



ADDENDUM

Meeting: General Meeting

Date: Wednesday, 18th September 2024

Location: **Council Chambers,
Georgetown**

Commencing: **9.00am**

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

Agenda Attached

A handwritten signature in black ink, appearing to read 'Ken Timms'. The signature is fluid and cursive.

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.
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Audit Committee Meeting Minutes – 13th September 2024

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| CHIEF EXECUTIVE OFFICER |
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Chief Executive Officer – Briefing Report

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General Meeting 18th September 2024

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|-----------------------|---|
| Subject | Audit Committee Meeting Minutes – 13th September 2024 |
| Classification | Open |
| Author | Renee Bester |

EXECUTIVE SUMMARY

In accordance with section 211, Council’s Audit Committee met on 13th September 2024 to receive the draft 2023/2024 Financial Statements prior to being sent to the Queensland Audit Office. A copy of the meeting minutes are provided as a written report about the matters reviewed at the meeting.

RECOMMENDATION

That Council receive the unconfirmed minutes of the Audit Committee Meeting held 13th September 2024, and adopt the recommendations made therein.

BACKGROUND

Council’s Statutory requirements include the annual audit of its financial statements. The External Audit Plan outlines the following key milestones:

- 16th September 2024 – Complete draft financial statements to audit
- 23rd September 2024 – Feedback on draft financial statements to client
- 30th September 2024 – Year end visit (5 days)
- 18th October 2024 – QAO closing report including audit findings issued to client
- 31st October 2024 – Final management report issued to client

LINK TO CORPORATE PLAN

Corporate Aim No. 5: Best practice corporate governance and organisational excellence.
Corporate Outcome No. 5.1: Council provides community leadership through financial sustainability and an open and accountable governance structure.

BUDGET & RESOURCE CONSIDERATIONS

Internal and External Audits are budgeted for within the 2024/25 year.

LEGAL CONSIDERATIONS

The Audit Committee was constituted under the Local Government Act & Regulations and holds meetings accordingly.

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: Assess likelihood and consequence to calculate outcome (Low, Medium, High)

| 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: 16/09/2024

Date: 16/09/2024

ATTACHMENTS

Audit Committee Meeting Unconfirmed Minutes – 13th September 2024



UNCONFIRMED MINUTES

**AUDIT COMMITTEE MEETING
HELD AT COUNCIL CHAMBERS, GEORGETOWN
ON FRIDAY, 13TH SEPTEMBER 2024
COMMENCING AT 10.00AM**

**MINUTES OF THE AUDIT COMMITTEE MEETING
HELD AT COUNCIL CHAMBERS, GEORGETOWN
ON WEDNESDAY, 13TH SEPTEMBER 2024
COMMENCING AT 10.00AM**

ATTENDANCE

Mayor Barry Hughes
Cr. Laurell Royes

OFFICERS PRESENT

Mr. Ken Timms, Chief Executive Officer
Mrs. Renee Bester, Director of Corporate Services
Mr. Laurie Hawker, Finance Manager

OBSERVERS

Mr. Drew McCormack, Assistant Manager, BDO (via Teams)
Mr. Andy Smith, Pacifica (via Teams)

The Mayor declared the meeting open at 10.01am and welcomed all in attendance.

APOLOGIES

Apologies:

Mr. Jason Ritchie, Audit Committee Member
Mr. James Gaustad, BDO

CONSIDERATION OF MINUTES

1. Audit Committee Meeting Minutes – Thursday, 10th November 2023

RESOLUTION

That the Minutes of the Audit Committee Meeting held at Georgetown on Thursday, 10th November 2023 be confirmed.

MOVED: Cr Royes

SECONDED: Cr Hughes

CARRIED
2/0

BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

CONSIDERATION OF REPORTS

1. 2024 External Audit Report

EXECUTIVE SUMMARY

Etheridge shire Council's interim report was prepared by BDO Partner, James Gaustad for interim work performed to 12th July 2024. This included a site visit from 5th July to 12th July.

The interim audit was to assess the design and implementation of Council's internal controls that are relevant to the financial report and their effectiveness.

RESOLUTION

That the Audit Committee receive the 2024 External Audit Interim Report.

MOVED: Cr Royes

SECONDED: Cr Hughes

CARRIED
2/0

2. Presentation of draft 2023-2024 Financial Statements

EXECUTIVE SUMMARY

Etheridge Shire Council prepares Annual General Purpose Statements in accordance with applicable legislation and Australian Accounting Standards. The financial statements have been drafted and will be sent to QAO

RESOLUTION

That Council receives the financial statements for the period ended 31st July 2024 pursuant, and in accordance with, the Local Government Regulation 2012 (s204).

MOVED: Cr Hughes

SECONDED: Cr Royes

CARRIED
2/0

3. Financial performance as at 31st August 2024

EXECUTIVE SUMMARY

In accordance with section 204 of the Local Government Regulation 2012, a monthly finance report is required to be presented to Council stating the progress made in relation to the budget for the period of the financial year as near as practicable to the end of the month before the meeting held.

