



Burdekin Shire Council

AGENDA

ORDINARY COUNCIL MEETING

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

on 13 July 2021

COMMENCING AT 9:00AM

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Burdekin Shire Council

TUESDAY 13 JULY 2021

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1 PRAYER

2 DECLARATIONS OF INTEREST

3 MINUTES AND BUSINESS ARISING

3.1 Ordinary Council Meeting Minutes - 22 June 2021

Recommendation

That the minutes of the Ordinary Council Meeting held on 22 June 2021 be received as a true and correct record.



Burdekin Shire Council

MINUTES

ORDINARY COUNCIL MEETING

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

on 22 June 2021

COMMENCING AT 10:40AM



Burdekin Shire Council

TUESDAY 22 JUNE 2021

ORDER OF BUSINESS:

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ATTENDANCE

Councillors L.A. McLaughlin (Mayor), S.P. Perry (Deputy Mayor), K.D. Boccalatte, J.T. Bonanno, M.J. Detenon, J.A.G. Furnell and M. Musumeci

Mr. T. Brennan - Chief Executive Officer
Mr. N. O'Connor – Director Corporate and Community Services
Mr. N. Wellwood – Director of Infrastructure, Planning and Environmental Services
Mr. D. Mulcahy – Manager Environmental and Health Services (Part)
Ms. H. Johnstone – Financial Accountant (Part)

Minutes Clerk – Miss. M. Price-Wilson

1 PRAYER

The prayer was delivered by Pastor Ian Ness at the Budget Meeting.

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 June 2021

Recommendation

That the minutes of the Ordinary Council Meeting held on 8 June 2021 be received as a true and correct record.

Resolution

Moved Councillor Furnell, seconded Councillor Perry that the recommendation be adopted noting the amendments to:

- the recommendation in Item 4.1.1 should read 4 and 18 May; and
- the spelling of Ms. Bevilacqua in Items 10.1 and 10.2.

CARRIED

4 EXECUTIVE

4.1 CEO

4.2 ECONOMIC DEVELOPMENT

5 CORPORATE AND COMMUNITY SERVICES

5.1 CLIENT SERVICES

5.2 COMMUNITY DEVELOPMENT

5.3 FINANCIAL AND ADMINISTRATIVE SERVICES

5.3.1 Monthly Financial Report for Period Ending 31 May 2021

10.47am Mr. Mulcahy entered the meeting.

Recommendation

That the Monthly Financial Report for Period Ending 31 May 2021 be received.

Resolution

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

CARRIED

5.4 GOVERNANCE

6 INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES

6.1 ENVIRONMENTAL AND HEALTH SERVICES

11.08am Ms. Johnstone left the meeting.

6.1.1 Amendment to 2021/2022 Fees and Charges - Waste Disposal Charges

Executive Summary

The adopted 2021/22 Fees and Charges for Waste Disposal Charges has some inconsistencies that should be corrected.

A recommendation is provided for the amendments to 2021/22 Fees and Charges relating to Waste Disposal Fees and Charges.

Recommendation

That Council approves the following changes to the 2021/22 Waste Disposal Fees and Charges:

2021/22 Fee and Charge	Recommended Action
Transfer Station – Municipal Solid Waste – Domestic <ul style="list-style-type: none">• Ute/van with small trailer• Ute/van with large trailer	Delete
Transfer Station – Commercial and Industrial – <ul style="list-style-type: none">• Ute/van with small trailer• Ute/van with large trailer	Delete
Transfer Station – Municipal Solid Waste – Domestic <ul style="list-style-type: none">• Plastic waste oil containers (empty) of any volume >5 - \$32.00 per cubic metre (including GST).	Amend fee from \$32.00 to \$31.00 (including GST).
Transfer Station – Municipal Solid Waste – Domestic Recyclables <ul style="list-style-type: none">• Fridges, freezers and air conditioning units not degassed – Free if sorted.	Amend to read - Fridges, freezers and air conditioning units <u>degassed or not</u> .
Kirknie Landfill – Commercial and Industrial – <ul style="list-style-type: none">• Commercial fridges, freezers and air conditioning units not degassed - \$39.00 each (including GST)	Amend fee from \$39-00 to \$37-00 (including GST)

Resolution

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

CARRIED

6.1.2 Future Treatment of Wunjunga TV Reception Infrastructure

Executive Summary

Council has maintained and repaired the TV reception infrastructure at Wunjunga for a number of years since 1987/88 under different cost sharing models. Currently Council is bearing the cost of any repairs and maintenance. New technologies have been developed that now allow Wunjunga residents to obtain certain free to air channels. Comments have been sought and received from the Wunjunga Progress Association (WPA) on the matter.

A recommendation is provided for the future treatment of the Wunjunga TV reception infrastructure.

Recommendation

That Council take the following action in respect of the future treatment of the Wunjunga TV reception infrastructure:

- I. Council to bear responsibility for the maintenance and operation of the Wunjunga TV reception infrastructure up to 30 June 2022;
- II. After 30 June 2022, the Council will hand over such responsibility to the Wunjunga Progress Association or other acceptable organisation; and
- III. If responsibility for the infrastructure is not taken over by the Wunjunga Progress Association or other acceptable organisation, the Council will dismantle and remove the infrastructure from site.

Resolution

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

FOR: Councillors McLaughlin, Boccalatte, Detenon, Furnell, Musumeci and Bonanno

AGAINST: Councillor Perry

6/1

CARRIED

11.24am Councillor Bonanno left the meeting.

11.25am Mr. Mulcahy left the meeting.

6.2 OPERATIONS

6.3 PLANNING AND DEVELOPMENT

6.4 TECHNICAL SERVICES

7 NOTICE OF MOTION

8 RECEIPT OF PETITIONS

9 CORRESPONDENCE FOR INFORMATION

11.27am Councillor Bonanno entered the meeting.

9.1 Attendance of a Council Representative - Bowen Gumlu Growers Association Gala Dinner - 14 August 2021

Resolution

Moved Councillor Perry, seconded Councillor Musumeci that Council approve a representative attending the Bowen Gumlu Growers Association Gala Dinner on 14 August 2021 and all expenses be met by Council.

CARRIED

10 GENERAL BUSINESS

10.1 Congratulations to Council Staff - Migration Queensland NQ Roadshow

Councillor Perry congratulated the Economic Development Coordinator, Mrs. Eliza Lovell on the successful Migration Queensland NQ Roadshow and bus tour recently conducted.

10.2 Establishment of Burdekin Local Marine Advisory Committee

Councillor Detenon informed Council of the current situation regarding the joint Burdekin and Bowen Local Marine Authority Committee. Councillor McLaughlin advised she is contacting the Great Barrier Reef Marine Park Authority in a bid to establish a Burdekin Group.

10.3 Acknowledgement and Congratulations - Media and Communications Officer - LGX Conference Award

Mr. Brennan congratulated Mr. Nathan Toll, Media and Communications Officer of Burdekin Shire Council on receiving the award for Best Communications or Digital Professional at the LGX Conference conducted by the LGAQ.

11 CLOSED BUSINESS ITEMS

12 DELEGATIONS

12.1 Australian Citizenship Ceremony

The Citizenship Ceremony was conducted prior to the Council Meeting.

There being no further business the meeting closed at 11.55am.

These minutes were confirmed by Council at the Ordinary Council Meeting held on 13 July 2021.

MAYOR

3.2 Audit Committee Meeting Minutes - 16 June 2021

File Reference	388
Report Author	Ms. Stevie Moffat – Governance Support Officer
Authoriser	Ms. Rebecca Stockdale – Senior Governance Officer
Meeting Date	13 July 2021

Purpose

This report provides the Minutes of the Audit Committee Meeting held on Wednesday, 16 June 2021.

Summary of recommendations and actions for consideration and adoption:

Item 4.1 – Final Infrastructure Valuation Methodology Report

That the Committee note the final Internal Valuation Report 2020-2021.

Item 6.1 – Internal Audit Activity Report

That the Committee note the Internal Audit Activity Report.

Item 6 – Internal Audit

That the Committee note the Rates and Charges Revenue Management audit report and Business Continuity and Disaster Recovery Planning audit report.

Item 7.1 – Long Term Financial Strategy

That the Committee note the Long Term Financial Strategy.

Item 7.2 – Review of Policies

That the Committee note the Council Policy Update.

Item 8.1 – Chairman's Annual Report

That the Committee endorse the Audit Committee Chairperson's 2020/2021 Annual Report to be presented to Council.

Item 9.1 – QAO Briefing for Audit Committee Chairs – 6 May 2021

That the Committee note the QAO Briefing for Audit Committee Chairs.

Recommendation

That:

1. the minutes of the Audit Committee Meeting held on 16 June 2021 be noted, and;
2. the recommendations as detailed in the minutes and summarised in 4.1 to 9.1 above be adopted.

Attachments

1. Minutes – Audit Committee – 16 June 2021.

Meeting Minutes

Meeting	Audit Committee Meeting		
Date	Wednesday, 16 June 2021	Time	9:00 am
Attendees	Mr. Ian Jessup – Independent Chairperson Mr. Jim Fahey – Independent Professional Member Mr. Jim Nuttall – Independent Community Member Cr. Michael Detenon – Councillor Cr. Sue Perry – Councillor Ms. Donna Sinanian – External Auditor and Partner - Crowe Horwath (via Telephone) Ms. Cathy Blunt – Internal Auditor and Principal - O'Connor Marsden and Associates (via Telephone) Ms. Ashita Lal – Audit Manager - Queensland Audit Office (via Telephone) Mr. Terry Brennan – Chief Executive Officer Mr. Nick O'Connor – Director Corporate and Community Services Mr. Nick Wellwood – Director Infrastructure Planning and Environmental Services (Part) Mrs. Kim Olsen – Manager Financial and Administrative Services Mr. Kevin Byers – Manager Technical Services (Part) Ms. Kathy Cortabitarte – Financial Accountant Systems Mrs. Rebecca Stockdale – Senior Governance Officer Ms. Hope Johnstone – Financial Accountant (Part) Ms. Fiona Smith – Financial Accountant (Part)		
Apologies	Cr. Lyn McLaughlin – Mayor Ms. Tracey Mayhew – External Auditor and Senior Manager (Audit & Assurance) - Crowe Horwath		
Chairperson	Mr. Ian Jessup – Independent Chairperson		
Minutes Clerk	Ms. Stevie Moffat – Governance Support Officer		
Location	John Drysdale Chambers		

Minutes

1. Welcome

Mr. Jessup welcomed all attendees.

2. Apologies

Mr. Jessup acknowledged the apologies that were received for the meeting.

3. Minutes of the Audit Committee Meeting held on 5 May 2021

Minutes of the previous Audit Committee Meeting held on 5 May 2021 were circulated to Committee Members prior to the meeting.

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Moved Cr. Perry, seconded Mr. Nuttall that the minutes from the previous meeting be formally adopted by the Committee. Carried.

4. Infrastructure Assets

4.1 Final Annual Infrastructure Valuation Methodology Report

Mr. Byers provided an overview of the final Internal Valuation Report 2020-2021. Since the draft report was presented to the Committee on 5 May 2021, the valuations have now been completed under each asset class.

Mr. Byers advised that the increases and variances in unit rates across various asset categories and components remain. This is due to supply issues and constantly changing market conditions. It is expected that the increases are to be short-term resulting from increased demand in the construction industry and will return to their normal conditions as supplies become more available.

Mr. Byers advised the most notable increase is in the Water Class asset class, with an increase of 2.81%. This is attributed to the 20% increase in PVC pipe since March.

Moved Mr. Jessup, seconded Cr. Detenon that the Committee note the final Internal Valuation Report 2020-2021. Carried.

5. External Audit

5.1 Results of audit and follow-up with management

Ms. Sinanian advised that the interim audit attendance has been completed and finalising the interim audit management letter is now underway. Areas of audit focus included the valuation of infrastructure assets, financial sustainability and provision for tip restoration. The milestones for key financial reporting and audit deliverables remain on track.

5.2 Consider External Audit reports for Council

Ms. Lal provided an overview of the reports to parliament. The Local Government 2019/2020 report was tabled in parliament on 22 April 2021 and it was noted that Council met the timeframe for the signing of the audit opinions. Other recently tabled reports to parliament considered relevant to Council includes Education, Planning for Sustainable Health Services, State Finance and Responding to Complaints from People with Impaired Capacity.

Ms. Lal further advised that the QAO is currently implementing an online tool that will allow Council's to self-assess and report on implementing QAO performance audit recommendations.

5.3 QAO Advice – Emerging Issues

Emerging issues that were identified as being of interest to Council include risk of underpayment of payroll and responsibilities of ministers and public servants regarding grants.

5.4 Consider need for closed session briefing with Crowe Horwath/QAO

The Committee considered the need for a closed session briefing with Crowe Horwath and QAO.

The Committee agreed that a closed session briefing is not required.

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6. Internal Audit

6.1 Internal Audit Activity Report

Ms. Blunt advised the final two internal audits have now been completed regarding Rates and Charges Revenue Management and Business Continuity and Disaster Recovery Planning. Dates for rectification of these findings have been agreed to by Council officers.

The Committee noted the Internal Audit Activity Report.

6.2 Internal Audit – Rates and Charges Revenue Management

Ms. Blunt provided an overview of the findings from the Rates and Charges Management audit. Two (2) low risk findings were identified as well as one (1) process improvement, as outlined in the report.

6.3 Internal Audit – Business Continuity and Disaster Recovery Planning

Ms. Blunt provided an overview of the findings from the Business Continuity and Disaster Recovery Planning audit. A total of six (6) findings were outlined in the report, with two (2) regarded as high risk and four (4) regarded as medium risk.

Moved Cr. Perry, seconded Cr. Detenon that the Committee note the Rates and Charges Revenue Management audit report and Business Continuity and Disaster Recovery Planning audit report.
Carried.

7. Management Updates

7.1 Long Term Financial Strategy

Ms. Smith provided an overview of the Long Term Financial Strategy. Ms. Smith highlighted the operational deficit budgeted for the 2021/2022 financial year, with an operational surplus forecast for the 2022/2023 financial year and preceding years to 2031. A general rate increase has been applied based on last year's forward estimate, and interest revenue is budgeted based on the assumption that interest rates will remain at a low level.

Mr. Brennan highlighted Council's budgeted Statement of Financial Position shows an accumulation of cash holdings towards the end of the forecast period. Council's cash position stays quite level in years one (1) to five (5) and then builds accumulation in years six (6) to ten (10). This is in part due to Council's Asset Management maturity in the later years. Further, renewal projects for these later years have not yet been identified, resulting in an accumulation of depreciation funding.

Moved Mr. Nuttall, seconded Mr. Fahey that the Committee note the Long Term Financial Strategy.
Carried.

7.2 Review of Policies

Mrs. Stockdale provided an update of Council policies presented to Council for adoption during the 2020/2021 financial year, policies repealed and policies due or approaching review.

Cr. Perry requested that the Review of Policies document be added to LG Hub so Councillors can access.

The Committee noted the Council Policy Update.

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8. Effectiveness of Audit Committee**8.1 Chairman's Annual Report**

Mr. Jessup presented the draft Chairman's Annual Report to Council, to the Committee for discussion. One (1) minor amendment on page (2) was identified being the Local Government report was tabled in Parliament in April 2021.

The Committee endorsed the Audit Committee Chairperson's 2020/2021 Annual Report to be presented to Council.

9. Other Business**9.1 QAO Briefing for Audit Committee Chairs – 6 May 2021**

Mr. Jessup provided the Briefing for Audit Committee Chairs presented by the QAO on 6 May 2021. The most applicable to local government includes the financial statement maturity model; data mining; moving to mature assessment model, replacing the traffic light model; and the Forward Work Plan 2021-24.

Ms. Lal further commented on the QAO Briefing, highlighting that QAO is currently planning for data mining across Councils.

The Committee noted the QAO Briefing for Audit Committee Chairs.

9.2 Mr. Terry Brennan – Chief Executive Officer

Mr. Brennan advised the 2021/22 Budget will be adopted next Tuesday, 22 June 2021.

The mid-term Health and Safety Management System Audit was completed between 19 and 22 April 2021. The overall findings from the audit were positive with a score of approximately 81% used to assess compliance of the WHS system and indicate Council has met the requirements of the National Health and Safety Audit Tool.

Enterprise Bargaining Agreement negotiations are still ongoing, with the next meeting scheduled for July 2021.

In regard to infrastructure projects, works have commenced for the duplication of pipeline at Wickham Street from Ayr Water Facility. The construction of the UV system at Home Hill Reservoir is progressing and scheduled to be completed by December 2021. Design plans are currently being finalised for the 10mL Reservoir at Ayr and this project is scheduled to be completed by June 2022.

Council has received notification of a successful funding application under the Works for Queensland 2021-24 program for the Ayr Water Park. Funding of \$2.48million will be awarded to Council for the project which will progress over the next 12-18 months.

