

# Ordinary Meeting Agenda

To be held at McKinlay Shire Council, Boardroom  
29 Burke Street, Julia Creek, Queensland 4823

Tuesday 02 April 2024, 9:00am

Notice is hereby given that an Ordinary Meeting will be held at the Council Chambers,  
Civic Centre, Julia Creek on 02 April 2024 at 9:00am.

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## **1. OPENING BUSINESS**

All Councillors having signed the Attendance Book, the Mayor declared the meeting open.

## **2. ATTENDANCE**

Mayor: Cr. J Fegan

Members: Cr. L Spreadborough, Cr. S Royes, Cr. J Lynch, Cr. F Malone

### Staff:

Chief Executive Officer, Trevor Williams

Director of Corporate and Community Services, Ms. Tenneil Cody

Director of Engineering, Environment and Regulatory Services, Mr. Cameron Scott

Team Leader, Environmental and Regulatory Services, Mr. Jason Brady

Executive Assistant, Mr. Daniel Sumpton

Other people in attendance:

Apologies:

## **2.1 APPOINTMENT**

## **3. DECLARATION OF CONFLICT OF INTEREST**

## **4. CONFIRMATION OF MINUTES**

4.1 That the Minutes of the Ordinary Meeting on the 20 February 2024 be confirmed.

4.2 That the Minutes of the Special Meeting on the 5 March 2024 be confirmed.



MCKINLAY SHIRE COUNCIL

***UNCONFIRMED MINUTES***

**OF THE**

**ORDINARY MEETING OF COUNCIL**

HELD AT THE

BOARDROOM, CIVIC CENTRE  
JULIA CREEK

**20 February 2024**

**ORDER OF BUSINESS**

1. Opening
2. Attendance
3. Declaration of Conflict of Interest
- 4.0 Confirmation of minutes
- 4.1 Confirmation of minutes of Ordinary Meeting January 16 2023
- 4.2 Confirmation of minutes of Special Meeting January 23 2024

**5. ENGINEERING REPORT**

- 5.1 Engineering

**6. ENVIRONMENTAL & REGULATORY SERVICES REPORT**

- 6.1 Environmental and Regulatory Services Monthly Report
- 6.2 Development Application – Pompano Holdings

**7. COMMUNITY SERVICES REPORT**

- 7.1 Community Services Monthly Report
- 7.2 Regional Arts Development Fund – Quick Response Applications

**8. CORPORATE SERVICES REPORT**

- 8.1 Corporate Services Monthly Report

**9. CHIEF EXECUTIVE OFFICERS REPORT**

- 9.1 CEO Monthly Report

**10. WORKPLACE HEALTH AND SAFETY**

- 10.1 Workplace Health and Safety

**11. CLOSE**

## 1. OPENING BUSINESS

All Councillors having signed the Attendance Book, Cr. P Curr declared the meeting open at 08:30am.

## 2. ATTENDANCE

**Members:** Cr. P Curr (teleconference), Cr. S Royes, Cr. J Lynch, Cr. T Pratt

**Staff:**

Chief Executive Officer, Mr. Trevor Williams

Director of Engineering, Environment and Regulatory Services, Mr. Cameron Scott

Director of Corporate & Community Services, Ms. Tenneil Cody

Environmental Regulatory Services, Team Leader, Mr. Jason Brady

Executive Assistant, Mr. Daniel Sumpton

**Apologies:**

Cr. J Fegan

**Other people in attendance:**

## 3. DECLARATION OF CONFLICT OF INTEREST

## 4. CONFIRMATION OF MINUTES

### 4.1 Confirmation of Minutes

Confirmation of Minutes of the Ordinary Meeting of Council held on January 16, 2024, be confirmed.

**RECOMMENDATION**

*That the Minutes of the Ordinary Meeting of Council held on January 16, 2024, be confirmed.*

### Resolution No. 100/2324

Minutes of the Ordinary Meeting of Council held on January 16, 2024, confirmed.

Moved Cr. J Lynch

Seconded Cr. T Pratt

CARRIED 4/0

### 4.2 Confirmation of Special Minutes

Confirmation of Minutes of the Special Meeting of Council held on January 23, 2024, be confirmed.

**RECOMMENDATION**

*That the Minutes of the Special Meeting of Council held on January 23, 2024, be confirmed.*

### Resolution No. 101/2324

Minutes of the Special Meeting of Council held on January 16, 2024, confirmed.

Moved Cr. S Royes

Seconded Cr. T Pratt

CARRIED 4/0

## 4.2 BUSINESS ARISING FROM PREVIOUS MINUTES

### 5. ENGINEERING SERVICES

#### 5.1 Engineering Works Report

This report outlines the general activities for the Engineering Department for the month of January 2024.

#### **RECOMMENDATION**

*That Council receives the Engineering Services monthly report for January 2024.*

#### **Resolution 102/2324**

That Council receives the Engineering Services monthly report for January 2024.

Moved Cr. P Curr

Seconded Cr. T Pratt

CARRIED 4/0

### ENVIRONMENTAL AND REGULATORY SERVICES

#### 6.1 Environmental and Regulatory Services Report

This report outlines the general activities, revenue and expenditure for the department for the period January 2024.

#### **RECOMMENDATION**

*That Council receives the January 2024 Environmental and Regulatory Services Report.*

#### **Resolution No. 103/2324**

Council receives the January 2024 Environmental and Regulatory Services Report.

Moved Cr. J Lynch

Seconded Cr. S Royes

CARRIED 4/0

#### 6.2 Development Application – Pompano Holdings

This report outlines the general activities, revenue and expenditure for the department for the period January 2024.

Council has received a development application requesting approval to demolish a rundown building at 35 Goldring street Julia Creek. The applicant is also requesting approval under this application to build a new 3-bedroom dwelling at this location for the purpose of staff accommodation.

#### **RECOMMENDATION**

*That Council resolves to approve the demolition of the old building and construction of new dwelling*

at 35 Goldring Street Julia Creek (Lot 209 JC5571 refers)

#### Resolution No. 104/2324

Council resolves to approve the demolition of the old building and construction of new dwelling at 35 Goldring Street Julia Creek (Lot 209 JC5571 refers)

Moved Cr. J Lynch

Seconded Cr. T Pratt

CARRIED 4/0

## 7. COMMUNITY SERVICES

### 7.1 Community Services Monthly Report

Council is presented with the monthly Community Services report, which provides an overview of the operations for the month of January 2024.

#### RECOMMENDATION

*That Council receives the Community Services monthly report for January 2024.*

#### Resolution No. 105/2324

Council receives the Community Services monthly report for January 2024.

Moved Cr. S Royes

Seconded Cr. P Curr

CARRIED 4/0

### 7.2 Regional Arts Development Fund – Quick Response Applications

Council has received three (3) Regional Arts Development Fund (RADF) Quick Response Applications that were assessed by the RADF Committee and recommended for approval:

- McKinlay Shire Council presents Shake & Stir Theatre Co 'Twits' Performance and Workshop - \$1,240
- McKinlay Crafty Old School House Inc. Millinery Workshop - \$1,375
- McKinlay Shire Cultural Association Millinery Workshop - \$1,590

#### RECOMMENDATION

*That Council resolves to support the recommendations made by the RADF Committee to support:*

- *McKinlay Shire Council presents Shake & Stir Theatre Co 'Twits' Performance and Workshop - \$1,240*
- *McKinlay Crafty Old School House Inc. Millinery Workshop - \$1,375*
- *McKinlay Shire Cultural Association Millinery Workshop - \$1,590*

#### Resolution No. 106/2324

That Council resolves to support the recommendations made by the RADF Committee to support:

- McKinlay Shire Council presents Shake and Stire Theatre co 'Twits' Performance and Workshop -\$1,240
- McKinlay Crafty Old School House Inc. Millinery Workshop - \$1,375
- McKinlay Shire Cultural Association Millinery Workshop - \$1,590

Moved Cr. P Curr

Seconded Cr. T Pratt



CARRIED 4/0

**8. CORPORATE SERVICES****8.1 The Corporate Services Report**

The Corporate Services Report as of January 2024 which summarises the financial performance and position is presented to Council.

**RECOMMENDATION**

*That Council receives the monthly Corporate Services Report for the period ending January 2024.*

**Resolution No. 107/2324**

Council receives the monthly Corporate Services Report for the period ending January 2024.

Moved Cr. J Lynch

Seconded Cr. S Royes

CARRIED 4/0

**9. CHIEF EXECUTIVE OFFICER****9.1 Chief Executive Officer's Report**

In addition to the information provided below, a verbal update will be given on current matters headlined in the body of the report which have arisen from the Office of the Chief Executive Officer.

**RECOMMENDATION**

That Council receive and note the report from the Chief Executive Officer for the period ending 15<sup>th</sup> February 2024 except where amended or varied by separate resolution of Council.

**Resolution No. 108/2324**

*That Council receive and note the report from the Chief Executive Officer for the period ending 15<sup>th</sup> February 2024 except where amended or varied by separate resolution of Council.*

Moved Cr. P Curr

Seconded Cr. T Pratt

CARRIED 4/0

**9.2 Appointment of Acting CEO During CEO Leave from 11<sup>th</sup> March – 15<sup>th</sup> March 2024**

In the absence of the CEO on Leave commencing 11<sup>th</sup> March – 15<sup>th</sup> March 2024 it is desired that Council appoints an Acting CEO

**RECOMMENDATION**

Council appoints Mr. Cameron Scott as Acting CEO from 11<sup>th</sup> March – 15<sup>th</sup> March 2024

**Resolution No. 109/2324**

*Council appoints Mr. Cameron Scott as Acting CEO from 11<sup>th</sup> March – 15<sup>th</sup> March 2024*

Moved Cr. J Lynch

Seconded Cr. S Royes

CARRIED 4/0

**10. WORKPLACE HEALTH AND SAFETY**



**10.1 WHS Report**

This report outlines the general status of Work Health and Safety at McKinlay Shire Council for the period of January 2024.

**RECOMMENDATION**

That Council receives the January 2024 WHS Report.

**Resolution No. 110/2324**

That Council receives the January 2024 WHS Report.

Moved Cr. S Royes

Seconded Cr. T Pratt

CARRIED 4/0

**General Business – Councillor Requests**

**11. CLOSURE OF MEETING**

The chair of the meeting P Curr declared the meeting closed at 10:00am

UNCONFIRMED



# MCKINLAY SHIRE COUNCIL

## ***UNCONFIRMED MINUTES***

OF THE

## **SPECIAL MEETING OF COUNCIL**

HELD AT THE

BOARDROOM, CIVIC CENTRE  
JULIA CREEK

5 March 2024

**ORDER OF BUSINESS**

- 1. Opening Business 2
- 2. Attendance 2
- 3. Declaration of Conflict of Interest 2

**4. ITEMS OF DISCUSSION**

- 5. 2023 – 2024 Amended Budget Adoption 3

**5. CLOSE**

UNCONFIRMED

## 1. OPENING BUSINESS

All Councillors having signed the Attendance Book, Cr. P Curr declared the meeting open at 8:30am.

## 2. ATTENDANCE

**Mayor:** Cr P Curr (teleconference)

**Members:** Cr S Royes (teleconference), Cr J Lynch (teleconference)

**Staff:**

Chief Executive Officer, Mr. Trevor Williams

Director of Engineering, Environment and Regulatory Services, Mr. Cameron Scott

Director of Corporate & Community Services, Ms. Tenneil Cody

Executive Assistant, Mr. Daniel Sumpton

**Apologies:**

Cr J Fegan

Cr T Pratt

## 3. DECLARATION OF CONFLICT OF INTEREST

Nil

## 4. ITEMS OF DISCUSSION

### 4.1 2023 – 2024 Amended Budget Adoption

In accordance with *section 170 (3) and (4) of the Local Government Regulation 2012 (Regs)*, Council may by resolution, amend the budget for a financial year at any time before the end of the financial year. The budget must continue to comply with *section 169 of the Local Government Regulation 2012* in order for the amendment to take effect.

In accordance with the above sections an amended 2023-2024 Budget is presented for Council's consideration.

**Recommendation**

Pursuant to section 94 of the *Local Government Act 2009* and sections 169 and 170 of the *Local Government Regulation 2012*, Council's Amended Budget for the 2023/2024 financial year, incorporating:

- i. The statements of Comprehensive Income;
- ii. The Statement of Financial Position;
- iii. The Statement of Cash Flow;
- iv. The Statements of Changes in Equity;
- v. The long-term financial forecast;
- vi. The relevant measures of financial sustainability; and
- vii. Capital Works Program for 2023/2024 financial year.
- viii. 2023-2024 Operational Plan Version 2

as tabled, be adopted.

**Resolution No. 111/ 2324**

Pursuant to section 94 of the Local Government Act 2009 and sections 169 and 170 of the Local Government Regulation 2012, Council’s Amended Budget for the 2023/2024 financial year, incorporating:

- i. The statements of Comprehensive Income;
- ii. The Statement of Financial Position;
- iii. The Statement of Cash Flow;
- iv. The Statements of Changes in Equity;
- v. The long-term financial forecast;
- vi. The relevant measure of financial sustainability; and
- vii. Capital Work Program for 2024/2024 financial year.
- viii. 2023-2024 Operational Plan Version 2

as tabled, to be adopted.

Moved Cr. J Lynch

Seconded Cr. P Curr

CARRIED 3/0

**General Business – Councillor Requests**

**5. CLOSURE OF MEETING**

The Chair of the meeting Cr. P Curr declared the meeting closed at 08:51 am.





## **5.0 ENGINEERING SERVICES**

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Ordinary Meeting of Council Tuesday 2<sup>nd</sup> April 2024

**5.1 Subject:** Engineering Services Monthly Report January 2024  
**Attachments:** Nil  
**Author:** Engineering Services Department  
**Date:** 21<sup>st</sup> March 2024

**Executive Summary:**

This report outlines the general activities for the Engineering Department for the month of February 2024.

**Recommendation:**

*That Council receives the Engineering Services monthly report for February 2024.*

**Background:**

This report outlines the general activities of the department for the month of January 2024 and provides an update on projects.

