

ANNUAL REPORT

2016/17



Burdekin
Shire Council

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BURDEKIN SHIRE

- A Snapshot



Our location is 80km south of Townsville, 100km north of Bowen along the Bruce Highway. The Burdekin region has an average daily temperature ranging from 25°C to 32°C, 300 days of sunshine and an average annual rainfall of 1,060mm.

ABOUT

The Burdekin Shire is the sugar capital of Australia and one of the most prosperous rural communities in the country. We are also one of the prettiest regions along the Queensland coast with lush green cane fields, spectacular wetlands and unspoilt beaches.

The main towns of Ayr and Home Hill offer the best of small town living, with their tree-lined streets, ample free parking and good public amenities. The region is also home to the smaller centres of Alva, Brandon, Clare, Dalbeg, Giru, Groper Creek, Jerona, Millaroo and Wunjunga, which offer a quieter lifestyle.

SIZE

Our Shire covers in excess of 5,000km² of land and is home to an estimated 17,651 people. Queensland Treasury forecasts the region's population will reach approximately 19,500 by 2031.



THE BOUNTIFUL BURDEKIN

The Burdekin's most important asset is its water. The Burdekin River, combined with a massive underground aquifer and the Burdekin Falls Dam, make the district virtually drought-proof. The region is home to about 1,000 sugarcane and produce growers and the agricultural industry employs 20 per cent of our population. The district produces between 8-9 million tonnes of sugar cane annually, from which 1.3 million tonnes of raw sugar is produced at the region's four large-scale mills. Although the region is best known for growing sugar cane, there is an abundance of other crops including achachas, beans, capsicums, chillies, cotton, maize, mangoes, melons, mung beans, pumpkins, rice, sandalwood, soybeans, sorghum, sweet corn and zucchinis.

Burdekin Shire Council takes a proactive approach to planning, and has taken steps to ensure future land demands are met. The Shire has a strategically located industrial estate and a planning scheme that has set aside parcels of land for future industrial and residential needs.

ATTRACTIONS

We are known to be a fisherman's paradise, with freshwater, estuary, beach and reef fishing on offer. Our waterways are a magnet for fishing-mad tourists and grey nomads who gravitate north each winter to enjoy our beautiful weather. Home Hill's Comfort Stop has proved a wise investment by Burdekin Shire Council with the town economy being boosted by more than \$250,000 during the peak tourist season.

Burdekin Shire Council respectfully acknowledges the Bindal and Juru people as the traditional custodians of the land on which we live and work.



POPULATION
=
17,651



OUR VISION

Through committed leadership Burdekin Shire Council will work with the community to create an inclusive, welcoming and healthy environment that offers a high quality of liveability for residents that is underpinned by a productive and diverse economy.

OUR MISSION

To achieve our vision through leadership, facilitation, innovation and outstanding service.

OUR COLOURS

The colours in our logo represent the benefits of our region:

Blue is the abundant water and sunshine in the Burdekin

Gold is the strong community in which we live

Green is the rich agricultural base of our region

Rust is the fantastic fishing in our rivers and creeks

Olive is the Bountiful Burdekin

OUR VALUES

To achieve our mission, Council has adopted the following values:

CUSTOMERS FIRST

LEAD AND INNOVATE

VALUE PEOPLE

CONTINUOUS IMPROVEMENT

IDEAS INTO ACTION

These values are demonstrated across the extensive range of services and projects undertaken by Burdekin Shire Council including the development and implementation of the Corporate Plan 2017-22.



Mayor's Report

The 2016/17 Annual Report provides an excellent opportunity for Council to present its activities for the first full 12 months in office. There have been many highlights with the Council expanding a focus in new strategic directions. I want to assure you that this has not compromised the standard of service provided in the long-established areas of Council's operations, including financial management, waste, roads, water and waste water.

I thank former Chief Executive Officer, Mr Matthew Magin who accepted a position with Balonne Shire Council, leaving the Burdekin Shire Council in October. From a large experienced group of applicants, there was unanimous support by all Councillors for the appointment in December 2016 of Mr Terry Brennan. Mr Brennan brings a wealth of experience in local government and promotes the harmonious working relationship between elected members and Senior Leadership Group.

Council employees continue to deliver programs and services with pride and commitment in their work. The activities of Council Departments are detailed in separate reports in this document and reflect the highlights, achievements and challenges of Council during the past year as well as showcasing the myriad of services and programs delivered to our community.

I would like to mention the upgrade and refurbishment of Mount Inkerman; replacement of switchboards at the South Ayr Water Treatment Plant and various sewage pump stations; upgrade at the Ayr Pool and Home Hill Caravan Park; improvements to access at the Burdekin Football junior fields on Beach Road; upgrade of Brown Road; upgrade to Plantation Park and Juru Walk; replacement of public toilet facility at Cromarty Boat Landing; removal of aquatic weeds from waterways; the new entry statement at the Ayr Cemetery; and the refurbishment of the Home Hill Branch Library.

The State Government provided funding of \$2.93 million under the Works for Queensland program with 21 local projects being approved. This new initiative supports regional councils to undertake job creating maintenance and infrastructure projects. Council congratulates the State Government on this innovative and welcomed initiative.

Council has an increased focus on the community and the promotion of tourism as a key economic driver. Council has submitted funding applications for a Sports and Recreation Strategic Plan and a Tourism Plan. In consultation with the community, the plans will map a strategic way forward for the Burdekin.

During the past year, Council has processed an above average number of Development Applications including Building Works, Subdivisions and Material Change of Use applications. An unprecedented number of major projects, including four solar farms have been supported by Council. This new renewable energy industry will not only help in providing a much needed economic boost for the shire but also create further diversification opportunities.



From a regional perspective, participation in the North Queensland Regional Organisation of Councils (NQ ROC) and the drafting of the new North Queensland Regional Plan (NQRP) has facilitated greater collaboration between the State Government and North Queensland Regional Councils consisting of Charters Towers, Hinchinbrook, Palm Island, Townsville and Burdekin.

The Burdekin community spirit is alive and thriving and evident by support given to numerous community events. An increased focus on developing an iconic event this year saw the Australian Hand Cane Cutting Championships and First Fire delivered to a new level which proved to be well supported and very successful. On behalf of Council, I extend sincere thanks to all community members in a wide array of areas who have contributed their time, expertise and energy to enhance our district.

I would also like to thank and acknowledge Burdekin Shire Councillors, Chief Executive Officer Terry Brennan, Senior Leadership Group and all our employees for their extraordinary efforts in meeting the challenges of the past year. They are committed to the sustainability and advancement of the Shire through working together in making the Burdekin Shire a great place to live, work, invest and visit.

I commend the 2016/17 Annual Report for your perusal.

Lyn McLaughlin
MAYOR

Mayor Cr Lyn McLaughlin

Cr McLaughlin serves on numerous boards, groups and committees. She is Council's representative on:

- Burdekin Shire Council Local Disaster Management Group (LDMG) (Chair)
- Burdekin Water Futures (Chair)
- Burdekin Cultural Advisory Group (Chair)
- Burdekin Shire Rivers Improvement Trust (BSRIT) (Deputy Chair)
- The North Queensland Regional Organisation of Councils (NQ ROC)

- Regional Economic Development Sub-Committee of NQ ROC (REDROC)
- Regional Roads Group
- Reef Guardian Councils
- North Queensland Sports Foundation
- Bowen-Burdekin Local Marine Advisory Committee
- Aerodrome Advisory Group

The Mayor is ex-officio on all Council Advisory Groups.



Cr John Woods



Cr Woods is Council's representative on:

- Burdekin Tourism Association (Vice President)
- Burdekin Bowen Integrated Floodplain Management Advisory Committee (BBIFMAC)
- Burdekin LDMG
- BSRIT
- Audit Committee
- Burdekin Cultural Advisory Group

He is School Councillor representative for Burdekin Christian College, Clare State School, Burdekin School and Home Hill State High School.

Cr Tony Goddard



Cr Goddard is Council's representative on:

- Building Safer Communities Action Team
- Burdekin LDMG (Deputy Chair)
- Burdekin Road Safety Advisory Committee (Chair)
- Reef Guardian Councils
- NQ Regional Waste Reduction and Recycling Plan Group
- Local Authority Waste Management Committee
- Aerodrome Advisory Group

He is School Councillor representative for Ayr State High School, Ayr State School and Home Hill State School.

Cr Ted Bawden



Cr Bawden is Council's representative on:

- Burdekin Community Association
- Pest Management Plan Working Group
- Rural Health Consultative Committee
- Burdekin Seniors' Advisory Group
- Delegate member on the Burdekin Road Safety Advisory Committee

He is School Councillor representative for Brandon State School, Jarvisfield State School and Maidavale State School.

Cr John Bonanno



Cr Bonanno is Council's representative on:

- Burdekin Be Active Advisory Committee
- Carols by Candlelight Committee
- Community Grants Panel
- Energy Efficiency Projects Working Group
- Burdekin PCYC
- RADF Advisory Group

He is School Councillor representative for the Burdekin Catholic High School, East Ayr State School and Millaroo State School.

Cr Uli Liessmann



Cr Liessmann is Council's representative on:

- RADF Advisory Group (Chair)
- The Beachmount Reserve Management Group
- Burdekin Landcare Group
- Home Hill Chamber of Commerce
- Local Authority Waste Management Advisory Committee
- Community Grants Panel

He is School Councillor representative for Giru State School, Osborne State School and St Colman's Primary School.

Cr Sue Perry



Cr Perry is Council's representative on:

- Ayr Chamber of Commerce
- Burdekin Neighbourhood Centre Association
- Burdekin Cultural Advisory Group
- Audit Committee
- Economic Action Group
- Lower Burdekin Water

She is School Councillor representative for Airville State School, Kalamia State School and St Francis Primary School.

CEO's Report

I was pleased to be appointed as CEO of Burdekin Shire in December 2016 and enjoyed the opportunity to lead the organisation during the year following the resignation of the former CEO Matthew Magin, who accepted a role as CEO with another Queensland Council.

I have enjoyed a lengthy career in local government and worked for a number of Councils. I have been very impressed by the positive attitude displayed by the staff of the Burdekin Shire Council in providing services to the community. The strong emphasis on the provision of excellent customer service is evident in the way staff undertake their work and reflected in the large number of compliments received by Council about their performance as opposed to complaints.

I have been fortunate to have the support of a group of skilled and experienced senior managers who have extensive knowledge of the local area. This has made my transition to the role of CEO in a new organisation that much easier.

During the year some adjustments have been made to governance and meeting arrangements to streamline the decision making processes at Council meetings. A significant policy review process has also been commenced and is progressing on a co-ordinated basis, which will be ongoing over the next 12 months.

The Council completed the year in a strong financial position and this is attributable in part to the excellent work undertaken by the Finance section in implementing appropriate systems and procedures to monitor the Council's financial position and provide relevant information to staff. Significant work has also been undertaken by the Asset Management section to further improve information on the value and condition of Council's assets, which assists in making informed decisions about the replacement and renewal of expensive and long life assets into the future.

During the year Council has been fortunate to receive significant grant funding support from the State Government to undertake important capital projects. The Works for Queensland program was one such program which allowed Council wide discretion as to how to utilise the funds. The tight timelines associated with some of the funding programs have presented a challenge and ensured that Council staff have been kept extremely busy with the planning and delivery of projects to maximise the benefits derived from the available funds.



Looking ahead to next year some of the key challenges we will be focusing on include the completion of negotiations for a new Enterprise Bargaining agreement following substantial delays associated with State Government changes to the industrial relations framework applying to local government. It is also planned to complete the review of the Council's organisational structure, which was extensively changed in 2014, to enhance the strategic capacity of the organisation.

I would like to thank the Mayor, Lyn McLaughlin and the Councillors for their support following my appointment as CEO. I have enjoyed the opportunity to work with them in providing a high standard of services and facilities to residents and visitors to the Shire. The area has significant potential and I look forward to contributing to its realisation.

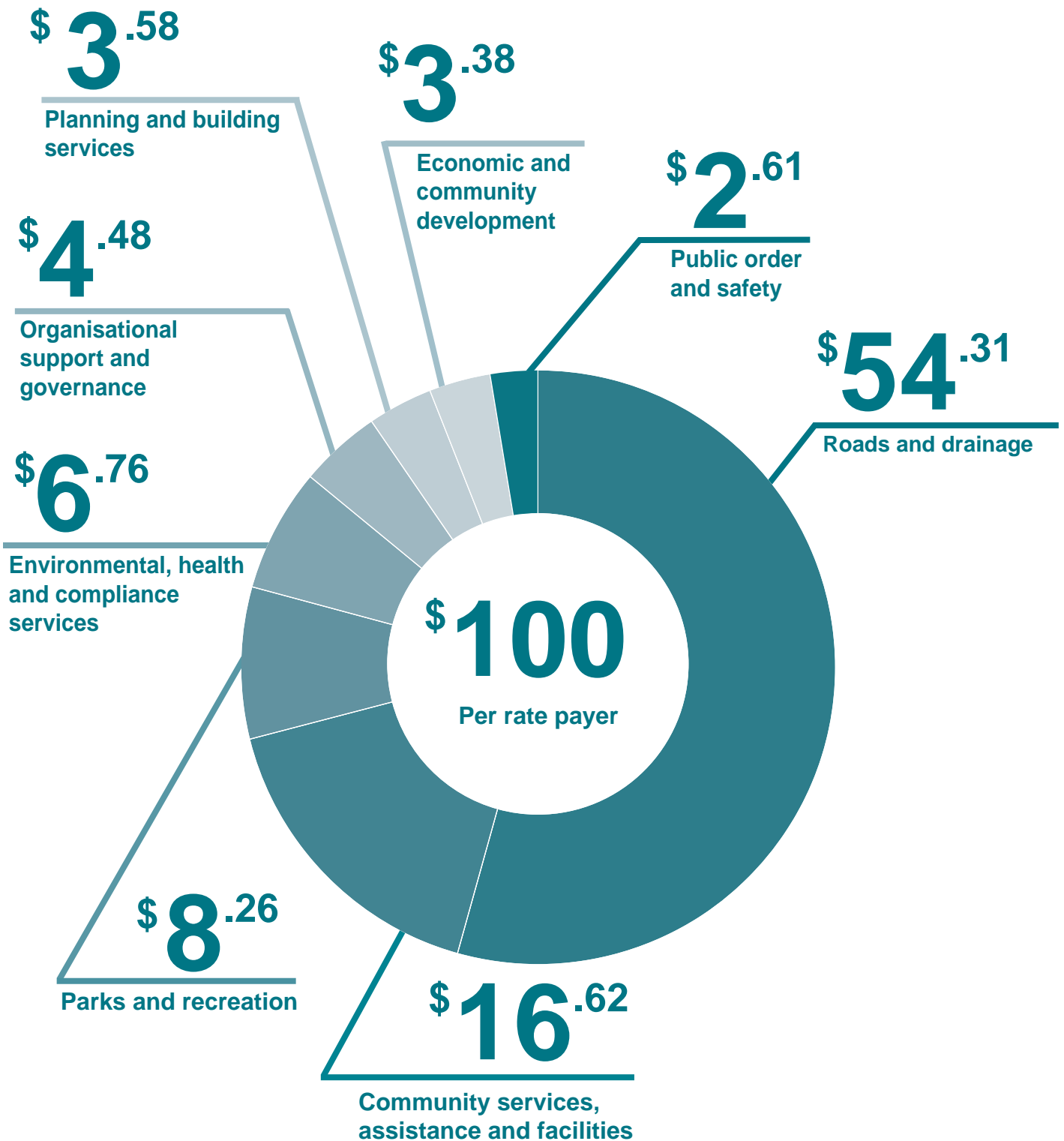
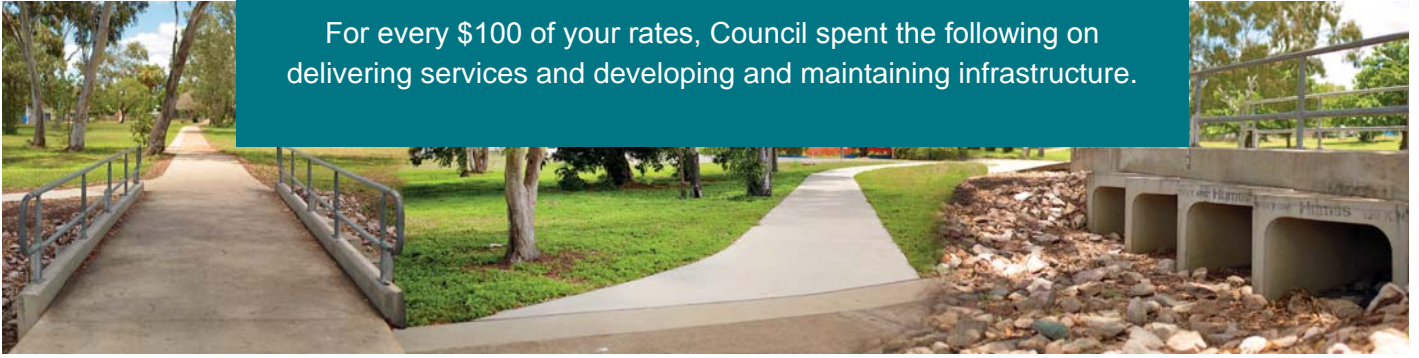
Terry Brennan
CEO





YOUR RATES AT WORK

For every \$100 of your rates, Council spent the following on delivering services and developing and maintaining infrastructure.





