



Burdekin Shire Council

AGENDA

ORDINARY COUNCIL MEETING

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

on 27 June 2023

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 - 13 June 2023**
 - 4.2. Burdekin Shire Road Safety Advisory Committee Meeting Minutes - 17 May 2023**
 - 4.3. RADF Advisory Group Minutes - 13 June 2023**
 - 4.4. Audit Committee Meeting Minutes - 14 June 2023**
- 5. EXECUTIVE**
 - 5.1. CEO**
 - 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. Consideration for Annual Valuation – 2024 Revaluation Program**
 - 6.3.2. Monthly Financial Report - May 2023**
 - 6.4. GOVERNANCE**
 - 6.4.1. Audit Committee Chairperson's 2022/2023 Annual Report**
- 7. INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES**
 - 7.1. ENVIRONMENTAL AND HEALTH SERVICES**
 - 7.1.1. Amendment to 2023/2024 Fees and Charges - Pool Fees and Waste Disposal Charges**
 - 7.2. OPERATIONS**
 - 7.3. PLANNING AND DEVELOPMENT**
 - 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**

4.1. MINUTES AND BUSINESS ARISING

Ordinary Council Meeting Minutes - 13 June 2023

Recommendation

That the minutes of the Ordinary Council Meeting held on 13 June 2023 be received as a true and correct record.

Attachments

1. Minutes - Ordinary Council Meeting - 13 June 2023



Burdekin Shire Council

MINUTES

ORDINARY COUNCIL MEETING

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

on 13 June 2023

COMMENCING AT 9:00 AM

ORDER OF BUSINESS:

1. ATTENDANCE

Councillor Lyn McLaughlin, Councillor Sue Perry, Councillor Kaylee Boccalatte, Councillor John Bonanno, Councillor Max Musumeci

Mr. T. Brennan - Chief Executive Officer
Mr. N. O'Connor - Director Corporate and Community Services
Mr. W. Saldumbide - Manager Operations
Mr. D. Mulcahy - Manager Environmental and Health Services (Part)
Mrs. K. Olsen - Manager Financial and Administrative Services (Part)

Apologies - Councillor Detenon
Councillor Furnell
Mr. N. Wellwood - Director of Infrastructure, Planning and Environmental Services

Minutes Clerk - Mrs. S. Iturriaga

2. PRAYER

The meeting prayer was delivered by Reverend Malia Ma'u of the Uniting 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 - 23 May 2023

Recommendation

That the minutes of the Ordinary Council Meeting held on 23 May 2023 be received as a true and correct record.

Resolution

Moved Councillor Perry, seconded Councillor Boccalatte that the recommendation be adopted noting the amendment to Councillor Boccalatte's Declaration of Interest being corrected from "received gifts and donations from Burdekin Artisan Community Association" to "received gifts which were donated back to Burdekin Artisan Community Association" .

CARRIED

5. EXECUTIVE

5.1. CEO

5.1.1. Council Workshops - May 2023

Executive Summary

In line with its normal meeting arrangements, the Council conducted two (2) general workshops during May with workshops held on 2 and 16 May 2023.

A range of policy and operational issues were discussed by Councillors and staff at the 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 2 and 16 May 2023 be received and noted.

Resolution

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

CARRIED

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. Adoption of 2023/24 Fees and Charges

Executive Summary

The 2023/24 Fees and Charges schedule is required to be adopted by Council to be effective from 1 July 2023.

Recommendation

That in accordance with the *Local Government Act 2009*, Council adopts the attached 2023/24 Fees and Charges schedule, to take effect from 1 July 2023.

Resolution

Moved Councillor Musumeci, seconded Councillor Perry that the recommendation be adopted subject to minor wording amendments to hire fees for cultural venues.

CARRIED

6.3.2. Adoption of Non-Current Asset Accounting Policy**Executive Summary**

The revised Non-Current Asset Accounting Policy will amend the current policy, adopted at the Ordinary Council Meeting on 8 June 2021.

No changes to this policy have occurred.

Recommendation

That Council adopts the attached Non-Current Asset Accounting Policy.

Resolution

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

CARRIED

6.3.3. Code of Competitive Conduct - Business Activities

Executive Summary

This report outlines the legislative requirements relating to Business Activities of Local Governments and identifies Council's prescribed business activities.

Recommendation

That Council:

1. Determines that none of its business activities satisfy the statutory threshold for classification as a significant business activity; and
2. Determines that the code of competitive conduct should not apply to the Caravan Park as a prescribed business activity for the 2023/24 financial year as Council considers the cost of applying the code will outweigh the benefits of applying the code.

Resolution

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

CARRIED

6.3.4. Corporate Purchase Card Policy

Executive Summary

The Corporate Purchase Card Policy was developed to establish a criteria for issuing Corporate Purchase Cards and outlines responsibilities for cardholders.

Purchase cards will not be issued to contractors, temporary employees, or elected members with the exception of the Mayor.

Recommendation

That Council adopts the attached Corporate Purchase Card Policy.

Resolution

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

CARRIED

9.22am - Mrs. K Olsen left the meeting.

9.22am - Mr. D. Mulcahy entered the meeting.

6.4. GOVERNANCE

6.4.1. Nomination of Burdekin Show Holiday Date for 2024

Executive Summary

Council has received correspondence from the Office of Industrial Relations inviting Council to make nomination for a show or special holiday for 2024.

Recommendation

That Council makes application to the Office of Industrial Relations for the appointment of the following public holiday in 2024:

- *Wednesday, 26 June 2024 – for the whole of the Burdekin Shire – Burdekin Annual Show Holiday.*

Resolution

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

Voting on the Motion

FOR: Councillors McLaughlin, Boccalatte, Musumeci, Perry

AGAINST: Councillor Bonanno

4/1

CARRIED

6.4.2. Townsville City Council - Houghton Pipeline Project Stage 2 - Request for Easements and Temporary Construction Access Areas within Reserve Land.

Executive Summary

Council is trustee of both Lot 15 Crown Plan 891307 and Lot 33 Survey Plan 331997, both being Camping and Water Reserves. Townsville City Council has written to Council seeking a 'letter of no objection' for the granting of easements over both reserves to allow for the construction of the Houghton Pipeline Project Stage 2 including provision for necessary 'temporary construction access areas'.

Recommendation

That Council:

Write to Townsville City Council:

Confirming that Council will provide a 'letter of no objection' for the granting of a 'water supply pipeline easement' and associated 'temporary construction access area' on and through land parcels described as Lot 15 Crown Plan 891307 and Lot 33 Survey Plan 331997, each being a Camping and Water Reserve for which Council is trustee, subject to the following conditions.

That Townsville City Council:

1. Obtain the written consent of both the State Permittee and Trustee Lessee of the respective land parcels for the granting of the easement and associated temporary construction access area; and
2. Submit all necessary applications and other information, as determined by Council, for consideration and assessment; and
3. Undertake the preparation and lodgment of all necessary documentation for the granting of the easements, at no expense to Council.

The granting of the temporary construction access area period, for both parcels of land, will expire on 31 July 2026.

Resolution

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

CARRIED

7. INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES

7.1. ENVIRONMENTAL AND HEALTH SERVICES

7.1.1. Proposed Bait and Tackle Stall - Jerona Boat Ramp

Executive Summary

A written request has been made by Mr. Sean Ford to operate a bait and tackle stall at Jerona boat ramp and a recommendation on the request is provided. Council has recently approved a policy for vending on Council owned and controlled land and the conditions outlined herein conform with the policy.

Recommendation

That Council approves the request from Mr. Sean Ford to operate a stall which will sell bait, tackle and ice on the southwest side of the shelter which is to the left of the Jerona boat ramp subject to the following conditions:

1. The applicant is to complete and submit an application for Commercial Use of Local Government Controlled Areas and Roads.
2. Conditions of approval will include:
 - a. The conduct of the approved used must be in accordance with the application submitted and any supporting documentation, except as otherwise specified by any conditions of approval.

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- b. The preparation, handling and serving of food and drinks are to be conducted in accordance with the requirements of the *Food Act 2006 and Food Standards Australia and New Zealand (FSANZ) Food Standards Code*.
 - c. Compliance with the *Environmental Protection (Noise) Policy 2019*.
 - d. Hold public liability insurance in an amount not less than \$10 million against claims for personal injury and property damage resulting from the approved use.
 - e. Indemnify the Council and the State Government (in respect of State-owned land) against all actions, proceedings, claims, demands, cost, losses, damages and expenses which may be brought against, or made upon, the Council or the State as a result of the activity.
 - f. Restricted to the designated site as approved by Council.
 - g. If the approval holder or the holder's employee or agent intentionally or negligently damages the Council controlled area, it must pay to the Council the amount it would cost to rectify the damage.
 - h. Mobile vendor vehicles are to be roadworthy vehicles that are licenced by the Department of Transport and Main Roads.
 - i. Ensure that the vehicles and all equipment used in the operation of the activity are maintained in good working order and in a clean and sanitary condition at all times.
 - j. No obstruction to pedestrian flow or vehicular traffic.
 - k. Only serve customers from the non-traffic side of the vehicle used in the operation of the activity.
 - l. Compliance with existing parking restrictions which apply to the area at all times.
 - m. The activity must not have an unreasonable detrimental effect on the amenity of the surrounding area.
 - n. Litter is to be cleared at all times from in and around the vendor site by the operator.
 - o. Appropriate rubbish bins are to be provided by the operator in numbers adequate to service the patrons and removed, along with all rubbish from the site at the end of each trading day.
 - p. Not discharge trade waste generated by the operation of the activity otherwise than in accordance with an approval under the Water Supply (Safety and Reliability) Act 2008.
 - q. Trees and other significant streetscape elements such as benches, pergolas and rubbish bins are not to be obstructed, covered, removed, relocated or modified.
 - r. Permanent structures are not permitted.
 - s. Any temporary fixtures (such as umbrellas, bins and stools) are to be safe to use and removed at the end of trading. The use of and location of these fixtures must be approved.
 - t. Fixtures are not to be placed where they present a barrier or danger to pedestrians or vehicles.
 - u. Not place a sign or device advertising the activity on any Council owned or controlled area or road without approval.
 - v. Must provide own power supply.
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- w. Mobile vehicle to be removed at the end of trading each day.
 - x. The approval is not valid for events at the approval location unless specifically approved by the event organiser.
 - y. It is noted that your location is adjacent to a shelter. This shelter is not to be obstructed or used by you and kept free and clear for use by the public.
 - z. The approval may be revoked at any time.

Resolution

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

CARRIED

7.1.2. Sole Supplier - Dune Restoration Project

Councillor McLaughlin advised she had a Declarable Conflict of Interest in relation to Item 7.1.2 Sole Supplier - Dune Restoration Project as she is a Director of NQ Dry Tropics and could be perceived to have a conflict of interest. Councillor McLaughlin advised of her intention to leave the meeting prior to this discussion.

9.38am Councillor McLaughlin left the meeting at the commencement of this discussion as she had a Declarable Conflict of Interest in Item 7.1.2 Sole Supplier - Dune Restoration Project as she is a Director of NQ Dry Tropics and could be perceived to have a conflict of interest.

Councillor Perry assumed the chair.

Executive Summary

Council has received funding from the Local Government Association of Queensland (LGAQ) under the Coastal Hazard Adaption Program (QCoast 2100) of \$75,000.00 ex GST for the Wunjunga/Beachmount Dune Protection Works Project which totals \$85,000.00. Due to delays in sourcing plant stock, Council is seeking an extension for completion of the project.

Similar dune protection works were completed at Lynch's Beach, Alva in 2022 in conjunction with NQ Dry Tropics (NQDT), whereby the NQDT facilitated plant sourcing and planting as part of one of their projects.

Council is wishing to avail itself to the expertise of NQDT to perform a similar role for the Wunjunga/Beachmount project. In order to meet the contracting provisions of the Local Government Act Regulation 2012, Council must pass a resolution that NQ Dry tropics is the only supplier reasonably available to undertake this work.

Recommendation

That in accordance with Section 235 (a) and (b) of the Local Government Regulation 2012, Council resolve that NQ Dry Tropics is the only supplier reasonably available to Council to undertake the planning, procurement and planting role for the Wunjunga/Beachmount Dune Protection Works Project.

Resolution

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

CARRIED

9.42am Councillor McLaughlin re-entered the meeting and resumed the chair.

9.43am - Mr. D. Mulcahy left the meeting.

7.2. OPERATIONS

7.2.1. Supply and Installation of Fencing at Ayr Aerodrome

Executive Summary

Tenders for TBSC/23/004 – Supply and Installation of Fencing at Ayr Aerodrome closed at 2.00 pm on 10 May 2023.

Forty-eight sets of documents were requested and issued to prospective tenderers.

Seven (7) tenders were received at the nominated closing time, five (5) from regional companies, one (1) from Central Queensland and one (1) from South Australia. A late tenderer which cannot be considered was received by email from a company in Victoria.

Recommendation

That Council accepts the alternative tender for Option 4 submitted by Townsville Fencing Around for the amount of \$ 207,500.00 Ex GST. This being the most advantageous alternative tender to Council.

