



# Burdekin Shire Council

## **AGENDA**

### **ORDINARY COUNCIL MEETING**

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

**on 24 August 2021**

**COMMENCING AT 9:00AM**

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# Burdekin Shire Council

TUESDAY 24 AUGUST 2021

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# Burdekin Shire Council

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## **1 PRAYER**

## **2 DECLARATIONS OF INTEREST**

## **3 MINUTES AND BUSINESS ARISING**

### **3.1 Ordinary Council Meeting Minutes - 10 August 2021**

#### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 10 August 2021 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 10 August 2021**

**COMMENCING AT 9:00AM**



# Burdekin Shire Council

TUESDAY 10 AUGUST 2021

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Ordinary Council Meeting 10 August 2021



# Burdekin Shire Council

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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. T. Brennan - Chief Executive Officer  
Mr. N. Wellwood – Director of Infrastructure, Planning and Environmental Services  
Mr. W. Saldumbide - Manager Operations (Part)  
Mr. K. Byers - Manager Technical Services (Part)

Minutes Clerk – Ms. G. Biffanti

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

## 1 PRAYER

The meeting prayer was delivered by Pastor Ray Hobbs of the Seventh Day Adventist Church.

## 2 DECLARATIONS OF INTEREST

The Mayor called for declarations of interest.

Councillor Perry advised she had a Declarable Conflict of Interest in relation to Item 5.4.1 Repealing the Care of Public Property Policy as she and her husband Mr. Chris Perry maintain public property which is located adjacent to their residential property. Councillor Perry advised of her intention to leave the meeting during this discussion.

Councillor Boccalatte advised she had a Declarable Conflict of Interest in relation to Item 5.4.2 Scheduled Review of the Cropping in the Road Reserve Policy as her family owns a cane farm in which they crop adjacent to a Road Reserve and may be impacted by this policy. Councillor Boccalatte advised of her intention to leave the meeting during this discussion.

Councillor Bonanno advised he had a Declarable Conflict of Interest in relation to Item 6.4.2 Letters Received Regarding Drainage and Road Improvements to Parker Street Ayr from the Ayr Chamber of Commerce Incorporated and Some Retail Outlets in Parker and Queen Streets, Ayr as he is owner of Sportsfirst Ayr located in the East End Centre where work for the Parker Street Project was conducted. Councillor Bonanno advised of his intention to leave the meeting during this discussion.

## 3 MINUTES AND BUSINESS ARISING

### 3.1 Ordinary Council Meeting Minutes - 27 July 2021

#### Recommendation

That the minutes of the Ordinary Council Meeting held on 27 July 2021 be received as a true and correct record.

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## **Resolution**

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

CARRIED

### **3.2 Burdekin Shire Road Safety Advisory Committee Meeting Minutes - 12 May 2021**

#### **Summary of recommendations and actions for consideration and adoption:**

##### 6.1 St Colman's School – Drop Off Zone

1. That Council supports the 2 Minute Drop and Go Zone to be conducted at the front of St Colman's School car park.

##### 6.3 Jerona Causeway

1. That Council inspects signage in the area and determine if it needs to be replaced; and
2. That Council investigates if traffic counts should be implemented to gain data to assist with future decisions.

##### 6.5 Speed Limit Review and Additional Signage

2. That Council conducts a Speed Limit review on Giddy Road; and
3. That Council investigates additional signage at the exit of East End Centre – Parker Street Roundabout.

## **Recommendation**

That:

1. the minutes of the Burdekin Shire Road Safety Advisory Committee Meeting held on 12 May 2021 be noted, and;
2. the recommendations as detailed in the minutes and summarised in Items 6.1, 6.3 and 6.5 above be adopted.

## **Resolution**

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

- Incorrect spelling of St Colman's School in Item 6.1
- Amendment to Item 6.3.4 Senior Sergeant Steve Barton will liaise with Officer in Charge, Sergeant Ryan McGrath from the Giru Police Station.

CARRIED

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### 3.3 Burdekin Shire Youth Council Meeting Minutes - 19 July 2021

#### Summary of recommendations and actions for consideration and adoption:

##### Item 4 – Burdekin Relay for Life

That Council notes the participation of the Youth Council Members volunteering at the Burdekin Relay for Life on Saturday, 24 July 2021.

##### Item 9 – First Aid Training

That Council notes the proposal for Youth Council to facilitate a youth focused community first aid training course during the September school holidays, with costs to be covered by individual participants.

#### Recommendation

That:

1. the minutes of the Burdekin Shire Youth Council Meeting held on 19 July 2021 be noted, and;
2. the recommendations as detailed in the minutes and summarised in Items 4 and 9 be adopted.

#### Resolution

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

CARRIED

### 3.4 RADF Advisory Group Meeting Minutes - 22 July 2021

#### Summary of recommendations and actions for consideration and adoption:

##### Item 4 – Consideration of Applications received in RADF 2020/2021 Round 2

That the following projects be funded from RADF 2020/2021 Round 2:

Applicant	Project	Requested Funding	Recommended Funding
Burdekin Potters Inc.	Conduct pop-up shop in conjunction with Burdekin Art Society. <i>The meeting recommends funding of this project subject to written confirmation from Burdekin Art Society that the Society is a partner in the project.</i>	\$1,500.00	\$1,500.00
Burdekin Abstract Arts	Conduct free art classes at Burdekin Neighbourhood Centre for people with disabilities and disadvantaged residents and youth.	\$4,490.00	\$4,490.00

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Burdekin Library	Co-design and run workshops, in collaboration with University of Melbourne, relating to improving knowledge and best practice for successful community publishing. <i>The meeting recommends funding of this project subject to written confirmation of partnerships in the project and provision of an updated budget.</i>	\$5,000.00	\$5,000.00
Burdekin Shire Council	Install third and final angel wings mural at Burdekin Theatre to complete the recently installed two (2) small murals.	\$720.00	\$720.00
TOTAL		\$11,710.00	\$11,710.00

#### Item 5 – Invite Applications for Vacancy on RADF Advisory Group

It is recommended that applications be invited for a vacancy on the RADF Advisory Group created by Mrs. List's completion of term of appointment.

#### **Recommendation**

That:

1. The minutes of the RADF Advisory Group Meeting held on 22 July 2021 be noted, and;
2. The recommendations as detailed in the minutes and summarised in Items 4 and 5 be adopted.

#### **Resolution**

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

CARRIED

## **4 EXECUTIVE**

### **4.1 CEO**

#### **4.1.1 Workshop Meetings - July 2021**

##### **Executive Summary**

The Council conducted two (2) workshops during the past month on 6 and 20 July 2021, with a range of policy and operational issues discussed by Councillors and staff.

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

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## **Recommendation**

That the report on the Council Workshops held on 6 and 20 July 2021 be received and noted.

## **Resolution**

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

CARRIED

## **4.2 ECONOMIC DEVELOPMENT**

### **4.2.1 Charlie's Hill RAAF Station No.211 Landscape Report**

#### **Executive Summary**

Burdekin Shire Council allocated funding in 2020/2021 financial year to engage a suitably qualified consultant to design a concept plan for Charlie's Hill as well as preliminary cost estimates for the scope of works included in the concept plan.

The Radar Station was built in 1943 by the Royal Australian Airforce as part of the frontline defence of Australia during World War II. Despite the significance of this asset, little has been done to showcase it.

There is a need to introduce options to interpret the Radar Station, demonstrating its significance and the role it played.

The purpose of the consultancy was to provide Council with a design that implements a series of environmentally sustainable enhancements and low-key recreational developments for locals and visitors to appreciate the heritage significance of this site.

#### **Recommendation**

That Council receives and adopts the Charlie's Hill RAAF Station No. 211 Landscape Report prepared by CUSP Landscape Architecture Urban Design.

#### **Resolution**

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

CARRIED

*9.22am Mr. Saldumbide entered the meeting.*

*9.26am Mr. Byers entered the meeting.*



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## **5 CORPORATE AND COMMUNITY SERVICES**

### **5.1 CLIENT SERVICES**

### **5.2 COMMUNITY DEVELOPMENT**

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

### **5.4 GOVERNANCE**

#### **5.4.1 Repealing the Care of Public Property Policy**

*9.32am Councillor Perry left the meeting at the commencement of this discussion as she had a Declarable Conflict of Interest in relation to Item 5.4.1 Repealing the Care of Public Property Policy as she and her husband Mr. Chris Perry maintain public property which is located adjacent to their residential property.*

#### **Executive Summary**

The Care of Public Property Policy was first adopted by Council at its General Meeting on 8 August 1996. The purpose of this policy was to establish a set of eligibility criteria to be applied for access to a potable water charge rebate for landowners that irrigate and maintain Council owned land adjacent to their own property.

Only three (3) approved landholders currently access the rebate.

Access to rebates for existing approved applicants will cease from 1 July 2022. The final rebate payable will relate to water charges incurred in the 2021/2022 financial year. No new applications will be allowed.

#### **Recommendation**

That Council repeals the existing Care of Public Property Policy immediately with any current approvals to cease as of 30 June 2022.

#### **Resolution**

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

FOR: Councillors Bonanno, Detenon, Furnell, McLaughlin and Musumeci

AGAINST: Councillor Boccalatte

5/1

CARRIED

*9.37am Councillor Perry returned to the meeting.*

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#### **5.4.2 Scheduled Review of the Cropping in the Road Reserve Policy**

*9.38am Councillor Boccalatte left the meeting at the commencement of this discussion as she had a Declarable Conflict of Interest in relation to Item 5.4.2 Scheduled Review of the Cropping in the Road Reserve Policy as her family owns a cane farm in which they crop adjacent to a Road Reserve and may be impacted by this policy.*

##### **Executive Summary**

Council's Cropping in the Road Reserve Policy was last adopted by Council on the 22 August 2017. The policy has now been reviewed and updated for consideration of Council.

The purpose of this policy is to administer control of cropping within Burdekin Shire Council Road Reserves to maintain safety for road users, protect the integrity of underground infrastructure and ensure capacity is maintained in the drainage network.

The policy applies to occupiers of land abutting Local Government Road Reserves within the Burdekin Shire Local Government Area.

##### **Recommendation**

That Council adopts the Cropping in the Road Reserve Policy as attached to this report.

##### **Resolution**

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

CARRIED

*9.40am Councillor Boccalatte returned to the meeting.*

#### **5.4.3 Scheduled Review of the Tree Management Policy**

##### **Executive Summary**

Council's Tree Management Policy was last adopted by Council on the 22 August 2017. The policy has now been reviewed and updated for consideration of Council.

This policy provides the operational framework for the management and maintenance of trees within the shire to reduce future liability and maintenance costs to Council, reduce the risks of injury to people and damage to property and improve the natural local amenity.

This policy relates to management of trees located on privately owned land, Council owned and controlled land including but not limited to parks, footpaths and reserves that may be interfering with or threatening to interfere with privately owned or Council owned assets.

##### **Recommendation**

That Council adopts the Tree Management Policy as attached to this report.

##### **Resolution**

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

CARRIED

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#### **5.4.4 Operational Plan 2020/2021 Q4 Report**

##### **Executive Summary**

The Q4 Report for the Operational Plan 2020/2021 details Council's performance throughout the financial year in relation to each of the agreed activities contained within the Operational Plan. The Operational Plan including activity targets and measurement statements for each agreed activity was adopted in June 2020.

The Q4 Report covers each operational area under the two directorates- Corporate and Community Services and Infrastructure, Planning and Environmental Services along with activities within the Executive and Corporate Governance areas. A traffic light reporting system has been applied to provide an "at a glance" scorecard for each agreed activity within the operational plan. Supporting comments provide additional information pertaining to each activity and provide any relevant explanation where targets have not been met.

##### **Recommendation**

That Council receives the Operational Plan 2020/2021 Q4 Report as attached to this report.

##### **Resolution**

Moved Councillor Detenon, seconded Councillor Musumeci 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**

### **6.4 TECHNICAL SERVICES**

#### **6.4.1 TBSC/21/010 - Supply and Delivery of One (1) Vacuum Truck**

##### **Executive Summary**

The *Local Government Regulation Queensland 2012* requires Council to invite written tenders for large-sized contractual arrangements for goods and services purchased from a supplier that is expected to exceed \$200,000.00 ex GST per financial year. The purchase of the Vacuum Truck is in this category.

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Quotations were called in TBSC/21/010 - Supply and Delivery of one (1) Vacuum Truck.

Quotation closed on Friday, 16 July 2021. Prequalified suppliers were selected in the following three (3) Local Buy Contracts:

- NPN 04.13 – Truck (Cab Chassis);
- NPN 2.15 – Heavy Plant Machinery Equipment; and
- NPN 1.15 – Specialist Trucks & Bodies

In total, twelve quotation offers were received from both Truck Suppliers and Vacuum Suppliers. These quotations were assessed using a multi-criteria weighting method.

### **Recommendation**

That Council accepts the quotation TBSC/21/010 for the purchase of Council's new Vacuum Truck for a total of \$265,323.46 excluding GST from:

- Tony Ireland Isuzu for Isuzu FSR140-260 auto with a Ditch Witch FXT65 optioned with boom for \$253,057.96 excluding GST; and
- NQ Kool Cars & Kustoms for tank and rust protection for \$12,265.50 excluding GST.

### **Resolution**

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

CARRIED

### **6.4.2 Letters Received Regarding Drainage and Road Improvements to Parker Street Ayr from the Ayr Chamber of Commerce Incorporated and Some Retail Outlets in Parker and Queen Streets, Ayr**

*9.58am Councillor Bonanno left the meeting at the commencement of this discussion as he had a Declarable Conflict of Interest in relation to Item 6.4.2 Letters Received Regarding Drainage and Road Improvements to Parker Street Ayr from the Ayr Chamber of Commerce Incorporated and Some Retail Outlets in Parker and Queen Streets, Ayr as he is owner of Sportsfirst Ayr located in the East End Centre where work for the Parker Street Project was conducted.*

### **Executive Summary**

The Parker Street Drainage Road Reconstruction and Roundabout Project was successfully completed in May 2021. This project was a significant undertaking by Council, with increased levels of design and construction complexity due to the traffic management requirements, significant underground services, and drainage infrastructure present.

Council has received positive feedback and comments from the Burdekin Shire community regarding the finished project and the traffic safety improvements as a result of the new roundabout.

However, on 15 July 2021, Council received a letter from the Ayr Chamber of Commerce on behalf of local businesses in the area surrounding Parker Street, Ayr and also a separate letter signed by some Retail Outlets in Parker and Queen Streets, Ayr. The letters address a number of issues raised by business owners following construction works.

At the request of the Chief Executive Officer (CEO), Council Officers have reviewed the letters received and developed this report, responding to some of the statements/concerns contained within the letters.

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### **Recommendation**

That Council receives the report on the Drainage and Roadworks improvements undertaken in Parker Street, Ayr in response to the letters from the Ayr Chamber of Commerce and some Retail Outlets in Parker and Queen Street, Ayr and advise that it will not be offering any compensation for disruption during the undertaking of the works as access was maintained to all businesses during business hours whilst the works were undertaken.

### **Resolution**

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

CARRIED

*10.09am Mr. Saldumbide and Mr. Byers left the meeting.*

*10.10am Councillor Bonanno returned to the meeting.*

## **7 NOTICE OF MOTION**

## **8 RECEIPT OF PETITIONS**

## **9 CORRESPONDENCE FOR INFORMATION**

## **10 GENERAL BUSINESS**

### **10.1 Submit Motion - Local Government Association of Queensland - 2021 Annual Conference**

#### **Resolution**

Moved Councillor Perry, seconded Councillor Furnell that Council submit to the Local Government Association of Queensland (LGAQ) – 2021 Annual Conference agenda a proposed resolution relating to the continuation of the waste levy advance payments to Councils from the State Government beyond the 2021/2022 financial year.

