



# CONFIRMED MINUTES

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GENERAL MEETING OF  
ETHERIDGE SHIRE COUNCIL  
HELD  
ST GEORGE STREET, GEORGETOWN  
ON THURSDAY 18 JUNE 2015,  
COMMENCING AT 9.00AM

**ETHERIDGE SHIRE COUNCIL**

**MINUTES OF THE GENERAL MEETING**

**HELD AT GEORGETOWN**

**ON THURSDAY 18 JUNE 2015**

**COMMENCING AT 9.00AM**

**ATTENDANCE**

Crs W Attwood, T Arnett, W Bethel, P Royes, I Tincknell

**OFFICERS PRESENT**

Mr Michael Kitzelmann, Chief Executive Officer  
Mr David Munro, Director of Corporate and Community Services  
Mr Rohana Samarasekera, Director of Engineering Services  
Mrs Tanya Robinson, Executive Assistant  
Mr Terry Whitaker, Works Manager

**GALLERY**

The Mayor declared the meeting open at 9.05am and welcomed all in attendance.

**WELCOME TO COUNTRY**

*We respectfully acknowledge the Ewamian People - the traditional custodians of this land where we meet for the General Meeting. We pay our respects to the Ewamian People, especially the Elders, past and present and acknowledge their traditional customs and lores and recognize their continuing connection to this Country.*

*We look forward to a long and continuing relationship with the Ewamian People and value any opportunities in strengthening relationships and partnerships through collaboration by respecting their Country.*

**CONSIDERATION OF MINUTES**

**General Meeting – Wednesday 20 May 2015**

**RESOLUTION:**

*That the Minutes of the General Council Meeting held at Georgetown on Wednesday 20 May 2015 be confirmed.*

**MOVED:** Cr Arnett

**SECONDED:** Cr Royes

**CARRIED**  
**RESOLUTION NO.2015/GM1392**  
**5/0**

**7. CONSIDERATION OF CORPORATE & COMMUNITY SERVICES OPEN REPORTS**

**GMCCS1.**

Corporate Plan 2010/2015

**EXECUTIVE SUMMARY**

*The Corporate Plan is the key strategic business plan for the Council. It provides a focused framework for Council to plan and undertake its business and service delivery over the period of the plan, having regard to various issues, which may have been identified during the planning process, including community engagement.*

*In the plan, it sets out:*

*What it would like to achieve over the period of the plan - Outcomes; and*

*How it intends going about achieving those outcomes - Strategies.*

*The Annual Operation Plan and Budget then provide the detail of what will be done each year towards achieving these outcomes and strategies and how they will be resourced.*

**RESOLUTION:**

**That Council:**

*Resolve to extend the Corporate Plan for a period of two years which will allow sufficient time for Council to engage with the community in the development of a new 5 year Corporate Plan consistent with Section 165 of the Local Government Regulation 2012 and Section 104 (5)(a)(i) of the Local Government Act 2009, and furthermore it will allow the 2015/16 Budget to remain compliant with the requirements under Section 169(8) of the Local Government Regulation 2012.*

**MOVED:** Cr Tincknell

**SECONDED:** Cr Bethel

**CARRIED**  
**RESOLUTION NO.2015/GM1393**  
**5/0**

**GMCCS2.**

Etheridge Shire Council – Operational Plan 2015/2016

**EXECUTIVE SUMMARY**

*The Local Government Regulation 2012 requires councils to adopt an annual Operational Plan each financial year, which needs to be consistent with the annual budget and state how the local government will –*

- (i) Progress the implementation of the 5 year corporate plan during the period of the annual operational plan; and*
- (ii) Manage operational risks.*

*The Operational Plan identifies projects, initiatives and services that Council will deliver during this financial year toward achieving the long term objectives of the Community Plan. It also provides direction to Council in setting the annual budget.*

**RESOLUTION:**

That Council:

*Adopts the Etheridge Shire Council 2015/2016 Operational Plan pursuant to and in accordance with Section 174 of the Local Government Regulation 2012.*

