

Ordinary Meeting Agenda

PUBLIC

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

Tuesday 15th December 2020, 9:00am

Notice is hereby given that an Ordinary Meeting will be held at the Council Chambers,
Civic Centre, Julia Creek on 15th December 2020 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. P Curr
Members: Cr. J Fegan, Cr. S Royes, Cr. J Lynch, Cr. T Pratt

Staff:

Chief Executive Officer, John Kelly
Executive Assistant, Mrs. Grace Armstrong
Rates and Debtors, Mrs. Katie Woods
Director of Corporate and Community Services, Ms. Tenneil Cody
Director of Engineering, Environment and Regulatory Services, Mr. Cameron Scott
Environmental and Regulatory Services Team Leader, Ms. Megan Pellow

Other people in attendance:

Mr Ross Thinee, Acting CEO of MITEZ

Apologies:

2.1 APPOINTMENT

2.1.1 Mr Ross Thinee, Acting CEO of MITEZ

3. DECLARATION OF CONFLICT OF INTEREST

Cr. P Curr

1. I 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 because a person who is a related party of mine has an interest in this matter reference item

Particulars:

- (i) Name of related party: Jennifer Heslin
- (ii) The nature of my relationship with this related party is Jennifer is my sister
- (iii) The nature of the related party's interests in this matter is that she stands to gain access to public land.

I propose to leave and stay away from the meeting while this matter is discussed and voted on.

4. CONFIRMATION OF MINUTES

That the Minutes of the November Ordinary Meeting on 17th November 2020 be confirmed.

That the Minutes of the December Special Meeting on 1st December 2020 be confirmed.



2.1 APPOINTMENT

**Mr Ross Thinee, Acting CEO
of MITEZ –**

**To discuss a feasibility study
for Cotton Gin in NW QLD**



MCKINLAY SHIRE COUNCIL

UNCONFIRMED MINUTES

OF THE

ORDINARY MEETING OF COUNCIL

HELD AT THE

BOARDROOM, CIVIC CENTRE
JULIA CREEK

17th November 2020

ORDER OF BUSINESS

1. Opening
2. Attendance

2.1 Appointment

- 2.1.1 Multicom Resources Limited for an "Update on the St Elmo Vanadium Project"

3. Declaration of Conflict of Interest
4. Confirmation of Ordinary Meeting on 20th October 2020
- 4.1 Confirmation of Special Meeting on 13th November 2020
- 4.2 Business Arising out of minutes of previous Meeting

5. ENGINEERING REPORT

- 5.1 Engineering Work Monthly Report
- 5.2 Extension of Register of Pre-qualified Suppliers for Plant Hire
- 5.3 Development of Register of Pre-qualified suppliers for Road Construction and Maintenance
- 5.4 Award of Punchbowl Rd and Nelia/Bunda Rd Resealing Works

6. ENVIRONMENTAL & REGULATORY SERVICES REPORT

- 6.1 Environmental & Regulatory Services Monthly Report
- 6.2 Permit to Occupy and Purchase Applications on Pasturage Reserve over Lot 57 on SP299144

7. COMMUNITY SERVICES REPORT

- 7.1 Community Services Monthly Report
- 7.2 Community Children's Services Hub Report
- 7.3 Water Tower Beautification
- 7.4 LATE - Glenagra Power Pod Report – SWER Lines Alternative Project

8. CORPORATE SERVICES REPORT

- 8.1 Corporate Services Report
- 8.2 Audit Committee Meeting Minutes
- 8.3 Final Management Report 2020
- 8.4 Code of Conduct for Councillors in Qld
- 8.5 Standing Orders of Council
- 8.6 Model Meeting Procedures
- 8.7 Investigation Policy – Councillors Conduct

9. CHIEF EXECUTIVE OFFICERS REPORT

- 9.1 CEO Report

10. WORKPLACE HEALTH AND SAFETY

- 10.1 Workplace Health and Safety Report

11. CLOSE

1. OPENING BUSINESS ▲

All Councillors having signed the Attendance Book, Mayor Philip Curr declared the meeting open at 9:04am.

2. ATTENDANCE ▲

Mayor: Cr. P Curr

Members: Cr. J Fegan, Cr. S Royes, Cr. J Lynch, Cr. T Pratt

Staff:

Chief Executive Officer, Mr. John Kelly

Executive Assistant, Mrs. Grace Armstrong

Rates and Debtors, Mrs. Katie Woods

Director of Corporate & Community Services, Ms. Tenneil Cody

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

Other people in attendance:

Shaun McCarthy – CEO - Multicom Resources Limited

Christian Shaw - CFO Multicom Resources Limited

Nathan Cammerman – Executive Director Multicom Resources Limited

Jean-Marc (JM) Manning - Business Development Manager Multicom Resources Limited

Apologies:**2.1 APPOINTMENT** ▲**2.1.1 Multicom Resources Limited for an “Update on the St Elmo Vanadium Project”.**

The following Multicom Resources Limited representatives will attend the meeting at 9.30a.m.to update Council on the latest developments with the St Elmo Vanadium Mining project:

- Shaun McCarthy – CEO
- Christian Shaw - CFO
- Nathan Cammerman – Executive Director
- Jean-Marc (JM) Manning - Business Development Manager

Multicom provided a community information session between 3.00 – 6.00p.m. on Monday 16th November 2020 in the Civic Centre Hall followed by a BBQ.

3. DECLARATION OF CONFLICT OF INTEREST ▲**Cr. P Curr**

1. I 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 because a person who is a related party of mine has an interest in this matter reference item 6.2

Particulars:

(i) Name of related party: Jennifer Heslin

(ii) The nature of my relationship with this related party is Jennifer is my sister

(iii) The nature of the related party's interests in this matter is that she stands to gain access to public land.

I propose to leave and stay away from the meeting while this matter is discussed and voted on.

4. CONFIRMATION OF MINUTES ▲

Confirmation of Minutes of the Ordinary Meeting of Council held on 20th October 2020.

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 20th October 2020 be confirmed.

Resolution No. 138/2021

The Minutes of the Ordinary Meeting of Council held on 20th October 2020 are confirmed.

Moved Cr. J Fegan

Seconded Cr. T Pratt

CARRIED 5/0

Confirmation of Minutes of the Special Meeting of Council held on 13th November 2020.

RECOMMENDATION

That the Minutes of the Special Meeting of Council held on 13th November 2020 be confirmed.

Resolution No. 139/2021

The Minutes of the Special Meeting of Council held on 13th November 2020 are confirmed.

Moved Cr. S Royes

Seconded Cr. J Fegan

CARRIED 5/0

4.2 BUSINESS ARISING FROM PREVIOUS MINUTES ▲

Nil

5. ENGINEERING SERVICES ▲**5.1 Engineering Works Report**

This report outlines the general activities for the Engineering Department for the month of October 2020.

RECOMMENDATION

That Council receives the Engineering Services monthly report for October 2020.

Resolution No. 140/2021

That Council receives the Engineering Services monthly report for October 2020.

Moved Cr. T Pratt

Seconded Cr. P Curr

CARRIED 5/0

5.2 Extension of Register of Pre-qualified Suppliers for Plant Hire

Council's current pre-qualified supplier register is due to expire on 31 December 2020. Given there is still potential outstanding contract and emergent works early in the calendar year it is recommended to extend the current register by 6 months. It is also recommended to commence a tender process to establish a new Register of Pre-qualified Suppliers for Plant Hire for adoption prior to 30 June 2021.

RECOMMENDATION

That Council resolves to:

- a. Extend the existing Register of Pre-qualified suppliers register for Plant Hire to 30 June 2021; and
- b. To commence a tender process to develop and adopt a new Register of Pre-qualified suppliers for Plant Hire prior to 30 June 2021 to commence 1 July 2021 for an initial 2 year period; and
- c. Notify existing pre-qualified suppliers

Resolution No. 141/2021

That Council resolves to:

- a. Extend the existing Register of Pre-qualified suppliers register for Plant Hire to 30 June 2021;
- b. Commence a tender process to develop and adopt a new Register of Pre-qualified suppliers for Plant Hire prior to 30 June 2021 to commence 1 July 2021 for an initial 2 year period; and
- c. Notify existing pre-qualified suppliers

Moved Cr. J Lynch

Seconded Cr. T Pratt

CARRIED 5/0

5.3 Development of Register of Pre-qualified suppliers for Road Construction and Maintenance

Currently Council engages local contractors from a register of pre-qualified suppliers – Plant Hire to undertake major road construction (or reconstruction) and maintenance projects, mostly DRFA funded. These works are effectively all done on hourly hire rates. The ability to scope a project and seek a lump sum price provides certainty to all stakeholders in project delivery, however the overall value of these works generally exceeds \$200,000 requiring a tender process should be followed. A register of Pre-qualified suppliers would allow flexibility, improve timeliness and enhance value for money for these works.

RECOMMENDATION

That Council resolves to:

- a. Establish a register of Pre-qualified suppliers for Road Construction and Maintenance in accordance with Section 232,3 (a) and (e) of Local Government Regulation 2012 to commence 1 July 2021 for an initial period of 2 years; and
- b. Instructs Officers that in the preparation of the relevant documentation prior to tender, that existing local providers be engaged with so as to ensure the development of local business.

Resolution No. 142/2021

That Council resolves to:

- a. Establish a register of Pre-qualified suppliers for Road Construction and Maintenance in accordance with Section 232 (3) (a) and (e) of Local Government Regulation 2012 to commence 1 July 2021 for an initial period of 2 years; and
- b. Instructs Officers that in the preparation of the relevant documentation prior to tender, that existing local providers be engaged with so as to ensure the development of local business.

Moved Cr. J Fegan

Seconded Cr. J Lynch

CARRIED 5/0

5.4 Award of Punchbowl Rd and Nelia/Bunda Rd Resealing Works

Council staff sought Vendor panel quotations through Local Buy approved contractors for the resealing of Punchbowl Rd and Nelia/Bunda Rd. These projects have been approved by Council in the 2020/2021 Capital Works program.

RECOMMENDATION

That Council resolves to:

- a. Accept the quotation from Austek Spray Seal Pty Ltd dated 30 October 2020; and
- b. Inform Stabilised Pavements of Australia and RPQ that their submissions were unsuccessful

Resolution No. 143/2021

That Council resolves to:

- a. Accept the quotation from Austek Spray Seal Pty Ltd dated 30 October 2020; and
- b. Inform Stabilised Pavements of Australia and RPQ that their submissions were unsuccessful

Moved Cr. J Lynch

Seconded Cr. S Royes

CARRIED 5/0

Attendance: Shaun McCarthy – CEO - Multicom Resources Limited, Christian Shaw - CFO Multicom Resources Limited, Nathan Cammerman – Executive Director Multicom Resources Limited, Jean-Marc (JM) Manning - Business Development Manager Multicom Resources Limited entered the meeting room at 9:31am

The Mayor welcomed the Multicom Resources Limited representatives and invited them to address the meeting.

Attendance: Shaun McCarthy – CEO - Multicom Resources Limited, Christian Shaw - CFO Multicom Resources Limited, Nathan Cammerman – Executive Director Multicom Resources Limited, Jean-Marc (JM) Manning - Business Development Manager Multicom Resources Limited left the meeting room at 10:36am

6. ENVIRONMENTAL AND REGULATORY SERVICES ▲

6.1 Environmental and Regulatory Services Report

This report outlines the general activities, revenue and expenditure for the Environment and Regulatory Services department for the period October 2020.

RECOMMENDATION

That Council receives the October 2020 Environmental and Regulatory Services Report.

Resolution No. 144/2021

Council receives the October 2020 Environmental and Regulatory Services Report.

Moved Cr. P Curr

Seconded Cr. J Lynch

CARRIED 5/0

Attendance – Cr. T Pratt left the meeting room at 10:40am.

Attendance – Cr. T Pratt entered the meeting room at 10:43am.

Attendance – Cr. Philip Curr left the meeting room, having declared a Conflict of Interest in the matter of Agenda Item 6.2 as defined in section 150EN of the Local Government Act 2009, and left the meeting room at 10:45am taking no part in the meeting or discussion. Deputy Mayor Cr Janene Fegan assumed the Chair.

6.2 Permit to Occupy and Purchase Applications on Pasturage Reserve over Lot 57 on SP299144

The Department of Natural Resources, Mines and Energy (DNRME) invites Council to provide views and/or requirements regarding a Permit to Occupy application and a Purchase application over the Pasturage Reserve known as Lot 57 on SP299144.

This matter was brought forward to the October Ordinary Meeting however the decision was deferred to the November Ordinary Meeting to allow staff to provide alternate tenure options. An extension of time has been granted from the Department to 18th November 2020.

RECOMMENDATION

That Council resolves to;

1. Offer Colin Malone the continuation of existing arrangements for the paddock known as the “Ranger’s Horse Paddock”, as per Council’s Fees and Charges; and
2. Include the “Ranger’s Horse Paddock” in the proposed future land use audit of Julia Creek; and
3. Not consent to any revocation of the reserve for the potential purchase by Heslin as Council has recognized the need for additional land for potential future expansion of Julia Creek township for both residential and light industry; and
4. Advise the Department of Natural Resources Mines and Energy accordingly

Resolution No. 145/2021

Council resolve to;

1. Offer Colin Malone the continuation of existing arrangements for the paddock known as the “Ranger’s Horse Paddock”, as per Council’s Fees and Charges;
2. Include the “Ranger’s Horse Paddock” in the proposed future land use audit of Julia Creek;
3. Not consent to any revocation of the reserve for the potential purchase by Heslin as Council has recognized the need for additional land for potential future expansion of Julia Creek township for both residential and light industry;
4. Not consent to any Trustee Lease or permit over the subject land until such time as the outcome of the land audit is determined; and
5. Advise the Department of Natural Resources Mines and Energy accordingly.

Moved Cr. J Lynch

Seconded Cr. S Royes

CARRIED 4/0

Attendance – Cr. Philip Curr entered the meeting room at 10:54am and resumed the Chair.

Attendance – Tenneil Cody entered the meeting room at 10:57am.

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 September 2020.

RECOMMENDATION

That Council receives the Community Services monthly report for October 2020.

Resolution No. 146/2021

That Council receives the Community Services monthly report for October 2020.

Moved Cr. S Royes

Seconded Cr. J Lynch

CARRIED 5/0

7.2 Julia Creek Community Children's Services Hub

Council successfully secured funding through the Maturing the Infrastructure Pipeline Program (MIPP) to engage a consultant to investigate the possible development of a Community Children's Services Hub and following this engage a service provider to develop detailed designs of the proposed facility. The first stage of the project to deliver a Business Plan was completed and presented to Council in August 2019. The final phase, detailed designs are now completed and presented to Council for review.

RECOMMENDATION

That Council receive the Julia Creek Community Children's Services Hub detailed design, and recommend to place the project on a future works program and attempt to secure external funding to enable delivery of the project.

Resolution No. 147/2021

That Council receives the Julia Creek Community Children's Services Hub detailed design, and resolve to place the project on a future works program and attempt to secure external funding to enable delivery of the project.

Moved Cr. J Lynch

Seconded Cr. J Fegan

CARRIED 5/0

7.3 Water Tower Beautification - Mural Enquiry

The McKinlay Shire Cultural Association has recently written to Council to follow up on a Council-supported proposal to have the Julia Creek Water Tower painted with a mural.

RECOMMENDATION

That Council write to the McKinlay Shire Cultural Association to inform that a painted mural is not an avenue that Council sees for the future of the Julia Creek Water Tower.

Resolution No. 148/2021

That Council writes to the McKinlay Shire Cultural Association to inform that a painted mural is not an avenue that Council sees for the future of the Julia Creek Water Tower.

Moved Cr. S Royes

Seconded Cr. P Curr

CARRIED 5/0

7.4 Glenagra Power Pod Report – SWER Lines Alternative Project

The 12-month trial period of the SWER Lines Alternative Project - Intech Clean Energy Power Pod located at Glenagra Station has been completed. A 12-month summary report is brought to Council for noting.

RECOMMENDATION

That Council;

1. Accept the Reporting of Power Pod 12-Month Trial;
2. Endorse the Proposal to Extend the Trial for a 6-month period;
3. Endorse the distribution of the 12-month report to all stakeholders and notify them of Council's desire to extend the trial.

Resolution No. 149/2021

That Council;

1. Accept the Reporting of Power Pod 12-Month Trial;
2. Endorse the Proposal to Extend the Trial for a 6-month period;
3. Endorse the distribution of the 12-month report to all stakeholders and notify them of Council's desire to extend the trial.

Moved Cr. P Curr

Seconded Cr. T Pratt

CARRIED 5/0

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

The Corporate Services Report as of 31 October 2020 which summaries the financial performance and position is presented to Council.

RECOMMENDATION

That Council receives the monthly Corporate Services Report for the period ending 31 October 2020.

Resolution No. 150/2021

Council receives the monthly Corporate Services Report for the period ending 31 October 2020.

Moved Cr. J Lynch

Seconded Cr. S Royes

CARRIED 5/0

8.2 Audit Committee Meeting Minutes

An Audit Committee meeting was held on Tuesday 13th October 2020, Council is presented with a copy of the minutes from the meeting for information purposes.

RECOMMENDATION

That Council receives the report and note the Audit Committee Meeting Minutes of 13th October 2020.

Resolution No. 151/2021

Council receives the report and note the Audit Committee Meeting Minutes of 13th October 2020

Moved Cr. J Fegan

Seconded Cr. J Lynch

CARRIED 5/0

Attendance – Luke Spreadborough (community member) entered the meeting room at 11:46am

8.3 Final Management Report 2020

An external audit of Councils financial statements was undertaken throughout September 2020 by Pitcher Partners under the appointment of the Queensland Audit Office (QAO). QAO has previously provided a closing Audit Report to the Mayor for the financial year ending 30 June 2020 following the audit, now the QAO has delivered the Final Management Report. At the Mayors direction this report has been prepared in order to present the Audit Report to Council.

RECOMMENDATION:

That Council note the Final Management Report provided by the Queensland Audit Office for the year ending 30 June 2020.

Resolution No. 152/2021

Council notes the Final Management Report provided by the Queensland Audit Office for the year ending 30 June 2020.

Moved Cr. S Royes

Seconded Cr. J Lynch

CARRIED 5/0

8.4 Code of Conduct for Councillors

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 August 2020.

RECOMMENDATION

That Council note and adopt the new Code of Conduct for Councillors in Queensland released by the Department of Local Government, Racing and Multicultural Affairs which was approved on 4 August 2020.

Resolution No. 153/2021

Council notes and adopts the new Code of Conduct for Councillors in Queensland released by the Department of Local Government, Racing and Multicultural Affairs which was approved on 4 August 2020.

Moved Cr. J Fegan

Seconded Cr T Pratt

CARRIED 5/0

8.5 Standing Orders of Council

Following the latest rolling local government reforms the Department of Local Government, Racing and Multicultural Affairs (DLGRMA) have released an updated version of the 'Best practice standing orders for local government and standing committee meetings'. Council is presented with a Standing Orders policy for consideration for adoption.

RECOMMENDATION

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

8.6 Model Meeting Procedures

Following the recent changes to legislation through the passing of The Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Act 2020 a number of policies and procedures require review and updating to reflect the changes.

RECOMMENDATION

That Council adopt the Model Meeting Procedures (September 2020 Revision) as developed by the Department of Local Government, Racing and Multicultural Affairs.

Resolution No. 154/2021

Item 8.5 and 8.6 had been deferred to the December Meeting.

Moved Cr. J Fegan

Seconded Cr. J Lynch

CARRIED 5/0

8.7 Investigation Policy – Councillors Conduct

As part of the requirements of section 150AE of the Local Government Act 2009, a local government must adopt a policy about how it deals with the suspected inappropriate conduct of councillors referred, by the assessor, to the local government to be dealt with. Following the recent rolling reform amendments the policy has been reviewed and updated.

RECOMMENDATION

That Council adopts the Investigation Policy V2.0 as presented.

Resolution No. 155/2021

Council adopts the Investigation Policy V2.0 as presented.

Moved Cr. P Curr

Seconded Cr. S Royes

CARRIED 5/0

9. CHIEF EXECUTIVE OFFICER ▲**9.1 CEO Report**

This report provides an update on current matters for the information of Council

RECOMMENDATION

That Council receive and note the report from the Chief Executive Officer for the period 15 October – 13 November 2020 except where amended or varied by separate resolution of Council.

Resolution No. 156/2021

That Council receives and note the report from the Chief Executive Officer for the period 15 October – 13 November 2020 except where amended or varied by separate resolution of Council.

Moved Cr. T Pratt

Seconded Cr. J Lynch

CARRIED 5/0

9.1.3 National Drought and North Queensland Flood Response and Recovery Agency

When the Hon Shane Stone AC, QC Coordinator-General of the ND&NQFR&RA visited Council at the briefing on 3rd November 2020 he foreshadowed that Council will soon receive correspondence advising of possible funding allocations to Local Governments affected by the 2019 Monsoon Trough Event which will be formally announced in official correspondence.

Council may receive funding for telecommunications and emergency improvements and for stimulus projects. Whilst details and guidelines are yet to be released, Council should prepare to respond to any funding offer.

With respect to telecommunications improvements, I am planning to invite neighboring Councils to discuss options for improving internet speed both in Town and across the Shire.

In regard to possible projects, a preliminary list was presented to last Briefing to stimulate discussions.

RECOMMENDATION

The CEO and key staff scope possible projects for future funding under any flood recovery funding which might eventuate and present further details with preliminary costings to the December meeting of Council.

Resolution No. 157/2021

The CEO and key staff scope possible projects for future funding under any flood recovery funding which might eventuate and present further details with preliminary costings to the December meeting of Council.

Moved Cr. T Pratt

Seconded Cr. S Royes

CARRIED 5/0

9.1.4 MITEZ Meeting – Townsville 5 November 2020

Deputy Mayor Cr Janene Fegan and CEO attended the MITEZ AGM in Townsville on 5th November where the existing Executive were re-elected with Mr. David Glasson continuing as Chairman. The career of CEO Glen Graham was celebrated as he has announced his retirement. His replacement will be Ross Thinee, current MITEZ Regional Development Officer.

Presentations of particular interest were received from:

- Copper Mountain Resources about the Little Eva proposed copper mine north of Cloncurry;
- Vast Solar Project 10km west of Mt Isa; DAF proposal to place technology skilled extension officers in local governments in the north west to support community and land holders;
- Suns Metals update on proposed zinc operation which could create 900 positions in Townsville involving solar farm and green hydrogen as energy sources for the project.

Whilst in Townsville the Deputy Mayor and CEO took the opportunity to meet with Regional Director TMR Mr Sanjay Ram to discuss current works being undertaken by Council on behalf of TMR.

RECOMMENDATION

Council write to Mr. Glen Graham congratulating him on his retirement as CEO MITEZ and thanking him for his contribution.

Resolution No. 158/2021

Council write to Mr. Glen Graham congratulating him on his retirement as CEO MITEZ and thanking him for his contribution.

Moved Cr. J Fegan

Seconded Cr. J Lynch

CARRIED 5/0

9.1.6 Financial Sustainability

Regional Director Department of Local Government visited the Mayor, CEO & Director Corporate & Community Service on 10 November 2020 to discuss recent legislative changes and current DLGMA funded projects. The R/Dir also advised that in conjunction with the Queensland Treasury Corporation and the University of Queensland, DLGRMA is currently developing financial sustainability workshops for Councillors. These workshops will be delivered in early 2021, intended to build practical capacity and will include relevant case studies and examples, including;

- What are the key strategies Council will need to put in place to meet expected financial management challenges during the 2020-2024 term.

- What strengths do Councillors currently have (knowledge, skills, experience) to inform their strategic financial decision making in addressing these challenges.
- What areas of development (i.e. knowledge, skill) would assist in improving Councillors strategic financial decision making.

DLGRMA are considering whether the Workshops will be provided by Zoom/video conferencing or in person in key regions.

RECOMMENDATION

Council advise DLGRMA that Council's preference is for face to face Workshops.

Resolution No. 159/2021

Council advise DLGRMA that Council's preference is for face to face Workshops.

Moved Cr. J Fegan

Seconded Cr. J Lynch

CARRIED 5/0

9.1.10 Performance Plan for the CEO

It is a good management practice that Council have in place a performance plan for the Chief Executive Officer to set goals and monitor performance against that plan. Periodic discussions should be held throughout the year to provide feedback to the CEO on performance against the Plan. A draft plan for Council consideration will be presented to the meeting for discussion.

RECOMMENDATION

Council adopt the performance plan for the Chief Executive Officer as discussed and amended at the Ordinary Meeting.

Resolution No. 160/2021

Item 9.1.10 has been deferred to the December Meeting.

Moved Cr. P. Curr

Seconded Cr. S. Royes

CARRIED 5/0

9.1.11 Julia Creek Aerodrome Rectification Works

A verbal report will be presented to Council on the progress relating to the required rectification work at the Julia Creek Aerodrome reference Council resolution # 073/2021 – 15th September 2020.