9.3 Mr. Nick O'Connor – Director Corporate and Community Services

Mr. O'Connor advised a preliminary assessment has been completed for the Request for Quotation (QBSC/21/0004) – Development of Three-Year Internal Audit Plan and Provision of Internal Audit Services. Officers are in final stages of assessing applications and will make a recommendation to the Chief Executive Officer in the coming weeks. A recommendation also be presented to the Audit Committee.

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There being no further business, the meeting closed at 9:58am

The next meeting will be held on Wednesday, 18 August 2021.

Mr. Ian Jessup

Chairman

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Agreed Recommendations to Council

Minute Item	Recommendation
4.1	That the Committee note the final Internal Valuation Report 2020-2021.
6.1	That the Committee note the Internal Audit Activity Report.
6	That the Committee note the Rates and Charges Revenue Management audit report and Business Continuity and Disaster Recovery Planning audit report.
7.1	That the Committee note the Long Term Financial Strategy.
7.2	That the Committee note the Council Policy Update.
8.1	That the Committee endorse the Audit Committee Chairperson's 2020/2021 Annual Report to be presented to Council.
9.1	That the Committee note the QAO Briefing for Audit Committee Chairs.

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3.3 Burdekin Shire Youth Council Meeting Minutes - 21 June 2021

File Reference	137
Report Author	Mrs. Tammy Quagliata – Community Development Officer
Authoriser	Mr. David Cornwell – Manager Community Services
Meeting Date	13 July 2021

Purpose

This report provides the Minutes of the Burdekin Shire Youth Council Meeting held on 21 June 2021.

Summary of recommendations and actions for consideration and adoption:

Item 6 – Burdekin Library School Holiday Activities

That Council notes the participation of the Youth Council Members volunteering during the Burdekin Library School Holiday Program.

Item 10 – First Aid Training

That Council notes the interest of Burdekin Shire Youth Council members in completing first aid training, with costs and availability to be considered by Council following further information being obtained by Officers.

Recommendation

That:

1. the minutes of the Burdekin Shire Youth Council Meeting held on 21 June 2021 be noted, and;
2. the recommendations as detailed in the minutes and summarised above be adopted.

Attachments

1. Minutes – Burdekin Shire Youth Council Meeting – 22 June 2021.

Meeting Minutes

Meeting	Burdekin Shire Youth Council Meeting		
Date	Monday, 21 June 2021	Time	3:35 PM
Attendees	Xavier Wood – Youth Mayor Gracie Hosie – Deputy Youth Mayor Layla Kelly – Secretary Eddie Jones – Ayr State High School Mikayla McDonnell – Ayr State High School Michael Lindley – Ayr State High School Vaylee Grabs – Ayr State High School Emily Holmes – Burdekin Christen College Tammy Quagliata – Burdekin Shire Council Cr. Lyn McLaughlin – Mayor, Burdekin Shire Council Cr. John Furnell – Councillor, Burdekin Shire Council		
Apologies	Chelsea O'Shea – Ayr State High School Georgia Tomasetig – Ayr State High School		
Chairperson	Zavier Wood		
Minutes Clerk	Tammy Quagliata & Layla Kelly		
Location	John Drysdale Chamber		

Agenda Items

1. Minutes of 19 April 2021 Meeting Received

Moved Eddie Jones, seconded Mikayla McDonnell that the minutes of the Burdekin Shire Youth Council Meeting held on 19 April, 2021 be received.

CARRIED

2. Business Arising from The Minutes

- Tammy Quagliata provided an update on the proposed skate night. It was noted that Council officers had liaised with PCYC staff and due to a number of issues including public liability, staffing and costs, it was unfortunately decided that Council would not be able to host such an event with PCYC. Discussions were held with regard to the possibility of another club/group hosting the event in which Youth Council members could assist.

3. Correspondence

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Inward Correspondence

1. Katie McAllister, Heywire Producer – Encouraging young people enter this year's Heywire story writing competition. ABC's Heywire Competition call for true stories from young people aged 16-22 living in rural and regional Australia about life in rural Australia. Competitions close 16 September. Visit abc.net.au/heywire.
2. National Youth Commission Australia – Advising that the 2021 Virtual Youth Future Summit will be held on 9-11 November. The Youth Futures Summit is a virtual event that brings together thousands of diverse people across multiple sectors and communities to re-imagine the biggest challenges and systems impacting young people, and the rest of Australia.
3. Townsville City Youth Council – Inviting interested members to take part in a virtual Back to Basic – Gender and Sexuality Workshop to be hosted by Townsville City Council and Minus18. Interested members need to advise Tammy by 21 June.

Outward Correspondence

1. Burdekin PCYC, Burdekin Neighbourhood Centre & Burdekin Chaplains – seeking information about possible programs or activities that Youth Council may be able to assist with.

Moved Michael Lindley, seconded Eddie Jones that the inward correspondence be received, and the outward adopted.

CARRIED

4. Feedback and video from Public Speaking Workshop

Tammy Quagliata sought feedback from Youth Council members that participated in the recent Public Speaking Workshop delivered by Joanne Keune from Speakeze. All feedback given by members was very positive noting that the workshop had a variety of activities, an engaging presenter and offered great feedback to participants. Members agreed they would participate in something similar again if they had the opportunity, noting that it could even go for longer. The feedback from members would be passed on to Joanne Keune.

Members discussed the possibility of holding a Public Speaking Workshop open to all local youth during the September school holidays. Tammy undertook to seek costings/availability for further discussions.

Tammy Quagliata congratulated members who participated in the workshop, noting their growth in only a few sessions. A video of all members during the workshop was supplied by Speakeze and shown at the conclusion of the meeting.

5. Feedback from Cultural Fair and Sweet Days Hot Nights

Tammy Quagliata thanked Youth Council members who volunteered at the Youth Council craft stall at the Burdekin Cultural Fair held on 28th May. Feedback from volunteers was discussed. It was noted that the Youth Council tent needed more lighting as it was dark later into the night, however, there was a lot of positive feedback regarding the event. It was noted how great it was to see the diversity throughout the community and the well organised stage program. The frisbee decoration stall was a fantastic idea as many kids enjoyed the activity.

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Several members also assisted with the kids' activities at the Australian Hand Cane Cutting Championships held on Sunday 30 May. Members noted that the event was great, and the kids stall was quite busy.

Cr. McLaughlin thanked members for volunteering their time, noting that events such as these cannot go ahead without volunteers.

6. Library School Holidays Activities – Volunteer Roster

Tammy Quagliata advised members about the upcoming Library School Holidays Activities being held and sought volunteers to assist with the following sessions: Create Your Own Library Bag (28 June), Lego Masters (2 July) and Bluey's Day Out (6 July). Youth Council members were keen to volunteer.

Tammy Quagliata undertook to email all members more information about the program and create a roster of volunteers who are available.

7. Involvement in Burdekin Rely for Life – Sat 24 July, 2pm to 10pm (Ayr Showgrounds)

Tammy Quagliata advised Youth Council about the upcoming Burdekin Rely for Life event being held at the Ayr Showgrounds on Saturday the 24th of July from 2pm-10pm. Rely for Life is looking for members of Youth Council to assist in running activities, selling water and organising a Youth Council team to participate in the event. Mikayla McDonnell, who is a member of the Rely for Life organising committee provided further details.

It was suggested that further promotion and registration of teams be placed on social media as people are still unaware of the event. Youth Council and members can then share Burdekin Rely for Life posts on social media platforms to spread the word.

Tammy Quagliata will be sending an email with details seeking expressions of interest for a Youth Council Rely for Life team. It was also noted that family members and friends could participate in this team as well. 10 team members will be required to take part. A volunteer roster to assist at the event will also be distributed.

8. Suggestions for Mental Health Week Initiatives (9-17 October)

Tammy Quagliata asked Youth Council members if they had any suggestions for Mental Health Week initiatives. Members suggested that a youth guest speaker session for all schools to attend would have the most impact. Members agreed that this type of event, similar to the Luke Kennedy Motivational Speech, was very beneficial to youth. Should a similar event to the 2020 outdoor Community Wellness Day be held, it was noted that a relevant guest speaker or special guest would encourage youth to attend.

Tammy Quagliata noted that Council was currently waiting on possible funding to bring a mental health program & guest speaker/s to the Burdekin, which all schools will have the opportunity to attend, however it would most likely be in 2022.

9. Promotion of Council and Community Events to Youth

Discussions were held regarding the best way to engage young people in the Burdekin when advertising or promoting community events and programs. Tammy Quagliata noted that following her attendance at the recent Year 10 Careers Expo, it was evident that many young people were unaware of Council and community programs and events happening in the Burdekin.

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It was noted that perhaps more flyers and integrating free tickets or giveaways on school parades or within school reward systems would help in promoting events throughout the year. Attendance at school parades was also suggested, but it should include something interesting e.g., performance, mascot, or giveaway to grab student's attention.

10. First Aid Training

Mikayla McDonnell raised the idea and possibility of Youth Council members undertaking First Aid training. Members agreed that this would be a good idea. Tammy Quagliata undertook to firstly obtain a list of interested members and then sought costings and availability for members to undertake the training. It was noted that there may be a cost for members to participate. It was agreed that September school holidays would be the best time for members to undertake the full day training.

Tammy Quagliata will send out an expression of interest email to Youth Council members and further discussions to be held at the next meeting.

11. Other General Business

Tammy Quagliata congratulated Burdekin Shire Youth Council members Xavier Wood, Mikayla McDonnell, Eddie Jones and Georgia Tomasetig on their recent participation in the Ayr State High School Voices of the Future Public Speaking Competition. A special mention to Xavier Wood who was awarded Winner in the Senior Section, and Mikayla McDonnell who was awarded Winner of the Junior Section. It was suggested that these members give their speeches at the next Youth Council Meeting.

Upcoming 2021 Events and Projects

- School Holiday Library Activities – 28 June to 8 July
- Burdekin Relay for Life – Saturday 24 July

Next Meeting – Monday 19th July 2021 at 3:30pm

There being no further business, the meeting closed at 4:50pm

Actions Items from Meeting

Action Item	Responsible Officer	Due Date	Status
Assist at Burdekin Library School Holiday activities	All Members	8 July 2021	
Burdekin Relay for Life Team & Volunteer Coordination	Tammy Quagliata All Members	19 July 2021	
Seek EOI and further information regarding First Aid Training for Youth Council Members	Tammy Quagliata	19 July 2021	
Present speeches from Voices of the Future Public Speaking Competition	Mikayla McDonnell Xavier Wood	19 July 2021	

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Recommendations for Council Consideration

	Recommendation	Minutes Item No

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3.4 Economic Development Advisory Group Meeting Minutes - 3 June 2021

File Reference	1224
Report Author	Ms. Eliza Lovell – Economic Development Coordinator
Authoriser	Mr. Terry Brennan – Chief Executive Officer
Meeting Date	13 July 2021

Purpose

This report provides the Minutes of the Economic Development Advisory Group Meeting held on Thursday, 3 June 2021.

Summary of recommendations and actions for consideration and adoption:

Item 1 – Ayr/Home Hill – Residential Suburbs of Townsville

Council investigates if Burdekin Shire is eligible for a subsidised bus service to Townsville.

Item 2 – Ayr/Home Hill – residential suburbs of Townsville

Council invites Member for Burdekin Dale Last to the next Economic Development Advisory Group meeting.

Recommendation

That:

1. the minutes of the Economic Development Advisory Group Meeting held on 3 June 2021 be noted, and;
2. the recommendations as detailed in the minutes and summarised in item 1 and 2 above be adopted.

Attachments

1. Minutes – Economic Development Advisory Group – 3 June 2021.

Meeting Minutes

Meeting	Economic Development Advisory Group Meeting		
Date	Thursday, 3 June 2021	Time	3:00pm
Attendees	Councillor Max Musumeci, Councillor Sue Perry, Eliza Lovell, James Lewty, Jim Fahey, Melissa Bevilacqua, Neil Williams, Ian Macdonald		
Apologies	Matthew Oar, Neil Green, Tracey Martin, Eddie Smallwood, Paul Giordani		
Chairperson	Jim Fahey		
Minutes Clerk	Melissa Bevilacqua		
Location	Burdekin Shire Council – Ernie Ford Board Room		

Minutes

1. Welcome

a. Apologies

Mr Fahey welcomed members to the meeting of the Economic Development Advisory Group (EDAG) and noted the apologies.

b. Conflicts of Interest

Mr Fahey asked if members had any conflicts of interest to declare. No members disclosed any conflicts of interest regarding the agenda items.

c. Minutes of previous meeting

Mr Fahey advised that the minutes from the meeting held on 25 March 2021 were circulated amongst the group and approved as true and correct.

d. Matters arising from previous meeting (Action Table – refer Appendix A)

A discussion was held around bus services to other events in Townsville in relation to the demand for visitors. Mr Lewty believes that Council needs to organise the service for upcoming events, advertise and visitors will be further encouraged to stay in the Burdekin for large scale events.

Ms Bevilacqua and Ms Lovell advised they have had meetings with accommodation operators who informed that the customer demand is not there at this stage, it would require significant marketing before they would commit to packaging with their accommodation.

Mr Macdonald stated that he didn't believe it was Council's responsibility to charter bus services to Townsville for events or other reasons. He referred to other cities and regions who have subsidised bus services from the State Government which is the direction we should be looking to. He suggested we should be talking to Department of Transport and Main Roads or our local state member to determine if a bus service could be subsidised between Burdekin and Townsville.

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Recommendation:

Council investigates if Burdekin Shire is eligible for a subsidised bus service to Townsville.

Council invites Member for Burdekin Dale Last to the next Economic Development Advisory Group meeting.

2. Shane Great, Manager of Planning and Development

At this stage of the meeting, Mr Great provided an overview of Council's Planning and Development section and the building, plumbing and planning assessment progress.

Mr Lewty commented that Townsville City Council's planning and building approvals are currently taking a much longer time frame to assess and if the Burdekin has our processes streamlined it might attract developers to look at the Burdekin for developments.

Mr Great also outlined that there are certain skill shortages that can affect the applications and approvals. Mr Great welcomes feedback or concerns in the Planning and Development section and an appointment can be made at any time.

Throughout the discussion the demand for an Retirement Village was raised by Mr Williams and Mr Lewty and the question was asked if there was any areas in the Burdekin that have been identified for a potential Retirement Facility.

Mr Great replied that there is ample land, appropriately zoned, in 4 sites in the Burdekin for aged care facilities. Previous applications have received approval to develop, however, have lapsed since the projects were deemed unviable.

3. Council Update**a. Trade Investment Queensland (TIQ) – Investment Readiness Workshop – 2 June**

Ms Lovell advised that the TIQ Investment Readiness Workshop was held on 2 June and unfortunately only two participants attended from the region. Mr Fahey did attend the workshop.

Mr Fahey advised that it was very informative, although the presentation was aimed more towards large scale projects which wasn't as relevant to a small-town audience. Mr Fahey mentioned that the workbook that was provided was a very useful tool.

Ms Lovell advised that Council has also been working with TIQ to host a Migration Agents Visit on the 16th June. Migration Agents are based around Australia and internationally and this roadshow will provide Council with an opportunity to promote their priority projects and other opportunities in the Burdekin.

Ms Lovell explained that Migration Agents are based in Australia and work with investors overseas who are seeking to invest and live in Queensland through a migration visa.

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b. Sweet Days Hot Nights Festival – Eliza Lovell

Ms Lovell provided an overview on the *Sweet Days Hot Nights Festival* that was held from the 27-29 May. The event was a great success with over 6000 people attending the festival over the 3 days. Council will be updated over the coming weeks and event data and statistics will be further discussed at the next meeting.

c. Ayr/Home Hill – Residential suburbs of Townsville

Ms Lovell advised that following further investigations, the Regional Australia Institute had developed a toolkit for rural and regional communities looking to grow. A copy was tabled for each member to review and further discuss at the next meeting. It was suggested that this could assist with understanding all the liveability factors prior to rolling out a marketing campaign.

It was also discussed that there is currently a shortage of rentals available in the region and that should be considered if we start promoting the Burdekin as a place to live and work.

d. Townsville Camping and Caravan Expo

Mr Fahey asked about the *Townsville Camping and Caravan Expo* as he attended and visited the Council stall which was promoting the Burdekin and the *Sweet Days Hot Nights Festival*. Ms Bevilacqua advised that over 13,000 people attended, and it was a great opportunity to promote the region to visitors.

e. New entry signage

Ms Lovell showed members the new entry signage which had been recently installed at Wangaratta, Brandon, Ayr and Didgeridoo.

4. General Business**a. Hydrogen production hub – Neil Green**

In Mr Green's absence, Ms Lovell raised on his behalf, the potential to develop a green hydrogen production hub in the Burdekin. Mr Green had emailed advising, that what he understands is required to provide hydrogen is electricity and water, which the Burdekin has abundant supply. Mr. Green also noted that there was an issue of too much solar power going into the grid and that there could be potential to divert that power into this type of project.

