



# Burdekin Shire Council

## **MINUTES**

### **ORDINARY COUNCIL MEETING**

HELD AT COUNCIL ADMINISTRATION BUILDING,  
145 YOUNG STREET, AYR

**on 28 September 2021**

**COMMENCING AT 9:00 AM**

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## **ORDER OF BUSINESS:**

### **1. ATTENDANCE**

Councillor Lyn McLaughlin, Councillor Sue Perry, Councillor Kaylee Boccalatte, Councillor John Bonanno, Councillor Michael Detenon, Councillor John Furnell, Councillor Max 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. S. Great - Manager Planning and Development (Part)  
Mr. D. Mulcahy - Manager Environmental and Health Services (Part)  
Ms. H. Johnstone - Financial Accountant (Part)

Minutes Clerk - Ms. G. Biffanti

### **2. PRAYER**

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

### **3. DECLARATIONS OF INTEREST**

The Mayor called for declarations of interest.

Councillor Bonanno advised that he had a Declarable Conflict of Interest in relation to Item 7.3.1 Request for Quotation - Replace Burdekin Memorial Hall Chiller Unit, Storage Tank, Pump and Controls as he is a close personal friend of the proprietor of Laser Electrical. Laser Electrical has submitted a quotation to complete the works prescribed in Item 7.3.1. Councillor Bonanno advised of his intention to leave the meeting during this discussion.

Councillor McLaughlin advised that she had a Declarable Conflict of Interest in relation to Item 7.3.1 Request for Quotation - Replace Burdekin Memorial Hall Chiller Unit, Storage Tank, Pump and Controls as she is a close personal friend of the proprietor of Laser Electrical. Laser Electrical has submitted a quotation to complete the works prescribed in Item 7.3.1. Councillor McLaughlin advised of her intention to leave the meeting during this discussion.

### **4. MINUTES AND BUSINESS ARISING**

#### **4.1. Ordinary Council Meeting Minutes - 14 September 2021**

##### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 14 September 2021 be received as a true and correct record.

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## **Resolution**

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

CARRIED

### **4.2. Audit Committee Meeting Minutes - 8 September 2021**

## **Recommendation**

### 3 – Minutes of the Audit Committee Meeting held on 14 August 2021

That the minutes from the previous meeting be formally adopted by the Committee.

### 4.1 – Final 2020-21 Financial Statements

That the Committee commend the Final 2020-2021 Financial Statements to the Mayor and CEO to be signed.

### 5.1 – Draft Annual Report

That the Committee note the Draft Annual Report.

### 6.1 – QAO 2021 Closing Report

That the Committee note the QAO 2021 Closing Report.

### 6.1.1 – Management Response to Employee Overtime Identified in Closing Report

That the Committee note the management action taken to date in addressing the overtime of employees and revisit the issue in the 2022 external audit plan.

### 7.2 – Review/Confirm Audit Committee Charter

That the Committee commend the 2022 Audit Committee Charter to Council for adoption.

That:

1. the minutes of the Audit Committee Meeting held on 8 September 2021 be noted, and;
2. the recommendations as detailed in the minutes and summarised in Item Numbers 3 to 7.2 above be adopted.

## **Resolution**

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

CARRIED

## **5. EXECUTIVE**

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## **5.1. CEO**

### **5.1.1. Proposed Changes to Council Meeting Dates**

#### **Executive Summary**

The Council is scheduled to have an Ordinary Council Meeting on Tuesday, 26 October 2021. The Mayor and two (2) Councillors will be absent for this meeting as they will be attending the Local Government Association of Queensland (LGAQ) Annual Conference in Mackay at this time. It is proposed to have the Ordinary Council Meeting on an alternate day to accommodate their absence.

It is also normal practice to only hold one (1) Ordinary Council Meeting in December and in January each year and dates also need to be set for these meetings.

#### **Recommendation**

The Ordinary meeting of Council scheduled to be held on Tuesday, 26 October 2021 be rescheduled to Thursday, 21 October 2021 commencing at 9.00am due to Council representatives attending the LGAQ Annual Conference from 25 to 27 October 2021.

Further, the dates of the Ordinary Council Meetings in December 2021 and January 2022 be set as follows:

- Tuesday, 14 December 2021
- Tuesday, 18 January 2022

#### **Resolution**

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

CARRIED

## **5.2. ECONOMIC DEVELOPMENT**

## **6. CORPORATE AND COMMUNITY SERVICES**

### **6.1. CLIENT SERVICES**

### **6.2. COMMUNITY DEVELOPMENT**

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## **6.3. FINANCIAL AND ADMINISTRATIVE SERVICES**

### **6.3.1. Consideration for Annual Valuation – 2022 Revaluation Program**

#### **Executive Summary**

Council has received correspondence from the State Valuation Service – Land Division, seeking Council's view in relation to the revaluation of its Local Government area as part of the 30 June 2022 Revaluation Program.