Action: *For noting.*

9.1.12 LATE – LGAQ Bush Councils Compact

RECOMMENDATION

Council receive a verbal report from the CEO on the LGAQ Bush Councils Compact

Resolution No. 161/2021

Council receive a verbal report from the CEO on the LGAQ Bush Councils Compact

Moved Cr. J Fegan

Seconded Cr. S Royes

CARRIED 5/0

9.1.13 LATE – LGAQ Bush Councils Compact**RECOMMENDATION**

That Council advise the Local Government Association of Queensland that Council does not support the LGAQ's Bush Council Compact and does not want to be included for the following reasons:

1. There is no community of interest across the 45 identified councils because of the vast area involved and the diversity of issues faced by the councils.
2. LGAQ's focus should primarily be on the collective interest of all 77 member councils.
3. LGAQ already has a segment approach for its members – SEQ, Coastal, Resource, Indigenous and Rural/Remote. The Bush Council Compact is an unnecessary overlay.
4. LGAQ's relationship and engagement with the State Government on behalf of its member councils is already contained in the long standing Partners in Government Agreement. Another agreement is unnecessary.
5. Regional Organisations of Councils are the representative and advocacy bodies on behalf of Councils in identified and discrete areas of Queensland with shared issues, opportunities, and values. LGAQ is encouraged to engage more collaboratively with the ROCs on the issues of importance to their members.
6. State and Federal Governments have acknowledged the merit of ROCs and their willingness to engage them on behalf of local government at the regional and community level.

Resolution No. 162/2021

That Council advise the Local Government Association of Queensland that Council does not support the LGAQ's Bush Council Compact and does not want to be included for the following reasons:

1. There is no community of interest across the 45 identified councils because of the vast area involved and the diversity of issues faced by the councils.
2. LGAQ's focus should primarily be on the collective interest of all 77 member councils.
3. LGAQ already has a segment approach for its members – SEQ, Coastal, Resource, Indigenous and Rural/Remote. The Bush Council Compact is an unnecessary overlay.
4. LGAQ's relationship and engagement with the State Government on behalf of its member councils is already contained in the long standing Partners in Government Agreement. Another agreement is unnecessary.
5. Regional Organisations of Councils are the representative and advocacy bodies on behalf of Councils in identified and discrete areas of Queensland with shared issues, opportunities, and values. LGAQ is encouraged to engage more collaboratively with the ROCs on the issues of importance to their members.
6. State and Federal Governments have acknowledged the merit of ROCs and their willingness to engage them on behalf of local government at the regional and community level.

Moved Cr. P Curr

Seconded Cr. J Fegan

CARRIED 5/0

10. WORKPLACE HEALTH AND SAFETY ▲**10.1 Workplace Health and Safety**

This report outlines the general status of Work Health and Safety at McKinlay Shire Council for the period of October 2020.

RECOMMENDATION

That Council receives the October 2020 Work Health and Safety Report.

Resolution No. 163/2021

That Council receives the October 2020 Work Health and Safety Report.

Moved Cr. S Royes

Seconded Cr. T Pratt

CARRIED 5/0

General Business – Councillor Requests

- Cr. Royes:** Invitation to Cannington Mine South 32 to attend a future meeting of Council – Mayor & CEO to follow up
- Could Council write to TMR seeking to have the speed limit on the Goldring Street by-pass reduced for safety. The CEO advised that he has spoken with TMR and been advised that this would not be supported.
- Cr. Lynch** As the Cloncurry Shire Council has completed the bitumen sealing of the Sedan Dip road from the Burke Development Road to McKinlay Shire boundary to commencement of the Byrimine road, he recommends Council plan to fund the sealing of Byrimine road to complete the sealing of this connection road.
- Cr, Fegan** Reminded Councillors that the North West Flood Recovery & Resilience Summit will be held in the Civic Centre on Monday 30th November 2020.
- Cr. Pratt** The culvert at ch 20 and various grids on the Kynuna road and the sunken culvert on the Town by-pass (Goldring St) need attention. DERS to discuss with TMR.
- Cr. Curr** The signage and safety railing on the Lara crossing bridge needs attention and the grid on the Taldora road just after the Flinders Crossing near Mulungarra has sunken and needs attention. DERS to organise repairs.

11. CLOSURE OF MEETING

The Chair of the meeting Mayor Philip Curr declared the meeting closed at 12:34pm.



MCKINLAY SHIRE COUNCIL

UNCONFIRMED MINUTES

OF THE

SPECIAL MEETING OF COUNCIL

HELD AT THE

BOARDROOM, CIVIC CENTRE
JULIA CREEK

1st December 2020

ORDER OF BUSINESS

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

4. ITEMS FOR DISCUSSION

- 4.1 To receive and consider a report on the Development Application for the Etta Plains Irrigated Agriculture Project
- 4.2 To receive and consider a report on the Request from TMR for the Endorsement of the Principal Cycle Network Priority Route Maps

5. CLOSE

UNCONFIRMED

1. OPENING BUSINESS ▲

All Councillors having signed the Attendance Book, Mayor Philip Curr declared the meeting open at 8:32am.

2. ATTENDANCE ▲

Mayor: P Curr

Members: Cr. J Fegan, Cr. S Royes, Cr. J Lynch, Cr. T Pratt

Staff:

Chief Executive Officer, John Kelly

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

Executive Assistant, Grace Armstrong

Other people in attendance:

Nil

Apologies:

Nil

3. DECLARATION OF CONFLICT OF INTEREST ▲

Nil

UNCONFIRMED

4. ITEMS FOR DISCUSSION ▲

4.1 Wills Developmental Road Culvert Replacement Project

Epic Environmental on behalf of Etta Plains Holdings Pty Ltd has made an application for a Code Assessable Operational Works Development Permit for earthworks associated with the construction of an irrigation supply channel system on land described as Lot 2 on MF18. The application was properly made on 26 August 2020.

The application was required to be referred to the State Assessment Referral Agency (SARA) in accordance with Part 2, section 5 of the Development Assessment Rules.

The State Assessment Referral Agency (SARA) issued the applicant with an information request and further advice notice which triggered a minor change to the original application. The applicant provided the required information in the required timeframes.

The State Assessment Referral Agency (SARA) issued their response with conditions on the 10 November 2020.

4.1 RECOMMENDATION

That Council resolve to advise Epic Environmental on behalf of Etta Plains Holdings Pty Ltd that the application for a Code Assessable Operational Works Development Permit for earthworks associated with the construction of an irrigation supply channel system on land described as Lot 2 on MF18 is approved subject to the conditions outlined in the decision notice below;

ASSESSMENT MANAGER SCHEDULE OF CONDITIONS OPERATIONAL WORKS (Earthworks)

1. APPROVED PLANS

Condition

The development is to occur generally in accordance with the supporting plans and reports/documents reference in the table below and as attached.

Plan Title	Plan No. and Revision	Date
Stage 1 – Bulk Earthworks	EP-FMBulk-a Revision: a	18-08-20
Stage 1 – infrastructure cross sections dimensions, batters	EPXSa,b Revision: a	30-07-20
Stage 1 – infrastructure cross sections dimensions, batters	EDXe,j Revision: a	30-07-20
Stage 1 – infrastructure cross sections dimensions, batters	EPXSi Revision: a XS Revision: b bank height	30-07-20 18-08-20
Stage 1 – plumbing Site B –river channel to supply pipe, headwall & gate details	F10 supplyxing Revision: a B-1800 xing Revision: b dimensions	24-07-20 10-08-20
Stage 1 – river channel pipe crossing-flood runner 1800 dia	EP-rivxing Revision: a pipe xing	29-10-20

pipe & headwall details		
Stage 1 – river channel pipe crossing-flood runner elevation view	EP-rivxing Revision: a pipe xing elev	29-10-20
Stage 1 – River channel pipe crossing x-section A-A: Construction details in the flood runner	EPS1-Pipe-AA Revision: a construction	30-10-20
Stage 1 – X-Section of Flinders River with location of pump suction pipeline and pumping levels	EPRivWL Revision: a Riv XSect	12-08-20
Stage 1 – development flinders river pumpstation suction bell details	EPfrivsuction Revision: a	29-09-20
State 1 – layout and approximate location of lift pump	EPstg1-LP Revision: a	
State 1 – flinders river channel plan view – 0.2m contour section adjacent depression	EPfrivdep Revision: a	12-08-20
Report/Document		
Etta Plains Stage 1 Project Development Application dated 25 August 2020		
Fish Salvage Plan Rev1		
Referral Agency Response - Conditions		

2. EROSION AND SEDIMENT CONTROL

Condition

Development occurs in accordance with an erosion and sediment control plan (ESCP) prepared by a suitably qualified person which demonstrates that release of sediment-laden stormwater is avoided for the nominated design storm, and minimised when the nominated design storm is exceeded, by addressing design objectives listed in Table 6.4.1.3 (construction phase) of the Operational works code or local equivalent, for:

- drainage control;
- erosion control;
- sediment control; and
- water quality outcomes.

3. COMPLETION INSPECTION

Condition

Developer is required to contact Council to organize an inspection on completion of works

ADVICE

1. SATISFACTION OF APPROVAL CONDITIONS

Condition

Unless explicitly stated elsewhere, all requirements of the conditions must be satisfied prior to completion of the works.

UNCONFIRMED

Resolution No. 164/2021

That Council resolve to advise Epic Environmental on behalf of Etta Plains Holdings Pty Ltd that the application for a Code Assessable Operational Works Development Permit for earthworks associated with the construction of an irrigation supply channel system on land described as Lot 2 on MF18 is approved subject to the conditions outlined in the decision notice below;

**ASSESSMENT MANAGER SCHEDULE OF CONDITIONS
OPERATIONAL WORKS
(Earthworks)**

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2. EROSION AND SEDIMENT CONTROL**Condition**

Development occurs in accordance with an erosion and sediment control plan (ESCP) prepared by a suitably qualified person which demonstrates that release of sediment-laden stormwater is avoided for the nominated design storm, and minimised when the nominated design storm is exceeded, by addressing design objectives listed in Table 6.4.1.3 (construction phase) of the Operational works code or local equivalent, for:

- drainage control;
- erosion control;
- sediment control; and
- water quality outcomes.

3. COMPLETION INSPECTION

Condition

Developer is required to contact Council to organize an inspection on completion of works

ADVICE

1. Satisfaction of Approval Conditions

Condition

Unless explicitly stated elsewhere, all requirements of the conditions must be satisfied prior to completion of the works.

Moved Cr. J Fegan

Seconded Cr. T Pratt

CARRIED 5/0

4.2 To receive and consider a report on the Request from TMR for the Endorsement of the Principal Cycle Network Priority Route Maps

The Department of Transport and Main Roads (DTMR) have developed with consultation with Council staff Priority Route Maps to form part of the Principal Cycle Network. Adoption of these will allow Council to apply for funding towards future Cycle infrastructure projects.

4.2 RECOMMENDATION

That Council resolves to:

- Endorse the Principal Cycle Network Priority Route Map for McKinlay Shire;
- Inform The Department of Transport and Main Roads

Resolution No. 165/2021

Council resolve to:

- Endorse the Principal Cycle Network Priority Route Map for McKinlay Shire;
- Inform The Department of Transport and Main Roads

Moved Cr. S Royes

Seconded Cr. J Lynch

CARRIED 5/0

5. CLOSURE OF MEETING ▲

The Chair of the meeting Mayor Philip Curr declared the meeting closed at 8:39am.

4.2 BUSINESS ARISING OUT OF MINUTES FROM PREVIOUS MEETING

Nil



5.0 ENGINEERING SERVICES



Ordinary Meeting of Council Tuesday 15th December 2020

5.1 Subject: Engineering Services Monthly Report November 2020
Attachments: Nil
Author: Engineering Services Department
Date: 7th December 2020

Executive Summary:

This report outlines the general activities for the Engineering Department for the month of November 2020.

Recommendation:

That Council receives the Engineering Services monthly report for November 2020.

Background:

This report outlines the general activities of the department for the month of November 2020 and also provides an update on the current activities of the department.

RMPC

	Actual		Budget
1610 RMPC Works	\$623,386	\$599,760	\$1,428,000
<ul style="list-style-type: none"> • Resealing on all 4 roads • Pothole Patching • Poising on all roads • Sign repairs 			

Cannington Road

	Actual	Budget YTD	Budget
1630 Cannington Road Works	\$44,322	\$176,400	\$420,000
<ul style="list-style-type: none"> • Daily maintenance • Removal of dead animals. • Pothole patching. • Sign repairs • Removal of silt from floodways and culverts • Rock replacement 			

Roads Maintenance

	Actual	Budget YTD	Budget
1100 Repairs & Maintenance Shire Roads	\$252,735	\$504,000	\$1,200,000
<ul style="list-style-type: none"> • Pot hole patching various roads • Sign repairs • Guide posts • Maintenance grade Byrimine Rd 			



Water and Sewerage

	Actual	Budget YTD	Budget
1800 Operational Costs – Julia Creek Water	\$67,504	\$79,800	\$190,000

- Water Quality Sampling as a part of the monthly routine.
- Pressure & flow tests conducted on Goldring Street.
- Portaloo for roads crew vacuumed cleaned before transported.
- Help with co-ordinating works at the new lions park bore.
- Assist with plumbing applications for IOR Toilet block
- Hydrant Repair done on Coyne Street.
- Repair tap at library
- Assist with Drinking Water Quality Management Plan
- Organize contractors for the repair of wash-down bay
- Fix Supper room Kitchen combination
- Obtain Quotes for Hilton Park water service.
- Repairs on Unit 1 FR Bill Unit

McIntyre Park:

- Routine checks done.
- Repair broken water line between racecourse toilets and residence house.
- Unblocked toilets at McIntyre Park after Beach Races.

	Actual	Budget YTD	Budget
1810 Operational Costs – McKinlay Water	\$8,733	\$6,300	\$15,000

- Routine monitoring
- Water Quality Sampling
- Organize Quotes from contractors for the replacement of supply and discharge pipes from water towers and Standpipe for SES shed.

	Actual	Budget YTD	Budget
1820 Operational Costs – Kynuna Water	\$35,717	\$31,080	\$74,000

- Water Quality Sampling
- Routine monitoring
- New Stainless steel housing.
- Pipework connected to tank.
- Responding to reports of dirty water. Filters have to be cleaned more frequently due to increased water usage. Repairs to a water pipe in a private residence has resolved this issue.

	Actual	Budget YTD	Budget
1830 Operational costs – Nelia Water	\$4,317	\$2,520	\$6,000

- Routine monitoring
- Water testing



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	Actual	Budget YTD	Budget
1900 Operational Costs – Julia Creek Sewerage	\$59,525	\$67,200	\$160,000

- The work include responding to the alarms, including after hours alarms, data recording for the regulator, repairing electrical faults, supply of electricity, and repair to the pumps.
- Routine monitoring of Sewerage treatment plant.
- Contractors installed new septic tank and soakage pits at the airport. Works completed
- Assist with the preparations and information for the Sewage Pump Station renewal.

Workshop

	Actual	Budget
1510 Repairs and Maintenance - Plant & Vehicles	\$524,217	\$1,245,000

- Ongoing repairs and maintenance to Council vehicles plant equipment.
- Julia creek Work camp has provided the workshop with 1 staff member for 2 weeks of each month, helping with any duties required.

Parks and Gardens

	Actual	Budget
2700 Parks & Gardens and Amenities – Operations	\$252,284	\$790,000

- Mowing and whipper snipping parks and town streets.
- Cleaning of public toilets.
- Collection of rubbish.
- Maintenance to garden beds Burke St.
- Road sweeping in Julia Creek

Airport

	Actual	Budget YTD	Budget
1300 Airport Operational Costs	\$50,290	\$65,100	\$155,000

- Serviceability Inspections of the facility are undertaken 3 days per week.
- Local Laws Officer sprayed windsocks and runway strip for weeds.

Projects

T-1920035- Refurbishment of the Hickman Street pump station –

- Project is currently on program with design of pump station works substantially complete
- Electrical conduit identified which clashes with proposed works and will need to be relocated. This is a variation to the project and will be completed week of 14/12/20.
- Works on site to for the pump station refurbishment is to begin the week of 11/1/2020



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T-1920021- Water Tower Refurbishment –

Below is the progress on the water Tower Refurbishment

Project has reached practical completion.

- Defects liability period commenced 6/11/2020.
- QA Documentation and Progress claim to be completed first week of December.
- Once these two items are finalised this will be the works complete until the end of defects liability.

Water Tower is operational and online

T- 1920022 Town Bore Replacement Project –

Below is the progress on the water bore:

Concrete slab for headworks is complete and pipe work, pump and fencing installed.

- There is a delay in the supply of the electrical panel due to Covid 19 delays.
- The panels are normally made in Melbourne, however due to the shutdown they have to be constructed in Brisbane which has resulted in a delay with the orders
- The panel should be available on the 14/12 and no other product can be used as a substitute

Aerodrome Septic Replacement

This project is complete.

Kynuna Water Tank connection

Works are complete, will be commissioned next week.

Report on the Natural Disaster Recovery Works -Summary of program

2019 – Works are scheduled to complete by May 2021.

2020 Submission – Council has received approval from QRA Works to be programmed.

Details of the 2019 Projects currently underway

The above works are being delivered between AECOM (as the Project Manager using local contractors) and Council as Project Manager with responsibilities as outlined above. Both AECOM and Council use external contractors to deliver these works.

Please find attached Scope Summary detailing works completed to date AECOM is the Project Manager on behalf of the Council.

2019 DRFA Event

Works on the 2019 Event are being managed by AECOM and Council, AECOM are currently managing the following submissions:



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- Taldora Road – Unsealed
- North West – Unsealed
- North East – Unsealed
- South East – Unsealed
- Submission 015 – Euraba, Sunny Plains Rd and Shaw St
- Submission 020 -- 2020 Sealed
- Submission 021 – 2020 Unsealed

The Table below details the current status of the AECOM managed submissions.

Submission Number	Approved Value	Actual Expenditure to Date	Location	Percentage Complete	Status
1	\$18,146,709	\$6,740,007	Taldora Road	75%	Approved – Works Commenced
2	\$9,842,149	\$4,156,567	North West - Unsealed	63%	Approved – Works Commenced
3	\$5,739,470	\$1,805,160	North East - Unsealed	70%	Approved – Works Commenced
4	\$8,184,353	\$3,010,248	South East - Unsealed	65%	Approved – Works Commenced
5	\$ 2,381,085	\$877,294	South West - Unsealed	40%	Approved – Works Commenced
6	\$5,729,602	\$4,940,920	Sealed Roads	100%	
7	\$7,814,430	\$4,843,382	Betterment	100%	
8	\$193,391	\$30,261	Euraba, Sunny Plains. Shaw Street	56%	Approved – Works Commenced
9	\$256,905	\$14,484	Nelia Road	90%	Approved – Works Commenced
Total	\$58,288,098	\$26,418,324		75%	

Council DRFA works

Council are doing the PM for the south west works 70% of these works are complete, Crews are currently working on Eulolo rd and Ivellen rd.

T20210001 Culvert replacement Wills Developmental Rd

Works have commenced at Cerebrus Creek. Delays have been encountered with TMR rejecting 6 of 16 culverts placed after approval given by TMR Inspector on site. Temporary



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works(funded by TMR) are being undertaken to open the road (single lane under lights) until replacement culverts can be installed.

Williams River portion of the project will be completed post wet season.

Legal Implications:

Nil

Policy Implications:

Nil.

Financial and Resource Implications:

As provided in the report.

InfoXpert Document ID:

114212



6.0 ENVIRONMENTAL & REGULATORY SERVICES



Ordinary Meeting of Council Tuesday 15th December 2020

6.1 Subject: Environmental and Regulatory Services Report – November 2020
Attachments: Nil
Author: Environmental and Regulatory Services Team Leader
Date: 1st December 2020

Executive Summary:

This report outlines the general activities, revenue and expenditure for the department for the period November 2020.

Recommendation:

That Council receives the November 2020 Environmental and Regulatory Services Report.

Background:

This report outlines the general activities of the department for the month of November 2020.

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, Asset Maintenance Officer, Water and Sewerage Officer, Ranger and Finance Officer.

Legal Implications:

Nil

Policy Implications:

Nil

Financial and Resource Implications:

As provided in the report.

InfoXpert Document ID:

114185



1 – Refuse Collection and Disposal

1.1 - Budget

		Actual	Budget
ENVIRO1.1	3100 - Refuse Collection Revenue	\$42,837	\$84,715

		Actual	Budget
ENVIRO1.2	3100 - Kerbside Rubbish Collection Expenditure	\$17,932	\$42,000

		Actual	Budget
ENVIRO1.3	3110 - Refuse Disposal Revenue	\$25,502	\$42,310

		Actual	Budget
ENVIRO1.4	3110 - Refuse Disposal Operational Costs	\$22,446	\$77,000

1.2 - Report

Julia Creek Waste Facility

The facility continued to be pushed up during the month. The work camp continues to assist Local Laws Officer with clean up of loose rubbish around the site when required.

Ergon Energy dumped 15 power poles in the facility during the month.

2 x Asbestos Permits were issued during the month.

Containers for Change saw a total of 45,000 containers recycled in November.

2 – Environmental Health Services

2.1 – Budget

		Actual	Budget
ENVIRO2.1	3000 - Environmental Licence Fees (Revenue)	\$1,616	\$1,600

		Actual	Budget
ENVIRO2.2	3000 - Environmental Health Services	\$55,731	\$198,000

2.2 – Report

Water and Sewage Monitoring

Water sampling undertaken during the month did not show readings of E.coli in all four (4) townships.

The fluoride levels in Julia Creek for the month of November were;



- 4 Amberley Drive 3.04
- 9 Coyne Street 2.94

Council undertook a full review of its Drinking Water Quality Management Plan (DWQMP). GenEng Solutions Pty Ltd was engaged to assist with the review to ensure compliance with the guidelines.

The plan was submitted to the Regulator for approval on the 9th November 2020. They have advised that it can take up to 3 months to review the plan and will advise Council whether the plan is approved or additional information is required.

A tentative date has been set for the statutory external audit of the plan for February 2021.

Food Recalls

One (1) Food Recall was received during the month and was forwarded onto food businesses within the Shire.

Vector Control

Town Fogging continued during the month as required. This process will be completed on the 3rd December 2020.

3 – Local Law Administration

3.1 – Budget

		Actual	Budget
ENVIRO3.1	3210 - Animal Registration Fees	\$4,508	\$4,500
ENVIRO3.2	3210 - Fines & Penalties – Animal Control	\$0	\$1,300
ENVIRO3.3	3210 - Animal Boarding	\$3,493	\$3,000
ENVIRO3.4	3210 - Local Law Administration	\$56,725	\$110,000

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

Activity	Number/Details
Impoundings and infringement notices	Nil
Euthanized/Destroyed/Rehomed	Nil
Verbal/Written/Official warning	One (1) Written Warning – Unpaid permit fee
Complaints	Nil



Dog Boarding	Six (6) dogs
Removal of Dead Animals	Four (4)
Trapping Locations & Results	1 x Rat at Kindergarten Cat Trap placed at 74 Burke Street
Compliance Notices issued	Three (3) Untidy allotment notices
SPER Infringement Fines issued	Nil
Commercial Use of Roads Permit issued	Nil

SPER have received monies for 1 fine that was lodged.

Staff has been in discussion with GMA Certification Group to engage them to inspect three (3) dilapidated houses in Julia Creek and provide the relevant enforcement notices.

- 26 Coyne Street;
- 76 Burke Street; and
- 34 Burke Street, Butcher Shop House

GMA have advised that the CEO can appoint an authorised officer who goes onto the property and takes some photographic evidence to support the reasonable belief of the buildings being dangerous or unhealthy and send these through to GMA for assessment. This would cut costs to have GMA come to site.

4 – Noxious Weeds and Pest Control

4.1 – Budget

		Actual	Budget
ENVIRO4.1	3220 - Pest Plant & Animal Control Funding	\$0	\$25,000
ENVIRO4.2	3220 - Truck Washdown Bay Revenue	\$10,117	\$20,000
ENVIRO4.3	3220 - Dingo Baits (Revenue)	\$1,850	\$1,500
ENVIRO4.4	3220 - Feral Pig Baits (Revenue)	\$0	\$0
ENVIRO4.5	3220 - Pest Animal Rural Land Owners Fees	\$0	\$0
ENVIRO4.5	3220 - Pest Plant Control Program	\$18,717	\$115,000
ENVIRO4.6	3230 - Pest Animal Control Program	\$32,354	\$78,000



4.2 – Report

Washdown Bay

Frogs burned out the control board which shut down the facility for a period. The Local Laws Officer has secured the door to the container to prevent frogs from getting in and causing further damage.

Drains were cleaned out during the month.

Pest Plant Control

86km of road was treated from Normanton Road – Millungera and from Julia Creek towards Punchbowl 22km was treated to meet where we finished in June.

Ranger went to Sedan Dip with Charles Curry from Southern Gulf Catchments to inspect rubber vine. Southern Gulf has some funding available for this.

Pest Animal Control

There were no dingo scalps presented in November.

There were 400 Factory Baits issued in November.