**RMPC**

	Actual	Budget YTD	Budget
<b>1610 RMPC Works</b>	\$750,884	\$1,094,000	\$1,641,000
<ul style="list-style-type: none"> <li>Emergent works pothole patching on 14D and 14E</li> <li>Cleaned up rollover on 14D</li> <li>78A emergent works cleaning debris and silt off road</li> </ul>			

**Cannington Road**

	Actual	Budget YTD	Budget
<b>1630 Cannington Road Works</b>	\$109,005	\$296,666	\$445,000
<ul style="list-style-type: none"> <li>Road closures – open and close</li> <li>Patching maintenance</li> <li>Emergent works with contractor Peter McCauley</li> <li>Pothole patching under emergent works</li> <li>Cleaned silt off Snake and Rangeview creeks</li> </ul>			

**Roads Maintenance**

	Actual	Budget YTD	Budget
<b>1100 Repairs &amp; Maintenance Shire Roads</b>	\$683,201	\$733,333	\$1,100,000
<ul style="list-style-type: none"> <li>Shire rural roads opening and closing due to flooding – Punchbowl road, Nelia Bunda road, Taldora road, Gilliat road</li> </ul>			





Ordinary Meeting of Council Tuesday 2<sup>nd</sup> April 2024

- Highways opened and closed
- Once roads opened, pothole patching commenced under emergent works
- Emergent works grading on Delacourt road
- Gilliat McKinlay emergent works
- Emergent works on Punchbowl road
- Emergent works on Julia creek - Yorkshire road and Yorkshire – Minamere Rd

**Workshop**

	Actual	Budget YTD	Budget
<b>1510 Repairs and Maintenance - Plant &amp; Vehicles</b>	\$866,279	\$900,000	\$1,350,000
<ul style="list-style-type: none"> <li>• Ongoing maintenance and repairs to council plant and vehicles.</li> <li>• Electrical issues resolved plant #413 Hino Tipper</li> <li>• Ongoing issues plant # 414 Hino Prime mover, awaiting exhaust sensors</li> </ul>			

**Parks and Gardens**

	Actual	Budget YTD	Budget
<b>2700 Parks &amp; Gardens and Amenities – Operations</b>	\$359,744	\$346,666	\$520,000
<ul style="list-style-type: none"> <li>• Mowing and whipper snipping all town streets and parks</li> <li>• Clean all public Amenities</li> <li>• Mow and whipper snip swimming pool, Father Bill center and R/V camp</li> <li>• Refuge collection</li> <li>• Weed control</li> <li>• Repair and maintain reticulation</li> <li>• Pruning and hedging of townships</li> <li>• Clean toilets and remove rubbish Oorindi rest area</li> <li>• Clean slurry pit and wash bay and remove waste</li> <li>• Mow and maintain bike safety track</li> <li>• Assisting Feeding dunnarts on weekends &amp; Public holidays</li> </ul>			

**Airport**

	Actual	Budget YTD	Budget
<b>1300 Airport Operational Costs</b>	\$88,385	\$113,333	\$170,000



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- Notam put out 29.02.2024 for birds on airstrip.
- Mowed around the runway lights – will slash when it dries out more.
- ARO duties – checking runway/avgas.
- Woodham fuel enquired about putting in Jet A1 fuel tank.
- Boundary fence checked regularly.
- Ongoing training of new ARO recruits.

**Projects**

**DRFA 2022 REPA**

The overall status of the project is summarized below.

Weather has halted progress.

Work Package	Current Work Locations
WP01 SE	Nil – Contract Completed
WP02 S	Nil – Contract Completed
WP03 SW	Nil – Contract Completed
WP04 NW	Nil – Wet Weather
WP05 NE	Nil – Wet Weather

Work Package	Next Month Forecast
WP01 SE	All onsite works completed
WP02 S	All onsite works completed
WP03 SW	All onsite works completed
WP04 NW	Gilliat Plains Access Road
WP05 NE	Nelia Bunda Road (Sealed Works)

**TMR Emergent Works**

Council utilizing Koppens Constructions will undertake Emergent works on 14D and 14E in March 2024.



Ordinary Meeting of Council Tuesday 2<sup>nd</sup> April 2024

### **TMR REPA Works**

Council has been approached by TMR to undertake REPA works on state controlled roads within McKinlay Shire. This is on hold due to caretaker provisions.

### **TMR Contract Works**

Council has been approached to price 14E/78A Intersection upgrade and a potential truck stopping bay on 14D. This is on hold due to caretaker provisions.

### **Taldora Gravel and Seal**

T's Plant Hire has been engaged, planned to commence after Easter Break.

### **Legal Implications:**

Nil

### **Policy Implications:**

Nil.

### **Financial and Resource Implications:**

As provided in the report.

**InfoXpert Document ID:** 130955



Ordinary Meeting of Council Tuesday 2<sup>nd</sup> April 2024

**5.2 Subject: CONTRACT NO. VP382309 - SEALED ROAD DISASTER RECOVERY REPAIR WORKS 2023**

**Attachments: Draft letter of award to Durack Civil Pty Ltd**

**Author: Director of Engineering and Regulatory Services**

**Date: 21<sup>st</sup> March 2027**

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**Executive Summary:**

The purpose of this report is for Council to consider previous Council's resolution #054/2324 from the 21<sup>st</sup> November 2023 Ordinary Meeting.

**Recommendation:**

*That Council resolves to;*

- a) Confirm Durack Civil Pty Ltd as preferred contractor for contract VP382309 and;*
- b) In accordance with the Local Government Act 2009, Council delegate authority to the Chief Executive Officer to enter into a contract, negotiate, finalise and execute any and all matters associated with or in relation to the contract subject to Council's existing procurement policies and practices and the approval by QRA for the above recommended market value and costs to execute the contract.*
- c) Note the tendered amount for Durack Civil Pty Ltd. For Contract VP382309 is \$4,350,956.92 (excl GST).*

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**Background:**

At Council's ordinary meeting held 21<sup>st</sup> November 2023 the following item was considered and resolved:

**"Executive Summary:**

The purpose of this report is for Council to consider submitted tenders and award Preferred Contract Status for VP382309 - SEALED ROAD DISASTER RECOVERY REPAIR WORKS 2023.



Ordinary Meeting of Council Tuesday 2<sup>nd</sup> April 2024

Between December 2022 and April 2023, the North and Central Queensland Region suffered another flood event which posed significant damage to public infrastructure with the McKinlay Shire Council's being activated for assistance with Counter Disaster Operations and the reconstruction of essential public assets.

Based on assessment against the evaluation criteria, it is proposed to accept Durack Civil Pty Ltd as preferred contractor with further negotiation on exceptions and value for money approval from the QRA.

**Recommendation:**

*That Council resolves to;*

- a) Engage Durack Civil Pty Ltd as preferred contractor for contract VP382309 and;*
- b) In accordance with the Local Government Act 2009, Council delegate authority to the Chief Executive Officer to enter into a contract, negotiate, finalise and execute any and all matters associated with or in relation to the contract subject to Council's existing procurement policies and practices and the approval by QRA for the above recommended market value and costs to execute the contract.*
- c) Note the tendered amount for Durack Civil Pty Ltd. For Contract VP382309 is \$3,652,294.10 (excl GST) with exceptions approximately \$2m"*

Between December 2022 and April 2023, the North and Central Queensland Region suffered another flood event which posed significant damage to public infrastructure with the McKinlay Shire Council's being activated for assistance with Counter Disaster Operations and the reconstruction of essential public assets.

The repair and rehabilitation work for the damaged assets is funded under the Disaster Recovery Funding Arrangements (DRFA) is a jointly funded program between the Australian Government and the Queensland State Government through which provides financial assistance to support with disaster recovery.

This Contract is to undertake and complete road recovery works on 23.45 Km sealed network for the following roads:



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- Combo Waterhole Rd,
- Dalgona Millungera Rd,
- Julia Ck Taldora Rd,
- McKinlay Gilliat Rd,
- Nelia Bunda Rd,
- Old Normanton Rd 2,
- Punchbowl Rd,
- Sedan Dip Rd,
- Toolebuc McKinlay Rd

**Projects/Report**

McKinlay Shire Council invited tenders from its existing Local and Non-Local Preferred Supplier Panels for Road Construction and Maintenance on the 26 October 2023 for appointment of a suitably experienced and qualified contractor to conduct sealed road recovery repair works.

Tenders Closed at 5pm on the 15 November 2023.

One (1) Submission was received from Durack Civil Pty Ltd for \$3,652,294.10 (excl GST)

The evaluation team consisted of:

Name	Position/Company	Reason For selection
Cameron Scott	Director of Engineering and Regulatory Services / McKinlay Shire Council	Councils' Executive member responsible for delivery
Jim Sullivan	Program Director / Project Delivery Managers	Engaged to Support MSC DRFA works
Adam Sadler	Principal Program Manager / Project Delivery Managers	Engaged to Support MSC DRFA works

Each of the panel members have signed a declaration to ensure no conflict of interest.

The panel has assessed the conforming tenders in accordance with Council Procurement policy and the following evaluation criteria in Table B – below:

Table B – Evaluation Criteria

Evaluation Criteria	Weighting (%) (Optional)
Value for Money (Pricing, Cashflow & Rates)	30%
Experience, Key Personnel and Capability	20%
Methodology, Technical Data and Program	20%



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Management Systems	20%
Local Content	10%

Durack Civil Pty Ltd have submitted a conforming tender, the following is a summary of assessment in relation to the Evaluation Criteria.

Evaluation Criteria	
Value for Money (Pricing, Cashflow & Rates)	Price is above QRA Estimate. Discussions has been had with QRA in relation to BVM and REPA actuals. \$3,652,294.10 (excl GST) Labour Hire and Plant rates included in Scheule J3 are similar to rates in regional locations. Assumptions and additional negotiations will be required on provisional items (eg. Haulage distances )which has been estimated to \$2M
Experience, Key Personnel and Capability	Based on tender submission, Durack Civil Pty Ltd have demonstrated past experience, appropriate certified systems . Prequalified for DTMR for roads & bridges
Methodology, Technical Data and Program	Approach to delivery has merit, rates are within regional limits, Works program is over 88 days with 40 days contingency for wet weather with a completion of Mid August
Management Systems	Durack Civil Pty Ltd has appropriate certified management systems for Quality, Safety and Environment
Local Content	Durack Civil Pty Ltd has an office in Cloncurry & Cairns, however have indicated the hire of local plant hire

As outlined in Durack Civil Pty Ltd tender there are assumptions in relation to design, haulage distances for gravel and water, material rise & fall (eg fuel, quarry, bitumen products, cement)

In accordance with the Local Government Act 2009, it is recommended Council delegate authority to the Chief Executive Officer to enter into a contract, negotiate, finalise and execute any and all matters associated with or in relation to the contract subject to Council's existing procurement policies and practice.

Project risks

Weather – There is a risk that the wet season will impact the program. Durack Civil Pty Ltd have allowed 40 day contingency.

Project Program – due to methodology, the project program has identified 88 days of construction activity and 40 days continency.



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Financial - Value for Money (VFM) – the risk is the QRA may require further probity and undertake further enquires for VFM demonstration on the basis of procurement policy compliance. The market has been tested in accordance with Council’s procurement policy and practices with all regionally relevant & experience contractors having been requested to make submission. As has been practice for previous disaster recovery and capitals works. Regional market factors including competing projects, size of the scope – economy of scale, availability of subcontractors and timing, antidotally have impacted a greater number of responses for this tender.

**Legal Implications:**

Nil

**Policy Implications:**

Nil.

**Financial and Resource Implications:**

As provided in the report. Expense fully recoverable through DRFA

**InfoXpert Document ID:** 130956





5<sup>th</sup> March 2024

Our Ref:  
File Ref: 129883  
Your Ref:  
Enquiries: Adam Sadler

Andrew Brown  
Durack Civil Pty Ltd  
PO Box 517,  
Tugun, QLD, 4224

**Sent via email:** andrew@durackcivil.com.au

Dear Andrew

**Re: Contract No.: VP382309**  
**Contract Title: Sealed Road Disaster Recovery Repair Works 2023**

### Letter of Award

McKinlay Shire Council is pleased to inform you that your tender submission for VP382309 comprising:

1. Your tender dated (15 November 2023) including tender forms, Bill of quantities and your letter with 23 negotiating items. The 23 items and their resolution are attached.
2. Start date subject to crew and material availability at time of award. Durack to revise Program and start time due to current wet weather.
3. Rise and Fall (Item 22) – with your correspondence on the 18 December 23, agreement on removal all items except as agreed for Rise & Fall on Bituminous products. As per Email 13 February 2024 – using the DTMR formula extract from C7832.TIC –  $(D = (C-B) \times A)$  with a quoted price for Class 170 Bitumen for the formula of \$1567.25 per tonne.
4. Gravel Supply (Item 11) – haulage is from Castlereagh Quarry (Wagners) Type 2.3 Cloncurry.
5. Stabilisation design and increasing the Cement Content to 2% (based on insitu density of 1.8t/m3).
6. Seal Design - Double/Double Design Seal received on the 01/02/24 By RPQ is accepted.
7. That all Water and Gravel Haulage from the BOQ has now been included in the resubmitted BOQ from 16/01/24.
8. Your resubmitted Bill of Quantities on 16 January 2024 that all 23 points have been addressed include contained in your offer with the contract sum of \$4,350,956.92 excluding GST.

And the revised amount of \$4,350,956.92 excluding GST is accepted by McKinlay Shire Council and is subject to signing the contract.

Please note that it is not intended for this letter to form a legally binding contract between McKinlay Shire Council and your organisation. A contract document is currently being collated, and will be sent to you in the coming days and a contract will not be formed until both parties sign the contract.

Should you have any questions please contact Adam Sadler, Principal Project Manager on 0486008701 or by email [mcs\\_drfa@pdmanagers.com.au](mailto:mcs_drfa@pdmanagers.com.au).

Yours sincerely

A handwritten signature in black ink, appearing to read 'Trevor Williams'.

Trevor Williams  
Chief Executive Officer

PO Box 177 Julia Creek QLD 4823  
**PH.** (07) 4746 7166 | **F.** (07) 4746 7549  
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## **6.0 ENVIRONMENTAL & REGULATORY SERVICES**

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Ordinary Meeting of Council 2<sup>nd</sup> April 2024

**6.1 Subject:** Environmental and Regulatory Services Report – February 2024

**Attachments:** None

**Date:** 20<sup>th</sup> February 2024

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**Executive Summary:**

This report outlines the general activities, revenue and expenditure for the department for the period February 2024.

**Recommendation:**

*That Council receives the February 2024. Environmental and Regulatory Services Report.*

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**Background:**

This report outlines the general activities of the department for the month of February 2024.

Detailed below are the general matters of interest that relate to the day-to-day activities of the department throughout the month.

**Consultation:** (internal/External)

Environmental & Regulatory Services Team Leader, Local Laws Officer, Water and Sewerage Officer, Ranger, Handyman/Trades Assistant and Finance Officer.

**Legal Implications:**

Nil

**Policy Implications:**

Nil

**Financial and Resource Implications:**

As provided in the report.

**InfoXpert Document ID:** 130957



## **1 – Refuse Collection and Disposal**

### **1.1 - Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO1.1	3100 - Refuse Collection Revenue	\$128,309	\$120,850

		<b>Actual</b>	<b>Budget</b>
ENVIRO1.2	3100 - Kerbside Rubbish Collection Expenditure	\$63,882	\$65,000

		<b>Actual</b>	<b>Budget</b>
ENVIRO1.3	3110 - Refuse Disposal Revenue	\$50,474	\$47,116

		<b>Actual</b>	<b>Budget</b>
ENVIRO1.4	3110 - Refuse Disposal Operational Costs	\$44,262	\$100,000

### **1.2 - Report**

#### **Julia Creek Waste Facility**

The following works continued during the month.

Regularly pushing and covering of household rubbish section, Julia creek and Kynuna  
Arrangements made for steel recycler to remove steel from dump. Arranged quotes for repair of cameras. : **DUMP** – 130 Tyres dumped at Julia Creek waste facility by a side tipper registered number XB 58CI matter reported to Police and being investigated.

## **2 – Environmental Health Services**

### **2.1 – Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO2.1	3000 - Environmental Licence Fees (Revenue)	\$2,132	\$3,300

		<b>Actual</b>	<b>Budget</b>
ENVIRO2.2	3000 - Environmental Health Services	\$103,615	\$170,000

### **2.2 – Report**

#### **Water and Sewage Monitoring**

E. coli was not detected in sampling undertaken in Julia creek

The fluoride levels in Julia Creek for the month of December were as follows:

- Amberly Drive 2.96mg/L
- Coyne Street Depot 3.01mg/L



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Kynna Water scheme recorded an E coli reading at the reticulation test point – Boiled water alert issued matter reported to department and remedied.

**Food Safety**

There were no food recalls issued during the month.

**3 – Local Law Administration**

**3.1 – Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO3.1	3210 - Animal Registration Fees	\$6,177	\$6,400
ENVIRO3.2	3210 - Fines & Penalties – Animal Control	\$1,776	\$300
ENVIRO3.3	3210 - Animal Boarding	\$13,145	\$13,000
ENVIRO3.4	3210 - Local Law Administration	\$62,150	\$140,000

**3.2 - Report**

General information of activities for Local Law/Animal Control matters is outlined the table below.

