



Burdekin Shire Council

MINUTES

ORDINARY COUNCIL MEETING

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

on 22 October 2019

COMMENCING AT 9:00AM



Burdekin Shire Council

TUESDAY 22 OCTOBER 2019

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ATTENDANCE

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

Mr. T. Brennan - Chief Executive Officer

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

Mrs. K. Olsen - Manager Financial and Administrative Services (Part)

Mr. K. Byers - Manager Technical Services (Part)

Ms. F. Smith – Financial Accountant Reporting (Part)

Minutes Clerk – Ms. G. Biffanti

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

1 PRAYER

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

2 DECLARATIONS OF INTEREST

The Mayor called for declarations of interest.

No declarations of interest were identified.

3 MINUTES AND BUSINESS ARISING

3.1 Ordinary Council Meeting Minutes - 8 October 2019

Recommendation

That the minutes of the Ordinary Council Meeting held on 8 October 2019 be received and confirmed.

Resolution

Moved Councillor Goddard, seconded Councillor Perry that the recommendation be adopted noting the amendments on page nine change from Mrs. McLaughlin to Councillor McLaughlin.

CARRIED

4 REPORTS

4.1 Council Meeting Dates - December 2019 and January 2020

Executive Summary

The Council's ordinary meeting cycle is normally varied during the December/January period each year to accommodate the absence of Councillors and key staff due to personal and leave commitments over this period. It is proposed to hold only one ordinary Council meeting in December 2019 and also one meeting in January 2020. The workshop meeting cycle will also be varied during this period.

Recommendation

That the normal Council Ordinary Meeting cycle is varied in December 2019 and January 2020 with only one meeting being held in each month on the following dates:

- Tuesday 10 December 2019
- Tuesday 21 January 2020

and the Workshop Meeting cycle also be varied during this period.

Resolution

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

CARRIED

4.2 Monthly Financial Report for Period Ending 30 September 2019

Recommendation

That the Monthly Financial Report for Period Ending 30 September 2019 be received.

Resolution

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

CARRIED

5 GOVERNANCE

5.1 Annual Report 2018/2019

Executive Summary

Under the *Local Government Regulation 2012* Council is required to prepare an annual report for each financial year. The 2018/2019 Annual Report has been compiled to fairly

represent Council's achievements throughout the financial year that contribute to meeting the strategic intents outlined in the adopted Corporate Plan 2017-2022.

This year, the report follows the same format as the 17/18 report, and displays all statutory information in a logical, sequential manner making this information easier to locate in the final report. The Annual Report also includes the general purpose financial statements, the current year financial sustainability statement and the long-term financial sustainability statement as well as a community financial report which all demonstrate Council's stable financial position.

Recommendation

That Council adopts the Annual Report 2018/2019 as tabled.

Resolution

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

It was noted that Council wished to acknowledge and thank all staff involved in the preparation of the Annual Report for 2018/2019 and in particular new Media and Communication Officer Mr. Nathan Toll and Senior Governance Officer Mrs. Rebecca Stockdale.

CARRIED

9.23am Mrs. K. Olsen and Ms. F. Smith entered the meeting.

5.2 Revised Audit Committee Charter

Executive Summary

The *Local Government Act 2009* requires Council to establish an audit committee. The Audit Committee plays an advisory role and offers independent assurance regarding the integrity of Council's financial documents, the internal audit function and risk management framework. The Audit Committee have recently conducted a review of the Audit Committee Charter with consideration to the change to an external contractor for the provision of internal audit services. The previous charter referenced the Quality and Safety Coordinator.

As this position is no longer responsible for the internal audit function, the appropriate amendments have been made to the charter. Additionally, the revised charter includes the amended remuneration rate applicable from 1 July 2019 in accordance with the provision for an annual adjustment in line with the determination by the Councillor Remuneration Tribunal. No other changes have been made to the Charter. The Charter is now presented to Council for formal adoption.

Recommendation

That Council adopts the revised Audit Committee Charter 2020 as attached to this report.