Ms Lovell commented that confidentially there is a proponent that is looking into a green hydrogen project in the Burdekin which is in very early stages of pre-feasibility.

b. Future Meetings

Mr Lewty asked if we should be meeting monthly to progress projects.

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Cr Perry advised that in the past, meeting monthly reduces the amount of topics to bring to the table and discuss and the apologies might increase with more meetings.

Mr Fahey added that the Economic Development and Tourism section is a small team, which also have other work commitments and noted that this group is only an advisory group to assist with direction to the team and Council.

Meetings will remain bi-monthly at this stage.

Meeting Closed 4.50pm

Recommendations for Council Consideration – Meeting 03-06-2021

	Recommendation	Minute Item Number
1	Council investigates if Burdekin Shire is eligible for a subsidised bus service to Townsville.	1D
2	Council invites Member for Burdekin Dale Last to the next Economic Development Advisory Group meeting.	1D

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Completed Actions Items

	Action Item	Responsible Officer	Due Date	Status
1	Ms Lovell to conduct a presentation on Biofutures projects in the Burdekin at the next meeting.	E Lovell		Completed - Ms Lovell presented on Biofutures projects at this meeting (25 th March 2021).
2	Ms Lovell to arrange for a Department of Agriculture and Fisheries (DAF) representative to present at a future meeting to provide an overview of alternative cropping in the region, the opportunities and challenges.	E Lovell		Ongoing - Ms Lovell has arranged an officer from DAF to present at a future meeting.
3	Ms Lovell to distribute draft Investment Prospectus to group for feedback.	E Lovell		Ongoing – Draft in final stages and will be emailed out to group.
4	Include more lifestyle footage and attractions in the next investment film.	E Lovell		Ongoing - Vetta Productions has been engaged and has completed filming, waiting on draft film for feedback.
5	Invite Regis Aged Care to present at an Economic Development Group meeting.	E Lovell		Ongoing - Ms Lovell has arranged the Regional General Manager from Regis Aged Care to present at a future meeting.

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Previous Recommendations for Council Consideration

	Recommendation	Update
1	Council corresponds with the Department of Defence to determine if there are any new opportunities for Defence Force Housing in the Burdekin.	Council is awaiting a meeting to be organised with the department of defence.
2	Council facilitates a meeting between accommodation providers and the local bus company to further discuss the opportunity of providing visitors with a bus service to major events in Townsville	Ms Bevilacqua held a meeting with accommodation operators to discuss the Townsville V8 Supercars event and the demand with customers to charter a bus to and from the event. The accommodation operator didn't feel they had the demand from customers to provide a bus service and logistically were not interested to proceed with committing to packaging this with their accommodation. They would be interested in future years with more lead time to market and more certainty on the event. Council is looking into chartering a bus for the State of Origin next week as accommodation rooms have been booked for the game.
3	Council accepts the nomination from Ian Macdonald to join the Economic Development Advisory Group.	Completed.
4	Council reviews the current development application process to see if there are any opportunities to improve the time frames for processing of applications.	Shane Great presented at today's meeting – refer to minutes.
5.	Council investigates if there is State or Federal Government funding available to develop and implement a marketing campaign to promote the Burdekin as a place to live and work.	Ongoing.

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4 EXECUTIVE

4.1 CEO

4.1.1 Appointment of Acting Chief Executive Officer (CEO)

File Reference	395
Report Author	Mr. Terry Brennan – Chief Executive Officer
Authoriser	Mr. Terry Brennan – Chief Executive Officer
Meeting Date	13 July 2021

Link to Corporate/Operational Plan

Burdekin Shire Council Corporate Plan 2017-2022

5.2.3 Build effective leadership and management capability

Executive Summary

The Chief Executive Officer (CEO) will be taking a period of annual leave from 16 to 26 July 2021. During the absence of the CEO on leave the Council should appoint an Acting CEO. It is proposed that the Director Corporate and Community Services, Mr. Nick O'Connor, be appointed Acting CEO for this period.

Recommendation

That the Director Corporate and Community Services, Mr. Nick O'Connor, be appointed Acting CEO from 16 to 26 July 2021 during the absence of the CEO on annual leave.

Background

The Chief Executive Officer, Mr. Terry Brennan, is planning to take annual leave from 16 to 26 July 2021. During the absence of the CEO on leave the Council should take action to appoint another Officer to act as CEO.

It is proposed that the Director Corporate and Community Services, Mr. Nick O'Connor, be appointed Acting CEO during the absence of the CEO on leave.

Consultation

Not Applicable.

Budget & Resource Implications

Not Applicable – covered within existing salaries budget.

Legal Authority & Implications

Section 195 of *Local Government Act 2009* provides for the appointment of an Acting CEO by the Council.

Policy Implications

Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)

Appointment of an Acting CEO will address any issues that may arise with the execution of documents and exercising of powers delegated to the CEO.

Attachments

Not Applicable.

4.1.2 Council Workshops - June 2021

File Reference	1394
Report Author	Mr. Terry Brennan – Chief Executive Officer
Authoriser	Mr. Terry Brennan – Chief Executive Officer
Meeting Date	13 July 2021

Link to Corporate/Operational Plan

Burdekin Shire Council Corporate Plan 2017-2022

5.3.1 Demonstrate open and transparent leadership

Executive Summary

The Council conducted two (2) Workshops during the past month on 1 and 15 June 2021, with a range of policy and operational issues discussed by Councillors and staff.

A brief summary of the items discussed at the Workshops is outlined in the report.

Recommendation

That the report on the Council Workshops held on 1 and 15 June 2021 be received and noted.

Background

The Council has implemented governance arrangements based on it holding Council Meetings on a fortnightly basis each month, with the exception to December and January each year. In conjunction with these arrangements, it holds Workshops with Councillors on the alternate week to scheduled Council Meetings.

During the past month, Workshops were held on 1 and 15 June 2021 covering a range of policy and operational issues.

A brief summary of the issues discussed at the Workshops is outlined below:

1 June 2021

- Draft Planning Scheme Amendments – Operational Works – Excavation and/or filling in Rural Zone
- Wunjunga Progress Association – Feedback on TV rebroadcasting equipment
- Feedback on proposed amendments to Animals Local Law relating to keeping of horses
- Overview of Council Customer Service Program
- Proposed Drop-Off Zone – St Coleman’s Primary School, Home Hill
- Quotation for Tree Removal on Private Property – Burdekin Shire Town Drain
- Review of Volunteer Policy
- Proposed additional footpath renewal works

15 June 2021

- Operational Works – Earthworks consultation update
- Request for additional disabled parking – Queen Street, Ayr

-
- Request from Australia Post – Installation of micro bat roosting box on it's land adjacent to Ayr Post Office
 - Development of stormwater drainage priorities
 - Development of Parks and Playgrounds five (5) year strategic plan
 - Update on estimated bat dispersal costs for 2020/21 year and existing management practices

Consultation

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

Budget & Resource Implications

Not Applicable.

Legal Authority & Implications

Not Applicable.

Policy Implications

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

Risk Implications (Strategic, Operational, Project Risks)

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

Attachments

Not Applicable.

4.1.3 Council Attendance at the Local Government Association of Queensland Annual Conference - 25 to 27 October 2021 - Mackay

File Reference	1029
Report Author	Ms. Rosemarie Griffiths – Executive Secretary
Authoriser	Mr. Terry Brennan – Chief Executive Officer
Meeting Date	13 July 2021

Link to Corporate/Operational Plan

Burdekin Shire Council Corporate Plan 2017-2022

- 5.2.2 Develop co-operative and collaborative partnerships on matters of regional, state and national importance
- 5.2.3 Build effective leadership and management capability

Executive Summary

The Local Government Association of Queensland (LGAQ) Annual Conference is being held in Mackay from 25 to 27 October 2021.

The purpose of this report is to seek Council's approval for the Mayor and two (2) Councillors to attend the LGAQ Annual Conference.

Recommendation

That Council endorse the Mayor, Councillor Lyn McLaughlin and two (2) Councillors to attend the Local Government Association of Queensland Annual Conference in Mackay from 25 to 27 October 2021, with all expenses of attendance at the Conference be met by Council.

Background

The Local Government Association of Queensland have sent correspondence regarding the 125th Annual Conference being held in Mackay from 25 to 27 October 2021. The Conference theme for this year is "Together".

The Conference provides an opportunity for all Councils to share learnings, celebrate successes and plan the next steps in creating a bright and prosperous future for all Queenslanders.

The Council is entitled to register two (2) delegates to attend the Annual Conference as part of its annual membership fee to the LGAQ, with a separate fee being applicable for any additional observers.

Consultation

All Councillors and Chief Executive Officer.

Budget & Resource Implications

All expenses of attendance at the Conference will be met by Council. This is budgeted each year from the Elected Members Conferences and Training budget allocation.

Legal Authority & Implications

Not Applicable.

Policy Implications

Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)

Council needs to be kept informed of emerging issues and participate in debate on the policy direction of the LGAQ, which is achieved through attendance at the Conference.

Attachments

1. LGAQ Annual Conference Program.

#LGAQ2021

125TH ANNUAL CONFERENCE TOGETHER

Monday 25 – Wednesday 27
October 2021

Mackay Entertainment &
Convention Centre (MECC)

*This event will adhere to all COVID Safe rules

LGAQ
125 YEARS
1896 - 2021

SPONSORS



PLATINUM



GOLD



SILVER



Part of Energy Queensland



COFFEE PARTNER



LGAQ 125TH ANNUAL CONFERENCE MACKAY ENTERTAINMENT & CONVENTION CENTRE

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PRESIDENT'S WELCOME

**MAYOR MARK
JAMIESON**
PRESIDENT



Welcome to the **Local Government Association of Queensland's 2021 Annual Conference** and Annual General Meeting in Mackay.

This year we will mark 125 years since the inaugural meeting of Queensland's 21-member Local Authorities Association on 30 October 1896. That body, in time, became the Local Government Association of Queensland. This year's Annual Conference theme – 'Together' – reflects not just why your Association came into being in 1896 but also that this commitment is every bit as relevant today, more than a century later.

Our level of government is at its most effective when we work together and speak with one voice.

We are now well into the second year of this local government term and together, we have provided unprecedented support for our communities through the darkest days of COVID-19 and continue to sustain and foster the wellbeing and future opportunities for our communities as we begin to emerge from the pandemic.

The 2021 Annual Conference program has allocated more time than in previous years for the Councils Forums – which will now be held on Monday – as will the Regional Roads and Transport Group Assembly and Indigenous Leaders Forum.

Program highlights include a look at 'Life Beyond 2021', through the eyes of in-demand futurist and entrepreneur Ross Dawson, and a keynote address from celebrated demographer and commentator, Bernard Salt, assessing the current state of play and challenges ahead for our sector.

An extra highlight this year will be the announcement of two Local Government Community Champions, the culmination of a 125th anniversary project that fittingly, highlights the contributions to our communities of councils' 40,000-strong workforce.

I encourage you to make the most of our time together in Mackay – not just by learning from the array of speakers and presentations, but also through the opportunities to meet and network with your council colleagues from across Queensland.

WELCOME TO MACKAY

**MAYOR GREG
WILLIAMSON**
MACKAY REGIONAL COUNCIL



It is a great pleasure to host the
125th anniversary of the LGAQ
Annual Conference in Mackay in
2021.

After operating for more than a year and half
with COVID-19 restrictions, we have plenty to
discuss while we reflect on key outcomes of
local government COVID-19 recovery programs
and share feedback on issues that continue to
present challenges going forward.

This event is an excellent opportunity for
local governments to collaborate and share
their knowledge, successes and learnings in
creating a bright and prosperous future for all
Queenslanders.

The event also provides a platform to introduce
the local government sector's policy priorities
for the year ahead and meet with trade
exhibitors.

I would like to encourage all guests to take
some time to discover our region during their
visit.

The Mackay region is home to unique tourism
experiences that can't be found anywhere else
in the world, such as feeding the wallabies on
the beach at sunrise at Cape Hillsborough,
spotting a platypus in the wild at Broken River,
or touring the region's unique miniature working
sugar mill and distillery at Sarina Sugar Shed
and sampling their award-winning rum.

So, join me in our beautiful part of the state
as we collaboratively strive to create a better
future for all Queenslanders.

LGAQ 125TH ANNUAL CONFERENCE MACKAY ENTERTAINMENT & CONVENTION CENTRE

TOGETHER

DAY 1

SUNDAY
24th October 2021

9:00am – 12:00pm

Peak Services Professional Development Course
De-escalating aggressive and hostile language

1:00pm – 4:00pm

Peak Services Professional Development Course
De-escalating aggressive and hostile language

Course repeated

Attendees must register with Peak Training prior to arriving at Conference

12:00pm – 4:30pm

Policy Executive Meeting

12:00pm – 4:30pm

Registration

Delegates, observers, trade, corporate and accompanying persons

LGAQ 125TH ANNUAL CONFERENCE MACKAY ENTERTAINMENT & CONVENTION CENTRE

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DAY 2

MONDAY

25th October 2021

8:00am – 5:00pm **Registration**
Delegates, observers, trade, corporate and accompanying persons

10:30am – 5:00pm **Indigenous Leaders Forum**

10:30am – 11:00am **Morning tea**

11:00am – 12:30pm **Trade Investment Queensland workshop**

12:30pm – 1:00pm **Lunch**

1:00pm – 2:45pm **Regional Roads and Transport Group Assembly**

2:45pm – 3:15pm **Afternoon tea**

3:15pm – 5:00pm **Council Forums**
Rural and Remote Councils
Resources Councils
SEQ Councils
Coastal Councils

LGAQ 125TH ANNUAL CONFERENCE MACKAY ENTERTAINMENT & CONVENTION CENTRE

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5:15pm - 6:30pm

Welcoming ceremony

5:25pm

Welcome to Country

5:30pm

Welcome to Mackay

Mayor Greg Williamson

5:35pm

Response

Mayor Mark Jamieson
President, LGAQ

5:40pm

Sponsor address

Tim-Fynes Clinton, Managing Partner
King & Company

5:45pm

2021 LGAQ Journalism award

The LGAQ Regional Journalism Award is dedicated to showcasing excellence in reporting in regional Queensland. The award honours the memory of ABC journalists John Bean, Paul Lockyer and Gary Ticehurst. The 2021 winner will receive a \$15,000 prize

5:55pm - 7:30pm

Networking drinks

Trade exhibition

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DAY 3

TUESDAY
26th October 2021

8:00am – 5:00pm

Registration

8:30am

Security briefing

Masters of Ceremonies – Mr Tim Cox, Communications Advisor,
LGAQ

8:31am

Call to order by the President

8:33am

Presentation of Policy Executive

8:45am

Official opening

Ms Nikki Boyd MP, Assistant Minister for Local Government

8:55am

Presidential address

Mayor Mark Jamieson
President, LGAQ

9:15am

Keynote address: The future of Local Government

Ross Dawson
Leading Futurist, Entrepreneur and Strategy Advisor
Chairman of the Advanced Human Technologies group of
companies

9:55am

Sponsor address – Telstra

10:00am

Morning tea

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10:30am

Panel session: Council showcases

11:55am

Sponsor address

12:00pm

Harnessing value from appropriate implementation of digital technologies and analytics in local government

Professor Rodney Stewart
Griffith University

12:30pm

Lunch

1:30pm

LGMS Member update and risk management awards

Ian Leckenby, Chair, LGMS
Mayor Rachel Chambers, North Burnett Regional Council and Board Member

1:50pm

Conflicts done better

Kathleen Florian, Independent Assessor

June Anstee, President, Councillor Conduct Tribunal

Panel discussion:

Facilitated by Glen Beckett, Head of Assist, LGAQ

Kathleen Florian, Independent Assessor

June Anstee, President, Councillor Conduct Tribunal

Tim Fynes-Clinton, Executive Partner, King & Company Solicitors

Natalie Wilde, Deputy Director-General Local Government and Regional Services, Department, Infrastructure, Local Government and Planning

Brètt de Chastèl, CEO, Noosa Shire Council, President, LGMA

3:00pm

Domestic and Family Violence Award

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3:15pm

Sponsor address

3:20pm

Keynote address – Boost your personal brand

Jodie Bache-McLean, Managing Director of June Dally Watkins and Chic Management Brisbane

4:05pm

Program concludes

6:15pm for 7:15pm

Gala Dinner

The Big Shed, Mackay Showgrounds
supported by Hastings Deering

7:45pm

Presentation

Butch Lenton Memorial Bush Council Innovation Award

11:30pm

Dinner concludes

LGAQ 125TH ANNUAL CONFERENCE MACKAY ENTERTAINMENT & CONVENTION CENTRE

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DAY 4

WEDNESDAY

27th October 2021

8:30am

Conference resumes

8:35am

Annual General Meeting including debate of motions

10:00am

Australian Local Government Association update

Councillor Linda Scott, President, ALGA

10:10am

Sponsor address

10:15am

Morning tea

10:35am

Peak Services update

Brent Reeman, Managing Director

Teresa Handicott, Non - Executive Director

10:55am

Sponsor address

11:00am

Motions debate

12:00pm

Opposition update

Ms Ann Leahy, Shadow Minister for Local Government (Invited)

12:30pm

Lunch

1:30pm

Council community champions

1:40pm

Motions debate

3:00pm

Keynote address - Demographic destiny

Bernard Salt AM

3:45pm

Plenary concludes

LGAQ 125TH ANNUAL CONFERENCE MACKAY ENTERTAINMENT & CONVENTION CENTRE

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WORKSHOPS

MONDAY
25th October 2021

INDIGENOUS LEADERS FORUM

Hosts: Cr Wayne Butcher and Cr Jason Woibo

Since 2011, the Indigenous Leaders Forum has been a valuable way for Aboriginal and Torres Strait Islander councils to come together to discuss specific challenges and to put forward issues they would like the LGAQ to assist them in addressing.