**Table 1 - Local Law & Animal Control Summary**

<b>Activity</b>	<b>Number/Details</b>
Impounding's and infringement notices	Nil
Euthanized/Destroyed/Rehomed	Nil
Verbal/Written/Official warning	Nil
Complaints	One
Dog Boarding	Four
Removal of Dead Animals	Nil
Trapping Locations & Results	Nil
Compliance Notices (Untidy Allotments) issued	Nil
SPER Infringement Fines issued	Nil
Commercial Use of Roads Permit issued	Nil

**Comments**

Quote for camera repairs to washdown bay arranged – Fogging Julia creek school buildings.



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ARO duties and Av gas checks Julia Creek Airport. Misting for Mosquitoes township. Re swing gate at sewage plant, 2 x skip bins delivered CSA and emptied. Mowing at airstrip. Remainder of (REDACTED) fines paid 2575.00 dollars.

**4 – Noxious Weeds and Pest Control**

**4.1 – Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO4.1	3220 - Pest Plant & Animal Control Funding	\$0	\$0
ENVIRO4.2	3220 - Truck Washdown Bay Revenue	\$19,181	\$23,000
ENVIRO4.3	3220 - Dingo Baits (Revenue)	\$5,961	\$4,000
ENVIRO4.4	3220 - Feral Pig Baits (Revenue)	\$0	\$0
ENVIRO4.5	3220 - Pest Animal Rural Land Owners Fees	\$65,166	\$65,172
ENVIRO4.5	3220 - Pest Plant Control Program Exp	\$28,576	\$170,000
ENVIRO4.6	3230 - Pest Animal Control Program Exp	\$36,743	\$100,000

**4.2 – Report**

**Pest Animal Control**

Nil

**Pest Plant**

Nil

**Washdown Bay Facility**

Drains were cleaned. Maintenance Inspection.



## **5 – Livestock Operations**

### **5.1 – Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO5.1	3235 - Livestock Facility Capital Grant	\$142,433	\$400,000
ENVIRO5.2	3235 - Livestock Weighing Revenue	\$16,329	\$25,000
ENVIRO5.3	3235 - Livestock Cattle Train Loading Revenue	\$1,900	\$25,000
ENVIRO5.4	3235 - Livestock Operational Costs	\$65,621	\$118,000

### **5.2 - Report**

#### **Julia Creek Livestock Facility**

Nil Cattle movement through yards in February Maintenance held up due to weather conditions repair on double deck ramp completed. New cleats made and installed on Dip yard. Old NLIS reader board removed from dip yard crush and rails replaced. Two turkey nests cleaned out. Double chains being added to catches on all gates.

## **6 – Stock Routes and Reserves**

### **6.1 – Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO6.2	3300 - Stock Route –Recoverable works	\$17,785	\$0
ENVIRO6.3	3300 - Stock Route - permit/water fees	\$9,167	\$8,000
ENVIRO6.4	3300 - Trustee Lease Fees (Revenue)	\$158,571	\$235,000
ENVIRO6.5	3300 - Reserves Agistment Fees (Revenue)	\$13,379	\$7,000
ENVIRO6.6	3300 – Permit to occupy - revenue	\$10,207	\$0
ENVIRO6.7	3300 – precept expenses	\$17,782	\$18,212
ENVIRO6.8	3300 – Stock route Maintenance	\$72,949	\$115,000



## **6.2 - Report**

### **Stock Routes/ reserves**

EOI lodged for Capital works (water facilities) Spreyton and Cremona.

Slashing has occurred on multiple stock routes and is ongoing.

Department to cap old Longford Bore and replace under leaky bore scheme. Awaiting response from department re Thurgoom bore in active stock route - Will possibly be capped and returned to landowners or Mc Kinlay Shire Council. Floods caused major fencing damage at McKinlay and Gilliat Paddocks land owners to begin repairs when dry.

## **6.3 - Cemeteries**

Maintenance and grave digging conducted

### **6.3.1 – Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO6.9	3400 – Cemeteries	\$18,737	\$50,000

### **6.3.2 - Report**

One funeral (REDACTED)

## **7 – Work Program (Workcamp)**

### **7.1 - Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO7.1	3600 - Work Program	\$23,648	\$36,500

### **7.2 – Report**

The following jobs were completed by the camp during January 2024. Work camp only in town for 2 weeks of the month.

<b>Community Group</b>	<b>Activity</b>
McKinlay Shire Council	<u>Workshop</u> *Assist with workshop duties <u>Plumbing</u> Nil
McKinlay Shire Council	<u>Saleyards/Loading Area</u> *Mowing/Whippersnipping





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McKinlay Shire Council	<u>McIntyre Park</u>
McKinlay Shire Council	<u>Various</u>
Julia Creek State School	
Churches/RSL/CWA/SES/Dirt and Dust Central	
Julia Creek Turf Club	
Julia Creek Lions Ladies	

Work camp were out of the Shire for most of the month but assisted with clean up at Kynuna and McKinlay after floods

## **8 – Housing, FRB and Community Centre**

### **8.1 – Budget**

			<b>Actual</b>	<b>Budget</b>
ENVIRO9.1	3810-1150	3810 - Council Housing – Capital Grant	\$90,000	\$120,000
ENVIRO9.2	3810-1300	3810 - Council Property / Staff Housing Program Rev	\$102,828	\$116,000
ENVIRO9.3	3810-1301	3810 - Council Property / Subdivision Blocks Rent	\$ 2,578	\$6,000
	3810-1302	3810-Council Property / Subdivision Blocks outgoings	\$0	\$6,000
ENVIRO9.4	3810-2300	3810 - Council Property / Staff Housing Program Exp	\$211,441	\$350,000
ENVIRO9.5	3810-2300	3810 - Council Property / Sub Division Expense	\$2,407	\$10,000

### **8.2 - Report**

#### **Council Property / Staff Housing**

Council Property / Staff Housing activities for the month are detailed in Table below.

<b>Activity</b>	<b>Number</b>
Properties Available for use	*Racecourse Residence, 4 Shaw Street. 1/ 50 Old Normanton Road
New Tenancies	2



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Finalised Tenancies	1
Remedy Breach	Nil
Notice to Leave	Nil
Notice of Intention to Leave	Nil
Notes/Repairs	Numerous repairs to locks and inspections on fly screens and gates/fencing – Shaw street blinds external damaged and replaced.

**Old Senior/Aged Care Housing**

Old Senior/Aged Care Housing activities for the month are detailed in Table Below:

Activity	Number
Properties Available	Nil
New Tenancies	Nil
Finalised Tenancies	Nil
Remedy Breach	Nil
Notice to Leave	Nil
Notes/Repairs	*Repairs to fencing, Seats removed and repaired, stained. Checked roof and repaired leaks unit 5. Air conditioner replaced unit 3.

**Fr Bill Bussutin Community Centre and Seniors Living Units**

**Budget**

	Actual	Budget
ENVIRO10.4 3820 - Community Centre Hire Fees	\$2,768	\$2,500

	Actual	Budget
ENVIRO10.4 3820 - FRB Centre RENT	\$26,720	\$42,000

	Actual	Budget
ENVIRO10.5 3820 - FRB Units & Community Ctr Operational Costs	\$36,214	\$110,000

**Report**

**Seniors Living Units / Fr Bill Community Centre**

Seniors Living Unit and Centre activities for the month are detailed in Table Below:



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<b>Fr Bill Units</b>	
Units Available for Rent	One (1) - Unit 8
New Tenancies	Nil
Finalised Tenancies	One
Remedy Breach	Nil
Notice to Leave	Nil
Notes/Repairs undertaken	Nil
<b>Fr Bill Centre</b>	
Notes/Repairs undertaken	Nil

## **9 – Land and Building Development**

### **9.1 – Budget**

	<b>Actual</b>	<b>Budget</b>
ENVIRO11.1 3900 - Revenue	\$9,663	\$6,000

	<b>Actual</b>	<b>Budget</b>
ENVIRO11.2 3900 - Town Planning Program	\$24,023	\$60,000

### **9.2 - Report**

#### **Regulatory Services, Land and Building Development**

Nil

<b><u>DA #</u></b>	<b><u>Date Lodged</u></b>	<b><u>Applicant</u></b>	<b><u>Type of Development</u></b>	<b><u>Location</u></b>	<b><u>Application Details</u></b>

Updates on various land matters are as follows; Decision to be made on what council are able to offer as compensation. ILUA to be finalised by State in April.

<b><u>Matter</u></b>	<b><u>Status</u></b>
Kynuna Rodeo Grounds/Landfill	No further updates.
McKinlay Landfill	No further updates.
Lot 2 K3718 – Land beside Water Reserve in Kynuna	No further updates.
Application for Deed of Grant over Operational Reserve, Lot 54 on JC55713 also known as 48 Byrne Street, Julia Creek	No further updates.



McKinlay Airstrip	No further updates.
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## 10 – Water and Sewage

### 10.1 – Budget

		Actual	Budget YTD	Budget
1810	Operational Costs – McKinlay Water	\$15,377	\$33,333	\$50,000

		Actual	Budget YTD	Budget
1820	Operational Costs – Kynuna Water	\$19,624	\$40,000	\$60,000

		Actual	Budget YTD	Budget
1830	Operational costs – Nelia Water	\$4,827	\$10,000	\$15,000

		Actual	Budget YTD	Budget
1900	Operational Costs – Julia Creek Sewerage	\$133,847	\$173,333	\$260,000

### 10.2 Report - Plumbing

Repair leaking galvanized pipe and fittings at washdown bay. Repair ruptured water main Burke Street. Replace damaged toilet Kynuna playground. Monthly water sampling in line with Councils DWQMP all schemes. Monthly visual checks on bore/storage tanks. Repair pumps at elevated storage tanks McKinlay and Kynuna. Inspection of McKinlay water station after flood.

#### **Sewage**

Routine monitoring of scheme, measure pond levels and in house sampling to report to DES. Monitor plant and Imhoff tank on a daily basis. Parts ordered and preparations for Sewage plant repair beginning 15<sup>th</sup> March 2024.



## **11 – Local Disaster Management**

### **11.1 – Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO12.1	2760 - SES Grants	\$21,267	\$20,568

		<b>Actual</b>	<b>Budget</b>
ENVIRO12.2	2760 – SES Capital Grants	\$0	\$117,000

		<b>Actual</b>	<b>Budget</b>
ENVIRO12.2	2760 - Natural Disaster Grants	\$6,102	\$6,780

		<b>Actual</b>	<b>Budget</b>
ENVIRO12.3	2760 - Disaster Management Operational Costs	\$21,312	\$20,600

### **11.2 - Report**

LDMG – Flooding Events Kynuna and McKinlay



## **7.0 COMMUNITY SERVICES**

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Ordinary Meeting of Council Tuesday 2<sup>nd</sup> April 2024

**Subject:** 7.1 Community Services Monthly Report

**Attachments:** Nil

**Author:** Community Services Team Leader

**Date:** 20<sup>th</sup> March 2024

**Executive Summary:**

Council is presented with the monthly Community Services report, which provides an overview of the operations for the month: **February 2024**.

**Recommendation:**

*That Council receives the Community Services monthly report for February 2024.*

The following report highlights the data for each of the Functional Areas of the Community Services Department.

**Julia Creek Caravan Park**

Increased usage of the accommodation facilities during the month with a number of contractors in town for road and rail repairs.

**JC Caravan Park Revenues February 2024**

Type of service	DECEMBER Total revenues (inc GST)	JANUARY Total revenues (inc GST)	FEBRUARY Total revenues (inc GST)
Twin Single Units	\$3,600	\$4,195	\$7,465
Powered Sites	\$2,630	\$2,964	\$3,263
Self-Contained Cabins	\$9,610	\$8,740	\$14,085
Unpowered Sites	\$620	\$310	\$240
<b>Sub Total</b>	<b>\$16,640</b>	<b>\$16,209</b>	<b>\$25,053</b>
Artesian Baths incl. salts	\$2,670	\$2,469	\$1,520
McIntyre Park			
Cheese Platters	\$70		
Laundry	\$171		\$5
Long Term Stay/Storage			
<b>Calculated Total</b>	<b>\$19,371</b>	<b>\$18,678</b>	<b>\$26,578</b>

**JC Caravan Park Occupancy by Category February 2024**

Type of Service	% Occupancy
Twin Single Units	68.76%
Cabin – 4 berth	86.06%
Cabin – 6 berth	81.03%
Unpowered site	2.76%
Powered Caravan site	11.97%
Powered camp site	1.69%



**JC Caravan Park Artesian Bathhouse Usage February 2024**

Type of Service	Number of bookings
Boundary Rider Huts	4
Replica Rainwater Tank Bathhouses	20

**Library & Funeral Services**

A wet February this year so some things we had planned for the library were cancelled or postponed. We did have a visit from NWRH regarding carers assistance, there will be a morning tea information session in the near future.

Friday library is going well, kids have filled in permission slips and they are still being picked up after school. We have been able to welcome our new sport and Rec officer MJ who for now will be bringing the children down to the library on Fridays. A nice way for him to interact with some of the children.

Unfortunately, the day the Centrelink mobile unit arrived in town the internet was down all day. Some people were able to get help on how to access some Centrelink stuff for themselves here at the access point in the library when the internet was up and running.

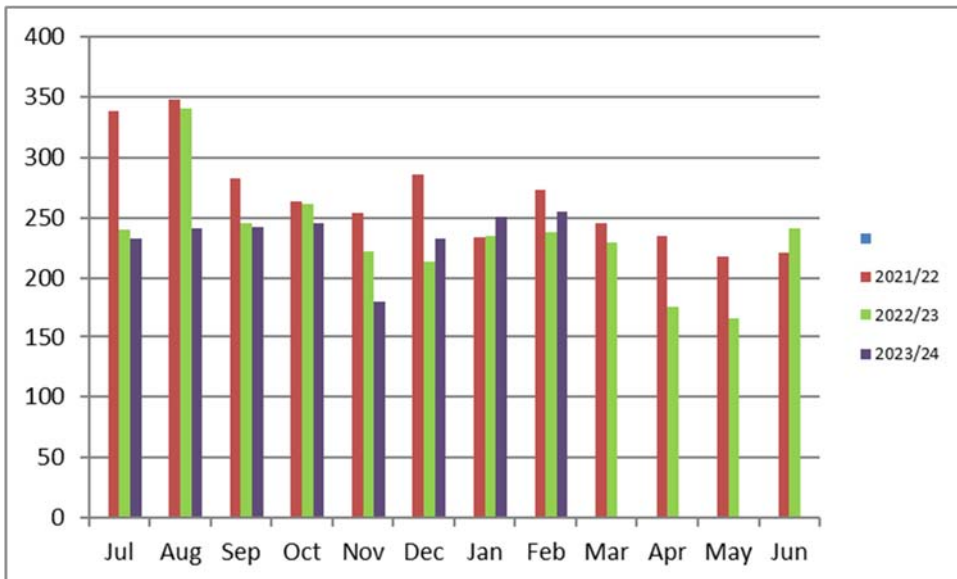
**JC Library Memberships February 2024**

Type of Membership	Total Membership
Adult	352
Junior	48
Institutions	2
Tourists	

**JC Library Services Provided February 2024**

Services Provided	Total Amount
Reservations satisfied	15
Requests for books	14

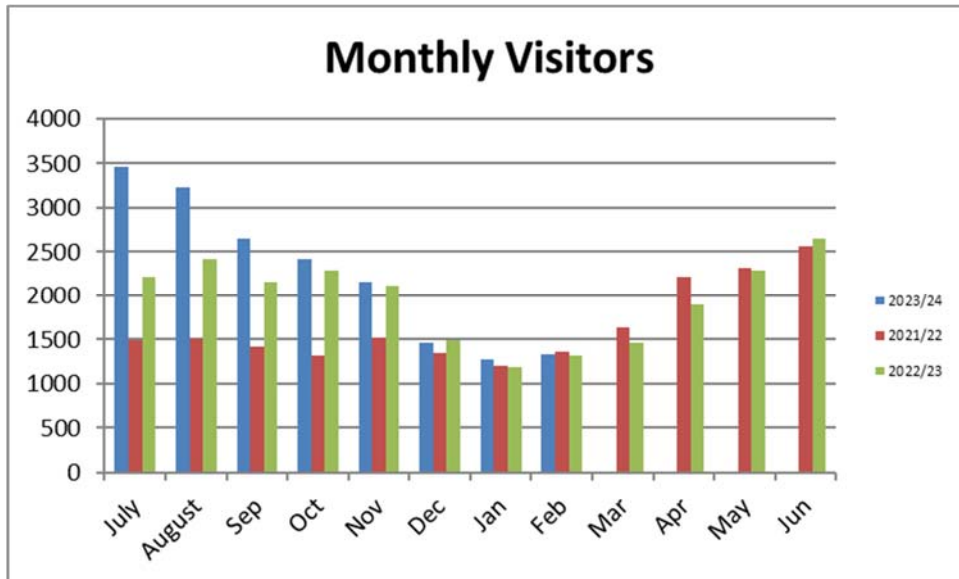
**JC Library Monthly Loans February 2024**







**JC Library Monthly Visitors February 2024**



**Tourism**

***Total Visitor Numbers for February 2024***

There were 41 visitors to the Julia Creek Visitor Information Centre in February 2024 compared with 17 in February 2023.

