



# Burdekin Shire Council

## AGENDA

### ORDINARY COUNCIL MEETING

HELD AT COUNCIL ADMINISTRATION BUILDING,  
145 YOUNG STREET, AYR

**on 28 June 2022**

**COMMENCING AT 10:30 AM**

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## **ORDER OF BUSINESS:**

### **ATTENDANCE**

#### **2. PRAYER**

#### **3. DECLARATIONS OF INTEREST**

#### **4. MINUTES AND BUSINESS ARISING**

4.1. Ordinary Council Meeting Minutes - 14 June 2022

4.2. Economic Development Advisory Group Meeting Minutes - 5 May 2022

4.3. Burdekin Shire Youth Council Meeting Minutes - 30 May 2022

4.4. Audit Committee Meeting Minutes - 15 June 2022

4.5. RADF Advisory Group Minutes – 20 June 2022

#### **5. EXECUTIVE**

##### **5.1. CEO**

5.1.1. Council Attendance at the Local Government Association of Queensland Annual Conference and Annual General Meeting - 17 to 19 October 2022 - Cairns

##### **5.2. ECONOMIC DEVELOPMENT**

#### **6. CORPORATE AND COMMUNITY SERVICES**

##### **6.1. CLIENT SERVICES**

##### **6.2. COMMUNITY DEVELOPMENT**

##### **6.3. FINANCIAL AND ADMINISTRATIVE SERVICES**

6.3.1. Monthly Financial Report - May 2022

##### **6.4. GOVERNANCE**

6.4.1. Revised Enterprise Risk Management Policy

6.4.2. Audit Committee Chairperson's 2021/22 Annual Report

6.4.3. Revised Community Use of Council Bus Policy

6.4.4. Response to Queensland Audit Office Local Government 2021 - Report 15: 2021-22

#### **7. INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES**

##### **7.1. ENVIRONMENTAL AND HEALTH SERVICES**

##### **7.2. OPERATIONS**

##### **7.3. PLANNING AND DEVELOPMENT**

7.3.1. Amend Building Application "Lodgement Fee" in 2022/23 Fees and Charges

7.3.2. Material Change of Use – MCU22/0001 - Dual Occupancy 20-26 Patricia Road, Ayr (Lot 29 on RP744911)

##### **7.4. TECHNICAL SERVICES**

#### **8. NOTICE OF MOTION**

#### **9. RECEIPT OF PETITIONS**

#### **10. CORRESPONDENCE FOR INFORMATION**

#### **11. GENERAL BUSINESS**

#### **12. CLOSED BUSINESS ITEMS**

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### **13. DELEGATION**

#### **4.1. MINUTES AND BUSINESS ARISING**

##### **Ordinary Council Meeting Minutes - 14 June 2022**

#### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 14 June 2022 be received as a true and correct record.

#### **Attachments**

1. Minutes - Ordinary Council Meeting 14 June 2022



# **MINUTES**

## **ORDINARY COUNCIL MEETING**

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

**on 14 June 2022**

**COMMENCING AT 9:00 AM**

## **ORDER OF BUSINESS:**

### **1. ATTENDANCE**

Councillor Lyn McLaughlin, Councillor Sue Perry, Councillor Kaylee Boccalatte, Councillor John Bonanno, Councillor Michael Detenon, Councillor John Furnell, Councillor Max Musumeci.

Mr. T. Brennan - Chief Executive Officer  
Mr. N. O'Connor – Director Corporate and Community Services  
Mr. N. Wellwood – Director of Infrastructure, Planning and Environmental Services  
Mrs. K. Galletta - Manager Planning and Development (Part)  
Mr. W. Saldumbide - Manager Operations (Part)  
Mrs. M. Stockdale - Purchasing and Stores Supervisor (Part)

Minutes Clerk - Mrs. S. Iturriaga

### **2. PRAYER**

The meeting prayer was delivered by Pastor Andrew Ballin of the Baptist Church.

### **3. DECLARATIONS OF INTEREST**

The Mayor called for declarations of interest.

No declarations of interest were identified.

### **4. MINUTES AND BUSINESS ARISING**

#### **4.1. Ordinary Council Meeting Minutes - 24 May 2022**

##### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 24 May 2022 be received as a true and correct record.

##### **Resolution**

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

CARRIED

#### **4.2. Burdekin Local Disaster Management Group Meeting Minutes - 25 March 2022**

##### **Recommendation**

That the minutes of the Burdekin Local Disaster Management Group Meeting held on 25 March 2022 be received as a true and correct record.

##### **Resolution**

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

CARRIED

#### **4.3. Burdekin Local Disaster Management Group Meeting Minutes - 22 April 2022**

##### **Recommendation**

That the minutes of the Burdekin Local Disaster Management Group Meeting held on 22 April 2022 be received as a true and correct record.

##### **Resolution**

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

1. the duplicated attendance apology from John Tait be removed from the minutes as only one apology was given and required to be noted.

CARRIED

#### **4.4. Extraordinary Burdekin Local Disaster Management Group Meeting Minutes One Held at 10.30am - 26 April 2022**

##### **Recommendation**

That the minutes of the Extraordinary Burdekin Local Disaster Management Group Meeting One held at 10.30am on 26 April 2022 be received as a true and correct record.

##### **Resolution**

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

CARRIED

#### **4.5. Extraordinary Burdekin Local Disaster Management Group Meeting Minutes Two Held at 4.00pm - 26 April 2022**

##### **Recommendation**

That the minutes of the Extraordinary Burdekin Local Disaster Management Group Meeting Two held at 4.00pm on 26 April 2022 be received as a true and correct record.

##### **Resolution**

Moved Councillor Furnell, seconded Councillor Perry that the recommendation be adopted noting the following adjustment:

1. the correction of Item 4.4 to be 4.4 John Furnell - Councillor, Burdekin Shire Council.
2. the correction of Item 4.5 to be 4.5 Terry Brennan - Chief Executive Officer, Burdekin Shire Council.

CARRIED

#### **4.6. Extraordinary Burdekin Local Disaster Management Group Meeting Minutes Three Held at 9.00am - 27 April 2022**

##### **Recommendation**

That the minutes of the Extraordinary Burdekin Local Disaster Management Group Meeting Three held

at 9.00am on 27 April 2022 be received as a true and correct record.

## **Resolution**

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

CARRIED

### **4.7. Extraordinary Burdekin Local Disaster Management Group Meeting Minutes Four Held at 4.00pm - 28 April 2022**

#### **Recommendation**

That the minutes of the Extraordinary Burdekin Local Disaster Management Group Meeting Four held at 4.00pm on 28 April 2022 be received as a true and correct record.

## **Resolution**

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

CARRIED

### **4.8. Audit Committee Meeting Minutes - 4 May 2022**

#### **Recommendation**

#### Item 3 - Minutes of the Audit Committee Meeting held on 9 February 2022

That the minutes from the previous meeting be formally adopted by the Committee.

#### Item 4.1 - Related Party Disclosure Policy - Review of Ordinary Citizen Transactions

That the Related Party Disclosure Policy and Ordinary Citizen Transactions Fact Sheet be endorsed by the Committee and presented to Council for formal adoption.

#### Item 4.2 - Shell Financial Statements and Points of Note

That the 2022 Shell Financial Statements and Points of Note be noted by the Committee.

#### Item 5.1 - Draft Annual Infrastructure Valuation Methodology Report

That the Committee note the draft 2021-2022 Internal Valuation Report.

#### Item 6.1 - Investment Policy

That the Investment Policy be endorsed by the Committee and presented to Council for formal adoption.

#### Item 7.1 - Emerging issues and reports to Parliament

That the Committee note the QAO Briefing Paper.

#### Item 7.2 - External Audit Plan

That the Committee note the 2022 External Audit Plan.

#### Item 8.1 - Internal Audit Status Update

That the Committee note the Internal Audit Status Update and Grants Funding Management Scope of Work.

#### Item 8.2 - Internal Audit Report - Strategic Workforce Planning and Succession Management

That the Committee endorse the Strategic Workforce Planning and Succession Management internal audit report and associated agreed management action items.

#### Item 9.1 - Risk Management Update

That the Committee noted the Risk Management Update briefing paper and associated risk management activities.

Item 9.2 - Revised Enterprise Risk Management Framework

That the Committee endorse the revised Enterprise Risk Management Framework.

Item 9.3 - Revised Fraud and Corruption Control Plan

That the Committee endorse the revised Fraud and Corruption Control Plan.

Item 9.4 - Internal and External Agreed Management Action Items

That the Committee note the Agreed Management Action Item Status Report and endorse the revised due dates.

That:

1. the minutes of the Audit Committee meeting held on 4 May 2022 be noted; and
2. the recommendations as detailed in the minutes and summarised in Item 3 to 9.4 be adopted.

**Resolution**

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

CARRIED

**4.9. Extraordinary Burdekin Local Disaster Management Group Meeting Minutes One Held at 3.30pm - 9 May 2022**

**Recommendation**

That the minutes of the Extraordinary Burdekin Local Disaster Management Group Meeting One held at 3.30pm on 9 May 2022 be received as a true and correct record.

**Resolution**

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

CARRIED

**4.10. Burdekin Shire Youth Council Meeting Minutes - 9 May 2022**

**Recommendation**

Item 4 – Burdekin Shire Youth Council Spotify Advertising

That Council support the Burdekin Shire Youth Council Spotify advertising and acknowledge sponsorship by Burdekin Swim School.

Item 6 – Funding Application – Queensland Mental Health Youth Funding

That Council supports the application for funding on behalf of the Burdekin Shire Youth Council for Queensland Mental Health Week Youth Funding (It's OK to have a Blue Day Project).

Item 8 – Proposed Participation in the Burdekin Relay for Life – 30 July 2022

That Council notes the proposed involvement of the Burdekin Shire Youth Council members in the upcoming Burdekin Relay for Life to be held on 30 July 2022.

Item 9 – Proposed Participation in the Laurie's Love 24 Hour Row for a Cure

That Council notes the proposed involvement of the Burdekin Shire Youth Council members in the upcoming Laurie's Love 24-hour Row for a Cure.

Item 10 – Hosting of a Leadership Development Course

That Council supports the Burdekin Shire Youth Council in hosting a Leadership Development Course

for the 2022 Youth Council Members.

Item 11 – Proposed Host for Youth First Aid Course

That Council supports the Burdekin Shire Youth Council in their proposal to host another Youth First Aid Course in 2022.

That:

1. the minutes of the Burdekin Shire Youth Council Meeting held on 9 May 2022 be noted and adopted;  
and
2. the recommendations as detailed in the minutes and summarised in Items 4 -11 above be adopted.

**Resolution**

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

CARRIED

**4.11. Extraordinary Burdekin Local Disaster Management Group Meeting Minutes Two Held at 3.00pm - 10 May 2022**

**Recommendation**

That the minutes of the Extraordinary Burdekin Local Disaster Management Group Meeting Two held at 3.00pm on 10 May 2022 be received as a true and correct record.

**Resolution**

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

CARRIED

**4.12. Extraordinary Burdekin Local Disaster Management Group Meeting Minutes Three Held at 10.00am - 11 May 2022**

**Recommendation**

That the minutes of the Extraordinary Burdekin Local Disaster Management Group Meeting Three held at 10.00am on 11 May 2022 be received as a true and correct record.

**Resolution**

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

CARRIED

#### **4.13. Extraordinary Burdekin Local Disaster Management Group Meeting Minutes Four Held at 3.00pm - 12 May 2022**

##### **Resolution**

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

That the minutes of the Extraordinary Burdekin Local Disaster Management Group Meeting Four held at 3.00pm on 12 May 2022 be received as a true and correct record.

CARRIED

#### **4.14. Extraordinary Burdekin Local Disaster Management Group Meeting Minutes Five Held at 2.00pm - 16 May 2022**

##### **Recommendation**

That the minutes of the Extraordinary Burdekin Local Disaster Management Group Meeting Five held at 2.00pm on 16 May 2022 be received as a true and correct record.

##### **Resolution**

Moved Councillor Detenon, seconded Councillor Furnell that the recommendation be adopted with the following updates regarding the Chairperson Update:

1. Technical Serving Staff have rectified the error with river gauge not performing well and is currently fully operational
2. Installation of the back-up repeater at Hurricane Cliffs has been completed and is fully operational.

CARRIED

#### **4.15. Burdekin Shire Road Safety Advisory Committee Meeting Minutes - 18 May 2022**

##### **Recommendation**

##### Item 6.3 – Reinstallation of Speed Signs - Lena Road, Mount Kelly

It is recommended that Council investigate the lack of speed signs and review the speed limit required on Lena Road, Mount Kelly.

##### Item 6.4 – Speed Review - Mount Kelly Drive, Mount Kelly

It is recommended that Council review the speed zone on Mount Kelly Drive, Mount Kelly.

##### Item 6.5 – Speed Review – Maidavale Road (Between Klondyke Road and Ivory Road)

It is recommended that Council to investigate the current speed zones on Maidavale Road, Maidavale to ensure compliance with Department of Transport Main Roads regulations.

##### Item 6.6 - Tree Trimming – Lynch and Edwards Streets, Ayr Intersection

It is recommended that Council review trimming the trees for better visibility for drivers on Lynch and Edwards Streets, Ayr.

##### Item 6.7 - No Parking Anytime Signage – Graham Street, Ayr

It is recommended that Council investigate posting 'No Parking Anytime' sign at the no parking zones marked behind the Ayr Police Station on Graham Street, Ayr.

That:

1. the minutes of the Burdekin Shire Road Safety Advisory Committee Meeting held on 18 May 2022 be noted, and;
2. the recommendations as detailed in the minutes and summarised in Items 6.3 to 6.7 above be adopted.

### **Resolution**

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

CARRIED

## **5. EXECUTIVE**

### **5.1. CEO**

#### **5.1.1. Council Workshops - May 2022**

### **Executive Summary**

The Council conducted two (2) general workshops in May 2022, with workshops held on 3 and 17 May 2022. Workshops were also held during May associated with the development of the budget for the 2022/23 financial year.

A range of policy and operational issues were discussed by Councillors and staff at the general workshops. A summary of the items discussed at the workshops is outlined in the report.

### **Recommendation**

That the report on the Council workshops held on 3 and 17 May 2022 be received and noted.

### **Resolution**

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

CARRIED

## **5.2. ECONOMIC DEVELOPMENT**

### **5.2.1. Small Business Friendly Councils**

### **Executive Summary**

The Queensland Government through the Queensland Small Business Commissioner has invited Council to join the Small Business Friendly Councils initiative.

The initiative has been established to recognise and support local councils in Queensland that are actively supporting small businesses in their area and helping small businesses to recover and build resilience following disasters and economic challenges. It recognises a commitment by councils to be mindful of small businesses, their issues and priorities when making decisions for the local community.

### **Recommendation**

That Council become a member of the Small Business Friendly Council initiative and endorses the Small



Business Friendly Charter.

## **Resolution**

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

CARRIED

*9.26am - Mr. Saldumbide entered the meeting.*

*9.27am - Mrs. Galletta entered the meeting.*

*9.30am - Mrs. Stockdale entered the meeting.*

## **6. CORPORATE AND COMMUNITY SERVICES**

### **6.1. CLIENT SERVICES**

#### **6.1.1. Annual Leave and Long Service Leave Report**

##### **Executive Summary**

The purpose of this report is to provide Council with an update on current Annual Leave and Long Service Leave accrued entitlements for staff.

##### **Recommendation**

That the Staff Accrued Annual Leave and Long Service Leave Entitlement Reports be received and noted.

##### **Resolution**

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

CARRIED

### **6.2. COMMUNITY DEVELOPMENT**

### **6.3. FINANCIAL AND ADMINISTRATIVE SERVICES**

### **6.4. GOVERNANCE**

#### **6.4.1. Townsville City Council - Haughton Pipeline Project Stage 2 - Request for Support: Priority Purchase Application and Interim Trustee Lease over Pump Station Site (Part of Lot 33 on Survey Plan 117630)**

##### **Executive Summary**

Townsville City Council has written to Council, as the Trustee of Lot 33 on Survey Plan 117630, seeking consent to apply to the Department of Resources for the priority purchase and an interim trustee lease over part of Lot 33 on Survey Plan 117630 being the intended pump station site in Stage 2 of Haughton Pipeline Project (shown in Attachment A).

## **Recommendation**

That Council:

1. Write to Townsville City Council confirming:
  - a. Council understands that part of Lot 33 on Survey Plan 117630 (shown in Attachment A) is required for Townsville City Council's pump station site in Stage 2 of the Haughton Pipeline Project; and
  - b. Council does not require part of Lot 33 on Survey Plan 117630 (shown in Attachment A) for its dedicated community purposes (camping and water); and
  - c. Council provides consent as Trustee of Lot 33 on Survey Plan 117630 to Townsville City Council's priority purchase application to the Department of Resources for part of Lot 33 on Survey Plan 117630 (shown in Attachment A).
2. Agree to enter into an interim trustee lease with Townsville City Council over part of Lot 33 on Survey Plan 117630 (shown in Attachment A) for five (5) years, commencing 1 February 2023, whilst the priority purchase application is processed.

## **Resolution**

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

CARRIED

## **7. INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES**

### **7.1. ENVIRONMENTAL AND HEALTH SERVICES**

### **7.2. OPERATIONS**

#### **7.2.1. Tender Refresh for Registers of Pre-qualified Suppliers for Annual Supply Contracts**

##### **Executive Summary**

Chapter 6 Part 3 Division 3 Section 232(4) of the Local Government Regulation Queensland 2012 allows a local government to establish a register of pre-qualified suppliers by inviting suppliers to tender to be on a register of pre-qualified suppliers.

Council currently has four (4) registers of pre-qualified suppliers in place for the ongoing supply of goods contracts. The registers are for the supply and delivery of Stone Products, Sodium Hypochlorite, Ready Mixed Cement and Herbicides.

Council has executed the option to periodically conduct a procurement process to 'refresh' the register of pre-qualified suppliers, that is, to enable new suppliers to tender and allow existing pre-qualified suppliers to submit an amended tender if they wish to do so.

Of the four (4) current registers, the Herbicides contract was the only one (1) to receive a submission from a new respondent.

The remaining term of the current registers of pre-qualified suppliers is one (1) year, with two (2) options to extend at Council's discretion.

## **Recommendation**

It is recommended that Council not accept the tender submission from Nuturf Pty Ltd.

## Resolution

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

1. addition to the recommendation that this decision is based on the pricing which has been submitted.

CARRIED

9.51am - Mrs. Stockdale left the meeting.

9.52am - Mr. Saldumbide left the meeting.

## 7.3. PLANNING AND DEVELOPMENT

### 7.3.1. Material Change of Use - Backpackers (Tourist Accommodation) 13-15 Charles Street, Ayr (Lot 100 on A26511)

#### Executive Summary

Council is in receipt of a development application lodged by Produce Pickers Pty Ltd c/- Burdekin Building Design for a Material Change of Use – Backpackers Accommodation (Tourist Accommodation) on land described as Lot 100 on A26511 and located at 13 – 15 Charles Street, Ayr.

The subject land is designated within the Residential Zone of the *Burdekin Shire Council's IPA Planning Scheme* (the Planning Scheme).

A two (2) storey, multiple dwelling (six (6) x two (2) bed units) building with six (6) on site carparks (in tandem) exists on site.

This existing unit development is proposed to be converted into six (6) 'rooming' units proposing to accommodate a maximum of ten (10) occupants/ per 'rooming' unit.

It is understood that the development is to predominately accommodate workers from Pacific Island countries employed under the Australian Government scheme for seasonal placements. These seasonal placements are understood to be up to nine (9) months or longer in term lengths.

The development application is subject to Impact Assessment and therefore required Public Notification. Public Notification was undertaken in accordance with the requirements of the *Planning Act 2016* with four (4) submissions received in objection to the proposed development.

Officers have assessed the development application and notwithstanding the conflicts identified, have determined that any approval is able to be conditioned appropriately (including limiting the occupancy levels to meet site density requirements) to be generally consistent with the relevant assessment benchmarks of the Planning Scheme.

Recommended conditions of approval are provided as below:

Condition	Reason	Timing
<b>1. General and Administration</b>		
1.1 The development and conduct of the approved use of the premises, the carrying out and maintenance of any works on the premises and construction and maintenance		At all times.

of any building on the premises must be generally in accordance with the applications supporting material, except where modified by the conditions of this Development Permit and any approval issued there under.			
1.2	Where a discrepancy or conflict exists between the written condition(s) of the approval and the approved plans, the requirements of the written condition(s) will prevail.		
1.3	The proposed development must comply with all Planning Scheme requirements as applying at the date of this approval, except as otherwise specified by any condition.		
<b>2. Approved Plans and/or Documents</b>		The development must comply with all planning scheme requirements and definitions as approved and conditioned by this development permit.	During the operation and life of the development.
2.1	The proposed development must be completed and maintained generally in accordance with the drawing/ documents identified in the Table below, except as otherwise specified by any condition of this approval.		
2.2	One full set of the most up to date approved plans must be held on site and available for inspection for the duration of the construction phase and during compliance checks.		
2.3	Where a discrepancy or conflict exists between the written condition(s) of the approval and the approved plans, the requirements of the written condition(s) will prevail.		
2.4	The proposed development must comply with all scheme requirements as applying at the date of this approval, except as otherwise specified by any condition of this approval.		
2.5	The development must be constructed in the position and at the levels identified on the approved plans or as stipulated by a condition of this approval, noting that all boundary setback measurements are taken from the real property boundary and not from such things as road bitumen or fence lines.		
<b>3. Approved Plans</b>			
<b>Drawing Title</b>	<b>Drawing Ref &amp; Issue</b>	<b>Issue and Sheet No.</b>	<b>Date Rec</b>
Cover Sheet	BBD1900033	A(iii) Sheet A00	12/10/2021
Site Plan – New Layout	BBD1900033	A(iii) Sheet A01	12/10/2021
Gnd & 1 <sup>st</sup> Floor – Refurb. Floor Plans	BBD1900033	A (iii) Sheet A02	12/10/2021
Elevations – Sheet 1	BBD1900033	A (iii) Sheet A03	12/10/2021
Elevations – Sheet 2	BBD1900033	A (iii) Sheet A04	12/10/2021
<b>4. New/additional Documentation Required</b>			
4.1	Submit: i. Amended proposal plans that comply with the site density of 180 persons per hectare of the site area based upon the following occupancy rates, is permitted:	To ensure all development is appropriately located, designed and operated to provide a safe and pleasant environments	Prior to the issue of the Certificate of Classification by the Building Certifier or the commencement of the use,

	<table><tr><th>Number of Bedroom Units</th><th>Number of Persons per Dwelling or Rooming Unit</th></tr><tr><td>1</td><td>1.7</td></tr><tr><td>2</td><td>2.4</td></tr><tr><td>3 (or more)</td><td>3.3</td></tr></table>	Number of Bedroom Units	Number of Persons per Dwelling or Rooming Unit	1	1.7	2	2.4	3 (or more)	3.3		while reasonably maintaining the amenity experienced in the locality.	whichever occurs first, and to be maintained at all times.
Number of Bedroom Units	Number of Persons per Dwelling or Rooming Unit											
1	1.7											
2	2.4											
3 (or more)	3.3											
	<ul style="list-style-type: none"><li>ii. Noise Impact Assessment report prepared by a suitably qualified professional.</li><li>iii. Traffic Engineering Assessment report by a suitably qualified professional.</li><li>iv. Infrastructure and Servicing Assessment report prepared by suitably qualified professional.</li><li>v. Flood Assessment report prepared by a suitably qualified professional.</li><li>vi. Stormwater Management Plan prepared by a suitably qualified professional.</li><li>vii. Landscaping plan prepared by a suitably qualified professional.</li><li>viii. Amended proposal plans that address:<ul style="list-style-type: none"><li>a) <u>Privacy screening</u><ul style="list-style-type: none"><li>i. Provide privacy screening or alternative treatments where:<ul style="list-style-type: none"><li>- Habitable room windows or balconies of ground and above ground floor dwelling units that directly face another habitable room or balconies on the same site or an adjoining site, and that are within 9m; and/or</li><li>- Habitable room windows or balconies that overlook private recreation areas of other dwellings on the same site or adjoining sites.</li></ul></li><li>ii. Treatments may consist of:<ul style="list-style-type: none"><li>- Fixed, tinted or opaque glazing in at least any part of the fixed window or balcony balustrading; and</li><li>- Sliding external screens (e.g. louvered panels), of durable weather resistant materials and with a maximum of 50% transparency.</li></ul></li></ul></li><li>b) <u>Access, Parking and Traffic</u><ul style="list-style-type: none"><li>i. Implement the approved traffic engineering assessment requirements.</li><li>ii. Provide a minimum of five (5) on site carparking spaces for residents or as determined in the approved traffic engineering assessment, whichever is the greater.</li></ul></li></ul></li></ul>											

	<ul style="list-style-type: none"> <li>iii. Development must include specific parking spaces for staff including managers and employees required to be on site at any one time, as determined in the approved traffic engineering assessment.</li> <li>iv. Provide a minimum of one (1) on-site accessible (disabled) carparking space or as determined in the approved traffic engineering assessment.</li> <li>v. Provide adequate on-site visitor carparking spaces, as determined by the approved traffic engineering assessment.</li> <li>vi. Provide adequate on-site dedicated bus parking spaces, as determined by the approved traffic engineering assessment.</li> <li>vii. Provide for the adequate and safe manoeuvring of vehicles on site with parking spaces, accesses and driveways not to be used for any other purpose.</li> <li>viii. Provide pedestrian access, both internal and external to the site, that is separated from vehicular access to minimise the potential for pedestrian and vehicle conflict.</li> <li>ix. Development must not impact adversely on the efficiency and safety of the transport network and those who use it, nor adversely impact on the immediately surrounding uses.</li> <li>x. Provide design and construction details for accesses, internal roadways, parking areas in accordance with approved plans and documents of development, the relevant Australian standards and Council's standards and requirements.</li> </ul> <p>c) <u>Communal Open Space</u></p> <ul style="list-style-type: none"> <li>i. Provide sufficient communal open space that is accessible, useable and safe, centrally located and landscaped to an appropriate standard and designed and located in such a way to ensure any noise impacts are acceptable.</li> <li>ii. A minimum of 30m<sup>2</sup> landscape area per dwelling unit, with at least 40% of total space in one useable parcel being not less than 5m in width, is to be provided.</li> </ul>		
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	<p>d) <u>Acoustic Attenuation Measures</u></p> <ul style="list-style-type: none"> <li>i. Implement the requirements of the approved Noise Impact Assessment.</li> <li>ii. Provide the acoustic attenuation measures as specified in the approved Noise Impact Assessment by a suitably qualified professional.</li> <li>iii.</li> </ul> <p>e) <u>Landscaping</u></p> <ul style="list-style-type: none"> <li>i. Each dwelling unit is to be provided with a minimum: <ul style="list-style-type: none"> <li>- 30m<sup>2</sup> landscape area per unit with at least 40% of total space in one useable parcel being not less than 5m in width.</li> </ul> </li> </ul> <p>f) <u>Screen Fence</u></p> <ul style="list-style-type: none"> <li>i. A minimum 1.8m high screen fence is to be provided along both the Charles and Wilmington Street boundaries (excepting access) to block views of and from adjoining uses, unless otherwise determined in the approved noise assessment report.</li> </ul> <p>g) <u>Waste Management</u></p> <ul style="list-style-type: none"> <li>i. The approved waste storage area is to be of sufficient size to house all garbage bins including recycling bins and is to be suitably screened.</li> <li>ii. The storage area is suitably paved, with a hose cock fitted in close proximity to the enclosure and drain to sewer via a legal sewer connection, provided.</li> <li>ix. Amended planning report that reflects the findings and requirements of the above listed assessments and the requirements for the amended proposal plans.</li> </ul>		
4.2	Obtain approval from Council for the assessments and proposal plans listed in 4.1.		
4.3	Implement the requirements and recommendations of the assessments and amended plans. The approved amended plan/s and planning report will form part of the approval.		
<b>5. Operation of the Use</b>			
5.1	Ensure a maximum twenty – four (24) single beds are provided for the development within the 6 rooming units as shown on the approved plans.	To ensure all development is appropriately located, designed and operated to provide a safe and pleasant environment while reasonably	At all times.
5.2	Ensure the use operates with an onsite manager present at all times unless otherwise agreed to in writing by the Council with the onsite manager to be responsible for ensuring residents of the development		

	comply with the conditions of this development approval.	maintaining the amenity experienced in the locality, in accordance with anticipated site densities for the Residential Zone.	
5.3	Ensure residents of the development do not park their vehicles in Charles Street or Wilmington Street or on any footpath adjacent to the subject site, at any time.		
<b>6. Outstanding charges</b>  All rates and charges (including infrastructure charges), in arrears in respect of the land, subject of the application, are paid in full prior to the commencement of the proposed use			
<b>7. Compliance with Conditions</b>  The proposed development must comply with all conditions of this development permit prior to the commencement of the use, or prior to the issue of the Certificate of Classification by the building certifier, whichever occurs first.		The development must comply with all planning scheme requirements and definitions as approved and conditioned by this development permit.	During the operation and life of the development.
<b>8. Privacy Screening</b>  Privacy screening or suitable alternative treatments to: <ul style="list-style-type: none"> <li>i. Habitable room windows or balconies of ground and above ground floor dwelling units that directly face another habitable room or balconies on the same site or an adjoining site, and that are within 9m; and/or</li> <li>ii. Habitable room windows or balconies that overlook private recreation areas of other dwellings on the same site or adjoining sites.</li> <li>iii. Treatments may consist of: <ul style="list-style-type: none"> <li>a) Fixed, tinted or opaque glazing in at least any part of the fixed window or balcony balustrading; and</li> <li>b) Sliding external screens (e.g. louvered panels), of durable weather resistant materials and with a maximum of 50% transparency.</li> </ul> </li> </ul>		To ensure the development appropriately addresses privacy requirements for residents and neighbouring residents to ensure a suitable level of amenity and privacy is maintained in the Residential Zone.	Prior to the issue of the Certificate of Classification by the Building Certifier or the commencement of the use, whichever occurs first, and to be maintained at all times.
<b>9. Acoustic and Noise Attenuation Measures</b> <ul style="list-style-type: none"> <li>i. Implement the requirements of the approved Noise Impact Assessment.</li> <li>ii. Provide the acoustic attenuation measures as specified in the approved Noise Impact Assessment by a suitably qualified professional.</li> <li>iii. Provide certification by a suitably qualified person that the approved noise attenuation measures have been installed /implemented in accordance with the specifications of the approved Noise Impact Assessment.</li> <li>iv. Appropriate acoustic barriers must be provided along the shared property boundary with 11 Charles</li> </ul>		To ensure the development does not have a detrimental impact on the residential amenity of the surrounding land in accordance with relevant code/s and policy direction.	Prior to the issue of the Certificate of Classification by the Building Certifier or the commencement of the use, whichever occurs first.



