



Etheridge Shire Council

NOTICE OF MEETING

Meeting: General Meeting

Date: Wednesday, 19 April 2023

Location: **Council Chambers,
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.

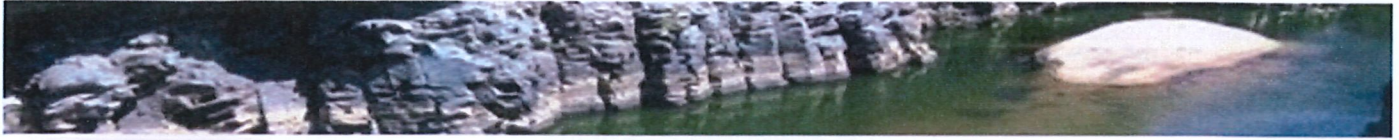
AGENDA

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
8. CONSIDERATION OF DES OPEN SESSION REPORTS
9. CONSIDERATION OF CEO OPEN SESSION REPORTS
10. CONSIDERATION OF OPEN ADDENDUM REPORTS
11. CONSIDERATION OF GENERAL BUSINESS
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CONFIDENTIAL



Etheridge Shire Council

UNCONFIRMED MINUTES

GENERAL MEETING OF
ETHERIDGE SHIRE COUNCIL
HELD AT COUNCIL CHAMBERS, GEORGETOWN
ON WEDNESDAY, 15TH MARCH 2023
COMMENCING AT 9.00AM



**ETHERIDGE SHIRE COUNCIL
MINUTES OF THE GENERAL MEETING
HELD AT COUNCIL CHAMBERS, GEORGETOWN
ON WEDNESDAY 15TH MARCH 2023
COMMENCING AT 9.00AM**

ATTENDANCE

Cr. Barry Hughes
Cr. Laurell Royes
Cr. Joe Haase
Cr. Tony Gallagher
Cr. Cameron Barns

OFFICERS PRESENT

Mr. Ken Timms, Chief Executive Officer
Mr. Andrew McKenzie, Director Corporate Services
Miss Gemma Bethel, Acting Executive Assistant

APOLOGIES

Nil

The Chair declared the meeting open at 9.06am and welcomed all in attendance.

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

Nil

APOLOGIES, CONDOLENCES AND CONGRATULATIONS

Council would like to send condolences to the family of Joe Rolfe on his passing – past Extension Officer for the Etheridge region.

Council would like to send condolences to the family of Georgia Le Blowitz on her passing.

Council would like to send empathy to those affected by the recent flooding in the Burke Shire and surrounds.

CONSIDERATION OF MINUTES

General Meeting Minutes – Wednesday 15th February 2023

Corrections:
Nil

RESOLUTION:

That the Minutes of the General Council Meeting held at Georgetown on Wednesday 15th February 2023 be confirmed.

MOVED: Cr. Royes

SECONDED: Cr. Barnes

**CARRIED
RESOLUTION #23.03.01CEO
5/0**

BUSINESS ARISING FROM GENERAL MINUTES

Cr. Royes

- Resolution #23.02.07 Mosquito control program (fogging) – Timing of trial period is dependent on Norman River levels.
- Resolution #22.08.14 Council commence activities to complete Rural Addressing as a matter of urgency - Purchase order has been lodged.

Cr. Barnes

- Resolution #22.11.24 Tourism proposal submitted by Finnigans Rest – Applicant consulted and advised approval can be granted under ESC Local Law - subject to conditions.
- Resolution #23.02.06 Independent living facility/Staff housing project – Project Manager instructed to commence Town Planning & building approval applications, initiate procurement process. Finance Team working up loan application & supporting information. Discussions continuing with Grant Writing team to identify funding sources and prepare applications. Work has commenced on a Housing Investment Fund Application.
- Resolution #22.04.08 Georgetown/Mt Surprise land use survey – Council is communicating with Mrs Taylor regarding the matter.
- Resolution #22.01.09 Transfer station – Trinity Engineering have been consulted to draft up concept plans for consultation.

CONSIDERATION OF OPEN SESSION REPORTS

Director Corporate Services

1. Briefing Report

RESOLUTION

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

MOVED: Cr. Gallagher

SECONDED: Cr. Haase

CARRIED
RESOLUTION #23.03.02DCS
5/0

2. Financial Performance (Actual vs. Budget) for the period 1 July 2022 to 28 February 2023

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 28th February 2023, as presented.

MOVED: Cr. Royes

SECONDED: Cr. Barnes

CARRIED
RESOLUTION #23.03.03DCS
5/0

ADJOURNMENT

Council adjourned the meeting for Morning Tea at 10:21am.

RESUMPTION

Council resumed the meeting at 10:42am

3. *The Hon Bob Katter – Request for 2023/24 Commonwealth Budget Submissions*

EXECUTIVE SUMMARY

By way of letter dated 21st February 2023, The Hon. Bob Katter, Member for Kennedy is inviting local Councils in the Kennedy Electorate to nominate Council's top three (3) funding priorities for consideration in the development of the 2023/24 Commonwealth Budget.

RESOLUTION

That Council nominate the following funding priorities for the Etheridge Shire Council: -

1. Increase in Commonwealth allocations to the Financial Assistance Grants;
2. Increase in Commonwealth funding for Road Infrastructure throughout the Etheridge Shire, in particular, the Gulf Development Road and Kennedy Development Road;
3. Co-funding for the identification and implementation of the Etheridge Agriculture Precinct.

MOVED: Cr. Gallagher

SECONDED: Cr. Hughes

CARRIED
RESOLUTION #23.03.04DCS
5/0

4. *QAO Management Letter on the Conduct of Council 2021/22 Audit*

EXECUTIVE SUMMARY

At the conclusion of each annual financial reporting cycle, Queensland Audit Office writes to Councils' Mayors to provide a report on the conduct of their audit of the local authority's annual general purpose financial statements. Mayor, Cr Hughes received QAO's report on Thursday 9th March 2023. In accordance with s213 of the Local Government Regulation 2012, the report is tabled for Council's receipt.

RESOLUTION

That in accordance with s211 of the Local Government Regulation 2012, Council receive the Queensland Audit Office Report dated 9th March 2023 and refer the report to Council's Audit Committee for further review.

MOVED: Cr. Haase

SECONDED: Cr. Barnes

CARRIED
RESOLUTION #23.03.05DCS
5/0

5. *North West Queensland Regional Biosecurity Plan*

EXECUTIVE SUMMARY

On the 3rd December 2022, Southern Gulf NRM released the North West Regional Biosecurity Plan to members of NWQROC for formal adoption.

RESOLUTION

That Council adopt the North West Regional Biosecurity Plan developed by Southern Gulf NRM for and on behalf of NWQROC.

MOVED: Cr. Gallagher

SECONDED: Cr. Royes

CARRIED
RESOLUTION #23.03.06DCS
5/0

6. *Endorsement of RADF Advisory Decisions Regarding Community Applications for RADF Funding*

EXECUTIVE SUMMARY

RADF community applications closed 23 February. Four applications were received and were adjudicated accordingly by the RADF Committee at their meeting on Tuesday 28 February 2023. Results are as follows:

Successful	Shannon Zohl	Shannon Zohl	Silver Smithing	Chelsea Smith Little Paerlers	21/4/23 to 24/4/23	Mt Surprise	\$5,568.00	\$5,000.00
Successful	Renee Bester	Renee Bester	Silver Smithing	Isabelle Wykes Eleuramarkings	1/6/23 to 1/12/23	Georgetown	\$1,500.00	\$1,500.00
Successful	Einasleigh Sports Club	Kelly Bethel	Live Music	Mothers Second Choice	14/7 to 16/7	Einasleigh	\$5,000.00	\$4,000.00
Successful	BushEd Aus	Lyn French	Live Music	Brad Butcher	30/06/2023	Einasleigh	\$8,000.00	\$8,000.00

RESOLUTION

That Council adopt the RADF Advisory Committee's recommendation to approve funding for the following applications: -

- 1) Shannon Zohl – Silver smithing – Successful - \$5,000
- 2) Renee Bester – Silver smithing – Successful - \$1,500
- 3) Einasleigh Sports Club - Live Music – Successful - \$4,000
- 4) BushEd – Live Music – Successful - \$8,000 (allocated from 23/24 funding)

MOVED: Cr. Barnes

SECONDED: Cr. Gallagher

CARRIED
RESOLUTION #23.03.07DCS
5/0

ATTENDANCE

Andrew McKenzie left the meeting at 11:26am and returned at 11:35am.

7. *Endorsement of RADF Advisory Decisions Regarding New Committee Member*

EXECUTIVE SUMMARY

The RADF Advisory Committee would like to invite another member of the Community to join the RADF Advisory Committee. Currently there is a Chair and four members. The Terms of Reference state that the Committee will be comprised of a Chair and 5 Committee Members.

RESOLUTION

Council endorses the Secretary to contact the following people to be invited in the order of preference, to join the RADF Committee –

- 1). Jennay Delacour – Mt Surprise
- 2). Lyn French – Einasleigh
- 3). Irene Dempsey - Forsayth

MOVED: Cr. Barnes

SECONDED: Cr. Haase

CARRIED
RESOLUTION #23.03.08DCS
5/0

CONSIDERATION OF OPEN ADDENDUM SESSION REPORTS

Director Of Engineering Services

8. Briefing Report

RESOLUTION

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

MOVED: Cr. Hughes

SECONDED: Cr. Barnes

CARRIED
RESOLUTION #23.03.09DES
5/0

ADJOURNMENT

Council adjourned the meeting for Lunch at 12:33pm.

RESUMPTION

Council resumed the meeting at 1:11pm.

9. TMR Pit Endorsement

EXECUTIVE SUMMARY

In late 2022, TMR approached Council enquiring whether Council was interested in taking over some of their pits.

RESOLUTION

Council resolves to let the matter lay on the table until the next Council meeting.

MOVED: Cr. Hughes

SECONDED: Cr. Haase

CARRIED
RESOLUTION #23.03.10DES
5/0

ATTENDANCE

Shelia Peake from Griffith University joined the meeting at 1:21pm and left at 2:40pm

Gemma Bethel left the meeting at 1:22pm and returned 1:24pm

Andrew McKenzie left the meeting at 1:26pm and returned at 1:28pm

Ken Timms left the meeting at 2:23pm and returned at 2:25pm

Cr Barnes left the meeting at 2:44pm and returned 2:45pm.

CONSIDERATION OF OPEN ADDENDUM SESSION REPORTS

10. 2023 DFRA Delivery

EXECUTIVE SUMMARY

With the damage sustained on Council's Road network during the January 2023 rain event, Council applied for disaster declaration from QRA which was forth coming. From this, Shepherd Services, being pre-approved through local buy (LB 279) were engaged to carry out the collection, assessment and submission of all the damage across council's public assets. The next stage of the project is the delivery of the DFRA

program which under the terms of the funding, Council has to June 2025 to complete this project. For this, Council has its own staff, preferred suppliers, external contractors to provide the delivery of these works. To provide the site set out, compliance and reporting functions, Shepherds Services have provided this service to Council to a very high level for the 2021 Cyclone Imogen event. The reasons for staying with Shepherds Services are as follows:

- Already set up in the region
- Have very good knowledge of the region and understanding of the challenges in carrying out works.
- Have built very good working relationships with Council staff, and the processes how we do our work.
- Have the flexibility to provide staff on varying work rosters to cover Council's 9 on 5 off roster or a 6 on 1 off roster that may be used by external contractors.

RESOLUTION

That Council resolves to accept the quoted unit rates provided by Shepherd Services for the delivery of the 2023 DFRA event under Local Buy Project Management Services LB279.

MOVED: Cr. Hughes

SECONDED: Cr. Gallagher

CARRIED
RESOLUTION #23.03.11DES
5/0

11. Supply & Delivery Three 8x4 Tipper Trucks and One Prime Mover Truck

EXECUTIVE SUMMARY

The 2022/2023 budget provides for the procurement of Three 8 x 4 Tipper Trucks and One Prime Mover Truck. In accordance with relevant legislation and the Etheridge Shire Council Procurement Policy, Tenders for these items of plant were invited in December 2022 and closed January 2023. Tenders for this plant were sourced through Local Buy tender arrangements Trucks (Cab Chassis) – NPN04.13. The tender evaluation process was completed, and the detail of each Tender is provided in this report.

RESOLUTION

That Council resolves to accept the following Tender from RGM Maintenance for the purchase of three 8 x 4 tippers one with a water tank fitted and One Prime Mover.

Items for Trade	Recommended Tender	Purchase Price GST Excl
Three 8 x4 Tippers and One Prime Mover	RGM Maintenance Fuso Trucks	\$1,007,412.34

That Council resolves to accept the purchase of a new poly tank when a suitable capacity and option is found to the value of \$70,000.00.

MOVED: Cr. Haase

SECONDED: Cr. Royes

CARRIED
RESOLUTION #23.03.12DES
5/0

12. Supply & Delivery of Two Zero Turn Mowers

EXECUTIVE SUMMARY

The 2022/2023 budget provides for the procurement of two ride on mowers. In accordance with relevant legislation and the Etheridge Shire Council Procurement Policy, Tenders for this item of plant were invited in December 2022 and closed January 2023. Tenders for this plant were sourced through Local Buy tender arrangements Tractors, Mowers, General Powered Equipment LB282. The tender evaluation process was completed, the detail of each Tender is provided in this report.

RESOLUTION

That Council resolves to accept the following Tender from Cole Motor Group for the purchase of two Ferris Zero Turn Mowers

<i>Items for Trade</i>	<i>Recommended Tender</i>	<i>Purchase Price GST Excl</i>
3136 John Deere Zero Turn Mower	Ferris IS 6200 72 Inch Zero Turn Mower	\$61,993.82
Nil	Ferris 400S 48 Inch Zero Turn Mower	\$15,091.91
	Total Excl GST	\$77,085.73

MOVED: Cr. Royes

SECONDED: Cr. Haase

CARRIED
RESOLUTION #23.03.13DES
5/0

CONSIDERATION OF OPEN ADDENDUM SESSION REPORTS

Chief Executive Officer

13. Briefing Report

RESOLUTION

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

MOVED: Cr. Royes

SECONDED: Cr. Hughes

CARRIED
RESOLUTION #23.03.14CEO
5/0

ATTENDANCE

Cr Haase left the meeting at 3:03pm and returned at 3:05pm

14. Purchase of Land

EXECUTIVE SUMMARY

Department of Resources (DOR) have made an Agreement to offer part of road reserve (namely Lot A & B on TSV19080) for to Council.

RESOLUTION

That Council accepts the terms and conditions of the Deed of Grant over Lot A & B on TSV19080 as set out in Correspondence on 15 February 2023 from the Department Resources, file reference 2019/001598.

MOVED: Cr. Haase

SECONDED: Cr. Barnes

CARRIED
RESOLUTION #23.03.15CEO
5/0

ATTENDANCE

Gemma Bethel left the meeting at 3:32pm and returned at 3:34pm
Andrew McKenzie left the meeting at 3:45pm and returned at 3:47pm

15. Queensland Housing Strategy 2021-2025 – Local Housing Action Plan

EXECUTIVE SUMMARY

NWQROC with WQAC and Sate Government undertook the task to develop a housing action plan for the WQAC area. Along with a presentation in the agenda is a report relevant to the Etheridge Shire.

RESOLUTION

That Council receives the report. Noting that the report is representative of the township of Georgetown only.

MOVED: Cr. Royes

SECONDED: Cr. Gallagher

**CARRIED
RESOLUTION #23.03.16CEO
5/0**

ATTENDANCE

Gemma Bethel left the meeting at 3:54pm and returned at 3:55pm

GENERAL BUSINESS

Cr. Gallagher

- Visited the Gilbert River Cemetery on Saturday 11/3/23. The cemetery is a disgrace, and I would like to have a workshop on improving the appearance and upkeep of all cemeteries we control.

Cr. Barnes

- Request information re the Safety Officer position in council.
- Maintenance manager position for Forsayth.
- QR Building Relocation in Einasleigh.
- Update on the opening grades for Gilberton and Oak Park roads.
- Invite discussion on The Lynd Medical Centre.


Cr. Royes

- Maintenance of all community public parks, rest areas etc in time for Easter influx of holiday makers. (Our first chance to make a good impression)
- Charleston Dam Recreation Area- Maintenance/ completion/ signage/ defects (water) ready for Easter visitor influx.
- Improving standards of preparation for local events (Is ultimately a good or bad representation of councils' operations & management).

CONCLUSION

There being no further business the Mayor declared the meeting closed at 4:21pm. These minutes will be confirmed by Council at the General Meeting held on Wednesday 19th April 2023.

...../...../.....
MAYOR DATE

Business Arising				
15th March 2023				
#	Resolution	Officer	Action Taken	Progress
23.03.04	That Council nominate the following funding priorities for the Etheridge Shire Council: - 1. Increase in Commonwealth allocations to the Financial Assistance Grants; 2. Increase in Commonwealth funding for Road Infrastructure throughout the Etheridge Shire, in particular, the Gulf Development Road and Kennedy Development Road; 3. Co-funding for the identification and implementation of the Etheridge Agriculture Precinct.	DCS	Letter sent to Bob Katter's Office	Complete
23.03.05	That in accordance with s211 of the Local Government Regulation 2012, Council receive the Queensland Audit Office Report dated 9th March 2023 and refer the report to Council's Audit Committee for further review.	DCS	Letter tabled at Audit Committee meeting held 23rd March 2023	Complete
23.03.06	That Council adopt the North West Regional Biosecurity Plan developed by Southern Gulf NRM for and on behalf of NWQROC.	DCS	SGNRM advised	Complete
23.03.07	That Council adopt the RADF Advisory Committee's recommendation to approve funding for the following applications: - 1) Shannon Zohl – Silver smithing – Successful - \$5,000 2) Renee Bester – Silver smithing – Successful - \$1,500 3) Einasleigh Sports Club - Live Music – Successful - \$4,000 4) BushEd – Live Music – Successful - \$8,000 (allocated from 23/24 funding)	DCS	Applicants advised	Complete
23.03.08	Council endorses the Secretary to contact the following people to be invited in the order of preference, to join the RADF Committee – 1). Jennay Delacourt – Mt Surprise 2). Lyn French – Einasleigh 3). Irene Dempsey - Forsayth	DCS	Ms Delacourt has been contacted.	Complete
23.03.10	Council resolves to let the matter lay on the table until the next Council meeting. (TMR Pit Endorsement)	DES	To presented at a future meeting	In progress
23.03.11	That Council resolves to accept the quoted unit rates provided by Shepherd Services for the delivery of the 2023 DFRA event under Local Buy Project Management Services LB279.	DES	Order for service has been raised.	Complete
23.03.12	That Council resolves to accept the following Tender from RGM Maintenance for the purchase of three 8 x 4 tippers one with a water tank fitted and One Prime Mover. That Council resolves to accept the purchase of a new poly tank when a suitable capacity and option is found to the value of \$70,000.00.	DES	Order for new plant has been raised.	Complete
23.03.13	That Council resolves to accept the following Tender from Cole Motor Group for the purchase of two Ferris Zero Turn Mowers 	DES	Order for new plant has been raised.	Complete
23.03.15	That Council accepts the terms and conditions of the Deed of Grant over Lot A & B on TSV19080 as set out in Correspondence on 15 February 2023 from the Department Resources, file reference 2019/001598.	CEO	Council has signed for and paid the deposit.	In progress
23.03.16	That Council receives the report. Noting that the report is representative of the township of Georgetown only.	CEO	Advised NWQROC of Councils adoption.	Complete
Outstanding Business				
15th February 2023				
#	Resolution	Officer	Action Taken	Progress

23.02.06	That Council: - 1. Commit to the construction of: - a. Stage 1 of the Georgetown Independent Living Facility for the Age (6 x 2-bedroom houses); and b. Green Street Staff Housing Project (6 by 2 bedroom houses); At an estimate total project cost of \$6M. 2. Investigate and pursue funding sources for both projects to minimise the cost to ratepayers; and 3. Apply for loans through the Queensland Treasury Corporation to fund the balance of the construction costs.	DCS	Project Manager instructed to commence Town Planning & building approval applications, initiate procurement process. Finance Team working up Loan application & supporting information. Discussions continuing with Grant Writing team to identify funding sources and prepare applications. Work has commenced on a Housing Investment Fund Application.	In progress
23.02.07	1. That Council engage the services of Mr D Quirk to conduct a trial mosquito control program (fogging) in Georgetown comprising of 3 treatments in a fortnight. 2. Engage the services of a suitably qualified professional to develop an integrated mosquito management plan to guide Council's activities.	DCS	D Quirk engaged. Fogging trial commences 27th March 2023, and will be completed by Council's April Meeting.	Complete
23.02.10	That pursuant to section 140(2) of the <i>Local Government Regulation 2012</i> , Council resolve to commence proceedings to sell assessment no. 00104-00000, described as L1 MPH2281 for arrears of rates.	DCS	Notices have been issued to registered owner(s)	Complete
23.02.12	Following Councils review of the Shire Road Load Limit, any current permits for over 8T limit be revoked due to the current impending weather conditions and will be reviewed weekly each Wednesday.	DES	Currently roads open to limit of 24t and pending weather conditions limits will be reviewed next Wednesday. Roads are now open to regular traffic.	Complete
18th January 2023				
#	Resolution	Officer	Action Taken	Progress
23.01.14	Due to the recent declared disaster event including closure of roads throughout the region that Council resolve to lobby to Transport & Main Roads (TMR) for the installation of digital road condition signage similar to other TMR districts at strategic locations within the shire to warn travelling public of impending road conditions ahead.	DES	Raised with TMR, continue to discuss with them	In Progress
14th December 2022				
#	Resolution	Officer	Action Taken	Progress
22.12.15	Due to the recent neglect to observe road closure signs on Council road improvements that Council consider installing video surveillance to manage same.	DES	No action taken, will discuss same with Acting DES	No action taken
16th November 2022				
#	Resolution	Officer	Action Taken	Progress
22.11.05	That Council resolve to implement the normal version Snap, Send Solve as a further avenue for residents and members of the public to lodge customer requests and report faults. With a review process to be undertaken 6 months after implementation.	DCS	Implemented. Pending review at Council's June 2023. CEO undertaking a review of the workflow and procedures	In progress
22.11.07	That Council undertake a town planning compliance study of Mt Surprise to identify land use incompatible with Council's Planning Scheme and any non-compliant building works. In further, that the communities of Forsayth and Einasleigh will be taken through the same process when time permits.	DCS	Consulting Town Planner engaged. Prelim research completed. Inspection date confirmed for 15th May.	In Progress
22.11.08	That Council resolve to proceed with this project by engaging Steven Ryan to construct same and amend the budget at the next review to cover the additional construction costs.	DCS	Contractor has terminated engagement. Considering options.	In Progress
22.11.24	That Council agrees in principle to support the development of the tourism proposal submitted by Finnegan's Rest subject to the necessary licences and approvals being put in place.	CEO	Applicant consulted and advised approval can be granted under ESC Local Law - subject to conditions	In progress
12th October 2022				
22.10.07	That pursuant to s149 of the <i>Local Government Regulation 2012</i> , 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 <i>Local Government Regulation 2012</i> .	DCS	Instructions issued to Preston Law. Next Action date is 20th June 2023.	In progress
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. Purchase order has now been lodged.	In Progress
22.08.15	That Council contact Department Transport and Main Roads highlighting the issue and recommend a solution. (Parking for the Georgetown BP Roadhouse)	DES	Issue raised with TMR and they are investigating options.	In progress

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
20th April 2022				
22.04.08	<ol style="list-style-type: none"> 1. Receive Mrs Taylor's Georgetown Land Use Survey, and note the contents therein; 2. That property owners that are listed in the recommendations be advised of their non-compliance, and further be advised that they have 12 months to inform council of their plans to rectify any anomalies regarding building and planning recommendations. 3. That the implementation of these recommendations be reviewed in 12 months. 	DCS	Retained Council's Town Planner to resume action on Georgetown Land Use Study	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 commenced	In progress



Etheridge Shire Council

DIRECTOR OF CORPORATE SERVICES

Briefing Report

1 Key Points of Interest

Summary of matters within the Department – presented 19th April 2023:

- Sale for Arrears of Rates: Council has retained Preston Law to prepare the Statutory Notices to commence the sale process.
- Student Hostel Management Tender: Shaun & China Hall commenced Hostel Management from Term 2 (17th April 2023).
- MoU with QHealth: I was able to speak to CHHHS on 17th March. They are proposing to downgrade the arrangement from an MoU to a standard tenancy lease. Their legal team is currently drafting a lease for our review.
- Council has been selected by the DSDILGP to participate in a liquidity and sustainability framework review undertaken by KPMG. An initial teleconference was held Monday 20th March 2023 to explain the purpose and conduct of the review. Financial reports have been provided to KPMG's project team, with a follow visit planned 4th April. At the conclusion of the project, KPMG will provide DSDILGP and Council recommendations on improving liquidity and (financial) forecasting and management reporting.

2 Operational Matters

- Internal Audit: Pacifica is finalizing their internal audit report into Council' recoverable work. Had a closing Audit Meeting with Pacifica on 6th April. Indications Council will receive a "Fair" rating. Internal Audit will be making some reasonable recommendations to improve governance and project / cost reviews, that compliment proposed actions for similar External Audit recommendations.
- External Audit: Council is finalizing its External Audit Plan with QAO / BDO.
- Snap Send Solve: Has been implemented with the 6 monthly review scheduled for 31st May 2023.
- NexGen implementation: Council has signed an agreement with LocalBuy to install Nex Gen. Implementation will likely occur in Q1, 2023.
- Aged Care Advisory Committee: Most recent meeting held 15th December 2022.

3 Projects

- Georgetown Independent Living Facility: Council has applied to QCAT for relief from anti-discrimination legislation. The Queensland Human Rights Commission has objected to the application. Council has submitted its response to HRC's objection. QCAT will consider the material "on-the-papers". Further, Dr Sheila Parkes, Rob Jaggar (PM) and myself are working toward submitting an application to the States Housing Infrastructure Program, and other grant programs that arise. Time frames are tight.
- Biosecurity Plan: Awaiting feedback from SGNRM on availability to write our local Biosecurity Plan.

- Town Common Policy agistees have been advised they have 6 months to phase in the changes required under the revised Town Common Policy. This will be the last entry on the Town Common Policy.
- General Ledger re-write: The new Chart of accounts was rolled Wednesday 25th January. Council's budget has been entered. Coding to AAS 27 reports continues (P&L, Balance Sheet & Cash Flow Statement). A budget review will be conducted at the conclusion of the 3rd Quarter.
- Website review: No further action while key team member on leave.
- Keyless Entry Project (MPSC & Pool): Project steering committee is comprised of DCS, PM, ICT & CDEO. Requests for quotations have been returned to the initial two suppliers to re-price initial submissions (due to revised scope of works). RFQ's closed week before Easter, and are being assessed.
- Engagement of an EHO: Clive Eves attended Georgetown week commencing 20th March. During this time, Clive inspected licensed food business premises, met with & discussed Council's environmentally relevant activities with staff and assisted with several other projects. We expect Clive to return around August for a second round of License inspections.
- Mosquito Fogging: the mosquito fogging trial commenced on 27th – 29th March, 3rd – 5th April with the 3rd treatment yet to be finalized. At the time of writing this report, 8 property owners have registered their residential addresses as 'no-fog zones'.
- Land Use Compliance Reviews: Council's consulting town planner is proposing to attend Mt Surprise 15th May to conduct an initial review of the town's compliance against the Shire Planning Scheme. Liz has been further retained to action the Georgetown Planning Study during this planned visit.
- Georgetown Walking Network Plan: Council workshopped the draft Plan to confirm priorities. Shepherds have outlined the following timeline for its completion: -
 - Final draft to Council for review – week commencing 27th March 2023.
 - Final public consultation once accepted by Council (2-3 week period).
 - Leading to an anticipated Council adoption at the May meeting, but no later than June Meeting.
- Einasleigh Town Common Yards: RLO sought expressions of interest to assist in design of yards December 2022. At the time of writing this report, no response has been received from contacted parties.
- 150 Year Commemorative Brick Wall: Council's preferred contractor has terminated the engagement (as at 4th April). We are exploring options.
- Peace Park: Please refer to CDEO's report. Plaques have been installed. This project has now been completed.

4 Calendar of Events

Past Month:

- 16th – 17th March: Finance Officer Network, Cairns
- 20th March: Teleconference with DSDILGP & KPMG
- 22nd March: LDMG Operations training
- 22nd March: Council Workshop
- 23rd March: LDMG activation debrief
- 23rd March: Audit Committee
- 27th March: LGAQ Workforce Network Meeting
- 28th March: LGAQ Psych Injury Management Training
- 1st April: New Hostel Managers take up management of Hostel
- 4th April: Random Drug & Alcohol testing conducted on Depot, Admin and Community Service employees.
- 5th April: Code of Conduct & WH&S Training
- 6th April: Closing meeting with Internal Auditors.
- 7th – 18th April: Easter & Annual Leave
- 19th April: Council Meeting

Next Month:

- 17th May: Council Meeting

6 Other

- Awaiting response to application submitted to Queensland Remembers Grant Program for a new cenotaph at Mt Surprise.
- Council has re-submitted its applications for funding (50/50) for Walking Path Network studies for Forsayth, Einasleigh and Mt Surprise.
- Awaiting response to Council's DRF application for multi-purpose / multi-agency disaster coordination centre.
- Grant Application under Disaster Resilience Fund: Awaiting a response to our application.

Andrew McKenzie
Director of Corporate Services



Etheridge Shire Council

General Meeting	6 th April 2022
Subject	Financial Performance (Actual v Budget) for the period 1 July 2021 to 31 st March 2022
Classification	Open
Author	Andrew McKenzie, Director Corporate Services

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.

RECOMMENDATION

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

BACKGROUND

The monthly financial report of Council provides a "Snapshot" of Council's financial performance, financial position and cash flows for the reporting period.

LINK TO CORPORATE PLAN

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

Strategy No. 5.3.1: Ensure transparency of Council's financial operations and performance and promote awareness within the community of Council's financial management and other strategies.

BUDGET & RESOURCE CONSIDERATIONS

There are no Budget or Resource Considerations contained within this report.

CONSULTATION

NIL

LEGAL CONSIDERATIONS

Section 204 of the *Local Government Regulation 2012* requires the Chief Executive Officer to present a financial report to Council's monthly meeting. The financial report is to be as close to the last day of the month of the reporting period as practicable.

POLICY IMPLICATIONS

NIL

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

Risk	Person affected/ location	Risk Rating	Risk Control Measures	By who when	Notes
Failure to maintain financially sustainable.....	Council / Community	C3 – High	Council has in place various controls to monitor Councils position on month to month basis.	DCS	Council is audited annually by the QAO and Council also conducts various Internal Audits on Council
	Council / Community / Management	C3 – High	Council has in place various controls and also provides monthly reporting to Council to discuss the financial position of Council. Management will raise any concerns with Council as and when they may arise.	DCS	Council is audited annually by the QAO and Council also conducts various Internal Audits on Council

Report Prepared By:

Andrew McKenzie, Director Corporate Services

Date 6th April 2022

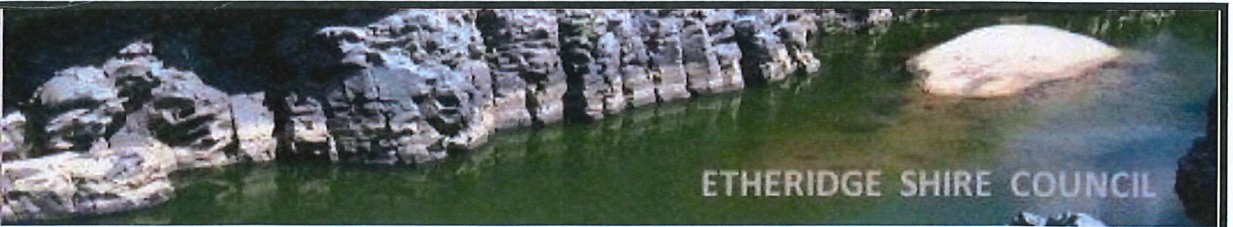
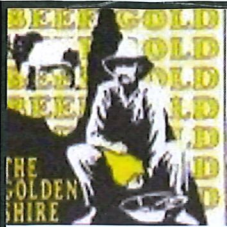
Report Authorised By:

Ken Timms, Chief Executive Officer

Date:

ATTACHMENTS:

Financial Report as at 31st March 2022



ETHERIDGE SHIRE COUNCIL

Etheridge Shire Council

*March
Financial Reports
Council Meeting
19 April 2023*

**Mayor and Councillors
Etheridge Shire Council
Georgetown Qld 4871**

Highlights of this Month's Financial Report

Reporting Period:=-

31-March-2023

Revenue:

Total Revenue of \$ 42.9 M representing 58.8% of YTD Original Budget of \$ 72.9 M

These statements are for the 9 months of the financial year and would generally represent 75 % of the overall budget.

Council is expecting finalisation of QRA payments due for 22 Flood Damage. Final payments are expected to total approximately \$6-7m (inclusive of recent expenditures).

Expenditure:

Total expenditure of \$ 52.4 M for the same period represents 80.9% of the full year Expenditure Budget of \$ 64.8 M

Outcome:

The Cumulative Operating Result for the Report period is a Deficit of \$ -9.55 M

Capital Works

Refer attached Capital Funding report 2022-23 for details of Capital Projects and accompanying WIP report.

Etheridge Shire Council
Index of Attached Reports

Mar-23

Highlights

Index

1. Cash Position
2. Monthly Cash Flow Estimate
3. Comparative Data
4. Capital Funding Summary
5. Road Works Expenditure

Capital Funding Detail (WIP)

Rates Outstanding Balances

Rates Control Totals

PCS Revenue and Expenditure Budget (Lvl 3 No cents) (3 Pages)

PCS Balance Sheet Summary (Lvl 3, No cents) (3 Pages)

~~PCS Statement of Comprehensive Income~~

~~PCS Statement of Financial Position~~

~~PCS Statement of Cash Flow~~

Cash At Bank

Operating Account					\$104,641
Cash Floats					\$1,500
Short Term Investments					
QTC Cash Fund					\$3,342,936
Total Cash at Bank					<u><u>\$3,449,077</u></u>

Available Working Capital

Cash at Bank					\$3,449,077
Less: Allowance for Cash backed Current Liabilities (Employee Entitlements AL, LSL, SL, RDO)					-\$791,664
Add: Receivables less: Payables	933,738	Less	-1,581,730		-\$647,992
Less: Council Constrained Cash					-\$1,241,000
Available Working Capital					<u><u>\$768,421</u></u>

2. Monthly Cash Flow Estimate

Apr-2023

Receipts \$ 000's		Expenditure \$ 000's	
Rates	\$34	Payroll	\$480
Fees and Charges Billings	\$10	Operating and Contractor Payables (*)	\$1,550
Own Roads Program Recoveries	\$0	Capital Acq	\$0
Main Roads Invoiced Recoveries	\$430	Other (Grant Funding Exp - Est)	\$250
Grants Expected (**)	\$0		
QRA Provisional Est	\$5,000		
	<u>\$5,474</u>		<u>\$2,280</u>

(*) Includes Contractor Retentions
(**) Includes best estimates for R2R, LRCI, RMPS (Engineering reports lodgement dependent)

Cash is expected to Increase approximately \$3,194 K during next period.

Etheridge Shire Council

3. Comparative Data for

31-Mar-2023

	2021	2022	2023
Cash Position	\$10,782	\$13,453	\$3,449
Working Capital	\$7,081	\$12,142	\$768
Rate Arrears	\$34	\$133	\$135
Receivables Current	\$187	\$787	\$322
Payables Current	\$342	\$1,179	\$3,410
Loan Payable (CL and NCL)	\$64	\$56	\$35

Working Capital \$000's

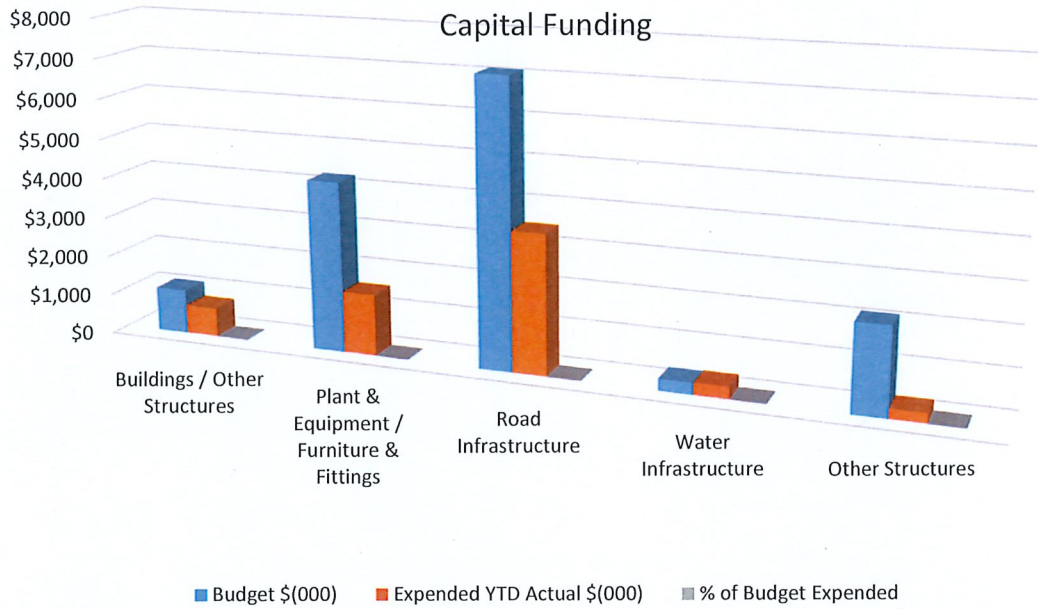
Cash and Deposits \$000's

	2021	2022	2023	2021	2022	2023
Jul	11,676	7,999	10,113	14,985	11,352	15,567
Aug	12,882	8,224	11,777	14,335	9,803	11,178
Sep	8,533	14,444	9,511	14,084	15,241	12,278
Oct	8,165	8,221	10,678	11,889	14,601	12,159
Nov	7,951	14,520	8,616	11,367	16,836	8,408
Dec	7,561	12,492	5,450	11,375	13,501	5,674
Jan	7,313	11,244	4,326	10,259	14,030	3,727
Feb	7,081	12,142	5,149	10,782	13,453	8,333
Mar	6,088	10,976	768	9,654	10,901	3,449
Apr	5,457	12,211		8,625	12,808	
May	6,302	15,666		10,186	15,909	
Jun	11,244	9,511		13,215	16,118	

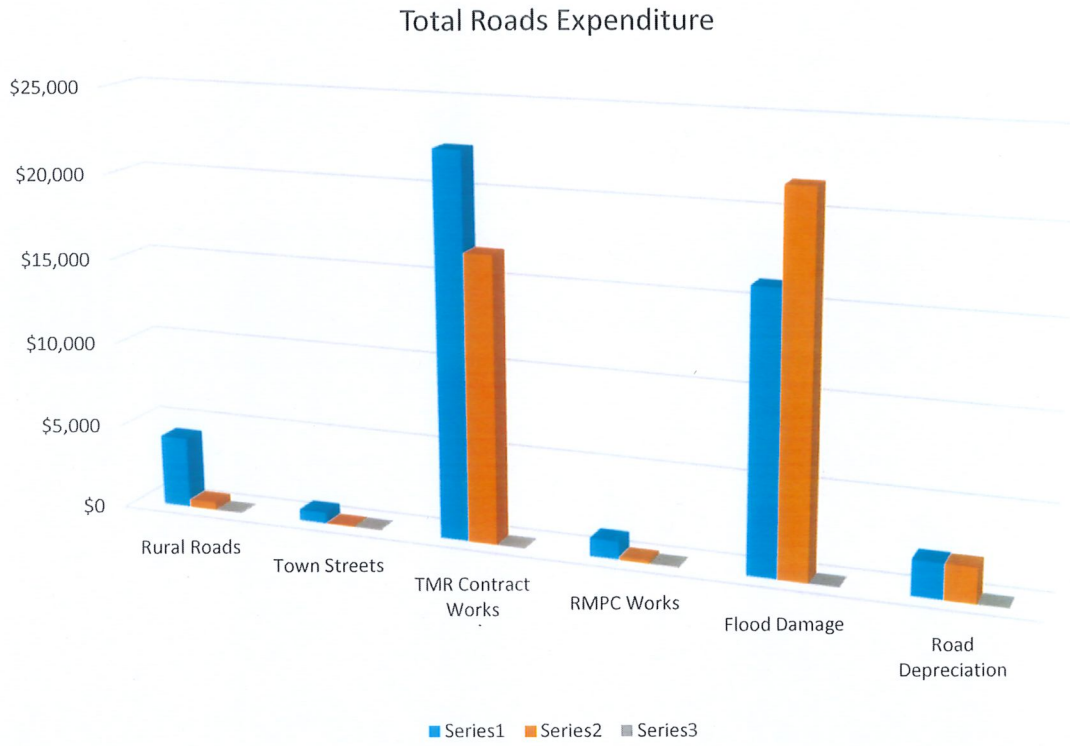
Etheridge Shire Council

4. Capital Funding

31-Mar-2023



		Budget \$(000)	Expended YTD Actual \$(000)	% of Budget Expended
	Total Capital Funding	\$16,978	\$6,267	36.91%
1	Land and Improvements	\$2,090	\$6	0.28%
2	Buildings / Other Structures	\$1,100	\$719	65.35%
3	Plant & Equipment / Furniture & Fittings	\$4,251	\$1,531	36.01%
4	Road Infrastructure	\$7,105	\$3,468	48.81%
5	Water Infrastructure	\$286	\$298	104.04%
6	Other Structures	\$2,146	\$245	11.44%



		Budget \$ 000's	Expended YTD Actual \$ 000's	% of Budget Expended \$ 000's
	Total Road Expenditure	\$46,624	\$41,022	83%
1	Rural Roads	\$4,213	\$444	11%
2	Town Streets	\$671	\$38	6%
3	TMR Contract Works	\$22,410	\$16,703	75%
4	RMPC Works	\$1,080	\$170	16%
5	Flood Damage	\$16,170	\$21,623	134%
6	Road Depreciation	\$2,080	\$2,044	98%

		PREVIOUS YEARS (Opening balance)	YEAR TO DATE (ACTUALS)	TOTAL EXPENDITURE (ACTUALS)	BUDGET	% budget expended
0400-4150-0000	Work in Progress - Land & Land Improvements				\$2,090,000.00	1%
0410-4501-0000	Work in Progress - Land Sales - LJ & ACJ Barns (00083-00000-000)		-\$ 9,090.91	-\$ 9,090.91		
4500-4510-0001	Charleston Dam - Pipe water to rec area (Land & Other Improvements)		\$ 15,036.01	\$ 15,036.01		
			\$5,945.10	\$5,945.10		
0400-4250-0000	Work in Progress - Buildings				\$1,100,000.00	65%
3080-4501-0000	Aged Care Facilities -Advisory	\$9,674.86	\$69,475.64	\$79,150.50	\$ 590,000.00	
3100-4501-0001	Morgue Freezer		\$27,464.00	\$27,464.00		
3140-2268-0001	Sport Centre - Car Park Lands & drainage - Design					
3220-4501-0001	Einasleigh Infrastructure - Halls & Public Facilities - Water Tank Upgrade (other structures)	\$11,463.27		\$11,463.27		
3280-4502-0000	Staff Housing	\$46,446.23	\$545,115.43	\$591,561.66	\$ 1,150,000.00	
3280-4503-0000	Staff housing - HSH					
3280-4504-0000	Staff housing - SHP					
3280-4505-0000	Staff housing - ILF (Independent Living Facility)		\$4,485.00	\$4,485.00		
3350-4502-0000	Depot - Cap improvements - Carpark & shade structure		\$2,763.63	\$2,763.63		
3410-4500-0002	W4Q Cap Grant - Information Sign - Lynd Community Building	\$5,776.12		\$5,776.12	\$ 50,000.00	
3410-4500-0003	W4Q Cap Grant - Beautification of Einasleigh Carpark					
3410-4500-0004	W4Q Cap Grant - Hard Roof Playground Shelters (Georgetown, Einasleigh & Forsyth)				\$ 35,000.00	
3410-4500-0005	W4Q Cap Grant - Fencing (Mt Surprise Cemetery & Mt Surprise Park)					
3410-4500-0006	W4Q Cap Grant - Shelter Shed & Seating @ Elizabeth Crk Mt Surprise					
3410-4500-0007	W4Q Cap Grant - Speed Warning Signs x 5 @ Georgetown and Forsyth	\$28,655.76		\$28,655.76		
3410-4500-0008	W4Q Cap Grant - Concrete Walkway from Forsyth Museum to town entrance					
3410-4500-0009	W4Q Cap Grant - Forsyth Sp & Rec Upgrade		\$305.00	\$305.00		
3410-4500-0010	W4Q Cap Grant - Bike Park - Mt Surprise					
3411-4500-0001	W4Q Capital Works (21/24) - Georgetown - Streetscaping (roads)				\$ 900,000.00	
3411-4500-0002	W4Q Capital Works (21/24) - Georgetown Sports Centre		\$47,280.52	\$47,280.52	\$ 300,000.00	
3411-4500-0003	W4Q Capital Works (21/24) - Einasleigh - Drainage improvement (roads)				\$ 1,000,000.00	
3411-4500-0005	W4Q Capital Works (21/24) - Rural Addressing					
3411-4500-0006	W4Q Capital Works (21/24) - Forsyth Cemetery Fencing	\$27,908.96	\$12,965.00	\$40,873.96		
3412-4500-0001	Cap Imp - Terrestrial - Damage-bk steps/install wheel					
3610-4500-0001	Rec. & Res 21-23 Cap Works: Solar energy - Council Buildings	\$77,840.00		\$77,840.00		
4140-4504-0002	Cap Imp. Depot - sign shed shade (other structures)	\$11,072.73		\$11,072.73	\$ 750,000.00	
4140-4504-0003	Cap Imp. Depot - workshop hoist		\$9,030.97	\$9,030.97		
5030-4500-0001	Cap Imp. Einasleigh Common - Upgrade Eins Common Stock Yrds (other structures)	\$12,540.00		\$12,540.00		
3350-4502-0001	Depot & Stores - Capital improvements - Depot - installation of generator (plant)				-	
3610-4500-0002	Recovery & Resilience Grant - North Head Rd - Install drainage & bitumen seal (roads)					
3610-4500-0003	Recovery & Resilience Grant - Georgetown Street scaping (roads)					
		\$231,377.93	\$718,885.19	\$950,263.12		
0400-4350-0000	Work in Progress - Other Structures				\$2,146,000.00	10%
3270-4500-0001	Shire Office - Cap Works - Car park shade structure		\$2,763.64	\$2,763.64		
4091-4501-0001	Capital Imp. Georgetown Aerodrome - Reseal of Airstrip runway				\$ 240,000.00	
4091-4501-0002	Capital Imp. Georgetown Aerodrome - Linemarking					
4077-4501-0001	W4Q Georgetown Infrastructure Projects at Costs - Shade and Seating Structures	\$4,980.00		\$4,980.00		

		PREVIOUS YEARS (Opening balance)	YEAR TO DATE (ACTUALS)	TOTAL EXPENDITURE (ACTUALS)	BUDGET	% budget expended
5070-4500-0001	Gtown landfill cap improv - Extend concrete slab		\$27,500.00	\$27,500.00		
5151-4503-0000	Georgetown Parks Capital - Heritage park play area upgrade		\$25,439.17	\$25,439.17		
5152-4502-0001	WIP Charleston Dam Rec. - Supply & Install Restroom	\$331,095.25		\$331,095.25		
5152-4502-0002	WIP Charleston Dam Rec. - Supply & Install Picnic Shelters	\$86,009.66	\$22,663.02	\$108,672.68		
5152-4502-0003	WIP Charleston Dam Rec. - Supply & Install View Platform					
5152-4502-0004	WIP Charleston Dam Rec. - Supply & Install BBQ's (Wood Fired)	\$33,754.84		\$33,754.84		
5152-4502-0005	WIP Charleston Dam Rec. - Suppy & Install Boat Ramp	\$98,676.72	\$99,993.22	\$198,669.94	\$	100,000.00
5152-4502-0006	WIP Charleston Dam Rec. - Parking & Internal Roads	\$1,109,957.58	-\$22,620.85	\$1,087,336.73		
5152-4502-0007	WIP Charleston Dam Rec. - Playground & Activity Area	\$45,201.39		\$45,201.39		
5152-4502-0008	WIP Charleston Dam Rec. - Supply & Install Walkways	\$9,658.31	\$1,575.60	\$11,233.91		
5152-4502-0009	WIP Charleston Dam Rec. - Landscaping (Trees/Shrubs)	\$84,813.99	\$4,864.17	\$89,678.16		
5152-4502-0010	WIP Charleston Dam Rec. - Supply & Install Entrance Monument & Various Signage		\$250.88	\$250.88		
5161-4500-0001	Georgetown Cemetery - fence replacement		\$18,695.20	\$18,695.20		
5165-4500-0001	Kidston Cemetary - Replace fence		\$36,995.00	\$36,995.00		
6010-4502-0001	Infrastructure at Cost Building Our Regions Grant Terrestrial Upgrade - Upgrade to Complex		\$2,344.00	\$2,344.00		
6010-4502-0002	Infrastructure at Cost Building Our Regions Grant Terrestrial Upgrade - Internal Fitout (Displays etc)					
6010-4502-0003	Infrastructure at Cost Building Our Regions Grant Terrestrial Upgrade - New carpet in collection area					
6010-4502-0004	Infrastructure at Cost Building Our Regions Grant Terrestrial Upgrade - Landscaping					
6010-4502-0005	Collection upgrade - John Towing - Topaz purchase		\$25,000.00	\$25,000.00		
6020-4502-0001	Cap Imp. Child Care Centre - Shade Structure					
		\$1,804,147.74	\$245,463.05	\$2,049,610.79		
0400-4450-00000	Work in Progress - Fleet Plant & Equipment				4,251,000.00	46%
4150-4500-0103	Plant Purchases - Genelite 66kVA Generator #1 (Plant 8843)	\$27,605.00		\$27,605.00		
4150-4500-0104	Plant Purchases - Genelite 66kVA Generator #1 (Plant 8844)	\$27,605.00		\$27,605.00		
4150-4500-1280	Plant Purchase - Hilux (Plant 1280)		\$68,503.92	\$68,503.92		
4150-4500-1285	Plant Purchase - Hilux (Plant 1285)		\$68,503.92	\$68,503.92		
4150-4500-1300	Plant Purchase - Hilux (Plant 1300)		\$68,503.92	\$68,503.92		
4150-4500-1305	Plant Purchase - Hilux (Plant 1305)		\$68,503.92	\$68,503.92		
4150-4500-1315	Plant Purchase - Hilux (Plant 1315)		\$68,503.92	\$68,503.92		
4150-4500-1325	Plant Purchases - Prado		\$65,136.89	\$65,136.89		
4150-4500-1345	Plant Purchases - BT-50 (Plant 1345)		\$75,909.09	\$75,909.09		
4150-4500-1350	Plant Purchases - BT-50 (Plant 1350)		\$75,909.09	\$75,909.09		
4150-4500-1355	Plant Purchases - BT-50 (Plant 1355)		\$75,909.09	\$75,909.09		
4150-4500-1360	Plant Purchases - BT-50 (Plant 1360)		\$75,909.09	\$75,909.09		
4150-4500-1365	Plant Purchases - BT-50 (Plant 1365)		\$75,909.09	\$75,909.09		
4150-4500-2620	Plant Purchases - Prime Mover (Plant 2620)		\$222,075.00	\$222,075.00		
4150-4500-5060	Plant Purchases - Skid Steer Loader (Plant 5060)		\$147,691.20	\$147,691.20		
4150-4500-6080	Plant Purchases - 2022 CAT Grader (Plant 6080)		\$504,721.60	\$504,721.60		
4150-4500-8848	Plant Purchases - Satellite Kit # 4		\$1,045.00	\$1,045.00		
4150-4500-8858	Plant Purchases - Satellite Kit # 5		\$8,579.10	\$8,579.10		
4150-4500-8859	Plant Purchases - Satellite Kit # 6		\$8,579.10	\$8,579.10		
4150-4500-8870	Plant Purchases - Generator (Plant 8870)		\$26,298.00	\$26,298.00		
4150-4500-1295	Plant Purchase - Hilux (Plant 1295)		\$68,503.92	\$68,503.92		
4150-4500-1275	Plant Purchase - Hilux (Plant 1275)		\$68,503.92	\$68,503.92		
4150-4500-1290	Plant Purchase - Hilux (Plant 1290)		\$68,503.92	\$68,503.92		
4150-4500-1310	Plant Purchase - Hilux (Plant 1310)		\$68,503.92	\$68,503.92		
4150-4500-1265	Plant Purchase - Hilux (Plant 1265)		\$68,503.92	\$68,503.92		
4150-4500-1270	Plant Purchase - Hilux (Plant 1270)		\$68,503.92	\$68,503.92		
4150-4502-0000	Plant Sales - 2011 Zero Turn Mower		-\$2,727.27	-\$2,727.27		
4150-4502-0000	Plant Sales - Plant 5027 - Loader Skid Steer Bobcat S205H		-\$25,000.00	-\$25,000.00		
4150-4502-0000	Plant Sales - Plant 6014 - Grader Caterpillar 140H		-\$115,000.00	-\$115,000.00		
4150-4502-0000	Plant Sales - Plant 1036,1046,1066,1093,1221 (Mareeba Mazda)		-\$142,727.27	-\$142,727.27		