MOVED: Cr Bethel

SECONDED: Cr Arnett

**CARRIED**  
**RESOLUTION NO.2015/GM1394**  
**5/0**

**GMCCS3.**

Etheridge Shire Council – Revenue Statement 2015/2016

**EXECUTIVE SUMMARY**

*It is a requirement that Council prepare and adopt a Revenue Statement each financial year, with the purpose of the document is to explain the revenue measures adopted in the budget concerning:*

- *The making of rates and charges;*
- *The levying of rates;*
- *The recovery of rates and charges;*
- *Concessions for rates and charges*

**RESOLUTION:**

That Council:

*Adopt the Revenue Statement 2015/2016 prepared in accordance with Section 172 of the Local Government Regulation 2012 and more specifically:-*

- (a) *Pursuant to the Local Government Regulation 2012, Chapter 4 Rates & Charges, Part 5 Differential Rates and pursuant to Section 81 of the Local Government Regulation 2012, Etheridge Shire Council will make and levy a differential general rate for the financial year ending 30 June 2016 as set out in Section A of the Revenue Statement.*
- (b) *Pursuant to the Local Government Regulation 2012, Chapter 4, Rates & Charges, Part 4 Minimum General Rate, Etheridge Shire Council will make a minimum differential rate for the financial year ending 30 June 2016 for each category of Differential General Rate as set out in Section A of the Revenue Statement.*
- (c) *Pursuant to Section 94(1)(b) of the Local Government Act 2009, Council will make and levy a special charge for the provision of waste management services for the urban areas of Forsyth, Einasleigh and Mt Surprise.*
- (d) *Pursuant to Section 94(1)(b) of the Local Government Act 2009, Council will make and levy Utility Charges as set out in Section A of the Revenue Statement.*
- (e) *Pursuant to Section 133 of the Local Government Regulation 2012, Council will charge interest of overdue rates at the rate of eleven percent calculated on a daily balance and charged at the end of the month on a compounding daily interest.*
- (f) *Pursuant to Section 118 of the Local Government Regulation 2012, all rates and charges levied by Council must be paid within sixty clear days after the notice is issued.*
- (g) *Pursuant to Section 130 of the Local Government Regulation 2012, Council will allow a fifteen percent discount on all General Rates & Utility Charges, if payment is made within sixty clear days from the date of issue of the rates notice.*

- (h) *Pursuant to Chapter 4 Rates & Charges, Part 10 Concessions, Council will allow rating concessions in the manner described in Section D of the Revenue Statement.*

MOVED: Cr Bethel

SECONDED: Cr Royes

**CARRIED**  
**RESOLUTION NO.2015/GM1395**  
**5/0**

**GMCCS4.**

Etheridge Shire Council's – Borrowing Policy 2015/2016

**EXECUTIVE SUMMARY**

*The Borrowing Policy provides for responsible financial management on loan funding for infrastructure capital projects by ensuring the level of Council indebtedness is within acceptable limits to Council, its ratepayers and interested external parties. This policy is in accordance with Section 192 of the Local Government Regulation 2012.*

**RESOLUTION:**

That Council:

*Resolve to adopt Etheridge Shire Council's Borrowing Policy 2015/2016 pursuant with Section 192 of the Local Government Regulation 2012.*

MOVED: Cr Tincknell

SECONDED: Cr Arnett

**CARRIED**  
**RESOLUTION NO.2015/GM1396**  
**5/0**

**GMCCS5.**

Annual Budget – Budget Policy

**EXECUTIVE SUMMARY**

*To assist in the annual budget process Council had developed a Policy called "Etheridge Shire Council Budget Policy" which provides a framework for the administration of the Budget and establishes guidelines to ensure that known variations to the budget are addressed in a timely manner.*

*This policy is due for review as at 30 June 2015*

**RESOLUTION:**

That Council:

*Resolve to renew and re-adopt the Etheridge Shire Council - Budget Policy.*

MOVED: Cr Attwood

SECONDED: Cr Arnett

**CARRIED**  
**RESOLUTION NO.2015/GM1397**  
**5/0**

**GMCCS6.**

Adoption of Etheridge Shire Council's 2015/2016 Budget

**EXECUTIVE SUMMARY**

*The Budget Document for the 2015/2016 financial year has been prepared in accordance with legislation and with the Budget priorities from the Councillors, Executive Management Team and the Corporate Plan Objectives (2010 – 2015).*

