

Ordinary Meeting Agenda

PUBLIC

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

Tuesday 14 December 2021, 9:00am

Notice is hereby given that an Ordinary Meeting will be held at the Council Chambers,
Civic Centre, Julia Creek on 14th December 2021 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, Mr. Trevor Williams
Executive Assistant, Mrs. Melissa Mussig
Director of Corporate and Community Services, Ms. Tenneil Cody
Director of Engineering, Environment and Regulatory Services, Mr. Cameron Scott

Other people in attendance:

Apologies:

2.1 APPOINTMENT

3. DECLARATION OF CONFLICT OF INTEREST

Declaration of Conflict of Interest for item 5.3 Subject: Award T2122002 Sale of Miscellaneous Items Tender

I, Cr. John Lynch declare that I have a conflict of interest with respect to agenda item 5.3 of the December 2021 Ordinary Meeting (as defined the Local Government Act 2009, section 150EN). The nature of my interest is as follows:

- Submissions of Tender T2122002 Sale of Miscellaneous Items.

Declaration of Conflict of Interest for item 5.3 Subject: Award T2122002 Sale of Miscellaneous Items Tender

I, Cr. Tim Pratt declare that I have a conflict of interest with respect to agenda item 5.3 of the December 2021 Ordinary Meeting (as defined the Local Government Act 2009, section 150EN). The nature of my interest is as follows:

- Submission of Tender T2122002 Sale of Miscellaneous Items.

4. CONFIRMATION OF MINUTES

That the Minutes of the Ordinary Meeting 16th November 2021 be confirmed.



MCKINLAY SHIRE COUNCIL

UNCONFIRMED MINUTES

OF THE

ORDINARY MEETING OF COUNCIL

HELD AT THE

BOARDROOM, CIVIC CENTRE
JULIA CREEK

16 November 2021

ORDER OF BUSINESS

1. Opening
2. Attendance
- 2.1 Appointment
3. Declaration of Conflict of Interest
- 4.0 Confirmation of minutes of Ordinary Meeting on 19 October 2021
- 4.1 Confirmation of minutes of Special Meeting on 2 November 2021
- 4.2 Business Arising out of minutes of previous Meeting

5. ENGINEERING REPORT

- 5.1 Engineering Works Monthly Report
- 5.2 Award of McKinlay Shire various seals VP275903
- 5.2.1 Fulton Hogan Letter
- 5.2.2 Quotation Submission SPA
- 5.2.3 Quotation Landsborough Highway
- 5.3 Building our Regions Funding Round 6

6. ENVIRONMENTAL & REGULATORY SERVICES REPORT

- 6.1 Environmental and Regulatory Services Monthly Report
- 6.2 Amendment to Subordinate Local Law No. 2 (Animal Management) 2019
- 6.2.1 Subordinate Local Law No. 2
- 6.2.2 List of likely anti-competitive provisions included in subordinate local law
- 6.2.3 Draft public consultation notice
- 6.3 Application for Surrender and Re-Issue of Permit to Occupy over Lot A on AP5123 2021/003481
- 6.3.1 Email Correspondence from DNR including smart map
- 6.4 Budget Reallocation from 0420-3810-0001, Netterfield Street Turf and Irrigation to 0420-2610-0008, WIP CEO House 17 Coyne Street

7. COMMUNITY SERVICES REPORT

- 7.1 Community Services Monthly Report
- 7.2 McKinlay Shire Council RADF Program – Round 1 2021-22
- 7.3 Budget Reallocation Capital Works Program 2021-22
- 7.4 QCWA McKinlay Branch – Community Sponsorship Request
- 7.5 Kids of the Creek Inc – Community Donation Request
- 7.6 QCWA Nelia Branch – Community Sponsorship Request
- 7.7 Julia Creek Early Learning Centre Fees

8. CORPORATE SERVICES REPORT

- 8.1 Corporate Services Monthly Report
- 8.2 2020/21 Financial Year Annual Report Adoption
- 8.2.1 Annual Report – Separate Attachment
- 8.3 Final Management Report 2021
- 8.3.1 Final Management Report Letter – Queensland Audit Office

9. CHIEF EXECUTIVE OFFICERS REPORT

9.1 Chief Executive Officer's Report

9.2 Dirt n Dust Committee Various Matters

9.2.1 DND Letter

9.3 Application to Open New Access Road into Cooradine

9.3.1 Map showing old survey and proposed new road

9.4 Council Meeting Dates for 2022

10. WORKPLACE HEALTH AND SAFETY

10.1 WHS Report

11. CLOSE

Unconfirmed

1. OPENING BUSINESS ▲

All Councillors having signed the Attendance Book, Mayor Philip Curr declared the meeting open at 9:01am.

2. ATTENDANCE ▲

Mayor: Cr. P Curr (Via Tele-conference)

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

Staff:

Chief Executive Officer, Mr. John Kelly

Executive Assistant, Mrs. Melissa Mussig

Director of Corporate & Community Services, Ms. Tenneil Cody

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

Environmental Regulatory Services, Team Leader, Ms. Megan Pellow

Other people in attendance:

Director, QEM Limited, John Henderson

Managing Director, QEM Limited, Gavin Loyden

Communications Director, QEM Limited, Joanne Bergamin at 11:00am

Apologies:

Nil

3. DECLARATION OF CONFLICT OF INTEREST**Declaration of Conflict of Interest of Item 9.2**

I, Cr. Tim Pratt, declare that I have a perceived declarable conflict of interest with respect to agenda item 9.2 Dirt and Dust Committee various matters pursuant to the *Local Government Act 2009*, section 150EQ(4)(a) as follows: -

- I am the spouse of Sheree Pratt who holds an Executive position in Dirt n Dust Committee.

I have determined that this personal interest is not of sufficient significance that it will lead me to making a decision on the matter that is contrary to the public interest. I will best perform my responsibility of serving the overall public interest of the whole of the Council's area by participating in the discussion and voting on this matter.

However, I acknowledge that the remaining Councillors must determine, pursuant to section 150ES of the *Local Government Act 2009*: whether -

- i. I must leave the meeting while this matter is discussed or voted on; or
- ii. I may participate in the meeting in relation to the matter, including by voting on the matter.

Voting on the Declaration by Cr Tim Pratt

Mayor Philip Curr asked all of the remaining Councillors, excluding Cr Pratt to vote by a show of hands pursuant to section 150ES of the *Local Government Act 2009* on whether Cr Pratt must leave the meeting when item 9.2 is debated or whether Cr Pratt may participate in the meeting in relation to the matter, including by voting on the matter.

On a show of hands:

Cr Curr, Cr Fegan, Cr Royes and, Cr Lynch voted in favour of Cr Pratt participating in the meeting in relation to item 9.2, including by voting on the matter.

4.0 CONFIRMATION OF MINUTES

Confirmation of Minutes of the Ordinary Meeting of Council held on 19th October 2021.

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 19th October 2021 be confirmed.

Resolution No. 104/2021

The Minutes of the Ordinary Meeting of Council held on 21 September are confirmed.

Moved Cr. J Fegan

Seconded Cr. T Pratt

CARRIED 5/0

4.1 CONFIRMATION OF MINUTES

Confirmation of Minutes of the Special Meeting of Council held on 2nd November 2021.

RECOMMENDATION

That the Minutes of the Special Meeting of Council held on 2nd November 2021 be confirmed.

Resolution No. 105/2021

The Minutes of the Special Meeting of Council held on 2nd November are confirmed.

Moved Cr. S. Royes

Seconded Cr. T Pratt

CARRIED 5/0

4.2 BUSINESS ARISING FROM PREVIOUS MINUTES

5. ENGINEERING SERVICES

5.1 Engineering Works Report

This report outlines the general activities for the Engineering Department for the month of October 2021.

RECOMMENDATION

That Council receives the Engineering Services monthly report for October 2021.

Resolution No. 106/2122

That Council receives the Engineering Services monthly report for October 2021.

Moved Cr. J. Lynch

Seconded Cr. J Fegan

CARRIED 5/0

5.2 Award of McKinlay Shire various seals VP275903

Council staff sought Vendor Panel quotations from LocalBuy approved contractors for sealing the works involved with Dept. Transport and Main Roads (DTMR) CN-17292 Contract and resealing 10km Gilliat/McKinlay Rd. Three submissions were received

RECOMMENDATION

That Council resolves to

- a. Reallocate \$56,000 from unspent funds R2R Burke St Reseal project to R2R Reseal Gilliat McKinlay Rd project and;
- b. Accept the quotation from Austek Spray Seal in response to Vendor Panel Request VP275903

Resolution No. 107/2122

That Council resolves to

- a. Reallocate \$56,000 from unspent funds R2R Burke St Reseal project to R2R Reseal Gilliat McKinlay Rd project and;
- b. Accept the quotation from Austek Spray Seal in the sum of \$251,383.22 excl gst in response to Vendor Panel Request VP275903

Moved Cr. J Lynch

Seconded Cr. T Pratt

CARRIED 5/0

5.3 Subject: Building our Regions Funding Round 6

At the September 2021 General Meeting Council resolved –

“Resolution No. 70/2122

Council requests staff to investigate the eligibility of submitting an application for water and sewage construction for stage 2 of the sub division under BOR phase 6.

Moved Cr. Janene Fegan Seconded Cr. Tim Pratt

CARRIED 5/0”

Staff and Council consultant have investigated this and propose that an alternate project be put forward for the expression of interest stage of BOR Round 6.

RECOMMENDATION

That Council resolve to:

Submit an application detailing the project “Sewerage Treatment Plant Inlet Works and Upgrade” be submitted to the Building our Regions Funding Round 6 program.

Resolution No. 108/2122

That Council resolve to:

Submit an application detailing the project “Sewerage Treatment Plant Inlet Works and Upgrade” be submitted to the Building our Regions Funding Round 6 program.

Moved Cr. J Lynch

Seconded Cr. J Fegan

CARRIED 5/0

6. ENVIRONMENTAL AND REGULATORY SERVICES ▲**6.1 Environmental and Regulatory Services Report**

This report outlines the general activities, revenue and expenditure for the department for the period October 2021.

RECOMMENDATION

That Council receives the October 2021 Environmental and Regulatory Services Report.

Resolution No. 109/2122

Council receives the October 2021 Environmental and Regulatory Services Report.

Moved Cr. S Royes

Seconded Cr. T Pratt

CARRIED 5/0

6.2 Subject: Amendment to Subordinate Local Law No. 2 (Animal Management) 2019

Council wishes to amend Subordinate Local Law No. 2 (Animal Management) 2019 in various respects, including when the keeping of animals is prohibited, animal approval requirements, minimum standards for keeping of animals etc.

Council is required to pass a resolution to proposed to make the Animal Management (Amendment) Subordinate Local Law (No. 1) 2021.

RECOMMENDATION

Council resolves to propose to make Animal Management (Amendment) Subordinate Local Law (No. 1) 2021.

Resolution No. 110/2122

Council resolves to propose to make Animal Management (Amendment) Subordinate Local Law (No. 1) 2021 as proposed in the Environmental and Regulatory Services Report.

Moved Cr. J Fegan

Seconded Cr. S Royes

CARRIED 5/0

6.3 Subject: Application for Surrender and Re-Issue of Permit to Occupy over Lot A on AP5123 – 2021/003481

Council's views and or requirements are sought by the Department of Resources regarding the surrender and re-issue of permit to occupy over Lot A on AP5123.

RECOMMENDATION

That Council resolves to advise the Department of Resources that it has no objections or requirements for the re-issue of the permit to occupy over Lot A on AP5123.

Resolution No. 110/2122

That Council resolves to advise the Department of Resources that it has no objections or requirements for the re-issue of the permit to occupy over Lot A on AP5123.

Moved Cr. S Royes

Seconded Cr. J Lynch

CARRIED 5/0

6.4 Budget Reallocation from 0420-3810-0001, Netterfield Street Turf and Irrigation to 0420-2610-0008, WIP CEO House 17 Coyne Street

Propose to reallocate \$10,000 of unspent funds from job cost 0420-3810-0001, Netterfield Street Turf and Irrigation to job cost 0420-2610-0008, WIP CEO House 17 Coyne Street to allow for repairs to ceiling and internal painting

RECOMMENDATION

Council resolves to relocate \$10,000 from job cost 0420-3810-0001, Netterfield Street Turf and Irrigation to job cost 0420-2610-0008, WIP CEO House 17 Coyne Street to allow for repairs to the ceiling and internal painting of the property

Resolution No. 111/2122

Council resolves to relocate \$10,000 from job cost 0420-3810-0001, Netterfield Street Turf and Irrigation to job cost 0420-2610-0008, WIP CEO House 17 Coyne Street to allow for repairs to the ceiling and internal painting of the property

Moved Cr. J Fegan

Seconded Cr.S Royes

CARRIED 5/0

7. COMMUNITY SERVICES ▲

7.1 Community Services Monthly Report

Council is presented with the monthly Community Services report, which provides an overview of the operations for the month: October 2021.

RECOMMENDATION

That Council receives the Community Services monthly report for October 2021.

Resolution No. 112/2122

That Council receives the Community Services monthly report for October 2021.

Moved Cr. S Royes

Seconded Cr. T Pratt

CARRIED 5/0

7.2 McKinlay Shire Council RADF Program – Round 1 2021-22

Council has recently advertised the first round of Regional Arts Development Funding for the 2021-22 financial year. The initial round was open throughout October and four applications were received and presented to the RADF Committee. The committee were all in favour of the applications and would like to present the following performances & workshops to Council for ratification:

- McKinlay Shire Council \$3,800 – Bigger & Blacker: Steven Oliver’s Life in Cabaret November 2021
- McKinlay Shire Council \$4,503 – Crack-Up Sisters Community Workshops & Performance December 2021
- McKinlay Shire Council \$2,500 – Charlottes Web Workshops & Performance June 2022
- McKinlay Shire Council \$5,000 – Peter Dawes Park Mural

RECOMMENDATION

Council resolves to approve all four applications received as part of Round 1 of the RADF Program 2021-22 which include:

- McKinlay Shire Council \$3,800 – Bigger & Blacker: Steven Oliver’s Life in Cabaret November 2021
- McKinlay Shire Council \$4,503 – Crack-Up Sisters Community Workshops & Performance December 2021
- McKinlay Shire Council \$2,500 – Charlottes Web Workshops & Performance June 2022
- McKinlay Shire Council \$5,000 – Peter Dawes Park Mural

Resolution No. 113/2122

Council resolves to approve all four applications received as part of Round 1 of the RADF Program 2021-22 which include:

McKinlay Shire Council \$3,800 – Bigger & Blacker: Steven Oliver’s Life in Cabaret November 2021

- McKinlay Shire Council \$4,503 – Crack-Up Sisters Community Workshops & Performance December 2021
- McKinlay Shire Council \$2,500 – Charlottes Web Workshops & Performance June 2022
- McKinlay Shire Council \$5,000 – Peter Dawes Park Mural

Moved Cr. J Fegan

Seconded Cr. S Royes

CARRIED 5/0

7.3 Budget Reallocation Capital Works Program 2021-22

Council has allocated a total of \$27,000 in its 2021-22 Capital Works Program to install a concrete apron around the Campdraft amenities block at McIntyre as well as re-painting of the floor. Since ratifying the budget, it has come to Council’s attention that crucial drainage repairs and upgrades are required at the old amenities block at the Julia Creek Caravan Park due to damage caused by tree roots causing repeated blockages and drainage issues. The repairs and upgrades to the drainage are considered a more important project compared to the concrete apron installation and as such, requests Council re-allocate the funds for the projects as follows:

- McIntyre Park – Campdraft Toilets: Reduced from \$27,000 to \$10,000 to allow for re-painting of the floor
- Julia Creek Caravan Park – Amenities Drainage Repairs & Upgrades: Allocated \$17,000 to allow works to be completed prior to 2022 tourist season.

RECOMMENDATION

Council resolves to approve the reallocation of funds and projects through the 2021-22 Capital Works Program to include:

- McIntyre Park – Campdraft Toilets: Reduced from \$27,000 to \$10,000 to allow for re-painting of the floor
- Julia Creek Caravan Park – Amenities Drainage Repairs & Upgrades: Allocated \$17,000 to allow works to be completed prior to 2022 tourist season.

Resolution No. 114/2122

Council resolves to approve the reallocation of funds and projects through the 2021-22 Capital Works Program to include:

- McIntyre Park – Campdraft Toilets: Reduced from \$27,000 to \$10,000 to allow for re-painting of the floor

- Julia Creek Caravan Park – Amenities Drainage Repairs & Upgrades: Allocated \$17,000 to allow works to be completed prior to 2022 tourist season.

Moved Cr. J Lynch

Seconded Cr. T Pratt

CARRIED 5/0

Attendance:

At this time 9.35a.m. The Mayor Cr Philip Curr welcomed the following to the Meeting:

Tenneil Cody	Director Corporate & Community Services
Kalan Lococo,	Community Services Team Leader
Georgia Crocker	Tourism Coordinator
Fiona Edwards	Cleaner in charge
Stacey Harris & Jason Ford	Julia Creek Caravan Park Managers
Greg Wiles	Parks & Gardens Foreman (unable to get away)

The purpose of their attendance was to enable the Mayor and Councillors to formally congratulate the Council Team on their excellent work over a long period which culminated in the Julia Creek Caravan Park being declared the Gold Winner – Caravan and Holiday Parks at the Queensland Tourism Award Presentations held in Brisbane on Friday 12th November 2021.