Delivering Infrastructure

Project Highlights

New Road Works and Reseals

For capital works.

\$6.095M



Mount Inkerman Upgrade

Commence upgrading of lookout, road and car parks.

\$133,020

Water Projects

For refurbishment or replacement of Water Supply assets to improve reliability.

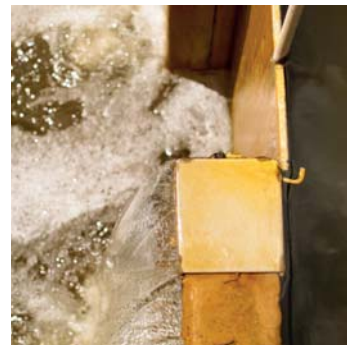
\$1.129M



Sewerage Upgrades

For refurbishment or replacement of Sewerage assets.

\$1.188M



Ayr Swimming Pool

To continue pool refurbishment works.

\$247,305



Burdekin Library Branches

To continue branch upgrades.

\$43,625

Coutts Park

For installation of new playground equipment.

\$84,500



Picnic Shelters

At Lions Park, Home Hill and Plantation Park, Ayr.

\$69,472



COMMUNITY DEVELOPMENT



Burdekin Shire Council plays a vital role in supporting community welfare, cultural, sporting and other community based organisations.

This financial year, Council contributed monetary and in-kind support towards community events, community groups, sporting groups and Burdekin Tourism Association.

The Burdekin region was promoted at the Defence Force Expo held in Townsville. Our district was also promoted in regional, state and national publications, including social media.

The Burdekin Be Active Walking Trail is almost complete with a section of Beach Road installed this year. There is now just 1.2km left to finish the trail.

The Community Development team co-ordinated 191 events/functions at the Burdekin Theatre and Burdekin Memorial Hall. In addition, Ayr Showgrounds Hall and grounds held 36 functions.

This year, the Burdekin Seniors Advisory Group successfully ran a series of free public workshops including:

- NBN Information
- Fire Protection and Disaster Preparedness
- Rates Information for Seniors

A Garage Sale Trail was held in October 2016 to encourage reuse, celebrate creativity and bring local people together in a fun and social way. The event achieved 38 registrations, which enabled residents to find new homes for pre-loved items that may have ended up in the landfill.

Other civic receptions and community events arranged during the year included:

- Australia Day celebrations
- Seniors Morning Melodies
- Seniors Week Luncheon
- Queensland Day Fun, Fitness and Lifestyle Expo
- NAIDOC Week
- Carols by Candlelight

The Youth Council assisted with a highly successful talent competition 'Fast Track'. The guest performer was the 2016 winner from *The X Factor* Isaiah Firebrace. Over 800 people attended the event over two days.

Management, maintenance and upkeep was undertaken on the Burdekin Theatre, Burdekin Memorial Hall, Burdekin Library, Ayr Showgrounds and The Support Centre.



Burdekin Libraries



Burdekin Libraries continued to offer a range of programs and activities for the community during the 2016/17 financial year. Messy Play sessions, funded by the State government's First 5 Forever program, were introduced, in addition to the Storytime and Rhymetime early literacy sessions. A combined Seniors Week/Science Week event was the Brain Break morning tea which brought Home Hill High School students to the library to demonstrate the use of robots to a group of senior citizens.

A Queensland ANZAC centenary grant allowed 50 copies of *Burdekin Remembers the Great War* to be printed and given to descendants of the men listed in the book. The book was launched at the Burdekin Library, Ayr. Townsville author Lori Hurst also launched her latest two books at the library in November.

Access to two new online resources was provided. *Beamafilm* is an independent movie streaming site specialising in Australian documentaries and indie features from around the world and *Ziptales* is an online literacy "library" built by trained teachers with the aim of making reading a pleasurable and lifelong experience.

The major highlight was the significant refurbishment of the Home Hill branch, the first since it opened in 1984. Recarpeting, painting, replacement of lighting, new shelving and all new loose furniture has transformed the library into a vibrant and welcoming space.

FAST FACTS

Physical items lent	88,649
Physical items in collection	41,023
New members	659

69,366

Visits to Burdekin Library, Ayr

PLANNING AND DEVELOPMENT



The Planning and Development Department provides a high level of service and professional advice to all customers with regard to urban and regional Town Planning, Building and Plumbing related matters.

Council's Building and Plumbing sections provide building certification and plumbing compliance services to the Burdekin Shire's residents. In total, 294 building applications were generated within the Burdekin Shire during the year. Of these, 54 applications were from external certifiers. The dollar value of works totalled \$407,570,478. The number of applications is less than last year's total but the overall value of work increased by \$388,022,886.

Council's **Building Department** now has three licensed pool safety inspectors to inspect pool fences within our shire and in areas outside of the shire under the pool safety laws. Council's Swimming Pool Safety Inspectors continue to give important advice to ensure pool fencing requirements are being met.

The **Plumbing Department** has one qualified staff member who is designing and inspecting on-site effluent systems. This service is developing into a potential new income stream for the Plumbing Department.

Twenty-six new systems have been designed and preliminary advice on many more potential on-site effluent design systems has been given. The Department also continues to offer the service of inspecting back-flow prevention devices. The Department's operations continue to provide professional plumbing related technical advice in a timely manner to all of its customers.

Our team has committed to various continuing professional development programs in all facets of the Department including Town Planning, Plumbing Inspections and Building Certification. Council now has two qualified building certifiers.

Our **Town Planning Department** has continued to assess, control and manage all areas of development assessment. In total, 17 Material Change of Use, one Operational Works Development and 34 Reconfiguring of a Lot applications have been lodged during the financial year. In addition, ongoing Operational Works compliance checks have ensured that all residential and commercial projects are constructed in accordance with their respective design

FAST FACTS

Building Applications

Applications generated	294
Applications from external certifiers	54
Total value of these works	\$407,570,478

plans to meet Council's specifications. Approximately one new residential lot has been approved this financial year with many rural Reconfiguring of a Lot applications also gaining approval. Also, 39 Formal Plans of Survey have been released this financial year.

Council has been granted an extension of time to prepare a Local Government Infrastructure Plan (LGIP). A LGIP must be drafted and approved prior to 1 July, 2018. Planning staff have commenced investigations to identify tasks associated with meeting the strict timeframes involved with the implementation of the new LGIP.

Council's Manager of Planning and Development has played an active role as part of the Local Government working group with regard to the development and drafting of the North Queensland Regional Plan (NQRP). The plan has a target adoption date of December 2017. Council is looking forward to further collaboration with relevant state agencies, North Queensland local governments, key industry stakeholders and the wider community in the progression of the development of the plan for our region. This is a key priority for the Queensland Government in supporting its broader planning and development system reforms targeted at facilitating the state's economic growth.

The Planning and Development Department's **Facilities Management Section** continues to evolve to ensure that all of Council's buildings are maintained in the most cost effective and efficient manner. This section is responsible for Building Maintenance Requests and a total of 525 were received and acted upon throughout the year.

ECONOMIC DEVELOPMENT



CREATING A THRIVING ECONOMY: A SNAPSHOT



POWERING SOLAR

The Burdekin region is one of the leading solar energy producing regions in Australia. In 2016/17 Council supported the development of large scale solar farms in the Shire.



GROWING TOURISM

Council is expanding its support and focus in developing tourism opportunities to attract extra visitor stays, increase expenditure from the drive market as well as tapping into the growing cruise market.



SUPPORTING INDUSTRY

In 2017, Council commenced hosting Burdekin Industry Breakfasts to engage with local businesses and update them on infrastructure projects and new business opportunities in the region.

In the past financial year Council's Economic Development team has been committed to being a key driver of the Shire's economic future. To further develop the Shire and take advantage of the emerging economic opportunities, Council is exploring new directions for the future and is committed to creating a thriving economy for the region.

The Burdekin has a strong reputation as one of Australia's richest agricultural regions with current and emerging industries well supported by world-class infrastructure. It also has strong horticultural, aquaculture and manufacturing industries.

There are significant opportunities for producing more varieties of horticultural products and irrigated broad acre crops. The region's vast water resources and its high availability of irrigatable land are key attributes that reduce the risks for new cropping enterprises. Council works with a number of agencies to support the growth of its agriculture and horticulture industries and encourages growers to explore the opportunities available.

With over 300 days of sunshine a year and high solar irradiance levels, the Burdekin is ideally positioned for large scale solar farms. The Burdekin area is one of the leading solar energy producing regions in Australia, with construction of the first solar farm underway and more renewable energy developments in the pipeline. This has been recognised by renewable energy company FRV which is constructing the Clare Solar Farm. Once completed, the 100MW solar farm will be able to power 42,000 Queensland homes. The construction of the Clare Solar Farm commenced in May 2017. Concrete for the substation foundations and fence posts was procured from the Burdekin and stone from the local quarry. By the end of construction in 2018, the Clare Solar Farm will have employed over 300 workers, with 60% of workforce coming from the Townsville Region.

Pacific Hydro is also investing in the Shire with the planned

development of the Haughton Solar Farm. The proposed large-scale solar photovoltaic power station is expected to be one of the largest in Australia with a generating capacity of up to 500MW, enough to power approximately 170,000 homes. The north-eastern corner of the development site directly adjoins the existing 275kV Powerlink transmission line, providing the opportunity to connect to the National Electricity Market.

Subject to relevant approvals, the tender process for construction of the Haughton Solar Farm, which will include installation of approximately 1 million photovoltaic solar panels, is expected to be conducted in mid 2017, with construction on the site to start in early 2018.

This project will deliver a boost to the local economy with approximately 240 workers required onsite during construction and up to 10 permanent jobs to be created to ensure the effective operation of the solar farm. Local suppliers and contractors will also be engaged for the construction and delivery of the project wherever possible.

The Burdekin has an established aquaculture industry with Pacific Reef Fisheries operating a prawn and cobia farm in the district. The farm operations in Ayr comprise of a grow-out facility of 98 ha of ponds which produces in excess of 1,000 tonnes of premium quality seafood per year.

Pacific Reef Fisheries is in the final stages of the approval process for a further 259 ha of prawn ponds. This will make it the largest single prawn farm in Australia. Total future production of Black Tiger Prawns will exceed 4,000 tonnes by the year 2022.

MBD Energy has been working closely with James

Cook University and Pacific Reef Fisheries to develop a bioremediation process for pond water at PRF's Ayr site before it is discharged. MBD is also nearing completion of a state-of-the-art facility in the Burdekin which will produce a high value specialised product, Astaxanthin - which is widely used as a natural red colourant in food, such as farmed salmon and prawns and as a prized dietary supplement renowned for its antioxidant properties.

Council has established an Aerodrome Advisory Committee which assists Council with the promotion, development and growth of the Aerodrome. Opportunities exist for commercial development of airport land. Business operations such as aircraft maintenance and spare parts, 'fly in/fly out' workforce operations, storage facility and warehousing could easily be accommodated.

Council is also expanding its support and focus in developing tourism opportunities to attract extra visitor stays, increase expenditure from the drive market as well as tapping into the growing cruise market.

At the beginning of 2017, Council commenced a new initiative by hosting regular Burdekin Industry Breakfasts. The breakfasts provide an opportunity to engage with local businesses and update them on infrastructure projects and new business opportunities in the region.

Burdekin Shire Council is proactively pursuing sustainable economic development to create employment, wealth and educational opportunities enhancing the lifestyle of our residents and visitors. This will contribute to the positive growth and development of this wonderful region in North Queensland.



CLIENT SERVICES



During the 2016/17 financial year Council's Training and Development Team facilitated the training of employees, with over 92% of employees' skills recorded as current and relevant.

During the year 204 employees attended Legislative Training while 310 attended Professional Development Training. The e-learn platform that was introduced in early 2016 has proven successful with 5,000 internal courses successfully completed by employees.

Other projects completed by the team included reviewing and updating the induction and new employee processes, reviewing and implementing new Authorised Persons cards and developing and implementing a training needs investigation system for employees.

Work Health & Safety (WHS) Quality and Internal Audit

In October, Council achieved a milestone with its work health and safety system, attaining 70.6% during an external audit with Jardine Lloyd Thompson (JLT), who are Council's Workers Compensation Insurers. Upon reaching the 70% milestone, Council was presented with the Bronze Award for achieving the work health and safety system benchmark.

Council also achieved full registration for the Traffic Management Accreditation scheme with the Department of Transport and Main Roads. Achieving the 70% benchmark with JLT and the maintenance of the quality management system contributed to reaching this goal.

Council ended this financial year with the Lost Time Injury Frequency Rate at 7.55 lost time injuries per million work hours. At the beginning of the financial year it was at 7.65. It peaked at 12.65 early in the financial year and was then able to be reduced back down to 7.55. A critical element

to the success of the management of lost time injuries is the proactive rehabilitation and return to work processes achieved by the Safety and Human Resources sections.

The WHS team conducted various programs for Safe Work Month in October. The main program for the month was the Wellness Challenge conducted with the assistance of Snap Fitness to encourage staff to get active and improve their health for work as well as home. Other programs included a barbecue with an educational workshop on load restraint provided by the Department of Transport and Main Roads, as well as an anti-harassment and bullying workshop to increase awareness on how to identify and approach possible situations. Also for Safe Work Month, the company 3M attended the Jones Street Depot and provided 'fit testing' for workers requiring the use of respiratory protection as part of their activities.

Council's Quality Management System performed successfully during the external surveillance audit conducted by Certex International, and continues to maintain certification to the ISO AS 9001.

The Internal Audit Function was still developing during the financial year with the approval of the Internal Audit Function charter and the development of the Internal Audit Manual. Four internal audits were undertaken during the financial year covering the areas of legal obligations, grants management, IT data security and enterprise risk management.

