



Etheridge Shire Council

NOTICE OF MEETING

Meeting: General Meeting

Date: Wednesday, 12 October 2022

Location: Sports Centre,
Georgetown

Commencing: 9.00am

Councillors: Cr Hughes
Cr Royes
Cr Haase
Cr Gallagher
Cr Barns

Agenda Attached

Ken Timms
CHIEF EXECUTIVE OFFICER

CONFIDENTIAL

Local Government Act 2009

The principles (s4(2)) of the Act are:

- Transparent and effective processes, and decision-making in the public interest
- Sustainable development and management of assets and infrastructure, and delivery of effective services
- Democratic representation, social inclusion and meaningful community engagement
- Good governance of, and by, local government
- Ethical and legal behavior of councillors and local government employees

S.275 – Local Government Regulation 2012

275 Closed meetings

- (1) A local government or committee may resolve that a meeting be closed to the public if its councillors or members consider it necessary to close the meeting to discuss –
 - Appointment, dismissal or discipline of a CEO or a BCC senior executive employee
 - Legal advice obtained by the Council or legal proceedings involving the Council
 - Matters that may directly affect the health and safety of an individual or group
 - Negotiations relating to a commercial matter involving the Council
 - Negotiations relating to the taking of land by the Council under the *Acquisition of Land Act 1967*
 - A matter required to be kept confidential under a law of, or formal arrangement with, the Commonwealth or a State
 - Industrial matters affecting employees
 - The Council budget
 - Rating concessions
- (2) A resolution that a meeting be closed must state the nature of the matters to be considered while the meeting is closed.
- (3) A local government or committee must not make a resolution (other than a procedural resolution) in a closed meeting.

Conflict of Interest Obligations

Reference is made to Section 150EL of the Local Government Act 2009. Specifically, the obligation of Councillors when they first become aware they have a conflict of interest to make the Chief Executive Officer aware in writing or if in a meeting, ensure they declare immediately.

AGENDA

1. OPENING OF THE MEETING AND SIGNING OF THE ATTENDANCE BOOK
2. ACKNOWLEDGEMENT TO COUNTRY
3. PRAYER
4. APOLOGIES, CONDOLENCES AND CONGRATULATIONS
5. CONFIRMATION OF GENERAL MEETING MINUTES
6. CONSIDERATION OF BUSINESS ARISING FROM GENERAL MEETING MINUTES
7. CONSIDERATION OF DCS OPEN SESSION REPORTS
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Etheridge Shire Council

UNCONFIRMED MINUTES

GENERAL MEETING OF

ETHERIDGE SHIRE COUNCIL

HELD GEORGETOWN COUNCIL
CHAMBERS

ON WEDNESDAY 14 SEPTEMBER 2022

COMMENCING AT 9.00AM

ETHERIDGE SHIRE COUNCIL

MINUTES OF THE GENERAL MEETING

HELD AT COUNCIL CHAMBERS, GEORGETOWN

ON WEDNESDAY 14TH SEPTEMBER 2022

COMMENCING AT 9.00AM

ATTENDANCE

Crs, Barry Hughes, Laurell Royes, Cameron Barns, Joe Haase and Tony Gallagher

OFFICERS PRESENT

Mr. Ken Timms, Chief Executive Officer
Mr. Andrew McKenzie, Director Corporate Services
Mr. David Fletcher, Director of Engineering Services
Miss Logan Bethel, Executive Assistant

APOLOGIES

The Chair declared the meeting open at 9.01am and welcomed all in attendance.

Council expressed their condolences on the recent passing of our Sovereign Leader her Majesty Queen Elizabeth II and paid their respects with a minute's silence.

ACKNOWLEDGEMENT TO COUNTRY

We would like to acknowledge the traditional owners of this land and pay our respects to the Elders past, present and future for they hold the history, cultural practice and traditions, of their people."

PRAYER

"We ask that today you give us wisdom to make good decisions to benefit our communities. Help us see what will benefit our shire and give us hearts to serve others. Amen".

DECLARATION OF CONFLICTS OF INTEREST

Cr Haase declared a prescribed interest for Item 5 in the Director Corporate Services Open Session Reports pertaining to a Child Play Area at the Georgetown Shire Hall, being Cr Haase spouse holding an executive position on the Georgetown Progress Association. Cr Haase will leave the room during discussions on this matter and will not vote.

Cr Hughes declared a declarable conflict of interest for a matter within Cr Barns General Business pertaining to a letter received from Mr Ian Croker regarding matters relating to Etheridge Cares, Cr Hughes spouse works for this organization therefore Cr Hughes will leave the room during discussions on this matter and will not vote.

APOLOGIES, CONDOLENCES & CONGRATULATIONS

Council would like to send their condolences to the family and friends of Mr. Kenny Cameron who recently passed away at the age of 91.

Council would like to send their condolences to the family and friends of Mr. Lindsay Callahan on his recent passing.

SUSPENSION OF STANDING ORDERS

RESOLUTION

That Council suspend standing orders at 9.01am for LGAQ representatives to conduct EMU (Elected Members Update) training and for a delegation from Northern Recourse Management.

MOVED: Cr. Gallagher

SECONDED: Cr. Barns

CARRIED
RESOLUTION #22.09.01
5/0

RESUMPTION OF STANDING ORDERS

RESOLUTION

That Council resume standing orders at 1.45pm.

MOVED: Cr. Royes

SECONDED: Cr. Haase

CARRIED
RESOLUTION #22.09.02
5/0

CONSIDERATION OF MINUTES

General Meeting Minutes – Wednesday 17th August 2022

Corrections:

Grammatical errors in Cr Royes Conflict of Interest declaration on page 2 of 8.

Reads:

“Cr declared a declarable Conflict of Interest for an Item in General Business regarding camping at a truck pad across from the Lynd Oasis Roadhouse. Cr Royes will leave the room during discussions on this matter and will not vote”

Correction:

“Cr Royes declared a declarable Conflict of Interest for an Item in General Business regarding camping at a truck pad across from the Lynd Oasis Roadhouse. Cr Royes will leave the room during discussions on this matter and will not vote”

RESOLUTION:

That the Minutes of the General Council Meeting held at Georgetown on Wednesday 17th August 2022 be confirmed.

MOVED: Cr. Royes

SECONDED: Cr. Gallagher

CARRIED
RESOLUTION #22.09.03
5/0

BUSINESS ARISING FROM GENERAL MEETING MINUTES

Cr Royes

22.09.12- Requested an update on the progress of the Gilbert River Cemetery.

22.08.14- Requested an update on the progress of Rural Addressing.

Cr Gallagher

22.08.08, Requested an update on the Vanlee/Dagworth road realignment.

CONSIDERATION OF OPEN REPORTS

DIRECTOR CORPORATE SERVICES

Briefing Report

RESOLUTION

That Council acknowledges and receives the Director of Corporate and Community Services' Briefing Report.

MOVED: Cr. Barns

SECONDED: Cr. Haase

CARRIED
RESOLUTION #22.09.04DCS
5/0

ATTENDANCE

Cr Haase left the meeting at 2.10pm and returned 2.11pm.

1

Financial Report (Actual v Budget) for the period 1 July 2021 to 31 August 2022

EXECUTIVE SUMMARY

Section 204 of the Local Government Regulation 2012 requires the Chief Executive Officer to present a Financial Report of its accounts to the Local Government at least monthly.

RESOLUTION

That Council pursuant Section 204 of the Local Government Regulation 2012, resolve to adopt the Monthly Financial Report the period ending 31st August 2022, as presented.

MOVED: Cr. Royes

SECONDED: Cr. Haase

CARRIED
RESOLUTION #22.09.05DCS
5/0

ATTENDANCE

Mr David Fletcher left the meeting at 2.21pm and returned 2.22pm.

2

Amendment to 2022/23 Schedule of Fees and Charges

EXECUTIVE SUMMARY

Since adopting the Schedule of Fees and Charges at its June 2022 meeting, an inconsistency in the fees for Rate Searches section has been discovered that requires correction.

RESOLUTION

That Council adopt the attached amended 2022/23 Schedule of Fees and Charges.

MOVED: Cr. Royes

SECONDED: Cr. Gallagher

CARRIED

3**Rates Review Policy****EXECUTIVE SUMMARY**

The Etheridge Shire Council (ESC) is committed to the collection of overdue rates and charges in a fair, equitable and timely manner, but with due consideration to financial hardship faced by ratepayers. The purpose of this policy is to set out Council's principles in regard to the management of debt, and to provide consistent and ethical recovery of outstanding Rates and Charges across Etheridge Shire in accordance with the parameters and requirements of the *Local Government Regulation 2012*.

