



# Burdekin Shire Council

## **AGENDA**

### **ORDINARY COUNCIL MEETING**

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

**on 10 March 2020**

**COMMENCING AT 9:00AM**

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# Burdekin Shire Council

TUESDAY 10 MARCH 2020

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# Burdekin Shire Council

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## **1 PRAYER**

## **2 DECLARATIONS OF INTEREST**

## **3 MINUTES AND BUSINESS ARISING**

### **3.1 Ordinary Council Meeting Minutes - 25 February 2020**

#### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 25 February 2020 be received and confirmed.





# Burdekin Shire Council

# **MINUTES**

## **ORDINARY COUNCIL MEETING**

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

**on 25 February 2020**

**COMMENCING AT 9:00AM**



# Burdekin Shire Council

TUESDAY 25 FEBRUARY 2020

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Ordinary Council Meeting 25 February 2020



# Burdekin Shire Council

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Ordinary Council Meeting 25 February 2020

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## ATTENDANCE

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

Mr. N. O'Connor – Acting Chief Executive Officer  
Mr. N. Wellwood – Director of Infrastructure, Planning and Environmental Services  
Mrs. K. Olsen - Manager Financial and Administrative Services (Part)  
Mr. K. Byers - Manager Technical Services (Part)  
Mr. W. Saldumbide - Manager Operations (Part)  
Ms. E. Robinson – Manager Client Services (Part)  
Mr. S. Great - Manager Planning and Development (Part)

Minutes Clerk – Ms. G. Biffanti

Apologies: Mr. T. Brennan - Chief Executive Officer

## 1 PRAYER

The meeting prayer was delivered by Paster Ian Ness of the Uniting Church.

## 2 DECLARATIONS OF INTEREST

The Mayor called for declarations of interest.

Councillor Perry declared a Perceived Conflict of Interest in relation to Item 14.1 Naming of Section of Roadway within Plantation Park, as Mr. Norm Perry, the person being honoured, was her father-in-law. Councillor Perry advised of her intention to leave the meeting during this discussion.

Councillor Goddard declared a Perceived Conflict of Interest in relation to an item in Section 17 - Closed Meeting Development Approval for Sand Extraction as one of the co-respondents (Burdekin Transport Services – co owner Ross Lewis) is a relative. Councillor Goddard advised of his intention to leave the meeting during this discussion.

Councillor Liessmann declared a Perceived Conflict of Interest in relation to an item in Section 17 - Closed Meeting Development Approval for Sand Extraction as one of the co-respondents (Burdekin Transport Services – co owner Ross Lewis) is a family associate. Councillor Liessmann advised of his intention to leave the meeting during this discussion.

Councillor McLaughlin declared a Perceived Conflict of Interest in relation to an item in Section 17 - Closed Meeting Development Approval for Sand Extraction as the appellant (adjoining landowner Peter Shadforth) is a relative. Councillor McLaughlin advised of her intention to leave the meeting during this discussion.

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### **3 MINUTES AND BUSINESS ARISING**

#### **3.1 Ordinary Council Meeting Minutes - 11 February 2020**

##### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 11 February 2020 be received and confirmed.

##### **Resolution**

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

CARRIED

### **4 REPORTS**

### **5 GOVERNANCE**

#### **5.1 Adoption of Revised Complaints Management Policy**

##### **Executive Summary**

A full review of Council's Complaints Management Policy has been conducted by management and a revised policy has been prepared for Council adoption. It is a statutory requirement for Council to adopt a process for resolving administrative action complaints. A strong complaints management system allows Council to monitor trends in complaints and address arising issues to improve service provision. The Complaints Management Policy helps to distinguish between a complaint and a request for service. The revised policy document has been developed to include an Administrative Action Complaints Management Procedure and a Guideline for Handling Unreasonable Complainant Conduct.

##### **Recommendation**

That Council adopts the revised Complaints Management Policy as attached.

##### **Resolution**

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

CARRIED

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## 5.2 Delegations of Power to the Chief Executive Officer

### Executive Summary

The *Local Government Act 2009* requires the CEO to establish a register of delegations which must record all delegations by council, Mayor or the CEO. Council subscribes to the delegation service provided by LGAQ and updates are usually provided twice each year. As a result of recent amendments to legislation, and the addition of new registers by LGAQ, it is considered timely for Council to review and adopt the updated register of delegation - Council to the CEO as attached to this report.

### Recommendation

That pursuant to section 257 (1) (b) of the *Local Government Act 2009*, Council delegates all of its lawfully delegable powers under each of –

- a) the local laws listed in Schedule 1 of the Register of Delegations- Council to CEO, and
  - b) the Acts listed in Schedule 2 of the Register of Delegations- Council to CEO; to the chief executive officer, subject to the conditions stated below.
1. The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge adversely affects, or is likely to adversely affect, the Council's relations with the public at large.
  2. The delegate will not exercise any delegated power in relation to a matter which has already been the subject of a resolution or other decision of the Council (including a policy decision relating to the matter).

And that the Register of Delegations- Council to CEO as attached to this report, upon adoption by Council, be published to Council's website and made available at the Customer Service Centre.

### Resolution

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

CARRIED

9.12am Mrs. Olsen entered the meeting.

9.12am Mr. Byers entered the meeting.

## 6 ENVIRONMENTAL AND HEALTH SERVICES

## 7 CLIENT SERVICES

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## **8 FINANCIAL & ADMINISTRATIVE SERVICES**

### **8.1 Monthly Financial Report for Period Ending 31 January 2020**

#### **Recommendation**

That the Monthly Financial Report for Period Ending 31 January 2020 be received.

#### **Resolution**

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

CARRIED

*9.17am Mr. Saldumbide entered the meeting.*

*9.20am Mrs. Olsen left the meeting.*

## **9 OPERATIONS**

## **10 TECHNICAL SERVICES**

### **10.1 Submissions Received - TBSC/19/015 Supply and Delivery of SUV (AWD & 4WD), TBSC/19/016 Supply and Delivery of 4WD Utilities and TBSC/19/017 Supply and Delivery of 2WD Utilities for the period to 30 June 2020**

#### **Executive Summary**

The *Local Government Regulation Queensland 2012* requires Council to invite written tenders for large-sized contractual arrangements for goods and services purchased from a supplier that is expected to exceed \$200,000 ex GST per financial year. The purchase of Light Vehicles is in this category.

Submissions were called for the supply and delivery of SUV (AWD & 4WD) (TBSC/19/015), 4WD utilities (TBSC/19/016) and 2WD utilities (TBSC/19/017) closing on Wednesday 15 January 2020. Three prequalified suppliers under the Local Buy Contract Motor Vehicles BUS 233 were invited to offer quotations.

The quotations were assessed by Council officers using assessment criteria detailed in the tender documentation. The successful tenderer for all types of standard light vehicles is Burdekin Motors.

#### **Recommendation**

Council accepts the following tenders for the acquisition of each type of standard light vehicles during the 2019/2020 financial year

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Tender	Vehicle	Description
TBSC/19/015	SUV – 4WD	Burdekin Motors Nissan Xtrail TS - (4WD and/or towing)
TBSC/19/015	SUV - AWD	Burdekin Motors Hyundai Tuscan Go AWD - (No 4WD and/or no towing)
TBSC/19/016	4WD	Burdekin Motors Isuzu DMax SX (Single, King & Dual Cab)
TBSC/19/017	2WD	Burdekin Motors Isuzu DMax SX (Single, King & Dual Cab)

### **Resolution**

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

CARRIED

## **11 PLANNING & DEVELOPMENT**

## **12 COMMUNITY DEVELOPMENT**

## **13 ECONOMIC DEVELOPMENT**

## **14 NOTICES OF MOTION**

### **14.1 Councillor Goddard - Naming of Roadway Located within Plantation Park**

*9.22am Councillor Perry left the meeting prior to the discussion of Item 14.1 due to a perceived conflict of interest as Mr. Norm Perry was her father-in-law.*

Councillor Goddard advised that he had sought advice prior to the Council meeting on whether he had a Conflict of Interest on this matter. Councillor Goddard confirmed that as he was not an executive member of the Rotary Club of Ayr and only a member, he did not have a Conflict of Interest to declare. Councillors agreed Councillor Goddard did not have a Conflict of Interest.

### **Background**

Council received correspondence from the Rotary Club of Ayr requesting that Council consider naming part of the roadway in Plantation Park as "Norm Perry Way" in honour of Mr. Perry's contribution to the community.

### **Proposed Motion:**

That Council name a section of road within the Plantation Park Precinct 'Norm Perry Way' in memory of the late esteemed member of Rotary Club of Ayr who is widely acknowledged as a hard working member of the club, who with his wife, ensured public facilities in the northern end of the Park were well maintained and continued to provide benefit to the community.



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## **Resolution**

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

CARRIED

*9.27am Councillor Perry returned to the meeting.*

## **15 CORRESPONDENCE FOR INFORMATION**

## **16 GENERAL BUSINESS**

### **16.1 Councillor Liessmann – Various Matters**

*9.38am Ms. Robinson entered the meeting.*

Councillor Liessmann raised the following items for discussion:

1. Washout at Groper Creek Caravan Park.
2. Groper Creek Public Amenities Block Upgrade.
3. Groper Creek Sewerage Pump Outs.
4. Home Hill Court House Repairs.
5. Drainage at Cox Street, Ayr.
6. Pigeon Control at Home Hill.

### **16.2 Councillor Bawden - Local Elections - 28 March 2020**

Councillor Bawden advised that recent changes to local government legislation as a result of the State Government's 'Belcarra' reforms had prompted him to consider whether he would contest the upcoming 28 March 2020 Local Government Elections. He stated the restrictions placed on elected members following the recent introduction of the new Councillor Conduct legislative provisions, coupled with some personal considerations, had let him to decide that he would not contest the upcoming election.

Other Councillors echoed the concerns of Councillor Bawden, regarding the potential restrictions the 'Belcarra' reforms could have on elected members performing their civic duties.

### **16.3 Councillor Woods - Sand Extraction – Burdekin River**

#### **Background**

Councillor Woods raised concerns about the recent advice given by the Department of Natural Resources and Mines of sustainable levels of sand extraction from Burdekin River and the potential impact on local business and the riverine environment.

*10.16am Councillor Liessmann left the meeting.*

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## **Resolution**

Moved Councillor Woods, seconded Councillor Goddard.

That Council officers engage with the Department of Natural Resources, Mines and Energy and their consultant in regards to the report on future extractions of sand from the lower reaches of the Burdekin River to ensure that the Department is adequately briefed on:

- the history of sand build up and extraction in the Burdekin River;
- the potential impact of their decisions on the future viability of Burdekin businesses and;
- the effect of sand build up on the river bed, river banks and erosion concerns.

## **17 CLOSED MEETING ITEMS**

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

## **Resolution**

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

275(1)(f) starting or defending legal proceedings involving the local government

For the purpose of discussing;

1. A development approval for sand extraction from the Haughton River.

CARRIED

Prior to the commencement of the discussion relating to Section 17 - Item 1 – Development Approval for Sand Extraction from the Haughton River, Councillors McLaughlin, Goddard and Liessmann left the meeting due to all declaring perceived conflicts of interest as they all had relatives involved in this matter.

Councillor Perry assumed the chair.

After discussions were held relating to Item 1, Councillors McLaughlin, Goddard and Liessmann returned to the meeting. Councillor McLaughlin assumed the chair.

### **Council Meeting opened to Public**

## **Resolution**

Moved Councillor Perry, seconded Councillor Bonanno that the Council meeting be opened to the public.

CARRIED

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## **18 DELEGATIONS**

There being no further business the meeting closed at 11.20am.

**These minutes were confirmed by Council at the Ordinary Council Meeting held on 10 March 2020.**

**MAYOR**



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### **3.2 Burdekin Senior Advisory Group Meeting Minutes - 12 February 2020**

#### **Recommendation**

That the minutes of the Burdekin Senior Advisory Group Meeting held on 12 February 2020 be received and adopted.

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**Burdekin Shire Council**

**Minutes – Burdekin Senior Advisory Group Meeting held on 12 February 2020**

Held at John Drysdale Chamber  
The meeting commenced at 10.10am

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**CLAUSE 1      ATTENDANCE**

Cr. Ted Bawden (Chairperson)  
David Cornwell  
Melissah Lammon (Minutes Clerk)  
Graham Andersen  
Tom Callow  
Dr. Brian Glover  
Rebecca Grogan (BCA)  
John Rowan  
Rosalea Walters

**APOLOGIES** – Glenis Cislowski, Cr. Uli Liessmann

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**CLAUSE 2      WELCOME**

Chairperson, Cr. Ted Bawden welcomed everyone to the first meeting for 2020.

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**CLAUSE 3      MINUTES RECEIVED**

Moved Tom Callow, seconded Dr. Brian Glover that the Minutes of the Burdekin Senior Advisory Group Meeting held on 11 December, 2019 be received.

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**CLAUSE 4      BUSINESS ARISING FROM PREVIOUS MINUTES**

**Footpaths**

Cr. Ted Bawden advised that in the Council meeting held yesterday, 11 February, it was agreed that a street sweeper would be added to the agenda 2020/21 budget discussions. Tom Callow suggested to advertise a tender for a business to clean the street various times throughout the year as this may be a cheaper option then to purchase a street sweeper.

**Concrete Round-a-Bouts**

Cr. Ted Bawden advised the group that Council does not have any plans to install potted plants on the concrete round-a-bouts due to possible vandalism. Dr. Brian Glover suggested for the concrete round-a-bouts to be painted with indigenous and/or cultural murals to make the round-a-bouts look more appealing and assist in beautifying the town.

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### **Retirement Village**

Cr. Ted Bawden advised Council is waiting on a developer to buy the block of land opposite the Lower Burdekin Home for the Aged.

### **Signage**

Cr. Ted Bawden advised the group that there is appropriate signage in Graham Street that directs you to Townsville.

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## **CLAUSE 5      GENERAL BUSINESS**

### **5.1 Survey for Council Advisory Groups**

David Cornwell advised the group that Council is currently conducting a review of all Council's Advisory Groups. As part of the review, all members of Council Advisory Groups were emailed a survey to complete. Some members of the group advised they had not yet received an email. Melissah Lammon will ask Rebecca Stockdale to resend the link to the survey.

### **5.2 Phone Scammers**

Rebecca Grogan advised everyone to be aware of phone scammers as she has had many elderly Burdekin residents contact the BCA to advise they had been scammed. Rebecca advised everyone not to give out any personal details over the phone.

### **5.3 Signage near Lower Burdekin Home for the Aged**

Robert Lesca raised an issue regarding drivers speeding on Chippendale Street near the Lower Burdekin Home for the Aged. Robert suggested for appropriate signage to be placed in Chippendale street near the Lower Burdekin Home for the Aged alerting drivers to slow down as they are approaching the Lower Burdekin Home for the Aged. Melissah Lammon will advise Cr. Tony Goddard to raise this issue at the next Road Safety meeting.

### **5.4 Streetscaping**

Graham Andersen stated he hopes the new Council (after the upcoming elections) will work proactively on the Streetscaping in the Burdekin Shire.

Meeting closed: 11.30am

**Meeting Minutes taken by Melissah Lammon**

**NEXT MEETING – Wednesday, 8 April 2020 at 10.00am in the John Hy Peake Meeting room.**

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## ACTION ITEMS

Action required	Person/s responsible	Status
Organise Sgt. Steve Barton as a Guest Speaker to attend BSAG meeting	Melissah Lammon	
Organise Jim Collins as a Guest Speaker to attend BSAG meeting	Melissah Lammon	



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### **3.3 Local Disaster Management Group Meeting - 21 February 2020**

#### **Recommendation**

That the minutes of the Local Disaster Management Group Meeting held on 21 February 2020 be received and confirmed.

## Local Disaster Management Group Meeting

Held on 21 February 2020 at 12.02pm  
Council Administration Building – John Drysdale Chambers

1. Attendance		
Core Members		
Councillor Sue Perry	Deputy Mayor - Acting Chairperson	Burdekin Shire Council
Ms. Eileen Robinson	Local Disaster Coordinator	Burdekin Shire Council
Ms. Linda Govan	Coordinator Environment and Health Projects	Burdekin Shire Council
Ms. Debra Cochran	Welfare – Chief Executive Officer	Burdekin Community Association
Mr. Andy Pethybridge	Emergency Management Coordinator	Queensland Fire and Emergency Services
Mr. Steven Knight	Area Commander of Southern Command	Queensland Fire and Emergency Services
Senior Sergeant Steven Barton	Officer in Charge - Ayr	Queensland Police Service
Mr. Robert Sutcliffe	Local Controller	State Emergency Services
Apologies - Core Members		
Councillor Lyn McLaughlin	Mayor - Chairperson	Burdekin Shire Council
Mr. Nick Wellwood	Director Infrastructure, Planning & Environmental Services	Burdekin Shire Council
Mr. Wayne Saldumbide	Manager Operations	Burdekin Shire Council
Mr. Kevin Byers	Manager Technical Services	Burdekin Shire Council
Mr. Brett McGuire	Officer in Charge - Ayr	Queensland Ambulance Services
Advisors		
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. Nick O'Connor	Director Corporate & Community Services	Burdekin Shire Council
Mr. Warren Francis	Disaster Management Officer	Burdekin Shire Council
Mr. Shane Great	Deputy Local Disaster Coordinator	Burdekin Shire Council
Mr. Bradley Hutchinson	Safety & Productivity Coordinator	Burdekin Shire Council
Mrs. Sharon Galeano	Senior Advisor	Department of Communities, Disability Services and Seniors
Ms. Lorraine Dempsey	Director of Nursing – Home Hill Hospital	Queensland Health
Senior Sergeant Brenton Webb	Executive Officer – Townsville District Disaster Management Group	Queensland Police Services
Inspector Damien Irvine	Country Patrol Inspector	Queensland Police Service
Sergeant Steve Wilson	Officer in Charge – Home Hill	Queensland Police Service
Mr. John Winn	Deputy Local Controller	State Emergency Services
Mr. Charles Scuderi	Radio Announcer	Sweet FM
Mrs. Rosemary Menkens	Radio Announcer	Sweet FM
Mr. Lionel Tappenden	Vice President	Volunteer Marine Rescue - Burdekin
Mr. Vince Papale	Member	Volunteer Marine Rescue - Burdekin
Mr. Peter Luke	Cane Supply Manager	Wilmar
Apologies – Advisors		
Mr. Terry Brennan	Chief Executive Officer	Burdekin Shire Council
Councillor John Woods	Deputy Chairperson	Burdekin Shire Council
Mrs. Janai Giddy	Deputy Disaster Management Officer	Burdekin Shire Council

## Local Disaster Management Group Meeting

Held on 21 February 2020

Council Administration Building – John Drysdale Chambers

Mr. Brett Whitbread	Manager Delivery and Operations – Northern District	Department of Transport and Main Roads
Mr. Frank D'Souza	Maritime Safety Queensland Branch	Department of Transport and Main Roads
Mr. George Christensen	Member of Parliament	Federal Member of Dawson
Mrs. Deanna Murray	Workplace Health and Safety Officer – Home Hill and Ayr	Lower Burdekin Home for the Aged
Mr. Jim Collins	General Manager	Lower Burdekin Home for the Aged
Mr. Michael Caspanello	Director	Lower Burdekin Water Board
Ms. Tracey Gabiola	Director of Nursing – Ayr Hospital	Queensland Health
Ms. Jade Christenson	Regional Liaison Officer - Operations	Queensland Reconstruction Authority

Minutes Clerk – Mrs. A. Dale

### 2. Minutes Received

#### MINUTES OF THE BURDEKIN SHIRE COUNCIL LOCAL DISASTER MANAGEMENT GROUP MEETING HELD ON 17 January 2020.

2.1 Moved Ms. Eileen Robinson, seconded Ms. Debra Cochran that the minutes of the Burdekin Shire Council Local Disaster Management Group Meeting held on Friday 17 January 2020 be received as a true and correct record.

