



Etheridge Shire Council

NOTICE OF MEETING

Meeting: General Meeting

Date: Wednesday, 15th November 2023

Location: Sports Centre, Georgetown

Commencing: 9.00am

Councillors: Cr Hughes
Cr Royes
Cr Haase
Cr Gallagher
Cr Barns

Agenda Attached

Ken Timms PSM
CHIEF EXECUTIVE OFFICER

CONFIDENTIAL

Local Government Act 2009

The principles (s4(2)) of the Act are:

- Transparent and effective processes, and decision-making in the public interest
- Sustainable development and management of assets and infrastructure, and delivery of effective services
- Democratic representation, social inclusion and meaningful community engagement
- Good governance of, and by, local government
- Ethical and legal behavior of councilors and local government employees

S.275 – Local Government Regulation 2012

275 Closed meetings

- (1) A local government or committee may resolve that a meeting be closed to the public if its councillors or members consider it necessary to close the meeting to discuss –
 - Appointment, dismissal or discipline of a CEO or a BCC senior executive employee
 - Legal advice obtained by the Council or legal proceedings involving the Council
 - Matters that may directly affect the health and safety of an individual or group
 - Negotiations relating to a commercial matter involving the Council
 - Negotiations relating to the taking of land by the Council under the *Acquisition of Land Act 1967*
 - A matter required to be kept confidential under a law of, or formal arrangement with, the Commonwealth or a State
 - Industrial matters affecting employees
 - The Council budget
 - Rating concessions
- (2) A resolution that a meeting be closed must state the nature of the matters to be considered while the meeting is closed.
- (3) A local government or committee must not make a resolution (other than a procedural resolution) in a closed meeting.

Conflict of Interest Obligations

Reference is made to Section 150EL of the Local Government Act 2009. Specifically, the obligation of Councillors when they first become aware they have a conflict of interest to make the Chief Executive Officer aware in writing or if in a meeting, ensure they declare immediately.

AGENDA

1. OPENING OF THE MEETING AND SIGNING OF THE ATTENDANCE BOOK
2. ACKNOWLEDGEMENT TO COUNTRY
3. PRAYER
4. APOLOGIES, CONDOLENCES AND CONGRATULATIONS
5. CONFIRMATION OF GENERAL MEETING MINUTES
6. CONSIDERATION OF BUSINESS ARISING FROM GENERAL MEETING MINUTES
7. CONSIDERATION OF DCS OPEN SESSION REPORTS
8. CONSIDERATION OF DES OPEN SESSION REPORTS
9. CONSIDERATION OF CEO OPEN SESSION REPORTS
10. CONSIDERATION OF OPEN ADDENDUM REPORTS
11. CONSIDERATION OF GENERAL BUSINESS
12. CONCLUSION

TABLE OF CONTENTS

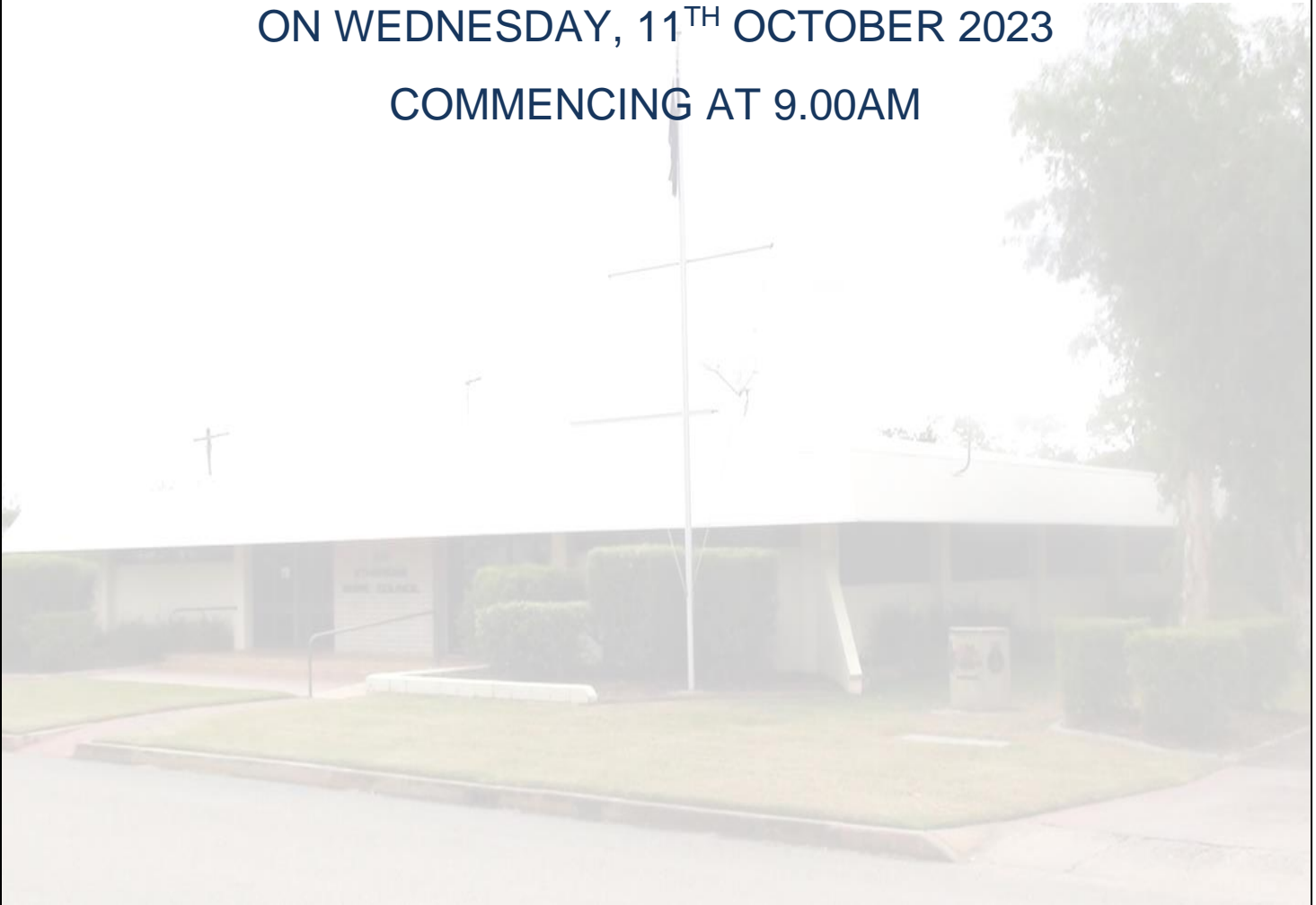
CONFIRMATION OF GENERAL MEETING MINUTES	
General Meeting – 11 th October 2023	5 - 10
Special General Meeting – 23 rd October 2023	11 – 14
CONSIDERATION OF BUSINESS ARISING	
Business Arising	15 - 16
CONSIDERATION OF OPEN SESSION REPORTS	
DIRECTOR CORPORATE SERVICES	
Briefing Report	17 - 19
1	
Aged Care Advisory Committee Meeting Minutes	20 - 23
2	
Walking Network Plans – Offer of Grant Funding	24 – 27
3	
Biosecurity Planning Advisory Committee Meeting Minutes	28 – 32
DIRECTOR ENGINEERING SERVICES	
Briefing Report	33 - 34
1	
Proposed location of long distance coach bus stop in Mount Surprise	35 – 39
CHIEF EXECUTIVE OFFICER	
1	
Public Notice of Meetings for 2024	40 – 42
2	
Naming of Roads within Etheridge Shire	43 – 45
3	
Amendments to the model meeting procedures (MMP) and best practice standing orders	46 – 90
FOR YOUR INFORMATION	
For Your Information	91
Robbie Katter MP Member for Traeger – Leaked letter the blueprint for NQ’s destruction	92
Department of Agriculture & Fisheries – Research highlights: Invasive plants and animals research 2022/23	98
Department of State Development, Infrastructure, Local Government & Planning: March 2024 Meetings	99
Valerie Gray – Letter of Appreciation	100
Jacqui Cresswell, CEO of Croydon Shire Council – 2023 Seniors Week	101
Mary Dixon – Letter of Appreciation	102
Robbie Katter MP Member for Traeger – Congratulations on successful RADF funding	103
Container Exchange QLD Ltd – Containers for Change CEO Update	104
Gulf Savannah Development Inc – Regulated routes additional capacity in FNQ and NWQ regions	106
Department of Education – Special Holiday for 2024	108



Etheridge Shire Council

UNCONFIRMED MINUTES

GENERAL MEETING OF
ETHERIDGE SHIRE COUNCIL
HELD AT SPORTS CENTRE, GEORGETOWN
ON WEDNESDAY, 11TH OCTOBER 2023
COMMENCING AT 9.00AM



**ETHERIDGE SHIRE COUNCIL
MINUTES OF THE GENERAL MEETING
HELD AT SPORTS CENTRE, GEORGETOWN
ON WEDNESDAY 11TH OCTOBER 2023
COMMENCING AT 9.00AM**

ATTENDANCE

Cr. Barry Hughes
Cr. Laurell Royes
Cr. Joe Haase
Cr. Tony Gallagher
Cr. Cameron Barns

OFFICERS PRESENT

Mr. Ken Timms, Chief Executive Officer
Mr. Andrew McKenzie, Director Corporate Services
Mrs. Renee Bester, Executive Assistant

The Chair declared the meeting open at 9.00am and welcomed all in attendance.

ACKNOWLEDGEMENT 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.”

PRAYER

“We ask that today you give us wisdom to make good decisions to benefit our communities. Help us see what will benefit our shire and give us hearts to serve others. Amen”.

DECLARATION OF CONFLICTS OF INTEREST

Cr. Royes has a declarable interest with Agenda Item 5.

APOLOGIES, CONDOLENCES AND CONGRATULATIONS

Apologies - Nil
Condolences – Nil
Congratulations – Nil

CONSIDERATION OF MINUTES

General Meeting Minutes – Wednesday 13th September 2023

Corrections:
- Nil

RESOLUTION:

That the Minutes of the Special General Council Meeting held at Georgetown on Wednesday 13th September 2023 be confirmed.

MOVED: Cr. Royes

SECONDED: Cr. Barnes

CARRIED
RESOLUTION #23.10.01
5/0

BUSINESS ARISING FROM GENERAL MINUTES

Cr Barns #Community Survey – Results to be presented at November Council meeting.

CONSIDERATION OF OPEN SESSION REPORTS

Director Corporate Services

1. Briefing Report

RESOLUTION

That Council acknowledges and receives the Director of Corporate Services' Briefing Report.

MOVED: Cr. Haase

SECONDED: Cr. Gallagher

CARRIED
RESOLUTION #23.10.02DCS
5/0

ATTENDANCE

Georgetown State School students and Mrs Shannon Slyney entered the meeting at 9.27am.

ADJOURNMENT

Council suspends standing orders at 9.28am

MOVED: Cr. Gallagher

SECONDED: Cr. Haase

CARRIED
RESOLUTION #23.10.03DCS
5/0

ATTENDANCE

Renee Bester left the meeting at 9.50am and returned to the meeting 10.00am.

ADJOURNMENT

Council adjourned the meeting for Morning Tea at 10:04am.

ATTENDANCE

Georgetown State School students and Mrs Shannon Slyney left the meeting at 10.30am.

RESUMPTION

Council resumed the meeting at 10.33am.

ADJOURNMENT

Council resumed standing orders at 10.33am

MOVED: Cr. Royes

SECONDED: Cr. Haase

CARRIED
RESOLUTION #23.10.04DCS
5/0

2. Financial Performance (Actual vs. Budget) for the period 1 July 2022 to 30 September 2023

EXECUTIVE SUMMARY

Section 204 of the Local Government Regulation 2012 requires the Chief Executive Officer to present a Financial Report of its accounts to the Local Government at least monthly.

RESOLUTION

That Council pursuant Section 204 of the *Local Government Regulation 2012*, resolve to adopt the monthly Financial Report the period ending 30th September 2023, as presented.

MOVED: Cr. Haase

SECONDED: Cr. Hughes

CARRIED

3. Aged Care Advisory Committee Meeting MinutesEXECUTIVE SUMMARY

The Aged Care Advisory Committee met on the 21st of September 2023. A copy of the Meeting Minutes is presented for Council's information.

RESOLUTION

That Council receive the minutes of the Aged Care Advisory Committee meeting held 21st September 2023.

MOVED: Cr. Haase

SECONDED: Cr. Gallagher

CARRIED
RESOLUTION #23.10.06DCS
5/0

4. Endorsement of RADF Advisory Decisions regarding Community Funding for Round 1 – 2023/24 yearEXECUTIVE SUMMARY

The RADF Advisory Committee met on 14th September 2023 to consider an application for Round 1 which closed on 12 September 2023. The application was for \$3,500 from a local provider Ken Woodman, for leathercraft workshops. (see attached)

RESOLUTION

That Council resolve to:

1. Receive the minutes of the RADF Advisory Committee Meeting held 14th Sept, and note the contents therein; and
2. Adopt the Committee's recommendation (basis of recommendation in the report to follow on.

MOVED: Cr. Barnes

SECONDED: Cr. Gallagher

CARRIED
RESOLUTION #23.10.07DCS
5/0

ATTENDANCE

Cr. Royes had a declarable interest with the next agenda item and left the room at 11.52am.

CONSIDERATION OF OPEN SESSION REPORTS**Director Of Engineering Services****5. 2023 Flood Damage Gravel Supply Zone 5**EXECUTIVE SUMMARY

The quotes were assessed and compared Gunther Resources provided the best value for money and are ready to deliver material. Taking this into consideration this will not hold up the works for zone 5 as the crew that will be doing these roads will be mobilizing to this area mid-October so there will be material for this crew to start work straight away.

RESOLUTION

That Council resolves to accept the quote provided by Gunther Resources for the Supply and Delivery of Gravel for Zone 5 Flood Damage Works to the value of \$314,600.00 Incl GST

MOVED: Cr. Hughes

SECONDED: Cr. Haase

CARRIED
RESOLUTION #23.10.08DES
4/0

ATTENDANCE

Cr. Royes returned to the meeting at 11.54am.

ADJOURNMENT

Council adjourned the meeting for Lunch at 11.58am.

RESUMPTION

Council resumed the meeting at 12.55pm.

ATTENDANCE

Jack Parry entered the meeting at 12.55pm.

CONSIDERATION OF OPEN SESSION ADDENDUM REPORTS

Chief Executive Officer

6. First Quarter 2023/24 Operational Plan Progress Report

EXECUTIVE SUMMARY

In accordance with s174(3) of the Local Government Regulation 2012, tabled for Council's reception is the Chief Executive Officer's first quarter (1 July – 30 September 2023) progress report on implementing Council's 2023/24 Operational Plan.

RESOLUTION

That Council receive the first quarterly progress report on Council's progress toward implementing its 2023 / 24 Operational Plan.

MOVED: Cr. Barnes

SECONDED: Cr. Royes

CARRIED
RESOLUTION #23.10.09CEO
5/0

7. Director of Engineering Services Briefing Report

RESOLUTION

That Council acknowledges and receives the Director of Engineering Services' Briefing Report.

MOVED: Cr. Royes

SECONDED: Cr. Haase

CARRIED
RESOLUTION #23.10.10CEO
5/0

ATTENDANCE

Jack Parry left the meeting at 1.44pm.

8. Chief Executive Officer Briefing Report

RESOLUTION

That Council acknowledges and receives the Chief Executive Officers Briefing Report.

MOVED: Cr. Barnes

SECONDED: Cr. Haase

CARRIED
RESOLUTION #23.10.11CEO

ATTENDANCE

Cr. Barns left the meeting at 3.01pm and returned at 3.05pm.

GENERAL BUSINESS

Cr Royes - Letter from Bianca Cawood	CEO
Cr Royes - Update Colleen Taylor book launch	CEO
Cr Royes - Update Senator Susan McDonald community meeting	CEO
Cr Royes - Trough aprons Einasleigh Common (what has been done/where)?	DCS
Cr Royes - Update (proposed completion date) The Lynd Medical Clinic perimeter fence	DCS/CEO
Cr Royes - Kidston Columbarium Update - confirmation its in the budget? (and if so, when will this project be completed?)	DCS

CONCLUSION

There being no further business the Mayor declared the meeting closed at 3.11pm. These minutes will be confirmed by Council at the General Meeting held on Wednesday 15th November 2023.

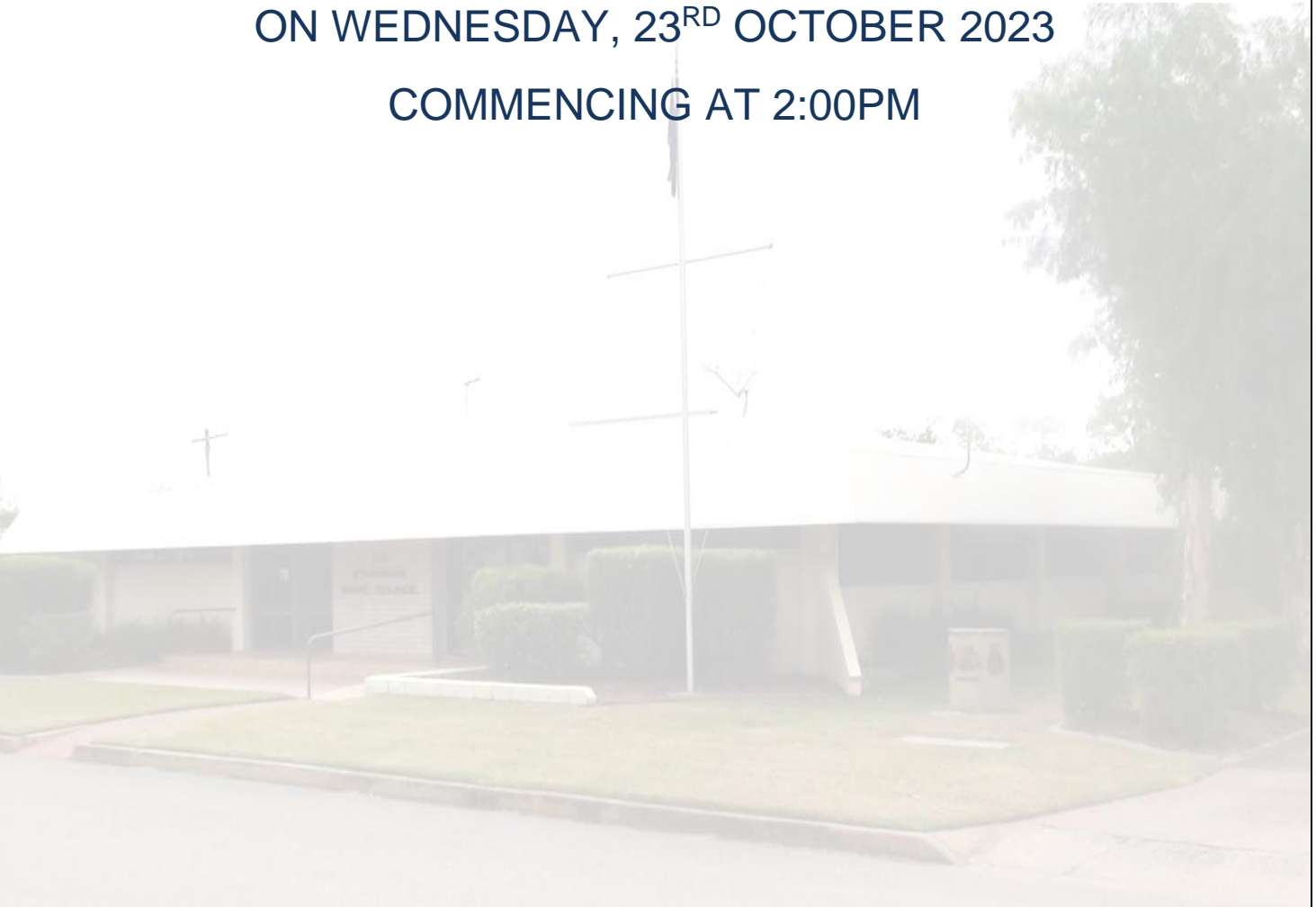
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 MAYOR DATE



Etheridge Shire Council

UNCONFIRMED MINUTES

SPECIAL GENERAL MEETING OF
ETHERIDGE SHIRE COUNCIL
HELD AT SPORTS CENTRE, GEORGETOWN
ON WEDNESDAY, 23RD OCTOBER 2023
COMMENCING AT 2:00PM



ETHERIDGE SHIRE COUNCIL
MINUTES OF THE GENERAL MEETING
HELD AT SPORTS CENTRE, GEORGETOWN
ON WEDNESDAY 23RD OCTOBER 2023
COMMENCING AT 2.00PM

ATTENDANCE

Cr. Barry Hughes
Cr. Laurell Royes
Cr. Joe Haase
Cr. Tony Gallagher
Cr. Cameron Barns

OFFICERS PRESENT

Mr. Ken Timms, Chief Executive Officer
Mr. Brett Fulloon, Principal Representative (via Teams)

The Chair declared the meeting open at 2:00pm and welcomed all in attendance.

