



ADDENDUM

Meeting: General Meeting

Date: Wednesday, 14th August 2024

Location: **Council Chambers,
Georgetown**

Commencing: **9.00am**

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

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.

TABLE OF CONTENTS

CONSIDERATION OF ADDENDUM OPEN SESSION REPORTS

DIRECTOR OF CORPORATE SERVICES

1		
RADF Funding Agreements		4 – 6
2		
Biosecurity Advisory Committee Terms of Reference		7 – 12

DIRECTOR OF ENGINEERING SERVICES

3		
Sealing work on Cobbold Gorge Road		13 – 16

CHIEF EXECUTIVE OFFICER

4		
Briefing Report		17 – 40
5		
Organisational Structure		41 – 43
6		
Term Lease 0/222075 described as Lot 8 on SP189943		44 – 46
7		
Use of Council Controlled Areas		47 – 53



General Meeting 21st August 2024

Subject	RADF Funding Agreement 2021-2024
Classification	Open
Author	Renee Bester, Director of Corporate Services

EXECUTIVE SUMMARY

Council sanctioned a RADF Committee to assist in the distribution of funds for community led activities and assist in its ability to fulfil Council’s Corporate Plan initiatives and other statutory requirements. The RADF Advisory Committee provides recommendations to Council and is Chaired by Cr. Ian Tincknell. Council recently received the recommendations from RADF, however in further consultation with Arts Queensland regarding the use of funds from the 2021-2024 funding agreement more consideration from Council is required.

RECOMMENDATION

That Council resolve to:

- Allocate the unexpended 2023-2024 RADF Funds to avoid financial loss and future detriment to its funding applications to Arts Queensland

BACKGROUND

Council received the unconfirmed minutes of the RADF Advisory Committee Meeting held 10th July 2024 and adopted the recommendations contained within at the General Meeting of Council held 17th July 2024.

Council entered a funding agreement with Arts Queensland for 2021-2024 with surplus funds from each financial year within this funding agreement able to be rolled to the next year through a budget variation. Since the funding agreement is for the period ending 30 June 2024, the surplus funds are unable to be rolled forward into future years as Council have entered a new 4 year funding agreement for 2024-2028. Council has until 13th September to expend the funds, with the surplus being required to be returned to Arts Queensland. Furthermore, Council has been advised that returning funds to Arts Queensland will not be looked upon favourably and could impact future funding supplied to Etheridge Shire Council.

RADF funding is Council-owned money and can be used for Community Funding Programs and Council led initiatives. A third round of funding as recommended by the RADF committee would be considered a Community Funding Program. It is not possible to execute a third round of Community Funding program due to the time required to advertise, obtain applications, present to the RADF committee then have the decision ratified by Council and funds expended by 13th September. Council can offer further Community Funding Programs throughout the 2024-2025 financial year through the 2024-2028 funding agreement.

It should be highlighted the importance of budget allocations between Community Funding Programs and Council-led initiatives. Please see current RADF expenditure below:

Details	Income	Expense	Notes
RADF 2022-23 Surplus	\$5,075		
RADF 2023-24 Grant	\$25,200		
Council Contribution 2023-2024	\$3,000		
Round 1 Local Grant Program		\$9,900	Jally Entertainment – Alladin, Jens Productions – Whalebone
Round 2 Local Grant Program		\$9,710	R Haase – Workshops, Mt Surprise P & C – Banging in the Basalt
UNEXPENDED FUNDS	\$13,665		

Therefore, Council can either return the funds to Arts Queensland or expend on Council-led initiatives. To avoid any financial loss, and further detrimental impact to Council’s future RADF applications Council could consider initiatives that include:

- Council initiated or Council led arts & cultural activities, projects and events

- Council initiated professional development opportunities for local's artists and arts workers
- Other RADF activities such as committee training, marketing and promotion

Upon receiving this information from Arts Queensland, both the Director of Corporate Services and Community Development & Events Officer have been in communication with the Chair of the RADF Advisory Committee, Cr Ian Tincknell to find a suitable solution which are contained below:

Details	Income	Expense	Rationale
Unexpended Funds	\$13,665		
Jally Entertainment – Snowy & the 7 Cool Dudes		\$6,600	Council-led activity – In the past Council have engaged productions such as Jally & Jens (2023 – Alladin, 2024 – Whalebone). These productions are not required to put forward applications to the RADF Committee as they are deemed Council-led initiatives.
QCWA Georgetown		\$2,600	Community-led activity – Reconsider the application made by QCWA Georgetown for the cost of their band only. Music is considered an approved activity under the RADF Guidelines and previous applications have been approved for this purpose through the Community Funding rounds by the RADF Committee. Their application was previously declined as it included security and accommodation.
Regional Brain Reset Tour		\$1,000	Council-led activity - A program delivered by Allan Parker OAM that could be delivered for public attendance. This fits within RADFS objectives by providing public value and building community wellbeing.
Seniors Event Initiative		\$3,465	Council-led activity – Council support Senior's month in October every year to provide an opportunity for the Seniors of Etheridge and neighbouring shires to come together and enhance well-being within the community. This year, Council's project is to deliver a book to each Senior including individual portraits and interviews/biographies.
UNEXPENDED FUNDS		\$13,665	

LINK TO CORPORATE PLAN

Corporate Aim No. 4: Quality social infrastructure makes the shire a desirable place to live
Corporate Outcome No. 4.3: A culturally aware community

BUDGET & RESOURCE CONSIDERATIONS

Nil.

LEGAL CONSIDERATIONS

Nil

POLICY IMPLICATIONS

Nil.

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: 8th August 2024

Date: 8th August 2024

ATTACHMENTS

Nil



General Meeting 21st August 2024

Subject	Biosecurity Advisory Committee Terms of Reference
Classification	Open
Author	Renee Bester, Director of Corporate Services

EXECUTIVE SUMMARY

Upon completion of the 2024 Local Government Elections, Cr. Seven Ryan was appointed as Chair of the Biosecurity Advisory Committee at the Statutory Post Election meeting held 28th March 2024. The Chair, along with current committee member have advised of changes required to the Terms of Reference for the Biosecurity Advisory Committee. Council have reviewed the Terms of Reference and made the appropriate changes.

RECOMMENDATION

That Council resolve to:

- Adopt the reviewed Biosecurity Advisory Committee Terms of Reference as presented.

BACKGROUND

Council established a Biosecurity Advisory Committee at its General Meeting held 16th February 2022 to assist in providing feedback on the draft Regional Biosecurity Plan and developing a subordinate Shire Biosecurity Plan. At the Statutory Post Election Meeting held on 28th March 2024, Cr. Seven Ryan was appointed Chair of this advisory committee.

Since the initial adoption of the Terms of Reference, there have been changes to the committee, including the chair that require the Terms of Reference to be reviewed.

LINK TO CORPORATE PLAN

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

BUDGET & RESOURCE CONSIDERATIONS

Nil.

LEGAL CONSIDERATIONS

The Advisory Committee’s governance must be compliant with Chapter 8, Part 2, Division 2 of the Local Government Regulation 2012.

POLICY IMPLICATIONS

Biosecurity Advisory Committee Terms of Reference

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: 12th August 2024

Date: 12th August 2024

ATTACHMENTS

- Biosecurity Advisory Committee Terms of Reference



ETHERIDGE SHIRE COUNCIL

...The Golden Heart of the Gulf

**Terms of Reference for the
Etheridge Shire Council
Biosecurity Advisory Committee**

ABN 57 665 238 857

Address all correspondence to:
The Chief Executive Officer
PO Box 12
GEORGETOWN QLD 4871

Phone: (07) 4079 9090
Fax: (07) 4062 1285
Email: info@etheridge.qld.gov.au
41 St George Street, GEORGETOWN QLD 4871

Contents

Page No.

1. INTRODUCTION	1
2. PURPOSE.....	1
3. AUTHORITY	1
4. MEMBERSHIP	1
5. GOVERNANCE FRAMEWORK	2

1. INTRODUCTION

This document provides the Terms of Reference ('ToR') for Etheridge Shire Council's Biosecurity Planning Advisory Committee, constituted under the *Local Government Regulation 2012*, on the 19th January 2022.

Broadly, the Terms of Reference establishes the role, authority and governance framework within which the Advisory Committee is to operate.

2. PURPOSE

The primary objectives of the Biosecurity Planning Advisory Committee is to: -

- 1) Receive, consider and comment upon the draft NWQ Regional Biosecurity Plan, under Development by Southern Gulf NRM, in partnership with NWROC.
- 2) Under the framework of the Queensland Biosecurity Act 2014, and Commonwealth, State & Regional Biosecurity Plans assist Council in developing a Shire Biosecurity Plan.
- 3) Provide a consultation link between Etheridge Shire Council and key State, Regional and Local stakeholders in developing the Shire Biosecurity Plan.
- 4) Any other responsibilities referred to the Committee by Council, by resolution.

3. AUTHORITY

The Biosecurity Planning Advisory Committee's authority is limited to: -

- 1) Asking for advice and information for the performance of its purpose through the Committee Secretary.
- 2) Making recommendations to Council on proposed decisions and outcomes; and
- 3) Proposing a draft Shire Biosecurity Plan to Council for adoption

The Advisory Committee does not have decision making authority in its own right.

