



# **MINUTES**

**Ordinary Council Meeting  
Friday, 15 September 2023**

**MINUTES OF WINTON SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE WINTON SHIRE COUNCIL BOARD ROOM  
ON FRIDAY, 15 SEPTEMBER 2023 AT 8:02AM**

**PRESENT:** Cr Gavin Baskett (Mayor), Cr Tina Elliott (Deputy Mayor) Cr Anne Seymour, Cr Cathy White, Cr Shane Mann, Cr Frank Standfast.

**IN ATTENDANCE:** Mr Dirk Dowling (Chief Executive Officer), Miss Shannon Van Bael (Executive Manager Community Services), Mr Roger Naidoo (Director of Works), Miss Kirby Reents (Minutes Secretary).

**1 ACKNOWLEDGEMENT OF COUNTRY**

The Mayor recited the Acknowledgement of Country and paid respects to the family and friends of Alan Patterson.

**2 APOLOGIES**

Nil

**3 DECLARATION OF INTEREST AND CONFLICT OF INTEREST**

invited Councillors to declare any relevant "Interest" to respective items.

Cr Gavin Baskett – 13.6 Community Grants St Patrick School.

**4 CONFIRMATION OF COUNCIL MINUTES**

**23.09.01**

Moved: Cr S Mann

Seconded: Cr T Elliott

That the minutes of the Ordinary Council Meeting held on 17 August 2023 be confirmed with amendments.

**CARRIED 6-0**

**5 BUSINESS ARISING OUT OF PREVIOUS MEETING**

**NIL**

**6 MAYOR'S REPORT TO COUNCIL**

Mayor Meeting & Inspections 18 August – 15 September 2023			
DATE	TYPE	PARTIES	PURPOSE
18/08/2023	Workshop	Councillors and Senior Leadership Team	Monthly Workshops
	Meeting	Waltzing Matilda Centre Advisory Board	General Meeting

22-24/8/2023	Meeting	RAPAD Board & CEO's Outback Regional Roads & Transport Group RAPAD Water & Sewerage Alliance CW Regional Pest Management Group	Quarterly F2F Meeting in Boulia
25/08/2023	Meeting	Winton Hotel	General Meeting
29/08/2023	Meeting	Place Name Audit Working Group	Inaugural Meeting
30/08/2023	Meeting	Griffith University + CEO	General Meeting
	Meeting	Western Queensland Alliance Conference Committee	Planning Meeting
1/08/2023	Workshop	Councillors and Senior Leadership Team	Monthly Workshops
	Event	SCOOTERVILLE	Welcoming Event
4-8/09/2023	Conference	2023 National Roads & Transport Congress	Conference Canberra Outback Way discussions
	Conference	Federal Ministerial Dept, MP's and Senators	Canberra Outback Way discussions
12/09/2023	Meeting	Northern Service Area, Sport and Recreation Department of Tourism, Innovation and Sport CEO and Senior Leadership Team	General Meeting
	Meeting	Mayor & CEO	Weekly Catch- up
	Meeting	Health & Wellbeing Qld Interview	Health Services
	Meeting	REX Airline – CEO and MAYOR	General Meeting
13/09/2023	Meeting	Western Queensland Alliance Committee	General Meeting

**23.09.02**

Moved: Cr S Mann

Seconded: Cr C White

1. THAT the Mayors report be received.

**CARRIED 6-0**

**7 MAYOR'S BUSINESS TO BE CONSIDERED WITHOUT NOTICE**

NIL

**8 QUESTIONS FOR WHICH NOTICE HAS BEEN GIVEN**

NIL

**9 QUESTIONS (WITHOUT DEBATE) FOR WHICH NOTICE HAS NOT BEEN GIVEN**

NIL

**10 PETITIONS**

NIL

**11 DEPUTATIONS/PRESENTATIONS**

NIL

**12 CONSIDERATION OF MOTIONS**

NIL

**13 DECISIONAL REPORTS****13.1 QLD RACING AUDIT REPORT****SUMMARY**

Racing Queensland routinely audit the Showgrounds / Racetrack for compliance to standards. In this instance it appears the Audit Report has gone to the North Gregory Turf Club who have corresponded with Council about all the salient points made during the site visit.

