

MINUTES

BANANA SHIRE COUNCIL ORDINARY MEETING

Meeting Date: Wednesday 28 September 2022
Venue: Council Chambers, 62 Valentine Plains Road, Biloela
Time: 9.00 am

1.0 Opening of Meeting

“Council recognises that this meeting is held on the Land of the Gaangalu Nation and that the Banana Shire also includes land of the Iman People, Wulli Wulli People, Wadja People, Wakka Wakka People and Darumbal People.”

2.0 Attendance including Apologies & Leave of Absence

3.0 National Anthem & Prayer

4.0 Confirmation of Minutes

4.0.1 Ordinary Meeting held 24 August 2022

5.0 Mayor's Report / Minute

6.0 Business Outstanding

6.0.1 Business Arising from Previous Meetings & Matters Lying on the Table

7.0 Declaration of Interest on Matters on the Agenda

8.0 Financial Management

8.1.1 Budget Management Report – 31 August 2022

8.1.2 Financial Report – 31 August 2022

8.1.3 Major Capital Projects – Corporate & Community Services - Monthly Actual Expenditure as at 31 August 2022

8.1.4 Major Capital Projects – Infrastructure Services - Monthly Actual Expenditure as at 31 August 2022

8.1.5 Major Capital Projects – Council Services - Monthly Actual Expenditure as at 31 August 2022

8.1.6 Funding Projects – Monthly Actual Expenditure as 31 August 2022

9.0 Corporate & Community Services

9.1 Corporate Services

- 9.1.1 Resolutions Actions Report
- 9.1.2 CRC Advisory Committee Meeting Minutes from 23 August 2022 (Amendment)
- 9.1.3 CRC Advisory Committee Meeting Minutes from 18 August 2022
- 9.1.4 Water Consumption Charges – Biloela Sports Club & Associations
- 9.1.5 RADF 2021/2022 Funding Rounds
- 9.1.6 Community Grants Applications – August 2022 Round

10.0 Infrastructure Services

10.1 Infrastructure Services

- 10.1.1 Infrastructure Monthly Report
- 10.1.2 Resolutions Actions Report
- 10.1.3 Rural Addressing Policy and Fees and Charges

11.0 Council Services

11.1 Council Services

- 11.1.1 Resolutions Actions Report
- 11.1.2 Garbage Collection Policy
- 11.1.3 Sole Supplier – Coogee QCA Pty Ltd
- 11.1.4 2022/23 Truck Wash Bay Fees & Charges

12.0 Executive Services

12.1 Executive Services

- 12.1.1 Resolutions Actions Report
- 12.1.2 Change to October 2022 Councillor Information Session and Workshop Date

13.0 Close of Meeting

Opening of Meeting

The meeting commenced at 9.00am

2.0 Attendance including Apologies & Leave of Absence

Councillors – Mayor Nev Ferrier and Crs Semple, Boyce, Pender, Leo, Casey and Ramsey.

Officers - Chief Executive Officer, Director Corporate & Community Services, Director Council Services, Director Infrastructure Services

3.0 National Anthem & Prayer

Following the National Anthem, Reverend Andrew Purcell from the Presbyterian Church led Council in prayer.

4.0 Confirmation of Minutes

Minute No: OM005412

Resolution:

That the minutes of the Ordinary Meeting held on 24 August 2022 be taken as read and confirmed.

Moved: Cr Pender

Seconded: Cr Boyce

Carried

5.0 Mayor's Report / Minute

The Mayor advised the following:

- The Foot and Mouth Disease Community Consultation Meetings held in Taroom and Biloela on Thursday 25 August 2022 were well patronised and received by those who attended.
 - Attended the Annual Wowan Show held on 27 August 2022.
 - Attended the State Emergency Service Week 2022 Central Regional Awards Ceremony in Yeppoon on Saturday 3 September 2022. Mr Robert Adcock from the Taroom SES received a Meritorious Service Medal, and the Taroom SES Group received the Regional SES Operational Response of the Year 2022 Award for the efficient and effective operational response in support of the community during the December 2021 flood event.
 - Attended his son's wedding in Cairns last week and undertook an inspection of the Windy Hill Wind Farm near Ravenshoe. An inspection of the Mt Emerald Wind Farm may eventuate whilst in Cairns attending the 2022 LGAQ Annual Conference in October.
-

6.0 Business Outstanding

It was noted there is no business arising from previous meetings or matters lying on the table.

7.0 Declaration of Interest on Matters on the Agenda

It was noted there are no declaration of interest on matters on the agenda.

8.1.1 BUDGET MANAGEMENT REPORT AS AT 31 AUGUST 2022

Date: 20 September 2022
Author: Financial Accountant - Cecilia White
File ID:
Letter ID:
Attachment: 1. August 2022 Budget Vs Actuals – Report from Practical
2. Summary of explanations
Minute No: OM005413

Resolution:

That Council receive the Budget Management Report for August 2022.

Moved: Cr Pender

Seconded: Cr Casey

Carried

Report

Detailed income and expenditure report for financials is provided for Council consideration. A report explaining the variances was also provided.

This report ensures the Council have visibility of detailed income and expenditure on a monthly basis.

The expenditure and Income were profiled equally between 12 months, and officers explain variances on a monthly basis. Officers are also working on profiling budgets as per forecasted income and expenditure profiles.

8.1.2 FINANCIAL REPORT – PERIOD ENDING 31 AUGUST 2022

Date: 20 September 2022
Author: Financial Accountant – Cecilia White
File ID: 2306
Letter ID:
Attachment: Statement of Comprehensive Income – Actual v Budget to 31 August 2022
Statement of Financial Position – Actual v Budget to 31 August 2022
Statement of Cash Flows – Actual v Budget to 31 August 2022
Minute No: OM005414

Resolution:

That Council receive the Financial Report as tabled for the period ending 31 August 2022.

Moved: Cr Leo

Seconded: Cr Boyce

Carried

This report is a legislative requirement.

Report

1. Introduction

The purpose of the Financial Report is to give Management and Council an overview of the organisation's financial performance for the period ending 31 August 2022.

It is presented in a format which compares the year to date to the 2022/2023 budget. The year-to-date budget is 17% of the budget. The financial analysis contained in this report compares, either year to date expenditure with an equivalent budget to date expenditure or, in the case of rates, year to date expenditure with an appropriate cash flow position.

In addition to this report Council was also provided with a management report to provide explanations on variances from budget to actual at account level.

2. Report

Comprehensive Income Statement:

Council recorded an operating surplus of \$16.72M at the end of August 2022. At the same time last year, the Council had an operating surplus of \$14.70M. The change from last year to this year is attributed to the increase rates as well as grant and contract works activities.

On 31 August 2022, the Cash balance was \$39.75M. At the same time last year, the cash balance was at \$25.58M. This represents a significant increase of \$14.17M compared with the previous year's cash balance. Our cash balance is higher due to cash received in excess of budgeted in the 2021/2022 financial year.

Capital Expenditure:

Capital expenditure – see separate report.

Cr Boyce asked if Council can invest money with local banks to assist banking services to remain in smaller communities. The Chief Executive Officer advised that Council's cash investments are governed by the Statutory Bodies Financial Arrangements Set and requires that all surplus cash is invested in financial institutions with a minimum AA credit rating. They advise that many Councils do direct surplus fund investments in local financial institutions to support their operations. The Director Corporate & Community Services advised Cr Boyce that he will explore options going forward.

