



# Burdekin Shire Council

## **AGENDA**

### **ORDINARY COUNCIL MEETING**

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

**on 28 July 2020**

**COMMENCING AT 9:00AM**

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# Burdekin Shire Council

TUESDAY 28 JULY 2020

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## **1 PRAYER**

## **2 DECLARATIONS OF INTEREST**

## **3 MINUTES AND BUSINESS ARISING**

### **3.1 Ordinary Council Meeting - 14 July 2020**

#### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 14 July 2020 be received as a true and correct record.





**Burdekin Shire Council**

# **MINUTES**

## **ORDINARY COUNCIL MEETING**

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

**on 14 July 2020**

**COMMENCING AT 9:00AM**



# Burdekin Shire Council

TUESDAY 14 JULY 2020

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Ordinary Council Meeting 14 July 2020



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## **ATTENDANCE**

Councillors L.A. McLaughlin (Mayor), S.P. Perry (Deputy Mayor), K.D. Boccalatte, J.T. Bonanno, M.J. Detenon, J.A.G. Furnell and M. Musumeci

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

Mr. N. Wellwood – Director of Infrastructure, Planning and Environmental Services

Mr. K. Byers - Manager Technical Services (Part)

Minutes Clerk – Ms. G. Biffanti

Apologies: Mr. T. Brennan - Chief Executive Officer

## **1 PRAYER**

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

## **2 DECLARATIONS OF INTEREST**

The Mayor called for declarations of interest.

No declarations of interest were identified.

## **3 MINUTES AND BUSINESS ARISING**

### **3.1 Ordinary Council Meeting - 23 June 2020**

#### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 23 June 2020 be received as a true and correct record.

#### **Resolution**

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

CARRIED

### **3.2 2020/21 Budget Meeting - 23 June 2020**

#### **Recommendation**

That the minutes of the 2020/21 Budget Meeting held on 23 June 2020 be received as a true and correct record.

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### **Resolution**

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

CARRIED

### **3.3 Audit Committee Meeting - 17 June 2020**

#### **Recommendation**

That the minutes of the Audit Committee Meeting held on 17 June 2020 be received and adopted.

#### **Resolution**

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

CARRIED

### **3.4 Burdekin Shire Road Safety Advisory Committee Meeting - 17 June 2020**

#### **Recommendation**

That the minutes of the Burdekin Shire Road Safety Advisory Committee Meeting held on 17 June 2020 be received and adopted.

Noting the following amendment:

Item 6.7 - Core Members voted on motion to adopt the minutes of the Burdekin Road Safety Advisory Committee Meeting held on Thursday 27 February 2020.

#### **Resolution**

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

CARRIED

## **4 EXECUTIVE**

### **4.1 CEO**

*9.26am Mr. Byers entered the meeting.*

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#### **4.1.1 Electoral and other Legislation (Accountability, Integrity and Other Matters) Amendment Act 2020**

##### **Executive Summary**

The Department of Local Government, Racing and Multicultural Affairs (DLGRMA) has forwarded information relating to the *Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Act 2020*. The Amendment Act includes a number of amendments to the *Local Government Act 2009*, with the majority of the reforms coming into effect on 12 October 2020 by proclamation.

##### **Recommendation**

That the Chief Executive Officer's report be received and noted and Council await details of the training to be provided by the Department of Local Government, Racing and Multicultural Affairs on the amendments to the *Local Government Act 2009*.

##### **Resolution**

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

CARRIED

#### **4.1.2 Matter Arising - Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Act 2020**

##### **Resolution**

Moved Councillor Perry, seconded Councillor Detenon that Burdekin Shire Council wishes to express its concern that the newly introduced legislation continues to reduce the ability of the elected members to carry out their role as expected by the voting public.

CARRIED

#### **4.2 ECONOMIC DEVELOPMENT**

### **5 CORPORATE AND COMMUNITY SERVICES**

#### **5.1 CLIENT SERVICES**

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## **5.2 COMMUNITY DEVELOPMENT**

## **5.3 FINANCIAL AND ADMINISTRATIVE SERVICES**

## **5.4 GOVERNANCE**

### **5.4.1 Audit Committee - Tenure of Independent Community Member**

#### **Executive Summary**

Council has the discretion to appoint individuals as independent members to the Audit Committee. The current Audit Committee Charter allows for a “rolling replacement” model to ensure continuity of knowledge, whereby not all positions become vacant at the same time. The Independent Community Member Position is due to become vacant in November 2020.

Council has the discretion to extend the current incumbent’s tenure for a further four-year term or declare the position vacant and follow a recruitment process as per the Charter. The incumbent has attended all meetings held during the term, has contributed appropriately, and has indicated a willingness to serve for another four-year term.

In accordance with the current charter, the number of consecutive terms an independent external member can serve is two (2) terms.

#### **Recommendation**

That Council re-appoints Mr. Jim Nuttall to Council’s Audit Committee as the Independent Community Member, for an additional four-year term, effective from 1 November 2020.

#### **Resolution**

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

CARRIED

### **5.4.2 Trustee Lease - Jerona Citizens Association Incorporated**

#### **Executive Summary**

Council approval is requested to consent to the Surrender of the following Trustee Lease:

Lessor:	Burdekin Shire Council
Lessee:	Jerona Citizens Association Incorporated
Interest:	Reserve
Leased Premises:	Part of Lot 68 on Crown Plan GS851
Location:	Jerona Road, Jerona
Commencement:	1 December 2005
Expiry:	1 December 2025 (Nil Option)

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Further, Council approval is requested to consent to entering into the following Trustee Lease:

Lessor:	Burdekin Shire Council
Lessee:	Jerona Citizens Association Incorporated
Interest:	Reserve
Leased Premises:	Lot 70 on Survey Plan 317980
Location:	Jerona Road, Jerona
Commencement:	30 June 2020
Expiry:	1 December 2025 (Nil Option)

### **Recommendation**

That Council:

1. Endorse the actions undertaken by staff to apply for Ministerial Consent for the proposed new Trustee Lease;
2. Agree to the surrender of the whole of Trustee Lease No. 709615087 over the land described as Lot 68 on Crown Plan GS851; and
3. Agree to enter into a Trustee Lease with Jerona Citizens Association Incorporated commencing 30 June 2020 and expiring 1 December 2025 over the land described as Lot 70 on Survey Plan 317980 subject to, but not limited to, the standard terms and conditions set by Council and the Department of Natural Resources, Mines and Energy.

### **Resolution**

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

CARRIED

## **6 INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES**

### **6.1 ENVIRONMENTAL AND HEALTH SERVICES**

### **6.2 OPERATIONS**

### **6.3 PLANNING AND DEVELOPMENT**



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## **6.4 TECHNICAL SERVICES**

### **6.4.1 Water and Sewerage Service Areas**

#### **Executive Summary**

The *Water Supply (Safety and Reliability) Act 2008* requires Burdekin Shire Council to declare water and sewerage service areas defining areas within the Burdekin Shire that Council provides relevant services.

#### **Recommendation**

Council declares the relevant area defined by the maps WSA 01 – WSA 10 as the service area for the Provision of Reticulated Potable Water Services and SSA 01 – SSA 03 as the service area for the provision of sewerage services.

#### **Resolution**

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

CARRIED

*9.51am Mr. Byers left the meeting.*

## **7 NOTICE OF MOTION**

## **8 RECEIPT OF PETITIONS**

## **9 CORRESPONDENCE FOR INFORMATION**

## **10 GENERAL BUSINESS**

### **10.1 Proposed Winding Up - Northern Alliance of Councils Incorporated**

#### **Background Information**

The Northern Alliance of Councils (NAOC) was established in 2017 to replace the North Queensland Local Government Association (NQLGA) and become an incorporated body. The NAOC meets on an annual basis and the management committee is empowered to deal with issues between meetings.

The NQLGA was recognised in the rules of the Local Government Association of Queensland (LGAQ) and was therefore able to sponsor motions on behalf of member's councils for the LGAQ annual

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conference. The NAOC is not recognised under the LGAQ rules and therefore it cannot directly submit conference resolutions on behalf of member's councils, only support them.

The majority, if not all the members of NAOC, would now be a member of a Regional Organisation of Councils (ROC) grouping. The ROCs would meet on a much more regular basis to discuss issues and advocate on behalf of their members.

The purpose of the NAOC has largely been diminished by the enhanced role of regional organisations of councils and it is therefore proposed to submit a resolution for the members to consider winding up the NAOC.

### **Recommendation**

That the following motion be submitted for consideration at the Northern Alliance of Councils Incorporated Annual General Meeting on 12 August 2020:

*That the Northern Alliance of Councils Incorporated be voluntarily wound up and any surplus assets be distributed in accordance with its Constitution.*

### **Resolution**

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

CARRIED

## **11 CLOSED BUSINESS ITEMS**

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

#### **Resolution**

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

- 275(1)(a) the appointment, dismissal or discipline of employees.
- 275(1)(e) contracts proposed to be made by it

For the purpose of discussing:

1. Renewal of Chief Executive Officer Contract of Employment
2. Security Services (Mobile Patrols) to Council Properties - 1 July 2020 to 30 June 2021

CARRIED

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

#### **Resolution**

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

CARRIED

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### **11.1 Confidential Report - Renewal of Chief Executive Officer Contract of Employment**

#### **Executive Summary**

The Chief Executive Officer, Mr Terry Brennan, is employed under a contract of employment and it will expire on 12 December 2020. The contract provides for discussions to be entered into within a set time frame for a new contract to be entered into for a further term.

These discussions have been finalised and it is proposed to offer Mr. Brennan a new contract for a further four (4) year term.

#### **Recommendation**

That Council offer the Chief Executive Officer, Mr Terry Brennan, a new contract of employment for a four (4) year term, commencing on 12 December 2020 and concluding on 11 December 2024.

#### **Resolution**

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

CARRIED

### **11.2 Confidential Report - Security Services (Mobile Patrols) to Council Properties - 1 July 2020 to 30 June 2021**

#### **Executive Summary**

Chapter 6 Part 3 Division 2 Section 224(2) of the *Local Government Regulation Queensland 2012* requires Council to invite written quotations for medium-sized contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$15,000 or more but less than \$200,000 in a financial year. The Provision of Security Services (Mobile Patrols) to Council Properties is expected to fall within this category.

QBSC/20/024 –The top three (3) tenders were sent an addendum on 24 June 2020 to resubmit the pricing schedule based on a twelve-month contract. These submissions were received on 25 June 2020.

#### **Recommendation**

That Council accepts the written quotation submitted by SRW Security Services Pty Ltd for the amount of \$148,036.32 (ex GST)

#### **Resolution**

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

CARRIED

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*10.26am Meeting adjourned for morning tea.*

*10.50am Meeting resumed.*

## **12 DELEGATIONS**

There being no further business the meeting closed at 11.00am.

**These minutes were confirmed by Council at the Ordinary Council Meeting held on 28 July 2020.**

**MAYOR**

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### **3.2 Community Grants Program Panel Meeting - 14 July 2020**

#### **Recommendation**

That the minutes of the Community Grants Program Panel Meeting held on 14 July 2020 be received and adopted.

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**Burdekin Shire Council**

**Minutes – Community Grants Program Panel Meeting held on 14 July 2020**

Held at Ernie Ford Boardroom

The meeting commenced at 4.10pm

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**CLAUSE 1**

**ATTENDANCE**

Mr. David Cornwell – Chairman  
Mayor Lyn McLaughlin  
Cr. Sue Perry  
Cr. Max Musumeci  
Mrs. Kiera Durrant  
Mrs. Sara Smith – Minutes Clerk

**Apology for Absence**

Mrs. Janice Horan  
Mr. Tano Buono

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**CLAUSE 2**

**CONSIDERATION OF FUNDING APPLICATIONS RECEIVED IN THE OCTOBER ROUND (ROUND 2)**

**Total Budget Allocation for 2020/2021 Financial Year \$38,000.00**

<b>Applicant</b>	<b>Project</b>	<b>Requested Funding</b>	<b>Requested In-kind Support</b>	<b>Recommended Funding</b>	<b>Recommended In-kind Support</b>
Burdekin Aero Club Inc.	Centenary Wings and Wheels Fly In	\$5,000.00	\$980.00	\$4,000 .00	\$980.00
<i>Comments: Submitting again as requested, due to budget constraints in last round. Panel in support of funding and in-kind support. Economic benefit through visitors to the region. New committee trying to revive the club in the Burdekin.</i>					
Home Hill Harvest Festival Inc.	Harvest Festival Street Parade and Students Ball	\$5,000.00	\$3,000.00	\$5,000.00	\$3,000.00
<i>Comments: Panel is in support of funding and in-kind support. Believe the running of this event is necessary due to current COVID-19 situation to create a morale and economic boost for the region.</i>					

The meeting resolved to recommend funding of the Community Grants Program as listed above for Round 1 of the 2020/21 funding year.

**Remaining Budget for Community Grants Program 2020/2021 Financial Year \$29,000.00**

There being no further business, the meeting closed at 4.53pm.

Mr David Cornwell  
CHAIRMAN

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## **4 EXECUTIVE**

### **4.1 CEO**

#### **4.1.1 Council Workshops - June 2020**

##### **Document Information**

<b>Referring Letter No:</b>	N/A
<b>File No:</b>	1394
<b>Name of Applicant:</b>	N/A
<b>Location:</b>	N/A
<b>Author and Title:</b>	Mr. Terry Brennan – Chief Executive Officer

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##### **Executive Summary**

The Council conducted two (2) workshops during the previous month on 2 and 30 June 2020, with a range of policy and operational issues discussed by Councillors and staff.

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

##### **Recommendation**

That the report on the Council workshops held on 2 and 30 June 2020 be received and noted.

##### **Background Information**

The Council has adopted governance arrangements which are based on holding Council meetings on a fortnightly basis each month, with the exception of December and January each year. In conjunction with these arrangements it holds workshops with Councillors on the alternate week to scheduled Council meetings.

During the past month workshops were held on 2 and 30 June 2020. The workshops covered a range of policy and operational issues. They also included presentations by external parties.

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

##### **2 June 2020**

- Legal matters – Haughton River Crossing
- Water Warriors concept
- Abandoned machinery on road and rail corridors
- Subordinate Local Law No. 1.7 – Operation of Cane Railways
- Macro Algal effluent treatment – Ayr /Brandon WWTP
- Public Artwork priorities
- Home Hill Parks Masterplan
- Library strategy update
- NQ Taskforce COVID-19 Recovery Plan

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**30 June 2020**

- Establishment of Economic Advisory Group
- Youth strategy development options
- Community Grants Guideline review
- Local Preference Procurement thresholds
- Township Entry treatments
- Flying Fox Policy and current operations
- Operation of Funny Dunny Park
- South Ayr Kerb and Channel and Drainage concept design
- Water and Sewerage Service Areas
- Proposed raising of height of Burdekin Falls Dam
- Vacant land – Queen Street, Ayr

### **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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## **4.2 ECONOMIC DEVELOPMENT**

### **4.2.1 Establishment of the Burdekin Economic Advisory Group**

#### **Document Information**

<b>Referring Letter No:</b>	N/A
<b>File No:</b>	1224
<b>Name of Applicant:</b>	Burdekin Shire Council
<b>Location:</b>	Burdekin Shire
<b>Author and Title:</b>	Mrs. Eliza Lovell – Economic Development Co-ordinator

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#### **Executive Summary**

Burdekin Shire Council has recently adopted the Burdekin Economic Development Strategy. As part of the consultation for the strategy, an Economic Focus Group was established to provide thoughts, ideas and feedback on economic development in the shire. Within the strategy, it was recommended to Council that an Economic Focus Group be formalised as Council's Economic Advisory Group to enable business and industry to effectively engage and collaborate with Council on economic development matters which are relevant to the Local Government area.

#### **Recommendation**

That Council establishes an Economic Advisory Group and invite expressions of interest for the group, with Councillors Max Musumeci and Sue Perry to be appointed as Council representatives on the group.

#### **Background Information**

Burdekin Shire Council has recently adopted the Burdekin Economic Development Strategy. As part of the consultation for the strategy, an Economic Focus Group was established to provide thoughts, ideas and feedback on economic development in the shire. Within the strategy, it was recommended to Council that the Economic Focus Group be formalised as Council's Economic Advisory Group to enable business and industry to effectively engage and collaborate with Council on economic development matters which are relevant to the Local Government area.