*Each year the budget process is the most important part of the Corporate Calendar.*

*Changes to legislation in 2009 and 2012 now require local governments to consider the longer term when managing their finances. Etheridge Shire Council has taken this responsibility seriously and has been working to ensure that while this is a legislative requirement it is also good governance and management practice to ensure that the Council remains financially viable and planning becomes part of the way that we regularly do business.*

**RESOLUTION:**

That Council:

*Adopt Etheridge Shire Council's 2015/2016 Budget in accordance with Section 107A of the Local Government Act 2009 (amended) and Section 170 of the Local Government Regulation 2012 and is compliant with Section 169 of the Local Government Regulation 2012, which reveals total revenue from ordinary activities amounting to \$10,508,239, total expenses from ordinary activities (including depreciation) amounting to \$13,963,468 and capital funding operations amounting to \$13,224,675.*

MOVED: Cr Attwood

SECONDED: Cr Tincknell

**CARRIED**  
**RESOLUTION NO.2015/GM1398**  
**5/0**

**GMCCS7.**

Monthly Financial Report as at 31 May 2015

**EXECUTIVE SUMMARY**

*It is a statutory requirement under Section 204 of the Local Government Regulation 2012, that the Chief Executive Officer must present a "Financial Report" of its accounts to the Local Government at least monthly.*

**RESOLUTION:**

That Council:

*Adopt the monthly Financial Report pursuant to and in accordance with Section 204 of the Local Government Regulation 2012 for the period ending 31 May 2015.*

MOVED: Cr Arnett

SECONDED: Cr Royes

**CARRIED**  
**RESOLUTION NO.2015/GM1399**  
**5/0**

**GMCCS8.**

Capital Works Budget 2014/2015

**EXECUTIVE SUMMARY**

*As part of the 2014/15 Budget, Council has approved a number of Capital Works Projects. The attached report provides a summary of the Capital Works Program through a financial perspective.*

*Council receives a detailed commentary on how we are delivering on our Capital and Operating budgets each quarter through the Operational Plan review.*

**RESOLUTION:**

**That Council:**  
*Notes and receives the Officers report.*

**MOVED:** Cr Tincknell

**SECONDED:** Cr Arnett

**CARRIED**  
**RESOLUTION NO.2015/GM1400**  
**5/0**

**GMCCS9.**

Our Organisational – Update on Employment Numbers (FTE)

**EXECUTIVE SUMMARY**

*People are the key to Etheridge Shire Council's future. The survival, growth and success of Etheridge Shire Council are directly linked to the quality of the staff as individuals and as collaborative colleagues.*

*This report provides Council with an update on "Full Time Equivalents" (FTE) numbers and also provides trends and statistics on Council's Human Resource Department.*

**RESOLUTION:**

**That Council:**  
*Notes and receives the Officers report.*

**MOVED:** Cr Bethel

**SECONDED:** Cr Arnett

**CARRIED**  
**RESOLUTION NO.2015/GM1401**  
**5/0**

**CONFLICT OF INTEREST**

Cr Arnett declared a perceived conflict of interest and left the meeting at 9.39am.

Cr Arnett returned to the meeting at 10.01am

**GMCCS10.**

Vacant Land – Agistment Purposes (Georgetown)

**EXECUTIVE SUMMARY**

*Council has approved the use of several unoccupied vacant allotments within the Georgetown Township for the purpose of agistment based on applications received from members of the public. Council has been in receipt of a number of enquiries from the community regarding vacant land for the sole purpose of agistment.*

*This report identifies current land under agistment plus any vacant land that Council has available and deemed suitable for the purpose of agistment.*

**RESOLUTION**

That Council:

*Adopts the configuration of agistment land in the township of Georgetown and furthermore adopts the charging methodology.*