DECLARATION OF CONFLICTS OF INTEREST

Nil

APOLOGIES, CONDOLENCES AND CONGRATULATIONS

Apologies - Nil
Condolences – Nil
Congratulations – Nil

CONSIDERATION OF OPEN SESSION REPORTS

RESOLUTION

That Council go into closed session at 2.03pm to discuss (g) negotiations relating to a commercial matter involving the local government for which a public discussion would likely to prejudice the interests of the local government under section 254J of the Local Government Regulation 2012 which states that:

- (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 the sale of land.

MOVED: Cr. Gallagher

SECONDED: Cr. Barnes

CARRIED
RESOLUTION #SP23.10.01
5/0

RESOLUTION

Council resolve to come out of closed session at 3.13pm.

MOVED: Cr. Royes

SECONDED: Cr. Haase

CARRIED
RESOLUTION #SP23.10.02
5/0

1. **Northern & Central Queensland Monsoon and Flooding, 20 December 2022 – 30 April 2023 ESC2023-005 Zone 3 Gravel Supply**

EXECUTIVE SUMMARY

The Northern and Central Queensland Monsoon and Flooding project was offered to the market via LG Tender box as an open tender.

The sourcing exercise was open to the market from 4/09/2023 and closed on 29/09/2023 and received a total of 5 responses with 1 being non-compliant response.

2 submissions sent were file corrupted and direct request for the tenders to resend submission were received.

The Evaluation Panel have determined that the best option for Council on this occasion, is to award the contract to Gulf Civil P/I of, Unit 13 & 14, 12 Discovery Drive, NORTH LAKES, QLD 4509 for the amount of \$ 2,770,448.04 (exclusive of GST).

The Evaluation Panel are making this recommendation based on; commencement completion dates achievable, provided works for ESC in past successfully, local contractor, value for money, knowledge of the region.

RESOLUTION

The evaluation panel have conducted a thorough review of the responses provided and therefore Council:

1. Awards the contract of The Northern and Central Queensland Monsoon and Flooding 2023 Zone 3 Gravel Supply Package ESC-Q-2023-005 to Gulf Civil P/I for the value of \$ 2,770,448.04 excl. GST
2. In accordance with the Engineering and Infrastructure Procurement Plan for the delivery of works for the 2023/2024 financial year, as endorsed by Council Resolution No 23.07.14CEO.

MOVED: Cr. Haase

SECONDED: Cr. Barnes

CARRIED
RESOLUTION #SP23.10.03
5/0

2. Northern & Central Queensland Monsoon and Flooding, 20 December 2022 – 30 April 2023 ESC2023-002 Zone 3

EXECUTIVE SUMMARY

The Northern and Central Queensland Monsoon and Flooding project was offered to the market via LG Tender box as an open tender.

The sourcing exercise was open to the market from 4/09/2023 and closed on 29/09/2023 and received a total of 6 responses with 2 being non-compliant responses.

2 submissions sent were file corrupted and direct request for the tenders to resend submission were received.

Council have determined that the best option for Council on this occasion, is to award the contract to Gulf Civil Pty Ltd, Unit 13 & 14, 12 Discovery Drive, NORTH LAKES, QLD 4509, for their alternative tender, for the amount of \$7,976,561.25 (exclusive of GST). The Council are making this decision based on; commencement and completion dates achievable, provided works for ESC in past successfully, local contractor, knowledge of the region and quality of delivery, more importantly value for money.

RESOLUTION

The evaluation panel have conducted a thorough review of the responses provided, upon further analysis by Council of all information supplied with regard to the tenders based on the view of value for money and demonstrated ability to deliver, therefore Council:

1. Awards the contract of The Northern and Central Queensland Monsoon and Flooding 2023 Zone 3 Package to Gulf Civil Pty Ltd for the alternative tender supplied to the value of \$7,976,561.25 excl. GST
2. In accordance with the Engineering and Infrastructure Procurement Plan for the delivery of works for the 2023/2024 financial year, as endorsed by Council Resolution No 23.07.14CEO.

Business Arising						
#	Resolution	Officer	Action Taken		Progress	
23rd October 2023 - Special Meeting						
SP23.10.03	The evaluation panel have conducted a thorough review of the responses provided and therefore recommends that Council: 1.Award the contract of The Northern and Central Queensland Monsoon and Flooding 2023 Zone 3 Gravel Supply Package ESC-Q-2023-005 to Gulf Civil P/L for the value of \$ 2,770,448.04 excl. GST 2.In accordance with the Engineering and Infrastructure Procurement Plan for the delivery of works for the 2023/2024 financial year, as endorsed by Council Resolution No 23.07.14CEO.	DES	Contract awarded and purchase order issued.		Complete	
SP23.10.04	The evaluation panel have conducted a thorough review of the responses provided and therefore recommends that Council: 1.Award the contract of The Northern and Central Queensland Monsoon and Flooding 2023 Zone 3 Package to Gulf Civil Pty Ltd for the value of \$7,976,561.25 excl. GST 2.In accordance with the Engineering and Infrastructure Procurement Plan for the delivery of works for the 2023/2024 financial year, as endorsed by Council Resolution No 23.07.14CEO. 3.Council to consider the following: a.tender submissions delivery outcomes b.value of tenders c.Provide the Superintendent with successful tenderer.	DES	Contract awarded and purchase order issued.		Complete	
11th October 2023						
23.10.06	That Council receive the minutes of the Aged Care Advisory Committee meeting held 21st September 2023.	DCS	No action required		Complete	
23.10.07	That Council resolve to: 1. Receive the minutes of the RADF Advisory Committee Meeting held 14th Sept, and note the contents therein; and 2. Adopt the Committee's recommendation (basis of recommendation in the report to follow on.	DCS	Applicant advised of Council's decision		Complete	
23.10.08	That Council resolves to accept the quote provided by Gunther Resources for the Supply and Delivery of Gravel for Zone 5 Flood Damage Works to the value of \$314,600.00 Incl GST	DES	Contract awarded and purchase order issued.		Complete	
23.10.09	That Council receive the first quarterly progress report on Council's progress toward implementing its 2023 / 24 Operational Plan.	CEO	Document is noted.		Complete	
Outstanding Business						
13th September 2023						
23.09.06	That Council resolves to accept the following Tender from A&RJ Wieland trading as Wieland Contracting the Civil and associated building works 51 High Street. (Lot 6 on SP194675) Wieland Contracting to supply and install patios carports driveways electrical, plumbing, drainage and stormwater to complete the High Street Housing project. Landscaping to be carried out by council. Address Recommended Tender Purchase Price GST Excl 51 High Street A & RJ Wieland, T/A Wieland Contracting \$351,729.09	DCS	Contract awarded and purchase order issued.		Complete	
16th August 2023						
23.08.12	That Council receive Ms Taylor's Mt Surprise Land Use Survey Report, and adopt the following recommendations made therein, specifically: - 1.The recommendations for Category 1, Category 2, Category 3, Category 4, Category 5, Category 6 and Category 7, outlined in the report, where appropriate; and 2.Council make enquiries with the State government in relation to Lot 11 SP252513, area 3.58 hectares, Reserve for Township and Trucking with Council as Trustee, to determine if the Occupation Lease (352OL454) can be cancelled and the lot transferred to Council as freehold land, to facilitate future development opportunities afforded by the Industrial Precinct designation of the lot, which was supported by the State, when preparing the 2020 Planning Scheme for the Shire.	DCS	Referred to consulting Town Planner for action		In progress	
23.08.13	That Council receive the report and note management's recommendation to retain Snap Send Solve as a reporting channel for customer requests and to improve the functionality of its existing corporate eDRMS (InfoXpert) to better manage customer service requests (regardless of the communication medium) and provide further training to staff in InfoXpert's use.	DCS	Retained MagiQ to provide system admin & end user training to improve functionality of InfoXpert		In progress	
23.08.21	That Council resolve to complete a community survey seeking feedback for the renaming of the following roads: -Georgetown Forsayth Road be renamed John Smith Way -Cemetery Road, Forsayth be renamed Noelene Ikin Drive	CEO	Survey completed and report presented to the November Council Meeting		Complete	
19th July 2023						
23.07.21	That Council resolve that the Chief Executive Officer and Director of Corporate Services be delegated to consult with stakeholders and further negotiate the sale of a block of Industrial Land.	CEO	Negotiations have commenced.		In progress	
5th May 2023 - Special Meeting						
23.05.04SP	That Council resolves to accept the following Tender from Bay Investments Pty Ltd trading as Oly Homes for Six (6) x 2 Bedroom Modular Homes, Mandatory Inclusions for the Independent Living Facility Stage 1. Lot 5 Racecourse Road. Oly homes to Build Deliver Install and Complete the Six homes by end of March 2024. Address Recommended Tender Purchase Price GST Excl Lot 5 Racecourse Road Bay Investments QLD P/L, T/A Oly Homes \$1,703,263.32	DCS	No action taken until confirmation of funding sources (grants / loans). Applications for both have been submitted and are under assessment by the funding bodies. Refer to DCS briefing report for latest update.		In progress	
23.05.05SP	That Council resolves to accept the following Tender from Bay Investments Pty Ltd trading as Oly Homes for Six (6) x 2 Bedroom Modular Homes, Mandatory Inclusions for the Staff Housing Project at 8 Green Street. (Lot 105 on SP295139) Oly homes to Build Deliver Install and Complete the Six homes by end of March 2024. Address Recommended Tender Purchase Price GST Excl 8 Green Street Bay Investments QLD P/L, T/A Oly Homes \$1,556,077.32	DCS	No action taken until confirmation of funding sources (loans). Loan application has been submitted and is under assessment by the Department		In progress	
16th November 2022						
22.11.08	That Council resolve to proceed with this project by engaging Steven Ryan to construct same and amend the budget at the next review to cover the additional construction costs.	DCS	Project completed.		Complete	
19th January 2022						

22.01.9	<p>That Council resolves to;</p> <ol style="list-style-type: none"> 1. Construct a pilot waste transfer station at Forsyth to conform with EPA recommendation for the future of the Forsyth Landfill operation and furthermore modernise the site for sustainable environmental practices. 2. Furthermore that council advise the community of Forsyth of the proposed changes to the waste disposal to the township. 3. Nominate the Forsyth transfer station for funding under the Regional and Remote Recycling Modernisation Fund, with a proposed council contribution of \$100,000 or 20%. 4. Should the funding application be unsuccessful, Council allocate \$50,000 in the 2022/23 budget for the design of transfer station to be funded in a future budget. 	DES	<p>Specifications and design for proposed Transfer Station are being drawn up. Funding has been applied for. Waiting for notification if EOI application has been successful. Grant unsuccessful.</p> <p>LRCI Phase 3 funding to fund project</p> <p>Planning and design to commenced</p>	In progress
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Etheridge Shire Council

DIRECTOR OF CORPORATE SERVICES

Briefing Report

1 Key Points of Interest

Summary of matters within the Department – presented 15th November 2023:

- Sale for Arrears of Rates: The next review of rate assessments eligible for sale for arrears will shortly be conducted having allowed 30 days grace period after close of discount.
- MoU with QHealth: Since October's meeting, I have received a Deed of Access document CHHS propose to use as the MoU. I have referred this to Preston Law to review the contents and advise on omissions (such as responsibility for consumables, cleaning, outgoings etc). Preliminary advice from Preston Law is that the document requires significant amendment to reflect Council's position.
- WCF & Loan Application: Mead Perry have updated our long-term financial model and cash flow forecast and at the time of writing this report had forwarded a copy of the document to QTC for an initial review. I remain in contact with John Perry as he works through the model.
- Mt Surprise Water: The Dept of Environment & Science have issued Notices to the respondent directing integrity tests of their fuel storages, together with further soil & water tests. Council's EHO contacted the Dept week of 30th September and received an update that the respondent was attending to the Notices.
- Commercial Radio Station for Georgetown. Since Council's September / October 2022 meetings, Council noted that the preferred radio station (Coastal Broadcasters) had failed to make any progress to establishing a commercial radio presence in Georgetown, Council would grant a period of 12 months to establish a service, or otherwise withdraw the offer of a lease. I advise that Coastal Broadcasters have failed to demonstrate any progress or intent to establish a service, and in keeping with Council's resolution, the offer of a lease has been withdrawn.

2 Operational Matters

- External Audit: Council forwarded its draft financial statements to QAO on 28th August – the date agreed between QAO, BDO and Council in the External Audit Plan. Audit completed their site visit week of 11th to 15th September. Audit seemed to progress smoothly, with the exit interview again suggesting that the audit team had never made such progress during a site visit previously. Since the site visit, Council has continued to liaise with Audit and have made several adjustments to our financial statements. Unfortunately, time has beaten us, with the last revision being sent for final audit review on the 30th October. This has led us to seek a Ministerial extension of time to complete the Audit.
- Internal Audit: The Audit Committee is considering an amendment to the Internal Audit Plan, bringing forward a subsequent year internal audit project.
- Audit Committee: We were unable to make the proposed meeting date of 23rd October. Council received final audit review on 2nd November. An Audit Committee meeting has been called for Friday 10th November.
- NexGen implementation: Implementation continues. The project management team meets weekly, every Friday.

3 Projects

- Georgetown Independent Living Facility:
 - Legals: This element is complete.
 - Civil design: This element is complete.
 - Procurement:
 - Houses: Council accepted the Tender submission from Oly Homes at its Special Meeting held 5th May 2023. Orders have not yet been released, pending confirmation of funding.
 - Civil Works: We are currently preparing tender documents.
 - HIF Grant Application: Council's application was lodged on Thursday 26th October. The application was a compilation of some 35 files (generated over the life of the project), totaling some 170Mb of data. I'd like to record my appreciation for Rob Jaggar's, Renee Bester's and Ash Ryan's contribution to the application. It has been a mammoth undertaking, spanning 5 months from the initial Expression of Interest
- Biosecurity Plan: As reported to the October meeting, SGNRM have been successful in their grant and will be in a position to assist Council write its Local Biosecurity Plan. This and other matters are intended to be raised at the proposed Advisory Committee scheduled for the 1st November.
- Town Common Policy: Council has given a direction to cease implementing the Town Common Policy but have stopped short of rescinding it. Letters have been sent to agistees advising the policy remains under consideration, and no active effort will be made to implement the current version of the Policy. Further to Council's discussion at the August meeting, Council will workshop this matter in the near future.
- Keyless Entry Project (MPSC & Pool): An order has been issued to North Queensland Video Surveillance (NQVS) to install a key-less entry system. We remain on track to deliver this project within the required timeframe (31/12/2023). Our supplier started installation week of 14th August, and will complete installation early November. An implementation plan is under development.
- Land Use Compliance Reviews:
 - Georgetown: letters addressing identified non-compliances are being issued.
 - Mt Surprise: Council's consulting town planner has been retained to prepare letters to the respective parties per Council's resolution.
- 150 year pavers: Works commenced 30th October to lay the pavers. The project is now complete, and the grant acquitted.

4

Calendar of Events

Past Month:

- 12th October: Aged Care Advisory Committee Meeting
- 12th October: External Audit teleconference
- 13th October: WH&S steering committee meeting
- 13th October: Hostel Managers catch-up meeting
- 13th October: Child Care Centre catch-up meeting
- 18th October: Last day for rates discount
- 18th October: HIF Governance Presentation
- 19th October: Keyless Entry system training
- 23rd October: Special Council meeting
- ~~24th – 26th October: InfoXpert training~~ (deferred to February 2024)
- 28th October: Lodgment date for HIF Detailed Response.
- 30th October: Videoconference with BDO (Audit)
- 30th October – 3rd November: EHO visit
- 31st October: DRFA Project Management Meeting
- 1st November: Biosecurity Planning Advisory Committee Meeting
- 2nd November: Check-in with Rob Jaggar
- 3rd November: NexGen Project Management Meeting
- 3rd November: Meeting with Hostel Managers
- 8th November: Asset Valuation pre-start meeting (Shepherds)
- 10th November: NexGen Project Management Meeting
- 10th November: Meeting with James Gegg (Regional SES Controller)
- 10th November: Audit Committee Meeting
- 15th November: closing date for Minor Infrastructure Grant

- 15th November: Council Meeting
- 15th November: JLTA visit (Insurance product update)

Next Month:

- 20-24th November: LGFP Conference
- 13th December: Council Meeting
- 18th December – 8th January: Annual Leave

6

Other

- Council was unsuccessful in its grant application for further development of the Georgetown Library. The ladies at Terrestrial Centre are bitterly disappointed.
- Council has re-submitted its applications for funding (50/50) for Walking Path Network studies for Forsayth, Einasleigh and Mt Surprise. Council has not budgeted for its co-contribution in the 23/24 budget and will need to consider whether to proceed or not if any of the applications are successful. Please refer to the separate agenda item seeking Council's guidance.
- Student Hostel Capital Grant: Council was successful in its application for \$50,000 (toward a project cost) of \$120,000 to refurbish parts of the Student Hostel (bathrooms & fire safety). Work is planned for the September 2023 mid-semester school holidays (building work) and end of year holidays (bathrooms).
- NWMP Stage 2: Council has received the full \$120,000 advance payment under the North West Mineral Province Building Sustainable Communities Program to commence stage 1 of the development of the Riverwalk. We will be submitting an application under the Sport & Rec Minor Infrastructure Grant Program to augment the project.
- QRA have opened the DRRF Program and it is intended that we will re-submit our application for a multi-agency disaster management facility.
- SES Support Grant: Rob Jaggar is working up a grant application. Two proposals are under review, the first is to extend the building in front of the roller door bays. The second is to extend the concrete apron but only cover the extension, not fully enclose it. Once quotations have been obtained, I'll be seeking Council's views on whether we submit an application or not.

