



CONFIRMED MINUTES

GENERAL MEETING OF

ETHERIDGE SHIRE COUNCIL

HELD

ST GEORGE STREET, GEORGETOWN

ON WEDNESDAY 23 JANUARY 2019

COMMENCING AT 8.00AM

ETHERIDGE SHIRE COUNCIL

MINUTES OF THE GENERAL MEETING

HELD AT GEORGETOWN

ON WEDNESDAY 23 JANUARY 2019

COMMENCING AT 8.00AM

ATTENDANCE

Crs W Devlin, W Attwood, T Barnes, W Bethel & T Gallagher

OFFICERS PRESENT

Mr. David Munro, Chief Executive Officer
Ms. Sydney Ryan, Administration Officer

GALLERY

Mr. Graham Steele attended the Gallery at 8:28 am
Mrs. Rebekah Haase attended the Gallery at 8:00 am

The Mayor declared the meeting open at 8:00 am and welcomed all in attendance.

ACKNOWLEDGMENT 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.

APOLGIES AND CONDOLENCES

That Council passes on its deepest sympathy and condolences to the family and friends of the late Mr. Malcolm Tansey.

That Council passes on its deepest sympathy and condolences to the family and friends of the late Mr. Knudsen of Croydon.

DECLARATIONS

Cr Bethel declared a Material Personal Interest regarding Item GMCCS14

Councillors discussed making declarations prior to each agenda item and agreed that this will be the best way forward.

CONSIDERATION OF MINUTES

General Meeting Minutes – Wednesday 19 December 2018

RESOLUTION:

That the Minutes of the General Council Meeting held at Georgetown on Wednesday 19 December 2018 be confirmed subject to the following amendment:

*That under Item GMES1 under the heading Cattle Grid – Gulf Development Road Mt Surprise that after the word **MOVED** ‘insert Cr Attwood’ and after the word **SECONDED** ‘insert Cr Gallagher’ and after **RESOLUTION NO.2018/GM2503** ‘insert 5/0.*

MOVED: Cr Attwood

SECONDED: Cr Barnes

CARRIED
RESOLUTION NO.2019/GM2520
5/0

INFORMATION BULLETIN

Discussions regarding reports from the Chief Executive Officer, Engineering Services, Childcare Centre and the Terrestrial Centre and the Action Taken List from previous General Meetings.

Business arising from the Information Bulletin

Cr Attwood-

- Questioned why Councils next round of R2R funding is revealing a decrease compared against the previous allocation of R2R funding.
- Requested an update regarding the pressure test completed for the Charleston Dam Project
- Queried the details within Item 5 of ‘Engineering Services Matters of Interest’ specifically to which items had ‘failed’.

Cr Barnes-

- Requested an update on the clearing and grubbing of the Charleston Dam Inundation area

Mayor-

- Discussed the Far North Queensland “Draft” Regional Transport Plan and urged councillors to take note of comments within the FNQROC draft responses to the report.

CONSIDERATION OF OPEN REPORTS

GMCCS1.

Works for Queensland (W4Q) 2019-20 Program

EXECUTIVE SUMMARY

The Honourable Stirling Hinchliffe MP, Minister for Local Government, Minister for Racing and Minister for Multicultural Affairs has announced an amount of \$1,070,000 under the 2019-21 round of the W4Q Program has been made available to the Etheridge Shire Council.

As with previous W4Q rounds, a key objective of the 2019-21 W4Q Program is to support Councils with job-creating maintenance and minor infrastructure works.

The 2019-21 W4Q funding period is from 1 July 2019 to 30 June 2021. All endorsed projects must be delivered by 30 June 2021. There is no obligation for Councils to make a co-contribution under the 2019-21 W4Q Program.

RECOMMENDATION

That Council:

Notes and receives the Officers report and furthermore nominate the following project under the 2019/2021 Works for Queensland (W4Q) Program:

- ***Terrestrial Upgrade***

REASONS FOR DECISION

That Council:

Defer any decisions on this matter at the present time to allow Council additional time to consider projects under the next round of the Works for Queensland (W4Q) Program and furthermore that this item is to be included within the February General Meeting Agenda for further discussion.

GMCCS2.

Centenary Celebration

EXECUTIVE SUMMARY

Friday 15th March 2019 will mark the Centenary of the naming and establishment of Etheridge Shire Council. This report outlines the proposed celebration activities including, the Unearthing of the Time Capsule at Georgetown Hostel, a Comedic Caption Competition utilising old photos, a Celebration Luncheon, community engagement “Designing Our Future” exhibition, Sporting Activities, BBQ dinner and an ‘Etheridge History’ Trivia Night.