The Burdekin Shire Council Economic Advisory Group will be an important mechanism for consultation, collaboration, advice and feedback to Council on the Burdekin Economic Development Strategy and Burdekin Tourism Strategy including implementation by providing input on matters relevant to both strategies.

The Economic Advisory Group will also provide Council with the opportunity to engage more significantly with business and industry leaders via establishing a framework between Council and key industry sectors with the aim of developing partnerships that allow for the advancement of programs and initiatives to drive economic growth.

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The role of the group will include, but not limited to:

- Provide ongoing advice and support to assist and guide Council in the implementation of the Burdekin Economic Development Strategy and Burdekin Tourism Strategy; and
- Facilitate and promote significant economic and tourism opportunities for the Burdekin Shire which lead to:
  - Increased employment opportunities;
  - New industry development;
  - Growth and retention of existing business;
  - Attraction of new residents; and
  - Increased visitor activity in the shire.

The Economic Advisory Group's focus will be on economic development interests whilst balancing the social and environmental impacts of economic development.

The Economic Advisory Group will consist of a maximum of ten (10) representatives from business/industry and the community.

The Council representatives on the group will be two (2) Councillors supported by the Economic Development Coordinator and the Tourism Officer.

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

2.4.1 – Review and implement an Economic Development Strategy

### **Consultation**

Extensive consultation was undertaken with a broad range of stakeholders, including Council personnel, Councillors and industry sectors as part of the Burdekin Economic Development consultancy. The community was also invited to public consultation sessions.

### **Legal Authority or Implications**

N/A

### **Policy Implications**

N/A

### **Financial and Resource Implications**

N/A

### **Report Prepared By:**

Mrs. Eliza Lovell – Economic Development Co-ordinator

### **Report Authorised By:**

Mr. Terry Brennan – Chief Executive Officer

### **Attachments**

1. N/A

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## 4.2.2 Burdekin Rewards Loyalty Card

### Document Information

<b>Referring Letter No:</b>	1600593
<b>File No:</b>	268
<b>Name of Applicant:</b>	Ayr and Home Hill Chambers of Commerce
<b>Location:</b>	Burdekin Shire
<b>Author and Title:</b>	Mrs. Eliza Lovell – Economic Development Co-ordinator

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### Executive Summary

Ayr and Home Hill Chambers of Commerce have contacted Council requesting financial support to implement a *Burdekin Rewards Loyalty Program*.

Business in the Burdekin has taken an unprecedented financial and psychological hit in the past few months. The announcement of the COVID-19 pandemic and associated restrictions had widespread effects on local businesses. Feedback from Council's impact survey indicated that while the Burdekin is not a capital city, the effects on various sectors including food and beverage, retail, event and entertainment and travel, saw an immediate decline in revenue, visitors and staff hours. During the period when Queensland was in lockdown, Council engaged with the Chamber of Commerce to discuss future initiatives that could support business through the coming months.

As a result of these discussions, the Ayr and Home Hill Chambers of Commerce have collaborated and designed a *Burdekin Rewards Loyalty Program*. The program aims to keep locals buying in the Burdekin and supporting local businesses achieve success, by encouraging spending during the present economic climate and beyond.

### Recommendation

That Council approves a one-off contribution of \$5,000 (ex GST) to the *Burdekin Rewards Loyalty Program* being coordinated by the Ayr and Home Hill Chambers of Commerce.

### Background Information

The Ayr and Home Hill Chambers of Commerce have contacted Council requesting financial support to implement a *Burdekin Rewards Loyalty Program*.

Business in the Burdekin has taken an unprecedented financial and psychological hit in the past few months. The announcement of the COVID-19 pandemic and associated restrictions had widespread effects on local businesses. Feedback from Council's impact surveys indicated that while the Burdekin is not a capital city, the effects on various sectors including food and beverage, retail, event and entertainment and travel, saw an immediate decline in revenue, visitors and staff hours.

In an effort to try and reduce the impact of COVID-19 to the local business community, Council launched the 'Buy in the Burdekin' campaign. This campaign was specially released in response to COVID-19 with the mission to encourage all residents to support any local businesses when safe to do so.

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During the period when Queensland was in lockdown, Council engaged with the Chamber of Commerce to discuss future initiatives that could support business through the coming months.

As a result of these discussions, the Ayr and Home Hill Chambers of Commerce have collaborated and designed a *Burdekin Rewards Loyalty Program*. The program is designed to support local small businesses by boosting awareness, supporting local jobs and rewarding loyalty.

The Ayr Chamber of Commerce currently has 120 members and the Home Hill Chamber of Commerce has 24 members. The *Burdekin Rewards Loyalty Program* is designed to reward customers for shopping in the Burdekin. While COVID-19 travel restrictions were in place, several local businesses reported increased support from locals. This program aims to keep locals buying in the Burdekin and supporting local businesses achieve success, by encouraging spending during the present economic climate and beyond.

The program will provide shoppers with a *Burdekin Rewards loyalty card* with 28 squares on one side. Each time they shop at a participating business they receive one (1) stamp per \$100 spend, (e.g. a spend of \$101 receives two stamps) up to a maximum of \$2,800 (one full card) per transaction. The shoppers then write their name on the reverse side and place the finished card in a barrel at one of the collection points.

Each month cards will be collected and up to ten (10) winners will be drawn. Each winner will receive a \$50 Burdekin Gift Card. All tickets will be retained for the *Burdekin Rewards Mega Draw* in December.

The *Burdekin Rewards Mega Draw*, drawn on 31st December, will consist of four (4) prizes of \$1,000 Burdekin Gift Card, plus an extra draw each for vouchers, donated by participating businesses throughout the year.

The *Burdekin Rewards Loyalty Program* is planned to commence on 1 September 2020, and run until 31 December 2021 (sixteen draws), with an option to extend based on popularity.

Each monthly draw will be drawn on the last day of the month, with results published on the Council Facebook page on the first Friday of the month.

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

### **2.4.1 – Review and implement an Economic Development Strategy**

#### **Consultation**

Discussions have been held with Ayr Chamber of Commerce representatives.

#### **Legal Authority or Implications**

N/A

#### **Policy Implications**

N/A

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## **Financial and Resource Implications**

Contribution to be allocated out of the Economic Development budget for initiatives associated with the implementation of the Economic Development Strategy.

### **Report Prepared By:**

Mrs. Eliza Lovell – Economic Development Co-ordinator

### **Report Authorised By:**

Mr. Terry Brennan – Chief Executive Officer

## **Attachments**

1. N/A

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## **5 CORPORATE AND COMMUNITY SERVICES**

### **5.1 CLIENT SERVICES**

### **5.2 COMMUNITY DEVELOPMENT**

### **5.3 FINANCIAL AND ADMINISTRATIVE SERVICES**

#### **5.3.1 Monthly Financial Report for Period Ending 30 June 2020**

#### **Recommendation**

That the Monthly Financial Report for Period Ending 30 June 2020 be received.

## Financial Report - June 2020

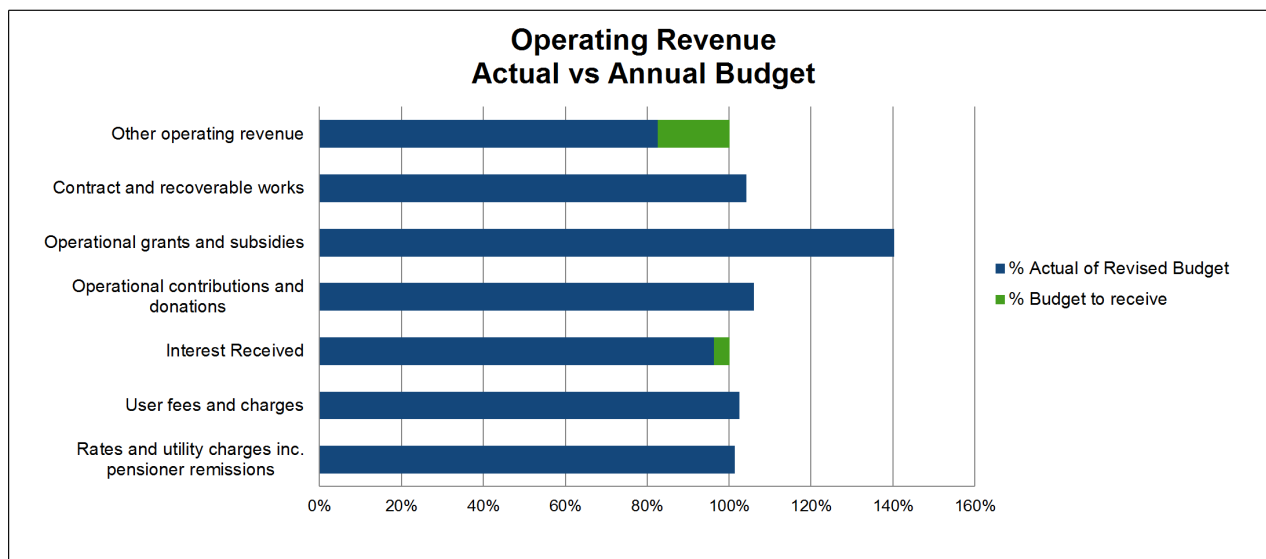


The following report provides a summary of Council's financial performance to 30 June 2020. The Operating Statements are interim June reports. Work is currently being undertaken for end of financial year journals which will impact the statements.

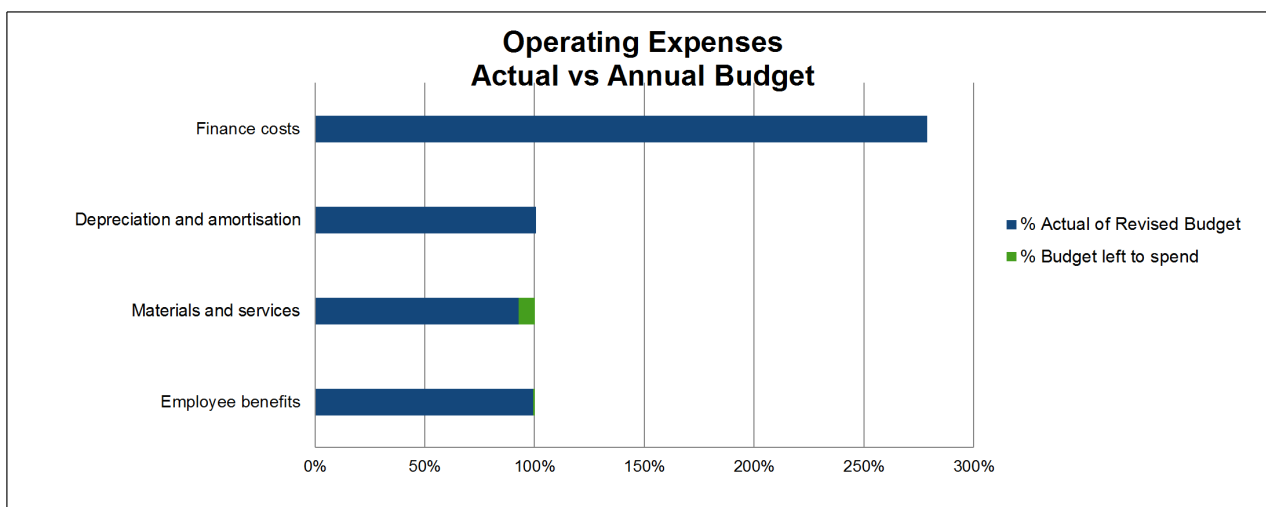
### FINANCIAL STATEMENTS AT A GLANCE

As at 30 June 2020	Actual \$	Annual Budget \$	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Total Operating Revenue	53,260,781	51,093,403	2,167,378	4%
Total Operating Expenses	50,763,369	51,914,300	-1,150,931	-2%
<b>Operating Position</b>	<b>2,497,412</b>	<b>-820,897</b>	<b>3,318,309</b>	<b>-404%</b>
Capital Revenue	3,514,127	4,879,578	-1,365,451	-28%
<b>Net Result</b>	<b>6,011,539</b>	<b>4,058,681</b>	<b>1,952,858</b>	<b>48%</b>

This report contains financial information for the period ending 30 June 2020. Council's operating position at month end is a \$2.5M surplus.



Operational grants and subsidies are ahead of budget due to receipt of 2020/21 Financial Assistance Grant prepayment.

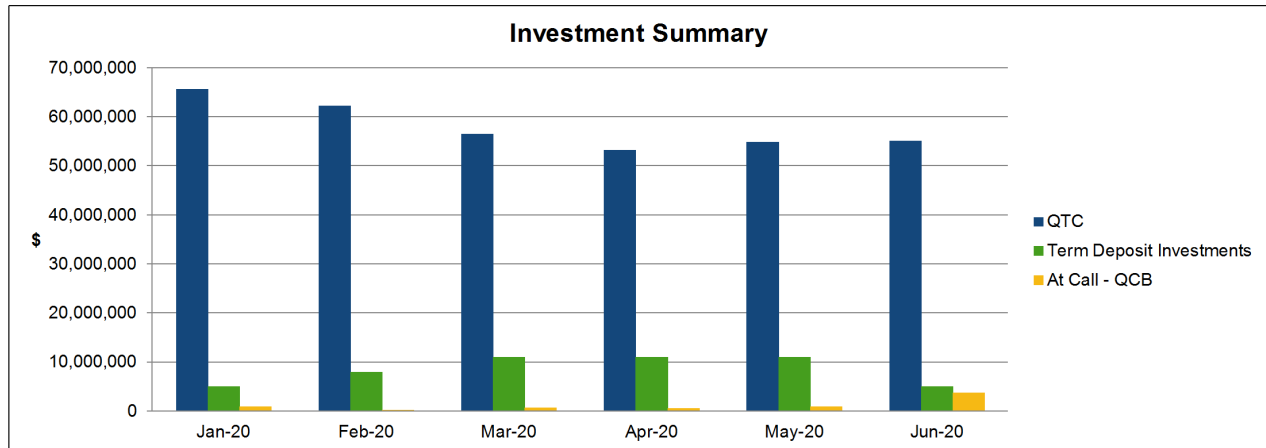


Finance costs exceed budget due to the adjustment to borrowing cost transactions, due to the change in time in the restoration provision. These transactions are not included in the budget estimates.