**23.09.03**

Moved: Cr T Elliott

Seconded: Cr C White

1. THAT the report be received.

**CARRIED 6-0****23.09.04**

Moved: Cr T Elliott

Seconded: Cr A Seymour

2. THAT Council proceed with the range of recommendations subject to existing resources and budgets.

**CARRIED 6-0**



**13.2 DEVELOPMENT APPLICATIONS - MCU - 29 MANUKA STREET WSC 23-01****SUMMARY**

On 11 April 2023, Council received a properly made development application on land located at 29 Manuka Street, Winton seeking a development permit for Material Change of Use: "Multiple Dwelling" (three dwellings).

The Town Planning Report submitted with the development application describes the proposal as follows:

*The proposed development is to add two 1-bedroom units whilst retaining the original dwelling. The site at 29 Manuka Street, Winton 4735 is legally described as Lot 1 on RP709609. The site has an area of 680 m2.*

CHTP File Ref: 441\_WIN261

**23.09.05**

Moved: Cr S Mann

Seconded: Cr F Standfast

1. That the report be received.

**CARRIED 6-0**

**23.09.06**

Moved: Cr S Mann

Seconded: Cr C White

2. For the reasons as set out above, it is recommended the development application be approved subject to reasonable and relevant planning conditions, as set out in Attachment A, which reflect and accord generally with the application as made.

**CARRIED 6-0**

**13.3 VARIATION SCHEDULE WINTON SHIRE COUNCIL YOUTH SERVICES****SUMMARY**

The Winton Shire Council Youth Service provides support to young people in Winton, to enable them to lead a safe and healthy active life.

The Department of Child Safety, Seniors and Disability Services has offered Winton Shire Council a new Funding Schedule that will start on the 1 October 2023 until 30 September 2024. This funding will provide GST exclusive \$50,696 for a 12-month Period.

**23.09.07**

Moved: Cr S Mann  
Seconded: Cr F Standfast

1. THAT the report be received.

**CARRIED 6-0**

#### **23.09.08**

Moved: Cr S Mann  
Seconded: Cr A Seymour

2. THAT Council directs the Chief Executive Officer to execute the Winton Shire Council Youth Service Variation Agreement from the Department of Child Safety, Seniors and Disability Services.

**CARRIED 6-0**

### **13.4 AUSTRALIA DAY POLICY**

#### **SUMMARY**

This report presents the WSC-ADM-POL-012 Australia Day Policy for endorsement by Council.

#### **23.09.09**

Moved: Cr S Mann  
Seconded: Cr F Standfast

1. THAT the report be received.

**CARRIED 6-0**

#### **23.09.10**

Moved: Cr S Mann  
Seconded: Cr T Elliott

2. THAT the WSC-ADM-POL-012 Australia Day Policy be adopted with amendment.

**CARRIED 6-0**

### **13.5 ACADEMIC BURSARY POLICY**

#### **SUMMARY**

This report presents the WSC-ADM-POL-013 Academic Bursary Policy for endorsement by Council. The purpose of this policy is to establish governance arrangements for the establishment, administration and disbursement of Bursaries and Prizes.

#### **23.09.11**

Moved: Cr S Mann  
Seconded: Cr C White

1. THAT the report be received.

**CARRIED 6-0****23.09.12**

Moved: Cr T Elliott

Seconded: Cr F Standfast

1. THAT the WSC-ADM-POL-013 Academic Bursary Policy be adopted.

**CARRIED 6-0****13.6 COMMUNITY GRANT APPLICATIONS****SUMMARY**

Council is committed to supporting not-for-profit community organisations that support the needs and liveability of the Winton community. This report is a reflection of the expenses during the 2023-2024 financial year thus far, and to present further Community Grant Requests which have been received.

**23.09.13**

Moved: Cr S Mann

Seconded: Cr C White

1. THAT the report be Received.

**CARRIED 6-0****DECLARATION OF A DECLARABLE CONFLICT OF INTEREST**

Cr G Baskett advised of a Declarable Conflict of Interest for Item 13.6 Community Grant from St Patricks School.

