



GENERAL MEETING MINUTES

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

TUESDAY 24 NOVEMBER 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

- 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)

PRAYER - Councillor Brown began the meeting with Prayer

DECLARATIONS OF INTEREST -

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

No Declarations of Interest were identified.

PREVIOUS MINUTES - *Moved Councillor Lancini*
Seconded Councillor Brown

Resolution - That the Minutes of the General Meeting held on 27 October 2020 and Special Meeting held on 10 November 2020 be approved as a correct record of proceedings and the Minutes be authorised and signed by the Mayor.

**Carried 7-0
241120-00**

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 9 November 2020 regarding summary of activities undertaken during the month ending 31 October 2020.

Moved Councillor Skinner
Seconded Councillor Milton

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

**Carried 7-0
241120-01**

1.2 MONTHLY STATUS REPORT

Consideration of Report to Council from Director Infrastructure and Utility Services dated 9 November 2020 regarding monthly Infrastructure and Utility Services Status Report for the month ending 31 October 2020.

Moved Councillor Brown
Seconded Councillor Milton

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

**Carried 7-0
241120-02**

1.3 2020-2021 CAPITAL PROJECTS STATUS REPORT for MONTH ENDING 31 OCTOBER 2020

Consideration of Report to Council from Director Infrastructure and Utility Services dated 9 November 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 October 2020.

Moved *Councillor Skinner*
Seconded *Councillor Milton*

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

Carried 7-0
241120-03

1.4 DRFA PROGRAM MANAGEMENT SERVICES CONTRACT EXTENSION

Consideration of Report to Council from Director Infrastructure and Utility Services dated 13 November 2020 seeking approval of extension of the current engagement of suitable resources to manage the Reconstruction of Essential Public Assets (REPA) phase, including the administration of acquittals of expenditure on behalf of Council.

Moved *Councillor Brown*
Seconded *Councillor Marbelli*

Resolution – That Council:

- A. Approve to extend the engagement of program management and inspector resources as required from Loneragan Project Services on an hourly rate basis in accordance with their tender submission rates for March 2018 events, for the period commencing 19 December 2020 and concluding on 30 June 2021 for an amount of \$770,942.86 (excl. GST);
- B. Approve to extend the engagement in accordance with the Local Buy Contract BUS 254-1215 Project Management Consultancy (Construction);
- C. Note that the engagement is for the sole purpose of managing all current activations for natural disaster emergent works and reconstruction programs up to and including the North & Far North Queensland Monsoon Trough; and
- D. 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
241120-04

1.5 WARRENS HILL, DANGER CAMP, SCARRONES, BOARDS and ROBERTS ROADS
WATER MAIN INVESTIGATIONS UPDATE

Consideration of Report to Council from Utility Services Manager dated 17 November 2020 concerning a petition received from residents of Warrens Hill, Danger Camp and Scarrones Roads requesting the area be connected to the reticulated water system and the result of investigations concerning same.

Moved *Councillor Marbelli*
Seconded *Councillor Cripps*

Resolution – That Council:

- A. Receive and note the information in the report;
- B. Confirm that if the project is to proceed, all properties along the pipeline route will need to fund the whole cost of the project;
- C. Confirm that all properties along the proposed route will have the ability to pay the cost of the extension over a period of 20 years;
- D. Authorise the Chief Executive Officer via relevant staff to undertake a survey of all property owners in the proposed extension area advising Council will consider the project provided that a majority of property owners along the proposed route are willing to commit to paying the full cost of the project; and
- E. Advise property owners that the annual contribution will be \$1,761 (excl. GST) annual property payment for 20 years for the construction costs of the proposed water main in lieu of external funding becoming available.

**Carried 7-0
241120-05**

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 5 November 2020 regarding summary of activities undertaken during the month ending 31 October 2020.

Moved *Councillor Brown*
Seconded *Councillor Marbelli*

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

**Carried 7-0
241120-06**

2.2 MONTHLY STATUS REPORT

Consideration of Report to Council from Director Community and Development Services dated 9 November 2020 regarding monthly Community and Development Services Status Report for the month ending 31 October 2020.