		PREVIOUS YEARS (Opening balance)	YEAR TO DATE (ACTUALS)	TOTAL EXPENDITURE (ACTUALS)	BUDGET	% budget expended
4150-4502-0000	Plant Sales - Plant 1098, 1086, 1216, 1258, 1237 (Pacific Toyota)		-\$166,363.63	-\$166,363.63		
4150-4502-0001	Plant Sales - Plant 1247, 1025, 1117, 1015, 1077 (Pacific Toyota)		-\$134,545.46	-\$134,545.46		
		\$55,210.00	\$1,530,850.83	\$1,586,060.83		
0400-4550-0000	Work in Progress - Furniture & Other Equipment					
0400-4650-0000	Work in Progress - Roads Infrastructure				\$7,105,000.00	49%
4012-4500-0001	Work In progress -Roads & Streets - First Street Forsayth 22/23 Survey & Design		\$2,400.00	\$2,400.00		
4020-4500-0001	Capital Ip - Sealed Services - Forsayth - Einasleigh Rd Reseal		\$1,092.57	\$1,092.57	\$ 770,000.00	
4020-4521-0100	Road Improvements - TIDS 19/20 Infra. At Cost - Annual Contribution FNQROC					
4020-4524-0000	Sealed Surfaces Northhead					
4020-4525-0001	Road Improvements - Dst Seals - Oak Park Rd (Oak Park Station) Ch 23.84 to Ch 24.64					
4020-4526-0001	Road Improvements - Dust Seals - Oak Park Rd (Bagstowe Station) Ch 55.4 to Ch 55.7					
4020-4527-0001	Local Road & Community Infr. Program - Greenhills Road - 5 x Concrete causeways					
4020-4527-0002	Local Road & Community Infr. Program - Perryvale Road - 3 x Concrete causeways					
4020-4528-0002	Road Improvements - R2R 21/22 Infr. @ cost - North Head Road project	\$268,124.24		\$268,124.24		
4020-4529-0001	Road Improvements - R2R 21/22 Infr. @ cost - North Head Road project	\$3,134,715.11	\$3,344,268.09	\$6,478,983.20		
4020-4540-0000	Cap imp - Dump access rd - Upgrade & seal		\$52,450.83	\$52,450.83		
4020-4550-0000	Cap imp - Gtown Cemetery Road - Upgrade & seal		\$67,671.78	\$67,671.78		
4040-4512-0000						
4040-1009-0000	Drainage Construction Works - LRCIP - LRIG Paddys Road	\$91,773.71		\$91,773.71		
4040-1051-0000	Drainage Construction Works - LRCIP - LRIG Vanlee Road					
4040-1057-0000	Drainage Construction Works - LRCIP - LRIG North Heads Road	\$536.70		\$536.70		
4040-1059-0000	Drainage Construction Works - LRCIP - LRI Grant Agate Creek	\$4,172.19		\$4,172.19		
4040-2028-0000	Drainage Construction Works - LRCIP - LRIG O'Briens Creek Road					
4040-3009-0000	Drainage Construction Works - LRCIP - LRIG Gilberton Road	\$331,177.41		\$331,177.41		
4061-4504-0001	Town Streets Imp. Capital Imp. Street Reseals Georgetown - Cumberland St, Low St to High St				\$ 190,000.00	
4061-4504-0002	Town Streets Imp. Capital Imp. Street Reseals Georgetown - Normanton St, High St to Causeway					
4061-4504-0003	Town Streets Imp. Capital Imp. Street Reseals Georgetown - South St, High St to Haldane St					
4061-4504-0004	Town Streets Imp. Capital Imp. Street Reseals Georgetown - Low St, St George St to Cumberland St					
4061-4504-0005	Town Streets Imp. Capital Imp. Street Reseals Georgetown - High St, Short St to Cumberland St, South St to Crampton Rd					
4061-4504-0006	Town Streets Imp. Capital Imp. Street Reseals Georgetown - Haldane St, North St to End					
4061-4504-0007	Town Streets Imp. Capital Imp. Street Reseals Georgetown - Haldane Lane					
4064-4504-0008	Town Streets Imp. Capital Imp. Street Reseals Georgetown - South St, High St to Haldane St					
4064-4504-0009	Town Streets Imp. Capital Imp. Street Reseals Georgetown - Collins St					
4062-4501-0001	Capital Imp - Street Reseals Forsayth - Second St				\$ 500,000.00	
4120-2337	Contractor services - not capital					
		\$3,830,499.36	\$3,467,883.27	\$7,298,382.63		
0400-4750-0000	Work in Progress - Water Infrastructure		-\$82,482.00	-\$82,482.00	\$285,500.00	-20%
3411-4500-0004	W4Q Capital Works (21/24) - Forsayth/Georgetown - Water Telemetry					
4320-4500-0002	Capital Imp. Georgetown Water Plant & Equipment at cost - Replacement of Meters	\$6,101.54	\$2,513.30	\$8,614.84		
4320-4500-0004	Capital Imp. Georgetown Water Plant & Equipment at cost - New Water Connections	\$51.70	\$655.12	\$706.82		
4320-4501-0001	Capital Imp. Georgetown Water Infra - Install telemetry	\$16,521.20		\$16,521.20	\$ 40,000.00	
4320-4501-0002	Capital Imp. Georgetown Water Infra - Valve replacement		\$2,772.67	\$2,772.67		

		PREVIOUS YEARS (Opening balance)	YEAR TO DATE (ACTUALS)	TOTAL EXPENDITURE (ACTUALS)	BUDGET	% budget expended
4320-4501-0003	Capital Imp. Georgetown Water Infra - Raw Water reservoir & Main to Treatment Plant	\$277,440.25	\$17.12	\$277,457.37		
4320-4501-0004	Capital Imp. Georgetown Water Infra - Replace water main to racecourse	\$32,544.90		\$32,544.90		
4320-4506-0002	Infrastructure at cost Georgetown Water - Install Valves & Hydrants					
4320-4507-0001	Water Supply Gtown - Infrastructure at cost - Replace water main (St George St & South St)		\$1,563.72	\$1,563.72		
4340-4500-0002	Capital Imp. Forsyth Water PPE - Replacement of meters	\$3,597.99	\$1,231.65	\$4,829.64		
4340-4500-0003	Capital Imp. Forsyth Water PPE - New Water Connection					
4340-4502-0001	Forsyth WTP - Install telemetry					
4340-4502-0002	Forsyth WTP - Install undercover area		\$7,322.50	\$7,322.50		
4340-4502-0003	Forsyth WTP - Line & aircon chlorine storage		\$9,515.90	\$9,515.90		
4340-4503-0001	Capital Imp. Forsyth Water Infrastructure - Supply & Install store Room & Slab					
4340-4503-0002	Capital Imp. Forsyth Water Infrastructure - Install Internal Work Room					
4340-4504-0001	Capital Imp - Forsyth Water Capital Imp. Res. To WTP - Connection of New Reservoir to WTP	\$84,963.75	\$659.70	\$85,623.45		
4340-4504-0002	Capital Imp - Forsyth Water Capital Imp. Res. To WTP - Security Fencing	\$17,194.60		\$17,194.60	\$ 12,500.00	
4340-4504-0003	Capital Imp - Forsyth Water Capital Imp. Res. To WTP - Install telemetry	\$7,080.00		\$7,080.00	\$ 40,000.00	
4500-4500-0000	Charleston Dam Project - Charleston Dam Support Design Etc	\$1,545,704.81	\$56,098.89	\$1,601,803.70		
4500-4501-0001	Construction of Fish Ladder & Spillways - Construction of Fish Ladder				\$ 40,000.00	
4500-4502-0001	Construction of Dam Wall & Pipes - Constr of Dam Wall & Pipes					
4500-4502-0002	Construction of Dam Wall & Pipes - Remedial works on top of dam wall (Replace gravel)					
4500-4502-0003	Construction of Dam Wall & Pipes - Install power to reservoir & pumps					
4500-4503-0001	Const Reticulation Dam Forsyth WTP- Const of Reticulation (Dam to Forsyth WTP)	\$1,146,033.82	\$2,964.00	\$1,148,997.82		
4500-4503-0002	Const Reticulation Dam Forsyth WTP- Mobilisation					
4500-4503-0003	Const Reticulation Dam Forsyth WTP- Design / Survey					
4500-4503-0004	Const Reticulation Dam Forsyth WTP- De-Mobilisation					
4500-4504-0001	Conts Reticulation Dam/Gtown - Const of Reticulation (Dam to Georgetown WTP)	\$3,165,269.06	\$13,089.06	\$3,178,358.12		
4500-4504-0002	Conts Reticulation Dam/Gtown - Mobilisation					
4500-4504-0003	Conts Reticulation Dam/Gtown - Design / Survey					
4500-4504-0004	Conts Reticulation Dam/Gtown - De-Mobilisation					
4500-4505-0001	Charleston Dam Infrastructure Cost - Floating Inlet	\$632,049.52	\$16,385.27	\$648,434.79		
4500-4506-0001	Charleston Dam Rec Area - Charleston Dam Rec Survey Des	\$85,373.23	\$43,141.82	\$128,515.05	\$ 475,000.00	
4500-4506-0002	Charleston Dam Rec Area - Fencing		\$114,647.87	\$114,647.87		
4500-4507-0001	Charleston Dam Infrastructure Cost - Charls Dam - Pump-housing Fsy water					
4500-4508-0001	Dam Water Supply & pipelines & Equipment - Dam Water Supply Item 1	\$40,519.03	\$67,426.09	\$107,945.12		
4500-4509-0001	Work in Progress - Water - Shed (Council Funded)		\$40,027.20	\$40,027.20		
		\$7,060,445.40	\$297,549.88	\$7,357,995.28		
		\$12,981,680.43	\$6,266,577.32	\$19,248,257.75		
	Other additions					
	Renewals					

Etheridge Shire Council

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FUND SUMMARY	FUND	ARREARS	INTEREST	RATES	WATER	LEVIES	DR SUPP.	CR SUPP.	INTEREST	RECEIPTS	DISCOUNT	WRITE OFFS	SUBSIDY	COUNCIL	UNALLOCATED RECEIPTS	BALANCE
		RATES	INTEREST	RATES									GOVERNMENT			
GENERAL		28005.99	6042.96	2301529.55			706561.73	711165.74	6773.30	1925221.99	282836.87	64.16	7767.48	19104.82		102752.47
WATER		9319.46	2273.74	323779.10			7137.30	6952.90	814.48	273534.55	45538.15	5.22	1783.69	3165.39		12344.18
CLEANSING		1136.90	144.86	128022.85			2556.95	2728.47	135.47	109499.27	17918.41	1.27				1849.61
T.V.										924.23						0.00
COMMERCIAL GARBAGE				669.27			418.06				163.10					0.00
WATER CONSUMPTION		1826.95	215.82	53702.10	70115.84				88.95	109863.54		1.20				16084.92
WASTE MANAGEMENTT		1333.35	147.64	34405.26				1257.88	1790.95	127.17	31765.26		624.17	1166.75		1922.95
RURAL FIRE AREA 1																0.00
Emergency Fire & Res		2557.60	524.56	120030.40			2966.40	3142.41	693.20	113293.14		40.30				10296.31
CHARGE ON LAND							6965.98									6965.98
Unallocated Rates Receipts															-31161.78	-31161.78
FUND SUMMARY TOTAL		44180.25	9349.58	2962138.53	70115.84		727864.30	725780.47	8632.57	2564101.98	346456.53	113.37	10175.34	23436.96	-31161.78	121054.64

Etheridge Shire Council

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FUND SUMMARY

FUND	366+ DAYS ARREARS	181-365 DAYS ARREARS	31-180 DAYS ARREARS	1-30 DAYS ARREARS	TOTAL
GENERAL	23130.35	1214.22	77327.35	710.23	102382.15
WATER	7530.20	441.66	4103.67	84.22	12159.75
CLEANSING	630.08	36.83	1169.81	12.89	1849.61
WATER CONSUMPTION	236.41	50.28	274.00	4.13	564.82
WASTE MANAGEMENTT	812.26	37.41	954.21	12.84	1816.72
Emergency Fire & Rescue Levy	1623.67	82.96	8475.36	70.98	10252.97
CHARGE ON LAND			6965.98		6965.98
FUND SUMMARY TOTAL	33962.97	1863.36	99270.38	895.29	135992.00

		REVENUE			EXPENDITURE		
		31 Mar 2023	Original		31 Mar 2023	Original	
		Actual	Budget		Actual	Budget	
1000-0001	Governance						
1000-0002	Elected Members	0.00	0.00	0%	283,314.47	400,500.00	41%
1010-0002	Governance	0.00	0.00	0%	0.00	898,750.00	---
1020-0002	Economic Development	137,620.00	328,000.00	138%	260,790.42	122,500.00	-53%
1030-0002	Civic Receptions and Events	0.00	2,000.00	---	0.00	30,000.00	---
1040-0002	Regulatory Services						
1040-0003	Town Planning	0.00	50,000.00	---	0.00	40,000.00	---
1041-0003	Building Control	6,225.00	5,000.00	-20%	0.00	5,000.00	---
1042-0003	Environmental Health	0.00	5,000.00	---	6,341.49	7,500.00	18%
1043-0003	Local Laws	0.00	0.00	0%	0.00	10,000.00	---
1040-0002	Regulatory Services TOTAL	6,225.00	60,000.00	864%	6,341.49	62,500.00	886%
1050-0002	Disaster Management	(347.40)	21,000.00	<999%	25,213.35	36,000.00	43%
1060-0002	WH&S	0.00	0.00	0%	170,170.25	304,000.00	79%
1000-0001	Governance TOTAL	143,497.60	411,000.00	186%	745,829.98	1,854,250.00	149%
2000-0001	Corporate						
2000-0002	General Rates	2,303,698.84	1,965,500.00	-15%	302,005.85	0.00	-100%
2010-0002	General Administration	1,385,661.08	5,286,500.00	282%	2,760,776.99	1,764,005.00	-36%
2020-0002	Employee Services	604,697.85	2,300,000.00	280%	1,226,002.50	1,622,500.00	32%
2030-0002	ICT	0.00	0.00	0%	204,233.58	355,000.00	74%
2040-0002	Broadcasting Services	0.00	0.00	0%	17,307.98	11,250.00	-35%
2000-0001	Corporate TOTAL	4,294,057.77	9,552,000.00	122%	4,510,326.90	3,752,755.00	-17%
3000-0001	Community						
3000-0002	Commercial Rental Properties						
3000-0003	Staff housing	92,079.00	166,000.00	80%	156,450.88	385,000.00	146%
3001-0003	Other Residentials	2,000.00	0.00	-100%	0.00	0.00	0%
3002-0003	Savannah House	2,925.00	8,000.00	174%	26,901.97	65,000.00	142%
3003-0003	Demountable Office (Mary St)	38,000.00	48,000.00	26%	0.00	5,000.00	---
3004-0003	Aged Care	20,000.00	100,000.00	400%	0.00	0.00	0%
3000-0002	Commercial Rental Properties TOTAL	155,004.00	322,000.00	108%	183,352.85	455,000.00	148%
3010-0002	Libraries	5,958.27	6,000.00	1%	12,916.96	34,500.00	167%
3020-0002	Community Development	31,000.00	24,000.00	-23%	56,016.84	130,000.00	132%
3030-0002	Sport & Recreation	103,254.40	302,500.00	193%	376,579.32	456,000.00	21%

		REVENUE			EXPENDITURE		
		31 Mar 2023	Original		31 Mar 2023	Original	
		Actual	Budget		Actual	Budget	
3040-0002	Halls	1,855.10	5,000.00	170%	182,416.36	262,500.00	44%
3050-0002	Medical Centres	0.00	0.00	0%	16,173.25	35,000.00	116%
3060-0002	Aerodromes	0.00	240,000.00	---	216,978.58	272,250.00	25%
3070-0002	Terrestrial Centre	487,569.22	113,000.00	-77%	314,163.73	399,000.00	27%
3080-0002	Little Gems Child Care Centre	222,813.79	225,000.00	1%	249,919.19	426,500.00	71%
3090-0002	Georgetown Student Hostel	58,665.55	95,000.00	62%	191,519.07	231,250.00	21%
3100-0002	Cemeteries	29.59	45,000.00	>999%	13,059.50	35,000.00	168%
3000-0001	Community TOTAL	1,066,149.92	1,377,500.00	29%	1,813,095.65	2,737,000.00	51%
4000-0001	Infrastructure Services						
4000-0002	Parks Gardens Reserves and Grounds	0.00	37,500.00	---	320,180.08	913,000.00	185%
4010-0002	Rural Lands Protection	22,978.05	20,000.00	-13%	69,772.10	313,000.00	349%
4020-0002	Street Lighting	0.00	0.00	0%	8,128.32	10,000.00	23%
4030-0002	Roads						
4030-0003	Shire Roads	2,594,868.73	6,361,000.00	145%	2,078,526.51	3,231,750.00	55%
4031-0003	Town Streets	0.00	950,000.00	---	430,106.60	350,000.00	-19%
4032-0003	Flood Damage	14,616,288.81	28,220,000.00	93%	22,267,978.14	28,220,000.00	27%
4030-0002	Roads TOTAL	17,211,157.54	35,531,000.00	106%	24,776,611.25	31,801,750.00	28%
4040-0002	Depot and Stores	90,497.09	310,000.00	243%	343,307.24	875,500.00	155%
4050-0002	Recoverable Works						
4050-0003	Private Works	112,269.10	40,000.00	-64%	104,396.54	36,000.00	-66%
4051-0003	DTMR	13,711,229.10	17,800,000.00	30%	15,887,754.45	16,000,000.00	1%
4050-0002	Recoverable Works TOTAL	13,823,498.20	17,840,000.00	29%	15,992,150.99	16,036,000.00	0%
4060-0002	Plant Operations	5,618,207.07	6,680,000.00	19%	2,835,228.74	4,995,000.00	76%
4000-0001	Infrastructure Services TOTAL	36,766,337.95	60,418,500.00	64%	44,345,378.72	54,944,250.00	24%
5000-0001	Utilities						
5000-0002	Water Supply						
5000-0003	Georgetown WTP & Reticulation	348,193.34	342,220.00	-2%	426,542.98	715,000.00	68%
5001-0003	Forsayth WTP & Reticulation	100,491.53	126,100.00	25%	239,601.46	437,000.00	82%
5002-0003	Charleston Dam	0.00	0.00	0%	145,261.30	200,000.00	38%
5000-0002	Water Supply TOTAL	448,684.87	468,320.00	4%	811,405.74	1,352,000.00	67%
5010-0002	Waste Management						
5010-0003	Georgetown	129,074.13	113,000.00	-12%	176,907.23	139,500.00	-21%

(Accounts: 1000-0001-0000 to 5014-2400-0000. All report groups. 75% of year elapsed. To Level 4. Excludes committed costs)

Etheridge Shire Council (Budget for full year)

Financial Year Ending 2023

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		REVENUE			EXPENDITURE		
		31 Mar 2023	Original		31 Mar 2023	Original	
		Actual	Budget		Actual	Budget	
5011-0003	Forsayth	13,664.69	513,850.00	>999%	9,142.07	17,500.00	91%
5012-0003	Einasleigh	9,805.06	10,300.00	5%	11,693.17	17,500.00	50%
5013-0003	Mt Surprise	10,529.61	9,750.00	-7%	6,360.88	12,500.00	97%
-----		-----	-----		-----	-----	
5010-0002	Waste Management TOTAL	163,073.49	646,900.00	297%	204,103.35	187,000.00	-8%
-----		-----	-----		-----	-----	
5000-0001	Utilities TOTAL	611,758.36	1,115,220.00	82%	1,015,509.09	1,539,000.00	52%
=====		=====	=====		=====	=====	
TOTAL REVENUE AND EXPENDITURE		42,881,801.60	72,874,220.00	70%	52,430,140.34	64,827,255.00	24%

(Accounts: 0300-0001-0000 to 5014-2400-0000. All report groups. 75% of year elapsed. To Level 4. Excludes committed costs)

Etheridge Shire Council (Budget for full year)

Financial Year Ending 2023

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	OPENING BALANCE	YEAR TO DATE 31 Mar 2023	BUDGET	CURRENT BALANCE 31 Mar 2023	BUDGET
<u>CURRENT ASSETS</u>					
0300-0001 ASSETS LIABILITIES & EQUITY					
0300-0002 CASH AND RECEIVABLES	22,947,363	(17,837,698)	---	5,109,665	27%
0300-0001 ASSETS LIABILITIES & EQUITY TOTAL	22,947,363	(17,837,698)	---	5,109,665	27%
TOTAL CURRENT ASSETS	22,947,363	(17,837,698)	---	5,109,665	27%
<u>NON-CURRENT ASSETS</u>					
0300-0001 ASSETS LIABILITIES & EQUITY					
0400-0002 NON-CURRENT ASSETS	256,327,754	2,551,409	15%	258,879,163	100%
0300-0001 ASSETS LIABILITIES & EQUITY TOTAL	256,327,754	2,551,409	15%	258,879,163	100%
TOTAL NON-CURRENT ASSETS	256,327,754	2,551,409	15%	258,879,163	100%
TOTAL ASSETS	279,275,117	(15,286,289)	-90%	263,988,828	95%

(Accounts: 0300-0001-0000 to 5014-2400-0000. All report groups. 75% of year elapsed. To Level 4. Excludes committed costs)

Etheridge Shire Council (Budget for full year)

Financial Year Ending 2023

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	OPENING BALANCE	YEAR TO DATE 31 Mar 2023	----- BUDGET	----- CURRENT BALANCE 31 Mar 2023	----- BUDGET
<u>CURRENT LIABILITIES</u>					
0300-0001 ASSETS LIABILITIES & EQUITY					
0500-0002 CURRENT PAYABLES AND LIABILITIES	7,941,360	(5,784,820)	---%	0	2,156,540 69% 3,141,965
0300-0001 ASSETS LIABILITIES & EQUITY TOTAL	7,941,360	(5,784,820)	---%	0	2,156,540 69% 3,141,965
TOTAL CURRENT LIABILITIES	7,941,360	(5,784,820)	---%	0	2,156,540 69% 3,141,965
<u>NON-CURRENT LIABILITIES</u>					
0300-0001 ASSETS LIABILITIES & EQUITY					
0600-0002 LOANS & LIABILITIES NON-CURRENT	2,270,985	46,870	---%	0	2,317,855 267% 867,987
0300-0001 ASSETS LIABILITIES & EQUITY TOTAL	2,270,985	46,870	---%	0	2,317,855 267% 867,987
TOTAL NON-CURRENT LIABILITIES	2,270,985	46,870	---%	0	2,317,855 267% 867,987
TOTAL LIABILITIES	10,212,345	(5,737,951)	---%	0	4,474,395 112% 4,009,952
NETT ASSETS/(LIABILITIES)	269,062,772	(9,548,339)	-56%	16,977,500	259,514,433 95% 272,454,535

(Accounts: 0300-0001-0000 to 5014-2400-0000. All report groups. 75% of year elapsed. To Level 4. Excludes committed costs)

Etheridge Shire Council (Budget for full year)

Financial Year Ending 2023

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		OPENING	YEAR TO DATE		CURRENT BALANCE	
		BALANCE	31 Mar 2023	BUDGET	31 Mar 2023	BUDGET
<u>COMMUNITY EQUITY</u>						
0300-0001	ASSETS LIABILITIES & EQUITY					
0700-0002	SHIRE CAPITAL & RESERVES	269,062,772	(9,548,339)	-119%	8,046,970	259,514,433 98% 263,526,305
0300-0001	ASSETS LIABILITIES & EQUITY TOTAL	269,062,772	(9,548,339)	-119%	8,046,970	259,514,433 98% 263,526,305
	TOTAL COMMUNITY EQUITY	269,062,772	(9,548,339)	-119%	8,046,970	259,514,433 98% 263,526,305



Etheridge Shire Council

General Meeting	19 th April 2023
Subject	Third Quarter 2022/23 Operational Plan Progress Report
Classification	Open
Author	Andrew McKenzie

EXECUTIVE SUMMARY

In accordance with s174(3) of the Local Government Regulation 2012, tabled for Council's reception is the Chief Executive Officer's third quarter (1 July – 31 March 2023) progress report on implementing Council's 2022/23 Operational Plan.

RECOMMENDATION

That Council receive the third quarterly progress report on Council's progress toward implementing its 2022 / 23 Operational Plan.

BACKGROUND

Councils are required to annually prepare and adopt an Operational Plan as part of its suite of Financial Planning Documents. Council adopted its Operational Plan at its Budget Meeting held 20th July 2022. Section 174(3) requires Council's Chief Executive Officer, on a quarterly basis, to report upon the organisation's progress toward achieving its Operational Plan.

LINK TO CORPORATE PLAN

Corporate Plan

Aim: Best Practice corporate governance and organisational excellence:

Operational Plan

Strategy: Councillors take a leadership role in the community, serve as a role model and provide strategic direction for the continued growth and development of the region.

Action: Review and implement Council's strategic plans.

BUDGET & RESOURCE CONSIDERATIONS

Nil

CONSULTATION

Officers assigned responsibility to achieve Operational Plan outcomes have contributed to this progress report.

LEGAL CONSIDERATIONS

Quarterly review of Operational Plan is a legislative requirement.

POLICY IMPLICATIONS

Nil

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 score: L - unlikely (D) / insignificant consequence (1)

Report Prepared By:

Andrew McKenzie, Director of Corporate Services

Date: 30th March 2023

Report Authorised By:

Ken Timms, Chief Executive Officer

Date:

ATTACHMENTS

2022/23 Operational Plan Third Quarter Review



Etheridge Shire Council

Operational Plan
2022-2023



Introduction

Welcome from Mayor

Welcome to Council's 2022/23 Operational Plan.

The Operational Plan is an important document within Council's Strategic Planning Framework. Its purpose is to identify the specific actions and outcomes Council wishes to achieve in the immediate 12 months, as part of our journey to achieving our stated Mission and Goals in our Corporate Plan.

Council has developed its 2022/23 Operational Plan in conjunction with its Annual Budget. It has also been heavily influenced by other key strategic planning documents, such as:-

- Council's Long Term Financial Plan;
- Asset Management Plans
- Regional Plans (Queensland State Government NQ Regional Plan), NWWQROC biosecurity Plan, others)

As the Operational Plan "operationalizes" Council's medium to long-term corporate strategy, it guides Council's Management and Staff in their day to day functions. To ensure Council's workforce deliver Council's desired strategy, the Chief Executive Officer is charged with the responsibility of providing a quarterly update on the Operational Plan's implementation. Each quarterly report is displayed on Council's website, as a "score-card" on our performance.

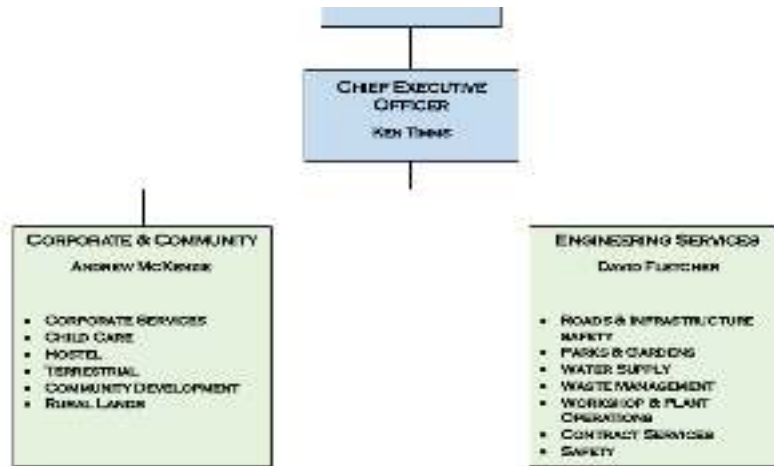
I would therefore encourage Shire ratepayers, residents and other stakeholders to take an interest in our journey toward reaching our longer-term strategic goals.

Cr Barry Hughes
Mayor



L-R Cr Barns, Mayor Hughes, Cr Royes, Cr Gallagher and Cr Haase





Corporate Aim No. 1: A Sustainable Transport Network That Meets Community Needs

Strategic Outcome: Shire Rural Roads are all Weather, Town Streets are Bitumen with Footpaths, Kerb, Channelling and Drainage

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter	3rd Quarter
An asset management strategy to support the monitoring, maintenance, replacement and enhancement of Council's road assets.	DES	Develop and implement a shire roads intervention level policy	Nov-22	Policy adopted by Council and Implemented	Not commenced	Being developed	Being developed
	DES	Identify the current status of shire rural roads and town streets	Sep-22	Updated road register			80% complete, just need to confirm some Road name changes
	DES	Implement maintenance programs on Towns Streets	Dec-22	Program implemented	Not commenced	Program being developed	Program being developed
	DES	Implement maintenance programs on Rural Roads	Jan-23	Program implemented	Not commenced	Program being developed	Program being developed
	DES	Implement maintenance programs on bridges, floodways, drainage etc	Feb-23	Program implemented	Not commenced	Program being developed	Program being developed
Develop and implement a comprehensive, sustainable and funded, 10-year Capital Works Program for roads, incorporating road train access and drainage.	DCS	Funded road depreciation for asset replacement	May-23	AMP updated	Depreciation is charged in line with AMP	Depreciation is charged in line with AMP	Depreciation is charged in line with AMP
	DES	Implement capital programs on Towns Streets	Mar-23	Program implemented	Program being developed	Program being developed	Program being developed
	DES	Implement capital programs on Rural Roads	Mar-23	Program implemented	Program being developed	Program being developed	Program being developed
	DES	Implement capital programs on bridges, floodways, drainage etc	Mar-23	Program implemented	Program being developed	Program being developed	Program being developed
Lobby for adequate funding to enable the repair of the shire road network affected by natural disaster.	DES	Implement reinstatement program for NDRRA	Apr-23	Works are programmed and under budget	Works underway for 2021 event. Submission for 2022 event being finalised for submission	Works underway for 2023 event and closing out 2021 and 2022 events	Expect approvals in time for a June start on works
Work with regional groups and our communities to upgrade Local Roads of Regional Significance.	DES	Attend regional meetings and meet with government representatives	Monthly	Attendance to regional FNQROC meetings	Attendance both on location and online ongoing	Attendance both on location and online ongoing	Attendance both on location and online ongoing

Strategic Outcome: Transport and Main Roads is Committed to Developing a Network that is Fully Sealed to Road Train Route Standard

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter	3rd Quarter
Maintain relationship with the Department of Transport and Main Roads to undertake road construction and maintenance (Road Train Routes).	DES	Implement TMR programs for RMPC & NDRRA	Feb-23	Contract TMR works on track and under budget	Projects at or under time	Projects at or under time	Projects completed in the allocated time frames.
	DES	Attend regional meetings and meet with government representatives to lobby for increased commitment to Main Roads Network	Monthly	Attendance to FNQROC regional meetings	Attendance both on location and online ongoing	Attendance both on location and online ongoing	Attended TMR and FNQROC meetings
	DES	Create an audit of TMR infrastructure in the Shire (list of km of Gravel, single lane bitumen and narrow/ problem bridges)	Nov-22	Audit presented to Council	Not commenced	Not commenced	Not commenced
Continue to lobby to raise the national profile of the Georgetown to Forsayth, Kennedy, Gulf and Gregory Development Roads and Bridges and for additional funding for high priority widening and sealing.	DES	Implement TMR upgrade programs	Jun-23	TMR contracts awarded to Council and completed on time and within budget	Underway. Projects awarded GDR East Site A and KDR, DFRA on various roads. Ongoing meetings and inspections with TMR	Underway. Projects awarded GDR East Site A and KDR, DFRA on various roads. Ongoing meetings and inspections with TMR	GDR work is scheduled to commence around the end of April and work on the KDR is planned to commence in May.

Strategic Outcome: There are Multiple Public Transport Options

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter	3rd Quarter
An asset management strategy to support the monitoring, maintenance, replacement and enhancement of Council's airports and airfield assets.	DES	Implement maintenance programs for airports	Mar-23	Annual maintenance program implemented	Inspections and maintenance underway as required	Inspections and maintenance underway as required	For Georgetown. The reseal and line marking were complete along with some lights and electrical maintenance. The CASA inspection occurred 30/3/23. In the exit interview the inspector was extremely complimentary.
	DCS	Funded airport depreciation for asset replacement	May-23	AMP updated	Depreciation is charged in line with AMP	Depreciation is charged in line with AMP	Depreciation is charged in line with AMP
	DES	Implement capital program for airports	Feb-23	Program implemented	Not commenced	Not commenced	Reseal and line marking were completed at Georgetown
Advocate for improved airfield infrastructure and services.	DES	Attend regional meetings and meet with government representatives	Quarterly	Attendance at FNQRRG regional meetings	Attendance both on location and online ongoing	Attendance both on location and online ongoing	Council have attended Regional Meetings and advocated on behalf of ESC. Met with CASA representative

Advocate for improved rail and bus services	CEO	Attend regional meetings and meet with government representatives	Annually	Attendance at FNQROC & NWQROC regional meetings	Council have attended Regional Meetings an advocated on behalf of ESC.	Council have attended Regional Meetings an advocated on behalf of ESC.	Council have attended Regional Meetings an advocated on behalf of ESC.
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Corporate Aim No. 2: A Sustainable Environment of Natural Assets, Water, Waste Water and Waste Management

Strategic Outcome: Best Practice Water and Waste Water Management

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter	3rd Quarter
An asset management strategy to support the monitoring, maintenance, replacement and enhancement of Council's water and waste water assets.	DES	Implement maintenance programs for the water networks	Oct-22	Maintenance program developed and implemented	Not commenced	Not commenced	Not commenced
	DES	Implement maintenance programs for the water treatment plants	Dec-22	Maintenance program developed and implemented	Not commenced	General maintenance underway	General maintenance underway
	DES	Develop and implement a water and waste water intervention level policy	Mar-23	Policy developed and presented to Council	Not commenced	Not commenced	Not commenced
Develop and implement a comprehensive, sustainable and funded, 10-year Capital Works Program to deliver good quality, reliable water and waste water supplies for all communities	DCS	Funded water depreciation for asset replacement	Dec-22	AMP updated	Depreciation is charged in line with AMP	Depreciation is charged in line with AMP	Depreciation is charged in line with AMP
	DES	Implement Capital programs for the water networks	Mar-23	Program developed and implemented	Underway	Underway	Underway
	DES	Improvement of the Water Treatment Plants at Georgetown and Forsayth	Dec-22	Upgrade Forsayth WTP operations	Not commenced	Underway	Underway
Water Reservoirs are operating and environmentally compliant	DES	Implement maintenance programs for the water reservoirs	Mar-23	Program developed and implemented	Not commenced	Not commenced	Charleston dam Maintenance Manual is developed and implemented
	DES	Charleston Dam is completed and operational	Oct-22	Charleston Dam online and operational	Water being supplied to Georgetown and Forsayth from Charleston dam	Water being supplied to Georgetown and Forsayth from Charleston dam	Water being supplied to Georgetown and Forsayth from Charleston dam. There are some outstanding issues that must be addressed
Lobby for adequate funding to enable the repair and maintenance of shire water and waste water network affected by natural disaster or other events	CEO	Attend regional meetings and meet with government representatives	Monthly	Advocated at FNQROC / NWQROC regional meetings	Council have attended Regional Meetings an advocated on behalf of ESC.	Council have attended Regional Meetings an advocated on behalf of ESC.	Council have attended Regional Meetings an advocated on behalf of ESC.

Strategic Outcome: Best Practice Waste Management

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter	3rd Quarter
An asset management strategy to support the monitoring, maintenance, replacement and enhancement of Council's collection and waste management facilities throughout shire	DES	Implement waste collection programs at each town	Nov-22	Strategy presented to Council for adoption	Not commenced	Not commenced	Not commenced
	DCS	Funded depreciation for asset replacement	Mar-23	AMP updated	Depreciation is charged in line with AMP	Depreciation is charged in line with AMP	Depreciation is charged in line with AMP
	DES	Implement waste disposal programs at each facility	Jan- 23	Strategy presented to Council for adoption	Not commenced	Not commenced. Regional waste plan being developed	The Regional Resource Recovery Plan identifies projects and potential funding for four Transfer Stations to be in place at the current four landfills by 2027. The landfill remains at Georgetown.
	DCS	Effective education program and encourage recycling, reuse and reduction of community waste	Jan-23	Successful media campaign held	Not commenced	Not commenced	This will be done Regionally as the first Action in the Regional Resource Recovery Plan which is targeted to commence in 2024.

Strategic Outcome: Best Practice Natural Environment and Pest Management

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter	3rd Quarter
Develop Council's Biosecurity Plan in consultation with landowners and other stakeholders to reduce the impact of existing and emerging pests.	DCS	Implement works program for biosecurity	Dec-22	Plan adopted by Council	Awaiting release of Regional Biosecurity Plan. Work commenced on local Plan.	Commenced	Commenced

In partnership with the community and external agencies, promote and support best practice management of the natural environment.	CEO	Attend regional meetings and meet with government representatives	Monthly	Advocated at FNQROC / NWQROC regional meetings	Council have attended Regional Meetings an advocated on behalf of ESC.	Council have attended Regional Meetings an advocated on behalf of ESC.	Council have attended Regional Meetings an advocated on behalf of ESC.
Minimise the potential of disease outbreaks through implementation of an integrated mosquito management program.	DCS	Implement program as required	Jan-23	Program developed and adopted by Council	To be workshopped with Council	To be workshopped with Council	Council resolved to trial fogging and develop a Mosquito Management Plan at its Feb '23 meeting. Fogging trial has commenced. Preparation of a Mosquito Management Plan is yet to commence.

Strategic Outcome: An Energy Efficient Shire

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter	3rd Quarter
Support of renewable energy. carbon reduction programs and Council's carbon footprint	CEO	Identify the current status of Council's renewable energy portfolio	Jan-23	Council Status recognised	Report presented to Council on Council's Carbon Footprint.	Report presented, Shire wide report now being undertaken	Council and Community reports completed. Now to market same.
	DES	Attend regional meetings and meet with government and industry representatives	Half Yearly	Attendance at FNQWaste regional meetings	Ongoing with FNQROC WMMR meetings and regional waste reuse project	Ongoing with FNQROC WMMR meetings and regional waste reuse project	Have attended three FNQROC waste meetings in March

Strategic Outcome: Industry has Sustainable Environmental Practices

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter	3rd Quarter
Companies and industries are environmentally compliant	CEO	Attend regional meetings and meet with government and industry representatives	Bi-Monthly	Advocated at regional meetings	Council have attended Regional Meetings an advocated on behalf of ESC.	Council have attended Regional Meetings an advocated on behalf of ESC.	Council have attended Regional Meetings an advocated on behalf of ESC.

Corporate Aim No. 3: A Diversified Economic Development Ensures a Prosperous Shire

Strategic Outcome: A Variety of Land and Housing Options for the Community

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter	3rd Quarter
Maintain a compliant planning scheme that supports the future development of our shire	DCS	Implement the planning scheme	Monthly	Planning applications processed	Planning Scheme implemented	Planning Scheme implemented	Planning Scheme implemented
	DCS	Review and update planning scheme	May-23	Plan review and presented to Council	Not commenced	Not commenced	Not commenced
Review and update the asset management strategy to support the monitoring, maintenance, replacement and enhancement of Council's housing stock	DCS	Implement maintenance program for Council housing	Mar-23	Maintenance program implemented	Planned for review Q1 2023	Planned for review Q1 2023	In Progress (attached to asset valuations)
	DCS	Funded depreciation for asset replacement	Apr-23	AMP updated	Depreciation is charged in line with AMP	Depreciation is charged in line with AMP	Depreciation is charged in line with AMP
Advocating for the release of State Land for future development across the shire	CEO	Promote residential, rural residential and industrial subdivisions throughout shire as land become available and demand increases.	Monthly	Successful media campaign held	Currently awaiting offer from DOR on Industrial Land in G'town.	Currently awaiting offer from DOR on Industrial Land in G'town.	Council have accepted offer and paid deposit.

Strategic Outcome: A Diversified Economic Base: Rural, Tourism, Mining and Support Services

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter	3rd Quarter
Facilitate the development and marketing of a distinctive regional image.	CEO	Review and update shire marketing image	Feb-23	Strategy developed and adopted by Council	Currently developing a concept.	Currently developing a concept, this is now pending the development of an Economic Development Plan	Currently developing a concept, this is now pending the development of an Economic Development Plan
Support community development to expand and meet the growing needs of the region through infrastructure, income diversification and advocacy	CEO	Develop and implement a Tourism Plan by consulting with all relevant stakeholders	Feb-23	Plan developed and adopted by Council	Tourism Directions Paper and subsequent Master Plan presented to Council.	Paper and Plan adopted by Council and funding has been sourced for part of same.	Paper and Plan adopted by Council and funding has been sourced for part of same.
	CEO	Area Promotion	Monthly	Successful Media Campaign Held	Not yet commenced.	Not yet commenced.	Not yet commenced.
	CEO	Review the TerrEstrial VIC Business Plan, with a view to identify latent opportunities and extending the tourist experience to include interactive activities.	Apr-23	Business case developed and adopted by Council	Further work to be carried out.	Further work to be carried out.	Further work to be carried out.
Support skills development (youth, business, industry)	DCS	Develop and implement a community skills development program	Dec-22	Program implemented	Not commenced	Not commenced	In progress
	DCS	Review procurement policy and monitor the outcomes	Half Yearly	Outcome report presented to Council for consideration	Planned for Q4 2022	Planned for Q1 2023	In progress

Advocate for the development of the Etheridge Agriculture Precinct and associated agricultural industries	CEO	Attend regional meetings and meet with government and industry representatives	Monthly	Attendance at FNROQ / NWQROC regional meetings	Council have attended Regional Meetings and advocated on behalf of ESC.	Council have attended Regional Meetings and advocated on behalf of ESC.	Council have attended Regional Meetings and advocated on behalf of ESC.
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Corporate Aim No. 4: Quality Social Infrastructure Makes the Shire a Desirable Place to Live

Strategic Outcome: An Active Community with a Variety of Recreational Activities

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter	3rd Quarter
Review and update the comprehensive asset management strategy to support the monitoring, maintenance, replacement and enhancement of Council's parks, garden and recreational facilities	DES	Develop and implement a comprehensive, sustainable and funded, 10-year Capital Works Program for parks, garden and recreational facilities	Apr-23	Program developed and implemented	Not commenced	Being developed	Being developed
	DCS	Maintain the public conveniences	Monthly	Facilities meet expectations	Public conveniences maintained	Public conveniences maintained	Public conveniences maintained
	DCS	Maintain the Shire's Cemeteries.	Monthly	Facilities meet expectations	Town Cemeteries maintained. Developing service levels for other cemeteries	Town Cemeteries maintained. Developing service levels for other cemeteries	Town Cemeteries maintained. Developing service levels for other cemeteries
	DCS	Maintain Swimming Pool as a safe and attractive venue.	Monthly	Facilities meet expectations	Swimming Pool maintained.	Swimming Pool maintained.	Swimming Pool maintained.
Establishment suitable recreational activities/facilities at water reservoirs	CEO	Construct recreation facilities at Charleston Dam to encourage activity based tourism.	Apr-23	Project complete	Further developments to be undertaken.	Further developments to be undertaken.	Further developments to be undertaken.
	CEO	Continue our partnership with Department to further enhance the visitor experience on the Copperfield Dam, including construction of recreation facilities to encourage activity based tourism.	Monthly	Attendance at FNROQ / NWQROC regional meetings	Council have attended Regional Meetings and advocated on behalf of ESC.	Council have attended Regional Meetings and advocated on behalf of ESC.	Council have attended Regional Meetings and advocated on behalf of ESC.
Enhance and improve the aesthetics of each town.	DES	Review and implement Georgetown beautification plan	Mar-23	Project approved and underway	Not commenced	Not commenced	Suggest that a Councillor briefing is necessary to progress this program.
	DES	Review beautification plans for Einasleigh, Forsayth and Mt Surprise	May-23	Plan presented to Council for consideration	Not commenced	Not commenced	Not commenced

Advocate for funding for additional sport and recreation infrastructure.	CEO	Review Council's sport and recreation long term plan	Apr-23	Status of current plan considered and reviewed	Not yet commenced	Not yet commenced	Not yet commenced
	CEO	Attend regional meetings and meet with government and industry representatives	Monthly	Attendance at FNROC / NWQROC regional meetings	Council have attended Regional Meetings an advocated on behalf of ESC.	Council have attended Regional Meetings an advocated on behalf of ESC.	Council have attended Regional Meetings an advocated on behalf of ESC.

Strategic Outcome: An Invigorated Community with a Variety of Multi-Aged Services

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter	3rd Quarter
Review and update the comprehensive asset management strategy to support the monitoring, maintenance, replacement and enhancement of Council's Health, Aged Care, Child Care facilities	DCS	Develop and implement a comprehensive, sustainable and funded, 10-year Capital Works Program for Social facilities	May-23	Program developed and implemented	Planned to commence in Q4 2022	Held over to Q1 2023	Not commenced
	CEO	Advocate to State and Federal Governments, supporting residents to address social inequity, disadvantage, livelihoods and general well-being.	Monthly	Attendance at FNQROC / NWQROC regional meetings	Council have attended Regional Meetings an advocated on behalf of ESC.	Council have attended Regional Meetings an advocated on behalf of ESC.	Council have attended Regional Meetings an advocated on behalf of ESC.
	CEO	Partner with state government agencies to improve social conditions and liveability.	Monthly	Attendance at FNQROC / NWQROC regional meetings	Council have attended Regional Meetings an advocated on behalf of ESC.	Council have attended Regional Meetings an advocated on behalf of ESC.	Council have attended Regional Meetings an advocated on behalf of ESC.
Ensure that services to the community for child care, youth hostel and aged care are provided.	DCS	Review and implement strategies for an efficient use of the 'Georgetown Hostel'	Mar-23	Current strategy review and updated	Review planned for Q1 2023	Review planned for Q1 2023	Held over to Q4, after new Managers commence
	DCS	Review and implement strategies for an efficient operation of the childcare business, including after school care	Mar-23	Current strategy review and updated	Review planned for Q1 2023	Review planned for Q1 2023	Not commenced
	DCS	Review and implement strategies for youth programs for leadership, recreation, entertainment and healthy socialization	Feb-23	Current strategy review and updated	Review planned for Q1 2023	Review planned for Q1 2023	In progress. CDEO to workshop potential youth programs with Council in Q4
	DCS	Review and implement strategies for an efficient operation of programs for seniors	Jan-23	Current strategy review and updated	Planning for Seniors Day event (Oct 2022). Work continues on Independent Living Facility. Liaison with Etheridge Cares via ACAC	Seniors day delivered in Q2 2023. Work continues on Independent Living Facility. Aged Care Advisory Committee continues to meet frequently.	ILF progresses. CDEO to workshop potential Seniors programs with Council in Q4
Construct care facilities to retain citizens in the community.	DCS	Develop plans to build aged care facilities.	Nov-22	Plan presented to Council for consideration	Plans presented to ACAC & Council for consultation. Awaiting further direction.	Master Plan completed. MCU application nearing lodgment.	Tenders for supply & construct ILF dwellings called.
	DCS	Develop plans to build special care facilities.	Jun-23	Overall strategy developed for Consideration	Not commenced	Building design & procurement underway.	Tenders for supply & construct ILF dwellings called.
Advocate and facilitate the provision and improvement of central and remote health services.	CEO	Meet with government lobbying for health concerns, including a doctor to the region, aged care and respite and palliative care support.	Monthly	Attendance to regional meetings	Council have attended Regional Meetings an advocated on behalf of ESC.	Council have attended Regional Meetings an advocated on behalf of ESC.	Council have attended Regional Meetings an advocated on behalf of ESC.
Advocate and facilitate for improvements in educational services to be provided within the shire	CEO	Attend Schools and meet with representatives of the school and P&Cs	Half yearly	Attendance to meetings	Not yet commenced, however a Councillor is in regular contact with Shire Schools.	Not yet commenced, however a Councillor is in regular contact with Shire Schools.	Not yet commenced, however a Councillor is in regular contact with Shire Schools.
Advocate for sufficient policing and emergency service facilities	CEO	Meet with government representatives	Quarterly	Attendance to DDMG meetings	Mayor and CEO participate in quarterly meetings.	Mayor, Deputy Mayor and CEO participate in quarterly TEAMS meetings.	Mayor, Deputy Mayor and CEO participate in quarterly TEAMS meetings.

Strategic Outcome: A Culturally Aware Community

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter	3rd Quarter
Review and update the comprehensive asset management strategy to support the monitoring, maintenance, replacement and enhancement of Council's social infrastructure	DCS	Develop and implement a comprehensive, sustainable and funded, 10-year Capital Works Program for Social Infrastructure	Jun-23	Program developed and implemented	Not commenced. Planned for Q1 2023	Not commenced. Planned for Q1 2023	Not commenced
Provide libraries, as learning and information centres	DCS	Review and implement strategies for library service	Jan-23	Strategy is reviewed and implemented	Not commenced. Planned for Q4 2022	Held over to Q1 2023	In progress
Engage with and support local arts and cultural groups.	DCS	Review and implement strategies for engaging with arts and cultural groups	Nov-22	Strategy is reviewed and implemented	Completed. RADF Committee in full operation	Completed	Completed
Build and strengthen the Shire's identity through the support and provision of a variety of events and branding our corporate image.	DCS	Support volunteers, community groups and events	Sep-22	Community assistance policy is reviewed and implemented	Community Assistance Policies have been implemented. Council to consider applications in Q4 2022	1st round applications have been approved. 2nd round to be called late Q1 2023.	Applications invited for Community Assistance grants for 23/24.
Encourage local historians to preserve and promote local history and heritage.	DCS	Support important social milestones on appropriate anniversary dates.	Dec-22	Community calendar of events is developed and supported	Calendar of Events well under development, with view to host interactive website for Groups to update	In discussion with LGAQ (web administrators)	Progressing as part of review of Council's website

Strategic Outcome: A Variety of Modern Communication Mechanisms Available for the Whole Shire

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter	3rd Quarter
Improve co-operation and communication with relevant stakeholders and all levels of government in the strategic planning of future community infrastructure.	DCS	Develop and maintain a current advocacy plan for the provision of telecommunication services, telemetry and media.	Jan-23	Plan is developed and Implemented	Partly implemented. Frequent meetings held with Telstra to advocate on Council's & communities telecommunication needs.	Meetings continue with Telstra.	Meetings continue with Telstra.
Review and update the comprehensive asset management strategy to support the maintenance, replacement and enhancement of Council's communication assets.	DCS	Maintain radio re-transmission services for Mt Surprise, Forsayth and Einasleigh.	Monthly	Services are operational	Services maintained.	Services maintained.	Services maintained.
	DCS	Assist a commercial entity to introduce local radio services.	Jun-23	Options are considered and implemented	Negotiations continue. Update to be given to Oct 2022 Meeting	Tabled at Oct 2022 meeting with commercial operator given 12 months to provide service.	Tabled at Oct 2022 meeting with commercial operator given 12 months to provide service.

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

Strategic Outcome: Council Provides Community Leadership Through Financial Sustainability and an Open and Accountable Governance

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter	3rd Quarter
Councillors take a leadership role in the community, serve as a role model and provide strategic direction for the continued growth and development of the region.	CEO	Review and implement Council's strategic plans	Monthly	Delegations from the monthly Council meetings	Review is progressing on a needs basis.	Review is progressing on a needs basis.	Review is progressing on a needs basis.
	CEO	Attend local and regional meetings with community, government and industry representatives	Monthly	Opportunities to attend regional meeting is given	Every opportunity is taken to meet stakeholders in any location.	Every opportunity is taken to meet stakeholders in any location.	Every opportunity is taken to meet stakeholders in any location.
Pursue and nurture an environment of honesty and integrity in which elected members, managers and staff work together in a spirit of trust and teamwork.	CEO	Adopt appropriate governance structures and make appropriate delegations.	Apr-23	Organisational structure is reviewed	Planned to be undertaken over the Christmas break.	Not yet commenced.	Not yet commenced.
	CEO	Ensure the administration of the region is governed through open and transparent decision-making and reporting processes.	Mar-23	Meetings and legislative requirements are met	An Internal Audit Committee and Internal Audit Plan are active to ensure compliance.	Meeting planned for February 23	An Internal Audit Committee Meeting was held in March 23
	DCS	Develop and implement a comprehensive, sustainable and funded, 10-year Capital Works Program for Corporate Assets	May-23	AMP is updated	Depreciation is charged in line with AMP	Depreciation is charged in line with AMP	Depreciation is charged in line with AMP
	DCS	Maintain compliance with legislation, local laws, policies	Monthly	Local Laws, policies and procedures are reviewed on a regular basis for compliance	Compliance continuously reviewed	Compliance continuously reviewed	Compliance continuously reviewed
Actively participate in the membership of regional development and other organisations in order to achieve mutual regional priorities.	CEO	Actively participate in the regional organisations and statutory supported planning instruments	Monthly	Attendance to regional meetings	Council have attended Regional Meetings an advocated on behalf of ESC.	Council have attended Regional Meetings an advocated on behalf of ESC.	Council have attended Regional Meetings an advocated on behalf of ESC.
	CEO	Build the Council's data analytic capability.	Apr-23	Statistical data is collected	Not yet commenced.	Not yet commenced.	Not yet commenced.

Strategic Outcome: Effective Communication Between Council and the Community Across the Community

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter	3rd Quarter
Using appropriate media, promote civil and respectful discussion and participation in relevant issues.	CEO	Branding of Shire	Monthly	Media channel are used to promote Council operations	Currently with the Mayor, Council is building a presence on social media. Other branding options are being developed.	Currently with the Mayor, Council is building a presence on social media. Other branding options are being developed.	Council is building a presence on social media and a new E Newsletter has been developed. Other branding options are being developed.
Disseminate accurate and relevant information within the organization, the community and other relevant audiences.	CEO	Review of Council communication mechanisms	Oct-22	Current communication processes are reviewed and report to Council for consideration	Working on a balanced approach to meet all residence's needs.	Working on a balanced approach to meet all residence's needs. Currently developing a community meeting schedule.	Commenced a "Drop in Sessions" for each community.
Review the current practice of holding consultation meetings throughout the Shire and distribution of newsletter 'Inform' to maximise effective community engagement.	CEO	Council will embrace exceptional customer service, valuing staff and promoting ethical standards of practice, supported by clear policies and strategies;	Monthly	Item is raised at every Council meeting to ensure compliance	Issue is raised every Council Meeting to strategy is meet.	Issue is raised every Council Meeting to strategy is meet.	Issue is raised every Council Meeting to strategy is meet.