4. MEMBERSHIP

The Committee will be comprised of a Chairperson, six Committee Members, a Committee Secretary and Advisors: -

Chair	Cr Seven Ryan
Member	Mr Tom Saunders Mrs Katarina Keough Mrs Lyn French Mr Brendon Fry Mr Michael Furber Mr Warren Bethel
Committee Secretary:	Mrs Renee Bester, Director of Corporate Services
Ex Officio	Mr Barry Hughes, Mayor Mr Ken Timms, Chief Executive Officer
Advisors	Mr Loukas Elgey, Rural Lands Officer Representative from Gulf Savannah Representative from Southern Gulf NRM
Observers	ESC Councillors
For clarity, the Chairperson is a member of the Advisory Committee.	

5. GOVERNANCE FRAMEWORK

- 5.1 The Committee shall determine the frequency, date, time and location of meetings.
- 5.2 The Committee Secretary shall prepare and distribute Meeting Notices, Agendas and Meeting Minutes in accordance with the Local Government Regulation.
- 5.3 Members, ex Officio appointees and advisors may teleconference / video conference into meetings when unable to attend in person. Arrangements shall be made with the Committee Secretary at least 2 days before scheduled meetings.
- 5.4 A quorum shall consist of 4 members.
- 5.5 Meetings will be open to the public, unless the Chair closes the meeting to the public under s254J of the Regulation.
- 5.6 Decision making will be by the majority of members.
- 5.7 Voting shall be by way of show of hands.



General Meeting 21st August 2024

Subject	Sealing work on Cobbold Gorge Road
Classification	Open
Author	Raju Ranjit – Director of Engineering Services

EXECUTIVE SUMMARY

This report relates to the request regarding the sealing of 800 m from the boundary grid towards the office building and 7 km from the boundary Grid to the intersection of Cobbold Gorge Road and Agate Creek Road (Ch. 37.80 km to Ch 44.80 Km)

RECOMMENDATION

That Council will consider a signed a private works application to carry out the reconstruction and sealing work on 800 m section between Cobbold Gorge Village office building & the boundary grid, and 7 km section between the boundary grid and the intersection of Cobbold Gorge Road & Agate Creek Road.

BACKGROUND

Council received an email about the road condition of the Cobbold Gorge Road, and particularly the approach to Cobbold Village. In the email, the Cobbold Gorge village owner has stated that in tourist seasons, the village receives high volume of traffic and poses a massive dust problem and impacts on safety to the road users and pedestrians in and around the entrance where there are considerable amounts of activity including bushwalkers and cyclists. Addition, there is a helicopter pad adjacent to the road and has visibility problem during the high traffic volume. In the email, the owner of the Cobbold Gorge Village has requested Council to seal a road section between Cobbold Gorge Village office building and the intersection of Cobbold Gorge Road & Agate Creek Road. The total length of the section is 7.8 km.

Engineering department has prepared a cost analysis and compared with the previous road works. From the analysis, it has been revealed that the cost to seal per km is \$ 500,000 approximately. The material requires per kilometre to seal the road are:

- Gravel = 4400 tons
- Two coats seal = 8000 m².

The total estimated cost to seal 7.8 km is \$ 3.9million dollars.

LINK TO CORPORATE PLAN

Corporate Aim No. 1 – A sustainable transport network that meets community needs.

BUDGET & RESOURCE CONSIDERATIONS

No budget has been allocated for 2024/2025 financial years.

LEGAL CONSIDERATIONS

Local Government Act 2009.

POLICY IMPLICATIONS

The procurement process conducted in accordance with Council's Procurement Policy if it has to be tendered out.

CONSULTATION

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

RISK ASSESSMENT

Risk Assessment Outcome: E2

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:

Raju Ranjit

Date: 12th August 2024

Report Authorised By:

Ken Timms PSM

Date: 12/08/2024

ATTACHMENTS

1. Cobbold Gorge Village Owner's email
2. Road Map

From: Glenda Daly <manager@cobboldgorge.com.au>

Sent: Friday, 14 June 2024 10:28 AM

To: Ken Timms <Ken.Timms@etheridge.qld.gov.au>

Subject: FCobbold Gorge Road

You don't often get email from manager@cobboldgorge.com.au. Learn why this is important

To Etheridge Shire Council

I'm writing in regards to the Cobbold Gorge Road and in particular the approaches to Cobbold Village.

As in most Tourist Seasons the Village receives high volumes of traffic at this time of year and this being no exception. With this consistent traffic the gravel road leading into the Village poses a massive dust problem with the prevailing wind from the North East providing no relief.

Our biggest concern with this issue is safety of road users and pedestrians in and around the entrance where there is considerable amounts of activity including Bushwalkers and Cyclists . Adjacent to the road is the Helicopter Pad which operates daily providing scenic flights and charter operations. Visibility is certainly compromised at dawn and dusk.

I'm asking Council if they could consider sealing this section of road possibly for a distance of at least one kilometer providing a buffer.

Considering the high costs of Road Construction TFD would be open to an In Kind contribution by providing the Screening of pavement material to go towards this project if required. In terms of the bigger picture this could be a consideration in developing the last seven kilometres of Cobbold Gorge Road also.

If you have any queries or require any further information please contact me anytime

Kind Regards

Simon Terry

Etheridge Shire Council



12/08/2024, 10:13:04 am

1:18,056

World Imagery

High Resolution 30cm Imagery

• Chainage 100m (2022)

Low Resolution 15m Imagery

Citations

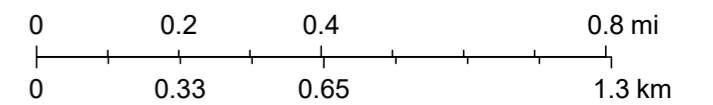
Road Centreline

High Resolution 60cm Imagery

4.8m Resolution Metadata

2

4A



Esri Community Maps Contributors, 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



CHIEF EXECUTIVE OFFICER – BRIEFING REPORT

GENERAL MEETING: August 2024

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

Councillors,

I present my report for the period of: July 2024

Update

Welcome to my July 2024 “Briefing” Report.

Finalisation of the 23/24 Financial Statements are under way and should be ready for the “Internal Audit Committee” endorsement prior to the deadline on 6th September, when they have to be submitted to QAO. Also, last month saw the 24/25 Financial Year budget being brought down.

During the month we have had Liza Perrett from the DSDLIGP / LMGAQ undertake a Governance Audit and this has brought about some amendments to Policies and these will be brought to Council for adoption in due course.

On another note the 24 tourism season has been dismal and this can be noticed by the figures in the “Matters of Interest”.

Further, over the last month more work has been done to shore up sources of gravel for our road works teams.

Operational Plan Matters

Operationally Council has commenced with the implementation of the strategies set by Council

- I am proud to advise that Renee Bester has been appointed the Director Corporate Services.
- A review of the Organisational Structure has been undertaken and same is presented to Council separately for adoption.
- Development of a Corporate Plan 2025 – 2029
 - o Council has to adopt a Corporate Plan
 - o This document sets out the strategies and goals that it intends to achieve over the next 4 years
 - o Mead Perry undertook this process for the previous version 2021-25
 - o Attached is a quote to develop a new Corporate Plan for the Shire
 - o Council resolution is required
- Special projects are still being managed as follows.
 - o Justin Fischer - remotely
 - Charleston Dam and fish ladder.

Evolving Issues

Work continues on Work Health & Safety, Federal Accreditation, National Heavy Vehicle – Fatigue Management and Earth Check accreditation over the next 2 months.

Projects

I am currently working on the following projects, and if you have any comments do not hesitate to ask.

- **Charleston Dam – Justin Fischer and DES**
 - Alterations of land tenure (actual water footprint) has Native Title considerations.
 - Regulator issues
 - Certification and Annual accreditation required by 1st October 24
 - Reestablishment of the Fish ladder is also pending

- **Ewamian People**
 - Access to the cultural site has been surveyed (including a road opening) for registration.
 - Work is been done on the communication and cultural protocols
 - Yet to commence process to arrange for building alterations
 - Locations have been identified for positioning of Traditional Land boundaries.
 - Other Outcomes from the meeting held on the 10th April are being addressed

- **Economic Development Plan**
 - Status of an Economic Development Strategy
 - Working with State Development to develop a new Strategy for the shire
 - It will be presented to the new Council for consideration.

- **Etheridge Agg Precinct**
 - Council is securing \$400,000 of a \$600,000 project to enlist the services of a EDO to instigate and progress this project / concept to fruition.
 - Council has been working with RDANT and more importantly the funding provider DSD/DAF to secure this funding.
 - A business plan has to be developed, with key milestones to deliver this project. Then State Government will sign the funding deed

- **Road User Agreements**
 - Genex/wind farm - progressing
 - Savannah Goldfields – deferred
 - Cobbold Gorge – upgrade to road. Please see attached report.