Resolution

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

CARRIED

7.3. PLANNING AND DEVELOPMENT

7.4. TECHNICAL SERVICES

7.4.1. Faulty or Broken Water Meter Policy

Executive Summary

This policy is to provide Council with a method of charging for water consumption where the water meter has been found to be faulty or broken.

This policy has been reviewed in accordance with the review schedule and is now presented to Council for re-adoption with minor amendments.

Recommendation

That Council adopts the Faulty or Broken Water Meter Policy attached to this report.

Resolution

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

CARRIED

7.4.2. Undetected Water Leak Policy

Executive Summary

This policy explains how Burdekin Shire Council will manage requests for financial adjustments related to undetected water leaks of potable water.

Recommendation

That Council adopts the Undetected Water Leak Policy attached to this report.

Resolution

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

CARRIED

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 10.50am.

These minutes were confirmed by Council at the Ordinary Council Meeting on 27 June 2023.

MAYOR

4.2. MINUTES AND BUSINESS ARISING

Burdekin Shire Road Safety Advisory Committee Meeting Minutes - 17 May 2023

File Reference: 691

Report Author: Ginett Biffanti, Administration Officer

Authoriser: Kevin Byers, Manager Technical Services

Meeting Date: 27 June 2023

Purpose

This report provides the Minutes of the Burdekin Shire Road Safety Advisory Meeting held on 17 May 2023.

Summary of recommendations and actions for consideration and adoption:

Item 6.2.1 - Queensland Development Code For Fence Heights

That Council investigate requirements of the Queensland Development Code for fence heights on corner lots.

Item 6.2.2 - Community Announcement - Residence Reminder - Address and Nearby Crossroads - "000"

That Council liaise with the Media and Communications Officer to post a community announcement via social media to remind residents to clearly advise the "000" operator of their address and the nearby crossroad, allowing emergency services to respond more quickly.

Item 6.6.1 - Installation Of Chevron Markings - Removed Parking Bays - Queen Street, Ayr

That Council investigate installing chevron markings to make it obvious to drivers that parking is no longer permitted at the parking bays removed near Kids Crossing in Queen Street, Ayr.

Recommendation

That:

1. the minutes of the Burdekin Shire Road Safety Advisory Meeting held on 17 May 2023 be noted, and;
2. the recommendations as detailed in the minutes and summarised in Items 6.2.1, 6.2.2 and 6.6.1 above be adopted.

Attachments

1. Minutes - Burdekin Shire Road Safety Advisory Committee Meeting - 17 May 2023



Meeting Minutes

Meeting	Burdekin Shire Road Safety Advisory Committee Meeting		
Date	Wednesday, 17 May 2023	Time	10.30am
Core Attendees	Councillor Max Musumeci – Burdekin Shire Council Mr. Kevin Byers – Burdekin Shire Council Mr. Glen Stockdale – Burdekin Shire Council Mr. Kevin Riseley – Technical Officer (Road Safety) Northern District – Department of Transport and Main Roads Mr. Matthew Slatcher – Acting Manager (Road Safety) Northern Region – Department of Transport and Main Roads Senior Constable Brett Elton – Road Policing Unit – Queensland Police Service, Ayr Mr. Victor Hewett – Officer in Charge (Acting), Queensland Ambulance Service, Ayr		
Advisor Attendees	Mrs. Kristy Raitelli – Transport and Main Roads Project Officer – Burdekin Shire Council		
Apologies	Mr. Anthony Partridge – Manager, Passenger Transport Integration - Department of Transport and Main Roads Mr. John Tait – Cane Supply Manager – Wilmar Sugar Australia Limited		
Chairperson	Councillor Max Musumeci		
Minutes Clerk	Ms. Ginett Biffanti		
Location	John Hy Peake Heritage Room - 145 Young Street, Ayr		

2. Minutes Received

Minutes of the Burdekin Shire Road Safety Advisory Committee Meeting held on 15 February 2023.

Moved, Kevin Byers seconded Glen Stockdale that the flying minutes of the Burdekin Shire Road Safety Advisory Committee Meeting held on Wednesday, 15 February 2023 be accepted.

CARRIED

3. Business Arising out of Minutes

Mrs. Raitelli requested clarification from Mr. Riseley in Item 6.2.1 in regard to the removal of signage containing the contact details for the person responsible for ringing through escort requirement to travel across the Burdekin River Bridge to the Traffic Management Centre.

Mr. Riseley advised following a review, the Queensland Government cannot recommend a single person to be responsible for the escort requirements for travel across the Burdekin River Bridge.

4. Review Action Items List

		Responsible Officer	Status
1.	18 May 2022 Item 6.3 - Council to investigate the lack of speed signs on Lena Road, Mount Kelly.	Kevin Byers BSC	Council investigated the lack of signage and found little speed signs. Council is now in the process of conducting a speed review.

5. Correspondence or Information

Nil.

6. General Business

6.1 Mr. Kevin Byers – Burdekin Shire Council

1. Mr. Byers provided the committee members with an update on the two (2) Queensland Black Spot Program projects to install guardrails at Brown Road, Mona Park and George and School Roads, Clare. Due to material delays, the projects will not be complete until early July 2023.

The application under the Queensland Black Spot Program 2023-2024 has been approved for installation of a roundabout at Soper and Graham Streets, Ayr.

2. Mr. Byers advised that a submission is being prepared for the next round of the Queensland Black Spot Program to gain approval for installation of a roundabout at Parker and Graham Streets, Ayr and/or Macmillan and Soper Streets, Ayr for 2024-2025.
3. Councillor Musumeci made an enquiry that there may be a need for a prospective roundabout to be installed at the intersection of Edwards and Munro Streets, Ayr as a new service station is being proposed for this area, which may result in increased traffic.

6.2 Mr. Victor Hewett – Officer in Charge (Acting), Queensland Ambulance Service, Ayr

1. Mr. Hewett raised concerns as Queensland Ambulance Service Ayr are having visibility issues at the intersection of Burke and Chippendale Streets Ayr, particularly when travelling from the Ambulance Station at high speeds in an emergency as the fence line of the corner property is obstructing their line of vision.

The committee was informed that the matter was brought up at a previous Burdekin Shire Road Safety Advisory meeting when the owner was contacted by Council to cut down the trees on the property. Following further discussions with the owner, they were pleased to have the Council cut back the trees when necessary.

Council to investigate requirements of the Queensland Development Code for fence heights on corner lots.

2. Mr. Hewett voiced his concern that the Queensland Ambulance Services are finding it difficult to locate the addresses with the letter A following the number for example "16 A", when responding to an emergency call. Mr. Hewett recognises that the emergency services rely on precise information provided to the operator by residents when "000" is dialled and is seeking help in finding a solution.

Mr. Byers enquired about including Burdekin Shire Street name training as part of the Queensland Ambulance Services induction process. Mr. Hewett advised that this would be the case in the future.

During the discussion, it was agreed that Council liaise with the Media and Communications Officer to post a community announcement via social media to remind residents to clearly advise the "000" operator of their address and the nearby crossroad, allowing emergency services to respond more quickly.



6.3 Senior Constable Brett Elton – Road Policing Unit – Queensland Police Service, Ayr

1. Senior Constable Elton enquired on behalf of a work colleague regarding the status of the intersection of Soper and Graham Streets, Ayr. Senior Constable Elton was informed that construction of a roundabout will start in June 2023 with completion by June 2024 through the Black Spot Funding Program.

6.4 Mr. Kevin Riseley – Technical Officer (Road Safety) Northern District – Department of Transport and Main Roads

1. Mr. Riseley provided an update on the Burdekin Bridge Rehabilitation Project, with the next scheduled maintenance works on the steel components and painting the existing protective coating on the Burdekin River Bridge at Home Hill commencing nightly from Sunday, 4 June to Friday, 9 June 2023 between 7.00pm and 5.00am weather permitting.

During the maintenance work, there will be a 10-minute single lane closure with speed restrictions occurring during the maintenance works and oversize vehicles or wide loads of 3.4meters wide or greater will be unable to cross the Burdekin River Bridge during this time.

2. Mr. Riseley advised that the Fredericksfield Road to Homestead Road Construct Overtaking Lanes Construction Project and the Mount Inkerman Road Intersection Improvement contract was awarded to the BMD Group.

Works have commenced at Mount Inkerman Road Intersection and the Fredericksfield Road to Homestead Overtaking Lane. The Mount Inkerman Road Intersection is closed with a side track open for traffic to get to and from the Bruce Highway, which was in consultation with the Burdekin Shire Council.

Mr. Riseley stated that the projects are to be completed late 2023 or early 2024 weather permitting.

6.5 Mr. Matthew Slatcher – Acting Manager (Road Safety) Northern Region – Department of Transport and Main Roads

1. Mr. Slatcher introduced himself as relieving Ms. Rachael Coulson until late December 2023. Mr. Slatcher highlighted Fatality Free Friday occurring on 26 May 2023 and Queensland Road Safety Week to be held in August 2023 for which he will send further information closer to the date.

Mr. Slatcher informed the members that it was National Road Safety Week and requested contact information for the most suitable person to contact. Mr. Stockdale advises that Mr. Tony Blackwell, Manager Community Services would be that best contact person.

2. Mr. Slatcher reviewed the application process for the School Transport Infrastructure Program (STIP), which would provide funding to improve the safety and operation of schools through new or improved infrastructure at schools. Ms. Coulson had first brought this up at a previous meeting. Mr. Slatcher was happy to provide assistance with the application.

6.6 Councillor Max Musumeci – Burdekin Shire Council

1. Councillor Musumeci brought to the committee's attention the parking spaces that had been removed near Kids Crossing on Queen Street, Ayr, as drivers were still parking there at times. Council to investigate installing chevron markings to make it obvious to drivers that parking is no longer permitted.

6.7 Senior Constable Brett Elton – Road Policing Unit – Queensland Police Service, Ayr

1. Senior Constable Elton asked Mr. Slatcher for further information on the flashing school lights/speeding cameras that are being implemented throughout Queensland and if possible that any rollout of the speed camera in the Burdekin be made known to police.

6.8 Mr. Kevin Riseley – Technical Officer (Road Safety) Northern District – Department of Transport and Main Roads

1. Mr. Riseley informed the committee of an identified speed sign issue on Woodstock-Giru Road on the section between the Bruce Highway and the Giru Township.

This section prior to 2022 was signed a 100km/h speed zone. A temporary speed reduction to 60km/h was installed in / around 2022 due to pavement conditions caused by continual unseasonal rain. This temporary speed reduction has now recently been removed, however the previous existing 100km/h R4-1 signage has not been re-instated. This issue is in the process of being corrected by Department of Transport and Main Roads.

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

The next meeting will be held on Wednesday, 16 August 2023 at 10.30am.

Councillor M. Musumeci.

Chairman



Actions from This Meeting

	Action Item	Responsible Officer	Status
1.	Item 6.2.1. Council to investigate requirements of the Queensland Development Code for fence heights on corner lots.	Kevin Byers BSC	Pending
1.	Item 6.2.2 Council to liaise with the Media and Communications Officer to post a community announcement via social media to remind residents to clearly advise the "000" operator of their address and the nearby crossroad, allowing emergency services to respond more quickly.	Kevin Byers BSC	Pending
2.	Item 6.6.1 Council to investigate installing chevron markings to make it obvious to drivers that parking is no longer permitted at the parking bays removed near Kids Crossing in Queen Street, Ayr.	Kevin Byers BSC	Pending

4.3. MINUTES AND BUSINESS ARISING

RADF Advisory Group Minutes - 13 June 2023

File Reference: 2478

Report Author: Janice Horan, Grants and Property Officer

Authoriser: Nick OConnor, Director Corporate and Community Services

Meeting Date: 27 June 2023

Purpose

This report provides the Minutes of the RADF Advisory Group Meeting held on Tuesday, 13 June 2023.

Summary of recommendations and actions for consideration and adoption:

Item 7 - Consideration of Applications received in RADF 2022/23 Round 2

Applicant	Project	Requested Funding	Recommended Funding
Home Hill Harvest Festival	Finishing the exterior of the "Gateway to the Burdekin" installation with vinyl cladding of images of pioneers of the district.	\$5,000.00	\$5,000.00
Home Hill Chamber of Commerce	Create metal silhouette of a couple sitting at a table and chairs and add to the "4806" artwork in Home Hill. <i>The meeting recommends funding of the project on the condition that a final concept drawing is provided which indicates where the silhouette is to be attached to the "4806" posts.</i>	\$3,700.00	\$3,700.00
Lower Burdekin Celtic Dancing Association	Towards cost of conducting a weekend of Highland dancing lessons delivered by a teacher/adjudicator registered with the Royal Scottish Official Board of Highland Dancing	\$3,000.00	\$3,000.00
Burdekin Uniting Church	Towards cost of conducting inaugural Gospel Music Festival at Burdekin Theatre Forecourt on 27 August 2023. <i>The meeting recommends that it be suggested to the Burdekin Uniting Church that stallholders be charged a fee to assist to offset costs.</i>	\$5,180.00	\$5,000.00

Estelle Poots	Development of a comprehensive online course for holistic healing and trauma release with an emphasis on the arts, deliver in person trauma releasing art and singing workshops culminating in an art exhibition. This is a regional event. <i>The meeting recommends funding of the project to a lesser amount on the condition that Mrs Poots provides information on how it is intended to engage with the Burdekin community and provides further information on the budget.</i>	\$1,800.00	\$915.00
		\$18,680.00	\$17,615.00

Item 8.1 Recommendation for Production of Short Videos of RADF Success Stories

1. It is recommended that short videos of RADF success stories be produced which could be placed on social media outlets as a promotional tool for the RADF program.

