FOR – Councillors McLaughlin, Woods and Bonanno

AGAINST – Councillors Goddard, Liessmann and Bawden

3/3

Casting Vote – As the vote was tied, Councillor McLaughlin used her casting vote in favour of the motion.

CARRIED

*9.36am – Councillor Perry returned to the meeting.*

## **3.2 Burdekin Road Safety Advisory Committee Meeting Minutes - 28 November 2018**

### **Recommendation**

That the minutes of the Burdekin Road Safety Advisory Committee Meeting held on 28 November 2018 be received and adopted.

### **Resolution**

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

CARRIED

## **3.3 Local Disaster Management Group Meeting Minutes - 18 January 2019**

### **Recommendation**

That the minutes of the Local Disaster Management Group Meeting held on 18 January 2019 be received and confirmed.

### **Resolution**

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

CARRIED

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### **3.4 RADF Advisory Group Meeting Minutes - 25 January 2019**

#### **Recommendation**

That the minutes of the RADF Advisory Group Meeting held on 25 January 2019 be received and adopted.

#### **Resolution**

Moved Councillor Liessmann, seconded Councillor Perry that the recommendation be adopted noting the following amendment and recommendation;

1. Amendment - Clause 3 – Business Arising from Minutes – Clause 6 - The meeting discussed use of either glass tiles or polished granite in the upgrade **of** the mosaic at the Home Hill Comfort Stop to create the effect of a dry creek bed with water trickling through it.
2. Recommendation – Clause 4 - That in light of the resignation of Mrs. Mickey McKellar, a letter of appreciation be sent.

CARRIED

## **4 REPORTS**

## **5 GOVERNANCE**

### **5.1 Funding Application - 2019-21 Local Government Grants and Subsidies Program**

#### **Executive Summary**

This report seeks Council's endorsement of a funding submission to the State Government's 2019-21 Local Government Grants and Subsidies Program seeking a 60 percent subsidy to construct a 5ML water reservoir to augment the Home Hill Water Supply Scheme.

Due to the 8 February deadline for applications, staff briefed Councillors on the project at the 29 January 2019 Councillor Workshop and foreshadowed a report would be brought to the 12 February 2019 Council Meeting seeking formal endorsement of the submission.

#### **Recommendation**

That Council:

1. endorses the submission of a funding application under the 2019-21 Local Government Grants and Subsidies Program seeking up to 60% subsidy to construct a 5ML Home Hill Water Reservoir with an estimated project cost of \$3,324,000; and



- 
2. notes that Council's financial commitment towards the project of approximately \$1,329,600 will be financed from existing reserves in the 2019/20 budget.

### **Resolution**

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

CARRIED

## **5.2 Quarter 2 Report - Operational Plan 2018/2019**

### **Executive Summary**

Section 174 of the *Local Government Regulation 2012* requires the chief executive officer to present a written assessment of the local government's progress towards implementing the annual operational plan at the end of each quarter.

The attached Operational Plan 2018/2019 Quarter 2 (Q2) Report provides a summary of Council's performance during the period 1 October 2018 to 31 December 2018.

The Operational Plan sets out the agreed activities for each section and department of Council and includes measurement statements and targets for each activity. Comments have been provided against each activity to reflect the progress towards achieving the activity within the second quarter. Of the 223 agreed activities within the Operational Plan, 183 activities are meeting or above target with 27 activities progressing. Eight activities are "inactive" or not yet due to commence and a further five activities are under target. The comments provided against each activity provide further clarification and detail pertaining to the activity.

At the end of second quarter:

- 183 activities meeting or above target
- 27 Progressing
- 8 Inactive
- 5 Under Target

### **Recommendation**

That Council adopts the Q2 Report for the Operational Plan 2018/2019 as attached to this report.

### **Resolution**

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

CARRIED



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### 5.3 Renewal of Leases - Burdekin Sports Club Inc and Ayr Tennis Association

Councillor Goddard declared a perceived personal conflict of interest in respect to item 5.3 as he is currently an active member and appointed secretary of the Burdekin Sports Club Inc.

*10.11am – Councillor Goddard left the meeting.*

#### Executive Summary

Council approval is requested to renew the following leases which are due for renewal in 2019:

<u>Burdekin Sports Club Inc:</u>	Trustee Lease held over part Lot 91 on GS980 (Recreation & Sports Ground Reserve R173) and part Lot 8 on CP910254 (Recreation Reserve R53) <b>Location:</b> Wickham Street, Ayr <b>Expiry Date:</b> 11 April 2019
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<u>Ayr Tennis Association Inc:</u>	Trustee Lease held over part Lot 91 on GS980 (Recreation & Sports Ground Reserve R173) <b>Location:</b> Little Drysdale Street, Ayr <b>Expiry Date:</b> 17 November 2019
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#### Recommendation

1. That under Section 57 (1) of the *Land Act 1994* Council approves the renewal of the trustee leases held by:
  - a) Burdekin Sports Club Inc over part Lot 91 on GS980 (Recreation & Sports Ground Reserve R173) and part Lot 8 on CP910254 (Recreation Reserve R53);
  - b) Ayr Tennis Association Inc over part Lot 91 on GS980 (Recreation & Sports Ground Reserve R173);

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

#### Resolution

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

CARRIED

*10.13am – Councillor Goddard returned to the meeting.*

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## **5.4 Request for Council Support - Edmund Rice Education Australia Youth+ Institute - 2019 Ayr Education Outreach Programme**

### **Executive Summary**

Correspondence has been received from Edmund Rice Education Australia (EREA) Youth+ Institute seeking Council's support with provision of a temporary site for the Ayr Education Outreach programme in 2019.

### **Recommendation**

That Council enters into an agreement with Edmund Rice Education Australia Youth+ for the use of the "BayWatch" site located at the Ayr Racecourse Reserve in Cunningham Street, Ayr for the purpose of operating the 2019 Ayr Education Outreach programme.

### **Resolution**

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

CARRIED

## **6 ENVIRONMENTAL AND HEALTH SERVICES**

### **6.1 Annual Report of Actions and Results for Biosecurity Plan 2016-2020**

#### **Executive Summary**

The Council's Biosecurity Plan 2016-20 was adopted by Council on 8 March 2016. Part of the action required from the Plan is an annual report to be submitted to Council and stakeholders on operational activities outlined for each calendar year. This is the annual report for calendar year 2018.

#### **Recommendation**

That the Report on the operational activities for 2018 from the Council's Biosecurity Plan 2016-20 be received and noted.

#### **Resolution**

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

CARRIED

*10.20am – Meeting adjourned for Morning Tea.*

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10.52am – Meeting recommenced with Councillors Woods and Bonanno absent from the meeting.

10.56am – Councillors Woods and Bonanno returned to the meeting.

## **7 CLIENT SERVICES**

### **7.1 External Hosting of Technology One ICT Systems**

#### **Executive Summary**

This report seeks Council's approval to transition Council's suite of Technology One ICT systems from 'on premise' to an externally hosted Software as a Service (SaaS) arrangement. If approved, the transition to the 'cloud' will provide a greater user-experience, increase efficiency and ultimately enhance service delivery.

#### **Recommendation**

That Council:

- 1) approves the transition of Council's suite of Technology One ICT systems from 'on premise' to an external hosting Software as a Service (SaaS) arrangement; and that
- 2) in accordance with Section 235 of the *Local Government Regulation 2012* Council confirms that in the circumstances, it is satisfied there is only one provider who is reasonably available and agrees to enter into a contract with Technology One Limited for the provisions of SaaS and external (Cloud) hosting services for a term up to 30 June 2024 for the sum of \$1,786,786; and that
- 3) in accordance with Section 235 of the *Local Government Regulation 2012* Council confirms that in the circumstances, it is satisfied there is only one provider who is reasonably available and agrees to enter into a contract with Technology One Limited to provide 30 hours per month of Application Managed Services (AMS) for a term up to 30 June 2024 for the sum of \$433,342.

#### **Resolution**

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

CARRIED

## **8 FINANCIAL & ADMINISTRATIVE SERVICES**

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## **9 OPERATIONS**

## **10 TECHNICAL SERVICES**

## **11 PLANNING & DEVELOPMENT**

## **12 COMMUNITY DEVELOPMENT**

## **13 ECONOMIC DEVELOPMENT**

## **14 NOTICES OF MOTION**

## **15 CORRESPONDENCE FOR INFORMATION**

### **15.1 Letter of Submission - Australian Citizenship Ceremonies Code**

#### **Resolution**

Moved Councillor Woods, seconded Councillor Perry that Council prepare a submission to the Department of Home Affairs requesting that flexibility be provided regarding the scheduling of Australian Day Citizenship Ceremonies for Australia Day and Australian Citizenship Day be maintained.

CARRIED

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## **16 GENERAL BUSINESS**

### **16.1 Leave of Absence - Councillor Liessmann**

#### **Resolution**

Moved Councillor Woods, seconded Councillor Goddard that Councillor Liessmann be granted a leave of absence from 24 February 2019 to 10 March 2019.

CARRIED

### **16.2 Free Waste Dumping Associated with February Flood - Giru**

#### **Resolution**

Moved Councillor Perry, seconded Councillor Woods that Council endorses the actions of the Chief Executive Officer to allow free dumping of waste associated with the February 2019 flooding event in Giru.

CARRIED

### **16.3 Erection of Shade Sail – Bush Chapel, Plantation Park**

Councillor Bawden requested that consideration be given to erecting a shade sail over the Bush Chapel at Plantation Park. It was agreed to submit a Capital Project form for review.

## **17 CLOSED MEETING ITEMS**

## **18 DELEGATIONS**

There being no further business the meeting closed at 12.20pm.

**These minutes were confirmed by Council at the Ordinary Council Meeting held on 26 February 2019.**

**MAYOR**

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### **3.2 Local Disaster Management Group Meeting Minutes - 7 February 2019**

#### **Recommendation**

That the minutes of the Local Disaster Management Group Meeting held on 7 February 2019 be received and confirmed.

# Burdekin Shire Council

## Minutes – Local Disaster Management Group Meeting

Held on 7 February 2019 at 11:03am  
John Drysdale Chambers – 145 Young Street, Ayr

### 1. Attendance

#### Core Members

Councillor Lyn McLaughlin	Mayor – Chairperson	Burdekin Shire Council
Ms. Eileen Robinson	Local Disaster Coordinator	Burdekin Shire Council
Mr. Warren Francis	Disaster Management Officer	Burdekin Shire Council
Mr. Nick Wellwood	Director Infrastructure, Planning and Environmental Services	Burdekin Shire Council
Mr. Kevin Byers	Manager Technical Services	Burdekin Shire Council
Ms. Linda Govan	Coordinator Environment and Health	Burdekin Shire Council
Mr. Brett Maguire	Officer in Charge	Queensland Ambulance Service
Mr. Andy Pethybridge	Emergency Management Coordinator	Queensland Fire and Emergency Services
Mr. Robert Sutcliffe	Local Controller	State Emergency Service
Senior Sergeant Steven Barton	Officer in Charge	Queensland Police Service – Ayr

#### Advisors

Mr. Terry Brennan	Chief Executive Officer	Burdekin Shire Council
Mr. Nick O'Connor	Director Corporate and Community Services	Burdekin Shire Council
Cr. Tony Goddard	Councillor	Burdekin Shire Council
Mr. Gary Keane	Contracts Manager	Burdekin Shire Council
Mr. Bradley Hutchinson	Safety and Productivity Coordinator	Burdekin Shire Council
Ms. Anna Grohn	Media and Communications Officer	Burdekin Shire Council
Sergeant Rick Steinborn	Civilian Liaison Officer	Australian Defence Force – 7 <sup>th</sup> Brigade
Inspector Ken Johnson	Area Command, Southern Command	Queensland Fire and Emergency Services
Mr. Dale Last	Member for Burdekin	Member for Burdekin
Mr. Brett Whitbread - <i>phone</i>	Manager of Delivery and Operations	Department of Transport and Main Roads
Mr. Greg McKillop	Principal Contract Officer	Department of Housing and Public Works
Mr. Greg Vincent	Officer in Charge	Queensland Fire and Emergency Services - Ayr
Sergeant Steve Wilson	Officer in Charge	Queensland Police Service – Home Hill
Mr. Travis Richards	Regional Manager	SunWater
Mrs. Tracey Hobbs	Service Coordinator	Burdekin Community Association
Mrs. Rebecca Grogan	Housing and Community Support Services Coordinator	Burdekin Community Association
Mrs. Deanna Murray	Workplace Health and Safety Officer	Lower Burdekin Home for the Aged
Ms. Coralie Tinus		Department of Human Services
Mrs. Tracey Gabiola	Director of Nursing (Acting)	Queensland Health - Ayr
Dr. Ben Lawry		Ayr District Hospital
Mrs. Sue Collier - <i>phone</i>	Chief Executive Officer	Flexi Queensland
Mr. Peter Luke - <i>phone</i>	Cane Supply Manager	Wilmar
Mr. Chris Wicks	Principal of East Ayr State Primary School	Department of Education
Mr. Craig Whittred	Principal of Ayr State High School	Department of Education
Mr. Lionel Tappenden	Member	Volunteer Marine Rescue Burdekin
Mr. Laurie Crooks		Building and Asset Services
Ms. Kirsty Beavington		Queensland Reconstruction Authority
Mr. Glen Mellor		Queensland Reconstruction Authority

Ms. Mikayla Mayoh	Journalist	Burdekin Advocate
Ms. Shannen McDonald	Journalist	Burdekin Advocate
Minutes Clerk – Ms. Kara Flanagan		
<b>2. Adoption of LDMG Meeting Minutes</b>		
<p><b>2.1</b> LDMG Chair Lyn McLaughlin noted the minutes from the meeting held on Wednesday 6 February 2019 at 11:04am.</p> <p>Moved Ms. Linda Govan, seconded Mr. Steve Barton that the minutes of the Burdekin Shire Council Local Disaster Management Group Meeting held on 6 February 2019 at 11:04am be received as a true and correct record.</p> <p>CARRIED</p>		
<b>3. Weather, River and Roads Update</b>		
<p><b>3.1 Mr. Terry Brennan – Burdekin Shire Council</b> advised that:</p> <ol style="list-style-type: none"> <li>1. There is still some possibility of heavy rain; however, there is an expectation that the weather will improve over coastal areas from tomorrow.</li> <li>2. Flash flooding still remains a risk.</li> </ol> <p><b>3.2 Mr. Nick Wellwood – Burdekin Shire Council</b> advised that:</p> <p><u>Overall Summary</u></p> <ol style="list-style-type: none"> <li>1. Currently the water level at the Houghton River, Giru is at 2.2m.</li> <li>2. The Burdekin River is currently at 5.92m with a predicted peak of 6.1/6.2m at the Burdekin River Dam Spillway.</li> <li>3. Still to be confirmed are forecasts that the Burdekin River at Dalbeg will reach 17.8/17.85m tomorrow morning.</li> <li>4. Clare is predicted to peak at 14.8m tomorrow morning.</li> <li>5. Inkerman Bridge is expected to reach approximately 11/11.1m this afternoon or tomorrow morning. The peak is then expected to extend for two or more days before declining.</li> </ol> <p><u>Plantation Creek</u></p> <ol style="list-style-type: none"> <li>1. Mr. Wellwood acknowledged the hard work of the Queensland Police Service-Ayr, the Department of Transport and Main Roads and Council staff who have been monitoring the Plantation Creek flood waters.</li> <li>2. The Bruce Highway at Plantation Creek currently has 400mm across it with the road open to very heavy vehicles only.</li> <li>3. Plantation Creek is still rising with further updates to be advised later today. Road closures at this point are expected to continue for the next 2 or more days.</li> </ol> <p><u>Infrastructure and Water</u></p> <ol style="list-style-type: none"> <li>1. Council officers are still unable to carry out proper assessments of road damage. A comprehensive assessment of road damage will be carried out as water recedes.</li> <li>2. Water is still being produced throughout the shire. The Townsville Water Treatment Plant is still operating in Giru with sufficient potable water needs being met. Giru residents have been instructed not to use their potable water for cleaning purposes, at this stage. Both Council and the Rural Fire Brigade are providing trucks with non-potable water to assist with clean-ups. Giru residents will be notified as soon as the Conserve Water notice has been lifted.</li> <li>3. The sewerage issues that occurred during the peak rain event have now been resolved.</li> </ol>		
<b>4. Agency Reports</b>		
<p><b>4.1 Mr. Shane Great – Burdekin Shire Council</b> advised that:</p> <ol style="list-style-type: none"> <li>1. Resupply for Giru, Woodstock and Hodel Road residents has ceased for the time being as their accessibility has improved.</li> <li>2. A Recovery Information Centre will be opened at the Giru CWA Hall tomorrow between 10am to 2pm with representatives from the Burdekin Shire Council, the Burdekin Community Association, the Department of Human Services, Centrelink, the Department of Agriculture and Fisheries and the Department of Community, Disability Services and Seniors.</li> </ol> <p><b>4.2 Mr. Robert Sutcliffe – State Emergency Service</b> advised that:</p> <ol style="list-style-type: none"> <li>1. Meals on Wheels have been delivered to Home Hill residents.</li> <li>2. Extra sandbags have been made available at the Home Hill SES depot.</li> </ol>		



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- 4.3 Ms. Linda Govan – Burdekin Shire Council** advised that:
1. Kirknie Landfill has closed due to flooding.
  2. Ayr and Home Hill transfer stations are still open.
  3. After today's inspection, it is hoped that the Giru transfer station will reopen tomorrow.
  4. Shire residents north of the Haughton River have been advised that there will be a rubbish collection of all coloured bins tomorrow.
  5. A public health brochure including tips for cleaning mould is to be distributed.
- 4.4 Mr. Brett Maguire – Queensland Ambulance Service - Ayr** advised that:
1. An Ayr based officer who lives on Kirknie Road has reported for duty at the Home Hill station today.
- 4.5 Snr Sgt. Steve Barton – Queensland Police Service - Ayr** advised that:
1. Officers are currently manning the road blocks on both sides of the Burdekin River.
- 4.6 Inspector Ken Johnson – Queensland Fire and Emergency Services - Ayr** advised that:
1. Two auxiliary appliances are located at Giru to assist the Burdekin Shire Council with cleaning out infrastructure.
  2. Mills Creek through to the Bowls Club in Giru remain flooded, with the remainder of the town now dry.
- 4.7 Mrs. Rebecca Grogan – Burdekin Community Association** advised that:
1. BCA are assisting locals with referrals through the 1800 number with the recovery assistance that is available.
- 4.8 Mr. Glen Mellor and Ms. Kirsty Beavington – Queensland Reconstruction Authority** advised that:
1. Four relief measures – *Essential Services and Safety and Reconnection Scheme, Disaster Assistance Loans, Counter Disaster Operations and Restoration of Essential Public Assets* have been activated.
  2. They are also looking at the impact on primary industry and small business within the district will be working closely with Council to assess the funding needs of the Burdekin.
- 4.9 Mrs. Deanna Murray – Lower Burdekin Home for the Aged** advised that:
1. They are ensuring adequate staff is available in both Home Hill and Ayr.
- 4.10 Mr. Dale Last – Member for Burdekin** inquired about:
1. The level at Plantation Creek where heavy vehicles will be stopped. Mr. Nick Wellwood advised that it depends on a combination of both velocity and depth and these assessments are being made via consultation with Queensland Police and the Department of Transport and Main Roads.
- 4.11 Mr. Travis Richards – Sunwater** advised that:
1. The latest predication for the dam indicates that it will likely reach a maximum of 160.2 which is 650 below flooded record.
- 4.12 Dr. Ben Lawry – Ayr Hospital** requested that:
1. He is notified if Ambulance access between Ayr and Home Hill ceases; to allow for him to have a doctor placed in Home Hill if needed.
- 4.13 Mr. Laurie Crooks – Building and Asset Services** advised that:
1. Two crews have been immobilised in Giru this morning to carry out inspections and audits.
  2. Assessment on the Giru State Primary School is being carried out today. Information will be forwarded on to the Department of Education with the hope that the school will be operational this coming Monday.
- 4.14 Mr. Chris Wicks – East Ayr State School** advised that:
1. Some schools in the district remain closed.
  2. Some staff had to report to their closest school today due to flooding at Plantation Creek and will do the same tomorrow.
- 4.15 Sgt Rick Steinborn – Australian Defence Force** advised that:
1. ADF team from Brisbane are still working to respond to requests for assistance outside of Townsville.
- 4.16 Mr. Warren Francis – Burdekin Shire Council** advised that:
1. Energy Queensland has reported that there was a power outage at Gumlu last night. All but one customer is not on mains power, the others are on generator.
-

**4.17 Ms. Eileen Robinson – Burdekin Shire Council** advised that:

1. Council officers and technical officers are continuing to monitor the weather and river levels.
2. Local Disaster Call Coordination Centre is still operational. Since Wednesday 3 February 2019, 1290 phone calls have been received. 654 calls (51%) have been in relation to the Haughton River, Bruce Highway and the Burdekin River. 107 calls (8%) have been enquiries regarding local roads. 529 (41%) for Council business such as bins, water and sewerage.

