



Burdekin Shire Council

MINUTES

ORDINARY COUNCIL MEETING

HELD AT COUNCIL ADMINISTRATION BUILDING,
145 YOUNG STREET, AYR

on 23 November 2021

COMMENCING AT 9:00 AM

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. K. Byers - Manager Technical Services (Part)
Mr. S. Great - Manager Planning and Development (Part)
Mr. D. Mulcahy - Manager Environmental and Health Services (Part)
Dr. P. Prayaga - Coordinator Public Health and Environment (Part)
Mrs. R. Stockdale – Senior Governance Officer (Part)
Ms. H. Johnstone - Financial Accountant (Part)

Minutes Clerk - Ms. G. Biffanti

2. PRAYER

The meeting prayer was delivered by Mayor McLaughlin.

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 4.2 Community Grants Program Panel Meeting Minutes - 11 November 2021 as he is the coaching coordinator for the Burdekin Amateur Basketball Association. The Association has requested grant funding for the Grand Opening Event for the New Covered Basketball Courts. Councillor Bonanno advised of his intention to leave the meeting during this discussion.

Councillor Boccalatte advised that she had a Declarable Conflict of Interest in relation to Item 4.2 Community Grants Program Panel Meeting Minutes - 11 November 2021 as she is a member of Women in Sugar. Women in Sugar has requested grant funding for their Women in Sugar 2022 Conference. Councillor Boccalatte advised of her intention to leave the meeting during this discussion.

Councillor McLaughlin advised she had a Declarable Conflict of Interest in relation to Item 7.1.2 Burdekin Dry Tropics NRM Regional Pest Management Strategic Approach 2020-2025 as she is a Member of the Board for NQ Dry Tropics. Councillor McLaughlin advised of her intention to leave the meeting during this discussion.

4. MINUTES AND BUSINESS ARISING

4.1. Ordinary Council Meeting Minutes - 9 November 2021

Recommendation

That the minutes of the Ordinary Council Meeting held on 9 November 2021 be received as a true and correct record.

Resolution

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

CARRIED

4.2. Community Grants Program Panel Meeting Minutes - 11 November 2021

9.05am Councillor Bonanno left the meeting at the commencement of this discussion as he had a Declarable Conflict of Interest in relation to Item 4.2 Community Grants Program Panel Meeting Minutes - 11 November 2021 as he is the coaching coordinator for the Burdekin Amateur Basketball Association. The Association has requested grant funding for the Grand Opening Event for the New Covered Basketball Courts.

9.05am Councillor Boccalatte left the meeting at the commencement of this discussion as she had a Declarable Conflict of Interest in relation to Item 4.2 Community Grants Program Panel Meeting Minutes - 11 November 2021 as she is a member of Women in Sugar. Women in Sugar has requested grant funding for their Women in Sugar 2022 Conference.

Summary of recommendations and actions for consideration and adoption:

Item 1 – Consideration of Grants Applications Round 2 – 2021/2022 Financial Year

No.	Applicant	Recommended Funding	Recommended In-kind Support
1.1	Rotary Club of Ayr – Primary Producers BlackTie Gala	\$ 5,000.00	\$ 200.00
1.2	Rotary Club of Ayr – RYDA Program		\$ 600.00
1.3	The Good Foundation		
1.4	Giru State School P & C Association	\$ 3,000.00	\$ 600.00
1.5	Women in Sugar	\$ 4,000.00	
1.6	Burdekin Artisan Community Assoc Inc.	\$ 2,000.00	
1.7	Burdekin Swimming Club	\$ 2,000.00	\$ 200.00
1.8	Burdekin Brass Band	\$ 4,000.00	
1.9	Burdekin Amateur Basketball	\$ 2,000.00	
1.10	Burdekin Readers & Writers	\$ 5,000.00	

Recommendation

That:

1. the minutes of the Community Grants Program Panel Meeting held on 11 November 2021 be noted;
2. it be noted that the total cash funds available for Community Grants Program in 2021/2022 Financial Year is \$53,060.00. This includes refunds from events which did not proceed due to COVID-19 together with constrained funds from 2020/2021 Financial Year;
3. the recommended funding as detailed in the minutes and noted in Item 1.1 - 1.10 be adopted;
4. it be noted that there may be further refunds from unexpended grant funding from organisations, and;
5. it be noted that the remaining funds available for the 2021/2022 Financial Year after the allocation from Round 2 will be \$21,780.00.

