



## GENERAL MEETING MINUTES

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

TUESDAY 29 SEPTEMBER 2020  
at 8.30AM

- PRESENT** - AP Cripps Acting Mayor (Chair)  
ME Brown Councillor  
AJ Lancini Councillor  
DM Marbelli Councillor  
KS Milton Councillor  
WG Skinner Councillor
- J Stewart Acting Chief Executive Officer (CEO) and 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)

- APOLOGY** - R Jayo Mayor  
A Rayment Chief Executive Officer (CEO)

- PRAYER** - Councillor Skinner began the meeting with prayer

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

**Resolution - That the Minutes of the General Meeting held on 25 August 2020 be approved as a correct record of proceedings and the Minutes be authorised and signed by the Acting Mayor.**

**Carried 6-0  
290920-00**

**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 14 September 2020 regarding summary of activities undertaken during the month ending 31 August 2020.

*Moved Councillor Skinner*  
*Seconded Councillor Marbelli*

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

**Carried 6-0  
290920-01**

**1.2 MONTHLY STATUS REPORT**

Consideration of Report to Council from Director Infrastructure and Utility Services dated 14 September 2020 regarding monthly Infrastructure and Utility Services Status Report for the month ending 31 August 2020.

*Moved Councillor Milton*  
*Seconded Councillor Lancini*

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

**Carried 6-0  
290920-02**

1.3 2020-2021 CAPITAL PROJECTS STATUS REPORT for month ending 31 AUGUST 2020

Consideration of Report to Council from Director Infrastructure and Utility Services dated 7 September 2020 regarding a Status Report that provides a breakdown of projects as approved in the 2020-2021 Capital Works Program for the month ending 31 August 2020.

*Moved Councillor Skinner*  
*Seconded Councillor Milton*

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

**Carried 6-0  
290920-03**

*Councillor KS Milton requested Item 1.4 be deferred until following the adjournment of the meeting later in the morning.*

1.4 RFO04088 – SUPPLY and INSTALL REINFORCED CONCRETE PAD including GRAVEL BATTERS – BURNOUT PAD – INGHAM AERODROME

Consideration of Report to Council from Director Infrastructure and Utility Services dated 3 September 2020 outlining findings and comparative analysis of evaluation of submissions received for RFO04088 – Supply and Install Reinforced Concrete Pad including Gravel Batters – Burnout Pad – Ingham.

*Moved Councillor Milton*  
*Seconded Councillor Skinner*

**Resolution - That the matter be deferred until following the adjournment of the meeting later in the morning.**

**Carried 6-0  
290920-04**

1.5 PRINCIPAL CYCLE NETWORK PLAN – UPDATE to PRIORITY ROUTE MAPS

Consideration of Report to Council from Director Infrastructure and Utility Services dated 7 September 2020 concerning state-wide expansion of the Cycle Network Local Government Grants Program which aims to support local governments to deliver cycling infrastructure that meets best practice standards and anticipates future demand. Defining the Priority Cycle Network Plan corridors and funding available.

*Moved Councillor Brown*  
*Seconded Councillor Lancini*

**Resolution – That Council endorse the Department of Transport and Main Roads Principle Cycle Network Plan 2020 with respect to the Priority Route Map for the Hinchinbrook Shire.**

**Carried 6-0  
290920-05**

1.6 WARRENS HILL ENVIRONMENTAL EVALUATION NOTICE – SUBMISSION of FINAL REPORT

Consideration of Report to Council from Utility Services Manager dated 3 September 2020 seeking acceptance of third and final report for submission to the Department of Environment and Science concerning scope of work undertaken in response to Environmental Evaluation Notice. For the final report the scope of work undertaken was collection and interpretation of groundwater and surface monitoring data including historical for the Warrens Hill Waste Facility, preparation of a conceptual site model, establishment of trigger and limit levels for ongoing monitoring, and review and recommendations of remediation options.

*Moved Councillor Lancini*  
*Seconded Councillor Marbelli*

**Resolution – That Council endorse the submission of the Warrens Hill Environmental Evaluation Final Report by GHD Pty Ltd to the Department of Environment and Science in response to the Notice to conduct or commission an environmental evaluation, issued by the Department to Council on 3 September 2018.**

**Carried 6-0  
290920-06**

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 10 September 2020 regarding summary of activities undertaken during the month ending 31 August 2020.