8.1.3 MAJOR CAPITAL PROJECTS – MONTHLY ACTUAL EXPENDITURE – CORPORATE & COMMUNITY SERVICES

Date: 21 September 2022
Author: Director Corporate & Community Services - Venkata Peteti
File No:
Letter No:
Attachment: Capital Expenditure Report
Minute No: OM005415

Resolution:

That Council note and receive the Major Capital Expenditure Report as at 31 August 2022 for Corporate & Community Services.

Moved: Cr Casey

Seconded: Cr Ramsey

Carried

Report

Providing a report on Council's Major Capital Expenditure as at 31 August 2022 for Corporate & Community Services.

Refer attachment.

8.1.4 MAJOR CAPITAL PROJECTS – MONTHLY ACTUAL EXPENDITURE – INFRASTRUCTURE SERVICES

Date: 21 September 2022
Author: Director Infrastructure Services - Chris Whitaker
File No:
Letter No:
Attachment: Capital Expenditure Report
Minute No: OM005416

Resolution:

That Council note and receive the Major Capital Expenditure Report for Infrastructure Services as at 31 August 2022.

Moved: Cr Semple

Seconded: Cr Ramsey

Carried

Report

Providing a report on Council's Major Capital Expenditure as at 31 August 2022 for Infrastructure Services.

Refer attachment.

Cr Boyce referred to the bridge work on the Bend Road at Taroom. The Director Infrastructure Services advised an extension has been requested due to persistent weather interruptions with repeated flows in the river. Works will be completed at the earliest opportunity.

8.1.5 MAJOR CAPITAL PROJECTS – MONTHLY ACTUAL EXPENDITURE – COUNCIL SERVICES

Date: 21 September 2022
Author: Director Council Services - Chris Welch
File No:
Letter No:
Attachment: Capital Expenditure Report
Minute No: OM005417

Resolution:

That Council note and receive the Major Capital Expenditure Report for Council Services as at 31 August 2022.

Moved: Cr Semple

Seconded: Cr Pender

Carried

Report

Providing a report on Council's Major Capital Expenditure as at 31 August 2022 for Council Services.

Refer attachment.

Mayor Ferrier asked for an update on the repair works being undertaken to the 50m swimming pool at Moura. The Director Council Services advised it is expected the pool will be open before summer.

Cr Boyce asked if tenders had been called for the dip yard improvements at Taroom. The Director Council Services advised the scope of works is currently being finalised.

Cr Boyce requested consideration be given in the 2023/24 Budget for improvements to be made to the new loading ramp at the Taroom Yards. The Director Council Services is to investigate costs and include the project for consideration as requested.

8.1.6 FUNDING PROJECTS – MONTHLY ACTUAL EXPENDITURE

Date: 21 September 2022
Author: Chief Executive Officer – Tom Upton
File No:
Letter No:
Attachment: Capital Expenditure Report Funding Projects
Minute No: OM005418

Resolution:

That Council note and receive the Major Capital Expenditure Report for funding projects as at 31 August 2022.

Moved: Cr Ramsey

Seconded: Cr Pender

Carried

Report

Providing a report on Major Capital Expenditure for funding projects as at 31 August 2022.

Refer attachment.

The Director Infrastructure Services provided a verbal update on the Biloela Melton Street Park shade structure project.

Cr Leo asked when will the shade structure be constructed over the 25m swimming pool at Moura. The Director Council Services advised he will investigate and advise Cr Leo accordingly.

The Director Council Services advised the new amenities for the Rainbow Street Sports Complex have been delivered and construction quotes are currently being evaluated.

Cr Boyce advised the Taroom community are keen to attend a meeting to discuss the upgrade to Lions Park. The Director Infrastructure Services advised that as part of Council's Lions Park (Taroom) Redevelopment Master Plan 2022-2032 endorsed by Council at the May Ordinary Meeting, public consultation is to take place. Council noted that funding has only been approved for Stage 1 of the Masterplan at present.

9.0 Corporate & Community Services

9.1.1 ACTION REPORT ON PREVIOUS COUNCIL RESOLUTIONS – CORPORATE & COMMUNITY SERVICES

Date: 21 September 2022
Author: Director Corporate & Community Services - Venkata Peteti
File No:
Letter No:
Attachment: Resolutions Action Report
Minute No: OM005419

Resolution:

That the Resolutions Action Report for Corporate & Community Services as presented be noted and received.

Moved: Cr Pender

Seconded: Cr Casey

Carried

Report

This report is to advise Council of the outstanding matters currently being dealt with by the organisation.

Considerations

1. **Corporate Plan**
N/A
 2. **Policy and Legal Implications**
Policy and legal implications will be addressed through each matter.
 3. **Financial and Resource Implications**
Budget impacts will be addressed in resolving each matter.
 4. **Risk Assessment**
N/A
-

Discussion was held regarding the replacement of signs at the Dawson River Walk, Taroom. **Cr Boyce** advised she will contact the Taroom District Development Association for a clear direction as to whether an upgrade or replacement is being requested.

9.1.2 COMMUNITY RESOURCE CENTRE ADVISORY COMMITTEE – MINUTES OF MEETING HELD 23 JUNE 2022 (AMENDMENT)

Date: 23 June 2022
Author: Senior Program Advisor – Pam Semple
File ID: 5318
Letter ID: 1727301
Attachment:
Minute No: OM005420

Resolution:

That Council endorse the recommendation of the Community Representative members as listed:

*Health Representative - Jaime Parnell
Business Representative - Judy Mazzer*

Moved: Cr Pender

Seconded: Cr Ramsey

Carried

Report

The Unconfirmed Minutes of the Community Resource Centre Advisory Committee Meeting held on 23 August 2022 were received and noted by Council at their Ordinary Meeting held on 24 August 2022.

Recommendation number two was not included in the report and is now presented for endorsement by Council.

Refer to Document No: 1727301 for the unconfirmed minutes of the Banana Shire Community Resource Centre Advisory Committee meeting held on 23 June 2022.

9.1.3 COMMUNITY RESOURCE CENTRE ADVISORY COMMITTEE – MINUTES OF MEETING HELD 18 AUGUST 2022

Date: 20 September 2022
Author: Senior Program Advisor – Pam Semple
File ID: 5318
Letter ID: 1740873
Attachment:
Minute No: OM005421

Resolution:

That Council:

- 1. Receive and note the Unconfirmed Minutes of the Community Resource Centre Advisory Committee meeting held on 18 August 2022;***
- 2. Endorse Pam Semple as Chairperson for the next two meetings; and***
- 3. Endorse the recommendation of the Representative member as listed: CDSNSG – Melissa Kerr***

Moved: Cr Pender

Seconded: Cr Casey

Carried

Report

The unconfirmed minutes of Council Advisory Committee meetings are to be presented to Council.

Refer to Document No: 1740873 for the Unconfirmed Minutes of the Banana Shire Community Resource Centre Advisory Committee meeting held on 18 August 2022.

