



# Burdekin Shire Council

## AGENDA

### ORDINARY COUNCIL MEETING

HELD AT COUNCIL ADMINISTRATION BUILDING,  
145 YOUNG STREET, AYR

**on 12 April 2022**

**COMMENCING AT 10:30 AM**

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## **ORDER OF BUSINESS:**

### **ATTENDANCE**

- 2. PRAYER**
  - 3. DECLARATIONS OF INTEREST**
  - 4. MINUTES AND BUSINESS ARISING**
    - 4.1. Ordinary Council Meeting Minutes - 22 March 2022**
    - 4.2. Local Disaster Management Group Meeting Minutes - 21 January 2022**
    - 4.3. Burdekin Shire Road Safety Advisory Committee Meeting Minutes - 23 February 2022**
    - 4.4. Local Disaster Management Group Meeting Minutes - 25 February 2022**
    - 4.5. Economic Development Advisory Group Meeting Minutes - 3 March 2022**
    - 4.6. Community and Cultural Development Advisory Group Meeting Minutes - 10 March 2022**
    - 4.7. Burdekin Shire Youth Council Meeting Minutes - 21 March 2022**
    - 4.8. Community Grants Panel Meeting Minutes - Round 3 - 29 March 2022**
  - 5. EXECUTIVE**
    - 5.1. CEO**
      - 5.1.1. Council Workshops - March 2022**
    - 5.2. ECONOMIC DEVELOPMENT**
  - 6. CORPORATE AND COMMUNITY SERVICES**
    - 6.1. CLIENT SERVICES**
    - 6.2. COMMUNITY DEVELOPMENT**
      - 6.2.1. Move It NQ - Funding Application**
    - 6.3. FINANCIAL AND ADMINISTRATIVE SERVICES**
      - 6.3.1. Second Revised Budget Report 2021 - 2022**
    - 6.4. GOVERNANCE**
      - 6.4.1. Council Property and Leasing Policy**
      - 6.4.2. Expression of Interest Received – Lease of Reserve Land for Grazing (Rita Island)**
      - 6.4.3. Proposed Trustee Lease - Part of Lot 4 on Crown Plan H61649 - Burdekin Brass Band Incorporated**
  - 7. INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES**
    - 7.1. ENVIRONMENTAL AND HEALTH SERVICES**
      - 7.1.1. TBSC/22/001 - Management of Burdekin Cascades Caravan Park**
    - 7.2. OPERATIONS**
    - 7.3. PLANNING AND DEVELOPMENT**
    - 7.4. TECHNICAL SERVICES**
      - 7.4.1. Asset and Service Management Policy**
  - 8. NOTICE OF MOTION**
  - 9. RECEIPT OF PETITIONS**
  - 10. CORRESPONDENCE FOR INFORMATION**
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**11. GENERAL BUSINESS**

**12. CLOSED BUSINESS ITEMS**

12.1. Confidential Report - Request for Rate Exemption - Lower Burdekin  
Masonic Temple Building Trust

**13. DELEGATION**

#### **4.1. MINUTES AND BUSINESS ARISING**

##### **Ordinary Council Meeting Minutes - 22 March 2022**

##### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 22 March 2022 be received as a true and correct record.

##### **Attachments**

1. Minutes - Ordinary Council Meeting - 22 March 2022





# Burdekin Shire Council

## **MINUTES**

### **ORDINARY COUNCIL MEETING**

HELD AT COUNCIL ADMINISTRATION BUILDING,  
145 YOUNG STREET, AYR

**on 22 March 2022**

**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. W. Saldumbide – Manager Operations

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

Minutes Clerk - Mrs. S. Iturriaga

Apologies: Mr. N. Wellwood - Director Infrastructure Planning and Environment Services

### **2. PRAYER**

The meeting prayer was delivered by Pastor Mark Webley from U R Church.

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

Councillor Furnell advised he had a Declarable Conflict of Interest in relation to Item 4.3 Community Grants Panel Special Meeting Minutes - Consideration of Community Grants Panel Grant Application Round Three 2021/2022 Financial Year - Applicant: Ayr Surf Life Savers - Take the Floor as he is a First Aid Officer for Ayr Surf Life Saving Club. Councillor Furnell advised of his intention to leave the meeting during this discussion.

Councillor Perry advised she had a Declarable Conflict of Interest in relation to Item 6.4.2 Purchase of Freehold Land - Lot 21 on Crown Plan GS236, Bruce Highway, Ayr as she is employed by Nutrien, Harcourt McCathies Real Estate who are the agents for the sale of this land. Councillor Perry advised of her intention to leave the meeting during this discussion.

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

#### **4.1. Ordinary Council Meeting Minutes - 8 March 2022**

##### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 8 March 2022 be received as a true and correct record.

##### **Resolution**

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

CARRIED

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#### **4.2. Burdekin Shire Youth Council Meeting Minutes - 21 February 2022**

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

Item 5 - That Council notes the involvement of the Burdekin Shire Youth Council in organising the 2022 NQ Fast Track Talent Showcase to be held on 2 April 2022.

##### **Recommendation**

That:

1. the minutes of the Burdekin Shire Youth Council Meeting held on 21 February 2022 be noted and adopted; and
2. the recommendations as detailed in the minutes and summarised in Item 5 above be adopted.

##### **Resolution**

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

CARRIED

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#### **4.3. Community Grants Panel Special Meeting Minutes - 15 March 2022**

*9.08am - Councillor Furnell left the meeting at the commencement of this discussion as he had a Declarable Conflict of Interest in relation to Item 4.3 Community Grants Panel Special Meeting Minutes - Consideration of Community Grants Panel Grant Application Round Three 2021/2022 - Applicant: Ayr Surf Life Savers - Take the Floor as he is a First Aid Officer for Ayr Surf Life Saving Club.*

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

Item 1 - Consideration of Community Grants Panel Grant Application Round Three - 2021/2022 Financial Year

No.	Applicant	Recommended Funding	Recommended In-kind Support
1.1	Ayr Surf Life Savers – Take the Floor	\$ 3,456.00	

#### **Recommendation**

That:

1. the outcome of the Community Grants Panel Special Meeting held on 15 March 2022 be noted; and
2. the recommendation as summarised in Item One above be adopted.

#### **Resolution**

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

CARRIED

*9.11am - Councillor Furnell re-entered the meeting.*

### **5. EXECUTIVE**

#### **5.1. CEO**

#### **5.2. ECONOMIC DEVELOPMENT**

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

#### **6.1. CLIENT SERVICES**

#### **6.2. COMMUNITY DEVELOPMENT**

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

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### **6.3.1. TBSC/22/002 - Cleaning Services for Jones Street Depot (Re-Advertised)**

#### **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 which are expected to exceed \$200,000.00 excluding GST per financial year. As Council retendered for the Jones Street Depot Cleaning Contract, there was potential that 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/22/002 - Cleaning Services for Jones Street Depot (Re-Advertised) on Thursday, 10 February 2022. Following assessment of the evaluation criteria – price, proven performance, resources and local content of the three (3) tenders received, the recommendation is outlined below.

#### **Recommendation**

That Council awards Contract TBSC/22/002 - Cleaning Services for Jones Street Depot (Re-Advertised) to DJ Cleaning Services for a contract price of \$42,900.00 (including GST) commencing on 1 April 2022 for a term of 15 months in accordance with the conditions outlined in the Procurement Process, Contract, Scope and Specifications and Tender Response.

#### **Resolution**

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

CARRIED

### **6.3.2. Monthly Financial Report for Period Ending 28 February 2022**

#### **Recommendation**

That the Monthly Financial Report for Period Ending 28 February 2022 be received.

#### **Resolution**

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

CARRIED

*9.28am - Mrs. Olsen left the meeting.*

### **6.4. GOVERNANCE**

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#### **6.4.1. Appointment of Independent Audit Committee Chairperson**

##### **Executive Summary**

In accordance with the adopted Audit Committee Charter, Council recently called for expressions of interest from suitably qualified individuals to fill the vacancy of Independent Audit Committee Chairperson. Expressions of interest were received from two (2) eligible candidates. Following consideration of the two (2) applications, the preferred applicant, Mr. David Sibley, was interviewed by a panel on 9 March 2022.

Mr. Sibley holds a Bachelor of Commerce and is a fellow of CPA Australia (Certified Professional Accountants). Mr. Sibley has extensive experience with Local Government having worked as the Manager Financial Services for Thuringowa City Council between 2001- 2008. Mr. Sibley has also served as Chairperson of the Good Shepherd Nursing Home Board and Audit and Finance Committee. Employed by Port of Townsville Limited since 2008, Mr. Sibley has performed the role of acting Chief Executive Officer and is the current Chief Financial Officer and serves on their Audit Committee. With over 30 years of experience in executive financial positions and a comprehensive knowledge of the role and function of Audit Committees, Mr. Sibley was a stand out applicant for the role of Independent Chairperson.

##### **Recommendation**

That Council resolves to appoint Mr. David Sibley as Independent Audit Committee Chairperson for a term of four (4) years, effective 1 April 2022.

##### **Resolution**

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

CARRIED

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#### **6.4.2. Purchase of Freehold Land – Lot 21 on Crown Plan GS236, Bruce Highway, Ayr**

*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 6.4.2 Purchase of Freehold Land - Lot 21 on Crown Plan GS236, Bruce Highway Ayr as she is employed by Nutrien, Harcourt McCathies Real Estate who are the agents for the sale of this land.*

#### **Executive Summary**

Council has been made aware that the freehold land described as Lot 21 on Crown Plan GS236 on the Bruce Highway, Ayr is 'on the market'.

The land is adjacent to Council's Plantation Park with Plantation Creek dividing the parcels.

Discussions have been held between Councillors and staff about potential uses for the land, with Councillors confirming the benefits of the subject parcel converting to Council ownership.

The purpose of this report is to seek Council's formal consideration of the matter with a view to entering into a formal contract for the purchase of the land.

#### **Recommendation**

That Council:

1. Endorses the action taken by staff to date in undertaking negotiations for the purchase of Lot 21 on Crown Plan GS236 on the Bruce Highway, Ayr; and
2. Enters into a contract for the purchase of Lot 21 on Crown Plan GS236 from Australia and New Zealand Banking Group Limited for a purchase price of fifty-thousand dollars (\$50,000.00); and
3. Authorise the Chief Executive Officer to take all necessary steps to complete the contract.

#### **Resolution**

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

FOR - Councillors Lyn McLaughlin, Sue Perry, Kaylee Boccalatte, John Bonanno, John Furnell, Max Musumeci

AGAINST - Councillor Michael Detenon

6/1

CARRIED

*9.39am - Councillor Perry re-entered the meeting.*

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

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

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**7.2. OPERATIONS**

**7.3. PLANNING AND DEVELOPMENT**

**7.4. TECHNICAL SERVICES**

**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 9.58am.

**These minutes were confirmed by Council at the Ordinary Council Meeting held on 12 April 2022.**

**MAYOR**



#### **4.2. MINUTES AND BUSINESS ARISING**

##### **Local Disaster Management Group Meeting Minutes - 21 January 2022**

##### **Recommendation**

That the minutes of the Local Disaster Management Group Meeting held on 21 January 2022 be received as a true and correct record.

##### **Attachments**

1. Minutes - Local Disaster Management Group Meeting - 21 January 2022V2

## 1. Attendance and Apologies

Members - Attendance		
Councillor Sue Perry	Deputy Chairperson	Burdekin Shire Council
Eileen Devescovi	Local Disaster Coordinator	Burdekin Shire Council
Kevin Byers	Manager Technical Services	Burdekin Shire Council
Linda Govan	Coordinator Environment and Health Projects	Burdekin Shire Council
Kim Olsen	Manager Financial & Administrative Services	Burdekin Shire Council
Tracey Wells	Service Coordinator – Rural Health	Burdekin Community Association
Brett Maguire	Officer in Charge – Ayr	Queensland Ambulance Service
David Rutter	Inspector of Fire and Rescue – Southern Commander	Queensland Fire and Emergency Services
Andy Pethybridge	Emergency Management Coordinator	Queensland Fire and Emergency Services
Steven Barton	Senior Sergeant Officer in Charge – Ayr	Queensland Police Service
John Winn	Burdekin Local Controller	State Emergency Services
Members - Apologies		
Mayor Lyn McLaughlin	Chairperson	Burdekin Shire Council
Nick Wellwood	Director Infrastructure, Planning & Environmental Services	Burdekin Shire Council
Wayne Saldumbide	Manager Operations	Burdekin Shire Council
Debra Cochran	Chief Executive Officer	Burdekin Community Association
Advisors - Attendance		
Sam Savage	Nth Queensland Emergency Services Regional Coordinator	Australian Red Cross
Bradley Hutchinson	Safety and Productivity Coordinator	Burdekin Shire Council
David Cornwell	Manager Community Services	Burdekin Shire Council
Hayley Colls	Disaster Management Officer	Burdekin Shire Council
John Furnell	Councillor	Burdekin Shire Council
Nick O'Connor	Director Corporate and Community Services	Burdekin Shire Council
Sharon Galeano	Senior Community Recovery Officer	Department of Communities, Housing and Digital Economy
Kirsten Wright (online)	Compliance Delivery Manager	Department of Environment and Science
Craig Caton	Manager	Department of Transport and Main Roads
Carol Delnevo (online)	Crisis Support Officer	Uniting Care
Jo Beadle (online)	Queensland Manager	GIVIT
Paulette Bronson (online)	Facility Manager – Home Hill	Regis Aged Care – Home Hill

James Caputi	Advanced Care Paramedic	Queensland Ambulance Service
David Rutter	Inspector – Fire and Rescue Southern Commander	Queensland Fire and Emergency Services
Tracey Gabiola (online)	Director of Nursing/Facility Manager – Ayr Health Service	Queensland Health
Jade Christensen (online)	Regional Liaison Officer, Liaison and Recovery	Queensland Reconstruction Authority
Lorraine Dempsey (online)	Director of Nursing/Facility Manager – Home Hill Health Service	Queensland Health
Helen Davey (online)	Facility Manager – Ayr	Regis Aged Care - Ayr
Amanda Byrne (online)	Advisor	Senator for Queensland
Senator Susan McDonald (online)	Senator for Queensland	Senator for Queensland
John Tait	Cane Supply Manager – Inkerman	Wilmar
<b>Advisors - Apologies</b>		
Terry Brennan	Chief Executive Officer	Burdekin Shire Council
Stuart McDonald	Business Lead	NBN Local
Casie Scott	Community Engagement Manager NQ	NBN Local
Anatol Stremouchiw	Pipeline Supervisor	North Queensland Gas Pipeline
Brenton Webb	XO Townsville District Disaster Management Group	Queensland Police Service
Warren Francis	Duty Officer	Volunteer Marine Rescue
George Christensen	Federal Member for Dawson	Federal Member for Dawson
Kirsty Beavington	Liaison and Recovery Officer	Queensland Reconstruction Authority
Laura Acton	Site Manager	Endeavour Foundation
Miranda Angell	Regional General Manager NQ	Regis Aged Care
<b>Minutes Clerk – R. Griffiths</b>		

## 1.1 Mayor's Welcome

Councillor Lyn MacLaughlin opened the meeting and welcomed all attendees, including the many new advisors to the Local Disaster Management Group Meeting.

## 2. Apologies

Eileen Devescovi read out the list of apologies.

## 3. Minutes Received

MINUTES OF THE BURDEKIN SHIRE COUNCIL LOCAL DISASTER MANAGEMENT GROUP MEETING  
HELD ON 3 DECEMBER 2021.

Moved, Andy Pethybridge seconded Linda Govan that the minutes of the Burdekin Shire Council Local Disaster Management Group Meeting held on Friday, 3<sup>rd</sup> December 2021 be received as a true and correct record.

CARRIED

#### **4. Business Arising out of Minutes**

No business arose out of the previous minutes.

