



Burdekin Shire Council

AGENDA

ORDINARY COUNCIL MEETING

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

on 23 April 2024

COMMENCING AT 9:00 AM

At this meeting contributions made by members of the public may be recorded by way of audio recording which will be used for the purpose of developing minutes of the meeting and decision making of Council. Burdekin Shire Council is bound by the *Information Privacy Act 2009* to protect the privacy of personal information.

Under Local Law 1 Section 35(3) a person must not make an audio or video recording of a local government meeting, a standing committee meeting, a special committee meeting or an advisory committee meeting unless the chairperson at the meeting gives consent in writing to the recording of the meeting.

Further information may be found on council's website at www.burdekin.qld.gov.au

ORDER OF BUSINESS:

ATTENDANCE

- 2. PRAYER**
 - 3. DECLARATIONS OF INTEREST**
 - 4. MINUTES AND BUSINESS ARISING**
 - 4.1. Ordinary Council Meeting Minutes - 12 March 2024**
 - 4.2. Post Election Meeting Minutes - 3 April 2024**
 - 4.3. Burdekin Shire Road Safety Advisory Meeting Minutes - 21 February 2024**
 - 4.4. Burdekin Shire Youth Council Meeting Minutes - 26 February 2024**
 - 4.5. Burdekin Shire Youth Council Meeting Minutes - 11 March 2024**
 - 4.6. Matter Laying on Table - Motion to Implement Reporting Procedure for Councillor Participation**
 - 5. EXECUTIVE**
 - 5.1. CEO**
 - 5.1.1. Council Workshops - February 2024**
 - 5.2. ECONOMIC DEVELOPMENT**
 - 6. CORPORATE AND COMMUNITY SERVICES**
 - 6.1. CLIENT SERVICES**
 - 6.2. COMMUNITY DEVELOPMENT**
 - 6.2.1. Ayr Pastoral, Agricultural and Industrial Association Inc. Fee Waiver Request - Ayr Showgrounds**
 - 6.3. FINANCIAL AND ADMINISTRATIVE SERVICES**
 - 6.3.1. Monthly Financial Report - March 2024**
 - 6.4. GOVERNANCE**
 - 6.4.1. Agreement for Use – Storage Shed at Ayr Showgrounds – Burdekin Canine Club Inc.**
 - 7. INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES**
 - 7.1. ENVIRONMENTAL AND HEALTH SERVICES**
 - 7.2. OPERATIONS**
 - 7.3. PLANNING AND DEVELOPMENT**
 - 7.4. TECHNICAL SERVICES**
 - 7.4.1. Tenders Received for the Reconstruction of the Jerona Road Culvert**
 - 8. NOTICE OF MOTION**
 - 9. RECEIPT OF PETITIONS**
 - 10. CORRESPONDENCE FOR INFORMATION**
 - 11. GENERAL BUSINESS**
 - 12. CLOSED BUSINESS ITEMS**
 - 12.1. CONFIDENTIAL- Discuss the Appointment, Discipline or Dismissal of the Chief Executive Officer.**
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13. DELEGATION

4.1. MINUTES AND BUSINESS ARISING

Ordinary Council Meeting Minutes - 12 March 2024

Recommendation

That the minutes of the Ordinary Council Meeting held on 12 March 2024 be received as a true and correct record.

Attachments

1. Ordinary Council Meeting Minutes - 12 March 2024



Burdekin Shire Council

MINUTES

ORDINARY COUNCIL MEETING

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

on 12 March 2024

COMMENCING AT 9:00 AM

ORDER OF BUSINESS:

1. ATTENDANCE

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

Mr. T. Brennan - Chief Executive Officer
Mr. N. O'Connor – Director Corporate and Community Services
Mr. N. Wellwood – Director of Infrastructure, Planning and Environmental Services
Mrs. K. Olsen - Manager Financial & Administrative Services

Minutes Clerk - Mrs. S. Iturriaga

2. PRAYER

The meeting prayer was delivered by Pastor Peter Holmes of the Australian Christian Churches.

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 - 27 February 2024

Recommendation

That the minutes of the Ordinary Council Meeting held on 27 February 2024 be received as a true and correct record.

Resolution

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

CARRIED

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. Monthly Financial Report - February 2024

Recommendation

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

Resolution

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

CARRIED

6.4. GOVERNANCE

7. INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES

7.1. ENVIRONMENTAL AND HEALTH SERVICES

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

The Councillors reviewed a presentation prepared by the Media and Communications Officer reflecting on the four year term of the Council. The CEO and Directors expressed their thanks to the Mayor and Councillors for the cooperation and support provided over the past four years which is reflected in the outcomes achieved.

Each of the Councillors expressed their appreciation for the support provided during the term.

Mayor McLaughlin expressed her gratitude and appreciation for the dedicated efforts, exemplary work and support demonstrated by both Councillors and Officers throughout the term.

12. CLOSED BUSINESS ITEMS

13. DELEGATION

There being no further business the meeting closed at 10.10am.

These minutes were confirmed by Council at the next Ordinary Council Meeting 2024.

MAYOR

4.2. MINUTES AND BUSINESS ARISING

Post Election Meeting Minutes - 3 April 2024

Recommendation

That the minutes of the Post-Election Meeting held on 3 April 2024 be received as a true and correct record.

Attachments

1. Post Election Meeting Minutes - 03 April 2024



Burdekin Shire Council

MINUTES

POST-ELECTION MEETING

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

on 3 April 2024

COMMENCING AT 9:00AM

1. ATTENDANCE

Councillor Pierina Dalle Cort, Councillor Max Musumeci, Councillor Michael Detenon, Council John Furnell, Councillor Amanda Hall, Councillor Fina Vasta, Councillor Callan Oar.

Mr. T. Brennan – Chief Executive Officer

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

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

Minutes Clerk – Ms. G. Biffanti

2. PRAYER

The meeting prayer was delivered by Pastor Mark Webley of the UR Church.

3. MAYOR OPENING REMARKS

The Mayor extended a personal welcome to all attendees at the meeting and expressed gratitude to the voters for entrusting her with the role of Mayor. Additionally, she conveyed appreciation to her supporters, family, and friends whose encouragement motivated her to pursue another mayoral candidacy.

4. DECLARATION OF OFFICE

In accordance with Section 169 of the *Local Government Act 2009*, each Councillor made a declaration of office in the prescribed form before the Chief Executive Officer.

5. APPOINTMENT OF DEPUTY MAYOR

In accordance with Section 175(2) of the *Local Government Act 2009*, the Council is required to appoint by resolution a Deputy Mayor from its Councillors.

The Mayor called for nominees for Deputy Mayor.

Councillor Dalle Cort nominated Councillor Hall which was seconded by Councillor Vasta.

Councillor Oar nominated Councillor Musumeci which was seconded by Councillor Detenon.

Following addresses to the Council by both nominees the decision was put to a vote.

The results of the vote was Councillor Hall – 3 Votes: Councillor Musumeci – 4 Votes.

Resolution

Moved Councillor Oar, seconded Councillor Detenon that in accordance with Section 175(2) of the *Local Government Act 2009*, Council appoint Councillor Max Musumeci to the position of Deputy Mayor.

CARRIED

6. DETERMINE DAY AND TIME FOR ORDINARY COUNCIL MEETINGS

In accordance with Section 256 (1) of the *Local Government Regulation 2012* the Council must consider at the post-election meeting, the day and time for the holding of other meetings. The Council must meet at least once in each month and the meetings are to be held at the local government's public office or for a particular meeting at another place fixed by resolution for the meeting (Section 257 *Local Government Regulation 2012*).

Recommendation

That in accordance with Section 256, of the *Local Government Regulation 2012* the Council decides that ordinary meetings will be held on the second and fourth Tuesday of each month commencing at 9:00am at the Council Chambers, 145 Young Street, Ayr.

Resolution

Moved Councillor Dalle Cort, seconded Councillor Musumeci that the recommendation be adopted.

CARRIED

7. DETERMINE ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

Council is required to determine the Order of Business for the conduct of its Ordinary Council Meetings.

Recommendation

That the Council determine the Order of Business for its Ordinary Council Meetings to be as follows:

1. Attendance
2. Prayer
3. Declaration of Interest
4. Minutes and Business Arising
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
 - 6.4 Governance
7. Infrastructure, Planning and Environmental Services
 - 7.1 Environmental and Health Services
 - 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. Delegations

Resolution

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

CARRIED

8. ADOPTION OF THE CODE OF CONDUCT FOR COUNCILLORS

Under section 150D of the *Local Government Act 2009*, the Minister for Local Government must make a Code of Conduct stating the standards of behaviour for Councillors in the performance of their responsibilities as Councillors. In addition to this, the Code of Conduct may contain anything the Minister considers necessary for, or incidental to, the standards of behaviour.

Before assuming public office, all Councillors must make a Declaration of Office and commit to complying with the Local Government Principles and obligations of Councillors in accordance with section 169 of the *Local Government Act 2009* as well as the standards of behaviour set out in the Code of Conduct for Councillors. As part of that declaration, Councillors must declare that they will abide by the Code of Conduct.

Resolution

Moved Councillor Furnell, seconded Councillor Hall that the Council adopt the Code of Conduct for Councillors as made by the Minister for Local Government.

CARRIED

9. APPOINTMENTS TO VARIOUS COMMITTEES AND EXTERNAL ORGANISATIONS

Council is involved with a number of internal and external committees and organisations that require a council representative to participate and attend meetings. Appointment of representatives to these committees is by resolution.

Recommendation

That Council endorse the appointment of Councillor representatives to internal and external committees and organisations as recorded in Appendix A – List of Advisory Committees and External Organisations as seen below.

APPENDIX A

List of Advisory Committees and External Organisations

Committee / Organisation	Representation Requirements	Meeting Frequency	Councillor/s Appointed
Audit Committee	The Audit Committee Membership includes two (2) Councillors and three (3) Independent External Members (including an Independent Chairperson). The role of the Audit Committee is to provide independent assurance and assistance to Council on the risk, control and compliance frameworks, and Council's external accountability responsibilities as prescribed in the <i>Local Government Act and Regulation</i> . Council's Internal Audit Function and Risk Management Committee both report to the Audit Committee. The Audit Committee also play an important role in reviewing the financial statements. The Councillor representatives are not required to have any specific qualifications; however, all committee members are expected to engage in supplementary reading materials relevant to the committee's objectives. Agenda items (including reports and briefing materials) are generally forwarded to members on the Friday prior to a Wednesday meeting.	Five (5) to six (6) meetings per year. Meetings are scheduled in advance at the beginning of each calendar year and are aligned around Council's external audit and financial reporting deadlines.	Councillor Michael Detenon Councillor Callan Oar
Ayr Chamber of Commerce		Second Tuesday of every month.	No delegate set – it will alternate.
Burdekin Bowen Integrated Flood Plain Management Advisory Committee (BBIFMAC)		Every two (2) months.	Councillor Max Musumeci
Burdekin Bowen Local Marine Advisory Committee		Every three (3) months.	Councillor Michael Detenon
Burdekin Community Association		Monthly.	Councillor Fina Vasta

Committee / Organisation	Representation Requirements	Meeting Frequency	Councillor/s Appointed
Burdekin Landcare Group		The first Tuesday every three (3) months.	Councillor Michael Detenon
Burdekin Local Disaster Management Group	<p>In accordance with the provisions of the <i>Disaster Management Act</i>, the members of the group must be appointed by the Local Government.</p> <p>At least one (1) person appointed must be nominated by the Chief Executive of the Department responsible for Disaster Management. At least one (1) person appointed must be a Councillor of the Local Government. The person appointed as the Chairperson must be a Councillor of the Local Government.</p> <p>The relevant Local Government for a local group may appoint a person as a member, only if satisfied that the person has the necessary expertise or experience to be a member.</p>	<p>The third Friday of each month from October to April.</p> <p>Additional meetings during an event.</p>	<p>Chairperson – Mayor</p> <p>Deputy Mayor</p> <p>Councillor John Furnell</p>
Burdekin Neighbourhood Centre Association		The first Friday of every month	Councillor Fina Vasta
Burdekin Shire Road Safety Advisory Committee	Representatives include local Queensland Police Service, Queensland Ambulance Service, Queensland Fire and Emergency Services, the Department of Transport and Main Roads and Wilmar. Council nominates one (1) Councillor to Chair the meeting.	The third Wednesday every three (3) months. (February, May, August and November)	Chair – Councillor Max Musumeci
Burdekin Shire Rivers Improvement Trust	<p>The Chairman of this Trust is a Government Representative appointed by the Governor in Council.</p> <p>Under Section 5 of the <i>River Improvement Trust Act 1940</i>, a Local Government may appoint two (2) representatives for the Trust and such representatives shall be Councillors.</p>	The third Friday every two (2) months or as required.	<p>Mayor</p> <p>Councillor Callan Oar</p>

Committee / Organisation	Representation Requirements	Meeting Frequency	Councillor/s Appointed
Burdekin Water Futures	Includes representatives from Lower Burdekin Water, Council and the State Government Department responsible for Natural Resources, Sunwater, NQ Dry Tropics, BSES, CSIRO Land and Water, Landcare and Burdekin River Irrigation Area Committee.	Irregular at present	Chair - Mayor
Community Grants Panel	This group meets to consider Community Grants applications. The Panel comprises of two (2) Councillors and a number of Council Officers.	Three (3) times per year – three (3) rounds	Councillor John Furnell Councillor Fina Vasta
Community and Cultural Development Advisory Group (CCDAG)	Ten representatives from the community with understanding of Sport and Recreation/Arts and Cultural Development. Council invites interested persons wishing to nominate as a member of the CCDAG to submit an Expression of Interest to Council by returning a completed nomination form. Members wishing to act as Chair for the group will have an opportunity to nominate. The Chair will then be selected by Council based on merit and experience.	Held every two (2) months	Councillor John Furnell Councillor Max Musumeci
District Disaster Management Group		As required	Mayor (Chair of LDMG)

Committee / Organisation	Representation Requirements	Meeting Frequency	Councillor/s Appointed
Economic Development Advisory Group	<p>The group will consist of a maximum of 10 representatives from business/industry and the community. The following skills and experience will be considered in relation to the selection of members of the group:</p> <ul style="list-style-type: none"> • Relevant industry experience • Relevant professional knowledge and expertise • Understanding of the drivers of economic or tourism development • Understanding of the Burdekin Shire business community or industry sectors • Personal qualities that encourage collaboration, information sharing, innovative thinking and commitment • Members will ideally reside within the Burdekin Shire local government area. <p>The Council representatives on the group will be two Councillors appointed by Council and supported by the Economic Development Coordinator and Tourism Officer. The Mayor is an ex officio member of all advisory groups and may attend at any stage.</p>	Every Two (2) months	Councillor Michael Detenon Councillor Max Musumeci
Home Hill Chamber of Commerce		The third Wednesday of every month	No delegate set – it will alternate.
Local Authority Waste Management Advisory Committee (LAWMAC)	This committee meets at venues around North Queensland.	Three (3) times per year	Councillor Callan Oar

Committee / Organisation	Representation Requirements	Meeting Frequency	Councillor/s Appointed
Lower Burdekin Water Board (including Finance and Audit Committee and Communication Focus Group)	<i>One Council representative</i> is nominated to serve on this board. Board directors are appointed by Government Order in Council on the recommendation of the State Minister responsible for Resource Management.	<ul style="list-style-type: none"> Board Meeting – the third Thursday of every month Monthly Committee Meeting Additional meetings as required 	Councillor Amanda Hall
North Queensland Regional Organisation of Councils (NQ ROC)	Mayor from each Council are a member of the organisation.	Every two (2) months	Mayor Chief Executive Officer
North Queensland Sports Foundation	Burdekin Shire usually nominates one (1) Council Representative and one (1) Community Representative. However, a Council Representative is not mandatory.	Every two (2) to three (3) months	Councillor Callan Oar Manager Community Services
Reef Guardian Councils	Consists of two (2) Executives, Councillors and two (2) working group members	Twice yearly	Mayor Councillor Michael Detenon
Regional Arts Development Fund (RADF) Committee	This committee meets to consider and make recommendations to Council on RADF Applications received in two (2) funding rounds per year.	Meets every six (6) months	Chair – TBC Councillor John Furnell Councillor Fina Vasta
Regional Roads Transport Group (NQRRTG)	Includes representatives from Hinchinbrook Shire Council, Charters Towers Regional Council, Townsville City Council, Burdekin Shire Council and the Department of Transport and Main Roads. <i>The Mayor and the Director of Infrastructure, Planning and Environmental Services or Manager Technical Services</i> are required to attend.	Every three (3) months	Mayor Director of Infrastructure, Planning and Environmental Services or Manager Technical Services

Resolution

Moved Councillor Oar, seconded by Councillor Vasta that the recommendation be adopted.