Strategic Outcome: Council Operations Support Quality Service Provision and Good Governance

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter	3rd Quarter
Ensure the transparency of Council's financial operations and performance and promote awareness within the community of Council's financial management and other strategies.	DCS	Review and implement strategies for an efficient operation of Council administration and finances sections	Nov-22	Number of issues raised	Work continues on GL re-write and internal / external financial reporting	GL Re-write continues with PCS. Reviewing 2021/22 audit recommendations for implementation.	GL re-write completed. Audit Committee meeting held. Working through Audit Register.
	DCS	Review and implement strategies for an efficient operation of Council's internet and internal technology capabilities.	Dec-22	Capabilities of the system is reviewed and reported to Council	Not commenced	In discussions with LGAQ (Web administrator)	In progress
	DCS	Review and implement a fair and equitable rating system	Feb-23	Review is undertaken and outcomes are reported to Council for their consideration	Not commenced	Mead Perry engaged for rating system review for Q2 2023.	Rate modelling completed for 23/24

Pursue opportunities for external income sources to enhance financial capacity beyond traditional methods	CEO	Review Council's strategies / operations to reduce costs to Council	Monthly	Report to Council on options of gaining additional revenue sources	Every opportunity for additional funding is raised on a monthly basis.	Every opportunity for additional funding is raised on a monthly basis.	Every opportunity for additional funding is raised on a monthly basis.
Ensure the efficiency of procurement and stores activity.	DCS	Review and implement strategies for an efficient operation of the procurement and stores sections	Oct-22	Undertake a review of processes and if required implement an improvements	Procurement a focus of 21/22 Audit. Awaiting audit report to identify issues for attention	Comprehensive review planned for Q1 2023 (follows completion of 2021/22 audit and assignment of Internal Audit project).	In progress
Ensure the efficiency of depot and engineering administration	CEO	Review and implement strategies for an efficient operation of Councils depot and engineering sections	Nov-22	Review current practices and report back to Council on possible improvements	Every opportunity is taken to review procedures and processes.	Every opportunity is taken to review procedures and processes.	Every opportunity is taken to review procedures and processes.
	DES	Effective works program to better utilize alignments between all funding.	Dec-22	Program to be reported back to Council for consideration	Not commenced	Not commenced	Not commenced
Maintain a profitable fleet business and manage contractor hire arrangements.	DES	Review and implement strategies for an efficient operation of Council's Plant Fleet	Oct-22	AMP for Council plant and machinery is reviewed and implemented	Not commenced	Not commenced	Not commenced
	DES	Review and implement strategies for efficient use of contractors.	Sep-22	Report is presented to Council for consideration	Not commenced	Not commenced	Not commenced
	DES	Develop a Plant Replacement and upgrade schedule and maintain the operational capacity of plant.	Sep-22	An annual plant for plant replacement is presented to Council, including a 10 year replacement Program	Not commenced	Being developed	Being developed

Strategic Outcome: Desirable Staffing Balance that Reflects Council and Community Expectations

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter	3rd Quarter
Develop, review and implement a staffing strategy to the efficiency of Council operations	CEO	Review and implement strategies to increase the capacity of Council operations	Oct-22	As part of the organisational review.	Part of the Organisation review and amount of work being requested.	Part of the Organisation review and amount of work being requested.	Part of the Organisation review and amount of work being requested.
Provide accountable, professional, responsible, timely and accessible services to external and internal customers that reflect the values of the organization.	DCS	Review and implement strategies to for customer services	Dec-22	The current process for customer requests and complaints is review and any outcome is presented to Council for consideration	Commenced planning for Q4 implementation	Refinements made in Q4 2022. Customer complaint management system still under review and improvement	Refinements made in Q4 2022. Snap Send Solve implemented. Customer complaint management system remains under review and improvement

Strategic Outcome: Council is Effective in Attracting and Retaining Qualified, Experienced and Committed Staff

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter	3rd Quarter
Ensure Councillors and staff are provided with relevant learning and personal development opportunities to achieve stated strategic priorities and corporate objectives.	CEO	Promote a drug free environment.	Monthly	Outcomes from testing is considered	Random testing being undertaken on a regular basis to ensure compliance.	Random testing being undertaken on a regular basis to ensure compliance.	Random testing being undertaken on a regular basis to ensure compliance.
	CEO	Review and implement strategies for an efficient training and development programs	Monthly	A training needs analysis is developed	Not yet commenced.	Not yet commenced.	Not yet commenced.
Implement effective HRM strategy throughout the organisation.	CEO	Review HRM practice for Council.	Dec-22	An annual review is undertaken of current practices	Not yet commenced.	Not yet commenced.	Not yet commenced.
Develop and implement organisation well-being programs.	CEO	Well-being program is part of a HRM review.	Dec-22	An annual review is undertaken of current practices	A program is in place and available to all personnel.	A program is in place and available to all personnel.	A program is in place and available to all personnel.
Develop and implement proactive WHS and enterprise risk strategies to reduce threats to the Council and the community.	CEO	Promote and support a safe and healthy work environment in which the importance of family and work/life balance is recognised.	Feb-23	Annual review is favourable and incidents are minimised	Federal Safety Audit has been undertaken and there has been some improvements noted.	Federal Safety Audit has been undertaken and there has been some improvements noted. Plan Passed.	Federal Safety Audit has been undertaken and there has been some improvements noted. Plan Passed.

Strategic Outcome: Council if Effective in Planning, Preparing and Responding to Natural Disasters

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter	3rd Quarter
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Ensure a preparedness to respond to natural disasters and other emergencies and engage in planning activities aimed at minimising the impact of such disasters on the community.	CEO	Advocate for improved weather information infrastructure in the region (stream gauge stations, rainfall gauge stations and radar).	Nov-22	Suitable weather forecasting is place.	An additional 3 river gauges have been put in place. A Recent exercise, it is noted a further gauge is required.	An additional 3 river gauges have been put in place. A Recent exercise, it is noted a further gauge is required.	An additional 3 river gauges have been put in place. A Recent exercise, it is noted a further gauge is required.
Maintain a compliant, resourced disaster management plan	CEO	Review and update disaster management plan	Sep-22	Get ready is successful	Plan has been reviewed and desktop exercise undertaken.	Plan has been reviewed and desktop exercise undertaken.	Plan has been reviewed and desktop exercise undertaken.



Etheridge Shire Council

General Meeting	19 th April 2023
Subject	Endorsement of reviewed Staff Code of Conduct
Classification	Open
Author	Jodi Kernan, HR/Payroll

EXECUTIVE SUMMARY

Etheridge Shire Council has an adopted Staff Code of Conduct, the Staff Code of Conduct is a set of standards and behaviors related to the way Council Employees and or Contractors do their work. It is best practice to review the Staff Code of Conduct, frequently.

RECOMMENDATION

That Council:

As per section 15 of the Public Service Ethics Act 1994, Council adopt the following reviewed policy: Staff Code of Conduct.

BACKGROUND

The Code of Conduct is a set of standards and behaviours related to the way we do our work. It puts a responsibility on each of us to use sound judgement while at work. It aims to deliver best practice by ensuring those standards are clear and guided by sound ethics. By consistently applying these standards, we enhance public trust and confidence in each of us. Nothing in this Code interferes with an employee's rights as a private citizen or a ratepayer.

The Code of Conduct is based on the ethical principles and values in the Public Sector Ethics Act 1994

This Code:

- applies to all Council employees and volunteers (regardless of their employment status, role or position – e.g. permanent, temporary, casual or part-time employees, managers, supervisors, and all other employees) as representatives of Council and as individuals at work and outside the workplace where particular behaviour may be directly related to our employment and Council activities and in other circumstances where our actions may impact upon the reputation and activities of Council;
- does not apply to Councillors. Standards of conduct for Councillors are established by Section 4 and Division 5 & 6 of Part 2 Chapter 6 of the *Local Government Act 2009* and a Code of Conduct adopted by Council.

The review process:

Councils Code of Conduct was reviewed against four other Council's Codes of Conduct, these Councils range from a large city Council to a Council similar to Etheridge. The Code of Conduct which Council operates under is a statutory document.

The following section was added the Code:

Behaviour towards Children and Young People

For employee who work with children and young people particularly in regulated areas of employment and for those who may be required to work directly with children or young people during the course of their employment with Council, the following standards for behaviour towards children and young people must be adhered to:

Language:

- Using encouraging and/or positive words and in a pleasant tone of voice;
- Be open and honest when communicating; and
- Never, insult, criticise, name call, bully, swear, yell or make sexually suggestive comments and/or jokes.

Relationships

- Be a positive role model;
- Build relationships based on trust
- Empower children to share in decision making
- Never, show favouritism, give gifts, spend excessive amounts of time alone with children, harass or act in a way which would give a reasonable person cause for concern.

Physical Contact

- Allow for personal space;
- It is permissible to touch due to medical emergency or to protect from physical harm;
- Should be non- threatening;
- Never, use violent or aggressive behaviour including hitting, kicking, slapping or pushing.

APPENDIX E – Requirement to maintain a register of interest was removed from the Code, in consultation with the Chief Executive Officer and Director of Corporate Services and also to bring in line with other Council's Codes of Conduct.

LINK TO CORPORATE PLAN

Corporate Aim No. 5

Best Practice Corporate Governance & Organisational Excellence.

BUDGET & RESOURCE CONSIDERATIONS

NIL

CONSULTATION

Consultation with relevant CEO and Director of Corporate Services. The Code of Conduct is provided to each new employee that commences with Council and is available to the Council website and infexpert for all staff to access.

LGMA has provided Council Staff with Code of Conduct Training.

LEGAL CONSIDERATIONS

It is a mandatory requirement for Council to have a Staff Code of Conduct under s15 of the Public Sector Ethics Act 1994.

POLICY IMPLICATIONS

Adopted Staff Code of Conduct to be provided to all Council Staff immediately after adoption.

RISK ASSESSMENT

Risk	Person affected/ location	Risk Rating	Risk Control Measures	By who when	Notes
Failure to adopt the reviewed code	All Council Employees	C3 Moderate	– Management would be operating under a code of conduct that may not comply with the public Sector Ethics Act	CEO, DCS, DES, Mgrs	

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

Moderate C3

Report Prepared By:	Report Authorised By:
Jodi Kernan, Payroll Officer/HR Assistant	Andrew McKenzie, Director of Corporate Services
Date: 4/4/2023	Date: 4/4/2023



HUMAN RESOURCE POLICY	
Etheridge Shire Council – Staff Code of Conduct	
Policy No.	ESC-HR-040
Department	Corporate Services
Program	Human Resources

Approved by Council	Meeting number and date
	Resolution number
Approval by CEO	Ken Timms
Effective date	Review date
1 July 2013 Reviewed 10 th February 2015 Reviewed 4 th June 2016 Reviewed 14 th February 2018 Reviewed 21 st March 2023	20th March 2025
Policy Author	
Chief Executive Officer	
Current incumbent	
Ken Timms	



Etheridge Shire Council

Employee Code of Conduct Version 5.1

The Chief Executive Officer
41 St George Street
Po Box 12
Georgetown QLD 4871

Due for review – March 2025

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1.0 CHIEF EXECUTIVE OFFICER STATEMENT

Council is in the business of providing community service; this means that, among other things, we ensure our day to day conduct is of a high standard - in keeping with the trust held in us by the community. This Code of Conduct for Employees (Code) provides an outline of minimum behavioural standards required of all Council employees regardless of seniority or employment status.

2.0 PURPOSE

This Code of Conduct is a set of standards and behaviours related to the way we do our work. It puts a responsibility on each of us to use sound judgement while at work. It aims to deliver best practice by ensuring those standards are clear and guided by sound ethics. By consistently applying these standards, we enhance public trust and confidence in each of us. Nothing in this Code interferes with an employee's rights as a private citizen or a ratepayer.

The Code does not cover every situation, however, the values, ethics, standards and behaviours it outlines are a reference point to help make decisions in situations it does not cover. If you act in good faith and in keeping with the spirit of the Code, you can expect to be supported by your colleagues, your supervisor/manager and by Council. A 'Guide for Ethical Decision-Making' is included at Appendix B to help you in situations not covered by the Code.

3.0 COUNCIL STATEMENT

Council conducts its business with integrity, honesty and fairness and complies with all relevant laws, regulations, codes and corporate standards. Everyone working for Council must follow the highest standards of behaviour when dealing with customers and each other. Our leaders must encourage a culture where ethical conduct is recognised, valued and followed at all levels.

Council actively supports, encourages and trains its employees to work safely, be customer focused, use technology and Council assets effectively, adapt to changes and improve their own capabilities and contribute to Council's Community, Corporate and Operational Plans.

4.0 LEGISLATIVE PRINCIPLES & CORPORATE VALUES

The *Public Sector Ethics Act 1994* identifies four ethics principles fundamental to good public administration that guides our behaviour as Employees and forms the basis for a local government Code of Conduct. The four principles are:

- (a) integrity and impartiality;
- (b) promoting the public good;
- (c) commitment to the system of government; and
- (d) accountability and transparency.

The *Local Government Act 2009* sets out the way in which a local government is constituted and the nature and extent of its responsibilities and powers. The Act requires Council's actions are consistent with the following local government principles:

- (a) transparent and effective processes, and decision-making in the public interest; and
- (b) sustainable development and management of assets and infrastructure, and delivery of effective services; and
- (c) democratic representation, social inclusion and meaningful community engagement; and
- (d) good governance of, and by, local government; and
- (e) ethical and legal behaviour of councillors and local government employees.

These legislated principles, together with Council's corporate values, form the basis of this Code. They apply to all employees and guide our thinking, actions and decision-making.

The *Local Government Act 2009* also sets out the responsibilities of Local Government employees:

- (1) All employees of a local government have the same responsibilities, but the chief executive officer has some extra responsibilities.
- (2) All employees have the following responsibilities—
 - (a) implementing the policies and priorities of the local government in a way that promotes—

- (i) the effective, efficient and economical management of public resources; and
 - (ii) excellence in service delivery; and
 - (iii) continual improvement;
 - (b) carrying out their duties in a way that ensures the local government—
 - (i) discharges its responsibilities under this Act; and
 - (ii) complies with all laws that apply to local governments; and
 - (iii) achieves its corporate plan;
 - (c) providing sound and impartial advice to the local government;
 - (d) carrying out their duties impartially and with integrity;
 - (e) ensuring the employee's personal conduct does not reflect adversely on the reputation of the local government;
 - (f) improving all aspects of the employee's work performance;
 - (g) observing all laws relating to their employment;
 - (h) observing the ethics principles under the *Public Sector Ethics Act 1994*, section 4;
 - (i) complying with a code of conduct under the *Public Sector Ethics Act 1994*.
- (3) The chief executive officer has the following extra responsibilities—
- (a) managing the local government in a way that promotes—
 - (i) the effective, efficient and economical management of public resources; and
 - (ii) excellence in service delivery; and
 - (iii) continual improvement;
 - (b) managing the other local government employees through management practices that—
 - (i) promote equal employment opportunities; and
 - (ii) are responsive to the local government's policies and priorities;
 - (c) establishing and implementing goals and practices in accordance with the policies and priorities of the local government;
 - (d) establishing and implementing practices about access and equity to ensure that members of the community have access to—
 - (i) local government programs; and
 - (ii) appropriate avenues for reviewing local government decisions;
 - (e) the safe custody of—
 - (i) all records about the proceedings, accounts or transactions of the local government or its committees; and
 - (ii) all documents owned or held by the local government;
 - (f) complying with requests from councillors under section 170A—
 - (i) for advice to assist the councillor carry out his or her role as a councillor; or
 - (ii) for information, that the local government has access to, relating to the local government.

5.0 APPLICATION AND SCOPE

This Code:

- applies to all Council employees and volunteers (regardless of their employment status, role or position – e.g. permanent, temporary, casual or part-time employees, managers, supervisors, and all other employees) as representatives of Council and as individuals at work and outside the workplace where particular behaviour may be directly related to our employment and Council activities and in other circumstances where our actions may impact upon the reputation and activities of Council;
- does not apply to Councillors. Standards of conduct for Councillors are established by Section 4 and Division 5 & 6 of Part 2 Chapter 6 of the *Local Government Act 2009* and a Code of Conduct adopted by Council.

6.0 FOUR ETHICAL PRINCIPLES

6.1 Integrity and Impartiality

The *Public Sector Ethics Act 1994* states: "In recognition that public office involves a public trust, public service agencies, public sector entities and Employees seek to promote public confidence in the integrity of the public sector and—

1. are committed to the highest ethical standards; and
2. accept and value their duty to provide advice which is objective, independent, apolitical and impartial; and
3. show respect towards all persons, including employee, clients and the general public; and

4. acknowledge the importance of the public interest and undertake that any conflict of interest issue will be resolved or appropriately managed in favour of the public interest; and
5. are committed to honest, fair and respectful engagement with the community.”

Operationally, for you this requires the following standards of behaviour:

6.1.1 Conflicts of Interest

When making decisions, you must declare any conflicts of interest that could affect your objectivity in carrying out your duties.

A conflict of interest involves a conflict between your official duties and responsibilities in serving the public interest and your private interests. A conflict of interest can arise from avoiding personal losses as well as gaining personal advantage – whether financial or otherwise. This includes advantages to relatives and friends.

If you believe you have a conflict of interest, whether real, potential or perceived, you must tell your team leader/supervisor/manager promptly. Your team leader/supervisor/manager will then provide further direction on how to resolve the matter giving rise to the conflict of interest.

Until the matter is resolved, you must make sure you are not part of any decision-making processes related to the matter.

If you feel you have a conflict of interest between professional and corporate values, discuss it with your supervisor/manager.

Employees who have influence over contractor engagement, or other procurement activity may be required to supply details of interests to the CEO to be included in a Register of Interests and ensure particulars contained in a Register of Interests remain correct.

6.1.2 Influences on decision-making

You must not influence any person in an improper way with the aim to obtain personal advantage or favours. All decisions need to be, and be seen to be, fair and transparent. This can be achieved in a number of ways, including clear record-keeping and showing how decisions were made.

You must not in any way misrepresent your qualifications, experience or expertise in any recruitment and selection process.

Appendix B has more information about how to undertake ethical decision making: see ‘A guide to ethical decision-making’.

You must ensure that any contact with lobbyists complies with Council policies and the requirements of the *Integrity Act 2009* (as outlined at Appendix C).

6.1.3 Accepting Gifts and Benefits

Occasionally you may be offered gifts or benefits from people with whom you do business.

The *Local Government Act 2009* makes it an offence for an employee to ask for, or accept, a fee or other benefit for doing something as a local government employee. However, this does not apply to remuneration paid by Council or a benefit that has only a nominal value (e.g. value less than \$500.00).

The acceptance of gifts or benefits of a nominal value may be permitted in limited circumstances, however as a rule you must not accept any gifts or benefits if there is a possibility that in doing so, you could create a real, potential or perceived conflict of interest or be seen to be receiving a bribe.

The test to apply is whether you could be (not whether you are) influenced by your private interests in carrying out your official duties, or whether people are likely to believe that you could be influenced. For example, ask yourself if accepting the gift or benefit could suggest that the giver may or would receive favourable treatment.

Where required to keep a Register of Interests, you must ensure that all gifts received are recorded within 30 days.

6.1.4 Employment outside Council

Written approval from the Chief Executive Officer (CEO) must be given prior to the commencement of secondary employment; this includes additional employment with Council. Consideration will be given where the following requirements are met:

- That no conflict of interest exists or develops, between private employment and your official duties.
- That your private employment has no effect on the performance of your official duties. This includes effects from a safety/fatigue management perspective.
- That your private employment does not involve use of Council resources (physical, technological or intellectual); and
- Where you seek to be employed by more than one local government at the same time, approval of each of the local governments is required prior to you being appointed to the second position.
- Although you do not need written approval, if you undertake voluntary work or a hobby you also need to ensure that these activities meet the above requirements. If you are unsure, you should discuss this with your supervisor/manager.
- The onus is on the employee to notify Council to advise when / if circumstances change and you must ensure that your work outside Council continues to meet these conditions.

6.1.5 Public Comments on Council Business

As a general rule, Councillors comment publicly on Council business. Council business can be topical, sensitive and controversial and there is a process to be followed when making public comments.

If you are asked to comment on any Council matter via the media or other public relations firms, you must refer them to Council's Chief Executive Officer. No employee is authorised to speak on behalf of Council unless they have received authorisation from the CEO.

You must also ensure that to the extent you collect, handle or give access to personal information, you comply with the Privacy Principles outlined under the *Information Privacy Act 2009*. A copy of the Privacy Principles as applying to Council is outlined at Appendix D.

6.1.6 Advice given to Elected Officials

Councillors may, from time to time, ask local government employees for advice for the purpose of assisting the Councillor carry out their responsibilities under the *Local Government Act 2009*. Where requests for advice are made, these must be consistent with s170A *Local Government Act 2009*. Council employees have a responsibility to provide such relevant advice as requested by a Councillor and in doing so must ensure that such advice is thorough, responsive, objective, independent, apolitical and impartial.

Where an employee believes that a request for advice by a Councillor is not in accordance with legislation you must discuss this with your supervisor/manager.

6.1.7 External Activities

Council supports and is committed to ensuring all staff are free to engage in trade union, party-political, professional, interest group or charity activities of their choosing. However, you must make sure that your participation in such activities does not cause either a conflict of interest, and/or unduly restricts the performance of your official duties with Council.

You must not allow your involvement in any external organisation to intrude upon your duties as a Council employee, which includes Council's confidence in you to give sound advice to Council that is objective, independent, apolitical and impartial.

You are not to take part in political affairs whilst on duty. Council's IT systems, including internet access and email, Council newsletters and workplaces must not be used for political messages or circulating defamatory or disparaging remarks against individuals, groups or Council itself.

If you comment publicly in connection with external activities, you must make a clear distinction between your opinion as a member of the external organisation, and your opinion as a Council employee.

You must not use your role in Council, Council information, or information gained in the course of your official duties as a Council employee, to advance your position or standing within an external organisation, nor for the benefit or promotion of an external organisation without the prior approval of the CEO or by Council resolution. You must not provide Council information to members of other groups or related persons, except where this information is publicly available.

As a member of an external organisation you need to be aware that participating in activities in the public arena, where you may be identified as a Council employee, can give rise to a perception of conflict of interest in some circumstances. Where such a situation arises, you must declare and manage the conflict in accordance with this Code of Conduct and any other relevant policy adopted by Council.

6.1.8 Behaviour Towards Each Other

We must all treat others with trust, respect, honesty, fairness, sensitivity and dignity. Employees who supervise or manage other employees have a special responsibility to model this kind of behaviour, and to ensure that the people they supervise understand the standard of performance and behaviour that is expected of them at work and when dealing with ratepayers and the public generally.

Council values diversity, and expects all its employees, contractors or volunteers to accommodate and respect different opinions and perspectives, and to manage interpersonal disagreements by rational debate. You must not behave towards any other person in a way that could be perceived as intimidating, overbearing or bullying, or that may constitute unwelcome conduct of a sexual nature.

Effective teamwork is an essential part of a productive workplace culture. Each team member needs to work co-operatively with fellow employees and actively and willingly take part in team activities (e.g. meetings).

6.1.9 Behaviour towards Children and Young People

For employee who work with children and young people particularly in regulated areas of employment and for those who may be required to work directly with children or young people during the course of their employment with Council, the following standards for behaviour towards children and young people must be adhered to:

Language:

- Using encouraging and/or positive words and in a pleasant tone of voice;
- Be open and honest when communicating; and
- Never, insult, criticise, name call, bully, swear, yell or make sexually suggestive comments and/or jokes.

Relationships

- Be a positive role model;
- Build relationships based on trust
- Empower children to share in decision making

- Never, show favouritism, give gifts, spend excessive amounts of time alone with children, harass or act in a way which would give a reasonable person cause for concern.

Physical Contact

- Allow for personal space;
- It is permissible to touch due to medical emergency or to protect from physical harm;
- Should be non- threatening;
- Never, use violent or aggressive behaviour including hitting, kicking, slapping or pushing.

6.1.10 Non-discriminatory workplace

Council is an equal opportunity employer and as such is proactive in ensuring that its practices do not discriminate based on an attribute relating to:

- sex;
- relationship status;
- pregnancy;
- parental status;
- breastfeeding;
- age;
- race;
- impairment;
- religious belief or religious activity;
- political belief or activity;
- trade union activity;
- lawful sexual activity;
- gender identity;
- sexuality;
- family responsibilities; or
- association with, or relation to, a person identified on the basis of any of the above attributes.

As an employee of Council you have a shared responsibility to ensure that discrimination is not part of our workplace or our practices in dealing with ratepayers and the public generally. If you witness discriminatory behaviour you have a positive obligation to report such actions to your supervisor or manager, or if such action involves your supervisor or manager, another senior officer. Substantiated cases of unlawful discrimination may lead to disciplinary action taken against offending staff.

6.1.11 Sexual and other forms of Workplace Harassment

Pursuant to the *Anti-Discrimination Act 1991* Council is committed to the prevention of any form of sexual harassment, victimisation or other forms of bullying in the workplace, or at any place where work-related activities are performed, including at social functions. This commitment applies to all employees in their relationships with each other, to applicants for employment at Council and to persons who have dealings with Council.

As an employee of Council it is expected that you proactively contribute to building a workplace that is free from sexual harassment; victimisation and bullying. You have a joint responsibility to respect the rights of fellow employees, by not taking part in any action that may constitute harassment of any form, and in doing so supporting and promoting the achievement of equal employment opportunity.

Some examples of behaviour which may constitute sexual harassment include, but are not limited to:

- Unwelcome physical touching; or
- Sexual or suggestive comments, jokes or taunts; or
- Unwelcome requests for sex; or
- The display of sexual materials (e.g. photos or pictures); or
- Sexual reading matter (e.g. email or letters) or;
- Indecent exposure.

Workplace bullying is when someone repeatedly does or says something to you that:

- creates a risk to your health and safety at work; or
- is repeated, and
- is unreasonable and would victimise, humiliate, intimidate or threaten most people if it happened to them.

Some examples of behaviour which may constitute workplace bullying include but are not limited to:

- abuses, insults or uses offensive language or comments towards others; or
- deliberately excludes a person from a workplace activity; or
- withholds information vital to your effective workplace performance; or
- sets unreasonable timelines or constantly changes timelines; or
- spreads false or malicious rumours about a person.

6.2 Promoting the Public Good

The *Public Sector Ethics Act 1994* states: “In recognition that the public sector is the mechanism through which the elected representatives deliver programs and services for the benefit of the people of Queensland, public service agencies, public sector entities and Employees –

- (1) accept and value their duty to be responsive to both the requirements of government and to the public interest; and
- (2) accept and value their duty to engage the community in developing and effecting official public sector priorities, policies and decisions; and
- (3) accept and value their duty to manage public resources effectively, efficiently and economically; and
- (4) value and seek to achieve excellence in service delivery; and
- (5) value and seek to achieve enhanced integration of services to better service clients.”

Operationally, for you this requires the following standards of behaviour:

6.2.1 Customer service

As a Council employee it is expected that you will strive to provide excellent customer service. You must treat members of the public equitably and with honesty, fairness, sensitivity and dignity.

All Council employees serve ratepayers directly or indirectly. If your role in Council involves regular contact with the public, it is important to know how to deal comfortably and calmly with difficult situations and difficult people. You are expected to treat complaints from customers, ratepayers, and the community or fellow employees seriously and respond to constructive feedback as an opportunity for improvement.

Customers have a right to complain or criticise Council. Council expects its employees to show respect towards complainants. While you must make all reasonable efforts to help customers lodge complaints, if you think a situation is threatening or intimidating, you are entitled to withdraw. If in doubt, ask for help from a more experienced colleague or your supervisor/manager. Council will support any employee who believes they are under threat from a member of the public.

Council’s image can be impacted by the presentation of staff. Council requires its office-based employees to appear neat and tidy and maintain a professional business standard of dress. If you are unsure about what constitutes appropriate dress please discuss this with your supervisor or refer to Councils Corporate Wardrobe Policy. Where you have been provided with Council uniforms, you are required to wear all components of the uniform without alteration and ensure that uniforms are clean and tidy. If you are a manager you are expected to ensure that staff are appropriately presented at all times.

6.2.2 Fairness to suppliers

Council’s contracting activities are regulated pursuant to the *Local Government Act 2009*. Further, Council has established procedures and delegations of authority for various stages of procurement of goods and services which reflect sound contracting principles as defined pursuant to the *Local Government Act 2009*. You must ensure you comply with the sound contracting principles as defined by the *Local Government Act 2009* and follow Councils Procurement Policy and all procedures when seeking suppliers for goods or services.

If you have been approved to be involved in offering contracts or buying goods and services from outside Council, you must be sure you have taken reasonable, fair and consistent steps to allow all potential suppliers to bid for work.

You also need to ensure that you do not incur any liability or enter into any contract on behalf of Council, or alter the terms or conditions of any contract which Council has already entered, unless you are authorised to do so.

6.2.3 Public money

You must maintain high standards of accountability if you collect and use public money. You are not to borrow or use Council money for private purposes.

Officers using Council monies for the purpose of entertainment and/or hospitality expenditure on Council's behalf must do so strictly in accordance with Councils Entertainment and Hospitality Policy.

6.2.4 Intellectual property

Council expects its employees to ensure that their actions do not breach or infringe the *Copyright Act 1968*, by unlawfully using the intellectual property of any individual or organisation.

You must respect the copyrights, trademarks and patents of suppliers and other organisations outside Council and which includes that you do not reproduce or quote suppliers' material unless your license specifically allows it. Similarly you must not store or copy audio, video or image files, printed media and software on Council assets without an appropriate license or approval. Where this is unclear you must seek written approval before arranging to publish, disclose or reproduce any articles or materials as part of your official duties.

Any original work, invention or product you have contributed to in association with your official duties as a Council employee remains the property of Council. Similarly, you must not publish or disclose any matters relating to Council's intellectual property without appropriate authority. This does not stop you from sharing with other organisations information relating to your official duties. However, if you do, and if you are unaware of whether such action may breach this Code, you must first seek clarification from your supervisor/manager.

6.2.5 Concern for the environment

We all share the responsibility to protect our natural environment, creating healthy surroundings for our community, and for managing the impacts of air, water, land and noise pollution. This includes individual responsibility for our own actions (e.g. taking care in disposing of waste and using and storing chemicals, reducing energy consumption and waste in our work spaces where we can and applying high standards of environmental protection across the region).

In performing your duties at Council, you must ensure that you comply with your general environmental duty and where applicable, your duty to notify of environmental harm: Refer to Chapter 7, Part 1 of the *Environmental Protection Act 1994*.

6.3 Commitment to the System of Government

The *Public Sector Ethics Act 1994* provides:

8 (1) In recognition that the public sector has a duty to uphold the system of government and the laws of the State, Commonwealth and local government, public service agencies, public sector entities and Employees –

- (i) accept and value their duty to uphold the system of government and the laws of the state, the Commonwealth and local government; and
- (ii) are committed to effecting official public sector priorities, policies and decisions professionally and impartially; and
- (iii) accept and value their duty to operate within the framework of Ministerial responsibility to government, the Parliament and the community.

Operationally, for you this requires the following standards of behaviour:

6.3.1 Acting within the law;

As an employee of Council, you are expected to comply with applicable legislation, awards, certified agreements, Council policies and local laws.

6.3.2 Acting in accordance with delegations

If you are requested to undertake an action on behalf of the CEO or Council, prior to exercising any power on behalf of the CEO you must ensure there exists an appropriate delegation pursuant to State or Federal legislation that allows you to exercise the power. Refer to Council's Delegations Register.

6.3.3 Raising Concerns

You have the right and responsibility to respectfully question how you do your work, particularly if you think there is an imminent risk to the safety of yourself or others, or there is a better way of doing something, or if you think that a direction may be in breach of the law. When you have recorded your suggestion or concern you are required to work as directed by your team leader/supervisor/manager, except where there is an imminent risk to safety. If the matter cannot be resolved within the workgroup, it should be immediately referred to your manager.

If you are charged with having committed any indictable offence, are subject to an indictable offence conviction, or are subject to a summary conviction, you should immediately report the circumstances to your supervisor / manager. Such disclosure shall be treated as confidential.

You have the right to comment on or raise concerns with your supervisor/manager about Council policies, practices or priorities where they impact on your employment. However, you must do this in a reasonable and constructive way and take responsibility for your comments and views. Further, you must accept that Council has the right to determine its policy, practices and priorities and that you must comply with all reasonable and lawful instructions, whether or not you personally agree with a given policy direction.

When raising complaints or grievances, employees are expected to act with honesty and in good faith. Complaints that are considered vexatious or frivolous will not be progressed, and such complaints may be managed as acts of misconduct in accordance with the Council's Performance and Misconduct Policy.

6.3.4 Privacy

Council maintains information about individuals, businesses and commercial issues which is private and sensitive and which could be harmful to a person's interest if released. Employees should only access personal information and records they require to perform their official Council duties.

Employees must ensure that the collection, storage and use of personal information is done so in accordance with the Privacy Principles outlined pursuant to the *Information Privacy Act 2009*. A copy of the Privacy Principles is outlined at Appendix D. As a general rule you can maintain privacy by:

- not discussing work matters with persons not entitled to know such information; and
- taking responsibility to safeguard confidential files and information; and
- ensuring collected information is only used in a manner consistent with the purpose for which it was originally collected; and
- ensuring that you are complying with Council policy in relation to maintaining privacy of personal information.

It may be appropriate to share information based on your personal and professional experience (e.g. in seminars or training programs). However in sharing your experiences, you must ensure that where personal information is involved, you don't breach Council's privacy obligations. You may breach this obligation even if comments are made or personal information other than your own is shared in your personal life, including via social media such as 'Facebook'.

In addition to the *Information Privacy Act 2009*, the *Local Government Act 2009* makes it an offence for a person who is, or has been, a Council employee to release information that the person knows, or should reasonably know, is information that:-

- is confidential to Council; and
- Council wishes to keep confidential

Personal and other information may on occasion be sought from Council by an employee or other members of the public pursuant to the *Right to Information Act 2009*. If such a request is made of you, you must ensure that you refer such requests to your manager/supervisor or relevant nominated right to information officer to be properly considered.

6.4 Accountability and Transparency

The *Public Sector Ethics Act 1994* states:

In recognition that public trust in public office requires high standard of public administration, public service agencies, public sector entities and employees -

- are committed to exercising proper diligence, care and attention; and
- are committed to using public resources in an effective and accountable way; and
- are committed to managing information as openly as practicable within the legal framework; and
- value and seek to achieve high standards of public administration; and
- value and seek to innovate and continuously improve performance; and
- value and seek to operate within a framework of mutual obligation and shared responsibility between public services agencies, public sector entities and Employees.

Operationally, for you this requires the following standards of behaviour:

6.4.1 Using Council assets

Council's assets include property, plant, equipment, information systems, computing resources, goods, products and/or valuables (this includes surplus material, waste material and off-cuts). All employees share the responsibility for looking after them.

If you are in charge of assets you must take good care of them while they are in your possession or use, and ensure they are used economically and efficiently. It is an offence to misuse or allow anyone else to misuse Council assets. You must make sure assets are secured against theft and properly stored, maintained and repaired.

You must ensure that you use Council assets only for official Council business, unless written approval has been granted by your manager.

You must not store personal files on Council's IT assets. Any files stored on, or information accessed using Council assets, are discoverable by Council.

You can use telephones on a limited basis for local calls that you cannot make conveniently outside working hours.

If you use Council vehicles or a Council issued mobile telephone for non-official purposes, you must ensure that your use is in accordance with Council policy and vehicles are driven in a responsible manner.

Council allows limited personal use of electronic mail and World Wide Web browsing, subject to and in accordance with Council's Electronic Media Use Policy. Limited personal use means use that is infrequent and brief, and is performed during your non-paid time, that is, before and after work or during meal breaks.

Upon your employment terminating with Council, you must return all Council property and work related documents immediately.

6.4.2 Diligence, Care and Attention

Council aims to conduct its business with integrity, honesty and fairness and to achieve the highest standards in service delivery. You contribute to this aim by carrying out your duties honestly, responsibly, in a conscientious manner and to the best of your ability. This includes:

- maintaining punctuality and not being absent from your work station/location during work time without reason;
- giving priority to official duties over personal activities during work time;
- ensuring you do not undertake personal work during work time;
- not wasting time chatting about personal matters and interrupting other staff;
- helping Council achieve its mission and goals by acting to improve systems and practices;
- conducting yourself in a way so others gain confidence and trust in the way Council does business;
- not allowing your conduct to distract or prevent others from working;
- not exposing Council to a judgment for damages against it, as a result of your negligence or breach of any law or policy.

If you are responsible for managing or supervising others, you must also ensure that:

- you model the values and principles outlined in this Code and ensure that employees within your area of responsibility understand and comply with the Code;
- you do not come under a financial obligation to any employee you supervise or manage;

- your work and the work of those you supervise contribute to the achievement of Council's goals;
- employee performance is monitored and individuals are given constructive and regular feedback on their performance in line with procedures;
- where practicable, employees are given training opportunities to assist them in developing their careers;
- employees are provided with information that is vital for effective work performance;
- the opinions of employees are respected and considered;
- workloads are fairly distributed;
- resourcing for a work team is neither excessive nor inadequate for the job;
- employees who collect, handle or disburse public money are properly supervised;
- employee work times, overtime, allowances and absences are correctly recorded on time sheets and pay summary reports;
- appropriate action is taken if breaches of this Code occur.

6.4.3 Attendance at and Absence from Duty

You are expected to follow Council employment and working arrangements, agreements and rulings on attendance at work and leave. This includes not being absent without approval and accurately and truthfully recording work and leave periods.

Council's operational efficiency depends on your punctuality and attendance at your work station/location. If you are unavoidably detained you are required to advise your team leader/supervisor/manager as soon as reasonably possible before your expected start time.

Absence without approval and without reasonable excuse can create concerns for your safety and lead to unproductive time for others. All employees have an obligation to ensure that they promptly notify their immediate supervisor, personally, as soon as practicable upon becoming aware that they are going to be absent from work. Failure to promptly notify Council may result in the non-payment of salary/wages for the period of absence and/or may result in Council taking disciplinary action.

6.4.4 Self-Development

All Local Government employees have an obligation to be proactive in the continual improvement of all aspects of their work performance: refer to *Local Government Act 2009*. You should aim to maintain and improve your work performance and that of your work unit in the delivery of customer service. You have a continuing responsibility to maintain and enhance your skills and expertise and keep up to date the knowledge associated with your area of work.

Council will assist you by providing equitable access to training and development opportunities. This may include accessing the study assistance program, learning new work duties, participating in project work or undertaking internal or external training.

6.4.5 Workplace Health and Safety

As Council employees we are all committed to zero harm in the way we conduct our business and Council activities. The *Work Health and Safety Act 2011* states, while at work, a worker must:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

Council will ensure, so far as reasonably practicable, employees are free from:

- injury, illness or death caused by the workplace, relevant workplace area, work activities, or plant or substances for use at work; and
- the risk of death, injury or illness caused by the workplace, relevant workplace area, work activities, or plant or substances for use at work.

You must take reasonable steps to ensure your own safety, health and welfare in the workplace. You also have a duty of care to both fellow employees and members of the public. As a worker you have the following obligations at the workplace:-

- to comply with the instructions given for work health and safety at the workplace by Council;
- to use personal protective equipment provided by Council for your use if you have been properly instructed in its use;
- not to wilfully or recklessly interfere with or misuse anything provided for workplace health and safety at the workplace;
- not to wilfully place at risk the workplace health and safety of any person at the workplace;
- not to wilfully injure yourself.

You also have a duty to:

- identify hazards and manage risks to health and safety;
- perform all work safely and follow safe work practices;
- report any incidents or hazards immediately and support investigations;
- take corrective action to 'make safe' the workplace, relevant workplace area or work activities and implement improvements;
- participate in rehabilitation and return to work programs if required.

We must keep our workplace drug and alcohol free if we are to maintain the trust and confidence of the broader public, and ensure the health and safety of all employees. All Council employees, and volunteers are obligated to comply with Council's Drug and Alcohol Policy at all times. The use of drugs or alcohol can adversely affect productivity, attendance and on-the-job safety. As such you must not:

- use, possess or be impaired by the effects of illegal drugs whilst on duty;
- come to work impaired by the effects of alcohol or drugs;
- consume alcohol while on duty or in the workplace other than strictly in accordance with Council policy;
- gamble or bet on Council premises (except for authorised sweeps and tipping competitions);
- undermine Council's service to customers by leaving your work station/location in order to smoke. Smoking is only permissible during meal breaks;
- smoke anywhere within Council's buildings, in Council vehicles, in any enclosed spaces whilst on site or within 4m of any part of an entrance to an enclosed place.

For more information refer to Council's Drug and Alcohol Policy.

7.0 BREACHES OF THE CODE

Council expects all employees whilst engaged in official duties, to ensure they demonstrate the basic standards of acceptable conduct as enshrined in this Code. All employees have the responsibility to comply with this Code and all other policies which Council implements and/or varies from time to time.

A breach of the Code damages business effectiveness, public perception of Council and interpersonal work relationships. Any act or lack of action by an employee of Council that contravenes this Code may result in Council taking disciplinary action against that employee, and which may include dismissal. All suspected breaches will be dealt with on a case by case basis.

Suspicions of corrupt conduct may be reported directly to the Crime and Corruption Commission (CCC) or to the CEO who is then obliged to report the matter to the CCC if there is a reasonable suspicion that corrupt conduct has occurred or may be involved.

In cases where a suspected breach of this Code is under investigation, and if the CEO deems it appropriate and believes disciplinary action in some form will occur, any employee suspected of a breach of this Code may be suspended from duty on full pay until such time as the investigation has been completed.

All disciplinary action taken by Council against an employee for suspected breaches of this Code will be in accordance with Council's Performance and Misconduct Policy and in compliance with Council's obligations pursuant to Part 3 of Chapter 8 of the *Local Government Regulation 2012*.

8.0 IF YOU HAVE A CONCERN

The *Public Interest Disclosure Act 2010* and the *Public Sector Ethics Act 1994* aim to create a work environment where public sector and local government employees understand and maintain appropriate standards of conduct and are protected from reprisal.

Where you honestly believe on reasonable grounds that you possess information about another Council Officer's conduct that relates to:

- Corrupt Conduct; or
- maladministration that adversely affects a person's interests; or
- a substantial misuse of public resources, other than an alleged misuse based on mere disagreement over policy that may properly be adopted about amounts, purposes or priorities of expenditure; or
- a substantial and specific danger to public health or safety; or
- a substantial and specific danger to the environment

You have the right to make a Public Interest Disclosure to a proper authority subject to, and in accordance with, the *Public Interest Disclosure Act 2010*. Should you wish to make such a disclosure please contact:

- Your Director; or
- The Chief Executive Officer
- Other external agencies (e.g. Crime and Corruption Commission, Anti-Discrimination Commission etc.)

9.0 BREACH OF THIS CODE OF CONDUCT FOR EMPLOYEES

Sanctions may be applied to employees as outlined by Part 3 Division 1 of the *Local Government Regulation 2012* if the Code or any relevant law is breached. Depending on the nature of the breach, sanctions may include:-

- counselling;
- a written warning / formal censure;
- demotion;
- deduction from salary or wages;
- dismissal / termination;
- criminal charges; and/or
- civil action.

Please refer to Councils Performance and Misconduct Policy for more information.

10.0 PUBLICATION

In accordance with the requirements of the *Public Sector Ethics Act 1994*, the CEO will publish and keep available for inspection by any person an appropriate number of copies of the approved Code.

11.0 TRAINING

Education and training about public sector ethics will be offered at induction and as frequently as determined by the CEO.

12.0 AUTHORITY

In accordance with s16 of the *Public Sector Ethics Act 1994*, the CEO must ensure that reasonable steps are taken to consult about the code with:

- The employees to whom the Code is to apply;
- Industrial organisations representing the interests of any of the officials; and
- Other appropriate entities representing the interests of any of the officials.

Original Code was prepared for consultation by the CEO in accordance with the *Public Sector Ethics Act 1994* (2013)

13.0 FURTHER ASSISTANCE

If you read the Code and are still unsure of how it applies to you, it is important that you discuss this with your supervisor, manager or director. In most cases, they will be able to answer your enquiries. If you have concerns about approaching any of these people, contact the next most senior person in your area. Alternatively you might wish to contact the Human Resources section.

14.0 ASSOCIATED DOCUMENTS

- EEO Management Plan
- EEO Policy
- Workplace Bullying and Harassment Prevention Policy
- Drug and Alcohol Policy
- Performance and Misconduct Policy
- Request for Secondary Employment Application form
- Procurement Policy
- Related Party Disclosure Policy
- Register of Lobbyists Contacts

15.0 CONTACT POINTS

The following is a list (in alphabetical order) of relevant telephone numbers for people to make initial contact or to seek further information:-

- Chief Executive Officer – Etheridge Shire Council 4079 9005
- Crime and Corruption Commission (CCC) 3360 6060 or 1800 061 611
- Queensland Anti-Discrimination Commission 4922 6877
- Queensland Ombudsman 3229 5116

16.0 CONCLUSION

The Code of Conduct applies to all employees and volunteers of the Etheridge Shire Council.

This Code is designed to assist and guide employees and volunteers in their daily interaction with each other and our diverse client base.

The Code of Conduct is compliant with all relevant legislation, government policies, practice and procedure manuals, administrative and procedural directions and outlines methods to resolve concerns.

APPENDIX A - Definitions

“Benefit” – means something that is similar to a gift in that it is of value to the recipient, but it is less tangible in nature (e.g. a new job or promotion, preferential treatment, or access to confidential information)

“Conflict of Interest” – means a conflict between a Council employee’s work responsibilities and their personal or private interests. A conflict of interest can arise from either gaining a personal advantage or avoiding a personal loss. Conflicts of interest can be real (actual) or perceived (apparent).

- A real conflict of interest is a conflict between the employee’s duties and their private interests. For example Ron is on a recruitment and selection panel and his sister is applying for a position to be decided by that panel.
- A perceived conflict of interest arises where a person is likely to believe an employee’s private interests could improperly influence them at work. Such a perception is judged having regard to what a fair and reasonable member of the public could be expected to believe. For example Frida works for Council as a community grants funding program manager. On the weekend she plays tennis with the director of a community organisation applying for funding through the funding program Frida is managing. A reasonable person is likely to believe that Frida could be improperly influenced by the relationship she has developed with the director at tennis.

“Types of interests” – interests can be financial, non-financial, personal, private, family or business.

- A financial interest is when the employee could gain a personal financial benefit including having shares, receiving gifts, benefits or bribes or receiving hospitality or travel. For example Kim’s partner owns a company which is tendering for work with Council.
- Some examples of non-financial interests are below:
 - You work in the strategic procurement area and one of your regular fishing friends asks you to keep an eye on his tender application.
 - You work in the funding application area and you are also president of a local group applying for funding from Council.
 - You work in the development applications area and your children’s school will be affected by a new development and the development proposal has been submitted to Council for approval.

“Corrupt Conduct” – is conduct by anyone that adversely affects a public agency or employee so that the performance of their functions or the exercise of their powers;

- Is not honest or impartial; or
- Knowingly or recklessly breaches public trust; or
- Involves the misuse of agency-related information or material. (for more information see s15 of the *Crime and Corruption Act 2001*)

“Gift” – means an item of value – money, voucher, entertainment, hospitality, travel, commodity, property – that one person gives to another. Gifts may be offered as an expression of gratitude with no obligation to repay, or given to create a feeling of obligation.

“Impaired by the effects of alcohol or drugs means”:

- for all employees, a blood alcohol content greater than 0.00%;
- for all employees – a positive drug test result in excess of the cut-off levels specified in Councils Drug and Alcohol Policy Appendix; and/or physical or mental condition and/or behaviour which limits the employee’s ability to undertake work in a safe and effective manner.

“Indictable offence” – means a crime or misdemeanour for which an offender has a right to trial by jury.

“Indictable offence conviction” – means a finding of guilt, and the acceptance of a plea of guilty, by a court, whether or not a conviction is recorded, in relation to an indictable offence.

“Limited Personal Use” (Electronic Mail and World Wide Web) – means the following:

- Use that is infrequent and brief and is performed during the employee’s non-paid time. That is, before and after work or during meal breaks.

- Use that does not breach this Code of Conduct, Council policy, *Public Sector Ethics Act 1994* , *Local Government Act 2009* (including Regulations), *Crime and Misconduct Act 2001* or related State and Federal legislation and regulations.
- Personal use is activity conducted for purposes other than undertaking official business, professional duties, and/or professional development.
- Personal use refers to personal related activities which do not interfere with the operations of the Council.
- Examples of permitted limited personal use of the internet include:
 - internet access that is incidental to employment or personal business transactions such as accessing government information sites and online banking and bill paying;
 - participation in approved online training or personal development programs;
 - sending or receiving infrequent personal messages by email, providing the content of the message does not breach Council's Code of Conduct or Corporate Policies.
 - Examples of limited personal use of the internet that is NOT permitted (not an exhaustive list) include:
 - gambling (including gaming, online betting, bookmaker odds, lottery pages, bingo, football tipping);
 - games (including traditional board games, card games and role playing games, for example, Solitaire and World of Warcraft);
 - participation in online auctions (including eBay);
 - dating (including the use of online dating services);
 - downloading and storage of music, video files and pictures (including the use of YouTube, iTunes, Napster, Bit Torrent and similar sites/programs);
 - accessing social networking sites (including Facebook, Twitter, Instagram and similar sites) unless the use is directly connected with your duties, is for the purpose of communicating approved Council publications and/or media releases and has been approved by your team leader/supervisor/manager;
 - accessing, downloading, storing or sending racially and/or sexually offensive, obscene and/or other threatening, belligerent or libellous electronic communications.

“Corrupt Conduct” – means wrongdoing by a public sector official (including police) in carrying out their official duties or exercising their powers. It must involve one of the following:

- dishonesty or lack of impartiality;
- a breach of the trust put in a person by virtue of their position; or
- a misuse of officially obtained information.

It must also be a criminal offence or serious enough to justify dismissal of the person from their position.

“Summary conviction” – means a summary conviction of an Indictable offence by a Magistrates Court.

APPENDIX B - A guide to ethical decision-making

The following guide is designed to help you reach an ethical decision based on the relevant facts and circumstances of a situation.

Step 1: Assess the situation.

- What is your aim?
- What are the facts and circumstances?
- Does it break the law or go against Council policy?
- Is it in line with the Code's principles?
- What principles does it relate to? Why?
- Who is affected?
- What rights do they have?
- What are your obligations or responsibilities?

Step 2: Look at the situation from Council's viewpoint.

- As an Employee, what should you do?
- What are the relevant laws, rules and guidelines?
- Who else should you consult?

Step 3: How would others see your actions?

- Would a reasonable person think you used your powers or position improperly?
- Would the public see your action or decision as honest and impartial?
- Do you face a conflict of interest?
- Will your decision or action stand up to public scrutiny?

Step 4: Consider the options.

- Ask your team leader/supervisor/manager, or any person who is able to give sound, relevant advice.
- What options and consequences are consistent with Council's values, the five local government principles, the four ethics principles fundamental to good public administration and your obligations?
- What are the costs and long-term consequences of each option?
- How would the public view each option?
- What will be the outcome for Council, your colleagues, others and you?

Step 5: Choose your course of action.

Make sure your actions are:

- within your power to take, legal and in line with policy and this Code;
- fair and able to be justified to your manager and the public;
- documented so a statement of reasons can be supplied;
- consistent with Council's mission, goals and values; and
- backed by advice from Council specialists, if this is appropriate.

APPENDIX C – Contact with Lobbyists

The following guide is designed to help you deal with lobbyists appropriately and in compliance with provisions of the *Integrity Act 2009*.

1. Contact by Registered Lobbyists

Councillors and Council employees who receive contact from a lobbyist must establish whether the lobbyist is registered. The Lobbyist Register may be viewed at:

<http://lobbyists.integrity.qld.gov.au/who-is-on-the-register.aspx> Councillors and Council employees who receive contact by a registered lobbyist must create a record of that contact and forward the following core information to the Register of Lobbyists Contacts.

- Date of Contact
- Name and title of Councillors and Council employees present
- Name and title of Lobbyist/s present
- Name and title of Lobbyist's clients/s present
- Method of contact (e.g. telephone call)
- Purpose of contact (e.g. follow up of progress with application)
- Brief description of issue
- Outcome of contact

2. Contact by Unregistered Lobbyists

Councillors and Council employees must not engage in lobbying activity with unregistered lobbyists. If you reasonably believe someone is an unregistered lobbyist and undertaking a lobbying activity, please follow the below steps:

- Advise the person (in a professional manner) that you believe that:-
 - This contact may be a "lobbying activity" under the *Integrity Act 2009*;
 - You are required under that Act to seek some clarification as to the person's standing as a unregistered lobbyist under the *Integrity Act 2009*;
 - You can no longer discuss with this person any lobbying activity matters, but you can assist with any "unrelated lobbying activity" discussions.
 - Make a note of the person's details and circumstances of the lobbying activity (i.e. time, date and place of incident, who were the people involved in the incident and how you believe this was a "lobbying activity");
 - Report the matter (including a copy of your notes of the incident) to your manager; and
 - Discontinue contact with the person on any "lobbying activity", until the matter is resolved. This does not mean you cannot assist the person with other "unrelated lobbying activity" matters.

APPENDIX D – Information Privacy Principles

IPP 1 - Collection of personal information (lawful and fair)

(1) An agency must not collect personal information for inclusion in a document or generally available publication unless—

the information is collected for a lawful purpose directly related to a function or activity of the agency; and

- the collection of the information is necessary to fulfil the purpose or is directly related to fulfilling the purpose.
- (2) An agency must not collect personal information in a way that is unfair or unlawful.

IPP 2--Collection of personal information (requested from individual)

(1) This section applies to the collection by an agency of personal information for inclusion in a document or generally available publication.

(2) However, this section applies only if the agency asks the individual the subject of the personal information for either—

- the personal information; or
- information of a type that would include the personal information.

(3) The agency must take all reasonable steps to ensure that the individual is generally aware of—

- the purpose of the collection; and
- if the collection of the personal information is authorised or required under a law—
 - the fact that the collection of the information is authorised or required under a law; and
 - the law authorising or requiring the collection; and
 - if it is the agency's usual practice to disclose personal information of the type collected to any entity (the first entity)--the identity of the first entity; and
 - if the agency is aware that it is the usual practice of the first entity to pass on information of the type collected to another entity (the second entity)--the identity of the second entity.

(4) The agency must take the reasonable steps required under subsection (3)--

- if practicable--before the personal information is collected; or
- otherwise--as soon as practicable after the personal information is collected.

(5) However, the agency is not required to act under subsection (3) if—

- the personal information is collected in the context of the delivery of an emergency service; and Example-- personal information collected during a triple 0 emergency call or during the giving of treatment or assistance to a person in need of an emergency service
- the agency reasonably believes there would be little practical benefit to the individual in complying with subsection (3) in the circumstances; and
- the individual would not reasonably expect to be made aware of the matters mentioned in subsection 3

IPP 3--Collection of personal information (relevance etc.)

(1) This section applies to the collection by an agency of personal information for inclusion in a document or generally available publication.

(2) However, this section applies to personal information only if the agency asks for the personal information from any person.

(3) The agency must take all reasonable steps to ensure that-- (a) the personal information collected is--

- relevant to the purpose for which it is collected; and
- complete and up to date; and
- the extent to which personal information is collected from the individual the subject of it, and the way personal information is collected, are not an unreasonable intrusion into the personal affairs of the individual.

IPP 4--Storage and security of personal information

(1) An agency having control of a document containing personal information must ensure that--

- the document is protected against—
 - loss; and
 - unauthorised access, use, modification or disclosure; and
 - any other misuse; and

- if it is necessary for the document to be given to a person in connection with the provision of a service to the agency, the agency takes all reasonable steps to prevent unauthorised use or disclosure of the personal information by the person.
- (2) Protection under subsection (1) must include the security safeguards adequate to provide the level of protection that can reasonably be expected to be provided.