<p>Street (Lot 2 on SP257342) and the shared property boundary with 111 Wilmington Street (Lots 1-3 on BUP71643), to ensure an appropriate level of amenity is afforded to the surrounding residential uses.</p> <p>v. Noise levels to adjoining properties external to the proposed development do not exceed acoustic quality objectives under the <i>Environmental Protection (Noise) Policy 2019</i>.</p>		
<p><b>10. Communal Open Space</b></p> <p>i. Provide sufficient communal open space at a rate of 30m<sup>2</sup> landscape area per dwelling unit.</p> <p>ii. A minimum of 40% of total space in one useable parcel being not less than 5m in width, is to be provided.</p>	<p>To ensure the development provide occupants with an appropriate level of communal open space.</p>	<p>Technical details must be submitted to council as part of an application for Operational Work and to be maintained for the life of the development.</p>
<p><b>11. Public Utility Services</b></p> <p>The developer must at its own cost undertake all necessary alterations to public utility mains and services as are rendered necessary by the carrying out of any required external works or other works associated with the approved development.</p>		<p>At all times.</p>
<p><b>12. Stormwater Drainage</b></p> <p>12.1 Implement the approved Stormwater Management Plan.</p> <p>12.2 The approved development and use(s) must not interfere with the natural flow of stormwater in the locality in such a manner as to cause ponding or concentration of stormwater on adjoining land or roads.</p> <p>12.3 Any external catchments discharging to the premises must be accepted and accommodated within the development's stormwater drainage system.</p> <p>12.4 Stormwater drainage must be discharged under the footpath to kerb and channelling within the adjoining road reserves in accordance with AS3500.2.2003 or as otherwise required or agreed to in writing by the Chief Executive Officer.</p>	<p>To convey stormwater legally and in an environmentally responsible manner in accordance with relevant standards, code/s and policy direction,</p>	<p>Technical details must be submitted to council as part of an application for Operational Work and to be maintained for the life of the development.</p>
<p><b>13. Landscaping</b></p> <p>A landscape design plan shall be submitted and approved by the Chief Executive Officer.</p> <p>This plan must be prepared by a landscape architect or other suitably qualified and experienced person detailing the following:</p> <p><u>Onsite:</u></p>	<p>To enhance the appearance of the development in accordance with Council's relevant code/s and policy direction.</p>	<p>Technical details must be submitted to council as part of an application for Operational Work.</p> <p>The landscaping must be provided</p>

<p>a) Identification of existing trees to be retained on the site.</p> <p>b) all proposed trees, shrubs and ground covers.</p> <p>c) The location of all areas, to be covered by turf or other surface material including paving and surface treatment details.</p> <p><u>Other</u></p> <p>d) Landscaping and irrigation must be constructed in accordance with the approved landscaping plan(s) and constructed to the relevant standards in accordance with council's specification.</p>		<p>in accordance with any approval issued and be maintained for the life of the development.</p>
<p><b>14. Access, Roadworks and Traffic</b></p> <p>14.1 Undertake all works in accordance with the requirements of the approved Traffic Engineering assessment report.</p> <p>14.2 The construction of any additional crossovers to give access to the land is to be the owner's responsibility and is to be constructed to the satisfaction of the Chief Executive Officer and Council's standards.</p> <p>14.3 All vehicle access, parking and manoeuvring areas proposed for the development must be adequate, safe and designed in accordance with the relevant standards and Council's policies, with all vehicles entering and exiting the site in a forward direction.</p> <p>14.4 The proposed development must not impact adversely on the efficiency and safety of the transport network and those who use it, nor adversely impact on the immediately surrounding uses.</p> <p>14.5 Vehicles must not exit the site nor cross the property boundary in reverse direction.</p> <p>14.6 Proposed pedestrian access, both internal and external to the site, must be separated from vehicular access to minimise the potential for pedestrian and vehicle conflict.</p> <p>14.7 Accesses to the premises, car parking and manoeuvring areas must be constructed in an all-weather, suitably sealed, low glare paving (bitumen, asphalt, concrete) to the satisfaction of the Chief Executive Officer.</p> <p>14.8 Any redundant crossover in the kerb and channel must be removed and replaced with new kerb and channel.</p> <p>14.9 During the construction phase, any damage to the road reserve (i.e. footpath/kerb and channel) must be replaced in accordance with council's standards.</p> <p>14.10 Any damage which is caused to Council's infrastructure as a result of the proposed development must be repaired immediately.</p> <p>14.11 Roadworks Approval The developer is responsible for obtaining a Roadworks permit for the installation of any</p>	<p>To provide development with access in accordance with council standards.</p>	<p>Technical details are to be submitted to council as part of an application for Operational Work.</p>

<p>hoardings, gantries or temporary road closures of the footpath or road prior to the commencement of works.</p> <p>14.12 The application must indicate the following:</p> <ul style="list-style-type: none"> <li>a) Completed Roadworks permit application form.</li> <li>b) Prescribed fee.</li> <li>c) Traffic Management Plan prepared by a suitable qualified traffic professional detailing the traffic management measures put in place to manage all Roadworks including pedestrians, cyclists and vehicles in accordance with the Manual of Uniform Traffic Control Devices (Queensland) Part 3 - Works on Roads.</li> <li>d) If the works require closure of part of the road reserve, a temporary Road Closure Permit will be required.</li> </ul> <p>This permit allows for a section of road reserve to be closed for the purpose of works. The Queensland Police Service is the issuing authority for these permits. An application will need to be made to council for a letter of 'no objection' prior to applying to the Queensland Police Service for the permit.</p> <p>14.13 The Traffic Management Plan will need to be included with the application to council.</p>		
<p><b>15. On Site Car Parking</b></p> <ul style="list-style-type: none"> <li>15.1 Implement the approved traffic engineering assessment requirements.</li> <li>15.2 Provide a minimum of five (5) on site carparking spaces for residents or as determined in the approved traffic engineering assessment, whichever is the greater.</li> <li>15.3 Provide specific parking spaces for staff including managers and employees required to be on site at any one time, as determined in the approved traffic engineering assessment.</li> <li>15.4 Provide a minimum of one (1) on-site accessible (disabled) carparking space or as determined in the approved traffic engineering assessment.</li> <li>15.5 Provide adequate on-site visitor carparking spaces, as determined by the approved traffic engineering assessment.</li> <li>15.6 Provide adequate on-site dedicated bus parking spaces, as determined by the approved traffic engineering assessment.</li> <li>15.7 Parking spaces, accesses and driveways not to be used for any other purpose.</li> <li>15.8 Provide pedestrian access, both internal and external to the site, that is separated from vehicular access to minimise the potential for pedestrian and vehicle conflict.</li> <li>15.9 Development must not impact adversely on the efficiency and safety of the transport network and</li> </ul>	<p>To ensure the development is appropriately serviced by car parking and access facilities in accordance with relevant code/s and policy direction.</p>	<p>Technical details are to be submitted to council as part of an application for Operational Work.</p> <p>At all times and maintained for the life of the development.</p>

<p>those who use it, nor adversely impact on the immediately surrounding uses.</p> <p>15.10 All on-site car parking facilities, driveways and manoeuvring areas must be designed and constructed in accordance with Council's requirements and the relevant Standards.</p> <p>15.11 All car parking facilities must be always maintained to a safe operating standard thereafter.</p>		
<p><b>16. Property Numbering</b></p> <p>Legible property numbers must be erected at the premises and must be maintained.</p> <p>The site identification numbers should be of reflective material, maintained free from foliage and other obstructions, and be large enough to be read from the street.</p>	<p>To allow the general public, service and emergency service providers to effectively identify the property.</p>	<p>Prior to the commencement of the use and maintained for the life of the development.</p>
<p><b>17. Relocation of Services or facilities</b></p> <p>Any required relocation and/or alteration to any public service or facility installation must be carried out at no cost to council.</p>	<p>To ensure development is appropriately serviced by public services and/or in accordance with relevant code/s and policy direction.</p>	<p>Prior to the issue of the Certificate of Classification by the Building Certifier or the commencement of the use, whichever occurs first, and maintained for the life of the development.</p>
<p><b>18. Storage</b></p> <p>18.1 Goods, equipment, packaging material or machinery must not be stored or left exposed outside the building so as to be visible from any public road or thoroughfare.</p> <p>18.2 Where storage of chemicals is required, a bunded area with a non-porous base is to be provided.</p> <p>18.3 Any storage on site is required to be screened from view from all roads and adjacent properties.</p>	<p>To ensure the development does not have a detrimental effect on the visual amenity of the surrounding land in accordance with relevant code/s and policy direction.</p>	<p>At all times following the commencement of the use.</p>
<p><b>19. Screen Fencing</b></p> <p>19.1 A minimum 1.8m high screen fence is to be provided along both the Charles and Wilmington Street boundaries (excepting access) to block views of and from adjoining uses, unless otherwise determined in the approved noise assessment report.</p> <p>19.2 The type and design of the fencing must be submitted and approved by the Chief Executive Officer as part of the Landscaping Plan.</p>	<p>To ensure the development does not have a detrimental effect on the amenity of the surrounding area and to address Crime Prevention through Environmental Design principles in accordance with the relevant code/s and policy direction.</p>	<p>Prior to the issue of the Certificate of Classification by the Building Certifier or the commencement of the use, whichever occurs first, and maintained for the life of the development.</p>
<p><b>20. Building Works</b></p>		

<p>A development permit for Building Works including a change of classification of building is to be obtained before commencement of the use and any assessable building works are carried out on the land the subject of the approval.</p>		
<p><b>21. Screening of Plant and Utilities</b></p> <p>Unless otherwise agreed in writing by council, all plant and utilities must be screened or located so as not to be visible from the street.</p>	<p>To ensure the development does not have a detrimental effect on the amenity of the surrounding land in accordance with relevant code/s and policy direction.</p>	<p>Prior to the issue of the Certificate of Classification by the Building Certifier or the commencement of the use, whichever occurs first, and maintained for the life of the development.</p>
<p><b>22. Soil Erosion Minimisation, Sediment Control</b></p> <p>Erosion and sediment control management including site specific stormwater treatment devices must be installed and maintained to the satisfaction of the Chief Executive Officer.</p>	<p>To ensure that receiving waters during construction of the development are managed from the effects of increased sediment run-off in accordance with relevant code/s and policy direction.</p>	<p>At all times during the construction phase.</p>
<p><b>23. Dust Management</b></p> <p>A dust management plan must be prepared and submitted to council for approval.</p>	<p>To mitigate potential adverse impacts of dust hazards.</p>	<p>Technical details are to be submitted to council as part of an application for Operational Work.</p>
<p><b>24. Waste Management Facilities</b></p> <p>Refuse collection arrangements on site must be provided by the developer to the satisfaction of the Chief Executive Officer.</p> <p>In particular:</p> <ul style="list-style-type: none"> <li>a) The approved waste storage area is to be of sufficient size to house all garbage bins including recycling bins and area is to be suitably screened.</li> <li>b) Storage area is suitably paved, with a hose cock fitted in close proximity to the enclosure and drain to sewer via a legal sewer connection, provided.</li> <li>c) All waste generated as a result of the construction of the development is to be effectively controlled and contained entirely within the boundaries of the site prior to disposal.</li> <li>d) All waste is to be disposed of in accordance with the <i>Environmental Protection Regulation 2019</i> and council's waste management policy.</li> </ul>	<p>To ensure the premises is appropriately serviced and to protect matters of public health and amenity in accordance with relevant code/s and policy direction.</p>	<p>Amended plans providing details for the refuse facilities are to be submitted to council as part of an application for Operational Work.</p> <p>To be maintained for the life of the development.</p>

<p><b>25. Outdoor Lighting</b></p> <p>Any outdoor lighting fixtures must be installed and maintained so that they do not emit glare or light above the levels stated in Australian Standard 4282 – 1997 Control of the Obtrusive Effects of Outdoor Lighting.</p>	<p>To ensure that the use does not cause a light nuisance to nearby sensitive receptors, and to ensure that a nuisance is not caused to the use from other nearby light sources in accordance with the Queensland Environmental Protection Act 1994 Section 440.</p>	<p>Prior to the issue of the Certificate of Classification by the Building Certifier or the commencement of the use, whichever occurs first, and to be maintained for the life of the development.</p>
<p><b>26. Signage</b></p> <p>Any signage to be associated with the use must be designed to satisfaction of the Chief Executive officer. To maintain amenity for the adjoining properties, no illumination of the signage is to occur unless otherwise approved by council.</p>	<p>To maintain amenity for the adjoining properties.</p>	<p>Prior to the issue of the Certificate of Classification by the Building Certifier or the commencement of the use, whichever occurs first.</p>
<p><b>27. Environmental Health</b></p> <ul style="list-style-type: none"> <li>i. Facilities for the use of occupants at the premises must comply and be maintained at all times in accordance with the provisions of the relevant Local Law.</li> <li>ii. Detailed plans of proposed building or alterations, which comply with local law requirements, including details of all facilities, must be submitted and approved prior to the occupancy or use of any buildings used in connection with the accommodation business.</li> <li>iii. The accommodation business and all ancillary activities must be conducted within the boundaries of the premises that are the subject of this approval.</li> </ul>		<p>Prior to the issue of the Certificate of Classification by the Building Certifier or the commencement of the use, whichever occurs first, and maintained for the life of the development.</p>
<p><b>28. Limitation of Approval</b></p> <p>This approval is limited to a Tourist Accommodation use defined by Schedule 1, Division 2 – Defined Uses and Use Classes of <i>Burdekin Shire IPA Planning Scheme</i>.</p>	<p>The development must comply with all planning scheme requirements and definitions as approved and conditioned by this development permit.</p>	<p>During the operation and life of the development.</p>
<p><b>29. Notice of Intention to Commence the Use</b></p> <p>Prior to the commencement of the use on the land the subject of the application, written notice must be given to Council that the use (development and/or works) fully</p>		<p>Prior to the commencement of the use.</p>

complies with the decision notice issued in respect of the use.		
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No infrastructure charges are applicable for this development, due to credits associated with previous multi dwelling unit on site.

### **Recommendation**

That Council approve the proposed Material Change of Use – Backpackers Accommodation (Tourist Accommodation) on land described as Lot 100 on A26511 and located at 13 – 15 Charles Street, Ayr, subject reasonable and relevant conditions as per the recommended conditions of approval provided at Attachment B to the report.

### **Resolution**

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

FOR - Councillors Lyn McLaughlin, Sue Perry, John Furnell, Max Musumeci, Michael Detenon, Kaylee Boccalatte.

AGAINST - Councillor John Bonanno.

6/1

CARRIED

*10.24am - Mrs. Galletta left the meeting.*

*10.32am - Meeting adjourned for Morning Tea.*

*10.58am - Meeting recommenced.*

## **7.4. TECHNICAL SERVICES**

## **8. NOTICE OF MOTION**

## **9. RECEIPT OF PETITIONS**

## **10. CORRESPONDENCE FOR INFORMATION**

## **11. GENERAL BUSINESS**

## **12. CLOSED BUSINESS ITEMS**

## **13. DELEGATION**

There being no further business the meeting closed at 11.30am.

**These minutes were confirmed by Council at the Ordinary Council Meeting held on 28 June 2022.**

**MAYOR**

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## **4.2. MINUTES AND BUSINESS ARISING**

### **Economic Development Advisory Group Meeting Minutes - 5 May 2022**

**File Reference:** 1224  
**Report Author:** Eliza Lovell, Economic Development Coordinator  
**Authoriser:** Terry Brennan, Chief Executive Officer  
**Meeting Date:** 28 June 2022

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#### **Purpose**

This report provides the minutes of the Economic Development Advisory Group Meeting held on 5 May 2022.

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

No recommendations to report.

#### **Recommendation**

That:

1. the minutes of the Economic Development Advisory Group Meeting held on 5 May 2022 be noted and adopted.

#### **Attachments**

1. 11. Minutes - Economic Development Advisory Group Meeting - 5 May 2022

# Meeting Minutes

<b>Meeting</b>	Economic Development Advisory Group Meeting		
<b>Date</b>	Thursday, 5 May 2022	<b>Time</b>	3:00pm
<b>Attendees</b>	Councillor Michael Detenon, Councillor Kaylee Boccalatte, Eliza Lovell, Melissa Robinson, Jim Fahey, Paul Giordani, James Lewty, Ian Macdonald, Neil Williams		
<b>Apologies</b>	Councillor Max Musumeci, Matthew Oar, Neil Green, Eddie Smallwood, Tracey Martin		
<b>Chairperson</b>	Jim Fahey		
<b>Minutes Clerk</b>	Melissa Robinson		
<b>Location</b>	Burdekin Shire Council – John Hy Peake Meeting Room		

## Minutes

### 1. Welcome

Mr Fahey welcomed everyone to the meeting.

#### a. Apologies

Mr Fahey noted the apologies.

#### b. Conflicts of Interest

Mr Fahey asked if members had any conflicts of interest to declare. Cr Boccalatte advised the group that she is a member of the Burdekin Shire River Trust who were attending the meeting to discuss the Burdekin River.

#### c. Minutes of previous meeting

Mr Fahey advised that the minutes from the meeting held on 3 March 2022 were circulated amongst the group and approved as true and correct.

#### d. Councillors Feedback – Discussion on EDAG minutes at Council Meeting

Cr Detenon shared that Council was briefed further on the discussion regarding the Burdekin Shire River Improvement Trust and that the Chair of the group, Mr Ryan Jones would be presenting at the next EDAG Meeting.

### 2. Ryan Jones – Chair – Burdekin Shire Rivers Improvement Trust (BSRIT): Discussion on Burdekin River

Ms Lovell introduced Mr Jones and explained the background of previous discussions the group had held on the Burdekin River and any possible opportunities for economic development. She advised that the

group had discussed sand extraction with Mr Lewis where it was determined there wasn't any opportunities for expansion as Mr Lewis explained that the current allocations are not being fully utilised and there was not a high demand for this sand. Ms Lovell advised that the Economic Advisory Group, through Council, could also support the BSRIT if any further economic development projects were identified.

Mr Jones explained to the group that the BSRIT was established to maintain the riverbank, riverbeds and repair any potential breakouts in the area from the tidal zone up to the Clare Weir. He advised there isn't any more sand in the river currently than there was 50 years ago. An issue they are facing is ensuring that accurate information is distributed to the public. The BSRIT is looking to implement a more public view of their operations and works to the community to highlight what work is being undertaken and to reduce confusion.

Mr Jones mentioned that the BSRIT is unable to get involved with sand extraction allocations and regulations as it is dependent on State Government agencies. The BSRIT would like to see more flexibility with the locations of the sand extraction so that it can mirror the flow of the river.

Mr Jones advised that over the last couple of years they have been working to clear the trees throughout the riverbed and they will continue to do so into the future, as keeping trees out of the river will maintain the flow.

Mr MacDonald asked about the level of sand in the river and if there was in fact the same amount of sand as there was 50 years ago. Mr Jones responded that there is the same amount of sand it's just moving downstream during flooding.

Ms Lovell concluded that if the BSRIT is distributing information out to the public, Council can also forward that information to Economic Development Advisory Group members.

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### **3. Virtual Presentation – Smart Precinct NQ**

Ms Lovell advised that Council has recently launched Smart Hub Burdekin. Smart Hub Burdekin was established in conjunction with Smart Precinct NQ, who have been operating in Townsville since 2019 after being developed by Townsville City Council and JCU. Its main objective is to support small businesses and promote entrepreneurship in regional areas. The current membership with Smart Precinct NQ is until June 2022 and Council is considering membership for the next financial year as part of the budget.

Matt Steine, Miranda Mears and Cassandra Cazzulino from Smart Precinct NQ presented to the group and provided an overview of Smart Precinct NQ and Smart Hub Burdekin. Please refer to attached presentation

Smart Precinct NQ is currently funded by Townsville City Council and Advance Queensland and they also continue to seek local, state and federal government funding to enable an expansion of their programs. They have also recently opened up their businesses advisory services which is a paid program, and the funds can be put back into the core programs on offer. Burdekin Shire Council have also paid to become a member which goes towards funding the programs for the Burdekin community.

Smart Precinct NQ have a board of directors which is made up of a number of members from different industries. The ultimate control of Smart Precinct NQ is determined by the five councils with the North Queensland Regional Organisation of Councils (NQROC) as well as JCU as members. Ms. Mears also included that all members of the Smart Precinct NQ team have had firsthand experience with operating a small business.

Ms Lovell asked members to promote the services to the wider community and encourage businesses to take advantage of the range of support on offer which includes free mentoring sessions.

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#### **4. General Business**

Mr Williams advised members that there had been a change in ownership of the Mt Carlton Mine.

Ms Lovell shared that Navarre Minerals had recently taken over ownership of the Mt Carlton Mine from Evolution Mining. Council is yet to meet with the new management team, however, have been in contact with the Community Engagement Officer and will continue to build on the existing relationship.

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#### **5. Action Items**

##### **Visit Burdekin Promotional Films**

Ms Lovell advised that the Economic Development and Tourism Team have started filming the Visit Burdekin promotional videos across the region. The videos highlight key experiences in the region including: fishing, nature and outdoors, shopping and dining and events. Drafts of these videos will be shown to the group for feedback once completed.

Ms Lovell also updated the group on the two new associated events of the *Sweet Days Hot Nights Festival* which included the Farming in Focus Forum and Feast by the Field being held on Friday, 27 May at the Ayr Showgrounds and Home Hill Showgrounds respectively.

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Meeting closed 4:45pm

Next Meeting – Thursday 7 July at 3pm

## Previous Recommendations for Council Consideration

	Recommendation	Status
1	Council writes to Defence Housing Australia to obtain written feedback on requirements for housing.	Letter has been sent to DHA – awaiting a response. Agreed to follow up on this.
2	Council investigates the potential for boat ramp facilities in the fresh water of the Burdekin River.	Ms Lovell received a response from Sunwater advising that the Department of Transport and Main Roads look after public boat ramps and suggested contact be made through them.
3	Invite representative from the Burdekin River Trust to a future meeting to discuss the current allocations for sand extraction and trees growing in the river bed.	Completed.

## Previous Agreed Actions Items

	Action Item	Responsible Officer	Due Date	Status
1	Distribute promotional video examples for feedback from the group.	E Lovell	14-10-2021	Ongoing – engaged with videographer for filming and will share drafts with the group when received.
2	Invite Burdekin Renewable Fuels to present at an Economic Development Advisory Group meeting.	E Lovell	02-12-2021	Ongoing – An invitation has been extended and they will confirm in 2022 once the study has progressed further.
3	Arrange for presentation from a key stakeholder to provide an overview of the <i>Advanced Manufacturing in North Queensland</i> report and opportunities.	E Lovell	30-03-2022	Ongoing
4	A draft of the Jobs Townsville North Queensland website will be sent out to members for feedback.	E Lovell	30-03-2022	Ongoing

#### 4.3. MINUTES AND BUSINESS ARISING

##### Burdekin Shire Youth Council Meeting Minutes - 30 May 2022

**File Reference:** 137  
**Report Author:** Tammy Quagliata, Community Development Support Officer  
**Authoriser:** Nick O'Connor, Director Corporate and Community Services  
**Meeting Date:** 28 June 2022

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#### **Purpose**

This report provides the minutes of the Burdekin Shire Youth Council Meeting held on 30 May 2022

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

##### Item 2 - Spotify Advertising Now Live

That Council acknowledge the Burdekin Shire Youth Council's Spotify Advertising which is now live.

##### Item 5 - Proposed Involvement at Queensland Day Fun and Fitness Expo

That Council notes the proposed involvement of the Burdekin Shire Youth Council members at the upcoming Queensland Day Fun and Fitness Expo to be held on June 12 2022.

#### **Recommendation**

That:

1. the minutes of the Burdekin Shire Youth Council Meeting held on 30 May 2022 be noted and adopted; and
2. the recommendations as detailed in the minutes and summarised in Items 2-5 above be adopted.

#### **Attachments**

1. Minutes - Burdekin Shire Youth Council Meeting held on 30 May 2022 (1)

## Meeting Minutes

<b>Meeting</b>	Burdekin Shire Youth Council Meeting		
<b>Date</b>	Monday, 30 May 2022	<b>Time</b>	3:30 PM
<b>Attendees</b>	Zavier Wood – Deputy Youth Mayor Byrin Bojack – Burdekin Catholic High School Charlie Stanton-Cook – Home Hill State High School Clodagh Liessmann – Burdekin Catholic High School Georgia Tomasetig – Ayr State High School Haigan MacDonald - Burdekin Catholic High School Isabella Lando – Burdekin Christian College Jack Roveglia – Burdekin Catholic High School Layla Kelly – Ayr State High School Michael Lindley – Ayr State High School Sarah Shepard – Ayr State High School Thomas Lindley – Ayr State High School Vaylee Grabs – Ayr State High School  Tammy Quagliata – Burdekin Shire Council Cr. John Furnell – Burdekin Shire Council		
<b>Apologies</b>	Cr. Lyn McLaughlin – Mayor, Burdekin Shire Council Emily Holmes – Burdekin Christian College Eddie Jones – Ayr State High School Gracie Hosie – Youth Mayor Laney Lando – Burdekin Christian College Mikayla McDonnell – Secretary		
<b>Chairperson</b>	Zavier Wood		
<b>Minutes Clerk</b>	Tammy Quagliata		
<b>Location</b>	John Drysdale Chamber		

### Agenda Items

#### 1. Minutes of 9 May 2022 Meeting Received

Moved Sarah Shepard, seconded Jack Roveglia that the minutes of the Burdekin Shire Youth Council Meeting held on 9 May 2022, be received.

CARRIED

## **2. Business Arising from the Minutes**

### ***Clause 2 – Spotify Advertising***

Tammy Quagliata advised that Gracie Hosie and Xavier Wood have recorded the Spotify Advertising which will be live as at tomorrow (31 May 2022). Members gave thanks to Gracie Hosie for coordinating the advertisement, Jacob Schaumburg from Burdekin Library for assisting in its creation and Burdekin Swim School for their sponsorship of the advertising.

### ***Clause 6 – Youth Mental Health Week Funding***

Tammy Quagliata advised that the funding application for the “It’s OK to have a Blue Day” Project had been submitted. It is unknown when successful applicants will be notified.

### ***Clause 10 – Youth Leadership Development Course***

Tammy Quagliata noted that after liaising with Strive Lane a Youth Leadership Development Course for Youth Council members has been scheduled for Monday 1<sup>st</sup> August. This will be held at the usual meeting time and afternoon tea will be provide.

### ***Clause 11 – Youth First Aid Course***

Tammy Quagliata advised that Megan from Insight First Aid was again keen to run a Youth First Aid Course if there was a minimum of 10 participants. It was proposed that the First Aid Course be held in the first week of the September School Holidays, on Monday 19<sup>th</sup> or Tuesday 20<sup>th</sup> September. Tammy undertook to again call for expressions of interest in mid-August.

## **3. Correspondence**

### Inward Correspondence

NIL

### Outward Correspondence

NIL

## **4. Address by Andrew Sherrington from Burdekin PCYC**

Andrew Sherrington attended the meeting to chat with members and provide information regarding the programs that Burdekin PCYC were currently running. Andrew noted that a core goal of the Burdekin PCYC is youth development and crime prevention, namely with disengaged or at risk youth. These youth are usually identified through school connections.

Andrew provided information on the following programs currently being run at Burdekin PCYC:

- Blue Edge Program
- Red Flags Domestic Violence Workshops
- Active Mates Program
- Lessons for Learners and Breaking the Cycle Driving Programs
- Get Set for Work Programs (15-19yr old's)
- Box Fit Program (Through Council & NQ Move It Funding Program)
- Youth Leadership Programs (Gold Coast)

Andrew Sherrington advised that PCYC are keen to again work with the Youth Council to put on an outdoor movie night as part of Mental Health Week in October. Members were keen to take part in this event again in 2022.



## 5. Involvement in QLD Fun and Fitness Expo – Sunday 12 June – 10am to 2pm

Tammy Quagliata circulated flyers for the upcoming Qld Day Fun & Fitness Expo to be held at Anzac Park on Sunday 12<sup>th</sup> June. Craft activities as suggested by the Qld Day Sponsors was tabled and members agreed to offer a variety of craft activities at the stall including face masks, flags and frisbee making.

A roster for volunteers at the event was established and Tammy undertook to circulate to all members to finalise.

## 6. Other General Business

- Discussions were held regarding new Youth Council promotional items as stock was running low. Members agreed that keyrings and/or notepads were useful ideas. Tammy Quagliata undertook to investigate pricing and availability prior to end of financial year.
- Members were each given the opportunity to give an update on something happening within their schools, sporting clubs or community. Members were each asked to research and bring along an inspiring or valuable quote to share with the group at the next meeting.