Recommendation

That:

1. The minutes of the RADF Advisory Group Meeting held on 13 June 2023 be noted, and;
2. The recommendations as detailed in the minutes and summarised in Items 7 and 8.1 be adopted.

Attachments

None

Meeting Minutes

Meeting	RADF Advisory Group Meeting		
Date	Tuesday, 13 June 2023	Time	4:00 PM
Attendees	Cr Lyn McLaughlin, Cr Sue Perry, Mr Glenn Arboit (Cultural Venues Manager), Mrs Coral Colquhoun, Mr John Woods and Mrs Janine Worlein		
Apologies	Nil		
Chairperson	Cr Sue Perry		
Minutes Clerk	Mrs Janice Horan (RADF Liaison Officer)		
Location	Ernie Ford Board Room		

Agenda Items

1. Welcome:
Cr Perry opened the meeting and welcomed attendees. She explained that Mr Arboit was attending the meeting as proxy for Mr Blackwell.
2. Declarations of Interest:
Mr Woods declared a perceived conflict of interest for the Home Hill Harvest Festival application as he is Vice President of the festival committee.
Cr McLaughlin declared a perceived conflict of interest for the Home Hill Harvest Festival application as her nephew is President of the festival committee.
3. Apologies: Nil
4. Minutes Received:
It was resolved that the minutes of the RADF meeting held on 22 November 2022 be received as a true and accurate record. (The meeting noted that the minutes were adopted by Council at its meeting held on 13 December 2022).
5. It was resolved that the minutes of the RADF meeting held on 4 April 2023 be received as a true and accurate record. (The meeting noted that the minutes were adopted by Council at its meeting held on 26 April 2023).
6. Review of Outcome Reports: The meeting reviewed Outcome Reports that had been received since the last meeting from Home Hill Harvest Festival, Lower Burdekin Celtic Dancing Association, Burdekin Singers & Theatre Company, Jye Ravizza, and Christine Clark and Meg Carlsen.
7. Consideration of Applications received in RADF 2022/23 Round 2:

The meeting noted that available funds for distribution in Round 2 were \$17,615.

Applicant	Project	Requested Funding	Recommended Funding
Home Hill Harvest Festival	Finishing the exterior of the "Gateway to the Burdekin" installation with vinyl cladding of images of pioneers of the district.	\$5,000-00	\$5,000-00
Home Hill Chamber of Commerce	Create metal silhouette of a couple sitting at a table and chairs and add to the "4806" artwork in Home Hill. <i>The meeting recommends funding of the project on the condition that a final concept drawing is provided which indicates where the silhouette is to be attached to the "4806" posts.</i>	\$3,700-00	\$3,700-00
Lower Burdekin Celtic Dancing Association	Towards cost of conducting a weekend of Highland dancing lessons delivered by a teacher/adjudicator registered with the Royal Scottish Official Board of Highland Dancing	\$3,000-00	\$3,000-00
Burdekin Uniting Church	Towards cost of conducting inaugural Gospel Music Festival at Burdekin Theatre Forecourt on 27 August 2023 <i>The meeting recommends that it be suggested to the Burdekin Uniting Church that stallholders be charged a fee to assist to offset costs.</i>	\$5,180-00	\$5,000-00
Estelle Poots	Development of a comprehensive online course for holistic healing and trauma release with an emphasis on the arts, deliver in person trauma releasing art and singing workshops culminating in an art exhibition. This is a regional event. <i>The meeting recommends funding of the project to a lesser amount on the condition that Mrs Poots provides information on how it is intended to engage with the Burdekin community and provides further information on the budget.</i>	\$1,800-00	\$915-00
		\$18,680-00	\$17,615-00

8. General Business

8.1 Recommendation for Production of Short Videos of RADF Success Stories:

The meeting discussed ideas for new artistic development of the RADF program. It was noted that currently the RADF program is advertised through social media and word of mouth utilising RADF members, as production of the local newspaper recently ceased.

It is recommended that short videos of RADF success stories be produced which could be placed on social media outlets as a promotional tool for the RADF program.

Actions from Previous Meeting

	Action Item	Responsible Officer	Due Date	Status
1	Change to Item 3 of RADF Priority Funding Areas for 2022/23	J Horan	31/1/23	Completed
2	Request Home Hill Harvest Festival to submit Outcome Report for "Gateway to the Burdekin" Sculpture Project	J Horan	31/1/23	Completed

New Action Items

	Action Item	Responsible Officer	Due Date	Status
1	Contact Home Hill Chamber of Commerce for final concept drawing of attachment of silhouette to "4806" posts.	J Horan	20/6/23	
2	Contact Mrs Poots concerning further information on "Project Shimmer"	J Horan	20/6/23	

4.4. MINUTES AND BUSINESS ARISING

Audit Committee Meeting Minutes - 14 June 2023

File Reference: 388

Report Author: Jodie Ordorica, Governance Support Officer

Authoriser: Nick OConnor, Director Corporate and Community Services

Meeting Date: 27 June 2023

Purpose

This report provides the Minutes of the Audit Committee Meeting held on 14 June 2023.

Summary of recommendations and actions for consideration and adoption:

Item 3 Minutes from the previous Audit Committee Meeting

That the minutes from the previous meeting be formally adopted by the Committee with the addition of the recorded amendment.

Item 4.1 and 4.2 QAO Emerging issues and reports to Parliament and External Audit Progress

That the Committee note the QAO Briefing Paper and 2023 Interim Audit Report.

Item 4.3 Consider need for closed session briefing with Crowe/QAO

That the Committee agree a closed session briefing is not required.

Item 5.1 Annual Internal Audit Plan – formal endorsement by Committee

That the Committee adopt the revised Internal Audit Plan.

Item 6.1 Presentation of Risk Management Committee Meeting Minutes

That the Committee note the Risk Management Committee Meeting minutes from 31 May 2023.

Item 6.2 Long Term Financial Forecast

That the Committee note the Long Term Financial Forecast.

Item 7.1 Chairperson's Annual Report

That the Committee endorse the Audit Committee Chairperson's 2022/2023 Annual Report to be presented to Council.

Item 8.1 Annual Infrastructure Valuation Methodology Report

That the Committee note the 2022-2023 Internal Valuation Report.

Recommendation

That:

1. the minutes of the Audit Committee meeting held on 14 June 2023 be noted; and
2. the recommendations as detailed in the minutes and summarised in Items 3 to 8.1 above be adopted.

Attachments

1. Minutes - Audit Committee Meeting - 14 June 2023

Meeting Minutes

Meeting	Audit Committee Meeting		
Date	Wednesday, 14 June 2023	Time	9:00 am
Attendees	Mr. David Sibley – Independent Chairperson Mr. Jim Fahey – Independent Professional Member Mr. Jim Nuttall – Independent Community Member Ms. Ashita Lal – Audit Manager - Queensland Audit Office Ms. Donna Sinanian – External Auditor and Partner – Crowe (Teams) Mr. Mitchell Witt – Senior Manager BDO (Risk Advisory) Cr. Sue Perry – Councillor Mr. Terry Brennan – Chief Executive Officer Mr. Nick O'Connor – Director Corporate and Community Services Mrs. Kim Olsen – Manager Financial and Administrative Services Mrs. Rebecca Stockdale – Senior Governance Officer Miss. Fiona Smith – Financial Account Reporting		
Apologies	Cr. Lyn McLaughlin – Mayor Cr. Michael Detenon – Councillor Mr. Nick Wellwood – Director Infrastructure Planning and Environmental Services Mrs. Kathy Cortabitarte – Financial Accountant Systems Mr. Kevin Byers – Manager Technical Services		
Chairperson	Mr. David Sibley – Independent Chairperson		
Minutes Clerk	Mrs. Jodie Ordorica – Governance Support Officer		
Location	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 3 May 2023

Minutes of the previous Audit Committee Meeting held on 3 May 2023 were circulated to Committee members prior to the meeting.

Mr. Sibley noted one amendment to be made to Item 9.2 JLT Cybersecurity Controls Review Report. Mr. Sibley requested the minutes reflect his request to have regular briefings provided to the Audit Committee on the progress of the Cybersecurity measures outlined in the report that was tabled.

Moved Mr. Sibley seconded Cr. Perry that the minutes from the previous meeting be formally adopted by the Committee with the addition of the above amendment. Carried.

4. QAO/External Audit

4.1 QAO – Emerging issues and reports to Parliament

Ms. Lal provided an overview of the QAO briefing paper circulated to the Committee ahead of the meeting.

QAO's forward work plan for 2023-2026 was recently published with the focus areas including the following themes:

- Technology risk and opportunities
- Sustainable communities and environment
- Governance of government
- Healthy and safe Queenslanders
- Infrastructure investment
- Economic risk and recovery

Responding to and recovering from cyber security incidents audit is in the planning stage and anticipated to be tabled October 2023. Other reports to parliament that may be relevant to local government are:

- Managing Queensland's debt and investments 2022 – Tabled 29 May 2023
- Growing ecotourism in Queensland – Tabled 9 May 2023

Recently published posts of interest from QAO's blog are:

- Asset management – where do I start? – Published 1 June 2023
- The importance of developing effective strategies – Published 8 May 2023

QAO's next briefing for audit committee chairs will be held in December 2023.

4.2 External Audit Progress – Findings and Issues

Ms. Sinanian provided an overview of the 2023 Interim Report as circulated to the Committee prior to the meeting. The interim report detailed results of interim work performed to 31 March 2023. The results have not identified any internal control deficiencies and there are no financial reporting matters requiring follow up.

Council is on track to provide all required supporting information by the agreed milestone dates, and all agreed financial reporting and audit deliverable milestones to date have been met.

Moved Mr. Fahey, seconded Mr. Nuttall that the Committee note the QAO Briefing Paper and 2023 Interim Report.

4.3 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.

5. Internal Audit

5.1 Annual Internal audit plan – formal endorsement by committee

Mr. Witt presented the revised three-year Internal Audit Plan for the period 2021/22 Financial Year to 2023/24 Financial Year.

This plan consolidates proposed focus areas based on risk and assurance priorities and has been updated for the 2023/24 financial year period following consultation with Management.

Internal audits to be completed in the 2023/24 financial year are:

- Payroll processes and Asset accounting processes are being deferred for a future internal audit plan due to the impact from TechOne upgrade to CiAnywhere, proposing to be replaced with:
 - Inventory management
 - Cyber resilience
- Waste collection contract
- Independent review of CiAnywhere transition project (as required)

A number of alternative audit focus areas were considered during the planning process however were not included in the proposed Internal Audit Plan and have been noted for consideration when next year's internal audit plan is developed. These include:

- Procurement processes
- Physical security and cyber-attack simulation
- Capital program delivery
- Contract management
- Planning scheme implementation
- Hire to retire
- Contractor management.

Moved Cr. Perry, seconded Mr. Nuttall that the revised Internal Audit Plan be formally adopted by the Committee. Carried.

6. Management Updates

6.1 Presentation of Risk Management Committee Meeting Minutes held on 31 May 2023

Minutes of the Risk Management Committee Meeting minutes held on 31 May 2023 were circulated to Committee members prior to the meeting.

Mr Brennan briefed the committee on the topics covered in the Risk Management Committee meeting.

Mr. O'Connor acknowledged Mrs. Stockdale's time and commitment over the past few years in liaising with departments to conduct detailed business impact analysis and reviewing and updating Council's Business Continuity Sub-Plans.

Mr Brennan also noted that Council's Strategic Risk Register has been reviewed and updated, with feedback provided by both the Audit Committee and the Risk Management Committee. A workshop session has been held with Council to brief them on Council's Strategic Risks and the process undertaken to identify and review those risks.

Moved Mr. Fahey, seconded Cr. Perry that the minutes of the Risk Management Committee Meetings held on 31 May 2023 be noted by the Committee.

6.2 Long Term Financial Forecast

Mrs. Olsen presented the Long Term Financial Forecast that has been prepared with the 2023/2024 Budget. As the budget has not been released, it was noted that this document is confidential.

The annual budget process commenced in February with regular workshops where all assumptions and initiatives are discussed, including the capital program over the next ten years.

The financial forecast has been positively impacted by the increased financial assistance grant to be received by Council and the favourable interest rates on investment of surplus funds.

The forecast has been negatively impacted by the increase in CPI, electricity costs and the ongoing increases of goods and services.

Mrs Olsen noted that the first year of the financial forecast is impacted by the increased cost of Employee Benefits, which will increase by 7% from 1 July 2023 in accordance with the current Certified Agreement.

Mrs. Olsen highlighted that all ratios are within acceptable financial sustainability ranges. In particular, operating surplus ratio, demonstrates that Council expects to achieve a modest surplus over the next ten year period.

Mr. Brennan advised the forecast operating deficit for 2022/2023 is due to the Federal Government's prepayment of the financial assistance grant to Councils in the previous financial year rather than within the year it relates to.

Mr. Brennan advised allowances have been made in the budget for the filling of current employee vacancies.