#### **5. Correspondence for Information**

- 1680253\* 286 - Queensland Fires and Emergency Services - Tsunami Evacuation Mapping for Queensland
- 1679625\* 1108 - Inspector-General Emergency Management - Monsoon Trough Recovery - Report Commencement
- 1679404\* 894 - Queensland Reconstruction Authority - Updated Queensland Recovery Plan Released
- 1678699\* 894 - Queensland Government - Briefing Paper 1 2021/2022 - Disaster Management Planning and Plan Assessment
- 1678700\* 858 \*288 - Queensland Fire and Emergency Services - Review - State Disaster Management Plan and Guideline
- 1678527\* 894 - Bureau of Meteorology - Dual-Polarised Doppler Radar – Images
- 1677979\* 894 - Hon Leeanne Enoch MP - Minister for Communities and Housing and Minister for Digital Economy and Minister for the Arts - Community Recovery General Information Pack
- 1677635\* 2353 – GIVIT - Information Resource Pack - 2021-22 Natural Disaster Season
- 1677439\* 1108 - Queensland Reconstruction Authority - Trigger Points - Disaster Recovery Funding Arrangements

#### **6. Agency Reports**

##### **6.1 Nick O'Connor – Burdekin Shire Council**

- Business as usual

6.2 Kevin Byers – Burdekin Shire Council

- Business as usual

6.3 John Winn – Burdekin SES Local Controller

- Refer attached QFES report

6.4 Linda Govan – Burdekin Shire Council

- Pest Management Team currently working on the Bush Fire Management Plan.

6.5 Brett Maguire – Queensland Ambulance Service

- Preparations complete and ready for the oncoming season

6.6 Steven Barton – Queensland Police Service

- Business as usual

6.7 Andy Pethybridge – Queensland Fire and Emergency Services

- Please refer to attached Emergency Management Report

6.8 David Rutter – Queensland Fire and Rescue Services

- Prepared and ready for the upcoming season in the Burdekin

6.9 John Tait – Wilmar Sugar

- Crushing is nearing completion

6.10 Debra Cochran – Burdekin Community Association

- Business as usual

6.11 Sam Savage – Red Cross Association

- Please refer to attached Red Cross Report

6.12 Craig Caton – Transport and Main Roads

- Business as usual

6.13 Helen Davey – Regis Aged Care Centre – Ayr

- Business as usual

6.14 Sharon Galeano – Department of Communities, Housing and Digital Economy

- Please refer to attached DCHG Report

**6.15 Carol Delnevo – Uniting Care**

- Uniting Care are ready to support when required

**6.16 Tracey Gabiola – Queensland Health – Ayr Hospital**

- Business as usual

**6.17 Paulette Bronson – Regis Aged Care Home Hill**

- Business as usual

**6.18 Jade Christensen – Queensland Reconstruction Authority**

- Funding opportunities are open and running concurrently

**6.19 Jo Beadle – GIVIT**

- GIVIT have started an appeal to help support the areas that are affected by the flooding in Southeast Queensland

**6.20 Kirsten Wright – Department of Environmental Science**

- Disaster Management training has been conducted for all relevant LDMG members in the department and region

**6.21 Lorraine Dempsey – Queensland Health – Home Hill Hospital**

- Nothing further to add to Tracey Gabiola's report

**6.22 Senator Susan McDonald – Senator for Queensland**

- Has had to leave the meeting for another appointment

## **7. Local Disaster Coordinator Update**

- See attached Report

## **8. General Business**

- No further General Business

## **9. Presentation**

Please refer to the presentation attached.

## **10. Next LDMG Meeting date**

There being no further business the meeting closed at 1.00pm.

The next meeting will be Friday 25 February 2022.

CHAIRPERSON

#### **4.3. MINUTES AND BUSINESS ARISING**

##### **Burdekin Shire Road Safety Advisory Committee Meeting Minutes - 23 February 2022**

**File Reference:**

**Report Author:** Simone Iturriaga, Administration Officer  
**Authoriser:** Kevin Byers, Manager Technical Services  
**Meeting Date:** 12 April 2022

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#### **Purpose**

This report provides the minutes of the Burdekin Road Safety Advisory Committee Meeting held on 23 February 2022.

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

Item 6.4 - Queensland Regional Roads and Transport Group

It is recommended that Council reply to the Department of Transport and Main Roads confirming support for the Queensland Regional Roads and Transport initiative and will recommend other Community Groups that may be able to assist in supporting the initiative for a future application.

Item 6.5 - Parking Bays on Queen Street, Ayr

It is recommended that Council remove one parking bay from each side of the crossing at the CBD Pedestrian Crossing outside Snap Fitness for a six (6) month trial to increase safety and visibility of pedestrians.

Item 6.7 - School Signage Change to Ayr State High School or all Shire Schools

It was recommended that Council discuss this matter at a future Council Workshop meeting prior to an application for exemption.

Item 6.10 - Promote Disability Parking Facility - Home Hill

It was recommended that Council's Media and Communication Officer promote the disability parking facility outside the Commercial Hotel, Home Hill.

#### **Recommendation**

That:

1. the minutes of the Burdekin Road Safety Advisory Committee Meeting held on 23 February 2022 be noted and adopted; and
2. the recommendation as detailed in the minutes and summarised in item3 above be adopted.

#### **Attachments**

1. Minutes - Burdekin Shire Road Safety Advisory Committee Meeting - 23 February 2022





# Meeting Minutes

<b>Meeting</b>	Burdekin Shire Road Safety Advisory Committee Meeting		
<b>Date</b>	Wednesday, 23 February 2022	<b>Time</b>	2.00 PM
<b>Core Attendees</b>	Councillor Max Musumeci – Burdekin Shire Council Mr. Kevin Byers – Burdekin Shire Council Mr. Glen Stockdale – Burdekin Shire Council Senior Sergeant Steve Barton – Officer in Charge – Queensland Police Service Ayr Mr. John Tait – Cane Supply Manager – Wilmar Sugar Australia Limited Mr. Kevin Riseley – Technical Officer (Road Safety) Northern District – Department of Transport and Main Roads Senior Constable Brendon Gadd – Road Policing Unit – Queensland Police Service Ayr		
<b>Advisor Attendees</b>	Mrs. Kristy Raitelli – Transport and Main Roads Project Officer (Temporary) – Burdekin Shire Council		
<b>Apologies</b>	Ms. Rachel Coulson – Manager (Road Safety) Northern Region – Department of Transport and Main Roads Senior Constable Brett Elton – Road Policing Unit – Queensland Police Service Ayr		
<b>Chairperson</b>	Councillor Max Musumeci		
<b>Minutes Clerk</b>	Mrs. Simone Iturriaga		
<b>Location</b>	John Drysdale Chambers -145 Young Street, Ayr		

## 2. Minutes Received

### Minutes of the Burdekin Shire Road Safety Advisory Committee Meeting held on 18 November 2021.

Moved John Tait, seconded Glen Stockdale that the flying minutes of the Burdekin Shire Road Safety Advisory Committee Meeting held on Thursday ,18 November 2021 be accepted.

CARRIED

## 3. Business Arising out of Minutes

Nil.

#### 4. Review Action Items List

	Action Item	Responsible Officer	Status
1.	<b>12 May 2021</b> Item 6.5 - Speed Limit Review – Giddy Road between Old Clare Road and McDesme Crossing.	Kevin Byers	Traffic counts have been placed and data has been collated. Council Officers to complete review and submit to Registered Professional Engineer Queensland for approval and submission to Speed review committee for assessment. Endorsement will be required by Speed Review Committee. Expected completion by April.
2.	Item 6.9.2 - Give way Sign – Intersection Sixth Street and Fifth Avenue Home Hill	Kevin Byers/ Glen Stockdale	Non-standard installation – will be implemented in 2022.

#### 5. Correspondence for Information

Nil.

#### 6. General Business

##### 6.1 Mackenzie and Lynch Streets, Ayr Intersection – ALCAM Assessment Results

Mr. Glen Stockdale advised that Council had received multiple complaints/requests regarding the safety of this intersection and proposed the implementation of a non-passive crossing. Mr. John Tait advised that Wilmar had conducted an ALCAM Assessment, and a Stop sign would be a sufficient solution. Mr. Kevin Byers felt a Stop sign was not an adequate treatment and may create complacency due to the absence of railway usage in the slack season.

##### 6.2 Fifteenth Street, Home Hill Pedestrian Refuge

Mr. Kevin Byers reported this Pedestrian Refuge is expected to be completed by the end of next week.

##### 6.3 Sheepstation Creek and Airville Roads, Mount Kelly – Giveaway Sign

A customer request was received for a Stop sign to be installed at the t-intersection of Sheepstation Creek and Airville Roads, Mount Kelly. It was recommended that a Stop sign was not warranted and the current Giveaway sign was a sufficient treatment.

#### **6.4 Community Road Safety Education Grants – Queensland Regional Roads and Transport Group**

Mr. Kevin Byers received correspondence advising that Community Road Safety Education Grants are currently available. The Queensland Regional Roads and Transport Group submitted an application for a advertising campaign for speeding. This application was denied due to the lack of community support. The Burdekin Shire Road Safety Advisory Committee have been approached to determine if there was support for this initiative. The committee supported this initiative and suggested other community groups that may also support the future application.

Mr. Kevin Riseley advised that Ms. Rachel Coulson will email the committee supporting information in relation to this grant.

#### **6.5 Queen Street Pedestrian Crossing – Proposal to Remove Parking Bays Inside Parking at Approaches to Crossing.**

Discussions were held regarding the safety and visibility of pedestrians at the CBD Pedestrian Crossing outside Snap Fitness. It was proposed that Council remove one (1) parking bay from each side of the crossing for a six (6) month trial. The committee supported this action and moved for this matter to be included at a future Ordinary Council Meeting.

#### **6.6 Follow Up on Speed Reduction from 70kmph to 60kmph in Seventh Street, Home Hill (previously advised that this was currently with TMR Speed Review Committee)**

Mr. Kevin Riseley advised that a formal assessment was conducted and referred to the Speed Management Committee. It was recommended that no change will be made to the current speed limit.

#### **6.7 School Zone Signage in front of Ayr High State High School – New signs for New School Times**

Mrs. Kristy Raitelli advised that Ayr State High School have changed their operating hours on a Monday with school finishing at 2.20pm. It was suggested that speed signage adjacent to the school reflect this change. Mr. Riseley reported that an exemption would need to be applied by the Brisbane TMR for an individual school speed change. It was explained that if an exemption was not granted, a consensus across the Shire amongst all schools would be required as all schools' speed signage would be required to change. This matter will be discussed at a future Council Workshop Meeting prior to an application for exemption.

#### **6.8 Haughton River Floodplain Upgrade Update**

Mr. Riseley advised that the Haughton River Floodplain Project was progressing well and has an expected completion date of mid/late this year.

#### **6.9 Wilmar Update – 2022 Sugar Cane Season**

Mr. Tait advised that the Sugar Cane Season is due to commence on 7 June 2022 for all four (4) Mills. Mr. Tait also advised that the locomotive driver training will commence much earlier this year with movement proposed to start on 26 April 2022.

### 6.10 Disability Parking – Home Hill

Councillor Musumeci enquired if the disability carpark outside the Commercial Hotel in Home Hill can have an increased visible presence. It was recommended that Council's Media and Communication Officer promote this facility.

### 6.11 Request for Additional Road Signage – Bruce Highway

Councillor Musumeci relayed a concern raised at the Economic Development Advisory Group regarding potential loss of local trade from travellers using recommended routes by Google Maps and existing road signage, specifically on Giddy Road, McDesme and Five Ways Road, Brandon. Suggestions were made by the Economic Development Advisory Group for additional signage to be erected encouraging travellers to utilise the Ayr route. It was determined that access restrictions could not be implemented unless there were significant engineering deficiencies or structural issues.

There being no further business, the meeting closed at 3.05 pm

The next meeting will be held on **Wednesday 18 May 2022** at 10.30am.

Councillor M. Musumeci.

Chairman

### Actions from This Meeting

	Action Item	Responsible Officer	Status
1.	Information supporting Queensland Regional Roads and Transport Group application be emailed to Committee.	Rachel Coulson TMR	Pending
2.	Proposal to remove two (2) parking bays on Queen Street, Ayr be taken to a future Ordinary Council Meeting for endorsement.	Kevin Byers/Glen Stockdale BSC	Pending
3.	Possible school signage change to Ayr State High School or all Shire Schools to be discussed at a future Council workshop Meeting.	Kristy Raitelli BSC	Pending
4.	Promote disability parking facility outside Commercial Hotel in Home Hill for potential Home Hill Surgery patients.	Glen Stockdale/ Nathan Toll BSC	Pending

#### **4.4. MINUTES AND BUSINESS ARISING**

##### **Local Disaster Management Group Meeting Minutes - 25 February 2022**

##### **Recommendation**

That the minutes of the Local Disaster Management Group Meeting held on 25 February 2022 be received as a true and correct record.

##### **Attachments**

1. Minutes - Local Disaster Management Group Meeting - 25 February 2022

## 1. Attendance and Apologies

Members - Attendance		
Councillor Lyn McLaughlin	Chairperson - Mayor	Burdekin Shire Council
Eileen Devescovi	Local Disaster Coordinator – Manager Client Services	Burdekin Shire Council
Linda Govan	Coordinator Environment and Health Projects	Burdekin Shire Council
Debra Cochran	Chief Executive Officer	Burdekin Community Association
David Rutter	Inspector of Fire and Rescue	Queensland Fire and Emergency Services
Andy Pethybridge	Emergency Management Coordinator	Queensland Fire and Emergency Services
Steven Barton	Senior Sergeant Officer in Charge – Ayr	Queensland Police Service
John Winn	Burdekin Local Controller	State Emergency Services
Members - Apologies		
Nick Wellwood	Director Infrastructure, Planning & Environmental Services	Burdekin Shire Council
Wayne Saldumbide	Manager Operations	Burdekin Shire Council
Kevin Byers	Manager Technical Services	Burdekin Shire Council
Advisors - Attendance		
Sam Savage (online)	Nth Queensland Emergency Services Regional Coordinator	Australian Red Cross
Tracey Wells (online)	Service Coordinator – Rural Health	Burdekin Community Association
Pieter Claassen	Advisor	Bureau of Meteorology
Luke Shelley	Manager, Hazard Preparedness and Response, Northern Queensland	Bureau of Meteorology
Terry Brennan	Chief Executive Officer	Burdekin Shire Council
Hayley Colls	Disaster Management Officer	Burdekin Shire Council
Bradley Hutchinson	Safety and Productivity Coordinator	Burdekin Shire Council
John Furnell	Councillor	Burdekin Shire Council
Kim Olsen	Deputy Local Disaster Coordinator - Manager Financial and Administrative Services	Burdekin Shire Council
Sue Perry	Deputy Chairperson - Councillor	Burdekin Shire Council
Sharon Galeano (online)	Senior Community Recovery Officer	Department of Communities, Housing and Digital Economy
Kirsten Wright (online)	Compliance Delivery Manager	Department of Environment and Science
Craig Caton	Manager	Department of Transport and Main Roads
Steven Mottin	Network Asset Officer	Ergon Energy Queensland
Christina Spehr (online)	Queensland Manager	GIVIT
Tony Melrose	Area Manager	Maritime Safety Queensland
Casie Scott (online)	Community Engagement Manager NQ	NBN Local
Stephen Knight	Inspector	Queensland Fire and Rescue Services

Tracey Gabiola (online)	Director of Nursing/Facility Manager – Ayr Health Service	Queensland Health
Brenton Webb (online)	XO Townsville District Disaster Management Group	Queensland Police Service
Jade Christensen (online)	Regional Liaison Officer, Liaison and Recovery	Queensland Reconstruction Authority
Ashleigh Hamilton (online)	Recovery Officer, Resilience and Recovery Division	Queensland Reconstruction Authority
Helen Davey	Facility Manager – Ayr	Regis Aged Care - Ayr
Amanda Byrne (online)	Advisor	Senator for Queensland
Carol Delnevo (online)	Crisis Support Officer	Uniting Care
John Tait	Cane Supply Manager – Inkerman	Wilmar
<b>Advisors - Apologies</b>		
Nick O'Connor	Director Corporate and Community Services	Burdekin Shire Council
Glen Vaughan	Senior Road Works Inspector	Department of Transport and Main Roads
Laura Acton	Site Manager	Endeavour Foundation
George Christensen	Federal Member for Dawson	Federal Member for Dawson
Bob Katter	Federal Member for Kennedy	Federal Member for Kennedy
Anatol Stremouchiw	Pipeline Supervisor	North Queensland Gas Pipeline
Steven Brennan	Captain Auxiliary - Home Hill Fire Station	Queensland Fire and Emergency Services
Lorraine Dempsey	Director of Nursing/Facility Manager – Home Hill Health Service	Queensland Health
Geoffrey Dawson	Emergency Management Coordinator	Queensland Rail
Kirsty Beavington	Liaison and Recovery Officer	Queensland Reconstruction Authority
Miranda Angell	Regional General Manager NQ	Regis Aged Care
Senator Susan McDonald	Senator for Queensland	Senator for Queensland
Leo McNamara	GM Health and Medical Services	St John's Ambulance
Graeme Kenna	North Queensland Planning Manager	State Development, Infrastructure, Local Government and Planning
David Hayes	Operations Manager Burdekin	Sunwater
Lisa Whawell	Operations Officer	Uniting Care
Vince Papale	Duty Officer	Volunteer Marine Rescue
Warren Francis	Duty Officer	Volunteer Marine Rescue
<b>Minutes Clerk – Mrs H. Colls</b>		

## 1.1 Mayor's Welcome

Councillor Lyn MacLaughlin opened the meeting and welcomed all attendees, including the many new advisors to the Local Disaster Management Group (LDMG) Meeting.

