



# Etheridge Shire Council

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## NOTICE OF MEETING

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**Meeting:** General Meeting

**Date:** Wednesday, 24<sup>th</sup> January 2024

**Location:** **Council Chambers,  
Georgetown**

**Commencing:** **9.00am**

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

## Agenda Attached

CHIEF EXECUTIVE OFFICER

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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
12. CONCLUSION

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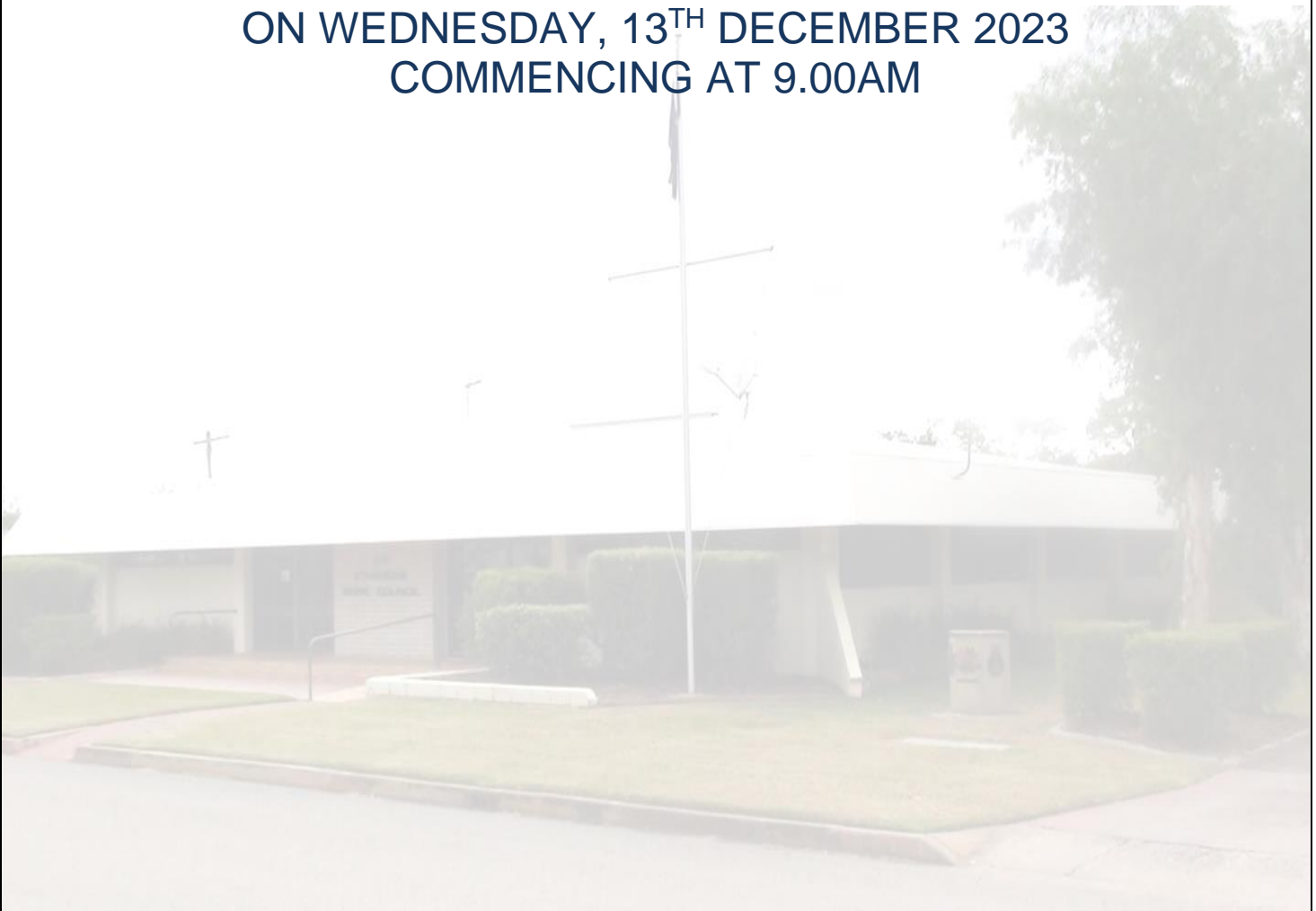




# Etheridge Shire Council

## UNCONFIRMED MINUTES

GENERAL MEETING OF  
ETHERIDGE SHIRE COUNCIL  
HELD AT COUNCIL CHAMBERS, GEORGETOWN  
ON WEDNESDAY, 13<sup>TH</sup> DECEMBER 2023  
COMMENCING AT 9.00AM



**ETHERIDGE SHIRE COUNCIL  
MINUTES OF THE GENERAL MEETING  
HELD AT COUNCIL CHAMBERS, GEORGETOWN  
ON WEDNESDAY 13<sup>TH</sup> DECEMBER 2023  
COMMENCING AT 9.00AM**

**ATTENDANCE**

Cr. Barry Hughes  
Cr. Laurell Royes  
Cr. Joe Haase (via Teams)  
Cr. Tony Gallagher  
Cr. Cameron Barnes

**OFFICERS PRESENT**

Mr. Ken Timms, Chief Executive Officer  
Mrs. Renee Bester, Executive Assistant

The Chair declared the meeting open at 9.04 am 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***

**Cr Royes** – Closed Session DES Agenda Item 1: Gravel Supply CN20929 Kennedy Development Road  
**Mayor Hughes** – Closed Session DCS Agenda Item #1: Hostel Management Contract  
**Cr Joe Haase** - Closed Session DCS Agenda Item #1: Hostel Management Contract

***APOLOGIES, CONDOLENCES AND CONGRATULATIONS***

**Apologies –**

Council resolve to accept that Cr Haase will be attending the December General Meeting via Teams.

**MOVED:** Cr. Royes

**SECONDED:** Cr. Barnes

**CARRIED  
RESOLUTION #23.12.01  
4/0**

**Condolences –**

Etheridge Shire Council wish to send condolences to the family of Ross Nielsen.

**Congratulations –**

Etheridge Shire Council wish to congratulate the extended Lethbridge family on 125 years at Werrington Station.

**CONSIDERATION OF MINUTES**

**General Meeting Minutes – Wednesday 15<sup>th</sup> November 2023**

Corrections:

- Nil

**RESOLUTION:**

That the Minutes of the General Council Meeting held at Georgetown on Wednesday 15<sup>th</sup> November 2023 be confirmed.

**MOVED:** Cr. Royes

**SECONDED:** Cr. Hughes

**CARRIED**  
**RESOLUTION #23.12.02**  
**5/0**

**BUSINESS ARISING FROM GENERAL MINUTES**

**CEO Update**

#23.11.24 – Changed to Director of Engineering Services. Currently being considered

#23.11.25 – Being considered. Part of CEO report

#23.07.21 – Sandy Creek block of land. CEO delegated to negotiate. Currently looking for a new solution.

#23.01.9 – Completed in the report under DES

**Cr Gallagher**

#23.08.21 – Was there any road name suggestions that received considerable favour during the survey.

#23.08.13 - Snap Send Solve update including notifications back to the end user

**Cr Barns**

#23.11.22 – To be considered under the 2024/25 budget

**CONSIDERATION OF OPEN SESSION REPORTS**

RESOLUTION

That Council go into closed session at 9.25 am to discuss (b) industrial matters affecting employees under section 254J of the Local Government Regulation 2012 which states that:

- (1) A local government may resolve that all or part of a meeting of the local government be closed to the public.
- (2) A committee of a local government may resolve that all or part of a meeting of the committee be closed to the public.
- (3) However, a local government or a committee of a local government may make a resolution about a local government meeting under subsection (1) or (2) only if its Councillors or members consider it necessary to close the meeting to discuss the sale of land.

**MOVED:** Cr. Barnes

**SECONDED:** Cr. Gallagher

**CARRIED**  
**RESOLUTION #23.12.03**  
5/0

ATTENDANCE

Ken Timms (CEO) & Renee Bester (Executive Assistant) left the meeting room at 9.26am.

RESOLUTION

Council resolved to come out of closed session at 9.44am.

**MOVED:** Cr. Royes

**SECONDED:** Cr. Barnes

**CARRIED**  
**RESOLUTION #23.12.04**  
5/0

ATTENDANCE

Renee Bester returned to the meeting room at 9.46am.

RESOLUTION

Council resolve to receive the letter from Director of Corporate Services and note the contents therein.

**MOVED:** Cr. Royes

**SECONDED:** Cr. Hughes

**CARRIED**  
**RESOLUTION #23.12.05**  
5/0

ATTENDANCE

Ken Timms returned to the meeting room at 9.48 am.

***Director Corporate Services***

**1. Briefing Report**

RESOLUTION

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

**MOVED:** Cr. Gallagher

**SECONDED:** Cr. Royes

**CARRIED**  
**RESOLUTION #23.12.06**  
5/0

ADJOURNMENT

Council adjourned the meeting for Morning Tea at 10.00am.

RESUMPTION

Council resumed the meeting at 10.24am.

## **2. Financial Performance (Actual vs. Budget) for the period 1 July 2022 to 30<sup>th</sup> November 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 30<sup>th</sup> November 2023, as presented.

**MOVED:** Cr. Hughes

**SECONDED:** Cr. Royes

**CARRIED**  
**RESOLUTION #23.12.07**  
**5/0**

## **3. Audit Committee Meeting Minutes – 10<sup>th</sup> November 2023**

### EXECUTIVE SUMMARY

In February 2022, Council reconstituted an Audit Committee.

The Audit Committee met on the 10th November 2023 to receive and consider Council's Annual General Purpose Financial Statements. A copy of the Minutes of the Audit Committee meeting is presented for Council's consideration.

### RESOLUTION

That Council receive the minutes of the Audit Committee Meeting held 10th November 2023, and note the contents therein.

**MOVED:** Cr. Barnes

**SECONDED:** Cr. Royes

**CARRIED**  
**RESOLUTION #23.12.08**  
**5/0**

## **4. 2022-23 Annual General Purpose Financial Statements**

### EXECUTIVE SUMMARY

Following the presentation and reception of the final draft 2022/23 Annual General Purpose Financial Statements at the Audit Committee held 10<sup>th</sup> November 2023, I am delighted to report that the Queensland Audit Office has certified Council's Financial Statements and issued an unqualified audit opinion: that the statements give a true and fair view of Council's financial position as at 30<sup>th</sup> June 2023 and complies with the Local Government Regulation 2012 and Australian Accounting Standards.

### RESOLUTION

That Council note QAO's certification of Council's 2022/23 Annual General Purpose Financial Statements and Management's Response.

**MOVED:** Cr. Hughes

**SECONDED:** Cr. Gallagher

**CARRIED**  
**RESOLUTION #23.12.09**  
**5/0**

## **5. 2022-23 Annual Report**

### EXECUTIVE SUMMARY

Pursuant to s182 of the Local Government Regulation 2012, Council must prepare an Annual Report for each financial year.

The draft 2022/23 Annual Report is presented for Council's adoption.

### RESOLUTION

That Council resolve to:

- adopt the 2022/23 Annual Report as presented, in accordance with s182 of the Local Government Regulation 2012,
- extend their thanks Etheridge Shire Council staff for the preparation of the Annual Report.

**MOVED:** Cr. Gallagher

**SECONDED:** Cr. Royes

**CARRIED**  
**RESOLUTION #23.12.10**  
**5/0**

## **6. Adoption of Little Gems Medical Conditions Policy**

### EXECUTIVE SUMMARY

A new Medical Conditions Policy has been created in order to comply with the requirements of the Education and Care Services National Regulations.

### RESOLUTION

That Council approve and adopt the new Medical Conditions Policy for Little Gems Children's Centre.

**MOVED:** Cr. Royes

**SECONDED:** Cr. Barnes

**CARRIED**  
**RESOLUTION #23.12.11**  
**5/0**

### RESOLUTION

That Council go into closed session at 10.53am to discuss (g) negotiations relating to a commercial matter involving the local government for which a public discussion would likely to prejudice the interests of the local government under section 254J of the Local Government Regulation 2012 which states that:

- (1) A local government may resolve that all or part of a meeting of the local government be closed to the public.
- (2) A committee of a local government may resolve that all or part of a meeting of the committee be closed to the public.
- (3) However, a local government or a committee of a local government may make a resolution about a local government meeting under subsection (1) or (2) only if its Councillors or members consider it necessary to close the meeting to discuss the sale of land.

**MOVED:** Cr. Gallagher

**SECONDED:** Cr. Hughes

**CARRIED**  
**RESOLUTION #23.12.12**  
**5/0**

### **CHAIR**

Cr. Royes undertook the role of Chair of the Meeting.

### **ATTENDANCE**

Mayor Barry Hughes left the meeting at 10.54am.

Cr. Joe Haase left the meeting at 10.57am.

RESOLUTION

Council resolve to come out of closed session at 11:10 am.

**MOVED:** Cr. Gallagher

**SECONDED:** Cr. Barnes

**CARRIED**  
**RESOLUTION #23.12.13**  
**3/0**

**CONSIDERATION OF CLOSED SESSION REPORTS**

**Director Of Corporate Services**

**7. Hostel Management Contract**

EXECUTIVE SUMMARY

Council retained the current Hostel managers on an initial 9 months contract, allowing both parties to gauge the other. At time of negotiating the contract, it was intended that the contract would be renegotiated for a longer term, resetting the contract to the full calendar year, recognising the Managers commenced in term 2 2023.

The current Hostel Managers have now submitted their fee proposal for Council's consideration.

RESOLUTION

That Council: -

1. Acknowledge the proposal, however, Council offer a CPI adjustment to the current Management Fee.

**MOVED:** Cr. Royes

**SECONDED:** Cr. Gallagher

**CARRIED**  
**RESOLUTION #23.12.14**  
**3/0**

ATTENDANCE

Mayor Barry Hughes and Cr. Joe Haase returned to the meeting at 11:12am.

CHAIR

Mayor Barry Hughes resumed the position of Chair.

RESOLUTION

That Council go into closed session at 11:14am to discuss (d) rating concessions under section 254J of the Local Government Regulation 2012 which states that:

- (1) A local government may resolve that all or part of a meeting of the local government be closed to the public.
- (2) A committee of a local government may resolve that all or part of a meeting of the committee be closed to the public.
- (3) However, a local government or a committee of a local government may make a resolution about a local government meeting under subsection (1) or (2) only if its Councillors or members consider it necessary to close the meeting to discuss the sale of land.

**MOVED:** Cr. Gallagher

**SECONDED:** Cr. Barnes

**CARRIED**  
**RESOLUTION #23.12.15**  
**5/0**

RESOLUTION

Council resolve to come out of closed session at 11:19

**MOVED:** Cr. Hughes

**SECONDED:** Cr. Royes

**CARRIED**  
**RESOLUTION #23.12.16**  
**5/0**

**8. Requests to waive interest and grant discount on overdue rates**

EXECUTIVE SUMMARY

Council issued annual rates notices on first of September 2023, with discount closing on the 18<sup>th</sup> October 2023. Letters were sent to property owners on the 10<sup>th</sup> November 2023 to advise owners their assessments had overdue balances. As a result, we have received an enquiry asking for grant of discount and waiving of accrued interest.

RESOLUTION

Pursuant to s120(1)(d) of the *Local Government Regulation 2012*, Council write-off accrued interest on assessments 297-00000, 355-7130, 441-00000 and 441-70000;

**MOVED:** Cr. Royes

**SECONDED:** Cr. Haase

**CARRIED**  
**RESOLUTION #23.12.17**  
**5/0**

ATTENDANCE

Raju Ranjit entered the meeting at 11.28am.

**CONSIDERATION OF OPEN SESSION REPORTS**

**Director of Engineering Services**

**9. Director of Engineering Services Briefing Report**

RESOLUTION

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

**MOVED:** Cr. Hughes

**SECONDED:** Cr. Haase

**CARRIED**  
**RESOLUTION #23.12.18**  
**5/0**

**10. Development Application for Forsayth Transfer Station**

EXECUTIVE SUMMARY

The purpose of this report is to inform Council about the Development Application for the proposed Waste Transfer Station. Based on the current situation, Council can agree that the site (Lot 3 SP273181) is already developed as a waste management services as described in the Utility Installation definition and the new WTS is NOT a material change of use on the site.

RESOLUTION

That Council agrees that the site (Lot 3 SP273181) is already developed as a waste management services as described in the Utility Installation definition and the new WTS is NOT a material change of use on the site.



**MOVED:** Cr. Barnes

**SECONDED:** Cr. Gallagher

**CARRIED**  
**RESOLUTION #23.12.19**  
**5/0**

**ATTENDANCE**

Cr Laurelle Royes left the meeting at 11:59am.

**RESOLUTION**

That Council go into closed session at 12:00 pm to discuss (g) negotiations relating to a commercial matter involving the local government for which a public discussion would likely to prejudice the interests of the local government under section 254J of the Local Government Regulation 2012 which states that:

- (1) A local government may resolve that all or part of a meeting of the local government be closed to the public.
- (2) A committee of a local government may resolve that all or part of a meeting of the committee be closed to the public.
- (3) However, a local government or a committee of a local government may make a resolution about a local government meeting under subsection (1) or (2) only if its Councillors or members consider it necessary to close the meeting to discuss the sale of land.

**MOVED:** Cr. Hughes

**SECONDED:** Cr. Barnes

**CARRIED**  
**RESOLUTION #23.12.20**  
**4/0**

**RESOLUTION**

Council resolve to come out of closed session at 12:03pm

**MOVED:** Cr. Barnes

**SECONDED:** Cr. Haase

**CARRIED**  
**RESOLUTION #23.12.21**  
**4/0**

**Director Of Engineering Services**

**11. Gravel Supply CN20929 Kennedy Development Road**

**EXECUTIVE SUMMARY**

The quotes were assessed and compared Gunther Resources provided the best value for money, but TMR did not accept their test results due to a high plasticity and softer rock with the test results supplied.

Due to this the next best was Kidner Contracting who test results were passed onto TMR and were accepted for this project.

**RESOLUTION**

That Council resolves to accept the quote provided by Kidner Contracting for the Supply and Delivery of Gravel for Kennedy Developmental Road Rehabilitation Works to the value of \$489,687.00 Incl GST

**MOVED:** Cr. Barnes

**SECONDED:** Cr. Haase

**CARRIED**  
**RESOLUTION #23.12.22**  
**4/0**

**ATTENDANCE**

Cr Laurelle Royes returned to the meeting at 12:05pm.

**RESOLUTION**

That Council go into closed session at 12:06pm am to discuss (g) negotiations relating to a commercial matter involving the local government for which a public discussion would likely to prejudice the interests of the local government under section 254J of the Local Government Regulation 2012 which states that:

- (1) A local government may resolve that all or part of a meeting of the local government be closed to the public.  
(2) A committee of a local government may resolve that all or part of a meeting of the committee be closed to the public.  
(3) However, a local government or a committee of a local government may make a resolution about a local government meeting under subsection (1) or (2) only if its Councillors or members consider it necessary to close the meeting to discuss the sale of land.

**MOVED:** Cr. Barnes

**SECONDED:** Cr. Haase

**CARRIED**  
**RESOLUTION #23.12.23**  
5/0

RESOLUTION

Council resolve to come out of closed session at 12:26pm.

**MOVED:** Cr. Gallagher

**SECONDED:** Cr. Royes

**CARRIED**  
**RESOLUTION #23.12.24**  
5/0

**12. Construction of Waste Transfer Station**

EXECUTIVE SUMMARY

The quotations were assessed based on the experience, previous performance and prices. The NCH Civil Construction has provided the best value for money and evaluation score is 91 where as the scoring value of the Ikin Civil is 88.

The NCH Civil construction is currently working on the drainage project in Einasleigh and Forsayth and performing satisfactorily.

RESOLUTION

That Council:

- resolves to accept the quote provided by NCH Civil Construction to construct concrete slabs, retaining wall, fences and entrance gate to the value of \$ 349,037 Ex. GST.
- Notify affected stakeholders of the mandatory Department of Environment requirements

**MOVED:** Cr. Gallagher

**SECONDED:** Cr. Barnes

**CARRIED**  
**RESOLUTION #23.12.25**  
5/0

**13. Purchase of Second hand Concrete Agitator**

EXECUTIVE SUMMARY

The 2023/2024 budget provides for the procurement of one concrete agitator truck.

Staff who assessed these two vehicles have all agreed that the Izuzu eight-wheeler agitator is the better option for Council fleet based on age, automatic transmission and condition of the truck

RESOLUTION

That Council resolves to accept the following offer for the purchase of the Isuzu 8-Wheeler Concrete Agitator from RCG Logistics Pty Ltd for \$143,000.00 Excl GST

**MOVED:** Cr. Hughes

**SECONDED:** Cr. Barnes

**CARRIED**  
**RESOLUTION #23.12.26**  
5/0

**ADJOURNMENT**

Council adjourned the meeting for Lunch at 12.29pm.

**RESUMPTION**

Council resumed the meeting at 1.26pm.

**CONSIDERATION OF OPEN SESSION ADDENDUM REPORTS**

**Director of Engineering Services**

**14. Grant Application for Remote Airstrip Upgrade Program**

EXECUTIVE SUMMARY

Mount Surprise Aerodrome and Einasleigh Aerodrome are classified as an Aeroplane Landing Area (ALA), unlike the higher "Certified" category aerodrome, there is no formal requirement for an ALA to meet the standards prescribed within MOS 139. There is however a requirement to meet the minimum operating standards specified by the Royal Flying Doctor Service (RFDS), which generally align with MOS 139.

The purpose of this report is for Council to note the lodgment of a grant application for Mt. Surprise and Einasleigh Airport under Remote Airstrip Upgrade Program Round Ten.

RESOLUTION

1. That Council agrees to apply an application of 50/50 funding partnership between Australian Government's Remote Airstrip Upgrade Program Round Ten and Council to upgrade the animal exclusion fences in Mt. Surprise and Einasleigh Airport

**MOVED:** Cr. Gallagher

**SECONDED:** Cr. Haase

**CARRIED**  
**RESOLUTION #23.12.27**  
**5/0**

**15. Road Register**

EXECUTIVE SUMMARY

Preparation and ongoing maintenance of a current Road Register is the Council's statutory requirements. The register includes road name, its hierarchy and type of roads and will be available for inspection by the public.

RESOLUTION

That Council:

1. Accepts and implement the road register 2022 version.
2. Review the 2024 Road Register at a Councillor Workshop scheduled for Wednesday, 17<sup>th</sup> January 2024.

**MOVED:** Cr. Hughes

**SECONDED:** Cr. Royes

**CARRIED**  
**RESOLUTION #23.12.28**  
**5/0**

**ATTENDANCE**

Raju Ranjit left the meeting at 1:40pm.

## Chief Executive Officer

### 16. Georgetown Industrial Estate

#### EXECUTIVE SUMMARY

Etheridge Shire Council have recently purchased the Georgetown Industrial Estate (Lots A & B TSV19080) and engaged RPS Surveys to advance the development. Etheridge Shire Council, RPS Surveys and Liz Taylor met in Cairns on 8<sup>th</sup> December 2023. From this meeting, RPS Surveys have provided the attached information for Council to consider.

#### RESOLUTION

That Council resolve:

- a. To progress an approval process over land generally identified on the GEORGETOWN INDUSTRIAL ESTATE - CONCEPT PLAN, DRAWING: AU011658, DATED 30/8/2023, prepared by RPS, for industry purposes and generally in accordance with the Etheridge Shire Planning Scheme Township Zone (Industrial Precinct).
- b. That, the either of the following two (2) Options be pursued to progress the approval process:
  - Option 1 - Undertake a Planning Scheme Amendment in accordance with section 18 of the Planning Act 2016; and the Chief Executive Officer be delegated authority to give notice of the Planning Scheme Amendment to the Chief Executive in accordance with section 18(2) of the Planning Act 2016; or
  - Option 2 – Make an Application for a Preliminary Approval (Variation Request) for Material Change of Use, to vary the Planning Scheme to apply the provisions of the Etheridge Shire Planning Scheme Township Zone (Industrial Precinct) to the land.
- c. The Chief Executive Officer be delegated authority to enter into any necessary contracts to procure the services of suitable consultants

**MOVED:** Cr. Gallagher

**SECONDED:** Cr. Hughes

**CARRIED**  
**RESOLUTION #23.12.29**  
**5/0**

### 17. Chief Executive Officer Briefing Report

#### RESOLUTION

That Council acknowledges and receives the Chief Executive Officers Briefing Report.

**MOVED:** Cr. Barnes

**SECONDED:** Cr. Haase

**CARRIED**  
**RESOLUTION #23.12.30**  
**5/0**

#### ATTENDANCE

Cr Barnes left the meeting at 2.24pm and returned at 2.28pm.  
Renee Bester left the meeting at 2.36pm and returned at 2.39pm.

<b>GENERAL BUSINESS</b>
-------------------------

<b>Cr Gallagher</b> – Employee concerns about camping out allowance which I thought should be in their E.B.A . However he and fellow workers are not happy & I believe this matter should be dealt with.	CEO
<b>Cr Gallagher</b> - Request for a light above entrance at Sports Centre	CEO
<b>Cr Gallagher</b> - Forsayth Town Common We had an email from Colin McFarlane 2 years ago about wanting to put cattle on the Forsayth Common. There are other people as well. Are we going to do anything about it?	DCS
<b>Cr Gallagher</b> - Water Forsayth Cemetery I notice the water is on to the cemetery at Forsayth , but there is no tap to access it yet?	DES
<b>Cr Royes</b> - High Street Housing - who is this housing for?	DCS
<b>Cr Royes</b> - Katter’s Australian Party’s Education (General Provisions) (Extension of Primary Schools in Remote Areas) Amendment Bill 2023	MAYOR
<b>Cr Royes</b> - Road register - accuracy and consensus to ensure possible 2024 QRA claim is accurate (meets community/landholder expectations)	DES
<b>Cr Royes</b> - Request that all 1080 baiting costs/use etc are recorded in clear concise graphs to allow council to make good decisions based on data.	DCS
<b>Cr Haase</b> - Camp out allowances for work crews	CEO
<b>Cr Haase</b> - Kidston Columbarium wall	DES/CEO
<b>Cr Haase</b> - Kerb and channel at sports centre has an abrupt ending	DES

**ATTENDANCE**

Mayor Barry Hughes left the meeting at 3.25pm and returned at 3.28pm.

**RESOLUTION**

That Council acknowledges a recent request for an increase to camping out allowance, Council have resolved that the most appropriate way is to negotiate a new EBA Agreement and Council is willing to commence those negotiations during 2024.

**MOVED:** Cr. Gallagher

**SECONDED:** Cr. Royes

**CARRIED**  
**RESOLUTION #23.12.31**  
**5/0**

**ATTENDANCE**

Ken Timms & Renee Bester left the meeting at 3.48pm.

**RESOLUTION**

That Council go into closed session at 3.50pm to discuss (b) industrial matters affecting employees under section 254J of the Local Government Regulation 2012 which states that:

- (1) A local government may resolve that all or part of a meeting of the local government be closed to the public.
- (2) A committee of a local government may resolve that all or part of a meeting of the committee be closed to the public.
- (3) However, a local government or a committee of a local government may make a resolution about a local government meeting under subsection (1) or (2) only if its Councillors or members consider it necessary to close the meeting to discuss the sale of land.

**MOVED:** Cr. Royes

**SECONDED:** Cr. Gallagher

**CARRIED**  
**RESOLUTION #23.12.32**  
**5/0**

**RESOLUTION**

Council resolve to come out of closed session at 4.25pm.

**MOVED:** Cr. Barnes

**SECONDED:** Cr. Hughes

**CARRIED**  
**RESOLUTION #23.12.33**  
**5/0**

RESOLUTION

That Council, upon completion of a successful annual Mayors appraisal process, grant an incremental wage adjustment in line with the contractual arrangements per the CEO’s employment schedule and furthermore that Council recognize that the package be adjusted accordingly.

**MOVED:** Cr. Hughes

**SECONDED:** Cr. Royes

**CARRIED**  
**RESOLUTION #23.12.34**  
**5/0**

**ATTENDANCE**

Ken Timms & Renee Bester returned to the meeting at 4.27pm

***CONCLUSION***

There being no further business the Mayor declared the meeting closed at 4.30pm. These minutes will be confirmed by Council at the General Meeting held on Wednesday 24<sup>th</sup> January 2023.

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

Business Arising				
#	Resolution	Officer	Action Taken	Progress
<b>13th December 2023</b>				
23.12.08	That Council receive the minutes of the Audit Committee Meeting held 10th November 2023, and note the contents therein.	DCS	Noted	Complete
23.12.09	That Council note QAO's certification of Council's 2022/23 Annual General Purpose Financial Statements and Management's Response.	DCS	Noted	Complete
23.12.10	That Council resolve to: *adopt the 2022/23 Annual Report as presented, in accordance with s182 of the Local Government Regulation 2012, *extend their thanks Etheridge Shire Council staff for the preparation of the Annual Report.	DCS	Noted and placed on the web site	Complete
23.12.11	That Council approve and adopt the new Medical Conditions Policy for Little Gems Children's Centre.	DCS	Noted and Director informed	Complete
23.12.14	That Council: - 1.Acknowledge the proposal, however, Council offer a CPI adjustment to the current Management Fee	DCS	Letter to contractors prepared and emailed	In progress
23.12.17	Pursuant to s120(1)(d) of the Local Government Regulation 2012, Council write-off accrued interest on assessments 297-00000, 355-7130, 441-00000 and 441-70000;	DCS	Interest written off by Rates 11th January 2024.	Complete
23.12.19	That Council agrees that the site (Lot 3 SP273181) is already developed as a waste management services as described in the Utility Installation definition and the new WTS is NOT a material change of use on the site.	DES	DA decision for Transfer Station is noted.	Complete
23.12.22	That Council resolves to accept the quote provided by Kidner Contracting for the Supply and Delivery of Gravel for Kennedy Developmental Road Rehabilitation Works to the value of \$489,687.00 Incl.	DES	Contract has been awarded	Complete
23.12.25	That Council: *resolves to accept the quote provided by NCH Civil Construction to construct concrete slabs, retaining wall, fences and entrance gate to the value of \$ 349,037 Ex. GST. *Notify affected stakeholders of the mandatory Department of Environment requirements	DES	Contract has been awarded to construct a Transferstation	In progress
23.12.26	That Council resolves to accept the following offer for the purchase of the Isuzu 8-Wheeler Concrete Agitator from RCG Logistics Pty Ltd for \$143,000.00 Excl GST	DES	Payment has been made on 11.01.2024	In progress
23.12.27	That Council agrees to apply an application of 50/50 funding partnership between Australian Government's Regional Aviation Access Program and Council to upgrade the stock proof fences in Mt. Surprise and Einasleigh Airport	DES	Grant application has been lodged	In progress
23.12.28	That Council: 1.Accepts and implement the road register 2022 version. 2.Review the 2024 Road Register at a Councillor Workshop scheduled for Wednesday, 17th January 2024.	DES	Workshop on 17/1/2024	Complete
23.12.29	That Council resolve: a. To progress an approval process over land generally identified on the GEORGETOWN INDUSTRIAL ESTATE - CONCEPT PLAN, DRAWING: AU011658, DATED 30/8/2023, prepared by RPS, for industry purposes and generally in accordance with the Etheridge Shire Planning Scheme Township Zone (Industrial Precinct). b.That, the either of the following two (2) Options be pursued to progress the approval process: *Option 1 - Undertake a Planning Scheme Amendment in accordance with section 18 of the Planning Act 2016; and the Chief Executive Officer be delegated authority to give notice of the Planning Scheme Amendment to the Chief Executive in accordance with section 18(2) of the Planning Act 2016; or *Option 2 - Make an Application for a Preliminary Approval (Variation Request) for Material Change of Use, to vary the Planning Scheme to apply the provisions of the Etheridge Shire Planning Scheme Township Zone (Industrial Precinct) to the land. c.The Chief Executive Officer be delegated authority to enter into any necessary contracts to procure the services of suitable consultants	CEO	PO has been raised with RPS. Town Planner and RPS meeting with the state to discuss most expeditious option.	Complete
23.12.31	That Council acknowledges a recent request for an increase to camping out allowance, Council have resolved that the most appropriate way is to negotiate a new EBA Agreement and Council is willing to commence those negotiations during 2024.	CEO	EBA negotiations to commence after 2024 LG elections.	Complete
23.12.34	That Council, upon completion of a successful annual Mayors appraisal process, grant an incremental wage adjustment in line with the contractual arrangements per the CEO's employment schedule and furthermore that Council recognize that the package be adjusted accordingly.	MAYOR	Agreement has been approved.	Complete
<b>Outstanding Business</b>				
<b>15th November 2023</b>				
23.11.22	That Council resolve to consider water connection to the Georgetown Cemetery.	DES	Will be considered for 24/25 budget	In progress
23.11.24	That Council resolve to seek costings for the erection of a Columbarium Wall at Kidston Cemetery.	CEO/DES	Quotes are being sought	In progress
23.11.25	That Council resolve to urgently seek costings for the erection of perimeter fence and remedial work at the Lynd Medical Centre.	CEO/DES	Quotes are being sought	In progress
<b>16th August 2023</b>				
23.08.12	That Council receive Ms Taylor's Mt Surprise Land Use Survey Report, and adopt the following recommendations made therein, specifically: - 1.The recommendations for Category 1, Category 2, Category 3, Category 4, Category 5, Category 6 and Category 7, outlined in the report, where appropriate; and 2.Council make enquiries with the State government in relation to Lot 11 SP252513, area 3.58 hectares, Reserve for Township and Trucking with Council as Trustee, to determine if the Occupation Lease (3520L454) can be cancelled and the lot transferred to Council as freehold land, to facilitate future development opportunities afforded by the Industrial Precinct designation of the lot, which was supported by the State, when preparing the 2020 Planning Scheme for the Shire.	DCS	Referred to consulting Town Planner for action	In progress
23.08.13	That Council receive the report and note management's recommendation to retain Snap Send Solve as a reporting channel for customer requests and to improve the functionality of its existing corporate eDRMS (InfoXpert) to better manage customer service requests (regardless of the communication medium) and provide further training to staff in InfoXpert's use.	DCS	Retained MagiQ to provide system admin & end user training to improve functionality of InfoXpert	In progress
<b>19th July 2023</b>				
23.07.21	That Council resolve that the Chief Executive Officer and Director of Corporate Services be delegated to consult with stakeholders and further negotiate the sale of a block of Industrial Land.	CEO	Negotiations have ended and another solution is sought	In progress
<b>5th May 2023 - Special Meeting</b>				

23.05.04SP	That Council resolves to accept the following Tender from Bay Investments Pty Ltd trading as Oly Homes for Six (6) x 2 Bedroom Modular Homes, Mandatory Inclusions for the Independent Living Facility Stage 1. Lot 5 Racecourse Road. Oly homes to Build Deliver Install and Complete the Six homes by end of March 2024.  Address                      Recommended Tender                      Purchase Price GST Excl Lot 5 Racecourse Road      Bay Investments QLD P/L, T/A Oly Homes                      \$1,703,263.32	DCS	No action taken until confirmation of funding sources (grants / loans). Applications for both have been submitted and are under assessment by the funding bodies. Refer to DCS briefing report for latest update.	In progress
23.05.05SP	That Council resolves to accept the following Tender from Bay Investments Pty Ltd trading as Oly Homes for Six (6) x 2 Bedroom Modular Homes, Mandatory Inclusions for the Staff Housing Project at 8 Green Street. (Lot 105 on SP295139) Oly homes to Build Deliver Install and Complete the Six homes by end of March 2024.  Address                      Recommended Tender                      Purchase Price GST Excl 8 Green Street              Bay Investments QLD P/L, T/A Oly Homes                      \$1,556,077.32	DCS	No action taken until confirmation of funding sources (loans). Loan application has been submitted and is under assessment by the Department	In progress
<b>19th January 2022</b>				
22.01.9	That Council resolves to; 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 EOJ application has been successful. Grant unsuccessful. LRCI Phase 3 funding to fund project / tender has been let. Planning and design to commenced	Complete





# Etheridge Shire Council

ACTING DIRECTOR OF CORPORATE SERVICES

Briefing Report

## 1 Key Points of Interest

I appreciate Council having me back and I'm pleased to be able to assist in any way I can.