CARRIED

There being no further business the meeting closed at 9.26am.

These minutes were confirmed by Council at the Ordinary Council Meeting held on 23 April 2024.

MAYOR

4.3. MINUTES AND BUSINESS ARISING

Burdekin Shire Road Safety Advisory Meeting Minutes - 21 February 2024

File Reference: 691

Report Author: Ginett Biffanti, Administration Officer

Authoriser: Kevin Byers, Manager Technical Services

Meeting Date: 23 April 2024

Purpose

The report provides the Minutes of the Burdekin Shire Road Safety Advisory Committee meeting held on 21 February 2024.

Summary of recommendations and actions for consideration and adoption:

No recommendations to report.

Recommendation

That

1. the minutes of the meeting Burdekin Shire Road Safety Advisory Committee held on the 21 February 2024 be noted.

Attachments

1. Minutes - Burdekin Shire Road Safety Advisory Meeting - 21 February 2024



Meeting Minutes

Meeting	Burdekin Shire Road Safety Advisory Committee Meeting		
Date	Wednesday, 21 February 2024	Time	10.30am
Core Attendees	Councillor Max Musumeci – Burdekin Shire Council Mr. Kevin Byers – Burdekin Shire Council Mr. Dean Pappalardo – 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 Sergeant Steve Barton – Officer in Charge – Queensland Police Service, Ayr Senior Constable Brett Elton – Road Policing Unit – Queensland Police Service, Ayr Mr. John Tait – Cane Supply Manager – Wilmar Sugar Australia Limited		
Advisor Attendees	Mrs. Kristy Raitelli – Transport and Main Roads Project Officer – Burdekin Shire Council		
Apologies	Ms. Marita Stecko – Senior Advisor (Road Safety) - Northern Region – Department of Transport and Main Roads Mr. Kevin Trueman – Queensland Fire and Emergency Services		
Chairperson	Councillor Max Musumeci		
Minutes Clerk	Ms. Ginett Biffanti		
Location	Ernie Ford Board Room - 145 Young Street, Ayr		

2. Minutes Received

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

Moved, Kevin Riseley seconded John Tait that the flying minutes of the Burdekin Shire Road Safety Advisory Committee Meeting held on Wednesday, 15 November 2023 be accepted.

CARRIED

3. Business Arising out of Minutes

Nil

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 Officers will be reviewing the speed limit data collected from the traffic counters. Once completed the speed limit review will be taken to the Speed Limit Review Committee for endorsement.
2.	16 August 2023 Item 6.1 - Council to liaise with Department of Transport and Main Roads to find ways to reduce the potential risk at the T-Intersection of the Bruce Highway and Pioneer Mill Road.	Kevin Byers BSC	Council Officers will prepare the required scope of work for a variation to the RMPC contract following conversations with TMR regarding possible approaches to reduce any potential risks. This variation if successful would facilitate the allocation of funds needed for the required works.
3.	Item 6.2.1 - Council to investigate the requirement to conduct a speed review along Maidavale Road, Airville from Klondyke Road to the Maidavale School.	Kevin Byers BSC	Council Officers will be reviewing the speed limit data collected from the traffic counters. Once completed the speed limit review will be taken to the Speed Limit Review Committee for endorsement.
4.	15 November 2023 Item 6.2.4 - Council to investigate the feasibility of installing streetlights on the bypass highway on Jones Street, Ayr near the Burdekin Rugby Union fields for enhance visibility.	Dean Pappalardo BSC	Council to request a quote from Ergon Energy to determine if the pole situated between the Jones Street Depot and the Burdekin Rugby Union field can be utilised as a potential streetlight to improve visibility in the area.

5. Correspondence for Information

Nil.

6. General Business

6.1 Mr. Dean Pappalardo – Parker and Wickham Street, Ayr Intersection – Possible Give Way Sign

Dean Pappalardo raised the question to the committee regarding the possibility of installing a Give Way sign at the intersection of Parker and Wickham Street, Ayr. The proposal aims to address the traffic issues experienced by drivers in the vicinity. During discussions, attention was drawn to the width of the road, indicating a need for additional examination to consider narrowing the approach by Council before installing the Give Way sign. The Give Way signs would be installed on Parker Street, Ayr to give Wickham Street Ayr prioritisation, to make it consistent with the other intersection on Wickham Street, Ayr.



6.2 Senior Constable Brett Elton – Queensland Police Service, Ayr

1. Senior Constable Elton requested if the Give Way sign at intersection Five Ways Road – Bruce Highway, Brandon be changed to a Stop Sign due to the near misses that have occurred. Kevin Riseley informed the committee that the Department of Transport and Main Roads (TMR) had previously assessed the area and reviewed CCTV footage and any reported incidents. Their findings indicated that motorists turning onto the highway were failing to choose appropriate gaps to accommodate their vehicles' increased mass and their slower acceleration rates. It was concluded that changing the Give Way sign to a Stop Sign would not significantly alter the situation.
2. Senior Constable Elton raised the possibility of installing a crossing light at the intersection of Lynch Street and Mackenzie Street, Ayr to alert motorist to the presence of locomotives using the tram line. John Tait reported that an ALCAM assessment has been conducted on all tram lines, indicating that crossing lights are not deemed necessary at this location and with no immediate plans for their installation. It was recognised that one of the main concerns for motorists was visibility, especially given the sugar cane on both sides of the road. As a short-term solution, Wilmar is to engage in discussions with the cane farm owner about removing a section of sugar cane, which would improve visibility.
3. Senior Constable Elton brought up concerns regarding traffic congestion at the intersection of Ross Street and Chippendale Street, Ayr. Near misses have occurred due the volume of traffic during school drop-off and pick up times. No resolution was reached to ease the flow of parents picking up children inside the two-minute drop-off zone. The Council will continue to monitor the situation in search of potential solutions.
4. Senior Constable Elton enquired about the installation of a zebra crossing/traffic island at the intersection of Queen Street and Chippendale Street, Ayr to allow children to cross the road safely. After assessing the area, it was revealed that there are already concrete refuges on each side of the road, ready accessible for children to use while crossing the road safely.

6.3 Mr. John Tait – Wilmar Sugar Australia

1. John Tait advised that Wilmar had received a complaint via Burdekin Shire Council from a member of the public in regard to the works being undertaken at Hodel Road, Giru. He stated that the complaint was due to the extended wait at the traffic control lights when work was completed for that day. To address the issue, Wilmar obtained authorisation and training from the traffic control company to remove the traffic cones from the road and switch the lights to amber at the end of the day, allowing traffic to move through unhindered.

6.4 Mr. Matthew Slatcher – Department of Transport and Main Roads

1. Matthew Slatcher advised that Road Safety Week commences 5 May to 12 May 2024. He encouraged Council support by illuminating structures in the area with the colour yellow. Further details will be provided to Council as the date approaches.

There being no further business, the meeting closed at 11.35 am.

The next meeting will be held on Wednesday, 15 May 2024 at 10.30am.

Councillor M. Musumeci.

Chairman

4.4. MINUTES AND BUSINESS ARISING

Burdekin Shire Youth Council Meeting Minutes - 26 February 2024

File Reference: 137

Report Author: Tammy Quagliata, Community Development Officer

Authoriser: Glenn Arboit, Manager Community Services

Meeting Date: 23 April 2024

Purpose

This report provides the minutes of the Burdekin Shire Youth Council Meeting held on 26 February 2024.

Summary of recommendations and actions for consideration and adoption:

Item 5 - North Queensland Fast Track Talent Showcase - 16 March 2024

Council notes the involvement of the Burdekin Shire Youth Council in coordinating the North Queensland Fast Track Talent Showcase to be held on 16 March 2024.

Item 6 - 30th Anniversary Celebrations of Burdekin Shire Youth Council

Council notes the 30th Anniversary of the Burdekin Shire Youth Council in 2024 and give consideration to allocating additional budget to Youth Council in 2024/2025 to assist in hosting a community celebration for the milestone event.

Recommendation

That:

1. the minutes of the Burdekin Shire Youth Council Meeting held on 26 February 2024 be noted and adopted.
2. the recommendations as detailed in the minutes and summarised in Items 5 and 6 above be adopted.

Attachments

1. Minutes - Burdekin Shire Youth Council Meeting held 26 February 2024 (2)

Meeting Minutes

Meeting	Burdekin Shire Youth Council Meeting		
Date	Monday, 26 February 2024	Time	3:30 PM
Attendees	<p> Brent Dingle – Deputy Youth Mayor Alexis Lindley – Ayr State High School Amaya Mahoney – Ayr State High School Charlie Mann – Ayr State High School Danielle Laubscher – Burdekin Christian College Eddie Jones – Ayr State High School Hayden Berryman – Ayr State High School Jorda Quagliata – Ayr State High School John Grabs – Burdekin Christian College Laney Lando – Burdekin Christian College Michael Lindley – Ayr State High School Matilda Wiseman – Burdekin Christian College Myer Wyburg – Ayr State High School William Wiseman – Burdekin Christian College </p> <p> Tammy Quagliata – Community Development Officer, Burdekin Shire Council Glenn Arboit – Acting Manager Community Services, Burdekin Shire Council Councillor Lyn McLaughlin – Mayor, Burdekin Shire Council Councillor John Furnell – Burdekin Shire Council Councillor Kaylee Boccalatte – Burdekin Shire Council </p>		
Apologies	<p> Isabella Lando – Burdekin Christian College Taliyah Lammon – Burdekin Catholic High School </p>		
Chairperson	Brent Dingle, Deputy Youth Mayor		
Minutes Clerk	Tammy Quagliata		
Location	John Drysdale Chamber		

Agenda Items

1. Minutes of 4 December 2023 Meeting Received

Moved by Michael Lindley seconded by Eddie Jones that the minutes of the Burdekin Shire Youth Council Meeting held on 4 December 2023, be received.

CARRIED

2. Correspondence

Inward Correspondence

1. Townsville Youth Council – Providing registration information for the 2024 Youth Conference to be held at Townsville Stadium on Saturday March 9, 9am to 2pm.

Outward Correspondence

NIL

Moved Michael Lindley, seconded by Laney Lando that the inward correspondence be received.

CARRIED

3. Welcome and Introduction of Members

Tammy Quagliata welcomed new and existing members to the first meeting of the Burdekin Shire Youth Council for 2024. Members were invited to introduce themselves.

4. Overview of Burdekin Shire Youth Council Handbook

Tammy Quagliata gave a brief outline of the purpose, aims, roles and responsibilities of the Burdekin Shire Youth Council. A member's handbook was distributed to all members for their information.

It was noted that voting on the 2024 Youth Council executive positions of Youth Mayor, Deputy Youth Mayor and Secretary would take place at the next meeting. It was proposed that a public speaking workshop with members who might like some assistance in preparing a speech.

Members were encouraged to share information from meetings and report back to the group with ideas and suggestions from within the community. This will ensure the group stays connected with both the Community and Council.

5. Update on NQ Fast Track Talent Showcase – 16th March 2024

Tammy Quagliata provided an update on the first major event for the Burdekin Shire Youth Council, being the NQ Fast Track Talent Showcase. Fast Track would be held at the Burdekin Theatre on Saturday 16th March from 10am, with the final showcase commencing at 7pm.

The talent showcase is open to all ages and talents and registrations were currently open. Over \$6000 in cash and prizes were up for grabs and it was noted that this is the only event of its kind in North Queensland. Tammy advised that this year's special guests included The Voice 2023 finalist, Ethan Beckton and Aria Nominee, Taylor Henderson. It was noted that over 40 acts had already registered to take part in the event.

Members were encouraged to promote the event within their schools, workplaces, and community.

It was noted that members would be required to assist with registrations at the event, backstage and general event duties. Tammy undertook to circulate a volunteer roster prior to the event for members to indicate their availability. Youth Council Members were able to attend the heats free of charge, however tickets for the final showcase featuring the guest artists Ethan Beckton & Taylor Henderson would need to be purchased.

6. 30 Year Anniversary of the Burdekin Shire Youth Council

Tammy Quagliata advised that 2024 would be the 30th Anniversary of the Burdekin Shire Youth Council and it was proposed that this milestone be marked with a celebration. It is believed that this was one of the longest running Youth Council's in the region.

It was noted that previous discussions with members were favourable for an invited guest's luncheon with Youth Council Members, former members as guest speakers, Council and Government Dignitaries and other distinguished guests, followed by a community concert type celebration in the Theatre Forecourt.

Further discussions and ideas were encouraged by members at the next meeting and Tammy undertook to investigate possible dates for the event during the year.

It was recommended that Council consider allocating additional budget to assist with hosting this milestone event.

7. Next Meeting – 11th March 2024

It was noted that the next meeting of the Burdekin Shire Youth Council would be held on Monday 11th March, 2024 and would include election of the 2024 office bearers. Members were asked to consider if they would like to run for these positions and prepare a short speech prior to the meeting.

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

Actions Items from Meeting

	Action Item	Responsible Officer	Due Date	Status
	Investigate alternative Youth Leadership Development programs	Tammy Quagliata	Ongoing	
	Liaise with Burdekin Education Program regarding networking opportunities	Tammy Quagliata	Ongoing	
	Discuss options and ideas to celebrate the 30 th Anniversary of the Burdekin Shire Youth Council in 2024.	All members	Ongoing	
	Coordinate and promote NQ Fast Track Talent Showcase to be held on 16 March 2024	All members	16 March 2024	

Recommendations for Council Consideration

	Recommendation	Minutes Item No
	That Council notes the NQ Fast Track Talent Showcase to be held on 16 March, 2024 at the Burdekin Theatre.	5
	That Council consider allocating additional budget to the Burdekin Shire Youth Council to assist with hosting its 30 th Anniversary with a milestone event.	6

4.5. MINUTES AND BUSINESS ARISING

Burdekin Shire Youth Council Meeting Minutes - 11 March 2024

File Reference: 137
Report Author: Tammy Quagliata, Community Development Officer
Authoriser: Glenn Arboit, Manager Community Services
Meeting Date: 23 April 2024

Purpose

This report provides the minutes of the Burdekin Shire Youth Council Meeting held on 11 March 2024.

