



**AGENDA FOR ORDINARY MEETING
TO BE HELD IN COUNCIL CHAMBERS, BUNDABERG
ON TUESDAY 25 FEBRUARY 2020, COMMENCING AT 10.00 AM**

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**Item****25 February 2020****Item Number:**

F1

File Number:

.

Part:

FINANCE

Portfolio:

Organisational Services

Subject:

Financial Summary as at 30 January 2020

Report Author:

Anthony Keleher, Chief Financial Officer

Authorised by:

Amanda Pafumi, General Manager Organisational Services

Link to Corporate Plan:

Our People, Our Business - 3.1 A sustainable financial position - 3.1.2 Apply responsible fiscal principles for sustainable financial management.

Background:

In accordance with section 204 of the *Local Government Regulation 2012* a financial report must be presented to Council on a monthly basis. The attached financial report contains the financial summary and associated commentary at 30 January 2020.

Associated Person/Organization:

Nil

Consultation:

Financial Services Team

Chief Legal Officer's Comments:

Pursuant to section 204 of the *Local Government Regulation 2012* the Local Government must prepare and the Chief Executive Officer must present, the financial report. The financial report must state the progress that has been made in relation to the Local Governments budget for the period of the financial year up to a day or as near as practicable to the end of the month before the meeting is held.

Policy Implications:

There appear to be no policy implications.

Financial and Resource Implications:

There appear to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

Proper consideration has been given to human rights that may be affected by this report.

Communications Strategy:

Communications Team consulted.

Yes

No

Attachments:

↓1 Financial Summary as at 30 January 2020

↓2 Commentary January 2020

Recommendation:

That the financial summary as at 30 January 2020 be noted by Council.

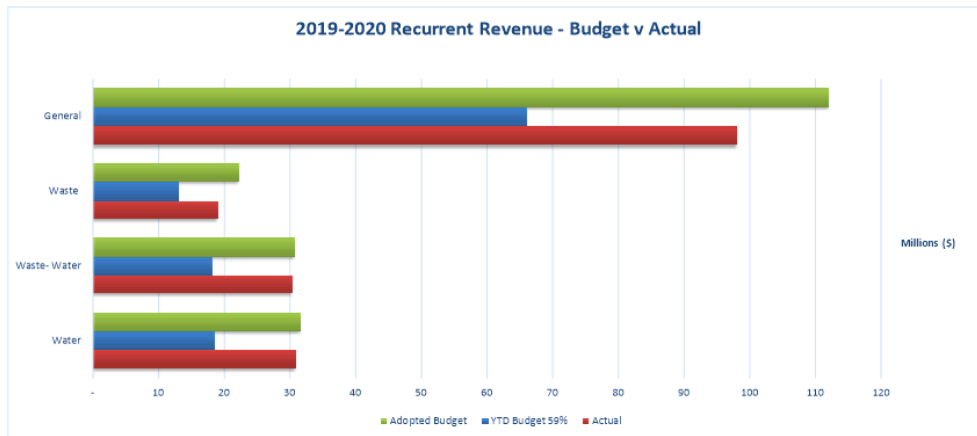
Financial Summary
as at 30 Jan 2020

Progress check - 59%	Council			General			Waste			Wastewater			Water		
	Actual YTD	Adopted Budget	% Act/ Bud	Actual YTD	Adopted Budget	% Act/ Bud	Actual YTD	Adopted Budget	% Act/ Bud	Actual YTD	Adopted Budget	% Act/ Bud	Actual YTD	Adopted Budget	% Act/ Bud
Recurrent Activities															
Revenue															
Rates and Utility Charges	180,803,763	180,884,986	100%	86,623,465	86,857,050	100%	15,320,449	15,310,200	100%	29,792,217	29,897,500	100%	29,067,642	29,020,236	100%
Less: Discounts and Pensioner Remissions	(5,512,354)	(6,048,950)	81%	(4,864,611)	(8,379,850)	58%	(221,208)	(227,600)	97%	(248,066)	(254,600)	97%	(178,468)	(186,900)	95%
	155,291,409	151,636,036	102%	81,758,844	78,277,200	104%	15,099,243	15,082,600	100%	29,544,148	29,442,900	100%	28,889,174	28,833,336	100%
Fees and Charges	15,818,032	27,944,991	57%	10,498,974	19,061,110	55%	3,594,278	8,506,941	55%	494,858	859,680	58%	1,229,922	1,517,260	81%
Interest Revenue	1,955,741	3,657,456	53%	451,526	1,237,500	36%	350,939	502,825	70%	315,449	539,631	58%	837,827	1,377,500	61%
Grants, Subsidies and Donations	5,860,987	13,856,976	41%	5,522,531	13,566,978	41%	60,419	280,000	31%	-	-	-	48,037	-	-
Sale of Developed Land Inventory	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Recurrent Revenue	178,726,169	197,095,459	91%	98,231,875	112,142,786	88%	19,134,879	22,382,366	85%	30,354,455	30,842,211	98%	31,004,960	31,728,096	98%
less Expenses															
Employee Costs	41,166,443	73,460,278	56%	31,898,448	57,078,367	56%	3,587,379	6,026,784	60%	3,054,987	5,831,450	54%	2,625,629	4,753,677	55%
Materials and Services	35,105,376	66,414,844	51%	20,068,399	41,994,489	48%	6,431,448	11,466,334	56%	3,751,273	7,526,668	50%	4,854,256	8,427,353	58%
Finance Costs	2,454,019	4,433,076	55%	866,090	1,562,753	55%	520,851	911,471	57%	918,789	1,695,124	54%	148,289	263,728	56%
Depreciation	28,705,564	49,209,537	58%	20,493,232	35,131,255	58%	1,053,619	1,806,204	58%	3,732,506	6,398,581	58%	3,426,207	5,873,497	58%
Total Recurrent Expenditure	107,431,402	196,547,735	55%	73,326,169	135,766,864	54%	11,593,297	20,210,793	57%	11,457,555	21,251,823	54%	11,054,381	19,318,255	57%
Operating Surplus	71,294,767	547,724		24,905,706	(23,624,078)		7,541,582	2,171,573		18,896,900	9,590,388		19,950,579	12,409,841	
less Transfers to															
Restricted Capital Cash	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NCP Transfers	1	-	-	(9,047,569)	(15,510,118)	-	287,383	492,655	-	4,000,021	6,857,177	-	4,760,166	8,160,286	-
Total Transfers	1	-	-	(9,047,569)	(15,510,118)	-	287,383	492,655	-	4,000,021	6,857,177	-	4,760,166	8,160,286	-
Movement in Unallocated Surplus	71,294,766	547,724		33,953,275	(8,113,960)		7,254,199	1,678,918		14,896,879	2,733,211		15,190,413	4,249,555	
Unallocated Surplus/(Deficit) brought forward	34,753,524	34,753,524		(16,895,850)	(16,895,850)		15,495,369	15,495,369		11,242,675	11,242,675		24,911,330	24,911,330	
Unallocated Surplus/(Deficit)	106,048,290	35,301,248		17,057,425	(25,009,810)		22,749,568	17,174,287		26,139,554	13,975,886		40,101,743	29,160,885	
Capital Activities															
Council Expenditure on Non-Current Assets	40,622,527	104,646,359	39%	35,597,309	85,533,534	42%	1,023,860	3,013,539	34%	915,513	4,013,152	23%	3,085,845	12,086,134	26%
Loan Redemption	4,249,019	7,292,658	58%	2,503,912	4,301,045	58%	383,866	656,057	58%	1,176,018	2,016,032	58%	185,223	317,524	58%
Total Capital Expenditure	44,871,546	111,939,017	40%	38,101,221	89,834,579	42%	1,407,726	3,671,596	38%	2,091,531	6,029,184	35%	3,271,068	12,403,658	26%
Cash															
Opening balance	147,278,309	147,278,309													
Movement - increase/(decrease)	(14,464,548)	(35,844,431)													
Closing balance	132,813,761	111,433,878													

Further to the Financial Summary Report as at 30 January 2020, the following key features are highlighted.