9.1.4 WATER CONSUMPTION CHARGES – BILOELA SPORTS CLUBS & ASSOCIATIONS

Date: 20 September 2022
Author: Coordinator Rates – Melanie Plisch
File ID:
Letter ID:
Attachment:
Minute No: OM005422

Resolution:

That pursuant to the Local Government Regulations 2012 s120 (1) (b) (i), s121 (a) and s122 (1) (a) & (b) Council grant concessions of 75% of water consumption charges up to a maximum of \$10,000.00 per annum for consumption charges incurred in the 2022/2023 financial year, to the following sports clubs and associations:

- a) Biloela Panthers Rugby League Club (Assessment 80110-00000-000)*
- b) Callide Valley Touch Football Association (Assessment 80150-00000-000)*
- c) Callide Valley Tennis Association (Assessment 80090-00000-000)*
- d) Biloela Valleys Football Club (Assessment 80120-00000-000)*
- e) Biloela Junior Rugby League (Assessment 80130-00000-000)*
- f) Magavalis Sports Club (Assessment 15591-00000-999)*
- g) Callide Valley Agricultural & Pastoral Society (Assessment 10370-00000-000)*

Moved: Cr Pender

Seconded: Cr Ramsey

Carried

Report

Council acknowledged that the ongoing viability of these community sporting associations is important to the Biloela community and for many of these ratepayers' water consumption charges represent a significant proportion of their rates payments.

Out of the seven associations granted the water consumption concession two associations reached the maximum concession amount of \$10,000 per annum for the 2021/2022 financial year.

It is proposed that the same concession of 75% of water consumption charges up to a maximum of \$10,000 per annum for the 2022/2023 financial year is granted for the above sporting clubs and associations as per the previous financial year.

By leaving the concession the same, Council still provides significant financial assistance to these associations yet encourages the associations to implement water saving initiatives.

9.1.5 RADF 2021/2022 FUNDING ROUNDS

Date: 20 September 2022
Author: Administration Officer – Tahalia Shaw
File ID:
Letter ID:
Attachment: RADF Assessment Summary
Minute No: OM005423

Resolution:

That Council approves the following applications for 2021-22 Regional Arts Development Funding:

- 1. Applicant – Taroom District Development Association
Outcome – Recommended totalling \$2,883.91***
- 2. Applicant – Taroom Kindergarten Association
Outcome – Recommended totalling \$1,250.60***
- 3. Applicant – KDC Fundraising Association
Outcome – Recommended totalling \$3,000***
- 4. Applicant – Taroom District Development Association
Outcome – Recommended totalling \$2,500***

Moved: Cr Pender

Seconded: Cr Leo

Carried

Report

The 2021/2022 Regional Arts Development Fund (RADF) Program ends 30 September 2022. For the 2021/2022 RADF Program rounds, a total of five applications were received, with four of those applications being approved.

All three rounds were assessed together.

Round 1 – 2 x Community Project applications and 1 x Individual Professional Development application were received.

Round 2 – No applications were received.

Round 3 – 2 x Community Project applications were received.

The applications were assessed by four members of the RADF Assessment Panel:

1. Dominique Tan
2. Alan McTaggart
3. Len Neale
4. Cr Brooke Leo

The funding recommendations have been developed as a result of the panel's assessments.

The 2021/2022 RADF grants has a balance of \$8,760 plus Council contribution of \$12,000 available for community and individual grants. The recommendation presented is within the budget available.

Round	Applicant	Funding Category	Project Title and Brief	Total Project Cost	Grant Requested	Recommendation
Round 1	Taroom District Development Association	Community Project Grant: Skills Development	Winter Workshops – Resin Bangle and Slow Stitch Resin Bangle and Ring Workshop (2x Half Day) Slow Stitch Workshop (2x Half Day)	\$7,028.91	\$2,883.91	Recommended: \$2,883.91
Round 1	Taroom Kindergarten Association	Community Project Grant: Creative Generation	Indigenous Art Workshop Art Workshop delivered by Indigenous Artist, Susie Klein (based Mandandanji Land/Roma), held at the kindergarten for the 2022 students.	\$1,742.80	\$1,250.60	Recommended: \$1,250.60
Round1	Edward Beck	Individual Professional Development Grant: Emerging Artist/ Artworker	Hotel Theodore A documentary about Theodore and its famous hotel that serves as a reflection of the diversity of culture in rural Australia.	\$12,500	\$1,000	Recommended: \$0
Round 3	KDC Fundraising Association	Community Project Grant: Events and Festivals	Brigalow Arts Festival – Painting with Poetic Landscape Artist Andrea Chapman will conduct a Watercolour workshop for local artists.	\$20,860	\$5,000	Recommended: \$3,000
Round 3	Taroom District Development Association	Community Project Grant: Performance and Productions	Oral history Project To produce a podcast to capture the history of well-known locals.	\$5,000	\$2,500	Recommended: \$2,500

Cr Boyce and Cr Leo are Council's representatives on the RADF Assessment Panel.

9.1.6 COMMUNITY GRANTS APPLICATIONS – AUGUST 2022 ROUND

Date: 20 September 2022
Author: Tourism and Community Development Officer – Sharon Hare
File No: GS3.1
Letter No: 1727723; 1728943; 1731545; 1732400; 1732621; 1733128; 1733374; 1733088; 1732950; 1732836; 1733129; 1730064;
Attachment:
Minute No: OM005424

Resolution:

That Council receive and note the Community Grants Report for the round conducted in August 2022.

Moved: Cr Semple

Seconded: Cr Leo

Carried

Report

KDC Fundraising Assoc Inc

Request for \$5000 towards hire of Biloela Civic Centre for Biloela Dance Festival.

APPROVED – contribution of \$5000 (events maximum)

Capricornia Club Zone 9

Request for \$5000 toward equestrian coaching services.

APPROVED – assistance to the value of \$5000 (events maximum)

Taroom Tennis Club

Request for \$4092.32 towards purchase of materials and stove.

APPROVED – contribution of \$2500 (project maximum)

Baralaba & District Progress Association

Request for \$5000 for hire of toilets and security at the Baralaba Bash.

APPROVED - \$1500

Moura Coal and Country Festival

Request for \$10,000 for Festival 2022 Entertainment by the Freestyle Kings Freestyle Motocross Show.

DECLINED - \$10,000

Valentine Plains Community Group Inc

Request for \$1309 for the purchase of new fridge, microwave, and urn.

APPROVED - \$1309

Wowan Agricultural Society Inc

Request for \$1500 towards amusement rides and sponsorship of the photography competition.

APPROVED - \$1500

Bangarra Dance Theatre

Request for \$3515 towards Theodore RSL Hall venue hire, audio equipment hire and marketing material to support Wulli Wulli Culture Camp.

APPROVED - \$3315

St Joseph's Parish

Request for \$1500 towards hire of tables, chairs, cold rooms, Bain maries and fairy lights for St Joseph's Fair.

APPROVED - \$1500

Jambin Community Hall Group

Request for \$2397.02 for purchase of rainwater tank, pressure pump and guttering.

APPROVED - \$2397.02

Prospect Creek State School

Request for \$5000 towards Ladies on the Lawn Fundraiser – event styling and furniture.

APPROVED - \$5000

Rotary Club of Biloela

Request for \$1500 toward hire of Biloela Civic Centre.

APPROVED – assistance to the value of \$1500.

General Business – Corporate & Community Services

Cr Semple asked what the process is to acquire an Australian Flag for the Dululu township. The Chief Executive Officer advised Cr Semple to contact the Federal Member for Flynn who will be able to assist.

Cr Ramsey advised the Biloela Information Centre has asked if Council could provide them with town maps. The Director Corporate & Community Services is to investigate options to create an A3 map consisting of a town map on the front and a shire map on the back for the townships of Biloela, Moura, Theodore and Taroom and provide a report back to Council for consideration.

10.0 Infrastructure Services

10.1.1 MONTHLY COUNCIL REPORT – INFRASTRUCTURE SERVICES

Date: 21 September 2022
Author: Director Infrastructure Services – Chris Whitaker
File ID:
Letter ID:
Attachment:
Minute No: OM005425

Resolution:

That Council receive the September 2022 Infrastructure Services Monthly Council Report as presented.