The Forum is held twice-yearly.

TIQ WORKSHOP

Councils can play a significant role in ensuring that their regions are best placed to attract and retain investment in a highly competitive market.

This session is perfect for those seeking a more sophisticated understanding of the investment attraction market as well as the practical skills needed for success.

You will hear from a world leading practitioner to understand the investment trends and the decision making process behind site selection. Obtain real-life insights about current world's best practices and how other leading investment promotion agencies are remaining competitive and successfully engaging with investors.

COUNCIL FORUMS

Come and join with your council peers in one of three forums to discuss, share and debate key issues. This is also your opportunity to talk with each other and your Policy Executive members about ways the LGAQ can help and support your council.

The forums will be hosted by the LGAQ Policy Executive members.

Please register for the forum that you believe will most interest your council – if you can't decide, you are welcome to send delegates to separate forums.

RURAL AND REMOTE COUNCILS

Hosts: Cr Robyn Fuhrmeister, Cr Robert Dare and Cr Jane McNamara

RESOURCE COUNCILS

Hosts: Cr Paul McVeigh

COASTAL COUNCILS

Hosts: Cr Jack Dempsey, Cr Matt Burnett, Cr Jenny Hill, Cr Peter Scott and Cr Andrew Willcox

SOUTH EAST QUEENSLAND COUNCILS

Hosts: Cr Peter Matic, Cr Karen Williams, Cr Paul Tully and Cr Peter Flannery

CONFERENCE SHIRT

(Council delegates/observers only)

Council delegates and observers will be issued with ONE shirt whilst at Conference. These need to be ordered online as part of your conference registration.

The sizing is as follows:

MENS MODERN FIT	S	M	L	XL	2XL	3XL	5XL
GARMENT ½ CHEST (CM)	52	55	58	62	65	71	79

LADIES MODERN FIT	8	10	12	14	16	18	20	22	24
GARMENT ½ CHEST (CM)	46.5	49	52	54	56.5	59	62	65	68

Please select your size carefully as there won't be the opportunity to change your size once at Conference.

Early Bird Registration – prior to and including 20 August 2021

After 20 August 2021

Early Bird One Day Registration – prior to and including 20 August 2021

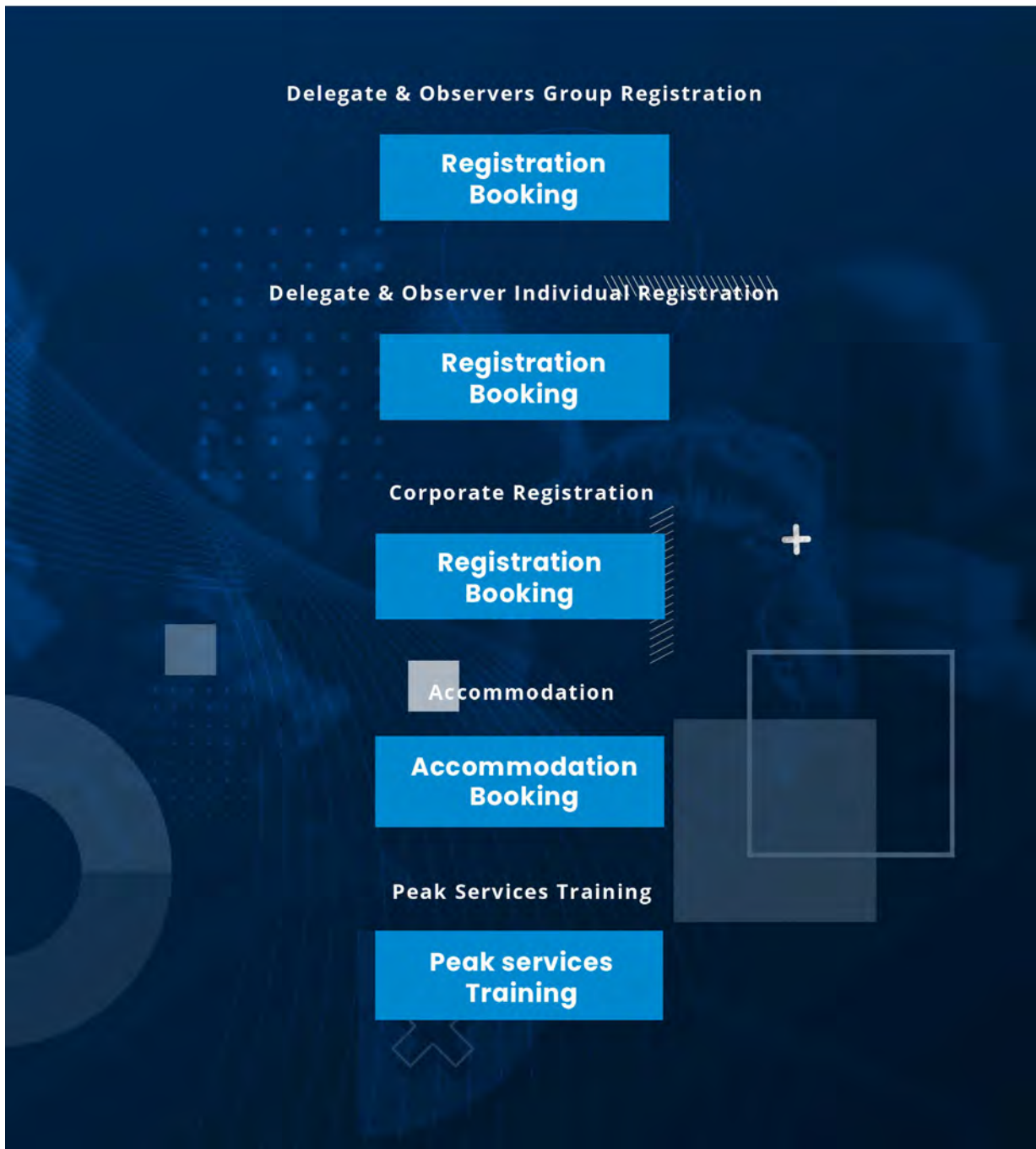
After 4 September 2020

FUNCTIONS

DINNER

Accompanying persons are welcome to attend the Welcoming Ceremony and Gala Dinner.
Register via links below or online at www.lgaq.asn.au under the Events Tab.

Register via links below or online at
www.lgaq.asn.au
under the Events Tab 125th LGAQ Annual
Conference.





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4.1.4 Delegations of Power to the Chief Executive Officer

File Reference	405
Report Author	Ms. Stevie Moffat – Governance Support Officer
Authoriser	Mr. Terry Brennan – Chief Executive Officer
Meeting Date	13 July 2021

Link to Corporate/Operational Plan

Burdekin Shire Council Corporate Plan 2017-2022

5.3.1 Demonstrate open and transparent leadership

5.3.3 Adhere to the governance framework and public reporting systems

5.3.4 Undertake regulatory responsibilities in accordance with legislative regulations

Executive Summary

Council has many powers and duties which are governed by legislation, however, in the interest of efficiency, these decision-making powers and duties can be delegated by Council to the Chief Executive Officer (CEO). In turn, the CEO may further sub-delegate certain powers to specified staff in the organisation as considered appropriate.

Delegation and sub-delegation processes ensure that employees are provided with the legal authority to undertake various duties and exercise powers in accordance with legislation. They promote accountability and are considered a proactive risk management tool.

The *Local Government Act 2009* (the Act) requires Councils to review delegations to the CEO annually. Through King and Company Solicitors, the Local Government Association of Queensland (LGAQ) has developed a complete list of all delegations under State legislation which can be delegated to local government CEO's.

LGAQ has recently provided an update to the Delegations Register Service with details of new registers, which include the *Nature Conservation (Animals) Regulation 2020* and *Land Regulation 2020*. Approval is sought by Council to delegate all powers to the Chief Executive Officer, and include these new registers in Council's 'Register of Delegations - Council to CEO' (attached).

Recommendation

That, pursuant to section 257 of the *Local Government Act 2009*, all powers under the *Nature Conservation (Animals) Regulation 2020* and *Land Regulation 2020*, are delegated by Council to the Chief Executive Officer, and included in the 'Register of Delegations - Council to CEO' (attached).

Background

Section 260 of the Act requires Local Government to maintain a delegations register, and section 305 of *Local Government Regulation 2012* ('the Regulation') details particulars to be contained in this register.

The aim of Council's register of delegations is to assist with improving the time taken to make decisions within the constraints allowed by the relevant State Government legislation. Delegations are the way in which Council enables officers to make decisions and carry out duties on its behalf, and provide streamlined decision-making processes for faster determination of issues.

The legislative framework to undertake delegations are as follows:

-
- Section 257 of the Act allows a Council to delegate a power, other than where an Act specifically states that the power must be exercised by Council resolution;
 - Section 257(1)(b) of the Act provides for a power to be delegated to the CEO;
 - Section 259 of the Act allows a CEO to on-delegate their powers to appropriately qualified Officers, other than where the local government specifically directs that the power not be further delegated or it is a power to keep a register of interests.

LGAQ has recently provided an update to the Delegations Register Service with details of new registers, which include the *Nature Conservation (Animals) Regulation 2020* and *Land Regulation 2020*.

The *Nature Conservation (Wildlife Management) Regulation 2006* and the *Nature Conservation (Administration) Regulation 2017* has been repealed. The provisions from these two (2) repealed regulations have been moved into the *Nature Conservation (Animals) Regulation 2020*, which commenced on 22 August 2020.

The *Land Regulation 2020* commenced on 1 July 2020, and is authorised by the *Land Act 1994*.

It has been determined by the relevant Manager's and Officer's that the powers under these regulations are required and therefore approval is sought by Council to delegate powers to the Chief Executive Officer, and include these new registers in Council's 'Register of Delegations - Council to CEO' (attached).

Consultation

Council subscribes to the LGAQ delegation register service. LGAQ has, with the assistance of King and Company Solicitors, developed a complete list of all delegations under State legislation which can be delegated to local government CEO's.

Consultation with relevant Managers and Officer's to determine if the new registers are required.

Budget & Resource Implications

There are no financial implications to this process. Appropriate implementation of delegations to the CEO ensures the efficient use of Council resources.

Legal Authority & Implications

Local Government Act 2009 (Qld) ss 257, 259, 260.

Local Government Regulation 2012 (Qld) reg 306.

Policy Implications

Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)

The administration of Council's responsibilities under the Act, carries with it inherent risk. Appropriate delegations form part of the risk management framework associated with these responsibilities.

This process is part of Council meeting its legislative delegation requirements under the Act.

It is also a major part in Council eliminating legal non-compliance issues impacting upon the legal validity and enforceability of Council decisions, or Council's ability to legally enforce or litigate breaches of Local Government Acts.

Attachments

1. Register of Delegations - Council to CEO.

Register of Delegations by the Burdekin Shire Council to the Chief Executive Officer

Delegation No.	Description of powers delegated	Resolution	Conditions and Limitations	Authority
1	To exercise all lawfully delegable powers under each of the local laws listed in Schedule 1, including any amendments thereto, and subordinate local laws made under those local laws.	Adopted: 27/09/2011 Amended: 14/02/2012 26/11/2013 09/09/2014	<ul style="list-style-type: none"> The delegate will not exercise any delegated power in relation to a matter that may adversely affect Council's relations with the public at large. The delegate will not exercise any delegated power in relation to a matter that has been the subject of a resolution or other decision of Council. 	<i>Local Government Act 2009</i> (Qld) s 257.
2	To exercise all lawfully delegable powers under – <ul style="list-style-type: none"> each of the Acts listed in Schedule 2, including any amendments thereto, and regulations and other statutory instruments made under those Acts, and any other local government Acts that come into force, including any amendments thereto, and regulations and other statutory instruments made under those Acts. 	Adopted: 27/09/2011 Amended: 14/02/2012 26/11/2013 29/02/2016 13/01/2020	<ul style="list-style-type: none"> The delegate will not exercise any delegated power in relation to a matter that may adversely affect Council's relations with the public at large. The delegate will not exercise any delegated power in relation to a matter that has been the subject of a resolution or other decision of Council. 	<i>Local Government Act 2009</i> (Qld) s 257.

Schedule 1 – Local Laws

Local Law No. 1 (Administration) 2012
Subordinate Local Law No. 1.1 (Alteration or Improvement to Local Government Controlled Areas and Roads) 2012
Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2012
Subordinate Local Law No. 1.3 (Establishment or Occupation of a Temporary Home) 2012
Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2012
Subordinate Local Law No. 1.5 (Keeping of Animals) 2012
Subordinate Local Law No. 1.6 (Operation of Camping Grounds) 2012
Subordinate Local Law No. 1.7 (Operation of Cane Railways) 2012
Subordinate Local Law No. 1.8 (Operation of Caravan Parks) 2012
Subordinate Local Law No. 1.9 (Operation of Cemeteries) 2012
Subordinate Local Law No. 1.10 (Operation of Public Swimming Pools) 2012
Subordinate Local Law No. 1.11 (Operation of Rental Accommodation) 2012
Subordinate Local Law No. 1.12 (Operation of Temporary Entertainment Events) 2012
Subordinate Local Law No. 1.13 (Undertaking Regulated Activities regarding Human Remains) 2012
Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2012
Subordinate Local Law No. 1.15 (Carrying out Works on a Road or Interfering with a Road or its Operation) 2012
Subordinate Local Law No. 1.16 (Gates and Grids) 2012
Subordinate Local Law No. 1.17 (Reservation of Bathing Reserve for Training, Competition etc) 2012
Subordinate Local Law No. 1.18 (Bringing or Driving a Motor Vehicle onto a Local Government Controlled Area) 2012
Subordinate Local Law No. 1.19 (Parking Contrary to an Indication on an Official Traffic Sign Regulating Parking by Time or Payment of a Fee) 2012
Subordinate Local Law No. 1.20 (Parking in a Loading Zone by Displaying a Commercial Vehicle Identification Label) 2012
Local Law No. 2 (Animal Management) 2012
Subordinate Local Law No. 2 (Animal Management) 2012
Local Law No. 3 (Community and Environmental Management) 2012
Subordinate Local Law No. 3 (Community and Environmental Management) 2012

Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2012
Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2012
Local Law No. 5 (Parking) 2012
Subordinate Local Law No. 5 (Parking) 2012
Local Law No. 6 (Bathing Reserves) 2012
Subordinate Local Law No. 6 (Bathing Reserves) 2012
Local Law No. 7 (Aerodromes) 2012
Local Law No. 8 (Waste Management) 2018

Schedule 2 – Legislation

Aboriginal Cultural Heritage Act 2003
Acquisition of Land Act 1967
Animal Care and Protection Act 2001
Animal Care and Protection Regulation 2012
Animal Management (Cats & Dogs) Act 2008
Biosecurity Act 2014
Biosecurity Regulation 2016
Body Corporate and Community Management Act 1997
Body Corporate and Community Management (Accommodation Module) Regulation 2008
Body Corporate and Community Management (Commercial Module) Regulation 2008
Body Corporate and Community Management (Small Schemes Module) Regulation 2008
Body Corporate and Community Management (Specified Two-lot Schemes Module) Regulation 2011
Body Corporate and Community Management (Standard Module) Regulation 2008
Building Act 1975
Building Regulation 2006
Coastal Protection and Management Act 1995
Disaster Management Act 2003
Disaster Management Regulation 2014
Economic Development Act 2012
Electricity Act 1994
Electricity Regulation 2006
Environmental Offsets Act 2014
Environmental Offsets Regulation 2014
Environmental Protection (Water and Wetland Biodiversity) Policy 2019
Environmental Protection Act 1994
Environmental Protection Regulation 2019
Fire and Emergency Services Act 1990

Effective Date: 13/07/2021

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Documents are uncontrolled when printed or removed from their source location

