



## GENERAL MEETING MINUTES

HELD: ADMINISTRATION CENTRE  
COUNCIL CHAMBERS  
25 LANNERCOST STREET  
INGHAM QLD 4850

TUESDAY 26 MAY 2020  
at 8.30AM

- PRESENT
- R Jayo Mayor (Chair)
  - AP Cripps Deputy Mayor
  - ME Brown Councillor
  - AJ Lancini Councillor
  - DM Marbelli Councillor
  - KS Milton Councillor
  - WG Skinner Councillor
  
  - A Rayment Chief Executive Officer (CEO)
  - J Stewart Director Infrastructure and Utility Services Delivery (DIUS)
  - B Exelby Director Corporate and Financial Services (DCFS)
  - N McGrath Director Community and Development Services (DCDS)
  - B Edwards Executive Officer (EO)

PRAYER - Mayor Jayo began the meeting with prayer

PREVIOUS MINUTES - *Moved Councillor Lancini*  
*Seconded Councillor Brown*

Resolution - That the Minutes of the General Meeting held on 28 April 2020 be approved as a correct record of proceedings and the Minutes be authorised and signed by the Mayor.

Carried 7-0  
260520-00

## BUSINESS

### 1. INFRASTRUCTURE AND UTILITY SERVICES

#### 1.1 INFRASTRUCTURE and UTILITY SERVICES ACTIVITY REPORT

Consideration of Report to Council from Director Infrastructure and Utility Services dated 11 May 2020 regarding summary of activities undertaken during the month ending 30 April 2020.

*Moved Councillor Skinner*  
*Seconded Councillor Marbelli*

Resolution – That Council receive and note the information in the Report.

Carried 7-0  
260520-01

#### 1.2 MONTHLY STATUS REPORT

Consideration of Report to Council from Director Infrastructure and Utility Services dated 10 May 2020 regarding monthly Infrastructure and Utility Services Status Report for the month ending 30 April 2020.

*Moved Councillor Milton*  
*Seconded Councillor Brown*

Resolution – That Council receive and note the information in the Report.

Carried 7-0  
260520-02

1.3 2019-2020 CAPITAL PROJECTS STATUS REPORT for month ending 30 APRIL 2020

Consideration of Report to Council from Director Infrastructure and Utility Services dated 11 May 2020 regarding a Status Report that provides a breakdown of projects as approved in the 2019-2020 Capital Works Program for the month ending 30 April 2020.

*Moved* Councillor Skinner  
*Seconded* Councillor Lancini

Resolution – That Council receive and note the information in the Report.

Carried 7-0  
260520-03

1.4 GREENING AUSTRALIA REHABILITATION PROJECT

Consideration of Report to Council from Biosecurity Team Leader dated 9 April 2020 concerning Council's Biosecurity Team undertaking short term contracts with Greening Australia with funding from Reef Trust V to rejuvenate approximately 7.6 hectares of degraded wetlands in the lower end of Palm Creek at Lot 6 on RP859659.

*Moved* Councillor Milton  
*Seconded* Councillor Marbelli

Resolution – That Council:

- A. Endorse the submission of a quotation to Greening Australia for this project to the total value of \$248,542.28 (excl. GST); and
- B. Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to enter into a contract, negotiate, finalise and execute any and all matters associated with or in relation to this contract.

Carried 7-0  
260520-04

1.5 COUNCILLOR REPRESENTATION – LAWMAC MEETINGS and WORKSHOPS

Consideration of Report to Council from Waste and Environment Project Officer dated 12 May 2020 regarding Councillor attendance at quarterly Local Authority Waste Management Advisory Committee (LAWMAC) Meetings and Workshops hosted in various locations throughout North Queensland throughout the year.

*Moved* Councillor Milton  
*Seconded* Councillor Skinner

Resolution – That Council approve Councillor Andrew Lancini's attendance at quarterly LAWMAC meetings and workshops for the duration of the 2020 term from April 2020 until commencement of caretaker period in 2024, subject to Councillor Lancini remaining as the delegated representative.

Carried 7-0  
260520-05

2. COMMUNITY and DEVELOPMENT SERVICES

2.1 COMMUNITY and DEVELOPMENT SERVICES ACTIVITY REPORT

Consideration of Report to Council from Director Community and Development Services dated 20 May 2020 regarding summary of activities undertaken during the month ending 30 April 2020.

*Moved* Councillor Brown  
*Seconded* Councillor Marbelli

Resolution – That Council receive and note the information in the Report.