MOVED: Cr Bethel

SECONDED: Cr Royes

**CARRIED**  
**RESOLUTION NO.2015/GM1402**  
**4/0**

**GMCCS11.**

Charleston Dam – ILUA & Cultural Heritage Management Plan

**EXECUTIVE SUMMARY**

*Council has been investigating the option of constructing a Dam located on the Delaney River north of the Forsayth Township for the purpose of water security, recreation use and economic development.*

*As part of the Statutory requirements to enable this project to become “shovel ready” Council has been in negotiations with the Traditional Owners of the land, The Ewamian People to arrange an Indigenous Land Use Agreement and a Cultural Heritage Management Plan.*

**RESOLUTION**

That Council:

*Notes and receives the Officers report.*

MOVED: Cr Tincknell

SECONDED: Cr Bethel

**CARRIED**  
**RESOLUTION NO.2015/GM1403**  
**5/0**

**ADJOURNMENT**

Council adjourn for morning tea at 10.12am

**RESUMPTION**

Council resumed the meeting at 10.31am

**GMCCS12.**

Request for Support (Outback Futures)

**EXECUTIVE SUMMARY**

*Council has received correspondence from a not-for-profit organization called “Outback Futures” which has a presence within the Etheridge Shire conducting allied health services such as mental health.*

*This organization has been operating within the Shire over the past 18 months delivering over 500 hours of free professional services to residents of the Shire. This organization is seeking the*



*support of the Etheridge Shire to utilise some of the funding that has been provided to the Shire for Community Resilience.*

**RESOLUTION**

**That Council:**

*Requests the CEO write to Outback futures acknowledging their correspondence and request further information in regards to the potential in kind support they are requesting.*

**MOVED:** Cr Tincknell

**SECONDED:** Cr Arnett

**CARRIED**  
**RESOLUTION NO.2015/GM1404**  
**5/0**

**GMCCS14.**

Youth Development Policy

**EXECUTIVE SUMMARY**

*Every area of a young person's life is connected — their health and wellbeing is linked to how they achieve at school just as their education is linked to their future success at work and as active and contributing members of society.*

*The Etheridge Shire Council Youth Development Policy aims to provide connections for young people and to guide the development and coordination of activities and services for young people aged 10 – 18 years in the region.*

**RESOLUTION**

**That Council:**

*Endorse Officers report and approve and implement the Youth Development Policy.*

**MOVED:** Cr Bethel

**SECONDED:** Cr Royes

**CARRIED**  
**RESOLUTION NO.2015/GM1405**  
**5/0**

**8. CONSIDERATION OF ENGINEERING SERVICES OPEN REPORTS**

**GMES1.**

Monthly Engineering Report

**EXECUTIVE SUMMARY**

*This report provides a review of the performance of Engineering Services for the month of May 2015, bench marked against Council's Corporate and Operational Plan.*

**RESOLUTION**

**That Council:**

*Receives and notes the report from the Director Engineering Services in respect of the work performed and services offered for the month of May 2015 by Engineering Services.*

**MOVED:** Cr Arnett

**SECONDED:** Cr Royes

**CARRIED**  
**RESOLUTION NO.2015/GM1406**  
**5/0**

**GMES2.**

AVDATA Australia – Airport Billing Service

**EXECUTIVE SUMMARY**

*Avdata is a billing agent for Australian airports. They recover some of the costs of running an airport by identifying aircraft using airport facilities, calculating usage charges and sending invoices to aircraft operators. Following receipt of payments from operators Avdata send monthly payments and usage reports to airport operators.*

*Money was allocated in the 2014/15 Budget to engage Avdata's equipment and services for a trial period of three months. A Broadcast Recorder was installed at Georgetown Airport at the end of November 2014 with completion of the trial being the end of February 2015.*

*Following the trial Avdata forwarded to Council evaluation of the data collected and a mock billing statement. A tax invoice was also submitted for the hire of the Broadcast Recorder.*

*Council was asked to view all data and consider if there are benefits, either financially or for data collection, in continuing with the services of Avdata.*

*Considering all of the information provided and received, with nil landing fees being charged and the low volume of air traffic the continuation of the scheme is expected to cost ESC a fee which will need to be budgeted for. However If this cost (considered minimal) set against the recording of information, there is support to maintain the present status quo with rental for a period of 6 months. This will provide Council further data set against costs to make a firm decision for the future.*

**RESOLUTION**

*That Council: resolve to continue with the rental of the equipment and the gathering of data and meet an estimated cost of \$155.00 per month.*

MOVED: Cr Tincknell

SECONDED: Cr Bethel

**CARRIED**  
**RESOLUTION NO.2015/GM1407**  
**5/0**

**ATTENDANCE**

Michael Kitzelmann left the meeting at 11.54pm and returned at 11.56am.