*Moved*      *Councillor Brown*  
*Seconded*   *Councillor Milton*

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

**Carried 6-0  
290920-07**

2.2 MONTHLY STATUS REPORT

Consideration of Report to Council from Director Community and Development Services dated 7 September 2020 regarding monthly Development, Planning and Environmental Services Status Report for the month ending 31 August 2020.

*Moved*      *Councillor Brown*  
*Seconded*   *Councillor Marbelli*

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

**Carried 6-0  
290920-08**

2.3 CHANGE to OPENING HOURS of HINCHINBROOK SHIRE LIBRARIES

Consideration of Report to Council from Director Community and Development Services dated 7 September 2020 concerning change in operational hours of both Hinchinbrook Shire Library branches following assessment of various operational aspects with a view to improve service and increase efficiency.

*Moved*      *Councillor Marbelli*  
*Seconded*   *Councillor Skinner*

**Resolution – That Council approve the change of operating hours for the Hinchinbrook Shire Library and Halifax Sub Branch as follows:**

- **Hinchinbrook Shire Library**

Monday	10.00am – 4.00pm
Tuesday	10.00am – 4.00pm
Wednesday	10.00am – 4.00pm
Thursday	10.00am – 6.00pm
Friday	10.00am – 4.00pm
Saturday	9.00am – 12.00pm
Sunday	Closed
  
- **Halifax Sub Branch**

Monday	1.00pm – 5.00pm
Tuesday	Closed
Wednesday	9.00am – 12.00pm
Thursday	Closed
Friday	Closed
Saturday	9.00am – 12.00pm
Sunday	Closed

**Carried 6-0  
290920-09**

2.4 THE HINCHINBROOK WAY AMBASSADOR PROGRAM

Consideration of Report to Council from Director Community and Development Services dated 3 September 2020 concerning review of development initiatives including The Hinchinbrook Way Welcomers Program, The Hinchinbrook Way Ambassadors Program, and the Think Business Program which identified that each program required updating to achieve greater success and uptake within the community. Seeking endorsement of reformed Hinchinbrook Way Ambassador Program which offers incentives for participation in the form of training, skills development, business development workshops and initiatives, and improved access to relevant development services through one vehicle.

*Moved Councillor Brown*  
*Seconded Councillor Marbelli*

**Resolution – That Council:**

- A. Endorse the reformed Hinchinbrook Way Ambassador Program; and
- B. Authorise the Chief Executive Officer via relevant staff to implement the reformed Hinchinbrook Way Ambassador Program.

**Carried 6-0  
290920-10**

*Town Planner, G Milford entered the meeting at 9.34am*

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 14 September 2020 regarding summary of activities undertaken during the month ending 31 August 2020.

*Moved Councillor Brown*  
*Seconded Councillor Skinner*

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

**Carried 6-0  
290920-11**

*Built Environment Team Leader, H Roy entered the meeting at 9.37am*

3.2 MONTHLY STATUS REPORT

Consideration of Report to Council from Director Corporate and Financial Services dated 7 September 2020 regarding monthly Corporate and Financial Services Status Report for the month ending 31 August 2020.

*Moved Councillor Lancini*  
*Seconded Councillor Marbelli*

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

**Carried 6-0  
290920-12**

3.3 CORPORATE and FINANCIAL SERVICES FINANCE SUMMARY for the PERIOD ENDING 31 AUGUST 2020

Consideration of Report to Council from Director Corporate and Financial Services dated 15 September 2020 regarding a report of financial activities for the month ending 31 August 2020.

*Moved Councillor Brown*  
*Seconded Councillor Lancini*

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

**Carried 6-0  
290920-13**

*The meeting adjourned at 9.50am for morning tea and in order for Acting Mayor Cripps to attend the Police Remembrance Day on behalf of Council.*

*The meeting resumed at 10.50am and the meeting observed a Minutes Silence in honour of Police Remembrance Day.*

3.4 PROPOSED MATERIAL CHANGE of USE – MECHANICAL REPAIRS and VEHICLE INSPECTION WORKSHOP  
ABERGOWRIE ROAD TREBONNE – LOT 1 on SP319015

Consideration of Report to Council from Director Corporate and Financial Services dated 7 September 2020 regarding Development Permit for Material Change of Use – Low Impact Industry – Expansion to existing Mechanical Repairs and Vehicle Inspection on land described as Lot 1 on SP319015 and located at 50 Abergowrie Road Trebonne.