Moved: Cr Ramsey

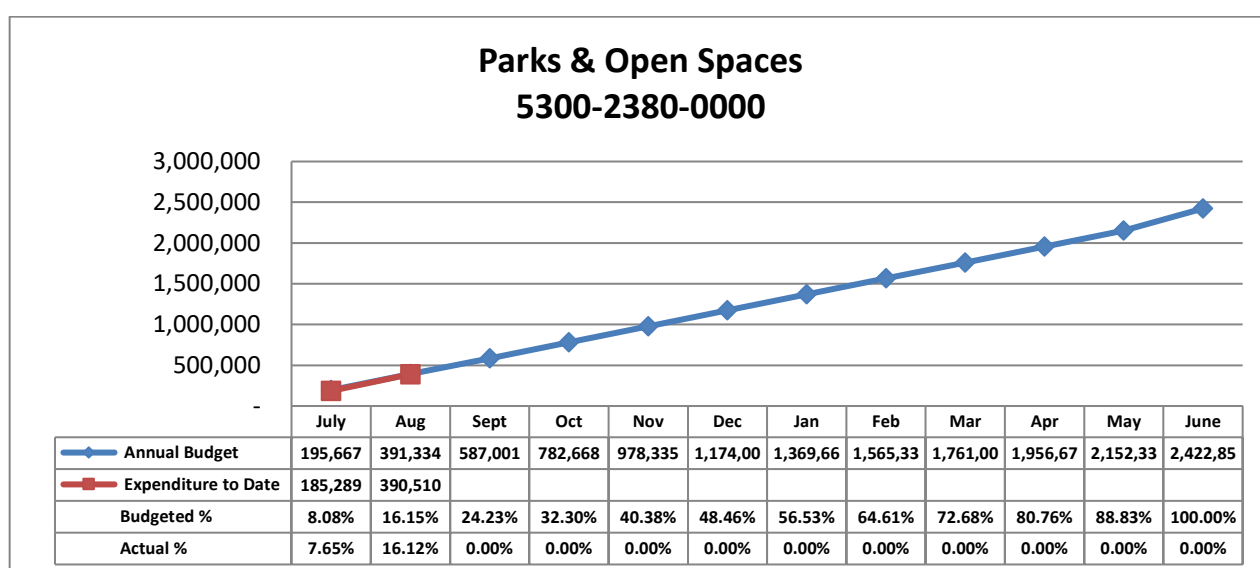
Seconded: Cr Semple

Carried

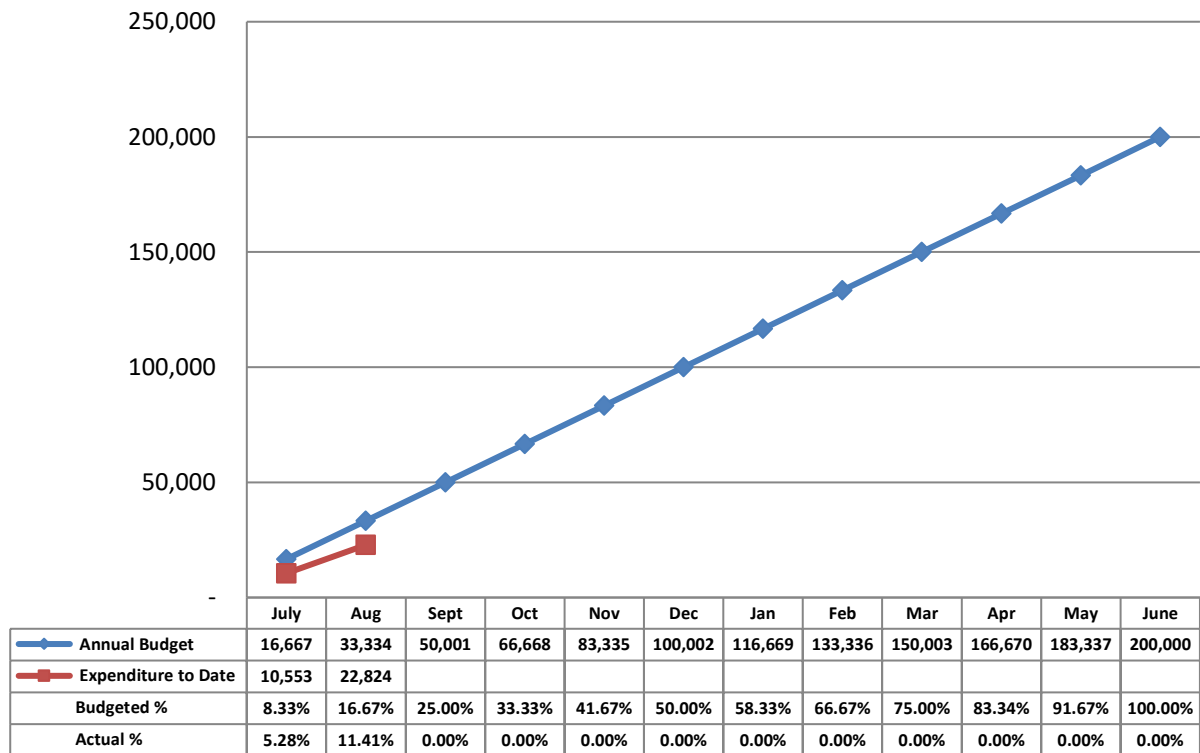
Report

This month's Council report by Infrastructure Services details the following actual expenditure:

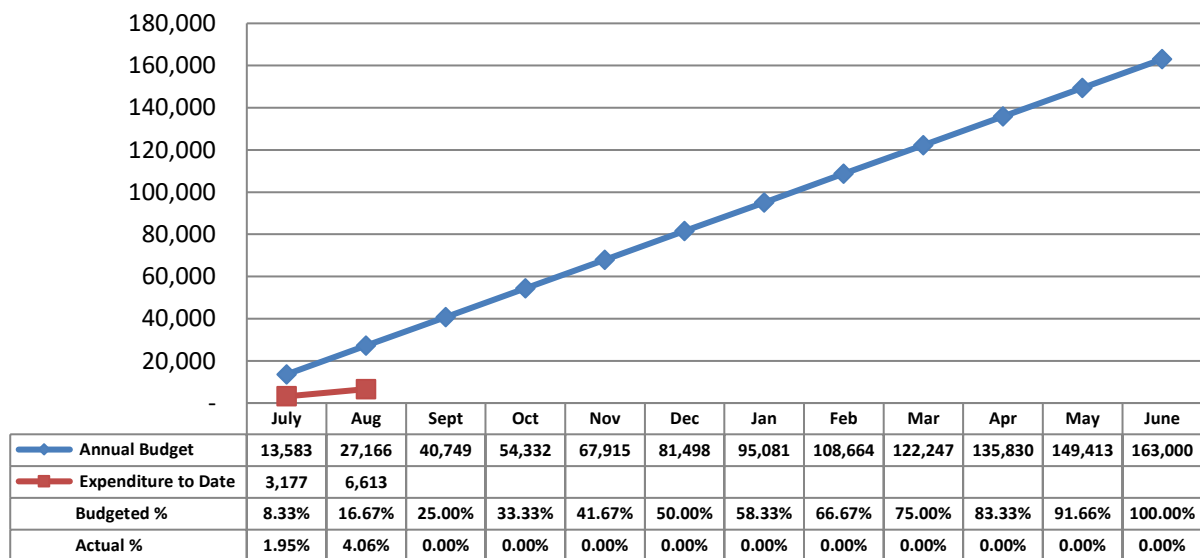
- Parks & Open Spaces
- Public Toilets
- Street Cleaning
- Street Lighting
- Bikeways and Footpaths Maintenance
- Roads Bridges and Drainage Maintenance
- RMPC



