



# **CONFIRMED MINUTES**

**GENERAL MEETING OF  
ETHERIDGE SHIRE COUNCIL  
HELD AT COUNCIL CHAMBERS, GEORGETOWN  
ON THURSDAY, 28<sup>TH</sup> MARCH 2024  
COMMENCING AT 9.00AM**

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**ETHERIDGE SHIRE COUNCIL  
MINUTES OF THE GENERAL MEETING  
HELD AT COUNCIL CHAMBERS, GEORGETOWN  
ON THURSDAY 28<sup>TH</sup> MARCH 2024  
COMMENCING AT 9.00AM**

**ATTENDANCE**

Barry Hughes  
Laurell Royes  
Ian Tincknell  
Seven Ryan  
Ian Carroll

**OFFICERS PRESENT**

Mr. Ken Timms, Chief Executive Officer  
Mr. Raju Ranjit, Director of Engineering Services  
Mrs. Renee Bester, Executive Assistant

**OPEN GALLERY**

The Chief Executive Officer declared the meeting open at 9.00 am and welcomed all in attendance.

***DECLARATION OF CONFLICTS OF INTEREST***

Nil

***APOLOGIES, CONDOLENCES AND CONGRATULATIONS***

Nil

***DECLARATION OF OFFICE***

The Chief Executive Officer conducted the 'Declaration of Office' for the newly elected Mayor & Councillors in accordance with Section 169 of the Local Government Act 2009.

"I, \_\_\_\_\_, having been elected as councillor of the Etheridge Shire, declare that I will faithfully and impartially fulfil the duties of office, in accordance with the local government principles and code of conduct for councillors under the Local Government Act 2009, to the best of my judgment and ability."

Each Councillor undertook the Declaration of Office separately in front of the Chief Executive Officer, fellow Councillors and the gallery who were in attendance. Mayor Hughes welcomed and congratulated the new Councillors and welcomed the Chief Executive Officer and Council staff present, as well as the gallery in attendance.

**ADJOURNMENT**

Council adjourned the meeting for Morning Tea at 9.15am.

**RESUMPTION**

Council resumed the meeting at 9.58am.

***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”.

**CHAIR**

Following the Declaration of Office, the Mayor resumed the Chair from the Chief Executive Officer to continue with the Statutory Post Election Meeting at 10.00am.

**CONSIDERATION OF OPEN SESSION REPORTS**

**1. Appointment of Deputy Mayor**

EXECUTIVE SUMMARY

Section 175 of the Local Government Act 2009 states that the Local Government must by resolution appoint a Deputy Mayor from its Councillors (other than the Mayor) at the Statutory Post Election Meeting.

RESOLUTION

That Council:

Resolve to appoint Cr Laurell Royes as the Deputy Mayor pursuant to Section 175(2) of the Local Government Act 2009.

**MOVED:** Cr. Hughes

**SECONDED:** Cr. Ryan

**CARRIED**  
**RESOLUTION #SPEM24.03.01**  
**5/0**

**2. Public Notice of Meetings for 2024**

EXECUTIVE SUMMARY

At least once in each year, Council must publish a notice of the days and times when its ordinary meetings will be held and furthermore Council must publish this notice on the local government's website, and in other ways the local government considers appropriate in accordance with Section 254B of the Local Government Regulation 2012.

RESOLUTION

That Council:

Adopts the following meeting dates as presented for 2024 pursuant to and in accordance with Section 254B of the Local Government Regulation 2012 and furthermore Council will publish the notice of meeting dates on Council's website, in the inform newsletter and on display in the Council office.

<u>Month</u>	<u>Date</u>	<u>Venue</u>	<u>Time</u>
April	Wednesday, 24 <sup>th</sup> April 2024	Georgetown	9:00am
May	Wednesday, 15 <sup>th</sup> May 2024	Georgetown	9:00am
June	Wednesday, 19 <sup>th</sup> June 2024	Georgetown	9:00am
July	Wednesday, 17 <sup>th</sup> July 2024	Georgetown	9:00am
August	Wednesday, 14 <sup>th</sup> August 2024	Georgetown	9:00am
September	Wednesday, 18 <sup>th</sup> September 2024	Georgetown	9:00am
October	Wednesday, 16 <sup>th</sup> October 2023	Georgetown	9:00am
November	Wednesday, 20 <sup>th</sup> November 2023	Georgetown	9:00am
December	Wednesday, 11 <sup>th</sup> December 2023	Georgetown	9:00am

MOVED: Cr. Royes

SECONDED: Cr. Tincknell

CARRIED  
RESOLUTION #SPEM24.03.02  
5/0

### 3. *Councillor Remuneration 2023/24*

#### EXECUTIVE SUMMARY

Each year the Local Government Remuneration and Discipline Tribunal review the rate of pay applicable to Councillors in each category of Council. Having decided on a maximum amount of remuneration for each category before 1 December each year, the Tribunal must prepare a remuneration schedule and a report within 14 days. A copy of the schedule and report must be provided to the Minister, and the schedule must be published in the Queensland Government Gazette.