CARRIED

## **11 CLOSED BUSINESS ITEMS**

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## 12 DELEGATIONS

There being no further business the meeting closed at 10.33am.

**These minutes were confirmed by Council at the Ordinary Council Meeting held on 24 August 2021.**

MAYOR

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### 3.2 Community and Cultural Development Advisory Group Meeting Minutes - 22 July 2021

<b>File Reference</b>	2398
<b>Report Author</b>	Mrs. Melissah Lammon - Community Development Officer
<b>Authoriser</b>	Mr. David Cornwell - Manager Community Services
<b>Meeting Date</b>	24 August 2021

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#### **Purpose**

This report provides the Minutes of the Community and Cultural Development Advisory Group Meeting held on 22 July 2021.

#### **Summary of recommendations and actions for consideration and adoption:**

##### Item 3 – Election of Chair

That Ms. Fiona Christie be appointed as the Community and Cultural Development Advisory Group Chair.

#### **Recommendation**

That:

1. the minutes of the Community and Cultural Advisory Group Meeting held on 22 July be noted, and;
2. the recommendation as detailed in the minutes and summarised in Item 3 be adopted.

#### **Attachments**

1. Minutes – Community and Cultural Development Advisory Group Meeting - 22 July 2021.



## Meeting Minutes

<b>Meeting</b>	Community & Cultural Development Advisory Group Meeting		
<b>Date</b>	Thursday, 22 July 2021	<b>Time</b>	3:30 PM
<b>Attendees</b>	Cr. Sue Perry – Deputy Mayor, Burdekin Shire Council Cr. John Furnell – Burdekin Shire Council Fiona Christie Lauren Delle Baite Dr. Brian Glover Gracie Hosie Shane James Uli Liessmann Treena List Mikayla McDonnell Ross Romeo Nick O'Connor – Burdekin Shire Council David Cornwell – Burdekin Shire Council Melissah Lammon – Burdekin Shire Council Chris Patrick – Burdekin Shire Council		
<b>Apologies</b>			
<b>Chairperson</b>	Cr. Sue Perry		
<b>Minutes Clerk</b>	Melissah Lammon		
<b>Location</b>	John Hy Peake		

### 1. Welcome & Introductions

Cr. Perry welcomed all members to the Community & Cultural Advisory Group. Members were invited to introduce themselves to the group.

### 2. Overview of Charter

Mr Cornwell presented the Charter to the group via power point presentation outlining the roles, aims and responsibilities of the Community & Cultural Advisory Group. David invited members to ask questions. No questions were raised.

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### **3. Election of Chair**

Cr. Perry advised an independent Chairperson is required for this group. Cr. Perry called for nominations. Ms List nominated Ms Christie. Ms Christie accepted the nomination. Mr Romeo seconded the nomination. Cr. Perry thanked Ms Christie for accepting the nomination and congratulated her on being endorsed as Chairperson.

*Recommendation to Council: That Ms Fiona Christie be appointed as Community & Cultural Development Advisory Group Chair.*

### **4. Overview of Council's Community & Cultural Development Strategies/Programs**

#### **4.1 Burdekin Shire Council's Corporate Plan**

Mr O'Connor provided the group with an overview of Council's 5yr Corporate Plan and how the relevant strategies provide strategic direction for community and cultural programs and services.

#### **4.2 Burdekin Shire Council's Sport & Recreation Plan**

Mr Cornwell provided an overview of Burdekin Shire Council's Sport & Recreation Plan (2018 – 2028). Mr O'Connor noted the Sport & Recreation Plan is an active document and is reviewed at budget time. Cr. Perry noted several of the actions in the plan have already been implemented and completed, however some actions after investigation, have not been completed due to the high costs involved.

Cr. Perry noted a good example to come out of the Sport & Recreation Plan is the funding Burdekin Junior Rugby League have received.

#### **4.3 Community Resilience Program**

Mr O'Connor provided an overview of the Community Resilience Program including the background, scope and project deliverables.

#### **4.4 QLD Health Grants**

##### **4.4.1 TRAIC (Tackling Regional Adversity Through Integrated Care) Grant**

Mr Cornwell advised Council has been successful with TRAIC one-off funding to the value of \$66,000. A workshop was held in February 2021 with key stakeholders in the community which identified the need for the following project/events:

1. Sing It Out Program
2. Men's Event
3. Upskill School Guidance Officers.

##### **4.4.2 QLD Health Localised Mental Health Initiatives Grant**

Mr Cornwell advised Council has been successful with another one-off funding to the value of \$75,000 over a 2yr period (2021/23). The QLD Health grant criteria for deliverables include:

1. Upskilling individuals within the community
2. Community Outreach Program
3. Facilitate Community Events

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#### **4.5 Youth Strategy**

Mr Cornwell provided an overview of the proposed approach to developing a Youth Strategy. Mr O'Connor noted that Council would like to get the Youth Council involved with the development of the strategy. Cr. Perry noted that it is important to recognise what we currently do for our Youth and how we can promote opportunities.

#### **4.6 Public Artwork Program**

Mr Cornwell provided an overview of the Public Artwork that has been completed in the Shire in the past 12 months. Townsville Artist, John Bradshaw has completed murals on buildings in Groper Creek, Brandon, Giru and Ayr. Ms Hosie commented that many people have mentioned to her how wonderful the water taps look on the Woolworths building. Mr Cornwell also noted that the skins have been completed on three empty shops in the main street of Home Hill which has resulted in positive feedback from the community.

#### **4.7 Our Town, Our Future**

Mr O'Connor provided an overview of the Our Town Our Future project. Giru was the community chosen as the first township to roll out community workshops – these took place in mid-late 2020 in order to establish key priorities for the community. As a result of the community workshops, the top 13 ideas were established which then formed the Giru Community Action Plan.

### **5. General Business**

No general business.

### **6. Next Meeting – Thursday, 16 September 2021**

Cr. Perry confirmed the next meeting will be held on Thursday, 16<sup>th</sup> September. There being no further business, the meeting closed at 4.37pm.

#### **Actions Items from Meeting**

<b>Action Item</b>	<b>Responsible Officer</b>	<b>Due Date</b>	<b>Status</b>
Read the attached CCDAG Charter, BSC Corporate Plan, BSC Sport & Recreation Plan, Community Resilience Program, QLD Health Grants, Youth Strategy and the Our Town, Our Future Project.	CCDAG Members	16 September 2021	

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## Recommendations for Council Consideration

	Recommendation	Minutes Item No
	That Ms Fiona Christie be appointed as Community & Cultural Development Advisory Group Chair.	

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## **4 EXECUTIVE**

### **4.1 CEO**

### **4.2 ECONOMIC DEVELOPMENT**

## **5 CORPORATE AND COMMUNITY SERVICES**

### **5.1 CLIENT SERVICES**

#### **5.1.1 Permanent Electronic Message Board Policy**

**File Reference** 2275

**Report Author** Mrs. Eileen Devescovi – Manager Client Services

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

**Meeting Date** 24 August 2021

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

Burdekin Shire Council Corporate Plan 2017-2022

3.5.1 Co-ordinate and facilitate disaster planning and preparedness to reduce the impact of disaster events

5.1.1 Continue and enhance community engagement processes that enable greater community participation and feedback

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

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### **Executive Summary**

The purpose of this policy is to ensure electronic signage and displays in all Council locations are of a consistent quality and professional standard.

Council's Permanent Electronic Message Boards (PEMB) are deemed to be for display of Council information and promotion of community events and functions only and are not to be used for commercial purposes, or advertising for products and services.

This policy applies to messages displayed on Council's Permanent Electronic Message Boards.

### **Recommendation**

That the Permanent Electronic Message Board Policy and Notice to Display Form be adopted by Council, as attached to this report.

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## **Background**

During the 2019 Monsoonal Rain event in Townsville and surrounding areas, the Haughton River recorded “major” flood levels at the Haughton Bridge. The Bruce Highway at the Haughton Bridge was closed for several days at a time, over a period of 14 days straight. The community of Giru was affected by multiple flooding events during this time.

Council was successful in attaining funding under the Far North Queensland and North Queensland Monsoon Trough Category C Flexible Funding Program for \$45,850.00 for the installation of a Permanent Electronic Message Board to allow for timely and accurate information to be displayed to improve the community’s resilience to these types of events.

The Permanent Electronic Message Board will display flooding information, warning notices, timely advice, and information regarding recovery efforts. During non-flood events the message board will be used for community information and messaging. The proposed policy will ensure messaging on the Permanent Electronic Message Boards are of a consistent quality and to a professional standard.

## **Consultation**

Several workshops were undertaken with the Giru community, facilitated by Council through the Giru Progress Association. The Giru townspeople were kept up to date with progress of the message board and additional funds were provided by The Infrastructure Group (TIG) and the Giru Progress Association to enable the project to be completed.

## **Budget & Resource Implications**

The Permanent Electronic Message Board has been fully installed and no additional funds were required for the installation. Depreciation and ongoing maintenance and subscriptions have been included in Council’s operating budget.

## **Legal Authority & Implications**

Not Applicable.

## **Policy Implications**

Not Applicable.

## **Risk Implications (Strategic, Operational, Project Risks)**

This policy provides guidelines for the prioritisation of messages on Council’s PEMB. A guiding policy helps to reduce the likelihood of reputational risks and the risk of negative public perception in the event of competing priorities for use of the board. Additionally, effective, and timely community messaging during times of emergency or disaster is a major factor in addressing disaster management risks. This Policy ensures that community messaging, using Council’s PEMB in emergency and disaster times is prioritised.

## **Attachments**

1. Permanent Electronic Message Board Policy.
2. Request to Display Notice.

Policy Type	Corporate
Function	Community Relations
Policy Owner	Manager Client Services
Policy Contact	Manager Client Services
Effective Date	24 August 2021

## Purpose

The purpose of this policy is to ensure electronic signage and displays in all Council locations are of a consistent quality and professional standard.

Council's Permanent Electronic Message Boards (PEMB) are deemed to be for display of Council information and promotion of community events and functions only and are not to be used for commercial purposes, or advertising for products and services.

## Scope

This policy applies to messages displayed on Council's Permanent Electronic Message Boards.

## Objectives

When the Burdekin Local Disaster Management Group (LDMG) is "activated", all emergency and/or disaster related notifications will take precedence over community messages. These will include messages regarding warnings, advice and recovery.

To provide clear guidelines for the types of messaging that can be displayed. Council aims to foster community participation relating to a diverse range of Council information, community events and activities by providing accurate, informative and timely messaging to the community.

## Exceptions

This policy does not allow for the use of Council's PEMB for commercial or advertising purposes. This policy excludes the PEMB located at the Burdekin Theatre.

## Policy Statement

### Operational Requirements

Council will allow messages to be displayed on Council's PEMB, which relate to:

- Emergency and/or disaster related warnings and advice.
- Council originated community advice.
- Council service delivery notifications.
- Local government electoral notifications.
- Transfer Station facility opening and closing times.
- High impact roadworks and road closures.
- Notifications and reminders about Council surveys and nominations for community awards.
- Community events, meetings, and ceremonies.
- Community shows, plays, performances and festivals.
- Community based or not-for-profit festivals, events, and meetings.
- Time and temperature information.

## Conditions of Display

The following conditions of display apply:

- Council information will be given priority when there is an emergency and/or disaster event.
- Council reserves the right to decide which notices, if any, will be displayed and to prioritise them accordingly.
- There is no charge for use of the space, but the wording used must be appropriate for public viewing. Council will review and approve all notices to be displayed and reserves the right to edit notices if required and/or refuse any messages deemed potentially inappropriate.
- Council does not display notices which promote political or religious views or are deemed to be offensive or illegal.
- Information regarding sale, advertising, solicitation, or promotion of commercial products or businesses will not be displayed.
- Display of notices on Council's PEMB does not indicate an endorsement by Council of the issues or events.
- In the event of a malfunction, Council's PEMB will default to a blank screen.

## Message Style

- Each message will be consistent with Council's Corporate Style Guide.
- Information shall be provided in electronic format (e.g. Word, Publisher or PDF).
- Each message will be displayed for a minimum time of 20 seconds.
- Each message will be contained within the one screen (i.e. a message will not continue over more than one screen), unless approval is granted by Council's Chief Executive Officer.

## Procedure

- In an emergency and/or disaster event, all notifications will take precedence over community messages.
- Organisations that have a booking in place may be required to forgo their booking where a one-off event/booking is requested. Should this be required, email notification will be provided.
- Bookings – the preferred option for requests to display information should be submitted to Council via the Request to Display Notice form. The application forms are available from Council's Customer Service Centre or from Council's Website [www.burdekin.qld.gov.au](http://www.burdekin.qld.gov.au)
- Bookings – can also be made in person or by phoning the Customer Service Centre and providing full details as required. Bookings should be made well in advance of the required date of use to ensure availability.
- Applications must be received no less than two (2) weeks before the start date of the message.
- Notices can be displayed for three (3) weeks prior to the event on Council's PEMB or longer if the booking schedule allows.

## Authorisation for Approval

- In an emergency and/or disaster event, Council's Local Disaster Coordinator and Disaster Management Officer will have authority to approve and publish information for display.
- Council's Media and Communications Officer will have authority to approve and publish Council information for display.
- ICT Administrators will have the authority to approve and publish applications from the public in relation to community display notices.

### Operating Hours

- Council's PEMB are operational 7 days per week between the hours of 5:00am and 9:00pm.
- During emergency and/or disaster events, Council's PEMB may be operational on a 24/7 basis.

### Risk Management

This policy provides guidelines for the prioritisation of messages on Council's PEMB. A guiding policy helps to reduce the likelihood of reputational risks and the risk of negative public perception in the event of competing priorities for use of the Board. Additionally, effective and timely community messaging during times of emergency or disaster is a major factor in addressing disaster management risks. This Policy ensures that community messaging, using Council's PEMB in emergency and disaster times is prioritised.

### Legislation

N/A

### Definitions and Abbreviations

**PEMB** Permanent Electronic Message Boards (PEMB) which act as a **community** conduit, providing people with a platform to share information.

### Related Documents

Reference Number	Document Title
ICT-FRM-0002	Request to Display Notice – Permanent Electronic Message Boards

### Document History and Version Control

<b>Title of Document</b>	Permanent Electronic Message Board Policy
<b>Document Reference Number</b>	ICT-POL-0005 Rev 1
<b>Review Schedule</b>	36 months
<b>Council Meeting Date</b>	24 August 2021
<b>Council Resolution Number</b>	Enter the resolution number assigned from the Council meeting



# Request to Display Notice

## Permanent Electronic Message Boards



Address all communications to  
The Chief Executive Officer

PO Box 974, Ayr Qld 4807  
T (07) 4783 9800 | F (07) 4783 9999  
enquiries@burdekin.qld.gov.au

**Information Privacy Act 2009.** Burdekin Shire Council is collecting the information you supply on this form in accordance with the *Local Government Act 2009* for the purpose of considering your application. Your information will not be disclosed to a third party without your consent unless required or authorised by law.

Notices must comply with Council's Permanent Electronic Message Boards Policy. Please refer to Council's Permanent Electronic Message Boards Policy prior to completing the form below (*copy available from Council's Customer Service Centre or from Council's Website at [www.burdekin.qld.gov.au](http://www.burdekin.qld.gov.au)*)

Notices to be displayed need to be short and succinct. If you have a lot of information, provide a contact number or a webpage URL where viewers can find out more.