Carried 7-0  
260520-06

2.2 MONTHLY STATUS REPORT

Consideration of Report to Council from Director Community and Development Services dated 10 May 2020 regarding monthly Development, Planning and Environmental Services Status Report for the month ending 30 April 2020.

*Moved* Councillor Brown  
*Seconded* Councillor Lancini

Resolution – That Council receive and note the information in the Report.

Carried 7-0  
260520-07

*Town Planning Consultant G Milford entered the meeting at 9.02am*

2.3 YOUTH DEVELOPMENT ADVISORY COMMITTEE

Consideration of Report to Council from Director Community and Development Services dated 19 May 2020 concerning formation of a Youth Development Advisory Committee to provide advice to Council on the development of Council's Youth Development Strategy and ongoing strategic issues relevant to the youth of Hinchinbrook.

*Moved* Councillor Brown  
*Seconded* Councillor Cripps

Resolution – That Council:

- A. Approve the formation of the Youth Development Advisory Committee;
- B. Approve Terms of Reference for the Youth Development Advisory Committee as presented; and
- C. Authorise the Chief Executive Officer via relevant staff to appoint Youth Development Advisory Committee members in accordance with the Youth Development Advisory Committee Terms of Reference.

Carried 7-0  
260520-08

3. CORPORATE and FINANCIAL SERVICES

3.1 CORPORATE and FINANCIAL SERVICES ACTIVITY REPORT

Consideration of Report to Council from Director Corporate and Financial Services dated 11 May 2020 regarding summary of activities undertaken during the month ending 30 April 2020.

*Moved* Councillor Cripps  
*Seconded* Councillor Skinner

Resolution – That Council receive and note the information in the Report.

Carried 7-0  
260520-09

*Councillor KS Milton left the meeting at 9.10am*

3.2 MONTHLY STATUS REPORT

Consideration of Report to Council from Director Corporate and Financial Services dated 13 May 2020 regarding monthly Corporate and Financial Services Status Report for the month ending 30 April 2020.

*Moved* Councillor Cripps  
*Seconded* Councillor Marbelli

Resolution – That Council receive and note the information in the Report.

Carried 6-0  
260520-10

*Councillor KS Milton returned to the meeting at 9.14am*

- 3.3 CORPORATE and FINANCIAL SERVICES FINANCE SUMMARY for period ending 30 APRIL 2020  
Consideration of Report to Council from Director Corporate and Financial Services dated 13 May 2020 regarding a report of financial activities for the month ending 30 April 2020.

*Moved Councillor Cripps*  
*Seconded Councillor Brown*

Resolution – That Council receive and note the information in the Report. Carried 7-0  
260520-11

- 3.4 RECONFIGURING a LOT – BOUNDARY REALIGNMENT - TWO LOTS into TWO LOTS  
LEE CREEK ROAD ABERGOWRIE – LOTS 1 and 3 ON RP713901  
Consideration of Report to Council from Planning Consultant dated 11 May 2020 concerning a Development Application for Reconfiguring a Lot - Boundary Realignment – Two Lots into Two Lots on land described as Lots 1 and 3 on RP713901 and located at Lee Creek Road Abergowrie.

*Item 3.4 was removed from the Agenda and not considered by Council following receipt of information from the applicant that the matter is to be deferred pending receipt of an amended site plan for the application.*

*In accordance with section 175 of the Local Government Act 2009, Councillor KS Milton declared a Perceived Conflict of Interest in Item 3.5.*

*In accordance with sections 175E and 175J of the Local Government Act 2009, Councillor KS Milton declared that she is related as aunt to landowners Christopher and Jamie Butler.*

*Councillor KS Milton excluded herself from the meeting at 9.24am while the matter was discussed, and vote taken.*

- 3.5 RECONFIGURING a LOT – CREATION of ACCESS EASEMENTS  
JOHN DORY STREET TAYLORS BEACH – LOTS 104 and 105 on T8582  
Consideration of Report to Council from Planning Consultant dated 11 May 2020 concerning a Development Application for Reconfiguring a Lot – Creation of Access Easements on land formally described as Lots 104 and 105 on T8582 and located at John Dory Street Taylors Beach.

