



GENERAL MEETING MINUTES

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

TUESDAY 22 NOVEMBER 2022
at 8.30AM

- PRESENT**
- R Jayo Mayor (Chair)
 - ME Brown Councillor
 - AJ Lancini Councillor
 - DM Marbelli Councillor
 - KS Milton Councillor
 - WG Skinner Councillor
 - K Tytherleigh Chief Executive Officer (CEO)
 - J Stewart Director Infrastructure Utility Services (DIUS)
 - B Exelby Director Corporate and Community Services (DCCS)
 - C Fulton Executive Support Officer (ESO)

- APOLOGY**
- AP Cripps Deputy Mayor

- PRAYER**
- Councillor ME Brown began the meeting with Prayer

DECLARATIONS OF INTEREST –

Mayor R Jayo invited Councillors to use this opportunity to make public any Declarations of Interest.

Item 1.5 – Hinchinbrook Road Safety Advisory Committee (HRSCC) Terms of Reference Amendment

In accordance with Section 150EN of the *Local Government Act 2009*, Councillor DM Marbelli informed the meeting she has a possible Declarable Conflict of Interest in relation to Item 1.5 as her husband Paul Marbelli is a Canegrower Executive of Herbert River Canegrowers, but is not on the Road Safety Advisory Committee.

Councillor DM Marbelli advised that although she has declared her interest, she does not believe a reasonable person could have a perception of bias because she has no interest in the matter and therefore, she chooses to remain in the meeting. Councillor DM Marbelli acknowledged that eligible Councillors must determine, pursuant to Section 150ES of the *Local Government Act 2009* whether she:

- a. May participate in the decision about the matter including by voting on the matter; or
- b. Must leave the meeting, including any area set aside for the public, and stay away from the meeting while the eligible councillors discuss and vote on the matter.

Councillors formed the view that as a reasonable person would not form a view that a conflict existed and Councillor DM Marbelli has no Declarable Conflict of Interest and may remain in the meeting room while the matter is considered and voted on.

Item 2.5 – Removal of Lot 312 on CWL1973 from Sales Permit SP201609004

In accordance with Section 150EN of the *Local Government Act 2009*, Councillor DM Marbelli informed the meeting she has a possible Declarable Conflict of Interest in relation to Item 2.5 as her husband Paul Marbelli is cousin to Steven and Ramon Marbelli of Timrith Transport who are involved in gravel and quarry work.

Councillor DM Marbelli advised that although she has declared her interest, she does not believe a reasonable person could have a perception of bias because she has no interest in the matter and therefore, she chooses to remain in the meeting. Councillor DM Marbelli acknowledged that eligible Councillors must determine, pursuant to Section 150ES of the *Local Government Act 2009* whether she:

- a. May participate in the decision about the matter including by voting on the matter; or
- b. Must leave the meeting, including any area set aside for the public, and stay away from the meeting while the eligible councillors discuss and vote on the matter.

Having regard to the nature of her Declarable Conflict of Interest, Councillor DM Marbelli informed the meeting that she will leave the meeting room while the matter is considered and voted on.

PREVIOUS MINUTES – *Moved Councillor Lancini*
Seconded Councillor Marbelli

Resolution - That the Minutes of the General Meeting held on 25 October 2022 be approved as a correct record of proceedings and the Minutes be authorised and signed by the Mayor.

Carried 6-0
221122-02

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 7 November 2022 regarding summary of activities undertaken during the month ending 31 October 2022.

Moved Councillor Skinner
Seconded Councillor Milton

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

Carried 6-0
221122-03

1.2 INFRASTRUCTURE and UTILITY SERVICES MONTHLY STATUS REPORT

Consideration of Report to Council from Director Infrastructure and Utility Services dated 7 November 2022 regarding monthly Infrastructure and Utility Services Status Report for the month ending 31 October 2022.