A copy of the most recent financial statements are presented for the Audit Committees information.

RESOLUTION

That the Audit Committee receive the financial statements for the period ended 31st August 2024 pursuant to, and in accordance with, the Local Government Regulation 2012.

MOVED: Cr. Royes

SECONDED: Cr. Hughes

CARRIED
2/0

Chair, Cr Hughes passed to CEO, Ken Timms and recommended that without a full committee present, the committee adjourn the following meeting items to a future meeting.

RESOLUTION

That the Audit Committee adjourn all further business items to a future meeting where all committee members are present.

MOVED: Cr. Royes

SECONDED: Cr. Hughes

CARRIED
2/0

CONCLUSION

There being no further business the Chair declared the meeting closed at 10.27am. These minutes will be confirmed by at the next meeting scheduled for October 2024.

Cr. Barry Hughes
MAYOR



CHIEF EXECUTIVE OFFICER – BRIEFING REPORT

GENERAL MEETING: September 2024

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

Councillors,

I present my report for the period of: August 2024

Update

Welcome to my September 2024 “Briefing” Report.

The 23/24 Financial Statements have been drafted and endorsed by the Internal Audit Committee and are now with QAO Contract Auditor (BDO) for assessment.

Of note on Thursday 12th September Council held its first “Briefing Session” with the community of Mt Surprise. Although the community representation was down, it was a very productive process. Council will now work on these issues.

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

- Development of a Corporate Plan 2025 – 2029
 - Corporate Plan sets out the strategies and goals the it intends to achieve over the next 4years
 - A community survey has gone out for community feedback.
 - John Perry from the Mead Perry Group will here for the week commencing 7th October to conduct meeting with Councillors, full Council and the 4 communities to gather further information to commence drafting the strategy.
- Special projects are still being managed as follows.
 - Justin Fischer - remotely
 - □ Charleston Dam and fish ladder.
- Workplace health & Safety
 - The contractor agreement has been extended to December, so the new CEO can make an informed decision going forward.
- Employment of a Chief Executive Officer
 - At time of writing this report, a final decision for a replacement CEO is pending
 - The Mayor will have more on this topic to discuss with Council.

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 Council for consideration.

- **Etheridge Agg Precinct**
 - Council is securing \$400,000 of a \$600,000 project to enlist the services of an 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

- **QRA Flood Damage – Shepherd Services – Clinton Mervis**
 - **Gravel Pits**
 - Council is currently working through the new arrangements
 - **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

- **Tourism Master Plan – Griffith, Brent Moyle and Co.**
 - Funded projects
 - Master Plan – Totems, Entrance Signs and Pavilions
 - Funding application for Growing Our Region
 - Building Bush Tourism application – Cumberland Bird Hides

- Funding approval 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.

Calendar of Events

- **Attendance**

- | | | |
|--------------------------------------|---------------|--------------------------|
| ○ 15 th | CEO Office | EMT Meeting |
| ○ 16 th | Cairns | Sick leave |
| ○ 19 th | Teams | Jubilee metals |
| ○ 20 th | Shepherd's | QRA update |
| ○ 21 st | Board Room | Councillor workshop |
| ○ 22 nd | Board Room | Interviews |
| ○ 23 rd | CEO Office | Works Meeting |
| ○ 28 th | Cairns | Meetings |
| ○ 29 th | Cairns | Moray and Agnew |
| ○ 29 th | Cairns | CHHS |
| ○ 29 th | Cairns | Preston Law |
| ○ 30 th | Cairns | Sick leave |
| ○ 2 nd | Shepherd's | QRA update |
| ○ 3 rd to 6 th | Mt Isa | WQAC |
| ○ 9 th | Board Room | Interviews |
| ○ 10 th | CEO Office | QRA, Pits Update |
| ○ 11 th | Sports Centre | EMU |
| ○ 12 th | Mt Surprise | Briefing Session |
| ○ 13 th | Board Room | internal Audit Committee |
| ○ 16 th | Shepherd's | QRA Update |
| ○ 18 th | Board Room | Council Meeting |

- **Planned meetings**

- | | | |
|--|------------|--------------------|
| ○ 19 th to 2 nd | Kilcoy | Annual leave |
| ○ 3 rd | Cairns | FNQROC |
| ○ 7 th | Local | Public holiday |
| ○ 8 th to 11 th | Various | Corporate Planning |
| ○ 9 th | Georgetown | Briefing Session |
| ○ 16 th | Board Room | Council Meeting |
| ○ 20 th to 25 th | Brisbane | LGAQ |

Other

- Last year we started an annual event, where the Mayor, Councillor, Executive and their partners have Christmas drinks and dinner to celebrate the achievements of the last 12 months.
 - This year it is Croydon Shire's turn to come to Georgetown. I am looking for recommendations for venue and menu.

- The last word
 - It is planned that the new CEO will take the next meeting (October 16th)
 - So other than a transition period, it is good bye for now! 😊

Regards,
Ken Timms PSM
CHIEF EXECUTIVE OFFICER