



UNCONFIRMED MINUTES

GENERAL MEETING OF

ETHERIDGE SHIRE COUNCIL

HELD

ST GEORGE STREET, GEORGETOWN

ON WEDNESDAY 20 FEBRUARY 2019,

COMMENCING AT 8.00AM

ETHERIDGE SHIRE COUNCIL

MINUTES OF THE GENERAL MEETING

HELD AT GEORGETOWN

ON WEDNESDAY 20 FEBRUARY 2019

COMMENCING AT 8.00AM

ATTENDANCE

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

OFFICERS PRESENT

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

GALLERY

Mr. Graham Steele attended the Gallery at 8:02 am
Mr Ian Carroll attended the Gallery at 8:17 am

The Mayor declared the meeting open at 8:02 am and welcomed all in attendance.

ACKNOWLEDGEMENT TO COUNTRY

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

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

APOLGIES AND CONDOLENCES

NIL

DECLARATIONS

Cr Bethel declared a Material Personal Interest regarding Item GMCCS12.

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

CONSIDERATION OF MINUTES

General Meeting Minutes – Wednesday 23 January 2019

RESOLUTION:

That the Minutes of the General Council Meeting held at Georgetown on Wednesday 23 January 2019 be confirmed subject to the following amendment:

That under Resolution No.2019/GM2538 under the heading Chief Executive Officer that after the word Chief Executive Officer insert: 'based on the following attributes:

- 1. Acknowledgement of 15 years within the Industry*
- 2. His knowledge and understanding of Local Government*

3. *Has acted in the capacity of Chief Executive Officer for Etheridge Shire Council on numerous occasions since his appointment in August 2009 and has demonstrated to Council his ability to undertake the roles and responsibilities;*
4. *Has demonstrated to Council his proven ability in Financial Management Organisation and Operations Management, Human Resources Management, Public Relations Management, & Managing Council Relationships.*

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

MOVED: Cr Barnes

SECONDED: Cr Gallagher

CARRIED
RESOLUTION NO.2019/GM2545
5/0

Special General Meeting Minutes – Friday 8 February 2019

RESOLUTION:

That the minutes from the Special General Meeting held at Georgetown on Friday 8 February, 2019 be confirmed.

MOVED: Cr Gallagher

SECONDED: Cr Bethel

CARRIED
RESOLUTION NO.2019/GM2546
5/0

INFORMATION BULLETIN

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

Business arising from the Information Bulletin

There was no "Business Arising" from the Information Bulletin reports

CONSIDERATION OF OPEN REPORTS

GMCCS1

Bridges/Causeways Upgrades

EXECUTIVE SUMMARY

The Australian Government will provide \$480 million from the 2015-2016 financial year to the 2021-2022 financial year, with an on-going commitment of \$60 million each following year to upgrade and replace bridges to enhance access for local communities and facilitate higher productivity vehicle access.

The latest round of funding has now closed, however to be prepared for the next round(s) of funding under the Bridges Renewal Program, Council needs to plan in advance what bridges / causeways need to be upgraded to allow Council the opportunity to undertake designs and costings to be shovel ready (so to speak) when the next round is released later in the year.

RESOLUTION:

That Council:

Resolve to place the following bridges/causeways on the strategic list for upgrades:

- 1. Delaney River Bridge (Forsayth)***
- 2. Stockman's Creek (Einasleigh)***
- 3. Low level causeway at Gilbert River Racecourse***
- 4. Anna Branch (Paddy's Road)***

MOVED: Cr Barnes

SECONDED: Cr Attwood

CARRIED
RESOLUTION NO.2019/GM2547
5/0

REASONS FOR DECISION

The Australian Government will provide \$480 million from the 2015-2016 financial year to the 2021-2022 financial year, with an on-going commitment of \$60 million each following year to upgrade and replace bridges to enhance access for local communities and facilitate higher productivity vehicle access. Local Governments are eligible to apply for funding for projects that will enhance access for local communities and facilitate higher productivity vehicle access with the Australian Government contributing up to 50 per cent of the total project cost to successful projects, up to a maximum of \$700,000 for one bridge or \$1.4 million for two bridges in the same local government area.

GMCCS2.

NT Farmers Food Futures Roadshow

EXECUTIVE SUMMARY

NT Farmers will hold a Food Futures Roadshow in Georgetown on Tuesday, April 30 and Wednesday, May 1. This activity is implemented and funded by NT Farmers in consultation with Council.