***Total Locals February 2024***

There was a total of 4 local visitors to the Julia Creek Visitor Information Centre in February 2024 compared with 0 in February 2023.

***Beneath the Creek Entries January 2023***

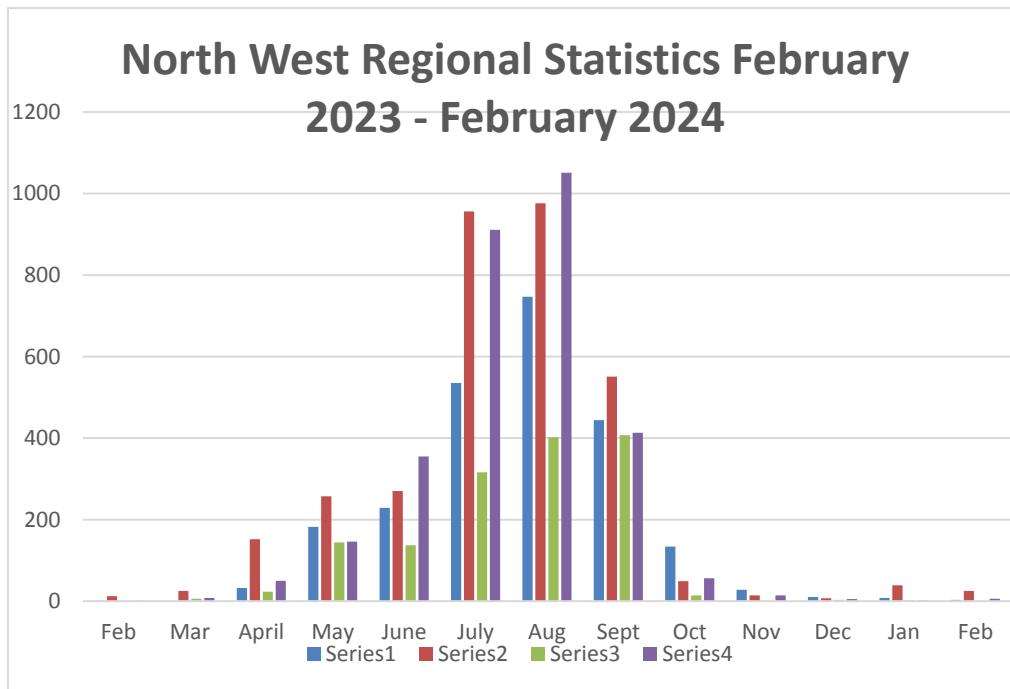
There was a total of 0 attendees at the Dunnart Feeding Experience in February 2024 compared with 0 in February 2023

***Virtual Reality Mustering Experiences February 2024***

There was a total of 0 attendees who experienced the Virtual Reality Muster February 2024.



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**North West Regional Statistics for February 2024**



**RV Site Permits February 2024**

There were 0 RV Site permits issued in February 2024 compared with 0 in February 2023.

**Social Media Figures February 2024**

	Facebook Page Followers			Instagram Followers		
	Mckinlay Shire Council	Julia Creek VIC	Caravan Park	Mckinlay Shire Council	Julia Creek VIC	Caravan Park
February 1	7,900	5,632	8,235	1,177	3,921	1,293
February 29	7,995	5,688	8,446	1,178	3,927	1,295

**Julia Creek Early Learning Centre**

For the month of February, we have had a very busy month we have introduced excursions on a Friday to the centre. Visiting the Dunnart and the café along side the parks. Children and families have settled in well and we are starting to see a routine form within the centre. Staffing has started to stabilise, and we have been successful in recruiting an Early childhood teacher to start in March, fulltime. As the director of the Centre, I have started to notice positive changes with staff finding confidence and communication with families has been our hotspot for the month, ensuring we are communicating all positive interactions and challenging moments also.



**Utilisation/Enrolments**

We have had a steady month of enrolments, with one family beginning orientation to begin next month and two children have started on a casual basis when coming into town for the day. We are continuing to offer families spots at the centre and reminding families of available spots, including extra bookings. We are continuing to receive inquiries from expecting families for later this year. We have a waitlist of five children, four are babies waiting to turn 1 and one kindy child joining us in term 2 once the wet season is over.

**Centre Utilisation as of February 2024**

Babies 8% Based on 4 Children max (was 13 %)

3 booking out of 20 Weekly

Toddler’s 70% Based on 5 Children max (was 44 %).

19 bookings out of 25 weekly

Kinder 84% Based on 11 Children max (was 84%).

46 booking out of 55 weekly

**Swimming Pool**

- Numbers are fairly steady and starting to pick up towards the end of the month with the weather clearing
- The equipment and pool pump is working well.
- Block lessons will be back on in March with the rain finally easing.
- Overall it was a fairly quiet month due to the ongoing wet season but with the end in sight we are planning for swimming for March and the second week in the Easter holidays and we will continue them for as long as people want to swim into the cooler months.

TOTAL ENTRIES			
	Adult	Child	Total
Julia Creek	106	109	215

**Sport & Recreation**

Mohak Jakhar commenced in the Sport & Recreation Officer role on 26<sup>th</sup> February and has hit the ground running with activities.

The After School activitied commenced in week 7 and will continue until week 9 (school calendar), taking place on Wednesday and Thursday. On Wednesday, the focus is on ball games such as tennis, basketball, cricket etc. involving both skill instruction and game play, whereas Thursday are reserved for swimming sessions. The program runs from 2:30pm to 4:00pm. Up until week 8, 24 children have participated in these school activities.

A draft schedule for School Holiday Program and is waiting for approval from supervisor. Have scheduled the program from 2/04/2024 till 12/04/2024. Potential activities include Library session, Sports game day, Arts and



Ordinary Meeting of Council Tuesday 2<sup>nd</sup> April 2024

Crafts, Pool Day, Tennis Lesson by Charters Towers (TBC), Movie Day. Planning to send the flyers to school in week 10.

On Fridays, attend school to assist teachers with PE classes, typically lasting for two hours, Additionally, after school, I help walk school children over to the Julia Creek Library and on 11<sup>th</sup> March, helped school with sports trial, which happened in Indoor Sports Centre and Kev Bannah Oval.

One of the tennis courts has a broken tennis post winder, and another court is missing one entirely. I have placed an order for replacements from Advantage Sports, and they've been dispatched. We should expect them to arrive in a few weeks' time. New Equipment's like 1.25kg rubber coated Olympic weight plate, revolving curl bar cable, attachment dumbbell set with rack barbell squat pad have been ordered for Daren Ginns Centre and expecting to arrive in few weeks' times. Regularly doing maintenance checks on the Daren Ginns Centre and reports any issues that need attention.

**Community Health**

CHSP Clients	Occasions of Service	Time Spent (hrs)
Nursing Care	48	21.6
Personal Care	5	1.75
Other	--	--
<b>TOTAL</b>	<b>53</b>	<b>23.35</b>

Non-CHSP Clients	Occasions of Service	Time Spent (hrs)
Nursing Care	24	16.6
Other	--	
Other	--	
<b>TOTAL</b>	<b>24</b>	<b>16.6</b>

TRANSPORTS	Number of one-way journeys
CHSP Clients	5
Non-CHSP Clients	1
<b>TOTAL</b>	<b>6</b>

<b>Meetings</b>
MDT @ MPHS x4
<b>Health Promotion</b>
Introduced several clients to Outreach Palliative Care clinician from NWHHS during her visit 5-7 Feb, 2024.
<b>General Business</b>
Facilitated bookings for next Hearing Australia visit to Julia Creek
Road closures due to flood-water postponed/cancelled some visiting services this month (ATODS, NWRH)
Internet and phone connectivity issues made life hard on 14/2/24



## CHSP – Commonwealth Home Support Program

### Events and Activities

All CHSP activities have re-commenced for February. Monday Games Wednesday Luncheons along with our regular Thursday shopping. Work camp are still doing the home maintenance for our CHSP clients and are doing a great job.

### Statistics February 2024

CHSP currently have a total of **23** clients.

Service Offered	Number of Clients
Transport	10 Two-way trips
Social Support	26 Visits
Personal Care	5 visits
Counselling/Support, Information and advocacy (client)	6 hours
Shopping	4 trips
GAMES	4 attended (4 sessions)
Luncheon Wednesday Meal	5 Attended (4 sessions) meals (including morning tea)
Meals on Wheels	0 meals delivered
Community Nurse Visits	48 visits
Home Maintenance	20 lawns mowed 10 clients
Domestic Assistance	4 clients 28 visits
Pub Lunch	Nil
Clients Transported for Doctors Appointments	5 CHSP clients

**InfoXpert Document ID:** 130957



**7.2 Subject:** Julia Creek Turf Club – Community Sponsorship Request

**Attachments:** Nil

**Author:** Community Services Team Leader

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**Executive Summary:**

Council has received a Community Sponsorship Request from the Julia Creek Turf Club to support the running of the 2024 Julia Creek Artesian Express Race Day.

**Recommendation:**

*Council resolves to approve the Community Sponsorship Request for the Julia Creek Turf Club for \$3,750.*

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**Background:**

Council annually offers funding programs such as Community Sponsorship/Donations to provide additional support to community events which provide economic support, social interaction and community connectedness for residents of the Shire. The Julia Creek Artesian Express Race Day is held in conjunction with the Dirt & Dust festival.

The club is seeking \$5,000 in sponsorship and is proposed to be utilised as outlined in the below table, which actually equates to \$5,500.

<b>Item/Description</b>	<b>Amount</b>
New steel arch signage on the finish line	\$1,500
Contribution to Volunteer group cost – Bar & Gates	\$2,500
Prizes for Senior Girls & Boys and Tiny Tots Fashions on the field	\$500
Contribution to VIP Marquee Entertainment	\$1,000
<b>Total</b>	<b>\$5,500</b>

The Club requested sponsorship in October 2023 of \$1,250 for their Beach Races event held in November 2023. The Community Grants policy states that groups are eligible for one sponsorship contribution per financial year. Further it states that sponsorship provided will be up to \$5,000. For those seeking sponsorship greater than \$5,000 an application must be submitted for consideration prior to the commencement of the financial year for which the organisation requires the sponsorship.

Given the prior allocation, and the policy it is recommended that sponsorship be provided for the amount of \$3,750.00



Ordinary Meeting of Council 2<sup>nd</sup> Tuesday April 2024

**Consultation:**

Nil

**Legal Implications:**

Nil

**Policy Implications:**

Community Grants Policy

**Financial and Resource Implications:**

Council sets aside \$35,000 from its annual budget for community sponsorship. Council currently has \$18,750 available for allocation to groups.

**InfoXpert Document ID:** 130959



## **8.0 CORPORATE SERVICES**

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**Subject:** Corporate Services February 2024 Report  
**Attachments:** Nil  
**Author:** Director Corporate & Community Services

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**Executive Summary:**

The Corporate Services Report as of 29 February 2024 which summarises the financial performance and position is presented to Council.

**Recommendation:**

*That Council receives the monthly Corporate Services Report for the period ending 29 February 2024.*

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**Report:**

The Corporate Services Report compares actual performance to date with the Council's 2023/2024 Budget and provides information, budget variances or any financial risks/concerns.

Financial information provided in this report is:

1. Summary of the Statement of Comprehensive Income (Profit & Loss Sheet) provides the total revenue versus expenditure which gives the operating result.
2. Statement of Financial Position (the Balance Sheet) "bottom line" discloses the Net Community Equity of Council, which represents its wealth as measured by a dollar value of its asset less liabilities.
3. Statement of Cash Flows indicates where Council's cash came from and where it was spent.
4. Summary by function provides the total year to date revenue and expenditure for each Department of Council.
5. Summary of year to date expenditure for the Capital Works program.
6. Outstanding balances for rates and debtors.

**Income Statement Variances/Comments:**

Revenue increased by \$2.77m during the month which was largely due to the second levy of rates being issued on 29/02/2024 with a due date of 1<sup>st</sup> April 2024; expenditure increased by \$3.39m which was largely attributable to depreciation being run up to the end of February period.



