



# NOTICE OF MEETING

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**Meeting:** General Meeting

**Date:** Wednesday, 17<sup>th</sup> July 2024

**Location:** Council Chambers,  
Georgetown

**Commencing:** 9.00am

**Councillors:** Cr Hughes  
Cr Royes  
Cr Tincknell  
Cr Ryan  
Cr Carroll

## Agenda Attached

Ken Timms PSM  
CHIEF EXECUTIVE OFFICER

## **Local Government Act Qld 2009**

Section 4(2) of the *Local Government Act Qld 2009* state that the local government principles are:

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

## **Local Government Regulation 2012**

Section 254(J) Closed meetings:

- (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 one or more of the following matters –
  - a) The appointment, dismissal or discipline of a chief executive officer
  - b) Industrial matters affecting employees
  - c) The local government's budget
  - d) Rating concessions
  - e) Legal advice obtained by the Council or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government
  - f) Matters that may directly affect the health and safety of an individual or group of individuals
  - g) 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
  - h) Negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967*
  - i) A matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State
  - j) An investigation report given to the local government under chapter 5A, part 3, division 5 of the Act.
- (4) However, a local government or a committee of a local government must not resolve that a part of a local government meeting at which a decision mentioned in section 150ER(2), 150ES(3) or 150EU(2) of the Act will be considered, discussed, voted on or made to be closed.
- (5) A resolution that a local government meeting be closed must –
  - a) State the matter mentioned in subsection (3) that is to be discussed; and
  - b) Include an overview of what is to be discussed while the meeting is closed. meeting be closed must state the nature of the matters to be considered while the
  - c) meeting is closed.
- (6) A local government or a committee of a local government must not make a resolution (other than a procedural resolution) in a local government meeting, or a part of a local government meeting, that is closed.

## OPEN SESSION 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 CLOSED SESSION REPORTS
11. CONSIDERATION OF OPEN ADDENDUM REPORTS
12. CONSIDERATION OF GENERAL BUSINESS
13. CONCLUSION

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# UNCONFIRMED MINUTES

GENERAL MEETING OF  
ETHERIDGE SHIRE COUNCIL  
HELD AT COUNCIL CHAMBERS, GEORGETOWN  
ON WEDNESDAY, 19<sup>th</sup> JUNE 2024  
COMMENCING AT 9.00AM

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**ETHERIDGE SHIRE COUNCIL  
MINUTES OF THE GENERAL MEETING  
HELD AT COUNCIL CHAMBERS, GEORGETOWN  
ON WEDNESDAY, 19<sup>TH</sup> JUNE 2024  
COMMENCING AT 9.00AM**

**ATTENDANCE**

Mayor Barry Hughes  
Cr. Ian Carroll  
Cr. Laurell Royes  
Cr. Seven Ryan via Teams  
Cr. Ian Tincknell

**OFFICERS PRESENT**

Mr. Ken Timms, Chief Executive Officer  
Mr. Raju Ranjit, Director of Engineering Services  
Miss. Gemma Bethel, Administration Officer

**OPEN GALLERY**

**ATTENDANCE**

Cr Ryan entered the meeting via Teams at 9.10am

The Mayor declared the meeting open at 9.14am and welcomed all in attendance.

**DEPUTATION**

A deputation was requested by Mt Surprise Progress Association and accepted by Council.

**ATTENDANCE**

Shannon Zohl (Mt Surprise Progress Association) entered the meeting at 10.10am and left the meeting at 10.50am.

**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 Ryan**

- Declared interest in agenda item #13 Request for Special Holidays - Etheridge Shire Show
- Declared prescribed interest in agenda item #14 Tender for Sealing for KDR Projects – ESC2024-016Q

**Cr Carroll**

- Declared interest in agenda item #13 Request for Special Holidays - Etheridge Shire Show
- Declared prescribed interest in agenda item #14 Tender for Sealing for KDR Projects – ESC2024-016Q

**Cr Royes**

- Declared interest in agenda item #10 Remote Airstrip Upgrade Program Round 10 – Successful Application

***APOLOGIES, CONDOLENCES AND CONGRATULATIONS***

**Condolences:**

Council wishes to extend their condolences to the families of Gene Cox, Rod Devlin, Kerry Watson, and Rex Henry.

**Congratulations:**

Council wish to congratulate Dan & Kassie Sheahan on the birth of their daughter Charlie.

Council wish to congratulate Joe & Bekky Haase on the birth of their daughter Phoebe.

**Apologies:**

Nil

***CONSIDERATION OF MINUTES***

**1. General Meeting Minutes – Wednesday 15<sup>th</sup> May 2024**

Corrections:

Nil

**RESOLUTION**

That the Minutes of the General Council Meeting held at Georgetown on Wednesday 15<sup>th</sup> May 2024 be confirmed.

**MOVED:** Cr. Royes

**SECONDED:** Cr. Carroll

**CARRIED**  
**RESOLUTION #24.06.01**  
**5/0**

**2. Special Meeting Minutes – Wednesday 12<sup>th</sup> June 2024**

Corrections:

Nil

**RESOLUTION**

That the Minutes of the Special Meeting held at Georgetown on Wednesday 12<sup>th</sup> June 2024 be confirmed.

**MOVED:** Cr. Tincknell

**SECONDED:** Cr. Royes

**CARRIED**  
**RESOLUTION #24.06.02**  
**5/0**

***BUSINESS ARISING FROM GENERAL MINUTES***

**Cr Royes**

#24.04.10 – Strategic Plan Query

**CONSIDERATION OF OPEN SESSION REPORTS**

**Director of Corporate Services**

**1. Director of Corporate Services Briefing Report**

RESOLUTION

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

**MOVED:** Cr. Carroll

**SECONDED:** Cr. Tincknell

**CARRIED**  
**RESOLUTION #24.06.03**  
**5/0**

**2. Financial performance for the period 1<sup>st</sup> July 2023 to 31<sup>st</sup> May 2024**

EXECUTIVE SUMMARY

Eleventh month End of Month report for May 2024, 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 to Section 204 of the Local Government Regulation 2012, resolve to adopt the monthly financial report for the period ending 31<sup>st</sup> May 2024, as presented.

**MOVED:** Cr. Royes

**SECONDED:** Cr. Hughes

**CARRIED**  
**RESOLUTION #24.06.04**  
**5/0**

ATTENDANCE

Laurie Hawker entered the meeting at 9.43am

ATTENDANCE

Laurie Hawker left the meeting at 10.10am

RESOLUTION

That Council suspend all standing orders at 10.11am for deputation presentation from Shannon Zohl (Mt Surprise Progress Association).

**MOVED:** Cr. Carroll

**SECONDED:** Cr. Royes

**CARRIED**  
**RESOLUTION #24.06.05**  
**5/0**

ADJOURNMENT

Council adjourned the meeting for Morning Tea at 10.28am

RESUMPTION

Council resumed the meeting at 10.51am.

RESOLUTION

That Council resume all standing orders at 10.52am.

**MOVED:** Cr. Royes

**SECONDED:** Cr. Tincknell

**CARRIED**  
**RESOLUTION #24.06.06**  
**5/0**



**ATTENDANCE**

Laurie Hawker entered the meeting at 10.52am

**3. 2023/24 Budget Review**EXECUTIVE SUMMARY

Under s104 of the Local Government Act 2009, Council must have an annual budget as part of its suite of financial planning documents. Council's budget was adopted on 26 July 2023 and complied with the requirements of s169 of the Local Government Regulation 2012.

A review of Council's budget has been completed for the period 1 July 2023 to 30 April 2024. It is proposed that Council amend its budget to address issues that have emerged since its adoption. Section 170(3) of the Local Government Regulation 2012 allows Council to amend its budget any time before the end of the financial year.

RESOLUTION

That in accordance with s170 (3) of the Local Government Regulation 2012, Council amend its 2023/24 budget as per the attached list of proposed amendments.

**MOVED:** Cr. Tincknell

**SECONDED:** Cr. Carroll

**CARRIED**  
**RESOLUTION #24.06.07**  
**5/0**

**ATTENDANCE**

Laurie Hawker left the meeting at 11.02am

**4. Standing Orders and Meeting Procedures Policy - Adopt**EXECUTIVE SUMMARY

The purpose of this report is for council to formalise Post-Election Meeting resolution by considering to adopt the Standing Orders and Meeting Procedures Policy, reflecting the updated "Best practice example standing orders for local government and standing committee meetings" as published by the Queensland Government and updated as at March 2024, following legislative amendments to the *Local Government Act 2009*.

RESOLUTION

That Council defer the matter to the next meeting on 17<sup>th</sup> July 2024.

**MOVED:** Cr. Tincknell

**SECONDED:** Cr. Ryan

**CARRIED**  
**RESOLUTION #24.06.08**  
**5/0**

**5. Councillor Remuneration 2024/2025**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:

1. Resolve to accept the Local Government Remuneration and Discipline Tribunal Schedule of Rates for Councillor's remuneration effective from 1st July 2024 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.

	<b>Salary 1 July 23 to June 24</b>	<b>Salary July 24 to June 25</b>	<b>Difference</b>
<b>Mayor</b>	\$114,801	\$119,393	\$4,592
<b>Deputy Mayor</b>	\$66,231	\$68,880	\$2,649
<b>Councillors</b>	(see Note 2) \$57,401	(see Note 2) \$59,695	\$2,294

2. For councillors in Category 1 councils, a base payment of \$39,796.67 is payable for the 12 months commencing 1 July 2024. A meeting fee of \$1,658.00 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. Royes

**SECONDED:** Cr. Carroll

**CARRIED**  
**RESOLUTION #24.06.09**  
**5/0**

## **6. 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. Royes

**SECONDED:** Cr. Ryan

**CARRIED**  
**RESOLUTION #24.06.10**  
**5/0**

## **7. Councillor Investigation Policy**

### EXECUTIVE SUMMARY

The purpose of this report is for council to consider adopting the Councillor Investigation Policy, reflecting the updated "Queensland Government's model Example Local Government Investigation Policy – March 2024", following legislative amendments to the Local Government Act 2009 in November 2023.

### RESOLUTION

That Council adopt the 'Councillor Investigation' Policy (ESC – S017).

**MOVED:** Cr. Tincknell

**SECONDED:** Cr. Carroll

**CARRIED**

**8. Code of Conduct for Councillors Policy**EXECUTIVE SUMMARY

The purpose of this report is for council to consider repealing the Code of Conduct for Councillors Policy (C041) as it is not legislatively, or operatively, required.

RESOLUTION

That Council:

1. Repeal the Etheridge Shire Council - Code of Conduct for Councillors Policy (C041); and
2. Acknowledge the Queensland Government's 'Code of Conduct for Councillors in Queensland' that sets out the standards of behaviour for councillors in performing their functions as councillors

**MOVED:** Cr. Hughes

**SECONDED:** Cr. Ryan

**CARRIED**  
**RESOLUTION #24.06.12**  
5/0

ATTENDANCE

Raju Ranjit entered the meeting at 11.34am

**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. Royes

**CARRIED**  
**RESOLUTION #24.06.13**  
4/1

ATTENDANCE

Gemma Bethel left the meeting at 12.05pm and returned at 12.10pm.

CONFLICT OF INTEREST

Cr Royes has a declared interest with the following agenda item, however after discussion Council decided Cr Royes is able to stay in the room and vote.

**MOVED:** Cr. Tincknell

**SECONDED:** Cr. Hughes

**CARRIED**  
**RESOLUTION #24.06.14**  
4/0

**10. Remote Airstrip Upgrade Program Round 10 – Successful Application**EXECUTIVE SUMMARY

This report relates to the "Remote airstrip upgrade Program Round 10 successful application. Council is required to accept the grant agreement by 9<sup>th</sup> June 2024 on the Portal.

RESOLUTION

That Council resolve to:

1. Note and accept the grant of \$450,000 from the Australian Government (Department of Infrastructure, Transport, Regional Development, Communications and the Arts to upgrade fencing in Mount Surprise and

Einasteigh Airports and,

2. That Council allocate of \$450,000 from own source to match the funding.

**MOVED:** Cr. Tincknell

**SECONDED:** Cr. Hughes

**CARRIED**  
**RESOLUTION #24.06.15**  
**5/0**

## **11. Provision of 80km/h and 60km/h Speed Signage**

### EXECUTIVE SUMMARY

This report is about the installation of 80 km/h, 60 km/h and 50 km/h signs on the Forsayth – Einasteigh Road.

### RESOLUTION

That Council note and accept the proposal to implement the following speed signs at following speed zone length on the Forsayth – Einasteigh Road:

Forsayth Town (Entering to Forsayth)

- 80 Km/h at Ch. 3100 m
- 60 Km/m at Ch. 1900 m
- 50 Km/h at Ch. 1000 m

Einasteigh Town (Entering to Einasteigh)

- 80 Km/m at Ch. 64500 m
- 60 Km/h at Ch. 65700 m

**MOVED:** Cr. Carroll

**SECONDED:** Cr. Royes

**CARRIED**  
**RESOLUTION #24.06.16**  
**5/0**

### ADJOURNMENT

Council adjourned the meeting for Lunch at 12.40pm

### RESUMPTION

Council resumed the meeting at 1.16pm

### CONFLICT OF INTEREST

Cr Ryan and Cr Carroll both have a prescribed interest with the following agenda item and left the meeting at 1.25pm

### ATTENDANCE

Cr Carroll left the meeting at 1.25pm

Cr Ryan left the meeting at 1.25pm

## **CONSIDERATION OF CLOSED SESSION REPORTS**

## **12. Tender for Sealing for KDR Projects – ESC2024-016Q**

### RESOLUTION

That Council go into closed session at 1.23pm to discuss (g) 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 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. Tincknell

**CARRIED**  
**RESOLUTION #19.06.17**  
**3/0**

RESOLUTION

Council resolve to come out of closed session at 1.31pm.

**MOVED:** Cr. Royes

**SECONDED:** Cr. Tincknell

**CARRIED**  
**RESOLUTION #19.06.18**  
**3/0**

EXECUTIVE SUMMARY

This report relates to the consideration of tenders received for sealing for KDR project for 2023/2024 financial year.

