



GENERAL MEETING MINUTES

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

TUESDAY 24 OCTOBER 2023
at 8.30AM

- PRESENT**
- R Jayo Mayor (Chair)
 - AP Cripps Councillor
 - ME Brown Councillor
 - AJ Lancini Councillor
 - DM Marbelli Councillor
 - KS Milton Councillor
 - WG Skinner Councillor
 - M Webster 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 -

GRANTING OF LEAVE OF ABSENCE -

Councillor Andrew Lancini requested leave of absence from Council for the period of Sunday 12 November 2023 to Saturday 25 November 2023 inclusive for recreation leave.

Moved Councillor Marbelli
Seconded Councillor Milton

Resolution – That Council endorse approval of leave of absence to Councillor Andrew Lancini for the period Sunday 12 November 2023 to Saturday 25 November 2023 inclusive for recreation leave.

Carried 7-0
241023-00a

Councillor Wally Skinner requested leave of absence from Council for the period of Wednesday 15 November 2023 to Monday 27 November 2023 inclusive for recreation leave.

Moved Councillor Cripps
Seconded Councillor Brown

Resolution – That Council endorse approval of leave of absence to Councillor Wally Skinner for the period Wednesday 15 November 2023 to Monday 27 November 2023 inclusive for recreation leave.

Carried 7-0
241023-00b

PRAYER - Councillor WG Skinner began the meeting with a Prayer.

DECLARATIONS OF INTEREST -

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

Councillor DM Marbelli

Item 1.3 – 2021 Events – DRFA Quarterly Progress Report to 30 September 2023

In accordance with Section 150EP of the *Local Government Act 2009*, Councillor DM Marbelli informed the meeting a possible Declarable Conflict of Interest in relation to Item 1.3 if discussions arise regarding Timrith Transport as the owners of Timrith Transport are first cousins to her husband Paul Marbelli.

Councillor KS Milton

Item 1.8 – Transport Infrastructure Development Scheme (TIDS) – Four Year Continuous Works Program 2024-2025 to 2027-2028

In accordance with Section 150EP of the *Local Government Act 2009*, Councillor KS Milton informed the meeting a possible Declarable Conflict of Interest in relation to Item 1.8 as she has family members who live on Pappins Road and Councillor Milton lives off Milton Road.

PREVIOUS MINUTES – *Moved Councillor Lancini*
Seconded Councillor Brown

Resolution - That the Minutes of the General Meeting held on 26 September 2023 be approved as a correct record of proceedings and the Minutes be authorised and signed by the Mayor.

**Carried 7-0
241023-00c**

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 13 October 2023 regarding summary of activities undertaken during the month ending 30 September 2023.

Moved Councillor Skinner
Seconded Councillor Milton

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

**Carried 7-0
241023-01**

1.2 INFRASTRUCTURE and UTILITY SERVICES MONTHLY STATUS REPORT

Consideration of Report to Council from Director Infrastructure and Utility Services dated 12 October 2023 regarding monthly Infrastructure and Utility Services Status Report for the month ending 30 September 2023.

Moved Councillor Milton
Seconded Councillor Lancini

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

**Carried 7-0
241023-02**

In accordance with Declaration of Interest for Item 1.3 at the commencement of the General Meeting, Councillor DM Marbelli excluded herself from the meeting at 8.57am while the matter was discussed and vote taken.

1.3 2021 EVENTS – DRFA QUARTERLY PROGRESS REPORT to 30 SEPTEMBER 2023

Consideration of Report to Council from Director Infrastructure and Utility Services dated 3 October 2023 regarding a comprehensive account of the delivery of the Disaster Recovery Funding Arrangements (DRFA) program by Lonergan Project Services Pty Ltd for Council for the 2021 Tropical Cyclones Imogen and Niran and associated low pressure systems.

Moved Councillor Milton
Seconded Councillor Brown

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

**Carried 6-0
241023-03**

Cr DM Marbelli returned to the meeting at 8.59am

1.4 DUST SUPPRESSION on COUNCIL MAINTAINED ROADS POLICY – DRAFT

Consideration of Report to Council from Director Infrastructure and Utility Services dated 12 October 2023 seeking Council to endorse a new policy regarding future requests for dust suppression bitumen seals on rural gravel roads.

Moved Councillor Cripps
Seconded Councillor Lancini

Resolution – That Council adopt the Dust Suppression on Council Maintained Roads Policy as presented.

**Carried 7-0
241023-04**

1.5 WATER CONNECTIONS POLICY

Consideration of Report to Council from Utility Services Manager dated 17 October 2023 seeking adoption of the Water Connections Policy.

Moved *Councillor Skinner*

Seconded *Councillor Cripps*

Resolution – That Council adopt the Water Connections Policy as presented.