Summary of recommendations and actions for consideration and adoption:

Item 4 - 2024 Youth Council Executive Positions

Council notes the election of the following 2024 Youth Council Executive positions:

Youth Mayor - Eddie Jones

Deputy Youth Mayor - Laney Lando

Secretary - Matilda Wiseman

Item 6 - North Queensland Fast Track Talent Showcase - 16 March 2024

Council notes the details and information of the North Queensland Fast Track Talent Showcase to be held at the Burdekin Theatre on 16 March 2024 and the involvement of the Burdekin Shire Youth Council members in this event.

Item 7 - Burdekin Shire Youth Council 30th Anniversary Celebrations

Council notes the proposed plans to celebrate the 30th Anniversary of the Burdekin Shire Youth Council, pending budget consideration by Council.

Recommendation

That:

1. the minutes of the Burdekin Shire Youth Council Meeting held on 11 March 2024 be noted; and
2. the recommendations as detailed in the minutes and summarised in Items 4, 6 and 7 above be adopted.

Attachments

1. Minutes - Burdekin Shire Youth Council Meeting held 11 March 2024 (1)

Meeting Minutes

Meeting	Burdekin Shire Youth Council Meeting		
Date	Monday, 11 March 2024	Time	3:30 PM
Attendees	Eddie Jones – Youth Mayor Laney Lando – Deputy Youth Mayor Matilda Wiseman – Secretary Alexis Lindley – Ayr State High School Amaya Mahoney – Ayr State High School Brent Dingle – Burdekin Christian College Breanna Wood – Ayr State High School Chloe Becke – Ayr State High School Charlie Mann – Ayr State High School Emma Wilkie – Ayr State High School Jorda Quagliata – Ayr State High School Jorja Ahearn – Ayr State High School Michael Lindley – Ayr State High School Myer Wyburg – Ayr State High School Nicole Cervoni – Burdekin Catholic High School William Wiseman – Burdekin Christian College Tammy Quagliata – Community Development Officer, Burdekin Shire Council Glenn Arboit – Acting Manager Community Services, Burdekin Shire Council Councillor John Furnell – Burdekin Shire Council		
Apologies	Danielle Laubscher – Burdekin Christian College Taliyah Lammon – Burdekin Catholic High School Hayden Berryman – Ayr State High School John Grabs – Burdekin Christian College Councillor Lyn McLaughlin – Mayor, Burdekin Shire Council Councillor Kaylee Boccalatte – Burdekin Shire Council		
Chairperson	Eddie Jones, Youth Mayor		
Minutes Clerk	Tammy Quagliata		
Location	John Drysdale Chamber		

Agenda Items

1. Minutes of 26 February 2024 Meeting Received

Moved by Laney Lando, seconded by Eddie Jones that the minutes of the Burdekin Shire Youth Council Meeting held on 26 February 2024, be received.

CARRIED

2. Correspondence

Inward Correspondence

1. Selectability – Invitation for Youth Council representatives to attend the opening of the Burdekin Mental Health Hub – Official Opening to be held on Wednesday 8 May at 11am.

Outward Correspondence

NIL

Moved Jorda Quagliata, seconded by Michael Lindley that the inward correspondence be received.

CARRIED

3. Welcome and Introduction of Members

Tammy Quagliata welcomed new and existing members to the meeting. Noting that there were some first-time attendees, members were invited to introduce themselves.

4. Election of 2024 Burdekin Shire Youth Council Executive

Tammy Quagliata thanked the 2023 Youth Council Executive for their hard work and efforts in 2023 and declared all Youth Council executive positions vacant.

Tammy outlined the roles and expectations of the Youth Council Executive positions, and a secret ballot vote was conducted for each of the 2024 Youth Council Executive Positions.

YOUTH MAYOR

Youth Mayor Nominees:

Brent Dingle – moved Brent Dingle, seconded Laney Lando

Eddie Jones – moved Matilda Wiseman, seconded Michael Lindley

Eddie Jones was appointed to the position of Youth Mayor for 2024.

DEPUTY YOUTH MAYOR

Deputy Youth Mayor Nominees:

William Wiseman – moved William Wiseman, seconded Alexis Lindley

Michael Lindley – moved Michael Lindley, seconded Jorda Quagliata

Brent Dingle – moved Laney Lando, seconded Eddie Jones

Laney Lando – moved Michael Lindley, seconded Breanna Wood

Laney Lando was appointed to the position of Deputy Youth Mayor for 2024.

SECRETARY

Secretary Nominees:

Brent Dingle – moved Breanna Wood, seconded Matilda Wiseman
William Wiseman – moved Alexis Lindley, seconded Michael Lindley
Matilda Wiseman – moved Brent Dingle, seconded Eddie Jones
Nicole Cervoni - moved Nicole Cervoni, seconded Laney Lando

Matilda Wiseman was appointed to the position of Secretary for 2024

5. Motion to Destroy the Ballot Papers

Moved Michael Lindley, seconded Brent Dingle that the ballot papers be destroyed.

CARRIED

6. Update on NQ Fast Track Talent Showcase – 16th March 2024

Tammy Quagliata provided an update on the first major event for the Burdekin Shire Youth Council, being the NQ Fast Track Talent Showcase. Fast Track would be held at the Burdekin Theatre on Saturday 16th March from 10am, with the final showcase commencing at 7pm.

It was noted that now over 50 registrations had been received for the event. Tammy Quagliata further advised that Yoyo Music had offered a once in a lifetime prize opportunity for this year's Fast Track to Fame winner to perform live on Channel 7's Good Friday Appeal.

Members were asked to assist with registrations and backstage at various times for the event and Tammy undertook to email members and put together a roster. Members were encouraged to promote the event and purchase tickets for the Finals Showcase. It was noted that Youth Council volunteers would have free access to the heats for the event.

7. 30 Year Anniversary of the Burdekin Shire Youth Council

Further discussions were held regarding the 30th Anniversary Celebrations in the proposed format of a luncheon, followed by a community celebration event.

It was proposed that the event be held during the school holidays to try and accommodate former members coming back for the event.

Available dates at the Burdekin Theatre for the September school holidays included 21st & 28th September. Members were asked to check these dates didn't clash with anything else that they were aware of.

8. Member's Update

Members were each given the opportunity to give an update from within their schools, sporting clubs and community or share personal achievements with the group.

- Brent Dingle advised that he was successful in being selected as the Burdekin representative for the YMCA Youth Parliament. Brent undertook to keep the group informed on his involvement in this program. Tammy Quagliata congratulated Brent on this wonderful achievement.

9. Update on Burdekin Sport & Recreation Plan and Burdekin Youth Strategy

Acting Community Services Manager, Glenn Arboit advised Youth Council members that a consultant would be undertaking community consultation over the next few weeks to update Council's current Burdekin Sport and Recreation Plan. Members were encouraged to have their say and attend community consultation if possible.

It was further noted that completion of the Burdekin Youth Strategy would be progressing in the near future and members input will likely be required.

10. Next Meeting – 11th March 2024

It was noted that the next meeting of the Burdekin Shire Youth Council would be held on Monday 15th April 2024.

There being no further business, the meeting closed at 4.40pm.

Action Items from Meeting

	Action Item	Responsible Officer	Due Date	Status
	Investigate alternative Youth Leadership Development programs	Tammy Quagliata	Ongoing	
	Liaise with Burdekin Education Program regarding networking opportunities	Tammy Quagliata	Ongoing	
	Discuss options and ideas to celebrate the 30 th Anniversary of the Burdekin Shire Youth Council in 2024.	All members	Ongoing	
	Coordinate and promote NQ Fast Track Talent Showcase to be held on 16 March 2024	All members	16 March 2024	

Recommendations for Council Consideration

	Recommendation	Minutes Item No
	The Council notes the election of the following 2024 Youth Council Executive positions: Youth Mayor – Eddie Jones Deputy Youth Mayor – Laney Lando Secretary – Matilda Wiseman	4
	That Council notes the details and information of the NQ Fast Track Talent Showcase to be held on 16 March 2024 at the Burdekin Theatre and the involvement of the Burdekin Shire Youth Council members in this event.	6
	Council notes the proposed plans to celebrate the 30 th Anniversary of the Burdekin Shire Council, pending budget consideration by Council.	7

4.6. MINUTES AND BUSINESS ARISING

Matter Laying on Table - Motion to Implement Reporting Procedure for Councillor Participation

Attachments

1. Council Motion 27-02-2024 (002)

Motion to Implement Reporting Procedure for Councillor Participation

Transparency and accountability are essential principles in local governance. Councillors fulfilling the duties and responsibilities provided to them by the local community is crucial for the effective functioning of the council. Adopting a practice whereby councillors provide regular reports on his/her council duties/commitments and participation in community/Council events/workshops etc can enhance communication with constituents and foster trust in the council's activities.

Motion:

1. The council implements a reporting procedure whereby each councillor shall submit a report to every second council meeting outlining the council duties/ commitments they have participated in during the preceding period.
2. The report shall include, but not be limited to, details of attendance at council meetings, budget meetings and workshops, participation in community functions, and any other occasions where the councillor has acted in a capacity that represents the council.
3. The reports shall be included in the minutes of the respective council meetings for transparency purposes.
4. This reporting procedure shall be effective upon swearing in of the 2024-2028 council.
5. A standing agenda item be added to the Council Agenda, titled Mayor's and Councillor's Reports.
6. The Administration staff shall disseminate a reminder for councillors to submit their report prior to each reporting period.
7. A Councillor's failure to submit a report for inclusion in the Council Agenda will be noted in the relevant agenda.

Supporting Document:

Charters Towers Regional Council currently implements a similar process, which appears simple and effective. It is suggested that this format be utilised as a guide for Burdekin Shire Council.

9. MAYOR'S AND COUNCILLORS' REPORTS

Mayor FC Beveridge reported on:

Date	Details
17/08/2022	Chaired August General Meeting
17/08/2022	Officially opened the Charters Towers State High School Library
17/08/2022	Filmed Mayoral Minute with Media Team
18/08/2022	Filmed Clean Energy Use/Plans with Media Team for Townsville Enterprise Pty Ltd
19/08/2022	Chaired Charters Towers Youth Council Meeting
19/08/2022	Media Interviews with Bull FM and 4GC Radio
19/08/2022	Meeting with Council staff and Constituent
22/08/2022	Personal Leave
13/09/2022	
14/09/2022	Welcomed and participated in Charters Towers Regional Council Business Breakfast
14/09/2022	Participated in Whole of Staff Gathering Rehearsal with fellow Councillors and Council staff
14/09/2022	Met Scootaville participants near Saleyards
15/09/2022	Participated in Council's Whole of Staff Gathering
15/09/2022	Participated in Scootaville presentation at cenotaph
16/09/2022	Participated in Scootaville ride to City Hall
16/09/2022	Media interviews with Bull FM and 4GC Radio
17/09/2022	Presided over Australian Citizenship Ceremony (Citizenship Day)
17/09/2022	Participated in soccer match with fellow elected members as part of soccer club gala day
19/09/2022	Participated in Elected Member Update hosted by LGAQ (Local Government Association of Queensland) with fellow Councillors and Senior Staff
20/09/2022	Participated in Townsville Area Palliative Care Plan Working Group Meeting

Deputy Mayor GJ Lohmann reported on:

Date	Details
17/08/2022	General Meeting and workshop Workshop Official opening of library at Charters Towers State High School Our Town Association and Selectability meeting
18/08/2022	Community Advisory Network Meeting
20/08/2022	Charters Towers Women of the Outback Shed AGM
21/08/2022	Eisteddfod volunteering
23/08/2022	CEO update Media - Radio 4CA Meeting with Townsville Health & Hospital Service Site meeting for Miners Memorial Working Group
24/08/2022	LDCC Project Team meeting Eisteddfod volunteering
25/08/2022	Meeting with Towers Arts executive and tour Meeting with CFO – pensioner discounts 777Block development matters meeting
26/08/2022	Taste of the Towers Official Opening Judge at Taste of the Towers
27/08/2022	History and Heritage Fair
28/08/2022	Prospect Community Day stall
29/08/2022	Media - West FM Radio Constituent meeting Media – Rush Festival competition winner
30/08/2022	CEO update Inland Freight Route Investment Strategy (IFRIS) - Consultation Workshop Legends of League launch

31/08/2022	Councillor ELT meeting and workshop Filming of Our World documentary Meeting to finalise THHS function invitee list
1/09/2022	RQCOM Olympics Forum
2/09/2022	Site meeting with constituent regarding drainage and trees Official Opening of Mitre 10 store
3/09/2022	Mitre 10 Open Day
4/09/2022	Welcome of Lexus Melbourne Cup Tour Great Houses Tour Cowboys Leagues Club presentation event
5/09/2022	CEO update Presentation to participants of Spirits of the Night
6/09/2022	Media – ABC Radio
7/09/2022	Meeting with CFO regarding excess water rates Media- Flying Fox video at Lissner Park Meeting with constituents regarding cemetery
8/09/2022	Media - Radio MMM Discussions with developer about Greenvale issues Big Rocks Steering Committee meeting Media – ABC Radio Meeting with constituent about excess water rates Friends of the Theatre meeting
10/09/2022	Beccy Cole & Adam Harvey Concert
11/09/2022	Towers Hill Fun Run/Walk Service of Prayer & Reflection for Her Majesty The Queen
12/09/2022	Meeting with CEO and Hon. Bob Katter, Member for Kennedy
13/09/2022	Homestead & Pentland Community meetings
14/09/2022	Business breakfast Mayoral briefing Whole of Council Staff Gathering rehearsal
15/09/2022	Whole of Council Staff Gathering
17/09/2022	Australian Citizenship Ceremony
19/09/2022	Elected Member Update

Cr AP Barr reported on:

Date	Details
17/08/2022	General Meeting & Councillor Workshops
31/08/2022	Fortnightly Councillors and ELT Workshop
13/09/2022	Homestead & Pentland Community Meeting
19/09/2022	Elected Member Update

Cr S Bennetto reported on:

Date	Details
26/08/2022	Taste of the Towers
31/08/2022	Fortnightly Councillor & ELT Workshop
1/09/2022	NQ Sportstar Award Meeting
4/09/2022	Welcoming the Melbourne Cup Tour
9/09/2022	NQSF Strategic Planning Workshop
12/09/2022	Charters Towers Language Speaking Competition
13/09/2022	Homestead & Pentland Community Meetings
14/09/2022	Business Breakfast WOSG rehearsal
15/09/2022	WOSG Awards
19/09/2022	Elected Member Update Training

Cr KF Hastie reported on:

Date	Details
17/08/2022	General Council Meetings Workshops
18/08/2022	Filming of Catch Up Video Move It programme - basketball
23/08/2022	Site Meeting – Miners Memorial Move It programme - basketball
24/08/2022	Ride to School Day
26/08/2022	Taste of the Towers Judging
30/08/2022	Meeting to launch Legends of League
31/08/2022	Fortnightly Workshops Filming "Our World"
1/09/2022	Presentation Move It break up
3/09/2022	Dalrymple Country Music Festival
4/09/2022	Welcoming the Melbourne Cup to CT
7/09/2022	Ride to School Day
13/09/2022	Homestead/Pentland community meetings
13/09/2022	Move it Programme - Touch
14/09/2022	Business Breakfast WOSG rehearsal
15/09/2022	WOSG – World Theatre
17/09/2022	Australian Citizenship Ceremony Soccer Gala Day/soccer game Miners' presentation night
19/09/2022	EMU workshop

Cr JD Mathews reported on:

Date	Details
23/08/2022	Site Meeting for Miners Memorial
27/08/2022	History & Heritage Fair
28/08/2022	Prospect Community Markets
31/08/2022	Councillors & ELT Workshop Filming for Friday catch-up video
3/09/2022	Charity Ball & welcoming the Melbourne Cup Tour
4/09/2022	Welcoming the Melbourne Cup Touring Party
13/09/2022	Homestead & Pentland Community Meetings
14/09/2022	Business Breakfast WOSG rehearsal
15/09/2022	WOSG Awards
19/09/2022	Elected Member Update Training

Cr BP Robertson reported on:

Date	Details
17/08/2022	General Meeting of Council & Workshops
23/08/2022	Review of Miners Memorial
24/08/2022	Fat & Store Sale
31/08/2022	Councillor & ELT Workshop
19/09/2022	Elected Member Update

Source: <https://www.charterstowers.qld.gov.au/downloads/file/2043/agenda-for-ctrc-general-meeting-26-october-2022>

5.1.1. CEO

Council Workshops - February 2024

File Reference: 1394

Report Author: Terry Brennan, Chief Executive Officer

Authoriser: Terry Brennan, Chief Executive Officer

Meeting Date: 23 April 2024

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027:

5.2.1 Demonstrate open and transparent leadership

Executive Summary

In line with agreed meeting arrangements, the Council conducted two(2) general workshops during February which were held on 6 and 20 February 2024.

