

Thursday, 8 October 2020

9:00 AM

Tully Civic Centre
Council Chambers Level 2
38-40 Bryant Street
Tully Q 4854



Cr Mark Nolan - Mayor
Cr Barry Barnes - Division 1
Cr Teresa Millwood - Division 2
Cr Trudy Tschui - Division 3
Cr Nicholas Pervan - Division 4
Cr Jeff Baines - Division 5
Cr Kylie Farinelli - Division 6

LOCAL GOVERNMENT MEETING

MINUTES

Welcome

Cr M Nolan (Chairman) welcomed everyone and opened the Local Government Meeting at 9:00am

Present

Crs M Nolan (Mayor), B Barnes (Deputy Mayor), T Millwood, T Tschui, J Baines and K Farinelli, Mr J Gott (Chief Executive Officer), Mr D Goodman (Director Infrastructure Services), Mr A Sadler (Director Delivery Services), Mr G Singh (Chief Financial Officer), Mr P Crosby (Chief People & Culture Officer), Ms K Slattery (Governance Lead), Ms L Bradley (Manager Finance), Mr T Sanders (Manager Asset Maintenance), Mr B Vick (Coordinator Procurement), Ms N Pirini (Technical Officer Civil), Ms V Kerr (Governance Officer), Mr D Walker (ICT Customer Support Officer) and Mrs J Sands (Minutes Clerk)

Acknowledgement of Country

The Mayor acknowledged the traditional owners and caretakers of the land on which the meeting is being held and paid his respects to the elders, past, present and emerging.

Apologies

Cr N Pervan

Declaration of Material Personal Interest or Conflicts of Interest (including perceptions of Conflict of Interest)

Cr M Nolan (Chairman) invited those present to use this opportunity to make public any Material Personal Interests and/or Conflicts of Interest (real or perceived) in respect of the Items in the Agenda.

Councillors should use this opportunity to disclose and/or comment on other Councillors and/or Staff interests in accordance with the Act and Regulations.

DECLARATION

Conflict of Interest - 9:00am

Cr K Farinelli declared that she has a conflict of interest in **Confidential Item 7.1 - Tender COW000012 - Register of Prequalified Suppliers for Plant and Truck Hire** (as defined in s173 of the Local Government Act 2009) due to her husband working for an existing supplier and advised that she would leave the meeting and take no part in the discussion or vote.

1. CONFIRMATION OF MINUTES

1.1 Minutes of the Local Government Meeting dated 24 September 2020

Recommendation

"That the Minutes of the Local Government Meeting held on 24 September 2020 be confirmed as a true and correct record."

Moved Cr T Tschui

Seconded Cr B Barnes

Resolution Number LG0818

"That the Recommendation be adopted."

FOR: Unanimous

CARRIED

2. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

3. GOVERNANCE, ENVIRONMENT & FINANCE

3.1 Delegations Council to Chief Executive Officer

Executive Summary

As per the *Local Government Act 2009*, Section 257, Council is required to update delegations from Council to the Chief Executive Officer when amendments have been made to a particular Act or powers under an existing Act are required for operational purposes.

Recommendation

"Pursuant to section 257 of the *Local Government Act 2009*, Council resolves to:

1. Delegate the exercise of all powers contained in the
 1. *Land Act 1994*
 2. *Land Regulation 2020*
 3. *Local Government Regulation 2012*to the Chief Executive Officer.

(Note: Local Government Regulation 2012 changes commence 12 October 2020.)

2. Repeal all prior delegations to the Chief Executive Officer made under the:-

(a) Land Act 1994

(b) Land Regulation 2020

(c) Local Government Regulation 2012

3. **These powers must be exercised subject to any limitations as stated in the Instrument of Delegation 'Limitations and Conditions to the Exercise of Power in Appendix 1.'**

Moved Cr T Millwood

Seconded Cr J Baines

Resolution Number LG0819

"That the Recommendation be adopted."

FOR: Unanimous

CARRIED

9:03am Ms V Kerr left the meeting

3.2 Finance Report September 2020

Executive Summary

The purpose of this report is to promote sound financial management and accountability by presenting the Finance Report and Monthly Council Reporting Package for the period ending 30 September 2020 to Council.

The Chief Financial Officer will be available at the Council meeting to answer any questions Councillors may have.

Recommendation

"That the report be received and noted."

Moved Cr K Farinelli

Seconded Cr T Millwood

Resolution Number LG0820

"That the Recommendation be adopted."