*Moved Councillor Lancini  
Seconded Councillor Marbelli*

**Resolution – That Council approve the proposed Material Change of Use - Low Impact Industry - Expansion to Existing Mechanical Repairs and Vehicle Inspection Workshop on land described as Lot 1 on SP319015 and located at 50 Abergowrie Road Trebonne, subject to conditions as set out in Attachment A and infrastructure charges as set out in Attachment F.**

**Carried 6-0  
290920-14**

3.5 REFERRAL AGENCY RESPONSE – DESIGN and SITING  
CHESTNUT STREET ALLINGHAM – LOT 13 on SP179180

Consideration of Report to Council from Director Corporate and Financial Services dated 7 September 2020 concerning a request for a Referral Agency Response for construction of a Class 10a structure being shed for storage purposes to be established approximately 500mm from the side property boundary, in lieu of the 1.5m requirement.

*Moved Councillor Brown  
Seconded Councillor Marbelli*

**Resolution – That Council issue a Referral Agency Response for the proposed Class 10a structure as a shed at Lot 13 on SP179180 located at 16 Chestnut Street Allingham, subject to conditions as set out in Attachment A.**

**Carried 6-0  
290920-15**

3.6 REQUEST for PROPOSED ROAD CLOSURE  
JOHN DORY STREET TAYLORS BEACH

Consideration of Report to Council from Director Corporate and Financial Services dated 7 September 2020 concerning request from resident seeking Council consideration of a Road Closure application between 48 and 50 John Dory Street Taylors Beach that leads to the foreshore of Taylors Beach.

*Moved Councillor Skinner  
Seconded Councillor Brown*

**Resolution – That Council advise the applicant that the proposed Road Closure would not be supported as the road supports current and future access to the foreshore of Taylors Beach.**

**Carried 6-0  
290920-16**

3.7 PROPOSED PLACEMENT of SHIPPING CONTAINER  
within 15 ARGÆT STREET HALIFAX

Consideration of Report to Council from Director Corporate and Financial Services dated 7 September 2020 concerning request from Lower Herbert Blue Light Association to place a shipping container within the boundary of their Trustee Permit area at the rear of the property at 15 Argæet Street Halifax for storage purposes.

*Moved Councillor Milton  
Seconded Councillor Marbelli*

Resolution – That Council approve the request from the Lower Herbert Blue Light Association to place a shipping container within the property of 15 Argæet Street Halifax subject to:

- A. Building Approval through Council being sought prior to the placement of the shipping container; and
- B. The container being removed, and the grounds remediated to its prior condition, at no cost to Council, upon expiry of the Trustee Permit, unless otherwise agreed by Council.

Carried 6-0  
290920-17

3.8 PROPOSED LICENCE AGREEMENT over AGISTMENT of LAND  
SIR ARTHUR FADDEN PARADE INGHAM

Consideration of Report to Council from Director Corporate and Financial Services dated 7 September 2020 concerning request for use of Council Reserve for Recreation land along Sir Arthur Fadden Parade Ingham in Palm Creek identified as Lot 193 on SP118947 for the keeping of two horses for a period of six to twelve months while rejuvenating their own property.

Recommended – That Council enter into a Licence Agreement with Eryn McCulloch for a period of no longer than twelve (12) months commencing 1 October 2020, over land along Sir Arthur Fadden Parade identified as part of Lot 193 on SP118947, subject to conditions identified in Attachment A.

*Pursuant to Section 273 of the Local Government Regulation 2012, the meeting decided to allow the required licence fee to be waived should the applicant manage the pest and weed infestation on the subject land, taking into consideration the current state of the land.*

*Moved Councillor Milton  
Seconded Councillor Marbelli*

Resolution – That Council:

- A. Enter into a Licence Agreement with Eryn McCulloch for a period of no longer than twelve (12) months commencing 1 October 2020, over land along Sir Arthur Fadden Parade identified as part of Lot 193 on SP118947, subject to conditions identified in Attachment A;
- B. Waive the Licence Fee after the first six (6) months, subject to management of the current infestation of pest and weed being conducted in a satisfactory manner to Council's standard conditions.