## 7. Next Meeting – Monday 20 June at 3.30pm.

There being no further business, the meeting was officially closed at 4.20pm.

## Actions Items from Meeting

Action Item	Responsible Officer	Due Date	Status
Confirm Volunteer Roster for Qld Day Fun & Fitness Expo – 12 June 2022	Tammy Quagliata All members	8 June 2022	
Confirm Youth Leadership Workshop for Monday 1 August	Tammy Quagliata	20 June 2022	
Call EOI for Youth First Aid Course to be held in September school holidays	Tammy Quagliata	15 August 2022	
Investigate pricing and availability of proposed Youth Council promotional items	Tammy Quagliata	20 June 2022	

## Recommendations for Council Consideration

Recommendation	Minutes Item No
That Council acknowledge the Burdekin Shire Youth Council's Spotify Advertising which is now live.	2
That Council notes the proposed involvement of Burdekin Shire Youth Council members at the upcoming Qld Day Fun & Fitness Expo to be held on June 12.	5

#### 4.4. MINUTES AND BUSINESS ARISING

##### Audit Committee Meeting Minutes - 15 June 2022

**File Reference:** 388  
**Report Author:** Stevie Moffat, Governance Support Officer  
**Authoriser:** Rebecca Stockdale, Senior Governance Officer  
**Meeting Date:** 28 June 2022

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#### Purpose

This report provides the Minutes of the Audit Committee Meeting held on 15 June 2022.

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

##### **Item 3.1 - Queensland Audit Office Financial Statement Preparation Maturity Self-Assessment Tool**

That the Committee note the Queensland Audit Office Financial Statement Preparation Maturity Self-Assessment results and the previous year comparative summary.

##### **Item 4.1 - Annual Infrastructure Valuation Methodology Report**

That the Committee note the 2021-2022 Internal Valuation Report.

##### **Item 5.1 & 5.2 - Queensland Audit Office Emerging issues and reports to Parliament & External Audit Progress**

That the Committee note the Queensland Audit Office Briefing Paper and 2022 Interim Report.

##### **Item 6.1 - Long Term Financial Forecast**

That the Committee note the Long Term Financial Forecast.

##### **Item 6.2 - Management Response to Queensland Audit Office Report – Local Government 2021 (Report 15: 2021-22)**

That the Committee note the content of the report and associated programs and initiatives being implemented to address the six (6) recommendations for Councils contained in the Queensland Audit Office *Local Government 2021 – Report 15: 2021-22*.

##### **Item 7.1 - Chairperson's Annual Report**

That the Committee endorse the Audit Committee Chairperson's 2021/2022 Annual Report to be presented to Council.

#### Recommendation

That:

1. the minutes of the Audit Committee meeting held on 15 June 2022 be noted; and
2. the recommendations as detailed in the minutes and summarised in items 3 to 7.1 above be adopted.

#### Attachments

1. Minutes - Audit Committee Meeting - 15 June 2022

# Meeting Minutes

<b>Meeting</b>	Audit Committee Meeting		
<b>Date</b>	Wednesday, 15 June 2022	<b>Time</b>	9:00 am
<b>Attendees</b>	Mr. David Sibley – Independent Chairperson Mr. Jim Fahey – Independent Professional Member Cr. Michael Detenon – Councillor Cr. Sue Perry – Councillor Ms. Amy Briggs – Audit Manager - Queensland Audit Office (via Teams) Mr. Mitchell Witt – Internal Auditor and Senior Manager (Risk Advisory) - BDO Ms. Donna Sinanian – External Auditor and Partner - Crowe Mr. Terry Brennan – Chief Executive Officer Mr. Nick O'Connor – Director Corporate and Community Services Mrs. Kim Olsen – Manager Financial and Administrative Services Mr. Kevin Byers – Manager Technical Services (Part) Mrs. Rebecca Stockdale – Senior Governance Officer		
<b>Apologies</b>	Mr. Jim Nuttall – Independent Community Member Ms. Ashita Lal – Audit Manager - Queensland Audit Office Cr. Lyn McLaughlin – Mayor Mr. Nick Wellwood – Director Infrastructure Planning and Environmental Services Mrs. Kathy Cortabitarte – Financial Accountant Systems		
<b>Chairperson</b>	Mr. David Sibley – Independent Chairperson		
<b>Minutes Clerk</b>	Ms. Stevie Moffat – Governance Support Officer		
<b>Location</b>	John Drysdale Chambers		

## Minutes

### 1. Welcome

Mr. Sibley welcomed all attendees.

### 2. Apologies

Mr. Sibley acknowledged the apologies that were received for the meeting.

### 3. Minutes of the Audit Committee Meeting held on 4 May 2022

Minutes of the previous Audit Committee Meeting held on 4 May 2022 were circulated to Committee members prior to the meeting.

Moved Mr. Fahey, seconded Cr. Perry that the minutes from the previous meeting be formally adopted by the Committee. Carried.

## **4. Financial Reporting**

### **4.1 QAO Financial Statement Preparation Maturity Self-Assessment Tool**

Mrs. Olsen provided an overview of the QAO Financial Statement Preparation Maturity Self-Assessment results, with reference made to the comparative table. The self-assessment has been completed in accordance with the recommendation made by the QAO. Mrs. Olsen made reference to the following areas that have improved since the previous financial year, outlined in the comparative table:

- 1b Reconciliations – rating increased due to automation being implemented in TechOne for rates monthly balancing.
- 1f Timing and quality monthly reports – rating increased as historically reports are consistently timely.
- 2a Early close procedures – rating increased as procedures have improved over the years.
- 2c Estimates, judgements and predictive analysis – Rating increased as position papers, judgements and estimates are thoroughly considered and documented.
- 3b Statutory financial reporting team – rating increased as team has clearly defined roles.
- 3f Risk of material misstatement – rating increased as financial reporting risks are well documented in strategic and operational risk registers.
- 4a New accounting issues – rating increased as any new accounting issues are raised and discussed early with auditors.
- 4d Financial statement disclosures - new accounting standards – rating increased as analysis is always included in position papers, also outlining what the disclosure requirements are.

Mrs. Olsen and the Committee are satisfied the maturity level reflect this size Council.

Moved Mr. Fahey, seconded Cr. Detenon that the Committee note the QAO Financial Statement Preparation Maturity Self-Assessment results and the previous year comparative summary.

## **5. Infrastructure Assets**

### **5.1 Annual Infrastructure Valuation Methodology Report**

Mr. Byers presented the 2021-2022 Internal Valuation Report. Generally, across most asset classes, there has been an 8% increase in replacement costs mainly due to material costs. Wages have increased by approximately 1.7%, plant hire by 2-6%, and material a 2-30% increase. It is expected that the increase in asset classes will have a significant impact on the 2022/2023 budget due to depreciation.

A comprehensive revaluation of transport and drainage was scheduled to be undertaken this year, however due to ongoing staff vacancies in the Assets section this has been postponed until the following year. This timeframe is still within appropriate timeframe.

The Committee noted the 2021-2022 Internal Valuation Report.

## **6. QAO/External Audit**

### **6.1 QAO – Emerging issues and reports to Parliament**

Ms. Briggs presented the QAO briefing paper, in the absence of Ms. Lal. Since the previous meeting in May, the *Local government 2021 Report 15: 2021-22* was tabled in parliament. The key themes of this report indicate that timeliness of financial statements has deteriorated across Councils, likely due to challenges with COVID-19, new accounting standards and elections. It is important for Council's to consider the controls in place over financial systems and processes. However, Ms. Briggs highlighted

that Council's financial statements are signed off in mid-September, ahead of the statutory deadline, highlighting Council's high financial maturity level.

Ms. Briggs advised Council should also consider the recommendations contained within the *Contract management for new infrastructure (Report 16: 2021-22)* tabled in parliament on 17 May 2022. This report indicates that there is room for improvement in all contract management processes across the sector. Council should keep an eye out for the *Improving asset management in local government* report, likely tabling in October 2022. Mr. Brennan noted that Council participated in the questionnaire regarding this report, and received a relatively good score.

The QAO will soon be introducing an internal controls assessment model, focusing on different aspects of risk assessment.

## **6.2 External Audit Progress – Findings and Issues**

Ms. Sinanian provided an overview of the 2022 Interim Report as circulated to the Committee ahead of the meeting. The interim visit was completed in May with no issues arising. One matter was raised and outlined in the report (unrelated to financial reporting or control risk) regarding the timely review of policies. It was identified a few policies had not been reviewed within the policy review cycle. However, it was noted that this issue has since been rectified and it is expected that the identified overdue policies will be finalised ahead of the final report.

Mr. O'Connor provided some further assurance that the upgraded CDMS system will ensure that policy reviews occur within the policy review cycle. The Acceptable Request Guidelines for Councillors will be presented to the executive leadership team for approval this afternoon (15 June 2022). Despite being overdue, the Community Grants Policy poses no significant risk as the policy still remains fit for purpose. The new strategy from the recently adopted Arts and Cultural Strategy will be addressed in the policy. In regards to the Competitive Neutrality Complaints Process, this is being reviewed at present however Mr. Brennan highlighted that Council does not have any significant business activities under the National Competition Policy Framework. All Council activities fall below the threshold, therefore the review is procedural only.

Moved Cr. Perry, seconded Mr. Fahey that the Committee noted the QAO Briefing Paper and 2022 Interim Report.

## **6.3 Consider need for closed session briefing with Crowe/QAO**

The Committee considered the need for a closed session briefing with Crowe and QAO.

The Committee agreed that a closed session briefing is not required.

## **7. Management Updates**

### **7.1 Long Term Financial Forecast**

Mrs. Olsen presented the Long Term Financial Forecast that has been prepared with the 2022/2023 Budget. The annual budget process commenced in February and all assumptions and initiatives are discussed, including the capital program over the next ten years. The first few years of the forecast are solid and based on known changes.

Despite the final details of the financial assistance grants review not yet being published, there was an indicative indication that grants to Burdekin Shire will increase substantially. As a result, this assumption has been included in the 2022/2023 budget and is attributed to the 26% increase in the financial assistance grants. Similar increases have been applied in the following financial years.

In the 2022/2023 budget, a wage increase of 1.75% has been applied, however wage increases are exposed to CPI in the 2023/2024 financial year. Due to the unforeseen levels of inflation occurring at present, it is unclear what effect this will have on the wages budget. Notwithstanding this, the financial forecasts make some provision for this increase.

The increase in the cash rate by the Reserve Bank has been favourable for interest rates on cash and term deposits. This has been particularly helpful during budget preparations, after a period of low interest rates on cash and term deposits.

Mrs. Olsen highlighted that all ratios are within acceptable ranges. The key ratio is the operating surplus ratio, demonstrating Council is sitting in a modest surplus. Mr. Brennan highlighted that it is expected new ratios will be required by the Department of Local Government, Racing and Multicultural Affairs, possibly in the 2022/2024 financial year once consultation concludes.

Moved Mr. Fahey, seconded Cr. Perry that the Committee note the Long Term Financial Forecast.

## **7.2 Management Response to QAO Report – Local Government 2021 (Report 15: 2021-22)**

Mr. O'Connor provided an overview of the management response to the QAO *Local government 2021 – Report 15: 2021-22*. The purpose of the management response report was to provide the Committee and Council assurance that management are actively looking to implement the recommendations.

Moved Cr. Detenon, seconded Cr. Perry that the Committee note the content of the report and associated programs and initiatives being implemented to address the six recommendations for Councils contained in the QAO *Local government 2021 – Report 15: 2021-22*.

## **8. Effectiveness of Audit Committee**

### **8.1 Chairperson's Annual Report**

Mr. Sibley presented the draft Audit Committee Chairperson's 2021/2022 Annual Report, as circulated to the Committee ahead of the meeting. The report had been prepared by Mr. Sibley who assumed the Chair in May 2022, as well as the former Chairperson Mr. Jessup up until April 2022.

The Committee endorsed the Audit Committee Chairperson's 2021/2022 Annual Report to be presented to Council.

## **9. General Business**

### **9.1 Mr. Terry Brennan – Chief Executive Officer**

Mr. Brennan provided an overview of current major projects:

- The official opening for the new Home Hill Reservoir was recently held.
- An application has been submitted under the Local Government Grants and Subsidies Program for the Ayr Macro Algae Project. An application was also submitted under the Building our Regions Fund for the project. Council is expecting an outcome on both applications within the following weeks. The overall cost of the project is expected to be in approximately \$8.3 million, and Council's contribution approximately \$2.8 million.
- An application has been submitted under the Building Better Regions Fund for the Ayr Industrial Estate Expansion project. However, the round closed prior to election and Council is awaiting on an announcement whether the new federal government will assess and award funding for the round.
- The 2022/2023 Budget will be presented to Council for adoption on 28 June 2022.

- Construction will commence on the Ayr Water Park in July 2022. Council has undertaken preliminary works, and it is estimated the project will reach completion by December 2022 or January 2023.

## **9.2 Cr. Sue Perry – Councillor**

Cr. Perry expressed her disappointment on the recent announcement made by the State Government on a decrease in allocation for Works for Queensland grants. Over the years, the Works for Queensland program has assisted Council on many projects.

## **9.3 Mr. Mitchell Witt**

Mr. Witt advised that the site visit is well underway for the grant funding management review internal audit. Preliminary findings indicate the current controls in place are good for a Council this size. There will be a number of improvement opportunities in the report, however there are no significant risk areas.

Mr. Witt advised that the site visit he will to meet with management to validate next year's audit plan to ensure priorities haven't changed since development of the original plan. Next year's internal audit areas include customer request management, fuel management and fleet management.

There being no further business, the meeting closed at 9:58 am.

**The next meeting will be held on Wednesday, 10 August 2022.**

Mr. David Sibley

Chairman

## Agreed Recommendations to Council

Minute Item	Recommendation
3	That the minutes from the previous meeting be formally adopted by the Committee.
4.1	That the Committee note the QAO Financial Statement Preparation Maturity Self-Assessment results and the previous year comparative summary.
5.1	That the Committee note the 2021-2022 Internal Valuation Report.
6.1 & 6.2	That the Committee note the QAO Briefing Paper and 2022 Interim Report.
7.1	That the Committee note the Long Term Financial Forecast.
7.2	That the Committee note the content of the report and associated programs and initiatives being implemented to address the six recommendations for Councils contained in the QAO <i>Local government 2021 – Report 15: 2021-22</i> .
8.1	That the Committee endorse the Audit Committee Chairperson's 2021/2022 Annual Report to be presented to Council.



#### 4.5. MINUTES AND BUSINESS ARISING

##### RADF Advisory Group Minutes – 20 June 2022

**File Reference:** 2291  
**Report Author:** Janice Horan, Grants and Property Officer  
**Authoriser:** Nick O'Connor, Director Corporate and Community Services  
**Meeting Date:** 28 June 2022

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#### Purpose

This report provides the Minutes of the RADF Advisory Group Meeting held on 20 June 2022.

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

Item 5 – Consideration of Applications received in RADF 2021/22 Round 2

Applicant	Project	Requested Funding	Recommended Funding
Brentton Anderson	<p>Towards cost of undertaking street photography project with the intention of presenting work in shop window activation project as part of the Delta Yarns Project in September 2022.</p> <p><i>The meeting recommends funding of this project subject to provision of a break-down of details of in-kind support for the project.</i></p>	\$4,700.00	\$4,700.00
Marni Hine	<p><b>Cr McLaughlin left the meeting during consideration of the following application</b></p> <p>The project 'Raw' will capture through portraiture the contemporary face of Burdekin's sugar cane industry. The ultimate aim is to promote awareness of the calibre of people and the kind of work involved through photography and stories and presented as part of the 2023 Sweet Days Hot Nights Festival.</p> <p><i>The meeting recommends funding of this project subject to provision of a break-down of details of in-kind support for the project.</i></p> <p><b>Cr McLaughlin returned to the meeting.</b></p>	\$5,000.00	\$5,000.00
Burdekin Artisan Community Assoc Inc	<p><b>Cr Perry and Mrs Colquhoun left the meeting during consideration of the following application. Mr Woods assumed the chair.</b></p>	\$3,850.00	\$820.00

	<p>Conduct children's workshops during September 2022 and January 2023 school holidays.</p> <p><i>The meeting recommends funding of the materials and printing components of the project.</i></p> <p><b>Cr Perry and Mrs Colquhoun returned to the meeting. Cr Perry assumed the chair.</b></p>		
Lower Burdekin Celtic Dancing Assoc Inc	<p>Towards the cost of providing entertainment for the Hogmanay to be conducted as a family friendly event on 31 December 2022.</p> <p><i>The meeting recommends that an application for this project be submitted to the Council's Community Grants Program.</i></p>	\$3,200.00	\$0.00
Lower Burdekin Celtic Dancing Assoc Inc	<p>Towards cost of 15 Burdekin Highland dancers' attendance at Outback Titles and Highland dancing workshop in Mt Isa in November 2022.</p>	\$3,750.00	\$3,750.00
Burdekin Singers & Theatre Co	<p><b>Mr Woods left the meeting during consideration of the following application.</b></p> <p>Towards cost of producing "Beginners Act 1 – The Centenary of the Ayr Choral Society and Burdekin Singers" to be launched at the beginning of each night of a two night centenary concert.</p> <p><b>Mr Woods returned to the meeting.</b></p>	\$5,000.00	\$4,940.00
Burdekin Potters Inc	<p><b>Cr Perry left the meeting during consideration of the following application. Mr Woods assumed the chair.</b></p> <p>Towards cost of conducting second part of wheel workshop for new members.</p> <p><b>Cr Perry returned to the meeting and assumed the chair.</b></p>	\$1,372.00	\$1,372.00
TOTALS		\$26,872.00	\$20,582.00

Item 6 - Re-allocation of funds of \$4,900.00 previously allocated towards Alva Art Trail Concept Development

The meeting recommends that RADF funds of \$4,900.00 previously allocated towards the Alva Art Trail Concept Development be re-allocated to the development of artwork concepts which could be incorporated into the entrance at the new kiosk, as well as within the water park and Burdekin Water Precinct.

#### Item 7 - Nomination for Membership of RADF Advisory Group

It is recommended that the application from Mrs. Janine Worlein be accepted and that she appointed to the RADF Advisory Group for the statutory term of four (4) years.

#### Item 8.1 - Template to be prepared and provided to groups conducting Workshops

The meeting recommends that a template be prepared by the RADF Liaison Officer and provided to all groups conducting workshops to capture attendance numbers and that these details form part of the acquittal process.

#### Item 8.2 - Summaries of Outcome Reports to be reported verbally by the Chairperson at each meeting

The meeting recommends that the Chairperson provide a verbal report at each meeting on summaries of Outcome Reports received, as part of the acquittal process.

### **Recommendation**

That:

1. the minutes of the RADF Advisory Group Meeting held on 20 June 2022 be noted, and;
2. the recommendations as detailed in the minutes and summarised in (Item 5 to Item 8.2) above be adopted.

### **Attachments**

1. RADF Minutes - 20 June 2022

# Meeting Minutes

<b>Meeting</b>	RADF Advisory Group Meeting		
<b>Date</b>	Monday, 20 June 2022	<b>Time</b>	4:05 PM
<b>Attendees</b>	Cr Lyn McLaughlin, Cr Sue Perry, Mr Tony Blackwell (Manager Community Services), Mrs Coral Colquhoun, Mr John Woods		
<b>Apologies</b>	Cr John Bonanno		
<b>Chairperson</b>	Cr Sue Perry		
<b>Minutes Clerk</b>	Mrs Janice Horan (RADF Liaison Officer)		
<b>Location</b>	Ernie Ford Board Room		

## 1. Welcome

Cr Perry opened the meeting and welcomed attendees, especially Manager Community Services, Mr Tony Blackwell who was attending his first RADF meeting.

## 2. Declarations of Interest

Mrs Colquhoun declared a perceived conflict of interest for the Burdekin Artisan Community Association application as she is a member.

Mr Woods declared a perceived conflict of interest for the Burdekin Singers and Theatre Company as he is an executive member. (He also advised the meeting that he is no longer a member of the Home Hill Harvest Festival.)

Cr McLaughlin declared a perceived conflict of interest for Marni Hine's application as she had provided a letter of support.

Cr Perry declared a perceived conflict of interest for the Burdekin Potters' application as she is a member and Burdekin Artisan Community Association application as she is the Patron.

## 3. Apologies

The meeting noted an apology from Cr John Bonanno.

## 4. Minutes of 9 December 2021 Meeting Received

It was resolved that the minutes of the RADF meeting held on 9 December 2021 be received as a true and accurate record.

Business Arising : Clause 5.3 – The meeting noted that discussions were ongoing in regard to the placement of the sculpture that had been removed from the front of the Burdekin Library when redevelopment works were undertaken.

## 5. Consideration of Applications received in RADF 2021/22 Round 2

Available funds for Round 2 :- \$20,582

Applicant	Project	Requested Funding	Recommended Funding
Brentton Anderson	<p>Towards cost of undertaking street photography project with the intention of presenting work in shop window activation project as part of the Delta Yarns Project in September 2022.</p> <p><i>The meeting recommends funding of this project subject to provision of a break-down of details of in-kind support for the project.</i></p>	\$4,700	\$4,700
Marni Hine	<p>Cr McLaughlin left the meeting during consideration of the following application</p> <p>The project 'Raw' will capture through portraiture the contemporary face of Burdekin's sugar cane industry. The ultimate aim is to promote awareness of the calibre of people and the kind of work involved through photography and stories and presented as part of the 2023 Sweet Days Hot Nights Festival.</p> <p><i>The meeting recommends funding of this project subject to provision of a break-down of details of in-kind support for the project.</i></p> <p>Cr McLaughlin returned to the meeting.</p>	\$5,000	\$5,000
Burdekin Artisan Community Assoc Inc	<p>Cr Perry and Mrs Colquhoun left the meeting during consideration of the following application. Mr Woods assumed the chair.</p> <p>Conduct children's workshops during September 2022 and January 2023 school holidays.</p> <p><i>The meeting recommends funding of the materials and printing components of the project.</i></p> <p>Cr Perry and Mrs Colquhoun returned to the meeting. Cr Perry assumed the chair.</p>	\$3,850	\$820
Lower Burdekin Celtic Dancing Assoc Inc	<p>Towards the cost of providing entertainment for the Hogmanay to be conducted as a family friendly event on 31 December 2022.</p> <p><i>The meeting recommends that an application for this project be submitted to the Council's</i></p>	\$3,200	\$0

	<i>Community Grants Program.</i>		
Lower Burdekin Celtic Dancing Assoc Inc	Towards cost of 15 Burdekin Highland dancers' attendance at Outback Titles and Highland dancing workshop in Mt Isa in November 2022.	\$3,750	\$3,750
Burdekin Singers & Theatre Co	Mr Woods left the meeting during consideration of the following application.  Towards cost of producing "Beginners Act 1 – The Centenary of the Ayr Choral Society and Burdekin Singers" to be launched at the beginning of each night of a two night centenary concert.  Mr Woods returned to the meeting.	\$5,000	\$4,940
Burdekin Potters Inc	Cr Perry left the meeting during consideration of the following application. Mr Woods assumed the chair.  Towards cost of conducting second part of wheel workshop for new members.  Cr Perry returned to the meeting and assumed the chair.	\$1,372	\$1,372
TOTALS		\$26,872	\$20,582

#### **6. Re-allocation of funds of \$4,900 previously allocated towards Alva Art Trail Concept Development.**

The meeting discussed suitable projects that could be undertaken with funds of \$4,900 previously allocated towards the Alva Art Trail Concept Development.

Cr Perry referred to the Water Park and Burdekin Water Precinct Project under construction. She suggested that consideration could be given to calling expressions of interest from artists to design artwork which could be incorporated into the entrance at the new kiosk, as well as within the water park and Burdekin Water Precinct.

The meeting recommends that RADF funds of \$4,900 previously allocated towards the Alva Art Trail Concept Development be re-allocated to the development of artwork concepts which could be incorporated into the entrance at the new kiosk, as well as within the water park and Burdekin Water Precinct.

#### **7. Nomination for Membership of RADF Advisory Group**

The meeting noted that one application had been received for the recently advertised vacancy on the RADF Advisory Group.

It is recommended that the application from Mrs Janine Worlein be accepted and that she appointed to the RADF Advisory Group for the statutory term of four years.

## 8. General Business

8.1 Mr Woods suggested that a template be prepared for use by all groups conducting workshops in order that attendance numbers can be captured, and that the attendance sheets be provided to groups and form as part of the acquittal process.

The meeting recommends that a template be prepared by the RADF Liaison Officer and provided to all groups conducting workshops to capture attendance numbers and that these details form part of the acquittal process.

8.2 Cr McLaughlin recommended that summaries of Outcome Reports provided as part of the acquittal process be reported verbally by the Chairperson at each meeting.

The meeting recommends that the Chairperson provide a verbal report at each meeting on summaries of Outcome Reports received, as part of the acquittal process.

8.3 Cr McLaughlin acknowledged the efforts of the RADF Liaison Officer in assisting and supporting RADF applicants to develop their applications.

8.4 Cr Perry advised the meeting that the "Canecutter" sculpture had been installed at the Home Hill Diorama. She advised that the sculpture had been developed by Matty G with the assistance of RADF funds.

There being no further business, the meeting closed at 6-18pm.

## New Action Items

	Action Item	Responsible Officer	Action	Status
1	Template to be prepared and provided to groups conducting workshops to capture attendance numbers	J Horan	30/6/22	
2	Add category of "Young People (up to 12 years) in RADF Application Form (Page 4)	J Horan	30/6/22	

### 5.1.1. CEO

## Council Attendance at the Local Government Association of Queensland Annual Conference and Annual General Meeting - 17 to 19 October 2022 - Cairns

**File Reference:** 1029  
**Report Author:** Rosemarie Griffiths, Executive Secretary  
**Authoriser:** Terry Brennan, Chief Executive Officer  
**Meeting Date:** 28 June 2022

### Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

2.2.2: Advocate for local and regional needs through lobbying and partnerships.

5.1.3: Foster cooperative and collaborative partnerships on matters of regional, state, and national importance.

5.1.4: Demonstrate the Council's strategic direction to government, business, and the community through strong leadership and advocacy.

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## Executive Summary

Advice has been received from the Local Government Association of Queensland (LGAQ) that its Annual Conference and Annual General Meeting is being held in Cairns from 17 to 19 October 2022.

## Recommendation

That:

1. Council endorses the Mayor, Councillor Lyn McLaughlin and two (2) Councillors to attend the Local Government Association of Queensland Annual Conference in Cairns from 17 to 19 October 2022, with all expenses of attendance at the Conference be met by Council.
2. Council consider any motions requiring submission to the Annual Conference before the closing time on 10 August 2022.

## Background

The Local Government Association of Queensland has sent correspondence regarding the 126th Annual Conference and Annual General Meeting being held in Cairns from 17 to 19 October 2022. The Conference theme for this year is "Community Liveability".

The Conference provides an opportunity for all Councils to share learnings, celebrate successes and plan the next steps in creating a bright and prosperous future for all Queenslanders.

Council is entitled to register two delegates to attend the Annual Conference as part of its annual membership fee to the LGAQ, with a separate fee being applicable for any additional observers.

The Annual General Meeting is held during the Conference and Council has been invited to submit motions for consideration at the Conference. Motion submissions have opened and will close on 10 August 2022.

It should be noted that LGAQ have recently contacted Mayor Lyn McLaughlin to invite her to participate on a panel discussion at the Conference which will focus on integrity. Council's Chief Executive Officer is also planning to attend the Conference as an observer.



**Consultation**

All Councillors and Chief Executive Officer.

**Budget & Resource Implications**

All expenses of attendance at the Conference will be met by Council. This is budgeted each year from the Elected Members Conferences and Training budget allocation. The registration cost for two (2) delegates is covered as part of Council's annual subscription to the LGAQ.

**Legal Authority & Implications**

Not Applicable.

**Policy Implications**

Not Applicable.

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

Council needs to be kept informed of emerging issues and participate in debate on the policy direction of the LGAQ, which is achieved through attendance at the Conference.

**Attachments**

None

### **6.3.1. FINANCIAL AND ADMINISTRATIVE SERVICES**

#### **Monthly Financial Report - May 2022**

#### **Recommendation**

That the Monthly Financial Report for Period Ending 31 May 2022 be received.

#### **Attachments**

1. Monthly Financial Report - May 2022
2. 2021-2022 Capital PCG - May 2022

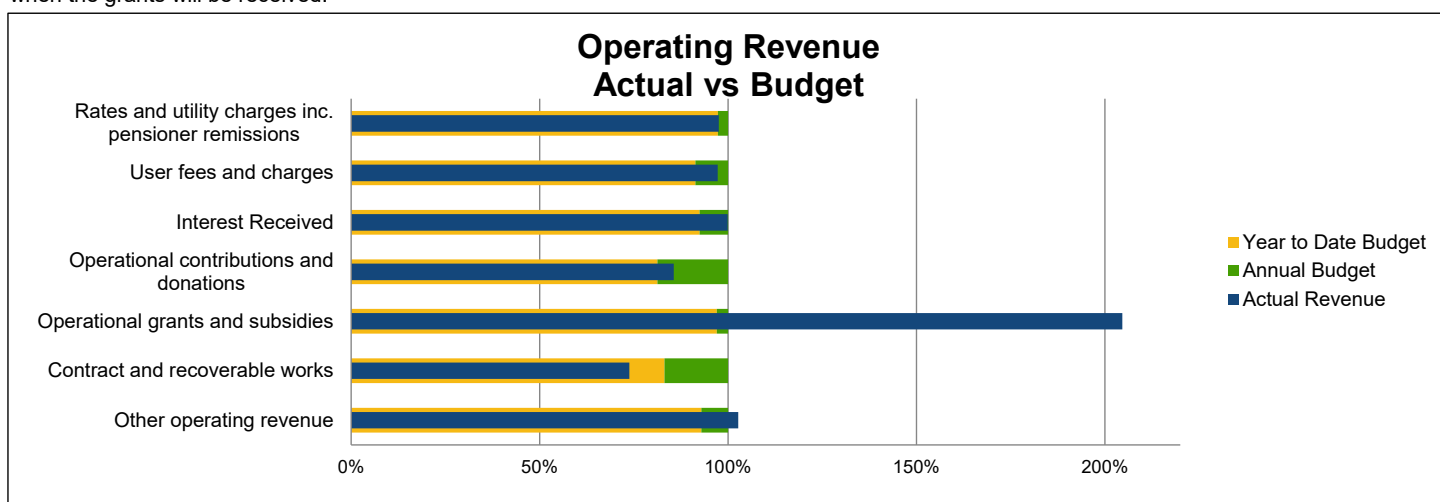
The following report provides a summary of Council's financial performance to 31 May 2022.