CARRIED

#### THE MINUTES OF THE BURDEKIN SHIRE COUNCIL LOCAL DISASTER MANAGEMENT GROUP MEETING HELD ON 30 JANUARY 2020 TO STAND DOWN BE ADOPTED WITH AMENDEMENTS AS PROVIDED BY ANDY PETHYBRIDGE.

2.1 Moved Mr. Andy Pethybridge, seconded Ms. Linda Govan that the minutes of the Burdekin Shire Council Local Disaster Management Group Meeting held on Friday 30 January 2020 to Stand Down be received as a true and correct record.

CARRIED

### 3 Business Arising out of Minutes and Review Action Items List

NIL

### 4 Correspondence for Information

- 4.1 1575948 - Correspondence – Coronavirus Outbreak – Queensland Health
- 4.2 1572942 - Thankyou Letter – Update Community Recovery Information Pack – Hon Coralee O'Rourke – Minister for Communities, Minister for Disability Services and Seniors
- 4.3 1576607 - Letter of Introduction – Council Communication Services Following Natural Disasters – Utter Professional
- 4.4 1574931 - Successful Application – Burdekin State Emergency Services – Gambling Community Benefit Fund – Round 102 – Solar System and Upgrade Lighting – State Emergency Services Headquarters

**4.5 1574174 - Disaster Response Information – Team Rubicon Australia North Queensland Disaster Relief Team**

**4.6 1576695 - Dam and Weir Safety – Tips for Keeping Safe – Sunwater Limited**

### 5 Agency Reports

#### 5.1 Mr. Andy Pethybridge – Queensland Fire and Emergency Services

1. Please refer to attached report.

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

1. From 17 January to 21 February 2020, the SES have operated a total 240 hours.
2. Currently have 36 active members (one on probation).
3. Have received many enquiries about membership, however, little has come to fruition.
4. Members are on standby for a possible weather event at Normanton.
5. In late March 2020, Mr. Sutcliffe will be stepping down as Local Controller to become a member and Mr. Winn – Deputy Local Controller be appointed to the position of Local Controller.

*On behalf of the LDMG, Chair Councillor Perry thanked Mr. Sutcliffe for his services and wished him very best for the future.*

#### 5.3 Mr. Steve Knight – Queensland Fire and Emergency Services

1. Reported business as usual. Currently monitoring the Gulf Country for possible rain.
2. A recruitment course will be conducted in May 2020 for Auxiliary Fire Fighters in either the Burdekin or Townsville depending on numbers. Another course will also be held at a later date in Bowen.
3. QRA request for Rapid Damage Assessments (RDA) following the Rain event in January 2020. Mr. Knight advised that the criteria for assessment is different for each event. Mr. Knight advised that he is happy to provide a presentation on this to the group in the future.
4. Stated that another Council has included smoke alarm information with annual rates notice and advised that QFES can assist with the cost of this additional expense should Council wish to proceed.

#### 5.4 Sergeant Steve Wilson – Queensland Police Service – Home Hill

1. Sergeant Wilson requested that Council review the process for dispersion of assets. It was reported that there was a shortage of temporary road closure signage during the last weather event. SES Local Controller, Mr. Robert Sutcliffe advised that SES have additional signage available for use which is stored at the Home Hill Headquarters. Local Disaster Coordinator, Ms. Robinson and Disaster Management Officer, Mr. Francis will conduct an audit on temporary road signage for Home Hill.

#### 5.5 Senior Sergeant Steve Barton – Queensland Police Service - Ayr

Business as usual.

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

1. Ms. Cochran advised that they have been very busy with people requiring welfare and assistance.

### **5.7 Senior Sergeant Brenton Webb – Queensland Police Service – District Disaster Management Group**

1. Senior Sergeant Webb thanked the LDMG for all their work during the significant flooding event.
2. Counselling for flood affected people is available and information has been forwarded on from the Department of Communities, Disability Services and Seniors.
3. Met with Queensland Reconstruction Authority during the week about the Burdekin and Haughton Rivers Flood Resilience Program and Strategy which is progressing well.
4. Apologies for not attending the Burdekin Recovery Workshop.
5. North Queensland Gas Pipeline have taken over the contract from Energy Infrastructure Management for the Natural Gas Pipeline from the Moranbah Gas Project in Bowen to Townsville.
6. Category C North Queensland and Far North Queensland Monsoon Funding expected to be open in March 2020.

### **5.8 Mr. Lionel Tappenden – Volunteer Marine Rescue - Burdekin**

1. Mr. Tappenden advised that the outboards on the secondary vessel will be getting upgraded next week and will be out of operation for approximately two to three days.

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

1. RACQ Foundation Funding is available to Sports Clubs and Community Organisations.
2. Disability Inclusive Disaster Risk Reduction (DIDRR) Framework and Toolkit information has been distributed to members via email. DIDRR provides a roadmap for people with a disability, community and disability services, and local disaster management to work together to co-design DIDRR innovations, implement and evaluate their impact on decreasing risk and increasing the resilience of people with a disability to disaster.
3. The department are still working with several clients in the Giru and Woodstock areas in relation to the Monsoonal event from February 2019.

## **6. Deputy Local Disaster Coordinator Update**

### **6.1 Ms. Eileen Robinson - Burdekin Shire Council**

1. The Local Resupply Sub Plan – Including Aerial, Water and Land Re-Supply and Aerial Transport of Personnel was released to the group.
2. There are approximately 8 to 10 forms included in the Resupply Plan from the Queensland Resupply Manual that cover some of the following: community resupply, letter to communicate to retailers, letter to householders, resupply request forms. These will be used initially until a need is identified for changes.
3. Brochures to highlight resupply plan and assistance available will be distributed in public places, shops, libraries, noticeboards and other relevant places. Feedback on brochure is encouraged by members prior to print.

## Local Disaster Management Group Meeting

Held on 21 February 2020

Council Administration Building – John Drysdale Chambers

4. Ms. Robinson requested that all members review the Local Resupply Sub Plan – Including Aerial, Water and Land Re-Supply and Aerial Transport of Personnel and provide feedback by no later than Friday 13 March 2020.

### 7. General Business

NIL

There being no further business the meeting closed at 12.31pm.

The next meeting will be held on 20 March 2020.

ACTING CHAIRPERSON

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### **3.4 Burdekin Shire Youth Council Meeting Minutes - 24 February 2020**

#### **Recommendation**

That the minutes of the Burdekin Shire Youth Council Meeting held on 24 February 2020 be received and adopted.

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## **Burdekin Shire Council**

### **Minutes – Burdekin Shire Youth Council Meeting held on 24 February 2020**

Held in the John Drysdale Chamber  
The meeting commenced at 3.30pm

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#### **CLAUSE 1 ATTENDANCE**

Sarah McDonnell – Youth Mayor  
Emily Holmes – Deputy Youth Mayor  
Aiden Crossland – Ayr State High School  
Alexa Mann – Burdekin Catholic High School  
Alyssia Guy – Burdekin Catholic High School  
Brendan Kolb – Working Youth Representative  
Cleo Delle Baite – Burdekin Catholic High School  
Eddie Jones – Ayr State High School  
Gina Mcloy – Ayr State High School  
Jake Abraham – James Cook University  
Joshua Machin – Home Hill State High School  
Mikayla McDonnell – Ayr State High School  
Michael Lindley – Brandon State School  
Mia Power – Ayr State High School  
Ronin Kovacich – Clare State Primary School  
Sophia Palombi – Working Youth Representative  
Sarah Di Guglielmo – Burdekin Catholic High School  
Zavier Wood – Ayr State High School  
Lexi Favero – Burdekin Catholic High School

Tammy Quagliata – Burdekin Shire Council  
Cr. Lyn McLaughlin – Mayor, Burdekin Shire Council

**Apologies for absence**  
NIL

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#### **CLAUSE 2 MINUTES RECEIVED**

Moved Zavier Wood, seconded Eddie Jones that the Minutes of the Burdekin Shire Youth Council Meeting held on 9 December, 2019 be received.

CARRIED

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#### **CLAUSE 3 BUSINESS ARISING FROM THE MINUTES**

Clause 5 – Tammy Quagliata advised that unfortunately Youth Council was unsuccessful in receiving funding to host the Nextwave Film Festival as part of National Youth Week. Tammy is currently liaising with the Lions Club of Ayr regarding their possible Film Festival and Youth Council's involvement.

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## **CLAUSE 4      CORRESPONDENCE**

### Inward Correspondence

1. Abi Cooper, YMCA Qld Youth Parliament – forwarding information and seeking nominations for the 25<sup>th</sup> year of the YMCA Qld Youth Parliament
2. Qld Police, Police Recruit – Forwarding information on becoming a police recruit.

### Outward Correspondence

1. All relevant contacts – Forwarding registration details for Fast Track Talent Showcase to be held at the Burdekin Theatre on Saturday 21<sup>st</sup> March, 2020.
2. All relevant contacts – Forwarding information on the upcoming NQ Youth Artists Camp to be held in Charters Towers from 4-9<sup>th</sup> April, 2020.

Moved Mikayla McDonnell, seconded Lexi Favero that the inward correspondence be received.

CARRIED

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## **CLAUSE 5      ADDRESS BY JAYE CHRISTENSEN, BURDEKIN LIBRARY RE YOUTH COUNCIL INVOLVEMENT IN NEW LIBRARY KIDS CLUB**

Jaye Christensen, Library Community Services Officer attended the meeting and addressed members with regard to the new Kids Club Program which would be running at the Ayr Library branch each Friday afternoon of the school term. It was noted that a different activity would be held each week including a Lego challenge, arts & crafts, robotics and they are open to suggestions/ideas.

Youth Council members were asked to assist with running the Kids Club each week, with volunteers to help run the activities. Members were keen to be involved. It was noted that the first Kids Club would be held on Friday 6<sup>th</sup> March. Tammy Quagliata undertook to email details to all members, who were invited to attend.

There were further suggestions from members for the inclusion of a Homework/Study afternoon at the Library once/week. Tammy Quagliata & Jaye Christensen undertook to look into options for this.

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## **CLAUSE 6      UPDATE ON NQ YOUTH ARTIST'S CAMP – CHARTERS TOWERS, 4-9 APRIL 2020**

Tammy Quagliata gave an update on the NQ Youth Artist Camp that was being hosted in Charters Towers from 4<sup>th</sup> to 9<sup>th</sup> April, 2020. Members were encouraged to register for the camp and advised that nominations would close on 29<sup>th</sup> February. Flyers and information sheets were circulated to all members. It was further noted that they are seeking parent supervision for the camp, should anyone's parents be interested.

Tammy Quagliata advised that the cost to attend the camp was just \$50 which included all food and accommodation. Council would also be providing transport to/from the camp.

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**CLAUSE 7      UPDATE ON FAST TRACK TALENT SHOWCASE 2020 – 21<sup>st</sup> MARCH 2020**

Tammy Quagliata provided an update on the 2020 NQ Fast Track Talent Showcase to be hosted at the Burdekin Theatre on Saturday 21<sup>st</sup> March, 2020. It was noted that a record number of over 50 registrations have been received to date, which means a wait list for participants is now filling up.

Members were encouraged to spread the word regarding the event and advised to secure tickets as soon as possible. Members will be required to assist on the day with volunteering at the registrations desk, backstage and general event duties. A roster for volunteers will be circulated in coming weeks.

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**CLAUSE 8      OTHER GENERAL BUSINESS**

Membership Drive

Youth Mayor, Sarah McDonnell encouraged members to jump on the Burdekin Shire Youth Council Facebook Page and like, share and engage with the new Youth Council promotional video that was uploaded recently. The video shows a lot of projects and activities that Youth Council members have been involved in in the past and highlights the fun of being involved. Members were also encouraged to circulate posters throughout their schools and networks, noting that it wasn't too late for new members to join Youth Council at the next meeting.

Public Piano

Members suggested that Council or the Burdekin Theatre look into the possibility of having a public piano available for use. Members noted they had seen this in many other areas and were really popular. Tammy Quagliata undertook to forward this suggestion to the Burdekin Theatre Manager for consideration.

Youth Council Shirts

Tammy Quagliata advised that members were all entitled to a free shirt to wear when volunteering and representing the Burdekin Shire Youth Council. It was noted that shirts would need to be returned following membership on the Youth Council. Shirts are available for collection from Tammy at the Ayr Library branch or they will be circulated at the next meeting.

Movie Night

Aiden Crossland raised the idea of having another outdoor movie night at the Burdekin Theatre during the upcoming school holidays. Tammy Quagliata suggested that it may be possible to partner with PCYC, Burdekin Library and Burdekin Theatre to host something during National Youth Week. Tammy undertook to investigate these possibilities.

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**NEXT MEETING – 16<sup>th</sup> March 2020 at 3.30pm**

There being no further business, the meeting closed at 4:30pm

Sarah McDonnell  
YOUTH MAYOR

*Meeting Minutes taken by Tammy Quagliata.*

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### **3.5 Community Grants Program Panel Meeting Minutes - 3 March 2020**

#### **Recommendation**

That the minutes of the Community Grants Program Panel Meeting held on 3 March 2020 be received and adopted.

**Burdekin Shire Council**  
**Minutes – Community Grants Program Panel Meeting held on 3 March 2020**

Held at Ernie Ford Boardroom  
The meeting commenced at 9.05am

**CLAUSE 1**

**ATTENDANCE**

Mr David Cornwell – Chairman	Cr Uli Liessmann
Mayor Lyn McLaughlin	Mr Tano Buono
Cr John Bonanno	Mrs Kiera Durrant
Mrs Janice Horan	Mrs Sara Smith – Minutes Clerk

**CLAUSE 2**

**CONSIDERATION OF FUNDING APPLICATIONS RECEIVED IN FEBRUARY ROUND (ROUND 3)**

Applicant	Project	Requested Funding	Requested In-kind Support	Recommended Funding	Recommended In-kind Support
Rotary Club of Ayr	Norm Perry Duck Race		\$230.00		\$230.00
<i>Comments: Panel recommends supporting in-kind request for bins.</i>					
Burdekin Offroaders Inc.	Annual Race – as part of the North Qld Championship	\$2,500.00	\$300.00	\$2,000.00	\$300.00
<i>Comments: Potential for event to be added to Australian Offroad Racing Championship which would provide major economic benefit to the Burdekin Shire.</i>					
Burdekin Road Runners & Walkers	Sugar Rush		\$1100.00		\$1100.00
<i>Comments: Event held annually. Well supported by locals and visitors to the Shire. Promoting physical activity.</i>					
Burdekin Aero Club Inc.	Centenary Wings and Wheels Fly In	\$5,000.00	\$840.00		
<i>Comments: Due to budget constraints in this round, and the event being held in September 2020 panel have requested that Aero Club apply in Round 1 of next Community Grants Round for 2020/2021 financial year.</i>					
Lower Burdekin Ski Club Inc.	2020 Water Ski Qld State Championships	\$4,291.00			
<i>Comments: Funding requested for ineligible items under guidelines (purchase of capital items).</i>					
Burdekin Rugby League Inc.	Helen Viero Ladies Day	\$2,000.00	\$260.00		\$260.00
<i>Comments: Panel recommends supporting in-kind component of this application for bins.</i>					
Rock Solid Boxing Club Home Hill	Golden Gloves Event	\$3,447.00		\$3,447.00	
<i>Comments: Club provides support to youth of Burdekin community. Economic benefit to Shire with increased patronage of accommodation for the duration of the two-day event.</i>					
Burdekin Readers and Writers	Bi-Annual Festival	\$5,000.00		\$5,000.00	
<i>Comments: Economic benefit to Shire with increased patronage of accommodation for the duration of the festival. Excellent media exposure for the Burdekin Shire with prominent authors in attendance. Great benefit to all ages with school visits incorporated into the schedule.</i>					
Home Hill Tennis Association	Sugar Bowl		\$410.00		\$410.00
<i>Comments: Panel recommends supporting in-kind request for bins.</i>					

The meeting resolved to recommend funding of the Community Grants Program as listed above for Round 3 of the 2019/20 funding year.

A total of \$10,500 cash funds of the \$38,000 total budgeted for this financial year was available for round 3. Remaining balance for cash funds is \$53.00.

There being no further business, the meeting closed at 10.15am.

Mr David Cornwell  
CHAIRMAN

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## 4 REPORTS

### 4.1 Council Workshops - February 2020

#### 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 workshops on 4 and 18 February 2020 with a range of policy and operational issues discussed.