*I Cr G Baskett inform this meeting that I have a declarable conflict of interest in this matter (as defined in section 150EN of the Local Government Act 2009). The nature of my interest is as follows:*

*This declarable conflict of interest arises as Cr G Baskett's wife works for St Patricks School.*

*I propose to leave and stay away from the place where the meeting is being held while this matter is discussed.*

**Cr T Elliott (Deputy Mayor) Chaired**

**Council Voted 5-0** that Cr G Baskett to stay in the room for the discussion of the St Patricks School Community Form request.

**23.09.14**

Moved: Cr

Seconded: Cr

2. THAT Council approve the request from Saint Patricks School for a monetary donation of \$5000 for the Christmas Fete and \$315.00 for equipment hire.





**23.09.15**

Amended Motion

THAT Council approve the request from Saint Patricks School for a monetary donation of \$5000 for the Christmas Fete inclusive of all equipment hire

**23.09.16**

Moved: Cr A Seymour

Seconded: Cr F Standfast

The amendment motion becomes the original motion.

**CARRIED 6-0**

**23.09.17**

Moved: Cr T Elliott

Seconded: Cr S Mann

3. THAT Council approve the request from Box Rallies for the hire of 2 light towers for the amount of \$200.00.

**CARRIED 6-0**

**13.7 ADVISORY COMMITTEES****SUMMARY**

Advisory Committees are a mechanism Council has available through the *Local Government Regulation 2012* for a number of purposes, including to obtain advice and recommendations around strategic matters from people with expertise in a particular field and promote awareness and obtain feedback from the community.

The attached Policy and Terms of Reference have been compiled in consultation with Council through workshops.

**23.091.18**

Moved: Cr F Standfast

Seconded: Cr S Mann

1. That the report be received.

**CARRIED 6-0**

*There was a general discussion regarding the need to include some explanation regarding the Committees that are being dropped i.e. that won't exist post the adoption of this new Policy and the new Terms of Reference (several). The idea of a 'preamble' in the Policy itself was proposed.*

*There was also some discussion on the need to have one more round of meetings for each of the remaining Committees under the old structure to walk Committee members through the changes being proposed and to help everyone understand the process, including the need to advertise for members moving forward, the need for an annual planning meeting for each Committee etc.*

*For all these reasons the current motion was not supported – to come back to the next Council meeting with the changes incorporated.*

**23.09 Unsupported**



Moved: Cr

Seconded: Cr

2. That Council adopt the attached documents:

- a) Advisory Committee Policy
- b) Advisory Committee Terms of Reference

**CARRIED 0-6**

### **13.8 OPERATIONAL PLAN**

#### **SUMMARY**

The adoption of a Corporate Plan and an Operational Plan is a requirement under Local Government legislation. The attached Operational Plan outlines the delivery plan for the 2023-2024 financial year, that will continue to progress the implementation of the Winton Shire Council Corporate Plan 2022-2027.

#### **23.09.19**

Moved: Cr S Mann

Seconded: Cr F Standfast

- 1. That the report be received.

**CARRIED 6-0**

#### **23.09.20**

Moved: Cr T Elliott

Seconded: Cr F Standfast

- 2. That Council adopt the 2023-2024 Operational Plan.

**CARRIED 6-0**

**ADJOURNMENT:** The meeting adjourned for morning tea at 9.57am and resumed at 10.26am.

### **13.9 MEMORANDUM OF UNDERSTANDING - WINTON MEN'S SHED**

#### **SUMMARY**

Winton Men's Shed approached Winton Shire Council to put in place a Memorandum of Understanding relating to their use of the Winton Shire Council building. The Memorandum of Understanding attached to this report has been agreed between the parties (in principle).

A further letter (attached) has been received asking that the document be executed.

This report seeks approval from Council to have the Chief Executive Officer execute the document on behalf of Winton Shire Council

#### **23.09.21**

Moved: Cr T Elliott

Seconded: Cr A Seymour

- 1. That the report be received.