The Committee noted the Long Term Financial Forecast.

7. Effectiveness of Audit Committee

7.1 Chairperson's Annual Report

Mr. Sibley presented the Audit Committee Chairperson's 2022/2023 Annual Report, as circulated to the Committee prior to the meeting. The report provides an overview of the Committee oversight and major issues dealt with during the year.

Mr. Sibley outlined his enjoyment of his first year as Chair and expressed his appreciation to Council for the opportunity to be of service, and extended his thanks to his fellow Committee members, the CEO and Council officers for their assistance and contributions.

The Committee endorsed the Audit Committee Chairperson's 2022/2023 Annual Report to be presented to Council.

8. Infrastructure Assets

8.1 Annual Infrastructure Valuation Methodology Report

In the absence of the Manager of Technical Services and the Director of Infrastructure, Planning and Environmental Services, Mr. Brennan provided the committee with a brief overview of the 2022-2023 Internal Valuation Report. Progress on the Asset Management Roadmap has not progressed as quickly as proposed due to extended periods of vacancies in the Asset Management and Design Office teams.

A comprehensive review of unit rates was completed in 2023. While various input costs experienced minor increases in 2023, some material costs and external plant hire rates have varied considerably throughout the year. Most notably is the cost of bitumen products which escalated by an average of 25% throughout the year. The other notable variation in material costs is for stone products which decreased by an average of 7% due to the removal of a fuel levy applied prior to the 2022 valuation. This was removed by the supplier following an assessment of the effect of high fuel prices on their operations.

A comprehensive revaluation of Transport, Stormwater Drainage and Land and Other Assets was undertaken this year. A comprehensive valuation of Bridges and Major Culverts was undertaken in March 2022 with a desktop review completed in 2023.

Mr. Sibley commended Mr. Byers on the comprehensive report presented to the Committee.

Mr. Brennan advised AssetVal (Insurance valuation specialists associated with Council's insurers) will be conducting a valuation of Council's buildings for Insurance purposes in 2023/2024 (funded by LGMS) and Council will examine the opportunity to have their building asset valuation completed simultaneously to economise on costs.

Moved Cr. Perry, seconded Mr. Fahey that the Committee note the 2022-2023 Internal Valuation Report.

9. General Business

9.1 Mr. Terry Brennan – Chief Executive Officer

Mr. Brennan provided an overview of current major projects:

- Following the Federal Budget, the Federal Government announced the "Building Better Regions Fund" has been replaced by a new program "Growing Regions". The focus is on Community Infrastructure not Economic Infrastructure and under the new program's guidelines Council's Industrial Estate Expansion project is ineligible; therefore, Council will look to proceed with the Industrial Estate Expansion project without Federal Government funding. Council plan to commence earthworks in the next few weeks and further infrastructure works will commence after the end of the wet season.
- The first round of the new "Growing Regions" funding program opens in July and will close in August. At this time, no Council projects have been identified that would be eligible for this funding. Council will endeavour to apply to the second round which will be in approximately eighteen months.
- The earthworks pad for the Macro-Algae Facility is progressing well and is the precursor to the construction of the new facility. The earthworks project is funded under the "Building Our Regions Program" grant. Council is in final negotiations over the contract terms with Pacific Bio in relation to the Bioremediation facility, who will also be responsible for operating and maintaining the facility for fifteen years.
- Council has submitted a business case to the State Government in relation to the new filtration plant for the Ayr water supply and is currently awaiting a response. This is a large investment which may take two years to construct from tenders to delivery, as the project is technically detailed. Council is in negotiations with various State Government Departments.
- The Council budget is planned to be adopted 27 June 2023. It has been a very challenging environment and staff have worked diligently, and Council is hopeful of a good outcome when the budget is adopted.

Cr. Perry commented on Council's disappointment to not being able to be successful in obtaining external funding for the Industrial Estate Expansion as Council believes this project will have wide ranging benefits to the community, but it wishes to proceed with the project.

There being no further business, the meeting closed at 9.43 am.

The next meeting will be held on Wednesday, 9 August 2023.

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 with the addition of the recorded amendment.
4.1 & 4.2	That the Committee note the QAO Briefing Paper and 2023 Interim Audit Report.
4.3	That the Committee agree a closed session briefing is not required.
5.1	That the Committee adopt the revised Internal Audit Plan.
6.1	That the Committee note the Risk Management Committee Meeting minutes from 31 May 2023.
6.2	That the Committee note the Long Term Financial Forecast.
7.1	That the Committee endorse the Audit Committee Chairperson's 2022/2023 Annual Report to be presented to Council.
8.1	That the Committee note the 2022-2023 Internal Valuation Report.

6.3.1. FINANCIAL AND ADMINISTRATIVE SERVICES

Consideration for Annual Valuation - 2024 Revaluation Program

File Reference: 678

Report Author: Jacqui Thomasson, Revenue Coordinator

Authoriser: Kim Olsen, Manager Finance and Administrative Services

Meeting Date: 27 June 2023

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

5.2.2: Responsibly manage Council's financial position to ensure sustainability.

5.2.4: Undertake regulatory responsibilities in accordance with legislative obligations.

Burdekin Shire Council Operational Plan 2022-2023

R1 Maintain the property and rating database to ensure a high level of accuracy.

R2 Issue timely and accurate rates and charges notices.

Executive Summary

Council has received correspondence from Laura Dietrich, Valuer-General, Department of Resources, seeking Council's view in relation to the revaluation of the Burdekin Shire as part of the 30 June 2024 Revaluation Program.

Recommendation

That Council responds to the Valuer-General supporting the inclusion of the Burdekin Shire in the Department of Resources' 2024 Revaluation Program.

Background

The *Land Valuation Act 2010* requires that the Valuer-General undertakes an annual valuation of rateable land, however the Valuer-General may decide not to undertake an annual valuation of land in a local government area after considering:

- a market survey report for the local government area which reviews the sales of land and the probable impact of the sales on the value of land since the last annual valuation, and
- the results of consultation with the local government for the area and appropriate local and industry groups.

The State Valuation Service (SVS) is currently considering a range of factors, including the timing of the last valuation and market movements. The SVS will continue to monitor the property market.

Historically, Council has responded to the SVS requesting that an annual valuation be undertaken with the view that even minor fluctuations in valuations can have an impact on Council's ratepayers.

It is Council's aim to minimise the impact on ratepayers and avoid possible large adjustments to valuation relativities which may occur when the annual valuation process is not undertaken for a number of years.

As a result, it is recommended that Council respond to the Valuer-General in support of an annual revaluation be conducted in the 2024 financial year.

Consultation

Not Applicable.

Budget & Resource Implications

Not Applicable.

Legal Authority & Implications

Not Applicable.

Policy Implications

Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)

A potential risk is present in regard to fluctuations in valuations effecting both ratepayers and Council.

Attachments

None

6.3.2. FINANCIAL AND ADMINISTRATIVE SERVICES

Monthly Financial Report - May 2023

Recommendation

That the Monthly Financial Report for Period Ending 31 May 2023 be received.

Attachments

1. Monthly Financial Report - May 2023
2. 2022-2023 Capital PCG May 2023

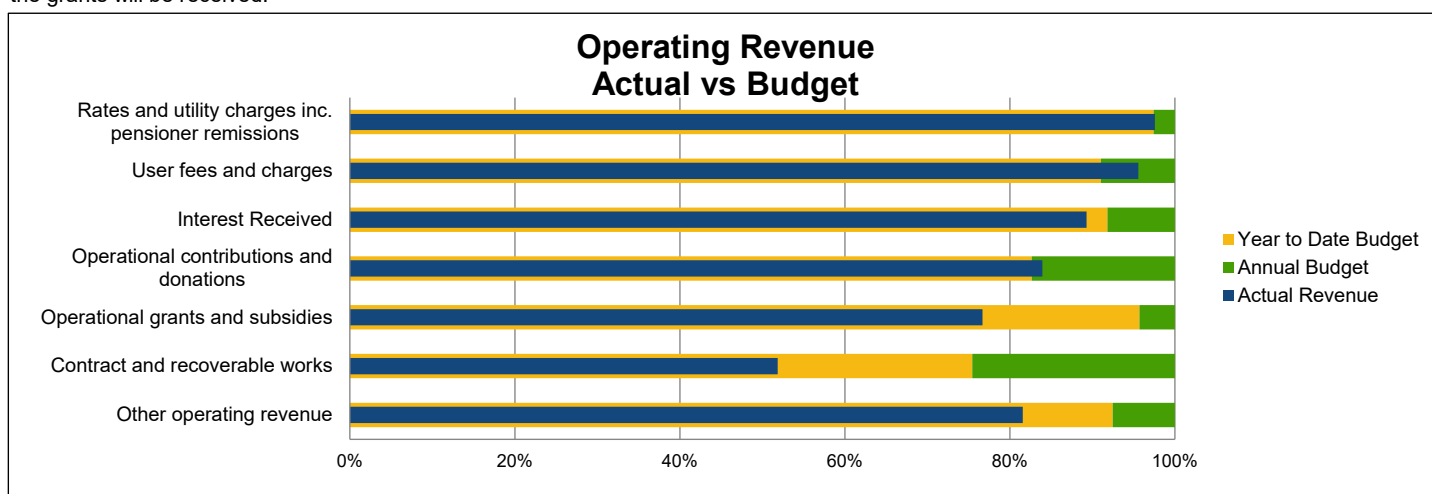
The following report provides a summary of Council's financial performance to 31 May 2023.

FINANCIAL STATEMENTS AT A GLANCE

As at 31 May 2023	Actual \$	Annual Budget \$	YTD Revised Budget \$	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Total Operating Revenue	51,391,899	54,922,540	52,567,242	-1,175,343	-2%
Total Operating Expenses	49,465,203	56,882,473	51,881,809	-2,416,606	-5%
Operating Position	1,926,696	-1,959,933	685,433	1,241,263	181%
Capital Revenue	7,431,400	12,233,726	12,233,726	-4,802,326	-39%
Net Result	9,358,096	10,273,793	12,919,159	-3,561,063	-28%

This report contains financial information for the period ending 31 May 2023. Council's operating position at month end is a \$1.9M surplus.

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

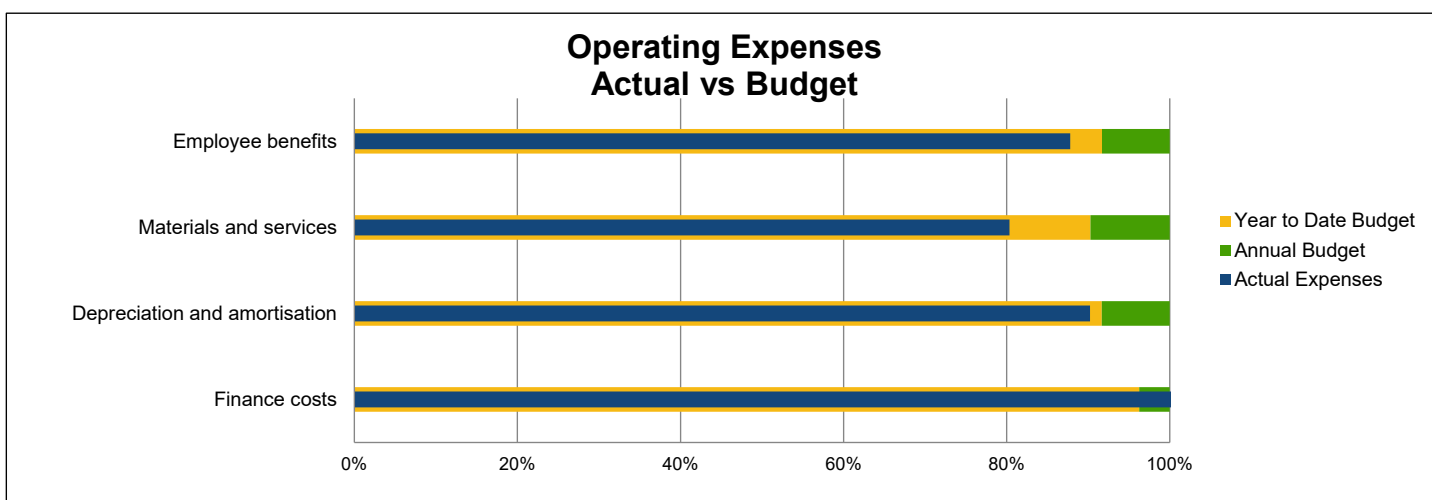


Under Budget:

- Operational grants and subsidies: Under budget due to timing of QRA funding.
- Contract and recoverable works: Roads Maintenance Performance Contract income under budget due to timing of works.

Over Budget:

- User fees and charges: Increased trade waste charges, and higher caravan park takings.



Note: Graph has not been modified to reflect Finance Costs at 805%

Under Budget:

- Materials and services: Major variances are QRA Recoverable works, Land Protection precept payment and recoverable works expenditure as identified in program reports.