Warden Updates

1. Jerona – No change. The water remains high around Jerona and residents will have to consider resupply shortly as they start to run out of supplies. The community is organising that resupply on their own and all residents have been spoken regarding their needs.
2. Wunjunga – There has been a slight drop in water levels. The Beachmount Road is now accessible by 4WD vehicles only. The water is 350mm at the deepest point and 200mm on the majority of the road. The *Road Closed* continues to be displayed to ensure it is accessed by 4WD vehicles only. Residents have been advised of the flooding at Plantation Creek cutting off access to Ayr.
3. Dalbeg – The river height this morning was 17.3m. Exhibition Bridge is now 1.1m underwater.
4. Groper Creek – No rapid water rises have been reported. Residents at Groper Creek are fully prepared for further flooding. The Area Warden will be contacted today for the latest update.
5. Rita Island – The only concern for residents is if the Burdekin River does reach 11m, some water will go into residents' yards. This continues to be monitored.
6. Clare – Water is per gauges on the BOM site with no concerns for residents.
7. Millaroo – No report.

**4.18 Mr. Nick Wellwood** advised that:

1. An update had just been received to say that the Burdekin River will reach 11m overnight and it could get up to 11.3m. This will be monitored carefully.
2. The next flood report will be circulated at 12noon today and then at 6pm tonight.
3. Ample notification will be given to Home Hill residents if they are likely to be affected by floodwater.

## **5. General Business**

Chair Lyn McLaughlin thanked all agencies for continuing to provide reports and updates, and Burdekin Shire Council staff for their consistent monitoring of river heights and road conditions.

There being no further business the meeting closed at 11:50am.

The next LDMG meeting will be held on Friday 8 February 2019 at 11am.

CHAIRPERSON

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### **3.3 Local Disaster Management Group Meeting Minutes - 8 February 2019**

#### **Recommendation**

That the minutes of the Local Disaster Group Meeting held on 8 February 2019 be received and confirmed.

# Burdekin Shire Council

## Minutes – Local Disaster Management Group Meeting

Held on 8 February 2019 at 11:05am  
John Drysdale Chambers – 145 Young Street, Ayr

### 1. Attendance

#### Core Members

Councillor Lyn McLaughlin	Mayor – Chairperson	Burdekin Shire Council
Ms. Eileen Robinson	Local Disaster Coordinator	Burdekin Shire Council
Mr. Warren Francis	Disaster Management Officer	Burdekin Shire Council
Mr. Nick Wellwood	Director Infrastructure, Planning and Environmental Services	Burdekin Shire Council
Mr. Kevin Byers	Manager Technical Services	Burdekin Shire Council
Ms. Linda Govan	Coordinator Environment and Health	Burdekin Shire Council
Mr. Andy Pethybridge	Emergency Management Coordinator	Queensland Fire and Emergency Services
Mr. Robert Sutcliffe	Local Controller	State Emergency Service
Senior Sergeant Steven Barton	Officer in Charge	Queensland Police Service – Ayr
Ms. Debra Cochran – <i>phone</i>	Chief Executive Officer	Burdekin Community Association

#### Advisors

Mr. Terry Brennan	Chief Executive Officer	Burdekin Shire Council
Mr. Nick O'Connor	Director Corporate and Community Services	Burdekin Shire Council
Mr. Gary Keane	Contracts Manager	Burdekin Shire Council
Mr. Bradley Hutchinson	Safety and Productivity Coordinator	Burdekin Shire Council
Ms. Anna Grohn	Media and Communications Officer	Burdekin Shire Council
Sergeant Rick Steinborn	Civilian Liaison Officer	Australian Defence Force – 7 <sup>th</sup> Brigade
Inspector Ken Johnson	Area Command, Southern Command	Queensland Fire and Emergency Services
Mr. David Hamilton – <i>phone</i>	Program Development	Department of Transport and Main Roads
Mrs. Meredith Modra		Lower Burdekin Home for the Aged
Mr. Greg Vincent	Officer in Charge	Queensland Fire and Emergency Services - Ayr
Mr. David Hayes – <i>phone</i>		Sunwater
Mrs. Tracey Hobbs	Service Coordinator	Burdekin Community Association
Mrs. Tracey Gabiola	Director of Nursing (Acting)	Queensland Health - Ayr
Dr. Ben Lawry	Medical Superintendent	Ayr District Hospital
Mrs. Sue Collier – <i>phone</i>	Chief Executive Officer	Flexi Burdekin
Mrs. Leanne Marriott – <i>phone</i>	NDIS Coordinator	Flexi Burdekin
Mr. Peter Luke – <i>phone</i>	Cane Supply Manager	Wilmar
Chantelle – <i>phone</i>		Department of Communities, Disability Services and Seniors
Mr. Chris Wicks	Principal - East Ayr State Primary School	Department of Education
Mr. Craig Whittred	Principal - Ayr State High School	Department of Education
Mr. Lionel Tappenden	Member	Volunteer Marine Rescue Burdekin
Mr. John Winn	Deputy Local Controller	State Emergency Service
Ms. Shannen McDonald	Journalist	Burdekin Advocate

Minutes Clerk – Ms. Kara Flanagan

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## 2. Adoption of LDMG Meeting Minutes

**2.1** LDMG Chair Lyn McLaughlin noted the minutes from the meeting held on Thursday 7 February 2019 at 11:03am.

Moved Mr. Andy Pethybridge, seconded Ms. Linda Govan that the minutes of the Burdekin Shire Council Local Disaster Management Group Meeting held on 7 February 2019 at 11:03am be received as a true and correct record.

CARRIED

## 3. Weather, River and Roads Update

**3.1 Mr. Terry Brennan – Burdekin Shire Council** advised that:

1. The risk of heavy rain is shifting northwards and may start to impact on locations such as Cairns and the Daintree.
2. There is a low chance (less than 20%) of a tropical cyclone forming in the Coral Sea over the coming days.
3. The monsoon trough now extends between Cairns and Kowanyama and is expected to shift even further north during today.
4. There are two lows currently situated along the monsoon trough – one over the northern interior of Queensland, and the other, offshore off Cairns.
5. Conditions are expected to dramatically improve over the weekend.

**3.2 Mr. Nick Wellwood – Burdekin Shire Council** advised that:

1. The Bureau of Meteorology are expecting the Burdekin River to peak at 11.1/11.2m at Inkerman Bridge later this afternoon.
2. The water is expected to recede slowly with a peak lasting at least 24 hours.
3. The water at Giru is now 1.6m and falling. The bridge at the Barrattas is now out of the water. This bridge will need to be inspected by Burdekin Shire Council staff before is it deemed safe and opened to the public.
4. Plantation Creek is currently 0.4 to 0.45m at its deepest point and the water continues to run fast at over 2m per second. Only trucks with a weight of, at least, 11 tonnes are being let through.
5. Mr. Wellwood acknowledged the assistance provided at Plantation Creek by the Queensland Police Service – Ayr.  
Water
  1. All Burdekin Shire Council Water and Sewage Treatment Plants are operating effectively.
  2. The Conserve Water Notice is still active in Giru due to the Townsville Water Plant still operating at reduced capacity.
  3. The Boil Water Notice for Shirbourne is still active.

## 4. Agency Reports

**4.1 Mr. Kevin Byers – Burdekin Shire Council** advised that:

1. There are still a few roads inundated with water resulting from local rainfall.
2. Old Clare Road, Giddy Road, Kilrie Road and Rita Island remain closed. Updates will be provided on the Burdekin Shire Council website today.

**4.2 Inspector Ken Johnson – Queensland Fire and Emergency Service - Ayr** advised that:

1. A swift water rescue transfer of a patient occurred yesterday. It has now been deemed too dangerous for the regular ambulance vehicle to cross Plantation Creek, therefore, access to a QRail 4x4 vehicle located in Home Hill has now been provided.
2. Dr. Ben Lawry confirmed as Home Hill is only a Level 2 medical facility, patients may need to be transported to Ayr Hospital for treatment.

**4.3 Mr. Robert Sutcliffe – State Emergency Services** advised that:

1. In total, SES have completed 74 jobs. Clean up crews continue to work in Giru with additional assistance from 3 crews from Townsville on Wednesday and Thursday which enabled the majority of the work to be completed. Only 1 outstanding job remains.

**4.4 Ms. Linda Govan – Burdekin Shire Council** advised that:

1. Kirknie Landfill remains closed due to flooding.
2. Ayr and Home Hill Transfers Stations remain open.
3. Giru Transfer Station is expected to be opened by midday today.
4. Waste collection catch ups for Giru and Horseshoe Lagoon have occurred.

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5. Waste collection catch ups for Rita Island, Groper Creek and Wunjunga will take place as soon as access is available.
  6. Mould and Mosquito factsheets are now available on the Burdekin Shire Council website.

**4.5 Snr Sgt. Steve Barton – Queensland Police Service - Ayr** advised that:

1. 3 additional officers from Townsville are here to assist with the roadblocks at Plantation Creek.
2. Police are investigating residents trying to use Giddy Road to move between Ayr and Home Hill.
3. Missing person has just been reported in Giru. Police are investigating.
4. A taskforce consisting of Rural Fire, Queensland Fire and Emergency Services and SES is coming north from Rockhampton.

**4.6 Mr. Andy Pethybridge – Queensland Fire and Emergency Services - Ayr** advised that:

1. There has been an increase in deployment of EMCs in the northern region. Michelle McNeese and Anna Hunter have been deployed to the Burdekin.
2. Handover has been conducted with updates on the current situation.
3. Conditions are continually being monitored and collaboration with LDMG key stakeholders continues.
4. Currently tracking nil at the central medical, food, evacs within the jurisdiction, however, remain ready to respond at any time.
5. QRA are reviewing eligibility for claims – current EMCs will work through these and advise accordingly.
6. RDA will coordinate with the Area Commander as water recedes in areas such as Groper Creek and Rita Island.

**4.7 Mr. Chris Wicks – Education Department** advised that:

1. Inspections are currently taking place at both Giru and Kalamia State Primary Schools in the hope that they will be operational come Monday 11 February 2019.
2. He will email the Education Department's school closures link to Eileen Robinson. These notifications are updated by 6am each morning.

**4.8 Sgt. Rick Steinborn – Australian Defence Force** advised that:

1. A defence team from Brisbane is currently stationed in Rockhampton and are ready to respond if needed.
2. He will remain stationed in the Burdekin as long as the LDMG is Stood Up.

**4.9 Ms. Anna Grohn – Burdekin Shire Council** advised that:

1. Social media requests regarding the opening of an evacuation centre are being directed to the Customer Service Centre.
2. Residents who are struggling financially, at this time, are being directed to BCA for assistance.
3. LDMG Chair Lyn McLaughlin reinforced that an evacuation centre would only be considered if a community was isolated with no access to necessary resources.

**4.10 Warren Francis – Burdekin Shire Council** advised that:

1. Energy Queensland has reported that 1 customer in Gumlu remains without power supply, however, he is running his own generator.
2. Energy Queensland have staff in Giru pitching power pole washouts, and they continue to monitor the concrete pole at Plantation Creek.

**4.11 Chantelle – Department of Community, Disability Services and Seniors** advised that:

1. A team will be at the Giru Recovery Information Centre today.
2. A service delivery plan for other parts on the Burdekin is being developed to determine how best to provide assistance.
3. Liaison with BCA will continue.

**4.12 Ms. Debra Cochran - BCA** advised that:

1. 1 person rang for support regarding access from Ayr to Home Hill.
2. A domestic violence issue was referred to Life without Barriers.
3. 1 person, travelling home to Sydney, required information about immediate accommodation in the Burdekin.
4. Liaison with Department of Communities will continue.

**4.13 Mr. David Hayes – Sunwater** advised that:

1. Burdekin Falls Dam has peaked at 160.1m as at 8pm Thursday night which is 0.75m under record flood levels.

**4.14 Mr. David Hamilton – Department of Transport and Main Roads** advised that:

1. Inspection of the Woodstock-Giru Road has occurred. A strategy is being prepared regarding large sections of bitumen that will need to be repaired once floodwaters recede.



**4.15 Ms. Eileen Robinson – Burdekin Shire Council** advised that:

1. The Recovery Information Centre in Giru opened at 10am today with representatives from the Burdekin Shire Council, the Burdekin Community Association, Centrelink, the Department of Agriculture and Fisheries and the Department of Community, Disability Services and Seniors. 30 people have approached the centre for assistance today.
2. The Customer Service Centre has been inundated with calls in relation to the road closure at Plantation Creek. 74 phone calls had been received up to 10am this morning.
3. Liaison with SES for medical resupply to Giru is to take place.
4. Signs north of Giru and near Alligator Creek remain, advising motorists to take caution on the roads particularly in regard to cattle on the Bruce Highway. Farmers have been notified.

Area Warden Updates

1. Wunjunga – The water over the road has subsided and more residents are able to drive in and out of town.
2. Jerona – The water has started to drop, however, roads are still not accessible by vehicle. The community has coordinated another resupply via boat to take place at 9:15am this morning.
3. Groper Creek – Water has risen (over 70mm) overnight, however, it is expected to drop by low tide this afternoon. Residents are able to access Home Hill by boat for resupply.
4. Clare – Water is 3m off the rocks. This continues to be monitored.
5. Dalbeg – Exhibition Bridge is about 1.43m underwater.
6. Rita Island – Locals are looking at organising a helicopter for medical resupplies due to the length of time they have been isolated.

**4.16 Mr. Nick Wellwood** advised that:

1. An update had just been received to say that the Burdekin River will reach 11m overnight and it could get up to 11.3m. This will be monitored carefully.
2. The next flood report will be circulated at 12noon today and then at 6pm tonight.
3. Ample notification will be given to Home Hill residents if they are likely to be affected by floodwater.

**5. Burdekin LDMG remains STOOD UP**

**Burdekin LDMG Recovery is at LEAN FORWARD**

Moved Mr. Andy Pethybridge, seconded Snr Sgt Steven Barton that the Burdekin Local Disaster Management Group Recovery is at LEAN FORWARD.

CARRIED

Chair Lyn McLaughlin reported that the State has appointed Major General Stuart Smith as Chair of the Recovery for this weather event. Major General Smith is currently in Townsville and will be visiting all impacted areas.

Chair Lyn McLaughlin advised that there will be a debrief following the stand down of the Burdekin LDMG documenting lessons learnt and a summary of operations for this weather event.

There being no further business the meeting closed at 11:45am.

The next regular LDMG meeting will be held on Friday 15 March 2019 at 12noon.

CHAIRPERSON

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### **3.4 Local Disaster Management Group Meeting Minutes - 11 February 2019**

#### **Recommendation**

That the minutes of the Local Disaster Management Group Meeting held on 11 February 2019 be received and confirmed.



# Burdekin Shire Council

## Minutes – Local Disaster Management Group Meeting

Held on 11 February 2019 at 3.01pm  
Council Chambers – 145 Young Street, Ayr

### 1. Attendance

#### Core Members

Councillor Lyn McLaughlin	Mayor – Chairperson	Burdekin Shire Council
Councillor John Woods	Deputy Chairperson	Burdekin Shire Council
Ms. Eileen Robinson	Local Disaster Coordinator	Burdekin Shire Council
Mr. Shane Great	Deputy Local Disaster Coordinator	Burdekin Shire Council
Mr. Nick Wellwood	Director Infrastructure, Planning and Environmental Services	Burdekin Shire Council
Mr. Wayne Saldumbide	Manager Operations	Burdekin Shire Council
Mr. Kevin Byers	Manager Technical Services	Burdekin Shire Council
Ms. Linda Govan	Coordinator Environment and Health	Burdekin Shire Council
Ms. Debra Cochran	Welfare – Chief Executive Officer	Burdekin Community Association
Mr. Brett Maguire	Officer in Charge - Ayr	Queensland Ambulance Service
Senior Sergeant Steven Barton	Officer in Charge - Ayr	Queensland Police Service – Ayr
Mr. Robert Sutcliffe	Local Controller	State Emergency Service

#### Advisors

Shannon McDonald	Journalist	Burdekin Advocate
Soldier Rick Steinborn	Civilian Liaison Officer	Australian Defence Force – 7 <sup>th</sup> Brigade
Mrs. Tracey Hobbs	Service Coordinator	Burdekin Centre for Rural Health Services – Burdekin Community Association
Mrs. Rebecca Grogan	Housing and Community Support Services Coordinator	Burdekin Community Association
Mr. Terry Brennan	Chief Executive Officer	Burdekin Shire Council
Mr. Nick O'Connor	Director Corporate and Community Services	Burdekin Shire Council
Mr. Warren Francis	Disaster Management Officer	Burdekin Shire Council
Mr. Bradley Hutchinson	Safety and Productivity Coordinator	Burdekin Shire Council
Ms. Anna Grohn	Media Communications Officer	Burdekin Shire Council
Ms. Sharon Galeano (via telephone)	Senior Community Recovery Officer	Department of Communities, Disability Services and Seniors
Ms. Anna Hunter	Emergency Management Coordinator	Queensland Fire Emergency Services
Ms. Michelle McNeice	Emergency Management Coordinator	Queensland Fire Emergency Services
Mrs. Deanna Murray	Rehabilitation Coordinator	Lower Burdekin Home for the Aged
Mr. John Winn	Deputy Local Controller	State Emergency Services
Mrs. Rosemary Menkens		Sweet FM
Mr. Charlie Scuderi		Sweet FM
Mr. Andrew Dansie (via telephone)	Representative	Telstra

Minutes Clerk – Mrs. Anne-Maree Dale

### 2. Minutes of the Burdekin Shire Council Local Disaster Management Group Meeting held on 8 February 2019

2.1 Moved Ms. Govan, seconded Mr. Sutcliffe that the minutes of the Burdekin Shire Council Local Disaster Management Group Meeting held on 8 February 2019 be received as a true and correct record.

CARRIED

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### 3. Business Arising out of Minutes

#### 3.1 Senior Sergeant Steve Barton – Queensland Police Service

1. Senior Sergeant Barton made a correction to 4.5.1 to include Home Hill.

*1. Three additional officers from Townsville are here to assist with the roadblocks at Plantation Creek and Home Hill.*

### 4. Agency Overview

#### 4.1 Chair Lyn McLaughlin – Burdekin Shire Council

1. Chair McLaughlin welcomed the Local Disaster Management Group to the meeting and gave an overview of the meeting agenda.

#### 4.2 Mr. Nick Wellwood – Burdekin Shire Council

1. Situational Update:
  - a. Flooding – At the moment there are two road closures being Rita Island and Groper Creek. Rita Island still has approximately 1.2 metres over the bridge, and it is anticipated that this will fall by tomorrow morning. There is an inspector and engineer on standby to conduct an opening inspection tomorrow morning. We are waiting on water levels to drop regarding Groper Creek.
  - b. Burdekin River at Inkerman is currently at 9.0 metres and falling
  - c. Dalbeg is currently 12.8 metres and falling
  - d. There is still approximately 4 metres coming over the Burdekin Dam Spillway
  - e. The Bruce Highway at Plantation Creek closure was opened this morning, initially with single lane access and eventually dual flow traffic
  - f. Ayr – Dalbeg road closure at Romeo's Bridge was open this morning to all traffic.
  - g. Thank you to the Queensland Police Service – Burdekin, the SES, Wayne Saldumbide, Jimmy Cornford, Robbie Potter, Callam Paige and the Council team – you all did an outstanding job
  - h. In terms of damage summary, there are a number of areas that have been identified – Groper Creek Road, Shirbourne Road, Barret Road, Jarvisfield area, Hodel Road and Old Clare Road. Updates on damage will be discussed at a later date.
  - i. In terms of water, the conserve water notice was lifted for the Giru area on the weekend to allow the clean-up
  - j. Water and Sewerage around the Shire are performing well and there are no current concerns

#### 4.3 Councillor John Woods – Burdekin Shire Council

1. On Friday 8 February 2019, a Recovery Information Centre was established in the CWA Hall in Giru. 57 people attended the recovery information centre seeking assistance on the activated and available Disaster Recovery Funding arrangements and how to lodge an application. There were a number of customer requests lodged to Burdekin Shire Council regarding drainage, waste and damaged roads. The Federal Member – George Christiansen attended the Recovery Centre for approximately an hour.

#### 4.4 Mr. Shane Great – Burdekin Shire Council

1. Part of the discussion on Friday at the Giru Recovery Information Centre, was about promoting what State and Federal funding and grants were available to those affected and the eligibility involved. Officers will distribute through Social Media further information for the residents of the Burdekin Shire.
2. Sharon Galeano of the Department of Communities, Disability Services and Seniors asked if there was a need for the Burdekin Shire Council to arrange another Recovery Information Centre in Giru. Chair McLaughlin confirmed that Council was not expecting to arrange another session.

#### 4.5 Mr. Robert Sutcliffe – State Emergency Services

1. Mr. Sutcliffe provided the following statistics to the Local Disaster Management Group for SES operations over the weather event period;
  - a. Completed approximately 98-100 tems jobs
  - b. Approximately 1237 man hours (excluding Giru)
  - c. Temporarily repaired (fitted tarps) 22 rooves
  - d. Provided 15 tarps to residents to cover own rooves
  - e. 4000 sandbags
  - f. 8 tubes of sealastic
  - g. Half a roll of flash tape

- h. 2 rolls of tiedown rope
- i. 2 rolls of green plastic (for sandbagging)
- 2. On Sunday 10 February SES provided food supplies to the search party at Groper Creek.