This policy applies to all owners of property within the Etheridge Shire Council who have outstanding rates and charges on any rateable property including any special rates and charges.

RESOLUTION

That Council adopt the proposed Rates Recovery Policy.

MOVED: Cr. Haase**SECONDED: Cr. Hughes****CARRIED**
RESOLUTION #22.09.07DCS
5/0**4****Rate Concession for Rate Category 6 Rural - Large scale Mixed Intensive Agriculture****EXECUTIVE SUMMARY**

Council adopted its Budget on 20th July 2022. Resolution No. B.22.07.06 set the rate in the dollar for Council's differential general rate categories. It has been discovered that a transposition error occurred when setting the rate in the dollar for Rate Category 6 Rural - Large scale Mixed Intensive Agriculture. The resolution assigned a rate in the dollar of 03.668 cents in the dollar, when it should have been 0.3668. It has since been brought to light that the adopted rate in the dollar (03.668 cents in the dollar) stands, which leads to an unintended increase in rate revenue and the likelihood of Category 6 ratepayers suffering financial hardship as a result of the higher rate.

To remedy the error, Council has been advised to re-issue Rate Notices for Category 6 at the resolved cents in the dollar and grant a hardship concession for the difference between the levied rate to the intended rate (0.3668 cents in the dollar).

RESOLUTION

That Council: -

1. Note that the transpositional error contained in Resolution No. B.22.07.06 results in a significant, unintended increase in rate revenue for ratepayers falling within Rate Category 6 Rural - Large scale Mixed Intensive Agriculture,
2. Accept that the resolved rate for Rate Category 6 will impose financial hardship upon those ratepayers, and
3. In recognition of financial hardship, grant a rebate under Chapter 4, Part 10 of the Local Government Regulation 2012, to all ratepayers within Rate Category 6 Rural - Large scale Mixed Intensive Agriculture, returning Rate Category 6 ratepayers to the amount they ought to have been rated (0.3668 cents in the dollar) but for the misstatement of the Category 6 rate in Resolution No. B22.07.06.

MOVED: Cr. Haase**SECONDED: Cr. Gallagher**

CARRIED
RESOLUTION #22.09.08DCS
5/0

ATTENDANCE

Cr Haase declared a prescribed interest for item 5 on the Agenda and left the room at 2.30pm.

5

Child Play Enclosure at Georgetown Shire Hall

EXECUTIVE SUMMARY

By way of letter, the Georgetown Progress Association have sought Council's support for the construction of a play enclosure at the Georgetown Shire Hall. It is proposed that the enclosure be built behind the toilet block, near the external stairs. The Progress Association further propose that the enclosure and play equipment be funded through grants.

RESOLUTION

That Council provide 'in-principle' support to the Georgetown Progress Association's proposal, and delegate this to the Chief Executive Officer (or delegate) to refine the concept.

MOVED: Cr. Hughes

SECONDED: Cr. Barns

CARRIED
RESOLUTION #22.09.09DCS
4/0

ATTENDANCE

Cr Haase returned to the meeting at 2.34pm.

6

Member for Regional Art Services Network Tropical North (RASN TN)

EXECUTIVE SUMMARY

Regional Art Services Network Tropical North (RASN TN) has requested that a representative from Etheridge Shire be member of the RASN TN Steering Committee.

RESOLUTION

That Council appoint Cr Barnes as its representative to Regional Art Services Network Tropical North.

MOVED: Cr. Haase

SECONDED: Cr. Royes

CARRIED
RESOLUTION #22.09.10DCS
5/0

7

Peace Park Event

EXECUTIVE SUMMARY

Peace Day is an international special day held on the 21 September each year. There has been interest from the community for Council to hold an event at this year's Peace Day and making it annual festival /event

featuring the Peace Park in Georgetown. The cost of such an event will need to be considered in Council's budget for 23/24 as it is not viable to do this year with so little notice.

RESOLUTION

That Council reconsider this matter when preparing its 23/24 Budget and that interested community members be advised of this.

MOVED: Cr. Gallagher

SECONDED: Cr. Barns

CARRIED
RESOLUTION #22.09.11DCS
5/0

CONSIDERATION OF OPEN SESSION ADDENDUM REPORTS

DIRECTOR CORPORATE SERVICES

1

NQ Sportstar Award Nomination

EXECUTIVE SUMMARY

Council is a member of the North Queensland Sports Foundation. The Foundation hold an annual Sports Star Award. On behalf of the Foundation, Council promoted the Awards, calling for nominations to be lodged online by the 11th September. During the nomination period, 1 nomination was received for the Junior Sports Star of the Year (under the age of 18 years category).

Only one nomination can be put forward from a Council area per category. Accordingly, Council will need to ratify the nomination before the final closing date of 26th September 2022.

RESOLUTION

That Council ratify Nikki Bethel to be Etheridge Shire Council's nomination for the 2021 Junior Sport Star of the Year in recognition of her achievements in Touch Football and that Council nominate Michael Furber for the Alan Ticehurst Memorial Award for Service to NQ Sport for his many years of contribution to sporting events and clubs within the Shire.

MOVED: Cr. Royes

SECONDED: Cr. Haase

CARRIED
RESOLUTION #22.09.12DCS
5/0

ADJOURNMENT

Council adjourned the meeting at 2.53pm.

RESUMPTION

Council resumed the meeting at 2.58pm.

CONSIDERATION OF OPEN SESSION REPORTS

DIRECTOR ENGINEERING SERVICES

Briefing Report

RESOLUTION

That Council acknowledges and receives the Director of Engineering Services' Briefing Report.

MOVED: Cr. Hughes

SECONDED: Cr. Barns

CARRIED
RESOLUTION #22.09.13DES
5/0

ATTENDANCE

Mr Ken Timms left the meeting at 3.04pm and returned at 3.05pm.

Mr Les Edmestone and Mr Tom Sanders from Shepherds Services entered the meeting at 3.18pm and left at 4.01pm.

Mr Andrew McKenzie left the meeting at 3.58pm and returned at 4.01pm.

CONSIDERATION OF OPEN SESSION REPORTS

CHIEF EXECUTIVE OFFICER

1

Audit Committee Meeting Minutes

EXECUTIVE SUMMARY

Etheridge Shire Councils Audit Committee held a Committee Meeting on Monday 29th August 2022. A copy of the Meeting minutes is presented for Council consideration.

RESOLUTION

The Council receive the minutes of the Audit Committee Meeting held on the 29th August 2022 and endorse the recommendation within.

MOVED: Cr. Royes

SECONDED: Cr. Hughes

CARRIED
RESOLUTION #22.09.14DCEO
5/0

ATTENDANCE

Mr David Fletcher left the meeting at 4.06pm and returned at 4.07pm.

2

Etheridge Shire Council Emissions Profile

EXECUTIVE SUMMARY

Council have been consulting with Mead Perry Group to develop Etheridge Shire Councils Emissions Profile. Mead Perry completed the report and have determined Council's total carbon emissions for the 2021 calendar year to be 6,914 tonnes.

RESOLUTION

That Council receive the "Etheridge Shire Council - Emissions Profile Report" as presented and further request Management seek a proposal to undertake same for the whole Shire.

MOVED: Cr. Hughes

SECONDED: Cr. Haase

CARRIED
RESOLUTION #22.09.15CEO

ATTENDANCE

Cr Haase left the meeting at 4.08pm and returned at 4.10pm.

CONSIDERATION OF OPEN SESSION ADDENDUM REPORTS**CHIEF EXECUTIVE OFFICER****Briefing Report**RESOLUTION

That Council acknowledges and receives the Chief Executive Officer's Briefing Report.

MOVED: Cr. Gallagher

SECONDED: Cr. Barns

CARRIED
RESOLUTION #22.09.16CEO
5/0

RESOLUTION

That Council conduct further investigation into the flooding event at the Georgetown Student Hostel and depending on the outcome of the investigation any remedial works required be considered at the next Budget Review.

MOVED: Cr. Hughes

SECONDED: Cr. Royes

CARRIED
RESOLUTION #22.09.17DCS
4/1

ATTENDANCE

Cr Barns left the meeting at 4.27pm and returned at 4.28pm.

Cr Haase left the meeting at 5.03pm and returned at 5.04pm.

Cr Barns left the meeting 5.18pm and returned at 5.19pm.