## INVESTMENT PORTFOLIO

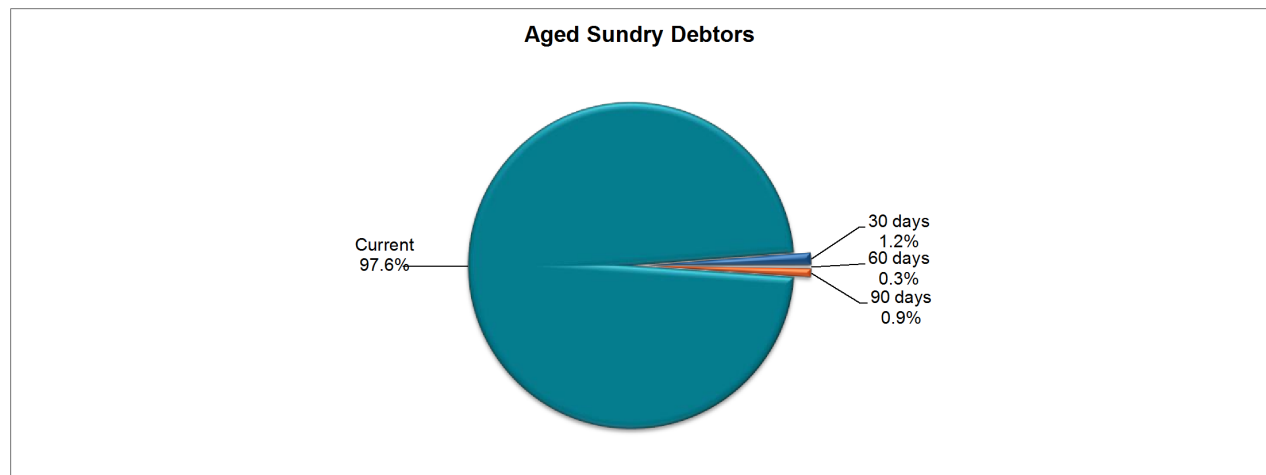
### Investment Report as at 30 June 2020 (including at call cash)

	Total Invested	Average Current Rate Weighted	% Invested
QCB	5,000,000	1.27%	7.8%
QTC	55,115,914	0.86%	86.4%
QCB General	3,709,668	1.25%	5.8%
<b>Total Funds</b>	<b>\$63,825,582</b>		



## SUNDRY DEBTORS

Total outstanding Sundry Debtors as at 30 June are \$614,300



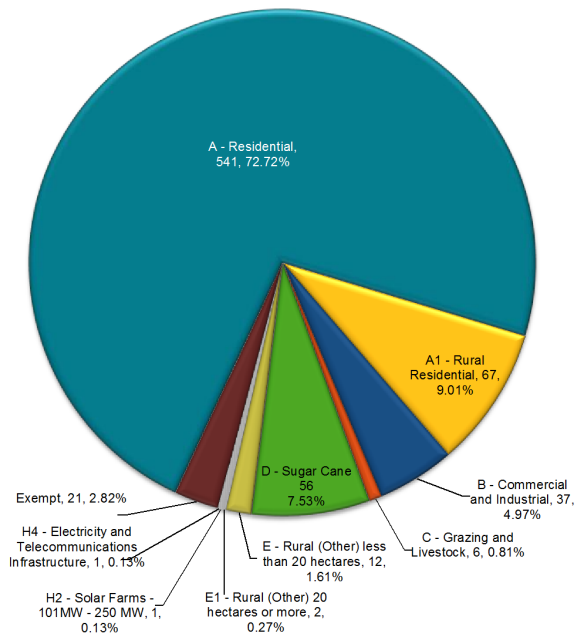


## RATES

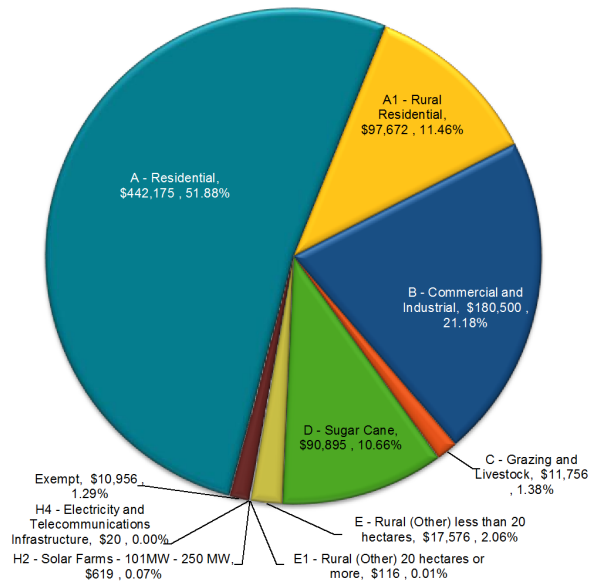
Arrears as at 1 July 2019		\$1,016,026
Levy and fees raised *	\$42,073,294	
Interest charged *	\$169,009	
Less Pensioner subsidy and rebate	\$638,152	
Less Prior year adjustments	<u>\$21</u>	\$41,604,131
Payments received		<u>\$41,725,939</u>
Arrears as at 30 June 2020		<u>\$894,218</u>
% Arrears June 2020		2.10%
% Arrears June 2019		2.42%
Pre-payments as at 30 June 2020		\$2,273,116
Pre-payments as at 30 June 2019		\$2,050,834

\* includes State Govt Emergency Management Levy

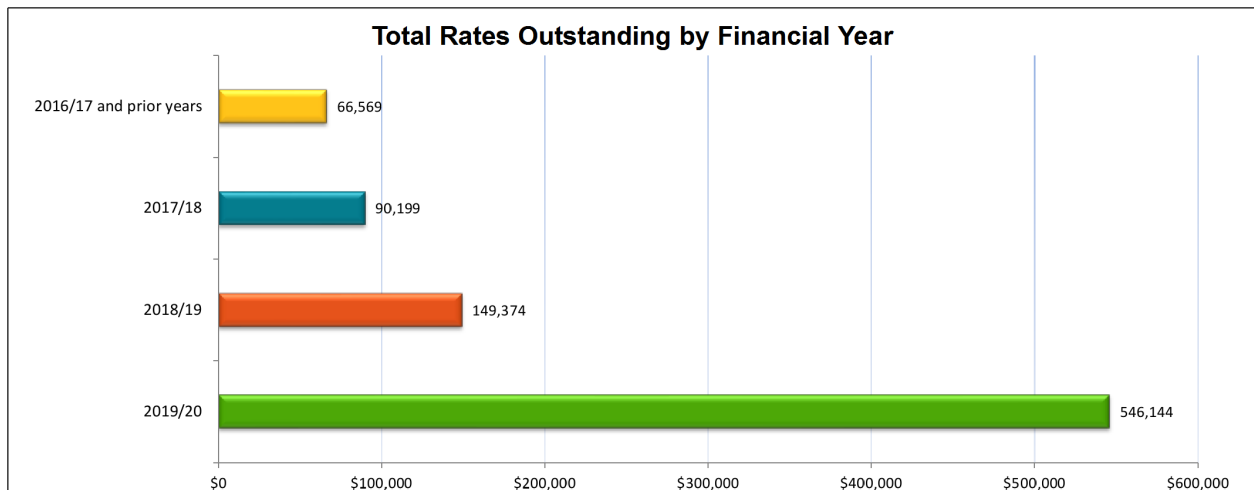
**Number of Properties with Outstanding Rates by Rating Category**



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



**Total Rates Outstanding by Financial Year**



## Rates Debt Recovery

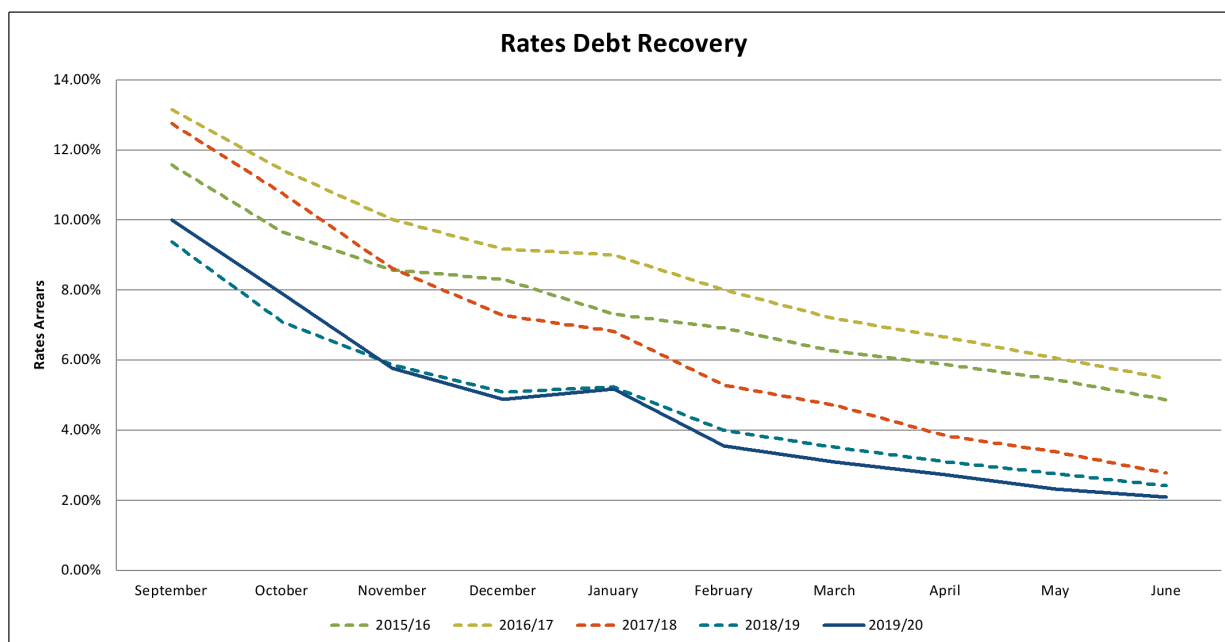
### Collection House - Debt Referral

Council currently has 144 active files with Collection House with an outstanding balance of \$328,978.94.

Out of these active files, 11 have negotiated arrangements and are being monitored by Collection House. Due to the current circumstances regarding COVID-19, as of 27 March 2020, Collection House has been advising customers who are having difficulties making payments to maintain contact and make frequent, small payments whenever possible as interest continues to accrue on overdue balances.

### Council Periodic Payment Plans

An additional outstanding balance of \$81,529.95 remains as a result of periodic payment plans not paid in full by 30 June 2020. Interest continues to accrue on all overdue balances and they will appear as a Balance Brought Forward on relevant ratepayers' 2020/2021 Annual Rate Notice.



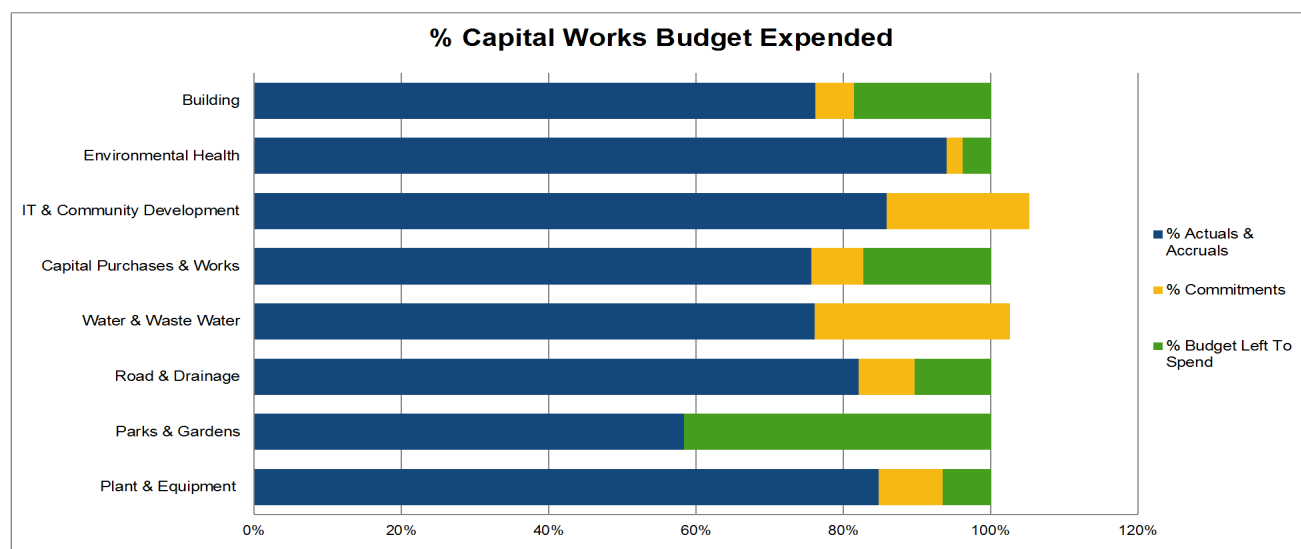
## OVERVIEW OF COUNCIL'S CAPITAL PROJECTS

Capital expenditure incurred for the year to 30 June, is shown by asset category in the table below.

Capital project expenditure to 30 June is \$18,823,558, this amount includes \$777,505 of delivered commitments that have been accrued into the actuals for end of financial year. In addition to this, there was \$2,639,243 of undelivered commitments.

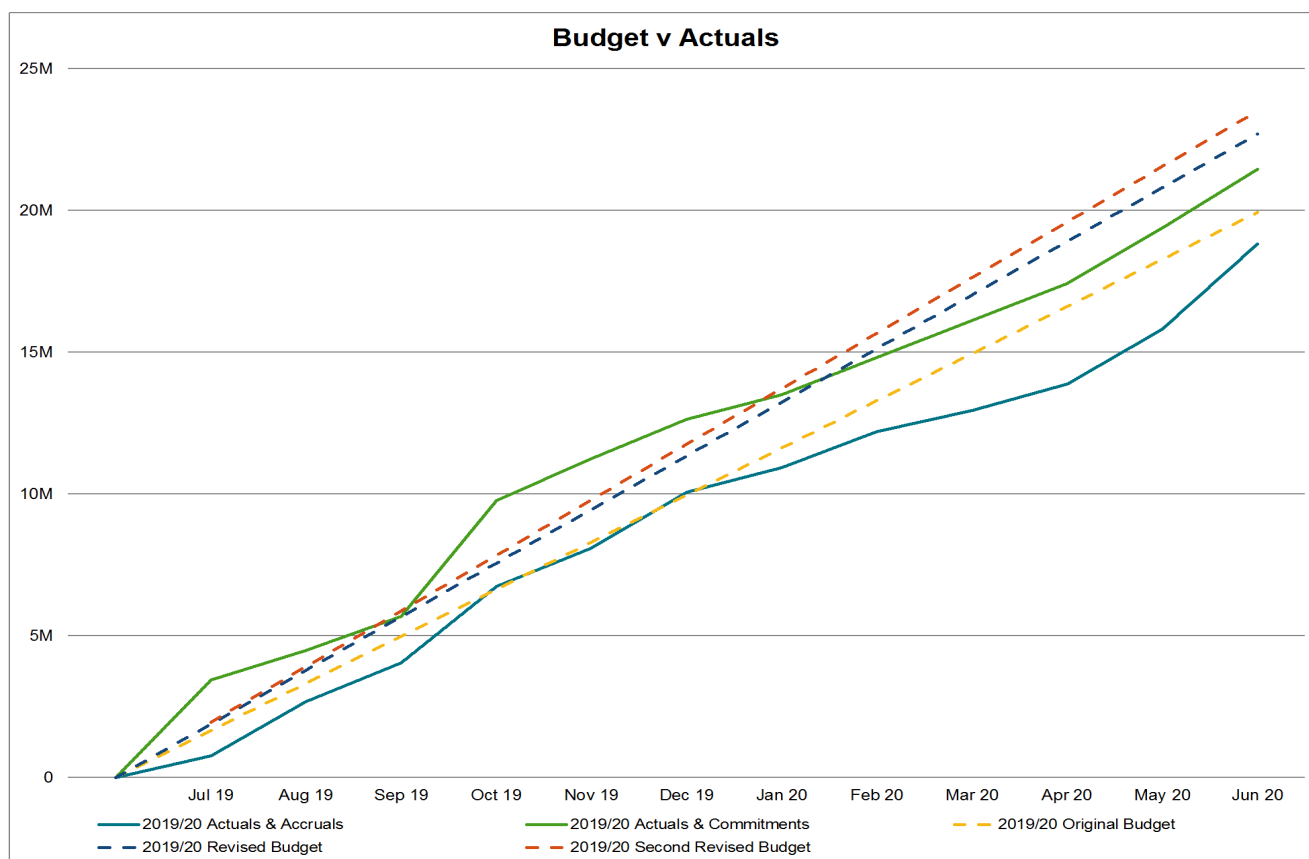
Financial Overview by Asset Category					
Asset Category	Original Budget	Revised Budget	Actuals & Accruals	Commitments	Total
Building	\$ 1,703,100	\$ 2,249,037	\$ 1,715,288	\$ 117,197	\$ 1,832,485
Environmental Health	\$ 430,000	\$ 845,747	\$ 795,018	\$ 18,979	\$ 813,997
IT & Community Development	\$ 605,200	\$ 619,172	\$ 531,834	\$ 119,309	\$ 651,143
Capital Purchases & Works	\$ 1,740,000	\$ 2,509,400	\$ 1,899,499	\$ 177,395	\$ 2,076,894
Water & Waste Water	\$ 4,804,000	\$ 4,705,067	\$ 3,580,556	\$ 1,245,467	\$ 4,826,023
Road & Drainage	\$ 8,182,000	\$ 9,572,513	\$ 7,855,785	\$ 735,452	\$ 8,591,237
Parks & Gardens	\$ 375,000	\$ 431,562	\$ 251,954	\$ -	\$ 251,954
Plant & Equipment	\$ 2,100,000	\$ 2,587,099	\$ 2,193,624	\$ 225,444	\$ 2,419,068
<b>TOTAL</b>	<b>\$ 19,939,300</b>	<b>\$ 23,519,597</b>	<b>\$ 18,823,558</b>	<b>\$ 2,639,243</b>	<b>\$ 21,462,801</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 30 June 2020

### APPENDIX 4 - STATEMENT OF CASH FLOWS

Attached is the Statement of Cash Flows for the period ending 30 June 2020

**OPERATING STATEMENT**  
**Period Ending 30 June 2020**

**Chief Executive Officer**

	Month of June Actual	Year to Date Actual	Revised Budget	\$ Variance YTD Actual to Revised Budget	% Variance YTD Actual to Revised Budget
<b>Operating Revenue</b>					
Operational contributions and donations	0	373	2,000	-1,627	-81%
Operational grants and subsidies	1,318	34,318	24,318	10,000	41%
Other operating revenue	-4,058	6,590	52,200	-45,610	-87%
<b>Total operating revenue</b>	<b>-2,740</b>	<b>41,281</b>	<b>78,518</b>	<b>-37,237</b>	<b>-47%</b>
<b>Operating Expenses</b>					
Employee benefits	149,095	1,280,182	1,237,356	42,826	3%
Materials and services	151,114	658,232	824,404	-166,172	-20%
<b>Total operating costs</b>	<b>300,209</b>	<b>1,938,414</b>	<b>2,061,760</b>	<b>-123,346</b>	<b>-6%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-302,948</b>	<b>-1,897,133</b>	<b>-1,983,242</b>	<b>86,109</b>	<b>-4%</b>
<b>Net result for period</b>	<b>-302,948</b>	<b>-1,897,133</b>	<b>-1,983,242</b>	<b>86,109</b>	<b>-4%</b>

**Comments**

**Operational contributions and donations**

Under budget due to Visitor Information Centre memberships not received this financial year.