The Mayor said “This is a wonderful achievement and acknowledgement of the innovation, planning and hard work which the Team has undertaken to deliver a State level winning tourism asset for our Community and visitors to our Shire. This Award also reflects well on the valuable contributions in the planning stages by Cr Shauna Royes and Deputy Mayor Cr Janene Fegan. On behalf of Council, please accept our congratulations!”

As Queensland Gold Winner, the Julia Creek Caravan Park will automatically go on to represent the State of Queensland at the Australian Tourism Awards to be held in March 2022.

The Mayor invited the Team to speak about the Awards Presentations and what this Award means to Julia Creek and our Shire. Special welcome was extended to Caravan Park Managers Stacey and Jason.

Attendance: At this time 9.51a.m. the Council Team left the Meeting.

7.4 QCWA McKinlay Branch – Community Sponsorship Request

Council has received a Community Sponsorship Request from McKinlay QCWA Branch to host the McKinlay Community Christmas Tree on December 18th. The funding requested will be utilised to supply catering and presents for the locals.

RECOMMENDATION

Council resolves to approve the Community Sponsorship Request for QCWA McKinlay Branch for \$1,000 cash.

Resolution No. 115/2122

Council resolves to approve the Community Sponsorship Request for QCWA McKinlay Branch for \$1,000 cash.

Moved Cr. J Fegan

Seconded Cr. S Royes

CARRIED 5/0

7.5 Kids of the Creek Inc – Community Donation Request

Council has received a Community Donation Request from Kids of the Creek Inc to assist with the payment of their annual Public Liability Insurance. The support of this funding will increase the group's capacity to purchase equipment and resources for the children attending the Julia Creek Early Learning Centre.

RECOMMENDATION

Council resolves to approve the Community Sponsorship Request for Kids of the Creek Inc for \$908.38

Resolution No. 116/2122

Council resolves to approve the Community Sponsorship Request for Kids of the Creek Inc for \$908.38

Moved Cr. T Pratt

Seconded Cr. S Royes

CARRIED 5/0

7.6 QCWA Nelia Branch – Community Sponsorship Request

Council has received a Community Sponsorship Request from Nelia QCWA Branch to host the Nelia Community Christmas Tree on December 10th. The funding requested will be utilised to supply catering, presents for the local children, and hire of a jumping castle for entertainment.

RECOMMENDATION

Council resolves to approve the Community Sponsorship Request for QCWA Neila Branch for \$1,500 cash.

Resolution No. 117/2122

Council resolves to approve the Community Sponsorship Request for QCWA Neila Branch for \$1,500 cash.

Moved Cr. J Lynch

Seconded Cr. J Fegan

CARRIED 5/0

7.7 Julia Creek Early Learning Centre Fees

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 2022.

RECOMMENDATION

That Council increase the daily attendance fee of the Julia Creek Early Learning Centre from \$83.65 per day per child to \$85.00 per day per child, and the half day fee increase from \$57.50 per day per child to \$60.00 per day per child, and the sessional kinder fee increase from \$62.75 per session (5 hours) to \$65.00 effective from 1st January 2022.

Resolution No. 118/2122

That Council increase the daily attendance fee of the Julia Creek Early Learning Centre from \$83.65 per day per child to \$85.00 per day per child, and the half day fee increase from \$57.50 per day per child to \$60.00 per day per child, and the sessional kinder fee increase from \$62.75 per session (5

hours) to \$65.00 effective from 1st January 2022.

Moved Cr. T Pratt

Seconded Cr. J Fegan

CARRIED 5/0

8. CORPORATE SERVICES

8.1 Corporate Services Report

The Corporate Services Report as of 31 October 2021 which summarises the financial performance and position is presented to Council.

RECOMMENDATION

That Council receives the monthly Corporate Services Report for the period ending 31 October 2021.

Resolution No. 119/2122

That Council receives the monthly Corporate Services Report for the period ending 31 October 2021.

Moved Cr. J Lynch

Seconded Cr. S Royes

CARRIED 5/0

8.2 2020/21 Financial Year Annual Report Adoption

In accordance with section 182 of the *Local Government Regulation 2012* Council is presented with the 2020/21 Annual Report which includes the audited financial statements for the 2020/21 financial year.

RECOMMENDATION

That Council adopt the 2020/21 Annual Report including the Audited Financial Statements 2020/21.

Resolution No. 120/2122

That Council adopt the 2020/21 Annual Report including the Audited Financial Statements 2020/21.

Moved Cr. J Fegan

Seconded Cr. T Pratt

CARRIED 5/0

8.3 Final Management Report 2021

An external audit of Councils financial statements was undertaken throughout September 2021 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 2021 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 2021.

Acknowledgement:

The Chief Executive Officer took the opportunity to place on the record his congratulations and appreciation to Ms Tenneil Cody, Director Corporate and Community Services and her Finance Team for the excellent work that they have done in achieving an unblemished Audit Report and sound financial statements.

Ms Kylie Davison, Corporate Services Administration Officer's work in collating and compiling the formal annual report for 2020/21 is also acknowledged .

Resolution No. 121/2122

That Council note the Final Management Report provided by the Queensland Audit Office for the year ending 30 June 2021.

Moved Cr. J Lynch

Seconded Cr. S Royes

CARRIED 5/0

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

This report provides an update on current matters within the Office of the CEO for the information and consideration of Council.

RECOMMENDATION

That Council receive and note the report from the Chief Executive Officer for the period 15th October 2021 to 12th November 2021 except where amended or varied by separate resolution of Council.

Resolution No. 122/2122

That Council receive and note the report from the Chief Executive Officer for the period 15th October 2021 to 12th November 2021 except where amended or varied by separate resolution of Council.

Moved Cr. T Pratt

Seconded Cr. S Royes

CARRIED 5/0

Date for LDMG Meeting in Preparation for the Forthcoming Wet Season.**RECOMMENDATION**

a) That the CEO convene a meeting of the LDMG on < here insert date > to prepare for the forthcoming wet season.

b) Council expresses appreciation to Mr Stephen Malone for the voluntary work he did on Saturday 6th and Sunday 7th November 2021 to assist Qld Rail with the mitigation work required as a result of the Locomotive engine failure and resultant oil spill for some 300metres east and west of the Yorkshire road level crossing.

Resolution No. 123/2122

a) That the CEO convene a meeting of the LDMG on 8th December 2021 to prepare for the forthcoming wet season.

b) Council expresses appreciation to Mr Stephen Malone for the voluntary work he did on Saturday 6th and Sunday 7th November 2021 to assist Qld Rail with the mitigation work required as a result of the Locomotive engine failure and resultant oil spill for some 300metres east and west of the Yorkshire road level crossing.

Moved Cr. T Pratt

Seconded Cr. S Royes

CARRIED 5/0

Update from the MITEZ meeting held in Townsville on Tuesday 9th November 2021

RECOMMENDATION

Council thank Mayor Greg Campbell for nominating for and being elected to the position as Chairman of MITEZ for the coming twelve months.

Resolution No. 124/2122

Council thank Mayor Greg Campbell for nominating for and being elected to the position as Chairman of MITEZ for the coming twelve months.

Moved Cr. J Fegan

Seconded Cr. J Lynch

CARRIED 5/0

Presentation from QEM Limited regarding their Vanadium Resource – 11.00a.m. Appointment Refers

RECOMMENDATION

The representatives from QEM Limited be thanked for their presentation regarding their Julia Creek Vanadium project and the implications for the Town of Julia Creek and for the Shire.

Resolution No. 125/2122

The representatives from QEM Limited be thanked for their presentation regarding their Julia Creek Vanadium project and the implications for the Town of Julia Creek and for the Shire.

Moved Cr. T Pratt

Seconded Cr. J Fegan

CARRIED 5/0

Invitation from Red Cross to Participate in a Queensland Drought Resilience, Relief and Recovery Forum hosted by the Australian Red Cross in Brisbane on Thursday 2nd December 2021.

RECOMMENDATION

Council advise Red Cross that due to the NWRRTG and NWROC meetings being held on that same day, Council is unable to be represented at the Queensland Drought Resilience, Relief and Recovery Forum in Brisbane on 2nd December 2021

Resolution No. 126/2122

Council authorise the Chief Executive Officer to approve the attendance of a Councillor to the Drought Resilience, Relief and Recovery Forum hosted by the Australian Red Cross in Brisbane on Thursday 2nd December 2021, subject to the CEO circulating the program to all Councillors and if a Councillor considers that attendance at the Forum represents value to the Shire attending in consultation with the CEO.

Moved Cr. T Pratt

Seconded Cr. J Fegan

CARRIED 5/0

5. Preparation of funding application to the Regional Connectivity Program update

The Chief Executive Officer advised that he and Deputy Mayor Cr Janene Fegan had met with the nbn Local Team North Queensland in Townsville when there for the MITEZ meeting on Tuesday 9th November 2021 and staff have continued to engage with the nbn Team to undertake preparatory work for an application to the Regional Connectivity Program to bring nbn to Julia Creek in the next three years, subject to the success of a funding application to the RCP when Round two opens in the next two months.

Action: for information

6. Certified Agreement Negotiations Progress with the Third Meeting scheduled for 17th November 2021

Action: for information

9.2 Dirt n Dust Committee Various Matters

Council wrote to the new DnD Committee on 20th September 2021 bringing to their attention a range of matters which Council has been endeavouring to resolve with the former Committee over the past fifteen months

By letter dated 2nd October 2021 the new Committee advised that they wish to resolve the following matters and move forward:

- Draft Licence to Occupy
- Proposed surrender of the existing special lease to DnD giving exclusive possession of the site
- Offer by Council to negotiate the purchase of Lots 18 & 19 on CP JC55713
- Outstanding rates, charges, lease fees
- Roadside signage on the east & west approaches to Julia Creek
- D n D offer to host the Christmas Party at the Festival Venue with Council financial support on 3 Dec 2021
- The proposed Event for 2022

A copy of the response is attached. – Attachment 1.

On 21st October 2021 the CEO met with the President and Vice President and made positive progress towards achieving resolution of the issues.

RECOMMENDATION

Council acknowledge the positive response received from the Dirt and Dust Festival committee towards resolving outstanding matters and authorize the Chief Executive Officer to finalise the negotiations and further, council agrees to write off the accrued the lease fees and charges.

Resolution No. 127/2122

Council acknowledge the positive response received from the Dirt and Dust Festival committee towards resolving outstanding matters and authorize the Chief Executive Officer to finalise the negotiations and further, Council agrees to write off the accrued the lease fees and charges of \$7,427.57.

Moved Cr. P Curr

Seconded Cr. J Lynch

CARRIED 5/0

9.3 Application to Open New Access Road into Cooradine

The surveyed and dedicated road alignment into Cooradine Station is long, unmade and not serviceable. The property owner gains access via a shorter and more direct route through the adjoining property Malpas.

Following discussions with staff, the owner of Cooradine has written in requesting Council to have the road through Malpas gazetted as a road.

RECOMMENDATION

With respect to road access to Cooradine station:

1. Council agree in principle to the request by the owner of Cooradine Station to have the ungazetted access road through Malpas surveyed and registered with the Titles Offices as a dedicated road, noting that the owner of Malpas supports the road opening without compensation,
2. Staff make application to the Department of Resources seeking their requirements to achieve the opening of the new road
3. On receipt of the Department's requirements, staff report to the next available Council meeting.

Resolution No. 128/2122

With respect to road access to Cooradine station:

1. Council agree in principle to the request by the owner of Cooradine Station to have the ungazetted access road through Malpas surveyed and registered with the Titles Offices as a dedicated road, noting that the owner of Malpas supports the road opening without compensation,
2. Staff make application to the Department of Resources seeking their requirements to achieve the opening of the new road and if possible, the closure of the old road, and
3. One receipt of the Department's requirements, staff report to the next available Council meeting.

Moved Cr. T Pratt

Seconded Cr. J Fegan

CARRIED 5/0

9.4 Council Meeting Dates 2022

In accordance with *Section 277 (1) of the Local Government Regulation 2012* Council must "at least once in each year, publish a notice of the days and times when- (a) its ordinary meetings will be held;".

This report is prepared for council to confirm the meeting dates for 2021.

Meetings will be held in the Julia Creek Civic Centre Boardroom, 29 Burke Street Julia Creek QLD 4823.

All meetings will commence at 9:00am, unless otherwise notified.

RECOMMENDATION

Council confirms that the Ordinary Meetings of Council will be held on a monthly basis and generally on the third Tuesday of the month. The dates of the 2021 Briefing and Ordinary Meetings of Council will be:

BRIEFING MEETINGS

No January Briefing

Tuesday 1st February 2022

Tuesday 1st March 2022

Tuesday 5th April 2022

Tuesday 3rd May 2022

Tuesday 7th June 2022

Tuesday 5th July 2022

Tuesday 2nd August 2022

Tuesday 6th September 2022

Tuesday 4th October 2022

Tuesday 2nd November 2022

Tuesday 6th December 2022

ORDINARY MEETINGS OF COUNCIL

Thursday 20th January 2022

Tuesday 15th February 2022

Tuesday 15th March 2022

Tuesday 19th April 2022

Tuesday 17th May 2022

Tuesday 21st June 2022

Tuesday 19th July 2022

Tuesday 16th August 2022

Tuesday 20th September 2022

Tuesday 18th October 2022

Tuesday 15th November 2022

Tuesday 20th December 2022

Resolution No. 129/2122

Council confirms that the Ordinary Meetings of Council will be held on a monthly basis and generally on the third Tuesday of the month. The dates of the 2022 Briefing and Ordinary Meetings of Council will be:

BRIEFING MEETINGS

No January Briefing
Tuesday 1st February 2022
Tuesday 1st March 2022
Tuesday 5th April 2022
Tuesday 3rd May 2022
Tuesday 7th June 2022
Tuesday 5th July 2022
Tuesday 2nd August 2022
Tuesday 6th September 2022
Tuesday 4th October 2022
Tuesday 2nd November 2022
Tuesday 6th December 2022

ORDINARY MEETINGS OF COUNCIL

Thursday 20th January 2022
Tuesday 15th February 2022
Tuesday 15th March 2022
Tuesday 19th April 2022
Tuesday 17th May 2022
Tuesday 21st June 2022
Tuesday 19th July 2022
Tuesday 16th August 2022
Tuesday 20th September 2022
Tuesday 18th October 2022
Tuesday 15th November 2022
Tuesday 20th December 2022

Moved Cr. J Fagan

Seconded Cr. J Lynch

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 2021.

RECOMMENDATION

That Council receives the Workplace Health and Safety monthly report for October 2021.

Resolution No. 130/2122

That Council receives the Workplace Health and Safety monthly report for October 2021.

Moved Cr. J Lynch

Seconded Cr. S Royes

CARRIED 5/0

Cr. J Fegan –raised the availability and whereabouts of Councillors over the holiday period in the event of a disaster. CEO advised that the staff are producing a roster for staff over this period and will liaise with Councillors to produce a summary of Councillors whereabouts.

Cr. J. Fegan – advised that a number of locals have been identified to be the “Local Champions” for the purposes of promoting Covid-19 vaccinations and for sharing on Social Media.

Cr. J Lynch – Millungera Station storage of Jet A1 helicopter fuel arrangements need finalisation.. The three drums are presently in the Millungera hanger. He suggested a storage container would be ideal to hold the drums of Jet A1 for ease of safe access by the helicopter pilots. The DERS will discuss a suitable storage arrangement with the Workshop Foreman and the protocol for the rotation of Jet A1 before each expiry date.

Cr. T Pratt – Tim raised the potential installation of up to six (6) grids on the Whinmore Alsona Road. The DERS has been in discussions with the landowner and will advise in due course. If any new gates or grids are proposed, the landowner will need to make prior application to Council.

11. CLOSURE OF MEETING

The Chair of the meeting Mayor Philip Curr declared the meeting closed at 11:17am. when Councillors would receive an informal presentation from representatives of QEM regarding their proposed Vanadium and other minerals/fuels extraction from their exploration tenements 20km east of Julia Creek on the southern side of the Flinders Highway.



5.0 ENGINEERING SERVICES



Ordinary Meeting of Council Tuesday 14th December 2021

5.1 Subject: Engineering Services Monthly Report November 2021
Attachments: Nil
Author: Engineering Services Department
Date: 14 December 2021

Executive Summary:

This report outlines the general activities for the Engineering Department for the month of November 2021.

Recommendation:

That Council receives the Engineering Services monthly report for November 2021.

Background:

This report outlines the general activities of the department for the month of November 2021 and also provides an update on projects.