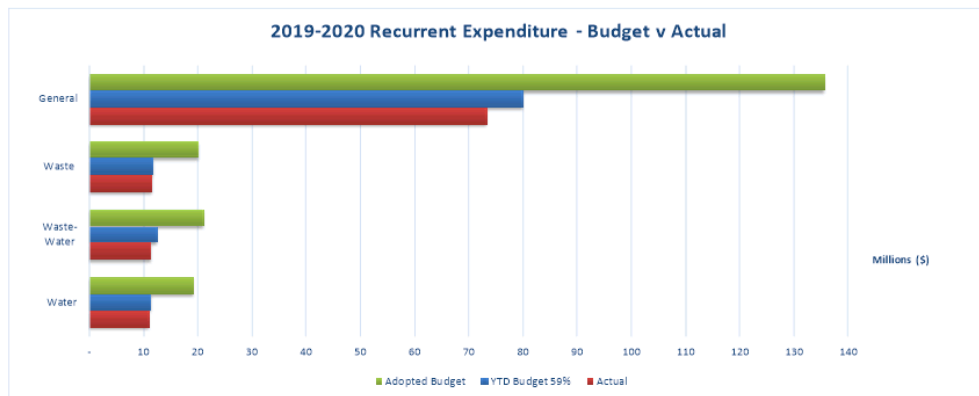
Recurrent Revenue

- Rates and Utility Charges for the second half year have been levied. Water consumption is higher than prior year averages. Pensioner remissions for the period have been applied across the business units and discount on general rates will increase during February as rate accounts are fully settled.
- Fees and charges are tracking slightly below budget. Waste fees are trending lower than budget expectations due to reduction in commercial waste being taken.
- Interest Revenue is tracking below the year-to-date budget, however it's expected the actuals will approximate the budget during the remainder of the financial year with cash inflows from rates and charges.
- Grants, Subsidies and Donations are tracking below budget. This is due to the expected advance of the Financial Assistance Grant in June this financial year.



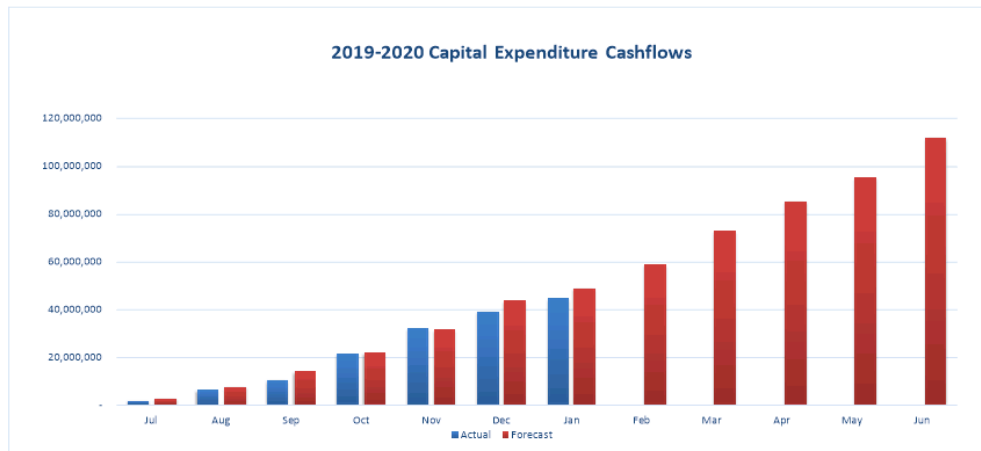
Recurrent Expenditure

- Employee Costs are tracking slightly below budget. This is expected with the latest Certified Agreement increase coming into effect during December.
- Materials and Services are tracking below budget. This is largely due to the timing in delivery of non-capital projects. In the Waste fund this is due to a decrease in the expected waste levy payable, a result of the lower than anticipated commercial waste being taken.
- Finance Costs are tracking slightly below budget. Finance costs include a provision for bad debts which may be realised later in the financial year.

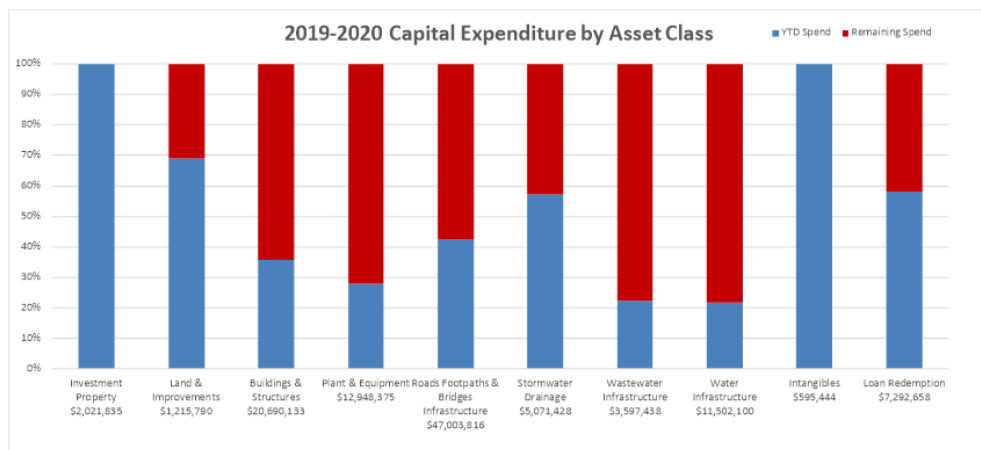


Capital Expenditure and Capital Grants

- Council has delivered 40% of this year's capital program at the reporting date, which is slightly behind expected cashflows.



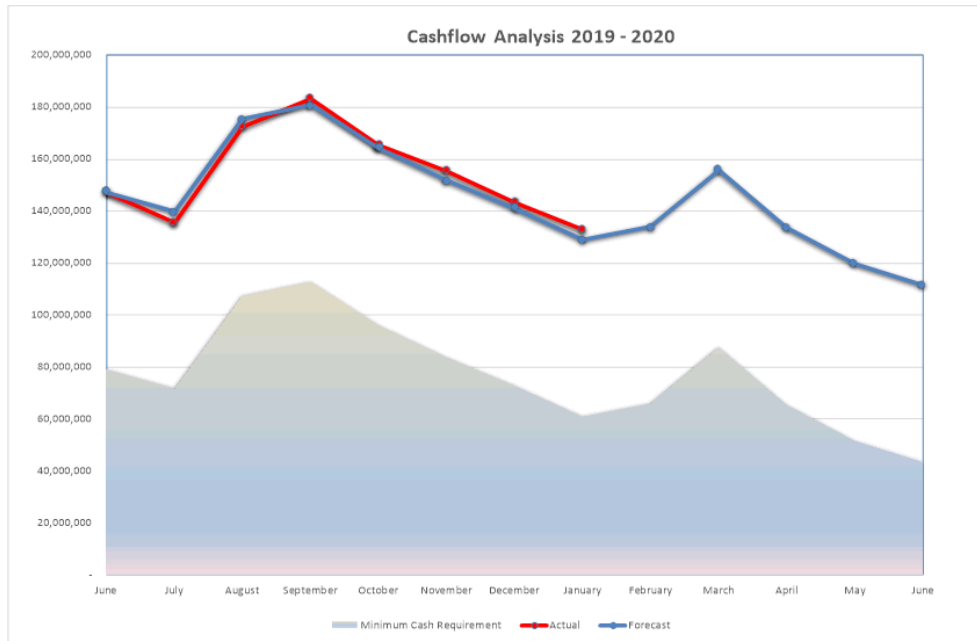
- Significant projects currently underway include the Gregory River Water Treatment Plant Upgrade, Buss Street Upgrade, Burnett Heads Water Main Improvements, Waterloo Hall Road Seal and Walkervale State School Carpark.
- The budgeted spend by asset class is shown below.