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

Recommendation

That the report on the Council workshops held on 6 and 20 February 2024 be received and noted.

Background

The Council has adopted governance arrangements based on holding Council meetings on a fortnightly basis each month, except in December and January each year, where only one (1) meeting is held in each month. Similar arrangements apply to the conduct of general workshops which are held on the alternate week to Council meetings.

In line with these arrangements, general workshops were conducted on 6 and 20 February 2024.

A broad range of policy and operational issues were discussed at the workshops. A summary of the issues discussed is outlined below:

6 February 2024

- Development Application – Material Change of Use – Warehouse (Self Storage Units) – Giddy Road, McDesme
- Development Application - Material Change of Use – Non-Resident Workforce Accommodation - Homestead Road, Fredericksfield
- Development Application - Amendment to Proposed Reconfiguration Application - Rita Island Road, Jarvisfield
- Development Application - Material Change of Use for Accommodation Building - Nelson Street, Clare
- Business Continuity Management Policy Review
- Privacy Policy Review
- Local Government Remuneration Commission - Annual Report

- Discussion of proposed updates to Meeting Procedures and Standing Orders
- Outline of Disaster Recovery Funding Arrangements (DRFA) - Summary of Works
- Discussion on Increasing Number of Permanent Sites - Burdekin Cascades Caravan Park
- Discussion on Ayr Industrial Estate Parking
- Request for Lease Fee Relief - R Pryor - Rita Island
- Presentation on Quarter 2 2023/24 Operational Plan Report
- Update on proposed meeting with representatives of Millaroo Community - 13 February 2024
- Outline of Active Women and Girls' State Grant Funding
- Update on Recruitment for Manager Community Services

20 February 2024

- Presentation on Updates to Building Code - Modern Home Standards
- Development Application - Material Change of Use - Community Care Centre & Caretaker Accommodation - Wickham Street, Ayr
- Development Application - Reconfiguring a Lot - Ferguson Road, Ayr
- Presentation on Powerlink Burdekin River Pump Station Connection Report
- Outline of Townsville City Council Development Application Customer Experience
- Community Engagement Policy Review
- Request for Fee Waiver - Ayr Showgrounds Hall - Scootaville Charity Ride
- Project Overview – Replacement of Queen Street Speakers
- Project Overview – Burdekin Theatre Deck Lighting
- Presentation on Active Women and Girls' Program State Funding
- Presentation on Litter Education and Awareness Program (LEAP) for Schools
- Update - Disposal of Council Land - 121-131 First Avenue, Home Hill
- Request for Renewal of Trustee Lease over part of Millaroo Airstrip
- Quotations for development of long-term Flying Fox Management Plan

Consultation

Consultation was undertaken with various parties in the presentation of the workshop topics.

Budget & Resource Implications

Not Applicable.

Legal Authority & Implications

Not Applicable.

Policy Implications

Any policy proposals or approvals are subsequently referred to a Council meeting via a report for consideration and if approved, formal adoption.

Risk Implications (Strategic, Operational, Project Risks)

Strategic Risk due to possible reputation damage if policies or major initiatives are not effectively developed with input and support from Councillors.

Attachments

None

6.2.1. COMMUNITY DEVELOPMENT

Ayr Pastoral, Agricultural and Industrial Association Inc. Fee Waiver Request - Ayr Showgrounds

File Reference: 1378

Report Author: Glenn Arboit, Manager Community Services

Authoriser: Nick OConnor, Director Corporate and Community Services

Meeting Date: 23 April 2024

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

1.1.2 Encourage equitable access to facilities and resources.

1.1.3 Provide ongoing support for art, culture, youth, seniors, and welfare activities.

Executive Summary

Ayr Pastoral, Agricultural and Industrial Association Inc (the Association) will present the 2024 Annual Burdekin Show at the Ayr Showgrounds on Wednesday 26 June 2024.

Each year the Association writes to Council requesting use of the Ayr Showgrounds including use of all the facilities.

In addition, the Association has requested that Council considers waiving any fees and charges including electricity and plumbing associated with delivering the event.

Recommendation

That Council approves the following:

1. 100% waiver on hire charges (as per the approved schedule of fees and charges) including electrical and plumbing costs for the annual Burdekin Show held at the Ayr Showgrounds.
2. That Council recoups any direct costs should they be incurred, such as cleaning, waste disposal and technical support.
3. That each year the Association must submit a written request to Council to waive the hire fees.

Background

Originally a Management Agreement was in place between Council and the Association however in 2015 due to financial burden the Association handed management responsibility of Showgrounds back to Council.

A search of Council records indicates that historically the Association has not been required to pay hire fees.

In 2017 there is correspondence from Council to the Association advising Council's decision to waive all hire charges including electricity and plumbing for the event held in that year.

There is no previous Council resolution that approves an ongoing annual fee waiver for the Association's use of the Showgrounds.

Consultation

Council discussed this request at a Council Workshop held on 11 April 2024.

Budget & Resource Implications

Not Applicable.

Legal Authority & Implications

Not Applicable.

Policy Implications

Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)

May set a precedent for future discount requests received from charity organisations.

Attachments

None

6.3.1. FINANCIAL AND ADMINISTRATIVE SERVICES

Monthly Financial Report - March 2024

Recommendation

That the Monthly Financial Report for Period Ending 31 March 2024 be received.

Attachments

1. Monthly Financial Report - March 2024
2. 2023-2024 Capital PCG Council - 31 March 2024

Financial Report - March 2024

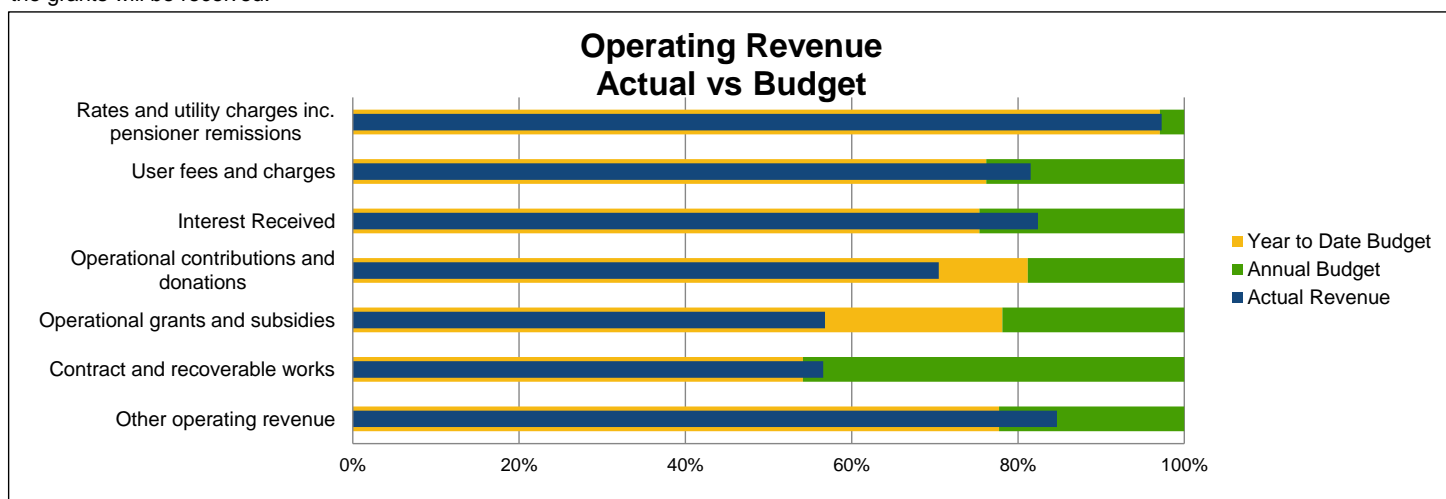
The following report provides a summary of Council's financial performance to 31 March 2024.

FINANCIAL STATEMENTS AT A GLANCE

As at 31 March 2024	Actual \$	Annual Budget \$	YTD Revised Budget \$	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Total Operating Revenue	51,722,320	56,205,983	51,630,614	91,706	0%
Total Operating Expenses	43,142,404	61,135,304	45,569,976	-2,427,572	-5%
Operating Position	8,579,916	-4,929,321	6,060,638	2,519,278	42%
Capital Revenue	3,127,349	12,209,351	12,890,720	-9,763,371	-76%
Net Result	11,707,265	7,280,030	18,951,358	-7,244,093	-38%

This report contains financial information for the period ending 31 March 2024. Council's operating position at month end is a \$8.6M 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.



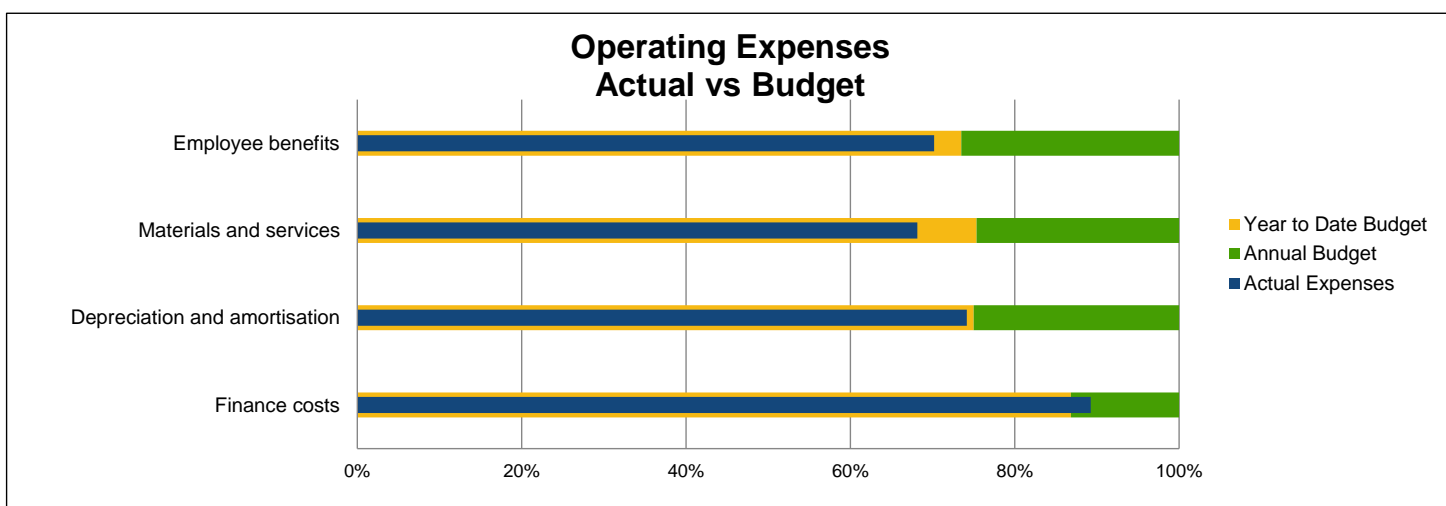
Under Budget:

- Operational grants and subsidies: Under budget due to timing of QRA funding and Recovery and Resilience grant for Community Capacity Officer.

Ahead of Budget:

- User Fees and Charges: Ahead of budget mainly caravan park income, hire of Cultural Facilities and Building Inspections due to the number of building and planning development applications received.

- Interest received: Ahead of budget due to a number of investments that matured in March.



Under Budget:

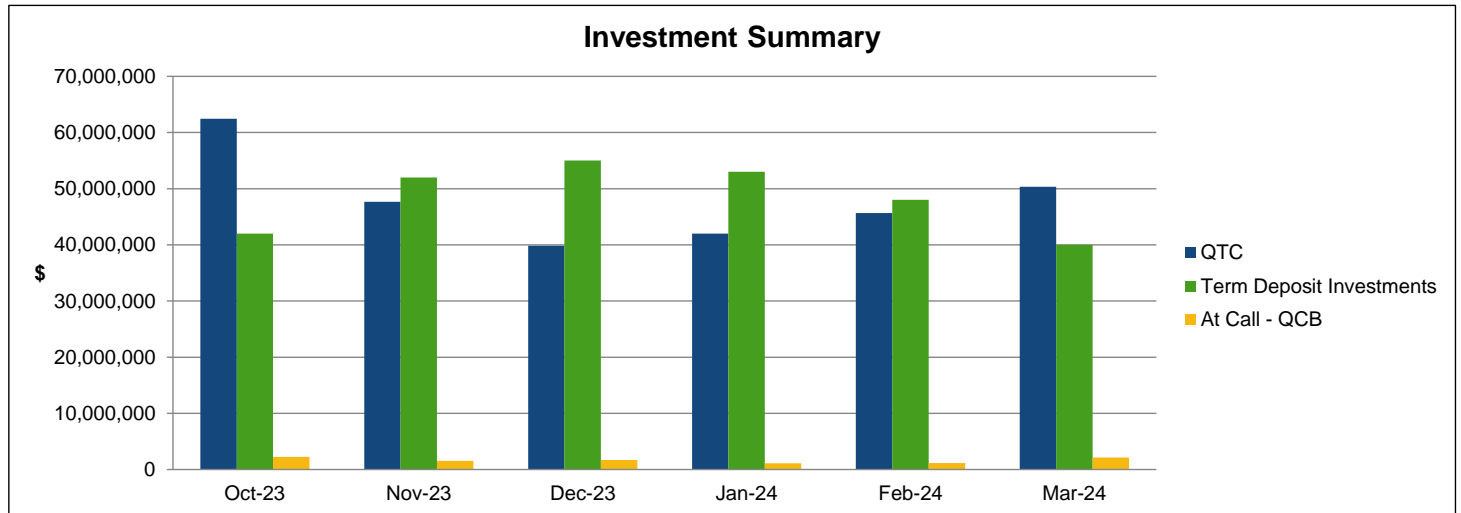
- Employee Benefits: Under budget due to staff vacancies.