### INCOME STATEMENT SUMMARY

	Actuals	Variance	YTD Budget	Full Year Budget
<b>Total Income</b>	32,458,930	97%	33,361,933	50,042,899
<b>Total Expenses</b>	(10,901,727)	87%	(12,571,479)	(18,857,219)
<b>Net Result</b>	<b>21,557,203</b>	<b>104%</b>	<b>20,790,453</b>	<b>31,185,680</b>
Less Capital Revenue	24,775,764	108%	22,971,021	34,456,531
<b>Operating Result (excl. Capital Revenue)</b>	<b>\$ (3,218,561)</b>	<b>148%</b>	<b>\$ (2,180,567)</b>	<b>\$ (3,270,851)</b>

### STATEMENT OF FINANCIAL POSITION

	2024 Actuals	2023 Actuals
Current Assets	28,902,734	36,004,751
Total Non-Current Assets	287,626,562	260,040,953
<b>Total Assets</b>	<b>316,529,296</b>	<b>296,045,704</b>
Total Current Liabilities	4,564,603	5,638,214
Total Non-Current Liabilities	174,462	174,461
<b>Total Liabilities</b>	<b>4,739,065</b>	<b>5,812,675</b>
<b>Net Community Assets</b>	<b>\$ 311,790,231</b>	<b>\$ 290,233,029</b>
<i>Community Equity</i>		
Asset Revaluation Surplus	102,467,025	102,467,023
Retained Surplus	209,323,206	187,766,006
<b>Total Community Equity</b>	<b>\$ 311,790,231</b>	<b>\$ 290,233,029</b>

### STATEMENT OF CASH FLOWS

	2023/24 Actuals	2022/23 Actuals
<b>Cash Flows from Operating Activities</b>	(987,091)	8,307,470
Receipts, Payments & Interest Received		
Borrowing Costs		
<b>Cash Flows From Investing Activities</b>	(6,344,924)	20,011
Payments and Proceeds for PPE		
Capital Income		
<b>Cash Flows from Financing Activities</b>	-	-
Loan Payments		
Net increase (decrease) in cash held	(7,332,015)	8,327,481
Cash at beginning of the financial year	32,712,590	24,385,109
<b>Cash at the end of the period</b>	<b>\$ 25,380,575</b>	<b>\$ 32,712,590</b>



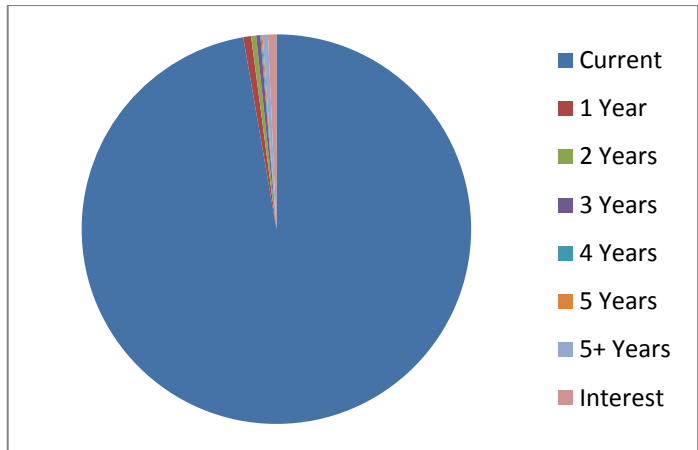
Summary By Departments						
Department	Revenue			Expenditure		
	Actuals	%	Budget	Actuals	%	Budget
Infrastructure & Works	26,341,849	85%	30,844,875	5,438,256	56%	9,785,000
Governance & Partnerships	-	0%	-	589,839	67%	885,782
Corporate Services	4,246,547	35%	12,066,915	1,234,438	66%	1,874,401
Economic Development	199,499	41%	485,500	669,842	59%	1,141,500
Community Services	1,133,627	19%	5,962,123	2,270,723	59%	3,842,229
Health Safety & Development	59,922	35%	173,348	357,953	56%	638,600
Environmental Management	478,216	94%	510,138	299,420	50%	599,212
	<b>32,459,659</b>	<b>65%</b>	<b>50,042,899</b>	<b>10,860,471</b>	<b>58%</b>	<b>18,766,724</b>

	Actuals to date 2023-24	Adopted Budget 2023-24	Grants/Other
<b>Infrastructure &amp; Works</b>			
Roads	\$25,441,405	\$36,311,000	\$35,866,000
Wastewater	\$368,985	\$1,730,000	\$1,500,000
Water	\$86,931	\$459,147	\$372,820
Transport	\$2,101	\$552,529	\$300,000
Other	\$900,698	\$1,580,000	\$0
<b>Subtotal</b>	<b>\$26,800,119</b>	<b>\$40,632,676</b>	<b>\$38,038,820</b>
<b>Environmental Management</b>	<b>Actuals</b>		<b>Grants/Other</b>
Reserves	\$23,599	\$91,000	\$0
<b>Subtotal</b>	<b>\$23,599</b>	<b>\$91,000</b>	<b>\$0</b>
<b>Community Services &amp; Facilities</b>	<b>Actuals</b>		<b>Grants/Other</b>
Community Buildings & Other Structures	\$750,560	\$8,079,184	\$7,787,584
Parks & Gardens	\$60,437	\$38,250	\$28,250
Council Housing	\$451,254	\$2,540,000	\$1,670,000
<b>Subtotal</b>	<b>\$1,262,252</b>	<b>\$10,657,434</b>	<b>\$9,485,834</b>
<b>Corporate Services</b>	<b>Actuals</b>		<b>Grants/Other</b>
Corporate Buildings & Other Structures	\$9,452	\$312,571	\$0
Other	\$0	\$40,000	\$0
Economic Development	\$181,377	\$495,000	\$475,000
<b>Subtotal</b>	<b>\$190,829</b>	<b>\$847,571</b>	<b>\$475,000</b>
<b>Total</b>	<b>\$28,276,799</b>	<b>\$52,228,681</b>	<b>\$47,999,654</b>



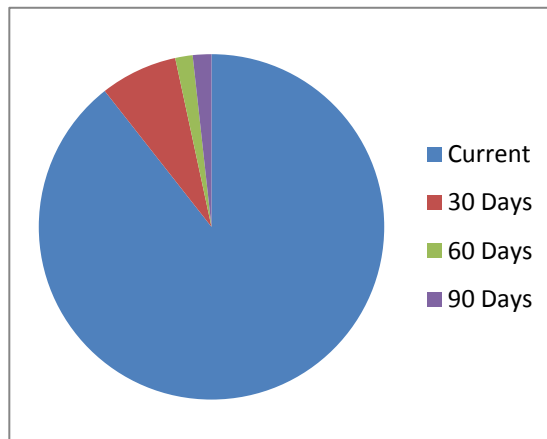
## Outstanding Rates

	Feb-24	Jan-24
<b>Current</b>	2,160,401	17,997
<b>1 Year</b>	14,490	15,262
<b>2 Years</b>	9,333	10,907
<b>3 Years</b>	7,513	7,613
<b>4 Years</b>	2,153	2,153
<b>5 Years</b>	2,111	2,111
<b>5+ Years</b>	9,971	9,971
<b>Interest</b>	15,214	14,680
<b>Total</b>	<b>2,221,186</b>	<b>80,694</b>



## Outstanding Debtors

<b>Total</b>	<b>140,885.89</b>
<b>Current</b>	125,958.46
<b>30 Days</b>	10,177.00
<b>60 Days</b>	2,295.19
<b>90 Days</b>	2,455.24



**Comments:**

**Consultation:**

**Legal Implications:**

**Policy Implications:**

**Financial and Resource Implications:**

**InfoXpert Document ID: 130960**



Ordinary Meeting of Council Tuesday 2<sup>nd</sup> April 2024

**8.2 Subject:** Code of Conduct for Councillors  
**Attachments:** Code of Conduct for Councillors in Queensland  
**Author:** Director Corporate & Community Services  
**Date:** 02 April 2024

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**Executive Summary:**

In accordance with section 150D of the Local Government Act 2009, the Minister for Local Government must make a Code of Conduct stating the standards of behavior for Councillors in the performance of their responsibilities as Councillors. The Code of Conduct for Councillors has been revised and issued in February 2024.

**Recommendation:**

*That Council note and adopt the new Code of Conduct for Councillors in Queensland released by the Department of Housing, Local Government, Planning and Public Works which was approved on 22 February 2024.*

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**Background:**

Under Section 150D of the *Local Government Act 2009* the Minister for Local Government must make a Code of Conduct stating the standards of behavior for Councillors in the performance of their responsibilities as Councillors.

The previous Code of Conduct for Councillors was issued in August 2020 and has been reviewed and updated by the Minister. The main changes are to reflect legislative changes which came into effect from 15 November 2022. The code of conduct contains the legislative definitions of conduct breach, misconduct and corrupt conduct and clarifies that conduct which relates solely to behaviour engaged in by a councillor in a personal capacity is not subject to the councillor complaints framework and therefore, the Code of Conduct for Councillors in Queensland does not apply.

**Consultation:**

Chief Executive Officer

**Policy Implications:**

Replacement of Current Code of Conduct for Councillors

**Financial and Resource Implications:**

Nil

**InfoXpert Document ID:** 130961

# **Code of Conduct for Councillors in Queensland**

**Approved 22 February 2024**

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## **Purpose of the Code of Conduct**

The Code of Conduct sets out the principles and standards of behaviour expected of councillors and mayors when carrying out their roles, responsibilities and obligations as elected representatives for their communities. By adhering to the behaviours set out below, councillors will increase public confidence in local government and their decisions.

## **Background**

Under section 150D of the *Local Government Act 2009* (the LGA), the Minister for Local Government (the Minister) must make a Code of Conduct stating the standards of behaviour for councillors in the performance of their responsibilities as councillors. In addition to this, the Code of Conduct may contain anything the Minister considers necessary for, or incidental to, the standards of behaviour.

Before assuming public office, all councillors must make a declaration of office and commit to complying with the local government principles and obligations of councillors in accordance with section 169 of the *Local Government Act 2009* and 169 of the *City of Brisbane Act 2010*, as well as the standards of behaviour set out in this Code of Conduct. As part of that declaration, councillors must declare that they will abide by this Code of Conduct.



## The Local Government Principles and Values

The legislation is founded on five local government principles with which councillors must comply while performing their roles as elected representatives.

These principles are listed below:

1. Transparent and effective processes, and decision making in the public interest
2. Sustainable development and management of assets and infrastructure, and delivery of effective services
3. Democratic representation, social inclusion and meaningful community engagement.
4. Good governance of, and by, local government
5. Ethical and legal behaviour of councillors and local government employees.

This Code of Conduct provides a set of values that describe the types of conduct councillors should demonstrate to ensure their compliance with the local government principles. These values are listed below:

1. In making decisions in the public interest, councillors will:
  - make decisions in open local government meetings
  - properly inform relevant personnel of all required information
  - make decisions in accordance with law and policy
  - commit to exercising proper diligence, care and attention.
2. To ensure the effective and economical delivery of services, councillors will:
  - manage local government resources effectively, efficiently and economically
  - foster a culture of excellence in service delivery.

3. In representing and meaningfully engaging with the community, councillors will:
  - show respect to all persons
  - clearly and accurately explain the local government's decisions
  - accept and value differences of opinion.
4. In exercising good governance, councillors are committed to:
  - the development of open and transparent processes and procedures
  - keeping clear, concise and accessible records of local government decisions.
5. To meet the community's expectations for high level leadership, councillors will:
  - be committed to the highest ethical standards while performing their official duties
  - uphold the system of local government and relevant laws applicable to it.

This Code of Conduct also sets out standards of behaviour aimed at helping councillors understand how the principles and values are put into practice while performing their official duties as elected representatives.

Each standard of behaviour is not intended to cover every possible scenario. However, they provide general guidance about the manner in which councillors are expected to conduct themselves. It is important to note that the principles, values and standards set out in the Code of Conduct are of equal importance.

## Standards of Behaviour

This Code of Conduct sets out the standards of behaviour applying to all councillors in Queensland while acting in their official capacity. The behavioural standards relate to, and are consistent with, the local government principles and their associated values.

The standards of behaviour are summarised as the three Rs, being:

1. **RESPONSIBILITIES**
2. **RESPECT**
3. **REPUTATION**

Each standard of behaviour includes, but is not limited to, several examples to guide councillors in complying with the Code of Conduct when carrying out their role as elected officials. Councillors are to understand and comply with the following standards of behaviour as set out in the Code of Conduct listed below.

### 1. Carry out **RESPONSIBILITIES** conscientiously and in the best interest of the local government and the community

For example, councillors will, at a minimum, have the following responsibilities:

- 1.1. Attend and participate meaningfully in all local government meetings, committee meetings, informal meetings, relevant workshops and training opportunities to assist them in fulfilling their roles other than where prior leave of absence is given
- 1.2. Respect and comply with all policies, procedures and resolutions of local government
- 1.3. Use only official local government electronic communication accounts (e.g.

email accounts) when conducting local government business

- 1.4. Report any suspected wrongdoing to the appropriate entity within required time periods
- 1.5. Ensure that their behaviour or capacity to perform their responsibilities in their official capacity as a councillor is not impaired by the use of substances that may put them or others at risk while performing their duties (for example, alcohol, illegal drugs or prescribed/non-prescribed and/or restricted substances)
- 1.6. Cooperate with any investigation being undertaken by the local government or other entity
- 1.7. Ensure that the Councillor's Advisor is aware of their obligations to comply with the standards of behaviour in the Code of Conduct for Councillor Advisors in Queensland
- 1.8. Awareness of responsibilities imposed on councillors by the *Local Government Act 2009*, the *City of Brisbane Act 2010* and the relevant regulations.

### 2. Treat people in a reasonable, just, **RESPECTFUL** and non-discriminatory way

For example, councillors will, at a minimum, act in the following ways:

- 2.1. Treat fellow councillors, local government employees and members of the public with courtesy, honesty and fairness
- 2.2. Not use abusive, obscene or threatening language (either oral or written) or behaviour towards other councillors, local

government employees or members of the public

- 2.3. Have proper regard for other people's rights, obligations, cultural differences, safety, health and welfare.

### 3. Ensure conduct does not reflect adversely on the REPUTATION of the local government

For example, councillors will, at a minimum, conduct themselves in the following manner:

- 3.1 When expressing an opinion dissenting with the majority decision of the local government, respect the democratic process by acknowledging that the local government decision represents the majority view of the local government.
- 3.2 When making public comment, clearly state whether they are speaking on behalf of the local government or expressing their personal views.
- 3.3 At all times strive to maintain and strengthen the public's trust and confidence in the integrity of the local government and avoid any action which may diminish its standing, authority or dignity.

## Consequences of failing to comply with the Code of Conduct

Failure to comply with the standards of behaviour in this Code of Conduct, or other conduct prescribed in this code of conduct may give rise to a complaint against a councillor's conduct and subsequent investigation and disciplinary action under the legislation if found to have engaged in a conduct breach, misconduct, or corrupt conduct.

A complaint about the conduct of a councillor must be reported to the Office of the Independent

Assessor (OIA) within one year from when the conduct occurred, or within six months after the conduct comes to the knowledge of the complainant but within two years after the conduct occurred.

These time limitations do not reflect the fact that the OIA can look at a matter received late due to exceptional circumstances.

There is no time limit for reporting of corrupt conduct.

A preliminary assessment process must be undertaken by the Independent Assessor before progressing conduct matters. After the preliminary assessment the Independent Assessor must decide:

- to dismiss a complaint, notice or information, or
- take no further action in certain circumstances, or
- refer a suspected conduct breach to a local government for investigation, or
- investigate the conduct of the councillor, or
- not deal with the complaint and give the councillor counselling or recommend training or mediation.

If, after the preliminary assessment the Independent Assessor refers the complaint to the appropriate entity to deal with, the entity to which they refer the matter will depend on the category of the conduct complaint (conduct breach, misconduct, and corrupt conduct).

The Independent Assessor may take no further action about the conduct of a councillor, following an investigation, if satisfied that taking further action would not be in the public interest.

## Unsuitable Meeting Conduct

Under the *Local Government Act 2009*, any conduct by a councillor that is contrary to the standards of behaviour in the Code of Conduct that occurs within a local government meeting (including standing committee meetings), is dealt with as unsuitable meeting conduct.

Unsuitable meeting conduct by a councillor is dealt with by the chairperson of the meeting. It is important that the chairperson deal with matters of unsuitable meeting conduct immediately, and as efficiently and effectively as possible so that the local government can continue with their business of making effective decisions in the public interest.

Unsuitable meeting conduct by the chairperson will be dealt with by the councillors present at the meeting who will decide by resolution if the chairperson has engaged in unsuitable meeting conduct and if so how to deal with the matter. The councillors may make an order to reprimand the chairperson.

## Conduct breach

Under the *Local Government Act 2009*, any conduct by a councillor that is contrary to the standards of behaviour in the Code of Conduct or a policy, procedure or resolution of a local government, and is not unsuitable meeting conduct, misconduct or corrupt conduct is dealt with as a conduct breach. The code of conduct only applies to conduct directly relevant to a councillor's official duties.