Andrew McKenzie
Director of Corporate Services



Etheridge Shire Council

General Meeting	15 th November 2023
Subject	Aged Care Advisory Committee Meeting Minutes
Classification	Open
Author	Andrew McKenzie

EXECUTIVE SUMMARY

The Aged Care Advisory Committee met on the 12th October 2023. A copy of the Meeting Minutes is presented for Council's information.

RECOMMENDATION

That Council receive the minutes of the Aged Care Advisory Committee meeting held 12th October 2023 and note the contents therein.

BACKGROUND

The Aged Care Advisory Committee is an advisory committee of Council, constituted under the *Local Government Act 2009*. Good governance requires advisory committee meeting minutes be tabled at the next General Meeting of Council.

The meeting held on 12th October 2023 was a deferral from the meeting scheduled for 20th September 2023, which was unable to proceed due to a lack of a quorum. Essentially, the meetings were to provide Committee Members with an update on progress toward the Independent Living Facility and seek comments upon proposed pro-forma tenancy documents. Endorsement / ratification of the pro-forma tenancy documents will contribute to Council meeting the governance arrangements expected for our detailed application under the Housing Investment Fund.

LINK TO CORPORATE PLAN

Corporate Aim No. 3: Quality Social Infrastructure makes the shire a desirable place to live.

BUDGET & RESOURCE CONSIDERATIONS

Council has received \$100,000 from the North West Mineral Province Building Sustainable Communities Program to fund the design elements of the Independent Living Facility. Now that the legal element of the design phase has been completed, we are able to acquit the NWMP grant.

Council resolved in February 2023 to commit to the project and apply for loans to finance the housing projects, while applying for grants to offset Council need to borrow all or some of the projects' costs. In this regard, Council has formally applied for a loan facility through the DSDILGP, and has submitted an application under the Housing Investment Fund for \$2.3M. Work continues on the HIF application.

CONSULTATION

Occurs through the Aged Care Advisory Committee meetings.

LEGAL CONSIDERATIONS

The committee is constituted under the Local Government Act & Regulations.

The Building Sustainable Communities grant program is subject to the conditions of funding, as contained in the funding agreement with the Department.

POLICY IMPLICATIONS

Nil

RISK ASSESSMENT

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

Nil at this time

Report Prepared By:

Andrew McKenzie

Date: 13th October 2023

Report Authorised By:

Ken Timms, Chief Executive Officer

Date:

ATTACHMENTS: Aged Care Advisory Committee meeting minutes for meeting held 12th October 2023.

AGED CARE ADVISORY COMMITTEE MEETING
HELD IN GEORGETOWN THURSDAY 12th October 2023
GEORGETOWN COUNCIL CHAMBERS

UNCONFIRMED MINUTES

Greg Ryan opened the meeting at 9.20am.

ACKNOWLEDGEMENT OF COUNTRY EWAMIAN PEOPLE

“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.”

DECLARATIONS

Nil

ATTENDANCE

Members: Greg Ryan (Committee Chair), Carol Ryan, Cr Joe Haase (Member), Amanda Dixon (Member),

Advisors: Andrew McKenzie (Committee Secretary).

Observer: Cr Barry Hughes

APOLOGIES

MOVED: Cr Joe Haase

SECONDED: Amanda Dixon

That the apologies from the following members be accepted: -

- Cr Tony Gallagher (Member)
- Alana Young (Member)
- Valerie Grey (Member)
- Renae Woodforth (Member)

CARRIED

CONFIRMATION OF MINUTES

MOVED: Carol Ryan

SECONDED: Cr Joe Haase

That:

The Minutes of the Advisory Committee (Aged & Disability Care) Meetings held at Georgetown on Wednesday, 3rd May 2023 and 21st September 2023 be confirmed.

CARRIED

BUSINESS ARISING FROM PREVIOUS MEETING MINUTES AND GENERAL BUSINESS

Nil

NEW MATTERS / GENERAL BUSINESS

1. Council Update
Andrew advised: -
 - o Council
 - o Georgetown Aged Independent Living Facility:
 - Ausnorth Consulting
 - Survey: completed
 - Town Planning Application: completed.
 - Civil Design: well progressed (Erscon)
 - Cairns Architects
 - Master Plan: completed.
 - Project Manager
 - Geotech: completed.
 - Tenders: called & assessed
 - Building Certifiers: engaged
 - Preston Law
 - Application to QCAT: completed
 - Tenancy documents for Committee's endorsement.
 - HIF Application
 - Expression of Interest lodged
 - Council shortlisted for a detailed proposal, closes 31st October.
 - 4 workshops with the HIF assessment team
 - 1st Sept: Design and Project Delivery (very well received)
 - 25th Sept: Finances
 - 10th Oct: Contract documentation
 - 18th Oct: Governance

Attendance: Cr Joe Haase left the meeting at this point, the time being 10.05am

2. Etheridge Cares Update
Renaë and Amanda provided an update on behalf of Etheridge Cares:
 - is still fund raising for a bus.
 - has 3 coordinators providing case management.
 - has 20 clients and 4 workers in Georgetown and surrounding stations, 2 clients and 1 worker in Forsayth, 6 clients in Mt Surprise (using Georgetown workers), and a further 36 clients external to the Shire.
 - More workers are required for Georgetown, existing workers are beyond capacity for the number of clients.
 - AGM was held in Greenvale on 9th October. All executive positions were filled.

Next Meeting

The next meeting will be nominally called for 14th December 2023.

CONCLUSION

Greg Ryan closed the meeting at 10.10 am.



Etheridge Shire Council

General Meeting	15 th November 2023
Subject	Walking Network Plans – Offer of Grant Funding
Classification	Open
Author	Andrew McKenzie, Director Corporate Services

EXECUTIVE SUMMARY

Late 2022, Council resubmitted its applications for funding under the DTMR Walking Local Government Grant Program (Round 2) to fund the development of Walking Network Plans for Mt Surprise, Forsayth and Einasleigh. This follows the successful completion of a Walking Network Plan for Georgetown, funded under round one of the grant program.

In recent communication from the Department of Transport and Main Roads, Council has been notified that its applications under Round 2 have been successful.

RECOMMENDATION

That Council formally accept the Department of Transport & Main Roads' offer of funding to develop Walking Network Plans for Mt Surprise, Einasleigh and Forsayth, and allocate its co-contribution (\$90,000) during its next budget review.

BACKGROUND

In 2021, Council lodged applications with DTMR for funding under the Walking Local Government Grant Program (Round 1) to develop walking network plans for our 4 communities. Only Georgetown was funded under Round 1. Council re-submitted its applications for Mt Surprise, Einasleigh and Forsayth in 2022, only to be notified recently that the Department has approved \$30,000 per community to write a plan.

The concept of a walking network plan is to identify, prioritised walking networks within a 2km radius from a central, community point. Georgetown's plan was centred on the Primary Health Clinic. The other communities have used their school as the focal point. As we have found from the Georgetown Plan, priorities need not be focused solely on connecting the community to the focal point, but can include other, social or recreational priorities. Further, the Plans themselves become the strategic documents evidencing prioritisation based on community consultation that further grant applications can be built upon. Again, for example, Council is using the Georgetown Network Plan as the basis for a Dept Sport & Rec Minor Infrastructure Grant application to build stages of the Riverwalk.

With this in mind, there is merit in accepting the Department's offer of funding. Each community currently has partially constructed footpath networks, but with nearby points of interest that feature in various community and tourism studies: -

- Einasleigh: connecting town to Copperfield Gorge & Griffith's various proposed tourism projects;
- Mt Surprise: connecting town to Elizabeth Creek, accommodation providers and train station;
- Forsyth: continuing the development of walking paths around town and to Charleston Dam.

LINK TO CORPORATE PLAN

Corporate Aim No. 4: Quality social infrastructure makes the shire a desirable place to live.

Outcome 4.1: An active community with a variety of recreational activities.

BUDGET & RESOURCE CONSIDERATIONS

The Department's offer is \$30,000 per community / plan. In total, the Department is offering \$90,000. Under the program, Council's contribution is a matching amount. That is \$30,000 per community or a total of \$90,000.

In preparing this year's budget, Council did not allocate its matching contribution. There was some doubt that our applications may be unsuccessful, particularly considering the lapse of time since our applications were resubmitted. Council's discussion lead to a need to consider its contribution (if successful) in a current year budget review, or alternately, hold the projects over to 2024/25. Under the proposed funding agreement, Council has 12 months to complete the plans, meaning we will need to commence the projects in Q3 / Q4 2023/24. In other words, we will need to make a partial budget allocation in this year's budget should Council wish to accept the offer of funding.

CONSULTATION

This matter was considered by Council when accepting the Department's Round 1 offer for Georgetown. Council was happy to resubmit its applications for the other 3 communities.

LEGAL CONSIDERATIONS

Accepting the offer of funding comes with a requirement to enter into a funding agreement. The agreement is relatively simple and little more than what is necessary to protect the State's interest in ensuring the funding is applied for the stated purpose.

POLICY IMPLICATIONS

Nil

RISK ASSESSMENT

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

OUTCOME

Risk is assessed as low: particularly since Council will outsource the plans' development to Shepherd Services (LocalBuy prequalified supplier) who successfully completed Council's WNP for Georgetown earlier this year.

Report Prepared By:

Report Authorised By:

Andrew McKenzie, Director Corporate Services

Ken Timms, Chief Executive Officer

Date: 26 October 2023

Date:



Minister for Transport and Main Roads
Minister for Digital Services

Our ref: MC139600

27 September 2023

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

1 William Street Brisbane 4000
GPO Box 2644 Brisbane
Queensland 4001 Australia
Telephone +61 7 3719 7300
Email transportandmainroads@ministerial.qld.gov.au
Website www.tmr.qld.gov.au

Dear Councillor Hughes

I am pleased to advise your applications for funding through the Walking Local Government Grants (WLGG) program have been successful.

The Queensland Government has committed \$328 million from 2023–2024 to 2026–2027 towards standalone active transport initiatives, including bikeways, shared paths, and bridges across the state.

This includes funding to design, build and maintain cycling infrastructure to deliver programs to encourage more people to ride bikes, and to deliver initiatives to specifically support and promote more walking.

Your applications for funding through the WLGG have been approved for the precincts in the enclosed Table 1. Funding will support the delivery of walking network plans and priority works programs to identify where to invest in cost-effective improvements to create better places to walk.

Whether people walk for transport, health or recreation, and move on foot or with the help of a mobility device like a wheelchair, I am pleased that we are able to work together to help more Queenslanders experience the benefits of walking. I commend you for taking the initiative to improve conditions for walking in your community.

Officers from the Department of Transport and Main Roads (TMR) will be in contact with council officers to progress the signing of a legally binding funding agreement to formalise the funding arrangements.

If you require further information about the program, I encourage you to contact Mr Adam Rogers, Director (Active Transport), Policy, Planning and Investment Division, TMR, by email at adam.z.rogers@tmr.qld.gov.au or telephone on 3066 7540.

I look forward to continuing our joint efforts to deliver more walkable communities in Etheridge Shire Council.

Yours sincerely

MARK BAILEY MP
Minister for Transport and Main Roads
Minister for Digital Services

Enc (1)

Table 1: Approved grant

Precinct Name	Walking Local Government Grant (ex. GST)
Mt Surprise Playground Precinct	30000
Einasleigh Savvanahlander Train Stop	30000
Forsyth State School	30000
Total	90000



Etheridge Shire Council

General Meeting	15 th November 2023
Subject	Biosecurity Planning Advisory Committee Meeting Minutes
Classification	Open
Author	Andrew McKenzie, Director Corporate Services

EXECUTIVE SUMMARY

A meeting of the Etheridge Shire Biosecurity Planning Advisory Committee was called for 9am on the 1st November 2023. Unfortunately a quorum could not be formed, so the meeting continued as an information sharing forum. The minutes of the meeting are tabled for Council's information.

RECOMMENDATION

That Council receive the minutes of the Biosecurity Planning Advisory Committee meeting held 1st November 2023.

BACKGROUND

As outlined above, a meeting of the Biosecurity Planning Advisory Committee was called for the 1st November. Apologies were received from Michael Furber. It was expected that a quorum would be present for the meeting. However, only the Chair and Member Tom Saunders were present. As a result, the meeting did not achieve a quorum, and continue as an information sharing forum with Council, GSNRM, SGNRM and DAF providing updates.

LINK TO CORPORATE PLAN

Corporate Aim No. 2: A sustainable environment of natural assets, water, waste water and waste management.

Outcome 2.3: Best practice natural environment and pest management.

BUDGET & RESOURCE CONSIDERATIONS

Council has budgeted \$620,000 toward Town Common and Rural Land Management. Please refer to the minutes for a breakdown of Council's budget.

CONSULTATION

The purpose of the Advisory Committee is to foster stakeholder consultation.

LEGAL CONSIDERATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK ASSESSMENT

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

OUTCOME

Risk is assessed as Low.

Report Prepared By:

Report Authorised By:

Andrew McKenzie, Director Corporate Services

Ken Timms, Chief Executive Officer

Date: 2nd November 2023

Date:

BIOSECURITY PLANNING ADVISORY COMMITTEE MEETING
HELD IN GEORGETOWN WEDNESDAY 1st NOVEMBER 2023
IN THE COUNCIL BOARDROOM

UNCONFIRMED MINUTES

Cr Laurell Royes opened the meeting at 9.05am

ATTENDANCE

Members: Cr Laurell Royes (Chair), Tom Saunders,

Ex-Officio: Andrew McKenzie (ESC), Loukas Elgey (ESC), Taylor Taylor (GSNRM), Ashley Blokland (DAF)

APOLOGIES

Apologies were received from:

- Michael Furber (Member)
- Katarina Keough (Member)
- Lyn French (Member)
- Warren Bethel (Member)
- Robyn Young (SGNRM) (Advisor)
- Marcus Mullholland (GSNRM) (Advisor)
- Zoe Williams (GSNRM) (Advisor)

Quorum

Chair, Cr Royes noted that the meeting had not achieved a quorum and would proceed as an information sharing forum.

CONFIRMATION OF MINUTES

N/A

BUSINESS ARISING FROM PREVIOUS MEETING MINUTES AND GENERAL BUSINESS

Mr McKenzie advised that Council had adopted the North West Queensland Regional Biosecurity Plan in March 2023.

NEW MATTERS / GENERAL BUSINESS

1. Regional Biosecurity Plan

NWQROC commissioned the writing of the Plan and adopted the final version at a meeting toward the end of 2022. Council subsequently adopted the Regional Plan at its March 2023 meeting.

A copy of the plan can be found at: <https://www.southerngulf.com.au/wp-content/uploads/2023/03/North-West-Qld-Regional-Biosecurity-Plan-2022-2027.pdf>

2. Development of Council's Local / Shire Biosecurity Plan

Mr McKenzie advised that SGNRM have been successful in obtaining funding from the State Government to enhance local government's biosecurity capacity. An element of this project is to assist

Etheridge Shire Council write a local Biosecurity Plan. Funding agreements are yet to be finalised, but once done, SGNRM will move to assist Council (through its Biosecurity Planning Advisory Committee) prepare its local plan. In all likelihood, this will commence early 2024.

3. Council's Town Common / Rural Land Protection Budget

Mr McKenzie advise the meeting that Council had adopted a \$620,000 budget for town common and rural land management. Specific allocations have been made for: -

- \$17,500 - Precept payment
- \$12,500 – wild dog bounties
- \$55,000 – wild dog control (baiting)
- \$200,000 – Einasleigh Town Common (yard upgrade, water infrastructure improvement, weed control & musters)
- \$150,000 – Weed Management (\$100,000 toward town entrances / town commons)
- \$50,000 – General Operations and Maintenance

4. Discussion on 1080 Baiting Campaign

Mr Elgey provided an update on the recent 1080 baiting campaign. Highlights include: -

- 33 properties participate in the campaign. Equates to approx.. 31% of the total number of properties in the Shire
- 6,271Kg of dog baits and 125kg pig baits were dropped.
- Council still experienced a number of properties that indicated their participation, but cancelled before hand or didn't show on the day.

The meeting discussed Council baiting service and identified a number of options / opportunities for increasing property participation and efficiency in organisation.

5. Weed / pest mapping

Chair, Cr Royes sought participants' views on improving the communication of Council's pest management activities, including reporting against annual works programs. There was broad support for quarterly Committee meetings to receive reports on activities.

6. Availability of Biosecurity information on Council's website

Chair, Cr Royes outlined a proposal to create a webpage on Council's website that would act as a reference point to Biosecurity Information and Stakeholder / Agencies. The concept received unanimous support, with suggestions for the type of information that would be useful to users.

7. Agency Update

Mr Ashley Blokland, DAF:

- Noted a shift in the Department's focus toward compliance;
- Outlined recent Regional visitation.

Mrs Taylor Taylor, GSNRM provided an update of Gulf Savannah NRM's: -

- Prickly Accacia Weed Management Program (13 landholder reports confirming 6 localised infestations now under active management);
- Weed Distribution Mapping Project, looking at mapping weed infestations across 10.8M Ha, at 1km² scale grid.

General Business

1080 Baiting setback

Mr Elgey enquired whether recent changes in legislation and regulation of 1080 had lead to a change to the baiting buffer zones / setbacks for baiting around urban areas / townships, and the prohibition of transport treated baits through township. Mr Blokland and Mr Elgey will investigate further.

Next Meeting

The next meeting will be called in January 2024, at a date to be advised.

CONCLUSION

Chair, Cr Royes closed the meeting at 10.55am



Etheridge Shire Council

DIRECTOR ENGINEERING SERVICES

Briefing Report

1 Update

Welcome to my November 2023 Briefing Report.

2 Operational Plan Matters

No new Operational Plan matters.

3 Emerging Issues

Nil

4 Projects

TMR

- CN-19488 of Gulf Developmental Road was completed on Aug 2023,
- CN-19040 of Kennedy Developmental Road is in progress and I believe will complete next shift,
- CN-20929 of Kennedy Developmental Road has been recently awarded to ESC.
- We also had a Federal Safety Audit at KDR recently.
- Waiting information to place pedestrian crossing at North Street between the new footpaths.

Grants (LRCIP round 3)

- Multi-purpose Sports Centre drainage & parking – Completed on 2/11/2023.
- Forsyth Transfer Station- tender stage.
- First Street Forsyth Drainage -Received two quotations.

Passenger Transport Infrastructure Investment Program (PTIIP)

- Bus stop in Mount Surprise - Site visit completed.

Line Marking

- GIVE WAY in Normanton Street - Haldane Street intersection (2), Haldane Street – GDR intersection (1), Normanton Street – Airstrip Road (1), Airstrip Road at Creek (1)- Completed
- STOP in Airstrip Road – GDR intersection - Completed
- Pedestrian Crossing at Haldane Street near school, - Completed
- Depot + Workshop- Completed

Heavy Vehicle Safety Productivity Program (HVSP)

- Georgetown washdown bay – design in progress (ET Dec 2023)
- Bypass road to Georgetown Airstrip (Funding application in process)

Bridge Renewal Program

- Queenslander Creek Box culvert, Forsyth -Design in progress, Funding application is progress.

Transport Infrastructure Development Scheme (TIDS)

- Forsayth – Einassleigh Road (27.77 km to 36.37 Km) – Design phase

Rural Addressing

- Zone 1 – completed.
- Zone 2 and Zone 5 are in progress.