As Council is no doubt aware my appointment as Acting Director of Corporate Services is temporary although challenging in terms of getting up to speed with the many things that are happening and ensuring projects etc. are not held up unduly.

I commenced duties on Wednesday 10<sup>th</sup> January.

This report will be brief and to the point as many of the matters are well and truly in train due to the efforts of Council Staff to keep things rolling during the preceding period.

### **Hostel Management Contract 2024**

Letter from Council's December Meeting provided to Contractors.

Contract Documents drafted and ready for execution by Council and Contractors.

At the time of writing the Contractors have requested a meeting to discuss Council's offer prior to re-commencement and an appointment has been made for 9am 19<sup>th</sup> January.

### **Housing Infrastructure Funding – Independent Living Project-State Contribution**

The Department of Housing has advised of a number of matters to be remedied during the 'Contract Negotiations Phase.' A Teams Workshop was conducted with the Department on 15<sup>th</sup> January.

Lifecycle and Operational Cost Estimates provided by Project Management have been reviewed by Council's Director of Engineering and re-submitted.

Building Approval documentation is being lodged directly with the Department by the Project Manager.

Other Administrative matters have been handled internally and the relevant information provided to the Department.

### **QTC Loan Application-Housing Projects**

Council's Accountant and John Perry (MPG) are working together to complete and submit the Cash Flow forecast.

### **Daily**

Various Staff, Administrative and associated matters resolved as required.

### **In-office Schedule**

My last day in the office for this visit is Friday 19<sup>th</sup> January. I'm scheduled to return on Monday 5<sup>th</sup> February.

### **Neil Crotty**

**Acting Director Corporate Services**



# Etheridge Shire Council

<b>General Meeting</b>	24 <sup>th</sup> January 2024
<b>Subject</b>	Financial Performance (Actual v Budget) for the period 1 <sup>st</sup> July 2022 to 31 <sup>st</sup> December 2023
<b>Classification</b>	Open
<b>Author</b>	Renee Bester, Executive Assistant

## 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 31<sup>st</sup> December 2023, 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:**

**Report Authorised By:**

Renee Bester

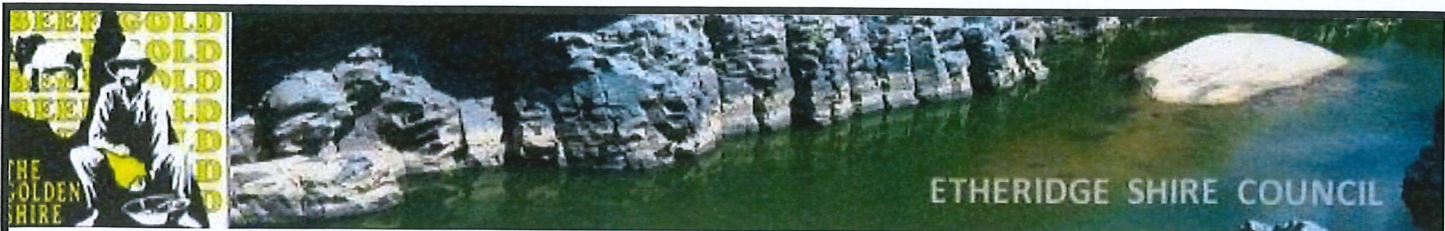
Ken Timms, Chief Executive Officer

Date: 16<sup>th</sup> January 2024

Date:

ATTACHMENTS:

Financial Report as at 31<sup>st</sup> December 2023



# *Etheridge Shire Council*

*Financial Report  
Council Meeting  
24 January 2023*



## **Index of Attached Reports**

- 1 Highlights
- 2 Cash Position
- 3 Monthly Cash Flow Estimate
- 4 Comparative Data
- 5 Capital Funding Budget Vs Actual
- 6 Road Works - Budget V's Actual

## **Standard reports**

Capital Funding Detail- WIP report  
Rates outstanding balance  
Rates Control Totals  
PCS Revenue and Expenditure Budget  
PCS Balance Sheet Summary  
PCS Statement of Financial Position  
PCS Statement of Cash Flows

## **1 Highlights of this Month's Financial Report**

**Reporting Period:=-**

**31-December-2023**

### **Revenue**

Total revenue of \$ 21.9M. to 31-Dec-2023 representing 36 % of total budget of \$ 60.1 M.

These statements are for 6 months of the financial year and generally would represent 50 % of the overall budget.

The Recurrent revenue is \$21.146M reflecting \$11.093M of NDRRA flood expenditure running at between 1-2M per month, currently \$11.093M.

DTMR revenue is \$6.042M, slightly behind expenditures.

It is evident that wet season rain events will effect cash flows in future months.

### **Expenditure**

Total expenditure of \$24.051M for the same period represents 39 % of total budgeted expenditure of \$61.5 M.

Expenditure on NDRRA flood works totals \$11.728M Year to Date

Expenditure on DTMR works totals \$6.654M Year to Date

### **Surplus / Deficit**

The resultant Deficit Net Operating result is \$2.107M

Overall, at this stage of the year the important issue to note is the NDRRA grant outstanding of 70%, approximately 23M.

2 CASH POSITION

2023/2024

December

<b>CASH AT BANK</b>				
	Operating Account			1,575,821
<b>SHORT TERM INVESTMENTS</b>				
	QTC Cash Fund			14,910,085
		<b>Total</b>		<b>\$ 16,485,906</b>
<p>The following items should be backed by cash and investments, plus any increases in the surplus of Debtors over Creditors.</p>				
	Cash backed <b>Current Liabilities</b> (AL,LSL,SL,RDO)			809,388
	Restricted cash - grants received not yet spent less grants receivable			5,541,776
				<b>\$ 6,351,164</b>
Balance of estimated rates/other <b>debtors</b> - estimated <b>credi</b>		601,933		
	( 1,156,955 - )			\$ 555,022
Plus cash surplus	\$ 16,485,906	-	\$ 6,351,164	\$ 10,134,743
<b>Working Capital</b>		<b>Total</b>		<b>\$ 10,689,765</b>

**Etheridge Shire Council****4. Comparative Data for****Jan-24**

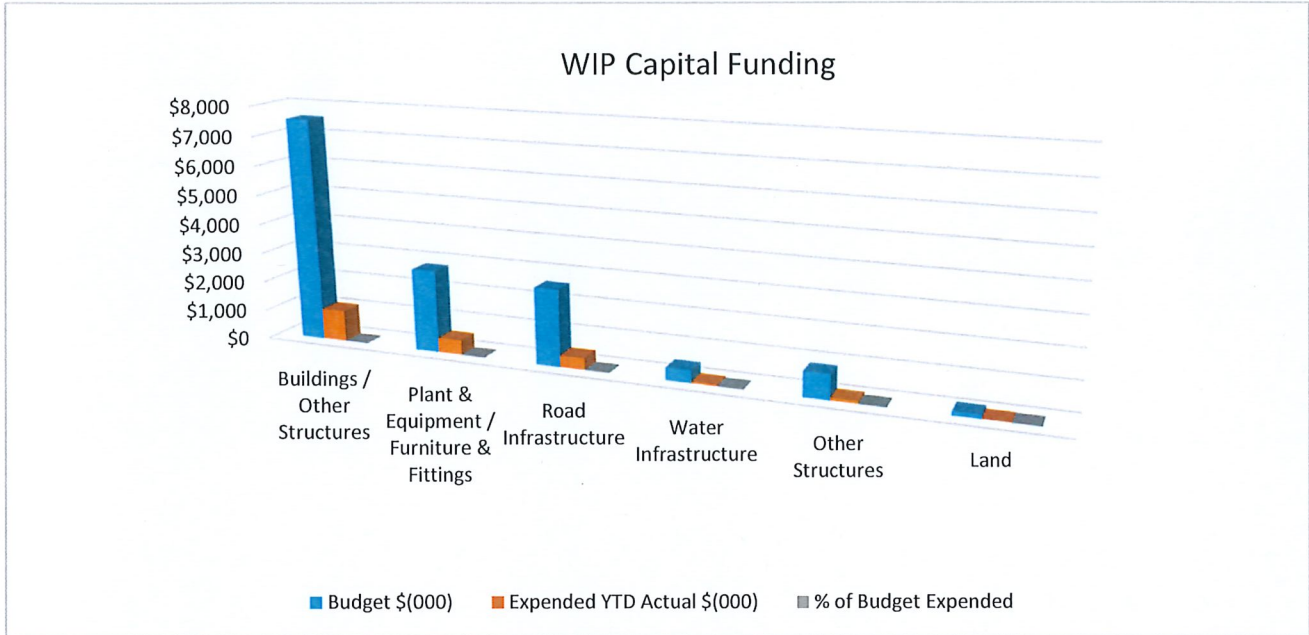
	<b>2023</b>	<b>2022</b>	<b>2021</b>
<b>Cash Position</b>	<b>16,485,906</b>	<b>22,220,513</b>	<b>14,083,783</b>
<b>Working Capital</b>	<b>10,689,765</b>	<b>8,687,201</b>	<b>7,138,060</b>
<b>Rate Arrears</b>	<b>253,731</b>	<b>53,529</b>	<b>453,627</b>
<b>Outstanding Debtors</b>	<b>1,230,963</b>	<b>1,001,616</b>	<b>546,787</b>
<b>Current Creditors</b>	<b>488,584</b>	<b>1,136,657</b>	<b>220,507</b>
<b>Current Loan Payable</b>	<b>23,568</b>	<b>41,500</b>	<b>62,565</b>



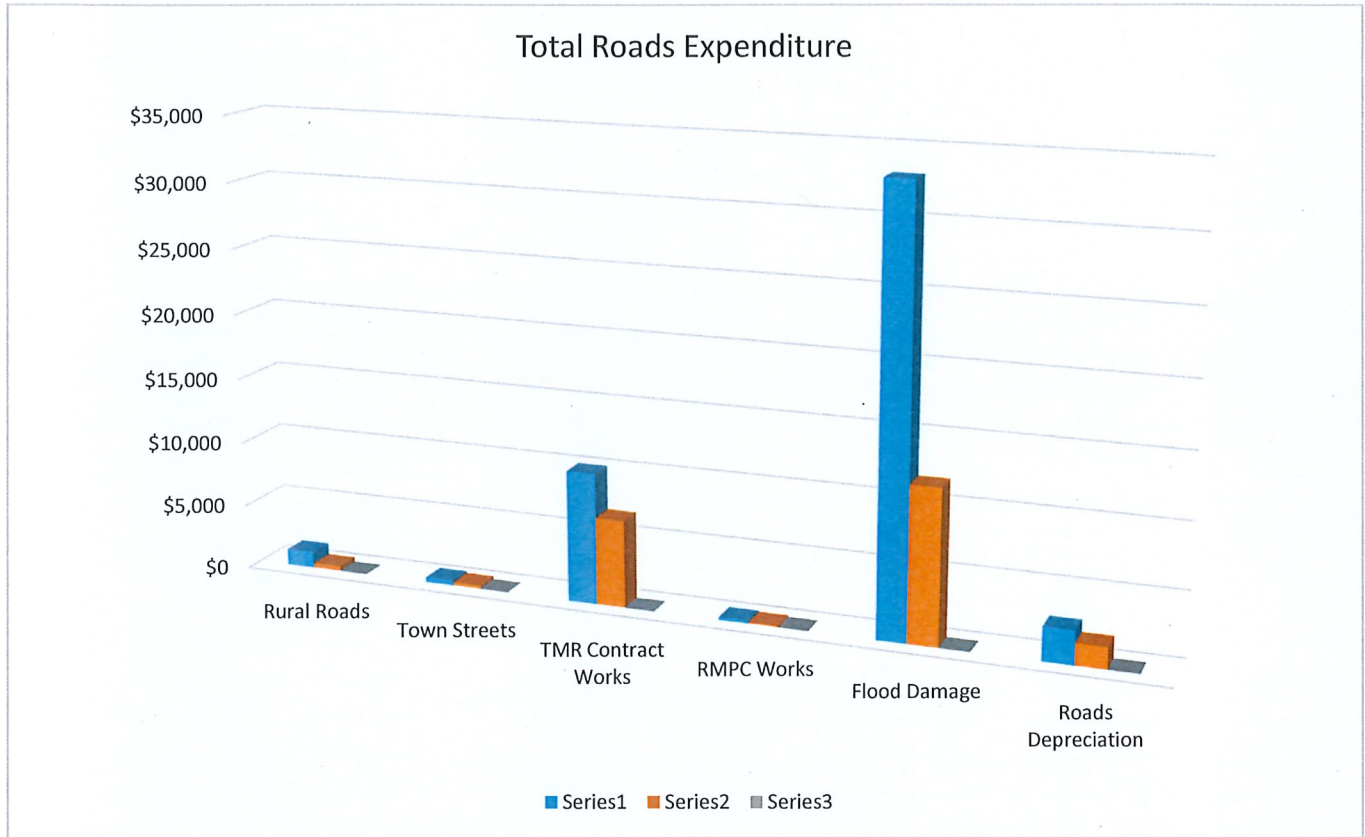
### 3. Monthly Cash Flow Estimate For January 2024

Receipts \$ 000's		Expenditure \$ 000's	
Rates	10,000	Payroll	560,000
Fees and Charges Billings	27,000	Operating and Contractor Payables	2,315,000
Own Roads Program Recoveries	0	PAYG-W; GST	
Main Roads Invoiced Recoveries	995,379	Loan Payments	0
Grants Expected	132,664	Capital Acq	185,000
Flood Damage NDRRA	3,549,000	Other	0
GST			
	4,714,043		3,060,000

Cash is therefore expected to increase by approximately \$ 1,655,000 during next period  
 The current rain event will slow cash outflows in the February and March periods.



		Budget \$(000)	Expended YTD Actual \$(000)	% of Budget Expended
	<b>Total Capital Funding</b>	<b>\$14,254</b>	<b>\$2,056</b>	14.42%
1	Buildings / Other Structures	\$7,550	\$1,049	13.89%
2	Plant & Equipment / Furniture & Fittings	\$2,772	\$487	17.57%
3	Road Infrastructure	\$2,581	\$390	15.11%
4	Water Infrastructure	\$406	\$42	10.34%
5	Other Structures	\$825	\$80	9.70%
6	Land	\$120	\$8	6.53%



		Budget \$ 000's	Expended YTD Actual \$ 000's	% of Budget Expended \$ 000's
	<b>Total Road Expenditure</b>	<b>\$47,305</b>	<b>\$20,671</b>	<b>44%</b>
1	Rural Roads	\$1,225	\$344	28%
2	Town Streets	\$350	\$217	62%
3	TMR Contract Works	\$10,000	\$6,654	67%
4	RMPC Works	\$180	\$93	52%
5	Flood Damage	\$33,000	\$11,728	36%
6	Roads Depreciation	\$2,550	\$1,635	64%



		PREVIOUS YEARS (Opening balance)	YEAR TO DATE (ACTUALS)	TOTAL EXPENDITURE (ACTUALS)	BUDGET	Consequent Number
0400-4150-0000	Work in Progress - Land & Land Improvements				\$500,000.00	
0410-4501-0000	Work in Progress - Land Sales - LJ & ACJ Barns (00083-00000-000)	-\$ 9,090.91		-\$ 9,090.91		
3630-4500-0001	Purchase of industrial land	\$ 331,272.17	\$ 7,831.20	\$ 339,103.37		
new number	River Walk (Stage 1) (3)				\$120,000.00	3
		\$322,181.26	\$7,831.20	\$330,012.46	\$120,000.00	
0400-4260-0000	Work in Progress - Buildings					
2060-4501-0000	Cap Improvements (IT) - WIFI link Sports Centre to Terrestrial		\$16,204.56	\$16,204.56		
3080-4501-0000	Aged Care Facilities -Advisory	\$80,323.22	\$6,474.90	\$86,798.12		
3280-4502-0000	Staff Housing	\$239,924.63	\$3,441.42	\$243,366.05		
3280-4503-0000	Staff housing - HSH		\$248,148.86	\$248,148.86	\$ 550,000.00	12
3280-4504-0000	Staff housing - SHP		\$6,917.56	\$6,917.56	\$ 3,100,000.00	11
3280-4505-0000	Staff housing - ILF (Independent Living Facility)	\$5,885.00	\$20,099.95	\$25,984.95	\$ 3,100,000.00	10
3295-4500-0000	Demountable office - Relocation		\$3,251.19	\$3,251.19		
3350-4502-0000	Depot - Cap improvements - Carpark & shade structure	\$2,763.63		\$2,763.63	\$ -	
3411-4500-0001	W4Q Capital Works (21/24) - Georgetown - Streetscaping (roads)				\$ -	
3411-4500-0002	W4Q Capital Works (21/24) - Georgetown Sports Centre	\$47,560.52		\$47,560.52		
3411-4500-0003	W4Q Capital Works (21/24) - Einasleigh - Drainage improvement (roads)		\$15,026.00	\$15,026.00		
3411-4500-0004	W4Q Capital Works (21/24) - Fors/Gtown - Water Telemetry		\$93,977.01	\$93,977.01		
3411-4500-0005	W4Q Capital Works (21/24) - Rural Addressing		\$8,081.00	\$8,081.00		
3411-4500-0006	W4Q Capital Works (21/24) - Forsyth Cemetery Fencing					
4140-4504-0003	Cap Imp. Depot - workshop hoist	\$25,277.05	\$5,255.94	\$30,532.99		
5030-4500-0001	Cap Imp. Einasleigh Common - Upgrade Eins Common Stock Yrds (other structures)	\$12,540.00		\$12,540.00		
3610-4500-0002	Recovery & Resilience Grant - North Head Rd - Install drainage & bitumen seal (roads)					
3610-4500-0003	Recovery & Resilience Grant - Georgetown Street scaping (roads)					
3620-4500-0001	LRCI Phase 3 - Forsyth Transfer Station	\$22,500.00	\$9,528.40	\$32,028.40	\$ 500,000.00	5
3620-4500-0002	LRCI Phase 3 - Gtown Sports center (Parking & drainage) (2- See Land)	\$18,763.24	\$526,839.68	\$545,602.92	\$ 300,000.00	2
3620-4500-0003	LRCI Phase 3 - Reseals 2					
3620-4500-0004	LRCI Phase 3 -Industrial estate		\$6,024.00	\$6,024.00		
5151-4505-0000	Mt Surprise Bike Park - Stage 2					
6030-4500-0001	Hostel Cap Grant - Building upgrade		\$80,119.20	\$80,119.20		
		\$455,537.29	\$1,049,389.67	\$1,504,926.96	\$7,550,000.00	
0400-4350-0000	Work in Progress - Other Structures					
3100-4502-0000	Comm Devel - 150yr commemorative wall		\$11,454.73	\$11,454.73	\$25,000.00	6
3270-4500-0001	Shire Office - Cap Works - Car park shade structure	\$2,763.64		\$2,763.64	\$25,000.00	13
5151-4503-0000	Georgetown Parks Capital - Heritage park play area upgrade	\$33,397.90		\$33,397.90		
5151-4504-0000	Cap Works - Wash down facility		\$34,211.30	\$34,211.30	750,000.00	7
6010-4502-0001	Infrastructure at Cost Building Our Regions Grant Terrestrial Upgrade - Security upgrade	\$2,344.00	\$34,463.48	\$36,807.48		
6010-4502-0005	Collection upgrade - John Tawning - Topaz purchase	\$25,000.00		\$25,000.00		
4140-4506-0001	Cap Imp Depot - Self bunded Ad blue tank				25,000.00	14
		\$63,505.54	\$80,129.51	\$143,635.05	\$825,000.00	
0400-4450-0000	Work in Progress - Fleet Plant & Equipment					
TBC	Mitsubishi Truck - concrete agitator				\$160,000.00	15
TBC	Fuso Shogun 8 Wheeler - Tipper				\$362,000.00	15
TBC	Fuso Shogun 8 Wheeler - Truck				\$362,000.00	15
TBC	Fuso Shogun 8 Wheeler - Truck				\$362,000.00	15
TBC	Cat 432Backhoe				\$288,000.00	15
TBC	Caravan compass GIS 21 ft				\$100,000.00	15
TBC	Caravan roadster vacationer				\$100,000.00	15
TBC	Caravan Industrial 2 Man				\$100,000.00	15
TBC	Caravan Traymark industrial				\$100,000.00	15
TBC	Caravan Traymark industrial				\$100,000.00	15
TBC	8-10,000 litre self bunded tanks				\$45,000.00	15
TBC	Generator - Charleston Dam Pump Station				\$50,000.00	15
TBC	Water Tank				\$70,000.00	15
TBC	Fuso Prime Mover				\$289,000.00	15
TBC	Hilux Utilities x 2				\$168,000.00	15
4150-4500-6080	Plant Purchases - 2022 CAT Grader Trimble	\$76,547.00		\$76,547.00		15
4150-4500-3160	Plant Purchase - Ferris Mower (Plant 3160)	\$14,860.56		\$14,860.56		15
4150-4500-1340	Plant Purchase - Prado (Plant 1340)	\$82,758.09		\$82,758.09		15
4150-4500-1335	Plant Purchase - Prado (Plant 1335)	\$82,758.09		\$82,758.09		15
4150-4500-1300	Plant Purchase - Hilux (Plant 1300)	\$75,201.14		\$75,201.14		15
4150-4500-1320	Plant Purchase - Hilux (Plant 1320)	\$75,201.14		\$75,201.14		15
4150-4500-5105	Plant Purchase - Backhoe Loader (Plant 5105)	\$287,835.80		\$287,835.80		15
4150-4500-2640	Plant Purchase - Fuso Truck (Plant 2640)	\$261,266.38	\$1,122.41	\$262,388.79		15
4150-4500-8885	Plant Purchase - 2400L diesel tank		\$13,435.63	\$13,435.63		15
4150-4500-6085	Plant Purchase - 2023 Cat Grader		\$612,326.05	\$612,326.05	\$610,000.00	15
4150-4500-3155	Plant Purchase - Mower Ferris 72 Inch Zero Turn		\$64,530.75	\$64,530.75		15
4150-4500-8900	Plant Purchase - Water filled barrier		\$12,499.80	\$12,499.80		15
4150-4502-0000	Plant 2114 (Agitator)				10,000.00	15
4150-4502-0000	Plant 2625 (Fuso Sholgun)				100,000.00	15
4150-4502-0000	Plant 2630 (Fuso Sholgun)				75,000.00	15
4150-4502-0000	Plant 2635 (Fuso Sholgun)				60,000.00	15
4150-4502-0000	Plant 7168 (Caravan)				5,000.00	15
4150-4502-0000	Plant 7178 (Caravan)				5,000.00	15
4150-4502-0000	Plant 7188 (Caravan)				30,000.00	15
4150-4502-0000	Plant 7411 (Caravan)				30,000.00	15
4150-4502-0000	Plant 7421 (Caravan)				30,000.00	15
4150-4502-0000	Plant ?? (Hilux purchase)				50,000.00	15
4150-4502-0000	Plant Sales - Plant 1247, 1025, 1117, 1015, 1077 (Pacific Toyota)	-\$30,000.00		-\$30,000.00		
4150-4502-0000	Plant Sales - Plant 1209, Plant 1261	-\$58,181.82		-\$58,181.82		
4150-4502-0000	Plant Sales - Plant 1163	-\$4,545.45		-\$4,545.45		
4150-4502-0000	Plant Sales - Plant 5013 (Backhoe)		-\$44,000.00	-\$44,000.00	44,000.00	15
4150-4502-0000	Plant Sales - Plant 1140 (Toyota Troop carrier)		-\$31,800.00	-\$31,800.00		
4150-4502-0000	Plant Sales - Plant 2488 (Prime Mover Nissan UD GW470 Year 2009)		-\$22,727.27	-\$22,727.27	25,000.00	15
4150-4502-0000	Plant Sales - Plant 6078 Grader Catpillar 12M		-\$150,000.00	-\$150,000.00	150,000.00	15
4150-4502-0000	Plant Sales - Plant 3138 Mower Zero Turn John Deer Z997R		-\$2,272.73	-\$2,272.73		



		PREVIOUS YEARS (Opening balance)	YEAR TO DATE (ACTUALS)	TOTAL EXPENDITURE (ACTUALS)	BUDGET	Consecutive Number
		\$863,700.93	\$453,114.64	\$1,316,815.57	\$2,652,000.00	
0400-4650-0000	Work in Progress - Furniture & Other Equipment					
2060-4500-0001	ActiveKit - Keyless Entry	\$ 44,951.33	\$ 33,596.77	\$ 78,548.10	\$120,000.00	9
		\$44,951.33	\$33,596.77	\$78,548.10	\$120,000.00	
0400-4650-0000	Work in Progress - Roads Infrastructure					
4012-4500-0001	Work In progress -Roads & Streets - First Street Forsyth 22/23 Survey & Design	\$2,400.00	\$55,243.85	\$57,643.85		
	Roads & Streets - Road Projects Balance TBC				1,245,000.00	20
4020-4500-0002	Capital Ip - Sealed Services - Forsyth - Einasleigh Rd Reseal	\$413,935.54		\$413,935.54	\$ 413,935.54	16
4020-4500-0000	Forsyth Einasleigh 22/23 - Survey & design	\$6,500.00	\$24,024.59	\$30,524.59	50,000.00	21
4020-4540-0000	Forsyth-Eins cap works - sign replacement		\$94,223.65	\$94,223.65	94,223.65	19
	Further Signage TBC				72,776.35	19
4020-4550-0000	Cap imp - Gtown Cemetery Road - Upgrade & seal	\$124,310.98		\$124,310.98	124,310.98	16
	TBC			\$250,853.48	250,853.48	16
4040-4500-0000	Cap imp - Queenslander Creek upgrade		\$10,400.00	\$10,400.00		
	TBC				190,250.00	
4060-4500-0001	Cap Imp - Floodways - Gilberton Road		\$45,077.99	\$45,077.99	11,111.32	17
4060-4501-0001	Cap Imp - Floodways - Oak Park Road		\$161,297.14	\$161,297.14	127,690.24	17
	TBC				- 18,801.56	17
4140-4505-0001	Floodways Jobs- TBC over budget at 31-Dec					
	Cap Imp Depot - Seal top yard (1- Land) (budget in land & improvements)				20,000.00	1
		\$547,146.52	\$390,267.22	\$1,188,267.22	\$2,581,350.00	
0400-4750-0000	Work in Progress - Water Infrastructure					
4320-4500-0002	Capital Imp. Georgetown Water Plant & Equipment at cost - Replacement of Meters	\$8,614.84	\$3,136.62	\$11,751.46		
4320-4500-0004	Capital Imp. Georgetown Water Plant & Equipment at cost - New Water Connections	\$4,273.95	\$1,729.86	\$6,003.81		
4320-4501-0002	Capital Imp. Georgetown Water Infra - Valve replacement	\$5,877.67		\$5,877.67		
4320-4501-0006	Capital Imp. Georgetown Water Infra - New main to Etheridge River		\$8,465.93	\$8,465.93	18,000.00	22
4320-4501-0007	Capital Imp. Georgetown Water Infra - Install/upgrade Gtown telemetry		\$15,954.30	\$15,954.30	25,000.00	23
4320-4501-0008	Capital Imp. Georgetown Water Infra - Standpipe Gtown - landfill		\$8,101.88	\$8,101.88		
4320-4507-0001	Water Supply Gtown - Infrastructure at cost - Replace water main (St George St & South St)	\$12,130.02		\$12,130.02		
4340-4500-0002	Capital Imp. Forsyth Water PPE - Replacement of meters	\$4,829.64	\$389.63	\$5,219.27		
4340-4500-0004	Capital Imp. Forsyth Water PPE - New Water Connection	\$2,311.05		\$2,311.05		
4340-4504-0003	Capital Imp - Forsyth Water Capital Imp. Res. To WTP - Install telemetry	\$7,080.00		\$7,080.00		
4500-4506-0001	Charleston Dam Rec Area - Charleston Dam Rec Survey Des (4 - See Land)	\$85,373.05		\$85,373.05	\$ 363,000.00	4
4500-4506-0002	Charleston Dam Rec Area - Fencing	\$148,906.67	\$1,450.78	\$150,357.45		
4500-4508-0000	Charleston Dam - Water supply pipelines		\$2,642.83	\$2,642.83		
		\$279,396.89	\$41,871.83	\$321,268.72	\$406,000.00	
		\$2,576,419.76	\$2,056,200.84	\$4,883,474.08	\$14,254,350.00	
				\$4,630,353.50		
	Other additions			-253,120.58		
	Renewals					
	Cash Flow Payments					
		2,056,201	Year to date			
			Inventory		14,254,350.00	Total Budget
4,632,620.60	Opening balance + Year to date					
	Transfer to Asset Reg + Sale Assets+ Tr Expense					
4,632,620.60	Balance is the WIP balance as per Financial position as well.					

Etheridge Shire Council

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ASSESSMENT	TH	IS YEAR	ARRE	ARS	INTEREST	UNALLOC F	TOTAL	#NAME?	PAYMENT---			
1st LEVY	2nd LEVY	SUPP. LEV\ WATER LEV	1 YEAR	2 YEARS	3 YEARS	4 YEARS	5 YEARS	5+ YEARS	AMOUNT	DATE		
00039-00000-000	2662.8		2189.92						348.78	5201.5	2115.97	22/10/2021
00051-50000-000	1174		1112.58						172.31	2458.89	971.47	22/10/2021
00081-51000-000									0.8	0.8	2526.48	8/01/2024
00104-00000-000	1425.75								51.98	1477.73	500	8/01/2024
00130-10000-000	1613.34								48.61	1661.95	80	5/01/2024
00145-00000-000	327.33								26.17	353.5	2521.04	9/11/2023
00171-40000-000	173.49								9	182.49	1012.31	1/11/2023
00172-00000-000	2621.35		841.35						357.9	3820.6	200	14/12/2023
00241-00000-000	2703.14								73.4	2776.54	200.07	21/04/2023
00251-10200-000	985.8								29.8	1015.6	200	5/12/2023
00251-10900-000	1185.8		569.69						72.86	1828.35	0	
00265-17000-000	1185.8		4417.84	978.52	940.4	968	949.6	927.6	2798.66	13166.42	1000	29/05/2018
00265-23000-000	1185.8								32.18	1217.98	924.81	26/09/2022
00265-27000-000	265.45								21.52	286.97	1569.32	16/11/2023
00265-33000-000	1111.35								59.47	1170.82	100	8/01/2024
00265-53000-000	1475.35		1370.73	1263.84	168.23				617.72	4895.87	3744.73	21/10/2020
00278-00000-000									38.55	38.55	3129.25	8/12/2023
00281-00000-000	2513.18								68.23	2581.41	1.62	14/04/2023
00332-30000-000	1670.45								71.83	1742.28	100	3/03/2023
00338-00000-000	196.84								7.48	204.32	1797.95	3/10/2023
00353-30000-000	2692		1294.97						560.85	4547.82	2000	17/11/2023
00359-10012-000	1009		960.2						148.6	2117.8	924.71	8/12/2021
00359-10016-000	1009								27.4	1036.4	558.99	5/10/2022
00385-00880-000	3616.2								98.16	3714.36	3517.37	14/11/2022
00405-01313-000	2353.86								63.91	2417.77	2215.73	14/11/2022
00405-30203-000	2457.84								66.73	2524.57	2311.09	14/11/2022
00420-11499-000	786.6								21.36	807.96	757.97	21/11/2022



00420-11644-000	8933.23									242.49	9175.72	8363.61	14/11/2022
00422-90000-000	1204.05									62.18	1266.23	6941.95	1/11/2023
00433-03548-000	1671.4									45.39	1716.79	1619.68	14/11/2022
00433-30192-000	2457.84									66.73	2524.57	2311.09	14/11/2022
00433-30193-000	1671.4									45.39	1716.79	1619.68	14/11/2022
00433-30195-000	2086.48									56.64	2143.12	1970.52	14/11/2022
00433-30196-000	1671.4									45.39	1716.79	1619.68	14/11/2022
00433-30201-000	1671.4									45.39	1716.79	1619.68	14/11/2022
00451-21337-000	1671.4									45.39	1716.79	1619.68	14/11/2022
00452-00900-000	45839.44		41875.6	5611.42						7751.98	101078.4	36149.01	22/10/2021
00452-11347-000	3445.71									93.54	3539.25	3161.79	14/11/2022
00452-11420-000	2687.52									72.95	2760.47	2659.7	20/10/2022
00452-30231-000	29.2		703.6	660.8	641.4	63.12				605.38	2703.5	577.88	14/07/2021
00452-30232-000	29.2		693.4	660.8	641.4	641	628.6	234.17		1401.1	4929.67	959	5/06/2017
00452-50139-000	712.46									19.34	731.8	709.14	10/11/2022
00456-10003-000	14982.2									405.48	15387.68	3712.13	30/10/2023
00462-50000-000										9.34	9.34	846.87	2/12/2023
00473-50000-000	559.88									50.65	610.53	3201.82	22/11/2023
00488-60000-000										27.64	27.64	10570	27/10/2023
00500-00000-000	716.64									19.46	736.1	4179.96	19/10/2023
00502-50000-000		13105.62								147.08	13252.7	0	
00524-00000-000	1703.4									165.16	1868.56	11404.8	20/11/2023
00526-00000-000	3105									127.11	3232.11	2672.2	9/12/2022
01005-00000-000	233.2									6.32	239.52	29.71	26/10/2022

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135483.97	0	13105.62	0	56029.88	9175.38	2391.43	1672.12	1578.2	1161.77	17451.78	0	238050.2	-----
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====

NOTE: PENDING RATES RECEIPTS JOURNAL TOTAL \$472.50

(Accounts: 0300-0001-0000 to 5014-2400-0000. All report groups. 51% of year elapsed. To Level 3. Excludes committed costs)

Etheridge Shire Council (Budget for full year)