IPP 5--Providing information about documents containing personal information

(1) An agency having control of documents containing personal information must take all reasonable steps to ensure that a person can find out—

- whether the agency has control of any documents containing personal information; and
- the type of personal information contained in the documents; and
- the main purposes for which personal information included in the documents is used; and
- what an individual should do to obtain access to a document containing personal information about the individual.

(2) An agency is not required to give a person information under subsection (1) if, under an access law, the agency is authorised or required to refuse to give that information to the person.

IPP 6--Access to documents containing personal information

(1) An agency having control of a document containing personal information must give an individual the subject of the personal information access to the document if the individual asks for access.

(2) An agency is not required to give an individual access to a document under subsection (1) if—

- the agency is authorised or required under an access law to refuse to give the access to the individual; or
- the document is expressly excluded from the operation of an access law.

IPP 7--Amendment of documents containing personal information

(1) An agency having control of a document containing personal information must take all reasonable steps, including by the making of an appropriate amendment, to ensure the personal information—

- is accurate; and
- having regard to the purpose for which it was collected or is to be used and to any purpose directly related to fulfilling the purpose, is relevant, complete, up to date and not misleading.

(2) Subsection (1) applies subject to any limitation in a law of the State providing for the amendment of personal information held by the agency.

(3) Subsection (4) applies if--

- an agency considers it is not required to amend personal information included in a document under the agency's control in a way asked for by the individual the subject of the personal information; and
- no decision or recommendation to the effect that the document should be amended wholly or partly in the way asked for has been made under a law mentioned in subsection (2).

(4) The agency must, if the individual asks, take all reasonable steps to attach to the document any statement provided by the individual of the amendment asked for.

IPP 8--Checking of accuracy etc. of personal information before use by agency

Before an agency uses personal information contained in a document under its control, the agency must take all reasonable steps to ensure that, having regard to the purpose for which the information is proposed to be used; the information is accurate, complete and up to date.

IPP 9--Use of personal information only for relevant purpose

(1) This section applies if an agency having control of a document containing personal information proposes to use the information for a particular purpose.

(2) The agency must use only the parts of the personal information that are directly relevant to fulfilling the particular purpose.

10 IPP 10--Limits on use of personal information

(1) An agency having control of a document containing personal information that was obtained for a particular purpose must not use the information for another purpose unless--

- the individual the subject of the personal information has expressly or impliedly agreed to the use of the information for the other purpose; or

- the agency is satisfied on reasonable grounds that use of the information for the other purpose is necessary to lessen or prevent a serious threat to the life, health, safety or welfare of an individual, or to public health, safety or welfare; or
 - use of the information for the other purpose is authorised or required under a law; or
 - the agency is satisfied on reasonable grounds that use of the information for the other purpose is necessary for 1 or more of the following by or for a law enforcement agency—
 - the prevention, detection, investigation, prosecution or punishment of criminal offences or breaches of laws imposing penalties or sanctions;
 - the enforcement of laws relating to the confiscation of the proceeds of crime;
 - the protection of the public revenue;
 - the prevention, detection, investigation or remedying of seriously improper conduct;
 - the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of the orders of a court or tribunal; or
 - the other purpose is directly related to the purpose for which the information was obtained; or
- Examples are—
- i) An agency collects personal information for staff administration purposes. A new system of staff administration is introduced into the agency, with much greater functionality. Under this paragraph, it would be appropriate to transfer the personal information into the new system.
 - ii) An agency uses personal information, obtained for the purposes of operating core services, for the purposes of planning and delivering improvements to the core services.

IPP 11--Limits on disclosure

(1) An agency having control of a document containing an individual's personal information must not disclose the personal information to an entity (the relevant entity), other than the individual the subject of the personal information, unless--

- the individual is reasonably likely to have been aware, or to have been made aware, under IPP 2 or under a policy or other arrangement in operation before the commencement of this schedule, that it is the agency's usual practice to disclose that type of personal information to the relevant entity; or
- the individual has expressly or impliedly agreed to the disclosure; or
- the agency is satisfied on reasonable grounds that the disclosure is necessary to lessen or prevent a serious threat to the life, health, safety or welfare of an individual, or to public health, safety or welfare; or
- the disclosure is authorised or required under a law; or
- the agency is satisfied on reasonable grounds that the disclosure of the information is necessary for 1 or more of the following by or for a law enforcement agency—
 - the prevention, detection, investigation, prosecution or punishment of criminal offences or breaches of laws imposing penalties or sanctions;
 - the enforcement of laws relating to the confiscation of the proceeds of crime;
 - the protection of the public revenue;
 - the prevention, detection, investigation or remedying of seriously improper conduct;
 - the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of the orders of a court or tribunal; or
 - all of the following apply—
 - the disclosure is necessary for research, or the compilation or analysis of statistics, in the public interest;
 - the disclosure does not involve the publication of all or any of the personal information in a form that identifies the individual;
 - it is not practicable to obtain the express or implied agreement of the individual before the disclosure;
 - the agency is satisfied on reasonable grounds that the relevant entity will not disclose the personal information to another entity.

(2) If the agency discloses the personal information under subsection (1)(e), the agency must include with the document a note of the disclosure.

(3) If the agency discloses personal information under subsection (1), it must take all reasonable steps to ensure that the relevant entity will not use or disclose the information for a purpose other than the purpose for which the information was disclosed to the agency.

(4) The agency may disclose the personal information under subsection (1) if the information may be used for a commercial purpose involving the relevant entity's marketing of anything to the individual only if, without limiting subsection (3), the agency is satisfied on reasonable grounds that--

- it is impracticable for the relevant entity to seek the consent of the individual before the personal information is used for the purposes of the marketing; and
- the relevant entity will not charge the individual for giving effect to a request from the individual to the entity that the individual not receive any marketing communications; and
- the individual has not made a request mentioned in paragraph (b); and (d) in each marketing communication with the individual, the relevant entity will draw to the individual's attention, or prominently display a notice, that the individual may ask not to receive any further marketing communications; and
- each written marketing communication from the relevant entity to the individual, up to and including the communication that involves the use, will state the relevant entity's business address and telephone number and, if the communication with the individual is made by fax, or other electronic means, a number or address at which the relevant entity can be directly contacted electronically.



DECLARATION OF UNDERSTANDING

Please complete the declaration on the attached page. Once signed, the page should be returned to Human Resources.

I, the undersigned acknowledge:

- Receiving Councils Code of Conduct for Employees;
- That I should comply with the Code; and
- That there may be disciplinary consequences if I fail to comply.

Employee Name: _____ Date: _____

Employee Signature: _____



Etheridge Shire Council

General Meeting	19 th April 2023
Subject	Audit Committee Meeting Minutes – 23 rd March 2023
Classification	Open
Author	Andrew McKenzie

EXECUTIVE SUMMARY

In accordance with s211(1)(b)(iv), Council's Audit Committee met on the 23rd March 2023 to receive the Queensland Audit Office's audit report on Council 2021/22 annual general purpose financial statements. In accordance with s211(1)(c), a copy of the Committee Meeting minutes are provided as a written report about the matters reviewed at the meeting.

RECOMMENDATION

That Council receive the Minutes of the Audit Committee Meeting held 23rd March 2023, and adopt the recommendations made therein.

BACKGROUND

Council at its March meeting received a copy of the QAO Audit Report on the conduct of the 2021/22 audit of General Purpose Financial Statements. Council referred the report to the Audit Committee for further review. The Audit Committee met on 23rd March, with a full representation of Committee Members and advisors (QAO's External Auditor, Council's Internal Auditor, DCS and Finance Manager).

As noted in the minutes, the Committee considered: -

- The proposed Internal Audit Plan (presented by Pacifica Chartered Accountants), with a recommendation that Council adopt the proposed internal audit plan; -
- QAO's Management Letter (the final report issued by QAO on the audit of Council's financial statements); and
- A verbal update on the first internal audit project.

Committee Members had direct access to the Auditors, asking questions on their findings and recommendations.

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 internal audit this financial year.

We are awaiting our External Audit Plan for information on QAO's proposed audit fees for 2023/24

CONSULTATION

The Audit Committee is intended as an assurance process to enable Council (through Committee) members to seek direct information from auditors and management personnel on the state of their financial system. In this respect, I note Member, Mr Ritchie's suggestions for the committee to meet independently with auditors and management (without the other party present) to enable a free flow of information with fear of straining relationships.

LEGAL CONSIDERATIONS

The Audit Committee has been constituted under the Local Government Act & Regulations. Its meetings are in accordance with the Local Government Regulation.

POLICY IMPLICATIONS

Responding to audit observations / recommendations will necessitate Policy review and changes. The responsible officer and proposed / agreed timelines is recorded in Council's Audit Register. The Audit Register is a standing document for future Audit Committee Meetings – for the committee to hold staff accountable.

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: 24th March 2023

Date:

AUDIT COMMITTEE MEETING
HELD IN GEORGETOWN THURSDAY 23rd MARCH 2023
GEORGETOWN COUNCIL CHAMBERS

UNCONFIRMED MINUTES

Chair, Cr Barry Hughes opened the meeting at 12.32pm.

ACKNOWLEDGEMENT OF COUNTRY EWAMIAN PEOPLE

“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.”

DECLARATIONS

Nil

ATTENDANCE

Members: Cr Barry Hughes (Chair), Cr Laurell Royes, Mr Jason Ritchie

Advisors:

Mr Andrew McKenzie, DCS

Mr Murray Cooper, Finance Manager

Mrs Margaret Dewhurst, BDO (via Teams)

Mr Andy Smith, Pacifica Chartered Accountants (via Teams)

Observers: Ms Gill Graham, Stores Officer

APOLOGIES

MOVED:

SECONDED:

That the apologies of the following Committee Members / participants be received, and leave of absence granted: -

- Mr Ken Timms, CEO
- Mrs Carolyn Eagle, Pacifica Chartered Accountants
- Mr Sri Narasimhan, QAO
- Mr Luke Cecolini, BDO

CARRIED

CONFIRMATION OF MINUTES

MOVED: Cr Hughes

SECONDED: Cr Royes

That:

The Minutes of the Audit Committee Meeting held 29th August 2022 be confirmed.

CARRIED

BUSINESS ARISING FROM PREVIOUS MEETING MINUTES

Mr Ritchie asked that some means of tracking Business Arising be implemented.

NEW MATTERS

1. Internal Audit Plan

Mr McKenzie introduced the Internal Audit Plan as being the product of discussions with Pacifica Chartered Accounts over the past 12 months. Internal Audit project no. 2 (Recoverable Works) has been commenced, with Internal Audit project no. 1 (meta review) scheduled for second half 2023.

Mr Ritchie questioned the potential duplication of project 2 with external audit oversight. Mr McKenzie responded the internal audit project will assist in guiding future internal audit projects, prioritising action, and assist with further recommendations to address historic audit observations / recommendations. Mr Smith also noted a need to finalise the draft scope of work for this internal audit project.

Mr Ritchie questioned, whether the time allocation is sufficient for the meta review. Mr Smith advised it was unlikely, but given Council's budget constraints for audit would need focus on priorities. Mr Smith also noted that this was under review with Mr McKenzie. Audit Committee requested a prioritised schedule be prepared for the next meeting, with such meeting to be called before August.

MOVED: Cr Hughes

SECONDED: Cr Royes

That the Audit Committee recommend Council adopt the proposed Internal Audit Plan.

CARRIED

2. QAO Management Letter dated 9th March 2023

Mrs Dewhurst presented the QAO Management Letter on the conduct of Council 21/22 year end audit. Committee Members asked questions in relation to the Audit finding.

Mr McKenzie introduced the Audit Register as the means of tracking progress against Audit findings. Mr Ritchie requested the inclusion of the agreed completion date in the Audit Register, to provide oversight around the timeliness of management action.

Mrs Dewhurst also spoke to the proposed 22/23 External Audit Plan timeliness.

MOVED: Cr Royes

SECONDED: Mr Ritchie

That the Audit Committee receive the QAO Management Letter as presented.

CARRIED

3. Pacifica Chartered Accountants: Internal Audit Project

Mr Smith provided a verbal update on the current review into Council's Recoverable Works. He advised the Audit Report is in final draft as is under internal review prior to release to Council for Management's comments. Mr Smith estimated that the report would be ready for release to Council in another couple of weeks.

MOVED: Cr Hughes

SECONDED: Cr Royes

That the Audit Committee receive Pacifica's report on the recent internal audit review of Council's recoverable works.

CARRIED

GENERAL BUSINESS

Mr Ritchie: -

1. Suggested the Committee hold regular meetings (suggested quarterly) with dates set in advance from which other Audit matters could be planned around.

Committee Members reached consensus agreement for this suggestion.

2. Requested that future meeting Agendas contained better outline of the purpose of the reports / agenda items and the business to be transacted.

Committee Members reached consensus agreement for this suggestion.

3. Suggested the Committee consider breaking the meeting into sections where Members could communicate directly with Auditors without Management personnel present and Management personnel without Auditors present.

Committee Members reached consensus to consider this suggestion for future meetings.

Cr Royes: -

1. Summed the meeting as requiring a prioritisation of action to addressing Audit observations and recommendations throughout the organisation.
2. Noted that Council will need to consider future budget allocations to adequately resource Internal Audit.

Cr Hughes: -

1. Echoed Cr Royes' comment on resourcing the organisation to respond to audit observations and recommendation.

NEXT MEETING

The next Audit Committee Meeting will be called upon receipt of: -

- Prioritised meta audit review for Internal Audit project.
- Internal Audit Report on Recoverable Works
- Prioritised Scope for Internal Audit project no. 2 – meta review of audit findings.

CONCLUSION

Cr Hughes closed the meeting at 1.35pm.



Etheridge Shire Council

General Meeting	19 th April 2023
Subject	Georgetown Walking Network Plan
Classification	Open
Author	Andrew McKenzie

EXECUTIVE SUMMARY

Council was successful in its grant application under the Department of Main Roads Walking Local Government Grant program. Shepherd Services was engaged to develop the Plan. After an initial round of public consultation, together with Council's workshop, Shepherd Services have forwarded the final draft of the Georgetown Walking Network Plan for Council's receipt, and upon receipt, a final round of public consultation.

Council has since applied to the Department of Main Roads for funding to develop similar Walking Network Plans for Mr Surprise, Einasleigh and Forsayth.

RECOMMENDATION

That Council receive the draft Georgetown Walking Network Plan and place the Plan on display for a final round of public consultation.

BACKGROUND

This project had its genesis in 2021 but wasn't commenced until very early 2022. As noted above, Shepherd Services have been retained by Council to write the Plan. Shepherd Services conducted an initial round of public consultation in July / August, which culminated in a draft plan. Council considered the draft plan in a workshop earlier this year. Shepherd Services have now completed the final draft, which upon receipt by Council (per recommendation above), can be opened for a final round of public consultation (incl, review by the Department of Main Roads).

Upon consideration of feedback received from this final round of public consultation, Council can formally adopt the Plan, using it to guide investment in the development of walking networks in Georgetown, and as the base document underpinning grant applications for same.

LINK TO CORPORATE PLAN

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

Outcome No.4.1: An active community with a variety of recreational activities.

BUDGET & RESOURCE CONSIDERATIONS

Council has budgeted \$60,000 for this project, 50% funding coming from TMR.

CONSULTATION

As outlined above.

LEGAL CONSIDERATIONS

Council needs to comply with the terms and conditions in the funding agreement.

POLICY IMPLICATIONS

The Plan will become a policy document, guiding future investment into Georgetown's walking networks.

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: Rare likelihood, with insignificant consequences.

Report Prepared By:

Report Authorised By:

Andrew McKenzie, Director Corporate Services

Ken Timms, Chief Executive Officer

Date: 30th March 2023

Date:



Georgetown Walking Network Plan



Executive Summary

Walking is one of the most beneficial modes of transportation. A form of active transport, walking offers a broad range of health, environmental, economic and social benefits. Best suited for shorter trips, many people walk to local destinations such as shops, community facilities, parks or school. Walking is also the most common forms of physical activity in Queensland as it offers a low cost and accessible form of activity, enabling people to get active and moving.

The Queensland State Government believes every Queenslanders should have the opportunity to walk for transport, health and recreation. More people will walk when everyday destinations are connected by comfortable, direct, safe and accessible routes.

To achieve this, the State Government have developed Queensland's first walking strategy with 4 priority areas:

- Planning for walkable communities and places
- Building connected, comfortable and safe walking environments for all
- Encouraging more people to walk as part of their 'everyday'
- Working together to deliver for walking.

Council has developed the Georgetown Walking Network Plan based on extensive community engagement to ensure that the plan is practical and prioritised in a way that aligns with community priorities. The primary and secondary routes and priority projects that have been identified through the development of this plan will facilitate more people walking and getting moving, more often, in and around Georgetown.

The community engagement process provided an overwhelming view that improving the Georgetown River Walk would provide the greatest benefit to the community as this recreational facility provides the most attractive walking route in Georgetown. Due to the climate of Georgetown most walking occurs early morning and late evening for recreation, while walking does occur within the town these trips are shorter and focused around the CBD. These shorter trip are also more weather dependent and influenced by the wet season and extreme summer heat whereas the River Walk is used all year round by residents for recreational walking. The River Walk also provides connection to the Georgetown Pool, Gym and Sports Ground offering the community other opportunities to get active and improve their health and wellbeing.

A variety of other projects that will improve the availability of walking opportunities and improve pedestrian safety have also been identified that once delivered will transform the walking experience in Georgetown.

Background

Etheridge Shire Council identified the need to improving waling infrastructure within Georgetown and sought funding though the Department of Transport and Main Roads (TMR) to develop a Walking Network Plan (WNP) & Prioiritised Works Program (PWP). The development of the WNP & PWP would identify and prioritise the improvements in walking infrastructure within Georgetown and enable Council to progress towards achieving its objective to improve walking and active recreation opportunities for its community.

The development of the WNP & PWP is consistent with several strategies in Council's 2021-2025 Corporate Plan, including:

- Review and update the comprehensive asset management strategy to support the monitoring, maintenance, replacement and enhancement of council's parks, garden and recreational facilities.
- Enhance and improve the aesthetics of each town.
- Advocate for funding for additional sport and recreation infrastructure.
- Support community development to expand and meet the growing needs of the region through infrastructure, income diversification and advocacy.

Objectives

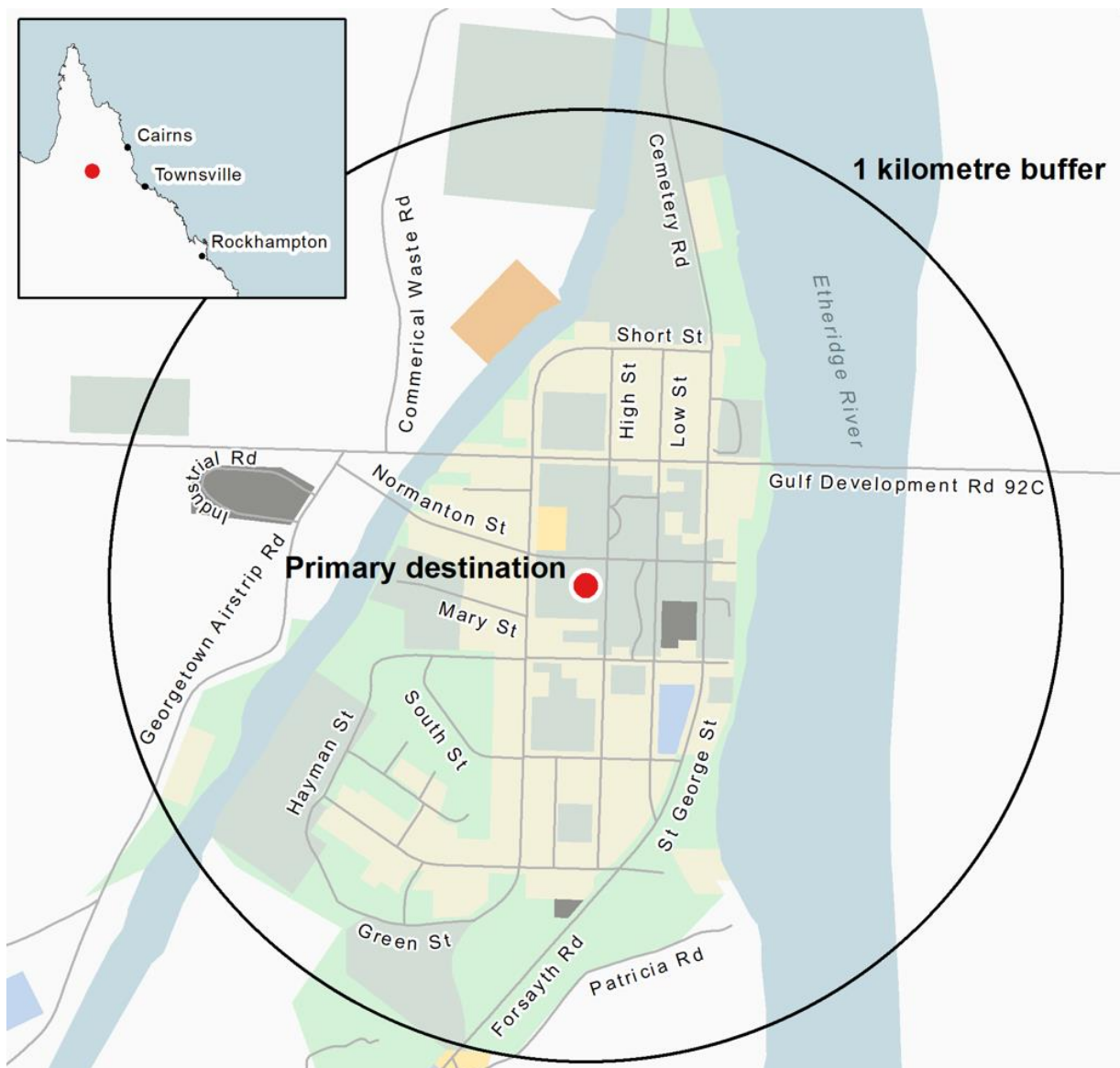
Council's objectives for walking and active recreation over the next 10 years are:

- To provide better access to active recreation, walking and cycling facilities.
- To provide a safe, connected, all weather pathway network suitable for all ages and abilities.
- To have walking and cycling as an easy choice, particularly for recreation, tourism and short transport trips.
- To develop a pathway network that improves access for visitors and promotes the natural amenity of Georgetown
- To deliver improved active recreation, walking and cycling facilities through partnerships and in a way that maximises the benefits to the community.

Study Area

The study area for this project is the town of Georgetown located on the Etheridge River in Far North Queensland, Australia.

Figure 1 – Study Area



About Georgetown

Georgetown is a town on the Etheridge River in Far North Queensland, Australia. The Gulf Developmental Road passes through the town, linking Cairns - 412 km to the east - and Normanton - 301 km to the west.

Georgetown is the administrative headquarters of the Shire of Etheridge, a local government area encompassing the nearby settlements of Mount Surprise, Forsayth and Einasleigh. At the 2021 census, Georgetown had a population of 215.

The Etheridge River was the site of a gold rush in the 1870s; the town of Georgetown was established on the site of the diggings. Originally known by the name Etheridge, the town's name was changed in 1871 to honour an early gold commissioner, Howard St George. By 1900 grazing had replaced gold mining as the region's primary source of income.

There are many interesting historical features in Georgetown, from the restored Shire Hall in St George Street (built in 1908 and restored in 1998), Savannah House, the restored ex-clerk of the Courts dwelling in the same street, the Masonic Temple, the Catholic Church (established in 1913), and the cemetery.

Georgetown is also home to the Ted Elliot Mineral Collection which was founded by the Etheridge Shire Council in early 2003. The collection is the work of one man and houses over 4500 mineral specimens. The centre also is an accredited Information centre and home to the 'Unearth Etheridge' display, showcasing the Shire's rich geographical and historical past.

The Etheridge Heritage Park has been developed in the centre of town and has a free electric BBQ amongst shaded trees with a modern public toilet block including a baby change station. There is also a signed walk around the town which is the 'Georgetown River Walk'. This walk is ideal to unwind or to take in our local flora and fauna and native bird life but requires improvement due to significant flood damage.

Georgetown hosts a number of regional country activities including a Camp Draft, Rodeo, Bush Races, Bushman's Ball, Debutante Ball, Various Fetes and Sporting Events.

Development of the Draft Walking Network Plan

The overarching objective of developing a WNP is to provide an improved pedestrian environment that encourages more people to walk for more often for exercise, recreation and short transport trips. The Department of Transport and Main Roads (TMR) have provided guidance to support Councils to develop a WNP and PWP.

Process

Development of a WNP requires consideration of a number of key steps. The process seeks to identify the most direct routes to connect people from their places of residence to a primary destination as well connecting people from other secondary destinations to the primary destination. Consideration of recreational walking opportunities, local factors such as climate and community feedback are also factored into the planning process to ensure that the plan identifies the routes that have the greatest potential to deliver on Council's objectives and create the most benefit to the community. Figure 2 outlines the process used to create a WNP 7 PWP.

Figure 2 – WNP &PWP development process



Primary Destination - Georgetown Primary Health Clinic (PHC)

The primary destination used to develop the Georgetown WNP is the Georgetown Health Clinic is located on Normanton Street. The clinic is the main health and medical service for Georgetown and surrounding areas. It delivers a number of community health services such as immunisations, complex care coordination, wound care and telehealth. The clinic also has limited emergency care facilities and a hospital based ambulance.

The Clinic is open Monday-Friday between 9:00am-12:00pm and 2:00pm-4:00pm and on weekends & Public Holidays between 10:00am-12:00pm.

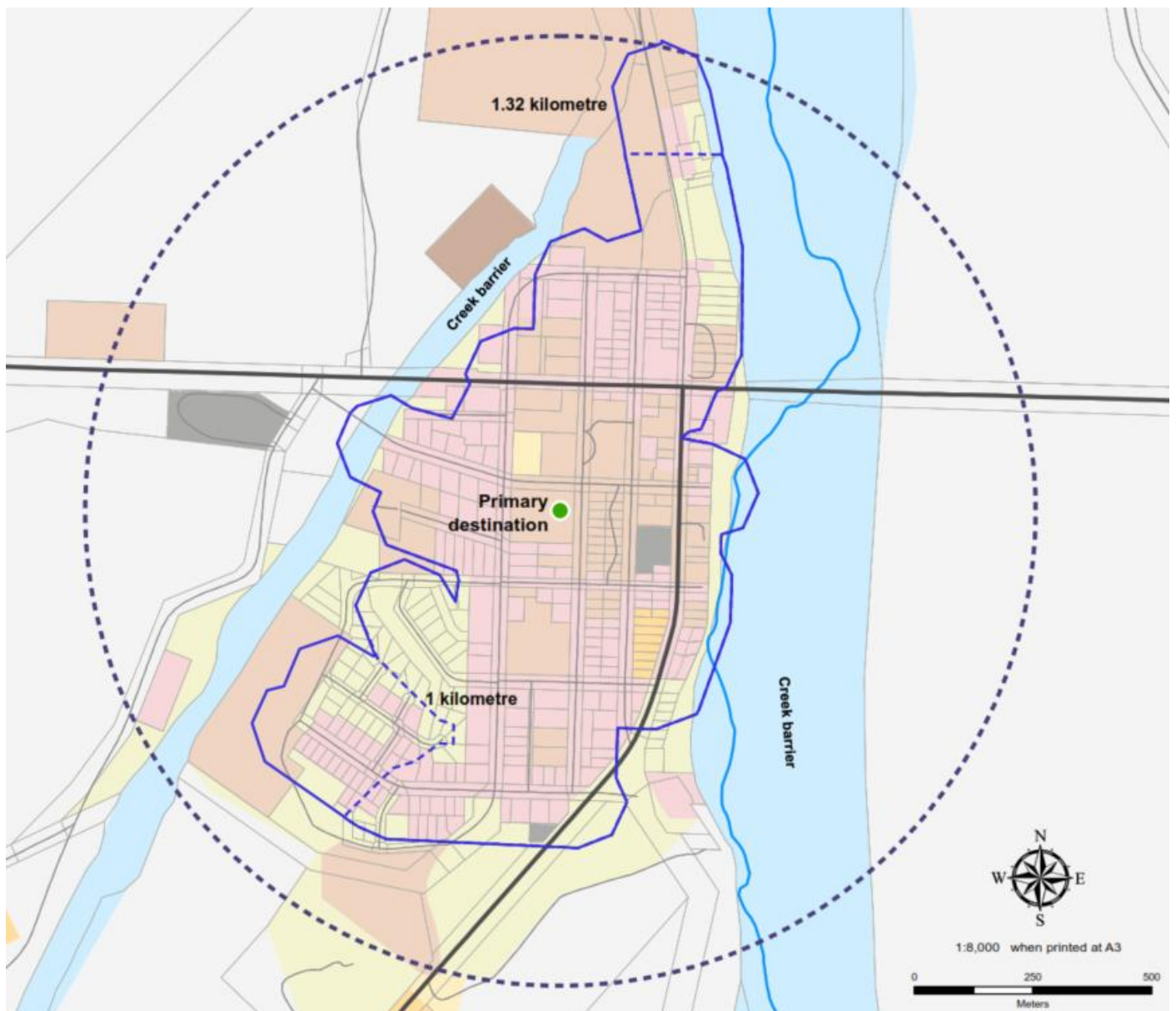
As the clinic is the only medical facility within town it sees significant visitations from locals and visitors to the region.

The central location of the PHC within Georgetown enabled improved walking opportunities to be considered throughout the entire township.

Walkable Catchment

Mapping the walkable catchment identifies the likely catchment that people will walk to the primary destination from surrounding areas. International research shows that pedestrian trips for the purposes of transport are likely to extend up to 20 minutes (approximately 2 kilometers) to and from a destination. Beyond this distance the number of people who are willing to walk for transport decreases significantly. As Georgetown is a relatively compact rural town a 1 and 1.3km (maximum) catchment distance was used, see figure 3. The walking catchment includes the whole township and with the central location of the PHC all options to deliver of Council’s objectives for walking were considered in this project. The main walking barriers within the walkable catchments are the waterways that surround the township.

Figure 3 Walkable Catchment of the Georgetown Primary Health Clinic including walking barriers.



Population Profile & Mapping

The population of Georgetown in the 2021 census was 215. There are a few vacant parcels of land within the township that could accommodate growth and beyond this there is land on the southern fringe to the current township which could support additional growth.

Council expects to see an increase in population as gold prospecting and mining grows. Laneway Resources has recently commenced a \$2.5m refurbishment of the Georgetown gold production plant. Planned expansion in the agriculture industry is expected to significantly reverse population numbers as the Shire's economic drivers grow and diversify.

Council also has developed a masterplan for an Independent Living Facility for the Aged consisting of 2-3 stages of 4-6 units per stage. This development is located on the southern fringe of town on lot 5SP206970 and connection of this future facility to the Primary Health Clinic and CBD is a high priority for Council and an essential part of this development.

The anticipated reopening of the Midway Roadhouse & Caravan Park (located on the Guld Developmental Road) will provide increased economic activity providing a base for tourists and workers throughout the year.

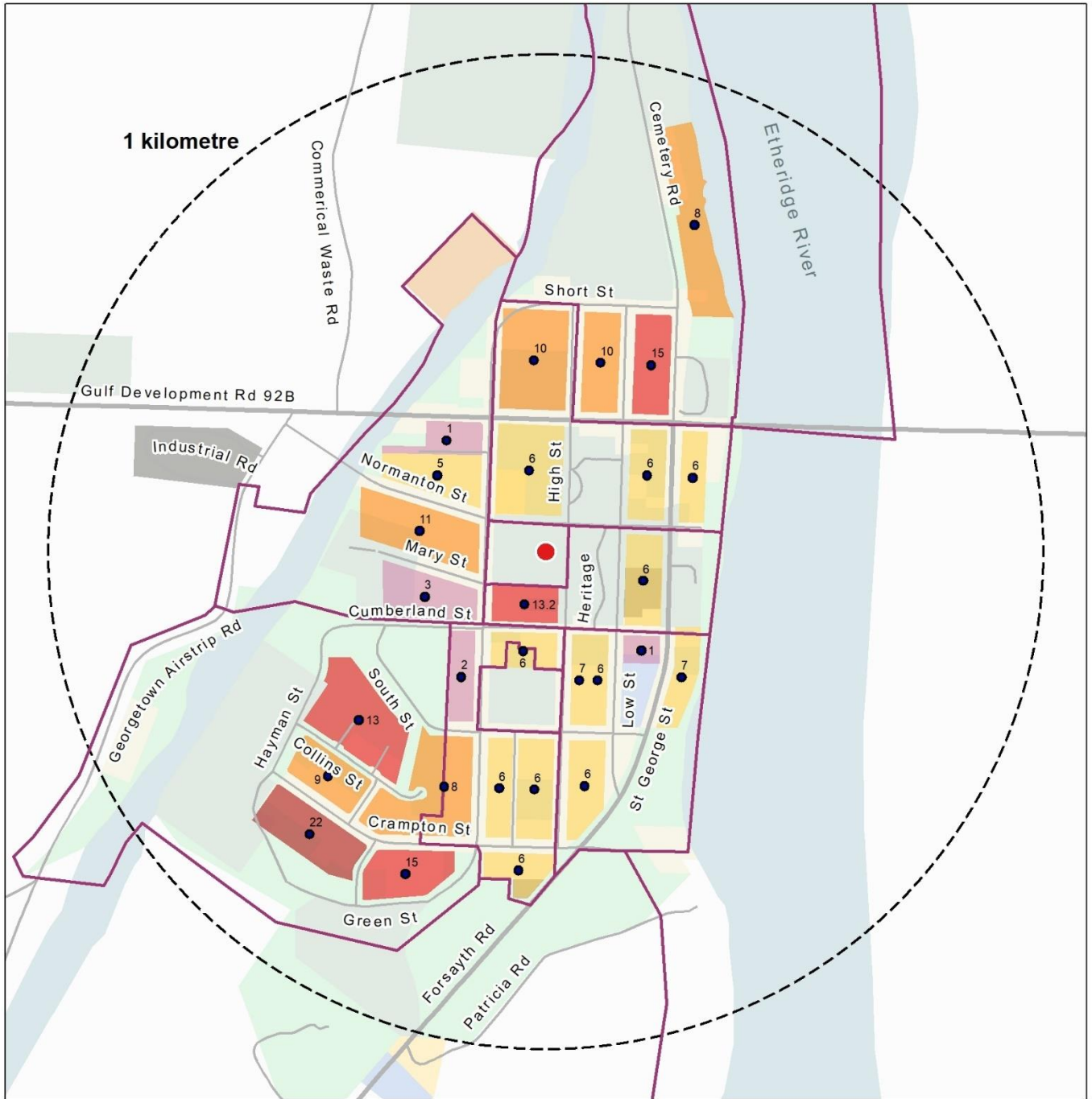
Population Mesh Block Data

The 2021 Census data available for Georgetown is broken into nine mesh blocks as shown in Figure 4 and outlined in Figure 5. Mesh Blocks of this size are too big to generate trip data that would be useful for the analysis required in developing the WNP. More granular population mesh block data was created by using aerial imagery to count the number of dwellings within each Census mesh block and then distributing the Census mesh block population into the detailed mesh blocks. Where known outliers such as motels, hostels and other forms of housing that were known by Council to be above average the population data was adjusted to reflect this knowledge but remain consistent with the overall Census data. Detailed mesh blocks used for modelling are shown in figure 6.

Figure 4 2021 Census Mesh Blocks and populations for Georgetown

Census Mesh Block	Population
30249970000	33
30249980000	28
30249960000	21
30249910000	59
30249920000	34
30249930000	27
30249900000	0
30249950000	13
30249940000	0
Total	215

Figure 5 –Population Mesh Blocks



Georgetown Walking Catchment and ABS Mesh Blocks

- Primary Destination
- Mesh Block Centre Point
- Major Roads
- Local Roads
- ABS Mesh Blocks
- Estimated Population**
- 8 - 11
- 12 - 15
- 16 - 22
- 0 - 3
- 4 - 7



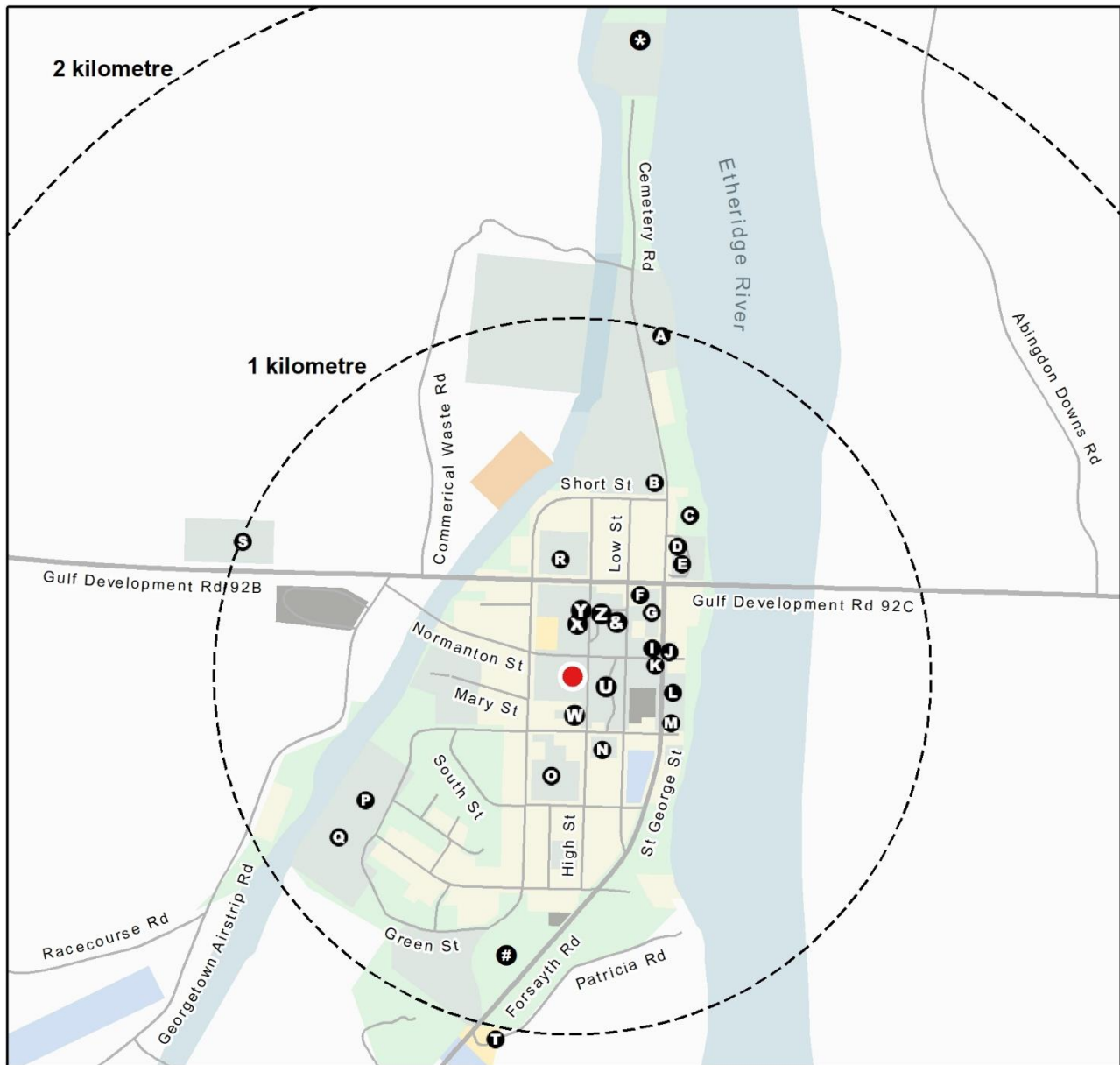
Disclaimer: Whilst permitting use of this data, the Etheridge Shire Council make no representations and give no warranties about its accuracy, reliability, completeness, currency or suitability for a particular purpose, and disclaim all responsibility and liability, (including without limitation, liability in negligence) for any loss, damage or costs (including consequential damage) relating to use of this data.

© Australian Bureau of Statistics Mesh Blocks - 2021, accessed 28 March 2023. Land Use Mapping - Current, © State of Queensland (Department of Environment and Science) 2023.

Secondary Destinations

Within Georgetown there are a number of secondary destinations that are attractors and trip generators for locals and visitors. The secondary destinations map shown in Figure 6 highlights all the secondary destinations within Georgetown. For the purpose of analysis trips between secondary destinations and the primary destination also included consideration of the interaction with the CBD. This approach was taken on the basis that the primary destination being a health clinic might not capture the highest number of walking trips and by including the CBD a more representative model would be produced.

Figure 6 Map of Secondary Destinations



Georgetown Secondary Destinations

- | | | | |
|---|--|--|--------------------------------------|
| A Georgetown Golf Club | I Georgetown Rural Supplies | P Gregg Bethel Memorial Football Oval | W CWA |
| B Goldfields Caravan Park | J Georgetown Butcher | Q Rodeo & Campdraft Grounds | X QGAP |
| C Georgetown Sports & Recreation Centre | K Wenaru Hotel | R Midway Roadhouse & Caravan Park | Y Police |
| D Swimming Pool | L Coucil Chambers, Shire Hall, Public Amenities | S Latara Hotel Motel | Z Peace Monument Garden |
| E Greens Park | M Gulf Savannah NRM & NWRH | T Water Tower & Lookout | & TerrEstrial Centre |
| F Travellers Tavern & Tyre Shop | N Child Care, Student Hostel | U Heritage Park | # Future Independent Facility |
| G Roadhouse, Bendigo Bank, Post Office, Grocer | O Georgetown State School | V Primary Health Centre | * Cemetery |

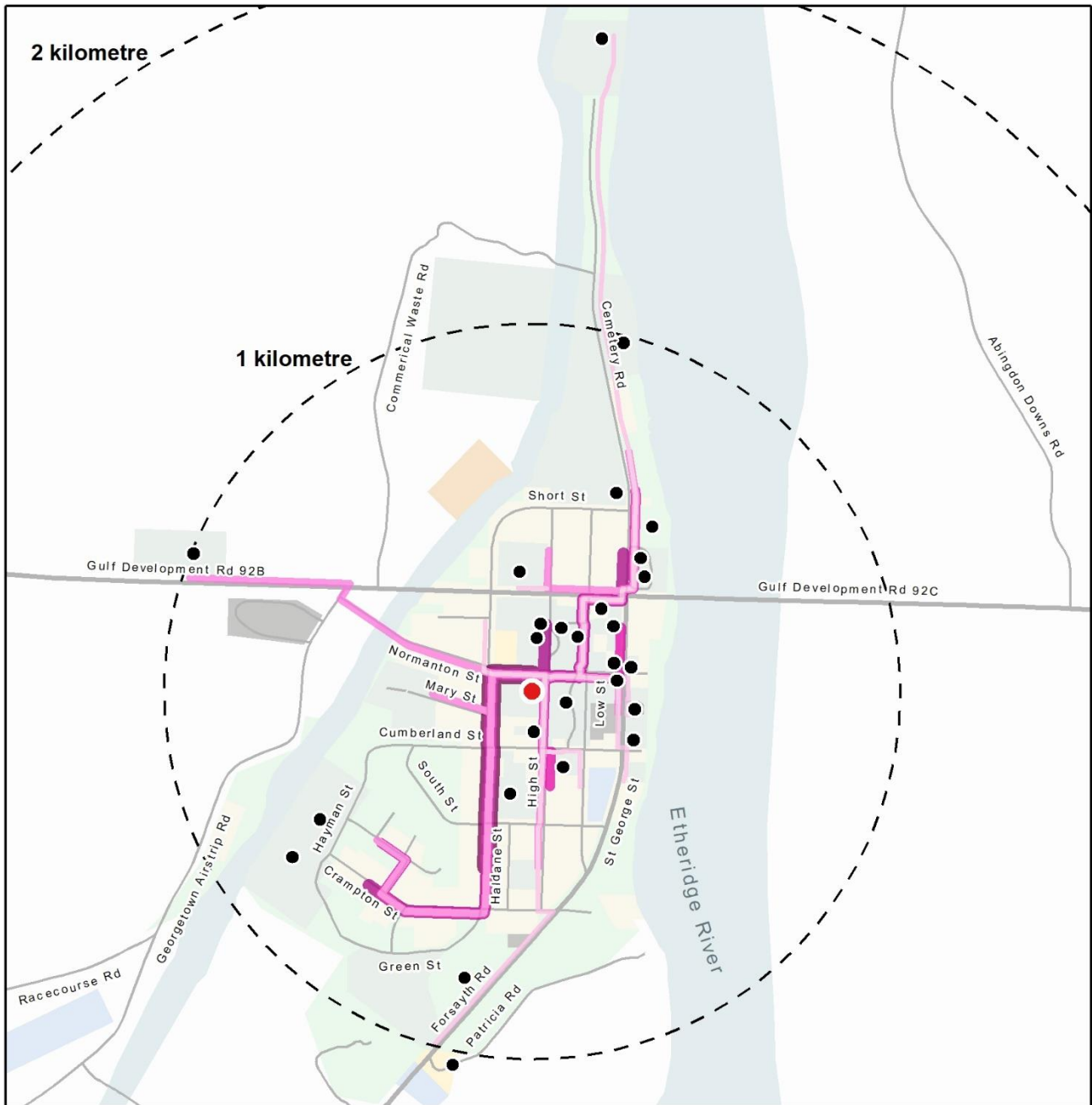


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Shortest Route Mapping

The detailed population mapping and secondary destination mapping were used to inform spatial analysis using a Geographic Information System (GIS). This analysis mapped the trips between the population mesh block and secondary destinations to the primary destination. Figure 7 shows the results of this analysis which was used to inform stakeholder engagement and the identification of primary and secondary routes.

Figure 7 – Shortest Route Mapping



Georgetown Shortest Routes

- | | | |
|-------------------------|------------|----------|
| ● Primary Destination | Trip Count | 21 - 30 |
| ● Secondary Destination | 0 - 7 | 31 - 59 |
| — Major Road | 8 - 20 | 60 - 108 |
| — Local Road | | |



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Stakeholder Engagement

Stakeholder Engagement was a key component in the development of the WNP and PNP. Council wanted to ensure that the recommendations of WNP & PNP were based on a systematic approach but were also practical and reflected the sentiments and priorities of the community. Ensuring that the final primary pathway network and priority projects would create infrastructure that will be valued and used by the community was considered to be critical.

The aims of the stakeholder engagement included:

- General promotion of the importance walking and getting active
- Understanding what can be done to get people in the community walking and moving more often
- Understanding how the Community currently perceive walking and potential future opportunities
- Understanding where the community feels unsafe when walking
- Assisting with the identification of the priority pathway network and project prioritisation process

Being a relatively small, well connected community with an ageing population a face to face engagement approach with primary stakeholder groups was considered the best way to generate interest in the WNP and gain the desired feedback. Many of Georgetown residents have lived in the town for many years and are very familiar with the walking environment and the history of the town.

Stakeholders

Early in the project a stakeholder register was developed to ensure that a wide variety of feedback was sought from the community of Georgetown. Figure 8 details the list of stakeholders that were identified as well as whether they were primary or secondary stakeholders and the method of engagement that was used.

Figure 8 – Stakeholder Register

Stakeholder	Primary / Secondary	Method of Engagement
Georgetown Primary Health - staff	Primary	Face to face and review draft maps
Council Staff – key stakeholders. Works Manager	Primary	Face to face and teams. Review draft maps.
School Principal School P&C	Primary	Face to face and review draft maps P&C meeting – review draft maps
Etheridge Cares – aged care provider	Primary	Face to face and review draft maps
VIC staff	Primary	Face to face and review draft maps
General Community	Secondary	Information Flyer at Public Health Clinic
Little Gems Daycare	Primary	Face to face and review draft maps
Hostel	Primary	Face to face and review draft maps
Georgetown Progress Association	Primary	Phone Call – Review draft maps at Association Meeting
TMR	Primary	Email/MS Teams meeting

Community Survey

Early in the project development an opportunity to promote the project and gather initial feedback was identified by Council. A lifelong learning session for seniors to improve their skills with technology was hosted by Council on 20th August 2022.

Although the development of mapping and desktop analysis had only just commenced the opportunity to gain some early feedback was pursued. A simple flyer with some questions was produced and circulated at the event and also at other less formal community meetings both before and after the event. In total 10 responses were received.

This initial feedback assisted in being able to focus the field assessments and also informed the future engagement with the primary stakeholders.

Stakeholder Feedback

The stakeholder engagement process was very successful. Interest and participation in the project was high and feedback was relatively consistent. 8 conversations were had and 10 written survey responses were received, many of the conversations were with representatives of groups/agencies which represented a significant portion of the community.

A workshop with Councillors and senior Council staff allowed for additional feedback into the walking network plan and included input regarding incorporation of Council's strategic priorities and community priorities based on feedback to Councillors.

In addition to face to face engagement a draft version of this report was provided for public comment with feedback incorporated into the final draft.

As a result of the engagement process stakeholder feedback was collated and displayed graphically in Figure 9. Highlights, Key Challenges and Key Opportunities that were identified by stakeholders are detailed below. A summary of feedback from individual stakeholders is located in Appendix 2.

Figure 9 – Stakeholder Feedback



Highlights

Generally feedback was consistent with the below themes being common:

- The prioritisation of recreational walking opportunities is important for tourists and locals. The River Walk is well used but requires improvement to make it more accessible and improve safety following recent flooding.
- The crossing of the Gulf Developmental Road is a key issue
- Connection from the PHC to Heritage Park and the CBD is important
- People reported that they will more likely walk for recreational purposes and to access recreational and social facilities (Golf Club and Latara Motel Restaurant) than walk to work or access services.
- There are a large number of families living in the southern end of town and plans to develop an independent living facility
- Burrs and goats head prickles – get stuck in shoes/bike tires meaning more paths are needed to encourage walking and cycling

Key Challenges

Key challenges that were identified by a number of stakeholders included:

- Wide roads widths create significant distances for pedestrians to cross with 15-20m road widths common
- Limited street lighting
- Vehicles speeding coming into town on the Forsayth Road
- Crossing grids on foot and walking across the road bridge to get to Latara (GDR)
- Interaction with heavy vehicles including swept paths of heavy vehicles (GDR and Forsayth Road)
- Existing pram ramps often don't have receiving ramps
- Limited parking controls signage or physical restriction to protect crossing locations (not a significant issue as streets are quiet most of the time)
- Limited shade trees in newer areas (opportunity to establish now for future)
- Burrs and goats head prickles

Key Opportunities

Key opportunities that were identified by a number of stakeholders included:

- The River Walk is 5km an ideal length for recreational walking.
- The River Walk connects with Council's Pool, Gym Facility and Sports Grounds which collectively can provide a facility that facilitate the top 5 physical activities in Queensland.
- There is also the opportunity to develop an annual 5km, 10km and half marathon even using the Riverwalk Track. With the proximity of the Georgetown Pool and surrounding road network a triathlon based event could also prove popular.
- Generally wide and open verges with limited vegetation blockages will make construction of new pathways relatively simple and cost effective
- The road network is generally in a grid patten with good opportunity to provide connections and link with the River Walk
- Some significant shade trees in more established areas
- Safe community, relatively low speeds and traffic volumes (other than GDR and Forsayth Road)

Department of Transport and Main Roads Feedback

The Gulf Developmental Road and the Forsayth Road that run through Georgetown are State Controlled Roads managed by the Department of Transport and Main Roads (TMR). The TMR Cairns office provided input into the WNP relevant to the State Controlled Roads within the study area. Feedback provided included:

- A pedestrian refuge should be provided on the western and southern leg of the Gulf Developmental Road / Forsayth Road Intersection.
- Council should consider including a formalised connection to the Latara Motel via Normanton Street as part of their identification and assessment of routes to be included in the Georgetown Walking Network Plan.

TMR advice was welcomed and included into the network planning process.

Georgetown River Walk

With studies demonstrating that walking for recreation is the most common reason people walk the Georgetown River Walk and access to this walk has been considered in a similar way to other secondary destinations. While the riverwalk encircles the town it was a key consideration of Council to ensure that this locally iconic walk is highlighted and accessible to the community and visitors to Georgetown. This walk was established in the early 2000s and featured wayfinding signage to direct locals and visitors around the 5km circuit.

The River Walk currently provides an attractive option for recreational walking however since its original construction much of the wayfinding signage has deteriorated and the track has suffered damage due to major flooding. The track is now predominantly a formed track of varying grade and cross section. Even in its current form the track is well used by locals and visitors as it offers a walking experience that is mostly well shaded with high degrees of natural amenity.

Feedback from stakeholder engagement indicated that developing the River Walk would contribute significantly to the overall health and wellbeing of the community by providing a safe and relaxing walking trail. Given the natural shading and visual amenity available on the River Walk it is considered that many people will use this route as part of other walking trips even though it may be longer than more direct alternatives. Identification of shorter walks within the River Walk circuit that allows pedestrians to get on and off the River Walk at more frequent intervals and connecting to the network of future paths will improve opportunities for all forms of walking.

Improving the River Walk and connectivity with Heritage Park exercise equipment will inspire activity with places and spaces that invite an active lifestyle.

Future opportunity exists to add interpretative signage for flora & fauna, as well as community art pieces which will contribute to tourist & visitor experience.

Primary & Secondary Routes

Following the spatial analysis and community engagement the proposed pathway network was classified into 3 categories being: Primary, Secondary and Special – CBD. This categorisation allows Council to identify parts of the future pedestrian network that will benefit the greatest number of pedestrians.

Primary routes are those that generate regular and high levels of travel demand on a daily basis, such as to residential, retail, educational and commercial destinations as well as recreational routes with high usage. In identifying the primary network Council also considered the Principal Cycle Network (see appendix 3) which defines priorities for improved cycling infrastructure.

Secondary Routes will typically carry less pedestrians and mainly function to connect users to the primary network.

Special – CBD paths will typically see high numbers of pedestrians and while often functioning as part of the primary network also need to provide additional amenity and features due to their location within the CBD.

Figure 10 Primary and Secondary Routes



Georgetown Pathway Priorities

Legend

- | | | | |
|------------------------------------|---------------------|-----------------|-------------|
| ● | Primary Destination | Priority | |
| | Major Roads | | Primary |
| | Local Roads | | Secondary |
| | Walking buffer | | CBD Special |



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Desired Level of Service

Council has developed a desired level of service for those routes identified as primary and secondary routes. The desired level of service shown in Figure 11 establishes an agreed standard of provision for the pedestrian environment. A hierarchical based approach has been used however variations of the levels of service may be need to meet specific project requirements. The identified standards have been used for the development of estimates in the PWP.

Council has previously undertaken a Master Plan for the main CBD area along St George St (Forsayth Road). Due to the more complex issues associated with a master planned street scape a classification of Special has used to identify sections of the pedestrian network that will require additional planning and design effort to accommodate the requirements of the Master Plan.