Moved Councillor Milton
Seconded Councillor Lancini

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

Carried 6-0
221122-04

1.3 2022-2023 CAPITAL PROJECTS STATUS REPORT for MONTH ENDING 31 OCTOBER 2022

Consideration of Report to Council from Director Infrastructure and Utility Services dated 7 November 2022 regarding a Status Report that provides a breakdown of projects as approved in the 2022-2023 Capital Works Program for the month ending 31 October 2022.

Moved Councillor Milton
Seconded Councillor Skinner

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

Carried 6-0
221122-05

1.4 TRANSPORT INFRASTRUCTURE DEVELOPMENT SCHEME (TIDS) FOUR YEAR CONTINUOUS WORKS PROGRAM 2023-2024 to 2026-2027

Consideration of Report to Council from Infrastructure Operations Manager dated 7 November 2022 seeking endorsement of the two-year fixed/two-year indicative continuous works program for the Transport Infrastructure Development Scheme (TIDS) funding for the period 2023-2024 to 2026-2027.

Moved Councillor Lancini

Seconded Councillor Milton

Resolution – That Council:

- A. Endorse the recommended two-year fixed/two-year indicative continuous works program for the period 2023-2024 to 2026-2027; and**
- B. Authorise the Infrastructure Operations Manager via the Chief Executive Officer to submit the works program to the NQRTG Technical Committee for drafting.**

**Carried 6-0
221122-06**

1.5 HINCHINBROOK ROAD SAFETY ADVISORY COMMITTEE (HRSAC) TERMS of REFERENCE AMENDMENT

Consideration of Report to Council from Infrastructure Operations Manager dated 7 November 2022 seeking adoption of an amendment to the Terms of Reference for the Hinchinbrook Road Safety Advisory Committee to reflect the change in frequency of meetings from bi-monthly to quarterly.

Moved Councillor Lancini

Seconded Councillor Skinner

Resolution – That Council defer consideration of this matter in order for further amendments to be made to the Terms of Reference as follows:

- 1. Membership to include two Hinchinbrook Shire Councillors; and**
- 2. In relation to Section 4.6 the appointed spokesperson for the group is the Chairperson appointed by the group.**

**Carried 6-0
221122-07**

1.6 RURAL AND URBAN ADDRESSING POLICY REVIEW

Consideration of Report to Council from Acting Infrastructure Assets Manager dated 7 November 2022 seeking adoption of the reviewed Rural and urban Addressing Policy.

Moved Councillor Skinner

Seconded Councillor Marbelli

Resolution – That Council adopt the Rural and Urban Addressing Policy as presented.

**Carried 6-0
221122-08**

9.14am EFO Russell Andrews and CCS EA Nicole Platz entered the meeting

1.7 FORREST BEACH LIFEGUARD SERVICES 2022-2023

Consideration of Report to Council from Natural Assets Manager dated 8 November 2022 regarding a proposal from Surf Life Saving Queensland for provision of lifeguard services to patrol the Forrest Beach swimming enclosure for the 2022-2023 Christmas/New Year period.

Moved Councillor Marbelli

Seconded Councillor Milton

Resolution – That Council formally decline Surf Life Saving Queensland’s proposal for the 2022-2023 Christmas/New Year period and rely entirely on the volunteer services of the Forrest Beach Surf Life Saving Club to patrol the Forrest Beach swimming enclosure to cover weekends and public holidays as per the 2022-2023 Patrol Service Contract – Forrest Beach SLSC.

**Carried 6-0
221122-09**

9.21am EFO Russell Andrews and CCS EA Nicole Platz left the meeting

2. CORPORATE and COMMUNITY SERVICES

2.1 CORPORATE and COMMUNITY SERVICES ACTIVITY REPORT

Consideration of Report to Council from Director Corporate and Community Services dated 14 November 2022 regarding summary of activities undertaken during the month ending 31 October 2022.