- Materials and services: Major variances are waste legacy works and waste collection, QRA recoverable works, and 2023/24 computer replacement program not yet delivered as identified in program reports.

INVESTMENT PORTFOLIO

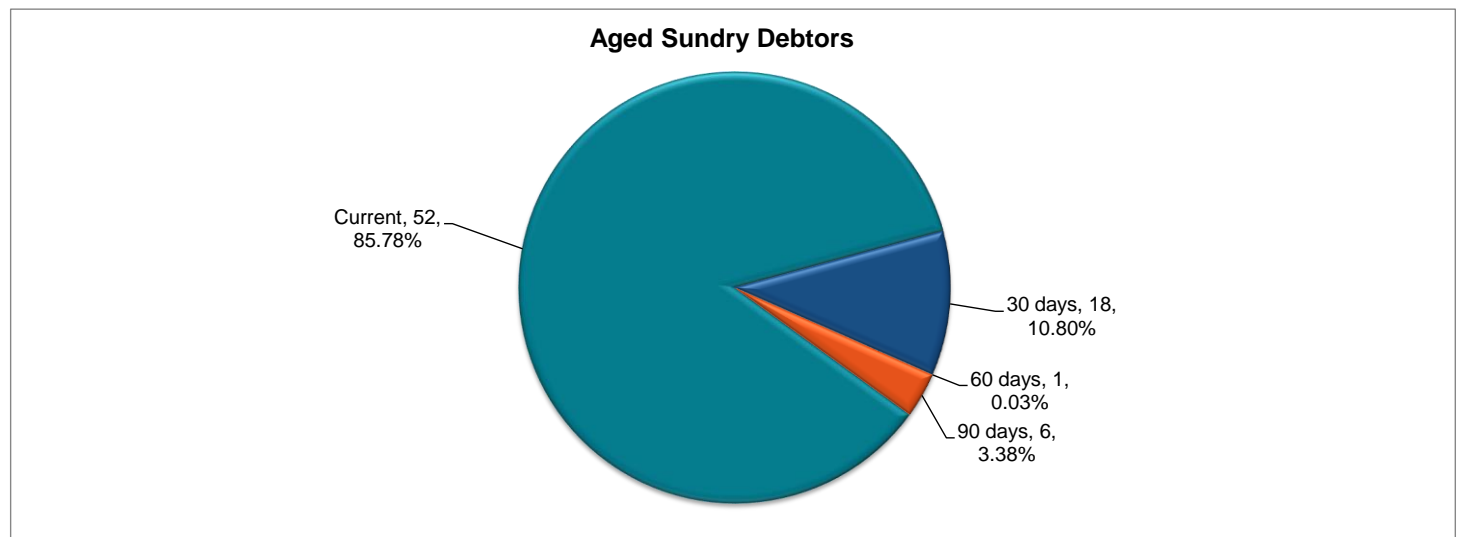
Investment Report as at 31 Mar 2024 (including at call cash)

	Total Invested	Average Current Rate Weighted	% Invested
NAB	25,000,000	5.09%	27.0%
Suncorp	15,000,000	5.25%	16.2%
QTC	50,350,524	4.92%	54.4%
QCB General	2,125,448	2.25%	2.3%
Total Funds	\$92,475,972		



SUNDRY DEBTORS

Total outstanding Sundry Debtors as at 31 March 2024 are \$397,225.00.

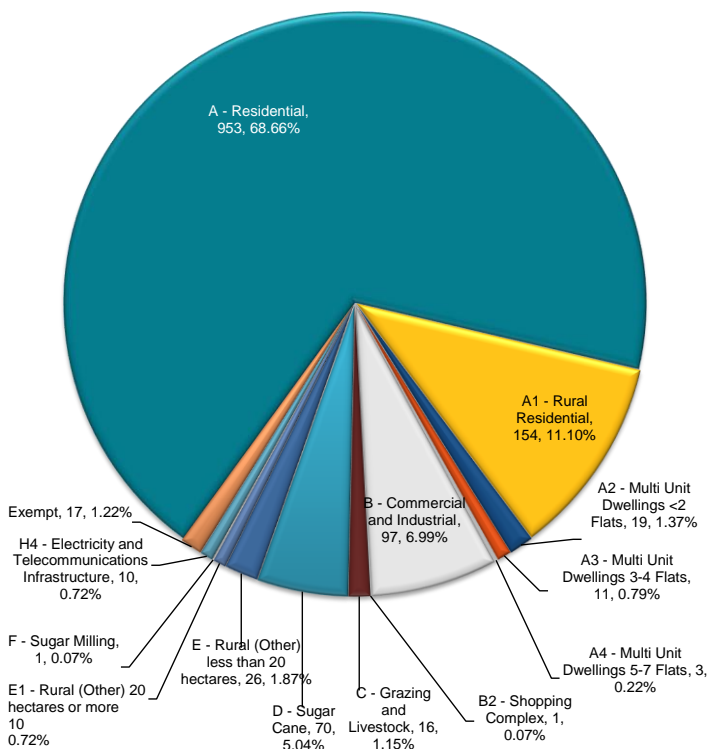


RATES

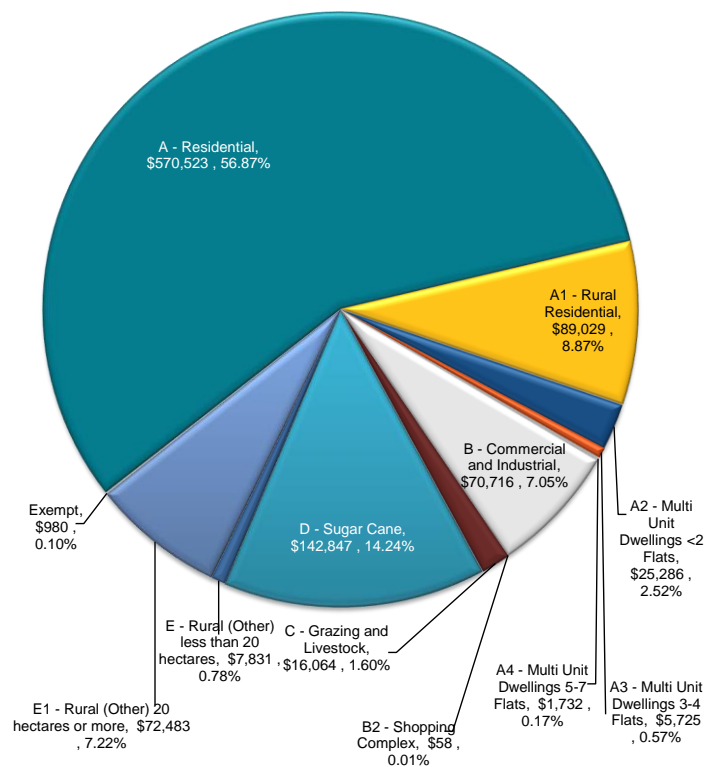
Arrears as at 1 July 2023		\$439,903
Levy and fees raised *	\$46,420,002	
Interest charged *	\$143,514	
Less Pensioner subsidy and rebate	\$681,279	
Adjustment	<u>-\$1</u>	\$45,882,236
Payments received		<u>\$45,318,849</u>
Arrears as at 31 March 2024		<u><u>\$1,003,290</u></u>
% Arrears March 2024		2.17%
% Arrears March 2023		2.08%
Pre-payments as at 31 March 2024		\$1,614,465
Pre-payments as at 31 March 2023		\$1,099,523

* includes State Govt Emergency Management Levy

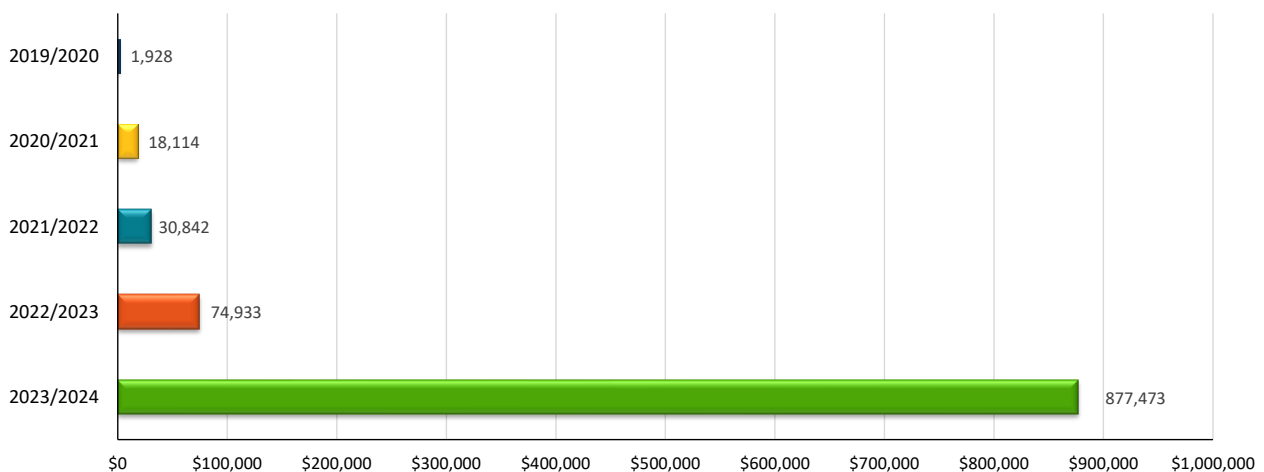
Number of Properties with Outstanding Rates by Rating Category



\$ Value of Outstanding Rates by Rating Category



Total Rates Outstanding by Financial Year



Rates Debt Recovery

Collection House – Debt Referral

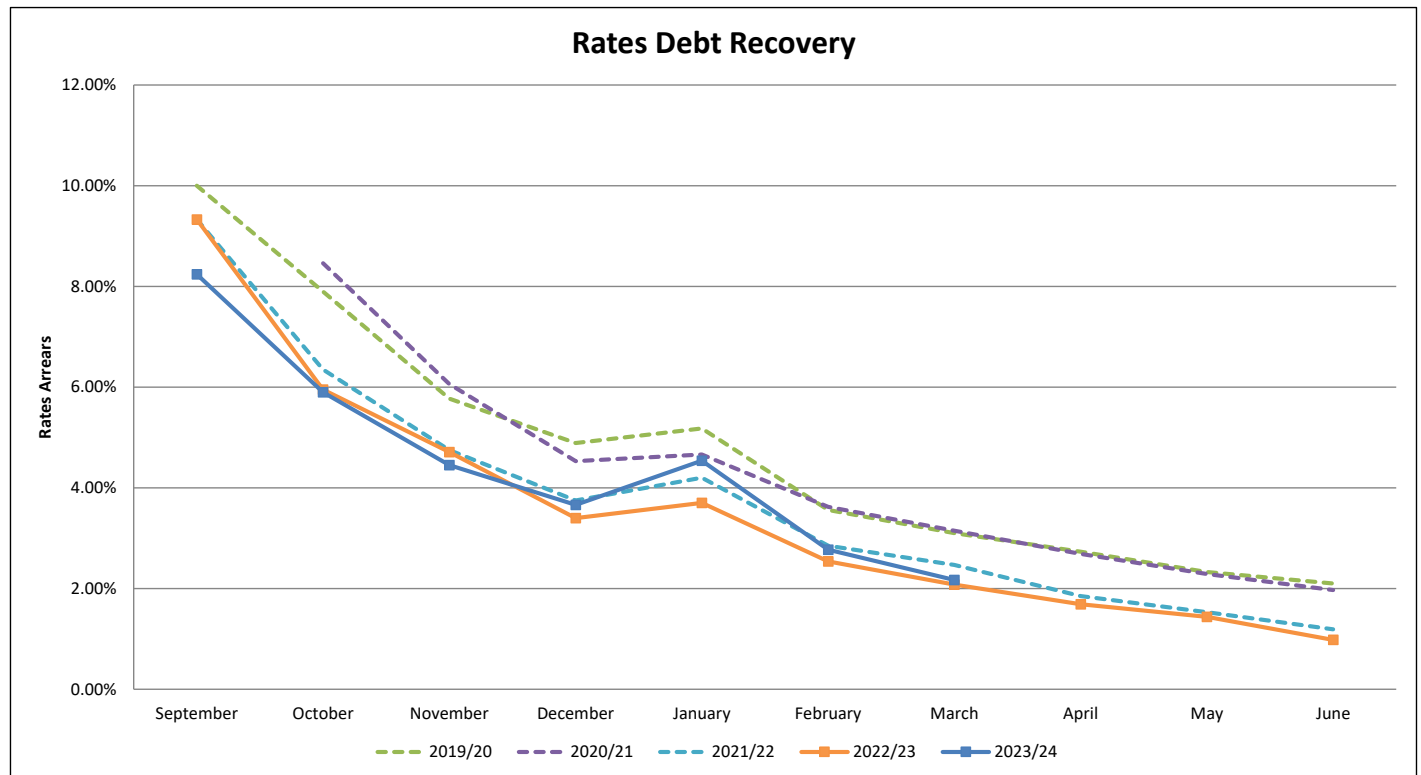
Council currently has 142 active files with Collection House with an outstanding balance of \$518,048.27.

Council Periodic Payment Plans

Council has 236 formalised periodic payment plans currently in place. These will continue to be monitored by Rates Staff to ensure conformance.

Collection House – Sale of Land

In December 2023, Notice of Intentions to sell were issued for 11 properties. As at 31 March 2024, 5 properties have been paid in full.