Local Disaster Management

The Burdekin Local Disaster Management Group (LDMG) activated on Saturday 25 March, 2017 in preparation for Tropical Cyclone Debbie and stood down on Friday 31 March, 2017. Tropical Cyclone Debbie caused little damage to the Burdekin region. Subsequent major flooding was predicted in the few days after TC Debbie crossed the coast but was quickly downgraded to minor

and had little effect on the Burdekin community.

Get Ready Burdekin was very successful with the following activities undertaken:

- Stalls at the Burdekin Water Festival and Harvest Festival.
- Pets in Disasters and Prepare for Flooding displays.
- Seniors' night – Preparing for Disasters.
- Upgrade of Council's Disaster Management website page.
- Disaster Management display in the Council Chambers foyer.
- Area Warden kits and manuals purchased and prepared. These are to be rolled out by November, 2017.
- Emergency Action Guide – This guide was developed and designed for the Burdekin community and will be rolled out to all Burdekin residents by November 2017.
- Counter Disaster/SES operations were funded in the amount of \$210,958 net of subsidies and contributions to ensure their continuing operation in our region.

Information Communication and Technology

A major focus for the Information and Communications Technology (ICT) team has been the continued implementation of recommendations from the ICT Strategic Plan and the Queensland Audit Office Management Report. These recommendations included continued development of information security documentation; refreshing the storage area network and backup system; virtualisation of the water and waste water telemetry server and the flood reporting server; and the continued implementation of the Information Technology Infrastructure Library (ITIL) tool set. To enable better service delivery, the ICT team installed a new network link connecting the Home Hill Waste Water Treatment Plant; Home Hill Branch Library and Memorial Hall; and the Home Hill cemetery and depot. The team also facilitated a pilot system for virtual desktops (VDI).

Several business systems were replaced or refreshed during the year including the Council's records management system, the library management system, the water and waste water telemetry system, the flood reporting system, the Customer Service Call Centre system and the print server.

The ICT team also completed their business as usual tasks including 2,387 help desk tickets and the scheduled

FAST FACTS

Customer Service Centre

Total Number of Phone Calls answered	23,147
Average Length of Phone Call	2 min 31 sec
Number of Phone Calls Abandoned	3%
Average Service Level Achieved	85%
CRM's (customer requests) created	6,558
CRM's completed on time	81.7%
CRM's completed outside of time	14.4%
Total number of CRM's completed	96.17%

Top four customer requests

Animals	1,121
Waste Management (Bins)	953
Water	943
Roads and Drainage	706

replacement of desktop and notebook computers, printers and photocopiers.

Human Resources

This year, our Human Resources team faced the challenges associated with the State Government's Award Modernisation Process, which eventually led to the creation of three new Awards to cover Local Government employees in Queensland. There were also significant changes to the Queensland Industrial Relations Act, which is the legislation that governs the minimum employment standards for Council employees. Enterprise Bargaining negotiations commenced in May with Council and industrial organisations working to develop the terms and conditions for employees for the coming years.

Human Resources also handled the recruitment process for 47 advertised positions, including one apprentice diesel fitter, one administration trainee, two library services trainees and one treatment plant operator trainee. The team provided work experience for 24 school students. The team also completed 26 payrolls, processed 21 workers compensation claims, facilitated performance development appraisals for the majority of the workforce and conducted biannual reporting on employee excess leave entitlements.

WHS MILESTONE

This year, Council was presented with the Bronze Award for attaining 70.6% during an external audit with Jardine Lloyd Thompson.



FINANCIAL AND ADMINISTRATIVE SERVICES



The Financial Services team consists of Financial Management, Rates and Expenditure Services. The section oversees a diverse range of services to ensure responsible financial management. The team is responsible for budget, financial, taxation and systems management; financial reporting; treasury; debt; asset accounting; rating; revenue collection; and creditors.

Over the financial year the team has prepared an original budget, two budget revisions, and shell and annual Financial Statements. Each month operational and capital financial reports are prepared for Council to measure actual financial performance compared to the Budget.

Council has continued to receive positive results from its annual external audit by the Queensland Audit Office for the 2016/17 financial statements. This demonstrates the consistent standard of compliance with Australian Accounting Standards set by the Financial Services team and upheld by Council staff.

This year, a review was undertaken of the reporting formats for the annual Financial Statements and the monthly capital projects report to Council. The purpose of these projects was to enhance and simplify the presentation of information. The team has taken a fresh approach to the 2016/17 Financial Statements as a result of simplification of reporting requirements. The new monthly capital projects report has been created as a result of feedback from Council and now incorporates graphs to identify both the physical status of projects as well as the status of the budgeted capital expense.

The team has continued to develop and implement efficiencies in its financial processes to improve the

Rateable Assessments

- 8,840 as at 30 June 2017
- Annual rates season collections of \$33 million from a \$38.6 million levy of Council Rates and State Government Emergency Management Levy for 9,263 properties.
- Rates arrears of 5.49% (\$2,265,307) compared with total net levies (\$39.3 million) achieved by prompt and effective collection and follow-up procedure.
- 1,101 property transfers, other transfers, service address changes and valuation amendments processed by Rates staff during the year to maintain Council's rates and property database record.

quality of work, while achieving its deadlines.

The total number of creditors paid for the 2016/17 year was 1,020 and 240 new creditors were set up. There were 11,333 invoices/credit notes and 2,729 purchase card transactions processed for the year. Due to increased fraudulent activities, Council tightened its procedures regarding the changing of creditor details.

Rates

Council undertook a rating review during the consideration of rating strategies for the 2016/17 Budget.

Council reviewed the differential rating categories and introduced three new differential categories.

Category G Water was split into two differential categories based on land size and now includes a broader range of properties. Category A Residential was also split into two categories with a new Rural Residential Category introduced for all rural residential properties.

Category H Other is a new category for any new land parcels that are not captured by any other category. This ensures Council receives rates from every rateable property in the Shire.

In other initiatives by the team this financial year, Council removed the surcharge on all credit card payments to encourage more payments to be made electronically rather than in cash.

Council also conducted a public presentation at the Burdekin Seniors Advisory Group meeting in May to provide more information on Council rates, such as what general rates are for, how Council spends the money and the benefits of making regular payments.

In 2016/17, an audit was undertaken by Centrelink on Council's access and procedures relating to the Customer Confirmation eService platform. The Department of Natural Resources and Mines also undertook property revaluations for the Shire.

Administrative Services

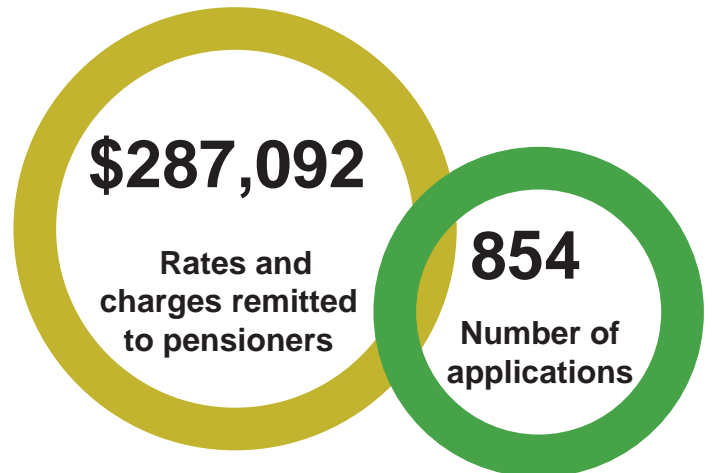
This year in Administrative Services a major upgrade to Council's electronic records management system (ECM) was scheduled for March and testing of the new system and training of key users commenced in December. Training was provided to all other ECM users in February and the system was implemented on 6 March.

New procedures and user guides were created and distributed to staff undergoing training.

This year, under Queensland State Archives approved retention and disposal schedules, Council disposed of 83 boxes of archived records.

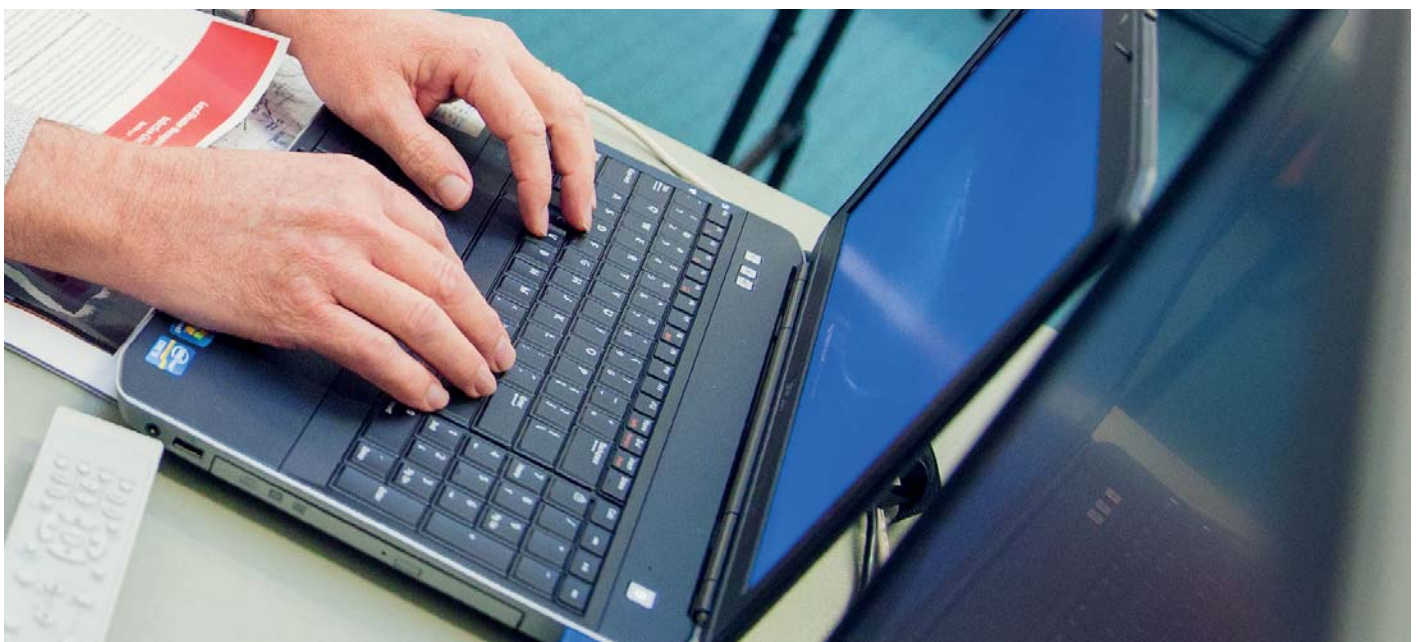
The Administration team prepared agendas and recorded minutes for 51 Council and Committee meetings.

COUNCIL RATE REMISSIONS



DONATIONS

Standing donations to churches, sporting groups, etc:	\$132,861
Number of applications:	50



TECHNICAL SERVICES



The Technical Services department manages Council's infrastructure assets and engineering services including infrastructure planning and design. The department also looks after Council's Workshop on Jones Street and manages our fleet and plant equipment.

Council's contract with the Department of Transport and Main Roads for maintenance on State-controlled roads within the Shire is managed by Technical Services with the works completed by the Operations department. The contract provides additional work for local employees, contractors and suppliers with a total value of \$1.9 million for 2016/17.

Asset Management

During the year, the Asset Management section continued to improve Council's processes with reviews of management plans and valuation and inspection methodologies to provide better long term forecasts for asset renewals. Asset valuations were completed for the year with all relevant asset classes revalued. The department also continued the development of a project decision making framework to allow Council to make fully informed decisions about the provision of services throughout the Shire.

Engineering Services

The Engineering Services team designed \$8 million of infrastructure projects this financial year, including road and drainage upgrades, the provision of kerbing and channelling to urban streets, new paths including extensions to the Burdekin Be Active Trail and road safety initiatives. Other achievements by the team were:

- Assessment of almost 1,000 applications and service requests including National Heavy Vehicle Regulator permit assessments, assessment of development applications and various other service related issues.
- Completion of annual report to the Department of Environment and Heritage Protection for Council's two sewerage treatment plants.
- Completion of Council's Water Supply and Wastewater reporting requirements through the Statewide Water Information System.
- Provision of technical advice to the Burdekin Shire Rivers Improvement Trust.

FAST FACTS

Total Replacement Value of Non-Current Assets	\$687.8M
Total length of roads	1,147km
Rural Roads	968km
Urban Roads	179km
Sealed	733km
Unsealed	414km
Total length of kerb and channel	189km
Total length of pathways	40.1km
Underground drainage conduits	31km
Sewerage mains	160km
Sewerage manholes	2,574
Water supply mains	305km
Water supply bores	35
2016/17 works included:	
Road reconstruction	11km
Bitumen reseals	26km
Kerb and channel	3.8km
Pathways	1.5km

- Management of numerous grant funding arrangements through both State and Federal Government departments.

Fleet Management, Workshop and Mapping

The Technical Services department is responsible for Council's Fleet Management with over 650 items of plant, from whipper snippers to graders. In 2016/17, it oversaw the purchase of 49 items including trucks, trailers, construction equipment and light vehicles, totalling \$2 million. The department also:

- Carried out the manufacture of solar lights for installation at Cromarty Creek boat ramp.
- Oversaw the implementation of a web based mapping portal on Council's website allowing public access.



OPERATIONS



Our Operations department is responsible for the Shire's roads and drainage, water supply and wastewater infrastructure, parks, gardens and cemeteries. This year, Council completed approximately \$6.095 million in new road works and reseals, carried out general maintenance to roads to the value of \$2.725 million and completed approximately \$440,000 in new capital drainage works as well as approximately \$376,000 in drainage maintenance.

Council often receives compliments regarding our well-maintained parks, gardens, cemeteries and public conveniences in the Shire. To keep these areas maintained to a high standard and our streets swept clean this year cost Council \$2.808 million.

Our Water Supply Systems for Ayr/Brandon, Home Hill, Giru and Mount Kelly are operated to a high level of compliance with the Australian Drinking Water Guidelines. In 2016/17 the total cost of these systems was approximately \$3.781 million.

The total cost of operating and maintaining the Wastewater Systems for Ayr/Brandon and Home Hill within the requirements of Environmental Licence was approximately \$3.937 million.

All the Shire's systems performed in compliance with Customer Service Standards and Council has continued with the adopted Levels of Service Standards for Parks and Gardens, Roads, Drainage and Water/Wastewater.

This year's major projects included:

Works

- Bitumen surfacing and reconstruction of a 1.75km section of Donadon Road between Burstall and Airdmillan Roads.
- Bitumen reconstruction of a 1.04km section of Brown Road, Mona Park between Ayr/Dalbeg and Pelican Roads.
- Construction of kerbing and channelling, bitumen reconstruction and widening in Sixth Street between Ninth and Thirteenth Avenues, Home Hill.
- Construction of a concrete footpath, kerbing and channelling and bitumen widening in Eleventh Avenue, Home Hill between Sixth and Eighth Streets.
- Replacement of major drainage culverts on Plain Road, Home Hill in conjunction with Lower Burdekin Water.

- Construction of kerbing and channelling, bitumen reconstruction and widening in Fourteenth Street between Seventh and Ninth Avenues, Home Hill.
- Kerbing and channelling, bitumen reconstruction and widening in Grey Street between Chippendale and Gibson Streets, Ayr.
- Extension of the Burdekin Be Active Trail through the construction of a dual use 2.5m wide concrete pathway along Beach Road, Ayr from Coutts Park to Basilio Court.