RESOLUTION

That Council accept the tender of Fulton Hogan to seal and re seal of the following projects to the value of \$370,970 (ex GST)

S.No.	Description of works	Fulton Hogan
A	<b>New seals</b>	
1	Design and Sealing work between chainage 7.95 km to 13.47 km	\$357,343
2	Establishment and disestablishment	\$13,627
	Grand Total	\$370,970

**MOVED:** Cr. Royes

**SECONDED:** Cr. Tincknell

**CARRIED**  
**RESOLUTION #19.06.19**  
**3/0**

**ATTENDANCE**

Cr Carroll returned to the meeting at 1.32pm  
Cr Ryan returned to the meeting at 1.33pm

**CONSIDERATION OF OPEN SESSION REPORTS**

**Chief Executive Officer**

**13. Chief Executive Officers' Briefing Report**

RESOLUTION

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

**MOVED:** Cr. Tincknell

**SECONDED:** Cr. Royes

**CARRIED**  
**RESOLUTION #24.06.20**

**CONFLICT OF INTEREST**

Cr Carroll and Cr Ryan both have a declared interest with the following agenda item, however after discussion Council decided both Cr Carroll and Cr Ryan are able to stay in the room and vote.

**MOVED:** Cr. Tincknell

**SECONDED:** Cr. Royes

**CARRIED**  
**RESOLUTION #24.06.21**  
3/0

**14. Request for Special Holidays - Etheridge Shire Show Holiday**EXECUTIVE SUMMARY

Council has received correspondence from the Department of Industrial Relations seeking Council's nomination(s) for the Shire's Agricultural Show and / or Special Holidays for 2025.

Online publishing of special holiday dates occurs only after all applications from Councils have been received and approved by the Minister and published in the Queensland Government Gazette. Closing date to nominate your special holiday for 2025 is 12 July 2024.

The Special Holiday in previous years is held on the Friday prior to the Forsyth Turnout held the first weekend of August each year. Forsyth All Sports Club Inc. have confirmed their event will be held on 1st – 3rd August 2025.

RESOLUTION

That Council resolve to respond to the Office of Industrial Relations by 12th July 2024 to advise of Etheridge Shire Councils request for Friday, 1st August 2025 to be the Etheridge Shire Show Day.

**MOVED:** Cr. Tincknell

**SECONDED:** Cr. Royes

**CARRIED**  
**RESOLUTION #24.06.22**  
5/0

**15. Works 4 QLD**RESOLUTION

Council enter a submission to Works 4 QLD for assistance in the construction for Multi-Purpose Community Facilities.

**MOVED:** Cr. Carroll

**SECONDED:** Cr. Royes

**CARRIED**  
**RESOLUTION #19.06.23**  
5/0

ATTENDANCE

Raju Ranjit left the meeting at 2.32pm and returned at 2.34pm

ATTENDANCE

Cr Carroll left the meeting at 2.42pm and returned at 2.43pm

**GENERAL BUSINESS**

Cr Tincknell	River Walk fence
Cr Tincknell	Question to Ewamian/free holding land/Katter's office
Cr Tincknell	AFM
Cr Tincknell	Working further without hours
Cr Carroll	Update on community consultation prior to budget and W4Q workshops

**UNCONFIRMED MINUTES – GENERAL MEETING 19<sup>TH</sup> JUNE 2024**

Cr Carroll	Forsayth town maintenance. Confirmation of full-time employee?
Cr Carroll	Overgrown council lots, Sixth st Forsayth
Cr Carroll	CEO and Corporate Services Officer selection
Cr Carroll	First st Forsayth bitumen damage.
Cr Carroll	Etheridge River flood mitigation, removal of riverine vegetation
Cr Carroll	Damaged bitumen on access road to Charleston Dam.
Cr Carroll	Big Reef dam fence in poor state of repair.
Cr Carroll	Confirmation of current Etheridge Earth Check status and progression towards bronze level
Cr Ryan	White flood damage markers - requirement to collect following works completion? Does Council supply this?
Cr Ryan	Review & actual spend to date on Road Signage - ie road works
Cr Ryan	Incorrect emails being sent about completed Snap Send Solve - Charleston Dam road access
Cr Ryan	Street Name allocation & legal access - Eighth Street, Forsayth Lot 160 on MPH41012 ongoing issue from 2020
Cr Ryan	Strategic Proposal to change structure of Water responsibilities - Incorporate a Ranger for the Charleston Dam and include Water Treatment Plant/s, and other water infrastructure existing or planned - direct report to DES.

<b>CONCLUSION</b>
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There being no further business the Mayor declared the meeting closed at 5.04pm. These minutes will be confirmed by Council at the General Meeting held on Wednesday 17<sup>th</sup> July 2024.

Cr. Barry Hughes  
MAYOR

Business Arising						
#	Resolution	Officer	Action Taken	Progress		
<b>19th June 2024 - General Meeting</b>						
24.06.07	That in accordance with s170 (3) of the Local Government Regulation 2012, Council amend its 2023/24 budget as per the attached list of proposed amendments.	DCS	Noted	Complete		
24.06.08	That Council defer the matter to the next meeting on 17 <sup>th</sup> July 2024.	CEO	This resolution does not stand alone, however relates to the adoption of the Standing Orders and Meeting Procedures Policy. Has been included within July agenda	In progress		
24.06.09	That Council: 1. Resolve to accept the Local Government Remuneration and Discipline Tribunal Schedule of Rates for Councillor's remuneration effective from 1st July 2024 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. 2. For councillors in Category 1 councils, a base payment of \$39,796.67 is payable for the 12 months commencing 1 July 2024. A meeting fee of \$1,658.00 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.	CEO	Noted	Complete		
24.06.10	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.	CEO	Policy updated in council records	Complete		
24.06.11	That Council adopt the 'Councillor Investigation' Policy (ESC – S017).	CEO	Policy updated in council records	Complete		
24.06.12	That Council: 1. Repeal the Etheridge Shire Council - Code of Conduct for Councillors Policy (C041); and 2. Acknowledge the Queensland Government's 'Code of Conduct for Councillors in Queensland' that sets out the standards of behaviour for councillors in performing their functions as councillors	CEO	Policy updated in council records	Complete		
24.06.15	That Council resolve to: 1. Note and accept the grant of \$450,000 from the Australian Government (Department of Infrastructure, Transport, Regional Development, Communications and the Arts to upgrade fencing in Mount Surprise and Einasleigh Airports and, 2. That Council allocate of \$450,000 from own source to match the funding.	DES	Project to proceed	Complete		
24.06.16	That Council note and accept the proposal to implement the following speed signs at following speed zone length on the Forsayth – Einasleigh Road:  Forsayth Town (Entering to Forsayth) ••80 Km/h at Ch. 3100 m ••60 Km/m at Ch. 1900 m ••50 Km/h at Ch. 1000 m  Einasleigh Town (Entering to Einasleigh) ••80 Km/m at Ch. 64500 m ••60 Km/h at Ch. 65700 m	DES	Project to proceed	In progress		
24.06.19	That Council accept the tender of Fulton Hogan to seal and re seal of the following projects to the value of \$370,970 (ex GST)	DES	Order issued.	Complete		
24.06.22	That Council resolve to respond to the Office of Industrial Relations by 12th July 2024 to advise of Etheridge Shire Councils request for Friday, 1st August 2025 to be the Etheridge Shire Show Day.	CEO	Council have lodged the request for special holiday as per resolution	Complete		
24.06.23	Council enter a submission to Works 4 QLD for assistance in the construction for Multi-Purpose Community Facilities.	DES	Application submitted	Complete		
<b>Outstanding Business</b>						
<b>12th June 2024 - Special Meeting</b>						
SP24.06.03	That Council accept the tender of Fulton Hogan to seal and re seal of the following projects to the value of \$1,031,866 ( ex GST )	DES	PO Raised	Complete		
<b>15th May 2024 - General Meeting</b>						
24.05.03	Council received the update with regard to the operations undertaken by Savannah Goldfields and the Road Use Agreement.	DES	Update provided to Council. No further action at this stage.	Complete		
24.05.04	That the Minutes of the General Council Meeting held at Georgetown on Wednesday 24th April 2024 be amended to include the above information are confirmed as a true and accurate record.	CEO	Reflected in the Unconfirmed May minutes	Complete		
24.05.11	That Council resolve to advise tenderers of ESC2024-2024-011-Q that Council is no longer proceeding with the project.	DES	Tenderers advised	Complete		
24.05.12	That Council resolves to accept the quote provided by Wieland Contracting to construct six cross drainages in the Einasleigh Forsayth Road upgrade project to the value of \$ 443,046.03 Incl. GST.	DES	PO raised.	Complete		
24.05.13	Etheridge Shire Council resolve to present a letter to the Queensland Police Commissioner expressing concerns surrounding current insufficient police resources within Etheridge Shire and pending closure of Forsayth Station.	CEO	Letter prepared and presented to the Commissioner on 28th May 2024	Complete		
24.05.14	Etheridge Shire Council resolve to accept the resignation letter presented to Mayor Barry Hughes by Ken Timms (Chief Executive Officer).	CEO	Noted and recruitment process ongoing.	Complete		
<b>24th April 2024 - Genereal Meeting</b>						
24.04.10	That Council resolves that prior to accepting the strategic plan to upgrade the existing floodway as presented, that the matter be deferred to a future workshop.	DES	The strategy plan to upgrade the existing floodway will be presented after road register workshop	In progress		
24.04.12	That Council resolve to defer the above matter (review and re-adoption of the ESC - C031 – Gates and Grids Policy) to a future meeting of Council.	DES	The Policy will be presented after the road register workshop	In progress		



24.04.20	That Council resolves to accept the quote (Unit rates EX.GST) provided by Robinson Civil Construction (RCG) for the KDR Pavement rehabilitation project subject to the accommodation and meals not exceeding \$18,000. The quoted unit rates are:  1.Wirtgen W240 or W2400 2.4 m width x 300 mm depth Daily Hire (Day Rate) = \$ 3600 per day Mobilisation to and from site = 210 per hour Operator Establishment and travel = 80 per hour 2.Streumster Spreader Truck- 16 m3 or 20 m3 Day hire = \$ 1600 per day Mobilisation to and from site = 1600 per day Operator Establishment and travel = 80 per hour 3.ISO Containers and Compressor Day hire = \$ 1250 per day Mobilisation to and from site = 12621 (Lump Sum) 4.Gb Cement Delivered to site = \$ 450 per tonne  The Estimated cost for the pavement stabilisation works that will be carried out by RCG is \$ 277,019 (Ex.GST)	DES	PO will be raised before commencing the works	In progress
<b>21st February 2024</b>				
24.02.16	That Council receive the report on the Georgetown Student Hostel and instruct the CEO to present a report to strategically address issues to the next Council Meeting.	CEO	Commenced planning	In progress
<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	For budget consideration
23.11.25	That Council resolve to urgently seek costings for the erection of perimeter fence and remedial work at the Lynd Medical Centre.	DES	Quotes are being sought and land tenure being secured	For budget consideration
<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 (352OL454) 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



## ACTING DIRECTOR OF CORPORATE SERVICES

**GENERAL MEETING:** July 2024

Mayor and Councillors  
Etheridge Shire Council  
PO Box 12  
Georgetown, QLD 4871

Councillors

I present my report for the period of: June 2024

### **Access to Easement-Road Openings-Ewamian People**

Waiting on further advice from the Department of Transport and Main Roads in relation to conditions (if any) which may be imposed in respect of the intersection of the roads with the Gulf Developmental Road.

### **Depot Operations-L28-30 on SP 217469-Reed Fisher**

Council's Consulting Town Planner is continuing to monitor compliance with conditions of the original Development Application. A number of photographs have been provided to Liz Taylor which show a significant improvement to the amenity of the site.

### **Council Facility Keyless Entry System**

Ongoing- Council's IT Manager Jason Karsten is lead on this project. Jason has been communicating regularly with the technicians to ensure the transition to operational is as smooth and efficient as possible.

Spacetoco is currently in the process of writing the software to create the link with Council's server network.

Jason's further input into the project has now been requested by Spacetoco which he will provide in coming days.

### **Housing Infrastructure Grant-Affordable Housing**

Council and State have come to terms with requirements of the documentation to secure the Grant. The State has backed away from it's hardline approach to securing a Mortgage over Council's entire Project.

Documents for execution are now being prepared by the Department of Housing and will be forwarded to Council in the short term.

### **24-25 Budget**

The Finance Section is presently preparing documents for the Budget Workshop to be held on 11<sup>th</sup> July.

The Budget Meeting is scheduled for 24<sup>th</sup> July.

I am currently on-site in Georgetown and will be out of the office from Friday July 12<sup>th</sup>. I will provide periodic support from my home office in Highfields until appointment of the new Director of Corporate Services is made in the coming weeks.

Regards

Neil J. Crotty  
Acting Director of Corporate Services



**General Meeting**      **17th July 2024**

<b>Subject</b>	Fourth Quarter 2023/24 Operational Plan Progress Report
<b>Classification</b>	Open
<b>Author</b>	Ken Timms

EXECUTIVE SUMMARY

In accordance with s174(3) of the Local Government Regulation 2012, tabled for Council’s reception is the Chief Executive Officer’s fourth quarter (1<sup>st</sup> April – 30<sup>th</sup> June 2024) progress report on implementing Council’s 2023/24 Operational Plan.

RECOMMENDATION

That Council receive the fourth 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

LEGAL CONSIDERATIONS

S174(3) Local Government Regulation 2012 – Quarterly review of Council’s operational plan is a legislative requirement.

POLICY IMPLICATIONS

Nil

CONSULTATION

Please consult Council’s Community Engagement Policy in conjunction with the IAP2 Spectrum for guidance.