- Capital grants are on track with all milestones having been met and any variations to funding agreements approved. The final funding claims for Rubyanna Treatment Plant, Givelda Evacuation Route and Childers Swimming Pool have been submitted for payment by the relevant Departmental body.

Cash

- The cash balance as at 30 January 2020 was \$132.8 million, a decrease of \$10.6 million from the last report at 24 December 2019, reflecting the outlay on operations and capital works during the month.
- No short-term liquidity issues are foreseeable.
- The actual and forecast cash movement is shown below.



Rates Debtor

- Rates outstanding total \$80.5 million which is consistent with the rate debt outstanding this time last year.

Other Debtors

- Infringements outstanding total \$410,000 with the number of infringements decreasing slightly to 3,467. Infringements continue to be recovered via SPER.
- Sundry Debtors outstanding for more than 90 days total \$160,000 across 76 accounts. Where appropriate, legal action has commenced on recovery of these debts.

**Item****25 February 2020****Item Number:**

G1

File Number:

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Part:

GOVERNANCE

Portfolio:

Organisational Services

Subject:

Audit & Risk Committee Minutes & Charter

Report Author:

Nicole Miller, Executive Assistant

Authorised by:

Amanda Pafumi, General Manager Organisational Services

Link to Corporate Plan:

Our People, Our Business - 3.2 Responsible governance with a customer-driven focus
 - 3.2.3 Administer statutory compliant governance operations incorporating insurance;
 risk management; property management and Council policies and procedures.

Background:**Minutes**

The Audit and Risk Committee met on 10 October 2019, and the minutes are attached for Council's information.

Charter

In order for the Committee to understand its role and responsibilities as well as operate effectively, best practice suggests the formation of an Audit and Risk Committee Charter. The Charter is reviewed annually and has been endorsed by the Audit and Risk Committee which is now provided to Council for adoption.

Associated Person/Organization:

N/A

Consultation:

Representatives of Audit and Risk Committee.

Chief Legal Officer's Comments:

There appear to be no legal implications.

Policy Implications:

The recommendations within this report comply with Council's governance framework.

Financial and Resource Implications:

The annual budget provides for costs associated with the Committee of \$4,000 per year, comprising the total remuneration for the external committee members.

Risk Management Implications:

The various audit issues identified will be addressed by Council.

Human Rights:

Proper consideration has been given to human rights that may be affected by this report.

Communications Strategy:

Communications Team consulted.

- Yes
- No

Attachments:

- ↓1 Audit & Risk Minutes 10 October 2019
- ↓2 Audit & Risk Charter

Recommendation:

That the:

- a) minutes of the Audit and Risk Committee meeting held on 10 October 2019 be received and noted; and**
- b) Audit & Risk Committee Charter be adopted by Council.**



AUDIT & RISK COMMITTEE MINUTES

Meeting held Thursday 10 October 2019, commencing at 10.31 am
Council Committee Room, 1st Floor, 190 Bourbong Street, Bundaberg

Committee Attendance:

Bradley Grogan (Chair and External Representative)
Cr Helen Blackburn (Council Representative)
Cr Jack Dempsey (Mayor and Council Representative)
Debbie Rayner (External Representative)

By Invitation:

Amanda Pafumi, General Manager Organisational Services
Anthony Keleher, Chief Financial Officer
Christine Large, Chief Legal Officer
Holly Harper, BDO Internal Auditor
John McMullen, IMS Team Leader
Nick Philippa, Senior Investigations Officer
Nicole Miller, Executive Assistant (Minute Taker)
Simon Muggeridge, Deputy Financial Officer
Stephen Johnston, Chief Executive Officer
Stuart Randle, General Manager Infrastructure

By Invitation – Teleconference:

Allan Diano, Queensland Audit Office
Clayton Russell, Pitcher Partners
Jason Evans, Pitcher Partners
Marita Corbett, BDO Internal Auditor

1. Welcome

Bradley Grogan welcomed all attendees to the meeting.

2. Apologies

No apologies were noted.

3. Confirmation of Minutes

It was agreed that the Minutes of the meeting held 4 September 2019, be taken as read and confirmed.

4. CEO Update

Stephen Johnston provided a verbal update the 2019 management review of Council, congratulating the Finance Team for their work with the financial statements, acknowledging the engagement with BDO as Councils Internal Auditors to be a positive step and highlighting the creation of the Bundaberg Now website and the new Council website which was launched on 9 October 2019.

5. Internal Quality Audit Reports

John McMullen presented the internal quality audit progress report, updating the Committee on the findings of audit 192002 resource requirements of AS ISO/IEC 17025:2018 and the status of outstanding corrective actions.

It was agreed that the information contained in the report be noted by the Committee.

John McMullen left the meeting at 10.50am.

6. External Audit Update

Representative from Pitcher Partners and Queensland Audit Office provided an overview of the 2019 closing report, and addressed any queries raised.

It was agreed that the information contained in the update, be noted by the Committee.

Allan Diano left meeting at 11:15am.

7. Annual Report

Anthony Keleher and Christine Large presented the 2018/19 Annual Report, noting it will be presented to Council for adoption on the 22 October 2019.

It was agreed that the information contained in the report, be noted by the Committee.

8. Assessment of Financial Reporting

Anthony Keleher presented the financial summary as at 2 September 2019, adopted by Council on 30 September 2019.

It was agreed that the information contained in the financial summary be noted by the Committee.

Simon Muggerridge presented a report on the management responses from the recent audit completed by BDO on Fraud and Corruption Control Design Effectiveness, noting all recommendations will be implemented prior to Christmas 2019.

It was agreed that the information contained in the report be noted by the Committee.

Anthony Keleher presented the audit report on the internal review of the Bundaberg Regional Airport's SkiData Carpark Card (Cards) practices and controls.

It was agreed that the report be noted by the Committee and recommendations are added to the audit issues register for actioning.

9. Assessment of Risks

Amanda Pafumi spoke to the risk management report, updating the Committee on the engagement of BDO to support the delivery of Councils risk management services to the end of January 2020.

It was agreed that the information contained in the report be noted by the Committee.

Clayton Russell & Jason Evans left Meeting and Nick Philippa Entered the meeting 11:35am.

Nick Philippa spoke to the report on misuse of Council systems and cash handling issues updating the committee on the investigation undertaken and outcomes.

It was agreed that the information contained in the report be noted by the Committee.

Nick Philippa Left meeting at 11:47am.