## 2. Apologies

Eileen Devescovi read out the list of apologies.

### **3. Minutes Received**

MINUTES OF THE BURDEKIN SHIRE COUNCIL LOCAL DISASTER MANAGEMENT GROUP MEETING  
HELD ON 21 JANUARY 2022.

There were two amendments made to the previous minutes regarding attendance. Debra Cochran was an apology to the meeting, and Tracey Wells attended in person as Debra's deputy.

Moved, Andy Pethybridge seconded Linda Govan that the minutes of the Burdekin Shire Council Local Disaster Management Group Meeting held on Friday, 21 January 2022 be received as a true and correct record.

CARRIED

### **4. Business Arising out of Minutes**

No business arose out of the previous minutes.

### **5. Correspondence for Information**

Eileen Devescovi noted that January's correspondence was sent out in error. There was no correspondence received for February 2022. It was noted that numerous correspondence relating to COVID-19 was received from many authorities.

### **6. Agency Reports**

#### **6.1 Luke Shelley – Bureau of Meteorology**

- Introduced staff member Pieter Claassen who provided the situational awareness presentation. Please refer to the attached report.
- Richmond radar with site has been finalised for construction over the coming months.
- Kimba Wong, Forecaster has returned to Brisbane with Pieter Claassen present for the next two months.

#### **6.2 John Winn – State Emergency Services**

- Please refer to attached Emergency Management Report.

#### **6.3 Terry Brennan – Burdekin Shire Council – Chief Executive Officer**

- Business as usual

#### **6.4 Kim Olsen – Burdekin Shire Council - Deputy Local Disaster Coordinator**

- Business as usual.

#### **6.5 Linda Govan – Burdekin Shire Council – Coordinator Environment and Health Projects**

- Business as usual.



**6.6 Steven Barton – Queensland Police Service**

- Business as usual.

**6.7 Andy Pethybridge – Queensland Fire and Emergency Services**

- Please refer to attached Emergency Management Report.
- State Disaster Coordination Centre (SDCC) plans update for the QDMA Data Sharing situational awareness platform in relation to the 7-day weather forecast. Mayor McLaughlin advised that the Burdekin LDMG point of truth is the Bureau of Metrology information.

**6.8 Stephen Knight – Queensland Fire and Resuce Services**

- Please refer to attached Emergency Management Report
- Stephen Knight has been appointed to a position in the Northern Region. David Rutter has been appointed as the Area Commander for the Burdekin LDMG. Mayor McLaughlin thanked Stephen for his contributions and engagement particularly in times of disaster and welcomed David Rutter to the group.

**6.9 David Rutter – Queensland Fire and Resuce Services**

- Acknowledged Phil Loizou, Auxiliary Officer in Home Hill who is finishing up after 20 years 6 months of service.

**6.10 John Tait – Wilmar Sugar**

- Business as usual.

**6.11 Debra Cochran and Tracey Wells – Burdekin Community Association**

- Business as usual.

**6.12 Sam Savage – Red Cross Association**

- Please refer to attached Red Cross Report.
- Red Cross will be working with Burdekin LDMG for Evacuation Training for potential dates in the near future.

**6.13 Craig Caton – Transport and Main Roads**

- Business as usual.

**6.14 Lionell Tappenden – Volunteer Marine Rescue**

- 3 new young members have completed their skipper training.

**6.15 Helen Davey – Regis Aged Care Centre – Ayr**

- Business as usual.

6.16 Steven Mottin – Ergon Energy

- Business as usual.

6.17 Brenton Webb – Queensland Police Service, XO

- Business as usual.

6.18 Sharon Galeano – Department of Communities, Housing and Digital Economy

- Some learnings from the Maryborough floods including the demographic links into the Burdekin with ages. Trialled new methods of recovery. Opened Hubs but there was not much take up and acknowledge that COVID played a part. Pop-up Hubs in the community worked great by linking in with Council. Attendance at markets for getting messages out to the Community.
- Some community complaints were raised that the Council wasn't providing consistent messages to the community. In particular, around there being no connection with local Councillors and no local representatives in attendance at meetings. There was no presence of local Council coming together as a group with multi-agencies. It was noted that the Fraser Coast Regional Council has 10 divisions with each area represented by individual Councillors differently to the Burdekin Shire Council where it is undivided.
- Virtual outreach utilised IT services over the phone including video and photographs from flood damage which proved to be a good take up. Face to face outreach was still conducted.
- Made mention that in one afternoon Sharon lost her whole leadership team due to Covid leaving 3 staff members and Sharon to service the community.

6.19 Carol Delnevo – Uniting Care

- Business as usual.

6.20 Tracey Gabiola – Queensland Health – Ayr Hospital

- Business as usual.

6.21 Casie Scott – National Broadband Network

- Business as usual.

6.22 Ashleigh Hamilton and Jade Christensen – Queensland Reconstruction Authority

- Business as usual.

6.23 Christina Spehr – GIVIT

- Business as usual.

6.24 Tony Melrose – Maritime Safety Queensland

- Business as usual.

**6.25 Kirsten Wright – Department of Environmental Science**

- Business as usual.

**6.26 Amanda Byrne – Advisor to Senator Susan McDonald for Queensland**

- Business as usual.

## **7. Local Disaster Coordinator Update**

- Please refer to the attached Local Disaster Coordinator Report.
- Burdekin Local Area Warden program scheduled for 6 April 2022.
- Upcoming projects include Schools Program, re-branding the Emergency Action Guide and Community Recovery Workshops.
- Agencies to review and update relevant data in the Emergency Action Guide.

## **8. General Business**

- Mayor McLaughlin provided an update to the group on how the LDMG works. The Burdekin Shire Council staff monitor weather updates daily and report any developing concerns. Before the LDMG moves to Lean Forward the Chair and Local Disaster Coordinator have had many discussions with members and advisors. At the Alert stage, the Core Group is convened and as an event draws closer an LDMG meeting is called. The LDMG is a well organised and connected group, and as the Recovery Workshops are completed, the LDMG will be well equipped should we experience a disaster event.
- All queries regarding the LDMG can be directed through the Local Disaster Coordinator, Eileen Devescovi.

## **9. Next LDMG Meeting date**

There being no further business the meeting closed at 12:45pm.

The next meeting will be Friday 25 March 2022.

CHAIRPERSON

#### **4.5. MINUTES AND BUSINESS ARISING**

##### **Economic Development Advisory Group Meeting Minutes - 3 March 2022**

**File Reference:** 1224  
**Report Author:** Eliza Lovell, Economic Development Coordinator  
**Authoriser:** Terry Brennan, Chief Executive Officer  
**Meeting Date:** 12 April 2022

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#### **Purpose**

This report provides the minutes of the Economic Development Advisory Group meeting held on 3 March 2022.

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

##### Item Three - Ross Lewis - Discussions on Sand Extraction in the Burdekin River

That the Economic Development Advisory Group invite representatives from the Burdekin River Trust to a future meeting to discuss the current allocations for sand extraction and trees growing in the river bed.

#### **Recommendation**

That:

1. the minutes of the Economic Development Advisory Group Meeting held on 3 March 2022 be noted and adopted; and
2. the recommendation as detailed in the minutes and summarised in item3 above be adopted.

#### **Attachments**

1. Minutes - Economic Development Advisory Group Meeting - 3 March 2022

## Meeting Minutes

<b>Meeting</b>	Economic Development Advisory Group Meeting		
<b>Date</b>	Thursday, 3 March 2022	<b>Time</b>	3:00pm
<b>Attendees</b>	Councillor Max Musumeci, Eliza Lovell, Melissa Robinson, Jim Fahey, Ian Macdonald, Tracey Martin, Eddie Smallwood, Neil Green		
<b>Apologies</b>	Councillor Detenon, Neil Williams, Matthew Oar, Paul Giordani		
<b>Chairperson</b>	Jim Fahey		
<b>Minutes Clerk</b>	Melissa Robinson		
<b>Location</b>	Burdekin Shire Council – John Hy Peake Meeting Room		

### Minutes

#### 1. Welcome

Mr. Fahey welcomed everyone to the meeting and Mr. Smallwood provided a Welcome to Country.

##### a. Apologies

Mr. Fahey 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 27 January 2022 were circulated amongst the group and approved as true and correct.

##### d. Councillors Feedback – Discussion on EDAG minutes at Council Meeting

Cr Musumeci discussed the feedback from the Councillors at the recent Council meeting on the recommendations from the EDAG minutes. Cr Musumeci mentioned that a discussion was held at the Burdekin Road Safety Advisory Committee about the recommendation to install signs on the highway at Sandy Corner and McDesme that the route is not suitable for heavy vehicles. This was not approved by the committee. Department of Transport and Main Roads advised that restrictions cannot be placed on vehicles on certain roads and B-doubles also use that road to access farms.

Mr Fahey questioned if the roads on the routes were b-double rated. It was advised that certain roads in the shire allow B-double access with some individual heavy vehicles approved for certain routes.

Cr Musumeci advised that in relation to the bus service from Ayr to Townsville, the Councillors did not approve the recommendation to progress this any further. Council agreed that following previous information provided by Translink representatives and from State Member for Parliament, Mr Dale

Last, that this had been attempted for the northern suburbs of Townsville and wasn't successful. Councillors were not supportive of further resources progressing this activity. Cr Musumeci also mentioned that Councillor McLaughlin had raised concerns of the business community's perception of Council facilitating a bus to potentially take shoppers out of the Burdekin. It was noted that BCA operate a successful bus based on demand for residents needing to access medical services in Townsville.

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## **2. Gordon Edwards – Health Food Symmetry**

Mr. Fahey welcomed Mr. Edwards to the meeting to provide an overview of Health Food Symmetry which is operating at the Ayr Industrial Estate.

Mr Edwards presented to the group on Health Food Symmetry. Mr Edwards mentioned the history of the company within the Burdekin region and the change in name from KFSU when manufacturing began to Health Food Symmetry. The company produces a dietary fibre with several health benefits for the food industry from the sugarcane grown in the Burdekin region. Mr Edwards presented on health claims of the product, clinical trials and research that support these claims, the qualified team behind the manufacturing and the marketing strategies in place.

Discussion and questions were had amongst the group following Mr Edwards presentation.

Mr Fahey asked if the cane was purposely grown to harvest for the products by Health Food Symmetry. Mr Edwards advised that any cane grown in the Burdekin is suitable for the company if it passes the quality control measures in place. There is a process before harvest of taking samples from all four corners and the middle of the crop, it gets tested at a lab and if it is approved it can be harvested for production. This allows the company to work with any farmer in the region if the cane can pass the test, and they have only ever had one test fail.

Cr Musumeci asked what tonnage of cane is currently being used to produce the products. Mr Edwards advised that the factory they are currently operating from allows them to process about 10,000 tonnes of cane per year.

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## **3. Ross Lewis – Discussion on sand extraction in the Burdekin River**

Mr. Fahey welcomed Mr. Lewis to the meeting to provide an overview of sand extraction in the Burdekin River following a discussion at a previous Economic Development Advisory Group meeting.

Mr Lewis shared with the group the history and background of sand extraction in the Burdekin. Mr Lewis advised that he has been involved in sand extraction for over forty years and has seen vast changes in the river, several allocation holders that have come and gone and many changes to the rules and regulations. Mr Lewis mentioned that getting an allocation is the easy part of the process and the difficulties lie when working with local government and other associated entities.

Mr Lewis commented that the rules set down by Department of Environment and Resources (DERM) are manageable, the associated costs on top of that which include road maintenance make things difficult. He stated that whilst they must build and pay road maintenance fees for their small allocation there is no fees imposed on the sugar industry for their haulage throughout the region. Mr Lewis advised they get audited once or twice a year by DERM and they are required to stay strictly within their GPS point boundaries and follow the rules regarding how close to the banks and flood areas they can access.

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Mr Lewis mentioned that there is currently a study being conducted on the Burdekin River to ascertain if there is sufficient sand moving in the river to maintain the current allocations or if they are required to be cut back. The Government has been working on this study for the last 18 months and during this time they have been rolling the allocations over on a 6-month period instead of the usual 5 years, which makes it very difficult to forward plan.

Mr MacDonald asked why there would be restrictions considered for sand extraction in the river when historically the sand was a lot lower. He used the example of people being able to ride horses under the old road bridge which today the top is only just above the current sand level. Mr Lewis responded that whilst everyone knows that historically the riverbed was a lot lower and sand has since built up, the departments do not agree with that. Everything that they are reporting on states that the river levels are dropping. Mr Lewis explained that due to the lack of water flow through the river the sand isn't getting pushed far enough out to replenish the beaches and is all getting clogged up at the mouth of the river.

Mr Lewis stated that he doesn't believe there is any room for expansion in sand extraction in the Burdekin as the current allocations are not being fully used.

Mr MacDonald questioned if there was anything that the advisory group could recommend to Council in the sand extraction industry and if there were any opportunities that need to be further explored. Mr Lewis responded that the requirements by Council on maintaining and building roads for their transport is difficult and costly and the costs could prevent new business start-ups. He stated that the costs associated with maintaining roads and the infrastructure required is a significant risk when the allocations are only running on a 5-year cycle. It is a large cost to outlay on the infrastructure when seeking a new allocation if the department decides to cut allocations at any stage. He compared this to a quarry site as an example that could be operating for up to fifty years and those costs are spread over the duration of the site. Mr Lewis suggested that sand extraction should be a separate development category to mining as it is more temporary.

Mr Lewis advised that as a long-standing businessman in the region the priority for Council would be to progress with the expansion of the industrial estate. He advised that there is plenty of interest for businesses wanting to purchase industrial land now, but they cannot find suitable land that is big enough (up to five acres) and that has B-double access. Mr Lewis commented that if Council is looking to increase employment and population growth then having the land available for interested companies to open and operate from the Burdekin is a high priority. Ms Lovell advised that Council has recently submitted a funding application to the Federal Government Building Better Regions to develop the estate.