**CARRIED 6-0**

**23.09.22**

Moved: Cr F Standfast

Seconded: Cr A Seymour

2. That Council authorise the Chief Executive Officer to execute the Memorandum of Understanding between Winton Men's Shed and Winton Shire Council as attached to this report.

**CARRIED 6-0****13.10 AUDIT REPORT****SUMMARY**

This report presents the Interim Audit Report provided by the Queensland Audit Office for the financial year ending 30 June 2023 following attendance at the Winton Shire Council by Council's Auditors William Buck. This Audit Report provides an assessment of our internal control framework, a summary of internal control deficiencies, financial reporting considerations and other matters. This Interim Audit Report was also presented to a meeting of Council's Audit Committee held on 08 September 2023 where representatives from William Buck were in attendance. Pursuant to *Section 213 of the Local Government Regulation 2012*, a copy of this Report must be presented to Council's next Ordinary Meeting.

**23.09.23**

Moved: Cr T Elliott

Seconded: Cr S Mann

1. 1.THAT the report be received.

**CARRIED 6-0****23.09.24**

Moved: Cr S Mann

Seconded: Cr T Elliott

2. THAT the '2023 Interim Report to the Mayor' dated 29 August 2023 provided by the Queensland Audit Office be received and noted.

**CARRIED 6-0****14 ADVISORY COMMITTEE MEETING REPORTS****14.1 MINUTES OF THE BOARD OF THE WMC LIMITED COMMITTEE MEETING HELD ON 18 AUGUST 2023****23.09.25**

Moved: Cr

Seconded: Cr

1. That the Minutes of The Board of the WMC Limited Committee Meeting held on 18 August

2023 be received and the recommendations therein be adopted.

**23.09.26**

Amended motion

That the Minutes of The Board of the WMC Limited Committee Meeting held on 18 August 2023 be received.

**23.09.27**

Moved: Cr T Elliott

Seconded: Cr F Standfast

The amendment motion becomes the original motion.

**CARRIED 6-0**

**14.2 MINUTES OF THE TOURISM STRATEGY COMMITTEE MEETING HELD ON 7 AUGUST 2023****23.09.28**

Moved: Cr A Seymour

Seconded: Cr C White

1. That the Minutes of the Tourism Strategy Committee Meeting held on 7 August 2023 be received and the recommendations therein be adopted.

**CARRIED 6-0**

**14.3 MINUTES OF THE WORK CAMP COMMITTEE MEETING HELD ON 5 SEPTEMBER 2023****23.09.29**

Moved: Cr F Standfast

Seconded: Cr C White

1. That the Minutes of the WORK Camp Committee Meeting held on 5 September 2023 be received and the recommendation therein be adopted.

**CARRIED 6-0**

**15 CORRESPONDENCE****15.1 CORRESPONDENCE****23.09.30**

Moved: Cr S Mann

Seconded: Cr C White

1. That the Correspondence 1,2,4,5,6,8,9,10,11,13,15,16 be received.

**CARRIED 6-0**



**23.09.31**

Moved: Cr F Standfast

Seconded: Cr T Elliott

*Attachment 3*

2. In accordance with Section 236 of the local government regulation 2012, Council dispose of its replaced Airport Lighting to Boulia Shire Council at no cost and in recognition of Boulia Shire's previous financial contributions to joint benefit projects in Winton Shire.

**CARRIED 6-0**

**23.09.32**

Moved: Cr C White

Seconded: Cr F Standfast

*Attachment 7*

3. That the CEO write to the Qld Fire and Emergency Service seeking more information.

**CARRIED 6-0**

**23.09.33**

Moved: Cr T Elliott

Seconded: Cr S Mann

*Attachment 12*

4. That Mayor reply with a letter of acceptance to the speech night on behalf of all Councillors and provide a copy of the Bursary Policy.