5

Calendar of Events

Over the past month

- Nil

Next Month

- | | | |
|---------|------------|---------------------------|
| • 11-12 | Georgetown | Supervisors' meeting |
| • 13-12 | Georgetown | Community Christmas Party |

Raju Ranjit
Director Engineering Services



Etheridge Shire Council

General Meeting	15th November 2023
Subject	Proposed location of Long – distance coach bus Stop in Mount Surprise
Classification	Open
Author	Raju Ranjit

EXECUTIVE SUMMARY

Trans Link Infrastructure has approached Council regarding the possibility to have a long-distance coach bust stop in Mount Surprise. Following the Conversation, the site has been investigated and prepared a proposed site to construct a bus stop (Ref. – Site map and view)

RECOMMENDATION

1. That Council agrees to apply an application of 50/50 funding partnership between TMR and Council to build a bus shelter and associated works in line with Councils budget.

BACKGROUND

Trans North Bus & Coach is providing bus service operates the passengers service from Cairns to Karumba servicing all towns enroute. The bus stops at the front of BP Roadhouse in Mt. Surprise on the way to Karumba and stops at the opposite of the Roadhouse near the train station on the way to Cairns. There is no bus shelter at present at the location.

Public transport Infrastructure is key component of providing quality customer access, convenience, safety and comfort. In order to assist Council to provide quality service, the TransLink contacted Council regarding the application of 50/50 funding partnership between TMR and Council to build a bus shelter and associated works.

LINK TO CORPORATE PLAN

Corporate plan

Aim : A sustainable transport network that meets community needs

BUDGET & RESOURCE CONSIDERATIONS

The proposed plan for 2023/2024 & 2024/2025

LEGAL CONSIDERATIONS

Regular inspection after the completion project is a legislative requirement.

POLICY IMPLICATIONS

Asset Management Policy

RISK ASSESSMENT

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

OUTCOME

Risk Score : L – Unlikely (D) / Insignificant consequence (1)

Report Prepared By:**Report Authorised By:**

Raju Ranjit, Director of Engineering Services

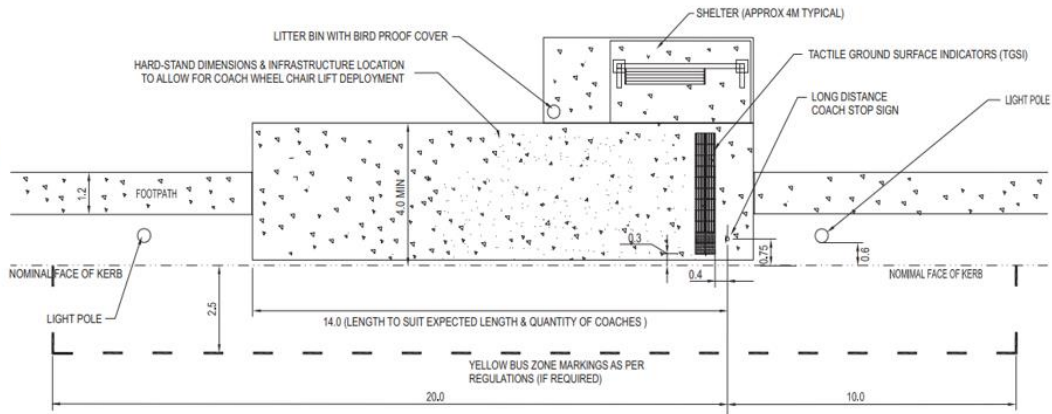
Ken Timms, Chief Executive Officer

Date: 7th November 2023Date:

ATTACHMENTS

Site map and view

Bus Shelter - Mt. Surprise



Proposed site for bus shelter in Mt. Surprise

18°8'49"S 144°19'2"E

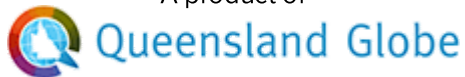
18°8'49"S 144°19'6"E



18°8'53"S 144°19'2"E

18°8'53"S 144°19'6"E

A product of



Legend located on next page



0 10 metres

Scale: 1:689

Printed at: A4

Print date: 7/11/2023

Not suitable for accurate measurement.
Projection: Web Mercator EPSG 102100 (3857)

For more information, visit
<https://qldglobe.information.qld.gov.au/help-info/Contact-us.html>

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Proposed site for bus shelter in Mt. Surprise

Legend

Attribution

Places: My Places

- My Place 1
- My Place 2

Railway



Railway station



Roads and tracks

- Motorway
- Highway
- Secondary
- Connector
- Local
- Restricted Access Road
- Mall
- Busway
- Bikeway
- Restricted Access Bikeway
- Walkway
- Restricted Access Walkway
- Non-vehicular Track
- Track
- Restricted Access Track
- Ferry
- Proposed Thoroughfare

Green bridges



Bridges



Tunnels



Cities and Towns



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Etheridge Shire Council

General Meeting	15 November 2023
Subject	Public Notice of Meetings for 2024
Classification	Open
Author	Ken Timms, Chief Executive Officer

EXECUTIVE SUMMARY

At least once in each year, Council must publish a notice of the days and times when its ordinary meetings will be held and furthermore Council must publish this notice on the local government's website, and in other ways the local government considers appropriate in accordance with Section 254B of the Local Government Regulation 2012.

RECOMMENDATION

That Council:

Adopts the following meeting dates as presented for 2024 pursuant to and in accordance with Section 254B of the Local Government Regulation 2012 and furthermore Council will publish the notice of meeting dates on Council's website, in the inform newsletter and on display in the Council office.

<u>Month</u>	<u>Date</u>	<u>Venue</u>	<u>Time</u>
January	Wednesday, 24 th January 2024	Georgetown	9:00am
February	Wednesday, 21 st February 2024	Georgetown	9:00am
March	Wednesday, 13 th March 2024	Georgetown	9:00am
April	Wednesday, 17 th April 2024	Georgetown	9:00am
May	Wednesday, 15 th May 2024	Georgetown	9:00am
June	Wednesday, 19 th June 2024	Georgetown	9:00am
July	Wednesday, 17 th July 2024	Georgetown	9:00am
August	Wednesday, 21 st August 2024	Georgetown	9:00am
September	Wednesday, 18 th September 2024	Georgetown	9:00am
October	Wednesday, 9 th October 2023	Georgetown	9:00am
November	Wednesday, 20 th November 2023	Georgetown	9:00am
December	Wednesday, 11 th December 2023	Georgetown	9:00am

BACKGROUND

Section 254B Public notice of meetings of the Local Government Regulation states that:

- (1) A local government must, at least once in each year, publish a notice of the days and times when—
 - (a) its ordinary meetings will be held; and
 - (b) the ordinary meetings of its standing committees will be held.

- (2) The notice mentioned in subsection (1) must be published on the local government’s website, and in other ways the local government considers appropriate.
- (3) A local government must display in a conspicuous place in its public office a notice of the days and times when—
- (a) its meetings will be held; and
 - (b) meetings of its committees will be held.

(4) A local government must, as soon as practicable, notify any change to the days and times mentioned in subsection (1) or (3) in the same way as the days and times were previously notified.

Over the past 12 months Council has conducted its Ordinary Meetings of Council on the third Wednesday of each month commencing at 9.00am.

Management is recommending for the 2024 calendar year that all Ordinary Meetings of Council are to be conducted within its designated public office being Georgetown.

Table No.2 – Proposed Meeting Dates for 2024

<u>Month</u>	<u>Date</u>	<u>Venue</u>	<u>Time</u>
January	Wednesday, 24 th January 2024	Georgetown	9:00am
February	Wednesday, 21 st February 2024	Georgetown	9:00am
March	Wednesday, 13 th March 2024	Georgetown	9:00am
April	Wednesday, 17 th April 2024	Georgetown	9:00am
May	Wednesday, 15 th May 2024	Georgetown	9:00am
June	Wednesday, 19 th June 2024	Georgetown	9:00am
July	Wednesday, 17 th July 2024	Georgetown	9:00am
August	Wednesday, 21 st August 2024	Georgetown	9:00am
September	Wednesday, 18 th September 2024	Georgetown	9:00am
October	Wednesday, 9 th October 2023	Georgetown	9:00am
November	Wednesday, 20 th November 2023	Georgetown	9:00am
December	Wednesday, 11 th December 2023	Georgetown	9:00am

Please note the following:

- January General Meeting date will be held on the fourth week in January in consideration of office staff returning to work a week late
- March General Meeting date will be held on the second week in March in consideration of the 2024 Local Government elections.
- October General Meeting date will be held on the second week in October in consideration to the Annual LGAQ Conference
- December General Meeting date will be held on the second week in December in consideration to Christmas closures.

LINK TO CORPORATE PLAN

This matter links for Corporate Aim No.5 – Best practice corporate governance and organisational excellence.

BUDGET & RESOURCE CONSIDERATIONS

N/A

CONSULTATION

N/A

LEGAL CONSIDERATIONS

Section 254B Public notice of meetings of the Local Government Regulation states that:

- (4) A local government must, at least once in each year, publish a notice of the days and times when—

- (c) its ordinary meetings will be held; and
 - (d) the ordinary meetings of its standing committees will be held.
- (5) The notice mentioned in subsection (1) must be published on the local government’s website, and in other ways the local government considers appropriate.
- (6) A local government must display in a conspicuous place in its public office a notice of the days and times when—
- (c) its meetings will be held; and
 - (d) meetings of its committees will be held.
- (4) A local government must, as soon as practicable, notify any change to the days and times mentioned in subsection (1) or (3) in the same way as the days and times were previously notified.

POLICY IMPLICATIONS

N/A

RISK ASSESSMENT

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

OUTCOME

Report Prepared By:	Report Authorised By:
Renee Bester, Executive Assistant	Ken Timms, Chief Executive Officer
Date: 12/10/2023	Date: 12/10/2023



Etheridge Shire Council

General Meeting	15 th November 2023
Subject	Naming of Roads within Etheridge Shire
Classification	Open
Author	Renee Bester, Executive Assistant

EXECUTIVE SUMMARY

Council resolved to complete a community survey seeking feedback for the renaming of the following roads at the August General Meeting (Resolution #23.08.21):

- Georgetown Forsayth Road be renamed John Smith Way
- Cemetery Road/Charleston Dam Road, Forsayth be renamed Noelene Ikin Way

The survey was conducted from 23rd August 2023 to 22nd September 2023 from which 75 responses were received. Results from the survey are shown below:

	Should the Georgetown-Forsayth Road be formally named 'John Smith Way'?	Should the Forsayth Cemetery/Charleston Dam Road be formally named 'Noelene Ikin Way'?
YES	15%	23%
NO	84%	76%

RECOMMENDATION

That Council resolve to acknowledge the feedback received and furthermore, that Council decide to go no further with this proposal.

BACKGROUND

Council resolved to complete a community survey seeking feedback for the renaming of the following roads at the August General Meeting (Resolution #23.08.21):

- Georgetown Forsayth Road be renamed John Smith Way
- Cemetery Road/Charleston Dam Road, Forsayth be renamed Noelene Ikin Way

The survey was conducted from 23rd August 2023 to 22nd September 2023 and distributed via a range of forms including Survey Monkey, Inform, E Newsletter, Facebook and Council's Website. Survey Monkey responses made up 76% of the total received, while a further 24% were submitted via paper form directly to the Council Office.

Council received 75 responses to the survey and the results are shown below:

	Should the Georgetown-Forsayth Road be formally named 'John Smith Way'?	Should the Forsayth Cemetery/Charleston Dam Road be formally named 'Noelene Ikin Way'?
YES	15%	23%
NO	84%	76%

LINK TO CORPORATE PLAN

Corporate Aim No. 5 Best Practice Corporate Governance & Organisational Excellence.

BUDGET & RESOURCE CONSIDERATIONS

Not Applicable

CONSULTATION

Community survey was conducted for shire residents for the period 23rd August 2023 to 22nd September 2023.

LEGAL CONSIDERATIONS

Not Applicable

POLICY IMPLICATIONS

Not Applicable

RISK ASSESSMENT

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, Executive Assistant

Ken Timms, Chief Executive Officer

Date: 31/10/2023

Date: 31/10/2023

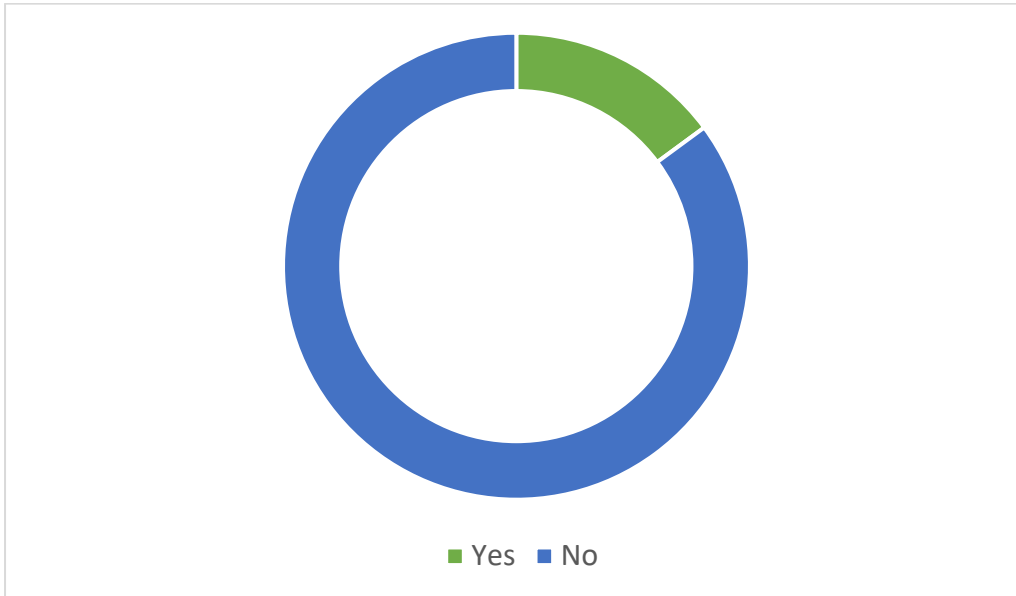
Attachments:

1. Survey Graphs

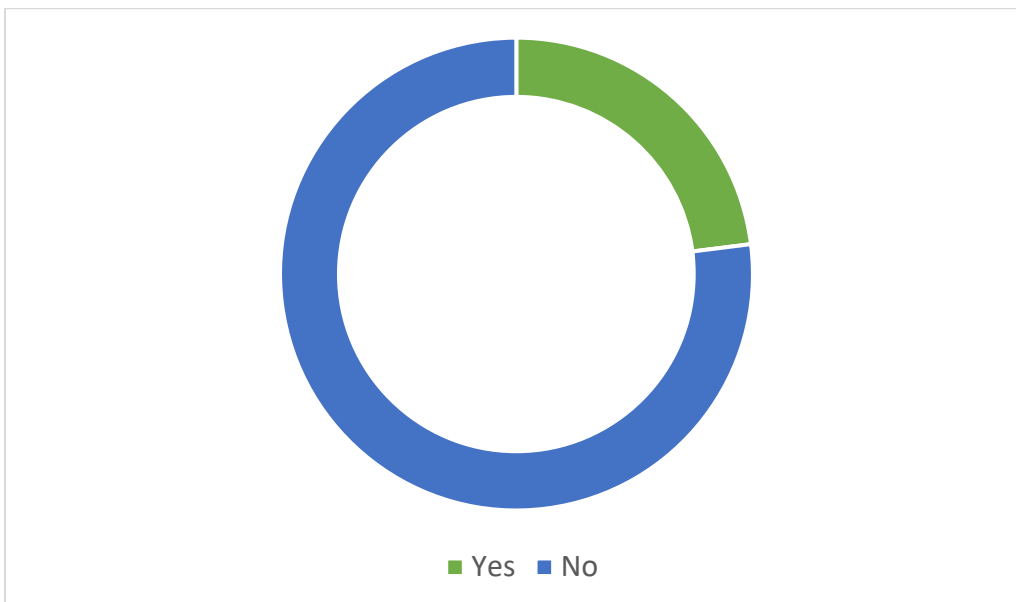
Survey Graphs

The results of the survey are as follows.

Question 1: should the Georgetown-Forsayth Road be formally named 'John Smith Way'?



Question 2: Should the Forsayth Cemetery/Charleston Dam Road be formally named 'Noelene Ikin Way'?





Etheridge Shire Council

General Meeting	15 th November 2023
Subject	Amendments to the model meeting procedures (MMP) and best practice standing orders
Classification	Open
Author	Renee Bester, Executive Assistant

EXECUTIVE SUMMARY

The *Local Government Act 2009* prescribes that all Councils must adopt the model meeting procedures (MMP) or incorporate them into existing standing orders for meeting procedures. Council has been advised by the Department that the MMP and Best Practice – Standing Orders were amended in June 2023. Amendments are of minor nature, designed to ensure better consistency with the LGA.

RECOMMENDATION

- That Council resolve to adopt the following documents:
- Amended Model Meeting Procedures – June 2023
 - Best Practice Standing Orders – June 2023

BACKGROUND

The purpose of the Model Meeting Procedures is to set out certain procedures to ensure the Local Government principles are reflected in the conduct of Local Government meetings and Local Government committee meetings. It is not intended that the Model Meeting Procedures would deal with all aspects of meeting conduct but only those required to strengthen public confidence in Local Government to deal with the conduct of Councillors in meetings.

The Local Government Act 2009 (LGA) prescribes that all councils must adopt the model meeting procedures (MMP) or incorporate them into the existing standing orders for meeting procedures. A Local Government must either adopt the Model Meeting Procedures or prepare and adopt other procedures for the conduct of its meetings and meetings of its committees that are consistent with the Model Meeting Procedures.

If a Local Government chooses to continue using existing standing orders, the Council must review the existing standing orders to ensure that they are consistent with the requirements of the Model Meeting Procedures. To assist Local Governments, the Department has published best practice standing orders that Councils can choose to adopt.

The MMP document (attached) is published on the Department of State Development, Infrastructure, Local Government and Planning's (the department) website. In addition, the department has a best practice example - Standing Orders document published on the website that demonstrates how the MMP can be incorporated into existing standing orders.

LINK TO CORPORATE PLAN

Corporate Aim No. 5 Best Practice Corporate Governance & Organisational Excellence

BUDGET & RESOURCE CONSIDERATIONS

Not Applicable

CONSULTATION

Not Applicable

LEGAL CONSIDERATIONS

Not Applicable

POLICY IMPLICATIONS

Not Applicable

RISK ASSESSMENT

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, Executive Assistant

Ken Timms, Chief Executive Officer

Date: 01/11/2023

Date: 01/11/2023

Attachments:

1. Best Practise Standing Orders – revised June 2023
2. Amended Model Meeting Procedures – June 2023

Model Meeting Procedures

Conduct of local government meetings and its committee meeting

Revised June 2023

Last updated:

Date	Version Number	Name	Approved
20 June 2023	004	P Cameron	

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Copies of this publication are available on our website at www.statedevelopment.qld.gov.au and further copies are available upon request.

