



## GENERAL MEETING MINUTES

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

TUESDAY 12 DECEMBER 2023  
at 8.30AM

UNCONFIRMED

- PRESENT**
- |             |  |
|-------------|--|
| - R Jayo    | Mayor (Chair)                                    |
| AP Cripps   | Councillor                                       |
| ME Brown    | Councillor                                       |
| AJ Lancini  | Councillor                                       |
| DM Marbelli | Councillor                                       |
| KS Milton   | Councillor                                       |
| WG Skinner  | Councillor                                       |
|             |  |
| - M Uren    | Chief Executive Officer (CEO)                    |
| J Stewart   | Director Infrastructure Utility Services (DIUS)  |
| B Exelby    | Director Corporate and Community Services (DCCS) |
| A Flint     | Executive Support Officer (ESO)                  |

**APOLOGY** - Nil

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

**GRANTING OF LEAVE OF ABSENCE** -

**DECLARATIONS OF INTEREST** -

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

**Councillor KS Milton**

**Item 1.3** - Queensland Resilience and Risk Reduction Fund 2023-2024 (QRRRF)

In accordance with Section 150EP of the *Local Government Act 2009*, Councillor KS Milton informed the meeting of a Declarable Conflict of Interest in relation to Item 1.3 as Hayleys Crossing can be a route used to access her own property, although not commonly used.

**Item 1.6** - Transport Assets Capital Works Program - Procurement During Caretaker Period

In accordance with Section 150EP of the *Local Government Act 2009*, Councillor KS Milton informed the meeting of a Declarable Conflict of Interest in relation to Item 1.6 as members of her family live on Pappins Road, and it leads to Milton Road which she resides on.

**Councillor WG Skinner**

**Item 1.3** - Queensland Resilience and Risk Reduction Fund 2023-2024 (QRRRF)

In accordance with Section 150EP of the *Local Government Act 2009*, Councillor WG Skinner informed the meeting of a Declarable Conflict of Interest in relation to Item 1.3 as Hayleys Crossing can be a route used to access his own property.

**Councillor ME Brown**

**Item 2.5** - HSC 23/17 - Lannercost Street Solar Installation Project

In accordance with Section 150EP of the *Local Government Act 2009*, Councillor ME Brown informed the meeting of a Declarable Conflict of Interest in relation to Item 1.3 as one of the tender applicants is her brother in law.

PREVIOUS MINUTES – *Moved Councillor Lancini*  
*Seconded Councillor Marbelli*

**Resolution - That the Minutes of the General Meeting held on 28 November 2023 be approved as a correct record of proceedings and the Minutes be authorised and signed by the Mayor.**

**Carried 7-0  
121223-00a**

**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 30 November 2023 regarding summary of activities undertaken during the month ending 30 November 2023.

*Moved Councillor Skinner*  
*Seconded Councillor Milton*

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

**Carried 7-0  
121223-01**

**1.2 INFRASTRUCTURE and UTILITY SERVICES MONTHLY STATUS REPORT**

Consideration of Report to Council from Director Infrastructure and Utility Services dated 7 December 2023 regarding monthly Infrastructure and Utility Services Status Report for the month ending 30 November 2023.

*Moved Councillor Milton*  
*Seconded Councillor Lancini*

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

**Carried 7-0  
121223-02**

*In accordance with Declaration of Interest for Item 1.3 at the commencement of the General Meeting, Councillor KS Milton and Councillor WG Skinner excluded themselves from the meeting at 8.56am while the matter was discussed and vote taken.*

**1.3 QUEENSLAND RESILIENCE and RISK REDUCTION FUND 2023-2024 (QRRRF)**

Consideration of Report to Council from Director Infrastructure and Utility Services dated 6 December 2023 regarding Council's intention to submit expressions of interest for the candidates nominated in this report.

*Moved Councillor Lancini*  
*Seconded Councillor Cripps*

**Resolution – That Council submit the following projects in order of priority to the Queensland Resilience and Risk Reduction Fund 2023-2024 (QRRRF):**

Project	Council's Inkind Co-Contribution (excl. GST)	Requested Funding Amount (excl. GST)	Estimated Total Project Value (excl. GST)
Mount Fox Road – Range Upgrades	\$100,000	\$400,000	\$500,000
Baillies Road – Hayleys Crossing	\$90,000	\$360,000	\$450,000

**Carried 5-0  
121223-03**

*Councillor KS Milton and Councillor WG Skinner returned to the meeting at 9.00am.*

**1.4 BRIDGES RENEWAL PROGRAM (BRP) – MACKNADE CREEK BRIDGE REPLACEMENT PROJECT**

Consideration of Report to Council from Director Infrastructure and Utility Services dated 7 December 2023 regarding Council's intention to submit an application for Macknade Creek Bridge Replacement.