Figure 11 – Desired Standard of Service for new pathways

Hierarchy Classification	Pathway Standard	Other Features
Primary	2.5m concrete shared path*	Street Trees – one every 10m, Seating – every 250m (under trees), lighting on routes with high night usage. Wayfinding signage.
Secondary	2.0m concrete path	Street Trees – one every 20m, Seating – every 500m (under trees). Wayfinding signage directing users to primary pathways.
Special – CBD	Dependent on future master planning	Dependent on future master planning

*The River Walk Path will be constructed within the waterway area of the Etheridge River. The path will follow the existing alignment and be constructed within the footprint of the of the current track. The current track has been subject to significant damage due to flooding and in some areas of the path erosion caused by flooding has already required relocation of the path. Due to the potential for scour a more robust construction standard will be required for the River Walk, see appendix 4.

Priority Works Program

The walking network plan identified a total of 9.9km of new pathways and various other improvements to be made to walking facilities within Georgetown. In developing the Priority Works Program (PWP), it was considered critical by Council to place high importance on factors that are relevant to the community of Georgetown. Council’s focus is prioritise projects that will see more people walking and getting active more often.

A high level ranking was applied based on the criteria listed in Figure 12.

Figure 12 Ranking Criteria

Essential	Important	Non-essential/ Other Improvements
Safety related (footpath provision on streets classified as greater than Collector, crash, or hazardous location, speed limit reviews, lighting)	Works that encourage walking (crossings at desire lines, seating/street furniture/ de cluttering of path area)	Art installations
Accessibility (provides access for people with disability)	Wayfinding	
Missing links and crossings	Footpath widening	
Removal of trip hazards	Pavement upgrades for amenity; Street trees	

Each project was also assessed for its priority against other projects based on the criteria listed in figure 13.

Figure 13 Priority Criteria

Priority	Description
1	Essential and primary route; items raised by community
2	Essential and secondary route; important and primary route
3	Important, secondary route or non-essential
Other	Ongoing works or requiring significant works/ time/ cost to realise

Timing

Each project Figure 14 identifies the timing categories that have been applied based on stakeholder feedback and priority. Timeframes are indicative and will be largely driven around available funding for each of the specific projects within the works program and local factors relevant at the time. The projects detailed in the PWP will be completed in accordance with Council’s Long Term Asset Management Plan and Long Term Financial Plan to ensure infrastructure and financial sustainability. Based on the total value of projects identified, Council will be unable to fund all projects detailed in the PWP in its current 10 year Long Term Financial Plan. The PWP provides a basis for prioritising walking infrastructure projects and to help leverage grant funding.

Figure 14 Timing Categories

Immediate	Short term (Priority 1)	Medium Term (Priority 2 & 3)	Long Term (All other)
within 12 months	1-3 years	3-5 years	5-10 years

Other Improvement Opportunities

Council's existing pathway network is in relatively good condition however has a number of improvements that could be made in terms of pathway width, kerb ramp grades and tactile markings. The feedback from the stakeholder engagement process didn't highlight that any of these issues were stopping people from walking or creating significant concerns within the community. Based on this feedback it is recommended that Council upgrade pathway widths, pram ramps and tactile markers progressively as pathways require replacement due to age and poor condition. Should additional feedback on issues be provided from the community in future Council should consider isolated improvements if deemed necessary at the time.

Estimated Cost Range

To provide Council and the community with a high level appreciation of the costs involved with each of the projects listed in the PWP cost ranges have been applied to each of the project based on Table 15. These cost estimates should be considered as high-level strategic cost estimates for the purposes of developing the program and require further investigation through the future phases of individual project development (planning to detailed design and construction phases) to refine the costs.

Figure 15 Project Cost Ranges

\$	< \$50,000
\$\$	\$50,000 - \$200,000
\$\$\$	\$200,000 - \$500,000
\$\$\$\$	\$500,000 - \$2,000,000
\$\$\$\$\$	> \$2,000,000

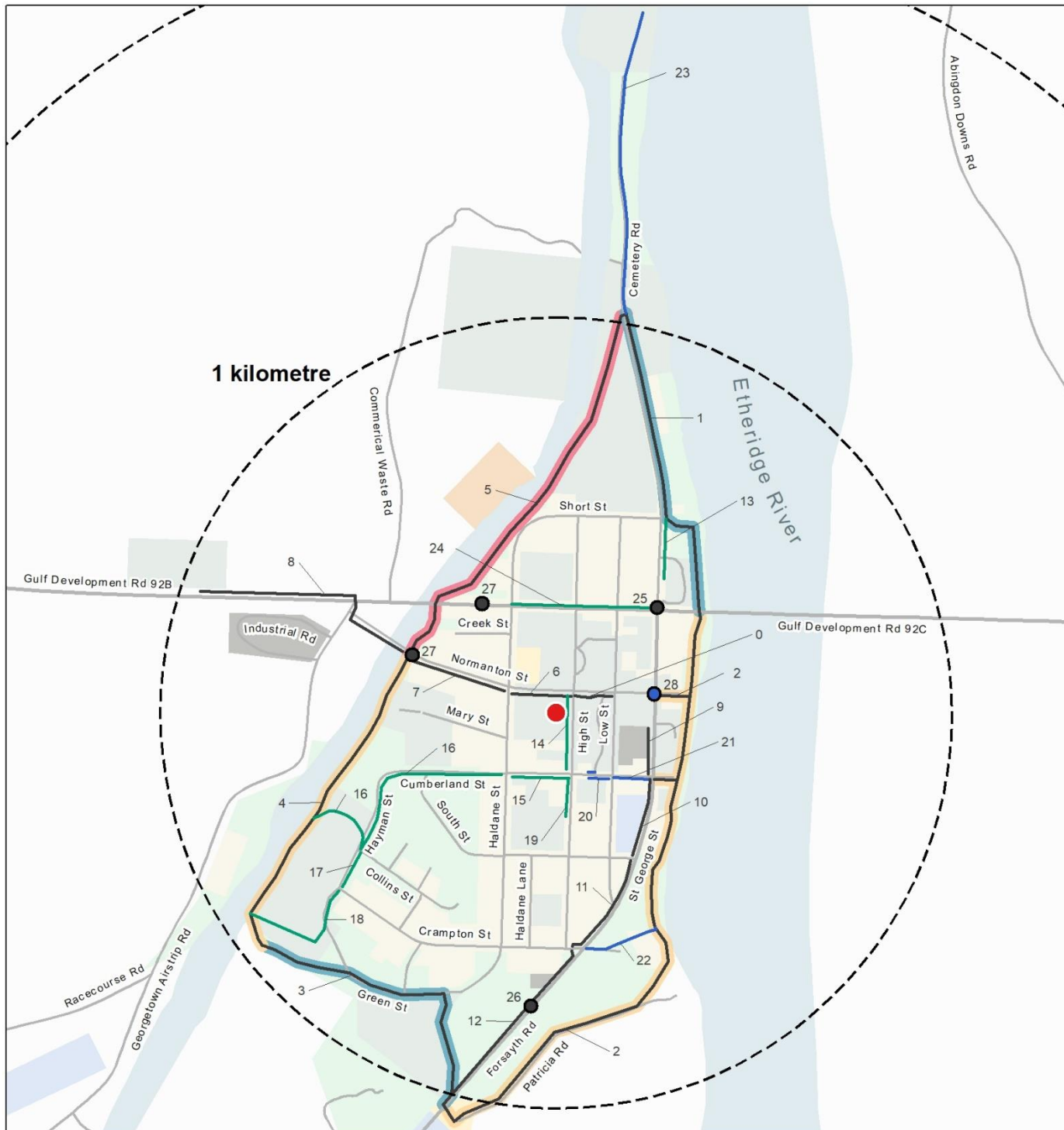
Priority Projects

To develop the priority works program an assessment of each primary pathway and those secondary pathways that were highlighted during stakeholder engagement against the abovementioned criteria. A number of other improvement opportunities that were also identified were included in this assessment. This process resulted in the priority works program shown in table form in Figure 18 and mapped in Figure 19.

Figure 18 –Priorities Works Program - Table

Map Reference	Type	Location	Recommendation	Rank	Timing	Responsibility	WNP Route Designation	Cost Band
0	New Path	Normanton Street High St to Low St	Install new path to provide connection across northern end of Heritage Park. Include adjustment to alignment of path from bridge to the north of Normanton St. Includes crossing of large open channel. Consider masterplan for area.	Essential	Short Term	ESC	Primary	\$\$
1	New Path	Riverwalk Greens Park to Golf Club	Install new shared path including scour protection to provide active recreation walking route. Includes connection through Greens Park and Under GDR.	Essential	Short Term	ESC	Primary	\$\$\$\$
2	New Path	Riverwalk Greens Park to Lookout	Install new shared path including scour protection to provide active recreation walking route. Including upgraded connection to Normanton St/St George St and Cumberland St/St George St.	Essential	Short Term	ESC	Primary	\$\$\$\$
3	New Path	Riverwalk, Rodeo Grounds to Lookout	Install new shared path including scour protection to provide active recreation walking route.	Essential	Short Term	ESC	Primary	\$\$\$\$
4	New Path	Riverwalk Normanton St to Rodeo Grounds	Install new shared path including scour protection to provide active recreation walking route.	Essential	Short Term	ESC	Primary	\$\$\$\$
5	New Path	Riverwalk Golf Club to Normanton Street	Install new shared path including scour protection to provide active recreation walking route.	Essential	Short Term	ESC	Primary	\$\$\$\$
6	New Path	Normanton Street Haldane St to High St	Install new shared path on southern side of Normanton St. Will improve safety as motel guests wont need to use GDR road bridge.	Essential	Short Term	ESC	Primary	\$\$
7	New Path	Normanton Street Western Grid to Haldane St	Install new shared path on southern side of Normanton St. Will improve safety as motel guests wont need to use GDR road bridge.	Essential	Short Term	ESC	Primary	\$\$
8	New Path	Lalara Motel to Riverwalk via Normanton St	Install new shared path on southern side of Normanton St. Will improve safety as motel guests wont need to use GDR road bridge.	Essential	Short Term	ESC	Primary	\$\$\$\$
9	New Path	St George Street Existing Path to Cumberland St	Install shared path on western side of St George Street (Forsayth Road). Timing to coincide with indepenet living project.	Essential	Short Term	ESC	Primary	\$\$
10	New Path	St George St Cumberland St to South St	Install shared path on western side of St George Street (Forsayth Road). Timing to coincide with indepenet living project.	Essential	Short Term	ESC	Primary	\$\$
11	New Path	St George St South St to Crampton St	Install shared path on western side of St George Street (Forsayth Road). Timing to coincide with indepenet living project.	Essential	Short Term	ESC	Primary	\$\$
12	New Path	St George St Crampton St to Riverwalk	Install shared path on western side of St George Street (Forsayth Road). Timing to coincide with indepenet living project.	Essential	Short Term	ESC	Primary	\$\$\$
13	New Path	St George Street Greens Park to Short St	Install shared path on Eastern side of St George Street (Forsayth Road). Connecton to River Walk pool and rec centre.	Essential	Medium Term	ESC	Primary	\$\$
14	New Path	High Street Normanton St to Cumberland St	Install shared path on southern side of High St.	Essential	Medium Term	ESC	Primary	\$\$
15	New Path	Cumberland St Haldane St to High St	Install shared path on southern side of Cumberland St.	Essential	Medium Term	ESC	Primary	\$\$
16	New Path	Cumberland St Haldane St to Collins St	Install shared path on southern side of Cumberland St.	Essential	Medium Term	ESC	Primary	\$\$\$
17	New Path	Hayman St Collins St to Crampton St	Install shared path on western side of Hayman St.	Essential	Medium Term	ESC	Primary	\$\$\$
18	New Path	Hayman St Crampton St to Riverwalk	Install shared path on western side of Hayman St.	Essential	Medium Term	ESC	Primary	\$\$\$
19	New Path	High Street Cumberland St to Existing Path	Install shared path on western side of High St.	Essential	Medium Term	ESC	Primary	\$\$
20	New Path	Cumberland St Existing Path to Low St	Install shared path on southern side of Cumberland St.	Essential	Long Term	ESC	Primary	\$
21	New Path	Cumberland St Low St to St George St	Install shared path on southern side of Cumberland St.	Essential	Long Term	ESC	Primary	\$\$
22	New Path	Crampton St Riverwalk to St George St	Install shared path on northern side of Crampton St.	Essential	Long Term	ESC	Primary	\$\$
23	New Path	Connection to Georegtown Cemetry	Install path on easternside of Cemetry Road	Important	Long Term	ESC	Secondary	\$\$\$\$
24	New Path	Connection to Midway Roadhouse & Caravan Park	Install path on northern side of GDR. Including drainage modifications. Includes small section on southern side od GDR near Traverns Tyre Shop.	Important	Medium Term		Secondary	\$\$\$
25	Crossing Improvements	Crossing Improvements - Gulf Developmental Road (GDR)	Install blister islands and pedestrian refuge on GDR. Includes lighting.	Essential		TMR	Primary	\$\$
26	Speed Management	Forsayth Road	Speed monitoring and enforcement. Consider Vehicle Activated Speed Sign	Essential	Short Term	TMR/QPS	Primary	\$
27	Hazard Removal	Remove Grids (Normanton Street and GDR)	Remove redundant cattle grids and supporting infrastructure.	Essential	Short Term	ESC/TMR	Primary	\$
	Upgrade to Existing Assets	Upgrade pram ramps	Progressively upgrade pram ramps as renewals are required to current standards or as specific issues are identified by the community.	Essential	Medium Term	ESC	Various	\$
	Lighting Provision	Lighting improvemetns - Lalara, Golf Club and CBD	Install route lighting to key destinations that are commonly visited by community at night.	Essential	Medium Term	ESC/TMR	Primary	\$\$\$
	Signage	Way finding signage	Install wayfinding signage throughout pathway network to identify key routes and desitinations.	Important	Medium Term	ESC	Primary	\$
28	Upgrade to Existing Assets	CBD paths	Upgrade to CBD paths, pram ramps and lighting as part of CBD masterplan upgrades.	Important	Long Term	ESC/TMR	Primary	\$\$\$\$
	Investigation	DDA improvements	Consider increased provision of DDA parking, pramp ramps at key locations.	Essential	Medium Term	ESC	Various	\$
	Upgrade to Existing Assets	Street Trees	Install street trees as part of new/renewals. Encourage appropriate species planting by locals.	Important	Long Term	ESC	Various	\$

Figure 18 –Priorities Works Program - Map



Georgetown Order of Pathway Priorities

- | | | |
|--|--|--|
| ● Primary Destination | Priority Works Program | — Medium Term |
| Major Roads | ● Short Term | — Long Term |
| Local Roads | ● Long Term | |
| Walking buffer | Short Term | |



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Detailed Prioritisation - Multi-Criteria Analysis

As many of the projects in the PWP were grouped into the high level priority categories Multi Criteria Analysis (MCA) was adopted to provide more granular prioritisation. The criteria and weightings used in the analysis are shown in Figure 16 and were developed to align with the objectives of the project. The priorities will be used by Council to provide general guidance on the order of the implementation of the projects listed in this PWP. It should be noted that these priorities are based on a point in time assessment and will be subject to change over time due to the changing priorities within the community, emerging issues and opportunities and changes to Council's strategic objectives.

Figure 16 Multi Criteria Analysis Criteria and Weightings

Criteria	Weighting
Facilitation of improved recreational walking opportunities	20%
Alignment with future planning / strategic initiatives	20%
Community Feedback	25%
Connecting to Primary Destination	10%
Facilitation of Cycling	10%
Facilitation of Active Recreation	10%
Amenity of Route	5%
Total	100%

Results of the detailed MCA assessment are provided in Appendix 1.

Funding

With the adoption of this WNP and PWP Council will be in a position to direct any external funding as well as its own upgrade funding towards the priorities identified in this plan. Upon making funding applications Council should review the estimates in the PWP to reflect the time that has elapsed since the adoption of the PWP to reflect increases in market costs and other price rises relevant to the project as well as including information that has become available through the project planning and design phase.

Appendices

Appendix 1 – Detailed Project Prioritisation

Map Reference	Type	Location	Facilitation of improved recreational walking	Alignment with future planning / strategic initiatives	Community Feedback Score	Connecting linkage to Primary Destination	Facilitation of Cycling	Facilitation of Active Recreation	Amenity of Route	Priority Score
0	New Path	Normanton Street High St to Low St	5	5	5	5	3	5	4	4.75
1	New Path	Riverwalk Greens Park to Golf Club	5	5	5	2	5	5	5	4.7
2	New Path	Riverwalk Greens Park to Lookout	5	5	5	2	5	5	5	4.7
3	New Path	Riverwalk, Rodeo Grounds to Lookout	5	5	5	2	5	5	5	4.7
4	New Path	Riverwalk Normanton St to Rodeo Grounds	5	5	5	2	5	5	5	4.7
5	New Path	Riverwalk Golf Club to Normanton Street	5	5	5	2	5	5	5	4.7
6	New Path	Normanton Street Haldane St to High St	5	5	5	5	3	4	3	4.6
7	New Path	Normanton Street Western Grid to Haldane St	5	5	5	4	4	4	3	4.6
8	New Path	Latara Motel to Riverwalk via Normanton St	3	5	5	5	3	3	4	4.15
9	New Path	St George Street Existing Path to Cumberland St	2	5	5	4	5	4	3	4.1
10	New Path	St George St Cumberland St to South St	2	5	5	4	5	4	3	4.1
11	New Path	St George St South St to Crampton St	2	5	5	4	4	4	3	4
12	New Path	St George St Crampton St to Riverwalk	2	5	5	4	4	4	3	4
13	New Path	St George Street Greens Park to Short St	2	3	5	3	5	4	3	3.6
14	New Path	High Street Normanton St to Cumberland St	2	3	4	5	4	5	3	3.55
15	New Path	Cumberland St Haldane St to High St	2	4	4	2	5	3	3	3.35
16	New Path	Cumberland St Haldane St to Collins St	2	4	4	2	5	3	3	3.35
17	New Path	Hayman St Collins St to Crampton St	2	4	4	2	5	3	3	3.35
18	New Path	Hayman St Crampton St to Riverwalk	2	4	4	2	5	3	3	3.35
19	New Path	High Street Cumberland St to Existing Path	2	3	4	3	4	5	3	3.35
20	New Path	Cumberland St Existing Path to Low St	2	4	4	3	2	2	3	3.05
21	New Path	Cumberland St Low St to St George St	2	4	4	3	2	2	3	3.05
22	New Path	Crampton St Riverwalk to St George St	3	3	3	2	2	4	4	2.95
23	New Path	Connection to Georegtown Cemetry	2	2	4	1	2	2	5	2.55
24	New Path	Connection to Midway Roadhouse & Caravan Park	2	3	2	3	2	2	2	2.3

Appendix 2 – Stakeholder Feedback

Georgetown Primary Health Clinic

Considers that many visitors to the clinic will still likely drive with connection to CBD likely to create some more visits by people on foot. Riverwalk would provide greatest likelihood of getting more people walking more of the time.

Etheridge Cares

Highway crossing a priority, Golf Club busy on Friday night – no street lights, River Walk built by Progress Association, damaged after floods, still well used – great recreational walk, Latara – only restaurant in town popular with locals difficult to walk to due to grid, bridge, no path, walking to lookout popular for recreational walking, Lots of truck movements on southern side or rural supplies, path in front of pub could be concreted, crossing of St George St – commonly between pub and Council office, lots of kids live on southern end of town.

Georgetown State School

Main walking activities to pool and sports oval (school sports oval of very low quality) for school activities. Highway crossing is used when going to pool. River Walk is a popular recreational walk used by staff and students.

Georgetown Hostel

Between 7 and 14 children. Often go walking to the pool and sports grounds. Walk via Terrestrial Centre, path near bridge could be adjusted, corner near servo limited room, issues with prickles, no one rides bikes because of constant flat tyres. Road through Heritage Park used to be closed, not causing issues.

Little Gems Daycare

Take children for walks to the park and around town, use 2 strollers where there are no paths walk on the road, better connection to terrestrial center would be advantageous, 10-15 children problems with prickles, walk to greens park for morning tea – highway crossing a challenge. Path widths ok for prams.

Terrestrial / Visitor Information Centre

17000 visitors per year, water tower is a popular walk, access from Centre to toilets in Heritage Park is important as well as signage, there is significant demand from tourists for the River Walk which would benefit from an upgrade as well as improved wayfinding signage and interpretive signage (eg tree species)

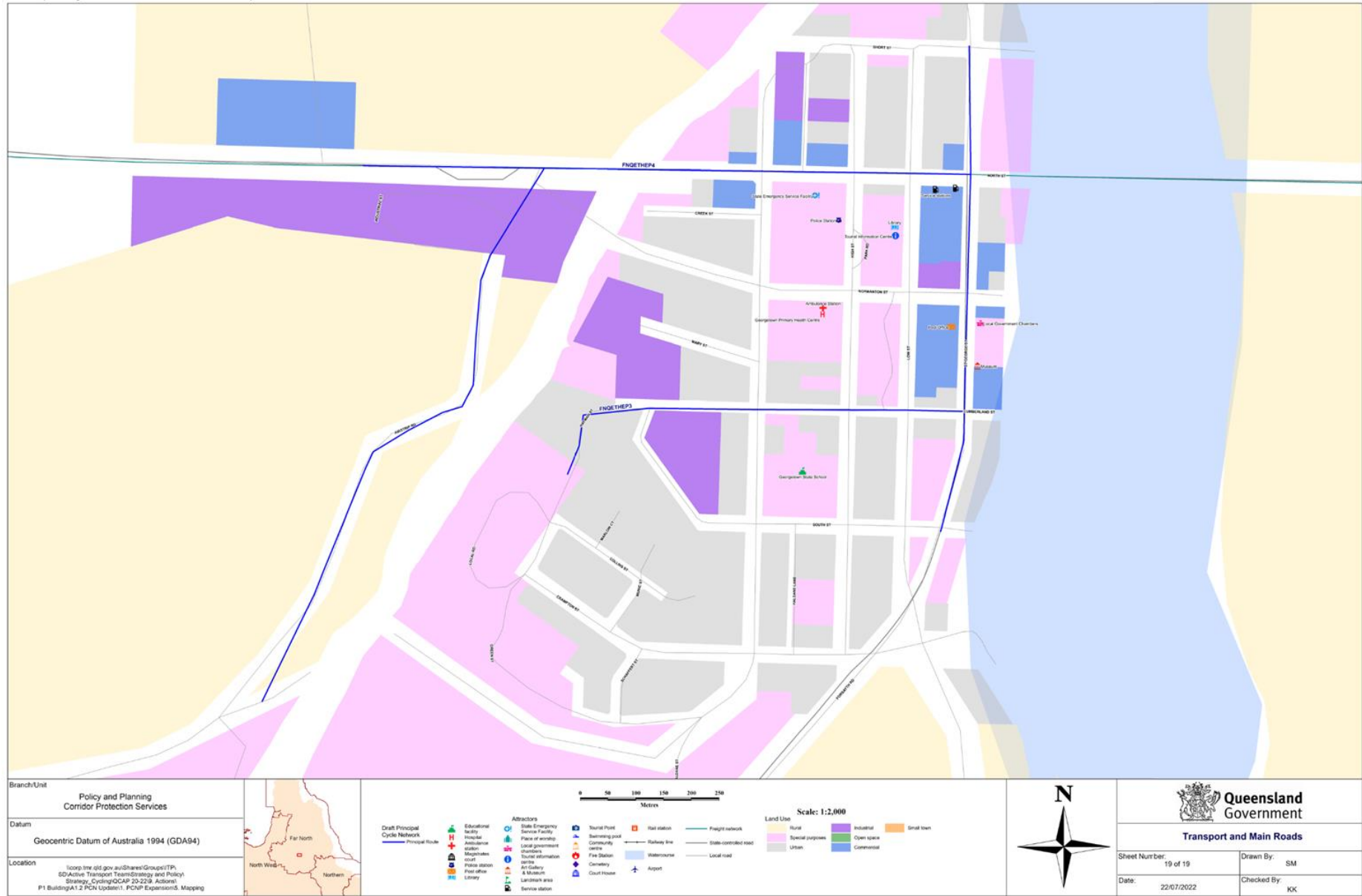
Georgetown Progress Association

River walk and crossing of the GDR are main priorities. Improving access to other sporting and recreational centers is important to help get people out and about.

Georgetown Township

Principal Cycle Network Plan Workshop - Far North Queensland

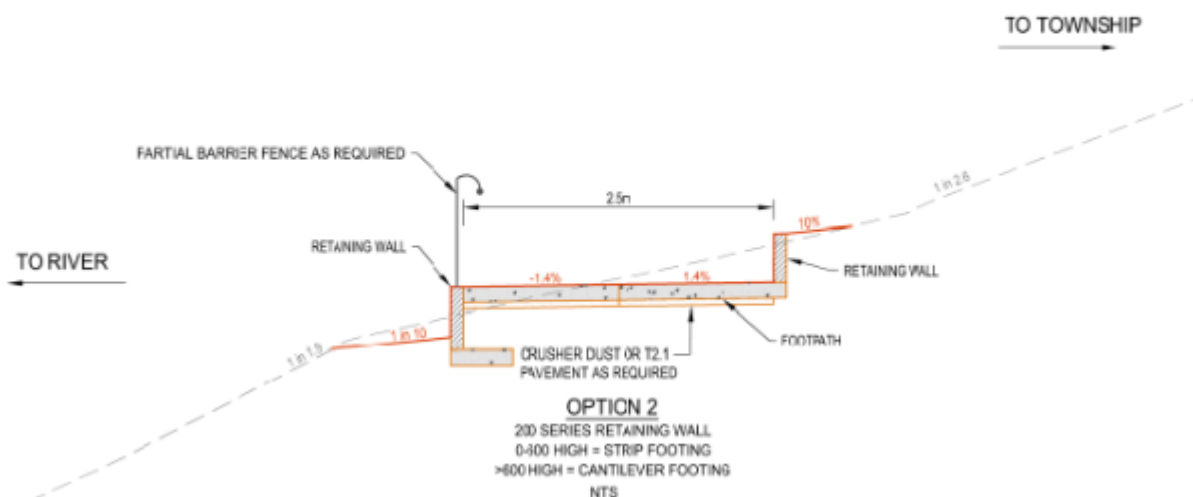
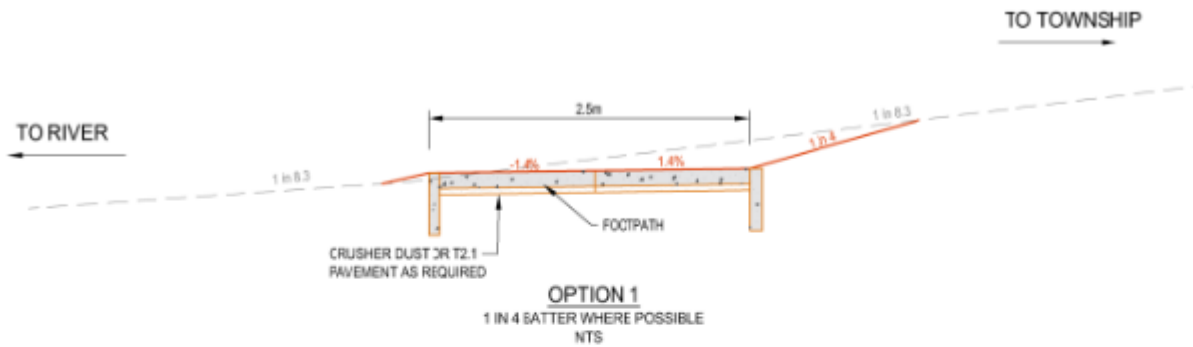
Appendix 3 - Georgetown Principal Cycle Network Plan



Appendix 4 - Riverwalk Construction Standard - Concept Plan

To reduce the likelihood of damage to the River Walk pathways it is proposed that cut off walls be installed and earth stabilization matting be installed either side of the path to further reduce the likelihood of erosion. Backfilling along either side of the path should be undertaken with material with a high clay content to encourage moisture retention and grass growth. Due to the nature of local soils, river flow velocities and grass die off during the dry season inspections and repair of damage will be required following each flood event.

The plan below is a concept level plan and additional investigation, planning, survey and design will be required.





Etheridge Shire Council

General Meeting	19 April 2023
Subject	Request for Community Assistance
Classification	Open
Author	Cheryl Portch - Community Development & Events Officer

EXECUTIVE SUMMARY

Council has received a late request for Community Assistance for an Easter Event in Mt Surprise on Saturday 8 April.

Applications for Community Assistance for 22/23 year closed Monday 4 October 2022.

RECOMMENDATION

That Council sponsor the 2023 Mt Surprise Easter event by reimbursing the organisers' actual costs to an amount of \$414.15

BACKGROUND

Council has changed the process of providing Community Assistance. Community Assistance applications for 2022/2023 closed on 4th October 2022. The applicant is new to the area and may not be aware of the due process of applying for Community Assistance.

LINK TO CORPORATE PLAN

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

Outcome 4.3: A culturally aware community

BUDGET & RESOURCE CONSIDERATIONS

Costs will be covered by the Community Assistant budget.

CONSULTATION

Consultation regarding the new process has happened with most organisations.

LEGAL CONSIDERATIONS

n/a

POLICY IMPLICATIONS

New policy is in place however it may need amending as we work through the process.

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: 13 September 2022	Date:

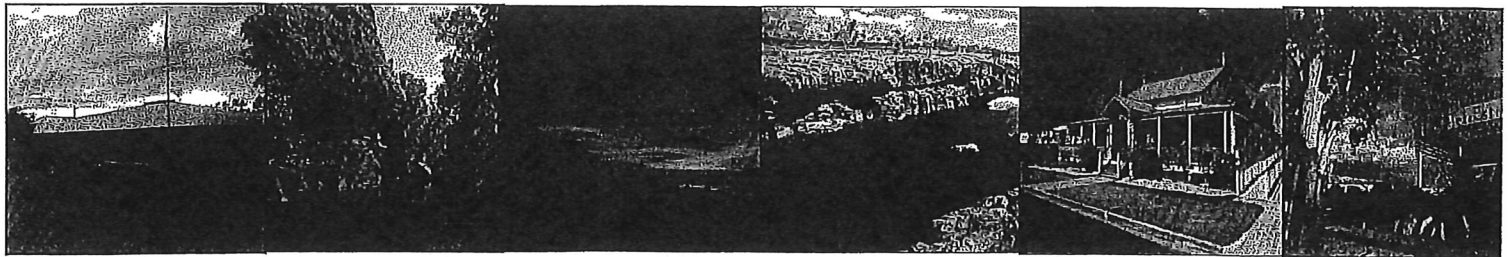
ATTACHMENTS

- 1) Community Assistance Application – Brittany Smith
- 2) Easter Event Flyer



Community Assistance

Application Kit



Correspondence: Community Development Officer
PO Box 12 GEORGETOWN QLD 4871

Website: www.etheridge.qld.gov.au

ABN: 57 665 238 857

Street Address: ST George Street GEORGETOWN

E-mail: info@etheridge.qld.gov.au

Phone: (07) 4062 1233
Fax: (07) 4062 1285

The Etheridge Shire Council Community Assistance funding is open to eligible organisations from the Georgetown, Forsayth, Einasleigh, Mt Surprise and Oak Park communities. To be eligible, Community organisation must provide services or events within the Shire.

OBJECTIVES:

The objectives of Council's Community Assistance program(s) is to:-

- Support community based groups and organisations which provide programs, activities and projects that enrich the diversity of cultural and social opportunities available to the residents located in the Etheridge Shire region.
- Improve the capacity and well-being of the Etheridge Shire community.
- Increase and encourage active community participation.
- Improve infrastructure for community events.

The Community Assistance Program aims to provide a systematic and equitable process for allocating the following requests-

- Contributions - Special occasions with no restrictions on how the funds are spent on the event/occasion
- Sponsorship - Council will need acknowledgement and Council's Logo displayed. Funds to be spent on the approved purpose.
- In-kind - Council will need acknowledgement and Council's Logo displayed. In kind funds will be provided on approved items only.
- Infrastructure - Council will need acknowledgement and Council's Logo displayed and an offer for branding rights. Funds are to be spent on approved items only.

HOW TO APPLY / APPLICATION PROCESS

Applications must be submitted within the advertised period at the start of every new financial year.

All applicants will be notified of the outcome of their application. Successful applicants will receive a letter outlining Council's decision together with any conditions, such as what will/won't be funded and Council's requirements for acknowledgement.

FUND VALUE:

The Community Assistance fund provides Financial, In-Kind, Contribution and Donation assistance.

Applicants requesting funding over \$10,000 must supply the following information with their application:-

- A full budget of the project be submitted with application.
- A project overview be presented to Council at a Community Consultation Meeting or as a deputation at a scheduled General Meeting, outlining how the project will be managed and what benefits it will bring to the Shire.
- A plan or outline on how Council's contribution will be acknowledged.

ELIGIBILITY

It is recommended that organisations contact Etheridge Shire Council to discuss their project's eligibility before submitting an application.

To be eligible for assistance a local community organisation must provide services or arrange events held within the Shire and be a Not-For-Profit Community Organisation.

Applications must be completed using the appropriate form (attachment 1) and submitted to the Chief Executive Officer.

Project Eligibility

To be eligible to apply for funding applications must:

- Demonstrate a purpose that is in the public interest.
- Align with the priorities of council's Corporate Plan.
- Improve the capacity and well-being for the Etheridge Shire Community.
- Increase and encourage active community participation.

Ineligible Projects

Ineligible projects include, but are not restricted to:

- The development of privately-owned or commercial facilities
- The community organisation has a lease agreement with Etheridge Shire Council and the request from the organisation is to cover part or all of the costs that the community organisation has agreed to meet as part of the terms and conditions of their lease with Council.
- Events that are held out of Etheridge Shire



Community Assistance – Application Form

Name of Organisation/Applicant

Brittany SMITH – community member

Organisation/Applicant Address

Street Address		PO Box	3
Suburb		Suburb	Mt Surprise
State		State	QLD
Postcode		Postcode	4871

Contact Person

Name	Brittany SMITH	Address	PO Box 3
		Suburb	Mt Surprise
Position	Community member	Postcode	4871
E-mail	Brittany92@live.com.au	Contact Number	0482651048

Type of Organisation - Incorporated 'not for profit' organization.
 Limited by guarantee.

Purpose of Organisation Not for profit
 Community Organisation
 Individual

(please attach a copy of your Incorporation Certificate)

Organisation/Applicant ABN Number (if applicable)

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Please provide a brief description of what your organisation does or if individual applicant - who you are.

My name is Brittany SMITH. I am the local police officer at Mt Surprise. My work role is enforcement of the law. My interest in the community is as a personal community member. I am active in the P&C and have an interest in assisting in the provision of events that will bring the community together and provide fun things for our children to become involved in. Despite my role as a police officer, this event has been organised and funded by myself personally so far. It is not advertised or run as a QPS event or linked to any other Government Organisation and has nothing to do with my employment status. Due to absences, the P&C were not able to come on board this time however the community will still benefit and so I persisted in organising it. I understand funding may not be granted.

What is your project's name?

Mt Surprise Easter Egg Hunt

Where is the project located?

Mt Surprise Community Park

Please provide a brief description of the project. Please attach any relevant supporting documentation for further information as required. eg. quotes, support letters, designs etc.

At 9:30am on Saturday 08/04/2023, the Mt Surprise Community, including the influx of campers in the region, are invited to attend a Community Barbeque and Easter Egg hunt. The easter egg hunt is for primary children only, the BBQ is for all. There will be games, prizes and music provided.

Supporting evidence:

- Woolworths Receipt drinks - \$188.50
- Woolworths quote food - \$99.40
- Event flyer
- Receipts - Chocolates/prizes for the children (donated by myself at this stage ~~-\$111.25~~ \$126.25

What are the community benefits this project will achieve?

This is an opportunity for the Community to come together in a positive manner and engage with each other. It's an opportunity to show Mt Surprise in a positive light to visitors and encourage the return of tourists to the Etheridge Shire into the future.

This event is aimed at bringing the community together and also potentially raising enough money to be able to provide further community events into the future without needing to turn to the council for assistance.

Project Details

Total Project Budget	\$ 414.15
In kind Request	\$ 0
Infrastructure Request	\$ 0
Sponsorship Request	\$ 0
Contribution Request	\$ 414.15
Total Community Assistance requested	\$ 414.15

Project Timeline

Expected Commencement Date	08/04/2023
Expected Completion Date	08/04/2023

Please Note:

Acquittals are mandatory and due four weeks after the completion of project.

This Page is for Infrastructure Requests only

The Etheridge Shire Council Community Infrastructure Request aims to provide financial assistance to community organisations that wish to pursue the purchase, improvement, renovation or development of infrastructure which respond to local community needs and to make a positive contribution to community life in the Etheridge Shire region.

Does your project require permits? *(please attach copies)*

Building permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not applicable
Other (please specify) _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not applicable
Have these been obtained?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not applicable

Does your project have written permission from the land owner?

Yes (attach copy of letter) No Not applicable

How will your organisation fund recurrent expenses in future years, for example maintenance, servicing etc.

Please attach relevant designs, building plans or any further information regarding this project.


Certification by Organisation/Applicant

Organisation - The certification must be signed by an executive officer of the organisation, e.g. the president, the chairperson, another executive officer duly authorized by the organization.

Single Applicant - Must be signed by applicant

I certify that:

1. To the best of my knowledge the information given in this document is true and correct.
2. If funding is allocated to our project:
 - a. I understand all quotes and invoices relevant to the project are to be submitted to Council for payment/reimbursement.
 - b. I understand that if the conditions of funding are not complied with then future applications for funding from Council will not be considered.**


Name	Brittany SMITH
Position	Community Member
Signature	
Date	04/04/2023

Check List

Please ensure the following documents, if applicable, are attached to your application

- All questions have been answered in full.
- The appropriate person/s has signed the application certification as unsigned applications will not be considered.
- Minutes of meeting confirming community group consultation and approval of requested project or event is attached. (if applicable)
- Quotes attached (if applicable)
- Site plan setting out the existing infrastructure and the potential work to be carried out is attached (if applicable).
- Permits and Landowners permission is attached (if applicable)
- You have attached any relevant information needed to assess your application.
- You have kept a copy of your application

Applications and supporting documents are to be submitted to the Chief Executive Officer by email at info@etheridge.qld.gov.au or post to PO BOX 12 GEORGETOWN QLD 4871


- 

Woolworths Brown Onions Bag 2kg ×

−

2

+


\$11⁰⁰
 - 

Woolworths Tomato Sauce 2l ×

−

1

+


\$4⁷⁰
 - 

Woolworths Barbecue Sauce 2l ×

−

1

+

\$4⁷⁰
 - 


Market Value 24 Thin Beef Sausages ×

1.8kg

−

5

+

\$60⁰⁰
 - 

Essentials White Sandwich Slice Bread ×

700g

−

10

+

\$19⁰⁰
- Save as a list
Remove all

Order summary ▾

estimated packaging fee \$0.00 - \$2.50

Your Cart:
\$99.40
 Excluding service fees

Checkout >

Food 99.40



Invoice/Order Number: 154713136
Customer: SMITH
Date: 02 Apr 2023
Collection Time: 1000 - 1100

Collection Instructions

My mother Julie Smith will pick up the order thank you!

Supplied

Line	Description	Ordered	Supplied	Price	Amount
Drinks					
1	* Coca - cola classic soft drink multipack cans 375ml x24 pack	1	1	\$22.00	\$22.00
2	* Coca - cola no sugar soft drink multipack cans 375ml x24 pack	1	1	\$22.00	\$22.00
3	* Kirks creaming soda cans 375ml x10 pack	4	4	\$7.80	\$31.20
4	* Kirks lemon squash soft drink multipack cans 375ml x10 pack	3	3	\$7.80	\$23.40
5	* Kirks lemonade soft drink multipack cans 375ml x10 pack	3	3	\$7.80	\$23.40
6	* Kirks pasito soft drink multipack cans 375ml x10 pack	5	5	\$7.80	\$39.00
7	* Woolworths fruit drink 35% apple 6x250ml	2	2	\$3.00	\$6.00
8	* Woolworths fruit drink 35% tropical 6x250ml	4	4	\$3.00	\$12.00
9	Woolworths spring water bottles 600ml x24 pack	2	2	\$9.75	\$19.50

Sub Total:	\$198.50
Less Promotional Discount:	\$10.00
<i>Thank you for working with us towards a greener future. BYO bags:</i>	\$0.00
Service Fee (Delivery/Pick up):	\$0.00
Invoice Total:	\$188.50
Invoice total includes GST of:	\$15.46
Paid Amount:	\$188.50

Everyday Rewards

Looking for your most up to date points balance? Check out your Everyday Rewards account online at everydayrewards.com.au, log in and view your current balance. Or simply download the Everyday Rewards app and track your balance any time, anywhere.

4.0 cents per litre fuel saving has been added to your Everyday Rewards Card.

Drinks

188-50

* Indicates GST applicable items

~ Indicates meat items of variable weight, sold within a weight range, where a refund is applicable.

Your refund for these items is included in your Refund Amount.

For all liquor orders processed, Woolworths Group is acting as an agent on behalf of Endeavour Group Limited (ABN 77 159 767 843).

Mini Easter Eggs 900g

SKU: 30082969

These chocolates are perfect for filling up Easter baskets and giving as gifts, our mini Easter eggs are sure to delight children of all ages. Shop now and get your hands on some of the tastiest Easter treats around!

\$7.50



4 x \$7.50 = \$30

Eggs 30-50
Coles 50-00
Coles 46-25

\$ 126-25

MANAGER:DAHIAN PH:07 47580200
 31/03/23 19:44 084 SALES 3605 1034 084

Coles Supermarkets Australia Pty Ltd
 Tax Invoice ABN: 45 004 189 708

Z3D ERSRS 4PK			
2 @ .50	9300800836450 P6	1.00	P
Z3D ERASERS BEAUTY			
2 @ .50	9300800836610	1.00	
Z3D ERASERS ASSTD			
2 @ .50	9300800836627 P6	1.00	P
ZSTICKY NOTE SET			
3 @ 1.00	9300800836634	3.00	
ZGLITTER PEN			
4 @ 1.00	9341108068426	4.00	
ZWACKY TRACKS SPNNR			
2 @ 1.00	9341108947769	2.00	
ZRULER SET			
2 @ 1.50	9341109490202	3.00	
ZEASTER COOKIE 40G			
6 @ 1.50	9341109560707	9.00	
Z2PK SPY PENS BOYS			
2 @ 2.25	9341108595069	4.50	
ZMARKER & NOTEPAD	9341108643975	2.25	
ZYO YO CLASSIC			
2 @ 2.75	9341106936475	5.50	
ZPENCIL & ERASERS	9341109432493	5.00	
ZCS CNDY STCKS 450G	9341107573181	6.00	



Value the Australian way

Store: 4494 - CS TOWNSVILLE AVAL
 Store Manager: Ryan
 Phone: 07 4779 0655
 Served By: Sally
 Register: 003
 Date: 29/03/2023
 Receipt: 5191
 Time: 16:28

Description	\$
% TNCC FRUITYCHEW 350G 350GRAM	10.00
2 @ \$5.00 EACH	
*%PLASTIC EGG COVERS 12PACK	12.00
4 @ \$3.00 EACH	
*%EASTER MINI MILK 100GRAM	10.50
3 @ \$3.50 EACH	
% ALLENS MINTIES 375GRAM	5.50
*%CADBURY MILK EGG BAG 243GRAM	12.00
2 @ \$6.00 EACH	

Total for 12 items: \$50.00

EFT \$50.00
 GST INCLUDED IN TOTAL \$4.55

TOTAL ITEMS = 36 **\$46.25**

31/03/23 19:44

TOTAL	92.25	
KNART	\$46.25	
TOWNSVILLE	QLD AU	
31/03/23 19:44	42544641	K03484
**** 0333		VISA
CREDIT ACCOUNT	Visa Debit	
APSN 0000 ATC 0187	A0000000031010	
PURCHASE	AUD\$ 92.25	
RRN 000084360501	(00)APPROVED	
AUTH 171414		
NO PIN OR SIGNATURE REQUIRED		
EFT	92.25	
ZTAXABLE ITEMS - GST AMOUNT	8.39	
FOUND A TROLLEY? CALL 1800 876 553		
THANK YOU FOR SHOPPING WITH KMART		

	Coles	QLD AU
29/03/23 16:28	44904790	NQ9403
**** 0333		VISA
CREDIT ACCOUNT	Visa Debit	
APSN 0000 ATC 0183	A0000000031010	
PURCHASE	AUD\$ 50.00	
RRN 000030519100	(00)APPROVED	
AUTH 959625		
NO PIN OR SIGNATURE REQUIRED		

Eggs / Prizes



***12 YEARS AND UNDER**

EASTER EGG HUNT

SATURDAY APRIL 8 2023, 9:30AM

MT SURPRISE PARK

ALL AGES:

**EASTER BONNET COMPETITION, GAMES,
PRIZES!**

SAUSAGE SIZZLE AND DRINKS

**A DONATION WOULD BE KINDLY APPRECIATED, WITH ALL
FUNDS GOING TOWARDS FUTURE MT SURPRISE
COMMUNITY EVENTS.**





Etheridge Shire Council

General Meeting

19th April 2023

Subject:

Material Change of Use – Green Street

Classification:

Open

Author:

Renee Bester – Executive Assistant

EXECUTIVE SUMMARY

In February 2023, an Application for Material Change of Use was lodged with Council. The Application is Impact Assessable against the Planning Scheme and Public Notification of the Application was required.

During Public Notification one (1) submission was received.

The Application is reported to Council and recommended for approval, subject to conditions.

RECOMMENDATION

That the Council resolve to approve the development application in accordance with the Planning Act 2016 as amended and that the application for a Development Permit for Material Change of Use – (Multiple Dwellings 6 x 2-bedroom units) on a site located at 8 Green Street Georgetown, being Lot 105 SP295139, is approved subject to the conditions detailed below.

A. ASSESSMENT MANAGER CONDITIONS (COUNCIL)

1. The development shall be undertaken substantially in accordance with the submitted documentation and submitted Plans, prepared by CA Architects, except where modified by any conditions below, to the satisfaction of the Chief Executive Officer or delegate:

Masterplan Concept – Site Plan	CA Architects	Drawing Number: 2226-PD SK 02	Dated 22/02/23
Internal Layout Plan – 2 Bed Unit	CA Architects	Drawing Number: 2130-PD A-01	Dated 17/11/22
Elevations – 2 Bed Unit	CA Architects	Drawing Number: 2130-PD A-02	Dated 17/02/22
Sections – 2 Bed Unit	CA Architects	Drawing Number: 2130-PD A-03	Dated 17/11/22

2. Any future work on the site shall be carried out generally in accordance with any relevant Council requirements and State legislation and to the satisfaction of the Chief Executive Officer or delegate.
3. If unactioned, this development approval lapses six (6) years after the day that the development approval takes effect, unless extended under the Planning Act 2016.
4. Should any of the Council's assets be damaged during the construction of any new associated works the cost of the reinstatement of all such assets shall be met by the applicant/proponent, to the satisfaction of the Chief Executive Officer or delegate.
5. The connection of the development to an on-site effluent disposal system is required to be undertaken in compliance with the Site Classification and Wastewater Management System report, prepared by Earth Test, dated December 2022 and any other relevant State legislation or requirements, to the satisfaction of the Chief Executive Officer or delegate.
6. The site and the development are required to discharge stormwater to a lawful point of discharge, to the satisfaction of the Chief Executive Officer or delegate.

7. The water tank, shown on the Site Plan, encroaching into the front 6.0 metres setback, is required to be re-sited, clear of the 6 metre setback, to the satisfaction of the Chief Executive Officer or delegate.
8. The access driveway and 6 visitor parking spaces are to be hardstand/sealed and a hardstand/sealed apron connection is required to the sealed carriageway of Green Street, to the satisfaction of the Chief Executive Officer or delegate.
9. Landscaping of 10% of the site area, being 299m² is required, to the satisfaction of the Chief Executive Officer or delegate.
10. All units are to be connected to the reticulated urban services, to the satisfaction of the Chief Executive Officer or delegate.
11. Perimeter fencing of the site to side and rear boundaries is permitted, if considered warranted, to the satisfaction of the Chief Executive Officer or delegate.

BACKGROUND

Please refer to attached Application for Material Change of Use – Multiple Dwellings at 8 Green Street, Georgetown prepared by Liz Taylor, Consultant Town Planner including concept plans outlined in Appendix 1.

LINK TO CORPORATE PLAN

Corporate Aim No. 3 – A diversified economic development ensures a prosperous shire.

Outcome 3.1: A variety of land and housing options for the community.

BUDGET & RESOURCE CONSIDERATIONS

Nil

CONSULTATION

Public Notification procedures have been adhered to.

LEGAL CONSIDERATIONS

Nil

POLICY IMPLICATIONS

Nil.

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:

Renee Bester, Executive Assistant

Date: 06/04/2023

Report Authorised By:

Ken Timms, Chief Executive Officer

Date:

ATTACHMENTS

ETHERIDGE SHIRE COUNCIL

COUNCIL MEETING: 19 April 2023

REPORT PREPARED BY LIZ TAYLOR, CONSULTANT TOWN PLANNER

APPLICANT: Etheridge Shire Council
C/- Planz Town Planning
PO Box 181
EDGE HILL QLD 4870

APPLICATION: Material Change of Use – Multiple Dwellings (6 x 2 bedroom)

ADDRESS: 8 Green Street, Georgetown

REAL PROPERTY DESCRIPTION: Lot 105 SP295139

ZONE: Township Zone -Residential Precinct

SUBMISSIONS: One (1)

APPENDICES: Appendix 1 Concept Plans

INTRODUCTION

In February 2023, an Application for Material Change of Use was lodged with Council. The Application is Impact Assessable against the Planning Scheme and Public Notification of the Application was required.

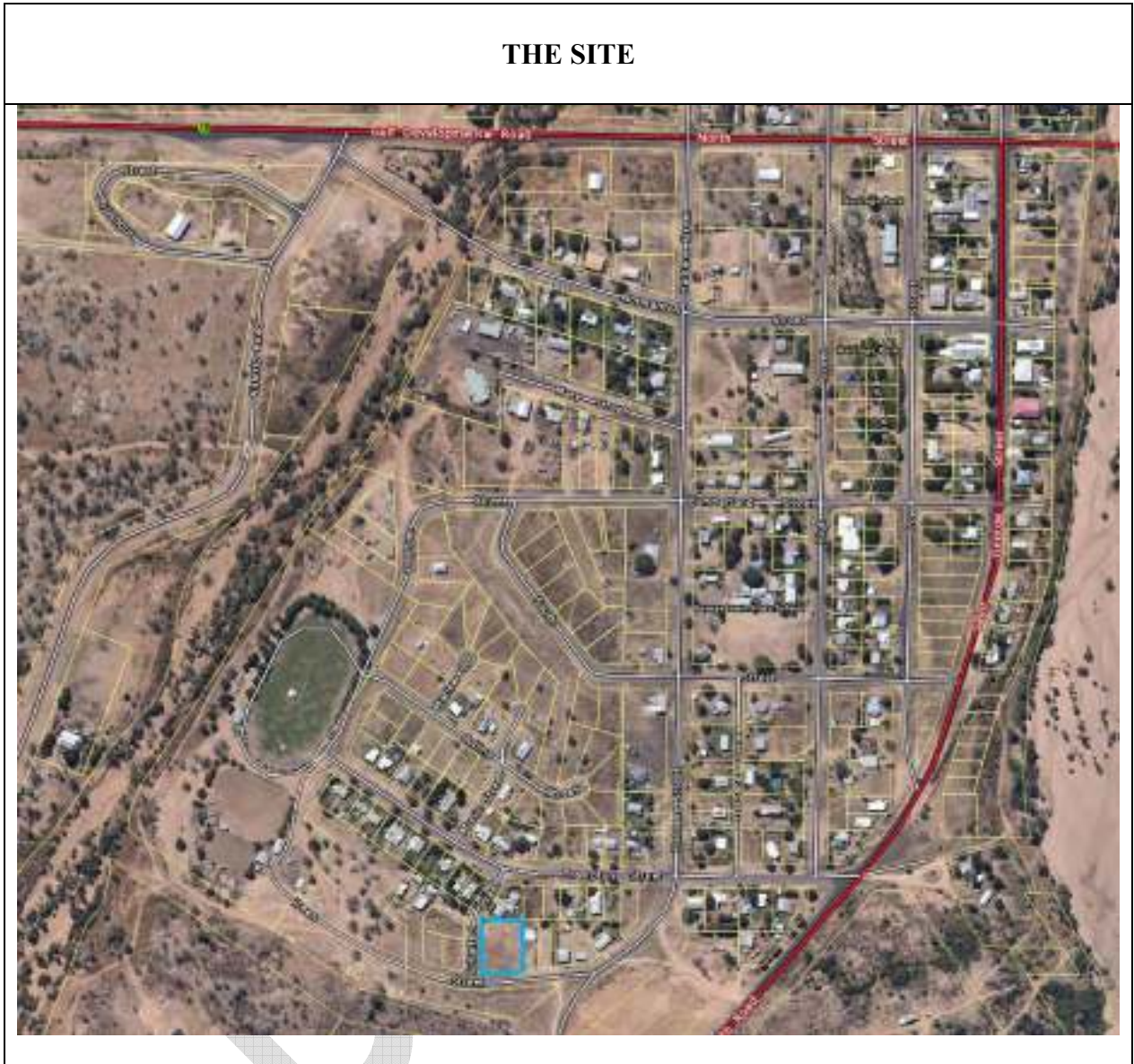
During Public Notification one (1) submission was received.

The Application is reported to Council and recommended for approval, subject to conditions.

SITE AND LOCALITY

The site is vacant and has a total area of 2,986m² and is located towards the southern periphery of the township, 900 metres south of the Gulf Development Road. The site is a corner site and has a 45-metre frontage to Green Street and a 60-metre frontage to Schaffers Street, both streets are sealed, and the site is serviced by a reticulated water supply and other urban services,

excluding reticulated sewer. Adjoining and nearby to the site is a duplex and single residential developments.



PROPOSED DEVELOPMENT

Council is proposing to develop staff housing on the site in the form of 6 x 2-bedroom units, which fall under the land use definition of Multiple Dwellings in the Planning Scheme.

Each unit has an area of approximately 145m² and comprises an open plan lounge, kitchen and dining area, 2 bedrooms sharing a bathroom, two (2) covered patios front and rear, a laundry and a covered carport and one visitor car space provided for each unit. Each unit will be fenced

off with each unit having its own private garden and recreation space. Some landscaping will be provided on site and each unit will have solar panels and a water tank.

Vehicular access is via Green Street and all on-site vehicles can exit in forward gear. The development will be serviced by an on-site effluent disposal system. An Effluent Disposal report was prepared by Earth Test and lodged with the Application.

Concept Plans are attached at **Appendix 1**.