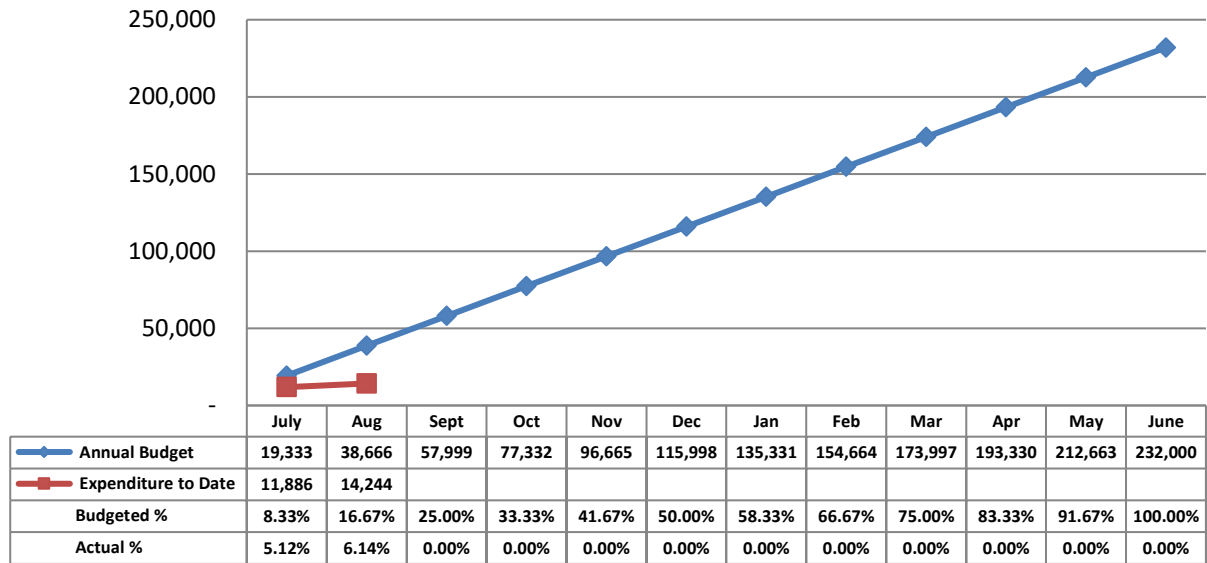
Public Toilets 5320-2380-0000



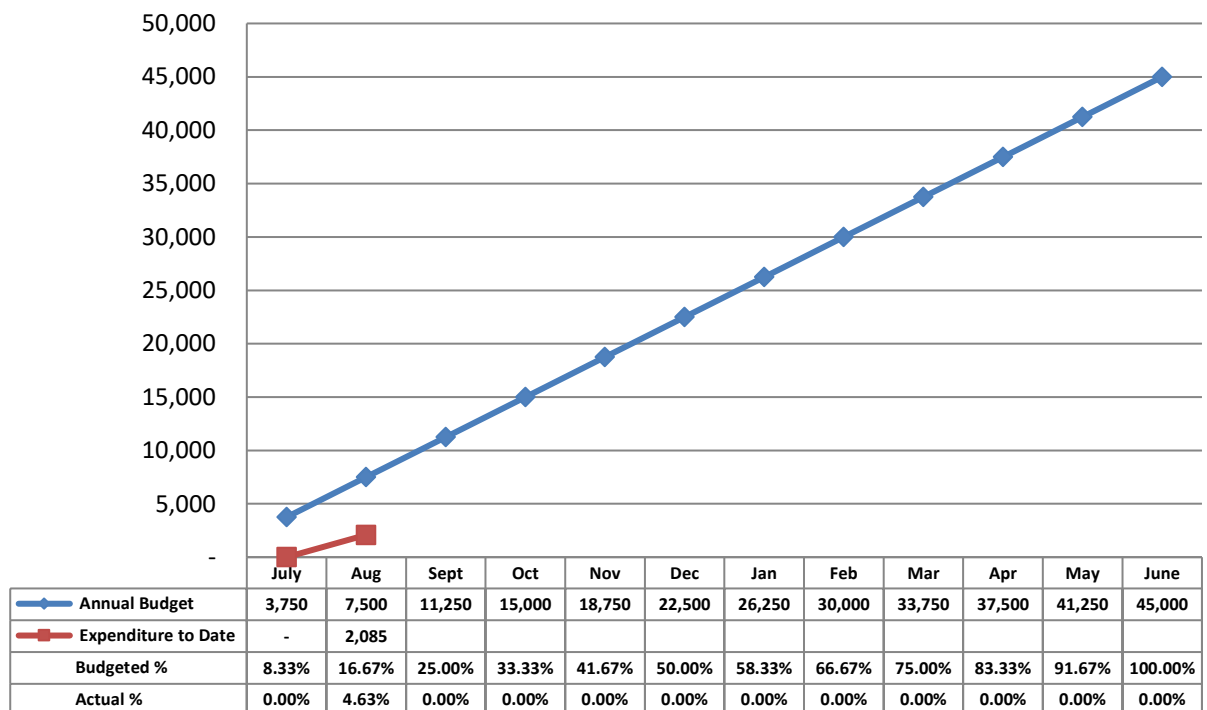
Street Cleaning 5360-2380-0000



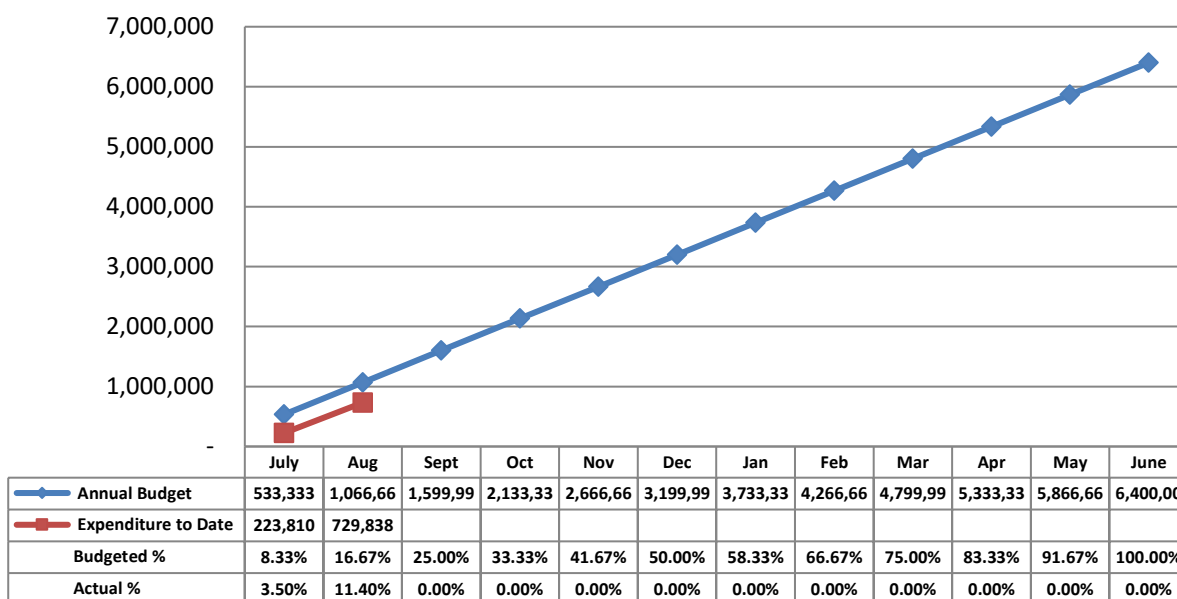
Street Lighting 5380-2380-0000



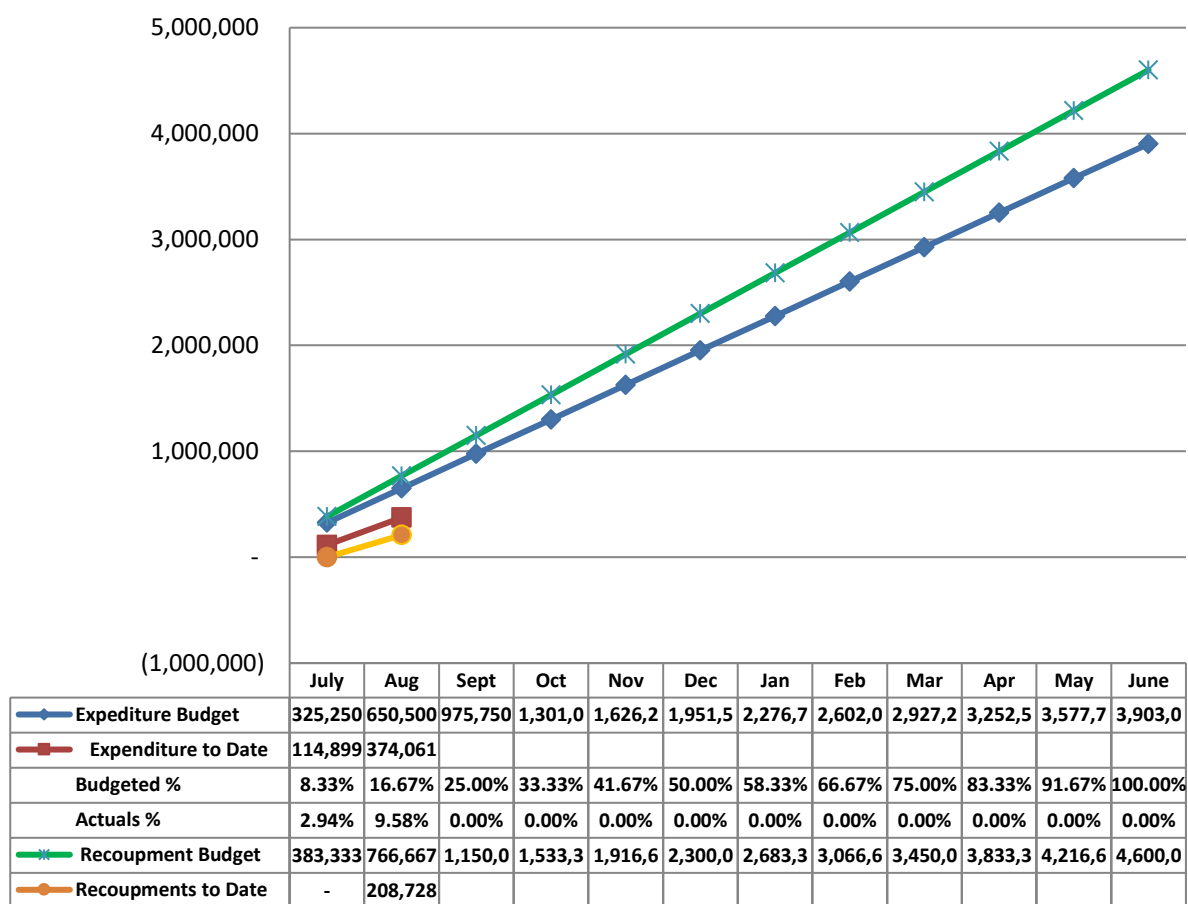
Bikeways & Footpaths 5420-2480-0000



Roads Bridges & Drainage 5200-2480-0000



RMPC Maintenance Expenditure 5100-2480-0000 RMPC Recoupment 5100-1400-0000



Considerations

1. Corporate Plan

Maintaining Council's infrastructure relates to Council's 'Corporate Objective 5 – Plan and deliver effective and efficient infrastructure services.

2. Policy and Legal Implications

The delivery of this program will be managed in such a way as all appropriate/applicable policies/legislation is complied with.

3. Financial and Resource Implications

The delivery of the various works programs are a significant undertaking by the Works Section which require an extensive commitment by the entire Works group.

All of these various programs will be delivered simultaneously utilising various combinations of Council, Sub-Contractor and Principal Contractor resources.

Critical to the delivery of these inter-connected programs is the diversity and multi-skilled competency of the expanded workforce, with a degree of internal redundancy contained within the Section.

Actual expenditure to date compared to target expenditure for 2021/22 is shown on the included graphs.

4. Risk Assessment

The primary risk factors and control measures that would impede the full delivery of the maintenance program are:

- Wet weather
- Loss of key staff
- Inability to appropriately up-skill, attract and/or retain key staff
- Breakdown of critical plant items
- Availability of key sub-contract plant and services
- Availability of key materials

These risks are constantly being monitored, reviewed, and addressed.

Cr Ramsey asked if any feedback has been received regarding the bikeway proposed for Moura. Following a lengthy discussion, the Director Infrastructure Services advised he will follow up the proposed design with Council's Manager Infrastructure Works and the Department of Transport and Main Roads.