*Moved Councillor Lancini*  
*Seconded Councillor Cripps*

Resolution – That Council approve the proposed Reconfiguring a Lot – Creation of Access Easement on land described as Lots 104 and 105 on T8582 and located at John Dory Street Taylors Beach, subject to the conditions as set out in Attachment A. Carried 6-0  
260520-12

*Councillor KS Milton returned to the meeting at 9.25am*

- 3.6 CHANGE APPLICATION - MATERIAL CHANGE of USE for VETERINARY SERVICES  
HERBERT STREET INGHAM – LOT 1 on RP722007  
Consideration of Report to Council from Planning Consultant dated 11 May 2020 concerning a Change Application for Material Change of Use – Veterinary Services described as Lot 1 on RP722007 on land situated at 65-69 Herbert Street Ingham.

*Moved Councillor Milton*  
*Seconded Councillor Marbelli*

Resolution – That Council approve the proposed Change Application to the Development Permit for Material Change of Use – Veterinary Services on land known as Lot 1 on RP722007 and located at 65-69 Herbert Street Ingham, subject to the amended conditions and Infrastructure Charges Notice, as set out in Attachment A and Attachment F respectively. Carried 7-0  
260520-13

3.7 REFERRAL AGENCY RESPONSE – DESIGN and SITING  
DENNEY STREET DUNGENESESS – LOT 12 on SP279694

Consideration of Report to Council from Planning Consultant dated 11 May 2020 concerning a request for referral agency response – design and siting assessment for construction of a Class 1a structure building - dwelling house that exceeds the maximum height prescribed by the Queensland Development Code at Lot 12 Denney Street Dungeness.

*Moved* Councillor Marbelli  
*Seconded* Councillor Milton

Resolution – That Council issue a Referral Agency Response for the proposed Class 1a building as a dwelling house on land described as Lot 12 on SP279694 and located at Lot 12 Denney Street Dungeness, subject to conditions, as set out in Attachment A.

Carried 7-0  
260520-14

3.8 REFERRAL AGENCY RESPONSE – DESIGN and SITING  
ROW STREET INGHAM – LOT 12 on I22489

Consideration of Report to Council from Planning Consultant dated 11 May 2020 concerning a request for referral agency response – design and siting assessment for construction of a Class 10a structure - open boat and car port at Row Street Ingham.

*Moved* Councillor Cripps  
*Seconded* Councillor Skinner

Resolution – That Council issue a Referral Agency Response for the proposed Class 10a structure as an open boat and car port at Lot 12 on I22489 and located at 18 Row Street Ingham, subject to conditions, as set out in Attachment A.

Carried 7-0  
260520-15

3.9 BUILDING WORK ASSESSABLE AGAINST PLANNING SCHEME – RURAL SITING ASSESSMENT  
KEHLS ROAD TREBONNE – LOT 4 on RP900565

Consideration of Report to Council from Planning Consultant dated 11 May 2020 concerning Development Permit for Building Work Assessable against a Planning Scheme - Rural Siting Assessment on land formally described as Lot 4 on RP900565 at Kehls Road Trebonne.

*Moved* Councillor Lancini  
*Seconded* Councillor Cripps

Resolution – That Council approve the proposed building works assessable against the Planning Scheme for the Class 10a structure as an open car port on land described as Lot 4 on RP900565 and located at 65 Kehls Road Trebonne, subject to conditions as set out in Attachment A.

Carried 7-0  
260520-16

3.10 COUNCIL VIEWS/RECOMMENDATIONS – UNALLOCATED STATE LAND  
DUNGENESS – LOT 360 on CWL3099

Consideration of Report to Council from Planning Consultant dated 6 May 2020 concerning request from Department of Natural Resources, Mines and Energy seeking Council's views or requirements on Unallocated State Land formally known as Lot 360 on CWL3099 at Dungeness utilised in conjunction with adjoining Reserve for Local Government – Water Facilities – under the Trusteeship of Council. Historically the land was intended to establish bulk storage tanks in connection with the provision of refuelling facilities at the Dungeness Jetty and in October 1995, State Tenure for the lot was fully cancelled.

Recommendation – That Council:

- A. Receive and note the information provided by the Department of Natural Resources, Mines and Energy; and
- B. Considers that Lot 360 on CWL3099 should be dedicated as road and advise the Department accordingly.

*Pursuant to Section 273 of the Local Government Regulation 2012, Council decided to expand their advice to the Department to include conditional support.*

*Moved Councillor Cripps*  
*Seconded Councillor Brown*

Resolution – That Council:

- A. Receive and note the correspondence received from the Department of Natural Resources, Mines and Energy relating to Lot 360 on CWL3099; and
- B. Provide confirmation to the Department of Natural Resources, Mines and Energy that:
  - a. Council supports land being dedicated as road: and
  - b. Council's support for the dedication of the land as road is conditional upon the site not being listed upon the Environmental Management Register and/or Contaminated Land Register.

