



## GENERAL MEETING AGENDA

TUESDAY  
15 DECEMBER 2020  
at 8.30AM

PRESENT –

APOLOGY –

PRAYER –

DECLARATIONS OF INTEREST –

MINUTES - Confirmation of Minutes of General Meeting held on 24 November 2020.

BUSINESS

1. INFRASTRUCTURE AND UTILITY SERVICES

1.1 INFRASTRUCTURE and UTILITY SERVICES ACTIVITY REPORT

Consideration of Report to Council from Director Infrastructure and Utility Services dated 7 December 2020 regarding summary of activities undertaken during the month ending 30 November 2020. *Report # 01*

Recommended – That Council receive and note the information in the Report.

1.2 MONTHLY STATUS REPORT

Consideration of Report to Council from Director Infrastructure and Utility Services dated 4 December 2020 regarding monthly Infrastructure and Utility Services Status Report for the month ending 30 November 2020. *Report # 02*

Recommended – That Council receive and note the information in the Report.

1.3 2020-2021 CAPITAL PROJECTS STATUS REPORT for MONTH ENDING 30 NOVEMBER 2020

Consideration of Report to Council from Director Infrastructure and Utility Services dated 7 December 2020 regarding a Status Report that provides a breakdown of projects as approved in the 2020-2021 Capital Works Program for the month ending 30 November 2020. *Report # 03*

Recommended – That Council receive and note the information in the Report.

1.4 SUNNYBANK ROAD WATER MAIN EXTENSION INVESTIGATIONS

Consideration of Report to Council from Utility Services Manager dated 3 December 2020 concerning petitions received from residents of Sunnybank Road area requesting the area be connected to the reticulated water system and the result of investigations concerning same. *Report # 04*

Recommended – That Council:

- A. Receive and note the information in the Report;
- B. Confirm that if the project is to proceed, all properties along the pipeline route will need to fund the whole cost of the project;
- C. Confirm that all properties along the proposed route will have the ability to pay the cost of the extension over a period of 20 years;
- D. Authorise the Chief Executive Officer via relevant staff to undertake a survey of all property owners in the proposed extension area advising Council will consider the project provided that a majority of property owners along the proposed route are willing to commit to paying the full cost of the project; and
- E. Advise property owners that the annual contribution will be \$1,300.15 (excl. GST) annual property payment for 20 years for the construction costs of the proposed water main in lieu of external funding becoming available.

1.5 WARRENS HILL ENVIRONMENTAL EVALUATION NOTICE – NOTICE OF DECISION

Consideration of Report to Council from Utility Services Manager dated 3 December 2020 concerning Notice of Decision issued by Department of Environment and Science to accept Council's environmental report carried out in accordance with Notice to Conduct an Environmental Evaluation Investigation into Leachate Management at Warrens Hill Waste Facility, and advising of the Department's satisfaction that Council has adequately addressed the relevant matters required by the Notice. *Report # 05*

Recommended – That Council receive and note the information in the Report.

1.6 NORTH QUEENSLAND WASTE and RESOURCE RECOVERY STRATEGY 2020-2030

Consideration of Report to Council from Utility Services Manager dated 3 December 2020 seeking endorsement of the North Queensland Waste and Resource Recovery Strategy 2020-2030 developed to provide a region-wide focus waste management strategy across the North Queensland Regional Organisation of Councils Region such as Burdekin Shire Council, Charters Towers Regional Council, Hinchinbrook Shire Council, Palm Island Aboriginal Shire Council and Townsville City Council. The Objectives of the Strategy are to reduce waste to landfill, be financially sustainable, responsible waste management, regional market development and circular economy and bring the community along on the journey. *Report # 06*

Recommended – That Council:

- A. Receive and note the information in the Report; and
- B. Endorse the North Queensland Waste and Resource Recovery Strategy 2020-2030.

1.7 REVIEW OF WASTE RESOURCING LEVELS

Consideration of Report to Council from Utility Services Manager dated 3 December 2020 updating Council on review carried out by Utility Services Manager of the ongoing operations and resourcing of the Warrens Hills Waste Facility following the 2019 Organisational Review and Restructure wherein Utility Services now includes Waste Services. *Report # 07*

Recommended – That Council receive and note the information provided in this Report as a deliverable referred to in the Organisational Structure to complete a further review of Waste Services.