#### **4.6 Ms. Debra Cochran – Burdekin Community Association**

- 1. Ms. Cochran reported that BCA have been relatively quiet. There were no messages left on Saturday or Sunday for BCA or Rural Health requesting assistance. One local person was referred to the Recovery Hotline. Travellers did not want food packages with the majority just wanting to access grant funding. It was reported that if a person lodged a hardship application, it was in the affected persons bank account within 24 hours of telephone contact.

#### **4.7 Ms. Linda Govan – Burdekin Shire Council**

- 1. Ms. Govan gave an update on Waste Services. Kirknie Landfill reopened this morning. Home Hill and Ayr Transfer Stations were operational throughout the event. Giru Transfer Station was open over the weekend with one load on Friday, 25 loads on Saturday and 40 loads on Sunday. Requests will be monitored, however, at this stage the Giru operating hours will be back to normal and open on Friday.
- 2. The catch-up program for kerbside bin collection is underway, Home Hill rural will be picked up tomorrow and other areas as they become accessible.
- 3. Mosquito monitoring – Officers have been monitoring in the areas of Ayr, Home Hill and Alva. Another team was monitoring at Giru this morning.

#### **4.8 Mr. Brett Maguire – Queensland Ambulance Services**

- 1. It is operations as usual. Officers are all back in their area stations
- 2. Chair McLaughlin identified that communication regarding the transferring of patients needed to be clarified. Mr. Maguire confirmed that in the incident of emergency, it was the responsibility and decision of the Queensland Fire and Emergency Services (QFES).

#### **4.9 Senior Sergeant Steve Barton – Queensland Police Service**

- 1. All officers are now operating in their own stations.
- 2. Senior Sergeant Barton thanked all the Council Workers involved and building a collaborative partnership during the event.

#### **4.10 Mr. Wayne Saldumbide – Burdekin Shire Council**

- 1. Water Supply and Sewerage – the conserve water notice was lifted at Giru on Saturday at 4.00pm in consultation with Townsville Water. The boil water notice for the Shirbourne area is still in place as flushing of the lines is needed and has not been able to be commenced until today. Council appreciated the patience of residents while this is being conducted. Sewerage networks are back to normal.

#### **4.11 Ms. Michelle McNeice – Queensland Fire and Emergency Services**

- 1. Ms. McNeice reported that Emergency Management have been assisting with debriefing and the evaluation process. Advised that EM are also looking at capturing information regarding the re-supply in a prolonged event so that plans can be made for the future.
- 2. Assisting with Reconstruction Authority Funding for essential food drops provided.
- 3. Apologies from Mr. Kev Truman, who was in attendance at the meeting but had to leave due to a call to respond. Mr. Truman advised that Swift Water Rescue will be in the Burdekin until Friday at this stage.

#### **4.12 Mrs. Deanna Murray – Lower Burdekin Home for the Aged**

- 1. Mrs. Murray advised that the facilities are back to normal. All staff that stayed on-site since Thursday have now travelled home to Home Hill.
- 2. Huge thankyou to the Local Disaster Management Group and SES for assisting get staff over to Home Hill.
- 3. Clinical staff are back in their normal workplace this afternoon. Cleaning and other staff will be back in their normal working places tomorrow.

#### **4.13 Mr. Charlie Scuderi and Mrs. Rosemary Menkens – Sweet FM**

- 1. Mr. Scuderi reported that the local radio station fielded questions from travellers in regard to river heights and road closures
- 2. Broadcasting could not be done through the Comfort Stop Radio System in Home Hill as it was not working. Chair McLaughlin and other LDMG Core members were unaware of the radio issue. Customer Request to be raised.
- 3. Mrs. Menkens advised that Sweet FM endeavoured to make hourly report broadcasts, sometimes more often.

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#### **4.14 Soldier Rick Steinborn – Australian Defence Force – 7<sup>th</sup> Brigade**

1. Reported a number of the Soldiers have now left the Burdekin and moved on to the North-West to assist in Julia Creek and Cloncurry. The majority of Soldiers based in Rockhampton have gone back to Brisbane.

#### **4.15 Ms. Anna Grohn – Burdekin Shire Council**

1. Raised issues regarding social media and the response options provided to assist those in need.

#### **4.16 Ms. Sharon Galeano – Department of Communities, Disability Services and Seniors**

1. Ms. Galeano advised that the Department has recovery hubs set up in Townsville and have also activated outreach recovery services out west. They did have an outreach hub at Giru.
2. Grants have been extended to the 28 February 2019

#### **4.17 Mr. Andrew Dansie – Telstra**

1. Mr. Dansie followed up on an item regarding communication access during a disaster. He advised that there are solutions around communication issues with making telephone calls and sending sms. Ms. Robinson to contact Mr. Dansie to discuss options and future needs for this service.

### **5. Local Disaster Coordinator Update**

#### **5.1 Ms. Eileen Robinson – Burdekin Shire Council**

1. Call Centre Statistics
  - a. The Call Centre has now stood down and the Customer Services Centre is now back to business as normal.
  - b. Between Wednesday 30 January and Sunday 11 February 2019, the Call Centre received 1756 calls.
  - c. 61% (1071 calls) were in relation to the Bruce Highway and Local Road status.
2. Area Warden Update
  - a. No further calls will be made to Giru, Jerona, Dalbeg, Alva Beach and Clare – All reported no issues, and everything is getting back to normal.
  - b. Rita Island – The SES flood boat was operated this morning so residents could get to work and school. This went well with no issues and the Area Warden is currently waiting for the Anabranh Bridge to reopen.
  - c. Groper Creek – Area Warden is currently checking on all residents in Groper Creek now that the water levels are dropping. They are anticipating commencing their clean-up operations tomorrow. Rural Fire Brigade and Home Hill Fire Brigade are assisting with the clean-up. Council will also assist with clean-up of roads, access to the jetty and boat ramps.
3. Guardian – Disaster Management Software
  - a. 118 Tasks – Predominantly for resupply.
  - b. 259 enquiries – Predominately for road updates.
4. Burdekin Monsoonal Flooding Event January/February 2019 Debrief Evaluation Form
  - a. Has been emailed to all Local Disaster Management Group Members.
  - b. Please return evaluation form by Monday 18 February 2019.
  - c. Will be collated and put into a report for the next Local Disaster Management Group Meeting to be held on 15 March 2019.
5. Again, a Big Thankyou to all the Agencies for their co-operation, information sharing and help throughout the event.

### **6. Local Disaster Management Group Stand Down to Alert – 11 February 2019**

- 6.1 Moved Mr. Saldumbide, seconded Senior Sergeant Barton that the Local Disaster Management Group Stand Down at 3.30pm on Monday 11 February 2019 to Alert until Groper Creek and Rita Island are accessible.

CARRIED

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## 4. Agency Overview Continued

### 4.18 Chair Lyn McLaughlin – Burdekin Shire Council

1. Chair McLaughlin advised that on Saturday 9 February 2019, she met with the Minister for Main Roads, Minister Mark Bailey, the Director-General and Department staff from Townsville at the Haughton Bridge. Following this, travelled to Giru to inspect the township.
2. The biggest challenge of this event was the closing of the Bruce Highway at Planation Park. This consumed a great deal of time on Council's infrastructure, Engineering Department and the Queensland Police Service.
3. This event highlighted processes and communication that may need improvement.
4. If there was no road closure on the Bruce Highway, it would have been a very low-key event for the Burdekin Shire.
5. Thankyou to all the Council Officers, Queensland Police Service, SES, all the Services and everyone involved. It brings out the worst and best in people.
6. We need to think about the Western Council's and Townsville City and what the long recovery will be.
7. Burdekin Shire Council are exploring long-term alternative routes for future travel to the North during a flood event on the Bruce Highway at Plantation Park.
8. Please provide honest feedback on the evaluation form to ensure that we can continue to improve in our operations.
9. The Queensland Disaster Management Centre has stood down. The District Disaster Management Group has a meeting tomorrow and will continue to operate as they are servicing Councils out West.
10. Thank you to: -
  - a. Rick Steinborn for your presence, wisdom and experience
  - b. Anna Hunter and Michelle McNeice, it has been valuable having you in the room
  - c. Eileen Robinson, outstanding work
  - d. Warren Francis, wonderful addition to the team and all the experience you bring is much appreciated
  - e. Nick Wellwood, Wayne Saldumbide, Kevin Byers, Shane Great and all your teams – you have all gone over and above and worked long hours.
  - f. All the Emergency Services – Police, Ambulance QFES and SES
11. Our thoughts are with the family and friends of the missing person at Groper Creek.

There being no further business the meeting closed at 3.41pm.

The next meeting will be held on Friday 15 March 2019.

CHAIRPERSON

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### **3.5 Audit Committee Meeting Minutes - 13 February 2019**

#### **Recommendation**

That the minutes of the Audit Committee Meeting held on 13 February 2019 be received and confirmed.



## Audit Committee Meeting

<b>Location of Meeting:</b>	Ernie Ford Board Room
<b>Date of Meeting:</b>	13/02/2019
<b>Commencing at:</b>	9:00am
<b>Minutes Clerk:</b>	Sandra Saunders – Governance Support Officer

## Attendance

<b>Attendees</b>	Mr Ian Jessup (Independent Chairperson), Mr Jim Fahey (Independent Professional Member), Mr Jim Nuttall (Independent Community Member), Cr John Woods (Member), Mr Terry Brennan (Chief Executive Officer), Mr Nick O'Connor (Director Corporate and Community Services), Mrs Rebecca Stockdale (Senior Governance Officer), Mrs Donna Sinanian (External Audit - Crowe Horwath); Via telephone for introduction John Crook (QAO), Via telephone Ms Ashita Lal (QAO Manager) and Ms Cathy Blunt (Internal Audit Function OCM).
<b>Apologies</b>	Mayor Lyn McLaughlin, Cr Sue Perry

## Minutes

### 1. Apologies

Apologies were received from Cr. Lyn McLaughlin (Mayor) and Cr. Sue Perry who was unavailable due to other Council commitments.

### 2. Accept Minutes from Previous Meeting

The minutes of the previous meeting were circulated via email to all members and were accepted via response email. Moved Cr. Woods, seconded Mr. Fahey that the minutes from the previous meeting be formally accepted by the committee. Carried.

### 3. Proposed Meeting Agenda Schedule

The Audit Committee Meeting Schedule and Agenda Items Document was tabled for consideration. The following points were noted:

- Meeting dates for August and September have been brought forward one week to align with financial reporting requirements.
- Financial Controls has been removed as a standing agenda item as this matter has been thoroughly reviewed - with the provision that any significant changes to controls are discussed with the Audit Committee
- The Final Annual Report has been removed from the agenda schedule as reviewing the final document in February would not add any value. The draft will still be presented at the meeting in September.

The Audit Committee accepted the proposed Agenda Schedule.

### 4. Financial Reporting

The financial reporting timetable and plan will be discussed following the External Audit planning visit.

**5. QAO advice****5.1 QAO briefing on emerging issues**

Mr. Crook (QAO) advised that Ms. Ashita Lal (QAO Audit Manager) will be the new QAO point of contact for Burdekin Shire Council with Donna Sinanian (Engagement Partner Crowe Horwath) to remain as the main point of contact for external audit matters.

- Ms. Lal provided an overview of the QAO 2019 Audit Committee Briefing Paper and highlighted emerging issues.
- Managing consumer food safety in Queensland and managing the cost of local government services performance audit is underway.
- A Tropical workshop is being conducted in Townsville on 15 March 2019.

Mr. Jessup thanked Mr. Crook for his assistance and welcomed Ms Lal.

**6. External Audit****6.1 Results of audit and follow-up with management**

- Mrs Sinanian advised of an interim audit visit in May 2019
- Mr. Brennan reported there has been infrastructure damage throughout the Shire due to recent heavy rainfall and flooding. Activation and approval from the NDRA has been accepted.
- Cr. Woods reported extensive river bank damage, to be addressed with the Burdekin Shire Rivers Improvement Trust.

**6.2 Consider need for closed briefing session with Crowe Horwath/QAO/Audit committee (excluding management)**

No closed session was required.

**7. Internal Audit****7.1 Consideration of Internal Audit Plan and review to ensure no material overlap between internal and external audit functions**

- Ms. Blunt provided an overview of the OCM Internal Audit schedule.
- The Internal Audit for Cash Handling has been completed and distributed for review.
- The committee considered the internal audit plan and noted there is not likely to be any material overlap with the external audit plan.
- The Food and Accommodation and Compliance Licencing audit is scheduled for 11 March 2019.

**7.2 Review Internal Audit Function Charter**

- Mr. O'Connor provided an overview of the 2019 Internal Audit Charter, the role and purpose of the internal audit function, internal audit activities, scope of internal audit activities and the relationship with external audit.
- Mr. Jessup requested an addition of wording to Page 5 'at the request of CEO' and an additional to the reference of budget as the Internal Audit plan must be designed to meet Council budget.



**Audit Committee Meeting**

- Ms. Blunt suggested that the Internal Audit Charter should include the definition of 'internal auditing' from the Internal Auditor Institute of Auditing - Internal Auditing Standards.
- Ms. Blunt suggested on P4, the word 'contractors' be removed.
- Ms. Blunt suggested a change of wording in the Relationship with External Auditors section. The three dot points are not relevant in this part of the document and can moved to the Internal Audit Activity section and audit committee review.

Moved Mr. Jessup, seconded Mr. Fahey that the Internal Audit Charter be adopted by the Audit Committee, subject to the above suggested changes. Carried.

**7.3 Internal Audit Report- OCM- Progress towards achieving audit schedule & Audit Report from Cash Handling Audit**

- The Internal Audit Report on Cash Handling was tabled.
- Mr. Jessup raised importance of tightening up the Cash Handling process and tracking money before receipting, particularly at the Ayr Showgrounds.
- Mr. O'Connor will develop further cash handling controls particularly in these areas as a follow up with consideration that the cost of implementing additional controls must be balanced against the level of risk in not doing so.
- Mr. Brennan advised that Council resumed responsibility for the showgrounds only a couple of years ago, the Burdekin Show Society was overseeing the processes previously.

The Cash Handling report has been noted by the Audit Committee.

**8. Management Updates****8.1 Risk Management Briefing**

The Enterprise Risk Management Briefing Note was presented by Mr. O'Connor. Topics covered were the Risk Management overview and Business Continuity Plan update.

- Next step in Risk Management process:
  - Deliver training on adopted ERM framework and commence review of operation Risk Register.
  - Mr. O'Connor provided an update on training to be reviewed at the next Audit Committee meeting.
- A 2 - 3 month timeframe has been decided on to undertake following BCP steps.
  - Final update of BCP and Sub plan and seek sign off from plan owners.
  - Complete test of BCP subplans.
  - Use 'lessons learnt' from BCP test to update plans.

Mrs Stockdale added that she had attended a Local Government Risk Management Focus Group Meeting recently in Noosa and strategic risks was a topic discussed.

The ERM briefing paper has been noted by the Audit Committee.

## 8.2 Fraud and Corruption Control Plan

- Mr. O'Connor presented and explained the 2019/2021 Fraud and Corruption Control Plan which was distributed to the Audit Committee yesterday.
  - Mr. Brennan suggested the Receipt of Gifts and Benefits Policy be added as a control to the document. (P10)
  - External Assistance - Add word 'relevant' (P18) 'Consider all relevant publications'
  - Mr. Jessup suggested an addition of the issue of Misuse of Inventory added to the Plan.
- Feedback and comments are welcome, to be provided to Mrs Stockdale.
- After above changes have been completed the Fraud and Corruption Control plan is to be presented to Council for endorsement.

The Audit Committee noted the Fraud and Corruption Control Plan.

Mr. Jessup congratulated management on the Plan.

## 8.3 Follow up on External Audit Issues

- Internal Audit Plan was adopted at the last Audit Committee meeting and is therefore resolved.
- The Advertising Spending Policy and the Community Grants Policy have been resolved.
- The Internal Audit Charter has been discussed today at this meeting and adopted, therefore resolved.
- Asset Management Policy roadmap is progressing well.
- The Fraud and Corruption Control Plan has a draft policy almost ready for consultation on Conflicts of Interest.
- The Contracts and Tender Register matter has been resolved.
- Mr. O'Connor advised a report is being prepared regarding follow up of internal audit issues and this will be prepared for the next Audit Committee Meeting.

Report noted by Audit Committee.

Mr Jessup congratulated Council management on this report.

## 9. Audit Committee Performance Effectiveness

### 9.1 Committee member self assessment results

- Self-assessment survey was emailed to all audit committee members.
- Results were collated, four out of five results were returned.
- Mr Jessup noted that question 10 related to timeliness of material being provided to the audit committee, whilst there were exceptions, the intent was to provide the audit committee members with material in sufficient time to review prior to each meeting.



**Audit Committee Meeting**

- Mr. Jessup noted that questions 35,36,44,45 & 46 related to the former internal audit arrangement and not the current process.
- Overall Audit Committee assessment results indicated the Committee is on track.
- Mr. Jessup suggest the next Audit Committee assessment go to a wider variety of stakeholders (perhaps including management) and questions more streamlined.
- Ms. Lal advised there will be a report to Parliament in the next financial year regarding Audit Committees and recommendations on how the committees can improve. Ms. Lal will provide feedback and timing around this to Mrs Stockdale as it becomes available.

Moved Mr. Jessup, seconded Mr. Nuttall that the Audit Committee member self-assessment results were received and noted. Carried.

## 10. Other Business

Mr. Jessup provided a brief overview of the recent QAO Briefing for Audit Committee Chairs held in December 2018 which he attended online:

- QAO will have a focus on timeliness and quality of local government financial statements with an aim to sign off by 30 September 2019.
- QAO asked for feedback on ideas of areas they should be tackling as they are currently compiling their Strategic Audit plan for 2019/2021.
- There were comments that lots of agencies don't have contract registers and this was becoming an issue.
- Reports are being released on monitoring and mentoring ICT projects.
- New accounting standards for 2019 include a leasing standard.
- QAO now have a blog.

Mr. Brennan advised:

- Changes endorsed by the Ordinary Council meeting this week include changes to ICT systems with Technology One and other software modules shifting to the Cloud.
- Risk and Controls and business continuity will need to be identified with the introduction of this new process.

Mr. O'Connor advised:

- He will provide an update on the progress and risk controls of the migration of ICT systems to the Cloud at the next Audit Committee Meeting.

Ms Lal advised:

- There is an online form to report losses as per legislative requirements. Ms Lal suggested that this form or a link to the form be added to Fraud and Corruption Control Plan.

**Meeting Closure**

<b>Meeting Closed at:</b>	10:35am
<b>Date of Next Meeting:</b>	8/05/2019

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# Internal Audit Function Charter

*January 2019*



## Table of Contents

Introduction .....	2
Role and Purpose of the Internal Audit Function .....	2
Standards for the Professional Practice of Internal Auditing .....	3
Independence .....	3
Authority and Confidentiality .....	4
Internal Audit Plan .....	4
Scope of Internal Audit Activities .....	6
Relationship with External Audit .....	7
Reporting .....	7
Approval Signatures .....	8

## Introduction

Burdekin Shire Council has established the internal audit function as a key component of Council's governance framework in accordance with Section 105(1) of the *Local Government Act 2009*. This Charter defines internal audit's purpose, authority, responsibility and position within Burdekin Shire Council.

## Definitions

### *Internal Audit*

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

## Role and Purpose of the Internal Audit Function

The purpose of the internal audit function is to provide an independent professional appraisal of Council's activities, including the review of Council's risks, internal controls, efficiency, effectiveness, governance, performance and compliance.

Effective internal audit processes assist Council to achieve its adopted objectives by bringing a systematic, disciplined approach to examine, evaluate and improve the effectiveness of risk management, control and governance processes.

The internal audit function provides an independent and objective review and advisory service to:

- Provide risk-based, objective assurance to Council, the Chief Executive Officer (CEO) and management that the Council's financial and operational controls designed to manage the organisation's risks, including fraud and corruption, are effective and fit for purpose;
- Ensure the Council's objectives are achieved in an efficient, effective and ethical manner; and
- Assist management in improving the Council's business performance.

### **Standards for the Professional Practice of Internal Auditing**

The Internal Audit Contractor shall govern itself by adherence to the mandatory elements of The Institute of Internal Auditors' International Professional Practices Framework, including the Core Principles for the Professional Practice of Internal Auditing, the Code of Ethics, the *International Standards for the Professional Practice of Internal Auditing*, and the Definition of Internal Auditing.

It is also expected that the external contractor will comply with the Burdekin Shire Council Code of Conduct for Workers.

### **Independence**

To be effective, the internal audit function must be able to operate without being influenced or inhibited in the discharge of its duties. Independence is essential to the effectiveness of the internal audit function. Therefore, Internal Audit has no direct authority or responsibility for the activities it reviews. Internal audit has no responsibility for developing or implementing procedures or systems and does not prepare records or engage in original line processing functions or activities.

Administratively, the Internal Audit Function is managed by the Governance Unit with responsibility to the Audit Committee. The Audit Committee shall oversee the planning, monitoring and reporting processes of the Internal Audit Function. The Internal Auditor shall have direct access to the Audit Committee Chair and the CEO.