Consultation	Tick	Policy Consideration	Action
<b>No consultation required</b>	<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Inform</b>	<input checked="" type="checkbox"/>		
<b>Consult</b>	<input type="checkbox"/>		
<b>Involve</b>	<input type="checkbox"/>		

<b>Collaborate</b>	<input type="checkbox"/>		
<b>Empower</b>	<input type="checkbox"/>		

**RISK ASSESSMENT**

Risk Assessment Outcome: L1

<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:**

<b>Renee Bester</b>	Ken Timms PSM
<b>Date: 11<sup>th</sup> July 2024</b>	Date: 11 <sup>th</sup> July 2024

**ATTACHMENTS**

Include attachments such as:

- Fourth Quarter Operational Plan



# 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.

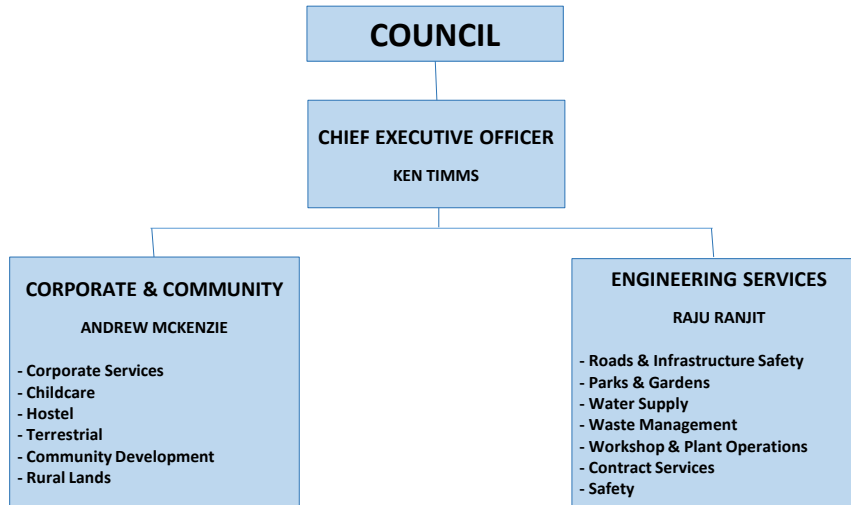
Council has developed its 2023/24 Operational Plan in conjunction with its Annual Budget. It has also been heavily influenced by other key strategic planning documents, such as:-

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





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

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

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter	3rd Quarter	4th 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	Completed road register and will be presented in workshop in due course	Completed road register and will be presented in workshop in due course
	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	Road data have been collected and analysis in progress	Road data have been collected and analysis 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	Works have been carried out as per Asset Management Plan and available budget	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	Works have been carried out as per Asset Management Plan and available budget	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.	A 10 year floodways upgrade program has been developed and waiting for council's approval. Box culvert construction in Queenslander Creek in tender stage. Waiting for funding application outcomes for Gilbert river box culvert project.	A 10 year floodways upgrade program has been developed and waiting for council's approval. Box culvert construction in Queenslander Creek in tender stage. Waiting for funding application outcomes for Gilbert river box culvert project.
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	Depreciation charged in line with AMP and indexed valuation	Depreciation charged in line with AMP
	DES	Implement capital programs on Towns Streets	Mar-24	Program implemented	Pending arrival of new DES	Preparation of 10 year works programs in progress.	Preparation of 10 year works programs in progress.	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.	Preparation of 10 year works programs in progress.	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.	A 10 year floodways upgrade program has been developed and waiting for council's approval. Box culvert construction in Queenslander Creek in tender stage. Waiting for funding application outcomes for Gilbert river box culvert project.	A 10 year floodways upgrade program has been developed and waiting for council's approval. Box culvert construction in Queenslander Creek in tender stage. Waiting for funding application outcomes for Gilbert river box culvert project.
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	Capurting date for the Jan/Feb 2024 event is in progress	Capurting date for the Jan/Feb 2024 event is 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	Attending monthly FNQRRTG meeting	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	3rd Quarter	4th 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.	Has been scheduled to complete the RMPC and NDRRA works within the 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	Attending monthly FNQ RRTG meeting	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	Completed	Completed
Continue to lobby to raise the national profile of the Georgetown to Forsyth, 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	Works are on track to finish within time frame.	Works are on track to finish within time frame.

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

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
An asset management strategy to support the monitoring, maintenance, replacement and enhancement of Council's airports and airfield assets.	DES	Implement maintenance programs for airports	Mar-24	Annual maintenance program implemented	Pending arrival of new DES	Organising inspections as per CASA's requirement through FNQROC	Inspection schedule has been established	Inspection schedule has been established
	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	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	Organising for inspection from qualified airport inspectors	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	Attendance at FNQRRTG regional meetings	Attendance at FNQRRTG regional meetings
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	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	3rd Quarter	4th 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	10 year AC main replacment program completed and will be submitted in April Council meeting	10 year AC main replacment program completed and will be submitted in April Council meeting
	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	Received a proposal for the condition assessment	Received a proposal for the condition 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	Policy review is in progress	Policy review is in progress
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	Depreciation charged in line with AMP and indexed valuation	Depreciation charged in line with AMP
	DES	Implement Capital programs for the water networks	Mar-24	Program developed and implemented	Pending arrival of new DES	Work in progress	Work in progress	Work in progress
	DES	Improvement of the Water Treatment Plants at Georgetown and Forsyth	Dec-22	Upgrade Forsyth WTP operations	Pending arrival of new DES	Investigating for efficient for water treatment plant system	Received a proposal for the condition assessment	Received a proposal for the condition assessment
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.	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.	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.	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	3rd Quarter	4th Quarter
An asset management strategy to support the monitoring, maintenance, replacement and enhancement of Council's collection and waste management facilities throughout shire	DES	Implement waste collection 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 Forsyth.	Proposal for waste collection and disposal is being dealt with under a pilot program at Forsyth.	Transfer station in Forsyth is in construction phase.	Transfer station in Forsyth is in construction phase.
	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	Depreciation charged in line with AMP and indexed valuation	Depreciation charged in line with AMP
	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	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	Planned for Q4 during EHO visit	Scheduled prior to Jan25

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

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter	3rd Quarter	4th 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 discussions with SGNRM	Chair has activated positive action
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.	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	Planned for next EHO visit	Scheduled prior to Jan 25

**Strategic Outcome: An Energy Efficient Shire**

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter	3rd Quarter	4th 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.	Current status has been recorded and set as a benchmark. Also awaiting outcome from biannual review.	Current status has been recorded and set as a benchmark. Also awaiting outcome from 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.	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	3rd Quarter	4th 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.	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	3rd Quarter	4th 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.	Applications and enquiries are processed on receipt	Processed as required
	DCS	Review and update planning scheme	May-24	Plan review and presented to Council	Not commenced	Not commenced	Not commenced	Complete by Dec 2024
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.	Ongoing	Ongoing
	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	Depreciation charged in line with AMP and indexed valuation	Depreciation charged in line with AMP
Advocating for the release of State Land for future development across the shire	CEO	Promote residential, rural residential and industrial subdivisions throughout shire as land become available and demand increases.	Monthly	Successful media campaign held	Pending land availability.	Pending land availability. Development of the industrial Estate is under way.	Pending land availability. Development of the industrial Estate is under way.	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	3rd Quarter	4th 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	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.	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	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	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	Options under development for Council's review	Complete by Dec 2024
	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	Policy adopted by Council July 2023	Policy Adopted by Council 2023
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.	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	3rd Quarter	4th 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	Development of 10 year works program is in progress	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	Public conveniences are maintained	Public Facilities are maintained
	DCS	Maintain the Shire's Cemeteries.	Monthly	Facilities meet expectations	Cemeteries are maintained	Cemeteries are maintained	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	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	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.	CEO and Mayor attend and advocate at these meetings.	CEO and Mayor attend and advocate at these meetings.
Enhance and improve the aesthetics of each town.	DES	Review and implement Georgetown beautification plan	Mar-24	Project approved and underway	Not yet commenced	Consulting with Main Road in progress	Additional footpath work in Georgetown is in progress	Additional footpath work in Georgetown is in progress
	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	Work in progress as per available budget	Work in progress as per available budget

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.	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 FNQROC & NWQROC regional meetings	CEO and Mayor attend and advocate at these meetings.	CEO and Mayor attend and advocate at these 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	3rd Quarter	4th 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	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 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.	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	Management Contract to be reviewed Q4	To be reviewed Sept/Oct 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	Not commenced	Ongoing in consultation
	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	Options under development for Council's review	Ongoing in consultation
	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	Options under development for Council's review	Ongoing Consultation- Etheridge Cares
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.	Lending approved. Project advancing	Project advancing
	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	Aged Care Advisory Committee continues to meet to review community's needs and service levels	Aged Care Advisory Committee-Review
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.	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	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.	CEO and Mayor regularly attend these meetings.	CEO and Mayor regularly attend these meetings.

**Strategic Outcome: A Culturally Aware Community**

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Review and update the comprehensive asset management strategy to support the monitoring, maintenance, replacement and enhancement of Council's social infrastructure	DCS	Develop and implement a comprehensive, sustainable and funded, 10-year Capital Works Program for Social Infrastructure	Jun-24	Program developed and implemented	Not commenced	Not commenced	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	Library operations under review	Ongoing-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	RADF program continues. Art & Culture Development Plan under development	RADF Program continues
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	Community assistance provided per Council's Policies and funding decisions. CDEO continues to support community organisations	CDEO provides support to Community
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	Community assistance provided per Council's Policies and funding decisions. CDEO continues to support community organisations	CDEO provides support to Community

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

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Improve co-operation and communication with relevant stakeholders and all levels of government in the strategic planning of future community infrastructure.	DCS	Develop and maintain a current advocacy plan for the provision of telecommunication services, telemetry and media.	Jan-24	Plan is developed and Implemented	Advocacy network in place. Plan under consideration / development	Advocacy network in place. Plan under consideration / development	Plan is developed and implemented	Plan is developed and implemented
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)	Fully operational	Fully operational
	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.	Preferred entity must establish contact by October 31st or Council's offer lapses	New approach made to 4KZ

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

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

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter	3rd Quarter	4th 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	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	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	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	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	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	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	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.	Not yet commenced.	Not yet commenced.

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

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter	3rd Quarter	4th 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	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)	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	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	3rd Quarter	4th Quarter
Ensure the transparency of Council's financial operations and performance and promote awareness within the community of Council's financial management and other strategies.	DCS	Review and implement strategies for an efficient operation of Council administration and finances sections	Nov-23	Number of issues raised	Ongoing	Ongoing	Ongoing	Ongoing
	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	InfoXpert training carried out	InfoXpert Training carried out
	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	Mead Perry engaged to undertake Rate modelling and workshop Q1 & Q2 2024	Mead Perry provided Rate Modelling
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	Ongoing review of processes and procedures	Ongoing review of processes and procedures
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	Significant overhaul of Stores operations in Q2 & Q3 2023. Ongoing review and refinement over balance of financial year	Ongoing review
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	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	Works programmes will be updated in the Council web site and will be monthly updated.	Works programmes will be updated in the Council web site and will be monthly updated.
Maintain a profitable fleet business and	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	Fleet AMP will be reviewed soon	Fleet AMP will be reviewed soon

manage contractor hire arrangements.	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	Contractor's performance will be checked quarterly from Jan. 2024	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	11 year plant replacement program has been developed	11 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	3rd Quarter	4th 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	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	InfoXpert training completed	InfoXpert training completed

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

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter	3rd Quarter	4th 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	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	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	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	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	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**

Strategies	Officer	Actions	Comp Date	KPI	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
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.	Seeking additional river gauges for the Etheridge River. Funding application submitted.	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.	Working with RPA and State to undertake same.	Working with RPA and State to undertake same.





## DIRECTOR OF ENGINEERING SERVICES – BRIEFING REPORT

**GENERAL MEETING:** July 2024

Mayor and Councillors  
Etheridge Shire Council  
PO Box 12  
Georgetown, QLD 4871

Councillors,

I present my report for the period of: May 2024

### 1. Transport Main Roads

- Permanent electronic road closure sign for Lynd Roadhouse that can be changed via 4G/5G networks and will be funded by the TMR.
- Log Creek and Somerset Creek funding has been sourced for electronic warning signs. TMR is working on it.
- Council received an approval of speed limit change to 50 Kmph in Saint George Street and has been installed .

### 2. Grants (LRCIP Round 3)

- Forsayth Transfer Station Construction project – Completed
- Drainage works in Einasleigh – Completed
- Improving drainage – sports centre – completed
- Resealing on Forsayth Einasleigh – Completed
- Drainage works in Forsayth - Completed
- Resealing in car park – Terrestrial centre – Completed
- Road works on Forsayth Einasleigh Road - Completed



Photo 1\_ Facing East  
North (General view)



Photo2 – Facing West ( Seal works )



Photo 3 – Bin Concrete slab and sealed section

### 3. Works 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 – Footpath work completed - Completed
- Additional structures for spectator safety and comfort shelter and shade - hip roof on north and south edges of sport play areas. – Contract has been awarded for design and preparation of construction drawing for the roof extension work. Material has been ordered and will be installed in 2024/2025
- Drainage works in Einasleigh – Completed
- Telemetry system – Completed
- Rural Addressing - Completed
- Forsayth Cemetery Completed

### 4. Passenger Transport Infrastructure Investment Program (PTIIP)

- Bus stop in Mount Surprise – has been scheduled to install in July 2024

### 5. Heavy Vehicle Safety Productivity Program (HVSPP)

- Georgetown washdown bay – Concrete works completed and other activities in progress ( 85 % Completed )



Photo 4 – Facing west



Photo 5 – Facing west south





Photo 6 – Facing west to effluent collection unit

#### 6. **Bridge Renewal Program**

- Queenslander Creek Box culvert, Forsayth – In tender stage.
- Application for the Gilbert River / Greens Road had been lodged and waiting for results.

#### 7. **Transport Infrastructure Development Scheme**

- Forsayth – Einasleigh Road – 900 mm sealed, and other 2 km will be sealed by 19<sup>th</sup> July
- All the TIDS funding has been used.
- Extracting gravel from Road reserve on Forsayth Einasleigh Road



Photo 7 – Facing west)

## 8. Rural Addressing

- All completed except Iona Road (Rungalla national Park). This will be installed in 3<sup>rd</sup> week of July 2024.