***Action – Invite representative from the Burdekin River Trust to a future meeting to discuss the current allocations for sand extraction and trees growing in the river bed.***

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#### **4. Action Table**

Refer to status in table below.

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#### **5. Next Meeting Date**

The next meeting will be held on Thursday, 5 May at 3pm.

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## Agreed Actions Items

	Action Item	Responsible Officer	Due Date	Status
1	Invite representative from the Burdekin River Trust to a future meeting to discuss the current allocations for sand extraction and trees growing in the river bed.	E Lovell	5/05/2022	

## Previous Recommendations for Council Consideration

	Recommendation	Status
1	Council writes to Defence Housing Australia to obtain written feedback on requirements for housing.	Letter has been sent to DHA – awaiting a response. Agreed to follow up on this.
2	Council investigates the potential for boat ramp facilities in the fresh water of the Burdekin River.	Ms Lovell received a response from Sunwater advising that the Department of Transport and Main Roads look after public boat ramps and suggested contact be made through them.

## Previous Agreed Actions Items

	Action Item	Responsible Officer	Due Date	Status
1	Distribute promotional video examples for feedback from the group.	E Lovell	14-10-2021	Ongoing – engaged with videographer for filming and will share drafts with the group when received.
2	Invite Burdekin Renewable Fuels to present at an Economic Development Advisory Group meeting.	E Lovell	02-12-2021	Ongoing – An invitation has been extended and they will confirm in 2022 once the study has progressed further.
3	Arrange for presentation from a key stakeholder to provide an overview of the <i>Advanced Manufacturing in North Queensland</i> report and opportunities.	E Lovell	30-03-2022	Ongoing
4	A draft of the Jobs Townsville North Queensland website will be sent out to members for feedback.	E Lovell	30-03-2022	Ongoing



#### **4.6. MINUTES AND BUSINESS ARISING**

##### **Community and Cultural Development Advisory Group Meeting Minutes - 10 March 2022**

**File Reference:** 2398  
**Report Author:** Melissah Lammon, Community Development Support Officer  
**Authoriser:** Nick O'Connor, Director Corporate and Community Services  
**Meeting Date:** 12 April 2022

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#### **Purpose**

This report provides the Minutes of the Community and Cultural Development Advisory Group Meeting held on 10 March 2022.

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

##### Item 7 – Formation of Working Groups

Working groups to review and provide feedback in relation to Council's implementation of the 2018-2028 Sport & Recreation Plan, the Arts & Culture Strategy to provide advice to Council on the draft Youth Strategy.

#### **Recommendation**

That:

1. the minutes of the Community and Cultural Development Advisory Group Meeting held on 10 March 2022 be noted, and;
2. the recommendations as detailed in the minutes and summarised in Item 7 above be adopted.

#### **Attachments**

1. Minutes - Community and Cultural Development Advisory Group Meeting - 10 March 2022



# Meeting Minutes

<b>Meeting</b>	Community & Cultural Development Advisory Group Meeting		
<b>Date</b>	Thursday, 10 March 2022	<b>Time</b>	3:30 PM
<b>Attendees</b>	Cr. Sue Perry – Deputy Mayor, Burdekin Shire Council Cr. John Furnell – Burdekin Shire Council Fiona Christie - Chairperson Dr. Brian Glover Shane James Gracie Hosie Uli Liessmann Ross Romeo Melissah Lammon – Burdekin Shire Council Nick O'Connor – Burdekin Shire Council		
<b>Apologies</b>	Cr. Lyn McLaughlin, Lauren Delle Baite, Treena List, Mikayla McDonnell, Chris Patrick		
<b>Chairperson</b>	Fiona Christie		
<b>Minutes Clerk</b>	Melissah Lammon		
<b>Location</b>	John Hy Peake Heritage Room		

## 1. Welcome

Fiona Christie welcomed everyone to the meeting.

## 2. Minutes Received

It was agreed that the Minutes from the Community and Cultural Development Advisory Group meeting held on 11 November 2021 be received as a true and correct record.

## 3. Business arising from previous meeting (refer action table)

In relation to action item #6, Fiona Christie reported that Monica Licciardello has declined the offer to be interviewed.

## 4. Roles & Purpose of the Community & Cultural Development Advisory Group

Fiona Christie referred to the Community & Cultural Development Advisory Group Charter noting the roles and purpose of this Advisory Group. Everyone agreed they now have a better understanding of the role they play in the group. Nick O'Connor noted that he sees this group involved with Council Strategic Plans by seeking feedback from the group on the implementation (or development where applicable) of each plan.



Uli Liessmann asked who the Advisory Group reports to. Cr. Sue Perry and Nick O'Connor explained to everyone that the minutes of the meeting are provided to Councillors in their meeting documentation and then discussed at Council meetings.

## **5. Events & Projects Update – Community Development Staff**

Nick O'Connor advised everyone that David Cornwell and Chris Patrick have both recently resigned from Council. David has already finished and his role of Manager Community Services is currently under recruitment, applications closed 7 March with 23 applications received.

Nick noted that Chris Patrick will be finishing with Council on 29 March. As a temporary measure Troy Everett, who has worked at the Burdekin Theatre previously, will take on the Manager of the Theatre until someone is appointed.

Nick reported the Capacity Building Officer role is currently under recruitment. This role is a temporary role funded until December 2023. Interviews were held today and the successful applicant will be appointed in the coming weeks.

## **6. Member Updates**

All members provided the group with an update of the community and sporting groups they are involved with and what they are currently working on.

### **6.1 Uli Liessmann reported on the following:**

- Applications for the Home Hill Harvest Festival Ephemera are currently open. An application was handed to everyone in the group.
- Home Hill Chamber of Commerce will fund fairy lights in Lloyd Mann Park in Home Hill. Home Hill Chamber of Commerce are also interested in adding colour panels to the empty shop front windows down the road from the Home Hill Surgery. The Home Hill Chamber of Commerce will formally write to council about this.
- Noticeable reduction in children using the Ninja Park in Home Hill
- What is happening with the sculpture that was at the front of the Burdekin Library. Cr. Sue Perry, Chair of RADF noted there had been ongoing discussions about where to install a number of sculptures in the Burdekin.

### **6.2 Dr. Glover highlighted the importance of Community Development programs and community facilities in the Burdekin Shire and noted the inclusivity and diversity in the community.**

### **6.3 Gracie Hosie noted that she is currently the Deputy Youth Mayor for the Burdekin Shire Council. The first meeting for 2022 is 21<sup>st</sup> of March and Gracie will be proposing that the Youth Council have a Spotify advertisement used to promote the Youth Council as well as upcoming events, projects, and resources within the community. Spotify can target a range of demographics including age, gender, genre of music and post code just to name a few.**

Gracie also advised everyone that she is currently applying to be a youth member for the Brisbane 2032 Olympic and Paralympic Games Legacy Committee. This committee will generate both pre-game and long-term benefits over the next 20 years and beyond. Advice from the committee will inform state-wide priorities that could be delivered by the Queensland Government as part of the program.



- 6.4** Shane James advised he is involved with Burdekin Basketball and Taekwondo. The road in front of the basketball court has been upgraded and there is now centre parking which has created more car parks for patrons. Shane noted Basketball recently received a grant to refurbish the male toilets. Once the refurbishment has been completed a Launch Day will be held. The committee is currently looking at suitable dates. Melissah Lammon suggested to refer to the Calendar of Events on the Council website.
- 6.5** Ross Romeo reported on the following:
- CORES hold one-day Suicide Prevention Training sessions (5-6 times per year) and 2hr Self-Care sessions are held in schools at various times throughout the year. Ross noted there is a training course being held next week at PCYC.
  - Ross congratulated everyone involved with the Farmers & Friends Mental Health event.
  - Ross reported that the suicide rate in Queensland went down in 2020 by 6%, this is one of the positives to come out of COVID as people had more time to spend with each other.
- 6.6** John Furnell talked about volunteering and the importance of getting our young children involved in volunteering. John congratulated Ross Romeo on an outstanding effort with his presentation at the Farmers & Friends Men's event.
- 6.7** Melissah Lammon provided a brief overview on the recently held Farmers & Friends Mental Health event and also provided an update for the upcoming Ladies Long Lunch and the Fast Track Talent Showcase.

## **7. Formation of Working Groups**

Fiona Christie and Nick O'Connor discussed the formation of working groups to provide feedback to this Advisory Group in relation to Council's implementation of the 2018-2028 Sport & Recreation Plan, and the Arts & Culture Strategy which was recently adopted in 2021, and to provide advice to Council on the draft Youth Strategy.

The following working groups have been formed:

- **Youth Strategy** – John Furnell, Brian Glover, Gracie Hosie, Mikayla McDonnell
- **Sports & Recreation Plan** – Shane James, Ross Romeo, Lauren Delle Baite
- **Arts & Culture Strategy** – Uli Liessmann, Fiona Christie, Treena List

Cr. Sue Perry noted she would like to know from the working groups what areas of the strategies they feel have already been achieved and some ideas as to where Council could direct future funding.

Nick O'Connor noted a Council Officer will be assigned to each of the working groups. The assigned Council Officers will email members with a proposed date and time for their respective working groups to meet.

## **8. General Business**

- No General Business was discussed.



## 9. Next Meeting – Thursday 12<sup>th</sup> May 2022

There being no further business, the meeting closed at 4.50pm.

### Action Items from Meeting

	Action Item	Responsible Officer	Due Date	Status
2	<b>Meeting 23 September 2021</b> Investigate costs associated with resurrection and/or redesign of the Burdekin Library Art Sculpture	RADF Committee	11 November 2021	In progress – awaiting advice from RADF
7	<b><u>Meeting 10 March 2022</u></b> Working groups to review and provide feedback in relation to Council's implementation of the 2018-2028 Sport & Recreation Plan, the Arts & Culture Strategy to provide advice to Council on the draft Youth Strategy.	CCDAG Members	12 May 2022	

## Recommendations for Council Consideration

	Recommendation	Minutes Item No
	<b>NIL</b>	

#### **4.7. MINUTES AND BUSINESS ARISING**

##### **Burdekin Shire Youth Council Meeting Minutes - 21 March 2022**

**File Reference:** 137  
**Report Author:** Tammy Quagliata, Community Development Support Officer  
**Authoriser:** Nick O'Connor, Director Corporate and Community Services  
**Meeting Date:** 12 April 2022

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#### **Purpose**

This report provides the minutes of the Burdekin Shire Youth Council Meeting held on 21 March 2022.

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

Item 4 - That Council support the motion by Burdekin Shire Youth Council to proceed with Spotify advertising.

Item 6 - That Council notes the newly elected Burdekin Shire Youth Council Executive for 2022 being Gracie Hosie (Youth Mayor, Xavier Wood (Deputy Youth Mayor) and Mikayla McDonnell (Secretary)

Item 8 - That Council notes the involvement of the Burdekin Shire Youth Council in organising the 2022 NQ Fast Track Talent Showcase to be held on 2 April 2022.

#### **Recommendation**

That:

1. the minutes of the Burdekin Shire Youth Council Meeting held on 21 March 2022 be noted and adopted; and
2. the recommendations as detailed in the minutes and summarised in Items 4-8 above be adopted.

#### **Attachments**

1. Minutes - Burdekin Shire Youth Council Meeting held on 22 March 2022
2. Report by Gracie Hosie - Spotify Advertising

## Meeting Minutes

<b>Meeting</b>	Burdekin Shire Youth Council Meeting		
<b>Date</b>	Monday, 21 March 2022	<b>Time</b>	3:30 PM
<b>Attendees</b>	Gracie Hosie – Youth Mayor Xavier Wood – Deputy Youth Mayor Mikayla McDonnell – Secretary Clodagh Liessmann – Burdekin Catholic High School Byrin Bojack – Burdekin Catholic High School Charlie Stanton-Cook – Home Hill State High School Eddie Jones – Ayr State High School Emily Holmes – Burdekin Christian College Georgia Tomasetig – Ayr State High School Haigan MacDonald – Burdekin Catholic High School Isabella Lando – Burdekin Christian College Jack Roveglia – Burdekin Catholic High School Laney Lando – Burdekin Christian College Layla Kelly – Ayr State High School Mikayla McDonnell – Ayr State High School Michael Lindley – Ayr State High School Ryley Satori – Ayr State High School Sarah Shepard – Ayr State High School Tayla Macdonald – Burdekin Christian College Taylor Luke – Burdekin Christian College Thomas Lindley – Ayr State High School <b>Vaylee Grabs – Ayr State High School</b>  Tammy Quagliata – Burdekin Shire Council Cr. Lyn McLaughlin – Mayor, Burdekin Shire Council Cr. John Furnell – Burdekin Shire Council Cr. Kaylee Boccalatte – Burdekin Shire Council		
<b>Apologies</b>			
<b>Chairperson</b>	Zavier Wood. Gracie Hosie		
<b>Minutes Clerk</b>	Tammy Quagliata		
<b>Location</b>	John Drysdale Chamber		

### Agenda Items

#### 1. Welcome & Introductions

Tammy Quagliata welcomed new and existing members and gave a brief overview of the roles, aims and responsibilities of the Burdekin Shire Youth Council. Members were invited to introduce

themselves to the group.

## **2. Minutes of 21 February 2022 Meeting Received**

Moved Michael Lindley, seconded Georgia Tomasetig that the minutes of the Burdekin Shire Youth Council Meeting held on 21 February 2022 be received.

CARRIED

## **3. Business Arising from the Minutes**

Clause 7 – Gracie Hosie tabled a report on the possible advertising of the Burdekin Shire Youth Council on Spotify (report attached).

Discussion was held about the benefits of this advertising, especially to coincide with events like Fast Track and other community events, as well as joining Youth Council. The content and youth speakers to be involved in the advertising was to be further discussed and finalised.

## **4. Youth Council to Proceed with Spotify Advertising**

Moved Gracie Hosie, seconded Tayla McDonald that Youth Council proceed with advertising on Spotify for the initial cost of \$250, with future advertising to be considered to coincide with events and projects of both Council and Youth Council.

CARRIED

## **5. Correspondence**

### **Inward Correspondence**

1. Think HQ – Seeking young content creators for their online platforms – 3 positions are available for youth aged 15-20 years who live and breathe TikTok, Instagram and SnapChat and are willing to put themselves and their ideas out there.

2. Daniel Morcombe Foundation – Encouraging groups to take part in the 2022 Day for Daniel to be held on Friday 28<sup>th</sup> October.

Moved Jack Roveglia, seconded Eddie Jones that the inward correspondence be received.

CARRIED

## **6. Voting on 2022 Youth Council Executive**

Cr. Lyn McLaughlin and Tammy Quagliata thanked the 2021 Youth Council Executive for their hard work and efforts in 2021 and declared all Youth Council executive positions vacant.

Tammy Quagliata outlined the roles and expectations of the Youth Council Executive positions.

A secret ballot vote was conducted for each of the 2022 Youth Council Executive Positions.