GENERAL BUSINESS**Cr Gallagher**

Nil

Cr Barns

- Has the waste material from GDR West been directed to old dump?
- Can something be arranged for world Peace Day 21st Sept, at peace monument?
- Update about the Sawpit crossing, Bagstowe road section
- Update on the columbarium ashes box Einasleigh cemetery
- Update on the road user agreement Genex Kidston road section
- Durham township, what could council have in mind for it?
- Carpentaria bridge is it deemed suitable for wet season?
- Have costings been received for the straightening of Percyvale station access road section?
- Einasleigh/Bundock river crossings KDR, has council received any feedback from the RRTG of TMR about funding for upgrades?

ATTENDANCE

Cr Hughes declared a declarable interest for the following matter within Cr Barns General Business and left the meeting at 5.22pm.

CHAIR OF THE MEETING

In Mayor Hughes absence, Deputy Mayor Laurell Royes became chair of the meeting at 5.22pm.

- Letter from Ian Croker

RESOLUTION

That Council acknowledge the correspondence from Mr Ian Croker and request that a formal application be submitted through the Community Assistance Program.

MOVED: Cr. Barns

SECONDED: Cr. Gallagher

CARRIED
RESOLUTION #22.09.18DCS
4/0

ATTENDANCE

Cr Hughes returned to the meeting at 5.29pm .

CHAIR OF THE MEETING

Mayor Hughes resumed as Chair of the meeting at 5.29pm.

Cr Haase

- Does Council have an Employee assistance program?
- Mosquitoes?
- Sports Centre lights, timing is off.

Cr Royes

- Council Xmas light display - Council /RADF Funded?
- Yards Einasleigh Common
- Water infrastructure Georgetown Rodeo (& Camp) Grounds
- NQ Sports Star Nomination

Cr Hughes

- Cattle entering the Georgetown township through unfenced section on the Etheridge River.

CONCLUSION

There being no further business the Mayor declared the Meeting closed at 5.30pm.

These minutes will be confirmed by Council at the General Meeting held on the Wednesday 12th October 2022.

.....
MAYOR

...../...../.....
DATE

Business Arising

14th September 2022

#	Resolution	Officer	Action Taken	Progress
22.09.06	That Council adopt the attached amended 2022/23 Schedule of Fees and Charges.	DCS	update & displayed on website	Completed
22.09.07	That Council adopt the proposed Rates Recovery Policy	DCS	updated, displayed on website and staff inducted	Completed
22.09.08	1.Note that the transpositional error contained in Resolution No. B.22.07.06 results in a significant, unintended increase in rate revenue for ratepayers falling within Rate Category 6 Rural - Large scale Mixed Intensive Agriculture, 2.Accept that the resolved rate for Rate Category 6 will impose financial hardship upon those ratepayers, and 3.In recognition of financial hardship, grant a rebate under Chapter 4, Part 10 of the Local Government Regulation 2012, to all ratepayers within Rate Category 6 Rural - Large scale Mixed Intensive Agriculture, returning Rate Category 6 ratepayers to the amount they ought to have been rated (0.3668 cents in the dollar) but for the misstatement of the Category 6 rate in Resolution No. B22.07.06.	DCS	Staff member on leave	In progress
22.09.09	That Council provide 'in-principle' support to the Georgetown Progress Association's proposal, and delegate this to the Chief Executive Officer (or delegate) to refine the concept.	DCS	Letter sent to GPA	Completed
22.09.10	That Council appoint Cr Barnes as its representative to Regional Art Services Network Tropical North.	DCS	RASN advised of Cr Barnes' appointment	Completed
22.09.11	That Council reconsider this matter when preparing its 23/24 Budget and that interested community members be advised of this.	DCS	No action required at this time	
22.09.12	That Council ratify Nikki Bethel to be Etheridge Shire Council's nomination for the 2021 Junior Sport Star of the Year in recognition of her achievements in Touch Football and that Council nominate Michael Furber for the Alan Ticehurst Memorial Award for Service to NQ Sport for his many years of contribution to sporting events and clubs within the Shire.	DCS	NQSF advised of both nominations	Completed
22.09.14	The Council receive the minutes of the Audit Committee Meeting held on the 29th August 2022 and endorse the recommendation within.	CEO		
22.09.15	That Council receive the "Etheridge Shire Council - Emissions Profile Report" as presented and further request Management seek a proposal to undertake same for the whole Shire.	CEO		
22.09.17	That Council conduct further investigation into the flooding event at the Georgetown Student Hostel and depending on the outcome of the investigation any remedial works required be considered at the next Budget Review.	DCS	Town Manager and Hostel Manager contacted for report (received). Shire Engineer's expertise sought in improving storm water drainage options)	In Progress
22.09.18	That Council acknowledge the correspondence and request that a formal application be submitted through the Community Assistance Program.	DCS	Correspondence sent	Completed

Outstanding Business

17th August 2022				
22.08.14	That Council commence activities to complete Rural Addressing as a matter of urgency.	DES	Estimates for numbering options being obtained for council's consideration	In Progress
22.08.15	That Council contact Department Transport and Main Roads highlighting the issue and recommend a solution.	DES		
15th June 2022				
22.07.22	That Council request a comprehensive report outlining the pros and cons of de-maining the Georgetown-Forsyth road to be presented at a future General Meeting.	DES	Report being prepared	In Progress
22.06.20	That the Chief Executive Officer and Mayor be delegated to consult with the 2 stakeholders and further negotiate suitable arrangements with TMR and DOR to freehold the land for the proposed Industrial Estate in Georgetown.	CEO	Consent has been received by both parties, Now pending DOR assessment	Part progressed
18th May 2022				
#	Resolution	Officer	Action Taken	Progress
22.05.06	<p style="text-align: center;">That Council resolves to:</p> <ol style="list-style-type: none"> 1. Carry out the fence line clearing and fire break clearing from the Forsyth Rural Fire Donation. 2. Advise the Forsyth All sports Club that Council will shortly be calling for applications for the 2022/23 financial year, from community organisations seeking Grants, Sponsorship and / or In-kind support from Council, and that their application would be welcomed at that time for the funding of the arena area and the expansion of the camping area. 3. Carry out the new road access off the Einasleigh Road funded from the road maintenance budget. 	DES	Fire break and road to be programed. Club notified of grant for item 2	In Progress
19th January 2022				
22.01.9	<p>That Council resolves to;</p> <ol style="list-style-type: none"> 1. Construct a pilot waste transfer station at Forsyth to conform with EPA recommendation for the future of the Forsyth Landfill operation and furthermore modernise the site for sustainable environmental practices. 2. Furthermore that council advise the community of Forsyth of the proposed changes to the waste disposal to the township. 3. Nominate the Forsyth transfer station for funding under the Regional and Remote Recycling Modernisation Fund, with a proposed council contribution of \$100,000 or 20%. 4. Should the funding application be unsuccessful, Council allocate \$50,000 in the 2022/23 budget for the design of transfer station to be funded in a future budget. 	DES	Specifications and design for proposed Transfer Station are being drawn up. Funding has been applied for. Waiting for notification if EOI application has been successful. Grant unsuccessful. LRCI Phase 3 funding to fund project Planning and design to commence	Planning in progress
21st May 2021				

21.05.12	That Council: notes and receives the officer's report and furthermore a) approves the current event plans, b) to include the budget and resource considerations to a maximum of \$30,000 in the 2021/22 Budget and, c) As part of the 150+1 celebrations for Georgetown council will be selling commemorative brick pavers to be part of a pathway d) that the committee be encouraged to seek corporate sponsorship for the event	DCS	Refer to CDEO Matters of Interest Report for update	In Progress
15th September 2021				
21.9.12	That Council defer the matter of Request for Maintenance on the Gilbert River Cemetery to the next General Meeting of Council due to further information being tabled at the meeting.	DES	Parks and Gardens to schedule maintenance work.	In Progress



Etheridge Shire Council

DIRECTOR OF CORPORATE SERVICES

Briefing Report

1 Key Points of Interest

Summary of matters within the Department – presented 12th October 2022:

- Annual General Financial Statements were subject to audit on 19th September. A number of audit queries are still being resolved at the time of writing this report.
- Rates Notices were issued on the 22nd August, with discount closing on 5th October.
- Sale for Arrears of Rates: The Auction was held 30th September. Please refer to a later Agenda Item.
- Student Hostel Management Tender: has been advertised with a closing date of 21st October 2022 – allows 4 weeks for tenderers to complete submission.

2 Operational Matters

- 2021/22 Audit: Still finalizing a few matters with BDO. Presently on track to meet statutory deadline of 31st October.
- 2021/22 Annual Financial Statements: Awaiting finalization of audit.
- 2021/22 Annual Report: Work commenced on preparing the 21/22 Annual Report.
- Food Business Licensing: Council's EHO conducted Food Business inspections week of 29th August 2022. Most premises passed inspection, while some received recommendation for internal modifications (installation of hand washing facilities, extension of range hood etc). At the time of writing this report, Food Business Licenses were being issued for 2022/23.