We recommend that you **submit this form at least two weeks before the date of display**, to allow time for approval and uploading of the notice. There is no charge for use of the space, but the wording used must be appropriate for public viewing. Council will review and approve all notices to be displayed and reserves the right to edit notices if required and/or refuse any works potentially deemed inappropriate.

This form can be completed online from Council's Website at [www.burdekin.qld.gov.au](http://www.burdekin.qld.gov.au) or emailed to [customer.service@burdekin.qld.gov.au](mailto:customer.service@burdekin.qld.gov.au)

<b>Organisation Name and Position Held</b>	
<b>Contact Name</b>	
<b>Phone Number</b>	
<b>Email Address</b>	
<b>Message</b>  Event Name  Date/s  Brief Details (max. 2-lines)  Best Contact for More Info (optional)	Maximum of 22 characters per line – up to a maximum of 5 lines.
<b>Image</b>	Please provide an image (if required) i.e. logo etc. (jpeg or png preferred)
<b>Publishing START date</b>	DD/MM/YYYY
<b>Publishing END date</b>	DD/MM/YYYY
<b>Repeat Frequency</b>	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly

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## **5.2 COMMUNITY DEVELOPMENT**

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

#### **5.3.1 Monthly Financial Report for the Period Ending 31 July 2021**

##### **Recommendation**

That the Monthly Financial Report for Period Ending 31 July 2021 be received.

## Financial Report - July 2021

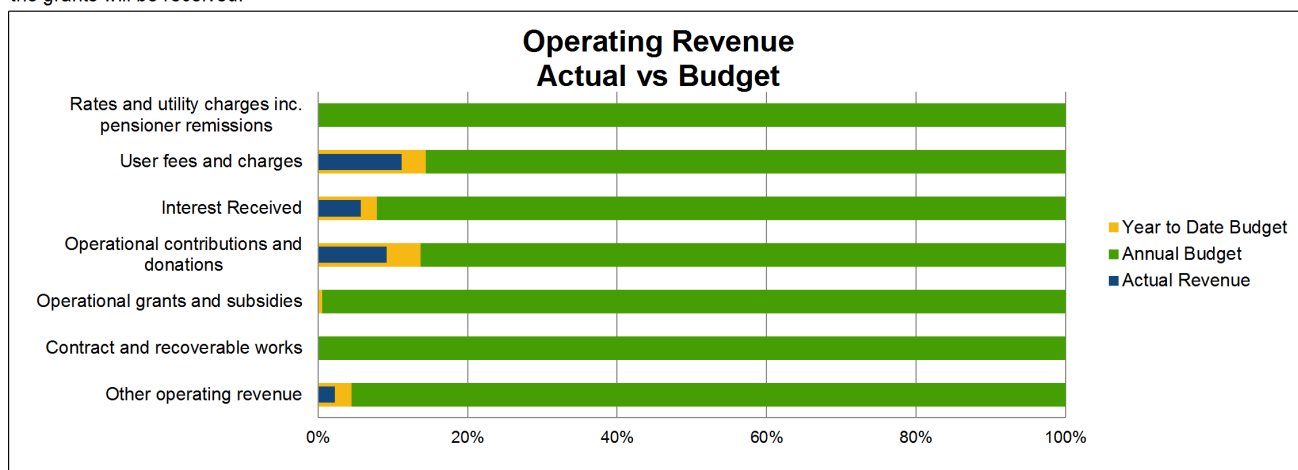
The following report provides a summary of Council's financial performance to 31 July 2021.

### FINANCIAL STATEMENTS AT A GLANCE

As at 31 July 2021	Actual \$	Annual Budget \$	YTD Original Budget \$	\$ Variance YTD Actual to YTD Original Budget	% Variance YTD Actual to YTD Original Budget
Total Operating Revenue	-563,850	50,472,372	468,531	-1,032,381	-220%
Total Operating Expenses	4,012,588	50,800,209	5,149,676	-1,137,088	-22%
<b>Operating Position</b>	<b>-4,576,438</b>	<b>-327,837</b>	<b>-4,681,145</b>	<b>104,707</b>	<b>-2%</b>
Capital Revenue	138,547	14,577,859	14,577,859	-14,439,312	-99%
<b>Net Result</b>	<b>-4,437,891</b>	<b>14,250,022</b>	<b>9,896,714</b>	<b>-14,334,605</b>	<b>-145%</b>

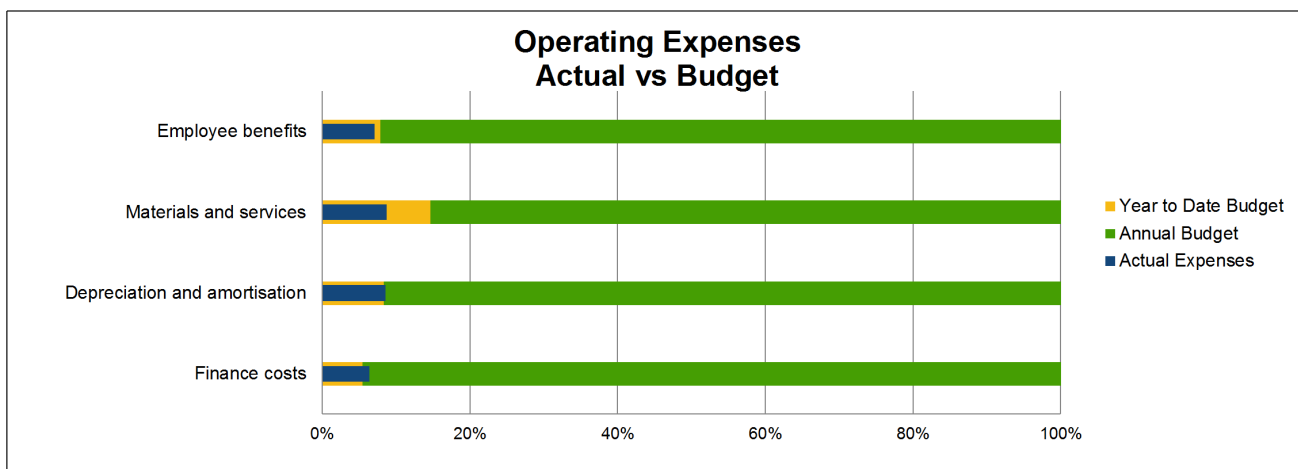
This report contains financial information for the period ending 31 July 2021. Council's operating position at month end is a \$4.58M deficit. The operating deficit is attributable to end of financial year accounting transactions which include the reversal of accrued revenue for water consumption.

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



#### Under Budget:

- User fees and charges: waste disposal, trade waste, community properties.
- Interest received: Annual rates not yet levied. Payments received from the annual rates levy will increase the capacity to generate interest.
- Operational contributions and donations: Illegal dumping partnership program funding not yet received.



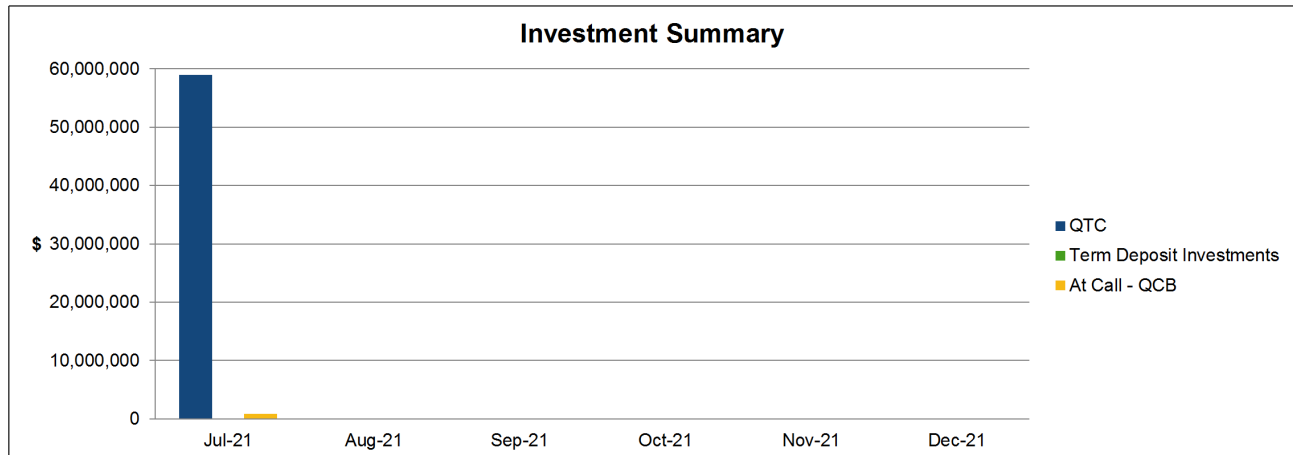
#### Under Budget:

- Materials and services: Under budget due to expenses accrued back into the 2020/21 financial year for waste and community properties and annual insurance premiums to be paid in August.

## INVESTMENT PORTFOLIO

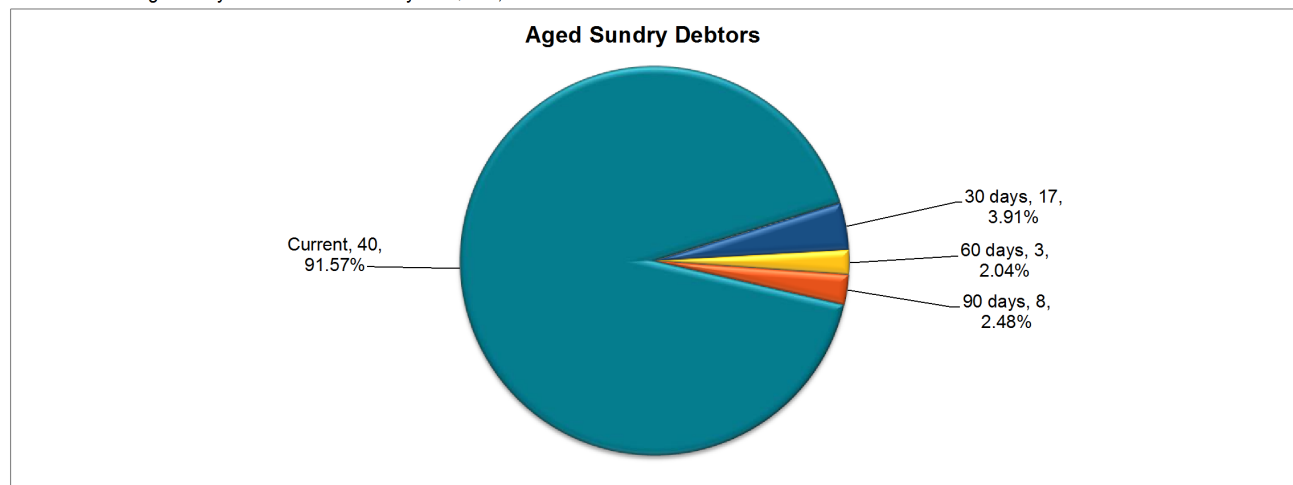
### Investment Report as at 31 Jul 2021 (including at call cash)

	Total Invested	Average Current Rate Weighted	% Invested
QTC	58,978,987	0.64%	98.54%
QCB General	872,064	1.05%	1.46%
<b>Total Funds</b>	<b>\$59,851,051</b>		



## SUNDRY DEBTORS

Total outstanding Sundry Debtors as at 31 July are \$302,861



## RATES

### Rates Debt Recovery

#### Collection House - Debt Referral

With the preparation of the 2021/22 Annual Levy minimal files were referred to Collection House during the month of July. Council currently has 108 active files with Collection House.

#### Council Periodic Payment Plans

All outstanding periodic payment plans for 2020/21 were finalised except for seven outstanding arrangements which require customer follow up. Council received one new application for periodic payments in July for the 2021/22 financial year.

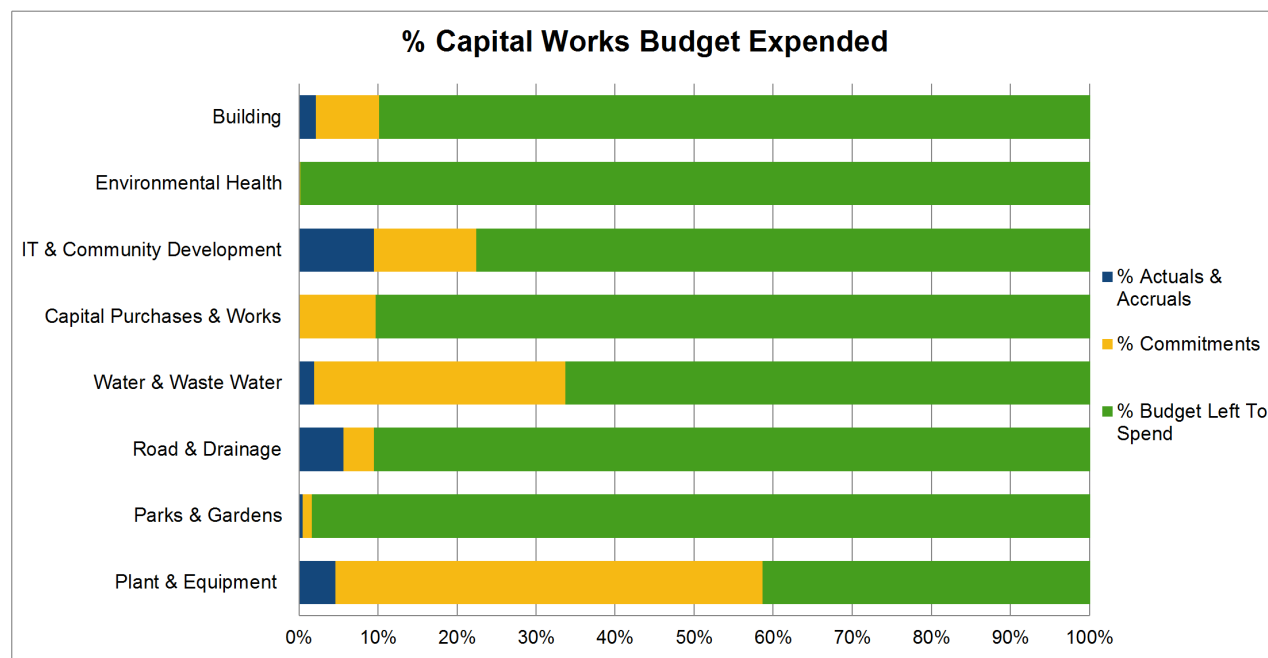
## OVERVIEW OF COUNCIL'S CAPITAL PROJECTS

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

Capital project expenditure to 31 July is \$841,320. In addition to this, there is \$6,076,355 of commitments. Therefore totalling \$6,917,675.