## YOUTH MAYOR

Youth Mayor Nominees:

Michael Lindley – moved Michael Lindley, seconded Jack Roveglia  
Jack Roveglia – moved Jack Roveglia, seconded Eddie Jones  
Gracie Hosie – moved Gracie Hosie, seconded Emily Holmes  
Zavier Wood – moved Zavier Wood, seconded Layla Kelly

***Gracie Hosie was appointed to the position of Youth Mayor for 2022.***

## DEPUTY YOUTH MAYOR

Deputy Youth Mayor Nominees:

Michael Lindley – moved Michael Lindley, seconded Zavier Wood  
Jack Roveglia – moved Jack Roveglia, seconded Zavier Wood  
Zavier Wood – moved Zavier Wood, seconded Tayla Luke  
Vaylee Grabs – moved Vaylee Grabs, seconded Tayla MacDonald  
Georgia Tomasetig – Moved Georgia Tomasetig, seconded Michael Lindley  
Laney Lando – Moved Laney Lando, seconded Isabella Lando

***Zavier Wood was appointed to the position of Deputy Youth Mayor for 2022.***

## SECRETARY

Secretary Nominees:

Jack Roveglia – moved Jack Roveglia, seconded Layla Kelly  
Michael Lindley – moved Michael Lindley, seconded Thomas Lindley  
Mikayla McDonnell – moved Georgia Tomasetig, seconded Eddie Jones  
Sarah Shepard - moved Zavier Wood, seconded Tayla MacDonald

***Mikayla McDonnell was appointed to the position of Secretary for 2022.***

## **7. Motion to Destroy the Ballot Papers**

Moved Jack Roveglia, seconded Vaylee Grabs that the ballot papers be destroyed.

CARRIED

## **8. Update on 2022 Fast Track Talent Showcase to be held on 2 April**

Tammy Quagliata provided an update on the Fast Track Talent Showcase that would be hosted by Youth Council and Council on 2 April.

It was noted that over 50 acts had registered to take part in the showcase. Members were asked to assist with marketing of the event, especially for attendance at the Final Showcase to be held at 7pm on Saturday 2 April.

It was noted that youth council members would be required to volunteer to assist with registrations and backstage at the event. Tammy undertook to email members to finalise a volunteer roster.

## 9. Update on Sing It Out Youth Program

Tammy Quagliata advised that Burdekin Shire Council was successful in obtaining a grant (through Tackling Regional Adversity through Integrated Care funding) to host a Youth Mental Health Program called Sing It Out. Sing It Out is a world-first, truly exciting initiative created to promote music as a powerful tool to enhance the mental wellbeing of Australian youth.

The program would be hosted for all high school students on 14<sup>th</sup>/15<sup>th</sup> July and would include speaker sessions at the Burdekin Theatre including musical performances, followed by an artist meet and greet and mental health provided information evening.

Members would be required to assist at the meet and greet event in the evening. More details will be provided soon.

## 10. Other General Business

- Members discussed possible community events and project to be involved in during 2022, and dates for various events were sought. Tammy Quagliata undertook to provide a list of community/council event dates for members at the next meeting.
- Cr. Lyn McLaughlin provided information on the new ninja park that was being constructed in Watson's Green, Home Hill. A plan of the ninja park was tabled for viewing.

## 11. Members Update

Youth Council members were each given the opportunity to give an update on something happening within their schools, sporting clubs or community.

## 12. Next Meeting – Monday 9<sup>th</sup> May 2022

There being no further business, the meeting closed at 4.45pm.

### Actions Items from Meeting

	Action Item	Responsible Officer	Due Date	Status
	Proceed with Advertising on Spotify	Gracie Hosie Tammy Quagliata	30 June	
	Promote NQ Fast Track Talent Showcases & volunteer to assist at the event	All members	2 April	
	Provide list of community/council event dates	Tammy Quagliata	9 May	

**Recommendations for Council Consideration**

	<b>Recommendation</b>	<b>Minutes Item No</b>
	That Council support Burdekin Shire Youth Council in advertising on Spotify.	4
	That Council notes the newly elected Burdekin Shire Youth Council Executive for 2022 being Gracie Hosie (Youth Mayor, Xavier Wood (Deputy Youth Mayor) and Mikayla McDonnell (Secretary)	6
	That Council notes the involvement of the Burdekin Shire Youth Council in organising the 2022 NQ Fast Track Talent Showcase to be held on 2 April 2022.	8

## **SPOTIFY AD FOR YOUTH COUNCIL**

### **Purpose:**

To boost our profile in the local community with hard-to-reach youth and young adult demographics. Creating a Spotify ad will increase our footprint in the community and help us promote the youth council's mission. This ad will assist in reaching community members who are not connected to current marketing mediums (it's easy to scroll past a promo on socials, but a Spotify ad is much more present). This will also assist with advertising and promoting upcoming events and resource we have to offer in the Burdekin.

### **Process:**

The process will consist of firstly making an ad studio account through Spotify, through this account we are able to find our target audience through demographics such as location and age, that way we can really pinpoint our target audience. This could possibly consist of places as north as Ingham and as south as Mackay (covering places in between). We will then go on to record our ad using the podcasting booth (located at the library) to upload, edit and publish our ad, Jacob is more than happy to assist us.

### **Pricing:**

By paying just \$250 it will provide us with an ad that will last a month and will cover our target audience (as stated above) and is estimated to be broadcasted to 8-10 thousand people in just one month. The maximum impressions an individual is estimated to receive of our ad is 25 per month. By increasing our budget, the number of estimated views and impressions broadcasted of our ad will increase and so will our success rate. Although this payment only covers a month this will allow us to update our ad and marketing strategies as well as promote upcoming events in that month and take turn speaking, allowing the public to meet our whole council team.

### **Outcome:**

By creating an ad through Spotify we will receive full overview and summary of the delivery of our ad makes, such as how many people have viewed our ad as well as specific age, location and gender. These metrics help provide information about the audience our ad has reached within each ad set. In turn, we can then tailor our advertising accordingly. Not only will this ad provide us with the exposure we need but it will also provide us with a voice to reach out and encourage other youth members to show an interest in not only what we do and who we are but what our community has to offer as well.

#### 4.8. MINUTES AND BUSINESS ARISING

##### Community Grants Panel Meeting Minutes - Round 3 - 29 March 2022

**File Reference:** 1574  
**Report Author:** Sara-Jane Smith, Administration Officer Planning and Development  
**Authoriser:** Nick O'Connor, Director Corporate and Community Services  
**Meeting Date:** 12 April 2022

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#### Purpose

This report provides the Minutes of the Community Grants Panel Meeting held on 29 March 2022.

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

Item 1 – Consideration of Grants Applications Round 3 – 21/22 Financial Year

No.	Applicant	Recommended Funding	Recommended In-kind Support
1.1	Ayr Pastoral Agricultural and Industrial		\$3,800.00
1.2	Burdekin Touch Association Incorporated	\$1,000.00	\$350.00
1.3	Burdekin Road Runners and Walkers	\$2,000.00	\$1,200.00
1.4	Burdekin Race Club Inc.	\$5,000.00	\$5,100.00
1.5	Burdekin Offroaders Inc.	\$2,500.00	\$500.00
1.6	Home Hill Tennis Association		\$650.00
1.7	Burdekin Junior Eisteddfod Inc.	\$4,000.00	

#### Recommendation

That:

1. the minutes of the Community Grants Panel Meeting held on 29 March 2022 be noted, and;
2. it be noted that the total cash funds remaining for Community Grants Panel in 2021/2022 Financial Year is \$27,684.00 and;
3. the recommended funding as detailed in the minutes and noted in Item 1.1 – 1.7 be adopted and;
4. it be noted that the remaining funds available for the 2021/2022 Financial Year after the allocation from Round 3 will be \$13,184.00 and;
5. it be recommended that the remaining funds of \$13,184.00 be constrained and made available due to the anticipated increased in funding requests with the easing of COVID-19 restrictions.

#### Attachments

1. Minutes - Community Grant Panel Meeting - Round 3 - 29 March 2022

# Meeting Minutes

<b>Meeting</b>	Community Grants Panel Meeting		
<b>Date</b>	Tuesday, 29 March 2022	<b>Time</b>	3.45pm
<b>Attendees</b>	Councillor Lyn McLaughlin, Councillor Max Musumeci, Wayne Saldumbide, Janice Horan, Kiera Durrant, Nick O'Connor		
<b>Apologies</b>	Councillor Sue Perry		
<b>Chairperson</b>	Councillor Lyn McLaughlin		
<b>Minutes Clerk</b>	Sara Smith		
<b>Location</b>	Ernie Ford Boardroom		

## Agenda Items

1. Consideration of Grant Application for Round 3 of 2021/2022 Financial Year requested as below:-

No.	Applicant	Project	Requested Funding	Requested In-kind Support	Recommended Funding	Recommended In-kind Support
1.1	Ayr Pastoral Agricultural and Industrial	2022 Burdekin Show	\$600.00	\$3,800.00		\$3,800.00
	Comments: Encourages community spirit, economic and wellbeing benefits for the Burdekin Community.					
1.2	Burdekin Touch Association Incorporated	2022 Burdekin Touch Carnival	\$1,000.00	\$350.00	\$1,000.00	\$350.00
	Comments: Attracts visitors to the region. Promotes healthy living and strengthens community involvement while having an economic benefit for the Burdekin region.					
1.3	Burdekin Road Runners and Walkers	2022 Burdekin Sugar Rush	\$4,000.00	\$1200.00	\$2,000.00	\$1,200.00
	Comments: Event held annually. Well supported by locals and visitors to the Shire. Promoting physical activity, health & wellbeing. Aligns with sport and recreational strategic plan.					
* Nick O'Connor excused himself from the meeting at 4.15pm to due to another scheduled appointment						
1.4	Burdekin Race Club Inc.	Burdekin Growers Race Day 2022	\$5,000.00	\$5100.00	\$5,000.00	\$5,100.00
	Comments: Economic benefit to the region with out-of-town visitors staying in local accommodation and buying locally while here.					
1.5	Burdekin Offroaders Inc.	2022 Burdekin Offroaders Annual Race	\$2,500.00	\$382.00	\$2,500.00	\$500.00
	Comments: Aligns with the sport and recreation strategic plan. Promotes the Burdekin and provides economic benefit to the region.					
1.6	Home Hill Tennis Association	2022 Home Hill Sugar Bowl		\$650.00		\$650.00
	Comments: Happy to support in-kind component for bins and grading of the road. Good exposure for region. Health and wellbeing benefits for the community.					
1.7	Burdekin Junior Eisteddfod Inc.	Burdekin Junior Eisteddfod 2022	\$4,000.00		\$4,000.00	
	Comments: Aligns with arts and cultural strategic plan. Benefits the youth of the Burdekin.					

2. Noted that the total cash funds available for Community Grants program for remainder of - 2021/2022 Financial Year was \$27,684.00.
3. Noted that the total remaining cash funds remaining for Community Grants program – 2021-2022 Financial Year will be \$13,184.00.
4. the constraining of remaining funds for 2022/2023 financial year was briefly discussed amongst panel

There being no further business, meeting adjourned at 4.45pm.

### **5.1.1. CEO**

#### **Council Workshops - March 2022**

**File Reference:** 1394  
**Report Author:** Terry Brennan, Chief Executive Officer  
**Authoriser:** Terry Brennan, Chief Executive Officer  
**Meeting Date:** 12 April 2022

**Link to Corporate/Operational Plan:**  
Burdekin Shire Council Corporate Plan 2022-2027

5.2.1: Demonstrate open and transparent leadership.

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#### **Executive Summary**

The Council conducted two (2) general workshops in March 2022, with workshops held on 1 and 29 March 2022. A number of workshops were also held during March associated with the development of the budget for the 2022/2023 financial year.

A range of policy and operational issues were discussed by Councilors and staff at the general workshops. A 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 29 March 2022 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 of December and January each year, where one (1) meeting is held in each month. Similar arrangements apply to the conduct of general workshops which are held on the alternate week to Council meetings.

General workshops were held on 1 and 29 March 2022 covering a broad range of policy and operational issues, with a number of budget workshops also conducted during the month. External parties attended the general workshops to present on some of the issues contained in the workshop agendas.

A brief summary of the issues discussed at the workshops are outlined below:

#### **1 March 2022**

- Sale of Land for Arrears of Rates
- Review of existing Records Governance Policy
- Request for Road Opening – Department of Education - Ayr State High School
- Kilrie / Nuttall Road Intersection Upgrade
- Reel Action Fishing Show Proposal
- Footpath Replacement Program Priorities
- Review of existing Investigation of Inappropriate Councillor Conduct Policy
- Sale of Council Owned Land – 67-69 Mackenzie Street, Ayr
- Review of existing Community Assistance Policy
- Submission by Burdekin Brass Band Incorporated and Home Hill RSL – Band Hall
- Request for Financial Assistance – Giru Progress Association – Giru Pool
- Development Application – ROL Fredericksfield
- Development Application – MCU – Restaurant with Drive Through Facility, Ayr



**29 March 2022**

- Request for Rate Exemption – Lower Burdekin Masonic Temple
- Heavy Vehicle Permit Request – Woodhouse Road, Clare
- Department of Transport and Main Roads – Proposed works including Eighth Avenue/Bruce Highway – Home Hill
- Parking adjacent to Queen Street Pedestrian Crossing - visibility improvements
- School Zone Signage - Ayr State High School
- Ross Planning – Discussion on development of Burdekin Aquatic Strategy
- Investigations on Construction of Budget Cabins – Burdekin Cascades Caravan Park
- Update on Siam Weed Surveillance
- Burdekin Theatre Update
- Burdekin Libraries Update
- CBD Shade Sail Replacement
- Park Furniture Replacement Program
- Lions Diorama, Home Hill – Timber Carriage
- Overview of Council Leasing Portfolio
- Expression of Interest – Reserve Land, Rita Island
- Resource Community Infrastructure Fund

### **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**

None

## **6.2.1. COMMUNITY DEVELOPMENT**

### **Move It NQ - Funding Application**

**File Reference:** 853  
**Report Author:** Nick O'Connor, Director Corporate and Community Services  
**Authoriser:** Terry Brennan, Chief Executive Officer  
**Meeting Date:** 12 April 2022

#### **Link to Corporate/Operational Plan:**

Burdekin Shire Council Corporate Plan 2022-2027

1.1.1: Support projects and activities to improve public safety, health, and inclusiveness through strategic partnerships.

1.1.4: Build active communities by delivering programs promoting regular physical activity and wellbeing.

Burdekin Shire Council Operational Plan 2021-2022

CD2 Identify and facilitate relevant community events, activities and programs.

CD4 Provide financial and in-kind support to recognised community events through the Community Assistance Program.

CD7 Continue to foster partnerships with community welfare organisations within the Shire including the Burdekin Community Association and Burdekin Neighbourhood Centre to ensure a co-ordinated community- focussed approach.

CD11 In partnership with the North Queensland Sports Foundation, identify opportunities to increase participation and wellbeing in community life.

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### **Executive Summary**

Council is requested to formally consider submitting an application for funding under the Move It NQ funding program to partner Burdekin PCYC to deliver a Box-Fit Cardio program.

### **Recommendation**

That Council submit an application for \$10,000 funding from the North Queensland Sports Foundation Move It NQ

### **Background**

Council is a financial member of the North Queensland Sports Foundation. The Foundation is funded through the North Queensland Primary Health Network to deliver programs which increase physical and mental wellbeing in the Region. The Foundation has recently launched the Move It NQ Program which aims to provide eligible Local Governments with up to \$10,000 grants to develop and implement programs to encourage physical activity in their area.

Staff have been working with Burdekin PCYC to develop a program to encourage local community members to increase physical activity. It is proposed that if successful in securing funding, Council would auspice the funds, with Burdekin PCYC responsible for delivering the program. Council is requested to formally consider submitting an application for funding under the Move It NQ Funding Program to partner Burdekin PCYC to deliver a Box-Fit Cardio Program.

### **Consultation**

Burdekin PCYC Manager.

Councillor briefing with Move IT NQ and Burdekin PCYC.

**Budget & Resource Implications**

\$10,000 grant funding. No Council funds required.

**Legal Authority & Implications**

Nil.

**Policy Implications**

Nil.

**Risk Implications (Strategic, Operational, Project Risks)**

The matter presents minimal Risk to Council.