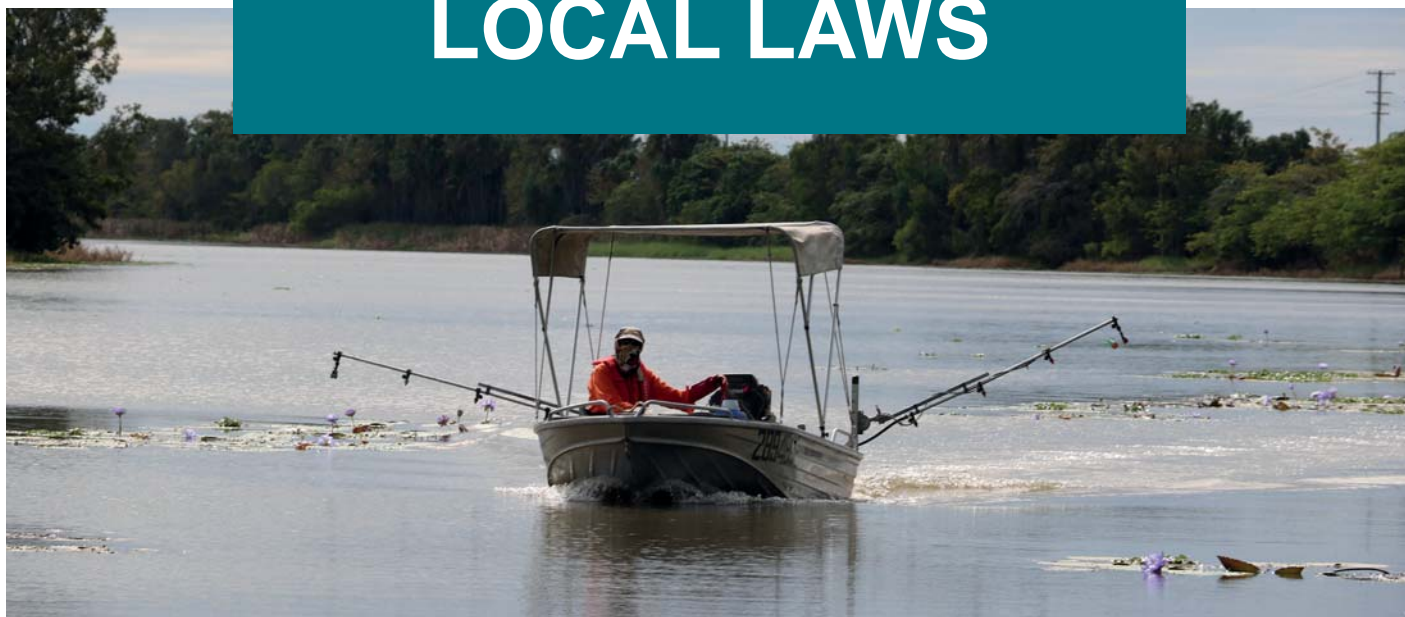
Water/Wastewater

- Installation of variable speed drive pressure pumps at the Ayr Water Tower and South Ayr Water Treatment Plant to improve network and fire service pressures.
- Relocation of a 100mm water main from within Wilmar's Invicta Mill property to within the Shirbourne Road reserve to improve water supply reliability to Giru residents.
- Continuation of the Sewage Pump Station switchboard replacement program, replacing switchboards in the Ayr, Home Hill and Brandon sewage pump networks. Council received grant funding assistance from the State Government under the Building Our Regions Program for this work.
- Replacement of the Primary Clarifier and Secondary Digester bridges at the Ayr/Brandon Wastewater Treatment Plant and refurbishment of the Secondary Clarifier bridge at the Home Hill Wastewater Treatment Plant.

Parks and Gardens

- Installation of a Double Mega Tower playground piece in Coutts Park, Ayr and replacement of the Fire Engine in Anzac Park, Ayr.
- Installation of a new picnic shelter, tables and seating in Lions Park, Home Hill.
- Replacement of concrete picnic tables and seats at Alva Beach Park.
- Construction of an entry statement to the Ayr Cemetery from Mackenzie Street.

GOVERNANCE AND LOCAL LAWS



3,472

tonnes of domestic
general waste
transferred to the
landfill through
kerbside collection.

MAJOR PROJECTS

Capital and maintenance expenditure on Council property included the following:

- Finalisation of concept designs of Ayr Swimming Pool Refurbishment and awarding of contract. Possession granted 9 May, 2017.
- Replacement of shade sails at Ayr Swimming Pool.
- Replacement of roof sheeting and fascia of the open bar structure at Ayr Showgrounds.
- Replacement of roof at Ayr Showgrounds Hall.

The Governance and Local Laws Department covers a diverse range of areas including traditional environment and health functions and general governance issues.

Local Laws covers animal control; waste management; pest and vector control; land protection; aquatic weed control; public health; food, accommodation, caravan park, personal appearance and footpath licencing; nuisance inspections; overgrown allotments; caravan parks and swimming pools management.

Governance includes administering Council's insurance programme; leases; land and property matters.

There were 2,982 customer requests received during 2016/17, averaging out at nearly 13 requests per working day. Excluding requests that are still current, 86% were completed within a predetermined target range and 14% were completed outside of the target. Almost 38% of customer requests related to animal control with 1,121 requests received. Four dogs were declared as either dangerous or menacing.

Council's animal rehoming program with Burdekin Pet Rescue has been successful, with the number of animals being euthanized again reduced. A Pet Day Out event was also held at Plantation Park on 18 June, 2017 to promote responsible pet ownership.

Environment and Health

Our Environment and Health team oversees waste, public health, land protection, caravan parks and swimming pools. This financial year, 3,472 tonnes of domestic general waste was transferred to the landfill through the kerbside collection service.

The Kirknie Landfill accepted 4,774 tonnes of construction and demolition waste with 3,840 tonnes of concrete and

asphalt diverted from landfill for reuse on site. A total of 838 tonnes of domestic general waste was taken from the transfer stations to the landfill. In addition, 1305 tonnes of green waste was transferred to the landfill by the kerbside collection service and 2,344 tonnes of self-haul green waste was accepted at Council's Transfer Stations. All of this was diverted from landfill.

Council successfully commenced collection of e-waste at the Ayr and Home Hill Transfer Stations in November, 2016 and has diverted 27 tonnes of e-waste. A total of 488 tonnes of recyclable material (kerbside and self-haul) was also transported to the VISY Materials Recovery Facility in Townsville. In addition:

- 8.8 tonnes of used lead acid batteries were recycled.
- 400 tonnes of scrap metal was collected for recycling.
- 652 equivalent passenger tyres were collected for recycling.
- Council collected 998 litres of cooking oil and 4,777 litres of engine oil which was all collected by a licenced contractor for recycling.

Council is part of the North Queensland Regional Waste Reduction and Recycling Plan 2014-24 with Townsville City, Charters Towers Regional and Hinchinbrook Councils. In the 2016/17 financial year Council continued to support the Mobile Muster and Cartridges for Planet Ark recycling programs with a collection point set up in the foyer of the Council Chambers.

Monitoring, surveillance and follow-up of illegal dumping also continued. There were 34 notifications of illegal dumping received during the year. Supervision and monitoring of the Transfer Station facilities at Ayr, Home Hill and Giru and the Kirkie Road Landfill continues.

Council completed an extensive review of the best method for kerbside waste collection and agreed to continue with a contractor arrangement. An exhaustive tender exercise was then undertaken with a final decision to award an eight year kerbside waste collection contract to Cleanaway. The contract commenced on 3 July, 2017.

Monitoring of waste generated by Council continues. Preliminary investigations have also been undertaken on the old landfill site at Luxton Street, Giru to assist in

Where the Environmental Levy went:

Herbicide subsidy scheme	\$ 45,534
Waterway (Controlling water weeds in lagoons and creeks)	\$ 24,850
Beach Protection Burdekin Beaches	\$ 2,192
National Tree Day for Schools 2016 Project	\$12,438

determining the extent and nature of the landfill composition. Further investigation and works are proposed for 2017/18 to complete this project.

Aquatic weed control on nine lagoon systems continued with assistance from North Queensland Dry Tropics, Lower Burdekin Water and adjacent landowners and a scattered to light infestation range was maintained. A Management Plan was developed for this function and an ArcGIS recording system for data collection was initiated. A major project was undertaken at Kalamia Creek system with NQDT and Lower Burdekin Water using a floating excavator and weed harvester.

Our Environment and Health team conducted three Community Food Hygiene and Safety sessions and one Licence Holder training course for food premises in the Burdekin. This training included stall holders for the Burdekin Water Festival and Home Hill Harvest Festival events to ensure that business operators and staff were aware of the changes in the Food Safety legislation and that appropriate food safety procedures were being utilised.

Council completed 119 food inspections, 37 temporary food stalls at events/festivals inspections and 90 reinspections of licenced food businesses. The team also completed inspections for three Environmentally Relevant Activities, three High Risk Personal Appearance Services



and 16 accommodation premises.

Pest Management

Council's Pest Management Team visited 31 properties to assist landowners with baiting for feral pigs and wild dogs. Approximately 2,814kg of bait was treated with 1080. Six aerial shoots for feral pig control were conducted in December, February, May and June with a total of 420 feral pigs killed plus 10 wild dogs.

In total, 48 pest management plans were renewed in conjunction with landowners covering 61,326 hectares to reduce the impact of pest plants and animals in the Shire. Thirty per cent of existing property pest management plans were inspected.

An annual report on the operational activities for the Shire Biosecurity Plan was submitted to Council in the last financial year for adoption. The plan was updated in conjunction with key stakeholders, industry groups and government departments.

Council undertook seven aerial treatments of known mosquito breeding sites to limit the impact on residential areas. Ongoing monitoring of breeding sites has continued and officers treated over 100 sites throughout the Shire. Regular surveillance and treatment for the identified sites were carried out three times a week and intensified when seasonal increase in breeding was identified. With new quad bikes access has become easier and efficiency gained with respect to reducing aerial spraying and increasing effective ground spraying.

Council continued agreements and partnerships with a number of natural resource groups such as Wetland Care Australia, NQ Dry Tropics, James Cook University and Gudjuda Aboriginal Corporation. Relevant activities included bioherbicide trials, aerial pig shoots, wild dog trapping, environmental burns and aerial aquatic spraying. This year, Local Law No 3 was also amended to include the Neem Tree as a locally declared pest.

Council importantly maintained its status as a Reef Guardian Council and developed and submitted an action plan for 2016/17 and highlights report for 2015/16.

Other events this year included: Weedbuster Week; Asbestos Awareness; Recycling Week – presentations at four schools and five kindergartens; feral pig education and a Methods of Control workshop; and a tree trimming demonstration for landholders.

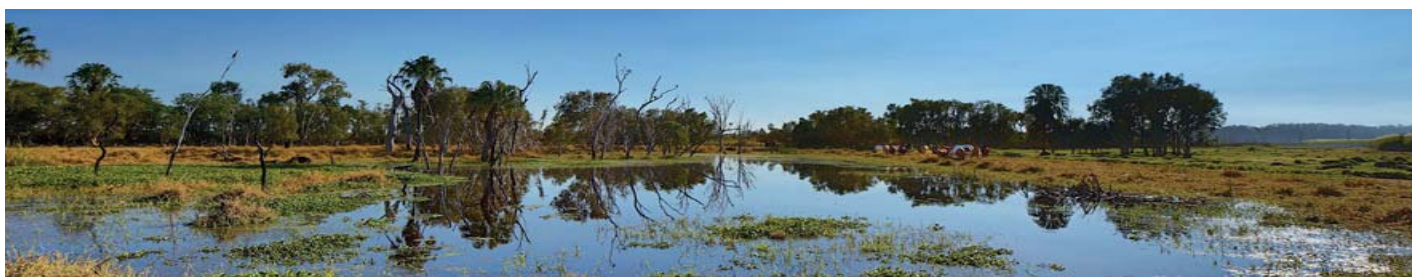


In 2016/17 Council continued agreements and partnerships with a number of natural resource groups such as Wetland Care Australia, NQ Dry Tropics, James Cook University and Gudjuda Aboriginal Corporation.

During the financial year, the Environmental Health Sub Plan (to the Burdekin Local Disaster Management Plan) was drafted and comments were also supplied to the draft Fire Management Plan. Council also monitored the management contracts for Ayr and Home Hill Pools and Burdekin Cascades and Home Hill Caravan Parks. A tender was issued and a new contract awarded for the management of the Home Hill Swimming Pool and Caravan Park.

Other achievements this year were:

- Council's Public Liability and ISR Insurance Program was purchased and administered
- Community and sporting body leases were reissued upon expiry
- The Aerodrome Advisory Committee was re-established with four meetings held during the year
- A consultant was appointed to assist in the installation of energy efficiency measures for Council buildings
- Coordination of the Works for Queensland Program – 19 projects totalling \$2.93 million



Burdekin Youth Council

MISSION STATEMENT

We aim to provide a youth-driven forum for the purpose of suggesting ideas, voicing issues and any concerns, and promoting community spirit and a sense of belonging for all young people of our district. In addition, we exist to secure a linkage between youth and the Burdekin Shire Council.

The Youth Council is a team of young people who represent youth, communicate and liaise with the community and organise projects and events in order to improve the status of all young people and provide them with greater opportunities.

WHAT WE DID IN 2016/17

- Sponsored Burdekin Festival of Arts
- Involvement and fundraising at Burdekin Water Festival
- Badge Making at Lions Club Halloween Festival – (fundraising)
- Ran an anti-poverty week campaign collecting donations for the less fortunate
- 2016 Youth Council Member (Danae Pilla) lit the Candle of Hope at the 2016 Burdekin Relay for Life
- Involvement in Community Christmas Carols
- Conducted Burdekin Fast Track Talent Showcase during National Youth Week - April 2017 which brought *The X Factor* Winner and Eurovision entrant Isaiah Firebrace to the Burdekin. More than 100 participants took to the stage and over 700 tickets were sold throughout the weekend event
- Assisted in arranging school visit by local musician Trent Bell in the lead up to his Burdekin concert
- Badge making at Queensland Day Expo (fundraising)
- Supported Justice Crew concert at Burdekin Theatre. (Assisted with promotion of the event and attended a VIP Meet with the Crew)
- Involvement in concept designs for Burdekin Skate Park Shade Structure (Gave feedback to Council regarding the preferred design and colour of the new sails)
- Networked, connected, shared and provided positive opportunities for the voice of young people in the Burdekin Shire

2017 Members

Tayla McKaig (Youth Mayor)	Caitlin McDonnell
Flynn McKaig (Deputy Youth Mayor)	Eddie Jones
Sarah McDonnell (Secretary)	Emily Homes
Alexa Mann	Jack Shears
Alyssia Guy	Jessica Cox
Amber Wellington	Joshua Kim
Austin Patterson	Sean Cowper
Amy Langdon	Taryn Delle Baite



Burdekin Australia Day Awards



Australia Day celebrations were held at the Burdekin Theatre on Wednesday 25 January 2017 where residents were recognised for their community spirit. The Burdekin Shire Council Australia Day Awards recognise members of our community who have made an outstanding contribution and for exceptional achievement in many areas.