**Operational grants and subsidies**

Exceeded budget estimate due to unbudgeted grant funding received for development of strategy to support the Sweet Days Hot Nights festival. Development of the strategy is currently underway.

**Other operating revenue**

Below budget estimate due to cancellation of Sweet Days Hot Nights festival and refund of sponsorships for the festival.

**Materials and services**

Final expenses below budget estimate due to cancellation of the Sweet Days Hot Nights festival and other initiatives affected by COVID-19 restrictions.

**OPERATING STATEMENT**  
**Period Ending 30 June 2020**

**Director of Corporate & Community Services**

	Month of June Actual	Year to Date Actual	Revised Budget	\$ Variance YTD Actual to Revised Budget	% Variance YTD Actual to Revised Budget
<b>Operating Revenue</b>					
User fees and charges	1,255	69,659	81,520	-11,861	-15%
Operational contributions and donations	2,398	16,966	20,000	-3,034	-15%
Operational grants and subsidies	0	97,228	97,228	0	0%
Other operating revenue	524	2,612	2,500	112	4%
<b>Total operating revenue</b>	<b>4,177</b>	<b>186,465</b>	<b>201,248</b>	<b>-14,783</b>	<b>-7%</b>
<b>Operating Expenses</b>					
Employee benefits	72,368	598,919	590,500	8,419	1%
Materials and services	91,954	592,240	647,059	-54,819	-8%
Depreciation and amortisation	105,338	1,152,517	1,126,900	25,617	2%
<b>Total operating costs</b>	<b>269,660</b>	<b>2,343,675</b>	<b>2,364,459</b>	<b>-20,784</b>	<b>-1%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-265,483</b>	<b>-2,157,210</b>	<b>-2,163,211</b>	<b>6,001</b>	<b>0%</b>
Capital grants and subsidies	0	28,274	28,274	0	0%
Other capital income (expense)	0	-718,006	0	-718,006	-
<b>Net result for period</b>	<b>-265,483</b>	<b>-2,846,942</b>	<b>-2,134,937</b>	<b>-712,005</b>	<b>33%</b>

**Comments**

**User fees and charges**

Reduced income received at the Ayr Showgrounds this financial year than originally expected. The restrictions put in place due to COVID-19 has impacted this area and income is expected to stay low in the coming months.

**Operational contributions and donations**

Contributions received for electricity at the Home Hill Showgrounds was below budget estimate.

**Materials and services**

Under budget due to external painting of Council Chambers and professional cleaning of Aerodrome residence. The Chambers painting has commenced and the expense for work completed prior to 30 June has been recognised, however the professional cleaning of the Aerodrome residence did not occur prior to 30 June. The variance is also due to the Ayr Industrial Estate wetland assessment. This report has been finalised and currently awaiting final progress payment details.

**Other capital income (expense)**

Write off of associated assets following capitalisation of air conditioner replacement project.

**OPERATING STATEMENT**  
**Period Ending 30 June 2020**

**Manager Client Services**

	Month of June Actual	Year to Date Actual	Revised Budget	\$ Variance YTD Actual to Revised Budget	% Variance YTD Actual to Revised Budget
<b>Operating Revenue</b>					
Operational grants and subsidies	0	34,520	34,520	0	0%
Other operating revenue	1,714	84,295	53,169	31,126	59%
<b>Total operating revenue</b>	<b>1,714</b>	<b>118,815</b>	<b>87,689</b>	<b>31,126</b>	<b>35%</b>
<b>Operating Expenses</b>					
Employee benefits	472,754	2,353,132	2,381,708	-28,576	-1%
Materials and services	112,457	1,714,827	1,872,228	-157,401	-8%
<b>Total operating costs</b>	<b>585,211</b>	<b>4,067,959</b>	<b>4,253,936</b>	<b>-185,978</b>	<b>-4%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-583,497</b>	<b>-3,949,143</b>	<b>-4,166,247</b>	<b>217,104</b>	<b>-5%</b>
 Capital grants and subsidies	 41,250	 41,250	 41,250	 0	 0%
<b>Net result for period</b>	<b>-542,247</b>	<b>-3,907,893</b>	<b>-4,124,997</b>	<b>217,104</b>	<b>-5%</b>

**Comments**

**Other operating revenue**

Variance due to unbudgeted payment received from another Local Government Council for the provision of Long Service Leave for a current employee and additional reimbursements received for wages for employees through workers compensation.

**Materials and services**

This area is under budget mainly in the IT, training and safety areas. IT is currently under budget due to the timing of the computer replacement program, an order has been placed and was not fulfilled by the 30 June. ICT Software Maintenance is also under budget after reviewing the number of licences required when renewing software licences. The restrictions in place due to COVID-19 have reduced training opportunities, therefore making this area under budget. Safety is under budget due to audit being postponed to November 2020 due to COVID-19.

**OPERATING STATEMENT**  
**Period Ending 30 June 2020**

**Manager Community Services**

	Month of June Actual	Year to Date Actual	Revised Budget	\$ Variance YTD Actual to Revised Budget	% Variance YTD Actual to Revised Budget
<b>Operating Revenue</b>					
User fees and charges	205	151,558	223,860	-72,302	-32%
Operational grants and subsidies	34,219	86,372	46,000	40,372	88%
Other operating revenue	-166	88,618	111,200	-22,582	-20%
<b>Total operating revenue</b>	<b>34,258</b>	<b>326,547</b>	<b>381,060</b>	<b>-54,513</b>	<b>-14%</b>
<b>Operating Expenses</b>					
Employee benefits	175,743	1,602,632	1,706,500	-103,868	-6%
Materials and services	88,917	1,120,901	1,356,515	-235,614	-17%
Depreciation and amortisation	6,985	89,097	90,700	-1,603	-2%
<b>Total operating costs</b>	<b>271,644</b>	<b>2,812,630</b>	<b>3,153,715</b>	<b>-341,085</b>	<b>-11%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-237,386</b>	<b>-2,486,082</b>	<b>-2,772,655</b>	<b>286,573</b>	<b>-10%</b>
Capital grants and subsidies	14,367	79,126	80,000	-874	-1%
Other capital income (expense)	0	-12,859	-12,859	0	0%
<b>Net result for period</b>	<b>-223,019</b>	<b>-2,419,816</b>	<b>-2,705,514</b>	<b>285,698</b>	<b>-11%</b>

**Comments**

**User fees and charges**

Under budget for hire of cultural facilities. This source of revenue has been affected by COVID-19 restrictions.

**Operational grants and subsidies**

Unbudgeted grants have been received including: Micro Grant for self service printing at the library, RADF funding for Fast Track event, First 5 Forever Innovation Micro Grant and State Library Strategic Priorities grant. Following the cancellation of the Sweet Days, Hot Nights festival, RADF funding for the festival have been reallocated to a community concert to re-invigorate community spirit when COVID-19 restrictions are eased.. The reallocation for RADF funds was not included in the second revised budget.

**Other operating revenue**

Due to COVID-19 restrictions, this area is under budget for theatre promotion ticket sales and theatre bar sales. Refunds have been given to patrons who purchased tickets for the shows that have been cancelled.

**Employee benefits**

Under budget due to extensive leave taken by staff in facilities that have been closed due to COVID-19 and casual staff not being engaged for the Theatre and Library during this period.

**Materials and services**

Currently under year to date budget in Cultural Facilities across various areas such as electricity, performance fees, materials, air conditioning maintenance and security services. Due to the closure of council venues as a result of COVID-19 restrictions, operational expenses have been low in recent months. Shire artwork is also under budget and is expected to remain under budget due to delays from COVID-19.



**OPERATING STATEMENT**  
**Period Ending 30 June 2020**

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

	Month of June Actual	Year to Date Actual	Revised Budget	\$ Variance YTD Actual to Revised Budget	% Variance YTD Actual to Revised Budget
<b>Operating Revenue</b>					
Rates and Utility Charges	-25	87,784	87,923	-139	0%
User fees and charges	20,312	620,898	688,561	-67,663	-10%
Operational contributions and donations	30,635	118,690	99,537	19,153	19%
Operational grants and subsidies	50,775	76,275	36,000	40,275	112%
Other operating revenue	829	7,844	9,900	-2,056	-21%
<b>Total operating revenue</b>	<b>102,525</b>	<b>911,491</b>	<b>921,921</b>	<b>-10,430</b>	<b>-1%</b>
<b>Operating Expenses</b>					
Employee benefits	175,583	1,448,187	1,482,500	-34,313	-2%
Materials and services	200,796	1,830,009	1,902,753	-72,744	-4%
Depreciation and amortisation	31,151	309,521	302,200	7,321	2%
<b>Total operating costs</b>	<b>407,530</b>	<b>3,587,717</b>	<b>3,687,453</b>	<b>-99,737</b>	<b>-3%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-305,005</b>	<b>-2,676,226</b>	<b>-2,765,532</b>	<b>89,306</b>	<b>-3%</b>
Capital grants and subsidies	0	0	0	0	-
Other capital income (expense)	0	-63,520	-63,520	0	0%
<b>Net result for period</b>	<b>-305,005</b>	<b>-2,739,746</b>	<b>-2,829,052</b>	<b>89,306</b>	<b>-3%</b>

**Comments**

**User fees and charges**

The restrictions in place as a result of COVID-19 have reduced caravan park income to be below budget. Health licences fees ordinarily raised in April/May for 2020/21 have been waived as part of Council's response to COVID-19, therefore creating a budget variance.

**Operational contributions and donations**

Unbudgeted contribution of \$15,564 received for Illegal Dumping Partnership Program, this was budgeted to be received next financial year.

**Operational grants and subsidies**

Unbudgeted grant of \$47,725 received for Illegal Dumping Hotspot Program, this was budgeted to be received next financial year.

**Other operating revenue**

Minor areas below budget including Caravan Park washing machine income and Animal Management microchipping contributions.

**OPERATING STATEMENT**  
**Period Ending 30 June 2020**

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

	Month of June Actual	Year to Date Actual	Revised Budget	\$ Variance YTD Actual to Revised Budget	% Variance YTD Actual to Revised Budget
<b>Operating Revenue</b>					
Rates and Utility Charges	-4	4,051,365	4,041,393	9,972	0%
User fees and charges	86,916	641,716	524,000	117,716	22%
Interest Received	8,864	120,484	122,527	-2,043	-2%
Operational grants and subsidies	100,000	100,000	0	100,000	-
Other operating revenue	2,574	67,615	145,848	-78,233	-54%
<b>Total operating revenue</b>	<b>198,350</b>	<b>4,981,180</b>	<b>4,833,768</b>	<b>147,412</b>	<b>3%</b>
<b>Operating Expenses</b>					
Employee benefits	85,716	791,020	778,600	12,420	2%
Materials and services	609,679	2,659,803	2,699,776	-39,973	-1%
Depreciation and amortisation	30,876	359,222	361,000	-1,778	0%
Finance Costs	0	269,644	0	269,644	-
<b>Total operating costs</b>	<b>726,271</b>	<b>4,079,690</b>	<b>3,839,376</b>	<b>240,314</b>	<b>6%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-527,920</b>	<b>901,490</b>	<b>994,392</b>	<b>-92,902</b>	<b>-9%</b>
Capital grants and subsidies	0	86,879	86,879	0	0%
Other capital income (expense)	-46,761	-245,252	-42,964	-202,288	471%
<b>Net result for period</b>	<b>-574,681</b>	<b>743,117</b>	<b>1,038,307</b>	<b>-295,190</b>	<b>-28%</b>

**Comments**

**User fees and charges**

Over budget due to income from a large one off disposal at Kirknie Landfill, intra Council waste levy payment for biosolids disposal, and general increase in waste disposed.

**Operational grants and subsidies**

Unbudgeted grant received for Regional Recycling Transport Assistance Package, this was budgeted to be received next financial year.

**Other operating revenue**

Under budget due to container refund scheme income not received.

**Finance Costs**

Unbudgeted adjustment to restoration provision for borrowing costs due to time change.

**Other capital income (expense)**

Unbudgeted transactions for the revision of future costs and discount rate movement for restoration provision.

**OPERATING STATEMENT**  
**Period Ending 30 June 2020**

**Manager Financial and Administrative Services**

	Month of June Actual	Year to Date Actual	Revised Budget	\$ Variance YTD Actual to Revised Budget	% Variance YTD Actual to Revised Budget
<b>Operating Revenue</b>					
Rates and Utility Charges	6,517	27,583,923	27,608,582	-24,659	0%
Pensioner remissions	-412	-321,888	-323,100	1,212	0%
User fees and charges	7,038	90,675	80,961	9,714	12%
Interest Received	45,841	609,966	623,515	-13,549	-2%
Operational grants and subsidies	15,000	2,857,835	1,435,992	1,421,843	99%
Other operating revenue	-24,687	36,945	61,625	-24,680	-40%
<b>Total operating revenue</b>	<b>49,297</b>	<b>30,857,455</b>	<b>29,487,575</b>	<b>1,369,880</b>	<b>5%</b>
<b>Operating Expenses</b>					
Employee benefits	215,771	1,837,271	1,827,500	9,771	1%
Materials and services	128,787	797,871	899,600	-101,729	-11%
Depreciation and amortisation	39,705	412,285	412,800	-515	0%
Finance Costs	10,913	143,083	148,100	-5,017	-3%
<b>Total operating costs</b>	<b>395,176</b>	<b>3,190,509</b>	<b>3,288,000</b>	<b>-97,491</b>	<b>-3%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-345,879</b>	<b>27,666,946</b>	<b>26,199,575</b>	<b>1,467,371</b>	<b>6%</b>
Capital grants and subsidies	0	0	562,053	-562,053	-100%
Other capital income (expense)	-1,572	-15,529	-6,648	-8,881	134%
<b>Net result for period</b>	<b>-347,451</b>	<b>27,651,417</b>	<b>26,754,980</b>	<b>896,437</b>	<b>3%</b>

**Comments**

**User fees and charges**

Additional income due to increased change of ownership fees received.

**Operational grants and subsidies**

Ahead of budget due to prepayment of the 2020/21 Financial Assistance Grant.

**Other operating revenue**

A credit note has been raised for the cutting and baling of grass on council land due to the inability to cut grass due to wet conditions. This has lead to this area being under budget.

**Materials and services**

The expenditure in this area is variable depending on Council's operational requirements e.g. office expenses such as telephone and postage.