Christine Large spoke to the report on fraud and corruption updating the Committee on Councils changes to its fraud and corruption documents and training.

It was agreed that the information contained in the report be noted by the Committee.

Christine Large left meeting at 11:48am.

10. Internal Audit Reporting

Holly Harper spoke to the report on internal audit updating the Committee on the status of the 2019 internal audit plan and progress of Councils internal corrective actions.

It was agreed that the information contained in the report be noted by the Committee.

11. Other Reports/Business

Amanda Pafumi provided a verbal update on the outcomes of meeting with Civica on 9 October 2019, noting that it was positive, and Council should see improvement in the Authority system.

Stephen Johnston provided a verbal update on the infrastructure chargers and changes noting that Stephen Johnston has assigned the implementation to the finance section.

Amanda Pafumi noted that with the Local Government Elections next year the first meeting for Audit & Risk will be brought forward to 30 January 2020.

12. Next Meeting – 30 January 2020

Meeting Closed 12.31pm

B.V.

Bradley Grogan
Committee Chair



AUDIT & RISK COMMITTEE CHARTER

XX-0-000 Rev.DRAFT 00/00/00 P1 of 7



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1. Introduction

Council must establish an Audit and Risk Committee ('Committee') and an efficient and effective internal audit function¹.

The Committee will act as an advisory service to Council in the effective discharge of the responsibilities prescribed in the Act, the *Local Government Regulation 2012* ('Regulation') and other relevant legislation and prescribed requirements. In doing so, it will provide independent comment, advice and counsel on audit and risk management issues covering all Council operations and projects reported and considered by the Committee at its regular meetings.

The Committee does not replace or replicate established management responsibilities and delegations, the responsibilities of other executive management groups within Council, or the reporting lines and responsibilities of the internal audit, external audit or risk management functions.

This Charter sets out the Committee's authority and independence, objectives, duties and responsibilities, relationships, membership, ethical practices, meetings, induction material and performance management.

2. Authority and Independence

In discharging its responsibilities, the Committee has the authority to:

- conduct or request investigations into matters within its scope of responsibility;
- access information, records and personnel of the Council for such purpose;
- request the attendance of any employee, including executive staff, at committee meetings;
- conduct meetings with the Council's internal and external auditors, as necessary; and
- seek advice from external parties to meet its responsibilities, as necessary.

Any request for additional audits (outside of the Annual Audit Plan), investigations or expenditure needs to be agreed to by the General Manager, Organisational Services.

3. Confidentiality

The Committee members are responsible and accountable for maintaining the confidentiality of the information they receive during the conduct of their function. All external committee members shall sign a confidentiality agreement upon commencement.

4. Objectives

The objective of the Committee is to assist Council and the Chief Executive Officer to discharge responsibilities imposed under the Act and other relevant legislation which includes the requirement to monitor and review:

- the integrity of financial documents;
- the internal audit function;
- the effectiveness and objectivity of Council's Internal Auditor; and
- the effectiveness of Council's risk management and internal control frameworks.

The Committee also makes recommendations to Council and management about any matters that it considers need action or improvement.

¹ Section 105(1) & (2) *Local Government Act 2009*



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5. Duties and Responsibilities

In accordance with the principles for an Audit Committee set out in the Act, the Regulation and accepted best practices, the duties and responsibilities of the Committee are as follows:

Internal Audit

- Review the budget, staffing and skills of the internal audit function;
- Monitor performance and effectiveness of outsourced internal audit services;
- Review and endorse the annual internal audit plan and the strategic 3-year internal audit plan to confirm the adequacy of planned coverage and work priorities covering areas of greatest risk;
- Regularly review the internal audit annual plan including the currency of its scope and progress and monitor any difficulties or restrictions on scope of activities or significant disagreements with management. Approve any significant changes to the internal audit annual plan;
- Review the findings and recommendations of internal audit activities and management responses;
- Review the implementation of internal audit recommendations accepted by management;
- Monitor external audit reports, the Council's response to these reports and the implementation of recommendations accepted by management; and
- Review the Council Policy - Internal Audit to ensure appropriate authority, access and reporting arrangements are maintained.

Financial Statements

- Review the appropriateness of accounting policies adopted by Council and ensure the accounting policies adopted are relevant to Council and its specific circumstances;
- Review the appropriateness of significant assumptions and judgments made by management, particularly around estimations which impact on reported amounts of assets, liabilities, income and expenses in the financial statements;
- Review the financial statements for compliance with prescribed accounting and other requirements;
- Review, with management and the external auditors, the results of the external audit and any significant issues identified;
- Exercise an appropriate level of scepticism by questioning and seeking full and adequate explanations for any unusual transactions and their presentation in the financial statements;
- Analyse the Council's financial performance and financial position and seek explanation for significant trends or variations from budget or forecasts;
- Ensure that assurance with respect to the accuracy and completeness of the financial statements is given by management; and
- Recommend approval of the Financial Statements (including sustainability ratios) to the CEO and Mayor.

Risk Management

- Review the risk management framework for identifying, monitoring and managing significant business risks, including fraud;
- Assess the impact of the Council's risk management framework on its control environment and insurance arrangements;
- Assess and contribute to the audit planning processes relating to the risks and threats to Council;
- Determine whether a sound and effective approach has been followed in establishing the Council's business continuity planning arrangements, including whether business continuity and disaster recovery plans have been periodically updated and tested.

Fraud and Corruption Control

- Review and monitor Council's fraud control and corruption control strategy and satisfy itself that Council has appropriate processes and systems in place to detect, capture and effectively respond to fraud-related information; and Monitor the process of developing and implementing

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fraud and corruption control arrangements including mechanisms in place to identify, assess and manage fraud and corruption risks.

- Review reports on fraud and/or corruption that outline allegations of fraud and/or corruption, the status and/or outcomes of significant investigations and any changes to identified fraud and/or corruption risk profiles.
- Determine the adequacy of fraud and/or corruption reporting systems and reporting to capture, monitor and report on fraudulent and/or corrupt activities including Public Interest Disclosures in an efficient, effective and timely manner.

Internal Control Framework

- Review, through the internal and external audit functions, the adequacy of the internal control structure and systems, including information technology security and control; and
- Review, through the internal and external audit functions, whether relevant policies and procedures are in place, up-to-date and complied with, including those for the management and exercise of delegations.

External Audit

- Provide input and feedback on the external auditor's proposed audit strategy and audit plan including financial statements, and consult on audit fees for the year;
- Review the findings and recommendations of external audit and the response to them by management;
- Ensure that there is no material overlap between the internal and external audit functions; and
- Review any external audit reports / better practice guides to determine if there are any learnings that may relate to Council.

Compliance

- Determine whether management has considered legal and compliance risks as part of Council's risk assessment and management arrangements;
- Review the effectiveness of the system for monitoring the Council's compliance with relevant laws, regulations and policies; and
- Review the findings of any examinations by regulatory agencies, and any auditor observations.

Reporting

- Pursuant to Section 211 of the Regulation, as soon as practicable after a meeting of the Committee, Council is provided a written report about the matters reviewed at the meeting and the committee's recommendations about the matters. This report must be treated as confidential.

6. Committee Membership

The Committee will consist of at least three and no more than six members; and include one, but no more than two, councillors appointed by Council; and at least one member who has significant experience and skills in financial matters².