All council employees shall co-operate fully in making available any material or information reasonably requested by internal auditors. Further, all employees are expected to bring to the attention of the Director of Corporate and Community Services or the Senior Governance Officer any suspected situation involving improper activity or non-compliance with applicable policies, plans, procedures, laws or regulations of which they have knowledge. Internal Audit has unrestricted access to people and information pertaining to the agreed Internal Audit Plan.



## Authority and Confidentiality

Internal audit has neither direct responsibility, nor authority over, any of the activities which it audits. Therefore, the audits and evaluations do not, in any way, relieve any person in Council of the responsibilities assigned to them.

For the purpose of its function, Internal Audit is authorised to review all areas of Council and to have full, free, and unrestricted access to all Council's records, property and personnel where access is required to provide a comprehensive and thorough assessment and is within the agreed scope of the planned audit.

The Internal Auditor will have unrestricted access to Council's Audit Committee and through the Chair of the Audit Committee can request any closed briefing sessions without management present at any of the Audit Committee Meetings.

## Internal Audit Plan

The Internal Auditor shall prepare, for the audit committee's consideration, a risk-based annual internal audit plan and a strategic 3 year rolling internal audit plan.

In accordance with s. 207(2) of the *Local Government Regulation 2012*, the internal audit plan will include statements about:

- The way in which the operational risks have been evaluated;
- The most significant operational risks identified from the evaluation; and
- The control measures that Council has adopted, or is to adopt, to manage the most significant operational risks.

The Internal Audit Plan must be prepared in alignment with Council's annual budget allocation for Internal Audit activities.

## Internal Audit Activities

Internal audit activity encompasses the review of all financial and non-financial policies and operations. Internal audit reviews may cover any of the programs and activities of Council and any associated entity (where applicable). Internal audit activities will encompass the following areas:

### Assurance Activities

Internal audit assurance activities include audits with the following orientation:

### Compliance

- Compliance with legislative requirements, Council policies, directives and procedures;

- Adequacy and effectiveness of internal financial and operational controls including information technology system controls;
- Recording, control and use of Council assets; and
- Efficiency, effectiveness, and adherence to ethical standards in respect of Council's business activities, systems and processes in line with the Council's statutory responsibilities, stated objectives and operational plan.

#### Performance Improvement

- Improve the economy, efficiency and effectiveness of Council's operations in areas such as improving service delivery, better contract and project management, eliminating waste, reducing costs or increasing revenue; and
- Assess ability of systems to deliver the desired outcome.

#### Internal Audit may also:

- At the request of the CEO, assist in the investigation of suspected fraud or misappropriation within the Council and notify management and the Committee of the corrective action to be taken; and
- Conduct other reviews as requested by the CEO or as a service to management to help improve operational efficiency and effectiveness.

#### Consulting and Advisory Activities

Consulting and advisory services will be provided as defined in the International Standards for the Professional Practice of Internal Auditing. In providing consulting and advisory services, Internal Audit will maintain operational independence. It is the responsibility of Council management to accept or reject advice provided by Internal Audit, to implement advice where considered appropriate and be accountable for decisions taken. Internal Audit can advise Council management on a range of matters including:

#### New programs, systems and processes

- Providing advice on the development of new programs, systems and processes and/or significant changes to existing programs and processes, particularly including the design of appropriate controls

#### Risk Management

- Assisting management to identify risks and develop risk mitigation and monitoring strategies as part of the risk management framework; and
- Monitoring and reporting on the implementation and maintenance of the Council's Fraud and Control Plan.

#### Fraud Control

- Assisting management to identify the risks of fraud and develop fraud prevention and monitoring strategies.



In addition to the above, Internal Audit may be required to carry out special reviews from time to time at the direction of the CEO or the Audit Committee.

The Internal Auditor is required to report any major restrictions on the scope of Internal Audit, impairments, resource issues and any conflicts of interests to the Chair of the Audit Committee and the CEO.

#### **Audit Support Activities**

The Governance Unit is responsible for:

- assisting the Audit Committee to discharge its responsibilities;
- monitoring the implementation of agreed recommendations arising from internal and external audit activities;
- disseminating across Council better practice and lessons learnt arising from its audit activities; and
- managing the audit function.

#### **Follow Up Activities**

The Governance Unit will be responsible for appropriate follow-up of audit engagement findings and recommendations. The internal audit function will liaise regularly with the Governance Unit in relation to outstanding internal audit action items.

### **Scope of Internal Audit Activities**

The scope of internal audit activities encompasses, but is not limited to, objective examinations of evidence for the purpose of providing independent assessments to the Audit Committee, Management, Council and any relevant outside parties on the adequacy and effectiveness of governance, risk management, and control processes for Burdekin Shire Council. Internal audit assessments include evaluating whether:

- Risks relating to the achievement of Burdekin Shire Council's strategic objectives are appropriately identified and managed.
- The actions of Burdekin Shire Council's Directors, Managers, Officers and contractors are in compliance with Burdekin Shire Council's policies, procedures, and applicable laws, regulations and governance standards.
- The results of operations or programs are consistent with established goals and objectives.
- Operations or programs are being carried out effectively and efficiently.
- Established processes and systems enable compliance with policies, procedures, laws, and regulations that could significantly impact Burdekin Shire Council.
- Information and the means used to identify, measure, analyse, classify, and report such information are reliable and have integrity.
- Resources and assets are acquired economically, used efficiently, and protected adequately.

In the conduct of internal audit work, the Internal Auditor will:

- comply with relevant professional standards of conduct;
- possess the knowledge, capability, skills and technical proficiency relevant to the performance of their duties;
- be skilled in dealing with people and communicating audit, risk management and related issues effectively; and
- exercise due professional care in performing their duties.

The Audit Committee will review the performance of the Internal Audit function to ensure efficiency and effectiveness is maintained.

### **Relationship with External Audit**

Internal Audit shall co-operate fully with the QAO and the appointed external auditor in respect of any internal audits undertaken by Internal Audit. Working papers together with any further explanations are to be made available in order to enhance the effectiveness of the total audit coverage and to minimise duplication. To ensure that Internal Audit is aware of all matters associated with its functional responsibilities, Internal Audit is to be supplied with copies of all relevant correspondence received from external audit and QAO.

### **Reporting**

A draft internal audit report shall be prepared and issued by the Internal Auditor to the Director of Corporate and Community Services and the relevant Manager as soon as possible after the completion of a scheduled internal audit. The draft report will include comments and recommended corrective actions where appropriate.

The relevant manager, after receiving the draft internal audit report will respond within ten (10) working days or such period agreed between the Director Corporate and Community Services, the relevant manager and the internal auditor.

In accordance with Section 207 of the *Local Government Regulation 2012* the Internal Audit Function shall report to the Audit Committee at each Audit Committee Meeting. The internal audit function report will include:

- A progress report against the adopted internal audit plan
- A summary of the recommendations from each completed internal audit
- A summary of the actions that have been taken by management in response to the recommended actions
- A summary of any actions that have not been taken in response to the recommendations.

### Management Responsibility for Corrective Action

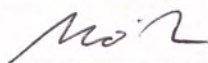
For each internal audit, a relevant director or manager will be nominated as the responsible person for ensuring that corrective action is taken within the agreed timeframes. An implementation schedule will be agreed upon at the close out of each internal audit. Recommended remedial actions are considered outstanding until they are implemented, or a reasonable explanation is offered to the satisfaction of the Chief Executive Officer why no further action is required. Any recommendations that have not been actioned within the agreed timeframe will be included in the regular reports to the Audit Committee. The implementation schedule can be amended where management have advised the CEO of foreseen difficulties and a revised implementation timeframe has been agreed upon.

### Approval Signatures

Audit Committee  
Chairperson  
A/ Chief Executive Officer

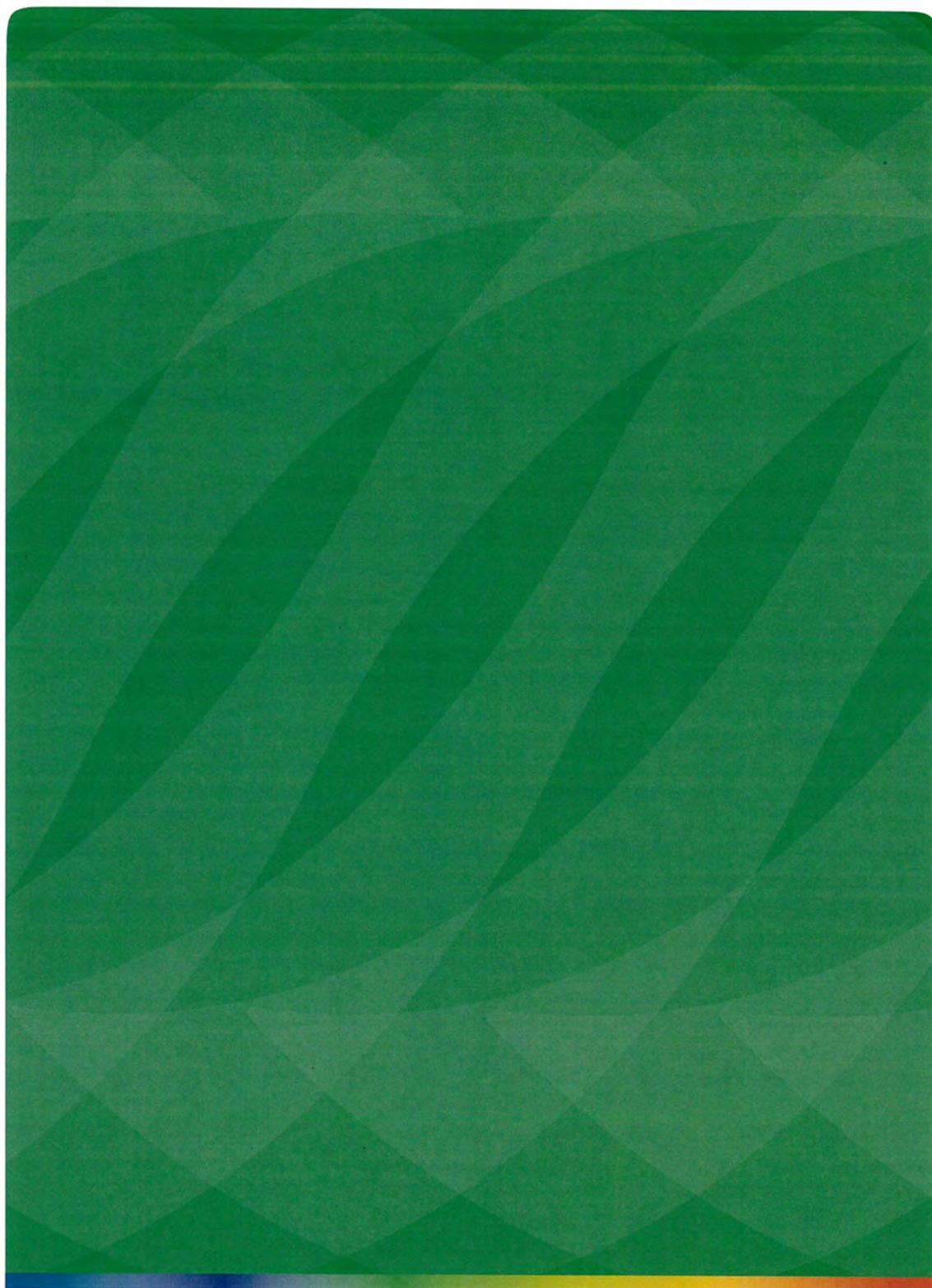


Date: 18/2/19



Date: 18.2.19.





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## **4 REPORTS**

### **4.1 Monthly Financial Report for Period Ending 31 January 2019**

#### **Recommendation**

That the Monthly Financial Report for Period Ending 31 January 2019 be received.

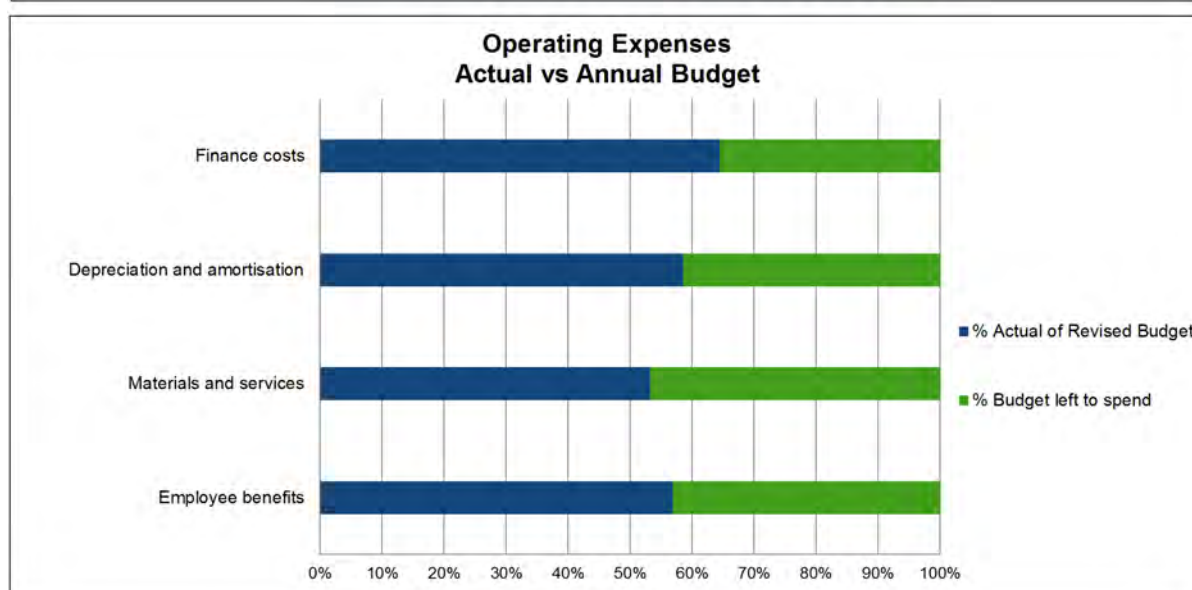
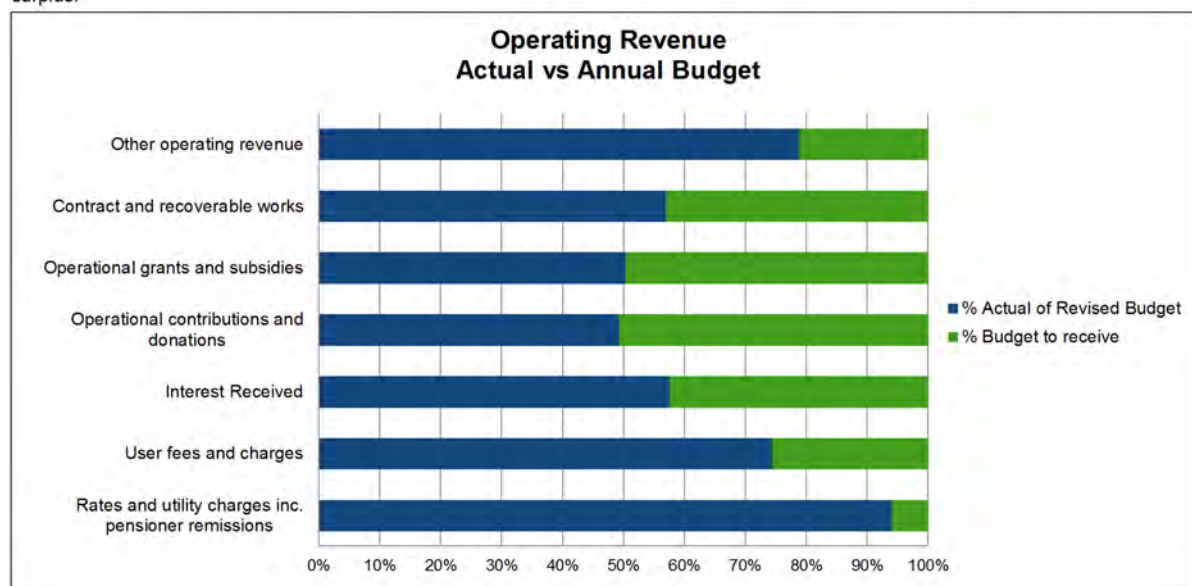


The following report provides a summary of Council's financial performance to 31 January 2019

## FINANCIAL STATEMENTS AT A GLANCE

As at 31 January 2019	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	41,686,806	47,535,223	43,326,263	-1,639,457	-4%
Total Operating Expenses	27,305,582	48,645,210	28,815,128	-1,509,546	-5%
<b>Operating Position</b>	<b>14,381,224</b>	<b>-1,109,987</b>	<b>14,511,135</b>	<b>-129,911</b>	<b>-1%</b>
Capital Revenue	754,064	4,825,668	5,040,922	-4,286,858	-85%
<b>Net Result</b>	<b>15,135,288</b>	<b>3,715,681</b>	<b>19,552,057</b>	<b>-4,416,769</b>	<b>-23%</b>

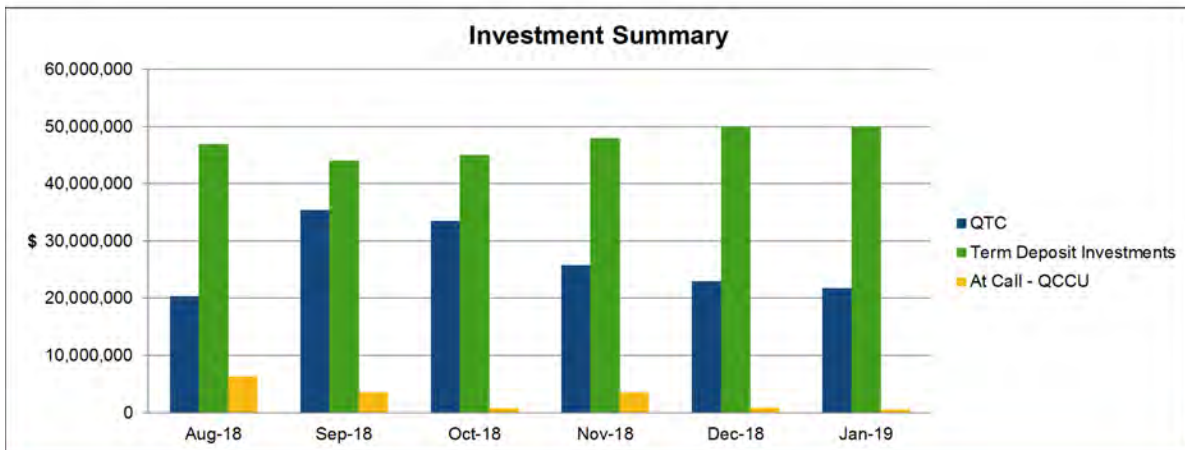
This report contains financial information for the period ending 31 January 2019. Council's operating position at month end is a \$14.4M surplus.