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Contents

Purpose of the Model Meeting Procedures	4
Meeting Principles	4
Background	4
Application	<u>45</u>
Processes.....	5
1. Process for Dealing with Unsuitable Meeting Conduct by a Councillor in a Meeting.	5
2. Meeting Procedures for Dealing with Suspected Inappropriate Conduct including that which has been referred to a Local Government by the Independent Assessor	7
3. Prescribed Conflict of Interest	<u>910</u>
4. Declarable Conflict of Interest	<u>1011</u>
5. Reporting a Suspected Conflict of Interest	<u>1314</u>
6. Loss of Quorum	<u>1415</u>
7. Recording Prescribed and Declarable Conflicts of Interest	<u>1517</u>
8. Closed Meetings.....	<u>1618</u>

Purpose of the Model Meeting Procedures

The purpose of the model meeting procedures is to set out certain procedures to ensure all the local government principles are reflected in the conduct of local government meetings, standing and advisory committee meetings as defined in the *Local Government Act 2009* (LGA), *Local Government Regulation 2012* (LGR), the *City of Brisbane Act 2010* (COBA) and the *City of Brisbane Regulation 2012* (COBR). However, model meeting procedures do not apply to meetings of the local government's audit committee.

It is not intended that the model meeting procedures would deal with all aspects of meeting conduct but only those required to strengthen public confidence in local government to deal with the conduct of councillors, conflict of interest of councillors, loss of quorum and closed meetings.

Meeting Principles

Local government meetings must adhere to the following principles:

- Transparent and effective processes and decision making in the public interest
- Sustainable development management and delivery of effective services
- Democratic representation, social inclusion and community engagement
- Good governance of, and by the local government
- Ethical and legal behaviour of councillors, local government employees and councillor advisors.

Background

As required under section 150F of the LGA this document sets out:

- the process for how a chairperson of a local government meeting may deal with instances of unsuitable meeting conduct by councillors
- the process for how suspected inappropriate conduct of a councillor referred to the local government by the Independent Assessor (IA) is to be dealt with at a council meeting
- the processes for dealing with conflicts of interests and recording them
- the process for dealing with a loss of quorum
- procedures for closed meetings.

Application

A local government must either adopt the model meeting procedures or prepare and adopt other procedures for the conduct of its local government meetings, standing and advisory committee meetings.

A local government's meeting procedures and standing orders must be consistent with the model meeting procedures. If there is any inconsistency with the documents, then the local government is taken to have adopted the model meeting procedures to the extent of the inconsistency.

To assist local governments the Department has published best practice example **standing orders** that local governments can choose to adopt. These are published on the departmental website.

A local government must conduct its meetings in a manner that is consistent with either the model meeting procedures, or its own standing orders provided they are consistent with sections 1-8 below of these model meeting procedures.

Processes

1. Process for Dealing with Unsuitable Meeting Conduct by a Councillor in a Meeting.

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a council meeting and contravenes a behavioural standard of the **Code of Conduct for Councillors**. When dealing with an instance of unsuitable conduct by a councillor in a meeting, the following procedures must be followed:

- 1.1. The chairperson must reasonably believe that the conduct of a councillor during a meeting is unsuitable meeting conduct.
- 1.2. If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the severity of the conduct and whether the councillor has had any previous warnings for unsuitable meeting conduct issued. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, the chairperson can make an order in relation to the conduct under 1.7 below.
- 1.3. If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the councillor take remedial action such as:
 - 1.3.1. Ceasing and refraining from exhibiting unsuitable meeting conduct
 - 1.3.2. Apologising for their conduct
 - 1.3.3. Withdrawing their comments.
- 1.4. If the councillor complies with the chairperson's request for remedial action, no further action is required.

- 1.5. If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order being issued.
- 1.6. If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 1.7. If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 1.5, the chairperson may make one or more of the orders below:
 - 1.7.1. An order reprimanding the councillor for the conduct
 - 1.7.2. An order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 1.8. If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 1.9. Following the completion of the meeting, the chairperson must ensure:
 - 1.9.1. Details of any order issued is recorded in the minutes of the meeting
 - 1.9.2. If it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next meeting of the council as suspected inappropriate conduct
 - 1.9.3. The council's chief executive officer (CEO) is advised to ensure details of any order made is updated in the council's councillor conduct register.
- 1.10. Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 1.1, 1.7 and 1.8 above.
- 1.11. If the conduct of a councillor at the meeting becomes inappropriate conduct; in accordance with section 150J of the LGA, it is not required to be notified to the independent assessor and may be dealt with under section 150AG of the LGA at the next council meeting.

Note: Chairpersons of a meeting are carrying out a statutory responsibility under the LGA and COBA to manage and lead the meeting. As such, where a chairperson behaves inappropriately in a meeting, this involves a breach of the trust placed in them as the chairperson of the meeting and may be dealt with as misconduct. The breach can be referred to the Office of the Independent

Assessor (OIA) to be dealt with. However, breaches of trust don't arise because councillors disagree with the chairperson's decision or ruling during the meeting.

2. Meeting Procedures for Dealing with Suspected Inappropriate Conduct including that which has been Referred to a Local Government by the Independent Assessor

Pursuant to Chapter 5A, Part 3, Division 5 of the LGA (Referral of suspected inappropriate conduct to local government) a referral from the Independent Assessor (IA) of suspected inappropriate conduct or an instance of suspected inappropriate conduct that may arise from circumstances under paragraph 1.9.2 of this document, requires that the local government must complete an investigation into the alleged conduct.

2.1. The investigation must be conducted in a way that is consistent with the local government's investigation policy including:

2.1.1. consistent with any recommendations from the IA, or

2.1.2. In another way decided by resolution of the council.

2.2. After the completion of the investigation, the council must decide in a council meeting, whether the councillor has engaged in inappropriate conduct. Unless in accordance with section 150AG of the LGA, it has delegated responsibility for this decision to the mayor under section [157\(2\)\(a\)](#) or to a standing committee section 257(2)(b) of the LGA or [for the Brisbane City Council](#) section 238(2)(a),(b) or (c) of the COBA.

2.3. When dealing with an instance of suspected inappropriate conduct which has been referred to a council by the IA:

2.3.1. The council must be consistent with the local government principle of transparent and accountable decision making in the public interest by dealing with suspected inappropriate conduct in an open meeting of the council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the council may resolve to go into closed session under section 254J(3)(f) of the LGR or section 242J(3)(f) of the COBR to discuss the allegation. No resolution for a decision can be made in the closed session.

2.3.2. The subject councillor has a declarable conflict of interest in the matter but may remain in the meeting (unless council decides otherwise), during the debate about whether the councillor engaged in the inappropriate conduct and answer questions put to the subject councillor through the chairperson to assist the other councillors in making a decision. The permission to remain in the meeting for the debate is on the condition

that the subject councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in inappropriate conduct and what, if any, penalty to impose if the councillor is found to have [engaged in](#) inappropriate conduct.

- 2.3.3. If the complainant is a councillor, that councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 4. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other councillors must decide how to deal with the conflict of interest under section 4. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote, or the decision on any disciplinary action to be applied.
- 2.4. The council must debate the issue and decide whether the subject councillor engaged in inappropriate conduct. If the council has lost quorum due to the number of conflicted councillors or another reason, the local government must do 1 of the following:
 - 2.4.1. Delegate deciding the matter under section 257 of the LGA to the mayor or a standing committee, or under section 238 of the COBA, to the mayor or the Establishment and Coordination Committee, or a standing committee, whichever is the most appropriate in the circumstances or
 - 2.4.2. Decide, by resolution, to defer the matter to a later meeting or
 - 2.4.3. Decide, by resolution, not to decide the matter and take no further action in relation to the matter.
- 2.5. If a decision is reached that the subject councillor has engaged in inappropriate conduct, then the councillors must decide what penalty or penalties from the orders detailed in 2.6, if any, to impose on the councillor. In deciding what penalty to impose the council may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the council is reasonably satisfied is true.
- 2.6. The council may order that no action be taken against the councillor or make one or more of the following:
 - 2.6.1. An order that the councillor make a public admission that the councillor has engaged in inappropriate conduct

- 2.6.2. An order reprimanding the councillor for the conduct
 - 2.6.3. An order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense
 - 2.6.4. An order that the councillor be excluded from a stated council meeting
 - 2.6.5. An order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor, (for example that the councillor is ordered to resign from an appointment representing the local government on a state board or committee)
 - 2.6.6. An order that if the councillor engages in the same type of conduct again, it will be treated as misconduct
 - 2.6.7. An order that the councillor reimburse the council for all or some of the costs arising from the councillor's inappropriate conduct.
 - 2.6.8. A council may not make an order under 2.6.3; 2.6.4; 2.6.5; 2.6.6 in relation to a person who is no longer a councillor.
- 2.7. The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the decision made by council and if relevant any orders they have [made](#).
- 2.8. The minutes of the meeting must reflect the decision made.

3. Prescribed Conflict of Interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a council meeting, standing or advisory committee meeting (other than ordinary business matters prescribed in section 150EF of the LGA or section 177C of the COBA. When dealing with a prescribed conflict of interest, councillors must abide by the following procedures,

- 3.1. A councillor who has notified the chief executive officer in writing of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting at the time when the matter is to be discussed.
- 3.2. A councillor who first becomes aware of a prescribed conflict of interest in a matter during a council meeting must immediately inform the meeting of the conflict of interest.
- 3.3. When notifying the meeting of a prescribed conflict of interest, the following particulars must, at a minimum, be provided:

- 3.3.1. If it arises because of a gift, loan or contract, the value of the gift, loan or contract
 - 3.3.2. If it arises because of an application for which a submission has been made, the matters the subject of the application and submission
 - 3.3.3. The name of any entity, other than the councillor, that has an interest in the matter
 - 3.3.4. The nature of the councillor's relationship with the entity mentioned in 3.3.3 that has an interest in a matter
 - 3.3.5. Details of the councillor's and any other entity's interest in the matter.
- 3.4. The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice of approval from the Minister to participate in the matter.
- 3.5. Once the councillor has left the area where the meeting is being conducted, the council can continue discussing and deciding on the matter at hand.

4. Declarable Conflict of Interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at council meetings and standing or advisory committee meetings that might lead to a decision that is contrary to the public interest (other than the interests prescribed under section 150EO of the LGA and section 177L of the COB, and ordinary business matters prescribed in section 150EF of the LGA and section 177C of the COBA).

- 4.1. A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the other councillors may disclose their suspicion and the processes under section 150EW of the LGA or section 177T of COBA applies.
- 4.2. When dealing with a declarable conflict of interest, a councillor must abide by the following procedures:
 - 4.2.1. A councillor who has notified the chief executive officer in writing of a declarable conflict of interest in a matter to be discussed at a council meeting must also give notice during the meeting at the time when the matter is to be discussed.
 - 4.2.2. A councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must inform the meeting of the conflict of interest.

4.3. When notifying the meeting of a declarable conflict of interest, a councillor should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following minimum details must be provided:

4.3.1. The nature of the declarable conflict of interest

4.3.2. If it arises because of the councillor's relationship with a related party

- the name of the related party and
- the nature of the relationship of the related party to the councillor and
- the nature of the related party's interest in the matter.

4.3.3. if it arises because of a gift or loan from another person to the councillor or a related party:

- the name of the other person and
- the nature of the relationship of the other person to the councillor or related party and
- the nature of the other person's interest in the matter and
- the value of the gift or loan and the date the gift or loan was made.

4.4. After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.

4.4.1. If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision.

4.4.2. The other eligible councillors at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether the councillor should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors. The eligible councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The councillor must comply with any decision or condition imposed by the eligible councillors.

4.4.3. In deciding on whether a councillor may participate in a decision about a matter in which the councillor has a declarable conflict of interest, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible

to participate in the decision making. The decision may be made even if the number of those councillors is less than a majority or do not form a quorum for the meeting consistent with section 150ET of the LGA and section 177Q of COBA.

- 4.5. The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the eligible councillors in making their decision. The subject councillor must not vote in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.
- 4.6. When deciding whether a councillor may participate in the decision making on a matter in which the councillor has a declarable conflict of interest, the eligible councillors should consider the circumstances of the matter including, but not limited to:
 - 4.6.1. How does the inclusion of the councillor in the deliberation affect the public trust
 - 4.6.2. How close or remote is the councillor's relationship to the related party
 - 4.6.3. If the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received
 - 4.6.4. Will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them
 - 4.6.5. How does the benefit or detriment the subject councillor stands to receive compare to others in the community
 - 4.6.6. How does this compare with similar matters that council has decided and have other councillors with the same or similar interests decided to leave the meeting
 - 4.6.7. Whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest?
- 4.7. If the eligible councillors cannot decide whether the subject councillor has a declarable conflict of interest, then they are taken to have decided that the councillor must leave and stay away from the meeting while the eligible councillors discuss and vote on the matter.
- 4.8. A decision about a councillor who has a declarable conflict of interest in a matter applies in relation to the councillor for participating in the decision, and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of

the matter being discussed. If the eligible councillors decide that the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. workshops.

- 4.9. In making the decision about the councillor's conflict of interest in a matter, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 4.10. A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in section 150EV of the LGA or section 177S of the COBA.

5. Reporting a Suspected Conflict of Interest

- 5.1. If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that councillor is participating in a decision on that matter, the councillor who believes or suspects this, must immediately inform the chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.
- 5.2. The chairperson should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant procedures above.
- 5.3. If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 5.4. The eligible councillors must then decide whether the councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have a prescribed or declarable conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillor's participation.
- 5.5. If the councillors cannot reach a decision about the conflict of interest, or the subject councillor's participation in the matter despite a declarable conflict of interest, then they are taken to have determined that the councillor must leave and stay away from the place where

the meeting is being held while the eligible councillors discuss and vote on the matter. This decision will continue to apply in relation to all subsequent decisions about the same matter, where the conflict of interest remains unchanged.

6. Loss of Quorum

6.1. In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, all the councillors including the conflicted councillors must resolve to:

6.1.1. Delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA unless the matter cannot be delegated

6.1.2. Defer the matter to a later meeting

6.1.2-6.1.3. Not to decide the matter and take no further action in relation to the matter.

6.2. The council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.

6.3. The council must not delegate a power that an Act says must be decided by resolution of the council under section 257(3) of the LGA or section 238(3) of the COBA.

6.4. The council may by resolution delegate a power under section 257 of the LGA or section 238 of the COBA to:

6.4.1. The mayor or chief executive officer, or

6.4.2. A standing committee, or joint committee of council, or

6.4.3. The chairperson of a standing committee or joint standing committee of council – does not apply to Brisbane City Council, or

6.4.4. Another local government for a joint government activity.

6.4.4-6.4.5. The Establishment and Coordination Committee – only applies to Brisbane City Council

6.5. The council may only delegate a power to make a decision about a councillors conduct under section 150AG of the LGA pursuant to section 257(2) of the LGA, to:

6.5.1. The mayor or

6.5.2. A standing committee.

6.6. A council may only delegate a power to make a decision about a councillor's conduct pursuant to section 238(2) of the COBA, to:

6.6.1. The mayor, or

6.6.2. The Establishment and Coordination Committee, or

6.6.3. A standing committee of the council.

6.7. The Minister for Local Government may, by signed notice give approval for a conflicted councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of quorum and deciding the matter cannot be delegated, subject to any conditions the Minister may impose.

7. Recording Prescribed and Declarable Conflicts of Interest

7.1. When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all the relevant details of how the conflict of interest was dealt with, being (see section 150FA of the LGA or section 177X of the COBA):

7.1.1. The name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest

7.1.2. The particulars of the prescribed or declarable conflict of interest provided by the councillor

7.1.3. The actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest

7.1.4. Any decision then made by the eligible councillors

7.1.5. Whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval

7.1.6. The council's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision

7.1.7. The name of each eligible councillor who voted on the matter and how each voted.

7.2. If the councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor:

7.2.1. The name of each councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.

7.3. Where a decision has been made under section 4 above – the minutes must include:

7.3.1. The decision and reasons for the decision, and

7.3.2. The name of each eligible councillor who voted, and how each eligible councillor voted.

8. Closed Meetings

8.1. A local government council meeting, standing committee meeting and advisory committee meeting may resolve that a meeting be closed to the public if its councillors and members consider it necessary to discuss any of the following matters pursuant to section 254J(3) of the LGR or section ~~s252J~~s242J(3) of the COBR:

8.1.1. Appointment, dismissal or discipline of the CEO or, in the case of Brisbane City Council only, also for senior executive employees

8.1.2. Industrial matters affecting employees

8.1.3. The local government's budget, which does not include the monthly financial statements

8.1.4. Rating concessions

8.1.5. Legal advice obtained by the local government or legal proceedings involving the local government, including for example, legal proceedings that may be taken by or against the local government

8.1.6. Matters that may directly affect the health and safety of an individual or a group of individuals

8.1.7. 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

8.1.8. Negotiations relating to the taking of land by the council under the *Acquisition of Land Act 1967*

8.1.9. A matter that the local government is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State.

8.2. A council meeting, standing and advisory committee meetings cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by

another person and the eligible councillors at the meeting must decide by resolution whether the councillor has a prescribed or declarable conflict of interest in the matter.

8.3. Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the council meeting and the council must resolve to:

8.3.1. Delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA unless the matter cannot be delegated:

8.3.2. Defer the matter to a later meeting when a quorum may be available

8.3.3. Not to decide the matter and take no further action in relation to the matter.

8.4. None of the above will be considered, discussed, voted on or made during a closed session.

8.5. If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting ([a failure to do so could be a contravention of see section 171\(3\) of the LGA or section 173\(3\) of the COBA](#)).

8.6. To take a matter into a closed session the council must abide by the following:

8.6.1. Pass a resolution to close all or part of the meeting

8.6.2. The resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered (see section 8.1)

8.6.3. If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and an explanation of why it is deemed necessary to take the issue into closed session must be stated

8.6.4. Not make a resolution while in a closed meeting (other than a procedural resolution).

Best practice example standing orders for local government and standing committee meetings

June 2023

Last updated:

Date	Version number	Officer's Name	Approved
10 November 2022	O04	P Cameron	Director G&C



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Any references to legislation are not an interpretation of the law. They are to be used as a guide only. The information in this publication is general and does not take into account individual circumstances or situations. Where appropriate, independent legal advice should be sought.

An electronic copy of this report is available on the Department of State Development, Infrastructure, Local Government and Planning' website at www.statedevelopment.qld.gov.au/local-government

Contents

Intent.....	4
1. Standing orders.....	4
Procedures for meetings of local government	4
2. Presiding officer	4
3. Order of business	5
4. Agendas.....	5
5. Quorum.....	6
6. Petitions	6
7. Deputations.....	7
8. Public participation at meetings	7
9. Prescribed conflict of interest.....	8
10. Declarable conflict of interest.....	9
11. Reporting a suspected conflict of interest.....	12
12. Loss of quorum.....	14
Motions.....	15
13. Motion to be moved	15
14. Absence of mover of motion	15
15. Motion to be seconded.....	15
16. Amendment of motion	16
17. Speaking to motions and amendments	16
18. Method of taking vote	17
19. Withdrawing a motion	17
20. Repealing or amending resolutions	17
21. Procedural motions.....	17
22. Questions	19
Meeting Conduct	20
23. Process for dealing with Unsuitable Meeting Conduct	20
24. General conduct during meetings	21
25. Meeting process for dealing with suspected inappropriate conduct which has been referred to a local government by the Independent Assessor (IA).....	21
26. Disorder.....	24
Attendance and non-attendance.....	24
27. Attendance of public and the media at meeting.....	24
28. Closed session	24
29. Teleconferencing of meetings	26

Intent

To assist local governments, the Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) provides best practice standing orders that local governments can choose to adopt to provide written rules for the orderly conduct of local government meetings. These best practice standing orders incorporate the DSDILGP model meeting procedures that deal with matters during council meetings that must be adhered to under the *Local Government Act 2009* (LGA) including the [model meeting procedures](#) and the Local Government Regulation 2012 (LGA). Local governments can revise their standing orders to incorporate the model meeting procedures or adopt the model meeting procedures.