## 9. Council Own Source

Replacement of 1650 mm diameter pipe (Council + RTR) – Completed.  
Construction of Concrete flood way at chainage 16.833 km on Agate Creek Road -Completed (Council + RTR )  
Replacement of 1050 mm diameter pipe on Rosela plane - Completed.  
Installation of standpipe in Georgetown land fill - Completed.

## 10. State of Queensland Affordable Housing Project

The Work Progress of the ILH ( Independent Living Houses ) Project is as follows:

- Foundation works in progress
- After relocation of the existing water mains, the road 1 can be completed.
- All the roads will be completed up to the subbase level.
- Road base course will be completed after kerbing line is constructed.

### Staff Housing

- Civil design is in progress

## 11. Remote airstrip upgrade program round 10

Tender stage

## 12. Grant application

- North Queensland Resilience funding - application lodged on 26/6/2024 for \$ 4.5million (Georgetown Coordination Centre, Housing project and Gilbert River bridge upgrade contribution )
- Works for Queensland 2024-2028 - application lodged on 3/7/2024 for \$1.58 m (Multipurpose Community Facility in Mount surprise )

## 13. Remote airstrip upgrade Program Round 10

- Preparation of Tender documents - in progress.

## 14. Roads To Recovery

Resealing works on :  
Third Street – Completed  
Halden Street – Completed  
High Street – Completed  
Low Street – Completed  
Short Street - Completed  
South Street - Completed  
St George Street - Completed

Oak Park Road -Completed  
Cox lane - Completed  
Garnet lane - Complete  
Asphalt work in Big Joe Bridge - Completed

## 15. Charleston Dam

- Weekly inspection in progress

## 16. Calendar of Event

### Previous Month

3.6.024 – Manager’s meeting  
3.6.024 – Executive Management Team Meeting  
4.6.024 – Asset evaluation meeting via MS Team  
5.6.024 – Etheridge Rehabilitation meeting with via MS Team  
7.6.024- Jasper Recovery Coordination Meeting – MS Team  
10.6.024- Catch up meeting with RRTG coordinator, Cairns  
11.6.024 – DRFA Monthly Management meeting, Georgetown  
12.6.024 – Special Council meeting  
13.6.024 – TIDS meeting  
17.6.024 – Managers meeting, Georgetown  
18.6.024 – LDMG Exercise & Meeting, Georgetown  
19.6.024- General Council Meeting  
20.6.024 – Meeting with LGA re: Section 143 for Gravel pits via MS Teams  
20.6.024 – Budget Meeting  
21.6.024 -Information session – Local Government Grants and Subsidies Program 2024-2028 , via MS Teams  
24.6.024 – FNQ Resilience Grant application meeting with CEO and Mayor  
25.6.024 – Environmental Compliance in Regional Queensland – FNQ background discussion via MS Teams  
26.6.024 – QTC Managing Assets and Procurement in the public sector – Croydon  
28.6.024 – Meeting with CEO re: staff matter  
28.6.024 – Project Engineer Interview  
28.6.024 – Safer Local Roads and Infrastructure Program Webinar  
28.6.024 – Meeting re : ESC boundary  
28.6.024 – Meeting with Local Government re: grant application

### Next Month

- 12.8.024 - Managers meeting
- 12.8.024 – Supervisor’s meeting
- 14.8.024 – Council meeting
- 26.8.024- Manager’s meeting
- 26.8.024 – Supervisor’s meeting

Regards

Raju Ranjit  
Director of Engineering Services

Attachment: WIP ( Capital Work in Progress spreadsheet )

Capital - Projects - 2023/2024																			
S.No	Job Number	Project Description	Project title	Approved Budget	Funding source									Total Project cost or available funds	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)
					W4Q4	Council own fund	LRICIP2	LRICIP3	LRICIP4	RTR	TIDS	BRP / HVSP	Recovery and Resilience						
				Approved budget															
1	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	\$ 700,000.00	400,000.00								\$700,000	\$366,670	52.38%	DES	C Completed	🟢	
2	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	\$152,439	270,000.00								\$270,000	\$228,828	84.75%	DES	Materials have been ordered	🟢	
3	3411-4500-0003	Improved drainage to main street in Einasleigh - near hotel	Construction of spoon drain (200 m lojg x 700 mm wide ), upgrade of one existing pipe culvert - Einasleigh	\$ 213,088.00	140,000.00		\$ 110,000.00						\$ 250,000.00	\$213,088	85.24%	DES		🟢	
4	3411-4500-0004	Water reticulation system for Forsayth and Georgetown	Water reticulation telemetry	\$100,000	100,000.00								\$ 100,400.00	\$100,400	100.40%	DES	5.12.2023- Purchase order has been issued.29.12.2023 works in progress	🟢	
5	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	\$ 43,139.11	43.14%	DES	5.12.2023 Work in progress	🟡	
6	3411-4500-0006	Fence to create security and aesthetics along side of the approach to the new Charleston Dam.	Forsayth Cemetery Fence		40,000.00								\$ 40,000.00	\$ 40,873.96	102.18%	DES		🟢	
		<b>Total</b>			1,050,000.00								\$1,460,400	992,999.75					
7	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***										\$ 500,000.00	\$500,000	100.00%	DES	Project completed on 2/11/2023	🟢	
		<b>Total</b>											\$ 500,000.00	\$500,000					
7	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***				\$ 45,602.00						\$ 45,602.00	\$45,602	100.00%	DES	Project completed on 2/11/2023	🟢	
8	3620-4500-0001	Construction of a new transfer station and close the old landfill site at Forsayth, 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.	Forsayth Transfer Station				\$ 500,000.00						\$ 500,000.00	\$ 518,987.56	103.80%	DES	Completed on 27 June 2024.	🟢	
9	3620-4500-0003	Reseal on the Forsayth Einasleigh Road between chainage 1	Reseal Forsayth Einasleigh Road				\$ 400,000.00						\$ 400,000.00	\$ 399,739.30	99.93%	DES	completed	🟢	
10	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	\$ 40,000.00						\$ 722,888.00	\$ 6,024.00	0.83%	DES		🟡	
11	3620-4500-0005	Construction of storm water drainage ( 150 m x 450 mm diameter blackmix pipe ) - Forsayth	Construction of storm water drainage ( 150 m x 450 mm diameter blackmix pipe ) - Forsayth				\$ 240,000.00						\$ 240,000.00	\$ 238,470.19	99.36%	DES	Completed	🟢	
12	3620-4500-0006	Re sealing work ( 1095 m x 6 m ) in Baroota Street in Einasleigh	Re sealing work ( 1095 m x 6 m ) in Baroota Street in Einasleigh				\$ 52,000.00						\$ 52,000.00	\$ 46,507.86	89.44%	DES	Job completed but not paid yet	🟢	
13	3620-4500-0007	Re sealing work ( 25 m x30 m ) in Terrestrial centre car park	Re sealing work ( 25 m x30 m ) in Terrestrial centre car park , Georgetown				40000						40000	7558.88	0.188972	DES	sealing work done on 24/4/2024	🟢	
		<b>Total</b>					1,427,602.00						\$ -	1,262,889.79					
14	4020-4500-0001	Reseal of the road between chainage 8.7 – 16.4km	Forsayth Einasleigh Road			\$ 286,549.00							\$ 413,935.54	\$413,936	144.46%	DES	10.11.2023 Job completed in 2022/2023	🟢	
15	4091-4501-0001	Reseal of the runway, taxiway and apron	Georgetown Aerodrome			\$ 240,000.00							\$ 137,341.00	\$137,341	57.23%	DES	10.11.2023 Job completed	🟢	
		<b>Total</b>				526,549.00								551,276.54					
17	4020-4530-0002	Forsayth - Einasleigh Road ( 27.77 km to 30.07 km ) upgrade unsealed road	Forsayth - Einasleigh Road ( 27.767 km to 30.07 km ) upgrade unsealed road	\$ 450,000.00			\$ 89,510.00			\$ 377,630.00			\$ 844,770.00	\$ 1,059,625.00	125.43%	DES	Including committed amount	🟡	
18	4020-4530-0002	Forsayth - Einasleigh Road (30.07 km to 32.37 km ) upgrade unsealed road	Forsayth - Einasleigh Road (30.07 km to 32.267 km ) upgrade unsealed road						\$ 444,229.00	\$ 497,089.00			\$ 994,178.00	\$ 1,010,853.00	101.68%	DES	Including committed amount	🟡	
19	4020-4530-0002	Forsayth - Einasleigh Road (32.37 km to 34.37 km ) upgrade unsealed road	Forsayth - Einasleigh Road (32.267 km to 36.267 km ) upgrade unsealed road							\$ -			\$ -	\$ 1,116,759.00	#DIV/0!	DES	Work in progress	🟡	
20	4020-4530-0002	Forsayth - Einasleigh Road (34.37 km to 36.37 km ) upgrade unsealed road	Forsayth - Einasleigh Road (36.267-37.10 km ) upgrade unsealed road							\$ 634,711.00			\$ 1,269,422.00	\$ 262,135.82	20.65%	DES	Work in progress	🟡	
22	4012-4500-0001	First Street Forsayth Drainage (Survey+Design)	First Street Forsayth Drainage (Survey+Design)	\$ 50,000.00									\$ 10,718.90	\$ 10,718.90	100.00%	DES	Design completed	🟢	



**General Meeting**      **17th July 2024**

<b>Subject</b>	Removal of Amberlee Road
<b>Classification</b>	Open
<b>Author</b>	Raju Ranjit – Director of Engineering Services

**EXECUTIVE SUMMARY**

Council has been contacted by owner of the Tonks Camp (527 Forst Home Road ) , seeking Council’s consent, to delete the name Amberlee Road from the Etheridge Shire Council Road Register permanently.

**RECOMMENDATION**

That

1. Council informs the applicant that Council offers no objection to the proposal to delete the Amberlee Road permanently.
2. Council authorise Engineering department to take the Amberlee Road off the ESC Road register

**BACKGROUND**

According to applicant, the access road to the Tonks Camp from the Forest Home Road is private access and several tourists with caravan come and search the Tonks Camp to camp at the property. The Tonks Camp is the private free hold property with no council road to the property.

**LINK TO CORPORATE PLAN**

Corporate Aim no 3 : A diversified economic development ensures a prosperous Shire .

**BUDGET & RESOURCE CONSIDERATIONS**

Required minimum budget to delete the name from the ESC road register.

**LEGAL CONSIDERATIONS**

Local Government Act 2009. The identified road is Shire Road. Council is the road authority, so any proposal to close roads must be “approved by Council “. As noted above, members of the public can lawfully travel along the gazetted roads. Closing the gazetted road will remove the currently lawful entry points into the any properties along the road,

**POLICY IMPLICATIONS**

The recommendation is consistent with Council’s Maintain, Unmaintained and Unformed Roads Policy

**CONSULTATION**

A review of our road network reveals the roads the subject of this application serves no practical purpose to Council. They are formed road and the road corridor area can be sold in reasonable price to the applicant.

<b>Consultation</b>	<b>Tick</b>	<b>Policy Consideration</b>	<b>Action</b>
<b>No consultation required</b>	<input type="checkbox"/>	N/A	Consulted with relevant staff
<b>Inform</b>	<input checked="" type="checkbox"/>		
<b>Consult</b>	<input type="checkbox"/>		
<b>Involve</b>	<input type="checkbox"/>		
<b>Collaborate</b>	<input type="checkbox"/>		
<b>Empower</b>	<input type="checkbox"/>		

**RISK ASSESSMENT**

Risk Assessment Outcome: Low

<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:**

**Raju Ranjit**

Ken Timms

**Date: 3/7/2024**

Date: 3/07/2024

ATTACHMENTS

1. Email
2. Road Map

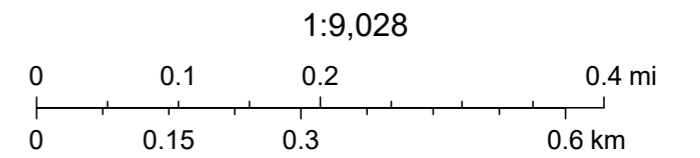


# Etheridge Shire Council



03/07/2024, 7:53:16 pm

QLD Globe Imagery ■ Blue: Band\_3 — 5B  
■ Red: Band\_1 Road Centreline  
■ Green: Band\_2 — 5A



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**General Meeting**      **17th July 2024**

<b>Subject</b>	Closure of a segment of Carnes Road
<b>Classification</b>	Open
<b>Author</b>	Raju Ranjit – Director of Engineering Services

## EXECUTIVE SUMMARY

Council has been contacted by a Paddy's road resident, seeking Council's consent, to close a segment of the Carnes Road.

## RECOMMENDATION

That

1. Council inform the applicant that Council offers no objection to the proposal to close a segment of the Carnes Road from chainage 24.40 km to the intersection of the Paddy's road permanently.
2. Council authorise the Engineering Department to take the segment of the Carnes Road from chainage 24+40 km to the Intersection of the Paddy's road.

---

## BACKGROUND

According to applicant, the access road from the intersection of the Paddy's Road and the Carnes Road to the Chainage 24+40 km (Malacura station home stead) is private track. The segment of the road does not have any benefit to the landowner at all and seeking Council's consent to close off the segment.

## LINK TO CORPORATE PLAN

Corporate Aim no 3 : A diversified economic development ensures a prosperous Shire .

## BUDGET & RESOURCE CONSIDERATIONS

Requires a minimum budget to delete the segment of the Carnes Road from the ESC road register.

## LEGAL CONSIDERATIONS

Local Government Act 2009. The identified road is Shire Road. Council is the road authority, so any proposal to close roads must be "approved by Council ". As noted above, members of the public can lawfully travel along the gazetted roads. Closing the gazetted road will remove the currently lawful entry points into the any properties along the road,

## POLICY IMPLICATIONS

The recommendation is consistent with Council's Maintain, Unmaintained and Unformed Roads Policy



**CONSULTATION**

A review of our road network reveal the roads the subject of this application serve no practical purpose to Council . They are formed road and the road corridor area can be sold in reasonable price to the applicant .

