



*Etheridge*

Shire Council

# CONFIRMED MINUTES

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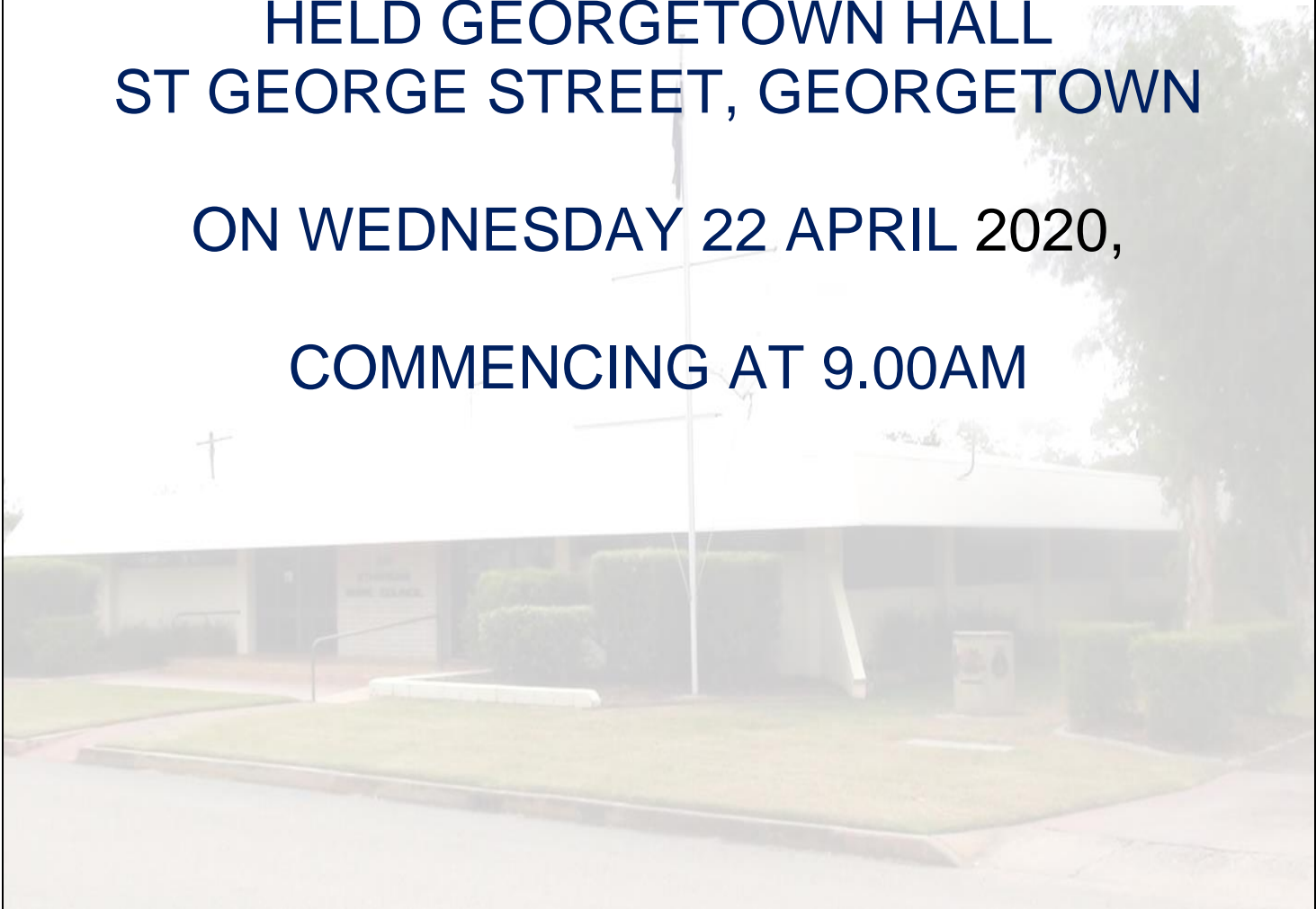
GENERAL MEETING OF