1.8 FLEET UTILISATION 2020-2021

Consideration of Report to Council from Acting Infrastructure Operations Manager dated 2 November 2020 providing update on Council's fleet utilisation for the 2020-2021 financial year in accordance with the annual review of hire rates and deployment hours to determine if it is more operationally and financially beneficial to own or hire fleet, plant and equipment. *Report # 08*

Recommended – That Council receive and note the information in the Report.

1.9 WORKS FOR QUEENSLAND – TYTO ADVENTURE PLAYGROUND DESIGN

Consideration of Report to Council from Engineering Executive Support dated 3 December 2020 outlining proposed design from Adventure+ for supply and construction of an adventure playground to be installed at TYTO under the 2019-2021 Works for Queensland Program. *Report # 09*

Recommended – That Council:

- A. Receive and note the information in the Report; and
- B. Approve the selected design from Adventure+ for supply and construction at the proposed TYTO adventure playground location.

1.10 LUCINDA SWIMMING ENCLOSURE

Consideration of Report to Council from Public Spaces and Biosecurity Manager dated 3 December 2020 outlining ongoing maintenance and expenses being utilised to maintain and upkeep the Lucinda Swimming Enclosure adjacent to Borello Park, Lucinda and providing details of consultation with community representatives. *Report # 10*

Recommended – That Council:

- A. Permanently remove the Lucinda Swimming Enclosure (net and posts) due to the poor cost benefit to the broader community and unacceptably high risk to staff and members of the public that cannot be negated in any meaningful way, in order to meet Council's Duty of Care under Occupational Health and Safety and Civil Liability legislation;
- B. Apply to the Governor in Council to revoke the declared bathing reserve of Lucinda (as delineated on plan number LG144) and remove it from Council's control; and
- C. Proactively collaborate with the Lucinda Progress Association to seek an alternative installation that meets community and Council's needs to deliver better outcomes for all parties moving forward.

2. COMMUNITY and DEVELOPMENT SERVICES

2.1 COMMUNITY and DEVELOPMENT SERVICES ACTIVITY REPORT

Consideration of Report to Council from Director Community and Development Services dated 4 December 2020 regarding summary of activities undertaken during the month ending 30 November 2020. *Report # 11*

Recommended – That Council receive and note the information in the Report.

2.2 MONTHLY STATUS REPORT

Consideration of Report to Council from Director Community and Development Services dated 4 December 2020 regarding monthly Community and Development Services Status Report for the month ending 30 November 2020. *Report # 12*

Recommended – That Council receive and note the information in the Report.

3. CORPORATE and FINANCIAL SERVICES

3.1 CORPORATE and FINANCIAL SERVICES ACTIVITY REPORT

Consideration of Report to Council from Director Corporate and Financial Services dated 8 December 2020 regarding summary of activities undertaken during the month ending 30 November 2020. *Report # 13*

Recommended – That Council receive and note the information in the Report.

3.2 MONTHLY STATUS REPORT

Consideration of Report to Council from Director Corporate and Financial Services dated 4 December 2020 regarding monthly Corporate and Financial Services Status Report for the month ending 30 November 2020. *Report # 14*

Recommended – That Council receive and note the information in the Report.

3.3 CORPORATE and FINANCIAL SERVICES FINANCE SUMMARY for the PERIOD ENDING 30 NOVEMBER 2020

Consideration of Report to Council from Director Corporate and Financial Services dated 7 December 2020 regarding a report of financial activities for the month ending 30 November 2020. *Report # 15*

Recommended – That Council receive and note the information in the Report.

3.4 HSC 20/07 - SUPPLY and INSTALL of BITUMINOUS MEMBRANE

Consideration of Report to Council from Director Corporate and Financial Services dated 4 December 2020 outlining findings of the tender evaluation and comparative analysis for HSC 20/07 - Supply and Install of Bituminous Membrane. *Report # 16*

Recommended – That Council:

- A. Award the Supply and Install of Bituminous Membrane to Fabtech Australia Pty Ltd for the total contract value of \$717,909.41 (excl. GST); and
- B. Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to negotiate, finalise and execute any and all matters associated with, or in relation to, the contract.