Councils must pay the maximum amount of remuneration to councillors unless, by resolution within 90 days of the gazettal of a new schedule, they decide on another amount which cannot exceed the maximum decided by the Tribunal.

#### RESOLUTION

That Council:

Resolve to accept the Local Government Remuneration and Discipline Tribunal Schedule of Rates for Councillor's remuneration effective from 1st July 2023 in accordance with Section 247 of the Local Government Act 2009 and furthermore that Council resolve to identify, that the Ordinary General Meetings and Budget (workshop) Meetings are those "identified" meetings where the presence of all councillors is expected to attend to receive the meeting fee component of the remuneration level set out in the Local Government Remuneration and Discipline Tribunal's remuneration schedule below.

Mayor	\$114,801
Deputy Mayor	\$66,231
Councillors	\$57,401

#### **Note 2**

For councillors in Category 1 councils, a base payment of \$38,266.67 is payable for the 12 months commencing 1 July 2023. A meeting fee of \$1594.44 per calendar month (or fortnightly equivalent) is payable for attendance at, and participation in, scheduled meetings of council subject to certification by the mayor and/or chief executive officer of the council. Mayors and deputy mayors in category 1 councils are to receive the full annual remuneration level shown.

MOVED: Cr. Tincknell

SECONDED: Cr. Carroll

CARRIED  
RESOLUTION #SPEM24.03.03  
5/0

### 4. *Councillor Reimbursement of Expenses and Provision of Facilities Policy*

#### EXECUTIVE SUMMARY

Section 250(1) of the Local Government Regulation 2012 states that a Local Government, must adopt by resolution an expenses reimbursement policy.

The Councillor's reimbursement of expenses and provision of facilities policy is a policy providing for the following –

- 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 councillors for that purpose

This policy ensures 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.

RESOLUTION

That Council:

Resolve to adopt the “Councillor Reimbursement of Expenses and Provision of Facilities Policy” in accordance with and pursuant to Section 250(1) of the Local Government Regulation 2012.

**MOVED:** Cr. Hughes

**SECONDED:** Cr. Royes

**CARRIED**  
**RESOLUTION #SPEM24.03.04**  
**5/0**

**5. Councillor's Code of Conduct**

EXECUTIVE SUMMARY

The Code of Conduct sets out the principles and standards of behaviour expected of Councillors and Mayors when carrying out their roles, responsibilities and obligations as elected representatives for their communities. By adhering to the behaviours set out below, Councillors will increase public confidence in Local Government and Council decisions.

Under section 150D of the Local Government Act 2009 (the Act), the Minister for Local Government must make a Code of Conduct stating the standards of behaviour for Councillors in the performance of their responsibilities as Councillors. In addition to this, the Code of Conduct may contain anything the Minister considers necessary for, or incidental to, the standards of behaviour.

Before assuming public office, Councillors must understand and commit to complying with the Local Government principles and obligations of Councillors in accordance with section 169 of the Act, as well as the standards of behaviour set out in this Code of Conduct. All Councillors are required to make a declaration of office under section 169 of the Act. As part of that declaration, Councillors must declare that they will abide by this Code of Conduct.

RECOMMENDATION

That Council:

Resolve to adopt the Councillors Code of Conduct as prepared by the Minister under Section 150D of the Local Government Act 2009 and approved under Section 239A of the Local Government Regulation 2012.

**MOVED:** Cr. Royes

**SECONDED:** Cr. Ryan

**CARRIED**  
**RESOLUTION #SPEM24.03.05**  
**5/0**

**6. Standing Orders for Council Meetings & Model Meetings Procedures**

EXECUTIVE SUMMARY

The Local Government Act 2009 prescribes that all Councils must adopt Standing Orders for Council Meetings and 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.

