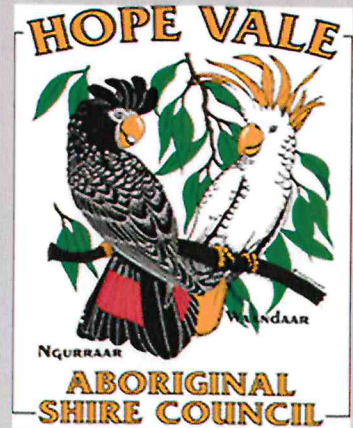


# Minutes

## Ordinary Meeting

Monday 16 December 2024  
in Preston Law's Offices in  
Cairns



## **1. DECLARATION OF OPENING**

Mayor Gibson declared the meeting open at 9:07 am on Monday 16 December 2024.

Mayor Gibson acknowledged the traditional owners of the land on which the meeting was being held and elders past and present.

The meeting held a minute of silence to acknowledge those members of the Hope Vale region who have recently passed away or suffered illness or injury.

## **2. RECORD OF ATTENDANCE AND LEAVE OF ABSENCE**

### **Members Present:**

Cr Bruce Gibson – Mayor

Cr Barry Bowen – Deputy Mayor (joined the meeting at 9:28am)

Cr Sha-lane Gibson

Cr Rowan Hart

Cr Eva Bounghi

### **Officer Present:**

Chief Executive Officer – Lawrence Booth

## **3. OBLIGATIONS OF COUNCILLORS**

### **3.1 Declaration of Prescribed Conflict of Interest on Any Item of Business**

Pursuant to Sections 150EG-150EM of the Local Government Act 2009, no Prescribed Conflicts of Interest were made relating to this meeting.

### **3.2 Declaration of Declarable Conflict of Interest on Any Item of Business**

Pursuant to Sections 150EN-150ET of the Local Government Act 2009, no Declarable Conflicts of Interest were made relating to this meeting.

### **3.3 Registers of Interest**

Councillors were reminded of their obligation to keep their Registers of Interest and Related Parties Disclosures updated.

It was agreed that the CEO would e-mail the relevant form to the Mayor and Councillors to enable their registers to be updated.

#### **4. Confirmation of Minutes**

##### **4.1 Confirmation of Minutes of Ordinary Meeting held on Wednesday 20 November 2024**

Moved by Cr Sha-lane Gibson

Seconded by Cr Eva Bounghi

###### **Resolution**

That the Minutes of the General Meeting held on Wednesday 20 November be accepted as a true and correct record.

**CARRIED**

##### **5.1 Business arising from Minutes of General Meeting held on Wednesday 18 September 2024**

Moved by Cr Eva Bounghi

Seconded by Cr Rowan Hart

###### **Resolution**

That the Minutes of the General Meeting held on Wednesday 20 November be amended as follows:

- (5.1.1) Amend the reference to Cr Sha-lane Gibson's Register of Interests from "his" to "her";
- (5.1.2) Amend the reference to Cr Eva Bounghi's Register of Interest from "his" to "her"; and
- (5.1.3) Amend the reference to Cr Bounghi's need to leave the meeting for the reason of "due to a work commitment."

**CARRIED**

#### **6. REPORTS**

##### **6.1 Mayor's Report**

The Mayor provided a report on his Mayoral activities since the last Meeting.

It was agreed that the Mayor's Report be received and noted.

## 6.2 Chief Executive Officer's Report

### 6.2.1 Meetings Attended

The Chief Executive Officer's Report dated 16 December 2024, was considered by Council.

Moved by Cr Sha-lane Gibson

Seconded by Cr Eva Bounghi

#### Resolution

That Council:

(6.2.1) Receive the Chief Executive Officer's Report dated 16 October 2024 and note the meetings attended.

CARRIED

### 6.2.2 Council 2025 Meeting Dates

To meet its statutory obligations pursuant to Section 254B of the Local Government Regulations, Council must (at least once per year) publish a notice of the days and times when Ordinary Council Meetings will be held.

A proposed list of dates and times for the Council Meetings in 2025 was presented to Council for consideration.