Award	Nominees	Winner
Citizen of the Year	Keith Kiloh, Gwen Marshall, Erin Brennan, Gerald Henaway, Ross Romeo, Rhonda Martin	ROSS ROMEO
Young Citizen of the Year	Gabby Stace, Lauren Bozzetto, Keely Johnson, Tianna Previtera	KEELY JOHNSON
Young Citizen of the Year (Achievement Award)		TIANNA PREVITERA
Life Time Contribution Award	Robyn Hewson, Treena List, June Pola, Gerald Henaway	TREENA LIST
Senior Environment Award	Keith Kiloh	KEITH KILOH
Senior Cultural Award	Jaynai Slatcher, Sam Row, Solange Fabbro	JAYNAI SLATCHER
Junior Cultural Award	David Ballin, Taia Favale, Kacee Bromham	KACEE BROMHAM
Community Event of the Year	Burdekin Clay Target Club (2016 Official Re-opening), Burdekin Community Church (Angels on Alert), Rotary Club of Ayr (Community Raffles), Burdekin Singers & Theatre Company Inc. (2016 Addams Family Production), Home Hill Harvest Festival Committee (2016 Bride of the Year), Burdekin Uniting Church (2016 Burdekin Craft Spectacular), Burdekin Readers and Writers Association (2016 Burdekin Reader and Writers Festival), Ayr Pastoral Agricultural & Industrial Association Inc (2016 Burdekin Show)	BURDEKIN SINGERS & THEATRE COMPANY INC. (2016 ADDAMS FAMILY PRODUCTION)

Award	Nominees	Winner
Excellence Award	Brad Perry, Christine Monday, Irene Cole, Judy Peterson, Keely Johnson, Rhonda Martin, Robyn Hewson, Val Roxburgh	IRENE COLE
2017 Excellence Achievement Award		BRAD PERRY
Sports Administrator Award	Bradley McAllister, Steven Sunderland, Rhonda Martin	RHONDA MARTIN
Senior Sportsperson of the Year Award	Lawrence Lampton, Shane Kennedy	LAWRENCE LAMPTON
Junior Sportsperson of the Year	Adam Walton, Charles Slaney, Tara Jenkins, Hayden Lammon	ADAM WALTON
Junior Sportsperson of the Year Achievement Award		CHARLES SLANEY
Sportsperson with a Disability	Brent Dingle	BRENT DINGLE



Community Financial Report

The Community Financial Report is prepared to present a simplified version of Council's financial statements for the year ended 30 June 2017 and provide the reader with a better understanding of Council's financial performance and financial position.

The Community Financial Report is prepared in accordance with section 179 of the *Local Government Regulation 2012*.

This report provides a summary of Council's:

- Statement of Comprehensive Income
- Statement of Financial Position
- Statement of Changes in Equity
- Statement of Cash Flow
- Measures of Financial Sustainability

STATEMENT OF COMPREHENSIVE INCOME

The Statement of Comprehensive Income summarises what Council has earned and spent during the financial year. Also included is other comprehensive income which this year is the movement from the revaluation of Council's property, plant and equipment.

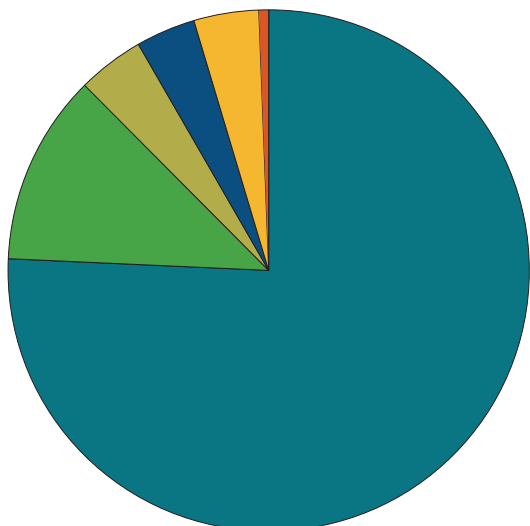
REVENUE - Where the money comes from

Council raises the majority of its revenue from its own sources, e.g. rates and levies, and fees and charges. This reduces Council's reliance on external sources of revenue. State and Federal governments provide revenue to Council in the form of grants and subsidies, some of which are required to be spent on specific projects.

Recurrent (operating) revenue increased by \$2,964,421 in 2016/17. This increase includes an advance payment of \$1,759,182 of the 2017/18 Financial Assistance Grant. Council continues to actively pursue grants and subsidies from State and Federal Governments to

ease the burden on ratepayers.

Council's capital revenue of \$5,925,995 decreased from the revenue received in 2015/16 of \$9,191,523. The decrease is a reflection of the change in accounting estimates in 2015/16 for long term provisions to rehabilitate landfill sites in the Shire. Capital grants and subsidies received by Council in 2016/17 include funding for projects such as park facility upgrades, roads and drainage, sewerage switchboard upgrade, Ayr pool refurbishment and Mount Inkerman lookout facilities.



RECURRENT REVENUE TOTAL: \$50,229,803

- **75.72%** Rates and levies \$38,032,971
- **11.83%** Grants, subsidies, contributions and donations \$5,942,808
- **4.13%** Fees and charges \$2,072,065
- **3.69%** Interest received \$1,851,532
- **4.03%** Sales of contract and recoverable works \$2,025,675
- **0.60%** Other recurrent income \$304,752

EXPENSES - Where the money was spent

Council's recurrent (operating) expenses include: employee benefits, materials and services, depreciation, amortisation and finance costs. These costs enable Council to provide services, operate community facilities, maintain assets and administer corporate functions.

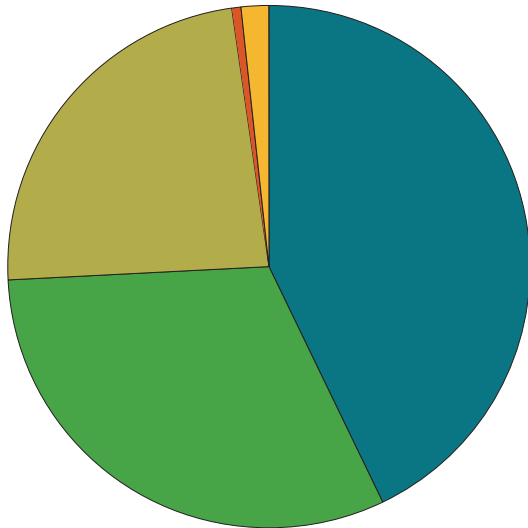
There was an increase in operational expenditure in 2016/17 of \$803,873. This came from an increase in recurrent expenditure for employee benefits (resulting from an increase in operational work undertaken by

Council's staff) and an increase in materials and services, offset by a decrease in finance costs.

Depreciation expenses represent the reduction in the value of property, plant and equipment over time resulting from wear and tear. To ensure the depreciation amount is reflective of asset utilisation, Council's assets are reviewed annually taking into account the value, condition and remaining life.

Capital expenses decreased from \$4,086,256 to \$2,718,852. This decrease is in relation to movements in Council's property, plant and equipment and the provision to rehabilitate landfill sites.

The level of Council's recurrent and capital expenditure is monitored throughout the year to ensure funds are being utilised effectively.



RECURRENT EXPENSES TOTAL: \$43,313,344

- **42.83%** Employee benefits \$18,549,160
- **31.37%** Material and services \$13,585,353
- **23.53%** Depreciation \$10,192,444
- **0.56%** Amortisation \$241,607
- **1.71%** Finance costs \$744,780

NET RESULT

Council's net result of \$10,123,602 reflects what has been earned (revenue) less what Council has spent (expenses) during the year. This includes capital revenue and expenses; however any adjustment for asset revaluations is shown separately under other comprehensive income and therefore is not included in the net result of Council.

STATEMENT OF FINANCIAL POSITION

The Statement of Financial Position summarises the financial position of Council at the end of the financial year. This shows what Council owns (Assets) less what Council owes (Liabilities). The difference between these amounts is the net community wealth (Equity) of Council. Council's Financial Position at 30 June, 2017 was:



ASSETS - What do we own?

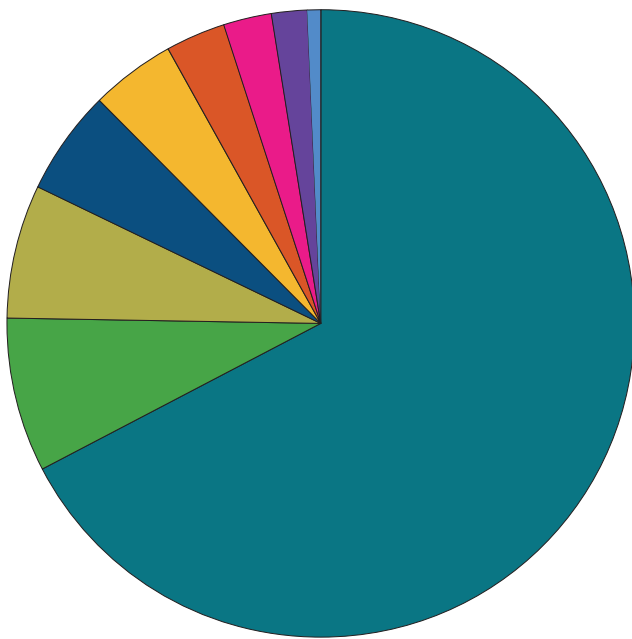
As at 30 June 2017, Council controlled assets worth \$559,856,830.

The value of Council's assets increased overall by \$29,585,948. The main changes were an increase in property, plant and equipment assets and cash held. Property, plant and equipment assets increased due to being revalued.

The increase in cash held is reflective of the prepayment

of the 2017/18 Financial Assistance Grant; unspent monies from the Works for Queensland grant; and an increase in rates received in advance.

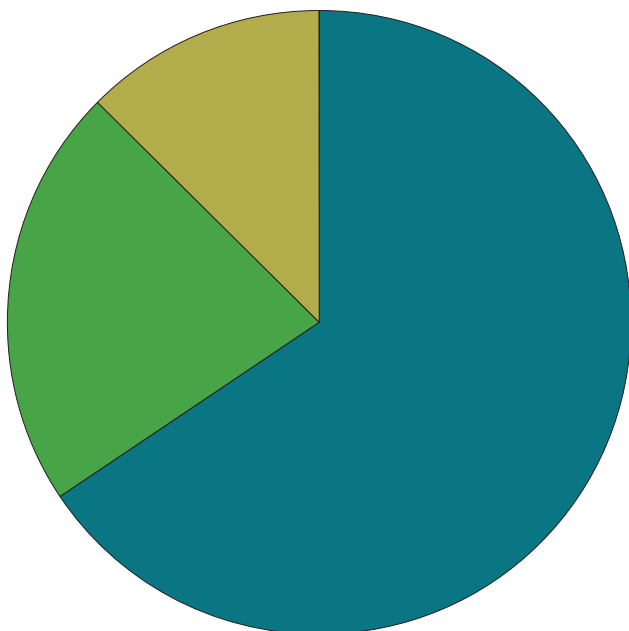
Council's most significant asset class is property, plant and equipment as it equates to 89.63% of Council's total asset value. In 2016/17 Council spent \$12,345,099 to renew, upgrade and build new community assets. The value of Council's property, plant and equipment is \$501,778,177.



PROPERTY, PLANT AND EQUIPMENT

- 67.33%** *Transport (Roads and Bridges) \$337,831,530*
- 7.94%** *Buildings \$39,818,912*
- 6.89%** *Sewerage \$34,552,143*
- 5.40%** *Drainage \$27,088,885*
- 4.37%** *Water \$22,006,287*
- 3.08%** *Land and improvements \$15,456,024*
- 2.48%** *Other Assets \$12,420,317*
- 1.82%** *Plant and equipment \$9,143,224*
- 0.69%** *Works in progress \$3,460,855*

LIABILITIES - What do we owe?



WHAT DO WE OWE?

- 66.08%** *Provisions \$18,739,387*
- 17.99%** *Borrowings \$5,101,842*
- 15.93%** *Trade and other payables \$4,517,718*

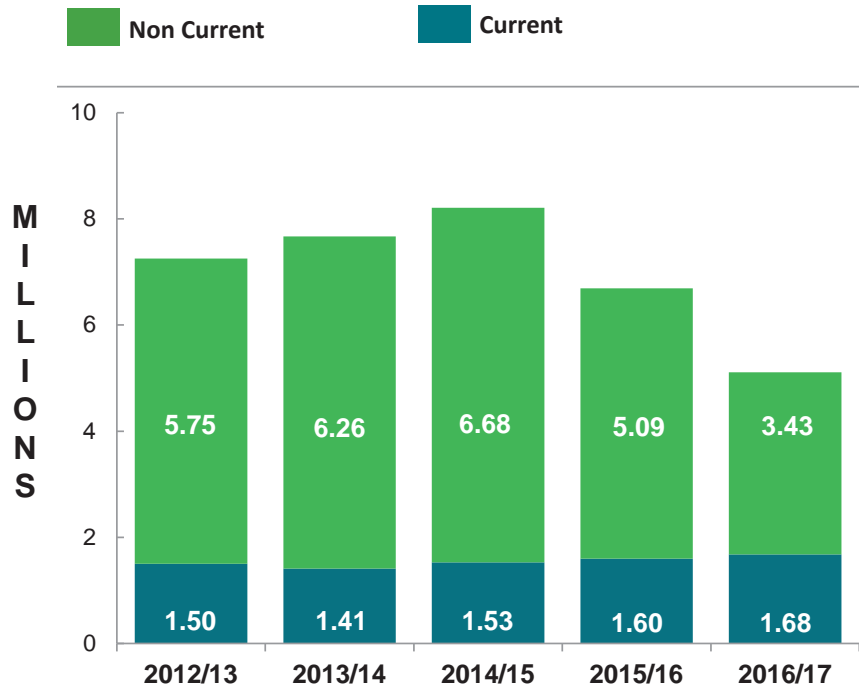
Council's liabilities are borrowings, amounts owed to suppliers, provisions for future rehabilitation costs of landfill sites and amounts owed to employees both now and in the future (e.g. long service leave).

Council's total liabilities at 30 June 2017 were \$28,358,947, which is a reduction of \$2,239,895 from the 2015/16 financial year.

LOAN DEBT

In accordance with the *Local Government Regulation 2012*, Council adopts an annual debt policy. This ensures sound management of Council's existing and future debt. Council is mindful of the additional costs incurred by the community when assets are acquired through borrowings, as this increases the cost of providing capital infrastructure. However, by using borrowed funds, the cost of longer life assets is spread across the generations receiving the asset's benefits.

There were no new loan borrowings in the 2016/17 year or in the 10 year budget forecast. Council made principle repayments of \$1,586,581 and interest payments of \$323,227. Therefore the outstanding debt at 30 June 2017 was \$5,101,842, equalling \$577.13 of debt per rateable property. This is a continued reduction from 2015/16 where the debt per rateable property was \$756.09.



STATEMENT OF CHANGES IN EQUITY

The Statement of Changes in Equity measures the change in Council's net worth over the financial year. This statement summarises the asset revaluation surplus and retained surplus.

The asset revaluation surplus has increased to \$294,512,344. The retained surplus increased to \$236,985,539.

STATEMENT OF CASH FLOWS

The Statement of Cash Flows identifies Council's cash receipts and where money was spent during the year. This statement differs from earlier statements as it excludes "non-cash items," such as depreciation. Cash transactions originate from operating, investing and financing activities.

In accordance with the annual investment policy, Council

invests surplus funds and the interest earned helps fund operational expenses.

The cash result for 2016/17 was an increase of \$5,877,263. The increase in cash is reflective of factors such as the prepayment of part of the 2017/18 Financial Assistance Grant, Works for Queensland funds not yet spent and an increase in rates paid in advance.