Resolution

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

CARRIED

9.06am - Councillor Bonanno and Boccalatte returned to the meeting.

5. EXECUTIVE

5.1. CEO

5.1.1. Appointment of Acting Chief Executive Officer

Executive Summary

The Chief Executive Officer (CEO) will be taking a period of annual leave from 13 December 2021 to 31 December 2021, returning to work on Tuesday 4 January 2022 after the public holiday for New Years Day. During the absence of the CEO on annual 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 13 December 2021 to 31 December 2021 during the absence of the CEO on annual leave.

Resolution

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

CARRIED

5.2. ECONOMIC DEVELOPMENT

6. CORPORATE AND COMMUNITY SERVICES

6.1. CLIENT SERVICES

6.1.1. Camera Surveillance Policy

Executive Summary

The Camera Surveillance Policy was first adopted in 2018 to ensure that Council's camera surveillance system will only be used for the purpose of which it was intended. This policy has now been reviewed by staff in line with the review cycle, however no significant changes are proposed as a result of the review.

Recommendation

That Council adopt the revised Camera Surveillance Policy, as attached to this report.

Resolution

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

CARRIED

6.2. COMMUNITY DEVELOPMENT

6.2.1. Revised Arts and Cultural Development Policy

Executive Summary

The Arts and Cultural Development Policy provides Council with a consistent approach to the development and promotion of Arts and Cultural Development activities and the important role they play in forming the identity and sense of place in local communities.

The policy was adopted by Council in 2017 and has now been reviewed and updated.

Recommendation

That Council adopts the Arts and Cultural Development Policy as attached to this report.

Resolution

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

CARRIED

9.13am - Ms. Johnstone entered the meeting.

6.3. FINANCIAL AND ADMINISTRATIVE SERVICES

6.3.1. Monthly Financial Report for Period Ending 31 October 2021

Recommendation

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

Resolution

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

CARRIED

9.20am - Mr. Mulcahy and Dr. Prayaga entered the meeting.

9.21am - Mrs. Stockdale entered the meeting.

6.4. GOVERNANCE

9.32am - Ms. Johnstone left the meeting.

6.4.1. New Business Continuity Management Policy

Executive Summary

Business Continuity Management is an important part of any organisation's risk management strategy. Effective business continuity management helps to ensure that Council can continue to deliver critical services when a business interruption event occurs. Council's Business Continuity and Disaster Recovery Planning was the subject of an internal audit in 2020. One of the agreed management action items from that audit was to

strengthen Council's Business Continuity Governance Framework through the development of a Business Continuity Management Policy. A draft policy has been developed and establishes the broader Business Continuity Framework for Council. In addition to Council's existing Business Continuity Plans and Sub-plans the policy establishes a Business Impact Analysis Methodology and a Business Continuity Management Roadmap to ensure all internal audit action items are addressed.

Recommendation

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

Resolution

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

CARRIED

6.4.2. Information Security Policy

Executive Summary

The Information Security Policy was first adopted in 2018 to address an audit recommendation made by the Queensland Audit Office for information systems security. This policy has now been reviewed by staff in line with the review cycle and changes made by the Queensland Government Chief Information Office (QGCI) Information Security Policy (IS18:2018).

Recommendation

That Council adopt the revised Information Security Policy, as attached to this report.

Resolution

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

CARRIED

6.4.3. Enterprise Mobility and Bring-Your-Own-Device Policy

Executive Summary

The Enterprise Mobility and Bring-Your-Own-Device Policy was first adopted in 2018 to address an audit recommendation made by the Queensland Audit Office. This policy has now been reviewed by staff in line with the review cycle, however no significant changes are proposed as a result of the review.