Financial Year Ending 2024

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		REVENUE		EXPENDITURE		SURPLUS/(DEFICIENCY)				
		31 Dec 2023	Budget	31 Dec 2023	Budget	31 Dec 2023	Budget			
1000-0001	Governance									
1000-0002	Elected Members	0	0%	0	209,614	48%	432,500	(209,614)	48%	(432,500)
1010-0002	Governance	0	0%	0	3,593	0%	1,015,000	(3,593)	0%	(1,015,000)
1020-0002	Economic Development	569	---	0	184,854	123%	150,000	(184,284)	123%	(150,000)
1030-0002	Civic Receptions and Events	0	0%	0	0	0%	25,250	0	0%	(25,250)
1040-0002	Regulatory Services									
1040-0003	Town Planning	5,950	16%	37,500	16,007	26%	62,500	(10,057)	40%	(25,000)
1041-0003	Building Control	0	0%	6,500	0	0%	20,000	0	0%	(13,500)
1042-0003	Environmental Health	7,480	150%	5,000	0	0%	42,500	7,480	-20%	(37,500)
1043-0003	Local Laws	0	0%	0	0	0%	5,000	0	0%	(5,000)
1040-0002	Regulatory Services	13,430	27%	49,000	16,007	12%	130,000	(2,577)	3%	(81,000)
1050-0002	Disaster Management	86,011	410%	21,000	12,327	25%	49,750	73,684	-256%	(28,750)
1060-0002	WH&S	0	0%	0	261,743	89%	295,000	(261,743)	89%	(295,000)
1000-0001	Governance	100,011	143%	70,000	688,138	33%	2,097,500	(588,127)	29%	(2,027,500)
2000-0001	Corporate									
2000-0002	General Rates	2,495,379	115%	2,167,250	337,824	---	0	2,157,554	100%	2,167,250
2010-0002	General Administration	884,881	16%	5,685,000	2,183,697	97%	2,258,000	(1,298,816)	-38%	3,427,000
2020-0002	Employee Services	1,070,394	58%	1,840,000	835,452	45%	1,870,000	234,942	-783%	(30,000)
2030-0002	ICT	0	0%	0	134,068	31%	435,000	(134,068)	31%	(435,000)
2040-0002	Broadcasting Services	0	0%	0	3,413	12%	27,500	(3,413)	12%	(27,500)
2000-0001	Corporate	4,450,653	46%	9,692,250	3,494,454	76%	4,590,500	956,200	19%	5,101,750
3000-0001	Community									
3000-0002	Commercial Rental Properties									
3000-0003	Staff housing	68,283	44%	156,000	112,353	25%	441,250	(44,071)	15%	(285,250)
3002-0003	Savannah House	1,950	43%	4,500	10,884	32%	33,500	(8,934)	31%	(29,000)
3003-0003	Demountable Office (Mary St)	26,143	54%	48,000	683	14%	5,000	25,460	59%	43,000
3004-0003	Aged Care	0	0%	0	0	0%	100,000	0	0%	(100,000)
3000-0002	Commercial Rental Properties	96,375	46%	208,500	123,920	21%	579,750	(27,545)	7%	(371,250)
3010-0002	Libraries	2,925	49%	6,000	17,549	32%	54,000	(14,624)	30%	(48,000)
3020-0002	Community Development	25,200	19%	134,000	33,316	9%	365,000	(8,116)	4%	(231,000)
3030-0002	Sport & Recreation	90,002	21%	427,500	280,184	53%	529,000	(190,182)	187%	(101,500)
3040-0002	Halls	2,964	59%	5,000	143,943	51%	283,500	(140,980)	51%	(278,500)
3050-0002	Medical Centres	0	0%	0	13,117	26%	50,000	(13,117)	26%	(50,000)
3060-0002	Aerodromes	0	0%	0	158,929	52%	306,000	(158,929)	52%	(306,000)



(Accounts: 0300-0001-0000 to 5014-2400-0000. All report groups. 51% of year elapsed. To Level 3. Excludes committed costs)

Etheridge Shire Council (Budget for full year)

Financial Year Ending 2024

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	REVENUE			EXPENDITURE			SURPLUS/(DEFICIENCY)		
	31 Dec 2023		Budget	31 Dec 2023		Budget	31 Dec 2023		Budget
3070-0002 Terrestrial Centre	102,187	76%	134,000	261,739	38%	695,250	(159,553)	28%	(561,250)
3080-0002 Little Gems Child Care Centre	209,216	77%	272,500	259,617	69%	373,750	(50,400)	50%	(101,250)
3090-0002 Georgetown Student Hostel	104,635	52%	200,000	138,988	37%	370,750	(34,353)	20%	(170,750)
3100-0002 Cemeteries	1,000	---	0	5,146	8%	65,000	(4,146)	6%	(65,000)
<b>3000-0001 Community</b>	<b>634,503</b>	<b>46%</b>	<b>1,387,500</b>	<b>1,436,448</b>	<b>39%</b>	<b>3,672,000</b>	<b>(801,945)</b>	<b>35%</b>	<b>(2,284,500)</b>
<b>4000-0001 Infrastructure Services</b>									
4000-0002 Parks Gardens Reserves and Grounds	2,118	2%	120,000	363,543	66%	553,250	(361,425)	83%	(433,250)
4010-0002 Rural Lands Protection	17,076	45%	38,000	67,552	11%	620,500	(50,476)	9%	(582,500)
4020-0002 Street Lighting	0	0%	0	6,501	40%	16,250	(6,501)	40%	(16,250)
4030-0002 Roads									
4030-0003 Shire Roads	200,188	5%	4,100,000	1,978,156	52%	3,775,000	(1,777,968)	-547%	325,000
4031-0003 Town Streets	112,500	13%	900,000	216,699	62%	350,000	(104,199)	-19%	550,000
4032-0003 Flood Damage	11,093,056	34%	33,000,000	11,728,441	36%	33,000,000	(635,385)	---	0
<b>4030-0002 Roads</b>	<b>11,405,744</b>	<b>30%</b>	<b>38,000,000</b>	<b>13,923,296</b>	<b>38%</b>	<b>37,125,000</b>	<b>(2,517,552)</b>	<b>-288%</b>	<b>875,000</b>
4040-0002 Depot and Stores	48,995	39%	125,000	208,876	23%	920,250	(159,881)	20%	(795,250)
4050-0002 Recoverable Works									
4050-0003 Private Works	139,650	68%	205,000	93,471	52%	180,000	46,179	185%	25,000
4051-0003 DTMR	6,042,521	53%	11,500,000	6,654,189	67%	10,000,000	(611,668)	-41%	1,500,000
<b>4050-0002 Recoverable Works</b>	<b>6,182,172</b>	<b>53%</b>	<b>11,705,000</b>	<b>6,747,661</b>	<b>66%</b>	<b>10,180,000</b>	<b>(565,489)</b>	<b>-37%</b>	<b>1,525,000</b>
4060-0002 Plant Operations	4,018,915	57%	7,000,000	1,817,752	44%	4,106,250	2,201,163	76%	2,893,750
<b>4000-0001 Infrastructure Services</b>	<b>21,675,020</b>	<b>38%</b>	<b>56,988,000</b>	<b>23,135,181</b>	<b>43%</b>	<b>53,521,500</b>	<b>(1,460,161)</b>	<b>-42%</b>	<b>3,466,500</b>
<b>5000-0001 Utilities</b>									
5000-0002 Water Supply									
5000-0003 Georgetown WTP & Reticulation	314,786	95%	331,500	384,516	44%	880,000	(69,730)	13%	(548,500)
5001-0003 Forsayth WTP & Reticulation	85,037	88%	96,250	157,110	38%	411,000	(72,073)	23%	(314,750)
5002-0003 Charleston Dam	0	0%	0	10,774	5%	200,000	(10,774)	5%	(200,000)
<b>5000-0002 Water Supply</b>	<b>399,823</b>	<b>93%</b>	<b>427,750</b>	<b>552,401</b>	<b>37%</b>	<b>1,491,000</b>	<b>(152,577)</b>	<b>14%</b>	<b>(1,063,250)</b>
5010-0002 Waste Management									
5010-0003 Georgetown	140,656	117%	120,000	200,583	84%	237,500	(59,928)	51%	(117,500)
5011-0003 Forsayth	14,712	3%	514,950	22,359	60%	37,500	(7,647)	-2%	477,450
5012-0003 Einasleigh	10,530	100%	10,500	11,370	65%	17,500	(840)	12%	(7,000)
5013-0003 Mt Surprise	11,369	103%	11,000	4,296	34%	12,500	7,073	-472%	(1,500)
<b>5010-0002 Waste Management</b>	<b>177,267</b>	<b>27%</b>	<b>656,450</b>	<b>238,609</b>	<b>78%</b>	<b>305,000</b>	<b>(61,342)</b>	<b>-17%</b>	<b>351,450</b>

(Accounts: 0300-0001-0000 to 5014-2400-0000. All report groups. 51% of year elapsed. To Level 3. Excludes committed costs)  
 Etheridge Shire Council (Budget for full year) Financial Year Ending 2024

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	REVENUE		EXPENDITURE		SURPLUS/(DEFICIENCY)	
	31 Dec 2023	Budget	31 Dec 2023	Budget	31 Dec 2023	Budget
5000-0001 Utilities	577,090	53% 1,084,200	791,010	44% 1,796,000	(213,920)	30% (711,800)
TOTAL REVENUE AND EXPENDITURE	27,437,277	40% 69,221,950	29,545,230	45% 65,677,500	(2,107,953)	-59% 3,544,450

# Etheridge Shire Council

## Statement of Comprehensive Income

For the Year Ended Jun 30 2024

	<u>Notes</u>	<u>2024 Actual</u>	<u>Amend. 23/24</u>
<b>Income</b>			
<b>Revenue</b>			
<b>Recurrent revenue</b>			
Rates, levies and charges	3	2,660,825	2,747,450
Fees and charges	3	166,648	347,000
Interest Income	7	350,173	225,000
Other income	3	41,683	18,000
Rental Income	8	96,375	208,500
Sales revenue	3	6,237,333	11,865,000
Grants, subsidies, contributions and donations	4	11,593,773	40,201,000
<b>Total recurrent revenue</b>		<b>21,146,809</b>	<b>55,611,950</b>
<b>Capital revenue</b>			
Grants, subsidies, contributions and donations	4	416,819	4,535,000
Other capital Income		380,151	0
<b>Total capital revenue</b>		<b>796,970</b>	<b>4,535,000</b>
<b>Expenses</b>			
<b>Recurrent expenses</b>			
Employee benefits		(2,906,519)	(6,100,500)
Materials and services		(18,035,674)	(50,504,750)
Finance Interest Costs		0	(201,000)
Depreciation and amortisation: PP&E	9	(3,109,539)	(4,707,750)
<b>Total recurrent expenses</b>	6 7	<b>(24,051,732)</b>	<b>(61,514,000)</b>
<b>Net Operating Result</b>		<b>(2,107,953)</b>	<b>(1,367,050)</b>
<b>Other Expenses</b>			
<b>Total other expenses</b>		<b>0</b>	<b>0</b>
<b>Net Capital result</b>		<b>(2,107,953)</b>	<b>(1,367,050)</b>
<b>Other comprehensive income</b>			
Increase / (decrease) in asset revaluation surplus		38,110	0
<b>Total other comprehensive income for the year</b>		<b>38,110</b>	<b>0</b>
<b>WIP Cap Exp</b>			
<b>Total WIP (Tsf to Fin Postn)</b>		<b>0</b>	<b>0</b>
<b>Total comprehensive income for the year</b>		<b>(2,069,843)</b>	<b>(1,367,050)</b>

The above Statement should be read in conjunction with the accompanying notes and the Summary of Significant Accounting Policies.



	OPENING BALANCE	YEAR TO DATE 31 Dec 2023		BUDGET	CURRENT BALANCE 31 Dec 2023	BUDGET
<u>CURRENT ASSETS</u>						
0300-0001	ASSETS LIABILITIES & EQUITY					
0300-0002	CASH AND RECEIVABLES	25,958,853	(2,903,882)	>999%	(146,650)	23,054,971 91% 25,321,482
0300-0001	ASSETS LIABILITIES & EQUITY TOTAL	25,958,853	(2,903,882)	>999%	(146,650)	23,054,971 91% 25,321,482
	TOTAL CURRENT ASSETS	25,958,853	(2,903,882)	>999%	(146,650)	23,054,971 91% 25,321,482
<u>NON-CURRENT ASSETS</u>						
0300-0001	ASSETS LIABILITIES & EQUITY					
0400-0002	NON-CURRENT ASSETS	281,380,833	(635,077)	-7%	9,546,600	280,745,755 96% 291,473,959
0300-0001	ASSETS LIABILITIES & EQUITY TOTAL	281,380,833	(635,077)	-7%	9,546,600	280,745,755 96% 291,473,959
	TOTAL NON-CURRENT ASSETS	281,380,833	(635,077)	-7%	9,546,600	280,745,755 96% 291,473,959
	TOTAL ASSETS	307,339,686	(3,538,959)	-38%	9,399,950	303,800,727 96% 316,795,441

	OPENING BALANCE	YEAR TO DATE 31 Dec 2023	----- BUDGET	CURRENT BALANCE 31 Dec 2023	----- BUDGET			
<u>CURRENT LIABILITIES</u>								
0300-0001	ASSETS LIABILITIES & EQUITY							
0500-0002	CURRENT PAYABLES AND LIABILITIES	14,718,040	(1,498,337)	---	0	13,219,703	137%	9,678,758
0300-0001	ASSETS LIABILITIES & EQUITY TOTAL	14,718,040	(1,498,337)	---	0	13,219,703	137%	9,678,758
	TOTAL CURRENT LIABILITIES	14,718,040	(1,498,337)	---	0	13,219,703	137%	9,678,758
<u>NON-CURRENT LIABILITIES</u>								
0300-0001	ASSETS LIABILITIES & EQUITY							
0600-0002	LOANS & LIABILITIES NON-CURRENT	2,118,773	29,221	0%	5,965,500	2,147,994	27%	8,084,274
0300-0001	ASSETS LIABILITIES & EQUITY TOTAL	2,118,773	29,221	0%	5,965,500	2,147,994	27%	8,084,274
	TOTAL NON-CURRENT LIABILITIES	2,118,773	29,221	0%	5,965,500	2,147,994	27%	8,084,274
	TOTAL LIABILITIES	16,836,813	(1,469,116)	-25%	5,965,500	15,367,697	87%	17,763,032
	NETT ASSETS/(LIABILITIES)	290,502,873	(2,069,843)	-60%	3,434,450	288,433,030	96%	299,032,409

(Accounts: 0300-0001-0000 to 5014-2400-0000. All report groups. 51% of year elapsed. To Level 3. Excludes committed costs)

Etheridge Shire Council (Budget for full year)

Financial Year Ending 2024

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		OPENING	YEAR TO DATE		CURRENT BALANCE			
		BALANCE	31 Dec 2023	BUDGET	31 Dec 2023	BUDGET		
<u>COMMUNITY EQUITY</u>								
0300-0001	ASSETS LIABILITIES & EQUITY							
0700-0002	SHIRE CAPITAL & RESERVES	290,502,873	(2,069,843)	-58%	3,544,450	288,433,030	96%	299,142,411
0300-0001	ASSETS LIABILITIES & EQUITY TOTAL	290,502,873	(2,069,843)	-58%	3,544,450	288,433,030	96%	299,142,411
	TOTAL COMMUNITY EQUITY	290,502,873	(2,069,843)	-58%	3,544,450	288,433,030	96%	299,142,411



**Etheridge Shire Council**  
**Statement of Financial Position: Supporting Report**  
For the Year Ended Jun 30 2024

			<u>2024 Actual</u>	<u>Amend. 23/24</u>	
<b>Current Assets</b>					
<b>Cash and cash equivalents</b>		<b>Statement values</b>	<b>16,485,906.42</b>	<b>20,451,748.00</b>	<b>0.00</b>
0300-3000-0000	Current Asset	Bendigo Cash at Bank	1,574,321.22	(129,843.00)	
0300-3005-0000	Current Asset	Investments	14,910,085.20	18,051,848.00	
0300-3020-0000	Current Asset	Cash on Hand	1,500.00	1,500.00	
0300-3030-0000	Current Asset	General Fund Bank Error Adjustment	0.00	0.00	
0300-3290-0000	Current Asset	EOY Accrued Debtors	0.00	2,528,243.00	
		<u>Account totals</u>	<u>16,485,906.42</u>	<u>20,451,748.00</u>	
<b>Receivables</b>		<b>Statement values</b>	<b>1,156,954.62</b>	<b>122,043.00</b>	<b>0.00</b>
0300-3100-0000	Current Asset	Receivables - Rates	210,009.58	88,716.00	
0300-3110-0000	Current Asset	Rates Receivable Adjustment	0.00	0.00	
0300-3120-0000	Current Asset	EOY Receipts-Rates	0.00	0.00	
0300-3130-0000	Current Asset	Allowance for Impairment - Rates	0.00	0.00	
0300-3150-0000	Current Asset	Receivables - Govt Subsidy	(10.79)	870.00	
0300-3200-0000	Current Asset	Receivables - Debtors	946,955.83	32,457.00	
0300-3230-0000	Current Asset	Receivables - Animals	0.00	0.00	
0300-3240-0000	Current Asset	Bond Receivable	0.00	0.00	
0300-3250-0000	Current Asset	Debtors Receivable Adjustment	0.00	0.00	
0300-3260-0000	Current Asset	EOY Receipts-Debtors	0.00	0.00	
0300-3280-0000	Current Asset	Allowance for Impairment - Debtors	0.00	0.00	
		<u>Account totals</u>	<u>1,156,954.62</u>	<u>122,043.00</u>	
<b>Contract Assets</b>		<b>Statement values</b>	<b>4,716,256.55</b>	<b>4,271,297.00</b>	<b>0.00</b>
0300-3210-0000	Current Asset	Grants Receivable - Roads	0.00	0.00	
0300-3400-0000	Current Asset	Contract Receivable	4,716,256.55	4,271,297.00	
		<u>Account totals</u>	<u>4,716,256.55</u>	<u>4,271,297.00</u>	
<b>Other Current Assets</b>		<b>Statement values</b>	<b>0.00</b>	<b>70,206.00</b>	<b>0.00</b>
0300-3270-0000	Current Asset	Prepaid Expenses	0.00	70,206.00	
0390-3000-0000	Current Asset	Heritage Mineral Collection	0.00	0.00	
		<u>Account totals</u>	<u>0.00</u>	<u>70,206.00</u>	
<b>Inventories</b>		<b>Statement values</b>	<b>695,853.65</b>	<b>406,188.00</b>	<b>0.00</b>
0300-3300-0000	Current Asset	Stores Inventories	642,760.20	462,137.00	
0300-3310-0000	Current Asset	House & Land - Held for Resale GST	53,093.45	53,093.00	
0300-3320-0000	Current Asset	House & Land -Held for Resale Input	0.00	0.00	
0300-3330-0000	Current Asset	Store Inventory Accruals	0.00	(619.00)	
0300-3335-0000	Current Asset	EOY Accrual Plant CF	0.00	(108,423.00)	
0300-3340-0000	Current Asset	Store Inventory Impairment Provision	0.00	0.00	
		<u>Account totals</u>	<u>695,853.65</u>	<u>406,188.00</u>	
<b>Non-current assets classified as held for sale</b>		<b>Statement values</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
		<u>Account totals</u>	<u>0.00</u>	<u>0.00</u>	

**Non-current Assets**

Property Plant & Equipmt - WIP			Statement values	4,632,620.60	16,830,770.00	0.00
0400-4050-0000	Non-Current Asset	WIP - Land & Bldgs - Held for Resale	0.00	0.00		
0400-4150-0000	Non-Current Asset	WIP - Land & Land Improvements	330,012.46	2,400,181.00		
0400-4250-0000	Non-Current Asset	WIP - Buildings	1,504,926.97	7,350,537.00		
0400-4350-0000	Non-Current Asset	WIP - Other Structures	143,635.05	88,506.00		
0400-4450-0000	Non-Current Asset	WIP - Fleet Plant & Equipment	1,316,815.57	3,515,701.00		
0400-4550-0000	Non-Current Asset	WIP - Furniture & Other Equipment	78,548.10	44,951.00		
0400-4650-0000	Non-Current Asset	WIP - Roads Infrastructure	937,413.73	3,108,497.00		
0400-4750-0000	Non-Current Asset	WIP - Water Infrastructure	321,268.72	322,397.00		
			<u>Account totals</u>	<u>4,632,620.60</u>	<u>16,830,770.00</u>	

Property, plant and equipment			Statement values	276,113,134.79	274,643,189.00	0.00
0400-4000-0000	Non-Current Asset	Land & Buildings - Held for Resale	0.00	0.00		
0400-4100-0000	Non-Current Asset	Land & Land Improvements	1,770,875.47	1,770,875.00		
0400-4200-0000	Non-Current Asset	Buildings	30,847,705.42	30,847,705.00		
0400-4210-0000	Non-Current Asset	Accum. Dep. - Buildings	(11,100,482.40)	(11,348,781.00)		
0400-4300-0000	Non-Current Asset	Other Structures	17,316,707.91	17,316,708.00		
0400-4310-0000	Non-Current Asset	Accum. Dep. - Other Structures	(7,248,133.26)	(7,255,805.00)		
0400-4400-0000	Non-Current Asset	Fleet Plant & Equipment	13,037,762.52	13,037,763.00		
0400-4410-0000	Non-Current Asset	Accum. Dep - Fleet Plant & Equipment	(5,371,539.86)	(5,742,969.00)		
0400-4500-0000	Non-Current Asset	Furniture & Other Equipment	1,094,766.29	2,010,514.00		
0400-4510-0000	Non-Current Asset	Accum. Dep - Furniture & Other Equip	(542,916.65)	(510,789.00)		
0400-4600-0000	Non-Current Asset	Roads Infrastructure	249,268,662.25	249,268,662.00		
0400-4610-0000	Non-Current Asset	Accum. Dep. - Roads Infrastructure	(41,169,422.26)	(42,083,023.00)		
0400-4700-0000	Non-Current Asset	Water Infrastructure	19,066,725.40	32,746,086.00		
0400-4710-0000	Non-Current Asset	Accum. Dep. - Water Infrastructure	(5,324,418.64)	(5,413,757.00)		
0400-4800-0000	Non-Current Asset	Heritage Mineral Collection	915,748.00	0.00		
0480-4000-0000	Non-Current Asset	Land Improvements	13,679,361.00	0.00		
0480-4100-0000	Non-Current Asset	Land improvements - Accum Depn	(128,266.40)	0.00		
			<u>Account totals</u>	<u>276,113,134.79</u>	<u>274,643,189.00</u>	

Property, plant and equipment-new			Statement values	0.00	0.00	0.00
			<u>Account totals</u>	<u>0.00</u>	<u>0.00</u>	

**Current Liabilities**

Payables			Statement values	1,141,770.54	2,571,752.00	0.00
0500-5100-0000	Current Liability	Rates Refund Suspense	(7.97)	(8.00)		
0500-5101-0000	Current Liability	Prepaid Rates EOY Adjs	0.00	0.00		
0500-5110-0000	Current Liability	Dishonoured Cheques Refund	0.00	0.00		
0500-5120-0000	Current Liability	Debtors Refund Suspense	0.00	0.00		
0500-5200-0000	Current Liability	Accounts Payable	546,400.15	765,136.00		
0500-5210-0000	Current Liability	Accrued Expenses	0.00	1,142,461.00		
0500-5220-0000	Current Liability	Emergency Fire Service Levy	113,348.56	34,805.00		
0500-5230-0000	Current Liability	Accrued Time-in-Lieu	(9,304.03)	6,967.00		
0500-5235-0000	Current Liability	EOY Accrued Payroll CF	0.00	89,124.00		
0500-5240-0000	Current Liability	RDO	1,385.53	122.00		
0500-5250-0000	Current Liability	Payroll Suspense	(33,000.04)	0.00		
0500-5260-0000	Current Liability	Withholding Tax Suspense	0.00	0.00		
0500-5270-0000	Current Liability	Advance Pay Suspense	0.00	0.00		



			<u>2024 Actual</u>	<u>Amend. 23/24</u>	
0500-5280-0000	Current Liability	General Suspense	(1,746.00)	3,100.00	
0500-5290-0000	Current Liability	GST Suspense	(31,032.61)	0.00	
0500-5295-0000	Current Liability	Input tax GST Account	0.00	0.00	
0500-5300-0000	Current Liability	Annual Leave Payable	555,726.95	530,045.00	
<u>Account totals</u>			<u>1,141,770.54</u>	<u>2,571,752.00</u>	
<b>Contract Liabilities</b>		<b>Statement values</b>	<b>11,809,035.63</b>	<b>6,815,514.00</b>	<b>0.00</b>
0500-5000-0000	Current Liability	Contract Liability	11,809,035.63	6,815,514.00	
<u>Account totals</u>			<u>11,809,035.63</u>	<u>6,815,514.00</u>	
<b>Borrowings</b>		<b>Statement values</b>	<b>7,316.78</b>	<b>13,510.00</b>	<b>0.00</b>
0500-5400-0000	Current Liability	Current Loan - Workshop	0.00	0.00	
0500-5410-0000	Current Liability	Current Loan - Forsyth Water	7,316.78	13,510.00	
0500-5420-0000	Current Liability	Current Loan - Plant	0.00	0.00	
<u>Account totals</u>			<u>7,316.78</u>	<u>13,510.00</u>	
<b>Provisions</b>		<b>Statement values</b>	<b>261,579.70</b>	<b>277,982.00</b>	<b>0.00</b>
0500-5310-0000	Current Liability	Current LSL Payable	261,579.70	277,982.00	
<u>Account totals</u>			<u>261,579.70</u>	<u>277,982.00</u>	
<b><u>Non-current Liabilities</u></b>					
<b>Borrowings</b>		<b>Statement values</b>	<b>16,251.07</b>	<b>5,981,751.00</b>	<b>0.00</b>
0600-6400-0000	Non-Current Liability	Non-Current Loan - Depot Admin Bldg	0.00	0.00	
0600-6410-0000	Non-Current Liability	Non-Current Loans	16,251.07	5,981,751.00	
0600-6420-0000	Non-Current Liability	Non-Current Loan - Plant	0.00	0.00	
<u>Account totals</u>			<u>16,251.07</u>	<u>5,981,751.00</u>	
<b>Provisions</b>		<b>Statement values</b>	<b>2,131,743.31</b>	<b>2,102,523.00</b>	<b>0.00</b>
0600-6300-0000	Non-Current Liability	Non-Current LSL Provision	143,517.32	114,296.00	
0600-6310-0000	Non-Current Liability	Non-Current Annual Leave Provision	0.00	0.00	
0600-6500-0000	Non-Current Liability	Non-Current Landfill - Georgetown	1,200,699.64	1,318,953.00	
0600-6505-0000	Non-Current Liability	Old Georgetown Tip- Landfill	73,522.00	0.00	
0600-6506-0000	Non-Current Liability	Sanitary Pits Georgetown	63,665.00	0.00	
0600-6510-0000	Non-Current Liability	Non-Current Landfill - Forsyth	232,082.72	238,501.00	
0600-6520-0000	Non-Current Liability	Non-Current Landfill - Einasleigh	179,580.99	130,315.00	
0600-6530-0000	Non-Current Liability	Non-Current Landfill - Mt Surprise	238,675.64	300,458.00	
<u>Account totals</u>			<u>2,131,743.31</u>	<u>2,102,523.00</u>	
<b><u>Community Equity</u></b>					
<b>Asset revaluation reserve</b>		<b>Statement values</b>	<b>197,249,238.83</b>	<b>197,249,238.00</b>	<b>0.00</b>
0700-7300-0000	Equity	Asset Reval Reserve - Roads	167,127,563.82	167,127,564.00	
0700-7310-0000	Equity	Asset Reval Reserve - Land	2,113,661.06	1,260,940.00	
0700-7320-0000	Equity	Asset Reval Reserve - Buildings	16,015,375.00	16,015,375.00	
0700-7330-0000	Equity	Asset Reval Reserve - Water	3,772,814.16	4,625,535.00	
0700-7340-0000	Equity	Asset Reval Reserve -Other	7,730,970.33	7,730,970.00	
0700-7350-0000	Equity	Asset Reval Reserve-Plant	0.00	0.00	
0700-7360-0000	Equity	Asset Reval Reserve-TERMINERAL	488,854.46	488,854.00	
<u>Account totals</u>			<u>197,249,238.83</u>	<u>197,249,238.00</u>	
<b>Shire Capital</b>		<b>Statement values</b>	<b>39,500,666.35</b>	<b>39,500,666.00</b>	<b>0.00</b>
0700-7000-0000	Equity	Shire Capital Account	39,500,666.35	39,500,666.00	

		<u>2024 Actual</u>	<u>Amend. 23/24</u>		
		<u>Account totals</u>	<u>39,500,666.35</u>	<u>39,500,666.00</u>	
<b>Current Surplus</b>		<b>Statement values</b>	<b>(2,107,952.90)</b>	<b>3,544,450.00</b>	<b>0.00</b>
0700-7100-0000 Equity	Current Surplus		(2,107,952.90)	3,544,450.00	
		<u>Account totals</u>	<u>(2,107,952.90)</u>	<u>3,544,450.00</u>	
<b>Retained surplus/(deficiency)</b>		<b>Statement values</b>	<b>44,330,277.32</b>	<b>49,387,257.00</b>	<b>0.00</b>
0700-7200-0000 Equity	Accumulated Surplus		44,330,277.32	49,387,257.00	
		<u>Account totals</u>	<u>44,330,277.32</u>	<u>49,387,257.00</u>	
<b>Reserves</b>		<b>Statement values</b>	<b>9,460,800.00</b>	<b>9,460,800.00</b>	<b>0.00</b>
0700-7400-0000 Equity	Reserve Recurrent Expenditure		53,502.00	53,502.00	
0700-7410-0000 Equity	Capital Grants Reserve		0.00	0.00	
0700-7420-0000 Equity	Plant Replacement Reserve		872,351.00	872,351.00	
0700-7430-0000 Equity	Future Capital Works Reserve		7,448,875.00	7,448,875.00	
0700-7440-0000 Equity	Capital Works Reserves		1,086,072.00	1,086,072.00	
		<u>Account totals</u>	<u>9,460,800.00</u>	<u>9,460,800.00</u>	

# Etheridge Shire Council

## Statement of Cash Flows

For the Year Ended Jun 30 2024

	<u>Notes</u>	<u>2024 Actual</u>
<b>Cash flows from operating activities:</b>		
Receipts from customers		15,479,335
Payments to suppliers and employees		(27,346,771)
Interest received		359,296
Rental income		96,375
Non-capital grants and contributions		11,135,145
<b>Net cash - operating activities</b>	<b>23</b>	<b><u>(276,620)</u></b>
<b>Cash flows from investing activities:</b>		
Proceeds from sale of property, plant and equipment	5	380,151
Grants, subsidies, contributions and donations		754,765
Payments for property, plant and equipment		(2,474,462)
<b>Net cash - from investing activities</b>		<b><u>(1,339,545)</u></b>
<b>Cash flows from financing activities</b>		
Repayment of borrowings		(6,193)
<b>Net cash flow - financing activities</b>		<b><u>(6,193)</u></b>
<b>Net increase/(decrease) in cash held</b>		<b>(1,622,358)</b>
Add cash and cash equivalents - beginning of year		18,070,155
<b>Cash and cash equivalents - closing</b>	<b>3</b>	<b><u>16,485,906</u></b>

The above Statement should be read in conjunction with the accompanying notes and the Summary of Significant Accounting Policies.





# Etheridge Shire Council

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<b>General Meeting</b>	24 <sup>th</sup> January 2024
<b>Subject</b>	Second Quarter 2023/24 Operational Plan Progress Report
<b>Classification</b>	Open
<b>Author</b>	Renee Bester

## EXECUTIVE SUMMARY

In accordance with s174(3) of the Local Government Regulation 2012, tabled for Council's reception is the Chief Executive Officer's second quarter (1<sup>st</sup> October – 31 December 2023) progress report on implementing Council's 2023/24 Operational Plan.

## RECOMMENDATION

That Council receive the second quarterly progress report on Council's progress toward implementing its 2023 / 24 Operational Plan.

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## 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 26<sup>th</sup> July 2023. 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

<b>CONSEQUENCE</b>					
<b>LIKELIHOOD*</b>	<b>Insignificant 1</b>	<b>Minor 2</b>	<b>Moderate 3</b>	<b>Major 4</b>	<b>Catastrophic 5</b>
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)

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**Report Prepared By:**

Renee Bester

Date: 16<sup>th</sup> January 2024

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**Report Authorised By:**

Ken Timms, Chief Executive Officer

Date:

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## ATTACHMENTS

2023/24 Operational Plan Second Quarter Review



# Etheridge Shire Council

## Operational Plan 2023-2024



## Introduction

### Welcome from Mayor

Welcome to Council's 2023/24 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 2023/24 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), NQQROC 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**

**COUNCIL**

**CHIEF EXECUTIVE OFFICER**  
KEN TIMMS

**CORPORATE & COMMUNITY**  
ANDREW MCKENZIE

- Corporate Services
- Childcare
- Hostel
- Terrestrial
- Community Development
- Rural Lands

**ENGINEERING SERVICES**  
RAJU RANJIT

- Roads & Infrastructure Safety
- Parks & Gardens
- Water Supply
- Waste Management
- Workshop & Plant Operations
- Contract Services
- Safety





**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
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	Mar-23	Policy adopted by Council and Implemented	Pending arrival of new DES	Has been scheduled on 17/01/2024 for Road Register & associated policies workshop
	DES	Identify the current status of shire rural roads and town streets	Sep-23	Updated road register	Pending arrival of new DES	Road condition report 2024 version in progress
	DES	Implement maintenance programs on Towns Streets	Dec-23	Program implemented	Pending arrival of new DES	Works have been carried out as per Asset Management Plan and available budget
	DES	Implement maintenance programs on Rural Roads	Jan-24	Program implemented	Pending arrival of new DES	Works have been carried out as per Asset Management Plan and available budget
	DES	Implement maintenance programs on bridges, floodway's, drainage etc	Feb-24	Program implemented	Pending arrival of new DES	Queensland Road crossing bridge in design phase and Gilbert River crossing is in grant application phase.
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-24	AMP updated	Depreciation charged in line with AMP and indexed valuation	Depreciation charged in line with AMP and indexed valuation
	DES	Implement capital programs on Towns Streets	Mar-24	Program implemented	Pending arrival of new DES	Preparation of 10 year works programs in progress.
	DES	Implement capital programs on Rural Roads	Mar-24	Program implemented	Pending arrival of new DES	Preparation of 10 year works programs in progress.
	DES	Implement capital programs on bridges, floodways, drainage etc	Mar-24	Program implemented	Pending arrival of new DES	Preparation of 10 year works programs in progress.
Lobby for adequate funding to enable the repair of the shire road network affected by natural disaster.	DES	Implement reinstatement program for NDRRA	Apr-24	Works are programmed and under budget	Currently working to a schedule to finish works within the time frame	Work in progress
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 FNQRRTG meetings	Pending arrival of new DES. Due to the urgency of next meeting, other options may be sought.	Attending monthly FNQRRTG meeting

**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
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-24	Contract TMR works on track and under budget	Current works are on track to finish within time frame.	Has been scheduled to complete the RMPC and NDRRA works within the time frame.
	DES	Attend regional meetings and meet with government representatives to lobby for increased commitment to Main Roads Network	Monthly	Attendance to FNQRRTG regional meetings	Pending arrival of new DES. Due to the urgency of next meeting, other options may be sought.	Attending monthly FNQ RRTG meeting
	DES	Create an audit of TMR infrastructure in the Shire (list of km of Gravel, single line bitumen and narrow/ problem bridges)	Nov-23	Audit presented to Council	Pending arrival of new DES.	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-24	TMR contracts awarded to Council and completed on time and within budget	Current works are on track to finish within time frame.	Establishing good relationship with TMR officers by good work progress and effective communication

**Strategic Outcome: There are Multiple Public Transport Options**

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter
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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-24	Annual maintenance program implemented	Pending arrival of new DES	Organising inspections as per CASA's requirement through FNQROC
	DCS	Funded airport depreciation for asset replacement	May-24	AMP updated	Depreciation charged in line with AMP and indexed valuation	Depreciation charged in line with AMP and indexed valuation
	DES	Implement capital program for airports	Feb-24	Program implemented	Pending arrival of new DES	Organising for inspection from qualified airport inspectors
Advocate for improved airfield infrastructure and services.	DES	Attend regional meetings and meet with government representatives	Quarterly	Attendance at FNQRRTG regional meetings	Pending arrival of new DES	Attending the FNQRRTG meeting and have lodged a grant application to upgrade Mt.Surprise and Georgetown airport fencing
Advocate for improved rail and bus services	CEO	Attend regional meetings and meet with government representatives	Annually	Attendance at FNQROC & NWQROC regional meetings	CEO and Mayor attend and advocate at these meetings	CEO and Mayor attend and advocate at these meetings

## 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
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-23	Maintenance program developed and implemented	Pending arrival of new DES	10 year plan for AC main replacement is in progress
	DES	Implement maintenance programs for the water treatment plants	Dec-23	Maintenance program developed and implemented	Pending arrival of new DES	Waiting for quotations for water treatment plant conditions assessment
	DES	Develop and implement a water and waste water intervention level policy	Mar-24	Policy developed and presented to Council	Pending arrival of new DES	Policy will be reviewed in April Council meeting
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-23	AMP updated	Depreciation charged in line with AMP and indexed valuation	Depreciation charged in line with AMP and indexed valuation
	DES	Implement Capital programs for the water networks	Mar-24	Program developed and implemented	Pending arrival of new DES	Work in progress
	DES	Improvement of the Water Treatment Plants at Georgetown and Forsayth	Dec-22	Upgrade Forsayth WTP operations	Pending arrival of new DES	Investigating for efficient for water treatment plant system
Water Reservoirs are operating and environmentally compliant	DES	Implement maintenance programs for the water reservoirs	Mar-24	Program developed and implemented	Currently Shepherd are overseeing this work.	Currently Shepherd are overseeing this work.
	DES	Charleston Dam is completed and operational	Oct-23	Charleston Dam online and operational. Further that the Dam Regulator requirements are meet.	Currently Shepherd are overseeing this work.	Currently Shepherd are overseeing this work.
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	CEO and Mayor attend and advocate at these meetings.	CEO and Mayor attend and advocate at these meetings.