FINANCIAL SUSTAINABILITY MEASURES

Financial sustainability is achieved through Council's ability to maintain infrastructure and remain financially viable over the long term. The three levels of financial sustainability outlined in section 169(5) of *Local Government Regulation 2012* are: Operating Surplus Ratio; Asset Sustainability Ratio; and Net Financial

Liabilities Ratio. Target ranges for these are set by the Department of Infrastructure, Local Government and Planning. These target ranges are to be considered as planning tools to assess council's current sustainability strategy over the long term and are not necessarily targets to be met at the end of each financial year.

Operating Surplus Ratio

This ratio is an indicator of the extent to which revenues raised cover operational expenses only or are available for capital funding purposes or other purposes.

Target	2017	2016	Comments
Between 0% and 10%	13.77%	10.06%	Council has continued to exceed the target range. This shows that Council has been able to fund operating expenditure through operational revenue. This also shows that Council can fund future capital expenditure and/or debt repayments and maintain service levels expected by rate payers. This ratio is inflated in 2016/17 due to the prepayment of the 2017/18 Financial Assistance Grant.

Asset Sustainability Ratio

This ratio is an approximation of the extent to which the infrastructure assets (long life assets e.g. water, sewerage, roads etc.) managed by Council are being replaced as they reach the end of their useful lives.

Target	2017	2016	Comments
Greater than 90%	68.90%	67.50%	Council is below the target rate. Council's calculation of the ratio does not include the Plant and Equipment and Land and Improvement asset classes. Although below the target rate, this ratio is a long term ratio, and the current ratio is acceptable when taking into consideration Council's 10 year forecast.

Net Financial Liabilities Ratio

This ratio is an indicator of the extent to which the net financial liabilities of Council can be serviced by its operating revenues.

Target	2017	2016	Comments
Not greater than 60%	-56.99%	-35.39%	Council's current assets exceed total liabilities and therefore it has the capacity to increase loan borrowings if required.



Corporate Governance

The Australian National Audit Office has defined Corporate Governance as “formalising and making clear and consistent the decision making processes in the organisation. An effective system of corporate governance will help facilitate decision-making and appropriate delegation of accountability and responsibility within and outside the organisation. This should ensure that the varying needs of the stakeholders are appropriately

balanced; that decisions are made in a rational, informed and transparent fashion; and that those decisions contribute to the overall efficiency and effectiveness of the organisation”.

Council is committed to high standards of corporate governance and accountability, and seeks continuous improvement in this area.

LEGISLATION

The *Local Government Act 2009* and the *Local Government Regulation 2012* is the legislation under which the Burdekin Shire Council is constituted and contains detailed reporting and operational requirements. Council has a duty to comply with these requirements. The applicable governance framework is generally more complex than in the private sector.

Local Government tends to have broad objectives with wide reaching impacts on the community as distinct from private organisations where the overriding obligation is to maximise the return to shareholders. Local Government must recognise the wider public interest issues associated

with the delivery of services while still ensuring the efficient and effective delivery of these services. In common with the private sector, Local Government has to respond to a complex set of stakeholder and legal requirements, particularly financial reporting. Local Government also has to satisfy public accountability requirements.

The *Local Government Act 2009* clearly distinguishes between the role of the elected members of the Council and the Chief Executive Officer. The separate roles of the elected members and the Chief Executive Officer are more fully described in this legislation.

COMMITTEES AND REPORTING STRUCTURES

The Council holds Ordinary meetings on the second and fourth Tuesday of each month. Any changes to meeting times and dates are advertised in the local media. All Council and Committee meetings are open to the public and the agendas and minutes are available on our website.

The Council also holds regular Workshops with Councillors and staff to discuss pertinent matters, undertaken inspections, and for information purposes. No formal discussions are made at these workshops. A list of items discussed is reported to a subsequent Ordinary Council meeting for adoption and for record purposes.

Council has the power under the *Local Government Regulation 2012* to appoint standing committees, special committees and advisory committees. Reports and minutes of these committees must be considered and adopted by Council.

Currently there are 12 advisory committees established, being the Audit Committee; Burdekin Road Safety Advisory Committee; Burdekin Be Active Advisory Committee; the Carols by Candlelight Committee;

Burdekin Seniors Advisory Group; Economic Action Group; Burdekin Cultural Advisory Committee; Community Grants Panel; Aerodrome Advisory Group; Pest Management Plan Working Group; Energy Efficiency Projects Working Group; and Regional Arts Development Fund Committee.

The Council also receives and considers reports and minutes from the Burdekin Shire Youth Council and the Building Safer Communities Action Team.

Under the *Disaster Management Act 2003*, the Council is required to establish a Local Disaster Management Group for the Burdekin region. The meetings of this committee are held at the Council Chambers and the minutes of the committee are considered and adopted by Council. In addition to the formal meeting structure, Council may, at its discretion, appoint sub-committees of councillors and staff to examine particular issues and/or consult with external stakeholders in relation to particular matters. Recommendations from these sub-committees are then brought to Council for consideration. The Chief Executive Officer also schedules executive meetings comprising of Managers to discuss organisational issues.

LEADERSHIP AND STRATEGY

Elected members are representatives of residents and ratepayers and provide community leadership and guidance and facilitate communication between the community and the Council. The Mayor must ensure Council's decisions are carried out and may provide advice to the Chief Executive Officer on the implementation of Council decisions.

A number of documents collectively guide the organisation. These are the Corporate Plan, Annual

Budget and Operational Plan. The Corporate Plan has a five-year timeframe covering all of the major activities of the Council. It is influenced by the general community, elected members and staff views in setting medium-term objectives.

The Corporate Plan is reviewed annually by Council. Our Annual Budget expresses the objectives, plans and resources associated with the first year of the Corporate Plan. The Budget and Operational Plan are adopted annually by Council.

SUPPORT FOR ELECTED MEMBERS

The Chief Executive Officer, through an effective support process provided by the Local Government Association of Queensland and the Department of Infrastructure, Local Government and Planning, ensures elected members understand their roles and responsibilities.

Elected members should be able to add value and bring independent, informed and objective judgements to bear

on the governance and decision-making process of the Council. An induction program is provided to all new councillors on their appointment to Council.

The Council's Budget allocates funds to enable elected members to attend conferences, seminars and/or workshops in order to improve their knowledge in the various areas that make up Local Government.

ETHICS AND VALUES

The *Local Government Act 2009* includes processes for dealing with allegations regarding councillor conduct that is not in accordance with the principles set out in the Act. The Act has provisions to ensure appropriate standards of councillor conduct and performance are maintained and to deal with a councillor who engages in inappropriate conduct, misconduct, or corrupt conduct.

The Chief Executive Officer and employees are required

to follow all policies and guidelines adopted by Council, as well as the requirements of any statute. An Employee Code of Conduct was implemented by Council in October, 2011. The Chief Executive Officer maintains the Material Personal Interest Registers for all councillors and designated senior officers.

The Register of Interests for Councillors is accessible on Council's website.

MONITORING AND REVIEW

The Council has a number of instruments in place to ensure its performance is continually monitored and reviewed and that corrective action is taken where required. One of these is financial reporting where accrual-based financial reports are prepared and submitted to Council on a monthly basis to satisfy financial accountability requirements. The annual budget is reviewed, and revised if necessary, at least twice per year.

Another is operational plan reporting. Operational Plans are firstly adopted by the Council to reflect programs, priorities and projects included in the annual budget. The Operational Plan with explanatory comments is reported to Council throughout the year. The final instrument - the Annual Report, which includes financial and activity statistics, as well as a full set of the audited financial statements - is produced for the Council and other interested parties.





RISK MANAGEMENT AND INTERNAL CONTROL

Council meetings are held regularly and elected members are given adequate notice of meetings, which comply with the prescribed statutory requirements.

Wherever possible, agenda items and relevant material are provided prior to the meetings to enable informed discussion by the elected members. Minutes of meetings are taken and submitted to Council for confirmation.

The Council has implemented and/or is developing other strategies to achieve effective risk management and internal control including the following:

- Limits of authority are delegated and appropriate processes are outlined in respect of purchasing.
- Position Descriptions are established for all staff positions.
- Policies are documented in a policy register, which is accessible on Council's intranet for all staff. Older policies require periodic review to determine their currency.
- An auditor appointed by the Queensland Auditor-General audits Council annually. This provides a statutory mechanism for an external review of Council's financial operations and other corporate matters affecting the sound management of the organisation.
- The adequacy of Council's insurance coverage is checked on an annual basis in consultation with our insurance brokers.
- The Council is a member of the Queensland Local Government Workcare Scheme (LGW), which is a self-insurance scheme for workers' compensation claims. To remain a member of the scheme, Council is committed to implement a Work Health & Safety Management System, aligned with LGW SafePlan Criteria.
- A Work Health & Safety Committee, which is made up of employees, monitors incidents in the workplace and recommends preventative action.
- The Local Government Act 2009 requires Council to establish an efficient and effective internal audit function and an audit committee. An Audit Committee has been in operation since 2014-15. PricewaterhouseCooper was engaged to prepare a three-year internal audit plan and associated 12-month action plan. These plans were adopted by the Audit Committee in December 2014.
- Council has a quality management system for its Operations Works section which is currently certified to Australian Standard ISO 9001:2008 for the purposes of civil engineering in works design, works construction, works maintenance and plant management. Certification is provided by the Department of Transport and Main Roads. As part of this system, Council has a systematic program of internal audits which covers all our activities and processes.
- Council also has developed an Enterprise Risk Register including existing risk treatments and is currently reviewing the content of the risk registers. A Business Continuity Plan has been prepared and will be reviewed during 2017/18.

LEGISLATIVE ADMINISTRATION AND COMPLIANCE

Council must comply with all of its statutory obligations, not only the *Local Government Act*, but also of the many other legislative requirements which impact on its activities.

Examples of such legislation include elections, workplace health and safety, goods and services tax, fringe benefits tax, planning and building, right to information, privacy, employment and environmental legislation to name a few.

Local Government has such a broad range of legislative requirements, so it is important Council can be assured compliance is taking place.

Industry bodies such as the Local Government Association of Queensland and the Department of Infrastructure, Local Government and Planning play a significant role in communicating legislative requirements and changes.

RESOLUTIONS

In accordance with Section 250(1) of the *Local Government Regulation 2012*, Council adopted a revised Expenses Reimbursement Policy at its meeting held on 4 April, 2017 (policy attached page 46).

In accordance with Section 206(2) of the *Local Government Regulation 2012*, Council must, by

resolution, set an amount for each different type of non-current physical asset below which the value of an asset of the same type must be treated as an expense. The Non-Current Asset Accounting Policy was adopted by Council on 27 June, 2017. Below is the relative table out of the policy. The threshold to recognise costs as an asset are as follows:

Asset Type	Threshold (GST exclusive)
Land	\$1
Land improvements	\$5,000
Buildings	\$5,000
Infrastructure (Roads and Bridges, Water, Sewerage)	\$5,000
Plant and Equipment	\$5,000
Office Equipment, Furniture and Fittings	\$5,000
All Other Assets (including intangible assets)	\$5,000

The above thresholds must be disclosed by way of a note in the Council's general purpose financial statements.

Buildings, Other Assets and Infrastructure asset classes - if the total capital expenditure per project exceeds the asset class capitalisation threshold, as stated in the recognition threshold table above, the project is capitalised irrespective of whether or not the individual asset components exceed the capitalisation threshold.

INTERNAL AUDIT

The Internal Audit Function is a legislative requirement under the *Local Government Act 2009*, and this financial year the internal audit function for Burdekin Shire Council was resourced in-house.

During the financial year internal audits were completed. Four internal audits were undertaken during the financial year covering the areas of legal obligations, grants

management, IT data security and enterprise risk management.

The Audit Committee oversees the function and processes of the internal audit function and to ensure the effectiveness and objectivity of the function and the auditors.

SPECIAL RATES AND CHARGES

Rural Fire Brigade Special Charges

Where requested by the following Rural Fire Brigades, Council has agreed to levy a Special Charge for the purpose of contributing to the purchase of and maintenance of equipment and infrastructure utilised by the Brigades.

The levy is based on the requirements of the Brigades as set out in its budget and agreed to annually by the Council.

All funds levied are paid to the relevant Rural Fire Brigade.

- Mount Kelly Rural Fire Brigade - \$15 levied on all

rateable land with the area marked on Plan No RF2009 – total \$2,265 levied and distributed to the Brigade.

- Scott Rural Fire Brigade - \$50 levied on all rateable land within the area marked on Plan No RF0425 – total \$4,400 levied and distributed to the Brigade.

Wunjunga SBS Translator Special Charge

A special charge of \$5.68 was levied on rateable land within the defined benefited area to meet the ongoing cost of repairs, maintenance and electricity supply to the SBS television translator at Wunjunga. Total amount levied was \$250.

CHANGES TO TENDERS

In accordance with Section 190 of the *Local Government Regulations 2012*, the Annual Report must contain information on the number of invitations to change tenders under Section 228(7) during the financial year.

There were no occasions during the year that persons, who submitted a tender, were invited to change their tender to take account of a change in the tender specifications prior to Council making a decision.

ELECTED MEMBERS' MEETING ATTENDANCES

Elected Members' Meeting Attendances 1 July, 2016 - 30 June, 2017

Councillor	Ordinary and Special Meetings held	Ordinary and Special Meetings attended	Meetings Absent while on Council Business	Leave of Absence
Lyn McLaughlin	31	30	0	1
Tony Goddard	31	28	0	3
Ted Bawden	31	30	0	1
John Bonanno	31	28	0	3
Uli Liessmann	31	27*	0	3
Sue Perry	31	29	1	1
John Woods	31	30	1	0

Meetings for period 1 July, 2016 to 30 June, 2017. Councillors also attended other miscellaneous meetings as part of their duties. *Meeting missed due to illness.

RESOLUTION ON ELECTED MEMBERS' REMUNERATION

The Local Government Remuneration and Discipline Tribunal was established under section 183 of the *Local Government Act 2009*. The tribunal is responsible for:

- Establishing categories of local governments
- Deciding to which category each local government belongs
- Deciding the remuneration that is payable to the mayors, deputy mayors and councillors in each of those categories.

Every year the tribunal decides the maximum remuneration payable to councillors, mayors or deputy mayors in each category of local government from 1 July of the following year (Section 244, *Local Government Regulation 2012*).

This decision must be made before 1 December.

In making its decisions about the remuneration to be paid to mayors, deputy mayors and councillors, the tribunal must have regard to:

- *Local Government Act 2009* provisions about the entitlements and responsibilities of councillors

Remuneration 1 July, 2016 to 30 June, 2017

Mayor Allowance	\$99,638 p.a.
Deputy Mayor	\$57,483 p.a.
Councillor	\$49,819 p.a.

- Community expectations about what is an appropriate level of remuneration in the circumstances.

Remuneration determined by the tribunal does not include the reimbursement of expenses incurred by councillors or the provision of facilities as these are provided for in local governments' expenses reimbursement policies.

The purpose of the remuneration is to cover the cost of attendance (excluding expenses) at "Council business" (as defined in the Expenses Reimbursement Policy for Councillors adopted on 4 April, 2017).

On 30 November, 2015 the tribunal finalised its determination of remuneration arrangements for Mayors, Deputy Mayors and Councillors to apply from 1 July, 2016. The determination was published in the Government Gazette on 11 December, 2015.