3 Projects

- Aged Care Advisory Committee: Scheduled meeting for 22nd Sept cancelled due to Observance of Queen's passing public holiday.
- Regional Biosecurity Plan: The Regional Biosecurity Plan was publicly advertised, seeking final submissions by 11th August. SGNRM have delayed the release of the Regional Biosecurity Plan until late October, given Croydon Shire's late uptake of the project.
- Town Common Policy: Phased implementation (including stakeholder engagement) will occur upon my return from leave.
- Staff Housing: met with Cairns Architects on 18th August to discuss this project further. As noted above, Council will need to workshop this project in the near future to finalise design brief.
- General Ledger re-write: Chart of Account upload template has been sent to PCS for testing & validation. Minor amendments and corrections are being made.

Past Month:

- 20th Sept: Drug & Alcohol Testing
- 21st Sept: IT Security Policy Framework teleconference
- 21st Sept: DSDILGP Regional Infrastructure Plan Briefing (webinar)
- 22nd Sept: Meeting & tour with GSD CEO (Mark Forbes) and Tourism Development Consultant (Shane Dredge – TRC Consulting ... not Tablelands Regional Council!) on MITEZ/GSD Tourism Development Plan.
- 27th Sept: DSDILGP Regional Infrastructure Plan Stakeholder workshop
- 30th Sept: Sale for Arrears of Rates Auction
- 4th Oct: installation of Savannah Way Art Trail sculpture in Burtons Park.

Next Month:

- 12th Oct: Council Meeting

- Submitted an application to Queensland Remembers Grant Program for war memorials & cenotaphs. Essentially resubmitted last year's application.
- We are still awaiting an announcement on our application under the Resource Council's Infrastructure Fund (\$6M to develop 10 house & land packages in Georgetown).

Andrew McKenzie
Director of Corporate Services



Etheridge Shire Council

General Meeting	12 th October 2022
Subject	Appointment of Member to Audit Committee
Classification	Open
Author	Andrew McKenzie

EXECUTIVE SUMMARY

Earlier this year, Council resolved to reinstate its Audit Committee, appointing Mayor Cr Barry Hughes (Chair), Deputy Mayor Cr Laurell Royes, and representatives from the following organisations as observers: -

- Queensland Audit Office (QAO),
- QAO's appointed external auditors - BDO,
- Council's Internal Auditors - Pacifica; and
- Council's Management / Finance staff.

Pursuant to section 210 of the Local Government Regulation, the Audit Committee must have at least one additional member, who is external to the organisation and possesses "significant experience and skills in financial matters".

To fill the vacant Member's position, Council approached Cairns Regional Council, Mareeba Shire Council and Tablelands Regional Council to see if they would allow a senior, experienced Finance Officer / Manager to sit on our Audit Committee. Council received two nominations. Both nominations (fulfill the statutory criteria) have been assessed by Crs Hughes and Royes, with the preferred nominee being recommended to Council for appointment to the Audit Committee.

RECOMMENDATION

That pursuant to s210 of the Local Government Regulation 2012, Council appoint Mr Jason Ritchie, Finance Manager, Cairns Regional Council as a Member of Council's Audit Committee.

BACKGROUND

When presenting the Audit Committee Charter to Council, it was recommended that Council search for an industry finance professional, recognising that local government finance is a specialised area in its own right. It was further recommended that Council seek expressions of interest from our larger regional neighbours noting their size and sophistication would add value to the Committee's oversight role, as well as providing guidance to Council's finance team in matters our resources and experience base may be light (in comparison). For this reason, I approached Cairns, Mareeba and Tablelands Councils.

In seeking expressions of interest, Cairns and Tablelands Councils were happy to nominate a staff member: Jason Ritchie (Finance Manager, Cairns) and Rebecca Barton (Financial Accountant, Tablelands). Both nominees were eager to assist Council and are well qualified and experienced for the role

Upon return from leave, I asked the current Committee Members (and CEO) to review the nominees' CVs to assess which is likely to best support the Committee's function. No reflection upon Ms Barton's nomination, Mr Ritchie was seen to be the best fit (qualifications, professional and industry experience). As such, it is the recommendation of the current Audit Committee Members that Council appoint Mr Ritchie to the vacant Member's position on the Committee.

Should Council appoint a Member, their term will extend to 2024, as which time Council will reconsider appointments to all Council Committees at the Post Election Meeting.

The Committee is next due to meet upon receipt of the QAO's Final Audit Report, which is due late October / early November.

LINK TO CORPORATE PLAN

Aim No. 5: Best practice corporate governance and organisational excellence.

Outcome 5.1: Council provides community leadership through financial sustainability and an open and accountable governance structure.

BUDGET & RESOURCE CONSIDERATIONS

Council has allocated \$50,000 toward its internal Audit function. Any costs arising out of Committee meetings / operations will be absorbed into this budget.

CONSULTATION

Initial contact was made with the relevant Executive Officer responsible for Finance. Upon receipt of each nomination, direct contact was subsequently made to provide further information on the role, expectations, and likely commitment to the Committee. The candidates also received a briefing on Council's financial affairs, controls and operations.

LEGAL CONSIDERATIONS

The establishment, constitution and function of the Audit Committee is subject to: -

- s105 of the Local Government Act – requirement to have an Audit Function
- subdivision 2, Division 1 Part 11 Chapter 5 of the Local Government Regulation 2012

POLICY IMPLICATIONS

Council adopted an Audit Policy and Audit Committee Charter at its February 2022 Council Meeting. The Charter will need a minor amendment to note Mr Ritchie's appointment.

RISK ASSESSMENT

CONSEQUENCE					
LIKELIHOOD*	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Almost certain)	H	H	E	E	E
B (Likely)	M	H	H	E	E
C (Possible)	L	M	H	E	E
D (Unlikely)	L	L	M	H	E
E (Rare)	L	L	M	H	H

OUTCOME

Low

Report Prepared By:

Report Authorised By:



Etheridge Shire Council

General Meeting	12 th October 2022
Subject	QTC Financial Sustainability Training
Classification	Open
Author	Andrew McKenzie

EXECUTIVE SUMMARY

QTC advise that through a partnership with DSDILGP and UQ, they will be holding regional training courses throughout Queensland to enhance sustainable financial management capability within the local government sector.

ESC is eligible to send up to 5 representatives to the courses.

RECOMMENDATION

That Council: -

1. Pursuant to Council's Councillor Reimbursement of Expenses and Provision of Facilities Policy, deem the joint QTC / DSDILGP / UQ Financial Sustainability Training courses as Professional Development essential for councillors' roles for which Council shall cover the costs of attendance; and
2. Authorise Cr Barns <and other interested Councillors> to attend the Financial Management in Practice and Service Planning for Elected Members, and should opportunity allow, Business Cases in Practice and Asset Management sessions, with Council meeting the cost of attendance.

BACKGROUND

According to the training prospectus, the courses have been designed to build financial management capability across the local government sector.

There are 5 courses within this program to be delivered from October 2022 to June 2023: -

1. Financial Management in Practice (Councillors and LG finance staff)
2. Service Planning for Elected Members (Councillors)
3. Business Cases in Practice (LG finance staff)
4. Asset Management (LG finance staff)
5. Service Planning (LG finance staff)

QTC advise that courses will be held in Cairns on 26th October (Business Cases in Practice), 28th October (Asset Management) 10th November (Financial Management in Practice) or Townsville 25th October, 27th October and 9th November, in the same order as Cairns' delivery.

QTC has not released dates for the 2 Service Planning courses.

Staff will be attending the courses directed toward LG finance professionals. It is likely that an executive officer will also attend service planning for elected members.

LINK TO CORPORATE PLAN

Corporate Aim No. 5: Best practice corporate governance and organisational excellence.

Outcome: Council provides community leadership through financial sustainability and an open and accountable governance structure.

BUDGET & RESOURCE CONSIDERATIONS

Cost of attendance will involve transport and accommodation. A Council vehicle will be available for attendees' travel. Accommodation is estimated at \$200 / night (incl meals). Council's training budget will absorb costs of attendance.

CONSULTATION

An email was sent to Councillors advising of the courses and asking that interested Councillors express their interest in attending by 28th September 2022. At the time of preparing this report, only 2 Councillors had responded, with only Cr Barns expressing interest in attending. Cr Hughes offered his apology due to prior commitments.

LEGAL CONSIDERATIONS

Compliance with Council's Councillors Reimbursement if Expenses and Provision of Facilities Policy.