Resolution

Moved Councillor Woods, seconded Councillor Liessmann that the recommendation be adopted, noting some minor additional amendments to the composition of the other non-voting attendees section of the Charter.

CARRIED

6 ENVIRONMENTAL AND HEALTH SERVICES

7 CLIENT SERVICES

8 FINANCIAL & ADMINISTRATIVE SERVICES

8.1 First Amended Budget for 2019/2020

Executive Summary

In accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*, Council may, by resolution, amend the budget for a financial year at any time before the end of the financial year. As required by the regulation, Council has completed a budget revision for 2019/20 and the next two financial years.

Management has completed a review of the 2019/20 budget based on results to the end of September and estimated transactions for the remainder of the financial year. The first amended budget includes capital carryover projects and funding.

An amended budget for the 2019/20 financial year is submitted for adoption.

Recommendation

That the amended budget and report for the period ending 30 June 2020 as tabled be adopted.

Resolution

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

CARRIED

9.34am Mrs. K. Olsen and Ms. F. Smith left the meeting.

9 OPERATIONS

10 TECHNICAL SERVICES

11 PLANNING & DEVELOPMENT

12 COMMUNITY DEVELOPMENT

13 ECONOMIC DEVELOPMENT

14 NOTICES OF MOTION

15 CORRESPONDENCE FOR INFORMATION

15.1 Request for membership - AgForce Queensland Farmers Limited

Resolution

Moved Councillor Woods, seconded Councillor Goddard that Council advise AgForce Queensland Farmers Limited that it will decline the offer of Corporate Membership, as Council advocacy initiatives are co-ordinated through the Local Government Association of Queensland (LGAQ,) and the LGAQ has an existing association with AgForce Queensland on advocacy issues of joint interest to both organisations.

CARRIED

15.2 Acknowledgement to Staff - Queensland Audit Office - External Audit 2019 Closing Report

Council congratulated the CEO and all Staff on their contribution to an excellent result on the Annual Audit Report for 2018/2019 Financial Year.

19 LATE REPORT

19.1 TBSC/19/013 - Request for Quotation for the Supply and Delivery on One (1) Loader

Executive Summary

The *Local Government Regulation Queensland 2012* requires Council to invite written tenders for large-sized contractual arrangements for goods and services purchased from a supplier that is expected to exceed \$200,000 ex GST per financial year. The purchase of Wheel Loader including scale equipment is in this category.

Quotations were called for the supply and delivery of one Wheeled Loader with scale equipment (TBSC/19/013) closing on Wednesday 2 October 2019. Three prequalified Suppliers under the Local Buy Contract NPN 2.15 were invited to offer quotations.

The quotations were assessed by Council officers with the preferred supplier being CJD Equipment.

Recommendation

That Council awards Contract TBSC/19/013 – Supply and delivery of one Volvo L70F Loader, attachments and Loadrite scale equipment to CJD Equipment.

Resolution

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

CARRIED

9.48am Councillor Woods left the meeting.

19.2 TBSC/19/014 - Request for Quotation for the Supply and Delivery of One Motor Grader and GCS Equipment

Executive Summary

The *Local Government Regulation Queensland 2012* requires Council to invite written tenders for large-sized contractual arrangements for goods and services purchased from a supplier that is expected to exceed \$200,000 ex GST per financial year. The purchase of the Motor Grader including laser equipment is in this category.

Quotations were called for the supply and delivery of one Motor Grader with laser equipment (TBSC/19/014) closing on Wednesday 2 October 2019. Three prequalified Suppliers under the Local Buy Contract NPN 2.15 were invited to offer quotations with only two responses received.

The quotations were assessed by Council officers with the preferred supplier being Hastings Deering.

Recommendation

That Council awards Contract TBSC/19/014 – Supply and delivery of one Caterpillar 12M Motor Grader with Trimble laser equipment and Universal Total Station to Hastings Deering.

Resolution

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

CARRIED

9.52am Councillor Woods re-entered the meeting.