5 – Livestock Operations

5.1 – Budget

		Actual	Budget
ENVIRO5.1	3235 - Livestock Weighing Revenue	\$23,671	\$60,000
ENVIRO5.2	3235 - Livestock Cattle Train Loading Revenue	\$23,395	\$36,000
ENVIRO5.3	3235 - Livestock Operational Costs	\$37,309	\$87,000

5.2 - Report

Julia Creek Livestock Facility

There was 247 head of cattle weighed at the facility during November.

Livestock Weighing Month and Year Totals

MONTH	2014	2015	2016	2017	2018	2019	2020
JANUARY	359	0	0	0	183	0	1401
FEBRUARY	1322	1872	525	467	3241	0	125
MARCH	617	3446	1497	1333	388	0	2788



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APRIL	406	5315	951	2487	2217	1034	10073
MAY	1891	8107	615	2062	3065	1768	10022
JUNE	2,109	3,442	1456	1522	742	894	4507
JULY	0	2,170	2809	2003	1143	1569	3501
AUGUST	374	1183	2582	2311	6291	3023	2839
SEPTEMBER	3274	488	2665	1478	765	1280	2175
OCTOBER	790	1252	4613	1127	4708	5492	80
NOVEMBER	508	36	1011	2673	4788	3534	247
DECEMBER	240	0	234	340		2776	
TOTAL FOR YEAR	11,890	27,311	18,958	17,803	27,531	21,370	37,758

Livestock Operations (Cattle Loading)

A total of 165 head of cattle were loaded on three (3) trains during the month.

This now completes the 2020 Loading Season.

Livestock Loading Month and Year Totals

MONTH	2014	2015	2016	2017	2018	2019	2020
JANUARY	0	0	0	0	0	0	0
FEBRUARY	680	0	0	132	0	0	0
MARCH	851	0	572	920	0	0	0
APRIL	1811	7653	1737	580	0	0	4100
MAY	7414	7204	2933	6126	603	3199	5716
JUNE	5912	6605	3486	2658	674	3322	3446
JULY	5246	6998	3565	3654	2084	4564	3141
AUGUST	6843	3936	4963	2898	674	1654	1384
SEPTEMBER	4508	315	2233	1804	2454	2098	1583
OCTOBER	3122	0	1070	0	3424	1328	670
NOVEMBER	3439	0	1641	0	1458	1668	165
DECEMBER	0	0	144	0	0	0	0
TOTAL FOR YEAR	38826	32711	22344	18772	11371	17833	20205

6 – Stock Routes and Reserves

6.1 – Budget



		Actual	Budget
ENVIRO6.3	3300 - Stock Route – Permit/Water Fees	\$9,369	\$10,000
		Actual	Budget
ENVIRO6.2	3300 - Stock Route Recoverable Works (Revenue)	\$0	\$0
		Actual	Budget
ENVIRO6.4	3300 - Trustee Lease Fees	\$80,050	\$175,000
		Actual	Budget
ENVIRO6.5	3300 - Reserves Agistment Fees	\$10,305	\$17,000
		Actual	Budget
ENVIRO6.6	3300 - Precept Expenses	\$0	\$18,100
		Actual	Budget
ENVIRO6.7	3300 - Stock Route Maintenance	\$30,680	\$100,000
		Actual	Budget
ENVIRO6.8	3300 - Reserves Expenses	\$7,373	\$31,500

6.2 - Report

Stock Routes

One (1) Short Term Agistment Permit was issued during the month around Toorak Stock Route Water Facility.

The Ranger attended the annual Shire Rural Lands Officer meeting in Winton on the last week of November.

A Stock Route Stocktake inspection is currently being undertaken with details being updated into the Stock Route Management System (SRMS).

Ranger cleaned around bore casing utilizing the Vac Trailer at Cremona.

Preparations are currently being made to Cremona, 49 Mile and Bullock Hole for new headworks to the bores.

Reserves

Grass cover on town common getting low. A letter will be sent to all owners advising the possibility of moving some cattle should Julia Creek not receive any rains during the next few weeks.

6.3 - Cemeteries

6.3.1 – Budget

		Actual	Budget
ENVIRO6.9	3400 - Cemeteries	\$6,741	\$14,000

6.3.2 - Report



Ordinary Meeting of Council Tuesday 15th December 2020

There were two (2) enquiries made during the month. One for location of grave and one for erecting of headstone.

7 – Work Program (Workcamp)

7.1 - Budget

		Actual	Budget
ENVIRO7.1	3600 - Work Program	\$10,253	\$42,000

7.2 - Report

Community Group	Activity
Julia Creek State School	Remove rubbish from school Mowing
McKinlay Shire Council	<u>Airport</u> Mowing/whipper snipping
McKinlay Shire Council	<u>Saleyards</u> Mowing/whipper snipping, clean water troughs, clean scales
McKinlay Shire Council	Cut up railway sleepers
McKinlay Shire Council	Assistance with erection of new horse shelters
Churches	Mowing/whipper snipping
Julia Creek Turf Club	Clean and prepare area for Beach Races
McKinlay Shire Council	Assist with mechanic duties in Workshop
McKinlay Shire Council	<u>McIntyre Park</u> Make stands, Whipper snipping, clean table and chairs Collect excess steel from Pony Club

8 – Housing, FRB and Community Centre

8.1 – Budget

			Actual	Budget
ENVIRO9.1	3810-1300	3810 - Council Property / Staff Housing Program Rev	\$41,231	\$95,000
ENVIRO9.2	3810-1301	3810 - Council Property / Subdivision Blocks Rent	\$5,600	\$0



	3810-1302	3810-Council Property / Subdivision Blocks outgoings	\$3,825	\$0
ENVIRO9.3	3810-2300	3810 - Council Property / Staff Housing Program Exp	\$87,959	\$155,000
ENVIRO9.4	3810-2300	3810 - Council Property / Sub Division Expense	\$4,788	\$0

8.2 - Report

Council Property / Staff Housing

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

Activity	Number
Properties Available for use	4 Amberley Drive 4 Netterfield Street 7 Coyne Street
New Tenancies	One (1) – 5 Coyne Street
Finalised Tenancies	Nil
Remedy Breach	Nil
Notice to Leave	Nil
Notes/Repairs	Removed 1 split and installed new 7kw split system in 5 Coyne Street. Capital Works Request for Quotes have been sent out for the refurbishment of 33 Byrne Street. Closing date for quotes is 2 nd December 2020.

Old Senior/Aged Care Housing

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

Activity	Number
Properties Available	Two (2)
New Tenancies	Nil
Finalised Tenancies	Nil
Remedy Breach	Nil
Notice to Leave	Nil
Notes/Repairs	No repairs were made during the month

Fr Bill Bussutin Community Centre and Seniors Living Units

Budget



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		Actual	Budget
ENVIRO10.4	3820 - Community Centre Hire Fees	-\$96	\$8,500

		Actual	Budget
ENVIRO10.4	3820 - FRB Centre RENT	\$16,497	\$31,000

		Actual	Budget
ENVIRO10.5	3820 - FRB Units & Community Ctre Operational Costs	\$25,615	\$75,000

Report

Seniors Living Units

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

Activity	Number
Properties Available	One (1)
New Tenancies	One (1) - temporary basis only – no tenancy agreement has been entered into for the property
Finalised Tenancies	Nil
Remedy Breach	Nil
Notice to Leave	Nil
Notes/Repairs	Works during the month included; <ul style="list-style-type: none"> • Kitchen tap in Unit 1 was loose and required tightening • Electrician repaired aircon and TV in Unit 3 • Electrician repaired power box to Unit 4 after the tenant had accidentally hosed it

9 – Land and Building Development

9.1 – Budget

		Actual	Budget
ENVIRO11.1	3900 - Revenue	\$3,739	\$1,500

		Actual	Budget
ENVIRO11.2	3900 - Town Planning Program	\$8,321	\$30,500

9.2 - Report

Regulatory Services, Land and Building Development

The following development applications were lodged during the month;



DA #	Applicant	Type of Development	Application Details
2020-21_12	Tim Pratt Earthmoving Pty Ltd atf Tim Pratt Family Trust	Building	Construction of Shed

10 – Local Disaster Management

10.1 – Budget

		Actual	Budget
ENVIRO12.1	2760 - SES Grants	\$20,568	\$20,567

		Actual	Budget
ENVIRO12.2	2760 – SES Capital Grants	\$0	\$59,800

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

		Actual	Budget
ENVIRO12.3	2760 - Disaster Management Operational Costs	\$160,452	\$168,000

10.2 - Report

No incidents activated the LDMG during the month.



Ordinary Meeting of Council Tuesday 15th December 2020

6.2 Subject: Trustee Lease to Geoscience Australia for Global Navigation Satellite System (GNSS) Earth Monitoring Station located at the McIntyre Park Racecourse

Attachments: 6.2.1 – Correspondence from DNRME (*Infoxpert ID: 114191*)
6.2.2 – Photo of GNSS (*Infoxpert ID: 114190*)

Author: Environmental & Regulatory Services Team Leader

Date: 8th December 2020

Executive Summary:

Council has received correspondence from the Senior Surveyor of Department of Natural Resources, Mines and Energy wishing to formalize the access arrangements for the Julia Creek Global Navigation Satellite System (GNSS) Earth Monitoring Station that is located at the McIntyre Park Racecourse.

Initial conversations for formalizing tenure arrangements for the site was for a Memorandum of Understanding (MOU) however after seeking Legal Advice the Department indicate that a Trustee Lease under the Land Act 1994 (s.57) would be the best approach to allow access to the site.

The department is currently transitioning the operational management, maintenance and future development of all of the QLD GNSS Earth Monitoring Sites to the Commonwealth Government through Geoscience Australia (GA) to also take over tenure access arrangements for these sites.

Therefore, the department is recommending that McKinlay Shire Council issue a Trustee Lease to Geoscience Australia for the site.

Recommendation:

That Council resolves to;

- *advise the Department that it consents to a Trustee Lease being entered into between McKinlay Shire Council and Geoscience Australia for the Julia Creek Global Navigation Satellite System (GNSS) Earth Monitoring Station at McIntyre Park Racecourse; and*
 - *advise the Department that a fence is required to be erected around the site with no cost to Council*
-

Background:

Council has received correspondence from the Senior Surveyor of Department of Natural Resources, Mines and Energy wishing to formalize the access arrangements for the Julia Creek Global Navigation Satellite System (GNSS) Earth Monitoring Station that is located at the McIntyre Park Racecourse.

Initial conversations for formalizing tenure arrangements for the site was for a Memorandum of Understanding (MOU) however after seeking Legal Advice the Department indicate that a Trustee Lease under the Land Act 1994 (s.57) would be the best approach to allow access to the site.

The department is currently transitioning the operational management, maintenance and future development of all of the QLD GNSS Earth Monitoring Sites to the Commonwealth Government through Geoscience Australia (GA) to also take over tenure access arrangements for these sites.

Therefore, the department is recommending that McKinlay Shire Council issue a Trustee Lease to Geoscience Australia for the site.



Ordinary Meeting of Council Tuesday 15th December 2020

The Department constructed and commissioned the Global Navigation Satellite System (GNSS) Earth Monitoring Station at McIntyre Park in 2014 and continues to maintain and operate the site.

To date no formal tenure and access arrangements have been implemented for the site. The site was primarily established for scientific research of how the Australian Tectonic Plate is moving but has also fulfilled a secondary role of defining the coordinate system for Australia.

Geoscience has recently received funding to create a National Positioning Infrastructure (NPI). This project will provide a Real-Time Positioning Service throughout Australia. To facilitate the creation of the NPI the department has agreed to transfer operational control and on-going maintenance and equipment upgrades to GA. A crucial part of transferring the sites to GA is formalizing the tenure arrangements.

Consultation: (internal/External) – Council, DNRME, Geoscience Australia

Legal Implications: - Land Act 1994

Policy Implications: - NA

Financial and Resource Implications: - Trustee Lease Expenses

Risk Management - NA

InfoXpert Document ID: - 114187

From: CISLOWSKI Garry [<mailto:Garry.Cislowksi@dnrme.qld.gov.au>]
Sent: Friday, 6 November 2020 7:22 AM
To: CEO
Subject: GPA Site located at McIntyre Park Racecourse

Good morning Mr Kelly,

I am writing in relation to the Global Navigation Satellite System (GNSS) Earth Monitoring Station located at the McIntyre Park Racecourse. The department constructed and commissioned this site in 2014 and continues to maintain and operate the site.

To date no formal tenure and access arrangement have been implemented for the site. While the site was established primarily for scientific research of how the Australian Tectonic Plate is moving it also fulfilled a secondary role of defining the coordinate system for Australia.

Recently Geoscience Australia (GA) has received funding to create a National Positioning Infrastructure (NPI). This project will provide a Real-Time Positioning Service throughout Australia. To facilitate the creation of the NPI the department has agreed to transfer operational control and on-going maintenance and equipment upgrades to GA. A crucial part of transferring the sites to GA is formalising the tenure arrangements.

The department's legal advice is that the most appropriate legal instrument is a Trustee Lease. Attached is a letter that outlines the details of this proposal for consideration by you Council.

I have also attached a document prepared by GA that provides some additional background.

Please contact me should you require further information or have any concerns regarding this proposal. The contact person within GA is

Hanna Slattery
 Land Access Manager
 GNSS Infrastructure
 Place, Space and Communities Division
 Geoscience Australia
 T +61 2 6249 9821
 E: hanna.slattery@ga.gov.au
 W: www.ga.gov.au

Kind regards
 Garry Cislowski



Garry Cislowski, B. App. Sc. (Surveying), Cadastral Surveyor
 Senior Surveyor

Geodesy and Positioning | Land and Spatial Information
 Department of Natural Resources, Mines and Energy

P: (07) 3330 4498 **M:** 0423 029 131

E: garry.cislowski@dnrme.qld.gov.au

A: Level 17, 275 George Street, Brisbane 4000 | GPO Box 2454, Brisbane QLD 4001

W: www.dnrme.qld.gov.au

Ref JLCKAUS00



Department of
**Natural Resources,
Mines and Energy**

6th November 2020

Mr John Kelly
Chief Executive Officer
McKinlay Shire Council
29 Burke St
Julia Creek QLD 4823

Dear Mr Kelly

Re: Julia Creek Global Navigation Satellite System (GNSS) Earth Monitoring Station.

In relation to the GNSS Earth Monitoring Station established at the McIntyre Park Racecourse in February 2013 the department is seeking to formalise the access arrangements for the site.

Initial conversations for formalising tenure arrangements at the site centred on a Memorandum of Understanding being an appropriate instrument for access arrangements. However, after seeking advice from our Legal Services area we have been advised that this is not an appropriate instrument as the proposed use of the site is inconsistent with the existing tenure purpose, being "Recreation (Sporting)". The legal advice indicates that a Trustee Lease under the Land Act 1994 (s.57) would be the best approach.

The department is currently transitioning the operational management, maintenance and future development of all of the Queensland GNSS Earth Monitoring sites to the Commonwealth Government through Geoscience Australia. As part of the transition process it would be appropriate for Geoscience Australia (GA) to also take over tenure access arrangements for these sites, including the Julia Creek site.

Therefore, rather than the originally planned MoU between this department and Council, the department is now recommending that McKinlay Shire Council issues a Trustee Lease to Geoscience Australia. We are seeking your endorsement to proceed along those lines. The department is able to provide assistance to the parties in this process.

Should you have any further enquiries, please contact Garry Cislowski, Senior Surveyor, Geodesy and Positioning of the department on telephone 3330 4498.

Yours sincerely

Garry Cislowski
Senior Surveyor





Ordinary Meeting of Council Tuesday 15th December 2020

6.3 Subject: Heslin Application to purchase part of Pasturage Reserve Lot 57 on SP299144
Attachments: 6.3.1 Email Correspondence from Connie Navarro (*Infoxpert ID: 114193*)
Author: Director Engineering, Environmental and Regulatory Services
Date: 8th December 2020

Executive Summary:

In response to a request from DNRME seeking Council's views regarding a permit to occupy and application to purchase part of pasturage reserve known as Lot 57 on SP299144, on 17th November 2020 Council adopted resolution #145/2021:

"Council resolve to;

- 1. Offer Colin Malone the continuation of existing arrangements for the paddock known as the "Ranger's Horse Paddock", as per Council's Fees and Charges;***
- 2. Include the "Ranger's Horse Paddock" in the proposed future land use audit of Julia Creek;***
- 3. Not consent to any revocation of the reserve for the potential purchase by Heslin as Council has recognized the need for additional land for potential future expansion of Julia Creek township for both residential and light industry;***
- 4. Not consent to any Trustee Lease or permit over the subject land until such time as the outcome of the land audit is determined; and***
- 5. Advise the Department of Natural Resources Mines and Energy accordingly."***

On being advised of this decision CONNIENAVARRO Legal, acting on behalf of their client Jennifer Heslin has requested by email dated 4th December 2020 that ***"Council pass a resolution to support Heslin's request that consideration by the Department of the Heslin Application being kept on hold, but the application remain active, until such time as Council can complete their land audit investigation."***

This report addresses this request and the other matters raised in the email of 4th December 2020.

Recommendation:

Council resolves to;

- 1. Inform CONNIENAVARRO Legal (Acting on behalf of Jennifer Heslin) that Resolution #145/2021 stands.***

Background:

The request by Jennifer Heslin was reported to Council on 20th October resolution # 110/2021 (deferral) and 17th November 2020 resulting in resolution # 145/2021 detailed above.

Email from CONNIENAVARRO received Friday 4th December 5:14pm

We refer to your correspondence dated 19 November 2020.



Ordinary Meeting of Council Tuesday 15th December 2020

Thank you for providing your response.

Land Use Audit

We acknowledge Council's recent decision not to consent to the revocation of the Reserve or consent to any Trustee Lease or permit over the subject land until such time as the outcome of the land audit is determined.

We must point out that Council has, in 2020:

- *disposed of*
- *leased (by way of Trustee Lease)*
- *supported proposed applications to revoke parts of the Reserve*
- *supported applications for road closure,*

in relation to land and roads under Council's control, including parts of the same Reserve as the Heslin application, apparently without completing any such prior assessment or undertaking any such land audit before considering those requests.

It would seem that the Heslin application has not been handled in the same manner as those other applications.

Separately, we note Resolution 145/2021 of the Council Minutes does not include reference to the application which was previously supported by Council in its February meeting - Resolution 189/1920 (Murphy Application). In the October meeting, Resolution 110/221 Council deferred a decision on the agenda item until the November 2020 meeting, however that agenda item included enquiry being made in relation to the Murphy Application.

If it is the case that the Heslin application cannot be progressed at this stage, should it not be the case that Council revoke its support for the Murphy Application as well, on the basis that the Murphy Application was not progressed with the Department at the time of the October meeting?

With that said, Heslin has invested time and resources in her application to the Department and communications with Council and Heslin would prefer that her Application with the Department be put on hold but remain active, with Council's support, pending the outcome of Council's land audit investigation. That way, Heslin does not lose priority in her Application over the area of the Reserve which has been identified.

We therefore request that Council pass a resolution to support Heslin's request that consideration by the Department of the Heslin Application being kept on hold, but the application remain active, until such time as Council can complete their land audit investigation.

Should this request need to be considered by Council, then we request this be considered at the December meeting of Council.

Additionally we would ask Council include Heslin's application in its land audit investigation.

We look forward to hearing from you in this regard.



Ordinary Meeting of Council Tuesday 15th December 2020

Water Reticulation

We note Council has agreed to run a new 90mm ODI Water Line to be constructed within the Gazetted Road Reserve.

Have you any details as to the likely timing of this?

Are you able to explain what is meant by the term ODI?

We may have further queries in relation to this, and would therefore ask to be kept informed as this project progresses.

Next Steps

We look forward to receiving your response.

Should you wish to discuss the foregoing, please do not hesitate to contact Connie Navarro.

Regards,

Connie Navarro

Director

Consideration:

The proposed audit of additional land for potential future expansion of Julia Creek township will be undertaken in the 2021/2022 financial year after funds are allocated in the next budget and consideration of options would not be expected until early 2022.

The inference from CONNIENAVARRO Legal is that Council did not treat the Heslin application as it had the Murphy application from February 2020(Resolution#189/1920). Council's consideration of Heslin application was informed by the matter of potential future land use in close proximity to the Julia Ck Township, which arose in the time between the 2 resolutions.

It is recommended that Council advise CONNIENAVARRO Legal (Acting for JENNIFER Heslin) that Resolution #145/2021 stands.

Consultation:

CEO, Director of Engineering & Regulatory Services

Legal Implications:

Local Government Act

Land Act

Policy Implications:



Ordinary Meeting of Council Tuesday 15th December 2020

Nil

Financial and Resource Implications:

Nil

InfoXpert Document ID:

114192

From: Connie Navarro [<mailto:connie@cnavarrolegal.com.au>]
Sent: Friday, 4 December 2020 5:14 PM
To: CEO
Cc: Grace Armstrong
Subject: [200032] Heslin: Hilton Park - Application to Purchase Part Pasturage Reserve and Services

Attention: John Kelly, Chief Executive Officer

Jennifer Mary Heslin (Heslin)
Application to Purchase Part of Reserve for Pasturage (Application)

Jennifer Mary Heslin (Heslin)
Services to Hilton Park

We refer to your correspondence dated 19 November 2020.

Thank you for providing your response.

Land Use Audit

We acknowledge Council's recent decision not to consent to the revocation of the Reserve or consent to any Trustee Lease or permit over the subject land until such time as the outcome of the land audit is determined.

We must point out that Council has, in 2020:

- disposed of
- leased (by way of Trustee Lease)
- supported proposed applications to revoke parts of the Reserve
- supported applications for road closure,

in relation to land and roads under Council's control, including parts of the same Reserve as the Heslin application, apparently without completing any such prior assessment or undertaking any such land audit before considering those requests.

It would seem that the Heslin application has not been handled in the same manner as those other applications.

Separately, we note Resolution 145/2021 of the Council Minutes does not include reference to the application which was previously supported by Council in its February meeting - Resolution 189/1920 (Murphy Application). In the October meeting, Resolution 110/221 Council deferred a decision on the agenda item until the November 2020 meeting, however that agenda item included enquiry being made in relation to the Murphy Application.

If it is the case that the Heslin application cannot be progressed at this stage, should it not be the case that Council revoke its support for the Murphy Application as well, on the basis that the Murphy Application was not progressed with the Department at the time of the October meeting?

With that said, Heslin has invested time and resources in her application to the Department and communications with Council and Heslin would prefer that her Application with the Department be put on hold but remain active, with Council's support, pending the outcome of Council's land audit investigation. That way, Heslin does not lose priority in her Application over the area of the Reserve which has been identified.

We therefore request that Council pass a resolution to support Heslin's request that consideration by the Department of the Heslin Application being kept on hold, but the application remain active, until such time as Council can complete their land audit investigation.

Should this request need to be considered by Council, then we request this be considered at the December meeting of Council.

Additionally we would ask Council include Heslin's application in its land audit investigation.

We look forward to hearing from you in this regard.

Water Reticulation

We note Council has agreed to run a new 90mm ODI Water Line to be constructed within the Gazetted Road Reserve.

Have you any details as to the likely timing of this?

Are you able to explain what is meant by the term ODI?

We may have further queries in relation to this, and would therefore ask to be kept informed as this project progresses.

Next Steps

We look forward to receiving your response.

Should you wish to discuss the foregoing, please do not hesitate to contact Connie Navarro.

Regards,

Connie Navarro
Director





ABN 46 448 426 394

McKINLAY SHIRE COUNCIL

CIVIC CENTRE, JULIA CREEK

Infoxpert Correspondence to be
addressed to
The Chief Executive Officer,
P.O. Box 177,
Julia Creek, Q. 4823
TELEPHONE: (07) 4746 7166
FAX: (07) 4746 7549
EMAIL: reception@mckinlay.qld.gov.au

19th November 2020

Connie Navarro
Director - Connie Navarro Legal
Po Box 126
Deeragun QLD 4818

Dear Connie,

Application to Purchase part of Pasturage Reserve – J M Heslin

I refer to the above and advise that at a meeting held on Tuesday 17th November 2020 Council adopted the following resolution:

Resolution No. 145/2021

Council resolve to;

1. Offer Colin Malone the continuation of existing arrangements for the paddock known as the "Ranger's Horse Paddock", as per Council's Fees and Charges;
2. Include the "Ranger's Horse Paddock" in the proposed future land use audit of Julia Creek;
3. Not consent to any revocation of the reserve for the potential purchase by Heslin as Council has recognized the need for additional land for potential future expansion of Julia Creek township for both residential and light industry;
4. Not consent to any Trustee Lease or permit over the subject land until such time as the outcome of the land audit is determined; and
5. Advise the Department of Natural Resources Mines and Energy accordingly.

Moved Cr. J Lynch

Seconded Cr. S Royes

CARRIED 4/0

The Department of Natural Resources, Mines and Energy has been advised of this decision.

With respect to the proposed audit of land in and around Julia Creek, provision will be included in the 2021/2022 budget to undertake this master planning exercise. This is required to enable Council to respond to any demand for future land arising from the proposed Multicom Resources Limited St Elmo Vanadium mine and future development associated with or as a consequence of the irrigated agriculture which is commencing in the north of the Shire.