POLICY IMPLICATIONS

Council's Councillors Reimbursement if Expenses and Provision of Facilities Policy applies in respect of covering costs of attendance at approved professional development opportunities.

RISK ASSESSMENT

CONSEQUENCE					
LIKELIHOOD*	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Almost certain)	H	H	E	E	E
B (Likely)	M	H	H	E	E
C (Possible)	L	M	H	E	E
D (Unlikely)	L	L	M	H	E
E (Rare)	L	L	M	H	H

OUTCOME

Low

Report Prepared By:

Report Authorised By:

Andrew McKenzie, Director Corporate Services

Ken Timms, Chief Executive Officer

Date: 29th September 2022

Date:



Etheridge Shire Council

General Meeting	12 th October 2022
Subject:	Radio Channels in the Region
Classification	Open
Author	Jason Karsten

EXECUTIVE SUMMARY

This report follows a review of Council's broadcasted radio services within the Etheridge Region.

RECOMMENDATION

That Council: -

1. Receive this report and note its contents;
2. Authorise the CEO (or delegate) to pursue grant funding to augment radio services across the Shire's communities; and
3. Allow Coastal Broadcasters Pty Ltd 12 months to conclude the installation of a radio service in Georgetown. Should the installation not be completed within this time, Council withdraw its offer to lease the subject site.

BACKGROUND

Following a Councillor (General Business) request, a review has been undertaken into Council's radio broadcast services and agreement.

Council broadcasts radio services from the four towns in our Region where we pay a licence fee annually to Australian Communications and Media Authority (ACMA). The places where they are broadcast from is:

- Einasleigh, Site ID: 199236 Railway Station
- Forsayth, Site ID: 21432 Railway Station
- Mt Surprise, Site ID: 21433 Railway Station
- Georgetown, Site ID: 40403 BAI Comms Site.

At Einasleigh, Forsayth and Mt Surprise, Council rebroadcast three radio channels:

- ABC National
- ABC Far North
- 4JJJ – ABC Country

At Georgetown, Council rebroadcast two radio channels:

- VKG559 - (Racing Channel)
- 4JJJ – ABC Country

Further, the Australian Broadcasting Corporation (ABC) rebroadcast the two following two radio channel:

- ABC National
- ABC Far North

Upon investigation, Einasleigh, Forsayth and Mt Surprise are broadcasting three radio channels from their respective sites. Council maintains the equipment as required. Currently, the Mt Surprise transmitter from Mt Surprise is away getting repaired and the satellite dish at Einasleigh is being upgraded.

With Georgetown we have two licences to broadcast two radio services from the BAI comms site (tower near the town water reserve tank). Upon investigation it was found that one service is getting broadcasted (Racing Channel) and the equipment for the second radio channel (4JJJ) was removed at an unknown date and the service was removed from the contract with the BAI Communications, however the equipment is still listed on the agreement.

In investigating radio re-broadcasting, it was discovered that each site has a receiver enabling 4 inputs (4 stations). Currently 3 are broadcasting 3 in our communities and just 2 in Georgetown. To re-broadcast 4 stations out of each location, we would need to spend approx. \$12,500 per site (Mt Surprise, Einasleigh and Forsayth) and \$30-40,000 for Georgetown. Each site requires a transmitter (approx. \$1,500), combiner (\$10,000) and installation, per station.

Turning first to the General Business request that initiated this review: *Cr Barns- Raised the issue with the Country and Western Radio channels. This cannot be received in the Western Creek Area.* Western Creek would be receiving radio services out of Georgetown. The absence of the country radio would relate the removal of the equipment from Georgetown. Sadly, we don't know why. To reinstate the service will require replacing a transmitter and possibly a combiner.

Secondly, turning to the Operational Plan's desire to attract a commercial radio service to the Shire, we can accomplish this in two ways: -

1. would be call expressions of interest to host a radio rebroadcast service on Council's infrastructure. This may involve a payment to / from Council to secure the service. We have a long standing lease negotiation underway with a station based out of Innisfail (Coastal Broadcasters Pty Ltd). The last contact from the prospective lessee was 4th May stating their plans to start preparations shortly. It is recommended that we see how these negotiations / preparations progress, and if not completed within a reasonable period, call for expressions of interest;
2. Utilise the extra capacity within Council's rebroadcast service to retransmit another station. Total cost would be around \$70,000. Our ICT budget would not cover this expense this year, but there is always the avenue of seek grant funding to expedite the installation.

There is no reason that Council can't do both.

LINK TO CORPORATE PLAN

Corporate Aim No. 4: Quality social infrastructure makes the shire a desirable place to live.

Operational Plan:

- Maintain radio re-transmission services for Mt Surprise, Forsayth and Einasleigh.
- Assist a commercial entity to introduce local radio services.

BUDGET & RESOURCE CONSIDERATIONS

Council has an operational expense budget to maintain the existing agreement and pay its broadcasting licence fee.

Capital costs generally come out of the ICT budget.

CONSULTATION

N/A

LEGAL CONSIDERATIONS

Update the agreement with BAI Communications to put equipment and services back on contract.

There is no legal impediment to grant Coastal Broadcasters a time frame to conclude negotiations.

POLICY IMPLICATIONS

N/A

RISK ASSESSMENT

CONSEQUENCE					
LIKELIHOOD*	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Almost certain)	H	H	E	E	E
B (Likely)	M	H	H	E	E
C (Possible)	L	M	H	E	E
D (Unlikely)	L	L	M	H	E
E (Rare)	L	L	M	H	H

OUTCOME

Assessed Enterprise Risk is Low

Report Prepared By:

Report Authorised By:

Jason Karsten / Andrew McKenzie

Ken Timms, Chief Executive Officer

Date: 21/09/2022

Date:



Etheridge Shire Council

General Meeting	12 th October 2022
Subject	Sale for Arrears of Rates
Classification	Open
Author	Andrew McKenzie, Director Corporate Services

EXECUTIVE SUMMARY

Council commenced sale proceedings for arrears of rates against 9 properties in February 2022 that culminated in a public auction on Friday 30th September 2022 for the sale of 2 properties in Georgetown. At the closure of the auction, only one bid was taken by the auctioneer on each property. Having failed to meet the reserve price, the properties were passed in. Subsequent negotiations with the highest (only) bidder failed to secure a sale. As a result, Council has several options open to deal with the subject land.

RECOMMENDATION

That pursuant to s149 of the Local Government Regulation 2012, Council resolve to initiate the acquisition of assessments 254/20000 (17 Crampton Road) and 265/17000 (22 Collins Street) for unpaid rates and charges, having failed to secure a sale of the properties under Division 3, Part 12, Chapter 4 of the Local Government Regulation 2012.

BACKGROUND

In February 2022, Council resolved to commence proceedings under the LGR to sell 9 properties for arrears of rates. 7 properties subsequently settled their rates before the auction day, ceasing the sale process on these properties. The remaining 2 properties remained 3 years or more in arrears and were subsequently placed for sale by auction held Friday 30th September 2022.

Only 1 bidder registered for the auction and proceeded to offer \$1,000 per lot. This bid failed to achieve the reserve price. Under the LGR, Council may enter into negotiations with the highest bidder to attempt to negotiate a sale to the reserve. Such negotiations failed to achieve the reserve.

In reviewing the LGR, Council may acquire “valueless [land] or [land] of so little value that if it were sold the proceeds of the sale would be less than the amount of the overdue rates or charges” (section 148 LGR). As the lots did not sell at auction or subsequent negotiation, it is evident that the subject land now fits the definition of “valueless” land per s148, opening to the door for Council to acquire the land if it so decides.

Acquiring the land initially resolves the land being in arrears, but also presents Council the option of developing the land or offering the land for sale (under covenant) for residential development.

LINK TO CORPORATE PLAN

Corporate Aim No. 5 – Best Practice Corporate Governance and Organisational Excellence.

Outcome 5.1: Council provides community leadership through financial sustainability and an open and accountable governance structure.

BUDGET & RESOURCE CONSIDERATIONS

Cost to acquire the land will be the amount of overdue rates and charges as at the date of the acquisition. In addition, there will be additional legal costs association with drafting the Notice of Intention to Acquire.

CONSULTATION

Nil

LEGAL CONSIDERATIONS

Council initiated sale proceedings under Division 3, Part 12 of Chapter 4 of the Local Government Regulation. Council has observed all the public notification processes and time frames. S144 and s149 of the Regs provide Council with 3 options: -

- Put the properties up for auction again (s144 LGR);
- Put the properties up for sale by negotiation (s144 LGR); or
- Resolve to acquire the land (s149 LGR).