OVERVIEW OF COUNCIL'S CAPITAL PROJECTS

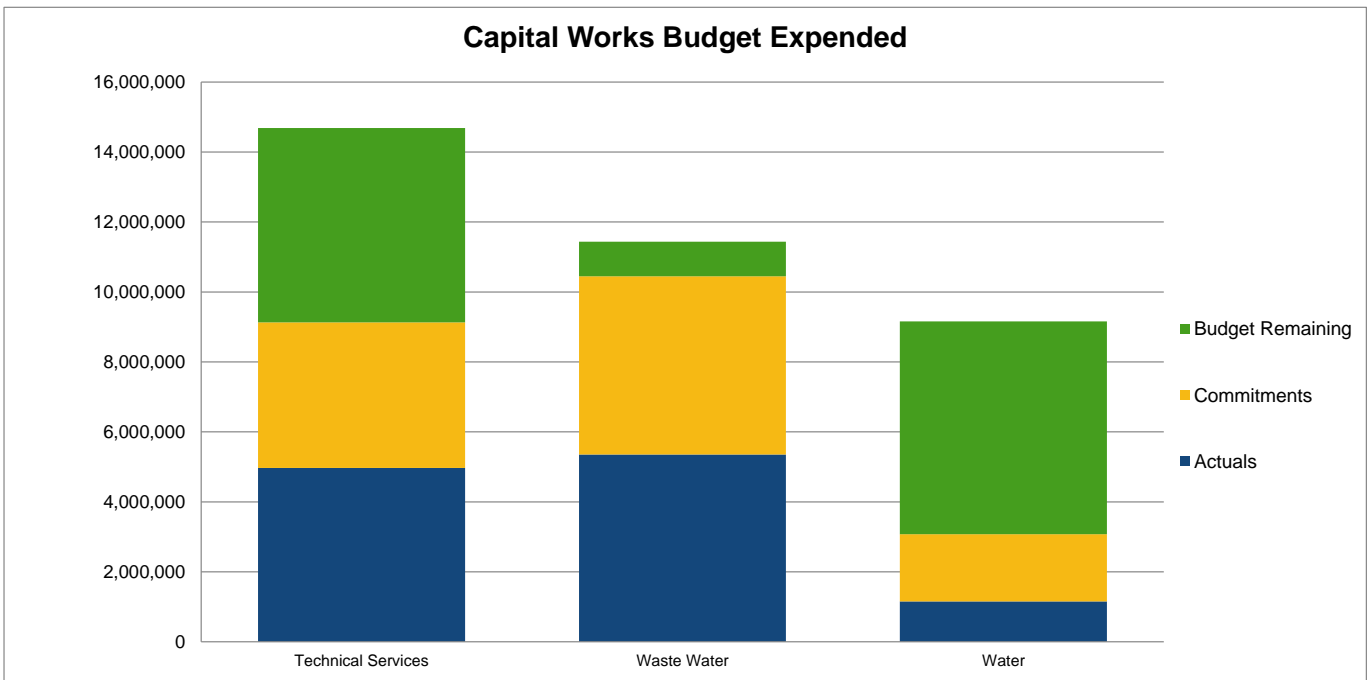
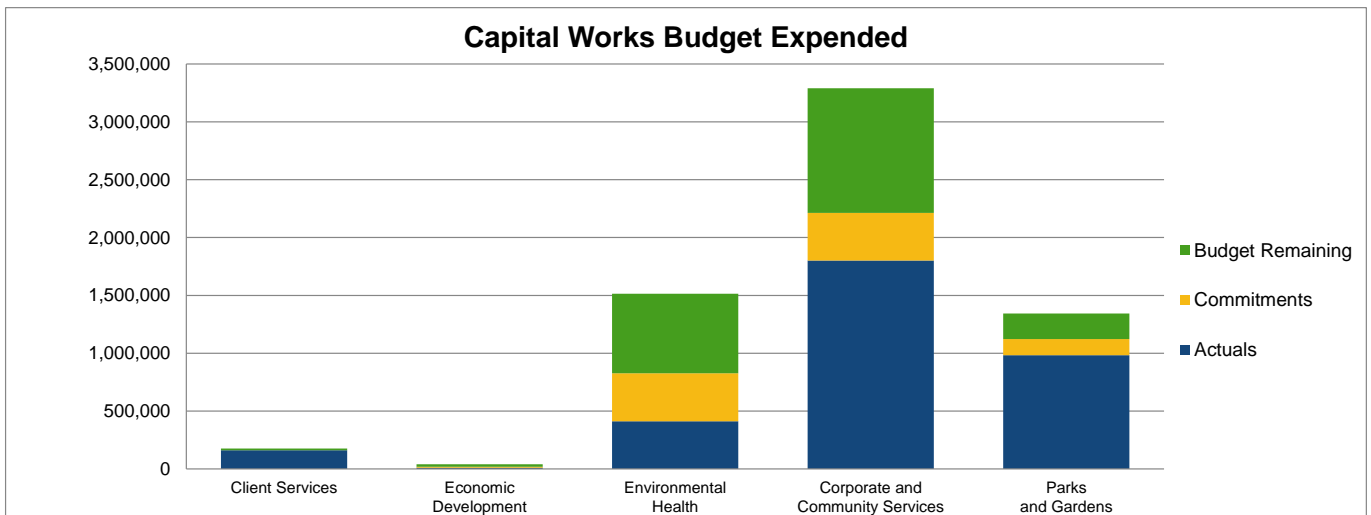
Capital expenditure incurred for the year to 31 March, is shown by asset category in the table below.

Capital project expenditure to 31 March is \$14,845,042.07. In addition to this, there is \$12,154,790.98 of commitments. Therefore totalling \$26,999,833.05.

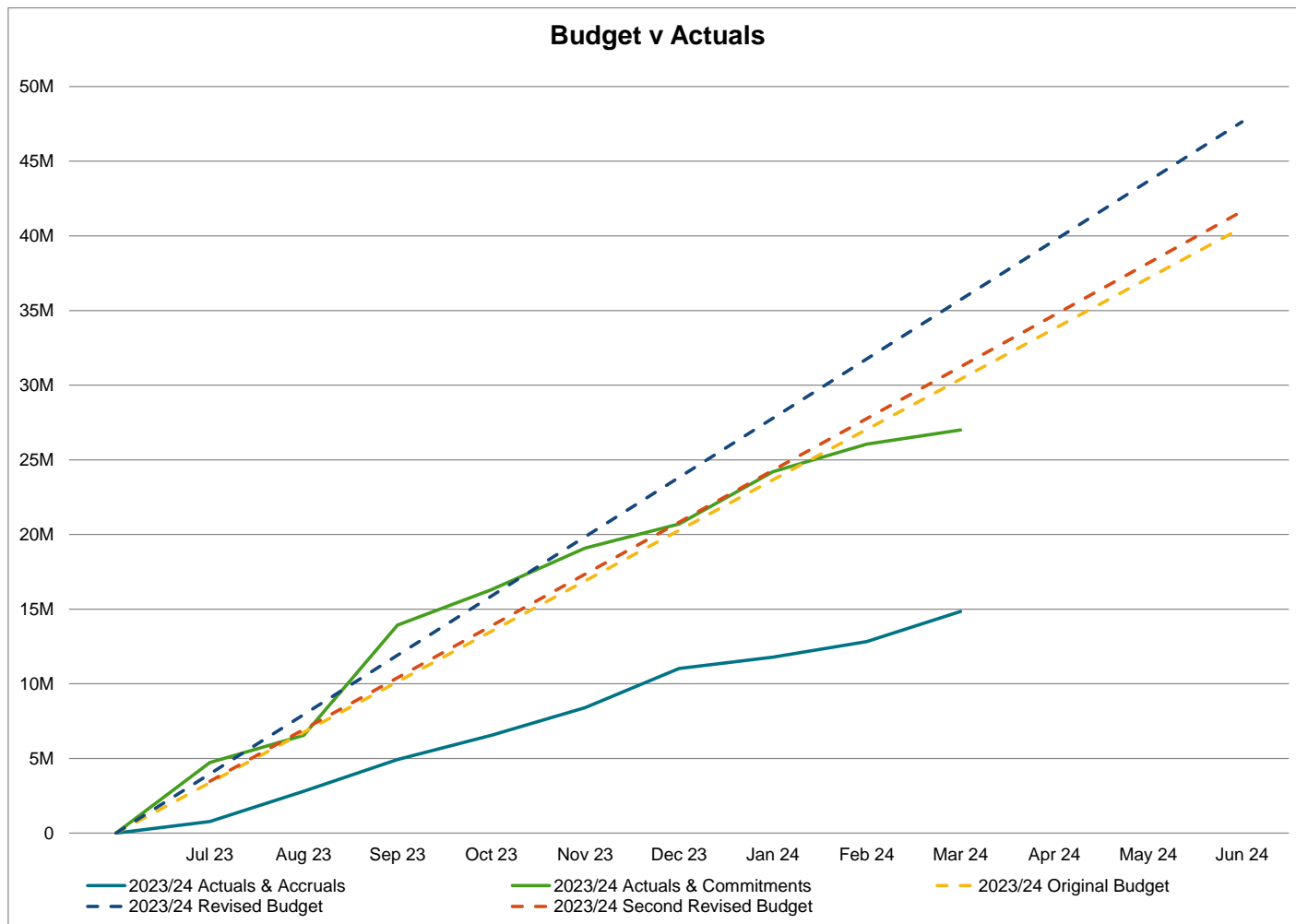
Financial Overview by Asset Category

Asset Category	Original Budget	Revised Budget	Actuals & Accruals	Commitments	Total
Client Services	\$ 176,000	\$ 175,800	\$ 162,112	\$ -	\$ 162,112
Corporate and Community Services	\$ 1,566,850	\$ 3,290,949	\$ 1,801,069	\$ 411,516	\$ 2,212,585
Economic Development	\$ 30,000	\$ 39,800	\$ 9,806	\$ 9,500	\$ 19,306
Technical Services	\$ 12,605,000	\$ 14,683,562	\$ 4,971,241	\$ 4,157,201	\$ 9,128,441
Environmental Health	\$ 1,039,900	\$ 1,514,588	\$ 411,406	\$ 416,139	\$ 827,545
Parks and Gardens	\$ 690,000	\$ 1,343,155	\$ 983,316	\$ 139,127	\$ 1,122,443
Waste Water	\$ 8,358,000	\$ 11,438,031	\$ 5,353,014	\$ 5,097,415	\$ 10,450,429
Water	\$ 16,080,000	\$ 9,157,351	\$ 1,153,079	\$ 1,923,893	\$ 3,076,972
TOTAL	\$ 40,545,750	\$ 41,643,236	\$ 14,845,042	\$ 12,154,791	\$ 26,999,833

The below graph shows, by Asset Category, how much Council has spent (including accruals and commitments) on Capital Projects, compared to each budget.



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 March 2024.

APPENDIX 4 - STATEMENT OF CASH FLOWS

Attached is the Statement of Cash Flows for the period ending 31 March 2024.

OPERATING STATEMENT
Period Ending 31 March 2024

Chief Executive Officer

	Month of March 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	29	458	450	8	2%
Operational grants and subsidies	0	58,570	0	58,570	-
Other operating revenue	6,052	19,596	14,175	5,421	38%
Total operating revenue	6,081	78,624	14,625	63,999	438%
Operating Expenses					
Employee benefits	119,312	1,034,317	1,053,449	-19,132	-2%
Materials and services	6,492	165,859	265,275	-99,416	-37%
Total operating costs	125,804	1,200,177	1,318,724	-118,547	-9%
Surplus (deficit) from operating activities	-119,723	-1,121,552	-1,304,099	182,546	-14%
Net result for period	-119,723	-1,121,552	-1,304,099	182,546	-14%

Comments

Operational grants and subsidies

Unbudgeted Recovery and Resilience grant was received from Queensland Reconstruction Authority for 2022/23 Sweet Days Hot Night festival.

Other operating revenue

Ahead of budget sponsorship contributions and registrations for 2024 NQ Regional Volunteers conference in the Burdekin.

Materials and services

Under budget due to marketing and advertising costs for the Industrial Estate Stage 1, Tourism promotions and preliminary costs for the 2025 Sweet Days Hot Nights festival not yet incurred.

OPERATING STATEMENT
Period Ending 31 March 2024

Director of Corporate & Community Services

	Month of March 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	6,531	75,248	81,819	-6,571	-8%
Operational contributions and donations	166	20,252	23,198	-2,946	-13%
Operational grants and subsidies	0	108,510	87,574	20,936	24%
Other operating revenue	184	4,236	2,625	1,611	61%
Total operating revenue	6,881	208,247	195,216	13,031	7%
Operating Expenses					
Employee benefits	53,269	509,522	502,658	6,864	1%
Materials and services	41,000	496,862	615,021	-118,159	-19%
Depreciation and amortisation	125,756	1,115,255	1,143,120	-27,865	-2%
Total operating costs	220,025	2,121,638	2,260,798	-139,160	-6%
Surplus (deficit) from operating activities	-213,144	-1,913,392	-2,065,582	152,191	-7%
Capital contributions	0	0	10,000	-10,000	-100%
Capital grants and subsidies	0	138,098	338,098	-200,000	-59%
Other capital income (expense)	-6,628	-87,687	-207,119	119,432	-58%
Net result for period	-219,773	-1,862,981	-1,924,603	61,623	-3%

Comments

User fees and charges

Under budget due to agricultural lease for property at the Ayr Aerodrome currently out to tender.

Operational grants and subsidies

Ahead of budget due to grant funding for PCYC building in Ayr being received ahead of schedule.

Materials and services

Under budget due to timing of payments to business analyst and contract internal auditors.

Capital contributions

Contribution for installation of sugar cane planter not yet received.

Capital grants and subsidies

Grant funds received from Regional Airports program for Aerodrome fencing project. The Local Roads and Community Infrastructure Program Phase 4 (LRCIP4) grant funds for Millaroo community project to be received as works completed and claims submitted.

Other capital income (expense)

Loss from building asset disposals.

OPERATING STATEMENT
Period Ending 31 March 2024

Manager Client Services

	Month of March 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	36,733	35,513	1,220	3%
Other operating revenue	2,387	25,023	27,150	-2,127	-8%
Total operating revenue	2,387	61,757	62,663	-906	-1%
Operating Expenses					
Employee benefits	110,876	2,348,203	2,337,277	10,926	0%
Materials and services	53,937	1,777,807	2,006,795	-228,987	-11%
Total operating costs	164,812	4,126,010	4,344,072	-218,062	-5%
Surplus (deficit) from operating activities	-162,425	-4,064,254	-4,281,409	217,155	-5%
Capital grants and subsidies	0	35,558	0	35,558	-
Net result for period	-162,425	-4,028,695	-4,281,409	252,714	-6%

Comments

Other operating revenue

Income received in the month was for reimbursement of employees wages for workers compensation claims. Workcare payments are received as the need arises and therefore often vary to budget.

Materials and services

Under budget in IT Portable and Attractive equipment with the 2023/24 computer replacement program not yet delivered. Training also under budget due to staff being eligible for Civil Training State Funding and TAFE fee-free training.

Capital grants and subsidies

Unbudgeted Resilience and Recovery Grant received from Queensland Reconstruction Authority for the refurbishment of the Ayr SES amenities.

OPERATING STATEMENT
Period Ending 31 March 2024

Manager Community Services

	Month of March 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	12,270	220,581	172,807	47,773	28%
Operational grants and subsidies	0	65,207	170,045	-104,838	-62%
Other operating revenue	8,326	85,980	67,125	18,855	28%
Total operating revenue	20,596	371,768	409,978	-38,210	-9%
Operating Expenses					
Employee benefits	135,464	1,395,412	1,413,106	-17,694	-1%
Materials and services	92,570	991,334	1,125,705	-134,371	-12%
Depreciation and amortisation	13,250	92,719	89,025	3,694	4%
Total operating costs	241,284	2,479,465	2,627,836	-148,371	-6%
Surplus (deficit) from operating activities	-220,689	-2,107,697	-2,217,858	110,161	-5%
Capital grants and subsidies	0	43,544	80,000	-36,457	-46%
Other capital income (expense)	-15,556	-15,556	-32,015	16,459	-51%
Net result for period	-236,244	-2,079,709	-2,169,873	90,164	-4%

Comments

User fees and charges

Ahead of budget for cultural facilities as budget spread equally throughout the year.