Over Budget:

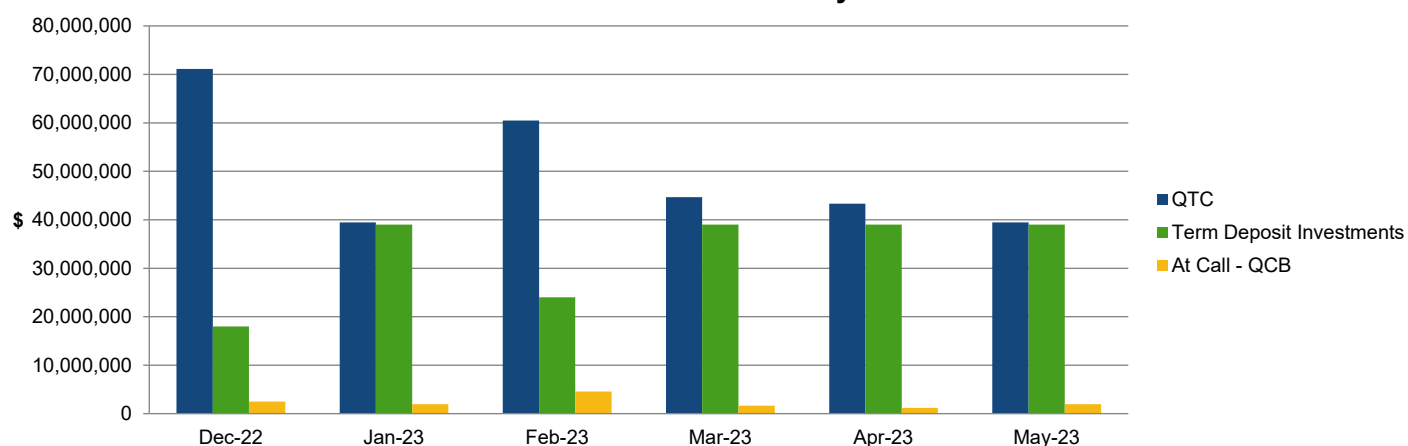
- Finance costs: included in the restoration provision calculation at the 31 March 2023 is a borrowing cost which represents the discounting used to reflect the passage of time until the sites are remediated. These transactions are not included in the budget estimates.

INVESTMENT PORTFOLIO

Investment Report as at 31 May 2023 (including at call cash)

	Total Invested	Average Current Rate Weighted	% Invested
Bendigo	4,000,000	4.31%	5.0%
CBA	8,000,000	4.58%	9.9%
NAB	15,000,000	4.40%	18.7%
Suncorp	12,000,000	4.46%	14.9%
QCB	0	0.00%	0.0%
QTC	39,459,657	3.84%	49.1%
QCB General	1,959,277	2.05%	2.4%
Total Funds	\$80,418,934		

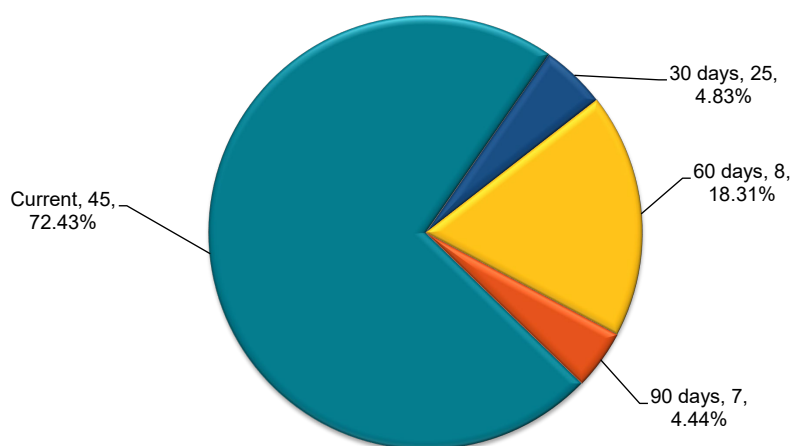
Investment Summary



SUNDRY DEBTORS

Total outstanding Sundry Debtors as at 31 May 2023 are \$232,866.80.

Aged Sundry Debtors

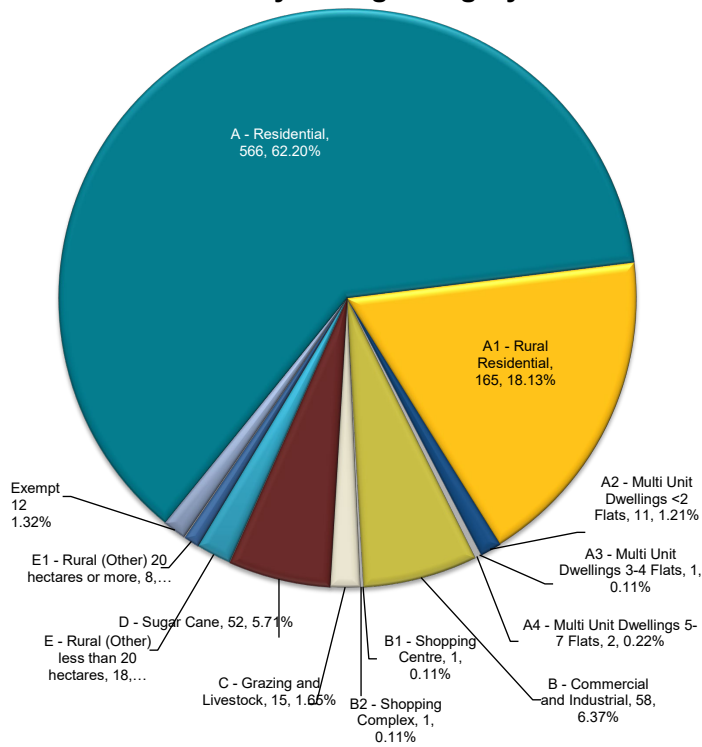


RATES

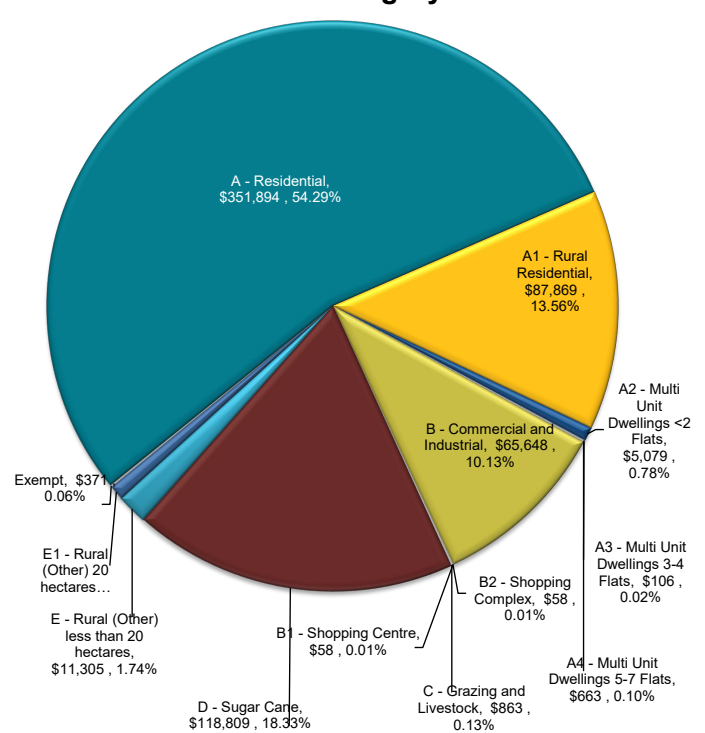
Arrears as at 1 July 2022		\$518,242
Levy and fees raised *	\$44,919,257	
Interest charged *	\$109,280	
Less Pensioner subsidy and rebate	\$665,656	
	\$	44,362,882
Payments received	-\$	44,233,452
Arrears as at 31 May 2023	\$	<u>647,672</u>
% Arrears May 2023		1.44%
% Arrears May 2022		1.53%
Pre-payments as at 31 May 2023		\$1,989,829
Pre-payments as at 31 May 2022		\$1,803,995

* includes State Govt Emergency Management Levy

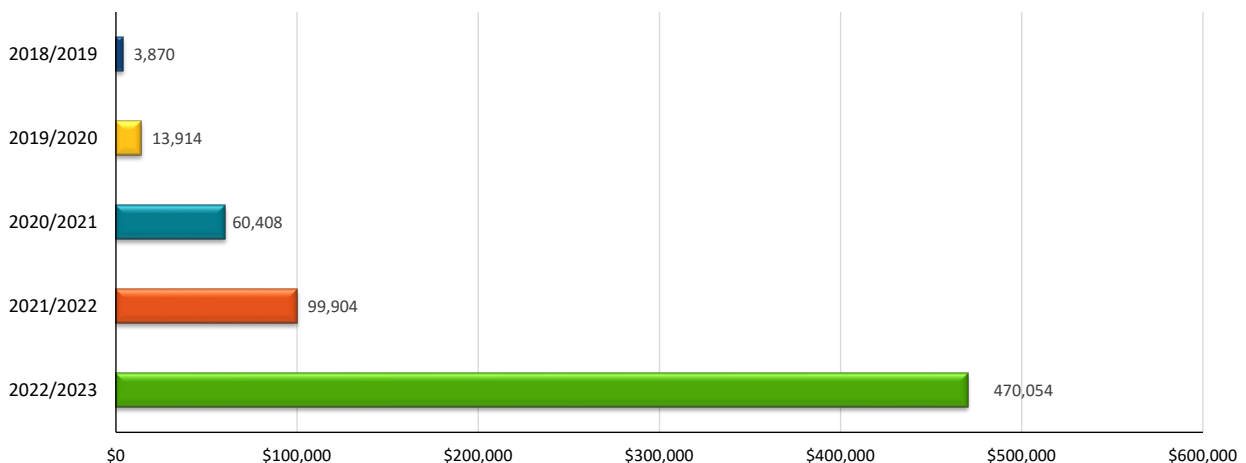
Number of Properties with Outstanding Rates by Rating Category



\$ Value of Outstanding Rates by Rating Category



Total Rates Outstanding by Financial Year



Collection House - Debt Referral

Council currently has 120 active files with Collection House with an outstanding balance of \$366,966.58.

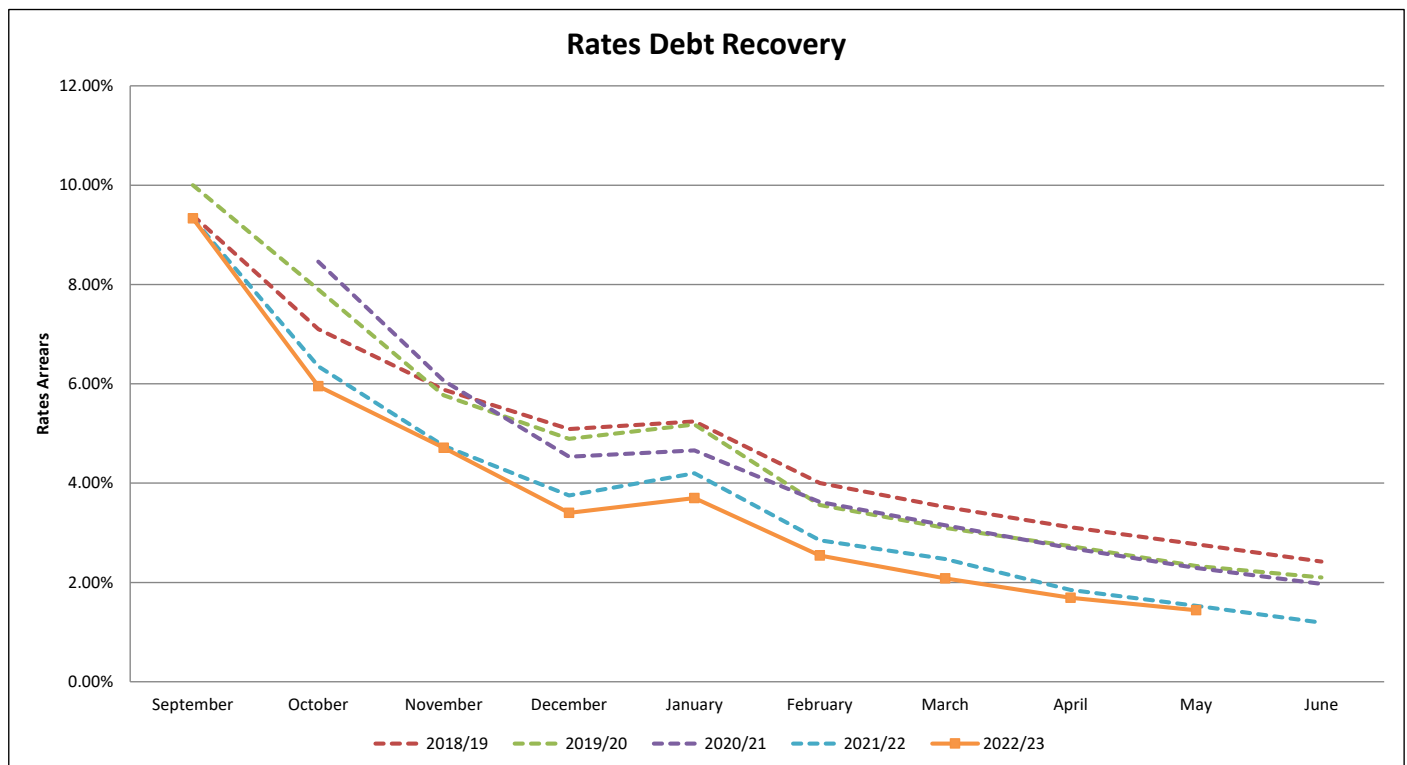
Council Periodic Payment Plans

Council has 150 formalised periodic payment plans currently in place. These will continue to be monitored by Rates Staff to ensure conformance.