RMPC

	Actual	Budget YTD	Budget
1610 RMPC Works	\$330,841	\$625,250	\$1,500,600

- Sign replacement
- Guidepost replacement
- Cleaning and maintenance of culverts
- Removal of dead animals

Cannington Road

	Actual	Budget YTD	Budget
1630 Cannington Road Works	\$33,138	\$175,000	\$420,000

- Routine maintenance
- Removal of dead animals.
- Pothole patching.
- Sign repairs

Roads Maintenance

	Actual	Budget YTD	Budget
1100 Repairs & Maintenance Shire Roads	\$931,209	\$623,750	\$1,497,000

- Pot hole patching various roads
- Sign repairs
- Guide posts



Ordinary Meeting of Council Tuesday 14th December 2021

- Maintenance grade Malpass/Trenton and Byrramine Rd
- Cleaning of town streets

Water and Sewerage

	Actual	Budget YTD	Budget
1800 Operational Costs – Julia Creek Water	\$86,254	\$79,166	\$190,000

- Repairs to Oorindi truck stop water tank
- Regular checks and maintenance on Water Tower
- Pipe repairs at Julia Creek Caravan Park
- Repairs to water main out the front of Puma Roadhouse, with new concrete slab poured due to damaged caused by removing old concrete
- Replace pump at 1 Coyne Street.
- Bore Logs completed on Scour bore (bore near saleyards), Hickman Street bore and McKinlay Old Bore.
- Photos provided to Police for Water Tower incident
- Repairs to Underbody wash completed. Hit by Fuel Truck. A private works has been issued to the company involved.

McIntyre Park:

- Performed routine checks.

	Actual	Budget YTD	Budget
1810 Operational Costs – McKinlay Water	\$12,117	\$12,500	\$30,000

- Routine monitoring
- Resealed McKinlay Old Bore head, replace and refurbish borehole pump with Bore flex pipe, new bore head coupling, new pipework, and non-return valve,

	Actual	Budget YTD	Budget
1820 Operational Costs – Kynuna Water	\$19,030	\$30,833	\$74,000

- Routine monitoring
- Replace filters, ongoing checks.
- Regular cleaning of filters in Kynuna.
- Investigating into trying to bring water temperatures down in order to prolong media filter lifespan. The maximum operating temperature for this system is 45d, also investigating into a larger filter to handle the increased load on the filters.



Ordinary Meeting of Council Tuesday 14th December 2021

	Actual	Budget YTD	Budget
1830 Operational costs – Nelia Water	\$1,694	\$3,125	\$7,500
<ul style="list-style-type: none"> Routine monitoring 			

	Actual	Budget YTD	Budget
1900 Operational Costs – Julia Creek Sewerage	\$55,074	\$87,500	\$210,000

- Xylem have completed review of repairs, response received.
- Routine monitoring
- Private works for blocked drains
- Major blockage unblocked with help from contractors, blocking up top pub, villas, police station and the system on Yorkshire Road. Cause was due to grease most likely from Top Pub.
- Repairs to Gym toilets, Lions Park toilets and Peter Dawes Park toilets.

Workshop

	Actual	Budget YTD	Budget
1510 Repairs and Maintenance - Plant & Vehicles	\$553,093	\$518,750	\$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.
- Town entrance Gateway Sign, rusted of at base (ground level), Repairs made to sign base mounts then finished mounting base frame, for the sign to suit. Once contracted the sign was then concreted back into place

Parks and Gardens

	Actual	Budget YTD	Budget
2700 Parks & Gardens and Amenities – Operations	\$268,555	\$291,666	\$700,000

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

Airport

	Actual	Budget YTD	Budget
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Ordinary Meeting of Council Tuesday 14th December 2021

1300 Airport Operational Costs	\$55,989	\$62,500	\$150,000
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- Serviceability Inspections of the facility are undertaken 3 days per week as required for RPT services.
- Training will be conducted in February 2022 for new AROs
- Scope of works has been determined for the electronic vehicle gate. The complete gate system will need to be dismantled and reinstalled so the foundations can be repaired. An upgrade to the control board and power module is also required. RFQ's have issued for these works.

*

Projects

T- 1920022 Town Bore Replacement Project –

- Electrical works complete awaiting aerial for connection into SCADA system.

Report on the Natural Disaster Recovery Works -Summary of program

2020 Works are complete. AECOM have demobilised from Julia Creek. Project Manager is finalising acquittals remotely.

Dalgonally/Millungera Floodways(QRRRF)

Langtree Consulting has completed the design and is preparing tender documents.

Building our Regions Funding Round 6

An application for Sewerage Treatment Inlet works and upgrade has been submitted to this program(as previously resolved by Council)

TMR CN-17292(Heavy Vehicle Stopping bays)

Works are progressing, issues with Traffic control provider has caused some delay. Earthworks and first seal expected to completed by 17th December 2021.

TMR CN-17698 78A Culvert Replacement

Council has received 3 quotations for this project all from non-local providers. Negotiations were undertaken with the lowest submitter so as to prepare a price to TMR. This was submitted on 8th December.

TMR CN-18906 14D and E Pavement rehabilitation

An estimate has been prepared and submitted to TMR for this project. TMR have accepted the offer verbally. Awaiting confirmation.

TMR Oorindi bore and Scrubby Creek remediation works



Ordinary Meeting of Council Tuesday 14th December 2021

Estimates have been prepared and submitted for these works. Awaiting response from TMR.

Building Better Regions Funding Round 6 Planning Projects Applications Water and Sewerage

Funding up to \$300,000 is available for small and very small service providers for planning projects under this Round.

McKinlay Shire Council currently does not have an asset management plan for water and wastewater infrastructure.

To address this, it is proposed that Council to apply for grant funding under Building Our Regions round 6 to develop an asset management plan.

The scope of works for the proposed planning project includes engaging a consultant to:

- Undertake survey of all of the existing council infrastructure to provide an up to date plan with all of the water and waste water assets.
- Undertake a condition assessment of all water and waste water infrastructure
- Provide condition assessment reports for all of Council water and waste water infrastructure.
- Provide an asset management plan outlining future works required to maintain Council's assets.

It is envisaged that the asset management plan will provide Council with an understanding of the condition of the infrastructure and allow the identification any future refurbishment projects.

Seek Council endorsement to submit application.

Legal Implications:

Nil

Policy Implications:

Nil.

Financial and Resource Implications:

As provided in the report.

InfoXpert Document ID: 121172



Ordinary Meeting of Council Tuesday 14th December 2021



Ordinary Meeting of Council Tuesday 14th December 2021

5.2 Subject: Provision of Project Management Services for Disaster Recovery Funding Arrangements

Attachments: 12569568-PRP-0_McKinlay Council PMS DRFA, GBA Submission - PM Services for DRFA (ID 402844), MSC DRFA Project Management Services - PDM Response, Specification Project Management Serv for DRFA V2

Author: Director Engineering and Regulatory Services

Date: 14TH December 2021

Executive Summary:

This report considers submissions received from Request for Quotation, Project management services for Disaster Recovery Funding Arrangements(DRFA). This was developed so that Council has a specialist engaged for scoping, submission development and project management in case of an event.

Recommendation:

That Council resolves to:

Engage Project Delivery Mangers(PDM) for Project Management Services for Disaster Recovery Funding arrangements for the period 1st January 2022 through 31st December 2023.

Background:

A Request for quotation was issued, seeking a suitably qualified and experienced consultants who are prequalified under Local Buy Contract LB 279 Project Management Services (Civil Infrastructure) to supply specialist services to assist Council in the delivery of projects under the Queensland Disaster Recovery Funding Arrangements (DRFA). This was with a view to having a specialist already engaged in case of an event. Terms of engagement are from 1st January 2022 through 31st December 2023.

Submissions were requested from the following prequalified providers:

- George Bourne and Associates
- GHD
- PDM
- St George Project Services
- Langtree Consulting



Ordinary Meeting of Council Tuesday 14th December 2021

Submissions were received from:

- George Bourne and Associates
- GHD
- PDM

Langtree Consulting thanked Council for the opportunity but did not submit as they could not resource the submission.

Responses were assessed on the following criteria weighted equally:

- Methodologies proposed for items outlined under Part A and B
- Value for Money of items in submitted "Schedule of rates"
- Supply of a detailed submission regarding experience in the timely delivery of similar projects for a Rural Local Government

Assessment

Rated 1 through 5 with 5 being the highest.

Company	Methodology	VFM	Relevant Experience	Total
GBA	2	4	2	8
GHD	3	4	3	10
PDM	4	4	4	12

It is recommended that PDM be engaged.

Consultation: Nil

Legal Implications: Nil

Policy Implications: Nil.

Financial and Resource Implications:

Costs are reimbursable under DRFA.

InfoXpert Document ID: 121177



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Specification

McKinlay Shire Council

29 Burke Street

Julia Creek QLD 4823

ABN 46 448 426 394

Request for Quotation (RFQ): Provision of Project Management Services for Disaster Recovery Funding Arrangements (DRFA)

RFQ Number: 2022.001



ABN 46 448 426394

McKinlay Shire Council

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1.1 Introduction

McKinlay Shire Council (Council) is seeking a suitably qualified and experienced Consultant who is prequalified under Local Buy Contract LB 279 Project Management Services (Civil Infrastructure) to supply specialist services to assist Council in the delivery of projects under the Queensland Disaster Recovery Funding Arrangements (DRFA).

The services which comprise this engagement are for the following portions:

- a) Part A - Treatment Selection / Submissions – Scoping Phase for approval by Council.
- b) Part B - Project Management Services for the delivery of approved works under the DRFA.

The Services will be conducted under a 'Schedule of Rates' basis for a period from 1st January 2022 to 31st December 2023.

Council may elect to award the services in whole or in part.

This RFQ will be released on the 18th November 2021, responses are to be received by Council no later than COB 8th December 2021. Responses are to be emailed to cameron.scott@mckinlay.qld.gov.au.

Responses will be assessed on the following criteria weighted equally:

- Methodologies proposed for items outlined under Part A and B
- Value for Money of items in submitted "Schedule of rates"
- Supply of a detailed submission regarding experience in the timely delivery of similar projects for a Rural Local Government

2 Specific Requirements of the Contract

2.1 Council provided facilities.

Council supply items are limited to the following as required to complete the services unless noted otherwise:

- a) Office space (excluding computers/laptops) at Council's Depot Administration Office, 7-9 Coyne Street, Julia Creek QLD 4823
- b) Printing and scanning and internet services.

2.2 Part A – Treatment Selection / Submissions – Scoping Phase

- a) Working with the Council and the QRA to assess and determine the extents of approved scopes of recovery works for the Council.
- b) The mobile field data from the acquisition phase will be processed and the captured features will be georeferenced at survey grade levels and GPS chainages will be developed to identify the locality.



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- c) A desktop review of imagery will be undertaken to collate damage to eligible public assets and preparation of scope for data submission to the QRA through the MARS portal.
- d) All data acquired will remain the intellectual property of Council for record keeping and asset management purposes.

2.3 Part B – Project Management Services

The Project Management services will include the management of the Emergency Works (EW) and Restoration of Essential Public Assets (REPA) phases. The services are to minimise the down time associated with the procurement phase of engaging Project Management Services and to have resources available as soon as possible once an event has been declared and activated.

These Project Management Services:

- a) The engagement of Services is subject to funding from the activation from the Queensland Reconstruction Authority (QRA); and
- b) Written approval by Council for each activation of event as per approval by QRA.

The Project Manager is to provide the Services in accordance with the QRA Guidelines.

The Project Manager shall provide the following services for approved DRFA works:

- i. Project Management,
- ii. Contract Administration,
- iii. Survey & GIS Management,
- iv. Quality Management,
- v. Safety Advisor,
- vi. Superintendent's Representative,
- vii. Inspection Services, and
- viii. Project Support Services for the successful delivery of approved QRA works.

If the nominated personnel change following the engagement and formalisation of the contract, this must be submitted to Council in writing for assessment with no guarantee that approval will be provided.

The Project Manager shall provide timesheets on a weekly basis as evidence for monthly payment claims to the Disaster Recovery Project Director.

The Project Manager is to provide project planning, leadership, organisation, and control under the Contract together with:



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- a) Cost advice, audit and compilation of payment certificates for the Contracts to which the Consultant is the appointed Superintendent's Representative for presentation to the Superintendent for certification.
- b) Safety review and inspection.
- c) Contract administration.
- d) Project Management including project support.
- e) Site inspection services including reporting; and
- f) Coordination of and provide support in, reviews relating to the program of works under the Contract.

The Project Management Services are to include:

- a) Consultation and liaison with:
 - i. Council and its representatives, key stakeholders and other consultants.
 - ii. State Government entities, local authorities and others as required to achieve outcomes acceptable to Council.
- b) Providing time management leadership within the framework of the Project, including attendance at Project Leadership Team (PLT) or Project Control Group (PCG) meetings as required.
- c) Providing reports to Council incorporating:
 - i. Dashboard Reports on a weekly, monthly and six (6) weekly basis to align with CEO, Council and Project Control Groups;
 - ii. Minutes of Project Management Group meetings.
 - iii. Construction program and associated activity status report.
 - iv. Issues and risks report.
 - v. Occupational health and safety report.
 - vi. Monthly cash flow (projected on an accrued basis);
 - vii. Cost monitoring report; and
 - viii. Digital photographs during construction and other onsite activities.
- d) Arranging the provision and distribution of sufficient drawings and documents to facilitate design and any other reviews (as required in relation to the Contract) by all persons required by Council to be involved in such reviews.
- e) Provide advice to Council regarding establishment and review of all programming matters for the staging, procurement, and commissioning aspects of the Project, including:
 - i. assist in the development of and update program for each project; and
 - ii. provide independent monitoring and progress analysis in a format to be agreed upon with Council, identifying likely causes for any slippage, disruption or delay and a recommendation to mitigate and recover any delays.



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The Project Manager will undertake Services to assist Council in the delivery of the approved QRA scope, once the scope is approved by the QRA and accepted by Council, for the period of the Contract including:

- a) Documenting and warranting the approved QRA scope of works for submission including the technical specification in accordance with the RMPC and Council guidelines, to Council's Contracts section for inclusion in Council contract documentation for tender.
- b) Assessing tender submissions/quotations as a member of the Evaluation Panel.
- c) Responsibility for the generation of the recommendation report and Council briefing note for the award of recommended contract.
- d) The appointment as Council's agent to undertake the role of Superintendent's Representative under the contract(s); and
- e) The management of all necessary evidentiary documentation for submission to the QRA Acquittal of Submissions.
- f) Knowledge obtained in developing the documentation in preparation for QRA submissions for approval is to be transferred to the appropriate Council staff through regular training so that at the cessation of the contract arrangement, works can continue without interruption.

In relation to design and or construct phases under the Contract, the Project Manager will:

- a) Manage and liaise with Council's appointed Design Consultant as to the progress of the work under the Contract and advise Council on any recommendations which would have the effect of benefitting Council with respect to the cost and time for completion of the Project.
- b) Initiate and carry out reviews for the program of works.
- c) Perform the role as Superintendent's Representative of the Contract in accordance with procedures under the Contract duties:
 - i. Review and provide advice on the acceptance of security and insurance under the Contract.
 - ii. Assessment of claims for extensions of time and additional payments such as variations, compensation claims and provisional sum adjustments for the review and certification by the Superintendent;
 - iii. Assist the Superintendent in resolving contractual disputes to the extent provided in the contract.
 - iv. Assist the Superintendent in determining if practical completion has been achieved.
 - v. Directing defects rectification in a timely manner including regular reporting until all completed.

The Project Manager is part of a delivery team established by Council, the roles and responsibilities are set out below in Table 1 – Roles and responsibilities.



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2.4 Role and Responsibilities

Items	Activity	Council	QRA	Project Management Services
1	QRA point of Contract	*		
2	Asset damages pick up			*
3	Draft Scope – form 4			*
4	Approve Scope		*	
5	Negotiate Scope	*		
6	Identify technical document for tender			*
7	Compile tender documents and issue to market			*
8	Tender Evaluation			*
9	Tender Award	*		
10	Contract Management			*
11	Payment Review			*
12	Payments	*		
13	Form 9 submission	*		

Table 2.4 – Roles and Responsibilities



Ordinary Meeting of Council Tuesday 14th December 2021

5.3 Subject: Award T2122002 Sale of Miscellaneous Items Tender
Attachments: Nil
Author: Director Engineering and Regulatory Services
Date: 14 December 2021

Executive Summary:

On November 10th 2021 submissions were invited for Tender T2122002 Sale of Miscellaneous Items, the closing date being December 6th 2021 at 12pm. The tenders were opened as per Council's policy. A total of 134 Tenders were received and the below recommendations were made after reviewing the submissions.