RESOLUTION

That Council:

Notes and receives the officer’s report and furthermore approves the event concept and budget and resource considerations to deliver the Etheridge Shire Council Centenary Celebration on Saturday 16th March 2019.

MOVED: Cr Barnes

SECONDED: Cr Gallagher

CARRIED
RESOLUTION NO.2019/GM2521
5/0

REASONS FOR DECISION

The event meets community engagement objectives, marks a significant milestone and directly meets Corporate Plan Objective 4.2.6.

ATTENDANCE

*Mrs. Rebekah Haase (Economic & Community Development Officer) left the meeting at 8:56am
Cr Barnes left the meeting at 8:56am and returned at 8:58am
Cr Barnes left the meeting at 9:03am*

GMCCS3.

Financial Performance (Actual vs Budget)

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:

Resolve to adopt the monthly Financial Report which incorporates the monthly statutory financial statements (Statement of Comprehensive Income, Statement of Financial Position & Statement of Cashflows) pursuant to and in accordance with Section 204 of the Local Government Regulation 2012 for the period ending 31 December 2018.

MOVED: Cr Attwood

SECONDED: Cr Gallagher

CARRIED
RESOLUTION NO.2019/GM2522
4/0

REASONS FOR DECISION

Section 204 of the Local Government Regulation 2012 states that the Chief Executive Officer must present a Financial Report of its accounts to the Local Government and furthermore that the financial statements must be presented if the local government holds its ordinary meetings monthly or less frequently to each meeting and the Financial Report presented to a meeting must be for the period of the financial year up to a day as near as practicable to the end of the previous month.

GMCCS4.

Councillor Remuneration and Discipline Tribunal Report

EXECUTIVE SUMMARY

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

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

RESOLUTION

That Council:

Resolve to accept the Local Government Remuneration and Discipline Tribunal Schedule of Rates for Councillor’s remuneration effective from 1st July 2019 in accordance with Section 247 of the Local Government Act 2009 and furthermore that Council resolve to identify, that the General Meetings and Budget (workshop) Meetings are those “identified “meetings where the presence of all councillors is expected to attend to receive the meeting fee component of the remuneration level set out in the Local Government Remuneration and Discipline Tribunal’s remuneration schedule below.

	Salary 1 July 18 to 30/6/19	Salary 1 July 19 to 30/6/20	Difference	%increase /decrease
Mayor	\$103,918	\$106,100	\$2,182	2.1%
Deputy Mayor	\$59,952	\$61,211	\$1,259	2.1%
Councillors	(see Note 2) \$51,958	(see Note 2) \$53,049	\$1,091	2.1%

Note 2

For councillors in Category 1 councils, a base payment of \$35,366 is payable for the 12 months commencing on 1 July 2019. A meeting fee of \$1,473.60 per calendar month (or \$736.79 per fortnight) is payable for attendance at, and participation in, scheduled meetings of council subject to certification by the mayor and/or chief executive officer of the council. Mayors and deputy mayors in category 1 councils are to receive the full annual remuneration level shown.

MOVED: Cr Gallagher

SECONDED: Cr Attwood

CARRIED
RESOLUTION NO.2019/GM2523
4/0

REASONS FOR DECISION

The Local Government Remuneration & Discipline Tribunal determines the level of remuneration that each Category of Council is to receive each year which is in accordance with S.247 of the Local Government Act 2009

ATTENDANCE

Cr Barnes returned to the meeting at 9:17 am

GMCCS5.

Position of Deputy Mayor

EXECUTIVE SUMMARY

On the 9th January 2019, the Acting Chief Executive Officer received a written notice from Cr Attwood (Deputy Mayor) to declare the office of Deputy Mayor vacant, pursuant to section 165 (3) of the Local Government Act 2009. The notice was distributed to the Mayor and Councillors by email on 9th January 2019 which is the prescribed 14 days' notice period in accordance with the Local Government Act 2009.

The role of the Deputy Mayor is to act for the Mayor during an absence or temporary incapacity of the Mayor; or a vacancy in the office of Mayor.

RESOLUTION

That Council:

Resolve pursuant to section 165 (4) of the Local Government Act 2009 that the office of Deputy Mayor is declared vacant.