RESOLUTION:

That Council:

Resolve to support the delivery of the NT Farmers Food Futures Roadshow in Georgetown on 30th April to 1st May 2019.

MOVED: Cr Barnes

SECONDED: Cr Gallagher

CARRIED
RESOLUTION NO.2019/GM2548
5/0

REASONS FOR DECISION

The NT Farmers roadshow gives local landholders the opportunity to gain a greater understanding of irrigated agricultural activity in North Australia and how it is applicable to the Gilbert River catchment. Further, experienced, practical people will give local landholders an insight into the practical opportunities and challenges around high value agriculture.

GMCCS3.

Works for Queensland (W4Q) 2019-21 Program

EXECUTIVE SUMMARY

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

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

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

RESOLUTION:

That Council:

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

- **Terrestrial Upgrade**

MOVED: Cr Attwood

SECONDED: Cr Barnes

CARRIED
RESOLUTION NO.2019/GM2549
4/1

Cr Bethel requested that his vote against Resolution 2019/GM be recorded due to Cr Bethel having alternative projects for Councils consideration pertaining to upgrading entertainment facilities within the Townships.

REASONS FOR DECISION

This project has been included within the 2018/19 Budget subject to grant funding, and in addition it supports Council's strategic GeoTrail Tourism Strategy for the Shire.

GMCCS4.

Economic Development Fund Application

EXECUTIVE SUMMARY

Popular tourist resource, 'The Lava Tubes, Gems and Gorges Trail map' is currently in short supply across the Etheridge Shire as well as distributors outside the region. Savannah Way Limited has submitted an application to Council's Economic Development Fund requesting \$10,000 to revise and reprint the Lava Tubes, Gems and Gorges Trail map and distribute it to appropriate outlets.

RESOLUTION:

That Council:

Resolves to defer its decision regarding the Economic Development Fund Application from Savannah Way and furthermore that Council requests the Chief Executive Officer to contact tourism operators regarding their marketing strategies.

MOVED: Cr Gallagher

SECONDED: Cr Barnes

CARRIED
RESOLUTION NO.2019/GM2550
5/0

REASONS FOR DECISION

Council is requesting additional information regarding marketing strategies prior to making any contribution from the Economic Development Fund

ATTENDANCE

Mr Terry Walsh (IT Officer) entered the meeting at left the meeting at 9:01am

GMCCS5.

Portable Satellite Communication Systems

EXECUTIVE SUMMARY

Etheridge Shire Council has had difficulties in providing a reliable external communication system to our outside workforce. Changes with the Federal Government's NBN service have also provided a challenge for Council.

Council has been able to research an alternative which will:

- **Provide reliable Internet communications for all Outside Work Crews.**

- *Reduce unnecessary travel by outside staff.*
- *Insure accurate and timely data and costing input to Councils Operating System (PCS)*
- *Reduce unnecessary risk to staff.*
- *Insure permanent communication with outside crews.*
- *Pinpoint outside Crew camp location via GPS.*

RESOLUTION:

That Council:

Resolve to reallocate funds from the 2018/19 IT Budget to purchase two (2) mobile V-Sat systems, with a view to purchasing a further two (2) V-Sat systems in the 2019/20 financial year making a total of 4 units which will be utilised by the Outside Road Crews and furthermore, that Council request the Chief Executive Officer to provide a report for Council for the next General Meeting regarding the relocation of the existing Telstra system located at the Hann Highway Works Camp to the Einasleigh township

MOVED: Cr Bethel

SECONDED: Cr Gallagher

CARRIED
RESOLUTION NO.2019/GM2551
5/0

REASONS FOR DECISION

- To give works crew's constant and reliable Internet access.
- Give works crews the ability to email timesheets and works progress sheets to the Main office in a timely manner.
- Removes the need for crew members to return to Georgetown several times a shift to submit timesheets and other documentation.
- Ease of use as the system is fully automated and self-contained it requires no setup by the user.
- This system requires no modification to Vehicles, Caravans or Buildings

ATTENDANCE

Mr Terry Walsh (IT Officer) left the meeting at 9:15am

GMCCS6.