FOR: Unanimous

CARRIED

9:09am Ms L Bradley left the meeting

4. ASSET SUSTAINABILITY

4.1 Works for Queensland - September 2020 - Quarterly Report

Executive Summary

This report is provided to inform the Council on the progress of 2019-21 Works for Queensland (W4Q) Program and the 2020-21 COVID Works for Queensland Program. Earlier this year Council secured \$2.37 million in the 2020-21 COVID Works for Queensland Program in addition to the 2019-20 W4Q Program. Under the COVID W4Q Program there are six (6) leader projects with

shovel ready tasks under each of them.

The 2019-21 W4Q Program has passed through the half way duration mark and the works are progressing on track. The 2020-21 COVID W4Q Program has just begun and all projects without one has expenditure to report. At this stage there is no unforeseen risk of not delivering either Program.

Recommendation

"That the Report be received and noted."

Moved Cr J Baines

Seconded Cr B Barnes

Resolution Number LG0821

"That the Recommendation be adopted."

FOR: Unanimous

CARRIED

4.2 NDRRA & DRFA Quarterly Progress Report - September 2020

Executive Summary

Flooding in North Queensland between 6th -10th March 2018 and a Monsoon Trough between 25th January and 14th February 2019 resulted in widespread damage to existing infrastructure within the region of the Cassowary Coast Regional Council (CCRC). This report outlines the progress made to date of the restoration program under the Natural Disaster Relief and Recovery Arrangements (NDRRA) and Disaster Recovery Funding Arrangements (DRFA).

Progress to date consists of:

- Total REPA Funding Approved to date: \$26,052,144.00
- 2018 - \$ 6,443,969.00
- 2019 - \$19,608,175.00

Works complete:

- 2018 - 100%
- 2019 - 37%

Expenditure to date (incl. commitments): \$15,300,710.00

- 2018 - \$6,373,187.00
- 2019 - \$8,927,524.00

Recommendation

"That Council acknowledges the results achieved to date and the future projections contained in the report."

Moved Cr T Tschui

Seconded Cr K Farinelli

Resolution Number LG0822

"That the Recommendation be adopted."

FOR: Unanimous

CARRIED

9:12am Ms N Pirini left the meeting

5. ORGANISATIONAL CULTURAL DEVELOPMENT

5.1 Proposed Amendments to Organisational Structure

Executive Summary

Chapter 6, Division 2, Section 196 (1) of the Local Government Act 2009 states that a local government must, by resolution, adopt an organisational structure that is appropriate to the performance of the local government's responsibilities.

It follows that any amendments to the organisational structure are also adopted by resolution of Council. This has occurred in recent times with reports presented to Council accordingly.

The first of the proposed amendments is pursuant to changes that have occurred in the Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Act 2020 which result in the Mayor being able to request the role of Mayor's Executive Personal Assistant to perform tasks consistent with guidelines produced by the Chief Executive Officer and also in accordance with the Acceptable Request Guidelines. To support this change, it is proposed that the position of Mayor's Executive Personal Assistant report to the Chief Executive Officer instead of indirectly via the Governance Lead.

The second proposed amendment follows a review of a Senior Planner role after the recent resignation of the incumbent from the role and recommends that the position change to a Technical Officer role based on a change in current and foreseeable building and planning activity and the associated change in nature of assessment and approvals. This proposed change if approved would also result in net savings in the order of \$12,000 p.a. in the remainder of the 20/21 financial year and \$21,500 p.a. in subsequent years.

The organisation chart view of the proposed changes appears at Attachment A.

Recommendation

"That Council, by resolution endorse the proposed changes to the organisational structure summarised at Attachment A and detailed in the body of this report, as being appropriate to the performance of the local government's responsibilities."

Moved Cr K Farinelli

Seconded Cr T Millwood

Resolution Number LG0823

"That the Recommendation be adopted."

FOR: Unanimous

CARRIED

9:20am Mr D Goodman left the meeting
9:22am Mr D Goodman re-entered the meeting

5.2 Christmas/New Year Shut-down of Council Offices, Libraries and Depots

Executive Summary

It is proposed that Council offices, libraries and depots be closed over the Christmas and New Year period from Monday 21 December 2020 to Sunday 3 January 2021 inclusive.

Recommendation

"That Council authorise the closure of its Offices, Libraries and Depots (except for essential and emergency services) from Monday, 21 December 2020 to Sunday 3 January 2021 inclusive, re-opening on Monday 4 January 2021 and that the closures be advertised in the local media, on Council's web and Facebook pages and notices placed on public notice boards in Council's offices and libraries."