Carried 7-0  
260520-17

3.11 RENEWAL of LICENCE with QUEENSLAND RAIL over LIONS MERV WACKER PARK INGHAM

Consideration of Report to Council from Director Corporate and Financial Services dated 22 May 2020 concerning renewal notice from Queensland Rail for Council to continue to maintain parkland for the Queensland Rail Railway Station known as Lions Merv Wacker Park on corner of Lynch Street and Cartwright Street Ingham for a period five (5) years as a beautification park.

*Moved Councillor Brown*  
*Seconded Councillor Marbelli*

Resolution – That Council:

- A. Renew the Licence with Queensland Rail for a further five (5) year term over the location of corner of Lynch Street and Cartwright Street Ingham described as Lot 23 on SP132668; and
- B. Authorise the Chief Executive Officer to finalise the agreement between Queensland Rail and Council.

Carried 7-0  
260520-18

4. GOVERNANCE

4.1 OFFICE of the MAYOR and CHIEF EXECUTIVE OFFICER ACTIVITY REPORT

Consideration of Report to Council from Chief Executive Officer dated 10 May 2020 concerning summary of activities undertaken in the Office of the Mayor and Chief Executive Officer during the month ending 30 April 2020.

*Moved* Councillor Brown  
*Seconded* Councillor Lancini

Resolution – That Council receive and note the information in the Report.

Carried 7-0  
260520-19

4.2 MONTHLY STATUS REPORT

Consideration of Report to Council from Chief Executive Officer dated 10 May 2020 concerning monthly Office of the Mayor and Chief Executive Officer Status Report for the month ending 30 April 2020.

*Moved* Councillor Milton  
*Seconded* Councillor Skinner

Resolution – That Council receive and note the information in the Report.

Carried 7-0  
260520-20

*The meeting adjourned at 9.56am for morning tea and resumed at 10.10am*

4.3 DUNGENESS MARINE ACCESS PROJECT – CONVERSION of UNALLOCATED STATE LAND  
DUNGENESS - LOT 540 on SP291542

Consideration of Report to Council from Planning Consultant dated 15 May 2020 concerning Council's request for State land owner consent to the Department of Natural Resources, Mines and Energy in December 2019 to support a development application to dredge and construct a rock breakwater at Dungeness and the Department's response that it is not willing to provide its consent due to the tenure of the Unallocated State Land adjoining the proposed rock breakwater being owned by the State. For Council to be the land manager responsible for maintenance of the works, the subject land is to be dedicated as a Reserve for an appropriate purpose.

*Moved* Councillor Lancini  
*Seconded* Councillor Cripps

Resolution – That Council:

- A. Provide confirmation to Department of Natural Resources, Mines and Energy that Council seeks to have the Unallocated State Land described as Lot 540 on SP291542 dedicated as Reserve for Parks, with Council to be the Trustee of the Reserve; and
- B. Undertake any necessary actions to expedite the State's consideration of the matter and issue of a formal offer to Council for the Reserve dedication.

Carried 7-0  
260520-21

*Town Planning Consultant G Milford left the meeting at 10.20am*

4.4 QUARTERLY 2019-2020 OPERATIONAL PLAN REPORT as at 31 MARCH 2020

Consideration of Report to Council from Chief Executive Officer dated 10 May 2020 concerning adoption of the Quarterly 2019-2020 Operational Plan Report for the quarter ending 31 March 2020.

*Moved* Councillor Lancini  
*Seconded* Councillor Skinner

Resolution – That Council received and note the information in the Report.

Carried 7-0  
260520-22



4.5 HINCHINBROOK SHIRE COUNCIL WHOLE of SHIRE MASTER PLANNING and VISIONING STUDY

Consideration of Report to Council from Chief Executive Officer dated 22 May 2020 concerning implementation of Works for Queensland 2019-2021 Scope of Works for the Whole of Shire Master Planning and Visioning Study.