ETHERIDGE SHIRE COUNCIL

HELD GEORGETOWN HALL  
ST GEORGE STREET, GEORGETOWN

ON WEDNESDAY 22 APRIL 2020,

COMMENCING AT 9.00AM



**ETHERIDGE SHIRE COUNCIL**

**MINUTES OF THE GENERAL MEETING**

**HELD AT GEORGETOWN**

**ON WEDNESDAY 22 APRIL 2020**

**COMMENCING AT 9.00AM**

**ATTENDANCE**

Crs Barry Hughes, Laurell Royes, Joe Haase, Cameron Barnes, and Tony Gallagher

**OFFICERS PRESENT**

Mr. David Munro, Chief Executive Officer  
Miss. Melanie Hensel, Executive Assistant

**GALLERY**

Mr. Will Attwood  
Mr. Ian Carroll  
Mr. Graham Steele

The Mayor declared the meeting open at 9:03 am and welcomed all in attendance.

**ACKNOWLEDGEMENT 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.*

**RESOLUTION:**

*That council resolve to accept an amended version of the Acknowledgment to Country.*

*“We would like to acknowledge the traditional owners of this land and pay our respects to the Elders past, present and future for they hold the history, cultural practice and traditions, of their people.”*

MOVED: Cr. Haase

SECONDED: Cr. Royes

**CARRIED**  
**RESOLUTION NO.2020/GM2850**

**DECLARATION OF OFFICE**

*The Chief Executive Office conducted the “Declaration of Office “for the newly elected Mayor and Councillors in accordance with Section 169 of the Local Government Act 2009 due to the Declaration of Office conducted at the Statutory Post Election Meeting dated 15<sup>th</sup> April 2020 did not have the following words included in the Declaration of Office “...and code of conduct”.*

*“I, \_\_\_\_\_, having been elected as a councillor of the **Etheridge Shire Council**, declare that I will faithfully and impartially fulfil the duties of the office, in accordance with the local government principles and code of conduct under the **Local Government Act 2009**, to the best of my judgment and ability”*

Each Councillor undertook the Declaration of Office separately in front of the Chief Executive Officer, fellow Councillors and the gallery who were in attendance.

**APOLOGIES, CONDOLENCES & CONGRATULATIONS**

That on behalf of the Mayor, Councillors and Staff of Etheridge Shire Council that are sincere congratulations go to Joe and Rebekah Haase on the birth of their first child Ezekiel Joseph Haase born on the 20<sup>th</sup> of April 2020.

**CONSIDERATION OF MINUTES**

**General Meeting Minutes – Wednesday 18 March 2020**

**RESOLUTION:**

*That the Minutes of the General Council Meeting held at Georgetown on Wednesday 18 March 2020 be confirmed subject to the following amendments:*

*That on Page 13 under the heading General Business Cr. Loudon that the word ‘Fifth’ after the word ‘along’ and before the word ‘street’ be deleted and the word ‘Firth’ be inserted.*

MOVED: Cr. Gallagher

SECONDED: Cr. Haase

**CARRIED**  
**RESOLUTION NO.2020/GM2851**  
**5/0**

**Statutory Post Election Meeting Minutes – Wednesday 15 April 2020**

**RESOLUTION:**

*That the Minutes of the Statutory Post Election Meeting held at Georgetown on Wednesday 15 April 2020 be confirmed*

MOVED: Cr. Barns

SECONDED: Cr. Gallagher

**CARRIED**  
**RESOLUTION NO.2020/GM2852**  
**5/0**

**BUSINESS ARISING FROM GENERAL MEETING MINUTES**

There was no Business arising from the General Meeting Minutes dated 18<sup>th</sup> March 2020.

**BUSINESS ARISING FROM STATUTORY POST ELECTION MEETING MINUTES**

There was no Business arising from the Statutory Post Election Meeting Minutes dated 15<sup>th</sup> April 2020.