Regarding your request for details associated with the water reticulation in the south east corner of Julia Creek, I advise that Council has agreed to run a new 90mm ODI water line to Hilton Park which I am advised will have three times the cross sectional area of the existing line. This will be constructed within the road reserve.

Yours faithfully



John Kelly
CHIEF EXECUTIVE OFFICER



7.0 COMMUNITY SERVICES



Ordinary Meeting of Council Tuesday 15th December 2020

7.1 Subject: Community Services Monthly Report
Attachments: Nil
Author: Community Services Team Leader
Date: 2nd December 2020

Executive Summary:

Council is presented with the monthly Community Services report, which provides an overview of the operations for the month: **November 2020**.

Recommendation:

That Council receives the Community Services monthly report for November 2020

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

Grants & Funding

This section aims to provide Council with an update regarding the current grant submissions and applications.

Smart Hub Project

Discussion with Director Corporate & Community Services, CEO, Cr Royes and Cr Fegan were held to obtain feedback about an official opening of the Smart Hub. A possible idea was to host the January Meeting of Council at the facility and follow that with an opening for the community to see the new facility first hand. We are required to liaise with the Department and look to extend an invitation to the Minister and determine the availability of a site visit or conducting it virtually. Given the timing of the January meeting, the possible impact of the wet season and absences of Council staff/Councillors, perhaps looking at February might be more appropriate. Happy to hear feedback and opinions from Council prior to sending invites to the Minister's office.

Community Benefit Assistance Scheme

No applications were received during the first round of funding. Further advertising will commence again following the Christmas break.

Regional Arts Development Fund

One application was received during the advertisement of the second round of the funding program. A separate report is attached.



Community Development Officer

The National Drought and North Queensland Flood Response and Recovery Agency meet with Council to discuss the long term strategy “After the Flood”. This strategy is a roadmap for long-term recovery that has been developed by communities affected by the 2019 flood event in conjunction with this Agency and its Advisory Board. Five strategic priorities have been identified to direct efforts and investment to achieve the economic, environmental and social prosperity that individuals, communities and businesses want for their future totalling in \$58 million to implement the five strategic priorities – Broadening the economic base, Building more resilient infrastructure, Building prosperous enterprises, Fostering a connected and cohesive communities and Supporting information enabled regions.

Economic Diversification \$9 million for projects that support emerging industries, expand small scale industries or add value for existing and their supply chains to generate economic and employment opportunities.

Telecommunications and energy improvement \$15 million to support locally-led solutions that improve access to reliable and affordable telecommunications and energy to support business and community growth.

Managing Disaster Risk \$12 million for improved disaster risk management planning and risk mitigation activities. The funding will be available for individuals, enterprises, industries and communities to increase risk management capability and capacity building.

Resilient Kids \$2million to support preventative mental health measures for children in the flood-affected areas. Children will be equipped with the skills to identify the early signs of mental stress, talk about mental wellbeing and know where to turn for help

Recovery and Resilience Grants \$20 million for locally-led solutions that support the strategy’s objectives throughout Local Government Area. Flood-affected individuals, businesses and communities will be actively involved in regions recover and makes sure that local needs are the top consideration.

The Queensland Rural Financial Council provided a workshop for local producers to listen to Bush Agribusiness specialist and helped develop alternate strategies ‘Surviving the Grazing Game’. The Royal Flying Doctor Service and University of Southern Queensland also presented. This workshop was well attended with 20+ local producers.

Ariculous (engaged by DESBT) are developing crisis resources for the north and north west Qld small business community and build resilience before, during and after a crisis. This meeting was to discuss each communities challenges to ensure the platform will be easy to navigate and a one stop shop for anything small business related.

North West Flood Recovery Summit facilitated by the Western Queensland Primary Health Network was hosted in Julia Creek. This event saw mental health service providers, university case study personnel, Mayors, Councillors and staff from neighbouring shires attend to work on strategies to assist the community moving in to the next wet season along with gaining on the ground feed back from CDOs, IROs and community members. The summit attracted 72 people to town many of which stayed in local accommodation, which booked the town out. There will be feed back presented back to Council once the PHN has collaborated the information.



Julia Creek Caravan Park

The warmer weather associated with summer in Outback Queensland has seen a reduction in the number of visitors to the park staying in their caravans or camping on-site. However, with this being said the self-contained units and dongas have been near full capacity due to visiting trades and other services. Paul and Carol Carn have settled in well to the role as Managers of the Park and are keeping the facility in fantastic condition.

The RMS booking system shows gross revenue of \$24,139 for the month of November, compared to \$1,152 in October. Please find below other visitor statistics obtained through the RMS system.

JC Caravan Park Revenues October 2020

Type of service	OCTOBER revenues (incl GST)	Total	NOVEMBER revenues (incl GST)	Total
Donga Units		\$2,590		\$3,145
Powered Sites		\$12,848		\$4,963
Cabins		\$15,090		\$7,245
Unpowered Sites		\$2,463		\$645
Sub Total		\$32,991		\$15,998
Artesian Baths incl. salts		\$7,230		\$2,555
McIntyre Park		\$72		
Cheese Platters		\$3,425		\$1,350
Laundry		\$714		\$316
Long Term Stay		\$6,720		\$3,920
Calculated Total		\$51,152		\$24,139

JC Caravan Park Occupancy By Category November 2020

Type of Service	% Occupancy
Donga Unit	
Cabin – 4 berth	
Cabin – 6 berth	
Unpowered site	
Powered site	
Powered camp site	
Long Term	

JC Caravan Park Artesian Bathhouse Usage November 2020

Type of Service	Number of bookings
Boundary Rider Huts	17
Replica Rain Water Tank Bathhouses	73



Ordinary Meeting of Council Tuesday 15th December 2020

The CEO has asked for data to be included in this section of the report which highlights the changes in operating revenue and compares the peak seasons of 2019 and 2020. As the table indicates, the impact of COVID-19 and the varying travel and operational restrictions resulted in approximate decrease in revenue of \$60,000 compared to 2019. Although the Park was more negatively impacted during the typical peak months of May through July, the gradual easing of restrictions allowed an extended season which resulted in increased visitation throughout September and October.

Revenue Comparison 2019 & 2020 (May - October)

	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19
Accommodation	\$ 35,187.19	49,902.63	55,640.59	52,705.63	37,897.18	26,275.44	28,288.33
Artesian Baths	\$ 1,034.55	4,823.65	9,316.33	8,084.53	6,003.66	2,283.61	678.18
Laundromat		476.36	1,829.99	2,188.18	722.73	218.18	418.18
Cheese Platters							
TOTAL	\$ 36,221.74	55,202.64	66,786.91	62,978.34	44,623.57	28,777.23	29,384.69

GRAND TOTAL MAY-NOV 2019	\$ 323,975.12
---------------------------------	----------------------

	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20
Accommodation	\$ 11,910.01	25,409.29	32,672.76	41,477.24	47,037.12	41,225.43	18,317.28
Artesian Baths	Closed due to COVID-19		5,202.55	8,859.57	7,963.66	6,667.27	2,345.45
Laundromat	\$ 154.55	443.63	981.82	1,430.91	968.18	649.09	287.27
Cheese Platters		22.73	1,250.00	2,097.26	1,999.99	3,045.44	1,227.26
TOTAL	\$ 12,064.56	25,875.65	40,107.13	53,864.98	57,968.95	51,587.23	22,177.26

GRAND TOTAL MAY-NOV 2020	\$ 263,645.76
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Library & Funeral Services

With many days starting to reach 40 and above, the Library is fast becoming an oasis in the desert. The Library provides a welcome reprieve for both mums and children who are visiting town during the day or waiting for the pool to open in the afternoon. Additionally, Chris has also been able to complete a book exchange with the State Library with a whopping 24 boxes returned.

A big highlight for the year was a visit from the Prep/1/2 students and their teachers towards the end of the month. It was the first school visit since the impact of COVID-19 restrictions resulted in the cancellation of many group activities. The students were able to enjoy a lovely morning tea and bring and read poems they had created during class. The poems were well presented and received by all involved and are now proudly on display in the front window.

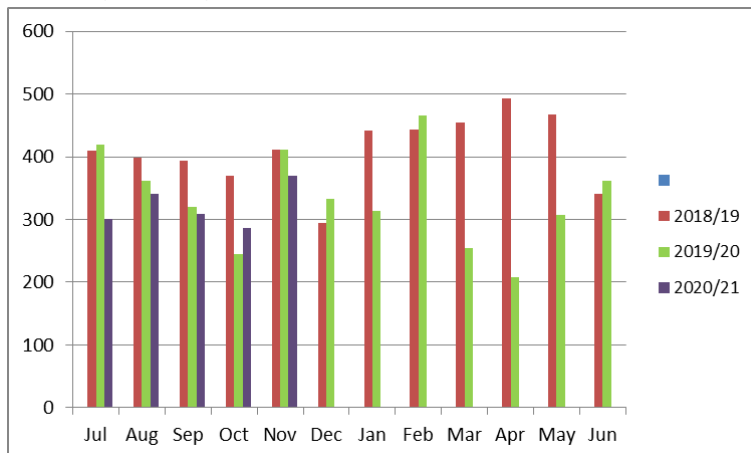
JC Library Memberships November 2020

Type of Membership	Total Membership
Adult	296
Junior	67
Institutions	2
Tourists	6

JC Library Services Provided November 2020

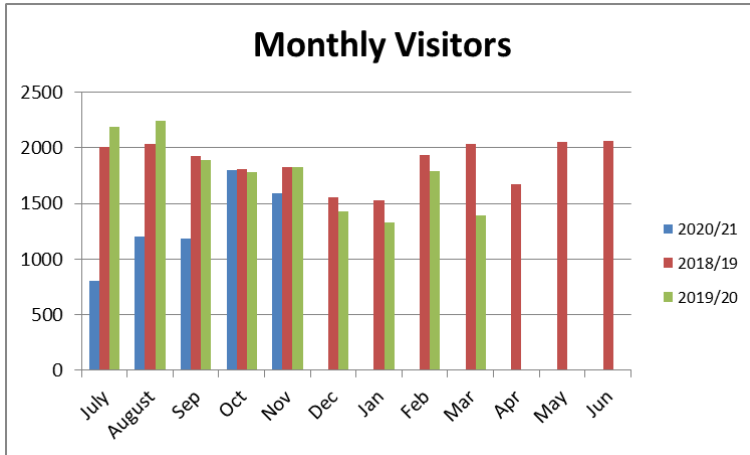
Services Provided	Total Amount
Reservations satisfied	31
Requests for books	43
Internet/Computer usage	
IPad usage	
WiFi usage	

JC Library Monthly Loans November 2020





JC Library Monthly Visitors November 2020



Tourism

Similar to the Caravan Park, the hot weather has seen a sharp decline in visitors to 'At the Creek'. Staff have been using this time to complete a stock take of promotional items and a review of the season in preparation for 2021.

Total Visitor Numbers for November 2020

There were 71 visitors to the Julia Creek Visitor Information Centre in November. There have been 3562 visitors to the Julia Creek Visitor Information Centre this year to date (YTD).

Total Locals for November 2020

There were a total of 1 local visitors to the Julia Creek Visitor Information Centre in November. There have been 83 local visitors to the Julia Creek Visitor Information Centre this year to date (YTD).

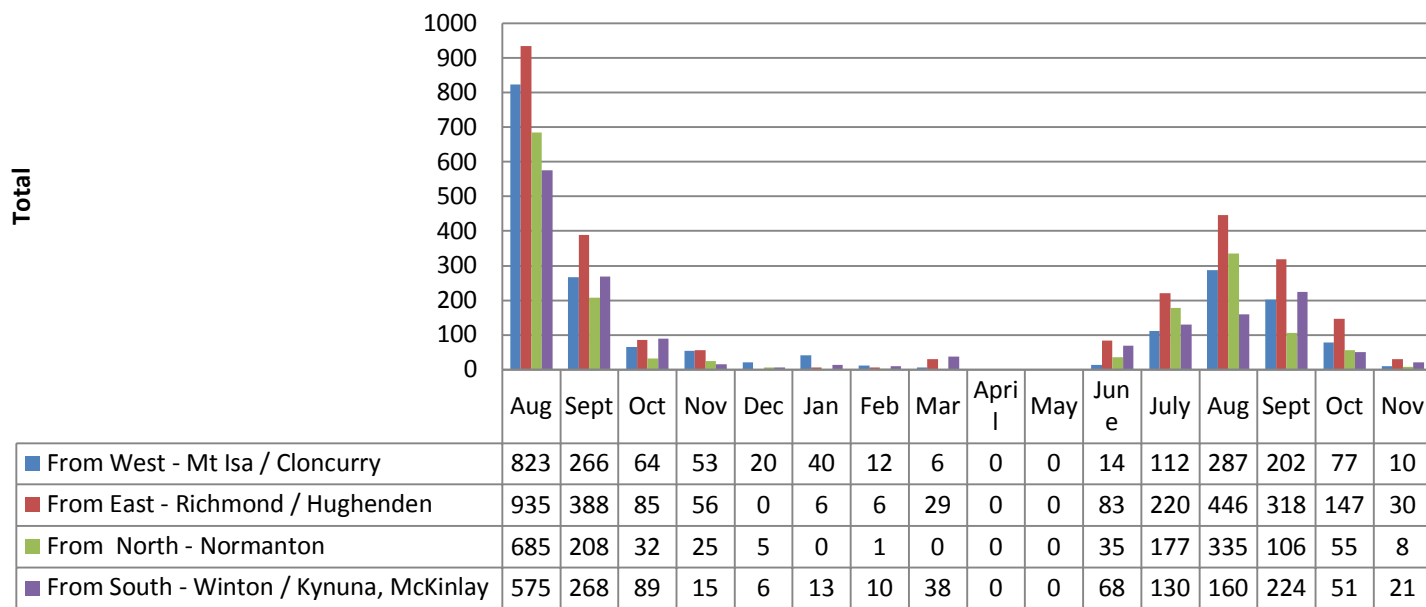
Beneath the Creek Entries November 2020

There were 15 entries to Beneath the Creek November. There has been 575 entries to Beneath this Creek this year to date (YTD).



North West Regional Statistics for November 2020

**North West Regional Statistics
August 2019 - October 2020**



RV Site Permits November 2020

There were 7 RV Site Permits issued in November 2020. There have been 844 RV Site Permits issued in the Year to Date (YTD).

Digital and Social Media Figures

	Facebook Page Likes		Instagram Likes		Websites	
	MSC	JC VIC	MSC	JC VIC	MSC	JC VIC
November 1	6,298	4,338	986	2,005	Sessions	Sessions
November 30	6,304	4,379	993	2,086	1,713	660
					Users	Users
					1,180	572



Julia Creek Early Learning Centre

Current enrolments

There are currently 37 children enrolled at the Service

Changes to Enrolments

There are currently 21 children on the waiting list including new families and families currently attending who are requesting extra days of care.

New Enrolments

There are 2 new enrolments however both children are placed on the waiting list.

Attendance

The centre had 290 attendances (actual) over the 21 days of care offered during September. This equated to an average of approx. 14 children per day.

Significant events:

- Due to a family emergency, Director Emma Daniels was away for the month of November and Lindsay Malone stepped into the role with the assistance of an agency worker. A massive thank you must be extended to Lindsay and the other ELC Staff during this period as they juggled staff absences and other issues but the quality of the service was not majorly impacted.
- Western yard softfall and air-conditioning were replaced
- Children are engaging in Christmas Craft and staff have begun preparations for the closing of the centre.

Swimming Pool

USUAGE

ENTRIES	SWIMMERS
Adult Entry	32
Child Entry	4
Season Passes / Family Pass	
Adult	230
Child	244
Swim Lessons/ No Charge	80
After School Care/ No Charge	69
J/C Swimming Club/ No Charge	36
Aged Care/ No Charge	
Triathlon Training/ No Charge	
Adult	
Child	
J/C State School/ No Charge	107
Caravan Park Tokens	
Adult	135
Child	46
Free Sunday	



Adult	
Child	
Total Swimmers	982

Sport & Recreation

Daren Ginns Centre:

The month of November has seen another boost in gym memberships following on from our successful October push, with another 14 new members signing up to utilise this great facility. It has been fantastic to see all members utilising the new equipment, and taking the right steps towards improving their fitness.

Our ideas box has continued to be popular, with some great ideas coming in from members. From this, we have seen some new additions to the kid's crèche, to encourage more parents to attend the gym, whilst keeping their kids entertained. We have also received some encouraging feedback from local and visiting members who are impressed with our facility.

This month we also saw an upgrade to our HDMI/Bluetooth and audio systems, as well as some general tidying up of the electrical/computer systems at the gym. This upgrade has made it much easier for members to change between their entertainment and music options, as well as utilising their device to listen to music using the gym speakers. We have installed some shelves in this area too, which packs away the system control laptop, Tunstall alarm and has given this area of the gym a much tidier look.

After School Sport:

November has been a popular month for after school sport as the weather has continued to warm up. On Tuesday & Wednesday afternoons, students have been heading to the pool to beat the heat and have some fun. We have seen up to 15 students attending at a time, all of which have been taking part in fun swimming based games to further improve their confidence in the water. This proved a great initiative in the build up to the Julia Creek SS Swimming Carnival, with the students attending the after school sport showing their confidence and competence in the water at the carnival.

Social Sport:

Social Sport has remained popular on Mondays and Wednesdays throughout October with Touch Football on Wednesday night's still remaining the most popular choice, with people young and old, local and from out of town coming down for a run. Monday nights has seen the addition of Indoor Cricket, with plenty of interest and people keen to have a hit coming down and trying it out. For those who may not want to participate in cricket, there has been the option to utilise the tennis equipment to come down and still remain active. It is great to see people still choosing to come and get active even during the warmer months.

Move It - North Queensland Sports Foundation:

The Move It NQ program is now in full swing throughout Julia Creek, with the free Group Fitness and 1 on 1 Personal Training options remaining incredibly popular. Tuesdays and Thursdays Group Fitness have seen an awesome variety not only in the workouts completed, but also in attendees with each week bringing new people keen to have a go and improve their fitness levels. People from all backgrounds have been encouraged to, and have been attending which is incredibly inspiring to see their improvement as the weeks go on.



Ordinary Meeting of Council Tuesday 15th December 2020

The 1 on 1 Personal Training has remained popular throughout November as well, with regular attendees continuing to progress on their fitness journey, and ticking off some goals in weight loss, movement and overall wellbeing. There has been a high level of commitment shown with those attending the personal training, with the vast majority attending group fitness and the gym in their own time as well.

The Move It NQ Workshop was also held in November, at the Townsville Sports House which saw around 12 LGA's represented, sharing their stories on how they approached the program in their region, and regions interested in starting a program taking ideas on board. This was a fantastic day, with a lot of open discussion and questions answered around program development, implementation and marketing strategies, with McKinlay Shire given the opportunity to share our story on the program as well.

Community Health

CHSP OCCASIONS OF SERVICE (OoS)		
	OoS	Hours
Nursing Care	41	22.75
Personal Care	7	1.75
Total	48	24.5

LOCATION OF CHSP OCCASIONS OF SERVICE	
Home Visits	32
Clinic Visits	4
Phone Consults	2
Telehealth	4
Other	-
Transport to Medical Appointments	4

NON-CHSP COMMUNITY NURSING OCCASIONS OF SERVICE		
	OoS	Hours
General Nursing – includes care coordination by phone and email, home visits, palliative care support, discharge follow-up	X 18 (x5 patients in total, for 18 OoS)	6.25hrs
Clinical Escorts	X 2 telehealth VC's X 1 medication review	Approx.. 2.0hrs
Meetings / Transports	X 10 meetings X 2 transports	Approx. 24.5hrs



Ordinary Meeting of Council Tuesday 15th December 2020

Health Promotion Sessions	Skin Cancer Action Week (Social media and email)	Approx. 3.0 hrs
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REFERRALS

Nil

HEALTH PROMOTION

Skin Cancer Action Week Nov 15-21, 2020. Social media posts via MSC and mentioned in community email.

GENERAL BUSINESS

MPHS downgraded to CSCF level 1 17/11/2020

CHSP – Commonwealth Home Support Program

Events and Activities

Wednesday luncheons and games are still continuing and are being enjoyed by the clients. A highlight for the month was an outing to Gannon's Hotel for 'Ladies Day' as part of the Melbourne Cup Carnival. Clients thoroughly enjoyed an opportunity to dress up and have a day out together. The impact of the changes to the MPHS has only slightly impacted clients however the CHSP co-ordinator and Community Nurse are being extremely diligent in monitoring clients and their medical requirements and ensuring they have enough supplies to cover the Christmas closure.

Stats November 2020

CHSP currently have a total of **24** clients.

Service Offered	Number of Clients
Transport	34 Two-way trips
Social Support	44 Visits
Personal Care	24 visits 2 clients
EXERCISE	
Counselling/Support, Information and advocacy (client)	6 hours
Shopping	4 trips (8 pick-up)
GAMES	(0 sessions)
Luncheon	37 Attended (4 sessions)
Wednesday Meal	60 meals (including morning tea)
Meals on Wheels	48 Meals delivered
Home Maintenance	42 lawns mowed 21 clients
Domestic Assistance	6 clients, 36 visits
Pub Lunch	16 clients 2 sessions
Craft Morning	
Clients Transported for Doctors Appointments	8 CHSP clients



Ordinary Meeting of Council Tuesday 15th December 2020

Legal Implications:

Nil

Policy Implications:

Nil

Financial and Resource Implications:

As provided in the report.

InfoXpert Document ID:

114195



7.2 Subject: Julia Creek Early Learning Centre Fees
Attachments: Nil
Author: Director Corporate and Community Services
Date: 27th November 2020

Executive Summary:

Council is presented with a review of the fees for the Julia Creek Early Learning Centre, with a proposal to increase the fees effective from 1 January 2021.

Recommendation:

That Council increase the daily attendance fee of the Julia Creek Early Learning Centre from \$81.60 per day per child to \$83.65 per day per child, and the half day fee increase from \$56.10 per day per child to \$57.50 per day per child, and the sessional kinder fee increase from \$61.20 per session (5 hours) to \$62.75 effective from 1st January 2021.

Background:

The fees are currently set at \$81.60 per child for a full day, \$56.10 per child for a half day and \$61.20 per session for sessional kinder. We are proposing to apply a 2.5% increase to the daily fees, as of January 1st 2021. The proposed increase is consistent with the increases which the staff have received through the Certified Agreement. Staff wages make up 89% of the ELC expenditure. The fee increase will first and foremost ensure that the Centre remains sustainable and continues to remain open, to provide a vital and necessary service to the community. The increase is a part of an annual fee review with a view to bring us in line with what is currently being charged at our closest surrounding services.

The fee increase will help to cover the cost of employing two full-time, qualified Educators, one being a Bachelor qualified Kinder teacher, one part-time ECT (bachelor qualified) qualified Educator delivering a government approved Kinder program, One part time qualified educator, a casual educator, and one casual educator studying towards a qualification.

The increase will allow for greater resources, as well as contributing to professional development opportunities, ensuring that the Educators at Julia Creek ELC are up to date with current knowledge and information in the Early Childhood sector as stipulated in our governing regulation, this in turn will provide greater opportunities for the children to grow, learn and have the best start for future learning.



Ordinary Meeting of Council Tuesday, 15th December 2020

Also to take into consideration is the CCCF funding we receive to remain open is contingent upon our sustainability plan which included bringing our fees in line with those of the towns surrounding us through an annual increase of fees over a certain amount of years.

Consultation:

Centre Director has been consulted in the proposal of the new fee.

A letter will be sent to all current families immediately after a decision is made by Council regarding the fees and other changes regarding the application of the fees.

Policy Implications:

This fee will be included in the Centre's Fees and Payments Policy and will be amended in the Council Fees & Charges Schedule on approval.

Financial and Resource Implications:

The increase will ensure that the service remains sustainable and that it remains a service that can be offered to the community.

As a continued effort to work towards making the centre sustainable over the past 4 years we have increased the fees. In 2018 and 2019 Council increased the fees by ~7.5% each year and 2020 fees increased by 2%. Given this, in 2018/19 financial year Revenue for the Centre was \$296,374.84 and Expenditure \$310,667.22 meaning a loss of \$14,292.38. For the 2019/20 year revenue was \$367,320.25 and expenditure \$365,256.10 which meant profit of \$2,064.15. Which is a significant improvement compared to previous years.

InfoXpert Document ID:

114081



7.3 Subject: Caravan Park Fees 2021
Attachments: Nil
Author: Community Services Team Leader
Date: 8th December 2020

Executive Summary:

Council's Director Corporate & Community Services and Community Services Team Leader have reviewed pricing for the Julia Creek Caravan Park in comparison to other nearby facilities which was presented to the December Briefing for discussion. Talks were also held regarding the pricing of the Artesian Bath Experience and their popularity and associated cleaning, maintenance, administration and purchasing of items for gift packs that also increase as a result. The price increases are aimed at ensuring Council remains in a stable financial position and can generate sufficient revenue to cover operational costs.