Recommendation

That Council adopt the revised Enterprise Mobility and Bring-Your-Own-Device Policy, as attached to this report.

Resolution

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

CARRIED

9.42am - Mrs. Stockdale left the meeting.

7. INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES

7.1. ENVIRONMENTAL AND HEALTH SERVICES

7.1.1. Annual Report 2020-2021 of Actions and Progress in the Mosquito Management Plan 2020-2025

Executive Summary

The Council's Mosquito Management Plan 2020-2025 (the Plan) was adopted by Council on 8 September 2020. Best practice includes a requirement for the progress of the Plan to be reviewed formally every 12 months by the Council and updates provided. This is the annual report for financial year 2020-2021.

Recommendation

That the Annual Report on the operational activities for 2020-2021 from the Council's Mosquito Management Plan 2020-2025 be received and noted.

Resolution

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

CARRIED

7.1.2. Burdekin Dry Tropics NRM Regional Pest Management Strategic Approach 2020-2025

9.49am Councillor McLaughlin left the meeting at the commencement of this discussion as she had a Declarable Conflict of Interest in relation to Item 7.1.2 Burdekin Dry Tropics NRM Regional Pest Management Strategic Approach 2020-2025 as she is a Member of the Board for NQ Dry Tropics.

Councillor Perry assumed the chair.

Executive Summary

The NQ Dry Tropics have forwarded the Burdekin Dry Tropics NRM Regional Pest Management Strategic Approach 2020-2025 and have requested formal endorsement of the document.

Recommendation

That Council resolves to endorse the Burdekin Dry Tropics NRM Regional Pest Management Strategic Approach 2020-2025 and advise the NQ Dry Tropics accordingly.

Resolution

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

CARRIED

9.53am - Councillor McLaughlin returned to the meeting and resumed the chair.

7.1.3. Sole Supplier -Teknar 1200SC

Executive Summary

Approval is sought to use a sole supplier for the supply and delivery of Teknar 1200 SC, a biological mosquito larvicide.

Recommendation

That Council resolves, in accordance with the *Local Government Regulation 2012*, Section 235 (a), that it is satisfied there is only one (1) supplier reasonably available for Teknar 1200 SC, a biological mosquito larvicide, being Pacific Biologics.

Resolution

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

CARRIED

9.54am - Mr. Great entered the meeting.

9.56am - Mr. Mulcahy and Dr. Prayaga left the meeting.

7.2. OPERATIONS

7.3. PLANNING AND DEVELOPMENT

7.3.1. Revised Floor Heights of Buildings with Habitable Rooms Policy

Executive Summary

The Floor Heights of Buildings with Habitable Rooms Policy has been reviewed and updated in accordance with Councils regular policy review cycle. The policy aims to reduce the risk of inundation of floodwaters to habitable dwellings within the Burdekin Shire Local Government area.

Recommendation

That Council adopts the revised Floor Heights for Buildings with Habitable Rooms Policy as attached to this report.

Resolution

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

CARRIED

9.57am - Mr. Byers entered the meeting.

7.4. TECHNICAL SERVICES

7.4.1. Repeal Policy for Disposal of Pool Wastewater from Domestic Dwellings through the Sewerage System

Executive Summary

The Policy for Disposal of Pool Wastewater from Domestic Dwellings through the Sewerage System ('the Policy') was adopted in 1999. The Policy is no longer required as it does not align with Council's adopted Policy Framework.

Recommendation

That Council repeal the Policy for Disposal of Pool Wastewater from Domestic Dwellings through the Sewerage System.

Resolution

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

CARRIED

10.01 - Mr. Byers and Mr. Great left the meeting.

8. NOTICE OF MOTION

9. RECEIPT OF PETITIONS

10. CORRESPONDENCE FOR INFORMATION

11. GENERAL BUSINESS

12. CLOSED BUSINESS ITEMS

13. DELEGATION

There being no further business the meeting closed at 10.30am.

These minutes were confirmed by Council at the Ordinary Council Meeting held on 14 December 2021.

MAYOR