**Attachments**

None

### 6.3.1. FINANCIAL AND ADMINISTRATIVE SERVICES

#### Second Revised Budget Report 2021 - 2022

**File Reference:** 2402  
**Report Author:** Fiona Smith, Financial Accountant Reporting  
**Authoriser:** Kim Olsen, Manager Financial and Administrative Services  
**Meeting Date:** 12 April 2022

#### **Link to Corporate/Operational Plan:**

Burdekin Shire Council Corporate Plan 2022-2027

5.2.2: Responsibly manage Council's financial position to ensure sustainability.

5.2.3: Implement effective governance frameworks.

5.2.4: Undertake regulatory responsibilities in accordance with legislative obligations.

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#### **Executive Summary**

In accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*, Council may, by resolution, amend the budget for a financial year at any time before the end of the financial year. As required by the regulation, Council has completed a budget revision for 2021/22 and the next two financial years.

Management has completed a review of the 2021/22 budget based on results to the end of February and estimated transactions for the remainder of the financial year.

An amended budget for the 2021/22 financial year is submitted for adoption.

#### **Recommendation**

That the amended budget and report for the period ending 30 June 2022 as tabled be adopted.

#### **Background**

The amended budget is based on best estimates of expenditure and income as provided by the relevant Managers.

#### Financial Analysis

#### Operational

The original operational deficit of \$327,837 has increased to \$1,822,404 in the second budget revision. As noted in the first revised budget report this increase is mainly attributable to the prepayment in 2020/21 of half of the 2021/22 Financial Assistance Grant of \$1,720,405. Both the General fund and Sewerage fund have an operational deficit in this revision of \$2,206,501 and \$100,916 respectively.

Interest continues to remain low given the current economic climate and has decreased by \$96,300 since the original budget to \$444,300.

Both Fees and Charges and Other Income increased from the original budget by a total of \$217,899. This increased income includes takings at Kirknie Landfill and Burdekin Caravan Parks, and sale of scrap metal.

Grants have decreased in total due to the Financial Assistance Grant prepayment, whilst other operational grants increased by \$391,105 from the original budget, including Round 2A of the Local Government Illegal Dumping Partnership Program, National Australia Day Council grant, and Queensland Day sponsorship. All grants have matching expenses in Employee Benefits and Materials and Services.

Roads Maintenance Performance Contract Recoverable Works increased by \$125,000 due to increased contract works, with expenses increasing \$53,000. The surplus of funds is kept in reserves to be used in future years to fund projects such as Asset Management Software and other one-off expenses for improvements to operations.

Employee Benefits has reduced by \$199,436. This includes reductions in various areas due to staff vacancies, and the capitalisation of wages for design projects. These reductions have been partly offset by an increase in sick leave.

Materials and services costs are projected to increase by \$569,638, however this was largely offset by grants, recoverable works income, and transfers from reserves. The increase in materials and services includes community events; recruitment costs and contract works as a result of staff vacancies; legal expenses; and consultants for software transition, Burdekin Aquatic Strategy and Town Planning.

Depreciation expense has increased by \$320,400, mainly in the Transport asset class. These estimates have been impacted by the timing of project completion and resultant capitalisations, and revaluations.

A budget of (\$2,301,771) has been included for Other Capital Expenses which includes the actual write off of assets to the end of February and an estimate to the end of June. The majority of this budget is attributed to the Transport and Buildings asset classes, relating to road reconstruction and Burdekin Theatre refurbishments.

### Capital

The 2021/22 Capital Works Program budget has decreased by \$6.1M from the first revision, to a total of \$28.1M. A large portion of this decrease is the timing of the completion of the Ayr Water Supply projects funded by the special purpose grant from the Department of Local Government, Racing and Multicultural Affairs, the construction of the Burdekin Water Park, and the Ayr Industrial Estate.

The following project budget allocations have been deferred to future years:

\$3,745,517	South Ayr Water Supply Project
\$1,364,100	Burdekin Water Park Construction
\$ 658,000	Ayr Industrial Estate Earthworks
\$ 239,000	Mt Kelly Water Supply Sheepstation Creek to Elisa Road Water Main Replacement
\$ 180,000	Kirknie - Construct Leachate Control Solution (2021/22 project budget reduced by \$327,000, 2022/23 project \$180,000 - reduction due to revision of costs)
\$ 125,000	Burdekin Water Park Development of Park Precinct and Initial Concepts
\$ 99,000	Burdekin Water Park Preliminary Work
\$ 75,483	Ayr Water Tower Replace Handrails on Top of Tower
\$ 30,000	Mount Inkerman Signage

New/increased projects are detailed below:

\$ 360,000	Nuttall Road/Kilrie Road Intersection
\$ 245,420	Burdekin Water Park Site Works (Local Roads and Community Infrastructure Agreement Round 3)
\$ 75,000	Drysdale Street - Pavement between Woods and Bower at railway crossing
\$ 60,000	Lot 21 Bruce Highway
\$ 45,000	Home Hill Water Tower and Reservoir - Extension to Security Fencing to encompass new works

## **Consultation**

The amended budget has been collated and presented by the Finance and Administrative Services Department using estimates provided by Managers, in consultation with the Chief Executive Officer and Director Corporate and Community Services.

## **Budget & Resource Implications**

Refer to content of report.

## **Legal Authority & Implications**

*Local Government Act 2009*

*Local Government Regulation 2012*

## **Policy Implications**

Not Applicable.

## **Risk Implications (Strategic, Operational, Project Risks)**

Councils operational risk register for Finance includes Ineffective Financial Management and Poor Budget Control. This budget review is a control measure listed in our risk register and helps to control risk by using a collaborative approach, management oversight, and transparent reporting to Council and the wider community.

## **Attachments**

1. Second Revised Budget including Financial Sustainability 2021/22

**BURDEKIN SHIRE COUNCIL**  
**Budgeted Statement of Comprehensive Income**  
For the periods ending 30 June

	Original Budget 2021/22 \$	Revised Budget 2021/22 \$	Forecast 2022/23 \$	Forecast 2023/24 \$
<b>Revenue</b>				
Rates and utility charges	41,435,274	41,437,112	42,533,623	43,609,438
Less Pensioner remissions	(345,000)	(345,000)	(345,000)	(345,000)
Net rates and utility charges	41,090,274	41,092,112	42,188,623	43,264,438
User fees and charges	2,498,690	2,593,190	2,645,053	2,697,950
Contributions	227,831	264,477	265,856	273,830
Operating grants and subsidies	3,957,802	2,870,354	4,550,191	4,340,223
Interest revenue	540,600	444,300	626,870	645,042
Sales of contract and recoverable works	1,832,000	1,960,000	1,999,200	2,039,184
Other income	325,175	448,574	503,497	513,563
<b>TOTAL OPERATING REVENUES</b>	<b>50,472,372</b>	<b>49,673,007</b>	<b>52,779,290</b>	<b>53,774,230</b>
<b>Expenses</b>				
Employee benefits	(21,920,772)	(21,721,336)	(22,273,118)	(22,447,866)
Materials and services	(15,969,237)	(16,538,875)	(16,090,191)	(16,513,991)
Depreciation and amortisation	(12,836,800)	(13,157,200)	(13,665,632)	(14,038,659)
Finance costs	(73,400)	(78,000)	(79,560)	(81,151)
<b>TOTAL OPERATING EXPENSES</b>	<b>(50,800,209)</b>	<b>(51,495,411)</b>	<b>(52,108,501)</b>	<b>(53,081,667)</b>
<b>Operating surplus (deficit)</b>	<b>(327,837)</b>	<b>(1,822,404)</b>	<b>670,789</b>	<b>692,563</b>
Capital income and expenditure:				
Capital grants, subsidies and contributions	14,577,859	12,558,222	14,010,318	5,178,158
Other capital expenses		(2,301,771)		
<b>Net result for the period</b>	<b>14,250,022</b>	<b>8,434,047</b>	<b>14,681,107</b>	<b>5,870,721</b>

**BURDEKIN SHIRE COUNCIL**  
**Budgeted Statement of Financial Position**  
**As at the periods ending 30 June**

	Original Budget 2021/22 \$	Revised Budget 2021/22 \$	Forecast 2022/23 \$	Forecast 2023/24 \$
<b>Current Assets</b>				
Cash and deposits	56,532,362	60,256,972	59,826,841	57,509,851
Receivables	1,955,570	1,521,406	1,521,406	1,521,406
Inventories	524,225	602,156	602,156	602,156
Contract assets		13,292		
Other assets	1,683,350	1,647,323	1,647,323	1,647,323
	<u>60,695,507</u>	<u>64,041,149</u>	<u>63,597,726</u>	<u>61,280,736</u>
<b>Non-Current Assets</b>				
Receivables	342,783	272,906	272,906	272,906
Property, plant and equipment	548,431,804	543,748,646	558,972,497	565,543,695
Intangible assets	366,293	412,474	327,174	430,017
Capital work in progress	8,668,825	13,927,971	13,927,971	13,927,971
Other assets	38,470	61,323	61,323	61,323
	<u>557,848,175</u>	<u>558,423,320</u>	<u>573,561,871</u>	<u>580,235,912</u>
<b>TOTAL ASSETS</b>	<u>618,543,682</u>	<u>622,464,469</u>	<u>637,159,597</u>	<u>641,516,648</u>
<b>Current Liabilities</b>				
Trade and other payables	5,654,325	6,602,757	6,602,757	6,602,757
Provisions	5,861,180	5,798,704	5,900,180	6,018,182
Contract liabilities	158,190	94,639	94,639	94,639
Other	2,714			
	<u>11,676,409</u>	<u>12,496,100</u>	<u>12,597,576</u>	<u>12,715,578</u>
<b>Non-Current Liabilities</b>				
Provisions	20,408,510	18,584,574	18,497,119	16,865,447
	<u>20,408,510</u>	<u>18,584,574</u>	<u>18,497,119</u>	<u>16,865,447</u>
<b>TOTAL LIABILITIES</b>	<u>32,084,919</u>	<u>31,080,674</u>	<u>31,094,695</u>	<u>29,581,025</u>
<b>NET COMMUNITY ASSETS</b>	<u>586,458,763</u>	<u>591,383,795</u>	<u>606,064,902</u>	<u>611,935,623</u>
<b>Community Equity</b>				
Asset revaluation reserve	315,584,389	322,683,462	322,683,462	322,683,462
Accumulated surplus/(deficiency)	270,874,374	268,700,333	283,381,440	289,252,161
<b>TOTAL COMMUNITY EQUITY</b>	<u>586,458,763</u>	<u>591,383,795</u>	<u>606,064,902</u>	<u>611,935,623</u>



**BURDEKIN SHIRE COUNCIL**  
**Budgeted Statement of Cash Flows**  
For the periods ending 30 June

	Original Budget 2021/22 \$	Revised Budget 2021/22 \$	Forecast 2022/23 \$	Forecast 2023/24 \$
<b>Cash Flows from Operating Activities:</b>				
Receipts				
Net rates and utility charges	41,090,274	41,092,112	42,188,623	43,264,438
Total fees and charges	2,498,690	2,591,334	2,645,053	2,697,950
Sales of contract and recoverable works	1,832,000	1,960,000	1,999,200	2,039,184
Interest revenue	540,600	444,300	626,870	645,042
Contributions	227,831	264,477	265,856	273,830
Government subsidies and grants	4,104,513	2,967,166	4,550,191	4,340,223
Other Income	325,175	448,574	503,497	513,563
	<u>50,619,083</u>	<u>49,767,963</u>	<u>52,779,290</u>	<u>53,774,230</u>
Payments				
Employee benefits	(21,750,238)	(21,721,336)	(22,166,097)	(22,323,416)
Materials and services	(15,969,237)	(16,538,875)	(16,090,191)	(16,513,991)
Finance costs	(73,400)	(78,000)	(79,560)	(81,151)
	<u>(37,792,875)</u>	<u>(38,338,211)</u>	<u>(38,335,848)</u>	<u>(38,918,558)</u>
<b>Cash provided by / (used in) operational activities</b>	<b>12,826,208</b>	<b>11,429,752</b>	<b>14,443,442</b>	<b>14,855,672</b>
<b>Cash Flow from Investing Activities:</b>				
Proceeds from sale of capital assets	245,000	732,200	406,000	277,500
Contributions		5,826		
Government grants and subsidies	14,577,859	12,552,396	14,010,318	5,178,158
State government subsidies and grants arising from contract assets and liabilities	(120,053)	(1,247,970)	13,292	
Payments for property, plant and equipment	(29,382,877)	(28,125,727)	(29,210,183)	(20,793,200)
Payments for rehabilitation work	(55,000)	(7,000)	(93,000)	(1,638,120)
Payments for intangibles				(197,000)
Net cash provided by investing activities	<u>(14,735,071)</u>	<u>(16,090,275)</u>	<u>(14,873,573)</u>	<u>(17,172,662)</u>
<b>Net Increase (Decrease) in Cash Held</b>	<b>(1,908,863)</b>	<b>(4,660,523)</b>	<b>(430,131)</b>	<b>(2,316,990)</b>
Cash at beginning of reporting period	<u>58,441,225</u>	<u>64,917,495</u>	<u>60,256,972</u>	<u>59,826,841</u>
<b>Cash at end of Reporting Period</b>	<b><u>56,532,362</u></b>	<b><u>60,256,972</u></b>	<b><u>59,826,841</u></b>	<b><u>57,509,851</u></b>

**BURDEKIN SHIRE COUNCIL**  
**Budgeted Statement of Changes in Equity**  
For the periods ending 30 June

	Original Budget 2021/22 \$	Revised Budget 2021/22 \$	Forecast 2022/23 \$	Forecast 2023/24 \$
<b>TOTAL COMMUNITY EQUITY</b>				
Balance at the beginning of period	572,208,741	582,949,748	591,383,795	606,064,902
Increase (decrease) in net result	14,250,022	8,434,047	14,681,107	5,870,721
<b>Balance at the end of period</b>	<b>586,458,763</b>	<b>591,383,795</b>	<b>606,064,902</b>	<b>611,935,623</b>
 <b>Retained Surplus/Deficit</b>				
Balance at the beginning of period	256,624,352	260,266,286	268,700,333	283,381,440
Increase (decrease) in net result	14,250,022	8,434,047	14,681,107	5,870,721
<b>Balance at the end of period</b>	<b>270,874,374</b>	<b>268,700,333</b>	<b>283,381,440</b>	<b>289,252,161</b>
 <b>Asset Revaluation Surplus</b>				
Balance at the beginning of period	315,584,389	322,683,462	322,683,462	322,683,462
Increase (decrease)				
<b>Balance at the end of period</b>	<b>315,584,389</b>	<b>322,683,462</b>	<b>322,683,462</b>	<b>322,683,462</b>

**BURDEKIN SHIRE COUNCIL**  
**Measures of Financial Sustainability**  
**For the year ended 30 June**

	Original Budget	Revised Budget	Forecast	Forecast
	2021/22	2021/22	2022/23	2023/24
	%	%	%	%
<b>Operating Surplus Ratio</b>				
<u>Net operating surplus</u>	-0.6%	-3.7%	1.3%	1.3%
Total operating revenue				
The extent to which operating revenue covers operational expenses.				
Target: Between 0% and 10% per annum (on average over the long term)				
<b>Asset sustainability ratio</b>				
<u>Expenditure on replacement assets</u>	125.6%	153.9%	140.9%	151.0%
Depreciation expense				
The extent to which the infrastructure assets are being replaced as they reach the end of their useful lives.				
Target: >90% per annum (on average over the long term)				
<b>Net Financial Liabilities Ratio</b>				
<u>Total liabilities - current assets</u>	-56.7%	-66.4%	-61.6%	-58.9%
Operating revenue				
Measures the extent to which the net financial liabilities of Council can be serviced by operating revenues.				
Target: <60% per annum (on average over the long term)				
<b>Net rates and utility charges original budget prior year</b>	40,017,955	40,017,955	41,090,274	42,188,623
<b>Net rates and utility charges budgeted for current year</b>	41,090,274	41,092,112	42,188,623	43,264,438
Change rates and utility charges net of discounts	1,072,319	1,074,157	1,098,349	1,075,815
Percentage change	2.7%	2.7%	2.7%	2.6%

## 6.4.1. GOVERNANCE

### Council Property and Leasing Policy

**File Reference:** 2438  
**Report Author:** Stevie Moffat, Governance Support Officer  
**Authoriser:** Nick O'Connor, Director Corporate and Community Services  
**Meeting Date:** 12 April 2022

#### Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

1.5.1: Encourage active communities through the provision and maintenance of recreational spaces.