Recommendation:

That Council resolves to accept a price increase for the following fees at Julia Creek Caravan Park effective January 1 2021:

Donga Units (Two Beds)	\$ 75.00	per night
Donga Units (Two Beds) – Weekly Special (stay 7 nights, pay for 6)	\$ 450.00	per week
Replica Rain Water Tank Bathhouses		
Guests of Caravan Park	\$ 25.00	per person
	\$ 40.00	per couple
Visitors to the Park (non guests)	\$ 40.00	per person
	\$ 70.00	per couple
Propose to introduce premium 'Sunset' Pricing 2021		
*Sunset pricing would be for last scheduled bath at 6:30pm		
Guests of Caravan Park	\$ 35.00	per person
	\$ 60.00	per couple
Visitors to the Park (non guests)	\$ 50.00	per person
	\$ 90.00	per couple
Boundary Rider Hut Bathhouses		
Guests of Caravan Park	\$ 45.00	per person
	\$ 80.00	per couple
Visitors to the Park (non guests)	\$ 55.00	per person
	\$ 95.00	per couple
Propose to introduce premium 'Sunset' Pricing 2021		
*Sunset pricing would be for last scheduled bath at 6:30pm		
Guests of Caravan Park	\$ 60.00	per person
	\$110.00	per couple
Visitors to the Park (non guests)	\$ 70.00	per person
	\$130.00	per couple
Cheese Platters	\$ 30.00	per platter



Background:

Research conducted by Council staff in conjunction with feedback from Caravan Park Managers indicated some fees within the Caravan Park may need to be adjusted. It was identified that pricing for powered and unpowered campsites should remain unchanged as they are very similar to surrounding Parks and an increase in price may result in travelers not visiting our Shire. However, in comparison, the Donga Units were relatively lowly priced compared to nearby Parks. Council identified the need to slightly increase prices to remain competitive. Furthermore, the popularity of the Artesian bathhouses has increased dramatically over the past twelve months and Council incurs increased maintenance costs, extra cleaning and administration for Park Managers as a result. Additionally, cheese platters available for purchase for the bath experience were being sold at cost-price even though the process also required administration work from Park Management.

Consultation:

The decision was discussed in conjunction with Director Corporate & Community Services and members of Council.

Legal Implications:

Nil

Policy Implications:

Nil

Financial and Resource Implications:

Update to Fees and Charges

InfoXpert Document ID:

114208



7.4 Subject: Julia Creek Caravan Park Bookings and Cancellations Policy
Attachments: Caravan Park Bookings and Cancellations Policy (*Infoxpert ID: 114210*)
Author: Community Services Team Leader
Date: 8th December 2020

Executive Summary:

Following a large number of no-shows and cancellations over the past 12 months at the Julia Creek Caravan Park, feedback from Park Manager's has indicated the implementation of a bookings and cancellations policy would be beneficial in ensuring the number no-shows and cancellations diminishes and supports the financial viability of the Park.

Recommendation:

That Council adopts the Caravan Park Bookings and Cancellations Policy as presented.

Background:

The number of visiting guests to the Julia Creek Caravan Park has significantly increased over the past two to three years and as a result so has the operating revenue. During peak season, the Park is close to full capacity for a number of months which results in the Park Manager's having to decline a number of potential bookings throughout this period. Nonetheless, during the last twelve months, Council has also observed a large number of last minute cancellations or no-shows for both accommodation and the Artesian Bath Experience. Without the requirement for these guests to place a deposit or pay for their accommodation or experience up-front, it has often left Council financially vulnerable when a visitor turns up without informing the Manager's. This often results in a 'double blow' as the potential expected income from the booking is lost as well as the impact of having to turn a guest away. The implementation of this policy will allow Council to increase its ability to improve its financial stability all-year round. Additionally, having more guests pay in advance will also result in faster check-in times for guests when arriving at the Park.

Consultation:

Consultation was undertaken with Caravan Park Managers and Director Corporate & Community Services.

Policy Implications:

Implementation of new policy will require regular reviewing.

Financial and Resource Implications:

Improved financial stability and ease of check-in for Park staff.

InfoXpert Document ID:

114209

CARAVAN PARK BOOKINGS TERMS AND CONDITIONS POLICY

1. INTRODUCTION

McKinlay Shire Council (MSC) as owners of the Julia Creek Caravan Park acknowledge the increased visitation and revenue associated with the improved reputation and significant expenditure on facility and infrastructure upgrades. The Julia Creek Caravan Park is now a well sought after destination amongst the touring demographic and MSC needs to ensure the continued financial viability of the site. Outlined within this document are the Caravan Park Rules, which guests are encouraged to abide by at all times whilst on site.

2. POLICY OBJECTIVE

The policy aims to provide Caravan Park Managers a structure for receiving bookings, taking payments and dealing with cancellations. The policy should ensure a significant amount of financial stability and retained revenue which can often diminish as a result of guests not honoring their scheduled bookings. The policy also aims to provide guests with an overview of their responsibilities and obligations whilst a guest at the Park.

3. SCOPE

This policy applies to Caravan Park Managers employed on a contractual basis by MSC as well as visiting guests to the Park.

4. POLICY CONTENT

This policy is noted under the terms and conditions under which a booking is accepted. Guests are reminded that by placing a booking they agree to abide by the terms and conditions as published on Council's website.

Terms & Conditions

- Checkout is **10am**.
- No refunds will be given for early departures
- Smoking is not permitted in cabins or dongas – minimum \$150 fee applies.
- Please leave cabins & dongas in a tidy state with dishes washed and dried.
- Any damage to property or excess cleaning will be charged accordingly.

Julia Creek Caravan Park ('Park') management, staff or agents ('we') reserve the right to, at any time, to move a guest to another site in the Park. We reserve the right to revoke a booking, at any time, without assigning any reason. Guests are liable for all damages, breakages or losses to any property of the Park caused by negligence or improper use. All reasonable cost of repairs/replacement shall be borne by the guest. We accept no responsibility whatsoever for caravans and or vehicles and their contents whilst they remain in the Park. By staying with us, you agree to these terms and conditions and any penalties that are incurred.

Julia Creek Caravan Park Rules

- Please observe the **5km/h Speed Limit**.
- All QLD Road Rules apply to vehicles entering the Caravan Park.

- **Quiet time is 10pm** – please be considerate of other guests.
- The camp kitchen closes at 10pm.
- All patrons using the camp kitchen and facilities are required to leave the shared areas clean at all times.
- Please ensure lights and TV at camp kitchen are turned off at night.
- **Fires are not permitted** in personal campsites, only at communal camp fire area

Payments

Guests wishing to stay for a period of less than seven (7) days will be required to pay the full amount of the accommodation upon making a booking and prior to arrival. Guests wishing to stay for a period exceeding seven (7) days will be required to pay a deposit that matches the cost of one (1) night's accommodation upon making a booking and prior to arrival. Payment can be made via EFTPOS or Electronic Funds Transfer (EFT).

Cancellations

MSC understands guest circumstances can change and bookings may need to be cancelled or altered. All cancellations will incur a non-refundable booking administration fee of \$20.00. Refunds and deposits of fees paid are only available from the Julia Creek Caravan Park under the following circumstances:

- **Peak Season (April – September)**
 - **Notice given at least 7 days prior to check in** – a full refund of the accommodation or deposit will be applied, minus the booking administration fee, except in the case of long weekends and special events (see **Dirt N Dust** below)
 - **Notice given less than 7 days prior to check in** – no refund will be given.
- **Off-Peak Season (October – March)**
 - **Notice given at least 48 hours prior to check in** – a full refund of the accommodation or deposit will be applied, minus the booking administration fee, except in the case of long weekends and special events (see **Dirt N Dust** below)
 - **Notice given less than 48 hours prior to check in** – no refund will be given.

Julia Creek Dirt N Dust Festival

MSC applies special rates for the iconic annual festival due to the high demand for accommodation within Julia Creek. As such, any cancellations of accommodation for the dates of the festival will result in no refund being given. By making a booking for the event, guests assume full responsibility of this.

Pets

- No pets are allowed in buildings including camp kitchen and amenities blocks.
- Pet owners are liable for any damages their pets may cause.
- Owners must clean up after their pets - \$150 fee is applicable for failing to adhere to this rule.

- Excessive barking will not be tolerated.
- Strictly no pets allowed inside cabins or dongas – a minimum fine of \$200 will apply if pets (or evidence of) are found inside Caravan Park Buildings.
- Pets are required to be contained within your site and on a lead within Caravan Park grounds **at all times**
- No pet bedding to be washed in Caravan Park washing machines or sinks
- As a pet owner, you are fully responsible for the actions of your pet and you agree to indemnify the Julia Creek Caravan Park in respect of any incident however arising, involving your pet which results in injury, damage or loss to another person.



7.5 Subject: Regional Arts Development Fund – Quick Response Application
Attachments: Nil
Author: Community Services Team Leader
Date: 8th December 2020

Executive Summary:

Council has received one (1) application during the second round of advertising for the RADF program which the committee has recommended for approval.

Recommendation:

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

- *McKinlay Shire Cultural Association 'Finding the Beauty' Workshop - \$2,500*
-

Background:

Council has received an application from McKinlay Shire Cultural Association to host a professional photography workshop called 'Finding the Beauty'. The committee identified the interest from the public to host a workshop that provides an opportunity to improve not only specific photography skills but also to provide an opportunity for social connectedness and the ability for participants to 'find beauty within their own lives'

Consultation: Consultation with Corporate & Community Services Team Leader and RADF Committee.

Legal Implications:

Nil

Policy Implications:

Arts & Cultural Policy

Financial and Resource Implications:

An allocated amount of \$48,104.02 was eligible to be carried over from 2019/20. There will be a total of \$19,345.02 remaining following the delivery of this performance

InfoXpert Document ID:

114211



8.0 CORPORATE SERVICES



8.1 Subject: Corporate Services Report
Attachments: Nil
Author: Corporate Services Team Leader
Date: 8th November

Executive Summary:

The Corporate Services Report as of 30 November 2020 which summarises the financial performance and position is presented to Council.

Recommendation:

That Council receives the monthly Corporate Services Report for the period ending 30 November 2020.

Report:

The Corporate Services Report compares actual performance to date with the Council's proposed 2020-2021 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 it's 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:

Total revenue received in November totalled \$3.5mil. \$1,525,734 revenue received was for 2019 flood damage and also the Financial Assistance Grant quarterly payment was received in November.

Recoverable works expenditure has been the largest expenditure increase for the month due to the culvert works.



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INCOME STATEMENT SUMMARY				
	Actuals	Variance	YTD Budget	Full Year Budget
Total Income	17,828,992	86%	20,674,908	49,619,780
Total Expenses	(12,313,928)	173%	(7,098,537)	(17,036,489)
Net Result	5,515,064	41%	13,576,371	32,583,291
Less Capital Revenue	12,914,645	78%	16,524,394	39,658,546
Operating Result (excl. Capital	\$ (7,399,581)	251%	\$ (2,948,023)	\$ (7,075,255)

STATEMENT OF FINANCIAL POSITION			
	2021 Actuals		2020 Actuals
Current Assets	21,799,711		25,136,597
Total Non-Current Assets	233,395,342		228,620,012
Total Assets	255,195,053		253,756,609
Total Current Liabilities	7,853,700		11,585,523
Total Non-Current Liabilities	130,704		272,166
Total Liabilities	7,984,404		11,857,689
Net Community Assets	\$	247,210,649	\$ 241,898,920
<i>Community Equity</i>			
Asset Revaluation Surplus	79,503,337		79,503,335
Retained Surplus	167,307,312		162,395,585
Total Community Equity	\$	247,210,649	\$ 241,898,920

STATEMENT OF CASH FLOWS			
	2021 Actuals		2020 Actuals
Cash Flows from Operating Activities	(8,556,933)		4,693,817
Receipts, Payments & Interest Received			
Borrowing Costs			
Cash Flows From Investing Activities	8,703,734		(2,009,228)
Payments and Proceeds for PPE			
Capital Income			
Cash Flows from Financing Activities	-		-
Loan Payments			
Net increase (decrease) in cash held	146,801		2,684,589
Cash at beginning of the financial year	18,835,421		16,150,832
Cash at the end of the period	\$	18,982,222	\$ 18,835,421



Ordinary Meeting of Council Tuesday 15 December 2020

Summary By Departments						
Department	Revenue			Expenditure		
	Actuals	%	Budget	Actuals	%	Budget
Infrastructure & Works	13,225,290	33%	40,162,046	9,328,511	21%	43,575,986
Governance & Partnerships	-	0%	-	432,599	46%	937,987
Corporate Services	3,417,207	48%	7,144,058	515,216	26%	1,987,501
Economic Development	250,878	61%	410,420	269,733	25%	1,080,550
Community Services	715,537	48%	1,488,484	1,321,960	32%	4,135,707
Health Safety & Development	40,026	40%	99,047	316,179	45%	699,500
Environmental Management	180,055	48%	375,525	129,730	28%	461,600
	17,828,993	36%	49,679,580	12,313,928	23%	52,878,831

Capital Works Program 2020-2021 Version 1.0

Infrastructure & Works	Actuals	Budget	Grants/Other
Roads	\$2,309,859.01	\$7,580,801.83	\$7,830,802.00
Wastewater	\$118,126.86	\$1,217,540.00	\$1,215,000.00
Water	\$865,540.00	\$1,881,600.00	\$1,458,000.00
Transport	\$0.00	\$139,984.00	\$119,984.00
Other	\$14,003.65	\$995,000.00	\$40,000.00
Subtotal	\$3,307,529.52	\$11,814,925.83	\$10,663,786.00
Environmental Management	Actuals	Budget	Grants/Other
Reserves	\$12,790.25	\$103,256.28	\$0.00
Subtotal	\$12,790.25	\$103,256.28	\$0.00
Community Services & Facilities	Actuals	Budget	Grants/Other
Community Buildings & Other Structures	\$537,149.65	\$1,159,232.00	\$860,907.00
Parks & Gardens	\$116,734.58	\$404,146.00	\$383,846.00
Council Housing	\$15,823.18	\$153,500.00	\$0.00
Subtotal	\$669,707.41	\$1,716,878.00	\$1,244,753.00
Corporate Services	Actuals	Budget	Grants/Other
Corporate Buildings & Other Structures	\$15,242.76	\$574,205.45	\$252,000.00
Other	\$1,464.55	\$25,000.00	\$0.00
Economic Development	\$26,452.57	\$643,000.00	\$252,272.73
Subtotal	\$43,159.88	\$1,242,205.45	\$504,272.73
Total	\$4,033,187.06	\$14,877,265.56	\$12,412,811.73

Capital Works Program 2020-2021

Infrastructure & Works	PM	Job Cost	Actuals	2020/21 Budget	Grants/Other	Comments	Committed Costs
Roads							
Gilliat/McKinlay Road - Sealing Works	DERS	0460-1040-0002	237,213	975,484	1,275,484	Project amended to be \$250k with 50/50 funding from TIDS and R2R. Project completed which seen the final 2.1kms sealed.	\$4,141.00
Gilliat/McKinlay Road - Floodways	DERS	0460-1040-0004	-	300,000	300,000	Project not progressing and will be reflected at mid year budget review.	
Burke Street - reseal	DERS	0460-1040-0009	6,181	350,242	350,242	Funded by R2R and works to be undertaken in the New Year and completed in May 2021	
Combo Waterhole Sealing Project	DERS	0460-1040-0020	10,393	1,500,000	1,500,000	75% of works completed in 2019/20 and remaining 25% to be completed in 2020/21. Intersection Upgrade, Landscaping. Combo Water hole and Landsborough highway. Works scheduled to be completed in New Year.	\$3,880.93
Road Upgrade STP to Dog Pound	DERS	0460-1040-0021	-	8,500	8,500	Funding under LRCIP. Council to complete works, works commenced and will be completed by mid December.	
Julia Creek Refuse Tip Road Upgrade	DERS	0460-1040-0022	-	21,600	21,600	Funding under LRCIP. Council to complete works which will be done after Christmas.	
Gravel Pits	DERS	0430-1100-0000	-	50,000		Survey of Gravel Pits, Geo tech for testing of gravel.	
Upgrade Bunda Pelham Road	DERS	0460-1040-0023	-	200,000	200,000	LRCIP funded. Works to be completed early in New Year, weather permitting.	
Nelia/Bunda Reseal						Project complete	
Punchbowl Reseal						Project complete	
McIntyre Park Walking Path	DERS	0430-2610-0005	-	30,000	30,000	LRCIP funding. Work will be carried out in New Year, but anticipate that there will be savings for this project.	
Julia Creek Truck Bay Stabilisation and Reseal	DERS	0460-1040-0024	-	190,000	190,000	LRCIP funded. Stabilising and Reseal Cost \$ 190,000 15000 sqm2. Should be completed around May 2021.	
Betterment Project - Gilliat/McKinlay Rd	DERS	0460-1060-0001	2,056,072	3,954,976	3,954,976	Total RV \$8,611,300.94 (this includes REPA & Project Management) Betterment \$5,256,183. Project complete	
TOTAL ROADS			2,309,859	7,580,802	7,830,802		
Wastewater							
			Actuals	2020/21 Budget	Grants/Other		Committed Costs
Julia Creek Sewer Fencing Irrigation Area	DERS	0480-1900-0007	163	80,000	80,000	W4Q funding. Requirement from the QLD department of Environment and Science. Standard man proof fence for 3.9hec, approx 800m.	\$50.50
Airport Septic or AWWSTP	DERS	0480-1900-0001	623	30,000	30,000	W4Q funding. Replace the septic system with a new 1800 litre tank, design and install a new disposal bed. Project complete	\$18,070.73

Sewer Sub Main - Julia Street	DERS	480-1900-0008	72,418	75,000	75,000	W4Q funding. Connect 3 existing properties to the sewer line. Approx 50m long including 3 house connections. Project complete	\$72,418.16
Hickman Street Pump Station Upgrade	DERS	480-1900-0009	44,761	1,002,540	1,000,000	Upgrade to be funded through Drought Communities Programme, 50% of funding to be received in 2019/20 and 50% 2020/21. Tender for works awarded to Re-Pump. Construction works on site to commence 11th January 2021	\$716,118.84
Julia Creek Manhole Sewer Replacement Lids - Stage 3	DERS	480-1900-0006	163	30,000	30,000	W4Q funding. Requirement from QLD Department of Environment and Science. Intended to stop stormwater intrusion.	
TOTAL WASTEWATER			118,127	1,217,540	1,215,000		

Water			Actuals	2020/21 Budget	Grants/Other		Committed Costs
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Julia Creek Water - New Bore	DERS	0470-1800-0003	245,717	525,000	350,000	Installation of a new primary water bore located at the Lions Park Julia Creek, includes all interconnections and headworks. Bore completed, connection to network completed. Anticipate project to be fully complete end January.	\$285,074.40
Water Tower Renewal	DERS	0470-1800-0004	619,271	1,041,600	868,000	New estimate = \$868,000 for contract plus contingency \$173,600 (20% of contract that includes consultancy). Funding \$700k W4Q plus \$168k funding for stage 2 W4Q 20/21. All works completed.	\$341,250.34
Julia Creek Water Main Backflow Prevention	DERS	0470-1800-0001	163	50,000	50,000	W4Q funding. Part of the action plan agreed with QLD Department of Environment and Science. Require for ongoing operations. Install a dual check valve in front of each property in Julia Creek	
Julia Creek Secondary Water Supply - Southern side Julia Creek	DERS	0470-1800-0006	163	150,000	100,000	W4Q funding. Interconnection of the existing railway bore into the Julia Creek water reticulation network, proposed new 80m suction line in Mathews Street, headworks, pumps and power. This connection provides a backup in the event the existing bores fail. It is one of the best bores available at this point in time and it is recommended that this bore is connected within the next 3-5 years. Total cost of project \$150k, do in a staged approach. This will include Hilton Park Water Main works - 360m long, 110-125 HDPE pipe water main, located near the southern end of Fairway Drive next to the substation, intended to service Hilton Park property.	
McKinlay Water Telemetry	DERS	0470-1810-0001	163	30,000	30,000	W4Q funding. Intended to monitor water tank levels and alert with alarms.	

McKinlay Bore pipework replacement	DERS	0470-1810-0002	-	60,000	60,000	W4Q funding. Replace rusting existing pipeworks between the tanks and, bores and water mains with new stainless steel type to ensure water quality. Length is approx 150m, width 150mm approx. Quotes received	
Kynuna Water Upgrades	DERS	0470-1820-0001	64	20,000		Finalise connections for the new water tank on the ground	\$17,135.10
Kynuna Water Tower Ladder Reinstatement	DERS	0470-1820-0002	-	5,000		Repair the old tower.	\$4,545.00
TOTAL WATER			865,540	1,881,600	1,458,000		

Transport	PM		Actuals	2020/21 Budget	Grants/Other	Comments	Committed Costs
Julia Creek Airport - Shed	DERS	0430-1300-0006	-	20,000		Project in conjunction with Fuel Pod project Funded through the Cat C FNQ & NQ Monsoon Trough	
Julia Creek Airport - Fuel Pods	DERS	0430-1300-0007	-	119,984	119,984	Flexible Funding Program	
TOTAL TRANSPORT			-	139,984	119,984		

Other	PM		Actuals	2020/21 Budget	Grants/Other	Comments	Committed Costs
Plant & Vehicle Replacement	DERS	0440-4500-0001	14,004	955,000		As per Plant Replacement Program	\$233.21
Digital Road Signs (Variable Message Boards)	DERS	0440-4500-0003	-	40,000	40,000	Purchase two variable message boards on trailer with solar recharge - to be purchased out of Plant Replacement program as not eligible for funding under LRCIP	
TOTAL OTHER			14,004	995,000	40,000		

Environmental Management	PM	Job Cost	Actuals	2020/21 Budget	Grants/Other	Comments	Committed Costs
Reserve Water Upgrade and Poly Tanks	DERS						
Kynuna Reserve	DERS	0430-3300-0016	12,077	37,100		Rollover from 2019-20. Project complete	\$5,194.61
Reserve Fencing							
Gilliat Common	DERS	0430-3300-0003	714	49,386			\$3,647.55
Pasturage Reserve 2 Fencing	DERS	0430-3300-0004	-	16,771			
TOTAL ENVIRONMENT MANAGEMENT			\$ 12,790	103,256	\$ -		

Community Services & Facilities	PM	Job Cost	Actuals	2020/21 Budget	Grants/Other	Comments	Committed Costs
Buildings & Other Structures							
Artesian Bath Restoration	DCCS	0430-2290-0002	-	40,000.00	40,000	W4Q funding. Staged project, to renew fittings in bath houses. Budget for all four water tank bathhouses.	
Caravan Park replacement shed and concrete pad	DERS	0420-2600-0002	-	20,000.00		Concrete slab is down and shed is here.	\$17,658.01
Caravan Park - Extension Veranda dongas	DCCS	0420-2150-0000	-	30,000.00	30,000	Extend veranda on dongas to protect from weather. W4Q funding	
Caravan Park - Replacement of light poles, power supply	DCCS	0430-2150-0000	163	50,000.00	50,000	W4Q funding. Upgrade of light and power supply poles	
Carport Bus & Hearse	DERS	0420-4100-0006	-	18,000.00		6m x 7m Shed. Shed ordered	\$5,681.39

Innovation Hub	DCCS	0420-2190-Items	316,539	498,889.00	288,564	Based on total project budget of \$1,155,277 Funding comprised of BOR \$523,750, ARIP \$66814. Project completed, with minor items to be purchased e.g. cutlery	\$66,826.96
McKinlay SES Project	DERS	0420-2760-0000	20,517	41,808.00	41,808	Includes \$15k for McKinlay Stand Pipe	
John McKinlay Statue	DCCS	0430-3120-0000	-	5,000.00		Industrial Laser Cutting	
Childrens Community Hub - Design	DCCS	0420-2530-0000	134,935	188,124.00	188,124	Detailed Design of Community Childrens Hub. Carryover. Vabasis engaged as consultant, concept design completed. Fully Funded through MIPP2 program. Project completed	\$27,166.41
Early Learning Centre - Softfall	DCCS	0420-2600-0003	12,272	20,000.00	20,000	LRCIP funding. Replace softfall in Western yard. Project completed under budget	\$12,271.50
Father Bill Busuttin Centre Repairs	DERS	0420-3820-0000	-	30,000.00	30,000	LRCIP funding. Roof re-sheeting and painting	
Visitor Information Centre adjustable Stumps	DERS	0420-2130-0000	3,131	15,000.00		Josh to complete	\$3,131.45
Visitor Information Centre Shade Structure	DCCS	0430-2130-0000	-	15,000.00	15,000	LRCIP funding. Order placed, brackets installed and project should be completed by January.	\$7,804.54
Tourism Signage Renewal	DCCS	0430-2291-0000	-	20,000.00	20,000	LRCIP funding	\$14,228.61
Swimming Pool - Landscaping and Irrigation	DCCS	0430-3755-0000	40,558	32,000.00	32,000	LRCIP funded. Completed end of October. Variation of approx. \$5500 for extra material/turf.	
Land Purchase - Community Venue	DCCS	0410-2000-0003	-	30,000.00		\$80k in total (originally proposed as a 3 year project, Yr1 \$30k, Yr2 \$30k, Yr3 \$20k)	
Julia Creek Water Tower Changeable Light Project	DCCS	0470-2280-0000	-	69,223.00	69,223	Flexible Funding Program. Updated quotes received, works to be completed in early 2021	
Daren Ginns Gym Extension	DCCS	0420-2620-0000	9,035	36,188.00	36,188	\$150,000 grant funding. Project complete, couple invoices to be received	\$12,372.09
TOTAL COMMUNITY BUILDINGS & OTHER STRUCTURES			537,150	1,159,232	860,907		

