



**Burdekin Shire Council**

# **MINUTES**

## **ORDINARY COUNCIL MEETING**

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

**on 10 August 2021**

**COMMENCING AT 9:00AM**



# Burdekin Shire Council

TUESDAY 10 AUGUST 2021

## ORDER OF BUSINESS:

ITEM	PRECIS	PAGE
1	PRAYER	1
2	DECLARATIONS OF INTEREST	1
3	MINUTES AND BUSINESS ARISING	1
3.1	Ordinary Council Meeting Minutes - 27 July 2021	1
3.2	Burdekin Shire Road Safety Advisory Committee Meeting Minutes - 12 May 2021	2
3.3	Burdekin Shire Youth Council Meeting Minutes - 19 July 2021	3
3.4	RADF Advisory Group Meeting Minutes - 22 July 2021	3
4	EXECUTIVE	4
4.1	CEO	4
4.1.1	Workshop Meetings - July 2021	4
4.2	ECONOMIC DEVELOPMENT	5
4.2.1	Charlie's Hill RAAF Station No.211 Landscape Report	5
5	CORPORATE AND COMMUNITY SERVICES	6
5.1	CLIENT SERVICES	6
5.2	COMMUNITY DEVELOPMENT	6
5.3	FINANCIAL AND ADMINISTRATIVE SERVICES	6
5.4	GOVERNANCE	6
5.4.1	Repealing the Care of Public Property Policy	6
5.4.2	Scheduled Review of the Cropping in the Road Reserve Policy	7
5.4.3	Scheduled Review of the Tree Management Policy	7
5.4.4	Operational Plan 2020/2021 Q4 Report	8
6	INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES	8



# Burdekin Shire Council

<b>6.1</b>	<b>ENVIRONMENTAL AND HEALTH SERVICES</b>	<b>8</b>
<b>6.2</b>	<b>OPERATIONS</b>	<b>8</b>
<b>6.3</b>	<b>PLANNING AND DEVELOPMENT</b>	<b>8</b>
<b>6.4</b>	<b>TECHNICAL SERVICES</b>	<b>8</b>
<b>6.4.1</b>	<b>TBSC/21/010 - Supply and Delivery of One (1) Vacuum Truck</b>	<b>8</b>
<b>6.4.2</b>	<b>Letters Received Regarding Drainage and Road Improvements to Parker Street Ayr from the Ayr Chamber of Commerce Incorporated and Some Retail Outlets in Parker and Queen Streets, Ayr</b>	<b>9</b>
<b>7</b>	<b>NOTICE OF MOTION</b>	<b>10</b>
<b>8</b>	<b>RECEIPT OF PETITIONS</b>	<b>10</b>
<b>9</b>	<b>CORRESPONDENCE FOR INFORMATION</b>	<b>10</b>
<b>10</b>	<b>GENERAL BUSINESS</b>	<b>10</b>
<b>10.1</b>	<b>Submit Motion - Local Government Association of Queensland - 2021 Annual Conference</b>	<b>10</b>
<b>11</b>	<b>CLOSED BUSINESS ITEMS</b>	<b>10</b>
<b>12</b>	<b>DELEGATIONS</b>	<b>11</b>

---

## **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. Wellwood – Director of Infrastructure, Planning and Environmental Services  
Mr. W. Saldumbide - Manager Operations (Part)  
Mr. K. Byers - Manager Technical Services (Part)

Minutes Clerk – Ms. G. Biffanti

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

## **1 PRAYER**

The meeting prayer was delivered by Pastor Ray Hobbs of the Seventh Day Adventist Church.

## **2 DECLARATIONS OF INTEREST**

The Mayor called for declarations of interest.

Councillor Perry advised she had a Declarable Conflict of Interest in relation to Item 5.4.1 Repealing the Care of Public Property Policy as she and her husband Mr. Chris Perry maintain public property which is located adjacent to their residential property. Councillor Perry advised of her intention to leave the meeting during this discussion.

Councillor Boccalatte advised she had a Declarable Conflict of Interest in relation to Item 5.4.2 Scheduled Review of the Cropping in the Road Reserve Policy as her family owns a cane farm in which they crop adjacent to a Road Reserve and may be impacted by this policy. Councillor Boccalatte advised of her intention to leave the meeting during this discussion.

Councillor Bonanno advised he had a Declarable Conflict of Interest in relation to Item 6.4.2 Letters Received Regarding Drainage and Road Improvements to Parker Street Ayr from the Ayr Chamber of Commerce Incorporated and Some Retail Outlets in Parker and Queen Streets, Ayr as he is owner of Sportsfirst Ayr located in the East End Centre where work for the Parker Street Project was conducted. Councillor Bonanno advised of his intention to leave the meeting during this discussion.