COUNCILLORS' REMUNERATION

Total Remuneration and Superannuation Contributions Paid to Councillors

Councillor	Mayor	Deputy Mayor	Councillor	Car Allowance	TOTAL	Council 12% Super
Ted Bawden			\$49,774.19		\$49,774.19	\$5,972.90
John Bonanno			\$49,774.19		\$49,774.19	\$5,972.89
Tony Goddard		\$11,938.75	\$40,108.46		\$52,047.21	\$6,245.69
Uli Liessmann			\$49,774.19		\$49,774.19	\$5,972.90
Lyn McLaughlin	\$99,585.38				\$99,585.38	\$11,950.30
Sue Perry			\$49,774.19		\$49,774.19	\$5,972.90
John Woods		\$45,513.79	\$9,665.73		\$55,179.52	\$6,621.43
TOTAL	\$99,585.38	\$57,452.54	\$248,870.95	\$0.00	\$405,908.87	\$48,709.01

COUNCILLOR CONDUCT

There were no orders or recommendations made under section 180(2) or (4) of the *Local Government Act 2009*, which pertains to misconduct by councillors.

During the 2016/17 financial year, two orders were made under section 181 of the Act, which pertains to inappropriate conduct by councillors. Information about these complaints is detailed in the table below.

There were no complaints made for the following:

- About the conduct or performance of councillors for which no further action was taken under S176C(2) of the *Local Government Act 2009*
- Referred to the department's chief executive officer under S176C(3)(a)(i) of the *Local Government Act 2009*

- Referred to the department's chief executive officer under S176C(4)(a) of the *Local Government Act 2009*
- Assessed by the chief executive officer as being about corrupt conduct under the Crime and Corruption Act
- Heard by the regional conduct review panel
- Heard by the tribunal
- To which S176C(6) of the *Local Government Act 2009* applied

Note: The two complaints referred to in the table were received and referred to the Mayor under Section 176C(3)(a)(ii) within the 2015/16 financial year, however the orders were made in relation to these complaints in the 2016/17 financial year.

Number of Orders made under Section 181 of the Act	Name of Councillor for whom Order or Recommendation was made Section 186 (e) (i)	Description of Misconduct or Inappropriate Conduct Section 186 (e) (ii)	Summary of Order or Recommendation Section 186 (e) (iii)	Number of Complaints Referred to the Mayor under Section 176C (3)(a) (ii) or (b) (i) of the Act Section 186 (f)(iii)
Two	Cr Uli Liessmann	Inappropriate conduct - addressing a Council Officer in an inappropriate manner x 2.	Reprimand in accordance with Section 181 (2) (a) of the <i>Local Government Act 2009</i> .	Two

ADMINISTRATIVE ACTION COMPLAINTS

Complaints 1 July, 2016 to 30 June 2017

Administrative Action Complaints made	Administrative Action Complaints resolved	Administrative Action Complaints not resolved
1	1	0

An administrative action complaint is a complaint that is about an administrative action of a local government, including the following, for example:

- A decision, or a failure to make a decision, including a failure to provide a written statement of reasons for a decision;
- An act, or a failure to do an act;
- The formulation of a proposal or intention;
- The making of a recommendation;

and is made by an affected person. An affected person is a person who is apparently directly affected by an administrative action of a local government.

The Council is committed to a complaints management process which ensures the following:

- Staff at all levels are empowered to resolve issues wherever possible when they are first raised by the customer
- The effective, transparent and timely resolution of complaints
- Complaints are treated confidentially and customers are not treated differently as a result of lodging a complaint
- Complaints are objectively reviewed to ensure our actions are fair and in accordance with legislation

Council has developed a Customer Request System that records and deals with complaints. Council's policy and procedure can be viewed online or in person at the Council Chambers.

INTEGRITY AND ACCOUNTABILITY

Section 23 of the *Public Sector Ethics Act 1994* (PSEA) requires each Annual Report to include an implementation statement giving details of the actions taken during the reporting period to comply with sections 15, 21 and 22 of the PSEA.

Implementation statements for the 2016/17 reporting period are as follows:

Preparation of codes of conduct (Section 15) – Burdekin Shire Council continues to utilize the Employee Code of Conduct which was prepared and signed by the CEO in 2011. The Code of Conduct can be viewed on Council's intranet site and is readily available for supervisors, managers and employees.

Education and training (Section 21) – Code of Conduct training continues to be incorporated into the induction

training for all new Council Employees, and includes information regarding the rights and responsibilities of all public service employees under the Public Sector Ethics Act. Council conducts regular "Take 5" quizzes to ensure that employees are aware of and compliant with various requirements.

Procedures and practices (Section 22) – A number of process improvements have been implemented during this financial year to improve the application of the ethics principles and values and ensure compliance with Council's Employee Code of Conduct. Additional processes have been put in place to better document discussions taking place during Council workshops. Council also adopted a Receipt of Gifts and Benefits Policy and has implemented requirements for ethical decision making in regards to the acceptance of any gifts or benefits.

EQUAL EMPLOYMENT OPPORTUNITY

The Council has a strong commitment to Equal Employment Opportunity. To support Council's aim of becoming an employer of choice, Council and its employees will act in a manner which instils confidence in everyone who has dealings with Council or its employees that they will be treated fairly. Council is committed to:

- Ensuring selection for employment and promotion is undertaken on the basis of merit alone

- Eliminating issues of harassment and discrimination in any form
- Ensuring opportunities to learn and develop are open to all employees equally
- Improving the awareness and understanding of employees in relation to Equal Employment Opportunity issues.

REMUNERATION TO SENIOR CONTRACT EMPLOYEES

Council employs a Chief Executive Officer and seven Senior Executive Employees with total remuneration packages within the ranges shown.

The packages include cash salary, employer superannuation contributions and a vehicle component which is paid back to the employer by the employee.

A Senior Executive Employee of a local government is an employee of the local government:

- a) Who reports directly to the Chief Executive Officer; and

Total Remuneration Package Band	
Chief Executive Officer	\$250,000 to \$350,000
Senior Leadership Employees (7)	\$140,000 to \$240,000

- b) Whose position ordinarily would be considered to be a senior position in the local government's corporate structure.

FUNDING APPLICATIONS

Project	Project Cost	Approved Funding
Department of State Development – Building Our Regions Fund – Burdekin Sewerage Electrical Switchboards – Infrastructure Upgrade	\$2,380,000	\$1,428,000
Foundation for Rural and Regional Renewal (Dominoes Give for Good Grant Program) – Purchase of floor cleaner machine for Burdekin Multi-Purpose Centre	\$10,500	\$5,000
Department of Tourism, Major Events, Small Business and the Commonwealth Games – Significant Regional Infrastructure Projects Program – Mt Inkerman Nature Tourism Development Project	\$1,082,683	\$541,000
Department of National Parks, Sport and Racing – Get Playing Places and Spaces – Installation of shade structure over skate park	\$79,736	\$57,736
Department of Infrastructure, Local Government and Planning – 2016/17 RACQ Get Ready Queensland Program	\$13,359	\$13,359
Department of Infrastructure, Local Government and Planning – 2016/17 Grants and Subsidies Program – South Ayr Water Treatment Plant Switchboard Upgrade	\$616,075	\$308,037
Department of Infrastructure, Local Government and Planning – 2016/17 Grants and Subsidies Program – Ayr Pool Refurbishment	\$1,404,000	\$702,000
Arts Queensland – 2017 Queensland Day Sponsorship Program – 2017 Queensland Day Burdekin Fun, Fitness and Lifestyle Expo		\$6,000
Department of Premier and Cabinet – Queensland Anzac Centenary Spirit of Service Grants Program - “Booklet – Burdekin Remembers the Great War”	\$5,237	\$4,713
Department of Communities, Women and Youth – National Youth Week Small Community Grant	\$9,200	\$1,225
Department of Agriculture and Fisheries – Queensland Feral Pest Initiative – “Weed and Pest Management Initiative”	\$823,683	-
Department of Communities, Child Safety and Disability Services – 2016/17 Community Drought Support Package	\$45,000	\$45,000
Department of Communities, Child Safety and Disability Services – 2017 Queensland Women’s Week Grant – Burdekin Women & Girls – It’s Time to Shine!	\$3,000	\$3,000
Department of Transport and Main Roads – Cycle Network Local Government Grants Program – Design and construct 650 metres of 2.5 metre wide off road shared path through International Park	\$357,779	\$143,112
Department of National Parks, Sport and Racing – Sport and Recreation Planning Program – Burdekin Sport and Recreation Plan	\$58,400	\$43,800
Department of State Development - Building Our Regions Program – Home Hill Waste Water Treatment Plant Upgrade	\$315,000	-
Department of State Development - Building Our Regions Program – Ayr/ Brandon Waste Water Treatment Plant Upgrade	\$390,000	-
Department of State Development - Building Our Regions Program – Edwards Street Drainage Upgrade	\$1,318,567	\$659,283
Department of Health – Drought Resilience Grant Program – “Deliver Cultural Exchange Events targeting Backpacker Industry”	\$39,380	-
Arts Queensland – Regional Arts Development Fund – 2017/18 Application	\$43,000	Pending

DONATIONS

The Council makes various donations through the year to assist in community development. The table below summarises the extent of donations and in-kind assistance made during 2016/17.

These donations are in addition to the rebates and concessions allowed in respect of rates and charges and contributions under the Regional Arts Development Fund program.

Donations	
Welfare	\$83,908
Cultural	\$9,104
Sporting Clubs/Associations	\$3,950
Community Development & Tourism Other	\$30,398
Life Saving/Beach Patrol	\$11,399
TOTAL	\$138,759

REVENUE ASSISTANCE POLICY

Council has a Revenue Assistance Policy whereby funds are allocated to meet the costs of improvements on land owned or controlled by the Council or for the purchase of appropriate large items of specialised plant greater than \$5,000.

Funds are provided usually to sporting and community based organisations in the form of interest free loans repayable over an agreed period of time.

During the 2016/17 financial year, two applications were received from Ayr Golf Club for \$24,000 to purchase two greens mowers and a fairway mower and Home Hill Tennis Association for \$60,000 towards the cost of upgrading court surfaces, fences and lighting on courts one to six of 12 and installation of a digital court booking system.

GRANTS FOR EXCELLENCE IN SPORTS AND CULTURAL ACTIVITIES

The Council has a policy to allocate subsidies to those individuals under the age of 18 years or bona fide students in full-time education selected to represent the State or Nation in a sporting or cultural event. Certain criteria must be met.

on 14 June, 2016 to include individuals who are selected to represent Australia at the Commonwealth Games or Olympic/Paralympic Games (there is no age limit for these individuals).

The policy was amended by Council at the Meeting held

Grant recipients in 2016/17 were as follows:

Grant Recipients 2016/17	
ANDREA MACDONALD Australian Paralympic Table Tennis Team competing at the Rio Paralympics 2016 held from 7-18 September, 2016.	\$750
ABIGAIL EVETTS Queensland School Sport U15 Girls Football (Soccer) Team competing in Tokyo, Japan from 16-23 September, 2016.	\$300
DANA FALCO Queensland State Swimming Team competing at the 2016 School Sport Australia (SSA) Swimming and Diving Championships held in Darwin from 15-21 September, 2016.	\$225
BRIANNE ROSSATO Australian University Women's Rugby Sevens Team competing at the World Sevens University Games held in Swansea, Wales from 7-9 July, 2016.	\$450
TOTAL	\$1,725



GRANTS TO COMMUNITY ORGANISATIONS

The Burdekin Shire Council's policy on grants to community organisations covers expenditure in three areas – direct cash grants, in-kind support and concessions e.g. rates and charges remitted.

Council does not provide a Councillor Discretionary Fund for distribution to community organisations.

Details of concessions allowed in respect of rates and charges and contributions towards the Regional Arts Development Fund are shown separately in this report.

During the past financial year, a total of \$185,796 was expended on grants and in-kind support to community organisations.

Cash Grant Recipients 2016/2017

Ayr Amateur Swimming Club	\$250
Ayr State High School	\$100
Ayr Surf Lifesaving Club Inc	\$500
Burdekin Art Society	\$1,375
Burdekin Brass Band	\$1,500
Burdekin Community Association Inc	\$38,908
Burdekin Craft Spectacular	\$455
Burdekin Festival of Arts	\$2,000
Burdekin Neighbourhood Centre Association	\$15,000
Burdekin Pet Rescue Inc	\$2,000
Burdekin Race Club Inc	\$2,500
Burdekin Readers & Writers Festival	\$5,000
Burdekin Road Runners & Walkers Inc	\$1,000
Burdekin School Chaplaincy	\$30,000
Burdekin Shire Rivers Improvement Trust	\$2,000
Burdekin Shire Youth Council	\$250
Burdekin Touch Association	\$375
Burdekin Water Festival	\$10,000
Giru Agricultural, Horticultural & Industry	\$500
Giru School of Arts	\$500
Home Hill Harvest Festival	\$5,000
Home Hill State High School	\$100
Lions Club - Jigsaw Puzzles	\$200
Lower Burdekin Caledonian Pipe Band	\$1,500
Qld Country Women's Association	\$1,000
Zonta Club Burdekin	\$250
TOTAL	\$122,263

GRANTS TO COMMUNITY ORGANISATIONS

In-Kind Support Recipients 2016/17

Ayr Show	\$7,099
Anzac Day	\$3,450
Australian Cane Cutting Championships	\$274
Burdekin Auto Festival	\$686
Burdekin Race Club	\$12,161
Burdekin Tourism Association	\$2,375
Burdekin Water Festival	\$5,212
Canefield Ashes	\$174
Community Christmas Carols	\$2,923
General	\$22,561
Giru Show	\$551
Home Hill Harvest Festival	\$2,682
Tastes of the Burdekin	\$2,840
Women in Sugar	\$546
TOTAL	\$63,534



REGIONAL ARTS DEVELOPMENT FUND

The Regional Arts Development Fund Program, established in 1991, is a highly successful state and local government partnership that supports professional artists and arts practitioners living in regional Queensland. The program focuses on the development of quality art and arts practice for, and with, regional communities. Applications approved in the two rounds for 2016/17 and out of round are as follows:

RADF Applications approved in 2016/17			
Applicant	Project	Requested funding	Recommended funding
Burdekin Brass Band	Learner classes and two band camp for new members plus refurbishment of some band instruments	\$4,500	\$3,450
Burdekin Artisan Community Association Inc	Install automatic cataloguing system for sale of artworks	\$2,925	\$ Nil
Burdekin Shire Youth Council	Conduct Fast Track Talent Showcase and workshops	\$8,000	\$5,000
Kerry Banks	Attend woodturning symposium, Turnfest 2017 at Gold Coast	\$500	\$500
Geoffrey Mains	Attend woodturning symposium, Turnfest 2017 at Gold Coast	\$500	\$500
Zonta Burdekin Club Inc	Attendance by Australian Bush Poetry Champion, Gary Fogarty at Bush Poet's Breakfast and conduct workshop for school children	\$2,500	\$250
Burdekin Singers & Theatre Co	Towards cost of producing, financing and performing "Phantom of the Opera"	\$5,000	\$5,000
Burdekin Machine Embroidery Mates	Conduct "Strike a Pose" Workshop with tutor, Jane Groves	\$540	\$ Nil
Ayr Community Kindergarten Association	Create permanent totems and artworks	\$3,790	\$2,000
Lower Burdekin Celtic Dancing Association Inc	Employ tutor to conduct 2017 Highland Dancing Workshop	\$1,600	\$1,180
Burdekin Shire Council	Creation and installation of a scrap metal art piece consisting of a man, woman and child to be installed in a suitable location in Burdekin Shire	\$5,000	\$5,000
Burdekin Library	Mixing and Making with Paint and Pixels: Learning with iPads in Visual Art	\$3,000	\$3,000
Music Support Group – Ayr State High School	Combined Schools Concert at Burdekin Theatre	\$2,337	\$2,337
Home Hill Harvest Festival	Home Hill Ephemera Project	\$5,000	\$5,000
Burdekin Brass Band	Brass Music Learner Classes for 2017/18	\$2,500	\$2,500
Burdekin Readers and Writers' Association	Authors' visits to schools	\$2,500	\$2,500
Lions Club of Ayr	Short Film Competition	\$640	\$640
TOTALS		\$50,832	\$38,857

BUSINESS ACTIVITIES

Code of Competitive Conduct

No decision was made to apply the Code of Competitive Conduct to any business activities for the 2016/17 financial year. There are no business activities accredited.