#### **Recommendation**

That Council responds to the State Valuation Service requesting that the department include the Burdekin Shire in the 2022 Annual Revaluation Program.

#### **Resolution**

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

CARRIED

*9.11am - Ms. Johnstone entered the meeting.*

### **6.3.2. Monthly Financial Report for Period Ending 31 August 2021**

#### **Recommendation**

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

#### **Resolution**

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

CARRIED

*9.27am - Ms. Johnstone left the meeting.*

## **6.4. GOVERNANCE**

### **6.4.1. 2022 Audit Committee Charter**

#### **Executive Summary**

The *Local Government Act 2009* requires Council to establish an Audit Committee. The Audit Committee serves in an advisory capacity to provide independent assurance regarding the integrity of Council's financial documents, the internal audit function and risk

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management framework.

The Audit Committee has recently conducted a review of their Charter, in line with the annual review period in the current 2021 Audit Committee Charter.

The revised 2022 Audit Committee Charter is now presented to Council for formal adoption.

### **Recommendation**

That Council adopts the 2022 Audit Committee Charter, as attached to this report.

### **Resolution**

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

CARRIED

## **6.4.2. Annual Report 2020/21**

### **Executive Summary**

Under the *Local Government Regulation 2012* Council is required to prepare an Annual Report for each financial year. The Annual Report 2020/21 has been compiled to fairly represent Council's achievements throughout the financial year that contribute to meeting the strategic intents outlined in the adopted Corporate Plan 2017-2022.

The report also displays all statutory information in a logical, sequential manner making this information easier to locate in the final report. The Annual Report also includes the General Purpose Financial Statements, the Current Year Financial Sustainability Statement and the Long-Term Financial Sustainability Statement as well as a Community Financial Report which all demonstrate Council's stable financial position.

### **Recommendation**

That Council adopts the Annual Report 2020/21 as tabled.

### **Resolution**

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

CARRIED

## **7. INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES**

### **7.1. ENVIRONMENTAL AND HEALTH SERVICES**

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## **7.2. OPERATIONS**

### **7.2.1. Tender Submissions Received for ACL/20/001 Pre-Qualified Suppliers for Hire of Wet and Dry Plant and Equipment – Refresh One and ACL/20/002 Traffic Control Providers – Refresh One**

#### **Executive Summary**

Submissions for Approved Contractors List ACL/20/001 – Request for Pre-Qualified Suppliers for Hire of Wet and Dry Plant and Equipment – Refresh One and ACL/20/002 – Request for Pre-Qualified Suppliers for Traffic Control Providers (including equipment) – Refresh One closed at 2:00pm on the 10 September 2021.

Council received twenty-two applications for Hire of Wet and Dry Plant and Equipment with two (2) applications deemed non-conforming due to insufficient documentation being supplied with the application. From the twenty conforming applications eight (8) were from local suppliers.

Council received four (4) applications for Traffic Control Providers by the nominated closing time. Of these two (2) were deemed non-conforming as insufficient documentation was supplied with the application.

#### **Recommendation**

That Council accepts the conforming tenders received for Refresh One – ACL/20/001 – Request for Pre-Qualified Suppliers for Hire of Wet and Dry Plant and Equipment and ACL/20/002 – Request for Pre-Qualified Suppliers for Traffic Control Providers (including equipment) as per the attached listing for the period up to and including 30 September 2023 with an opportunity for the second annual refresh at the 30 September 2022.

#### **Resolution**

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

CARRIED

*9.39am - Mr. Great entered the meeting.*

## **7.3. PLANNING AND DEVELOPMENT**

### **7.3.1. Request for Quotation - Replace Burdekin Memorial Hall Chiller Unit, Storage Tank, Pump and Controls.**

*9.41am - Councillor Bonanno left the meeting at the commencement of this discussion as he had a Declarable Conflict of Interest in relation to Item 7.3.1 Request for Quotation - Replace Burdekin Memorial Hall Chiller Unit, Storage Tank, Pump and Controls as he is a close personal friend of the proprietor of Laser Electrical. Laser Electrical has submitted a quotation to complete the works prescribed in Item 7.3.1.*