## **3 MINUTES AND BUSINESS ARISING**

### **3.1 Ordinary Council Meeting Minutes - 27 July 2021**

#### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 27 July 2021 be received as a true and correct record.

---

## **Resolution**

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

CARRIED

### **3.2 Burdekin Shire Road Safety Advisory Committee Meeting Minutes - 12 May 2021**

#### **Summary of recommendations and actions for consideration and adoption:**

##### 6.1 St Colman's School – Drop Off Zone

1. That Council supports the 2 Minute Drop and Go Zone to be conducted at the front of St Colman's School car park.

##### 6.3 Jerona Causeway

1. That Council inspects signage in the area and determine if it needs to be replaced; and
2. That Council investigates if traffic counts should be implemented to gain data to assist with future decisions.

##### 6.5 Speed Limit Review and Additional Signage

2. That Council conducts a Speed Limit review on Giddy Road; and
3. That Council investigates additional signage at the exit of East End Centre – Parker Street Roundabout.

## **Recommendation**

That:

1. the minutes of the Burdekin Shire Road Safety Advisory Committee Meeting held on 12 May 2021 be noted, and;
2. the recommendations as detailed in the minutes and summarised in Items 6.1, 6.3 and 6.5 above be adopted.

## **Resolution**

Moved Councillor Musumeci, seconded Councillor Boccalatte that the recommendation be adopted noting the following:

- Incorrect spelling of St Colman's School in Item 6.1
- Amendment to Item 6.3.4 Senior Sergeant Steve Barton will liaise with Officer in Charge, Sergeant Ryan McGrath from the Giru Police Station.

CARRIED

---

### 3.3 Burdekin Shire Youth Council Meeting Minutes - 19 July 2021

#### Summary of recommendations and actions for consideration and adoption:

##### Item 4 – Burdekin Relay for Life

That Council notes the participation of the Youth Council Members volunteering at the Burdekin Relay for Life on Saturday, 24 July 2021.

##### Item 9 – First Aid Training

That Council notes the proposal for Youth Council to facilitate a youth focused community first aid training course during the September school holidays, with costs to be covered by individual participants.

#### Recommendation

That:

1. the minutes of the Burdekin Shire Youth Council Meeting held on 19 July 2021 be noted, and;
2. the recommendations as detailed in the minutes and summarised in Items 4 and 9 be adopted.

#### Resolution

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

CARRIED

### 3.4 RADF Advisory Group Meeting Minutes - 22 July 2021

#### Summary of recommendations and actions for consideration and adoption:

##### Item 4 – Consideration of Applications received in RADF 2020/2021 Round 2

That the following projects be funded from RADF 2020/2021 Round 2:

Applicant	Project	Requested Funding	Recommended Funding
Burdekin Potters Inc.	Conduct pop-up shop in conjunction with Burdekin Art Society. <i>The meeting recommends funding of this project subject to written confirmation from Burdekin Art Society that the Society is a partner in the project.</i>	\$1,500.00	\$1,500.00
Burdekin Abstract Arts	Conduct free art classes at Burdekin Neighbourhood Centre for people with disabilities and disadvantaged residents and youth.	\$4,490.00	\$4,490.00

Burdekin Library	Co-design and run workshops, in collaboration with University of Melbourne, relating to improving knowledge and best practice for successful community publishing. <i>The meeting recommends funding of this project subject to written confirmation of partnerships in the project and provision of an updated budget.</i>	\$5,000.00	\$5,000.00
Burdekin Shire Council	Install third and final angel wings mural at Burdekin Theatre to complete the recently installed two (2) small murals.	\$720.00	\$720.00
<b>TOTAL</b>		<b>\$11,710.00</b>	<b>\$11,710.00</b>

#### Item 5 – Invite Applications for Vacancy on RADF Advisory Group

It is recommended that applications be invited for a vacancy on the RADF Advisory Group created by Mrs. List's completion of term of appointment.

#### **Recommendation**

That:

1. The minutes of the RADF Advisory Group Meeting held on 22 July 2021 be noted, and;
2. The recommendations as detailed in the minutes and summarised in Items 4 and 5 be adopted.

#### **Resolution**

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

CARRIED

## **4 EXECUTIVE**

### **4.1 CEO**

#### **4.1.1 Workshop Meetings - July 2021**

##### **Executive Summary**

The Council conducted two (2) workshops during the past month on 6 and 20 July 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 6 and 20 July 2021 be received and noted.

## **Resolution**

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

CARRIED

## **4.2 ECONOMIC DEVELOPMENT**

### **4.2.1 Charlie's Hill RAAF Station No.211 Landscape Report**

#### **Executive Summary**

Burdekin Shire Council allocated funding in 2020/2021 financial year to engage a suitably qualified consultant to design a concept plan for Charlie's Hill as well as preliminary cost estimates for the scope of works included in the concept plan.