Moved Councillor Marbelli

Seconded Councillor Brown

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

**Carried 6-0
221122-10**

2.2 CORPORATE and COMMUNITY SERVICES STATUS REPORT

Consideration of Report to Council from Director Corporate and Community Services dated 7 November 2022 regarding monthly Corporate and Community Services Status Report for the month ending 31 October 2022.

Moved Councillor Marbelli

Seconded Councillor Lancini

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

**Carried 6-0
221122-11**

2.3 FINANCIAL PERFORMANCE REPORT for the PERIOD ENDING 31 OCTOBER 2022

Consideration of Report to Council from Director Corporate and Community Services dated 17 November 2022 regarding a report of Council’s financial performance and interim position for the month ending 31 October 2022.

Moved Councillor Brown

Seconded Councillor Lancini

Resolution – That Council:

A. Receive and note the information in the Report; and

B. Acknowledge the need to address the long term financial sustainability concerns and endorse the Chief Executive Officer progressing strategic initiatives to achieve this objective.

**Carried 6-0
221122-12**

2.4 TERMS of REFERENCE for

HINCHINBROOK EMPLOYMENT and SKILLS DEVELOPMENT REFERENCE GROUP

Consideration of Report to Council from Development and Regulatory Services Manager dated 10 November 2022 seeking adoption of the Terms of Reference for the Hinchinbrook Employment and Skills Development Reference Group.

Moved *Councillor Brown*

Seconded *Councillor Marbelli*

Resolution – That Council adopt the Terms of Reference for the Hinchinbrook Employment and Skills Development Reference Group.

**Carried 6-0
221122-13**

In accordance with the Declaration of Interest for Item 2.5, Councillor DM Marbelli excluded herself from the meeting at 9.49am while the matter was discussed and vote taken.

2.5 REMOVAL OF LOT 312 ON CWL1973 FROM SALES PERMIT SP201609004

Consideration of Report to Council from Development and Regulatory Services Manager dated 14 November 2022 concerning removal of Lot 312 on CWL1973 from Council's Sales Permit SP201609004 for quarry materials.

Moved *Councillor Brown*

Seconded *Councillor Lancini*

Resolution – That Council requests that the Department of Agriculture and Fisheries removes Lot 312 on CWL1973 from its Sales Permit for quarry materials (SP1609004).

**Carried 5-0
221122-14**

Councillor DM Marbelli returned to the meeting at 9.51am.

2.6 NEW INGHAM CEMETERY MASTERPLAN

Consideration of Report to Council from Development and Regulatory Services Manager dated 1 November 2022 seeking adoption of the New Ingham Cemetery Masterplan.

Moved *Councillor Marbelli*

Seconded *Councillor Lancini*

Resolution – That Council adopt the Masterplan for New Ingham Cemetery.

**Carried 6-0
221122-15**

The Mayor adjourned the meeting at 10.00am for morning tea and resumed the meeting at 10.10am

3. MAYOR AND CHIEF EXECUTIVE SERVICES

3.1 MAYOR and CHIEF EXECUTIVE SERVICES ACTIVITY REPORT

Consideration of Report to Council from Chief Executive Officer dated 7 November 2022 concerning summary of activities undertaken during the month ending 31 October 2022.

Moved *Councillor Marbelli*

Seconded *Councillor Lancini*

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

**Carried 6-0
221122-16**

3.2 MAYOR and CHIEF EXECUTIVE SERVICES MONTHLY STATUS REPORT

Consideration of Report to Council from Chief Executive Officer dated 7 November 2022 concerning monthly Mayor and Chief Executive Services Status Report for the month ending 31 October 2022.

Moved Councillor Lancini
Seconded Councillor Marbelli

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

**Carried 6-0
221122-17**

3.3 HINCHINBROOK SHIRE COUNCIL 2021-2022 ANNUAL REPORT

Consideration of Report to Council from Chief Executive Officer dated 9 November 2022 regarding adoption of the 2021-2022 Annual Report.

Moved Councillor Jayo
Seconded Councillor Brown

Resolution – That Council adopt the 2021-2022 Annual Report as tabled.