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*9.42am - Councillor McLaughlin left the meeting at the commencement of this discussion as she had a Declarable Conflict of Interest in relation to Item 7.3.1 Request for Quotation - Replace Burdekin Memorial Hall Chiller Unit, Storage Tank, Pump and Controls as she is a close personal friend of the proprietor of Laser Electrical. Laser Electrical has submitted a quotation to complete the works prescribed in Item 7.3.1.*

*Councillor Perry assumed the chair.*

## **Executive Summary**

After a routine inspection of the Air Conditioning Units at the Burdekin Memorial Hall, it was discovered that one side of the chiller unit had failed. The extent of damage to the chiller unit could not be repaired and therefore a Request for Quotations was sent to three (3) suppliers on 3 August, 2021. The quotations scope of works was based upon components of a similar replacement size.

After the initial quotations for The Burdekin Memorial Hall – Replace Chiller Unit, Storage Tank, and Controls were called, all three (3) contacted supplies provided quotes on or before 7 August 2021.

The scope of works included as part of quotations received by Council varied greatly in design specifications including several options. Due to the complex nature of the existing air conditioner unit and variations in the quotes received, Council Officers referred the quotations to an independent consulting engineer to assist and ensure the most cost effective and efficient scope of works is adopted.

## **Recommendation**

That Council accepts the Quotation submitted by MVO Airconditioning for the amount of \$155,430.00 ex GST to carry out works associated with replacing the Burdekin Memorial Hall Chiller Unit, Pump, Storage Tank, and Controls.

## **Resolution**

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

## **Amendment**

Moved Councillor Musumeci, seconded Councillor Detenon that this matter be referred to a Councillor Workshop for further discussion, prior to the matter being formally considered at a future Council Meeting.

## **Voting on the Amendment**

FOR - Councillors Michael Detenon and Max Musumeci

AGAINST - Councillors Sue Perry, Kaylee Boccalatte and John Furnell

FOR 2, AGAINST 3

LOST

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## **Recommendation**

That Council accepts the Quotation submitted by MVO Airconditioning for the amount of \$155,430.00 ex GST to carry out works associated with replacing the Burdekin Memorial Hall Chiller Unit, Pump, Storage Tank, and Controls.

## **Resolution**

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

FOR - Councillors Sue Perry, Kaylee Boccalatte and John Furnell

AGAINST - Councillors Michael Detenon, and Max Musumeci

FOR 3, AGAINST 2

CARRIED

*10.00am - Councillors McLaughlin and Bonanno entered the meeting.*

*10.01am - Councillor McLaughlin resumed the chair.*

## **7.4. TECHNICAL SERVICES**

## **8. NOTICE OF MOTION**

## **9. RECEIPT OF PETITIONS**

## **10. CORRESPONDENCE FOR INFORMATION**

### **10.1. Request for Council Support - Attendance of Mayor McLaughlin - Lions Convention Charters Towers 2021 - Charters Towers - 8 October 2021**

## **Resolution**

Moved Councillor Perry, seconded Councillor Furnell that Council endorse Mayor McLaughlin to attend the Lions Convention Charters Towers 2021 on 8 October 2021 in Charters Towers with any expenses of attendance to be met by Council.

CARRIED

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*10.14am - Mr. Mulcahy entered the meeting.*

## **11. GENERAL BUSINESS**

### **11.1. Regional Community Forum - Ayr - 27 September 2021**

The 7th Regional Community Forum was held on 27 September 2021 at the Burdekin Theatre, Ayr. Members came together from different State Government departments and sectors of the region to discuss relevant. The following Members of Parliament and Ministers were in attendance:

Mr. Aaron Harper MP Member for Thuringowa  
Mr. Les Walker MP Member for Mundingburra  
The Honourable Scott Stewart MP, Minister for Resources  
The Honourable Mark Ryan MP, Minister for Police and Corrective Services and Minister for Fire and Emergency Services  
Mr. Lance McCallum MP, Member for Bundamba and Assistant Minister for Hydrogen Development and the 50% Renewable Energy Target by 2030.

### **11.2. Siam Weed Update**

Mr. Mulcahy provided an update on the progress of works that Council has undertaken to ensure the spread of Siam Weed is contained in the Houghton River Catchment of Burdekin Shire.

*10.43am - Mr. Mulcahy left the meeting.*

## **12. CLOSED BUSINESS ITEMS**

## **13. DELEGATION**

There being no further business the meeting closed at 10.45am.

**These minutes were confirmed by Council at the Ordinary Council Meeting held on 12 October 2021.**

**MAYOR**

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