Recommendation:

That Council resolves the following;

- a. To award the Tendered item Plant #1 1985 Ford Fairlane Hearse to David Munday for \$1,500.00 including gst.*
- b. To award the Tendered item Perkins/Wilson 27KVA Generator to Patrick Hick for \$3,400.00 including gst .*
- c. To award the Tendered item Plant #15 2013 Toyota Prado – (Grey Prado) to Toby Price for \$31,350.00 including gst.*
- d. To award the Tendered item Plant # 257 2013 JCB Backhoe Loader Ross Pukallus for \$42,000.00 including gst.*
- e. To award the Tendered item Plant # 260 2013 JCB Backhoe Loader to Ross Pukallus for \$42,000.00 including gst.*
- f. To award the Tendered item 600 L Diesel Tank to Beven Scott Woods for \$440.00 including gst.*
- g. To award the Tendered item Kerrick Diesel Fired Hot Water Unit to Ian McLachlan for \$110.00 including gst.*
- h. To award the Tendered item Plant # 36 2008 Caterpillar 950H Wheel Loader to John Lynch for \$132,561.00 including gst.*



Ordinary Meeting of Council Tuesday 14th December 2021

- i. To award the Tendered item Plant # 358 2014 Toyota Hilux 2wd to Jack Alldridge for \$17,600.00 including gst.*
- j. To award the Tendered item Plant # 361 2015 Toyota Hilux 4x4 to Patrick Hick for \$27,100.00 including gst.*
- k. To award the Tendered item Kubota ZD326 Mower to Brent Kratzmann for \$11,080.00 including gst.*
- l. To award the Tendered item 4500lts Diesel Fuel Tank to Tim Burke for \$2,750.00 including gst.*
- m. To award the Tendered item 9000 L Steel Water Tank to Wayne Muller for \$500.00 including gst.*
- n. To award the Tendered item Plant # 62 Toyota Hilux 4x4 to Patrick Hick for \$31,100.00 including gst.*
- o. To award the Tendered item Plant # 61 Toyota Hilux 4x4 to Toby Price for \$30,800.00 including gst.*
- p. To award the Tendered item Plant # 289 2010 Giga Side Tipper to Ross Pukallus for \$80,000.00 including gst.*
- q. To award the Tendered item Plant # 405 Dulevo 100 Elite Street Sweeper to Ian McLachlan for \$550.00 including gst.*
- r. To award the Tendered item Caterpillar 3304 PC 60KVA Generator to Daniell Alexander for \$605.00 including gst.*
- s. To award the Tendered item Plant # 408 Data Sign Box Trailer (storm Damage) to John Lynch for \$682.00 including gst.*



Ordinary Meeting of Council Tuesday 14th December 2021

- t. *To award the Tendered item Plant # 409 2013 Data Sign Box Trailer John Lynch for \$1,012.00 including gst.*
- u. *To award the Tendered item Howard Slasher 7ft to John Lynch for \$1,716.00 including gst.*
- v. *To award the Tendered item Sewerage Pumps x 3 to Daniell Alexander for \$577.50 including gst.*
- w. *To award the Tendered item 400L Diesel Tank to Beven Scott Woods for \$440.00 including gst.*
- x. *To award the Tendered item Silvan 200 L Poison Spray to John Lynch for \$6.05 including gst.*
- y. *To award the Tendered item 10,000 L Slide in Water Tank to Ian McLachlan for \$5,500.00 including gst.*
- z. *To award the Tendered item Plant # 278 HDK Golf/ Utility Cart 48-volt electric to Sheree Pratt for \$2,500.00 including gst.*
- aa. *To award the Tendered item (1) Endurance 250 Exercise Bike to Ian McLachlan for \$55.00 including gst.*
- bb. *To award the Tendered item (2) Endurance 250 Exercise Bike to Ian McLachlan for \$55.00 including gst.*
- cc. *To award the Tendered item Plant # 24 Toyota Prado - (White Prado) to Toby Price for \$36,300.00 including gst.*
- dd. *To Remove the Tendered item 1x Southern Cross 45ft Tower 1x 12ft Southern Cross 40ft Tower 1x 14ft Southern Cross 45ft Tower from the Tender as there are plans made for this to be utilized elsewhere.*
- ee. *To ballot the two highest tenders Beven Scott Woods and Alex & Maree Power as they are both residents of McKinlay Shire and have tendered the same price of*



Ordinary Meeting of Council Tuesday 14th December 2021

\$5,500.00 including gst. Then award the Tendered item Plant # 293 1981 10m Flat Top Trailer to the successful ballotee at the Council meeting on 14th December 2021.

Background:

The tenders received are summarized below.

Plant #1 1985 Ford Fairlane Hearse

Council received 6 submissions ranging from \$935.00 to \$1500.00. It is recommend to award the Tendered item Plant #1 1985 Ford Fairlane Hearse to David Munday for \$1,500.00 including gst.

Perkins/Wilson 27KVA Generator

Council received 7 submissions ranging from \$500.00 to \$3,400.00. It is recommend To award the Tendered item Perkins/Wilson 27KVA Generator to Patrick Hick for \$3,400.00 including gst .

Plant # 15 2013 Toyota Prado - (Grey Prado)

Council received 5 submissions ranging from \$26,910.00 to \$31,350.00. It is recommended to award the Tendered item Plant #15 2013 Toyota Prado – (Grey Prado) to Toby Price for \$31,350.00 including gst.

1x Southern Cross 45ft Tower 1x 12ft Southern Cross 40ft Tower 1x 14ft Southern Cross 45ft Tower
Item Removed

Plant # 257 2013 JCB Backhoe Loader

Council received 7 submissions ranging from \$6,600.00 to \$42,000.00. It is recommended to award the Tendered item Plant # 257 2013 JCB Backhoe Loader Ross Pukallus for \$42,000.00 including gst.

Plant # 260 2013 JCB Backhoe Loader

Council received 6 submissions ranging from \$5,500.00 to \$42,000.00. It is recommended to award the Tendered item Plant # 260 2013 JCB Backhoe Loader Ross Pukallus for \$42,000.00 including gst.

600 L Diesel Tank

Council received 4 submissions ranging from \$23.10 to \$440.00. It is recommended to award the Tendered item 600 L Diesel Tank to Beven Scott Woods for \$440.00 including gst.

Kerrick Diesel Fired Hot Water Unit

Council received 1 submission for \$110.00, It is recommended to award the Tendered item Kerrick Diesel Fired Hot Water Unit to Ian McLachlan for \$110.00 including gst.



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Plant # 36 2008 Caterpillar 950H Wheel Loader

Council received 6 submissions ranging from \$55,000.00 to \$132,561.00. It is recommended to award the Tendered item Plant # 36 2008 Caterpillar 950H Wheel Loader to John Lynch for \$132,561.00 including gst.

Plant # 358 2014 Toyota Hilux 2wd

Council received 8 submissions ranging from \$5,000.00 to \$17,600.00. It is recommended to award the Tendered item Plant # 358 2014 Toyota Hilux 2wd to Jack Alldridge for \$17,600.00 including gst.

Plant #361 2015 Toyota Hilux 4x4

Council received 13 submissions ranging from \$5,000.00 to \$27,100.00. It is recommended to award the Tendered item Plant # 361 2015 Toyota Hilux 4x4 to Patrick Hick for \$27,100.00 including gst.

Kubota ZD326 Mower

Council received 6 submissions ranging from \$1,650.00 to \$11,080.00. It is recommended to award the Tendered item Kubota ZD326 Mower to Brent Kratzmann for \$11,080.00 including gst.

4500lts Diesel Fuel Tank

Council received 6 submissions ranging from \$888.00 to \$2,750.00. It is recommended to award the Tendered item 4500lts Diesel Fuel Tank to Tim Burke for \$2,750.00 including gst.

9000 L Steel Water Tank

Council received 2 submissions ranging from \$110.00 to \$500.00. It is recommended to award the Tendered item 9000 L Steel Water Tank to Wayne Muller for \$500.00 including gst.

Plant # 62 Toyota Hilux 4x4

Council received 6 submissions ranging from \$16,500.00 to \$31,100.00. It is recommended to award the Tendered item Plant # 62 Toyota Hilux 4x4 to Patrick Hick for \$31,100.00 including gst.

Plant # 61 Toyota Hilux 4x4

Council received 7 submissions ranging from \$16,500.00 to \$30,800.00. It is recommended to award the Tendered item Plant # 61 Toyota Hilux 4x4 to Toby Price for \$30,800.00 including gst.

Plant # 289 2010 Giga Side Tipper

Council received 4 submissions ranging from \$25,000.00 to \$80,000.00. It is recommended to award the Tendered item Plant # 289 2010 Giga Side Tipper to Ross Pukallus for \$80,000.00 including gst.



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Caterpillar 3304 PC 60KVA Generator

Council received 4 submissions ranging from \$275.00 to \$605.00 It is recommended to award the Tendered item Caterpillar 3304 PC 60KVA Generator to Daniell Alexander for \$605.00 including gst.

Plant # 408 Data Sign Box Trailer (storm Damage)

Council received 4 submissions ranging from \$220.00 to \$682.00 It is recommended to award the Tendered item Plant # 408 Data Sign Box Trailer (storm Damage) to John Lynch for \$682.00 including gst.

Plant #409 2013 Data Sign Box Trailer

Council received 3 submissions ranging from \$250.00 to \$1,012.00 It is recommended to award the Tendered item Plant # 409 2013 Data Sign Box Trailer John Lynch for \$1,012.00 including gst.

Howard Slasher 7ft

Council received 3 submissions ranging from \$110.00 to \$1,716.00 It is recommended to award the Tendered item Howard Slasher 7ft to John Lynch for \$1,716.00 including gst.

Plant # 405 Dulevo 100 Elite Street Sweeper

Council received 3 submissions ranging from \$400.00 to \$550.00 It is recommended to award the Tendered item Plant # 405 Dulevo 100 Elite Street Sweeper to Ian McLachlan for \$550.00 including gst.

Sewerage Pumps x 3

Council received 2 submissions ranging from \$55.00 to \$577.50 It is recommended to award the Tendered item Sewerage Pumps x 3 to Daniell Alexander for \$577.50 including gst.

400L Diesel Tank

Council received 2 submissions ranging from \$45.00 to \$440.00 It is recommended to award the Tendered item 400L Diesel Tank to Beven Scott Woods for \$440.00 including gst.

Silvan 200 L Poison Spray

Council received 2 submissions ranging from \$5.50 to \$6.05 It is recommended to award the Tendered item Silvan 200 L Poison Spray to John Lynch for \$6.05 including gst.

10,000 L Slide in Water Tank

Council received 2 submissions ranging from \$1,000.00 to \$5,500.00 It is recommended to award the Tendered item 10,000 L Slide in Water Tank to Ian McLachlan for \$5,500.00 including gst.



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Plant # 278 HDK Golf/ Utility Cart 48 volt electric

Council received 2 submissions ranging from \$220.00 to \$2,500.00 It is recommended z. To award the Tendered item Plant # 278 HDK Golf/ Utility Cart 48-volt electric to Sheree Pratt for \$2,500.00 including gst.

Plant # 24 Toyota Prado - (White Prado)

Council received 4 submissions ranging from \$6,050.00 to \$36,300.00 It is recommended to award the Tendered item Plant # 24 Toyota Prado - (White Prado) to Toby Price for \$36,300.00 including gst.

(1) Endurance 250 Exercise Bike

Council received 1 submission for \$55.00, It is recommended to award the Tendered item (1) Endurance 250 Exercise Bike to Ian McLachlan for \$55.00 including gst.

(2) Endurance 250 Exercise Bike

Council received 1 submission for \$55.00, It is recommended to award the Tendered item (2) Endurance 250 Exercise Bike to Ian McLachlan for \$55.00 including gst.

Plant # 293 1981 10m Flat Top Trailer

Council received 6 submissions ranging from \$1,100.00 to \$5,500.00 It is recommended to ballot the two highest tenders Beven Scott Woods and Alex & Maree Power as they are both residents of McKinlay Shire and have tendered the same price of \$5,500.00 including gst. Then award the Tendered item Plant # 293 1981 10m Flat Top Trailer to the successful ballotee at the Council meeting on 14th December 2021.

Consultation:

DERS, Workshop Supervisor, CEO

Legal Implications: - Nil

Policy Implications: - Nil

Financial and Resource Implications: - The recommendation above realizes \$509,789.55 Inc GST

Risk Management - NA

Options for Council to Consider - NA

InfoXpert Document ID: 121227



6.0 ENVIRONMENTAL & REGULATORY SERVICES



Ordinary Meeting of Council Tuesday 14 December 2021

6.1 Subject: Environmental and Regulatory Services Report – November 2021

Attachments: None

Date: 03 December 2021

Executive Summary:

This report outlines the general activities, revenue and expenditure for the department for the period November 2021.

Recommendation:

That Council receives the November 2021 Environmental and Regulatory Services Report.

Background:

This report outlines the general activities of the department for the month of November 2021.

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: 121145



1 – Refuse Collection and Disposal

1.1 - Budget

		Actual	Budget
ENVIRO1.1	3100 - Refuse Collection Revenue	\$44,209	\$86,796

		Actual	Budget
ENVIRO1.2	3100 - Kerbside Rubbish Collection Expenditure	\$16,254	\$46,000

		Actual	Budget
ENVIRO1.3	3110 - Refuse Disposal Revenue	\$24,430	\$43,501

		Actual	Budget
ENVIRO1.4	3110 - Refuse Disposal Operational Costs	\$22,822	\$80,000

1.2 - Report

Julia Creek Waste Facility

The following works occurred at the facility during the month;

- Dump was pushed and rubbish around facility picked up
- Cement pipes required along fence adjoining dump paddock as cattle are pushing through into the dump to eat the grass

Containers for Change will hold its last run for 2021 on Saturday 4 December 2021. The next visit is scheduled for the first week in February 2022.

2 – Environmental Health Services

2.1 – Budget

		Actual	Budget
ENVIRO2.1	3000 - Environmental Licence Fees (Revenue)	\$1,675	\$1,600

		Actual	Budget
ENVIRO2.2	3000 - Environmental Health Services	\$57,760	\$163,000

2.2 – Report

Water and Sewage Monitoring

E.coli was not detected in any townships during sampling undertaken in November.

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

- Amberley Drive 3.09mg/L
- 9 Coyne Street 3.09mg/L

Council's website was updated advising the community of the levels above 3mg/L.



Food Safety

Four (4) Food Recalls was received during the month with two (2) recalls being forwarded onto food businesses within the Shire.

3 – Local Law Administration

3.1 – Budget

		Actual	Budget
ENVIRO3.1	3210 - Animal Registration Fees	\$4,316	\$4,700
ENVIRO3.2	3210 - Fines & Penalties – Animal Control	\$268	\$1,300
ENVIRO3.3	3210 - Animal Boarding	\$6,259	\$6,500
ENVIRO3.4	3210 - Local Law Administration	\$40,916	\$135,000

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	One (1) bull in truck
Verbal/Written/Official warning	Three (3) written warnings – barking dogs Two (2) verbal warnings – Dog at Large and Dumping rubbish in incorrect area at JC Landfill
Complaints	Three (3) – barking dogs
Dog Boarding	Six (6) Dogs
Removal of Dead Animals	One (1)
Trapping Locations & Results	Nil
Compliance Notices (Untidy Allotments) issued	Nil
SPER Infringement Fines issued	One (1)
Commercial Use of Roads Permit issued	Nil



Comments:

*The ARC Companion Animal Rescue Food Program have donated dog food for Council's Pound Facility. The food will be used over the Christmas Period for all dogs that are boarded at the facility.



4 – Noxious Weeds and Pest Control

4.1 – Budget

		Actual	Budget
ENVIRO4.1	3220 - Pest Plant & Animal Control Funding	\$7,936	\$35,000
ENVIRO4.2	3220 - Truck Washdown Bay Revenue	\$9,883	\$22,000
ENVIRO4.3	3220 - Dingo Baits (Revenue)	\$1,236	\$2,000
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	\$36,488	\$150,000
ENVIRO4.6	3230 - Pest Animal Control Program	\$33,519	\$85,000

4.2 – Report

Washdown Bay

Access Electronics attended site and cleaned all cameras. They are all now working well.



A padlock has been placed on the control box for the main Truckwash to prevent people from putting the facility into override.

The underbody truck wash was damaged by Woodham Petroleum Services and was out of action for a day whilst it was repaired. The repair bill will be forwarded onto the company for reimbursement.

Pest Animal Control

There were six (6) Dingo Scalps for November.
There were no Factory Baits issued in November.

Pest Plant Control

The following areas were treated during the month of November:

- Southern Stock Route Water Facilities
- Northern Stock Route Water Facilities
- McKinlay Road regrowth
- Old Normanton Road and Dalgonally Lane road
- Trees at RV site from bridge back to road in preparation for burn off.

5 – Livestock Operations

5.1 – Budget

		Actual	Budget
ENVIRO5.1	3235 - Livestock Weighing Revenue	\$21,981	\$60,000

		Actual	Budget
ENVIRO5.2	3235 - Livestock Cattle Train Loading Revenue	\$16,622	\$40,000

		Actual	Budget
ENVIRO5.3	3235 - Livestock Operational Costs	\$37,672	\$90,000

5.2 - Report

Julia Creek Livestock Facility

There were 707 head of cattle weighed and/or scanned at the facility during November.

Access Electronics attended site and repaired cameras.

Corella’s chewed through wiring for lighting around facility. The wiring will be made bird proof to prevent this occurring in future.

Livestock Weighing Month and Year Totals

MONTH	2015	2016	2017	2018	2019	2020	2021
JANUARY	0	0	0	183	0	1401	0
FEBRUARY	1872	525	467	3241	0	125	1779
MARCH	3446	1497	1333	388	0	2788	4484



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APRIL	5315	951	2487	2217	1034	10073	5458
MAY	8107	615	2062	3065	1768	10022	1772
JUNE	3,442	1456	1522	742	894	4507	1014
JULY	2,170	2809	2003	1143	1569	3501	2229
AUGUST	1183	2582	2311	6291	3023	2839	3844
SEPTEMBER	488	2665	1478	765	1280	2175	1348
OCTOBER	1252	4613	1127	4708	5492	80	239
NOVEMBER	36	1011	2673	4788	3534	247	707
DECEMBER	0	234	340		2776	0	
YEARLY TOTALS	27,311	18,958	17,803	27,531	21,370	37,758	22,874

Livestock Operations (Cattle Loading)

There were 40 head of cattle loaded in November making the progressive total for the 2021 Loading Season so far to 16,593. There was one (1) train loaded in November making the progressive total for the 2021 Livestock Season so far to thirty-seven (37).