### Strategic Outcome: Best Practice Waste Management

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter
	DES	Implement waste collection and disposal programs at each town	Nov-23	Strategy presented to Council for adoption	Proposal for waste collection and disposal is being dealt with under a pilot program at Forsayth.	Proposal for waste collection and disposal is being dealt with under a pilot program at Forsayth.

An asset management strategy to support the monitoring, maintenance, replacement and enhancement of Council's collection and waste management facilities throughout shire	DCS	Funded depreciation for asset replacement	Mar-24	AMP updated	Depreciation charged in line with AMP and indexed valuation	Depreciation charged in line with AMP and indexed valuation
	DES	Implement the Regional Waste Strategy programs at each facility	Jan-24	Strategy is implemented and regular attendance at FNQWaste regional meetings.	Working with FNQROC and NWQROC on a regional waste strategy	Working with FNQROC and NWQROC on a regional waste strategy
	DCS	Effective education program and encourage recycling, reuse and reduction of community waste	Jan-24	Successful media campaign held	Planned for Q4 2023 during EHO visit	Planned for Q4 2023 during EHO visit

**Strategic Outcome: Best Practice Natural Environment and Pest Management**

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd 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-23	Plan adopted by Council	In discussions with SGNRM	In discussions with SGNRM
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	CEO and Mayor attend and advocate at these meetings.	CEO and Mayor attend and advocate at these meetings.
Minimise the potential of disease outbreaks through implementation of an integrated mosquito management program.	DCS	Implement program as required	Jan-24	Program developed and adopted by Council	Planned for Q4 2023 during EHO visit	Planned for Q4 2023 during EHO visit

**Strategic Outcome: An Energy Efficient Shire**

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd 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-24	Council Status recognised	Current status has been recorded and set as a benchmark	Current status has been recorded and set as a benchmark. Also undertaking biannual review.
	DES	Attend regional meetings and meet with government and industry representatives	Half Yearly	Attendance at FNQROC Climate Resilience Waste regional meetings	CEO attends and advocates at these meetings.	CEO attends and advocates at these meetings.

**Strategic Outcome: Industry has Sustainable Environmental Practices**

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter
Companies and industries are environmentally compliant	CEO	Attend regional meetings and meet with government and industry representatives	Bi-Monthly	Advocated at regional meetings	CEO attends and advocates at these meetings.	CEO attends and advocates at these meetings.

**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
Maintain a compliant planning scheme that supports the future development of our shire	DCS	Implement the planning scheme	Monthly	Planning applications processed	Applications and enquiries are processed on receipt.	Applications and enquiries are processed on receipt.
	DCS	Review and update planning scheme	May-24	Plan review and presented to Council	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-24	Maintenance program implemented	Houses inspected. Maintenance program under development addressing need.	Houses inspected. Maintenance program under development addressing need.
	DCS	Funded depreciation for asset replacement	Apr-24	AMP updated	Depreciation charged in line with AMP and indexed valuation	Depreciation charged in line with AMP and indexed valuation
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	Pending land availability.	Pending land availability. Development of the industrial Estate is under way.

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

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter
Facilitate the development and marketing of a distinctive regional image.	CEO	Review and update shire marketing image	Feb-24	Strategy developed and adopted by Council	Attend to same on a "as needs" process	Attend to same on a "as needs" process
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-24	Plan developed and adopted by Council	Plan adopted and seeking funding for same.	Plan adopted and seeking funding for same.
	CEO	Area Promotion	Monthly	Successful Media Campaign Held	Attend to same on a "as needs" process	Attend to same on a "as needs" process
	CEO	Review the TerrEstrial VIC Business Plan, with a view to identify latent opportunities and extending the tourist experience to include interactive activities.	Apr-24	Business case developed and adopted by Council	Not commenced	Not commenced
Support skills development (youth, business, industry)	DCS	Develop and implement a community skills development program	Dec-23	Program implemented	Options under development for Council's review	Options under development for Council's review
	DCS	Review procurement policy and monitor the outcomes	Half Yearly	Outcome report presented to Council for consideration	Policy adopted by Council in July	Policy adopted by Council in July
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	CEO and Mayor attend and advocate at these meetings.	CEO and Mayor attend and advocate at these meetings.

**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
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-24	Program developed and implemented	Pending arrival of new DES.	Development of 10 year works program is in progress
	DCS	Maintain the public conveniences	Monthly	Facilities meet expectations	Public conveniences are maintained	Public conveniences are maintained
	DCS	Maintain the Shire's Cemeteries.	Monthly	Facilities meet expectations	Cemeteries are maintained	Cemeteries are maintained
	DCS	Maintain Swimming Pool as a safe and attractive venue.	Monthly	Facilities meet expectations	Pool is maintained	Pool is maintained
Establishment suitable recreational activities/facilities at water reservoirs	CEO	Construct recreation facilities at Charleston Dam to encourage activity based tourism.	Apr-24	Project complete	Project dependent on available funds	Project dependent on available funds
	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 FNROC & NWQROC regional meetings	CEO and Mayor attend and advocate at these meetings.	CEO and Mayor attend and advocate at these meetings.
Enhance and improve the aesthetics of	DES	Review and implement Georgetown beautification plan	Mar-24	Project approved and underway	Not yet commenced	Consulting with Main Road in progress



Enhance and improve the aesthetics of each town.	DES	Review beautification plans for Einasleigh, Forsayth and Mt Surprise	May-24	Plan presented to Council for consideration	Not yet commenced	Will be reviewed in April 2024
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Advocate for funding for additional sport and recreation infrastructure.	CEO	Review Council's sport and recreation long term plan	Apr-24	Status of current plan considered and reviewed	Consideration on enlisting Griffith to assist in developing a plan.	Consideration on enlisting Griffith to assist in developing a plan.
	CEO	Attend regional meetings and meet with government and industry representatives	Monthly	Attendance at FNROC & NWQROC regional meetings	CEO and Mayor attend and advocate at these meetings.	CEO and Mayor attend and advocate at these meetings.

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

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd 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-24	Program developed and implemented	Under development	Under development
	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	CEO and Mayor attend and advocate at these meetings.	CEO and Mayor attend and advocate at these meetings.
	CEO	Partner with state government agencies to improve social conditions and liveability.	Monthly	Attendance at FNQROC & NWQROC regional meetings	CEO and Mayor attend and advocate at these meetings.	CEO and Mayor attend and advocate at these meetings.
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-24	Current strategy review and updated	Management Contract to be reviewed in Q4 2023 for Q1 2024	Management Contract to be reviewed in Q4 2023 for Q1 2024
	DCS	Review and implement strategies for an efficient operation of the childcare business, including after school care	Mar-24	Current strategy review and updated	Not commenced	Not commenced
	DCS	Review and implement strategies for youth programs for leadership, recreation, entertainment and healthy socialization	Feb-24	Current strategy review and updated	Options under development for Council's review	Options under development for Council's review
	DCS	Review and implement strategies for an efficient operation of programs for seniors	Jan-24	Current strategy review and updated	Options under development for Council's review	Options under development for Council's review
Construct care facilities to retain citizens in the community.	DCS	Develop plans to build aged care facilities.	Nov-23	Plan presented to Council for consideration	Designs completed. Grant / loan application under development.	Designs completed. Grant / loan application under development.
	DCS	Develop plans to build special care facilities.	Jun-24	Overall strategy developed for Consideration	Aged Care Advisory Committee continues to meet to review community's needs and service levels	Aged Care Advisory Committee continues to meet to review community's needs and service levels
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	CEO and Mayor attend and advocate at these meetings.	CEO and Mayor attend and advocate at these meetings.
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	Not yet commenced
Advocate for sufficient policing and emergency service facilities	CEO	Meet with government representatives	Quarterly	Attendance to DDMG meetings	CEO and Mayor regularly attend these meetings.	CEO and Mayor regularly attend these meetings.

**Strategic Outcome: A Culturally Aware Community**

<u>Strategies</u>	<u>Officer</u>	<u>Actions</u>	<u>Comp Date</u>	<u>KPI</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>
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-24	Program developed and implemented	Not commenced	Not commenced
Provide libraries, as learning and information centres	DCS	Review and implement strategies for library service	Jan-24	Strategy is reviewed and implemented	Library operations under review	Library operations under review
Engage with and support local arts and cultural groups.	DCS	Review and implement strategies for engaging with arts and cultural groups	Nov-23	Strategy is reviewed and implemented	RADF program continues. Art & Culture Development Plan under development	RADF program continues. Art & Culture Development Plan under development
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-23	Community assistance policy is reviewed and implemented	Community assistance provided per Council's Policies and funding decisions. CDEO continues to support community organisations	Community assistance provided per Council's Policies and funding decisions. CDEO continues to support community organisations
Encourage local historians to preserve and promote local history and heritage.	DCS	Support important social milestones on appropriate anniversary dates.	Dec-23	Community calendar of events is developed and supported	Community assistance provided per Council's Policies and funding decisions. CDEO continues to support community organisations	Community assistance provided per Council's Policies and funding decisions. CDEO continues to support community organisations

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

<u>Strategies</u>	<u>Officer</u>	<u>Actions</u>	<u>Comp Date</u>	<u>KPI</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>
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-24	Plan is developed and Implemented	Advocacy network in place. Plan under consideration / development	Advocacy network in place. Plan under consideration / development
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	Full services have been restored / maintained after equipment fault(s)	Full services have been restored / maintained after equipment fault(s)
	DCS	Assist a commercial entity to introduce local radio services.	Jun-24	Options are considered and implemented	Preferred entity must establish contact by October 31st or Council's offer lapses.	Preferred entity must establish contact by October 31st or Council's offer lapses.

## 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
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	Undertaken on a monthly basis	Undertaken on a monthly basis
	CEO	Attend local and regional meetings with community, government and industry representatives	Monthly	Opportunities to attend regional meeting is given	Attendance at regular Regional Meetings	Attendance at regular Regional Meetings
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-24	Organisational structure is reviewed	Currently under review	Currently under review
	CEO	Ensure the administration of the region is governed through open and transparent decision-making and reporting processes.	Mar-24	Meetings and legislative requirements are met	Undertaken on a monthly basis	Undertaken on a monthly basis
	DCS	Develop and implement a comprehensive, sustainable and funded, 10-year Capital Works Program for Corporate Assets	May-24	AMP is updated	Under development	Under development
	DCS	Maintain compliance with legislation, local laws, policies	Monthly	Local Laws, policies and procedures are reviewed on a regular basis for compliance	Review is ongoing	Review is ongoing
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	Attendance at regular Regional Meetings	Attendance at regular Regional Meetings
	CEO	Build the Council's data analytic capability.	Apr-24	Statistical data is collected	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
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	Every opportunity taken	Every opportunity taken
Disseminate accurate and relevant information within the organization, the community and other relevant audiences.	CEO	Review of Council communication mechanisms	Oct-23	Current communication processes are reviewed and report to Council for consideration	Reviewed on a regular basis (monthly)	Reviewed on a regular basis (monthly)
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	Every opportunity taken	Every opportunity taken

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

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter
Ensure the transparency of Council's	DCS	Review and implement strategies for an efficient operation of Council administration and finances sections	Nov-23	Number of issues raised	Ongoing	Ongoing



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's internet and internal technology capabilities.	Dec-23	capabilities of the system is reviewed and reported to Council	InfoXpert training planned for Q4 2023	InfoXpert training planned for Q4 2023
	DCS	Review and implement a fair and equitable rating system	Feb-24	Review is undertaken and outcomes are reported to Council for their consideration	Mead Perry engaged to undertake Rate Modelling in Q1 2024	Mead Perry engaged to undertake Rate Modelling in Q1 2024
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 option is taken and same reported via the CEO Briefing Report	Every option is taken and same reported via the CEO Briefing Report
Ensure the efficiency of procurement and stores activity.	DCS	Review and implement strategies for an efficient operation of the procurement and stores sections	Oct-23	Undertake a review of processes and if required implement an improvements	Significant overhaul of Stores operations in Q2 & Q3 2023. Ongoing review and refinement over balance of financial year	Significant overhaul of Stores operations in Q2 & Q3 2023. Ongoing review and refinement over balance of financial year
Ensure the efficiency of depot and engineering administration	CEO	Review and implement strategies for an efficient operation of Councils depot and engineering sections	Nov-23	Review current practices and report back to Council on possible improvements	Every option is taken and same reported via the CEO Briefing Report	Every option is taken and same reported via the CEO Briefing Report
	DES	Effective works program to better utilize alignments between all funding.	Dec-23	Program to be reported back to Council for consideration	Not yet commenced	Fortnightly works program will be implemented from Jan. 2024
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-23	AMP for Council plant and machinery is reviewed and implemented	Not yet commenced	Fleet AMP will be reviewed soon
	DES	Review and implement strategies for efficient use of contractors.	Sep-23	Report is presented to Council for consideration	Not yet commenced	Contractor's performance will be checked quarterly from Jan. 2024
	DES	Develop a Plant Replacement and upgrade schedule and maintain the operational capacity of plant.	Sep-23	An annual plant for plant replacement is presented to Council, including a 10 year replacement Program	Undertaken as part of the Annual Budget	10 year plant replacement program has been developed

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

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd 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	Oct-23	As part of the organisational review.	Not yet commenced	Not yet commenced
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-23	The current process for customer requests and complaints is review and any outcome is presented to Council for consideration	InfoXpert training planned for Q4 2023	InfoXpert training planned for Q4 2023

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

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd 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	Regular testing is being undertaken	Regular testing is being undertaken
	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
Implement effective HRM strategy throughout the organisation.	CEO	Review HRM practice for Council.	Dec-23	An annual review is undertaken of current practices	Not yet commenced	Not yet commenced

Develop and implement organisation well-being programs.	CEO	Well-being program is part of a HRM review.	Dec-23	An annual review is undertaken of current practices	Not yet commenced	Not yet commenced
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-24	Annual review is favourable and incidents are minimised	Safety System is currently under review	Safety System is currently under review

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

<u>Strategies</u>	<u>Officer</u>	<u>Actions</u>	<u>Comp Date</u>	<u>KPI</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>
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-23	Suitable weather forecasting is place.	Seeking additional river gauges for the Etheridge River.	Seeking additional river gauges for the Etheridge River. Funding application submitted.
Maintain a compliant, resourced disaster management plan	CEO	Review and update disaster management plan	Sep-23	Get ready is successful	Planning underway.	Planning underway.



# Etheridge Shire Council

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<b>General Meeting</b>	25 <sup>th</sup> January 2024
<b>Subject</b>	QAO Management Letter on the conduct of Council 2022/23 audit
<b>Classification</b>	Open
<b>Author</b>	Renee Bester, Executive Assistant

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## 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 Friday, 15<sup>th</sup> December 2023. In accordance with s213 of the *Local Government Regulation 2012*, the report is tabled for Council's receipt.

## RECOMMENDATION

That in accordance with s211 of the *Local Government Regulation 2012*, Council receive the Queensland Audit Office Report dated 5<sup>th</sup> December 2023 and refer the report to Council's Internal Audit Committee for further review.

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## BACKGROUND

Queensland Audit Office engaged BDO as its contract audit to complete the audit of Council's 2022/23 annual general purpose finance statements. As is usual practice, BDO conducted an interim audit and a final audit.

As previously reported to Council, Audit completion was delayed for a number of reasons, with Council requesting an extension of time from the Minister in which to complete its audit by 30<sup>th</sup> November 2023. QAO subsequently signed off on Council's general purpose financial statements and management responses were tabled at the Audit Committee meeting held 10<sup>th</sup> November 2023. QAO has been able to finalise their report, including Council's response to audit observations/recommendations and sent it to the Mayor to be tabled at the Council meeting.

## LINK TO CORPORATE PLAN

Corporate Aim No. 5: Best Practice governance and organisational excellence.

Outcome No. 5.1: Council provides community leadership through financial sustainability and an open and accountable governance structure.

## BUDGET & RESOURCE CONSIDERATIONS

Council budgets for External and Internal Audit Fees.

## CONSULTATION

Not applicable – this is a statutory function performed by QAO. QAO is an independent arm of the State Government.

## LEGAL CONSIDERATIONS

Please refer to the background.

## POLICY IMPLICATIONS

External and Internal audit findings (observations and recommendations) have been entered into an Audit Register. Entries in the Audit Register have been assigned to responsible officers for completion. The Audit Register will be tabled at each Audit Committee meeting, to provide the Committee with oversight (and hopefully assurance) on progress to improving internal financial system controls. Given QAO, contract external and internal auditors are attendees at Committee meetings, Committee Members will have direct access to auditors to review audit findings and assess the adequacy of management's implementation of recommendations.

## 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

Enterprise Risk is assessed as Moderate: likelihood is unlikely, consequence may be moderate.

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**Report Prepared By:**

Renee bester, Executive Assistant

Date: 18<sup>th</sup> December 2023

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**Report Authorised By:**

Ken Timms, Chief Executive Officer

Date:

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2023 FINAL MANAGEMENT LETTER

**Etheridge Shire Council**

5 December 2023

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Councillor Barry Hughes  
Mayor  
Etheridge Shire Council  
41 St George Street  
GEORGETOWN QLD 4871

Dear Cr Hughes

### **Final management report for Etheridge Shire Council**

We have completed our 2023 financial audit for Etheridge Shire Council. The Auditor-General has issued an unmodified audit opinion on your financial statements.

The purpose of this letter is to update you on any matters that have arisen since we presented our closing report to the audit committee on 10 November 2023.

### **Reporting on issues identified after the closing report**

I can confirm that we have not identified significant issues since the presentation of our closing report. The issues and other matters we have formally reported to management and an update on management's actions taken to resolve these issues is included as Appendix A.

Please note that under section 213 of the Local Government Regulation 2012, you must present a copy of this report at your council's next ordinary meeting.

### **Report to parliament**

Each year we report the results of all financial audits and significant issues to parliament.

We intend to include the results of our audit of Etheridge Shire Council in our report to parliament on the results of the Local Government sector. We will comment on the results of our audit of your financial report, any significant internal control issues we identified, and the overall results of the sector, including major transactions and events. We will discuss the proposed content of our report with your Interim Director of Corporate Services and continue to consult as we draft our report. Formally, you will have an opportunity to comment on our report, and for these comments to be included in the final version tabled in parliament.

### **Audit fee**

The final audit fee for this year is \$98,833.17 exclusive of GST (2022: \$94,000).

This fee is higher than the \$66,500 estimated in our external audit plan. We have discussed the key factors contributing to the fee variation with your Director of Corporate Services. In summary these matters were the change in the chart of accounts and lack of comparability between financial years in amounts initially reported, significant rework on financial statements and insufficient year-end workpapers for contract assets and liabilities. Refer also to the significant deficiency in relation to lack of quality assurance over information provided for audit purposes which outlines the material misstatements materially misstated and significant quantitative and qualitative errors in the financial statements and workpapers provided.

We would like to thank you and your staff for their engagement in the audit this year and look forward to working with your team again next year.

If you have any questions about this letter or would like to discuss any matters regarding our services and engagement, please do not hesitate to contact me on 07 4046 0051 or Sri Narasimhan, Director on 07 3149 6000.

Yours sincerely



Margaret Dewhurst  
Partner

Enc.

cc. Ken Timms, Chief Executive Officer

## Appendix A1 – Status of issues

This section provides an update on the deficiencies and financial reporting issues we have identified since the issue of our interim report on the 28 June 2023. It includes a response from management.

Our risk ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: [www.qao.qld.gov.au/information-internal-controls](http://www.qao.qld.gov.au/information-internal-controls) or scan the QR code.



### Lack of quality assurance over information provided for audit purposes

23CR-1

#### Observation

Financial statements presented to audit were materially misstated and contained significant quantitative and qualitative errors. Balances and disclosures in the financial statements were supported by system reports which were materially misstated.

As part of our audit we noted the following significant issues with information supplied:

- Cash flow statement contained significant errors between the classification of operating and investing cash flows as the system report does not adjust for contract assets and liabilities. While these errors were not material this year, from 2024 onward they will impact the revised sustainability reporting requirements.
- Note 2(b) originally presented for audit did not balance to the financial statements, included negative asset amounts and had unexplained significant differences between the 2022 and 2022 restated figures.
- Contract assets and liabilities working papers presented for audit did not reconcile to the general ledger and the amounts that were included were materially incorrect.
- Provision disclosures were transcribed incorrectly from the expert's report into the financial statements.
- Employee benefits expenditure and materials and services expenditure originally presented in the draft financial statements was materially misstated by more than \$2m.
- Materials and services expenditure originally presented included a \$15m new expenditure category with no comparability to the prior period.
- The financial statements include significant formatting errors including unnecessary headings, incorrect and missing note references, missing and unnecessary totals, font changes, position and spacing errors, instances where the prior year amounts did not agree to the audited financial statements as well as accounting policies that don't apply or are not applied at Etheridge Shire Council.
- Disclosures that were generic with information from the template that are not relevant for Etheridge Shire Council – e.g. references to Council operations and asset classes that do not exist.

The examples above indicate a lack of quality assurance review.

#### Implication

The issues above resulted in significant additional work in addition to the planned audit procedures. This has also impacted the overall time and cost of completing of the audit.

#### QAO recommendation

We recommend that Council undertakes a thorough quality assurance review over information that is provided to auditors to avoid delays and additional costs. We recommend that Council utilises internal audit and the audit committee to improve internal processes and financial statement preparation processes.

**SENSITIVE**

**Management response**

We thank Audit for its recommendation. As you know, we had material changes in key personnel just prior to the end of the financial year, together with a major revision of our general ledger architecture. Our best endeavours were devoted to the timely and accurate preparation of our end of year financial statements. We anticipated that our financial statements would need to be restated following audit and prior to certification. We believe we are better placed for more timely and accurate statement preparation for future years. That said we will investigate retaining external consultants to aid in preparing our 2023/24 Annual General Financial Statements.

Responsible officer: Director of Corporate Services

Status: Work in progress

Action Date: 30 June 2024



**Lack of documentation of independent verification of bank account change request**

**23CR-2**

**Observation**

We tested a sample of Masterfile changes performed and noted one instance where the 'bank detail verbal verification' section of the form was not completed. There was no evidence that the change had been independently verified.

**Implication**

If changes are not independent verified, there is a risk of payment to incorrect vendor whether by error or fraud.

We have seen at other businesses that fraud perpetrators are active with either requests from fake email addresses or with hacking into legitimate email addresses. We have seen other businesses inadvertently make payments to fraudulent accounts after failing to verify the request was legitimate.

**QAO recommendation**

We recommend retraining of relevant staff to ensure the importance of independent verification is highlighted. Periodic reviews should occur to ensure the verification process is being documented. It is more likely that the verification process will occur if it is required to be documented. Documentation should include date, how contact was made (e.g., phone call, email), who was contacted and sign off by the person performing the independent verification.

**Management response**

We thank Audit for its recommendation. Training has been provided to relevant staff on the independent verification of third-party details or both Accounts Payable and Accounts Receivable. This will be reinforced with Fraud Prevention training scheduled for early February 2024.

Responsible officer: Director of Corporate Services

Status: Work in progress

Action Date: 30 June 2024



## Enterprise bargaining agreement requires review

### 23CR-3

#### Observation

Etheridge Shire Council Enterprise Bargaining Certified Agreement 2012 to 2015 ('EBA') had a nominal expiry date of 31 August 2015 and has not been formally reviewed since that date. Award increases are tracked in a spreadsheet by the Payroll Officer however there is no formal review of pay rates and no regular review to ensure that employees are not disadvantaged by remaining under the EBA. We note that Council utilises a rostered shift schedule which would attract penalty rates and allowances under the applicable awards which makes this review complex.

#### Implication

There is a risk that changes to national employment standards and modern awards are not appropriately factored into employee contracts and employees are disadvantaged under the EBA.

#### QAO recommendation

We recommend a comprehensive review of the EBA and associated policies and practices to ensure that Council is meeting its obligations to its employees. Council should consider engaging specialists to review the EBA to ensure there is no significant non-compliance with any applicable employment laws and regulations.

#### Management response

We thank Audit for its recommendation.

As this issue has been raised (and addressed) in prior year audits, Council obtained legal advice (below) to aid in its response to this observation hoping to settle the matter for good: -

1. The National Employment Standards and the Modern Awards are not applicable to Council. The Queensland Employment Standards and the Local Government Awards are applicable given that Council is a Queensland Local Government and not a National System Employee as defined by the Fair Work Act 2009.
2. The Better Off Overall Test (BOOT) is a test used by the Fair Work Commission in assessing enterprise agreements that are applicable for National System Employers.
3. In accordance with section 219 the Industrial Relations Act 2016 ("IR Act"), the QIRC review proposed certified agreements and ensure they pass the 'no-disadvantage test' and that the proposed bargaining instrument would not result in a reduction in the employees' entitlements or protections.
4. Section 216 of the IR Act states that a Certified Agreement continues to operate until the agreement is terminated under section 227 (before the nominal expiry date) or section 228 (after the nominal expiry date). Therefore, the ESC CA is still operational despite having a nominal expiry date of 31 August 2015. In accordance with its Certified Agreement, Council passes on, in full, each State Wage Case decision handed down by the QIRC, including any adjustments to allowances.

As Audit has noted, Council's Payroll Officer tracks State Wage Case decisions in a spreadsheet. This is reviewed by another staff member before our Payroll system is updated. Turning to the specific reference of allowances. The purpose of a Certified Agreement is to vary the application of the Award to achieve operational efficiency in return for improved working conditions, including remuneration. In the pursuit of operational efficiency, Council's Certified Agreement varied the Awards' provisions for the payment of allowances. A number of allowances had been 'rolled up' into a single allowance. Few 'purely' Award allowances remain applicable to Council's workforce. As the Certified Agreement varies the Award, Council's exposure to Audit's stated implication is negligible. As a result Council is confident that it remains compliant with its Industrial Instruments and, as such, will not be engaging a specialist to review its EBA. We will continue to rely upon our existing processes to ensure State Wage Decisions are passed on to employees. As for commencing EBA negotiations, Council has been unable to elicit interest from the 'the Unions' to commence negotiations for a new Certified Agreement. Until there is, Council is unable to unilaterally amend or replace its EBA. Please refer to Point 4 (above), as this should remove any doubt the EBA has 'expired' or requires formal review.

Responsible officer: Director of Corporate Services

Status: Resolved pending audit clearance

**SENSITIVE**





## Credit card policy is out of date and recognition of credit card transactions is not timely

### 23CR-4

#### Observation

We noted during our review of credit card expenditure that the balances are maintained in creditors rather than in separate general ledger accounts. By combining with creditors there is reduced oversight on these balances.

Further, we noted that the transactions on the credit cards are not entered until the credit card payment is made from the operating bank account which means transactions are often recorded in the following month.

The applicable credit card policy was last updated in 2004.

#### Implication

The implication is that credit card transactions are not recorded in the correct period and credit card balances and usage are more difficult to review when they are in the creditors balance instead of their own account. While not material to the financial statements, oversight and timely reconciliation and entry of transactions on credit cards is an essential safeguard against fraud and misuse.

#### QAO recommendation

We recommend updating the credit card policy and procedures around data entry of credit card transactions to ensure these balances are easily identifiable for Council to review.

#### Management response

We thank Audit for its recommendation and commit to reviewing our Credit Card Policy. We are satisfied that our current oversight, reconciliation and payment of credit card transactions is appropriate for the size of our organisation and the number & value of transactions made through corporate credit cards. Consequently, we do not intend to change our current processes.

Responsible officer: Director of Corporate Services

Status: Work in progress

Action Date: 30 June 2024



## Handwritten timesheets are not clear and legible

### 23CR-5

#### Observation

During payroll testing we identified one instance where the hours recorded on the timesheet were not legible and there was no evidence of verification or confirmation with the supervisor or the employee. In addition, other handwritten timesheets were difficult to understand and decipher. While we acknowledge this is an inherent limitation in handwritten timesheets, there is a risk of error in calculating employee pay.

#### Implication

The implication is that the payroll staff have to enter timesheets that are difficult to read and understand. The current process is time consuming and burdensome on a small number of staff which increases the risk of data entry errors.

#### QAO recommendation

While clearly immaterial to the financial statements, management should review the data entry process to ensure the timesheets are able to be clearly read and entered into the system. There should be independent verification where timesheets are difficult to read, and this verification should be evidenced on the source document to allow the reviewer to follow the steps taken to confirm hours worked are correctly entered.

#### Management response

We thank Audit for its recommendation.

As noted by Audit, there is an inherent limitation in handwritten timesheets. This is compounded by the remote work locations of our field staff, limited mobile communications, and 9 / 5 work roster for field staff. When opportunity allows, Payroll seeks verification or confirmation from the team supervisor or the Infrastructure Services Operations Manager - it may just not be noted on the source document. Beyond that, our Payroll Officer has developed proficiency in reading most employee's handwriting. Alternately, information is deduced from the employee's team members' source documents. We are therefore comfortable to accept the risk of data entry errors, knowing that when they come to light, they are corrected in the following pay period. We are hopeful that a technological solution may provide a realistic and appropriate solution in time.

Responsible officer: Director of Corporate Services

Status: Work in progress

Action Date: 30 June 2024

## **D** Employee termination checklists incomplete

### 23CR-6

#### Observation

We tested a sample of terminated employees and noted two out of the five samples tested had an incomplete 'Checklist for Final Release of Pay'. The sections for the finance manager, housing officer, administration officer, information technology officer and records supervisor were not signed or dated.

#### Implication

Completion of the form ensures that terminated employees are no longer permitted access to Council's systems, assets and resources before final pays are administered.

#### QAO recommendation

We recommend a review of the termination process and retraining of relevant staff to ensure this process occurs as intended by management on the form.

#### Management response

We thank Audit for its recommendation. We will review our processes to ensure it remains appropriate to our needs, and we will amend our Checklist accordingly.

Responsible officer: Director of Corporate Services

Status: Work in progress

Action Date: 30 June 2024

## **O** GST Errors

### 23CR-8

#### Observation

We noted during our expenditure sampling procedures two instances where GST was incorrectly recorded on items that do not attract GST – namely, stamp duty and levies. In both of these instances the amount recorded did not agree to the GST on the tax invoice.

#### Implication

GST has been claimed that Council is not entitled to claim from the Australian Taxation Office. While clearly immaterial to the financial statements, management should review the data entry process to ensure the GST entered and remitted to the ATO is consistent with the tax invoices that support the transaction.

#### QAO recommendation

We recommend a review is performed at the time of preparation of the Business Activity Statements to ensure that GST has been recorded accurately. In addition, we recommend that all employees who process invoices are reminded to ensure that the GST amount agrees to the tax invoice.

#### Management response

We thank Audit for its recommendation and will take appropriate steps to retrain staff to be more vigilant when entering GST.

Responsible officer: Director of Corporate Services

Status: Work in progress

Action Date: 30 June 2024

## Appendix A2 – Matters previously reported

The following table summarises all control deficiencies, financial reporting issues and other matters that have previously been raised but are not yet resolved. The listing includes issues from our interim report this year and those issues raised in prior years.