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

#### Recommendation

That the report on the Council workshops held on 4 and 18 February 2020 be received and noted.

#### Background Information

In the later part of 2016, the Council adopted governance arrangements based on holding Council meetings on a fortnightly basis 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 scheduled Council meetings.

During the past month workshops were held on 4 and 18 February 2020. The workshops covered a range of policy and operational issues and also included presentations from external parties. A brief summary of the issues discussed at the workshops is outlined below:

#### 4 February 2020

- Presentation of annual donation – Burdekin Chaplaincy Committee
- Consultant selection process – Watsons Green and Memorial Parks, Home Hill Master Plan
- Youth Strategy development
- Commencement of *Human Rights Act 2019*
- Third Avenue, Home Hill – drainage
- Liquor Licence Application – Producer/Wholesaler Licence – Delta Ironworks, Brandon

#### 18 February 2020

- Proposed preliminary cost estimate for Inkerman Link Walking Trail
- Discussion on light vehicle tenders for SUV (AWD and 4WD) and Utilities (2WD and 4WD)
- Discussion on representations received regarding road widening condition for RAL19/0031
- Update on progress of the Burdekin Shire Coastal Hazard Adaptation Strategy (CHAS)

- 
- Review of Related Party Transactions Policy
  - Review of Complaints Management Policy and new procedures
  - Council to CEO Delegation Register
  - Presentation of Burdekin Water Warriors concept
  - Proposed Consultation Plan – Youth Strategy Development
  - Ideas 108 Re-activation 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**

1. N/A

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## 5 GOVERNANCE

### 5.1 Internal Audit Charter 2020

#### Document Information

Referring Letter No:	N/A
File No:	1802
Name of Applicant:	N/A
Location:	N/A
Author and Title:	Mrs. Rebecca Stockdale – Senior Governance Officer

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#### Executive Summary

The *Local Government Act 2009* requires Council to establish an efficient and effective internal audit function. Council's internal audit function is overseen by the Governance Unit and is currently delivered by contract auditors O'Connor Marsden and Associates (OCM). The Internal Audit Charter 2020 sets out the purpose, authority, responsibility and position of internal audit within Burdekin Shire Council. The Charter has recently been reviewed by the Audit Committee and is now presented to Council for adoption.

#### Recommendation

That Council adopts the Internal Audit Charter 2020 as attached to this report.

#### Background Information

Under the *Local Government Act 2009* Council is required to establish an efficient and effective internal audit function. The Internal Audit Function is a key component of Council's governance framework. In 2017, Council sought quotations for the delivery of internal audit services and subsequently, O'Connor Marsden and Associates (OCM) were awarded this contract. The Internal Audit Charter is Council's formal statement regarding the rights and responsibilities of the internal audit function.

#### Link to Corporate/Operational Plan

- 5.3.1 Demonstrate open and transparent leadership
- 5.3.3 Adhere to the governance framework and public reporting systems
- 5.3.4 Undertake regulatory responsibilities in accordance with legislative regulations

#### Consultation

The Audit Committee reviewed and endorsed the Internal Audit Charter 2020 at their meeting on 5 February 2020.

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## **Legal Authority or Implications**

*Local Government Act 2009*

### **105 Auditing, including internal auditing**

- 1) Each local government must establish an efficient and effective internal audit function.
- 2) Each large local government must also establish an audit committee.
- 3) A large local government is a local government that belongs to a class prescribed under a regulation.
- 4) An audit committee is a committee that —
  - a) monitors and reviews —
    - i) the integrity of financial documents; and
    - ii) the internal audit function; and
    - iii) the effectiveness and objectivity of the local government's internal auditors; and
  - b) makes recommendations to the local government about any matters that the audit committee considers need action or improvement.

## **Policy Implications**

N/A

## **Financial and Resource Implications**

The internal audit function and associated internal audit plan are delivered in line with Council's adopted budget.

### **Report Prepared By:**

Mrs. Rebecca Stockdale - Senior Governance Officer

### **Report Authorised By:**

Mr. Nick O'Connor- Director Corporate and Community Services

## **Attachments**

1. Internal Audit Charter 2020



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# Internal Audit Charter

*January 2020*

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## 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.

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 Function 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 Internal Audit Function 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 a closed briefing sessions without management present at 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 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 consider advice provided by Internal Audit and 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 (QAO) 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 relevant.

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

<b>Audit Committee Chairperson</b>	_____	<b>Date:</b> _____
<b>Chief Executive Officer</b>	_____	<b>Date:</b> _____







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## 5.2 Option to Renew Lease - Kenrose Co Pty Ltd

### Document Information

<b>Referring Letter No:</b>	N/A
<b>File No:</b>	173
<b>Name of Applicant:</b>	Kenrose Co Pty Ltd – ACN 131 016 389
<b>Location:</b>	Agricultural Lease B, C and D on Survey Plan 217488 (Lot 106 on Registered Plan 898777)
<b>Author and Title:</b>	Ms. Tamara Bateman – Governance and Property Officer

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### Executive Summary

Council approval is requested to exercise the Option to Renew the following Lease:

Lessor:	Burdekin Shire Council
Lessee:	Kenrose Co Pty Ltd ACN 131 016 389
Interest:	Fee Simple
Leased Area:	Agricultural Lease B, C and D on Survey Plan 217488 (Lot 106 on Registered Plan 898777)
Location:	Ayr Aerodrome, Aerodrome Road, Brandon
Permitted Use:	Agricultural Production of Small Crops
Expiry Date:	14 March 2020 (1 x two (2) year Option)

### Recommendation

That Council agree to the Lessee exercising the Option to Renew for a further two (2) year term.

### Background Information

Kenrose Co Pty Ltd leases an area of agricultural land (approximately 54.114 hectares) described as Lease B, C and D on Survey Plan 217488 located at the Ayr Aerodrome, Aerodrome Road, Brandon (refer to attached Survey Plan). The current Lease has been in effect since 15 March 2017 and expires on 14 March 2020. The current Lease has one (1) Option to Renew for a further two (2) year term.

Kenrose Co Pty Ltd wrote to Council on 7 February 2020 confirming its intention to exercise the Option to Renew the Lease for a further two (2) year term.

Clause 16.1 of the Lease states that the Lessee may, by written notice given between three (3) and six (6) months prior to the expiry of the Term, exercise the Option to Renew.

As the Lessee's request to renew the Lease falls outside of the requisite notice period, Council should consider whether it will resolve to allow the option to renew to be exercised.

### Link to Corporate/Operational Plan

2.4.4 Support development, diversification, sustainability and expansion of the economic base.

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

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**Consultation**

N/A

**Legal Authority or Implications**

N/A

**Policy Implications**

N/A

**Financial and Resource Implications**

The Lease outlines a rental of \$30,250.00 per annum (inclusive of GST) and this figure is subject to a CPI increase should Council agree to renew the Lease. A security bond is not applicable.

Staff resources will be utilised to prepare lease documentation.

All other costs associated with lease preparation and registrations are reimbursed by Lessee.

**Report Prepared By:**

Ms. Tamara Bateman – Governance and Property Officer

**Report Authorised By:**

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

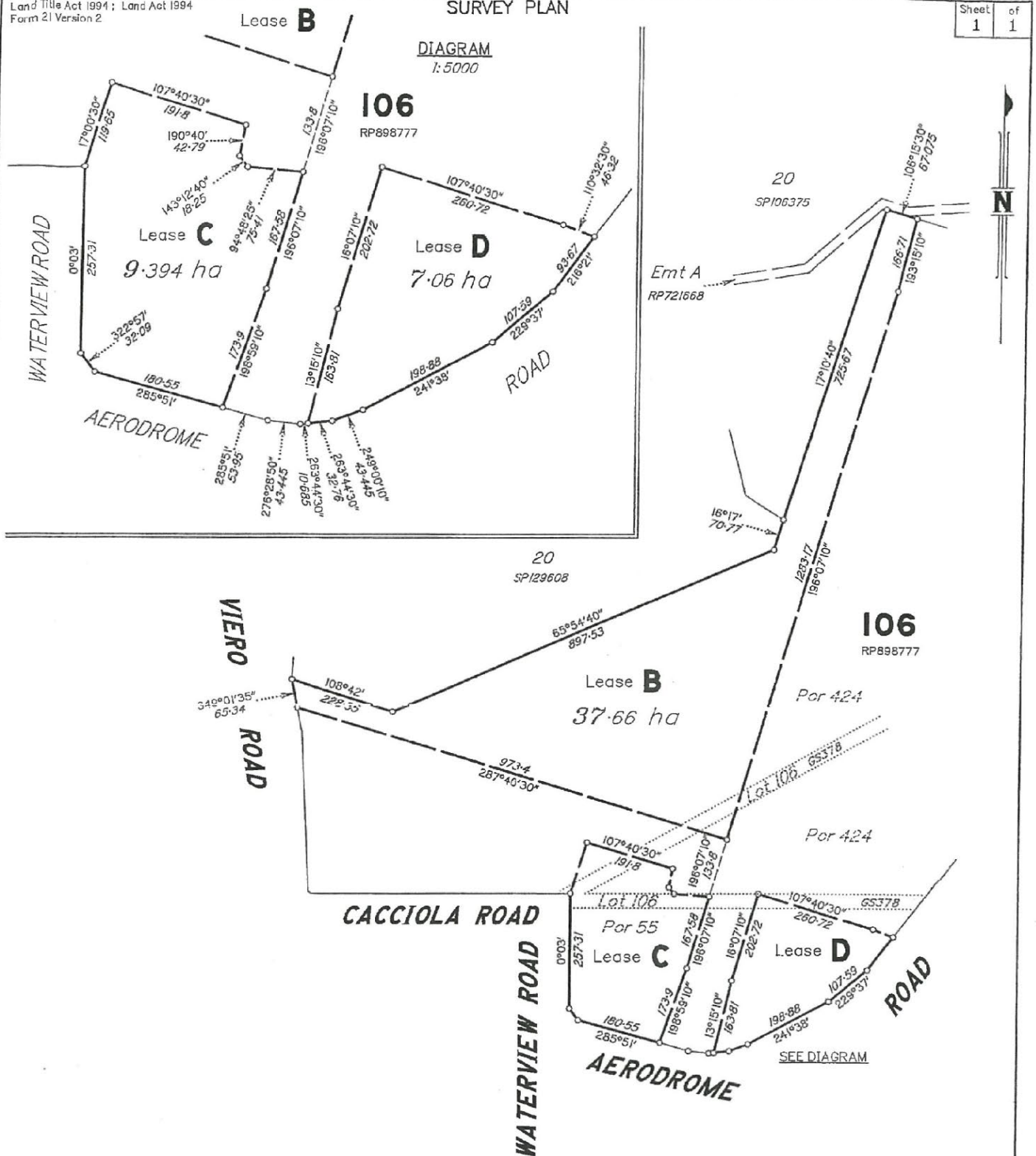
**Attachments**

1. Survey Plan No. 217488 – Lot 106 on Registered Plan 898777

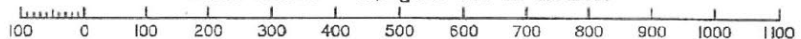
**SURVEY PLAN**

Sheet 1 of 1

**DIAGRAM**  
1:5000



Scale 1:8000 - Lengths are in Metres.



**Plan of**

**Leases B, C & D**

in Lot 106 on RP898777

PARISH: **JARVISFIELD**

COUNTY: **Gladstone**

Meridian: **RP898777**

F/N's: **No**

Scale: **1:8000**

Format: **STANDARD**



**SP217488**

Plan Status:

I, Cleve Patrick McGuane, hereby certify that I have made this plan under Section 17 of the Survey and Mapping Infrastructure Regulation 2004 and pursuant to the Survey and Mapping Infrastructure Act 2003 and Surveyors Act 2003 and associated Regulations and Standards and that the plan is accurate, and compiled from Drawing 54443L2 in Lease No 707786145 in the Department of Natural Resources and Water.

4/12/08

Date:

*C.P. McGuane*

Cadastral Surveyor

State copyright reserved.

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## 6 ENVIRONMENTAL AND HEALTH SERVICES

## 7 CLIENT SERVICES

## 8 FINANCIAL & ADMINISTRATIVE SERVICES

### 8.1 Adoption of Related Party Disclosures Policy

#### Document Information

<b>Referring Letter No:</b>	N/A
<b>File No:</b>	1555
<b>Name of Applicant:</b>	N/A
<b>Location:</b>	N/A
<b>Author and Title:</b>	Mrs. Kathy Cortabitarte – Financial Accountant (Systems)

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#### Executive Summary

A review of Council's Related Party Disclosure Policy has been conducted and a revised policy has been prepared for Council adoption.

#### Recommendation

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

#### Background Information

Council first adopted a Related Party Disclosure Policy on 28 March 2017. The policy has been updated to amend the regularity of reviewing related party transactions from quarterly to biannually and enhancements to the privacy section including allowing access to related party information to the Chief Executive Officer. The new Risk Management section provides information regarding the risks the policy mitigates.

#### Link to Corporate/Operational Plan

5.3.2 Ensure Council's financial position is effectively managed.

5.3.3 Adhere to the governance framework and public reporting systems.

#### Consultation

The policy was revised in consultation with the Director Corporate and Community Services, Manager Financial and Administrative Services and Financial Accountant (Systems). Council discussed the revised policy in a Council Workshop Meeting on 18 February 2020.

---

## **Legal Authority or Implications**

Local Government Act section 104 (5) (b) (i)

Local Government regulation 2012 section 177

Australian Accounting Standards and Interpretations - AASB 124 Related Party Disclosures

## **Policy Implications**

This policy replaces the existing Related Party Disclosure Policy which was adopted on 27 February 2018.

## **Financial and Resource Implications**

N/A

### **Report Prepared By:**

Mrs. Kathy Cortabitarte – Financial Accountant (Systems)

### **Report Authorised By:**

Mrs. Kim Olsen – Manager Financial and Administrative Services

## **Attachments**

1. Related Party Disclosure Policy

Policy Type	Corporate
Function	Financial Management
Policy Owner	Manager Financial and Administrative Services
Policy Contact	Financial Accountant Systems
Effective Date	<a href="#">Click here to select the date the policy is effective from</a>

### 1. Purpose

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

### 2. Scope

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

### 3. Policy Statement

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

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

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

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

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

KMPs will complete a self-declaration of related parties in the Related Party Transaction Notification form (RPT Notification), which is in addition to the disclosures of interests required under the *Local Government Act* and *Local Government Regulation*. They will be required to confirm their related parties biannually and also advise the Manager Financial and Administrative Services or the Financial Accountant (Systems) within 30 days of any changes to their related parties.

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

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

Transactions can be financial and non-financial.

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



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

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

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

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

The following will be identified as related party transactions:

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

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

#### 4. Exceptions

Nil

#### 5. Objectives

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

#### 6. Privacy

- 6.1 The following information is classified as confidential and is generally not made available for inspection by or disclosure to the public:
- a) Information (including personal information) provided by a key management person in the related party transaction notification; and
  - b) Personal information contained in a register of related party transactions.
- 6.2 Except as specified in this policy, Council and other permitted recipients will not use or disclose personal information provided in a RPT Notification by a KMP or contained in a register of related party transactions, for any other purpose or to any other person except with the prior written consent of the subject KMP.
- 6.3 The following persons are permitted to access, use and disclose the information (including personal information) provide in a RPT Notification or contained in a register of related party transactions:
- a) KMP for information about themselves;
  - b) The following financial officers within Council's Financial Management section responsible for the preparation of financial reporting and related party information:  
Manager Financial and Administrative Services; and  
Financial Accountant (Systems);
  - c) The Chief Executive Officer;

[Document Number] Rev

[Revision Number]

Documents are uncontrolled when printed or removed from their source location

Page 2 of 5

- d) Members of Council's audit committee;
- e) An auditor of Council (including an auditor from the Queensland Audit Office);
- f) An individual may access their personal information provided by a KMP in a RPT Notification or contained in a register of related party transactions in accordance with Council's Information Privacy Policy.

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

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

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

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

A RTI Application seeking access to or release of:

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

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

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

6.6 In accordance with provisions of the *Information Privacy Act 2009*, a person whose personal information is contained within a related party transaction notification or the register of related party transactions has the right to have documents containing their personal information amended if it is inaccurate, incomplete, out of date or misleading, unless, on balance it is contrary to the public interest to give access or allow the information to be amended.

## 7. Risk Management

The policy supports Council's strong commitment to transparency, accountability and adherence to the governance framework.

The policy mitigates the risk of non-disclosure of related party transactions (financial and non-financial) in Council's annual Financial Statements.

The policy also mitigates the risk of unauthorised access to personal information of Key Management Personnel and other related parties.

## 8. Legislation

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

## 9. Definitions and Abbreviations

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

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

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

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

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

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

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

- a) Purchases or sales of goods;
- b) Purchases or sales of property and other assets;
- c) Rendering or receiving of services;
- d) Rendering or receiving of goods;
- e) Development applications;
- f) Leases;
- g) Provision of guarantees or collateral;
- h) Commitments to do something if a particular event occurs or does not occur in the future;
- i) Settlement of liabilities on behalf of Council or by Council on behalf of that related party.

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

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

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

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

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

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

### 10. Related Documents

Reference Number	Document Title
	Related Party Transaction Notification by Key Management Personnel (KMP)
	Privacy Collection Notice – Related Party Transactions disclosures by Key Management Personnel

### 11. Document History and Version Control

Title of Document	Related Party Disclosure Policy
Document Reference Number	[Document Number] Rev [Revision Number]
Review Schedule	24 months
Council Meeting Date	Insert the date of the Council meeting this policy went to
Council Resolution Number	Enter the resolution number assigned from the Council meeting

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## **8.2 Monthly Financial Report for Period Ending - 29 February 2020**

### **Recommendation**

That the Monthly Financial Report for Period Ending 29 February 2020 be received.

## Financial Report - February 2020



The following report provides a summary of Council's financial performance to 29 February 2020.