## INVESTMENT PORTFOLIO

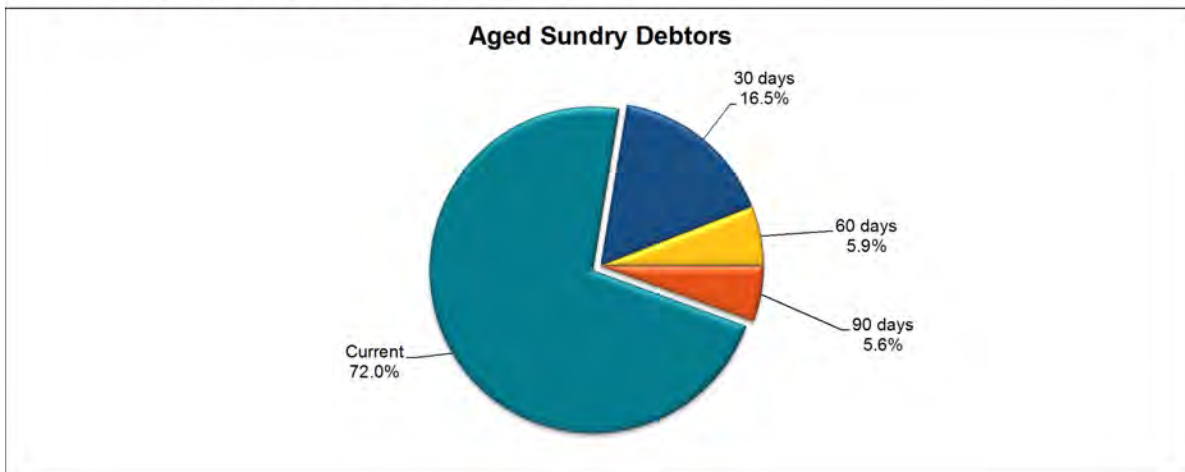
### Investment Report as at 31 January 2019 (including at call cash)

	Total Invested	Average Current Rate Weighted	% Invested
<b>Major Banks</b>			
NAB	17,000,000	2.72%	23.5%
Westpac	9,000,000	2.79%	12.4%
<b>Other</b>			
Auswide Bank	2,000,000	2.91%	2.8%
Bendigo HH	2,000,000	2.70%	2.8%
ME Bank	2,000,000	2.70%	2.8%
QCCU	6,000,000	2.75%	8.3%
Suncorp	12,000,000	2.74%	16.6%
QTC	21,739,133	2.81%	30.0%
QCCU General	621,122	2.15%	0.9%
<b>Total Funds</b>	<b>\$72,360,255</b>		



## SUNDRY DEBTORS

Total outstanding Sundry Debtors as at 31 January are \$157,554



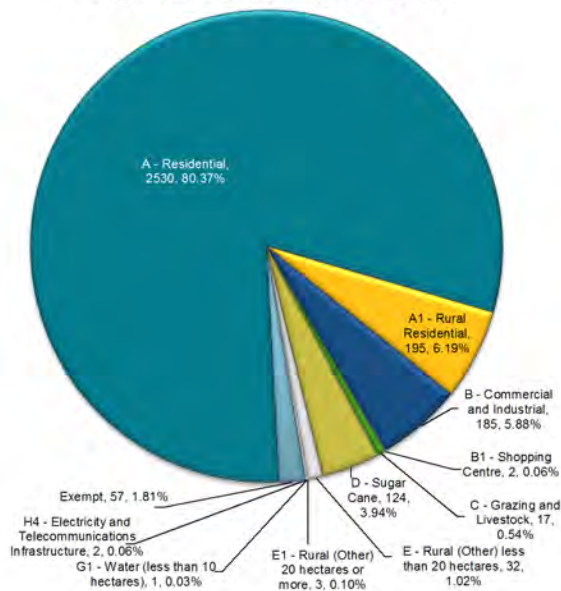
## RATES

Arrears as at 1 July 2018		\$1,158,686
Levy and fees raised *	\$41,564,948	
Interest charged *	\$122,971	
Less Pensioner subsidy and rebate	<u>\$630,252</u>	<u>\$41,057,666</u>
Payments received		<u>\$40,005,412</u>
Arrears as at 31 January 2019		<u>\$2,210,940</u>
% Arrears January 2019		5.24%
% Arrears January 2018		6.83%
Pre-payments as at 31 January 2019		\$740,761
Pre-payments as at 31 January 2018		\$598,497

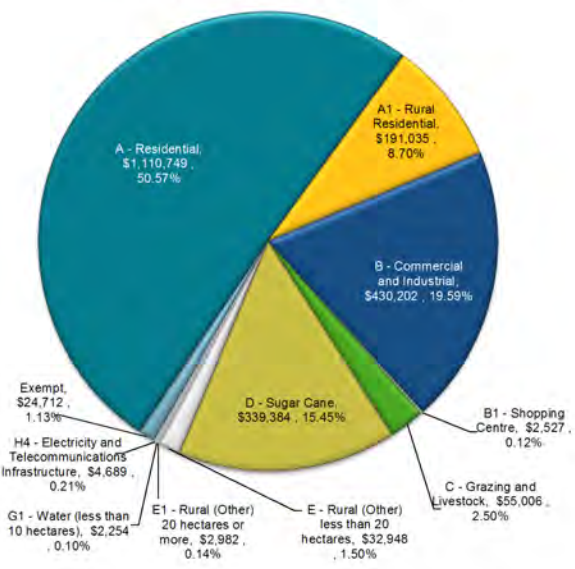
\* includes State Govt Emergency Management Levy

Water Rate Levies were issued on 11 January 2019, with a due date of 12 February 2019.

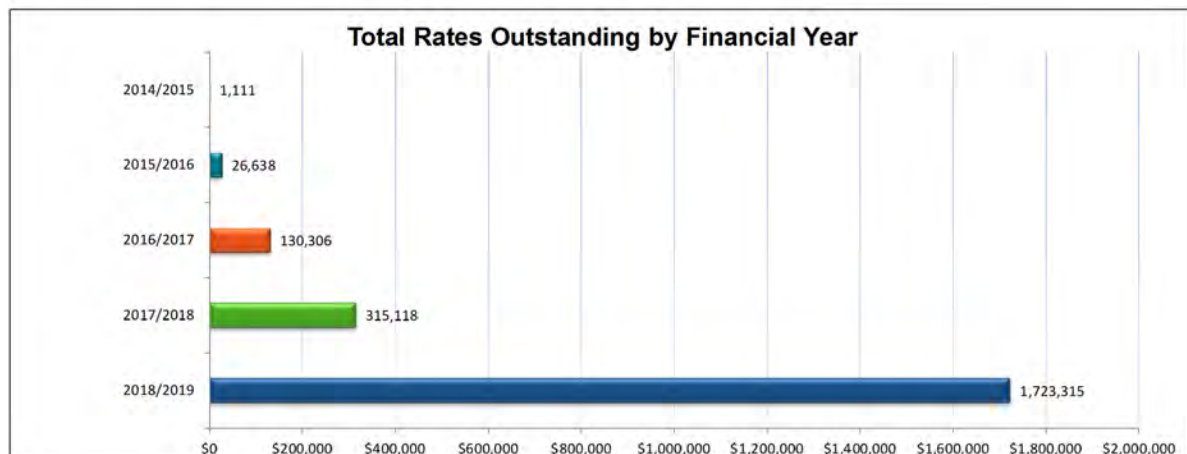
**Number of Outstanding Rates Properties by Rating Category**



**\$ Value of Outstanding Rates by Rating Category**



**Total Rates Outstanding by Financial Year**



## Rates Debt Recovery

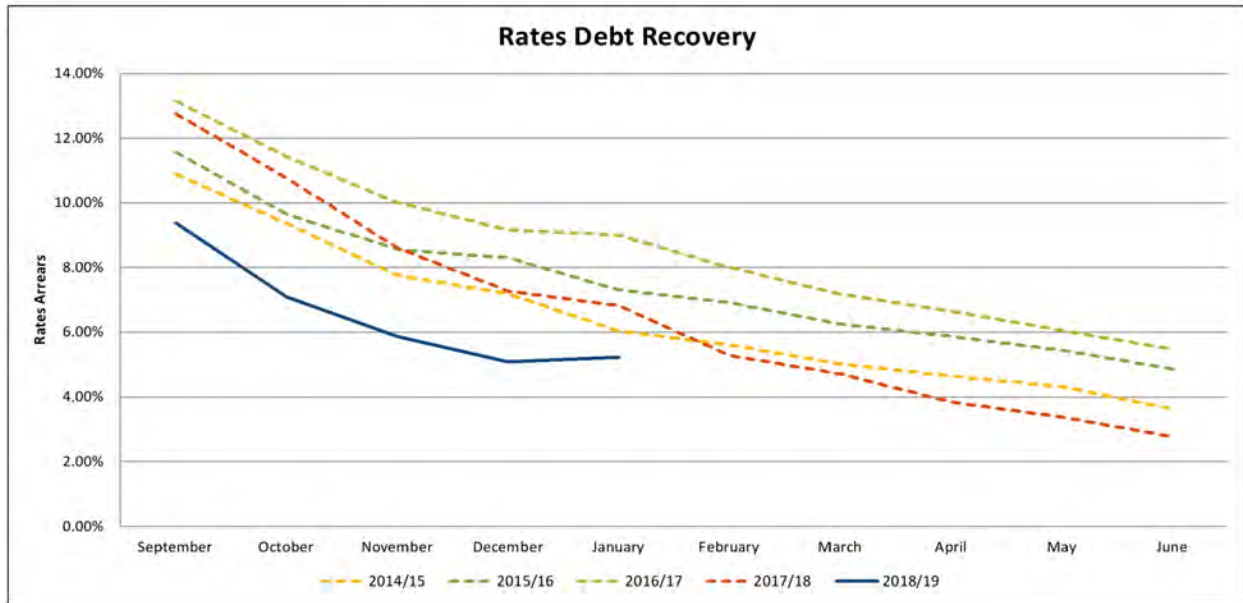
### Collection House - Debt Referral

Council currently has 262 active files.

Out of these active files, 101 have negotiated arrangements and are being monitored by Collection House. The balance of these properties are being reviewed, have defaulted or have proceeded to the next stage of the debt collection process.

### Council Periodic Payment Plans

In addition to the properties referred to Collection House, there are 300 current periodic payment plans made directly with Council. These plans are continuing to be monitored by Rates Staff to ensure conformance.





## OVERVIEW OF COUNCIL'S CAPITAL PROJECTS

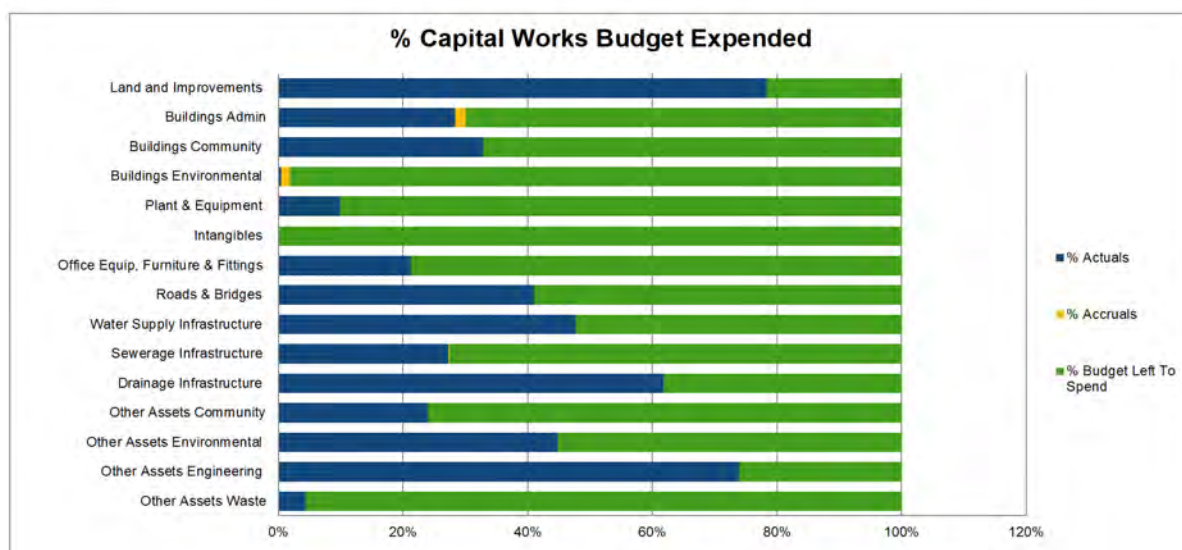
Capital expenditure incurred for the year to 31 January, is shown by asset class in the table below.

Capital project expenditure to 31 January is \$7,443,230. In addition to this, there is \$48,418 in accruals. Therefore bringing the total capital expenditure to \$7,491,648.

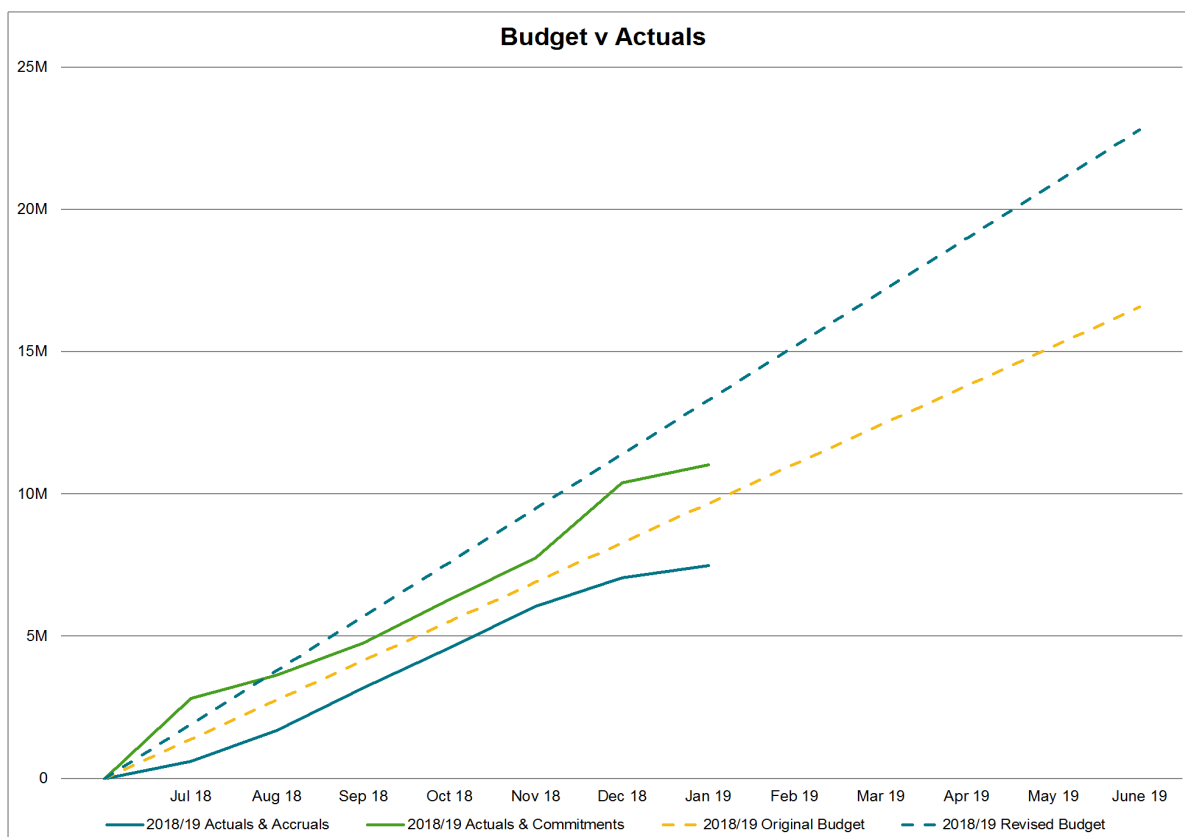
### Financial Overview by Asset Class

Asset Class	Original Budget	Revised Budget	Actuals	Accruals	Total
Land and Improvements	\$ -	\$ 830,000	\$ 650,386	\$ -	\$ 650,386
Buildings Admin	\$ 62,000	\$ 213,000	\$ 60,390	\$ 3,752	\$ 64,142
Buildings Community	\$ 300,500	\$ 248,100	\$ 81,491	\$ -	\$ 81,491
Buildings Environmental	\$ 900,000	\$ 2,827,348	\$ 11,738	\$ 39,995	\$ 51,732
Plant and Equipment	\$ 1,740,000	\$ 1,940,000	\$ 191,291	\$ -	\$ 191,291
Intangibles	\$ 143,000	\$ 143,000	\$ -	\$ -	\$ -
Office Equip, Furniture and Fittings	\$ 399,200	\$ 389,200	\$ 82,658	\$ -	\$ 82,658
Roads and Bridges	\$ 6,393,000	\$ 7,644,842	\$ 3,133,354	\$ -	\$ 3,133,354
Water Supply Infrastructure	\$ 1,355,950	\$ 2,064,457	\$ 985,267	\$ -	\$ 985,267
Sewerage Infrastructure	\$ 1,950,000	\$ 2,107,072	\$ 574,198	\$ 4,672	\$ 578,870
Drainage Infrastructure	\$ 1,275,000	\$ 1,739,515	\$ 1,075,782	\$ -	\$ 1,075,782
Other Assets Community	\$ 130,000	\$ 597,175	\$ 142,788	\$ -	\$ 142,788
Other Assets Environmental	\$ 547,000	\$ 768,590	\$ 344,338	\$ -	\$ 344,338
Other Assets Engineering	\$ 45,000	\$ 78,000	\$ 57,642	\$ -	\$ 57,642
Other Assets Waste	\$ 1,334,000	\$ 1,207,700	\$ 51,906	\$ -	\$ 51,906
<b>TOTAL</b>	<b>\$ 16,574,650</b>	<b>\$ 22,797,999</b>	<b>\$ 7,443,230</b>	<b>\$ 48,418</b>	<b>\$ 7,491,648</b>

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



Extended information on individual projects has been provided to Council in a separate dashboard report.



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

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

#### APPENDIX 1 - OPERATING STATEMENT BY MANAGER

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

#### APPENDIX 2 - TOTAL COUNCIL OPERATING STATEMENT

Attached is the Total Council Operating Statement for your information.

#### APPENDIX 3 - STATEMENT OF FINANCIAL POSITION

Attached is the Statement of Financial Position as at 31 January 2019.

#### APPENDIX 4 - STATEMENT OF CASH FLOWS

Attached is the Statement of Cash Flows for the period ending 31 January 2019.

**OPERATING STATEMENT**  
**Period Ending 31 January 2019**

**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
<b>Operating Revenue</b>					
Operational contributions and donations	0	1,151	0	1,151	-
Operational grants and subsidies	12,500	27,500	0	27,500	-
Other operating revenue	6,723	10,342	4,667	5,676	122%
<b>Total operating revenue</b>	<b>19,223</b>	<b>38,993</b>	<b>4,667</b>	<b>34,327</b>	<b>736%</b>
<b>Operating Expenses</b>					
Employee benefits	129,086	723,240	732,326	-9,087	-1%
Materials and services	9,786	156,777	230,621	-73,844	-32%
<b>Total operating costs</b>	<b>138,873</b>	<b>880,016</b>	<b>962,947</b>	<b>-82,931</b>	<b>-9%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-119,650</b>	<b>-841,023</b>	<b>-958,281</b>	<b>117,258</b>	<b>-12%</b>
<b>Net result for period</b>	<b>-119,650</b>	<b>-841,023</b>	<b>-958,281</b>	<b>117,258</b>	<b>-12%</b>

**Comments**

**Operational contributions and donations**

Unbudgeted Visitor Information Centre Business Memberships received. Budget to be added in second revision.

**Operational grants and subsidies**

Unbudgeted grants received for Tourism Strategy and Sweet Days, Hot Nights Festival. Budget to be added in second revision.

**Other operating revenue**

Unbudgeted receipt of 2019 Sweet Days, Hot Nights sponsorship, revenue from Industry Breakfast attendance fees, Visitor Information Centre takings and payments for CEO attendance at Local Government Mutual and Local Government Workcare Board Meetings. Annual budget is for contributions from attendees at the Visitor Information Centre Regional Conference to be staged in Ayr in March. Budget to be reviewed and adjusted in second revision.

**Materials and services**

Currently under the year to date budget due to the timing of certain activities in the second half of the financial year including the Sweet Days, Hot Nights festival and hosting of the Visitor Information Centre Regional Conference in Ayr. Costs allowed for preparing new economic development strategy not yet committed as Council is awaiting outcome of a grant application to the Building Better Regions program to assist in meeting the anticipated costs.



**OPERATING STATEMENT**  
**Period Ending 31 January 2019**

**Director of Corporate & Community 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
<b>Operating Revenue</b>					
User fees and charges	3,543	62,722	60,836	1,886	3%
Operational contributions and donations	0	11,088	13,000	-1,912	-15%
Operational grants and subsidies	0	95,391	61,857	33,534	54%
Other operating revenue	0	1,447	0	1,447	-
<b>Total operating revenue</b>	<b>3,543</b>	<b>170,648</b>	<b>135,693</b>	<b>34,955</b>	<b>26%</b>
<b>Operating Expenses</b>					
Employee benefits	61,125	316,780	329,441	-12,661	-4%
Materials and services	30,437	396,300	441,751	-45,451	-10%
Depreciation and amortisation	92,038	638,123	639,898	-1,775	0%
<b>Total operating costs</b>	<b>183,600</b>	<b>1,351,204</b>	<b>1,411,091</b>	<b>-59,887</b>	<b>-4%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-180,057</b>	<b>-1,180,556</b>	<b>-1,275,398</b>	<b>94,842</b>	<b>-7%</b>
Capital grants and subsidies	0	0	123,175	-123,175	-100%
Other capital income (expense)	33,961	-6,277	-11,994	5,717	-48%
<b>Net result for period</b>	<b>-146,096</b>	<b>-1,186,833</b>	<b>-1,164,217</b>	<b>-22,616</b>	<b>2%</b>

**Comments**

**Operational contributions and donations**

Under budget due to decrease in electricity rates. Yet to received next quarterly bill, therefore invoices have not been issued for contributions.

**Operational grants and subsidies**

Currently over budget due to annual grant fund payment received for the PCYC. This was initially budgeted to be received in six-monthly instalments. Budget will be adjusted in the second revision.

**Other operating revenue**

Unbudgeted reimbursements for electricity consumption at Ayr Aerodrome Terminal, this partially offsets expenditure from the bulk metering point at the Ayr Aerodrome.

**Materials and services**

Under year to date budget due to lower than budgeted annual insurance premiums; and the billing cycle for electricity at Council Chambers and various community properties.

**Capital grants and subsidies**

Works for Queensland 2017-19 grant for Ayr Showgrounds upgrade not yet received.

**Other capital income (expense)**

Loss on write off of Building assets following capitalisation of the replacement of roof resheeting at the Burdekin Memorial Hall, Brandon Railway Ticket Office and Ayr Showgrounds Building, and upgrade to LED lighting at the Council Chambers. January transactions reflect overall gain on disposal of Council properties sold at auction.