Consultation	Tick	Policy Consideration	Action
No consultation required	<input type="checkbox"/>	N/A	Consulted with relevant staff
Inform	<input checked="" type="checkbox"/>		
Consult	<input type="checkbox"/>		
Involve	<input type="checkbox"/>		
Collaborate	<input type="checkbox"/>		
Empower	<input type="checkbox"/>		

**RISK ASSESSMENT**

Risk Assessment Outcome: Low

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

**Report Prepared By:**

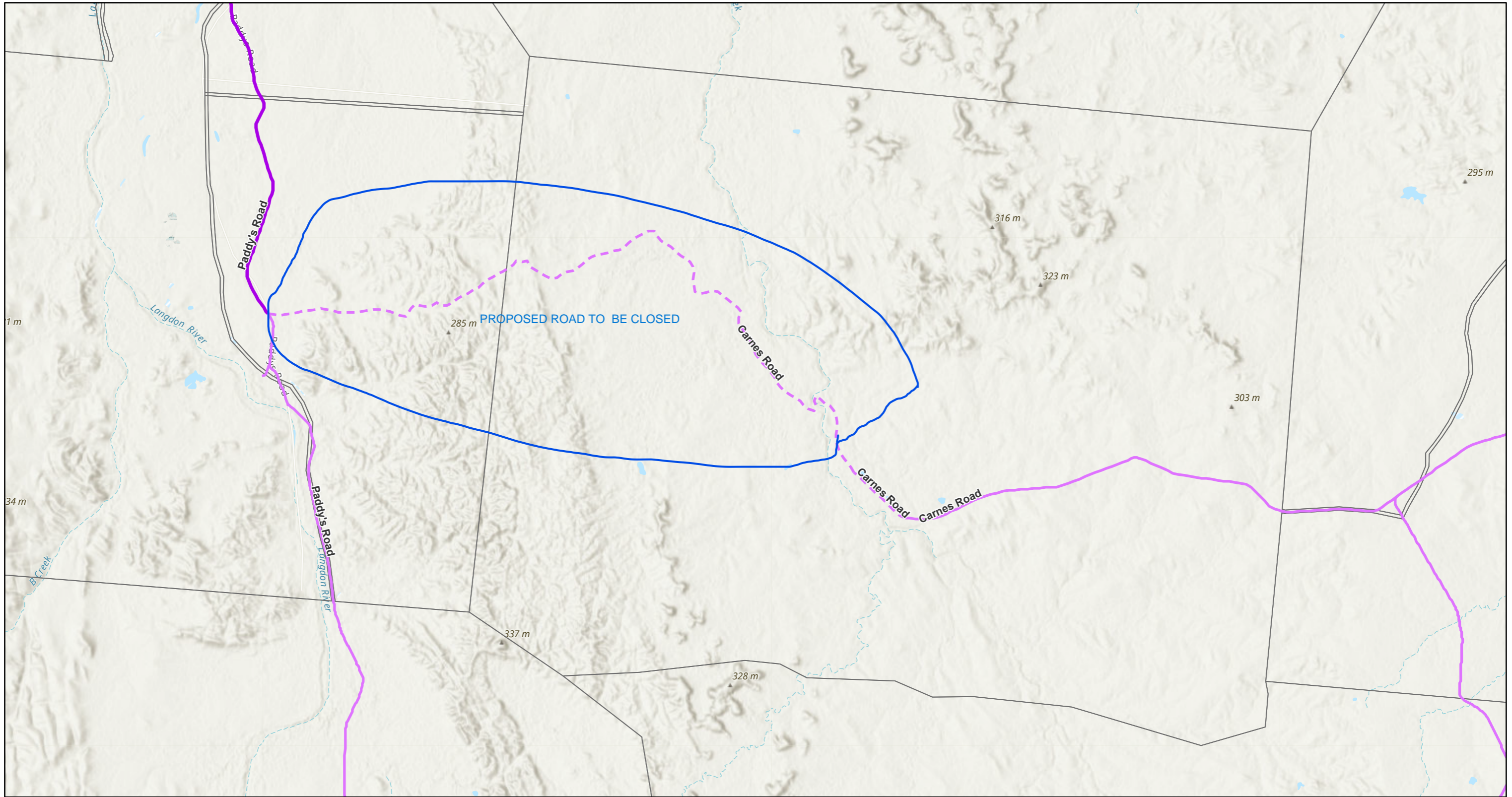
**Report Authorised By:**

<b>Raju Ranjit</b>	Ken Timms PSM
<b>Date:8/7/2024</b>	Date: 08/07/2024

**ATTACHMENTS**

1. Applicant’s email
2. Carnes Road Map
3. Carnes Road Map 1
4. Carnes Road Map 2

# Etheridge Shire Council



02/07/2024, 4:22:47 pm

Road Centrelines — 5B — LGA  
— 5A — 5C — DCDB (May 2024)

1:72,224

0 0.75 1.5 3 mi  
0 1.25 2.5 5 km

Department of Resources, DESI, Esri, TomTom, Garmin, Foursquare, METI/NASA, USGS, © State of Queensland (Department of Resources) 2022, Esri, Geoscience Australia, NASA, NGA, USGS



# Etheridge Shire Council



08/07/2024, 2:36:21 pm

World Imagery

Low Resolution 15m Imagery

High Resolution 60cm Imagery

High Resolution 30cm Imagery

Citations

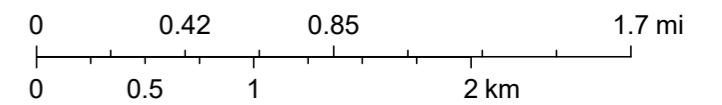
9.6m Resolution Metadata

Road Centreline

5B

5C

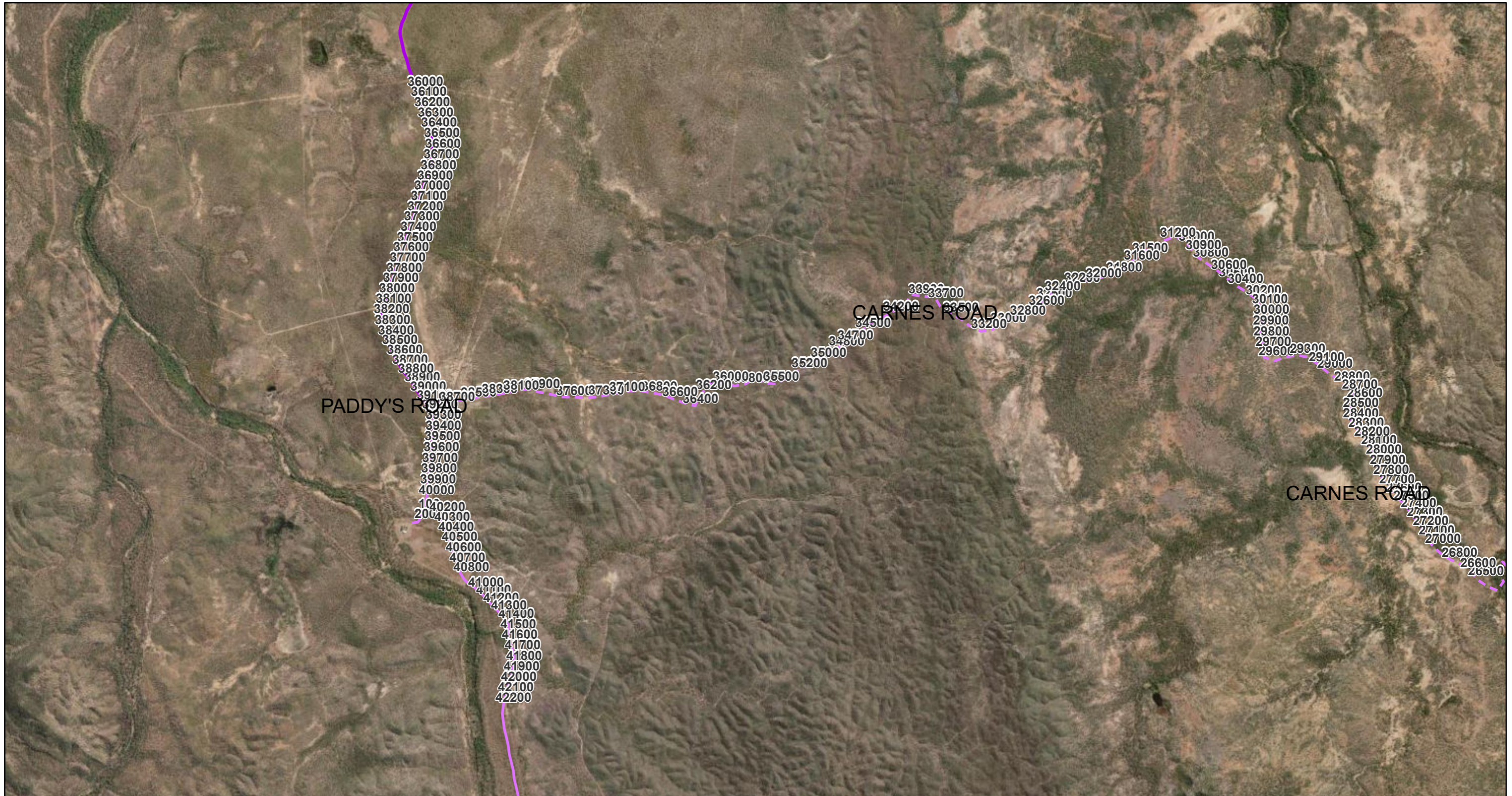
1:36,690



Department of Resources, DESI, Esri, TomTom, Garmin, Foursquare, METI/NASA, USGS, © State of Queensland (Department of Resources) 2022, Esri, Geoscience Australia, NASA, NGA, USGS, Maxar



# Etheridge Shire Council



08/07/2024, 2:41:38 pm

1:36,690

World Imagery

High Resolution 30cm Imagery

Road Centreline

Low Resolution 15m Imagery

Citations

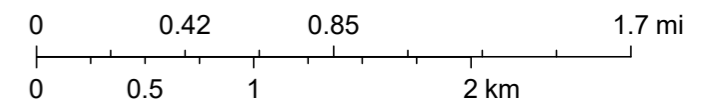
5A

High Resolution 60cm Imagery

9.6m Resolution Metadata

5B

5C



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## General Meeting 19th June 2024

<b>Subject</b>	Standing Orders and Meeting Procedures Policy - Adopt
<b>Classification</b>	Open
<b>Author</b>	Renee Bester, Executive Assistant

### EXECUTIVE SUMMARY

The purpose of this report is for council to formalise Post-Election Meeting resolution by considering to adopt the Standing Orders and Meeting Procedures Policy, reflecting the updated “Best practice example standing orders for local government and standing committee meetings” as published by the Queensland Government and updated as at March 2024, following legislative amendments to the *Local Government Act 2009*.

### RECOMMENDATION

That Council:

1. Adopt the Standing Orders and Meeting Procedures Policy (C057), replacing all and any historical policies or procedures with the same or similar title or intent.

---

### BACKGROUND

At its Post-Election Meeting held 28 March 2024, Council resolved to “adopt the Standing Orders and Model Meeting Procedures (#SMEC24.03.06), as prepared by the Queensland Government, and update any relevant policies.

To assist local governments, the Department of Housing, Local Government, Planning and Public Works (DHLGPPW) provides best practice standing orders that local governments can choose to adopt to provide written rules for the orderly conduct of local government meetings. These best practice standing orders incorporate the meeting procedures that deal with matters during local government meetings that must be adhered to under the *Local Government Act 2009* (LGA) including the DHLGPPW model meeting procedures and the meeting provisions in the *Local Government Regulation 2012* (LGR). Local governments can revise their standing orders to incorporate the model meeting procedures or adopt the model meeting procedures.

The attached draft Standing Orders and Meeting Procedures Policy reflects the current model “Best practice example standing orders for local government and standing committee meetings”, which also incorporates the meeting procedures. Unfortunately, a previous version of the Standing Orders was attached to the March 2024 agenda, therefore members may notice some anomalies in the attached versus the version presented.

The DHLGPPW recently updated the model/best practice standing orders and meeting procedures to acknowledge the legislative amendments to the Local Government Act 2009 in early November 2023. A key amendment were the changes from ‘inappropriate conduct’ to ‘conduct breach’ and the treatment of referrals and complaints through the Independent Assessor.

In line with the resolution of March 2024 and acknowledging the preparation of the attached, it is requested that Council consider adopting the attached Standing Orders and Meeting Procedures Policy.

### LINK TO CORPORATE PLAN

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

### BUDGET & RESOURCE CONSIDERATIONS

Not applicable for this report

### LEGAL CONSIDERATIONS

Not applicable. Meets legislative requirements and model templates as provided by the Queensland Government

### POLICY IMPLICATIONS

Updated Policy will reflect the best practice model as developed by Queensland Government and reflect the amendments to the *Local Government Act 2009*, as of November 2023.

**CONSULTATION**

Please consult Council’s Community Engagement Policy in conjunction with the IAP2 Spectrum for guidance.

Consultation	Tick	Policy Consideration	Action
No consultation required	<input checked="" type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
Inform	<input type="checkbox"/>		
Consult	<input type="checkbox"/>		
Involve	<input type="checkbox"/>		
Collaborate	<input type="checkbox"/>		
Empower	<input type="checkbox"/>		

**RISK ASSESSMENT**

Risk Assessment Outcome: Low

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

**Report Prepared By:**

**Report Authorised By:**

Renee Bester

Ken Timms PSM

**Date: 05/06/2024**

05/06/2024

**ATTACHMENTS**

Include attachments such as:

- Standing Orders and Meeting Procedures Policy (C057)



## STANDING ORDERS AND MEETING PROCEDURES POLICY

### POLICY VERSION AND REVISION

<b>Version History</b>	<b>Meeting date</b>	
	19 <sup>th</sup> June 2024	
	<b>Resolution number</b>	
<b>Approval by CEO</b>		
<b>Effective date</b>	<b>Review date</b>	
	March 2028	
<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

These standing orders and meeting procedures set out certain procedures to ensure Council principles are reflected in the conduct of local government meetings and advisory committee meetings.

It is not intended that these standing orders and meeting procedures will 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. These meeting procedures do not apply to meetings of Council's audit committee.

## 2. SCOPE

These Standing Orders and Meeting Procedures apply to all meetings of Council.