In addition, there are two properties with approved Hardship Applications currently on payment plans.

Collection House - Sale of Land

Council sold four (4) properties at Auction on 17/05/2023. Settlement for 3 properties to take place on 16/06/2023 and 1 on 23/6/23.



OVERVIEW OF COUNCIL'S CAPITAL PROJECTS

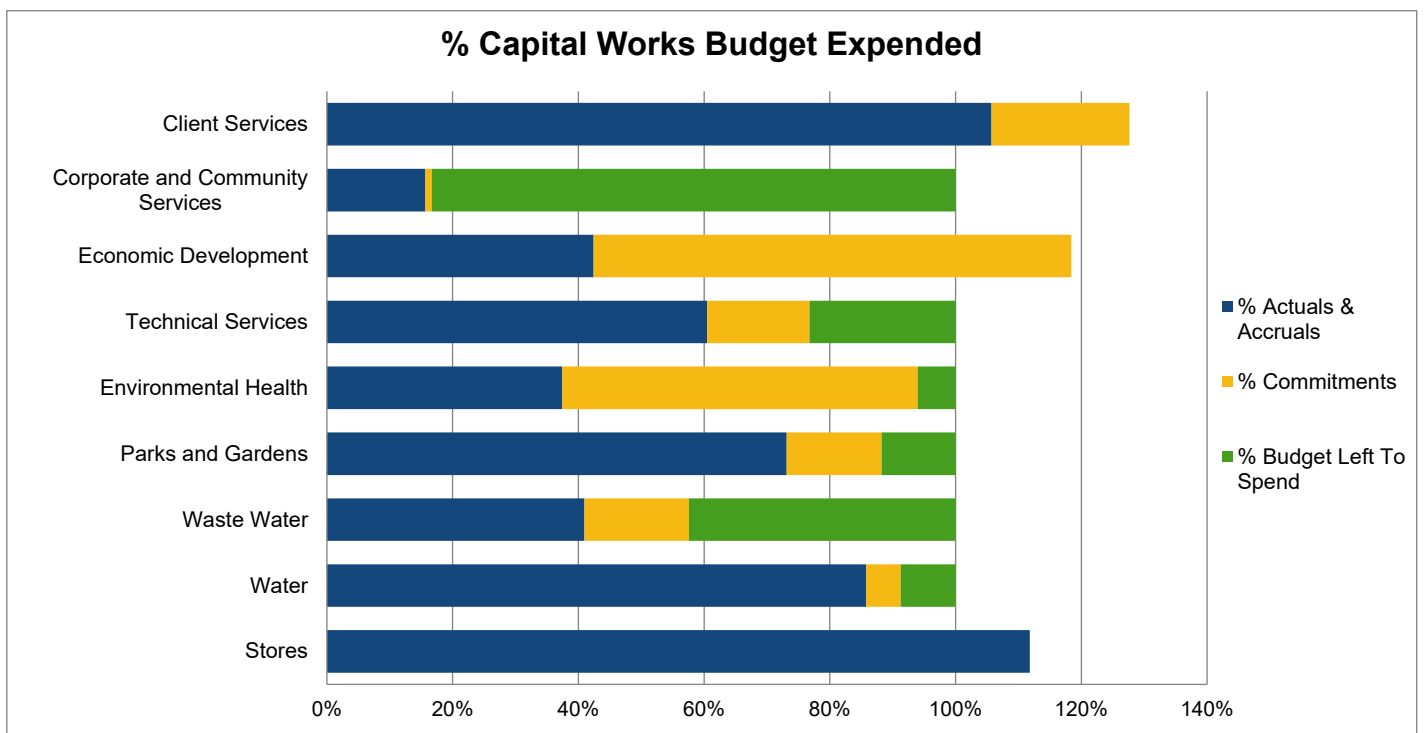
Capital expenditure incurred for the year to 31 May, is shown by asset category in the table below.

Capital project expenditure to 31 May is \$18,843,073. In addition to this, there is \$4,053,327 of commitments. Therefore totalling \$22,896,400.

Financial Overview by Asset Category

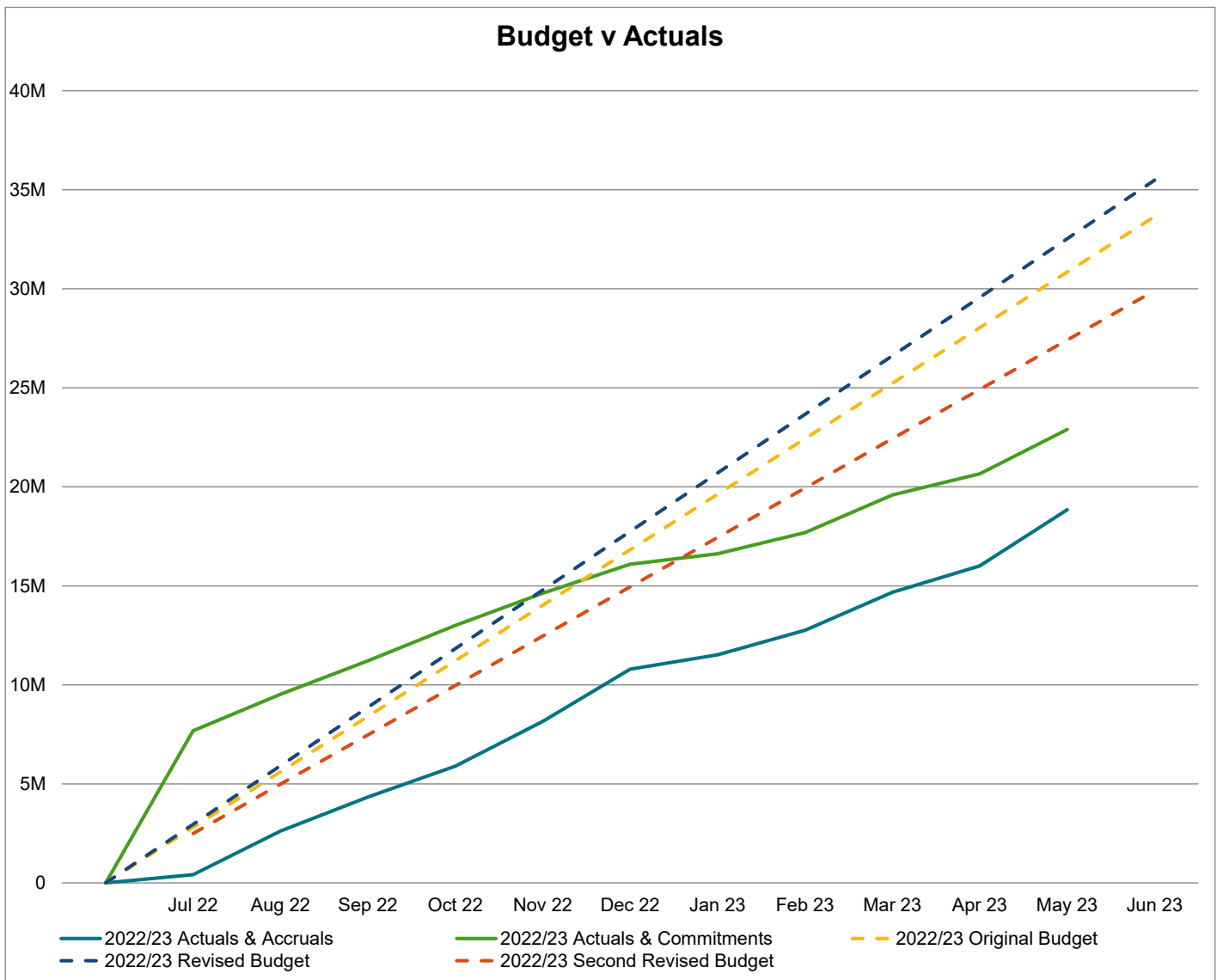
Asset Category	Original Budget	Revised Budget	Actuals & Accruals	Commitments	Total
Client Services	\$ 196,000	\$ 245,400	\$ 259,415	\$ 53,891	\$ 313,306
Corporate and Community Services	\$ 2,622,700	\$ 2,251,922	\$ 352,235	\$ 23,925	\$ 376,160
Economic Development	\$ 30,000	\$ 30,000	\$ 12,721	\$ 22,803	\$ 35,524
Technical Services	\$ 13,199,000	\$ 11,294,353	\$ 6,834,316	\$ 1,834,336	\$ 8,668,652
Environmental Health	\$ 335,000	\$ 562,985	\$ 210,642	\$ 318,405	\$ 529,047
Parks and Gardens	\$ 4,898,520	\$ 6,400,764	\$ 4,680,187	\$ 966,399	\$ 5,646,586
Waste Water	\$ 4,250,000	\$ 3,021,882	\$ 1,238,427	\$ 501,964	\$ 1,740,391
Water	\$ 8,040,483	\$ 5,997,915	\$ 5,143,315	\$ 331,604	\$ 5,474,919
Stores	\$ 75,000	\$ 100,000	\$ 111,815	\$ -	\$ 111,815
TOTAL	\$ 33,646,703	\$ 29,905,221	\$ 18,843,073	\$ 4,053,327	\$ 22,896,400

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 2023.

APPENDIX 4 - STATEMENT OF CASH FLOWS

Attached is the Statement of Cash Flows for the period ending 31 May 2023.

OPERATING STATEMENT
Period Ending 31 May 2023

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
Operating Revenue					
Operational contributions and donations	35	479	733	-255	-35%
Operational grants and subsidies	0	34,550	44,500	-9,950	-22%
Other operating revenue	17,831	74,014	52,133	21,881	42%
Total operating revenue	17,865	109,043	97,367	11,676	12%
Operating Expenses					
Employee benefits	170,961	1,210,296	1,227,347	-17,051	-1%
Materials and services	44,688	254,727	416,149	-161,422	-39%
Total operating costs	215,649	1,465,023	1,643,496	-178,472	-11%
Surplus (deficit) from operating activities	-197,784	-1,355,980	-1,546,129	190,149	-12%
Net result for period	-197,784	-1,355,980	-1,546,129	190,149	-12%

Comments

Operational grants and subsidies

Grant funding for Multicultural Fair has been received. To be transferred in June from Manager Community Services section.

Other operating revenue

Additional revenue from sponsorships and bar sales at Sweet Days Hot Nights festival.

Materials and services

Variance is due to timing of expenses from Sweet Days Hot Nights festival to be paid in June. New Visitor Guide also under production with payment to occur in June.

OPERATING STATEMENT
Period Ending 31 May 2023

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
Operating Revenue					
User fees and charges	4,184	85,687	84,611	1,075	1%
Operational contributions and donations	0	16,748	16,500	248	2%
Operational grants and subsidies	0	84,934	101,372	-16,438	-16%
Other operating revenue	0	3,505	3,208	297	9%
Total operating revenue	4,184	190,874	205,692	-14,817	-7%
Operating Expenses					
Employee benefits	83,824	560,536	581,130	-20,594	-4%
Materials and services	81,875	634,724	700,398	-65,675	-9%
Depreciation and amortisation	130,274	1,280,714	1,284,433	-3,720	0%
Total operating costs	295,973	2,475,974	2,565,962	-89,988	-4%
Surplus (deficit) from operating activities	-291,789	-2,285,100	-2,360,270	75,170	-3%
Capital grants and subsidies	0	69,500	879,000	-809,500	-92%
Other capital income (expense)	-41,743	-53,804	-12,062	-41,742	346%
Net result for period	-333,531	-2,269,404	-1,493,332	-776,072	52%

Comments

Operational grants and subsidies

Under budget due to quarterly payment of grant for Multi-tenant building not being received. Grant expected to be received in June.

Materials and services

Under Budget due to timing of internal audit and business analyst payments.

Capital grants and subsidies

Grant application for Ayr Industrial Estate was unsuccessful.

Other capital income (expense)

Loss from building asset disposals.

OPERATING STATEMENT
Period Ending 31 May 2023

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
Operating Revenue					
Operational grants and subsidies	0	35,940	35,940	0	0%
Other operating revenue	0	35,898	51,517	-15,619	-30%
Total operating revenue	0	71,838	87,457	-15,619	-18%
Operating Expenses					
Employee benefits	248,297	2,887,505	2,734,173	153,333	6%
Materials and services	129,045	1,959,860	1,999,995	-40,134	-2%
Total operating costs	377,342	4,847,365	4,734,167	113,198	2%
Surplus (deficit) from operating activities	-377,342	-4,775,527	-4,646,711	-128,817	3%
Net result for period	-377,342	-4,775,527	-4,646,711	-128,817	3%

Comments

Other operating revenue

Under budget due to Queensland Local Government Workcare for reimbursement of wages. Workcare payments are received as the need arises and therefore often varies to budget. This budget was increased in the second budget revision due to known pending Workcare payments, which are still being assessed. These payments have not been as high as first forecast.