Cr Casey asked if the repairs to kerb and channel in Thangool have been programmed. The Director Infrastructure Services advised he will organise another meeting with the Manager of Infrastructure Works.

10.1.2 ACTION REPORT ON PREVIOUS COUNCIL RESOLUTIONS – INFRASTRUCTURE SERVICES

Date: 21 September 2022
Author: Director Infrastructure Services - Chris Whitaker
File No:
Letter No:
Attachment: Resolutions Action Report
Minute No: OM005426

Resolution:

That the Resolutions Action Report for Infrastructure Services as presented be received.

Moved: Cr Semple

Seconded: Cr Ramsey

Carried

Report

This report is to advise Council of the outstanding matters currently being dealt with by the organisation.

Considerations

1. **Corporate Plan**
N/A
 2. **Policy and Legal Implications**
Policy and legal implications will be addressed through each matter.
 3. **Financial and Resource Implications**
Budget impacts will be addressed in resolving each matter.
 4. **Risk Assessment**
N/A
-

Cr Boyce asked if the side-track at the Sandy Creek Bridge in Taroom can remain in place following the completion of works. The Chief Executive Officer advised it is the Department of Agriculture and Fisheries policy to remove side-tracks following the replacement of bridges or sections of road, however Council will write to the Department of Transport and Main Roads and request an exemption to the current arrangements.

Cr Semple advised he has received a complaint about potholes in Stopford Street, Baralaba, near the grocery store and hospital. The Director Infrastructure Services to undertake an inspection.

Cr Pender advised there are numerous potholes on the back road between Moura and Theodore. The Director Infrastructure Services to undertake an inspection.

Morning Tea

Moved by Cr Semple, seconded by Cr Leo and carried: That the meeting adjourn at 10.23am for morning tea.

Moved by Cr Leo, seconded by Cr Ramsey and carried: That the meeting recommence at 10.56am.