Parks & Gardens

			Actuals	2020/21 Budget	Grants/Other	Committed Costs	
McKinlay Tennis Courts	DCCS	0430-2680-0000	1,662	15,209	15,209	Flood Recovery Funding \$96,060. Purchased replacement equipment, project complete	
McIntyre Park Improvement Program	DCCS	0430-2610-0004	76,497	291,637	291,637	Flood Recovery Funding \$378,046. Majority of works completed. Pony Club fence extended until early 2021. LRCIP funding. DERS inspection completed to determine scope of works	\$38,942.93
Grandstand at Kev Bannah Oval	DERS	0420-2600-0008	-	10,000	10,000		\$459.10
McKinlay Centenary Park Shade Structure	DERS	0430-2700-0004	-	15,000		Replacement of shade structure. Project commenced with posts be welded, shades to be installed early in 2021	
McIntyre Park Shade Sails	DERS	0430-2610-0006	-	30,000	30,000	LRCIP funded. Awaiting a further quote	
Funeral Equipment	DCCS	0440-3400-0000	-	5,300			
Julia Creek Cemetery - Irrigation Upgrade Stage 2	DERS	0430-2700-0005	38,576	37,000	37,000	LRCIP funded. Project near completion, awaiting tank and pump installation.	\$14,430.14
TOTAL PARKS & GARDENS			116,735	404,146	383,846		

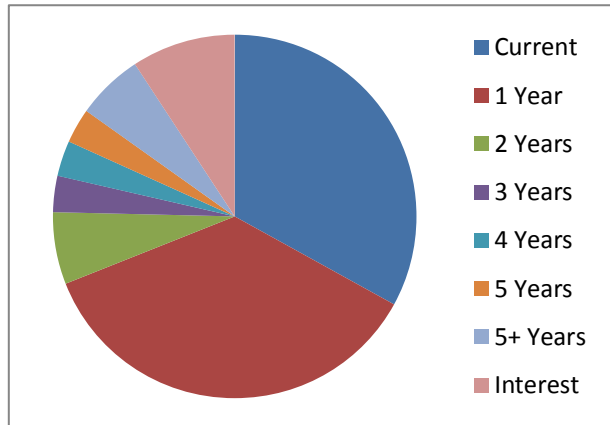
Council Housing							Committed Costs
			Actuals	2020/21 Budget	Grants/Other		
3 Coyne Street, Julia Creek	DERS	0420-2610-0005	13,175	15,000		Bathroom renovations, rolling over from 19/20. Project complete	\$105.60
Airport Residence Bathroom	DERS	0420-2610-0011	1,123	3,500		Carryover for painting. Project complete	
8 Byrne Street - Bathroom	DERS	0420-2610-0001	-	20,000		Bathroom renovations. RFQ's to be sent out mid December.	
Council Housing Netterfield St- Fencing	DERS	0420-2610-0002	-	45,000.00			
33 Byrne Street Renovations	DERS	0420-2610-0003	1,525	70,000		Full house renovation, new kitchen, new bathroom, new floor, wall repairs, new aircons. Quotes sent out for works	
TOTAL COUNCIL HOUSING			15,823	153,500	0		
Corporate Services							
	PM	Job Cost	Actuals	2020/21 Budget	Grants/Other	Comments	Committed Costs
Buildings & Other Structures							
McKinlay Depot Fence	DERS	0420-4100-0001	163	42,000	42,000	W4Q funding. 277m of fencing. Quotes have been sought	
McKinlay Depot Carport	DERS	0420-4100-0002	-	16,000	16,000	W4Q funding Store Tractor and vehicles. Carport ordered, awaiting delivery	\$5,681.39
Purchase Land around Julia Creek STP	DERS	0410-2000-0006	15,080	50,000		Procure land. It is a regulatory requirement of inconsistent use. Application has been lodged and a price provided however currently looking at alternative tenure options to reduce cost burden to Council.	
Workshop Pit 6m Pre Fab	DERS	0420-4100-0005	-	200,000			
Julia Creek Refuse Tip Pads	DERS	0430-3110-0003	-	20,400		5 pads x 400sqm	\$162.76
Upgrade landfills all communities	DERS	0430-3110-0004	-	194,000	194,000	W4Q funding	
Purchase Land - Kynuna Refuse facility	DERS	0410-2000-0004	-	20,000		Procure land. It is a regulatory requirement of inconsistent use. Application lodged and currently awaiting assessment by DNR	
Purchase Land surrounding McKinlay Refuse	DERS	0410-2000-0005	-	20,000		Procure land. It is a regulatory requirement of inconsistent use. Lodged application, currently being assessed by DNR	
ELC new air conditioning	DERS	0420-2531-0000	11,923	-	7,986	Insurance claim. Project complete	\$11,923.50
TOTAL CORPORATE BUILDINGS & OTHER STRUCTURES			15,243	562,400	252,000		
Other							
			Actuals	2020/21 Budget	Grants/Other		Committed Costs
Office Equipment - Replacement of furniture, IT equipment, software and other	DCCS	7180-4100-0002	1,465	25,000		Fully funded through DRFA Cat D. Being managed externally	\$1,499.77
Flood Warning Infrastructure Network Project	DCCS	0430-2760-0000	-	270,000	270,000	through NWQROC	
TOTAL OTHER			\$ 1,465	25,000	-		
Economic Development							
	PM	Job Cost	Actuals	2020/21 Budget	Grants/Other	Comments	Committed Costs

Julia Creek Dip & Yards Facility	DCCS	0430-3235-0002	26,011	412,000	187,273	DAF funded 50%. Tenders out closed 4/12/2020
New Dip Yards Stage 2	DCCS	0430-3235-0005	163	35,000	35,000	W4Q funded
Purchase Land - Sale Yards	CEO	0410-2000-0002	-	150,000		Purchase of Aurizon Land Producer engaged and script drafted. COVID has hampered a visit from producer
Tourism AV Project	DCCS	0430-2293-0000	279	46,000	30,000	
TOTAL ECONOMIC DEVELOPMENT			26,453	643,000	252,273	
	TOTAL		4,033,187	\$ 14,865,460	\$ 12,412,812	
					\$ 2,452,648	



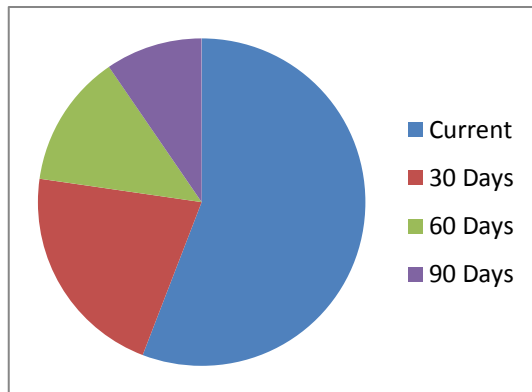
Outstanding Rates

	Nov-20	Oct-20
Current	56,343	58,062
1 Year	61,327	61,425
2 Years	10,932	12,984
3 Years	5,494	5,494
4 Years	5,381	5,381
5 Years	5,274	5,274
5+ Years	10,134	10,134
Interest	15,736	14,958
Total	170,622	173,712



Outstanding Debtors

Total	408,428.46
Current	228,144.77
30 Days	87,524.55
60 Days	53,726.40
90 Days	39,032.74



Consultation:

- Director of Corporate & Community Services

Legal Implications:

Policy Implications:

Financial and Resource Implications:

InfoXpert Document ID: 114194



Ordinary Meeting of Council Tuesday 15th December 2020

8.2 Subject: Disposal of Assets Policy
Attachments: Disposal of Assets Policy Version 2.0 (*Infoxpert ID: 114066*)
Author: Director Corporate and Community Services
Date: 8th December 2020

Executive Summary:

In order to provide a framework consistent with legislative requirements that provides clear guidelines relating to the sale or disposal of assets or material surplus to the requirement of Council. Council has developed a 'Disposal of Assets Policy'. The policy currently in place has been reviewed and is now presented for Council's consideration.

Recommendation:

That Council adopt the Disposal of Assets Policy Version 2.0 as presented.

Background:

The Local Government Regulation 2012 provides direction with regard to the disposal of valuable non-current assets however not other assets. For good governance, the Disposal of Assets policy has been prepared to provide clear frameworks for the disposal of all asset types, valuable, non valuable, scrap and assets surplus to our needs.

The original policy was developed and adopted in 2014. A review of the policy was completed and minor changes made to ensure compliant with current legislation.

Consultation:

Legal Implications:

Section 224 Local Government Regulation 2012.

Policy Implications: On adoption, this will revoke all previous versions of the same named policy.

Financial and Resource Implications:

InfoXpert Document ID: 114067



DISPOSAL OF ASSETS POLICY

BACKGROUND AND CONEXT

All assets and materials purchased by a government organisation, including local governments, remain the property of the government, regardless of their condition, and must be used for the public benefit. The organisation remains the owner and has the sole right to determine their fate. McKinlay Shire Council (Council) requires this policy to ensure asset disposal is:

1. in the best interests of Council's community.
2. performed with diligence.
3. timely, accountable and transparent.

Furthermore, the disposal of any Council asset is an area where the risk of corruption is high. Effectively managing those assets will minimise the risk of corruption, which can occur if employees trade them, sell them, or give them away. If done, without authority, for their own benefit or that of another person, they are committing a criminal offence.

PURPOSE AND SCOPE

The purpose of this policy is to provide a framework consistent with legislative requirements that provides clear guidelines relating to the sale or disposal of assets or materials surplus to the requirements of Council.

This Policy applies to:

- all current and non-current assets and items surplus to Council requirements; and
- all employees of Council.

DEFINITIONS

Valuable Non-Current Assets: Shall be taken to mean:

(a) land; or

(b) another non-current asset that has an apparent value that is equal to or more than the limit set by the local government. The limit set by the local government can not be more than the following amount:

(i) for land—\$1;

(ii) for plant or equipment—\$5,000;

(iii) for another type of non-current asset—\$10,000

Current Assets: Shall be taken to mean items of a value less than the limit set by Council.

Date of Approval: 15th December 2020
Approved By: Council Resolution

Effective Date: 16/12/2020
Version: 2.0
Review Date: December 2022

POLICY PROVISIONS

Asset Disposal Process

Surplus Assets and Material vs. Scrap

An asset or item will be disposed of if it is **Surplus to Requirements** or is deemed to be **Scrap**.

Surplus to Requirements is deemed to be when the asset (or material) is functioning (or in use) and has economic benefit, but has no application in Council operations, or where the asset has no economic benefit (its use incurs more cost than benefit derived).

Where an asset no longer functions, is obsolete (legally out of date), or has been deemed non-compliant by Workplace Health and Safety regulations, the asset or surplus material may only be disposed of as **Scrap**.

Where an item is disposed of as **Scrap**, it must be clearly labelled and disposed of as such, or destroyed.

Approval to Dispose of Assets

All employees will seek approval from the Chief Executive Officer (CEO) or an officer delegated by the CEO prior to the disposal of any Council asset (or material) surplus to Council requirements. This approval shall include the methodology by which the asset (or material) will be disposed.

Recording Disposal

Once approval for disposal is granted, the details of the disposal must be recorded in the 'Disposal Register' within *Infoxpert*.

Preparation for Disposal

Prior to the disposal of assets or material surplus to Council requirements (or deemed to be scrap) the employee disposing of the asset or material shall ensure:

1. no confidential information will be released with the disposal; and
2. the condition of the asset (or item) is clearly understood by any recipient.

Date of Approval: 15th December 2020
Approved By: Council Resolution

Effective Date: 16/12/2020
Version: 2.0
Review Date: December 2022

Disposal Methodology

Valuable non-current Assets, Land and an Interest in Land.

Section 224 of the *Local Government Regulation 2012* (the Regulation) provides that land and non-current assets other than land with an apparent value equal to or above the amount set by Council must be disposed of after auction or by inviting tenders in the way mentioned in section 227 of the Regulation or by using the exceptions provided in section 236 of the Regulation. This section is subject to part 4, publishing details of particular contracts, whereby all relevant details of contracts worth \$200,000 or more must be published on local government website, and displayed in conspicuous place in McKinlay Shire Council public office.

Items deemed **valuable non-current assets, land and an interest in land** (those leases that are lodged with the Titles Office) will be disposed of in accordance with s227 of the *Local Government Regulation 2012*: by

Tender or by Auction

Exceptions to the requirement to dispose of by Auction or Tender will only be undertaken when in accordance with s236 of the *Local Government Regulation 2012*.

Current Assets, Spoil and Materials

Items deemed **current assets, spoil and materials**, shall be disposed of in accordance with the following methodologies:

1. **Donation** The Community Organisation (s 236) must be aware of the item's condition, must indemnify Council, and must absorb any costs associated with the disposal.
2. **Tender or Auction** See section 227 of the *Local Government Regulation 2012*.
3. **Traded-In** The item may be traded for a newer model/asset as required by Council. The newer model/asset must be sourced in accordance with s236 of the *Local Government Regulation 2012*.
4. **Dumping** must not be environmentally unsound, hazardous or wasteful. Dumping must offer the most cost effective solution to Council. The site must be approved by an appropriate supervisor or manager. The owner of the site must approve the dumping and also indemnify Council against any losses associated with the dumping.

Date of Approval: 15th December 2020
Approved By: Council Resolution

Effective Date: 16/12/2020
Version: 2.0
Review Date: December 2022

REFERENCES AND RELATED DOCUMENTS

- Local Government Act 2009;
- Local Government Regulation 2012
- McKinlay Shire Council Procurement Policy

Variations

McKinlay Shire Council reserves the right to vary, replace or terminate this policy from time to time.

Date of Approval: 15th December 2020
Approved By: Council Resolution

Effective Date: 16/12/2020
Version: 2.0
Review Date: December 2022



Ordinary Meeting of Council Tuesday 17th November 2020

8.3 Subject: Deferred items from November Meeting – Standing Orders for Council Meetings
Attachments: Standing Orders (*Infoxpert ID:*
Author: Chief Executive Officer
Date: 9th December 2020

Executive Summary:

At the meeting held on 17th November, Council was presented with two documents: Standing Orders for Council Meetings including Standing Committees and new Model Meeting Procedures. These documents followed as a consequence of the latest rolling local government reforms through the State Parliament and the Department of Local Government (DLGRMA).

On examination, it was agreed that the CEO would review both document with the aim of combining them into one document if possible, given these related to Council meeting procedures.

The combined document is now presented for Council consideration.

Recommendation:

That Council adopt the Standing Orders for Council Meetings including Standing Committees as presented to the Ordinary Meeting of Council.

Combined Document:

On close scrutiny it became clear that almost all of the provisions in the new Model Meeting procedures (14 pages) are incorporated in the revised Standing Orders for Council Meeting and Standing Committees (18 pages).

The documents have now been combined (18 pages) deleting any duplication and is attached to this report of Council consideration.



Ordinary Meeting of Council Tuesday 17th November 2020

Consultation:

Chief Executive Officer
Director Corporate & Community Services
Department of Local Government

Legal Implications:

Local Government Act 2009
Conduct of Council Meetings

Policy Implications:

Revokes previous versions of the policy

Financial and Resource Implications:

Nil

InfoXpert Document ID:

114225



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.

2. Procedures for Meetings of Council

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 Mayors' delegate, are absent or unavailable to preside, a Councillor chosen by the Councillors present at the meeting will preside at the meeting.
- 2.4 Council 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 meeting, the person presiding at the meeting shall undertake the acknowledgement and/or greetings deemed appropriate by the Council.

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

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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
- officers' reports.

Note: The minutes of a preceding 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.

4. Agendas

4.1 The agenda may contain:

- notice of meeting
- minutes of the previous meetings
- business arising out of previous meetings
- 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
- deputations and delegations from the community that are approved to attend
- any other business the council 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 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. The related reports for the local government meeting must also be included and available to the public excluding confidential reports.

4.4 Matters on the agenda that will require the meeting to be in a closed session will be clearly identified including the reasons why the session will be closed.

5. Petitions

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- 5.1 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.
- 5.2 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.
- 5.3 The local government will respond to the principal petitioner in relation to all petitions deemed valid.

6. Deputations

- 6.1 A deputation wishing to attend and address a meeting of the council shall apply in writing to the CEO not less than seven (7) business days before the meeting.
- 6.2 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).
- 6.3 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.
- 6.4 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.
- 6.5 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.
- 6.6 The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

7. Public Participation at Meetings

- 7.1 A member of the public may take part in the proceeding of a meeting only when invited to do so by the chairperson.
- 7.2 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. The time allotted shall not exceed fifteen (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.
- 7.3 If any address or comment is irrelevant, offensive, or unduly long, the chairperson may require the person to cease making the submission or comment.
- 7.4 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.
- 7.5 Any person addressing the local government shall stand, and act and speak with decorum and frame any remarks in respectful and courteous language.
- 7.6 Any person who is considered by the local government or the mayor to be unsuitably dressed may be directed by the mayor or chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

8. 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). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

- 8.1 A councillor who has notified the chief executive officer of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting.
- 8.2 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.
- 8.3 When notifying the meeting of a prescribed conflict of interest, the following details must be provided:
- if it arises because of a gift, loan or contract, the value of the gift, loan or contract
 - if it arises because of an application or submission, the subject of the application or

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submission

- the name of any entity other than the councillor that has an interest in the matter
- the nature of the councillor's relationship with the entity that has an interest in a matter
- details of the councillor's and any other entity's interest in the matter.

8.4 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 from the Minister to participate in the matter.

8.5 Once the councillor has left the area where the meeting is being conducted, the council can continue discussing and deciding on the matter at hand.

9. 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 ordinary business matters).

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 may disclose their suspicion and the processes under section 150EW of the LGA.

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

9.1 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.

9.2 A councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must inform the meeting of the conflict of interest

9.3 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:
 - i. the name of the related party to the councillor
 - ii. the nature of the relationship of the related party to the councillor
 - iii. 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:
 - i. the name of the other person
 - ii. the nature of the relationship of the other person to the councillor or related party

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- iii. the nature of the other person's interest in the matter
- iv. the value of the gift or loan and the date the gift or loan was made.

- 9.4 After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.
- 9.5 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.
- 9.6 The other non-conflicted councillors 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 non-conflicted councillors. The non-conflicted 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 or condition imposed by the non-conflicted councillors.
- 9.7 In deciding on a councillor's declarable conflict of interest in a matter, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those councillors is less than a majority or less than a quorum for the meeting consistent with section 150ET of the LGA.
- 9.8 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 other 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.
- 9.9 When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the other 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 part
 - 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 compare 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.

- 9.10 If the non-conflicted 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 non-conflicted councillors discuss and vote on the matter.
- 9.11 A decision about a councillor who has a declarable conflict of interest in a matter applies in relation to the councillor for participating in the decision, and all 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 non-conflicted 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.
- 9.12 In making the decision under 9.6 and 9.9, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 9.13 A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister.

10. Reporting a suspected Conflict of Interest

- 10.1 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 councillor 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.
- 10.2 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 councillor agrees they have a conflict of interest, the councillor must follow the relevant procedures above.
- 10.3 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.
- 10.4 The non-conflicted councillors must then decide whether the councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have prescribed or declarable conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant procedures above.
- 10.5 If the councillors cannot reach a majority decision, then they are taken to have determined that the councillor has a declarable conflict of interest.

11. Loss of Quorum

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- 11.1 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, pursuant to section 257 of the LGA
 - defer the matter to a later meeting
 - not decide the matter and take no further action in relation to the matter.
- 11.2 All councillors including the conflicted councillors, may participate in deciding to delegate or defer a matter.
- 11.3 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.
- 11.4 If the matter cannot be delegated under an Act, the council should seek ministerial approval for the councillors to be able to consider and vote on the matter, subject to any conditions the Minister may impose.

12. Recording prescribed and declarable conflicts of interest

- 12.1 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 of the relevant details of how the conflict of interest was dealt with, being:
- 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 council's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision
 - the name of each councillor who voted on the matter and how each voted
 - 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, the name of each councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.

Motions

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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.
- 13.2 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.
- 13.3 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.
- 13.1 The chairperson may call the notices of motion in the order in which they appear on the agenda. Where no objection is taken 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 occur.
- 13.2 Not 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 shall not be debated at a meeting of the local government unless or until the motion or the amendment is seconded, with the exception of procedural motions.

16. Amendment of Motion

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- 16.1 An amendment to a motion will be in terms which maintain or further clarify the intent of the original motion and do 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 by another motion, the original motion will not be proposed as a subsequent motion to amend that other 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 *Local Government Regulation 2012* (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.

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. 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 minute secretary will record the names of councillors voting in the affirmative and of those voting in the negative. The chairperson will declare the result of

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a vote or a division as soon as it has been determined.

18.2 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.

18.3 Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote has been declared.

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.

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.

20.2 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 will 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 The 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 council will proceed with the next matter on the business paper. The 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.
- 21.6 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.

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.

- 21.7 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. 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. Whereas a result of that ruling 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.
- 21.8 The motion that this 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.

- 21.9 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.
- 21.10 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 A councillor may at the local government meeting ask a question for reply by another councillor or an officer regarding any matter under consideration at the meeting. A question 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. 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.
- 22.2 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.
- 22.3 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 <https://www.mckinlay.qld.gov.au/downloads/file/1059/councillor-code-of-conduct>. When dealing with an instance of unsuitable conduct by a councillor in a meeting, the following procedures must be followed:

- 23.1 The chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a councillor at a meeting.
- 23.2 If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the severity of the conduct and whether the councillor has had any previous warnings for unsuitable meeting conduct issued. If the chairperson decides the conduct is of a

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serious nature or another warning is unwarranted, proceed to step 23.7.

- 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 the unsuitable meeting conduct and refraining from exhibiting the conduct;
 - apologising for their conduct;
 - 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 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 still continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 22.3, the chairperson may make one or more of the orders below:
- an order reprimanding the councillor for the conduct
 - 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:
- details of any order issued is 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 dealt with at the next meeting of the council and treated as inappropriate conduct
 - 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 22.1, 22.7 and 22.8 above.

Note: Chairpersons of a meeting are carrying out a statutory responsibility under the LGA to manage and lead the meeting. As such, where a chairperson behaves inappropriately in a meeting this involves a serious breach of the trust placed in them as the chairperson of the meeting and may be dealt with as misconduct. The breach can be referred to the Office of the Independent Assessor (OIA) to be dealt with. However, breaches of trust don't arise because councillors disagree with the chairperson's decision or ruling during the meeting.

24. General Conduct during Meetings

- 24.1 After a meeting of the council has been formally constituted and the business commenced, a councillor will not enter or leave from the meeting without first notifying the chairperson.
- 24.2 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.
- 24.3 No councillor who is speaking will be interrupted except upon a point of order being raised either by the chairperson or by another councillor.
- 24.4 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.

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

Pursuant to Chapter 5A, Division 5 of the LGA (Referral of conduct to a local government) a referral from the IA of inappropriate conduct or an instance of suspected inappropriate conduct may arise from circumstances under paragraph 22.9 dot point two of this document.

When dealing with an instance of suspected inappropriate conduct which has been referred to a local government by the IA:

- 25.1 The council must be consistent with the local government principle of transparent and accountable decision making in the public interest by dealing with suspected inappropriate conduct in an open meeting of the council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the council may resolve to go into closed session under section 254J of the LGR to discuss the allegation.
- 25.2 The subject councillor has a declarable conflict of interest in the matter and is permitted by the council to remain in the meeting during the debate about whether the councillor engaged in the inappropriate conduct and answer questions put to the subject councillor by the chairperson to assist the other councillors in making a decision. This permission to remain in the meeting for the debate is on the condition that the subject councillor 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 committed inappropriate conduct and what, if any, penalty to impose if the councillor is found to have committed inappropriate conduct.
- 25.3 Should the complainant be a councillor, that councillor may have a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in

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Approved By: Council Resolution

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section 9. If the complainant councillor who has a declarable conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other councillors must decide how to deal with the conflict of interest under section 9. The complainant councillor can be ordered 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.

- 25.4 The council must debate the issue and decide whether the accused councillor engaged in inappropriate conduct. If the council has lost quorum due to the number of conflicted councillors or another reason, the matter must be delegated consistent with section 257 of the LGA or deferred to another date when a quorum will be present.
- 25.5 If a decision is reached that the accused councillor has engaged in inappropriate conduct, then the councillors must decide what penalty or penalties from the orders detailed in 24.6, if any, to impose on the councillor. In deciding what penalty to impose, the council 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 council is reasonably satisfied is true.
- 25.6 The council 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 admission that the councillor has engaged in inappropriate 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 council meeting
 - an order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor, for example that the councillor is ordered to resign from an appointment representing the local government on a state board or committee
 - 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 council for all or some of the costs arising from the councillor's inappropriate conduct.
- 25.7 A local government may not make an order that the councillor attend training/counselling, be suspended from a meeting, be removed or resign from a position or that the same conduct will be treated as misconduct in future, in relation to a person who is no longer 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 details of the decision.
- 25.9 The chairperson must ensure the meeting minutes reflect the resolution made.