16 GENERAL BUSINESS

16.1 Community Telephone Survey - Market Research on Six Monthly Rating - Councillor Liessmann

Councillor Liessmann advised that some ratepayers had approached him with concerns about the efficacy of the Telephone Survey being conducted to establish community views on sixth monthly rating. Mr. O'Connor explained the market research approach utilised by independent firm 'MarketFacts'; and displayed the survey script used by MarketFacts staff to complete the survey. A report on the market research findings is expected in November.

16.2 Footpath Works Prioritisation - Councillor Liessmann

Councillor Liessmann questioned the methodology staff used to prioritise footpath renewal works across the Shire for the Works for Queensland Program believing there should be a broader geographic spread of the works. Councillor Liessmann was advised that staff utilised sound asset management principles which amongst other thing, took into account asset use and condition, and risk management principles to prioritise capital projects.

14 NOTICES OF MOTION

14.1 Councillor Bawden - Council's Drug and Alcohol Operational Standard

Councillor Bawden advised that it was his intention to move the following motion at the 12 November 2019 Ordinary Council Meeting.

Proposed Motion:

That Council sets a 0.00% Blood Alcohol Concentration and illicit drug limit for all employees, elected members, contractors, subcontractors or any other person whilst on official Council duty.

16 GENERAL BUSINESS

16.3 Approval Leave of Absence - Councillor Goddard - 4 November to 13 November 2019

Resolution

Moved Councillor Liessmann, seconded Councillor Woods that Councillor Goddard be granted an approved leave of absence from 4 November to 13 November 2019.

CARRIED

16.4 Request for Council Approval - Invitation by Evolution Mining for Councillor Perry to attend Melbourne Cup Event to be held on 5 November 2019

Councillor Perry advised she had received an invitation from Evolution Mining to attend the Melbourne Cup with the company providing her free entry to the event. She will meet all other costs to attend the event.

Resolution

Moved Councillor Woods, seconded Councillor Goddard that Council approves the attendance of Councillor Perry to attend the Melbourne Cup with entry to the event as the guest of Evolution Mining on 5 November 2019 at no expense to the Council.

CARRIED

16.5 Request the Council Approval - Attendance of Councillor McLaughlin at the State Council of River Trust Annual General Meeting to be held on 24 October 2019 in Brisbane

Resolution

Moved Councillor Liessmann, seconded Councillor Woods that Council approves the attendance of Councillor McLaughlin at the State Council of River Trust Annual General Meeting in Brisbane on 24 October 2019 with the State Council of River Trust meeting her costs to attend.

CARRIED

Council Meeting opened to Public

Resolution

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

CARRIED

17 CLOSED MEETING ITEMS

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

Resolution

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

275(1)(d) rating concessions;

For the purpose of discussing:

1. Confidential Report – Request for Exemption of Water Charges – Mount Kelly Rural Fire Brigade

CARRIED

10.37am Meeting adjourned for Morning Tea.

10.37am Mr. K. Byers left the meeting.

11.00am Meeting resumed.

11.00am Mrs. K. Olsen entered the meeting.

17.1 Confidential Report - Request for Exemption of Water Charges - Mount Kelly Rural Fire Brigade

Background Information

In a letter dated 30 August 2019, the Mount Kelly Rural Fire Brigade requested Council waive all existing and future water charges associated to the property their station is located on, being 78 Mount Kelly Drive, Mount Kelly.

The *Local Government Act 2009* provides guidelines to determine which land is exempt from rating or when concessions may be granted and the power to levy rates and charges.

Councillors have been provided with a detailed briefing on the request and Council's current processes for assessing and determining requests for rating exemptions and concessions, which is consistently applied.

Resolution

Moved Councillor Perry, seconded Councillor Bawden that the Council advise the Mount Kelly Rural Fire Brigade that it does not support their request to waive the 2018/19 and 2019/20 water access charges and subsequent water access and consumption charges on the property located at 78 Mount Kelly Drive, Mount Kelly.

CARRIED

18 DELEGATIONS

There being no further business the meeting closed at 11.10am.

These minutes were confirmed by Council at the Ordinary Council Meeting held on 12 November 2019.

MAYOR