**ATTENDANCE**

*Mr. Les Morgan, Director of Engineering Services arrived at 9.44am*

**CONSIDERATION OF OPEN REPORTS**

**GMES1.**

**Georgetown Airport Upgrade**

**EXECUTIVE SUMMARY**

*Georgetown Airport plays a vital role in the health and well-being of both the Georgetown and wider surrounding community. Accordingly, its level of service and current functionality needs to be reviewed and assessed regularly with a view to possible upgrades and maintenance requirements to ensure that it remains in a serviceable and functional condition.*

*Accordingly, this report assesses the current functionality of the airport and any possible upgrades to increase its level of service.*

**RESOLUTION**

**That Council:**

***Resolve to note and receive the Officer's report and furthermore that Council resolve the following:***

- 1. That council request the Chief Executive Officer to commence developing a long-term plan for the upgrade of the Georgetown Airstrip taking into consideration economic development, health, tourism, and disaster management when developing the long-term plan and furthermore;***
- 2. That council considers the reseal of the Georgetown Airstrip as part of the 2020/21 Budget subject to Council seeking grants to assist in this capital renewal program from either the State or Federal Governments.***

**MOVED: Cr. Gallagher**

**SECONDED: Cr. Royes**

**CARRIED**  
**RESOLUTION NO.2020/GM2853**  
**5/0**

**GMES2.**

**Supply and Delivery of Medium Rigid Truck – Plant 2169**

**EXECUTIVE SUMMARY**

*A request for the supply and deliver of a medium rigid truck was issued via “Local Buy” and has now closed. Two (2) companies’ responded to the request, with one company making a single submission and the other company making four (4) separate submissions.*

*An evaluation has been carried out by the assessment panel and a recommendation is now presented to Council for consideration.*

**RESOLUTION**

*That with respect to the request for purchase of a medium rigid truck to replace plant item 2169, Council:*

- 1. Resolve to purchase one (1) Isuzu Medium Rigid Single Cab Manual Transmission Truck from Isuzu Australia Limited of Cairns Queensland for the amount of \$134,536.92, and furthermore;*
- 2. Accept the trade of Plant No. 2169 for \$18,000 from Isuzu Australia Limited of Cairns Queensland.*

MOVED: Cr. Barns

SECONDED: Cr. Gallagher

**CARRIED**  
**RESOLUTION NO.2020/GM2854**  
**5/0**

**GMES3.**

**Supply and Delivery of Medium Rigid Tipper Truck – Plant 2189**

**EXECUTIVE SUMMARY**

*A request for the supply and deliver of a medium rigid tipper truck was issued via “Local Buy” and has now closed. Two (2) companies’ responded to the request, with each company making two (2) submissions each.*

*An evaluation has been carried out by the assessment panel and a recommendation is now presented to Council for consideration.*

**RESOLUTION**

*That with respect to the request for purchase of a medium rigid tipper truck to replace plant item 2189, Council:*

- 1. Resolve to purchase one (1) Isuzu Medium Rigid Tipper Manual Transmission Truck from Isuzu Australia Limited of Cairns Queensland for the amount of \$121,105.64 and furthermore;*
- 2. Accept the trade of Plant No. 2189 for \$18,000 from Isuzu Australia Limited of Cairns Queensland.*

MOVED: Cr. Barns

SECONDED: Cr. Gallagher

**CARRIED**  
**RESOLUTION NO.2020/GM2855**  
**5/0**

**ADJOURNMENT**

Council adjourn for morning tea at 10.33am.

**RESUMPTION**

Council resumed the meeting at 10.57am.