- **QRA Flood Damage – Shepherd Services – Clinton Mervis**
 - **Gravel Pits**
 - Council is currently working through the new arrangements
 - Information from the Minister is attached.
 - **Update of current and previous works**
 - 23 event - Program to finalise the schedule of works
 - The new 23/24 event

- **Developments – Liz Taylor**
 - FNQ Regional Plan
 - Currently working on same, with a view to finalise before October 24
 - Industrial Subdivision
 - Working with RPS. This is proposed under an amendment to the planning scheme
 - Renewal of Lease 0/222075

- Please see the attached and consider not renewing the lease, as there may be, a better solution for the land
 - It was leased as the butcher's paddock, but that use has changed.
 - Commercial use of Council Facilities
 - Please see the attached with regard to the commercial use of Charleston Dam
 - Subject to an application to operate a commercial activity on the dam and evidence of limiting any risk to Council, it can be approved.
- **Tourism Master Plan – Griffith, Brent Moyle and Co.**
 - Funded projects
 - Master Plan – Totems, Entrance Signs and Pavilions
 - Funding application for Growing Our Region
 - Latest correspondence is attached.
 - Building Bush Tourism application – Cumberland Bird Hides
 - Funding application submitted for Casey's Rest
- **The Lynd Drop-in Centre**
 - Subject to an assessment of this Centre and land tenure issues, Land Tenure offer has been accepted. From there Management will scope out works and arrange to undertake same.
- **Correspondence for information (attached)**
 - New Qld Fire Department and Rural Fire Service Qld – Financial arrangements, etc..
 - LGAQ – QLD Local Government Workforce Strategy 2024-28

Other

An update on the appointment of a new CEO will be discussed in committee.

Regards,
 Ken Timms PSM
 CHIEF EXECUTIVE OFFICER

Ken Timms

From: John Perry <john@meadperrygroup.com.au>
Sent: Monday, 12 August 2024 12:17 PM
To: Ken Timms
Cc: Admin Mead Perry Group
Subject: Corporate Plan
Attachments: Quote Etheridge Corporate Plan 2024.pdf

Hi Ken

Please find attached a proposal to assist with the development of Council Corporate Plan. The proposal following the same approach to the 2020 Corporate Plan.

If successful, it would be proposed that the community survey would commence in late August, and the results in late September would be compared with the 2020 survey rates.

Please see below some of the results from 2020 survey.
This information was shown to Councillors and the Community.

Issues of importance

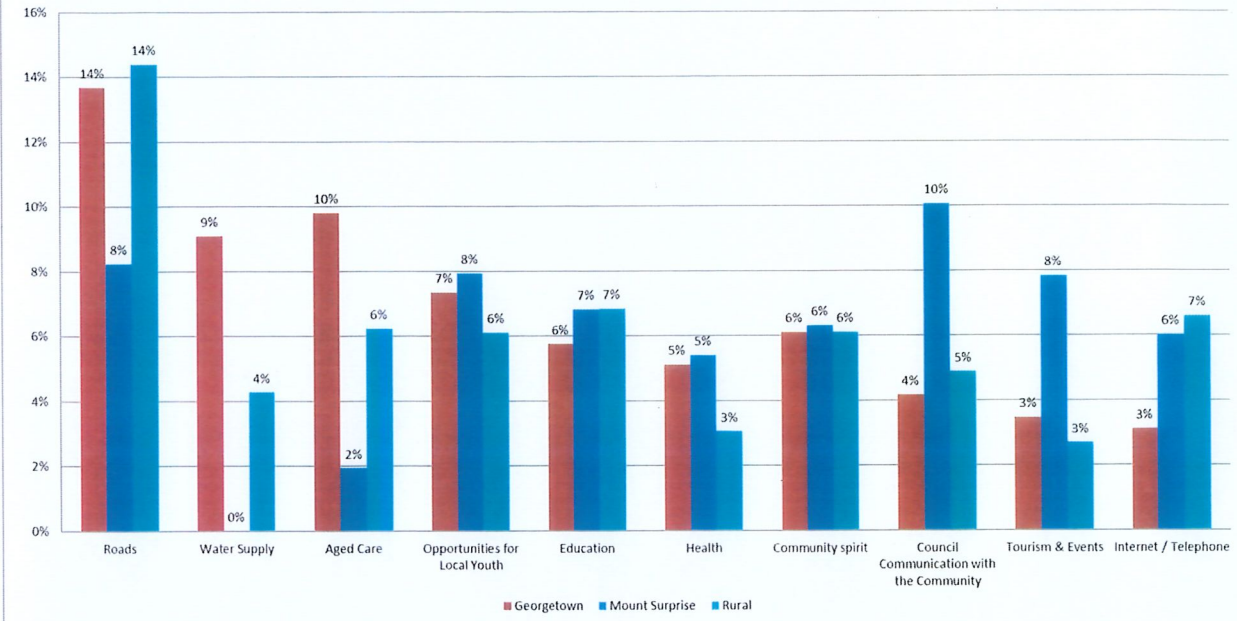
1. Better Roads
2. Education
3. Opportunities for local youth
4. Aged Care
5. Water Supply
6. Community Spirit
7. Tourism & Events
8. Council Communication with the Community
9. Health
10. Internet / Telephone

Areas to be improved

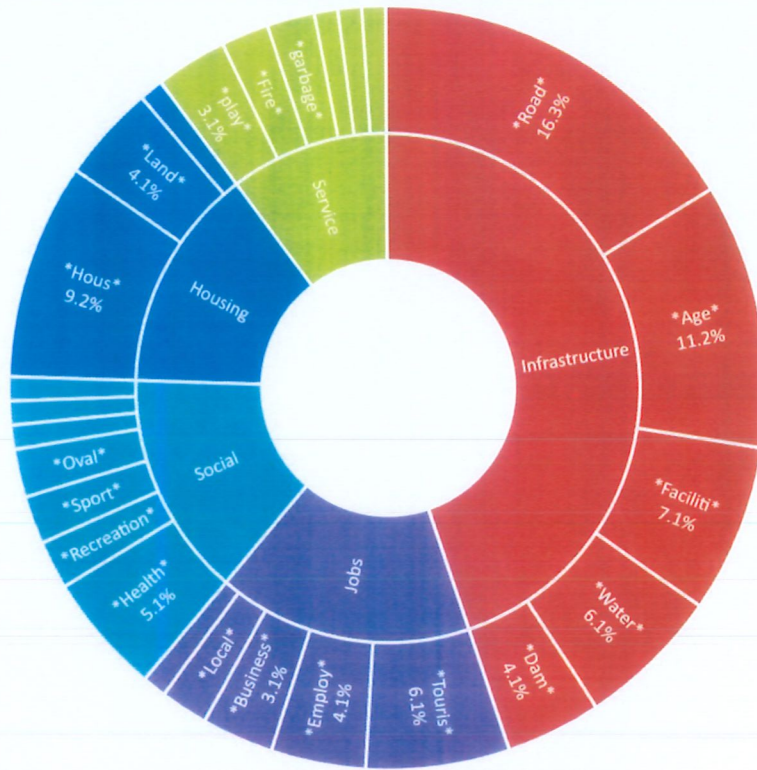
1. Better Roads
2. Water Supply
3. Aged Care
4. Opportunities for local youth
5. Health
6. Internet / Telephone
7. Cost of Living
8. Education
9. Council Communication with the community
10. Community Spirit



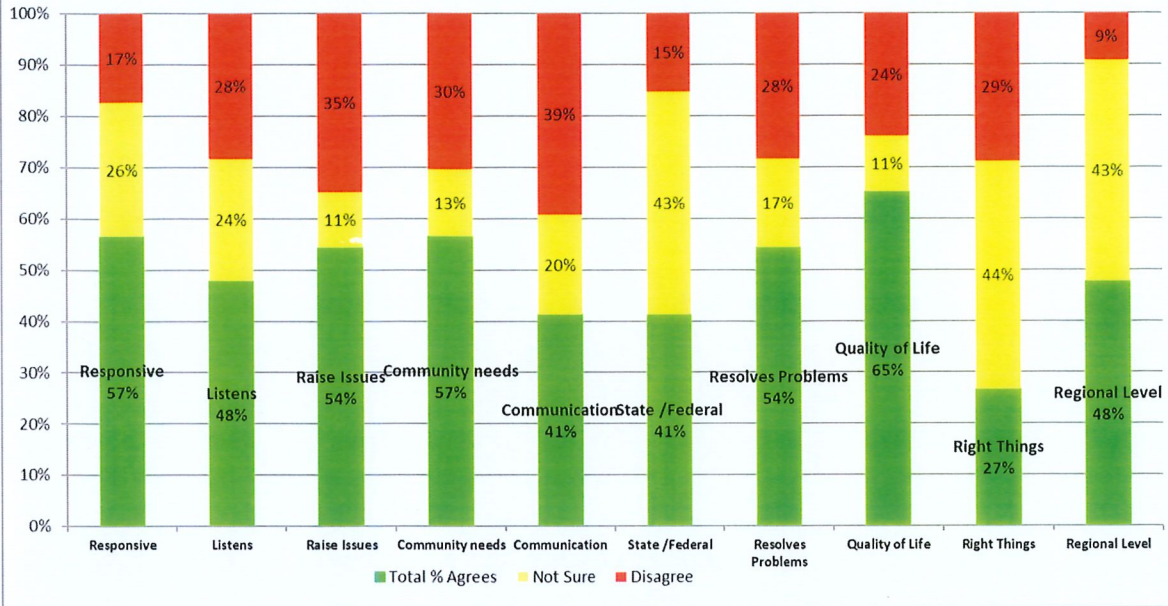
2021 - Combined Importance & to be Improved



5 Years Comments



Council Performance



Regards,

John Perry

Director

M: 0428 155 983

E: john@meadperrygroup.com.au

W: www.meadperrygroup.com.au



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www.meadperrygroup.com.au



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 Human Resource Management and Workplace Mental Health and Wellbeing

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Consultancy Services Proposal

ETHERIDGE SHIRE
COUNCIL



Corporate Plan 2024

August 2024



Organisational excellence in the public sector



The Chief Executive Officer
Etheridge Shire Council
PO Box 12
GEORGETOWN QLD
4871

12 August 2024

Dear Ken,

Re: Corporate Plan 2024

Thank you for your request to provide a proposal to undertake the above project.