Moved *Councillor Marbelli*
Seconded *Councillor Skinner*

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

**Carried 7-0
241120-07**

DCFS entered the meeting at 9.25am

Town Planner (TP) G Milford entered the meeting at 9.30am

2.3 MOBILE BLACK SPOT PROGRAM CO-CONTRIBUTION – STONE RIVER

Consideration of Report to Council from Director Community and Development Services dated 15 November 2020 seeking approval to reallocate funding from Council's Strategic Projects budget for co-contribution to the Federal Government's Mobile Black Spot Program Round 5A for improved mobile connectivity infrastructure in the Stone River area.

Moved Councillor Milton
Seconded Councillor Lancini

Resolution – That Council:

- A. Approve the allocation of \$20,000 (excl. GST) from Council's Strategic Projects budget for co-contribution in the Federal Government's Mobile Black Spot Program for the Stone River area; and**
- B. Authorise the Chief Executive Officer via relevant staff to progress the application with the Mobile Black Spot Program.**

**Carried 7-0
241120-08**

Utility Services Manager (USM) P Martin entered the meeting at 9.34am

2.4 COMMUNITY ACTIVITY GRANT POLICY

Consideration of Report to Council from Director Community and Development Services dated 13 November 2020 concerning adoption of revised Community Activity Grant Policy.

Moved Councillor Marbelli
Seconded Councillor Brown

Resolution – That Council:

- A. Adopt the revised Community Activity Grants Policy pursuant to section 195 of the Local Government Regulation 2012 as presented; and**
- B. Nominate Councillor Marbelli and Councillor Brown as Community Activity Grant Assessment Panel members.**

**Carried 7-0
241120-09**

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 12 November 2020 regarding summary of activities undertaken during the month ending 31 October 2020.

Moved Councillor Cripps
Seconded Councillor Milton

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

**Carried 7-0
241120-10**

3.2 MONTHLY STATUS REPORT

Consideration of Report to Council from Director Corporate and Financial Services dated 9 November 2020 regarding monthly Corporate and Financial Services Status Report for the month ending 31 October 2020.

Moved **Councillor Cripps**
Seconded **Councillor Skinner**

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

**Carried 7-0
241120-11**

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

Consideration of Report to Council from Director Corporate and Financial Services dated 13 November 2020 regarding a report of financial activities for the month ending 31 October 2020.

Moved **Councillor Cripps**
Seconded **Councillor Marbelli**

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

**Carried 7-0
241120-12**

3.4 RENEW LICENCE AGREEMENT over COUNCIL FREEHOLD LAND Lot 362 on SP214657

Consideration of Report to Council from Director Corporate and Financial Services dated 10 November 2020 concerning request to renew current Licence Agreement with Council over freehold land described as Lot 362 on SP214657 for purpose of cane farming.

Moved **Councillor Cripps**
Seconded **Councillor Lancini**

Resolution – That Council:

- A. Renew the current Licence with Paul, Rita and Natal Cauchi over Lot 362 on SP214657 located at Halifax Road, Ingham for a five (5) year term, subject to Council's standard licence arrangements, to be settled in the interest of Council by Council's Chief Executive Officer; and**
- B. Apply the annual fee of \$980.00 (excl. GST) subject to CPI increase as per Council's Schedule of Fees and Charges.**

**Carried 7-0
241120-13**

*The meeting adjourned at 10.00am for morning tea and resumed at 10.15am
DCDS, N McGrath was not present when the meeting resumed*

3.5 REFERRAL AGENCY RESPONSE – DESIGN and SITING
PATTERSON PARADE LUCINDA – LOT 5 on L46918

Consideration of Report to Council from Planning Consultant dated 10 November 2020 concerning a request for a Referral Agency Response – Design and Siting for a Class 10a – open car port on land described as Lot 5 on L46918 and located at 71 Patterson Parade Lucinda.

Moved **Councillor Cripps**
Seconded **Councillor Lancini**

Resolution – That Council issue a Referral Agency Response for the proposed structure on land described as Lot 5 on L46918 and located at 71 Patterson Parade Lucinda, subject to conditions set out in Attachment A.