Livestock Loading Month and Year Totals

MONTH	2015	2016	2017	2018	2019	2020	2021
JANUARY	0	0	0	0	0	0	0
FEBRUARY	0	0	132	0	0	0	0
MARCH	0	572	920	0	0	0	451
APRIL	7,653	1,737	580	0	0	4,100	1,376
MAY	7,204	2,933	6,126	603	3,199	5,716	5,400
JUNE	6,605	3,486	2,658	674	3,322	3,446	1,954
JULY	6,998	3,565	3,654	2,084	4,564	3,141	1,931
AUGUST	3,936	4,963	2,898	674	1,654	1,384	2,187
SEPTEMBER	315	2,233	1,804	2,454	2,098	1,583	1,744
OCTOBER	0	1,070	0	3,424	1,328	670	1,510
NOVEMBER	0	1,641	0	1,458	1,668	165	40
DECEMBER	0	144	0	0	0	0	
YEARLY TOTALS	32,711	22,344	18,722	11,371	17,833	20,205	16,593

6 – Stock Routes and Reserves

6.1 – Budget

		Actual	Budget
ENVIRO6.3	3300 - Stock Route – Permit/Water Fees	\$7,797	\$10,000
		Actual	Budget
ENVIRO6.2	3300 - Stock Route Recoverable Works (Revenue)	\$0	\$51,500
		Actual	Budget



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ENVIRO6.4	3300 - Trustee Lease Fees	\$88,605	\$180,000
		Actual	Budget
ENVIRO6.5	3300 - Reserves Agistment Fees	\$8,489	\$20,000
		Actual	Budget
ENVIRO6.6	3300 - Precept Expenses	\$0	\$17,500
		Actual	Budget
ENVIRO6.7	3300 - Stock Route Maintenance	\$36,705	\$151,500
		Actual	Budget
ENVIRO6.8	3300 - Reserves Expenses	\$7,671	\$31,500

6.2 - Report

Stock Routes

Capital Works

Bores at 49 Mile, Bullock Holes, Longford Plains and Cremona have now been logged. Reports to follow.

Fence completed at 49 Mile

Reserves

Capital Work - DPI Paddock

4km of fencing complete. Gates and around the front of the turkeys nest still to be completed.

6.3 - Cemeteries

6.3.1 – Budget

		Actual	Budget
ENVIRO6.9	3400 - Cemeteries	\$15,513	\$14,000

6.3.2 - Report

There were three (3) enquiries regarding locations of graves in preparation for headstones to be erected.

Note: The main costs for the cemetery have been related to the irrigation and digging of graves.

7 – Work Program (Workcamp)

7.1 - Budget

		Actual	Budget
ENVIRO7.1	3600 - Work Program	\$10,326	\$43,000



7.2 – Report

Community Group	Activity
McKinlay Shire Council	<u>Workshop</u> Assist with workshop duties
McKinlay Shire Council	<u>Saleyards</u> Whippershipping / Mowing
McKinlay Shire Council	<u>Various</u> *Cut steel and erect new fence at DPI Paddock *Trim trees around Caravan Park *Sand and re-stain furniture at Caravan Park *Mow/clean yard at 33 Byrne Street *Whippersnip around Council yard *Make new barriers for water tanks at facilities *Deliver water tanks to McKinlay Reserve *Prepare concrete slab at Lawn Cemetery *Assist with erecting new water tank at Nelia *Fill in pot holes along Airport Road
Julia Creek State School	Mowing and general maintenance
Churches/RSL/CWA/SES	Mowing/whipper snipping
Julia Creek DND	Mowing DND Central
Julia Creek Lions Ladies	Set up for senior's day luncheon
Julia Creek Turf Club	Set up for Beach Races including pressure cleaning of stables and assist with race event (barrier attendants) and clean up after event.

8 – Housing, FRB and Community Centre

8.1 – Budget

			Actual	Budget
ENVIRO9.1	3810-1300	3810 - Council Property / Staff Housing Program Rev	\$40,387	\$100,000
ENVIRO9.2	3810-1301	3810 - Council Property / Subdivision Blocks Rent	\$2,000	\$3,600
	3810-1302	3810-Council Property / Subdivision Blocks outgoings	\$0	\$0
ENVIRO9.3	3810-2300	3810 - Council Property / Staff Housing Program Exp	\$85,565	\$210,000
ENVIRO9.4	3810-2300	3810 - Council Property / Sub Division Expense	\$10,380	\$5,000

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	33 Byrne Street 10 Shaw Street
New Tenancies	2 Netterfield Street is cleaned and ready for new CEO
Finalised Tenancies	Nil
Remedy Breach	Nil
Notice to Leave	Nil
Notes/Repairs	*Painting has commenced on 17 Coyne Street. John Kelly has moved to 4 Netterfield Street until he finishes up with Council. Once the painting is completed, the Director of Engineering will move into the house. Capital Works *The Turf and Irrigation has been completed at 2 Netterfield Street.

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	Nil

Fr Bill Bussutin Community Centre and Seniors Living Units

Budget

	Actual	Budget
ENVIRO10.4 3820 - Community Centre Hire Fees	\$2,804	\$2,500

	Actual	Budget
ENVIRO10.4 3820 - FRB Centre RENT	\$15,784	\$40,000

	Actual	Budget
ENVIRO10.5 3820 - FRB Units & Community Ctre Operational Costs	\$33,104	\$75,000



Report

Seniors Living Units

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

Activity	Number
Properties Available	Three (3) – Unit 2, Unit 3, Unit 7
New Tenancies	Nil
Finalised Tenancies	Nil
Remedy Breach	Nil
Notice to Leave	Nil
Notes/Repairs	*A new split system was installed at Unit 5.

9 – Land and Building Development

9.1 – Budget

	Actual	Budget
ENVIRO11.1 3900 - Revenue	\$355	\$4,000
ENVIRO11.2 3900 - Town Planning Program	\$3,573	\$85,000

9.2 - Report

Regulatory Services, Land and Building Development

There were no development applications lodged during November.

10 – Local Disaster Management

10.1 – Budget

	Actual	Budget
ENVIRO12.1 2760 - SES Grants	\$20,568	\$20,567
ENVIRO12.2 2760 – SES Capital Grants	\$29,253	\$0
ENVIRO12.2 2760 - Natural Disaster Grants	\$0	\$6,780
ENVIRO12.3 2760 - Disaster Management Operational Costs	\$8,393	\$29,000



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10.2 - Report

No incidents activated the LDMG during the month. The next meeting is scheduled for 8 December 2021.



6.2 Subject: Proposed Indigenous Land Use Agreement – Koa People Tenure Resolution QUD592/2015 – Future interests and most appropriate use and tenure considerations of unallocated state land in McKinlay Shire Council LGA

Attachments: 6.2.1 – Views Letter including schedule of lots

Author: Environmental & Regulatory Services Team Leader

Date: 3 December 2021

Executive Summary:

The Department of Resources (DoR) is currently considering the future use and tenure of unallocated state land within the McKinlay Shire area. The future use and tenure consideration of USL will contribute to the resolution of the Koa People Native Title Claim and associated Indigenous Land Use Agreement (ILUA) currently under negotiation between the State and the Koa People.

As part of these considerations, DoR is consulting with State Government agencies, Local Governments, and service providers to seek views on the most appropriate use and tenure of the USL and to identify any future requirements in relation the subject USL in which a stakeholder has an administrative or other interest.

There are seven (7) USL parcels within the McKinlay Shire area.

Recommendation:

Council resolves to advise the Department of Resources (DoR) that:

- 1. Council has no community purpose requirements of the subject USL listed on schedule; and*
- 2. Council has an interest in the parcel of land adjacent to the Water Supply Reserve known as Lot 2 on K3718 and recommend that the most appropriate tenure for this parcel of land would be 'Water Supply Reserve' with Council as Trustee.*

Background:

The Department of Resources have registered a Koa People Tenure Resolution ILUA (QI2021/004) with the Native Title Tribunal on 13 August 2021.

Under the ILUA the State is required to consider the transfer of land to the Koa People under the *Aboriginal Land Act 1991 (Qld)*. There are seven parcels of land within the McKinlay Shire area. Below is an image showing the parcels.

- Lot 2 on K37110
- Lot 2 on K3718
- Lot 3 on K3718
- Lot 4 on K3718
- Lot 6 on K3718
- Lot 7 on K3718
- Lot 8 on K3718



DoR are seeking information on whether McKinlay Shire Council:

- Has community purpose requirements of the subject USL listed on the schedule; and/or
- Has a future public purpose requirement for, or interest in, any of the subject USL listed on the schedule

The Department would like Council to provide comments or views including:

- For future requirements of relevant land please identify:
 1. Lot/plan (or part of);
 2. Proposed future use: and
 3. The tenure that could accommodate the proposed use (e.g., freehold, reserve)
- Knowledge of other interests or issues including, but not limited to:
 1. Legally recognized interests held or issued by your organisation, such as permits, licences, leases or resource allocations;
 2. Existing uses (identify nature/owner);
 3. Improvements/structures (identify nature/owner/whether registered);
 4. Land used to provide access to adjoining tenures (identify nature/user/extent);
 5. Whether land is or was subject to mining activity (e.g., shafts exist, surface is scowled); and
 6. Land contamination issues

Lot 2 on K3718 (shown in blue on the above plan) is located adjacent to the Water Supply Reserve known as Lot 1 on K3718. The fence line for the facility runs through Lot 2 therefore it is



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recommended that Council advise the Department that Council have an interest into the parcel of land and that the most appropriate use would be 'water reserve' with Council as Trustee.

All remaining blocks are vacant. The Department has agreed to transfer the USL parcels to the Koa People as 'Aboriginal Freehold' subject to the Department assessing the 'most appropriate use / tenure' of these parcels.

Consultation: (internal/External)

Council Staff, Council's Solicitor

Legal Implications:

Land Act 1994 , Aboriginal Land Act 1991 (Qld).

Policy Implications:

NA

Financial and Resource Implications:

NA

InfoXpert Document ID: 121153

Our ref: Koa Native Title Claim
Author: Kim Gauld
ILUA Development and Implementation
Phone: 4222 5058



18 November 2021

Department of Resources

The Chief Executive Officer
McKinlay Shire Council
P O Box 177
JULIA CREEK QLD 4823

Dear Mr Kelly

**Proposed Indigenous Land Use Agreement – Koa People Tenure Resolution QUD592/2015
Future interests and most appropriate use and tenure considerations of Unallocated State
Land in the McKinlay Shire Council LGA**

The department of Resources (DoR) is currently considering the future use and tenure of Unallocated State Land (USL) within the Winton Shire Council area. The future use and tenure consideration of USL will contribute to the resolution of the Koa People Native Title Claim and associated Indigenous Land Use Agreement (ILUA) currently under negotiation between the State and the Koa People.

As part of these considerations, DoR is consulting with State Government agencies, Local Governments and service providers to seek views on the most appropriate use and tenure of the USL and to identify any future requirements in relation to the subject USL in which a stakeholder has an administrative or other interest.

DoR has commenced preliminary investigations in relation to the subject USL. The outcomes of the preliminary investigations have resulted in limited information. To assist with the assessment material required for the land evaluation report, DoR is seeking information on whether or not McKinlay Shire Council:

- Has community purpose requirements of the subject USL listed on both schedules; and
or
- Has a future public purpose requirement for, or interest in, any of the subject USL list on both schedules.

McKinlay Shire Council is encouraged to provide comments or views including:

- For future requirements of relevant land please identify:
 1. Lot/plan (or part of);
 2. Proposed future use; and
 3. The tenure that could accommodate the proposed use (e.g. freehold, reserve).

Postal:
Resources Cairns
P O Box 937
CAIRNS QLD 4810

Telephone: (07) 4222 5058

- Knowledge of other interests or issues including, but not limited to:
 1. Legally recognized interests held or issued by your organisation, such as permits, licences, leases or resources allocations;
 2. Existing uses (identify nature/owner);
 3. Improvements/structures (identify nature/owner/whether registered);
 4. Land used to provide access to adjoining tenures (identify nature/user/extent);
 5. Whether land is or was subject to mining activity (e.g. shafts exist, surface is scowled); and
 6. Land contamination issues.

A schedule of the USL lots is attached for your information.

Should you have any details or comments to provide it would be appreciated if you could please provide a written response by 10 December 2021 to:


ILUA Development and Implementation
Department of Resources
P O Box 937
CAIRNS QLD 4870

Or by email to:
kim.gauld@resources.qld.gov.au

If a response is not received by the due date and no alternative arrangements have been made to provide a response with an agreed timeframe, it will be assumed that McKinlay Shire Council has no interest in the subject USL.

Should you have any further enquiries, please contact Jill Williams, Senior Natural Resource Officer of the department on (07) 4837 3402.

Yours sincerely



Kim Gauld
Land Officer

SCHEDULE OF USL LOTS – MCKINLAY SHIRE COUNCIL

Lot 2 on K37110

Lot 2 on K3718

Lot 3 on K3718

Lot 4 on K3718

Lot 6 on K3718

Lot 7 on K3718

Lot 8 on K3718



7.0 COMMUNITY SERVICES



7.1 Subject: Community Services Monthly Report

Attachments: Nil

Author: Community Services Team Leader

Date: 3rd December 2021

Executive Summary:

Council is presented with the monthly Community Services report, which provides an overview of the operations for the month: **November 2021**.

Recommendation:

That Council receives the Community Services monthly report for November 2021

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

Grants & Funding

Road Safety Signage

Photography for the new billboards have been completed with local children from Julia Creek State School thanks to Stephen Malone. The artwork is expected to be completed in December and the new signage installed in early 2022.

Interpretive Tourism Signage

Artwork for a wide range of new interpretive signage to be displayed around the Shire has been finalised and will be ready for installation in 2022. These signs are funded through the Department of State Development and will be strategically placed throughout Julia Creek, McKinlay, Kynuna and roadside rest areas as a means of showcasing the region and as a result increase visitation.

RADF Round 2

The second funding round of RADF for 2021-22 will open on December 1st and close March 31st 2022 to ensure groups have a long time frame of the Christmas/New Year period to come up with ideas for projects to be delivered next year.



Julia Creek Caravan Park

New Managers Jason and Stacey have been busily working at the Park particularly with lawn and garden maintenance and the facility is looking immaculate and as a result travelers are still providing positive feedback. Whilst the number of Caravans/Motorhomes/Camper-trailers are slowly declining as a result of the warm summer weather, there has been a consistent number of guests utilizing the self-contained cabins and twin-single accommodation units. Staff have been working diligently in preparation for the 2022 season and are pre-ordering stock and supplies in readiness. Staff along with the Managers have reviewed the pricing and have completed a report to be tabled later in the meeting detailing price increases to keep the Park operating sustainably.

JC Caravan Park Revenues November 2021

Type of service	SEPTEMBER Total revenues (inc GST)	OCTOBER Total revenues (inc GST)	NOVEMBER Total revenues (inc GST)
Donga Units	\$3,750	\$3,592.50	\$5,690
Powered Sites	\$30,668	\$15,517.50	\$7,634
Cabins	\$12,280	\$14,661	\$15,105
Unpowered Sites	\$2,150	\$607.99	\$56
Sub Total	\$48,848	\$34,378.99	\$28,485
Artesian Baths incl. salts	\$19,081	\$14,836	\$7,980
McIntyre Park	\$208		
Cheese Platters	\$5,940	\$2,310	\$710
Laundry	\$1,502.50	\$955	\$352
Long Term Stay	\$1,260	\$2,180	\$840
Calculated Total	\$76,839.50	\$54,569.99	\$30,387

JC Caravan Park Occupancy by Category November 2021

Type of Service	% Occupancy
Donga Unit	60%
Cabin – 4 berth	84%
Cabin – 6 berth	62%
Unpowered site	%
Powered Caravan site	26%
Powered camp site	4%
McIntyre Park	%

JC Caravan Park Artesian Bathhouse Usage November 2021

Type of Service	Number of bookings
-----------------	--------------------



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Boundary Rider Huts	27
Replica Rainwater Tank Bathhouses	89

Library & Funeral Services

Staff have been able to continue working through various stock takes and book exchanges throughout the month. The warmer weather has seen large numbers of local children utilizing the facility on a daily basis to catch up with their friends and engage in a number of activities which has been terrific to see. The Library was used for a walk-in COVID-19 Vaccination Clinic and also for the Cultural Association’s Annual General Meeting throughout the month.