**Capital grants and subsidies**

Second payment of Works for Queensland 2019-21 not received this financial year. Funding will be received as physical work progresses.

**Other capital income (expense)**

Write off of office equipment following capitalisation of projects.

**OPERATING STATEMENT**  
**Period Ending 30 June 2020**

**Manager Operations - General Fund**

	Month of June Actual	Year to Date Actual	Revised Budget	\$ Variance YTD Actual to Revised Budget	% Variance YTD Actual to Revised Budget
<b>Operating Revenue</b>					
User fees and charges	37,083	193,533	160,550	32,983	21%
Operational contributions and donations	2,324	76,372	74,700	1,672	2%
Operational grants and subsidies	63,527	2,066,935	1,910,673	156,262	8%
Contract and recoverable works	10,909	222,861	23,995	198,866	829%
Other operating revenue	14,047	195,006	221,892	-26,886	-12%
<b>Total operating revenue</b>	<b>127,891</b>	<b>2,754,707</b>	<b>2,391,810</b>	<b>362,897</b>	<b>15%</b>
<b>Operating Expenses</b>					
Employee benefits	623,323	4,973,774	4,903,430	70,344	1%
Materials and services	634,745	4,466,222	4,525,342	-59,120	-1%
Depreciation and amortisation	71,140	804,250	804,600	-350	0%
<b>Total operating costs</b>	<b>1,329,207</b>	<b>10,244,246</b>	<b>10,233,372</b>	<b>10,874</b>	<b>0%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-1,201,317</b>	<b>-7,489,539</b>	<b>-7,841,562</b>	<b>352,023</b>	<b>-4%</b>
Capital contributions	0	1,065	1,065	0	0%
Capital grants and subsidies	66,531	924,103	1,608,761	-684,658	-43%
Other capital income (expense)	-8,290	-57,924	-15,060	-42,864	285%
<b>Net result for period</b>	<b>-1,143,075</b>	<b>-6,622,295</b>	<b>-6,246,796</b>	<b>-375,499</b>	<b>6%</b>

**Comments**

**User fees and charges**

Cemetery fees are over year to date budget. An estimate is provided for this income during the budget process, however it is difficult to predict the number of reservations and interments each year.

**Operational grants and subsidies**

Ahead of budget due to prepayment of the 2020/21 Financial Assistance Grant. This is slightly offset by being under budget for payments received for the January/February 2019 and January 2020 declared disaster events. Funding is received when claims are approved which can differ to budget.

**Contract and recoverable works**

Over budget due to revenue received for recovery for works to repair a gravity sewer main damaged by a contractor and for damage to guardrail in Plantation Creek as a result of a vehicle accident. This revenue represent the resolution of two longstanding repairs to Council infrastructure each dating back approximately two years.

**Other operating revenue**

Revenue includes recovery for costs incurred repairing damage to shire roads as a result of development activities, annual BSRIT retainer and payment of insurance claims relating to break-ins and thefts at Council Depot. The variance is due to the Water and Waste Water insurance recoveries being budgeted in this area but receipted to water.

**Capital grants and subsidies**

Grant income received this year include funds for the Visitor Information Centre and Plantation Nature Play by Works for Queensland and the State Government Grant. Various funding payments have been received from the Queensland Reconstruction Authority as advance payments for approved betterment projects and Reconstruction of Essential Public Assets (REPA) claims. Approval of further claims will reduce the current variance.

**Other capital income (expense)**

Expenses in the period represent the write off of \$7,250 of playground equipment in Coutts Park and \$1,040 partial write off of the WWW Office superstructure.

**OPERATING STATEMENT**  
**Period Ending 30 June 2020**

**Manager Operations - Sewerage**

	Month of June Actual	Year to Date Actual	Revised Budget	\$ Variance YTD Actual to Revised Budget	% Variance YTD Actual to Revised Budget
<b>Operating Revenue</b>					
Rates and Utility Charges	-74	4,038,382	4,040,010	-1,628	0%
Pensioner remissions	26	52	0	52	-
User fees and charges	2,800	4,520	1,110	3,410	307%
Interest Received	22,127	280,895	298,385	-17,490	-6%
Operational contributions and donations	0	7,000	11,000	-4,000	-36%
Other operating revenue	0	0	250	-250	-100%
<b>Total operating revenue</b>	<b>24,879</b>	<b>4,330,850</b>	<b>4,350,755</b>	<b>-19,905</b>	<b>0%</b>
<b>Operating Expenses</b>					
Employee benefits	161,198	1,304,633	1,369,200	-64,567	-5%
Materials and services	119,405	1,033,006	994,744	38,262	4%
Depreciation and amortisation	113,212	1,329,314	1,323,500	5,814	0%
<b>Total operating costs</b>	<b>393,815</b>	<b>3,666,952</b>	<b>3,687,444</b>	<b>-20,492</b>	<b>-1%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-368,936</b>	<b>663,898</b>	<b>663,311</b>	<b>587</b>	<b>0%</b>
Capital grants and subsidies	0	98,909	124,000	-25,091	-20%
Other capital income (expense)	-264	-30,444	-25,964	-4,480	17%
<b>Net result for period</b>	<b>-369,200</b>	<b>732,363</b>	<b>761,347</b>	<b>-28,984</b>	<b>-4%</b>

**Comments**

**User fees and charges**

Unbudgeted revenue received in the period relates to the relocation of an existing house connection to the sewer reticulation network.

**Interest Received**

Under budget due to interest rates on investments being lower than those expected during the preparation of the second revised budget.

**Operational contributions and donations**

Revenue stream is reliant on developer activity.

**Employee benefits**

Under budget for full year across sewerage due to unfilled vacancies following retirements and resignations in the Water and Waste Water section. Water and Waste Water Network Coordinator and Trainee Treatment Plant Operator positions have recently been filled and recruitment efforts to employ a Senior Treatment Operator position continue.

**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 the project progresses.

**Other capital income (expense)**

Activity in the period represents the write off of a spare pump from No.1 SPS Ayr and Ayr STP Sludge Collection and Pumping Facility.

**OPERATING STATEMENT**  
**Period Ending 30 June 2020**

**Manager Operations - Water**

	Month of June Actual	Year to Date Actual	Revised Budget	\$ Variance YTD Actual to Revised Budget	% Variance YTD Actual to Revised Budget
<b>Operating Revenue</b>					
Rates and Utility Charges	1,300,200	4,947,309	4,428,505	518,804	12%
Pensioner remissions	22	44	0	44	-
User fees and charges	2,987	68,176	64,500	3,676	6%
Interest Received	16,902	215,184	228,784	-13,600	-6%
Operational contributions and donations	0	11,000	11,000	0	0%
Other operating revenue	-560	62,227	37,490	24,737	66%
<b>Total operating revenue</b>	<b>1,319,551</b>	<b>5,303,939</b>	<b>4,770,279</b>	<b>533,660</b>	<b>11%</b>
<b>Operating Expenses</b>					
Employee benefits	137,910	1,143,686	1,111,200	32,486	3%
Materials and services	250,212	2,009,049	2,101,600	-92,551	-4%
Depreciation and amortisation	58,955	650,916	642,300	8,616	1%
<b>Total operating costs</b>	<b>447,077</b>	<b>3,803,651</b>	<b>3,855,100</b>	<b>-51,449</b>	<b>-1%</b>
<b>Surplus (deficit) from operating activities</b>	<b>872,474</b>	<b>1,500,289</b>	<b>915,179</b>	<b>585,110</b>	<b>64%</b>
Capital contributions	0	7,161	0	7,161	-
Capital grants and subsidies	-189,992	3,642,890	873,704	2,769,186	317%
Other capital income (expense)	-5,791	-20,527	-2,060	-18,467	896%
<b>Net result for period</b>	<b>676,690</b>	<b>5,129,813</b>	<b>1,786,823</b>	<b>3,342,990</b>	<b>187%</b>

**Comments**

**Rates and Utility Charges**

Recognition of water consumption to 30 June. This amount is over budget due to a combination of increased consumption and an increase in the charge for usage above 1,000,000 litres. This is an interim figure and may change in the final accounts.

**User fees and charges**

Revenue in the period is for four new water connections and one relocation of an existing water service. Over year to date budget due to the amount of new water service connections.

**Interest Received**

Under budget due to interest rates on investments being lower than those expected during the preparation of the second revised budget.

**Other operating revenue**

Activity in the period represents the refund of pre-payments for bulk water on electronic key tag system and return of electronic key tag no longer required. Over year to date due to insurance recoveries received from items stolen during break and enters at the Jones Street Depot budgeted in the works section.

**Capital contributions**

Unbudgeted developer contribution for extension of a water main to service a new subdivision.

**Capital grants and subsidies**

Activity in the period represents a reversal of monies received from the Queensland Reconstruction Authority for the new emergency generator at Conlan Street received in error to water supply. This funding has been transferred to plant and equipment. Unbudgeted payment of \$3,000,000 has been received this year for the 30% advance payment from the State Government - Department of Local Government Racing and Multicultural Affairs for the Ayr Water Supply - Infrastructure (Stage 2) water resilience and security projects. Other grant funding received is for 5ML reservoir at the Home Hill Water Tower and replacement of the Home Hill Water Tower switchboard. Further budgeted granting funding to be received as projects are completed.

**Other capital income (expense)**

Activity in the period represents the write off of the Mount Kelly water supply switchboard replaced in the capital works program.

**OPERATING STATEMENT**  
**Period Ending 30 June 2020**

**Manager Planning and Development**

	Month of June Actual	Year to Date Actual	Revised Budget	\$ Variance YTD Actual to Revised Budget	% Variance YTD Actual to Revised Budget
<b>Operating Revenue</b>					
User fees and charges	37,034	430,408	420,000	10,408	2%
Operational grants and subsidies	71,310	318,860	417,294	-98,434	-24%
Other operating revenue	0	12,573	12,486	87	1%
<b>Total operating revenue</b>	<b>108,344</b>	<b>761,841</b>	<b>849,780</b>	<b>-87,939</b>	<b>-10%</b>
<b>Operating Expenses</b>					
Employee benefits	131,759	1,094,033	1,105,750	-11,717	-1%
Materials and services	84,132	534,841	651,835	-116,994	-18%
<b>Total operating costs</b>	<b>215,891</b>	<b>1,628,875</b>	<b>1,757,585</b>	<b>-128,710</b>	<b>-7%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-107,547</b>	<b>-867,033</b>	<b>-907,805</b>	<b>40,772</b>	<b>-4%</b>
<b>Net result for period</b>	<b>-107,547</b>	<b>-867,033</b>	<b>-907,805</b>	<b>40,772</b>	<b>-4%</b>

**Comments**

**Operational grants and subsidies**

Delays in delivering Phases 7 - 8 of the Q2100 Coastal Hazard Adaption Strategy (CHAS) project has resulted in budgeted funding not fully received at 30 June.

**Materials and services**

Currently under budget due to CHAS project not finalised at 30 June. Phases 3 - 7 are now complete.

**OPERATING STATEMENT**  
**Period Ending 30 June 2020**

**Manager Technical Services**

	Month of June Actual	Year to Date Actual	Revised Budget	\$ Variance YTD Actual to Revised Budget	% Variance YTD Actual to Revised Budget
<b>Operating Revenue</b>					
User fees and charges	18,901	266,339	234,000	32,339	14%
Operational contributions and donations	0	730	0	730	-
Operational grants and subsidies	22,716	144,967	150,000	-5,033	-3%
Contract and recoverable works	531,753	2,249,376	2,350,000	-100,624	-4%
Other operating revenue	10,215	24,799	5,000	19,799	396%
<b>Total operating revenue</b>	<b>583,584</b>	<b>2,686,210</b>	<b>2,739,000</b>	<b>-52,790</b>	<b>-2%</b>
<b>Operating Expenses</b>					
Employee benefits	309,953	2,622,250	2,670,700	-48,450	-2%
Materials and services	-24,151	-260,851	18,600	-279,451	-1502%
Depreciation and amortisation	613,360	7,037,653	7,042,800	-5,147	0%
<b>Total operating costs</b>	<b>899,161</b>	<b>9,399,052</b>	<b>9,732,100</b>	<b>-333,048</b>	<b>-3%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-315,577</b>	<b>-6,712,842</b>	<b>-6,993,100</b>	<b>280,258</b>	<b>-4%</b>
Capital contributions	34,836	96,711	61,875	34,836	56%
Capital grants and subsidies	312,429	1,824,769	2,342,833	-518,064	-22%
Other capital income (expense)	-890,235	-2,152,950	-762,041	-1,390,909	183%
<b>Net result for period</b>	<b>-858,546</b>	<b>-6,944,312</b>	<b>-5,350,433</b>	<b>-1,593,879</b>	<b>30%</b>

**Comments**

**User fees and charges**

High septic pumpouts income from service providers outside the shire and businesses in rural areas has made this area over budget.

**Contract and recoverable works**

Under budget due to delays in completion of Burdekin Shire Rivers Improvement Trust (BSRIT) restoration works.

**Other operating revenue**

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

**Materials and services**

Under budget due to delays in completion of BSRIT restoration works (including DRFA funded projects) and Road Maintenance Performance Contract (RMPC) works using more labour than materials.

**Capital contributions**

Unbudgeted contribution received for purchase of a vehicle as part of the illegal dumping program.

**Capital grants and subsidies**

Grant funding received include payments from the Transport Infrastructure Development Scheme, Roads to Recovery, Cycle Network, the Flood Reporting network augmentation and Works for Queensland 2017-2019 and funding for WWW generators. Unbudgeted Blackspot funding received for 2020/21 project. Budgeted grant funds to be received are: Works for Queensland 2019-21 and Cycle Network Local Government Grant. These funds will be received as work is completed.

**Other capital income (expense)**

Loss on disposed transport, drainage and fleet assets.