Food Act 2006
Food Production (Safety) Act 2000
Heavy Vehicle (Mass, Dimension and Loading) National Regulation
Heavy Vehicle National Law (Qld)
Heavy Vehicle National Law Regulation 2014
Human Rights Act 2019
Industrial Relations Act 2016
Industrial Relations Regulation 2018
Information Privacy Act 2009
Land Access Ombudsman Act 2017
Land Act 1994
Land Regulation 2020
Land Title Act 1994
Land Valuation Act 2010
Liquor Act 1992
Local Government Act 2009
Local Government Regulation 2012
Mineral and Energy Resources (Common Provisions) Act 2014
Mineral Resources Act 1989
Mining and Quarrying Safety and Health Act 1999
Mining and Quarrying Safety and Health Regulation 2001
Nature Conservation Act 1992
Nature Conservation (Animals) Regulation 2020
Peaceful Assembly Act 1992
Planning Act 2016
Planning Act 2016 - Development Assessment Rules
Planning and Environment Court Act 2016
Planning Regulation 2017

Effective Date: 13/07/2021

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Documents are uncontrolled when printed or removed from their source location

Plumbing and Drainage Act 2018
Plumbing and Drainage Regulation 2019
Public Health (Infection Control for Personal Appearance Services) Act 2003
Public Health Act 2005
Public Health Regulation 2018
Public Interest Disclosure Act 2010
Public Records Act 2002
Queensland Heritage Act 1992
Queensland Reconstruction Authority Act 2011
Rail Safety National Law
Residential Services (Accreditation) Act 2002
Residential Tenancies and Rooming Accommodation Act 2008
Residential Tenancies and Rooming Accommodation (COVID-19 Emergency Response) Regulation 2020
Right to Information Act 2009
River Improvement Trust Act 1940
Safety in Recreational Water Activities Act 2011
Standard Plumbing and Drainage Regulation 2003
State Penalties Enforcement Act 1999
State Penalties Enforcement Regulation 2014
Statutory Bodies Financial Arrangement Act 1982
Stock Route Management Act 2002
Strong and Sustainable Resource Community Act 2017
Summary Offences Act 2005
Summary Offences Regulation 2006
Survey and Mapping Infrastructure Act 2003
Tobacco and Other Smoking Products Act 1998
Torres Strait Islander Cultural Heritage Act 2003
Transport Infrastructure (Public Marine Facilities) Regulation 2011

Transport Infrastructure (Rail) Regulation 2006
Transport Infrastructure (State Controlled Roads) Regulation 2011
Transport Infrastructure Act 1994
Transport Operations (Marine Pollution) Act 1995
Transport Operations (Marine Safety) Act 1994
Transport Operations (Marine Safety) Regulation 2016
Transport Operations (Road Use Management) Act 1995
Transport Operations (Road Use Management- Accreditation and Other Provisions) Regulation 2015
Transport Operations (Road Use Management - Road Rules) Regulation 2009
Transport Operations (Road Use Management - Vehicle Registration) Regulation 2010
Trusts Act 1973
Waste Reduction and Recycling Act 2011
Waste Reduction and Recycling Regulation 2011
Water Act 2000
Water Fluoridation Act 2008
Water Fluoridation Regulation 2008
Water Regulation 2016
Water Supply (Safety and Reliability) Act 2008
Work Health and Safety Act 2011
Work Health and Safety Regulation 2011
Workers Compensation and Rehabilitation Act 2003
Workers Compensation and Rehabilitation Regulation 2014

4.2 ECONOMIC DEVELOPMENT

5 CORPORATE AND COMMUNITY SERVICES

5.1 CLIENT SERVICES

5.2 COMMUNITY DEVELOPMENT

5.3 FINANCIAL AND ADMINISTRATIVE SERVICES

5.3.1 Corporate Purchase Card Policy

File Reference 1193

Report Author Mrs. Deanna Otto – Accounts Payable Administrator

Authoriser Mrs. Kim Olsen – Manager Financial and Administrative Services

Meeting Date 13 July 2021

Link to Corporate/Operational Plan

Burdekin Shire Council Corporate Plan 2017-2022

5.3.2 Ensure Council's financial position is effectively managed

Executive Summary

The Corporate Purchase Card Policy was developed to establish a criteria for issuing Corporate Purchase Cards and to define responsibilities for cardholders.

Cards will not be issued to contractors, temporary employees, or elected members other than the Mayor.

Recommendation

That Council adopts the attached Corporate Purchase Card Policy.

Background

Council introduced Corporate Purchase Cards in 2005 to authorised cardholders for the purchase of goods and services as a preferred form of purchasing for low cost/low risk items.

The Corporate Purchase Card provides guidance on the provision and use of Corporate Purchase Cards and is supported by the Corporate Purchase Card Operational Standard. Cardholders are also required to comply with Council's Procurement Policy.

Consultation

Council's Senior Leadership Group (SLG) were provided with an opportunity to provide feedback on the Draft Corporate Purchase Card Policy. The Policy was reviewed with Councillors at a Council Workshop on 6 April 2021.

Budget & Resource Implications

Not Applicable.

Legal Authority & Implications

Local Government Act 2009

Local Government Regulation 2012

Policy Implications

This is a new policy and will be added to Council's Policy Register and published to Council's public website.

Risk Implications (Strategic, Operational, Project Risks)

This policy helps to address some of the risks associated with Corporate Purchase Cards and provide guidance on the provision and use. The risk of misuse or improper use of Corporate Purchase Cards is also addressed, in part, by this policy along with Council's Code of Conduct.

Attachments

1. Corporate Purchase Card Policy.

Policy Type	Corporate
Function	Financial Management
Policy Owner	Manager Financial and Administrative Services
Policy Contact	Accounts Payable Administrator
Effective Date	TBA

Purpose

To ensure the probity, accountability and transparency of the use and issue of Council Corporate Purchase Cards in accordance with legislative, contractual and policy requirements.

Scope

This policy applies to all Council Corporate Purchase Cardholders.

Definitions

Cardholders refers to Council officers and the Mayor.

Codes of Conduct refers to Council's Code of Conduct for Workers and Code of Conduct for Councillors.

Objectives

The objective of this policy is to provide guidance on the provision and use of Corporate Purchase Cards and ensure sound governance of expenditure incurred by all Cardholders.

Policy Statement

Council will provide corporate purchase cards to authorised Cardholders for purchases where a Council purchase order would not be accepted, or it is more efficient to use a card. Card usage must be in accordance with relevant Council Procurement Policy and officer's financial delegation.

Issuing of Corporate Purchase Cards

The Chief Executive Officer has delegated authority to authorise the issuing of Corporate Purchase Cards.

Corporate Purchase Cards are issued to permanent employees of Council where it can be demonstrated that the facility is necessary and is the most effective measure for making payments for expenses incurred in the course of official Council business. Cards will not be issued to elected members (other than the Mayor), contractors or temporary employees. Cards will not be issued to new employees until the required 3 month probation has been completed.

The Corporate Purchase Card is approved for the employee in their current position. If the employee moves to another position where a Corporate Purchase Card is not approved/required or terminates their employment, their card must be surrendered with the appropriate cancellation form signed by their Supervisor and forwarded to the Finance Department for cancellation.

Responsibilities

Cardholders must retain transactional evidence i.e. original tax receipts or invoices to support all charges as proof of purchase and to enable the claiming of GST.

Cardholders issued with a Corporate Purchase Card are in a position of trust regarding the use of public funds.

Cardholders are required to comply with the Council's Codes of Conduct.

The Cardholders must ensure that the card is kept in a secure manner and guarded against improper use. The cardholder will be personally responsible for the security of the card, associated card information and any disputed charges.

The Corporate Purchase Card is issued in the Cardholders personal name and is only to be used by the Cardholder.

Corporate Purchase Card Usage

- All purchases made on cards must comply with relevant legislation including the *Local Government Act 2009* and the *Local Government Regulation 2012*.
- All purchases made on the card must comply with Council policies including the Procurement Policy.
- Purchases made on cards should be for goods and services required for conducting official business for Burdekin Shire Council.
- Cash out advance facility has been disabled on all Council cards.
- Use of Corporate Purchase Card for purchases over the internet should be restricted to trusted secure sites.

Risk Management

Like all other procurement methods, there are various risks associated with the use of Corporate Purchase Cards. Council is committed to ensuring transparency, accountability and good governance to reduce these risks. This policy helps to address some of the risks associated with the use of Corporate Purchase Cards by setting clear guidelines for appropriate approvals and responsible use. The risk of misuse or improper use of Corporate Purchase Cards is also addressed, in part, by this policy along with Council's Code of Conduct.

Related Documents

Reference Number	Document Title
	Procurement Policy
	Corporate Purchase Card Operational Standard
	Travel, Accommodation, Food & Beverages Guidelines
	Code of Conduct for Workers
	Entertainment and Hospitality Policy
	Code of Conduct for Councillors

Document History and Version Control

Title of Document	Corporate Purchase Card Policy
Document Reference Number	[Document Number] Rev 0
Review Schedule	24 months
Council Meeting Date	TBA
Council Resolution Number	Enter the resolution number assigned from the Council meeting

5.3.2 TBSC/21/006 - Cleaning Services for Council Buildings - Council Chambers, Jones Street Depot and Burdekin Libraries - Ayr and Home Hill

File Reference	188
Report Author	Mrs. Anne-Maree Dale – Administration and Records Coordinator
Authoriser	Mr. Nick O'Connor – Director Corporate and Community Services
Meeting Date	13 July 2021

Link to Corporate/Operational Plan

Burdekin Shire Council Corporate Plan 2017-2022

- 5 Organisational Sustainability
 - 5.3 Commitment to continuous improvement, customer service and accountability
 - 5.3.2 Ensure Council's financial position is effectively managed
-

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 \$200,000.00 excluding GST per financial year. The purchase of Cleaning Services as a combined contract for Council Chambers, Jones Street Depot and Burdekin Libraries – Ayr and Home Hill fell within this category.

Tenders were called for TBSC/21/006 - Cleaning Services for Council Buildings – Council Chambers, Jones Street Depot and Burdekin Libraries – Ayr and Home Hill closing on Thursday, 27 May 2021. Following assessment of the evaluation criteria of the seven tenders received, the recommendation is to accept three separate tenders, one supplier dedicated to each site. The tender documentation allows Council to accept a Tender in part or in whole.

Recommendation

That Council awards Contract TBSC/21/006 - Cleaning Services for Council Buildings – Council Chambers, Jones Street Depot and Burdekin Libraries – Ayr and Home Hill for a 24 month term to the following;

1. Council Chambers be awarded to ELA Cleaning Professionals for a contract price of \$189,288.00 (including GST); and
2. Jones Street Depot be awarded to CMBM Facility Services for a contract price of \$27,476.92 (including GST); and
3. Burdekin Libraries – Ayr and Home Hill be awarded to Command51 Pty Ltd for a contract price of \$56,831.50 (including GST).

Background

The current cleaning contract for Council Chambers, Jones Street Depot and Burdekin Libraries – Ayr and Home Hill expires on 31 July 2021. Tender documents were prepared and advertised in the Burdekin Local News on Thursday, 6 May 2021, Council's Website on Thursday, 6 May 2021 and VendorPanel Friday, 7 May 2021.

A business decision was made in 2019 to start aligning Council Building's cleaning contracts for better management. In 2019, officers aligned the Council Chambers and Jones Street Depot contracts, while the library still had an existing contract which was later extended to align with the call for tenders in 2021.

After consideration on how Council would tender out, it was decided to break the contract up into options. There were 4 options for tender – 1. Council Chambers Only, 2. Jones Street Depot Only, 3. Burdekin Libraries – Ayr and Home Hill Only, and 4. All 3 sites. By breaking up the tender into options, it gave smaller local businesses the opportunity to tender against larger more established companies from out of town.

Prospective tenderers were required to attend a mandatory site inspection to ensure that they were aware of locations and requirements of each site. Questions were later asked through VendorPanel to ensure transparency and equal information sharing.

Tenderers were evaluated on the following criteria:

1. Price – 45%;
2. Proven Performance – 30%;
3. Resources – 15%; and
4. Local Content – 10%

After factoring in all evaluation criteria, the following rankings were determined:

Option 1 - Council Chambers Only	
ELA Cleaning Professionals	1
CMBM Facility Services	2
Biniris (Aust) Pty Ltd	3

Option 2 – Jones Street Depot Only	
CMBM Facility Services	1
Command51 Cleaning	2
Biniris (Aust) Pty Ltd	3

Option 3 – Burdekin Libraries – Ayr and Home Hill Only	
Command51 Cleaning	1
Biniris (Aust) Pty Ltd	2
CMBM Facility Services	3

Option 4 – All Sites	
Image Cleaning Corp Pty Ltd	1
CMBM Facility Services	2
Command51 Cleaning	3

Consultation

Tenders closed on Thursday 27 May 2021 and was advertised in the Burdekin Local News on Thursday, 6 May 2021, Council's Website on Thursday, 6 May 2021 and VendorPanel Friday, 7 May 2021. This item was also presented to Councillors at the Council Workshop Meeting on Tuesday, 6 July 2021.

Budget & Resource Implications

The tendered price for the Council Chambers has increased slightly for the next 24-month contract period, while both the Jones Street Depot and Burdekin Libraries – Ayr and Home Hill are within Budget allocations.

Legal Authority & Implications

The tender process has been followed in accordance with the *Local Government Act 2009*.

Policy Implications

Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)

Any identified risks will be managed in accordance with the Enterprise Risk Management Policy and the adopted Enterprise Risk Management Framework.

Attachments

Not Applicable.

5.3.3 Repealing of COVID-19 Rates and Charges Financial Assistance Policy

File Reference	2242
Report Author	Mrs. Jacqui Thomasson – Revenue Coordinator
Authoriser	Mr. Nick O'Connor – Director Corporate and Community Services
Meeting Date	13 July 2021

Link to Corporate/Operational Plan

Burdekin Shire Council Corporate Plan 2017-2022

- 5.2.1 Demonstrate the Council's strategic direction to government, business and the community through strong leadership and advocacy
 - 5.3.1 Demonstrate open and transparent leadership
 - 5.3.3 Adhere to the governance framework and public reporting systems
-

Executive Summary

Council adopted the COVID-19 Rates and Charges Financial Assistance Policy in 2020 to assist ratepayers and Not-for-Profit Community and Sporting Organisations experiencing temporary financial hardship due to the impacts of COVID-19, specifically, the impacts of public health measures that were implemented and resulted in temporary reduction in business activity and/or temporary unemployment.

As these public health measures and COVID-19 financial impacts are no longer applicable to ratepayers of the Burdekin, Council's COVID-19 Rates and Charges Financial Assistance Policy is no longer relevant.

Recommendation

That Council repeals the COVID-19 Rates and Charges Financial Assistance Policy.

Background

The COVID-19 Rates and Charges Financial Assistance Policy was adopted by Council on 23 June 2020 to supplement Council's Rates and Charges Hardship Policy and detail the manner in which Council would provide relief to ratepayers who were experiencing temporary financial hardship due to the impacts of COVID-19.

The policy's objective was to support applicable ratepayers and Not-for-Profit Community and Sporting Organisations by:

- Encouraging them to apply for a periodic payment plan to manage rate debts.
- Extending the due date from 31 days to 80 days, allowing more time for payment.
- Reducing the interest rate on overdue rates and charges to 8%.
- Subject to satisfactory completion of the agreed payment plan, reimbursing 100% of interest charges accrued between the date of commencement and the date of completion of the agreed payment plan (Not-for-Profit Community and Sporting Organisations only).

Consultation

Council discussed this policy at a Workshop on 25 February 2021. Council discussed the risks and benefits of removing the policy as the public health measures that had previously impacted the community have been eased. Council noted that ratepayers experiencing financial hardship can refer to Council's Rates and Charges Recovery Policy and/or Council's Rates and Charges Hardship Policy.

Budget & Resource Implications

Not Applicable.

Legal Authority & Implications

Not Applicable.

Policy Implications

The COVID-19 Rates and Charges Financial Assistance Policy will be repealed and removed from Council's policy register.

Risk Implications (Strategic, Operational, Project Risks)

Although the risks of COVID-19 are still present within Queensland, the current public health measures are not having the same level of impact as at the time this policy was first adopted, therefore, repealing this policy is considered to be an appropriate action at this time. The policy was introduced to reduce financial risks to Council, by enabling those affected by public health measures to make appropriate payment arrangements for rates. This financial risk has now been lessened due to the easing of public health measures; therefore it is appropriate to remove this additional mitigation measure.

Attachments

Not Applicable.

