



BURDEKIN SHIRE COUNCIL



MINUTES

ORDINARY COUNCIL MEETING

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

on 12 December 2017

COMMENCING AT 9:00AM



TUESDAY 12 DECEMBER 2017

ORDER OF BUSINESS:

ITEM	PRECIS	PAGE
1	PRAYER	1
2	DECLARATIONS OF INTEREST	1
3	MINUTES AND BUSINESS ARISING	1
3.1	Ordinary Council Meeting Minutes - 27 November 2017	1
3.2	Burdekin Cultural Advisory Group Minutes - 23 October 2017	2
3.3	Burdekin Shire Youth Council Minutes - 13 November 2017	2
3.4	Burdekin Road Safety Advisory Committee Meeting - 22 November 2017	2
3.5	Local Disaster Management Group Meeting - 24 November 2017	3
4	REPORTS	3
4.1	Capital Project Report for Period Ending 30 November 2017	3
4.1.1	Completion of GIS Spatial Imagery	4
4.1.2	Works for Queensland Projects - Thank You	4
4.2	Operational Monthly Report for Period Ending 30 November 2017	4
4.3	Council Workshops - November 2017	5
5	GOVERNANCE & LOCAL LAWS	5
5.1	Adoption of Revised Social Media Policy	5
5.2	Adoption of Volunteers Policy	6
5.3	Adoption of Revised Environmental Levy Policy	6
5.4	Environmental Levy - Christofides Bros Trust	7
5.5	Environmental Levy - Lower Burdekin Landcare - Neem Tree Education	7



5.6	Proposed Amendment of Councillor Expense Reimbursement Policy	8
5.7	Environmental Levy – Pyott’s Lagoon Restoration Project	8
6	CLIENT SERVICES	9
6.1	Adoption of the Local Disaster Management Plan 2017/2018	9
7	FINANCIAL & ADMINISTRATIVE SERVICES	9
8	OPERATIONS	9
8.1	Drinking Water Quality Management Plan Regular Audit Report	9
8.2	Calling of Preferred Contractor Arrangement for Hire of Wet and Dry Plant and Equipment and Traffic Control Providers - Including Equipment	11
9	TECHNICAL SERVICES	11
10	PLANNING & DEVELOPMENT	11
11	COMMUNITY DEVELOPMENT	11
12	ECONOMIC DEVELOPMENT	12
13	NOTICES OF MOTION	12
14	CORRESPONDENCE FOR INFORMATION	12
14.1	Petition - Consideration of Policy for Street Scaping of the Towns in the Shire	12
15	GENERAL BUSINESS	12
15.1	Installation of Street Lighting - Norham Road and Adelaide Street, Ayr – Road Safety Advisory Committee	12
15.2	Congratulations - Christmas Decorations and Lighting	12
15.3	Request - Pedestrian Crossing in Home Hill	13
15.4	Request for Council Support - Concept of Free Day at Council Swimming Pools	13
15.5	Removal of Rubbish - Plantation Creek	13
16	CLOSED MEETING ITEMS	13
16.1	Quotations for Consultancy Services - Ayr Industrial Estate Masterplan	14
16.2	Enterprise Bargaining - Back Pay Offer	15



BURDEKIN SHIRE COUNCIL



16.3	Thank You - All Staff and Council Officers	15
17	DELEGATIONS	15

ATTENDANCE

Councillors L.A. McLaughlin (Mayor), A.J. Goddard (Deputy Mayor), E.J. Bawden, J.T. Bonanno, U.E. Liessmann, S.P. Perry and J.F. Woods

Mr. T. Brennan - Chief Executive Officer
Mr. D. Mulcahy – Manager Governance and Local Laws
Mr. S. Great - Manager Planning and Development
Mrs. K. Olsen - Manager Financial and Administrative Services
Mr. W. Saldumbide - Manager Operations
Mr. K. Byers - Manager Technical Services

Minutes Clerk – Mrs. S. Saunders

1 PRAYER

The meeting prayer was delivered by Pastor Ian Ness of the Burdekin Uniting Church.

2 DECLARATIONS OF INTEREST

The Mayor called for declarations of interest.