**ATTENDANCE**

*Mr. Will Attwood did not return to the meeting after morning tea.*

**GMES4.**

DWQMP Review

**EXECUTIVE SUMMARY**

*The 2 year review of our Drinking Water Quality Management Plan has now become due and accordingly the review has now been completed.*

*The purpose of this report is to seek Council's endorsement of the updated plan now sought.*

**RESOLUTION**

That Council:

*Resolve to endorse Etheridge Shire Council's Drinking Water Quality Management Plan – 2020 in accordance with Section 106 clause 1 of the Water Supply (Safety and Reliability) Act 2008 and furthermore that Council lodge the updated Drinking Water Quality Management Plan – 2020 with the Department.*

MOVED: Cr. Gallagher

SECONDED: Cr. Haase

**CARRIED**  
**RESOLUTION NO.2020/GM2856**  
**5/0**

**REASONS FOR DECISION**

A service provider must regularly review the service provider's drinking water quality management plan, in accordance with the notice given by the regulator under S.99 of the Water Supply (Safety & Reliability) Act 2008 with the purpose of the review is to ensure the plan remains relevant having regard to the operation of the water service provided by the service provider.

**ATTENDANCE**

*Mr. Les Morgan, Director of Engineering Services left the meeting at 11.12am*

**GMCCS1.**

**Financial Performance (Actual v Budget) for the period 1 July 2019 to 30 June 2020**

**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<sup>st</sup> March 2020.*

MOVED: Cr. Royes

SECONDED: Cr. Barns

**CARRIED**  
**RESOLUTION NO.2020/GM2857**  
**5/0**

**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.

**GMCCS2.**

**Operational Plan Review for the Quarter ending March 2020**

**EXECUTIVE SUMMARY**

*In accordance with the Local Government Regulation 2012, the Chief Executive Officer is required to present a report on Council's progress towards implementing the annual "Operational Plan".*

**RESOLUTION**

That Council:

*Adopt the Operational Plan review for the March 2019/20 quarter in accordance with Section 174 (3) of the Local Government Regulation 2012.*

MOVED: Cr. Haase

SECONDED: Cr. Gallagher

**CARRIED**  
**RESOLUTION NO.2020/GM2858**  
**5/0**

**REASONS FOR DECISION**

Section 174 (3) of the Local Government Regulation 2012 states that The chief executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.

**ATTENDANCE**

*Mr. Ian Carroll left the meeting at 12.03pm and returned at 12.05pm.*

*Mr. Graham Steele left the meeting at 12.06pm, and returned at 12.12pm.*

**GMCCS3.**

**Budget Process 2020/2021**

**EXECUTIVE SUMMARY**

*Council considers that its Budget is a fundamental instrument of accountability and an essential strategic document to ensure that the objectives under Council's Corporate Plan are implemented over the five (5) years. The 2020/2021 Budget will be developed in accordance with Councils overall planning framework and in pursuant to the requirements contained within the Local Government Act 2009 and Local Government Regulation 2012.*

**RESOLUTION**

That Council:

*Resolve to note and receive the officer's report and furthermore that Council undertakes Budget Workshops on the following dates:*

- 1) Wednesday 29<sup>th</sup> April 2020;*
- 2) Wednesday 6<sup>th</sup> May 2020; and*
- 3) Wednesday 13<sup>th</sup> May 2020*

MOVED: Cr. Haase

SECONDED: Cr. Royes

**CARRIED**  
**RESOLUTION NO.2020/GM2859**  
**5/0**

**REASONS FOR DECISION**

Council is a very large business providing many diverse and significant services to the community. It is important that guidelines are established to assist in providing financial rigor to activities.

- Clarify limitations on the release of budgetary information prior to the formal adoption of the budget;
- Ensure that Council reports are presented in a fiscally responsible manner;
- Provide guidance in the preparation of the budget reviews;
- Ensure that required amendments to the budget are made in a timely manner;
- Ensure consistency with Council's Long Term Financial Forecast.