5.4 GOVERNANCE

5.4.1 Audit Committee Chairperson's 2020/2021 Annual Report

File Reference	388
Report Author	Ms. Stevie Moffat – Governance Support Officer
Authoriser	Mrs. Rebecca Stockdale – Senior Governance Officer
Meeting Date	13 July 2021

Link to Corporate/Operational Plan

Burdekin Shire Council Corporate Plan 2017-2022

- 5.3.1 Demonstrate open and transparent leadership
 - 5.3.2 Ensure Council's financial position is effectively managed
 - 5.3.3 Adhere to the governance framework and public reporting systems
-

Executive Summary

Council's Audit Committee ('the Committee') has been established in accordance with requirements of the *Local Government Act 2009*. The Committee operates independently of management and plays a key role in assisting Council discharge its responsibilities for the efficient, effective, economical, and ethical use of ratepayer's resources. The Committee does this by providing independent oversight and assurance of Council's governance and internal control frameworks, financial reporting, and compliance with relevant legislation.

In accordance with the *Local Government Regulation 2012*, the Committee is to examine the internal audit plan, reports of internal audit activity, a draft of the financial statements before being provided to the Auditor-General, and the Auditor-General's audit report and observation report of the financial statements.

The Committee meets in accordance with an adopted meeting schedule and provides prompt and constructive reports directly to Council via the provision of meeting minutes. In addition, the Independent Chairperson, Mr. Ian Jessup, is required to provide an annual report to Council on the performance of the Audit Committee.

Recommendation

That Council notes the attached Audit Committee Chairperson's 2020/2021 Annual Report.

Background

Council's current Audit Committee consists of two (2) Councillors and three (3) Independent Members, including:

- Cr. Sue Perry – Councillor;
- Cr. Michael Detenon – Councillor;
- Mr. Ian Jessup – Independent Chairperson;
- Mr. Jim Fahey – Independent Professional Member; and
- Mr. Jim Nuttall – Independent Community Member.

In accordance with the agreed meeting schedule, Audit Committee has convened on five (5) occasions throughout the 2020/2021 financial year:

- 19 August 2020;
- 16 September 2020;
- 10 February 2021;
- 5 May 2021; and
- 16 June 2021.

The Committee have considered various issues regarding the sound financial management of Council, risk management, fraud and corruption control and Council's internal audit function.

The Audit Committee Chairperson is required to prepare an annual report on the performance of the Audit Committee in accordance with the adopted Audit Committee Charter.

Consultation

The Audit Committee Chairperson's 2020/2021 Annual Report was compiled by Mr. Ian Jessup and presented to the Audit Committee Meeting held on Wednesday, 16 June 2021 and formally endorsed by the Committee.

Budget & Resource Implications

The Committee acts in accordance with the adopted Audit Committee Charter which prescribes remuneration to the Independent Members of the Committee as set out in the Charter.

Legal Authority & Implications

Legal authority:

Local Government Act 2009 (Qld) s 105(2)

Local Government Regulation 2012 (Qld) s 211(1)(b)

No legal implications.

Policy Implications

Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)

The Audit Committee is established in accordance with the *Local Government Act 2009* and operates under the adopted Audit Committee Charter. The Chairperson's Annual Report keeps Council informed of the performance of the Audit Committee as a whole over the past 12-month period, helping to mitigate risks of lack of transparency and accountability.

Attachments

1. Audit Committee Chairperson's 2020/2021 Annual Report.

Burdekin Shire Council Audit Committee

Chairman's Annual Report to Council

The Audit Committee operates under a Charter approved by Council. Under the Charter, the role of the committee is to *provide independent assurance and assistance to Council on:*

- *The risk, control, and compliance frameworks.*
- *The Council's external accountability responsibilities as prescribed in the Local Government Act and its Regulations.*

Under the terms of the Audit Committee Charter, the Committee Chair is to provide Council with an Annual Report in respect to the Committee's activities for each financial year. This report is in respect to the year ending 30th June 2021.

The Committee Members are Councillors Perry and Detenon, and independent members Mr James Nuttall, Mr James Fahey and, as Chair, Ian Jessup. As in previous years, attendance by committee members at scheduled audit committee meetings has been excellent throughout the year. Committee members have demonstrated their commitment to the Audit Committee by preparing for and attending meetings and contributing constructively to discussions.

In undertaking the role defined above, the committee oversights and advises on the following areas:

- The Internal Audit Function, including review of the Internal Audit findings, and Management's response to them.
- The preparation of the Annual Financial Statements, including the Accounting Policies utilised in preparing these Annual Financial Statements, and compliance with Accounting Standards.
- The External Audit of the annual financial statements, including advising Council on the recommendations made by the External Auditors in their reports, and Management's response to them.
- The controls, procedures and documentation relating to financial matters, and Council's finances generally.
- Council's Risk Management framework.
- Compliance with relevant laws and regulations.

The Committee adopts an annual work plan to ensure that all appropriate areas are covered over each 12 month period. During the current financial year, the committee has formally met five times, on the dates set out in the work plan. There was no necessity for additional meetings for emergent matters.

Major issues dealt with during the year included:

- Review of, and recommendation to Council of, the Draft Financial Statements for the year ended 30th June 2020.
- Oversight of the finalisation of the External Audit of the 2020 financial statements, including discussions with the relevant officers of the Queensland Audit Office and its Contractors.
- Follow up on issues raised by the Queensland Audit Office in the 2020 financial audit.
- Review of Draft Annual Report for the year ended 30th June 2020.

- Oversight of the Internal Audit Function, conducted under contract by an auditing firm specialising in such matters.
- Consideration of the plan for Internal Audit Activities going forward.
- Consideration of Council's Long Term Financial Strategy.
- Consideration of Council's Investment Strategy.
- Consideration of the Risk Management Framework.
- Consideration of Disaster Recovery and Business Continuity Issues.
- Consideration of issues arising from the Covid-19 response.
- Consideration of the Fraud and Corruption Control Plan.
- Review of financial controls currently in place.
- Review of the Charter under which the committee operates.
- Oversight of the preparation for the External Audit of the 2021 financial statements, including discussions with the relevant officers of the Queensland Audit Office and the auditing firm contracted to QAO.
- Consideration of issues relating to the Valuation of Council owned infrastructure and other assets.

Council's Internal Audit is undertaken by an External Contractor Firm which specialises in Internal Audit. The Internal Audit Contractor reviews the systems, procedures and controls in major areas of Council's operations on a cyclical basis. The topics area negotiated between Council Management and the Contractor, with input from the Audit Committee.

The External Auditor for Council must, by law, be the Queensland Audit Office. The External Auditor's primary function is to express an opinion on the Statutory Financial Statements, although it certainly looks at other areas in the course of its work. The external audit is principally conducted using the services of an auditing firm appointed by it. Council's staff, and this committee liaise closely with QAO staff and the contractor's staff, who attend every committee meeting. There is an opportunity for a closed session without Council staff, if required.

The Queensland Audit Office has two meetings per year where Audit Committee Chairs are briefed on important matters within the purview of Audit Committees. As these meetings are in Brisbane, I attend them electronically in order to keep the costs down.

These briefings are helpful to me in my position as Chair of the Committee.

The Queensland Audit Office issues an Annual Report to the Queensland Parliament on Local Government Audits. The report in respect to the 2019/20 year Audits was tabled in Parliament in April 2021. A copy is available on the QAO web site. In it, the Auditor General makes recommendations for Councils generally. I was pleased to note the Burdekin Shire Council is already strong in the areas covered by the recommendations. The Auditor General also expresses concern in respect to the sustainability of Local Government generally.

The Report again raises the issue of Cyber Security, pointing out that Councils continue to be a target for fraudsters. Council has continued to address the issue of Cyber Security during the year, as it responds to the recommendations of Internal Audit and reported issues with other entities.

I extracted the following data from the tables in the QAO Report, which I thought might be of interest.

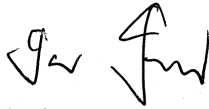
Of the 77 councils in Queensland, Burdekin Shire Council:

- was the 7th Council to have its audit opinion issued by QAO (on 21st September 2020).

-
- was assessed by the QAO as having low financial sustainability risk.
 - was one out of 7 Councils with all green lights for Financial Statement Preparation, Internal Controls and Sustainability.

These results are very pleasing and are not achieved accidentally. In my view, they arise from strong performance by Council, Management and Staff.

The Committee has sound professional working relationships with the Council's Chief Executive and the senior Management Team, including Council's Executive Officer, whose team provides Secretariat assistance to the Committee. I wish to thank these people for their efforts to assist the Committee in its work, and my fellow Committee members for the contributions to the Committee's work, as well as Council for its positive response to the Committee's work.



Ian Jessup
16th June 2021

5.4.2 Internal Audit Services Three-Year Contract

File Reference	2313
Report Author	Mrs. Rebecca Stockdale – Senior Governance Officer
Authoriser	Mr. Nick O'Connor – Director Corporate and Community Services
Meeting Date	13 July 2021

Link to Corporate/Operational Plan

Burdekin Shire Council Corporate Plan 2017-2022

5.3.3 Adhere to the governance framework and public reporting systems

5.3.4 Undertake regulatory responsibilities in accordance with legislative obligations

Executive Summary

In accordance with the *Local Government Act 2009* and *Local Government Regulation 2012*, Council has established an internal audit function. The internal audit function is responsible for preparing an internal audit plan, carrying out internal audits and reporting to Council's Audit Committee on the progress towards completing the internal audit plan and the outcomes of each internal audit. Since 2018, Council has used a contract auditor to deliver internal audit services. A request for quotation was published via Vendor Panel in May 2021. Quotations have been received from five (5) suppliers. An overview of the evaluation of the quotations is below.

Recommendation

That Council awards the contract to BDO (NTH QLD) for \$146,300.00 to deliver internal audit services for a three-year period from 2021-2024.

Background

Five (5) suppliers submitted a response to Council's request for quotation for the provision of internal audit services, including the development of a three-year internal audit plan and the delivery of internal audit services.

A process of evaluation was undertaken to assess the responses against the following weighted criteria: Price – 50%, Experience – 30%, and Resources 20%. Of the five (5) responses received, only one (1) response BDO (NTH QLD) was below the current budget allocation for internal audit services.

The below table indicates the overall score assigned following the evaluation of the responses.

Name of Supplier	Weighted Score
BDO (NTH QLD)	19.3
Mead Perry Group Pty Ltd	16.4
OCM	15
Pitcher Partners	16.1
PKF Integrity Services	11.6

As well as offering the greatest value for money, BDO's response demonstrated a high level of relevant experience delivering internal audit services to several other similar sized local governments.

Consultation

A panel of three (3), Rebecca Stockdale – Senior Governance Officer, Nick O'Connor – Director Corporate and Community Services, and Kathy Cortabitarte – Financial Accountant Systems, reviewed and evaluated the quotations.

Following the evaluation process, contact was made with several other local government clients to seek testimonial of the preferred supplier's previous internal audit performance.

Budget & Resource Implications

The recommended supplier provided a quotation that is within the budgeted amount for internal audit services.

Legal Authority & Implications

Section 105 of the *Local Government Act 2009* requires Council to establish an efficient and effective internal audit function.

The *Local Government Regulation 2012* provides further direction in relation to the internal audit function:

207 Internal Audit

(1) *For each financial year, a local government must—*

- (a) prepare an internal audit plan; and*
- (b) carry out an internal audit; and*
- (c) prepare a progress report for the internal audit; and (d) assess compliance with the internal audit plan.*

(2) *A local government's internal audit plan is a document that includes statements about—*

- (a) the way in which the operational risks have been evaluated; and*
- (b) the most significant operational risks identified from the evaluation; and*
- (c) the control measures that the local government has adopted, or is to adopt, to manage the most significant operational risks.*

Policy Implications

Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)

There is a direct link between the internal audit function and risk management, as outlined above. The chosen model of using an external supplier to deliver internal audit services helps to address some of the risks associated with the delivery of this function including:

- Adequate skill and knowledge of auditors to effectively conduct audits across a wide range of topics; and
- Independence and objectivity of internal auditors.

Attachments

Not Applicable.

5.4.3 Shane Rodney Johnson and Catherine Mary Johnson Transfer to James William Kelly and Annette Marie Kelly - Trustee Lease 'C' and 'D' on Part of Lot 141 on Crown Plan GS808420

File Reference	1874
Report Author	Ms. Tamara Bateman – Governance and Property Officer
Authoriser	Mr. Nick O'Connor – Director Corporate and Community Services
Meeting Date	13 July 2021

Link to Corporate/Operational Plan

Burdekin Shire Council Corporate Plan 2017-2022

2.5.1 Review land supply and uses as required to meet community and business needs

Executive Summary

Council approval is requested to consent to the Transfer of the following Trustee Lease:

Trustee:	Burdekin Shire Council
Lessee:	Shane Rodney Johnson and Catherine Mary Johnson
Interest:	Reserve
Leased Area:	Lease 'C' and 'D' on Part of Lot 141 on Crown Plan GS808420 (about 3.371 hectares)
Commencement:	17 May 2019
Expiry:	16 May 2024
Rent:	\$287.00 including GST per annum (yearly CPI review)

Recommendation

That Council agree to the Lessee (Shane Rodney Johnson and Catherine Mary Johnson) transferring the Trustee Lease over the leased premises described as Lease 'C' and 'D' on part of Lot 141 on Crown Plan GS808420 to James William Kelly and Annette Marie Kelly.

Background

The solicitors for the seller (the Lessee) and the buyer wrote to Council on 21 June 2021 advising of the proposed sale of the Lessee's rural property.

The proposed sale of the Lessee's rural property includes the transfer of the Lessee's interest in Trustee Lease 'C' and 'D' on part of Lot 141 on Crown Plan GS808420.

Consultation

Department of Resources.

Budget & Resource Implications

Lessee (Transferor) to arrange Consent Agreement and Transfer documentation for signing by all parties.

All costs associated with the transfer of Trustee Lease are to be borne by the transferor/transferee respectively.

Legal Authority & Implications

Not Applicable.

Policy Implications

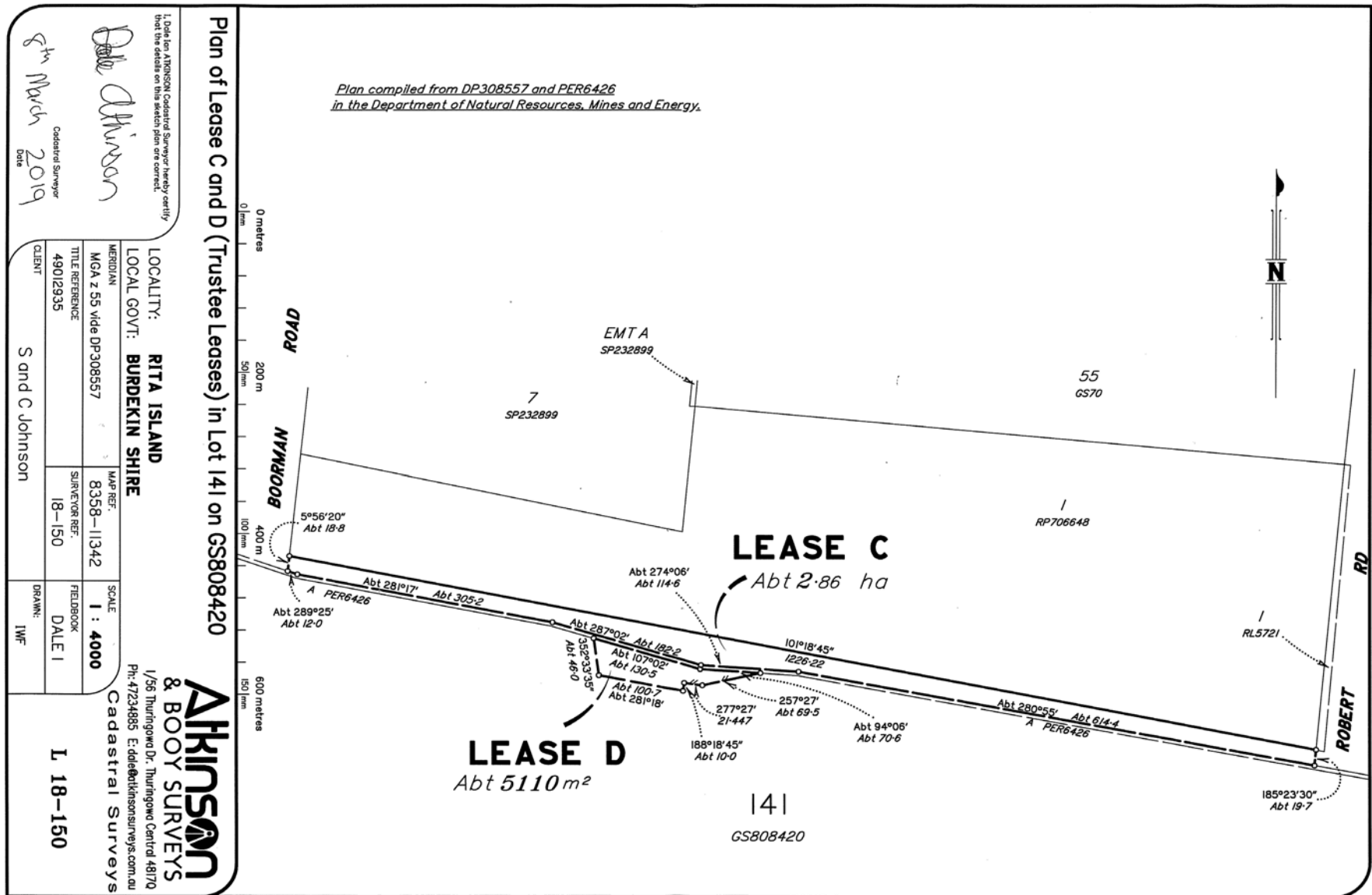
Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)

Not Applicable.