Councillor Woods declared a perceived Conflict of Interest relating to Item 8.2 as one of the tenderers for the preferred contractor arrangement is a family relative. Councillor Woods advised of his intentions to leave the meeting when this item is discussed.

3 MINUTES AND BUSINESS ARISING

3.1 Ordinary Council Meeting Minutes - 27 November 2017

Recommendation

That the minutes of the Ordinary Council Meeting held on 12 December 2017 be received and confirmed.

Resolution

Moved Councillor Liessmann, seconded Councillor Goddard that the recommendation be adopted.

CARRIED

3.2 Burdekin Cultural Advisory Group Minutes - 23 October 2017

Recommendation

That the minutes of the Burdekin Cultural Advisory Group Meeting held on 23 October 2017 be received and confirmed.

Resolution

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

CARRIED

It was noted that in relation to Item 5: Discussions Held on Cover for Theatre Forecourt - Councillor McLaughlin reported the positioning of the shade covers will be altered slightly. Councillor Perry advised that a quote has been obtained by Council Officers for these adjustments.

3.3 Burdekin Shire Youth Council Minutes - 13 November 2017

Recommendation

That the minutes of the Burdekin Shire Youth Meeting held on 13 November 2017 be received and confirmed.

Resolution

Moved Councillor Woods, seconded Councillor Bawden that the recommendation be adopted.

CARRIED

Councillor McLaughlin advised that subsequent to this meeting Sarah McDonnell has been selected by the STEM panel to participate in the STEM camp being held in Brisbane next year.

3.4 Burdekin Road Safety Advisory Committee Meeting - 22 November 2017

Recommendation

That the minutes of the Burdekin Road Safety Advisory Committee Meeting held on 22 November 2017 be received and adopted.

Resolution

Moved Councillor Goddard, seconded Councillor Liessmann that the recommendation be adopted.

CARRIED

It was noted that the next Burdekin Road Safety Committee meeting will be held on 28 February 2018 and reference to Mr. Goddard in clause 4.3 should be Councillor Goddard.

3.5 Local Disaster Management Group Meeting - 24 November 2017

Recommendation

That the minutes of the Local Disaster Management Group Meeting held on 24 November 2017 be received and noted.

Resolution

Moved Councillor Goddard, seconded Councillor Liessmann that the recommendation be adopted.

CARRIED

Noting an amendment to Apologies to include Councillor Bawden and reference to Mr. Post in clause 4.6 should be Mr. Postma.

4 REPORTS

4.1 Capital Project Report for Period Ending 30 November 2017

Recommendation

That the Capital Projects Report for Period Ending 30 November 2017 be received.

Resolution

Moved Councillor Liessmann, seconded Councillor Goddard that the recommendation be adopted.

CARRIED

4.1.1 Completion of GIS Spatial Imagery

Resolution

Moved Councillor Woods, seconded Councillor Perry that Council Officers write a letter to the Department of Natural Resources expressing disappointment that the GIS spatial imagery was not completed for the Shire as planned and asking for consideration for it to be completed before the next planned imagery capture in two years' time, which could mean a four year period between imagery captures.

CARRIED

4.1.2 Works for Queensland Projects - Thank You

Resolution

Moved Councillor Woods, seconded Councillor Perry that Council Officers be thanked and congratulated for their efforts in the management and delivery of the Works for Queensland Projects.

CARRIED

4.2 Operational Monthly Report for Period Ending 30 November 2017

Recommendation

That the Operational Monthly Report for Period Ending 30 November 2017 be received.

Resolution

Moved Councillor Goddard, seconded Councillor Bawden that the recommendation be adopted.

CARRIED

4.3 Council Workshops - November 2017

Executive Summary

During the past month workshops were conducted by Council on 7 and 21 November 2017 to discuss a range of policy and operational issues and receive presentations from external parties.

A brief summary of the issues discussed at the workshops is contained in the report.

Recommendation

That the report on the Council workshops held during November 2017 be received and noted.

Resolution

Moved Councillor Goddard, seconded Councillor Bawden that the recommendation be adopted.