**GMCCS17.**

Proposed Community Event

**EXECUTIVE SUMMARY**

*Since the April 2015 General Meeting a "Steering Committee" has been developed to organize a Community Event.*

*This committee comprises of two Councillor's and two Council Officers and since the creation of the committee it has met every fortnight to update what actions have been completed and what still needs to be done and to delegate duties amongst the committee members.*

*This report to Council is to provide an update as to what has occurred and what still needs to be undertaken.*

**RESOLUTION:**

*That Council:  
Notes and receives the Officer's report*

**MOVED:** Cr Arnett

**SECONDED:** Cr Tincknell

**CARRIED**  
**RESOLUTION NO.2015/GM1408**  
**5/0**

**GMCCS18.**

Queensland Audit Office – Reports to Parliament on Local Government

**EXECUTIVE SUMMARY**

*The Auditor General has just recently tabled his report to Parliament on the results of the 2013-14 financial audits of the 77 local governments (councils) and the 77 related entities they control, for the financial year which ended on 30 June 2014.*

*Local governments (councils) vary widely in their size and location; and in the broad range of community services they provide. To enable better like for like comparisons in this report we group them in the same way the Local Government Association of Queensland did in its 2013 report Factors impacting Local Government Financial Sustainability: A Council Segment Approach—into Coastal, Indigenous, Resources, Rural/Regional, Rural/Remote and south-east Queensland segments.*

*In addition the Auditor General has also tabled an additional report titled “Fraud Management in Local Government”.*

*Councils are exposed to high risks of fraud and corruption because of the large volume of goods and services they procure, often from local suppliers; and because of the high degree of devolved decision making vested in councils.*

*The possibility that council employees could be linked through their personal or professional relationships to suppliers can also lead to an increased risk of fraud due to conflicts between the public interest and their private interests.*

*In March 2013, the Auditor General reported to parliament on fraud risk management in Queensland state public sector agencies. The Audit Office found that the risk of fraud occurring undetected in departments was unacceptably high.*

*The Queensland Audit Office surveyed all 77 councils in Queensland to determine how they performed against accepted standards for fraud and corruption control.*

**RESOLUTION**

**That Council:**  
*Notes and receives the Officer's report.*

**MOVED:** Cr Tincknell

**SECONDED:** Cr Arnett

**CARRIED**  
**RESOLUTION NO.2015/GM1409**  
**5/0**

**ATTENDANCE**

Cr Bethel left the meeting at 12.24pm and returned at 12.26pm  
Terry Whittaker left the meeting at 12.26pm and returned at 12.31pm  
Cr Bethel left the meeting at 12.34pm and returned at 12.34pm

**CLOSURE OF MEETING**

**MOTION:**

*That in accordance with Section 275(1) (b,c&f) of the Local Government Regulation 2012, the meeting be closed to the public to discuss the following matters;*

- *Etheridge Shire Officer – 50 Years of Service*
- *Legal Matter – Outstanding Rates*
- *Plant Tenders ESC 2015-001, 002, 003*

**MOVED:** Cr Tincknell

**SECONDED:** Cr Royes

**CARRIED**  
**RESOLUTION NO.2015/GM1410**  
**5/0**

**RESUMPTION OF MEETING**

**MOTION:**

*That Council re-open the meeting to the public at 12.39pm*

**MOVED:** Cr Bethel

**SECONDED:** Cr Arnett

**CARRIED**  
**RESOLUTION NO.2015/GM1411**  
**5/0**

**7. CONSIDERATION OF CORPORATE & COMMUNITY SERVICES CLOSED REPORTS**

**GMCCS15.**

Formal recognition of Long Service

**EXECUTIVE SUMMARY**

*Etheridge Shire Council has a policy of recognising long service celebrating and rewarding staff for strong and loyal service.*