1.5.2: Provide safe, attractive, accessible, and functional community spaces and facilities.

Burdekin Shire Council Operational Plan 2021-2022

CG3 Develop and implement a review schedule for Council's Operational Standards and Policy Documents to ensure they are relevant and address emerging issues.

CG5 Manage Council's Property portfolio (including the Ayr Aerodrome) in accordance with legislation with the timely reporting of matters to Council for approval.

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### Executive Summary

Council currently provides use of its land to the community through tenure arrangements. Historically, all tenure arrangements have been negotiated on a case-by-case basis with no formal procedures or principles in place. The development of the Council Property and Leasing Policy aims to provide appropriate and consistent guiding principles that will enable the establishment and management of tenure arrangements for Council owned or controlled land.

### Recommendation

That Council adopts the Council Property and Leasing Policy, as attached to this report.

### Background

Council currently provides use of its land and properties to the community through tenure arrangements. Historically, all tenure arrangements have been negotiated on a case-by-case basis with no formal procedures or principles in place.

Council recognises and is committed to meeting the needs of the community by having access to Council owned or controlled land through appropriate and consistent tenure arrangements. The development of the Council Property and Leasing Policy aims to provide appropriate and consistent guiding principles that will enable the establishment and management of tenure arrangements for Council owned or controlled land. The objective of this policy is to establish consistent tenure guidelines for Council owned or controlled land for sporting, recreational, community, educational, commercial, agricultural, grazing and aerodrome activities. The principles of this policy are based on standard terms prescribed by the *Land Act 1994* and the *Land Regulation 2020*.

### Consultation

Consultation with Senior Leadership Group.

Discussion at Council Workshop on 7 December 2021 and 29 March 2022.

## **Budget & Resource Implications**

There are no budget or resource implications if the recommendation is adopted.

## **Legal Authority & Implications**

This policy is guided by the following legislation:

- *Land Act 1994* (Qld)
- *Land Regulation 2020* (Qld)
- *Local Government Act 2009* (Qld)
- *Local Government Regulation 2012* (Qld)

## **Policy Implications**

The policy will be updated on Council's public website and in Council's Policy Register.

## **Risk Implications (Strategic, Operational, Project Risks)**

Council owned or controlled land used by community, commercial organisations or individuals without formal and consistent tenure arrangements, places risk and liability on Council in the event of injury, accident, inappropriate use of the land/property, or unenforceable arrangements.

The implementation of this policy will formalise tenure arrangements, reducing the risk of unenforceable arrangements and inappropriate use of Council land/property by providing appropriate and consistent tenure guidelines.

## **Attachments**

1. Council Property and Leasing Policy

Policy Type	Corporate
Function	Governance
Policy Owner	Director Corporate and Community Services
Policy Contact	Governance and Property Officer
Effective Date	<a href="#">Click here to select the date the policy is effective from</a>

## Purpose

To provide guiding principles that will enable the establishment and management of tenure arrangements over land/properties owned or controlled by Council.

## Scope

This policy applies to tenure arrangements over Council owned or controlled land entered into or renewed after the policy commencement. This includes lease and agreement for use arrangements for approved activities such as sporting, recreational, educational, cultural, agricultural, grazing and aerodrome hangars.

## Policy Statement

Council recognises and is committed to meeting the needs of the community by having access to Council owned or controlled land through appropriate and consistent tenure arrangements.

Community organisations require access to Council land to conduct a range of activities that enhance the physical activity, social interaction and cultural development of the community. Consideration is given to community organisations that demonstrate the principles and practices of multi-purpose use, shared use, flexibility in activities and can demonstrate community benefit or fulfil a community need where there is a gap in service provision. Community organisations eligible to apply for tenure include sporting, recreational, educational, cultural, other not-for-profit community service and volunteer-based organisations.

Commercial organisations and individuals also have access to Council land for agricultural purposes (i.e. grazing and crop production) and aerodrome hangars and facilities.

Council is committed to ensuring fair and consistent tenure arrangements, however it is acknowledged that some conditions and terms may be negotiated on a case-by-case basis.

## Exceptions

This policy does not apply to Council owned or controlled land under a permit to occupy, licence or hire agreement.

## Objectives

To establish consistent guidelines by which Council grants tenure of Council owned or controlled land for sporting, recreational, community, educational, commercial, agricultural, grazing and aerodrome activities.

## Types of Tenure

The type of tenure available will depend on the type of land to which the enquiry relates, i.e. freehold, leasehold or reserve land. Some forms of tenure grant an exclusive right to occupy the property to the exclusion of all others, whilst other forms of tenure grant non-exclusive right to occupy the property which means the occupancy may be shared.

Example tenure types include:

- (a) a lease of Council owned freehold land;
- (b) trustee lease of reserve land controlled by Council as trustee;
- (c) a sublease of land leased by Council;
- (d) an agreement for use; and
- (e) a paddock rental agreement.

Land types include, but is not limited to open space parks, community halls and centres, sporting fields and facilities, commercial or industrial land or buildings, land parcels and aerodrome hangars.

In all cases, Council will determine the most appropriate form of tenure to be granted.

## Application for Tenure

Applications for tenure is to be made in writing and will be referred to the Chief Executive Officer for formal consideration.

## Eligibility Criteria

To be eligible to apply for, or renew a tenure arrangement over Council owned or controlled land, the applicant must:

- (a) be a community organisation, commercial organisation, or individual;
- (b) be able to demonstrate its ability to meet the financial obligations under the form of tenure sought; and
- (c) be proposing to use the land for approved activities including but not limited to sporting, recreational, educational, cultural, agricultural, grazing or aerodrome hangar purposes.

## Tenure Documentation

Council will prepare standard lease documents which reflect this policy and meet the requirements of relevant legislation.

Trustee leases and subleases must be registered in the Queensland Land Registry pursuant to section 57(7) of the *Land Act 1994*. It is Council's preference to also register freehold leases.

## Compliance with Tenure Agreements

By entering into a tenure arrangement over Council owned or controlled land, lessees and users accept and agree to all terms listed in the policy, and standard tenure terms listed in Schedule A.

Lessees and users must not conduct, nor permit to occur, any illegal, immoral or offensive acts on Council owned or controlled land.

Failure to comply with the conditions of the tenure arrangement may result in Council terminating or not offering renewal of the tenure arrangement.

## Permitted Use

Lessees and users must use the land only for the activities agreed upon by Council and specified in the lease reference schedule or agreement schedule.

Generally, the permitted use for community organisations are public purpose activities including cultural, sporting, recreational, educational or community service activities.

The permitted use for commercial organisations or individuals can include agricultural activities (i.e. grazing or crop production) and aerodrome related activities.

## **Fees and Charges**

### Annual Rental

Rental for a lease or agreement for use are set out in accordance with Schedule A and Council's adopted Schedule of Fees and Charges (as amended from time to time) at the time the tenure document is issued.

### Rates and Utilities

The lessee or user is solely responsible for all other rates, taxes, assessments, duties, levies, impositions and other charges in respect of the tenure arrangement.

### Costs Generally

The lessee is responsible for its own costs in connection with the preparation, execution, completion and carrying into effect the tenure arrangement.

## **Inspections, Maintenance and Improvements**

### Capital Improvements

Lessees and users must obtain Council's approval before making any improvements, additions or alterations within or to the tenure arrangement permit area. Capital improvements includes alterations or additions to fixed items such as buildings, structures and equipment and other infrastructure that is used to provide service levels.

Council may approve, approve with conditions or refuse applications for approval at its discretion.

### General Maintenance

Lessees and users are responsible for retaining an asset as near as practicable to its original condition in order to deliver a required level of service, including regular ongoing day-to-day work and preventative work necessary to keep assets operating. This includes but is not limited to activities such as mowing, groundskeeping and cleaning of facilities and/or amenities.

### Operating Maintenance

Lessees and users are responsible for the operating maintenance that is continuously required to provide a service. This includes but is not limited to items such as repairs to plant and equipment, consumables and associated service activities (e.g. water, sewage, electricity, gas, and waste collection).

## **Insurance**

All lessees and users are required to take out public liability insurance for no less than twenty million dollars (\$20,000,000). Other specific insurance covers that must be maintained by the lessee or user will be outlined in the lease or agreement for use. A copy of the relevant Certificate of Currency must be provided to Council initially and upon renewal annually.



## Termination

Where a lessee or user is in breach of the tenure arrangement, Council may resolve to terminate the tenure arrangement in accordance with the lease document.

## Expiry/Renewal

Where a tenure arrangement is approaching expiry or renewal, the lessee or user must provide a written request to renew.

If there is an exception under section 236 of the *Local Government Regulation 2012*, there is no requirement to call for tender.

## Risk Management

Council owned or controlled land used by community, commercial organisations or individuals without formal and consistent tenure arrangements, places risk and liability on Council in the event of injury, accident or unenforceable arrangements.

By formalising tenure arrangements, it reduces the risk of unenforceable arrangements and inappropriate use of Council land/property by providing appropriate and consistent tenure guidelines.

## Legislation

*Land Act 1994* (Qld)

*Land Regulation 2020* (Qld)

*Local Government Act 2009* (Qld)

*Local Government Regulation 2012* (Qld)

## Definitions and Abbreviations

<b>Commercial Organisation</b>	an organisation, including an incorporated body, co-operative society, partnership or sole trader, conducting activities for the purposes of deriving a financial return to the proprietors or shareholders.
<b>Community Organisation</b>	means – (a) an entity that carries on activities for a public purpose; or (b) another entity whose primary object is not directed at making a profit.  as per Schedule 8 of <i>Local Government Regulation 2012</i> .
<b>Council</b>	means Burdekin Shire Council.
<b>Council controlled land</b>	means land/property or built facilities for which Council is granted trusteeship over by the State of Queensland.
<b>Council owned land</b>	means freehold land/property or built facilities owned by Council.
<b>Lease</b>	an agreement in which the lessor agrees to give the lessee the exclusive right to occupy land for a specific term.

<b>Lessee</b>	the tenant, or the person or organisation to whom the lease is granted.
<b>Lessor</b>	the owner of the property, or the entity who grants the lease (i.e. Council).
<b>Paddock Rental</b>	a contractual right to occupy or use Council owned or controlled land, for grazing and/or the keeping of livestock.
<b>Tenure</b>	means a lease, agreement for use or paddock rental over Council owned or controlled land.
<b>Trustee Lease</b>	an agreement between Council and a lessee for trust land where the lease is provided for exclusive use of the land or infrastructure in accordance with the <i>Land Act 1994</i> .
<b>User</b>	means the individual or organisation whom is granted use of the land/property.

## Related Documents

Reference Number	Document Title
GOV-TEM-0001	Agreement for Use
<a href="#">Council Website</a>	Adopted Fees and Charges Schedule ( <i>as amended from time to time</i> )
<a href="#">DNRME Website</a>	Policy – Secondary use of Trust land under the Land Act

## Document History and Version Control

<b>Title of Document</b>	Council Property and Leasing Policy
<b>Document Reference Number</b>	GOV-POL-0021 Rev 1
<b>Review Schedule</b>	12 months
<b>Council Meeting Date</b>	Insert the date of the Council meeting this policy went to
<b>Council Resolution Number</b>	Enter the resolution number assigned from the Council meeting

**Schedule A – Indicative terms according to Tenure Type**

Category	Purpose	Fees & Charges		Assignment/Subletting	General Maintenance	Operational Maintenance	Term
		Annual Rent	Rates & Utilities				
<b>Council owned land (freehold)</b>	Community	\$0.10 (if demanded)	Lessee	With Lessor consent	Lessee	Lessee	5 yrs + 5 yr option
	Commercial	Market Rate	Lessee	With Lessor consent	Lessee	Lessee	5 yrs + 5 yr option
	Aerodrome	Per Adopted Fees & Charges Schedule	Lessee	With Lessor consent	Lessee	Lessee	5 yrs + 5 yr option
	Agricultural	% or \$ methodology	Lessee	With Lessor consent	Lessee	Lessee	As Negotiated
	Paddock Rental	Per adopted Fees & Charges Schedule	If Applicable	No	User	User	5 yrs
<b>Council controlled land (reserve)</b>	Community	\$0.10 (if demanded)	Lessee	With Lessor consent	Lessee	Lessee	5 yrs + 5 yr option
	Commercial	Market Rate	Lessee	With Lessor consent	Lessee	Lessee	5 yrs + 5 yr option
	Aerodrome	Per Adopted Fees & Charges Schedule	Lessee	With Lessor consent	Lessee	Lessee	5 yrs + 5 yr option
	Agricultural	% or \$ methodology	Lessee	With Lessor consent	Lessee	Lessee	As Negotiated
	Paddock Rental	Per adopted Fees & Charges Schedule	If Applicable	No	User	User	5 yrs

## 6.4.2. GOVERNANCE

### Expression of Interest Received – Lease of Reserve Land for Grazing (Rita Island)

**File Reference:** 1098  
**Report Author:** Tamara Bateman, Governance and Property Officer  
**Authoriser:** Nick O'Connor, Director Corporate and Community Services  
**Meeting Date:** 12 April 2022

#### Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

3.4.2: Review land supply and uses to meet community and business needs.

Burdekin Shire Council Operational Plan 2021-2022

CG5 Manage Council's Property portfolio (including the Ayr Aerodrome) in accordance with legislation with the timely reporting of matters to Council for approval.

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### Executive Summary

Following the closure of Council's tender TBSC/21/017 for the lease of reserve land at Rita Island and Jarvisfield for grazing, Council received correspondence from an individual expressing an interest in leasing part of the remaining land originally offered in the tender process.

### Recommendation

That Council, by way of written correspondence, agree to Mr. William Turner using part of Lot 141 on Crown Plan GS808420 for grazing (limited to the area shown in Image 'A' hatched in blue, being approximately 83 acres in size) until 30 June 2023 when the informal arrangement shall cease entirely.

### Background

Mr. William Turner and an associate of Mr. William Turner, first approached Council on 24 and 25 January 2022 following the closure of tender TBSC/21/017 on 22 November 2022. Mr. William Turner was disappointed that he missed the opportunity to participate in tender TBSC/21/017, however, was advised by Council staff that there may be another tender opportunity in the future.

Mr. William Turner appeared in the public gallery at Council's Ordinary Meeting on 22 February 2022 when the recommendation for tender TBSC/21/017 was considered and adopted.

It is understood that Mr. William Turner's interest may be a result of his longstanding, unpermitted use of part of Lot 141 on Crown Plan GS808420. Council staff wrote to Mr. William Turner on 9 March 2022 seeking confirmation of this anecdote and an indication of the area used by Mr. William Turner.

Mr. William Turner met with Council staff on 16 March 2022 and marked his area of interest (areas are outlined in red in Image 'B') in correspondence dated 16 March 2022. Mr. William Turner did not confirm he presently uses the land outlined.

As Council had received correspondence from landowners adjoining Lot 141 on Crown Plan GS808420 who expressed concerns in the proposed leasing of Lot 141 on Crown Plan GS808420, these adjoining landowners were consulted following receipt of Mr. William Turner's correspondence.

The adjoining landowners strongly opposed the leasing of the areas outlined in red in Image 'B' due to riverbank vulnerability in this vicinity.

## **Consultation**

Council 29 March 2022 Workshop, Council staff met with landowners adjoining Lot 141 on Crown Plan GS808420 on 21 March 2022.