In any event, Council must restart the public notification processes for whichever option Council takes.

The issue at stake is the cost of overdue rates compared to the prevailing market value. Under s142 and 144, Council can not dispose of the land for less than the reserve price. As Council previously resolved to set the reserve as the higher of overdue rates or the unimproved capital value, the results of the auction held 30th September (and subsequent negotiation) suggest the market value is less than the reserve price. It is unlikely that a second auction will attract more bidders or higher offers. Selling through a negotiation strategy may yield a higher amount but may not yield the reserve price over an indeterminate timeframe, considering that the reserve price will progressively increase as interest and future year rate levies add to the outstanding rates. Consequently, acquiring the land is recommended as the quickest option of finalising the sale for arrears of rates.

POLICY IMPLICATIONS

Not applicable

RISK ASSESSMENT

CONSEQUENCE					
LIKELIHOOD*	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Almost certain)	H	H	E	E	E
B (Likely)	M	H	H	E	E
C (Possible)	L	M	H	E	E
D (Unlikely)	L	L	M	H	E
E (Rare)	L	L	M	H	H

OUTCOME

Risk is assessed as Low.

Report Prepared By:	Report Authorised By:
Andrew McKenzie, Director Corporate Services	Ken Timms, Chief Executive Officer
Date:	Date:



Etheridge Shire Council

General Meeting	14 September 2022
Subject:	Sundry Debt Recovery Policy
Classification:	Open
Author:	Renee Bester – Rates Officer

EXECUTIVE SUMMARY

The Etheridge Shire Council is committed to the collection of overdue sundry debts in a fair, equitable and timely manner, but with due consideration to financial hardship faced by customers.

The purpose of this policy is to set out Council’s principles in regard to the management of debt, and to provide consistent and ethical recovery of outstanding Sundry Debtors of Etheridge Shire Council in accordance with the parameters and requirements of the *Local Government Regulation 2012*.

This policy applies to all Sundry Debts receivable Etheridge Shire Council who have outstanding rates and charges on any rateable property including any special rates and charges.

RECOMMENDATION

That Council adopt the proposed Sundry Debt Recovery Policy to minimise debt and ensure the collection of overdue sundry debt is timely, effective and equitable.

BACKGROUND

Council resolved on 17th June 2020 to adopt the Debt Recovery Policy (applicable to overdue Rate and Sundry Debtors) with review scheduled for 30th June 2021. As Local Government Act 2009 and Local Government Regulations 2012 have separate parameters for each type of debt, separate policies have been prepared for Sundry Debtors and Rate Recovery.

Furthermore, with no current policy or procedure, the proposed policy provides guidance in recovery actions and timing..

LINK TO CORPORATE PLAN

Corporate Aim No. 5 – Best Practice Corporate Governance and organisational excellence.

Outcome 5.1: Council provides community leadership through financial sustainability and an open and accountable governance structure.

BUDGET & RESOURCE CONSIDERATIONS

Nil

CONSULTATION

Nil

LEGAL CONSIDERATIONS

Nil

POLICY IMPLICATIONS

Nil. Policy revision.

RISK ASSESSMENT

CONSEQUENCE					
LIKELIHOOD*	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Almost certain)	H	H	E	E	E
B (Likely)	M	H	H	E	E
C (Possible)	L	M	H	E	E
D (Unlikely)	L	L	M	H	E
E (Rare)	L	L	M	H	H

The Risk is assessed as L – Low: The Likelihood is D (Unlikely), with an insignificant consequences.

Report Prepared By:

Report Authorised By:

Renee Bester, Rates Officer

Ken Timms, Chief Executive Officer

Date: 06/09/2022

Date:

ATTACHMENTS

Sundry Debt Recovery Policy



SUNDRY DEBT RECOVERY POLICY

1. BACKGROUND AND CONTEXT

The Etheridge Shire Council is committed to the collection of overdue sundry debts in a fair, equitable and timely manner, but with due consideration to financial hardship faced by customers.

Etheridge Shire Council will show due diligence in the application of administrative processes relating to payment arrangements and the selection of various actions for the effective recovery of overdue debts. The management and recovery of outstanding debts is an important aspect of Council's financial management function.

OBJECTIVES & MEASURES

Objectives	The objective of this policy is to ensure a fair, consistent, timely and accountable approach to ESC's debt management and collection decisions, processes and practices.
Performance Measures	Aged Debtor Statement Level of payment arrangement compliance
Risk Assessment	Low

2. PURPOSE AND SCOPE

This policy sets out the framework within which Council will operate to recover overdue Sundry Debt Accounts:

- the timely, efficient, cost effective, fair, and consistent collection of sundry debts owing to Council to achieve Councils budgetary objectives
- when credit will be granted by Council, and upon what key terms
- recovery action for general (sundry) debts, but allowing flexibility for debtors who display genuine commitment to clearing their debt; and
- parameters for writing off bad debts.

From time to time, Council incurs debts from ratepayers, residents, and businesses within the region as part of its general operational activities. These generally relate to services it performs, facilities it provides, and to sundry account fees (such as agistment, licencing and permits) and fines. Council allows a reasonable timeframe for payment of debts, at the end of which Debtors are required to pay all outstanding monies owed to Council.

The Local Government Act and Regulation do not prescribe any obligations for the collection of general (sundry) debts owed to Council, and this policy provides that direction. This Policy does not apply to outstanding Rates and Charges, and only applies to all sundry debts receivable by Council unless otherwise specified.

3. DEFINITIONS

CEO means the Chief Executive Office of the Etheridge Shire Council appointed in accordance with the Local Government Act 2009.

Council means Etheridge Shire Council, its elected Councillors, its management and its employees.

Debt means the amount of money owed by a debtor as a result of a transaction with Council.

Debtor means an individual, organisation or other party that transacts with Council for the purchase and/or provision of goods or services from Council that result in a commitment to pay at a future time.

Payment Arrangement means where the debtor forwards a written proposal for alternative arrangements for payment of the debt to the terms of the invoice and Council provides written approval of the proposal.

Sundry Debt means any debt due to Council other than rates and charges.

4. POLICY PROVISIONS

4.1 Council General Position

ESC will show due diligence in the application of administrative processes relating to payment arrangements and the selection of various actions for the effective recovery of overdue debts. The management and recovery of outstanding debts is an important aspect of ESC’s financial management function.

The principles that apply to the management and recovery of unpaid debts are as follows:

- Effectiveness/Efficiency - meeting the financial, social, economic and environmental, and other corporate objectives stated in ESC’s Corporate Plan and other related policies.
- Equity – ensuring the fair and consistent application of lawful recovery principles, without bias, taking account of all relevant considerations.
- Genuine and Respect – recognising financial hardship and considering debtors circumstances
- Simplicity – endeavour to ensure widespread community or stakeholder understanding of ESC’s debtor management activities.
- Sustainability – revenue decisions support the financial strategies for the delivery of infrastructure and services identified in ESC’s long-term planning.

To achieve these principles consideration is given to the following:

- ESC has a responsibility to recover monies owing to it in a timely and efficient manner to finance its operations and ensure effective cash flow management.
- ESC must operate effective debt collection processes.
- ESC aims to minimise the amount of outstanding monies that it is owed.
- Debtors are expected to take responsibility for their debt obligations and to organise their affairs in such a way as to be able to discharge these obligations when required.
- Where financial hardship has been determined, all reasonable steps will be taken to establish a payment arrangement or negotiate settlement of the outstanding debt with the debtor concerned.

4.2 Debt Management and Recovery

The management and recovery of outstanding revenue is an important aspect of Council’s financial management function. Invoices are issued on debt recognition, and monthly debtor statements detailing all sundry debts due to Council shall be forwarded to debtors. The following debt collection practices will be applied to all sundry debts that have been outstanding for 30 days.

	TIMING	ACTION TYPE	AUTHORITY LEVEL
1.	30 Day Reminder Letter	Notice informing Debtor that their account is overdue and requires payment to avoid further action.	Finance Manager
2.	60 Day Reminder Letter	Notice advising the debt is overdue and urgent action is required. Further action may be initiated unless the debt is paid in full or an approved payment arrangement is entered into.	Finance Manager
3.	90 Day Reminder Letter	Notice advising Debtor that legal action may be initiated unless the debt is paid in full or approved payment arrangement is entered within 14 days.	Director of Corporate Services
4.	Monthly	Council shall issue monthly account statements entreating the debtor to pay.	Revenue Officer
5.	30 days after the issue of the 90 Day Reminder Letter (120 days)	Council may proceed with legal recovery action against any Debtor who has not satisfactorily responded to any notices previously sent.	Director of Corporate Services

4.3 Payment Arrangements

Council will not pursue further recovery action against a debtor who has a signed payment commitment agreed by Council, while the arrangement is current, and the debtor adheres to the agreed payment schedule.