TOWN PLANNING ASSESSMENT

The proposed development requires assessment against the Etheridge Shire Planning Scheme 2020.

Etheridge Shire Planning Scheme 2020

Under the Etheridge Shire Planning Scheme, the site is included in the Township Zone – Residential Precinct.

The Application is Impact Assessable against the relevant provisions of the following provisions/Codes:

- Strategic Framework;
- Township Zone Code; and
- General Development Code.

In addition, the site, although devoid of vegetation, is mapped as Medium Potential Bushfire Intensity Area.

An assessment of the proposed development, against the relevant Codes is outlined below.



Strategic Framework

The Strategic Framework (SF) sets the policy direction for the Planning Scheme and guides development in the local authority area. Specifically, it seeks to ensure that development is strategically located in a safe and efficient manner and makes a positive contribution to the community and landscape of the Shire and preserves the relaxed outback lifestyle and character of the Shire.

Georgetown's residential built form consists primarily of low and high set dwelling houses on single allotments, 800m² in area.

The proposal to establish 6 low set units on a large site, nearly 3000m² in area, on land in the Township Zone – Residential Precinct, accords with the land use policy direction and the strategic intent outlined in the SF.

Township Zone Code – Residential Precinct

<p>The purposes of the Township zone is to provide for:</p> <ul style="list-style-type: none"> (a) access to residential services in a rural area; (b) a variety of uses and facilities to sustain local residents, including, but not limited, to education, recreation, community, education, health, food, retail, recreation, residential or other uses as established; (c) tourist attractions and other recreational facilities, if appropriate for the area. 	
	
<p>(d) Residential precinct</p> <ul style="list-style-type: none"> i. This precinct supports residentially zoned houses or residential lots which do not be considered self-sustaining business character; ii. House based businesses are supported where also zoned for other than the primary residential use, do not detract from the residential character of the area, and do not detract from the safety of the nearby communities and individual residents; iii. Residentially zoned houses are provided in the areas including dual occupancy, multiple dwelling, and retirement housing. These are established in locations with appropriate access to infrastructure and facilities, which are design complementary to existing character. 	
	
<p>character, and where the density of development is generally consistent with the density achieved through existing residential development in the precinct;</p>	

The proposed development complies with the Purpose of the Township Zone Code and the Residential Precinct designation and will provide much needed staff housing and contribute to the mix of accommodation choice in Georgetown.

The following Performance outcomes apply:

<p>PO2 Development is consistent with the existing built form in terms of size, design, siting and physical characteristics. The appearance and siting of buildings, other structures, car parking areas or signage is compatible with the local streetscape character, the style and design of nearby buildings, and is respectful and sympathetic to any heritage places.</p>	<p>AO2 No Acceptable Outcome provided.</p>
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COMPLIES – the proposed Multiple Dwellings will be sited on a large residential lot, adjoining a duplex development and will be compatible with the local streetscape character.

Residential precinct	
PO11 New development is located and designed to contribute to the residential amenity and character of the area.	AO11 No acceptable outcome is prescribed.

COMPLIES – As above

PO11 New development is located and designed to contribute to the residential amenity and character of the area.	AO11 No acceptable outcome is prescribed.
PO11 New development is located and designed to contribute to the residential amenity and character of the area.	AO11 No acceptable outcome is prescribed.

COMPLIES – The site has an area of 2,986m² and the proposed development has a density of 497m² site area per unit.

In summary, the proposed development complies with the relevant provisions of the Township Zone Code.

General Development Code

<p>The purpose of the General Development Code is to ensure that development is compatible with the Township Zone Code and the Township Code, and that development is consistent with the Township Code.</p> <p>The purpose of the code will be achieved through the following goals and objectives:</p> <ol style="list-style-type: none"> (1) Development is a safe and practical site layout; (2) Development does not detract from the area's character, is compatible with the use of neighbouring areas, and contributes to the character of the locality; (3) Development respects and protects local heritage places and items, physical natural features, and archaeological and paleontological values; (4) An appropriate level of servicing and infrastructure is provided to new development and it is connected to the existing infrastructure where available; (5) The site layout protects the amenity of the area including residential, industrial and commercial uses, allows sufficient access to parking, recreation and other facilities on the site, and allows for safe and efficient access and egress; (6) Access to the Council is provided; (7) Non-resident workers' accommodation is appropriately located beyond the centre of the locality, is well-serviced and equipped, and is separated from other uses that will not detract from existing uses; (8) Development in a natural landscape area is designed or modified to protect people and property and enhance the amenity of the area by reducing the use of materials; (9) Development is located, designed and constructed in a way that respects and enhances the natural environment, including the use of native plants and animals and ecological connectivity; (10) The site layout and function of outdoor facilities are protected.

The proposed development is compliant with the Purpose of the Code, as it will be located in the residential area of Georgetown, it can be connected to all services and is complementary in scale and form to nearby residential development.

The following Performance Outcomes apply:

Development Located in a Bushfire Prone Area as Identified on ZPP mapping – National Standards, PO3 and PO4 PO5	
<p>PO3</p> <p>The development located in a bushfire prone area is identified on ZPP mapping – National Standards, PO3 and PO4 PO5. The development is located in a bushfire prone area. Identified on ZPP mapping – National Standards PO3 and PO4 PO5. The development is located in a bushfire prone area.</p>	<p>PO4</p> <p>The development is located in a bushfire prone area. Identified on ZPP mapping – National Standards PO3 and PO4 PO5. The development is located in a bushfire prone area.</p>

COMPLIES – with PO3 as the site is devoid of vegetation and in association with the physical separation between units and low site cover will minimise potential bushfire impacts to people and property.

Site layout	
<p>PO5</p> <p>The site and built environment is separated from the bushfire prone area by a minimum of 10m. The site and built environment is separated from the bushfire prone area by a minimum of 10m. The site and built environment is separated from the bushfire prone area by a minimum of 10m.</p>	<p>PO6</p> <p>Total development on the site is no more than 25% of the site area. The total development on the site is no more than 25% of the site area. The total development on the site is no more than 25% of the site area.</p>
Building design and amenity	
<p>PO6</p> <p>The height of development does not exceed 8.5m. The height of development does not exceed 8.5m. The height of development does not exceed 8.5m.</p>	<p>PO6</p> <p>The height of development does not exceed 8.5m. The height of development does not exceed 8.5m. The height of development does not exceed 8.5m.</p>

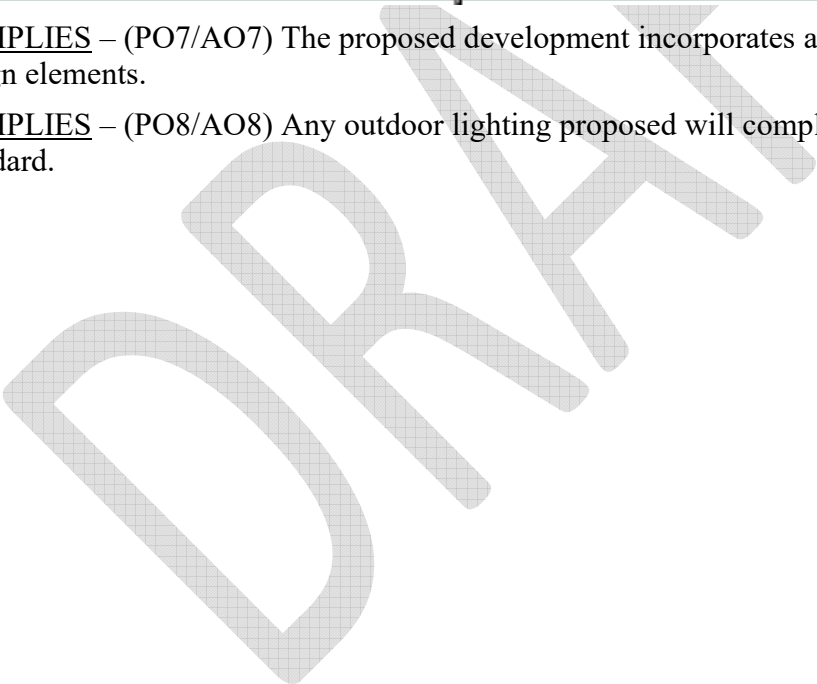
COMPLIES – Site cover (PO5/AO5) maximum 50% - proposed 25%.

COMPLIES – Building design and amenity (PO6/AO6) maximum 2 storeys or 8.5 metres – proposed 1 storey and significantly less than 8.5 metres.

Proposed design requirements	Assessable outcomes
<p>PO7 Plans for lighting or other features proposed are designed to avoid any potential negative to the street frontage design elements that define the appearance of roads and built.</p>	<p>AO7 Design refers to the Rural zone, an individual or Rural Residential purposes of the Planning zone, at least three of the six (6) outcomes below must be incorporated into the final design of new buildings: (a) materials or finishes; or (b) colours and shade treatments; or (c) finishes to the roof and lighting lines; or (d) structure and proportion of the external facade; or (e) signs and other signage; or (f) signage or building elements, screens and features matching or complementing the area surrounding the development.</p>
<p>PO8 Outdoor lighting, whether lighting of use and otherwise shall be comply with relevant lighting guidelines or standards that are issued or adopted by the Council.</p>	<p>AO8 Light emanating from any outdoor lighting shall be controlled in accordance with the Council of the City of Greater Perth's Lighting.</p>

COMPLIES – (PO7/AO7) The proposed development incorporates at least 3 of the 6 required design elements.

COMPLIES – (PO8/AO8) Any outdoor lighting proposed will comply with the Australian Standard.



<p>PO10.1 Landscaping to provide the minimum site area of 10% of the total site area for landscaping.</p>	<p>AO10.1 Landscaping to provide the minimum site area of 10% of the total site area for landscaping.</p> <p>AO10.2 Landscaping to provide the minimum site area of 10% of the total site area for landscaping.</p>
<p>Access</p>	
<p>PO11 Direct vehicular access to be provided to the site from Green Street.</p>	<p>AO11 Direct vehicular access to be provided to the site from Green Street.</p>
<p>Access, Driveway and Parking</p>	
<p>PO12 Two covered car spaces to be provided for each unit.</p>	<p>AO12 Two covered car spaces to be provided for each unit.</p>
<p>PO13 Clear vehicular access to be provided to the site from Green Street.</p>	<p>AO13 Clear vehicular access to be provided to the site from Green Street.</p>

COMPLIES – PO10/AO10.1 – (Note: AO10.2 N/A) 10% of the site is available for landscaping.

COMPLIES – PO11 /AO11 – direct vehicular access is provided to/from Green Street.

COMPLIES – PO12/AO12 – Table 6.3.1.2 = 2 spaces (1 covered) are provided for each unit.

COMPLIES – PO13/AO13 – clear vehicular access will be provided.

PO14 The location of driveways does not create a danger to the safety and efficiency of existing intersections.	AO14.1 Driveway access is from the secondary lower order road where located on a corner allotment.
	AO14.2 The minimum distance of a driveway from an intersection of one street with another is 6m.
PO15 The design of access, parking and manoeuvring within the site: (a) is adequate for the type and volume of traffic generated by the use; (b) does not adversely impact on the traffic network external to the site; (c) caters for safe pedestrian access; (d) provides appropriate parking space/s and access for people with a disability.	AO15.1 Vehicle crossovers and driveways are designed in accordance with 'Far North Queensland Regional Organisation of Councils (FNQROC) Regional Development Manual'.
	AO15.2 Disabled access is provided in accordance with the <i>Disability (Access to Premises – Buildings) Standards 2010</i> .
	AO15.3 Car parking and manoeuvring areas are designed in accordance with: (a) AS2890.1 – Parking Facilities; (b) Austroads AP-34/95 - Design Vehicles and Turning Path Templates.
Infrastructure and Services	
PO16 The development is supplied with an appropriate level of infrastructure to service the intended use.	AO16 Premises within the Township zone are connected to telecommunications and have electricity supply. OR In the Rural zone telecommunications and electricity supplies are provided and designed and installed to supplier standards.
PO17 All development has an adequate supply of potable water and can provide for appropriate treatment and disposal of effluent and other waste water.	AO17.1 In the Township zone, all development is connected to Council's reticulated water supply network in accordance with 'Far North Queensland Regional Organisation of Councils (FNQROC) Regional Development Manual'; OR In the Rural zone, a potable water supply is provided.
	AO17.2 An effluent disposal system is provided in accordance with ASNZ 1547 On-Site Domestic Wastewater Management (as amended).
PO18 Stormwater is collected and discharged to ensure no impacts on adjoining land owners, Council or State infrastructure, while also ensuring environmental values of waters in the shire are maintained.	AO18 Stormwater drainage is provided in accordance with 'Far North Queensland Regional Organisation of Councils (FNQROC) Regional Development Manual'.
Council Assets	
PO19 Development does not adversely impact on Council infrastructure.	AO19 All proposed structures and buildings are clear of any Council easements and underground infrastructure located within the site boundaries.

COMPLIES – PO14/AO14.1 & 2 with PO14 and PO14.2 and provides a safe access.

COMPLIES – PO15/AO15.1, 2 & 3 with the Australian Standards.

COMPLIES – PO16/AO16 with connections to available urban services.

COMPLIES – PO17/AO17.1 & 2 with reticulated water provision and Australian Standards for effluent disposal.

COMPLIES – PO18/AO18 will drain to a lawful point of discharge.

COMPLIES – PO19/AO19 will comply.

Dual Occupancy and Multiple Dwellings	
<p>PO22 The design, appearance and form of development for a Dual Occupancy or a Multiple Dwelling reflects a high standard and permanent form of accommodation that complements the character of existing residential development in Etheridge Shire.</p> <p><i>Editor's note: Dwellings having the appearance of relocatable dwellings or other temporary structures are discouraged and unlikely to meet this performance outcome. However, this provision is not intended to preclude creative or adaptive building design outcomes where exhibiting strong architectural merit and visual appeal.</i></p>	<p>AO22 The Dual Occupancy or Multiple Dwelling development complies with the following design parameters:</p> <ul style="list-style-type: none"> (a) 6m setback from the primary road frontage for all buildings and structures; and if a corner site 3m setback from the secondary road frontage; (b) 2m setback from side and rear boundaries for all buildings and structures; (c) one (1) vehicular access to the site, unless a corner site and then maximum of two (2) driveways, each located a minimum of 6m from the corner boundary of the intersection to each street frontage; (d) car parking and services are located at the side or rear of the building; (e) buildings address the street and have the main entry or windows on the front facade.
For assessable development	
Building design and amenity	
<p>PO23 New development retains the character and amenity of the area, including minimising or avoiding adverse impacts from:</p> <ul style="list-style-type: none"> (a) heavy vehicle or traffic generation on residential roads; (b) reduction in visual amenity by way of layout of the premises and inappropriate presentation to the street; (c) emissions such as air pollutants, noise, stormwater run-off or other pollutants. 	<p>AO23 No Acceptable outcome provided.</p>

COMPLIES – PO22/AO22 (a), (b), (c) and (d) complies with AO22, except that one (1) water tank is proposed to be sited within the front 6 metres; a condition will require relocation.

COMPLIES – PO23/AO23 the proposed use is residential and traffic loads are acceptable. The development is one storey in height and will not detrimentally impact on visual amenity. Stormwater runoff will be controlled, and no air pollution, noise or other pollutants are expected.

Wastewater	
<p>PO24 Wastewater discharge to a waterway is avoided or managed in a way that maintains ecological processes, riparian vegetation, waterway integrity, and downstream ecosystem health.</p>	<p>AO24 Wastewater from development is not discharged to a waterway; OR Where wastewater discharge to a waterway is unavoidable, a Wastewater Management Plan (WWMP) is submitted and implemented which: (a) provides a waste management hierarchy that minimises wastewater discharge to waterways by re-use, recycling, recovery and treatment for disposal to sewer, surface water and groundwater; (b) is prepared by a suitably qualified person and addresses: i. wastewater type; ii. climatic conditions; iii. water quality objectives (WQOs); iv. best-practice environmental management.</p>

COMPLIES – PO24/AO24 – the effluent disposal system will comply with the relevant Australian Standards.

<p>PO28 Development is located and designed to incorporate a bushfire defensible space</p>	<p>AO28.1 No new development is located within the bushfire prone area;</p>
<p>from hazardous vegetation to facilitate access for firefighting and emergency vehicles, and safe evacuation to reduce risk to people and property.</p>	<p>OR Development is separated from hazardous vegetation by a distance that achieves a radiant heat flux level at any point on the building or envelope respectively that does not exceed: (a) 10kW/m² where involving a vulnerable use; or (b) 29kW/m² otherwise. Note: The radiant heat levels and separation distances are to be established in accordance with method 2 set out in AS3959 – 2009 Construction of buildings in bushfire-prone areas. Where a separation distance is proposed to be achieved by utilising existing cleared developed areas external to the site, certainty must be established (through tenure or other means) that the land will remain cleared of hazardous vegetation.</p>
<p>PO29 Development in a bushfire prone area makes adequate provision of water supply for fire-fighting requirements.</p>	<p>AO28.2 Buildings or building envelopes are separated from adjacent buildings or building envelopes by a distance of 8m or as far as practically possible</p> <p>AO29 For Class 1 and Class 10a buildings located outside a reticulated water supply area a minimum water supply of 5,000 litres is available: (a) from a water tank with 50mm camlock fittings (ball and valve) or from a pool or dam; (b) at a pumpable distance for the Rural Fire Brigade from the development; OR For all other buildings located outside a reticulated water supply area no acceptable outcome is provided.</p>

COMPLIES – PO28/AO28.1 & 2 The site is devoid of vegetation and the site cover of the development is only 25% so there is bushfire defensible space and good access for emergency services and evacuation – PO compliance.

COMPLIES – PO29/AO29 The site can connect to the reticulated water supply system.

REFERRAL AGENCIES

Not Applicable, State referral not required.

PUBLIC NOTIFICATION

During the Public Notification period one (1) submission was received from GHD on behalf of the Department of Communities, Housing and Digital Economy (DCHDE) which owns a duplex located on an adjoining lot. The submission relates primarily to the effluent disposal system proposed as part of the development. GHD specified (their view) of requirements for the onsite effluent disposal system. These requirements are reproduced below, followed by a response from Gavin Negri at Earth Test, in **bold** text.

1. GHD - The type of septic tank installed needs to cater for both grey water and blackwater if both type of domestic wastewater are anticipated to be generated onsite. Note such tanks are called All-waste septic tanks

GN- The design is for 2 separate systems that are identical and both combine black and grey water. Each LAA is sized to take a load of 1350L/d and each system has been specified with an all waste 3500L septic tank with complies with table J1 of AS/NZS1547:2012.

2. GHD - The size of the septic tank will need to be in accordance with table J1 of AS/NZS1547:2012.

GN - Each septic tank complies with J1 of AS/NZS1547:2012

3. GHD - The volume of domestic wastewater to be generated will be dependant upon source of water received at the property.

GN - The system designed is based on mains water supply at 150L/d per person which complies with table H1 of AS/NZS1547:2012

4. GHD - The site and soil evaluation in compliance with AS/NZS1547:2012 needs to be completed by a qualified person.

GN - The designer (QBCC licence number 15091728) is a qualified site classifier. The QBCC On-Site Sewage Facilities – Information for Licensees, dated May 2021, clearly states a site classifier is adequately qualified.

5. GHD - Appropriate setback distance from irrigation zones to site feature to comply with QPWC 2019 and AS/NZS1547:2012

GN - The setback distances comply with the specified setback from building of 2m and 4m from all boundaries.

6. GHD - Report needs to be submitted to local council plumbing department for approval.

GN - Earth Test was engaged by the Etheridge Shire Council.

7. GHD - Irrigation made is required to be subsurface due to the proximity of adjacent properties and to avoid possible wind drift and contact with humans or animals in the event of strong wind. An alternative method such as fixed sprinklers is used onsite.

8. **GN - The AES system disposal type is subsoil in a semi raised bed configuration. Due to the size and nature of the block, there is definitely not enough room for fixed sprinklers and setbacks from the dwellings and recreation areas wouldn't be able to comply with QPWC table T3. The Advanced Enviro-Septic has current Chief Executive Approval for both secondary (CEA 01/2020) and Advanced secondary (CEA 15/2019).**

9. GHD - Construction to be completed by a qualified plumber.

GN - Etheridge Shire will engage appropriately qualified persons to install the system.

The response from Earth Test has addressed the concerns raised by GHD and the approval will be conditioned to ensure the effluent disposal system complies with the Earth Test report and any relevant Council requirements and State legislation.

STATEMENT OF REASONS

The proposed development is recommended for approval as it will provide much needed staff housing in Georgetown and increase, in a modest way, the mix of housing types available in Georgetown.

There is, general, compliance with the relevant Codes of the Etheridge Shire Planning Scheme 2020:

- Township Zone Code; and
- General Development Code.

In summary, the proposed development complies with the Planning Scheme and is recommended for approval, subject to reasonable and relevant conditions.

RECOMMENDATION

That the Council resolve:

In accordance with the Planning Act 2016 as amended, the applicant be notified that the application for a Development Permit for Material Change of Use – (Multiple Dwellings 6 x 2-bedroom units) on a site located at 8 Green Street Georgetown, being Lot 105 SP295139, is approved subject to the conditions detailed below.

A. ASSESSMENT MANAGER CONDITIONS (COUNCIL)

1. The development shall be undertaken substantially in accordance with the submitted documentation and submitted Plans, prepared by CA Architects, except where modified by any conditions below, to the satisfaction of the Chief Executive Officer or delegate:

Masterplan Concept – Site Plan	CA Architects	Drawing Number: 2226-PD SK 02	Dated 22/02/2023
Internal Layout Plan – 2 Bed Unit	CA Architects	Drawing Number: 2130-PD A-01	Dated 17/11/2022
Elevations – 2 Bed Unit	CA Architects	Drawing Number: 2130-PD A-02	Dated 17/02/2022
Sections – 2 Bed Unit	CA Architects	Drawing Number: 2130-PD A-03	Dated 17/11/2022

2. Any future work on the site shall be carried out generally in accordance with any relevant Council requirements and State legislation and to the satisfaction of the Chief Executive Officer or delegate.
3. If unactioned, this development approval lapses six (6) years after the day that the development approval takes effect, unless extended under the Planning Act 2016.
4. Should any of the Council's assets be damaged during the construction of any new associated works the cost of the reinstatement of all such assets shall be met by the applicant/proponent, to the satisfaction of the Chief Executive Officer or delegate.
5. The connection of the development to an on-site effluent disposal system is required to be undertaken in compliance with the Site Classification and Wastewater Management System report, prepared by Earth Test, dated December 2022 and any other relevant State legislation or requirements, to the satisfaction of the Chief Executive Officer or delegate.
6. The site and the development are required to discharge stormwater to a lawful point of discharge, to the satisfaction of the Chief Executive Officer or delegate.
7. The water tank, shown on the Site Plan, encroaching into the front 6.0 metres setback, is required to be re-sited, clear of the 6 metre setback, to the satisfaction of the Chief Executive Officer or delegate.

8. The access driveway and 6 visitor parking spaces are to be hardstand/sealed and a hardstand/sealed apron connection is required to the sealed carriageway of Green Street, to the satisfaction of the Chief Executive Officer or delegate.
9. Landscaping of 10% of the site area, being 299m² is required, to the satisfaction of the Chief Executive Officer or delegate.
10. All units are to be connected to the reticulated urban services, to the satisfaction of the Chief Executive Officer or delegate.
11. Perimeter fencing of the site to side and rear boundaries is permitted, if considered warranted, to the satisfaction of the Chief Executive Officer or delegate.

E A TAYLOR
Consultant Planner

APPENDIX: 1

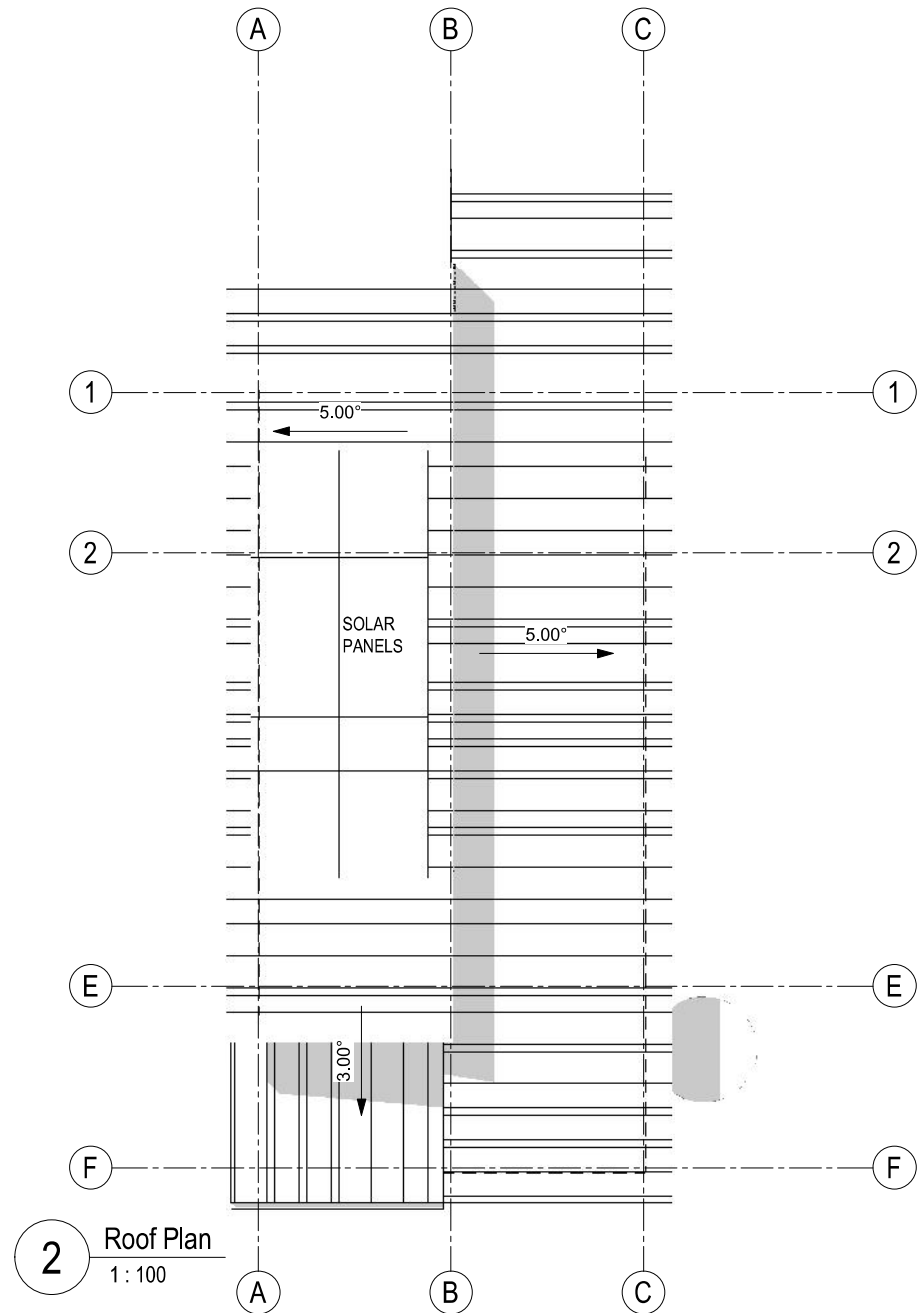
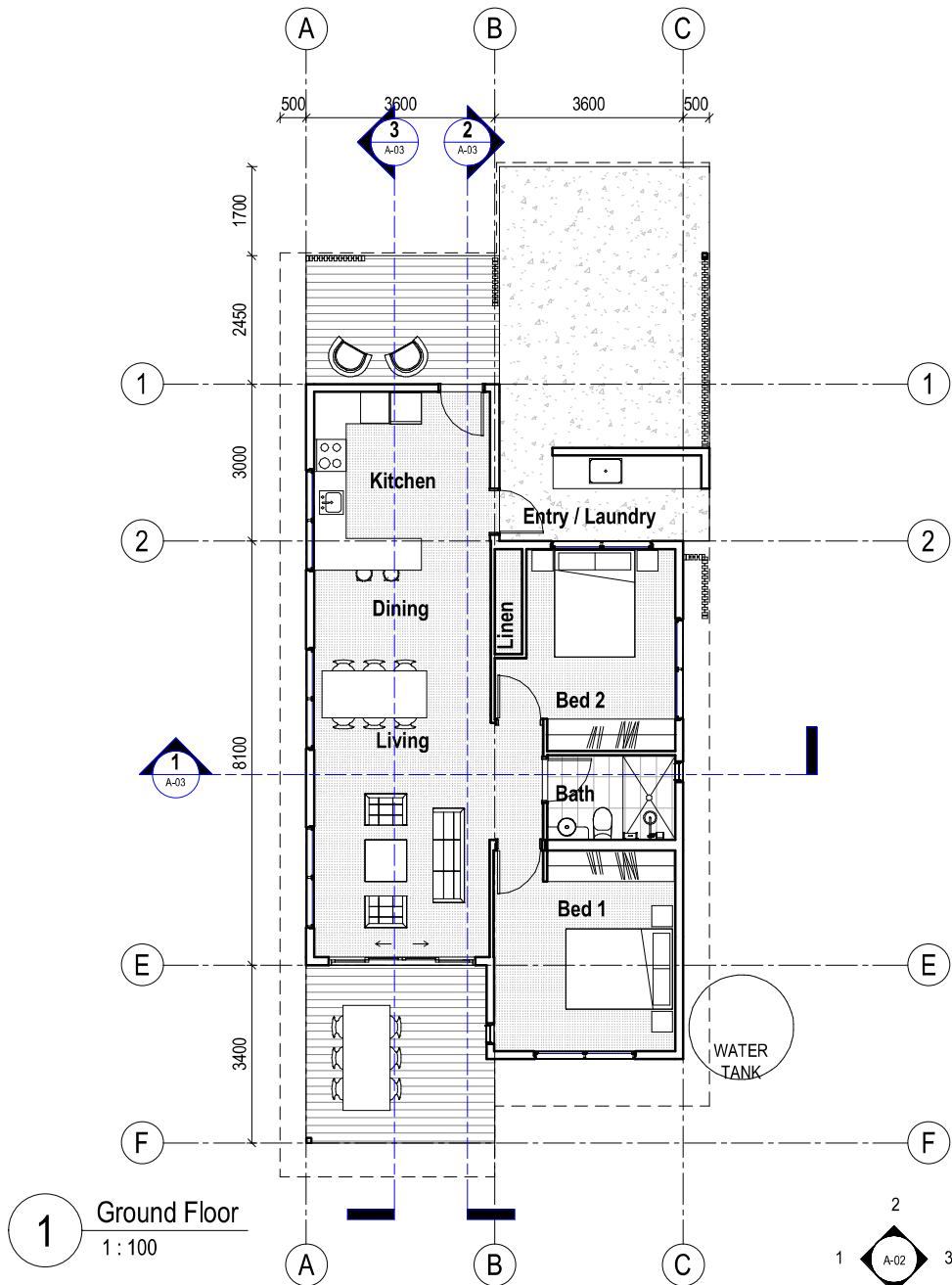
SCHAFFERS STREET

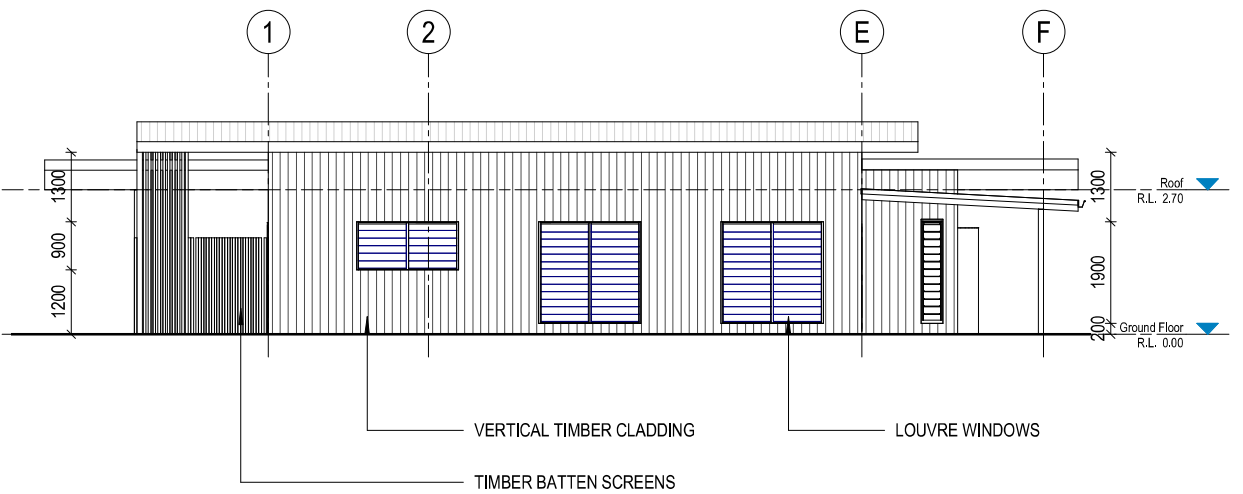
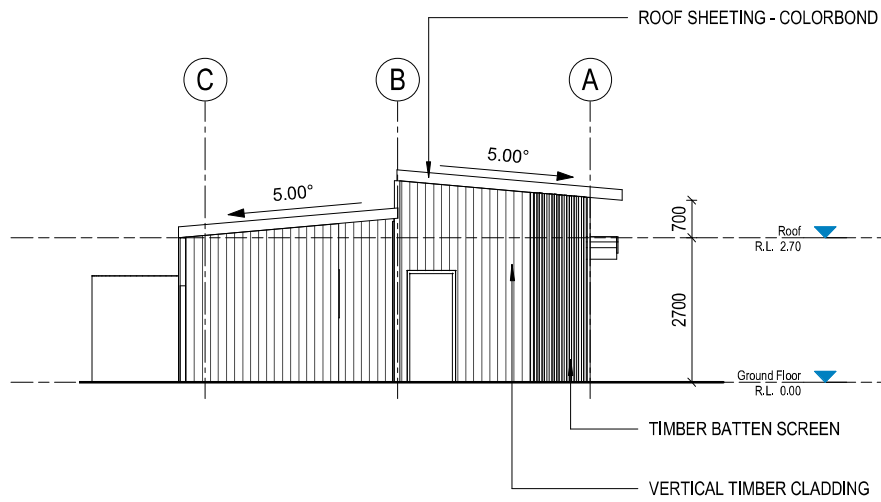
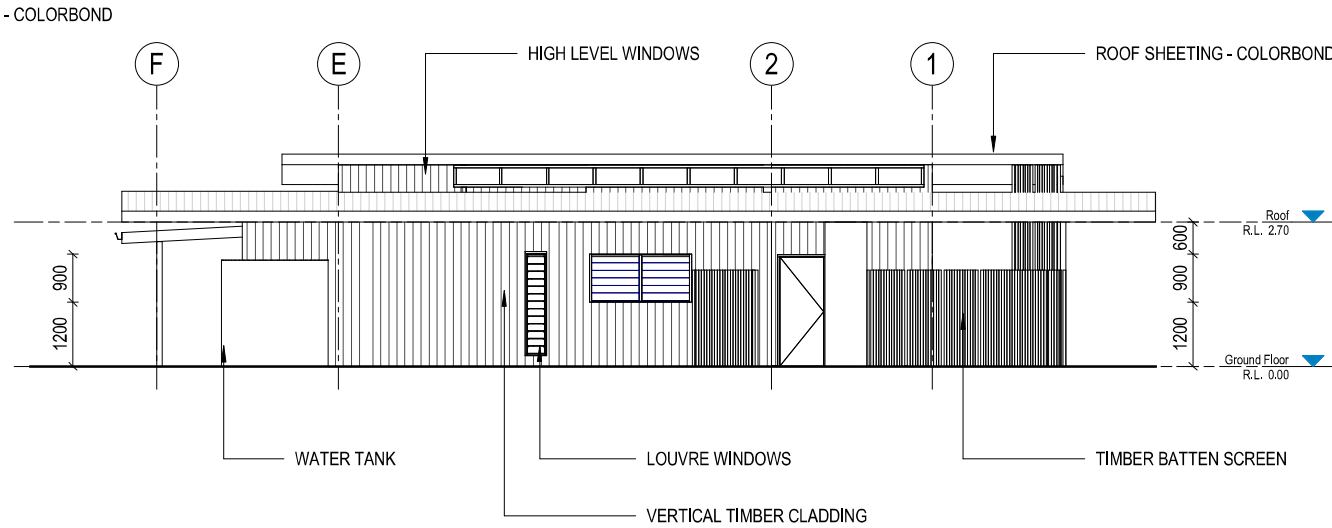
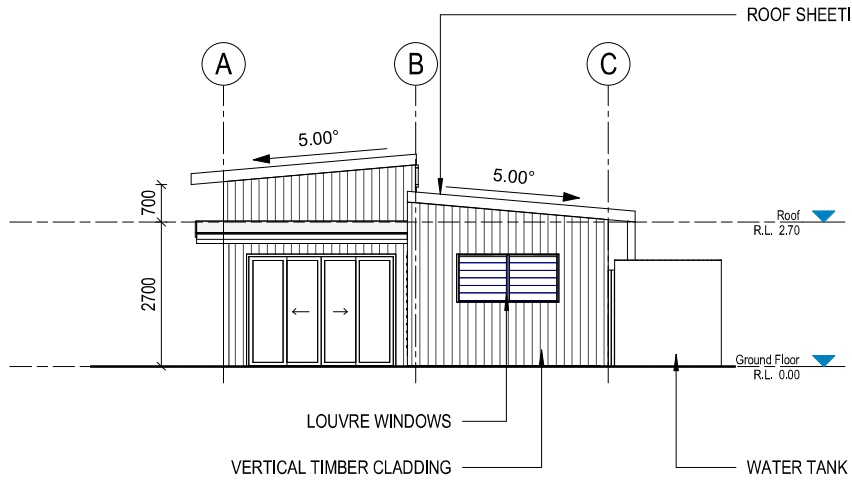


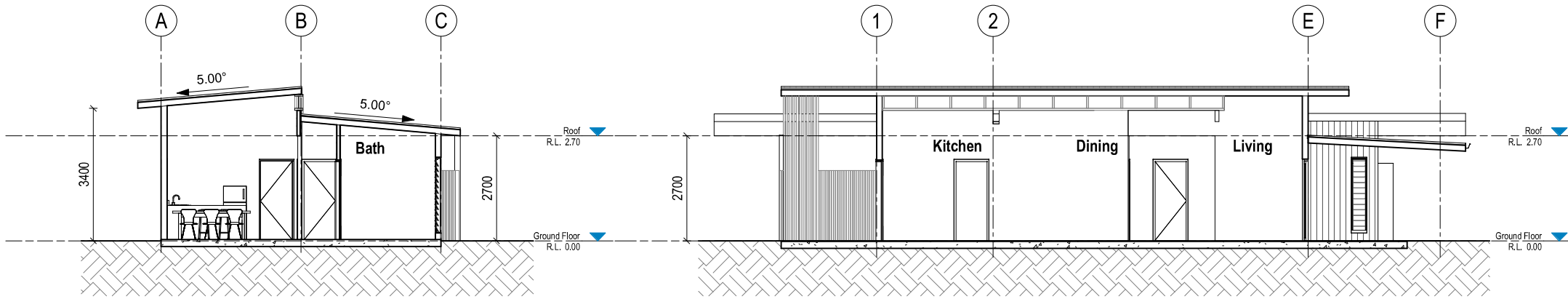
LOT 105 ON SP295139	2986m ²
2 BED	6x 126m ² 756m ²
SITE COVER	25%



GREEN STREET

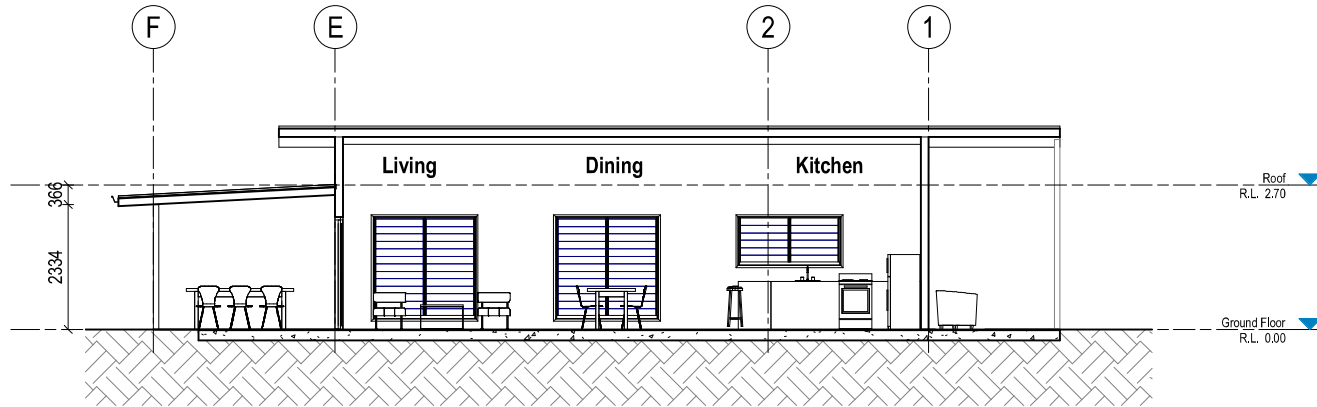






1 Section 1
1 : 100

2 Section 2
1 : 100



3 Section 3
1 : 100



Etheridge Shire Council

General Meeting

19th April 2023

Subject:

Material Change of Use – High Street

Classification:

Open

Author:

Renee Bester – Executive Assistant

EXECUTIVE SUMMARY

In February 2023, an Application for Material Change of Use was lodged with Council. The Application is Impact Assessable against the Planning Scheme and Public Notification of the Application was required.

During Public Notification one (1) submission was received.

The Application is reported to Council and recommended for approval, subject to conditions.

RECOMMENDATION

That the Council resolve to approve the development application in accordance with the Planning Act 2016 as amended and that the application for a Development Permit for Material Change of Use – (Multiple Dwellings 3 x 1-bedroom units) on a site located at 51 High Street Georgetown, being Lot 6 SP194675, is approved subject to the conditions detailed below.

A. ASSESSMENT MANAGER CONDITIONS (COUNCIL)

1. The development shall be undertaken substantially in accordance with the submitted documentation and submitted Plans, prepared by CA Architects, except where modified by any conditions below, to the satisfaction of the Chief Executive Officer or delegate:

Proposed Site Plan	Dileigh Civil/Structural Design & Project Management	D22.539 -AO1	Undated
3D Views	Dileigh Civil/Structural Design & Project Management	D22.539 – AO2	Undated
1 Bedroom Cabin	WeBuildUm	Not Stated	Undated
Floor Plan	WeBuildUm	Drawing Number: A101- Revision B	Undated
Elevations	WeBuildUm	Drawing Number: A102- Revision B	Undated

2. Any future work on the site shall be carried out generally in accordance with any relevant Council requirements and State legislation and to the satisfaction of the Chief Executive Officer or delegate.

3. If unactioned, this development approval lapses six (6) years after the day that the development approval takes effect, unless extended under the Planning Act 2016.

4. Should any of the Council's assets be damaged during the construction of any new associated works the cost of the reinstatement of all such assets shall be met by the applicant/proponent, to the satisfaction of the Chief Executive Officer or delegate.

5. The connection of the development to an on-site effluent disposal system is required to be undertaken in compliance with the Site Classification and Wastewater Management System report, prepared by Earth Test, dated February 2023 and any other relevant State legislation or requirements, to the satisfaction of the Chief Executive Officer or delegate.

6. The site and the development are required to discharge stormwater to a lawful point of discharge, to the satisfaction of the Chief Executive Officer or delegate.
7. Building setback encroachments are limited to those shown on the submitted Plans and specifically:
 - a. 6.0 metre Front Boundary Setback – Southern unit, maximum encroachment of 2.8 metres, Northern unit, maximum encroachment of 3.2 metres;
 All to the satisfaction of the Chief Executive Officer or delegate.
8. The access driveway is to be hardstand/sealed and a hardstand/sealed apron connection is required to the sealed carriageway of High Street, to the satisfaction of the Chief Executive Officer or delegate.
9. Landscaping of 10% of the site area, being 87m², is required with trees and shrubs native to the local area, to the satisfaction of the Chief Executive Officer or delegate.
10. All units are to be connected to the reticulated urban services, to the satisfaction of the Chief Executive Officer or delegate.
11. Perimeter fencing of the site to side and rear boundaries is permitted, if considered warranted, to the satisfaction of the Chief Executive Officer or delegate.

BACKGROUND

Please refer to attached Application for Material Change of Use – Multiple Dwellings at 8 Green Street, Georgetown prepared by Liz Taylor, Consultant Town Planner including concept plans outlined in Appendix 1.

LINK TO CORPORATE PLAN

Corporate Aim No. 3 – A diversified economic development ensures a prosperous shire.

Outcome 3.1: A variety of land and housing options for the community.

BUDGET & RESOURCE CONSIDERATIONS

Nil

CONSULTATION

Public Notification procedures have been adhered to.

LEGAL CONSIDERATIONS

Nil

POLICY IMPLICATIONS

Nil.

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, Executive Assistant

Ken Timms, Chief Executive Officer

Date: 06/04/2023

Date:

ATTACHMENTS

ETHERIDGE SHIRE COUNCIL

COUNCIL MEETING: 19 April 2023

REPORT PREPARED BY LIZ TAYLOR, CONSULTANT TOWN PLANNER

APPLICANT: Etheridge Shire Council
C/- Planz Town Planning
PO Box 181
EDGE HILL QLD 4870

APPLICATION: Material Change of Use – Multiple Dwellings (3 x 1 bedroom)

ADDRESS: 51 High Street, Georgetown

REAL PROPERTY DESCRIPTION: Lot 6 SP194675

ZONE: Township Zone -Residential Precinct

SUBMISSIONS: None

APPENDICES: Appendix 1 Concept Plans

INTRODUCTION

In February 2023, an Application for Material Change of Use was lodged with Council. The Application is Impact Assessable against the Planning Scheme and Public Notification of the Application was required.

During Public Notification no submissions were received.

The Application is reported to Council and recommended for approval, subject to conditions.

SITE AND LOCALITY

The site is vacant and has a total area of 871m² and is located in the southern part of Georgetown, 750 metres from the Gulf Development Road. The site has a 40-metre frontage to High Street, which is sealed, and the site is serviced by a reticulated water supply and other urban services, excluding reticulated sewer. Adjoining and nearby to the site is single residential developments.

THE SITE



PROPOSED DEVELOPMENT

Council is proposing to develop staff housing on the site in the form of 3 x 1-bedroom units, which fall under the land use definition of Multiple Dwellings in the Planning Scheme.

Each unit is prefabricated cabin style accommodation with an area of approximately 30m² and comprises a living/kitchen area, a bedroom and bathroom. A large veranda of approximately 30m² in area and car port will be attached to each cabin to increase the area of each unit to approximately 90m²/100m².

Vehicular access is via High Street and all on-site vehicles can exit in forward gear. The development will be serviced by an on-site effluent disposal system. An Effluent Disposal report was prepared by Earth Test and lodged with the Application.

Concept Plans are attached at [Appendix 1](#).

TOWN PLANNING ASSESSMENT

The proposed development requires assessment against the Etheridge Shire Planning Scheme 2020.

Etheridge Shire Planning Scheme 2020

Under the Etheridge Shire Planning Scheme, the site is included in the Township Zone – Residential Precinct.

The Application is Impact Assessable against the relevant provisions of the following provisions/Codes:

- Strategic Framework;
- Township Zone Code; and
- General Development Code.

An assessment of the proposed development, against the relevant provisions/Codes is outlined below.

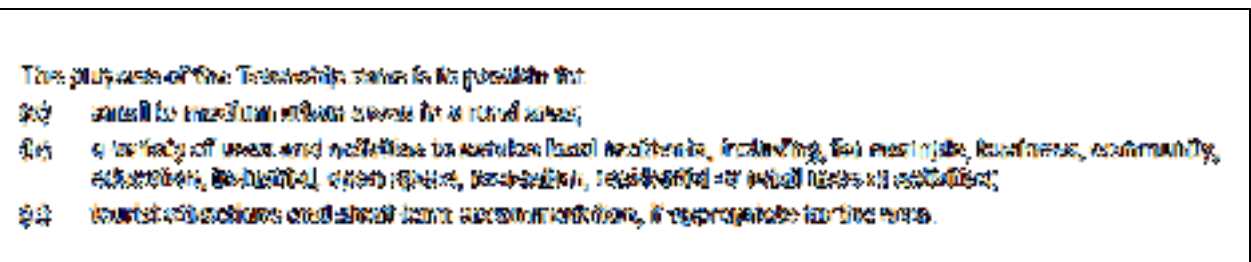
Strategic Framework

The Strategic Framework (SF) sets the policy direction for the Planning Scheme and guides development in the local authority area. Specifically, it seeks to ensure that development is strategically located in a safe and efficient manner and makes a positive contribution to the community and landscape of the Shire and preserves the relaxed outback lifestyle and character of the Shire.

Georgetown's residential built form consists primarily of low and high set dwelling houses on single allotments, 800m² in area.

The proposal to establish 3 low set units on a residential site, on land in the Township Zone – Residential Precinct, accords with the land use policy direction and the strategic intent outlined in the SF.

Township Zone Code – Residential Precinct



	<p>ii) Residential precinct</p> <p>i. This proposal supports the density of development in residential lots and does not exceed the residential lot density based on the site plan;</p> <p>ii. These lots are of a size that are appropriate to the site and are consistent with the performance residential use, do not exceed the maximum lot area of the site, and do not exceed the density of the residential development based on the site plan;</p> <p>iii. Residential development is located in the residential precinct, and is consistent with the density of the residential development based on the site plan, and is consistent with the density of the residential development based on the site plan.</p> <p>character, and where the density of development is generally consistent with the density achieved through existing residential development in the precinct;</p>
--	--

The proposed development complies with the Purpose of the Township Zone Code and the Residential Precinct designation and will provide much needed staff housing and contribute to the mix of accommodation choice in Georgetown.

The following Performance outcomes apply:

<p>PO2 Development is consistent with the existing built form in terms of size, design, siting and physical characteristics. The appearance and siting of buildings, other structures, car parking areas or signage is compatible with the local streetscape character, the style and design of nearby buildings, and is respectful and sympathetic to any heritage places.</p>	<p>AO2 No Acceptable Outcome provided.</p>
--	---

COMPLIES – the proposed Multiple Dwellings will be sited on a residential lot and will be compatible with the local streetscape character.

<p>Residential precinct</p>	
<p>PO11 New development is located and designed to contribute to the residential amenity and character of the area.</p>	<p>AO11 No acceptable outcome is prescribed.</p>

COMPLIES – As above.

<p>PO13(a) Multiple Dwellings are permitted on the site of a residential lot provided the lot is at least 1,000m² in area and the development is compatible with the surrounding residential area.</p>	<p>PO13(a) Multiple Dwellings are permitted on lots with a minimum area of 1,000m².</p>
	<p>PO13(b) The number of dwellings permitted on a multiple dwelling residential lot shall not exceed one unit per 200m².</p>

COMPLIES WITH PO – The site has an area of 871m² which is less than the specified 1,000m² for Multiple Dwelling development and the proposed development has a density of 290m² site area per unit.

The proposed development is one storey and has a site cover of approximately 34%, so is considered to achieve PO13 and to be of a scale, density and character that is complementary and compatible with the surrounding residential area.

In summary, the proposed development complies with the relevant provisions of the Township Zone Code.

General Development Code

<p>The purpose of the General Development Code is to ensure that development is compatible with the objectives of the Township Zone Code and to provide a clear and consistent framework.</p> <p>The purpose of the code will be achieved through the following objectives:</p> <ul style="list-style-type: none"> (1) Development is a safe and practical site layout; (2) Development does not detract from the site's character, is complementary to the site's residential use, and contributes to the character of the locality; (3) Development respects and protects local heritage places and items, physical natural heritage, and biological and ecological values; (4) An appropriate level of servicing and infrastructure is provided to new development and it is restricted to the land's infrastructure capacity; (5) The site layout protects the amenity of the area including residential, industrial and commercial uses, allows sufficient open space, recreation and landscaping on the site, and allows for safe and efficient access and egress; (6) Areas of the Council are protected; (7) Non-residential activities are not located in residentially zoned areas of the locality, is well-serviced and equipped, and is located in a manner that will not detract from existing uses; (8) Development in a natural landscape area is designed to protect people and property and enhance the community's natural and cultural heritage; (9) Development is located, designed and constructed in a manner that respects and enhances local heritage, biological values and ecological sustainability; (10) The site's natural and cultural values are protected.

The proposed development is compliant with the Purpose of the Code, as it will be located in the residential area of Georgetown, it can be connected to all services and is complementary in scale and form to nearby residential development.

The following Performance Outcomes apply:

Site layout	
<p>PO5</p> <p>The site and built environment is landscaped with the following:</p> <ul style="list-style-type: none"> (a) maintain and enhance the natural land character of the location (as to confer priority); (b) ensure over-development of the site; (c) ensure to develop and site oriented uses, siting and form to create a strong sense of place. 	<p>AO5</p> <p>Total landscaping on the site has to meet the following:</p> <ul style="list-style-type: none"> (a) Tree canopy cover (ground level) - 30% (b) Tree canopy cover (ground level) - 30% (c) Tree canopy cover (ground level) - 30% (d) Tree canopy cover (ground level) - 30% (e) Tree canopy cover (ground level) - 30% (f) Final cover - as appropriate to the site.
Building design and amenity	
<p>PO6</p> <p>The height of development:</p> <ul style="list-style-type: none"> (a) maintain the overall form and character of the development in the vicinity; (b) maintain the overall form, character and amenity of the development in the vicinity of the site; (c) integrate with existing surrounding development without introducing adverse visual impacts. 	<p>AO6</p> <p>The height of development shall not exceed:</p> <ul style="list-style-type: none"> (a) Tree canopy cover (ground level) - 10m or (b) Tree canopy cover (ground level) - 10m or (c) Tree canopy cover (ground level) - 10m or (d) Final cover - as appropriate to the site.

COMPLIES – Site cover (PO5/AO5) maximum 50% - proposed 34%.

COMPLIES – Building design and amenity (PO6/AO6) maximum 2 storeys or 8.5 metres – proposed, 1 storey and less than 4.0 metres in height.