## FINANCIAL STATEMENTS AT A GLANCE

As at 31 May 2022	Actual \$	Annual Budget \$	YTD Revised Budget \$	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Total Operating Revenue	51,069,361	49,673,007	47,814,146	3,255,215	7%
Total Operating Expenses	45,219,300	51,495,411	46,843,737	-1,624,437	-3%
<b>Operating Position</b>	<b>5,850,061</b>	<b>-1,822,404</b>	<b>970,409</b>	<b>4,879,652</b>	<b>503%</b>
Capital Revenue	6,912,180	10,256,451	10,461,827	-3,549,647	-34%
<b>Net Result</b>	<b>12,762,241</b>	<b>8,434,047</b>	<b>11,432,236</b>	<b>1,330,005</b>	<b>12%</b>

This report contains financial information for the period ending 31 May 2022. Council's operating position at month end is a \$5.85M surplus.

Capital Revenue includes capital grants which are budgeted to be received in July 2021. The nature of capital grants means that it is often unknown when the grants will be received.

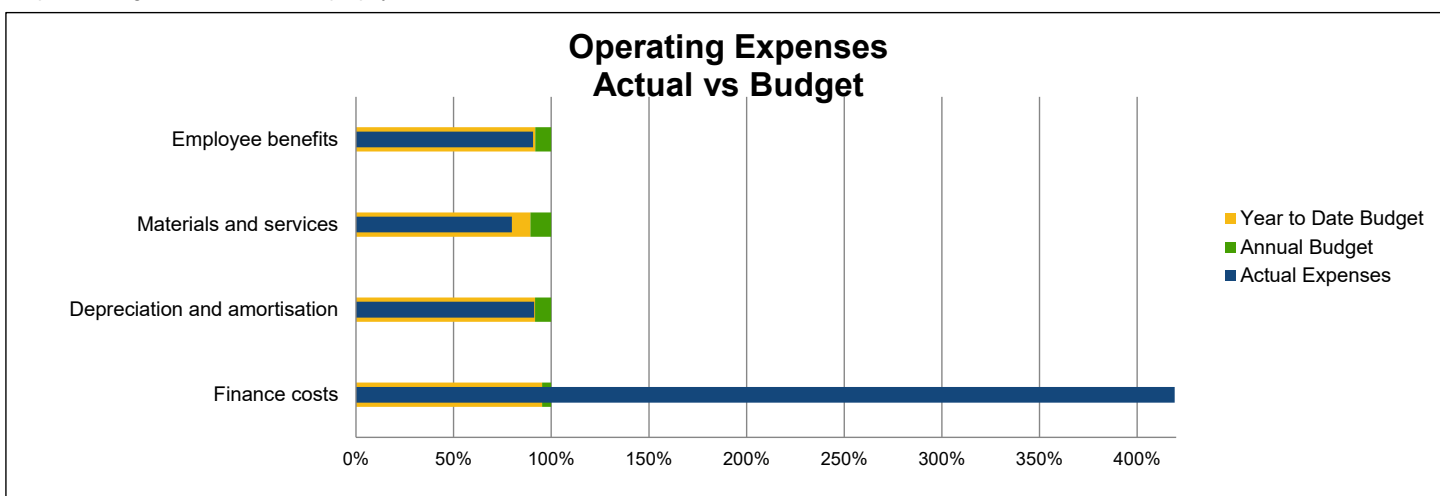


### Under Budget:

- Contract and recoverable works: timing of work for the Road Maintenance Performance Contract.

### Over Budget:

- Operational grants and subsidies: prepayment of Financial Assistance Grant.



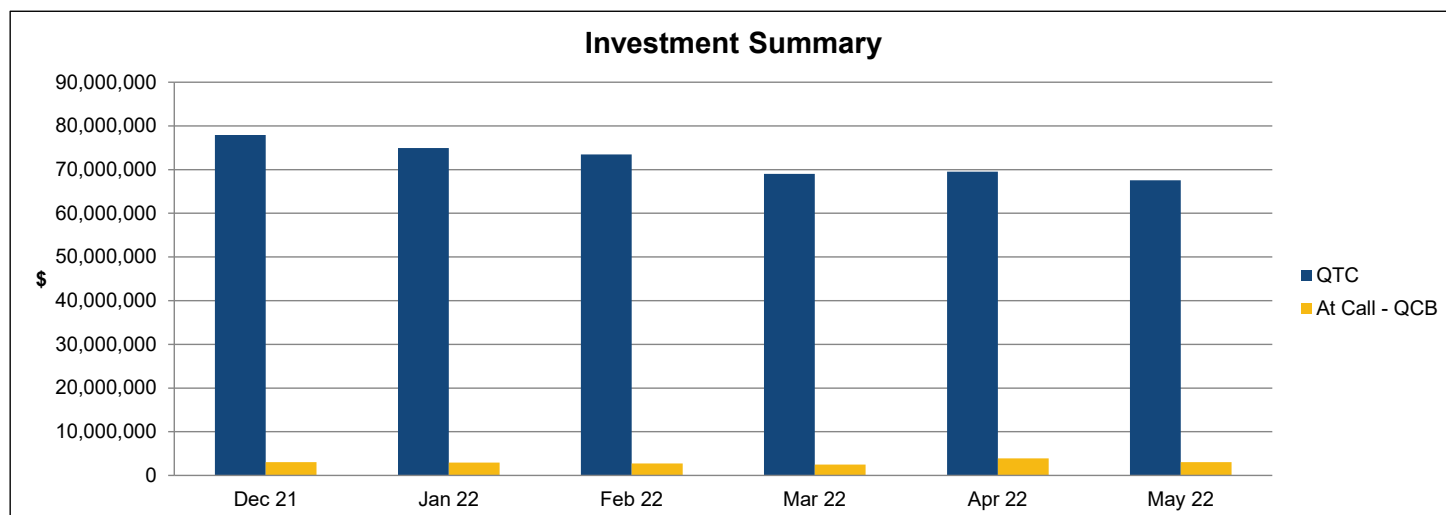
### Over Budget:

- Finance costs: adjustment to borrowing cost transactions from the change in time calculation in the restoration provision. These transactions are not included in the budget estimates.

## INVESTMENT PORTFOLIO

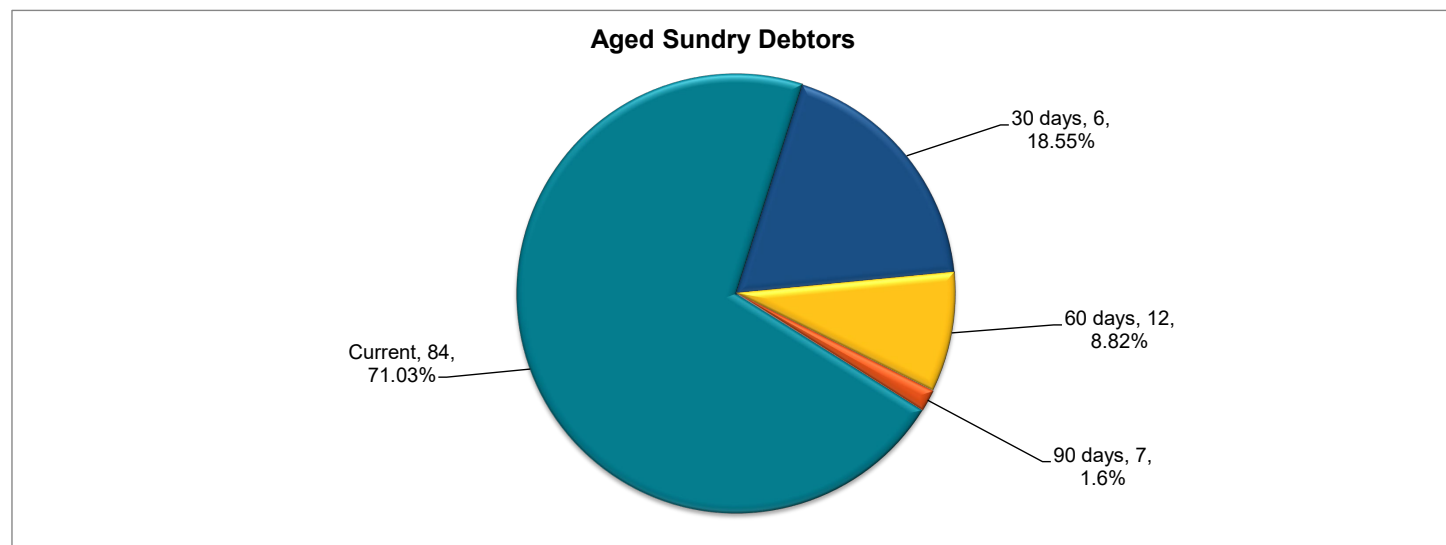
### Investment Report as at 31 May 2022 (including at call cash)

	Total Invested	Average Current Rate Weighted	% Invested
QTC	67,558,417	0.74%	95.66%
QCB General	3,063,379	0.85%	4.34%
<b>Total Funds</b>	<b>\$70,621,796</b>		



## SUNDRY DEBTORS

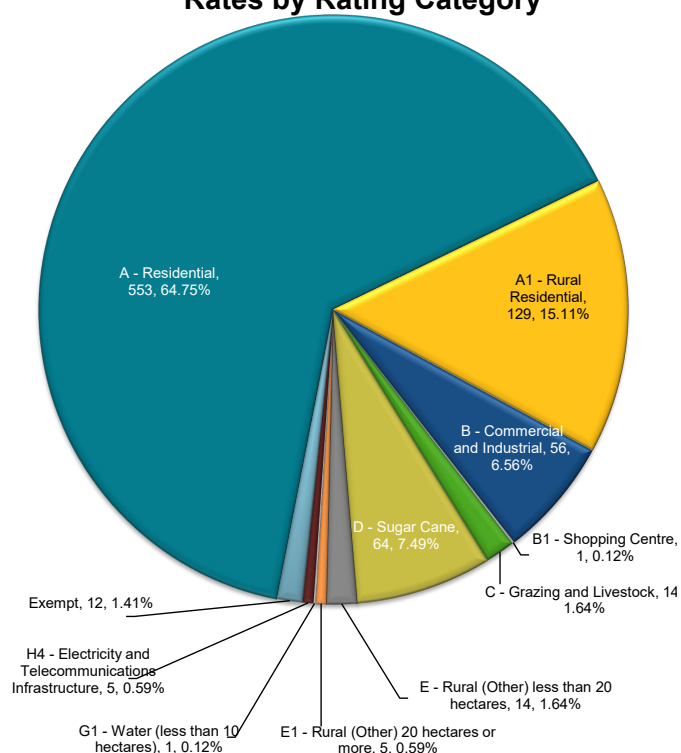
Total outstanding Sundry Debtors as at 31 May are \$193,254



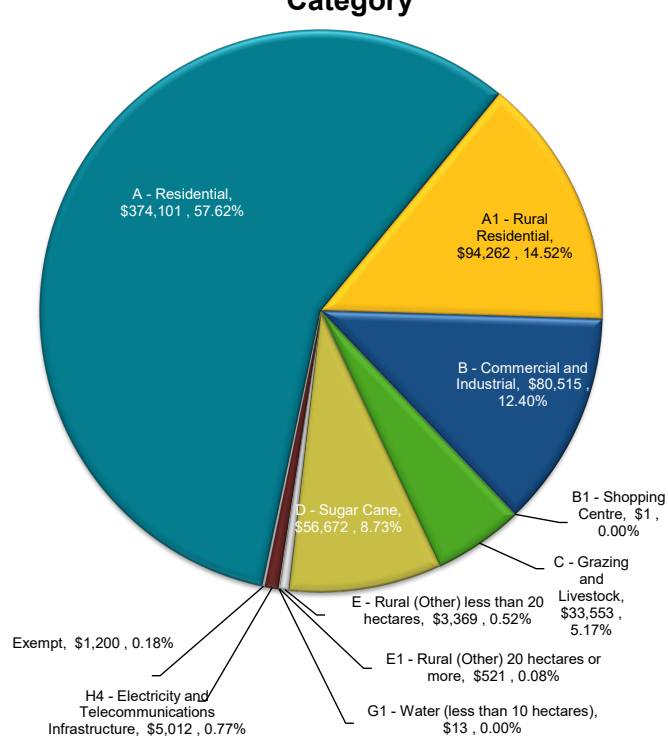
## RATES

Arrears as at 1 July 2021		\$842,048
Levy and fees raised *	\$43,291,686	
Interest charged *	\$66,203	
Less Pensioner subsidy and rebate	<u>\$658,297</u>	\$42,699,592
Payments received		<u>\$42,876,505</u>
Arrears as at 31 May 2022		<u><u>\$665,135</u></u>
% Arrears May 2022		1.53%
% Arrears May 2021		2.29%
Pre-payments as at 31 May 2022		\$1,803,995
Pre-payments as at 31 May 2021		\$1,708,590
* includes State Govt Emergency Management Levy		

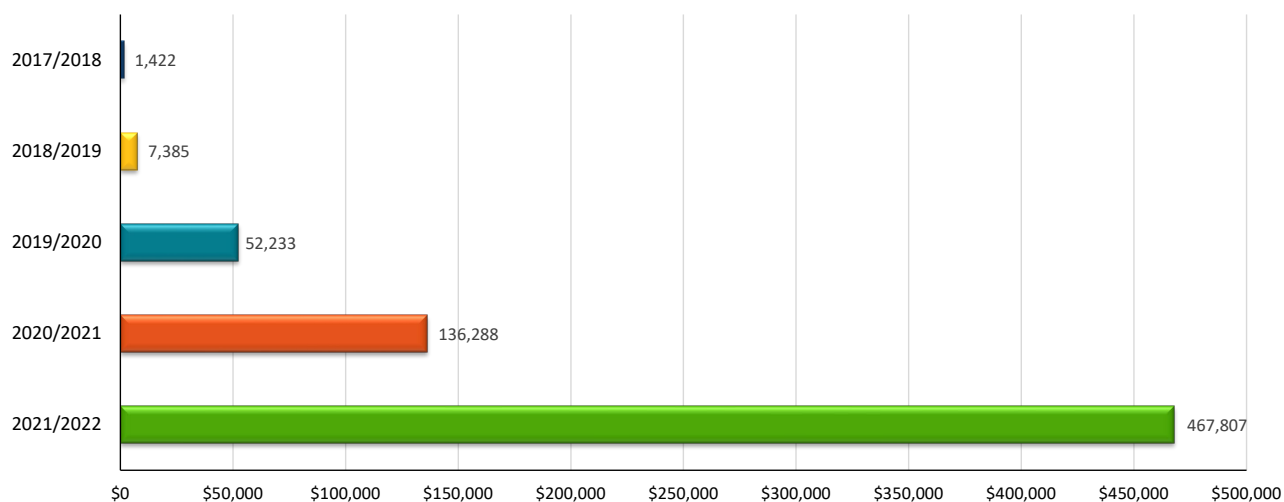
**Number of Properties with Outstanding Rates by Rating Category**



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



**Total Rates Outstanding by Financial Year**



## Collection House - Debt Referral

Council currently has 140 active files with Collection House with an outstanding balance of \$387,874.33.

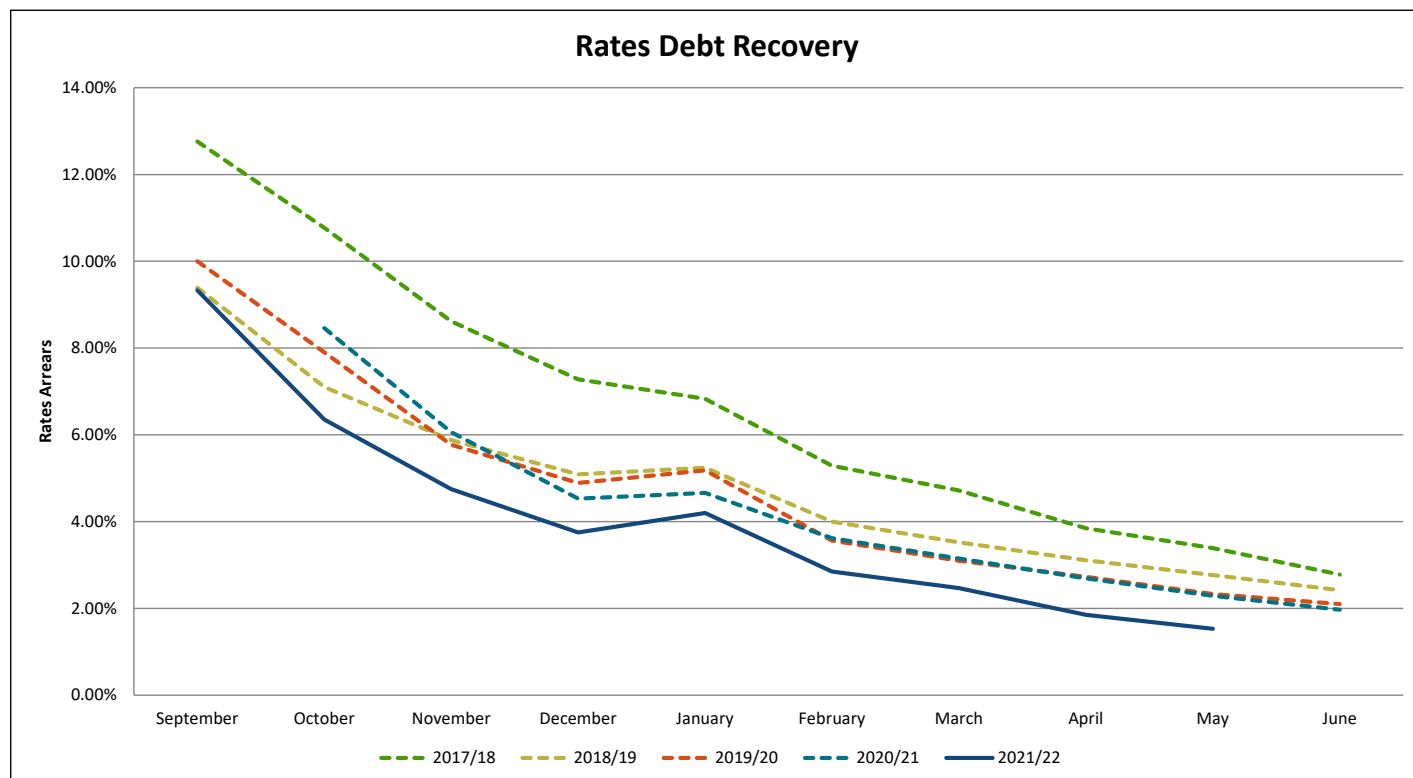
Out of these active files, 45 have negotiated arrangements and are being monitored by Collection House.

## Council Periodic Payment Plans

In addition to the properties referred to Collection House, there are 121 current periodic payment plans made directly with Council representing outstanding rates of \$53,530.54. These plans are continuing to be monitored by Rates Staff to ensure conformance.

## Collection House - Sale of Land

On the 4 May 2022, 1 property went to Auction and was passed in. A Sales Notice for this property has now been advertised on Council's website. No offers have been received to date.



## OVERVIEW OF COUNCIL'S CAPITAL PROJECTS

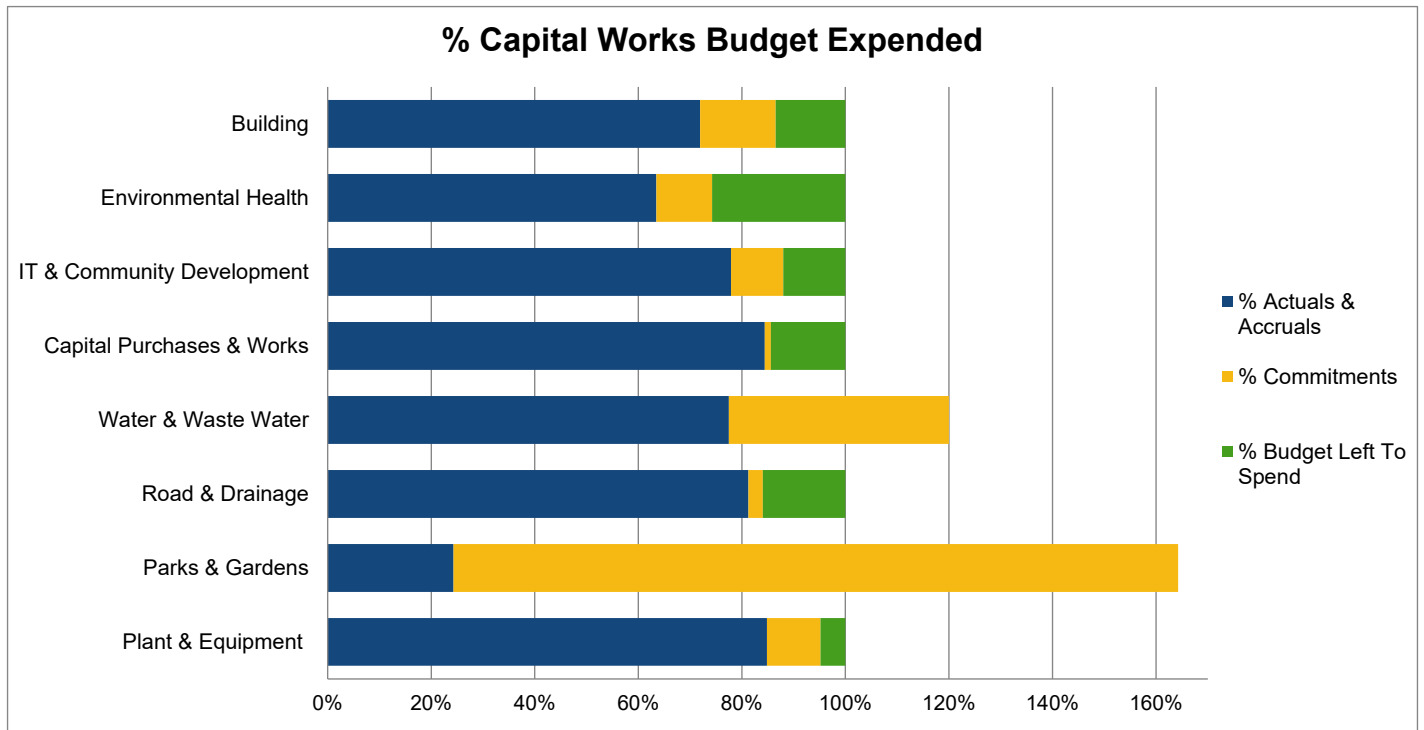
Capital expenditure incurred for the year to 31 May, is shown by asset category in the table below.

Capital project expenditure to 31 May is \$21,016,711. In addition to this, there is \$9,392,600 of commitments. Therefore totalling \$30,409,311.

### Financial Overview by Asset Category

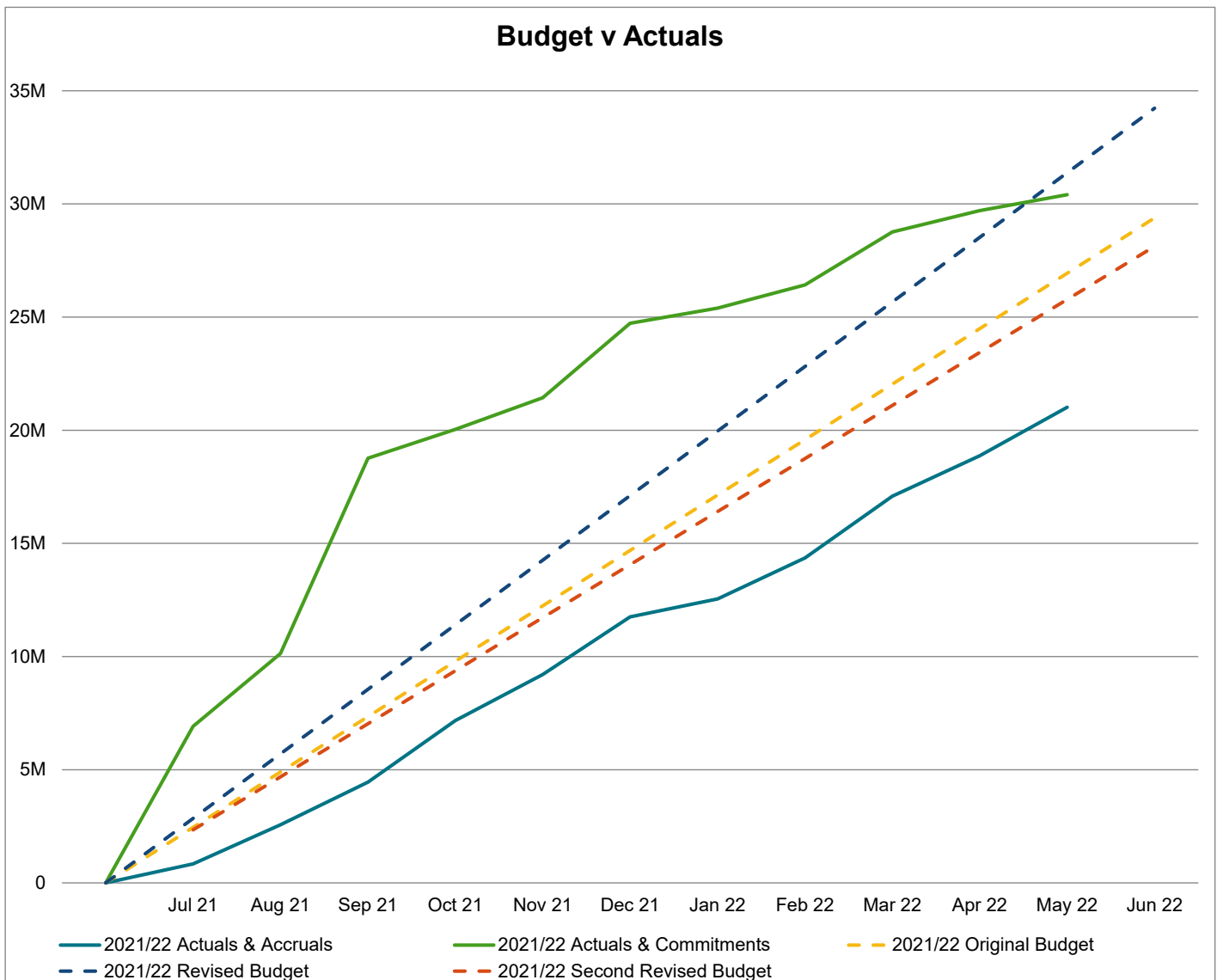
Asset Category	Original Budget	Revised Budget	Actuals & Accruals	Commitments	Total
<b>Building</b>	\$ 672,500	\$ 997,712	\$ 717,678	\$ 145,631	\$ 863,309
<b>Environmental Health</b>	\$ 615,000	\$ 270,523	\$ 171,713	\$ 29,165	\$ 200,878
<b>IT &amp; Community Development</b>	\$ 410,200	\$ 373,156	\$ 290,686	\$ 37,621	\$ 328,307
<b>Capital Purchases &amp; Works</b>	\$ 768,000	\$ 234,565	\$ 198,052	\$ 2,700	\$ 200,752
<b>Water &amp; Waste Water</b>	\$ 14,507,556	\$ 13,089,522	\$ 10,144,397	\$ 5,560,602	\$ 15,704,999
<b>Road &amp; Drainage</b>	\$ 7,375,000	\$ 8,692,307	\$ 7,063,634	\$ 242,537	\$ 7,306,171
<b>Parks &amp; Gardens</b>	\$ 3,256,621	\$ 2,246,733	\$ 545,884	\$ 3,144,632	\$ 3,690,516
<b>Plant &amp; Equipment</b>	\$ 1,778,000	\$ 2,221,209	\$ 1,884,667	\$ 229,712	\$ 2,114,379
<b>TOTAL</b>	<b>\$ 29,382,877</b>	<b>\$ 28,125,727</b>	<b>\$ 21,016,711</b>	<b>\$ 9,392,600</b>	<b>\$ 30,409,311</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 May 2022.

### APPENDIX 4 - STATEMENT OF CASH FLOWS

Attached is the Statement of Cash Flows for the period ending 31 May 2022.



**OPERATING STATEMENT**  
**Period Ending 31 May 2022**

**Chief Executive Officer**

	Month of May Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
<b>Operating Revenue</b>					
Operational contributions and donations	0	683	917	-234	-26%
Operational grants and subsidies	0	10,000	10,000	0	0%
Other operating revenue	12,815	28,539	7,906	20,633	261%
<b>Total operating revenue</b>	<b>12,815</b>	<b>39,222</b>	<b>18,823</b>	<b>20,399</b>	<b>108%</b>
<b>Operating Expenses</b>					
Employee benefits	142,746	1,206,166	1,216,142	-9,976	-1%
Materials and services	28,676	210,487	296,317	-85,830	-29%
<b>Total operating costs</b>	<b>171,422</b>	<b>1,416,653</b>	<b>1,512,458</b>	<b>-95,806</b>	<b>-6%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-158,607</b>	<b>-1,377,431</b>	<b>-1,493,636</b>	<b>116,205</b>	<b>-8%</b>
<b>Net result for period</b>	<b>-158,607</b>	<b>-1,377,431</b>	<b>-1,493,636</b>	<b>116,205</b>	<b>-8%</b>

**Comments**

**Other operating revenue**

Revenue from ticket sales for Feast by the Field dinner at the Home Hill Showgrounds and sponsorship for the Farming in Focus forum.