Financial Performance (Actual v Budget)

EXECUTIVE SUMMARY

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

RESOLUTION:

That Council:

Resolve to adopt the monthly Financial Report which incorporates the monthly statutory financial statements (Statement of Comprehensive Income, Statement of Financial Position & Statement of Cashflows) pursuant to and in accordance with Section 204 of the Local Government Regulation 2012 for the period ending 31 January 2019.

MOVED: Cr Attwood

SECONDED: Cr Gallagher

CARRIED
RESOLUTION NO.2019/GM2552
5/0

REASONS FOR DECISION

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

GMCCS7.

Operational Plan Review

EXECUTIVE SUMMARY

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

RESOLUTION:

That Council:

Adopt the Operational Plan review for the December 2018/19 quarter in accordance with Section 174 (3) of the Local Government Regulation 2012.

MOVED: Cr Attwood

SECONDED: Cr Barnes

CARRIED
RESOLUTION NO.2019/GM2553
5/0

REASONS FOR DECISION

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

GMCCS8.

Asset Management Policy

EXECUTIVE SUMMARY

Council recognises that assets are integral to that role of service delivery and that assets must be planned for, provided, maintained, and renewed so that they continue to meet the service delivery needs of the community.

Asset management relates directly to the objectives of Council's Corporate & Operational Plans and will ensure that Council delivers the appropriate level of service through its assets. This will provide positive impact on;

- ***Members of the public***
- ***Council's financial position***
- ***The ability of Council to deliver the expected level of service***
- ***The political environment in which Council operates***
- ***The legal liabilities of Council***

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

RESOLUTION:

That Council:

Resolve to renew the Etheridge Shire Council's Asset Management Policy and Asset Management Plans for Roads, Water and Buildings.

MOVED: Cr Barnes

SECONDED: Cr Bethel

CARRIED
RESOLUTION NO.2019/GM2554
5/0

REASONS FOR DECISION

S.167 & S.168 of the Local Government Regulation 2012 states that:

- A local government must prepare and adopt a long-term asset management plan.
- The long-term asset management plan continues in force for the period stated in the plan unless the local government adopts a new long-term asset management plan.
- The period stated in the plan must be 10 years or more.
- A local government's long-term asset management plan must -
- provide for strategies to ensure the sustainable management of the assets mentioned in the local
- government's asset register and the infrastructure of the local government; and

- state the estimated capital expenditure for renewing, upgrading and extending the assets for the period covered by the plan.

GMCCS9.

Enterprise Risk Management Framework

EXECUTIVE SUMMARY

The major risk for most organisations is that they fail to achieve their strategic business or project objectives, or are perceived to have failed by their stakeholders. Etheridge Shire Council is committed to establishing an environment that is not unduly risk averse, but one that enables risks to be logically and systematically identified, analysed, evaluated, treated, monitored and managed.

Risk is inherent in all of Council's activities and a formal and systematic process will be adopted to minimise and where possible eliminate all risks that directly or indirectly impact on the Council's ability to achieve the vision and strategic objectives outlined in the Corporate Plan.

Council has developed an Enterprise Risk Management Framework and Guideline in accordance with the Local Government Regulation 2012 Section 164 (1) (a) & (b) and in line with the Australian and New Zealand Standards AS/NZS ISO 31000:2009 to demonstrate Council's commitment, by detailing the integrated Risk Management framework to be employed by all staff members, contractors, committees and volunteers engaged in Council business and defining the responsibilities of individuals and committees involved in managing risk.

RESOLUTION:

That Council:

Resolve to renew the Enterprise Risk Framework and Guidelines in accordance with and pursuant to Section 164 (1) (a) & (b) of the Local Government Regulation 2012 and furthermore that Council approves the review and renewal of the "Enterprise Risk Management Policy and Councils Organisational Risk Register.

MOVED: Cr Attwood

SECONDED: Cr Gallagher

CARRIED

RESOLUTION NO.2019/GM2555

5/0

REASONS FOR DECISION

S.164 of the Local Government Regulation 2012 requires that a Local Government to keep record of particular matters

- the risks the local government's operations are exposed to, to the extent they are relevant to Financial management;
- the control measures adopted to manage the risks.