Moved Cr T Tschui

Seconded Cr K Farinelli

Resolution Number LG0824

"That the Recommendation be adopted."

FOR: Unanimous

CARRIED

5.3 124th LGAQ Annual Conference - 19 October to 21 October 2020 - Gold Coast

Executive Summary

The 124th LGAQ Annual Conference is to be held from 19 - 21 October 2020 with the City of Gold Coast as the host Council.

The CEO noted that Council would proxy its votes to Townsville City Council.

Recommendation

"That Council note that Cassowary Coast Regional Council will not be represented at the 124th LGAQ Annual Conference to be held from 19 - 21 October 2020 due to budgetary constraints and COVID-19 restrictions."

Moved Cr K Farinelli

Seconded Cr T Millwood

Resolution Number LG0825

"That the Recommendation be adopted."

FOR: Unanimous

CARRIED

6. GENERAL BUSINESS

6.1 War on Waste

Cr T Millwood spoke about the War on Waste which was released on Wednesday 7 October 2020 and highlighted people illegally dumping rubbish on nature reserves. There are seven (7) waste facilities in the region that are easily accessible. It is not okay to rubbish in our backyard and if you witness this activity please report it to Council.

Cr Millwood also advised that a visit had been made to the Endeavour Foundation who have currently teamed up with Council to deliver a first for the northern region which is a mattress recycling program. By recycling these mattresses we are helping to keep people in employment and also reducing landfill from approximately 130 cubic metres to 1 cubic metre.

The Mayor also encouraged the community to partner with Council based on the the 3 RRR's - Reduce | Recycle | Report. Council does recycle and is currently recycling 23 items with mattresses being the top item with wet paint and household batteries also recently added to these items. The partnership with Endeavour to recycle mattresses is the first in Queensland and a great outcome for the community and a great legacy to be left for our children.

6.2 Expressions of Interest - Clump Point Marine Facility

Cr B Barnes encouraged anyone who is interested in the Clump Point Marine Facility to access the Expressions of Interest methodology for the Clump Point Marine Facility available on the LG Tenderbox.

6.3 Cassowary Coast Regional Council - Machinery

Cr B Barnes advised that Council has this week met with Council Engineers to look at Council's machinery and there is a new sweeper machine designed so as to minimise or remove problems with the current sweeper that has downtime of approximately 68 days per year.

MOVE INTO COMMITTEE - 9:29am

Moved Cr J Baines

Seconded Cr T Tschui

Resolution Number LG0826

"That in relation to Agenda Items 7.1 and 7.2, I move, pursuant to Section 275(1) (e) of the Local Government Regulation 2012, that the meeting be closed to the public so that Council can discuss contracts proposed to be made by it ."

FOR - Unanimous

CARRIED

9:30am Cr T Tschui left the meeting

Conflict of Interest - 9:30am

Cr K Farinelli declared that she has a conflict of interest in **Confidential Item 7.1 - Tender COW000012 - Register of Prequalified Suppliers for Plant and Truck Hire** (as defined in s173 of the Local Government Act 2009) due to her husband working for an existing supplier and left the meeting and took no part in the discussion or vote.

9:31am Cr T Tschui re-entered the meeting
9:37am Cr K Farinelli re-entered the meeting

MOVE OUT OF COMMITTEE - 9:48am

Moved Cr T Tschui

Seconded Cr T Millwood

Resolution Number LG0827

"That the meeting be re-opened to the public."

FOR - Unanimous

Conflict of Interest - 9:48am

Cr K Farinelli declared that she has a conflict of interest in **Confidential Item 7.1 - Tender COW000012 - Register of Prequalified Suppliers for Plant and Truck Hire** (as defined in s173 of the Local Government Act 2009) due to her husband working for an existing supplier and she left the meeting and took no part in the discussion or the vote.

7. CONFIDENTIAL REPORTS

7.1 Confidential Report - Tender COW000012 - Register of Prequalified Suppliers for Plant and Truck Hire

Executive Summary

Council advertised tenders in August 2020 inviting new suppliers to tender for the existing Register of Prequalified Suppliers (RPS) for Plant and Truck Hire for the engagement of externally hired plant within the Cassowary Coast Local Government Area.

The existing RPS arrangement had been in place 24 months, and has recently been extended for a further 12 month period to September 2021.