Department of Transport and Main Roads

In respect of recoverable works carried out for the Department of Transport and Main Roads, costs incurred, whilst conducting maintenance contract works, are claimed in the form of unit rates, provisional and lump sum items and are inclusive of an overhead component.

This component is derived to reflect the full cost of the projects being performed for the department.

Following a negotiation process, the Department of Transport and Main Roads confirms the acceptance of the maintenance contracts.

The overhead recovers costs on a proportional basis, for such items as, salary components for executives, supervision, survey and design, financial and expenditure services, workplace health and safety, information technology, environmental management, administration and associated plant and equipment.

Cost recovery also includes a percentage for software upgrade, floor area, electricity, telephone, stationery and insurance. A profit component is included in the final agreed rates.

Building Certification Business Activity

Council provides building certification services within the Shire but this activity is not defined as a building certifying activity as per Section 47 (4) of the *Local Government Act 2009*.

Water, Sewerage and Waste

Council conducts water, sewerage and waste business activities. These activities do not meet the thresholds set in the *Local Government Regulations 2012* to be classed as significant business activities.

Roads

Council does not conduct a roads activity other than through a sole supplier arrangement.

Complaints about Business Activities

During the year Council received no investigation notices for competitive neutrality complaints for the year.

REGISTERS KEPT OPEN FOR INSPECTION

(LGA – Local Government Act 2009)
(LGR – Local Government Regulation 2012)
(SPA – Sustainable Planning Act 2009)

- Register of Local Laws (S31 LGA)
- Register of Fees and Charges (S98 LGA)
- Register of Councillors' Interests (S290 LGR)

- Register of Delegations by Local Government (S260 LGA)
- Register of Delegations by Chief Executive Officer (S260 LGA)
- Register of Roads (S74 LGA)
- Register of Development Applications (S730 SPA)

EXPENDITURE ON OVERSEAS TRAVEL

No expenditure was incurred for overseas travel by a councillor or employee in an official capacity during 2016/17.



Councillor Expenses Reimbursement Policy

Commencement Date: 28 March 2017

Function: Governance

Type: Statutory

RESPONSIBILITIES

Policy Owner	Chief Executive Officer
Policy Contact	Chief Executive Officer
Approval Authority	Council
Next Review Date	20/2/2020

REVISION HISTORY

Rev	Status	Date	Approver / Meeting	Resolution / Document No.
0	Adopted	23/08/2008	Council – Ordinary Meeting	
1	Amended	26/06/2012	Council – Ordinary Meeting	1179441
1.1	Adopted	28/03/2017	Ordinary Council Meeting	1385026

1 PURPOSE

In accordance with section 249 & 250 of the *Local Government Regulation 2012*, this policy provides for:

- payment of reasonable expenses incurred, or to be incurred, by councillors for discharging their duties and responsibilities as councillors, and
- provision of facilities to the councillors for that purpose.

2 SCOPE

It is the responsibility of the council to use its discretion and decide what expenses and facilities are required by councillors in carrying out their civic responsibilities, taking into account the role of the councillor, the council's annual budget and community expectations.

3 DEFINITIONS

'Council business' means official business conducted on behalf of, and approved by, the council where a councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the council.

Acknowledging the role of the mayor as spokesperson for the council, Council business includes the mayor's attendance at community events and community groups and all other forms of contact with the community or clients of the council.

Council business does not include a councillor participating in a community event or being a representative on a board or organisation where such participation or representation has not been approved by Council.

'expenses' are payments made by Council to reimburse councillors for their reasonable expenses incurred or to be incurred when discharging their duties as councillors. These payments are not regarded as remuneration. The expenses may be either reimbursed to councillors or paid direct by Council for something that is deemed a necessary cost or charge when performing their roles.

'facility' means a tool of trade provided by Council to councillors to enable them to perform their duties with relative ease and at a standard appropriate to fulfil their professional role for the community.

'reasonable' is what Council, in its sound judgement, considers prudent, responsible and acceptable to the community. The community expects limits and does not want to see excessive use or abuse of public funds.

4 POLICY STATEMENT

4.1 Expenses Reimbursement

Expenses will be paid to a councillor through administrative processes approved by the Chief Executive Officer and subject to:

- any limits outlined in this policy; and
- compliance with this policy.

Where possible, all approved expenditure shall be covered by council order or purchase card, thereby eliminating the need for reimbursement.

The extent of expenses that may be reimbursed is included in the table below.

<i>Representing Council</i>	<i>Where Council authorises councillors to attend conferences, workshops or functions, Council shall reimburse reasonable expenses associated with attending the event. Reasonable expenses include travel costs, accommodation, meals and registration fees.</i>
<i>Travel Costs</i>	<i>Councillors may incur travel costs for attendance at conferences, workshops or functions that have been endorsed by Council. In some cases this may involve interstate travel. Examples include: airlight, train, taxi, bus and ferry. If councillors travel using their private vehicles a mileage allowance can be claimed subject to:</i> <ul style="list-style-type: none"> ▪ <i>travel has been endorsed by Council;</i> ▪ <i>mileage is recorded in a manner approved by the chief executive officer.</i> <i>The amount reimbursed will be based on the mileage rate in the Australian Tax Office- 'Allowable Deductions for Motor Vehicles' Attendance at inspections is not an approved travel type. Councillors are to travel via the most direct route, using the most economical and efficient mode of transport. Economy class is to be used where possible although Council may approve business class in certain circumstances. Note: any fines incurred while travelling in Council owned vehicles or privately owned vehicles when attending to Council business will be the responsibility of the councillor incurring the fine.</i>
<i>Accommodation</i>	<i>Councillors may need to stay away overnight while attending to Council business. When attending conferences, councillors must normally take advantage of the package provided by conference organisers unless alternative accommodation is more advantageous. In all other cases Council must decide legitimate accommodation costs to be reimbursed.</i>
<i>Meals</i>	<i>Council shall reimburse actual costs of meals for a councillor when the meal was not provided:</i> <ul style="list-style-type: none"> ▪ <i>within the registration costs of the approved event; or</i> ▪ <i>during an approved flight.</i> <i>Any meal reimbursement shall not be more than <u>\$40 per meal</u> or more than \$100 per day.</i>
<i>Hospitality Expenses for Mayor</i>	<i>The Mayor may have occasion to incur hospitality expenses while conducting Council business apart from official civic receptions organised by Council. The maximum amount of hospitality expenses that may be reimbursed to the Mayor is \$1,000 per annum.</i>
<i>Professional Development Needs</i>	<i>Where Council resolves that councillors are to attend training courses, conferences or workshops for skills development related to the councillor's role, the council shall reimburse the total costs of the course including travel, accommodation and meals if applicable.</i>
<i>Legal Assistance</i>	<i>Legal assistance for a Councillor will only be provided with preapproval by Council resolution.</i>

4.2 Provision of Facilities

All facilities provided to councillors remain the property of Burdekin Shire Council and must be returned to Council when a councillor's term expires. The facilities to be provided are included in the table below.

The facilities provided to councillors by Council are to be used primarily for Council business purposes. Personal use is not forbidden, but such use must be limited and comply with Council policies and not affect work performance, IT network capacity, or compromise the security or reputation of Burdekin Shire Council.

<i>Administrative Tools</i>	<p><i>Administrative tools should be provided to councillors as required to assist councillors in their role.</i></p> <p><i>Administrative tools include:</i></p> <ul style="list-style-type: none"> ▪ <i>office space and meeting rooms</i> ▪ <i>laptop computer or tablet devices</i> ▪ <i>stationery</i> ▪ <i>access to photocopiers</i> ▪ <i>printers</i> ▪ <i>facsimile machines</i> ▪ <i>publications</i> ▪ <i>use of Council landline telephones and internet access in Council offices</i> <p><i>Secretarial support shall be provided for the mayor.</i></p>
<i>Home Office</i>	<i>Councillors shall be provided with a laptop computer or tablet device. A printer will be provided on request where a councillor does not have an existing home printer.</i>
<i>Telecommunications</i>	<i>Council shall provide a mobile phone to the Mayor for Council business use and minor private use.</i>
<i>Maintenance costs of any council owned equipment</i>	<p><i>Council will be responsible for the ongoing maintenance and reasonable wear and tear costs of Council-owned equipment that is supplied to councillors for official business use.</i></p> <p><i>This includes the replacement of any facilities which fall under Council's asset replacement program.</i></p>
<i>Personal equipment</i>	<i>Council shall provide councillors with the necessary safety equipment for use on Council business (e.g. safety helmet /boots/vests).</i>
<i>Vehicle</i>	<p><i>Council may provide a Council owned vehicle to a councillor to use for Council business.</i></p> <p><i>Council shall provide a Council owned vehicle to the mayor to use for Council business and private use.</i></p>
<i>Legal costs and Insurance cover</i>	<p><i>Councillors shall be insured in the event of injury sustained while discharging their civic duties. Personal Accident insurance cover shall be provided.</i></p> <p><i>Specific insurance covers to be provided include public liability, councillors & officers liability and statutory liability.</i></p> <p><i>Council may decide by resolution to cover the costs incurred through any inquiry, investigation, hearing or legal proceedings into the conduct of a councillor, or arising out of, or in connection with the councillor's performance of his/her civic duties.</i></p>
<i>Fuel costs</i>	<i>Fuel for a Council-owned vehicle used for official Council business, will be provided or paid for by Council.</i>

4.3 Monitoring and Controls

Receipts must be produced before a reimbursement will be made. All claims for reimbursement must be made within three (3) months of the expenditure being incurred. Claims and reimbursements are to be approved by the Chief Executive Officer.

Councillors should be aware if they fail to comply with Council's Expenses Reimbursement Policy or misappropriate expenses or facilities, they may be committing an offence under the *Criminal Code 1899* and/or a breach of the *Local Government Act*.

5 PRINCIPLES

This policy is consistent with the local government principles provided in the *Local Government Act 2009*. The local government principles are:

- transparent and effective processes, and decision-making in the public interest
- sustainable development and management of assets and infrastructure, and delivery of effective services
- democratic representation, social inclusion and meaningful community engagement
- good governance of, and by, local government
- ethical and legal behaviour of councillors and local government employees

6 LEGISLATION

Local Government Act 2009

Local Government Regulation 2012

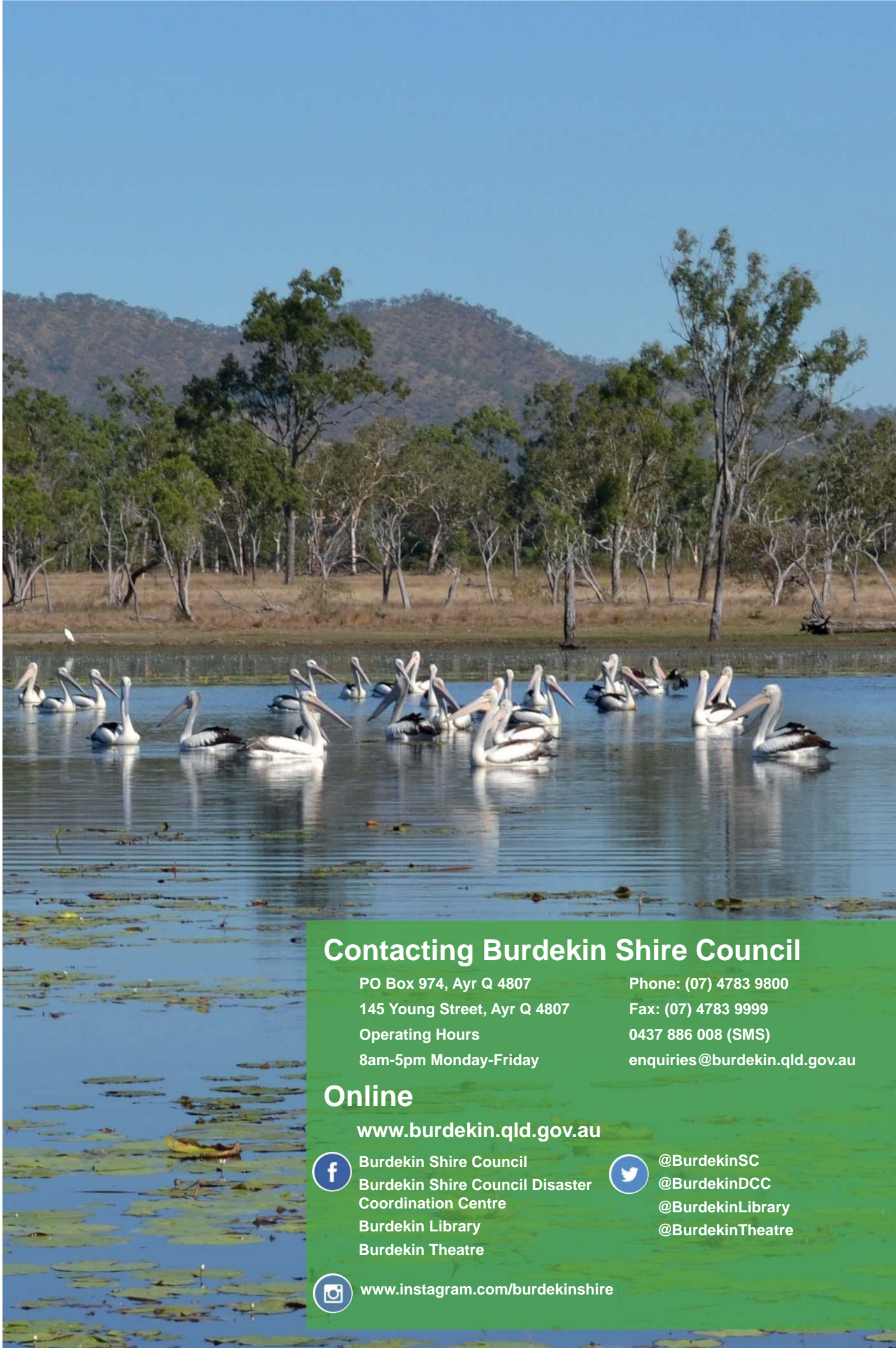
7 ASSOCIATED DOCUMENTS

Entertainment and Hospitality Policy





Crowds line the streets for the 2016 Burdekin Water Festival Grand Parade.



Contacting Burdekin Shire Council

PO Box 974, Ayr Q 4807

145 Young Street, Ayr Q 4807

Operating Hours

8am-5pm Monday-Friday

Phone: (07) 4783 9800

Fax: (07) 4783 9999

0437 886 008 (SMS)

enquiries@burdekin.qld.gov.au

Online

www.burdekin.qld.gov.au



Burdekin Shire Council
Burdekin Shire Council Disaster
Coordination Centre
Burdekin Library
Burdekin Theatre



@BurdekinSC
@BurdekinDCC
@BurdekinLibrary
@BurdekinTheatre



www.instagram.com/burdekinshire



Burdekin
Shire Council

PO Box 974, Ayr Qld, 4807

P: (07) 4783 9800

www.burdekin.qld.gov.au