CARRIED

5 GOVERNANCE & LOCAL LAWS

5.1 Adoption of Revised Social Media Policy

Executive Summary

Council's Social Media Policy was first adopted in 2014 at a time when Council was first embracing this form of communication as part of its messaging tools. Social Media is a fast paced, rapidly changing form of communication and social engagement and therefore it was necessary to conduct a full review of the Social Media Policy. The primary amendment to the policy is the definition of the role that the Media and Communications Officer plays in delivering Council's social media messages and responding to public requests and issues via social media. A centrally coordinated approach has been suggested to support a consistent and controlled engagement with the community via social media. Other substantial changes to the policy relate to how Council handles personal information collection and in particular photos taken at public events. The policy aims to ensure a fair and transparent approach is adopted whenever a person's image is likely to be published to Council's social media platforms.

Recommendation

That Council adopts the revised Social Media Policy.

Resolution

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

CARRIED

Mr. Brennan congratulated Council staff on the work they had undertaken to significantly update this Policy.

5.2 Adoption of Volunteers Policy

Executive Summary

Council has recently resolved to accept the management and operations of Tourism in the Shire, including the Visitor Information Centres in Ayr and Home Hill from 1 January 2018. In line with this decision, Council will undertake the management of a large group of volunteers previously associated with the Burdekin Tourism Association. Council also has other volunteer arrangements in place to help deliver services to the community. The effective management of volunteer programmes relies on a tailored and robust Volunteer Management Framework. The Volunteer Policy forms an integral part of the Volunteer Management Framework and aims to outline the commitment from Council to effectively manage and value volunteers.

Recommendation

That Council adopts the Volunteers Policy.

Resolution

Moved Councillor Woods, seconded Councillor Bawden that the recommendation be adopted.

CARRIED

5.3 Adoption of Revised Environmental Levy Policy

Executive Summary

The Environmental Levy Policy establishes criteria to guide how the Environmental Levy will be applied and to establish basic reporting and recording guidelines.

A review has been undertaken of the policy and a revised version is attached for consideration and adoption.

Recommendation

That Council adopt the revised Environmental Levy Policy.

Resolution

Moved Councillor Goddard, seconded Councillor Liessmann that the recommendation be adopted.

CARRIED

Councillor McLaughlin requested that Council Officers investigate the acquittal process and ability to capture and monitor environmental benefits from projects undertaken with the funding provided under the levy.

5.4 Environmental Levy - Christofides Bros Trust

Executive Summary

Christofides Bros Trust has applied for \$3,102 from the Environmental Levy to provide an aerial spray of herbicide to kill water weeds in McAllister, Hughes and Nuttall Lagoons in Jarvisfield. The cost covers the hire of a helicopter and the herbicide.

Recommendation

That Council approves the application for funding under the Environmental Levy for \$3,102 to conduct an aerial spray of McAllister, Hughes and Nuttall Lagoons to kill water hyacinth and cumbungi.

Resolution

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

CARRIED

5.5 Environmental Levy - Lower Burdekin Landcare - Neem Tree Education

Executive Summary

Lower Burdekin Landcare has applied for \$560 from the Environmental Levy toward the cost of printing and distributing brochures on neem trees detailing the effect they have on the environment and removal and replacement of the trees.

Recommendation

That Council approves the Environmental Levy Application submitted by Lower Burdekin Landcare Association Inc for \$560 towards the cost of printing and distributing brochures on neem trees.

Resolution

Moved Councillor Goddard, seconded Councillor Liessmann that the recommendation be adopted.

CARRIED

5.6 Proposed Amendment of Councillor Expense Reimbursement Policy

Executive Summary

Council is required to have an expense reimbursement policy for the payment of expenses incurred by councillors in undertaking their duties and responsibilities. The current Councillor Expense Reimbursement policy was last reviewed in March 2017 as part of the ongoing review of all Council policies.

The proposed amendment of the policy has been workshopped with councillors and only minor changes are proposed to the policy.

Recommendation

That the Council adopts the amended Councillor Expense Reimbursement policy as per the attachment to the Chief Executive Officer's report.

Resolution

Moved Councillor Liessmann, seconded Councillor Bawden that the recommendation be adopted.