3.5 HSC 20/16 – WORKS FOR QUEENSLAND (W4Q) DUNGENESS VIEWING TOWER

Consideration of Report to Council from Acting Infrastructure Assets Manager dated 7 December 2020 outlining findings of the tender evaluation and comparative analysis for HSC 20/16 - Works for Queensland (W4Q) Dungeness Viewing Tower. *Report # 17*

Recommended – That Council:

- A. Subject to Cultural Heritage at the site being resolved, award Tender HSC 20/16 - Works for Queensland (W4Q) Dungeness Viewing Tower to Richardsons Building Service for their tendered price of \$453,670.00 (excl. GST); and
- B. Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to enter into a contract, negotiate, finalise and execute any and all matters associated with or in relation to this contract.

3.6 HSC 20/17 – WORKS FOR QUEENSLAND (W4Q) FORESHORE REDEVELOPMENT - FOOTPATH WORKS

Consideration of Report to Council from Acting Infrastructure Assets Manager dated 24 November 2020 outlining findings of the tender evaluation and comparative analysis for HSC 20/17 - Works for Queensland (W4Q) Foreshore Redevelopment Footpath Works. *Report # 18*

Recommended – That Council:

- A. Award Tender HSC 20/17 - Works for Queensland (W4Q) Foreshore Redevelopment Footpath Works Tender to JMac Constructions Pty Ltd for their tendered price of \$408,254.76 (excl. GST); and
- B. Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to enter into a contract, negotiate, finalise and execute any and all matters associated with or in relation to this contract.

3.7 HSC 20/18 – DESIGN and CONSTRUCT FORREST BEACH CARAVAN PARK ONSITE SEWERAGE TREATMENT and DISPOSAL SYSTEM

Consideration of Report to Council from Utility Services Manager dated 7 December 2020 outlining findings of the tender evaluation and comparative analysis for HSC 20/18 – Design and Construct - Forrest Beach Caravan Park Onsite Sewerage Treatment and Disposal System. *Report # 19*

Recommended – That Council:

- A. Award the Contract for HSC 20/18 - Design and Construct – Forrest Beach Caravan Park Onsite Sewerage Treatment and Disposal System to True Water Australia for Alternate Option 2 for the price of \$298,310.00 (excl. GST); and
- B. Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to enter into a contract, negotiate, finalise and execute any and all matters associated with or in relation to this contract.

3.8 HSC 20/19 – PROVISION of TRAFFIC CONTROL SERVICES

Consideration of Report to Council from Director Corporate and Financial Services dated 3 December 2020 outlining findings of the tender evaluation and comparative analysis for HSC 20/19 – Provision of Traffic Control Services. *Report # 20*

Recommended – That Council accept and appoint Hinchinbrook Traffic Control, Timrith Transport and Traffic Services Pty Ltd to a Pre-Qualified Arrangement for Traffic Control Services commencing immediately and concluding on 30 June 2022.

3.9 HSC 20/20 - SUPPLY and DELIVERY of a WHEELED LOADER

Consideration of Report to Council from Director Corporate and Financial Services dated 7 December 2020 outlining findings of the tender evaluation and comparative analysis for HSC 20/20 - Supply and Delivery of a Wheeled Loader. *Report # 21*

Recommended – That Council accept the offer from Hitachi Australia for a wheeled loader model ZW180 for \$302,000.00 (excl. GST) with a trade on current asset PA00117 Doosan DL200 for \$60,000.00 (excl. GST) for a net change over of \$242,000.00 (excl. GST).