An agreed payment arrangement will generally result in all sundry debts being paid back in full within a reasonable time having regard to the value of the debt, the debtor's personal circumstances and any other relevant factor. No payment arrangement will extend beyond 26 months of the arrangement being made. Payment arrangements can be weekly, fortnightly or monthly. In the event that a payment arrangement is not maintained within the agreed terms, recovery action will continue.

4.4 Writing Off Bad Debts

Where it is determined, to the satisfaction of the Director Corporate Services that a debt is irrecoverable or uneconomical to recover, the debt will be written-off. Any debts will be written-off in accordance with the delegated authority determined by Council. Debts written-off under delegated authority will be reported to Council on a quarterly basis.

5. AUTHORITIES AND ACCOUNTABILITIES

- Local Government Act 2009
- Local Government Regulation 2012
- Information Privacy Act 2009

6. RELATED COUNCIL DOCUMENTATION

- Etheridge Shire Council Revenue Policy
- Etheridge Shire Council Revenue Statement

7. APPROVAL TABLE

Approved by Council	Meeting number and date	
	Resolution number	
Approval by CEO		
Effective date	Review date	
	3 years from the date of adoption / approval	
Policy Author		
Rates Officer		
Current incumbent		
Renee Bester		
Implementation Officer		
Finance Manager		
Current incumbent	Contact number	Official file no.
Murray Cooper	0740 799 090	ESC



Etheridge Shire Council

General Meeting	12 October 2022
Subject	Request for Regional Arts Development Fund (RADF) funding be used to fund a Resin Workshop in Georgetown
Classification	Open
Author	Cheryl Portch - Community Development & Events Officer

EXECUTIVE SUMMARY

RADF Committee is requesting Council to approve to fund a resin workshop to be held in Georgetown on Sunday 9 October from RADF reserved funds.

RECOMMENDATION

That Council endorse RADF Committee's decision to partly fund a resin workshop in Georgetown for \$1,000.

BACKGROUND

RADF Committee at their initial meeting decided to keep \$5,000 in reserve in case of impromptu events. An opportunity arose for a resin workshop to be held in Georgetown on the 9 October as the provider was passing through on her way back from completing workshops in Croydon. The workshop was offered at a very cheap price given that there were no extra costs for travel and accommodation. RADF Committee had to make a decision or lose the opportunity as the workshop was happening before Council's next meeting. RADF Committee all agreed to partially fund this workshop for \$1000 and any extra costs will have to be covered by the attendees. Renee Bester has agreed to facilitate the workshop.

Minutes from the RADF Committee that support this use of funds will be distributed on the day.

LINK TO CORPORATE PLAN

Aim No.4: Quality social infrastructure makes the shire a desirable place to live.

Outcome 4.1: An active community with a variety of recreational activities.

BUDGET & RESOURCE CONSIDERATIONS

Costs will be covered by the RADF Funding reserves.

CONSULTATION

Consulted with Renee Bester to ensure we had viable numbers to attend and if she would facilitate the event. Contacted RADF Committee members for approval to use the reserve funding for this project.

LEGAL CONSIDERATIONS

n/a

POLICY IMPLICATIONS

This decision is outside our policy due to the time frame. A review of our current policy is in progress.

RISK ASSESSMENT

CONSEQUENCE					
LIKELIHOOD*	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Almost certain)	H	H	E	E	E
B (Likely)	M	H	H	E	E
C (Possible)	L	M	H	E	E
D (Unlikely)	L	L	M	H	E
E (Rare)	L	L	M	H	H

OUTCOME

Low Risk

Report Prepared By:

Report Authorised By:

Cheryl Portch

Ken Timms, Chief Executive Officer

Date: 12 October 2022

Date:

ATTACHMENTS



Etheridge Shire Council

DIRECTOR ENGINEERING SERVICES

Briefing Report

1 Update

Welcome to my October Briefing Report. This last month has been a productive, with several projects continuing with the GDR East site B and West widening's have been sealed and reached practical completion. KDR project has been completed, North Head Road TIDS and DFRA works. The final new grader was delivered at the start of October.

2 Operational Plan Matters

Maintenance work has continued throughout the region, with flood damage works continue in zone 2, zone 3.1, zone 1 and zone 4/5. The TIDS project has continued with the placement of the base pavement layer and the drainage structures.

3 Immerging Issues

Nil.

4 Projects

Charleston Dam

The Charleston Dam Project continues to proceed smoothly.

- Fish Ladder
 - The replacement of the fish ladder design is proceeding with negotiations with GHD to provide this service.
- Fencing
 - The fence alignment is being finalized, including negotiations with neighboring properties.

Transport and Main Roads (TMR)

- GDR East Widening: Site B has been sealed and reached practical completion. Site A has commenced with the construction of the side track in preparation of the commencement of the replacement of the drainage structures.
- GDR West Widening: Council has sealed this project, with minor.
- KDR tender has been completed. The tender exemption for the next project has been granted and will commence in the new year.

Flood Repairs

- Works in Zone 2 will continue on Vanlee Road as conditions allow. Work in zone 3.1 has continuing on Agate Creek Road and onto Ortona Road
- Gulf Civil are continuing with works on Gilberton Road and Kidston Road.
- Keltone have commenced with works on Kutchera Road and moving onto Strathmore Road.

TIDS

- North Head Road project has continued with the pavement continuing and the drainage structures continuing.

Regional Waste Project

- The regional waste project is continuing with regular meetings and a site inspection early October.

5

Calendar of Events

Over the past month

- | | | | |
|-----------------|-----|------------|--------------------------------------|
| • 15-09 | ESC | Georgetown | DFRA Monthly Meeting |
| • 15-09 | ESC | Online | Project Management Dashboard meeting |
| • 15-09 | ESC | Georgetown | EMT Meeting |
| • 16-09 | ESC | Cairns | FNQROC RRTG Meeting |
| • 20-09 | ESC | Georgetown | Engineering Services Team meeting |
| • 21-09 | ESC | Georgetown | Councillor Road Trip |
| • 04-10 | ESC | Georgetown | Engineering Services Team meeting |
| • 04-10 | ESC | Georgetown | Site meeting with ARUP |
| • 06-10 | ESC | Site camp | Gulf Civil progress meeting |
| • 07-10 | ESC | Site camp | Keltone progress meeting |
| • 10-10 – 14-10 | | | Annual Leave |
| • 12-10 | ESC | Georgetown | Council Meeting |

Next month

- | | | | |
|---------|-----|-----------------|-----------------------------------|
| • 18-10 | ESC | Georgetown | Engineering Services Team meeting |
| • 25-10 | ESC | Georgetown | LDMG Exercise |
| • 26-10 | ESC | Georgetown | Councillor road trip |
| • 27-10 | ESC | Cairns / Online | FNQROC WMMR Meeting |
| • 01-11 | ESC | Georgetown | Engineering Services Team meeting |
| • 03-11 | ESC | Georgetown | Monthly TMR meeting |
| • 11-11 | ESC | Cairns | FNQROC RRTG Meeting |
| • 16-11 | ESC | Georgetown | Council Meeting |

David Fletcher
Director Engineering Services



Etheridge Shire Council

General Meeting	12 th October 2022
Subject	Proposed Revaluation Program
Classification	Open
Author	Ken Timms, Chief Executive Officer

EXECUTIVE SUMMARY

Council have received correspondence from the State Valuation Service regarding a proposed inclusion in the revaluation program effective 30 June 2023.

The Land Valuation Act 2010 requires that the Valuer-General undertakes an annual valuation of rateable land, but they may decide not to do so in a local government area after considering:

- a market survey report for the local government area that reviews the sales of land and the probable impact of those sales on the value of land since the last annual valuation
- the results of consultation with the local government for the area and appropriate local and industry groups.

Based on the preliminary assessment, the State Valuation Service plans to recommend that the Etheridge Shire area is **not** included in the next revaluation program that will commence in late 2022 and take effect from 30 June 2023.

A written response is due by Friday 14th October 2022 agreeing or opposing to the above recommendation.

RECOMMENDATION

That Council advise the department of resources that it agrees with the valuer recommendations that a revaluation not be undertaken of assessments within the Etheridge Shire.

BACKGROUND

As part of its preliminary assessment, the State Valuation Service (SVS) considered a range of factors, including the timing of the last valuation, any extreme weather events that occurred over the last year and market movements. The results of this assessment are attached for your information. Market movement is often an indicator of the need for a revaluation, but there may be further influences that support market growth or reductions. The SVS will continue to monitor the property market.