Performance requirements	Assessable outcomes
<p>PO7 Plans for lighting of structures proposed are articulated and transitional in grade to the street facilitating change of form as they recede into the background of roads and lots.</p>	<p>AO7 Design of lighting in the Rural zones, as indicated on Rural Modelling of products of the Township zones, at least three (3) of the six (6) measures below must be incorporated into the final design of structures: (a) use of materials for lighting; or (b) structures and shade attachments; or (c) variations in the roof and building lines; or (d) placement and positioning of the external lighting; or (e) colour and finish of lighting; or (f) a design of lighting structure, structure and features matching or complementing the surrounding landscape.</p>
<p>PO8 Outdoor proposed, outdoor lighting of use and reference to allow the visibility of walking pedestrians or cyclists at night. Minimal or additional details.</p>	<p>AO8 Night lighting from any proposed structure within boundaries shall meet AS/NZS 1363 and the Australian Standard for Outdoor Lighting.</p>

COMPLIES – (PO7/AO7) The proposed development can incorporate at least 3 of the 6 required design elements.

COMPLIES – (PO8/AO8) Any outdoor lighting proposed will comply with the Australian Standard.

<p>PO10 If landscaping is provided the landscape shall extend beyond all development and create the appearance of the built form. The majority of landscaping is to be the residential use the proposed street frontage of the development.</p>	<p>AO10.1 Design in the Rural zones, as indicated on Rural Modelling of products of the Township zones shall be landscaped.</p> <p>AO10.2 Landscaping including topsoil and is provided: (a) at the lot and site development the tree-covered landscape areas and the landscape present on the Township zone; or (b) at the lot and site development be the Commercial products of the Township zone or the street frontage landscape back from the front boundary.</p>
Access	
<p>PO11 The development has walls, doors and structural members to a public road.</p>	<p>AO11 The development is provided with: (a) walls, doors and structural members; or (b) access to a public road or structural members not required on the lot.</p>
Access, Manoeuvring and Parking	
<p>PO12 The proposed development construction sufficient car parking and other to meet the public parking demand of the use of any part of the lot.</p>	<p>AO12 Car parking is provided at rates as per table 4.1.2.</p>
<p>PO13 The proposed development must have a drainage to collect all the rainwater.</p>	<p>AO13 All paved surfaces and structures are fitted with a stormwater, gully pipe, manholes, gutter pipes, down pipes and down pipes by a structural retention of the lot.</p>

COMPLIES – PO10/AO10.1 – (Note: AO10.2 N/A) 10% of the site is available for landscaping.

COMPLIES – PO11 /AO11 – direct vehicular access is provided to/from High Street.

COMPLIES – PO12/AO12 – Table 6.3.1.2 = 1 covered space is provided for each unit. Complies with PO, as the units are only one bedroom.

COMPLIES – PO13/AO13 – clear vehicular access will be provided.

<p>PO14 The location of driveways does not create a danger to the safety and efficiency of existing intersections.</p>	<p>AO14.1 Driveway access is from the secondary lower order road where located on a corner allotment.</p>
	<p>AO14.2 The minimum distance of a driveway from an intersection of one street with another is 6m.</p>
<p>PO15 The design of access, parking and manoeuvring within the site: (a) is adequate for the type and volume of traffic generated by the use; (b) does not adversely impact on the traffic network external to the site; (c) caters for safe pedestrian access; (d) provides appropriate parking space/s and access for people with a disability.</p>	<p>AO15.1 Vehicle crossovers and driveways are designed in accordance with 'Far North Queensland Regional Organisation of Councils (FNQROC) Regional Development Manual'.</p>
	<p>AO15.2 Disabled access is provided in accordance with the <i>Disability (Access to Premises – Buildings) Standards 2010</i>.</p>
	<p>AO15.3 Car parking and manoeuvring areas are designed in accordance with: (a) AS2890.1 – Parking Facilities; (b) Austroads AP-34/95 - Design Vehicles and Turning Path Templates.</p>
Infrastructure and Services	
<p>PO16 The development is supplied with an appropriate level of infrastructure to service the intended use.</p>	<p>AO16 Premises within the Township zone are connected to telecommunications and have electricity supply. OR In the Rural zone telecommunications and electricity supplies are provided and designed and installed to supplier standards.</p>
<p>PO17 All development has an adequate supply of potable water and can provide for appropriate treatment and disposal of effluent and other waste water.</p>	<p>AO17.1 In the Township zone, all development is connected to Council's reticulated water supply network in accordance with 'Far North Queensland Regional Organisation of Councils (FNQROC) Regional Development Manual'; OR In the Rural zone, a potable water supply is provided.</p>
	<p>AO17.2 An effluent disposal system is provided in accordance with ASNZ 1547 On-Site Domestic Wastewater Management (as amended).</p>
<p>PO18 Stormwater is collected and discharged to ensure no impacts on adjoining land owners, Council or State infrastructure, while also ensuring environmental values of waters in the shire are maintained.</p>	<p>AO18 Stormwater drainage is provided in accordance with 'Far North Queensland Regional Organisation of Councils (FNQROC) Regional Development Manual'.</p>
Council Assets	
<p>PO19 Development does not adversely impact on Council infrastructure.</p>	<p>AO19 All proposed structures and buildings are clear of any Council easements and underground infrastructure located within the site boundaries.</p>

COMPLIES – PO14/AO14.1 & 2 with PO14 and PO14.2 and provides a safe access.

COMPLIES – PO15/AO15.1, 2 & 3 with the Australian Standards.

COMPLIES – PO16/AO16 with connections to available urban services.

COMPLIES – PO17/AO17.1 & 2 with reticulated water provision and Australian Standards for effluent disposal.

COMPLIES – PO18/AO18 will drain to a lawful point of discharge.

COMPLIES – PO19/AO19 will comply.

Dual Occupancy and Multiple Dwellings	
<p>PO22 The design, appearance and form of development for a Dual Occupancy or a Multiple Dwelling reflects a high standard and permanent form of accommodation that complements the character of existing residential development in Etheridge Shire.</p> <p><i>Editor's note: Dwellings having the appearance of relocatable dwellings or other temporary structures are discouraged and unlikely to meet this performance outcome. However, this provision is not intended to preclude creative or adaptive building design outcomes where exhibiting strong architectural merit and visual appeal.</i></p>	<p>AO22 The Dual Occupancy or Multiple Dwelling development complies with the following design parameters:</p> <ul style="list-style-type: none"> (a) 6m setback from the primary road frontage for all buildings and structures; and if a corner site 3m setback from the secondary road frontage; (b) 2m setback from side and rear boundaries for all buildings and structures; (c) one (1) vehicular access to the site, unless a corner site and then maximum of two (2) driveways, each located a minimum of 6m from the corner boundary of the intersection to each street frontage; (d) car parking and services are located at the side or rear of the building; (e) buildings address the street and have the main entry or windows on the front facade.
For assessable development	
Building design and amenity	
<p>PO23 New development retains the character and amenity of the area, including minimising or avoiding adverse impacts from:</p> <ul style="list-style-type: none"> (a) heavy vehicle or traffic generation on residential roads; (b) reduction in visual amenity by way of layout of the premises and inappropriate presentation to the street; (c) emissions such as air pollutants, noise, stormwater run-off or other pollutants. 	<p>AO23 No Acceptable outcome provided.</p>

COMPLIES – PO22/AO22 (b), (c), (d) and (e). AO22 (a) is discussed below in a section of this report entitled Other Issues.

COMPLIES – PO23/AO23 the proposed use is residential and traffic loads are acceptable. The development is one storey in height and will not detrimentally impact on visual amenity.

Stormwater runoff will be controlled, and no air pollution, noise or other pollutants are expected.

Wastewater	
<p>PO24 Wastewater discharge to a waterway is avoided or managed in a way that maintains ecological processes, riparian vegetation, waterway integrity, and downstream ecosystem health.</p>	<p>AO24 Wastewater from development is not discharged to a waterway; OR Where wastewater discharge to a waterway is unavoidable, a Wastewater Management Plan (WWMP) is submitted and implemented which: (a) provides a waste management hierarchy that minimises wastewater discharge to waterways by re-use, recycling, recovery and treatment for disposal to sewer, surface water and groundwater; (b) is prepared by a suitably qualified person and addresses: i. wastewater type; ii. climatic conditions; iii. water quality objectives (WQOs); iv. best-practice environmental management.</p>

COMPLIES – PO24/AO24 – the effluent disposal system will comply with the relevant Australian Standards.

Other Issues

The proposed development is non-compliant with the building setback provisions for Multiple Dwellings, outlined in PO22/AO22 of the General Development Code, specifically:

- (a) 6 metres setback from the primary road frontage.

The front boundary setback of the 3 units varies from 3.2 metres, 10.5 metres and 2.8 metres. The staggered setback provides for improved amenity and privacy for resident of the units. The rear and side boundary setbacks comply. The encroachment into the front boundary setback by 2 of the 3 units is considered acceptable.

Section 1.6 of the Planning Scheme – Building Work Regulated Under the Planning Scheme, identifies that Part 4 of the Planning Scheme regulates building work in accordance with sections 32 and 33 of the Building Act 1975.

In this instance, as a Multiple Dwelling development, the building setbacks specified in the Planning Scheme apply and the encroachment to the front boundary setback by 2 units will be conditioned to specify a maximum permitted encroachment.

REFFERAL AGENCIES

Not Applicable, State referral not required.

PUBLIC NOTIFICATION

During the Public Notification period no submissions were received.

STATEMENT OF REASONS

The proposed development is recommended for approval as it will provide much needed staff housing in Georgetown and increase, in a modest way, the mix of housing types available in Georgetown.

There is, general, compliance with the relevant Codes of the Etheridge Shire Planning Scheme 2020:

- Township Zone Code; and
- General Development Code.

In summary, the proposed development complies with the Planning Scheme and is recommended for approval, subject to reasonable and relevant conditions.

RECOMMENDATION

That the Council resolve:

In accordance with the Planning Act 2016 as amended, the applicant be notified that the application for a Development Permit for Material Change of Use – (Multiple Dwellings 3 x 1-bedroom units) on a site located at 51 High Street Georgetown, being Lot 6 SP194675, is approved subject to the conditions detailed below.

A. ASSESSMENT MANAGER CONDITIONS (COUNCIL)

1. The development shall be undertaken substantially in accordance with the submitted documentation and submitted Plans, prepared by CA Architects, except where modified by any conditions below, to the satisfaction of the Chief Executive Officer or delegate:

Proposed Site Plan	Dileigh Civil/Structural Design & Project Management	D22.539 -AO1	Undated
3D Views	Dileigh Civil/Structural Design & Project Management	D22.539 – AO2	Undated
I Bedroom Cabin	WeBuildUm	Not Stated	Undated
Floor Plan	WeBuildUm	Drawing Number: A101- Revision B	Undated

Elevations	WeBuildUm	Drawing Number: A102- Revision B	Undated
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2. Any future work on the site shall be carried out generally in accordance with any relevant Council requirements and State legislation and to the satisfaction of the Chief Executive Officer or delegate.
3. If unactioned, this development approval lapses six (6) years after the day that the development approval takes effect, unless extended under the Planning Act 2016.
4. Should any of the Council's assets be damaged during the construction of any new associated works the cost of the reinstatement of all such assets shall be met by the applicant/proponent, to the satisfaction of the Chief Executive Officer or delegate.
5. The connection of the development to an on-site effluent disposal system is required to be undertaken in compliance with the Site Classification and Wastewater Management System report, prepared by Earth Test, dated February 2023 and any other relevant State legislation or requirements, to the satisfaction of the Chief Executive Officer or delegate.
6. The site and the development are required to discharge stormwater to a lawful point of discharge, to the satisfaction of the Chief Executive Officer or delegate.
7. Building setback encroachments are limited to those shown on the submitted Plans and specifically:
 - a. 6.0 metre Front Boundary Setback – Southern unit, maximum encroachment of 2.8 metres, Northern unit, maximum encroachment of 3.2 metres;

All to the satisfaction of the Chief Executive Officer or delegate.
8. The access driveway is to be hardstand/sealed and a hardstand/sealed apron connection is required to the sealed carriageway of High Street, to the satisfaction of the Chief Executive Officer or delegate.
9. Landscaping of 10% of the site area, being 87m², is required with trees and shrubs native to the local area, to the satisfaction of the Chief Executive Officer or delegate.
10. All units are to be connected to the reticulated urban services, to the satisfaction of the Chief Executive Officer or delegate.
11. Perimeter fencing of the site to side and rear boundaries is permitted, if considered warranted, to the satisfaction of the Chief Executive Officer or delegate.

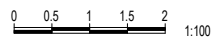
E A TAYLOR
Consultant Planner

APPENDIX: 1



PROPOSED SITE PLAN

SCALE 1 : 200



SCALES mm

FULL SIZE A3

PRELIMINARY
NOT FOR CONSTRUCTION

REV	REVISION DESCRIPTION	DATE



ACN 121 309 171
47 Normanby Street
Yeppoon, Queensland 4703
Phone: 07 49112553
Fax: 07 49383660
Email: admin@dileigh.com.au

Drawn	CD
Designed	GB
Checked	GB
Approved	G BROWN
RPEQ 7682	Sign
03.02.2023	

SHEPHERD
PROPOSED CABINS
51 HIGH STREET, GEORGETOWN
PROPOSED SITE PLAN

Dwg No.	D22.539- A01
Revision	BUILDING DESIGN



PRELIMINARY
NOT FOR CONSTRUCTION

REV	REVISION DESCRIPTION	DATE

DILEIGH
CIVIL / STRUCTURAL DESIGN & PROJECT MANAGEMENT

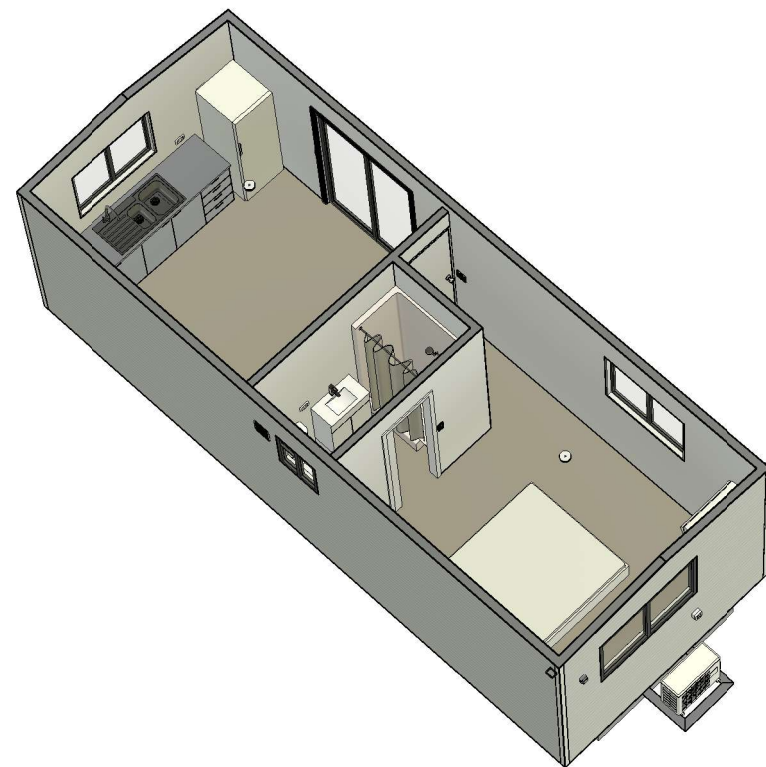
ACN 121 309 171
47 Normanby Street
Yeppoon, Queensland 4703
Phone: 07 49112553
Fax: 07 49383660
Email: admin@dileigh.com.au

Drawn	CD
Designed	GB
Checked	GB
Approved	G BROWN
RPEQ 7682	Sign

SHEPHERD
PROPOSED CABINS
51 HIGH STREET, GEORGETOWN
3D VIEWS

Dwg No.	D22.539- A02
Revision	BUILDING DESIGN

SCALES mm FULL SIZE A3



DRAWING LIST

SHEET NUMBER	SHEET NAME	CURRENT REVISION
A000	TITLE PAGE	B
A101	FLOOR PLAN	B
A102	ELEVATIONS	B
A103	SECTIONS	B
A104	SCHEDULES	B

ROB JAGGER
8.4 x 3.25m 1 BEDROOM CABIN



16 Old Pacific Hwy, Yatala QLD 4207

P: (07) 3807 7668

WIND REGION:		N
TERRAIN CATEGORY:		3
IMPORTANCE LEVEL:		TBC
SHIELDING FACTOR:		TBC
BUILDING CLASS:		TBC
FLOOR LOADS	DISTRIBUTED (kPa):	TBC
	CONCENTRATED (kN):	TBC
CLIMATE ZONE:		TBC

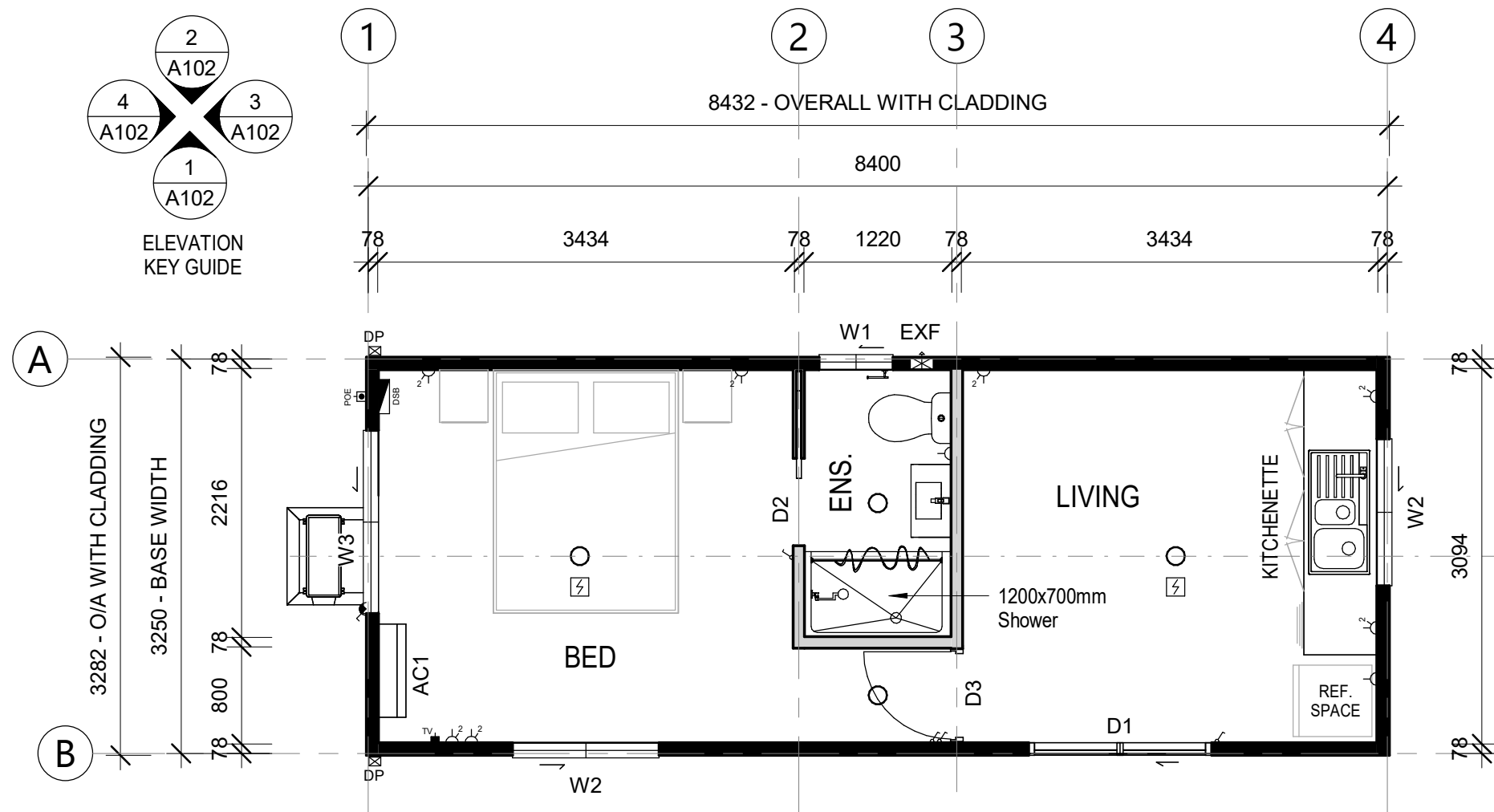
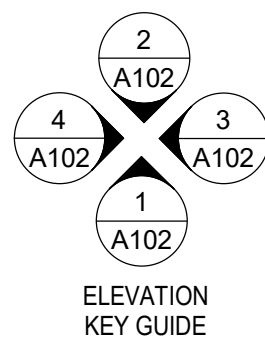


FLOOR LOADS CALCULATED FROM AS1170.1 - 2002. WIND SPEED CALCULATED FROM AS1170.2 - 2011. BUILDING CLASS, IMPORTANCE LEVEL, PROBABILITY OF EXCEEDANCE, WIND REGION, TERRAIN CATEGORY, TOPOGRAPHIC CLASSIFICATION, SHIELDING FACTOR, CLIMATE ZONE & NORTH POINT ARE ASSUMED UNLESS OTHERWISE ADVISED BY CLIENT.

ELECTRICAL SYMBOL LEGEND

	ELECTRICAL SWITCHBOARD
	ELECTRICAL POINT OF ENTRY
	LIGHT SWITCH, SINGLE
	GPO, 1 x 10AMP
	GPO, 2 x 10AMP
	100mm LED DOWNLIGHT
	240V SMOKE ALARM

SET OUTS, LEVELS AND CRITICAL DIMENSIONS TO BE CONFIRMED ON SITE PRIOR TO FABRICATION
DO NOT SCALE FROM THIS DRAWING, USE FIGURED DIMENSIONS
ALL CONSTRUCTION TO COMPLY WITH NATIONAL CONSTRUCTION CODE OF AUSTRALIA (NCC) AND RELEVANT AUSTRALIAN STANDARDS



FLOOR PLAN

1 : 50

REVISION SCHEDULE			
REV	DESCRIPTION	DATE	BY
A	ISSUED FOR REVIEW	07.12.22	DM
B	ROOF TYPE CHANGED TO GABLE	16.02.23	DM

DRAWING STATUS

ISSUED FOR REVIEW



16 Old Pacific Hwy,
Yatala QLD 4207
E: adrian@webuildum.com.au
P: (07) 3807 7668
QBCC LIC: 76524

DESCRIPTION
8.4 x 3.25m 1 BEDROOM CABIN

CLIENT
ROB JAGGER

SHEET TITLE
FLOOR PLAN

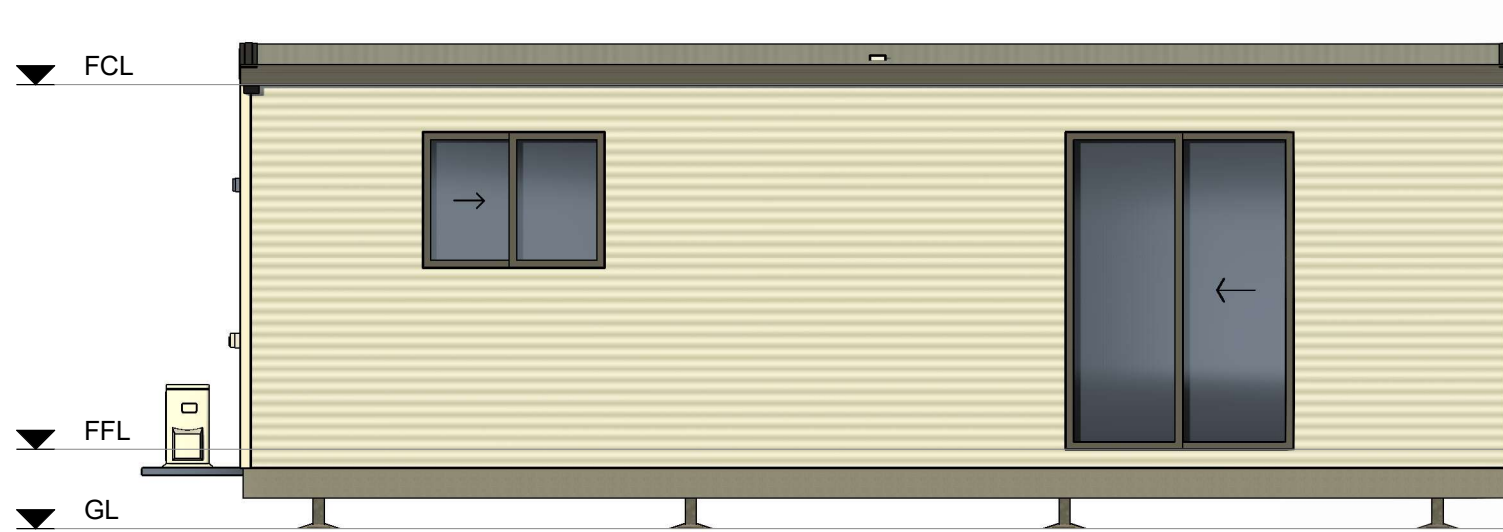
DRAWING NUMBER
A101

REVISION
B

SCALE AT A3
1 : 50

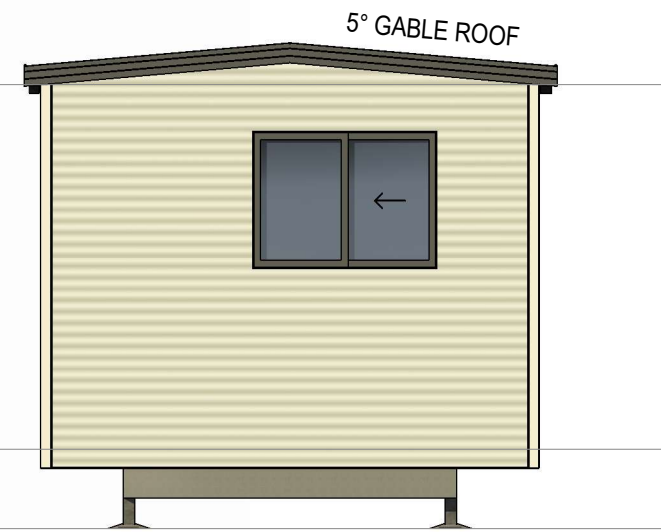
16/02/2023 4:33:05 PM

SET OUTS, LEVELS AND CRITICAL DIMENSIONS TO BE CONFIRMED ON SITE PRIOR TO FABRICATION
DO NOT SCALE FROM THIS DRAWING, USE FIGURED DIMENSIONS
ALL CONSTRUCTION TO COMPLY WITH NATIONAL CONSTRUCTION CODE OF AUSTRALIA (NCC) AND RELEVANT AUSTRALIAN STANDARDS



FRONT ELEVATION

1 : 50



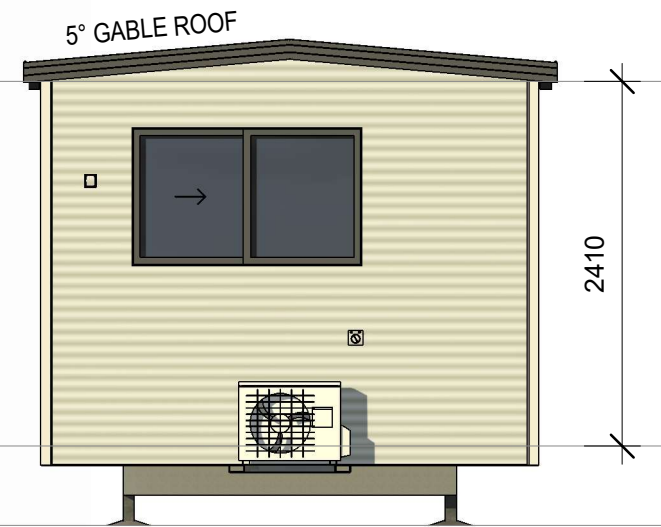
RIGHT ELEVATION

1 : 50



FRONT ELEVATION

1 : 50



LEFT ELEVATION

1 : 50

REVISION SCHEDULE			
REV	DESCRIPTION	DATE	BY
A	ISSUED FOR REVIEW	07.12.22	DM
B	ROOF TYPE CHANGED TO GABLE	16.02.23	DM

DRAWING STATUS

ISSUED FOR REVIEW



16 Old Pacific Hwy,
Yatala QLD 4207
E: adrian@webuildum.com.au
P: (07) 3807 7668
QBCC LIC: 76524

DESCRIPTION
8.4 x 3.25m 1 BEDROOM CABIN

CLIENT
ROB JAGGER

SHEET TITLE
ELEVATIONS

DRAWING NUMBER
A102

REVISION
B

SCALE AT A3
1 : 50

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Etheridge Shire Council

DIRECTOR ENGINEERING SERVICES

Briefing Report

1 Update

Welcome to my April Briefing Report, it is great to be back at Etheridge.

2 Operational Plan Matters

The bulk of works have been around the opening of roads around the shire. At this stage emergent works are ahead of schedule

3 Emmerging Issues

The Genex hydro and Genex wind projects are both needing access to site for oversize loads. At this stage Council has denied access to Kidston via the Forsayth - Eianasleigh Road, so both projects are looking to utilize the Gregory Development road from the Oasis. Genex hydro require access in July 2023 whereas Genex wind require continual access through-out the dry of 2024. Officers will continue to work with both parties to reach an equitable solution.

4 Projects

Charleston Dam

The Charleston Dam Project continues .

- Fish Ladder
 - DAF have given provisional approval for Council to proceed with an amendment to the original approval for the fish ladder, this opens the way for the design process to proceed. Tenders for the design will be called for shortly.
- Dam Certification
 - The dam is yet to be fully certified. GHD have provided the completion report which identifies a number of issues that need to be addressed before they can certify the dam. A meeting with DAF, GHD and Council Officers is suggested to develop a clear plan to resolve all issues.
- Water main to Recreation Area
 - A new water line which connects the tanks at the recreation area into the Forsayth line is currently being constructed. This will remove the need for water trucks to be filling these tanks and the tanks should remain full at all times. The broken water pipe in the vicinity of the BBQ shelters will be fixed at the same time.
- Fencing
 - Some fencing work remains to be completed. This will occur shortly and all gates will then be locked. The security compound fence at the tank site has been completed, some additional cattle fencing will tie the security fence into existing fences.
- Shed at Tank Site
 - The shed at the tank site is scheduled to be erected by the end of April.

Flood Repairs

- Inspections have been completed and it is expected that approvals will allow works to commence in June.
-

TMR

Work on the short section of the GDR (between the sections completed last year) is scheduled to commence around the end of April depending on TMR approvals....

Preparation is well underway for the next 5.0km section of the Kennedy Development Road. Drainage structures are due for delivery to site by the end of April.

Over the past month

- | | | |
|---------|------------|-----------------------------------|
| • 17-03 | Cairns | FNQROC RRTG Meeting |
| • 20-03 | Georgetown | EMT |
| • 20-03 | Georgetown | Road Works |
| • 22-03 | Online | FNQROC RRR Plan |
| • 24-03 | Mossman | FNQROC Water aAlliance |
| • 27-03 | Online | Genex Wind Farm Meeting |
| • 27-03 | Online | FNQROC RRR Plan Executive Summary |
| • 27-03 | Georgetown | EMT |
| • 28-03 | Georgetown | Engineering Services Team meeting |

Next month

- | | | |
|---------|------------|--------------------------|
| • 03-04 | Georgetown | Supervisors |
| • 04-04 | Pennyvale | Pennyvale Road Condition |
| • 05-04 | Georgetown | Sustainabilty Meeting |
| • 06-04 | Georgetown | Recoverable Works |
| • | | |

Alan Clark
Director Engineering Services



Etheridge Shire Council

General Meeting	19 April 2023
Subject	Grant for Bridge over Queenslander
Classification	Open
Author	Alan Clark, Director Engineering Services

EXECUTIVE SUMMARY

Council has received notification of a successful grant application to construct a bridge over the Queenslander on the Cobbold Gorge Road. The grant is for \$800,000 and is on an 80/20 basis, thus Council's contribution will be \$200,000 as part of the overall \$1M project.

RECOMMENDATION

That Council directs the CEO to complete all necessary paperwork to accept the grant and to program the works.

BACKGROUND

The Cobbold Gorge Road is a vital road that provides access to properties in the south-western part of the Shire, and among other things; the tourist attraction of Cobbold Gorge, the Agate fields and most importantly the Forsyth Airfield. During the wet season the existing causeway at the Queenslander can become impassable which can prevent access south but also prevents the Flying Doctor Service from reaching patients in or around Forsyth

LINK TO CORPORATE PLAN

Corporate Aim No.1 A sustainable transport network that meets community needs
Outcome 1.1 Shire rural roads are all weather, town streets are bitumen with footpaths, kerb, channelling and drainage.

BUDGET & RESOURCE CONSIDERATIONS

The design and construct process is likely to extend over the 2023/2024 and 2024/2025 financial years thus the \$1M will need to be budgeted for over that period. Council's contribution of \$200,000 may be sourced from another funding program.

LEGAL CONSIDERATIONS

Council will need to adhere to all processes as documented in the funding agreement.

POLICY IMPLICATIONS

Council's Procurement Policy will need to be adhered with.

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:
ALAN Clark, Director of Engineering Services	Ken Timms, Chief Executive Officer
Date 31/3/2023	Date:

ATTACHMENTS



Etheridge Shire Council

General Meeting	19 April 2023
Subject	Mount Surprise Long-Distance Coach Stop
Classification	Open
Author	Alan Clark, Director Engineering Services

EXECUTIVE SUMMARY

The need for a new coach stop at Mount Surprise has been raised by community members. Council has requested support from Transport and Main Roads (TMR) who have advised that all such infrastructure projects are supported on a 50/50 co-funding partnership arrangement between TMR and Councils. TMR further suggested that such a project would likely cost in the vicinity of \$80,000 and that Council could apply at any time.

RECOMMENDATION

1. That Council consider allocating \$40,000 in the up-coming 2023/2024 financial year budget, and
2. Council immediately apply for approval and grant assistance from the TMR.

BACKGROUND

Community members have raised the need for an upgraded coach stop at Mount Surprise. Some discussion has taken place which suggested that a new coach stop would be best positioned opposite the BP service station Translink, which is a division of the TMR is responsible for buses and associated infrastructure across Queensland. Translink has two active grant funds for bus/coach stops and Councils can apply at any time. All such funding is on a 50/50 basis. Translink has provided approved plans and a recommended supplier, although Council may do their own design provided that it meets all Disability Discrimination Act (DDA) and all appropriate Australian Standards.

LINK TO CORPORATE PLAN

Corporate Aim No.1 A sustainable transport network that meets community needs
Outcome 1.3 There are multiple public transport options.

BUDGET & RESOURCE CONSIDERATIONS

This project is estimated to cost \$80,000 on a 50/50 arrangement, thus Council's contribution is likely to be approximately \$40,000. The project may be considered for inclusion in the 2023/2024 financial year budget.

CONSULTATION

Consultation has occurred with TMR and elements of the Mount Surprise community. If approved, further consultation around detailed sighting of the facility will occur with the Mount Surprise community.

LEGAL CONSIDERATIONS

This project would be constructed to meet the DDA and all appropriate Australian Standards.

The site is on a State Road and as such the TMR will need to approve the design, sighting and construction of the facility.

POLICY IMPLICATIONS

The procurement process will be conducted in accordance with Council's Procurement Policy

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:

Alan Clark, Director Engineering Services

Date: 30/3/2023

Report Authorised By:

Ken Timms, Chief Executive Officer

Date:



Etheridge Shire Council

General Meeting	19 April 2023
Subject	Percyvale Station Access Road
Classification	Open
Author	Alan Clark, Director Engineering Services

EXECUTIVE SUMMARY

The owners of Percyvale Station wrote to Council in 2022 requesting that Percyvale Road be re-aligned to remove a dangerous bend and to improve access for heavy vehicles. This request was supported by the owner of the adjoining station, 'Old Robin Hood'. Council resolved that the Engineering Department put forward a Budget proposal for Council's consideration, the CEO wrote to the owners of Percyvale Station advising them of this. This report provides a preliminary estimate to complete the works.

RECOMMENDATION

That at the next Budget meeting, Council considers allocating a sum of \$40,000 in the 2023/2024 financial year budget to complete these works.

BACKGROUND

There have been issues and complaints regarding Percyvale Road for a number of years. Most of these complaints have involved access for heavy vehicles, particularly around steep creek/causeway crossings and bends that are not trafficable by trucks with trailers. More recently a station vehicle lost control and rolled on the bend that Station owners have identified as being dangerous

A site visit on 4 April 2023 revealed that the suggested method of straightening the bend would rectify the horizontal and vertical curve issues but would be difficult and expensive. An initial on-site estimate was \$180,000 to \$200,000. An alternate method of straightening the bend whilst still using the existing causeway exists. The approach on the Percyvale Station side can be cut down to improve the vertical curve issues and the straightening can remove the horizontal curve issues. An initial on-site estimate was \$30,000 - \$40,000. A more detailed estimate will be completed shortly.

LINK TO CORPORATE PLAN

Corporate Aim No.1 A sustainable transport network that meets community needs

Outcome 1.1 Shire rural roads are all weather, town streets are bitumen with footpaths, kerb, channelling and drainage

BUDGET & RESOURCE CONSIDERATIONS

A preliminary estimate for this work is \$40,000. For the project to proceed specific funding will need to be allocated in the upcoming budget.

CONSULTATION

Engineering staff attempted to meet the owners of Percyvale Station on site to discuss their request but this was not possible in the short term. The outcome of the site visit has been discussed with the owners.

LEGAL CONSIDERATIONS

Nil.

POLICY IMPLICATIONS

.All procurement will be in accordance with Council's Procurement Policy.

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

The risk assessment of doing this work is low and it will improve safety on the section of the road.

Report Prepared By:

Report Authorised By:

Alan Clark, Director Engineering Services

Ken Timms, Chief Executive Officer

Date: 5 April 2023

Date:



Etheridge Shire Council

General Meeting	19 April 2023
Subject	Supply and Delivery of One Grader
Classification	Open
Author	Allan Parry Infrastructure Services Operations Manager

EXECUTIVE SUMMARY

The 2023/2024 budget provides for the procurement of One New Grader with replacement budget of \$460,000. Due to delays in delivery of plant a decision was made to call tender for this grader in March 2023 with delivery July August 2023.

In accordance with relevant legislation and the Etheridge Shire Council Procurement Policy. Tenders for this plant were sourced though Local Buy tender arrangements Heavy Plant Machinery Equipment NPN2.15-2.

Caterpillar is one of the world's leading brands, which has a reputation for its support services and parts availability. An important feature of the recommendation is that the workshop is geared up to maintain and service Cat equipment.

The tender evaluation process was completed and the detail of each Tender is provided in this report.

RECOMMENDATION

That Council resolves to accept the following Tender from Hasting Deering for Supply of One Graders delivery July next financial year 23/24

Items for Trade	Recommended Tender	Purchase Price GST Excl
6078 12M Motor Grader	Hastings Deering (150-14A Motor Grader)	\$460,000.00

BACKGROUND

Tender documentation as per Local Buy NPN2.15-2 for Plant Machinery Equipment was sent to Hastings Deering, CJD Equipment Pty Ltd, Earthmoving Equipment Australia, Komatsu Australia and RDO Equipment. Only three responses were received back through vendor panel from Hasting Deering, Komatsu Australia and RDO Equipment.

Council currently have a number of Caterpillar Graders in the fleet which the workshop carry spares and services filters for to be able to repairs and service to these machines. Council currently have a number of Caterpillar Graders in the fleet that have provided trouble free service and reliability.

Tenders Received

Company Name/Model of Motor Grader	Quoted Cost Excl GST	Trade Offer Excl GST	Total Change Over Price Excl GST
Hastings Deering Grader 1 (150-14A 140m Replacement)	\$610,000.00	\$150,000.00	\$460,000.00
Hastings Deering Grader Option 2 (140-14A 12m Replacement)	\$560,000.00	\$150,000.00	\$410,000.00
RDO Equipment Grader 1 (John Deere 670GP)	\$618,181.82	\$165,000.00	\$453,181.82

Tender Assessment

The Assessment of tenders was in accordance with the principles set out in the Local Government Act 2009, which requires Council to accept the tender that is the most advantageous to it, having regard to the following principles outlined in the 'Conditions of Tender for Goods and Services' with reference to s104 (8).

- 9.1 *Tenders will be evaluated by reference to the sound contracting principles in section 104 (3) of the Local Government Act 2009, namely:*
- (a) *value for money; and*
 - (b) *open and effective competition; and*
 - (c) *the development of competitive local business and industry; and*
 - (d) *environmental protection; and*
 - (e) *ethical behaviour and fair dealing.*
- 9.2 *Each Tender will be evaluated using the information provided in the Tender Response.*
- 9.3 *If a Tender Response for a Tender is not fully completed or does not include all supporting documents and materials required by the Conditions of Tender or the Tender Response, the Tender may be rejected.*

Assessment of the Quotation was based on the following Selection Criteria and Rating Scale provided in the evaluation spread sheet attached. Below is a summarized version of the Panels assessment.

Hastings Deering (Two Options of Caterpillar Motor Grader 150-14A and 140-14A); With trade offer, well priced, good warranty 6 years/6000hr whichever comes first. There are two 150M motor graders in the Council fleet currently, which are performing exceptionally well. Workshop is set up with computer technology to quickly diagnose issues that may arise with Caterpillar Plant. 2000 hours of service filters supplied. Current ready to work date July 2023 pending Purchase Order submitted & confirmed by April 2023.

Hastings Deering have supplied two options the 140-14A replaces the 12M has not been considered due to it being equivalent to a 12M Grader which Council have one in the fleet but it is under sized for the work that these machines have to carry out in these remote area's. Especially coupled to a 14-foot mull board they are good for maintenance type work but struggle with heavy construction work. Delivery for these machines is also 9 to 11 months from supply of Purchase Order

The 150-14A 140M replacement was considered the best option to replace the 12M graders that Council currently have in the fleet. Even though they have not scored the highest the panel believe they represent the best value for money based on Council current fleet of graders.

RDO Equipment (John Deere 670GP Motor Grader); very good trade offered, warranty full machine 84 months or 7000hrs, At time of submission, there are 2 units available in August 2023 and 1 in September 2023. Delivery to be 8-10 weeks after next available unit. The workshop would also require training in the servicing and repairs of these machines. There would also be a requirement to stock a range of filters and part for these machines that are not currently stocked in Councils store.

Whilst the John Deere grader has a better warranty, better trade and is on par with the Cat 150M and is cheaper by \$6,818.18 Excl GST the assessment team believe the Cat 150M is the better option due to already having two of these machines in the fleet and the workshop being tooled up for Caterpillar Machinery.

[LINK TO CORPORATE PLAN](#)

Corporate Objective No. 1 – *Developing a resilient transport infrastructure and connectivity to support current and future industry.*

Strategy No.	Strategy	Measure
1.1.2	Review and update the comprehensive asset management strategy to support the maintenance, replacement and enhancement of Council's road and air services assets	Asset management plan reviewed and updated

BUDGET & RESOURCE CONSIDERATIONS

This report and the recommendation contained within will have no impact on the 23/24 budget.

LEGAL CONSIDERATIONS

Local Government Act 2009.

POLICY IMPLICATIONS

The procurement process conducted in accordance with Council's Procurement Policy

CONSULTATION

Acting Director of Engineering Services, Workshop Supervisor and Staff

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 (D2)

Report Prepared By:	Report Authorised By:
Allan Parry Infrastructure Services Operations Manager	Ken Timms, Chief Executive Officer
Date: 02/04/2023	Date:

ATTACHMENTS

- A. RFX Summary Report
- B. Response Docs

Quote

RDO Equipment Pty Ltd
 147 Archerfield Rd
 BRISBANE QLD, 4077
 Phone: 07 3564 4400 - Fax: 07 3275 4800
 A.B.N. 58 060 286 759 A.C.N. 060 286 759



Proposal for:
 ETHERIDGE SHIRE COUNCIL
 PO BOX 12
 GEORGETOWN, QLD, 4871

Date: 9/03/2023
Pricing Valid Until: 23/03/2023
Deal Number: 183618
Customer Account#: 3843007
Sales Professional: Derek Jeffers
Phone: 07 3564 4435
Fax:
Email: Derek.Jeffers@rdo.com.au

Comments

The hours () value listed assumes that the forecast hours () has not been exceeded and that the machine is still the same condition as when it was evaluated, allowing for fair wear and tear. It is hereby agreed that should this not be the case then a further evaluation of the machine will be undertaken to determine the current value of the equipment.

Equipment Information

Quantity	Serial Number Stock Number Engine Number	Status / Make / Model Additional Items	Cash Price
1	1DW670GPVPD716632 X162023 RG6090L150777	New JOHN DEERE 670G Prep / Reconditioning Blade lift accumulators (BYT12180) Prep / Reconditioning Spare wheel and tyre carrier - vertical style Outside Parts and Labor Spare wheel and tyre Prep / Reconditioning Extend air intake with factory pre-cleaner to above roof height Prep / Reconditioning 24V air compressor with reservoir tank, comes with 10m of line, tyre inflator and blower attachment Prep / Reconditioning LED beacons x 2 mounted on roof in protective cages Prep / Reconditioning Light protection kit Prep / Reconditioning Front axle guard Prep / Reconditioning Seed screens fitted Prep / Reconditioning Factory precleaner to sir conditioner Prep / Reconditioning Window tinting - T35 grade Prep / Reconditioning 2kg fire extinguisher mounted inside the cabin Prep / Reconditioning 9kg fire extinguisher - mounted externally Prep / Reconditioning Battery isolator - lockable Prep / Reconditioning Jump start receptacle Prep / Reconditioning Heavy duty canvas seat cover Prep / Reconditioning AM/FM/CD/USB/Bluetooth radio Prep / Reconditioning GME TX4500 UHF radio with GME AE4005 aerial Outside Parts and Labor Operators, Parts and Service manuals in hard copy x 1 and on USB Outside Parts and Labor Trimble 2D-3D ready blade control system Prep / Reconditioning Onsite training and induction Freight Out Delivered to Georgetown Depot Prep / Reconditioning First 2000 hours of filters supplied Warranty -John Deere Comprehensive - Full Machine-84 Months, 7000 Hours,Deductible: 0, Exp Date: 6/03/2030 Outside Parts and Labor QLD Conditional Registration to common due date 1/12 Prep / Reconditioning Lockable steel toolbox - mounted to right rear flank Prep / Reconditioning Oversize signage and flags Prep / Reconditioning Risk assessment with safety stickers Prep / Reconditioning Accessories and Enviromental charge- includes full tank of fuel	\$618,181.82

Equipment Subtotal: \$618,181.82
 GST: \$61,818.18
 Total Sale Price: \$680,000.00

Trade Information

Serial Number	Year / Make / Model	Finance Payout	Trade In Hours	Trade In Value
CAT0012MVB9F01403	2012 CATERPILLAR 12M	\$0.00	0	(\$165,000.00)
				Total Trade in Value: (\$165,000.00)
				Trade Balance Owed: \$0.00
				Net Difference: (\$165,000.00)
				GST: \$16,500.00
				Total Trade In Allowance: \$181,500.00

Totals

Bank Account Details for Direct Payments:	Balance:	\$498,500.00
Bank: ANZ Banking Group Limited	Sub Total:	\$498,500.00
BSB: 014-657 Account No.: 7754 77613	Finance Payout:	\$0.00
Account Name: RDO EQUIPMENT PTY LTD	Order Confirmation Fee:	\$0.00
Please make cheques payable to: RDO EQUIPMENT PTY LTD	Balance Due:	\$498,500.00
LTD		

Equipment Options

Qty	Serial Number	Year / Make / Model	Description
1	1DW670GPVPD716632	2022 JOHN DEERE 670G	1030 DUAL JOYSTICK CONTROLS 1120 JOHN DEERE POWERTECH PLUS 9.0L MEETS TIER 3 / EU S 1220 130 AMP ALTERNATOR 1410 STANDARD FUEL & WATER FILTRATION 170K JDLINK 1820 ENGINE EXHAUST WITH FLAT BLACK MUFFLER FOR 9.0L 2060 14 FT. X 24 IN. X 7/8 IN. (4.27M X 610MM X 22MM) W 2605 ENGLISH MANUAL W/ ENGLISH LABELS & DECALS 2850 PREMIUM CIRCLE 4617 BRIDGESTONE VUT 5060 GRADE PRO LOW CAB W/ LOWER FRONT AND SIDE OPENING 5510 AUTOSHIFT TRANSMISSION 6140 GRADE PRO PREMIUM HEATED, LEATHER/FABRIC, HIGH-WID 6585 GRADE PRO CONTROLS W/1 FRONT AUXILIARY FUNCTION AN 6650 GRADE PRO CONTROLS - LEFT SIDE 6710 FRONT PUSH BLOCK 6810 REAR MOUNTED RIPPER/SCARIFIER COMBINATION WITH REA 7160 DELUXE GRADING LIGHTS (18 HALOGEN LIGHTS) 8120 24-TO-12 VOLT CONVERTER (30 AMPS PEAK / 25 AMPS CO 8210 EXTERIOR MOUNTED REARVIEW MIRRORS 8310 LOWER FRONT INTERMITTENT WIPER & WASHER 8410 AM/FM RADIO WITH AUX AND WEATHER BAND (WB) 8510 AIR CONDITIONER REFRIGERANT CHARGED 8830 REAR CAMERA (R4) 9275 LICENSE PLATE BRACKET AND LIGHT 9276 FRONT LICENSE PLATE BRACKET 9290 FLIP DOWN CAB BEACON BRACKET (RH) 9295 FLIP DOWN CAB BEACON BRACKET (LH) 9430 (9) EXTRA SCARIFIER SHANKS W/TEETH FOR REAR RIPPER 9450 REVERSIBLE OVERLAY END BITS 9480 HYDRAULIC REVERSING FAN 9820 WHEEL CHOCKS

10 March 2023

Chief Executive Officer
Etheridge Shire Council
41 St George Street
Georgetown Queensland 4871

Dear Chief Executive Officer,

Supply and Delivery of One New Motor Grader | VP348130

Thank you for the opportunity to quote to supply Etheridge Shire Council with Supply and Delivery of One New Motor Grader. Hastings Deering (Australia) Limited offers both the Cat 140 & Cat 150 in compliance with the issued specification.

The 140/150 Motor Graders have become the industry standard in operational efficiency and overall productivity. From building roads to maintaining them, 140/150 Motor Graders are designed to help you get more work done in less time. Unprecedented operator comfort and ease of service help to maximize your return on investment.

Both models feature revolutionary concepts in motor grader design: including a pair of advanced control joysticks which integrate 2D machine control and with the potential to easily upgrade to 3D control, a dynamic styling that opens up line of sight, an easy adjustment of the drawbar, circle and moldboard (DCM), a high torque drive system, an enhanced power management and Tier 3 emissions-compliant Cat C-Series engines with ACERT Technology.

Hastings Deering have prepared a competitive bid and have included:

- Caterpillar 140 Motorgrader Quotation (Refer Quote # 172257)
- Caterpillar 150 Motorgrader Quotation (Refer Quote # 172256)
- An increased **PREMIER EPP** (Extended Protection Period) covering all included Powertrain, Hydraulics & Technology components (refer Warranty & EPP Statement) to take **total coverage to 72 Months / 6,000 Hours**
- An exclusive HD Advantage subscription for the Extended Warranty period of the machine
- As a special consideration, Hastings Deering will absorb the cost of travel labour, vehicle mileage incurred during normal working hours for warranty repairs during the initial 6 months of the Caterpillar standard warranty period. All associated costs for accommodation, meals, serviceman expenses or air travel are to be considered a customer expense.

Hastings Deering has been selected as a panel member of Local Buy NPN2.15-2 Heavy Plant Machinery Equipment.

We look forward to discussing our offer with you. For any further enquiries, please contact your local Sales Representative, Grant Samson on 0427 794 296 or alternatively via email at grant.samson@hastingsdeering.com.au.

Yours sincerely



Greg Hewlett

Industry Account Manager Government

Hastings Deering (Australia) Limited

P: 131 CAT (131 228) | M: 0448 138 403 | E: greg.hewlett@hastingsdeering.com.au

10 March 2023

ETHERIDGE SHIRE COUNCIL

Supply and Delivery of One New Motor Grader

Tender Reference: VP348130

HDAL Reference: HD03086





4.0 Pricing Schedule

Pricing Schedule
If Hastings Deering Tender is accepted, I/We do hereby agree to supply goods strictly in accordance with the Conditions applicable to this Invitation is stated.
NOTE TOTAL TENDER PRICES MUST INCLUDE GST

Option 1 Quote # 172257	EX GST	GST	TOTAL
One Cat 140 Motorgrader Delivered Price – Without Trade	\$ 560,000.00	\$ 56,000.00	\$ 616,000.00
Plant # 6078 Caterpillar 12M Motor Grader	(\$ 150,000.00)	(\$ 15,000.00)	(\$ 165,000.00)
Cat 140 Motorgrader Total			\$ 451,000.00

Option 2 Quote # 172256	EX GST	GST	TOTAL
One Cat 150 Motorgrader Delivered Price – Without Trade	\$ 610,000.00	\$ 61,000.00	\$ 671,000.00
Plant # 6078 Caterpillar 12M Motor Grader	(\$ 150,000.00)	(\$ 15,000.00)	(\$ 165,000.00)
Cat 150 Motorgrader Total			\$ 506,000.00

Delivery (from date of Order)	140 – 9 -11 months 150 – Current ready to work date July 2023; pending Purchase Order submitted & confirmed by April 2023.
Extended warranty on Motor Grader	72 months / 6,000 Hours of PREMIER coverage with Equipment Protection Plan (EPP). Please refer to Appendix B Warranty & EPP

Appendix A | Machine Quotation

Hastings Deering





QUOTATION

QUOTE NUMBER | 172256-03

REVISION | 03

Mar 10, 2023

CATERPILLAR 150JOY3

PREPARED FOR

ETHERIDGE SHIRE COUNCIL THE CHIEF EXECUTIVE OFF

Hastings Deering (Australia) Limited
ABN 49 054 094 647

www.Hastingsdeering.com.au
Call 131 228

HEAD OFFICE
QUEENSLAND

NORTHERN TERRITORY

Kerry Rd Archerfield - PO Box 46 Archerfield QLD 4108
Brisbane - Cairns - Emerald - Gold Coast - Mackay - North
Coast - Mount Isa - Rockhampton - Toowoomba - Townsville
Darwin - Alice Springs - Gove



Hastings Deering



One (1) New Caterpillar Model: 150-14A MOTORGRADER with all standard features and additional specifications listed below:

BASE MACHINE STANDARD FEATURES

POWERTRAIN

Air cleaner, dual stage dry type radial seal with service indicator through messenger and automatic dust ejector
Air-to-air after cooler (ATAAC)
Belt, serpentine, automatic tensioner
Brakes, oil disc, four-wheel, hydraulic
Demand fan, hydraulic
Differential, lock/unlock
Drain, engine oil, ecology
Electronic over speed protection
Engine: -TND- C7 with ACERT, AWD-C9 with ACERT diesel, with automatic engine derate

and idle control.
Fuel-water separator
Muffler, under hood
Parking brake, multi-disc, sealed and oil cooled
Priming pump, fuel
Rear axle, modular
Sediment drain, fuel tank
Transmission, 8 speed forward and 6 speed reverse, power shift, direct drive
VHP Plus (Variable Horsepower Plus)
EIS (Engine Idle Shutdown)

ELECTRICAL

Alarm, back-up
Alternator, 80 ampere, sealed
Batteries, maintenance free, heavy duty, 1125 CCA
Breaker panel, ground accessible
Cab harness and electrical hydraulic valves
Electrical system, 24V
Grade Control Ready (Cab harness,

software, electrical hydraulic valves, bosses and brackets)
Lights, reversing
Lights, roading, roof-mounted
Lights, stop and tail, LED
Product link ready
Starter, electric

OPERATOR ENVIRONMENT

Accelerator
Air conditioning with heater
Arm and wrist rest, adjustable
Articulation, automatic return to center
Power Port
Centershift pin indicator
Coat hook
Cupholder
Display, digital speed and gear
Doors, left and right side with wiper
Gauge, machine level
Gauges (analog) inside the cab (includes fuel, articulation, engine coolant temp, engine RPM, and hydraulic oil temp)
Joystick, adjustable armrests
Joystick gear selection

centershift, front wheel lean and articulation and steering)
Joystick hydraulic power steering
Ladders, cab, left and right side
Lights, night time cab
Messenger operator information system
Meter, hour, digital
Mirror, inside rearview, wide angle
Power Port, 12V
Radio Ready, Entertainment
ROPS cab, sound suppressed 70dB(A) ISO 6394
Seat, cloth-covered, comfort suspension
Seat belt, retractable 76.2 (3")
Storage area for cooler/lunchbox
Throttle control, electronic
Windows laminated glass:

OPERATOR ENVIRONMENT (cont.)