We believe we can provide you with a solution to meet your specific requirements and provide a positive outcome for Council, while keeping costs to a minimum. We are flexible in how the project is carried out and happy to discuss alternative approaches to suit the needs of Council.

When you engage Mead Perry Group, we guarantee you will receive the best value for money services available. That means quality assured, fully insured services delivered by qualified and experienced consultants who know Local Government. All our work is peer reviewed to ensure our clients get the best support and advice. Over 20 years, we have developed and systemised our services to be efficient and ensure we deliver consistency and value for money.

We are an ISO 9001 quality certified company and a preferred supplier under Local Buy contract numbers LB309 (Business Management & Consulting Services), LB310 (Financial Management & Consulting Services), LB328 (People and Wellbeing Services), LB308 (ICT Solutions and Services) and LB312 (Engineering & Environmental Consultancy Services). Should you accept this proposal under a Local Buy contract, please advise at the time of acceptance.

We have a team member available to start work on this project at your convenience.

Thank you for giving Mead Perry Group the opportunity to present this proposal. If any further information or clarification is required or you would like to discuss alternatives approaches to suit the needs of Council, please contact me.

Yours Faithfully,

John Perry
Director



Project Proposal: Corporate Plan 2024

Etheridge Shire Council

This proposal has been developed with the view to providing a positive outcome for the Council in accordance with its requirements whilst keeping costs to a minimum. Mead Perry Group is flexible to your needs, and we are happy to discuss any alternatives which may be more suitable to the Council.

Project Scope

To facilitate a new Corporate Plan for Etheridge Shire Council which may include:

- Initial planning meeting with Councillors and relevant officers.
- Prepare and conduct a community views survey.
- Delivery of a workshop with Councillors to develop a draft corporate plan.
- Staff and community engagement workshops.
- Review of feedback.
- Adoption of plan for public review.
- Public comment period.
- Final review and adoption.

Proposed Program

Preparatory meetings

Facilitate a preparatory meeting with Councillors and senior staff to establish the corporate planning methodology and determine the process for completing the project. This would include the determination of the detail of the community survey and the review of existing corporate plans.

Community survey

In conjunction with senior staff, prepare draft community issues questionnaire for review and distribution. When complete, analyse survey results in preparation for staff and Councillor workshops.

Councillor planning meeting

Workshop to develop a draft Corporate Plan for use in the consultation meetings. It will focus on preparing a plan for the next five years which will move the Council and Community closer to its long-term goals.

This workshop will include discussion on the Corporate Planning process and how it relates to Council structure, Operational Plan and Budget, Corporate Governance and the separation of roles between Councillors and Management.

Preparation for consultation

Following the Corporate Planning workshop our consultant will review and collate the Council workshop outcomes and put together a draft Corporate Plan, including a power point presentation in preparation for consultation workshops.

Staff and community consultation meetings

In accordance with the requirement to consult with the Community and through our experience of previous positive outcomes, it is suggested that at this stage, consultation meetings be conducted with Council staff and the Community. As discussed, this approach which uses the draft plan as a basis for consultation is effective in providing quality information to the Community, ensuring that the consultation meetings remain focused and promotes commitment to and ownership of the plan by Councillors. The details of when and how many meetings will be required can be addressed at a later date however we have allowed for two days for this in our quotation. If more time than this is required, it would be charged at our standard consultancy rates.

Review consultation feedback

After the completion of the consultation meetings, we will conduct a debrief and review of issues, suggestions and feedback with Chief Executive Officer, Mayor and interested Councillors. We will then prepare a report for consideration by Council, prior to adopting the Corporate Plan.

Operational Plan

Mead Perry Group can assist with the development of the operational plan, if requested by Council.

Methodology

During the review and development phase of this process, it is important that some time is taken to give Councillors a good understanding of the Corporate Planning Process, how the plan drives the organisational structure and is the basis for and flows through to the Operational Plan and Budget. This also gives them a better understanding of their role as strategy and policy makers rather than being involved in operations.

If required, we would also take some time to discuss the elements of best practice Corporate Governance. This also helps to build an understanding of the importance of their role as Councillors and puts them in an appropriate mindset for the development of the Corporate Plan.

Once the draft plan for consultation has been agreed upon, it is used for the basis of the consultation workshops. This approach allows those being consulted to be aware of and to understand what is being proposed. They can give direct feedback on the issues and propose the consideration of any important issue that they feel has been left out. During the consultation workshops we also take time to give the attendees an understanding of the Corporate Planning Process.

We believe that this approach provides an extremely effective consultation outcome with the Community more informed and the Council more committed to their Corporate Plan. Mead Perry Group has developed a Corporate and Operational Plan linking and reporting software module that would be made available to Council as part of this project. It is suggested that the best approach would be to conduct the bulk of this project on site as this will allow direct consultation with relevant officers.

Thank you for giving Mead Perry Group the opportunity to present this proposal. If any further information or clarification is required, please contact me.

Engagement Terms

It would be appreciated if you would provide us with your client contact details and ensure all requests are responded to within a reasonable time frame to allow the project to be undertaken and completed efficiently and with optimum results.

Quotation

To develop a Corporate Plan for Etheridge Shire Council
as per consultancy proposal.

Consultancy Fee (Fixed Rate) - \$18,000.00

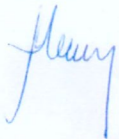
GST - \$1,800.00

TOTAL Consultancy Fee (incl GST) - \$19,800.00

Additional Costs

- Cost of accommodation whilst in the Council area, to be met by Council.
- Airfares/car hire (charged at cost), to be met by the Council.
- Cost of travel in MPG vehicle (\$1.10/km plus GST), to be met by Council.
- Travel time charged at \$750.00 (plus GST) per day.

- Mead Perry Group Pty Ltd carries professional indemnity and public liability insurance.
- We are ISO 9001 quality certified by Sci Qual International.
- This proposal is valid for 90 days only.



John Perry
Director



About Mead Perry Group

Mead Perry Group has, since 2000, been providing a range of services across Australia to State and Local Governments, and other public sector organisations. We deliver services and solutions that enhance the performance of Local Government. We are here to respond to the growing number of complex issues being faced by Local Authorities.

- ✓ We are a Local Buy preferred supplier.
- ✓ We are ISO 9001 quality certified by Sci Qual International.
- ✓ Committed to quality, confidential, efficient and ongoing service.
- ✓ We understand the Local Government Industry and its processes.
- ✓ Improving Local Government Organisations through best practice.
- ✓ We have been providing valuable support to our clients for 24 years.
- ✓ Services at a reasonable cost and conscious of our client's requirements.
- ✓ Our client base includes over 68 Local Authorities in QLD, NT, NSW and WA.
- ✓ Providing valuable support to our clients in a professional and timely manner.
- ✓ We deliver outcomes that meet your needs and support the delivery of effective governance and operational performance to your Council and your community.
- ✓ Our diverse team of Local Government specialists include former Council CEO's and finance, governance and human resource experts.
- ✓ Drawing on over 200 years of extensive Local Government experience along with undergraduate and postgraduate academic qualifications.
- ✓ We have conducted over 700 projects in the last 24 years.



Our team is committed to helping our clients find practical solutions to complex problems and partnering with them to improve the communities we serve.

- ✓ Specialist services include:



AUSTRALIAN
SMALL BUSINESS
CHAMPION
AWARDS 2022
FINALIST

- Corporate Governance
- Financial Sustainability
- Service Level Management
- Environmental Management
- Carbon Emissions Profiling
- Human Resource Management
- Organisational Performance
- Workplace Mental Health and Wellbeing
- Change Management & Continuous Improvement
- Organisational & Community Development
- Councillor and Staff Mentoring





The Hon Mark Furner MP
Minister for Agricultural Industry Development and Fisheries
and Minister for Rural Communities

Our ref: CTS 02601/24

17 June 2024

1 William Street Brisbane 4000
GPO Box 46 Brisbane
Queensland 4001 Australia
Telephone +61 7 3719 7420
Email agriculture@ministerial.qld.gov.au

Councillor Barry Hughes
Mayor
Etheridge Shire Council
Barry.Hughes@etheridge.qld.gov.au

Dear Councillor Hughes

I would like to congratulate you on your election to the position of Mayor in the Queensland Local Government Elections held in March 2024. I wish you well during your term.

Most Local Governments utilise state-owned quarry material (mostly gravel) to construct and maintain roads and other community infrastructure. A sales permit must be held under the *Forestry Act 1959* (the Forestry Act) to authorise the purchase and removal of state-owned quarry material situated on a number of land tenures in Queensland.

The purpose of this letter is to provide you with information about the work being undertaken by the Department of Agriculture and Fisheries (DAF) to ensure that Forestry Act sales permits for state-owned quarry material comply with the requirements of the Federal Government's *Native Title Act 1993* (Cth) (the Native Title Act).