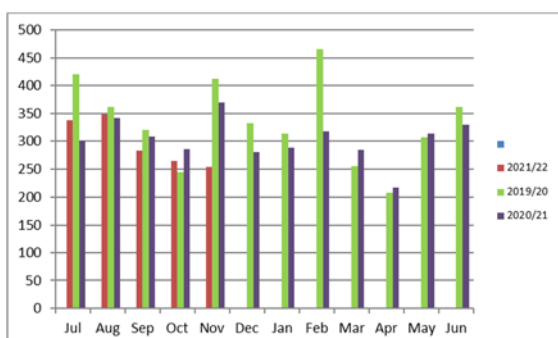
JC Library Memberships November 2021

Type of Membership	Total Membership
Adult	291
Junior	68
Institutions	2
Tourists	2

JC Library Services Provided November 2021

Services Provided	Total Amount
Reservations satisfied	39
Requests for books	12
Internet/computer usage	120
iPad usage	230

JC Library Monthly Loans November 2021





JC Library Monthly Visitors November 2021



Tourism

Total Visitor Numbers for November 2021

There were 51 visitors to the Julia Creek Visitor Information Centre in November. There have been 7698 visitors to the Julia Creek Visitor Information Centre this year to date (YTD).

Total Locals for November 2021

There were a total of 0 local visitors to the Julia Creek Visitor Information Centre in November. There have been 70 local visitors to the Julia Creek Visitor Information Centre this year to date (YTD).

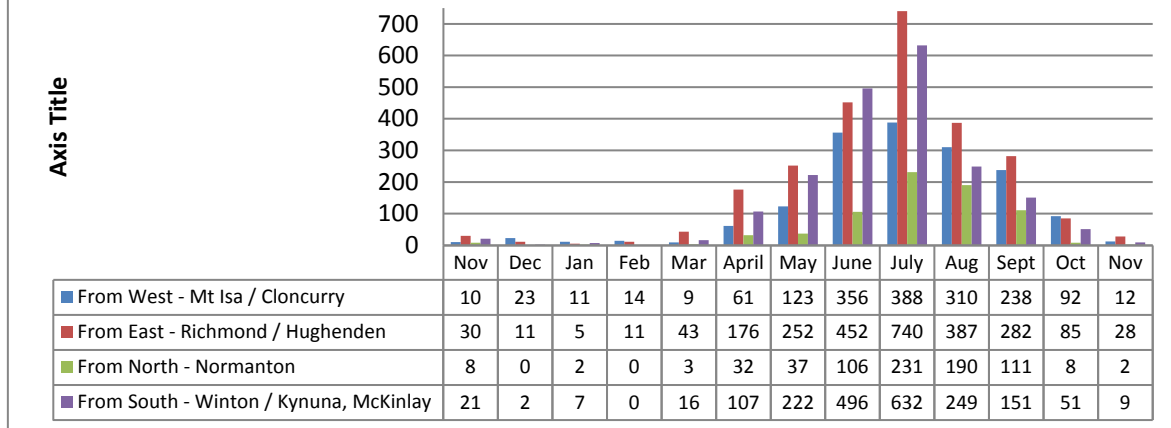
Beneath the Creek Entries November 2021

There were 17 entries to Beneath the Creek in November 2021. There have been 2898 entries to Beneath this Creek this year to date (YTD).

North West Regional Statistics for November 2021



North West Regional Statistics Nov 20 - Nov 21



RV Site Permits November 2021

There were 7 RV Site Permits issued in November 2021. There have been 3199 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	6,909	4,600	1,075	2,725	Sessions	Sessions
November 30	6,907	4,614	1,079	2,740	2,041	544
					Users	Users
					1,488	488

Julia Creek Early Learning Centre

Current enrolments

There are currently 31 children enrolled at the Service

Utilisation Percentage: 86%

Spots Available: 18



Changes to Enrolments

2 families are moving on to Julia Creek State School

New Enrolments

4 new enrolments for 2022

Attendance

The centre had 252 attendances (actual) over the 22 days of care offered during September. This equated to an average of approx. 11 children per day.

Significant events:

- Fundraising committee applied for an infrastructure grant to help cover the cost of some of the bigger maintenance items e.g. extension of store room, extension and sealing of shed, putting gin steps off the western verandah for ease of access to toilet for children
- A sink in the eastern yard for handwashing for children
- The committee started collecting items for the end of year raffle with over \$1000 worth of items donated
- Children started Christmas craft and Christmas activities
- Re-enrolment forms were returned for enrolments for next year
- Speechy (NWRH) continues their visits to the Kindy, Paige is great!
- Fire truck visit to Kindy
- Hardware donated some items to kindy for the kids to use
- Children attended the Rememberable day ceremony at the School, they represented the Kindy very well, staying mostly silent for the entire ceremony

Swimming Pool

USUAGE

TOTAL NUMBERS FOR THE MONTH

ENTRIES	SWIMMERS
Adult Entry	12
Child Entry	3
Season Passes / Family Pass	
Adult	13
Child	42
Swim Lessons/ No Charge	48
After School Care/ No Charge	59
J/C Swimming Club/ No Charge	
Aged Care/ No Charge	
Triathlon Training/ No Charge	
Adult	
Child	
J/C State School/ No Charge	



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Caravan Park Tokens	
Adult	73
Child	56
Free Sunday	
Adult	8
Child	18
Total Swimmers	332

All necessary repairs and maintenance for the pool have been completed and all systems are running smoothly.

Sport & Recreation

Daren Ginns Centre:

The month of November has welcomed a brand-new addition to the gym, in the form of a wall mounted, multi-grip pull up bar. There has been a common theme among members expressing their interest in having one in the gym, and has proven incredibly popular already. November has also welcomed another 5 new members to our great facility, and it is great to see even towards the end of the year people are keen to improve their health and wellbeing.

After School Sport:

Unfortunately for the participants, after school sport for term 4 and for 2021 wrapped up in November, with students thoroughly enjoying their time at the pool throughout term 4. On Tuesday & Wednesday afternoons, approximately 22 students have been taking part in swimming activities at the pool, including fun swimming based games as well as taking some time after a long day at school to chill out and beat the heat.

Council has already begun planning for term 1 of 2022, with QLD Cricket locked in to deliver a Master Blasters Cricket Program as part of the After School Sport program next year.

Move It - North Queensland Sports Foundation:

On the back of submitting an application in October to obtain further funding in order to extend the program for the remainder of 2021 & into 2022, we are delighted that council has been successful in this application and the program will be continuing with some new additions.

With the successful funding application, The Move It NQ program has continued strongly in November within the McKinlay Shire, 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. Participants have also enjoyed the variety between virtual sessions and face to face offerings. We averaged around 6-8 people each session,



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with people from all backgrounds encouraged to, and have been attending which is incredibly inspiring to see their improvement as the weeks go on.

Those participants who have been regularly attending the group fitness sessions have seen some incredible improvements and transformations in their fitness levels, strength, weight loss and overall wellbeing. The 1 on 1 Personal Training has remained popular throughout November as well, with regular attendees continuing to progress on their fitness journey. These participants are building in confidence as well, with some transitioning across to the group settings.

We are excited to continue this beneficial program in the community, with the addition of Yoga to the program from February 2022, facilitated by Jade Lord from Yoga Rites Outback.

Community Health

CHSP Clients	Occasions of Service	Time Spent (hrs)
Nursing Care	59	32.2
Personal Care	17	4.5
Other	--	--
TOTAL	76	36.7

Non-CHSP Clients	Occasions of Service	Time Spent (hrs)
Nursing Care	20	14.8 approx
Other	--	--
Other	--	--
TOTAL	20	14.8

TRANSPORTS	Number of one-way journeys
CHSP Clients	25
Non-CHSP Clients	0
TOTAL	25

Meetings
MPHS clinical meetings x3, NWRH x1, case management with GP x1
Health Promotion
Nil formal
General Business
The medical centre is open with a locum GP 2-3 days/week. A read-only version of the old 'Best Practice' notes is now available for the GP to look at patient's histories.
The MPHS has not yet been re-instated to a CSCF level 2 facility, and the model of care for delivery of medical services in Julia Creek remains uncertain



Child Health Checks are not being done in a timely fashion due to the lack of access to a Child Health Nurse in our community. For follow-up with NWHHS.

CHSP – Commonwealth Home Support Program

Events and Activities

The clients have been enjoying the regular Monday games & Wednesday luncheons, we also had a lovely day out at Gannons for Ladies Day with them all dressing up for fashions. CHSP are now required to report weekly on my aged care with updated covid 19 vaccination's, it is a requirement now for all staff and volunteers to be fully vaccinated by the 30th of December and to have the first dose before the 30th November. All CHSP staff and volunteers are either fully vaccinated or had their first needle.

Stats November 2021

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

Service Offered	Number of Clients
Transport	38 Two-way trips
Social Support	52 Visits
Personal Care	20 visits 1 clients
Counselling/Support, Information and advocacy (client)	6 hours
Shopping	5 trips (3 pick-up)
GAMES	16 attended (5 sessions)
Luncheon	10 Attended (4 sessions)
Wednesday Meal	40 meals (including morning tea)
Meals on Wheels	50 Meals delivered
Home Maintenance	18 lawns mowed 18 clients
Domestic Assistance	clients, visits
Pub Lunch	8 clients 1 session
Clients Transported for Doctors Appointments	6 CHSP clients

InfoXpert Document ID: 121125



7.2 Subject: Caravan Park Fees 2022
Attachments: Julia Creek Caravan Park Fees & Charges
Author: Community Services Team Leader

Executive Summary:

Council's Director Corporate & Community Services, Community Services Team Leader and Caravan Park Managers have reviewed pricing for the Julia Creek Caravan Park. The price increases are aimed at ensuring Council remains in a stable financial position and can generate sufficient revenue to cover rising operational costs. The Park's operating costs have steadily increased over the years as a result of the Park's growing popularity and additional support provided to Manager's by means of cleaning and administration employees designated to the area. It is recommended to implement '3 Night Specials' for all accommodation facilities as a means to encourage extended visitor stays which will support the local economy.

Recommendation:

That Council resolves to accept a price increase for the following fees at Julia Creek Caravan Park effective January 1 2022:

Powered Sites		
Powered Site Fee	\$35.00	Per night
Extra Person (over 5 years old)	\$10.00	Per night
Child 5 and under	FREE	
Powered Site Fee – 3 Night Special	\$95.00	Per 3 nights
Powered Site Fee – 3 Night Special (Extra Person)	\$20.00	Per 3 nights
Powered Site Fee – Weekly Special (Stay for 7 nights pay for 6)	\$210.00	Per week*
Powered Site Fee Extra Person (over 5 years old) – Weekly Special (Stay for 7 nights pay for 6)	\$60.00	Per week*
Unpowered Sites		
Unpowered Site Fee	\$30.00	Per night
Extra Person (over 5 years old)	\$10.00	Per night
Child 5 and under	FREE	
Unpowered Site Fee – 3 Night Special	\$80.00	Per 3 nights
Powered Site Fee – 3 Night Special (Extra Person)	\$20.00	Per 3 nights
Unpowered Site Fee – Weekly Special (Stay for 7 nights pay for 6)	\$180.00	Per week*
Powered Site Fee Extra Person (over 5 years old) – Weekly Special (Stay for 7 nights pay for 6)	\$60.00	Per week*
Permanent Site Rental (longer than 1 month)		
Permanent Caravan Site Rental	\$320.00	Per fortnight
Extra Person (over 5 years old)	\$80.00	Per fortnight
Child 5 and under	FREE	



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Twin Single Accommodation Units		
Twin Single Unit	\$90.00	Per night
Twin Single Unit - 3 Night Special (Stay for 2 nights and get the 3 rd night half price)	\$225.00	Per 3 nights
Twin Single Accommodation Units – Weekly Special (Stay for 7 nights pay for 6)	\$540.00	Per week*
Self-contained Cabins		
6 Berth Cabin	\$150.00	Per night
6 Berth Cabin – 3 Night Special (Stay for 2 nights and get the 3 rd night half price)	\$375.00	Per 3 nights
6 Berth Cabin – Weekly Special (Stay for 7 nights pay for 6)	\$900.00	Per week*
4 Berth Cabin	\$135.00	Per night
4 Berth Cabin – 3 Night Special (Stay for 2 nights and get the 3 rd night half price)	\$337.50	Per 3 nights
4 Berth Cabin – Weekly Special (Stay for 7 nights pay for 6)	\$810.00	Per week*
Self-contained Cabins Extra Person (over 5 years old) – Weekly Special (Stay for 7 nights pay for 6)	\$60.00	Per week*
Self-contained Cabins Extra Person (over 5 years old) – 3 Night Special (Stay for 2 nights and get the 3 rd night half price)	\$25.00	Per 3 nights
Extra person (over 5 years old)	\$10.00	Per night
Children 5 and under	FREE	

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 increase as they are relatively cheap compared to surrounding Parks in our region and continual ongoing positive feedback from guests indicates the Park is a much sought-after destination with great facilities and experiences. Similarly, the self-contained cabins and twin single accommodation units should also incur a price increase to ensure Council is covering operational costs involved with this area including additional cleaning staff and daily laundry requirements. Both types of accommodation units are also due for general repairs and upgrades to bedding, appliances and miscellaneous items in the next year and the slight price rise will assist maintaining associated costs. The implementation of ‘3 night specials’ for all accommodation areas will be aimed at increasing

Staff believe it is in Council’s best interest to slightly increase accommodation pricing across the Park whilst leaving the pricing for Artesian Bathhouses unchanged.

Consultation:

The decision was discussed in liason with Director Corporate & Community Services.



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Legal Implications:

Nil

Policy Implications:

Nil

Financial and Resource Implications:

Update to Fees and Charges

InfoXpert Document ID: 121083

Proposed New Caravan Park Fees 2022

	Description	GL Account	2021 Price	Proposed Fees January 1 2022	Unit/Details
3. JULIA CREEK CARAVAN PARK FEES					
3.01	POWERED SITES				
	Powered Site Fee	2120-1200-0000	\$ 32.00	\$ 35.00	per night
	Extra Person (over 5 years old)	2120-1200-0000	\$ 10.00	\$ 10.00	per night
	Child 5 and under	2120-1200-0000	FREE	FREE	
	Powered Site Fee - 3 Night Special	2120-1200-0000	\$ 85.00	\$ 95.00	per 3 nights
	Powered Site Fee – 3 Night Special (Extra Person)	2120-1200-0000		\$ 20.00	Per 3 nights
	Powered Site Fee - Weekly Special	2120-1200-0000	\$192.00	\$210.00	per week*
	Powered Site Fee Extra Person (over 5 years old) – Weekly Special (Stay for 7 nights pay for 6)	2120-1200-0000	\$ 60.00	\$ 60.00	per week*
	* Weekly Special - Stay for 7 nights pay for 6				
3.02	UNPOWERED SITES				
	Unpowered Site Fee	2120-1200-0000	\$ 28.00	\$ 30.00	per night
	Extra person (over 5 years old)	2120-1200-0000	\$ 10.00	\$ 10.00	per night
	Child 5 and under	2120-1200-0000	FREE	FREE	
	Unpowered Site Fee - 3 Night Special	2120-1200-0000	\$ 75.00	\$ 80.00	per 3 nights
	Powered Site Fee – 3 Night Special (Extra Person)	2120-1200-0000		\$ 15.00	Per 3 nights
	Unpowered Site Fee - Weekly Special	2120-1200-0000	\$168.00	\$180.00	per week*
	Extra person (over 5 years old)	2120-1200-0000	\$ 60.00	\$ 60.00	per week

Proposed New Caravan Park Fees 2022

	* Week Special - Stay for 7 nights pay for 6				
	Guests are reminded that unpowered sites/camping areas may be inaccessible at times throughout the year due to the impact of rain events and may be required to utilise a powered site during these periods.				
3.03	PERMANENT (Longer than 1 month)				
	Permanent Caravan Site Rental	2120-1200-0000	\$280.00	\$320.00	per fortnight (up to 2 persons)
	Extra person (over 5 years old)	2120-1200-0000	\$ 80.00	\$ 80.00	per fortnight per person
	Child 5 and under	2120-1200-0000	FREE	FREE	
3.04	BUS (schools, tours and universities - Powered site)				
	Plus Passenger Charged excluding staff/crew	2120-1200-0000	\$ 15.00	\$ 15.00	per person
3.05	TWIN SINGLE ACCOMMODATION UNITS				
	Twin Single Unit	2120-1200-0000	\$ 75.00	\$ 90.00	Per Night
	Twin Single Unit - 3 Night Special (Stay for 2 nights and get the 3rd night half price)			\$225.00	Per 3 nights
	Twin Single Unit - Weekly Special	2120-1200-0000	\$420.00	\$540.00	Per Week*
	* Week Special - Stay for 7 nights pay for 6				
3.06	SELF CONTAINED CABINS				
	6 Berth Cabin (2 persons)	2120-1200-0000	\$140.00	\$150.00	Per Night
	6 Berth Cabin – 3 Night Special (Stay for 2 nights and get the 3 rd night half price)	2120-1200-0000		\$375.00	Per 3 Nights
	6 Berth Cabin - Weekly Special	2120-1200-0000	\$780.00	\$900.00	Per Week*