Joystick hydraulic controls, (right/
left blade lift with float position,
blade sideshift and tip, circle drive,

-Fixed front with intermittent wiper
-Side and rear (3)
Cab storage

TIRES, RIMS, AND WHEELS

17.5R25 Tyres on (14" x 25") multi-piece rims

FLUIDS

Antifreeze Extended life coolant to -35C/-30F

OTHER STANDARD EQUIPMENT

Accumulators, brake, dual certified
Anti-glare paint
Bumper, rear, integrated with hitch
CD ROM Parts Book
Clutch, circle drive slip
Cutting edges, 152mm x 16mm (6" x 5/8")
curved DH-2 steel, 19mm mounting bolts (3/4")
Doors, 3 engine compartment, (two left
hand, one right hand,) locking
Drawbar, 6 shoe with replaceable wear strips
Electrical hydraulic valves, base 8
Endbits, 16mm (5/8") DH-2 steel,
19mm (3/4") mounting bolts
Fluid check, ground level
Frame, articulated with safety lock
Fuel tank, 416 liters (110 gallon)
Ground level engine shutdown

Ground level fueling
Hammer (emergency exit)
Horn, electric
Hydraulic lines for base functions
Lockout, hydraulic implement
(for roading and servicing)
Moldboard, 4267mm x 686mm x 25mm
(14'x 27" x 1")
Mounting, cab roof accessories
Pump, hydraulic, high capacity (98cc/6cu in)
Radiator, cleanout access
Secondary steering
Serviceability, LH side
SOS ports, engine, hydraulic,
transmission, coolant, fuel
Tandem walkway/guards
Tool box

MACHINE CONFIGURATION

150 14a Motor Grader	Guard, Transmission
Precleaner, Sy-Klone	Lights, Working, Plus, Halogen
Drain, Gravity, Engine Oil	Sound Suppression (Bottom)
Transmission, Autoshift	Fuel Tank, Standard
Push Plate, Counterweight	Camera, Rear Vision
Tires, 17.5r25 Bs Vkt * D2a Mp	Lights, Rooding, Halogen
Alternator, 150 Amp (Ac)	Australian Press Vessel Reg
Compressor/Tank, Air	Control,Auto Articulation-Full
Cat Msg Eng, W/Symb,Iso Decals	Coolant, 50/50, -35c (-31f)
Towing Group, 45 Mm Pin	Joystick Controls, Advanced
Headlights,Front, Low, Halogen	Grade Control X Slope
Guard Gp, Hitch	Shanks/Teeth, Ripper/Scarifier
Ripper/Scarifier	Circle Saver
Moldboard, 4.3m Plus	Australian Arrangement
Weather, Standard	Tooth, Straight
Installation Arr, Box	Roll On-Roll Off
Accumulators, Blade Lift-Box	Rust Prevent. For Hose Coupl.
Base + 1 (Rip)	Cert Emissions, Other Reg

DEALER PROVIDED FEATURES

Perform - Risk Assessment	GME Aem3 Am/Fm Radio Aerial
Risk Assessment Decals	GME Ae4005 Uhf Aerial Suit Tx4500 Radio
Queensland Conditional Registration	Radio UHF Tx4500
1.5kg Fire Extinguisher - Cabin	Beacon 107000 x 2
4.5kg Fire Extinguisher - External	Tyre Inflation Kit (Inc Cab Blower)
Sos1 Oil Analysis Starter Kit	Fan Reversing - Reversible Fan
Sos2 Replacement Oil Sampling Kits X 3	Tool Box underneath main frame
Supply 1000hr Pm Kits,Engine & Cab Air Filters	Cab - Air Blow Gun With 6mm Consertina Air Hose
Window Tint – T35	Front Axle Guard
Gray Canvas Seat Cover	Precleaner Bowl - Cab A/Con Intake
Floormat	Turbine Precleaner Extension – Engine Intake
Tyre Carrier On Ripper Frame	Guard group - Debris Screen grass
Replace - Product Link Cellular PI641 With Satellite	Modify – Shorten Front Work Light Mounting Bar Modify
Transport to Georgetown	- Engine Enclosure Doors Punch Vented Battery Jump
3D Ready Only System	Start Cable
Operator training at delivery	Battery Isolation Switch LS11001-01 (Disconnect Switch)
Paper Parts Manual	Light Guards - Heavy Duty
Paper Service Manual	Fuel Tank Guards

150-14A MOTORGRADER**PRICING INFORMATION**

	Ex GST	GST	Incl GST
SELL PRICE	\$610,000.00	\$61,000.00	\$671,000.00
SUBTOTAL	\$610,000.00	\$61,000.00	\$671,000.00
LESS TRADE-IN			(\$165,000.00)
INVOICE TOTAL			\$506,000.00

TRADE IN DETAILS

Model	Make	Serial Number	Year	Trade Value (Ex GST)
12M	CATERPILLAR	B9F01403	2012	\$150,000.00

EQUIPMENT PROTECTION PLAN

Standard Warranty: 12 Month / Unlimited Hours Caterpillar provides a comprehensive warranty for a period of 12 months from the date of delivery. Full details are provided on Caterpillar Warranty Statement.

Extended Protection Plan: **72 MONTHS / 6000 HRS PREMIER**

The coverage term for the New Machine EPP starts from the product delivery date and includes the standard machine warranty.

Hastings Deering can offer customised coverage plans to suit your preferred length, coverage type & utilisation.

HD ADVANTAGE

Hastings Deering will provide an aftersales condition monitoring service for the duration of the aforementioned Extended Protection Plan Period. This includes machine conditioning monitoring, PM Alerts, connectivity (via VisionLink Daily or my.cat.com as applicable) based on the agreed Hastings Deering's Sales Terms applicable to this Quote. Caterpillar's Data Governance Statement, together with Caterpillar's Global Privacy Statement and any applicable privacy notices which describe how information and data may be collected, shared and used, is available at <https://www.caterpillar.com/en/legal-notices/data-governance-statement.html>

ESTIMATED DELIVERY

To be confirmed at date of order acceptance by Hasting Deering.

FINANCE

For more information regarding financing your machine please contact Cat Finance on:

Phone: 03 9953 9024

Phone: 03 9953 9029

Email: CFALQLD@cat.com



QUOTATION

QUOTE NUMBER | 172257-01

REVISION | 01

Mar 10, 2023

CATERPILLAR 140JOY3

PREPARED FOR

ETHERIDGE SHIRE COUNCIL THE CHIEF EXECUTIVE OFF

Hastings Deering (Australia) Limited
ABN 49 054 094 647

www.Hastingsdeering.com.au
Call 131 228

HEAD OFFICE
QUEENSLAND

NORTHERN TERRITORY

Kerry Rd Archerfield - PO Box 46 Archerfield QLD 4108
Brisbane - Cairns - Emerald - Gold Coast - Mackay - North
Coast - Mount Isa - Rockhampton - Toowoomba - Townsville
Darwin - Alice Springs - Gove



Hastings Deering



One (1) New Caterpillar Model: 140JOY3 MOTORGRADER with all standard features and additional specifications listed below:

BASE MACHINE STANDARD FEATURES

POWERTRAIN

Air cleaner, dual stage dry type radial seal with service indicator through messenger and automatic dust ejector
Air-to-air after cooler (ATAAC)
Belt, serpentine, automatic tensioner
Brakes, oil disc, four-wheel, hydraulic
Demand fan, hydraulic
Differential, lock/unlock, AUTO
Drain, engine oil, ecology
Electronic over speed protection
Engine: -C7 with ACERT technology, diesel, with automatic engine derate

and idle control.
Fuel-water separator
Muffler, under hood
Parking brake, multi-disc, sealed and oil cooled
Priming pump, fuel
Rear axle, modular
Sediment drain, fuel tank
Transmission, 8 speed forward and 6 speed reverse, power shift, direct drive
VHP Plus (Variable Horsepower Plus)
EIS (Engine Idle Shutdown)

ELECTRICAL

Alarm, back-up
Alternator, 80 ampere, sealed
Batteries, maintenance free, heavy duty, 1125 CCA
Breaker panel, ground accessible
Cab harness and electrical hydraulic valves
Electrical system, 24V
Grade control ready (Cab harness,

software, electrical hydraulic valves, bosses and brackets)
Lights, reversing
Lights, roading, roof-mounted
Lights, stop and tail, LED
Product link ready
Starter, electric

OPERATOR ENVIRONMENT

Accelerator
Air conditioning with heater
Arm and wrist rest, adjustable
Articulation, automatic return to center
Power port
Centershift pin indicator
Coat hook
Cupholder
Display, digital speed and gear
Doors, left and right side with wiper
Gauge, machine level
Gauges (analog) inside the cab:
-Fuel, articulation, engine coolant temp, engine RPM, and hydraulic oil temp
Joystick, adjustable armrests
Joystick gear selection
Joystick hydraulic controls (right/

centershift, front wheel lean and articulation and steering)
Joystick hydraulic power steering
Ladders, cab, left and right side
Lights, night time cab
Messenger operator information system
Meter, hour, digital
Mirror, inside rearview, wide angle
Power Port, 12V
Radio Ready, Entertainment
ROPS cab, sound suppressed 70dB(A) ISO 6394
Seat, cloth-covered, comfort suspension
Seat belt, retractable 76.2mm (3")
Storage area for cooler/lunchbox
Throttle control, electronic
Windows laminated glass:
-Fixed front with intermittent wiper

OPERATOR ENVIRONMENT (cont.)

left blade lift with float position,
blade side-shift and tip, circle drive,

-Side and rear (3)
Cab storage

TIRES, RIMS, AND WHEELS

A partial allowance for tires on
254mm x 609.6mm (10" x 24") multi-piece rims

is included in the base machine price and weight

FLUIDS

Antifreeze

Extended life coolant to -35C/-30F

OTHER STANDARD EQUIPMENT

Accumulators, brake, dual certified
Anti-glare paint
Bumper, rear, integrated with hitch
CD ROM parts book
Clutch, circle drive slip
Cutting edges, 152mm x 16mm (6" x 5/8")
curved DH-2 steel, 19mm mounting bolts (3/4")
Doors, 3 engine compartment, (two left
hand, one right hand,) locking
Drawbar, 6 shoe with replaceable wear strips
Electrical hydraulic valves, base 8
Endbits, 16mm (5/8") DH-2 steel,
19mm(3/4") mounting bolts
Fluid check, ground level
Frame, articulated with safety lock
Fuel tank, 416 liters (110 gallon)
Ground level engine shutdown

Ground level fueling
Hammer (emergency exit)
Horn, electric
Hydraulic lines for base functions
Lockout, hydraulic implement (for
roading and servicing)
Moldboard,
Mounting, cab roof accessories
Pump, hydraulic, high capacity (98cc/6cu in)
Radiator, cleanout access
Secondary steering
Serviceability, LH side
SOS ports, engine, hydraulic,
transmission, coolant, fuel
Tandem walkway/guards
Tool box

MACHINE CONFIGURATION

140 14a Motor Grader
Australian Press Vessel Reg
Moldboard, 4.3m Basic
Ripper/Scarifier
Weather, Standard
Lines, Standard W/O Accumulator
Compressor/Tank, Air
Installation Arr, Box
Drain, Gravity, Engine Oil
Lights, Rooding, Halogen
Alternator, 150 Amp (Ac)
Joystick Controls, Advanced
Fuel Tank, Standard
Tires, 17.5r25 Bs Vkt * D2a Mp
Guard Gp, Hitch
Coolant, 50/50, -35c (-31f)
Cat Msg English, Iso Decals
Australian Arrangement

Lights, Working, Plus, Halogen
Transmission, Autoshift
Precleaner, Sy-Klone
Towing Group, 45 Mm Pin
Headlights, Front, Low, Halogen
Camera, Rear Vision
Control, Auto Articulation-Full
Guard, Transmission
Sound Suppression (Bottom)
Circle Saver
Tooth, Straight
Shanks/Teeth, Ripper/Scarifier
Roll On-Roll Off
Rust Prevent. For Hose Coupl.
Grade Control X Slope
Base + 1 (Rip)
Push Plate, Counterweight

DEALER PROVIDED FEATURES

Perform - Risk Assessment	GME Aem3 Am/Fm Radio Aerial
Risk Assessment Decals	GME Ae4005 Uhf Aerial Suit Tx4500 Radio
Queensland Conditional Registration	Radio UHF Tx4500
1.5kg Fire Extinguisher - Cabin	Beacon 107000 x 2
4.5kg Fire Extinguisher - External	Cab - Air Blow Gun With 6mm Consertina Air Hose
Sos1 Oil Analysis Starter Kit	Blade Lift Accumulators
Sos2 Replacement Oil Sampling Kits X 3	Fan Reversing - Reversible Fan
Supply 1000hr Pm Kits,Engine & Cab Air Filters	Tool Box underneath main frame
Window Tint – T35	Tyre Inflation Kit (Inc Cab Blower)
Gray Canvas Seat Cover	Front Axle Guard
Floormat	Precleaner Bowl - Cab A/Con Intake
Tyre Carrier On Ripper Frame	Turbine Precleaner Extension – Engine Intake
Replace - Product Link Cellular PI641 With Satellite	Guard group - Debris Screen grass
Transport to Georgetown	Modify – Shorten Front Work Light Mounting Bar
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Operator training at delivery	Battery Jump Start Cable
Paper Parts Manual	Battery Isolation Switch LS11001-01 (Disconnect Switch)
Paper Service Manual	Light Guards - Heavy Duty
	Fuel Tank Guards

140JOY3 MOTORGRADER

PRICING INFORMATION

	Ex GST	GST	Incl GST
SELL PRICE	\$560,000.00	\$56,000.00	\$616,000.00
SUBTOTAL	\$560,000.00	\$56,000.00	\$616,000.00
LESS TRADE-IN			(\$165,000.00)
INVOICE TOTAL			\$451,000.00

TRADE IN DETAILS

Model	Make	Serial Number	Year	Trade Value (Ex GST)
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Phone: 03 9953 9029

Email: CFALQLD@cat.com



Etheridge Shire Council

General Meeting	19 th April 2023
Subject	Expressions of Interest for the Sale of Isuzu D-Max and Toyota Landcruiser
Classification	Open
Author	Cheryl Bethel Engineering Administration Officer

EXECUTIVE SUMMARY

Ian Croker, Ray Wieland and David Walker submitted expression of interests for the Isuzu D-Max. Ian Croker submitted the best EOI for the Isuzu D Max of \$6,250.00

Ray Weiland, Russell and Janell Zahner were the only two who submitted expression of interest for the Toyota Landcruiser. R.J Zahner submitted the best EOI for the Toyota Landcruiser Tray Back of \$31,500.00

Both expressions of interest were well above the reserves set for each vehicle and the trade values that we received.

RECOMMENDATION

That Council resolves to accept the following two Expression of Interest from

- 1. Ian Croker for the sum of \$6,250.00 for the Isuzu D-Max***
- 2. Russell and Janelle Zahner for the sum of \$31,500 for the Toyota Landcruiser***

BACKGROUND

Council purchased the new Isuzu D-Max from Burdekin Motors in 2015. This 8 -year old vehicle was to be traded for a new 2022 Toyota Hilux. Council had reserve of \$4,500.00 for the Isuzu D Max

In 2016 Council purchased the new Toyota Landcruiser from Pacific Toyota. The 7-year-old Toyota was to be traded for a new 2022 Toyota Hilux. Council had a reserve of \$25,000.00 for the Toyota Landcruiser

Due to Council being offered less then first quoted for trade in on both vehicles Council decided to seek expressions of interest for the sale of the Isuzu D-Max and Toyota Landcruiser from the local community.

In May 2023 Expressions of interest were called for the sale of the Isuzu D-Max and Toyota Landcruiser.

Council received three Expression of interest to purchase the Isuzu D-Max and two for the Toyota Landcruiser.

Isuzu D Max

Ian Croker	\$6,250.00
Raymond Wieland	\$4,500.00
David Walker	\$6,002.00

Toyota Landcruiser D Max

Raymond Wieland	\$25,000.00
Russel and Janell	\$31,500.00

LINK TO CORPORATE PLAN

Corporate Objective No. 1 – *Developing a resilient transport infrastructure and connectivity to support current and future industry.*

Strategy No.	Strategy	Measure
1.1.2	Review and update the comprehensive asset management strategy to support the maintenance, replacement and enhancement of Council’s road and air services assets	Asset management plan reviewed and updated
1.1.6	Maintain a fleet of Council owned plant and contractor hire arrangements	Plant utilisation rates (maximise Council owned plant usage and optimise contractor hire)
1.1.7	Develop a Plant Replacement and upgrade schedule and maintain the operational capacity of plant	Identify measure of plant usage and improve rates

BUDGET & RESOURCE CONSIDERATIONS

This report and the recommendation contained with will have no impact on the 22/23 budget.

LEGAL CONSIDERATIONS

Local Government Act 2009.

POLICY IMPLICATIONS

The procurement process conducted in accordance with Council’s Procurement Policy

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 (E1)

Report Prepared By:

Report Authorised By:

Cheryl Bethel Engineering Administration Officer

Ken Timms, Chief Executive Officer

Date: 12/04/202

Date:

ATTACHMENTS

- A. EOI – Isuzu D-Max
- B. EOI – Toyota Landcruiser

Mr Gerald Croker

3/4/23

0429174632

10 AM

GEECROKER@GMAIL.COM

OFFER OF \$6,250

D-MAX IZUZU

AS VIEWED



EOI Isuzu D-Max Ute. Etheridge Shire Council

To Whom it may concern,

I Ray Wieland from Wieland Contracting would like to submit the expression of interest for the 2015 Isuzu D-Max dual cab Ute.

We have a young apprentice working for us and require a work vehicle for him. I understand it has a few damages to the suspension that will need for work to fix up to a road worthy condition. We do not require any finance to obtain this vehicle as it will be brought out right. On our next work trip out to Georgetown I can load the ute onto our float to bring it home.

The amount submitted \$4500.00 ex gst.

Raymond Wieland

0407261226

Email: info@wielandcontracting.com.au

ABN: 83 650 627 654

Po box 545 Atherton 4883.

15 Marnane rd. Tolga 4882

TENDER FOR D/MAX TWIN
CAB UT.

DAVID WALKER PH 0473531401
NO EMAIL

ADDRESS C/O MT SULLIVAN ST.
PO BOX 147 GEORGE TOWN.
MY TENDER IS \$6002.00

THANK YOU



Toyota Landcruiser Workmate Ute. Etheridge Shire Council

To Whom it may concern,

I Ray Wieland from Wieland Contracting would like to submit the expression of interest for the 2016 Toyota Landcruiser Workmate Ute.

Wieland Contracting is looking to add another work vehicle into our business and this ute will suit our requirement as it has everything we need to go straight to work. . We do not require any finance to obtain this vehicle as it will be brought out right. On our next work trip out to Georgetown I can get a permit to drive it home .

The amount submitted \$25000.00 ex gst.

Raymond Wieland

0407261226

ABN: 83 650 627 654

Email: info@wielandcontracting.com.au

Po box 545 Atherton 4883.

15 Marnane rd. Tolga 4882

EO1 Toyota Landcruiser

RUSSELL & JAMIE ZAITNER

PH 0429621136 OR 0429621136

EM RJ348712 BIGPOND.MET.AU

\$31,500



Etheridge Shire Council

General Meeting	19 th April 2023
Subject:	Local Government Quadrennial Elections – Postal Voting
Classification:	Open
Author:	Renee Bester – Executive Assistant

EXECUTIVE SUMMARY

The Department of Local Government and Planning (DLGP) is requesting Council to advise if it wishes to apply to the Minister to conduct the next Local Government Elections in Etheridge Shire by Postal Vote.

RECOMMENDATION

That Council advise the Minister that it wishes to have the next Local Government Elections for the whole of the Etheridge Shire conducted by Postal Ballot.

BACKGROUND

At the last elections, Council nominated to conduct the election across the whole of the Shire by Postal Ballot. Council has again been approached by the DLGP to apply to the Minister if this is the case again for the next election in March 2024. Council may elect to hold a postal vote over the whole of the Shire, one or more divisions if applicable or an area defined on a map.

If Council makes this application to the Minister it will need to be supported by a detailed application by 30th April 2023. If Council does not make this application the election will be conducted by Ballot requiring people to travel to nominated polling booths or to make application for individual postal votes.

LINK TO CORPORATE PLAN

This is a statutory requirement and does not have a linkage to Council's Corporate Plan.

BUDGET & RESOURCE CONSIDERATIONS

There are no budget considerations for Council as the election will be conducted by the Electoral Commission.

CONSULTATION

Nil

LEGAL CONSIDERATIONS

Nil

POLICY IMPLICATIONS

Nil.

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, Executive Assistant

Ken Timms, Chief Executive Officer

Date: 13/04/2023

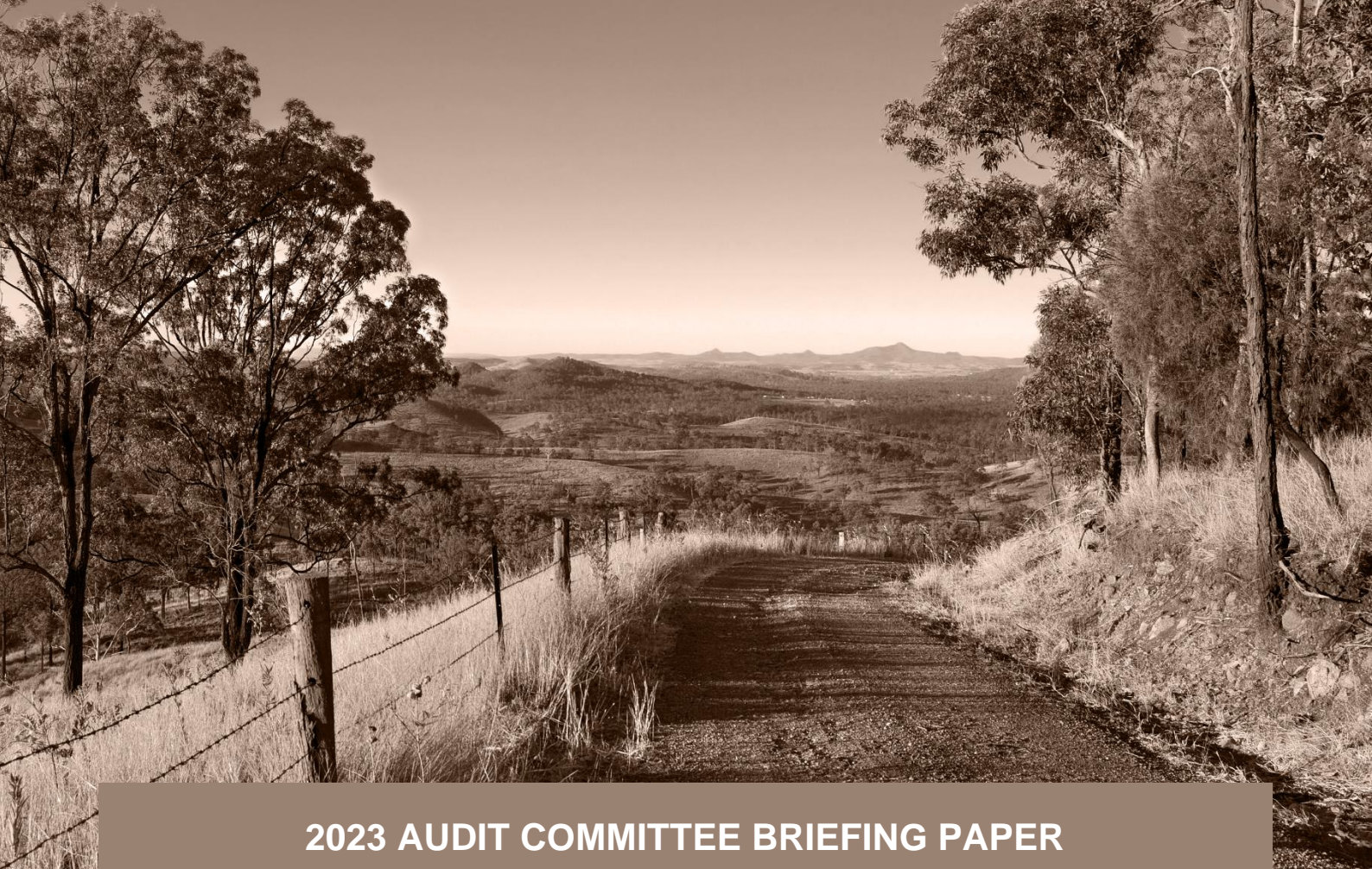
Date:

ATTACHMENTS



Etheridge Shire Council

FOR YOUR INFORMATION



2023 AUDIT COMMITTEE BRIEFING PAPER

Etheridge Shire Council

23 March 2023

BDO representatives

Margaret Dewhurst—Partner

1. Update on new reports and resources

We present to you our update on reports and resources, as at 22 march 2023. It provides an overview of the information relevant to Council, including learnings from our tabled reports to parliament, newly published resources such as our blog articles and fact sheets, and an update on our audits that are in progress.

Forward work plan

QAO’s forward work plan for 2022–25 is now available. Our plan provides our expected audit activity for the next 3 years in response to the strategic risks facing public sector entities and local governments. Our upcoming audits cover a broad range of government services. Auditing the right matters at the right time is key for ensuring we add value for the entities we engage with, and to ensure our work drives positive change. Our plan includes 8 focus areas for the coming year:

- Technology risk and opportunities
- Sustainable environment and climate change
- COVID-19 recovery
- Governance of government
- Healthy and safe Queenslanders
- Infrastructure investment
- State savings and debt
- Sustainable communities.

We also provide an acquittal with the plan outlining any changes to the topics, timing or audit scope from the previous year’s plan.

Read the [Forward work plan 2022–25](#).

Other relevant reports in progress

The below reports to parliament do not directly involve your entity (as specified under section 6 of this paper) but are currently underway and may be of further interest to you.

Title	Audit status
Improving asset management in local government	Audit is in the conduct phase. Expected tabling is in June 2023.
Health Outcomes for First Nations People	Audit is in the conduct phase. Expected tabling is in May 2023.

Recently tabled reports to parliament

Since your last meeting, we have tabled the below reports to parliament. For more information on any of these reports, please see our website: www.qao.qld.gov.au/reports-resources/reports-parliament

Report	Summary
State entities 2022 Report 11: 2022–23 Tabled 16 March 2023	Most public sector entities prepare annual financial statements and table these in parliament each year. Our report summarises their audit results, and evaluates the timeliness of their financial reporting and effectiveness of their internal controls. This report summarises the audit results of 253 Queensland state government entities, including the 20 core government departments. It also analyses the consolidated financial performance of the Queensland Government, which we previously reported in our annual state finances report: www.qao.qld.gov.au/reports-

Report	Summary
	<p>resources/reports-parliament/state-entities-2022</p> <p>We have also published an interactive dashboard that allows you to explore and compare information on government grants in Queensland by local government area and funding agency. It also includes extra information relevant to understanding the local context for specific grants: Understanding grants dashboard</p> <p>Wider learnings</p> <p>Audit committees play an integral role in ensuring entities have effective internal controls</p> <p>Over a quarter of the internal control deficiencies we raised with departments in 2020–21 were not resolved in accordance with agreed time frames. This exposes the entities to a higher risk of operational failures, non-compliance, fraud, or error. An entity’s audit committee plays an integral role in ensuring its entity has effective internal controls in place. Audit committees should actively monitor entities’ implementation of audit recommendations and encourage the timely resolution of outstanding internal control weaknesses.</p>
<p>Health 2022</p> <p>Report 10: 2022–23</p> <p>Tabled 1 March 2023</p>	<p>Amid the growing demand for health services, the continuing challenges of COVID-19, and workforce pressures, Queensland’s health sector entities work to provide accessible healthcare and support the wellbeing of our communities.</p> <p>In our new report, we discuss the audit results of Queensland health entities, which include the Department of Health and 16 hospital and health services. We also summarise the audit results for 13 hospital foundations, 4 other statutory bodies, and 4 controlled entities: www.qao.qld.gov.au/reports-resources/reports-parliament/health-2022</p> <p>We have also published an interactive dashboard that allows you to search for your local hospital and health service and explore its financial performance and demographic data, and compare to others: www.qao.qld.gov.au/2022-hospital-health-service-dashboard</p> <p>Wider learnings</p> <ul style="list-style-type: none"> • We continue to find weaknesses in password settings and delays in removing system access from former employees. Entities must ensure that controls over access to information systems remain effective. • Rising costs and supply chain constraints create financial and timing challenges for maintenance of property, plant and equipment and for constructing new property, plant and equipment. Entities need to consider whether they should update their budgets and asset management plans to reflect current and forecast economic conditions. • The demand for services continues to grow, for example due to population growth and an ageing population, while workforce shortages have impacted many entities’ ability to satisfy this demand. Entities should take a proactive approach to consider how they can manage this growth against any capacity issues. • Entities should consider opportunities for more timely publication of financial results. We continue to find entities’ financial statements and annual reports being finalised and publicly released in the last few days of the respective legislative deadlines. <p>As the leave balances of frontline employee have generally grown during the COVID-19 pandemic, entities may need to place a focus on leave management and backfilling of staff on leave.</p>
<p>2022 status of Auditor-General’s recommendations</p> <p>Report 4: 2022–23</p> <p>Tabled 31 October 2022</p>	<p>This report provides an update on entities’ self-assessed progress in implementing the performance audit recommendations we made to them in our 2018–19 and 2019–20 reports to parliament. We also discuss any outstanding recommendations from last year’s inaugural 2021 status report. See the report or one-page summary: www.qao.qld.gov.au/reports-resources/reports-parliament/2022-status-auditor-</p>

Report	Summary
	<p>generals-recommendations</p> <p>Wider learnings</p> <ul style="list-style-type: none"> • Entities are keeping better track of the recommendations we make. However, some still do not have adequate processes or systems to monitor and report their progress. This limits their ability to drive improvement. Audit committees should oversee how entities are tracking progress and hold them to account. • Entities need to continue to enhance their performance monitoring and reporting practices. These were the most common type of recommendations we made between 2018–19 and 2019–20, and they had the second-highest number of outstanding recommendations. Too often we find entities fail to develop specific performance targets that are relevant, achievable, and measurable. In many cases, their performance targets and reporting practices focus on outputs, rather than outcomes. As such, they do not shine light on the effectiveness of their performance. <p>While many entities have increased their focus on cyber risk, every year we continue to find weaknesses in the security of their information systems. Public sector entities, small and large, must recognise this is a genuine risk to them and act to mitigate the risk. Their profile makes them a target. They need to maintain their vigilance and continue to strengthen their controls. Entities that rely on legacy systems are particularly susceptible.</p>

Recent blog articles of interest

QAO’s blog, available at www.qao.qld.gov.au/blog, provides updates on topical issues, insights from our work, and general news from QAO. Here are the latest posts you may be interested in.

Published	About
<p>For a successful contract – planning is key! 6 February 2023</p>	<p>Planning lays the foundation for a successful contract, but time pressures, tight budgets, and limited resources often get in the way. Before entering into a new contract or rolling one over, taking the time to explore what you want to achieve, how you’ll deliver it, and how you’ll measure success could save your entity pain in the long term.</p> <p>This is the second blog in our contract management series. It explores these 3 questions in more detail, and looks at why allowing sufficient time to plan effectively is crucial: www.qao.qld.gov.au/blog/successful-contract-planning-key</p>
<p>Advice on reporting data breaches 23 January 2023</p>	<p>Cyber security is one of the biggest threats to organisations today, with attacks increasing in intensity, frequency, and sophistication. Recently, attacks on Australian companies have resulted in disruptions to operations and leaked customer data. As government entities may hold sensitive information, knowing what to do in the event of a data breach is key.</p> <p>This blog poses questions all entities can review to help them assess a data breach, notify any affected individuals, report to relevant agencies including QAO, and learn from the incident: www.qao.qld.gov.au/blog/advice-reporting-data-breaches</p>
<p>QAO’s new system of quality management 15 December 2022</p>	<p>Audit quality has been a topic of discussion for regulators, standard setters and stakeholders around the world for many years, with recent reviews both here and abroad. Focusing on audit quality can help entities reduce the risk of corporate collapse and, consequently, its follow-on effects on markets and economies.</p> <p>By 15 December 2022, the AuASB requires audit practices to have implemented 3 revised standards. QAO welcomes this update and the opportunity to highlight how crucial audit quality is. This blog discusses what’s changing with the new standards and how we’ve approached implementing them: www.qao.qld.gov.au/blog/qaos-new-system-quality-management</p>

Published	About
<p>Better practices for regulators – taking action 8 December 2022</p>	<p>Although you may not notice it, regulation is a key function of government and touches nearly every aspect of our day-to-day lives – ensuring they are safe and fair.</p> <p>When entities implement good regulatory practices, they help minimise failures and also harness opportunities for improvement.</p> <p>In the second blog in our series on regulation, we explore why effective regulators not only plan their programs well, but also take both proactive and reactive action on them: www.qao.qld.gov.au/blog/better-practices-regulators-taking-action</p>
<p>Better practices for regulators – plan to be intelligence-led 22 November 2022</p>	<p>Regulation is at the heart of what government does. From the safety of our drinking water to the quality of our kindergartens, it's about managing services that are part of our day-to-day lives.</p> <p>This is the first blog in our new series on good regulatory practices, and explores the benefits of taking an intelligence-led approach to regulation. Our future blogs will discuss taking action, reporting, and learning: www.qao.qld.gov.au/blog/better-practices-regulators-plan-be-intelligence-led</p>
<p>A contract register is more than a list 17 November 2022</p>	<p>Many organisations often underestimate how valuable and important a comprehensive contract register can be. In our work, we sometimes find entities don't maintain one at all. But, when done well, these registers prove much more valuable than just a list.</p> <p>This blog is the first in a suite we are publishing on contract management. It takes a deep dive into how contract registers can help entities budget, improve on obligation tracking, prepare for rollover or renewal, and reduce variations and overruns: www.qao.qld.gov.au/blog/contract-register-more-list</p>
<p>Do entities implement our recommendations? 7 November 2022</p>	<p>This is a common question we receive about our work at QAO. We make recommendations in our reports to parliament to help entities improve the services they deliver and for them to learn from the better practices of others. Ultimately, we aim for better public services for Queenslanders.</p> <p>This blog shares some key insights from our recent report 2022 status of Auditor-General's recommendations (Report 4: 2022–23), including the types of recommendations we most frequently make and the underlying issues we sought to address: www.qao.qld.gov.au/blog/do-entities-implement-our-recommendations</p>
<p>Why is it important to report material losses to QAO? 6 October 2022</p>	<p>Avoiding financial loss is a top priority for entities – but if it does happen, it is important not to hide from the fact. Entities can learn from the experience and enable QAO to share insights and advice with others. Those that see reporting losses as more than a 'tick the box' exercise can help prevent similar incidents occurring again.</p> <p>This blog examines what losses entities need to report to QAO, how reporting losses quickly can better future proof their businesses, and what happens once they file a report: www.qao.qld.gov.au/blog/why-it-important-report-material-losses-qao</p>

Upcoming QAO events

Briefing for audit committee chairs

QAO briefs the chairs of public sector and local government audit committees twice each year. The next briefing will be held on 2 May 2023 and invitations were sent in March. If your audit committee chair's contact details have changed, please contact your QAO contract manager.

The most recent briefing was held on 6 December 2022.

Copies of the presentations from our prior updates are available on our website:

www.qao.qld.gov.au/reports-resources/events

Client technical audit update

The most recent update was held on 28 February 2023 and covered auditing and accounting standards, strengthening internal controls, considerations for valuations, and key learnings from QAO reports. A copy of the presentation is available on our website: www.qao.qld.gov.au/reports-resources/events.

Copies of event presentations

You can see the presentation packs from our events at: www.qao.qld.gov.au/reports-resources/events.



qao.qld.gov.au/reports-resources/reports-parliament



Suggest an audit topic

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Connect with QAO on LinkedIn

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53 Albert Street, Brisbane Qld 4000
PO Box 15396, City East Qld 4002

Etheridge Area Fire Management Group Meeting

MINUTES

Date	08/02/23				
Time	0930 to 1200				
Location	Georgetown Sports Centre and via Teams				
Members and/or Proxy present	Name	Surname	Position	Agency	Attended
	Barry	Hughes	Mayor	Etheridge Shire Council	Y
	Ken	Timms	CEO	Etheridge Shire Council	Y
	Russell	Jack	Senior Land Officer	Department of Resources	Y
	Kim	Parker	Operations Officer	Department of Resources	Y
	Paul	Barnes	Element Manager – Fire Management	Department of Transport and Main Roads	Y
	Jackie	McLeod	Director/Principal Consultant	Fire Craft/ Ewamian Aboriginal Corporation Tallaroo Springs	Y
	Mark	Wessels	Ranger Coordinator	Ewamian Aboriginal Corporation Tallaroo Springs	Y
	Murray	Hayton	Emergency Management Coordinator	Emergency Management QFES	
	Chris	Wegger	Bushfire Safety Officer	RFS QFES	Y
	Michael	Spartalis	Area Training Support Officer	RFS QFES	Y
	Julie	Dance	Rural Firefighter	Georgetown RFS	Y
	Joseph	Haase	1 st Officer	Georgetown RFS	
	Ian	Carroll	Secretary/ Fire Warden	Forsayth RFS	Y
	Laurance	Baron	1 st officer	Forsayth RFS	Y
Standing Invitees	Traditional Owners and Councillors				
Guests					
Apologies	Nic Bloomfield, Aaron Regan				
Secretariat	Bushfire Mitigation Unit- Christopher Wegger				
Item	Subject	Discussion Points /Action			
1.0	Preliminary matters				
1.1	<ol style="list-style-type: none"> 1. Acknowledgement of Country 2. Chair’s opening comments 3. Introductions Meeting purpose	CW - Provide an acknowledgement of country extending to the Ewamian peoples; past present and emerging whos contry we conduct this meeting on today.			

Etheridge Area Fire Management Group Meeting

MINUTES

Item	Subject	Discussion Points /Action
		<ul style="list-style-type: none"> - Also acknowledge everyone here today and thanked the Etheridge shire council for the use of the facility and the refreshments. - Provide an overview and scope of works for the RFS Bushfire Mitigation overview. - Invited introductions from those around the room -
2.0		
2.1	<p>Minutes from previous meeting</p> <ol style="list-style-type: none"> 1. Actions arising from previous minutes 2. Review previous identified High-Risk areas 3. Mitigation activities 	<p>CW</p> <ul style="list-style-type: none"> - Went through previous AFMG Bushfire annex meeting minutes. - No outstanding action items or questions regarding the minutes. - Spoke about the Table 5 from the bushfire Annex various localities and we've worked our way through the different mitigation activities and whether they're it completed or if there's any perceived risk. - Review of previous season, CW open to the group to discuss around what mitigation works we did undertake and if there are any major fires, any training activities that were undertaken that that may have assisted with some of these or with some areas of country that we haven't been able to access and that may pose a serious risk and will carry that discussion on through the other. <p>IC</p> <ul style="list-style-type: none"> - Advised Forsayth, done two big burns, QPWS was able to assist us wit the burn by supply of staff and units. - We also had the Dump fire and grading and fire breaks around the community. <p>KT</p> <ul style="list-style-type: none"> - For Mt Surprise, we had a Training exercise and burn-off - Need to undertake a membership drive and Joe/Jo are leaving. <p>RJ</p> <ul style="list-style-type: none"> - Briefly outlined some of the mitigation works for Forsayth and round about cost of 18,000 for the completion of mitigation activities. <p>CW</p> <ul style="list-style-type: none"> - Showed the group the Operation Sesbania tool used by the BMU to map your mitigation activities. - Walked through how we score and report on the areas the group nominates.



Etheridge Area Fire Management Group Meeting

MINUTES

Item	Subject	Discussion Points /Action
3.0		
3.1	<p>Information and reporting</p> <p>Individual Stakeholders:</p> <ol style="list-style-type: none"> 1. Identify areas of perceived risk 2. Provide details of mitigation strategies 3. Any requests for assistance 	<p>RJ</p> <ul style="list-style-type: none"> - One area we don't want to burn, as you're coming into Forsayth, from Georgetown on the left, there's a big patch of Grader Grass before you hit the welcome sign. - if you burning it will only make to get worse, try not to burn that section - till the native grass can try to choke it out. - The main protection for Forsayth is the ring road, between DoR and Council its getting in pretty good condition during the fire season and the burning is supplementary to the break system it use to be a high-risk area but now it's a medium risk compared to most other towns. <p>JM</p> <ul style="list-style-type: none"> - Advised that for Ewamian Aboriginal corporation and for Tallaroo Springs there was a restructure of the Ranger program. 1st time Strategic planning done, ensure there's better reach across the whole property better broad scale management. There's significant ecological and cultural risk in the higher country. <p>Undertaking lots of fundamental stuff with mapping tools, create better consistency with annual burn planning, increasing flexibility with fire permits so we can burn when its better suited for cultural and ecological outcomes. Trying to get better engagement with stakeholders and neighbours</p> <p>Been several years since Tallaroo has been destocked, so there are some high fuel load masses present we are all so trying to create better access in some of those areas, zoning the place up, its an IPA and Nature refuge. Giving the neighbours some confidence in that the property is being managed accordingly, then we can start to look at fire management in the interior of the property.</p> <p>NS</p> <ul style="list-style-type: none"> - Canyon is a hotspot for us [QPWS] this year. - DiscoverParks is the new owner of Bedrock Village at Mt Surprise and Undarra. - Also, some historical Knowledge will be lost from part Jo and Joe from Bedrock at Mt Surprise. - Mt Surprise, historically if you get a good wet season, it will be a good fire season. - Last year saw some lightning, and early rain, there wasn't those pressure, but usually every three years out here we tend to get increase fire risk. <p>BH</p>



Etheridge Area Fire Management Group Meeting

MINUTES

Item	Subject	Discussion Points /Action
		<ul style="list-style-type: none"> - Most areas will be case by case scenarios, stocking rates and carrying capacities all those things to factor in, Last year we had early lighting strikes back during October – November but we had a bit of rain to counter act that brought a bit of life back into country and that worked as a buffer. Need to keep our eye on the ball given the nature of the wet season and how its progressed. Fuel builds up will be paramount to neighbour management. - Need to be proactive this year in the winter, this will be crucial to how the back end of the year unfolds. <p>IC, NS</p> <ul style="list-style-type: none"> - Parks and Forsyth have already begun communications to working together to do burns around Forsayth, and Canyon Resource Reserve. <p>MS</p> <ul style="list-style-type: none"> - Provided an update with training around the Mt Surprise area. Looking to get in that area again as soon as we can. - Out Lined some of the capability in the area, we can support your operations, I can put a team together in about 4 weeks to assist you. <p>NS</p> <ul style="list-style-type: none"> - Looking to do a weeklong burn plan for around the Undarra area, so if you are planning around the Mt surprise area, it would be good while we are resource rich to work on the burn together.
5.1	General discussion	<ul style="list-style-type: none"> - All members general discussion around fire planning and working to help/ assist each other with Hazard reduction burns. - General discussion around each stakeholder’s land parcels and how they plan to mitigate, access break/ and giving a virtual tour via QFES TOM mapping of there areas of interest and management. <p>KT</p> <ul style="list-style-type: none"> - Provide an update for Mt Surprise; - MOU being established with property owner Managed area will be change [this was indicated on the map – via CW. The MoU will be between Council and Mt Surprise cattle station, it will allow for emergent entry from council and RFS for the access and management of areas for fire /weeds with 2 weeks’ notice to be given. - Other mitigation works around MT Surprise include bare earth breaks, weed management, and burn back later in the year – training. - Some works on areas around Georgetown will include.



Etheridge Area Fire Management Group Meeting

MINUTES

Item	Subject	Discussion Points /Action
		<p>River Walk slashing, Horse grazing, Burn off with training</p> <ul style="list-style-type: none"> - There is some growth of weed and grasses in and around the town, however, most of this will be manage by residents with transitional feed lot yards. - The RFS brigade members highlighted some areas of concern. [map will be included in minutes] - Some general discussion around Oaks Rush – Genex in term of risk. However bushfire risk possibly considered low risk More info https://naif.gov.au/what-we-do/case-studies/genex-power-kidston-stage-2-indicative-term-sheet/ <p>RJ</p> <ul style="list-style-type: none"> - Patch of grader grass at welcome sign, this will be left to try allow native grass to come through. <p>BH</p> <ul style="list-style-type: none"> - Advised PB of the management of rest stops possibly being a risk area; these areas were Casey’s rest Newcastle Range, and 40-mile Scrub [although outside Etheridge Shire Council Management around rest areas, possible slashing <p>PB</p> <ul style="list-style-type: none"> - if anyone got any sites roadside sites on the state-controlled Rd that you are thinking is a risk and need some attention, please let me know and so I can try and get something happening there
6.0	Meeting finalisation	
6.1	Confirm list of High-risk areas to be identified in the 2023 BRMP.	<p>Recap - from the discussion around the group, consensus is that most of the town commons of Georgetown, Einasleigh area grazed by horses and cattle’s, and Etheridge shire employs a weed management office who spray those town common areas as well.</p> <p>Most areas in the shire will be case by case</p> <p>Areas of medium to high risk are in localities of Canyon Resource Reserve, areas within Tallaroo Springs, Mount Surprise, Undarra.</p> <p>Action Item for all members</p> <p>To provide CW with list of mitigation activities, CW will the transfer to the Table 5. With in the BRMP and redistribute.</p>
	Meeting closed	
	There being no further business the meeting closed at 1050	Next meeting: <i>Scheduled for October 2023, CW to send out Date Grabber</i>

31 March 2023

Private & Confidential

Mr Ken Timms
Chief Executive Officer
Etheridge Shire Council
PO Box 12
GEORGETOWN QLD 4871

Dear Ken

Scheme Member Surplus Distributions from Local Government Workcare (LGW)

I am writing to you with an important update about the increased surplus distributions that your council, as a member of the Local Government Workcare (LGW) scheme, has been receiving since 2018.

LGW background:

As you would know, LGW provides you with coverage tailored to your council's needs to ensure insurable risks for your people - workplace health and safety as well as workers compensation - are well-managed. This coverage is provided by our Local Government Mutual Schemes, which were created by the LGAQ 29 years ago. The schemes are owned by councils, with any profits returned to members or invested in initiatives to benefit local government.

LGW surpluses returned to members:

Since its inception, LGW has grown steadily. Prudent financial management has achieved strong surpluses, enabling more than \$25 million in leftover funds to be returned to LGW members over the past 20 years.

This has had the hugely beneficial impact to members of being able to receive considerable financial individual returns each year. We know many members have used these returns to contribute towards operating expenses, or to fund additional programs of value to their council and communities.

In 2017, the LGAQ Board as trustee of the schemes agreed to make a temporary \$2.4 million total annual distribution to LGW scheme members. Members were advised at the time that these distributions would continue for as long as enough surplus funds remained in the LGW scheme. Since June 2018 some \$12.1 million has been collectively returned to LGW scheme members. The table below shows the level of surplus funds your council has received from LGW over that period:

2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	Total
\$1,035	\$3,751	\$4,520	\$4,310	\$4,160	\$17,776



The future of LGW surpluses and distributions:

Excess surplus funds in LGW have now normalised. The LGAQ Board has taken the decision to therefore pause these distributions. This means that in June 2023 no LGW surplus distribution will be offered to LGW scheme members. Future surplus distributions will be considered by the LGAQ Board should the LGW scheme once again build up surplus funds greater than its prudential requirements.

This is important information for your council's budget process:

As such, this is important information for your council. As you will not receive a LGW surplus distribution in June 2023, this needs to be taken into account in your 2023-2024 budget.

However, LGM surpluses will remain – and will increase this year:

Your council is also a member of the Local Government Mutual (LGM) scheme, which continues to retain a larger than required surplus of funds. LGM's surpluses are such that the LGAQ Board intends on declaring an increased surplus distribution in June 2023. In net terms an additional \$2 million will be returned to LGM scheme members, almost doubling the distribution provided last financial year.

The exact distribution amount that your council will receive as a LGM scheme member will be communicated and rebated as part of your LGM 2023-2024 contribution payment in June 2023.

Benefits of Mutual Schemes:

Your council has received \$46,944, over the last five consecutive years, of distributions through its participation in the mutual schemes, which is only possible because you are a member of the LGAQ.

Unlike a market provider which would retain all profits, because the mutual schemes are owned by councils, it ensures any profits are returned to members or invested in initiatives to benefit local government.

We trust that the significant and temporary LGW distributions made to your council over recent years have been valued. We look forward to the time when a surplus rebuild can occur that may enable further surplus distributions once more in the future.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Alison Smith', written in a cursive style.

Alison Smith
CHIEF EXECUTIVE OFFICER

cc Mayor, Etheridge Shire Council



Local Government
Remuneration Commission

Our ref: OUT23/1146

30 March 2023

Councillor Barry Hughes
Mayor
Etheridge Shire Council
mayor@etheridge.qld.gov.au

Dear Councillor Hughes

Re: Local Government Remuneration Commission council category review

The Local Government Remuneration Commission (the Commission) is required under the *Local Government Regulation 2012* to establish remuneration categories for local governments and undertake a review of the established categories once during each local government term ('a category review').

The completion of a category review is in addition to the Commission's annual requirement to determine maximum remuneration amounts for mayors and councillors. For the current term of local government, the Commission's category review is required to be completed by 1 December 2023.

The review process, which is now underway, will include consultation with councils and other stakeholders during the first half of 2023 and the Commission anticipates having review outcomes finalised by October 2023.

The last change to the remuneration categories was in 2015. Since this time, the environment in which many councils operate has changed significantly, as have the requirements of mayors and councillors.

Through the 2023 review the Commission intends to ensure the methodology for determining local government remuneration categories is simple, equitable and transparent and reflects the circumstances impacting the roles of mayors and councillors across Queensland.

Given the importance of this review for the future and the workload involved to complete it in the time allocated, it would be opportune to have this matter placed before the council as soon as possible so it can be prepared for the consultation process when it starts.

1 William Street Brisbane
PO Box 15009
City East Qld 4002
www.statedevelopment.qld.gov.au

Information on the review will be progressively updated on the Commission's website [here](#). If you have any further queries in this regard, please contact the Commission Secretariat at LGRCEnquiries@dsdilgp.qld.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Bob Abbot', with a stylized flourish at the end.

Bob Abbot OAM

Chair

Queensland Local Government Remuneration Commission

CC: Mr Ken Timms

Chief Executive Officer

Etheridge Shire Council

Ken.Timms@etheridge.qld.gov.au

From: regionalartsservices <regionalartsservices@arts.qld.gov.au>
Sent: Wednesday, 5 April 2023 5:19 PM
To: Ken Timms <Ken.Timms@etheridge.qld.gov.au>
Subject: RADF options post moderation

You don't often get email from regionalartsservices@arts.qld.gov.au. [Learn why this is important](#)

Email: Ken.Timms@etheridge.qld.gov.au
Cc: cheryl.portch@etheridge.qld.gov.au

Dear Ken Timms

I write in follow up to the Arts Queensland (AQ) consultation meetings held in early March with representatives of Regional Councils state-wide to discuss the Regional Arts Development Fund (RADF).

As a result of the discussions and issues raised, it was agreed that Arts Queensland would consider the most appropriate approach and any changes required to support Councils administering the RADF program.

The key matters raised related to the administrative burden of managing the program. To address this, Arts Queensland proposes a streamlined model with options designed to:

- support the delivery of medium to longer term strategic initiatives;
- reduce program administration;
- provide a foundation for strategic investment opportunities; and
- better align *Creative Together 2020-2030* priorities with local objectives.

Options:

- Multi-year contract – three years
- Simplified and fast tracked agreement process
- Contract reporting cycle moved to Financial Year
- Reduced reporting:
 - One annual outcome report and a Partnership meeting with AQ
 - Forward program plan addressing local priorities and alignment to *Creative Together – Grow (2022 – 2026)*
 - Budget and Council co-investment commitment

The proposed changes will be effective from 1 July 2023 with no impact to the current Funding Agreements which remain to 14 September 2023.

To progress the proposed changes including indicating your commitment to this approach AQ requests your response to a brief survey <https://www.surveymonkey.com/r/FQPHKH5> by COB Tuesday 18 April 2023.

Councils accepting the proposed changes will be advised of the requirements including application and agreement process, which will open on 1 May 2023.

If you have any questions about this email, the proposed changes, or this survey, please contact Julie Beveridge on 07 3034 4065.

Wishing you all a safe and happy Easter break.

Sincerely,

Julie



Julie Tanner

Director Partnerships and Investment

Arts Queensland

Department of Communities, Housing and Digital Economy

Phone: 07 3034 4058 eMail: julie.tanner@arts.qld.gov.au

Level 24, 111 George Street, Brisbane QLD 4000

GPO Box 1436, Brisbane Queensland 4001



Arts Queensland recognises, respects and values First Nations peoples, arts and cultures. We recognise the unique contribution of First Nations artists and performers, respect the cultural authority of Elders as guardians of culture and value the creative expression of culture that First Nations people choose to share with us all.

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