The Radar Station was built in 1943 by the Royal Australian Airforce as part of the frontline defence of Australia during World War II. Despite the significance of this asset, little has been done to showcase it.

There is a need to introduce options to interpret the Radar Station, demonstrating its significance and the role it played.

The purpose of the consultancy was to provide Council with a design that implements a series of environmentally sustainable enhancements and low-key recreational developments for locals and visitors to appreciate the heritage significance of this site.

#### **Recommendation**

That Council receives and adopts the Charlie's Hill RAAF Station No. 211 Landscape Report prepared by CUSP Landscape Architecture Urban Design.

#### **Resolution**

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

CARRIED

*9.22am Mr. Saldumbide entered the meeting.*

*9.26am Mr. Byers entered the meeting.*



---

## **5 CORPORATE AND COMMUNITY SERVICES**

### **5.1 CLIENT SERVICES**

### **5.2 COMMUNITY DEVELOPMENT**

### **5.3 FINANCIAL AND ADMINISTRATIVE SERVICES**

### **5.4 GOVERNANCE**

#### **5.4.1 Repealing the Care of Public Property Policy**

*9.32am Councillor Perry left the meeting at the commencement of this discussion as she had a Declarable Conflict of Interest in relation to Item 5.4.1 Repealing the Care of Public Property Policy as she and her husband Mr. Chris Perry maintain public property which is located adjacent to their residential property.*

#### **Executive Summary**

The Care of Public Property Policy was first adopted by Council at its General Meeting on 8 August 1996. The purpose of this policy was to establish a set of eligibility criteria to be applied for access to a potable water charge rebate for landowners that irrigate and maintain Council owned land adjacent to their own property.

Only three (3) approved landholders currently access the rebate.

Access to rebates for existing approved applicants will cease from 1 July 2022. The final rebate payable will relate to water charges incurred in the 2021/2022 financial year. No new applications will be allowed.

#### **Recommendation**

That Council repeals the existing Care of Public Property Policy immediately with any current approvals to cease as of 30 June 2022.

#### **Resolution**

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

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

AGAINST: Councillor Boccalatte

5/1

CARRIED

*9.37am Councillor Perry returned to the meeting.*

---

#### **5.4.2 Scheduled Review of the Cropping in the Road Reserve Policy**

*9.38am Councillor Boccalatte left the meeting at the commencement of this discussion as she had a Declarable Conflict of Interest in relation to Item 5.4.2 Scheduled Review of the Cropping in the Road Reserve Policy as her family owns a cane farm in which they crop adjacent to a Road Reserve and may be impacted by this policy.*

##### **Executive Summary**

Council's Cropping in the Road Reserve Policy was last adopted by Council on the 22 August 2017. The policy has now been reviewed and updated for consideration of Council.

The purpose of this policy is to administer control of cropping within Burdekin Shire Council Road Reserves to maintain safety for road users, protect the integrity of underground infrastructure and ensure capacity is maintained in the drainage network.

The policy applies to occupiers of land abutting Local Government Road Reserves within the Burdekin Shire Local Government Area.

##### **Recommendation**

That Council adopts the Cropping in the Road Reserve Policy as attached to this report.

##### **Resolution**

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

CARRIED

*9.40am Councillor Boccalatte returned to the meeting.*

#### **5.4.3 Scheduled Review of the Tree Management Policy**

##### **Executive Summary**

Council's Tree Management Policy was last adopted by Council on the 22 August 2017. The policy has now been reviewed and updated for consideration of Council.

This policy provides the operational framework for the management and maintenance of trees within the shire to reduce future liability and maintenance costs to Council, reduce the risks of injury to people and damage to property and improve the natural local amenity.

This policy relates to management of trees located on privately owned land, Council owned and controlled land including but not limited to parks, footpaths and reserves that may be interfering with or threatening to interfere with privately owned or Council owned assets.

##### **Recommendation**

That Council adopts the Tree Management Policy as attached to this report.

##### **Resolution**

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

CARRIED

---

#### **5.4.4 Operational Plan 2020/2021 Q4 Report**

##### **Executive Summary**

The Q4 Report for the Operational Plan 2020/2021 details Council's performance throughout the financial year in relation to each of the agreed activities contained within the Operational Plan. The Operational Plan including activity targets and measurement statements for each agreed activity was adopted in June 2020.

The Q4 Report covers each operational area under the two directorates- Corporate and Community Services and Infrastructure, Planning and Environmental Services along with activities within the Executive and Corporate Governance areas. A traffic light reporting system has been applied to provide an "at a glance" scorecard for each agreed activity within the operational plan. Supporting comments provide additional information pertaining to each activity and provide any relevant explanation where targets have not been met.