**GMCCS4.**

**Etheridge Shire Council 2019/20 Audit Plan**

**EXECUTIVE SUMMARY**

*QAO public sector auditing examines whether public monies are used appropriately, in compliance with relevant legislation, and whether public sector entities have systems in place, which enable them to assess whether their objectives are being achieved economically, efficiently and effectively.*

*QAO audits add value to the public sector through reporting to Parliament on the matters identified through their audits and through recommendations that improve business operations.*

*The 2019-20 client strategy outlines the planned audit approach for the Etheridge Shire Council for the financial year ending 2020.*

*The plan has been developed from the Auditors understanding of Council's business, information systems, internal controls, and managements monitoring of controls and risk.*



**RESOLUTION**

That Council:

*Resolve to endorse the 2019/2020 External Audit Plan as presented by the Queensland Audit Office.*

MOVED: Cr. Royes

SECONDED: Cr. Barns

**CARRIED**  
**RESOLUTION NO.2020/GM2860**  
**5/0**

**REASONS FOR DECISION**

The 2019-20 client strategy outlines the planned audit approach for the Etheridge Shire Council for the financial year ending 2020.

The plan has been developed from the Auditors understanding of Council's business, information systems, internal controls, and managements monitoring of controls and risk.

**GMCCS5.**

**Standing Orders for Council Meetings & Model Meeting Procedures**

**EXECUTIVE SUMMARY**

*The Queensland Government is delivering a rolling reform agenda in the local government sector.*

*New reforms since October 2017 strengthen the transparency, accountability and integrity measures that apply to the system of local government in Queensland, and follow the release of the Belcarra report and other input from local government stakeholders.*

*As part of that reform process the Department of Local Government, Racing & Multicultural Affairs has developed a number of documents for Local Governments to adopt due to Legislative changes to the Act & Regulation and a number of documents to strengthen the transparency, accountability and integrity measures that apply to the system of local government in Queensland.*

*The following documents have been prepared for consideration by Council to complement the recent amendments to legislation:*

- *Standing Orders for Council Meetings including Standing Committees 'Best Practice Guide'*
- *Model Meeting Procedures*
- *Example Investigation Policy*

**RESOLUTION**

That Council:

*Resolve to adopt the following:*

- I. Standing Orders for Council Meetings including Standing Committees 'Best Practice Guide'; and furthermore*
- II. To adopt the Model Meeting Procedures in accordance with S.150G(1)(a) of the Local Government Act 2009*

MOVED: Cr. Gallagher

SECONDED: Cr. Haase

**CARRIED**  
**RESOLUTION NO.2020/GM2861**  
**5/0**

**REASONS FOR DECISION**

The Standing Orders and Meeting Procedures have been developed by the Department of Local Government to be compliant with the amended legislation.

**ADJOURNMENT**

Council adjourn for lunch at 12.38pm.

**RESUMPTION**

Council resumed the meeting at 1:08pm.

**GMCCS6.**

**Adoption of an Investigation Policy (S.150AE of the LGA 2009)**

**EXECUTIVE SUMMARY**

*A local government must adopt, by resolution, a policy (an investigation policy) about how it deals with the suspected inappropriate conduct of councillors referred, by the assessor, to the local government to be dealt with.*

*The policy must—*

- a) include a procedure for investigating the suspected inappropriate conduct of councillors; and*
- b) state the circumstances in which another entity may investigate the conduct; and*
- c) be consistent with the principles of natural justice; and*
- d) require councillors and persons who make complaints about Councillors' conduct to be given notice about the outcome of investigations.*

*The policy may allow the local government to ask the president of the conduct tribunal to—*

- a) investigate the conduct of a Councillor; and*
- b) make recommendations to the local government about dealing with the conduct.*

**RESOLUTION**

That Council:

*Resolve to adopt the Investigation Policy in accordance with S.150AE (1) of the Local Government Act 2009*

**MOVED:** Cr. Gallagher

**SECONDED:** Cr. Haase

**CARRIED**  
**RESOLUTION NO.2020/GM2862**  
**5/0**

**REASONS FOR DECISION**

A local government must adopt, by resolution, a policy (an investigation policy) about how it deals with the suspected inappropriate conduct of councillors referred, by the assessor, to the local government to be dealt with in accordance with S.150AE of the Local Government Act 2009.