**OPERATING STATEMENT**  
**Period Ending 31 January 2019**

**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
<b>Operating Revenue</b>					
Operational grants and subsidies	0	12,620	21,945	-9,325	-42%
Other operating revenue	0	8,135	18,479	-10,344	-56%
<b>Total operating revenue</b>	<b>0</b>	<b>20,755</b>	<b>40,424</b>	<b>-19,669</b>	<b>-49%</b>
<b>Operating Expenses</b>					
Employee benefits	640,505	1,775,112	1,596,160	178,953	11%
Materials and services	40,565	339,845	449,322	-109,477	-24%
<b>Total operating costs</b>	<b>681,070</b>	<b>2,114,957</b>	<b>2,045,482</b>	<b>69,476</b>	<b>3%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-681,070</b>	<b>-2,094,202</b>	<b>-2,005,057</b>	<b>-89,145</b>	<b>4%</b>
<b>Net result for period</b>	<b>-681,070</b>	<b>-2,094,202</b>	<b>-2,005,057</b>	<b>-89,145</b>	<b>4%</b>

**Comments**

**Operational grants and subsidies**

Additional grant funding received from Queensland Reconstruction Authority for Get Ready Burdekin 2017/2018 acquittal. Annual budget includes annual SES Local Government Subsidy, this is due to be received in February 2019.

**Other operating revenue**

Under budget due to Worker's Compensation income not yet received.

**Employee benefits**

This budget is for the staff wages within the Client Services department, as well as employee related costs for the whole organisation. Annual Leave is currently \$303,340 over budget, this is expected as the majority of staff take their annual leave during the closedown period. Sick Leave is over budget \$54,220; this will be monitored and adjusted if required in the second budget revision. Statutory holidays are under budget however this is normal for this time of year due to the number of Statutory holidays falling in the first half of the calendar year. All Client Services departments are under budget. This is due to staff leave, sick leave, unplanned Long Service Leave, staff secondments to other areas and resignations that have not yet been replaced.

**Materials and services**

ICT currently under budget due to request for quotations for Council website hosting, Technology One, firewall upgrade are finalising in January 2019. Following these, relevant subscriptions will be made and consultants engaged to finalise ICT projects. This budget will be monitored and adjusted if required in the second budget revision. Training currently under budget and is being monitored by senior management. Training usually increases in March - May with courses being advertised and staff available to attend.

**OPERATING STATEMENT**  
**Period Ending 31 January 2019**

**Manager Community 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
<b>Operating Revenue</b>					
User fees and charges	467	108,829	117,250	-8,421	-7%
Operational contributions and donations	0	40	0	40	-
Operational grants and subsidies	34,787	74,088	27,417	46,672	170%
Other operating revenue	6,048	57,084	46,521	10,563	23%
<b>Total operating revenue</b>	<b>41,302</b>	<b>240,041</b>	<b>191,188</b>	<b>48,853</b>	<b>26%</b>
<b>Operating Expenses</b>					
Employee benefits	140,917	902,051	942,776	-40,725	-4%
Materials and services	61,407	808,750	840,759	-32,008	-4%
Depreciation and amortisation	10,272	71,243	72,360	-1,117	-2%
<b>Total operating costs</b>	<b>212,596</b>	<b>1,782,044</b>	<b>1,855,895</b>	<b>-73,850</b>	<b>-4%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-171,294</b>	<b>-1,542,004</b>	<b>-1,664,707</b>	<b>122,704</b>	<b>-7%</b>
Capital grants and subsidies	1	43,757	80,000	-36,243	-45%
<b>Net result for period</b>	<b>-171,294</b>	<b>-1,498,247</b>	<b>-1,584,707</b>	<b>86,460</b>	<b>-5%</b>

**Comments**

**User fees and charges**

This income is variable monthly as it includes the hire of the Burdekin Theatre and Burdekin Memorial Hall, and Library internet and photocopying fees. Fees and charges slightly under due to the Burdekin Theatre being closed for most of January.

**Operational grants and subsidies**

The budget in this area is split evenly over 12 months, therefore currently over year to date budget due to the timing of receipt of grants. Grant funds received for STEM Ideas@108, QLD Multicultural Week, Tech Savvy Seniors, Sport and Rec Plan and First Five Forever.

**Other operating revenue**

Over budget due to ticket sales for theatre promotions.

**Capital grants and subsidies**

First two quarters of 2018/19 State Library Grant have been received. Budget to be reviewed in second budget revision to recognise the annual budget quarterly.



**OPERATING STATEMENT**  
**Period Ending 31 January 2019**

**Manager Environmental & Health Services excluding Waste Program**

	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
<b>Operating Revenue</b>					
Rates and Utility Charges	0	87,809	88,590	-781	-1%
User fees and charges	25,845	495,975	440,167	55,807	13%
Operational contributions and donations	10,585	44,389	57,000	-12,611	-22%
Operational grants and subsidies	15,000	15,000	0	15,000	-
Other operating revenue	385	8,150	3,792	4,358	115%
<b>Total operating revenue</b>	<b>51,814</b>	<b>651,323</b>	<b>589,549</b>	<b>61,774</b>	<b>10%</b>
<b>Operating Expenses</b>					
Employee benefits	145,140	808,005	849,886	-41,881	-5%
Materials and services	138,219	962,659	1,039,580	-76,921	-7%
Depreciation and amortisation	24,510	169,990	170,478	-488	0%
<b>Total operating costs</b>	<b>307,869</b>	<b>1,940,655</b>	<b>2,059,944</b>	<b>-119,290</b>	<b>-6%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-256,055</b>	<b>-1,289,332</b>	<b>-1,470,395</b>	<b>181,063</b>	<b>-12%</b>
 Capital grants and subsidies	 270	 270	 0	 270	 -
<b>Net result for period</b>	<b>-255,785</b>	<b>-1,289,062</b>	<b>-1,470,395</b>	<b>181,333</b>	<b>-12%</b>

**Comments**

**User fees and charges**

Caravan Parks income ahead of budget. Animal management income slightly ahead of budget.

**Operational contributions and donations**

Herbicide subsidy landowner contributions below budgeted rate.

**Operational grants and subsidies**

Unbudgeted grant received from NQ Dry Tropics for feral pig control.

**Other operating revenue**

Caravan Park incidental income above year to date budget. Unbudgeted income received for sale of abandoned vehicles.

**Employee benefits**

Variance to budget due to higher than normal proportion of sick and annual leave taken in Health and Vector Administration areas.

**Materials and services**

Currently under budget due to Department of Agriculture and Fisheries annual levy not yet paid and expenditure relating to chemicals for land protection and pools.

**Capital grants and subsidies**

Unbudgeted balance of Works for Queensland 2016/17 Grant received. Budget to be added in second revision.

**OPERATING STATEMENT**  
**Period Ending 31 January 2019**

**Manager Environmental & Health Services - Waste Program**

	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
<b>Operating Revenue</b>					
Rates and Utility Charges	0	3,966,098	3,960,668	5,430	0%
User fees and charges	41,149	199,318	177,917	21,402	12%
Interest Received	16,460	97,526	101,675	-4,149	-4%
Other operating revenue	10,101	52,878	39,171	13,708	35%
<b>Total operating revenue</b>	<b>67,710</b>	<b>4,315,821</b>	<b>4,279,431</b>	<b>36,390</b>	<b>1%</b>
<b>Operating Expenses</b>					
Employee benefits	85,018	435,338	414,057	21,281	5%
Materials and services	169,234	1,069,144	1,237,218	-168,075	-14%
Depreciation and amortisation	27,380	189,892	190,610	-718	0%
Finance Costs	0	5,924	5,920	4	0%
<b>Total operating costs</b>	<b>281,632</b>	<b>1,700,298</b>	<b>1,847,805</b>	<b>-147,507</b>	<b>-8%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-213,922</b>	<b>2,615,523</b>	<b>2,431,625</b>	<b>183,898</b>	<b>8%</b>
 Capital grants and subsidies	 0	 0	 178,700	 -178,700	 -100%
<b>Net result for period</b>	<b>-213,922</b>	<b>2,615,523</b>	<b>2,610,325</b>	<b>5,198</b>	<b>0%</b>

**Comments**

**User fees and charges**

Waste facilities fees and charges ahead of budget at Kirknie Landfill.

**Other operating revenue**

Income received from sale of secondhand goods at transfer station and drumMUSTER processing cost recovery. Ahead of budget for scrap metal income.

**Employee benefits**

Over budget due to casual staff at the transfer stations working on public holidays over the Christmas/New Year period.

**Materials and services**

One month of waste management contract in arrears. Under budget for legacy landfill expenditure.

**Capital grants and subsidies**

Works for Queensland 2017-19 grant for Home Hill Transfer Station upgrade not yet received.

**OPERATING STATEMENT**  
**Period Ending 31 January 2019**

**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
<b>Operating Revenue</b>					
Rates and Utility Charges	0	25,268,506	27,145,117	-1,876,611	-7%
Pensioner remissions	1,609	-314,206	-183,167	-131,039	72%
User fees and charges	6,214	58,613	56,142	2,471	4%
Interest Received	58,458	357,936	346,850	11,086	3%
Operational grants and subsidies	2,500	709,744	837,627	-127,883	-15%
Other operating revenue	35	35,337	35,792	-455	-1%
<b>Total operating revenue</b>	<b>68,816</b>	<b>26,115,929</b>	<b>28,238,360</b>	<b>-2,122,431</b>	<b>-8%</b>
<b>Operating Expenses</b>					
Employee benefits	151,047	949,407	1,041,782	-92,375	-9%
Materials and services	44,874	1,115,592	1,042,623	72,969	7%
Depreciation and amortisation	48,398	334,787	333,996	791	0%
Finance Costs	5,207	138,188	129,030	9,158	7%
<b>Total operating costs</b>	<b>249,527</b>	<b>2,537,974</b>	<b>2,547,431</b>	<b>-9,457</b>	<b>0%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-180,711</b>	<b>23,577,956</b>	<b>25,690,929</b>	<b>-2,112,974</b>	<b>-8%</b>
Capital grants and subsidies	0	0	49,571	-49,571	-100%
Other capital income (expense)	0	-55	0	-55	-
<b>Net result for period</b>	<b>-180,711</b>	<b>23,577,901</b>	<b>25,740,501</b>	<b>-2,162,600</b>	<b>-8%</b>

**Comments**

**Rates and Utility Charges**

At the end of the financial year, rates in advance revenue of approximately \$2 million will be recognised.

**Pensioner Remissions**

Pensioner Remissions have been recognised in full for this financial year. Currently over year to date budget, due to the budget being split equally over 12 months.

**Operational grants and subsidies**

Under budget due to Works for Queensland 2017/19 payment not yet received and budgeted payment of outstanding Works for Queensland 2016/17 being receipted to relevant Council area. Grant funds received this year include the first two quarters of the 2018/19 Financial Assistance Grant, the Skilling Queenslanders for Work - First Start Program and Australian Apprenticeship Incentive payment.

**Employee benefits**

Currently under budget due to staff vacancies in Rates and Administration, budget will be reviewed and adjusted in the second revision.

**Materials and services**

Over year to date budget due to annual payments for IT Software maintenance contracts paid in full.

**Finance Costs**

Over year to date budget due to increased bank fees.

**Capital grants and subsidies**

Budgeted outstanding Works for Queensland 2016/17 payment has been received and has been receipted to relevant Council areas. This budget will be adjusted in the second revision.



**OPERATING STATEMENT**  
**Period Ending 31 January 2019**

**Manager Operations - General Fund**

	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
<b>Operating Revenue</b>					
User fees and charges	18,409	106,935	74,900	32,035	43%
Operational contributions and donations	8,785	44,537	33,269	11,268	34%
Operational grants and subsidies	57,157	363,357	308,837	54,520	18%
Contract and recoverable works	5,386	19,870	30,450	-10,580	-35%
Other operating revenue	3,000	7,233	4,500	2,733	61%
<b>Total operating revenue</b>	<b>92,736</b>	<b>541,933</b>	<b>451,956</b>	<b>89,977</b>	<b>20%</b>
<b>Operating Expenses</b>					
Employee benefits	562,971	2,664,503	2,847,855	-183,352	-6%
Materials and services	317,595	2,075,803	2,578,841	-503,038	-20%
Depreciation and amortisation	58,625	406,051	403,359	2,692	1%
<b>Total operating costs</b>	<b>939,191</b>	<b>5,146,357</b>	<b>5,830,055</b>	<b>-683,698</b>	<b>-12%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-846,454</b>	<b>-4,604,425</b>	<b>-5,378,099</b>	<b>773,674</b>	<b>-14%</b>
Capital contributions	0	2,090	0	2,090	-
Capital grants and subsidies	7,180	486,048	2,116,993	-1,630,945	-77%
Other capital income (expense)	0	-65,116	-31,452	-33,663	107%
<b>Net result for period</b>	<b>-839,275</b>	<b>-4,181,403</b>	<b>-3,292,558</b>	<b>-888,844</b>	<b>27%</b>

**Comments**

**User fees and charges**

Cemetery operations is the major contributor in this revenue stream and has exceeded year to date budget expectations by \$31,000.

**Operational contributions and donations**

Revenue target is ahead of year to date budget expectations. Income is based on historical averages and is sporadic across the financial year. Income in the period is from developer contributions related to subdivision approvals and donations received for the Anzac Spirit of Service Project.

**Operational grants and subsidies**

Unbudgeted revenue received for unsealed road maintenance under Works for Queensland 2016/17. Total revenue year to date includes \$10,540 first payment of Anzac Centenary Spirit of Service Grant for Home Hill RSL Cenotaph Upgrade, \$82,360 Queensland Reconstruction Authority payment for recovery of emergent works expenditure March 2018 flooding and \$212,910 Financial Assistance Grant payments.

**Contract and recoverable works**

Revenue stream is variable throughout the year with forecast total revenue based on historical annual actuals. Revenue in this period is for recoverable works to reinstate a bitumen road crossing for Sunwater and repair of damaged water meters. Revenue expectations will rebalance with future works planned to repair a sewerage main damaged by telecommunications contractor.

**Other operating revenue**

Revenue in this period is from scrap metal sales from the Jones Street Depot. Revenue forecast is based on historical annual actuals and is sporadic across the budget cycle with \$10,000 BSRIT retainer received annually in June.

**Employee benefits**

Under budget in Parks Administration due to extended period with unfilled supervisory position. Also under budget in Recoverable Works and Parks Operations.

**Materials and services**

Currently under budget in Parks Operations, Roads Maintenance and Drainage Maintenance. Road Maintenance expenditure has been impacted by weather event in early January and employee leave. Seasonal trend is that expenditure increases following the wet season and in the lead up to the crushing season.

**Capital contributions**

Contribution received from Home Hill Rotary Club towards Mount Inkerman Picnic Shelter.

**Capital grants and subsidies**

Unbudgeted revenue received for projects at Mount Inkerman and Ford Park public amenities under Works for Queensland 2016/17. The balance of funds received year to date includes a \$450,000 payment received from State Government as 30% upfront contribution to Plantation Park Nature Based Playground and the final payment of the State Government Get Playing Places and Spaces grant for Shade Sails and Solar Lights at the Ayr Skate Park.

**Other capital income (expense)**

Expenses are for write off of playground equipment at Dalbeg, a shelter at Arch Dunn Park, and solar lights at the Ayr Skate Park.



**OPERATING STATEMENT**  
**Period Ending 31 January 2019**

**Manager Operations - Water**

	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
<b>Operating Revenue</b>					
Rates and Utility Charges	594,813	3,603,209	3,518,619	84,590	2%
Pensioner remissions	109	-184	0	-184	-
User fees and charges	20,583	67,989	35,900	32,089	89%
Interest Received	31,181	182,169	190,925	-8,756	-5%
Operational contributions and donations	0	2,000	4,000	-2,000	-50%
Other operating revenue	1,171	3,191	700	2,491	356%
<b>Total operating revenue</b>	<b>647,857</b>	<b>3,858,375</b>	<b>3,750,144</b>	<b>108,231</b>	<b>3%</b>
<b>Operating Expenses</b>					
Employee benefits	119,047	601,472	639,083	-37,611	-6%
Materials and services	68,311	1,180,558	1,216,917	-36,358	-3%
Depreciation and amortisation	49,106	340,858	345,330	-4,472	-1%
<b>Total operating costs</b>	<b>236,464</b>	<b>2,122,888</b>	<b>2,201,330</b>	<b>-78,441</b>	<b>-4%</b>
<b>Surplus (deficit) from operating activities</b>	<b>411,393</b>	<b>1,735,487</b>	<b>1,548,814</b>	<b>186,672</b>	<b>12%</b>
Capital grants and subsidies	0	0	327,570	-327,570	-100%
Other capital income (expense)	0	-1,522	0	-1,522	-
<b>Net result for period</b>	<b>411,393</b>	<b>1,733,965</b>	<b>1,876,384</b>	<b>-142,419</b>	<b>-8%</b>

**Comments**

**User fees and charges**

Revenue in this period is almost wholly from water connections to rural properties and higher than anticipated developer activity this financial year. Revenue forecast is based on historical annual averages over 5 years.

**Operational contributions and donations**

Revenue stream captures income received from developer infrastructure charges for connection to water reticulation network and the forecast is based on historical averages.

**Other operating revenue**

Income in this period is from an insurance claim for damage to a mini excavator. This budget line represents a minor revenue stream for collection of refundable deposits for water filling station keys and other miscellaneous activities.

**Employee benefits**

Capital project activities associated with the South Ayr Diversion Pipeline have reduced year to date operational wages.

**Capital grants and subsidies**

Annual budget is for Local Government Grants and Subsidies Program funding recovery for Home Hill Water Tower Switchboard.

**Other capital income (expense)**

Write off of a flowmeter at the South Ayr Water Treatment Plant.

**OPERATING STATEMENT**  
**Period Ending 31 January 2019**

**Manager Operations - Sewerage**

	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
<b>Operating Revenue</b>					
Rates and Utility Charges	0	4,010,506	3,990,800	19,706	0%
Pensioner remissions	130	-236	0	-236	-
User fees and charges	0	0	1,400	-1,400	-100%
Interest Received	42,439	245,266	254,975	-9,709	-4%
Operational contributions and donations	0	4,085	5,000	-915	-18%
Other operating revenue	0	0	700	-700	-100%
<b>Total operating revenue</b>	<b>42,569</b>	<b>4,259,621</b>	<b>4,252,875</b>	<b>6,746</b>	<b>0%</b>
<b>Operating Expenses</b>					
Employee benefits	150,515	770,492	749,294	21,198	3%
Materials and services	89,884	552,835	607,704	-54,869	-9%
Depreciation and amortisation	105,322	730,084	727,308	2,776	0%
<b>Total operating costs</b>	<b>345,721</b>	<b>2,053,411</b>	<b>2,084,306</b>	<b>-30,895</b>	<b>-1%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-303,152</b>	<b>2,206,210</b>	<b>2,168,569</b>	<b>37,641</b>	<b>2%</b>
Capital grants and subsidies	0	285,600	409,600	-124,000	-30%
Other capital income (expense)	-4,185	-40,739	-2,454	-38,286	1560%
<b>Net result for period</b>	<b>-307,338</b>	<b>2,451,070</b>	<b>2,575,715</b>	<b>-124,645</b>	<b>-5%</b>

**Comments**

**User fees and charges**

Nil activity year to date. Annual estimate is based on historic annual averages. This area is a minor revenue stream from miscellaneous fees and charges.

**Operational contributions and donations**

Revenue stream is generated by developer infrastructure charges for connection to sewerage network and forecast is based on historical averages.

**Other operating revenue**

Minor revenue stream from sales of used chemical drums. Target is based on historical averages. No revenue received this financial year.

**Materials and services**

Currently under budget in sewerage treatment is partly due to reduced chemical usage following dosing trial. The budget allows for the impact of seasonal factors particularly heavy rainfall events associated with wet season activity which also contributes to the year to date variance.

**Capital grants and subsidies**

Revenue received this year includes \$285,600 State Government Local Government Grants and Subsidy Program grant for Sewerage Pump Station Switchboard Replacement Program. Budget variance is due to the \$124,000 grant for Design of Macro Algal Bioremediation Facility which is yet to be received.

**Other capital income (expense)**

Expenses in the period are for the write off of a sewerage pump at SPS No. 25 Ayr.

**OPERATING STATEMENT**  
**Period Ending 31 January 2019**

**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
<b>Operating Revenue</b>					
User fees and charges	24,945	198,129	189,583	8,546	5%
Operational grants and subsidies	0	44,633	44,633	0	0%
Other operating revenue	97	265	0	265	-
<b>Total operating revenue</b>	<b>25,042</b>	<b>243,028</b>	<b>234,216</b>	<b>8,811</b>	<b>4%</b>
<b>Operating Expenses</b>					
Employee benefits	99,501	616,010	644,827	-28,817	-4%
Materials and services	10,500	209,380	179,038	30,342	17%
<b>Total operating costs</b>	<b>110,001</b>	<b>825,389</b>	<b>823,865</b>	<b>1,524</b>	<b>0%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-84,960</b>	<b>-582,362</b>	<b>-589,648</b>	<b>7,287</b>	<b>-1%</b>
<b>Net result for period</b>	<b>-84,960</b>	<b>-582,362</b>	<b>-589,648</b>	<b>7,287</b>	<b>-1%</b>

**Comments**

**User fees and charges**

Revenue higher than budget due to an increase in Town Planning Assessable Development - Operational Works application fees received.

**Materials and services**

Year to date expenditure includes consultancy services for Planning Scheme drafting and Industrial Estate master planning. Variance will be amended in second revised budget and funded using the Strategic Projects Fund.