10.1.3 RURAL ADDRESSING POLICY AND FEES AND CHARGES

Date: 20 September 2022
Author: Infrastructure Support Supervisor - Nathan Capuano
File ID:
Letter ID:
Attachment: Rural Addressing Policy, Rural Addressing Procedure, Rural Addressing Fact Sheet
Minute No: OM005427

Resolution:

That Council:

- 1. Adopts the Rural Addressing Policy as attached; and***
- 2. Apply a fee of \$2.50 per number (including GST) for the supply of Rural Addressing Numbers by Customer Service Centres.***

Moved: Cr Semple

Seconded: Cr Ramsey

Carried

Report

Council's GIS and Works section currently process applications for Rural Address Posts to assist property owners meet their obligations under Local Law 4 for the standard use, supply, maintenance and replacement of rural addressing posts and signs.

This includes assigning a Rural Address Number, supply of numbers and orange post, installation of post, communication of address to various stakeholders including:

- Property Owners, Ergon Energy, Australia Post, Department of Resources, Australian Electoral Commission, Flynn Division Office

Due to weather conditions and general wear and tear, some Rural Addressing Numbers have become unreadable or are no longer attached to the Rural Addressing Post.

Currently, there is no process or fee in the Council's fees and charges for the replacement of damaged or non-reflective Rural Addressing Numbers. The proposal is that Council will supply additional Rural Addressing Numbers upon request through our Customer Service Centres in Biloela, Taroom, and Moura.

Each number will be charged at a cost of \$2.50 including GST and will be supported by the proposed Rural Addressing Policy and attached Procedure.

A review of the Rural Addressing Policy has been undertaken and applicable changes have been addressed in the proposed Policy and attached Procedure. The updated Rural Addressing Policy is recommended for adoption.

Mayor Ferrier asked for an update on the flood damage tenders. The Director Infrastructure Services advised the tenders are currently being assessed and he would provide an update to the Mayor once finalised.

RURAL ADDRESSING POLICY

SCOPE

This Policy applies to the addressing of rural properties within the Banana Shire and provides guidelines to assist property owners to meet their obligations under Local Law 4 for the standard use, supply, maintenance and replacement of rural addressing posts and signs.

LEGISLATION

Local Government Act 2009 s 60
Local Government Act 2009 s 262 (3) (C)
Transport Infrastructure Act 1994 s 45(1)
Australian/New Zealand Standard AS/NZS 4819:2011 – Rural and Urban Addressing
Banana Shire Council Local Law No. 4 Part 3 (10)

OBJECTIVE

This policy outlines the requirements of the application and installation of Council's rural addressing number system that has been established by Banana Shire Council. This policy is to assist emergency services, postal and other service providers to locate rural property owners.

The main objectives of rural addressing are to:

- Provide a unique and identifiable address for each rural property; and
- Facilitate emergency vehicle response and prompt, efficient responses from service providers

DEFINITIONS

Datum Point	The commencement point for any sequence of address numbers
Council	Banana Shire Council
Number Sign	Includes all components of a rural addressing sign including numbers
Property Address	The officially recognised address allocated to a property by Council
Road	Has the same meaning as road in the <i>Local Government Act 2009</i>
Access	The means or opportunity to approach or enter a place
Rural Addressing Number	A number derived from the distance between a datum point and a property's vehicular access

POLICY

Application

Upon receipt of a *Rural Addressing Action Request* from a landowner, Council's GIS department will review the application and once approval is provided, Infrastructure will determine a rural addressing number to be allocated and then arrange to install the rural addressing number post.

Council allocates rural addressing numbers and installs number posts on roads within the Banana Shire. Council will provide this service free of charge for the first installation only. All subsequent installations for the same property will be charged as per the current Fees and Charges.

Number Conventions

The rural addressing number is determined in a logical sequence based on the distance of a property's vehicular access from a datum point. The number is calculated by adding the distance in meters from the datum point to the property's main access, dividing by ten (10) and rounding to a whole number assigning odd numbers on the left and even numbers on the right in the direction of measurement in accordance with the road chainage.

The rural addressing number will form part of an allotment's property address along with the road name and locality. The property address will represent the physical location of the property and will be recorded in Council's corporate mapping, asset record and rates database.

Council will allocate rural addressing numbers and install number signs on State Controlled roads under the authority or request from the Department of Transport and Main Roads.

All new property addresses along with corresponding lot and plan numbers will be provided to the following service providers, via state database update:

- Queensland Ambulance Service
- Queensland Fire and Emergency Service
- Queensland Police Service
- Telstra
- Ergon Energy
- Australia Post
- Department of Resources
- Australian Electoral Commission; and
- Banana Shire Council

Installation

Once a number convention has been allocated an orange number post shall be erected adjacent to the access in a visible location within a reasonable distance from the road to avoid any damage that could be caused by passing trucks, machinery or vehicles.

Maintenance

Upon installation of a number post the property owner will be responsible for maintenance of the post which includes removal of grass and vegetation from around the post to ensure it is not obscured from sight.

If a number or post is damaged, stolen or has lost its night time reflective properties due to age, the landowner will be responsible for contacting council to discuss the reinstallation and supply of the replacement rural addressing post. Replacement of the post or number will be in accordance with Council's *Rural Addressing Procedure*.

Council reserves the right to charge a fee for replacement of damaged posts or numbers in accordance with current Fees and Charges.

Relocation

Relocation of the rural addressing number post may require a change to one or more of the digits of the rural addressing number resulting in a change to the property address. If the rural address post requires relocation council should be contacted to perform the relocation to ensure that the address is updated in the appropriate databases including emergency services and postal services.

PROCEDURE

Procedures as approved and issued by the Chief Executive Officer, and subject to further revision, amendment and issue under the authority of the Chief Executive Officer.

CERTIFICATION

.....
CHIEF EXECUTIVE OFFICER
BANANA SHIRE COUNCIL

.....
DATE

11.0 Council Services

11.1.1 ACTION REPORT ON PREVIOUS COUNCIL RESOLUTIONS – COUNCIL SERVICES

Date: 21 September 2022
Author: Director Council Services – Chris Welch
File ID:
Letter ID: N/A
Attachment: Resolutions Action Report
Minute No: OM005428

Resolution:

That the Resolutions Action Report for Council Services as presented be noted and received.

Moved: Cr Pender

Seconded: Cr Boyce

Carried

Report

This report is to advise Council of the outstanding matters currently being dealt with by the Department.

Considerations

1. **Corporate Plan**
N/A
 2. **Policy and Legal Implications**
Policy and legal implications will be addressed through each matter.
 3. **Financial and Resource Implications**
Budget impacts will be addressed in resolving each matter.
 4. **Risk Assessment**
N/A
-

11.1.2 GARBAGE COLLECTION POLICY

Date: 20 September 2022
Author: Manager Waste and Environment - Tony Horn
File ID:
Letter ID:
Attachment: Garbage Collection Policy
Kerbside Cardboard & Paper Recycling Bin Management Procedure
Minute No: OM005429

Resolution:

That Council adopts the Garbage Collection Policy as attached.

Moved: Cr Leo

Seconded: Cr Pender

Carried

Report

A review of the Garbage Collection Policy has been undertaken and applicable changes have been addressed in the proposed policy and procedure attached.

An additional element has been included in the revised policy and procedure. This relates to the provision of Kerbside Cardboard & Paper Recycling Bins.

The new policy is recommended for adoption.

GARBAGE COLLECTION POLICY

SCOPE

Urban properties within Banana Shire and other properties that can reasonably be serviced with a garbage collection service.