Ref.	Rating	Issue	Status and comment
22CR-1	<b>S</b>	<p><b>Chart of accounts requires amendment</b></p> <p>The chart of accounts did not enable Council to accurately track and record grant revenue, capitalised expenditure and prepare accurate financial statements.</p> <p><i>Update: Chart of accounts has been restructured including a re-write of the Financial Reporting module in PCS.</i></p>	<p><b>Work in progress</b></p> <p>Financial statement preparation is now dependent on system reports which are materially misstated. Requires rework to make that process functional.</p> <p>Responsible officer: Director of Corporate Services Action date: 26 January 2023 Updated action date: 30 June 2024</p>
21CR-2	<b>S</b>	<p><b>Management of capital grants</b></p> <p>No comprehensive grants register detailing relevant details including recognition method applicable to the funding. Errors identified in current and prior year financial statements were material.</p>	<p><b>Work in progress</b></p> <p>Grants register provided for audit was a reconciliation of grant revenue in the general ledger and included no assessment of contract assets or liabilities and was materially incomplete.</p> <p>Responsible officer: Finance Manager Action date: 30 June 2022 Updated action date: 30 June 2024</p>
21CR-3	<b>S</b>	<p><b>Job costing and chart of accounts</b></p> <p>The structure of the chart of accounts makes it difficult to determine whether each contract and sub-contract generated a surplus or a loss.</p> <p><i>Update: Refer also 22-CR1.</i></p>	<p><b>Work in progress</b></p> <p>Recoverable works referred to internal audit for review however matter is unresolved.</p> <p>Responsible officer: Finance Manager Action date: 30 June 2022 Updated action date: 30 June 2024</p>
23IR-1	<b>D</b>	<p><b>Improve financial reporting by strengthening month-end and year-end processes</b></p> <p>A number of material balances are not being accrued and adjusted on a regular basis including accruals, contract assets and liabilities, asset capitalisations and clearance of work in progress.</p>	<p><b>Work in progress</b></p> <p>Responsible officer: Finance Manager Action date: 31 March 2024</p>

Ref.	Rating	Issue	Status and comment
23IR-2	<b>D</b>	<p><b>Review of recruitment policy</b></p> <p>Recruitment policy has no requirement to assess, obtain or document criminal history checks or to verify qualifications of prospective employees.</p>	<p><b>Work in progress</b></p> <p>Responsible officer: Director Corporate Services</p> <p>Action date: 31 December 2023</p>
23IR-3	<b>D</b>	<p><b>Insufficient risk management and governance procedures</b></p> <p>Risk register is out of date and governance procedures are limited.</p>	<p><b>Work in progress</b></p> <p>Responsible officer: Director Corporate Services</p> <p>Action date: 30 June 2024</p>
23IR-4	<b>D</b>	<p><b>Policies are not reviewed on a timely basis</b></p> <p>We have reviewed the information on Council's website against requirements of the LG Act and Regulation.</p> <p>[1] Investigation policy – does not appear to be disclosed on Council's website [s150AE LGA].</p> <p>[2] Fraud &amp; corruption management policy and management plan were due for review on 30 June 2018.</p> <p>[3] Procurement principles policy per Council website was due for review on 31 January 2021.</p> <p>[4] Delegation policy per website is not signed as endorsed and dated December 2017.</p> <p>[5] Entertainment and hospitality expenditure policy was due for review on 31 January 2021.</p> <p>[6] Advertising expenditure policy was due for review on 28 February 2021.</p>	<p><b>Work in progress</b></p> <p>Responsible officer: Chief Executive Officer / Director Corporate Services</p> <p>Action date: 30 June 2024</p>
21CR-4	<b>D</b>	<p><b>IT general controls and policies</b></p> <p>A number of IT policies were outdated or did not include key elements to ensure adequate management of the IT environment.</p> <p><i>Update: Computer, email and internet policy in draft at date of audit visit.</i></p>	<p><b>Work in progress</b></p> <p>Policy Framework Review has commenced.</p> <p>Responsible officer: Director of Corporate &amp; Community Services</p> <p>Action date: 30 June 2022</p> <p>Updated action date: 30 June 2024</p>
21CR-6	<b>D</b>	<p><b>Registers of interest</b></p> <p>Identified instances where Registers of Interests were incomplete.</p> <p><i>Update: Instances noted where Register of interest Forms disclosed on website were not the most up-to-date versions. Register of Interest Forms not completed by all executive management.</i></p>	<p><b>Work in progress</b></p> <p>Responsible officer: Director of Corporate &amp; Community Services</p> <p>Action date: 30 June 2022</p> <p>Updated action date: 30 June 2024</p>



Ref.	Rating	Issue	Status and comment
21CR-7	<b>D</b>	<p><b>Stocktake procedures</b></p> <p>Stock items were identified as counted on count sheets but not physically located in stores indicating a process deficiency.</p> <p><i>Update: During our attendance on site in May 2023 we noted that stocktakes were being performed but issues were noted with actioning adjustments in the system. Stocktake differences were not adjusted resulting in immaterial projected misstatement. Further, items were not clearly labelled and identifiable on the stock sheet.</i></p>	<p><b>Resolved pending audit clearance</b></p> <p>Quarterly rolling stocktakes are being conducted. A review of inventory management is being conducted. Will need to be verified at next stocktake attendance to mark as resolved.</p>
21CR-9	<b>D</b>	<p><b>Review of asset revaluations</b></p> <p>Insufficient evidence of management's review and scrutiny of the asset valuations.</p> <p>In 2022, errors were identified during audit review that were corrected by valuer prior to amounts being entered into the system.</p>	<p><b>Work in progress</b></p> <p>Responsible officer: Director of Corporate &amp; Community Services</p> <p>DCS has established an internal Asset Management Committee to review asset capitalisation, valuation and depreciation however some errors were not identified.</p> <p>Original action date: 30 June 2022 Updated action date: 30 June 2024</p>
22CR-2	<b>D</b>	<p><b>Compliance with procurement policy</b></p> <p>We identified instances where purchase orders were raised after invoice date and tender documents that were unable to be located.</p> <p><i>Update: Our 2023 interim samples included 3 sample items that had purchase orders dated after the invoice date.</i></p>	<p><b>Work in progress</b></p> <p>Council to address in review of Procurement Policy.</p> <p>Responsible officer: Director of Corporate Services</p> <p>Action date: 30 June 2023 Updated action date: 30 June 2024</p>
22CR-3	<b>D</b>	<p><b>Contracts over \$200,000 not disclosed on Council's website</b></p> <p>We identified contracts which were not disclosed on Council's website in the 2022 financial year.</p> <p><i>Update: We identified a further instance where contracts were not disclosed in the 2023 year.</i></p>	<p><b>Work in progress</b></p> <p>Responsible officer: Finance Manager</p> <p>Action date: 30 June 2023 Updated action date: 30 June 2024</p>
22-CR5	<b>D</b>	<p><b>Management of fixed assets register and capital WIP</b></p> <p>We identified delays in capitalisation and errors in depreciation calculations. We recommended a comprehensive review of the capitalisation process.</p> <p><i>Update: Council capitalised assets for the 2023 FY at year-end. Council was not depreciating the Charleston Dam Wall until audit adjustment proposed resulting in misstatement.</i></p>	<p><b>Work in progress</b></p> <p>DCS has established an internal Asset Management Committee to review asset capitalisation, valuation and depreciation however some errors were not identified.</p> <p>Responsible officer: Finance Manager</p> <p>Action date: 30 June 2023 Updated action date: 30 June 2024</p>

Ref.	Rating	Issue	Status and comment
22-CR6	<b>D</b>	<p><b>Plant hire rates</b></p> <p>We note that the plant hire rates have not been updated in several years and may not accurately represent the running costs of plant assets. We recommended a review of plant hire rates to ensure they are appropriate and can be evidenced.</p>	<p><b>Resolved pending audit clearance</b></p> <p>Consultant was engaged to provide a comprehensive analysis of plant hire rates. Report has been received and findings actioned by Council.</p>
21CR-8	<b>O</b>	<p><b>Policy to support reimbursement of relocation expenses</b></p> <p>Lack of formal policy or documented evidence of reimbursements paid to key management personnel. We recommended implementing a formal policy to support these decisions.</p>	<p><b>Work in progress</b></p> <p>Management is in the process of drafting a formal Relocation Assistance Policy.</p> <p>Responsible officer: Director of Corporate Services</p> <p>Action date: 30 June 2024</p>
21CR-12	<b>M</b>	<p><b>Inadequate review of draft financial statements</b></p> <p>Significant changes were required to the disclosure and presentation of financial statements for the year ended 30 June 2021, 30 June 2022 and 30 June 2023 indicating inadequate review prior to audit.</p>	<p><b>Work in progress</b></p> <p>Responsible officer: Finance Manager</p> <p>Action date: 30 June 2022</p> <p>Updated action date: 30 June 2024</p>
22-CR12	<b>L</b>	<p><b>Write-offs and renewals of capital assets</b></p> <p>We recommended implementing a process to review existing assets for loss or significant damage and segregating capital works into additions and renewals.</p> <p><i>Update: financial statement disclosure included works as renewal which would not meet the definition in the sustainability guidelines and had no corresponding disposal.</i></p>	<p><b>Work in progress</b></p> <p>DCS has established an internal Asset Management Committee to review asset capitalisation, valuation and depreciation however these errors were not identified.</p> <p>Responsible officer: Finance Manager</p> <p>Action date: 30 June 2024</p>
22-CR14	<b>L</b>	<p><b>Plant assets – residual values</b></p> <p>We recommend a formal annual review of the fixed asset register to confirm that estimates including useful lives, residual values and depreciation rates are appropriate.</p>	<p><b>Work in progress</b></p> <p>DCS has established an internal Asset Management Committee to review asset capitalisation, valuation and depreciation however there is no evidence that the residual values were reviewed or revised.</p> <p>Responsible officer: Finance Manager</p> <p>Action date: 30 June 2024</p>



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# Etheridge Shire Council

## DIRECTOR ENGINEERING SERVICES

### Briefing Report

#### 1 Update

I present my briefing report for the period of December, in addition to upcoming works in January 2024.

#### 2 Operational Plan Matters

No new Operational Plan matters.

#### 3 Emmerging Issues

Nil

#### 4 Projects

### TMR

- CN-19040 of Kennedy Developmental Road Completed before Christmas 2023
- CN-20929 of Kennedy Developmental Road has been recently awarded to ESC. - Construction starts from March 2024

### Grants (LRCIP round 3)

- Forsayth Transfer Station contract has been awarded and commencing from March 2023
- Reseal Forsayth Einasleigh Road: Reseal between CH 1 - 8.7 kms will be commenced in March 2024
- Industrial Estate - Work in progress (purchasing of land is completed)

### Work for Queensland

- St George Street (main street in Georgetown) to create a visual aesthetic, such as alterations to parking arrangements, improvements to safety such as lighting, pedestrian access points to improve safety, plants - Work not started
- Additional structures for spectator safety and comfort shelter and shade - hip roof on north and south edges of sport play areas. – work in progress
- Improved drainage to main street in Einasleigh - near hotel- Completed.
- In-line with the Disaster Management plan, installing identification and directional signage to for rural properties. - Work in progress
- Fence to create security and aesthetics alongside of the approach to the new Charleston Dam. - Works completed as per approved budget but still needs fences across the three creeks.

### **Passenger Transport Infrastructure Investment Program ( PTIIP )**

- Bus stop in Mount Surprise – Quotation stage

### **Heavy Vehicle Safety Productivity Program ( HVSP )**

- Georgetown washdown bay –Tender closed on 15/4/2024 and approval in process
- Bypass road to Georgetown Airstrip (Funding application in process)

### **Bridge Renewal Program**

- Queenslander Creek Box culvert, Forsyth -Design in progress,
- Funding application for Box culvert over the Gilbert River has been lodged.

### **Transport Infrastructure Development Scheme (TIDS)**

- Forsyth – Einassleigh Road (27.77 km to 36.37 Km) – Design completed, and construction starts from March 2024

### **Rural Addressing**

- Zone 2 and Zone 5 are in progress.

### **FNQ RRTG Technical Committee meeting**

- Attended the FNQ RRTG Technical Committee meeting via MS Teams on 12/01/2024.
- Agenda attached.
- ESC has committed to complete the TIDS Project by June 2024

### **Council Own Source**

- Drainage Improvement in First Street, Forsyth – 30 % completed.

5

### **Calendar of Events**

#### **Over the past month**

- Nil

#### **Next Month**

- 9 Jan – Meeting with shepherd Services regarding the water Infrastructure asset management plan
- 11 Jan – Meeting with Shepherd Service regarding the Asset Valuation and Charleston dam
- 12 Jan – FNQROC RRTG TC meeting ( MS Team)
- 17 Jan – Road Register workshop
- 18 Jan – Genex Kidston
- 24 Jan - Georgetown -Council Meeting
- 5 Feb – Meeting with Contractors
- 9 Feb FNQROC WMRR RRR Plan meeting
- 21 Feb Council meeting

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Raju Ranjit  
Director Engineering Services

#### **Attachment**





Capital - Projects - 2023/2024																		
Asset Class/GL Number	Job Number	Project Description	Project title	Funding source							Total Project cost	30/06/2023 Balance carry over projects	Actual year to date 2023-24	% of 2023-24 budget	Responsible Officer	Officers update, ie % of completion, what's been done, commitments, etc	Project Status (traffic lights)	Progress (%)
				W4Q4	Approved budget	Council own fund	LRCIP2	LRCIP3	LRCIP4	TIDS								
	3411-4500-0001	St George Street (main street in Georgetown) to create a visual aesthetic, such as alterations to parking arrangements, improvements to safety such as lighting, pedestrian access points to improve safety, plants.	Georgetown - Streetscaping in main street	400,000.00	\$ 700,000.00							\$700,000	\$0	0.00%	DES			
	3411-4500-0002	Additional structures for spectator safety and comfort shelter and shade - hip roof on north and south edges of sport play areas.	Georgetown Sports Centre	270,000.00	\$152,439							\$270,000	\$47,561	17.62%	DES	5.12.2023 work in progress		
	3411-4500-0003	Improved drainage to main street in Einasleigh - near hotel	Drainage in Einasleigh	140,000.00	\$ 213,088.00							\$ 213,088.00	\$15,026	10.73%	DES	Design completed. Received two quotations. Quoted price is more than available budget and waiting for further discussion for additional budget		
	3411-4500-0004	In-line with the Disaster Management plan, installing identification and directional signage to for rural properties.	Water reticulation telemetry	100,000.00	\$100,000							\$ 100,000.00	\$93,977	93.98%	DES	5.12.2023- Purchase order has been issued.29.12.2023 works in progress		
	3411-4500-0005	In-line with the Disaster Management plan, installing identification and directional signage to for rural properties.	Rural Addressing**	100,000.00								\$ 100,000.00	\$ 8,081.00	8.08%	DES	5.12.2023 Work in progress		
	3411-4500-0006	Fence to create security and aesthetics along side of the approach to the new Charleston Dam.	Forsyth Cemetery Fence	40,000.00								\$ 40,000.00	\$ 40,873.96	102.18%	DES			
	<b>Sub total</b>			<b>1,050,000.00</b>	<b>\$ 1,065,527.00</b>							<b>\$1,423,088</b>	<b>\$ -</b>	<b>\$205,518</b>	<b>14.44%</b>			
	3620-4500-0002	Improving drainage and off-street parking at the sports centre in Georgetown, to prevent erosion and improve runoff quality	Drainage Upgrade – Sports Centre***					\$ 300,000.00				\$ 545,602.00	\$545,602	181.87%	DES	Project completed on 2/11/2023		
	3620-4500-0001	Construction of a new transfer station and close the old landfill site at Forsyth, which does not comply with current environmental conditions. The transfer station will be available for the public to use as is the current landfill site.	Forsyth Transfer Station					\$ 500,000.00				\$ 500,000.00	\$32,028	6.41%	DES	10.11.2023 Desing completed . 5.12.2023 tender evaluation stage		
	3620-4500-0003	Reseal on the Forsyth Einasleigh Road between chainage 1 – 8.7 km.	Reseal Forsyth Einasleigh Road					\$ 400,000.00				\$ 400,000.00	\$0	0.00%	DES	10.11.2023 . Scheduled for Feb 2024		
	3620-4500-0004	Development of industrial estate at Georgetown. Construction will involve providing upgrades to the industrial estate including upgrade to the intersection and trunk water main. Project will result in improved service to the community, and improve access, safety and potable water capacity to the area	Industrial Estate *****									\$ 682,888.00	\$0	0.00%	DES			
	3630-4500-0001	Development of industrial estate at Georgetown. Construction will involve providing upgrades to the industrial estate including upgrade to the intersection and trunk water main. Project will result in improved service to the community, and improve access, safety and potable water capacity to the area		\$ 168,728.00				\$ 317,112.00				\$ 339,103.00	\$339,103	106.93%	DES	5.12.2023 Purchased land		
	4020-4500-0001	Reseal of the road between chainage 8.7 – 16.4km	Forsyth Einasleigh Road		\$ -	\$ 682,888.00		\$ 1,200,000.00				\$ 2,128,490.00	\$ -	\$577,630	27.14%			
	4091-4501-0001	Reseal of the runway, taxiway and apron	Georgetown Aerodrome					\$ 286,549.00				\$ 413,935.54	\$413,936	144.46%	DES	10.11.2023 Job completed in 2022/2023		
								\$ 240,000.00				\$ 137,341.00	\$137,341	57.23%	DES	10.11.2023 Job completed		
	<b>Sub total</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 526,549.00</b>						<b>\$551,277</b>	<b>\$0</b>	<b>\$551,277</b>	<b>100.00%</b>			
		Forsyth - Einasleigh Road ( 27.77 km to 30.07 km ) upgrade unsealed road		\$ 450,000.00	\$ 171,650.00			\$ 171,650.00	\$ 343,300.00					0.00%	DES	10.11.2023Job not started		
		Forsyth - Einasleigh Road (30.07 km to 32.37 km ) upgrade unsealed road			\$ 309,398.00			\$ 33,902.00	\$ 343,300.00					0.00%	DES	10.11.2023Job not started		
		Forsyth - Einasleigh Road (32.37 km to 34.37 km ) upgrade unsealed road			\$ 394,589.00				\$ 394,589.00					0.00%	DES	10.11.2023Job not started		
		Forsyth - Einasleigh Road (34.37 km to 36.37 km ) upgrade unsealed road			\$ 291,411.00				\$ 291,411.00					0.00%	DES	10.11.2023Job not started		
	4012-4500-0001	First Street Forsyth Drainage		\$ 50,000.00				232000				\$ 220,000.00	\$9,900	4.50%	DES	5.12.2023 Construction in progress		
	<b>Sub total</b>			<b>\$ 450,000.00</b>	<b>\$ 1,167,048.00</b>			<b>\$ 437,552.00</b>	<b>1,372,600</b>	<b>0</b>		<b>\$ -</b>						
	4040-4500-0001	Bridge / Box culvert - Queensland Creek - North Head Road, Forsyth		\$ 200,000.00								\$ 800,000.00	1,000,000	\$10,400	1.04%	DES	5.12.2023 Design phase	
	5151-4504-0001	Washdown facility - Georgetown		\$ 150,000.00								\$ 600,000.00	\$ 750,000.00	\$11,500	1.53%	DES	5.12.2023 Tender stage	
	<b>Sub total</b>			<b>\$ 850,000.00</b>								<b>\$ 1,400,000.00</b>	<b>\$ 1,970,000.00</b>	<b>\$31,800</b>	<b>1.61%</b>			
		Baroota Street		\$ 52,000.00											DES	5.12.2023 Scheduled for March 2024		
		Cemetery Road ( Einasleigh )		\$ 4,000.00											DES	5.12.2023 Scheduled for March 2024		
		Third Street		\$ 6,750.00											DES	5.12.2023 Scheduled for March 2024		
		Haldane Street		\$ 13,000.00											DES	5.12.2023 Scheduled for March 2024		
		High Street		\$ 60,000.00											DES	5.12.2023 Scheduled for March 2024		
		Low Street		\$ 58,750.00											DES	5.12.2023 Scheduled for March 2024		
		Short Street		\$ 14,000.00											DES	5.12.2023 Scheduled for March 2024		
		South Street		\$ 35,000.00											DES	5.12.2023 Scheduled for March 2024		
		St George Steet		\$ 29,000.00											DES	5.12.2023 Scheduled for March 2024		
		Terrestrial Centre Carpark		\$ 6,600.00											DES	5.12.2023 Scheduled for March 2024		
		Oak Park Road		\$ 45,000.00											DES	5.12.2023 Scheduled for March 2024		
		Cox lane		\$ 4,000.00											DES	5.12.2023 Scheduled for March 2024		

Asset Class/GL Number	Job Number	Project Description	Project title	Funding source							Total Project cost	30/06/2023 Balance carry over projects	Actual year to date 2023-24	% of 2023-24 budget	Responsible Officer	Officers update, ie % of completion, what's been done, commitments, etc	Project Status (traffic lights)	Progress (%)
		garnet Street			\$ 11,000.00									DES	5.12.2023 Scheduled for March 2024			
		Floodway replacment - Agate Creek Road- Ch.17831			\$ 60,000.00									DES	5.12.2023 Scheduled for March 2024			
		Floodway replacment - Oakleigh Station Raod - Ch 14642			\$ 60,000.00									DES	5.12.2023 Scheduled for March 2024			
		<b>Culvert Replacment</b>												DES	5.12.2023 Scheduled for March 2024			
		Carpentaria Downs Station Road- Ch 1405			\$ 8,000.00									DES	5.12.2023 Scheduled for March 2024			
		North Head Road_ Ch 46610			\$ 9,500.00									DES	5.12.2023 Scheduled for March 2024			
		Dulthera Station Road-Ch 45107			\$ 8,000.00									DES	5.12.2023 Scheduled for March 2024			
		Gilberton Road-ch.24679			\$ 107,500.00									DES	5.12.2023 Scheduled for March 2024			
		Vanlee Station Road- ch 9459			\$ 8,000.00									DES	5.12.2023 Scheduled for March 2024			
		Gilberton Road- ch 81394			\$ 16,500.00									DES	5.12.2023 Scheduled for March 2024			
		Gilberton Road- ch 26545			\$ 16,750.00									DES	5.12.2023 Scheduled for March 2024			
		Conjuboy Road- ch 3410			\$ 8,000.00									DES	5.12.2023 Scheduled for March 2024			
		Dulthera Road- Ch. 38152			\$ 8,000.00									DES	5.12.2023 Scheduled for March 2024			
		Signage - Einasleh Forsayth Road			\$ 167,000.00									DES	5.12.2023 Scheduled for March 2024			
		Haymn Street Drainage			\$ 100,000.00									DES	5.12.2023 Scheduled for March 2024			
		Bus Shelter- Mt. Surprise			\$ 90,000.00									DES	5.12.2023 Scheduled for March 2024			
		Percy Vale Road realinment			\$ 40,000.00									DES	5.12.2023 Scheduled for March 2024			
		Standpipe Georgetwon landfill			\$ 15,000.00									DES	5.12.2023 Scheduled for March 2024			
		<b>Sub total</b>			\$ 1,061,350.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
		<b>Total Capital</b>			<b>1,050,000.00</b>		<b>526,549.00</b>	<b>1,200,000.00</b>	<b>1,372,600.00</b>	<b>1,400,000.00</b>	<b>6,072,854.54</b>	<b>0.00</b>	<b>1,366,225.02</b>					



# Etheridge Shire Council

<b>General Meeting</b>	24 <sup>th</sup> January 2024
<b>Subject</b>	Amendments to the model meeting procedures (MMP)
<b>Classification</b>	Open
<b>Author</b>	Renee Bester, Executive Assistant

## EXECUTIVE SUMMARY

The *Local Government Act 2009* prescribes that all Councils must adopt the model meeting procedures (MMP) or incorporate them into existing standing orders for meeting procedures. Council has been advised by the Department that the MMP were amended in November 2023. Amendments are of minor nature, designed to ensure better consistency with the LGA.

## RECOMMENDATION

That Council resolve to adopt the following documents:

- Amended Model Meeting Procedures – November 2023

## BACKGROUND

The purpose of the Model Meeting Procedures is to set out certain procedures to ensure the Local Government principles are reflected in the conduct of Local Government meetings and Local Government committee meetings. It is not intended that the Model Meeting Procedures would deal with all aspects of meeting conduct but only those required to strengthen public confidence in Local Government to deal with the conduct of Councillors in meetings.

The Local Government Act 2009 (LGA) prescribes that all councils must adopt the model meeting procedures (MMP) or incorporate them into the existing standing orders for meeting procedures. A Local Government must either adopt the Model Meeting Procedures or prepare and adopt other procedures for the conduct of its meetings and meetings of its committees that are consistent with the Model Meeting Procedures.

If a Local Government chooses to continue using existing standing orders, the Council must review the existing standing orders to ensure that they are consistent with the requirements of the Model Meeting Procedures. To assist Local Governments, the Department has published best practice standing orders that Councils can choose to adopt.

The MMP document (attached) is published on the Department of State Development, Infrastructure, Local Government and Planning's (the department) website. In addition, the department has a best practice example - Standing Orders document published on the website that demonstrates how the MMP can be incorporated into existing standing orders.

## LINK TO CORPORATE PLAN

Corporate Aim No. 5 Best Practice Corporate Governance & Organisational Excellence

## BUDGET & RESOURCE CONSIDERATIONS

Not Applicable

## CONSULTATION

Not Applicable

## LEGAL CONSIDERATIONS

Not Applicable

## POLICY IMPLICATIONS

Not Applicable

**RISK ASSESSMENT**

<b>CONSEQUENCE</b>					
<b>LIKELIHOOD*</b>	<b>Insignificant 1</b>	<b>Minor 2</b>	<b>Moderate 3</b>	<b>Major 4</b>	<b>Catastrophic 5</b>
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

**Report Prepared By:**

**Report Authorised By:**

Renee Bester, Executive Assistant

Ken Timms, Chief Executive Officer

Date: 18/01/2024

Date: 18/01/2024

Attachment

1. Amended Model Meeting Procedures – November 2023



Our reference: DGBN23/508

12 January 2024

Mr Ken Timms  
Chief Executive Officer  
Etheridge Shire Council  
Ken.Timms@etheridge.qld.gov.au



Office of the  
Director-General

Department of  
Housing, Local Government,  
Planning and Public Works

Dear Mr Timms

As you are aware, the *Local Government Act 2009* (LGA) prescribes that all councils must adopt the model meeting procedures (MMP) or incorporate them into the existing standing orders for meeting procedures. The MMP document is now being published on the Department of State Housing, Local Government, Planning and Public Work's (the department) website. In addition, the department has a best practice example - Standing Orders document published on the website that demonstrates how the MMP can be incorporated into existing standing orders.

I am writing to advise that the *Local Government (Councillor Conduct) and Other Legislation Amendment Act 2023* passed through parliament on Wednesday 16 November 2023, introducing new amendments relating to the model meeting procedures in relation to council investigations and other matters.

Key amendments made to the model meeting procedures are identified below, and a marked-up version of the MMP identifying new provisions highlighted in yellow has been attached to this letter, however we encourage all councils to review the legislation in its entirety:

- The councillor conduct complaints system has been significantly realigned to introduce new provisions in relation to local government investigations into conduct breach matters referred to local governments by the Office of the Independent Assessor (IOA). These changes require the MMP to reflect new procedures for deciding the outcome of the investigation matters in a council meeting.
- A provision has been included in the legislation to allow a council meeting to be closed to the public during a debate about an investigation report in relation to a conduct breach matter.
- When a decision is made about a conduct breach matter at a local government meeting that is inconsistent with the recommendations provided in the investigation report, a statement of reasons for the inconsistency must be included in the minutes, and a copy of the investigation report must be made publicly available within 10 business days of the decision. (Redactions of complainants and witnesses' details must be made before publication unless they are councillors)
- A notice must be provided to the OIA, the councillor and the complainant, by the local government when a decision is made about a conduct breach matter providing the details of the decision. The notice must have the reasons for the decision and any orders that were made.
- Procedures in relation to loss of quorum as a result of the number of councillors with a conflict of interest has been amended to include that a council may decide by resolution, not to decide the matter and take no further action in relation to the matter, unless the Local Government Act or another Act provides that the local government must decide the matter. Conduct matters must be decided either when a quorum is available or by ministerial approval for conflicted councillors to vote on the matter.

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Brisbane Queensland 4000  
GPO Box 806 Brisbane  
Queensland 4001 Australia

- Unsuitable meeting conduct by a chairperson at a council meeting has been introduced to the legislation. If a councillor reasonably believes that the chairperson has engaged in unsuitable meeting conduct during a meeting, the councillors present at the meeting, other than the chairperson, must decide by resolution if that is the case and if so, can make an order reprimanding the chairperson.
- If the conduct of a councillor, including a chairperson, at the meeting becomes conduct breach as a result of three instances of unsuitable conduct in one year, the local government is not required to notify the assessor about the conduct, and it may be dealt with at the next council meeting.

If you require any further information, please contact Ms Louisa Lynch, Director, Governance and Capability in the department, by telephone on 0499 833 689 or by email at [Louisa.Lynch@dasilgp.qld.gov.au](mailto:Louisa.Lynch@dasilgp.qld.gov.au), who will be pleased to assist.

Yours sincerely



Matthew Nye  
**Acting Director-General**

Encl.

# Model Meeting Procedures

Conduct of local government meetings and its committee meeting

Revised **November** 2023

Last updated:

Date	Version Number	Name	Approved
20 June 2023	004	P Cameron	
28 November 2023	005	P Cameron	



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🏠 1 William Street, Brisbane 4000

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## Purpose of the Model Meeting Procedures

The purpose of the model meeting procedures is to set out certain procedures to ensure all the local government principles are reflected in the conduct of local government meetings, standing and advisory committee meetings as defined in the *Local Government Act 2009* (LGA), *Local Government Regulation 2012* (LGR), the *City of Brisbane Act 2010* (COBA) and the *City of Brisbane Regulation 2012* (COBR). However, model meeting procedures do not apply to meetings of the local government's audit committee.

It is not intended that the model meeting procedures would deal with all aspects of meeting conduct but only those required to strengthen public confidence in local government to deal with the conduct of councillors, conflict of interest of councillors, loss of quorum and closed meetings.

## Meeting Principles

Local government meetings must adhere to the following principles:

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

## Background

Under section 150F of the LGA, the chief executive of the department of local government must make model procedures for local government and committee meetings. These procedures must be adopted and if the local government adopts other procedures, they must not be inconsistent with the model procedures. If there is any inconsistency, the local government is taken to have adopted the model procedures to the extent of the inconsistency.

The model meeting procedures include the following:

- the process for how the chairperson of a local government meeting may deal with unsuitable meeting conduct by a councillor
- the process for how the councillors at a local government meeting may deal with the unsuitable meeting conduct by the chairperson
- the process for how a suspected conduct breach by a councillor, that is referred to the local government by the Independent Assessor (IA), must be dealt with at a local government meeting
- the processes for dealing with a conflict of interest (COI) arising during a local government meeting and recording the COI in the minutes of the meeting
- the process for dealing with a loss of quorum due to the number of councillors with a COI
- procedures for closing local government meetings to the public.

## Application

A local government must either adopt the model meeting procedures or prepare and adopt other procedures for the conduct of its local government meetings, standing and advisory committee meetings.

A local government's meeting procedures and standing orders must be consistent with the model meeting procedures. If there is any inconsistency with the documents, then the local government is taken to have adopted the model meeting procedures to the extent of the inconsistency.

To assist local governments the Department has published best practice example **standing orders** that local governments can choose to adopt. These are published on the departmental website.

A local government must conduct its meetings in a manner that is consistent with either the model meeting procedures, or its own standing orders provided they are consistent with sections 1-8 below of these model meeting procedures.

## Processes

### 1. Process for Dealing with Unsuitable Meeting Conduct by a Councillor in a Meeting

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a **local government** meeting and contravenes a behavioural standard of the **Code of Conduct for Councillors**. When dealing with an instance of unsuitable **meeting** conduct by a councillor, the following procedures must be followed:

- 1.1. The chairperson must reasonably believe that the conduct of a councillor during a meeting is unsuitable meeting conduct.
- 1.2. If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the severity of the conduct and whether the councillor has had any previous warnings for unsuitable meeting conduct issued. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, the chairperson can make an order in relation to the conduct under 1.7 below.
- 1.3. If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the councillor take remedial action such as:
  - 1.3.1. Ceasing and refraining from exhibiting unsuitable meeting conduct
  - 1.3.2. Apologising for their conduct
  - 1.3.3. Withdrawing their comments.
- 1.4. If the councillor complies with the chairperson's request for remedial action, no further action is required.

- 1.5. If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order being issued.
- 1.6. If the councillor complies with the chairperson's warning and request for remedial action, no further action is required
- 1.7. If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 1.5, the chairperson may make one or more of the orders below:
  - 1.7.1. An order reprimanding the councillor for the conduct
  - 1.7.2. An order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 1.8. If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 1.9. Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 1.1, 1.7 and 1.8 above.
- 1.10. Following the completion of the meeting, the chairperson must ensure **the minutes record the information about unsuitable meeting conduct** (see note):

**Note:** Details of any order issued is recorded in the minutes of the meeting. If it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next **local government meeting** as a suspected conduct **breach**. The **local governments** chief executive officer (CEO) is advised to ensure details of any order made is updated in the **local government's** councillor conduct register.

## **2. Process for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting**

- 2.1. **If a councillor at the meeting reasonably believes that the conduct of the chairperson during the meeting is unsuitable meeting conduct, the councillor will raise the matter in the meeting by point of order.**
- 2.2. **The chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the councillor may move a motion that the councillor has engaged in unsuitable meeting conduct (a seconder for the motion is required). Councillors present, excluding the chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.**

- 2.3. The chairperson has a declarable conflict of interest in the matter and must leave the place where the meeting is being held, including any area set aside for the public, during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible councillors must make a decision and follow the procedures set out in *part 5* below.
- 2.4. For the debate and vote on the motion, a councillor other than the councillor that moved the motion, is to act as the chairperson.
- 2.5. If the original chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible councillors, they can put forward their reasoning about their conduct, and respond to questions through the chairperson from the eligible councillors.
- 2.6. The acting chairperson of the meeting will preside over the meeting while the councillors present at the meeting vote on whether the chairperson has engaged in unsuitable meeting conduct (the acting chairperson will have a casting vote on the resolution if required).
- 2.7. If it is decided that the chairperson has engaged in unsuitable meeting conduct the councillors can make an order reprimanding the chairperson for the conduct.
- 2.8. Once the councillors make a decision, the chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting chairperson.
- 2.9. The chairperson then resumes the role of chairperson, and the meeting continues.

**Note:** Details of any reprimand order is recorded in the minutes of the meeting. The local governments chief executive officer (CEO) is advised to ensure details of any order made is updated in the local government's councillor conduct register.

For conduct of a chairperson, at local government meetings that is part of a course of conduct leading to a reprimand order for unsuitable meeting conduct being made against the chairperson, on three occasions within a period of 12 months, the conduct that led to the orders being made, taken together, becomes a conduct breach.

If the conduct of a councillor, including a chairperson, at the meeting becomes a conduct breach; in accordance with section 150J of the LGA, and is a conduct breach under section 150K(2)(b) and (3) of the LGA, the local government is not required to notify the assessor about the conduct; and may deal with the conduct under section 150AG as if an investigation had been conducted. It may be dealt with at the next local government meeting.

3. Meeting Procedures for Dealing with a Suspected Conduct Breach including that which has been Referred to a Local Government by the Independent Assessor

Under chapter 5A, part 3, division 3A of the LGA, the IA must make a preliminary assessment and consider dismissing a complaint, notice or information before taking other action if satisfied that particular circumstances apply. If the IA assesses that a matter is a suspected conduct breach it must refer the matter to the local government. The assessor refers the councillor's suspected conduct breach to the local government by giving a referral notice.

**Note:** *Conduct breach is conduct that contravenes a behavioural standard of the code of conduct for councillors, or a policy, procedure or resolution of the local government; or the conduct contravenes an order of the chairperson of a local government meeting for the councillor to leave and stay away from the place at which the meeting is being held; or an instance of a suspected conduct breach that may arise from circumstances under paragraph 1.9.2 of this document.*

3.1. In relation to matters referred by the IA to the local government, the local government may decide not to start or discontinue an investigation if the complainant withdraws the complaint, or consents to the investigation not starting or discontinuing, or the complainant does not provide extra information when requested, or there is insufficient information to investigate the complaint, or the councillor vacates or has vacated their office as a councillor.

**Note:** *The local government investigation must be conducted in a way that is consistent with the local government's investigation policy. An investigation report must be prepared to assist the councillors in making a decision on the outcome under section 150AG of the LGA. Before debating a matter relating to making a decision, a summary investigation report (with redactions) must be prepared and made publicly available under section 150AFA of the LGA on or before the day and time prescribed by regulation. However, this section does not apply in relation to a decision by the Establishment and Coordination Committee under the City of Brisbane Act 2010 (COBA).*

3.2. The local government must decide in a local government meeting, whether the councillor has engaged in a conduct breach. Unless in accordance with section 150AG of the LGA, it has delegated responsibility for this decision to the mayor under section 257(2)(a), or to a standing committee section 257(2)(b) of the LGA or section 238(2)(a), (b) or (c) of the COBA.

3.3. When dealing with an instance of a suspected conduct breach which has been referred to a local government by the IA:

3.3.1. The local government must be consistent with the local government principle of transparent and accountable decision making in the public interest by deciding the outcome of an investigation of a suspected conduct breach in an open meeting of the local government. However, where the matter requires debate a local government may close all or part of a meeting to the public, if considered necessary, to discuss an investigation report under the City of Brisbane Regulation (CBR) section 242J, or the Local Government Regulation (LGR) section 254J.

3.3.2. No resolution for a decision can be made in the closed session. The matter must be decided in an open session of the meeting or at a later meeting.



- 3.3.3. Where a local government makes a decision about a conduct breach matter at a local government meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of the reasons for the inconsistency must be included in the minutes of the meeting under CBR section 242H and the LGR section 254H.
- 3.3.4. The subject councillor has a declarable conflict of interest in the matter but may remain in the closed meeting (unless the local government decides otherwise), during the debate about the investigation report and answer questions put to the subject councillor through the chairperson in relation to the evidence or written submission provided by the councillor to the local government.
- 3.3.5. The subject councillor who has a declarable conflict must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in a conduct breach and what, if any, penalty to impose if the councillor is found to have engaged in a conduct breach.
- 3.3.6. If the complainant is a councillor, that councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 4. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other eligible councillors (do not have a COI in the matter) must decide how to deal with the conflict of interest under section 4. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote, or the decision on any disciplinary action to be applied.
- 3.3.7. After making a decision under section 150AG of the LGA, the local government must make the full investigation report, publicly available within 10 business days after the decision is made, with redactions of the name of the complainant and any witnesses but including the name of a councillor or the CEO of the local government if they were complainants, or any councillor who declared a COI in the matter.
- 3.4. If the local government has lost quorum due to the number of conflicted councillors or another reason, the local government must do one of the following:
- 3.4.1. Delegate deciding the matter under section 257 of the LGA to the mayor or a standing committee, or under section 238 of the COBA, to the mayor or the Establishment and

Coordination Committee, or a standing committee, whichever is the most appropriate in the circumstances or

3.4.2. Decide, by resolution, to defer the matter to a later meeting or

3.4.3. Decide, by resolution, not to decide the matter and take no further action in relation to the matter **unless this Act or another Act provides that the local government must decide the matter.**

**Note:** *Local government cannot decide to take no further action on a decision about a conduct matter because it is required under the LGA. In order to reach a decision when a loss of quorum has occurred, the matter can be deferred to a later meeting when a quorum can be maintained, or the conflicted councillors may apply to the Minister for permission to participate in the decision.*

3.5. If a decision is reached that the subject councillor has engaged in a conduct **breach**, then the councillors must decide what penalty or penalties from the orders detailed in 2.6, if any, to impose on the councillor. In deciding what penalty to impose the **local government** may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the **local government** is reasonably satisfied is true.