ADJOURNMENT

Council adjourn for morning tea at 9:55 am

ATTENDANCE

Mr. Graham Steele left the meeting at 10.15am

Mr Ian Carroll left the meeting at 10.15am

RESUMPTION

Council resumed the meeting at 10.15am

SUSPENSION OF STANDING ORDERS

MOTION:

That Council suspends standing orders 10.15am

MOVED: Cr Attwood

SECONDED: Cr Barnes

CARRIED
RESOLUTION NO.2019/GM2556
5/0

CLOSURE OF MEETING

MOTION:

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

- *Organisational Matters*
- *Membership – NWQROC*
- *Tender ESC2018-008 - Detailed Business Case for the Gilbert River Irrigation Project*

MOVED: Cr Attwood

SECONDED: Cr Barnes

CARRIED
RESOLUTION NO.2019/GM2557
5/0

ATTENDANCE

Miss Sydney Ryan (Administration Officer) left the meeting at 10.15 am

ATTENDANCE

Cr Bethel left the meeting at 11.10am

Mr. David Munro (Chief Executive Officer) left the meeting at 11.10am

Mr. Rolfe Ellem (Gilbert River Project Officer) attended the meeting at 11.15am

ATTENDANCE

Cr Bethel returned to the meeting at 11.43am

Mr. David Munro (Chief Executive Officer) returned to the meeting at 11.43am

Mr. Rolfe Ellem (Gilbert River Project Officer) left the meeting at 11.43am

RESUMPTION OF MEETING

MOTION:

That Council re-open the meeting to the public at 11:50

MOVED: Cr Attwood

SECONDED: Cr Barnes

CARRIED
RESOLUTION NO.2019/GM2558
5/0

ATTENDANCE

Miss Sydney Ryan (Administration Officer) returned to the meeting at 11:50 am

CONSIDERATION OF CLOSED REPORTS

GMCCS10.

Organisational Matters

EXECUTIVE SUMMARY

Etheridge Shire Council has developed a Corporate Governance Framework to ensure compliance with legislation and best practice democratic local government. The Framework is a document which outlines council's governance policies and practices and it provides an overview of the governance program that has been put in place in order to assist elected members, management and employees in meeting their governance responsibilities. Council is committed to high standards of corporate governance and accountability and seeks continuous improvement in this regard.

RESOLUTION:

That Council:

Resolve to interview the short listed applicants 1 and 2 for the position of Director of Engineering Services as submitted with the interview panel consisting of the Mayor, Councillors and the Chief Executive Officer.

MOVED: Cr Gallagher

SECONDED: Cr Barnes

CARRIED

RESOLUTION NO.2019/GM2559

5/0

RESOLUTION:

That Council:

Resolve to approve the recruitment package for the Director Corporate & Community Services position and furthermore that the interview panel will consist of the Mayor, Councillors and the Chief Executive Officer.

MOVED: Cr Bethel

SECONDED: Cr Attwood

CARRIED

RESOLUTION NO.2019/GM2560

5/0

REASONS FOR DECISION

Under S.196 (4) of the Local Government Act 2009

A panel constituted by the following persons appoints a senior executive employee –

- (a) The Mayor;
- (b) The Chief Executive Officer
- (c) Either:
 - (i) If the senior executive employee is to report to only 1 committee of the Local Government – the Chairperson of the committee; or
 - (ii) Otherwise – the Deputy Mayor

GMCCS11.

Membership - NWQROC

EXECUTIVE SUMMARY

The NWQROC Charter acknowledges Etheridge Shire Council as part of the North West Queensland region. Etheridge Shire Council has received an invitation to join with the other eight Councils of the region as members of the ROC.

RESOLUTION:

That Council:

Resolve to accept the offer presented to Council from the Executive Officer of the NWQROC to become a member of the NWQROC and furthermore that Council nominate the Mayor & Deputy Mayor as Council's representative on this ROC and furthermore that Council makes a provision within the 2019/20 budget to continue its membership

MOVED: Cr Gallagher

SECONDED: Cr Bethel

CARRIED
RESOLUTION NO.2019/GM2561
5/0

REASONS FOR DECISION

NWQROC plays a vital role in working with councils, industry, representative bodies and all levels of government to advocate for the region – shaping strategic plans, promoting its assets, attracting investment and ensuring sustainable development across our diverse communities.

The NWQROC Charter acknowledges Etheridge Shire Council as part of the North West Queensland region and Etheridge Shire Council would be most welcome to join with the other eight Councils of the region as members of the ROC.

GMCCS12.