*Moved* Councillor Brown  
*Seconded* Councillor Cripps

Resolution – That Council:

- A. Adopt the Community and Infrastructure Enhancements Projects Visioning Study - Revision 5 as a conceptual framework subject to relevant future projects being budgeted, scoped and resolved prior to commencement;
- B. Continue with the implementation of Works for Queensland 2019-2021 Scope of Works in relation to IT Infrastructure Upgrade, JL Kelly Theatre and Trebonne as resolved at 28 January 2020 General Meeting;
- C. Accept and implement construction of Works of Queensland 2019-2021 Scope of Works as detailed in Attachment A; and
- D. Authorise the Chief Executive Officer via relevant staff to enter into a contract, negotiate, finalise and execute any and all matters associated with the respective works.

Carried 7-0  
260520-23

4.6 COMMUNITY FEEDBACK – CHANGE of DATE for INGHAM SHOW DAY 2020

Consideration of Report to Council from Chief Executive Officer dated 22 May 2020 concerning results of community feedback received from Council's survey on whether to leave the Show Holiday as is on Friday 26 June 2020 or seek an alternative date such as Melbourne Cup Day or a Hinchinbrook Special Event Day due to the 2020 Ingham Show being cancelled as a result of the COVID-19 Pandemic.

*Moved* Councillor Brown  
*Seconded* Councillor Cripps

Resolution – That Council:

- A. Receive and note the results of the Community Survey undertaken between 13 May and 21 May 2020 and Hinchinbrook Chamber of Commerce, Tourism and Industry feedback of 21 May 2020;
- B. Seek to change the scheduled Show Holiday of 26 June 2020 to a Bank Holiday to be undertaken on Melbourne Cup Day, Tuesday 3 November 2020 on the basis that it may provide a better opportunity to celebrate the community due to current COVID-19 restrictions; and
- C. Authorise Chief Executive Officer to request the appropriate changes with the relevant authorities.

Carried 7-0  
260520-24

4.7 COUNCILLORS EXPENSES REIMBURSEMENT POLICY

Consideration of Report to Council from Chief Executive Officer dated 10 May 2020 concerning adoption of Councillors Expenses Reimbursement Policy.

*Moved* Councillor Lancini  
*Seconded* Councillor Skinner

Resolution – That Council defer consideration pending receipt of further information.

Carried 7-0  
260520-25

4.8 COUNCILLOR OPPORTUNITIES – ATTENDANCE at 2020 CIVIC LEADERS SUMMIT

Consideration of Report to Council from Chief Executive Officer dated 10 May 2020 concerning Council representation at 2020 Civic Leaders Summit Virtual Event on Tuesday 16 and Wednesday 17 June 2020.

*Moved* Councillor Cripps  
*Seconded* Councillor Lancini

Resolution – That Mayor Ramon Jayo and Deputy Mayor Andrew Cripps participate in the LGAQ Civic Leaders Summit Virtual Event on Tuesday 16 and Wednesday 17 June 2020.

Carried 7-0  
260520-26

4.9 COUNCILLOR ACTIVITY REPORT as at 30 APRIL 2020

Consideration of Report to Council from Chief Executive Officer dated 7 May 2020 providing Councillor Activity Reports for the month ending 30 April 2020 to ensure transparency and public scrutiny.

*Moved* Councillor Marbelli  
*Seconded* Councillor Milton

Resolution – That Council receive and note the information in the Report.

Carried 7-0  
260520-27

*Moved* Councillor Lancini  
*Seconded* Councillor Brown

That Council close the meeting to the public and move into Closed Session at 10.57am under Section 275(1)(d)and(h) of the Local Government Regulation 2012, as it involves rating concessions and is other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, to discuss the following item:

Item 5.1 – Application to Waive Water Charges – Herbert River Jockey Club Financials

Carried 7-0

*Moved* Councillor Brown  
*Seconded* Councillor Milton

That Council move out of the Closed Meeting at 11.05am

Carried 7-0

5. INFRASTRUCTURE AND UTILITY SERVICES

5.1 APPLICATION TO WAIVE WATER CHARGES – HERBERT RIVER JOCKEY CLUB FINANCIALS

Consideration of Report to Council from Utilities Manager dated 7 May 2020 concerning request from Herbert River Jockey Club to waive current water charges.

*Moved* Councillor Lancini  
*Seconded* Councillor Skinner

Resolution – That Council:

- A. Receive and note the information in this Report;
- B. In accordance with current water relief policy, not approve the write-off of the excess water consumption; and
- C. Authorise a payment arrangement in accordance with Council's Rate Recovery Policy.

Carried 7-0  
260520-28

CONCLUSION – This concluded the business of the meeting which closed at 11.10am

APPROVED, CONFIRMED and ADOPTED on 30 June 2020

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Councillor R Jayo - MAYOR