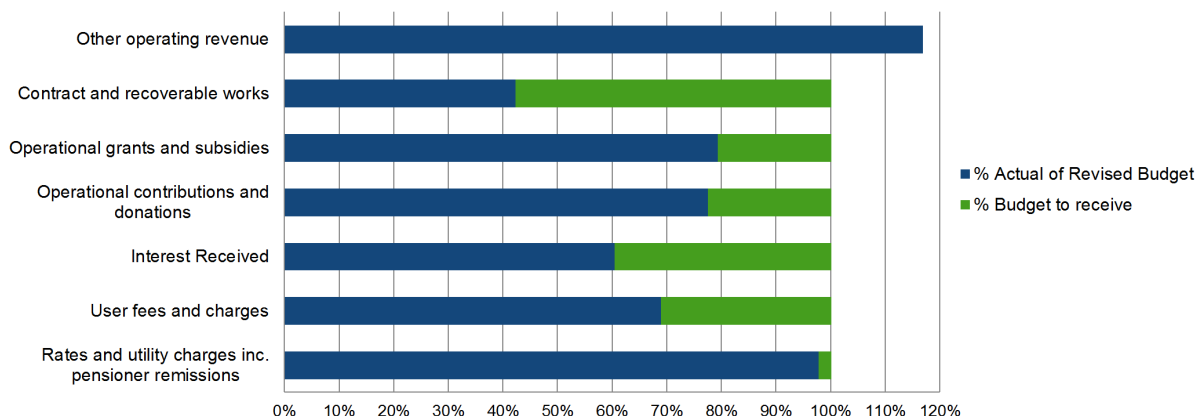
### FINANCIAL STATEMENTS AT A GLANCE

As at 29 February 2020	Actual \$	Annual Budget \$	YTD Budget \$	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Total Operating Revenue	46,512,402	51,137,371	47,380,663	-868,261	-2%
Total Operating Expenses	33,048,286	52,874,385	36,078,852	-3,030,566	-8%
<b>Operating Position</b>	<b>13,464,116</b>	<b>-1,737,014</b>	<b>11,301,811</b>	<b>2,162,305</b>	<b>19%</b>
Capital Revenue	1,836,994	5,084,790	5,055,830	-3,218,836	-64%
<b>Net Result</b>	<b>15,301,110</b>	<b>3,347,776</b>	<b>16,357,641</b>	<b>-1,056,531</b>	<b>-6%</b>

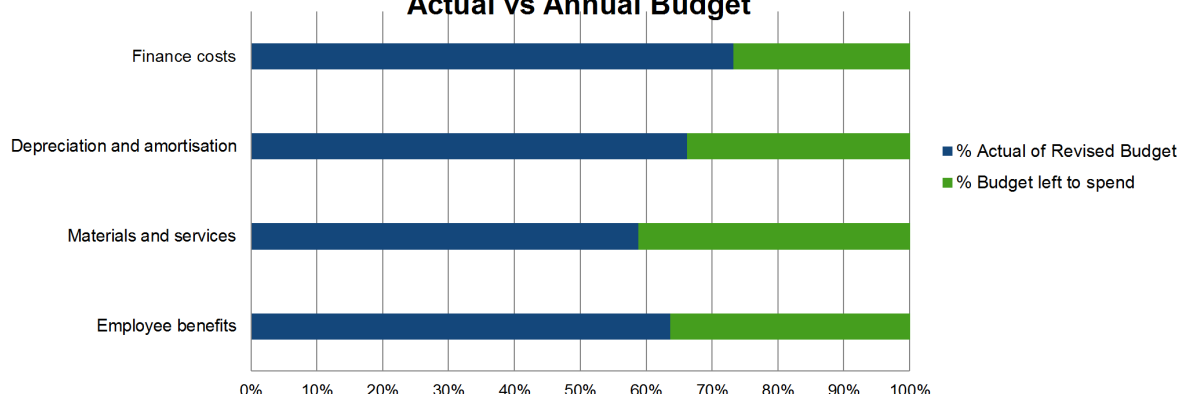
This report contains financial information for the period ending 29 February 2020. Council's operating position at month end is a \$13.46M surplus.

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

#### Operating Revenue Actual vs Annual Budget



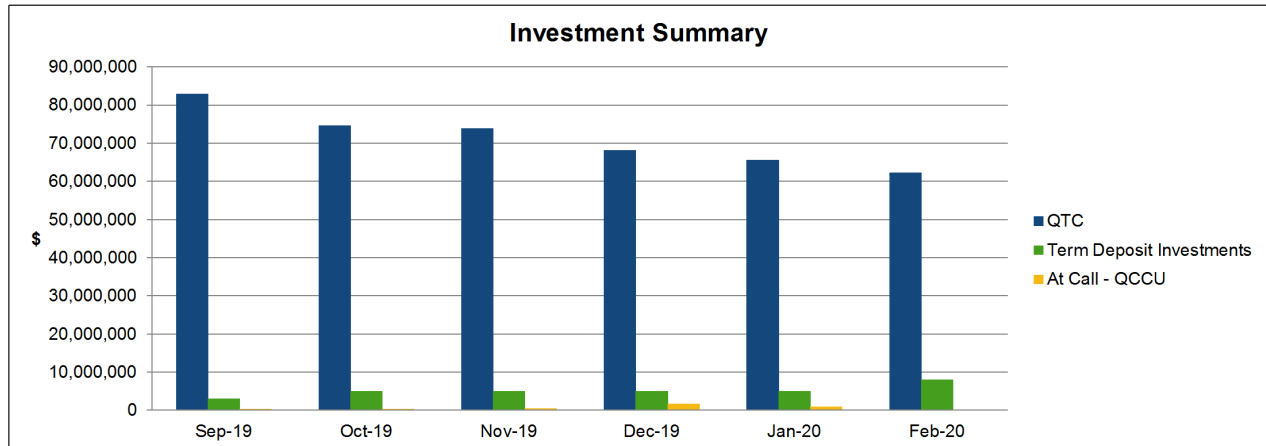
#### Operating Expenses Actual vs Annual Budget



## INVESTMENT PORTFOLIO

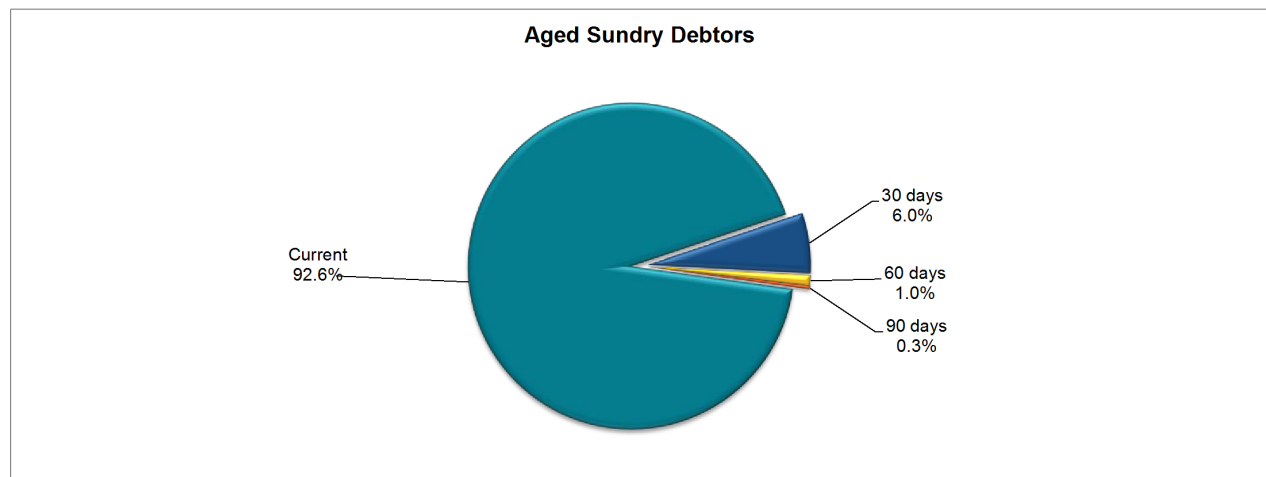
### Investment Report as at 29 February 2020 (including at call cash)

	Total Invested	Average Current Rate Weighted	% Invested
Bendigo	2,000,000	1.50%	2.8%
Queensland Country Bank (QCB)	6,000,000	1.85%	8.5%
QTC	62,286,681	1.73%	88.3%
Queensland Country Bank (QCB) General	236,232	1.50%	0.3%
<b>Total Funds</b>	<b>\$70,522,912</b>		



## SUNDRY DEBTORS

Total outstanding Sundry Debtors as at 29 February are \$620,452

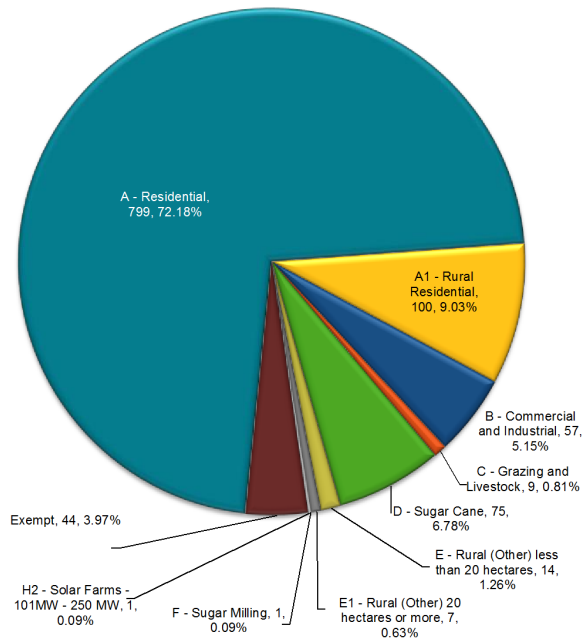


## RATES

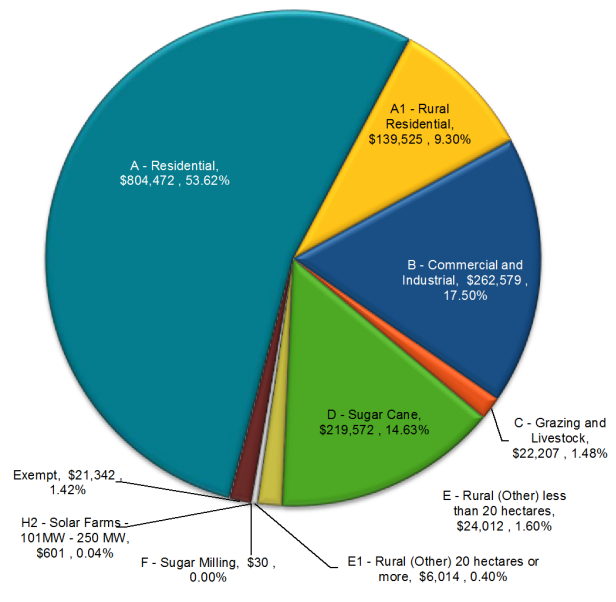
Arrears as at 1 July 2019		\$1,016,026
Levy and fees raised *	\$42,071,521	
Interest charged *	\$137,815	
Less Pensioner subsidy and rebate	\$635,259	
Less Prior year adjustments	<u>\$21</u>	\$41,574,056
Payments received		<u>\$41,074,816</u>
Arrears as at 29 February 2020		<u>\$1,515,265</u>
% Arrears February 2020		3.56%
% Arrears February 2019		4.00%
Pre-payments as at 29 February 2020		\$1,042,012
Pre-payments as at 28 February 2019		\$872,649

\* includes State Govt Emergency Management Levy

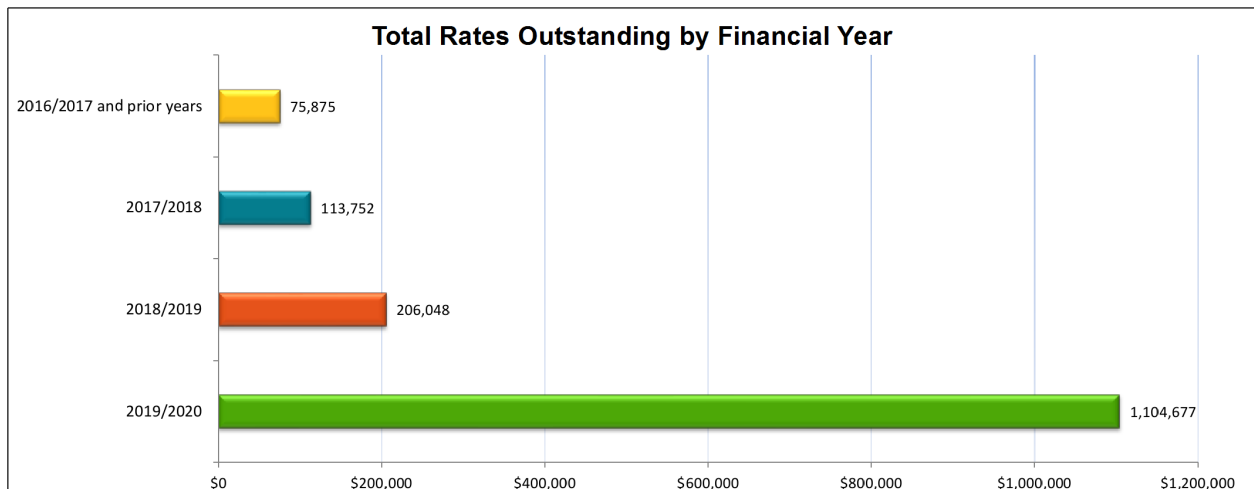
**Number of Properties with Outstanding Rates by Rating Category**



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



**Total Rates Outstanding by Financial Year**





## Rates Debt Recovery

### Collection House - Debt Referral

Council currently has 195 active files with Collection House with an outstanding balance of \$692,576.72.

Out of these active files, 71 have negotiated arrangements and are being monitored by Collection House. The balances of these properties are being reviewed and have either defaulted or have proceeded to the next stage of the debt collection process.

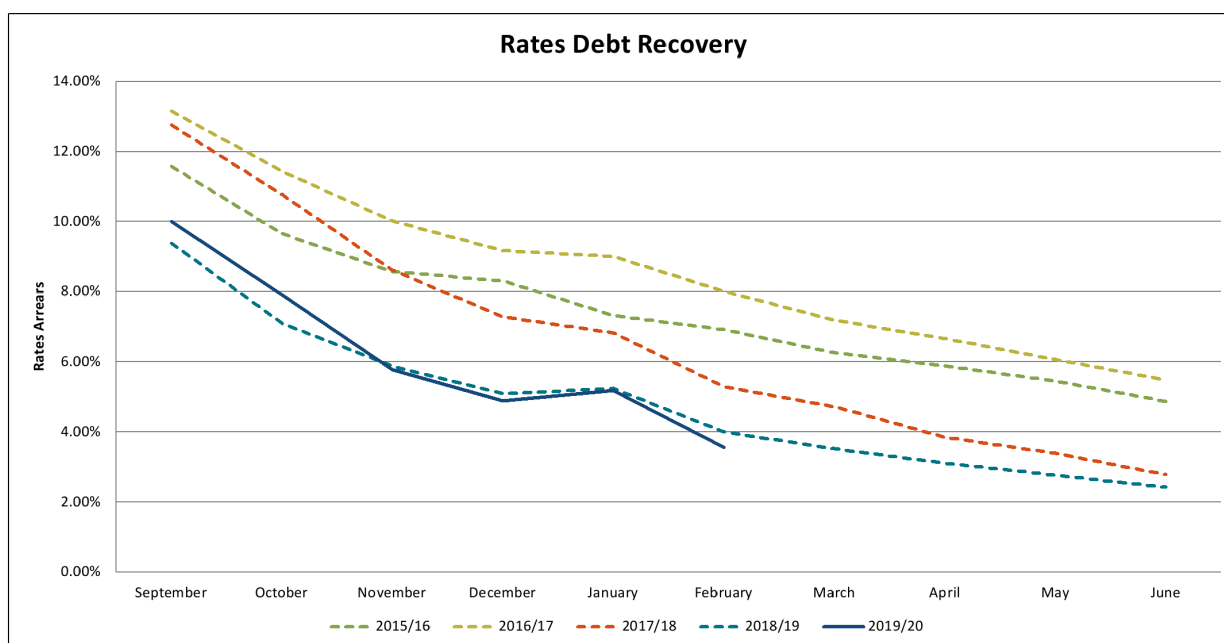
### Collection House - Sale of Land

During the month of November, 25 properties were referred to Collection House to commence Sale of Land proceedings.

To date, 8 properties have paid in full and a further property has a small balance outstanding.

### Council Periodic Payment Plans

In addition to the properties referred to Collection House, there are 277 current periodic payment plans made directly with Council representing outstanding rates of \$431,631.55. These plans are continuing to be monitored by Rates Staff to ensure conformance.



## OVERVIEW OF COUNCIL'S CAPITAL PROJECTS

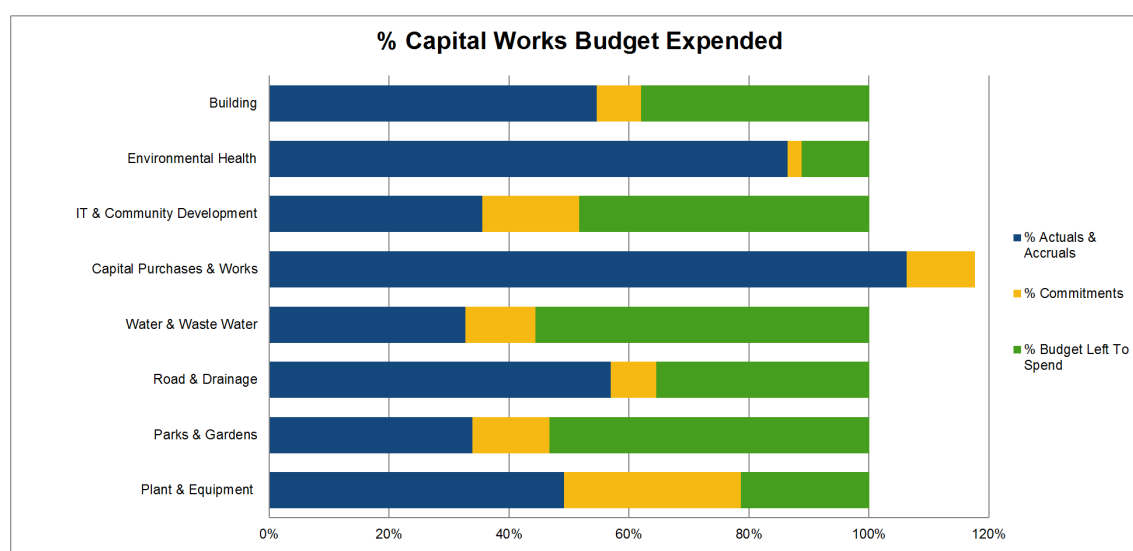
Capital expenditure incurred for the year to 29 February, is shown by asset category in the table below.