Tender ESC2018-008 - Detailed Business Case for the Gilbert River Irrigation Project

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

Declarations:

MATERIAL PERSONAL INTEREST

Cr Bethel declared that he has a material personal interest (as defined by Local Government Act 2009, section 175B) in Item GMCCS12 as he owns land situated on the Gilbert River, as he stands to gain a benefit or suffer a loss depending on the outcome of Council's consideration of this matter

He dealt with this declared material personal interest by leaving the meeting at 11.10am while this matter was discussed. Cr Bethel returned to the meeting at 11.43am and did not vote on this matter.

CONFLICTS OF INTEREST

Mr. David Munro (Chief Executive Officer) declared that he may have a conflict of interest (as defined in the Local Government Act 2009, section 175D) in Item GMCCS12 as Mr. David Munro (Chief Executive Officer) was named as a potential referee for one of the Tenderers. Mr. David Munro (Chief Executive Officer) determined that he would leave the meeting while this matter is discussed. Mr. David Munro (Chief Executive Officer) left the meeting at 11.10am and returned to the meeting at 11.43am.

EXECUTIVE SUMMARY

Council issued Tenders on for the delivery of a Detailed Business Case for the Gilbert River Irrigation Project with the Tender closing as at 21st January 2019.

Tenders for the contract to deliver the Detailed Business case for the Gilbert River Irrigation Project have been evaluated and the findings are summarised in the attached Recommendation Report.

RESOLUTION

That Council:

Resolve to award a contract for Tender ESC2018-008 to Jacob's Pty Ltd option 2 for the delivery of a Detailed Business Case for the Gilbert River Irrigation Project based on the evaluation panel's Recommendation Report.

MOVED: Cr Attwood

SECONDED: Cr Barnes

CARRIED

RESOLUTION NO.2019/GM2562

4/0

Cr Bethel did not vote on this matter as Cr Bethel had declared a Material Personal Interest in Item GMCCS12

REASONS FOR DECISION

A tender most advantageous to Council was clearly identified. The evaluation process was carried out according to the ESC Procurement Guidelines.

GENERAL BUSINESS

Cr Gallagher

- Requested that Council needs to commence Fogging within the township after the recent the rain event as the mosquitoes around the town are becoming an issue.
- Several areas within the Forsayth Township Streets require urgent maintenance to the pavement as a result of the recent rain event.
- Requested an update on the Town Common report from the Einasleigh Rodeo Association.

Cr Barnes

- Raised concerns regarding the scoring on the Sandy Creek Crossing and also along sections on the Gulf Development Road.
- Suggested that Council consider purchasing and installing speed signs, like those used in Mt Surprise, to be implemented within Georgetown.

Cr Bethel

- Requests more information regarding the upcoming Centenary Celebration in March, and in addition the possibility of a Hostel Reunion dinner at a separate time/date within the year.

Cr Attwood

- Noted that some sections of the Sports Pad are washing away due to the rain events and requested that Council cover these sections to eliminate any additional damage prior to construction.

Cr Devlin

- Discussed the proposed Chainage(s) for the Strathmore Road which is required to be lodged with the FNQ Regional Road Group for the 2019/20 & 2020/21 TIDs funding. Chainage 8.2 to 4.8 (19/20) & 4.8 to 0.00 (20/21)
- Discussed the need to undertake media releases and to arrange for a "Sod Turning Ceremony" for the Charleston Dam Project, over the coming month and once Council has awarded the construction contracts for the Project.
- Requested that the Chief Executive Officer re-table the report regarding the proposed future Industrial Land area for the next General Meeting.

██████████ ██████████ ██████████
Landfills

RESOLUTION:

That Council:

Resolves to investigate an alternative landfill cover material to reduce the amount of gravel/topsoil that is being utilised to cover the landfill in accordance with Councils ERA License.

MOVED: Cr Devlin

SECONDED: Cr Attwood

CARRIED

RESOLUTION NO.2019/GM2563

5/0

██████████ ██████████ ██████████
Chief Executive Officer

RESOLUTION:

That Council:

Resolves to approve and ratify the Terms and Conditions of the Chief Executive Officer's Contract of Employment with Etheridge Shire Council.

MOVED: Cr Devlin

SECONDED: Cr Bethel

CARRIED

RESOLUTION NO.2019/GM2564

5/0

CONCLUSION

There being no further business the Mayor declared the Meeting closed at 12:09 pm.

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

.....
MAYOR

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