Recommendation

"That Council accept the new suppliers listed in this report, for inclusion into the existing Register of Prequalified Suppliers, for the Hire of Plant and Trucks within the Cassowary Coast Local Government Area; and for the period of the Register of Prequalified Supplier contractual arrangement."

Moved Cr J Baines

Seconded Cr B Barnes

Resolution Number LG0828

"That the Recommendation be adopted."

FOR: Unanimous

CARRIED

9:49am Cr K Farinelli re-entered the meeting

7.2 Confidential Report - Tender COW000013 - Register of Prequalified Suppliers for Trade and Technical Services

Executive Summary

Council called tenders in August 2020 inviting new suppliers to tender for the existing Register of Prequalified Suppliers (RPS) for Trade and Technical Services. This tender allows Council staff to engage suitably prequalified suppliers of Trade and Technical Services within the Cassowary Coast Local Government Area.

The existing RPS arrangement had been in place for twenty-four (24) months, and has recently been extended for a further 12 month period to September 2021.

Recommendation

“That Council accept all new suppliers listed in this report, for inclusion into the existing Register of Prequalified Suppliers for the engagement of Trade and Technical Services as required, within the Cassowary Coast Local Government Area; and for the period of the Register of Prequalified Supplier contractual arrangement.”

Moved Cr T Tschui

Seconded Cr T Millwood

Resolution Number LG0829

"That the Recommendation be adopted."

FOR: Unanimous

CARRIED

8. MEETING CLOSURE

9:51am There being no further business, the Mayor declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD THIS 22ND DAY OF OCTOBER 2020

Cr M Nolan, Mayor

Minute Item 3.1 – Delegations Council to Chief Executive Officer

Appendix 1 - Limitations to the Exercise of Power

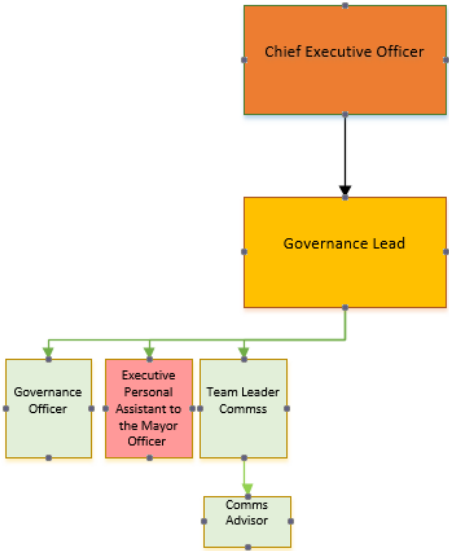
- 1 Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, in exercising delegated power in relation to that matter, the delegate will only commit Council to reasonably foreseeable expenditure up to the amount allocated.
 - 2 The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge, adversely affects, or is likely to adversely affect, Council's relations with the public at large.
 - 3 The delegate will not exercise any delegated power contrary to a resolution or other decision of Council (including a policy decision relating to the matter).
 - 4 The delegate will not exercise any delegated power in a manner, or which has the foreseeable effect, of being contrary to an adopted Council policy or procedure.
 - 5 The delegate will only exercise a delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme, and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
 - 6 The delegate will not exercise any delegated power which cannot lawfully be the subject of delegation by Council.
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Minute Item 5.1 – Proposed Amendments to Organisational Structure

Attachment A – Organisational Charts

Cassowary Coast Regional Council
Office of the CEO

EXISTING

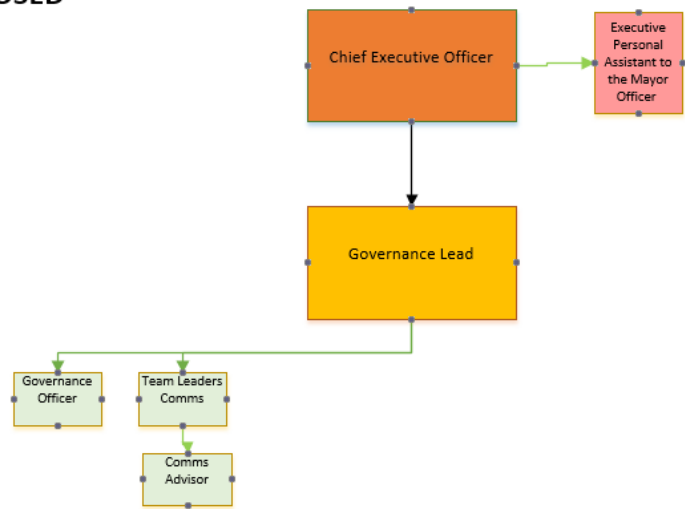


Note:
The roles identified for
proposed amendment are
identified in 'pink' colour