The conduct of a councillor is also a conduct breach if it contravenes an order by the chairperson of a local government meeting for the councillor to leave the meeting or is a series of conduct at local government meetings that leads to orders for the councillor's unsuitable meeting conduct being made

on three occasions within a period of one year. The local government is not required to notify the OIA of these matters and may deal with the conduct under section 150AG of the *Local Government Act 2009* (including Brisbane City Council).

The Independent Assessor is responsible for conducting a preliminary assessment of the complaint about the conduct of a councillor including the allegations of a suspected conduct breach, excluding those arising from unsuitable meeting conduct, referred to the Independent Assessor.

Following the preliminary assessment, if the Independent Assessor has decided not to dismiss, the Independent Assessor must refer a suspected conduct breach to the local government to deal with.

The local government may decide not to start, or to discontinue investigation if:

- the complainant withdraws the complaint or consents to the investigation not being started or being discontinued; or
- the complainant does not comply with a request by the local government for further information; or
- there is insufficient information to investigate the conduct; or
- the councillor has vacated office (if re-elected within a 12 month period, the investigation must be recommenced).

## Misconduct

Councillors are required to comply with all laws that apply to local governments, this includes refraining from engaging in misconduct.

The Independent Assessor is responsible for assessing and investigating instances of suspected

misconduct. The OIA may make an application to the Councillor Conduct Tribunal (CCT) for the matter to be heard and determined. If the councillor is found to have engaged in misconduct, the CCT may decide to take the disciplinary action it considers appropriate against the councillor. The Independent Assessor may, at any time before an application is decided by the CCT, withdraw the application in whole or in part if satisfied the withdrawal is in the public interest.

If the office of a councillor is vacated before an application is decided, the Independent Assessor must withdraw the application.

The conduct of a councillor is misconduct if the conduct:

- adversely affects, directly or indirectly, the honest and impartial performance of the councillor's functions or exercise of the councillor's powers, or
- is, or involves:
  - non-compliance with an Act by a councillor
  - misuse of information or material acquired by the councillor, in the performance of the councillor's functions, whether the misuse is for the benefit of the councillor or for the benefit or to the detriment of another person
- is:
  - a contravention of an order of a local government or the CCT
  - a contravention of a policy of the local government about the reimbursement of expenses
  - failure to notify particular conduct to the OIA

- a failure to declare a conflict of interest or appropriately deal with a prescribed conflict of interest or a declarable conflict of interest in a meeting
- participation in a decision when a prescribed or declarable conflict of interest exists without approval of the other councillors in the matter
- a failure to report another councillor's potential conflict of interest in a matter in a meeting if the councillor reasonably believes or suspects the other councillor has a conflict of interest
- a release of confidential information that the councillor knows is confidential
- an attempt to influence a decision maker about a matter in which the councillor has a prescribed conflict of interest or a declarable conflict of interest
- failure to declare particulars of interests at the start of the term or appointment, update or annually review.

The conduct of a councillor is also misconduct if the conduct leads to the councillor being disciplined for a conduct breach on three occasions within a period of one year or is conduct that is identified in an order of local government that it will be dealt with as misconduct if the councillor engages in the same conduct breach again.

The conduct of a councillor is misconduct if a councillor purports to direct the Chief Executive Officer (CEO) in relation to disciplinary action regarding the conduct of a local government employee or a Councillor Advisor.

The conduct of a mayor is misconduct if an unlawful direction is given by a mayor to the CEO under the *Local Government Act 2009* or, is given to the CEO or a senior executive employee under *the City of Brisbane Act 2010*.

Councillors / mayor may only give directions to local government employees that are in accordance with the guidelines made about the provision of administrative support.

### **Corrupt Conduct**

Corrupt conduct is defined by, and dealt with, under the *Crime and Corruption Act 2001*<sup>1</sup> and must be referred to the Crime and Corruption Commission (CCC).

Corrupt Conduct means conduct of a person, regardless of whether the person holds or held an appointment, that

- adversely affects or could adversely affect the performance of the councillor’s responsibilities, and
- involves the performance of the councillor’s responsibilities in a way that:
  - is not honest or impartial, or
  - involves a breach of the trust placed in the councillor, or
  - involves a misuse of information or material acquired through the performance of the councillor’s responsibilities and
- would if proved, be –
  - a criminal offence; or
  - a disciplinary breach providing reasonable grounds for terminating the person’s services, if the person is or were the holder of an appointment.

Corrupt Conduct also means conduct of a person, regardless of whether the person holds or held an appointment, that:

- impairs, or could impair, public confidence in public administration; and
- involves, or could involve, any of the following—
  - collusive tendering;
  - fraud relating to an application for a licence, permit or other authority under an Act with a purpose or object of any of the following (however described)
    - o protecting health or safety of persons;
    - o protecting the environment;
    - o protecting or managing the use of the State’s natural, cultural, mining or energy resources;
  - dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of State assets;
  - evading a State tax, levy or duty or otherwise fraudulently causing a loss of State revenue;
  - fraudulently obtaining or retaining an appointment; and
- would, if proved, be—
  - a criminal offence; or
  - a disciplinary breach providing reasonable grounds for terminating the person’s services, if the person is or were the holder of an appointment.

Councillors are reminded of their obligations under section 38 of the *Crime and Corruption Act 2001* to report suspected corrupt conduct.

<sup>1</sup> Section 15 ((1) and (2) *Crime and Corruption Act 2001*

The OIA has entered into a section 40<sup>2</sup> arrangement with the CCC which allows the OIA to commence investigation into some allegations of corrupt conduct and report the matters to the CCC on a monthly basis, to provide the CCC with the opportunity to assume responsibility for or monitor an investigation, should the CCC consider that appropriate.

Further information about the CCC's jurisdiction and other topics in relation to local government is available at <https://www.ccc.qld.gov.au/sites/default/files/Docs/Publications/CCC/Corruption-in-focus-Guide-2020.pdf> (Chapter 4).

### **More Information**

For any further enquiries on this matter please contact the department.

<sup>2</sup> Section 40 *Crime and Corruption Act 2001*



**8.3 Subject:** Standing Orders of Council  
**Attachments:** Standing Orders for Council Meetings including Standing Committees  
**Author:** Director Corporate & Community Services  
**Date:** 21<sup>st</sup> March 2024

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**Executive Summary:**

Council adopted the Standing Orders for Council Meetings including Standing Committees Policy in April 2023. The Department of Housing, Local Government, Planning and Public Works has since released updated Best practice example standing orders for local government and standing committees therefore the policy has been reviewed.

**Recommendation:**

*That Council adopt the Standing Orders for Council Meetings including Standing Committees version 5.0 as presented.*

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**Background:**

Council adopted the Standing Orders for Council Meetings including Standing Committees Policy in April 2023 following the release of update best practice example from the Department. The policy has been reviewed and updated to reflect the example policy provided by the Department.

Changes included:

- Referencing of the sections of the Local Government Act and Regulation
- More detail in the section of reporting a suspected conflict of interest
- New section, Process for dealing with unsuitable meeting conduct by a chairperson

The Standing Orders provide written rules for the orderly conduct of Council Meetings and Committee Meetings.

**Consultation:**

Department of Housing, Local Government, Planning and Public Works.

**Legal Implications:**

Nil

**Policy Implications:**

Revokes all previous versions of the policy.

**Financial and Resource Implications:**

Nil

**InfoXpert Document ID:** 130962





# STANDING ORDERS FOR COUNCIL MEETINGS INCLUDING STANDING COMMITTEES

## 1. Standing Orders

- 1.1. These standing orders apply to local government meetings including standing committee meetings. These standing orders do not apply to meetings of the audit committee.
- 1.2. A provision of these standing orders may be suspended by resolution of any meeting of the local government except those sections that are mandatory under the model meeting procedures. A separate resolution is required for any suspension and must specify the application and duration of each suspension.
- 1.3. Where a matter arises at the local government meeting that is not provided for in these standing orders, the matters shall be determined by resolution of the local government upon a motion which may be put without notice but otherwise conforming with these standing orders.

## Procedures for Meetings of Council

### 2. Presiding Officer

- 2.1 The Mayor will preside at a meeting of Council.
- 2.2 If the Mayor is absent or unavailable to preside, the Deputy Mayor will preside.
- 2.3 If both the Mayor and the Deputy Mayor, or the Mayor's delegate, are absent or unavailable to preside, a Councillor chosen by the Councillors present at the meeting will preside at the meeting.
- 2.4 The local government will choose the Chairperson for a Committee meeting. This Chairperson will normally preside over meetings of the Committee.
- 2.5 If the Chairperson of a Committee is absent or unavailable to preside, a Councillor chosen by the Councillors present will preside over the Committee meeting.
- 2.6 Before proceeding with the business of the local government meeting, the person presiding at the meeting shall undertake the acknowledgement and/or greetings deemed appropriate by the local government.

### 3. Order of Business

- 3.1 The order of business will be determined by resolution of the local government from time to time. The order of business may be altered for a particular meeting where the Councillors at

that meeting pass a procedural motion to that effect. A motion to alter the order of business may be moved without notice.

3.2 Unless otherwise altered, the order of business will be as follows:

- attendances
- apologies and granting of leaves of absence
- confirmation of minutes
- business arising out of previous meetings
- officers' reports.

**Note:** *The minutes of a previous meeting, whether an ordinary or a special meeting, not previously confirmed will be taken into consideration, at every ordinary meeting of the local government, in order that the minutes may be confirmed. No discussion will be permitted about these minutes except with respect to their accuracy as a record of the proceedings. Amendments to the minutes may be made prior to confirming the minutes. This must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All Councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting. Once the minutes are confirmed by resolution of the meeting they cannot be changed. If the local government needs to make a correction to the confirmed minutes, that can be done by passing a rescinding motion or a new motion that states what the correction is, but the original minutes remain as they are recorded.*

## 4. Agendas

4.1 The agenda may contain:

- notice of meeting
- amendments correcting the minutes of the previous meeting
- adoption of the minutes of the previous meeting
- business which the mayor wishes to have considered at that meeting without notice
- matters of which notice has been given
- committees' reports referred to the meeting by the chief executive officer (CEO)
- officers' reports referred to the meeting by the CEO
- Councillor conduct breach investigation reports provided by the investigator
- deputations and delegations from the community that are approved to attend
- any other business the local government determines by resolution be included in the agenda.

4.2 Business not on the agenda, or not fairly arising from the agenda, will not be considered at any council meeting unless permission for that purpose is given by the local government at the meeting. Business must be in accordance with the adopted terms of reference for each committee.

4.3 The notice of the meeting and the agenda must be given to each councillor at least 2 days before the meeting unless it is impracticable to give the notice before that time.

- 4.4 The agenda for the local government must be made publicly available by 5pm on the business day after the notice of meeting is given to the councillors. Any related reports for the local government meeting must also be included and available to the public when the agenda for the meeting is made publicly available, excluding confidential reports. If the related report is made available to councillors or committee members during the period starting immediately after notice of the meeting is given and ending immediately before the meeting is held, then these reports must be made available to the public as soon as practicable after it is made available to the Councillor or committee members.
- 4.5 Matters on the agenda that will require the meeting to be in a closed session consistent with the provisions under section 254J LGR, can be identified on the agenda as ‘may be closed by resolution of the meeting for the matter to be debated’.

## 5. Quorum

- 5.1. A quorum at a local government meeting is a majority of its councillors. If the number of councillors is even, then one half of the number is a quorum.
- 5.2. If a quorum is not present within 15 minutes after the time set for the meeting to begin, it may be adjourned to a later hour or later that day within 14 days after the day of the adjournment. The meeting may be adjourned by a majority of councillors present, or if only one Councillor present, then that Councillor, or if no Councillors present then the Chief Executive Officer (CEO).

## 6. Petitions

- 6.1 Any petition presented to a meeting of the local government will:
- be in legible writing or typewritten and contain a minimum of ten (10) signatures
  - include the name and contact details of the principal petitioner (i.e., the key contact)
  - include the postcode of all petitioners, and
  - have the details of the specific request/matter appear on each page of the petition.
- 6.2 Where a Councillor presents a petition to a meeting of the local government, no debate in relation to it will be allowed, and the only motion which may be moved is:
- that the petition be received
  - received and referred to a committee or officer for consideration and a report to the council, or
  - not be received because it is deemed invalid.
- 6.3 The local government will respond to the principal petitioner in relation to all petitions deemed valid.

## 7. Deputations

- 7.1 A deputation wishing to attend and address a meeting of the council shall apply in writing to
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the CEO not less than seven (7) business days before the meeting.

- 7.2 The CEO, on receiving an application for a deputation, shall notify the chairperson who will determine whether the deputation may be heard. The CEO will inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time will be arranged for that purpose, and an appropriate time period allowed (e.g. 15 minutes).
- 7.3 For deputations comprising three or more persons, only three persons shall be at liberty to address the council meeting unless the councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.
- 7.4 If a member of the deputation other than the appointed speakers interjects or attempts to address the council meeting, the chairperson may terminate the deputation.
- 7.5 The chairperson may terminate an address by a person in a deputation at any time where:
- the chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the councillors at the meeting
  - the time period allowed for a deputation has expired, or
  - the person uses insulting or offensive language or is derogatory towards councillors or others.
- 7.6 The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

## **8. Public Participation at Meetings**

- 8.1 A member of the public may take part in the proceeding of a meeting only when invited to do so by the chairperson.
- 8.2 In each local government meeting, time may be required to permit members of the public to address the local government on matters of public interest related to local government. An appropriate time period will be allowed (e.g. 15 minutes) and no more than three (3) speakers shall be permitted to speak at one meeting. The right of any individual to address the local government during this period shall be at the absolute discretion of the local government chairperson.
- 8.3 If any address or comment is irrelevant, offensive, or unduly long, the Chairperson may require the person to cease making the submission or comment.
- 8.4 For any matter arising from such an address, the local government may take the following actions:
- refer the matter to a committee
  - deal with the matter immediately
  - place the matter on notice for discussion at a future meeting

- note the matter and take no further action.

8.5 Any person addressing the local government shall stand, and act and speak with decorum and frame any remarks in respectful and courteous language.

8.6 Any person who is considered by the local government or the chairperson to be inappropriately presenting may be directed by the Chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

## 9. Prescribed Conflict of Interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a council or committee meeting (other than ordinary business matters as prescribed under 150EF of the LGA). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

9.1 A councillor who has notified the Chief Executive Officer in writing, including all the particulars, of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting.

9.2 A councillor who first becomes aware of a prescribed conflict of interest in a matter during a council meeting must immediately inform the meeting of the conflict of the interest and the particulars.

9.3 When notifying the meeting of a prescribed conflict of interest, the following particulars must be provided:

- For a gift, loan or contract - the value of the gift, loan or contract
- for an application for which a submission has been made - the matters the subject of the application and submission
  - the name of the entity ,other than the councillor,that has an interest in the matter
  - the nature of the councillor’s relationship with the entity
  - details of the councillor’s, and any other entity’s, interest in the matter

9.4 The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice of approval from the Minister for Local Government (the Minister) to participate in deciding the matter in a meeting including participating in the discussion and the vote.

**Note:** Ministerial approval may be obtained when a quorum is lost due to the number of councillors with a prescribed conflict of interest in the matter, and the matter cannot be delegated. The councillor with the conflict of interest must apply to the Minister for approval to participate. The Minister may give approval subject to the conditions stated in the notice of approval.