3.6. The **local government** may order that no action be taken against the councillor or make one or more of the following:

3.6.1. **An order that the councillor make a public apology, in the way decided by the local government,**

3.6.2. An order reprimanding the councillor for the conduct **breach**

3.6.3. An order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense

3.6.4. An order that the councillor be excluded from a stated **local government** meeting

3.6.5. An order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor, (for example that the councillor is ordered to resign from an appointment representing the local government on a state board or committee)

3.6.6. An order that if the councillor engages in the same type of conduct again, it will be treated as misconduct

3.6.7. An order that the councillor reimburse the local government for all or some of the costs arising from the councillor's conduct breach.

3.6.8. A local government may not make an order in relation to a person who has vacated their office as a councillor.

3.7. The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the decision made by the local government and if relevant any orders made by resolution.

3.8. The minutes of the meeting must reflect the decision and any orders made. A notice must be given to the IA as soon as practicable about the decision and the reasons for the decision and if an order is made under section 150AH the details of the order.

#### 4. Prescribed Conflict of Interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a local government meeting, standing or advisory committee meeting (other than ordinary business matters prescribed in section 150EF of the LGA or section 177C of the COBA. When dealing with a prescribed conflict of interest, councillors must abide by the following procedures,

4.1. A councillor who has notified the chief executive officer in writing of a prescribed conflict of interest in a matter to be discussed in a local government meeting must also give notice during the meeting at the time when the matter is to be discussed.

4.2. A councillor who first becomes aware of a prescribed conflict of interest in a matter during a local government meeting must immediately inform the meeting of the conflict of interest.

4.3. When notifying the meeting of a prescribed conflict of interest, the following particulars must, at a minimum, be provided:

4.3.1. If it arises because of a gift, loan or contract, the value of the gift, loan or contract

4.3.2. If it arises because of an application for which a submission has been made, the matters the subject of the application and submission

4.3.3. The name of any entity, other than the councillor, that has an interest in the matter

4.3.4. The nature of the councillor's relationship with the entity mentioned in 3.3.3 that has an interest in a matter

4.3.5. Details of the councillor's and any other entity's interest in the matter.

4.4. The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice of approval from the Minister to participate in the matter.

4.5. Once the councillor has left the area where the meeting is being conducted, the **local government** can continue discussing and deciding on the matter at hand.

## 5. Declarable Conflict of Interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at **local government** meetings and standing or advisory committee meetings that might lead to a decision that is contrary to the public interest (other than the interests prescribed under section 150EO of the LGA and section 177L of the COB, and ordinary business matters prescribed in section 150EF of the LGA and section 177C of the COBA).

5.1. A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the other councillors may disclose their suspicion and the processes under section 150EW of the LGA or section 177T of COBA applies.

5.2. When dealing with a declarable conflict of interest, a councillor must abide by the following procedures:

5.2.1. A councillor who has notified the chief executive officer in writing of a declarable conflict of interest in a matter to be discussed at a **local government** meeting must also give notice during the meeting at the time when the matter is to be discussed.

5.2.2. A councillor who first becomes aware of a declarable conflict of interest in a matter during a **local government** meeting must inform the meeting of the conflict of interest.

5.3. When notifying the meeting of a declarable conflict of interest, a councillor should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following minimum details must be provided:

5.3.1. The nature of the declarable conflict of interest

5.3.2. If it arises because of the councillor's relationship with a related party

- the name of the related party and
- the nature of the relationship of the related party to the councillor and
- the nature of the related party's interest in the matter.

- 5.3.3. If it arises because of a gift or loan from another person to the councillor or a related party:
- the name of the other person and
  - the nature of the relationship of the other person to the councillor or related party and
  - the nature of the other person's interest in the matter and
  - the value of the gift or loan and the date the gift or loan was made.
- 5.4. After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.
- 5.4.1. If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision.
- 5.4.2. The other eligible councillors at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether the councillor should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors. The eligible councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g., may stay for the debate but must leave for the vote.
- 5.4.3. The councillor must comply with any decision or condition imposed by the eligible councillors. **The councillor must not participate in the decision unless authorised in compliance with section 150ES of the LGA or under an approval by the minister for local government under section 150EV of the LGA.**
- 5.4.4. In deciding on whether a councillor may participate in a decision about a matter in which the councillor has a declarable conflict of interest, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those councillors is less than a majority or do not form a quorum for the meeting consistent with section 150ET of the LGA and section 177Q of COBA.
- 5.5. The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the eligible councillors in making their decision. The subject councillor must not vote in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting



and participate in deciding the matter in which the councillor has a declarable conflict of interest.

5.6. When deciding whether a councillor may participate in the decision making on a matter in which the councillor has a declarable conflict of interest, the eligible councillors should consider the circumstances of the matter including, but not limited to:

5.6.1. How does the inclusion of the councillor in the deliberation affect the public trust

5.6.2. How close or remote is the councillor's relationship to the related party

5.6.3. If the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received

5.6.4. Will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them

5.6.5. How does the benefit or detriment the subject councillor stands to receive compare to others in the community

5.6.6. How does this compare with similar matters that **the local government** has decided and have other councillors with the same or similar interests decided to leave the meeting

5.6.7. Whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest?

5.7. If the eligible councillors cannot decide whether the subject councillor has a declarable conflict of interest, then they are taken to have decided that the councillor must leave and stay away from the meeting while the eligible councillors discuss and vote on the matter.

5.8. A decision about a councillor who has a declarable conflict of interest in a matter applies in relation to the councillor for participating in the decision, and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide that the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a **local government** meeting about the same matter e.g., workshops.

5.9. In making the decision about the councillor's conflict of interest in a matter, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).

5.10.A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in section 150EV of the LGA or section 177S of the COBA.

## 6. Reporting a Suspected Conflict of Interest

- 6.1. If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that councillor is participating in a decision on that matter, the councillor who believes or suspects this, must immediately inform the chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.
- 6.2. The chairperson should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant procedures above.
- 6.3. If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 6.4. The eligible councillors must then decide whether the councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have a prescribed or declarable conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillor's participation.
- 6.5. If the councillors cannot reach a decision about the conflict of interest, or the subject councillor's participation in the matter despite a declarable conflict of interest, then they are taken to have determined that the councillor must leave and stay away from the place where the meeting is being held while the eligible councillors discuss and vote on the matter. This decision will continue to apply in relation to all subsequent decisions about the same matter, where the conflict of interest remains unchanged.
- 6.6. If the belief or suspicion of a COI relates to more than one councillor. The parts 5.1 to 5.5 of these procedures must be complied with in relation to each councillor separately.

## 7. Loss of Quorum

7.1. In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, all the councillors including the conflicted councillors must resolve to:

7.1.1. Delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA unless the matter cannot be delegated

7.1.2. Defer the matter to a later meeting

7.1.3. Not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.

7.2. The local government must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.

7.3. The local government must not delegate a power that an Act says must be decided by resolution of the local government under section 257(3) of the LGA or section 238(3) of the COBA.

7.4. The local government may by resolution delegate a power under section 257 of the LGA or section 238 of the COBA to:

7.4.1. The mayor or chief executive officer, or

7.4.2. A standing committee, or joint committee of the local government, or

7.4.3. The chairperson of a standing committee or joint standing committee of the local government – does not apply to Brisbane City Council, or

7.4.4. Another local government for a joint government activity.

7.4.5. The Establishment and Coordination Committee – only applies to Brisbane City Council

7.5. The local government may only delegate a power to make a decision about a councillors conduct under section 150AE or 150AG of the LGA pursuant to section 257(2) of the LGA, to:

7.5.1. The mayor or

7.5.2. A standing committee.

7.6. A **local government** may only delegate a power to make a decision about a councillor's conduct pursuant to section 238(2) of the COBA, to:

7.6.1. The mayor, or

7.6.2. The Establishment and Coordination Committee, or

7.6.3. A standing committee of the **local government**.

7.7. The Minister for Local Government may, by signed notice give approval for a conflicted councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of quorum and deciding the matter cannot be delegated, subject to any conditions the Minister may impose.

## 8. Recording Prescribed and Declarable Conflicts of Interest

8.1. When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all the relevant details of how the conflict of interest was dealt with, being (see section 150FA of the LGA or section 177X of the COBA):

8.1.1. The name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest

8.1.2. The particulars of the prescribed or declarable conflict of interest provided by the councillor

8.1.3. The actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest

8.1.4. Any decision then made by the eligible councillors

8.1.5. Whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval

8.1.6. The **local government's** decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision

8.1.7. The name of each eligible councillor who voted on the matter and how each voted.

8.2. If the councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor:

8.2.1. The name of each councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.

8.3. Where a decision has been made under section 4 above – the minutes must include:

8.3.1. The decision and reasons for the decision, and

8.3.2. The name of each eligible councillor who voted, and how each eligible councillor voted.

## 9. Closed Meetings

9.1. A local government meeting, standing committee meeting and advisory committee meeting may resolve that a meeting be closed to the public if its councillors and members consider it necessary to discuss any of the following matters pursuant to section 254J(3) of the LGR or section s242J(3) of the COBR:

9.1.1. Appointment, dismissal, or discipline of the CEO or, in the case of Brisbane City Council only, also for senior executive employees

9.1.2. Industrial matters affecting employees

9.1.3. The local government's budget, which does not include the monthly financial statements

9.1.4. Rating concessions

9.1.5. Legal advice obtained by the local government or legal proceedings involving the local government, including for example, legal proceedings that may be taken by or against the local government

9.1.6. Matters that may directly affect the health and safety of an individual or a group of individuals

9.1.7. Negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government

9.1.8. Negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967*

9.1.9. A matter that the local government is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State

9.1.10. A matter relating to the consideration of an investigation report for an investigation of a conduct breach given to the local government under the LGA chapter 5A, part 3, division 5.



- 9.2. A local government meeting, standing and advisory committee meetings cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide by resolution whether the councillor has a prescribed or declarable conflict of interest in the matter.
- 9.3. Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the local government meeting, and the local government must resolve to:
- 9.3.1. Delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA unless the matter cannot be delegated:
  - 9.3.2. Defer the matter to a later meeting when a quorum may be available
  - 9.3.3. Not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.
- 9.4. None of the above will be considered, discussed, voted on or made during a closed session.
- 9.5. If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting (a failure to do so could be a contravention of section 171(3) of the LGA or section 173(3) of the COBA).
- 9.6. To take a matter into a closed session the local government must abide by the following:
- 9.6.1. Pass a resolution to close all or part of the meeting
  - 9.6.2. The resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered (see section 8.1)
  - 9.6.3. If it is known in advance, the agenda should clearly identify that the matter may be considered in closed session, and an explanation of why the councillors at the meeting may consider it necessary to take the issue into closed session must be stated.
  - 9.6.4. Not make a resolution while in a closed meeting (other than a procedural resolution).



# Etheridge Shire Council

<b>General Meeting</b>	24 <sup>th</sup> January 2024
<b>Subject</b>	Gulf Savannah Development Membership 2023-24
<b>Classification</b>	Open
<b>Author</b>	Renee Bester, Executive Assistant

## EXECUTIVE SUMMARY

Council has received correspondence from Gulf Savannah Development Inc. (GSD) regarding 2023-2024 Membership. GSD offer a range of benefits including services and support to Etheridge Shire Council to progress economic development within the Shire and across the Gulf Savannah Region.

## RECOMMENDATION

That Council resolve to the reestablishment of its membership with Gulf Savannah Development Inc for the Gulf Council level during 2023-2024.

## BACKGROUND

Previously Etheridge Shire Council had maintained membership with Gulf Savannah Development Inc, however due to a change of focus, this membership was withdrawn. Following recent advocacy in late 2023, GSD have again proposed their 2023-2024 Membership Prospectus. GSD are committed to strongly advocating for Council's interests, will ensuring its stakeholder engagement, advocacy, performance and delivery across the region. GSD Membership benefits & inclusions are detailed within the attached membership prospectus.

## LINK TO CORPORATE PLAN

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

Outcome 3.2.2: Support community development to expand and meet the growing needs of the region through infrastructure, income diversity and advocacy.

## BUDGET & RESOURCE CONSIDERATIONS

Costs will be absorbed into operational budgets.

## CONSULTATION

Nil

## LEGAL CONSIDERATIONS

Nil

POLICY IMPLICATIONS

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.

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**Report Prepared By:**

**Report Authorised By:**

Renee Bester

Ken Timms, Chief Executive Officer

Date: 18<sup>th</sup> January 2024

Date:

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**Gulf Savannah Development Inc.**

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16 Hartley Street  
Cairns City QLD 4870  
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Website: [www.gulf-savannah.com.au](http://www.gulf-savannah.com.au)

11 January 2024

Cr Barry Hughes  
Mayor  
Etheridge Shire Council  
[mayor@etheridge.qld.gov.au](mailto:mayor@etheridge.qld.gov.au)

Dear Mayor 

**GSD membership**

Thank you for our recent discussions regarding opportunities for Gulf Savannah Development Inc. (GSD) to partner with and support Etheridge Shire Council to progress economic development within the Shire and across the Gulf Savannah region.

Attached is the 2023-24 GSD Membership Prospectus and a membership application to join GSD.

I, and my organisation, would welcome the opportunity to serve Etheridge Shire Council, strongly advocate for Council's interests across the region, with government and industry, and deliver projects and initiatives to benefit Etheridge Shire, regional stakeholders and the entire Gulf Savannah region.

I greatly appreciate the support that Etheridge Shire Council previously gave to GSD as a member, and acknowledge recent feedback that GSD must improve its stakeholder engagement, advocacy, performance and delivery across the region. As the new Chief Executive Officer (CEO) of GSD, I have heard the region loud and clear, and I trust you have seen a significant shift in GSD's focus and performance since I commenced as CEO in September 2023.

Its certainly an exciting time for me to be appointed as GSD's CEO and I am proud to continue the tradition of five generations of my family living, working and playing in the Gulf Savannah region.

I am results driven and have extensive executive experience leading tourism and major events, infrastructure and experience development, biosecurity, and corporate and business services. With my broad and extensive background in public sector leadership, I bring strong skills and abilities to the CEO role which have been built over 37 years in the Queensland public sector, across seven agencies in regional and South-East Queensland, in front line operational, corporate and strategic roles, including over 19 years in senior and executive leadership positions in tourism, major events, agriculture and fisheries.

I have a proven track record in leading change in difficult and complex environments, and demonstrated strong performance in regional program delivery, project facilitation, grant and funding management, infrastructure development, investment attraction, aviation route development, commercial negotiations, emergency management, program administration and service delivery, stakeholder engagement and relationship management, intergovernmental relations, corporate services, business services, and governance.

As CEO, I am focussed on making a real difference in growing and developing the region using my advocacy and negotiation skills, working with all stakeholders to identify gaps and opportunities, leveraging funding to deliver agreed priorities, and collaborating with others to deliver projects.

Since September 2023, and with the Management Committee's strong support, I have implemented systemic and structural improvements to the way GSD operates by employing balanced scorecard approaches to manage GSD, its strategy, operations and reporting, including establishing targets, strategies and success factors/KPIs. Some of GSD's recent achievements under my leadership are:

- Financial – arrested declining GSD revenues; Management Committee approved a resourcing strategy; implemented budget and cash flow management with monthly and EOFY forecasting; in the last 4 months, achieved significant revenue targets to offset GSD operating expenses; grown membership revenues; on track to achieve financial sustainability;
- Stakeholder – over 260 meaningful stakeholder engagements which are translating into membership and project development opportunities; increased GSD membership by 100% (4 financial members increased to 8); on track to triple GSD membership by 30 June 2024; actively listening to and responding to stakeholder feedback and priorities;
- GSD Internal Processes - implemented structural governance and risk framework within GSD; weekly CEO performance report distributed; strengthened accountability to Management Committee through structured and scheduled monthly meetings and formal reporting; risk management plan now in place; GSD has implemented a balanced scorecard approach to manage its interim strategy and reporting (while a longer term approach is developed with the Management Committee and members); Stakeholder engagement register developed; project register developed; project management framework established; policies under development; working with members and stakeholders to establish/demonstrate value proposition;
- GSD operations – finalised a major \$583,000 project - *Gulf Savannah Regional Electricity and Energy Supply Proposal*; three projects under development; one \$200,000 project approved – *Port of Karumba Sustainable Development Business Case*; GSD operational plan established; prepared a Gulf Savannah 2024-25 Queensland Government budget submission; invited to join several regional economic development committees; presented GSD priorities to the Premier's Regional Stakeholder Forum; advocated to the Transport Minister for increased REX Airlines regulated services.

In 2023-24, the Management Committee has agreed for GSD to:

- Review and modernise GSD's Rules of Association
- Develop new approaches (for Management Committee consideration) to govern GSD including structure of the Management Committee, develop GSD's organisational strategy, membership strategy and sustainable revenue approaches
- Enhance GSD operational focus, including strengthening regional engagement, project delivery, advocacy and working across the region to develop a regional economic development strategy with agreed priorities.

I can assure you that under my leadership, and under the direction of the Management Committee and its members, GSD will deliver and demonstrate value to all its members, and that if Etheridge Shire Council becomes a member, I will work closely with Council to agree on how GSD will deliver, demonstrate value and ensure Council realises a meaningful return on its investment in GSD.

I look forward to leading GSD and working with you over the years ahead to grow Etheridge Shire and sustainably develop the Gulf Savannah region.

Please do not hesitate to contact me at [nobrien@gulf-savannah.com.au](mailto:nobrien@gulf-savannah.com.au) or mobile 0408 051 358 if you wish to further discuss Council's membership of GSD.

Your sincerely



Neil O'Brien  
Chief Executive Officer



**Gulf Savannah Development Inc.**

Level 1, Ports North Building  
16 Hartley Street  
Cairns City QLD 4870  
CEO Office - +61 (0) 408 051 358  
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Website: [www.gulf-savannah.com.au](http://www.gulf-savannah.com.au)

**MEMBERSHIP PROSPECTUS 2023-24**

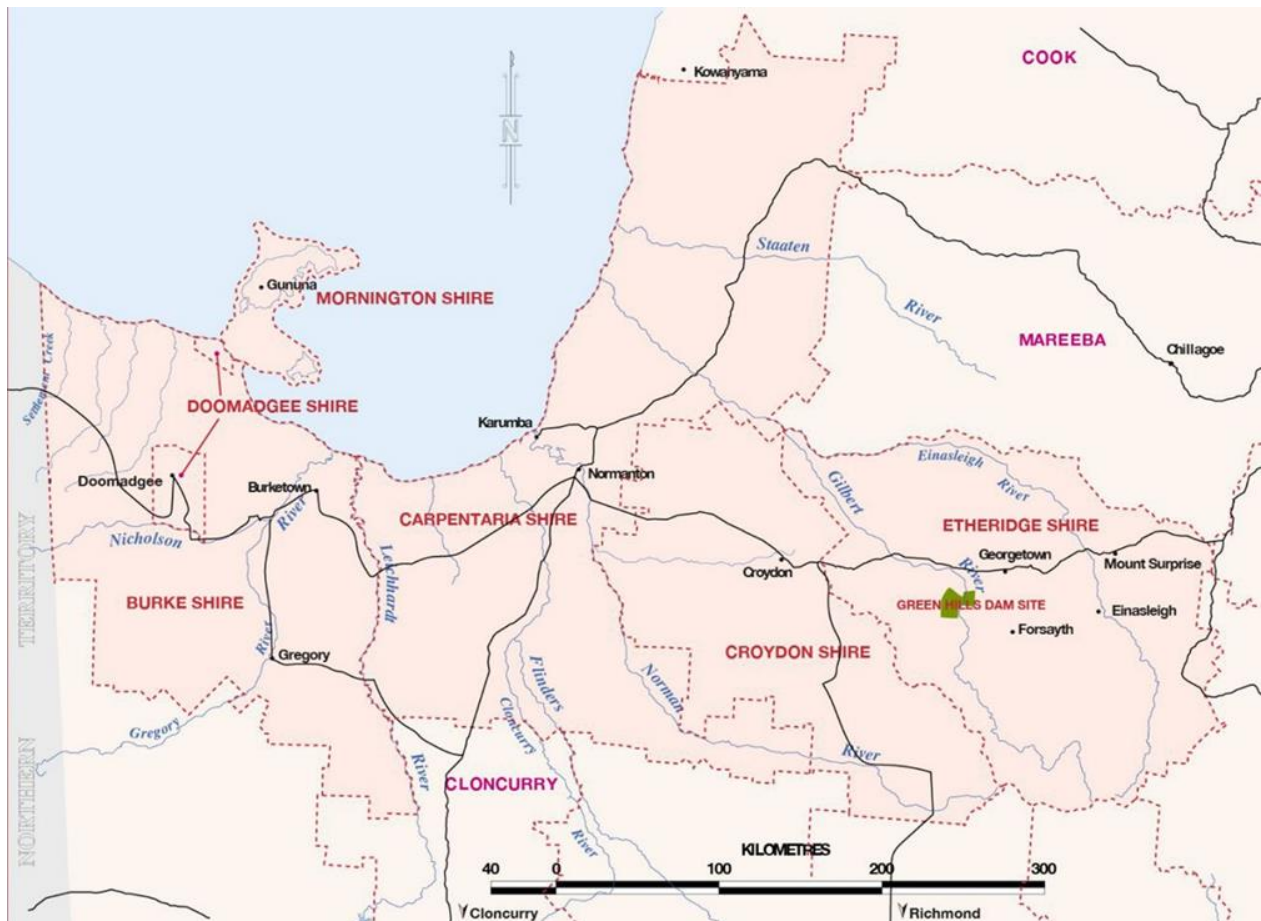
**About Gulf Savannah Development Inc**

Gulf Savannah Development (GSD) is the facilitating organisation for the Gulf Savannah region that drives economic development projects and initiatives for the benefit of its stakeholders.

As the central representative body actively advocating for Councils, businesses, organisations and community in the region, our primary goal is to bring together organisations/people, ideas and resources to deliver impactful projects that ensure the future sustainability of the Gulf Region. GSD is a registered not-for-profit charity that exists to serve members, regional stakeholders and the entire Gulf Savannah region.

Since 1974, GSD has worked in partnership with Councils, industry and community to drive and support economic growth across a range of sectors including agriculture and fisheries, tourism, aviation, resources, energy, renewables, infrastructure and all levels of community and business. GSD connects these sectors and the region with all levels of Government, securing funding, delivering projects, advocating change and influencing policy. On 30 December 2024, GSD will celebrate its 50<sup>th</sup> birthday!

**Map 1 : The Gulf Savannah region**





## Map 2: The Savannah Way

We are part of the iconic Savannah Way, one of Australia's great outback travel routes. A key priority is sealing the Savannah Way, and facilitating economic and tourism product development along the Way.



### GSD – focus, successes, opportunities and priorities

Our key areas of **focus** are:

- Facilitation – regional, all industries, community & across all three levels of government
- Project delivery - driving projects for regional benefit
- Advocacy – coordinated regional voice

Our recent **successes** include:

- Delivering a *Gulf Savannah Regional Electricity and Energy Supply Proposal* (co-funded by Queensland Government, Mirabou Energy and GSD-2023)
- *Gulf Savannah Cropping Development 'How to' Manual* (funded by Queensland Government-2023)
- *Indigenous and Regional Tourism Pipeline of Investment Opportunities* (funded by Queensland Government-2022)
- *Tourism Products in the Gulf – moving from retail to wholesale* (funded by Queensland Government-2021)
- *Gulf Academy Business Case* funded by Queensland Government-2021)
- *Greenhouse Feasibility Study* (Funded by Queensland Government-2021)
- *Gulf Savannah Regional Branding Strategy* (Funded by Queensland Government-2020)
- *Farm-Station Stay Manual* (funded by Queensland Government-2020)

There have also been many other reports, including the *Lower Gulf and Riverine Economic Development Strategy* (2018), which have been facilitated by GSD.

Our regional **opportunities** include:

- North West Minerals Province – access & exports
- Decarbonisation – industry development: diversification, biofuels, renewable energy
- Sustainability – local food production, energy, growing local economies, remote and Indigenous communities
- Resilience – strengthening community and infrastructure; prepare, respond, recover
- Visitor economy – developing new products, Indigenous experiences

Our current **regional challenges and priorities** include:

- Connectivity & accessibility – bridges, roads, rail, air, sea & digital
  - everyday access to the region
  - improving commercial access to the Port
  - reducing impacts of natural disasters
  - improving regional liveability & health services
- Common user infrastructure – economic development

- Water security – facilitate agriculture precincts
- Energy – affordable energy for residents & businesses
- Accommodation – housing & short-term visitor
- Workforce – attraction & retention
- Affordability – improving the liveability of residents and businesses

### **GSD governance arrangements**

GSD is governed by a Management Committee that is elected by members at the Annual General Meeting. Current Management Committee (Board) members are:

<b>Position</b>	<b>Name</b>	<b>Member</b>
<b>Chair</b>	<b>Cr Ernie Camp</b> (Mayor, Burke Shire Council)	<ul style="list-style-type: none"> <li>• Burke Shire Council (Council Partner)</li> <li>• Floraville Downs (Savannah Diamond)</li> </ul>
<b>Deputy Chair</b>	<b>Cr Brad Hawkins</b> (Deputy Mayor, Carpentaria Shire Council)	<ul style="list-style-type: none"> <li>• Carpentaria Shire Council (Council Partner)</li> </ul>
<b>Treasurer</b>	<b>Shaun Jorgensen</b> (Manager Finance and IT, Burke Shire Council)	<ul style="list-style-type: none"> <li>• Burke Shire Council (Council Partner)</li> </ul>
<b>Special Interest Director</b>	<b>Paul Poole</b>	<ul style="list-style-type: none"> <li>• Savannah Aviation (Savannah Gold)</li> </ul>
<b>Special Interest Director</b>	<b>Peter Ridley</b>	<ul style="list-style-type: none"> <li>• Yagurli Tours (Honorary member)</li> </ul>
<b>Diamond member</b>	<b>Steve Jones</b>	<ul style="list-style-type: none"> <li>• REX Airlines (Savannah Diamond)</li> </ul>
<b>Secretary</b>	<b>Neil O'Brien</b> (CEO, GSD)	<ul style="list-style-type: none"> <li>• Ex-officio appointment</li> </ul>

The Management Committee provides strategic oversight and direction to the Chief Executive Officer and GSD's operations to ensure it effectively delivers on behalf of its members, the region and stakeholders.

### **About our Chief Executive Officer**

Neil O'Brien was appointed as Chief Executive Officer, Gulf Savannah Development in September 2023, and is operating from bases in Cairns, the Gulf Savannah region and Brisbane. His appointment to this role continues five proud generations of family who have worked, lived and contributed to the development of the Gulf Savannah region.

Neil is results driven and has extensive executive experience leading tourism and major events, infrastructure and experience development, biosecurity, and corporate and business services.

With broad and extensive background in public sector leadership, Neil brings strong skills and abilities to the CEO role which have been built over 37 years in the Queensland public sector, across seven agencies in regional and South-East Queensland, in front line operational, corporate and strategic roles, including over 19 years in senior and executive leadership positions in tourism, major events, agriculture and fisheries.

Neil has a proven track record in leading change in difficult and complex environments, and has demonstrated strong performance in regional program delivery, project facilitation, grant and funding management, infrastructure development, investment attraction, aviation route development, commercial negotiations, emergency management, program administration and service delivery, stakeholder engagement and relationship management, intergovernmental relations, corporate services, business services, and governance.

As CEO, Neil will focus on making a real difference in growing and developing the region using his advocacy and negotiation skills, working with all stakeholders to identify gaps and opportunities, leveraging funding to deliver agreed priorities, and collaborating with others to deliver projects.

## **GSD membership**

During 2023-24, GSD will strategically review its Rules of Association, governance structure, membership levels and membership prospectus.

In 2023-24, while the review is undertaken, GSD will maintain its current levels of membership:

- Gulf Council - \$30,000 (excl. GST)
- Savannah Diamond - \$15,000 (excl. GST)
- Savannah Sapphire - \$7,500 (excl. GST)
- Savannah Platinum - \$4,500 (excl. GST)
- Small business (10 staff or less) - \$2,000 (excl. GST)
- Savannah Gold - \$530 (excl. GST)

Services and support delivered under the membership can be tailored to any prospective member's needs.

## **Benefits of being a member**

- GSD is the only organisation established with the sole purpose to advocate for the Gulf Savannah region, to work with stakeholders and its members to deliver sustainable economic development projects in the Gulf Savannah region, and to advance the interests of Councils, business, industry, community and visitors within the Gulf Savannah region.
- Council members are direct beneficiaries of GSD's status as a not-for-profit and Remote Area Board. By being a member, Councils secure access to GSD's Remote Area Board funding to progress economic development, regional projects and priorities, and GSD's not-for-profit status facilitates access to funding that Councils cannot access.
- Our new CEO's significant government experience, and extensive leadership skills developing industry and infrastructure, attracting investment, managing programs, delivering projects and engaging stakeholders, is steering GSD through a new stage of its development. Members will directly benefit from his expertise, contacts, commercial acumen and advocacy skills.
- Gulf Council and Savannah Diamond members may join all Management Committee meetings to govern GSD and set strategy and direction. Other members are eligible to be elected to the Management Committee.
- The CEO of GSD is active in working in partnership with other economic development and representative organisations agencies in North Queensland, including Advance Cairns, Mount Isa-Townsville Economic Zone, several Regional Organisation of Councils/Alliance of Councils, Tropical Tourism North Queensland, Outback Queensland Tourism Association, Natural Resource Management groups and Regional Development Australia. Members will benefit from these partnerships.
- GSD and Members can negotiate services to be delivered under any membership package, including delivery of agreed projects that will benefit the Gulf Savannah region, and its members, stakeholders, and community.
- Grant funding support – targeted grant and other funding opportunities will be discussed with members. Through GSD's commercial partnerships with third parties, Members may also access grant writers to prepare applications (third party fee for service arrangements may apply).
- Other benefits will include: invitation to all GSD events; notice of other events occurring in the region; regular GSD communiques.

## **Membership enquiries**

Our CEO would welcome the opportunity to further discuss what membership would mean for you and how GSD could further drive economic development and initiatives for the benefit of all of its stakeholders, including your organisation. To discuss membership opportunities and benefits of joining GSD, please contact our CEO:

**Neil O'Brien**

email [nobrien@gulf-savannah.qld.gov.au](mailto:nobrien@gulf-savannah.qld.gov.au)

CEO office - 0408 051 358

Afterhours – 0421 995 205

# Gulf Savannah Development Membership Application Form



\*Acceptance of application will be assessed and determined by the Board

Name:
Industry
Contact Person
Email
Telephone
Postal Address

## Membership Level

Please tick level required

Membership Type	Cost (GST Ex)	
Gulf Council	\$30,000.0	
Indigenous Gulf Council	\$30,000.00	
Savannah Dia- mond	\$15,000.00	
Savannah Sapphire	\$7,500.00	
Savannah Platinum	\$4,500.00	
Small Business (10 staff or less)	\$2,000.00	
Savannah Gold	\$530.00	

Authorised Applicant Name:
Authorised Applicant Signature:



# Etheridge Shire Council

<b>General Meeting</b>	24 <sup>th</sup> January 2024
<b>Subject</b>	Review of Council Policies
<b>Classification</b>	Open
<b>Author</b>	Renee Bester

## EXECUTIVE SUMMARY

Council are currently undertaking a Policy Review to ensure of their governance compliance. As part of this review, Council have developed and/or reviewed policies and suggested appropriate changes.

Council have developed a Caretaker Period Policy (ESC – C052) as best practice to inform and provide guidance to Councillors and employees of appropriate standards and responsibilities during the mandatory caretaker period prior to and during quadrennial Local Government elections.

In addition, a review of the following Statutory and Council Policies has been completed with any changes noted:

- ESC – S001 – Councillors Reimbursement of Expenses Provision of Facilities Policy
- ESC – S008 – Entertainment and Hospitality Expenditure Policy
- ESC – S012 – Community Engagement Policy
- ESC – S047 – Grants to Community Organisations Policy
- ESC – C050 – In Kind Support to Community Organisations Policy
- ESC – C049 – Sponsorship to Community Organisations Policy

## RECOMMENDATION

That Council note the completion of the review into the following policies, and re-adopt the reviewed version:

- ESC – S001 – Councillors Reimbursement of Expenses Provision of Facilities Policy
- ESC – S008 – Entertainment and Hospitality Expenditure Policy
- ESC – S012 – Community Engagement Policy
- ESC – S047 – Grants to Community Organisations Policy
- ESC – C050 – In Kind Support to Community Organisations Policy
- ESC – C049 – Sponsorship to Community Organisations Policy

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## BACKGROUND

Council is required to prepare certain policies as part of their legislative compliance. The policy developed, is considered best practice to guide councillors and employees through the Caretaker Period for the 2024 Local Government election.

Council also reviewed six other policies as part of this process that were due for review between 2020 and 2022. The review was to ensure that the existing policies remained relevant and sufficient while satisfying statutory requirements.

## LINK TO CORPORATE PLAN

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

Outcome 5.3: Council operations support quality service provision and good governance.

## BUDGET & RESOURCE CONSIDERATIONS

Nil

## CONSULTATION

Nil

## LEGAL CONSIDERATIONS

These policies have been developed and/or reviewed in compliance with statutory requirements. It remains compliant with these requirements.

## POLICY IMPLICATIONS

Policies have been reviewed, and found relevant and sufficient.

## 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.

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**Report Prepared By:**

**Report Authorised By:**

Renee Bester

Ken Timms, Chief Executive Officer

Date: 18<sup>th</sup> January 2024

Date:

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## GRANTS TO COMMUNITY ORGANISATIONS POLICY

### POLICY VERSION AND REVISION

Version History		Meeting date	
16 <sup>th</sup> February 2022 – Res #22.02.21CEO		24 <sup>th</sup> January 2024	
		Resolution number	
Approval by CEO			
Effective date		Review date	
24 <sup>th</sup> January 2024		31 <sup>st</sup> December 2027	
Policy Author			
Chief Executive Officer			
Current incumbent			
Ken Timms PSM			
Implementation Officer			
Chief Executive Officer			
Current incumbent		Contact number	Official file no.
Ken Timms PSM		4079 9090	



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## 1. PURPOSE

To provide a systematic and equitable process for allocating financial assistance and support to community based not for-profit organisations that make positive contributions to the quality of life in the Etheridge Shire.

The process for awarding assistance should be open, accountable, and transparent. Grants should be provided in an equitable manner. That is, they should not benefit one group of the community and exclude another like group. The arrangements of making grants should be made on a whole of area basis, so that neither community in the Council region is disadvantaged or receives a disproportionate share of sponsorship.

Grants should be provided to achieve an identified benefit to the community generally, and Council should ensure that the outcomes are achieved.

## 2. SCOPE

The policy shall apply to all requests for sponsorship including monetary donations, reimbursement, and funding from Councils budget.

The policy provides guidance to Council in order to comply with the Local Government Regulations 2012 relating to the provision of donations to community organisations. In complying with these legal requirements, consideration is given to Etheridge Shire Councils Corporate Plan 2021-2025, and annual Operational Plan, in order to link the provision of community grants to council's budget process and to desired outcomes from these Plans.

This policy outlines a structure for allocating assistance to community organisations in a manner which is open, transparent, legal and equitable, while achieving the aims and objectives of Council.

This policy does not relate to awarding grants under the Regional Arts Development Fund (RADF) as RADF grants will be awarded and distributed under the guidelines of the RADF program. This Policy does not relate to rate remissions granted to organisations as these are covered in Council's Revenue Statement.