Collectively, the Committee shall possess:

- a thorough understanding of the core activities of Council and the environment in which it operates, including its strengths, weaknesses, opportunities and threats;
- a commitment to the continual improvement of the outputs Council delivers and that contribute to the achievement of Council's priorities;
- strong business acumen and management skills;
- a high level of understanding of best practice internal control, risk management and corporate governance;
- a sound knowledge of information systems and emerging technology;
- a high level of competency in financial and operational reporting and the ability to analyse

² Section 210 of the *Local Government Regulation 2012*



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complex financial reports, including Council's Operating Statement, Statement of Financial Position, Cash Flow Statement and Notes to and forming part of those statements;

- an inquiring attitude, objectivity and independence; and
- a strong, demonstrated sense of probity and ethical conduct.

To ensure independence and an appropriate mix of skills, up to four external members will be chosen and appointed to the Committee. When selecting an external member, Council must have regard to that person having appropriate accounting or similar background to provide additional expertise to Council.

Council members of the Committee should be given the opportunity to attend technical or professional development courses or training in relevant accounting, legislative or risk management areas to assist them in the performance of their role.

The membership of the Committee may be reviewed during the life of the Committee but will be reviewed following the completion of each general local government election.

Committee Chairperson

Council must appoint one of the members of the Committee as Chairperson³

Committee Secretary

- The Secretary will be responsible for the preparation and circulation of the meeting agenda and accurately minuting all decisions of the Committee in consultation with its Chairperson;
- The Secretary will also be responsible for the timely tabling of all correspondence, reports and other information relevant to the Committee's activities and operations; and
- Secretariat support will be provided by the General Manager, Organisational Services.

7. Ethical Practices

Members of the Committee will, at all times in the discharge of their duties and responsibilities, exercise honesty, objectivity and probity and not engage knowingly in acts or activities that have the potential to bring discredit to Council.

Members also must refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and must at all times act in a proper and prudent manner in the use of information acquired in the course of their duties. Members must not use Council information for any personal gain for themselves or their immediate families or in any manner that would be contrary to law or detrimental to the welfare and goodwill of Council. Further, members must not publicly comment on matters relative to activities of the Committee other than as authorised by Council.

Members who become aware of a conflict of interest or issues which may affect their objectivity on matters raised within the Committee should advise the Chairman immediately. Should the Chairperson experience such a conflict he / she is to advise the Chief Executive Officer.

8. Committee Meetings

The Audit Committee shall meet at least twice each financial year⁴. A quorum is at least half the number of members of the committee.

Meeting agendas must be prepared and distributed to all members of the Committee at least five working days prior to a meeting. Minutes of meetings must be prepared and distributed to Committee members as soon as possible after the conclusion of the meeting and must be confirmed as an

³ Section 210(3) of the *Local Government Regulation 2012*

⁴ Section 211(1)(a) of the *Local Government Regulation 2012*



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ABN 72 427 835 198

accurate record of the meeting at the next subsequent meeting of the Committee.

In the setting of the Committee agenda, there will be an emphasis on the most significant risks and threats to Council and the ongoing evaluation of what is being done to mitigate such risks.

Other attendees at Committee Meetings

The Chairperson may invite a representative of external audit or other appropriate persons to attend any meeting of the Committee and to present and comment on appropriate items.

Where advice is required in relation to a matter subject to a Committee inquiry and it is considered sufficiently material to warrant the services of a specialist consultant external to Council, the Committee may request Council for such expert assistance.

9. Evaluation of Committee Activities

The Committee will assess its performance and achievements against this Charter on an annual basis. All committee members will be asked to individually and anonymously complete an online self-assessment questionnaire to assist the Committee identify its strengths and weaknesses and recognise areas for future improvement. The Committee shall take appropriate action in respect of areas where there is a perceived need for enhancement of its role, operational processes or membership.

Membership of the Committee will be reviewed by Council following each local government election with the aim of ensuring appropriate balance between continuity of membership, the contribution of fresh perspectives and a suitable mix of skills, knowledge and experience.

External and non-executive management members are to be limited to a maximum of two terms equivalent to two local government election periods.

10. Review of the Charter

This Charter will be reviewed annually by the Committee to ensure it remains consistent with the Committee's authority, objectives and responsibilities.

11. Approval of the Charter

The Charter is endorsed by the Chair of the Committee and approved by Council.

12. References and Associated Documents

[Local Government Act 2009](#)

[Local Government Regulation 2012](#)

[Internal Audit Charter](#)

**Item****25 February 2020****Item Number:**

K1

File Number:

339.2020.50.1

Part:

PLANNING

Portfolio:

Planning & Development Services

Subject:

Request for Street Name - Tolls Road and Vecellios Road, Moorland

Report Author:

Katrina Peardon, Planning Officer

Authorised by:

Richard Jenner, Development Assessment Manager

Link to Corporate Plan:

Our Environment - 2.3 Sustainable built and natural environment - 2.3.3 Review and consistently enforce local laws, the planning scheme, and other associated environment and public health legislation to ensure they meet community standards.

Background:**Summary:**

APPLICATION NO	339.2020.50.1
PROPOSAL	Request for Street Name
APPLICANT	RV Thrush and EL Thrush
LOCATION	Tolls Road and Vecellios Road, Moorland
RELATED APPROVAL	Not Applicable
DATE OF REQUEST	13/01/2020
EXISTING NAME	Tolls Road
NO OF SUBMITTERS	Not Applicable

An internal request to rename a section of Tolls Road has been submitted to the Development Group. Tolls Road is approximately 10.5 km in length, trafficable for approximately 6.5 km split over two sections of road reserve (5.3 km and 1.2 km) with a 3.2 km section of unconstructed road separating the two. Due to potential issues with emergency services accessing the upper 1.2 km section (north of the Vecellios Road intersection) it is requested that this section of road reserve be renamed.

Vecellios Road, which intersects with Tolls Road, is a continuous formed road. Council’s Engineering Services Branch advising that the public perception is that Vecellios Road continues as there are no physical markers advising of the change of road.

This is also reflected in Council’s existing road numbering applied to Lot 14 on RP173456, being provided a Vecellios Road address. One additional lot fronts the section of Tolls Road proposed to be renamed, with Council in receipt of a rural road numbering application which has prompted the request.

It is therefore requested that the portion of Tolls Road north of the Vecellios Road intersection be renamed to Vecellios Road.

2. ASSESSMENT

2.1 Street Names

	Yes	No	N/A
Does the proposal reflect aspects of the area in which it is located, including historical names?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the proposal part of a theme for a development?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the name a noun and generally contain one word? If a composite word, does the word supplement the primary name?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where in an urban locality, are the proposed names unique to that locality?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Where in a rural area, is the proposed name unique to the Bundaberg region?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For extensions to existing streets, does the extension retain the name of the street extended?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

It is considered that the request does comply with the requirements of the Planning Scheme Policy for development works to the extent that they are applicable in this instance.

Associated Person/Organization:

Not applicable.

Consultation:

Not applicable.

Chief Legal Officer’s Comments:

There appear to be no legal implications.

Policy Implications:

There appear to be no policy implications.

Financial and Resource Implications:

There appear to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

Proper consideration has been given to human rights that may be affected by this report.

Communications Strategy:

Communications Team consulted.