## **Budget & Resource Implications**

Not Applicable.

## **Legal Authority & Implications**

Not Applicable.

## **Policy Implications**

Not Applicable.

## **Risk Implications (Strategic, Operational, Project Risks)**

Not Applicable.

## **Attachments**

1. Image A
2. Image B









### 6.4.3. GOVERNANCE

#### Proposed Trustee Lease - Part of Lot 4 on Crown Plan H61649 - Burdekin Brass Band Incorporated

**File Reference:** 1578  
**Report Author:** Tamara Bateman, Governance and Property Officer  
**Authoriser:** Nick O'Connor, Director Corporate and Community Services  
**Meeting Date:** 12 April 2022

#### Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

3.4.2: Review land supply and uses to meet community and business needs.

Burdekin Shire Council Operational Plan 2021-2022

CG5 Manage Council's Property portfolio (including the Ayr Aerodrome) in accordance with legislation with the timely reporting of matters to Council for approval.

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### Executive Summary

Council's adoption of the Watson's Green and Memorial Park Master Plan has prompted consideration and discussion of the location of Burdekin Brass Band Incorporated who presently use a building situated on part of Memorial Park, Home Hill.

### Recommendation

That Council:

1. Writes to Burdekin Brass Band Incorporated confirming the discussions with Burdekin Brass Band Incorporated executive representatives on 15 February 2022 satisfies the short-term recommendation to "investigate the feasibility of removal/relocation of the Burdekin Brass Band Hall" and as such, Council has no intention of relocating Burdekin Brass Band Incorporated in the foreseeable future; and
2. In the abovementioned correspondence, reconfirm Council's willingness to enter into a 10 year (5 years plus 1 x 5 year option) trustee lease with Burdekin Brass Band Incorporated over the building presently used by Burdekin Brass Band Incorporated at Memorial Park, Home Hill on part of Lot 4 on Crown Plan H61649.

### Background

At Council's 2 August 2016 Ordinary Meeting, Council adopted the following recommendation:

*That Council approves to enter into a Trustee Lease with the Burdekin Brass Band Inc in accordance with Section 57 of the Land Act 1994 over that part of the Burdekin Brass Band building located on part of Lot 4 H61649, Reserve for Park, R79 excluding that part of the building recognised as the public toilet block, for a term of 10 years and in accordance with the standard conditions for sporting/community organisation leases.*

On 12 August 2016, Council staff wrote to Burdekin Brass Band Incorporated confirming the 2 August 2016 Council Meeting outcome, outlining the key standard trustee lease terms and requesting information for the purpose of drafting a trustee lease in the name of Burdekin Brass Band Incorporated. Records suggest that Council did not receive a response to this correspondence.



Council staff followed up by way of letter to Burdekin Brass Band Incorporated on 10 October 2016 and email to Burdekin Brass Band Incorporated on 1 December 2016. Records suggest that Council did not receive a response to this correspondence.

On 19 July 2018, Burdekin Brass Band Inc. phoned Council requesting a copy of the draft trustee lease. Council staff confirmed this conversation in an email to Burdekin Brass Band Incorporated on 19 July 2018 and advised of the costs associated with the proposed trustee lease, with these costs to be borne by Burdekin Brass Band Incorporated. Records suggest that Council did not receive a response to this correspondence.

In January 2021, Council adopted the Watson's Green and Memorial Park Master Plan. One of the short-term actions arising from the Watson's Green and Memorial Park Master Plan was to investigate the removal/relocation of the Burdekin Brass Band Hall.

On 15 February 2022, Burdekin Brass Band Incorporated executive representatives met with Councilor's and senior staff to seek clarification and certainty of Council's intentions regarding the Watson's Green and Memorial Park Master Plan recommendation outlined above.

It is recommended that Council formally write to the Burdekin Brass Band Incorporated confirming that the meeting on 15 February 2022 satisfies the short-term recommendation in the Watson's Green and Memorial Park Master Plan and as such, Council has no intention of relocating Burdekin Brass Band Incorporated.

Further, in the above-mentioned correspondence, Council reconfirm its willingness to enter into a 10 year trustee lease with the Burdekin Brass Band Incorporated as previously contemplated in 2016.

#### **Consultation**

Not Applicable.

#### **Budget & Resource Implications**

Not Applicable.

#### **Legal Authority & Implications**

Not Applicable.

#### **Policy Implications**

Not Applicable.

#### **Risk Implications (Strategic, Operational, Project Risks)**

Not Applicable.

#### **Attachments**

None

## 7.1.1. ENVIRONMENTAL AND HEALTH SERVICES

### TBSC/22/001 - Management of Burdekin Cascades Caravan Park

**File Reference:** 165  
**Report Author:** Linda Govan, Coordinator Environment and Health Projects  
**Authoriser:** Dan Mulcahy, Manager Environmental and Health Services  
**Meeting Date:** 12 April 2022

#### **Link to Corporate/Operational Plan:**

Burdekin Shire Council Corporate Plan 2022-2027

1.5.2: Provide safe, attractive, accessible, and functional community spaces and facilities.

Burdekin Shire Council Operational Plan 2021-2022

CP1 Administer the management contracts for Home Hill Caravan Park and the Burdekin Cascades Caravan Park.

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### **Executive Summary**

The tender for the Management of Burdekin Cascades Caravan Park, TBSC/22/001, was called in January 2022 with the completion of the current contract, including extensions, due on 30 April 2022. The tender response has been assessed and now seek acceptance of the tenderer.

### **Recommendation**

That Council:

1. accepts the revised tender from Belgravia PRO Pty Ltd to undertake the services required under Tender TBSC/22001 - Management of Burdekin Cascades Caravan Park, incorporating Management fees of \$230,000.00 per year (ex GST) and 20% of the total income for the Burdekin Cascades Caravan Park.
2. writes to the previous management contract holders thanking them for their management services.

### **Background**

Tender TBSC22/001 - Management of Burdekin Cascades Caravan Park was called on Friday 14 January 2022, closing on 9 February 2022 - no tenders were received. The tender was extended for a further period closing 15 March 2022. One conforming tender was received from Belgravia PRO Pty Ltd.

Belgravia PRO have prior experience with managing Burdekin Cascades Caravan Park in 2017-2018. Belgravia PRO Pty Ltd currently manage 11 caravan parks throughout Queensland, including caravan parks owned by Bundaberg Regional Council, Fraser Coast Regional Council and City of Gold Coast with 36 across Australia.

Belgravia PRO have identified they will provide - efficient contract management solutions, experienced park managers, via using local resources and management structure, operational expertise and will put the guest first.

The contract is for a period of two (2) years commencing 1 May 2022, with 2 x 12 month optional extensions (at Council's discretion).

## **Consultation**

The tender documents were available via VendorPanel and advertised on Council's website, in the Townsville Bulletin and the Burdekin News. The documents were accessed in VendorPanel by 14 parties.

## **Budget & Resource Implications**

The original tendered price was higher than the current budget of \$215,000.00. Negotiations have been held with the tenderer and a new tendered price and incentive scheme has been provided. The current and preferred proposal includes \$230,000.00 per year in Management fees and 20% of all Park income,

## **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 adopted Enterprise Risk Management Framework.

## **Attachments**

None

## 7.4.1. TECHNICAL SERVICES

### Asset and Service Management Policy

**File Reference:** 1195  
**Report Author:** Stevie Moffat, Governance Support Officer  
**Authoriser:** Kevin Byers, Manager Technical Services  
**Meeting Date:** 12 April 2022

#### Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

3.3.1: Implement the Asset Management Strategy and Roadmap.

3.3.2: Plan, build and maintain infrastructure that enhances and extends the life of community assets.

3.3.3: Develop and implement strategic infrastructure plans to inform the decision making process when planning for future infrastructure renewal and enhancements.

Burdekin Shire Council Operational Plan 2021-2022

CG3 Develop and implement a review schedule for Council's Operational Standards and Policy Documents to ensure they are relevant and address emerging issues.

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### Executive Summary

Council has an ongoing commitment to review and update its Asset and Service Management Policy every three to five years to comply with the *Local Government Act 2009* and *Local Government Regulation 2012*. The Asset and Service Management Policy has now been reviewed and replaces the previous policy adopted at Council's ordinary meeting on 11 September 2018.

The policy has been updated with inclusive changes to risk management that align with Council's Enterprise Risk Management Framework, Council's Asset Management Roadmap, and principles as recommended by ISO 55000, the current International Standard for asset management.

### Recommendation

That Council adopts the revised Asset and Service Management Policy, as attached to this report.

### Background

Council has an ongoing commitment to review and update its Asset and Service Management Policy every three to five years to comply with the *Local Government Act 2009* and *Local Government Regulation 2012*.

Council acknowledges that assets, particularly infrastructure assets, support its core business of delivering services to the Burdekin community. Council is committed to ensuring that infrastructure and services are provided in a sustainable manner, with appropriate levels of service to residents and visitors and taking due regard of the environment.

It is the intention of Council that the management of its assets will encompass the economic, environmental and social sustainability of both the built and natural environment whilst ensuring the most appropriate and cost effective methods of delivery of Council services for the benefit of the community.

The policy has been updated with inclusive changes to risk management that align with Council's Enterprise Risk Management Framework, Council's Asset Management Roadmap, and principles as recommended by ISO 55000, the current International Standard for asset management.

The revised policy was discussed at a Council Workshop on 5 April 2022 and this report now seeks formal adoption of the revised Asset and Service Management Policy.

### **Consultation**

Consultation with Director Infrastructure Planning and Environmental Services, Director Corporate and Community Services, Manager Technical Services and Asset Management Coordinator.

Policy discussed at Council Workshop on 5 April 2022.

### **Budget & Resource Implications**

There are no budget or resource implications associated with the above recommendation.

### **Legal Authority & Implications**

*Local Government Act 2009*

*Local Government Regulation 2012*

### **Policy Implications**

The policy will be updated on Council's public website and in Council's Policy Register.

### **Risk Implications (Strategic, Operational, Project Risks)**

This policy mitigates the potential safety and financial sustainability risks associated with inadequate asset management practices. This policy supports Council's strong commitment to transparency, accountability, and adherence to the legislative framework that supports the safety, liveability and prosperity of the Burdekin community.

### **Attachments**

1. Asset and Service Management Policy

Policy Type	Corporate
Function	Governance
Policy Owner	Director Infrastructure, Planning and Environmental Services
Policy Contact	Manager Technical Services
Effective Date	

## Purpose

This policy:

- Specifies Council's overarching intentions and guiding principles for asset management.
- Informs Council's strategic asset management approach, enabling the development and implementation of long-term Asset Management Planning as required by the *Local Government Act 2009* and the *Local Government Regulation 2012*.
- Includes commitments to funding asset renewal requirements, legislative compliance and to the continual improvement of Council's asset management performance.
- Outlines Council's strategic direction for the management of its infrastructure and non-infrastructure assets.

## Scope

This policy applies to all assets owned or controlled by Council, and to all Council activities, employees, and councillors.

## Exceptions

Nil.

## Objectives

The objective of this policy is to develop and apply an asset management framework to ensure effective management of Council assets by:

- ensuring that Council provides services and infrastructure in a sustainable manner, with the appropriate levels of service to the community, visitors, and the environment;
- safeguarding Council assets by implementing appropriate asset management strategies and appropriate financial treatment of those assets;
- embedding asset management in the organisational culture;
- meeting or surpassing legislative compliance for asset management;
- identifying resources and operational capabilities and allocating responsibility for asset management; and
- demonstrating transparent and responsible asset management processes that align with appropriate improved practices.

## Policy Statement

Effective asset management will be achieved through:

### Principle 1 – Organisation Maturity

- Leadership supports and promotes the importance of asset management throughout the organisation.

- Accountabilities and responsibilities for asset condition and performance are defined, understood and accepted by the people involved within the asset lifecycle and across all asset classes.
- Effective operation of the cross functional Asset Management Steering Committee (AMSC) to drive and promote an all-Council approach to asset management.
- Maintenance of an Asset Management Framework that facilitates the setting of strategic direction and building of Council's asset management capabilities for the sustainable delivery of assets and services to the community.

## Principle 2 – Asset Management Practices

- Levels of service for asset-based services are defined considering community expectations; legislative and technical requirements; the cost of service and financial, economic, environmental and social sustainability.
- Decisions are evidence-based and utilise available asset information to ensure consideration of asset risks and life-cycle benefits for the community.
- Council's assets are managed in a systematic and sustainable manner based on agreed levels of services; and
- Minimum asset sustainability targets are met.

## Principle 3 – Asset Planning and Management Plans

- Asset planning is an integral part of Council's corporate, financial, operational and budgetary planning.
- Assets are managed within an integrated whole of life approach to achieve the best value across whole-of-life whilst controlling risk exposure and service continuity.
- Assets are managed to support the development of sustainable communities and are capable of adapting to changing environmental and social conditions.
- Sufficient resources are allocated for the on-going development and review of asset strategies and plans.

## Principle 4 – Asset Knowledge

- Asset information informs Council's strategy and operational planning for the provision of asset-based services to the community.
- Asset information is managed in accordance with Council's information management and asset management standards, policies and practices.
- Assets under the control of Council are identified and recorded in an Enterprise Asset Management system with the level of detail and accuracy being based on:
  - statutory requirements;
  - service continuity; and
  - asset performance.
- Statutory requirements for external reporting are met (as a minimum), with additional information determined on a cost/benefit basis.

## Principle 5 – Continuous Improvement

- Council takes a whole of council approach to the continued improvement and development of its asset management capability.
- Opportunities to enhance asset management systems are maximised by optimising the benefits of new and emerging technology, materials, management practices, standards and business process advancements.
- Corporate training to adequately support, guide and inform our people to undertake asset management responsibilities.

Council's integrated and multi-disciplinary approach to asset management is essential for cost effective and sustainable service delivery to the community, and for reinforcing Council's role as Custodian of community assets for future generations.

Strategic Asset management plans will inform the long-term financial plan.

Council will prioritise asset renewals within budget constraints and in accordance with outputs from the asset management framework.

## Risk Management

This policy mitigates the potential safety and financial sustainability risks associated with inadequate asset management practices. Any identified risks will be evaluated and managed in accordance with the Enterprise Risk Management (ERM) Policy and the adopted ERM Framework.

This policy supports Council's strong commitment to transparency, accountability, and adherence to the legislative framework that supports the safety, liveability and prosperity of the Burdekin community.

## Legislation

*Local Government Act 2009*

*Local Government Regulation 2012*

*ISO 55000 – Asset Management Standards*

## Definitions and Abbreviations

### **Infrastructure Assets**

include, but is not limited to the following asset classes:

- Transport (roads, bridges, footpaths, kerb and channel, traffic control devices, roundabouts, and crossroad drainage)
- Drainage (Stormwater)
- Water Supply (infrastructure associated with the provision of potable water supply)
- Sewerage (infrastructure associated with the collection and treatment of wastewater from sewered areas within the Shire)
- Buildings
- Other assets, including recreation, open space, and waste facilities.

### **Non-infrastructure Assets**

include, but is not limited to the following asset classes:

- Assets held for sale
- Fleet and equipment
- Land and improvements
- Leasehold improvements
- Intangibles (Computer Software)
- Office (e.g. Computer Hardware, Office Equipment)



## Related Documents

Reference Number	Document Title
	Executive Level Strategic Asset Management Plan
	Buildings Strategic Asset Management Plan
	Drainage Strategic Asset Management Plan
	Sewerage Strategic Asset Management Plan
	Transport Strategic Asset Management Plan
	Water Strategic Asset Management Plan

## Document History and Version Control

<b>Title of Document</b>	Asset and Service Management Policy
<b>Document Reference Number</b>	GOV-POL-0015 Rev 1
<b>Review Schedule</b>	36 months
<b>Council Meeting Date</b>	
<b>Council Resolution Number</b>	