DAF established a project team to progress this important work in May 2023. Where required, DAF has been leading Indigenous Land Use Agreement (ILUA) negotiations with relevant native title parties to ensure that sales permits and/or individual quarries and gravel pits are legally valid with respect to the Native Title Act. Please find enclosed further information about this important issue.

DAF's response has been prioritised based on the expiration dates of existing Forestry Act sales permits and has involved working closely with relevant local governments to identify those quarry pits that are both needed in the future and require an ILUA or other valid native title authorisation to enable continued access.

In October 2023, DAF updated Local Governments about the progress of the negotiation of ILUAs for state-owned quarry material. DAF is continuing to work with those Local Governments with sales permits expiring between 2023 and the end of 2026 that require an ILUA to address native title under the Native Title Act.

Please also be advised that senior staff from DAF have been meeting regularly with Local Government stakeholders from the Local Government Association of Queensland; the North West Queensland Regional Organisation of Councils; the South West Queensland Regional Organisation of Councils; and the Remote Area Planning and Development Board. These meetings provide a forum for Local Government representatives to engage directly with DAF to discuss progress of the issues relating to State-owned quarry material and native title.

If you require further information, please contact Dan McIntyre in my office on 07 3719 7420.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M. Furner'.

MARK FURNER MP
Minister for Agricultural Industry Development and Fisheries and
Minister for Rural Communities

Att

Cc Ken Timms
Chief Executive Officer
Etheridge Shire Council
ken.timms@etheridge.qld.gov.au



Information for local government: state-owned quarry material and the *Native Title Act 1993*

Quarry sales permits

To purchase state-owned quarry material on some land tenures in Queensland, a sales permit must be held under the *Forestry Act 1959* (Forestry Act).

The Department of Agriculture and Fisheries (DAF) manages the allocation and sale of state-owned quarry material through the granting of these sales permits. The sales permits include a list of endorsed quarry 'pits' from which quarry material is authorised for removal. Sales permits are issued for a defined period of time and must be renewed prior to the expiry date to maintain the continuity of supply of quarry material.

When renewing existing sales permits or issuing new permits, or when adding new quarry pits, DAF considers obligations under the Forestry Act as well as other legislation that might address environmental and planning constraints, other resource authorities, cultural heritage and native title.

The *Native Title Act 1993*

DAF must ensure obligations under the *Native Title Act 1993* (Cth) (Native Title Act) are addressed appropriately before granting a quarry material sales permit under the Forestry Act.

The history of land tenure in Queensland is complex and varied and can have different effects on native title rights and interests. To comply with the Native Title Act, DAF uses the Queensland Government's Native Title Work Procedures to determine how native title can be validly addressed. Changes to the interpretation of these procedures and other developments required DAF to review native title requirements for its quarry sales permits.

This review identified that granting, renewing or varying of some permits is a 'future act' and therefore native title must be validly addressed. An Indigenous Land Use Agreement (ILUA) is the only mechanism available to validly address native title in many of these situations.

DAF has initially identified 28 local governments with existing sales permits for quarry materials expiring before the end of 2026 that require ILUAs to secure ongoing access to supply.

What does this mean for local governments?

Local governments use state-owned quarry material (mostly gravel) to construct and maintain roads and other community infrastructure.

Typically, local governments will operate many endorsed quarry pits. This approach provides access to a variety of quarry material types and quality across a dispersed geographic area.

As part of the application assessment process, native title is considered on a case-by-case basis for each individual quarry pit. Specifically:

- Where quarry pits are on land where **native title does not need to be addressed**, they can be endorsed and sales permits can be granted as long as other obligations are met.
- Where quarry pits are on land where **native title has been determined or claimed**, consent of the native title holder/s is needed before they can be endorsed and sales permits granted. This is usually through an ILUA.
- Where quarry pits are on land where **native title is undetermined and unclaimed**, it may still be possible to



Native Title Quarry Project



negotiate an ILUA, however the process is usually more complex and can take longer. For these areas, DAF will consider negotiating ILUAs following the process set out in the Native Title Act.

An ILUA is a voluntary agreement between native title parties and other people or bodies about the use and management of areas of land and/or waters. An ILUA takes effect as a binding agreement once it has been registered with the National Native Title Tribunal.

A registered ILUA will afford local government compliance with the Native Title Act when accessing its quarry pits and can ensure increased certainty of future supply of state-owned quarry materials.

Some local governments may have existing ILUAs which already provide the consent needed for DAF to endorse quarry pits and grant a sales permit.

However, for those local governments without existing ILUAs, securing native title consent will be needed for DAF to grant a sales permit to maintain the supply of quarry material or authorise individual quarries.

How is DAF assisting local governments?

Local governments with current sales permits in place can still access state-owned quarry material until the permit expires.

DAF's response has been prioritised based on the expiration dates of existing sales permits, and has involved identifying each individual pit that is both needed in the future and requires an ILUA or other valid native title authorisation for continued access.

Extensive engagement with individual local governments, including field visits, has been undertaken to identify the relevant and required quarry pits because every pit has unique circumstances and needs to be assessed individually with respect to native title.

As a result of this, some local governments have identified pits that they no longer require and other areas where pits could be established without the need for an ILUA.

Where effected pits are still required, DAF (on behalf of the State) is leading ILUA negotiations with relevant native title holders and registered claimants.

A dedicated team has been established within DAF to undertake this work.

The team is systematically working through complex legal issues and undertaking negotiations to deliver desired outcomes as quickly as possible.

DAF has successfully negotiated several interim agreements where native title holders have agreed to ongoing access to quarry materials while ILUA negotiations are undertaken.

These native title holders recognised that time was required to negotiate binding ILUAs and have agreed to continued quarry material supply while those negotiations are underway.

DAF has been unable to endorse some quarry pits. To date, this has been in a relatively small number of circumstances where an interim agreement or ILUA was unable to be negotiated and no alternative options could be identified.

DAF will be in direct contact with the relevant local government/s to work through the issues arising from these circumstances if they occur.



Native Title Quarry Project



What can local government do?

Local governments are encouraged to:

- identify any **existing ILUAs** which contain 'future act' consent for actions (including operations under quarry material sales permits). Existing ILUAs can provide a much faster solution than negotiating a completely new agreement.
- access as much information as possible on **quarry pits**, including their **locations and use**
- consider whether a **pit is needed or not** into the future.

This information is important for the detailed assessment process and the ILUA negotiations.

DAF will also be seeking to engage directly with local government officers who have detailed knowledge of the local government's sales permit and its terms and conditions, especially those relating to native title and cultural heritage.

Early identification of the best contact within each local government would be beneficial in helping to access timely information and advice needed to inform negotiations.

If you require any additional information on this issue, please email:

ForestryQuarry@daf.qld.gov.au

May 2024

Information is general only and does not replace independent legal advice



Ken Timms

From: Growing Regions <GrowingRegions@infrastructure.gov.au>
Sent: Friday, 9 August 2024 2:59 PM
To: Ken Timms
Subject: Update on Growing Regions Program – Round 1 implementation arrangements [SEC=OFFICIAL]
Attachments: mg_info.txt

You don't often get email from growingregions@infrastructure.gov.au. [Learn why this is important](#)

OFFICIAL

Hi Mr Timms,

Re: Update on Growing Regions Program – Round 1 implementation arrangements - Unearth Etheridge: Tourism Developments along the Savannah Way

On 10 July 2024 we wrote to you to advise that the department is working closely with state and territory governments to establish a partnership arrangement to deliver the Growing Regions program. Under this arrangement the Australian Government will fund your State/Territory Government to work with you to prepare and execute a funding agreement, and make payments to you based on agreed milestones.

We are working to settle these arrangements as quickly as possible so that state and territory governments can execute funding agreements with successful proponents and allow projects to commence. We thank you for your continued patience as we confirm these arrangements and apologise for any inconvenience that this may be causing.

We will provide you with a further update by mid-September 2024 but will reach out earlier if there are any updates relevant to your jurisdiction. In the meantime, we would like to remind you not make any financial commitments for the project until a funding agreement has been executed.

Should you have any questions or concerns please email GrowingRegions@infrastructure.gov.au and a member of our team will respond to your email.

Kind regards,

Growing Regions Program

Department of Infrastructure, Transport, Regional Development, Communications and the Arts
CONNECTING AUSTRALIANS • ENRICHING COMMUNITIES • EMPOWERING REGIONS

infrastructure.gov.au

*I would like to acknowledge the traditional custodians of this land on which we meet, work and live.
I recognise and respect their continuing connection to the land, waters and communities.
I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

OFFICIAL

Ken Timms

From: Growing Regions <GrowingRegions@infrastructure.gov.au>
Sent: Wednesday, 10 July 2024 6:58 PM
To: Ken Timms
Cc: Growing Regions
Subject: Re: Update on Growing Regions Program – Round 1 implementation arrangements [SEC=OFFICIAL]
Attachments: mg_info.txt

You don't often get email from growingregions@infrastructure.gov.au. [Learn why this is important](#)

OFFICIAL

Dear Mr Ken Timms

On 16 May 2024, you received an email from the Business Grant Hub advising you that the Hon Catherine King, Minister for Infrastructure, Transport, Regional Development and Local Government had approved funding up to \$8,235,000 (GST exclusive) to the Etheridge Shire Council for the Unearth Etheridge: Tourism Developments along the Savannah Way to proceed under the Growing Regions Program – Round 1 (the program).

This email provides an update on the program's implementation arrangements.