## 3. STANDING ORDERS

- a) These standing orders apply to local government meetings including standing committee meetings. These standing orders do not apply to meetings of the audit committee.
- b) A provision of these standing orders may be suspended by resolution of any meeting of Council except those sections that are mandatory under the model meeting procedures. A separate resolution is required for any suspension and must specify the application and duration of each suspension.
- c) Where a matter arises at Council meeting that is not provided for in these standing orders, the matter will be determined by resolution of Council upon a motion which may be put without notice, but otherwise conforming with these standing orders.

## MEETING PROCEDURES

### 4. PRESIDING OFFICER

- a) The mayor will preside at a meeting of Council.
- b) If the mayor is absent or unavailable to preside, the deputy mayor will preside.
- c) If both the mayor and the deputy mayor, or the mayor's delegate, are absent or unavailable to preside, another councillor chosen by the councillors present at the meeting will preside at the meeting.
- d) Council will choose the chairperson for a committee meeting. This chairperson will preside over meetings of the committee.
- e) If the chairperson of a committee is absent or unavailable to preside, another councillor chosen by the councillors present will preside over the committee meeting.
- f) Before proceeding with the business of Council meeting, the person presiding at the meeting will undertake the acknowledgement and/or greetings deemed appropriate by Council.

### 5. ORDER OF BUSINESS

- a) The order of business will be determined by resolution of Council from time to time. The order of business may be altered for a particular meeting where the councillors at that meeting pass a procedural motion to that effect. A motion to alter the order of business may be moved without notice.
- b) Unless otherwise altered, the order of business will be as follows:
  - Attendance;
  - apologies and granting of leaves of absence;
  - confirmation of previous minutes;
  - Declaration of Conflicts of Interests; and
  - officers' reports.

*Note: The minutes of a previous meeting, whether an ordinary or a special meeting, not previously confirmed will be taken into consideration, at every ordinary meeting of Council, in order that the minutes may be confirmed. No discussion will be permitted about these minutes except with respect to their accuracy as a record of the proceedings. Amendments to the minutes may be*

*made prior to confirming the minutes. This must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting. Once the minutes are confirmed by resolution of the meeting they cannot be changed. If Council needs to make a correction to the confirmed minutes, that can be done by passing a rescinding motion or a new motion that states what the correction is, but the original minutes remain as they are recorded.*

## 6. AGENDAS

- a) The agenda may contain:
  - notice of meeting
  - amendments correcting the minutes of the previous meeting
  - adoption of the minutes of the previous meeting
  - business which the mayor wishes to have considered at that meeting without notice
  - matters of which notice has been given
  - committees' reports referred to the meeting by the chief executive officer (CEO)
  - officers' reports referred to the meeting by the CEO
  - councillor conduct breach investigation reports provided by the investigator
  - deputations and delegations from the community that are approved to attend
  - any other business Council determines by resolution be included in the agenda.
- b) Business not on the agenda, or not fairly arising from the agenda, will not be considered at any local government meeting unless permission for that purpose is given by Council at the meeting. Business must be in accordance with the adopted terms of reference for each committee.
- c) The notice of the meeting and the agenda must be given to each councillor at least two days before the meeting and in the case of Indigenous regional councillors, being Torres Strait Regional Council and Northern Peninsula Area Regional Council, at least four days prior to the meeting, unless it is impracticable to give the notice before that time.
- d) The agenda for Council must be made publicly available by 5pm on the business day after the notice of meeting is given to the councillors. Any related reports, including any summary investigation report for a conduct breach matter, for Council meeting must also be included and available to the public when the agenda for the meeting is made publicly available, excluding confidential reports. If the related report is made available to councillors or committee members during the period starting immediately after notice of the meeting is given and ending immediately before the meeting is held, then these reports must be made available to the public as soon as practicable after it is made available to the councillors or committee members.
- e) Matters on the agenda that may require the meeting to be in a closed session consistent with the provisions under section 254J LGR, can be identified on the agenda as 'may be closed by resolution of the meeting for the matter to be debated'.

## 7. QUORUM

- a) A quorum at a local government meeting is a majority of its councillors. If the number of councillors is even, then one half of the number is a quorum.
- b) If a quorum is not present within 15 minutes after the time set for the meeting to begin, it may be adjourned to a later hour or a later day within 14 days after the day of the adjournment. The meeting may be adjourned by a majority of councillors present, or if only one councillor is present, then that councillor, or if no councillors are present then the CEO.

## 8. PETITIONS

- a) Any petition presented to a meeting of Council will:
  - be in legible writing or typewritten and contain a minimum of 10 signatures
  - include the name and contact details of the principal petitioner (i.e., the key contact)
  - include the postcode of all petitioners, and
  - have the details of the specific request/matter appear on each page of the petition.
- b) Where a councillor presents a petition to a meeting of Council, no debate in relation to it will be allowed, and the only motion which may be moved is:
  - that the petition be received

- received and referred to a committee or officer for consideration and a report to Council, or
  - not be received because it is deemed invalid.
- c) Council will respond to the principal petitioner in relation to all petitions deemed valid.

## 9. DEPUTATIONS

- a) A deputation wishing to attend and address a meeting of Council shall apply in writing to the CEO not less than seven business days before the meeting.
- b) The CEO, on receiving an application for a deputation, shall notify the chairperson who will determine whether the deputation may be heard. The CEO will inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time will be arranged for that purpose, and an appropriate time period allowed (e.g. 15 minutes).
- c) For deputations comprising three or more persons, only three persons shall be at liberty to address Council meeting unless the councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.
- d) If a member of the deputation other than the appointed speakers interjects or attempts to address Council meeting, the chairperson may terminate the deputation.
- e) The chairperson may terminate an address by a person in a deputation at any time where:
- the chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the councillors at the meeting
  - the time period allowed for a deputation has expired, or
  - the person uses insulting or offensive language or is derogatory towards councillors or others.
- f) The CEO is responsible for the deputation, including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

## 10. PUBLIC PARTICIPATION AT MEETINGS

- a) A member of the public may take part in the proceeding of a meeting only when invited to do so by the chairperson.
- b) In each local government meeting, time may be required to permit members of the public to address Council on matters of public interest related to local government. An appropriate time period will be allowed (e.g. 15 minutes) and no more than three speakers shall be permitted to speak at one meeting. The right of any individual to address Council during this period shall be at the absolute discretion of Council chairperson.
- c) If any address or comment is irrelevant, offensive, or unduly long, the chairperson may require the person to cease making the submission or comment.
- d) For any matter arising from such an address, Council may take the following actions:
- refer the matter to a committee
  - deal with the matter immediately
  - place the matter on notice for discussion at a future meeting
  - note the matter and take no further action.
- e) Any person addressing Council shall stand, act, and speak with decorum and frame any remarks in respectful and courteous language.
- f) Any person who is considered by Council or the chairperson to be inappropriately presenting may be directed by the chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

## 11. 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 or committee meeting (other than ordinary business matters as prescribed under section 150EF of the LGA). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

- a) A councillor who has notified the CEO in writing, including all the particulars, 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 dealt with.
- b) 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 and the particulars.
- c) When notifying the meeting of a prescribed conflict of interest, the following particulars must be provided:

- for a gift, loan, or contract—the value of the gift, loan, or contract
  - for an application for which a submission has been made—the matters the subject of the application and submission:
    - the name of the entity, other than the councillor, that has an interest in the matter
    - the nature of the councillor's relationship with the entity
    - details of the councillor's, and any other entity's, interest in the matter.
- d) 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 for Local Government (the Minister) to participate in deciding the matter in a meeting including participating in the discussion and the vote.

*Note: Ministerial approval may be obtained when a quorum is lost due to the number of councillors with a prescribed conflict of interest in the matter, and the matter cannot be delegated. The councillor with the conflict of interest must apply to the Minister for approval to participate. The Minister may give the approval subject to the conditions stated in the notice of approval.*

- e) Once the councillor has either left the area where the meeting is being conducted or remains in the meeting under ministerial approval, Council can continue discussing and deciding on the matter at hand. However, if the prescribed conflict of interest was reported to the meeting by a councillor other than the subject councillor, then the councillor must disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA, will apply. If more than one councillor is reported by another councillor to have a suspected prescribed conflict of interest in a matter, the meeting must deal with each councillor individually. If the councillor with the suspected declarable conflict of interest considers there is no conflict of interest, then the eligible councillors (those who do not have a conflict of interest in the matter) must make a decision about whether or not the subject councillor has a prescribed conflict of interest under section 150EX(2) of the LGA applies.

## 12. DECLARABLE CONFLICT OF INTEREST

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at local government or committee meetings that might lead to a decision that is contrary to the public interest (other than the interests that are not declarable conflicts of interest prescribed under section 150EO of the LGA and ordinary business matters prescribed under section 150EF of the LGA).

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 councillor or councillors may disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA, will apply. If more than one councillor is reported by another councillor to have a suspected declarable conflict of interest in a matter, the meeting must deal with each councillor individually. The eligible councillors must then make a decision under section 150EX(2) of the LGA.

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

- a) A councillor who has notified the CEO 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 dealt with.
- b) A councillor who first becomes aware of a declarable conflict of interest in a matter during a local government meeting must stop participating in the decision on the matter and must inform the meeting of the conflict of interest including the particulars.
- c) When notifying the meeting of a declarable conflict of interest, councillors 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 details must be provided:
  - the nature of the declarable conflict of interest
  - if it arises because of the councillor's relationship with a related party:
    - the name of the related party to the councillor; 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
- 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.
- d) After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have ministerial approval to participate, or they have reasons why their participation would improve making the decision in the public interest.
- e) 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 as prescribed in section 150ES of the LGA. In deciding on a councillor's declarable conflict of interest in a matter, only eligible councillors (those who do not have a prescribed or declarable conflict of interest in the matter) can participate in the decision making. The decision may be made even if the number of eligible councillors is less than a majority, or does not form a quorum for the meeting, or is a single eligible councillor, consistent with section 150ET of the LGA. If there is a single eligible councillor deciding, then a seconder for the resolution is not required.

*Note: The ability to make a resolution without a seconder applies when making a resolution under section 150ES of the LGA.*

- f) The eligible councillor/s 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 they 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 to either participate or leave the meeting e.g. they may stay for the debate but must leave for the vote. The councillor must comply with any decision and any 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.
- g) The councillor who is the subject of the decision may remain in the meeting while the debate is occurring about their ability to participate and can answer questions from the chairperson to assist the eligible councillors in making their decision. The subject councillor must not vote or otherwise participate 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.
- h) When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the eligible councillors should consider the particular circumstances of the matter including, but not limited to:
  - how does the inclusion of the councillor in the deliberation affect the public trust
  - how close or remote is the councillor's relationship to the related party
  - if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received
  - will the benefit or detriment the subject councillor or their related party stands to receive from the decision have a major or minor impact on them
  - how the benefit or detriment the subject councillor stands to receive compares to others in the community
  - how this compares with similar matters that Council has decided and have other councillors with the same or similar interests decided to leave the meeting
  - whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- i) If the eligible councillors cannot decide about the councillor's participation in the meeting with a declarable conflict of interest, 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 as prescribed in section 150ET(3) of the LGA.
- j) A decision about a councillor who has a declarable conflict of interest in a matter will apply to participating in the decision and all subsequent decisions about the same matter as prescribed in

section 150ET(4) of the LGA, 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 by resolution 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.

- k) In making the decision, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- l) 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.

### 13. REPORTING A SUSPECTED CONFLICT OF INTEREST

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 a declarable conflict of interest, and that councillor is participating in a decision on that matter, the informing councillor who believes that a conflict of interest exists 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. If more than one councillor is reported by another councillor to have a suspected personal interest in a matter, the meeting must deal with each councillor individually.

- a) The chairperson then should ask the 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 meeting procedures above for prescribed and declarable conflicts of interest.
- b) 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.
- c) The eligible councillors must then decide whether the relevant councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have any conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant meeting 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.
- d) If the eligible councillors at the meeting cannot make a decision about, whether a councillor has a declarable conflict of interest under section 150ER of the LGA, or whether the councillor may or may not participate in the decision despite the subject councillor's declarable conflict of interest under section 150ES of the LGA, then they are taken to have determined that the councillor must leave the meeting and stay away while the matter is being decided under section 150ET(3) of the LGA. A decision under these provisions about a councillor participating in the meeting applies to the matter 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 by resolution that the subject 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.
- e) 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.

*Note: The minutes must include details of how the conflict of interest was dealt with, being (section 150FA of the LGA):*

- *the name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest*
- *the particulars of the prescribed or declarable conflict of interest provided by the councillor*
- *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*
- *any decision then made by the eligible councillors*
- *whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval*
- *Council's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision.*



- f) The minutes of the meeting must record the name of each eligible councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.

*Note: The eligible councillors include a councillor who has either been granted approval by the Minister or their fellow councillors to participate and vote on a matter (e.g. the eligible councillors in this subsection means all councillors who were entitled to vote on the matter).*

*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.*

- g) Where a decision has been made under section 150ES of the LGA, the minutes must include the:
- decision and reasons for the decision
  - name of each eligible councillor who voted, and how each eligible councillor voted.

## 14. LOSS OF QUORUM

- a) 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, Council must resolve to:
- delegate the consideration and decision on the matter, as described in section 257 of the LGA, unless the matter cannot be delegated under subsection three of both sections, because an Act says it must be decided by resolution of Council
  - decide by resolution to defer the matter to a later meeting
  - decide by resolution not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that Council must decide the matter.
- b) Council may by resolution delegate a power under section 257 of the LGA to:
- the mayor or CEO
  - a standing committee, or joint committee of Council
  - the chairperson of a standing committee or joint standing committee of Council
  - another local government for a joint government activity
  - the Establishment and Coordination Committee (only applies to Brisbane City Council).
- c) Council 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.
- d) Council may only delegate a power to make a decision about a councillor's conduct under section 150AG of the LGA pursuant to section 257(2) of the LGA, to:
- the mayor
  - a standing committee
- e) 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.