3.10 PROPOSED MATERIAL CHANGE OF USE – EXTRACTIVE INDUSTRY (QUARRY UNDER 5,000t)  
MILTON and ALLENDALE ROAD UPPER STONE - LOT 60 on CWL715

Consideration of Report to Council from Planning Consultant dated 8 December 2020 concerning a proposed Material Change of Use – Extractive Industry (Quarry under 5,000t) described as Lot 60 on CWL715 located along Milton and Allendale Road Upper Stone. *Report # 22*

Recommended – That Council approve the proposed Material Change of Use – Extractive Industry (Quarry under 5,000t per annum) on land described as Lot 60 on CWL715 and located along Milton and Allendale Road Upper Stone, subject to conditions, as set out in Attachment A and Infrastructure Charges, as set out in Attachment I.

3.11 BUILDING WORK ASSESSABLE AGAINST PLANNING SCHEME (RURAL SITING ASSESSMENT)  
HAMLEIGH ROAD INGHAM – LOT 5 on RP838249

Consideration of Report to Council from Director Corporate and Financial Services dated 30 November 2020 concerning a Development Permit for Building Work Assessable against a Planning Scheme (Rural Siting Assessment) for establishment of a 10m x 8m Class 10a structure (vehicle storage shed) on land described as Lot 5 on RP838249 and located at 79 Hamleigh Road Ingham. *Report # 23*

Recommended – That Council approve the proposed building works assessable against the Planning Scheme for the Class 10a structure (vehicle storage shed) on land described as Lot 5 on RP838249, located at 79 Hamleigh Road Ingham, subject to conditions as set out in Attachment A.

3.12 RENEW LICENCE AGREEMENT over INGHAM WATER TOWER  
HAIG STREET INGHAM – LOT 6 on RP703718

Consideration of Report to Council from Director Corporate and Financial Services dated 30 November 2020 concerning request from On Q Networks to renew current Licence Agreement with Council over Ingham Water Tower described as Lot 6 on RP703718 for purpose of telecommunication services throughout the Ingham region. *Report # 24*

Recommended - That Council:

- A. Renew the current Licence Agreement with On Q Networks over part of Lot 6 on RP703718 located at 9 Haig Street Ingham for a three (3) year term, subject to Council's standard licence arrangements, to be settled in the interest of Council by Council's Chief Executive Officer; and
- B. Apply the annual fee of \$14,355.00 (excl. GST) subject to CPI increase as per Council's Schedule of Fees and Charges.

3.13 CONVERSION to FREEHOLD or RENEWAL of TERM LEASE 218121  
PERI STREET TOOBANNA

Consideration of Report to Council from Director Corporate and Financial Services dated 4 December 2020 concerning a request from Department of Natural Resources Mines and Energy seeking Council's views and/or requirements concerning an application for potential conversion to freehold land of land described as Lot 601 on T7919 located at Peri Street Toobanna. *Report # 25*

Recommended - That Council advise the Department of Natural Resources, Mines and Energy that it has no objection in relation to the application to convert the land described as Lot 601 on T7919 located at Peri Street Toobanna to freehold.

3.14 TRANSFER of FISHING HUT LOCATED WITHIN LOT 382 on SP288711  
CASSADY BEACH

Consideration of Report to Council from Director Corporate and Financial Services dated 30 November 2020 concerning an application for Trustee Permit received from M, M and P Ryan for transfer of a Fishing Hut Permit located within Recreation Reserve described as Lot 382 on SP288711 located at Cassady Beach. *Report #26*

Recommended - That Council:

- A. Approve a Trustee Permit between Council and Michael, Mitchel and Patrick Ryan over fishing hut 4 located in Lot C of Lot 382 on SP288711 Reserve for Recreation within Cassady Beach; and
- B. Apply the annual fee of \$702 (excl. GST) subject to CPI increase as per Council's Schedule of Fees and Charges.

4. GOVERNANCE

4.1 OFFICE of the MAYOR and CHIEF EXECUTIVE OFFICER ACTIVITY REPORT

Consideration of Report to Council from Acting Chief Executive Officer dated 4 December 2020 concerning summary of activities undertaken in the Office of the Mayor and Chief Executive Officer during the month ending 30 November 2020. *Report # 27*

Recommended – That Council receive and note the information in the Report.

4.2 MONTHLY STATUS REPORT

Consideration of Report to Council from Acting Chief Executive Officer dated 4 December 2020 concerning monthly Office of the Mayor and Chief Executive Officer Status Report for the month ending 30 November 2020. *Report # 28*

Recommended – That Council receive and note the information in the Report.