## 3. POLICY STATEMENT

### 3.1. GENERAL PRINCIPLES

In making grants to community organisations the Council will use the following process;

At Budget time, Council may elect an amount which is to be made available for making grants or assistance to community organisations. Council may decide to set a ceiling on the amount of total funding available for the making of grants, and then impose a limit on the size of grants available to individual organisations. This value may vary for different types of organisations or may be fixed for all organisations regardless of type.

As part of the Budget deliberations, Council must consider the outcomes it is hoping to achieve from its Corporate and Operational Plans and align them with the decision on the amount available for grant funding.

### 3.2. APPLICATION AND APPROVAL PROCESS

Council will advertise for community organisations to apply for grant finding. The advertising must inform the community of any conditions for which the grants are available.

Community organisations must also be advised that whilst their application will be considered on its merits, the level of sponsorship is limited by Councils Budget decision, and no applicant can be guaranteed to receive funding, nor of receiving the full amount requested.



Grant funding is not recurrent, and the receipt of sponsorship in one year should not create an expectation that this funding will be ongoing in following years.

The criteria that council will use to evaluate applications for assistance must include;

- The purpose of the assistance must benefit the community;
- The community organisation is a legal entity, or relies on another group or organisation to be its auspicing body;
- Grants must not exceed any limit set by Council;
- If the project will be administered and conducted on a non-discriminatory basis;
- Whether the project duplicates an existing service or facility in the region or if the need for duplication is sufficiently demonstrated;
- Whether the organisation has sufficient funds of its own;
- If the organisation has a management structure and skills appropriate to its size and functions;
- The amount of financial assistance Council has provided the organisation in previous years;
- If, after funds granted by council are exhausted, the project can be self-funding or self-sustaining;
- The real or in-kind value of the organisations contribution;
- The consequences of not making the grant.

Council will consider the recommendations and decide what grants are to be awarded.

Only applications for grants of a minor capital nature will be considered under this process, with organisations demonstrating their willingness to make a contribution of their own.

Grants of a major capital nature are separate from this process and will be assessed on a case by case basis by Council.

All grants will be GST exclusive.

The CEO has discretionary rights to award the grants to Community organisations provided the grant will be used for a purpose that is in the public interest, it follows the criteria in local governments Grants Policy, and it is consistent with the local governments Grants Policy.

### **3.3. LEGAL REQUIREMENTS**

Section 194 of the Local Government Regulations 2012 states that a Local Government may only provide sponsorship to a community organisation if the Local Government is satisfied that

- a) A grant will be used for a purpose that is in the public interest,
- b) Meets the criteria in the Local Governments community grants policy and
- c) Is consistent with the Local Governments community grants policy.

Section 195 of the Local Government Regulations 2012 states that a Local Government must prepare and adopt a community grants policy, and the policy must state;

- a) The criteria for a community organisation to be eligible for a grant,
- b) The procedure for approving a grant.

### **3.4. ACKNOWLEDGEMENT**

Whenever a Community Organisation receives grant funding from Council so that it may continue to conduct its activities, the Community Organisation shall be required to provide an acknowledgment to the community that support was given, and give Council due recognition and credit for that support.



## 4. REPORTING & ACQUITTAL

Council may require, as a condition of each grants, that the organisation submit a report confirming that the grant has been used for the purpose intended. This may be a copy of the accounts of the organisation supported by an explanation, if necessary. A requirement for special audit reports should be avoided unless Council has reason to suspect that the reports submitted are misleading and incorrect.

Each year, Council include with in its Annual Report, the total amount granted to community organisations.

## 5. DEFINITIONS

**Community Organisation** - A not for profit organisation consisting of people having common interests. Includes sporting and recreation clubs, social clubs, schools, arts and cultural groups, service organisations and groups that are auspiced by these. Excludes political groups, for profit organisations and any group undertaking an activity or project which is the responsibility of the State or Commonwealth Government.

**Concessions** - A discount given for a service to a certain category of organisation/person/group as determined by Council.

**Donation** - "Giving of funds" where there is no formal agreement or restrictions on how the money is to be spent. The essence of this agreement relies upon the honour of the recipient for its fulfilment rather than being in any way enforceable. For donation funds Council expects to receive acknowledgment by way of inclusion in advertising for the event/function.

**Grants** - defined as "the giving of funds" where the recipient signs an Agreement with Council outlining the purposes for which the funds are required and the agreement contains specific Council imposed restrictions on how funding is to be spent. The recipient may be required to formally acquit the funds as specified in the agreement. Council expects to receive an acknowledgment by way of inclusion in advertising for the grant.

**Recipient** - An organisation which receives funding or assistance from Council.

## 6. RELATED LEGISLATION, DOCUMENTS AND REFERENCES

Local Government Act 2009 (Qld)  
Local Government Regulations 2012 (Qld)  
ESC – C050 - In Kind Support Policy  
ESC – C049 - Sponsorship Policy  
In Kind Support Request Form  
Sponsorship Request Form  
Community Organisations Grant Request Form

## 7. REVIEW

It is the responsibility of the Chief Executive Officer to monitor the adequacy of this policy and implement and approve appropriate changes. This policy will be formally reviewed every four (4) years or as required by Council.



**SPONSORSHIP TO COMMUNITY ORGANISATIONS POLICY**

**Style Definition:** TOC 2: Tab stops: 2.54 cm, Left + 15.97 cm, Right, Leader: ...

**POLICY VERSION AND REVISION**

Version History		Meeting date	
16 <sup>th</sup> February 2022 – Resolution #22.02.21CEO		24 <sup>th</sup> January 2024	
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Policy Author			
Chief Executive Officer			
Current incumbent			
Ken Timms PSM			
Implementation Officer			
Chief Executive Officer			
Current incumbent		Contact number	Official file no.
Ken Timms PSM		4079 9090	





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## 1. PURPOSE

To provide a framework that guides financial sponsorship to community based non-profit organisations that make positive contributions to the quality of life in the Etheridge Shire.

The process for sponsorship should be open, accountable and transparent. Sponsorship should be provided in an equitable manner. This is, they should not benefit one group of the community and exclude another like group. The sponsorship arrangements should be made on a whole of area basis, so that neither community in the Council region is disadvantaged or receives a disproportionate share of sponsorship.

Sponsorship should be provided to achieve an identified benefit to the community generally, and Council should ensure that the outcomes are achieved.

## 2. SCOPE

The policy shall apply to all requests for sponsorship including monetary donations, reimbursement, and funding from Councils budget.

The policy provides guidance to Council in order to comply with the Local Government Regulations 2012 relating to the provision of sponsorship to community organisations. In complying with these legal requirements, consideration is given to Etheridge Shire Councils Corporate Plan 2021-2025, and annual Operational Plan, in order to link the provision of sponsorship to council's budget process and to desired outcomes from these Plans.

This policy outlines a structure for allocation assistance to community organisations in a manner which is open, transparent, legal and equitable, while achieving the aims and objectives of Council.

This policy does not relate to awarding grants under the Regional Arts Development Fund (RADF) as RADF grants will be awarded and distributed under the guidelines of the RADF program. This Policy does not relate to rate remissions granted to organisations as these are covered in Council's Revenue Statement.

## 3. POLICY STATEMENT

### 3.1. GENERAL PRINCIPLES

In providing sponsorship to community organisations the Council will use the following process;

At Budget time Council may elect an amount which is to be made available for sponsorships to community organisations. Council may decide to set a ceiling on the amount of total funding available for the making of sponsorships, and then impose a limit on the size of sponsorships available to individual organisations. This value may vary for different types of organisations or may be fixed for all organisations regardless of type.

As part of the Budget deliberations, Council must consider the outcomes it is hoping to achieve from its Corporate and Operational Plans and align them with the decision on the amount available for sponsorship.

### 3.2. APPLICATION & APPROVAL PROCESS

Once the Budget has been set, the amount available for sponsorships to community organisations is determined, then Council will advertise for community organisations to apply for sponsorships. The advertising must inform the community of the amounts and the purposes (including any conditions) for which the sponsorships are available, and invite applications from interested community groups.



Community organisations must also be advised that whilst their application will be considered on its merits, the level of sponsorship is limited by Councils Budget decision, and no applicant can be guaranteed to receive sponsorship, nor of receiving the full amount requested.

Sponsorship is not necessarily recurrent, and the receipt of sponsorship in one year should not create an expectation that this sponsorship will be ongoing in following years.

The criteria that council will use to evaluate applications for sponsorship must include;

- The purpose of the sponsorship must benefit the community;
- The community organisation is a legal entity, or relies on another group or organisation to be its auspicing body;
- Sponsorship must not exceed any limit set by Council;
- If the project will be administered and conducted on a non-discriminatory basis;
- Whether the project duplicates an existing service or facility in the region or if the need for duplication is sufficiently demonstrated;
- Whether the organisation has sufficient funds of its own;
- If the organisation has a management structure and skills appropriate to its size and functions;
- The amount of financial assistance Council has provided the organisation in previous years;
- The consequences of not making the sponsorship.

Council will consider the recommendations and decide what sponsorships are to be awarded. These sponsorships could be for either:

- a) the whole of an event, for example sponsoring team travel to/from a competition or regional event;
- b) A specific event with a major event, for example one horse-riding event within a local or regional Campdraft.

### 3.3. LEGAL REQUIREMENTS

Section 194 of the Local Government Regulations 2012 states that a Local Government may only provide sponsorship to a community organisation if the Local Government is satisfied that

- a) The sponsorship will be used for a purpose that is in the public interest,
- b) Meets the criteria in the Local Governments sponsorship policy and
- c) Is consistent with the Local Governments sponsorship policy.

Section 195 of the Local Government Regulations 2012 states that a Local Government must prepare and adopt a sponsorship policy, and the policy must state;

- a) The criteria for a community organisation to be eligible for sponsorship,
- b) The procedure for approving sponsorships and,
- c) The criteria for a Councillor to decide how to allocate the Councillor's discretionary funds to a particular community organisation.

### 3.4. SPONSORSHIP LIMITS

Sponsorship is not a donation where no return is expected. Sponsorship is provided for an event or activity of benefit to Etheridge Shire residents. Successful sponsorship applications will be provided financially up to the amount of \$1000.

### 3.5. ACKNOWLEDGEMENT

Whenever a Community Organisation receives sponsorship from Council so that it may continue to conduct its activities, the Community Organisation shall be required to provide an acknowledgment to the community that support was given, and give Council due recognition and credit for that support.



#### 4. REPORTING & ACQUITTAL

Council may require, as a condition of each sponsorship, that the organisation submit a report confirming that the sponsorship has been used for the purpose intended. This may be a copy of the accounts of the organisation supported by an explanation, if necessary. A requirement for special audit reports should be avoided unless Council has reason to suspect that the reports submitted are misleading and incorrect.

#### 5. DEFINITIONS

**Community Organisation** - A not for profit organisation consisting of people having common interests. Includes sporting and recreation clubs, social clubs, schools, arts and cultural groups, service organisations and groups that are auspiced by these. Excludes political groups, for profit organisations and any group undertaking an activity or project which is the responsibility of the State or Commonwealth Government.

**Sponsorship** - Financial support provided to community based organisations that provides benefits to Council and the community.

#### 6. RELATED LEGISLATION, DOCUMENTS AND REFERENCES

Local Government Act 2009 (Qld)  
Local Government Regulations 2012 (Qld)  
ESC – C050 - In-Kind Support Policy  
ESC – C047 - Grants to Community Organisations Policy  
In-Kind Support Request Form  
Grants to Community Organisations Request Form  
Sponsorship Request Form

#### 7. REVIEW

It is the responsibility of the Chief Executive Officer to monitor the adequacy of this policy and implement and approve appropriate changes. This policy will be formally reviewed every four (4) years or as required by Council.



## IN KIND SUPPORT TO COMMUNITY ORGANISATIONS POLICY

### POLICY VERSION AND REVISION

Version History		Meeting date	
16 <sup>th</sup> February 2022 – Resolution #22.02.21CEO		24 <sup>th</sup> January 2024	
		Resolution number	
Approval by CEO			
Effective date		Review date	
24 <sup>th</sup> January 2024		31 <sup>st</sup> December 2027	
Policy Author			
Chief Executive Officer			
Current incumbent			
Ken Timms PSM			
Implementation Officer			
Chief Executive Officer			
Current incumbent		Contact number	Official file no.
Ken Timms PSM		4079 9090	



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## 1. PURPOSE

To provide a systematic and equitable process for allocating in-kind and other forms of assistance and support to community based not for-profit organisations that make positive contributions to the quality of life in the Etheridge Shire Council.

The process for awarding support should be open, accountable and transparent. Assistance should be provided in an equitable manner. That is, it should not benefit one group of the community and exclude another like group. The arrangements for providing assistance should be made on a whole of area basis, so that any community in the Council region is disadvantaged.

Assistance should be provided to achieve an identified benefit to the community generally, and Council should ensure that the outcomes are achieved.

## 2. SCOPE

The policy shall apply to all requests to non-monetary assistance including waiver of Council fees, use of Council resources and in-kind assistance, from Councils budget.

The policy provides guidance to Council in order to comply with the Local Government Regulations 2012 relating to the provision of donations and in-kind support to community organisations. In complying with these legal requirements, consideration is given to Etheridge Shire Councils Corporate Plan 2021-2025 and annual Operational Plan, in order to link the provision of "in-kind" support to Councils budget process and to desired outcomes from these Plans.

This policy outlines a structure for allocation assistance to community organisations in a manner which is open, transparent, legal and equitable, while achieving the aims and objectives of Council.

This policy does not relate to rate remissions granted to organisations as these are covered in Councils Revenue Statement.

## 3. POLICY STATEMENT

### 3.1. GENERAL PRINCIPLES

In providing in-kind support or concessions to community organisations the Council will use the following process;

At Budget time Council may elect an amount which is to be made available for making grants or assistance to community organisations. Council may decide to set a ceiling on the amount of total funding available for any "in-kind" assistance, and then impose a limit of the value of "in-kind" assistance available to individual organisations. This value may vary for different types of organisations, or may be fixed for all organisations regardless of type.

As part of the Budget deliberations, Council must consider the outcomes it is hoping to achieve from its Corporate and Operational Plans and align them with the decision on the amount available for "in-kind" support.

### 3.2. APPLICATION & APPROVAL PROCESS

Council will advertise for community organisations to apply for in-kind support. The advertising must inform the community of any conditions for which the in-kind support is available.

Applicants for assistance must be advised that whilst their application will be considered on its merits, the level of assistance is limited by Councils Budget decision, and no applicant can be guaranteed to receive any "in-kind" support, nor of receiving the full amount of "in-kind" support requested.

When setting the Fees and Charges Schedule in its Budget, Council may provide the schools within the Council region with a waiver of fee or charge for the use of Council resources or facilities under a standing



arrangement, provided that the activity that for which Council resources or facilities are to be used is a not-for-profit school event. This includes end-of-year formals, graduation ceremonies, Australia Day/ANZAC Day or similar types of events, school fundraising functions, school camps and excursions, etc. Council resources and facilities must be left in a clean and tidy condition after use, otherwise fees and charges may be reinstated and additional fees for cleaning will apply.

The criteria that Council will use to evaluate applications for assistance must include;

- The purpose of the assistance must benefit the community;
- Assistance must not exceed any limit set by Council;
- The community organisation is a legal entity, or relies on another group or organisation to be its auspicing body;
- If the project will be administered and conducted on a non-discriminatory basis;
- Whether the project duplicates an existing service or facility in the region or if the need for duplication is sufficiently demonstrated.
- If the organisation has a management structure and skills appropriate to its size and functions;
- The amount of financial assistance Council has provided to the organisation in previous years;
- The real or in-kind value of the organisations contribution;
- The consequences of not providing the assistance.

Council will consider the recommendations and decide what assistance is to be provided.

The CEO has discretionary rights to award the sponsorship to Community Organisations provided the sponsorship will be used for a purpose that is in the public interest, it follows the criteria in the local governments' sponsorship policy, and it is consistent with the local government's sponsorship policy.

### **3.3. LEGSLATION REQUIREMENTS**

Section 194 of the Local Government Regulations 2012 states that a Local Government may only provide in-kind support to a community organisation if the Local Government is satisfied that

- a) The in-kind support will be used for a purpose that is in the public interest,
- b) Meets the criteria in the Local Governments in-kind support policy and
- c) Is consistent with the Local Governments in-kind support policy.

Section 195 of the Local Government Regulations 2012 states that a Local Government must prepare and adopt an in-kind support policy, and the policy must state;

- a) The criteria for a community organisation to be eligible for in-kind support
- b) The procedure for approving in-kind support.

### **3.4. PLANT HIRE**

Council will continue to provide in-kind assistance to organisations by allowing Plant to be made available to organisations when not required by Council, provided the Plant is operated by Council personnel. The in-kind assistance amount will be calculated in accordance with Council current rates and charges for Plant Hire wages (if the work is carried out during normal working hours). Organisations should be encouraged to only utilise Council Plant during the weekends or off shift days.

The Chief Executive Officer has delegated authority to approve Plant Hire donations, and this approval must be obtained from either the CEO or his delegated representative PRIOR to any Plant being hired out for in-kind assistance.



### 3.5. ACKNOWLEDGEMENT

Whenever a Community Organisation receives an In-Kind Support from Council so that it may continue to conduct its activities, the Community Organisation shall be required to provide an acknowledgment to the community that support was given and give Council due recognition and credit for that support.

### 4. REPORTING

Each year, Council include within its Annual Report, the total amount of in kind support provided to community organisations.

### 5. DEFINITIONS

**Community Organisation** - A not for profit organisation consisting of people having common interests. Includes sporting and recreation clubs, social clubs, schools, arts and cultural groups, service organisations and groups that are auspiced by these. Excludes political groups, for profit organisations and any group undertaking an activity or project which is the responsibility of the State or Commonwealth Government.

**Concessions** - A discount given for a service to a certain category of organisation/person/group as determined by Council.

**Fee Waiver** - Waiver of any fees and charges that Council would usually charge for providing a service or product.

**Individuals** - Individuals seeking to operate not for profit community services, e.g. unpaid exercise classes.

**In-Kind Support** - Council chooses to provide goods or services instead of monetary assistance, at no cost to a community organisation. Supply of assistance can be in the form of human resources, plant and equipment use or the use of Council facilities.

**Recipient** - An organisation or individual which receives in-kind support from Council.

### 6. RELATED LEGISLATION, DOCUMENTS AND REFERENCES

Local Government Act 2009 (Qld)

Local Government Regulations 2012 (Qld)

ESC – C047 - Grants to Community Organisations Policy

ESC – C049 – Sponsorship to Community Organisations Policy

In-Kind Support Request Form

Grants to Community Organisations Request Form

Sponsorship Request Form

### 7. REVIEW

It is the responsibility of the Chief Executive Officer to monitor the adequacy of this policy and implement and approve appropriate changes. This policy will be formally reviewed every four (4) years or as required by Council.



## CARETAKER PERIOD POLICY Version 1.0

### POLICY VERSION AND REVISION

<b>Version History</b>	<b>Meeting date</b>	
	24 <sup>th</sup> January 2024	
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29 <sup>th</sup> January 2024	31 <sup>st</sup> December 2027	
<b>Policy Author</b>		
Chief Executive Officer		
<b>Current incumbent</b>		
Ken Timms PSM		
<b>Implementation Officer</b>		
Chief Executive Officer		
<b>Current incumbent</b>	<b>Contact number</b>	<b>Official file no.</b>
Ken Timms PSM	4079 9090	



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## 1. PURPOSE

To inform and provide guidance to Councillors and employees of appropriate standards and their responsibilities during the mandatory caretaker period prior to and during quadrennial Local Government elections.<sup>1</sup>

## 2. SCOPE

This policy applies during Council's quadrennial elections. It does not apply to by-elections or fresh elections.<sup>2</sup>

It applies to all Etheridge Shire Councillors and all Council officers, whether permanent, temporary, casual or part-time employees, contractors or volunteers.

The Caretaker Period Policy is to be read and implemented in conjunction with policies regarding requests by Councillors for information and advice and guidelines for election advertising.

The principles of sections 3.4 and 3.7 also apply to caretaker periods associated with State and Federal Government elections.

Whilst it is not mandatory for Councils to have a discrete policy on Caretaker Period arrangements, significant regulatory direction is provided by the Local Government Act (QLD) 2009, particularly Part 5, section 90A to 90D and these are expended upon in the following Council Policy.

The CEO is the final decision-maker in relation to this policy.

## 3. POLICY STATEMENT

### 3.1. GENERAL PRINCIPLES

Council reaffirms its commitment during a caretaker period to:

- The efficient and transparent continuation of Council's day to day business for the benefit of residents;
- Transparent actions and decision-making;
- Actions that do not, or cannot be perceived to, bind an incoming Council in its operational delivery;
- The suspension of major policy decisions;
- The maintaining of the neutrality and independence of Council officers;
- The continuation of the principle that the use of public funds for electoral purposes is unacceptable.

Council acknowledges that during the caretaker period, Councillors who are also candidates may make election commitments which they intend to honour if they are re-elected. Councillors making such commitments must make it clear that these commitments are being made in their role as a candidate, rather than any kind of commitment being made on behalf of the Council or which reflects the majority view of Council.

Councillors must take particular care in any campaign activity to ensure that there can be no possible perception of use of Council provided resources for activity that could be perceived as being in relation to the Councillors campaign.

Council will continue to meet during the caretaker period for the purpose of making appropriate and compliant decisions in the public interest.

Councillors must not use information gained during the course of their role as Councillors to disparage or discredit Council or Councillors. Such disparaging or discrediting may be a breach of the Code of Conduct for Councillors.

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<sup>1</sup> Local Government Act 2009 (Qld), Ch 3, Pt 5

<sup>2</sup> Local Government Act 2009 (Qld), S90A





### 3.2. TIMING AND PLANNING

The length of the caretaker period will be determined by the date selected by the Returning Officer for publication of the notice of election and the date on which the election concludes as defined under the Local Government Election Act 2011 (LGEA).<sup>2 3</sup>

The timing of local government elections, and any restrictions that apply in the period leading up to an election, should be considered by all managers in forward planning processes.

The CEO, as far as possible, shall ensure that matters of Council business that require major policy decisions are scheduled for Council business before the commencement of the caretaker period or are deferred for consideration by an incoming Council.

### 3.3. PROHIBITION ON MAJOR POLICY DECISIONS

A local government must not make a major policy decision during the caretaker period except with permission of the Minister.<sup>4</sup>

If Council considers that, having regard to exceptional circumstances that apply, it is necessary to make a major policy decision in the public interest, Council may resolve to apply to the Minister for approval to make the decision.

If the Minister is satisfied that, having regard to exceptional circumstances that apply, it is necessary for Council to make the major policy decision in the public interest. The Minister's decision may include conditions with which Council must comply.

Any contracts made pursuant to an invalid major policy decision are void and Council may be liable to any person who suffers loss or damage as a result of a void contract. Such persons have the right to bring court proceedings against Council.

Official correspondence must not be entered into by any Councillor during caretaker period that makes future policy commitments that could bind an incoming Council.<sup>5</sup>

### 3.4. ELECTION MATERIAL, COUNCIL RESOURCES, MEDIA, EVENTS AND ADVERTISING

#### ***Election material***

Council (or a controlled entity of Council) may not publish or distribute election material during a caretaker period.

Election material is anything able to, or intended to:

- a. influence an elector about voting at an election; or
- b. affect the result of an election.

Example - A fact sheet or newsletter that raises the profile of a Councillor.<sup>6</sup>

This prohibition includes:

- the use of Council newsletters, brochures, email and web site for political purposes
- the distribution by Councillors of Council funded promotional material or giveaways
- the use of equipment or information purchased from Council funds to carry out electioneering activities
- the use of any Council provided mobile telephone or handheld device for the purposes of promoting a Councillor as an actual or potential candidate for any election
- Councillors shall not affix, or allow to remain affixed, to Council property any sticker, poster, decal or other magnetic or adhesive device that promotes the Councillor as an actual or potential candidate for any election

#### ***Civic and community events***

<sup>3</sup> Local Government Electoral Act 2011. S25(1) Notice of Election. S7 Election Conclusion

<sup>4</sup> Local Government Act 2009. S90B

<sup>5</sup> Local Government Act 2009. S90C

<sup>6</sup> Local Government Act 2009. S90D

Councillors may continue to represent Council at civic events and community events during the caretaker period, provided the event meets one or more of the following criteria:

- a. It is a planned event endorsed by the full Council;
- b. It is, or plans to be, routinely held at the same time each year;
- c. It is a commemorative or anniversary event held on or near the anniversary date;
- d. It is an event to me hosted by or on behalf of the Mayor in fulfilling their statutory responsibilities for ceremonial and civic functions, for example citizenship ceremonies or hosting VIP guests to the region.

There shall be no community awards, recognition and civic receptions during the caretaker period with the exception of citizenship ceremonies, which shall continue as normal.

### **Media**

The CEO shall be the official spokesperson of Council during the caretaker period.

Media releases by Council during the caretaker period must be of public interest, relate to routine Council business, rather than new policy or major projects and must not be reasonably construed as being for political purposes.

During the caretaker period, Council will respond to media enquiries that relate to operational matters only.

In a Council media release issued during caretaker period, quotes will be attributed to the Council spokesperson and not attributed to individual Councillors.

If a Councillor is attending a media or public event during the caretaker period and is asked a political question, he/she shall respond in their capacity as a candidate. Councillors should ensure to distinguish their individual opinion from the majority view of the elected Council.

Media events may continue to be held during the caretaker period provided the media event relates to routine Council business and is not used for political purposes.

### **Council's website and social media platforms**

Updates on Council's website shall be limited to the following:

- a. Uploading of essential operational media releases, restricted to administrative or operational information of public interest and of a time sensitive nature;
- b. Road work updates or road closures;
- c. Health or emergency warnings;
- d. Material that is purely factual regarding Council's decisions or operations;
- e. Updates to existing forms;
- f. Aesthetic changes;
- g. Fixing broken links or repairing web issues; and
- h. Compliance with legislative requirements

Social media hosted or published by Council shall carry a notice to exclude political comment. No response shall be made to any political comments posted and any such comments shall be removed.

### **Advertising**

Council shall restrict its advertising to that required to maintain the necessary on-going business and commercial operations of Council

Care will be taken during the election advertising period to ensure that advertising is not construed to be of political nature.

All candidates may advertise election material as per the following guidelines:

- a permit is required to erect political advertising or operate a stall on Council lands (fees and conditions apply)
- defamatory material identifying a political party or candidate is prohibited
- promotional material and activities must comply with relevant State and Federal legislation.



### **3.5. PROHIBITION ON FUNDING FOR IN KIND, GRANTS AND SPONSORSHIP TO COMMUNITY ORGANISATIONS**

Activities approved under Council's In Kind, Grants and Sponsorship to Community Organisations policies prior to the commencement of the caretaker period may continue during a caretaker period in accordance with the respective policy.

Community support programs (including in kind, grants, sponsorships, scholarships and awards) that are open for submission during the caretaker period may remain open but applications will not be considered until after the election.

Decisions regarding community grants are delegated by this policy to the CEO during caretaker period.

During the caretaker period, representation to Council to support community funding must be referred to the CEO for approval on the basis that it is part of an on-going or recurrent project or of exceptional benefit to the community or timing is critical.

### **3.6. REQUESTS FOR INFORMATION**

Councillors must not request information or advice from Council staff to assist with political or electioneering activities unless they identify themselves as being in the role of a candidate.

Requests for information by candidates (including Councillors in their role as a candidate) will be dealt with as per the process for a request by a member of the public.

Requests by candidates for information that is outside the public domain (for example, information that has not been published) will be referred to the appropriate agency.

Councillors may continue to request information and advice from Council staff in order to conduct day to day Council business as per the relevant policies. Councillors must therefore ensure that they inform the CEO (or staff member) of the nature of the proposed Council decision or issue when requesting information and advice.

### **3.7. COUNCIL OFFICERS**

Council officers shall maintain the normal business activities of Council during the caretaker period.

Council officers shall execute their official duties and responsibilities as a Council employee in accordance with the Local Government Act 2009, Council's Code of Conduct for Employees and Council's corporate values and take all reasonable steps to avoid any real or perceived partisanship in order to preserve the organisation's ability to impartially serve any incoming Council following an election.

Council officers shall not fulfil any request that is, or could be perceived to be, an electioneering activity.

Any Council officer proposing to stand as a candidate for the election must be absent on leave from their appointment from the date they formally nominate and become a candidate for the election to the end of the caretaker period.

### **3.8. REQUIREMENT TO DISCLOSE ELECTION GIFTS, LOANS AND EXPENDITURE**

The LGEA requires candidates and groups of candidates to disclose all election gifts received during the disclosure period via return submission to the Electoral Commission Queensland, regardless of the election outcome.<sup>7</sup> Candidates should be aware of the impact of gifts received from third parties enabling expenditure and the disclosure requirements.<sup>8</sup>

<sup>7</sup> Local Government Electoral Act 2011 (Qld), SS117-118. Specific real-time disclosure deadlines apply – within 7 days during the disclosure period of where received within 7 days of polling day, 24 hours applies (see *Local Government Electoral Regulation 2012* ss5-6)

<sup>8</sup> Local Government Electoral Act 2011 (Qld), S118A, S125A

The LGEA further requires candidates and groups of candidates to disclose all loans received during the disclosure period via return submission to the Electoral Commission Queensland, regardless of the election outcome.<sup>9</sup>

The LGEA prohibits candidates from receiving gifts exceeding \$500.00 in value<sup>10</sup> during the disclosure period.<sup>11</sup>

Candidates, groups of candidates must observe requirements for lodgement of expenditure returns to the Electoral Commission Queensland.<sup>12</sup>

The above requirements are not met by the Councillor's registration of interests and is the responsibility of candidates, not Council.

## 4. REPORTING

No additional reporting is required.

## 5. DEFINITIONS

**Caretaker period** – is defined as the period during an election for the local government that—

- a. starts on the day when public notice of the holding of the election is given under the Local Government Electoral Act 2011, section 25(1); and
- b. ends at the conclusion of the election.<sup>13</sup>

**Chief Executive Officer (CEO)** – A person who hold an appointment under section 194 of the *Local Government Act 2009*.

**Control** – means the capacity of an entity to dominate decision-making of another entity, directly or indirectly, in order to enable the other entity to operate with the first entity in pursuing the objectives of the first entity.

**Controlled entity of Council** – means an entity subject to the control of either or both of—

- a. Council;
- b. Another entity subject to the control of Council.

**Council** - Etheridge Shire Council

**Disclosure Period** – means:

1. for an election for a candidate in the election, is the period that—
  - a) starts –
    - i) if the candidate was a candidate in an election held within 5 years before the polling day for the election—30 days after the polling day for the earlier election; or
    - ii) otherwise—on the day that applies for the candidate under subsection (2); and
  - b) ends 30 days after the polling day for the election.
2. for subsection (1)(a)(ii), the day that applies for the candidate for the election is the earlier of the following days—
  - a) the day the person announces or otherwise publicly indicates the person's intention to be a candidate in the election;
  - b) the day the person nominates as a candidate in the election;
  - c) the day the person otherwise indicates the person's intention to be a candidate in the election, including, for example, by accepting a gift made for the purpose of the election.
3. The disclosure period for an election, for a group of candidates for the election or a third party to whom section 118A or 125A applies for the election, is the period that—
  - a) starts 30 days after the polling day for the last quadrennial election; and

<sup>9</sup> Local Government Electoral Act 2011 (Qld). S120. Specific real-time disclosure deadlines apply – within 7 days during the disclosure period of where received within 7 days of polling day, 24 hours applies (see *Local Government Electoral Regulation 2012* S5, S8)

<sup>10</sup> Local Government Electoral Act 2011 (Qld). S108

<sup>11</sup> Local Government Electoral Act 2011 (Qld). S119

<sup>12</sup> Local Government Electoral Act 2011 (Qld). SS123-125

<sup>13</sup> Local Government Act 2009 (Qld). S90A





- b) ends 30 days after the polling day for the election.
- 4. However, a regulation may prescribe another day on which a disclosure period mentioned in subsection (1) or (3) starts or ends.

**Major policy decision** - means a decision—

- a. about the appointment of a chief executive officer of the local government; or
- b. about the remuneration of the chief executive officer of the local government; or
- c. to terminate the employment of the chief executive officer of the local government; or
- d. to enter into a contract the total value of which is more than the greater of the following:
  - i. \$200,000;
  - ii. 1% of the local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report.
- e. relating to making or preparing an arrangement, list, plan or register in the way provided under a regulation made under this Act that can be used to establish an exception to obtaining quotes or tenders when entering into a contract; or
- f. to make, amend or repeal a local law; or
- g. to make, amend or repeal a local planning instrument under the Planning Act; or
- h. under the Planning Act, chapter 3, part 3, division 2 on a development application that includes a variation request under that Act if the application proposes to—
  - i. vary the category of development or category of assessment of development;
  - ii. vary the assessment benchmarks or criteria for accepted development that would apply to development; or
  - iii. facilitate development that would result in a greater demand on infrastructure than the demand anticipated in the local government's local government infrastructure plan; or
- i. under the Planning Act, chapter 3, part 5, division 2, subdivision 2 on a change application under that Act that includes a change to a variation approval if the application is being assessed under section 82 of that Act and the application proposes to—
  - i. further vary the category of development or category of assessment of development; or
  - ii. further vary the assessment benchmarks or criteria for accepted development that would apply to development; or
  - iii. facilitate development that would result in a greater demand on infrastructure than the demand anticipated in the local government's local government infrastructure plan.

## 6. RELATED LEGISLATION, DOCUMENTS AND REFERENCES

Local Government Act 2009 (Qld)  
Local Government Electoral Act 2011 (Qld)  
Local Government Electoral Regulation 2012 (Qld)  
Code of Conduct for Employees  
Code of Conduct for Councillors  
Acceptable Request Guidelines  
Grants to Community Organisations Policy  
In Kind Support to Community Organisations Policy  
Sponsorship to Community Organisations Policy

## 7. REVIEW

It is the responsibility of the Chief Executive Officer to monitor the adequacy of this policy and implement and approve appropriate changes. This policy will be formally reviewed every four (4) years or as required by Council.



## ESC – S001 – Councillors Reimbursement of Expenses Provision of Facilities Policy

### POLICY VERSION AND REVISION

Version History		Meeting date	
Post-Election Meeting – Dated 11 <sup>th</sup> April 2016 General Meeting – Dated 15 <sup>th</sup> January 2017 General Meeting – Dated 15 <sup>th</sup> January 2018 General Meeting – Dated 23 <sup>rd</sup> January 2019		24 <sup>th</sup> January 2024	
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Policy Author			
Current incumbent			
Implementation Officer			
Chief Executive Officer			
Current incumbent		Contact number	Official file no.
Ken Timms PSM		4079 9090	





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## 1. PURPOSE

The Etheridge Shire Council is committed to ensuring that Councillors are provided with the facilities required to enable them to perform their duties.

Councillors should not be financially disadvantaged when carrying out their roles, and should be fairly and reasonably compensated in accordance with statutory requirements and community expectations.

The Councillors' Reimbursement of Expenses and Provision of Facilities Policy is a statutory policy<sup>1</sup> ensuring accountability and transparency in the reimbursement of expenses incurred by councillors and ensures that councillors are provided with reasonable facilities to assist them in carrying out their civic duties.

## 2. SCOPE

Chapter 8 Part 1 Division 2 of the *Local Government Regulation 2012* states that and Expenses Reimbursement Policy is a policy providing for the following<sup>2</sup> —

- a) Payment of reasonable expenses incurred, or to be incurred, by councillors for discharging their duties and responsibilities as councillors;
- b) Provision of facilities to the councillors for that purpose.

This policy applies to all councillors of Etheridge Shire Council for the reimbursement of expenses incurred, or to be incurred, by them in undertaking their responsibilities.