## MOTIONS

### 15. MOTION TO BE MOVED

- a) A councillor is required to 'move' a motion and then another councillor is required to 'second' the motion. When a motion has been moved and seconded, it will become subject to the control of Council and cannot be withdrawn without the consent of Council meeting.
- b) Other councillors can propose amendments to the motion, which must be voted on before voting on the final motion:
- a motion brought before a meeting of Council in accordance with the LGA or
  - these standing orders will be received and put to the meeting by the chairperson.
  - the chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
  - the chairperson may refuse to accept a motion if it is not within the meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action,

is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.

- c) The chairperson may call the notices of motion in the order in which they appear on the agenda. Where no objection is raised to a motion being taken as a formal motion, and the motion is then seconded, the chairperson may put the motion to the vote without discussion and the vote can occur.
- d) No more than one motion or one proposed amendment to a motion may be put before a meeting of a local government at any one time.

## 16. ABSENCE OF MOVER OF MOTION

- a) Where a councillor who has given notice of a motion is absent from the meeting of Council at which the motion is to be considered, the motion may be:
  - moved by another councillor at the meeting
  - deferred to the next meeting.

## 17. MOTION TO BE SECONDED

- a) A motion or an amendment to a motion will not be debated at a meeting of Council unless or until the motion or the amendment is seconded.
- b) Procedural motions are an exception to this rule and do not need to be seconded.

## 18. AMENDMENT OF MOTION

- a) An amendment to a motion should maintain or further clarify the intent of the original motion and not contradict the motion.
- b) Where an amendment to a motion is before a meeting of Council, no other amendment to the motion will be considered until after the first amendment has been voted on.
- c) Where a motion is amended, the original motion cannot be re-introduced as a subsequent amendment to the first amended motion.

## 19. SPEAKING TO MOTIONS AND AMENDMENTS

- a) The mover of a motion or amendment will read it and state that it is moved but will not speak to it until it is seconded.
- b) The chairperson will manage the debate by allowing the councillor who proposed the motion the option of speaking first on the motion. The chairperson will then call on any other councillors who wish to speak against the motion and then alternatively for and against the motion as available, until all councillors who wish to speak have had the opportunity.
- c) A councillor may make a request to the chairperson for further information before or after the motion or amendment is seconded.
- d) The mover of a motion or amendment has the right to reply. Each councillor will speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
- e) Each speaker will be restricted to not more than five minutes unless the chairperson rules otherwise.
- f) Where two or more councillors indicate, they may wish to speak at the same time, the chairperson will determine who is entitled to priority.
- g) In accordance with section 254H of the LGR, if a decision made at Council meeting is inconsistent with a recommendation or advice given to Council by an advisor, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

*Note: If a report contains distinct recommendations, the decision of Council may be taken separately on each recommendation. If a decision by the meeting is contra to a recommendation in a report the minutes must give the reasons for the decision.*

## 20. METHOD OF TAKING VOTE

- a) The chairperson will call for all councillors in favour of the motion to indicate their support. The chairperson will then call for all councillors against the motion to indicate their objection.
- b) A councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minutes of the meeting will record the names of councillors



voting in the affirmative and of those voting in the negative. The chairperson will declare the result of a vote or a division as soon as it has been determined.

- c) Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.
- d) Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote has been declared.

## 21. WITHDRAWING A MOTION

- a) A motion or amendment may be withdrawn by the mover with the consent of Council, which will be without debate, and a councillor will not speak to the motion or amendment after the mover has been granted permission by Council meeting for its withdrawal.

## 22. REPEALING OR AMENDING RESOLUTIONS

- a) A resolution of Council may not be amended or repealed unless notice of motion is given in accordance with the requirements of the legislation (five business days).
- b) Councillors present at the meeting at which a motion to repeal or amend a resolution is put may defer consideration of that motion. The deferral may not be longer than three months.

## 23. PROCEDURAL MOTIONS

- a) A councillor at a meeting of Council may during the debate of a matter at the meeting, move the following motions, as a procedural motion without the need for a seconder:
  - that the question/motion be now put before the meeting
  - that the motion or amendment now before the meeting be adjourned
  - that the meeting proceeds to the next item of business
  - that the question lie on the table
  - a point of order
  - a motion of dissent against the chairperson's decision
  - that this report/document be tabled
  - to suspend the rule requiring that [insert requirement]
  - that the meeting stands adjourned.
- b) A procedural motion that 'the question be put' may be moved and, where the procedural motion is carried, the chairperson will immediately 'put the question to the motion' or amendment to that motion under consideration. Where the procedural motion is lost, debate on the motion or amendment to that motion will resume.
- c) A procedural motion that 'the motion or amendment now before the meeting be adjourned', may specify a time or date to which the debate will be adjourned. Where no date or time is specified:
  - a further motion may be moved to specify a time or date; or
  - the matter about which the debate is to be adjourned, will be included in the agenda for the next meeting.
- d) Where a procedural motion that 'the meeting proceed to the next item' is carried, debate on the matter that is the subject of the motion will cease and may be considered again by Council on the giving of notice in accordance with the standing orders.
- e) A procedural motion that 'the question lie on the table' will only be moved where the chairperson or a councillor requires additional information on the matter before the meeting (or the result of some other action of Council or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, Council will proceed with the next matter on the agenda.
- f) A motion that 'the matter be taken from the table', may be moved at the meeting at which the procedural motion was carried or at any later meeting.
- g) Any councillor may ask the chairperson to decide on a point of order where it is believed that another councillor:
  - has failed to comply with proper procedures
  - is in contravention of the legislation; or
  - is beyond the jurisdiction of Council meeting.

*Note: Points of order cannot be used as a means of contradicting a statement made by the councillor speaking. Where a point of order is moved, consideration of the matter to which the*

*motion was moved will be suspended. The chairperson will determine whether the point of order is upheld.*

- h) Upon the question of order suddenly arising during the process of a debate, a councillor may raise a point of order, and then the councillor against whom the point of order is raised, will immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.
- i) A councillor may move a motion of dissent in relation to a ruling of the chairperson on a point of order. Where such motion is moved, further consideration of any matter will be suspended until after a ruling is made. For example, where a motion of dissent is carried, the matter to which the ruling of the chairperson was made will proceed as though that ruling had not been made. Where the opposite ruling is made, that the matter was discharged as out of order, it will be restored to the agenda and be dealt with in the normal course of business.
- j) The motion that 'a report/document be tabled' may be used by a councillor to introduce a report or other document to the meeting only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.
- k) A procedural motion 'to suspend the rule requiring that' may be made by any councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule will specify the duration of the suspension.
- l) A procedural motion that 'the meeting stands adjourned', may be moved by a councillor at the conclusion of debate on any matter on the agenda or at the conclusion of a councillor's time for speaking to the matter, and will be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting, Council meeting will continue with the business before the meeting at the point where it was discontinued on the adjournment.

## 24. QUESTIONS

- a) At a local government meeting, a councillor may ask a question for reply by another councillor or an officer regarding any matter under consideration at the meeting.
- b) Questions will be asked categorically and without argument and no discussion will be permitted at Council meeting in relation to a reply or a refusal to reply to the question.
- c) A councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next meeting.
- d) A councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.
- e) The chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a councillor may move a motion that the chairperson's ruling be disagreed with, and if carried the chairperson will allow the question.

## MEETING CONDUCT

### 25. PROCESS FOR DEALING WITH UNSUITABLE MEETING CONDUCT

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 in a meeting, the following procedures must be followed:

- a) When an instance of unsuitable meeting conduct has been engaged in by a councillor at a meeting the following process for how the chairperson of a local government meeting may deal with unsuitable meeting conduct by a councillor must occur.
- b) The chairperson must reasonably believe that unsuitable meeting conduct has been engaged in by a councillor during a meeting. The chairperson may consider the severity of the conduct and whether the councillor has been issued with any previous warnings for unsuitable meeting conduct. 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 section 25g) below.
- c) If the chairperson decides unsuitable meeting conduct has occurred, but is of a less serious nature, the chairperson may request the councillor take remedial actions such as:

- ceasing and refraining from exhibiting the conduct
  - apologising for their conduct
  - withdrawing their comments.
- d) If the councillor complies with the chairperson's request for remedial action, no further action is required.
- e) 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 of unsuitable meeting conduct being issued.
- f) If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- g) If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decides a warning was not appropriate under 25b), the chairperson may make one or more of the orders below:
- an order reprimanding the councillor for the conduct
  - 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.
- h) 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.
- i) Following the completion of the meeting, the chairperson must ensure the minutes record the information about unsuitable meeting conduct (see note below).

*Note: Details of any order issued must be 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 to be dealt with at the next local government meeting as a suspected conduct breach. Council's CEO is advised to ensure details of any order made is updated in Council's councillor conduct register.*

- j) Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 25a), b), g) and h) above.

## **26. PROCESS FOR DEALING WITH UNSUITABLE MEETING CONDUCT BY A CHAIRPERSON**

- a) If a councillor at the meeting reasonably believes that the conduct of the chairperson during the meeting is unsuitable meeting conduct, the councillor may raise the matter in the meeting by point of order.
- b) 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 chairperson has engaged in unsuitable meeting conduct (a seconder for the motion is required). The councillors present, excluding the chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.
- c) The chairperson has a declarable conflict of interest in the matter and must declare the conflict of interest and 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 above for declarable conflict of interest.
- d) For the debate and vote on the motion, a councillor other than the councillor that moved the motion, is to act as the chairperson.
- e) 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.
- f) 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).
- g) If it is decided that the chairperson has engaged in unsuitable meeting conduct, the councillors can decide to make an order reprimanding the chairperson for the conduct.
- h) 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.
- i) The chairperson then resumes the role of chairperson, and the meeting continues.

*Note: Details of any reprimand order must be recorded in the minutes of the meeting. Council's CEO is advised to ensure details of any order made is updated in Council's councillor conduct register.*

*For conduct of a chairperson, at local government meetings that is part of a course of conduct leading to orders for unsuitable meeting conduct being made against the chairperson, on three occasions within a 12-month period, 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 of the LGA), Council is not required to notify the Independent Assessor (the Assessor) about the conduct, and may deal with the conduct under section 150AG of the LGA as if an investigation had been conducted. It may be dealt with at the next local government meeting.*

## **27. 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 Assessor must make a preliminary assessment and dismiss a complaint, notice or information if satisfied that particular circumstances apply – see section 150SD of the LGA. If the Assessor finds that a matter is a suspected conduct breach it must refer the matter to Council. The Assessor refers the councillor's suspected conduct breach to the local government by giving a referral notice.

*Note: A conduct breach is conduct that:*

- *contravenes a behavioural standard of the Code of Conduct for Councillors, or a policy, procedure, or resolution of Council; 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 of three instances of unsuitable meeting conduct orders within a 12-month period.*

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

*Note: Council investigation must be conducted in a way that is consistent with Council'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.*

- b) Council must decide in a local government meeting, whether the councillor has engaged in a conduct breach, unless the decision has been delegated to the mayor under section 257(2)(a) of the LGA, or to a standing committee section 257(2)(b) of the LGA, decisions about a conduct breach can only be delegated to the mayor or a standing committee.
- c) When dealing with an instance of a suspected conduct breach which has been referred to a local government by the Assessor:
- Council must be act in a manner consistent with Council 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 Council. 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 section 254J of the LGR.



- no resolution for a decision can be made in the closed session including a decision about a conflict of interest matter. All matters must be decided in an open session of the meeting or at a later meeting.
- 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 section 254H of the LGR and section 242H of the CBR.
- the subject councillor has a declarable conflict of interest in the matter and must declare the conflict of interest. The eligible councillors at the meeting can decide by resolution that the subject councillor may remain in the meeting (unless the eligible councillors decide otherwise) during the debate about the investigation report and may answer questions put to the subject councillor through the chairperson in relation to the evidence or written submission about the conduct breach provided by the councillor to Council.
- 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.
- 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. 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 eligible councillors (who do not have a conflict of interest in the matter) must decide how to deal with the conflict of interest. The complainant councillor can be required 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 under section 150AH of the LGA.



*Note: After making a decision under section 150AG of the LGA, Council 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 Council if they were the complainant/s, or any councillor who declared a conflict of interest in the matter.*

- d) If Council has lost quorum due to the number of conflicted councillors or another reason, Council must do one of the following:
- delegate deciding the matter under section 257 of the LGA to the mayor or a standing committee, to the mayor or the Establishment and Coordination Committee, or a standing committee, whichever is the most appropriate in the circumstances, or
  - decide, by resolution, to defer the matter to a later meeting, or
  - decide, by resolution, not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that Council must decide the matter.

*Note: A 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 delegated to the mayor or a standing committee, or the matter can be deferred to a later meeting when a quorum can be maintained.*

*If the conduct breach referral notice is about the suspected conduct breach by the mayor, then the matter will need to be delegated to a standing committee for a decision.*

*Council should establish a standing committee under section 264 of the LGR to deal with decisions about conduct breach matters. The standing committee must be in existence before receiving the referral notice from the Assessor, in circumstances where there is no quorum to decide a matter under sections 150AEA or 150AG of the LGA due to conflicts of interest. The standing committee will decide about the mayor's conduct. While section 12(4)(f) of the LGA provides that the mayor has the extra responsibility of being a member of each standing committee, the mayor could not be a decision-making member of a standing committee dealing with decisions about the mayor's conduct because of a conflict of interest. The remainder of the unconflicted members of the committee will decide the matter.*

- 
- 
- e) 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 150AH of the LGA, if any, to impose on the councillor. In deciding what penalty to impose, Council may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that Council is reasonably satisfied is true.
- f) Council may order that no action be taken against the councillor or make one or more of the following:
- an order that the councillor make a public apology, in the way decided by Council, for the conduct
  - an order reprimanding the councillor for the conduct
  - an order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense
  - an order that the councillor be excluded from a stated local government meeting
  - an order that the councillor is removed, or must resign, from a position representing Council, other than the office of councillor
  - an order that if the councillor engages in the same type of conduct again, it will be treated as misconduct
  - an order that the councillor reimburse Council for all or some of the costs arising from the councillor's conduct breach.
- g) A local government may not make an order in relation to a person who has vacated their office as a councillor.
- h) 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 Council and if relevant any orders made by resolution.