**ADJOURNMENT**

Council adjourn the Meeting for a teleconference at 1:15pm with the Hon Stirling Hinchliffe MP (Department of Local Government, Racing & Multicultural Affairs) to provide Council with an update on COVID-19 and other matters as listed in the below agenda.

**CONFIRMED MINUTES – GENERAL MEETING, 22 April 2020**

<b>Agenda item</b>	<b>Topic</b>	<b>Speaker</b>
1	Welcome & introduction	Hon Stirling Hinchliffe MP
2	Overview of Departmental Support	Warwick Agnew, Director-General, DLGRMA
3	LGAQ update	Mayor Mark Jamieson, President, LGAQ and Greg Hallam, CEO, LGAQ
4	First 100 days a. Declaration of Office b. Post-election Council meeting <ul style="list-style-type: none"> <li>• LDMG Chair</li> <li>• Deputy Mayor</li> </ul> c. DLGRMA induction training d. Council meeting options	Natalie Wilde, Deputy Director-General, DLGRMA
5	Budget and Financial statements a. Statutory requirements b. Extension of time requests	Stephen Robbins, Executive Director, DLGRMA
6	Local Government data collection a. Project Overview and timeframes	Natalie Wilde, Deputy Director-General, DLGRMA
7	Questions and Discussion	All
8	Meeting Close	Hon Stirling Hinchliffe MP

**RESUMPTION**

Council resumed the meeting at 2:04pm.

**ATTENDANCE**

*Mr. Ian Carroll left the meeting at 2.04pm.*

*Cr Joe Haase left the meeting at 2:04pm.*

**GMCCS7.**

**Councillor Acceptable Requests for Information Advice Guidelines Policy (S.170A)**

**EXECUTIVE SUMMARY**

*The purpose of this policy is to provide clear guidelines when a Councillor asks an employee for advice, to assist them carry out their responsibilities and when they ask the CEO to provide information, that the Council has access to, relating to Council. (S.170A)*

**RESOLUTION**

**That Council:**

**Resolve to adopt the “Councillor Acceptable Requests for Information Advice Guidelines Policy in accordance with and pursuant to S.170A(7) of the Local Government Act 2009**

**MOVED: Cr. Gallagher**

**SECONDED: Cr. Barns**

**CARRIED**  
**RESOLUTION NO.2020/GM2863**  
**4/0**

**REASONS FOR DECISION**

It is statutory requirement that Council has a policy in place in place to provide clear guidelines when a Councillor asks an employee for advice, to assist them carry out their responsibilities and when they ask the CEO to provide information, that the Council has access to, relating to Council. (S.170A)

**ATTENDANCE**

*Mr. Graham Steele left the meeting at 2:38pm and returned at 2:41pm.*

**GMCCS8.**

**Council Representation on Regional Organisations and Committees**

**EXECUTIVE SUMMARY**

*Council currently has membership on various organisations and committees that are aligned to Council’s interests both local and regional. In the past, The Mayor and the Chief Executive Officer have been the primary attendees at these meetings along with the Deputy Mayor or another appointed Councillor depending on the membership rules.*

*Council may wish to consider nominating a Councillor to attend specific organization meetings and be Councils nominated representative for that organization.*

**RESOLUTION**

**That Council:**

**Resolve to discuss committees and memberships as part of the Budget workshops over the coming weeks.**

**MOVED: Cr. Royes**

**SECONDED: Cr. Barns**

**CARRIED**  
**RESOLUTION NO.2020/GM2864**  
**4/0**

**ATTENDANCE**

Miss Melanie Hensel left the meeting at 3:26pm and returned at 3:28pm.

Mr. Graham Steele left the meeting at 3:31pm and returned at 3:32pm.