October 2020

Cassowary Coast Regional Council
Infrastructure Services - Planning

PROPOSED

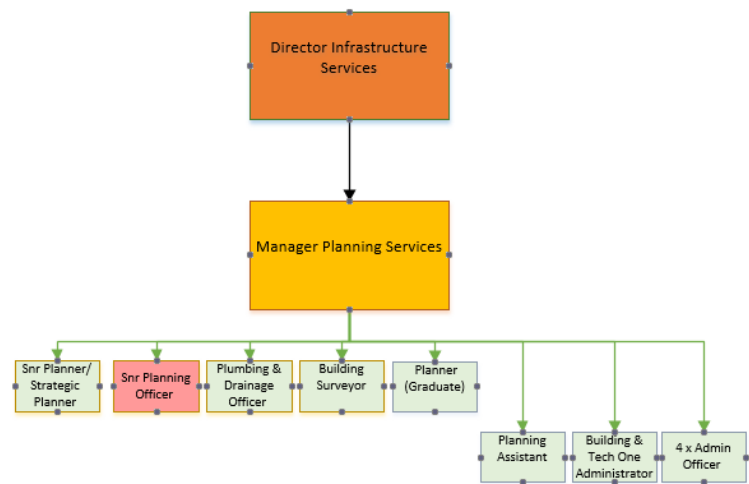


Note:
The roles identified for proposed amendment are identified in 'pink' colour

October 2020

Cassowary Coast Regional Council
Infrastructure Services - Planning

EXISTING

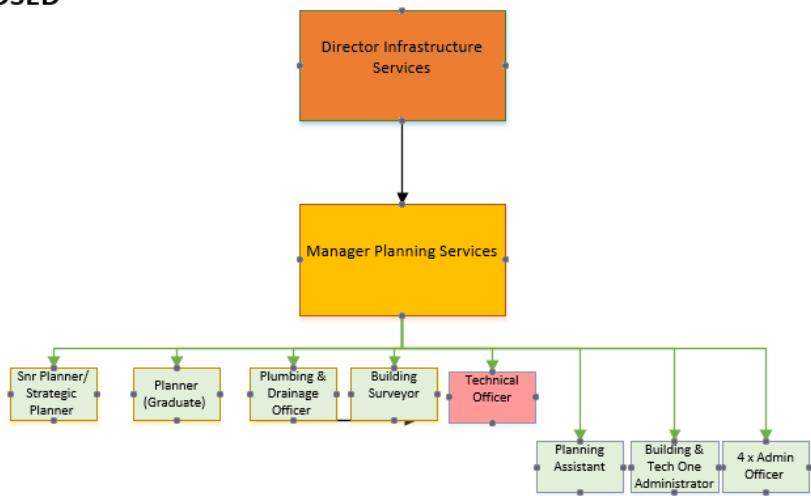


Note:
The roles identified for
proposed amendment are
identified in 'pink' colour

October 2020

Cassowary Coast Regional Council
Infrastructure Services - Planning

PROPOSED



Note:
The roles identified for proposed
amendment are identified in 'pink'
colour

October 2020

Minute Item 7.1 – Tender COW000012 – Register of Prequalified Suppliers for Plant and Truck Hire