Operational grants and subsidies

North Queensland Recovery and Resilience Grant for Community Capacity Officer final payment yet to be received. The final acquittal was completed in December 2023. This is being offset by unbudgeted income received for Move It NQ Funding and RADF funding for Fast Track Talent Showcase.

Other operating revenue

Ahead of budget mainly due to unbudgeted income received (ticket sales) for Community Wellness Event (Kick Off The Conversation). Also received unbudgeted donation towards Theatre Equipment from Friends of the Burdekin Theatre and sponsorship income for Fast Track.

Materials and services

Under budget program expenses for Community Capacity Officer. Unspent funds have been allocated to other projects within the Resilience and Recovery projects. Theatre and Memorial Hall expenses under budget including materials and maintenance of fire alarms.

Capital grants and subsidies

The State Library of Queensland grant is paid in quarterly instalments. The first two quarterly payments were received in October and December. The third quarter payment is expected to be received in April.

Other capital income (expense)

Part disposal of asset - PCYC Cark Park.

OPERATING STATEMENT
Period Ending 31 March 2024

Manager Environmental & Health Services - Waste Program

	Month of March 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	4,515	4,428,978	4,414,749	14,229	0%
User fees and charges	60,714	569,349	585,180	-15,831	-3%
Interest Received	55,232	274,532	248,775	25,758	10%
Other operating revenue	8,106	230,311	224,100	6,211	3%
Total operating revenue	128,567	5,503,171	5,472,804	30,367	1%
Operating Expenses					
Employee benefits	67,326	691,955	703,762	-11,807	-2%
Materials and services	251,233	2,037,896	2,428,891	-390,996	-16%
Depreciation and amortisation	41,949	367,185	374,175	-6,990	-2%
Total operating costs	360,508	3,097,035	3,506,828	-409,793	-12%
Surplus (deficit) from operating activities	-231,941	2,406,135	1,965,976	440,160	22%
Other capital income (expense)	0	-23,176	-21,300	-1,876	9%
Net result for period	-231,941	2,382,960	1,944,676	438,284	23%

Comments

Interest Received

Ahead of budget for interest on investments as the budget was spread evenly over the year and there were a number of investments that matured in March.

Materials and services

Under budget for waste legacy landfill projects due to staffing changes. Under budget for contract payments due to the timing of waste collection invoices. Waste levy payment and waste levy refund are also under budget due to budget spread.

Other capital income (expense)

Loss from waste assets disposals.

OPERATING STATEMENT
Period Ending 31 March 2024

Manager Environmental & Health Services excluding Waste Program

	Month of March 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	6	87,365	87,500	-135	0%
User fees and charges	54,937	666,728	581,088	85,640	15%
Operational contributions and donations	31,641	118,263	109,514	8,749	8%
Operational grants and subsidies	0	48,618	87,663	-39,045	-45%
Other operating revenue	2,099	11,383	11,925	-542	-5%
Total operating revenue	88,683	932,357	877,690	54,667	6%
Operating Expenses					
Employee benefits	133,172	1,148,051	1,234,529	-86,478	-7%
Materials and services	198,315	1,721,408	1,794,352	-72,944	-4%
Depreciation and amortisation	30,496	270,649	274,725	-4,076	-1%
Total operating costs	361,983	3,140,108	3,303,606	-163,498	-5%
Surplus (deficit) from operating activities	-273,300	-2,207,751	-2,425,916	218,165	-9%
Capital grants and subsidies	0	0	237,370	-237,370	-100%
Other capital income (expense)	0	-2,271	-57,715	55,444	-96%
Net result for period	-273,300	-2,210,022	-2,246,261	36,239	-2%

Comments

User fees and charges

Ahead of budget due to an increase in revenue from the Home Hill and Burdekin Cascades Caravan parks.

Operational contributions and donations

Ahead of budget as Grader Grass grant budgeted in operational contributions but received as operational grants and subsidies. Also over budget in herbicide subsidy landowner contribution with income variable from month to month and the budget spread evenly across the year.

Operational grants and subsidies

Under budget as the CHAS grant acquittal for the restoration works at Wunjunga has not been finalised. This is offset by unbudgeted grant funds received for the Flying Fox Roost Management in Queensland Program, and Grader Grass grant budgeted in operational contributions and donations.

Employee benefits

Under budget due to staff vacancies.

Materials and Services

Under budget mainly chemicals for the Herbicide Subsidy Scheme.

Capital grants and subsidies

Remaining grant funds for Burdekin Water Park (LRCIP3) to be received following final acquittal.

Other capital income (expense)

Loss from environmental building asset disposals.

OPERATING STATEMENT
Period Ending 31 March 2024

Manager Financial and Administrative Services

	Month of March 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	10,954	30,158,391	30,193,489	-35,098	0%
Pensioner remissions	5,753	-352,459	-355,000	2,542	-1%
User fees and charges	16,582	104,359	95,000	9,359	10%
Interest Received	370,020	1,829,547	1,673,800	155,747	9%
Operational grants and subsidies	9,795	208,822	194,481	14,341	7%
Other operating revenue	0	35,811	35,500	311	1%
Total operating revenue	413,104	31,984,471	31,837,270	147,201	0%
Operating Expenses					
Employee benefits	166,210	1,359,242	1,449,115	-89,873	-6%
Materials and services	28,001	665,654	794,781	-129,128	-16%
Depreciation and amortisation	37,744	353,560	342,075	11,485	3%
Finance Costs	4,456	74,532	72,500	2,032	3%
Total operating costs	236,410	2,452,987	2,658,471	-205,484	-8%
Surplus (deficit) from operating activities	176,694	29,531,484	29,178,799	352,685	1%
Other capital income (expense)	0	-1,848	-30,250	28,402	-94%
Net result for period	176,694	29,529,635	29,148,549	381,087	1%

Comments

User Fees and Charges

Ahead of budget due to income received from Property Searches being higher than budget estimates.

Interest Received

Ahead of budget for interest on investments as the budget was spread evenly over the year and there were a number of investments that matured in March.

Operating Grants and Subsidies

Ahead of budget due to receiving more income for Australian Apprentice Incentives payments than budgeted.

Employee Benefits

Under budget due to staff vacancies and leave.

Materials and Services

Under budget due to variable monthly subscription expenses, and legal fees.

Other capital income (expense)

Loss from plant and equipment asset disposals.

OPERATING STATEMENT
Period Ending 31 March 2024

Manager Operations - General Fund

	Month of March 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	15,095	151,161	144,000	7,161	5%
Operational contributions and donations	0	48,242	69,065	-20,823	-30%
Operational grants and subsidies	0	644,926	1,114,547	-469,621	-42%
Contract and recoverable works	395	35,077	51,300	-16,223	-32%
Other operating revenue	1,263	4,328	7,500	-3,172	-42%
Total operating revenue	16,753	883,735	1,386,412	-502,677	-36%
Operating Expenses					
Employee benefits	401,308	3,776,935	4,039,934	-263,000	-7%
Materials and services	415,227	3,710,414	3,945,245	-234,831	-6%
Depreciation and amortisation	105,599	927,887	948,525	-20,638	-2%
Total operating costs	922,134	8,415,236	8,933,705	-518,469	-6%
Surplus (deficit) from operating activities	-905,381	-7,531,501	-7,547,293	15,792	0%
Capital grants and subsidies	70,332	70,332	0	70,332	-
Other capital income (expense)	0	-281,319	-90,768	-190,551	210%
Net result for period	-835,049	-7,742,488	-7,638,061	-104,427	1%

Comments

User fees and charges

Ahead of budget in cemetery fees and charges.

Operational contributions and donations

Under budget public conveniences with budget spread evenly throughout the year. Also under budget infrastructure access charges which are variable throughout the year.

Operational grants and subsidies

Under budget for QRA disaster recovery funding arrangements for the January 2023 monsoonal flooding event. Unbudgeted funds received for the Walking Local Government grant and Recovery and Resilience grant received from Queensland Reconstruction Authority for Kidby Gully remediation.

Contract and recoverable works

Under budget for income received for private works. Income is variable throughout the year and can differ to budget.

Employee benefits

Under budget Roads Maintenance, Works Section and Parks Operation due to a number of unfilled vacancies, employee annual leave taken and a focus on capital works projects including Macro Algae and Ayr Industrial Estate Earthworks. Persistent wet weather has also impacted maintenance tasks in Works and Parks Sections.

Materials and services

Under budget for QRA disaster recovery works with focus on capital projects, under budget in Street Lighting due to timing of electricity payments and also under budget in roads maintenance following persistent weather interruptions. Over budget Parks Operations and Street Sweeping following efforts to clean up tree damage in parks and open spaces and kerbside debris collection following Cyclone Kirrily.

Capital grants and subsidies

Activity in the period represents payment from the Queensland Reconstruction Authority as reimbursement.

Other capital income (expense)

Loss from asset disposals.

OPERATING STATEMENT
Period Ending 31 March 2024

Manager Operations - Sewerage

	Month of March 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	820	4,443,050	4,441,920	1,130	0%
User fees and charges	0	-30	1,800	-1,830	-102%
Interest Received	130,862	637,447	585,750	51,697	9%
Operational contributions and donations	0	0	4,500	-4,500	-100%
Other operating revenue	0	5,166	0	5,166	-
Total operating revenue	131,682	5,085,633	5,033,970	51,663	1%
Operating Expenses					
Employee benefits	108,723	1,013,193	1,043,800	-30,607	-3%
Materials and services	76,360	817,686	854,043	-36,357	-4%
Depreciation and amortisation	144,969	1,279,711	1,314,000	-34,289	-3%
Total operating costs	330,053	3,110,590	3,211,843	-101,253	-3%
Surplus (deficit) from operating activities	-198,371	1,975,043	1,822,127	152,916	8%
Capital grants and subsidies	584,360	2,403,920	4,277,865	-1,873,945	-44%
Other capital income (expense)	-2,899	-41,118	-101,700	60,582	-60%
Net result for period	383,090	4,337,845	5,998,292	-1,660,447	-28%

Comments

Interest Received

Ahead of budget for interest on investments as the budget was spread evenly over the year and there were a number of investments that matured in March.

Operating contributions and donations

Under budget in infrastructure access charges. Income is variable throughout the year and can differ to budget.

Other operating revenue

Unbudgeted income received for camera sewer inspection.

Capital grants and subsidies

Capital grants for Macro Algae Project from the State Government Department of Regional Development Manufacturing and Water. Grant funds are received as works completed and claims submitted.

Other capital income (expense)

Write off of the remaining written down value of switchboards recently replaced at SPS 27 and SPS 28 Ayr Industrial Estate.

OPERATING STATEMENT
Period Ending 31 March 2024

Manager Operations - Water

	Month of March 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	-2,983	4,339,052	4,227,200	111,852	3%
User fees and charges	485	66,789	72,600	-5,811	-8%
Interest Received	67,324	330,735	301,725	29,010	10%
Operational contributions and donations	0	0	9,000	-9,000	-100%
Other operating revenue	0	223	0	223	-
Total operating revenue	64,826	4,736,798	4,610,525	126,273	3%
Operating Expenses					
Employee benefits	115,043	1,046,614	1,049,654	-3,040	0%
Materials and services	116,633	1,522,428	1,668,600	-146,172	-9%
Depreciation and amortisation	100,089	886,406	896,325	-9,919	-1%
Total operating costs	331,766	3,455,449	3,614,579	-159,130	-4%
Surplus (deficit) from operating activities	-266,940	1,281,350	995,946	285,404	29%
Capital grants and subsidies	0	0	6,400,000	-6,400,000	-100%
Other capital income (expense)	-4,854	-176,740	-262,394	85,654	-33%
Net result for period	-271,794	1,104,609	7,133,552	-6,028,943	-85%

Comments

User fees and charges

Under budget mainly property connections. Income is variable throughout the year and can differ to budget.

Interest Received

Ahead of budget for interest on investments as the budget was spread evenly over the year and there were a number of investments that matured in March.

Operational contributions and donations

Under budget in infrastructure access charges. Income is variable throughout the year and can differ from budget.

Materials and services

Under budget due to lower than expected costs for water meters, water treatment and property connection costs.

Capital grants and subsidies

Capital grants for South Ayr Filtration Plant not yet received.

Other capital income (expense)

Partial disposal of the UV Disinfection platform at the South Ayr Water Treatment Plant.

OPERATING STATEMENT
Period Ending 31 March 2024

Manager Planning and Development

	Month of March 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	43,471	427,638	393,337	34,301	9%
Other operating revenue	0	80	0	80	-
Total operating revenue	43,471	427,718	393,337	34,381	9%
Operating Expenses					
Employee benefits	84,084	871,342	933,923	-62,581	-7%
Materials and services	11,535	230,879	220,413	10,466	5%
Total operating costs	95,620	1,102,221	1,154,336	-52,115	-5%
Surplus (deficit) from operating activities	-52,149	-674,503	-760,998	86,496	-11%
Net result for period	-52,149	-674,503	-760,998	86,496	-11%

Comments

User fees and charges

Ahead of budget due to the number of building and planning development applications received.

Employee benefits

Under budget due to staff vacancies and leave.

Materials and services

Over budget in legal expenses due to current appeals at the Planning and Environment Court and other enforcement actions undertaken. This is offset by town planning consultants with the new Local Government Infrastructure Plans (LGIPs) underway with invoices expected in June.

OPERATING STATEMENT
Period Ending 31 March 2024

Manager Technical Services

	Month of March 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	15,084	132,277	127,875	4,402	3%
Operational grants and subsidies	11,126	114,819	80,000	34,819	44%
Contract and recoverable works	155,479	1,189,122	1,120,000	69,122	6%
Other operating revenue	0	11,824	8,250	3,574	43%
Total operating revenue	181,690	1,448,042	1,336,125	111,917	8%
Operating Expenses					
Employee benefits	235,014	1,880,455	2,122,153	-241,698	-11%
Materials and services	4,403	-82,453	-177,125	94,672	-53%
Depreciation and amortisation	753,287	6,643,487	6,690,150	-46,663	-1%
Total operating costs	992,703	8,441,489	8,635,178	-193,689	-2%
Surplus (deficit) from operating activities	-811,014	-6,993,447	-7,299,053	305,606	-4%
Capital contributions	280,000	418,338	488,043	-69,705	-14%
Capital grants and subsidies	102,816	1,774,227	3,000,002	-1,225,775	-41%
Other capital income (expense)	-11,564	-1,126,953	-1,137,397	10,444	-1%
Net result for period	-439,762	-5,927,834	-4,948,405	-979,429	20%

Comments

Operational grants and subsidies

Fuel Tax Credit higher than estimated due to higher fuel consumption mainly related to Macro Algae and Ayr Industrial Estate projects.

Contract and recoverable works

Roads Maintenance Performance Contract (RMPC) income ahead of budget due to additional works added to contract

Employee benefits

Under budget due to current staff vacancies in Technical Services, Asset Management and Project Management and RMPC works using more contractors to date.

Materials and services

Over budget due higher expenditure on RMPC works including contractors and materials and higher than expected fleet maintenance expenses.