RESOLUTION

That Council resolve to adopt the following documents:

- Amended Standing Orders for Council meetings
- Amended Model Meeting Procedures – November 2023

**MOVED:** Cr. Carroll

**SECONDED:** Cr. Tincknell

**CARRIED**  
**RESOLUTION #SPEM24.03.06**  
**5/0**

**7. Councillor Acceptable Request Guidelines and Information Advice Guidelines**

EXECUTIVE SUMMARY

The purpose of this policy is to provide clear guidelines when a Councillor asks an employee for advice, to assist them carry out their responsibilities and when they ask the CEO to provide information, that the Council has access to, relating to Council. (S.170A)

**RESOLUTION**

That Council:

Resolve to adopt the Councillor Acceptable Requests for Information Advice Guidelines Policy in accordance with and pursuant to S.170A(7) of the Local Government Act 2009

**MOVED:** Cr. Tincknell

**SECONDED:** Cr. Royes

**CARRIED**  
**RESOLUTION #SPEM24.03.07**  
**5/0**

**8. Appointment of Chair & Deputy Chair for the Local Disaster Management Committee**

**EXECUTIVE SUMMARY**

A local government must establish a Local Disaster Management Group (a local group) for the local government's area which is in accordance with S.29 of the Disaster Management Act 2003 and furthermore the local group has the following functions for its area—  
to ensure that disaster management and disaster operations in the area are consistent with the State group's strategic policy framework for disaster management for the State;

- a) to develop effective disaster management, and regularly review and assess the disaster management;
- b) to help the local government for its area to prepare a local disaster management plan;
- c) to identify, and provide advice to the relevant district group about, support services required by the local group to facilitate disaster management and disaster operations in the area;
- d) to ensure the community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster;
- e) to manage disaster operations in the area under policies and procedures decided by the State group;
- f) to provide reports and make recommendations to the relevant district group about matters relating to disaster operations;
- g) to identify, and coordinate the use of, resources that may be used for disaster operations in the area;
- h) to establish and review communications systems in the group, and with the relevant district group and other local groups in the disaster district of the relevant district group, for use when a disaster happens;
- i) to ensure information about a disaster in the area is promptly given to the relevant district group;
- j) to perform other functions given to the group under this Act;
- k) to perform a function incidental to a function mentioned in paragraphs (a) to (k).

**RESOLUTION**

That Council:

Resolve to appoint the Mayor as the Etheridge Shire Council Local Disaster Management Group Chairperson and Cr Laurell Royes (Deputy Mayor) as the Deputy Chairperson in accordance with S.10 of the Disaster Management Regulation 2014.

**MOVED:** Cr. Hughes

**SECONDED:** Cr. Royes

**CARRIED**  
**RESOLUTION #SPEM24.03.08**  
**5/0**

**9. Council Representation on Regional Organisations and Committees**

**EXECUTIVE SUMMARY**

Council currently has membership on various organisations and committees that are aligned to Council's interests both local and regional. In the past, The Mayor and the Chief Executive Officer have been the primary attendees at these meetings along with the Deputy Mayor or another appointed Councillor depending on the membership rules.

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Council may wish to consider nominating a Councillor to attend specific organization meetings and be Councils nominated representative for that organization.

**RESOLUTION**

That Council:

1. Resolve the following nominated representatives for member organisations as listed below:

Organisation	Current Appointment
Gulf Savannah Development Ltd (GSD)	Mayor & CEO
Far North Queensland Regional Road Group (FNQRRG)	Mayor & CEO
Far North Queensland Regional Organisation of Councils (FNQROC)	Mayor & CEO
North West Queensland Regional Organisation of Councils (NWQROC)	Mayor & CEO
Western Queensland Alliance of Councils (WQAC)	Mayor & CEO
Local Government Association of Queensland (LGAQ)	No representative required. Annual conference attendees are determined by resolution prior to the conference.
District Disaster Management Group	Mayor & CEO
Local Disaster Management Group	Mayor, Deputy Mayor, CEO, DES
Cairns & Hinterland Health Services	Mayor (Member)
Gulf Savannah NRM	Mayor & Councillor
Southern Gulf Catchments	Mayor & Councillor
TTNQ	Mayor & CEO
Advance Cairns	Mayor
RDA (Regional Development Australia)	Mayor

- 2.

Committee(s)	Current Appointment
Etheridge Biosecurity Committee	Cr. Seven Ryan
Internal Audit Committee	Cr. Laurell Royes
Regional Arts Development Fund Committee	Cr. Ian Tincknell
Sustainability Destinations Committee	Cr. Ian Carroll

**MOVED:** Cr. Carroll

**SECONDED:** Cr. Royes

**CARRIED  
RESOLUTION #24.03.09  
5/0**

**GENERAL BUSINESS**

Cr Tincknell – sought advice for a resident regarding the Peace Park Memorial.

**CONCLUSION**

There being no further business the Mayor declared the meeting closed at 11.36am. These minutes will be confirmed by Council at the General Meeting held on Wednesday 24<sup>th</sup> April 2024.

*B. G. Douglas* ..... 29.1.24.  
MAYOR DATE

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