*Moved Councillor Marbelli*

*Seconded Councillor Milton*

**Resolution – That Council:**

**A. Submit the following project to the Bridges Renewal Program (BRP): and**

Project	Council's Inkind Co-Contribution (excl. GST)	Requested Funding Amount (excl. GST)	Estimated Total Project Value (excl. GST)
Macknade Creek Bridge Replacement	\$150,000	\$600,000	\$750,000

**B. Should the application be successful, allocate \$150,000 in the 2024-2025 budget for the co-contribution to complete the Macknade Creek Bridge Replacement Project.**

**Carried 7-0  
121223-04**

**1.5 CARBON CREDIT BASELINE AND ACTION PLAN – CORPORATE GREENHOUSE GAS EMISSIONS INVENTORY REPORT**

Consideration of Report to Council from Natural Assets Manager dated 28 November 2023 providing the Corporate Greenhouse Gas Emissions Inventory Report.

*Moved Councillor Skinner*

*Seconded Councillor Marbelli*

**Resolution – That Council receive and note the Hinchinbrook Shire Council Corporate Greenhouse Gas Emissions Inventory Report.**

**Carried 6-1  
121223-05**

**1.6 TRANSPORT ASSETS CAPITAL WORKS PROGRAM – PROCUREMENT DURING CARETAKER PERIOD**

Consideration of Report to Council from Infrastructure Operations Manager dated 30 November 2023 seeking delegated authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to execute the required contracts during the Caretaker period.

*Moved Councillor Cripps*

*Seconded Councillor Lancini*

**Resolution – That Council withdraw the Report.**

**Carried 7-0  
121223-06**

**1.7 WARRENS HILL LANDFILL AND RESOURCE RECOVERY CENTRE CELL ONE CAPPING PROCUREMENT DURING CARETAKER PERIOD**

Consideration of Report to Council from Development and Regulatory Services Manager dated 8 December 2023 seeking delegated authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to execute the required contracts during the Caretaker period.

*Moved Councillor Cripps*

*Seconded Councillor Lancini*

**Resolution – That Council withdraw the Report.**

**Carried 7-0  
121223-07**

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 7 December 2023 regarding summary of activities undertaken during the month ending 30 November 2023.

*Moved Councillor Cripps*  
*Seconded Councillor Lancini*

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

**Carried 7-0  
121223-08**

2.2 CORPORATE and COMMUNITY SERVICES STATUS REPORT

Consideration of Report to Council from Director Corporate and Community Services dated 7 December 2023 regarding monthly Corporate and Community Services Status Report for the month ending 30 November 2023.

*Moved Councillor Cripps*  
*Seconded Councillor Skinner*

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

**Carried 7-0  
121223-09**

2.3 FINANCIAL PERFORMANCE REPORT for the PERIOD ENDING 30 NOVEMBER 2023

Consideration of Report to Council from Finance Manager dated 7 December 2023 informing stakeholders of Council's financial performance and interim position to 30 November 2023 and to measure progress against Council's approved budget.

*Moved Councillor Cripps*  
*Seconded Councillor Marbelli*

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

**Carried 7-0  
121223-10**

Meeting adjourned at 9.53am for a weather briefing update.  
Meeting resumed at 10.28am.

2.4 HSC 23/20 – DISASTER RECOVERY FUNDING ARRANGEMENT  
PROJECT MANAGEMENT SERVICES

Consideration of Report to Council from Finance Manager dated 7 December 2023 informing Council of the tender process, evaluation outcome and to recommend a contractor to be appointed as Council's Preferred Supplier for the Disaster Recovery Funding Arrangement Project Management Services.

*Moved Councillor Cripps*  
*Seconded Councillor Lancini*

**Resolution – That Council:**

- A. Appoint Lonergan Project Services Pty Ltd as Council's preferred supplier for HSC 23/20 – DRFA Project Management Services; and
- B. Delegate authority to the Chief Executive Officer in accordance with the Local Government Act 2009, to negotiate, and enter into contract, finalise and execute any and all matters in relation to this procurement activity.