Capital contributions

Funding to be transferred from contract liability when Department Transport Main Roads Haughton Floodplain project local road restoration works are completed.

Capital grants and subsidies

Capital grants received as works completed and claims submitted. Grant funded projects programmed throughout the year.

Other Capital Expense

Loss from transport and drainage asset disposals and income received from capital insurance claims.

BURDEKIN SHIRE COUNCIL
OPERATING STATEMENT
Period Ending 31 March 2024

Appendix 2

	Month of March 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	13,313	43,456,835	43,364,858	91,977	0%
Pensioner remissions	5,753	-352,459	-355,000	2,542	-1%
User fees and charges	225,169	2,414,101	2,255,507	158,594	7%
Interest Received	623,437	3,072,261	2,810,050	262,211	9%
Operational contributions and donations	31,836	187,216	215,727	-28,511	-13%
Operational grants and subsidies	20,921	1,286,205	1,769,823	-483,618	-27%
Contract and recoverable works	155,874	1,224,199	1,171,300	52,899	5%
Other operating revenue	28,416	433,961	398,350	35,611	9%
Total operating revenue	1,104,720	51,722,320	51,630,614	91,706	0%
Operating Expenses					
Employee benefits	1,729,802	17,075,239	17,883,359	-808,120	-5%
Materials and services	1,295,706	14,055,774	15,541,996	-1,486,222	-10%
Depreciation and amortisation	1,353,139	11,936,858	12,072,120	-135,262	-1%
Finance Costs	4,456	74,532	72,500	2,032	3%
Total operating costs	4,383,103	43,142,404	45,569,976	-2,427,572	-5%
Surplus (deficit) from operating activities	-3,278,383	8,579,916	6,060,638	2,519,278	42%
Capital contributions	280,000	418,338	498,043	-79,705	-16%
Capital grants and subsidies	757,507	4,465,678	14,333,335	-9,867,657	-69%
Other capital income (expense)	-41,500	-1,756,667	-1,940,658	183,991	-9%
Net result for period	-2,282,376	11,707,265	18,951,358	-7,244,093	-38%

BURDEKIN SHIRE COUNCIL
STATEMENT OF FINANCIAL POSITION
As at 31 March 2024

Appendix 3

	Year to Date Actual \$	Annual Budget \$
Current Assets		
Cash and Cash Equivalents	92,423,708	67,807,456
Receivables	1,326,603	1,576,693
Inventories	614,984	617,965
Contract Assets	91,338	0
Other Assets	600,534	1,761,467
Total Current Assets	95,057,167	71,763,581
Non-Current Assets		
Receivables	385,141	385,141
Property, Plant and Equipment	627,518,225	649,283,640
Intangibles Assets	256,957	238,015
Other Assets	92,955	64,309
Total Non-Current Assets	628,253,278	649,971,105
TOTAL ASSETS	723,310,445	721,734,686
Current Liabilities		
Payables	2,703,164	6,378,290
Provisions	5,706,613	6,040,641
Contract Liabilities	3,996,190	3,101,574
Other Liabilities	175,447	555,701
Total Current Liabilities	12,581,414	16,076,206
Non-Current Liabilities		
Provisions	18,651,916	18,561,868
Other Liabilities	1,689,244	1,135,979
Total Non-Current Liabilities	20,341,160	19,697,847
TOTAL LIABILITIES	32,922,574	35,774,053
NET COMMUNITY ASSETS	690,387,871	685,960,633
Community Equity		
Asset Revaluation Surplus	389,851,220	389,851,222
Retained Surplus (deficiency)	300,536,651	296,109,411
TOTAL COMMUNITY EQUITY	690,387,871	685,960,633

BURDEKIN SHIRE COUNCIL
STATEMENT OF CASH FLOWS
For Period Ending 31 March 2024

Appendix 4

	Year to Date Actual \$	Annual Cashflow Budget \$
Cash Flows from Operating Activities		
Receipts		
Receipts from Customers	45,994,776	48,898,583
Payments to Suppliers and Employees	-36,019,606	-44,677,772
	9,975,170	4,220,811
Interest Received	3,296,068	3,728,400
Operating Grants, Subsidies and Contributions	1,503,791	2,606,045
Other	3,117,142	512,500
Net Cash Inflow (Outflow) from Operating Activities	17,892,171	11,067,756
Cash Flows from Investing Activities		
Proceeds from Sale of Property, Plant and Equipment	169,525	912,000
Grants, subsidies and contributions	4,979,563	14,078,864
Payments for Property, Plant and Equipment	-14,255,682	-41,643,236
Payments for Intangible Assets	-5,520	0
Payments for rehabilitation work	0	-120,000
Other	131,579	0
Net Cash Inflows (Outflow) from Investing activities	-8,980,535	-26,772,372
Net Increase (Decrease) in Cash and Cash Equivalents Held	8,911,636	-15,704,616
Cash and Cash Equivalents at Beginning of the Financial Year	83,512,072	83,512,072
Cash and Cash Equivalents at end of the Period	92,423,708	67,807,456

6.4.1. GOVERNANCE

Agreement for Use – Storage Shed at Ayr Showgrounds – Burdekin Canine Club Inc.

File Reference: 2415

Report Author: Glenn Arboit, Manager Community Services

Authoriser: Nick O'Connor

Meeting Date: 23 April 2024

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

1.1.2: Encourage equitable access to facilities and resources.

1.4.2: Support community organisations and events.

Executive Summary

Council approval is requested to enter into an Agreement for Use as follows:

User: Burdekin Canine Club Inc.

Premises: Ayr Showgrounds

9-21 Edwards Street, Ayr

(Lot 45 on Crown Plan GS490)

Facility: Shed located Craig Street boundary adjacent to caretakers residence

Permitted Use: Storage

Term: Three (3) years

Rent: \$0.10 per annum if demanded

Recommendation

That Council agree to enter into an Agreement for Use with the Burdekin Canine Club Inc. for a three (3) year term.

Background

The Burdekin Canine Club Inc. has made a request to Council to use the vacant building at the Ayr Showgrounds (located on the Craig Street boundary adjacent to the caretakers residence) to store property belonging to the Burdekin Canine Club Inc. which is used at events held at Ayr Showgrounds.

Consultation

This matter was presented at Council's Workshop held on 11 April 2024.

Budget & Resource Implications

Staff resources will be utilised to prepare all relevant documentation including but not limited to, an Agreement for Use.

Legal Authority & Implications

Not Applicable.

Policy Implications

Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)

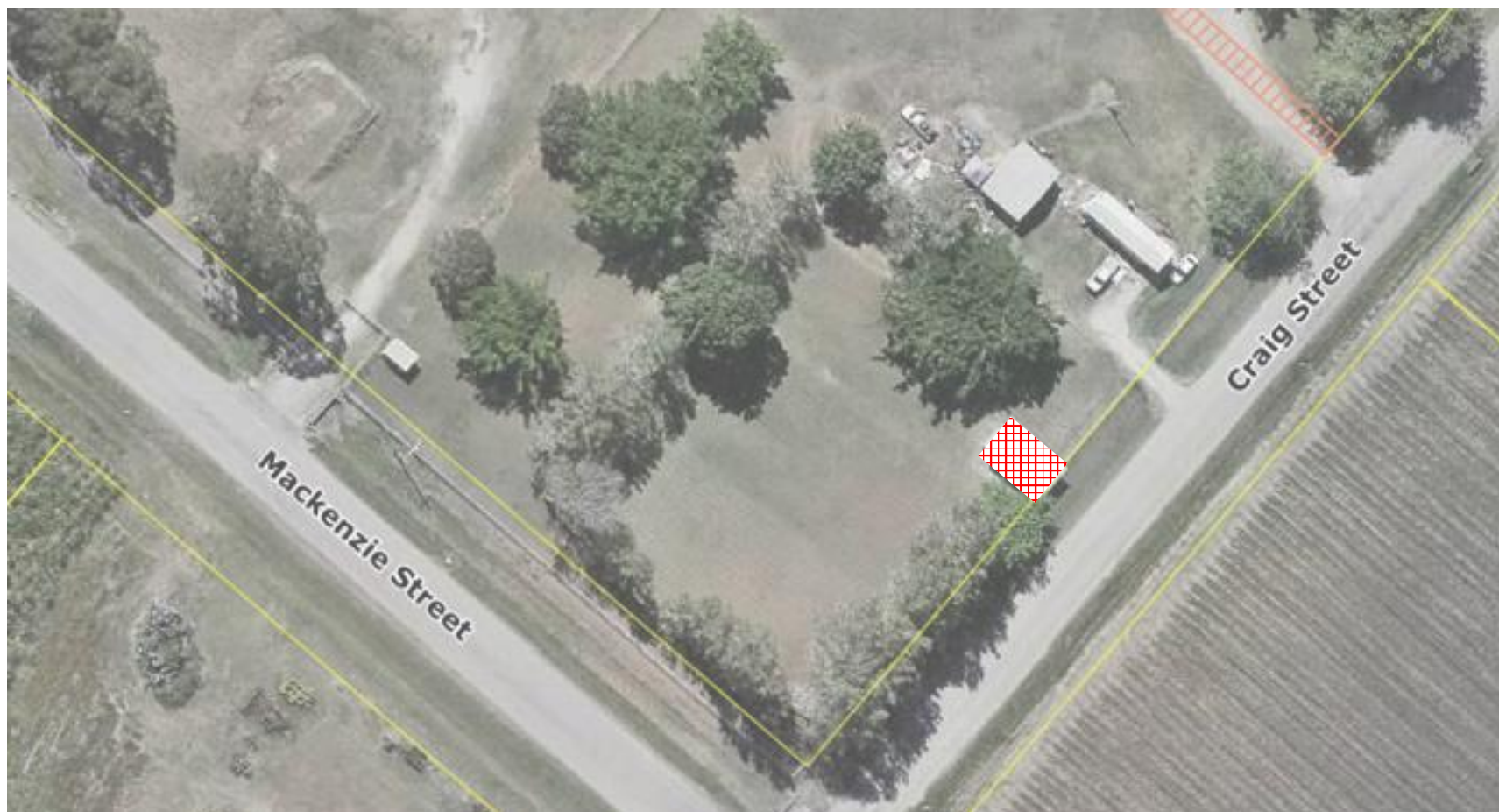
There are limited risk implications due to an Agreement for Use in place.

The purpose of this Agreement of Use is to:

- Outline Council's requirements from Users
- Establish the responsibilities of Users
- Establish the responsibilities of Council
- Provide a framework that is equitable and easily administered
- Protect the safety of users

Attachments

1. Showgrounds - Storage Shed Location Plan
2. Showgrounds Shed - Photograph



Not to Scale - Cadastral Information from Department of Natural Resources, Queensland Digital Cadastral Database DCDB (Crown Copyright Reserved)

Land Details

Lot on Plan	Property ID	Land ID	Owners	Property Desc	Land Desc	Physical Address	Default Address
45GS490	3065	87	Burdekin Shire Council	UrbComInd	Lot 45 GS 490	9 Edwards Street AYR 4807	P O Box 974 AYR QLD 4807

No warranty given in relation to the data (including accuracy, reliability, completeness or suitability) and no liability accepted (including without limitation, liability in negligence) for any loss, damage or costs (including consequential damage) relating to any use of the data. Data must not be used for direct marketing or be used in breach of the privacy laws. External contributors to data listed at www.dnrm.qld.gov.au/mapping-data OR www.burdekin.qld.gov.au.

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Council Chambers,
 145 Young Street,
 Ayr, Qld, 4807





7.4.1. TECHNICAL SERVICES

Tenders Received for the Reconstruction of the Jerona Road Culvert

File Reference: 2607

Report Author: Coralie Mannea, Cadet Engineer

Authoriser: Nick Wellwood, Director Infrastructure Planning and Environmental Services

Meeting Date: 23 April 2024

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

3.1.1: Prioritise road and footpath network renewals and upgrades to improve safety, connectivity, and serviceability.

3.1.2: Collaborate with State and Federal Governments to enhance the regional transport network.

Burdekin Shire Operational Plan 2023-2024

Executive Summary

The Jerona Road Causeway was extensively damaged in a flood event that occurred in January 2023 and the Council has sought funding approval under Disaster Recovery Funding Arrangements (DRFA) for its replacement. This has required Council to have detailed designs prepared and seek approvals from the State Government. This has been a protracted process due to the environmental requirements that the State placed on the replacement of the causeway. The necessary approvals have now been received and tenders invited for the project following receipt of funding approval from the Queensland Reconstruction Authority (QRA) under DRFA.

The purpose of this report is to seek Council's approval to award the contract as per the company stated in the recommendation below.

Recommendation

That Council endorses the following recommendation:

1. A.Gabrielli to be awarded the contract for the Reconstruction of the Jerona Road Culvert (TBSC/24/002) for the total lump sum of \$2,195,263.20 exc. GST.

Background

In January of 2023, the Jerona Road Causeway experienced damage during the wet weather event which caused the culvert to undergo settlement and movement. This resulted in Council undergoing numerous emergent works and load restrictions to allow the road to remain open whilst the process of the replacement culverts could be undertaken. The approvals and designs for the replacement culverts were obtained in January 2024.

At the start of February 2024 Council called tenders for:

- TBSC/24/002 Reconstruction of Jerona Road Culvert.

With the above recommendations in line with Council's Procurement Policy 2022/2023.

Council received quotation responses from five (5) companies with the Council panel reviewing the proposals utilising the pre-determined multi-factor assessment criteria which included:

- Quoted price (50%)
- Demonstrated Experience (20%)
- Methodology (20%)
- Local Content (10%)

Five (5) Tenderers responded to the conforming tender with one (1) tenderer offering a non-conforming bid for a bridge.

After reviewing the tenders and requesting clarifications on the tender proposals the following scoring was achieved from the panel.

Tenderer	Score/10	Rating	Comments
Advanced Civil	5.066	3	
Civil Plus	8.434	2	
A.Gabrielli	8.668	1	Preferred Tenderer
Hillery Group	3.2	4	
NQCC	2.932	5	
NQCC	2.532	6	Nonconforming Proposal

Consultation

Trinity Engineering was engaged to complete the detailed designs and approval process through the State Government Departments with the assistance of Burdekin Shire Council Officers.

Budget & Resource Implications

Funding approved through DRFA will fully fund this project, with a current budget allocation as outlined below:

Component	Budget
Reconstruction of the Culvert	\$2,452,376.00
Supply of Culverts	\$200,000.00
Repair Costs by BSC to Date	\$51,670.68
Design and Approval Costs to Date	\$131,456.93

The proposed awarded tenderer is lower than the project budget allocations.
This will allow for construction variations as required.

Legal Authority & Implications

Work Health & Safety Act Qld 2011

Policy Implications

Council's Procurement Policy

Risk Implications (Strategic, Operational, Project Risks)

Council has determined the following risks and is controlling the risks through the introduction of controls and records in the Operational Risk Register.

1. Delays in delivery of equipment to site.
2. Project Cost overruns.
3. Hazards associated with working near waterways.
4. Poor Weather Conditions.
5. Safety requirements not being met on site.
6. Project time overruns.
7. Further damage to the culvert prior to remedial works to keep Jerona Road open.

Attachments

None