The Department of Infrastructure, Transport, Regional Development, Communications and the Arts is working closely with state and territory governments to establish a partnership arrangement to deliver the program. Under this arrangement the Australian Government will fund your State/Territory Government to work with you to prepare and execute a funding agreement, and make payments to you based on agreed milestones.

We will provide you with a further update on these arrangements in early August 2024. In the meantime, we would like to remind you not make any financial commitments for the project until a funding agreement has been executed.

We appreciate your patience while we work through this process and assist the Australian Government to deliver on its commitment to deliver funding for community infrastructure to regional and rural Australia.

Should you have any questions or concerns please email GrowingRegions@infrastructure.gov.au and a member of our team will respond to your email.

Kind Regards,

Growing Regions Program

Department of Infrastructure, Transport, Regional Development, Communications and the Arts
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infrastructure.gov.au

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OFFICIAL

OFFICIAL

1



Queensland Fire Department

File No: QFS/59665
MECS No: 01817-2024

8 August 2024

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

Dear Mr Timms

The Queensland Fire Department Commissioner wrote to all Queensland Mayors on 26 June 2024 outlining changes to the Queensland Fire Department (formerly Queensland Fire and Emergency Services) from 1 July 2024. A copy of this letter is enclosed for your information.

The letter explains that Rural Fire Brigades have become part of the Rural Fire Service Queensland from 1 July 2024. The investment and funding made available by the Queensland Government as part of the reforms does not replace the funding received from Rural Fire Levies. Brigades will continue to need support from their local community, and the Rural Fire Levy remains an essential element of Rural Fire Brigade funding.

Whilst there is no change to existing Rural Fire Levy funding requirements, there is a change to the bank account that Rural Fire Levy related payments will be paid into. From 1 July 2024, all Rural Fire Levy payments must be made into the Queensland Fire Department bank account to be held on behalf of the relevant Rural Fire Brigades.

All funding received will be quarantined for the respective Brigade and cannot be utilised by the department unless explicitly requested by the Brigade. Where Rural Fire Levy distributions are managed by Local Area Finance Committees or Brigade Groups, the funding will be quarantined accordingly. The new bank account details are as follows:

Account Name	Queensland Fire Department
Account Number	10006480
BSB	064-013

Whilst the bank account for the Local Government Rural Fire Levy and State Emergency Management Levy will be the same from 1 July 2024, as these are separate levy arrangements, please continue to remit these payments separately for ease of identification and allocation.

If you have any enquiries relating to the new banking arrangements for the Rural Fire Levy, please contact me on 0438 287 875 or via email andrew.alcock@fire.qld.gov.au.

Yours sincerely

Andrew Alcock
Director
Finance Services and Levy
Enc

Makerston House
Level 9, 30 Makerston Street,
Brisbane

GPO Box 1425, Brisbane
Queensland 4001 Australia

Telephone 13 QGOV
Website www.qfes.qld.gov.au

ABN 93 035 163 778



File No: QFS/59665
Ref No: 01618-2024

26 June 2024

Councillor Barry Hughes
Mayor
Etheridge Shire Council
info@etheridge.qld.gov.au



Office of the
Commissioner

**Queensland Fire and
Emergency Services**

Dear Mayor

I am writing to update you on changes occurring at Queensland Fire and Emergency Services (QFES) as a result of the Queensland Government's Disaster and Emergency Services Reforms.

QFES will become the Queensland Fire Department (QFD) from 1 July 2024. This change will enable the new department to have a dedicated focus on fire and associated hazards while continuing to support Queensland's broader disaster management framework.

The change comes after many months of transitional work including establishing the State Emergency Service, Marine Rescue Queensland, and disaster management coordination functions within Queensland Police Service. This has also included movement of some elements of disaster management to the Queensland Reconstruction Authority.

Work in recent months has also focused on strengthening the fire services, Queensland Fire and Rescue (QFR) and Rural Fire Service Queensland (RFSQ), under a renamed *Fire Services Act 1990*.

I am pleased to confirm that our commitment to strong partnerships with local government has not changed and we will continue to contribute to the safety of the Queensland community through prevention, preparedness, response and recovery.

We recognise that these changes are likely to impact the membership of Local Disaster Management Groups (LDMGs) across the State. Membership is currently being assessed to ensure coverage of all LDMGs and where new members are needed, details will be put forward for consideration and appointment through the usual processes.

One of the significant elements of the reforms under the new QFD is a change to our regions. On 3 June 2024, the organisation commenced a transition to a four-region model for both QFR and RFSQ.

I can confirm that our frontline operational response remains unchanged, as well as the core way we do business and serve our communities. You will, however, notice a change to our regional naming conventions and footprint. There will also be a senior executive from both QFR and RFSQ within the regions to engage on matters of mutual interest.

Emergency Services Complex
125 Kedron Park Road Kedron
GPO Box 1425 Brisbane
Queensland 4001 Australia
Telephone 13 QGOV
Website www.qfes.qld.gov.au
ABN 93 035 163 778

QUEENSLAND LOCAL GOVERNMENT WORKFORCE STRATEGY 2024-2028

STRATEGIC WORKFORCE GOAL: Supporting Queensland councils to cost-effectively and safely deliver the essential services and infrastructure needed for liveable communities through an available, productive, skilled, and engaged workforce.





General Meeting 21st August 2024

Subject	Organisational Structure
Classification	Open
Author	Renee Bester, Director of Corporate Services

EXECUTIVE SUMMARY

The purpose of this report is for Council to adopt the updated Organisational Structure in accordance with section 196 of the *Local Government Act 2009*. This update is for the performance of the local governments responsibilities in accordance with the adopted 2024-2025 budget.

RECOMMENDATION

That Council resolve to:

- Adopt the Organisational Structure as presented in accordance with section 196 of the Local Government Act.

BACKGROUND

The *Local Government Act*, section 196, specifies that:

- (1) A local government must, by resolution, adopt an organisational structure that is appropriate to the performance of the local government’s responsibilities.*
- (2) The local government may employ local government employees for the performance of the local government’s responsibilities.*
- (3) The chief executive officer appoints local government employees.*

Council last reviewed its Organisational Structure in June 2020. Council's Organisational Structure is designed to support the achievement of Council’s vision and key plans. Reviews of the Organisational Structure ensure the optimal deployment of resources to deliver identified corporate priorities.

LINK TO CORPORATE PLAN

Corporate Aim No. 5: Best practice corporate governance and organisational excellence
 Corporate Outcome No. 5.4: Desirable staffing balance that reflects Council and community expectations.

BUDGET & RESOURCE CONSIDERATIONS

Nil.

LEGAL CONSIDERATIONS

Local Government Act 2009, section 196(1)

POLICY IMPLICATIONS

Nil.