Capital project expenditure to 29 February is \$12,204,356. In addition to this, there is \$2,607,517 of commitments.

### Financial Overview by Asset Category

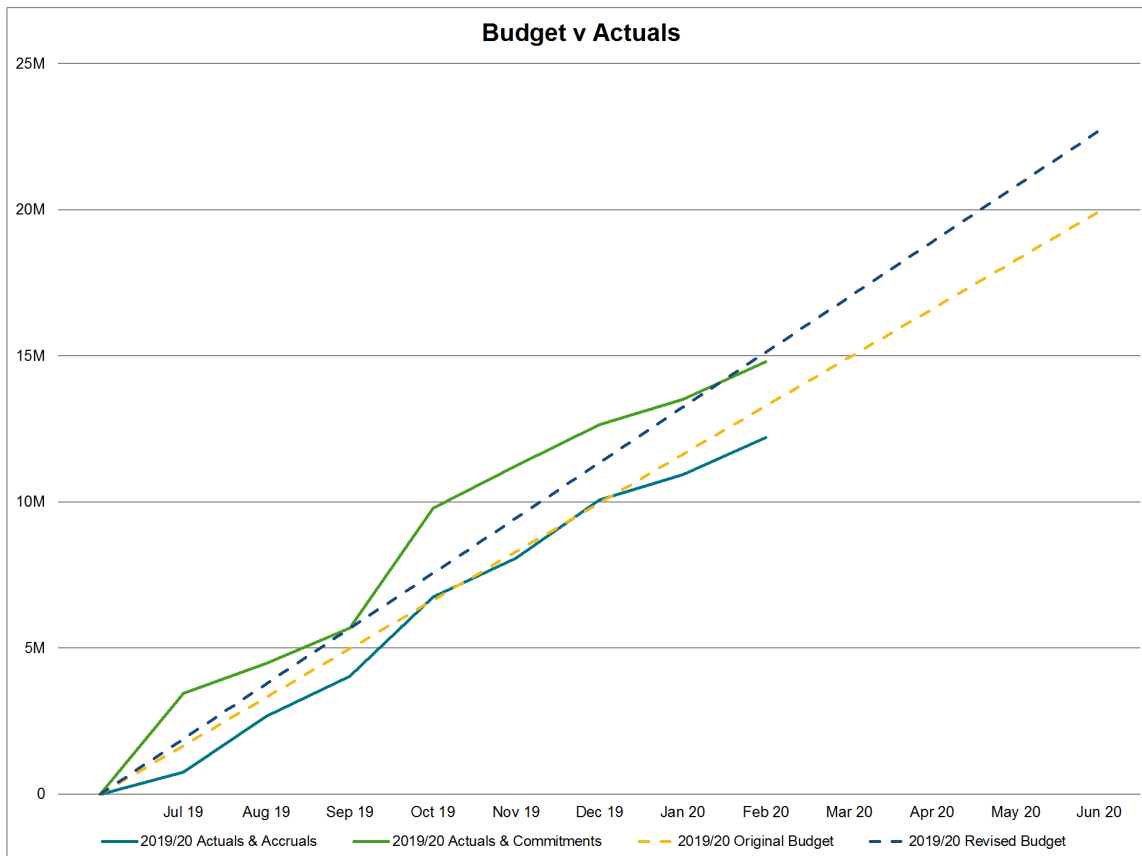
Asset Category	Original Budget	Revised Budget	Actuals & Accruals	Commitments	Total
Building	\$ 1,703,100	\$ 2,381,129	\$ 1,301,066	\$ 174,997	\$ 1,476,063
Environmental Health	\$ 430,000	\$ 897,024	\$ 775,044	\$ 21,658	\$ 796,702
IT & Community Development	\$ 605,200	\$ 651,016	\$ 231,605	\$ 105,170	\$ 336,775
Capital Purchases & Works	\$ 1,740,000	\$ 1,740,000	\$ 1,849,202	\$ 197,773	\$ 2,046,975
Water & Waste Water	\$ 4,804,000	\$ 5,511,349	\$ 1,803,784	\$ 641,918	\$ 2,445,702
Road & Drainage	\$ 8,182,000	\$ 8,450,924	\$ 4,812,094	\$ 646,517	\$ 5,458,611
Parks & Gardens	\$ 375,000	\$ 512,094	\$ 173,458	\$ 65,863	\$ 239,321
Plant & Equipment	\$ 2,100,000	\$ 2,557,099	\$ 1,258,103	\$ 753,621	\$ 2,011,724
<b>TOTAL</b>	<b>\$ 19,939,300</b>	<b>\$ 22,700,635</b>	<b>\$ 12,204,356</b>	<b>\$ 2,607,517</b>	<b>\$ 14,811,873</b>

The below graph shows, by Asset Category, 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.

## OVERVIEW OF COUNCIL'S CAPITAL PROJECTS



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

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

### APPENDIX 1 - OPERATING STATEMENT BY MANAGER

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

### APPENDIX 2 - TOTAL COUNCIL OPERATING STATEMENT

Attached is the Total Council Operating Statement for your information.

### APPENDIX 3 - STATEMENT OF FINANCIAL POSITION

Attached is the Statement of Financial Position as at 29 February 2020

### APPENDIX 4 - STATEMENT OF CASH FLOWS

Attached is the Statement of Cash Flows for the period ending 29 February 2020

**OPERATING STATEMENT**  
**Period Ending 29 February 2020**

**Chief Executive Officer**

	Month of February 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	373	1,333	-960	-72%
Operational grants and subsidies	0	18,000	23,846	-5,846	-25%
Other operating revenue	11,824	43,226	37,303	5,923	16%
<b>Total operating revenue</b>	<b>11,824</b>	<b>61,599</b>	<b>62,482</b>	<b>-883</b>	<b>-1%</b>
<b>Operating Expenses</b>					
Employee benefits	100,598	813,630	830,832	-17,202	-2%
Materials and services	8,734	436,536	544,209	-107,673	-20%
<b>Total operating costs</b>	<b>109,332</b>	<b>1,250,166</b>	<b>1,375,041</b>	<b>-124,875</b>	<b>-9%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-97,508</b>	<b>-1,188,567</b>	<b>-1,312,559</b>	<b>123,992</b>	<b>-9%</b>
<b>Net result for period</b>	<b>-97,508</b>	<b>-1,188,567</b>	<b>-1,312,559</b>	<b>123,992</b>	<b>-9%</b>

**Comments**

**Operational grants and subsidies**

Progress payment of Building Better Regions grant for partial funding of Economic Development strategy received in January. Further funding to be received as this project progresses.

**Other operating revenue**

Currently over year to date budget due to timing of invoices being raised for sponsorship of Sweet Days, Hot Nights festival. The budget for sponsorship has been split evenly over 12 months.

**Materials and services**

Budget includes costs for Sweet Days Hot Nights festival. The bulk of these expenses will be incurred closer to the staging of the event, therefore currently under year to date budget due to the budget being split evenly over 12 months.

**OPERATING STATEMENT**  
**Period Ending 29 February 2020**

**Director of Corporate & Community Services**

	Month of February 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	2,655	57,050	57,483	-433	-1%
Operational contributions and donations	0	10,476	11,000	-524	-5%
Operational grants and subsidies	0	97,228	97,228	0	0%
Other operating revenue	528	1,477	1,667	-189	-11%
<b>Total operating revenue</b>	<b>3,183</b>	<b>166,231</b>	<b>167,377</b>	<b>-1,146</b>	<b>-1%</b>
<b>Operating Expenses</b>					
Employee benefits	45,205	379,045	397,685	-18,641	-5%
Materials and services	55,641	408,362	458,450	-50,088	-11%
Depreciation and amortisation	89,067	749,401	754,667	-5,266	-1%
<b>Total operating costs</b>	<b>189,913</b>	<b>1,536,807</b>	<b>1,610,802</b>	<b>-73,995</b>	<b>-5%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-186,731</b>	<b>-1,370,576</b>	<b>-1,443,425</b>	<b>72,848</b>	<b>-5%</b>
 Capital grants and subsidies	 0	 28,274	 124,261	 -95,987	 -77%
<b>Net result for period</b>	<b>-186,731</b>	<b>-1,342,302</b>	<b>-1,319,164</b>	<b>-23,138</b>	<b>2%</b>

**Comments**

**Employee benefits**

Under year to date budget due to staff vacancy and leave taken over the festive period.

**Materials and services**

The 2019/20 PCYC expense budgeted in August and February are yet to be paid. These will be due for payment prior to 30 June.

**Capital grants and subsidies**

Change of apportionment of Works for Queensland 2017-19 funding.

**OPERATING STATEMENT**  
**Period Ending 29 February 2020**

**Manager Client Services**

	Month of February 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	34,520	37,500	-2,980	-8%
Other operating revenue	6,161	51,967	38,492	13,475	35%
<b>Total operating revenue</b>	<b>6,161</b>	<b>86,487</b>	<b>75,992</b>	<b>10,495</b>	<b>14%</b>
<b>Operating Expenses</b>					
Employee benefits	68,076	1,711,602	1,672,636	38,966	2%
Materials and services	101,359	1,367,159	1,370,089	-2,929	0%
<b>Total operating costs</b>	<b>169,435</b>	<b>3,078,761</b>	<b>3,042,725</b>	<b>36,036</b>	<b>1%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-163,274</b>	<b>-2,992,275</b>	<b>-2,966,733</b>	<b>-25,542</b>	<b>1%</b>
Capital grants and subsidies	0	0	41,250	-41,250	-100%
<b>Net result for period</b>	<b>-163,274</b>	<b>-2,992,275</b>	<b>-2,925,483</b>	<b>-66,792</b>	<b>2%</b>

**Comments**

**Operational grants and subsidies**

Variance due to Annual SES Subsidy received less than budgeted amount. This budget has been revised in the second budget revision.

**Other operating revenue**

Over year to date budget for reimbursement of wages for employees receiving workers compensation. The budget in this area has been split evenly over 12 months.

**Capital grants and subsidies**

Budgeted grant funding for replacement roof at Ayr SES building not yet received.

**OPERATING STATEMENT**  
**Period Ending 29 February 2020**

**Manager Community Services**

	Month of February 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	29,331	141,927	148,573	-6,646	-4%
Operational grants and subsidies	20,000	35,802	11,000	24,802	225%
Other operating revenue	19,811	81,221	69,733	11,488	16%
<b>Total operating revenue</b>	<b>69,142</b>	<b>258,950</b>	<b>229,307</b>	<b>29,644</b>	<b>13%</b>
<b>Operating Expenses</b>					
Employee benefits	143,637	1,096,427	1,133,940	-37,512	-3%
Materials and services	61,862	826,378	976,687	-150,310	-15%
Depreciation and amortisation	7,259	60,150	51,000	9,150	18%
<b>Total operating costs</b>	<b>212,757</b>	<b>1,982,955</b>	<b>2,161,627</b>	<b>-178,672</b>	<b>-8%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-143,616</b>	<b>-1,724,005</b>	<b>-1,932,321</b>	<b>208,316</b>	<b>-11%</b>
Capital grants and subsidies	0	43,173	80,000	-36,828	-46%
Other capital income (expense)	0	-12,859	0	-12,859	-
<b>Net result for period</b>	<b>-143,616</b>	<b>-1,693,692</b>	<b>-1,852,321</b>	<b>158,629</b>	<b>-9%</b>

**Comments**

**Operational grants and subsidies**

Unbudgeted invoice raised for Cultural Fair grant funding. This budget will be amended in the second revision.

**Other operating revenue**

Over year to date budget due to unbudgeted RADF funding for Burdekin Cultural Fair, unbudgeted Theatre Guide advertising invoices raised and timing of Fast Track event income.

**Materials and services**

Currently under year to date budget in Cultural Facilities. Budget includes planned repairs and maintenance expenditure at the Burdekin Theatre, Memorial Hall and Library due to be completed by 30 June.

**Depreciation and amortisation**

Over budget due to increased asset cost when replacing powered outlets and distribution board at the Ayr Showgrounds.

**Capital grants and subsidies**

Two quarters of 2019/20 State Library annual grant received.

**OPERATING STATEMENT**  
**Period Ending 29 February 2020**

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

	Month of February 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	87,923	87,940	-17	0%
User fees and charges	27,188	491,057	516,628	-25,571	-5%
Operational contributions and donations	24,704	71,716	78,737	-7,021	-9%
Operational grants and subsidies	0	25,500	25,500	0	0%
Other operating revenue	380	5,391	6,800	-1,409	-21%
<b>Total operating revenue</b>	<b>52,271</b>	<b>681,586</b>	<b>715,605</b>	<b>-34,019</b>	<b>-5%</b>
<b>Operating Expenses</b>					
Employee benefits	113,674	928,716	976,807	-48,091	-5%
Materials and services	188,127	1,291,144	1,337,823	-46,679	-3%
Depreciation and amortisation	24,502	202,271	204,200	-1,929	-1%
<b>Total operating costs</b>	<b>326,303</b>	<b>2,422,130</b>	<b>2,518,830</b>	<b>-96,699</b>	<b>-4%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-274,032</b>	<b>-1,740,544</b>	<b>-1,803,225</b>	<b>62,681</b>	<b>-3%</b>
 Other capital income (expense)	 0	 -63,520	 0	 -63,520	 -
<b>Net result for period</b>	<b>-274,032</b>	<b>-1,804,065</b>	<b>-1,803,225</b>	<b>-840</b>	<b>0%</b>

**Comments**

**User fees and charges**

Currently under budget due to the timing of raising licences and permits. Additional income to be received for Health licences in May/June.

**Operational contributions and donations**

The amount invoiced for annual aquatic weed maintenance invoices was less than what was budgeted due to an internal review on the cost of the program.

**Employee benefits**

Under year to date budget due to high level of annual and sick leave taken in Health Admin, reduced overtime in Animal Control, and vacancies in Pest Management area.

**Other capital income (expense)**

Write off of associated assets following refurbishment of the Ayr Pool and Groper Creek Amenities.



**OPERATING STATEMENT**  
**Period Ending 29 February 2020**

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

	Month of February 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	4,044,958	4,041,393	3,565	0%
User fees and charges	58,595	331,530	486,667	-155,136	-32%
Interest Received	10,805	90,049	98,600	-8,551	-9%
Other operating revenue	18,862	56,542	107,631	-51,089	-47%
<b>Total operating revenue</b>	<b>88,263</b>	<b>4,523,079</b>	<b>4,734,291</b>	<b>-211,212</b>	<b>-4%</b>
<b>Operating Expenses</b>					
Employee benefits	59,589	535,853	495,555	40,298	8%
Materials and services	170,896	1,347,623	2,054,320	-706,697	-34%
Depreciation and amortisation	28,120	234,023	241,933	-7,910	-3%
<b>Total operating costs</b>	<b>258,606</b>	<b>2,117,498</b>	<b>2,791,809</b>	<b>-674,310</b>	<b>-24%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-170,343</b>	<b>2,405,581</b>	<b>1,942,482</b>	<b>463,099</b>	<b>24%</b>
Capital grants and subsidies	0	86,879	57,919	28,959	50%
Other capital income (expense)	0	-42,965	0	-42,965	-
<b>Net result for period</b>	<b>-170,343</b>	<b>2,449,495</b>	<b>2,000,402</b>	<b>449,093</b>	<b>22%</b>

**Comments**

**User fees and charges**

Under budget due to waste accounts issued in arrears. The revised budget overstated the Waste Levy amount to be received at Kirknie Landfill by \$201,000, this will be corrected in the second revision.

**Interest Received**

Under budget due to lower interest rates available for investments. This budget will be reviewed in the second revision.

**Other operating revenue**

Under budget due to container refund scheme income not yet received.

**Employee benefits**

Over budget due to increased operators for Ayr Transfer Station in December and Landfill Free Dump Day, and additional payments for public holidays.

**Materials and services**

Revised budget overstated by \$650,335 for payments to the State Government for the Waste Levy, this will be corrected in the second revision. One monthly payment to Cleanaway for collection in arrears. Outstanding transactions for January/February for the State Government Waste Levy are also contributing to the budget variance.

**Capital grants and subsidies**

The budget for the Waste Levy Ready program grant funding was split evenly over 12 months. This grant has been received in full.

**Other capital income (expense)**

Disposal of assets at Kirknie Landfill.

**OPERATING STATEMENT**  
**Period Ending 29 February 2020**

**Manager Financial and Administrative Services**

	Month of February 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	27,608,091	27,779,582	-171,491	-1%
Pensioner remissions	0	-319,372	-323,100	3,728	-1%
User fees and charges	3,722	65,372	57,428	7,944	14%
Interest Received	54,122	458,950	504,860	-45,910	-9%
Operational grants and subsidies	337,223	1,090,169	1,132,669	-42,500	-4%
Other operating revenue	700	61,589	35,833	25,756	72%
<b>Total operating revenue</b>	<b>395,767</b>	<b>28,964,800</b>	<b>29,187,272</b>	<b>-222,472</b>	<b>-1%</b>
<b>Operating Expenses</b>					
Employee benefits	143,062	1,177,137	1,229,623	-52,486	-4%
Materials and services	18,873	568,019	622,972	-54,952	-9%
Depreciation and amortisation	32,508	271,572	285,667	-14,094	-5%
Finance Costs	3,518	108,423	102,910	5,513	5%
<b>Total operating costs</b>	<b>197,962</b>	<b>2,125,152</b>	<b>2,241,172</b>	<b>-116,020</b>	<b>-5%</b>
<b>Surplus (deficit) from operating activities</b>	<b>197,806</b>	<b>26,839,648</b>	<b>26,946,100</b>	<b>-106,452</b>	<b>0%</b>
Capital grants and subsidies	0	0	413,000	-413,000	-100%
Other capital income (expense)	-8	-6,656	0	-6,656	-
<b>Net result for period</b>	<b>197,798</b>	<b>26,832,992</b>	<b>27,359,100</b>	<b>-526,108</b>	<b>-2%</b>

**Comments**

**User fees and charges**

Over year to date budget due to increased number of property searches.