Attachments

1. Survey Plan over Lease 'C' and 'D' on Part of Lot 141 on Crown Plan GS808420.



6 INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES

6.1 ENVIRONMENTAL AND HEALTH SERVICES

6.1.1 Options for Clare Transfer Station

File Reference	1849
Report Author	Mr. Dan Mulcahy – Manager Environmental and Health Services
Authoriser	Mr. Nick Wellwood – Director Infrastructure, Planning and Environmental Services
Meeting Date	13 July 2021

Link to Corporate/Operational Plan

Burdekin Shire Council Corporate Plan 2017-2022

4.1.5 Continually improve waste management practices

5.3.5 Improve methods of service delivery to the community based on innovation, feedback and review processes

Executive Summary

The operation of the Clare Transfer Station has had a varied history in respect of its hours of operation and whether it has been manned or not. The facility currently provides for domestic or household waste only and not commercial quantities of waste which should be disposed of at the other manned Transfer Stations or Landfill.

Since 2018 the facility has been operating on an unmanned basis and permanently open. Issues with waste disposal where signage and rules were not being followed have occurred, which require Council staff and contractors to remedy. In addition, Council is unaware if commercial sources of waste have been deposited at the facility.

In April 2021 recently installed trail cameras were stolen from the site. The Council temporarily closed the site and advised the community that the site would reopen once the cameras were returned, the perpetrators prosecuted and users understood the importance of sorting and disposing of waste correctly.

This report addresses the above issues and provides a recommendation on the future operation of the Clare Transfer Station.

Recommendation

That Council open the Clare Transfer Station in a manned capacity for three (3) hours per week (being Sundays 10.00am to 1.00pm) for a trial period of six (6) months following the installation of the security camera with Council to review the operation of the facility after the trial period.

Background

History

The history of the operation of the Clare Transfer Station is quite varied with changes to operating hours over the life of the facility. Appendix A provides some background on history including:

- Operating hours;
- Operating costs;
- Some historical usage data; and
- Initial decision to operate on an unmanned basis.
- Decision to continue to operate on an unmanned basis.

Issues of Concern

The main issues of concern in relation to the presently unmanned operation include the following:

- No guarantee of sorting of waste;
- Items being placed in the incorrect bin i.e. scrap metal in the general hard waste bin;
- Hazardous and prohibited materials i.e. paint, tyres, waste oil being placed in the wrong bin or on the ground;
- Recyclables such as cardboard and household recyclables (aluminium cans, glass bottles etc.) being placed in the hard waste bin or the front lift refuse bin;
- Hard waste bin being over filled; and
- It is unknown if the users of the site are domestic or commercial and possible waste levy avoidance.

Implications of the above issues are of concern to Council for the following reasons:

- Additional costs to Council to remedy above and clean up the site. Additional costs are for casual staff and contractors;
- It is unknown if there is any commercial waste being disposed at the site therefore avoiding payment at the other manned waste facilities; and
- Contamination with any hazardous and prohibited materials including regulated waste.

Security Camera

At this stage, Council has provided an allocation in the 2021/22 budget for the installation of a solar security camera at the site. This will assist in improving behavioural practices at the site and provide Council with hopefully, accurate footage to follow up on instances of incorrect or illegal dumping of waste at the site.

Provision of a camera at the site, whether manned or unmanned is strongly recommended.

Options

Possible options for the future operation of the Clare Transfer Station are shown in the Table below.

Option	Comments
1. Remain closed	<ul style="list-style-type: none">• Negative publicity• Punish the majority for sins of a minority

	<ul style="list-style-type: none"> • Reduction in operating costs • Possible illegal dumping to the surrounding environment
2. Open unmanned with security camera	<ul style="list-style-type: none"> • Improved image • Improvement in monitoring on site behaviour with camera surveillance • Not total control over onsite issues • No obvious increase in operational costs
3. Open manned with limited hours and security camera	<ul style="list-style-type: none"> • Improved image • Improvement in monitoring on site behaviour with camera surveillance • Greater control over onsite issues. Likely to reduce clean-up and removal costs • Likely increase in operational costs for wages. • Limited hours to be decided • Reliance on casual staff availability

The recommended option is no. 3 – open manned with limited hours and installed security camera.

The next step is to decide on the “limited hours”. Precedents for Clare include previous hours of operation such as:

Days	Hours	Period
1 st and 3 rd Saturday of each month	4 hours/fortnight	Jul 2014 to Nov 2017
One Saturday per month	3 hours/month	Nov 2010 to Jul 2013
Each Saturday	3 hours/week	Jul 2010 to Nov 2010
Monday, Wednesday, Friday, Saturday, Sunday	15 hours/week	2001 to Jul 2010

As a comparison, the hours of operation of the Giru Transfer Station total 6 hours/week and are:

- Friday – 3.00pm to 6.00pm
- Sunday – 3.00pm to 6.00pm

Budget Scenarios

The 2021/22 budget for the Clare Transfer Station is as follows:

Description	Amount
Wages	\$5,000
Contract Payments	\$18,000
Other	\$1,000
Plant Hire External	\$5,000
Trade/Contract	\$7,000
	\$36,000

Changing estimates for the operation of the Clare Transfer Station is unpredictable. Wages can be estimated with a reasonable degree of certainty if a set number of hours per week is agreed upon. The impact of greater surveillance on site and removing the 24/7 availability of the facility is difficult to estimate. On a conservative basis, one could assume that the contractor costs (contract payments, plant hire external and trade/contract) could decrease by 25%.

Based on the above assumption and opening the Clare Transfer Station for three (3) hours per week, the following budget could be estimated.

Description	Amount
Wages	\$12,200
Contract Payments	\$13,500
Other	\$ 1,750
Plant Hire External	\$ 3,750
Trade/Contract	\$ 5,250
	\$36,450

Council may be able to implement a three (3) hours per week manning of the Clare Transfer Station option and monitor the situation for a period of three (3) to six (6) months to determine the impact on contractor costs and feedback on opening hours and times.

The proposed opening times of 10.00am to 1.00pm Sunday would work in with the Giru Sunday opening hours of 3.00pm to 6.00pm.

In addition, a portaloos would need to be hired at a cost of approximately \$750.00 for 6 months.

Consultation

Council discussed this matter its workshop held on 18 May and 6 July 2021.

Budget & Resource Implications

Adoption of the recommendation will result in minimal impact on the 2021/22 operational budget.

Legal Authority & Implications

No additional environmental licences are required for the scale of operation proposed. The Environmentally Relevant Activity (ERA) of operating a resource recovery and transfer facility operation does not include a local government operated facility that receives less than 11,000t or 11,000 m3 of waste of any category or type in a year.

Policy Implications

Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)

Any identified risks will be evaluated and managed in accordance with the Enterprise Risk Management (ERM) Policy and the adopted ERM Framework.

Strategic, operational and project risks in relation to operating and maintaining the facility appear to be minor. A strategic risk may exist in the creation of precedent of supplying a similar service to other communities

Attachments

Not Applicable.

Appendix A - Clare Transfer Station

History

Operating Hours

Over the years, the opening days and operating hours have been changed based on usage data and to reduce operating costs. These changes have been summarised in the Table below.

Location	Date of change	Opening days	New operating hours	Weekly Operating Hours
Clare Transfer Station	November 2017	7 days a week - unmanned	All day	All week
	1 July 2014	1st and 3rd Saturday of the month	1.00pm – 5.00pm (4hrs)	2 (4 hours fortnightly)
	1 July 2013	Closed	NA	0
	November 2010	One Saturday each month	2.00pm – 5.00pm	3
	July 2010	Saturdays	2.00pm-5.00pm (3hrs)	12
	2001	Monday, Friday & Sunday	7.00am-10.00am (9hrs)	15
		Wednesday & Saturday	3.00pm-6.00pm (6hrs)	

Operating Costs

Year	Expenditure	Payments to Clare P&C
2020-21	\$36,338 (at 11 June 21)	
2019-20	\$43,314	
2018-19	\$28,589	
2017-18	\$17,036	
2016-17	\$6,632	\$2,520
2015-16	\$8,094	\$2,890
2014-15	\$5,114	\$2,280
2013-14	\$714	

2012-13	\$8,238	
2011-12	\$10,352	
2010-11	\$19,519	
2009-10	\$76,544	
2008-09	\$74,190	
2007-08	\$76,246	
2006-07	\$70,031	
2005-06	\$69,340	

The Clare Transfer Station was run by the Clare State School P&C from 1 July 2014 and opened on the 1st and 3rd Saturday of every month between 1.00pm – 5.00pm. They received \$30/hour up to a maximum of \$3,000.00 per annum. When the Clare State School P&C could no longer find volunteers to continue the service, Council resumed control using casual operators for the second half of 2017.

Some Historical Usage Data

The data collected from July - October 2010 prior to reducing the operating hours is presented in the Table below.

Date		Users	Date	Users	Date	Users	Date	Users
3/07/2010		4	7/08/2010	3	4/09/2010	0	2/10/2010	1
10/07/2010		4	14/08/2010	4	11/09/2010	4	9/10/2010	2
17/07/2010		4	21/08/2010	3	18/09/2010	1	16/10/2010	2
24/07/2010		3	28/08/2010	4	25/09/2010	0	23/10/2010	2
31/07/2010		4					30/10/2010	2
Total	Jul	19	Aug	14	Sep	5	Oct	9

The Table below shows the usage had decreased over the five (5) years to 2016. There was higher annual usage in 2012 compared to 2015 and 2016 when the transfer station was only opening one (1) Saturday a month.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2012	5	6	1	7	NR	5	4	3	5	10	7	4	57
2013	7	7	5	9	NR	NR	Closed						
2014	Closed							NR	NR	NR	NR	NR	NR
2015	4	6	3	2	12	NR	3	2	1	10	3	4	50
2016	3	3	5	4	0	NR	NR	4	5	2	4	6	36
2017	3												

Table: Usage Data since Reopening in July 2014

The Table below shows the numbers of vehicles that accessed the metal recycling and RORO collection bin during the period 24 March 2021 to 18 April 2021. The cameras were focussed on a particular area to get evidence of illegal dumping and may not capture every vehicle that entered, although it is put forward as a good representation of attendance.

Week ending	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
28 March			3	4	4	8	13
4 April	3	2	2	5	4	3	9
11 April	6	5	5	5	6	6	7
18 April	6	3	3	2	4	3	
Average	5	3.33	3.25	4	4.5	5	9.66



Note Cells marked as above have figures collected by using emailed photos only.

The predominate usage occurs on Sunday, with relatively high levels of usage on Friday Saturday and Monday.

Initial Decision to Operate on an Unmanned Basis

Council resolved on **10 October 2017** to trial the opening of the Clare Transfer Station on an unmanned basis for a period of four (4) months. New services were provided in an effort to meet community needs. Signage was provided to clarify waste disposal rules. Weekly inspections were conducted by Waste Services staff to monitor the following:

- Collection requirements
- Compliance with disposal rules
- Facility misuse
- Levels of use by the community

The Clare transfer station was provided with the following services for the unmanned trial:

- 15m³ skip bin for hard waste
- 12m³ skip bin for scrap metal
- 3m³ front lift bin for refuse
- 6 x 240L recycle bins
- DrumMuster program run by the Clare State School P&C (by appointment only)

During the trial weekly inspections were conducted. Issues which were observed during the trial included:

- Items being placed in the incorrect bin i.e. scrap metal in the general hard waste bin
- Hazardous and prohibited materials i.e. paint, tyres, waste oil being placed in the hard waste bin
- Recyclables such as cardboard and household recyclables (aluminium cans, glass bottles etc.) being placed in the hard waste bin or the front lift refuse bin.
- Contamination of the 240L recycle bins with non-recyclable items.
- Cardboard being piled up on the ground near the 240L recycle bins.
- Hard waste bin being over filled.
- Second hand goods being left at the site.
- Green waste being dumped within the site.

The above issues were managed with the weekly inspections and remedial actions.

The services provided were well utilised by community members and Council received some good feedback from the community including a service compliment for the clean and tidy appearance of the facility.

Communications

November 2017 – Flyer issued to Clare and surrounding residents advising that the Clare Transfer Station will be trialled on an unmanned basis for four (4) months.

January 2019 - Flyer issued to Clare and surrounding residents advising generally that the site has been utilised correctly apart from some exceptions and reminding residents of the terms of use.

Decision to Continue to Operate on an Unmanned Basis

Council resolved on **8 May 2018** to continue to run the Clare Transfer Station in an unmanned capacity.

6.2 OPERATIONS

6.3 PLANNING AND DEVELOPMENT

6.3.1 Development Application Material Change of Use for an Undefined Use (Function Facility and Event Hire) at 62 Wilmington Street, Ayr (Lot 1 on RP709667)

File Reference 226 (MCU21/0007)

Report Author Mr. Shane Great – Manager Planning and Development

Authoriser Mr. Nick Wellwood – Director Infrastructure, Planning and Environmental Services

Meeting Date 13 July 2021

Link to Corporate/Operational Plan

Burdekin Shire Council Corporate Plan 2017-2022

2.5.1 Review land supply and uses as required to meet community and business needs

2.4.4 Support development, diversification, sustainability and expansion of the economic base

Burdekin Shire Council Operational Plan 2020-2021

PD2 Provide for the needs of the community by delivering appropriate land use outcomes including development approvals that are considered sustainable, achievable, and cost effective.

PD5 Provide Development Assessment Services which ensure: land uses comply with the Planning Act 2016, Planning Scheme, Council Policies applicable standards and conditions of approval; assess development applications and undertake land use compliance inspections

Executive Summary

Council has received a Development Application from Brazier Motti Pty Ltd on behalf of their client Giustina Maria Wilson seeking a Development Permit for a Material Change of Use for an Undefined Use (Function Facility and Event Hire) at 62 Wilmington Street, Ayr (Lot 1 on RP709667).

The proposal is for an undefined use so has triggered the need for an 'Impact Assessable' Development Application in accordance with the provisions of the Burdekin Shire Council's IPA Planning Scheme (the scheme).

Recommendation

That Council approves the Development Application for a Material Change of Use for an Undefined Use (Function Facility and Event Hire) at 62 Wilmington Street, Ayr (Lot 1 on RP709667) subject to the following conditions:

General

- 1.1 The development and conduct of the approved use of the premises, the carrying out and maintenance of any works on the premises and construction and maintenance of any building

on the premises must be generally in accordance with the applications supporting material including all drawings/documents, except where modified by the conditions of this Development Permit and any approval issued there under.

- 1.2 Where a discrepancy or conflict exists between the written condition(s) of the approval and the approved plans, the requirements of the written condition(s) will prevail.
- 1.3 The proposed development must comply with all Planning Scheme requirements as applying at the date of this approval, except as otherwise specified by any condition.
- 1.4 The number of events in the outdoor function space will be limited to a maximum of 12 in any given calendar year.
- 1.5 Unless otherwise agreed in writing by Council, the maximum number of patrons allowed at the premises at any given time must not exceed fifty (50).

Compliance with conditions

2. The proposed development must comply with all conditions of this development permit prior to the commencement of the use.

Outstanding charges

3. All rates and charges (including regulated infrastructure charges), in arrears in respect of the land, subject of the application, are paid in full prior to the commencement of the proposed use.

Notice of Intention to commence the use

4. Prior to the commencement of the use on the site, written notice must be given to Council that the use (development and/or works) fully complies with the decision notice issued in respect of the use.

Public Utility Services/Damage

- 5.1 The developer must at its own cost undertake all necessary alterations to public utility mains and services as are rendered necessary by the carrying out of any required external works or other works associated with the approved development.
- 5.2 Any damage which is caused to Council's infrastructure as a result of the proposed development must be repaired immediately.

Building

- 6.1 A development permit for Building Works is to be obtained before any triggered assessable building works are carried out on the premises.
- 6.2 Provide evidence that the existing building has had a change of classification to a 6 – Shop/dining room, finalised prior to the use commencing.

Access and Carparking

7. Parking space and layout must be maintained in accordance with the provisions contained in the supporting material included in the plans submitted with the application.

Amenity - Lighting

8. Any night and outdoor lighting must be designed, conducted, and operated in accordance with 'AS 4282 – Control of the Obtrusive Effects of Outdoor Lighting'.