**CONSIDERATION OF OPEN SESSION ADDENDUM REPORTS**

**GMCCS9.**

**Major Projects Update**

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

**Declarations:**

**CONFLICTS OF INTEREST**

Cr Hughes declared that he may have a conflict of interest (as defined within the Local Government Act 2009, section 175D) in Item GMCCS9 as Cr Hughes is the President of the Gulf Cattleman's Association. The Gulf Cattleman's Association provided a donation to Council for the upgrade of the Terrestrial Centre. Cr Hughes determined that this personal interest is not of sufficient significance that it will lead him to making a decision on the matter that is contrary to the public interest and advised that he will best perform his responsibility of serving the overall public interest of the whole of the Council's area by participating in the discussion and voting on this matter. However, he acknowledged that the remaining councillors must now determine, pursuant to section 175E(4) of the Local Government Act 2009: -

(a) Whether he has a real conflict of interest in this matter or a perceived conflict of interest in this matter; and

(b) If so, whether: -

i. he must leave the meeting while this matter is discussed or voted on; or

ii. he may participate in the meeting in relation to the matter, including by voting on the matter:

**RESOLUTION**

***That Council:***

***Resolve pursuant to section 175E(4) of the Local Government Act 2009, that Cr Hughes has a perceived conflict of interest in Item titled "Major Projects Update", and furthermore that Cr Hughes may participate in the meeting in relation to the matter, including voting on the matter.***

**MOVED: Cr. Barns**

**SECONDED: Cr. Gallagher**

**CARRIED**  
**RESOLUTION NO.2020/GM2865**  
**3/0**

The Mayor handed the Chair to the Deputy Mayor (Cr Royes) at 3.35pm while this matter was being discussed and voted upon.

The Mayor resumed the Chair of the meeting at 3.50pm

**EXECUTIVE SUMMARY**

*Within the 2019/20 Budget Council has a number of major Capital Projects that have either commenced or have been approved by Council during the 2019/20 financial year.*

*This report provides Council with an overview of the major projects.*

**RESOLUTION**

That Council:  
*Resolve to note and receive the officer's report.*

MOVED: Cr. Royes

SECONDED: Cr. Gallagher

**CARRIED**  
**RESOLUTION NO.2020/GM2866**  
**4/0**

**GENERAL BUSINESS**

**Cr Gallagher**

- Requested an update on the upgrade of the Catering Shed at the Gregg Bethel Memorial Oval.
- Raised the agistment fees for the Einasleigh Common.
- Enquired if the Workplace Health and Safety Officer is qualified to perform drug tests on Council employees.
- Provided the Council with an update on the 150 year anniversary of Georgetown (which has been postponed due to COVID19), including the Debutante Ball and the naming of the Georgetown Swimming Pool.

**ATTENDANCE**

*Mr. Graham Steel left the meeting at 4:11pm and returned at 4.20pm*

**Cr Royes**

- Enquired about Councillor uniforms.

**Cr Hughes**

- Discussed the lack of mobile phone reception for Council issued mobile phones on private property. Raised the possibility of Council investigating to seek technical support to boost reception to enable Councillors to perform their duties and responsibilities.
- Raised the issue that the Chief Executive Officer annual performance review is outstanding which was not undertaken by the previous Council. This matter needs to be addressed and rectified as a matter of priority.

**RESOLUTION**

That Council:  
*Resolve to request the Chief Executive Officer to investigate the following matters pertaining to Councillors IT Equipment:*  
*1) Updated IT equipment for Councillors (i.e. iPads, iPhones), and*  
*2) To investigate options to improve mobile connectivity for IT equipment for Councillors.*

MOVED: Cr. Royes

SECONDED: Cr. Barns

**CARRIED**  
**RESOLUTION NO.2020/GM2867**  
**4/0**

**CONCLUSION**

There being no further business the Mayor declared the Meeting closed 4:35pm.

These minutes will be confirmed by Council at the General Meeting held on the Wednesday the 20<sup>th</sup> May 2020.

.....  
MAYOR

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