MOVED: Cr Attwood

SECONDED: Cr Bethel

CARRIED
RESOLUTION NO.2019/GM2524
5/0

RESOLUTION

That Council appoints Cr Bethel as Deputy Mayor effective from 23rd January 2019

MOVED: Cr Gallagher

SECONDED: Cr Devlin

CARRIED
RESOLUTION NO.2019/GM2525
3/2

REASONS FOR DECISION

Section 165 of the *Local Government Act 2009* states:

A local government may, by resolution, declare that the office of deputy mayor is vacant only if written notice of the resolution has been given to the councillors at least 14 days before the meeting and if a local government declares that the office of deputy mayor is vacant, it must immediately appoint another deputy mayor from its councillors.

GMCCS6.

Acquisition of Goods & Services and the Carrying out of the Procurement Principles' Policy

EXECUTIVE SUMMARY

The Local Government Regulation 2012 states that each local government must have in place a policy about procurement (a procurement policy). Council has an existing procurement policy which is with the Local Government Regulation 2012.

In addition, it is a requirement under the Regulation that Council reviews its Purchasing Policy at least every 12 months.

RESOLUTION

That Council:

Adopt the “Acquisition of Goods & Services and the Carrying out of the Procurement Principles Policy” in accordance with Section 198 of the Local Government Regulation 2012.

MOVED: Cr Attwood

SECONDED: Cr Barnes

CARRIED
RESOLUTION NO.2019/GM2526
5/0

REASONS FOR DECISION

It is a requirement under the Local Government Regulation 2012 that each local government must have in place a policy about procurement (a procurement policy). In addition, it is a requirement under the Regulation that Council reviews its Purchasing Policy at least every 12 months.

GMCCS7.

Review of Councillor Reimbursement of Expenses and Provision of Facilities Policy

EXECUTIVE SUMMARY

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

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

- a) payment of reasonable expenses incurred, or to be incurred, by councillors for discharging their duties and responsibilities as councillors;*
- b) provision of facilities to councillors for that purpose*

This policy ensures accountability and transparency in the reimbursement of expenses incurred by councilors and ensures that councilors are provided with reasonable facilities to assist them in carrying out their civic duties.

Council has in place such a policy; however it is always Good Governance to review policies of Council to ensure that the policy is current and reflects the needs of Council and the community.

RESOLUTION

That Council:

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

MOVED: Cr Attwood

SECONDED: Cr Gallagher

CARRIED
RESOLUTION NO.2019/GM2527
5/0

REASONS FOR DECISION

Section 250(1) of the Local Government Regulation 2012 states that a Local Government must adopt by resolution an expenses reimbursement policy and in addition the policy needs to be reviewed annually.

GMCCS8.

Advertising Expenditure Policy

EXECUTIVE SUMMARY

The Local Government Regulation 2012 states that each Local Government must have in place a policy about the local government’s spending on advertising (an advertising expenditure policy).

Council has an existing policy on advertising expenditure which is compliant with the Local Government Regulation 2012. It is always good governance to review existing policies to ensure that the policy is deliverable and easy to implement plus to investigate any changes that may need to be made to the existing policy.

RESOLUTION

That Council:

Adopt the “Advertising Expenditure Policy” in accordance with Section 197 of the Local Government Regulation 2012.

MOVED: Cr Gallagher

SECONDED: Cr Barnes

CARRIED
RESOLUTION NO.2019/GM2528
5/0

REASONS FOR DECISION

The Local Government Regulation 2012 states that each Local Government must have in place a policy about the local government’s spending on advertising (an advertising expenditure policy).

GMCCS9.

Entertainment & Hospitality Expenditure Policy

EXECUTIVE SUMMARY

The Local Government Regulation 2012 states that each local government must have in place a policy about the local government’s spending on entertainment and hospitality expenditure. Council has an existing policy on entertainment and hospitality expenditure which is compliant under the Local Government Regulation 2012.

It is always good governance to review existing policies to ensure that the policy is deliverable and easy to implement plus allows management to investigate any changes that may need to be made to the existing policy.

RESOLUTION

That Council:

Adopt the “Entertainment and Hospitality Expenditure Policy” in accordance with Section 196 of the Local Government Regulation 2012.

MOVED: Cr Barnes

SECONDED: Cr Attwood

CARRIED
RESOLUTION NO.2019/GM2529
5/0

REASONS FOR DECISION

The Local Government Regulation 2012 states that each local government must have in place a policy about the local government’s spending on entertainment and hospitality expenditure.

ADJOURNMENT

Council adjourn for morning tea at 9:40am

ATTENDANCE

Ms. Keerah Steele attended the meeting at 9.40am.