- 9.5 Once the councillor has left the area where the meeting is being conducted or remains in the meeting under ministerial approval, the council can continue discussing and deciding on the matter at hand. However, if the prescribed conflict of interest was reported to the meeting by a councillor other than the subject councillor, then the councillor must disclose their belief or suspicion to the Chairperson and the process, duty to report another councillor's conflict of interest under section 150EW of the LGA, will apply. If more than one councillor is reported by another councillor to have a suspected prescribed conflict of interest in a matter, the meeting must deal with each councillor individually. If the councillor with the suspected declarable conflict of interest considers there is no conflict of interest, then the eligible councillors (those who do not have a conflict of interest in the matter) must make a decision about whether or not the subject councillor has a prescribed conflict of interest under section 150EX(2) of the LGA.

## 10. Declarable Conflict of Interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at council or committee meetings that might lead to a decision that is contrary to the public interest (other than the interests that are not declarable conflicts of interest prescribed under section 150EO of the LGA and ordinary business matters prescribed under 150EF of the LGA.

A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the councillor or councillors may disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA, will apply. If more than one councillor is reported by another councillor to have a suspected declarable conflict of interest in a matter, the meeting must deal with each councillor individually. The eligible councillors must then make a decision under 150EX(2) of the LGA

When dealing with a declarable conflict of interest, councillors must abide by the following procedures:

- 10.1 A councillor who has notified the Chief Executive Officer of a declarable conflict of interest in a matter to be discussed at a council meeting must also give notice during the meeting at the time when the matter is to be dealt with.
- 10.2 A councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must stop participating in the decision on the matter and must inform the meeting of the conflict of interest including the particulars.
- 10.3 When notifying the meeting of a declarable conflict of interest, councillors should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:
- the nature of the declarable conflict of interest
  - if it arises because of the councillor's relationship with a related party:
    - the name of the related party to the councillor; and

- the nature of the relationship of the related party to the councillor; and
- the nature of the related party's interest in the matter
- if it arises because of a gift or loan from another person to the councillor or a related party:
  - the name of the other person ; and
  - the nature of the relationship of the other person to the councillor or related party and
  - the nature of the other person's interest in the matter; and
  - the value of the gift or loan and the date the gift or loan was made.

10.4 After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have ministerial approval to participate, or they have reasons why their participation would improve making the decision in the public interest.

10.5 If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision as prescribed in section 150ES of the LGA. In deciding on a councillor's declarable conflict of interest in a matter, only eligible councillors (those who do not have a prescribed or declarable conflict of interest in the matter) can participate in the decision making. The decision may be made even if the number of eligible councillors is less than a majority or do not form a quorum for the meeting or is a single eligible councillor consistent with section 150ET of the LGA. If there is a single eligible councillor deciding, then a seconder for the resolution is not required.

**Note:** *The ability to make a resolution without a seconder applies when making a resolution under 150ES of the LGA.*

10.6 The other eligible councillors or councillor at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors. The eligible councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g., may stay for the debate but must leave for the vote. The councillor must comply with any decision and any condition imposed by the eligible councillors. The councillor must not participate in the decision unless authorised in compliance with section 150ES of the LGA or under an approval by the Minister for Local Government under section 150EV.

10.7 The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the eligible councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.

10.8 When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the eligible councillors should consider the particular

circumstances of the matter including, but not limited to:

- how does the inclusion of the councillor in the deliberation affect the public trust
- how close or remote is the councillor's relationship to the related party
- if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received
- will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them
- how does the benefit or detriment the subject councillor stands to receive compares to others in the community
- how does this compare with similar matters that council has decided and have other councillors with the same or similar interests decided to leave the meeting
- whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.

- 10.9 If the eligible councillors cannot decide about the declarable conflict of interest of a councillor, they are taken to have decided that the councillor must leave and stay away from the meeting while the eligible councillors discuss and vote on the matter as prescribed in 150ET(3) of the LGA.
- 10.10 A decision about a councillor who has a declarable conflict of interest in a matter will apply to participating in the decision and all subsequent decisions, about the same matter as prescribed in 150ET(4) of the LGA, unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide that the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. briefing sessions or workshops.
- 10.11 In making the decision, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 10.12 A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in 150EV of the LGA.

## 11. Reporting a suspected Conflict of Interest

If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that councillor is participating in a decision on that matter, the informing councillor who believes that a conflict of interest exists must immediately inform the chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion. If more than one councillor is reported by another councillor to have a suspected personal interest in a matter, the meeting must deal with each councillor individually.

- 11.1 The chairperson then should ask the relevant councillor with the suspected personal interest



whether they have any prescribed or declarable conflict of interest in the matter. If the relevant councillor agrees they have a conflict of interest, the councillor must follow the relevant meeting procedures above for prescribed and declarable conflicts of interest.

- 11.2 If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 11.3 The eligible councillors must then decide whether the relevant councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have any conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant meeting procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillor's participation.
- 11.4 If the eligible councillors at the meeting cannot make a decision about, whether a councillor has a declarable conflict of interest under 150ER of the LGA, or whether the councillor may or may not participate in the decision despite the subject councillor's declarable conflict of interest under 150ES of the LGA , then they are taken to have determined that the councillor must leave the meeting and stay away while the matter is being decided under 150ET(3) of the LGA. A decision under these provisions about a councillor participating in the meeting applies to the matter and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide by resolution that the subject councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. workshops.
- 11.5 When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all the relevant details.

**Note:** *The minutes must include details of how the conflict of interest was dealt with, being (section 150FA of the LGA ) :*

- the name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest
- the particulars of the prescribed or declarable conflict of interest provided by the councillor
- the actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest
- any decision then made by the eligible councillors
- whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval
- the local government's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision.

- 11.6 The minutes of the meeting must record the name of each eligible councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.

**Note:** *The eligible councillors include a councillor who has either been granted approval by the Minister or their fellow councillors to participate and vote on a matter (e.g. the eligible councillors in this subsection means all councillors who were entitled to vote on the matter).*

*If the councillor has a declarable conflict of interest, the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor.*

- 11.7 Where a decision has been made under section 150ES of the LGA, the minutes must include the:
- decision and reasons for the decision
  - name of each eligible councillor who voted, and how each eligible councillor voted.

## 12. Loss of Quorum

- 12.1 In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the council must resolve to:

- delegate the consideration and decision on the matter, as described in 257 of the LGA unless the matter cannot be delegated under subsection three, because an Act says it must be decided by resolution of the local government
- decide by resolution to defer the matter to a later meeting
- decide by resolution not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.

- 12.2 The council may by resolution delegate a power under section 257 of the LGA to:

- the Mayor or CEO
- a standing committee, or joint committee of the council
- the Chairperson of a standing committee or joint standing committee of the local government
- another council for a joint government activity

- 12.3 The council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.

- 12.4 The council may only delegate a power to make a decision about a councillor's conduct under section 150AG of the LGA pursuant to section 257(2) of the LGA, to:

- the Mayor
- a standing committee

- 12.5 The Minister for Local Government may, by signed notice give approval for a conflicted councillor to participate in deciding a matter in a meeting including being present for the

discussion and vote on the matter, if there is a loss of quorum and deciding the matter cannot be delegated, subject to any conditions the Minister may impose.

## Motions

### 13. Motion to be moved

- 13.1. A councillor is required to ‘move’ a motion and then another councillor is required to ‘second’ the motion. When a motion has been moved and seconded, it will become subject to the control of the council and cannot be withdrawn without the consent of the council meeting.
- 13.2. Other councillors can propose amendments to the motion, which must be voted on before voting on the final motion:
- A motion brought before a meeting of the local government in accordance with the LGA or these standing orders will be received and put to the meeting by the chairperson.
  - The chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
  - The chairperson may refuse to accept a motion if it is not within the meeting’s jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.
- 13.3. The chairperson may call the notices of motion in the order in which they appear on the agenda. Where no objection is raised to a motion being taken as a formal motion, and the motion is then seconded, the chairperson may put the motion to the vote without discussion and the vote can occur.
- 13.4. No more than one motion or one proposed amendment to a motion may be put before a meeting of a local government at any one time.

### 14. Absence of mover of motion

- 14.1 Where a councillor who has given notice of a motion is absent from the meeting of the local government at which the motion is to be considered, the motion may be:
- moved by another councillor at the meeting, or
  - deferred to the next meeting.

### 15. Motion to be seconded

- 15.1. A motion or an amendment to a motion will not be debated at a meeting of the local government unless or until the motion or the amendment is seconded.

15.2. Procedural motions are an exception to this rule and do not need to be seconded.

## 16. Amendment of motion

- 16.1. An amendment to a motion should maintain or further clarify the intent of the original motion and not contradict the motion.
- 16.2. Where an amendment to a motion is before a meeting of the local government, no other amendment to the motion will be considered until after the first amendment has been voted on.
- 16.3. Where a motion is amended, the original motion cannot be re-introduced as a subsequent amendment to the first amended motion.

## 17. Speaking to motions and amendments

- 17.1. The mover of a motion or amendment will read it and state that it is so moved but will not speak to it until it is seconded.
- 17.2. The chairperson will manage the debate by allowing the councillor who proposed the motion the option of speaking first on the motion. The chairperson will then call on any other councillors who wish to speak against the motion and then alternatively for and against the motion as available, until all councillors who wish to speak have had the opportunity.
- 17.3. A councillor may make a request to the chairperson for further information before or after the motion or amendment is seconded.
- 17.4. The mover of a motion or amendment has the right to reply. Each councillor will speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
- 17.5. Each speaker will be restricted to not more than five (5) minutes unless the chairperson rules otherwise.
- 17.6. Where two or more councillors indicate they may wish to speak at the same time, the chairperson will determine who is entitled to priority
- 17.7. In accordance with section 254H of the LGR, if a decision made at the council meeting is inconsistent with a recommendation or advice given to the council by an advisor, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

**Note:** *If a report contains distinct recommendations, the decision of the council may be taken separately on each recommendation. If a decision by the meeting is contra to a recommendation in a report the minutes must give the reasons for the decision.*

## 18. Method of taking vote

- 18.1. The chairperson will call for all councillors in favour of the motion to indicate their support. The chairperson will then call for all councillors against the motion to indicate their objection.
- 18.2. A councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minutes of the meeting will record the names of councillors voting in the affirmative and of those voting in the negative. The chairperson will declare the result of a vote or a division as soon as it has been determined.
- 18.3. Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.
- 18.4. Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote has been declared.

## 19. Withdrawing a motion

- 19.1. A motion or amendment may be withdrawn by the mover with the consent of the council, which will be without debate, and a councillor will not speak to the motion or amendment after the mover has been granted permission by the council meeting for its withdrawal.

## 20. Repealing or amending resolutions

- 20.1. A resolution of the local government may not be amended or repealed unless notice of motion is given in accordance with the requirements of the legislation.
- 20.1. Councillors present at the meeting at which a motion to repeal or amend a resolution is put may defer consideration of that motion. The deferral may not be longer than three (3) months.

## 21. Procedural motions

- 21.1 A councillor at a meeting of the local government may, during the debate of a matter at the meeting, move the following motions, as a procedural motion without the need for a seconder:
  - that the question/motion be now put before the meeting
  - that the motion or amendment now before the meeting be adjourned
  - that the meeting proceeds to the next item of business
  - that the question lie on the table
  - a point of order
  - a motion of dissent against the chairperson's decision
  - that this report/document be tabled
  - to suspend the rule requiring that (insert requirement)
  - that the meeting stands adjourned.
- 21.2 A procedural motion that 'the question be put' may be moved and, where the procedural

motion is carried, the chairperson will immediately 'put the question to the motion' or amendment to that motion under consideration. Where the procedural motion is lost, debate on the motion or amendment to that motion will resume.

- 21.3 A procedural motion that 'the motion or amendment now before the meeting be adjourned', may specify a time or date to which the debate will be adjourned. Where no date or time is specified:
- a further motion may be moved to specify a time or date; or
  - the matter about which the debate is to be adjourned, will be included in the business paper for the next meeting.
- 21.4 Where a procedural motion that 'the meeting proceed to the next item' is carried, debate on the matter that is the subject of the motion will cease and may be considered again by the local government on the giving of notice in accordance with the standing orders.
- 21.5 A procedural motion that 'the question lie on the table' will only be moved where the chairperson or a councillor requires additional information on the matter before the meeting (or the result of some other action of the council or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the local government will proceed with the next matter on the agenda.
- 21.6 A motion that 'the matter be taken from the table', may be moved at the meeting at which the procedural motion was carried or at any later meeting.
- 21.7 Any councillor may ask the chairperson to decide on a point of order where it is believed that another councillor:
- has failed to comply with proper procedures
  - is in contravention of the legislation; or
  - is beyond the jurisdiction power of the council meeting.

**Note:** *Points of order cannot be used as a means of contradicting a statement made by the councillor speaking. Where a point of order is moved, consideration of the matter to which the motion was moved will be suspended. The chairperson will determine whether the point of order is upheld.*

- 21.8 Upon the question of order suddenly arising during the process of a debate, a councillor may raise a point of order, and then the councillor against whom the point of order is raised, will immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.
- 21.9 A councillor may move a motion of dissent in relation to a ruling of the chairperson on a point of order. Where such motion is moved, further consideration of any matter will be suspended until after a ruling is made. For example, where a motion of dissent is carried, the matter to which the ruling of the chairperson was made will proceed as though that ruling had not been made. Where the opposite ruling is made, that the matter was discharged as out of order, it will be restored to the business paper and be dealt with in the normal course of business.

21.10 The motion that ‘a report/document be tabled’ may be used by a councillor to introduce a report or other document to the meeting only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.

21.11 A procedural motion ‘to suspend the rule requiring that.’, may be made by any councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule will specify the duration of the suspension.

21.12 A procedural motion that the meeting stands adjourned, may be moved by a councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a councillor’s time for speaking to the matter, and will be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting, the council meeting will continue with the business before the meeting at the point where it was discontinued on the adjournment.

## 22. Questions

22.1 At a local government meeting, a councillor may ask a question for reply by another councillor or an officer regarding any matter under consideration at the meeting.

22.2 Questions will be asked categorically and without argument and no discussion will be permitted at the council meeting in relation to a reply or a refusal to reply to the question.

22.3 A councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next meeting.

22.4 A councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.

22.4 The chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a councillor may move a motion that the chairperson’s ruling be disagreed with, and if carried the chairperson will allow the question.

## Meeting Conduct

### 23. Process for dealing with Unsuitable Meeting Conduct

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a council meeting and contravenes a behavioural standard of the Code of Conduct for Councillors . When dealing with an instance of unsuitable conduct by a councillor in a meeting, the following process must be followed:

- 23.1 When an instance of unsuitable meeting conduct has been engaged in by a councillor at a meeting the following process for how the chairperson of a local government meeting may deal with unsuitable meeting conduct by a councillor must occur.
- 23.2 The chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a councillor at a meeting. The chairperson may consider the severity of the conduct and whether the councillor has been issued with any previous warnings for unsuitable meeting conduct. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, the chairperson can make an order in relation to the conduct under section 23.7 below.
- 23.3 If the chairperson decides unsuitable meeting conduct has occurred, but is of a less serious nature, the chairperson may request the councillor take remedial actions such as:
- ceasing and refraining from exhibiting the conduct;
  - apologising for their conduct; and/or
  - withdrawing their comments.
- 23.4 If the councillor complies with the chairperson's request for remedial action, no further action is required.
- 23.5 If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order for unsuitable meeting conduct being issued.
- 23.6 If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 23.7 If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 23.2 the chairperson may make one or more of the orders below:
- an order reprimanding the councillor for the conduct; and/or.
  - an order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 23.8 If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 23.9 Following the completion of the meeting, the chairperson must ensure the minutes record the information about unsuitable meeting conduct (see note below).