**BURDEKIN SHIRE COUNCIL  
OPERATING STATEMENT  
Period Ending 30 June 2020**

	Month of June Actual	Year to Date Actual	Revised Budget	Year to Date Revised Budget	\$ Variance YTD Actual to Revised Budget	% Variance YTD Actual to Revised Budget
<b>Operating Revenue</b>						
Rates and Utility Charges	1,306,613	40,708,763	40,206,413	40,206,413	502,350	1%
Pensioner remissions	-364	-321,792	-323,100	-323,100	1,308	0%
User fees and charges	214,530	2,537,481	2,479,062	2,479,062	58,419	2%
Interest Received	93,735	1,226,529	1,273,211	1,273,211	-46,682	-4%
Operational contributions and donations	35,357	231,131	218,237	218,237	12,894	6%
Operational grants and subsidies	358,865	5,817,310	4,152,025	4,152,025	1,665,285	40%
Contract and recoverable works	542,662	2,472,236	2,373,995	2,373,995	98,241	4%
Other operating revenue	431	589,123	713,560	713,560	-124,437	-17%
<b>Total operating revenue</b>	<b>2,551,829</b>	<b>53,260,781</b>	<b>51,093,403</b>	<b>51,093,403</b>	<b>2,167,378</b>	<b>4%</b>
<b>Operating Expenses</b>						
Employee benefits	2,711,171	21,049,718	21,164,944	21,164,944	-115,226	-1%
Materials and services	2,448,045	17,156,151	18,494,456	18,494,456	-1,338,305	-7%
Depreciation and amortisation	1,070,722	12,144,773	12,106,800	12,106,800	37,973	0%
Finance Costs	10,913	412,727	148,100	148,100	264,627	179%
<b>Total operating costs</b>	<b>6,240,850</b>	<b>50,763,369</b>	<b>51,914,300</b>	<b>51,914,300</b>	<b>-1,150,931</b>	<b>-2%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-3,689,021</b>	<b>2,497,413</b>	<b>-820,897</b>	<b>-820,897</b>	<b>3,318,310</b>	<b>-404%</b>
Capital contributions	34,836	104,937	62,940	62,940	41,997	67%
Capital grants and subsidies	244,586	6,726,201	5,747,754	5,747,754	978,447	17%
Other capital income (expense)	-952,913	-3,317,011	-931,116	-931,116	-2,385,895	256%
<b>Net result for period</b>	<b>-4,362,512</b>	<b>6,011,540</b>	<b>4,058,681</b>	<b>4,058,681</b>	<b>1,952,859</b>	<b>48%</b>

**BURDEKIN SHIRE COUNCIL**  
**STATEMENT OF FINANCIAL POSITION**  
**As at 30 June 2020**

	Year to Date Actual \$	Annual Budget \$
<b>Current Assets</b>		
Cash and Cash Equivalents	63,364,995	54,015,764
Receivables	2,017,778	3,835,334
Inventories	524,226	533,911
Other	1,683,349	0
<b>Total Current Assets</b>	<b>67,590,348</b>	<b>58,385,009</b>
<b>Non-Current Assets</b>		
Receivables	381,253	375,969
Property, Plant and Equipment	534,987,506	537,704,963
Intangibles Assets	441,395	529,224
<b>Total Non-Current Assets</b>	<b>535,810,155</b>	<b>538,610,156</b>
<b>TOTAL ASSETS</b>	<b>603,400,502</b>	<b>596,995,165</b>
<b>Current Liabilities</b>		
Payables	8,107,254	6,267,195
Borrowings	346,051	349,352
Provisions	3,155,492	3,134,151
Other	2,714	1,735
<b>Total Current Liabilities</b>	<b>11,611,511</b>	<b>9,752,433</b>
<b>Non-Current Liabilities</b>		
Provisions	20,428,958	18,597,265
<b>Total Non-Current Liabilities</b>	<b>20,428,958</b>	<b>18,597,265</b>
<b>TOTAL LIABILITIES</b>	<b>32,040,469</b>	<b>28,349,698</b>
<b>NET COMMUNITY ASSETS</b>	<b>571,360,033</b>	<b>568,645,467</b>
<b>Community Equity</b>		
Asset Revaluation Surplus	315,584,384	312,677,878
Retained Surplus (deficiency)	255,775,649	255,967,589
<b>TOTAL COMMUNITY EQUITY</b>	<b>571,360,033</b>	<b>568,645,467</b>

**BURDEKIN SHIRE COUNCIL**  
**STATEMENT OF CASH FLOWS**  
For Period Ending 30 June 2020

	Year to Date Actual \$	Annual Cashflow Budget \$
<b>Cash Flows from Operating Activities</b>		
<b>Receipts</b>		
Receipts from Customers	47,356,286	45,449,930
Operating Grants, Subsidies and Contributions	6,048,441	4,370,262
Interest Received	1,304,528	1,273,211
<b>Payments</b>		
Payments to Suppliers and Employees	-40,063,476	-39,504,465
Interest Expense	-68,774	-72,100
<b>Net Cash Inflow (Outflow) from Operating Activities</b>	<u>14,577,005</u>	<u>11,516,838</u>
<b>Cash Flows from Investing Activities</b>		
Commonwealth Government Grants	620,261	0
State Government Subsidies and Grants	6,105,940	5,298,419
Capital Contributions	104,937	62,940
Payments for Property, Plant and Equipment	-18,538,019	-23,143,788
Payments for Intangible Assets	-285,539	-375,809
Proceeds from Sale of Property, Plant and Equipment	362,763	292,000
Net Movement in Loans to Community Organisations	22,077	-33,709
<b>Net Cash Inflows (Outflow) from Investing activities</b>	<u>-11,607,580</u>	<u>-17,899,947</u>
<b>Cash Flows from Financing Activities</b>		
Repayment of Borrowings	-1,333,039	-1,329,735
<b>Net Cash Inflows (Outflow) from Financing activities</b>	<u>-1,333,039</u>	<u>-1,329,735</u>
<b>Net Increase (Decrease) in Cash and Cash Equivalents Held</b>	<u>1,636,387</u>	<u>-7,712,844</u>
Cash and Cash Equivalents at Beginning of the Financial Year	61,728,609	61,728,608
<b>Cash and Cash Equivalents at end of the Period</b>	<u><u>63,364,995</u></u>	<u><u>54,015,764</u></u>

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## 5.4 GOVERNANCE

### 5.4.1 Audit Committee Chairperson's Annual Report for 2019/2020

#### Document Information

Referring Letter No:	N/A
File No:	388
Name of Applicant:	N/A
Location:	N/A
Author and Title:	Mrs. Rebecca Stockdale – Senior Governance Officer

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#### Executive Summary

Council's Audit Committee ('The Committee') has been established in accordance with requirements of the *Local Government Act 2009*. The role of the committee is to provide independent assurance and assistance to Council on:

- The risk, control and compliance frameworks; and
- The Council's external accountability responsibilities as prescribed in the *Local Government Regulation 2012*.

The Audit Committee meets in accordance with an adopted meeting schedule and provides prompt and constructive reports directly to Council via the provision of meeting minutes. In addition, the Independent Chairperson, Mr. Ian Jessup, is required to provide an annual report to Council on the performance of the Audit Committee.

#### Recommendation

That Council notes the attached Burdekin Shire Council Audit Committee Chairman's Annual Report for 2019/2020.

#### Background Information

Council's current Audit Committee consists of two (2) Councillors and three (3) Independent Members. In accordance with the agreed meeting schedule, the Audit Committee have convened five (5) times throughout the 2019/2020 financial year. The Committee have considered various issues regarding the sound financial management of Council, risk management, fraud and corruption control and internal audit.

The Audit Committee Chairperson is required to prepare an annual report on the performance of the Audit Committee in line with the adopted Audit Committee Charter.

#### Link to Corporate/Operational Plan

- 5.3.1 Demonstrate open and transparent leadership
- 5.3.2 Ensure Council's financial position is effectively managed
- 5.3.3 Adhere to the governance framework and public reporting systems

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## **Consultation**

The Burdekin Shire Council Audit Committee Chairman's Annual Report was compiled by Mr. Ian Jessup and presented to the Audit Committee Meeting held on 17 June 2020. Members of the Audit Committee endorsed the report noting some minor amendments which have been included in the attached report.

## **Legal Authority or Implications**

The Audit Committee is established in accordance with the *Local Government Act 2009 section 105 (2)*.

## **Policy Implications**

N/A

## **Financial and Resource Implications**

N/A

### **Report Prepared By:**

Mrs. Rebecca Stockdale – Senior Governance Officer

### **Report Authorised By:**

Mr. Terry Brennan – Chief Executive Officer

## **Attachments**

1. Burdekin Shire Council Audit Committee Chairman's Annual Report

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## Burdekin Shire Council Audit Committee

### Chairman's Annual Report to Council

The Audit Committee operates under a Charter approved by Council. Under the Charter, the role of the committee is to *provide independent assurance and assistance to Council on:*

- *The risk, control, and compliance frameworks.*
- *The Council's external accountability responsibilities as prescribed in the Local Government Act and its Regulations.*

Under the terms of the Audit Committee Charter, the Committee Chair is to provide Council with an Annual Report in respect to the Committee's activities for each financial year. This report is in respect to the year ending 30<sup>th</sup> June 2020.

The Committee Members are Councillors Woods ( before the Local Government Election), Perry and Detenon (after the Local Government Election) , and independent members Mr James Nuttall, Mr James Fahey and, as Chair, Ian Jessup. As in previous years, attendance by committee members at scheduled audit committee meetings has been excellent throughout the year. Committee members have demonstrated their commitment to the Audit Committee by preparing for and attending meetings and contributing constructively to discussions.

I wish to express my appreciation for the input to the committee in my time as Chair by retiring Councillor John Woods, who provided deep insights into Council operations for the committee and wise counsel for the committee and for me as Chair.

In undertaking the role defined above, the committee oversights and advises on the following areas:

- The Internal Audit Function, including review of the Internal Audit findings, and Management's response to them.
- The preparation of the Annual Financial Statements, including the Accounting Policies utilised in preparing these Annual Financial Statements, and compliance with Accounting Standards.
- The External Audit of the annual financial statements, including advising Council on the recommendations made by the External Auditors in their reports, and Management's response to them.
- The controls, procedures and documentation relating to financial matters, and Council's finances generally.
- Council's Risk Management framework.
- Compliance with relevant laws and regulations.

The Committee adopts an annual work plan to ensure that all appropriate areas are covered over each 12-month period. During the current financial year, the committee has formally met five times, on the dates set out in the work plan. There was no necessity for additional meetings for emergent matters.

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Major issues dealt with during the year included:

- Review of, and recommendation to Council of, the Draft Financial Statements.
- Oversight of the finalisation of the External Audit of the 2019 financial statements, including discussions with the relevant officers of the Queensland Audit Office and its Contractors.
- Follow up on issues raised by the Queensland Audit Office in the 2019 financial audit.
- Review of Draft Annual Report.
- Oversight of the Internal Audit Function conducted under contract by an auditing firm specialising in such matters.
- Consideration of the plan for Internal Audit Activities going forward.
- Consideration of Council's Long-Term Financial Strategy.
- Consideration of Council's Investment Strategy.
- Consideration of the Risk Management Framework, and the considerable work done in this area by Management during the year.
- Consideration of Disaster Recovery and Business Continuity Issues.
- Consideration of issues arising from the Covid-19 response.
- Consideration of Risks associated with certain changes to Council's Information Technology operations.
- Consideration of the Fraud and Corruption Control Plan.
- Annual Review of financial controls currently in place.
- Review of the Charter under which the committee operates.
- Oversight of the preparation for the External Audit of the 2020 financial statements, including discussions with the relevant officers of the Queensland Audit Office and the auditing firm contracted to QAO.
- Consideration of issues relating to the Valuation of Council owned infrastructure and other assets.

Internal Audit is different to, but complementary to, the External Audit. The Internal Audit function examines the operation of established procedures and controls to determine their efficacy, and also to make recommendations for improvements to those procedures and controls.

Council moved to a contract Internal Audit Function conducted by an external specialist firm in the previous year. The move has enabled Council to have the benefit of subject specialists reviewing different areas of its operations, providing a breadth of knowledge that would not be possible otherwise. In my view, the move has been a good one.

The External Auditor for Council must, by law, be the Queensland Audit Office. The External Auditor's primary function is to express an opinion on the Statutory Financial Statements, although it certainly looks at other areas in the course of its work. The external audit is principally conducted using the services of an auditing firm appointed by it. Council's staff, and this committee liaise closely with QAO staff and the contractor's staff, who attend every committee meeting. There is an opportunity for a closed session without Council staff, if required. There was no reason for a closed session during the year.

The Queensland Audit Office has two meetings per year where Audit Committee Chairs are briefed on important matters within the purview of Audit Committees. As these meetings are in Brisbane, I normally attend them electronically in order to keep the costs down, but I was able to attend the December 2019 one

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in person, without cost to Council, as I was in Brisbane on another matter. The second such briefing, scheduled for early May, was delayed until 16<sup>th</sup> June, as a result of issues related to Covid-19.

These briefings are helpful to me in my position as Chair of the Committee.

The Queensland Audit Office issues an Annual Report to the Queensland Parliament on Local Government Audits. The report in respect to the 2018/19 year Audits was tabled in Parliament in February 2020. A copy is available on the QAO web site. In it the Auditor General points out that Councils who have effective Audit Committees also perform better in the areas of Financial Statement Preparation, Strong Internal Controls and Financial Sustainability. The Report also states that the QAO considers it is best practice for Audit Committees to have an Independent Chair.

The Report also raises the issue of Cyber Security, pointing out that Councils are a target for fraudsters, noting that there have been instances of cyber fraud in the public sector during the reporting period. Attention is drawn in the Report to another Report issued by QAO on Cyber Security, which addresses risks in the area, and how such risks can be minimised or avoided.

Given the increasing risks in this area, it is no coincidence that Council's Internal Audit conducted a major review of the Information and Communication Technology General Controls during the reporting year. Whilst the Report was generally complimentary of the controls in place, there were some opportunities for improvement identified for consideration by management, the majority of which have been accepted and have been, or are in the process of being, adopted by Management.

I extracted the following data from the tables in the QAO Report, which I thought might be of interest.

Of the 77 councils in Queensland, Burdekin Shire Council:

- was the 8<sup>th</sup> Council to have its audit opinion issued by QAO (on 26<sup>th</sup> September 2019).
- was assessed by the QAO as having low financial sustainability risk.
- was one out of 9 Councils with all green lights for Financial Statement Preparation and Internal Controls.

These results are very pleasing, and are not achieved accidentally. In my view, they arise from strong performance by Council, Management and Staff.

The Committee has sound professional working relationships with the Council's Chief Executive and the senior Management Team, including Council's Executive Officer, whose team provides Secretariat assistance to the Committee. I wish to thank these people for their efforts to assist the Committee in its work, and my fellow Committee members for the contributions to the Committee's work, as well as Council for its positive response to the Committee's work.



Ian Jessup  
17<sup>th</sup> June 2020



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## 5.4.2 Surrender of Freehold Lease - AyrSports Incorporated

### Document Information

<b>Referring Letter No:</b>	N/A
<b>File No:</b>	173
<b>Name of Applicant:</b>	AyrSports Incorporated
<b>Location:</b>	Ayr Aerodrome, Brandon
<b>Author and Title:</b>	Ms. Tamara Bateman – Governance and Property Officer

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### Executive Summary

Council approval is requested to consent to the Surrender of the following Freehold Lease:

Lessor:	Burdekin Shire Council
Lessee:	AyrSports Incorporated
Interest:	Fee Simple
Leased Premises:	Lease L in Lot 106 on Registered Plan 898777
Location:	Ayr Aerodrome, Brandon
Commencement:	1 September 2007
Expiry:	30 June 2027 (Nil Option)

### Recommendation

That Council:

1. Waive the three (3) month notice requirement; and
2. Agree to the Lessee (AyrSports Incorporated) surrendering the whole of the Freehold Lease over the leased premises described as Lease L in Lot 106 on Registered Plan 898777, located at Ayr Aerodrome, Brandon.

### Background Information

AyrSports Incorporated wrote to Council on 3 July 2020 seeking its consent to surrender its Freehold Lease being Lease L in Lot 106 on Registered Plan 898777.

Clause 4(a) of the Lease states that the Lessee is required to give the Lessor three (3) months' notice in writing of its desire to surrender the Lease.

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

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

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

## **Consultation**

N/A

## **Legal Authority or Implications**

N/A

## **Policy Implications**

N/A

## **Financial and Resource Implications**

Staff resources will be utilised to prepare Surrender of Lease documentation.

All costs associated with registration of Surrender of Lease are reimbursed by Lessee.