4.3 LOCAL ROADS and COMMUNITY INFRASTRUCTURE (LRCI) PROGRAM FUNDING EXTENSION

Consideration of Report to Council from Acting Chief Executive Officer dated 8 December 2020 seeking approval of nominated project under the Local Roads and Community Infrastructure Program Funding Extension in the sum of \$533,154 (excl. GST). *Report # 29*

Recommended – That Council:

- A. Receive and note the information in the Report;
- B. Approve the nomination of Community Infrastructure, including but not limited to new playground infrastructure and enhancement at Rotary Park as Council's nominated project under the Local Roads and Community Infrastructure Program Extension for the sum of \$533,143 (excl. GST); and
- C. Authorise the Chief Executive Officer via relevant staff to commence progression and implementation of projects.

4.4 CORPORATE PLAN 2021-2025

Consideration of Report to Council from Acting Chief Executive Officer dated 2 December 2020 regarding adoption of the Corporate Plan 2021-2025 which outlines the strategic direction and will provide the focus for delivery of Council activities and services for the next five years. *Report #30*

Recommended – That Council adopt the draft 2021-2025 Corporate Plan as presented.

4.5 CORPORATE COMMUNICATIONS STRATEGY 2021-2023

Consideration of Report to Council from Acting Chief Executive Officer dated 2 December 2020 regarding adoption of the Corporate Communications Strategy 2021-2023 developed to support the delivery of Council's effective communication within the organisation and across the Shire to meet the community's expectations on how Council engages and communicates. *Report #31*

Recommended – That Council adopt the draft Corporate Communications Strategy 2021-2023 as presented.

4.6 INVESTIGATION POLICY

Consideration of Report to Council from Acting Chief Executive Officer dated 3 December 2020 concerning adoption of updated Investigation Policy recently reviewed following changes to the *Local Government Act 2009* which came into effect on 12 October 2020. *Report #32*

Recommended – That Council adopt the draft Investigation Policy as presented.



4.7 MEETING PROCEDURES/STANDING ORDERS POLICY

Consideration of Report to Council from Acting Chief Executive Officer dated 3 December 2020 concerning repeal of both the Meeting Procedures Policy and Standing Orders for Council Meetings Best Practice Guidelines adopted by Council on 28 April 2020, and subsequent adoption of a new Meeting Procedures/Standing Orders Policy combined from the two previous Policies following changes to the *Local Government Act 2009* which came into effect on 12 October 2020. *Report #33*

Recommended – That Council:

- A. Repeal the Meeting Procedures Policy adopted by Council on 28 April 2020;
- B. Repeal the Standing Orders for Council Meetings Best Practice Guidelines adopted by Council on 28 April 2020;
- C. Adopt the draft Meeting Procedures/Standing Orders Policy, which incorporate the Department of Local Government, Racing and Multicultural Affairs Model Meeting Procedures September 2020 and Best Practice Standing Orders for Local Government September 2020, as presented.

4.8 LEAVE of ABSENCE – COUNCILLOR KATE MILTON

Consideration of Report to Council from Acting Chief Executive Officer dated 23 November 2020 regarding request from Councillor Kate Milton for leave of absence from Council for the period Tuesday 1 December 2020 to Wednesday 23 December 2020 inclusive for recreation leave. *Report # 34*

Recommended – That Council approve leave of absence to Councillor Kate Milton for the period Tuesday 1 December 2020 to Wednesday 23 December 2020 inclusive for recreation leave.

4.9 COUNCILLOR ACTIVITY REPORT as at 30 NOVEMBER 2020

Consideration of Report to Council from Acting Chief Executive Officer dated 4 December 2020 providing Councillor Activity Reports for the month ending 30 November 2020 to ensure transparency and public scrutiny. *Report # 35*

Recommended – That Council receive and note the information in the Report.

LATE BUSINESS

*Matters referred to Council following close of agenda, subject to resolution of Council to accept a late report.*

James Stewart  
ACTING CHIEF EXECUTIVE OFFICER