Employee benefits

Oncost recoveries continue to track unfavourably due to vacant positions and staff leave. Also over budget due to higher than forecast Sick Leave and Annual Leave. This is offset by Long Service Leave and Superannuation being under budget.

OPERATING STATEMENT
Period Ending 31 May 2023

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
Operating Revenue					
User fees and charges	27,770	189,277	206,708	-17,432	-8%
Operational contributions and donations	0	50	0	50	-
Operational grants and subsidies	0	38,098	144,313	-106,215	-74%
Other operating revenue	5,518	63,406	73,104	-9,698	-13%
Total operating revenue	33,288	290,831	424,125	-133,294	-31%
Operating Expenses					
Employee benefits	226,858	1,642,426	1,657,564	-15,139	-1%
Materials and services	66,767	1,052,807	1,246,180	-193,374	-16%
Depreciation and amortisation	10,065	96,382	96,158	223	0%
Total operating costs	303,691	2,791,614	2,999,903	-208,289	-7%
Surplus (deficit) from operating activities	-270,403	-2,500,783	-2,575,778	74,995	-3%
Capital grants and subsidies	0	65,315	80,000	-14,685	-18%
Other capital income (expense)	0	-6,473	-6,473	0	0%
Net result for period	-270,403	-2,441,940	-2,502,251	60,310	-2%

Comments

User fees and charges

Under budget due to timing of events and invoices raised. On track to achieve annual budget.

Operational grants and subsidies

Under budget due to North Queensland Recovery and Resilience Grant for Community Capacity program tracking behind schedule. This grant has been budgeted to be received monthly, however is paid on completion of milestones.

Other operating revenue

Under budget mainly theatre promotions. Will endeavour to turn this around in future budgets. Bar sales on track to achieve annual budget.

Materials and services

Under year to date budget due to inability to secure contractors to complete community projects before end of the financial year for the Community Capacity Building Program. Public Artwork under budget with project to now be completed in 2023/24 as capital. Beach Patrol under budget as no services were received, therefore payment not being made to Surf Lifesaving Queensland. Burdekin Library and Theatre operational expense are also under budget due to modification of fire alarms at venues not scheduled to be completed before end of financial year.

Capital grants and subsidies

Final quarter of library grant to be received in June.

OPERATING STATEMENT**Period Ending 31 May 2023****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
Operating Revenue					
Rates and Utility Charges	948	4,255,066	4,251,424	3,642	0%
User fees and charges	42,459	697,018	696,595	423	0%
Interest Received	24,510	239,754	250,250	-10,496	-4%
Other operating revenue	5,387	94,452	142,665	-48,213	-34%
Total operating revenue	73,304	5,286,289	5,340,933	-54,644	-1%
Operating Expenses					
Employee benefits	95,216	768,014	783,744	-15,730	-2%
Materials and services	256,723	2,453,647	2,674,407	-220,760	-8%
Depreciation and amortisation	41,860	405,436	402,508	2,928	1%
Finance Costs	0	616,217	0	616,217	-
Total operating costs	393,799	4,243,314	3,860,659	382,654	10%
Surplus (deficit) from operating activities	-320,495	1,042,976	1,480,274	-437,299	-30%
Other capital income (expense)	0	-221,623	0	-221,623	-
Net result for period	-320,495	821,353	1,480,274	-658,922	-45%

Comments**Other operating revenue**

Scrap steel income under budget. Further sales expected in June.

Materials and services

Under budget as Cleanaway contract payments are not aligned with the budget spread and timing of waste consultancy and waste levy payments. Waste to Energy project has been deferred until next financial year.

Finance costs

Council does not include in the budget estimates movements for the Restoration provision for landfill sites. Annual provision movements include a borrowing cost of \$616,217 which relates to the discounting used to reflect the passage of time until the sites are remediated.

Other capital income

Council does not include in the budget estimates movements for the Restoration provision for landfill sites. Included in capital expense is \$221,623 for the restoration provision review of costs to remediate, extension of restoration date and movement in discount rate.

OPERATING STATEMENT**Period Ending 31 May 2023****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
Operating Revenue					
Rates and Utility Charges	392	349,889	349,481	408	0%
User fees and charges	81,704	740,791	692,099	48,692	7%
Operational contributions and donations	8,374	110,631	121,119	-10,488	-9%
Operational grants and subsidies	75,972	107,370	107,370	0	0%
Other operating revenue	592	13,984	15,107	-1,123	-7%
Total operating revenue	167,034	1,322,666	1,285,176	37,490	3%
Operating Expenses					
Employee benefits	189,548	1,304,311	1,302,410	1,901	0%
Materials and services	162,450	1,720,967	1,971,176	-250,210	-13%
Depreciation and amortisation	30,569	307,342	312,217	-4,874	-2%
Total operating costs	382,566	3,332,620	3,585,803	-253,183	-7%
Surplus (deficit) from operating activities	-215,532	-2,009,955	-2,300,627	290,673	-13%
Capital grants and subsidies	0	2,371,241	3,454,922	-1,083,681	-31%
Other capital income (expense)	0	-8,901	-8,901	0	0%
Net result for period	-215,532	352,386	1,145,394	-793,008	-69%

Comments**User fees and charges**

Over budget due to higher income received for Caravan Parks.

Operational contributions and donations

Grader grass grant not likely to be received in this financial year due to the project being environmentally driven and dependent on when the grass seeds.

Materials and services

Under budget due to Burdekin Shire Rivers Improvement Trust precept payment to be made in June; Land Protection under budget, helicopter surveys for Siam Weed spraying commencing in June and Beach Protection project with NQ Dry Tropics to be completed in 2023/24. This is offset by Burdekin Aquatic Study final payment and pool contractor payments being over budget.

Capital grants and subsidies

Capital budget for design, construction and site works for new projects at Ayr Pool. Funds to be received as works completed and claims submitted. Further grant funds to be received in June with balance to be received in next Financial Year (LRCIP).

OPERATING STATEMENT
Period Ending 31 May 2023

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
Operating Revenue					
Rates and Utility Charges	10,123	29,048,771	28,975,813	72,958	0%
Pensioner remissions	-668	-345,463	-350,000	4,537	-1%
User fees and charges	12,696	114,705	114,395	310	0%
Interest Received	127,922	1,270,499	1,302,883	-32,385	-2%
Operational grants and subsidies	414,562	1,814,092	1,815,746	-1,654	0%
Other operating revenue	0	35,315	35,500	-185	-1%
Total operating revenue	564,634	31,937,918	31,894,337	43,581	0%
Operating Expenses					
Employee benefits	213,208	1,629,246	1,712,308	-83,062	-5%
Materials and services	47,776	847,025	907,569	-60,544	-7%
Depreciation and amortisation	42,047	441,677	439,450	2,227	1%
Finance Costs	11,924	80,984	77,000	3,984	5%
Total operating costs	314,955	2,998,933	3,136,327	-137,394	-4%
Surplus (deficit) from operating activities	249,678	28,938,985	28,758,010	180,975	1%
Other capital income (expense)	0	-23,776	-23,776	0	0%
Net result for period	249,678	28,915,209	28,734,234	180,975	1%

Comments

Employee benefits

Under budget due to extended leave taken.

Materials and services

Under budget mainly due to the timing of engaging consultants for Technology One Application Managed Services (AMS) support for the transition to CiA.

OPERATING STATEMENT
Period Ending 31 May 2023

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
Operating Revenue					
User fees and charges	9,109	169,026	164,400	4,626	3%
Operational contributions and donations	9,287	54,737	46,700	8,037	17%
Operational grants and subsidies	137,432	830,972	1,474,668	-643,695	-44%
Contract and recoverable works	36,259	96,331	52,250	44,081	84%
Other operating revenue	442	10,924	8,100	2,824	35%
Total operating revenue	192,529	1,161,990	1,746,118	-584,127	-33%
Operating Expenses					
Employee benefits	536,103	4,403,678	4,867,650	-463,972	-10%
Materials and services	456,145	4,050,693	4,501,260	-450,567	-10%
Depreciation and amortisation	92,264	866,247	898,333	-32,087	-4%
Total operating costs	1,084,512	9,320,617	10,267,243	-946,626	-9%
Surplus (deficit) from operating activities	-891,982	-8,158,627	-8,521,126	362,499	-4%
Capital contributions	0	5,000	11,750	-6,750	-57%
Capital grants and subsidies	5,191	52,302	60,120	-7,818	-13%
Other capital income (expense)	-5,806	-147,364	-130,233	-17,131	13%
Net result for period	-892,597	-8,248,689	-8,579,489	330,800	-4%

Comments

Operational contributions and donations

Over budget septic pump outs and Funny Dunny Park.

Operational grants and subsidies

QRA grant funding to be received as work is complete and submissions are approved.

Contract and recoverable works

Over budget due to demolition private works. Income is variable throughout the year.

Employee benefits

Roads maintenance is under budget. The ability to execute regular roads maintenance activities has been impacted by persistent rain through to April. With the recent dry conditions and the commencement of the crushing season the focus shifts to roads maintenance and employee costs will increase as a result. The number of vacant positions has also reduced in the last period. Works Supervision, Public Conveniences and Cemeteries are other areas that are under budget.

Materials and services

Underspend in the Recoverable Works area by \$488,000 due to recurring rainfall interruptions impacting the ability to undertake QRA repair works from last years claim. As the ground conditions improve QRA resheeting works will resume in June. Roads and drainage maintenance are slightly over budget YTD.

Capital grants and subsidies

Receipt in the period represents acquittal of funding from the Department of Industry, Science and Resources for the Home Hill Disaster Management message board. Year to date variance relates to LRCIP2 grant acquittal funds received for Giru Tennis Court, with no further funds to be received.

Other capital income (expense)

Loss from asset disposals in other assets - parks, buildings and other assets.

OPERATING STATEMENT
Period Ending 31 May 2023

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
Operating Revenue					
Rates and Utility Charges	-476	4,244,507	4,251,136	-6,629	0%
User fees and charges	459	3,672	0	3,672	-
Interest Received	61,683	601,040	619,850	-18,810	-3%
Operational contributions and donations	2,178	4,178	800	3,378	422%
Total operating revenue	63,843	4,853,396	4,871,786	-18,390	0%
Operating Expenses					
Employee benefits	149,854	1,195,281	1,225,212	-29,931	-2%
Materials and services	54,006	888,011	946,399	-58,388	-6%
Depreciation and amortisation	149,138	1,443,840	1,453,375	-9,535	-1%
Total operating costs	352,997	3,527,132	3,624,986	-97,854	-3%
Surplus (deficit) from operating activities	-289,154	1,326,265	1,246,800	79,464	6%
Capital grants and subsidies	0	624,770	1,926,765	-1,301,995	-68%
Other capital income (expense)	-5,827	-72,817	-66,990	-5,827	9%
Net result for period	-294,981	1,878,218	3,106,575	-1,228,358	-40%

Comments

Materials and services

Overall materials and services are tracking in line with year to date expectations.

Capital grants and subsidies

Capital grant funds to be transferred from Contract Liability at 30 June for works completed in the quarter as works completed and claims submitted.

Other capital income (expense)

Loss from asset disposals.

OPERATING STATEMENT
Period Ending 31 May 2023

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
Operating Revenue					
Rates and Utility Charges	-7,619	3,946,977	3,956,200	-9,223	0%
User fees and charges	19,212	93,820	75,300	18,520	25%
Interest Received	31,762	312,677	319,784	-7,107	-2%
Operational contributions and donations	2,178	18,178	16,000	2,178	14%
Other operating revenue	0	0	1,100	-1,100	-100%
Total operating revenue	45,533	4,371,652	4,368,384	3,268	0%
Operating Expenses					
Employee benefits	189,075	1,210,082	1,218,769	-8,687	-1%
Materials and services	140,844	1,602,392	1,785,125	-182,733	-10%
Depreciation and amortisation	82,715	824,052	885,042	-60,989	-7%
Total operating costs	412,634	3,636,526	3,888,936	-252,410	-6%
Surplus (deficit) from operating activities	-367,101	735,125	479,448	255,678	53%
Capital grants and subsidies	0	3,483,552	3,600,000	-116,448	-3%
Other capital income (expense)	0	-23,021	-23,021	0	0%
Net result for period	-367,101	4,195,656	4,056,427	139,229	3%

Comments

User fees and charges

Over budget due to increased water connections.

Materials and services

Under budget year to date. Variance largely attributable to electricity savings in water production following higher than average and persistent rainfall. Bulk water charges to Townsville City Council for Giru water supply are also lower for year to date for the same reason.

OPERATING STATEMENT
Period Ending 31 May 2023

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
Operating Revenue					
User fees and charges	35,487	431,217	412,500	18,717	5%
Other operating revenue	0	40	0	40	-
Total operating revenue	35,487	431,257	412,500	18,757	5%
Operating Expenses					
Employee benefits	141,529	1,035,492	1,098,000	-62,508	-6%
Materials and services	39,651	421,073	325,096	95,977	30%
Total operating costs	181,180	1,456,565	1,423,096	33,469	2%
Surplus (deficit) from operating activities	-145,693	-1,025,308	-1,010,596	-14,712	1%
Net result for period	-145,693	-1,025,308	-1,010,596	-14,712	1%

Comments

User fees and charges

Over budget due to the large volume of development applications being received.