RESUMPTION

Council resumed the meeting at 10:05 am

The Mayor and Councillors wished Ms Keerah Steele all the very best upon a new and exciting career path outside of Council and furthermore acknowledged her efforts and contributions to Council over the past 10 years.

ATTENDANCE

Ms. Keerah Steele left the meeting at 10:10 am

GMCCS10.

Grants & Donations to Community Organisations

EXECUTIVE SUMMARY

The Local Government Regulation 2012 states that each local government must have in place a policy about the local government's spending on grants and donations to community organisations.

Council has an existing policy on grants and donations to community organisations which is compliant with the Local Government Regulation 2012. It is always good governance to review existing policies to ensure that the policy is deliverable and easy to implement plus to investigate any changes that may need to be made to the existing policy

RESOLUTION

That Council:

Adopt the "Grants & Donations to Community Organisations Policy" in accordance with Section 195 of the Local Government Regulation 2012.

MOVED: Cr Barnes

SECONDED: Cr Gallagher

CARRIED
RESOLUTION NO.2019/GM2530
5/0

REASONS FOR DECISION

The Local Government Regulation 2012 states that each local government must have in place a policy about the local government's spending on grants and donations to community organisations.

GMCCS11.

Motor Vehicle Policy 2019

EXECUTIVE SUMMARY

The Motor Vehicle Policy is intended to establish Council procedure and guidelines for the provision of motor vehicles as a job facility to service the needs of the community while acknowledging we are not isolated and the decisions we make impact the community beyond the Regional boundaries. The Council constantly assesses the social, environmental and financial implications in maintaining a motor vehicle fleet and therefore the ongoing provision of motor vehicles may change depending upon the circumstances prevailing at the time and the overall cost-benefit to the Council.

It is always good governance to review existing policies to ensure that the policy is deliverable and easy to implement plus to investigate any changes that may need to be made to the existing policy.

RESOLUTION

That Council:

Resolve to adopt the “Etheridge Shire Councils – Motor Vehicle Policy 2019”

MOVED: Cr Attwood

SECONDED: Cr Bethel

CARRIED
RESOLUTION NO.2019/GM2531
5/0

REASONS FOR DECISION

It is always good governance to review existing policies to ensure that the policy is deliverable and easy to implement plus to investigate any changes that may need to be made to the existing policy.

GMCCS12.

Local Government Finance & Strategic Summit

EXECUTIVE SUMMARY

The Local Government Association of Queensland (LGAQ) in conjunction with Queensland Treasury Corporation (QTC) are conducting the Local Government Finance & Strategic Leadership Summit on the 26th – 27th February 2019 in Gladstone.

RESOLUTION

That Council:

Resolve to nominate Cr Devlin and the Acting Chief Executive Officer to attend the 2019 Local Government Finance and Strategic Summit on the 27th – 28th February 2019.

MOVED: Cr Gallagher

SECONDED: Cr Attwood

CARRIED
RESOLUTION NO.2019/GM2532
5/0

REASONS FOR DECISION

Within Council's 2018-2023 Corporate Plan under objective 7.8.2 it allows for councillors and staff are provided with relevant learning and personal development opportunities to achieve stated strategic priorities and corporate objectives.

GMCCS13.

Write Off – Accounts Receivables (Debtors)

EXECUTIVE SUMMARY

Council has undertaken a comprehensive review of the outstanding debts greater than 90 days and has identified several debtors that are potential doubtful debts totalling \$2,434.39.

Council has complied with its Debt Recovery Procedures in trying to recover the amounts owed.

RESOLUTION

That Council:

Resolve to write off debtor invoices 9548, 9602, 9611, 9624, 20833, 9428, 9989, 10007 for the combined sum of \$2,434.39.

MOVED: Cr Barnes

SECONDED: Cr Bethel

CARRIED
RESOLUTION NO.2019/GM2533
5/0

SUSPENSION OF STANDING ORDERS

MOTION:

That Council suspends standing orders at 10:44 am

MOVED: Cr Attwood

SECONDED: Cr Bethel

CARRIED
RESOLUTION NO.2019/GM2534
5/0

CLOSURE OF MEETING

MOTION:

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

- *University Scholarship Program 2019*

MOVED: Cr Barnes

SECONDED: Cr Gallagher

CARRIED
RESOLUTION NO.2019/GM2535
5/0

ATTENDANCE

*Miss Sydney Ryan (Administration Officer) left the meeting at 10:44am.
Mr. Graham Steele left the meeting at 10:44am and did not return to the meeting.*