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: 12th August 2024

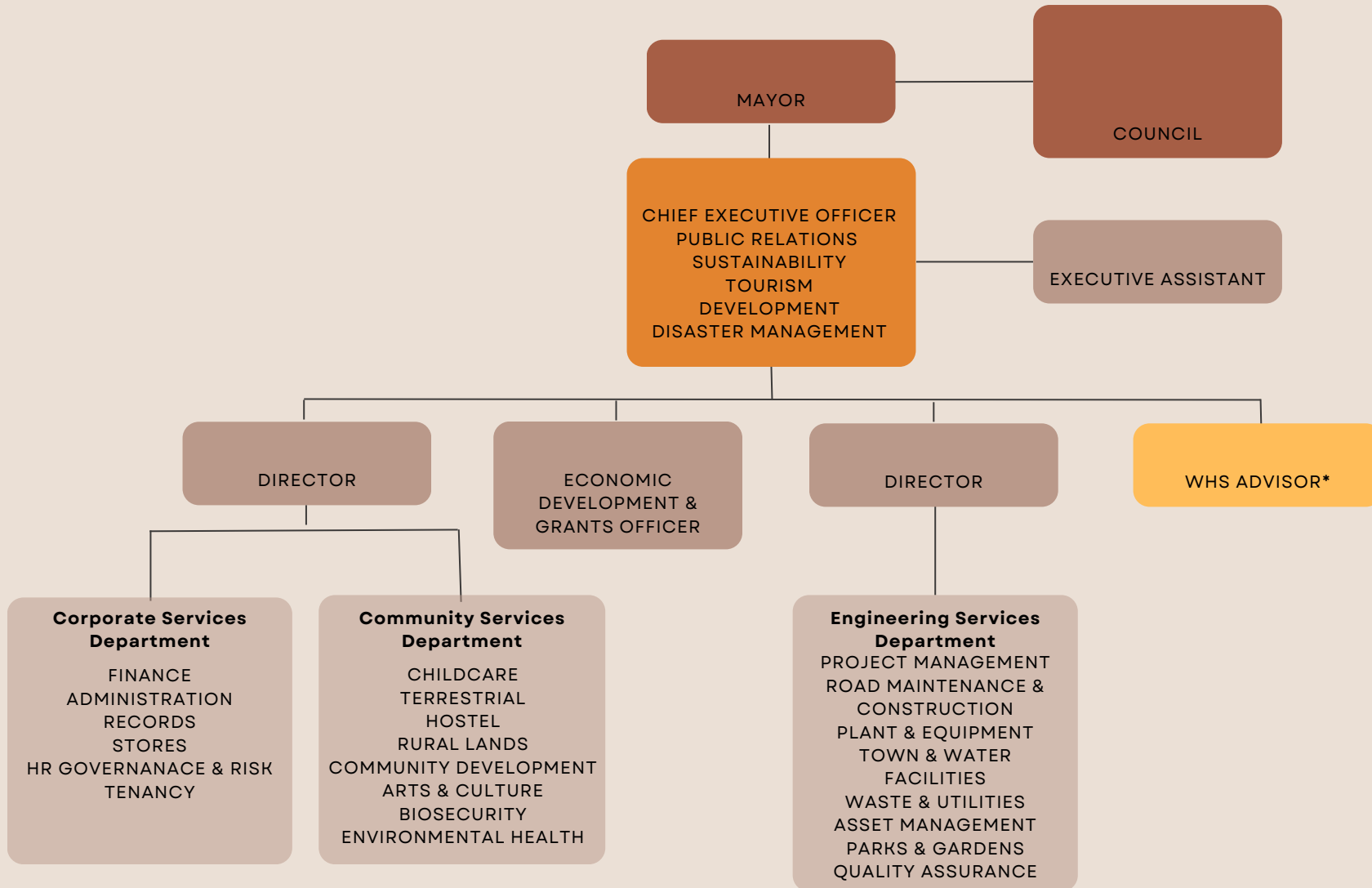
Date: 12th August 2024

ATTACHMENTS

1. Organisational Structure



ETHERIDGE SHIRE COUNCIL ORGANISATIONAL CHART





General Meeting 21st August 2024

Subject	Term Lease 0/222075 described as Lot 8 on SP189943
Classification	Open
Author	Renee Bester, Director of Corporate Services

EXECUTIVE SUMMARY

Council has received correspondence from the Department of Resources on 8th July 2024 regarding Term Lease 0/222075 described as Lot 8 on Survey Plan 189943 (Reserve for Township Purposes). This term lease is due for renewal on 3rd July 2025 and the Department of Resources are requesting Councils (appointed trustees of the reserve) views on the matter as part of the renewal process by no later than 19th August 2024. This land was leased for the operation of a commercial business within Georgetown, and that ownership has now ceased.

RECOMMENDATION

That Council resolve to:

- Advise the Department of Resources that Council will not be renewing this trustee lease at the expiry of the Term Lease to allow for continuation of tenure and further advise of Council's reasons for objection by no later than 19th August 2024

BACKGROUND

The *Land Act 1994* has recently had amendments including allowing for trustees to make decisions about actions and dealings of trust land. The land described above as Lot 8 on SP189943 (Term lease 0/222075) is on Reserve for Township Purposes.

This lease was initiated in July 2005 for 20 years and is due to expire in July 2025. It was leased with Council's support for the operation of a commercial business within Georgetown, whose ownership ceased in June 2024.

As the commercial business has been sold, Council's view is opposed to the granting of new tenure of the current lessee as Council wish to incorporate the lot/s into the future development of Georgetown.

LINK TO CORPORATE PLAN

Corporate Aim No. 3: A diversified economic development ensures a prosperous shire
 Corporate Outcome No. 3.1: A variety of land and housing options for the community.

BUDGET & RESOURCE CONSIDERATIONS

Nil.

LEGAL CONSIDERATIONS

Land Act 1994

POLICY IMPLICATIONS

Nil.

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:

Renee Bester

Date: 12th August 2024

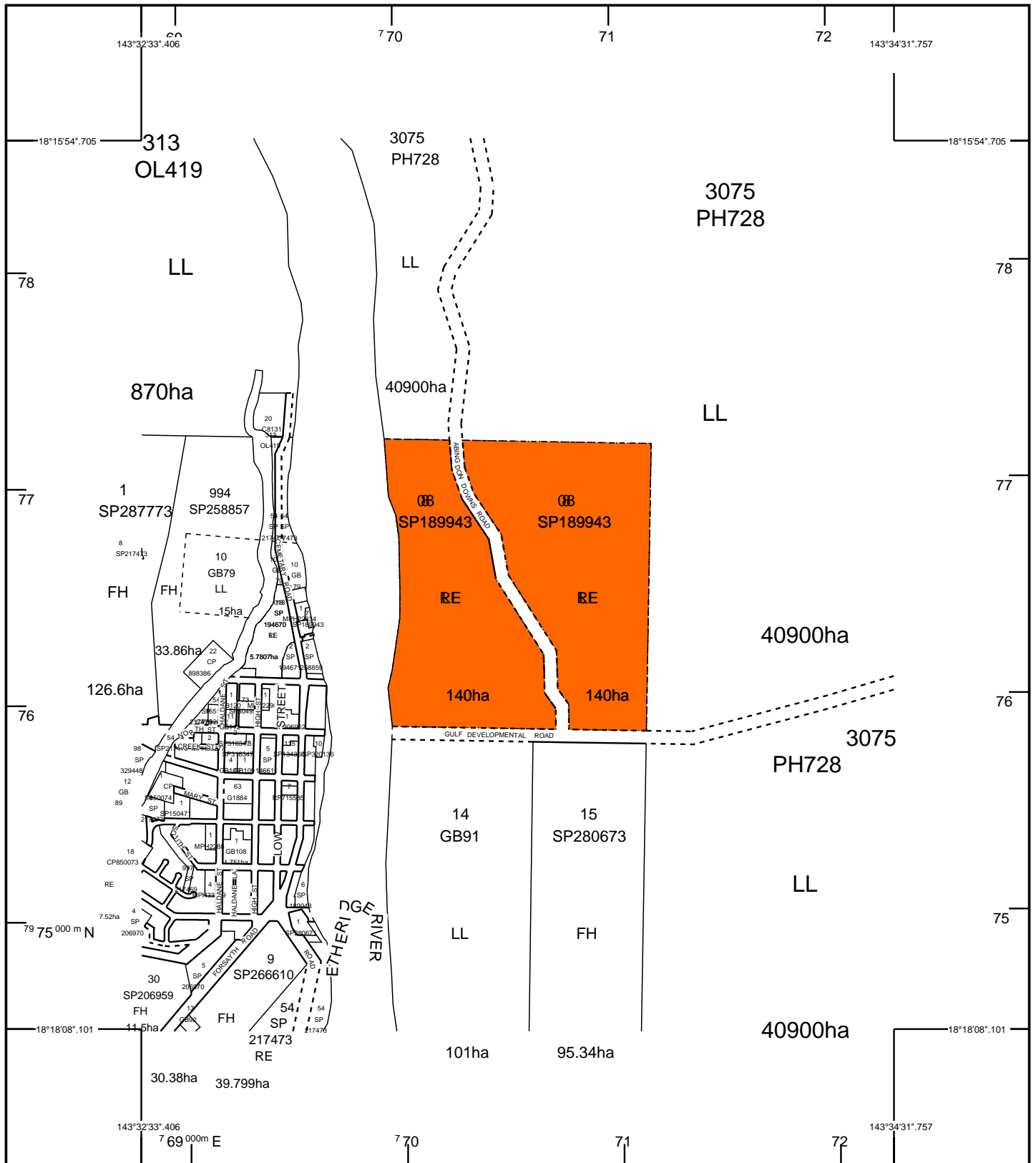
Report Authorised By:

Ken Timms PSM

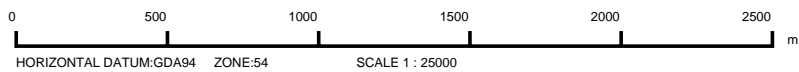
Date: 12th August 2024

ATTACHMENTS

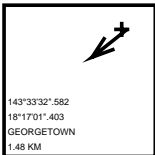
1. Map



STANDARD MAP NUMBER
7661-34421



MAP WINDOW POSITION &
NEAREST LOCATION



SUBJECT PARCEL DESCRIPTION

DCDB Lot/Plan	8/SP189943
Area/Volume	140ha
Tenure	RESERVE
Local Government	ETHERIDGE SHIRE
Locality	GEORGETOWN
Segment/Parcel	506/1

CLIENT SERVICE STANDARDS

PRINTED 20/06/2024
For additional information regarding this SmartMap see page 2.
Shading Rules have been applied.

DCDB 19/06/2024 (Lots with an area less than 3000m² are not shown)

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SmartMap

An External Product of
SmartMap Information Services

Based upon an extraction from the
Digital Cadastral Data Base



**Queensland
Government**

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Additional Information Page

Shading Rules

 Lot Number = 8 and Plan Number = SP189943



General Meeting 21st August 2024

Subject	Use of Council Controlled Areas
Classification	Open
Author	Renee Bester, Director of Corporate Services

EXECUTIVE SUMMARY

Council have assessed the requirement to have an appropriate procedure that aligns with Council's Local Laws and relevant statutory requirements. Council have consulted other Local Government bodies and sought legal advice in preparing an application process to satisfy the requirements. The application (including an applicable fee) will include required documentation to be provided to enable Council granting approval.

RECOMMENDATION

That Council resolve to:

- Amend its 2024-2025 Schedule of Fees & Charges to include an Application Fee for Commercial Activities on Council Land.
- Adopt the proposed Application Form for Commercial Use of Council Controlled Areas

BACKGROUND

Council currently has two Local Laws regarding Council Controlled Areas including:

- Local Law #4: Local Government Controlled Areas, Facilities & Roads
- Subordinate Local Law #4: Local Government Controlled Areas, Facilities & Roads

Council has in the past 12 months received requests from commercial businesses relating to the use of Council Controlled Areas and has proceeded to investigate the options available by seeking legal advice from Preston Law and consulting other Council's processes.