**Materials and services**

Under year to date budget for advertising/marketing expenses including elements of the industrial estate marketing plan. Also under budget as contribution to Smart Precinct NQ not yet paid. Costs for Feast by the Field dinner and Farming in Focus forum will be included in June.

**OPERATING STATEMENT**  
**Period Ending 31 May 2022**

**Director of Corporate & Community Services**

	Month of May Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
<b>Operating Revenue</b>					
User fees and charges	5,230	74,779	70,314	4,466	6%
Operational contributions and donations	0	18,390	16,535	1,854	11%
Operational grants and subsidies	0	99,360	100,400	-1,040	-1%
Other operating revenue	1,615	7,594	5,121	2,473	48%
<b>Total operating revenue</b>	<b>6,845</b>	<b>200,123</b>	<b>192,370</b>	<b>7,753</b>	<b>4%</b>
<b>Operating Expenses</b>					
Employee benefits	71,835	583,080	589,375	-6,294	-1%
Materials and services	42,619	504,528	581,207	-76,679	-13%
Depreciation and amortisation	115,308	1,172,317	1,184,975	-12,658	-1%
<b>Total operating costs</b>	<b>229,762</b>	<b>2,259,925</b>	<b>2,355,556</b>	<b>-95,631</b>	<b>-4%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-222,917</b>	<b>-2,059,802</b>	<b>-2,163,186</b>	<b>103,385</b>	<b>-5%</b>
Capital grants and subsidies	0	55,253	64,568	-9,315	-14%
Other capital income (expense)	-56,291	-454,724	-580,597	125,872	-22%
<b>Net result for period</b>	<b>-279,208</b>	<b>-2,459,272</b>	<b>-2,679,215</b>	<b>219,943</b>	<b>-8%</b>

**Comments**

**User fees and charges**

Over year to date budget for hire of Ayr Showgrounds.

**Operational contributions and donations**

Over budget due to electricity consumption at the Home Hill Showgrounds.

**Other operating revenue**

Over budget for reimbursement of electricity at the Ayr racecourse due to delay in lessee changing account details.

**Materials and services**

Under budget due to timing of internal audits, Chambers maintenance work not completed, and second round of RADF not yet finalised.

**Capital grants and subsidies**

Queensland Reconstruction Authority Recovery and Resilience program funds not yet allocated to John Hy Peake shutters. Journal to be processed in June.

**Other capital income (expense)**

Under budget due to timing of capitalisation of assets.

**OPERATING STATEMENT**  
**Period Ending 31 May 2022**

**Manager Client Services**

	Month of May Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
<b>Operating Revenue</b>					
Operational grants and subsidies	0	35,440	35,940	-500	-1%
Other operating revenue	78	29,545	38,955	-9,411	-24%
<b>Total operating revenue</b>	78	64,985	74,895	-9,910	-13%
<b>Operating Expenses</b>					
Employee benefits	336,459	2,532,709	2,506,041	26,669	1%
Materials and services	68,761	1,611,188	1,701,031	-89,843	-5%
<b>Total operating costs</b>	405,220	4,143,897	4,207,072	-63,175	-2%
<b>Surplus (deficit) from operating activities</b>	-405,142	-4,078,912	-4,132,177	53,264	-1%
Capital grants and subsidies	0	0	60,000	-60,000	-100%
<b>Net result for period</b>	-405,142	-4,078,912	-4,072,177	-6,736	0%

**Comments**

**Other operating revenue**

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

**Materials and services**

Training is under budget approximately \$30,000. Limited training was conducted from January to March 2022 due to Covid-19 staff separation requirements. Lower staff numbers on scheduled training due to staff shortages because of sickness. The Training Department are prioritising legislative training and skills training.

**Capital grants and subsidies**

Awaiting apportionment of North Queensland Recovery and Resilience grant for upgrade and refurbishment of the Ayr SES Headquarters.

**OPERATING STATEMENT**  
**Period Ending 31 May 2022**

**Manager Community Services**

	Month of May Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
<b>Operating Revenue</b>					
User fees and charges	28,679	202,407	192,958	9,448	5%
Operational grants and subsidies	0	115,042	113,422	1,620	1%
Other operating revenue	8,638	127,059	112,324	14,734	13%
<b>Total operating revenue</b>	<b>37,317</b>	<b>444,508</b>	<b>418,705</b>	<b>25,803</b>	<b>6%</b>
<b>Operating Expenses</b>					
Employee benefits	174,525	1,442,566	1,474,655	-32,089	-2%
Materials and services	99,704	1,056,162	1,199,129	-142,967	-12%
Depreciation and amortisation	8,654	90,037	89,925	112	0%
<b>Total operating costs</b>	<b>282,883</b>	<b>2,588,765</b>	<b>2,763,709</b>	<b>-174,944</b>	<b>-6%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-245,566</b>	<b>-2,144,257</b>	<b>-2,345,004</b>	<b>200,747</b>	<b>-9%</b>
Capital grants and subsidies	0	65,316	413,000	-347,684	-84%
Other capital income (expense)	0	-22,579	-34,447	11,868	-34%
<b>Net result for period</b>	<b>-245,566</b>	<b>-2,101,520</b>	<b>-1,966,451</b>	<b>-135,069</b>	<b>7%</b>

**Comments**

**User fees and charges**

Over year to date budget due to increase in hire of cultural facilities.

**Other operating revenue**

Over year to date budget due to increased bar sales and ticket sales for community events.

**Materials and services**

Under budget for Cultural Facilities and Beach Patrol. Cultural facilities are under budget due to timing of payments for temporary cultural venues manager, performance fees and the timing of maintenance work at Ayr Library. First 5 Forever and Tech Savvy Senior programs to be completed in June. Beach patrol is under budget due to lifeguard services not being provided.

**Capital grants and subsidies**

Remaining quarter of library grant and Local Roads and Community Infrastructure Project grant for Burdekin Memorial Hall still to be received.

**Other capital income (expense)**

Under budget due to timing of capitalisation of assets.

**OPERATING STATEMENT****Period Ending 31 May 2022****Manager Environmental & Health Services excluding Waste Program**

	Month of May Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
<b>Operating Revenue</b>					
Rates and Utility Charges	-61	87,229	87,223	6	0%
User fees and charges	70,054	652,808	611,258	41,550	7%
Operational contributions and donations	3,355	118,211	113,384	4,827	4%
Operational grants and subsidies	7,000	95,872	79,265	16,607	21%
Other operating revenue	255	6,240	3,942	2,298	58%
<b>Total operating revenue</b>	<b>80,602</b>	<b>960,360</b>	<b>895,072</b>	<b>65,288</b>	<b>7%</b>
<b>Operating Expenses</b>					
Employee benefits	175,686	1,334,853	1,333,554	1,299	0%
Materials and services	161,553	1,783,574	1,785,654	-2,081	0%
Depreciation and amortisation	27,967	286,031	288,017	-1,986	-1%
<b>Total operating costs</b>	<b>365,206</b>	<b>3,404,458</b>	<b>3,407,225</b>	<b>-2,768</b>	<b>0%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-284,604</b>	<b>-2,444,098</b>	<b>-2,512,153</b>	<b>68,056</b>	<b>-3%</b>
Capital grants and subsidies	0	1,240,000	1,396,422	-156,422	-11%
Other capital income (expense)	0	-31,888	-31,888	0	0%
<b>Net result for period</b>	<b>-284,604</b>	<b>-1,235,985</b>	<b>-1,147,619</b>	<b>-88,366</b>	<b>8%</b>

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

Caravan Park income ahead of scheduled budget.

**Operational grants and subsidies**

Timing difference - balance of Hotspot grant and roadside litter sign grant received ahead of schedule.

**Other operating revenue**

Caravan park laundry fees above year to date budget.

**Capital grants and subsidies**

First payment received for Works for Queensland 2021-2024 funding. Further grant funding will be received as work progresses.

**OPERATING STATEMENT****Period Ending 31 May 2022****Manager Environmental & Health Services - Waste Program**

	Month of May Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
<b>Operating Revenue</b>					
Rates and Utility Charges	826	4,150,845	4,146,565	4,280	0%
User fees and charges	44,933	590,968	583,000	7,969	1%
Interest Received	2,144	38,718	39,050	-332	-1%
Operational grants and subsidies	0	101,209	103,482	-2,273	-2%
Other operating revenue	3,056	183,505	181,532	1,973	1%
<b>Total operating revenue</b>	<b>50,959</b>	<b>5,065,246</b>	<b>5,053,629</b>	<b>11,617</b>	<b>0%</b>
<b>Operating Expenses</b>					
Employee benefits	65,444	726,780	765,890	-39,110	-5%
Materials and services	102,254	2,028,620	2,322,652	-294,032	-13%
Depreciation and amortisation	36,744	370,029	365,842	4,187	1%
Finance Costs	0	243,931	0	243,931	-
<b>Total operating costs</b>	<b>204,442</b>	<b>3,369,360</b>	<b>3,454,384</b>	<b>-85,024</b>	<b>-2%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-153,483</b>	<b>1,695,886</b>	<b>1,599,245</b>	<b>96,641</b>	<b>6%</b>
Other capital income (expense)	0	-408,806	0	-408,806	-
<b>Net result for period</b>	<b>-153,483</b>	<b>1,287,080</b>	<b>1,599,245</b>	<b>-312,165</b>	<b>-20%</b>

**Comments****Employee benefits**

Under budget due to delay in filling vacancy in Waste administration.

**Materials and services**

Contract payments to Cleanaway in arrears, waiting on invoice. Under budget for trade/contract services at waste sites including mulching and resource processing.

**Other Capital Income**

Council does not include in the budget estimates movements for the Restoration provision for landfill sites. Included in capital expense is \$408,806 for the Restoration provision review of costs to remediate, extension of restoration date and movement in discount rate.

**OPERATING STATEMENT**  
**Period Ending 31 May 2022**

**Manager Financial and Administrative Services**

	Month of May Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
<b>Operating Revenue</b>					
Rates and Utility Charges	6,217	28,208,581	28,215,214	-6,633	0%
Pensioner remissions	789	-341,235	-345,000	3,765	-1%
User fees and charges	14,785	132,757	114,092	18,665	16%
Interest Received	27,738	234,292	216,113	18,178	8%
Operational grants and subsidies	383,010	4,039,815	1,692,134	2,347,681	139%
Other operating revenue	0	35,570	35,805	-235	-1%
<b>Total operating revenue</b>	<b>432,539</b>	<b>32,309,778</b>	<b>29,928,358</b>	<b>2,381,420</b>	<b>8%</b>
<b>Operating Expenses</b>					
Employee benefits	198,543	1,625,221	1,690,625	-65,404	-4%
Materials and services	27,634	734,023	810,378	-76,355	-9%
Depreciation and amortisation	40,151	432,374	440,183	-7,810	-2%
Finance Costs	13,505	83,077	74,328	8,749	12%
<b>Total operating costs</b>	<b>279,833</b>	<b>2,874,695</b>	<b>3,015,514</b>	<b>-140,820</b>	<b>-5%</b>
<b>Surplus (deficit) from operating activities</b>	<b>152,707</b>	<b>29,435,084</b>	<b>26,912,844</b>	<b>2,522,240</b>	<b>9%</b>
Other capital income (expense)	0	-16,245	-41,841	25,597	-61%
<b>Net result for period</b>	<b>152,707</b>	<b>29,418,839</b>	<b>26,871,003</b>	<b>2,547,836</b>	<b>9%</b>

**Comments**

**User fees and charges**

Over budget for change ownership and property search fees.

**Interest Received**

Over year to date budget for interest on investments as the current interest rates are higher than the conservative estimates.

**Operational grants and subsidies**

Prepayment of 75% of the 2022/23 Financial Assistance Grant of \$2,367,547 received in April.

**Materials and services**

Under budget mainly in Council Operational due to maintenance of office equipment, subscriptions and timing of other expenses.

**Finance Costs**

Over budget due to refund. Reversing journal to be processed in June.

**Other capital income (expense)**

Under budget due to timing of capitalisation of assets.

**OPERATING STATEMENT**  
**Period Ending 31 May 2022**

**Manager Operations - General Fund**

	Month of May Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
<b>Operating Revenue</b>					
User fees and charges	8,869	137,746	171,633	-33,887	-20%
Operational contributions and donations	3,343	75,494	72,045	3,449	5%
Operational grants and subsidies	120,304	1,284,592	534,779	749,813	140%
Contract and recoverable works	0	33,345	57,750	-24,405	-42%
Other operating revenue	0	15,387	13,448	1,939	14%
<b>Total operating revenue</b>	<b>132,516</b>	<b>1,546,565</b>	<b>849,655</b>	<b>696,910</b>	<b>82%</b>
<b>Operating Expenses</b>					
Employee benefits	649,160	4,340,448	4,384,782	-44,335	-1%
Materials and services	300,015	3,338,543	3,739,364	-400,821	-11%
Depreciation and amortisation	76,505	794,744	795,758	-1,014	0%
<b>Total operating costs</b>	<b>1,025,680</b>	<b>8,473,734</b>	<b>8,919,904</b>	<b>-446,170</b>	<b>-5%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-893,164</b>	<b>-6,927,170</b>	<b>-8,070,249</b>	<b>1,143,080</b>	<b>-14%</b>
Capital grants and subsidies	142,564	147,333	444,158	-296,825	-67%
Other capital income (expense)	0	-25,692	-38,567	12,875	-33%
<b>Net result for period</b>	<b>-750,600</b>	<b>-6,805,529</b>	<b>-7,664,659</b>	<b>859,130</b>	<b>-11%</b>

**Comments**

**User fees and charges**

Currently under year to date budget for cemetery fees. The revenue forecast is divided evenly over 12 months with the trend realising greater income from Cemetery Permits in the final quarter.

**Operational contributions and donations**

\$2,755 received in the period from the Home Hill Boat Club as recovery of the \$5 /site /night contribution to septic tank pump outs and \$589 received from camping donations at Funny Dunny Park..

**Operational grants and subsidies**

Revenue in May was from payment of the fourth quarter 2021/22 Financial Assistance Grant monies. The large variance is attributable to prepayment of 75% of the 2022/23 Financial Assistance Grant of \$742,308 in April.

**Contract and recoverable works**

Under budget for income received from private works.

**Other operating revenue**

Revenue is from the sale of scrap metal collected at the Jones Street Depot.

**Materials and services**

Under year to date forecast in Road Maintenance, Drainage Maintenance and Street Lighting with Road Maintenance contributing \$320,000 to the year to date variation. The pre-harvest/post wet season road maintenance program has been heavily impacted by two substantial late rain events in April and May which compresses the time available to have the unsealed road network upgraded time for the crushing. Resources are being reassigned to achieve the best possible outcome.

**Capital grants and subsidies**

\$84,492 received in the period from the National Recovery and Resilience Agency for the Supply and Installation of the Home Hill Disaster Management LED Variable Message Sign and \$58,072 received from the QRA for acquittals related to the January 2020 monsoonal rainfall and flooding event.

**Other capital income (expense)**

Under budget due to timing of capitalisation of assets.



**OPERATING STATEMENT**  
**Period Ending 31 May 2022**

**Manager Operations - Sewerage**

	Month of May Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
<b>Operating Revenue</b>					
Rates and Utility Charges	-109	4,106,254	4,092,590	13,664	0%
User fees and charges	0	2,250	1,650	600	36%
Interest Received	6,912	97,956	89,283	8,673	10%
Operational contributions and donations	0	6,800	6,000	800	13%
Other operating revenue	0	3,880	3,850	30	1%
<b>Total operating revenue</b>	<b>6,803</b>	<b>4,217,140</b>	<b>4,193,373</b>	<b>23,767</b>	<b>1%</b>
<b>Operating Expenses</b>					
Employee benefits	163,865	1,206,682	1,202,300	4,382	0%
Materials and services	59,731	777,225	901,227	-124,002	-14%
Depreciation and amortisation	130,173	1,310,909	1,310,925	-16	0%
<b>Total operating costs</b>	<b>353,769</b>	<b>3,294,815</b>	<b>3,414,452</b>	<b>-119,637</b>	<b>-4%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-346,965</b>	<b>922,325</b>	<b>778,921</b>	<b>143,404</b>	<b>18%</b>
Other capital income (expense)	0	-39,479	-83,122	43,643	-53%
<b>Net result for period</b>	<b>-346,965</b>	<b>882,846</b>	<b>695,799</b>	<b>187,047</b>	<b>27%</b>

**Comments**

**Interest Received**

Over year to date budget for interest on investments as the current interest rates are higher than the conservative estimates.

**Materials and services**

Under budget year to date in sewerage reticulation and treatment. Variance will reduce with Operational expenses to remove Primary Digester lid at HHWWTP and pressure clean tank planned for June.

**Other capital income (expense)**

Under budget due to timing of capitalisation of assets.

**OPERATING STATEMENT**  
**Period Ending 31 May 2022**

**Manager Operations - Water**

	Month of May Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
<b>Operating Revenue</b>					
Rates and Utility Charges	-117	3,885,107	3,791,520	93,587	2%
User fees and charges	2,412	87,443	96,500	-9,057	-9%
Interest Received	4,365	72,991	66,275	6,716	10%
Operational contributions and donations	0	6,800	6,000	800	13%
Other operating revenue	0	85	1,100	-1,015	-92%
<b>Total operating revenue</b>	<b>6,660</b>	<b>4,052,425</b>	<b>3,961,395</b>	<b>91,030</b>	<b>2%</b>
<b>Operating Expenses</b>					
Employee benefits	158,718	1,236,030	1,200,833	35,196	3%
Materials and services	100,625	1,543,967	1,695,613	-151,646	-9%
Depreciation and amortisation	64,867	655,042	687,408	-32,366	-5%
<b>Total operating costs</b>	<b>324,210</b>	<b>3,435,039</b>	<b>3,583,855</b>	<b>-148,816</b>	<b>-4%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-317,550</b>	<b>617,387</b>	<b>377,540</b>	<b>239,846</b>	<b>64%</b>
Capital contributions	0	3,684	3,684	0	0%
Capital grants and subsidies	0	5,541,621	8,273,470	-2,731,849	-33%
Other capital income (expense)	0	-4,505	-171,568	167,063	-97%
<b>Net result for period</b>	<b>-317,550</b>	<b>6,158,186</b>	<b>8,483,126</b>	<b>-2,324,940</b>	<b>-27%</b>

**Comments**

**User fees and charges**

Income in the period is from bulk water charges, preparation of a traffic management plan and a new property connection. Budget forecast is based on the previous three years average. User fees and charges captures revenue generated from new property connections and rental income from Telco leases at the Ayr Water Tower.

**Interest Received**

Over year to date budget for interest on investments as the current interest rates are higher than the conservative estimates.

**Materials and services**

Water meter reading has been brought back in-house as opposed to external labour hire and is partially responsible for the increase in employee benefits and a reduction in materials and services. Fourth quarter Giru water charges from Townsville City will be levied in June which will reduce the current variance substantially.

**Capital grants and subsidies**

The Home Hill Reservoir project has been fully acquitted. A request has been made for an additional advance of funds from the State Government for works on the Ayr Water Supply infrastructure resilience funding package to assist with cash flows related to the approved increased budget, with the works scheduled for August. Progress payments to contractors will be acquitted for end of financial year with claims to be lodged early July.

**Other capital income (expense)**

Under budget due to timing of capitalisation of assets.

**OPERATING STATEMENT**  
**Period Ending 31 May 2022**

**Manager Planning and Development**

	Month of May Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
<b>Operating Revenue</b>					
User fees and charges	69,162	425,547	325,417	100,130	31%
Other operating revenue	0	128	0	128	-
<b>Total operating revenue</b>	69,162	425,675	325,417	100,258	31%
<b>Operating Expenses</b>					
Employee benefits	133,433	1,036,554	1,057,742	-21,188	-2%
Materials and services	27,192	180,785	173,104	7,681	4%
<b>Total operating costs</b>	160,625	1,217,338	1,230,846	-13,508	-1%
<b>Surplus (deficit) from operating activities</b>	-91,464	-791,664	-905,429	113,766	-13%
<b>Net result for period</b>	-91,464	-791,664	-905,429	113,766	-13%

**Comments**

**User fees and charges**

Over year to date budget for building inspection fees. This is reflective of development applications (building) received in April, which is following the general trend already experienced for new houses and renovations to existing homes with large floor areas. Current month includes income reallocated from Technical Services.

**OPERATING STATEMENT**  
**Period Ending 31 May 2022**

**Manager Technical Services**

	Month of May Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
<b>Operating Revenue</b>					
User fees and charges	-12,050	214,716	201,900	12,816	6%
Operational grants and subsidies	2,690	92,300	116,000	-23,700	-20%
Contract and recoverable works	393,053	1,413,219	1,571,722	-158,503	-10%
Other operating revenue	0	23,099	12,833	10,265	80%
<b>Total operating revenue</b>	<b>383,693</b>	<b>1,743,334</b>	<b>1,902,455</b>	<b>-159,121</b>	<b>-8%</b>
<b>Operating Expenses</b>					
Employee benefits	271,526	2,270,579	2,345,800	-75,221	-3%
Materials and services	-59,884	-427,318	-264,773	-162,545	61%
Depreciation and amortisation	701,751	6,897,360	6,897,733	-373	0%
<b>Total operating costs</b>	<b>913,393</b>	<b>8,740,621</b>	<b>8,978,761</b>	<b>-238,140</b>	<b>-3%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-529,700</b>	<b>-6,997,287</b>	<b>-7,076,305</b>	<b>79,018</b>	<b>-1%</b>
Capital contributions	0	2,142	2,142	0	0%
Capital grants and subsidies	0	1,401,597	1,900,778	-499,181	-26%
Other capital income (expense)	-20,111	-540,848	-1,114,364	573,516	-51%
<b>Net result for period</b>	<b>-549,811</b>	<b>-6,134,396</b>	<b>-6,287,749</b>	<b>153,354</b>	<b>-2%</b>

**Comments**

**User fees and charges**

Over budget due to higher than expected trade waste charges. In the current month reallocated income to Planning and Development.

**Operational grants and subsidies**

Year to date budget for fuel tax credits under budget estimate and will continue to remain under budget due to the federal governments fuel excise reduction and associated reduction in the fuel tax credit rates.

**Contract and recoverable works**

Under budget due to the timing of Roads Maintenance Performance Contract works. May income to be received in June with remaining outstanding work planned for completion by 30 June.

**Other operating revenue**

Higher than expected income received from scrap metal sales, insurance recoveries and fuel rebate subsidy.

**Materials and services**

Road Maintenance Performance Contract expenditure lower than budget due to works programmed for completion in June. Consultants for Works and Asset CIA transition not to commence until June.

**Capital grants and subsidies**

Grant funding received to date for Works for Queensland COVID, Roads to Recovery, Transport Infrastructure Development Scheme and Queensland Reconstruction Authority's Resilience and Risk Funding. Further funding will be received as projects are completed and claims submitted.

**Other capital income (expense)**

Disposal of plant and equipment and transport assets. Further write-offs required as projects are capitalised.

**BURDEKIN SHIRE COUNCIL**  
**OPERATING STATEMENT**  
**Period Ending 31 May 2022**

Appendix 2

	Month of May Actual	Year to Date Actual	Revised Budget	Year to Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
<b>Operating Revenue</b>						
Rates and Utility Charges	6,755	40,438,016	41,437,112	40,333,112	104,904	0%
Pensioner remissions	789	-341,235	-345,000	-345,000	3,765	-1%
User fees and charges	232,074	2,521,422	2,593,190	2,368,721	152,701	6%
Interest Received	41,160	443,956	444,300	410,722	33,235	8%
Operational contributions and donations	6,698	226,378	264,477	214,881	11,497	5%
Operational grants and subsidies	513,004	5,873,631	2,870,354	2,785,422	3,088,209	111%
Contract and recoverable works	393,053	1,446,564	1,960,000	1,629,472	-182,908	-11%
Other operating revenue	26,457	460,630	448,574	416,817	43,813	11%
<b>Total operating revenue</b>	<b>1,219,989</b>	<b>51,069,361</b>	<b>49,673,007</b>	<b>47,814,146</b>	<b>3,255,215</b>	<b>7%</b>
<b>Operating Expenses</b>						
Employee benefits	2,541,940	19,541,667	21,541,336	19,767,738	-226,071	-1%
Materials and services	958,880	13,341,784	16,718,875	14,940,904	-1,599,120	-11%
Depreciation and amortisation	1,202,119	12,008,841	13,157,200	12,060,767	-51,926	0%
Finance Costs	13,505	327,008	78,000	74,328	252,680	340%
<b>Total operating costs</b>	<b>4,716,444</b>	<b>45,219,300</b>	<b>51,495,411</b>	<b>46,843,737</b>	<b>-1,624,437</b>	<b>-3%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-3,496,455</b>	<b>5,850,061</b>	<b>-1,822,404</b>	<b>970,409</b>	<b>4,879,652</b>	<b>503%</b>
Capital contributions	0	5,826	5,826	5,826	0	0%
Capital grants and subsidies	142,564	8,451,120	12,552,396	12,552,396	-4,101,276	-33%
Other capital income (expense)	-76,402	-1,544,766	-2,301,771	-2,096,395	551,629	-26%
<b>Net result for period</b>	<b>-3,430,293</b>	<b>12,762,241</b>	<b>8,434,047</b>	<b>11,432,236</b>	<b>1,330,005</b>	<b>12%</b>

**BURDEKIN SHIRE COUNCIL**  
**STATEMENT OF FINANCIAL POSITION**  
**As at 31 May 2022**

Appendix 3

	Year to Date Actual \$	Annual Budget \$
<b>Current Assets</b>		
Cash and Cash Equivalents	70,053,981	60,256,972
Receivables	838,607	1,521,406
Inventories	675,400	602,156
Contract Assets	70,901	13,292
Other Assets	613,301	1,647,323
<b>Total Current Assets</b>	<b>72,252,190</b>	<b>64,041,149</b>
<b>Non-Current Assets</b>		
Receivables	392,895	272,906
Property, Plant and Equipment	587,716,098	557,676,617
Intangibles Assets	422,619	412,474
Other Assets	70,205	61,323
<b>Total Non-Current Assets</b>	<b>588,601,817</b>	<b>558,423,320</b>
<b>TOTAL ASSETS</b>	<b>660,854,007</b>	<b>622,464,469</b>
<b>Current Liabilities</b>		
Payables	2,935,759	6,602,757
Provisions	5,777,980	5,798,704
Contract Liabilities	1,985,429	94,639
Other Liabilities	212,767	0
<b>Total Current Liabilities</b>	<b>10,911,936</b>	<b>12,496,100</b>
<b>Non-Current Liabilities</b>		
Provisions	19,266,599	18,584,574
<b>Total Non-Current Liabilities</b>	<b>19,266,599</b>	<b>18,584,574</b>
<b>TOTAL LIABILITIES</b>	<b>30,178,535</b>	<b>31,080,674</b>
<b>NET COMMUNITY ASSETS</b>	<b>630,675,472</b>	<b>591,383,795</b>
<b>Community Equity</b>		
Asset Revaluation Surplus	357,645,671	322,683,462
Retained Surplus (deficiency)	273,029,801	268,700,333
<b>TOTAL COMMUNITY EQUITY</b>	<b>630,675,472</b>	<b>591,383,795</b>

**BURDEKIN SHIRE COUNCIL**  
**STATEMENT OF CASH FLOWS**  
For Period Ending 31 May 2022

Appendix 4

	Year to Date Actual \$	Annual Cashflow Budget \$
<b>Cash Flows from Operating Activities</b>		
<b>Receipts</b>		
Receipts from Customers	48,445,788	46,092,020
Operating Grants, Subsidies and Contributions	6,197,322	3,231,643
Interest Received	461,858	444,300
<b>Payments</b>		
Payments to Suppliers and Employees	-38,790,244	-38,338,211
<b>Net Cash Inflow (Outflow) from Operating Activities</b>	<u>16,314,724</u>	<u>11,429,752</u>
<b>Cash Flows from Investing Activities</b>		
Commonwealth Government Grants	704,753	0
State Government Subsidies and Grants	7,746,367	12,552,396
State Government Subsidies and Grants arising from Contract Assets and Liabilities	584,710	-1,247,970
Capital Contributions	5,826	5,826
Payments for Property, Plant and Equipment	-21,013,697	-28,125,727
Payments for rehabilitation work	0	-7,000
Proceeds from Sale of Property, Plant and Equipment	869,216	732,200
Net Movement in Loans to Community Organisations	-75,412	0
<b>Net Cash Inflows (Outflow) from Investing activities</b>	<u>-11,178,238</u>	<u>-16,090,275</u>
<b>Net Increase (Decrease) in Cash and Cash Equivalents Held</b>	<u>5,136,486</u>	<u>-4,660,523</u>
Cash and Cash Equivalents at Beginning of the Financial Year	64,917,495	64,917,495
<b>Cash and Cash Equivalents at end of the Period</b>	<u><u>70,053,981</u></u>	<u><u>60,256,972</u></u>

## **6.4.1. GOVERNANCE**

### **Revised Enterprise Risk Management Policy**

**File Reference:** 1198  
**Report Author:** Rebecca Stockdale, Senior Governance Officer  
**Authoriser:** Nick O'Connor, Director Corporate and Community Services  
**Meeting Date:** 28 June 2022

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

Burdekin Shire Council Corporate Plan 2022-2027

- 5.2.1: Demonstrate open and transparent leadership.
- 5.2.2: Responsibly manage Council's financial position to ensure sustainability.
- 5.2.3: Implement effective governance frameworks.
- 5.2.4: Undertake regulatory responsibilities in accordance with legislative obligations.