**Carried 7-0
241120-14**

3.6 RECONFIGURING A LOT – SUBDIVISION (ONE LOT into TWO LOTS)
VASS STREET LUCINDA – LOT 613 on L46913

Consideration of Report to Council from Planning Consultant dated 10 November 2020 regarding a Development Application for Reconfiguring a Lot – Subdivision One Lot into Two Lots on land formally described as Lot 613 on L46913 and located at 1 Vass Street Lucinda.

Moved **Councillor Cripps**
Seconded **Councillor Milton**

Resolution – That Council approve the proposed Reconfiguring a Lot - Subdivision (One Lot into Two Lots) on land described as Lot 613 on L46913, and located at Vass Street, Lucinda, subject to Conditions of Approval as set out in Attachment A and Infrastructure Charges as set out in Attachment E.

**Carried 7-0
241120-15**

TP, G Milford left the meeting at 10.22am

3.7 HSC 20/24 SUPPLY and DELIVERY of GEOFABRIC MATERIAL – WARREN’S HILL STAGE ONE CAPPING PROJECT
Consideration of Report to Council from Director Corporate and Financial Services dated 9 November 2020 outlining findings from submissions received for the tender HSC 20/24 Supply and Delivery of Geofabric Material – Warrens Hill Stage One Capping Project.

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

Resolution – That Council award the Supply and Delivery of Geofabric Material to Geofabrics Australasia Pty Ltd, for the total purchase amount of \$331,350.00 (excl. GST).

**Carried 7-0
241120-16**

3.8 HSC 20/22 SUPPLY and DELIVERY of one BACKHOE LOADER

Consideration of Report to Council from Director Corporate and Financial Services dated 18 November 2020 outlining findings of the tender evaluation and comparative analysis for HSC 20/22 Supply and Delivery of one Backhoe Loader.

Moved **Councillor Marbelli**
Seconded **Councillor Milton**

Resolution – That Council accept the offer from Construction Equipment Australia for the supply and delivery of one backhoe loader for \$205,000.00 (excl. GST) with trade of current asset PA00106 JCB 3CX for \$55,000.00 (excl. GST) for a net change over of \$150,000.00 (excl. GST).

**Carried 7-0
241120-17**

DCDS, N McGrath returned to the meeting at 10.27am

3.9 HSC 20/20 SUPPLY and DELIVERY of ONE WHEELED LOADER

Consideration of Report to Council from Director Corporate and Financial Services dated 18 November 2020 outlining findings of the tender evaluation and comparative analysis for HSC 20/20 Supply and Delivery of One Wheeled Loader.

Resolution – That the matter lay on the table pending receipt of required further information later in the day.

3.10 HSC 20/10 KERBSIDE COLLECTION and BULK WASTE TRANSFER SERVICES

Consideration of Report to Council from Director Corporate and Financial Services dated 5 November 2020 outlining findings of tender evaluation and comparative analysis for HSC 20/10 Kerbside Collection and Bulk Waste Transfer Services.

Moved Councillor Milton
Seconded Councillor Lancini

Resolution – That Council:

- A. Appoint the preferred contractor status submitted by Mams Plant Hire Pty Ltd for the Tender HSC 20/10 Kerbside Collection Tender and Bulk Waste Transfer Services; and
- B. Delegate authority to the Acting Chief Executive Officer in accordance with the *Local Government Act 2009* to negotiate, finalise and execute any and all matters associated with or in relation to the contract.

**Carried 7-0
241120-18**

4. GOVERNANCE

4.1 OFFICE of the MAYOR and CHIEF EXECUTIVE OFFICER ACTIVITY REPORT

Consideration of Report to Council from Acting Chief Executive Officer dated 9 November 2020 concerning summary of activities undertaken in the Office of the Mayor and Chief Executive Officer during the month ending 31 October 2020.

Moved Councillor Cripps
Seconded Councillor Lancini

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

**Carried 7-0
241120-19**

TP, G Milford re-entered the meeting at 10.48am

4.2 MONTHLY STATUS REPORT

Consideration of Report to Council from Acting Chief Executive Officer dated 9 November 2020 concerning monthly Office of the Mayor and Chief Executive Officer Status Report for the month ending 31 October 2020.