**Carried 6-0
221122-18**

3.4 QUARTERLY STATUS REPORT Q1 2022-2023 for STRATEGIC PROJECTS

Consideration of Report to Council from Development and Regulatory Services Manager dated 9 November 2022 providing an update on the progress of Council's strategic projects as at the quarter ending September 2022.

Moved Councillor Lancini
Seconded Councillor Milton

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

**Carried 6-0
221122-19**

3.5 COUNCILLOR ADVISORY COMMITTEES and ORGANISATION REPRESENTATION

Consideration of Report to Council from Chief Executive Officer dated 17 October 2022 seeking adoption and endorsement of updated Councillor Advisory Committees and External Organisation Representation List outlining each Councillor representation for internal and external committees and external organisations. Also requesting Council to repeal previous resolution passed at 27 June 2022 General Meeting to appoint Councillor Kate Milton to represent the North Queensland Organisation of Councils of the Statewide Oversight Group.

Moved Councillor Marbelli
Seconded Councillor Skinner

Resolution – That Council:

- A. Adopt and endorse the appointment of each Councillor representative for internal and external committees and external organisations as detailed in the updated Councillor Advisory Committees and Organisation Representation List as presented; and
- B. Repeal the following Resolution 280622-27, passed at the General Meeting on 28 June 2022 relating to Item 3.5 for Councillor Representation – North Queensland Regional Organisation of Councils Representation on the Statewide Oversight Group reading:

That Council appoint Councillor Kate Milton to represent the North Queensland Organisation of Councils on the Statewide Oversight Group.

**Carried 6-0
221122-20**

3.6 LEAVE of ABSENCE – COUNCILLOR ANDREW CRIPPS

Consideration of Report to Council from Chief Executive Officer dated 14 November 2022 regarding request from Councillor Andrew Cripps for leave of absence from Council for the period Tuesday 22 November 2022 to Thursday 24 November 2022 inclusive to attend a residential block for the Australian Resilient Communities Program being held in Charters Towers.

Moved Councillor Lancini

Seconded Councillor Marbelli

Resolution – That Council approve leave of absence to Councillor Andrew Cripps for the period Tuesday 22 November 2022 to Thursday 24 November 2022 inclusive to attend the Australian Resilient Communities Program residential block being held in Charters Towers.

Carried 6-0
221122-21

3.7 2023 COUNCIL MEETING SCHEDULE

Consideration of Report to Council from Chief Executive Officer dated 14 November 2022 seeking approval of proposed 2023 General Ordinary Meeting dates.

Moved Councillor Marbelli

Seconded Councillor Milton

Resolution – That Council:

A. Approve the following General Ordinary Meeting dates for Hinchinbrook Shire Council for 2023 located at Council's main office, 25 Lannercost Street, Ingham to commence at 8.30am:

- Tuesday 31 January;
- Tuesday 28 February;
- Tuesday 28 March;
- Tuesday 26 April;
- Tuesday 30 May;
- Tuesday 27 June;
- Tuesday 25 July;
- Tuesday 29 August;
- Tuesday 27 September;
- Tuesday 24 October;
- Tuesday 28 November; and
- Tuesday 12 December.

B. Schedule public "Shed" Meetings for the Lower Herbert area on Tuesday 13 September 2023, and the Mt Fox area on Tuesday 3 October 2023.

Carried 6-0
221122-22

3.8 COUNCILLOR MONTHLY ACTIVITY REPORT

Consideration of Report to Council from Chief Executive Officer dated 17 October 2022 providing Councillor Activity Reports for the month ending 31 October 2022 to ensure transparency and public scrutiny.

Moved Councillor Marbelli

Seconded Councillor Lancini

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

Carried 6-0
221122-23

CONCLUSION – This concluded the business of the meeting which closed at 10.35am

APPROVED, CONFIRMED and ADOPTED on 13 December 2022

Councillor R Jayo – MAYOR