In doing so, Council have devised an application process to be used for all applications requesting permission to use Council Controlled Areas which requires the applicant to complete the following:

- Application Form
- Application Fee
- Public Liability Insurance
- Site Plan
- Risk Assessment/Management Plan
- Food Licence (if applicable)

LINK TO CORPORATE PLAN

Corporate Aim No. 3: A diversified economic development ensures a prosperous shire
Corporate Outcome No. 3.2: A diversified economic base

BUDGET & RESOURCE CONSIDERATIONS

Nil.

LEGAL CONSIDERATIONS

Etheridge Shire Council's Local Laws & Subordinate Local Laws

POLICY IMPLICATIONS

Nil.

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: 12th August 2024

Date: 12th August 2024

ATTACHMENTS

1. Draft Application Form



ETHERIDGE SHIRE COUNCIL

...The Golden Heart of the Gulf

COMMERCIAL USE ACTIVITY APPLICATION FORM

Option 1 - Application for Commercial Use

This application form is to be used to apply for a Commercial Use Activity permit which involves any of the following activities to be carried out on a Council controlled area or road where a commercial benefit or gain is received by the Permit Holder:

- An activity that is conducted for the purpose of organised sport, education, recreation or tourism that is undertaken by participants only; or
- A training event or tour.

All relevant sections in this application form must be completed and any required documentation must be submitted with an application for it to be a properly made application. Council must receive a properly made application at least 30 days prior to the intended commencement date. Applications which are incomplete will not be accepted.

Option 2 – Application for Roadside

This application form is to be used to apply for a Commercial Use Activity permit which involves either stationary or mobile roadside vending from a Council controlled area or roads. If you intend to carry out mobile roadside vending and you comply with the below, you will not require a permit from Council:

- Where the mobile roadside vending operator does not:
 - o Solicit business from Council controlled areas or roads;
- Cause obstruction to vehicle and pedestrian movements by the operation of the business – ie. the queuing of customers;
- Do not operate in front of businesses of a similar nature or that sell similar goods or services that are provided by the mobile roadside vending operation;
- Do not remain in one location for more than 30 minutes; and
- Do not attend the same area more than 3 times in a single day.

All relevant sections in this application form must be completed and any required documentation must be submitted with an application for it to be a properly made application. Council must receive a properly made application at least 30 days prior to the intended commencement date. Applications which are incomplete will not be accepted.

Who is applying for the permit?

Individual(s) – Complete question 2	<input type="checkbox"/>
Incorporated Association / Corporations – Complete question 3	<input type="checkbox"/>

1. Individual(s)

Individual 1	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
Full Name:				
Phone Number:				
Email Address:				
Postal Address:				
Individual 2	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
Full Name:				
Phone Number:				
Email Address:				
Postal Address:				

2. Corporation or Organisation

Name: e.g., ESC Company Pty Ltd	
ACN:	
Postal Address:	
Registered Address of Corporation or Organisation:	
Phone Number:	
Email Address:	

ABN 57 665 238 857

Address all correspondence to:
The Chief Executive Officer
PO Box 12
GEORGETOWN QLD 4871

Phone: (07) 4079 9090

Fax: (07) 4062 1285

Email: info@etheridge.qld.gov.au

41 St George Street, GEORGETOWN QLD 4871

**Nominated contact person:**

If the applicant is a corporation or organisation, a contact person must be nominated for the permit and must be duly authorised to act on behalf of the corporation.

Full name of contact person:	
Position held within corporation or organisation:	
Phone number of contact person:	
Email address of contact person:	

3. Business Trading Name

If the trading name of the business is different to that which is provided at either question 2 or question 3, please provide the following information:

Business Trading Name:	
ABN:	

4. Location of Proposed Activity

Where is the location of the proposed activity/ Roadside Vending? <i>Please provide a description of the location. E.g., an area of road approximately 30 meters from 123 low Street, Georgetown.</i>	
What are the dimensions and total area required for the activity/ Roadside Vending? <i>E.g., 50m x 25m = 1,250m²</i>	

5. Details

Please provide a detailed description of the proposed activity.	
Please provide a description of the goods which are proposed to be sold? <i>E.g., the roadside vending is for the sale of coffee, other hot drinks and soft drinks.</i>	
What are the proposed dates and times that the area will be required for the activity? <i>E.g., The proposed hours are 7:00am to 3:00pm, Monday 5th August 2024 to Friday 9th August 2024.</i>	

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Details – Continued.....	
Will you gain a commercial benefit or gain from the activity if approved?	Yes <input type="checkbox"/>
	No <input type="checkbox"/>
What is the total number of customers or participants proposed to be taken onto the area for the purpose of carrying out the activity in a 12-month period? <i>*Not Applicable for Roadside Vending</i>	
What is the total number of customers or participants proposed to be taken to the site at any one time? <i>*Not Applicable for Roadside Vending</i>	
What are the proposed furniture and structures to be used in the Permit area (if any)?	
If there are vehicles proposed to be used in the activity please provide the following details: • A description of the vehicle/s; • Dimensions of the vehicle/s; and • Registration number/s for the vehicle/s.	
Are there any advertising devices proposed to be installed?	Yes <input type="checkbox"/> <i>If answering yes to this question, please include the following details with this application:</i> • • <i>The type of signs;</i> • • <i>The number of signs; and</i> • • <i>The location of signs within the Permit area.</i>
	No <input type="checkbox"/>
Please provide a description of the toilet arrangements which are proposed to be in place for the operators/customers/participants at the proposed site.	
Please provide any further information if applicable.	

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6. Supporting Documentation

Please provide copies of each of the following documentation with your application. Please be advised that if any of the following are not included with your application, it will not be considered a properly made application and Council may refuse to accept it.

Site Plan	<input type="checkbox"/>
Evidence of any other approvals that may be required in relation to the Permit area <i>For example – If applicable, the applicant must provide a copy of a food licence if one is already obtained.</i>	<input type="checkbox"/>
A certificate of currency for Public Liability Insurance held in the name of the proposed Permit Holder for an amount of no less than \$20 million which notes the Etheridge Shire Council as an interested party.	<input type="checkbox"/>
Risk Assessment/ Management Plan	<input type="checkbox"/>

7. Applicant Declaration

If the application is made by a corporation, the person signing the form must occupy a position that is legally entitled to make an application on behalf of the corporation or incorporated association.

I declare that the information provided in this application form and any other documentation submitted in connection with this application is true and correct and consent to the Etheridge Shire Council making enquiries and exchanging information with authorities of any Local, State/Territory or Commonwealth department regarding any matters relevant to this application.

I indemnify the Etheridge Shire Council, including its employees, representatives or agents, from and against any action, claim, demand, loss, damage, cost and/or expense that is or may be suffered by the Etheridge Shire Council in connection with or related to the assessment of this application.

agree that if a permit is issued following assessment of this application form that I will:

(a) keep in effect during the term of any permit issued, a certificate of currency for public liability insurance which notes the Etheridge Shire Council as an interested party and which is for a value of not less than \$20 million and held in the name of the permit holder; and

(b) indemnify the Etheridge Shire Council, including its employees, representatives and agents, from and against any action, claim, demand, loss, damage, cost and/or expense that is or may be suffered by the Etheridge Shire Council in connection with or related to the activity and/or the use of the Council controlled area or road in any way.

I have read and understood the above declaration and confirm that the information provided in this application and any supporting documents are true and correct.

Name of applicant <i>Either individual or corporation</i>	
Name of signatory <i>If applicant is a corporation</i>	
Position of signatory <i>If applicant is a corporation. E.g., Director, Secretary.</i>	
Signature	
Date	

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APPLICATION FEE

Once a complete application form is received, information will be sent to you about how to make payment of the application fee. *Please refer to Council website for application fee*

RENTAL FEES

If a permit is issued following the assessment of your application, rental fees are applicable which will be dependent on either the location and size of the area required or the number of customers.

HOW TO SUBMIT YOUR APPLICATION

Submit your application form and supporting documentation by one of the following methods:



BY MAIL

You can mail your completed application to the following address:

Etheridge Shire Council
PO Box 12
GEORGETOWN QLD 4871



IN PERSON

You can submit your completed application in person at the Councils Main office located at

41 Saint George Street,
GEORGETOWN QLD 4871



BY EMAIL

You can submit your completed application by emailing info@Etheridge.qld.gov.au

<u>OFFICE USE ONLY</u>
Application Type:
Fee Paid: \$
Receipt No:
Date Approved:
Officer:
Signature:
Comments:

Etheridge Shire Council – Information Privacy Statement

Your personal information has been collected for the purpose of assessing your application. The collection of your information is authorised under the *Local Government Act 2009*. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.

SITE PLAN REQUIREMENTS

A site plan is required to be submitted for all applications. A site plan is required to be an aerial view with measurements and must include the following:

- the overall boundary of the proposed Permit area including the length and width of the area which shows any nearby buildings;
- the location of all vehicles, furniture, structures, advertising devices and other items intended to be placed in the area; and
- the location of any permanent infrastructure including trees, fire hydrants, transformers, telephone booths, mailboxes, bus shelters or seats, rubbish bins, pillars and posts (awning or building supports) and any other permanent items in or adjoining the area.

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