Company Name	Grader	Dozer	Excavator	Multi tyred Roller	Vibratory Drum Roller	Tandem Vibratory Drum Roller	Loader	Backhoe	Skid steer Loader	Tractor and Slasher	Cartage Trucks	Water Trucks	Low Loader	Crane	Plant and Truck Combo	Miscellaneous plant
AGM Property Maintenance	-	-	-	-	-	-	Yes	-	-	-	-	-	-	-	-	Yes
ANASTASI EARTHMOVING	-	-	-	-	-	-	-	Yes	-	Yes	Yes	-	-	-	Yes	-
Ausroad Systems Pty Ltd	-	-	-	-	-	-	-	-	-	-	-	Yes	-	-	-	Yes
Bigger Things Pty Ltd T/As Li'l Dig Excavations	-	-	Yes	-	-	-	-	-	-	-	-	-	-	-	-	-
BUGEJA EARTHMOVING	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Yes
C & R Worx	-	-	-	-	-	Yes	-	-	Yes	Yes	Yes	-	-	-	Yes	-
Cardwell Earthmoving Pty Ltd	-	Yes	-	-	-	-	-	Yes	-	-	-	-	Yes	-	Yes	-
Centrogen Pty Ltd	-	-	-	-	-	-	-	-	-	Yes	-	-	-	-	-	Yes
Clarke Trenching PTY LTD	-	-	Yes	-	-	-	-	-	-	-	-	-	-	-	Yes	Yes
Craws farm services	-	-	-	-	-	-	-	-	Yes	-	Yes	-	-	-	Yes	-
Crossy's Crane Hire	-	-	-	-	-	-	-	-	-	-	Yes	-	Yes	Yes	-	Yes
Downer	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Yes
Elite Retaining Systems Pty Ltd (t/a Australian Marine & Civil)	-	-	Yes	-	-	-	-	-	-	-	-	-	-	-	-	-
Ellis Profiling (QLD) Pty Ltd	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Yes
FNQ CABLE LOCATORS PTY LTD T/As ONLINE COMMUNICATIONS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Yes	Yes
Heath's Excavations	-	-	Yes	-	-	-	-	Yes	Yes	-	Yes	-	-	-	Yes	Yes
Joshua A Azzopardi	-	-	Yes	-	-	-	-	-	-	-	-	-	-	-	-	-
QDAC Services Pty Ltd	-	-	Yes	-	-	-	-	-	Yes	-	Yes	Yes	Yes	-	-	Yes
Sacchi's Precision Earthmoving & Civil	-	-	Yes	-	-	-	-	-	Yes	-	Yes	-	-	-	Yes	Yes
Stabilco P/L	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Yes
Turbo's Tree Trimming	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Yes
Tutt Bryant Hire	-	-	-	Yes	Yes	Yes	Yes	-	-	-	-	-	-	-	-	-

Note: The above table excludes the 2 unsuccessful supplier submissions and the 2 existing supplier submissions.

Minute Item 7.2 – Tender COW000013 – Register of Prequalified Suppliers for Trade and Technical Services

Company Name	Air-Conditioning	Architects	Asbestos Removal	Building General	Business Consultancy Services	Cabinet Making	Carpenters	CCTV Conduit Inspection & Reporting	Change Management Services	Digital Marketing	Draftsperson	Electrical - General	Electrical - Industrial	Electrical - Motor Rewinding	Electrical - Testing	Emergency Generator Sets	Engineering	Facilitation Services	Fall Restraint Systems & Lifting	Fencing	Garden & Landscaping Services	Geotechnical Services	Glazing	Graphic Design	Heavy Plant Operators	Interpretative Research, Writing & Edlling	Investigation Services	Instrumentation	Landscape Services	Metal Fabrication & Welding	Painting	Pest Control	Photography Services	Planning & Strategy Development	Plumbing	Project Management / Co-ordination	Radio Technician	Roofing	Signage	Spatial Services	Traffic Control	Waste Removal	Underground Pipe & Cable Locatbrs	Miscellaneous			
AA Taylors Treetopping																					Y								Y																		
Abbato Pty Ltd				Y													Y				Y	Y							Y					Y								Y		Y			
AGM Property Maintenance															Y					Y	Y								Y														Y		Y		
Appliance Tagging Services												Y			Y																					Y											
ARCAMINO											Y						Y																			Y											
ATI Australia Pty Limited																	Y																			Y											
Automation IT Pty Ltd								Y		Y	Y		Y				Y											Y										Y									
Bakers & Co Painting & Decorating																															Y																
BDO																											Y																				
Black & More											Y						Y																														
BPB MAREEBA PTY LTD																															Y																
C & R Worx																				Y											Y																
Cairns Audio Visual Pty Ltd																																														Y	
Cairns Cable Locators																																												Y			Y
CG Surveying and Planning																																									Y						
City Water Technology Pty Ltd																	Y																														
Compelling Economics Pty Ltd T/A				Y																																											
REMPPLAN					Y																																										
Complete Business Solutions (QLD) PTY LTD				Y					Y	Y									Y						Y	Y	Y							Y	Y	Y											
Cox Architecture		Y																																													
Craws farm services																				Y										Y																	
Cross Solutions																																															
E.H. Westbury & Co																																					Y			Y							
Engeny Water Management																	Y																		Y												
FNQ CABLE LOCATORS PTY LTD T/A																																															
ONLNE COMMUNICATIONS																																														Y	Y
Ganden Pty Ltd T/A GANDEN Engineers and Project Managers										Y							Y																				Y										

[illegible][illegible]

Note: The above table excludes the 1 unsuccessful supplier submission and the 2 existing supplier submissions.