**Carried 7-0
241023-05**

1.6 ASSET MANAGEMENT PLANS – ADOPTION

Consideration of Report to Council from Infrastructure Assets Manager dated 12 October 2023 seeking adoption of the Asset Management Plans.

Moved *Councillor Cripps*

Seconded *Councillor Lancini*

Resolution – That Council adopt the Asset Management Plans as presented.

**Carried 7-0
241023-06**

1.7 COMO ROAD WATER MAIN EXTENSION REQUEST

Consideration of Report to Council from Director Infrastructure and Utility Services dated 12 October 2023 seeking delegation for the Chief Executive Officer to undertake further investigations and consultation with the Como Road landholders regarding contribution towards the water service extension.

Moved *Councillor Cripps*

Seconded *Councillor Brown*

Resolution – That Council delegate to the Chief Executive Officer to undertake further investigations and consultation with the Como Road landholders to determine if there is majority support to contribute towards the construction of the water main in part or in full.

**Carried 7-0
241023-07**

In accordance with Declaration of Interest for Item 1.8 at the commencement of the General Meeting, Councillor KS Milton excluded herself from the meeting at 9.26am while the matter was discussed and vote taken.

1.8 TRANSPORT INFRASTRUCTURE DEVELOPMENT SCHEME (TIDS) – FOUR YEAR CONTINUOUS WORKS PROGRAM 2024-2025 to 2027-2028

Consideration of Report to Council from Infrastructure Operations Manager dated 12 October 2023 regarding a four year works program for communication to the North Queensland Regional Roads and Transport Group (NQRRTG) Technical Committee meeting to be held on Monday 11 December 2023.

Moved *Councillor Lancini*

Seconded *Councillor Marbelli*

Resolution – That Council:

- A. Endorse the recommended two-year fixed/two-year indicative continuous works program for the period 2024-2025 to 2027-2028; and**
- B. Authorise the Chief Executive Officer to submit the works program to the North Queensland Regional Roads and Transport Group (NQRRTG) Technical Committee for drafting.**

**Carried 6-0
241023-08**

Cr KS Milton returned to the meeting at 9.39am

1.9 RFQ000281 – INGHAM AERODROME – AUTOMATIC WEATHER STATION SITEWORKS

Consideration of Report to Council from Director Infrastructure and Utility Services dated 12 October 2023 regarding the allocation of budget for the installation of a new Automatic Weather Station at the Ingham Aerodrome.

Moved *Councillor Marbelli*
Seconded *Councillor Brown*

Resolution – That Council:

- A. Allocate a budget amount of \$33,030 for the completion of the Automatic Weather Station siteworks. Further that unspent funds from the Electronic Water Rectification Project (240TH001) in the amount of \$33,030 be allocated to the Automatic Weather Station Siteworks (Ingham Aerodrome Project);
- B. Approve the awarding of RFQ000281 – Ingham Aerodrome – Automatic Weather Station Siteworks to Keita Services Pty Ltd for the quoted price of \$33,030 (excl. GST); and
- C. 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
241023-09**

Mayor Jayo adjourned the meeting at 9.45am for morning tea and the meeting resumed at 9.55am

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 12 October 2023 regarding summary of activities undertaken during the month ending 30 September 2023.

Moved *Councillor Cripps*
Seconded *Councillor Marbelli*

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

**Carried 7-0
241023-10**

2.2 CORPORATE and COMMUNITY SERVICES STATUS REPORT

Consideration of Report to Council from Director Corporate and Community Services dated 12 October 2023 regarding monthly Corporate and Community Services Status Report for the month ending 30 September 2023.

Moved *Councillor Cripps*
Seconded *Councillor Skinner*

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

**Carried 7-0
241023-11**

2.3 FINANCIAL PERFORMANCE REPORT for the PERIOD ENDING 30 SEPTEMBER 2023

Consideration of Report to Council from Financial Services Manager dated 13 October 2023 informing stakeholders of Council's financial performance and interim position to 30 September 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
241023-12**

2.4 RATES PAYMENT INCENTIVE SCHEME

Consideration of Report to Council from Finance Manager dated 12 October 2023 regarding drawing the winner of the \$2,000 Rates Payment Incentive Scheme adopted as part of the 2023-2024 Budget to encourage and reward ratepayers for paying their rates on time and in full.

Moved Councillor Marbelli
Seconded Councillor Brown

Resolution – That Council:

- A. Receive and note the information in the Report; and**
- B. Award the winner of the \$2,000 Rates Payment Incentive Scheme to Draw Number 2623 – 29 Allamanda Avenue Allingham – Irene G Emerson.**

**Carried 7-0
241023-13**

2.5 HSC 23/14 – KERB AND CHANNEL RENEWAL WORKS – COCKRELL STREET INGHAM

Consideration of Report to Council from Finance Manager dated 12 October 2023 informing of the tender process undertaken, the evaluation outcome, and to recommend an appropriate contractor to deliver the Kerb and Channel Renewal Works associated with tender HSC 23/14.