**Interest Received**

Under budget due to lower interest rates available for investments. This budget will be reviewed in the second revision.

**Operational grants and subsidies**

Under budget due to two positions not being funded under the Skilling Queensland grant program and apprentice payments not yet received for the commencement of new trainees.

**Other operating revenue**

Unbudgeted income received for cutting and baling grass on Council land.

**Materials and services**

Currently under budget in areas including postage and telephone calls. The budget for this area has been split evenly over 12 months, these variances will be amended if necessary in the second revised budget.

**Finance Costs**

Over year to date budget due to increase in bank charges during the water rate levy season.

**Capital grants and subsidies**

Under budget due to Works for Queensland 2019-2021 funding not yet received.

**Other capital income (expense)**

Write off of office equipment following capitalisation of projects.

**OPERATING STATEMENT**  
**Period Ending 29 February 2020**

**Manager Operations - General Fund**

	Month of February 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	15,129	105,174	105,983	-809	-1%
Operational contributions and donations	5,568	53,203	28,250	24,953	88%
Operational grants and subsidies	458,783	1,308,562	904,006	404,556	45%
Contract and recoverable works	3,884	30,220	1,600	28,620	1789%
Other operating revenue	113,328	180,563	6,250	174,313	2789%
<b>Total operating revenue</b>	<b>596,691</b>	<b>1,677,721</b>	<b>1,046,089</b>	<b>631,632</b>	<b>60%</b>
<b>Operating Expenses</b>					
Employee benefits	412,974	3,207,778	3,267,182	-59,404	-2%
Materials and services	48,403	2,621,257	2,905,396	-284,139	-10%
Depreciation and amortisation	64,859	526,426	516,000	10,426	2%
<b>Total operating costs</b>	<b>526,236</b>	<b>6,355,461</b>	<b>6,688,579</b>	<b>-333,117</b>	<b>-5%</b>
<b>Surplus (deficit) from operating activities</b>	<b>70,455</b>	<b>-4,677,740</b>	<b>-5,642,489</b>	<b>964,749</b>	<b>-17%</b>
Capital contributions	0	1,065	0	1,065	-
Capital grants and subsidies	434,968	838,466	490,973	347,493	71%
Other capital income (expense)	0	-15,059	0	-15,059	-
<b>Net result for period</b>	<b>505,423</b>	<b>-3,853,269</b>	<b>-5,151,516</b>	<b>1,298,248</b>	<b>-25%</b>

**Comments**

**Operational contributions and donations**

Over year to date budget for septic pumpouts and developer contributions for roads, drainage and parks. The budget is split quarterly over 12 months, actual receipt of income is sporadic across the financial year.

**Operational grants and subsidies**

Over budget due to timing of receipt of funding received from the Queensland Reconstruction Authority (QRA) as recovery of expenses for activities related to the January/February 2019 monsoonal event and 30% advance payments for works approved under various claims. The budget in this area has been split evenly over 12 months.

**Contract and recoverable works**

Unbudgeted payments received from the Department of Transport and Main Roads (TMR) for repairs to boat ramp at Groper Creek and Barramundi (Morris Creek) Boat Ramp Pontoon. The second revised budget will be adjusted for recoveries received from TMR.

**Other operating revenue**

Variance is attributable to payment received of \$140,000 as recovery for costs incurred repairing damage to shire roads as a result of development activities. In February, money received in January was transferred from the Council Depot to the Water and Waste Water cost centre that was received from insurance claims relating to break-ins and thefts at the Council Depots. The budget will be adjusted in the second revision to reflect these recoveries.

**Materials and services**

QRA claim for reimbursement under Reconstruction of Essential Public Assets (REPA) provisions for pavement repair activities on Keith Venables and Brown Roads associated with the January/February 2019 monsoonal flooding event has been approved with expenses transferred from roads maintenance to capital recoverable works. Consequently the roads maintenance budget is now under year to date budget.

**Capital grants and subsidies**

Revenue in the period is from the Queensland Reconstruction Authority and is made up of \$104,389 as 30% advance payment of works approved under betterment application for Sandy Camp Road and \$330,579 received as 30% advance payment of REPA claim 10 Jan/Feb 2019 Monsoonal Rainfall Event - Keith Venables Road. Known budgeted variations for disaster funding will be adjusted in the second revised budget.

**OPERATING STATEMENT**  
**Period Ending 29 February 2020**

**Manager Operations - Water**

	Month of February 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	-850	3,647,639	3,600,720	46,919	1%
Pensioner remissions	0	22	0	22	-
User fees and charges	732	42,063	49,700	-7,637	-15%
Interest Received	19,920	159,334	178,533	-19,199	-11%
Operational contributions and donations	0	7,000	2,000	5,000	250%
Other operating revenue	26,672	62,587	37,690	24,897	66%
<b>Total operating revenue</b>	<b>46,474</b>	<b>3,918,644</b>	<b>3,868,643</b>	<b>50,001</b>	<b>1%</b>
<b>Operating Expenses</b>					
Employee benefits	100,046	745,907	737,403	8,504	1%
Materials and services	116,708	1,375,722	1,432,350	-56,628	-4%
Depreciation and amortisation	52,830	424,989	426,467	-1,478	0%
<b>Total operating costs</b>	<b>269,585</b>	<b>2,546,618</b>	<b>2,596,220</b>	<b>-49,602</b>	<b>-2%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-223,111</b>	<b>1,372,026</b>	<b>1,272,423</b>	<b>99,603</b>	<b>8%</b>
Capital grants and subsidies	-71,065	832,883	1,459,899	-627,016	-43%
Other capital income (expense)	-4,617	-6,678	0	-6,678	-
<b>Net result for period</b>	<b>-298,792</b>	<b>2,198,231</b>	<b>2,732,322</b>	<b>-534,091</b>	<b>-20%</b>

**Comments**

**User fees and charges**

Activity in the period represents fees charged for testing of water meters, charges for bulk water and the refund of credit remaining on electronic water filling station key.

**Interest Received**

Under budget due to lower interest rates available for investments. This budget will be reviewed in the second revision.

**Operational contributions and donations**

Revenue received is from developer infrastructure charges for connection to the water network. The budget for this area is split quarterly throughout the year.

**Other operating revenue**

Unbudgeted insurance settlement received for recovery of items stolen during break and enters at the Jones Street Depot.

**Capital grants and subsidies**

Activity in the period recognises the accounting transaction to transfer capital funds to operational for the relocation of the emergency generator to the Jones Street Depot. Variance to budget is due to remaining Home Hill Reservoir funding not yet received. This will be received as work progresses on this project.

**Other capital income (expense)**

Write off of assets at Home Hill Water Tower.

**OPERATING STATEMENT**  
**Period Ending 29 February 2020**

**Manager Operations - Sewerage**

	Month of February 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	4,040,010	4,036,380	3,630	0%
Pensioner remissions	0	26	0	26	-
User fees and charges	0	860	400	460	115%
Interest Received	25,694	209,027	234,133	-25,106	-11%
Operational contributions and donations	0	7,000	4,000	3,000	75%
Other operating revenue	0	0	400	-400	-100%
<b>Total operating revenue</b>	<b>25,694</b>	<b>4,256,923</b>	<b>4,275,313</b>	<b>-18,390</b>	<b>0%</b>
<b>Operating Expenses</b>					
Employee benefits	99,979	835,659	931,597	-95,938	-10%
Materials and services	93,242	626,405	750,016	-123,612	-16%
Depreciation and amortisation	104,410	875,899	877,933	-2,034	0%
<b>Total operating costs</b>	<b>297,631</b>	<b>2,337,962</b>	<b>2,559,546</b>	<b>-221,584</b>	<b>-9%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-271,937</b>	<b>1,918,961</b>	<b>1,715,767</b>	<b>203,194</b>	<b>12%</b>
Capital grants and subsidies	0	98,909	124,000	-25,091	-20%
Other capital income (expense)	0	-25,964	0	-25,964	-
<b>Net result for period</b>	<b>-271,937</b>	<b>1,991,905</b>	<b>1,839,767</b>	<b>152,138</b>	<b>8%</b>

**Comments**

**Interest Received**

Under budget due to lower interest rates available for investments. This budget will be reviewed in the second revision.

**Operational contributions and donations**

Revenue received from developer infrastructure charges for connection to the sewer network. Currently over year to date budget due to the budget being split quarterly over the financial year.

**Employee benefits**

Under budget year to date across sewerage administration and reticulation due to unfilled vacancies following retirements and resignations in the Water and Waste Water section. Efforts to recruit a Water and Waste Water Network Coordinator have been unsuccessful to date.

**Materials and services**

Under budget across sewerage reticulation, sewerage pump stations and sewerage treatment areas. Sewerage reticulation is almost 50% under budget year to date due to having had no main breaks and spending less on chemicals as part of ongoing trials.

**Capital grants and subsidies**

Year to date income \$98,909 received for the detailed design of the Macro Algal Treatment Facility at the Ayr/Brandon Waste Water Treatment Plant. Further income from milestone payments will be received as this project progresses.

**Other capital income (expense)**

Expenses in the period represent the write off of remaining written down value of the Home Hill No. 3 Sewage Pump Station rising main.

**OPERATING STATEMENT**  
**Period Ending 29 February 2020**

**Manager Planning and Development**

	Month of February 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	47,177	290,992	233,333	57,658	25%
Operational grants and subsidies	115,250	115,250	417,294	-302,044	-72%
Other operating revenue	12,514	12,573	0	12,573	-
<b>Total operating revenue</b>	<b>174,940</b>	<b>418,815</b>	<b>650,627</b>	<b>-231,813</b>	<b>-36%</b>
<b>Operating Expenses</b>					
Employee benefits	89,525	698,683	734,353	-35,670	-5%
Materials and services	59,325	274,265	584,213	-309,949	-53%
<b>Total operating costs</b>	<b>148,850</b>	<b>972,948</b>	<b>1,318,567</b>	<b>-345,619</b>	<b>-26%</b>
<b>Surplus (deficit) from operating activities</b>	<b>26,091</b>	<b>-554,133</b>	<b>-667,939</b>	<b>113,806</b>	<b>-17%</b>
<b>Net result for period</b>	<b>26,091</b>	<b>-554,133</b>	<b>-667,939</b>	<b>113,806</b>	<b>-17%</b>

**Comments**

**User fees and charges**

Planning and Development have seen an upward trend in development applications received. This has resulted in higher than budgeted fees being received. This will be adjusted in the second budget revision.

**Operational grants and subsidies**

Delays in delivering Phases 3 - 8 of the Q2100 Coastal Hazard Adaption Strategy (CHAS) project has resulted in funding not yet received. An invoice was raised in February for the payment of Phase 3.

**Other operating revenue**

Unbudgeted reimbursement of legal fees received.

**Employee benefits**

Wages remain under budget due to above average annual and long service leave being taken during December.

**Materials and services**

Currently under budget due to part payments only being made for Phases 3, 4 & 5 of the CHAS project. Phase 3 is now complete and reimbursement for this phase was invoiced in February. Original 12 month budget amounts are still estimated to be correct.

**OPERATING STATEMENT**  
**Period Ending 29 February 2020**

**Manager Technical Services**

	Month of February Actual	Year to Date Actual	Year to Date Original Budget	\$ Variance YTD Actual to YTD Original Budget	% Variance YTD Actual to YTD Original Budget
<b>Operating Revenue</b>					
User fees and charges	23,716	210,409	116,800	93,609	80%
Operational contributions and donations	0	730	0	730	-
Operational grants and subsidies	9,025	89,417	93,333	-3,916	-4%
Contract and recoverable works	115,332	1,183,153	2,083,600	-900,447	-43%
Other operating revenue	0	13,857	3,000	10,857	362%
<b>Total operating revenue</b>	<b>148,073</b>	<b>1,497,566</b>	<b>2,296,733</b>	<b>-799,167</b>	<b>-35%</b>
<b>Operating Expenses</b>					
Employee benefits	212,033	1,687,991	1,956,987	-268,996	-14%
Materials and services	-69,756	-30,501	439,567	-470,068	-107%
Depreciation and amortisation	565,041	4,664,338	4,734,133	-69,796	-1%
<b>Total operating costs</b>	<b>707,319</b>	<b>6,321,827</b>	<b>7,130,687</b>	<b>-808,860</b>	<b>-11%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-559,246</b>	<b>-4,824,261</b>	<b>-4,833,954</b>	<b>9,692</b>	<b>0%</b>
Capital contributions	0	61,875	0	61,875	-
Capital grants and subsidies	35,229	1,082,645	2,846,158	-1,763,513	-62%
Other capital income (expense)	-304,898	-1,063,471	0	-1,063,471	-
<b>Net result for period</b>	<b>-828,915</b>	<b>-4,743,213</b>	<b>-1,987,796</b>	<b>-2,755,417</b>	<b>139%</b>

**Comments**

**User fees and charges**

Annual trade waste permit charges invoiced in July. High septic pumpouts income from service providers outside the shire and businesses in rural areas has made this area over budget. Second revised budget to be increased to reflect ongoing septic pumpouts from rural areas.

**Contract and recoverable works**

Under budget due to delays in completion of BSRIT restoration works (including Disaster Recovery Funding Arrangements (DRFA) funded projects) and timing of Road Maintenance Performance Contract (RMPC) works. February RMPC claim to be processed in March. Second revised budget to be reduced to reflect BSRIT works to be completed by Council in 2019/20.

**Other operating revenue**

Unbudgeted receipt of proceeds from sale of small plant items, insurance claim and factory rebate for light vehicles.

**Employee benefits**

Under budget due to delays in completion of BSRIT restoration works (including DRFA funded projects) and delays in appointing replacement cadet in Technical Services. The level of wages capitalised as design costs has also contributed to this area being under budget.

**Materials and services**

Under budget due to delays in completion of BSRIT restoration works (including DRFA funded projects) and timing of Road Maintenance Performance Contract (RMPC) works. Plant hire recoveries currently under budget. These items will be addressed in the second revised budget

**Capital contributions**

Unbudgeted contributions received for asphaltting on Brown Road.

**Capital grants and subsidies**

Grant funding received include payments from the Transport Infrastructure Development Scheme, Roads to Recovery and Works for Queensland 2017-2019. Budgeted grant funds to be received are: Works for Queensland 2019-21, Transport Infrastructure Development Scheme and Cycle Network Local Government Grant. These will be received as work is completed.

**Other capital income (expense)**

Loss on disposed transport assets.

**BURDEKIN SHIRE COUNCIL  
OPERATING STATEMENT  
Period Ending 29 February 2020**

	Month of February Actual	Year to Date Actual	Revised Budget	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	-850	39,428,621	40,326,015	39,546,015	-117,394	0%
Pensioner remissions	0	-319,324	-323,100	-323,100	3,776	-1%
User fees and charges	208,244	1,736,433	2,520,619	1,772,995	-36,562	-2%
Interest Received	110,542	917,359	1,517,300	1,016,127	-98,767	-10%
Operational contributions and donations	30,271	150,498	193,987	125,320	25,178	20%
Operational grants and subsidies	940,281	2,814,448	3,548,870	2,736,543	77,905	3%
Contract and recoverable works	119,217	1,213,372	2,864,800	2,159,964	-946,592	-44%
Other operating revenue	210,780	570,993	488,880	346,799	224,194	65%
<b>Total operating revenue</b>	<b>1,618,483</b>	<b>46,512,402</b>	<b>51,137,371</b>	<b>47,380,663</b>	<b>-868,261</b>	<b>-2%</b>
<b>Operating Expenses</b>						
Employee benefits	1,588,400	13,818,427	21,714,714	14,364,604	-546,178	-4%
Materials and services	853,413	11,112,368	18,907,571	13,542,005	-2,429,637	-18%
Depreciation and amortisation	968,597	8,009,069	12,104,000	8,069,333	-60,265	-1%
Finance Costs	3,518	108,423	148,100	102,910	5,513	5%
	0	0	0	0	0	-
<b>Total operating costs</b>	<b>3,413,928</b>	<b>33,048,286</b>	<b>52,874,385</b>	<b>36,078,852</b>	<b>-3,030,566</b>	<b>-8%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-1,795,445</b>	<b>13,464,116</b>	<b>-1,737,014</b>	<b>11,301,811</b>	<b>2,162,305</b>	<b>19%</b>
Capital contributions	0	62,939	0	0	62,939	-
Capital grants and subsidies	399,132	3,011,228	5,084,790	5,055,830	-2,044,602	-40%
Other capital income (expense)	-309,524	-1,237,173	0	0	-1,237,173	-
<b>Net result for period</b>	<b>-1,705,836</b>	<b>15,301,110</b>	<b>3,347,776</b>	<b>16,357,641</b>	<b>-1,056,531</b>	<b>-6%</b>