Yes

No

Attachments:

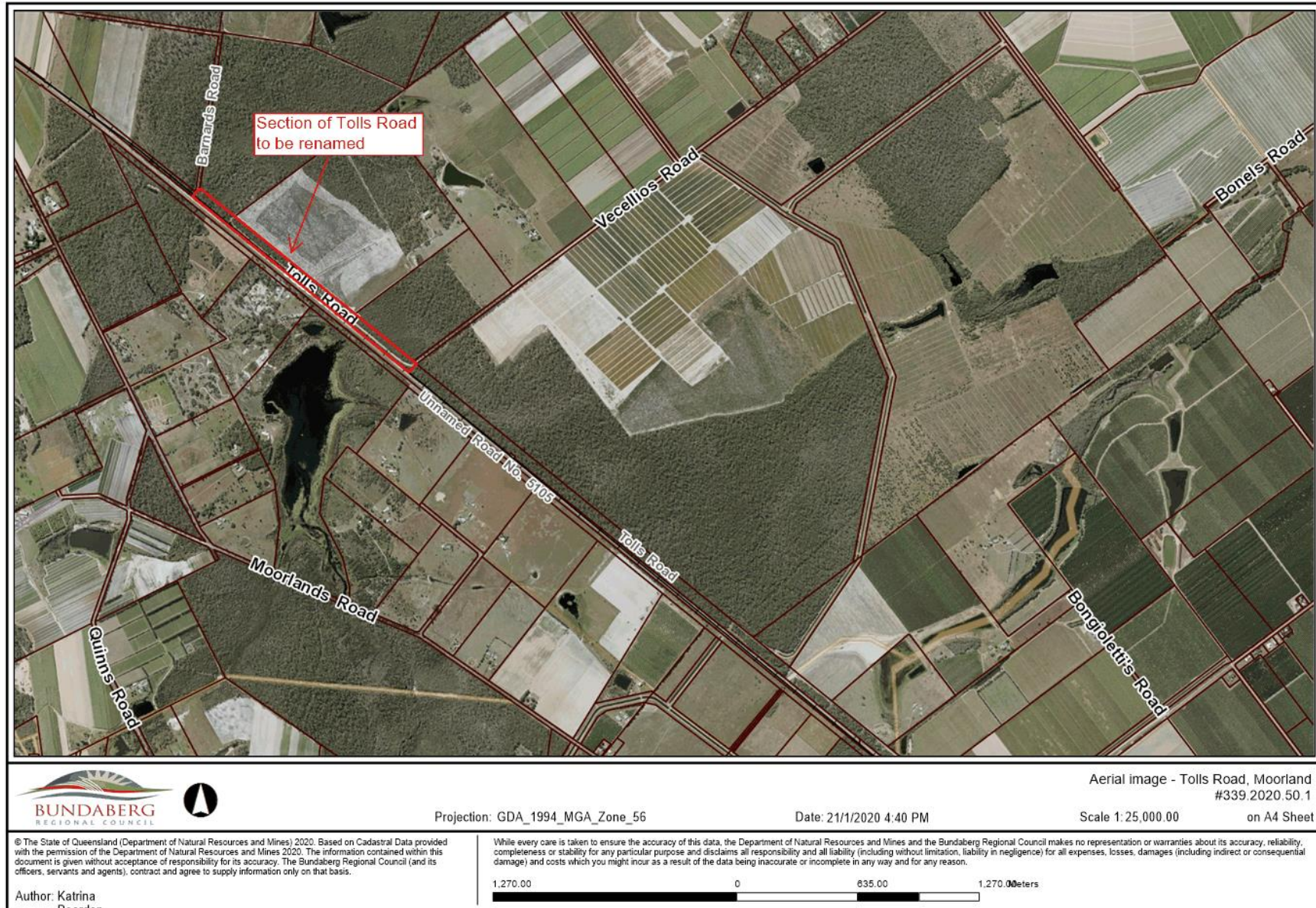
[↓1](#) Aerial Photo

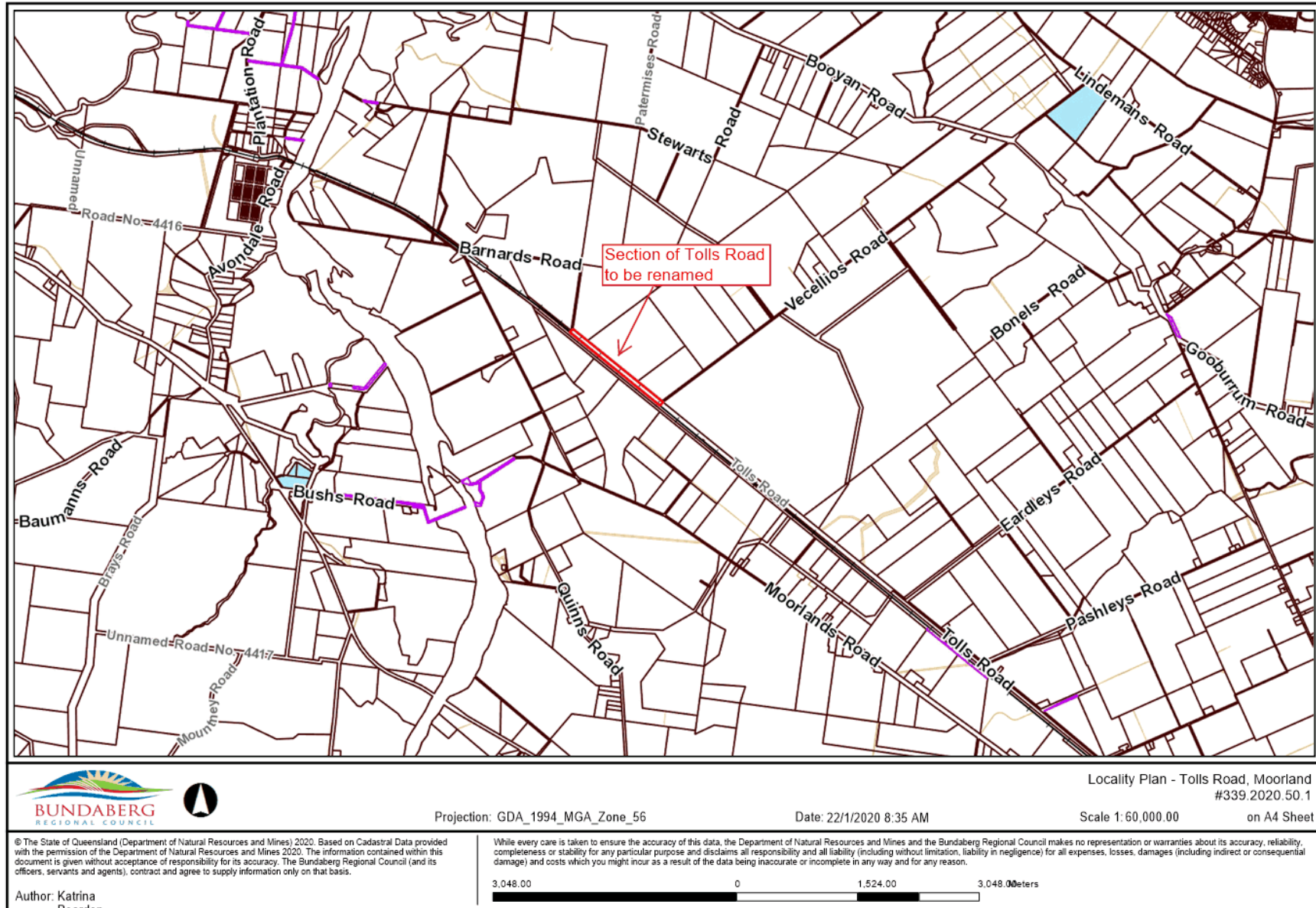
[↓2](#) Locality Plan

[↓3](#) Road Layout Plan



Recommendation:


That the section of Tolls Road, Moorland, north of the Vecellios Road intersection - be renamed Vecellios Road.