Moved Councillor Lancini
Seconded Councillor Milton

Resolution – That Council:

- A. Appoint Keita Services Pty Ltd as Council's preferred tenderer to deliver HSC 23/14 – Kerb and Channel Renewal Works – Cockrell Street Ingham at a cost of \$331,828.10 (excl GST); 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 7-0
241023-14**

2.6 RECORDS MANAGEMENT POLICY

Consideration of Report to Council from Business Services Coordinator dated 10 October 2023 seeking adoption of the Records Management Framework and the Records Management Policy.

Moved Councillor Skinner
Seconded Councillor Lancini

Resolution – That Council:

- A. Adopt the Records Management Policy (CCS 814/1);**
- B. Adopt the Records Management Framework (CCS 816/1);**
- C. Note that the adoption of clauses A and B above repeals and supersedes all historical policies relating to Records Management; and**
- D. Delegate authority to the Chief Executive Officer to make any administrative updates to existing policies that require referencing to the adopted policy as per clauses A and B above.**

**Carried 7-0
241023-15**

2.7 PORT OF LUCINDA DRAFT LAND USE PLAN

Consideration of Report to Council from Development and Regulatory Services Manager dated 6 October 2023 seeking Council's support on the Port of Lucinda Use Plan, a critical planning document for the Port of Lucinda.

Moved Councillor Cripps
Seconded Councillor Milton

Resolution – That Council in accordance with *Transport Infrastructure Act 1994* provide support for the draft of the Port of Lucinda, Land Use Plan.

**Carried 7-0
241023-16**

**2.8 REFERRAL AGENCY RESPONSE – DESIGN and SITING
12 PHILP STREET INGHAM – LOT 1 on RP717777**

Consideration of Report to Council from Development and Regulatory Services Manager dated 19 October 2023 concerning a request for a Referral Agency Response – Design and Siting variation lodged by Merle Simpson seeking to establish a new Class 10a open carport structure on the western portion of the property located at 12 Philp Street Ingham – Lot 1 on RP717777. The proposed siting entails an encroachment on the front boundary setback towards Philp Street. The proposed Class 10a structure has dimensions of 5m (W), 5m (L) and 3.73m (H). The structure is proposed to be constructed at 410mm from the front boundary in lieu of the 6m Queensland Development Code (QDC) requirement.

Moved Councillor Marbelli
Seconded Councillor Cripps

Resolution – That Council issue a Referral Agency Response for the proposed Class 10a open carport structure on land located at 12 Philp Street Ingham, formally described as Lot 1 on RP717777, subject to conditions, as set out in Attachment A

**Carried 7-0
241023-17**

**2.9 RECONFIGURATION OF LAND – REARRANGEMENT OF BOUNDARIES
(THREE LOTS INTO THREE LOTS) AND ACCESS EASEMENT – 292 and 294 SACHS LANE FORESTHOME
LOTS 1 and 2 on RP721903 and LOT 1 on RP706586**

Consideration of Report to Council from Development and Regulatory Services Manager dated 12 October 2023 concerning a Development Application from Hansen Surveys Pty Ltd on behalf of Angelina Lyon for Reconfiguration of Land – Rearrangement of Boundaries (Three Lots into Three Lots) and extension to existing access Easement A on RP721903 at 292 and 294 Sachs Lane Foresthome, formally known as Lots 1 and 2 on RP721903 and Lot 1 on RP706586. The proposed reconfiguration will result in Lot 1 with an area of 1,465m², Lot 2 with an area of 4.554ha and Lot 3 with an area of 44.14ha.

Moved Councillor Cripps
Seconded Councillor Lancini

Resolution – That Council approve the proposed Reconfiguration of Land – Rearrangement of Boundaries (Three Lots into Three Lots) and Access Easement on land located at 292 and 294 Sachs Lane Foresthome, formally known as Lots 1 and 2 on RP721903 and Lot 1 on RP706586, subject to conditions, as set out in Attachment A.

**Carried 7-0
241023-18**

**2.10 BUILDING WORK ASSESSABLE AGAINST PLANNING SCHEME (BWAP)
STONE RIVER ROAD TREBONNE – LOT 1 on SP291548**

Consideration of Report to Council from Development and Regulatory Services Manager dated 11 October 2023 concerning a Development Application from Ben Spina (Spina Group Pty Ltd) on behalf of Anthony Marino and Kerrienne Marino seeking a Development Permit for BWAP (Rural Zone Code) to establish a new Class 10a farm shed extension structure, which is proposed to be sited 200mm from the front boundary (off existing shed structure onsite) towards the road frontage of Stone River Road.