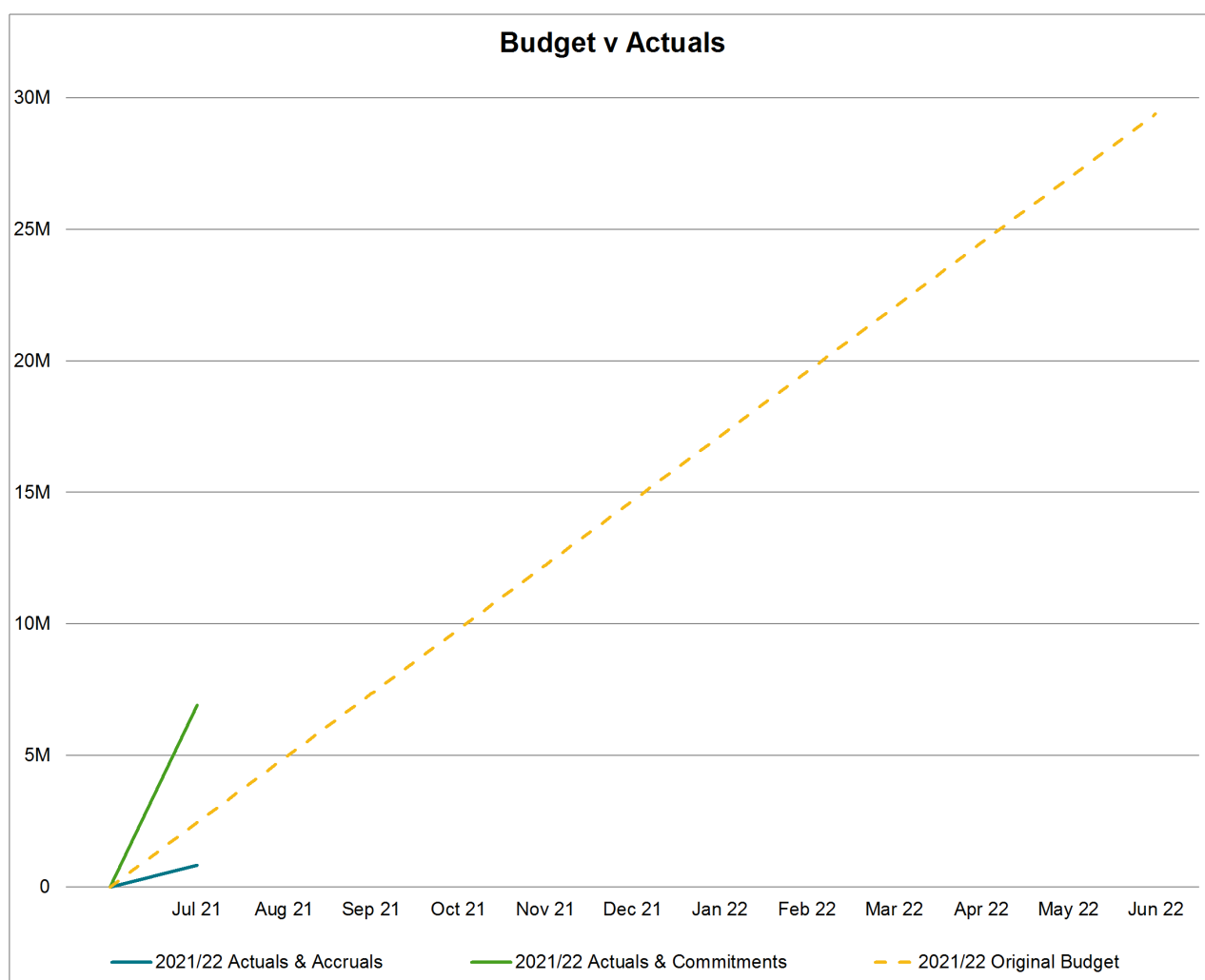
Asset Category	Original Budget	Revised Budget	Actuals & Accruals	Commitments	Total
Building	\$ 672,500	\$ -	\$ 14,358	\$ 53,851	\$ 68,209
Environmental Health	\$ 615,000	\$ -	\$ -	\$ 1,000	\$ 1,000
IT & Community Development	\$ 410,200	\$ -	\$ 38,779	\$ 53,163	\$ 91,942
Capital Purchases & Works	\$ 768,000	\$ -	\$ 320	\$ 74,102	\$ 74,422
Water & Waste Water	\$ 14,507,556	\$ -	\$ 277,546	\$ 4,608,473	\$ 4,886,019
Road & Drainage	\$ 7,375,000	\$ -	\$ 414,218	\$ 286,340	\$ 700,558
Parks & Gardens	\$ 3,256,621	\$ -	\$ 14,777	\$ 37,642	\$ 52,419
Plant & Equipment	\$ 1,778,000	\$ -	\$ 81,322	\$ 961,784	\$ 1,043,106
<b>TOTAL</b>	<b>\$ 29,382,877</b>	<b>\$ -</b>	<b>\$ 841,320</b>	<b>\$ 6,076,355</b>	<b>\$ 6,917,675</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 31 July 2021.

### APPENDIX 4 - STATEMENT OF CASH FLOWS

Attached is the Statement of Cash Flows for the period ending 31 July 2021.

**OPERATING STATEMENT**  
**Period Ending 31 July 2021**

Chief Executive Officer

	Month of July Actual	Year to Date Actual	Year to Date Original Budget	\$ Variance YTD Actual to YTD Original Budget	% Variance YTD Actual to YTD Original Budget
<b>Operating Revenue</b>					
Operational contributions and donations	0	0	83	-83	-100%
Other operating revenue	486	486	454	32	7%
<b>Total operating revenue</b>	<b>486</b>	<b>486</b>	<b>538</b>	<b>-51</b>	<b>-10%</b>
<b>Operating Expenses</b>					
Employee benefits	92,439	92,439	111,142	-18,703	-17%
Materials and services	41,311	41,311	51,150	-9,839	-19%
<b>Total operating costs</b>	<b>133,750</b>	<b>133,750</b>	<b>162,292</b>	<b>-28,541</b>	<b>-18%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-133,264</b>	<b>-133,264</b>	<b>-161,754</b>	<b>28,490</b>	<b>-18%</b>
<b>Net result for period</b>	<b>-133,264</b>	<b>-133,264</b>	<b>-161,754</b>	<b>28,490</b>	<b>-18%</b>

**Comments**

**Employee benefits**

Under year to date budget due to staff leave taken during July.

**Materials and services**

Under year to date budget for advertising. Advertising varies depending on the timing of Council projects.

**OPERATING STATEMENT**  
**Period Ending 31 July 2021**

**Director of Corporate & Community Services**

	Month of July Actual	Year to Date Actual	Year to Date Original Budget	\$ Variance YTD Actual to YTD Original Budget	% Variance YTD Actual to YTD Original Budget
<b>Operating Revenue</b>					
User fees and charges	3,952	3,952	18,267	-14,314	-78%
<b>Total operating revenue</b>	3,952	3,952	18,267	-14,314	-78%
<b>Operating Expenses</b>					
Employee benefits	45,285	45,285	53,027	-7,742	-15%
Materials and services	-44,893	-44,893	122,690	-167,583	-137%
Depreciation and amortisation	107,264	107,264	106,833	430	0%
<b>Total operating costs</b>	107,656	107,656	282,551	-174,895	-62%
<b>Surplus (deficit) from operating activities</b>	-103,703	-103,703	-264,284	160,581	-61%
Capital grants and subsidies	0	0	329,000	-329,000	-100%
<b>Net result for period</b>	-103,703	-103,703	64,716	-168,419	-260%

**Comments**

**User fees and charges**

Aerodrome annual leases to be invoiced in August 2021.

**Employee benefits**

Under year to date budget due to leave taken by staff.

**Materials and services**

Under year to date budget due to PCYC Annual payment accrued back to the 2020/21 financial year. The invoice for this was not received until August. Also under year to date budget due to insurance premiums budgeted to be paid in July, however these were not paid until August.

**Capital grants and subsidies**

Awaiting outcome of Building Better Regions Fund grant application for Industrial Estate expansion earthworks.



**OPERATING STATEMENT**  
**Period Ending 31 July 2021**

**Manager Client Services**

	Month of July Actual	Year to Date Actual	Year to Date Original Budget	\$ Variance YTD Actual to YTD Original Budget	% Variance YTD Actual to YTD Original Budget
<b>Operating Revenue</b>					
Operational grants and subsidies	0	0	1,052	-1,052	-100%
Other operating revenue	0	0	2,750	-2,750	-100%
<b>Total operating revenue</b>	<b>0</b>	<b>0</b>	<b>3,802</b>	<b>-3,802</b>	<b>-100%</b>
<b>Operating Expenses</b>					
Employee benefits	110,645	110,645	110,586	60	0%
Materials and services	686,364	686,364	745,228	-58,864	-8%
<b>Total operating costs</b>	<b>797,009</b>	<b>797,009</b>	<b>855,814</b>	<b>-58,805</b>	<b>-7%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-797,009</b>	<b>-797,009</b>	<b>-852,012</b>	<b>55,003</b>	<b>-6%</b>
Capital grants and subsidies	0	0	60,000	-60,000	-100%
<b>Net result for period</b>	<b>-797,009</b>	<b>-797,009</b>	<b>-792,012</b>	<b>-4,997</b>	<b>1%</b>

**Comments****Operational grants and subsidies**

Budgeted Get Ready grant funding not yet received. The budget for this has been split evenly over 12 months.

**Other operating revenue**

Budget includes Qld Local Government Workcare for reimbursement of wages. Workcare payments are received as the need arises and therefore often varies to budget.

**Materials and services**

Under budget for insurance premiums and telecommunication charges. Insurance premiums have been budgeted to be paid in July, however these will be paid in August. Telecommunication charges are under budget due to invoice not yet received.

**Capital grants and subsidies**

North Queensland Recovery and Resilience grant not yet received for upgrade and refurbish of the Ayr SES Headquarters.

**OPERATING STATEMENT**  
**Period Ending 31 July 2021**

**Manager Community Services**

	Month of July Actual	Year to Date Actual	Year to Date Original Budget	\$ Variance YTD Actual to YTD Original Budget	% Variance YTD Actual to YTD Original Budget
<b>Operating Revenue</b>					
User fees and charges	13,441	13,441	21,359	-7,918	-37%
Operational grants and subsidies	0	0	917	-917	-100%
Other operating revenue	2,575	2,575	4,173	-1,598	-38%
<b>Total operating revenue</b>	<b>16,016</b>	<b>16,016</b>	<b>26,449</b>	<b>-10,433</b>	<b>-39%</b>
<b>Operating Expenses</b>					
Employee benefits	131,526	131,526	144,228	-12,702	-9%
Materials and services	34,185	34,185	63,772	-29,587	-46%
Depreciation and amortisation	8,102	8,102	7,208	893	12%
<b>Total operating costs</b>	<b>173,813</b>	<b>173,813</b>	<b>215,208</b>	<b>-41,396</b>	<b>-19%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-157,797</b>	<b>-157,797</b>	<b>-188,760</b>	<b>30,963</b>	<b>-16%</b>
Capital grants and subsidies	0	0	323,000	-323,000	-100%
<b>Net result for period</b>	<b>-157,797</b>	<b>-157,797</b>	<b>134,240</b>	<b>-292,037</b>	<b>-218%</b>

**Comments**

**User fees and charges**

Under year to date budget for hire fees for the Burdekin Memorial Hall. The budget for this has been split equally over 12 months, income is variable depending on hires and no invoices were raised in July.

**Other operating revenue**

Below average fees and charges revenue for July as Theatre refurbishment works has affected venue availability.

**Employee benefits**

Under budget due to staff on extended leave.

**Materials and services**

Underbudget across cultural facilities due to reduced venues activity associated with refurbishment works.

**Capital grants and subsidies**

Budgeted Quarterly State Library grant and Local Roads and Community Infrastructure Project grant for Burdekin Memorial Hall not yet received.

**OPERATING STATEMENT**  
**Period Ending 31 July 2021**

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

	Month of July Actual	Year to Date Actual	Year to Date Original Budget	\$ Variance YTD Actual to YTD Original Budget	% Variance YTD Actual to YTD Original Budget
<b>Operating Revenue</b>					
Rates and Utility Charges	-1	-1	0	-1	-
User fees and charges	130,838	130,838	116,267	14,571	13%
Operational contributions and donations	19,234	19,234	28,475	-9,240	-32%
Operational grants and subsidies	0	0	1,000	-1,000	-100%
Other operating revenue	1,055	1,055	775	280	36%
<b>Total operating revenue</b>	<b>151,127</b>	<b>151,127</b>	<b>146,517</b>	<b>4,610</b>	<b>3%</b>
<b>Operating Expenses</b>					
Employee benefits	112,455	112,455	133,388	-20,932	-16%
Materials and services	81,966	81,966	123,069	-41,103	-33%
Depreciation and amortisation	26,143	26,143	25,850	293	1%
<b>Total operating costs</b>	<b>220,564</b>	<b>220,564</b>	<b>282,307</b>	<b>-61,743</b>	<b>-22%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-69,437</b>	<b>-69,437</b>	<b>-135,790</b>	<b>66,353</b>	<b>-49%</b>
Capital grants and subsidies	0	0	2,480,000	-2,480,000	-100%
<b>Net result for period</b>	<b>-69,437</b>	<b>-69,437</b>	<b>2,344,210</b>	<b>-2,413,647</b>	<b>-103%</b>

**Comments**

**User fees and charges**

Over budget due to increase caravan park income and unbudgeted health licence fees. This is partially offset by being under budget for animal registration fees.

**Operational contributions and donations**

Illegal Dumping Partnership Program funding not yet received.

**Operational grants and subsidies**

The budgeted NQ Dry Tropics Feral Pig Control grant funding was received in 2020/21. This will be corrected in the revised budget.

**Employee benefits**

Under budget due to leave taken by staff and reduced hours at the Clare and Millaroo Pools.

**Materials and services**

Under budget across various areas. Vector is under budget for chemicals and external plant hire, these activities occur intermittently throughout the year, however the budget has been split evenly over 12 months. Under budget for contract payments for the caravan parks and swimming pools due to the amount unpaid for the last two weeks of July. Also under budget for swimming pools for chemicals. The Ayr Pool is still closed and the Home Hill Pool uses less chemicals during winter months.

**Capital grants and subsidies**

Works for Queensland 2021-24 funding not yet received.

**OPERATING STATEMENT**  
**Period Ending 31 July 2021**

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

	Month of July Actual	Year to Date Actual	Year to Date Original Budget	\$ Variance YTD Actual to YTD Original Budget	% Variance YTD Actual to YTD Original Budget
<b>Operating Revenue</b>					
User fees and charges	13,985	13,985	47,833	-33,849	-71%
Interest Received	2,917	2,917	4,600	-1,683	-37%
Other operating revenue	2,887	2,887	5,513	-2,625	-48%
<b>Total operating revenue</b>	<b>19,789</b>	<b>19,789</b>	<b>57,946</b>	<b>-38,157</b>	<b>-66%</b>
<b>Operating Expenses</b>					
Employee benefits	60,396	60,396	71,388	-10,991	-15%
Materials and services	-61,160	-61,160	117,554	-178,714	-152%
Depreciation and amortisation	33,684	33,684	35,300	-1,616	-5%
<b>Total operating costs</b>	<b>32,921</b>	<b>32,921</b>	<b>224,242</b>	<b>-191,321</b>	<b>-85%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-13,131</b>	<b>-13,131</b>	<b>-166,296</b>	<b>153,165</b>	<b>-92%</b>
<b>Net result for period</b>	<b>-13,131</b>	<b>-13,131</b>	<b>-166,296</b>	<b>153,165</b>	<b>-92%</b>

**Comments**

**User fees and charges**

Waste Disposal Invoices for July to be raised in August.

**Interest Received**

Under budget for interest due to annual rates not yet levied. Payments received from the annual rates levy will increase the capacity to generate interest.

**Other operating revenue**

Under budget due to no scrap steel income received.

**Employee benefits**

Under budget due to reduced casual staff engaged and leave taken by staff.

**Materials and services**

Under budget due to reversal of end of financial year accruals where accounts have not yet been received, State waste levy payment for July to be paid in August, external plant hire for Kirknie not yet processed and no processing/mulching undertaken. This is partially offset by annual software subscriptions paid in July.