*Note: The minutes of the meeting must reflect the decision and any orders made. A notice must be given to the Assessor 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.*

## **28. GENERAL CONDUCT DURING MEETINGS**

- a) After a meeting of Council has been formally constituted and the business commenced, a councillor will not enter or leave from the meeting without first notifying the chairperson.
- b) Councillors will speak to each other or about each other during Council meeting by their respective titles ('mayor' or 'councillor'), and when speaking of or addressing officers, will call them by their respective official or departmental title and will confine their remarks to the matter under consideration.
- c) No councillor who is speaking will be interrupted except upon a point of order being raised either by the chairperson or by another councillor.
- d) When the chairperson speaks during the process of a debate, the councillor speaking or offering to speak will immediately cease speaking, and each councillor present will observe strict silence so that the chairperson may be heard without interruption.

## **29. DISORDER**

- a) The chairperson may adjourn the meeting of Council, where disorder arises at a meeting other than by a councillor.
- b) On resumption of the meeting, the chairperson will move a motion, to be put without debate, to determine whether the meeting will proceed. Where the motion is lost, the chairperson shall declare the meeting closed, and any outstanding matters will be deferred to a future meeting.

## **ATTENDANCE AND NON-ATTENDANCE**

### **30. ATTENDANCE OF PUBLIC AND THE MEDIA AT A LOCAL GOVERNMENT MEETING**

- a) An area shall be made available at the place where any meeting of Council is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area will be permitted to attend the meeting.

- b) When Council is sitting in closed session, the public and representatives of the media will be excluded from the meeting.

## 31. CLOSED SESSION

- a) 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:
- appointment, dismissal, or discipline of the CEO
  - industrial matters affecting employees
  - Council's budget (which does not include the monthly financial statements)
  - rating concessions
  - legal advice obtained by Council or legal proceedings involving Council, including for example, legal proceedings that may be taken by or against Council
  - matters that may directly affect the health and safety of an individual or a group of individuals
  - negotiations relating to a commercial matter involving Council for which a public discussion would be likely to prejudice the interests of Council negotiations relating to the taking of land by Council under the Acquisition of Land Act 1967
  - a matter that Council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State
  - a matter relating to the consideration of an investigation report for a conduct breach matter given to Council by the Assessor under the LGA chapter 5A, part 3, division 5.
- b) A local government or committee meeting 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 whether the councillor has a declarable conflict of interest in the matter.
- c) Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting. Council must instead:
- d) delegate consideration and decision on the matter, under section 257 of the LGA, unless the matter cannot be delegated
- decide by resolution to defer the matter to a later meeting when a quorum may be available
  - decide by resolution not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that Council must decide the matter.
- e) None of the above will be considered, discussed, voted on or made during a closed session.
- f) 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).
- g) To take a matter into a closed session Council must abide by the following process:
- pass a resolution to close the meeting
  - 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
  - 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
  - no resolution can be made while in a closed meeting (other than a procedural resolution).

## 32. TELECONFERENCEING OF MEETINGS

- a) If a councillor wishes to be absent from a local government meeting place during a meeting, the councillor must apply to Council to participate by teleconference, at least three business days prior to the meeting or as soon as practicable once the councillor becomes aware of their intended absence. Council may allow a councillor to participate in a local government or committee meeting by teleconference.

*Note: There is no legislative requirement for a resolution by a local government to allow a councillor to participate by audio link or audio-visual link. This means Council may delegate the matter. For example, Council may delegate to the chairperson of Council or a committee meeting the ability to decide whether a councillor can attend a meeting by audio link or audio-visual link.*



- b) The councillor taking part by teleconference is taken to be present at the meeting if the councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the councillor must be recorded in the minutes as present at the meeting.

*Note: Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.*

### **33. RELATED LEGISLATION, DOCUMENTS AND REFERENCES**

- *Local Government Act 2009*
- *Local Government Regulations 2012*
- Code of Conduct for Councillors in Queensland (Queensland Government)

### **34. 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, as required by Council or as per legislative or model amendments.

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.





**General Meeting**      **17th July 2024**

<b>Subject</b>	Biosecurity Advisory Committee Meeting Minutes Adoption
<b>Classification</b>	Open
<b>Author</b>	Renee Bester, Executive Assistant

EXECUTIVE SUMMARY

Council’s Biosecurity Advisory Committee held its most recent meeting on 10<sup>th</sup> July 2024. The minutes of this meeting are tabled for Council’s review.

RECOMMENDATION

That Council:

- receive the unconfirmed minutes of the Biosecurity Advisory Committee meeting held 10<sup>th</sup> July 2024
- update the Terms of Reference to remove Cr Royes and add Cr Ryan as Chair of the Biosecurity Advisory Committee as per committee positions assigned at the Statutory Post Election Meeting held 28<sup>th</sup> March 2024.

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BACKGROUND

Council constituted the Biosecurity Advisory Committee to assist in the development of the Etheridge Shire Biosecurity Plan. An Advisory Committee constituted under the Local Government Act & Regulation, the committee doesn’t not have decision making powers in its own right and may only make recommendations to Council. Recommendations are made via the Committee’s meeting minutes.

LINK TO CORPORATE PLAN

Corporate Aim No. 2: A sustainable environment of natural assets, water, waste water and waste management.  
 Corporate Outcome No. 2.3: Best practice natural environment and pest management

BUDGET & RESOURCE CONSIDERATIONS

Council is utilising the Biosecurity Advisory Committee to engage the community in consultation.

LEGAL CONSIDERATIONS

The committee is constituted under the Local Government Act & Regulations and is governed by a Terms of Reference.

POLICY IMPLICATIONS

Nil.

CONSULTATION

Please consult Council’s Community Engagement Policy in conjunction with the IAP2 Spectrum for guidance.

Consultation	Tick	Policy Consideration	Action
<b>No consultation required</b>	<input checked="" type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Inform</b>	<input type="checkbox"/>		
<b>Consult</b>	<input type="checkbox"/>		
<b>Involve</b>	<input type="checkbox"/>		
<b>Collaborate</b>	<input type="checkbox"/>		
<b>Empower</b>	<input type="checkbox"/>		

RISK ASSESSMENT

Risk Assessment Outcome: Low

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

**Report Prepared By:**

**Report Authorised By:**

<b>Renee Bester</b>	Ken Timms PSM
<b>Date: 10/07/2024</b>	10/07/2024

ATTACHMENTS

Include attachments such as:

- Biosecurity Advisory Committee Meeting Minutes (10/07/2024)



Biosecurity Advisory Committee Meeting

Date: 10<sup>th</sup> July 2024

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**Attendance:** Cr Seven Ryan, Tom Saunders, Lyn French via Teams

**Apologies:** Michael Furber, Neil Crotty, Katarina Keough, Loukas Elgey

**Secretary:** Renee Bester

**Meeting opened:** 9.05am

**Chair Welcome:**

The Chair gave an overview of the current status of the committee, budget requirements and trajectory of Councils Biosecurity priorities.

**Quorum:**

Due to attendance, no quorum was able to be made, therefore no motions moved.

**Agenda Item Updates:**

1. Update to Committee Terms of Reference
2. Review of the purpose of members of the committee
3. Review of the North West Region Biosecurity Plan  
*Chair:* Provided an update and clarification on the North West Regional Biosecurity Plan. Committee members agreed to consult the Regional Plan to clarify local priorities and collaborate at the next meeting.
4. Draft Etheridge Shire Biosecurity Plan
5. Trapping of Wild Dogs in Etheridge Shire  
*Chair:* Confirmed that Council currently runs two baiting programs per year for the control of wild dogs within Etheridge Shire Council. There are concerns regarding the flexibility and efficiency of the aerial baiting program. Residents disagree with the May component due to the amount of water laying around. The Biosecurity Advisory Committee recommends that Council incorporates trapping of wild dogs into the Shire's Wild Dogs treatment.
6. Amendment to Local Laws  
*Chair:* The Chair advised that Etheridge Shire Council do not have a current local law for the control of invasive pests. The Biosecurity Advisory Committee recommends that Council makes an amendment to its Local Laws to include the control of invasive species in accordance with the Etheridge Shire Biosecurity Plan.

**General Business**

Tom Saunders – Confirmation scalping program is still running

Lyn French – Nil

Cr Ryan – Local pig problem in the township of Georgetown

**Meeting Closure:** 9.53am



# FOR YOUR INFORMATION

**From:** LG Central <[lgcentral@dildilgp.qld.gov.au](mailto:lgcentral@dildilgp.qld.gov.au)>  
**Sent:** Wednesday, 19 June 2024 11:42 AM  
**To:** LG Central <[lgcentral@dildilgp.qld.gov.au](mailto:lgcentral@dildilgp.qld.gov.au)>  
**Subject:** LG Leaders Program - Update June 2024

Some people who received this message don't often get email from [lgcentral@dildilgp.qld.gov.au](mailto:lgcentral@dildilgp.qld.gov.au). [Learn why this is important](#)

## LG LEADERS PROGRAM



Welcome to your [LG Leaders Program](#) Update where each month you will receive updates and reminders on topics aligned to councils over the calendar year. The [LG Leaders Program](#) is available 24/7 on [LG Central](#) - the Local Government Division's online portal that contains the mandatory training on Code of Conduct, Registers of Interests and Conflicts of Interest that councillors must complete within six months of their election.

This month, our [LG Leaders Program](#) Update is all about **Council Meetings**.

You have been sent this message because you have a user account at [LG Central](#), the Local Government Division's digital portal supporting Queensland councils. If you wish to unsubscribe to updates and reminders, please send an email to [lgcentral@dildilgp.qld.gov.au](mailto:lgcentral@dildilgp.qld.gov.au) with 'unsubscribe' in the subject line.

### Topic

**All local governments must adopt the model meeting procedures (MMP) or incorporate them into their meeting procedures policy (Standing Orders).**

### Key messages for councillors

Are you familiar with how council meetings are conducted? You may have attended meetings before, but now could be a good time to refresh your knowledge!

[Model meeting procedures](#) are mandatory procedures that must always be adhered to during council and committee meetings.

**What rules do I need to know?** You must be familiar with your obligations under your council's meeting procedures policy e.g. conflicts of interest, meeting conduct, and closing meeting procedures.

**Is this available in the Standing Orders?** Your council might publish a document called the Standing Orders which aligns with the model meeting procedures and outlines what you must do in a range of different council meeting situations.

What resources are available for me to understand how to participate in council or committee meetings?

**Model Meeting Procedures – [\[access here\]](#)**

**Best practice example standing orders for local government and standing committee meetings – [\[access here\]](#)**

**Make the Most of Council Meetings – [\[access here\]](#)**

**... and for council staff**

At council and committee meetings, councillors will discuss and debate strategic issues and avoid the detail of operational matters and the day-to-day management of council - which is the responsibility of the CEO. The CEO must publish their council's meeting procedures on the local government's website and assist the chairperson to ensure they adhere to them in council meetings.

**LG Central Update**

Visit [LG Central](#) for a list of all [policies and registers](#) that local governments must have adopted and published. You will also find a complete list of [what's on LG Central](#), and a list of [recently added resources](#).

**Did you know?**

After an election, you must disclose the total value of all your electoral expenditure as well as gifts and loans you received. Election Summary Returns are to be lodged to ECQ by 1 July 2024 (15 weeks since polling day). Failure to do so is an offence under the *Local Government Electoral Act 2011* and will lead to a councillor being dismissed from office.

**What's next?**

Mandatory training for councillors must be completed within six months of being elected. The [LG Leaders Program – Compliance Module](#) explains councillor obligations for Code of Conduct, Registers of Interests, and Conflicts of Interest. If you require assistance, please phone 07 3452 7148 (9am-4.30pm weekdays) or email [lgcentral@dsdilgp.qld.gov.au](mailto:lgcentral@dsdilgp.qld.gov.au).

**Louisa Lynch**

Director, Governance and Capability, Local Government Division  
Department of Housing, Local Government, Planning and Public Works

P 07 3452 6747

E [louisa.lynch@dsdilgp.qld.gov.au](mailto:louisa.lynch@dsdilgp.qld.gov.au)

Level 16, 1 William Street, Brisbane QLD 4000



*I acknowledge the Traditional Custodians of the land on which we walk, work and live. I pay my respects to Elders past, present, and emerging.*

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21<sup>st</sup> June 2024

To

Etheridge Shire Council  
St George Street  
Georgetown

From

Robert and Kath McFarlane  
and  
Ronny and Colleen Henry  
Georgetown

Hello to All,

We would like to thank the council for sending out two of their work force to clean up the Gilbert River Cemetery. They did a good job removing all the Neem Trees in the graves and surrounding area, mowing and whipper snipping leaving the area looking tidy. It was done at a good time just a couple of weeks before the passing of Bert Stoehr. Bert was buried at the Gilbert River Cemetery.

Thanks again.

Kind Regards

Robert and Kath McFarlane  
And  
Ronny and Colleen Henry



## QUEENSLAND POLICE SERVICE

ABN: 29 409 225 509  
Far Northern Regional Office  
Ground Level 14-16 McLeod Street, Cairns Qld 4870  
P.O. Box 7419, Cairns Qld 4870  
TELEPHONE (07) 4050 7686



QP 0006  
11/08  
A2

Our Ref.:  
Your Ref.:

26 June 2024

Mr Ken Timms PSM  
Chief Executive Officer  
Etheridge Shire Council  
PO Box 12  
Georgetown QLD 4871

Dear Mr Timms,

I refer to your letter of 28 May 2024, in which you raised concerns about the future of Forsyth Police Station and detailed some of the challenges facing delivery of policing services within Etheridge Shire.

I am advised that Acting Superintendent Kevin Goan, Assistant District Officer and Inspector Jason Smith, Tablelands Patrol Group Inspector, met with you on 13 June 2024 to discuss your concerns and provide further information to assist you.

I encourage you to remain in contact with Inspector Smith and contact him at the Mareeba Police Station by telephoning 4030 3300 should you require any further assistance with this matter.

Yours sincerely

Brett Schafferius APM  
Assistant Commissioner  
Far Northern Region