Carried 6-0  
290920-18

Acting Mayor Cripps informed the meeting that Item 1.4 previously deferred could now be considered.

In accordance with section 175 of the Local Government Act 2009, Councillor ME Brown declared a Real/Perceived Conflict of Interest in Item 1.4.

Councillor ME Brown declared she has a Real/Perceived Conflict of Interest in this matter defined in Section 175E of the Local Government Act 2009 as she owns a business in the Aerodrome Precinct and proposed to exclude herself from the meeting while this matter is debated and the vote taken.

Councillor ME Brown excluded herself from the meeting at 11.17am while the matter was discussed, and vote taken.

In accordance with section 175 of the Local Government Act 2009, Councillor KS Milton declared she may have a Perceived Conflict of Interest in Item 1.4.

Councillor KS Milton declared she may have a Perceived Conflict of Interest in Item 1.4 defined in Section 175E of the Local Government Act 2009 as she has a personal friendship with Cassandra Blanco who is the wife of a tenderer namely Blanco's Carpentry, whom she has known since her childhood as a close family friend.

Councillor KS Milton requested Council to decide whether they believe she has a Real/Perceived Conflict of Interest in the matter as explained.

Councillors considered Councillor Milton's declaration.

*Moved*        *Councillor Lancini*  
*Seconded*    *Councillor Skinner*

Resolution – That Council believe Councillor KS Milton has a Perceived Conflict of Interest in Item 1.4.

Carried 4-0  
290920-19

*Moved*        *Councillor Lancini*  
*Seconded*    *Councillor Marbelli*

Resolution – That Councillor KS Milton does not have either a Real Conflict of Interest or Perceived Conflict of Interest in the matter and is accordingly free to participate in the meeting while this matter is discussed, including by voting on the matter.

Lost 0-4

*Moved*        *Councillor Lancini*  
*Seconded*    *Councillor Skinner*

Resolution – That Councillor KS Milton has a Perceived Conflict of Interest in the matter and accordingly, must leave the meeting room, including any place set aside for the public, and stay away while this matter is discussed and voted on.

Carried 4-0  
290920-20

Councillor KS Milton left the meeting at 11.32am



1.4 RF004088 – SUPPLY and INSTALL REINFORCED CONCRETE PAD including GRAVEL BATTERS – BURNOUT PAD – INGHAM AERODROME

Consideration of Report to Council from Director Infrastructure and Utility Services dated 3 September 2020 outlining findings and comparative analysis of evaluation of submissions received for RF004088 – Supply and Install Reinforced Concrete Pad including Gravel Batters – Burnout Pad – Ingham.

Recommended – That Council:

- A. Award the contract for RF004088 Supply and Install Reinforced Concrete Pad including Gravel Batters to Icon Pty Ltd for a value of \$105,244 (excl. GST) to be funded by the 2019-2020 Strategic Discretionary Fund allocation carried forward; 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.

*Pursuant to Section 273 of the Local Government Regulation 2012, the meeting decided to carry out further consultation concerning location of the concrete pad.*

*Moved Councillor Skinner  
Seconded Councillor Marbelli*

That Council:

- A. Receive and note the report for RF004088 Supply and Install Reinforced Concrete Pad including Gravel Batters; and
- B. Delegate authority to the Acting Chief Executive Officer in accordance with the *Local Government Act 2009* to carry out further consultation concerning location of the concrete pad.

Carried 4-0  
290920-21

*Councillors KS Milton and ME Brown returned to the meeting at 11.55am*

4. GOVERNANCE

4.1 OFFICE of the MAYOR and CHIEF EXECUTIVE OFFICER ACTIVITY REPORT

Consideration of Report to Council from Chief Executive Officer dated 4 September 2020 concerning summary of activities undertaken in the Office of the Mayor and Chief Executive Officer during the month ending 31 August 2020.

*Moved Councillor Marbelli  
Seconded Councillor Milton*

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

Carried 6-0  
290920-22

4.2 MONTHLY STATUS REPORT

Consideration of Report to Council from Chief Executive Officer dated 4 September 2020 concerning monthly Office of the Mayor and Chief Executive Officer Status Report for the month ending 31 August 2020.