26. Disorder

- 26.1 The chairperson may adjourn the meeting of the local government, where disorder arises at

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a meeting other than by a councillor. 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

27. Attendance of public and the media at meeting

- 27.1 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.
- 27.2 When the local government is sitting in closed session, the public and representatives of the media will be excluded.

28. Closed Session

- 28.1 Council and standing committee meetings may resolve that a meeting be closed to the public if its councillors consider it necessary to discuss any of the following matters:
- appointment, dismissal or discipline of the CEO
 - industrial matters affecting employees
 - the council's budget
 - 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.
- 28.2 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.
- 28.3 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;
- delegate the matter

- decide by resolution to defer to a later meeting
- decide by resolution to take no further action on the matter.

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

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.

28.4 To take a matter into a closed session the council must abide by the following:

- 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
- not make a resolution while in a closed meeting (other than a procedural resolution).

29. Teleconferencing of Meetings

29.1 If a councillor wishes to be absent from a council meeting place during a meeting, the councillor must apply to the chairperson 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 chairperson may allow a councillor to participate in a council or committee meeting by teleconference.

29.2 A 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.

29.3 In order for councils to manage the safety rules during the COVID-19 pandemic, changes have been added to the LGR that will expire in June 2021.

29.4 These provisions allow the council:

- the option to conduct the entire council meeting via phone, teleconference or video conference
- where possible, must provide streaming or other facilities so that the public can observe or hear the meeting as it is happening, at one of the council's public offices or on the council's website
- chairperson has the option to close the meeting on health and safety grounds to protect participants or observers from risk of exposure to COVID-19.



9.0 CHIEF EXECUTIVE OFFICER



9.1 Subject: Chief Executive Officer's Report

Attachments: NIL

Author: Chief Executive Officer

Date: 12th December 2020

Executive Summary:

This report provides an update on current matters for the information of Council.

Recommendation:

That Council receive and note the report from the Chief Executive Officer for the period 13 November – 12th December 2020 except where amended or varied by separate resolution of Council.

1. Filling of Casual Vacancy in the position of Mayor & Councillor

On 4 December 2020 Director-General, Department of State Development, Infrastructure, Local Government and Planning advised of changes to the process for filling mayoral and councillor vacancies that arise during the first 12 months of a local government's term.

Amendments to the process were contained in Part 5 of the COVID-19 Emergency Response and Other Legislation Amendment Bill 2020, which was passed by Parliament on Wednesday 2 December 2020.

Under the revised process, which commenced on Friday 4 December 2020, a **Mayoral** vacancy within the first 12 months of a local government's term will be filled by a by-election, rather than by appointment of a runner-up.

For a **Councillor** vacancy within the first 12 months of a local government's term, the local government will determine by resolution whether to fill the vacancy by a by-election or by appointing a runner-up. No changes have been made in relation to vacancies arising during the middle or final part of the term.

Action: For Noting

2. Location of New Weather Radars

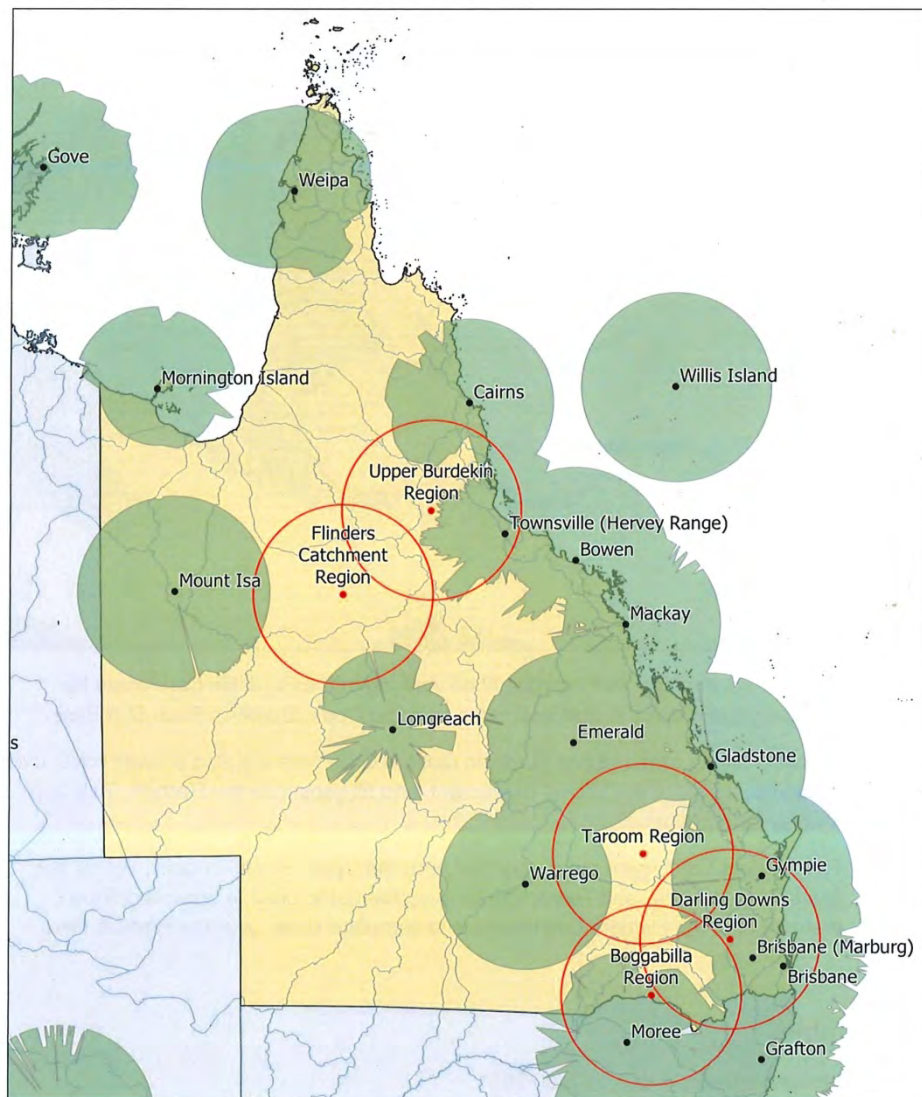
Shortly after the 2019 monsoonal trough and resultant flooding hit North Queensland the Commonwealth announced support for two new doppler radar installations to fill in blackspots in coverage and provide greater detail on rainfall and weather forecasting of catchment wide impacts. The mooted sites were in the vicinity of Julia Creek and Hughenden.

At the NWQROC meeting held on Friday 4th December 2020 Mr Peter Stone, Group Executive – Business Solutions from the Australian BOM presented the case for BOM's favoured sites being near Richmond and Greenvale in the Charters Towers Regional Council area. Below are the siting notes presented to the meeting:



NEW QLD RADARS – SITING NOTES

General radar placement and purpose





Northern radars



- Upper Burdekin radar will improve flood warning in the Burdekin Catchment by providing quantitative rainfall estimates over the Upper Burdekin River Sub-Basin
- Proposed siting of the Upper Burdekin radar at Greenvale will also provide cover over a significant part of the Gilbert Catchment, and fill gaps over the Herbert, Tully and Murray Catchments
- The Flinders Catchment radar, together with the Upper Burdekin radar, will fill the gap between Mt Isa and Townsville (Hervey Range) to provide improved flood warning over the Flinders Catchment, and complete cover over the Flinders Hwy

Timetable

- Upper Burdekin Jun 2021
- Taroom Dec 2021
- Flinders Catchment Jun 2022
- Darling Downs Jun 2023



After receiving the presentation, the meeting supported the proposal.

Action: For Noting

3. 2019 Monsoonal Trough – Long Term Recovery Strategy

Bruce Scott OAM, Regional and Local Government Advisor, and Tahna Jackson, Regional Recovery Officer – North Queensland; National Drought and North Queensland Flood Response and Recovery Agency presented to the NWQROC meeting held on Friday 4th December 2020 along similar lines to the advice provided by the Hon Shane Stone AC, QC when he visited Council on 3rd November 2020. Prior to Christmas Council can anticipate receiving correspondence and guidelines on the available funding of \$58M for the 14 impacted local governments covering:

- Economic Diversification - \$9M
- Telecommunications and Energy improvements - *\$15M
- Managing Disaster Risk - \$12M
- Resilient Kids - \$2M
- Recovery & Resilience Grants - \$20M (\$858k per local government)

As soon as the advice and guidelines are received Councillors will be informed so that planning and responses can be prepared and submitted. Council consideration of “ready to go” projects is recommended – refer list presented by CEO to Briefing held on 3rd November 2020:

- Development of a running list of projects that are in a “wish list” in the event of funding opportunities – the following is a preliminary list only, for prompting discussions, additions & deletions.
 - Refurbish the footpaths and kerbing in Burke St to reduce potential for “trips and falls”
 - Total reseal of Burke Street between the Goldring Street intersections – east to west.
 - New bore for Kynuna
 - Build new Early Child Learning Centre – Community Children’s Hub
 - Construct a new works administration depot at existing site
 - Construct new stables at McIntyre Park to replace privately built stables
 - Install five new cabins at the Caravan Park
 - Expand the water hole at the RV Site to create a lake for water sports, future Tri swim course, recreating, tourist attraction
 - Enhance the Nature Walk from the Caravan Park to the RV site
 - Replace the Lara Bridge
 - Improve safety on the Sedan Dip bridge by re-design or rebuild
 - Replace Culvert on the Kynuna road at ch 20
 - Replace grid on the Kynuna road at ch 60
 - Duplicate sewer line between Hickman St Pump station & Treatment Plant
 - Replace screen at the Treatment Plant
 - Undertake planning exercise to analyse land opportunities for future development & expansion of Julia Creek



Ordinary Meeting of Council Tuesday 15 December 2020

- Develop a tourist attraction at Lions Park involving the new bore and the windmill
- Refurbish kerbing throughout Julia Creek where concrete is showing signs of decay
- Relay some uneven footpath pavers in Julia Street on the way to the Caravan park to reduce potential for trips and falls
- Refurbish entrance signage on the approaches to Julia Creek

Action: For Council consideration

4. NWQROC – Report on Other Business and Next Meeting

In addition to items 2 & 3 above the ROC meeting was productive and informative with presentations and discussion on the following matters:

- a. North West Queensland Regional Weed and Pest Animal Management Strategy 20 – 24 by Geoff Penton CEO & Pru Wharton Reg Landcare Facilitator, Southern GULF NRM
- b. Research into the Health of Gulf Rivers by Dr Michelle Burford PhD
- c. QRA Flood Warning Infrastructure Project installation by Michael Eddie, Director CurryPM
- d. NWW Regional Resilience Strategy & Action Plan by Steve Dredge QRA
- e. Wild Dog Bounties Workshop by Brett Carlsson Snr QLD Wild Dog Coordinator Agforce & Kristy Gooding – Natural Assets & Natural Resources Management LGAQ
- f. Health Service Across the north west in the aftermath of the down grade of the Julia Creek MPHS.
- g. WQAC – Western Qld Housing Study – RAI Proposal
- h. Engagement with new State Government Ministers & Directors General

The next meeting is set down for 25/26 February 2021 in Julia Creek with McKinlay Shire Council as the host venue. The Regional Roads Group meeting would be held on Thursday 25th Feb immediately prior to the ROC. It can be expected that several State Government senior public servants would be present.

Action: For Noting and staff to make reservations for the Civic Centre Hall for these dates.

5. National General Assembly of Australian Local Government Association

This will be held in Canberra on 20 – 23rd June 2021 and notice of any proposed motions to be submitted to the Assembly must be lodged by 23rd March 2021. Unless Council has simultaneously the need to seek deputations to Federal Ministers and Departments in Canberra, it would not be normal that Council would send delegates to the Assembly.

Action: For Noting.

6. Julia Creek Aerodrome Rectification Works

Dispute Resolution discussions have been rescheduled for Monday 14th December 2020 after several cancellations. A verbal report will be presented to the meeting of any outcome from the meeting.

Action: For Noting.



Ordinary Meeting of Council Tuesday 15 December 2020

7. Improved Tele-communications for the Residents and Landholders of McKinlay Shire Council

Key Council staff will meet with a north-west telecommunications service provider on Thursday 10th December 2020 to gain a better understanding of what is available in the market place and cost structures.

This item was also discussed at NWQROC on 4th December 2020 and a baseline study is being proposed to identify:

- a. Available technology,
- b. Emerging technology,
- c. Existing Service Providers,
- d. What are the gaps.

In short, there is a lot happening in this space and Council is well advised to ensure a comprehensive information gathering exercise including the findings of the baseline study, prior to committing to any one or more providers.

Action: A verbal update will be provided to the meeting

8. Consideration of Tenders for Livestock transit centre extensions of yards and new dip.

A report will be tabled at the meeting following receipt of alternate options for the dip component of the contract to better fit the available budget.

Recommendation: Council delegate authority to the CEO to negotiate with the most favorable tender a contract for the proposed extensions to the livestock transit centre cattle yards and for a new dip.

9. Appointment of Acting CEO

In the absence of the CEO on Annual Leave commencing 24th December 2020 – 15th January 2021 it is desired that the Council appoint an acting CEO.

Recommendation: Council appoint Ms. Tenneil Cody as Acting CEO for the period 24th December 2020 to 15th January 2021.

Policy/Legislative:

LG Act 2009 & LG Regulation 2012

Operational Financial and Resource Implications:

NIL

Consultation and engagement:

Mayor, Cr Fegan and Cr Pratt

Directors

NWQROC

InfoXpert Document ID:

114221



Ordinary Meeting of Council Tuesday 15th December 2020

- 9.2 Subject:** Deed of Assignment and Consent regarding Deed of Agreement (Pre-qualified Supplier for Hire of Plant) No. 181927
- Attachments:** 9.2.1 Draft Deed of Assignment and Consent Estate Maree Lapworth to D & T Contracting Qld Pty Ltd (*InfoXpert ID: 114216*)
9.2.2 Letter from Kaylene Lapworth (*InfoXpert ID: 114217*)
- Author:** Chief Executive Officer
- Date:** 8th November 2020
-

Executive Summary:

Council has received an application from Kaylene Lapworth as Executor for the Estate of Maree Lapworth seeking to transfer the Deed of Agreement for the operation of a water tanker to Desmond Poole and Tania Cowie under their own company – D & T Contracting Qld Pty Ltd pursuant to *Section 18.14 of the Deed of Agreement (Pre-qualified Supplier for Hire of Plant) No. 181927.*

Recommendation:

That Council consent to the assignment of plant (a truck and water tanker) owned by the Estate of Maree Lapworth to Desmond Poole and Tania Cowie trading as D & T Contracting Qld Pty Ltd subject to the completion and execution of a Deed of Assignment and Consent by both parties and the Mayor and CEO be authorized to sign the Deed.

Background:

Section 18.14 of The Deed of Agreement (Pre-qualified Supplier for Hire of Plant) No. 181927 provides that:

18.14 Assignment

- (a) The Supplier acknowledges and agrees that the Principal may transfer, assign or otherwise dispose of its interest in this Deed without notice to the Supplier.*
- (b) The Supplier must not transfer, assign or otherwise dispose of its interest in this Deed without obtaining the prior written consent of the Principal, which consent may be withheld in its absolute discretion.*

Consideration:

The proposed purchaser is currently the operator of the truck and water tanker and has performed to Council's satisfactio. The proposed purchaser would be required to provide details of licences, insurances etc in order to maintain eligibility under the Pre-qualified Supplier for Hire of Plant register.

A precedent already exists being the transfer of equipment from Elrose to Alexander in July 2019.



Ordinary Meeting of Council Tuesday 15th December 2020

Consultation:

- Chief Executive Officer

Legal Implications:

As per Deed of Agreement.

Policy Implications:

Nil

Financial and Resource Implications:

Nil

InfoXpert Document ID:

114220

DEED OF ASSIGNMENT AND CONSENT

[KAYLENE LAPWORTH, EXECUTOR OF THE ESTATE OF MAREE LAPWORTH]

(“the Assignor”)

[D & T CONTRACTING QLD PTY LTD]

(“the Assignee”)

**MCKINLAY SHIRE COUNCIL
ABN 46 448 426 394**

(“the Council”)

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THIS DEED OF ASSIGNMENT AND CONSENT is made this day of 2020

PARTIES

1. **Kaylene Lapworth of 82 Eva Street, Cloncurry, QLD, 4824**
("the Assignor")

2. **Des Poole & Tanis Cowie trading as D&T Contracting Qld Pty Ltd of Etta Plains Julia Creek Qld 4823**
("the Assignee")

3. **MCKINLAY SHIRE COUNCIL ABN 46 448 426 394 of PO Box 177, Julia Creek in the State of Queensland**
("the Council")

RECITALS

- A. The Assignor has agreed to assign its interest in the Contract to the Assignee who has agreed to accept the Assignment.

- B. The Assignor and Assignee have requested the Council's consent to the Assignment of the Contract which the Council is prepared to consent to subject to the terms of this Deed.

THE PARTIES COVENANT AND AGREE:

1. DEFINITIONS AND INTERPRETATION

1.1 Definitions

In this document unless the context otherwise requires:

- (a) **'Annexure'** means an annexure to this Agreement;

 - (b) **'Assignee'** means D&T Contracting Qld PTY LTD, its successors and assigns

 - (c) **'Assignor'** means Kaylene Lapworth

 - (d) **Assignment** means the transfer of the Contract from the Assignor to the Assignee and includes all liabilities, obligations and responsibilities of the Assignor under the Contract;

 - (e) **'Assignment Date'** means

 - (f) **'Business Day'** means Monday to Friday, except public holidays in Normanton, Queensland;

 - (g) **'Commencement Date'** means the Assignment Date;

 - (h) **'Contract'** means the contract entered into between the Council and the Assignor on 31 December 2018 for plant hire services, a copy of which is contained in the Annexure.

 - (i) **'Council'** means McKinlay Shire Council.;
-

- (j) **'Deed'** means this Deed of Assignment and Consent and includes the Annexure;
- (k) **'Expiry Date'** means the expiry date set out in the Contract;
- (l) **'GST'** means any tax, levy, charge, or impost implemented under the GST Act;
- (m) **'GST Act'** means the *A New Tax System (Goods and Services Tax) Act 1999* (Cth) or an Act of the Parliament of the Commonwealth of Australia substantially in the form of or which has a similar effect to the GST Act;
- (n) **'Term'** means the term of the Contract or as otherwise extended by Council.

1.2 Interpretation

In the interpretation of this Deed unless the context otherwise requires:

- (a) A reference to any of the parties includes in the case of a person, their personal representatives and permitted assigns, and in other cases their successors and permitted assigns.
- (b) Any obligation on the part of two or more persons is deemed to bind or benefit as the case may be any two or more of them jointly and each of them severally.
- (c) Words expressing the singular include the plural and vice versa.
- (d) References to any document or agreement includes all references to such document or agreement as amended, notated, supplemented, varied or replaced from time to time.
- (e) Unless the application is mandatory by law, any legislation present or future will not apply to this Deed so as to abrogate, extinguish, impair, delay or otherwise prejudicially affect the exercise of any party's rights.

2. ASSIGNMENT OF THE CONTRACT

2.1 The Assignor transfers and assigns to the Assignee from the Assignment Date all of the Assignor's rights, title and interests as the contractor under the Contract.

2.2 The Assignee acknowledges and agrees that it has read and understood the terms of the Contract and the understands and accepts the rights and obligations as Assignee under the terms of the Contract and accepts the Assignment of the Contract from the Assignor on that basis.

3. THE ASSIGNEE'S OBLIGATIONS

3.1 The Assignee agrees:

- (a) to perform all of the obligations in the Contract on the part of the Assignor, to be performed from the Assignment Date as if the Assignee had originally been named as the contractor in the Contract; and
- (b) indemnifies the Assignor and Council against any loss suffered by it for any reason or of any breach after the Assignment Date of any such obligations in the Contract by the Assignee.

4. THE ASSIGNOR'S OBLIGATIONS

4.1 The Assignor warrants to the Assignee that to the best of its knowledge:

- (a) the Contract is in full force and effect and has in no way become void or voidable; and
- (b) that all of the conditions of the Contract on the part of the Assignor to be performed have been performed up to the Assignment Date.

4.2 The Assignor acknowledges that notwithstanding the Assignment of the Contract, the Assignor shall remain liable with the Assignee to the Council for the performance and observance of all of the terms, covenants and conditions of the Contract until the expiration of the Term of the Contract.

5. CONSENT OF COUNCIL

5.1 Council consents to the Assignment of the Contract to the Assignee from the Assignment Date subject to the terms and conditions set out in this Deed.

5.2 Council agrees to be bound by the provisions of the Contract as if the Assignee were the contractor originally named in it provided that at all times the Assignee is not in breach of any of the terms or conditions of the Contract or this Deed for the Term.

5.3 The Assignor must reimburse all Council's reasonable costs in consenting to this Assignment including:

- (a) all of the costs, charges and expenses of the Council in connection with all enquiries by the Council as to the respectability, responsibility, solvency, fitness and suitability of the Assignee; and
- (b) negotiations preparation, execution of this Deed; and
- (c) all monies due or owing to the Council under the terms of the Contract.

6. GENERAL PROVISIONS

6.1 Time of the essence

Time is of the essence of this Deed in respect of an obligation of the Assignor or the Assignee to pay money.

6.2 GST

If any payment made by one party to any other party under or relating to this document constitutes consideration for a taxable supply for the purposes of GST or any similar tax, the amount to be paid for the supply will subject to the receipt by the payer of a tax invoice in the prescribed form be increased so that the net amount retained by the supplier after payment of that GST is the same as if the supplier was not liable to pay GST in respect of that supply. This provision is subject to any other agreement regarding the payment of GST on specific supplies, and includes payments for supplies relating to the breach or termination of, and indemnities arising from, this document.

6.3 Notices

- (a) Any notice to or by a party under this document must be in writing and signed by the sender or, if a corporate party, an authorised officer of the sender.
- (b) Any notice may be served by delivery in person or by post or transmission by facsimile to the address or number of the recipient specified in this provision or most recently notified by the recipient to the sender.
- (c) Any notice is effective for the purposes of this document upon delivery to the recipient or production to the sender of a facsimile transmittal confirmation report before 5.00pm local time on a day in the place in or to which the written notice is delivered or sent or otherwise at 9.00am on the next day following delivery or receipt.

6.4 Governing Law and Jurisdiction

This Deed is governed by and construed under the law in the State of Queensland.

6.5 Amendments

Any amendment to this document has no force or effect, unless effected by a document executed by the parties.

6.6 Further assurance

Each party must execute any document and perform any action necessary to give full effect to this document, whether before or after performance of this document.

6.7 Waivers

Any failure by any party to exercise any right under this document does not operate as a waiver and the single or partial exercise of any right by that party does not preclude any other or further exercise of that or any other right by that party.

6.8 Remedies

The rights of a party under this document are cumulative and not exclusive of any rights provided by law.

6.9 Severability

Any provision of this document which is invalid in any jurisdiction is invalid in that jurisdiction to that extent, without invalidating or affecting the remaining provisions of this document or the validity of that provision in any other jurisdiction.

6.10 Counterparts

This Deed may be executed in any number of counterparts, all of which taken together are deemed to constitute one and the same document.

DATED THIS

day of

2020

EXECUTED AS A DEED.

EXECUTED for and on behalf of MCKINLAY SHIRE COUNCIL pursuant to section 236 of the Local Government Act 2009 (Qld) by the MAYOR and CHIEF EXECUTIVE OFFICER in the presence of:

Mayor

Signature of Witness

Chief Executive Officer

Print Name


Date

EXECUTED by Kaylene Lapworth as Assignor pursuant to its Constitution and section 127 of the Corporations Act 2001 (Cth)



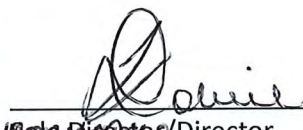
Sole Director/Director

9.12.2020
Date



Witness Kathryn Frances Hall

EXECUTED by Tania Cowie as Assignee pursuant to its Constitution and section 127 of the Corporations Act 2001 (Cth)



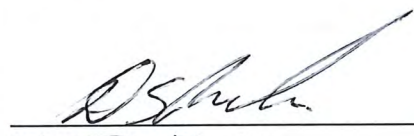
~~Sole Director/Director~~

9.12.20
Date



Witness

EXECUTED by Des Poole as Assignee pursuant to its Constitution and section 127 of the Corporations Act 2001 (Cth)



~~Sole Director/Director~~

9-12-2020
Date



Witness

John Kelly
The CEO
McKinaly Shire Council
Julia Creek
Qld 4823
16 November 2020

RE: Maree Lapworth Estate sale of Semi Water Truck

Dear John,

I Kaylene Lapworth, would like to advise Council of the impending sale of Maree Lapworth's semi water truck once the Deed of Probate has been issued for the estate.