LEGISLATION

Local Government Act 2009
Local Government Regulation 2012

OBJECTIVE

To provide an efficient, effective, and financially viable garbage collection service and promote recycling activities to residents of Banana Shire townships and other areas where practicable.

DEFINITIONS

Council	Banana Shire Council
Wheelie Bin	A standard 240 litre wheeled garbage bin supplied by Council or its Contractors.
Kerbside Cardboard & Paper Recycling Bins	Kerbside recycling bins, recycling bins or 'Blue Lid Bins'

POLICY

Council provide a 'wheelie bin' garbage collection service to urban residents of Banana Shire where practicable.

This service to consist of a minimum of one (1) weekly general waste service and one (1) fortnightly recycling service, per single unit dwelling and one (1) service per allotment for other premises excluding vacant land within the urban areas.

These services are to be treated as a charge on the land and rated accordingly.

Additional collection services, including where a bin was not presented at the appropriate time, may be provided on request, dependent on resource availability and for an additional charge.

Council may provide other additional services where requested within the urban areas and that these services may also be supplied to other residents, where it is practicable and subject to being financially viable.

Council endeavours to supply Kerbside Cardboard & Paper Recycling Bins or other recycling bins where practicable.

Council reserves the right to remove any waste management service at its discretion.

PROCEDURE

Procedures as approved and issued by the Chief Executive Officer, and subject to further revision, amendment and issue under the authority of the Chief Executive Officer.

CERTIFICATION

.....
CHIEF EXECUTIVE OFFICER
BANANA SHIRE COUNCIL

.....
DATE

11.1.3 SOLE SUPPLIER – COOGEE QCA PTY LTD

Date: 20 September 2022
Author: Director Council Services – Chris Welch
File ID:
Letter ID:
Attachment:
Minute No: OM005430

Resolution:

In accordance with Section 235 of the Local Government Regulation 2012, Council hereby resolves that it is satisfied that there is only one (1) supplier who is reasonably available with respect to the supply of Sodium Hypochlorite 10%, that provider being:

- *Coogee QCA Pty Ltd*

Moved: Cr Casey

Seconded: Cr Pender

Carried

Report

Council requires specialist chemicals for Water/Waste Water Treatment Operations as well as for the maintenance of Council Swimming Facilities that are only available from particular companies. The companies available in the Banana Shire are FarmStuff and Coogee QCA Pty Ltd. FarmStuff have confirmed that they purchase chemicals (specifically Sodium Hypochlorite 10%) directly from Coogee and are then required to add their mark-up onto this product.

Therefore, it is considered impractical or disadvantageous for Council to source this product from any company other than the supplier. It also creates frustration in the supplier market for Council to seek a Request for Quote each year when one company is unable to be competitive in pricing; therefore wasting both companies' valuable time in responding to the RFQ.

In order to validate a sole supplier list, under the *Local Government Regulations 2012 – Section 235* (a) & (b):

A local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if –

- (a) the local government resolves it is satisfied that there is only 1 supplier who is reasonably available; or*
- (b) the local government resolved that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders.*

11.1.4 2022/2023 TRUCK WASH BAY FEES AND CHARGES

Date: 20 September 2022
Author: Senior Regulatory Compliance Coordinator – Tim Ross
File ID:
Letter ID:
Attachment:
Minute No: OM005431

Resolution:

That Council:

- 1. Approve the removal of the minimum monthly fee; and***
- 2. Realign all charges with Water Services pricing to allow Water Services administration staff to continue issuing invoices and truck wash tags on behalf of Rural Services, effective from 1 October 2022, namely Electronic Access Tags - \$80.00 per tag.***

Moved: Cr Boyce

Seconded: Cr Casey

Carried

Report

There is a discrepancy in the 2022/2023 fees and charges for the issue of electronic access tags for Councils truck washbay service. Currently Land Protection Services are charging more than Water Services for the same service. This has resulted from having the same service fee listed in two separate areas of the Fees and Charges Schedule. The different officers responsible for the annual review of the fees have taken different approaches, with one increasing fee while the other retained the same fee.

The fees are conflicting which is causing administrative shortfalls and customer confusion. It would be beneficial for council to consider streamlining the process to avoid the administrative burden of managing two separate processes rather than just one.

Land Protection and Saleyards (Rural Services)

Item	Ex GST	GST	Total (inc GST)
Electronic Access Tags (Per tag)	\$74.55	\$7.45	\$82.00
Electronic Access Tags min monthly fee	\$9.54	\$0.95	\$10.50

Water and Sewage Services

Item	Ex GST	GST	Total (inc GST)
Electronic Access Tags (Per tag)	\$80.00	\$0.00	\$80.00

**No monthly minimum fee*

12.0 Executive Services

12.1.1 ACTION REPORT ON PREVIOUS COUNCIL RESOLUTIONS – EXECUTIVE SERVICES

Date: 20 September 2022
Author: Chief Executive Officer - Tom Upton
File No:
Letter No:
Attachment: Resolutions Action Report
Minute No: OM005432

Resolution:

That the Resolutions Action Report for Executive Services as presented be received.

Moved: Cr Casey

Seconded: Cr Ramsey

Carried

Report

This report is to advise Council of the outstanding matters currently being dealt with by the organisation.

Considerations

1. **Corporate Plan**
N/A
2. **Policy and Legal Implications**
Policy and legal implications will be addressed through each matter.
3. **Financial and Resource Implications**
Budget impacts will be addressed in resolving each matter.
4. **Risk Assessment**
N/A

12.1.2 CHANGE TO OCTOBER 2022 COUNCILLOR INFORMATION SESSION AND WORKSHOP DATE

Date: 20 September 2022
Author: Chief Executive Officer – Tom Upton
File No:
Letter No:
Attachment:
Minute No: OM005433

Resolution:

That Council reschedule the October 2022 Councillor Information Session and Workshop to 12.00pm Wednesday 12th October 2022 to allow the Mayor, Deputy Mayor and Chief Executive Officer to attend the 126th LGAQ Annual Conference in Cairns.

Moved: Cr Semple

Seconded: Cr Leo

Carried

Report

The Mayor, Deputy Mayor and Chief Executive Officer are registered to attend the 126th LGAQ Annual Conference in Cairns from Monday 17 October 2022 to Wednesday 19 October 2022. As the October 2022 Councillor Information Session & Workshop is scheduled for Tuesday, 18 October 2022 it is recommended it be rescheduled to Wednesday, 12th October 2022 to allow those to attend.

General Business – Executive Services

Cr Casey advised the Biloela Lawn Cemetery is looking very well presented and requested the Director Infrastructure Services pass on his appreciation to the staff responsible.

Cr Pender asked for an update on a local business owner's request to remove a seat located in Kariboe Street, Biloela. The Chief Executive Officer provided advice to Cr Pender in order for her to liaise directly with the business owner.

Cr Pender asked for an update on footpath work recently undertaken in Ward Crescent, Biloela. The Director Infrastructure Services advised a review has been undertaken and as a result the section will be replaced.

Cr Pender advised there are several potholes on the Crowsdale-Camboon Road, near where Council is currently working. The Director Infrastructure Services advised he will undertake an inspection and report back to Cr Pender.

Cr Semple asked if Council has staff trained to operate drones. The Director Corporate & Community Services advised Council has six staff licenced to operate drones.

13.0 Close of Meeting

The meeting closed at 11.22am

To be confirmed 26th October 2022 Ordinary Meeting.

MAYOR

CHIEF EXECUTIVE OFFICER