ATTENDANCE

*Cr Devlin left the meeting at 11.08am and returned to the meeting at 11.10am
Cr Gallagher left the meeting at 11.10am and returned to the meeting at 11.12am
Mr David Munro (Acting Chief Executive Officer) left the meeting at 11.12am
Mr David Munro (Acting Chief Executive Officer) returned to the meeting at 11.20am
Miss Sydney Ryan, Administration Officer, returned to the meeting at 11:20 am*

RESUMPTION OF MEETING

MOTION:

That Council re-open the meeting to the public at 11:20 am

MOVED: Cr Attwood

SECONDED: Cr Bethel

CARRIED
RESOLUTION NO.2019/GM2536
5/0

GMCCS14.

University Scholarship Program 2019

IDENTIFICATION OF POSSIBLE CONFLICTS OF INTEREST OR MATERIAL PERSONAL INTERESTS RELATED TO THIS ITEM:

Declarations:

MATERIAL PERSONAL INTEREST

Cr Bethel declared that he has a material personal interest (as defined by Local Government Act 2009, section 175B) in Item GMCCS14 as due to one of the nominations being related to Cr Bethel, as he stands to gain a benefit or suffer a loss depending on the outcome of Council's consideration of this matter.

He dealt with this declared material personal interest by leaving the meeting at 10.46am while this matter was discussed. Cr Bethel returned to the meeting at 10.55am. Cr Bethel did not vote on this matter.

EXECUTIVE SUMMARY

In the 2013/14 financial year Council introduced a University / Tertiary Scholarship program for the Etheridge Shire. Within the 2018/19 Budget Council has continued to sponsor and support this Scholarship Program with, Council providing a \$5,000 Scholarship for the 1st year of the successful applicant's full-time studies.

To be eligible for a Scholarship, the student needs to maintain their residency in the Etheridge Shire through their parents/guardian. The student therefore may be attending boarding school outside the Shire when they apply for a Scholarship.

Nominations closed as at Friday 21st December 2018.

RESOLUTION

That Council:

Resolve to award the 2019 Etheridge Shire Council University / Tertiary Scholarship to Miss Haylee Bethel & Miss Rosemarie Dixon equal amounts of \$5,000.

MOVED: Cr Attwood

SECONDED: Cr Gallagher

CARRIED
RESOLUTION NO.2019/GM2537
4/0

REASONS FOR DECISION

Council has continued to support and sponsor this Scholarship arrangement and provides financial assistance towards their educational expenses and provides much needed assistance to the families.

Cr Bethel did not vote on this matter as Cr Bethel had declared a Material Personal Interest in Item GMCCS14

GENERAL BUSINESS

Cr Gallagher

- Discussed the concept of a children's play area within the Gymnasium room of the Multi-Purpose Sports Complex
- Discussed land allocation for the possible construction of an Aged Care Accommodation Units within Georgetown

Cr Barnes

- Requested the repositioning of the 60km speed sign along the Strathmore Road.

Cr Bethel

- Would like the Acting Chief Executive Officer to investigate the recycling of containers within Etheridge Shire

Cr Devlin

- Requested that the Acting Chief Executive Officer write a letter to the Einasleigh town community regarding the details of the upgrades to the town common car park.
- Discussed the ROSI application for the Strathmore Road, Agate Creek Road and the Georgetown – Forsayth Road
- Discussed the position of the Chief Executive Officer

RESOLUTION:

That Council:

Resolve to appoint Mr David Munro to the position of Chief Executive Officer based on the following attributes:

1. Acknowledgement of 15 years within the Industry
2. His knowledge and understanding of Local Government
3. Has acted in the capacity of Chief Executive Officer for Etheridge Shire Council on numerous occasions since his appointment in August 2009 and has demonstrated to Council his ability to undertake the roles and responsibilities;
4. Has demonstrated to Council his proven ability in Financial Management Organisation and Operations Management, Human Resources Management, Public Relations Management, & Managing Council Relationships.

And furthermore the appointment is pursuant to and accordance with Section 194 of Local Government Act 2009.

MOVED: Cr Devlin

SECONDED: Cr Bethel

CARRIED
RESOLUTION NO.2019/GM2538
5/0

CONCLUSION

There being no further business the Mayor declared the Meeting closed at 12:03 pm.

These minutes will be confirmed by Council at the General Meeting held on Wednesday 20 February 2019.

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MAYOR

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

CONFIRMED MINUTES – GENERAL MEETING, 23 JANUARY 2019