**OPERATING STATEMENT**  
**Period Ending 31 January 2019**

**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
<b>Operating Revenue</b>					
User fees and charges	16,632	146,447	96,320	50,127	52%
Operational grants and subsidies	27,704	74,510	61,250	13,260	22%
Contract and recoverable works	122,613	1,002,464	1,000,190	2,274	0%
Other operating revenue	0	6,920	0	6,920	-
<b>Total operating revenue</b>	<b>166,949</b>	<b>1,230,340</b>	<b>1,157,760</b>	<b>72,580</b>	<b>6%</b>
<b>Operating Expenses</b>					
Employee benefits	225,088	1,374,578	1,565,228	-190,650	-12%
Materials and services	-55,542	-351,892	-257,600	-94,292	37%
Depreciation and amortisation	551,298	3,827,701	3,837,349	-9,648	0%
<b>Total operating costs</b>	<b>720,844</b>	<b>4,850,387</b>	<b>5,144,977</b>	<b>-294,590</b>	<b>-6%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-553,895</b>	<b>-3,620,047</b>	<b>-3,987,217</b>	<b>367,170</b>	<b>-9%</b>
<b>Capital contributions</b>	<b>0</b>	<b>1,708</b>	<b>0</b>	<b>1,708</b>	<b>-</b>
Capital grants and subsidies	77,529	1,225,886	2,108,918	-883,032	-42%
Other capital income (expense)	-7,252	-1,177,587	-307,705	-869,881	283%
<b>Net result for period</b>	<b>-483,618</b>	<b>-3,570,039</b>	<b>-2,186,004</b>	<b>-1,384,035</b>	<b>63%</b>

**Comments**

**User fees and charges**

Increased septage income from solar farm and commercial sites outside sewerage area.

**Operational grants and subsidies**

January fuel tax credits to be received in February.

**Other operating revenue**

Unbudgeted income received from sale of small plant items and a fuel Subsidy received through insurance provider.

**Employee benefits**

Reduction in operational wages due to design costs being recognised against capital projects. Technical Services also under budget due to staff vacancies.

**Materials and services**

Under budget due to savings in fleet management and timing of expenditure for Roads Maintenance Performance Contract projects.

**Capital contributions**

Contribution for vehicle accessory.

**Capital grants and subsidies**

Unbudgeted grant money received from finalisation of Works for Queensland 2016/17. Budget grants not yet received include Works for Queensland 2017-19, Building our Regions and the Cycle Network Local Government Grants Program.

**Other capital income (expense)**

Write-offs associated with disposal of transport assets.



**BURDEKIN SHIRE COUNCIL**  
**OPERATING STATEMENT**  
**Period Ending 31 January 2019**

	Month of January Actual	Year to Date Actual	Revised Budget	Year to Date Revised Budget	YTD Actual to YTD Revised Budget	YTD Actual to YTD Revised Budget
<b>Operating Revenue</b>						
Rates and Utility Charges	594,813	36,936,128	39,303,794	38,703,794	-1,767,666	-5%
Pensioner remissions	1,848	-314,626	-314,000	-183,167	-131,459	72%
User fees and charges	157,786	1,444,957	1,942,570	1,250,415	194,542	16%
Interest Received	148,537	882,896	1,533,300	894,425	-11,529	-1%
Operational contributions and donations	19,369	107,289	217,522	112,269	-4,980	-4%
Operational grants and subsidies	149,648	1,416,842	2,816,116	1,363,565	53,277	4%
Contract and recoverable works	127,999	1,022,335	1,793,600	1,030,640	-8,305	-1%
Other operating revenue	27,559	190,984	242,321	154,321	36,663	24%
<b>Total operating revenue</b>	<b>1,227,561</b>	<b>41,686,806</b>	<b>47,535,223</b>	<b>43,326,263</b>	<b>-1,639,457</b>	<b>-4%</b>
<b>Operating Expenses</b>						
Employee benefits	2,509,961	11,936,990	20,978,873	12,352,715	-415,726	-3%
Materials and services	925,270	8,515,752	15,993,738	9,606,775	-1,091,023	-11%
Depreciation and amortisation	966,949	6,708,728	11,448,989	6,720,688	-11,960	0%
Finance Costs	5,207	144,112	223,610	134,950	9,162	7%
	0	0	0	0	0	-
<b>Total operating costs</b>	<b>4,407,388</b>	<b>27,305,582</b>	<b>48,645,210</b>	<b>28,815,128</b>	<b>-1,509,546</b>	<b>-5%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-3,179,827</b>	<b>14,381,224</b>	<b>-1,109,987</b>	<b>14,511,135</b>	<b>-129,911</b>	<b>-1%</b>
Capital contributions	0	3,798	0	0	3,798	-
Capital grants and subsidies	84,979	2,041,561	5,429,935	5,394,527	-3,352,966	-62%
Other capital income (expense)	22,524	-1,291,295	-604,267	-353,605	-937,690	265%
<b>Net result for period</b>	<b>-3,072,324</b>	<b>15,135,288</b>	<b>3,715,681</b>	<b>19,552,057</b>	<b>-4,416,769</b>	<b>-23%</b>



**BURDEKIN SHIRE COUNCIL**  
**STATEMENT OF FINANCIAL POSITION**  
 As at 31 January 2019

	Year to Date Actual \$	Annual Budget \$
<b>Current Assets</b>		
Cash and Cash Equivalents	72,024,278	48,689,626
Receivables	1,837,157	3,261,211
Inventories	662,569	753,530
Non-Current Assets Held for Sale	0	161,000
<b>Total Current Assets</b>	<u>74,524,005</u>	<u>52,865,367</u>
<b>Non-Current Assets</b>		
Receivables	430,280	301,965
Property, Plant and Equipment	504,946,776	516,017,442
Intangibles Assets	633,837	658,294
<b>Total Non-Current Assets</b>	<u>506,010,892</u>	<u>516,977,701</u>
<b>TOTAL ASSETS</b>	<u>580,534,897</u>	<u>569,843,068</u>
<b>Current Liabilities</b>		
Payables	3,119,508	4,753,959
Borrowings	1,759,020	1,329,735
Provisions	2,878,335	2,878,335
Other	2,400	950
<b>Total Current Liabilities</b>	<u>7,759,263</u>	<u>8,962,979</u>
<b>Non-Current Liabilities</b>		
Borrowings	810,477	352,460
Provisions	16,347,082	16,347,082
<b>Total Non-Current Liabilities</b>	<u>17,157,559</u>	<u>16,699,542</u>
<b>TOTAL LIABILITIES</b>	<u>24,916,822</u>	<u>25,662,521</u>
<b>NET COMMUNITY ASSETS</b>	<u>555,618,075</u>	<u>544,180,547</u>
<b>Community Equity</b>		
Asset Revaluation Surplus	295,598,110	295,598,109
Retained Surplus (deficiency)	260,019,965	248,582,438
<b>TOTAL COMMUNITY EQUITY</b>	<u>555,618,075</u>	<u>544,180,547</u>

**BURDEKIN SHIRE COUNCIL**  
**STATEMENT OF CASH FLOWS**  
For Period Ending 31 January 2019

	Year to Date Actual \$	Annual Cashflow Budget \$
<b>Cash Flows from Operating Activities</b>		
<b>Receipts</b>		
Receipts from Customers	41,877,927	42,968,285
Operating Grants, Subsidies and Contributions	1,524,132	3,033,638
Interest Received	1,033,568	1,533,300
<b>Payments</b>		
Payments to Suppliers and Employees	-23,483,962	-37,037,609
Interest Expense	-90,452	-158,610
<b>Net Cash Inflow (Outflow) from Operating Activities</b>	<u>20,861,213</u>	<u>10,339,004</u>
<b>Cash Flows from Investing Activities</b>		
Commonwealth Government Grants	431,546	0
State Government Subsidies and Grants	1,610,015	5,429,935
Capital Contributions	3,798	0
Payments for Property, Plant and Equipment	-7,443,230	-22,654,999
Payments for Intangible Assets	0	-143,000
Proceeds from Sale of Property, Plant and Equipment	218,524	246,010
Net Movement in Loans to Community Organisations	-17,562	0
<b>Net Cash Inflows (Outflow) from Investing activities</b>	<u>-5,196,909</u>	<u>-17,122,054</u>
<b>Cash Flows from Financing Activities</b>		
Repayment of Borrowings	-864,451	-1,751,750
<b>Net Cash Inflows (Outflow) from Financing activities</b>	<u>-864,451</u>	<u>-1,751,750</u>
<b>Net Increase (Decrease) in Cash and Cash Equivalents Held</b>	<u>14,799,853</u>	<u>-8,534,800</u>
Cash and Cash Equivalents at Beginning of the Financial Year	57,224,426	57,224,426
<b>Cash and Cash Equivalents at end of the Period</b>	<u><u>72,024,279</u></u>	<u><u>48,689,626</u></u>

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## 4.2 Council Workshop - January 2019

### Document Information

**Referring Letter No:** N/A

**File No:** 1394

**Name of Applicant:** N/A

**Location:** N/A

**Author and Title:** Mr. Terry Brennan – Chief Executive Officer

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### Executive Summary

The Council conducted a workshop on 29 January 2019 with a range of policy and operational issues discussed. This was the only workshop conducted in January due to the Christmas/New Year period and staff leave arrangements.

A brief summary of the items discussed at the workshop is contained in the report.

### Recommendation

That the report on the Council workshop held on 29 January 2019 be received and noted.

### Background Information

In the later part of 2016 the Council adopted governance arrangements based on holding Council meetings on the second and fourth Tuesday of each month, with the exception of December and January each year. In conjunction with this decision it also agreed to conduct workshops with councillors on the alternate week to the scheduled Council meetings.

During the past month a workshop was held on 29 January 2019. Only one workshop was scheduled due to the Christmas/New Year period and the absence of staff on leave.

The workshop covered a range of policy and operational issues. A brief summary of the issues discussed at the workshop is outlined below:

#### 29 January 2019

- Draft 2019/20 Budget timetable
- Burdekin Shire Council Bus Shelter design options
- Anzac Park Masterplan
- Potential Projects – LGGSP funding program
- 2018/19 Capital Roadworks Program – review of individual project allocations
- Preliminary Plans for Burdekin Be Active Trail network, Alva Beach footpath and Fiveways Road roundabout

- 
- Update on Visitor Information Centre Project – Plantation Park
  - 2019/2021 Works for Qld funding round
  - Technology One Upgrade proposal

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

5.3.1 Demonstrate open and transparent leadership

### **Consultation**

Consultation was undertaken with various parties in the presentation of 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 if approved adoption.

### **Financial and Resource Implications**

As highlighted in the workshop presentations.

### **Report prepared by:**

Mr. Terry Brennan - Chief Executive Officer

### **Report authorised by:**

Mr. Terry Brennan - Chief Executive Officer

### **Attachments**

N/A



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## 5 GOVERNANCE

### 5.1 Revocation of Reserve - Lot 2 on H61664 - Reserve for Park R119 (RSL Park) - Tenth Street Home Hill

#### Document Information

**Referring Letter No:** N/A

**File No:** 882

**Name of Applicant:** N/A

**Location:** 67 Tenth Street, Home Hill

**Author and Title:** Mrs. Vicki Walker – Governance and Property Officer

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#### Executive Summary

Council at its meeting held on 11 December 2018 resolved that it has no further need for Reserve for Park R119 being Lot 2 on H61664 located at 67 Tenth Street, Home Hill. This parcel of land has been identified as being surplus to Council's requirements and interest has been expressed by prospective purchasers in acquiring the land. Council has undertaken community consultation to ascertain any opposition to the loss of this amenity.

#### Recommendation

That Council confirms its position that it has no further need for Reserve for Park R119 being Lot 2 on H61664 located at 67 Tenth Street, Home Hill as the land is considered surplus to the Shire's requirements.

#### Background Information

As required by the Department of Natural Resources, Mines and Energy, community consultation was undertaken to ascertain if there was any opposition to Council's proposal to revoke the reserve over Lot 2 on H61664.

At the closing date for submissions on 18 February 2019, no submissions were received.

Once Council has provided evidence of the community consultation to the Department of Natural Resources, Mines and Energy, the Department will commence investigations into the proposed revocation of the reserve, including an evaluation of the most appropriate use and tenure of the land and native title assessment.

#### Link to Corporate/Operational Plan

2.5.1 Review land supply and uses as required to meet community and business needs.

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## **Consultation**

Department of Natural Resources, Mines and Energy.

## **Legal Authority or Implications**

The process for relinquishing trusteeship of State land and revocation of a Reserve is prescribed in the Land Act 1994.

## **Policy Implications**

N/A

## **Financial and Resource Implications**

N/A

## **Report prepared by:**

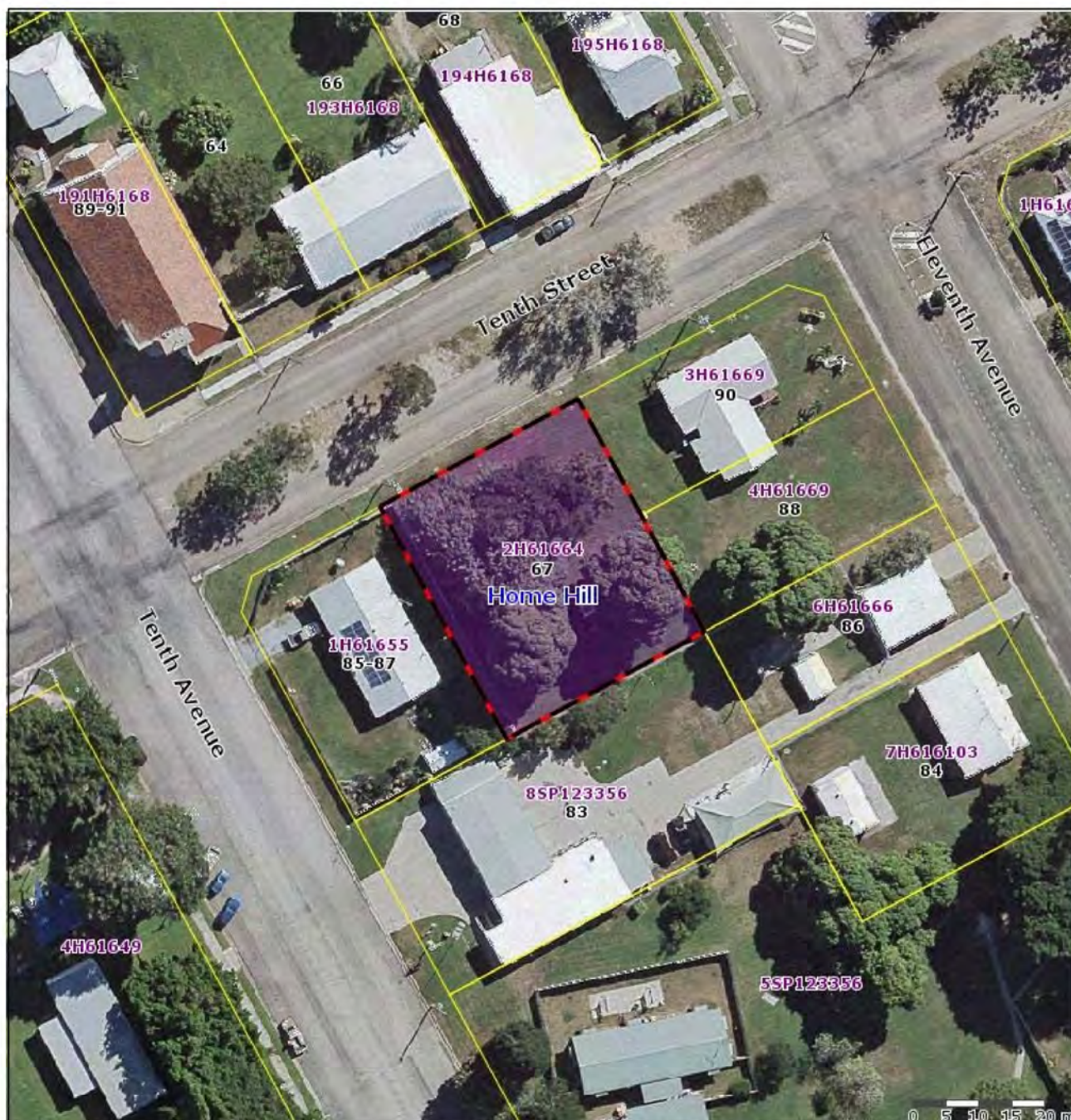
Mrs. Vicki Walker – Governance and Property Officer

## **Report authorised by:**

Mr. Nick O'Connor – Director Corporate and Community Service

## **Attachments**

1. Map – Lot 2 H61664 (67 Tenth Street, Home Hill)



Not to Scale - Cadastral Information from Department of Natural Resources, Queensland Digital Cadastral Database DCDB (Crown Copyright Reserved)

### Land Details

Lot on Plan	Property ID	Land ID	Owners	Property Desc	Land Desc	Physical Address	Default Address
2H61664	1298	3417	Burdekin Shire Council As Trustee	Lot 2 H 61664; PARK RES R119 (RSL PARK)	Lot 2 H 61664	RSL Park 67 Tenth Street HOME HILL QLD 4806	P O Box 974, AYR QLD 4807

PO Box 974, Ayr, Qld 4807  
Telephone (07) 4783 9800  
Facsimile (07) 4783 9999  
E-mail: [burdekinsc@burdekin.qld.gov.au](mailto:burdekinsc@burdekin.qld.gov.au)



Council Chambers,  
145 Young Street,  
Ayr, Qld, 4807



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## **6 ENVIRONMENTAL AND HEALTH SERVICES**

## **7 CLIENT SERVICES**

## **8 FINANCIAL & ADMINISTRATIVE SERVICES**

## **9 OPERATIONS**

## **10 TECHNICAL SERVICES**

### **10.1 Extension of Water Supply - South Ayr**

#### **Document Information**

**Referring Letter No:** N/A

**File No:** 807

**Name of Applicant:** Council Officer

**Location:** Craig Street and Drysdale Street – South Ayr

**Author and Title:** Mr. Kevin Byers – Manager Technical Services

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#### **Executive Summary**

The proposed extension to the water supply network in South Ayr follows a number of requests to connect to Council's water supply. Consultation with property owners has been completed with a minimum number of properties wanting to connect due to the original estimate. The current proposal allows for all properties to connect but has no allowance for future developments of subdivisions.



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## Recommendation

That:

1. Council constructs the proposed extension to Council's water supply network to include Craig Street and Drysdale Street in South Ayr, as per the proposed water reticulation extension plan attached to this report; and
2. The construction be staged to meet requirements for each property connection upon receipt of a relevant water connection application; and
3. The cost for each property to connect to the water supply will be \$8,400 effective until 30 June 2019, noting future connection costs will increase as per the adoption of council's fees and charges each year.

## Background Information

A property owner in Drysdale Street, South Ayr has requested to connect to Council's water supply. The proposed extension to the water supply network in South Ayr follows a number of requests to connect to Council's water supply and subsequent consultation with the property owners.

- Report to Council in June 2017. Council resolved to consult property owners in the area to determine how many would be interested in connecting at a cost of \$19,286 each.
- Report to Council in September 2017 with the results of the consultation which identified only two properties may be interested. Council resolved to extend a 150dia main in Craig Street from Woods Street to Drysdale Street with Council officers to report on the amended cost to properties to connect to this system.
- Alternate designs considered by Council's Design Office to balance the cost for the two probable connections and to maintain further expansion to other properties up to a total of five connections.
- Current proposal to provide 150mm connection to Woods Street main. This size will extend across Woods Street and reduce to smaller diameter pipe for the rest of the installation. This proposal allows for a total of five connections to all properties without cane. Any future subdivision of land or change of use will require the developer to fund any additional upgrades.
- The proposed cost to connect for each of the five properties will be \$8,400

## Link to Corporate/Operational Plan

Corporate Plan Strategy

1.1.2 Prioritise infrastructure projects that will contribute to liveability and growth in the Burdekin

## Consultation

All property owners without an existing water connection in the area were consulted. Reports to Council.

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## **Legal Authority or Implications**

N/A

## **Policy Implications**

N/A

## **Financial and Resource Implications**

The proposed works will cost an estimated \$42,000 which will need to be funded from Council's capital program. This cost will be fully recovered if the five properties are connected.