##### **Recommendation**

That Council receives the Operational Plan 2020/2021 Q4 Report as attached to this report.

##### **Resolution**

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

CARRIED

## **6 INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES**

### **6.1 ENVIRONMENTAL AND HEALTH SERVICES**

### **6.2 OPERATIONS**

### **6.3 PLANNING AND DEVELOPMENT**

### **6.4 TECHNICAL SERVICES**

#### **6.4.1 TBSC/21/010 - Supply and Delivery of One (1) Vacuum Truck**

##### **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 ex GST per financial year. The purchase of the Vacuum Truck is in this category.

---

Quotations were called in TBSC/21/010 - Supply and Delivery of one (1) Vacuum Truck.

Quotation closed on Friday, 16 July 2021. Prequalified suppliers were selected in the following three (3) Local Buy Contracts:

- NPN 04.13 – Truck (Cab Chassis);
- NPN 2.15 – Heavy Plant Machinery Equipment; and
- NPN 1.15 – Specialist Trucks & Bodies

In total, twelve quotation offers were received from both Truck Suppliers and Vacuum Suppliers. These quotations were assessed using a multi-criteria weighting method.

### **Recommendation**

That Council accepts the quotation TBSC/21/010 for the purchase of Council's new Vacuum Truck for a total of \$265,323.46 excluding GST from:

- Tony Ireland Isuzu for Isuzu FSR140-260 auto with a Ditch Witch FXT65 optioned with boom for \$253,057.96 excluding GST; and
- NQ Kool Cars & Kustoms for tank and rust protection for \$12,265.50 excluding GST.

### **Resolution**

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

CARRIED

### **6.4.2 Letters Received Regarding Drainage and Road Improvements to Parker Street Ayr from the Ayr Chamber of Commerce Incorporated and Some Retail Outlets in Parker and Queen Streets, Ayr**

*9.58am Councillor Bonanno left the meeting at the commencement of this discussion as he had a Declarable Conflict of Interest in relation to Item 6.4.2 Letters Received Regarding Drainage and Road Improvements to Parker Street Ayr from the Ayr Chamber of Commerce Incorporated and Some Retail Outlets in Parker and Queen Streets, Ayr as he is owner of Sportsfirst Ayr located in the East End Centre where work for the Parker Street Project was conducted.*

### **Executive Summary**

The Parker Street Drainage Road Reconstruction and Roundabout Project was successfully completed in May 2021. This project was a significant undertaking by Council, with increased levels of design and construction complexity due to the traffic management requirements, significant underground services, and drainage infrastructure present.

Council has received positive feedback and comments from the Burdekin Shire community regarding the finished project and the traffic safety improvements as a result of the new roundabout.

However, on 15 July 2021, Council received a letter from the Ayr Chamber of Commerce on behalf of local businesses in the area surrounding Parker Street, Ayr and also a separate letter signed by some Retail Outlets in Parker and Queen Streets, Ayr. The letters address a number of issues raised by business owners following construction works.

At the request of the Chief Executive Officer (CEO), Council Officers have reviewed the letters received and developed this report, responding to some of the statements/concerns contained within the letters.

---

## **Recommendation**

That Council receives the report on the Drainage and Roadworks improvements undertaken in Parker Street, Ayr in response to the letters from the Ayr Chamber of Commerce and some Retail Outlets in Parker and Queen Street, Ayr and advise that it will not be offering any compensation for disruption during the undertaking of the works as access was maintained to all businesses during business hours whilst the works were undertaken.

## **Resolution**

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

CARRIED

*10.09am Mr. Saldumbide and Mr. Byers left the meeting.*

*10.10am Councillor Bonanno returned to the meeting.*

## **7 NOTICE OF MOTION**

## **8 RECEIPT OF PETITIONS**

## **9 CORRESPONDENCE FOR INFORMATION**

## **10 GENERAL BUSINESS**

### **10.1 Submit Motion - Local Government Association of Queensland - 2021 Annual Conference**

## **Resolution**

Moved Councillor Perry, seconded Councillor Furnell that Council submit to the Local Government Association of Queensland (LGAQ) – 2021 Annual Conference agenda a proposed resolution relating to the continuation of the waste levy advance payments to Councils from the State Government beyond the 2021/2022 financial year.

CARRIED

## **11 CLOSED BUSINESS ITEMS**

---

## **12 DELEGATIONS**

There being no further business the meeting closed at 10.33am.

**These minutes were confirmed by Council at the Ordinary Council Meeting held on 24 August 2021.**

**MAYOR**

---