CARRIED

5.7 Environmental Levy – Pyott's Lagoon Restoration Project

Executive Summary

An application has been received from Bowen Burdekin Integrated Flood Management Advisory Committee (BBIFMAC) on behalf of local landholders for funding to remove aquatic weeds from Pyott's Lagoon, Airdmillan. The funding of \$20,000 is to be used to pay for the

removal of weed using Council's weed harvester the hire of an excavator to remove part of the choke and if available the amphibious excavator.

Resolution

Moved Councillor Liessmann, seconded Councillor Bawden that Council approves the application for funding under the Environmental Levy for \$20,000 to conduct water weed removal activities at Pyott Lagoon.

CARRIED

6 CLIENT SERVICES

6.1 Adoption of the Local Disaster Management Plan 2017/2018

Recommendation

That the Local Disaster Management Plan 2017/2018 be received and adopted.

Resolution

Moved Councillor Goddard, seconded Councillor Woods that the recommendation be adopted.

CARRIED

7 FINANCIAL & ADMINISTRATIVE SERVICES

8 OPERATIONS

8.1 Drinking Water Quality Management Plan Regular Audit Report

Executive Summary

Council engaged the services of Northern Water Management Pty Ltd to undertake the first regular (external) audit of its registered water supply services under the approved Drinking Water Quality Management Plan.

The audit report indicates that BSC:

- Has demonstrated an acceptable level of compliance with the regular audit imposed by the Water Supply (Safety and Reliability) Act 2008 during the audit period;
- Is generally implementing its DWQMP effectively and managing risks to drinking water quality and public health; and,
- Was found to have reasonable processes for managing drinking water quality incidents and progressing the risk management improvement plan.

There were no non-compliances identified. A number of opportunities for improvement were identified and are discussed in the body of the report.

The audit concluded that BSC:

- Provided accurate monitoring and performance data to the regulator;
- Generally implemented the DWQMP to manage risks to public health; and,
- Generally maintained the relevance of the DWQMP.

Recommendation

That Council receives the Drinking Water Quality Management Plan Regular Audit Report as tabled at the Council Workshop held Tuesday 5 December, 2017 and that a copy of the report be placed on the Council website pursuant to publishing requirements and compliance with Section 575A of the Water Supply (Safety and Reliability) Act 2008.

Resolution

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

CARRIED

9.52am – Councillor Woods left the meeting due to a perceived Conflict of Interest in relation to Item 8.2 as disclosed at the start of the meeting.

8.2 Calling of Preferred Contractor Arrangement for Hire of Wet and Dry Plant and Equipment and Traffic Control Providers - Including Equipment

Executive Summary

Tender submissions for inclusion in the Approved Contractors List ACL 17/001 – Preferred Contractor Arrangements for Hire of Wet and Dry Plant and Equipment and ACL 17/002 – Preferred Contractor Arrangements for Traffic Control Provider (including equipment), closed at 2:00pm on the 6 September, 2017.

Sixty seven applications for ACL 17/001 - Hire of Wet and Dry Plant and Equipment were received at the nominated closing time. Six applications have since been deemed non-conforming due to non-compliance with the terms and conditions of the contract. Of the sixty one conforming applications, forty six were from local suppliers of the requested services.

Five applications for ACL 17/002 - Traffic Control Provider were received with four being received at the nominated closing time. One application was deemed non-conforming having been received after the nominated closing time.

Recommendation

That Council accepts the conforming tenders for ACL 17/001 and ACL 17/002 as per the list of suppliers attached to the report for the purpose of establishing an Approved Contractor List for Hire of Wet and Dry Plant and Equipment and Traffic Control Provider consistent with the provisions of Section 231 of the Local Government Regulation 2012. The register will be effective up to and including 30 September, 2018.

Resolution

Moved Councillor Goddard, seconded Councillor Liessmann that the recommendation be adopted.

CARRIED

9.56am – Councillor Woods returned to the meeting.

9 TECHNICAL SERVICES

10 PLANNING & DEVELOPMENT

11 COMMUNITY DEVELOPMENT

12 ECONOMIC DEVELOPMENT

13 NOTICES OF MOTION

14 CORRESPONDENCE FOR INFORMATION

14.1 Petition - Consideration of Policy for Street Scaping of the Towns in the Shire

Resolution

Moved Councillor Woods, seconded Councillor Liessmann that Council resolves to refer the matters raised in the petition to a Council Workshop for consideration and that a letter be written to Mr. Graham Andersen to advise him of this.