 Section of Tolls Road to be renamed

 Inaccessible section of Tolls Road

 Street Naming Plan - Tolls Road, Moorland
 #339.2020.50.1
 on A4 Sheet

Projection: GDA_1994_MGA_Zone_56 Date: 22/1/2020 8:42 AM Scale 1:30,000.00

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While every care is taken to ensure the accuracy of this data, the Department of Natural Resources and Mines and the Bundaberg Regional Council makes no representation or warranties about its accuracy, reliability, completeness or stability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reason.

Author: Katrina Poorden

1,524.00 0 762.00 1,524.00 meters

**Item****25 February 2020**

Item Number:	File Number:	Part:
O1	A4905840	COMMUNITY & CULTURAL SERVICES

Portfolio:

Community & Environment

Subject:

Partnership & Sponsorship Grant Application - Bundaberg Disability Resource Centre incorporating the Toy Library (YMCA of Bundaberg)

Report Author:

Heidi Mason, Team Leader Events

Authorised by:

Gavin Steele, General Manager Community & Environment

Link to Corporate Plan:

Our Community - 1.2 Safe, active, vibrant and inclusive community - 1.2.3 Support and facilitate community programs, networks, projects and events that promote social connectedness; and active and healthy community life.

Background:

An application, pursuant to the Partnerships & Sponsorships grant program, has been received from the YMCA of Bundaberg, seeking Council's continued financial assistance. \$10,000 is sought to assist with the delivery of the Centre programs in the 2019/20 financial year. (Note the application is always submitted late in the financial year as the Toy Library operates financially on a calendar year)

An outline of items which the funding will be used for is below:-

- Provide extra staff hours to build stronger relationships with families, early education centres, playgroups & family day care providers;
- Provide staffing to host & attend community days to engage with the community;
- Fund the purchase of new resources to update the Early Years collection;
- Provide promotional information which will be provided to kindergartens, child care centres and early intervention specialists across the Region; and
- Assist with operational costs that cannot be funded from other grant sources such as telephone, website costs and stationery.

The YMCA of Bundaberg Inc & the Bundaberg Disability Resource Centre incorporating the Toy Library amalgamated in 2018. YMCA Bundaberg is a local incorporated, not for profit, registered charity and has undertaken to continue to operate this valuable service within community.

The Toy Library continues to build on the services provided to the Bundaberg region. This was reflected through a significant increase in memberships during 2019. The Library supported 46 families with special needs children, 30 schools, 39 other organisations & 96 community members.

This not-for-profit association does receive some funding from the State government but also relies on local government and community support.

Associated Person/Organization:

YMCA of Bundaberg Inc & the Bundaberg Disability Resource Centre

Consultation:

Portfolio Spokesperson: Cr Judy Peters

Divisional Councillor: Cr Helen Blackburn

Chief Legal Officer's Comments:

The funding is provided in accordance with Council policy.

Policy Implications:

The provision of the grant funding is in accordance with policy.

Financial and Resource Implications:

\$10,000 has been allocated in the 2019/20 budget for this activity.

Risk Management Implications:

Risk management for this program is the responsibility of the organiser.

Communications Strategy:

Communications Team consulted.

Yes

No

Attachments:

↓1 Partnership & Sponsorship Application & associated support documentation

Recommendation:

That Council provide financial support in the amount of \$10,000 (plus GST where applicable) pursuant to Council's Partnerships Grant Program to the YMCA of Bundaberg (ABN 14 652 841 361).

**Item****25 February 2020****Item Number:**

O2

File Number:**Part:**COMMUNITY & CULTURAL
SERVICES**Portfolio:**

Community & Environment

Subject:

Partnership & Sponsorship Grant Application - Bundaberg Field Day Society (Agrotrend)

Report Author:

Heidi Mason, Team Leader Events

Authorised by:

Gavin Steele, General Manager Community & Environment

Link to Corporate Plan:

Our Community - 1.2 Safe, active, vibrant and inclusive community - 1.2.3 Support and facilitate community programs, networks, projects and events that promote social connectedness; and active and healthy community life.

Background:

An application*, pursuant to the Partnerships & Sponsorships grant program has been received from The Bundaberg Field Day Society seeking Council's financial support of the 2020 Agrotrend event. \$5,000 is sought in the 2019/20 financial year. The event will be held on 8 & 9 May 2020.

The funding being sought is to assist with marketing the event to outside the Region (direct drive market) by way of promotional initiatives, including television (Win) & radio (Rebel). The Organisers will also invest an equal amount with Bundaberg Broadcasters to support local radio.

The Bundaberg Field Day Society is a part of the Rotary Club of Bundaberg. Agrotrend has been run for the past 42 years. It is focussed on promoting and supporting agricultural business and farmers through education, awareness & providing a platform for sales. Any funds raised go back into the Bundaberg community, with a number of community groups directly benefiting from the event itself.

**It has been noted the application was submitted on the incorrect form*

Associated Person/Organization:

The Bundaberg Field Day Society

Consultation:

Portfolio Spokesperson: Cr Judy Peters

Divisional Councillor: Cr Steve Cooper

Chief Legal Officer's Comments:

There appear to be no legal implications.

Policy Implications:

The provision of the Grant funding is in accordance with Policy.

Financial and Resource Implications:

\$5,000 is budgeted for in the 2019/20 budget for this activity.

Risk Management Implications:

Risk management for this activity is the responsibility of the Bundaberg Field Day Society.

Human Rights:

Proper consideration has been given to human rights that may be affected by this report.

Communications Strategy:

Communications Team consulted.

Yes

No

Attachments:

[↓1](#) Agrotrend - Supporting Documentation

Recommendation:

That Council provide financial support in the amount of \$5,000 (plus GST where applicable) pursuant to Council's Partnerships & Sponsorship Grant Program to the Bundaberg Field Day Society (ABN 68 519 680 460).

**Item****25 February 2020**

Item Number:	File Number:	Part:
R1		SPORT, RECREATION, VENUES & DISASTER MANAGEMENT

Portfolio:

Community & Environment

Subject:

Bundaberg Canine Club Inc - Waiving of Hire Fees for use of Bundaberg Recreational Precinct for 2020 Easter Dog Show

Report Author:

Gavin Steele, General Manager Community & Environment

Authorised by:

Gavin Steele, General Manager Community & Environment

Link to Corporate Plan:

Our Community - 1.2 Safe, active, vibrant and inclusive community - 1.2.3 Support and facilitate community programs, networks, projects and events that promote social connectedness; and active and healthy community life.

Background:

The Bundaberg Canine Club Inc holds an annual dog show at Bundaberg Recreational Precinct during Easter each year which attracts participants from across Australia and seven overseas judges. The number of attendees is estimated to be approximately 600 people with 800 exhibits.

The Canine Club have a permit to occupy a portion of land at the precinct which they utilise for the event and due to the events size and duration, they also have previously hired other facilities within the precinct including areas for camping, the main pavilion, the undercover arena and the canteen and amenities buildings.

The club have been in contact with Council staff planning for this year's event which will run from the 8 - 13 April 2020. Council's adopted Fees and Charges for 2019/20 provide a 50% discount off standard hire fees for the Recreational Precinct Facilities for Not-for-Profit and Charitable Organisations.

These discounted rates were advised to the Canine Club via email on 15 October 2019.