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### **Executive Summary**

Council's Enterprise Risk Management (ERM) Policy outlined Council's commitment to the effective management of risks that may have an impact on the achievement of strategic priorities, operational goals and project objectives as defined in Council's adopted Corporate and Operational Plans. Council's ERM policy was first adopted in 2013 and the Policy has been reviewed and updated in 2017 and 2019. The policy has been reviewed in line with the regular review cycle and only minimal adjustments have been proposed.

### **Recommendation**

That Council adopts the revised Enterprise Risk Management Policy as attached to this report.

### **Background**

The major risk for most organisations is that they fail to achieve their stated strategic business or project objectives or are perceived to have failed by their stakeholders. Burdekin Shire Council is committed to establishing an environment that is not unduly risk averse, but one that enables risks to be logically and systematically identified, analysed, evaluated, treated, monitored and managed. Council's Enterprise Risk Management Policy clearly outlines Council's commitment towards effective risk management. Risk is inherent in all of Council's activities and a formal and systematic process is routinely implemented to minimise and where possible eliminate risks that directly or indirectly impact on the Council's ability to achieve the vision and strategic objectives outlined in the Corporate Plan. Risk Management is an iterative process and ongoing review, monitoring and improvement to Council's Risk Management Systems is integral to the success of risk management across the organisation

### **Consultation**

The ERM Policy was reviewed by the Senior Governance Officer and feedback was sought from Council's Risk Management Committee.

### **Budget & Resource Implications**

Not Applicable.



## **Legal Authority & Implications**

This policy supports Council to meet the requirements of Sections 164 (1) (a) and (b) of the *Local Government Regulation 2012* regarding the requirement to keep a written record stating risks that local government's operations are exposed to, to the extent they are relevant to financial management; and the control measures adopted to manage risks.

*Local Government Regulation 2012 (s164)*

### **164 Requirement to keep record of particular matters**

(1) A local government must keep a written record stating the following—

- (a) the risks the local government's operations are exposed to, to the extent they are relevant to financial management;
- (b) the control measures adopted to manage the risks.

## **Policy Implications**

This policy will replace the existing ERM Policy adopted in 2019.

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

There are no additional risks associated with the adoption of this policy.

## **Attachments**

1. Enterprise Risk Management Policy

Policy Type	Corporate
Function	Governance
Policy Owner	Chief Executive Officer
Policy Contact	Director Corporate and Community Services
Effective Date	

## Purpose

This policy outlines Council's commitment to the effective management of risks that may have an impact on the achievement of strategic priorities, operational goals and project objectives as defined in Council's Corporate and Operational Plans. This policy supports Council to meet the requirements of Sections 164 (1) (a) and (b) of the *Local Government Regulation 2012* regarding the requirement to keep a written record stating risks that local government's operations are exposed to, to the extent they are relevant to financial management; and the control measures adopted to manage risks. This policy also adheres to the AS ISO 31000:2018 *Risk Management - Guidelines*.

## Scope

This policy applies to all areas and all levels of responsibility and activity across Council. This policy applies to Councillors, Management, and Workers. Key drivers for risk management include sound governance, legislative frameworks, good decision-making, environmental sustainability, financial sustainability and employeeemployee and public safety and wellbeing.

## Objectives

The objectives of this policy are to:

- Embed a culture of risk management across the Council.
  - Improve decision-making, accountabilityaccountability, and outcomes through the effective use of risk management.
- Contribute to the achievement of strategic priorities as specified in Council's Corporate Plan.
  - Maintain and improve the reliability and quality of service provided by Burdekin Shire Council, within Council's controls and capabilities.
  - Minimise or eliminate potential adverse impacts from Council's services or infrastructure on the community, visitors and the environment.
  - Capitalise on opportunities identified for Burdekin Shire Council.
  - Safeguard Council's employees, contractors, committees, volunteers, assets, financial sustainability, property, reputation and information.
- Enhance corporate governance by promoting a structured and systematic approach to Council's decision-making processes
  - Promote a proactive approach to identifying, handling and monitoring emerging new risks and opportunities.

## Principles

Risk Management is the creation and protection of value. It improves performance, encourages innovation, and supports Council in achieving its objectives. To achieve this Council has a responsibility and a commitment to:

- Apply a risk management framework which is consistent with the current Australian Standard *AS ISO 31000:2018 Risk Management – Guidelines*, for making decisions about how best to identify, assess and manage risk throughout all departments of Council.
- Evaluate identified risks and implement treatments progressively, based on the level of risk assessed and the effectiveness of the current treatments.
- Integrate risk management with existing planning and operational processes, including the Corporate Plan.
- Consider relevant legislative requirements and political, social and economic environments in managing risk.
- Ensure appropriate and timely involvement of all stakeholders to enable their knowledge, views and perceptions ~~are being to be~~ considered. This will result in improved awareness and informed risk management.
- Promote positive human behaviour and culture to significantly influence all aspects of risk management at each level and stage. This will ensure Risk management is continually improved through learning and experience.
- Provide workers with the policies and procedures necessary to manage risk.
- Create a culture of risk awareness throughout the organisation through training, induction, promotion, risk review, and reporting mechanisms.
- Ensure resources and operational capabilities are identified and responsibility for managing risk is allocated.

## Policy Statement

Council recognises that, as a public authority, it is exposed to a broad range of risks that, if not managed, could have an adverse impact on the ability of the organisation to achieve its strategic objectives.

Council will implement and maintain an Enterprise Risk Management Framework (ERM Framework) designed to identify and address areas of potential risk within Council. Any methodologies applied through the ERM Framework will be consistent with *AS ISO 31000:2018 Risk Management – Guidelines*.

Through this policy and the associated ERM Framework, Council will create an environment where consistent risk management practices are applied for the effective management of risks.

## Roles and Responsibilities

### Council, Chief Executive Officer & Senior Leadership Group

- Provide strong leadership and be visible role models;
- Lead by example – use a risk-based approach for decision-making;
- Build a transparent and dynamic risk and opportunity culture within the Council;
- Integrate risk and opportunities at all levels of the organisation and apply risk management principles to decision-making processes;
- Empower employees to be proactive in the management of risks and encourage active participation in the risk management process;
- Recognise “best-practice” risk management and investigate opportunities for improvement.

### Risk Management Committee

- Oversee the implementation of the ERM Policy and Framework;
- Oversee the operation of Council’s Risk Registers;
- Identify and address new risks as they arise;
- Provide advice and assurance to Council and the organisation on risk matters.

### SLG (Senior Leadership Group) & SSG (Senior Supervisors Group) Members

- Ensure Risk Management practices and processes are applied in work areas and regularly reviewed and monitored;
- Undertake the responsibilities listed below for “All Workers”.

### All workers (including casual staff, contractors, and volunteers)

- Implement all agreed mitigation measures appropriately;
- Raise risks with supervisors or managers as appropriate;
- Maintain an awareness of current and potential risks and opportunities, particularly in their area of expertise and industry;
- Ensure that appropriate risk management reporting is undertaken in a timely manner.

### Internal Audit

- Apply a risk-based approach to the development and delivery of the internal audit program;
- Identify gaps in risk identification, treatment or management and provide independent feedback to management on the effectiveness of risk treatments;
- Provide limited assurance to Council that agreed mitigation measures are fit for purpose and are implemented appropriately;
- Provide advice to employees on areas to improve risk management practices.

### Audit Committee

- Receive regular Risk Management updates from management and provide assurance to Council regarding the appropriateness of risk management practices.

## Legislation

*Local Government Act 2009*

*Local Government Regulation 2012*

## Definitions and Abbreviations

<b>Risk</b>	is defined by the Australian Standard for Risk Management as “effect onf uncertainty on objectives”. An effect is a deviation from the expected. It can be positive, negative or both, and can address, create or result in opportunities and threats. Objectives can have different aspects and categories and can be applied at different levels. Risk is usually expressed in terms of <i>risk sources</i> , potential <i>events</i> , their <i>consequences</i> and their <i>likelihood</i> .
<b>Risk Management</b>	<p>is the coordinated activities to direct and control an organisation with regard to risk. Risk management for Council refers to the culture, processes and structures developed to effectively manage potential opportunities and adverse effects for any activity, function or process undertaken by Council.</p> <p>Managing risk is achieved through the systematic application of policies, procedures and practices to identify, analyse, evaluate, treat, monitor and communicate risk.</p>
<b>Enterprise Risk Management</b>	includes the coordination and integration of risk management across all of Council’s business functions and activities. ERM allows for a consistent approach to be applied to risk assessment, rating and treatment and provides for a consistent escalation plan

for risks with certain risk ratings.

## Worker

includes a direct employee of Council whether employed on a permanent, temporary, full-time, part-time or job share basis. For this Policy a worker also refers to contractors, sub-contractors, apprentices and trainees, work experience students and volunteers engaged to perform duties on behalf of Council.

## Related Documents

Reference Number	Document Title
<a href="#">External document</a>	AS ISO 31000:2018 Risk Management Guidelines

## Document History and Version Control

Title of Document	Enterprise Risk Management Policy
Document Reference Number	GOV-POL-0012 Rev 1
Review Schedule	36 months
Council Meeting Date	<del>23 July 2019</del> <u>23 July 2019</u>
Council Resolution Number	<del>1543729</del>

## 6.4.2. GOVERNANCE

### Audit Committee Chairperson's 2021/22 Annual Report

**File Reference:** 388  
**Report Author:** Stevie Moffat, Governance Support Officer  
**Authoriser:** Nick O'Connor, Director Corporate and Community Services  
**Meeting Date:** 28 June 2022

#### Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

5.2.1: Demonstrate open and transparent leadership.

5.2.3: Implement effective governance frameworks.

5.2.4: Undertake regulatory responsibilities in accordance with legislative obligations.

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### Executive Summary

Council's Audit Committee (the Committee) has been established in accordance with requirements of the *Local Government Act 2009*. The Committee operates independently of management and plays a key role in assisting Council discharge its responsibilities for the efficient, effective, economical, and ethical use of ratepayer's resources. The Committee does this by providing independent oversight and assurance of Council's governance and internal control frameworks, financial reporting, and compliance with relevant legislation.

In accordance with the *Local Government Regulation 2012*, the Committee is to examine the internal audit plan, reports of internal audit activity, a draft of the financial statements before being provided to the auditor-general, and the auditor-general's audit report and observation report of the financial statements.

The Committee meets in accordance with an adopted meeting schedule and provides prompt and constructive reports directly to Council via the provision of meeting minutes. In addition, the Independent Chairperson is required to provide an Annual Report to Council on the performance of the Committee throughout the year.

### Recommendation

That Council notes the attached Audit Committee Chairperson's 2021/22 Annual Report.

### Background

In accordance with the Audit Committee Charter, the Committee consists of two (2) Councillors and three (3) Independent Members, including:

- Councillor Sue Perry – Councillor;
- Councillor Michael Detenon – Councillor;
- Mr. David Sibley – Independent Chairperson;
- Mr. Jim Fahey – Independent Professional Member; and
- Mr. Jim Nuttall – Independent Community Member.

During the 2021/22 financial year, Mr. David Sibley succeeded Mr. Ian Jessup as Independent Chairperson. Both Mr. Sibley and Mr. Jessup have contributed to the development of the Annual Report for their time as Chairperson during the 2021/22 financial year.

In accordance with the agreed meeting schedule, the Audit Committee has convened on five (5) occasions throughout the 2021/22 financial year:

- 12 August 2021;
- 8 September 2021;
- 9 February 2022;
- 4 May 2022; and
- 15 June 2022.

The Committee have considered various issues regarding the sound financial management of Council, risk management, fraud and corruption control and Council's internal audit function.

The Audit Committee Chairperson is required to prepare an Annual Report on the performance of the Audit Committee in accordance with the adopted Audit Committee Charter.

### **Consultation**

The Audit Committee Chairperson's 2021/2022 Annual Report was completed by Mr. David Sibley (current Chairperson), Mr. Ian Jessup (former Chairperson) and presented to the Audit Committee on Wednesday, 8 June 2022 and formally endorsed by the Committee.

### **Budget & Resource Implications**

The Committee acts in accordance with the adopted Audit Committee Charter which prescribes remuneration to the Independent Members of the Committee as set out in the Charter.

### **Legal Authority & Implications**

Legal authority:

*Local Government Act 2009* (Qld) s 105(2).

*Local Government Regulation 2012* (Qld) s 211(1)(b).

No legal implications are associated with the recommendation.

### **Policy Implications**

Not Applicable.

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

The Audit Committee is established in accordance with the *Local Government Act 2009* and operates under the adopted Audit Committee Charter. The Chairperson's Annual Report keeps Council informed of the performance of the Audit Committee as a whole over the past 12-month period, helping to mitigate risks of lack of transparency and accountability.

### **Attachments**

1. Audit Committee Chairperson's 2021-22 Annual Report

# Burdekin Shire Council Audit Committee Chairperson's 2021/22 Annual Report

## MR. IAN JESSUP – FORMER AUDIT COMMITTEE CHAIRPERSON

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

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

Under the terms of the Audit Committee Charter, the Committee Chair is to provide Council with an annual report in respect to the Committee's activities for each financial year. This report is in respect to the year ending 30 June 2022, but covers the period to April 2022 when my Term of Office expired.

The Committee members were Councillor Perry and Detenon, and independent members Mr. James Nuttall, Mr. James Fahey and, as Chair, Ian Jessup. As in previous years, attendance by Committee members at scheduled audit committee meetings has been excellent throughout the year. Committee members have demonstrated their commitment to the Audit Committee by preparing for and attending meetings and contributing constructively to discussions. I was succeeded as Chair by Mr. David Sibley, who will report on the balance of the year.

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

- The internal audit function, including review of the internal audit findings, and management's response to them.
- The preparation of the annual financial statements, including the accounting policies utilised in preparing these annual financial statements, and compliance with accounting standards.
- The external audit of the annual financial statements, including advising Council on the recommendations made by the external auditors in their reports, and management's response to them.
- The controls, procedures and documentation relating to financial matters, and Council's finances generally.
- Council's Enterprise Risk Management Framework.
- Compliance with relevant laws and regulations.

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



Major issues dealt with during the year included:

- Review of, and recommendation to Council of, the draft financial statements for the year ended 30 June 2021.
- Oversight of the finalisation of the external audit of the 2021 financial statements, including discussions with the relevant officers of the Queensland Audit Office and its contractors.
- Follow up on issues raised by the Queensland Audit Office in the 2021 financial audit.
- Review of the draft annual report for the year ended 30 June 2021.
- Oversight of the internal audit function, conducted under contract by auditing firms specialising in such matters.
- Consideration of the plan for internal audit activities going forward.
- Consideration of Council's Long Term Financial Strategy.
- Consideration of Council's Investment Strategy.
- Consideration of the Enterprise Risk Management Framework.
- Consideration of Disaster Recovery and Business Continuity Issues.
- Consideration of issues arising from the COVID-19 response.
- Consideration of the Fraud and Corruption Control Plan.
- Review of financial controls currently in place.
- Review of the Charter under which the Committee operates.

Council's internal audit is undertaken by an external contractor firm which specialises in internal audit. The internal audit contractor reviews the systems, procedures, and controls in major areas of Council's operations on a cyclical basis. The topics area negotiated between Council management and the contractor, with input from the Audit Committee. There was a change of contractor during the year.

The external auditor for Council must, by law, be the Queensland Audit Office. The external auditor's primary function is to express an opinion on the statutory financial statements, although it certainly looks at other areas in the course of its work. The external audit is principally conducted using the services of an auditing firm appointed by it. Council's staff, and this Committee liaise closely with QAO staff and the contractor's staff, who attend every committee meeting. There is an opportunity for a closed session without Council staff, if required.

The Queensland Audit Office has two meetings per year where Audit Committee Chairs are briefed on important matters within the purview of Audit Committees. I attended the December 2021 meeting. As this meeting was in Brisbane, I attend it electronically in order to keep the cost down.

The briefing was, as in previous years, helpful to me in my position as Chair of the Committee.

The Queensland Audit Office issues an Annual Report to the Queensland Parliament on local government audits. As per previous years, Burdekin Shire Council was positively reported on in this report. This is very pleasing and are not achieved accidentally. In my view, they arise from strong performance by Council, management and staff.

The Committee has sound professional working relationships with the Council's Chief Executive and the senior management team, including Council's Executive Officer, whose team provides Secretariat assistance to the Committee. I wish to thank these people for their efforts to assist the Committee in its

work, and my fellow Committee members for the contributions to the Committee's work, as well as Council for its positive response to the Committee's work.

I have enjoyed my time as Chair and wish to express my appreciation to Council for the opportunity to be of service. Further, I wish to thank my fellow Committee members and Council officers for their constructive and professional contributions to the Committee's work during my time as Chair. I know the Committee is in good hands with my successor as Chair, and with the remaining members of the Committee.



**Ian Jessup**

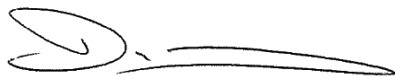
2 June 2022

## **MR. DAVID SIBLEY – CURRENT AUDIT COMMITTEE CHAIRPERSON**

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As the new Chair of the Burdekin Shire Council Audit Committee, I would like to extend my appreciation to Council members and the executive for both a sincere welcome and comprehensive induction to the position. I hope I can maintain the high standard of performance that the previous Chair, Ian Jessup, has held during his tenure, and thank him sincerely for the advice he has given me in taking up this new position in April 2022.

Having had experience in a variety of major local and state government entities, as well as profit and not-for-profit companies, I have been suitably impressed with the quality of the management and accounting systems of Council, along with the favourable results of internal and external audits over the years. I look forward to not only contributing in the future to the maintenance of this standard, but also learning from what is obviously a very capable executive and management team. Thank you for the opportunity.



**David Sibley** FCPA

8 June 2022

### **6.4.3. GOVERNANCE**

#### **Revised Community Use of Council Bus Policy**

**File Reference:** 1529  
**Report Author:** Rebecca Stockdale, Senior Governance Officer  
**Authoriser:** Nick O'Connor, Director Corporate and Community Services  
**Meeting Date:** 28 June 2022

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

Burdekin Shire Council Corporate Plan 2022-2027

- 1.4.1: Promote and encourage community participation, volunteerism, and capacity building within community organisations.
- 1.4.2: Support community organisations and events.
- 1.4.3: Support sporting organisations in providing opportunities for physical activity.
- 1.4.4: Implement the 10 Year Sport and Recreation Plan.

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#### **Executive Summary**

Traditionally, the council-owned bus has been made available for use by Burdekin community groups if a Council employee or Councillor has been available to voluntarily drive the bus. Council's policy for community use of the Council bus provide the guidelines and conditions for use of the Burdekin Shire Council bus by community groups. The policy has been reviewed and updated in accordance with the adopted review schedule.

#### **Recommendation**

That Council adopts the revised Community Use of Council Bus Policy as attached to this report.

#### **Background**

The Community Use of Council Bus Policy was last reviewed and updated in 2019. It has been reviewed and updated in accordance with the adopted three-year review schedule.

#### **Consultation**

Councillors considered the revised policy at a Council workshop on 21 June 2022.

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

There are some limited budget implications related to the implementation of this policy, however these are not considered to be significant.

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

Not Applicable.

#### **Policy Implications**

This policy will replace the existing Community Use of Council Bus Policy

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

There are some risks associated with allowing community use of the Council-owned bus. These are largely mitigated by the implementation of this policy. One of the primary mitigation measures is that only a Council Officer or a Councillor will be permitted to drive the bus. They must be fully licensed and must not be under the influence of drugs or alcohol. The risk of additional wear and tear on the bus is considered to be low as Council does not receive a high volume of requests for use of the bus. There are also limited financial risks as the bus is fully insured and the cost of fuel is the responsibility of the community group (unless prior approval has been given for Council to cover fuel costs).

## **Attachments**

1. Community Use of Council Bus Policy

Policy Type	Corporate
Function	Community Assistance
Policy Owner	Director Corporate and Community Services
Policy Contact	Director Corporate and Community Services
Effective Date	14 May 2019

## Purpose

The purpose of this policy is to provide conditions for the use of the Burdekin Shire Council-owned bus. The Council bus is only available for use by community groups to support activities and programs benefiting Burdekin Shire residents. The bus is made available at the complete discretion of council.

## Scope

This policy applies to community groups within the Burdekin Shire who wish to use the Council bus for community purposes.

## Exceptions

Community groups outside of the Burdekin Shire can be considered for use of the Council bus based on the benefit provided to the Burdekin community.

## Objectives

Council will provide community assistance to Burdekin community groups, by the provision of the use of the Council owned bus within conditions as stated in this policy.

## Policy Statement

### Guidelines for use of bus

Council will consider applications to use the Council bus on a case-by-case basis.

Applications should be in writing and should detail when the bus is required, where the bus will travel to and demonstrate the benefit the use of the bus will have to the community.

The request for the use of the Council bus is tabled at an Ordinary Council Meeting prior to the date the bus is requested.

The bus must be driven by either a Council employee or a Councillor.

The Council reserves the right to withdraw the bus from use providing prior notice is given to the user.

### Conditions for use of bus

No smoking is permitted at any time on the bus.

No animals are permitted on the bus, with special exemption for registered guide dogs with their owners.

The Council bus must be parked in accordance with the Queensland road rules and in a secure place. If an approved request includes overnight use, the bus is to remain at the driver's private residence or at the Burdekin Shire Council depot.

The driver must ensure that the log book is completed for each part of the journey.

The bus may only be driven by a current Council employee or Councillor who is a fully licenced driver who is not under the influence of alcohol or other drugs. The driver must not take any action which is likely to interfere with the conditions of the insurance cover.

The bus must be fully fuelled upon return. Reimbursement of the cost of fuel is to be considered on a case-by-case basis. Where a community group wishes to be reimbursed for fuel costs, they must indicate this at the time of applying to use the Council bus.

Any damages identified from use of the Council bus will be the responsibility of the user. The bus must be returned in a clean and tidy state. Any cleaning costs incurred by the Council will be the responsibility of the user.

### Safety Requirements

The bus must only transport a maximum of 12 people including the driver.

All passengers must wear seatbelts whilst travelling on the bus.

Infants and small children must not travel on the bus without properly fitted infant car seats.

### Indemnity

Burdekin Shire Council shall not be responsible for any loss or damage to property belonging to the user or any person travelling on the bus during the period of use.

Failure to comply with any of the requirements set out in the policy will be regarded as a breach of this policy and will impact on future applications to use the bus.

## Legislation

*Local Government Act 2009*

*Local Government Regulation 2012*

## Definitions and Abbreviations

<b>Council bus</b>	is the 12 seater mini-bus owned by Burdekin Shire Council as part of its Fleet.
<b>Community groups</b>	are groups within the Burdekin Shire such as schools, churches, clubs, community organisations and committees.

**Document History and Version Control**

Title of Document	Community Use of Council Bus Policy
Document Reference Number	COM-POL-0004 Rev 1
Review Schedule	36 months
Council Meeting Date	14 May 2019
Council Resolution Number	1528839

#### 6.4.4. GOVERNANCE

#### Response to Queensland Audit Office Local Government 2021 - Report 15: 2021-22

**File Reference:** 388  
**Report Author:** Nick O'Connor, Director Corporate and Community Services  
**Authoriser:** Terry Brennan, Chief Executive Officer  
**Meeting Date:** 28 June 2022

#### Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

5.1.2: Be responsive and proactive in providing information to keep the community informed.

5.2.1: Demonstrate open and transparent leadership.

5.2.3: Implement effective governance frameworks.

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#### Executive Summary

On 11 May 2022 the Queensland Audit Office's (QAO) *Local Government 2021 Report 15: 2021-22* was tabled in Parliament.

The report contains six (6) 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 and notes the content of this report and the associated programs and initiatives being implemented to address the six (6) recommendations for Councils contained in the Queensland Audit Office's *Local Government 2021 - Report 15: 2021-22*.

#### Background

On 11 May 2022 the QAO's *Local Government 2021 - Report 15: 2021-22* 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 three (3) areas:

- Reliability of financial statements is good, timeliness has deteriorated
- High-risk control issues remain unresolved after more than a year; and
- Financial sustainability has marginally improved.

In addition to the observations, the QAO made the six (6) recommendations for Councils in the report.

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

#### ***REC 1: Reassess the maturity levels of their financial statement preparation processes in line with recent experience to identify improvement opportunities that will help facilitate early certification of financial statements***

*All councils should reassess their initial self-assessment against the financial statement maturity model and compare this to their recent financial statement preparation experiences.*



*Councils should also reflect on their processes from the 2018–19 financial year that enabled them to have their financial statements certified earlier. Together, these reflections will identify improvement opportunities to assist elected members and their executives to improve the timeliness of certification of financial statements.*

Management Comment:

Reassessment of the initial self-assessment against the financial statement maturity model has been completed and reviewed by the Executive Leadership Team. The results reflect an improvement in each of the components of the model compared to the last assessment however there is still room for improvement. Further improvements are expected in automation of processes when Council transitions to new financial statement software.

**REC 2: Assess their audit committees against the actions in our 2020–21 audit committee report**

*Those councils who have an audit committee function, and those that are looking to establish one, should consider implementing the actions we have identified in our report Effectiveness of audit committees in state government entities (Report 2: 2020–21). This would improve the effectiveness of their audit committees, with flow-on benefits to council governance and performance.*

Management Comment:

Each of the actions from the Effectiveness of Audit Committees in State Government Entities - Report 2: 2020-21 is listed below. Individual responses to each recommendation are outlined below:

Actions for Audit Committees:

*AC1: Review the language and responsibilities in the audit committee charter to clearly define the committee's role, ensuring it is appropriate and specific to the entity*

Management Comment:

The Audit Committee Charter clearly defines the role of the Audit Committee. The committee's undertakings (responsibilities) are also clearly outlined in the Charter and are specific to Local Government. Undertakings include:

- (a) monitor and review—
  - (i) the integrity of financial documents; and
  - (ii) the internal audit function; and
  - (iii) the effectiveness and objectivity of the local government's internal auditors;
- (b) make recommendations to the Council about any matters that the Audit Committee considers need action or improvement;
- (c) review each of the following matters—
  - (i) the internal audit plan for the internal audit for the current financial year;
  - (ii) the internal audit progress report for the internal audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate;
  - (iii) a draft of the local government's financial statements for the preceding financial year before the statements are certified and given to the auditor-general under section 212 of the Local Government Regulation 2012;
  - (iv) the auditor-general's audit report and auditor-general's observation report about the local government's financial statements for the preceding financial year.

*AC2: Remain informed of the entity's core functions and systems, and the key risks and issues facing the entity. Use this knowledge to focus the committee's attention throughout the year, and when developing the committee's annual workplan*

Management Comment:

The committee's annual agenda schedule (workplan) includes regular Risk Management briefings and management Updates. Key risks are routinely and regularly discussed, particularly in relation to their effects on Council's financial position. The Chief Executive Officer and other officers provide regular briefings to the Audit Committee on core initiatives, functions and systems through structured reports and general updates at meetings.

*AC3: Review the committee's performance annually and tailor the assessment to align with and measure its performance against the committee's annual workplan*

Management Comment:

The Audit Committee undertakes a self-assessment survey each year. Results of the survey are provided to committee members and are discussed at a committee meeting with any areas for improvement noted and amendments made to the Audit Committee Charter if necessary. The self-assessment survey tool includes questions about the composition of the committee, the skills of the chairperson and the level of information provided to committee members.

Actions for Audit Committee Chairs and Chief Executive Officers:

*ACC/CEO 1: Initiate and ensure regular, ongoing engagement with each other throughout the year outside of committee meetings, to discuss key risks, issues and other matters facing the entity. Discuss outcomes from committee meetings, particularly those not attended by the chief executive officer.*

Management Comment:

Council's Chief Executive Officer (CEO) attends Audit Committee Meetings in person and will usually provide a brief update to the committee about key projects, initiatives and issues facing Council. Council's previous committee chairperson would regularly meet with the CEO at the completion of committee meetings to discuss the meeting and any key issues. This is a standing invitation.

Actions for Chief Executive Officers:

*CEO 1: Demonstrate commitment to an entity's audit committee. Where practicable, attend all meetings as agreed with the audit committee chair, as an observer.*

Management Comment:

Council's CEO attends Audit Committee Meetings. Audit Committee Meetings are also routinely attended by Council's Director of Corporate and Community Services who is able to brief the CEO on meeting matters if he is unable to attend.

*CEO 2: Support audit committee members to access appropriate training and other resources to ensure adequate knowledge of the role, and other subject matter areas relevant to committee discussions*

Management Comment:

All independent audit committee members have been provided with an induction and an induction handbook. Members are selected based on their experience and expertise. The Chair of the committee has traditionally attended the QAO Audit Committee Chairperson updates and has reported back to the other committee members. No formal training has been provided to Audit Committee Members, however in-depth briefings have been provided as new issues arise to assist members to gain adequate knowledge to perform their roles effectively. Learning resources, such as the slides from the QAO Audit Committee Chairperson updates are routinely distributed to committee members.

### **REC 3: Improve their overall control environment**

*All councils should use the annual internal control assessment tool available on our website to perform an initial self-assessment of the strengths and improvement opportunities of their internal controls. Where their results do not meet their performance expectations, they should develop and implement a plan to strengthen their internal controls over a specific period.*

#### Management Comment:

Management acknowledges this recommendation and has scheduled a review of internal controls as suggested by this recommendation in July 2022.