1. Standing orders

- 1.1. These standing orders apply to local government meetings including standing committee meetings. These standing orders do not apply to meetings of the audit committee.
- 1.2. A provision of these standing orders may be suspended by resolution of any meeting of the local government except those sections that are mandatory under the model meeting procedures. A separate resolution is required for any suspension and must specify the application and duration of each suspension.
- 1.3. Where a matter arises at the local government meeting that is not provided for in these standing orders, the matters will be determined by resolution of the local government upon a motion which may be put without notice but otherwise conforming with these standing orders.

Procedures for meetings of local government

2. Presiding officer

- 2.1. The mayor will preside at a meeting of local government.
- 2.2. If the mayor is absent or unavailable to preside, the deputy mayor will preside.
- 2.3. If both the mayor and the deputy mayor, or the mayor's delegate, are absent or unavailable to preside a councillor chosen by the councillors present at the meeting will preside at the meeting.
- 2.4. The local government will choose the chairperson for a committee meeting. This chairperson will preside over meetings of the committee.
- 2.5. If the chairperson of a committee is absent or unavailable to preside, a councillor chosen by the councillors present will preside over the committee meeting.
- 2.6. Before proceeding with the business of the local government meeting, the person presiding at the meeting will undertake the acknowledgement and/or greetings deemed appropriate by the local government.

3. Order of business

- 3.1. The order of business will be determined by resolution of the local government from time to time. The order of business may be altered for a particular meeting where the councillors at that meeting pass a procedural motion to that effect. A motion to alter the order of business may be moved without notice.
- 3.2. Unless otherwise altered, the order of business will be as follows:
- attendances
 - apologies and granting of leaves of absence
 - confirmation of minutes
 - business arising out of previous meetings
 - officers' reports.

Note: *The minutes of a preceding meeting, whether an ordinary or a special meeting, not previously confirmed will be taken into consideration, at every ordinary meeting of the local government, in order that the minutes may be confirmed. No discussion will be permitted about these minutes except with respect to their accuracy as a record of the proceedings. Amendments to the minutes may be made prior to confirming the minutes. This must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting. Once the minutes are confirmed by resolution of the meeting they cannot be changed.*

4. Agendas

- 4.1. The agenda may contain:
- notice of meeting
 - minutes of the previous meetings
 - business arising out of previous meetings
 - business which the mayor wishes to have considered at that meeting without notice
 - matters of which notice has been given
 - committees' reports referred to the meeting by the chief executive officer (CEO)
 - officers' reports referred to the meeting by the CEO
 - deputations and delegations from the community that are approved to attend
 - any other business the council determines by resolution be included in the agenda.
- 4.2. Business not on the agenda, or not fairly arising from the agenda, will not be considered at any council meeting unless permission for that purpose is given by the local government at the meeting. Business must be in accordance with the adopted terms of reference for each committee.

- 4.3. The notice of the meeting and the agenda must be given to each councillor at least 2 days before the meeting and in the case of Indigenous regional councillors, being Torres Strait Regional Council and Northern Peninsula Area Regional Council, at least four days prior to the meeting unless it is impracticable to give the notice before that time. The agenda for the local government must be made publicly available by 5pm on the business day after the notice of meeting is given to the councillors. Any related reports for the local government meeting must also be included and available to the public when the agenda for the meeting is made publicly available, excluding confidential reports. If the related report is made available to councillors or committee members during the period starting immediately after notice of the meeting is given and ending immediately before the meeting is held, then these reports must be made available to the public as soon as practicable after it is made available to the councillors or committee members.
- 4.4. Matters on the agenda that will require the meeting to be in a closed session consistent with the provisions under section 254J LGR, will be clearly identified on the agenda including the reasons why the session will be closed.

5. Quorum

- 5.1. A quorum at a local government meeting is a majority of its councillors. If the number of councillors is even then one half of the number is a quorum.
- 5.2. If a quorum is not present within 15 minutes after the time set for the meeting to begin, it may be adjourned to a later hour or a later day within 14 days after the day of the adjournment. The meeting may be adjourned by a majority of councillors present, or if only one councillor is present, then that councillor, or if no councillors are present then the chief executive officer.

6. Petitions

- 6.1. Any petition presented to a meeting of the local government will:
- be in legible writing or typewritten and contain a minimum of ten (10) signatures
 - include the name and contact details of the principal petitioner (i.e., the key contact)
 - include the postcode of all petitioners, and
 - have the details of the specific request/matter appear on each page of the petition.
- 6.2. Where a councillor presents a petition to a meeting of the local government, no debate in relation to it will be allowed, and the only motion which may be moved is:
- that the petition be received
 - received and referred to a committee or officer for consideration and a report to the council, or

- not be received because it is deemed invalid.

6.3. The local government will respond to the principal petitioner in relation to all petitions deemed valid.

7. Deputations

7.1. A deputation wishing to attend and address a meeting of the council shall apply in writing to the CEO not less than seven (7) business days before the meeting.

7.2. The CEO, on receiving an application for a deputation, shall notify the chairperson who will determine whether the deputation may be heard. The CEO will inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time will be arranged for that purpose, and an appropriate time period allowed (e.g. 15 minutes).

7.3. For deputations comprising three or more persons, only three persons shall be at liberty to address the council meeting unless the councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.

7.4. If a member of the deputation other than the appointed speakers interjects or attempts to address the council meeting, the chairperson may terminate the deputation.

7.5. The chairperson may terminate an address by a person in a deputation at any time where:

- the chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the councillors at the meeting
- the time period allowed for a deputation has expired, or
- the person uses insulting or offensive language or is derogatory towards councillors or others.

7.6. The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

8. Public participation at meetings

8.1. A member of the public may take part in the proceeding of a meeting only when invited to do so by the chairperson.

8.2. In each local government meeting, time may be required to permit members of the public to address the local government on matters of public interest related to local government. An appropriate time period will be allowed (e.g. 15 minutes) and no more than three (3) speakers shall be permitted to speak at one meeting. The right of any individual to address the local

government during this period shall be at the absolute discretion of the local government chairperson.

8.3. If any address or comment is irrelevant, offensive, or unduly long, the chairperson may require the person to cease making the submission or comment.

8.4. For any matter arising from such an address, the local government may take the following actions:

- refer the matter to a committee
- deal with the matter immediately
- place the matter on notice for discussion at a future meeting
- note the matter and take no further action.

8.5. Any person addressing the local government shall stand, act, and speak with decorum and frame any remarks in respectful and courteous language.

8.6. Any person who is considered by the local government or the chairperson to be inappropriately presenting may be directed by the chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

9. Prescribed conflict of interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a council or committee meeting (other than ordinary business matters as prescribed under section 150EF of the LGA or section 177C of the *City of Brisbane Act 2019* (COBA)). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

9.1. A councillor who has notified the chief executive officer in writing, including all the particulars, of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting at or before the time when the matter is to be dealt with.

9.2. A councillor who first becomes aware of a prescribed conflict of interest in a matter during a council meeting must immediately inform the meeting of the conflict of interest and the particulars.

9.3. When notifying the meeting of a prescribed conflict of interest, the following particulars must be provided:

- for a gift, loan or contract—the value of the gift, loan or contract
- for an application for which a submission has been made—the matters the subject of the application and submission:
- the name of the entity, other than the councillor, that has an interest in the matter,
- the nature of the councillor's relationship with the entity,
- details of the councillor's, and any other entity's, interest in the matter.

9.4. The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice of approval from the Minister for Local Government (the Minister) to participate in deciding the matter in a meeting including participating in the discussion and the vote.

Note: *Ministerial approval may be obtained when a quorum is lost due to the number of councillors with a conflict of interest in the matter, and the matter cannot be delegated. The councillor with the conflict of interest must apply to the Minister for approval to participate. The Minister may give the approval subject to the conditions stated in the notice of approval.*

9.5. Once the councillor has either left the area where the meeting is being conducted or remains in the meeting under ministerial approval, the council can continue discussing and deciding on the matter at hand. However, if the prescribed conflict of interest was reported to the meeting by a councillor other than the subject councillor, then the councillor must disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA, will apply. If the councillor with the suspected COI considers there is no conflict of interest then the eligible councillors must make a decision whether or not the subject councillor has a prescribed conflict of interest under section 150EX(2) of the LGA.

10. Declarable conflict of interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at council or committee meetings that might lead to a decision that is contrary to the public interest (other than the interests that are not declarable conflicts of interest prescribed under section 150EO of the LGA or section 177L of the COBA and ordinary business matters prescribed under section 150EF of the LGA or section 177C of the COBA).

A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the councillor or councillors may disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA or section 177O of the COBA, will apply. The eligible councillors must then make a decision under section 150EX(2) of the LGA or section 177U(2) of the COBA applies.

When dealing with a declarable conflict of interest, councillors must abide by the following procedures:

10.1. A councillor who has notified the chief executive officer of a declarable conflict of interest in a matter to be discussed at a council meeting must also give notice during the meeting.

- 10.2. A councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must stop participating in the decision on the matter and must inform the meeting of the conflict of interest including the particulars.
- 10.3. When notifying the meeting of a declarable conflict of interest, councillors should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:
- the nature of the declarable conflict of interest;
 - if it arises because of the councillor's relationship with a related party:
 - I. the name of the related party to the councillor; and
 - II. the nature of the relationship of the related party to the councillor; and
 - III. the nature of the related party's interest in the matter;
 - if it arises because of a gift or loan from another person to the councillor or a related party:
 - I. the name of the other person; and
 - II. the nature of the relationship of the other person to the councillor or related party; and
 - III. the nature of the other person's interest in the matter; and
 - IV. the value of the gift or loan and the date the gift or loan was made.
- 10.4. After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have ministerial approval to participate, or they have reasons why their participation would improve making the decision in the public interest.
- 10.5. If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision as prescribed in section 150ES of the LGA. In deciding on a councillor's declarable conflict of interest in a matter, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of eligible councillors is less than a majority or do not form a quorum for the meeting or is a single eligible councillor consistent with section 150ET of the LGA section 177Q of the COBA. If there is a single eligible councillor deciding, then a seconder for the resolution is not required.

Note: *The ability to make a resolution without a seconder applies when making a resolution under section 150ES of the LGA or section 177P of the COBA.*

- 10.6. The other eligible councillors or councillor at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors. The eligible councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The councillor must comply with any decision or condition imposed by the eligible councillors.
- 10.7. The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the eligible councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.
- 10.8. When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the eligible councillors should consider the particular circumstances of the matter including, but not limited to;
- how does the inclusion of the councillor in the deliberation affect public trust,
 - how close or remote is the councillor's relationship to the related party,
 - if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received,
 - will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them,
 - how the benefit or detriment the subject councillor stands to receive compares to others in the community,
 - how this compares with similar matters that council has decided and have other councillors with the same or similar interests decided to leave the meeting,
 - whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 10.9. If the eligible councillors cannot decide about the declarable conflict of interest of a councillor, they are taken to have decided that the councillor must leave and stay away from the meeting while the eligible councillors discuss and vote on the matter as prescribed in section 150ET(3) of the LGA or section 177Q (3) of the COBA.

- 10.10. A decision about a councillor who has a declarable conflict of interest in a matter will apply to participating in the decision and all subsequent decisions about the same matter as prescribed in section 150ET(4) of the LGA section 177Q (4) of the COBA, unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. briefing sessions or workshops.
- 10.11. In making the decision, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 10.12. A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in section 150EV of the LGA or section 177S of the COBA.

11 Reporting a suspected conflict of interest

If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or a declarable conflict of interest, and that councillor is participating in a decision on that matter, the informing councillor who believes that a conflict of interest exists must immediately inform the chairperson of the meeting of their belief or suspicion and the facts and circumstances that led to their belief or suspicion.

- 11.1. The chairperson then should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the relevant councillor agrees they have a conflict of interest, the councillor must follow the relevant meeting procedures above for prescribed and declarable conflicts of interest.
- 11.2. If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 11.3. The eligible councillors must then decide whether the relevant councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have any conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant meeting procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillors participation.
- 11.4. If the eligible councillors at the meeting cannot make a decision about, whether a councillor has a declarable conflict of interest under section 150ER of the LGA or section 177Q of the COBA, or whether the councillor may or may not participate in the decision despite the subject councillor's declarable conflict of interest under section 150ES of the LGA or section

177P of the COBA, then they are taken to have determined that the councillor must leave the meeting and stay away while the matter is being decided under section 150ET(3) of the LGA or section 177Q(3) of the COBA. A decision under these provisions about a councillor participating in the meeting applies to the matter and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide that the subject councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. workshops.

11.5. When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all the relevant details of how the conflict of interest was dealt with, being (section 150FA of the LGA or section 177X of the COBA):

- The name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest
- The particulars of the prescribed or declarable conflict of interest provided by the councillor
- The actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest
- Any decision then made by the eligible councillors
- Whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval
- The council's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision
- The name of each eligible councillor who voted on the matter and how each voted.

11.6. If the councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor:

- The name of each councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.

11.7. Where a decision has been made under section 150ES of the LGA or section 177P of the COBA – the minutes must include:

- The decision and reasons for the decision, and
- The name of each eligible councillor who voted, and how each eligible councillor voted.

12 Loss of quorum

12.1. In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the council must resolve to:

- delegate the consideration and decision on the matter, as described in section 257 of the LGA or section 238 of the COBA, unless the matter cannot be delegated under subsection 3 of both sections because an Act says it must be decided by resolution of the council
- decide by resolution to defer the matter to a later meeting
- decide by resolution not to decide the matter and take no further action in relation to the matter.

12.2. The council may by resolution delegate a power under section 257 of the LGA or section 238 of the COBA to:

- The mayor or chief executive officer, or
- A standing committee, or joint committee of council, or
- The chairperson of a standing committee or joint standing committee of council – does not apply to Brisbane City Council, or
- Another local government for a joint government activity.
- The Establishment and Coordination Committee – only applies to Brisbane City Council

12.3. The council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.

12.4. The council may only delegate a power to make a decision about a councillor's conduct under section 150AG of the LGA pursuant to section 257(2) of the LGA, to:

- The mayor or
- A standing committee.

12.5. A council may only delegate a power to make a decision about a councillor's conduct pursuant to section 238(2) of the COBA, to:

- The mayor, or
- The Establishment and Coordination Committee, or
- A standing committee of the council.

12.6. If the matter cannot be delegated under an Act, The Minister for Local Government may, by signed notice give approval for a conflicted councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of

quorum and deciding the matter cannot be delegated, subject to any conditions the Minister may impose.

Motions

13 Motion to be moved

13.1 A councillor is required to 'move' a motion and then another councillor is required to 'second' the motion. When a motion has been moved and seconded, it will become subject to the control of the council and cannot be withdrawn without the consent of the council meeting.

13.3 Other councillors can propose amendments to the motion, which must be voted on before voting on the final motion:

- A motion brought before a meeting of the local government in accordance with the LGA or these standing orders will be received and put to the meeting by the chairperson.
- The chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
- The chairperson may refuse to accept a motion if it is not within the meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.

13.4 The chairperson may call the notices of motion in the order in which they appear on the agenda. Where no objection is raised to a motion being taken as a formal motion, and the motion is then seconded, the chairperson may put the motion to the vote without discussion and the vote can occur.

13.5 No more than one motion or one proposed amendment to a motion may be put before a meeting of a local government at any one time.

14 Absence of mover of motion

14.1 Where a councillor who has given notice of a motion is absent from the meeting of the local government at which the motion is to be considered, the motion may be:

- moved by another councillor at the meeting, or
- deferred to the next meeting.

15 Motion to be seconded

15.1 A motion or an amendment to a motion shall not be debated at a meeting of the local government unless or until the motion or the amendment is seconded.

15.2 Procedural motions are an exception to this rule and do not need to be seconded.

16 Amendment of motion

- 16.1 An amendment to a motion should maintain or further clarify the intent of the original motion and does not contradict the motion.
- 16.2 Where an amendment to a motion is before a meeting of the local government, no other amendment to the motion will be considered until after the first amendment has been voted on.
- 16.3 Where a motion is amended, the original motion cannot be re-introduced as a subsequent amendment to the first amended motion.

17 Speaking to motions and amendments

- 17.1 The mover of a motion or amendment will read it and state that it is so moved but will not speak to it until it is seconded.
- 17.2 The chairperson will manage the debate by allowing the councillor who proposed the motion the option of speaking first on the motion. The chairperson will then call on any other councillors who wish to speak against the motion and then alternatively for and against the motion as available, until all councillors who wish to speak have had the opportunity.
- 17.3 A councillor may make a request to the chairperson for further information before or after the motion or amendment is seconded.
- 17.4 The mover of a motion or amendment has the right to reply. Each councillor will speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
- 17.5 Each speaker will be restricted to not more than five (5) minutes unless the chairperson rules otherwise.
- 17.6 Where two or more councillors indicate they may wish to speak at the same time, the chairperson will determine who is entitled to priority.
- 17.7 In accordance with section 254H of the LGR or section 242H(2) of the *City of Brisbane Regulation 2012(COBR)*, if a decision made at the council meeting is inconsistent with a recommendation or advice given to the council by an advisor, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

Note: *If a report contains distinct recommendations, the decision of the council may be taken separately on each recommendation. If a decision by the meeting is contra to a recommendation in a report the minutes must give the reasons for the decision.*

18 Method of taking vote

- 18.1 The chairperson will call for all councillors in favour of the motion to indicate their support.
The chairperson will then call for all councillors against the motion to indicate their objection.
- 18.2 A councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minutes of the meeting will record the names of councillors voting in the affirmative and of those voting in the negative. The chairperson will declare the result of a vote or a division as soon as it has been determined.
- 18.3 Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.
- 18.4 Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote has been declared.

19 Withdrawing a motion

- 19.1 A motion or amendment may be withdrawn by the mover with the consent of the council, which will be without debate, and a councillor will not speak to the motion or amendment after the mover has been granted permission by the council meeting for its withdrawal.

20 Repealing or amending resolutions

- 20.1 A resolution of the local government may not be amended or repealed unless notice of motion is given in accordance with the requirements of the legislation.
- 20.2 Councillors present at the meeting at which a motion to repeal or amend a resolution is put may defer consideration of that motion. The deferral may not be longer than three (3) months.

21 Procedural motions

- 21.1 A councillor at a meeting of the local government may, during the debate of a matter at the meeting, move the following motions, as a procedural motion without the need for a seconder:
- I. that the question/motion be now put before the meeting;
 - II. that the motion or amendment now before the meeting be adjourned;
 - III. that the meeting proceeds to the next item of business,
 - IV. that the question lie on the table;
 - V. a point of order;
 - VI. a motion of dissent against the chairperson's decision;
 - VII. that this report/document be tabled;
 - VIII. to suspend the rule requiring that (insert requirement);

IX. that the meeting stands adjourned.

21.2 A procedural motion that 'the question be put' may be moved and, where the procedural motion is carried, the chairperson will immediately 'put the question to the motion' or amendment to that motion under consideration. Where the procedural motion is lost, debate on the motion or amendment to that motion will resume.

21.3 A procedural motion that the motion or amendment now before the meeting be adjourned, may specify a time or date to which the debate will be adjourned. Where no date or time is specified:

- a further motion may be moved to specify a time or date; or
- the matter about which the debate is to be adjourned, will be included in the business paper for the next meeting.