**RESOLUTION**

That Council:

*Resolve to delegate authority to the CEO recognize long service.*

**MOVED:** Cr Arnett

**SECONDED:** Cr Bethel

**CARRIED**  
**RESOLUTION NO.2015/GM1412**  
**5/0**

**GMCCS16.**

Legal Matter – Outstanding Rates

**EXECUTIVE SUMMARY**

*Council requested management via a resolution of Council on the 21 January 2015 to commence legal proceedings within the District Court to recover unpaid rates. Council issued its Claim against the defendant on the 13<sup>th</sup> February 2015.*

*Council has received additional correspondence pertaining to this matter.*

**RESOLUTION**

That Council:

*Notes and receives the Officers report.*

MOVED: Cr Tincknell

SECONDED: Cr Arnett

**CARRIED**  
**RESOLUTION NO.2015/GM1413**  
**5/0**

**8. CONSIDERATION OF ENGINEERING SERVICES CLOSED REPORTS****GMES3.**

Plant Tenders ESC 2015-001, 002, 003

**RESOLUTION***That Council: resolve to accept the following:**Item 1*

<i>Plant / Vehicle being Replaced</i>	<i>Price (Inc. GST)</i>	<i>Net Changeover Price (less trade)</i>	<i>Provider</i>	<i>Plant / Vehicle being procured</i>
<i>Toyota Hilux 4 x 4 SR 3.0L -#1130 - Construction</i>	<i>\$53,983.00</i>	<i>\$31,983.00</i>	<i>Burdekin Motors Group</i>	<i>TENDER ESC2015-001- supply and delivery of a 4 WD Twin Cab Plant utility Isuzu D-Max –Plant # 1130</i>

*Item 2*

<i>Plant / Vehicle being Replaced</i>	<i>Price (Inc. GST)</i>	<i>Net Changeover Price (less trade)</i>	<i>Provider</i>	<i>Plant / Vehicle being procured</i>
<i>Utility Nissan Navara RX 4x4 Extra Cab D44 #1028 - WHS</i>	<i>\$53,033.00</i>	<i>\$37,833.00</i>	<i>Burdekin Motors Group</i>	<i>TENDER ESC2015-002- supply and delivery of a 4 WD Twin Cab Plant utility Isuzu D-Max –Plant # 1028</i>

*Item 3*

<i>Plant / Vehicle being Replaced</i>	<i>Price (Inc. GST)</i>	<i>Net Changeover Price (less trade)</i>	<i>Provider</i>	<i>Plant / Vehicle being procured</i>
<i>Utility Nissan Navara RX 4x4 Dual Cab # 1018- Gardeners</i>	<i>\$49,283.00</i>	<i>\$32,983.00</i>	<i>Burdekin Motors Group</i>	<i>TENDER ESC2015-003- supply and delivery of a 4 WD Extra Cab Plant utility Isuzu D-Max –Plant #1018</i>

MOVED: Cr Arnett

SECONDED: Cr Tincknell

**CARRIED**  
**RESOLUTION NO.2015/GM1414**  
**5/0**

**GENERAL BUSINESS**

**Cr Arnett**

- Recognition to Council workers for the roads, administration, childcare, parks and gardens

**Cr Royes**

- Health clinic
- Tourism in Forsyth

**Cr Tincknell**

- Pest Management Committee discussions (Barking and nuisance dogs)
- Year 7 Facility meeting
- Apology for Oak Park Community Consultation Meeting
- September General Meeting moved to 23 September 2015

**ATTENDANCE**

Michael Kitzelmann left the meeting at 1.05pm and returned at 1.06pm.

**Cr Attwood**

- Charleston Dam

**CONCLUSION**

There being no further business the Mayor declared the Meeting closed at 1.10pm.

These minutes will be confirmed by Council at the General Meeting held on the Wednesday 19 July 2015.

.....  
MAYOR

...../...../.....  
DATE