Proposed New Caravan Park Fees 2022

	4 Berth Cabin (2 persons)	2120-1200-0000	\$120.00	\$135.00	Per Night
	4 Berth Cabin – 3 Night Special (Stay for 2 nights and get the 3rd night half price)	2120-1200-0000		\$337.50	Per 3 Nights
	4 Berth Cabin - Weekly Special	2120-1200-0000	\$660.00	\$810.00	Per Week*
	Extra person (over 5 years old)		\$ 10.00	\$ 10.00	Per night
	Child 5 and under	2120-1200-0000	FREE	FREE	
	Self-contained Cabins Extra Person (over 5 years old) – Weekly Special (Stay for 7 nights pay for 6)	2120-1200-0000		\$ 60.00	Per week*
	Self-contained Cabins Extra Person (over 5 years old) – 3 Night Special (Stay for 2 nights and get the 3 rd night half price)	2120-1200-0000		\$ 25.00	Per 3 nights*
	* Week Special - Stay for 7 nights pay for 6				
3.07	LAUNDRY				
	Washing Machine	2120-1200-0000	\$ 4.00		Per Load
	Dryer	2120-1200-0000	\$ 5.00		Per Load
3.08	STORAGE				
	Storage for powered & unpowered sites	2120-1200-0000		\$180.00	Per Week
3.09	ARTESIAN BATHS				
	Replica Rain Water Tanks				
	Guests of Caravan Park	2120-1200-0000	\$ 25.00	\$ 25.00	per person
		2120-1200-0000	\$ 40.00	\$ 40.00	per couple
	Visitors to the Park (non guests)	2120-1200-0000	\$ 40.00	\$ 40.00	per person
		2120-1200-0000	\$ 70.00	\$ 70.00	per couple
	Sunset' Pricing				

Proposed New Caravan Park Fees 2022

Sunset pricing would be for last scheduled bath at 6:30pm				
Guests of Caravan Park	2120-1200-0000	\$ 35.00	\$ 35.00	per person
	2120-1200-0000	\$ 60.00	\$ 60.00	per couple
Visitors to the Park (non guests)	2120-1200-0000	\$ 50.00	\$ 50.00	per person
	2120-1200-0000	\$ 90.00	\$ 90.00	per couple
Boundary Rider Huts				
Guests of Caravan Park	2120-1200-0000	\$ 45.00	\$ 45.00	per person
	2120-1200-0000	\$ 80.00	\$ 80.00	per couple
Visitors to the Park (non guests)	2120-1200-0000	\$ 55.00	\$ 55.00	per person
	2120-1200-0000	\$ 95.00	\$ 95.00	per couple
Sunset' Pricing				
Sunset pricing would be for last scheduled bath at 6:30pm				
Guests of Caravan Park	2120-1200-0000	\$ 60.00	\$ 60.00	per person
	2120-1200-0000	\$110.00	\$110.00	per couple
Visitors to the Park (non guests)	2120-1200-0000	\$ 70.00	\$ 70.00	per person
	2120-1200-0000	\$130.00	\$130.00	per couple
Gourmet Grazing Platters		\$ 30.00	\$ 30.00	

InfoXpert Document ID: 121084



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7.3 Subject: Active Community Policy
Attachments: 7.3.1 Active Community Policy
Author: Community Services Team Leader
Date: 2nd December 2021

Executive Summary:

A review of the Active Community Policy has been undertaken and new version is presented to Council for consideration and adoption.

Recommendation:

That Council adopt the Active Community Policy Version 3.1 as presented.

Background:

The last review of the Active Community policy was undertaken in June 2018. The review date was scheduled for June 2020. A review of the current policy was undertaken by staff and found that the content was still relevant.

No changes have been made to the policy. The review date has been extended to three years.

Consultation:

Consultation was undertaken with Sport & Recreation Officer.

Policy Implications:

Upon adoption this will revoke Active Community Policy V3.0.

Financial and Resource Implications:

Nil

InfoXpert Document ID: 121082



ACTIVE COMMUNITY POLICY

1. POLICY PURPOSE

Physical activity provides critical foundations for the quality of life and well being that makes McKinlay Shire unique. Physical activity is recognised as being essential to the health and well being of individual citizens and the McKinlay Shire community. Physical activity has far reaching personal, social, economic and environmental benefits and creates a happier community.

2. AUTHORITY (LEGISLATION OR OTHER)

The McKinlay Shire Council Community Plan 2010-2020 states goals for which Council is aiming toward. The two goals below outline how McKinlay Shire Council is aiming toward an active community:

- Goal 13: “Ensure policies, plans and infrastructure support the creation of safe local environments to encourage participation in physical activity (not just sport), and healthy eating for ages and abilities”.
- Goal 14: “Plan and deliver sport and recreation, public space and community events”.

The McKinlay Shire Council Sport and Recreation Plan states “the purpose of the project..., was to develop a Plan that would identify future development and management needs, facility maintenance, user arrangements, opportunities and priorities for sport and recreation throughout the Region.”

3. STATEMENT

To encourage all McKinlay Shire residents to become actively involved in sport, community recreation, fitness, outdoor recreation and other physical activities.

4. SCOPE

This policy is designed to encourage and provide the ability for all residents of the McKinlay Shire to become active.

5. DEFINITIONS

To assist in interpretation, the following shall apply:

Participation shall mean involvement in structured and/or unstructured activities that may be classed as community recreation, fitness activities, sport, outdoor education, physical education or other forms of physical activity. Involvement in these activities should provide enjoyment and produce health, physical, mental, social and economic benefits. Participation is not just confined to a role as a player, but includes involvement as a coach, instructor, teacher, administrator, manager, official and volunteer.

Date of Approval: 14th December 2021
Approved By: Council Resolution TBC
InfoXpert Document ID: 121081

Effective Date: 15/12/2021
Version: 3.1
Review Date: December 2024

6. POLICY CONTENT

The fundamental principles underpinning this policy reflect the National Sport and Active Recreation Policy Framework, which seeks to maximise participation by all Australians in physical activity.

This policy has three goals:

- To increase and enhance lifelong participation;
- To realise the social, health and economic benefits of participation; and
- To develop quality infrastructure, opportunities and services to support participation.

Participation should be lifelong and not limited by age. The degree and form of involvement may vary at different stages of an individual's life cycle.

All McKinlay Shire residents should have access to a comprehensive range of quality participation opportunities to enable them to fulfil their potential and realise the physical, social, mental and spiritual benefits of physical activity regardless of socio-economic status, race, age or gender, ability and geographic location.

McKinlay Shire Council is committed to the provision of sport and active recreation functions. This is achieved through the Sports and Recreation Officer role and the many designated recreation facilities throughout the Shire. The continued support of the Sports and Recreation Officer enables McKinlay Shire Council to provide varied participation opportunities for members of the community. These opportunities allow participants to enjoy the experience and excitement of physical activities, to develop skills, interact socially and achieve goals.

It is recognised that participants who enjoy, and are satisfied with, their experience are more likely to repeat and continue their involvement. For this reason, McKinlay Shire Council is committed to continuing to provide sport and active recreation programs that have been identified throughout the community as well received, successful and beneficial to the well being of individuals and the community overall.

The Australian Government Department of Health have a variety of promotional material for active, healthy living initiatives. McKinlay Shire Council is committed to implementing these initiatives through the Sports and Recreation and Community Nurse programs. These initiatives can involve ways to increase participation in sport and active recreation, promote healthy habits and lifestyles, including through physical activity, healthy eating and other well being factors. The initiatives and informational resources available provide McKinlay Shire Council with opportunities to encourage the community to come together and support each other as individuals continue to strive to further improve their health and well being, as well as promoting an active, healthy community.

Participation should contribute to the health and well being of the community and minimise adverse individual and environmental impacts. Participation in sport and active recreation is just one part of being an active, healthy community and McKinlay Shire Council recognises this and continues to develop projects and plans to promote all aspects of healthy living. Having a Community Nurse to provide health advice and to coordinate healthy living programs further enables McKinlay Shire Council to actively encourage all members of the community to be involved in an active, healthy community and lifestyle.

Date of Approval: 14th December 2021
Approved By: Council Resolution TBC

Effective Date: 15/12/2021
Version: 3.1
Review Date: December 2024



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7.4 Subject: Commonwealth Home Support Programme (CHSP) Fees Policy
Attachments: 7.4.1 CHSP Fees Policy
Author: Community Services Team Leader
Date: 1st December 2021

Executive Summary:

Council approved and implemented the CHSP Fees Policy in 2018 with a review date of one year. This policy has been reviewed and presented to Council for adoption.

Recommendation:

That Council adopt the CHSP Fees Policy V2.1 as presented.

Background:

In June 2018 Council endorsed its CHSP Fees Policy to ensure that each client, or prospective client, is provided with information (initially and on an ongoing basis) in a format appropriate to their needs to assist them to make support choices and gain an understanding of the support available to them and their rights and responsibilities.

The Policy principles address the issues of access, equity, affordability, user rights and privacy and ensure that fees generated by the CHSP are used efficiently and for the benefit of CHSP clients.

No changes have been made to the policy. The review date has been extended for another two years.

Consultation:

Consultation was undertaken with Director Corporate & Community Services.

Policy Implications:

Upon adoption this will revoke CHSP Fees Policy V2.0.

Financial and Resource Implications:

Nil

InfoXpert Document ID: 121128



COMMONWEALTH HOME SUPPORT PROGRAMME FEES POLICY

1. POLICY PURPOSE

The National Guide to the Commonwealth Home Support Programme (CHSP) Client Contribution Framework requires service providers to develop their own Client Contribution arrangements and policy, following a set of principles which aims to ensure that those who can afford to contribute to the cost of their care do so, whilst protecting those most vulnerable. It is designed to support the financial sustainability of the CHSP whilst creating fairness and consistency in the way in which both new and existing clients contribute to the cost of their care.

2. AUTHORITY (LEGISLATION OR OTHER)

The Department of Social Services requires Commonwealth Home Support Programme service providers to set a publicly available client contribution policy.

3. SCOPE

Julia Creek CHSP ensures that each client, or prospective client, is provided with information (initially and on an ongoing basis) in a format appropriate to their needs to assist them to make support choices and gain an understanding of the support available to them and their rights and responsibilities.

The following Fees Policy principles address the issues of access, equity, affordability, user rights and privacy and ensure that fees generated by the CHSP are used efficiently and for the benefit of CHSP clients.

4. POLICY CONTENT

Principles

Clients have the right:

- To have their fees determined in a way that is transparent, accessible and fair;
- To receive invoices or financial summary that is clear and in a format that is understandable;
- To have their fees reviewed periodically and on request when there are changes to their financial circumstances;
- Not to be denied care and services because of their inability to pay a fee for reasons beyond their control.

Clients have the responsibility:

- To pay any fee as specified in the agreement or negotiate an alternative arrangement with the provider if any changes occur in their financial circumstances;
- To provide enough information for the approved provider to determine an appropriate level of fee.

Date of Approval: 14th December 2021
Approved By: Council Resolution TBC
InfoXpert Document ID: 121129

Effective Date: 1st January 2022
Version: 2.1
Review Date: January 2024

Fees & Charges Schedule

Fees charged for support services are set in accordance with the relevant fees policy (as above) and are revised annually in June for the next financial year. Current fee levels are shown in our Fees & Charges Schedule relating to:

- Meals on wheels
- Lunch at Fr Bill Busuttin Community Centre
- Transport
- Domestic assistance
- Personal care
- Home maintenance
- Social support – individual
- Social support – group (formerly centre based day care)
- Nursing care

Client Fees

The Director of Corporate & Community Services is responsible for monitoring fee and fee policy changes for the CHSP and for revising the information in this section of the Policies and Procedures and advising clients of the revisions.

Upon joining Julia Creek CHSP, the CHSP Coordinator undertakes a Fee Assessment based on the individuals circumstances and takes into consideration the following principles:

1. Inability to pay cannot be used as a basis for refusing a service to people who are assessed as requiring a service.
2. All clients assessed as having the capacity to pay are charged fees. This is done in accordance with a scale of fees appropriate to their level of income, amounts of services they use, and any changes in circumstances.
3. CHSP funded agencies charge the full cost of the service where clients are receiving, or have received, compensation payments intended to cover the cost of community care.
4. Clients with similar levels of income and service usage patterns should be charged equivalent fees for equivalent services.
5. Clients with high and/or multiple service needs are not to be charged more than a specified maximum amount of fees in a given period, irrespective of actual amounts of services used.
6. For purposes of this policy, solicited donations for services are equivalent to fees and are subject to all provisions of this policy.
7. Fees charged will not exceed the actual cost of service provision.
8. Fees are not to be charged in respect of services such as information, advocacy and friendly visiting.
9. The fee charged for a service is all-inclusive and cover all material used in delivery of the service.
10. Fee collection is administered efficiently and the cost of administration is less than the income received from fees.

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11. The revenue from fees is used to enhance and/or expand CHSP services.
12. Procedures for the determination of fees, including assessment criteria, are clearly documented and publicly available (in the Client Handbook).
13. Procedures for the determination and collection of fees take into account the situation of special needs groups.
14. Assessment of a person's capacity to pay fees is as simple and unobtrusive as possible, with any information obtained treated confidentially.
15. Consumers and their advocates have the right of appeal against a given fee determination.

Fee Guidelines

Support with a partial or full exemption from the CHSP fees policy

Fees are not charged for information, advisory and advocacy services, and review services, or individual social support services. Standard fees apply to Meals (home or centre), and Transport services. Where clients only receive these supports, an income assessment is **not** required.

Fee Reduction

Council recognises that some clients have a limited capacity to pay for support; however, the payment of a fee for service by clients who have the capacity to pay is endorsed. People who are assessed as being in need of support are eligible to receive support, regardless of their capacity to pay.

In assessing clients' ability to pay for support the following applies:

- Clients can nominate whether they wish to be considered for a fee reduction. Clear guidelines are available to indicate the circumstances where a fee reduction might be appropriate. In such circumstances, the clients may be asked to complete a Fee Reduction Form.
- To assist clients, their general household circumstances are determined (whether they live alone, are part of a couple or family living together, live in a household of unrelated people or are in some other circumstance).
- The CHSP Coordinator takes into account any exceptional and unavoidable expenses the client may have, such as high pharmaceutical expenses.
- The CHSP Income Assessment Form is completed by the client, or their representative. It may be left with the client for completion and collection at a later date or completed at the time of the initial visit. When completed, the original is retained by us in the clients file. The client may request a copy.
- The client is given clear instructions about whose income is to be assessed (single, or couple).
- Information obtained about a client's income is treated as private and confidential.
- Clients are asked to advise us within 30 days of any significant changes in circumstances which may alter their status in relation to the payment/non-payment of fees.
- In cases of hardship or where clients request assistance, the fee can be waived. Clients are advised and reassured that support will not be refused or withdrawn if they are unable to pay the fee.
- Clients are advised of the result of their application for a fee reduction within 15 working days from the date of lodgement.
- The Director of Corporate & Community Services makes the decision.

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Version: 2.1

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Clients in receipt of other CHSP support

Where a client is in receipt of support from other CHSP funded services and their total income is less than twice the Age Pension, negotiations with the Manager(s) of the other service(s) occur (with the client's permission) to ensure that the client is not required to pay more than 20% of their income for the support provided.

Compensable client

Clients who are applying for a compensation payment that may cover all or part of their community care costs follow the usual fee assessment process and are charged the appropriate fees for their level of compensation. We liaise with the client's legal representative regarding the unit cost of services up to the point of a compensation settlement. At the point of settlement, any monies designated for community care costs will be recovered directly by us, less fees already paid. Support delivered after compensation settlement is charged at the amount determined in the compensation package. If not specific amount has been identified, clients are charged as per their assessed income.

Property

All equipment, purchased by Council and provided to support the client remains the property of our organisation, are recorded on an equipment register by the relevant Home Care Worker and are maintained by Council. Equipment hired or purchased for the client as part of the package (and paid for by the package) will remain the property of the client once the package ceases to be provided. The client is responsible for the maintenance and repair of equipment.

Reporting

Grant agreement obligations include a requirement for providers to report the dollar amount collected from client contributions.



7.5 Subject: Library Public Access Internet Policy
Attachments: 7.5.1 Library Public Access Internet Policy
Author: Community Services Team Leader
Date: 1st December 2021

Executive Summary:

Council approved and implemented the Library Public Access Internet Policy in 2017 with a review date of two years. This policy has been reviewed and presented to Council for adoption.

Recommendation:

That Council adopt the Library Public Access Internet Policy V1.1 as presented.

Background:

In September 2017 Council endorsed its Library Public Access Internet Policy to provide internet and computer access to meet the recreational, cultural, informational and learning needs of the McKinlay Shire community and those that visit the shire. Providing access to these services supports the library's commitment to maintaining a high quality of service using new forms of information technology and also meets State Library's requirement to provide free access to the internet.

No changes have been made to the policy. The review date has been extended for another two years.

Consultation:

Consultation was undertaken with Director Corporate & Community Services.

Policy Implications:

Upon adoption this will revoke Library Public Access Internet Policy V1.0.

Financial and Resource Implications:

Nil

InfoXpert Document ID: 121175



LIBRARY PUBLIC ACCESS INTERNET POLICY

1. POLICY PURPOSE

McKinlay Shire Council has a responsibility to provide internet and computer access to meet the recreational, cultural, informational and learning needs of the McKinlay Shire community and those that visit the shire.

Providing access to these services supports the library's commitment to maintaining a high quality of service using new forms of information technology and also meets State Library's requirement to provide free access to the internet.