## **Report Prepared By:**

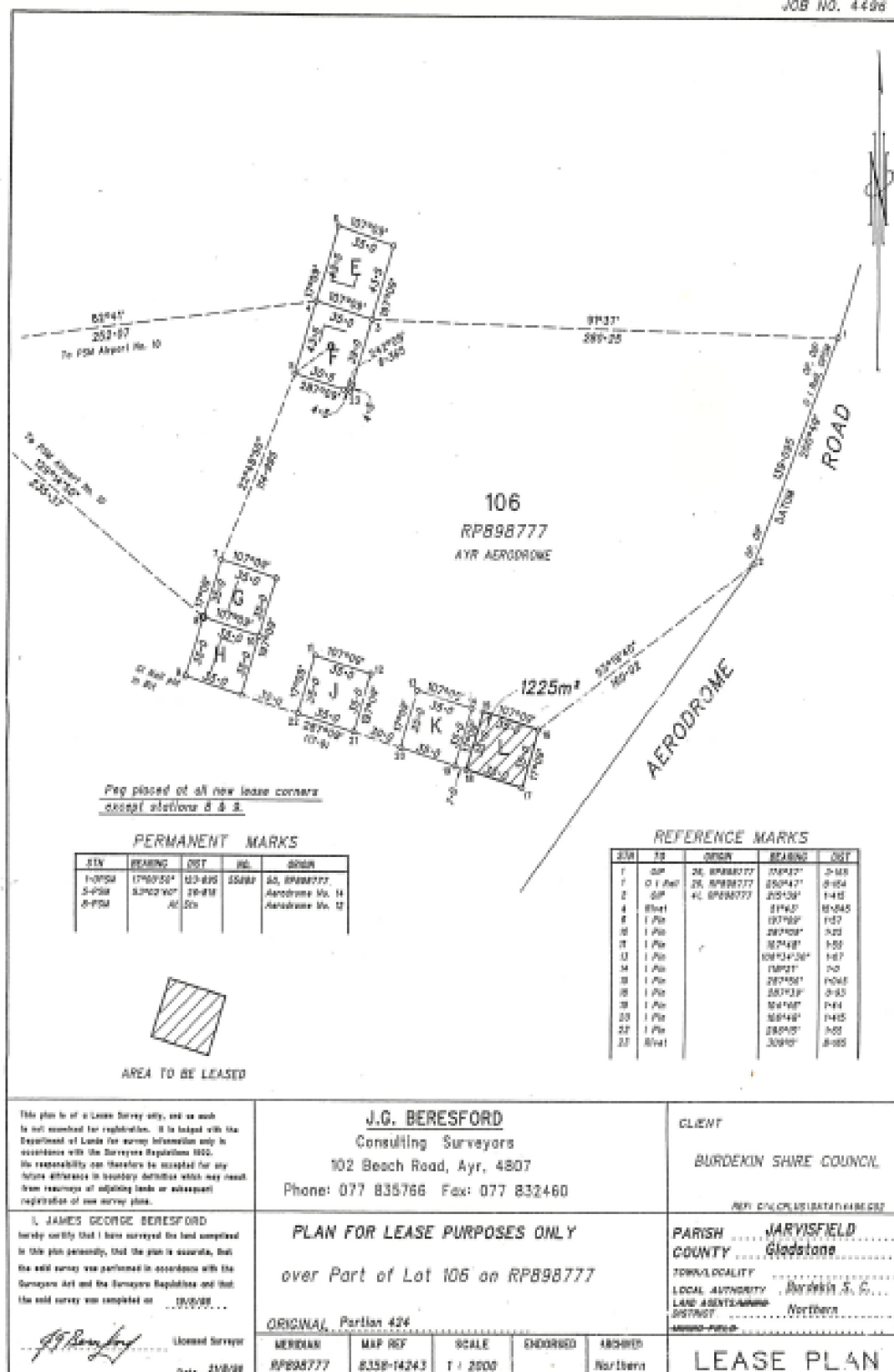
Ms. Tamara Bateman – Governance and Property Officer

## **Report Authorised By:**

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

## **Attachments**

1. Plan of Lease L in Lot 106 on Registered Plan 898777



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### 5.4.3 Transfer of Freehold Lease - Mr. Neil Robert William Black to Mr. Kerry Peter Paronella and Ms. Delphene Elizabeth Paronella - Ayr Aerodrome

#### Document Information

Referring Letter No:	N/A
File No:	173
Name of Applicant:	Mr. Neil Robert William Black
Location:	Ayr Aerodrome, Brandon
Author and Title:	Ms. Tamara Bateman – Governance and Property Officer

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#### Executive Summary

Council approval is requested to consent to the Transfer of the following Freehold Lease:

Lessor:	Burdekin Shire Council
Lessee:	Mr. Neil Robert William Black
Interest:	Fee Simple
Leased Premises:	Lease R in Lot 106 on Registered Plan 898777
Location:	Ayr Aerodrome, Brandon
Commencement:	1 September 2016
Expiry:	30 June 2021
Options:	3 x 5 years

#### Recommendation

That Council agree to the Lessee (Mr. Neil Robert William Black) transferring the whole of the Freehold Lease over the leased premises described as Lease R in Lot 106 on Registered Plan 898777 to Mr. Kerry Peter Paronella and Ms. Delphene Elizabeth Paronella.

#### Background Information

Mr. Neil Robert William Black wrote to Council on 7 July 2020 advising of the sale of Mr. Black's hangar to Mr. Kerry Peter Paronella and Ms. Delphene Elizabeth Paronella.

As a result of the sale of Mr. Black's hangar to Mr. Kerry Peter Paronella and Ms. Delphene Elizabeth Paronella, the leased premises whereby the hangar is situated must also be transferred to Mr. Kerry Peter Paronella and Ms. Delphene Elizabeth Paronella.

#### Link to Corporate/Operational Plan

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

#### Consultation

N/A

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## **Legal Authority or Implications**

N/A

## **Policy Implications**

N/A

## **Financial and Resource Implications**

Lessee to arrange Deed of Covenant/Assignment for signing by all parties.

Staff resources will be utilised to prepare Transfer documentation.

All costs associated with the transfer of Lease are to be borne by the transferor/transferee.

### **Report Prepared By:**

Ms. Tamara Bateman – Governance and Property Officer

### **Report Authorised By:**

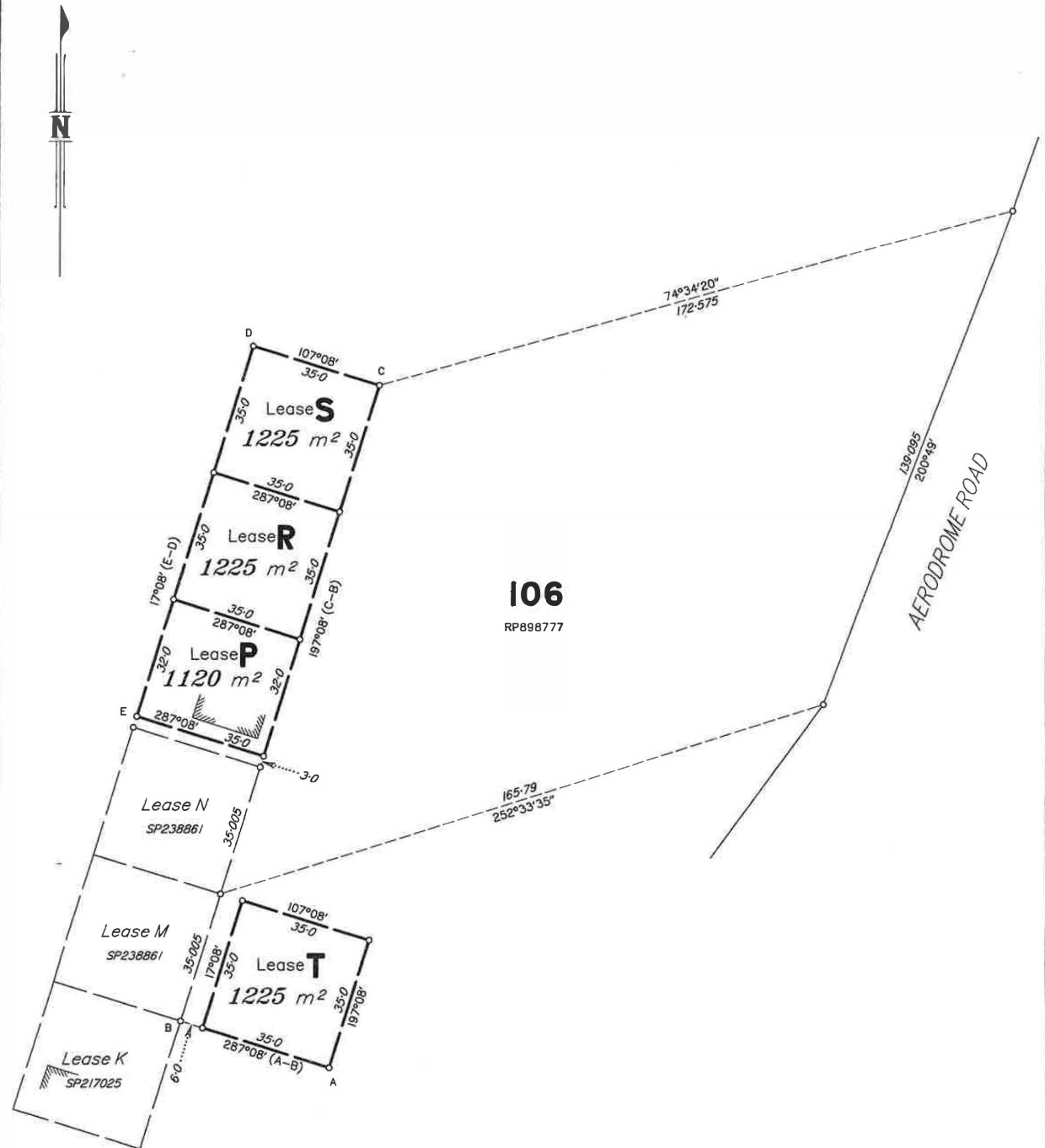
Mr. Nick O'Connor – Director Corporate and Community Services

## **Attachments**

1. Plan of Lease R in Lot 106 on Registered Plan 898777

SURVEY PLAN

Sheet 1 of 1



Cleve McGuane Surveys Pty Ltd (ACN 111 589 694) hereby certify that the corporation, by Cleve Patrick McGuane, cadastral surveyor for whose work the corporation accepts responsibility, has 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: IS141747 & SP238861 in the Department of Environment and Resource Management.

*C.P. McGuane*  
Director

Date 12/09/11

Scale 1:1000 - Lengths are in Metres.

10 0 10 20 30 40 50 60 70 80 90 100 110 120 130 140

50mm 100mm 150mm State copyright reserved.

Plan of

**Leases P, R, S & T**

in Lot 106 on RP898777

PARISH: **JARVISFIELD** COUNTY: **Gladstone**

Meridian: **SP238861**

F/N's: **No**

Scale: **1:1000**

Format: **STANDARD**



**SP245553**

Plan Status:

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#### 5.4.4 'Our Town, Our Future' Community Well-Being Program

##### 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>	Smaller townships in Burdekin Shire
<b>Author and Title:</b>	Mr. Nick O'Connor – Director Corporate and Community Services

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##### Executive Summary

Burdekin Shire is comprised of two (2) principal townships – Ayr and Home Hill and a number of vibrant smaller townships and communities, each with their unique identity and values.

With such a geographically diverse spread of communities, the challenge for Council is to undertake meaningful engagement with smaller communities to understand what makes them unique and to identify the factors that contribute to community well-being.

This report seeks Council's endorsement to undertake a series of community engagement workshops utilising community development principles, to help empower local communities build capacity and social cohesion.

It is proposed that the 'Our Town, Our Future' Community Well - Being Program would result in the development of a series of Community Action Plans which document a number of small scale community development projects to enhance community well-being.

##### Recommendation

That Council:

1. Endorse the 'Our Town, Our Future' Community Well - Being Program as outlined in this report; and
2. Nominate the township of Giru as the first community in which the engagement program is facilitated

##### Background Information

###### Introduction

The Burdekin Shire is comprised of a patchwork of vibrant smaller townships and communities, each with their unique identity and values.

While Ayr and Home Hill will remain the administrative and commercial hubs of the region, it is imperative that Council understands what aspects of community life residents in smaller townships

value and how Council can work in partnership with community leaders to identify priorities to enhance community well-being.

Understanding our communities' aspirations will help with Council service planning, grant funding allocation and civic decision making. Importantly, undertaking meaningful engagement with the Shire's small communities will help build and maintain trust and confidence that Council is listening to the needs of its communities and is willing to help build community capacity.

With a new term of Council recently commencing and a new corporate planning cycle due to commence in the coming months, it is timely to commence the 'Our Town, Our Future' Community Well-Being Program.

### Community Centric Strategic Planning

Council's strategic planning framework is comprised of five interrelated elements as depicted in Figure 1 below.

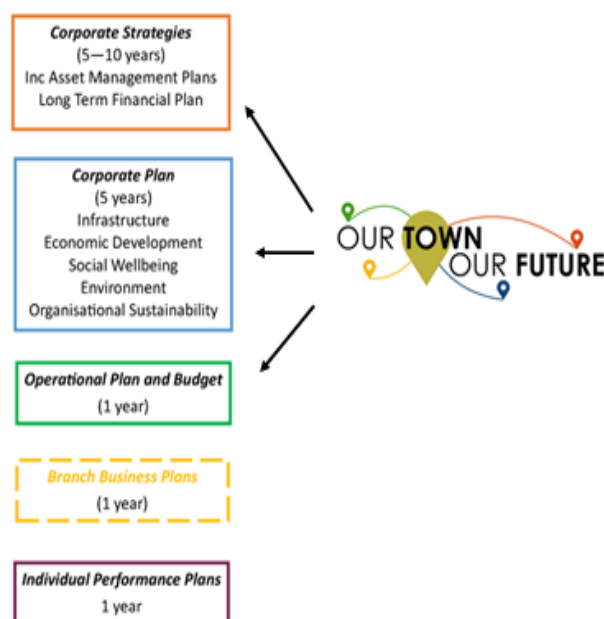


Figure 1 – Council Strategic Planning Framework

The 'Our Town, Our Future' Community Well-Being Program aims to provide input into corporate planning and budgeting processes to ensure Council continues to plan and deliver outcomes for the community.

### Community Well-Being

Community well-being is the combination of social, economic, environmental, cultural, and political conditions identified by individuals and their communities as essential for them to flourish and fulfil their potential.

When looking at community as a whole, three attributes play a large role in well-being: *connectedness, liveability, and equity*. Our Town, Our Future Community Well-Being Program aims to explore each of these attributes with community members to identify and enhance factors that contribute to community well-being.



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### *Connectedness*

Connection is fostered by a community's social networks that:

- Offer social support
- Enhance social trust
- Support members living harmoniously together
- Foster civic engagement
- Empower members to participate in community and democracy

### *Liveability*

A liveable community is supported by the infrastructure, including:

- Housing
- Education
- Parks and recreation
- Human services
- Public safety
- Access to culture and the arts

### *Equity*

An equitable community is supported by values of diversity, social justice, and individual empowerment, where:

- All members are treated with fairness and justice
- Basic needs are met (adequate access to health services, decent housing, food, personal security)
- There is equal opportunity to get education and meet individual potential

### Community Process – Appreciative Inquiry

It is proposed a series of community engagement workshops would be conducted in each smaller township utilising the Appreciative Inquiry (AI) Community Process. Appreciative Inquiry is a community development facilitation process which engages communities in self-determined change. AI focuses on building on 'what's working', rather than 'what's not working' and empowers community members to collaboratively identify actions/projects/initiatives to enhance community well-being. Figure 2 below provides a diagrammatical representation of the phases of Appreciative Inquiry.



Figure 2. The Phases of Appreciative Inquiry.

### Community Development Process

It is proposed that two (2) community engagement workshops be facilitated in each identified township to provide input into the development of a Community Action Plan. The workshops would utilise the Appreciative Inquiry approach as outlined above, and be guided by the three (3) community well-being attributes of *Connectedness*, *Liveability* and *Equity* to guide discussions.

The first workshop would seek community responses to the following questions:

*Why do I live where I live (lifestyle, work, etc)?*

*What elements of community life specifically do I like/ what's important?*

*Using the three well-being attributes as a guide, what are some simple, practical initiatives that we could undertake as a community to make INSERT TOWN NAME even better?*

At the end of the first community engagement workshop, nominations would be called for up to five (5) community members to work with Council Officers to develop a draft Community Action Plan, based on feedback provided at the workshop.

The second session would involve the community representatives presenting the draft Action Plan back to the community for further discussion, refinement and endorsement.

One of the main benefits of the workshop process as outlined above is that it provides an opportunity for all participants to provide input.

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## Project Governance

It is proposed that the 'Our Town, Our Future' Community Well-Being Program will be a community led, Council facilitated process. While Council will need to take a more active role in establishing the program and helping develop the Community Action Plans, once adopted, nominated community leaders (or an identified community group), would be responsible for Action Plan implementation in partnership with Council and other agencies.

Council staff will facilitate follow up meetings with the community leaders to ensure agreed actions are implemented and to undertake an annual review of progress.

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

3.1 Safe, healthy, inclusive and socially engaged communities.

## **Consultation**

Council Workshop – 7 July 2020

## **Legal Authority or Implications**

N/A

## **Policy Implications**

N/A

## **Financial and Resource Implications**

This project will be led by the Director of Corporate and Community Services and the Community Services Section. Minimal funds from the Community Development will be required to implement the initial workshop program.