**BURDEKIN SHIRE COUNCIL**  
**STATEMENT OF FINANCIAL POSITION**  
**As at 29 February 2020**

	Year to Date Actual \$	Annual Budget \$
<b>Current Assets</b>		
Cash and Cash Equivalents	70,570,570	53,015,679
Receivables	2,298,543	3,835,334
Inventories	617,471	533,911
<b>Total Current Assets</b>	<u>73,486,584</u>	<u>57,384,924</u>
<b>Non-Current Assets</b>		
Receivables	499,517	375,969
Property, Plant and Equipment	530,619,121	537,902,155
Intangibles Assets	285,691	423,986
<b>Total Non-Current Assets</b>	<u>531,404,329</u>	<u>538,702,110</u>
<b>TOTAL ASSETS</b>	<u>604,890,913</u>	<u>596,087,034</u>
<b>Current Liabilities</b>		
Payables	3,229,485	6,216,913
Borrowings	1,024,276	349,352
Provisions	2,969,457	2,969,457
Other	1,215,615	1,735
<b>Total Current Liabilities</b>	<u>8,438,833</u>	<u>9,537,457</u>
<b>Non-Current Liabilities</b>		
Provisions	18,615,015	18,615,015
<b>Total Non-Current Liabilities</b>	<u>18,615,015</u>	<u>18,615,015</u>
<b>TOTAL LIABILITIES</b>	<u>27,053,848</u>	<u>28,152,472</u>
<b>NET COMMUNITY ASSETS</b>	<u><u>577,837,066</u></u>	<u><u>567,934,562</u></u>
<b>Community Equity</b>		
Asset Revaluation Surplus	312,775,134	312,677,878
Retained Surplus (deficiency)	265,061,932	255,256,684
<b>TOTAL COMMUNITY EQUITY</b>	<u><u>577,837,066</u></u>	<u><u>567,934,562</u></u>

**BURDEKIN SHIRE COUNCIL**  
**STATEMENT OF CASH FLOWS**  
For Period Ending 29 February 2020

	Year to Date Actual \$	Annual Cashflow Budget \$
<b>Cash Flows from Operating Activities</b>		
<b>Receipts</b>		
Receipts from Customers	45,110,100	45,877,214
Operating Grants, Subsidies and Contributions	2,964,946	3,742,857
Interest Received	1,032,576	1,517,300
<b>Payments</b>		
Payments to Suppliers and Employees	-30,507,491	-40,664,575
Interest Expense	-46,092	-72,100
<b>Net Cash Inflow (Outflow) from Operating Activities</b>	<u>18,554,039</u>	<u>10,400,696</u>
<b>Cash Flows from Investing Activities</b>		
Commonwealth Government Grants	620,261	0
State Government Subsidies and Grants	2,390,967	4,635,455
Capital Contributions	62,939	0
Payments for Property, Plant and Equipment	-12,082,220	-22,424,635
Payments for Intangible Assets	-105,766	-276,000
Proceeds from Sale of Property, Plant and Equipment	81,445	315,000
Net Movement in Loans to Community Organisations	-24,890	-33,709
<b>Net Cash Inflows (Outflow) from Investing activities</b>	<u>-9,057,264</u>	<u>-17,783,889</u>
<b>Cash Flows from Financing Activities</b>		
Repayment of Borrowings	-654,814	-1,329,735
<b>Net Cash Inflows (Outflow) from Financing activities</b>	<u>-654,814</u>	<u>-1,329,735</u>
<b>Net Increase (Decrease) in Cash and Cash Equivalents Held</b>	<u>8,841,961</u>	<u>-8,712,928</u>
Cash and Cash Equivalents at Beginning of the Financial Year	61,728,609	61,728,609
<b>Cash and Cash Equivalents at end of the Period</b>	<u><u>70,570,570</u></u>	<u><u>53,015,681</u></u>

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### 8.3 Second Amended Budget for 2019/2020

#### Document Information

Referring Letter No:	N/A
File No:	2008
Name of Applicant:	N/A
Location:	N/A
Author and Title:	Ms. Fiona Smith – Financial Accountant

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#### Executive Summary

In accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*, Council may, by resolution, amend the budget for a financial year at any time before the end of the financial year. As required by the regulation, Council has completed a budget revision for 2019/20 and the next two financial years.

Management has completed a review of the 2019/20 budget based on results to the end of January and estimated transactions for the remainder of the financial year.

An amended budget for the 2019/20 financial year is submitted for adoption.

#### Recommendation

That the amended budget and report for the period ending 30 June, 2020 as tabled be adopted.

#### Background Information

The amended budget is based on best estimates of expenditure and income as provided by the relevant Managers to the end of January.

#### Financial Analysis

The original budget operational surplus of \$422,515 has been amended to an operational deficit of \$820,897 in the second budget revision. As noted in the first revised budget report this decrease is mainly attributable to the payment in 2018/19 of half of the 2019/20 Financial Assistance Grant. This affects only the General program, with the Waste, Sewerage and Water programs all budgeted to maintain an operating surplus.

#### General Fund

Changes to property valuations and amalgamations of properties has resulted in an estimated decrease to rates and utility charges of \$171,017 for the financial year.

Interest rates downward movements have been taken into consideration resulting in a decrease of \$211,385 for interest received on investments. With interest rates unlikely to increase in the short term, the loss of income will impact future years. Interest received on rates has also been reduced due to improved rate arrears.

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Other operating revenue increased \$237,772 which includes insurance recoveries, and a contribution towards damages to council roads.

The estimates for the scope and timing of works for Disaster Recovery Funding Arrangements (DFRA) and Burdekin Shire Rivers Improvement Trust (BSRIT) have a significant effect on the both revenue and expenditure of Council. DRFA estimated operational grants decreased \$11,471 with associated expenses also decreasing \$582,349. The BSRIT works estimates have reduced by \$540,000. This has no impact on the operational deficit as it is matched by a reduction in income.

Employee benefits have decreased from the original budget by \$754,552. Employee related costs have reduced largely due to movements in the estimated provisions for annual leave, long service leave and oncost recovery. Other movements have resulted from vacant positions and changes to scope of works for both DRFA and BSRIT.

### Waste

Waste has a projected operational surplus of \$416,192, increasing from the original budget deficit by \$424,866. The increase is mainly due to a correction of prior estimates for the waste levy, along with income received for the new container refund scheme. This has been offset by a decrease in interest received of \$72,473.

### Sewerage

The Sewerage program has an operational surplus of \$154,911, which is a decrease of \$58,813 from the original budget. Interest received has reduced by \$195,315 which was offset by an increase in user fees and charges of \$79,910 – predominately ongoing trade waste pump outs. Employee Benefits and material and services also reduced by \$77,306, mainly due to unfilled positions.

### Water

The Water program has an operational surplus of \$43,079, which is a decrease of \$169,851 from the original budget. Revenue has decreased \$53,201 as a result of a decrease in interest received of \$140,716 which was offset by an increase in water consumption charges and insurance recoveries. An increase in expenditure of \$116,650 is mainly attributable to depreciation and additional contract payments for Giru Water supply.

The Capital Works program increased in total by \$696,462 from the first revision.

New or increased allocations for projects are detailed below, funded by depreciation, reserves, and grants:

\$ 1,307,477	Disaster Recovery Funding Arrangements January 2019 Event
\$ 646,900	Ayr Industrial Estate Expansion Purchase of Land
\$ 530,000	Wickham Street and Parker Street 450mm Cross Connection
\$ 130,000	Mobile Generators Water and Wastewater
\$ 100,000	Replace Plant and Equipment
\$ 95,000	Brown Road
\$ 81,627	Anabranh Bridge Repairs
\$ 50,000	Burdekin Library Full Roof Replacement
\$ 40,000	Kilrie Road
\$ 36,000	Thirteenth Street Drainage Kerb and Channel Eighth Avenue to Ninth Avenue
\$ 35,000	Reconstruction of McDowell Road Between Woods Road and Watt Road

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\$	30,000	Groper Creek Road/Woods Road Intersection Modifications
\$	20,000	Stage 2 Water Security and Resilience Reservoirs Planning and Preliminary Design
\$	20,000	South Ayr Water Treatment Process Design
\$	20,000	Mt Inkerman Walking Trail Extension to Mt Inkerman Road

The following project budget allocations have been deferred to future years:

\$	1,000,000	Home Hill Water Storage Reservoir
\$	60,000	Memorial Park, Home Hill Exercise Park Equipment
\$	50,000	Local Automatic Control of South Ayr Diversion

The project budget allocations detailed below have been reduced to match actual costs or revised scope of works:

\$	150,000	Fiveways Roundabout
\$	140,000	Construction Machinery Renewals
\$	125,000	Mt Kelly Rising Main Stage 2
\$	117,048	Burdekin Be-Active Trail Clayton Street to Ross Street
\$	100,000	Macro-Algal Process Unit Detailed Design for Construction
\$	90,000	Giddy Road Upgrade Old Clare Road to Maidavale Road
\$	83,463	Ayr Showgrounds Upgrade
\$	60,000	Light Vehicle Renewals
\$	35,153	Burdekin Theatre Refurbishment and Upgrade
\$	35,000	Kirknie Landfill Earthworks, Levelling and Drainage
\$	35,000	Kirknie Landfill New Road Construction
\$	30,000	Inter-Allotment Drainage Tenth Avenue Home Hill
\$	21,000	Burdekin Be-Active Trail International Park
\$	20,000	Chambers Bore 15 and 16 Pump and Switchboard Replacement

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

Strategy 5.3.2 – Ensure Council’s financial position is effectively managed.

Strategy 5.3.3 – Adhere to the governance framework and public reporting systems.

Strategy 5.3.4 – Undertake regulatory responsibilities in accordance with legislative regulations.

### **Consultation**

The amended budget has been collated and presented by the Finance and Administrative Services Department from estimates provided by Managers, in consultation with the Chief Executive Officer and Director Corporate and Community Services.

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## **Legal Authority or Implications**

*Local Government Act 2009*

Chapter 4 Finances and accountability

*Local Government Regulation 2012*

Section 170 Adoption and amendment of budget

Interpretation guidance on this legislation is provided from the Department of Local Government.

## **Policy Implications**

N/A

## **Financial and Resource Implications**

Refer to content of report.

### **Report Prepared By:**

Ms. Fiona Smith – Financial Accountant

### **Report Authorised By:**

Mrs. Kim Olsen – Manager Financial and Administrative Services

## **Attachments**

1. Second Revised Budget Inc Financial Sustainability – 19/20

## **BURDEKIN SHIRE COUNCIL**

### **Budgeted Statement of Comprehensive Income**

For the periods ending 30 June

	Original Budget 2019/20 \$	Revised Budget 2019/20 \$	Forecast 2020/21 \$	Forecast 2021/22 \$
<b>Revenue</b>				
Rates and utility charges	40,322,469	40,206,413	41,012,519	41,888,826
Less Pensioner remissions	(323,100)	(323,100)	(331,100)	(331,100)
Net rates and utility charges	39,999,369	39,883,313	40,681,419	41,557,726
User fees and charges	2,304,258	2,479,062	2,528,642	2,579,211
Contributions	181,037	218,237	224,784	192,060
Operating grants and subsidies	6,073,842	4,152,025	6,491,116	4,794,871
Interest revenue	1,893,100	1,273,211	1,278,660	1,317,774
Sales of contract and recoverable works	2,744,800	2,373,995	2,034,696	2,075,389
Other Income	371,750	713,560	474,902	484,397
<b>TOTAL OPERATING REVENUES</b>	<b>53,568,156</b>	<b>51,093,403</b>	<b>53,714,219</b>	<b>53,001,428</b>
<b>Expenses</b>				
Employee benefits	(22,201,766)	(21,404,944)	(22,207,255)	(22,274,381)
Materials and services	(18,691,475)	(18,254,456)	(18,322,341)	(16,860,792)
Depreciation and Amortisation	(12,104,300)	(12,106,800)	(12,449,406)	(12,719,924)
Finance Costs	(148,100)	(148,100)	(82,780)	(79,070)
<b>TOTAL OPERATING EXPENSES</b>	<b>(53,145,641)</b>	<b>(51,914,300)</b>	<b>(53,061,782)</b>	<b>(51,934,167)</b>
<b>Operating surplus (deficit)</b>	<b>422,515</b>	<b>(820,897)</b>	<b>652,437</b>	<b>1,067,261</b>
Capital income and expenditure:				
Cash capital grants and subsidies	5,875,608	5,810,694	9,506,696	4,437,000
Other capital expenses		(931,116)		
<b>Net result for the period</b>	<b>6,298,123</b>	<b>4,058,681</b>	<b>10,159,133</b>	<b>5,504,261</b>

**BURDEKIN SHIRE COUNCIL****Budgeted Statement of Financial Position**

As at the periods ending 30 June

	Original Budget 2019/20 \$	Revised Budget 2019/20 \$	Forecast 2020/21 \$	Forecast 2021/22 \$
<b>Current Assets</b>				
Cash and deposits	49,429,003	54,015,764	51,783,874	55,217,664
Receivables	3,241,481	3,835,334	3,835,334	3,835,334
Inventories	753,530	533,911	533,911	533,911
	<u>53,424,014</u>	<u>58,385,009</u>	<u>56,153,119</u>	<u>59,586,909</u>
<b>Non-Current Assets</b>				
Receivables	321,695	375,969	375,969	375,969
Property, plant and equipment	515,533,574	529,659,960	541,872,359	544,116,458
Intangible assets	435,723	529,224	487,401	415,578
Capital work in progress	4,129,835	8,045,003	8,045,003	8,045,003
	<u>520,420,827</u>	<u>538,610,156</u>	<u>550,780,732</u>	<u>552,953,008</u>
<b>TOTAL ASSETS</b>	<u>573,844,841</u>	<u>596,995,165</u>	<u>606,933,851</u>	<u>612,539,917</u>
<b>Current Liabilities</b>				
Trade and other payables	4,863,098	6,267,195	6,318,608	6,371,177
Interest bearing liabilities	352,461	349,352		
Provisions	3,078,094	3,134,151	3,204,669	3,276,774
Other	950	1,735	1,735	1,735
	<u>8,294,603</u>	<u>9,752,433</u>	<u>9,525,012</u>	<u>9,649,686</u>
<b>Non-Current Liabilities</b>				
Provisions	16,385,772	18,597,265	18,604,239	18,581,370
	<u>16,385,772</u>	<u>18,597,265</u>	<u>18,604,239</u>	<u>18,581,370</u>
<b>TOTAL LIABILITIES</b>	<u>24,680,375</u>	<u>28,349,698</u>	<u>28,129,251</u>	<u>28,231,056</u>
<b>NET COMMUNITY ASSETS</b>	<u>549,164,466</u>	<u>568,645,467</u>	<u>578,804,600</u>	<u>584,308,861</u>
<b>Community Equity</b>				
Asset revaluation reserve	295,598,109	312,677,878	312,677,878	312,677,878
Accumulated surplus/(deficiency)	253,566,357	255,967,589	266,126,722	271,630,983
<b>TOTAL COMMUNITY EQUITY</b>	<u>549,164,466</u>	<u>568,645,467</u>	<u>578,804,600</u>	<u>584,308,861</u>



**BURDEKIN SHIRE COUNCIL****Budgeted Statement of Cash Flows**

For the periods ending 30 June

	Original Budget 2019/20 \$	Revised Budget 2019/20 \$	Forecast 2020/21 \$	Forecast 2021/22 \$
<b>Cash Flows from Operating Activities</b>				
Receipts				
Net rates and utility charges	39,999,369	39,883,313	40,681,419	41,557,726
Total fees and charges	2,304,258	2,479,062	2,528,642	2,579,211
Sales of contract and recoverable works	2,744,800	2,373,995	2,034,696	2,075,389
Interest revenue	1,893,100	1,273,211	1,278,660	1,317,774
Contributions and donations	181,037	218,237	224,784	192,060
Government subsidies and grants	6,073,842	4,152,025	6,491,116	4,794,871
Other Income	371,750	713,560	474,902	484,397
	<u>53,568,156</u>	<u>51,093,403</u>	<u>53,714,219</u>	<u>53,001,428</u>
Payments				
Employee benefits	(22,029,499)	(21,207,718)	(22,078,350)	(22,142,576)
Materials and services	(18,691,475)	(18,254,456)	(18,322,341)	(16,860,792)
Finance costs	(148,100)	(148,100)	(82,780)	(79,070)
	<u>(40,869,074)</u>	<u>(39,610,274)</u>	<u>(40,483,471)</u>	<u>(39,082,438)</u>
<b>Cash provided by/(used in) operational activities</b>	<b>12,699,082</b>	<b>11,483,129</b>	<b>13,230,748</b>	<b>13,918,990</b>
<b>Cash Flow from Investing Activities:</b>				
Proceeds from sale of capital assets	335,000	292,000	500,000	505,000
Government grants and subsidies	5,875,608	5,298,419	9,506,696	4,437,000
Contributions		62,940		
Payments for property, plant and equipment	(19,677,300)	(23,143,788)	(25,089,982)	(15,397,200)
Payments for intangibles	(262,000)	(375,809)	(30,000)	(30,000)
Net cash provided by investing activities	<u>(13,728,692)</u>	<u>(17,866,238)</u>	<u>(15,113,286)</u>	<u>(10,485,200)</u>
<b>Cash Flow from Financing Activities:</b>				
Repayment of borrowings	(1,329,735)	(1,329,735)	(349,352)	
Net cash provided by financing activities	<u>(1,329,735)</u>	<u>(1,329,735)</u>	<u>(349,352)</u>	<u>-</u>
<b>Net Increase (Decrease) in Cash Held</b>	<b>(2,359,345)</b>	<b>(7,712,844)</b>	<b>(2,231,890)</b>	<b>3,433,790</b>
Cash at beginning of reporting period	51,788,348	61,728,608	54,015,764	51,783,874
<b>Cash at end of Reporting Period</b>	<b>49,429,003</b>	<b>54,015,764</b>	<b>51,783,874</b>	<b>55,217,664</b>

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## **BURDEKIN SHIRE COUNCIL**

### **Budgeted Statement of Changes in Equity**

For the periods ending 30 June

	Original Budget 2019/20 \$	Revised Budget 2019/20 \$	Forecast 2020/21 \$	Forecast 2021/22 \$
<b>TOTAL COMMUNITY EQUITY</b>				
Balance at the beginning of period	542,866,343	564,586,786	568,645,467	578,804,600
Increase (decrease) in net result	6,298,123	4,058,681	10,159,133	5,504,261
<b>Balance at the end of period</b>	<b>549,164,466</b>	<b>568,645,467</b>	<b>578,804,600</b>	<b>584,308,861</b>
 <b>Retained Surplus/Deficit</b>				
Balance at the beginning of period	247,268,234	251,908,908	255,967,589	266,126,722
Increase (decrease) in net result	6,298,123	4,058,681	10,159,133	5,504,261
<b>Balance at the end of period</b>	<b>253,566,357</b>	<b>255,967,589</b>	<b>266,126,722</b>	<b>271,630,983</b>
 <b>Asset Revaluation Surplus</b>				
Balance at the beginning of period	295,598,109	312,677,878	312,677,878	312,677,878
Increase (decrease) in net result				
<b>Balance at the end of period</b>	<b>295,598,109</b>	<b>312,677,878</b>	<b>312,677,878</b>	<b>312,677,878</b>

## **BURDEKIN SHIRE COUNCIL**

### **Financial Ratios of the Budget**

For the year ended 30 June

	Original Budget 2019/20 \$	Revised Budget 2019/20 \$	Forecast 2020/21 \$	Forecast 2021/22 \$
<b>Operating Surplus Ratio</b>				
<u>Net operating surplus</u>				
Total operating revenue	0.8%	-1.6%	1.2%	2.0%
The extent to which operating revenue covers operational expenses.				
Target: Between 0% and 10% per annum (on average over the long term)				
This ratio is outside of the target range in the Revised Budget 2019/20 mainly due to the early payment of half of the Financial Assistance Grant.				
<b>Asset sustainability ratio</b>				
<u>Expenditure on Replacement Assets</u>				
Depreciation expense	122.6%	150.5%	115.4%	92.4%
The extent to which the infrastructure assets are being replaced as they reach the end of their useful lives.				
Target: >90% per annum (on average over the long term)				
<b>Net Financial Liabilities Ratio</b>				
<u>Total liabilities-Current Assets</u>				
Operating revenue	-53.7%	-58.8%	-52.2%	-59.2%
Measures the extent to which the net financial liabilities of Council can be serviced by operating revenues.				
Target: <60% per annum (on average over the long term)				
<b>Net rates &amp; utility charges original budget prior year</b>	38,985,300	38,985,300	39,999,369	40,681,419
<b>Net rates &amp; utility charges budgeted for current year</b>	39,999,369	39,883,313	40,681,419	41,557,726
Change rates and utility charges net of discounts	1,014,069	898,013	682,050	876,307
Percentage change	2.6%	2.3%	1.7%	2.2%

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## 9 OPERATIONS

### 9.1 Shire Drainage Maintenance Schedule of Detention/Intrusion Pits

#### Document Information

<b>Referring Letter No:</b>	N/A
<b>File No:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Location:</b>	N/A
<b>Author and Title:</b>	Mr. Wayne Saldumbide – Manager Operations

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#### Executive Summary

Council maintains extensive drainage networks in commercial, residential and rural areas across the Shire. Over the years a drainage maintenance register has been developed to ensure regular inspections and maintenance activities are scheduled prior to the monsoonal wet season to maximise the efficiency of drainage systems during rain events. Detention/Intrusion pits in the towns of Home Hill and Ayr along with other drainage assets were inspected in November 2019.