**CARRIED 6-0**

**23.09.34**

Moved: Cr T Elliott

Seconded: Cr F Standfast

*Attachment 14*

5. That Council direct the CEO to sign the consent to the upgrade of flood network warning equipment.

**CARRIED 6-0**

**16 LATE CORRESPONDENCE**

**NIL**

**17 OFFICERS REPORTS TO COUNCIL****17.1 CHIEF EXECUTIVE OFFICER****23.09.35**

Moved: Cr A Seymour

Seconded: Cr F Standfast

1. That the Chief Executive Officer information report be received.

**CARRIED 6-0**

**23.09.36**

Moved: Cr A Seymour

Seconded: Cr C White

2. That the Financial Report be received.

**CARRIED 6-0**

**17.2 DIRECTOR OF WORKS**

**23.09.37**

Moved: Cr C White

Seconded: Cr A Seymour

1. That the Director of Works Report be received.

**CARRIED 6-0**

**17.3 EXECUTIVE MANAGER COMMUNITY**

**23.09.38**

Moved: Cr T Elliott

Seconded: Cr F Standfast

1. THAT the Executive Manager Community Report be received.

**CARRIED 6-0**

**18 CONFIDENTIAL SECTION****23.09.39**

Moved: Cr S Mann

Seconded: Cr A Seymour

1. That council considers the confidential report(s) listed below in a meeting closed to the public in accordance with *Section 275 of the Local Government Act 2012*:

**CARRIED 6-0****18.1 RATES CONCESSION - NO.1****23.09.39**

Moved: Cr S Mann

Seconded: Cr A Seymour

2. This matter is considered to be confidential under *Section 254j (3) - D of the Local Government Act*, and the council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with rating concessions.

**CARRIED 6-0****18.2 INTELLECTUAL PROPERTY (TRADE MARKS)****23.09.40**

Moved: Cr A Seymour

Seconded: Cr T Elliott

3. This matter is considered to be confidential under *Section 254j (3) - G of the Local Government Act*, and the council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interest of the local government.

**CARRIED 6-0****18.3 RATE CONCESSION - NO.2****23.09.50**

Moved: Cr F Standfast

Seconded: Cr T Elliott

4. This matter is considered to be confidential under *Section 254j (3) - D of the Local Government Act*, and the council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with rating concessions.

**CARRIED 6-0****23.09.51**

Moved: Cr S Mann

Seconded: Cr F Standfast

1. That council moves into the closed session at 12:53pm.

**CARRIED 6-0****23.09.52**

Moved: Cr F Standfast

Seconded: Cr A Seymour



2. That council moves out of the closed session at 1:08pm

**.CARRIED 6-0**

## **18.1 RATES CONCESSION – ASSESSMENT NO.186**

### **23.09.53**

Moved: Cr C White  
Seconded: Cr S Mann

1. THAT the report be received.

**CARRIED 6-0**

### **23.09.54**

Moved: Cr T Elliott  
Seconded: Cr A Seymour

2. THAT Council note the CEO will be approving a two-year rates concession in accordance with the Rates and Concession Policy WSC-FIN-POL-008, as the Applicant has met all relevant Policy requirements.

**CARRIED 6-0**

## **18.2 INTELLECTUAL PROPERTY (TRADE MARKS)**

### **23.09**

Moved: Cr Standfast  
Seconded: Cr Mann

1. That the report be received.

**CARRIED 6-0**

### **23.09**

Moved: Cr Elliott  
Seconded: Cr White

2. That Council directs the CEO to:
  - a) register trademarks (Words, logos, and animations) for the items numbered 1 to 10 inclusive, under Class 35 which includes "Local Government Council management and administration" and
  - b) pay all associated costs.

**CARRIED 6-0**



**18.3 RATE CONCESSION - ASSESSMENT NO.392****23.09**

Moved: Cr A Seymour

Seconded: Cr C White

1. THAT the report be received.

**CARRIED 6-0****23.09**

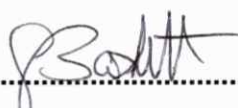
Moved: Cr Standfast

Seconded: Cr Mann

2. THAT Council note the CEO will be approving a two-year rates concession in accordance with the Rates Concession Policy WSC-FIN-POL-008, as the Applicant has met all relevant Policy requirements.

**CARRIED 6-0****19 DATE OF NEXT MEETING**

Ordinary Meeting 13 October 2023

**The Meeting closed at 1:12pm.****The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 13 October 2023.**  
.....  
**CHAIRPERSON**