*Moved Councillor Brown  
Seconded Councillor Lancini*

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

Carried 6-0  
290920-23

4.3 PROPOSED DEVELOPMENT LEASE – LOT 149 on SP142859  
PLYWOOD STREET INGHAM

Consideration of Report to Council from Acting Chief Executive Officer dated 15 September 2020 concerning facilitation of an application to the Department of Natural Resources, Mines and Energy to develop and sell 1.57 hectares of land at Plywood Street Ingham described as Lot 149 on SP142859, to regularise the use of the land and provide opportunity for the growth of industrial businesses with the Ingham Industrial Estate.

*Moved Councillor Brown*  
*Seconded Councillor Lancini*

**Resolution – That Council make an application to the Department of Natural Resources, Mines and Energy to enter into a Development Lease with the State, to facilitate the development and ultimate disposal of Part of Lot 149 SP142859 at Plywood Street Ingham as presented in Attachment A.**

**Carried 6-0  
290920-24**

*Town Planner, G Milford and Built Environment Team Leader, H Roy left the meeting at 12.18pm*

4.4 HINCHINBROOK COVID-19 RECOVERY PLAN

Consideration of Report to Council from Acting Chief Executive Officer dated 22 September 2020 concerning adoption of the Hinchinbrook COVID-19 Recovery Plan which details the recovery governance arrangements and details key recovery tasks necessary to achieve successful recovery outcomes across the region as a result of the COVID-19 Pandemic. The Plan establishes important recovery milestones and estimated completion dates of associated projects and documents strategies and activities that will be undertaken to better prepare for and reduce the impacts of future disaster events, while enhancing Hinchinbrook's resilience, sustainability and prosperity.

*Moved Councillor Brown*  
*Seconded Councillor Marbelli*

**Resolution – That Council:**

- A. Adopt the Hinchinbrook COVID-19 Recovery Plan as presented; and**
- B. Authorise the Acting Chief Executive Officer via relevant staff to investigate, develop and facilitate the Recovery Priority Action Plan identified as Annexure B to achieve successful recovery outcomes in the Shire.**

**Carried 6-0  
290920-25**

4.5 LEAVE OF ABSENCE – MAYOR RAMON JAYO

Consideration of Report to Council from Acting Chief Executive Officer dated 18 September 2020 regarding request for leave of absence from Mayor Ramon Jayo for the period Saturday 19 September 2020 to Tuesday 6 October 2020 inclusive for recreation leave.

*Moved Councillor Marbelli*  
*Seconded Councillor Milton*

**Resolution – That Council endorse:**

- A. Approval of leave of absence to Mayor Ramon Jayo for the period Saturday 19 September 2020 to Tuesday 6 October 2020 inclusive for recreation leave; and**
- B. Appointment of Deputy Mayor Andrew Cripps as Acting Mayor during this period.**

**Carried 6-0  
290920-26**

4.6 APPOINTMENT of ACTING CHIEF EXECUTIVE OFFICER

Consideration of Report to Council from Mayor Ramon Jayo dated 16 September 2020 concerning appointment of an Acting Chief Executive Officer from Monday 7 September 2020 until further notice following the resignation of the current Chief Executive Officer effective from close of business Tuesday 6 October 2020.

*Moved*      *Councillor Lancini*  
*Seconded*   *Councillor Brown*

**Resolution – That Council appoint Director Infrastructure Utility Services, James Stewart to the position of Acting Chief Executive Officer effective from Monday 7 September 2020 until further notice.**

**Carried 6-0  
290920-27**

4.7 COUNCILLOR ACTIVITY REPORT as at 31 AUGUST 2020

Consideration of Report to Council from Acting Chief Executive Officer dated 7 September 2020 providing Councillor Activity Reports for the month ending 31 August 2020 to ensure transparency and public scrutiny.

*Moved*      *Councillor Brown*  
*Seconded*   *Councillor Skinner*

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

**Carried 6-0  
290920-28**

CONCLUSION – This concluded the business of the meeting which closed at 12.33 pm

**APPROVED, CONFIRMED and ADOPTED on 27 October 2020**

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**Councillor A Cripps – ACTING MAYOR**