**OPERATING STATEMENT**  
**Period Ending 31 July 2021**

**Manager Financial and Administrative Services**

	Month of July Actual	Year to Date Actual	Year to Date Original Budget	\$ Variance YTD Actual to YTD Original Budget	% Variance YTD Actual to YTD Original Budget
<b>Operating Revenue</b>					
User fees and charges	7,128	7,128	18,625	-11,497	-62%
Interest Received	14,926	14,926	18,833	-3,907	-21%
Operational grants and subsidies	0	0	5,500	-5,500	-100%
<b>Total operating revenue</b>	<b>22,054</b>	<b>22,054</b>	<b>42,958</b>	<b>-20,904</b>	<b>-49%</b>
<b>Operating Expenses</b>					
Employee benefits	155,184	155,184	151,958	3,225	2%
Materials and services	280,674	280,674	359,152	-78,478	-22%
Depreciation and amortisation	38,357	38,357	39,117	-760	-2%
Finance Costs	4,635	4,635	3,990	645	16%
<b>Total operating costs</b>	<b>478,850</b>	<b>478,850</b>	<b>554,217</b>	<b>-75,367</b>	<b>-14%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-456,796</b>	<b>-456,796</b>	<b>-511,259</b>	<b>54,463</b>	<b>-11%</b>
<b>Net result for period</b>	<b>-456,796</b>	<b>-456,796</b>	<b>-511,259</b>	<b>54,463</b>	<b>-11%</b>

**Comments**

**User fees and charges**

Annual Tramway Permit invoice yet to be raised.

**Interest Received**

Under budget for interest due to annual rates not yet levied. Payments received from the annual rates levy will increase the capacity to generate interest.

**Operational grants and subsidies**

Apprenticeship Incentive payments not yet received.

**Materials and services**

Under year to date budget due to end of year accrual processed for 2021 annual audit, the invoice for this expense has not been received. Also under budget due to the timing of annual payments for insurance premiums and subscriptions. Further annual payments are to be made in August.

**OPERATING STATEMENT**  
**Period Ending 31 July 2021**

**Manager Operations - General Fund**

	Month of July Actual	Year to Date Actual	Year to Date Original Budget	\$ Variance YTD Actual to YTD Original Budget	% Variance YTD Actual to YTD Original Budget
<b>Operating Revenue</b>					
User fees and charges	6,147	6,147	15,158	-9,011	-59%
Operational contributions and donations	1,452	1,452	2,764	-1,312	-47%
Other operating revenue	0	0	500	-500	-100%
<b>Total operating revenue</b>	<b>7,599</b>	<b>7,599</b>	<b>18,422</b>	<b>-10,823</b>	<b>-59%</b>
<b>Operating Expenses</b>					
Employee benefits	331,653	331,653	405,245	-73,592	-18%
Materials and services	304,986	304,986	403,022	-98,036	-24%
Depreciation and amortisation	71,662	71,662	71,933	-272	0%
<b>Total operating costs</b>	<b>708,301</b>	<b>708,301</b>	<b>880,201</b>	<b>-171,900</b>	<b>-20%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-700,701</b>	<b>-700,701</b>	<b>-861,779</b>	<b>161,077</b>	<b>-19%</b>
Capital grants and subsidies	0	0	416,621	-416,621	-100%
<b>Net result for period</b>	<b>-700,701</b>	<b>-700,701</b>	<b>-445,158</b>	<b>-255,544</b>	<b>57%</b>

**Comments**

**User fees and charges**

Invoices for cemetery fees raised in July relating to June 2021 have been accrued to 2020/21 as part of the end of financial year process. The budget for cemetery fees has been split evenly over 12 months, therefore is currently under year to date budget.

**Operational contributions and donations**

Under budget for developer contributions. Budget estimates are based on historical annual averages. No developer contributions have been received this year.

**Employee benefits**

Under budget due to leave taken by staff and emphasis on capital works program delivery.

**Materials and services**

Under budget due to emphasis on Capital Works program delivery.

**Capital grants and subsidies**

Budgeted grant funds for the Local Roads and Community Infrastructure Program not yet received.

**OPERATING STATEMENT**  
**Period Ending 31 July 2021**

**Manager Operations - Sewerage**

	Month of July Actual	Year to Date Actual	Year to Date Original Budget	\$ Variance YTD Actual to YTD Original Budget	% Variance YTD Actual to YTD Original Budget
<b>Operating Revenue</b>					
User fees and charges	450	450	0	450	-
Interest Received	7,273	7,273	10,967	-3,694	-34%
<b>Total operating revenue</b>	<u>7,723</u>	<u>7,723</u>	<u>10,967</u>	<u>-3,244</u>	<u>-30%</u>
<b>Operating Expenses</b>					
Employee benefits	110,764	110,764	108,217	2,547	2%
Materials and services	61,044	61,044	182,683	-121,639	-67%
Depreciation and amortisation	119,074	119,074	116,917	2,157	2%
<b>Total operating costs</b>	<u>290,882</u>	<u>290,882</u>	<u>407,817</u>	<u>-116,935</u>	<u>-29%</u>
<b>Surplus (deficit) from operating activities</b>	<u>-283,159</u>	<u>-283,159</u>	<u>-396,850</u>	<u>113,691</u>	<u>-29%</u>
<b>Net result for period</b>	<u>-283,159</u>	<u>-283,159</u>	<u>-396,850</u>	<u>113,691</u>	<u>-29%</u>

**Comments**

**Interest Received**

Under budget for interest due to annual rates not yet levied. Payments received from the annual rates levy will increase the capacity to generate interest.

**Materials and services**

Under budget due to timing of chemical procurement and timing of payment of Industrial Specialist Risk Insurance Policy. The insurance payment was budgeted for July however this occurred in August.

**OPERATING STATEMENT**  
**Period Ending 31 July 2021**

**Manager Operations - Water**

	Month of July Actual	Year to Date Actual	Year to Date Original Budget	\$ Variance YTD Actual to YTD Original Budget	% Variance YTD Actual to YTD Original Budget
<b>Operating Revenue</b>					
Rates and Utility Charges	-900,137	-900,137	0	-900,137	-
User fees and charges	3,390	3,390	2,833	557	20%
Interest Received	5,391	5,391	7,900	-2,509	-32%
Operational contributions and donations	0	0	0	0	-
Other operating revenue	0	0	100	-100	-100%
<b>Total operating revenue</b>	<b>-891,356</b>	<b>-891,356</b>	<b>10,833</b>	<b>-902,189</b>	<b>-8328%</b>
<b>Operating Expenses</b>					
Employee benefits	89,936	89,936	102,783	-12,848	-12%
Materials and services	70,678	70,678	191,003	-120,325	-63%
Depreciation and amortisation	59,511	59,511	60,208	-698	-1%
<b>Total operating costs</b>	<b>220,124</b>	<b>220,124</b>	<b>353,995</b>	<b>-133,871</b>	<b>-38%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-1,111,481</b>	<b>-1,111,481</b>	<b>-343,162</b>	<b>-768,319</b>	<b>224%</b>
Capital grants and subsidies	0	0	9,817,080	-9,817,080	-100%
<b>Net result for period</b>	<b>-1,111,481</b>	<b>-1,111,481</b>	<b>9,473,918</b>	<b>-10,585,399</b>	<b>-112%</b>

**Comments****Rates and Utility Charges**

The annual rates for 2021/22 will be levied in August. Negative balance is reversal of accrued revenue for water consumption as at 30 June 2021.

**Interest Received**

Under budget for interest due to annual rates not yet levied. Payments received from the annual rates levy will increase the capacity to generate interest.

**Employee benefits**

Under year to date budget due to unfilled vacancies and leave taken by staff. Seasonal factors also impact on the number of call outs as water consumption reduces during cooler months.

**Materials and services**

Under budget due to timing of payment of Industrial Specialist Risk Insurance Policy. This was budgeted for July however has occurred in August.

**Capital grants and subsidies**

Budget includes grant funds for the Ayr and Home Hill Water Supply projects and the Queensland Recovery Authority's Recovery and Resilience Fund. No grant funds have been received to date.



**OPERATING STATEMENT**  
**Period Ending 31 July 2021**

**Manager Planning and Development**

	Month of July Actual	Year to Date Actual	Year to Date Original Budget	\$ Variance YTD Actual to YTD Original Budget	% Variance YTD Actual to YTD Original Budget
<b>Operating Revenue</b>					
User fees and charges	30,871	30,871	33,750	-2,879	-9%
Other operating revenue	42	42	0	42	-
<b>Total operating revenue</b>	<b>30,913</b>	<b>30,913</b>	<b>33,750</b>	<b>-2,837</b>	<b>-8%</b>
<b>Operating Expenses</b>					
Employee benefits	86,353	86,353	96,727	-10,374	-11%
Materials and services	22,457	22,457	12,700	9,757	77%
<b>Total operating costs</b>	<b>108,810</b>	<b>108,810</b>	<b>109,427</b>	<b>-617</b>	<b>-1%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-77,897</b>	<b>-77,897</b>	<b>-75,677</b>	<b>-2,220</b>	<b>3%</b>
<b>Net result for period</b>	<b>-77,897</b>	<b>-77,897</b>	<b>-75,677</b>	<b>-2,220</b>	<b>3%</b>

**Comments**

**User fees and charges**

Application fees from Planning and Plumbing less than predicted for July.

**Employee benefits**

Under budget due to annual leave and unplanned sick leave taken.

**Materials and services**

Over budget due to delay in finalisation of Planning Scheme consultancy from 2020/21. This will be included in first budget revision.

**OPERATING STATEMENT**  
**Period Ending 31 July 2021**

**Manager Technical Services**

	Month of July Actual	Year to Date Actual	Year to Date Original Budget	\$ Variance YTD Actual to YTD Original Budget	% Variance YTD Actual to YTD Original Budget
<b>Operating Revenue</b>					
User fees and charges	67,847	67,847	85,750	-17,903	-21%
Operational grants and subsidies	0	0	12,000	-12,000	-100%
Other operating revenue	0	0	333	-333	-100%
<b>Total operating revenue</b>	<b>67,847</b>	<b>67,847</b>	<b>98,083</b>	<b>-30,237</b>	<b>-31%</b>
<b>Operating Expenses</b>					
Employee benefits	195,406	195,406	213,542	-18,136	-8%
Materials and services	-80,091	-80,091	1,698	-81,789	-4816%
Depreciation and amortisation	624,594	624,594	606,367	18,228	3%
<b>Total operating costs</b>	<b>739,909</b>	<b>739,909</b>	<b>821,607</b>	<b>-81,698</b>	<b>-10%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-672,062</b>	<b>-672,062</b>	<b>-723,523</b>	<b>51,461</b>	<b>-7%</b>
Capital grants and subsidies	138,547	138,547	1,152,158	-1,013,611	-88%
<b>Net result for period</b>	<b>-533,516</b>	<b>-533,516</b>	<b>428,635</b>	<b>-962,150</b>	<b>-224%</b>

**Comments****User fees and charges**

Under budget for annual trade waste permit fees.

**Operational grants and subsidies**

July fuel tax credit to be received in August.

**Employee benefits**

Wages under due to vacancies and lower expenditure on Road Maintenance Performance Contract (RMPC).

**Materials and services**

Under budget due to lower expenditure on RMPC works and annual insurance premiums to be paid in August.

**Capital grants and subsidies**

Budget includes grants for Transport Infrastructure Development Scheme, Roads to Recovery and Queensland Reconstruction Authority's Resilience and Risk Reduction funding. First payment of Resilience and Risk Reduction Funding has been received in July, this includes funding for a project that was not expected to be received until 2022/23.

**BURDEKIN SHIRE COUNCIL**  
**OPERATING STATEMENT**  
**Period Ending 31 July 2021**

Appendix 2

	Month of July Actual	Year to Date Actual	Original Budget	Year to Date Original Budget	\$ Variance YTD Actual to YTD Original Budget	% Variance YTD Actual to YTD Original Budget
<b>Operating Revenue</b>						
Rates and Utility Charges	-900,138	-900,138	41,435,274	0	-900,138	-
Pensioner remissions	0	0	-345,000	0	0	-
User fees and charges	278,048	278,048	2,498,690	359,843	-81,794	-23%
Interest Received	30,507	30,507	540,600	42,300	-11,793	-28%
Operational contributions and donations	20,686	20,686	227,831	31,322	-10,635	-34%
Operational grants and subsidies	0	0	3,957,802	20,468	-20,468	-100%
Contract and recoverable works	0	0	1,832,000	0	0	-
Other operating revenue	7,046	7,046	325,175	14,598	-7,552	-52%
<b>Total operating revenue</b>	<b>-563,850</b>	<b>-563,850</b>	<b>50,472,372</b>	<b>468,531</b>	<b>-1,032,381</b>	<b>-220%</b>
<b>Operating Expenses</b>						
Employee benefits	1,522,042	1,522,042	21,710,772	1,702,230	-180,188	-11%
Materials and services	1,397,522	1,397,522	16,179,237	2,373,723	-976,201	-41%
Depreciation and amortisation	1,088,389	1,088,389	12,836,800	1,069,733	18,656	2%
Finance Costs	4,635	4,635	73,400	3,990	645	16%
<b>Total operating costs</b>	<b>4,012,588</b>	<b>4,012,588</b>	<b>50,800,209</b>	<b>5,149,676</b>	<b>-1,137,088</b>	<b>-22%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-4,576,438</b>	<b>-4,576,438</b>	<b>-327,837</b>	<b>-4,681,145</b>	<b>104,707</b>	<b>-2%</b>
 Capital grants and subsidies	 138,547	 138,547	 14,577,859	 14,577,859	 -14,439,312	 -99%
<b>Net result for period</b>	<b>-4,437,891</b>	<b>-4,437,891</b>	<b>14,250,022</b>	<b>9,896,714</b>	<b>-14,334,605</b>	<b>-145%</b>

**BURDEKIN SHIRE COUNCIL**  
**STATEMENT OF FINANCIAL POSITION**  
**As at 31 July 2021**

Appendix 3

	Year to Date Actual \$	Annual Budget \$
<b>Current Assets</b>		
Cash and Cash Equivalents	59,860,569	56,532,362
Receivables	530,283	1,955,570
Inventories	569,773	524,225
Contract Assets	839,301	0
Other Assets	199,960	1,683,350
<b>Total Current Assets</b>	<u>61,999,885</u>	<u>60,695,507</u>
<b>Non-Current Assets</b>		
Receivables	351,183	381,253
Property, Plant and Equipment	545,332,710	557,100,629
Intangibles Assets	490,788	366,293
Other Assets	43,533	0
<b>Total Non-Current Assets</b>	<u>546,218,214</u>	<u>557,848,175</u>
<b>TOTAL ASSETS</b>	<u>608,218,100</u>	<u>618,543,682</u>
<b>Current Liabilities</b>		
Payables	2,795,834	5,654,325
Provisions	5,798,704	5,861,180
Contract Liabilities	2,384,317	158,190
Other Liabilities	135,928	2,714
<b>Total Current Liabilities</b>	<u>11,114,783</u>	<u>11,676,409</u>
<b>Non-Current Liabilities</b>		
Provisions	18,591,574	20,408,510
<b>Total Non-Current Liabilities</b>	<u>18,591,574</u>	<u>20,408,510</u>
<b>TOTAL LIABILITIES</b>	<u>29,706,357</u>	<u>32,084,919</u>
<b>NET COMMUNITY ASSETS</b>	<u><u>578,511,742</u></u>	<u><u>586,458,763</u></u>
<b>Community Equity</b>		
Asset Revaluation Surplus	322,683,343	315,584,389
Retained Surplus (deficiency)	255,828,400	270,874,374
<b>TOTAL COMMUNITY EQUITY</b>	<u><u>578,511,742</u></u>	<u><u>586,458,763</u></u>

**BURDEKIN SHIRE COUNCIL  
STATEMENT OF CASH FLOWS  
For Period Ending 31 July 2021**

Appendix 4

	Year to Date Actual \$	Annual Cashflow Budget \$
<b>Cash Flows from Operating Activities</b>		
<b>Receipts</b>		
Receipts from Customers	1,269,958	45,746,139
Operating Grants, Subsidies and Contributions	20,686	4,332,344
Interest Received	48,409	540,600
<b>Payments</b>		
Payments to Suppliers and Employees	-6,110,062	-37,754,405
<b>Net Cash Inflow (Outflow) from Operating Activities</b>	<u>-4,771,009</u>	<u>12,864,678</u>
<b>Cash Flows from Investing Activities</b>		
State Government Subsidies and Grants	138,547	14,577,859
State Government Subsidies and Grants arising from Contract Assets and Liabilities	312,510	-120,053
Payments for Property, Plant and Equipment	-757,351	-29,382,877
Payments for rehabilitation work	0	-55,000
Proceeds from Sale of Property, Plant and Equipment	0	245,000
Net Movement in Loans to Community Organisations	20,377	-38,470
<b>Net Cash Inflows (Outflow) from Investing activities</b>	<u>-285,917</u>	<u>-14,773,541</u>
<b>Net Increase (Decrease) in Cash and Cash Equivalents Held</b>	<u>-5,056,926</u>	<u>-1,908,863</u>
Cash and Cash Equivalents at Beginning of the Financial Year	64,917,495	58,441,225
<b>Cash and Cash Equivalents at end of the Period</b>	<u><u>59,860,569</u></u>	<u><u>56,532,362</u></u>

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## 5.4 GOVERNANCE

### 5.4.1 Nomination of Burdekin Show Holiday Date for 2022

**File Reference** 1013

**Report Author** Ms. Tamara Bateman - Governance and Property Officer

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

**Meeting Date** 24 August 2021

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

Burdekin Shire Council Corporate Plan 2017-2022

#### 3.2.3 Support key community events

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### **Executive Summary**

Council has received correspondence from the Office of Industrial Relations inviting Council to make nomination for a show or special holiday for 2022.