On Tuesday 28 January 2020 a monsoonal rain event deposited over 400mm of rain in a 24 hour period in the townships of Ayr, Brandon and Home Hill with Rita Island receiving over 520mm in the same event, causing widespread localised flooding with disruption to transport networks, schools and activation of the Local Disaster Management Group.

The Bureau of Meteorology (BOM) estimates this event to have an Average Exceedance Probability of less than 1%, or less than 1 in 100 year recurrence interval over a 24 hour period in the townships of Ayr and Home Hill and a 1 in 400 year recurrence interval for Rita Island. Copies of Intensity, Frequency and Duration plots supplied by the BOM are attached. For reference Station ID's are as follows: 533118 – Ayr, 533117 – Brandon and 033288 – Inkerman.

The intensity of the rainfall experienced during the event exceeded design capacity of the drainage network resulting in widespread localised flooding of low lying areas. Once rainfall subsided water levels receded with most roads being returned to service in the evening of Tuesday 28 January.

#### Recommendation

That the report on drainage maintenance activities, including detention/intrusion pits be noted.

#### Background Information

Council maintains a number of drainage networks in commercial, residential and rural areas across the shire. Inspections of drainage assets to assess current condition, cleanliness and functionality are carried out in the lead up to the wet season and in the immediate aftermath of weather events.

Preventative maintenance activities are scheduled as required ranging from mowing and poisoning of rural drainage networks, debris removal from inlet grates and gross pollutant traps/baskets, functional

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testing of non-return flood flaps, de-siltation of pipes and culverts and general tidiness and sand condition in detention/intrusion pits.

Our records indicate that the sand detention/intrusion pits were inspected prior to the current wet season in November 2019. Maintenance activities in detention/intrusion pits range from whipper snipping and mowing, disturbance of existing sand to mitigate silt binding to replacement of the top course of existing sand when it is evident that siltation is impacting soakage capability.

Sand soakage pits are an effective tool in allowing water to drain into the underground aquifer in areas where a graded drainage path is not otherwise available. They also act as a temporary retention basin during smaller rain events. It should be noted that once capacity of the pits has been reached during large rainfall events the drainage properties of these soakage pits are negligible.

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

### **Key Strategic Areas**

- 1 Infrastructure
- 1.2 Management and maintenance of community assets
- 1.2.3 Plan to protect the integrity of key community assets and buildings
- 1.4 Securing and managing water resources
- 1.4.4 Prioritise upgrades and improvement to the drainage system

## **Consultation**

Nil

## **Legal Authority or Implications**

*Local Government Act 2009*

*Local Government Regulation 2012*

## **Policy Implications**

N/A

## **Financial and Resource Implications**

The Shire drainage maintenance budget allocation for 2019/2020 is \$377,700.

### **Report Prepared By:**

Mr. Wayne Saldumbide – Manager Operations

### **Report Authorised By:**

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

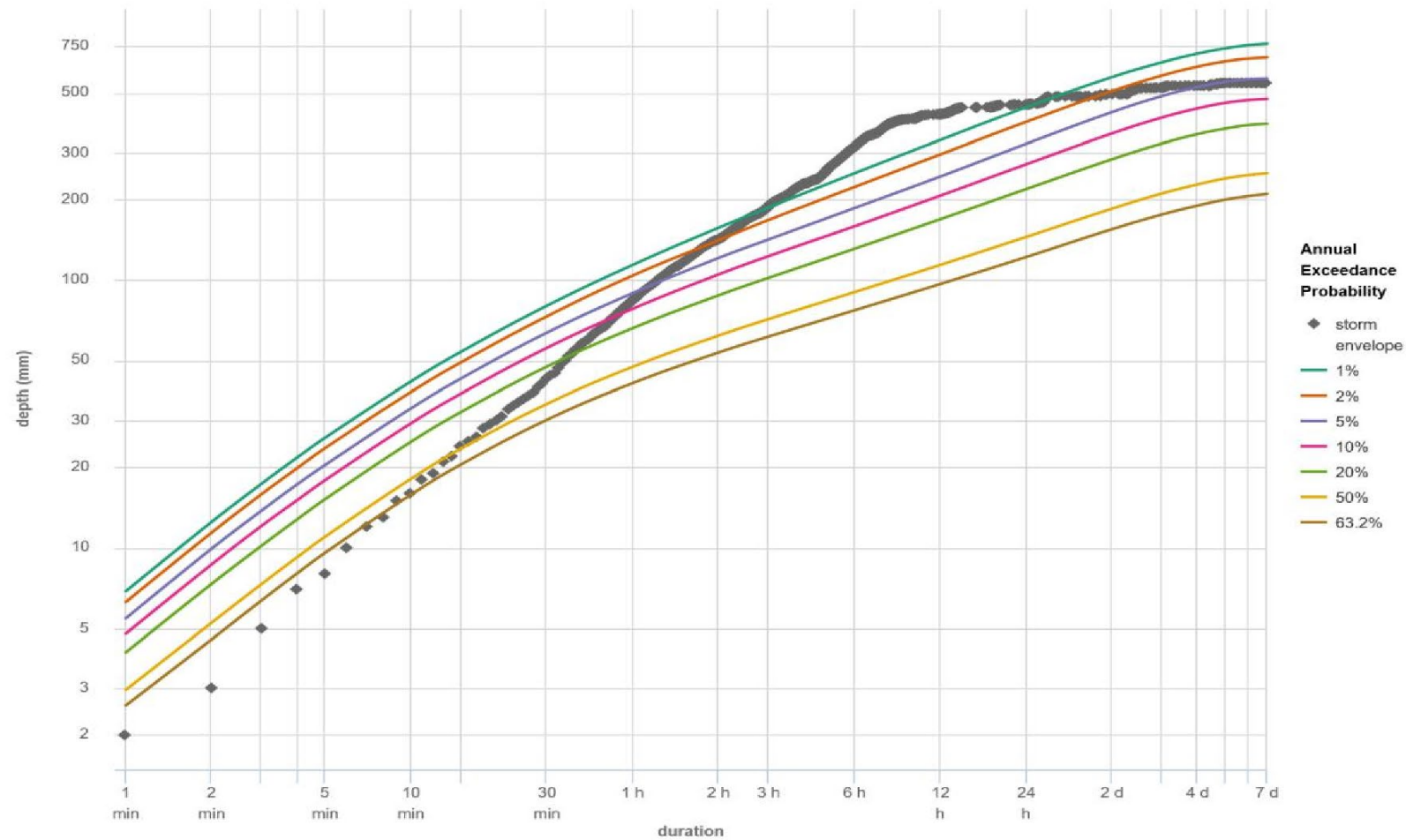
## **Attachments**

- 1. 033288 – Inkerman Bridge IFD Plot
- 2. 533117 – Brandon IFD Plot
- 3. 533118 – Ayr IFD Plot

## INKERMAN BRIDGE ALERT storm envelope compared to design IFD

Station number: 033288 Location: 19.6433°S 147.3972°E Data source: accumulations  
Design grid point: 19.6375°S 147.3875°E

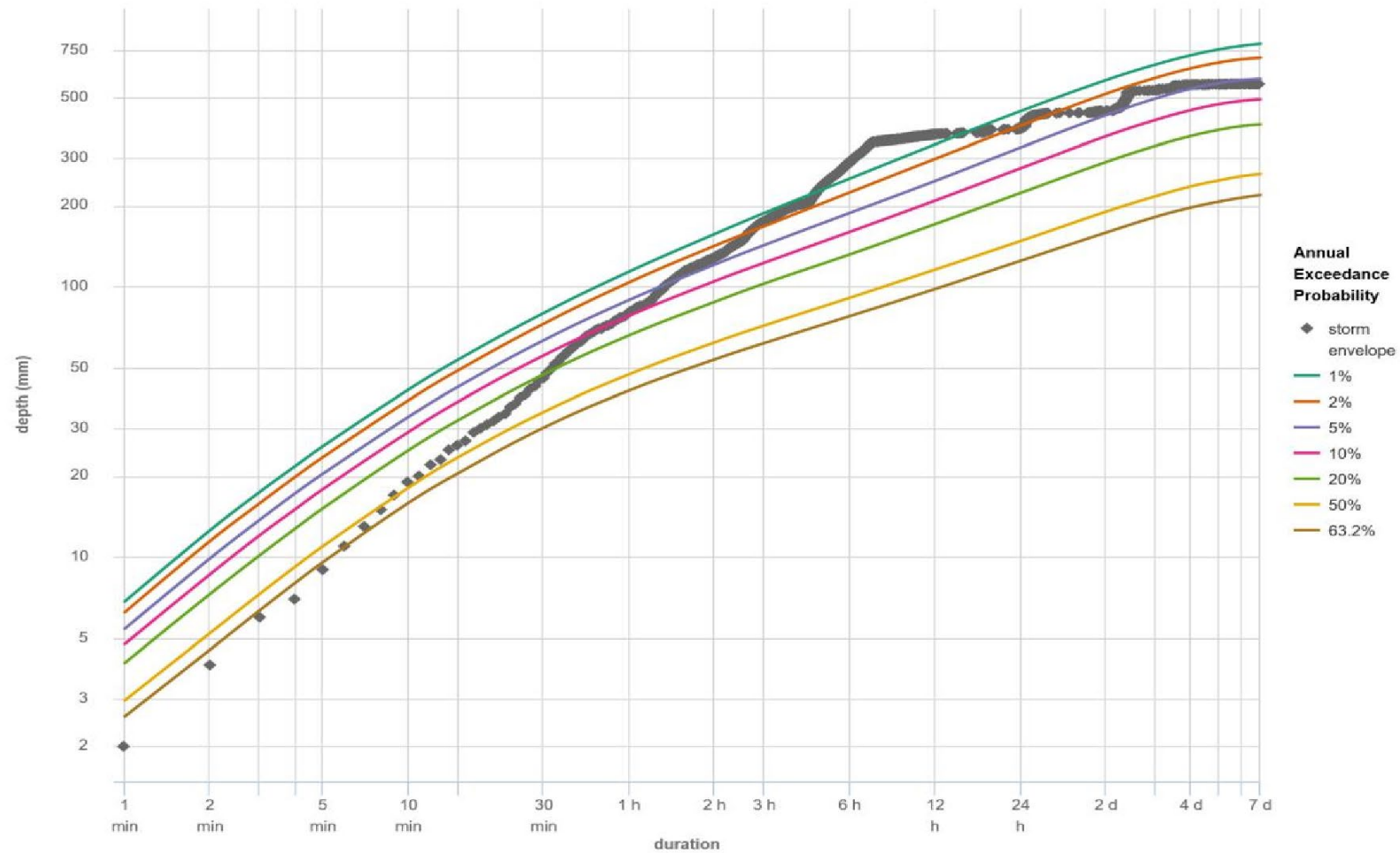
Bureau of Meteorology



## BRANDON ALERT storm envelope compared to design IFD

Station number: 533117 Location: 19.5558°S 147.3681°E Data source: accumulations  
Design grid point: 19.5625°S 147.3625°E

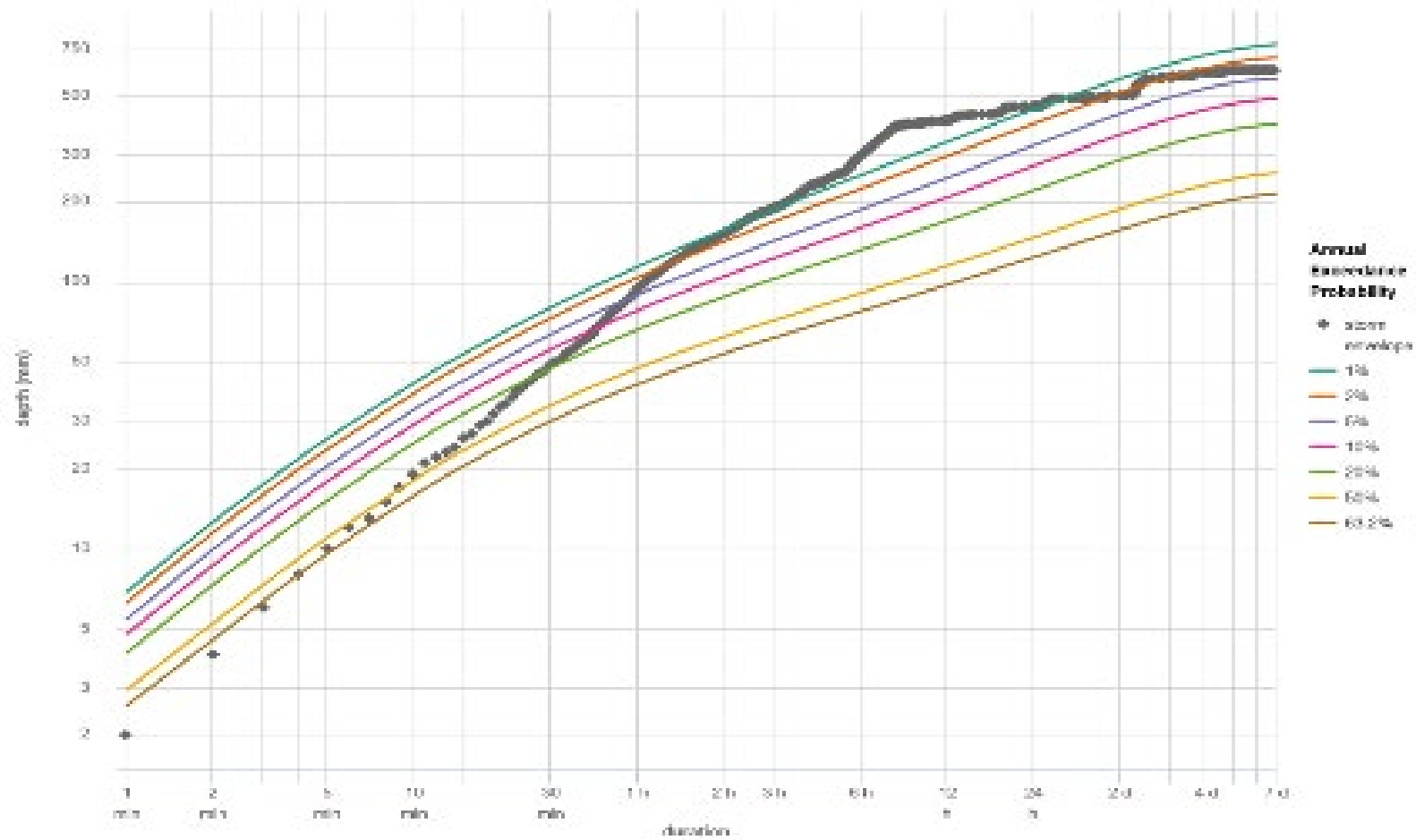
Bureau of Meteorology



## AYR ALERT storm envelope compared to design IFD

Station number: 533118 Location: 64.5064°N 147.3675°E Data source: accumulations  
Design grid point: 13.5573°N 147.3575°E

Bureau of Meteorology





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**10 TECHNICAL SERVICES**

**11 PLANNING & DEVELOPMENT**

**12 COMMUNITY DEVELOPMENT**

**13 ECONOMIC DEVELOPMENT**

**14 NOTICES OF MOTION**

**15 CORRESPONDENCE FOR INFORMATION**

**16 GENERAL BUSINESS**

**17 CLOSED MEETING ITEMS**

**18 DELEGATIONS**

**18.1 Australian Citizenship Ceremony**

10.15am – Citizenship Ceremony

Mr. George Walker Green

Mrs. Bernardita Espan Hagstrom

Ms. Angelica Abella Teneza