Moved Councillor Cripps
Seconded Councillor Lancini

Resolution – That Council approve the proposed Building Work Assessable Against Planning Scheme for the Class 10a dwelling structure on land located at Stone River Road Trebonne, and formally described as Lot 1 on SP291548, subject to conditions, as set out in Attachment A.

**Carried 7-0
241023-19**

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 12 October 2023 concerning summary of activities undertaken during the month ending 30 September 2023.

Moved *Councillor Marbelli*

Seconded *Councillor Lancini*

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

**Carried 7-0
241023-20**

3.2 MAYOR and CHIEF EXECUTIVE SERVICES MONTHLY STATUS REPORT

Consideration of Report to Council from Chief Executive Officer dated 12 October 2023 concerning monthly Mayor and Chief Executive Services Status Report for the month ending 30 September 2023.

Moved *Councillor Brown*

Seconded *Councillor Marbelli*

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

**Carried 7-0
241023-21**

3.3 COUNCILLOR OPPORTUNITIES – ATTENDANCE at 2023 NORTH QUEENSLAND
SPORTSTAR AWARDS

Consideration of Report to Council from Chief Executive Officer dated 13 October 2023 regarding attendance by a Hinchinbrook Shire Council representative at the 2023 North Queensland Sportstar Awards to be held in Mackay on Saturday 4 November 2023.

Moved *Councillor Cripps*

Seconded *Councillor Skinner*

Resolution – That Council approve for Councillor Donna Marbelli to accompany Council Nominees to attend the 2023 North Queensland Sportstar Awards being held in Mackay on Saturday 4 November 2023.

**Carried 7-0
241023-22**

3.4 COUNCILLOR OPPORTUNITIES – ATTENDANCE at 2023 LOCAL GOVERNMENT FINANCE PROFESSIONALS of
QUEENSLAND CONFERENCE

Consideration of Report to Council from Chief Executive Officer dated 6 October 2023 regarding attendance by a Hinchinbrook Shire Council representative at the 2023 Local Government Finance Professionals of Queensland Conference to be held in the Gold Coast from Tuesday 21 November to Friday 24 November 2023.

Moved *Councillor Marbelli*

Seconded *Councillor Milton*

Resolution – That Council nominate Councillor Andrew Cripps to attend the 2023 Local Government Finance Professionals of Queensland at the Gold Coast from Tuesday 21 to Friday 24 November 2023.

**Carried 7-0
241023-23**

3.5 CARETAKER PERIOD POLICY

Consideration of Report to Council from Chief Executive Officer dated 12 October 2023 seeking adoption of the Caretaker Period Policy in preparation for the upcoming caretaker period to commence on Monday 29 January 2024.

Moved *Councillor Lancini*
Seconded *Councillor Marbelli*

Resolution – That Council adopt the Caretaker Period Policy as presented.

**Carried 7-0
241023-24**

3.6 COUNCILLOR MONTHLY ACTIVITY REPORT

Consideration of Report to Council from Chief Executive Officer dated 17 October 2023 providing Councillor Activity Reports for the month ending 30 September 2023 to ensure transparency and public scrutiny.

Moved *Councillor Marbelli*
Seconded *Councillor Cripps*

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

**Carried 7-0
241023-25**

LATE REPORT

Acceptance of a late report under Infrastructure and Utility Services.

Moved *Councillor Cripps*
Seconded *Councillor Brown*

Resolution – That Council approve for the addition of late report Lucinda Beach Nourishment and Johnson Park Rockwall – Co-Contribution Required From Council.

**Carried 7-0
241023-26a**

4. INFRASTRUCTURE AND UTILITY SERVICES

4.1. LUCINDA BEACH NOURISHMENT and JOHNSON PARK ROCKWALL – CO-CONTRIBUTION REQUIRED FROM COUNCIL

Consideration of Report to Council from Director Infrastructure and Utility Services dated 23 October 2023 regarding the Head Funding Agreement for the successful funding grant application under the QCoast₂₁₀₀ 2.0 program and to allocate the required funding in the 2024-2025 budget.

Moved *Councillor Brown*
Seconded *Councillor Lancini*

Resolution – That Council:

- A. Authorise the Chief Executive Officer to sign the Head Funding Deed of Agreement for the Lucinda Beach Nourishment and Johnson Park Rockwall Project to the QCoast₂₁₀₀ 2.0 funding program.
- B. Allocate the required \$50,000 in the 2024-2025 budget.

**Carried 7-0
241023-26b**

CONCLUSION – This concluded the business of the meeting which closed at 11.22am.

APPROVED, CONFIRMED and ADOPTED on 28 November 2023

Councillor R Jayo – MAYOR