### **Recommendation**

That Council makes application to the Office of Industrial Relations for the appointment of the following public holiday in 2022:

*Wednesday, 22 June 2022 – for the whole of the Burdekin Shire – Burdekin Annual Show Holiday.*

### **Background**

The *Holidays Act 1983* provides for the granting and observance of special holidays which includes show days. Each year Local Governments are requested by the Office of Industrial Relations to nominate special and show holidays for the following year.

The Queensland Chamber of Agricultural Societies Incorporated (QCAS) is a peak body for the Agricultural Show Societies in Queensland. The Ayr Pastoral, Agricultural and Industrial Association Incorporated must abide by the rules and regulations of the QCAS and the show date must be set so as not to impede another district's annual show.

Consultation has been held with the Ayr Pastoral, Agricultural and Industrial Association Incorporated. The Association has requested that Council nominates Wednesday, 22 June as the show holiday for 2022.

Upon receiving Ministerial approval, the holiday will be published in the Queensland Government Gazette.

### **Consultation**

Ayr Pastoral, Agricultural and Industrial Association Incorporated.

### **Budget & Resource Implications**

Not Applicable.

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**Legal Authority & Implications**

Not Applicable.

**Policy Implications**

Not Applicable.

**Risk Implications (Strategic, Operational, Project Risks)**

Not Applicable.

**Attachments**

Not Applicable.

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## 5.4.2 Response to Queensland Audit Office - Local Government 2020 - Report 17: 2020-21

<b>File Reference</b>	395
<b>Report Author</b>	Mr. Nick O'Connor – Director Corporate and Community Services
<b>Authoriser</b>	Mr. Terry Brennan – Chief Executive Officer
<b>Meeting Date</b>	24 August 2021

### Link to Corporate/Operational Plan

Burdekin Shire Council Corporate Plan 2017-2022

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

5.3.1 Demonstrate open and transparent leadership

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### Executive Summary

On 22 April 2021 the Queensland Audit Office's (QAO) *Local Government 2020 Report 17: 2020-21* was tabled in Parliament.

The report contains five (5) recommendations for Councils to strengthen internal controls, governance and sustainability.

The purpose of this report is to detail the various programs and initiatives management has in place to address the QAO recommendations.

### Recommendation

That Council receives the content of this report and the associated programs and initiatives being implemented to address the five (5) recommendations for Councils contained in the Queensland Audit Office's *Local Government 2020 - Report 17: 2020-21*.

### Background

On 22 April 2021 the Queensland Audit Office's *Local Government 2020 - Report 17: 2020-21* was tabled in Parliament.

The report summarises the audit results of Queensland's 77 Local Government entities (Councils) and the entities they control and provides observations on the following five (5) areas:

- Reliability of financial statements;
- Continued deterioration of financial sustainability;
- Corporate Governance;
- Information system vulnerability; and
- Procurement and contract management.

In addition to the observations, the QAO made the five (5) recommendations for Councils in the report.

A full copy of the report can be found on QAO's website at: <https://www.qao.qld.gov.au/reports-resources/reports-parliament/local-government-2020>

Following are the recommendations and management's comments of how Burdekin Shire Council is implementing programs to strengthen internal controls, governance and sustainability.



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**REC 1: Improve Financial Reporting by Strengthening Month-end and Year-end Financial Reporting Processes**

- 1.1 *Councils should strengthen their month-end and year-end processes to assist with timely and accurate monthly internal financial reporting and their annual financial statements.*

*We recommend all councils use their recent financial statement preparation experiences to perform an initial self-assessment against the maturity model available on our website.*

**Management Comment:**

- 1.1 Initial self-assessment against the maturity model has been completed and the assessment has been reviewed by the Executive Leadership Team and Audit Committee. The results exceeded the expected results for small entities however there is room for improvement. Staff will continue to review processes and investigate opportunities for efficiency gains in light of the areas of focus and results of the model.

**REC 2: Improve Valuation and Asset Management Practices**

- 2.1 *Councils need to engage with asset valuers early to complete the valuation of assets well before year end.*
- 2.2 *Councils need to use accurate information in their long-term asset management strategies and budget decisions.*
- 2.3 *Councils need to regularly match the asset data in their financial records to the asset data in their engineering/geographic information systems to ensure it is complete and reliable.*

**Management Comment:**

- 2.1 Council engages external valuers for specific assets (Land & Improvements, Buildings, Other Assets, Bridges) and conducts internal valuations for infrastructure assets (Transport, Water, Sewerage, Drainage). Council revalues the majority of its fair value assets as at 31 March. The valuation/fair value review is generally undertaken prior to 31 March which is well before year end. The auditors undertake the majority of the asset audit at the interim visit in May thereby allowing any matters that have arisen to be resolved prior to the end of the financial year.
- 2.2 At the 16 September 2020 Audit Committee Meeting, Director Infrastructure, Planning and Environmental Services - Mr. Nick Wellwood provided an extensive briefing on Council's Asset Management Roadmap. As part of the Roadmap implementation, Council is currently working on improving asset knowledge including:
- Accurate assessment of asset lives along with regular condition assessments to determine lifecycle and remaining useful life.
  - Council is currently developing a five-year asset inspection program to comply with the current inspection methodology.
  - Assessment of associated risks to identify the criticality of each asset on Council's operations including safety, statutory requirements and community service levels.
  - Review of service levels to identify capacity and suitability of existing assets to assist in identification of required upgrades and obsolescence of assets.
  - Review of asset componentisation to inform budget decisions.

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- 2.3 Project planning to transition TechOne asset information from Ci to CiA including investigating defect management, mobility and maintenance management is underway and forms an integral component of Council ICT Roadmap.

Council is currently reviewing asset management plans prior to December 2021.

Staff are currently utilising several methods of geospatially monitoring asset data including physical attributes and maintenance/service history. Plans are to consolidate the field collection of data into a single application fully integrated with the asset, works and financial systems.

### REC 3: Strengthen Security of Information Systems

*We recommend all councils strengthen the security of their information systems. Councils rely heavily on technology, and increasingly, they have to be prepared for cyber attacks. Any unauthorised access could result in fraud or error, and significant reputational damage.*

*Councils' workplace culture, through their people and processes, must emphasise strong security practices to provide a foundation for the security of information systems.*

*All entities across the local government sector should:*

- 3.1 *Provide security training for employees so they understand the importance of maintaining strong information systems, and their roles in keeping them secure.*
- 3.2 *Assign employees only the minimum access required to perform their job, and ensure important stages of each process are not performed by the same person.*
- 3.3 *Regularly review user access to ensure it remains appropriate.*
- 3.4 *Monitor activities performed by employees with privileged access (allowing them to access sensitive data and create and configure within the system) to ensure they are appropriately approved.*
- 3.5 *Implement strong password practices and multifactor authentication (for example, a username and password, plus a code sent to a mobile), particularly for systems that record sensitive information.*
- 3.6 *Encrypt sensitive information to protect it.*
- 3.7 *Patch vulnerabilities in systems in a timely manner, as upgrades and solutions are made available by software providers to address known security weaknesses that could be exploited by external parties.*
- 3.8 *Councils should also self-assess against all of the recommendations in Managing cyber security risks (Report 3: 2019–20) to ensure their systems are appropriately secured.*

### Management Comment:

- 3.1 Security training is limited and, at present, largely restricted to staff inductions. However, Council's Information Security Plan includes initiatives to develop and rollout an Information Security Awareness Program by June 2023 and to expand Council's Induction Program to encompass all workers and Councillors by March 2022.
- 3.2 Council has restricted access to information and systems to approved staff. The requirement to apply the 'need-to-know' principle, ensuring that information is available only to people who have a legitimate 'need-to-know' to fulfil their official duties or contractual responsibilities, is now documented in Council's Information Security Controls Operational Standard and also referenced in the Information Security Plan. The principle of 'need-to-know' will be part of the planned Information Security Awareness Program and the Induction Program expansion initiatives. Access to systems and information will be corrected during periodical reviews.

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Some separation of duties, or ensuring that important stages of each process are not performed by the same person, has been implemented for high-risk processes identified by audit. In addition, the ICT General Controls Internal Audit identified that “having user access maintenance functions located in the operational sections increases the risk of segregation controls being compromised” and recommended that this function be moved to the ICT Administrators. The implementation of this recommendation is progressing and has a scheduled completion date of December 2021.

- 3.3 Regular review of user access was one of the recommendations in the ICT General Controls Internal Audit. Staff periodically audit Domain based user accounts and this will be extended to include access within ICT systems as and when the position-based access for each system is recorded in Council’s User and Access Authorisation register.
- 3.4 Logging and monitoring is one of the recommendations in the ICT General Controls Internal Audit and is being advanced in accordance with the agreed management action timeframe.
- 3.5 Council has strong password practices for all ICT systems using Council’s Domain based user authentication. Multifactor authentication is currently used for remote access to Council’s on-premises systems using VDI. Council’s Information Security Plan includes an initiative to implement multifactor authentication for remote access to systems that authenticate using Microsoft Azure AD (e.g. Technology One Cloud) for implementation in March 2022.
- 3.6 Staff will investigate and assess accordingly.
- 3.7 Microsoft security updates are pushed to Council’s end-user computers as they are released, and installed on Windows servers each month or as staff are notified of high-risk vulnerabilities.
- 3.8 Staff will investigate and assess accordingly.

#### REC 4: Improve Risk Management Processes

- 4.1 *Councils should have a complete and up-to-date risk management framework including:*
  - *comprehensive risk registers that identify risks (including the risk of fraud) and appropriate risk mitigation strategies*
  - *current and relevant business continuity and disaster recovery plans and that these plans are tested periodically.*

#### Management Comment:

- 4.1 A significant body of work has been undertaken to review and enhance Council’s Enterprise Risk Management (ERM) Framework and practices in recent years. Management has recently undertaken a comprehensive overhaul of its strategic and operational risk registers to ensure they are fit for purpose and add value.

In 2018, Council adopted a revised ERM Framework supported by a Risk Management Handbook which provided a practical guide to risk management for “on the ground” officers. Additionally, ERM training was delivered across the entire workforce to ensure all staff were aware of Council’s adopted risk management approach.

Council submitted an entry for the 2019/2020 LGMS Risk Management Excellence Awards in the NQ Region and were selected as the winner for the “ERM Enhancement Project - Phase 1”. Council received a prize of \$20,000 funding to go towards targeted and eligible risk management maturity services.

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Further evidence of Council's commitment to the application of appropriate risk mitigation measures is the adoption and implementation of a robust Fraud and Corruption Control Plan and Business Continuity Plans. These plans have been developed with a risk management focus and were both subject to internal audit within the past three (3) years. Council is committed to ensuring that the recommendations for improvement highlighted through internal audit are implemented in a timely and effective manner. Agreed management action items from the Fraud and Corruption Control review have been implemented and there is a strong ongoing focus to ensure that these areas of risk are constantly monitored and effectively controlled.

Council's Business Continuity Planning Framework is scheduled to be fully reviewed this year with a focus on ensuring strong alignment with the international standards for Business Continuity Planning and Risk Management. The management team is committed to ensuring that business continuity risks are adequately addressed, and robust plans are established. An annual test of Council's Business Continuity Plans has been conducted for the past two (2) years and further improvements to the testing protocol are expected to be developed as part of the Business Continuity Plan review.

Council have recently chosen to implement a Risk Management Software, RelianSys, to further strengthen and embed risk management into everyday operations.

#### **REC 5: Enhance Procurement and Contract Management Practices**

- 5.1 *Councils need to ensure they obtain value for money for the goods and services they procure and that they have the appropriate approvals to procure the goods and services. To effectively manage their contractual obligations, councils should ensure their contract registers are complete and contain up-to-date information.*

#### **Management Comment:**

- 5.1 Management has embarked on a large-scale procurement review in a bid to standardise procurement practices, mitigate risk and streamline processes for staff and suppliers. Burdekin Shire Council's size and structure means a centralised or centre led procurement approaches are not realistic options. Therefore, like many other Councils of a similar size to Burdekin Shire a decentralised procurement model is in place.

Council staff have a wealth of procurement experience, knowledge and expertise. The Procurement Pathways Project is a collaborative approach which aims to harness the experience of staff to provide consistency in procurement and contract management practices.

Key elements of the Project include:

- Establishing a cross functional procurement pathways working group.
- Documenting agreed procurement and contract management pathways for small, medium and large contracts.
- Leading a regional initiative (with Townsville City and Charters Towers) to review and standardise procurement and contract documentation.
- Working with a software vendor as part of an LGAQ led program, to develop and implement a 'procurement knowledge hub' whereby Council staff are provided with a work-flowed step by step online process, supported by associated documentation.
- Enhancement to supplier accessibility to participate in procurement opportunities through the roll out of Vendor Panel market place.
- Procurement training of staff.
- Procurement analytics and reporting.

The Procurement Pathways Project is well progressed, with draft documentation developed, some procurement workflows documented and the procurement knowledge hub under development.

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**Consultation**

Consultation has occurred with all internal stakeholders involved in the initiatives outlined, including the Executive Leadership Team and Management.

This report was also noted by the Audit Committee on Thursday, 12 August 2021.

**Budget & Resource Implications**

All current initiatives are included in existing budgets.

**Legal Authority & Implications**

Not Applicable.

**Policy Implications**

Not Applicable.