### **Report prepared by:**

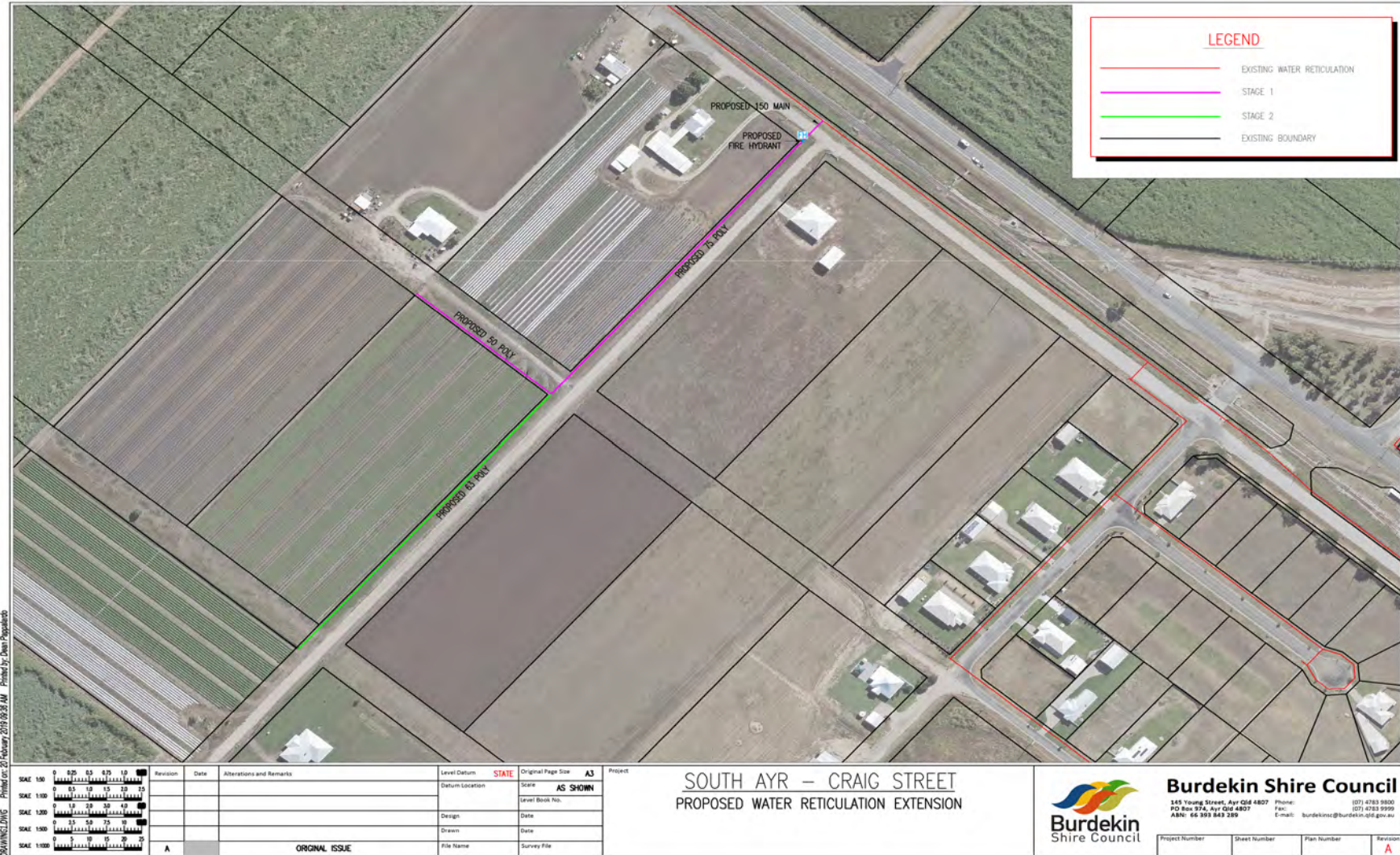
Mr. Kevin Byers - Manager Technical Services

### **Report authorised by:**

Mr. Nick Wellwood – Director Infrastructure, Planning and Environmental Services

## **Attachments**

1. Proposed layout – South Ayr Water Supply Extension



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## **11 PLANNING & DEVELOPMENT**

### **11.1 Development Application Material Change of Use for Community Facilities and Associated Office at 14-16 Ross Street, Ayr (Lot 1 on RP722639)**

#### **Document Information**

**Referring Letter No:** 1501738

**File No:** 226 (MCU18/0011)

**Name of Applicant:** Flexi Queensland Limited

**Location:** 14-16 Ross Street, Ayr (Lot 1 on RP722639)

**Author and Title:** Mr. Shane Great – Manager Planning and Development

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#### **Executive Summary**

Council has received a Development Application from Vision Surveys (QLD) Pty Ltd on behalf of their client Flexi Queensland Limited seeking a development permit for a Material Change of Use Community Facilities and Associated Office at 14-16 Ross Street, Ayr (Lot 1 on RP722639).

The proposal is for a defined use (Community Facilities) and triggers an 'Impact Assessable' Development Application in accordance with the provisions of the Burdekin Shire Council's IPA Planning Scheme (the scheme).

#### **Recommendation**

That Council approves the Development Application for a Material Change of Use Community Facilities and Associated Offices at 14-16 Ross Street, Ayr (Lot 1 on RP722639) subject to the following conditions:

#### **General**

1. (a) The development and conduct of the approved use of the premises, the carrying out and maintenance of any works on the premises and construction and maintenance of any building on the premises must be generally in accordance with the applications supporting material including all drawings/documents identified in the Table below, except where modified by the conditions of this Development Permit and any approval issued there under.



<b>Document/Title</b>	<b>Issue No</b>	<b>Sheet No</b>
Cover Sheet	A (iii)	A00
Site Layout	A (iii)	A01
Demo Layout	A (iii)	A02
Floor Plan	A (iii)	A03
Elevations 1 & 2	A (iii)	A04
Elevations 3 & 4	A (iii)	A05
Sewer Concept Realignment Plan	Drawing No. 18464-SK01	Rev. C

- (b) Where a discrepancy or conflict exists between the written condition(s) of the approval and the approved plans, the requirements of the written condition(s) will prevail.
- (c) The proposed development must comply with all Planning Scheme requirements as applying at the date of this approval, except as otherwise specified by any condition.

### **Compliance with conditions**

- 2. The proposed development must comply with all conditions of this development permit prior to the commencement of the use.

### **Outstanding charges**

- 3. All rates and charges (including regulated infrastructure charges), in arrears in respect of the land, subject of the application, are paid in full prior to the commencement of the proposed use.

### **Notice of Intention to commence the use**

- 4. Prior to the commencement of the use on the site, written notice must be given to Council that the use (development and/or works) fully complies with the decision notice issued in respect of the use.

### **Public Utility Services/Damage**

- 5.1 The developer must at its own cost undertake all necessary alterations to public utility mains and services as are rendered necessary by the carrying out of any required external works or other works associated with the approved development.
- 5.2 Any damage which is caused to Council's infrastructure as a result of the proposed development must be repaired immediately.

### **Building Work**

- 6. A development permit for Building Works/Demolition is to be obtained before any triggered assessable works are carried out on the premises.

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## **Access and Car Parking**

- 7.1 Parking space and layout must be designed in accordance with the provisions contained in the supporting material included in the plans submitted with the application by 'Burdekin Building Design' and 'FortisEM'.
- 7.2 Access to the premises, car parking and manoeuvring areas must be constructed in an all-weather low glare paving, exposed aggregate concrete or similar dust suppressant material to the satisfaction of the Chief Executive Officer.
- 7.3 For all accesses:
- o A grated trench drain is to be installed at the property boundary to catch stormwater before crossing the footpath. The stormwater is to be conveyed to the kerb, under the footpath, in suitable sized conduits as approved by Council.
  - o All driveways crossing the footpath are to be constructed from the invert of the gutter to the proposed trench drain. Minimum thickness 150mm, 32MPa concrete and SL72 mesh placed centrally.
- 7.4 Provide to Council prior to the commencement of works, a cross section 1:50 scale of all driveways, showing existing and design levels for the crossovers.
- 7.5 The construction of any additional crossovers to give access to the land is to be the owner's responsibility and to the satisfaction of the Chief Executive Officer.
- 7.6 Existing concrete driveways are to be removed, and kerb reinstated to Council approval.

## **WATER SUPPLY**

8. The development must be connected to Council's reticulated water supply. The water connection must be provided at a location approved by council and at the full cost of the developer.

## **SEWERAGE SUPPLY**

- 9.1 The development must be serviced by the Council's reticulated sewerage system. The sewerage connection is to be provided at a location approved by Council. The developer shall bear the costs of design and construction associated with such connections including any alterations or upgrades to Council's existing infrastructure.
- 9.2 Sewerage is to be constructed in accordance with Council's 'Erection of Structures Over or Adjacent to Sewers or Water Mains' Policy and associated Technical Guidelines.

## **Amenity - Lighting**

10. Any night and outdoor lighting must be designed, conducted and operated in accordance with 'AS 4282 – Control of the obtrusive effects of outdoor lighting'.

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## **Drainage**

- 11.1 Stormwater drainage from any new paved/sealed areas must be discharged under the footpath to kerb and channelling within the adjoining road reserves in accordance with AS3500.2.2003 or as otherwise required or agreed to in writing by the Chief Executive Officer.
- 11.2 The approved development and use(s) must not interfere with the natural flow of stormwater in the locality in such a manner as to cause ponding or concentration of stormwater on adjoining land or roads.
- 11.3 Any external catchments discharging to the premises must be accepted and accommodated within the development's Stormwater drainage system.

## **Operational Works**

12. Where operational works are required to be carried out as part of any development permit issued, the developer must, within the timeframes required by the Planning Act 2016 and prior to the commencement of any work, lodge with Council an application for a development permit for operational works. As part of such application, the developer must submit:-
  - (a) detailed and complete engineering drawings and specifications of the proposed works prepared by a civil engineer, who is both registered under the Professional Engineer's Act 2002 and is a current Registered Professional Engineer of Queensland; and
  - (b) a certificate from the engineer who prepared the drawings stating that the design and specifications have been prepared in accordance with these conditions, relevant Council Codes and Planning Scheme Policies and the relevant Australian Standard Codes of Practice;

## **Amenity – Screen Fencing**

13. A 1.8m high screen fence must be provided along the adjoining property boundaries. The type and design must be submitted and approved by the Chief Executive Officer prior to construction of the screen fence.

## **Landscaping and Screening**

14. A landscaping plan shall be submitted and approved by the Chief Executive Officer. This plan must be prepared by a landscape architect or other suitably qualified and experienced person detailing the following;
  - the location of existing and proposed plantings;
  - landscaping of the designated areas generally in accordance with the approved plans;
  - proposed fencing and screens, including rubbish bin enclosures;
  - location of public infrastructure;

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**ADVICE ONLY;**

- *The activity must be operated in accordance with Council's Waste Management Policy and the Environmental Protection (Waste Management) Regulation 2000.*

**Background Information**

Burdekin Shire Council acting as the Assessment Manager has received a properly made Development Application seeking an approval for a Material Change of Use to increase the intensity and scale of the existing Community Facility and Associated Office at 14-16 Ross Street, Ayr (Lot 1 on RP722639). The application was lodged by Vision Surveys (QLD) Pty Ltd, on behalf of their client Flexi Queensland Limited.

The proposal triggers an 'Impact Assessable' Development Application in accordance with the provisions of the Burdekin Shire Council's IPA Planning Scheme. This application also requires public notification and given that the application is 'Impact Assessable' a resolution of Council.

**The Application**

The proposed Community Facility and Associated Office is located on land zoned 'Residential'. The application has been assessed against the relevant sections of Council's scheme including the Desired Environmental Outcomes and the Residential Zone Code.

The proposed development site has been used for various commercial activities over a long period of time including a service station. Currently, Flexi Queensland are operating within the existing building footprint. Given the age and size of the existing building, Flexi Queensland operations can no longer operate effectively within the current building footprint. The proposal is to demolish the existing building and construct a new building to be used as a community facility and associated offices.

Flexi Queensland plan to operate mainly during standard business hours, being 8.00am to 5.00pm. There is a monthly board meeting that is held at night between 6.00pm to 9.00pm. Traffic movements will consist mainly of six company vehicles coming and going during the day and up to eight staff vehicles that will be parked on site for the duration of the opening hours. The applicant estimates that there could be around three visitor vehicles daily. The location of the new building along with the proposed new parking and access/egress arrangements will improve vehicle movements and provide adequate onsite parking.

The applicant engaged a consulting engineer to design a new section of sewer main that will need to be realigned to ensure any new building is outside of the influence zone of trunk sewer infrastructure. This new alignment of the sewer will remove the impact of the proposed buildings foundations from the zone of influence for the sewer main.

**Site Description/Surrounding Land Uses**

The subject site is located on the corner of Ross and Irving Street, Ayr with an area of approximately 1,548m<sup>2</sup>. The lot is generally flat with the block falling towards the Irving Street boundary. There are a variety of different land uses located within the surrounding area of the proposed development. These uses include a motor mechanic, boiler maker, plumber, East



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Ayr State School, multiple dwelling units and dwelling houses. The adjoining properties to the subject site are currently used for residential purposes and vacant land.

## **The Proposed Use**

The use is best described as '*Community Facility*' as defined in the scheme:

### *"Community Facility"*

Premises used for any of the following purposes:

- (a) The delivery of community services whether or not such services are a function of government;
- (b) The holding of meetings by social or other groups;
- (c) Community-based cultural, sporting, recreational or activities other than those defined elsewhere; or
- (d) Any other community-based activity.

## **Planning Scheme Assessment**

The subject site is zoned 'Residential'. The proposed use triggers an 'Impact Assessable' Development Application requiring public notification.

The application has been assessed against the relevant provisions of the Burdekin Shire Council's IPA Planning Scheme (*the scheme*) and as identified, above, triggers impact assessment under Table 2 – Assessment Categories for the Residential Zone – Making a Material Change of Use.

In assessing the application, consideration has been given to all relevant components of the scheme including the Desired Environmental Outcomes (DEO's), Specific Outcomes and Acceptable Solutions in the 'Residential' Zone Code.

The applicant has provided supporting material by way of a planning report detailing how they believe the proposal will achieve compliance with the relevant components of the scheme and includes information addressing important planning matters such as design specifications, site characteristics, sewer main alignment and vehicle access.

Given the nature of the proposal, general compliance with the relevant components of the scheme can be achieved and are summarised as follows:

### *Desired Environmental Outcomes*

The proposal does not compromise the relevant DEO's of the scheme having regard to each in balance. In particular:

- *Economic Development* – The applicant submits that the proposed development will enable Flexi Queensland to increase its activities and provide a better suited facility in the Burdekin. In doing so will contribute to the local economy with minimal negative effects on the surrounding area.
- *Biodiversity and Conservation Areas* – Due to the premise being unaffected by any natural constraints, no adverse impacts are envisaged because of the development.

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- *Urban Development and Infrastructure* – the proposal will utilise the existing water and sewerage infrastructure. The proposed style is contemporary and blend with the surrounding area.
  - *Community Well Being* – the development will respond to the community needs and interests in the provision of community services, facilities and amenities.

### *Residential Zone Code*

Specific Outcomes and Acceptable Solutions for the Relevant Zone Codes have been carefully considered noting that not all the specific outcomes within these codes are applicable to this particular proposal (see Specific Outcomes 02, 04, 06, 09, and 010 of the Residential Zone Code).

As the proposal is to construct a new building, the specific outcomes relating to site areas, density and infrastructure provision can be complied with. The supporting material notes that the development only has a site coverage of less than 33% and is a single-story building.

Traffic movements associated with car parking both and access/egress arrangements to and from the site were also identified as an important part of achieving compliance with the Car Parking and Access Specific Outcomes for the code. Development Assessment Officers have considered future traffic arrangements and the proposed improvements to car parking, along with the use of buses for pick-up and drop-off will assist in ensuring that any negative impacts as a result of the proposed increase of the existing use will be minimal.

It is considered that the application is not in substantial conflict with the remaining Specific Outcomes of the Residential Zone Code that would warrant refusal or that could not be justified by reasonable planning grounds. If any compliance issues arise from the proposal not being able to meet a particular outcome, conditions have been included in the recommendation that will ensure specific outcomes are met protecting adjacent residential uses.

### **Conclusion**

Council's Development Assessment Team members have assessed the application in accordance with the scheme and have included reasonable and relevant conditions as part of the recommended approval. Officers are confident that a decision to approve can be defended due to the ability of the proposal to fully comply with adopted planning regulations, policy and identified State interests. It is recommended that Council approves the application subject to the abovementioned conditions. The recommendation is based upon the belief that the proposed development is well designed and will deliver positive outcomes for the community.

It is therefore recommended that Council approve the application subject to the abovementioned conditions.

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

2.5.1 Review land supply and uses as required to meet community and business needs.

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## **Consultation**

Given that the Development Application was triggered as 'Impact Assessable', public notification was required. The application was publicly notified between 17<sup>th</sup> January 2019 and 7<sup>th</sup> February 2019. There were no properly made submissions received. All relevant Council Departments have been consulted with comments and development conditions included as part of the recommendation.

## **Legal Authority or Implications**

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

## **Policy Implications**

N/A

## **Financial and Resource Implications**

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

## **Report prepared by:**

Mr. Shane Great – Manager Planning and Development

## **Report authorised by:**

Mr. Nick Wellwood – Director Infrastructure, Planning and Environmental Services

## Attachments



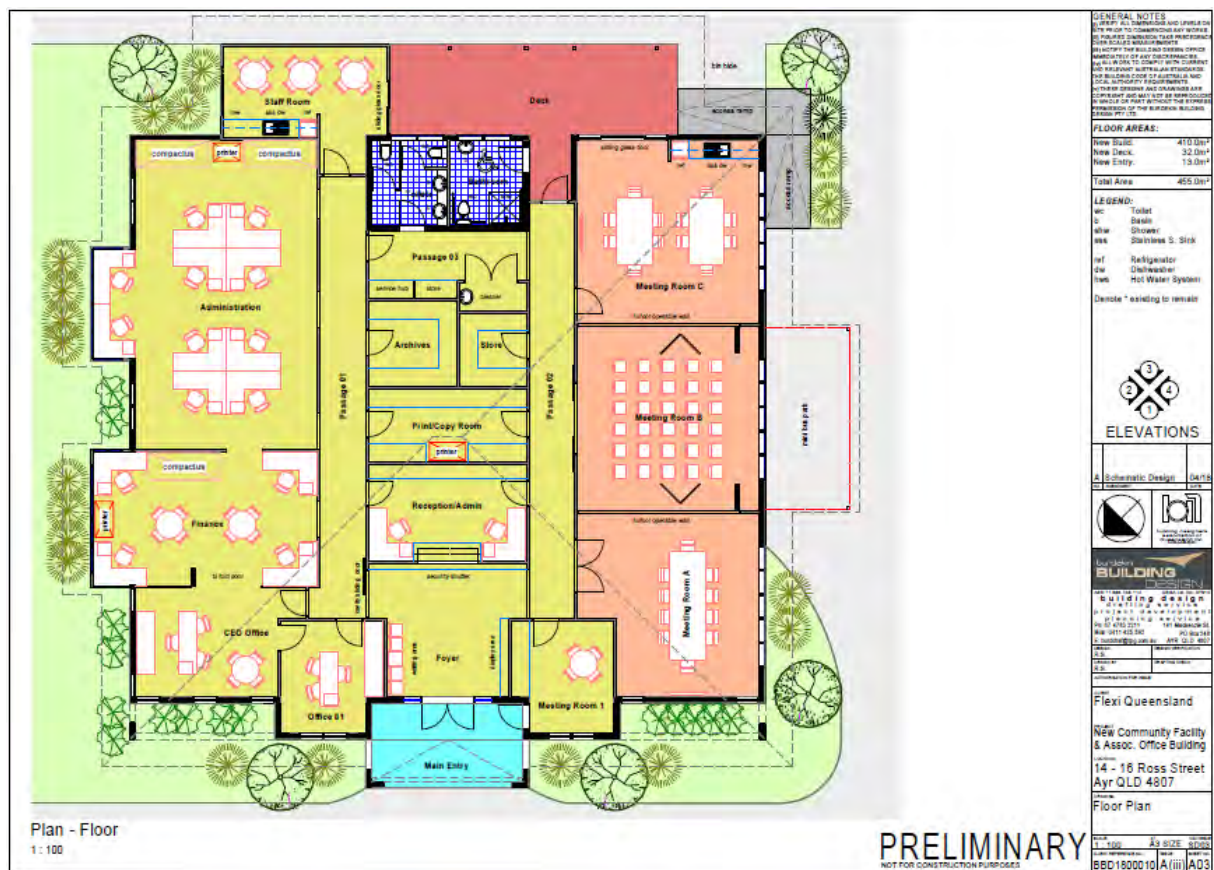
	Rural		Residential Low Density Sub Area		Industry Investigation Sub Area
	Rural Nature Based Recreation Sub Area		Retail and Commercial		Public Purpose
	Rural Settlement Sub Area		Industrial		Village
	Residential		Extractive Industry Sub Area		Open Space & Recreation











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## **12 COMMUNITY DEVELOPMENT**

## **13 ECONOMIC DEVELOPMENT**

## **14 NOTICES OF MOTION**

### **14.1 Attendance at the 2019 Queensland Caravan Camping and Touring Supershow - Brisbane - 5-10 June 2019 - Councillor Woods**

Councillor Woods advised staff of his intention to move the motion at Ordinary Council Meeting held on 26 February 2019.

That council approves the attendance of Councillor Woods at the 2019 Queensland Caravan, Camping and Touring Supershow to be held at the Brisbane Showgrounds between 5-10 June 2019, alongside Townsville Enterprise Limited and as per Service Level Agreement with TEL, contribute the amount of \$1100 (inc) to participate, with any expense to attend the convention be met by Council.

## **15 CORRESPONDENCE FOR INFORMATION**

Tabled Separately

## **16 GENERAL BUSINESS**

## **17 CLOSED MEETING ITEMS**

1. 10.00am – Office of Valuer-General to debrief Council on Annual Valuation Data for the Burdekin Shire.

## **18 DELEGATIONS**