As the club has increased the area they are proposing to use for this year's event, the proposed fees for the event quoted to the Bundaberg Canine Club were \$3,057.95 (plus a \$500 refundable security deposit) as per Attachment 1.

As a fee waiver was granted for last year's event, the Bundaberg Canine Club Inc have applied for a fee waiver requesting the waiving of all fees for use of the Bundaberg Recreational Precinct facilities. The waiver last year was provided on the basis that the Canine Club collected camping fees from those attending the event and these fees were then passed on to Council to 'pay' for the use of the site.

The camping fees paid to Council for last year's event totalled \$9,621.00.

As the request to completely waive the adopted fees and charges that would be applicable for this event is outside current policy, it will require a resolution of Council.

Associated Person/Organization:

Bundaberg Canine Club Inc

Consultation:

Mayor Jack Dempsey

Chief Legal Officer's Comments:

There appear to be no legal implications.

Policy Implications:

The matter is being referred to Council as it is outside current policy.

Financial and Resource Implications:

The cost to Council is approximately \$3,000 which consists of \$2,500 for Council staff and equipment to prepare the outdoor arena surface and an estimated \$500 for consumables.

Loss of revenue from the hire fees is \$3,057.95

The club will collect camping fees from their attendees and pass these on to Council. Last year the camping fees paid to Council for the 2019 event totalled \$9,621. Should the attendance at this year's event be similar to 2019, there will be no overall nett loss to Council.

Risk Management Implications:

There would be a possible medium financial risk to Council if other venue hirers also requested complete waiving of hire fees for events at the Recreational Precinct reducing revenue from the facility.

Human Rights:

Proper consideration has been given to human rights that may be affected by this report.

Communications Strategy:

Communications Team consulted.

Yes

No

Attachments:

- ↓1 Quoted Hire Fees
- ↓2 Site Plan for Easter Event

Recommendation:

That Council waive the hire fees for the Recreational Precinct for the Bundaberg Canine Club Inc's 2020 Easter Dog Shows, excluding the \$500 refundable bond and camping fees which are to be collected and paid to Council.

	Venues, Facilities & Parks	TAX INVOICE
	PO Box 3130, BUNDABERG QLD, QLD 4670 Phone: 1300 883 699 Fax: 07 4150 5410	Including GST ABN: 72 427 835 198
	Please direct all mail to PO Box 3130, BUNDABERG QLD, QLD 4670	

Page 1 of 2

To: Bundaberg Canine Club Inc
PO Box 7370,
BUNDABERG NORTH QLD 4670

Tax Invoice No: 8806
Booking ID: 9394
Invoice Created Date: 31/01/2020
Debtor No: 5361

DESCRIPTION	APPOINTMENT DATE:	GST incl. AMOUNT
Bundaberg Recreation Precinct		
BRP Covered Arena (N)		
Arena Non-equine Event daily Bundaberg Recreational Precinct	8/04/2020	\$52.00
Arena Non-equine Event daily Bundaberg Recreational Precinct	9/04/2020	\$52.00
Arena Non-equine Event daily Bundaberg Recreational Precinct	10/04/2020	\$422.30
Arena Non-equine Event daily Bundaberg Recreational Precinct	11/04/2020	\$422.30
Arena Non-equine Event daily Bundaberg Recreational Precinct	12/04/2020	\$422.30
Arena Non-equine Event daily Bundaberg Recreational Precinct	13/04/2020	\$422.30
Arena Non-equine Event daily Bundaberg Recreational Precinct	14/04/2020	\$52.00
Northern Open Use Area Grounds & Toilets Bundaberg Recreational Precinct	8/04/2020	\$0.00
Northern Open Use Area Grounds & Toilets Bundaberg Recreational Precinct	9/04/2020	\$0.00
Northern Open Use Area Grounds & Toilets Bundaberg Recreational Precinct	10/04/2020	\$0.00
Northern Open Use Area Grounds & Toilets Bundaberg Recreational Precinct	11/04/2020	\$0.00
Northern Open Use Area Grounds & Toilets Bundaberg Recreational Precinct	12/04/2020	\$0.00
Northern Open Use Area Grounds & Toilets Bundaberg Recreational Precinct	13/04/2020	\$0.00
Northern Open Use Area Grounds & Toilets Bundaberg Recreational Precinct	14/04/2020	\$0.00
Southern Open Use Area Grounds & Toilets Bundaberg Recreational Precinct	8/04/2020	\$0.00
Southern Open Use Area Grounds & Toilets Bundaberg Recreational Precinct	9/04/2020	\$0.00
Southern Open Use Area Grounds & Toilets Bundaberg Recreational Precinct	10/04/2020	\$0.00
Southern Open Use Area Grounds & Toilets Bundaberg Recreational Precinct	11/04/2020	\$0.00
Southern Open Use Area Grounds & Toilets Bundaberg Recreational Precinct	12/04/2020	\$0.00
Southern Open Use Area Grounds & Toilets Bundaberg Recreational Precinct	13/04/2020	\$0.00
Southern Open Use Area Grounds & Toilets Bundaberg Recreational Precinct	14/04/2020	\$0.00
Main Pavilion Bundaberg Recreational Precinct	8/04/2020	\$110.25
Main Pavilion Bundaberg Recreational Precinct	9/04/2020	\$110.25
Main Pavilion Bundaberg Recreational Precinct	10/04/2020	\$220.50
Main Pavilion Bundaberg Recreational Precinct	11/04/2020	\$220.50
Main Pavilion Bundaberg Recreational Precinct	12/04/2020	\$220.50
Main Pavilion Bundaberg Recreational Precinct	13/04/2020	\$220.50
Main Pavilion Bundaberg Recreational Precinct	14/04/2020	\$110.25

	<p>Venues, Facilities & Parks PO Box 3130, BUNDABERG QLD, QLD 4670 Phone: 1300 883 699 Fax: 07 4150 5410 Please direct all mail to PO Box 3130, BUNDABERG QLD, QLD 4670</p>	<p>TAX INVOICE Including GST ABN: 72 427 835 198</p>
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Page 2 of 2

To: Bundaberg Canine Club Inc
 PO Box 7370,
 BUNDABERG NORTH QLD 4670

Tax Invoice No: 8806
Booking ID: 9394
Invoice Created Date: 31/01/2020
Debtor No: 5361

RECEIPT CODE NO. 124		
Total Value non-taxable supply(s)	\$0.00	
Total Value taxable supply(s) excluding GST	\$2,779.94	
Total GST Payable	\$278.01	
	TOTAL	\$3,057.95

BUNDABERG REGIONAL COUNCIL - REMITTANCE ADVICE SLIP

(Please return this slip with your Payment to PO Box 3130, BUNDABERG QLD 4670)

To:
 Bundaberg Canine Club Inc
 PO Box 7370,
 BUNDABERG NORTH QLD 4670

RECEIPT CODE NO. 124
 BUNDABERG
 RECREATION PRECINCT

DUE DATE: 1/03/2020
BOOKING ID: 9394
Tax Invoice No: 8806
TOTAL \$3,057.95
Debtor No: 5361

ACCESS TO MARKED ZONE ONLY

2 X TOILET AND SHOWER BLOCK indicated in GREEN

Covered Arena

Main Pavilion

Southern Open Area — Camping & Parking

Northern Open Area — Camping & Parking

Hirer must keep within allocated zones

Live, work, play, invest

● Building a better future



Bundaberg Canine Club — 8 April 2020—14 April 2020