**Risk Implications (Strategic, Operational, Project Risks)**

This report has been prepared to keep Council informed and provide a level of assurance that recommendations from the Queensland Audit Office are being implemented. Council is committed to demonstrating transparency, accountability and integrity in decision making, whilst responding to the challenges and opportunities present in the Local Government sector.

**Attachments**

1. Summary of QAO Local Government 2020 - Report 17: 2020-21.

# Report on a page—results of our audits

This report summarises the audit results of Queensland's 77 local government entities (councils) and the entities they control.

## Financial statements are reliable

As at the date of this report, 75 of 77 councils (2019: 73 of 77) had completed their financial statements. This was a significant achievement given the challenges presented by COVID-19 and the substantial turnover in elected representatives following the March 2020 local government elections.

The financial statements of councils, and the entities they control, are reliable and comply with relevant laws and standards.

COVID-19 travel restrictions and responding to community needs on short notice meant some councils were unable to value their assets in a timely manner and most councils had not fully assessed the impact of three new accounting standards on their financial statements. Together, these factors led to a decline in the timeliness and quality of the financial statements.

## Financial sustainability continues to deteriorate

Councils' financial performance continued to deteriorate in 2020. This was not unexpected. Travel restrictions, community lockdowns and initiatives to support their communities through the pandemic, meant councils earned lower revenue (waiving or discounting revenue from car parking, dining, and reduced patronage at public facilities and airports). And they incurred more expenditure (higher employee costs by bringing forward capital projects, maintaining quarantine facilities and border controls, and increased cost of cleaning of council and public facilities). This resulted in 70 per cent of Queensland councils spending more than they earned in 2020, which is 25 per cent worse than last year.

Most councils with a high reliance on grants from state and federal governments have consistently incurred operating losses each year for the last five years. We have found that these councils that regularly incur operating losses often have weak strategic planning, asset management, and financial management practices. That said, planning for financial sustainability is a challenge for these councils because the current funding model provides grants to councils largely on a year-by-year basis, making medium- to long-term planning difficult.

The Department of State Development, Infrastructure, Local Government and Planning (the department) could assist councils by providing greater baseline funding certainty with multi-year grant programs. The department could also work with councils to improve financial and asset management capability.

As of 30 June 2020, 25 councils are at a high risk of not being financially sustainable. This is four more councils than last year and represents approximately one-third of the sector.

Since 2013, the department has used three financial ratios to measure the sustainability of councils. These ratios set specific benchmarks that are applied to all the councils, regardless of their size and circumstances. The department recognises the need to update its sustainability measures and is developing options for new measures.



# Report on a page—internal controls

## Councils need to strengthen their governance

Each year, we assess councils' internal controls—the people, systems, and processes they use to achieve their objectives, prepare reliable financial reports, and comply with applicable laws. All weaknesses need to be addressed, but some of them are significant and should be prioritised.

Between 2017 and 2019, councils made progress in resolving the weaknesses in their internal controls. Despite this recent progress, the change to the working environment this year has contributed to an increase in the number of significant weaknesses in internal controls.

More than one-third of councils do not have appropriate processes in place to identify and manage their strategic and operational risks. This exposes them to a higher risk of not being able to meet their objectives, or operational failures, fraud or error.

Also of concern is that, as at 30 June 2020, 10 councils (2019: 12 councils) still did not have an audit committee nor an active internal audit function. In addition to that, six councils (2019: six councils) did not have an audit committee and two councils (2019: one council) did not have an active internal audit function. An effective audit committee and internal audit function help councils ensure their internal controls are effective, risk management and financial reporting processes are strong, and audit recommendations are resolved in a timely manner. This enhances governance and increases councils' ability to run their businesses effectively and efficiently.

## Information systems are vulnerable

We continue to identify weaknesses in the controls councils use to secure their information systems. We found inappropriate user access to systems, unauthorised installation of applications on council networks, inadequate segregation of duties (to make sure there are checks in place), and poor password practices.

Information systems are open to cyber attacks, and this year one council was the victim of a successful ransomware attack, resulting in disruptions to its financial and operational activities.

Councils need to appropriately secure access to their financial systems, as they underpin the integrity of their financial reporting and operations.

## Procurement and contract management processes need to be improved

Some councils are not following established procurement processes to demonstrate they have obtained value for money or prove they had the appropriate approvals to obtain goods and services.

In addition, some councils do not have a contract register containing all the necessary information (for example, start and end dates of the contract) they need to manage their contracts effectively. This exposes them to various financial and reputational risks, including the risk of their suppliers not delivering on agreed terms.



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## 6 INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES

### 6.1 ENVIRONMENTAL AND HEALTH SERVICES

#### 6.1.1 Adoption of Revised Environment Policy

<b>File Reference</b>	431
<b>Report Author</b>	Mr. Dan Mulcahy – Manager Environmental and Health Services
<b>Authoriser</b>	Mr. Nick Wellwood – Director Infrastructure Planning and Environmental Services
<b>Meeting Date</b>	24 August 2021

#### Link to Corporate/Operational Plan

Burdekin Shire Council Corporate Plan 2017-2022

- 4.1.1 Attain a sustainable economic balance between positive environmental outcomes and ongoing development
- 4.1.2 Support community education programs that contribute to improved environmental and community outcomes
- 4.1.3 Protect and enhance the natural environment
- 4.1.4 Work in partnership with organisations and the community to support projects to protect and enhance environmentally sensitive areas
- 4.1.5 Continually improve waste management practices
- 4.1.6 Promote the adoption of environmental best practice by Council, residents and business
- 4.2.1 Develop and implement planning policy to adapt to the impacts of climate change on the community
- 4.2.2 Partner with and consult key stakeholder groups and government departments for a sustainable environment

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#### Executive Summary

Council and staff undertake a periodic review the Environmental Policy to determine if any improvements or changes are required.

A review has been undertaken of the policy and a revised version is attached for consideration and adoption.

#### Recommendation

That Council adopts the attached revised Environmental Policy.

#### Background

The Environmental Policy was last adopted by Council on 26 August 2019.

The purpose of the policy is:

- To recognise Council's responsibilities and commitment to prevent, manage and minimise environmental impacts associated with our operations and activities; and



- 
- To advocate protecting, conserving and enhancing sustainable use and management of our natural resources.

The Environmental Policy is not simply restricted to the 'environmental' section of the Council but permeates the activities and decisions of Council and staff across the organisation.

The current policy was circulated to the Senior Leadership Group and Environmental Officers for review.

Only very minor changes have been made to improve grammar, wording or to correct legislation references. No changes have been made to the fundamental policy statement.

### **Consultation**

Council discussed this matter its Workshop held on 17 August 2021.

### **Budget & Resource Implications**

Not Applicable.

### **Legal Authority & Implications**

Not Applicable.

### **Policy Implications**

This policy will replace the existing Environmental Policy adopted on 27 August 2019.

### **Risk Implications (Strategic, Operational, Project Risks)**

Any identified risks will be evaluated and managed in accordance with the Enterprise Risk Management (ERM) Policy and the adopted ERM Framework.

Strategically and operationally the policy is important as it provides broad direction and guidance to Council and staff in the implementation of Council functions and activities.

### **Attachments**

1. Revised Environmental Policy.

Policy Type	Corporate
Function	Environmental Management
Policy Owner	Director Infrastructure, Planning and Environmental Services
Policy Contact	Manager Environmental and Health Services
Effective Date	24 August 2021

## Purpose

The purpose of this policy is:

- to encourage Council's responsibilities and commitment to prevent, manage and minimise environmental impacts associated with our operations and activities; and
- to advocate protecting, conserving and enhancing sustainable use and management of our natural resources.

## Scope

This policy relates to the management of Council's own activities and operations as well as protection and management of natural resources and environmental assets within our Shire. The policy is applicable to all councillors, staff and contractors across all Council sites and operations.

## Exceptions

Nil.

## Objectives

To achieve a high standard of environmental care in our activities as a local government on land and waterways for the benefit, use and lifestyle of current and future generations of the community.

## Policy Statement

As a continual improvement objective, the Burdekin Shire Council will incorporate the principles of ecological sustainable development into our operations and management systems and decision-making processes

Council will mitigate the effects of its impact on the environment by:

### Fostering Sustainable Behaviours

Council will encourage its staff and community to adopt a culture of environmental responsibility at work and at home and promote sustainable practices.

### Sustainable Design and Maintenance

Council will encourage sustainable design and practices related to building, infrastructure and maintenance projects to include tropical design, energy efficiency, demand management and greenhouse gas emissions to reduce operating costs over the life of the asset.

### Sustainable Planning and Climate Change

Council will consider ecological sustainability principles and the potential impacts of climate change in its strategic land use, infrastructure and development planning to facilitate the protection of Shire's natural environment.

### Biodiversity Protection and Management

Council will work with and support the community and other organisations to manage and protect the natural environment including through mechanisms such as the Environmental Levy Policy.

### Purchasing Goods and Services

When purchasing goods and services, Council will apply the contracting principles set out in the Local Government Act, one of which is Environmental Protection. Consideration should be given to the effective and efficient use of materials and resources to minimise environmental impact.

### Waste Reduction and Recycling

Council will promote the efficient use of resources by applying the waste management hierarchy of waste reduction, reuse, recycling, and disposal as least preferred option.

### Water Management

Council will demonstrate continual improvement in its management of water resources through the development and implementation of demand management strategies, leak detection programs and asset management plans. Impacts of waste water discharge and run off within its areas of operation will be minimised through wastewater treatment upgrades, network reliability improvements and achievement of compliance management via adherence to site based management plans, asset condition assessment programs and environmental monitoring programs.

### Reef Guardian

Council as a Reef Guardian Council will work with the community, landholders, environmental and other organisations as well as the state and federal governments to undertake activities to improve the health of the Great Barrier Reef in line with the Great Barrier Reef Plan 2050.

### Continual Environmental Improvement

Council will work towards improving environmental management practices and establishing environmental objectives and targets and performance evaluation and reporting systems with associated indicators.

## Legislation

*Environment Protection Act 1994 & Regulation & Policies*

*Waste Reduction and Recycling Act 2011 & Regulation*

*Planning Act 2016*

*Local Government Act 2009 & Regulation*

*Environment Protection and Biodiversity Conservation Act 1999 (C'wealth)*

*Clean Energy Act 2011 (C'wealth)*

*Coastal Protection and Management Act 1995*

*Fisheries Act 1994*

*Biosecurity Act 2014*

*Nature Conservation Act 1992*

*Vegetation Management Act 1999*

*Water Act 2000*

*Water Supply (Safety and Reliability) Act 2008*

## Definitions and Abbreviations

### **Ecological Sustainability**

is a balance that integrates:

- the protection of ecological processes and natural systems at local, regional, State and wider levels; and
- economic development; and
- the maintenance of the cultural, economic, physical and social wellbeing of people and communities (*S3 Planning Act 2016*).

### **Principles of Ecologically Sustainable Development**

include the following:

- decision-making processes should effectively integrate both long-term and short-term economic, environmental, social and equitable considerations;
- if there are threats of serious or irreversible environmental damage, lack of full scientific certainty should not be used as a reason for postponing measures to prevent environmental degradation
- the principle of inter-generational equity – that the present generation should ensure that the health, diversity and productivity of the environment is maintained or enhanced for the benefit of future generations;
- the conservation of biological diversity and ecological integrity should be a fundamental consideration in decision-making;
- improved valuation, pricing and incentive mechanisms should be promoted (*Environment Protections and Biodiversity Conservation Act 1990 – C'wealth*).

## Related Documents

Reference Number	Document Title
	Burdekin Shire Council Corporate Plan 2017-2022
	Burdekin Shire Council Planning Scheme
	Burdekin Shire Biosecurity Plan 2020-2025
	North Queensland Waste and Resource Recovery Strategy 2020-2030
	Environmental Management Plan for RMPC
	Environmental Levy Policy and Application Form
	Purchasing Policy
	Waste Management Policy
	Development Permits for Environmentally Relevant Activities

**Document History and Version Control**

<b>Title of Document</b>	Environmental Policy
<b>Document Reference Number</b>	ENV-POL-0006 Rev 1
<b>Review Schedule</b>	36 months
<b>Council Meeting Date</b>	24 August 2021
<b>Council Resolution Number</b>	<a href="#">Click or tap here to enter text.</a>

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### 6.1.2 Adoption of Revised Herbicide Subsidy Policy

<b>File Reference</b>	1420
<b>Report Author</b>	Mr. Dan Mulcahy – Manager Environmental and Health Services
<b>Authoriser</b>	Mr. Nick Wellwood – Director Infrastructure Planning and Environmental Services
<b>Meeting Date</b>	24 August 2021

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

Burdekin Shire Council Corporate Plan 2017-2022

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

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#### **Executive Summary**

Council and staff undertake a periodic review the Herbicide Subsidy Policy to determine if any improvements or changes are required. The policy sets guidelines for providing financial support to Burdekin Shire landholders for provision of herbicide.

A review has been undertaken of the policy and a revised version is attached for consideration and adoption

#### **Recommendation**

That Council adopts the attached revised Herbicide Subsidy Policy.

#### **Background**

Weed Management is an essential and integral part of the sustainable management of natural resources for the benefit of the economy, the environment, human health and amenity. Under the Herbicide Subsidy Policy, Council provides a 40% subsidy to eligible landowners for herbicide to be applied to nominated weed pests. A maximum subsidy of \$1,600.00 per annum applies to eligible landowners.

The number of landowner contributions to the scheme was 63 in 2020-2021 compared to 66 in 2019-2020.

Only very minor wording changes have been made to the policy including those to match the wording of the updated Burdekin Shire Council Biosecurity Plan 2020-2025. No changes have been made to the fundamentals of the policy implementation.

#### **Consultation**

Council discussed this matter its workshop held on 17 August 2021.

#### **Budget & Resource Implications**

The annual budget consists of \$120,000.00 expenditure and \$72,000.00 in contributions, which leaves a balance of \$48,000.00 available to be provided as a subsidy. These funds are provided out of the environmental levy.

#### **Legal Authority & Implications**

Not Applicable.

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### **Policy Implications**

This policy will replace the existing Herbicide Subsidy Policy adopted on 23 July 2019.

### **Risk Implications (Strategic, Operational, Project Risks)**

Any identified risks will be evaluated and managed in accordance with the Enterprise Risk Management (ERM) Policy and the adopted ERM Framework.

There do not appear to be any operational or project risks in relation to the policy. There may be a strategic image risk in not continuing with the policy whereby Council is seen as not supporting efforts of rural ratepayers to reduce the economic and environmental impact of the nominated weed pests.

### **Attachments**

1. Herbicide Subsidy Policy.

Policy Type	Corporate
Function	Environmental Management
Policy Owner	Manager Environment and Health Services
Policy Contact	Coordinator Public Health and Environment
Effective Date	24 August 2021

## Purpose

This document sets our Council's policy on supplying herbicide at a subsidised rate to Burdekin Shire landholders who have a current Property Biosecurity Plan with Council. This policy outlines the criteria required to access the scheme and how the scheme will operate.

## Scope

Weed management is an essential and integral part of the sustainable management of natural resources for the benefit of the economy, the environment, human health and amenity. Combating weed problems is a shared responsibility that requires all parties to have a clear understanding of their roles. Prioritisation of and investment in weed management must be informed by a risk management approach.

The Burdekin Shire Council provides a 40% subsidy to eligible landowners for herbicide to be applied to nominated weed pests provided:

- the land owner has a registered Property Biosecurity Plan with Council; and
- the weed infestation is verified by the Council Pest Management Officer.