**Note:** *Details of any order issued must be recorded in the minutes of the meeting. If it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are to be dealt with at the next local government meeting as a suspected conduct breach. The council's Chief Executive Officer (CEO) is advised to ensure details of any order made is updated in the council's councillor conduct register.*



23.10 Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 23.2, 23.3, 23.7 and 23.8 above.

## 24. General conduct during meetings

- 24.1. If a councillor at the meeting reasonably believes that the conduct of the chairperson during the meeting is unsuitable meeting conduct, the councillor may raise the matter in the meeting by point of order.
- 24.2. The chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the councillor may move a motion that the chairperson has engaged in unsuitable meeting conduct (a seconder for the motion is required). The councillors present, excluding the chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.
- 24.3. The chairperson has a declarable conflict of interest in the matter and must declare the conflict of interest and leave the place where the meeting is being held, including any area set aside for the public, during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible councillors must make a decision and follow the procedures set out above for declarable conflict of interest.
- 24.4. For the debate and vote on the motion, a councillor other than the councillor that moved the motion, is to act as the chairperson.
- 24.5. If the original chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible councillors, they can put forward their reasoning about their conduct, and respond to questions through the chairperson from the eligible councillors.
- 24.6. The acting chairperson of the meeting will preside over the meeting while the councillors present at the meeting vote on whether the chairperson has engaged in unsuitable meeting conduct (the acting chairperson will have a casting vote on the resolution if required).
- 24.7. If it is decided that the chairperson has engaged in unsuitable meeting conduct, the councillors can decide to make an order reprimanding the chairperson for the conduct.
- 24.8. Once the councillors make a decision, the chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting chairperson.
- 24.9. The chairperson then resumes the role of chairperson, and the meeting continues.

**Note:** *Details of any reprimand order must be recorded in the minutes of the meeting. The local government's CEO is advised to ensure details of any order made is updated in the local government's councillor conduct register.*

*For conduct of a chairperson, at local government meetings that is part of a course of conduct leading to orders for unsuitable meeting conduct being made against the chairperson, on three occasions*

within a 12-month period, the conduct that led to the orders being made, taken together, becomes a conduct breach.

If the conduct of a councillor, including a chairperson, at the meeting becomes a conduct breach (in accordance with section 150J of the LGA and is a conduct breach under section 150K of the LGA), the local government is not required to notify the Independent Assessor (the Assessor) about the conduct, and may deal with the conduct under section 150AG of the LGA as if an investigation had been conducted. It may be dealt with at the next local government meeting.

## 25. Meeting process for dealing with suspected inappropriate conduct which has been referred to a local government by the Independent Assessor (IA)

Under chapter 5A, part 3, division 3A of the LGA, the Assessor must make a preliminary assessment and dismiss a complaint, notice or information if satisfied that particular circumstances apply – see section 150SD of the LGA. If the Assessor finds that a matter is a suspected conduct breach it must refer the matter to the local government. The Assessor refers the councillor's suspected conduct breach to the local government by giving a referral notice.

**Note:** A conduct breach is conduct that:

- contravenes a behavioural standard of the Code of Conduct for Councillors, or a policy, procedure, or resolution of the local government; or
- the conduct contravenes an order of the chairperson of a local government meeting for the councillor to leave and stay away from the place at which the meeting is being held; or
- an instance of a suspected conduct breach that may arise from circumstances of three instances of unsuitable meeting conduct orders within a 12-month period.

25.1. In relation to matters referred by the Assessor to the local government, the local government may decide not to start or discontinue an investigation if:

- the complainant withdraws the complaint
- the complainant consents to the investigation not starting or discontinuing
- the complainant does not provide extra information when requested
- there is insufficient information to investigate the complaint
- the councillor vacates or has vacated their office as a councillor.

**Note:** The local government investigation must be conducted in a way that is consistent with the local government's Investigation Policy. An investigation report must be prepared to assist the councillors in making a decision on the outcome under section 150AG of the LGA. Before debating a matter relating to making a decision, a summary investigation report (with redactions) must be prepared and made publicly available under section 150AFA of the LGA on or before the day and time prescribed by regulation.

25.2. The local government must decide in a local government meeting, whether the councillor has engaged in a conduct breach, unless the decision has been delegated to the mayor under section 257(2)(a) of the LGA. Under the LGA, decisions about a conduct breach can only be delegated to the mayor or a standing committee.

25.3. When dealing with an instance of a suspected conduct breach which has been referred to a local government by the Assessor:

- the local government must be act in a manner consistent with the local government principle of transparent and accountable decision making in the public interest, by deciding the outcome of an investigation of a suspected conduct breach in an open meeting of the local government. However, where the matter requires debate a local government may close all or part of a meeting to the public, if considered necessary, to discuss an investigation report under section 254J of the LGR.
- no resolution for a decision can be made in the closed session including a decision about a conflict of interest matter. All matters must be decided in an open session of the meeting or at a later meeting.
- where a local government makes a decision about a conduct breach matter at a local government meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of the reasons for the inconsistency must be included in the minutes of the meeting under section 254H of the LGR.
- the subject councillor has a declarable conflict of interest in the matter and must declare the conflict of interest. The eligible councillors at the meeting can decide by resolution that the subject councillor may remain in the meeting (unless the eligible councillors decide otherwise) during the debate about the investigation report and may answer questions put to the subject councillor through the chairperson in relation to the evidence or written submission about the conduct breach provided by the councillor to the local government.
- the subject councillor who has a declarable conflict must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in a conduct breach and what, if any, penalty to impose if the councillor is found to have engaged in a conduct breach.
- if the complainant is a councillor, that councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the eligible councillors (who do not have a conflict of interest in the matter) must decide how to deal with the conflict of interest. The complainant councillor can be required to leave the meeting place, or conditions may be applied to allow that councillor to participate in either the debate, the vote, or the decision on any disciplinary action to be applied under section 150AH of the LGA.

**Note:** *After making a decision under section 150AG of the LGA, the local government must make the full investigation report, publicly available within 10 business days after the decision is made, with redactions of the name of the complainant and any witnesses, but including the name of a councillor or the CEO of the local government if they were the complainant/s, or any councillor who declared a conflict of interest in the matter.*

25.4. If the local government has lost quorum due to the number of conflicted councillors or another reason, the local government must do one of the following:

- delegate deciding the matter under section 257 of the LGA to the mayor or a standing committee, whichever is the most appropriate in the circumstances, or
- decide, by resolution, to defer the matter to a later meeting, or

- decide, by resolution, not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.

**Note:** *A local government cannot decide to take no further action on a decision about a conduct matter because it is required under the LGA. In order to reach a decision when a loss of quorum has occurred, the matter can be delegated to the mayor or a standing committee, or the matter can be deferred to a later meeting when a quorum can be maintained.*

*If the conduct breach referral notice is about the suspected conduct breach by the mayor, then the matter will need to be delegated to a standing committee for a decision.*

*The local government should establish a standing committee under section 264 of the LGR to deal with decisions about conduct breach matters. The standing committee must be in existence before receiving the referral notice from the Assessor, in circumstances where there is no quorum to decide a matter under sections 150AEA or 150AG of the LGA due to conflicts of interest. The standing committee will decide about the mayor's conduct. While section 12(4)(f) of the LGA provides that the mayor has the extra responsibility of being a member of each standing committee, the mayor could not be a decision-making member of a standing committee dealing with decisions about the mayor's conduct because of a conflict of interest. The remainder of the unconflicted members of the committee will decide the matter.*

- 25.5. If a decision is reached that the subject councillor has engaged in a conduct breach, then the councillors must decide what penalty or penalties from the orders detailed in 150AH of the LGA, if any, to impose on the councillor. In deciding what penalty to impose, the local government may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the local government is reasonably satisfied is true.
- 25.6. The local government may order that no action be taken against the councillor or make one or more of the following:
- an order that the councillor make a public apology, in the way decided by the local government, for the conduct
  - an order reprimanding the councillor for the conduct
  - an order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense
  - an order that the councillor be excluded from a stated local government meeting
  - an order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor
  - an order that if the councillor engages in the same type of conduct again, it will be treated as misconduct
  - an order that the councillor reimburse the local government for all or some of the costs arising from the councillor's conduct breach.
- 25.7. A local government may not make an order in relation to a person who has vacated their office as a councillor.
- 25.8. The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the decision made by the local government and if relevant any

orders made by resolution.

**Note:** *The minutes of the meeting must reflect the decision and any orders made. A notice must be given to the Assessor as soon as practicable about the decision and the reasons for the decision and if an order is made under section 150AH the details of the order.*

## **26. General conduct during meetings**

- 26.1. After a meeting of the local government has been formally constituted and the business commenced, a councillor will not enter or leave from the meeting without first notifying the chairperson.
- 26.2. Councillors will speak to each other or about each other during the local government meeting by their respective titles ('mayor' or 'councillor'), and when speaking of or addressing officers, will call them by their respective official or departmental title and will confine their remarks to the matter under consideration.
- 26.3. No councillor who is speaking will be interrupted except upon a point of order being raised either by the chairperson or by another councillor.
- 26.4. When the chairperson speaks during the process of a debate, the councillor speaking or offering to speak will immediately cease speaking, and each councillor present will observe strict silence so that the chairperson may be heard without interruption.

## **27. Disorder**

- 27.1. The chairperson may adjourn the meeting of the local government, where disorder arises at a meeting other than by a councillor.
- 27.2. On resumption of the meeting, the chairperson will move a motion, to be put without debate, to determine whether the meeting will proceed. Where the motion is lost, the chairperson shall declare the meeting closed, and any outstanding matters referred to a future meeting.

## **Attendance and non-attendance**

### **28. Attendance of public and the media at meeting**

- 28.1. An area shall be made available at the place where any meeting of the local government is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area will be permitted to attend the meeting.
- 28.2. When the local government is sitting in closed session, the public and representatives of the media will be excluded from the meeting.

## 29. Closed session

29.1. A local government meeting, standing committee meeting and advisory committee meeting may resolve that a meeting be closed to the public if its councillors and members consider it necessary to discuss any of the following matters pursuant to section 254J(3) of the LGR

- appointment, dismissal or discipline of the CEO
- industrial matters affecting employees
- the council's budget (which does not include the monthly financial statements)
- rating concessions
- legal advice obtained by the council, including legal proceedings that may be taken by or against the council
- matters that may directly affect the health and safety of an individual or a group of individuals
- negotiations relating to a commercial matter involving the council for which a public discussion could prejudice the interests of the council
- negotiations relating to the taking of land by the council under the Acquisition of Land Act 1967
- a matter that the council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State.
- a matter relating to the consideration of an investigation report for a conduct breach matter given to the local government by the Assessor under the LGA chapter 5A, part 3, division 5.

29.2. A council or committee meeting cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide whether the councillor has a declarable conflict of interest in the matter.

29.3. Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting and the council must instead:

- delegate consideration and decision on the matter, under section 257 of the LGA , unless the matter cannot be delegated
- decide by resolution to defer to a later meeting,
- decide by resolution to defer the matter to a later meeting when a quorum may be available
- decide by resolution not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.

29.4. None of the above will be considered, discussed, voted on or made during a closed session.

29.5. If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting ((a failure to do so could be a contravention of section 171(3) of the LGA)

29.6. To take a matter into a closed session the council must abide by the following process:

- pass a resolution to close the meeting
- the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered
- if the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and an explanation of why it is deemed necessary to take the issue into closed session must be stated;
- no resolution can be made while in a closed meeting (other than a procedural resolution).

## 30. Teleconferencing of meetings

30.1. If a councillor wishes to be absent from a council meeting place during a meeting, the councillor must apply to the local government to participate by teleconference, at least three (3) business days prior to the meeting or as soon as practicable once the councillor becomes aware of their intended absence. The local government may allow a councillor to participate in a council or committee meeting by teleconference.

**Note:** *There is no legislative requirement for a resolution by council to allow a councillor to participate by audio link or audio-visual link. This means the council may delegate the matter. For example, council may delegate to the chairperson of the council or a committee meeting the ability to decide whether a councillor can attend a meeting by audio link or audio-visual link.*

30.2. The councillor taking part by teleconference is taken to be present at the meeting if the councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the councillor must be recorded in the minutes as present at the meeting.

**Note:** *Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.*



## **9.0 CHIEF EXECUTIVE OFFICER**

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Ordinary Meeting of Council Tuesday 2<sup>nd</sup> April 2024

**9.1 Subject:** Chief Executive Officer's Report to March Meeting of Council

**Attachments:** NIL

**Author:** CEO

**Date:** 22<sup>nd</sup> March 2024

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**Executive Summary:**

In addition to the information provided below, a verbal update will be given on current matters headlined in the body of the report which have arisen from the Office of the Chief Executive Officer.

**Recommendation:**

*That Council receive and note the report from the Chief Executive Officer for the period ending 22<sup>nd</sup> March 2024 except where amended or varied by separate resolution of Council.*

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**1. Congratulations to Elected Members and Thanks to Retiring Councillors**

On behalf of the staff of Council congratulations are extended to the Mayor and Councillors on your election to public office. Thanks are also offered to the former Mayor and Councillor who elected not to stand in the 2024 election.

**Recommendation:**

For Council Information

**2. Attendance of Mayor at LGAQ Mayoral Forum and Northern Renewables Coordination Group (NRCG) Meeting**

The Mayor, Cr Fegan has been invited to an LGAQ Mayoral Forum at Parliament House in Brisbane on 17<sup>th</sup> April. The Premier, Opposition Leader and other Ministers will be attending the forum. The NRCG (of which the Mayor and CEO are members) are meeting in Townsville on 18<sup>th</sup> April.

**Recommendation:**

*Council approves the Mayor, Cr. Fegan to attend the LGAQ Mayor Forum in Brisbane on the 17<sup>th</sup> April and the Northern Renewables Coordination Group Meeting in Townsville on the 18<sup>th</sup> April.*

**3. Change of Date for April Council Meeting**

The April Council Meeting is currently scheduled for Tuesday April 16<sup>th</sup>. This clashes with the visit of the Governor of Queensland. It is recommended the April Council Meeting be rescheduled to Monday April 15<sup>th</sup> commencing at 8.30am.

**Recommendation:**



Ordinary Meeting of Council Tuesday 2<sup>nd</sup> April 2024

*The April Council Meeting be rescheduled to Monday 15<sup>th</sup> April commencing at 8.30am.*

**4. Visit to Julia Creek by Her Excellency Governor of Queensland Tuesday April 16<sup>th</sup>**

Her Excellency the Governor of Queensland Dr. Jeanette Young AC PSM is visiting Julia Creek on Tuesday April 16<sup>th</sup>. Her visit will include a briefing and morning tea with Council, a visit to the school, hospital, the VIC and a walk-through town. The Governors Office has requested the Mayor and Deputy Mayor host and accompany the Governor during her visit.

**Recommendation:**

For Council Information

**5. Appointment of Acting CEO During CEO Leave from 16<sup>th</sup> April – 19<sup>th</sup> April 2024**

In the absence of the CEO on Leave commencing 16<sup>th</sup> April – 19<sup>th</sup> April 2024 it is desired that Council appoints an Acting CEO.

**Recommendation:**

*Council appoints Mrs. Tenneil Cody as Acting CEO from 16<sup>th</sup> April – 19<sup>th</sup> April 2024.*

**Policy/Legislative:**

LG Act 2009 & LG Regulation 2012

Policies

Awards

**Operational Financial and Resource Implications:**

To be further advised

**Consultation and engagement:**

Councilors

Directors

Relevant Council staff

External agencies

**InfoXpert Document ID:** 130963



## **10. WORKPLACE HEALTH AND SAFETY**

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Ordinary Meeting of Council Tuesday 2<sup>nd</sup> April 2024

**11. CLOSE**