### **REC 4: Asset management plans to include councils' planned spending on capital projects**

*All councils should review their asset management plans to confirm that these plans include the proposed timing and cost of their capital projects, including the cost of maintaining these assets over their whole lives. This would help councils identify their future funding needs and provide better information to the department on the timing of capital funding sought by councils.*

#### Management Comment:

Council has Asset Management Plans updated in 2018 for the majority of infrastructure assets including Buildings, Transport, Drainage, Water Supply and Sewerage representing over 90% of Council's total assets. These plans are currently under review and will include current and forecast expenditure based on 2022 valuations. Burdekin has undergone minimal growth since 2018 with only minor increases in services, therefore current levels of capital and maintenance expenditure are trending closely with forecasts in the plans. Several major projects in 2022 and planned over the next five (5) years have been included in the current long term financial forecasts.

### **REC 5: Review the asset consumption ratio in preparation for the new sustainability framework. Assess whether the actual usage of assets is in line with the asset management plan**

*All councils should review their asset consumption ratio in preparation for the new sustainability framework to assess whether they are in line with the proposed benchmark.*

*This ratio would inform councils whether their assets have been used in line with their asset management plans. Any variance between the expected and actual usage may either result in additional maintenance to improve the service levels of their assets or to reassess their expectation about asset usage.*

#### Management Comment:

The consumption ratio for all depreciable assets including assets valued at cost was calculated at 64% based on preliminary 2022 valuations at 31 May 2022. An analysis of asset values and individual classes has identified the following observations:

Consumption ratio for the largest asset class (Transport) is 75%. Ratio for Water Supply and Sewerage classes are 51% and 42% respectively.

Water Supply and sewerage were provided in the 1960's and 1970's with each network constructed over a two-year period. With minimal expansion in subsequent years the majority of assets in these classes are of a similar age and approximately halfway through their lives resulting in lower consumption ratios.

***REC 6: Enhance their liquidity management by reporting their unrestricted cash expense ratio and their unrestricted cash balance in monthly financial reports***

*All councils should enhance their liquidity management by reporting their unrestricted cash expense ratio and their unrestricted cash balance in the monthly financial reports they table in council meetings.*

Management Comment:

Further clarification of the definition of restricted cash is sought before Council includes this ratio in monthly financial reports. Currently Council has internal restrictions on some cash balances which should be considered as restricted cash for the purposes of the ratio.

**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 Wednesday, 15 June 2022.

**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 QAO 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 Local Government 2021 (Report 15–2021–22)

# Report on a page

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## Financial statements are reliable, but timeliness has deteriorated since 2018–19

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As of the date of this report, we have certified the financial statements of 75 of 77 (2019–20: 75 of 77) local governments (councils). The financial statements of these councils, and the entities they control, are reliable and comply with relevant laws and standards.

For several years, we have stressed the importance of councils having us certify their financial statements within a reasonable time frame after 30 June. This ensures timely information is available to decision makers and their communities. Substantial improvement was seen in the 2018–19 financial year, when 58 councils had their statements certified at least 2 weeks prior to their legislative deadline of 31 October.

In 2019–20, this number had dropped to 47 councils, in the face of the COVID-19 pandemic, local government elections, and the need to implement new accounting standards. In 2020–21, despite not facing these sorts of challenges, only 36 councils had their financial statements certified 2 weeks prior to the statutory deadline.

## Controls over financial systems and processes have improved, but most high-risk issues have not been resolved after more than a year

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Councils have made efforts to reduce the number of significant deficiencies we have identified with their control environments in recent years (significant deficiencies are of high risk and need to be addressed immediately). As at 30 June 2021, the number of unresolved significant deficiencies was the lowest in 5 years. However, 86 significant deficiencies (68 per cent of all unresolved significant deficiencies) are still unresolved more than one year after being identified.

For the last few years, we have seen persistent problems with councils' information systems, risk management, and procurement and contract management practices.

For several years we have recommended councils strengthen their governance. Despite this:

- 15 councils (2019–20: 16 councils) do not have an audit committee. Of those who do, there are 3 councils whose committees did not meet in the 2020–21 financial year, and 2 councils whose committees met only once
- 12 councils were in breach of their legislation – 6 councils (30 June 2020: 7 councils) did not have an internal audit function and another 6 councils (7 in 2019–20) with an internal audit function did not have any audit activity during the 2020–21 financial year.

## Financial sustainability has marginally improved

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Councils are recovering from the financial impacts of the COVID-19 pandemic. For the 2020–21 financial year, 35 councils (2019–20: 21 councils) generated an operating surplus. As a result, fewer councils are at a moderate or high risk of not being financially sustainable (see [Appendix I](#)).

Although this is encouraging, 45 councils (approximately 60 per cent of the sector) are still at either a moderate or a high risk of not being financially sustainable.

### **7.3.1. PLANNING AND DEVELOPMENT**

#### **Amend Building Application "Lodgement Fee" in 2022/23 Fees and Charges**

**File Reference:** 367  
**Report Author:** Julie O'Shea, Administration Officer  
**Authoriser:** Kellie Galletta, Manager Planning and Development  
**Meeting Date:** 28 June 2022

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

Burdekin Shire Council Operational Plan 2021-2022

PD2 Provide for the needs of the community by delivering appropriate land use outcomes including development approvals that are considered sustainable, achievable and cost effective.

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#### **Executive Summary**

It has been discovered that the Lodgement Fee for Building Applications was adopted as \$110.00 per application for the 2022/2023 Fees and Charges.

However the proposed fee by Council's Building Section was \$109.00 which is the same as the Lodgement Fee for Plumbing Applications. The Lodgement Fee for Plumbing Applications was adopted at the \$109.00 Fee.

Amend the Lodgement Fee on the 2022/2023 Fees and Charges under the heading 'Building Application Fees/Development Assessment Fees' from the adopted \$110.00 per application to \$109.00/application (fee proposed by Building Section)

#### **Recommendation**

The Council amend the Lodgement Fee under the heading 'Building Application Fees/Development Assessment Fees' for the 2022/23 Fees and Charges from \$109.00 to \$110.00. To bring it in line with the Plumbing Application Lodgement Fee being \$110.00.

#### **Background**

The fee proposed for the 2022/2023 Building Application "Lodgement Fee" was \$109, however the fee adopted by Council was \$110.00. No consultation was made at this time with Building Staff and has only been discovered since the 2022/2023 Fees and Charges Publication was released.

#### **Consultation**

Financial Management Section of Council - Financial Accountant Reporting

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

Not Applicable.

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

Not Applicable.

**Policy Implications**

Not Applicable.

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

Not Applicable.

**Attachments**

None

### 7.3.2. PLANNING AND DEVELOPMENT

#### Material Change of Use – MCU22/0001 - Dual Occupancy 20-26 Patricia Road, Ayr (Lot 29 on RP744911)

**File Reference:** MCU22/0001 and 226  
**Report Author:** Kellie Galletta, Manager Planning and Development  
**Authoriser:** Nick Wellwood, Director Infrastructure Planning and Environmental Services  
**Meeting Date:** 28 June 2022

#### Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

- 1.3.1 Promote the benefits of living, working, playing, visiting, and investing in the Burdekin.
- 3.4.2 Review land supply and uses to meet community and business needs.
- 3.4.3 Design facilities that are adaptable and inclusive with consideration of the needs of all residents.

Burdekin Shire Council Operational Plan 2021-2022

PD2 - Provide for the needs of the community by delivering appropriate land use outcomes including development approvals that are considered sustainable, achievable, and cost effective.

PD4 - Provide Development Assessment Services which ensure land uses comply with the *Planning Act 2016*, Planning Scheme, Council Policies, applicable standards and conditions of approval; assess development applications and undertake land use compliance inspections.

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### Executive Summary

Council is in receipt of a Development Application lodged by Gordon Wood, care of BNC Planning for a Material Change of Use – Dual Occupancy on land described as Lot 29 on RP744911 and located at 20-26 Patricia Road, Ayr.

The subject land is designated within the Rural Zone of the *Burdekin Shire Council's IPA Planning Scheme* (the Planning Scheme).

Lot 29 is 8.7 hectares in total area with and contains an existing dwelling house and shed.

A second new 4-bedroom dwelling house, 263m<sup>2</sup> in area and located approximately 16.0m to the west of the existing dwelling is proposed. Proposal plans are provided at **Attachment A**.

The development is not proposing a new reticulated water connection however a new and separate driveway providing access from Patricia Road is proposed.

The Development Application is subject to Impact Assessment and therefore required Public Notification. Public Notification was undertaken in accordance with the requirements of the *Planning Act 2016* with no submissions received.

Officers have assessed the Development Application and notwithstanding the conflicts identified, have determined that any approval is able to be conditioned appropriately to be generally consistent with the relevant assessment benchmarks of the Planning Scheme and all other relevant plans, policies and legislation.

Recommended conditions of approval are provided at **Attachment B**.



Infrastructure charges will be applicable for Transport, Community Facilities and Parks and Stormwater, which for a 4-bedroom residential dwelling, is currently \$6,000.00 Refer to **Attachment D** for draft Infrastructure Charges Notice.

## Recommendation

That Council approve the proposed Material Change of Use – Dual Occupancy on land described as Lot 29 on RP744911 and located at 20-26 Patricia Road, Ayr, subject to reasonable and relevant conditions, as set out in **Attachment B**, and the Infrastructure Charges Notice, as set out in **Attachment D**.

## Background

The proposed development relates to the provision of a second, new dwelling on Lot 29 to create a dual occupancy, as defined in Council's planning scheme:

....**"Residential Buildings"** means a building (or part of a building) used to house people and includes any outbuildings or car parking structures associated with the residential use of the land. The term includes buildings used for:

- Accommodation building
- Dual occupancy
- Duplex units
- Dwelling house
- Multiple unit development
- Relatives' apartment; and
- Retirement Village....

and

.... **"Dual Occupancy"**

Two free-standing dwelling units or the erection of a second free-standing dwelling unit and such necessary ancillary outbuildings situated on one lot or parcel in a community titles plan, used for residential purposes....

While dual occupancies can be established in a number of different forms, dual occupancies are not usually found to be appropriate in the Rural Zone, hence the impact level of assessment.

Council's planning scheme states that a dual occupancy development should be located in the Residential Zone.

Given this, the proposal was workshopped with Councillors on the 17 May 2022 where discussion was held with the general consensus being supportive of the dual occupancy in this location.

Subsequent assessment and discussion by Council Officers determined that any such approval however would need to be conditioned appropriately to ensure that the dual occupancy cannot be separately titled via a Community Titles Scheme and would need to ensure it can be adequately serviced by a private water supply that cannot affect the efficiency of Council's servicing in this locality.

## Background

A previous application for a subdivision over Lot 29 to create 6 lots was refused by Council on 21 January 2020.

The reasons for refusal was given the Rural zoning, it was considered that the application to subdivide did not meet specific requirements of the Scheme.

The applicant appealed Council's decision however the appeal was withdrawn and discontinued in September 2020.

### Surrounding Land Uses

The larger part of Lot 29 appears to be actively used for cane farming and is under cane currently.

Properties immediately surrounding Lot 29 (to the north and west) all appear to be actively undertaking agricultural and/or horticultural activities and include a mix of ancillary structures (e.g. packing and machinery sheds).

Lots that are seemingly used for rural lifestyle/village/rural residential style uses are located to the south, east and south east of Lot 29 and are not directly adjacent.

A locality plan is provided at **Attachment A**.

### Infrastructure and Servicing

Currently Lot 29 is serviced with a reticulated water supply.

With the water supply, Council's officers have concerns with the supply and quality in this location and have advised that the proposal cannot be provided with an additional connection and meter.

All effluent is treated and disposed of on site currently and is proposed for the new dwelling.

An existing driveway from Patricia Road provides access to the existing dwelling.

### Information Request

A request for further information was issued to the applicant on 11 February, with respect to the following matters:

- Council will not allow the proposed dwelling to be connected to Council's external existing reticulated water supply. Provide information regarding the potable water arrangements for the proposed dwelling.
- Provide evidence that the proposed dwelling is able to be serviced by an on-site effluent disposal system.
- Provide an amended site plan including details of all existing and proposed structures including dimensions and setbacks on the subject site.
- Provide details on how it is intended to deliver the on-site stormwater to the Local Authorities approved point of discharge. Please note, the identified point of discharge is located in the drainage easement located along the eastern boundary of the subject site as identified in Council's Infrastructure Plans for trunk infrastructure stormwater networks.
- Provide details that all existing and proposed premises are out of the flood hazard area and have safe access/evacuation paths during emergencies and hazards (i.e., flooding and cyclonic events).

The applicant responded on 27 April 2022. Officers considered the responses contained within and noted that any approval can be appropriately conditioned to ensure compliance is achieved for these aspects.

### Public Notification

The proposed development required Public Notification for a minimum period of at least 15 business days. The applicant undertook Public Notification between 17 March 2022 – 7 April 2022, in accordance with the relevant requirements of the *Planning Act 2016*.

No submissions objecting to the proposed development were received during public notification.

## Assessment Summary

Refer to **Attachment C** for the detailed assessment.

Assessment of the Development Application has determined that the proposed development can be conditioned to comply with the assessment benchmarks relevant to the assessment of the development application, notwithstanding the conflicts with the Rural Zone Code.

It is considered that given the existing dwelling located on site, the proposed development can be appropriately conditioned to be an acceptable non-agricultural use in this location.

## **Consultation**

All relevant Council Departments have been consulted with comments and development conditions included as part of the recommendation.

## **Budget & Resource Implications**

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

## **Legal Authority & Implications**

Impact assessable development may attract an appeal in the Planning and Environment Court.

Council is required to deal with and assess the Development Application in the context of the *Planning Act 2016*, *North Queensland Regional Plan* and the *Burdekin Shire Council's IPA Planning Scheme*.

## **Policy Implications**

Not applicable in concerning the acceptance of this report.

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

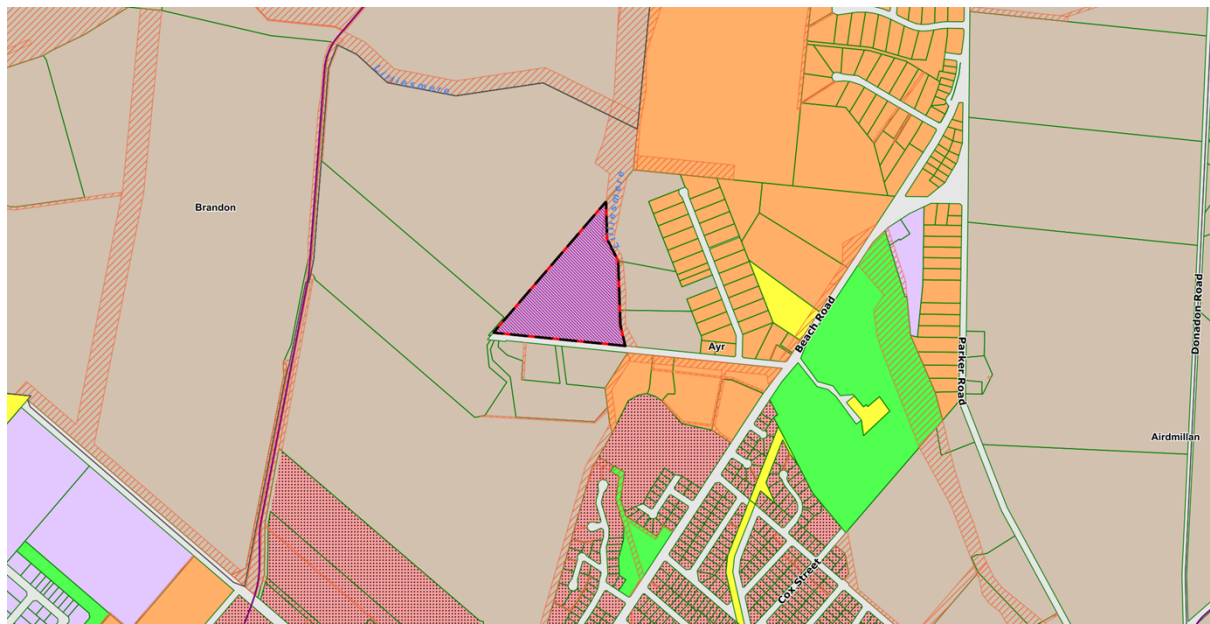
Minimal organisational risk is apparent given that the recommendation has considered all relevant outcomes associated with Strategic, Operational and Project risks.

Risk has been managed by undertaking a thorough assessment against the assessment benchmarks relevant to this application and identifying conditions that should apply to the approval.

## **Attachments**

1. Attachment A - Proposed Plans and Locality Maps
2. Attachment B - Recommended Development Conditions
3. Attachment C - Detailed Assessment
4. Attachment D - Draft Infrastructure Charges Notice

## Attachment A – Proposal Plans and Site Maps



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









**Photo from road frontage of proposed dwelling**



**Access to existing dwelling**



## Attachment B – Recommended Conditions of Approval

Condition	Reason	Timing
<b>1. General and Administration</b>		
<p>1.1 The development and conduct of the approved use of the premises, the carrying out and maintenance of any works on the premises and construction and maintenance of any building on the premises must be generally in accordance with the applications supporting material, except where modified by the conditions of this Development Permit and any approval issued there under.</p> <p>1.2 Where a discrepancy or conflict exists between the written condition(s) of the approval and the approved plans, the requirements of the written condition(s) will prevail.</p> <p>1.3 The proposed development must comply with all Planning Scheme requirements as applying at the date of this approval, except as otherwise specified by any condition.</p>		At all times.
<b>2. Approved Plans and/or Supporting Documents</b>		
<p>2.1 The proposed development must be completed and maintained generally in accordance with the drawing/documents identified in the Table below, except as otherwise specified by any condition of this approval.</p> <p>2.2 One full set of the most up to date approved plans must be held on site and available for inspection for the duration of the construction phase and during compliance checks.</p> <p>2.3 Where a discrepancy or conflict exists between the written condition(s) of the approval and the approved plans, the requirements of the written condition(s) will prevail.</p> <p>2.4 The proposed development must comply with all scheme requirements as applying at the date of this approval, except as otherwise specified by any condition of this approval.</p> <p>2.5 The development must be constructed in the position and at the levels identified on the approved plans or as stipulated by a condition of this approval, noting that all boundary setback measurements are taken from the real property boundary and not from such things as road bitumen or fence lines.</p>	<p>The development must comply with all planning scheme requirements and definitions as approved and conditioned by this development permit.</p>	During the operation and life of the development.



## Attachment B – Recommended Conditions of Approval

Condition		Reason	Timing
<b>3. Approved Plans</b>			
Drawing Title	Drawing Ref & Issue	Prepared by	Dated
SITE PLAN	PD01 Rev 1	Michael Case Homes	09.12.2021
FLOOR PLAN	PD02 Rev 1	Michael Case Homes	09.12.2021
ELEVATIONS	PD03 Rev 1	Michael Case Homes	09.12.2021
ELEVATIONS	PD04 Rev 1	Michael Case Homes	09.12.2021
<b>Associated Reports</b>			
Development application prepared by BNC Planning. File Ref: DA128-19 V1.0 December 2021			
<b>4.</b>	<b>Community Title Scheme Not Permitted</b>  The submission to Council for its endorsement of any Community Management Statement that would allow the development to be separately titled into a Community Titles Scheme is not permitted. <ul style="list-style-type: none"> <li>i. A Land Memo will be imposed on the land parcel (Lot 29 on RP744911) prior to the issue of classification for the building approval, advising that separate titling of the land by way of a Community Titles Scheme is not permitted to occur.</li> <li>ii. The property record notation will read as follows:  <i>‘Subdividing the land by way of a Community Titles Scheme is not permitted to occur and has been prevented by way of a condition of development approval. A copy of the conditions of the development approval is available from Council. Landowners or purchasers are strongly advised to seek further details by contacting Council’s Planning and Development section.’</i> </li> </ul>	To ensure all development is appropriately located, designed and operated to ensure that: <ul style="list-style-type: none"> <li>i. Existing and future agricultural activities anticipated in the Rural Zone are not compromised; and</li> <li>ii. A safe and pleasant environment is provided while reasonably maintaining the amenity experienced in the locality.</li> </ul>	At all times.  The Land Memo to be attached to the land parcel record, prior to the issue of the certificate of final inspection by the Building Certifier.
<b>5.</b>	<b>Outstanding charges</b>  All rates and charges (including infrastructure charges), in arrears in respect of the land, subject of the application, are paid in full prior to the commencement of the proposed use		Prior to the issue of the certificate of final inspection by the



## Attachment B – Recommended Conditions of Approval

Condition		Reason	Timing
			Building Certifier.
<b>6. Compliance with Conditions</b>  The proposed development must comply with all conditions of this development permit prior to the commencement of the use, or prior to the issue of the Certificate of Classification by the building certifier, whichever occurs first.		The development must comply with all planning scheme requirements and definitions as approved and conditioned by this development permit.	i. Prior to the issue of the certificate of final inspection by the Building Certifier; and ii. During the operation and life of the development.
<b>7. On Site Water Supply</b>		To ensure the development is appropriately and adequately serviced by private infrastructure and to ensure that excessive impacts to Council's reticulated infrastructure and water supply in the locality are effectively mitigated.	i. Prior to the issue of the certificate of final inspection by the Building Certifier; and ii. During the operation and life of the development.
<b>7.1</b>	i. No new water connection and/or meter for the development is permitted. ii. Water supply for the new dwelling is to be accessed via a connection from the existing property service to and meter that currently services Lot 29 on RP744911.		
<b>7.2</b>	An adequate flow restricting device as approved by Council, must be installed on the supply line to the new dwelling, with flow limited to 23 L/min.		
<b>7.3</b>	A physical air break is to be provided between the each residential supply. For example, the development is to be provided with adequate storage tanks ( minimum storage capacity of 10,000 litres), installed to service the new dwelling.		
<b>8. On Site Sewerage Treatment and Disposal</b>		To ensure the development is appropriately serviced by the required infrastructure.	Prior to the issue of the certificate of final inspection by the Building Certifier.
8.1	At future building application stage, the applicant is to design and construct a suitable on-site sewerage treatment system for the new dwelling.		
8.2	Such work must be designed and constructed in accordance with <i>the On Site Sewerage Code and AS/NZS 1547:2000</i> .		

## Attachment B – Recommended Conditions of Approval

Condition	Reason	Timing
<b>9. Public Utility Services</b>  The developer must at its own cost undertake all necessary alterations to public utility mains and services as are rendered necessary by the carrying out of any required external works or other works associated with the approved development.		At all times.
<b>10. Stormwater Drainage and Management</b>  10.1 All site works must be undertaken to ensure that there is no increase in flood levels and/or flood frequency at any locations where existing landowners and/or users are adversely affected by waterway flooding for all events up to and including Q100. 10.2 The approved development must not interfere with the natural flow of stormwater in the locality in such a manner as to cause ponding or concentration of stormwater on adjoining land or roads. 10.3 Any external catchments discharging to the premises must be accepted and accommodated within the development's stormwater drainage system.	To convey stormwater legally and in an environmentally responsible manner in accordance with relevant standards, code/s and policy direction,	At all times.
<b>11. Acid Sulfate Soils (Potential or Actual)</b> Should the soil and groundwater investigations reveal the presence of acid sulfate soils or potential acid sulfate soils, an Acid Sulfate Soils Management Plan must be prepared and submitted to Council for approval	To ensure potential adverse impacts on the natural and built environment including infrastructure and human health as a result of acid sulfate soils are avoided in accordance with relevant code/s and policy direction.	Technical details are to be submitted to council prior to the issue of the certificate of final inspection by the Building Certifier.
<b>12. Access, Roadworks and Traffic</b>  12.1 No new access from Patricia Road to the new dwelling is permitted. 12.2 The applicant must design and reconstruct the existing internal access from Patricia Road to provide appropriate access to the new dwelling. 12.3 All vehicle access, parking and manoeuvring areas proposed for the development must be adequate,	To provide development with access in accordance with council standards.	Technical details are to be submitted to council prior to the issue of the certificate of final inspection by the Building Certifier.

## Attachment B – Recommended Conditions of Approval

Condition	Reason	Timing
<p>safe and designed in accordance with the relevant standards and Council's policies, with all vehicles entering and exiting the site in a forward direction.</p> <p>12.4 The proposed development must not impact adversely on the efficiency and safety of the transport network and those who use it, nor adversely impact on the immediately surrounding uses.</p> <p>12.5 Accesses to the premises, car parking and manoeuvring areas must be constructed in an all-weather, suitably sealed, low glare paving (bitumen, asphalt, concrete) to the satisfaction of the Chief Executive Officer.</p> <p>12.6 Any damage which is caused to Council's infrastructure as a result of the proposed development must be repaired immediately.</p>		
<p><b>13. On Site Car Parking</b></p> <p>Provide adequate on site car parking spaces per dwelling for residents and visitors, in accordance with the requirements of the Dual Occupancy Code.</p> <p>All on-site car parking facilities, driveways and manoeuvring areas must be designed and constructed in accordance with Council's requirements and the relevant Standards.</p> <p>All car parking facilities must be always maintained to a safe operating standard thereafter.</p>	<p>To ensure the development is appropriately serviced by car parking and access facilities in accordance with relevant code/s and policy direction.</p>	<p>i. Technical details are to be submitted to council prior to the issue of the certificate of final inspection by the Building Certifier.</p> <p>ii. At all times and maintained for the life of the development.</p>
<p><b>14. Property Numbering</b></p> <p>Legible property numbers must be erected at the premises and must be maintained.</p> <p>The site identification numbers should be of reflective material, maintained free from foliage and other obstructions, and be large enough to be read from the street.</p>	<p>To allow the general public, service and emergency service providers to effectively identify the property.</p>	<p>Prior to the commencement of the use and maintained for the life of the development.</p>
<p><b>15. Relocation of Services or facilities</b></p> <p>Any required relocation and/or alteration to any public</p>	<p>To ensure development is appropriately serviced</p>	<p>Prior to the issue of the certificate of final inspection by the</p>

## Attachment B – Recommended Conditions of Approval

Condition	Reason	Timing
service or facility installation must be carried out at no cost to council.	by public services and/or in accordance with relevant code/s and policy direction.	Building Certifier and maintained for the life of the development.
<b>16. Storage</b>  Any storage on site is required to be screened from view from all roads and adjacent properties.	To ensure the development does not have a detrimental effect on the visual amenity of the surrounding land in accordance with relevant code/s and policy direction.	At all times following the commencement of the use.
<b>17. Soil Erosion Minimisation, Sediment Control</b>  Erosion and sediment control management including site specific stormwater treatment devices must be installed and maintained to the satisfaction of the Chief Executive Officer.	To ensure that receiving waters during construction of the development are managed from the effects of increased sediment run-off in accordance with relevant code/s and policy direction.	At all times during the construction phase.
<b>18. Dust Management</b>  A dust management plan must be prepared and submitted to council for approval.	To mitigate potential adverse impacts of dust hazards.	Technical details are to be submitted to council prior to the issue of the certificate of final inspection by the Building Certifier.
<b>19. Waste Management Facilities</b>  Refuse collection arrangements on site must be provided by the developer to the satisfaction of the Chief Executive Officer.  In particular:	To ensure the premises is appropriately serviced and to protect matters of public health and	Technical details are to be submitted to council prior to the issue of the certificate of final inspection by the

## Attachment B – Recommended Conditions of Approval

Condition	Reason	Timing
<p>a) The approved waste storage area is to be of sufficient size to house all garbage bins including recycling bins and area is to be suitably screened.</p> <p>b) All waste generated as a result of the construction of the development is to be effectively controlled and contained entirely within the boundaries of the site prior to disposal.</p> <p>c) All waste is to be disposed of in accordance with the <i>Environmental Protection Regulation 2019</i> and council's waste management policy.</p>	<p>amenity in accordance with relevant code/s and policy direction.</p>	<p>Building Certifier.</p>
<p><b>20. Outdoor Lighting</b></p> <p>Any outdoor lighting fixtures must be installed and maintained so that they do not emit glare or light above the levels stated in <i>Australian Standard 4282 – 1997 Control of the Obtrusive Effects of Outdoor Lighting</i>.</p>	<p>To ensure that the use does not cause a light nuisance to nearby sensitive receptors, and to ensure that a nuisance is not caused to the use from other nearby light sources in accordance with the <i>Queensland Environmental Protection Act 1994</i> Section 440.</p>	<p>Prior to the issue of the certificate of final inspection by the Building Certifier, and to be maintained for the life of the development.</p>
<p><b>21. Limitation of Approval</b></p> <p>This approval is limited to a Dual Occupancy use defined by Schedule 1, Division 2 – Defined Uses and Use Classes of <i>Burdekin Shire IPA Planning Scheme</i>.</p>	<p>The development must comply with all planning scheme requirements and definitions as approved and conditioned by this development permit.</p>	<p>During the operation and life of the development.</p>
<p><b>22. Notice of Intention to Commence the Use</b></p> <p>Prior to the commencement of the use on the land the subject of the application, written notice must be given to Council that the use (development and/or works) fully complies with the decision notice issued in respect of the</p>		<p>Prior to the commencement of the use.</p>

## Attachment B – Recommended Conditions of Approval

Condition	Reason	Timing
USE.		