Moved by Cr Rowan Hart

Seconded by Cr Sha-lane Gibson

#### Resolution

That Council:

(a) Approves the following dates and times for the Council Meetings for 2025 and for these to be placed on Council's website and public notice board: -

Wednesday 22 January 2025 – 9am Commencement

Wednesday 19 February 2025 – 9am Commencement

Wednesday 19 March 2025 – 9am Commencement

Wednesday 16 April 2025 – 9am Commencement

Wednesday 21 May 2025 – 9am Commencement

Wednesday 18 June 2025 – 9am Commencement

Wednesday 23 July 2025 – 9am Commencement

Wednesday 27 August 2025 – 9am Commencement

Wednesday 17 September 2025 – 9am Commencement

Wednesday 15 October 2025 – 9am Commencement

Wednesday 19 November 2025 – 9am Commencement

Monday 15 December 2025 – 9am Commencement

CARRIED

### 6.2.3 Ordinary Council Meeting – Report Template

In terms of best practice many councils in Queensland, and Australia more broadly, utilise an approved council meeting report template, which is used by officers preparing reports for submission to councils for consideration.

A draft report template was attached to the CEO's Report at Appendix A for consideration by Council.

**Moved by Mayor Bruce Gibson**

**Seconded by Cr Barry Bowen**

**Resolution**

**That Council:**

**(6.2.3) Adopt the Ordinary Council Meeting Report Template as attached to the CEO's Report.**

**CARRIED**

The Chief Executive Officer provided the Meeting with a briefing on the following issues:

- Future of Childcare and Day Care Services.
- HVASC Procurement Policy – Development of Competitive Local Business and Industry.
- General Business Tracker.
- FNQROC 2025 Mayoral Delegation to Canberra.
- Computer system upgrades.
- Housing 10-Year Strategic Capital Plan.
- HVASC Traineeships.
- Alcohol Management Plan review.

### 6.3 Finance Director's Report

The Finance and Corporate Services Director's Report was presented to and discussed with Councillors at a separate meeting on Friday 13 December.

### 6.4 Social Services Director's Report

**Moved by Cr Eva Bounghi**

**Seconded by Cr Barry Bowen**

**Resolution**

**That Council receive and note the Social Services Director's Report dated 16 December 2024.**

**Carried**

## **6.5 Operations Manager's Report**

Due to the absence of the Acting Operations Manager on Annual Leave, it was agreed that consideration of the matters listed in the report be deferred until the January Meeting of Council.

## **7 CONFIDENTIAL REPORTS**

- 7.1 CEO's Report – Summary of Quarterly Meeting with the Office of the Independent Assessor (OIA) and Process for Recognition of Staff.
- 7.2 Finance Director's Report – Nil
- 7.3 Operations Manager's Report – Nil
- 7.4 Social Services Director's Report – Aged Care

It was agreed that a copy of notes from the meeting with the Independent Assessor would be provided to Councillors for information.

## **8 VISITS, VISITORS AND PRESENTATIONS**

### **8.1 Island and Cape Retail – Hope Vale Supermarket**

Mr Alastair King, CEO and Mr Jason Vanderley, Area Manager – Island and Cape Retail provided Councillors with a briefing about plans to upgrade the Hope Vale Supermarket.

## **9 CORRESPONDENCE**

### **9.1 LGAQ Events Calendar 2025**

It was agreed that the correspondence from the LGAQ about the 2025 Calendar of Events be received and noted.

## **10 GENERAL BUSINESS**

### **10.1 Development of a Council Resolution and General Business Tracker**

The CEO provided Councillors with a briefing about the development of tracking system to ensure that Council Resolutions and General Business matters are actioned in a timely manner.

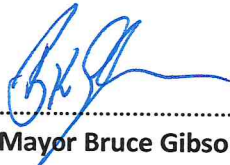
It was agreed that the information provided about the development of a tracking system to ensure that Council Resolutions and General Business matters are actioned in a timely manner be received and noted.

## **11 NEXT MEETING**

The next Council Meeting will be held in Hope Vale on Wednesday 22 January 2025.

## **12 MEETING CLOSURE**

There being no further business, the meeting closed at 2.35pm on Wednesday 16 December 2024.



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**Mayor Bruce Gibson**

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**Lawrence Booth**  
**Chief Executive Officer**