21.4 Where a procedural motion that the meeting proceed to the next item is carried, debate on the matter that is the subject of the motion will cease and may be considered again by the local government on the giving of notice in accordance with the standing orders.

21.5 A procedural motion that the question lie on the table will only be moved where the chairperson or a councillor requires additional information on the matter before the meeting (or the result of some other action of the council or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the council will proceed with the next matter on the business paper. A motion that the matter be taken from the table, may be moved at the meeting at which the procedural motion was carried or at any later meeting.

21.6 Any councillor may ask the chairperson to decide on a point of order where it is believed that another councillor:

- has failed to comply with proper procedures;
- is in contravention of the legislation; or
- is beyond the jurisdiction power of the council meeting.

Note: *Points of order cannot be used as a means of contradicting a statement made by the councillor speaking. Where a point of order is moved, consideration of the matter to which the motion was moved will be suspended. The chairperson will determine whether the point of order is upheld.*

21.7 Upon the question of order suddenly arising during the process of a debate, a councillor may raise a point of order, and then the councillor against whom the point of order is raised, will immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.

- 21.8 A councillor may move a motion of dissent in relation to a ruling of the chairperson on a point of order. Where such motion is moved, further consideration of any matter will be suspended until after a ruling is made. For example:
- 21.9 Where a motion of dissent is carried, the matter to which the ruling of the chairperson was made will proceed as though that ruling had not been made. Where the opposite ruling is made, that the matter was discharged as out of order, it will be restored to the business paper and be dealt with in the normal course of business.
- 21.10 The motion that a report/document be tabled may be used by a councillor to introduce a report or other document to the meeting only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.
- 21.11 A procedural motion 'to suspend the rule requiring that.', may be made by any councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule will specify the duration of the suspension.
- 21.12 A procedural motion that the meeting stands adjourned, may be moved by a councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a councillor's time for speaking to the matter, and will be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting, the council meeting will continue with the business before the meeting at the point where it was discontinued on the adjournment.

22 Questions

- 22.1 At a local government meeting, a councillor may ask a question for reply by another councillor or an officer regarding any matter under consideration at the meeting.
- 22.2 Questions will be asked categorically and without argument and no discussion will be permitted at the council meeting in relation to a reply or a refusal to reply to the question.
- 22.3 A councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next meeting.
- 22.4 A councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.
- 22.5 The chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a councillor may move a motion that the chairperson's ruling be disagreed with, and if carried the chairperson will allow the question.

Meeting Conduct

23 Process for dealing with Unsuitable Meeting Conduct

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a council meeting and contravenes a behavioural standard of the Code of Conduct for Councillors. When dealing with an instance of unsuitable conduct by a councillor in a meeting, the following procedures must be followed:

- 23.1 The chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a councillor at a meeting.
- 23.2 If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the severity of the conduct and whether the councillor has been issued with any previous warnings for unsuitable meeting conduct. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, the chairperson can make an order in relation to the conduct under section 23.7 below.
- 23.3 If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the councillor take remedial actions such as:
- ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct
 - apologising for their conduct
 - withdrawing their comments.
- 23.4 If the councillor complies with the chairperson's request for remedial action, no further action is required.
- 23.5 If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order for unsuitable meeting conduct being issued.
- 23.6 If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 23.7 If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 23.2 the chairperson may make one or more of the orders below:
- an order reprimanding the councillor for the conduct
 - an order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 23.8 If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 23.9 Following the completion of the meeting, the chairperson must ensure:
- details of any order issued is recorded in the minutes of the meeting

- if it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next meeting of the council as suspected inappropriate conduct
- The council's chief executive officer (CEO) is advised to ensure details of any order made is updated in the council's councillor conduct register.
- If the conduct of a councillor at the meeting becomes inappropriate conduct; in accordance with section 150J of the LGA, it is not required to be notified to the independent assessor and may be dealt with under section 150AG of the LGA at the next council meeting.

23.10 Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 23.2, 23.3, 23.7 and 23.8 above.

Note: *Chairpersons of a meeting are carrying out a statutory responsibility under the LGA to manage and lead the meeting. As such, where a chairperson behaves inappropriately in a meeting this involves a serious breach of the trust placed in them as the chairperson of the meeting and may be dealt with as misconduct. The breach can be referred to the Office of the Independent Assessor (OIA) to be dealt with. However, breaches of trust don't arise because councillors disagree with the chairperson's decision or ruling during the meeting.*

24 General conduct during meetings

- 24.1 After a meeting of the council has been formally constituted and the business commenced, a councillor will not enter or leave from the meeting without first notifying the chairperson.
- 24.2 Councillors will speak to each other or about each other during the local government meeting by their respective titles ('mayor' or 'councillor'), and when speaking of or addressing officers will call them by their respective official or departmental title and will confine their remarks to the matter under consideration.
- 24.3 No councillor who is speaking will be interrupted except upon a point of order being raised either by the chairperson or by another councillor.
- 24.4 When the chairperson speaks during the process of a debate, the councillor speaking or offering to speak will immediately cease speaking, and each councillor present will observe strict silence so that the chairperson may be heard without interruption.

25 Meeting process for dealing with suspected inappropriate conduct which has been referred to a local government by the Independent Assessor (IA)

Pursuant to Chapter 5A, Part 3, Division 5 of the LGA (Referral of conduct to a local government) a referral from the Independent Assessor (IA) of inappropriate conduct or an instance of suspected inappropriate conduct that may arise from circumstances under paragraph 23.9 dot point two of this

document requires that the local government must complete an investigation into the alleged conduct.

25.1 The investigation must be conducted in a way that is consistent with the local government's investigation policy including:

- consistent with any recommendations from the IA, or
- In another way decided by resolution of the council.

25.2 After the completion of the investigation, the council must decide in a council meeting, whether the councillor has engaged in inappropriate conduct. Unless in accordance with section 150AG of the LGA, it has delegated responsibility for this decision to the mayor under section 257(2)(a) or to a standing committee section 257(2)(b) of the LGA or for the Brisbane City Council section 238(2)(a),(b) or (c) of the COBA.

25.3 When dealing with an instance of suspected inappropriate conduct which has been referred to a council by the IA:

25.3.1 The council must be consistent with the local government principle of transparent and accountable decision making in the public interest by dealing with suspected inappropriate conduct in an open meeting of the council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the council may resolve to go into closed session under section 254J(3)(f) of the LGR or section 242J(3)(f) of the COBR to discuss the allegation. No resolution for a decision can be made in the closed session.

25.3.2 The subject councillor has a declarable conflict of interest in the matter but is permitted to remain in the meeting (unless council decides otherwise), during the debate about whether the councillor engaged in the inappropriate conduct and answer questions from the chairperson to assist the other councillors in making a decision. This permission to remain in the meeting for the debate is conditional on the subject councillor leaving the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed inappropriate conduct and what, if any, penalty to impose if the councillor is found to have committed inappropriate conduct.

25.3.3 If the complainant is a councillor, that councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 4. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other councillors must decide how to deal with the conflict of interest under section 4. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote, or the decision on any disciplinary action to be applied.

- 25.3.4 The council must debate the issue and decide whether the subject councillor engaged in inappropriate conduct. If the council has lost quorum due to the number of conflicted councillors or another reason, the local government must do one of the following:
- delegate deciding the matter under section 257 of the LGA to the mayor or a standing committee, or under section 238 of the COBA, to the mayor or the Establishment and Coordination Committee, or a standing committee, whichever is the most appropriate in the circumstances or
 - decide, by resolution, to defer the matter to a later meeting when a quorum will be present, or
 - decide, by resolution, not to decide the matter and take no further action in relation to the matter.
- 25.3.5 If a decision is reached that the subject councillor has engaged in inappropriate conduct, then the councillors must decide what penalty or penalties from the orders detailed below, if any, to impose on the councillor. In deciding what penalty to impose the council may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the council is reasonably satisfied is true
- 25.3.6 The council may order that no action be taken against the councillor or make one or more of the following:
- an order that the councillor make a public admission that the councillor has engaged in inappropriate conduct;
 - an order reprimanding the councillor for the conduct;
 - an order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense;
 - an order that the councillor be excluded from a stated council meeting;
 - an order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor, (e.g. that the councillor is ordered to resign from an appointment representing the local government on a state board or committee);
 - an order that if the councillor engages in the same type of conduct again, it will be treated as misconduct;
 - an order that the councillor reimburse the council for all or some of the costs arising from the councillor's inappropriate conduct.

- 25.4 In relation to a person who is no longer a councillor, a local government may not make an order that the former councillor attend training/counselling, be suspended from a meeting, be removed or resign from a position or that the same conduct will be treated as misconduct in future.
- 25.5 The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the decision made by council and if relevant any orders they have made.
- 25.6 The minutes of the meeting must reflect the decision made.

26 Disorder

- 26.1 The chairperson may adjourn the meeting of the local government, where disorder arises at a meeting other than by a councillor.
- 26.2 On resumption of the meeting, the chairperson will move a motion, to be put without debate, to determine whether the meeting will proceed. Where the motion is lost, the chairperson shall declare the meeting closed, and any outstanding matters referred to a future meeting.

Attendance and non-attendance

27 Attendance of public and the media at meeting

- 27.1 An area shall be made available at the place where any meeting of the local government is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area will be permitted to attend the meeting.
- 27.2 When the local government is sitting in closed session, the public and representatives of the media will be excluded from the meeting.

28 Closed session

- 28.1 A local government council meeting, standing committee meeting and advisory committee meeting may resolve that a meeting be closed to the public if its councillors and members consider it necessary to discuss any of the following matters pursuant to section 254J(3) of the LGR or section 242J(3) of the COBR:
- Appointment, dismissal or discipline of the CEO or, in the case of Brisbane City Council only, also for senior executive employees;
 - industrial matters affecting employees;
 - the council's budget which does not include the monthly financial statements;

- rating concessions;
- Legal advice obtained by the local government or legal proceedings involving the local government, including for example, legal proceedings that may be taken by or against the local government;
- matters that may directly affect the health and safety of an individual or a group of individuals;
- 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;
- negotiations relating to the taking of land by the council under *the Acquisition of Land Act 1967*;
- A matter that the local government is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State.

28.2 A council or committee meeting cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide whether the councillor has a declarable conflict of interest in the matter.

28.3 Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting and the council must;

- delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA unless the matter cannot be delegated,
- decide by resolution to defer the matter to a later meeting when a quorum may be available,
- decide by resolution not to decide the matter and take no further action in relation to the matter.

Note: *None of the above will be voted on during a closed session. If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting.*

28.4 To take a matter into a closed session the council must abide by the following process:

- pass a resolution to close the meeting
- the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered
- if the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and an explanation of why it is deemed necessary to take the issue into closed session must be stated

- no resolution can be made while in a closed meeting (other than a procedural resolution).

28.5 None of the above will be considered, discussed, voted on or made during a closed session.

29 Teleconferencing of meetings

29.1 If a councillor wishes to be absent from a council meeting place during a meeting, the councillor must apply to the local government to participate by teleconference, at least three (3) business days prior to the meeting or as soon as practicable once the councillor becomes aware of their intended absence. The local government may allow a councillor to participate in a council or committee meeting by teleconference.

Note: *There is no legislative requirement for a resolution by council to allow a councillor to participate by audio link or audio visual link. This means the council may delegate the matter. For example, council may delegate to the chairperson of the council or a committee meeting the ability to decide whether a councillor can attend a meeting by audio link or audio-visual link.*

29.2 The councillor taking part by teleconference is taken to be present at the meeting if the councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the councillor must be recorded in the minutes as present at the meeting.

Note: *Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.*



Etheridge Shire Council

FOR YOUR INFORMATION

PO Box 1968
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Mount Isa
74 Camooweal Street
P: 07 4730 1100

Charters Towers
Stock Exchange Arcade
2/76 Mosman Street
P: 07 4787 2139



Robbie Katter MP Member for Traeger

REF: MO

20 October 2023

Dear Sir/Madam,

RE: LEAKED LETTER THE BLUEPRINT FOR NQ'S DESTRUCTION

We write to you as representatives of North Queensland to make you aware of the Federal and State Labor Government's plans to destroy crucial industries across northern Queensland.

The attached letter, under the hand of Federal Environment and Water Minister, Tanya Plibersek, sets out a blueprint of what measures Australia has committed to in order to satisfy UNESCO and their groundless threats to list the Great Barrier Reef as in danger.

Australians should be outraged to learn that Labor had compromised national sovereignty and shamelessly handed over its political autonomy to a global authority. Political heads need to roll over these decisions which have been deliberately concealed from the people it will actually affect.

Fishing, agriculture and mining are the backbone of Queensland's economy but are under constant attack from both our state and federal governments.

Political preferences aside, this demise of local industry cannot stand and we implore all of North and Far North Queensland's leaders to unite and fight back against Canberra's agenda to shut down our industries and communities.

Loud and deafening voices can create significant change. This blueprint should be shared and discussed at every possible opportunity. Future government submissions and consultations should all be done while bearing in mind and giving primary consideration to the attached.

Should you wish to discuss the contents of this letter, please contact the Traeger electorate office to schedule a meeting.

Yours sincerely,

Robbie Katter MP
Member for Traeger

Nick Dametto MP
Member for Hinchinbrook

Shane Knuth MP
Member for Hill



THE HON TANYA PLIBERSEK MP
MINISTER FOR THE ENVIRONMENT AND WATER

MS23-001796

Ms Audrey Azoulay
Director-General
UNESCO
7, place de Fontenoy
75352 Paris 07 SP
FRANCE

dg.secretariat@unesco.org

Dear Director-General

I would like to thank UNESCO and the World Heritage Centre for your positive engagement with the Australian and Queensland Governments to maintain the Outstanding Universal Value of the Great Barrier Reef (the Reef). Australia's active progress towards the Reactive Monitoring Mission (Mission) report's recommendations and continued dialogue demonstrates our shared interest and urgency to protect and restore the Reef, and better manage it for the future as one of Australia's most precious and unique places.

Our Governments are pleased to further commit substantial actions to secure the future of the Reef. These measures include substantial fisheries reforms; accelerated action to improve water quality; and strong, legislated climate action. We have worked closely with the World Heritage Centre to ensure these actions meet your expectations and address the recommendations of the Mission report. Our detailed commitments are enclosed, and I would appreciate your confirmation that these, together with our other actions under the Reef 2050 Long-Term Sustainability Plan, address the concerns of UNESCO and the recommendations of the Mission report.

Australian and Queensland Governments' combined investment of A\$4.4 billion underpins the delivery of the Reef 2050 Long-Term Sustainability and confirms our resolve to secure the future of the Reef.

These new measures are an outstanding outcome and will lead to a stronger Reef. They underscore our Governments' commitment to work collaboratively and deliver on our commitment both to protect the Reef and to demonstrate international environmental leadership. The measures will be successful because of the important contributions and efforts of Australia's First Nations communities, Australian industry and the broader community working together for a common cause to safeguard the future of one of Australia and the World's most iconic places.

I also want to acknowledge the expertise and advice provided by UNESCO and the World Heritage advisory bodies and thank you for the constructive engagement that has informed these significant commitments.

Yours sincerely



TANYA PLIBERSEK

Enc Australian commitments document – May 2023

cc: Senator Nita Green – Envoy to the Great Barrier Reef
Mr Ernesto Ottone Ramirez – Assistant Director-General for Culture, UNESCO
Mr Lazare Eloundou Assomo – Director, UNESCO World Heritage Centre

25.5.2023

State of conservation of the Great Barrier Reef World Heritage property

Australian and Queensland government commitments for the protection of the Great Barrier Reef – May 2023

Water quality

Australia commits to enact, with immediate effect, a major shift in its water quality programs, alongside an AUD\$ 1 billion water quality investment through to 2030, with the aim to achieve the 2025 water quality targets and commence a drastic reduction in overall pollutant discharge into the property by 2030, in particular for fine sediment and dissolved inorganic nitrogen. This will put the property on a solid pathway to reach its full ecosystem health by 2050, consistent with the Reef 2050 Long-Term Sustainability Plan.

1. **By 31 December 2023:** Deliver a complete mapping of all priority areas of grazing land for gully repairs and associated restoration and remediation activities, the identification of the priority gullies where the repair, restoration and remediation action will have the greatest impact on sediment reduction, and a detailed timeline for the completion of the repair of the areas of highest priority.
2. **By 31 December 2023:** Initiate the delivery of a joint federal-state program that will start repairing and restoring the gullies of the highest priority with immediate effect and deliver significant and meaningful sediment reduction necessary to protect the ecology of the Great Barrier Reef including the most polluting catchment areas (e.g. Burdekin, Fitzroy and Burnett Mary catchments).
3. **By 30 June 2025:** Finalise the independent water quality science review and the Scientific Consensus Statement as the foundational scientific understanding to underpin the revision of the Reef Water Quality Improvement Plan and the establishment of new water quality targets for the period 2025-2030, to ensure consistency with the management frameworks adopted in the Reef 2050 Plan
4. **By July 2024:** expand the implementation of 2018 land clearing legislation and further strengthen protection to remnant and high value conservation areas, including, through an accelerated and enhanced compliance program to secure the protection of remnant native vegetation in areas of high conservation value in the Reef catchments.
5. **By February 2025:** accelerate progress to achieve all water quality targets through a program of sediment, nutrient and pesticide reduction through combined efforts in regulation, incentives, and accelerated landscape restoration programs, e.g. 60% reduction in dissolved inorganic nitrogen loads (remaining to target: 32.3%), 25% reduction in sediment loads (remaining to target: 9.8%), 20% reduction in particulate nitrogen loads (remaining to target: 5.6%), 20% in particulate phosphorous loads (remaining to target: 2.6%), and pesticides target of 99% of aquatic species protected at end of catchments (remaining to target: 2.3%).
6. **By January 2024:** Double compliance activity being undertaken across the regulated reef catchment areas comparative to what was being achieved in 2021 in order to enforce landholder compliance with reef protection regulated standards and respond to any non-compliance. Concurrently secure improved water quality outcomes by supporting increased industry participation in best management practice projects and programs, with

50% of sugarcane and banana areas operating above minimum practice standards by June 2026.

Fisheries

Australia commits to delivering a \$100 million fisheries structural adjustment package to significantly reduce net fishing and other high risk fishing activities impacting the Reef. A further \$62 million will support the implementation independent data validation and bycatch reduction to reduce risks to protected species from fishing gear. The package will:

1. Phase out all destructive gillnet fisheries to ensure the property as a whole will be gill-net free by 30 June 2027.
2. Establish a complete net free zone in the Northern third of the property (Cape Bedford to the tip of Cape York) and establish additional net-free-zones that expand net restrictions in the Gulf of Carpentaria (e.g., Mornington Island, rivers/foreshores adjacent to Weipa, Karumba and Mapoon), to further strengthen protections for threatened species that move between Great Barrier Reef and the Gulf, and ensure displaced fishing effort does not intensify threats to those species, as well as in other high value habitats of protected species identified through consultation, by 31 December 2023.
3. By 31 December 2023, complete implementation of the Sustainable Fisheries Strategy, including finalising all harvest strategies with defined quotas for all key species, and by 31 December 2027, working to achieve the target maximum economic yield (60% biomass)
4. By 1 December 2023, introduce legislation to mandate the use of Independent Data Validation on all commercial fishing vessels.
5. Immediately make threatened hammerhead sharks 'no take' for commercial fishers.