The nominated weed pests are a subset of all the weed pests in the Shire and selected on the grounds that they are the most common to rural landowners in the Shire. The nominated weed pests are those listed in Appendix 1 attached. Council reserves the right to amend this list each year based on weed infestation and landowner feedback.

This policy will ensure a risk based process to facilitate distribution of the available funds to achieve the acceptable level of weed control.

The available funds will be determined each year by Council when adopting the Annual Budget.

## Exceptions

Nil.

## Objectives

The objective of this policy is to reduce the impact of the existing priority weed problem in the Shire as identified in the Burdekin Shire Biosecurity Plan 2020-2025 in conjunction with landowners by the sustainable distribution of the available herbicide subsidy funds.

## Policy Statement

Only the landowners who have a current registered Property Biosecurity Plan and where a Council Pest Management Officer has identified the weed infestation is eligible to apply for the herbicide subsidy.

The amount of herbicide approved will be guided by the plants/weeds identified in Appendix 1.



The amount of herbicide approved will be directly proportional to the level and area of infestation and confirmed by a Council Pest Management Officer as described in Appendix 1.

The Burdekin Shire Council will provide financial support to eligible landowners of up to 40% of the cost of the herbicide supplied to a maximum of \$1,600 per annum.

Landholders will have the responsibility to take the photos before and after the application of the herbicides to authenticate the appropriate use and effect of the subsidised chemical.

All herbicide requests must be facilitated through Council's Pest Management team via a specified order form.

Subsidised herbicides are only to be purchased from the Burdekin Shire approved supplier.

## Legislation

*Biosecurity Act 2014*

*Local Government Act 2009*

### Local Laws

Local Law No 3 (Community and Environmental Management) 2012

Subordinate Local Law No 3 (Community and Environmental Management) 2012

## Definitions and Abbreviations

<b>Weed</b>	is defined pragmatically as a plant that requires some form of action to reduce its harmful effects on the economy, the environment, human health and amenity.
<b>Weed Pests</b>	are generally classified as a restricted or prohibited pest plant in the <i>Biosecurity Act 2014</i> ; medium, high or very high priority in the <i>Burdekin Shire Council Biosecurity Plan 2020-2025</i> ; and/or identified as a declared local pest in the <i>Burdekin Shire Council Subordinate Local Law 3 (Community and Environment Management) 2012</i> .
<b>Property Biosecurity Plan</b>	a tool you can use to identify and manage the issue and risks associated with weeds, pest animals and plague pests on your property. The plan is agreed and signed off by the landowner and Council Pest Management Officer.
<b>Herbicide</b>	is defined as a chemical or combination of chemicals used to kill weeds.

## Related Documents

Reference Number	Document Title
	Burdekin Shire Council Biosecurity Plan 2020-2025
	Procedures
	Herbicide Order Form

## Document History and Version Control

<b>Title of Document</b>	Herbicide Subsidy Policy
<b>Document Reference Number</b>	ENV-POL-0005 Rev 1
<b>Review Schedule</b>	24 months
<b>Council Meeting Date</b>	24 August 2021
<b>Council Resolution Number</b>	<a href="#">Click or tap here to enter text.</a>

**APPENDIX 1**

Herbicide	Quantity of herbicide/hectare of area infested
Parkinsonia (Very High – 36)	
Conqueror	5 lt/Ha
Grazon Extra	3 lt/Ha
Rubber Vine (Very High – 64)	
Access	1 lt/Ha
Chinee Apple (Very High – 64)	
Conqueror	5 lt/Ha
Grazon Extra	3 lt/Ha
Prickly Acacia (Very High – 64)	
Starane Advanced	2 lt/Ha
Lantana (Very High – 36)	
Conqueror	3 lt/Ha
Grazon Extra	3 lt/Ha
Starane Advanced	3 lt/Ha
Weedmaster Duo	4 lt/Ha
Siam Weed (High – 18)	
Conqueror	5 lt/Ha
Grazon Advanced	
Starane Advanced	5 lt/Ha

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### 6.1.3 Adoption of Revised Wild Dog Control Assistance Policy

<b>File Reference</b>	1690
<b>Report Author</b>	Mr. Dan Mulcahy – Manager Environmental and Health Services
<b>Authoriser</b>	Mr. Nick Wellwood – Director Infrastructure Planning and Environmental Services
<b>Meeting Date</b>	24 August 2021

#### Link to Corporate/Operational Plan

Burdekin Shire Council Corporate Plan 2017-2022

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

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### Executive Summary

Council and staff undertake a periodic review the Wild Dog Control Assistance Policy to determine if any improvements or changes are required. The policy sets guidelines for providing financial support to Burdekin Shire landholders who need assistance in baiting/trapping wild dogs on their property.

### Recommendation

That Council adopts the attached revised Wild Dog Control Assistance Policy.

### Background

Wild dog is a declared pest (restricted invasive animal) under *Biosecurity Act 2014* and Burdekin Shire Biosecurity Plan 2016-2020. Wild dog management is an essential and integral part of the sustainable management of natural resources for the benefit of the economy, the environment, human health and amenity. Under this policy Council provides financial support of up to 33% of the cost of the treatment to a maximum of \$500.00 per annum for eligible landholders.

Only very minor wording changes have been made to the policy including those to match the wording of the updated Burdekin Shire Council Biosecurity Plan 2020-2025. No changes have been made to the fundamentals of the policy implementation.

### Consultation

Council discussed this matter its Workshop held on 17 August 2021.

### Budget & Resource Implications

Funding provided in the budget.

### Legal Authority & Implications

Not Applicable.

### Policy Implications

This policy will replace the existing Wild Dog Control Assistance Policy adopted on 23 July 2019.

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**Risk Implications (Strategic, Operational, Project Risks)**

Any identified risks will be evaluated and managed in accordance with the Enterprise Risk Management (ERM) Policy and the adopted ERM Framework.

There do not appear to be any operational or project risks in relation to the policy. There may be a strategic image risk in not continuing with the policy whereby Council is seen as not supporting efforts to reduce the human health and environmental impact of wild dogs.

**Attachments**

1. Wild Dog Control Assistance Policy.

Policy Type	Corporate
Function	Environmental Management
Policy Owner	Manager Environment and Health Services
Policy Contact	Coordinator Public Health and Environment
Effective Date	24 August 2021

## Purpose

This document sets out Council's policy on financial support to Burdekin Shire landholders who need assistance in baiting/trapping wild dogs on their property and have a current Property Biosecurity Plan with Council. This policy outlines the criteria required to access the funding and how the scheme is to operate.

## Scope

Wild dog management is an essential and integral part of the sustainable management of natural resources for the benefit of the economy, the environment, human health and amenity. Combating the wild dog problem is a shared responsibility that requires all parties to have a clear understanding of their roles. Prioritisation of and investment in wild dog management must be informed by a risk management approach.

The techniques listed below are those most used to manage wild dog problems:

- Trapping – Contractors.
- Baiting – Council officers provide free of cost 1080 baiting to landholders on request. Landholders provide the bait material. Commercial baits are available as an alternative option and applications are to be made through Queensland Health. Liaison with neighbouring Councils with a view to coordinated baiting is undertaken operationally.
- Land shooting – Contractors or Landholders can hire Conservation Volunteers (Sporting Shooters Association of Australia) free of cost to do on ground shooting.
- Aerial shooting – Normally during the aerial pig shoots any wild dogs sighted are killed. No shooting schedule solely targeting wild dogs is currently undertaken.

The Burdekin Shire Council will provide a financial support of up to 33% of the cost of the treatment to a maximum of \$500 per annum to Burdekin landholders for baiting or trapping subject to:

- the landowner has a registered Property Biosecurity Plan with Council;
- the treatment is verified by Council's Pest Management Officer;
- an invoice for the cost is provided.

This policy will ensure a risk based process to facilitate distribution of the available funds to achieve the acceptable level of wild dog control.

The available funds will be determined each year by Council when adopting the Annual Budget.

## Policy Statement

Only the landowners who have a current registered Property Biosecurity Plan and where a Council Pest Management Officer has verified the wild dog problem is eligible to apply for the financial support.

The amount approved will be guided by the technique used and will not exceed \$500 per landholder per financial year.

Burdekin landholders will have the responsibility to provide evidence by submitting invoice from contractors and photos if applicable.

All requests must be facilitated through a Council Pest Management Officer via a specified approved claim form.

### Exceptions

Nil.

### Objectives

The objective of this policy is to reduce the impact of the existing wild dog problem in the Shire in conjunction with landowners by the sustainable distribution of the available funds.

### Legislation

*Biosecurity Act 2014*

### Definitions and Abbreviations

<b>Wild dog</b>	is defined pragmatically as a pest that requires some form of action to reduce its harmful effects on the economy, the environment, human health and amenity and is classified as an Invasive Category 3 4, 5, 6 pest under the <i>Biosecurity Act 2014</i> and/is identified as a Pest – Very High – 36 with a management option of Asset Protection under Burdekin Shire Biosecurity Plan 2020 – 2025.
<b>Property</b>	is a tool you can use to identify and manage the issues and risks associated with weeds and pest animals on your property. The plan is agreed and signed off by the landowner and a Council Pest Management Officer.
<b>Biosecurity Plan</b>	

### Related Documents

Reference Number	Document Title
	Burdekin Shire Council Biosecurity Plan 2020-2025
	Procedure
	Wild Dog Assistance Claim Form

### Document History and Version Control

<b>Title of Document</b>	Wild Dog Control Assistance Policy
<b>Document Reference Number</b>	ENV-POL-0002 Rev 2
<b>Review Schedule</b>	24 months
<b>Council Meeting Date</b>	24 August 2021
<b>Council Resolution Number</b>	<a href="#">Click or tap here to enter text.</a>





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## 6.2 OPERATIONS

### 6.2.1 Extending TBSC/19/009 - Register of Pre-Qualified Suppliers - Electrical Trade Services for a Period of Twelve Months

<b>File Reference</b>	765 and 807
<b>Report Author</b>	Mr. Gary Keane - Manager Contracts
<b>Authoriser</b>	Mr. Wayne Saldumbide - Manager Operations
<b>Meeting Date</b>	24 August 2021

#### Link to Corporate/Operational Plan

Burdekin Shire Council Corporate Plan 2017-2022

- 1.2.2 Apply a prioritised and planned system to upgrade and enhance existing facilities
  - 2.2.3 Support the development and expansion of existing business
  - 5.3.2 Ensure Council's financial position is effectively managed
  - 5.3.3 Adhere to the governance framework and public reporting systems
  - 5.3.4 Undertake regulatory responsibilities in accordance with state regulations
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#### Executive Summary

Council at its Ordinary Council Meeting of 9 July 2019 adopted a recommendation to accept tenders to establish a register of Pre-Qualified Suppliers - Electrical Trade Services for a period of two (2) years from the date of Council resolution.

As stated in the Conditions of Tendering Clause 4 - Term of Contract, Council reserves the right to extend the contract for a period of twelve months at the end of the original two-year Contract period. This extension is at the sole discretion of the Principal.

#### Recommendation

That Council exercises its option to extend contract TBSC/19/009 - Register of Pre-Qualified Suppliers – Electrical Trade Services for a period of twelve months from the 9 July 2021 to 11 July 2022.

#### Background

Council established a register of pre-qualified suppliers under the provisions of the *Local Government Regulations 2012, Division 3 Section 232*.

A Local Government may enter into a contract without first inviting written quotes or tenders if the contract is entered into with a supplier from a register of pre-qualified suppliers.

A Local Government may establish a register of pre-qualified suppliers of particular goods or services only if -

- (a) the preparation and evaluation of invitations every time the goods or services are needed would be costly; or
- (b) the capability or financial capacity of the supplier of the goods or services is critical; or
- (c) the supply of the goods or services involves significant security considerations; or
- (d) a precondition of an offer to contract for the goods or services is compliance with particular standards or conditions set by the local government; or

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- (e) the ability of local business to supply the goods or services needs to be discovered or developed.

This is in line with provisions within Council's Procurement Policy 2021/2022.

### **Consultation**

Not Applicable.

### **Budget & Resource Implications**

There are no identified additional Budget or Resource Implications.

### **Legal Authority & Implications**

*Local Government Regulations 2012*

*Chapter 6 Contracting*

*Division 3: Exceptions for medium-sized and large-sized contractual arrangements*

*Section 232: Exception for register of pre-qualified suppliers.*

Burdekin Shire Council Procurement Policy 2021/2022.

### **Policy Implications**

The establishment of a Register of Pre-qualified Suppliers is consistent with the Burdekin Shire Council Procurement Policy 2021/2022 as follows:

#### Objectives

The objectives of this policy are to achieve advantageous procurement outcomes by:

- Promoting value for money with probity and accountability;
- Advancing Council's economic, social, and environmental policies;
- Providing reasonable opportunity for competitive local businesses that comply with relevant legislation to supply to Council; and
- Promoting compliance with relevant legislation.

#### Principles

Council officers must have regard to the following sound contracting principles in all purchasing and disposal activities in accordance with the Act Section 104:

#### Value for Money

Council must harness its purchasing power to achieve the best value for money. The concept of value for money is not restricted to price alone. The value for money assessment must include consideration of:

- Contribution to the advancement of Council's priorities;
- Fitness for purpose, quality, services, and support;
- Whole-of-life costs including costs of acquiring, using, maintaining and disposal; and
- Internal administration costs;
- Technical compliance issues;
- Risk exposure; and
- The value of any associated environmental benefits.

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### Open and Effective Competition

Purchasing and disposal should be open and result in effective competition in the provision of goods and services and disposal of assets. Council must give fair and equitable consideration to all prospective suppliers or purchasers.

### The Development of Competitive Local Business and Industry

Council encourages the development of competitive local businesses within its Local Government area. Where price, performance, quality, suitability, and other evaluation criteria are comparable, the following areas may be considered in evaluating offers:

- Creation of local employment opportunities;
- More readily available servicing support;
- More convenient communications for contract management;
- Economic growth within the local area; and
- Benefit to Council of associated local commercial transaction.

### Ethical Behaviour and Fair Dealing

Council officers involved in contracting activities for purchasing and disposal are to behave with impartiality, fairness, independence, openness, integrity, and professionalism in their discussions and negotiations with suppliers or purchasers and their representatives. Council officers shall identify and manage conflicts of interest in accordance with the Procurement Guidelines.

### **Exceptions**

The Regulation Chapter 6 Contracting, Part 3 Default contracting procedures at Division 3 (Sections 229-235) 235) identifies exceptions for medium-sized and large-sized contracts. If one of the exceptions applies, Council may enter into:

- A medium-sized contract without first inviting written quotes; or
- A large-sized contract without first inviting written tenders.

The exceptions are summarized as follows:

- Section 232 – Register of pre-qualified suppliers

### **Effective and Efficient Purchasing Processes**

Council officers will undertake purchasing activities in the most effective and efficient manner to minimise administrative costs associated with purchasing by:

- Seeking opportunities to streamline purchasing processes.

### **Risk Implications (Strategic, Operational, Project Risks)**

Operational – A register of pre-qualified suppliers is a tender for services but does not constitute an offer of work. The establishment of a register of pre-qualified suppliers streamlines the procurement process and allows Council to engage providers of Electrical Trade Services without having to conduct a tender on each separate occasion.

### **Attachments**

Not Applicable.

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**6.3 PLANNING AND DEVELOPMENT**

**6.4 TECHNICAL SERVICES**

**7 NOTICE OF MOTION**

**8 RECEIPT OF PETITIONS**

**9 CORRESPONDENCE FOR INFORMATION**

Tabled Separately

**10 GENERAL BUSINESS**

**11 CLOSED BUSINESS ITEMS**

**12 DELEGATIONS**

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