## **Report Prepared By:**

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

## **Report Authorised By:**

Mr. Terry Brennan – Chief Executive Officer

## **Attachments**

1. N/A

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## 6 INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES

### 6.1 ENVIRONMENTAL AND HEALTH SERVICES

#### 6.1.1 Flying-Fox Management Policy

##### Document Information

<b>Referring Letter No:</b>	N/A
<b>File No:</b>	899 and 2222
<b>Name of Applicant:</b>	N/A
<b>Location:</b>	Burdekin Shire
<b>Author and Title:</b>	Mr. Dan Mulcahy – Manager Environmental and Health Services

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##### Executive Summary

The purpose of this policy is to articulate the approach that Council will take to the management of flying-fox roosts within the Burdekin Shire, specifically within an Urban Flying-Fox Management Area (UFFMA).

All management options considered by Council will be in accordance with the relevant codes of practices issued by the Department of Environment and Science, as follows:

- The Code of Practice – Ecological sustainable management of flying-fox roosts;
- The Code of Practice – Low impact activities affecting flying-fox roosts; and
- Flying-Fox Roost Management Guideline.

The objectives of this policy are:

- To reduce conflicts between flying-fox roosts and the community; and
- To improve the coordination and planning of flying-fox roost management activities within Burdekin Shire Council UFFMA.

Generally, where Council owned or controlled land is within an UFFMA and is inhabited, or affected by flying-foxes, and their presence “significantly” impacts residents or the community, Council will consider, after the completion of a flying-fox site assessment, appropriate non-lethal measures to manage flying-fox roosts.

##### Recommendation

That Council adopts the Flying-Fox Management Policy.

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## Background Information

The *Flying-Fox Roost Management Guideline* produced by the Department of Environment and Science provides that a local authority may provide a statement of management intent on how it intends to manage flying-fox roosts within its area.

Flying-foxes are classified as protected wildlife in Queensland under the *Nature Conservation Act 1992*.

Flying-foxes typically congregate in camps/roosts made up of a large number of individuals, however, may also roost singly or in small groups. Camps are found in a range of vegetation types and are usually close to water and in an area that has a dense understorey. The activities of flying-foxes sometimes bring them into conflict with residents. Primary concerns include noise, odour, droppings, feeding on fruit trees and orchards, human health and disease.

Changes to the *Nature Conservation Act 1992 (QLD)* in 2013 has given Council an 'as-of-right' authority to manage flying-fox roosts within an Urban Flying-Fox Management Area (UFFMA).

An UFFMA encompasses all land that is zoned as urban in a local planning scheme and is inclusive of a one (1) kilometre buffer.

The as-of-right authority does not mean that Council must take action if a roost is located within an UFFMA, but gives Council the ability to undertake non-lethal management actions to manage a flying-fox roost, without the need to apply for a Flying-Fox Roost Management Authority (permit).

Non-lethal measures include the following:

- Destroy a flying-fox roost;
- Drive away, or attempt to drive away, a flying-fox from a flying-fox roost; or
- Disturb a flying-fox in a flying-fox roost.

Outside an UFFMA, council requires a Flying-Fox Roost Management Permit (FFRMP), available from the Department of Environment and Science. A non-council applicant requires a FFRMP irrespective of the location of the roost.

## Link to Corporate/Operational Plan

4.1.6 Promote the adoption of environmental best practice by Council, residents and business.

## Consultation

This matter was discussed at a Council Workshop on 30 June 2020.

## Legal Authority or Implications

Council must comply with the *Nature Conservation Act 1992* and codes of practice and guidelines issued by the Department of Environment and Science.

## Policy Implications

N/A

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## **Financial and Resource Implications**

Currently allocated in budget

### **Report Prepared By:**

Mr. Dan Mulcahy – Manager Environmental and Health Services

### **Report Authorised By:**

Mr. Nick Wellwood - Director of Infrastructure, Planning and Environmental Services

## **Attachments**

1. Flying Fox Management Policy

Policy Type	Corporate
Function	Environmental Management
Policy Owner	Manager Environment and Health Services
Policy Contact	Coordinator Public Health and Environment
Review Schedule	24 months
Resolution No.	<a href="#">Enter Resolution Number</a>

### 1. Purpose

The purpose of this Policy is to articulate the approach that Council will take to the management of flying-fox roosts within the Burdekin Shire and specifically within an Urban Flying-Fox Management Area (UFFMA).

### 2. Background

The *Flying-fox Roost Management Guideline* produced by the Department of Environment and Science provides that a local authority may provide a statement of management intent on how it intends to manage flying-fox roosts within its area.

Over eighty different species of bat occur throughout Australia. Most bats have a diet that consists of insects; however, several species feed primarily on flowers and fruit and are known as fruit bats, or, due to their fox-like faces, flying foxes.

Flying-foxes are amongst the world's largest bats (often referred to as megabats) weighing as much as one kilogram with a wingspan stretching over one metre. Flying-foxes are also highly adapted for activity at night, with large eyes particularly suited for recognising colour at night and a strong sense of smell; essential senses for finding their food.

Flying-foxes are classified as protected wild life in Queensland under the *Nature Conservation Act 1992*.

Four species of *Pteropus* species flying-fox are native to mainland Australia and occur mostly in northern and eastern temperate and sub-tropical coastal areas, these include: - The Little Red Flying-fox (*Pteropus scapulatus*); - The Black Flying-fox (*Pteropus alecto* subsp. *gouldii*); - The Grey-headed Flying-fox (*Pteropus poliocephalus*); and - The Spectacled Flying-fox (*Pteropus conspicillatus*). Of these, the Little Red Flying-fox and the Black Flying-fox are commonly found in the Burdekin Shire Council (Council) local government area.

Table 1: Flying-foxes found within the Burdekin Shire region.

Name	National Status	State Status	IUCN Status
Little Red Flying-Fox	Not listed	Least Concern	Least Concern
Black Flying-Fox	Not listed	Least Concern	Least Concern

Flying-foxes typically congregate in camps/roosts made up of a large number of individuals, however, may also roost singly or in small groups. Camps are found in a range of vegetation types and are usually close to water and in an area that has a dense understorey. The activities of flying-foxes sometimes bring them into conflict with residents. Primary concerns include noise, odour, droppings, feeding on fruit trees and orchards, human health and disease.

Effective Date: [Enter Resolution Number](#)

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Changes to the *Queensland Nature Conservation Act 1992 (QLD)* in 2013 has given Council an 'as-of-right' authority to manage, including disperse, flying-fox roosts within an Urban Flying Fox Management Area (UFFMA). An UFFMA encompasses all land that is zoned as urban in a local planning scheme and is inclusive of a one-kilometre buffer (Appendix 1).

The as-of-right authority does not mean that Council must take action if a roost is located within an UFFMA, but gives Council the ability to undertake non-lethal management actions to manage a flying-fox roost, without the need to apply for a Flying-Fox Roost Management Authority (permit).

Outside an UFFMA, Council requires a flying-fox roost management permit (FFRMP), available from the Department of Environment and Science. A non-council applicant requires a FFRMP irrespective of the location of the roost.

### 3. Scope

The scope of this policy is limited to management actions to control or mitigate flying-fox roosts within an UFFMA.

All management options considered by Council will be in accordance with the relevant codes of practices issued by the Department of Environment and Science, as follows:

- The Code of practice – Ecological sustainable management of flying-fox roosts.
- The Code of practice – Low impact activities affecting flying-fox roosts.
- Flying-fox roost management guideline.

Local known roost sites include the following:

- Lloyd Mann Park, Home Hill
- Kidby's Gully, Home Hill
- Fourth Street/Twelfth Avenue, Home Hill
- RSL Park, Tenth Street, Home Hill

### 4. Definitions

UFFMA – An Urban Flying Fox Management Area (UFFMA) encompasses all land zoned as urban in a local planning scheme and is inclusive of a one-kilometre buffer.

### 5. Objectives

The objectives of this policy are:

- To reduce conflicts between flying-fox roosts and the community; and
- To improve the coordination and planning of flying-fox roost management activities within Burdekin Shire Council UFFMA.



## 6. Policy Statement

### 6.1 Management intent for flying-fox roosts located on Council controlled land and within an UFFMA:

Where Council owned or controlled land is within an UFFMA and is inhabited, or affected by flying-foxes, and their presence “significantly” impacts residents or the community, Council will consider, after the completion of a Flying-fox site assessment, appropriate non-lethal measures to manage flying-fox roosts.

Non-lethal measures include the following:

- Destroy a flying-fox roost;
- Drive away, or attempt to drive away, a flying-fox from a flying-fox roost; or
- Disturb a flying-fox in a flying-fox roost.

Where a roost is located on public land and there is a suitable buffer from private residences (i.e. roads, mangroves) and is not causing damage to any council asset, Council will not seek to relocate such roosts, and will seek to manage such roosts to minimise disturbances to the colony. This will help avoid these animals colonising in less suitable areas.

Council will take pre-emptive action to prevent flying-fox numbers building up on non-traditional roost sites.

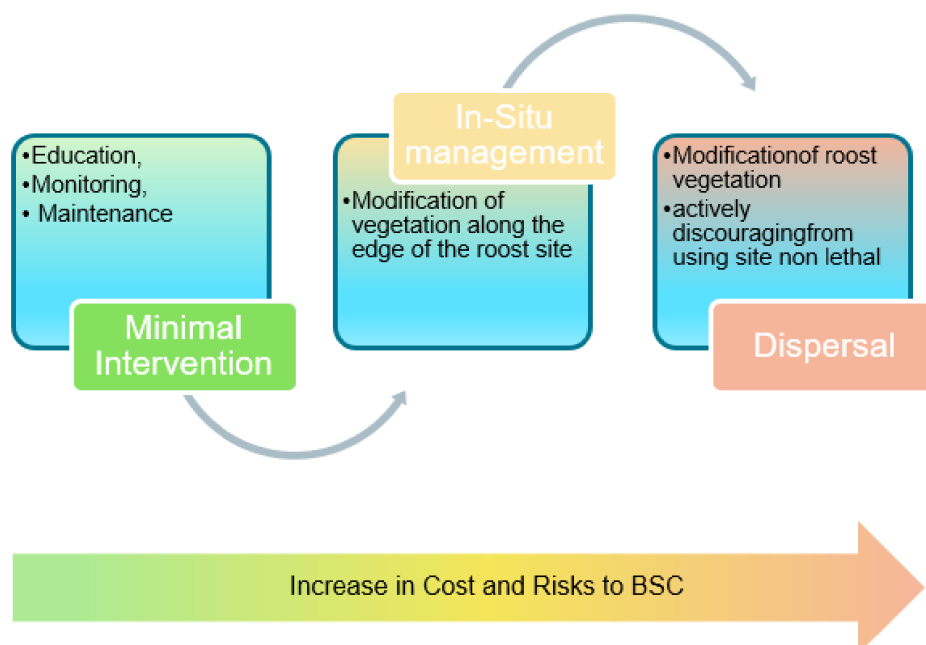
All management options considered by Council will be in accordance with the relevant code of practices and legislation.

Choice of management options for a flying-fox colony will depend on the characteristics of the site and the level of potential conflict at that location.

In order to assess the level of potential human/flying-fox conflict, aspects such as the distance to the roost site and therefore the likelihood of conflict, the number of residences impacted, the impact on Council infrastructure and the size of the flying-fox camp and its potential to expand need to be considered on a case-by-case basis.

Management options that Council will consider will be determined on the outcome of a flying-fox site assessment and will be based on risk and cost to Council. This is depicted in Figure 1.

Figure 1: Burdekin Shire Council management approach to flying-fox management.



## 6.2 Management intent for flying-fox roosts located OUTSIDE an UFFMA:

Council does not have an as-of-right authority for the management of flying-fox roosts outside of an UFFMA. All enquiries regarding roosts outside of an UFFMA will be referred to DES.

## 6.3 Management intent for flying-fox roosts located on private land:

Landowners are responsible for managing the flying-foxes on their own property.

In urban areas where flying-fox colonies naturally occur on private property or through no action of council, Council can provide advice and will defer action to the local landholder in compliance with relevant legislation.

In general, Council will not support actions to relocate flying-fox roosts from rural areas, given the probability of transferring the problem to other landholders/communities.

Private property owners who wish to undertake low impact activities, mowing, mulching, weeding and minor trimming of trees, on their own land may do so as specified in the 'Code of Practice - Low impact activities affecting flying-fox roosts'.

For any activities not considered "low impact" but intended to manage flying-fox roosts located on private property, the landowner may apply directly to the Department of Environment and Science for a Flying-fox Roost Management Authority. Any dispersal activity on private land will be at the expense of the landowner.

## 7. Legislation

*Nature Conservation Act 1992*

## 8. Related Documents

Document Title	Description
Code of practice	Ecological sustainable management of flying fox roosts
Code of practice	Low impact activities affecting flying-fox roosts
Flying-fox Roost Management Guideline	
SOP – Flying Fox Management	Standard Operating procedure for authorised officers

## 9. Document History

Revision Number	Revision Details	Approved By (Officers Name)	Resolution Number	Date
0.0				00/00/0000

Effective Date:

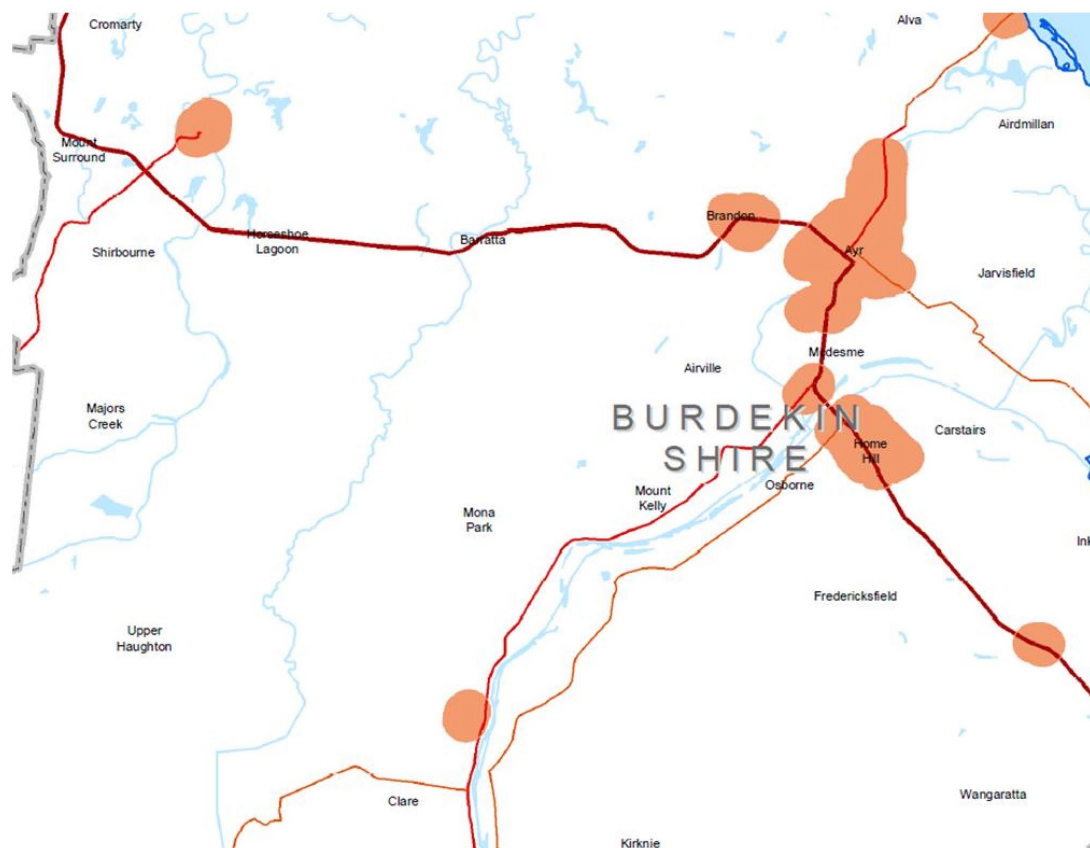
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APPENDIX 1

BURDEKIN SHIRE UFFMA MAP



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[Number](#)

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**6.2 OPERATIONS**

**6.3 PLANNING AND DEVELOPMENT**

**6.4 TECHNICAL SERVICES**

**7 NOTICE OF MOTION**

**8 RECEIPT OF PETITIONS**

**9 CORRESPONDENCE FOR INFORMATION**

**10 GENERAL BUSINESS**

**11 CLOSED BUSINESS ITEMS**

**12 DELEGATIONS**

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