CARRIED

15 GENERAL BUSINESS

15.1 Installation of Street Lighting - Norham Road and Adelaide Street, Ayr – Road Safety Advisory Committee

Resolution

Moved Councillor Goddard, seconded Councillor Perry that Council Officers investigate the possibility of installing additional street lighting at the intersection of Norham Road and Adelaide Street, Ayr.

CARRIED

15.2 Congratulations - Christmas Decorations and Lighting

Councillor Perry thanked the Council Officers involved in the purchase and installation of the Christmas decorations and lighting in Ayr and Home Hill.

15.3 Request - Pedestrian Crossing in Home Hill

Resolution

Moved Councillor Liessmann, seconded Councillor Woods that Council Officers investigate the possible provision of a pedestrian crossing on Eighth Avenue Home Hill adjacent to the IGA Supermarket.

CARRIED

15.4 Request for Council Support - Concept of Free Day at Council Swimming Pools

Resolution

Moved Councillor Liessmann, seconded Councillor Bawden that Council investigates the cost of the possible implementation of a free admission day over the school holidays for families at the Council pools in Ayr and Home Hill.

CARRIED

10.30am – Morning Tea

11.00am – Meeting Resumed

15.5 Removal of Rubbish - Plantation Creek

Resolution

Moved Councillor Bawden, seconded Councillor Woods that Council confirms the Mayor's actions in approving the provision of a skip bin for a short duration to assist local hut owners to remove rubbish from the Plantation Creek area.

CARRIED

16 CLOSED MEETING ITEMS

Council Meeting closed to Public under Section 275 of Local Government Regulation 2012

Resolution

Moved Councillor Liessmann, seconded Councillor Bawden that the Council meeting be closed to the public under the following sections of the Local Government Regulation 2012:

- 275(1)(e) contracts proposed to be made by Council;
- 275(1)(g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act;
- 275(1)(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

For the purpose of discussing:

- 1.Quotations for Ayr Industrial Estate Masterplan
- 2.Proposed changes to Priority Infrastructure Areas
- 3.South Ayr drainage
- 4.Fish Ladder – Hodel Road
- 5.Effluent discharge to Ayr Sewerage Treatment Plant from Industrial Estate premises.
- 6.QLD Rail agreement relating to existing rail crossings
- 7.Accommodation proposal – old Home Hill Showgrounds
- 8.Home Hill Caravan Park – fencing options

CARRIED

Council Meeting opened to Public

Resolution

Moved Councillor Goddard, seconded Councillor Woods that the Council meeting be opened to the public.

CARRIED

16.1 Quotations for Consultancy Services - Ayr Industrial Estate Masterplan

Executive Summary

A Request for Quotation (RFQ) to draft a Masterplan for the Ayr Industrial Estate has been called and at the closing date for quotations to be received (Tuesday 31 October, 2017), four quotes were received.

Resolution

Moved Councillor Bawden, seconded Councillor Goddard that Council accepts the Quotation submitted by GHD for the purpose of drafting a Masterplan for the Ayr Industrial Estate noting that the project will be funded using the Strategic Project Contribution Fund.

CARRIED

16.2 Enterprise Bargaining - Back Pay Offer

Resolution

Moved Councillor Goddard, seconded Councillor Perry that Council confirms the action of the CEO in making a lump sum back pay offer to the Combined Unions for the 2016/17 financial year as part of the enterprise bargaining negotiations.

CARRIED

16.3 Thank You - All Staff and Council Officers

Mr. Brennan thanked the Councillors, staff and Council Officers for their support and hard work during the year.

Councillor McLaughlin thanked the Councillors, staff and Council Officers for their hard work during the year and wished everyone a safe and happy festive season and happy New Year.

17 DELEGATIONS

There being no further business the meeting closed at 12.25pm.

These minutes were confirmed by Council at the Ordinary Council Meeting held on 23 January 2018.

MAYOR