**Carried 7-0  
121223-11**

*In accordance with Declaration of Interest for Item 2.5 at the commencement of the General Meeting, Councillor ME Brown excluded herself from the meeting at 10.33am while the matter was discussed and vote taken.*

**2.5 HSC 23/17 – LANNERCOST STREET SOLAR INSTALLATION PROJECT**

Consideration of Report to Council from Finance Manager dated 7 December 2023 informing Council of the tender process undertaken, the evaluation outcome, and to recommend an appropriate contractor to deliver the Lannercost Street Solar Installation Project associated with tender HSC 23/17.

*Moved       Councillor Cripps*  
*Seconded   Councillor Skinner*

**Resolution – That Council:**

- A. Appoint The Green Guys Solar as Council's preferred tenderer to deliver 'Option One' HSC 23/17 – Lannercost Street Solar Installation Project; and**
- B. Delegate authority to the Chief Executive Officer in accordance with the Local Government Act 2009, to negotiate the final project scope to reduce expenditure and enter into contract, finalise and execute any and all matters in relation to this procurement activity.**

**Carried 6-0  
121223-12**

*Councillor ME Brown returned to the meeting at 10.35am.*

**2.6 2023-2024 FINANCIAL YEAR COMMUNITY GRANT SPONSORSHIP**

Consideration of Report to Council from Community and Cultural Services Coordinator dated 7 December 2023 seeking approval of funding applications submitted under the Regional Economic Development Grant stream and reviewed by the Community Grant Panel.

*Moved       Councillor Brown*  
*Seconded   Councillor Marbelli*

**Resolution – That Council approve funding applications reviewed by the Community Grant Panel with a total of \$25,000 (excl. GST):**

- A. Ingham Sugar City Rodeo Community Grant application for the 2024 Ingham Sugar City Rodeo to the value of \$10,000 (excl. GST);**
- B. Australian Italian Festival Community Grant application for the 2024 Australian Italian Festival to the value of \$10,000 (excl. GST); and**
- C. Taylors Beach Progress Association Community Grant application for the 2024 Taylors Beach Family Fishing Tournament to the value of \$5,000 (excl. GST).**

**Carried 7-0  
121223-13**

**2.7 BUILDING WORK ASSESSABLE AGAINST PLANNING SCHEME (BWAP)**

**247 FOUR MILE ROAD BRAEMEADOWS – LOT 4 on SP237053**

Consideration of Report to Council from Development and Regulatory Services Manager dated 7 December 2023 concerning a Development Application from Rapid Building Approval on behalf of Janna Hyrapietia seeking a Development Permit for BWAP (Rural Zone Code) to establish a new Class 1a shed structure at the rear of the property. The proposed structure seeks the setback of 1500mm from the back property boundary and 1500mm from the side property boundary. The proposed structure has a footprint of 13.075m x 7m and features a gable roof, 3m high from the floor level to the eaves and 3.684m high to the peak.

*Moved       Councillor Marbelli*  
*Seconded   Councillor Milton*

**Resolution – That Council approve the proposed Building Work Assessable Against Planning Scheme for the Class 1a structure on land located at 247 Four Mile Road Braemeadows, and formally described as Lot 4 on SP237053, subject to conditions, as set out in Attachment A.**

**Carried 7-0  
121223-14**

**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 December 2023 concerning summary of activities undertaken during the month ending 30 November 2023.

*Moved Councillor Lancini*

*Seconded Councillor Marbelli*

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

**Carried 7-0  
121223-15**

**3.2 MAYOR and CHIEF EXECUTIVE SERVICES MONTHLY STATUS REPORT**

Consideration of Report to Council from Chief Executive Officer dated 7 December 2023 concerning monthly Mayor and Chief Executive Services Status Report for the month ending 30 November 2023.

*Moved Councillor Skinner*

*Seconded Councillor Marbelli*

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

**Carried 7-0  
121223-16**

**3.3 COUNCILLOR MONTHLY ACTIVITY REPORT**

Consideration of Report to Council from Chief Executive Officer dated 7 December 2023 providing Councillor Activity Reports for the month ending 30 November 2023 to ensure transparency and public scrutiny.

*Moved Councillor Milton*

*Seconded Councillor Brown*

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

**Carried 7-0  
121223-17**

**CONCLUSION** – This concluded the business of the meeting which closed at 10.42am.

**APPROVED, CONFIRMED and ADOPTED on 23 JANUARY 2023**

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**Councillor R Jayo – MAYOR**