Council will reimburse councillors for eligible expenses set out in this policy. Any expenses not provided for by this policy will not be reimbursed without approval from the Chief Executive Officer.

Councillor Remuneration is not covered by this policy. Councillor remuneration is determined annually by the Local Government Remuneration and Disciplinary Tribunal.

Spouses, partners and family members of councillors are not entitled to reimbursement of expenses or have access to facilities allocated to councillors.

Failure to comply with this policy, falsifying claims or the misuse of facilities may breach the Councillors' Code of Conduct and/or represent an offence under the Criminal Code and may be referred to the Crime and Misconduct Commission.

## 3. POLICY STATEMENT

### 3.1. GENERAL PRINCIPLES

This policy ensures that the Council's reimbursement of expenses incurred by Councillors is consistent with the local government principles and financial sustainability criteria as defined in the Local Government Act 2009<sup>3</sup>.

In addition, the principles that underpin this policy are:

- Councillors should not receive a private benefit through their role as a councillor;
- The use of public monies in the public interest by responsible budgeting and accounting;
- Fair and reasonable allocation of council resources (allowances, facilities and other benefits) to enable all councillors to conduct the duties of their office;
- Transparent decision-making by public disclosure of policy and resolutions; and
- Accountability for expenditure and use of facilities through full justification and acquittal.

Expenses will be paid to a councillor through administrative processes approved by Etheridge Shire Council's Chief Executive Officer (CEO) subject to the limits outlined in this policy, or council endorsement by resolution.

<sup>1</sup> Local Government Regulation 2012 (Qld). S250a

<sup>2</sup> Local Government Regulation 2012 (Qld). S249

<sup>3</sup> Local Government Act 2009 (Qld). S4



### 3.2. EXPENSE CATEGORIES

#### **Professional Development**

Council will reimburse expenses incurred for mandatory professional development and/or discretionary professional development deemed essential for the Councillors' role. The Mayor attends the Local Government Association Queensland (LGAQ), Australian Local Government Association (ALGA) and any other relevant conferences/seminars/workshops as the primary delegate (council shall appoint the other delegates). Councillors can attend workshops, courses, seminars and conferences that are related to the role of a councillor. Approval to attend is made by council resolution and therefore councillors should advise the CEO of their desire to attend an event. The CEO will provide a report to council seeking approval on behalf of the councillor.

#### **Discretionary Professional Development**

Each councillor can attend (at their own discretion) workshops, courses, seminars and conferences that improve the skills relevant to their role. This training is initially limited to \$5000 per councillor over the current term of office, but will be reviewed annually when setting the budget. There is no requirement for a council resolution to approve these attendances, however, the councillor would need to submit a request to the CEO (prior to attendance) and provide all relevant documentation within 14 days of attending the event to ensure their expenses are reimbursed.

#### **Travel**

Council will reimburse local, interstate and, in some cases, intrastate and overseas travel expenses (such as flights, motor vehicle, accommodation, meals and associated registration fees) deemed necessary to achieve the business of council where a councillor is an official representative of council and the activity/event and travel has been endorsed by resolution of council.

Council will pay for reasonable expenses incurred for overnight accommodation when a councillor is required to stay outside or in some cases within the Etheridge Shire. All councillor travel approved by council will be booked and paid for by council. This includes transfers to and from airports (e.g. taxis, trains and buses).

Councillors will be reimbursed for parking costs that they have incurred while attending to official council business (e.g. secured vehicle parking at the airport).

#### **Private Vehicle Usage**

Councillors' private vehicle usage will be reimbursed if the usage is for official council business. This includes travel to and from councillors' principal place of residence to:

- attend official council business/meetings/functions/community events and public meetings in the role of councillor;
- investigate issues/complaints regarding council services raised by residents/rate payers and visitors to the region.

Councillors making a claim for reimbursement of private vehicle usage can do so by submitting the appropriate form detailing the relevant travel based on log book details. The amount reimbursed will be based on the published Australian Tax Office business-use-of-motor vehicle-cents-per-kilometre method and kilometre rate applicable at the time of travel.

The Commissioner of Australian Taxation Office determines claimable cents per kilometre rates in each income year.

Rates per business kilometre		
Engine capacity		Cents per kilometre
Ordinary engine	Rotary engine	
N/A	N/A	68 cents

#### **Meals**

Council will reimburse reasonable costs of meals for a councillor when the councillor has incurred the cost personally and the meal was not provided within the registration cost of the approved

activity/event, upon production of a valid tax invoice. If a councillor elects not to produce tax invoices and seek reimbursement for meals while attending official council business, he/she may claim a meal allowance where the meal was not provided within the registration costs of the approved activity/event. Expenses relating to the consumption of alcohol will not be reimbursed.

Should the councillor choose not to attend a provided dinner/meal, then the full cost of the alternative meal shall be met by the councillor.

### ***Incidental Daily Allowance***

An incidental daily allowance of \$10.00 up to five nights away and \$15.00 after five nights will be paid to councillors to cover incidental costs incurred while they are traveling and staying away from home overnight.

Councillors claiming this allowance should do so on the appropriate form within 14 days of the conclusion of the event and submit to the CEO for reimbursement.

### ***Hospitality***

Councillors may have occasion to incur hospitality expenses while conducting council business apart from civic receptions organised by council. The Mayor may particularly require additional reimbursement when entertaining dignitaries outside of official events.

To allow for this expense, the following amounts can be claimed: \$500 per annum for councillors and up to \$5,000 per annum for the Mayor.

### ***Accommodation***

Councillors may need to stay away from home overnight while attending to council business. When attending conferences, councillors should take advantage of the package provided by conference organisers (if applicable) and therefore stay in the recommended accommodation unless prior approval has been granted by the CEO. All councillor accommodation for council business will be booked and paid for by council. Suitable accommodation will be sought within a reasonable distance to the venue that the councillor is to attend. Should more than one councillor attend the same event, council will book and pay for a separate room for each attending councillor.

## **3.3. PROVISION OF FACILITIES**

Council will provide facilities for the use of councillors in the conduct of their respective roles with council. All facilities provided remain the property of council and must be returned when the councillor's term expires.

The facilities provided by council to councillors are to be used only for council business unless prior approval has been granted by resolution of council.

### ***Secretarial Support***

The Mayor's office will be assisted with secretarial support by Council's executive assistant.

Secretarial support will be provided to Councillors with prior approval by the Chief Executive Officer.

### ***Administrative Tools and Office Amenities***

Councillors are entitled to use Council facilities as required to assist in discharging their duties and responsibilities including (but not limited to):

- Shared office space and meeting rooms;
- Shared access to landlines, internet, photocopiers, fax, scanner, printers and shredders;
- Stationary;
- Promotional material necessary for official Council business;
- Other resources as approved by the Mayor or Chief Executive Officer.

### ***IT Equipment***

Councillors will be provided with the following IT equipment to assist in discharging their duties and responsibilities:

- laptop computer and/or tablet device and necessary software

Council will provide all software necessary to enable Councillor's to carry out their duties as elected members. All software is licensed to the Etheridge Shire Council and remains the property of Council at the end of term. All software licensed to Council that has been installed on a councillor's tablet device will be removed prior to the end of the Councillor's term.

### **Telephone and Data**

Councillors will be provided with the following:

- mobile phone (where a mobile phone is provided by council, all costs attributed to council-business use shall be paid by Council (including total plan costs).

### **Maintenance Costs of Council-Owned Equipment**

Council is responsible for the ongoing maintenance and reasonable wear-and-tear costs of council-owned equipment that is supplied to councillors for official business use. This includes the replacement of any facilities that fall under council's Asset Replacement Program.

### **Uniforms and Safety Equipment**

Council will provide to a councillor:

- Uniform allowance as per staff policy
- Necessary safety equipment for use on official business (e.g. safety helmet, boots and safety glasses).

### **Use of Council Vehicles**

Councillors will have access to a suitable council vehicle for official business. A councillor wishing to use a council vehicle for council business use must submit a request to the CEO at least two days prior, except in exceptional circumstances as determined between the councillor concerned, Mayor and CEO.

The Mayor will be provided with a fully maintained Toyota Prado (or equivalent) including all running costs provided for unlimited and unrestricted use by the Mayor for council business in recognition of the duties required to be performed by the Mayor and the irregular hours required to attend council, community and civic responsibilities. This vehicle is also available for councillor's use while the Mayor is not utilizing the vehicle.

All fuel used in a council-owned vehicle on official council business will be provided or paid for by council.

### **Insurance**

Councillors will be covered under relevant council insurance policies while discharging civic duties. Specifically, insurance cover will be provided for public liability, professional indemnity, Councillors' liability and personal accident. Council will pay the excess for injury claims made by a councillor resulting from the conduct of official council business and on any claim made under insurance cover.

Council will cover costs incurred through injury, investigation, hearings or legal proceedings into the conduct of a councillor, or arising out of (or in connection with) the councillor's performance of his/her civic functions. If it is found the councillor breached the provisions of the Local Government Act 2009 the councillor will reimburse council with all associated costs incurred by council.

### **Returning of Facilities**

It is outlined within this policy that Council will provide reasonable facilities to a Councillor during their term to assist Councillors in carrying out their civic duties.

Councillors are entitled to use these facilities until such time as their term of office comes to an end. If a Councillor is not re-elected the term of office ends when the returning officer declares the result of the election of the council.

However, to ensure that facilities are returned in a reasonable period, and to assist the Chief Executive Officer in the collection of facilities (as stated within this policy), it is required that all Councillors return all facilities to the Chief Executive Officer on or before the Friday preceding the Quadrennial Local Government Elections, or if a Councillor resigns during their term, the facilities are to be returned to the Chief Executive Officer prior to their last day in active office.





## **Misuse of Council Provided Resources for Electoral Purposes**

This policy provides for the following –

- a payment of reasonable expenses incurred, or to be incurred, by councillors for discharging their duties and responsibilities as councillors;
- provision of facilities to the councillors for that purpose.

A breach of the reimbursement of expenses and facilities policy is a misuse of information or material acquired in or in connection with the performance of the councillor's responsibilities and would be "misconduct" (as provided in Chapter 6, Part 2, Division 6 of the Local Government Act 2009).

Therefore, elected members should pay particular care in any campaign activity to ensure that there can be no possible perception of use of council provided resources / facilities for activity that could be perceived as having some electoral favour.

### **3.4. CLAIMS FOR REIMBURSEMENT**

All claims for reimbursement of expenses must be made on the approved form and submitted with original receipts to the Chief Executive Officer. Claims certified by a Councillor as complying with this policy will be authorised for payment by the Chief Executive Officer.

Claims must be presented within three months of incurring expenses.

When considering an application for approval of any matter related to this policy, the council or the Chief Executive Officer must have regard to the limits outlined in this policy and any relevant budget allocation.

## **4. REPORTING**

Expenses will be paid to a councillor through administrative processes approved by Etheridge Shire Council's Chief Executive Officer (CEO) subject to the limits outlined in this policy, or council endorsement by resolution.

Pursuant to s186 of the Local Government Regulation 2012, Council's Annual Report must contain the particulars of the expenses incurred by, and the facilities provided to, each Councillor during the financial year under this policy.

## **5. DEFINITIONS**

To assist in interpretation of this policy and associated guidelines, the following definitions shall apply:

**Approved Council Business** – includes:

- a. Formal meetings of Council, including Ordinary, Statutory and Special Meetings;
- b. Official committee meetings, including advisory committee meetings of which a Councillor is a member;
- c. Formal public consultation meetings;
- d. Civic functions at which a Councillor is attending in his/her official capacity as a Councillor;
- e. Community functions to which a Councillor has been invited in his/her official capacity as a Councillor;
- f. Official inspections;
- g. Formal training, professional development and conferences approved by Council;
- h. Other activities approved by the Mayor and ratified at a subsequent meeting of Council.

**Council** - means the Etheridge Shire Council.

**Councillors** - means the Mayor, Deputy Mayor and Councillors unless otherwise specified.

**Expenses** - means costs reasonably incurred, or to be incurred, in connection with Councillors discharging their duties. The expenses may be either reimbursed to Councillors or paid direct by Council for something that is deemed a necessary cost or charge. Expenses are not included as remuneration.





**Entertainment and hospitality** - means the cost to council of providing entertainment or hospitality as outlined in council's Entertainment Hospitality Expenditure Policy.

**Facilities** - mean the facilities deemed necessary to assist Councillors in their role.

**Incidental private use** - includes use incidental to Approved Council Business. (Example - stopping at a shop on the way to or from Approved Council Business).

**Professional development** – includes activities undertaken by Councillors to improve their understanding, competence and knowledge of matters that specifically relate to local government functions, or to improve their competence and knowledge of matters that will assist them in carrying out their role as a Councillor. Examples of professional development include (but are not limited to): Local Government industry training, conferences, workshops, seminars or specific events that are relevant to a Councillors role; or that are relevant to the development of a Councillor's individual knowledge and competence in conducting their role.

**Reasonable** - shall mean Council must make sound judgements and consider what is prudent, responsible and acceptable to the community when determining reasonable levels of facilities and expenditure.

**Training** – any facilitated learning activity which is considered by council to be a requirement for councillors to discharge their duties and responsibilities as councillors.

## 6. RELATED LEGISLATION, DOCUMENTS AND REFERENCES

Local Government Act 2009  
Local Government Regulation 2012  
Procurement Policy  
Entertainment Hospitality Policy

## 7. REVIEW

It is the responsibility of the Chief Executive Officer to monitor the adequacy of this policy and implement and approve appropriate changes. This policy will be formally reviewed every four (4) years or as required by Council.

The adopted policy can be amended, by resolution, at any time and must be able to be inspected and/or purchase by the public at the local government's public office and also published on the local government's website<sup>4 5</sup>.

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<sup>4</sup> Local Government Regulation (Qld) 2012. S250b

<sup>5</sup> Local Government Regulation (Qld) 2012. S251



**ENTERTAINMENT AND HOSPITALITY EXPENDITURE  
POLICY**

Style Definition: TOC 1

**POLICY VERSION AND REVISION**

Version History		Meeting date	
18 <sup>th</sup> February 2015 Resolution 2015/GM1261 18 <sup>th</sup> January 2017 Resolution 2017/GM1931 23 <sup>rd</sup> January 2019 Resolution 2019/GM2529		24 <sup>th</sup> January 2024	
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24 <sup>th</sup> January 2024		31 <sup>st</sup> December 2027	
Policy Author			
Chief Executive Officer			
Current incumbent			
Ken Timms PSM			
Implementation Officer			
Chief Executive Officer			
Current incumbent		Contact number	Official file no.
Ken Timms PSM		4079 9090	



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## 1. PURPOSE

Council recognises that there are circumstances where the provision of official entertainment and hospitality is appropriate in the conduct of Local Government business. However, as the Council is a publicly funded body, it must ensure that high standards of accountability for hospitality and entertaining expenditure are maintained, and that any monies expended are for the purpose of Council operations.

The purpose of this policy is to assist council officers in the discharge of their responsibilities, by providing clarity about the reasonable and appropriate use of public funds.

Furthermore, to set standards for entertainment and hospitality expenditure incurred on Council's behalf which meet community standards and comply with the requirements of section 196 of the Local Government Regulation 2012.

Specifically, to ensure that Councillors and Officers participating in official entertainment or hospitality:

- obtain the most cost-effective outcome for Council;
- efficiently make the necessary entertainment or hospitality arrangements; and
- comply with legal, financial, audit and ethical requirements.

## 2. SCOPE

This policy applies to all Councillor's and Council Officers. The intention of the policy is to identify principles and to provide clarification of issues and examples of reasonable and appropriate practices regarding expenditure for the provision of entertainment and hospitality.

This policy does not cover the entertainment and hospitality to Council officer by external organisations, nor entertainment and hospitality as part of attendance at conferences and seminars.

## 3. POLICY STATEMENT

### 3.1. GENERAL PRINCIPLES

Etheridge Shire Council may spend in accordance with section 196(2) of the Regulation, Council may spend money on the Entertainment or Hospitality only if:

- the Entertainment or Hospitality is in the public interest; and
- it is in a way that is consistent with the Council's entertainment and hospitality policy.

In addition to the above statutory requirements, all Entertainment and Hospitality Expenditure must be:

- (i) reasonable;
- (ii) cost effective;
- (iii) within relevant budget allocations;
- (iv) for official purposes; and
- (v) able to withstand public scrutiny.

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### 3.2. TYPES OF ENTERTAINMENT OF HOSPITALITY EXPENDITURE

Following are the types of Entertainment or Hospitality Expenditure which Council considers to be in the public interest:

- hosting interstate and overseas dignitaries;
- hosting representatives of business, industry and recognised community organisations, the press and other media;
- hosting representatives of other levels of government;
- conducting special functions to recognise particular events/achievements;
- providing tea, coffee, morning or afternoon tea for official visitors;

<sup>1</sup> Local Government Regulations (Qld), S196(2)

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- providing light refreshments/lunches for internal meetings, conferences, seminars and workshops;
- attendance by Councillors or invited officers at official functions for which charges are incurred; and
- providing lunch including refreshments for Councillors, Senior Staff, Press, and visiting dignitaries during official meetings.

### **Meeting Refreshments**

Light catering and refreshments provided for attendees during extended meetings are considered to be working meals rather than entertainment. In most cases this will allow the meeting to proceed with minimal delays rather than have attendees remove themselves from the meeting venue for lunch breaks and the like.

~~Example: s would include a~~ *An all day in-house meeting whereby morning tea and lunch would be provided, during which networking of attendees could be undertaken in furtherance of the meeting goal.*

### **Conferences and Civic Receptions**

Refreshments and catering associated with hosting conferences, civic receptions or functions to recognise significant contributions from groups or individuals to the community.

~~Example: s f~~ *Formally welcoming groups or dignitaries to the Etheridge Shire, acknowledging volunteer services, celebrating significant public achievements.*

### **Official Dining Functions**

The Mayor, Councillors (when officially representing Council) and Senior Staff may from time to time need to participate in business meetings with Government or business in a less formal environment. In these instances there is an obligation to ensure that expenditure is not excessive.

~~Example: s of this include p~~ *Providing hospitality in the course of encouraging enterprise in Etheridge Shire. Activities to promote government or business investment and service provision.*

### **Accepting Hospitality**

Council representatives are to be cognisant of accepting gifts or hospitality in situations that may result in a perception of a conflict of interest.

~~Example: would be a~~ *Accepting hospitality from a developer or tenderer with a current submission before Council. In these cases, it may be more appropriate for Council to meet hospitality costs incurred in the meeting.*

### **Staff Functions**

Functions celebrating staff achievements, reward and recognition, and other minor in-house social events as part of Etheridge Shire Council's Human Resource Strategy, consequently Council funds may be used for this purpose. As a general rule, the frequency of in-house staff functions paid for by the Council should be limited to a reasonable level in support of Council business and staff recognition and reward arrangements.

~~Example: s of this would include~~ *Staff achievement awards, and annual Christmas parties.*

### **Visiting Delegates**

At times Council will host visiting delegates for a variety of purposes, and during these visits protocol dictates that hospitality be extended to the delegates. This could be in the form of morning tea/lunch, or hosting an official dinner.

~~Example: s of this would include~~ *Sister City delegations, business or government delegation.*

### **3.3. UNREASONABLE ENTERTAINMENT OR HOSPITALITY EXPENDITURE**

Examples of expenditure which is generally considered not to be reasonable and appropriate and are therefore to be treated as private expenditure are:

- Tips or gratuities
- Dinners at the private residence of a Councillor or Council officer
- Mini bar expenses
- Stocking of bar fridges (unless otherwise approved by the Mayor or CEO)

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### **3.4. ALCOHOL PROVISION AND CONSUMPTION**

Alcohol may only be provided at an official Council function if it has been approved prior to the function by the Mayor, CEO or delegate. Alcohol must not be provided during meetings or training courses provided by the Council, unless approved by the CEO or delegate.

Alcoholic drinks may not be provided for officers except where the officer attends a function at which alcoholic drinks are provided for other persons under this policy. As officers at such a function represent the Council, they must consume alcohol in a responsible manner.

### **3.4.3.5. PAYMENT OF ENTERTAINMENT OR HOSPITALITY USING CORPORATE CREDIT CARD**

All Entertainment or Hospitality Expenditure listed in clause 4.2 3.2 of this policy may be paid for by a credit card issued in the name of the Council in accordance with the requirements of Council's Acquisition of Goods & Services and the Carrying out of the Procurement Principles Policy.

### **3.5.3.6. PROCEDURE FOR APPROVAL OF ENTERTAINMENT OR HOSPITALITY EXPENSES**

All officers incurring and authorising Entertainment and Hospitality Expenditure must do so in accordance with relevant financial delegations under Council's Acquisition of Goods & Services and the Carrying out of the Procurement Principles Policy and must ensure that:

- it is for official purposes and falls generally within the type of expenditure listed in clause 4.2;
- it is properly documented with the purpose identified;
- the documentation is available for scrutiny by both internal and external audit;
- it appears appropriate and reasonable and can withstand the "public defensibility test";
- all procedures relating to Fringe Benefits Tax are followed; and
- it is in accordance with Council's budget.

In instances where an officer is claiming reimbursement of Entertainment or Hospitality Expenditure incurred personally, the officer involved may not authorize the reimbursement themselves, but must refer it to officer's supervisor who has the relevant financial delegation under Council's Acquisition of Goods & Services and the Carrying out of the Procurement Principles Policy.

In any situation where there is some doubt as to whether the Entertainment or Hospitality Expenditure complies with this policy, the matter should be referred to the Chief Executive Officer for a determination. Where the doubt relates to Entertainment or Hospitality Expenditure by the Chief Executive Officer, the matter should be referred to the Mayor for a determination.

### **3.7. FRINGE BENEFITS TAX**

Fringe Benefits Tax may be payable on some of the official hospitality expenditure that is attributable to Councillors and employees of the Council. All Councillors and employees should be aware of FBT rules and of their application for official hospitality functions. Council records all costs associated with official entertainment for all hospitality subject to FBT.

## **4. REPORTING**

The Chief Executive Officer are responsible for ensuring compliance with this policy. Council's Finance Manager (or delegate) is responsible for checking and reporting on compliance with this policy.

Councillors and employees must not authorise their own expenditure. Expenditure by the CEO must be authorised by the Mayor. Expenditure by Councillors and Directors must be authorised by the CEO. Expenditure by Managers must be authorised by the relevant Director.

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## **5. DEFINITIONS**

**Council Officer/employee** – means (a) the Chief Executive Officer; or (b) a person holding an appointment under section 196 of the Local Government Act 2009.

**Entertainment or Hospitality** - as defined in Section 196(1) of the Regulation; that is includes, for example:

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- Entertaining members of the public in order to promote a local government project; and



- The provision of food or beverages –
  - to a person visiting the local government in an official capacity; or
  - for a conference, course, meeting, seminar, workshop or another forum that is held by the local government for its Councillors, officers or other persons; and
- Paying for a Councillor or local government employee to attend a function as part of the Councillor's, or employee's official duties or obligations as a Councillor or local government employee.
- For the purpose of this policy, "function" does not include conferences, professional development, training or meetings which are held by organisations other than Council.

**Entertainment or Hospitality Expenditure** - is any expenditure on Entertainment or Hospitality services.

**Regulation** - is the Local Government Regulation 2012.

## 6. RELATED LEGISLATION, DOCUMENTS AND REFERENCES

[Local Government Act \(Qld\) 2009](#)

[Local Government Regulation \(Qld\) 2012](#)

[Councillor's Reimbursement of Expenses Provision of Facilities Policy](#)

[Drug and Alcohol Policy](#)

[Acquisition of Goods & Services and the carrying out of the Procurement Principles Policy](#)

~~This policy needs to be read in conjunction with Council's "ACQUISITION OF GOODS & SERVICES AND THE CARRYING OUT OF THE PROCUREMENT PRINCIPLES POLICY"~~

## 7. REVIEW

It is the responsibility of the Chief Executive Officer to monitor the adequacy of this policy and implement and approve appropriate changes. This policy will be formally reviewed every four (4) years or as required by Council.

**COMMUNITY ENGAGEMENT POLICY**

**POLICY VERSION AND REVISION**

Version History		Meeting date
GMCCS8 15 <sup>th</sup> September 2010 – Res 2010/GM122		24 <sup>th</sup> January 2024
GMCCS5 19 <sup>th</sup> July 2017		Resolution number
Approval by CEO		
Effective date	Review date	
24 <sup>th</sup> January 2024	31 <sup>st</sup> December 2027	
Policy Author		
Chief Executive Officer		
Current incumbent		
Ken Timms PSM		
Implementation Officer		
Chief Executive Officer		
Current incumbent	Contact number	Official file no.
Ken Timms PSM	4079 9090	



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## 1. PURPOSE

Etheridge Shire Council is committed to meaningful community engagement to assist in the delivery of high quality local government. The purpose of this policy is to provide commitment and direction for Council's Community Engagement activities and establish a consistent, coordinated approach for including community participation in Council's decision making process where appropriate.

~~Community engagement is good practice. It presents a way for decision makers to connect and stay connected with communities in order to further develop relationships and inform decision-making processes. Communities have an expectation of being engaged now. Engagement is about good communication, and ranges from a phone call, flyer or letter to a participatory workshop or forum.~~

~~The importance of community engagement is reflected in two key principles of the *The Local Government Act 2009*; has an increased emphasis on community engagement. The principle based legislation applies to all local government business. It indicates that a Councils' decisions about operation and service delivery should be grounded in meaningful community engagement.~~

~~Amongst the five (5) key principles of the Act, there is an emphasis on "democratic representation, social inclusion and meaningful community engagement" and "transparent and effective processes and decision making in the public interest".~~

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## 2. SCOPE

This policy applies to all Councillors and Council employees of Etheridge Shire Council including consultants and contractors engaged by Council. The scope of this policy includes the principles underpinning Etheridge Shire Council's engagement activities; the role of Councillors and employees in engaging with the community; and the processes that Council will use to engage with the community.

### What is Community Engagement?

~~Community engagement is the process of connecting governments (in this case Etheridge Shire Council), citizens and communities on a wide range of policy, program and service issues. It can be formal or informal and operates on the premise that the best decisions are made if those involved in the outcomes are considered.~~

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## 3. POLICY STATEMENT

### 3.1. COMMUNITY ENGAGEMENT

Etheridge Shire Council recognises that community engagement is vital to the democratic process and that it contributes to building balanced, healthy communities.

Etheridge Shire Council understands community engagement contains the core elements of information, consultation and participation (in decision-making).

~~**3.1.** Etheridge Shire Council will apply the core elements of community engagement, where appropriate, to facilitate meaningful community involvement in the decision-making process.~~

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For Etheridge Shire Council, "community engagement" is any activity that enables it to respond appropriately to community issues; inform the community about proposed policies and actions; provide opportunities for the community to voice opinion on Council matters; and invite the community to assist in the shaping of Council policies and the determination of priorities that may impact on their lives.



## 3.2. GENERAL PRINCIPLES

Etheridge Shire Council is committed to undertaking comprehensive engagement with its community to facilitate a dialogue between Council and the community on key decisions and projects.

Council also recognises its obligation under the *Local Government Act 2009* to inform, consult and encourage active community participation in the decision-making processes of Council.

Council's policy on community engagement is reflected in the following principles or "statements of value" that commit Council to:

- Provide regular information to its community regarding matters of interest using a mix of methods and utilising a variety of media.
- Be inclusive and connect with those in the community who can be difficult to reach.
- Actively seek community input into decision-making processes and, in so doing, foster collaboration and partnerships with stakeholders.
- Provide timely, appropriate and meaningful opportunities to engage with the community on matters affecting them.
- Be responsive and respectful to community members who raise issues or concerns. Council will listen, and seek to understand experiences that may be different from our own.
- Follow ethical principles of conduct, making engagement processes open and accountable, identifying together the rules of engagement and reporting on outcomes.
- Demonstrate good governance by ensuring accountable, robust and transparent processes through which individuals and groups can exchange views and influence policy and/or decision making.
- Recognise the diverse range of values and interests in the community and actively pursue engagement opportunities that are tailored to intended audiences.
- Meet its legislative obligations under the *Local Government Act 2009*.

## 3.3. INTERNATIONAL ASSOCIATION FOR PUBLIC PARTICIPATION SPECTRUM

~~The International Association for Public Participation (IAP2) spectrum and the Local Government Association of Queensland community engagement principles guide the community engagement conducted by Etheridge Shire Council. also recognises that the position of the Local Government Association of Queensland is informed by the International Association for Public Participation (IAP2) which has developed the following framework:~~

~~The three five principal elements of IAP2's community engagement spectrum are:~~

- ~~1. Information: To provide the public community and key stakeholders with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions. on decisions, policies, plans and strategies.~~
- ~~2. Consultation: To obtain public feedback from the community and key stakeholders on analysis, and alternatives and/or decisions. to inform decision-making.~~

3. Involve: To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

4. Collaborate: To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.

~~3. ParticipationEmpower: To place the final decision making in the hands of the public. Responsibility for the final decision rests with Council but may, in some instances, be shared with the community and key stakeholders. It is critical that the final decision maker is predetermined and agreed in the planning process and recognised in community engagement planning. Participation is made up of several parts:~~

~~a) Involvement: To work directly with the community and key stakeholders so that their concerns/issues are consistently understood and considered.~~

~~b) Collaboration: To partner with the community and key stakeholders in each aspect of the decision process – including the development of alternatives and identification of solutions.~~

~~c) Empowerment: All final decisions rest with Council or a delegated officer of Council. Council may:~~

~~i. Adopt recommendations from the community, unchanged, if the circumstances warrant such an approach; or~~

~~ii. Authorise a community entity to proceed with a task that requires the entity to exercise a degree of decision making with matters contained within the task.~~

**3.3.3.4. EXAMPLE 4 ENGAGEMENT STRATEGIES**

**When will Council engage with Community?**

Priority will be given to engaging with the community when:

- It is a requirement under legislation or under a funding agreement;
- When Council resolves to recommend the need for community engagement;
- When the decision is likely to impact on people and the places they live and work; or
- When a Council operated event, program, service, facility, community focussed policy or plan is to be introduced, changed or discontinued, which may impact on the community.

**When will Council not engage with Community?**

There are certain situations that are not suited to community engagement and these include:

- When decisions must be made immediately;
- When decisions relate to everyday Council business operations or legislative matters and there is no scope for community views to be considered; or
- When legal or commercial and other confidentiality restrictions prevent.

**4. REPORTING AND RESPONSIBILITIES**

**Reporting**

No additional reporting is required.

**Responsibilities**

Councillors and employees play complementary roles in engaging with the community. Community engagement will Council will decide the high level strategic issues on which it will engage the community. These issues will be linked to an identified corporate plan priority or a significant emerging regional issue.

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Councillors have responsibility for engaging with their local communities and Council employees have responsibility for engaging the community in their day-to-day activities and projects.

~~Council employees are required to have an understanding of the objectives and principles of Community Engagement; the methodologies of Community Engagement and the appropriate time to use them; and the types of activities that require advice of expert professionals~~

## 5. DEFINITIONS

**Council** - Etheridge Shire Council.

**Community** - For the purpose of this policy, 'community' refers to individuals or groups associated with the Etheridge Shire's local government area, including, residents, ratepayers, business, industry, community groups and organisations, emergency services, educational institutions and church groups.

**Community engagement** - the many processes and interactions that occur between Council and the community and community groups. [What is Community Engagement?](#)  
Community engagement is the process of connecting governments (in this case Etheridge Shire Council), citizens and communities on a wide range of policy, program and service issues. It can be formal or informal and operates on the premise that the best decisions are made if those involved in the outcomes are considered.

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**Community groups** - are groups, organisations and Council advisory bodies that have community-based members and who may share common interest(s) of a location, cultural activity, language or value(s) nature. Individuals can be members of different communities of interest.

**Councillor** - includes all members elected to Council office.

**Employees** - encompass all staff including permanent full-time, part-time, contract and casuals.

[IAP2 Spectrum – The International Association of Public Participation's core structure of community engagement based 5 principles including Informing, Consulting, Involving, Collaborating and Empowering.](#)

[Policy - Etheridge Shire Council's Community Engagement Policy.](#)

**Stakeholder** - a person or group who has or feels they have an interest.

## 6. RELATED LEGISLATION, DOCUMENTS AND REFERENCES

### [Related Documents](#)

[Local Government Act 2009 \(Qld\)](#)

[Local Government Regulation 2012 \(Qld\)](#)

[Corporate Plan 2021 - 2025](#)

### [References](#)

[Department of Infrastructure, Local Government and Planning. 2017. Community Engagement Toolkit for Planning](#)

[International Association for Public Participation \(IAP2\). 2018. Spectrum of Public Participation](#)

[Local Government Association of Queensland. 2010. Community Engagement Policy Development Guide](#)

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## 7. REVIEW

It is the responsibility of the Chief Executive Officer to monitor the adequacy of this policy and implement and approve appropriate changes. This Policy will be formally reviewed every four (4) years or as required by Council.



Etheridge Shire Council

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# FOR YOUR INFORMATION

**Renee Bester**

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**From:** NWQROC <contact@nwqroc.com.au>  
**Sent:** Wednesday, 17 January 2024 8:06 PM  
**To:** Renee Bester  
**Subject:** NEWS: Local leaders welcome flood recovery funding

You don't often get email from contact@nwqroc.com.au. [Learn why this is important](#)

[View in Browser](#)



## MEDIA RELEASE

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17 JANUARY 2024



**North West Queensland welcomes much-needed flood recovery investment**

Local government leaders from across North West Queensland have welcomed priority investment for flood recovery and resilience in the region as part of the State and Federal government's \$119 million funding package announced today.

Representatives from the North West Queensland Regional Organisation of Councils (NWQROC) joined Premier Steven Miles and Federal Minister for Emergency Management Senator Murray Watt in Townsville meeting ahead of the announcement to discuss local recovery investment plans and a second stage package of \$98 million to address the councils impacted by the 2019 Monsoon flooding event.

[Watch the announcement online](#)



At the announcement today Senator Watt said: "Local governments have put in a huge effort to help their communities recover and they'll be very much involved in planning where that money is spent."



"Given the scale of the events that we saw, those councils in North West Queensland, which are represented today by their mayors, will be a very key focus in this recovery and resilience package."

"When we have these events, we want to build back better, and that's what this funding is about, so we're more prepared for the future," Senator Watt said.



Representing NWQROC, Etheridge Shire Mayor Barry Hughes said it is most welcome to see that funding priority was the North West which was seriously impacted by flooding events in 2023.

"To be able to stand here today with the support of both State and Federal government, is a huge milestone for helping rural and remote councils right across the North and North West, Mayor Hughes said.

"Councils can start to develop detailed plans and costing for building back better to avoid recurring damage to essential infrastructure and invest in our communities' health and wellbeing."

“It’s a great day when the three levels of government can come together when it comes to try to fix the impacts of these weather events. In our case across the North West councils, it dates back to the devastating monsoonal flooding in 2019.”

“NWQROC has done a great job advocating for this type of funding to be delivered. To see it come to fruition today is a great day for North West Queensland,” he said.

“Whilst we see the normal impact on roads and infrastructure, there are so many other areas that have been impacted. The communities’ resilience, health and well-being, connectivity, housing, all those things have been impacted by those massive weather events.



“Speaking with the Minister and Premier earlier on we understand this is a stage one, with further funding in the pipeline and we look forward to working closely to see that come to fruition as well.”



“We well and truly recognise that we’re just one part of Queensland that has been impacted. We are very appreciative of the type of funding that’s being delivered,” Mayor Hughes said.

NWQROC is working with the National Emergency Management Agency and Queensland Reconstruction Authority on the details on the development of priorities and program details for the second round of funding focussing on the 2019 flooding event and we look forward to announcements at the NWQROC meeting on 7-8 February in Cloncurry.

[Read the Ministerial Media Statement](#)

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