Mack prime mover registration - 950SWO

Alcan trailer registration – 925QUR

The purchasers are Desmond Poole and Tania Cowie who are locals of Julia Creek. Des and Tania will be submitting all future tenders under their own company details – D & T Contracting Qld Pty Ltd.

I will advise Council immediately upon sale of above Semi water truck.

Regards,

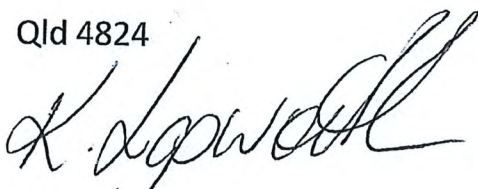
Kaylene Lapworth

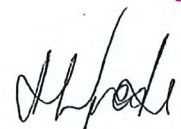
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82 Eva Street

Cloncurry

Qld 4824




KIMBRA WIATKI
"J.P. QUALIFIED"



9.3 Subject: Performance Plan for CEO 2020-2021
Attachments: 9.3.1 Performance Plan – 2020/2021 (*Infoxpert ID:114219*)
Author: Chief Executive Officer
Date: 9th December 2020

Executive Summary:

It is a good management practice that Council have in place a performance plan for the Chief Executive Officer to set goals and monitor performance against that plan. Periodic discussions should be held throughout the year to provide feedback to the CEO on performance against the Plan.

Recommendation:

Council adopt the performance plan for the Chief Executive Officer 2020/2021 as discussed and amended at the Ordinary Meeting.

Background:

The development of and agreement on a Performance Plan should be an essential component arising from the signing of a Contract of Employment for the CEO. It should clearly identify to Council and the Officer exactly what is expected, what are the key priorities and expected delivery timelines over the duration of the Plan.

Consideration:

Attached to this report is a draft plan for consideration, amendment and adoption. Normally this would be developed within the first three months of engagement, however, other work pressures have intervened. It was also necessary for the CEO to understand what are the issues after working with the Mayor, Councillors and staff and this has been an emerging picture over the past 4 – 5 months.

Additionally, the need to recruit a competent Director of Engineering impacted the time available to the CEO to finalise a complete draft plan.

Once the plan is adopted, the Mayor and Deputy Mayor should periodically (desirably every three months) meet with the CEO to discuss performance against the key deliverables within the plan and provide feedback, both positive and constructive. A verbal report should be conveyed to a meeting of Council at the end of each quarter with a written report at the end of each year. This would inform the development of the Performance Plan for the CEO in the ensuing year.



Ordinary Meeting of Council Tuesday 15th December 2020

Consultation:

- Chief Executive Officer

Legal Implications:

Nil

Policy Implications:

Nil

Financial and Resource Implications:

Nil

InfoXpert Document ID:

114218



PERFORMANCE PLAN – 2020/2021
for
CHIEF EXECUTIVE OFFICER – John Francis KELLY

Objective	Task	Timeline
Improved Communications with Mayor and Councillors	<ol style="list-style-type: none"> 1. Give regular updates on projects and issues 2. Use clear and concise reporting 3. Provide frank and fearless advice to Council 4. Provide wise guidance to Council in a civil and unbiased manner 	Weekly/Monthly/Quarterly
Improved Communications with the Community	<ol style="list-style-type: none"> 1. Foster open Council meetings & minimise closed sessions in Council Meetings 2. Reduce Confidential reports to Council 3. Transparent decision making 4. Respond openly to requests for explanations of Council decisions 5. Continued publication of Community Newsletters 	Ongoing
Improved Communications with Staff	<ol style="list-style-type: none"> 1. Visit Council job sites and workplaces 2. Speak with staff about work related issues 3. Foster staff and team meetings 4. Issue CEO monthly staff newsletters 	Weekly/Monthly/Quarterly
Foster excellent communications with Government Departments NW Councils & External Agencies	<ol style="list-style-type: none"> 1. Regular telephone & in person contact with key Gov Depts incl TMR, Local Gov, DNRME, DAF 2. Attend relevant quarterly meetings incl NWQROC, Mitez & DDMG 3. Respond to Gov in a timely manner 	Ongoing
Improve Council's Organisational performance	<ol style="list-style-type: none"> 1. At all times you will approach your responsibilities with a sense of urgency 2. Lead by example 3. Be a relentless leader 4. Understand what are the high priority projects & drive these 5. Minimise poor outcomes by setting expectations & seeking regular progress reports 6. Oversee good financial management 	Ongoing
Specific Projects	<ol style="list-style-type: none"> 1. Recruit a competent Director of Engineering 2. Recruit a replacement E/A 3. Complete the Water Tower Refurbishment on budget 4. Complete the new J.C. Town Bore on budget 5. Complete refurbishment of Hickman St 	<p>30th Sept 2020</p> <p>30th Sept 2020</p> <p>31st Oct 2020</p> <p>31st Dec 2020</p> <p>30th June 2021</p>

	<p>Pump Station on budget</p> <ol style="list-style-type: none"> 6. Complete the Livestock Transit Centre extensions & new dip on budget 7. Oversight the successful implementation of 2019 Flood damage 8. Oversight the successful implementation of the Capital Works Program 9. Oversight the Annual Audit 10. Publish 2019/20 Annual Report 11. Resolve the Julia Creek Aerodrome construction dispute 12. Resolve the Kynuna Water supply issues 13. Examine means of dealing with dilapidated buildings in Town 14. Respond in a timely manner to Flinders River Irrigated Agriculture project/s 15. Establish a rapport with D & D Committee and resolve outstanding issues 16. Prepare Tenders and finalise 2021 - 22 Contractors Plant Hire Register 17. Review Org Structure prior to 21/22 Budget 18. Oversight prep of 2021 Certified Agreement 19. Provide leadership and support to Council's W.H.& S issues 	<p>30th June 2021</p> <p>30th June 2021</p> <p>30th June 2021</p> <p>30th Nov 2020</p> <p>30th Nov 2020</p> <p>30th June 2021</p> <p>30th June 2021</p> <p>31st Dec 2020</p> <p>31st Dec 2020</p> <p>31st Dec 2020</p> <p>31st Dec 2020</p> <p>31st Dec 2020</p> <p>31st Mar 2021</p> <p>30th June 2021</p> <p>Ongoing</p>
Strategic Planning and forward thinking	<ol style="list-style-type: none"> 1. Prepare a list of shovel ready projects in the event of funding opportunities 2. Bring forward proposals to improve the appearance and liveability of the Town 3. Respond to enquiries for developments 4. Plan a strategy for expansion of Julia Creek 5. Prepare to meet the need for accommodation, infrastructure & services as a consequence of the Multicom Vanadium Mine 6. Commence a succession plan 	<p>31st Dec 2020</p> <p>31st Mar 2021</p> <p>Ongoing</p> <p>30th Jun 2021</p> <p>30th Jun 2021</p> <p>30th Jun 2021</p>



10. WORKPLACE HEALTH AND SAFETY



10.1 Subject: WHS Report – November 2020

Attachments: Nil

Author: WHS Officer

Date: 11 December 2020

Executive Summary:

This report outlines the general status of Work Health and Safety at McKinlay Shire Council for the period of November 2020.

Recommendation:

That Council receives the November 2020 WHS Report.

Background:

This report outlines the general status of Work Health and Safety at McKinlay Shire Council for the period of November 2020.

Detailed below are the general areas of importance to the safety of workers at McKinlay Shire Council throughout the month.

Consultation: (internal/External)

Nil

Legal Implications:

Nil

Policy Implications:

Nil

Financial and Resource Implications:

As provided in the report.

InfoXpert Document ID:

114163



DATE; **11 December 2020** Monthly Quarterly Yearly Two Yearly

November 2020

COVID-19

COVID-19 will likely be an on-going issue for the next 12-18 months throughout Australia. In Queensland –

Case summary

Cases	Total
Number of cases	1,202
Last 24 hours	0
Active cases ^[1]	10
Recovered	1,184
Current hospitalisations	11
Patients currently in ICU	0
Deaths	6
Cases of First Nations people ^[2]	10

Data as at 01/12/2020. Refer to [data caveats](#).

Due to Queenslanders great work in keeping up physical distancing, practising good hygiene and sticking to the State’s restrictions, we can now have 100 people gather in public outdoor spaces, and 50 people can gather at a private property, this number includes those who live with you.

What changed from 1am 1 December 2020:

- Currently, there are no Restricted Local Government Areas within Qld.
- There are no [COVID-19 hotspots](#) in New South Wales or Victoria
 - This means you can enter Queensland from 1am AEST Tuesday 1 December, even if you have been in greater Sydney or Victoria in the 14 days prior
 - Anyone in mandatory government arranged quarantine - due to entering from New South Wales or Victoria - will be able to leave quarantine if they have a negative COVID-19 test, declare in writing they have not been in a South Australian hotspot in the last 14 days, and provide their contact details and Queensland address.
- Specific parts of South Australia will continue to be COVID-19 hotspots.
- You will only be required to complete a Queensland Border Declaration Pass if in the last 14 days, you have been in a hotspot or overseas and didn’t fly into Queensland when you arrived in Australia.
- You must fly into Queensland if you are permitted to enter from a hotspot. You will need to be granted an exemption to enter by road from a hotspot unless you are a truck driver, worker related to the transport of freight and logistics or performing selected essential activities.



The WHS COVID-19 Plan for all areas are being looked at on a bi-monthly basis or as required and are staff are being consulted at all times. We all need to continue to be vigilant.

Objectives of WH&S Management System Plan 2019-2021

1. Comply with the intent of the Workplace Health and Safety Act 2011 in preventing a persons death, injury or illness being caused by a workplace, by a relevant workplace area, by work activities, or by plant or substances for use at a workplace
2. Contribute to a Management framework that allows all work areas to manage WH&S in a preventative way;
3. Ensure that WH&S is an integral part of effective business practice; and
4. Clearly state the principles for managing WH&S and how the organisation is expected to perform in accordance with legislative requirements

The primary objective is to provide a structured methodology to conduct all WH&S matters over an annual cycle.

5. McKinlay Shire Council (MSC) Management team have identified the top 5 work health and safety risks to Council for 2019 and will be reviewed annually. These are:-
 - Verification of Competency (VOC)
 - VoC & VoCC Procedure in operation, with process followed over the last month to ensure all workers are Competent with the Machinery. This will be expanded in coming months to involve further smaller plant.
 - Contractor Management
 - Contractor management in reference to WHS is being conducted on the SkyTrust system which is being supported by Local Government Workcare.
 - VendorPanel is also starting to be used
 - Risk Management
 - Fit for work
 - Plant Risk Management

Quarterly KPI's	Measurement / Score	Detail / Information
80% of completed items indicated in QAP's	77%	Figure is ongoing.
20% of carry over items indicated in QAP's	Added to RAP	See QAP's, Per Quarter and accumulative tally
Quarterly KPI's	Measurement / Score	Detail / Information
Progressive Statistics as above	✓	See QAP's Table following on P3 of this Report, Per month and accumulative tally
Progressive incidents, LTI's and days lost over the year;	✓	Incident and Event Statistical information collated on P4 of this Report, Per month and accumulative tally
Progressive lost time frequency and duration rates compared to the scheme	✓	LGMS Dashboard Information, P4 of Report



Progressive costs of claims over the year;	✓	LGMS Dashboard Information, P4 of Report
Hazard inspections completed as per the Hazard Inspection Matrix	✓	See Hazard Inspection Table on P3
Yearly KPI's	Measurement / Score	Detail / Information
Progressive monthly statistics as above	✓	See QAP's Table following on P3 of this Report, Per month and accumulative tally
Progressive incidents, LTI's and days lost over the year;	✓	Incident and Event Statistical information collated on P4 of this Report, Per month and accumulative tally
Progressive lost time frequency and duration rates compared to the scheme	✓	LGMS Dashboard Information, P4 of Report
Progressive costs of claims over the year;	✓	LGMS Dashboard Information, P4 of Report
Hazard inspections completed as per the Hazard Inspection Matrix	✓	See Hazard Inspection Table on P3
Results of Internal WH&S Management System Audit or the WHSA Annual Assessment Report	Still ongoing	To Schedule 2020 Audit was originally meant to occur just after the 2019 floods so was postponed. Still yet to be scheduled for 2020. With COVID-19 will now likely occur 2021.
Two (2) Yearly	Measurement / Score	Detail / Information
Progressive Monthly and 3 monthly statistics as above	✓	See the following tables for statistical outcomes.
Results of an external WHS Management Systems Audit or the WHSA's Annual Assessment Report	50%	
Results of the overall, two yearly injury trend analysis	N/a	Ongoing statistical information following
Additional Objectives <i>(WH&S Management System Plan 2019 / 2021)</i>	Measurement / Score	Detail / Information
Sufficient resources trained to conduct SafePlan's Internal WHS Management Systems Auditing.	TBC	JLTA is completing current audit, will look to complete this if necessary.
The audit report will be accompanied by a Rectification Action Plan (RAP) that will be forwarded to the CEO, Senior Management and	✓	



then to the WHS Committee for discussion.		
Actions Register; number of actions outstanding	✓	<i>See the Actions Register Table at P3</i>
Training / Information completed as per 'Matrix for T5	✓	<i>See Compliance training table at P3</i>
Prestarts and Toolbox Meetings completed	✓	<i>See Table at P3 for Consultation completions</i>

Key Outcomes

1. Management and workers display commitment and involvement in achieving a safe and health workplace
2. Appropriate consultative mechanisms are implemented
3. Safe systems of work are implemented and maintained
4. Plant and equipment is maintained in a safe condition
5. All workers receive supervision, instruction, information & induction training in all matters pertaining to WHS
6. Reporting of all accidents / incidents & mishaps & / or systems that may be related to WHS risks at workplace
7. Effective rehabilitation programs with early intervention to assist injured workers back into the workplace
8. The provision & maintenance of workplaces and equipment where risk to people is eliminated or minimised;
9. Provision of personal protective clothing & equipment, where appropriate, for control of workplace hazards

Note all of the above KPI's are mandatory and MUST be reported on as directed

Reference;

MSC WHS Safety Management System Plan 2019-2021

Procedure, Performance Measures, April 2015 and

Procedure, WH&S Incentives and Awards, March 2014



Compliance Training

As per MSC WHS Safety Management System Plan 2019-2021

E3Learning has been mostly abandoned at this point with only the ELC Staff still completing it.

Below shows the percentage of completion for each area. Contractor's percentages are based upon having 5 contractor crews consistently working, this is based on that crew being a crew of 10.

Month	Corporate & Community	Works/Depot/P&G	Contractors
June	70%	78%	80% (now % is based on 5 crews of 10)
July	65%	59%	52% (appear to be missing T5's from 1 full crew)
August	64%	67%	66% (still seem to be missing T5's from 1 full crew)
September	45%	44%	56% (Missing T5's from 2 full crews)
October	48%	43%	20% (Missing T5's from 3 full crews) WHS Officer following up with AECOM)
November	27%	26%	80% (now % based on 4 crews of 10)

Key Performance Indicators

As per 'Schedule, Hazard Management Inspection Register', and MSC WHS Safety Management System Plan 2019-2021 Including Quarterly Action Plans (QAP's)

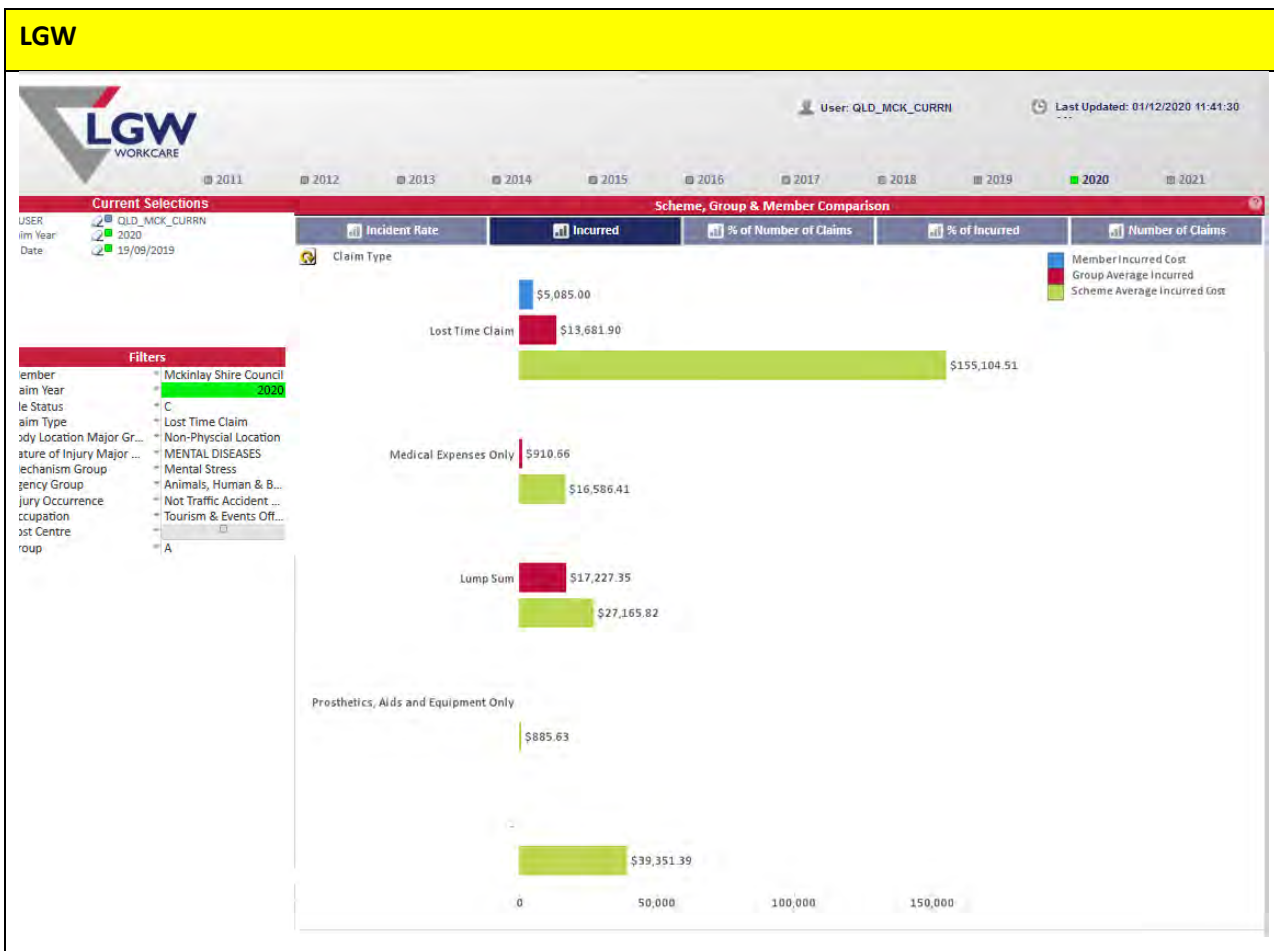
MONTH	Quarterly Action Plans (MAP's)							Audits / Hazard Inspections			Consultation				Risk Management		Comments / Information
	#	Total	Close Out	Comp %	Target	Transferred to CAR		Sched	Complete	Not Comp	P/Start TOTAL	P/Start MSC	P/Start DRFA	T/box	JSEA's & SWMS's	Plant & Equip	
Jan-19	12	12	7	58%	80%	5	42%	0	0	0	72			1	4		
Feb-Mar 19	19	19	16	84%	80%	3	16%	51	32	19	101			11	14		
Apr-Jun 19	12	12	10	83%	80%	2	17%	41	19	22	402			37	11		
Jul-Sep 19	12	12	11	92%	80%	1	8%	49	27	22	521			19	18		
Oct-Dec 19	12	12	11	92%	80%	1	8%	30	13	17	449			24	36		
Jan-Mar 20	17	17	12	71%	80%	5	29%	52	33	19	487			20	57		
Apr-Jun 20	12	12	9	75%	80%	3	25%	59	44	15	632			19	60		
Jul-Sep 20	11	11	10	91%	80%	1	9%	52	11	41	638	289	349	11	95		
Oct-Dec 20	11	11	9	82%	80%		18%	27	11	16	337	199	138	3	19		
Jan-Feb 21	15				80%												
Total 2018	133		95	81%	80%	38	19%	361	190	171	3639			145	314	0	



OUTSTANDING ACTIONS	Extreme Risk	High Risk	Moderate Risk	Low Risk	Details / Comments
Total 58 (in Rectification Action Plan)	1	8	33	16	At 02/12/2020
Total 16 (In SkyTrust)	0	1	8	7	At 02/12/2020

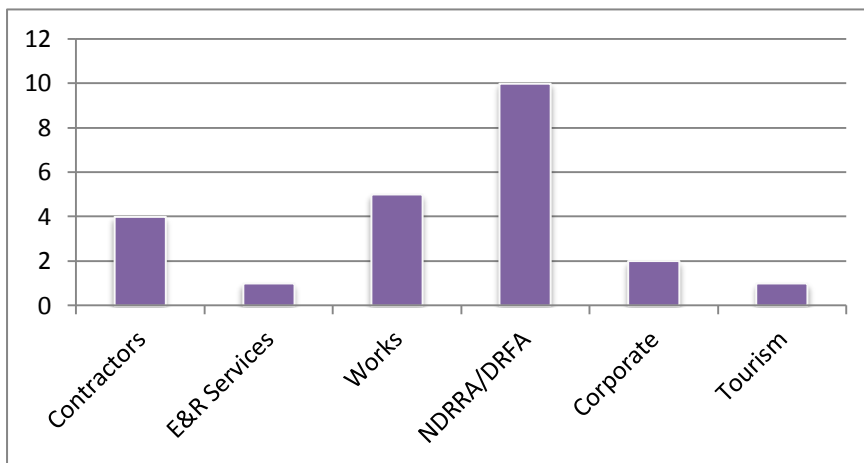
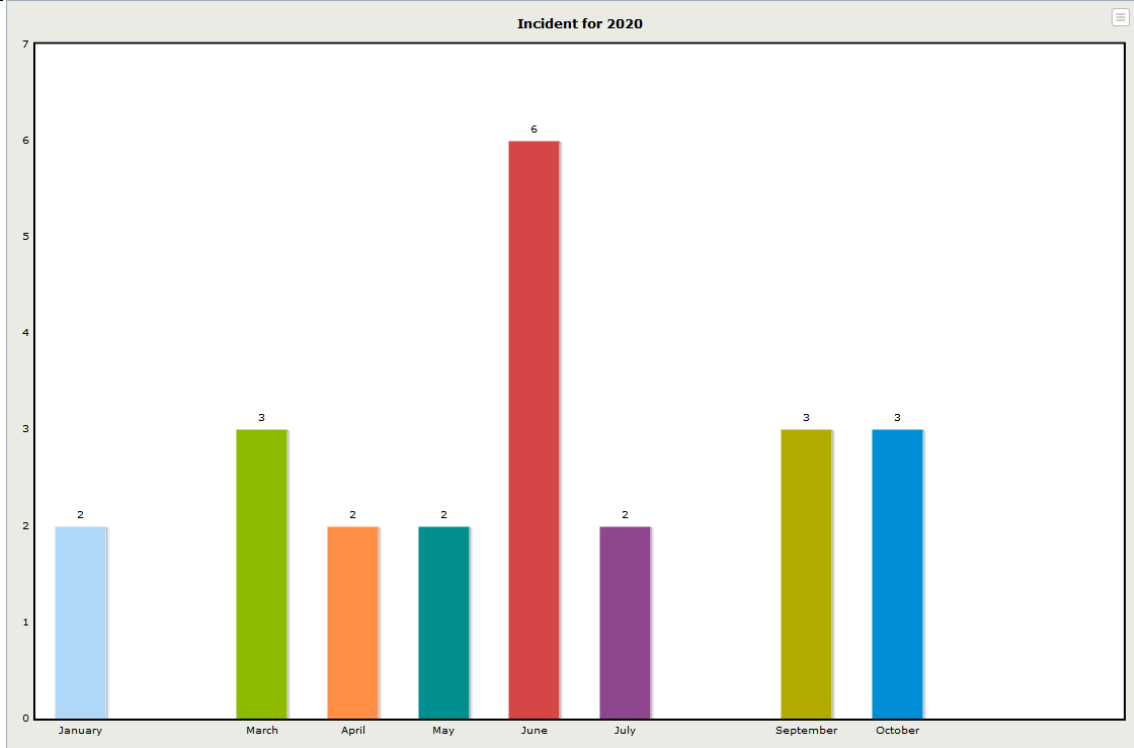
Extreme Risk; Identified issue with access to Kynuna Bore, EWP Access only – remove platform and ladder (dangerous). Access has been restricted (and notified to all parties) however the ladder is still present.

Actions are identified via Inspections, Audits, Incidents etc. and their risk assessed, with preventative or corrective actions identified to control the risk – this process improves the Health, Safety and compliance of the business.





Incidents and Events



No incidents were recorded for November 2020.



Ordinary Meeting of Council Tuesday, 15th December 2020

11. CLOSE