Amenity – Noise

- 9.1 Unless otherwise agreed in writing by Council, any noise sources (music) associated with the use must cease operation by 10pm
- 9.2 Unless otherwise agreed in writing by Council, all activities associated with the approved use must cease at 12 midnight for any given event occurring on Friday or Saturday night and 9pm on all other nights of the week.
- 9.3 The operator of the Facility must keep a Complaints Register on the premises at all times, for the inspection by an authorised office of Council identifying:
- The time, date and detail of any complaint made to the operator relating to the use and occupation of the facility; and
 - Any action or response taken by the operator to rectify or reasonably deal with the complaint.

Amenity – Screen Fencing

10. The existing 1.8m high screen fence must be maintained along the property boundaries. Any changes to the type and design of the existing fence must be submitted and approved by the Chief Executive Officer prior to any new screen fence being constructed.

Drainage

- 11.1 Stormwater drainage from any new paved/sealed areas must be discharged under the footpath to kerb and channelling within the adjoining road reserves in accordance with AS3500.2.2003 or as otherwise required or agreed to in writing by the Chief Executive Officer.
- 11.2 The approved development and use(s) must not interfere with the natural flow of stormwater in the locality in such a manner as to cause ponding or concentration of stormwater on adjoining land or roads.
- 11.3 Any external catchments discharging to the premises must be accepted and accommodated within the development's stormwater drainage system.

Environment and Health

- 12.1 No release of contaminants, including, but not limited to dust, fumes, odour or aerosols or emission of noise is to cause or be likely to cause an environmental nuisance beyond the boundaries of the premises to which this development permit relates.
- 12.2 Lighting used to illuminate any areas of the premises shall be angled or shaded so that the light issuing there from does not directly illuminate any nearby premises or roadways in such a manner as to constitute an environmental nuisance.
Placement of the lights should not be near any sensitive areas, reflective surfaces and kept below 70 degrees from Horizontal

When investigating light nuisance Council will consider:

- the amount of light being emitted;

- the duration and rate of emissions;
- the characteristics and qualities of the light;
- the sensitivity of the environment;
- the impact that the light has had or may have; and
- the impact on any other neighbours or complainants.

12.3 Upon receipt of a complaint regarding the emission of dust, odour or other air or noise emission, the operator must within a reasonable period of time:

- take any actions necessary to resolve the complaint, and
- implement abatement measures to minimise the emissions from the site.

12.4 The activities subject to this development approval must be conducted in a manner to ensure that no noise deemed unreasonable by an authorised person and caused by the activity can be detected beyond the boundary of the site to which this development permit relates. The emission of noise from the development must not result in levels greater than those specified in Table 1

Table 1: Noise Limits (dBA)

Sensitive receptor	Time of day	Acoustic quality objectives (measured at the receptor) dB(A)			Environmental value
		L _{Aeq,adj,1hr}	L _{A10,adj,1hr}	L _{A1,adj,1hr}	
Residence (for outdoor)	daytime and evening	50	55	65	Health and wellbeing
Residence(for indoors)	daytime and evening	35	40	45	Health and wellbeing
	night-time	30	35	40	Health and wellbeing

daytime means the period after 7a.m. on a day to 6p.m. on the day.

evening means the period after 6p.m. on a day to 10p.m. on the day.

night-time means the period after 10p.m. on a day to 7a.m. on the next day

12.5 All solid wastes or other materials likely to produce contaminants shall be stored in bins with lids in place to prevent the ingress of stormwater.

12.6 There shall be no release of litter or contaminants from the site to any roadside, drain or waters.

12.7 All waste generated in carrying out the activity must be lawfully reused, recycled, or removed to a facility that can lawfully accept the waste.

Advice Only;

- Waste and recycling services must be provided in accordance with Council's Waste Management Policy.
- A food licence must be acquired if food is to be handled on site unless operated by persons holding a food safety program.
- Kitchen facilities must comply with the Food Safety Standards if food is to be handled on site

-
- *Based on the information supplied in the application, trade waste licenses are not required. However, if kitchen practices change you must inform Council and trade waste licenses may apply.*

Background

Burdekin Shire Council acting as the Assessment Manager has received a properly made Development Application seeking a Development Permit for a Material Change of Use for an Undefined Use (Function Facility and Event Hire) at 62 Wilmington Street, Ayr (Lot 1 on RP709667).

The proposal triggers an 'Impact Assessable' Development Application in accordance with the provisions of the scheme. This application also requires public notification and given that the application is 'Impact Assessable' a resolution of Council. The application was lodged by Brazier Motti Pty Ltd (Townsville), on behalf of their client Giustina Maria Wilson

The proposed Function Facility and Event Hire will be located on land zoned 'Residential' with a Low-Density Sub Area designation. The application has been assessed against the relevant sections of Council's scheme including the Desired Environmental Outcomes, Residential and Retail and Commercial Zone Codes.

The proposed development site was historically a corner shop as well as a host of other minor retail uses over the years. Although the land is zoned residential, the predominant land use occurring on the site has been of a retail /commercial nature. The proposed use of a Function Facility and Event Hire centre is considered a change in intensity or scale to the previous retail uses and therefore triggered the need for a new Development Application to be lodged.

Site Description and Surrounding Land Uses:

The subject site is a regular shaped single parcel of land with an approximate site area of 1011m² having frontages to Wilmington and Parker Streets. The land is currently improved by a single detached lowset dwelling and shed, the dwelling was once an old store, the façade of which remains with the shop located at the front and the living quarters towards the rear of the building.

To the south and west, the pattern of development comprises of mainly single detached dwellings with the exception of a Coles Shopping Complex further west down the street. Land across the road to the north and east also comprises of a mix of residential land uses, the Ayr Seventh-day Adventist Church and Ayr Backpackers also in close proximity.

Scheme Assessment

The subject site is zoned 'Residential with a Low-Density Sub Area'. The proposed use triggers an 'Impact Assessable' Development Application requiring public notification. The application has been assessed against the relevant provisions of the scheme.

In assessing the application, consideration has been given to all relevant components of the scheme including the Desired Environmental Outcomes (DEO's), Specific Outcomes and Acceptable Solutions in the relevant Zone, Use and Overlay Codes.

The applicant has provided supporting material by way of a planning report detailing how they believe the proposal will achieve compliance with the relevant components of the scheme and includes information addressing relevant planning matters including site characteristics for noise amelioration and vehicle traffic flow and parking.

Given the nature of the proposal, general compliance with the relevant components of the scheme can be achieved and are summarised as follows:

Desired Environmental Outcomes

The proposal does not compromise the relevant DEO's of the scheme having regard to each in balance. In particular:

- Economic Development - the proposal will help the advancement of a cohesive, vibrant, principal commercial centre in Ayr, to meet the needs of Shire residents and visitors for administration, business, shopping, and entertainment.
- Urban Development and Infrastructure – the proposal will:
 - Utilise the existing water and sewerage infrastructure.
 - The proposed development will integrate into the existing site and will not increase the intensity of built form or visual impacts of the surrounding area.
- Community Well Being – the proposed development will add to the community's needs and interests in the provision of facilities, shopping, business services and entertainment facilities.

Residential and Retail and Commercial Zone Codes

Specific Outcomes and Acceptable Solutions for the Relevant Zone Codes have been considered, noting that not all the specific outcomes within these codes are applicable to this proposal. Listed below are references to specific scheme codes considered to be relevant.

Traffic movements associated with car parking were identified as an important part of achieving compliance with the Car Parking Specific Outcomes for both codes. Development assessment officers have surveyed existing parking provisions and considered possible impacts generated by the proposed Function Facility and Event Hire.

Officers deemed that the proposed development would not impose an unreasonable load on the existing on-street parking in the surrounding area. Therefore, a Traffic Management Plan was not required as part of the assessment process. This decision was based on the availability of approximately 30 available on-street line-marked car parking spaces within a 50m radius of the proposed site.

Retail and Commercial Zone Code - Specific Outcome 05 (*Development Adjacent to Residential Areas*). To ensure any unacceptable noise levels are managed, conditions have been included to ensure that all noise emissions do not breach levels set in accordance with the Environmental Protection Act.

It is considered that the application is not in substantial conflict with the remaining Specific Outcomes of the Residential and Retail and Commercial Zone Codes that would warrant refusal or that could not be justified by reasonable planning grounds. If any compliance issues arise from the proposal not being able to meet a particular outcome, conditions have been included in the recommendation that will ensure specific outcomes are met protecting the amenity of adjacent residential uses.

Comment on Submissions

The Development Application required public notification due to the proposal triggering a Material Change of Use – Impact Assessable.

The application was advertised in the Townsville Bulletin on Friday 14th May, 2021 and at the closing date for submissions on 7th June, 2021, two properly made submissions were received from:

-
- Janet Hilson and Stewart Jones; and
 - Gilio Involata

The submissions received raised concerns about elements of the proposed development, in summary:

- Impact on the residential amenity through emissions (Noise/Light)
- Parking issues

These concerns have been acknowledged by both the applicant and the assessment manager. Comments below address the identified issues as stated in the submission. Every attempt has been made to ensure all valid town planning concerns have been considered thoroughly and management strategies put in place to mitigate any possible negative impacts.

Comment: Development assessment officers considered in detail possible new noise emissions generated by activities conducted by the facility. Possible noise generators included music and patrons at the venue as well as patrons departing the venue. Also of concern is the lighting and the potential for it to intrude into the neighbouring properties.

As part of the applicant's response to the submission, they advised that the proposal complies with Specific Outcome (SO) 5 of the Residential Zone Code which requires vertical illumination resulting from direct, reflected or incidental light coming from a site does not exceed 8 lux when measured at any point 1.5m outside the boundary of the property at any level from ground level up.

The applicant also advised that controls and limitations regarding the management of possible emissions emanating from the individual indoor and outdoor spaces would be implemented. These and the assessing authorities' comments relating to the proposed management of any potential negative impacts are summarised below.

Indoor Hire Space: - would be of small scale and always supervised by staff. Noise and lighting for this area should be minimal and able to be controlled by staff as all activities will be indoors. The hours will be subjective to demand but are expected to run during the day.

Outdoor Hire Space (Cottage Garden): - will be lit with fairy and garden lights for night-time functions, not exceeding 8lux. Noise emissions will be controlled with best practice management and align with the guidelines of Environmental Protection (Noise) Policy 2019 made under the Environmental Protection Act 1994. The scale and nature of such functions should not result in unacceptable noise levels.

Outdoor Hire Space (Functions): maximum 12 scheduled events per year, with a maximum number of 50 patrons at any given time. Onsite manager will be present for the duration of any events. Proposed 10.30pm music cease time, with venue shutdown curfew of midnight for Friday and Saturday nights. Any functions conducted Sunday to Thursday nights will be further limited with all activities to cease by 9.00 p.m. The events will be booked and organised with plenty of time in advance, should neighbouring properties require notification and details of upcoming events. Any unacceptable noise emissions will be controlled with best practice management and align with the guidelines of Environmental Protection (Noise) Policy 2019 made under the Environmental Protection Act 1994.

Council officers have proposed noise and light management conditions (Conditions 8, 9 and 12) as part of the recommendation, as it is reasonable to expect lesser levels of emission thresholds (such as light and noise) in residential areas of the town when compared to commercial areas.

Conclusion

Council's Development Assessment Team members have assessed the application in accordance with statutory legislation including the scheme and the Planning Act 2016. Reasonable and relevant conditions have been included as part of the recommendation.

Officers are confident that a decision to approve can be defended due to the ability of the proposal to comply with adopted planning regulations and policies. Submitter concerns have been considered thoroughly and mitigation measures included as part of the recommendation. It is recommended that Council approves the application subject to the abovementioned conditions.

Consultation

Given that the Development Application was triggered as 'Impact Assessable', public notification was required. The application was publicly notified between 14th May 2021 and the 7th June, 2021. There were two properly made submissions received. All relevant Council Departments have been consulted with comments and development conditions included as part of the recommendation, there was no external consultation required for this application.

Budget & Resource Implications

Possible legal fees associated with any Planning and Environment Court appeal.

Legal Authority & Implications

Given the nature of the application and the content of the submitter concerns, a potential risk is present in that any decision made by the Assessment Manager may attract an appeal in the Planning and Environment Court.

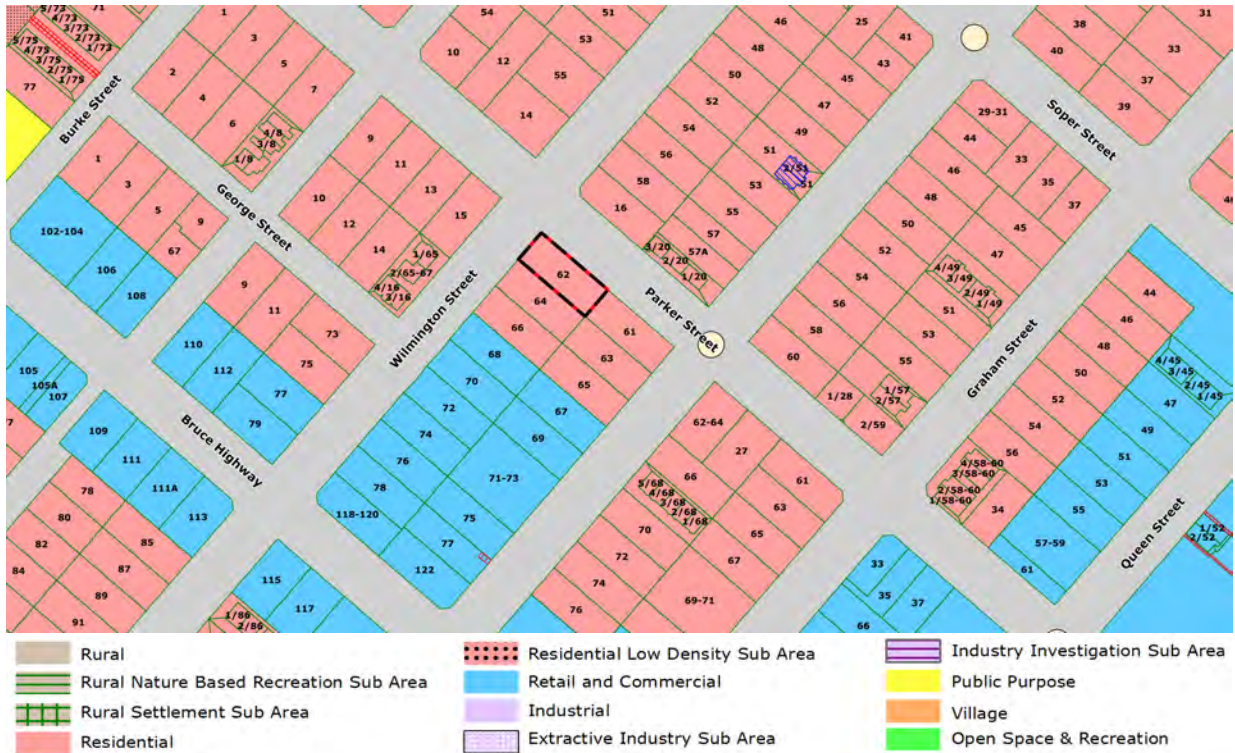
Policy Implications

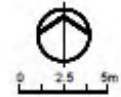
Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)

Minimal organisational risk is apparent given that the recommendation has considered all relevant outcomes associated with Strategic, Operational and Project risks.

Attachments





**Proposal Plan
for Material Change Of Use (MCU)
on Lot 1 RP709667
62 Wilmington Street**

Note: Image provided by [QGoogle](#)

This plan is conceptual and for discussion purposes only. All areas, dimensions and land uses are preliminary, subject to investigation, survey, engineering, and Local Authority and Agency approvals.

SHEET 1 Of 2

Date: 12th March 2021	
Scale: 1:250	A3
Drawn: NK	
Job No: 42734/001-01	
Plan No: 42734/001 A	

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6.4 TECHNICAL SERVICES

7 NOTICE OF MOTION

7.1 Appointment of Representatives to Advisory Groups

Background Information

The Council has recently undertaken a review of its representatives on the two advisory groups that it has established following the appointment of community representatives to the Community and Cultural Development Advisory Group. The below resolution confirms the appointment of two councillors as representatives to each advisory group, along with the appointment of another councillor as an alternative representative if one of the appointed councillors is unavailable.

Recommendation

That:

1. Councillor Michael Detenon, along with Councillor Max Musumeci be appointed as Council's representatives on the Burdekin Economic Development Advisory Group and Councillor Kaylee Boccalatte be appointed as Council's alternate representative.
2. Councillor John Bonanno be appointed as Council's alternate representative on the Community and Cultural Development Advisory Group should Council's appointed representatives, Councillor Sue Perry and Councillor John Furnell, not be available.

8 RECEIPT OF PETITIONS

9 CORRESPONDENCE FOR INFORMATION

Tabled Separately

10 GENERAL BUSINESS

11 CLOSED BUSINESS ITEMS

12 DELEGATIONS