Moved Councillor Lancini
Seconded Councillor Marbelli

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

**Carried 7-0
241120-20**

4.3 2021 COUNCIL MEETING SCHEDULE

Consideration of Report to Council from Acting Chief Executive Officer dated 13 November 2020 seeking approval of proposed 2021 General Ordinary Meeting dates.

Moved *Councillor Cripps*
Seconded *Councillor Marbelli*

Resolution – That Council approve the following General Ordinary Meeting dates for Hinchinbrook Shire Council for 2021 located at Council’s main office, 25 Lannercost Street, Ingham to commence at 8.30am:

- Wednesday 27 January;
- Tuesday 23 February;
- Tuesday 30 March;
- Tuesday 27 April;
- Tuesday 25 May;
- Tuesday 29 June;
- Tuesday 27 July;
- Tuesday 31 August;
- Tuesday 28 September;
- Tuesday 26 October;
- Tuesday 23 November; and
- Tuesday 14 December.

**Carried 7-0
241120-21**

4.4 COUNCILLOR ADMINISTRATION SUPPORT ADVICE GUIDELINES

Consideration of Report to Council from Acting Chief Executive Officer dated 10 November 2020 seeking adoption of Councillor Administration Support Advice Guidelines as presented.

Moved *Councillor Lancini*
Seconded *Councillor Cripps*

Resolution – That Council adopt the Councillor Administration Support Advice Guidelines.

**Carried 7-0
241120-22**

4.5 LOCAL ROADS and COMMUNITY INFRASTRUCTURE (LRCI) PROGRAM FUNDING EXTENSION

Consideration of Report to Council from Acting Chief Executive Officer dated 13 November 2020 seeking approval of nominated project under the Local Roads and Community Infrastructure Program Extension.

DCFS, B Exelby returned to the meeting at 11.20am

The meeting decided to defer consideration of Item 4.5 pending Rotary Park Playground Tender closing in order to determine the need for additional funding.

Moved Councillor Marbelli
Seconded Councillor Milton

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

**Carried 7-0
241120-23**

4.6 WALLAMAN FALLS and BROADWATER ECOTOURISM MASTERPLANNING

Consideration of Report to Council from Planning Consultant dated 18 November 2020 requesting Council to select three initiatives from the Wallaman Falls and Broadwater Ecotourism Masterplan to develop further to high level business cases in readiness for future funding or grant opportunities.

Moved Councillor Cripps
Seconded Councillor Brown

Resolution – That Council proceed with the following three initiatives from the Wallaman Falls and Broadwater Ecotourism Masterplan to be developed further into high-level business cases:

1. Lookout Kiosk and Café;
2. Eco-Adventure Lodge; and
3. Trebonne – Wallaman Staging Point.

**Carried 7-0
241120-24**

Councillor WG Skinner and TP, G Milford left the meeting at 12.00pm

4.7 COUNCILLOR ACTIVITY REPORT as at 31 OCTOBER 2020

Consideration of Report to Council from Acting Chief Executive Officer dated 13 November 2020 providing Councillor Activity Reports for the month ending 31 October 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 6-0
241120-25**

Councillor WG Skinner returned to the meeting at 12.03pm

5. CORPORATE and FINANCIAL SERVICES

5.1 HSC 20/20 SUPPLY and DELIVERY of ONE WHEELED LOADER

Consideration of Report to Council from Director Corporate and Financial Services dated 18 November 2020 outlining findings of the tender evaluation and comparative analysis for HSC 20/20 Supply and Delivery of One Wheeled Loader.

The meeting adjourned at 12.20pm for lunch and resumed at 1.30pm

Procurement Coordinator (PC) K Thomson was present when the meeting resumed.

The meeting decided to defer consideration of Item 5.1 pending receipt of further information concerning application of the Procurement Policy with respect to this Tender.

Moved Councillor Cripps

Seconded Councillor Brown

**Resolution – That Council defer consideration of the matter pending receipt of further information. Carried 7-0
241120-26**

CONCLUSION – This concluded the business of the meeting which closed at 1.43pm

APPROVED, CONFIRMED and ADOPTED on 15 December 2020

Councillor R Jayo – MAYOR