Employee benefits

Under budget due to staff leave.

Materials and services

Actuals for materials and services are exceeding budget due to legal expenses associated with current appeals at the Planning and Environment Court.

OPERATING STATEMENT
Period Ending 31 May 2023

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
Operating Revenue					
User fees and charges	21,171	242,741	190,000	52,741	28%
Operational grants and subsidies	11,337	91,292	66,669	24,623	37%
Contract and recoverable works	88,296	1,019,457	1,571,250	-551,793	-35%
Other operating revenue	345	10,654	5,449	5,204	96%
Total operating revenue	121,150	1,364,144	1,833,368	-469,224	-26%
Operating Expenses					
Employee benefits	317,883	2,132,348	2,462,700	-330,353	-13%
Materials and services	26,322	-226,442	119,157	-345,598	-290%
Depreciation and amortisation	718,650	7,463,613	7,569,375	-105,762	-1%
Total operating costs	1,062,855	9,369,519	10,151,232	-781,713	-8%
Surplus (deficit) from operating activities	-941,705	-8,005,375	-8,317,863	312,488	-4%
Capital contributions	0	136,238	978,000	-841,762	-86%
Capital grants and subsidies	0	1,316,164	1,616,390	-300,226	-19%
Other capital income (expense)	0	-134,903	-101,765	-33,138	33%
Net result for period	-941,705	-6,687,876	-5,825,238	-862,638	15%

Comments

User fees and charges

Trade waste income higher than anticipated mainly from septage receival income.

Operational grants and subsidies

Over budget due to high fuel tax credits from Macro-Algae earthworks project

Contract and recoverable works

Roads Maintenance Performance Contract income under budget due to timing of works and payments.

Other operating revenue

Over budget due to receipt of insurance fuel rebate subsidy and fuel edge credit.

Employee benefits

Under budget due to timing of Roads Maintenance Performance Contract works, extended staff leave and staff vacancies in the following areas - Technical Services, Asset Management Unit, Workshop and Project Manager office.

Materials and services

Under budget due to timing of recoverable works expenditure and consultancy for asset valuations and Technology One Asset Management.

Capital contributions

Contribution for damaged local roads received in full in August has been recognised as a Contract Liability. Revenue will be recognised as works are completed over the construction period.

Capital grants and subsidies

Capital grant funds to be received as works completed and claims submitted.

Other capital income (expense)

Loss from transport asset disposals.

BURDEKIN SHIRE COUNCIL
OPERATING STATEMENT
Period Ending 31 May 2023

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
Operating Revenue						
Rates and Utility Charges	3,368	41,845,209	42,884,054	41,784,054	61,155	0%
Pensioner remissions	-668	-345,463	-350,000	-350,000	4,537	-1%
User fees and charges	254,252	2,767,952	2,896,538	2,636,608	131,344	5%
Interest Received	245,877	2,423,970	2,715,055	2,492,767	-68,798	-3%
Operational contributions and donations	22,051	205,001	244,219	201,852	3,149	2%
Operational grants and subsidies	639,303	3,037,249	3,961,145	3,790,577	-753,328	-20%
Contract and recoverable works	124,555	1,115,789	2,152,000	1,623,500	-507,711	-31%
Other operating revenue	30,115	342,192	419,529	387,883	-45,691	-12%
Total operating revenue	1,318,852	51,391,899	54,922,540	52,567,242	-1,175,343	-2%
Operating Expenses						
Employee benefits	2,562,356	19,979,215	22,760,179	20,871,007	-891,792	-4%
Materials and services	1,506,292	15,659,483	19,488,594	17,592,911	-1,933,428	-11%
Depreciation and amortisation	1,297,582	13,129,303	14,553,700	13,340,892	-211,588	-2%
Finance Costs	11,924	697,201	80,000	77,000	620,201	805%
Total operating costs	5,378,155	49,465,203	56,882,473	51,881,809	-2,416,606	-5%
Surplus (deficit) from operating activities	-4,059,303	1,926,696	-1,959,933	685,433	1,241,263	181%
Capital contributions	0	141,238	989,750	989,750	-848,512	-86%
Capital grants and subsidies	5,191	7,982,845	11,617,197	11,617,197	-3,634,352	-31%
Other capital income (expense)	-53,375	-692,683	-373,221	-373,221	-319,462	86%
Net result for period	-4,107,487	9,358,096	10,273,793	12,919,159	-3,561,063	-28%

BURDEKIN SHIRE COUNCIL
STATEMENT OF FINANCIAL POSITION
As at 31 May 2023

Appendix 3

	Year to Date Actual \$	Annual Budget \$
Current Assets		
Cash and Cash Equivalents	79,837,368	64,795,085
Receivables	873,465	1,247,512
Inventories	557,352	603,236
Contract Assets	18,879	0
Other Assets	667,517	1,911,475
Total Current Assets	81,954,580	68,557,308
Non-Current Assets		
Receivables	449,018	341,018
Property, Plant and Equipment	625,034,109	603,792,260
Intangibles Assets	308,007	298,550
Other Assets	42,903	70,205
Total Non-Current Assets	625,834,036	604,502,033
TOTAL ASSETS	707,788,616	673,059,341
Current Liabilities		
Payables	3,845,818	5,911,555
Provisions	5,555,262	5,707,566
Contract Liabilities	5,959,906	91,574
Other Liabilities	110,743	537,720
Total Current Liabilities	15,471,729	12,248,415
Non-Current Liabilities		
Provisions	19,603,307	18,068,817
Other Liabilities	1,665,681	1,130,073
Total Non-Current Liabilities	21,268,988	19,198,890
TOTAL LIABILITIES	36,740,717	31,447,305
NET COMMUNITY ASSETS	671,047,899	641,612,036
Community Equity		
Asset Revaluation Surplus	388,962,022	358,610,467
Retained Surplus (deficiency)	282,085,877	283,001,569
TOTAL COMMUNITY EQUITY	671,047,899	641,612,036

BURDEKIN SHIRE COUNCIL
STATEMENT OF CASH FLOWS
For Period Ending 31 May 2023

Appendix 4

	Year to Date Actual \$	Annual Cashflow Budget \$
Cash Flows from Operating Activities		
Receipts		
Receipts from Customers	49,656,031	48,004,233
Operating Grants, Subsidies and Contributions	3,252,732	4,215,846
Interest Received	2,455,325	2,715,055
Payments		
Payments to Suppliers and Employees	-40,489,463	-42,683,923
Net Cash Inflow (Outflow) from Operating Activities	<u>14,874,624</u>	<u>12,251,211.00</u>
Cash Flows from Investing Activities		
Commonwealth Government Grants	742,063	0
State Government Subsidies and Grants	7,240,782	11,617,197
State Government Subsidies and Grants arising from Contract Assets and Liabilities	6,041,202	191,749
Capital Contributions	141,238	989,750
Payments for Property, Plant and Equipment	-18,494,195	-29,905,221
Proceeds from Sale of Property, Plant and Equipment	78,587	424,000
Net Cash Inflows (Outflow) from Investing activities	<u>-4,363,656</u>	<u>-16,782,525</u>
Net Increase (Decrease) in Cash and Cash Equivalents Held	<u>10,510,969</u>	<u>-4,531,314</u>
Cash and Cash Equivalents at Beginning of the Financial Year	69,326,399	69,326,399
Cash and Cash Equivalents at end of the Period	<u><u>79,837,368</u></u>	<u><u>64,795,085</u></u>

6.4.1. GOVERNANCE

Audit Committee Chairperson's 2022/2023 Annual Report

File Reference: 388

Report Author: Jodie Ordorica, Governance Support Officer

Authoriser: Nick OConnor, Director Corporate and Community Services

Meeting Date: 27 June 2023

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.

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 2022/2023 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.

Mr. David Sibley completed the Annual Report for his time as Chairperson during the 2022/2023 financial year.

In accordance with the agreed meeting schedule, the Audit Committee has convened on five (5) occasions throughout the 2022/2023 financial year:

- 10 August 2022;
- 7 September 2022;
- 8 February 2023;
- 3 May 2023; and
- 14 June 2023.

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 2022/2023 Annual Report was completed by Mr. David Sibley and presented to the Audit Committee on Wednesday, 14 June 2023 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 Chairpersons 2022/2023 Annual Report

Burdekin Shire Council Audit Committee Chairperson's 2022/23 Annual Report

MR. DAVID SIBLEY – AUDIT COMMITTEE CHAIRPERSON

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 the 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 2023.

The Committee members are Councillors Perry and Detenon, and independent members Mr. James Nuttall, Mr. James Fahey and, as Chair, Mr. David Sibley. 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.

In undertaking the role defined above, the Committee oversees 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 will have formally met five times by the 30 June 2023, 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 2022.
- Oversight of the finalisation of the external audit of the 2022 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 2022 financial audit.

- Review of the draft annual report for the year ended 30 June 2022.
- 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 the Fraud and Corruption Control Plan.
- Review of financial controls currently in place.
- Review of the Charter under which the Committee operates.
- Cyber security briefings on planned actions and investments.

The 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 topic areas are negotiated between Council management and the contractor, with input from the Audit Committee.

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 regular meetings where Audit Committee Chairs are briefed on important matters within the purview of Audit Committees. I attended the May 23rd, 2023, meeting. As this meeting was in Brisbane, I attended it electronically.

The focus on this year's briefing was in respect to cyber security and asset valuation. I am satisfied that whilst there are significant challenges in responding to an ever-increasing threat of cybercrime, the Council has recognised the need to invest in upgrading its cybersecurity and planned response, for which Audit Committee has and will receive regular update briefings.

The Queensland Audit Office issues an Annual Report to the Queensland Parliament on local government audits. Burdekin Shire Councils mentions in the report were positive and comparatively with other coastal Councils most favourable. As has been mentioned in previous years, Burdekin Shire Council is one of the few Councils to receive green dot results in all areas.

I have enjoyed my first year as Chair and wish to express my appreciation to Council for the opportunity to be of service. I particularly would like to express my thanks to my fellow Committee members, the CEO, and Council officers for their assistance, education and constructive and professional contributions to the Committee's work that has made my first year a pleasant and satisfying event.



David Sibley FCPA

8 June 2023

7.1.1. ENVIRONMENTAL AND HEALTH SERVICES

Amendment to 2023/2024 Fees and Charges - Pool Fees and Waste Disposal Charges

File Reference: 367

Report Author: Dan Mulcahy, Manager Environmental and Health Services

Authoriser: Nick Wellwood, Director Infrastructure Planning and Environmental Services

Meeting Date: 27 June 2023

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

5.2.2: Responsibly manage Council's financial position to ensure sustainability.

5.2.3: Implement effective governance frameworks.

Executive Summary

When reviewing the fees and charges for 2023/2024, further investigation was required to determine appropriate fees for Pools – Private Functions After Hours.

Following discussion with the Pool Managers, agreement was reached on appropriate fees which are recommended for adoption. The fees are based on cost recovery for the Pool Managers who would have to employ the lifeguards to supervise the function.

In addition, further checking has identified an inconsistency in the Waste Disposal Charges which is recommended to change.

Recommendation

That Council approves the following changes to the 2023/2024 Fees and Charges:

2023/2024 Fees and Charges	Fee (Inc. GST)
Pool Fees Ayr and Home Hill Pools	
Private Functions After Hours - minimum 2 hours and up to 50 people; close by 10 p.m.	
Home Hill Pool (functions greater than 2 hours incur additional \$120 per hour) (functions greater than 50 people to be negotiated with Pool Manager)	\$400.00
Ayr Pool (functions greater than 2 hours incur additional \$120 per hour) (functions greater than 50 people to be negotiated with Pool Manager)	\$400.00
Ayr Pool – Pool and Water Park (functions greater than 2 hours incur additional \$180 per hour) (functions greater than 50 people to be negotiated with Pool Manager)	\$620.00

Transfer Station (Home Hill, Ayr, Giru and Clare) Commercial and Industrial Commercial Recyclables	
Cardboard – per m3	\$16.00

Background

The 2023/2024 Fees and Charges were initially discussed at a Workshop held on 27 April 2023. Further discussion on the pool fees and charges was discussed at the Workshop held on 20 June 2023.

During discussions, it was advised that separate fees would have to be decided for the Ayr and Home Hill Pools for private functions held after hours. The fee for these functions is payable to the Pool Managers and should cover the costs incurred by the Pool Managers in opening, supervising and cleaning the venues. It was also discussed that a separate fee would have to be made for the Ayr Pool where the new Water Park is included and running as part of the private function.

Discussions have been held with the Pool Managers to develop some consistency with charge out rates and cost recovery. The results of the discussions are reflected in the fees above.

From past experience, numbers attending are generally less than 50 people. It is recommended that for functions with expected numbers attending being more than 50 people, that the fee be negotiated with the Manager as the number of people attending will influence the supervision/lifeguard requirements.

Consultation

Initial discussion at Council workshop on 27 April and 20 June 2023. Liaison with Pool Managers on recommended fees.

Budget & Resource Implications

Nil. Fees are payable to the Pool Managers.

Legal Authority & Implications

Not Applicable.

Policy Implications

Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)

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

If the fees and charges are not amended there will be no fee to be quoted for private functions at the pools.

Attachments

None