Climate Change

1. The Australian Government commits to set successively more ambitious emissions reduction targets, reflecting highest possible ambition, consistent with achieving net zero by 2050, and in alignment with efforts to limit global temperature increase to 1.5°C. These targets will be informed by advice from the independent Climate Change Authority. The Government will set a 2035 target and communicate it to the UNFCCC as Australia's second Nationally Determined Contribution under the Paris Agreement in advance of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement in 2025.
2. The Australian Government commits to update the Reef 2050 Plan (in consultation with the Queensland Government) to reflect (a) the new commitments taken under the *Climate Change Act 2022* and (b) Australia's overall commitment to work alongside global partners to tackle the climate crisis, achieve the goals of the Paris Agreement and pursue ambitious emissions reductions to limit the global temperature increase to 1.5° C above pre-industrial levels.

In support of these commitments:

- a. The Australian Government has legislated emissions reductions of 43 per cent by 2030 and net zero emissions by 2050.
- b. The Australian Government is required by law to prepare annual statements to Parliament under the *Climate Change Act 2022* - on progress towards national emissions reduction targets, international developments, climate risks, impacts and

policy. These statements must be informed by advice from the independent Climate Change Authority.

- c. The Australian Government commits to continually increasing its climate ambition, including by working urgently to implement its substantial and rigorous suite of new policies across the economy to maximize their emissions impact and drive Australia's transition to net zero. Australia's States, Territories and local governments are also implementing significant policies and programs to reduce emissions. The cumulative impact of action by governments at different levels, and industry, businesses, land managers and Australians, seek to deliver the greatest possible emissions reductions in this critical decade.
- d. The Australian Government commits to increase renewable electricity generation to 82 per cent by 2030.
- e. The Queensland Government has released its Energy and Jobs Plan to achieve, 70 per cent renewable energy by 2032 and 80 per cent by 2035. The plan will achieve a 50 per cent reduction in electricity emissions on 2005 levels by 2030 and a 90 per cent reduction in electricity emissions by 2035-36. It includes delivery of a 2 gigawatt 24 hour Borumba pumped hydro energy storage project and the world's largest 5 gigawatt Pioneer-Burdekin pumped hydro energy storage dam.
- f. By 2035 Queensland will have no regular reliance on coal for power production and will have more pumped hydro energy storage for renewable energy than the rest of Australia combined. Queensland's pumped hydro energy storage for renewable energy will be more than Europe, China or the US as a share of energy demand. This will provide Queensland with reliable, firming renewable energy combined with a SuperGrid to transmit renewable energy including a connection to Australia's largest renewable energy zone and the world class North West Minerals Province with over \$500 billion in new economy minerals needed to manufacture renewable energy technologies. That means Queensland will not only transition to renewable energy but will also play a key role in the global supply of new economy minerals and in the manufacturing of renewable technologies.



Department of
Agriculture and Fisheries

25 October 2023

Dear Sir/Madam

Research highlights: Invasive plants and animals research 2022-23

Please find enclosed Research highlights 2022-23, which outlines the progress of 44 research projects undertaken by Biosecurity Queensland in collaboration with our stakeholders. Please circulate this report to all relevant staff within your organisation. It is also available for download on our website at:

<https://www.daf.qld.gov.au/business-priorities/biosecurity/invasive-plants-animals/research/highlights>

The partnership between Biosecurity Queensland and its stakeholders is critical to the management of weeds and pest animals in Queensland. The 2022-23 research program was endorsed by the Research Review Committee – a group of scientific, operations and policy staff from Biosecurity Queensland plus representatives from our external stakeholders including Local Government, AgForce, Queensland Farmers Federation, Queensland Conservation Council and NRM Regions Queensland.

Partly funded by the Land Protection Fund, this research program aims to better manage Queensland's worst weeds and pest animals, thereby reducing their impacts on agriculture, the environment and the community. The findings of the research are used to develop fact sheets, control manuals and other publications. These documents support landholders, local council areas and industry in the management of invasive plants and animals.

If you require any further information, please call Tony Pople on (07) 3708 8550 or email tony.pople@daf.qld.gov.au.

Yours sincerely

Dr Enrico Perotti
General Manager
Invasive Plants and Animals
Biosecurity Queensland
Department of Agriculture and Fisheries

Level 3C West
Ecosciences Precinct Dutton Park
PO Box 267 Brisbane
Queensland 4001 Australia
Telephone + 61 7 3708 8550
Facsimile + 61 7 3846 6371
Website www.daf.qld.gov.au
ABN 66 934 348 189



Our ref: DGBN23/437

Department of
**State Development, Infrastructure,
Local Government and Planning**

6 October 2023

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

Dear Mr Timms

I am writing in relation to concerns expressed by some local governments about their ability to hold a council meeting in March 2024.

Section 257 of the of the Local Government Regulation 2012 (the Regulation) requires councils to hold a council meeting at least once in each month. With the 2024 quadrennial local government election (the election) being held two weeks earlier than usual, there is a shorter window of opportunity to hold a council meeting in March 2024. However, it is possible for councils to hold a council meeting between 1 and 15 March 2024, prior to election day on 16 March 2024. Given the proximity to the election, this could be a very short meeting to accept the minutes of the previous meeting.

The Regulation also provides that the Minister for Local Government may vary the requirement for a council to hold a meeting once in each month. Should a council wish to do so, you may write seeking that a council meeting does not need to be held in March 2024. Applications will then be considered on a case-by-case basis. If that is the council's preferred option, I would ask that you make such an application within four weeks of the date of this letter.

I would also like to take the opportunity to remind you that councils must hold a post-election meeting within 14 days after the conclusion of the election.

I have asked for Ms Bronwyn Blagoev, Executive Director, Strategy and Service Delivery, Local Government Division, in the Department of State Development, Infrastructure, Local Government and Planning to assist you with any further queries. You may wish to contact Ms Blagoev on (07) 3452 6792 or by email at bronwyn.blagoev@dsdilgp.qld.gov.au.

Yours sincerely

Natalie Wilde
Acting Director-General

1 William Street
Brisbane Queensland 4000
PO Box 15009
City East Queensland 4002
Telephone 13 QGOV (13 74 68)
Website www.statedevelopment.qld.gov.au
ABN 29 230 178 530

16 October 2023

Etheridge Shire Council

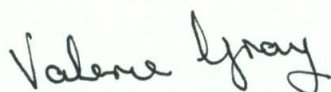
Attention: Cheryl Portch

I would like to thank you and members of Council for organizing the train trip to Einasleigh on Friday 13 October. It was very much appreciated by myself and Laurence Baron. I am sure all others enjoyed the trip as well.

I would also to ask you to pass on my thanks to Curly from Einasleigh for the delicious lunch provided to all us seniors. The tables were beautifully decorated and I loved the delicate china cups and saucers. The dessert was absolutely scrumptious.

Also many thanks to Barry Hughes and Graham Steele for entertaining us all with their great guitar playing and singing.

I had a fantastic time.



Valerie Gray

Forsayth

ETHERIDGE SHIRE COUNCIL GEORGETOWN
17 OCT 2023
RECEIVED
Action _____
FYI <i>CEO, Mayor</i>
<i>CEO, DCS</i>
Dist _____
File _____
Doc _____



ETHERIDGE SHIRE COUNCIL
GEORGETOWN

27 OCT 2023

RECEIVED

23 October 2023

Ken Timms
Chief Executive Officer
Etheridge Shire Council
PO Box 12
Georgetown Qld 4871

ETHERIDGE SHIRE
COUNCIL
GEORGETOWN

27 OCT 2023

RECEIVED

Action _____

FYI: *DCS CEO*
Mayor

Date _____

Title _____

Doc _____

Dear Ken

2023 SENIOR'S WEEK

I am writing to extend our appreciation and thanks to you and your staff in extending an invitation for Croydon Senior's to join Etheridge Senior's on the recent Savannahlander train ride from Forsayth to Einasleigh as part of Senior's Week

Croydon's Community Services Manager along with four of our seniors attended and thoroughly enjoyed the day. Particular mention must be made to the event organiser, Cheryl Portch, and her, and her teams, efforts towards such an enjoyable and successful event. Well done, Cheryl and team!

I have enclosed some business cards for our Community Services Manager, please distribute them as you see fit.

We look forward to continuing to build relationships within Etheridge Shire in the community services space.

Yours faithfully

Jacqui Cresswell
Chief Executive Officer



ETHERIDGE SHIRE
COUNCIL
GEORGETOWN

27 OCT 2023

RECEIVED

Action _____

FY _____

Dist _____

File _____

Doc _____

"Bagshawe"
Einarleigh
21-10-23

To: The Chairman
Etheridge Shire Council
P.O. Box 12
Georgetown 4871

Dear Barry,

On behalf of my brother, Ken Davis & myself, I would like to thank you & your fellow councillors on your generous initiative to celebrate Senior Day with a trip on the Sawanlander from Forsayth to Einarleigh & then return back to Forsayth. It was a wonderful day. Ken wouldn't stop talking about it on our way home to "Bagshawe"! I am sure all the other 28 on the trip felt the same way.

Thank you once again for the support your Council gave to my fellow Seniors.

Kindest Regards
Mary Dixon

ETHERIDGE SHIRE
COUNCIL
GEORGETOWN

27 OCT 2023

RECEIVED

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FY DCS CES

Dist Mayor

File _____

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Robbie Katter MP
Member for Traeger

REF: RK5969-LG

17 October 2023

Mayor Barry Hughes
Etheridge Shire Council
PO Box 12
Georgetown
Queensland
4871

ETHERIDGE SHIRE COUNCIL GEORGETOWN	
27 OCT 2023	
RECEIVED	
Action	_____
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Dist	_____
File	_____
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CONGRATULATIONS

Dear Mayor Hughes,

I write to offer my sincere congratulations to the Etheridge Shire Council on successfully securing funding towards your 2023-24 Regional Arts Development Fund (RADF) programs.

I was pleased to hear that Etheridge Shire Council will receive \$25,200.

The funding was approved by the Director-General, Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts as part of an approved rollover of all 2022-23 RADF Funding Agreements through to 13 September 2024.

You should have already received a letter advising of the outcome of the funding request and to keep this information confidential, until it has been announced by the Queensland Government. If not, please be reminded it is important to wait until this correspondence is received prior to spending any of the money.

If you requires any further information, you can contact their office on telephone (07) 3719 7150 or by email at treatyandcommunities@ministerial.qld.gov.au and should you require any assistance in the future, please do not hesitate to contact my office.

Yours sincerely,

Robbie Katter
Member for Traeger

Mr Ken Timms
CEO
Etheridge Shire Council
ken.timms@etheridge.qld.gov.au

Dear Mr Timms,

Containers for Change has transformed container recycling and litter reduction in Queensland since it launched in November 2018. Five years later, communities the length and breadth of our state have benefitted from the positive social, environmental and economic impact generated by the scheme - and more good things are on the horizon.

Container Exchange (COEX) is the not-for-profit organisation that delivers Containers for Change. As the Chief Executive Officer, I am excited to provide you with this update on the upcoming expansion of the scheme and share some scheme highlights for Queensland and Etheridge Shire Council.

Queenslanders will soon earn a 10-cent refund on glass wine and spirit bottles

In an Australian-first, from 1 November this year Containers for Change will accept glass wine and pure spirit bottles for 10-cent refunds at our network of hundreds of refund points across Queensland. We know this exciting change will bring a raft of new customers to our army of changemakers, including many residents from the Etheridge Shire.



With this in mind, I wanted to highlight some of the recent milestones and achievements from Containers for Change, the successes of the Etheridge community and share ways your residents can make even more change.

Queenslanders have embraced Containers for Change

I joined COEX as CEO in January this year and since then I have been amazed by the passion Queenslanders have for Containers for Change. Customers, refund point operators, community groups and charities across the state have worked together to reach some very impressive milestones. Since scheme launch in November 2018 to 30 September this year:

- more than **7 billion containers** have been returned for recycling through our container refund point network
- more than **\$700 million** in 10-cent refunds has been paid to Queenslanders
- more than **\$11 million** in refunds has been paid to charities and community groups
- more than **1.5 billion containers** have been recovered from other recycling streams, including local council kerbside services
- more than **935 jobs** have been created across the container refund point network and COEX.

You can see that Queenslanders have many reasons to be proud of their container refund scheme, and we're proud they have embraced it so wholeheartedly, reporting customer satisfaction of 94 per cent. The latest Container Exchange Annual Report highlights some of the amazing success stories from across the scheme over the 2023 financial year. You can click [here](#) to read it.



Grow the impact in Etheridge!

The community of Etheridge has embraced Containers for Change at work, at school and at home to help clean up their local environment and cash in for themselves or a cause close to their hearts.

Since launching in Etheridge, 701.9 thousand containers have been returned to local container refund points for recycling, putting \$70.2 thousand back in the pockets of residents, charities, community groups and businesses.

With the introduction of glass wine and spirit bottles from 1 November, residents, community groups and businesses can return even more containers for 10-cent refunds.

To help the Etheridge community enjoy even greater benefits:

- Follow Containers for Change on social media and share our content, including great ways to use the scheme, inspiring stories of Queensland changemakers and the latest news on ways to put cash back into the pockets of your local community.
- Make events in your community even cleaner and greener by incorporating container collection. Get in touch to find out more via enquiries@containerexchange.com.au.



More exciting things lie ahead for Containers for Change and our customers across Queensland. Thank you to the people, community groups and businesses of Etheridge who have embraced Containers for Change. Together with the thousands of Queenslanders who use Containers for Change every day we are making the change that matters.

Yours sincerely,

NRoach

Natalie Roach
Chief Executive Officer
Container Exchange



<https://www.facebook.com/4ChangeQLD>



<https://www.instagram.com/4changeqld/>





Gulf Savannah Development Inc.

Level 1, Ports North Building
16 Hartley Street
Cairns City QLD 4870
CEO Office - +61 (0) 408 051 358
After hours – 0421 995 205
ABN: 69 956 728 660

Email: nobrien@gulf-savannah.com.au

Website: www.gulf-savannah.com.au

Wednesday, 1 November 2023

The Honourable Mark Bailey MP
Minister for Transport and Main Roads
transportandmainroads@ministerial.qld.gov.au

Dear Minister

Regulated routes additional capacity in Far North Queensland and North West Queensland regions

I am writing to introduce myself as the new Chief Executive Officer of Gulf Savannah Development (GSD) and to advocate for continued additional capacity on the regulated routes currently operated by REX Airlines from Cairns to various towns in the Gulf Savannah region.

After over 37 years in state government in seven agencies and over 19 years in senior and executive roles, the most recent being in tourism, events and agriculture and fisheries, I am excited to be appointed as CEO of GSD. GSD is the facilitating organisation for the Gulf Savannah region that drives economic development projects and initiatives for the benefit of its stakeholders. It is also the central representative body that actively advocates for the people, businesses and organisations in the area. GSD's primary goal is to bring together people, ideas and resources to deliver impactful projects that ensure the future sustainability of the Gulf Region.

I look forward to working with you, your Department and the Palaszczuk Government to advance economic development and infrastructure projects in the Gulf Savannah region.

Due to increased demand, lack of readily available public transport options and increased weekly FIFO workforce needs, particularly to Doomadgee and Mornington Island, you approved increased aviation capacity on some regulated routes operated by REX Airlines in the Gulf Savannah region. I thank the government for this decision as it has greatly improved the lives of residents and increased visitation by business and leisure travellers to/from the region. I understand this additional capacity is due to expire in December 2023 and that a decision is yet to be made on whether to approve an extension of continued additional capacity on the regulated routes.

As you would appreciate, aviation is a complex business and it takes several months to plan and organise domestic flight schedules using available aircraft, and airlines need to schedule and advertise flights for many months to grow bookings and ensure maximum loads on flights.

On behalf of residents, businesses, Councils and visitors to the region, I ask for your favourable consideration to immediately extend and continue the additional aviation capacity into the region. Quick approval of an extension will provide greater certainty for residents, businesses and travellers, and enable REX Airlines to forward plan with more certainty.

Councils and businesses have also raised with me a desire to see regulated routes expanded to include services to Georgetown and Croydon. With a strategy to attract more residents and commercial activity to the region, expansion of regulated routes will enable and facilitate regional economic development. On behalf of the region, I ask the government to actively consider increased aviation capacity into other towns in the region.

Increased aviation capacity will greatly improve the liveability of residents, improve business access including for continued minerals and resource development, facilitate growth in the visitor economy by enabling tourism product development and increased overnight visitor expenditure, and foster ongoing regional growth and prosperity.

I look forward to hearing from you on these important issues.

Please do not hesitate to contact me on 0408 051 358 or nobrien@gulf-savannah.com.au if you wish to discuss these issues.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Neil O'Brien', enclosed within a large, loopy circular flourish.

Neil O'Brien
Chief Executive Officer

CC.

Mr Ernie Camp, Mayor, Burke Shire Council – mayor.camp@burke.qld.gov.au

Mr Jack Bawden, Mayor, Carpentaria Shire Council – mayor@carpentaria.qld.gov.au

Mr Trevor Pickering, Mayor, Croydon Shire Council – tpickering@croydon.qld.gov.au

Mr Myron Johnny, Mayor, Doomadgee Aboriginal Council – Myron.johnny@doomadgee.qld.gov.au

Mr Barry Hughes, Mayor, Etheridge Shire Council – mayor@etheridge.qld.gov.au

Mr Kyle Yanner, Mayor, Mornington Island Aboriginal Council – kyle.yanner@mornington.qld.gov.au



Office of
Industrial Relations

Department of Education

3 November 2023

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

Dear Ken Timms

I refer to your request for special holidays for 2024.

Pursuant to Section 4 of the *Holidays Act 1983*, the Minister for Education and Minister for Industrial Relations has appointed:

- 2 August 2024 a holiday for the Shire of Etheridge for the purpose of the Etheridge Shire Agricultural Show/Forsayth Turnout

Please note that it is only special holidays appointed in respect of an annual agricultural, horticultural or industrial show (show holidays) which are public holidays. On a public holiday, employees will be entitled to refuse to work in reasonable circumstances without loss of pay and to be paid penalty rates for work performed.

Should there be a need to request repeal of one or more of the above special holidays (whether or not appointment of a replacement special holiday is also requested) or appointment of an additional special holiday, 30 days prior notice of the requested repeal or appointment is to be given to the Minister. This will allow time for the Minister to decide the request, notify any repeals and/or appointments in the Queensland Government Gazette and for the requesting local government to give notice of holiday changes to its community.

Replacement of a show holiday with a special holiday on another date should be carefully considered as the replacement show holiday will only be a public holiday if it continues to be in respect of an annual agricultural, horticultural or industrial show.

Notification of the appointment of the 2024 special holidays was published in the Queensland Government Gazette on 3 November 2023.

1 William Street Brisbane
Queensland 4000 Australia
GPO Box 69 Brisbane
Queensland 4001 Australia
Telephone 13 QGOV (13 74 68)
WorkSafe +61 7 3247 4711
Website www.worksafe.qld.gov.au
www.business.qld.gov.au
ABN 94 496 188 983

A copy of the gazette can be accessed on the [Queensland Government's publications website](#), the special holidays notifications commence on page 418 of the gazette.

Should you require further information, please contact Patricia Faulkner, Senior Industrial Officer on telephone (07) 3406 9845.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'AJ James', with a large, stylized flourish at the end.

A J (Tony) James
Assistant Director-General
Office of Industrial Relations