<b>Advice</b>		
<b>1. Infrastructure Charges</b>		
No infrastructure contributions are payable relevant to the Development Permit.		
<b>2. General</b>		
Council will not be obligated to upgrade any roads accessing the development due to increased vehicle numbers accessing the development.		
<b>3. General – Environmental Health</b>		
Waste and recycling services must be provided in accordance with Council's Waste Management Policy.		
<b>4. Further Approvals Required</b>		
<b>a) Building Works</b>		
i. A Development Permit for Building Works to carry out building works prior to works commencing on site.		
ii. Any Development Application for building works which include habitable rooms will have to include a 1% AEP Flood Certificate. N.B this only applies in Localised and River Flood areas as identified in Burdekin Shire Council's flood overlay mapping.		
iii. All habitable dwellings must be constructed to a level not less than 100mm above the Adopted Flood Level, in accordance with Council's policies.		
<b>b) Plumbing and Drainage Works.</b>		
Before an onsite sewerage facility can be installed on a property, the applicant is required to apply for a permit to install the treatment facility on that property as per the <i>Plumbing and Drainage Act 2018 and On-Site Sewerage Code and AS/NZS 1547:2000.</i>		

## Attachment B – Recommended Conditions of Approval

<p><b>5. Further Inspections Required</b></p> <p><b>Compliance with Conditions</b></p> <p>The following inspections will be required to be undertaken by council to determine compliance with conditions that are not subject to a further approval.</p> <p>Condition 12 – Roadworks, Access and Traffic  Condition 13 – On Site Car Parking  Condition 15 - Relocation of Services or facilities  Condition 16 – Storage  Condition 17 – Soil Erosion Minimisation, Sediment Control  Condition 18 - Dust Management  Condition 10 – Waste Management Facilities</p>	
<p><b>6. Council Water Supply Connection</b></p> <ol style="list-style-type: none"> <li>Council will continue to supply a potable water service as per Council guidelines up to the existing meter located at 20 -26 Patricia Road only.</li> <li>Council is not however responsible for any non-conformance or supply issues past the location of current meter.</li> </ol>	
<p><b>7. Storage of Materials and Machinery</b></p> <p>All materials and machinery to be used during the construction period are to be wholly stored on the site, unless otherwise approved by council.</p>	
<p><b>8. Building Work Noise</b></p> <p>The hours of audible noise associated with construction and building work on site must be limited to between the hours of:</p> <ul style="list-style-type: none"> <li>6.30 a.m. to 6.30 p.m. Monday to Saturday; with</li> <li>No work on Sundays or Public Holidays.</li> </ul>	<p>To ensure compliance with the <i>Environmental Protection Act 1994</i>.</p>
<p><b>9. Dust Management</b></p> <p>Dust control measures should be implemented onsite during the construction phase to prevent an environmental nuisance from affecting the occupiers and users of nearby premises.</p>	
<p><b>10. Asbestos</b></p> <p>All asbestos removed from the site must be handled, transported and disposed of in accordance with the relevant legislation.</p>	
<p><b>11. Building Over/Adjacent to Services</b></p> <p>The developer is advised that should any proposed building structures be located over/adjacent to an existing service, an application to Council for consent under Section 191 of the <i>Water Supply (Safety and Reliability) Act 2008</i> for building over or adjacent to services may be required.</p>	

## Attachment C – Detailed Assessment

ASSESSMENT TIMEFRAMES			
Application Process		Timeframe	Date
1.0	Application lodged with Council (properly made)	-	13 January 2022
1.1	Action Notice issued	5 days (from 1.0)	N/A
1.2	Confirmation Notice issued	10 days (from 1.0)	28 January 2022
2.0	Application referred (properly referred)	10 days (from 1.2)	N/A
2.1	Referral agency response	25 days (from 2.0)	N/A
3.0	Council Information Request	10 days (from 1.2)	11 February 2022
3.1	Response to Information Request	3 months (from 3.0)	27 April 2022
4.0	Public Notification starts	20 days (from 3.1)	3 May 2022
4.1	Public Notification ends	Min. 15 business days	24 May 2022
4.2	Consider submissions	10 days (from 4.1)	N/A
35.1	Further Advice Request	-	N/A
35.1	Response to Further Advice Request	-	N/A
5.0	Decision making period starts	1 day (after last applicable)	25 May 2022
5.1	Request to extend the decision making period	-	N/A
Council Meeting			28 June 2022
5.2	Decision making period ends	35 days (minus up to 10 days from 3.0)	30 June 2022
5.3	Issue Decision Notice	5 days (after decision is made)	7 July 2022

The timeframes for assessing and deciding applications is set in the *Planning Act 2016* and *Development Assessment Rules* (s.60 and 61(3)). A day referred to in the timeframe above means a business day as defined by the *Planning Act 2016*.

### Material Change of Use (MCU22/0001)

The development proposal is assessable under the *Burdekin Shire IPA Planning Scheme* (the planning scheme) in accordance with Section 43 (1) of the *Planning Act 2016*. The Assessment Manager is the Burdekin Shire Council as determined by Schedule 8 of the *Planning Regulation 2017*. In accordance with the planning scheme, the material change of use application is impact assessable and therefore required public notification.

Council, as the Assessment Manager, has undertaken assessment of the application against the planning scheme making the decision pursuant to s. 60 of the *Planning Act 2016*, as outlined in s. 45 (3) and s.26 to 28 of the *Planning Regulations 2017*.

APPLICABLE ASSESSMENT BENCHMARKS		
Development	Zone	Assessment Benchmarks
Material Change of Use – Dual Occupancy	Rural Zone	<ul style="list-style-type: none"> <li>▪ Strategic Framework</li> <li>▪ Desired Environmental Outcomes</li> <li>▪ Rural Zone Code</li> <li>▪ Dual Occupancy Code</li> <li>▪ Acid Sulfate Soils Code</li> <li>▪ Flooding (drainage problem areas) and Coastal Processes Code</li> </ul>



ASSESSMENT		
Benchmark	Purpose	Assessment
Strategic Framework	<p>The strategic framework sets the policy direction for the planning scheme and forms the basis for ensuring appropriate development occurs in the planning scheme area for the life of the planning scheme.</p> <p>The strategic framework forms part of the criteria for impact assessable development and is structured in a way that:</p> <ul style="list-style-type: none"> <li>▪ Establishes the broad context and strategies by which sustainable growth in the Burdekin Shire shall occur.</li> <li>▪ Outlines three strategies that collectively represent the policy intent of the scheme, including               <ol style="list-style-type: none"> <li>1. Flooding and Coastal Processes</li> <li>2. Integrated Catchment Management; and</li> <li>3. Land and Water Management.</li> </ol> </li> <li>▪ The specific outcomes sought for each, or a number of, these strategies.</li> </ul>	<p>The proposed development is considered to be consistent with the three Strategic Framework strategies, noting that the proposed development can be conditioned to:</p> <ul style="list-style-type: none"> <li>▪ avoid detrimental inundation by floodwaters, stormwater or tidal surge and accommodates the dynamic relationship between the river catchments and the coastal processes.</li> <li>▪ accommodate any potential flooding impacts from floodwaters, stormwater or tidal surge.</li> <li>▪ ensure that existing drainage regimes are protected and ensure it does not negatively impact on overland surface water flows.</li> </ul> <p>The eastern portion of Lot 29 is mapped as being subject to flooding hazard, and it may be possible that the proposal may potentially increase the risk or exposure of natural hazards to people or property internal or external to the site.</p> <p>A flood risk analysis has not been submitted with the development application.</p> <p>However given that the proposed new dwelling that will form the dual occupancy is located further away from the mapped flood hazard than the existing dwelling on site, it is anticipated that any impacts from flood hazards were appropriately considered by the</p>

## Attachment C – Detailed Assessment

ASSESSMENT		
Benchmark	Purpose	Assessment
		applicant at the time the site was chosen.
Desired Environmental Outcomes	<p>The Desired Environmental Outcomes are the basis for the measures of the planning scheme, and are structured in a way that:</p> <ul style="list-style-type: none"> <li>▪ Outlines the four (4) outcomes sought, including: <ul style="list-style-type: none"> <li>(a) Economic Development</li> <li>(b) Biodiversity and Conservation Areas</li> <li>(c) Urban Development and Infrastructure</li> <li>(d) Community Wellbeing.</li> </ul> </li> <li>▪ Outlines the elements that refine and further describe the desired environmental outcomes and the specific mechanism to achieve these outcomes.</li> </ul>	<p>The proposed development is considered to be consistent with Outcome (b) Biodiversity and Conservation Areas, noting that:</p> <ul style="list-style-type: none"> <li>▪ The proposed development will be suitably conditioned in any approval to ensure it recognises and accommodates ecological and geomorphological processes including flooding.</li> </ul> <p>Given the nature of the proposal, and that dual occupancies are not usually considered appropriate development in the Rural zone, Outcome (a) Economic Development, Outcome (c) Urban Development and Infrastructure and Outcome (d) Community Wellbeing are not considered to be especially applicable.</p> <p>However, it is considered that given the existing dwelling located on the site, the proposed development can be appropriately conditioned to be an acceptable non-agricultural use in this location and will be suitably conditioned in any approval to ensure it suitably aligns with the Desired Environmental Outcomes that are applicable.</p> <p>In addition, the proposal can be conditioned appropriately to ensure:</p> <ul style="list-style-type: none"> <li>▪ that the dual occupancy cannot be separately titled via a Community Titles</li> </ul>

## Attachment C – Detailed Assessment

ASSESSMENT		
Benchmark	Purpose	Assessment
		<p>Scheme; and</p> <ul style="list-style-type: none"> <li>it is adequately serviced by a private water supply that cannot affect the efficiency of Council's existing level of servicing in this locality.</li> </ul>
Rural Zone Code	<p>The purpose of the Rural Zone Code is:</p> <p>(a) Rural land will be used sustainably to ensure the viability of agriculture by maintaining the primary industry base, supported by diversification into smaller scale rural industries such as horticulture and aquaculture;</p> <p>(b) The establishment of new sustainable rural industries or activities in order to broaden the economic base of the Shire will be facilitated;</p> <p>(c) Rural industries including agri-business and industries that service the rural sector are established in appropriate locations and adopt management measures to minimise environmental impacts;</p> <p>(d) Incompatible land uses do not intrude on the expansion and continuation of primary industries;</p> <p>(e) Where potentially incompatible land uses interface with land used for intensive agriculture, an appropriate buffer or separation distance will be provided in accordance with the Guidelines for Separating Agricultural and Residential Land uses;</p> <p>(f) Uses and works are located, designed and managed to:</p> <ul style="list-style-type: none"> <li>- be compatible with other uses and works;</li> <li>- maintain the safety of people and</li> </ul>	<p>The proposed development as submitted is not considered to be fully compliant with the Rural Zone Code, given that a residential use of this nature reduces the viability of continued agricultural pursuits on site.</p> <p>Residential uses are usually limited to a single dwelling house per allotment, with dual occupancies not usually considered appropriate in the Rural zone.</p> <p>However given the existing residential use on site, it is considered that the proposed development can be appropriately conditioned to be an acceptable non-rural activity/industry use in this location.</p> <p>The proposal plans submitted with the application indicate that new dwelling of the dual occupancy has been sited to provide setback of 30.0m from the Patricia Road frontage, 60.0m from the existing sheds and 44.3m from the boundary adjoining an adjacent cane farm.</p> <p>It is considered that these proposed setbacks are acceptable.</p>

## Attachment C – Detailed Assessment

ASSESSMENT		
Benchmark	Purpose	Assessment
	<p>works;</p> <ul style="list-style-type: none"> <li>- conserve and protect good quality agricultural land in accordance with State Planning Policy 1/92; and</li> <li>- avoid significant adverse effects on surface water (drainage areas) and ground water resources (recharge areas), riparian vegetation, stream bank stability, remnant native vegetation, rural views and quiet rural amenity.</li> </ul>	<p>In addition, an appropriate condition relating to the provision of suitable stormwater management on site will be included.</p> <p>Further conditions will include:</p> <ul style="list-style-type: none"> <li>▪ that the dual occupancy cannot be separately titled via a Community Titles Scheme; and</li> <li>▪ is to be adequately serviced by a private water supply that cannot affect the efficiency of Council's existing level of servicing in this locality.</li> </ul>
Dual Occupancy Code	<p>The overall outcomes sought for the Dual Occupancy code are the following:</p> <p>(a) Allow for two dwelling units to be established on a single lot of land where desirable;</p> <p>(b) Promote a variety of housing choice;</p> <p>(c) Ensure that the residential character and amenity of the neighbourhood is maintained and enhanced;</p> <p>(d) Ensure the scale and character of development are consistent with the existing form of development in established residential neighbourhoods;</p> <p>(e) Ensure that neighbourhood amenity is protected and maintained in terms of residential character and streetscape.</p>	<p>The proposed development does not strictly comply with the outcomes sought by the Dual Occupancy Code as development of this nature is to be located within the residential zone.</p> <p>Residential uses are usually limited to a single dwelling house per allotment, with dual occupancies not usually considered appropriate in the Rural zone.</p> <p>However given the existing residential use on site, it is considered that the proposed development can be appropriately conditioned to ensure it suitably aligns with the outcomes sought by the Dual Occupancy Code.</p>
Acid Sulfate Soils Code	<p>The overall outcomes sought for the Acid Sulfate Soils code include:</p>	<p>Portions of Lot 29 are mapped as being within the 5.0m contour and</p>

## Attachment C – Detailed Assessment

ASSESSMENT		
Benchmark	Purpose	Assessment
	(a) to minimise the potential for environmental harm resulting from the disturbance of coastal land known to host acid sulfate soils through the adoption of appropriate management practices; and (b) to protect corrodible assets from acid sulfate soils.	thus identified as being subject to containing potential and/or actual acid sulfate soils (PASS/AASS).  It is considered that any approval can be appropriately conditioned to minimise the potential for environmental harm as a result of PASS/AASS.
Flooding (Drainage problem areas) and Coastal Processes code	To ensure damage, risk and loss to property due to inundation by storm surge, tidal surge or floodwaters upon new development in the Shire is minimised.	The eastern portion of Lot 29 is mapped as being subject to flooding hazard, and it may be possible that the proposal may potentially increase the risk or exposure of natural hazards to people or property internal or external to the site.  No flood risk analysis was submitted with the development application.  However given that the proposed new dwelling forming the dual occupancy is located further away from the mapped flood hazard than the existing dwelling on site, it is anticipated that any impacts arising from flood hazards would have been considered by the applicant at the time the site for the house pad was chosen.

### **State Interest Considerations**

An assessment against the ‘applicable’ provisions of the relevant State Interests has been undertaken as reflected below.

*The State Planning Policy (SPP)* is a key component of Queensland’s planning system. The SPP (July 2017) expresses the State’s interests in land use planning and development. The SPP has effect throughout Queensland and sits above regional plans and planning schemes in the hierarchy of planning instruments under the Act.

## Attachment C – Detailed Assessment

The SPP clearly focusses on delivery of outcomes and applies to:

- i. a local government in assessing a development application.
- ii. an assessment manager or referral agency in assessing a development application.

<b>STATE PLANNING POLICY (JULY 2017)</b>				
<b>Liveable Communities and Housing</b>	<b>Economic Growth</b>	<b>Environment and Heritage</b>	<b>Safety &amp; Resilience to Hazards</b>	<b>Infrastructure</b>
<b>Housing supply and diversity</b>	<b>Agriculture</b>	Biodiversity	Emissions and hazardous activities	Energy and water supply
<b>Liveable Communities</b>	Development and construction	Coastal environment	<b>Natural hazards, risk and resilience</b>	Infrastructure Integration
	Mining and extractive resources	Cultural heritage		Transport Infrastructure
	Tourism	Water quality		Strategic airports and aviation facilities
				Strategic ports

The Burdekin Shire IPA Planning Scheme does not currently integrate the relevant State Planning Policies (SPP); however it is considered that the following are relevant to the development:

- Economic Growth (Agriculture); and
- Safety & resilience to hazards (Natural hazards, risk and resilience).

The site is mapped as being a matter of state interest as an Important agricultural areas (IAAs). IAAs means an important agricultural area as identified in the Queensland Agricultural Land Audit and shown in the SPP interactive mapping system as an IAA.

An IAA is defined in the Queensland Agricultural Land Audit as *an area that has all the requirements for agriculture to be successful and sustainable, is part of a critical mass of land with similar characteristics and is strategically significant to the region or the state.*

The purpose of this state planning policy is to ensure subject land identified as an IAA is not developed for non-agricultural purposes unless there is an overriding public need for the non-agricultural development to be located on this site.

No in-depth 'need' argument was provided by the applicant in the application material, aside from stating *the lot is already considered to be 'rural – lifestyle' lot and that the importance of protecting this area for future farming purposes as an important agricultural area is not considered relevant as the immediate area is already utilised for rural residential purposes.*

## Attachment C – Detailed Assessment

This statement is not strictly true, as the larger part of Lot 29 appears to be actively used for cane farming practises and is under cane currently.

Further properties directly surrounding Lot 29 all appear to be actively undertaking agricultural and/or horticultural activities.

Lots that are seemly used for rural lifestyle/rural residential/village style uses are located to the south, east and south east of Lot 29 and are not directly adjacent.

While the proposed development is not considered as such to be a development providing an overriding public need and cannot be located elsewhere, and that arable farming land will be lost, it is considered that the proposal provides a reasonable outcome in providing additional housing stock that is in keeping with the rural residential in nature uses, existing in the wider locality.

### **North Queensland Regional Plan**

*The North Queensland Regional Plan (NQRP)* establishes strategic planning framework intended to guide the region's development and grow the local economy.

The NQRP introduces assessment benchmarks for the assessment of proposed development within a Priority Agriculture Area (PAA) and also applies as a 'matter to have regard to' under the *Planning Regulation 2017*, where the NQRP or aspects of the NQRP are identified as having not been appropriately integrated in a local planning instrument.

The proposed development is located in a Priority Agriculture Area and therefore the Development Assessment Benchmarks for PAAs are applicable.

*PAAs are strategic clusters of the most regionally significant agricultural production areas that contain various priority agricultural land uses (PALU).*

*These uses include broadacre cropping, horticulture, intensive animal husbandry, plantation forestry and terrestrial aquaculture as shown on Map 1.*

*Any non-agricultural use or resource activity seeking to operate in these areas will not be supported unless they can co-exist with the PALUs for mutual benefit and without compromising the PALUs current or future ability to operate.*

*PAAs and PALUs are defined terms under the RPI Act. They identify geographic areas with specific values for the purposes of both the RPI Act and the Planning Act to achieve a consistent planning outcome.*

Development assessment benchmarks for PAAs together with the assessment of the proposal against these is provided for in the below table.

<b>Regional outcome: 1.1 Maintain and expand a prosperous and sustainable agricultural sector in the region.</b>	
<b>Assessment benchmarks</b>	<b>Assessment</b>
<ul style="list-style-type: none"><li>Development does not result in, or contribute to, a net loss to overall agricultural productivity within the PAA.</li></ul>	No assessment was provided by the applicant in

Regional outcome: 1.1 Maintain and expand a prosperous and sustainable agricultural sector in the region.	
<ul style="list-style-type: none"><li>Development does not result in widespread or irreversible impacts to the future use of a PAA for agricultural activities.</li></ul>	<p>the application material regarding the NQ Regional Plan and the sites inclusion within the PAA.</p> <p>Given that the development is residential, not agricultural in nature and its approval will lead to a loss of arable farming land currently under cane, it does not strictly comply with this assessment bench mark and the overall outcomes sought by the Regional Plan in this regard.</p> <p>Given the there is an existing dwelling located on site, it is considered that the proposed development can be appropriately conditioned to be an acceptable non-agricultural use in this location, including that the dual occupancy cannot be separately titled via a Community Titles Scheme, and that Lot 29 remains as one parcel.</p>

### **Public Submissions**

Public notification was undertaken in relation to the proposed development between 3 to 24 May 2022.

No properly made public submissions (or otherwise) were received in objection to the proposed development.

### **Infrastructure and Servicing**

Currently Lot 29 is serviced with a reticulated water supply.

With the water supply, Council's officers have concerns with the supply and quality in this location and as result the new dwelling cannot be provided with an additional connection and meter.



## **Attachment C – Detailed Assessment**

All effluent is treated and disposed of on-site currently and is proposed for the new dwelling.

An existing driveway from Patricia Road provides access to the existing dwelling. No new access will be permitted.

### **Infrastructure Charges**

Infrastructure charges will be applicable for Transport, Community Facilities and Parks and Stormwater, which for a 4-bedroom residential dwelling, is currently \$6,000.

## INFRASTRUCTURE CHARGES NOTICE

(Section 119 of the Planning Act 2016)

<b>APPLICANT:</b>	G Wood
<b>APPLICATION:</b>	Material Change of Use for a Dual Occupancy
<b>Notice Number:</b>	ICN 2022-003
<b>DATE:</b>	28 <sup>th</sup> June 2022
<b>FILE REFERENCE:</b>	MCU22/0001
<b>AMOUNT OF THE LEVIED CHARGE:</b> (Details of how these charges were calculated are shown overleaf)	\$6,000.00 Total  \$2,000.00 Transport Network \$2,000.00 Public Parks and Community Land Network \$2,000.00 Stormwater Network
<b>AUTOMATIC INCREASE OF LEVIED CHARGE:</b>	The amount of the levied charge is subject to an automatic increase. Refer to the General Information attached to this notice for more information on how the increase is worked out.
<b>LAND TO WHICH CHARGE APPLIES:</b>	Lot 29 on RP744911
<b>SITE ADDRESS:</b>	20-26 Patricia Road, Ayr
<b>PAYABLE TO:</b>	<b>Burdekin Shire Council</b>
<b>WHEN PAYABLE:</b> (In accordance with the timing stated in Section 122 of the Planning Act 2016)	Material Change of Use – When the use commences
<b>OFFSETS OR REFUNDS:</b>	Not Applicable.

This charge is made in accordance with Council's **Charges Resolution (No. 2) 2018**

## DETAILS OF CALCULATION

### Transport

#### Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Residential (3 or more bedroom dwelling)	2	Per dwelling	\$2,000.00	CR Table 2.1	\$4,000.00

#### Discounts\*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Residential (3 or more bedroom dwelling)	1	Per dwelling	\$2,000.00	CR Table 2.1	\$2,000.00

### Public Parks and Land for Community Facilities

#### Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Residential (3 or more bedroom dwelling)	2	Per dwelling	\$2,000.00	CR Table 2.1	\$4,000.00

#### Discounts\*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Residential (3 or more bedroom dwelling)	1	Per dwelling	\$2,000.00	CR Table 2.1	\$2,000.00

### Stormwater

#### Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Residential (3 or more bedroom dwelling)	2	Per dwelling	\$2,000.00	CR Table 2.1	\$4,000.00

#### Discounts\*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Residential (3 or more bedroom dwelling)	1	Per dwelling	\$2,000.00	CR Table 2.1	\$2,000.00

## Levied Charges

Development Description	Water Supply	Sewerage	Transport	Public Parks & Land for Community Facilities	Stormwater	Total
Residential (3 or more bedroom dwelling)	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	\$6,000.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$6,000.00</b>

*\* In accordance with Section 3.3 of the Charges Resolution, the discount may not exceed the adopted charge. Any surplus discounts will not be refunded, except at Council's discretion.*

Yours faithfully

**Kellie Galletta**

**MANAGER PLANNING AND DEVELOPMENT**

## INFORMATION NOTICE

<b>Authority and Reasons for Charge</b>	This Infrastructure Charges Notice has been given in accordance with section 119 of the <i>Planning Act 2016</i> to support the Local government's long-term infrastructure planning and financial sustainability.
<b>Appeals</b>	Pursuant to section 229 of the <i>Planning Act 2016</i> a person may appeal an Infrastructure Charges Notice. Attached is an extract from the <i>Planning Act 2016</i> that details your appeal rights.
<b>Automatic Increase Provision of charge rate (\$)</b>	<p>An infrastructure charge levied by Council is to be increased by the difference between the Producer Price Index (PPI) applicable at the time the infrastructure charge was levied, and PPI Index applicable at the time of payment of the levied charge, adjusted by reference to the 3-yearly PPI Index average<sup>1</sup>. If the levied charge is increased using the method described above, the charge payable is the amount equal to the sum of the charge as levied and the amount of the increase.</p> <p>However, the sum of the charge as levied and the amount of the increase is not to exceed the maximum adopted charge the Council could have levied for the development at the time the charge is paid.</p>
<b>GST</b>	The Federal Government has determined that contributions made by developers to Government for infrastructure and services under the <i>Planning Act 2009</i> are GST exempt.
<b>To whom the charge must be paid</b>	<p>Payment of the Charge must be made payable to BURDEKIN SHIRE COUNCIL, PO Box 974, Ayr, Qld 4807.</p> <p>The Infrastructure Charge has been calculated in accordance with the charges stated in Council's Charges Resolution. This notice will be escalated to time of payment to the extent permitted under legislation in force at that time.</p>

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<sup>1</sup> 3-yearly PPI index average is defined in section 114 of the *Planning Act 2016* and means the PPI index smoothed in accordance with the 3-year moving average quarterly percentage change between quarters. PPI Index is the producer price index for construction 6427.0 (ABS PPI) index number 3101 – Road and Bridge construction index for Queensland published by the Australian Bureau of Statistics.

It is requested that you contact Council's Town Planning Department to confirm that amount payable prior to making payment.

**Payment**

This notice is due and payable by the due time shown. Cheques, money orders or postal notes should be made payable to BURDEKIN SHIRE COUNCIL and crossed "Not Negotiable". Change cannot be given on cheque payments. Property owners will be liable for any dishonour fees.

**Overseas Payees**

Please forward your infrastructure charges payment by way of a bank draft for the required amount in Australian dollars.

**Method of Payment****PAYMENT BY MAIL**

Confirm the current Infrastructure Charge applicable and obtain an updated payment notice from Council's Town Planning Department.

Mail this updated payment notice immediately with your payment to: BURDEKIN SHIRE COUNCIL, PO Box 974, Ayr, Qld 4807.

**NOTE:** Cheques must be made payable to BURDEKIN SHIRE COUNCIL

**PAYMENT AT COUNCIL OFFICES**

Confirm the current Infrastructure Charge applicable.

Present written confirmation of charges with your payment to Burdekin Shire Council Chambers, 145 Young Street, Ayr.

**NOTE:** Cheques must be made payable to BURDEKIN SHIRE COUNCIL

**PAYMENT MADE BY CREDIT CARD**

Credit Cards accepted: Mastercard or Visa

**Enquiries**

Enquiries regarding this Infrastructure Charges Notice should be directed to the BURDEKIN SHIRE COUNCIL, Town Planning Department, during office hours, Monday to Friday by phoning (07) 4783 9800 or email at [planning@burdekin.qld.gov.au](mailto:planning@burdekin.qld.gov.au)

## Schedule 1 Appeals

section 229

### 1 Appeal rights and parties to appeals

- (1) Table 1 states the matters that may be appealed to—
  - (a) the P&E court; or
  - (b) a tribunal.
- (2) However, table 1 applies to a tribunal only if the matter involves—
  - (a) the refusal, or deemed refusal of a development application, for—
    - (i) a material change of use for a classified building; or
    - (ii) operational work associated with building work, a retaining wall, or a tennis court; or
  - (b) a provision of a development approval for—
    - (i) a material change of use for a classified building; or
    - (ii) operational work associated with building work, a retaining wall, or a tennis court; or
  - (c) if a development permit was applied for—the decision to give a preliminary approval for—
    - (i) a material change of use for a classified building; or
    - (ii) operational work associated with building work, a retaining wall, or a tennis court; or
  - (d) a development condition if—
    - (i) the development approval is only for a material change of use that involves the use of a building classified under the Building Code as a class 2 building; and
    - (ii) the building is, or is proposed to be, not more than 3 storeys; and
    - (iii) the proposed development is for not more than 60 sole-occupancy units; or
  - (e) a decision for, or a deemed refusal of, an extension application for a development approval that is only for a material change of use of a classified building; or
  - (f) a decision for, or a deemed refusal of, a change application for a development approval that is only for a material change of use of a classified building; or
  - (g) a matter under this Act, to the extent the matter relates to the Building Act, other than a matter under that Act that may or must be decided by the Queensland Building and Construction Commission; or
  - (h) a decision to give an enforcement notice—
    - (i) in relation to a matter under paragraphs (a) to (g); or
    - (ii) under the Plumbing and Drainage Act; or
  - (i) an infrastructure charges notice; or
  - (j) the refusal, or deemed refusal, of a conversion application; or
  - (l) a matter prescribed by regulation.
- (3) Also, table 1 does not apply to a tribunal if the matter involves—
  - (a) for a matter in subsection (2)(a) to (d)—
    - (i) a development approval for which the development application required impact assessment; and
    - (ii) a development approval in relation to which the assessment manager received a properly made submission for the development application; or
  - (b) a provision of a development approval about the identification or inclusion, under a variation approval, of a matter for the development.

- (4) Table 2 states the matters that may be appealed only to the P&E Court.
- (5) Table 3 states the matters that may be appealed only to the tribunal.
- (6) In each table—
  - (a) column 1 states the appellant in the appeal; and
  - (b) column 2 states the respondent in the appeal; and
  - (c) column 3 states the co-respondent (if any) in the appeal; and
  - (d) column 4 states the co-respondents by election (if any) in the appeal.
- (7) If the chief executive receives a notice of appeal under section 230(3)(f), the chief executive may elect to be a co-respondent in the appeal.
- (8) In this section—  
*storey* see the Building Code, part A1.1.

**Table 1**  
**Appeals to the P&E Court and, for certain matters, to a tribunal**

<p>4. Infrastructure charges notices</p> <p>An appeal may be made against an infrastructure charges notice on 1 or more of the following grounds –</p> <ol style="list-style-type: none"> <li>(a) The notice involved an error relating to –           <ol style="list-style-type: none"> <li>i) The application of the relevant adopted charge; or</li> </ol> </li> </ol> <p><i>Examples of errors in applying an adopted charge –</i></p> <ul style="list-style-type: none"> <li>• The incorrect application of gross floor area for a non-residential development</li> <li>• Applying an incorrect ‘use category’, under a regulation, to the development</li> </ul> <ol style="list-style-type: none"> <li>ii) The working out of extra demand, for section 120; or</li> <li>iii) An offset or refund; or</li> </ol> <ol style="list-style-type: none"> <li>(b) There was no decision about an offset or refund; or</li> <li>(c) If the infrastructure charges notice states a refund will be given – the timing for giving the refund; or</li> <li>(d) For an appeal to the P&amp;E Court – the amount of the charge is so unreasonable that no reasonable relevant local government could have imposed the amount.</li> </ol>			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
The person given the infrastructure charges notice	The local government that gave the infrastructure charges notice	-	-