Based on the preliminary assessment, the SVS plans to recommend that the Etheridge Shire area is not included in the next revaluation program that will commence in late 2022 and take effect from 30 June 2023.

LINK TO CORPORATE PLAN

Corporate Aim No. 4: Quality Social infrastructure that makes the Shire a desirable place to live.

Strategy No. 4.1.3.: Enhance and improve the aesthetics of each town.

BUDGET & RESOURCE CONSIDERATIONS

Nil.

CONSULTATION

Nil

LEGAL CONSIDERATIONS

Nil

POLICY IMPLICATIONS

Not applicable

RISK ASSESSMENT

CONSEQUENCE					
LIKELIHOOD*	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Almost certain)	H	H	E	E	E
B (Likely)	M	H	H	E	E
C (Possible)	L	M	H	E	E
D (Unlikely)	L	L	M	H	E
E (Rare)	L	L	M	H	H

OUTCOME

Risk assessment is Low to Medium: Unlikely to Possible likelihood of adverse impacts, of minor consequence.

ATTACHMENTS

Correspondence dated 16th September 2022 from Karen Hopper, Acting Executive Director, State Valuation Service, Etheridge Shire Market Survey Report

Report Prepared By:

Report Authorised By:

Ken Timms, Chief Executive Officer

Ken Timms, Chief Executive Officer

Date: 5th October 2022

Date:

Market Survey Report

2022 Annual Valuation of Etheridge Shire

13 September 2022

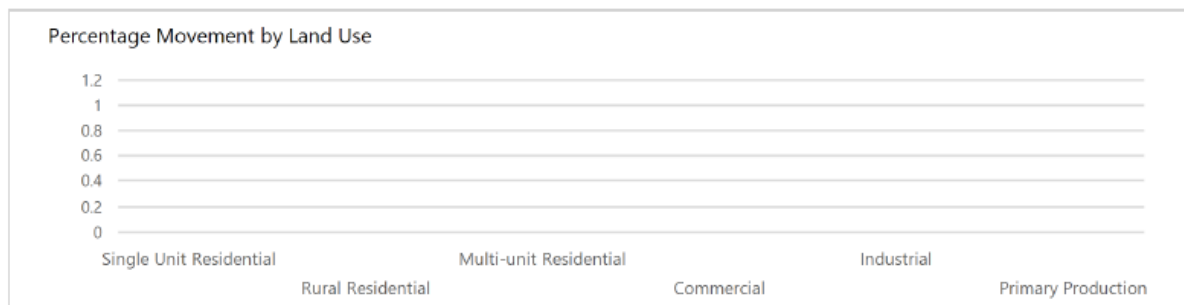
Brief Overview

Local Authority Statistics	Amount
No. Of Valuations	539
Existing Total Amount (\$)	\$429,138,580
New Total Amount (\$)	\$429,138,580
Overall Factor Change	1.000
No. Of Sales (All Sectors)	11

Summary Of Impacts

Land Use	No. Of Valuations	Current Total Value	Factor Range	Overall Factor	Proposed Total Value
Single Unit Residential	263	\$3,443,900	1-1	1.000	\$3,443,900
Rural Residential	54	\$2,188,940	1-1	1.000	\$2,188,940
Commercial	35	\$2,256,200	1-1	1.000	\$2,256,200
Industrial	54	\$607,900	1-1	1.000	\$607,900
Primary Production	133	\$420,641,640	1-1	1.000	\$420,641,640

Overall Factor Movement Percentage





Etheridge Shire Council

FOR YOUR INFORMATION

16 September 2022

Mr Ken Timms
Chief Executive Officer
Etheridge Shire Council
St George Street
Georgetown QLD 4871



Department of **Resources**

By email: ken.timms@etheridge.qld.gov.au

Dear Mr Timms,

Proposed inclusion in the revaluation program effective 30 June 2023

I am seeking your views in relation to the proposed inclusion of your local government area as part of the 2023 revaluation program that will take effect on 30 June 2023.

The *Land Valuation Act 2010* requires that the Valuer-General undertakes an annual valuation of rateable land, but they may decide not to do so in a local government area after considering:

- a market survey report for the local government area that reviews the sales of land and the probable impact of those sales on the value of land since the last annual valuation
- the results of consultation with the local government for the area and appropriate local and industry groups.

As part of its preliminary assessment, the State Valuation Service (SVS) considered a range of factors, including the timing of the last valuation, any extreme weather events that occurred over the last year and market movements. The results of this assessment are attached for your information. Market movement is often an indicator of the need for a revaluation, but there may be further influences that support market growth or reductions. The SVS will continue to monitor the property market.

Based on the preliminary assessment, the SVS plans to recommend that your local government area is **not included** in the next revaluation program that will commence in late 2022 and take effect from 30 June 2023.

Consistent with the Act, please advise me of your support or otherwise for your local government not to be revalued in 2023. You may also wish to provide me with any additional information relevant for consideration.

Please provide your response to me **by Friday 14 October 2022** by email at valuer-general@resources.qld.gov.au. The results of this consultation will be used to inform the final decision by the Valuer-General about the 2023 revaluation program.

If you have any enquiries regarding the revaluation program, please contact Brett Bowen, Area Manager, State Valuation Service on telephone (07) 4222 5500.

Yours sincerely

A handwritten signature in cursive script that reads 'Karen Hopper'.

Karen Hopper
Acting Executive Director
State Valuation Service



29 September 2022

Re: Northern Australia Food Futures Thank You!

Dear Barry,

I would like to acknowledge the time you gave to the Northern Australia Food Futures Regional Roadshow. Your presentation about 'Etheridge Ag Precinct' was well received from the delegates. These relationships are the foundation of NT Farmers.

On behalf of the staff and Board of the Northern Territory Farmers Association, I would like to extend our heartfelt thanks for your contribution to the success of the 2022 Northern Australia Food Futures Event Roadshow, 30 – 31 August 2022. It was a fantastic coming together of growers and industry to share and network in Mareeba. We welcomed over 90 attendees covering a broad range of topics relevant to the future growth of our industry and exploring the theme of 'Northern Opportunities, Myths and Realities'. The Food Futures Roadshow and biennial Food Futures Conference are incredibly important forums to bring all stakeholders together in the same room to steer the future direction of our industry.

Also as promised, below is the survey link to support NT Farmers Association the Landholder Capacity Project, as outlined by Tahna Jackson during the forum. This is important research to aid streamlining future developments, please take the time to complete.

[Landholder Capacity Development Needs Survey](#)

Again, we are incredibly grateful for the support of our sponsors, speakers, farm hosts and guests, without whom, these events would not be possible. **We look forward to welcoming you to the 5th Northern Australia Food Futures Event 23 –26 May 2023 at the Darwin Convention Centre. To access early bird registration, click [here](#).** For any enquiries, please reach out to our friendly staff. We look forward to seeing you in 2023!

Kind regards

A handwritten signature in black ink, appearing to read 'Paul Burke'.

Paul Burke Chief Executive Officer
Northern Territory Farmers Association Inc.

Northern Territory Farmers Association Inc.
P.O. Box 748, Coolalinga, NT, 0839, Australia
p: +61 (08) 8983 3233 e: admin@ntfarmers.org.au
www.ntfarmers.org.au

Dear Ken

I write to inform of some changes to leadership of the Queensland Reconstruction Authority (QRA).

You may be aware I have taken up the position of Coordinator-General for the new National Emergency Management Agency (NEMA).

My time as Chief Executive Officer (CEO) for QRA has been a highlight of my career to-date. I am particularly proud of the partnership held between QRA and councils, which, through our collaboration, has successfully supported communities to recover from the myriad of disaster events that have occurred over the past six years. I truly believe our organisations' collaboration and support of Queensland's highly effective Disaster Management Arrangements have contributed to Queensland communities becoming the most disaster resilient in Australia.

From Friday 30 September 2022, Mr Jimmy Scott will be the Acting CEO for QRA, until such time that a permanent appointment can be made. Mr Scott can be contacted via telephone 0477 709 013 or via email to jimmy.scott@gra.qld.gov.au. Ms Rebecca Stratford will continue supporting Mr Scott as Senior Executive Officer, QRA and can be contacted by telephone (07) 3008 7204 or via email to rebecca.stratford@gra.qld.gov.au.

Thank you for your support and collaboration over the years. I look forward to crossing paths in future.

Regards
Brendan



Brendan Moon
Chief Executive Officer

Queensland Reconstruction Authority

P 07 3008 7260 E brendan.moon@gra.qld.gov.au

M 0439 708 400

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