2. POLICY OBJECTIVES

- To ensure fair and equitable access to the internet and wireless services;
- To promote freedom of information;
- To promote lifelong learning and digital literacy;
- To establish guidelines for acceptable use of the public internet and wireless services at McKinlay Shire Library branches;
- To clearly indicate the responsibility of customers using the internet and wireless including parental responsibility for supervising minors on line; to ensure the integrity and safety of McKinlay Shire Council information technology network.

3. DEFINITIONS

To assist in interpretation, the following shall apply:

Council shall mean the Mayor and Councillors of McKinlay Shire Council

Library shall mean a Library belonging to, or under the control and management of, McKinlay Shire Council and include all library locations

Member shall mean any user who has fulfilled the requirements for membership of the Library and has a current membership card

Offensive material may include, but is not limited to, images or text containing nudity, obscenity, graphic violence or any material that may make other library users uncomfortable

User shall mean any person, whether or not a member, who visits a Library for the purpose of using Library resources and/or facilities

4. POLICY CONTENT

Public computer and wireless access

McKinlay Shire Council Library Service internet and wireless service is available only during opening hours. Connection to the wireless service is free of charge. Library PC's and Library internet are also available free of charge. Printing is available via Library PC's however charges do apply. Users can either be current members or visitors to McKinlay Shire Council Library Service.

McKinlay Shire Council does not take responsibility for any technical problems in accessing sites and cannot guarantee continuous internet or wireless access during time of usage. Temporary wireless interruptions may occur as normal events in the provision of the wireless services.

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The current service provided does not censor access to material on the internet. The Library regards current filtering software as inaccurate and unreliable. These software packages do not take into account the wide range of clients who use the Internet in a public Library. The use of such software may lead to both adults and children missing out on vital information. Literature on this issue is available from the State Library of Queensland's website (<http://www.slq.qld.gov.au/>)

The Library seeks to address the concerns of parents and the community by placing internet computers in full public view. The Library cannot guarantee the quality of information on the Internet. It is the responsibility of the patron to determine the validity, quality and relevancy of the information accessed. The Library cannot ensure access to sites on the internet, waiting times may be long and connections to all sites cannot be guaranteed.

The following services may be accessed from the Library internet service:

- World Wide Web pages;
- Library catalogues;
- Usenet news
- Electronic journals and texts;
- Discussion lists;
- Internet relay chat;
- Email (where patrons know the internet address of their account, or through free services such as "Hotmail"). Library staff may be able to provide information on how to access email accounts. Please ask staff for assistance.

McKinlay Shire Libraries will not be held responsible for inadvertent exposure by minors or adults to potentially offensive material accessed by internet users on Library equipment. The Library is not and will not be held responsible for what a minor or adult may locate on the Internet. As with other library materials, restriction of a minor's access to information on the Internet is the responsibility of the parent or guardian.

Public Conduct

Any equipment malfunction should be reported to Library staff immediately. Patrons should not attempt to "repair" hardware or software problems. Patrons may not, under any circumstances, use their own personal software on Library computers or attach equipment to the Library's hardware. Unacceptable conduct may lead to the suspension of Library privileges. Unacceptable behaviour includes:-

- Destruction of or damage to Council equipment or software;
- Licence infringement;
- Attempting to modify or gain access to files, passwords or data belonging to others;
- Display of offensive or inappropriate material;
- Unauthorised monitoring of electrical communications; and,
- Intentional unauthorised infringement of copyright.

If a decision is made to suspend Library internet privileges, notice will be given in writing to the patron or their parent/guardian/carer informing of the suspension. Library staff members reserve the right to eject patrons engaged in unacceptable conduct.

Copyright

Much of the material, including software, available is protected by copyright. Patrons are personally responsible for complying with all applicable laws governing copyright materials. A copyright owner

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is entitled to take legal action against a patron who infringes his or her copyright. Unless otherwise permitted by the Copyright Act 1968, unauthorised copying of a work in which copyright subsists (including digital copying) may infringe the copyright in that work. The Copyright Act and associated Regulations are available online at <https://www.legislation.gov.au/Home>

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8.0 CORPORATE SERVICES



8.1 Subject: Corporate Services November 2021 Report

Attachments: Nil

Author: Director Corporate & Community Services

Executive Summary:

The Corporate Services Report as of 30 November 2021 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 2021.

Report:

The Corporate Services Report compares actual performance to date with the Council's 2021/2022 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:

Financial Assistance Grant payments were received in November for the second quarter increasing the income for Roads & Infrastructure and Corporate Services. Works for Queensland grant of \$103,000 was also received in November.



INCOME STATEMENT SUMMARY				
	Actuals	Variance	YTD Budget	Full Year Budget
Total Income	8,622,141	104%	8,274,627	19,859,104
Total Expenses	(6,598,689)	87%	(7,626,716)	(18,304,119)
Net Result	2,023,452	312%	647,910	1,554,985
Less Capital Revenue	3,385,750	90%	3,744,569	8,986,966
Operating Result (excl. Capital	\$ (1,362,298)	44%	\$ (3,096,659)	\$ (7,431,981)

STATEMENT OF FINANCIAL POSITION		
	2022 Actuals	2021 Actuals
Current Assets	20,974,740	24,104,426
Total Non-Current Assets	253,571,615	250,985,624
Total Assets	274,546,355	275,090,050
Total Current Liabilities	2,802,707	5,369,854
Total Non-Current Liabilities	268,932	268,932
Total Liabilities	3,071,639	5,638,786
Net Community Assets	\$ 271,474,716	\$ 269,451,264
<i>Community Equity</i>		
Asset Revaluation Surplus	79,973,716	79,973,715
Retained Surplus	191,100,999	189,477,549
Reserves	400,000	-
Total Community Equity	\$ 271,474,716	\$ 269,451,264

STATEMENT OF CASH FLOWS		
	2021/22 Actuals	2020/21 Actuals
Cash Flows from Operating Activities	219,828	4,242,712
Receipts, Payments & Interest Received		
Borrowing Costs		
Cash Flows From Investing Activities	(1,207,011)	(5,344,531)
Payments and Proceeds for PPE		
Capital Income		
Cash Flows from Financing Activities	-	-
Loan Payments		
Net increase (decrease) in cash held	(987,183)	(1,101,819)
Cash at beginning of the financial year	17,733,602	18,835,421
Cash at the end of the period	\$ 16,746,419	\$ 17,733,602



Summary By Departments						
Department	Revenue			Expenditure		
	Actuals	%	Budget	Actuals	%	Budget
Infrastructure & Works	4,602,502	37%	12,340,866	3,469,884	35%	9,907,600
Governance & Partnerships	-	0%	-	380,890	42%	897,987
Corporate Services	2,743,916	49%	5,565,688	595,491	34%	1,753,901
Economic Development	54,391	48%	112,500	359,289	37%	977,850
Community Services	966,055	72%	1,343,806	1,444,635	40%	3,581,281
Health Safety & Development	62,693	138%	45,447	185,816	30%	620,000
Environmental Management	192,585	43%	450,797	154,111	27%	565,500
	8,622,141	43%	19,859,104	6,590,114	36%	18,304,119

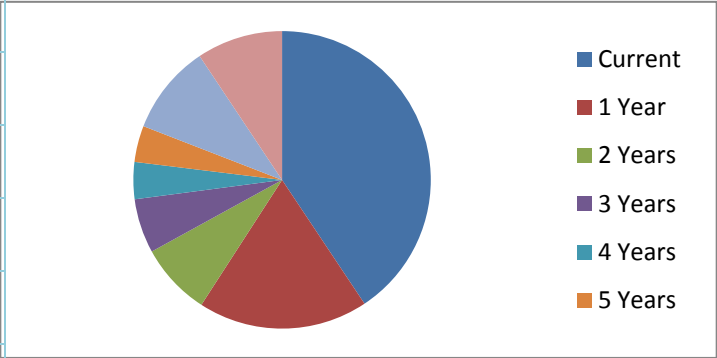
Capital Works Program 2021-2022 Version 1.0

Infrastructure & Works	Actuals	Budget	Grants/Other
Roads	\$5,196,658.24	\$6,147,495.00	\$5,949,595.00
Wastewater	\$0.00	\$50,000.00	\$0.00
Water	\$5,097.79	\$781,000.00	\$550,000.00
Transport	\$0.00	\$165,000.00	\$0.00
Other	\$2,478.18	\$1,350,000.00	\$0.00
Subtotal	\$5,204,234.21	\$8,493,495.00	\$6,499,595.00
Environmental Management	Actuals	Budget	Grants/Other
Reserves	\$36,619.93	\$132,000.00	\$0.00
Subtotal	\$36,619.93	\$132,000.00	\$0.00
Community Services & Facilities	Actuals	Budget	Grants/Other
Community Buildings & Other Structures	\$81,658.16	\$356,372.73	\$102,872.73
Parks & Gardens	\$2,991.42	\$47,000.00	\$0.00
Council Housing	\$181,459.06	\$251,034.00	\$0.00
Subtotal	\$266,108.64	\$654,406.73	\$102,872.73
Corporate Services	Actuals	Budget	Grants/Other
Corporate Buildings & Other Structures	\$20,094.00	\$121,000.00	\$0.00
Other	\$21,759.97	\$225,000.00	\$205,000.00
Economic Development	\$7,696.56	\$482,000.00	\$194,505.00
Subtotal	\$49,550.53	\$828,000.00	\$399,505.00
Total	\$5,556,513	\$10,107,902	\$7,001,973



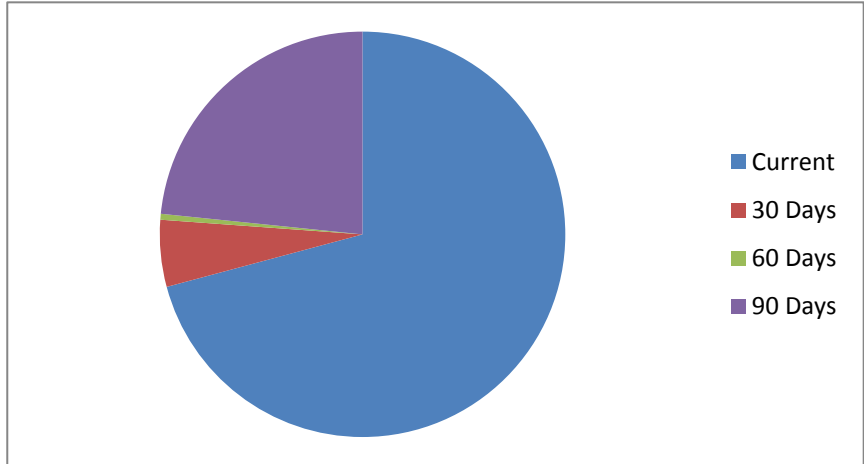
Outstanding Rates

	Nov-21	Oct-21
Current	41,109	80,438
1 Year	18,676	27,253
2 Years	7,961	10,457
3 Years	5,980	5,980
4 Years	4,069	4,069
5 Years	3,992	3,992
5+ Years	9,872	9,872
Interest	9,464	12,815
Total	101,124	154,875



Outstanding Debtors

Total	66,007.44
Current	46,754.22
30 Days	3,513.87
60 Days	309.35
90 Days	15,430.00



Comments:

Consultation:

Legal Implications:

Policy Implications:

Financial and Resource Implications:

InfoXpert Document ID: 118586



Ordinary Meeting of Council Tuesday 14th December 2021

8.2 Subject: Review of Public Interest Disclosure Policy & Associated Documents
Attachments: Public Interest Disclosure Policy, Public Interest Disclosure Management Plan and Public Interest Disclosure Procedure
Author: Director Corporate & Community Services
Date: 29th November 2021

Executive Summary:

Council has obligations under the Public Interest Disclosure Act 2010 to establish procedures to deal with public interest disclosures (PIDs) in order to ensure that PIDs are appropriately assessed and managed, support is offered to disclosers and public officers are protected from reprisal. To this end a review of the Public Interest Disclosure Policy, Management Plan and Procedures have been undertaken.

Recommendation:

That Council adopts the Public Interest Disclosure Policy V3.0 along with the Public Interest Disclosure Management Plan V3.0 and the Public Interest Disclosure Procedure V2.0 as presented.

Background:

A review of all Council's documentation regarding Public Interest Disclosures was undertaken to ensure compliance with the relevant legislation.

Only minor changes were done and the PID Procedure is based on the template provided by the Queensland Ombudsman's Office.

Consultation:

Queensland Ombudsman's Office

Legal Implications:

The policy and associated documents have been compiled to meet the requirements of the Public Interest Disclosure Act 2010 and the Public Interest Disclosure Standards.

Policy Implications:

The adoption of this policy will revoke all previous versions.

Financial and Resource Implications:

InfoXpert Document ID: 121038



PUBLIC INTEREST DISCLOSURE POLICY

1. OBJECTIVES

1.1 The objectives of this policy are:

- (a) To acknowledge Council's obligations as a Public Sector Entity as defined in the *Public Interest Disclosure Act 2010* ("PID Act").
- (b) To establish Council's commitment to the promotion and proper management of Public Interest Disclosures.
- (c) To communicate the rights and obligations, and to outline a framework, within which provides for the correct process for Councillors and employees of McKinlay Shire Council ("Council") to make appropriate disclosures.

2. SCOPE

2.1 This policy applies to all Councillors, Council officers of Council and members of the public.

3. POLICY STATEMENT

3.1 By virtue of their office or position, Council recognises the important role Councillors, Council employees and members of the public can play in the identification of cases of maladministration, corrupt conduct and the misuse of public resources or contraventions giving rise to dangers to public health and safety, the environment or to persons with disabilities.

3.2 In accordance with the objectives of the PID Act, it is Council policy to:

- (a) promote the public interest by facilitating Public Interest Disclosures of wrongdoing in the public sector; and
- (b) ensure that Public Interest Disclosures are properly, assessed, and where appropriate, properly investigated and dealt with; and
- (c) ensure that appropriate consideration is given to the interests of persons who are the subject of a Public Interest Disclosure; and
- (d) ensure protection from reprisals to persons making Public Interest Disclosures.

3.3 These outcomes (including information regarding how a PID may be made) are achieved via a Public Interest Disclosure Management Plan which is to be developed and implemented by the Chief Executive Officer in accordance with Section 28(1) of the PID Act and this Policy.

3.4 Council recognises the sensitivities which can be associated with Public Interest Disclosures and the need to maintain public confidence in its process for managing Public Interest Disclosures. To that end Council will:

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- (a) ensure that Public Interest Disclosures are managed appropriately in accordance with the requirements of PID Act
- (b) maintain confidentiality of Public Interest Disclosures received (as per S65 of PID Act)
- (c) prosecute any person who provides a false or misleading statement or information to Council with the intention of it being processed as a Public Interest Disclosure (as per S66 of PID Act)
- (d) prosecute and/or take disciplinary action against any Councillor or Council employee who takes or attempts to take a reprisal action (refer SS40&41 of PID Act)
- (e) ensure that the proper records of Public Interest Disclosures received (as per S29 of PID Act) are maintained, and that the confidentiality of all records created during the investigation and reporting of Public Interest Disclosures is preserved (as per S65 of PID Act)

4. DEFINITIONS

- 4.1 **Public Interest Disclosures** are broadly defined in the PID Act as being all information disclosed to a proper authority about a public interest matter referred to pursuant to s12 & s13 of the PID Act.
- 4.2 A Public Interest Disclosure can be made by any person (pursuant to S12 or the PID Act) about—
- (a) a substantial and specific danger to the health or safety of a person with a disability; or
 - (b) substantial and specific danger to the environment; or
 - (c) reprisal because of a belief that a person has made, or intends to make a disclosure.
- 4.3 Alternatively by a public officer (pursuant to S13) about—
- (a) the conduct of another person that could, if proved, be—
 - (i) corrupt conduct; or
 - (ii) maladministration that adversely affects a person’s interests in a substantial and specific way; or
 - (b) a substantial misuse of public resources; or
 - (c) a substantial and specific danger to public health or safety; or
 - (d) a substantial and specific danger to the environment.
- 4.4 Public Interest Disclosures under sections 12 & 13 PID Act must:
- (a) be made to a **proper authority** (as defined in S5 of the PID Act); and
 - (b) be information about the conduct of another person or another matter if—

- (i) the person honestly believes on reasonable grounds that the information tends to show the conduct or other matter; or
- (ii) the information tends to show the conduct or other matter, regardless of whether the person honestly believes the information tends to show the conduct or other matter.

Notes:

*Schedule 2 of the *PID ACT* specifies particular statutory offences or contraventions involving endangering the environment.

4.5 A **proper authority** includes a public sector entity as defined by s6 of the PID Act** if the information the subject of the disclosure relates to the conduct of the entity, or the public sector entity has power to investigate or remedy.

Notes:

** a proper authority may include public sector entities such as the Crime and Corruption Commission, the Queensland Audit Office, the Queensland Ombudsman, Office of Public Guardian, it may also include Council itself or another Government Department that maintains relevant investigation and/or enforcement powers relating to the nature of the disclosure.

4.6 **Public Officers** of local governments include both Councillors and employees (including persons engaged under a contract of employment).

5. RELATED POLICIES/LEGISLATION/OTHER DOCUMENTS

Document Name	Document Type
Public Interest Disclosure Act 2010	Legislation
Public Sector Ethics Act 1994	Legislation
Local Government Act 2009	Legislation
Crime and Corruption Act 2001	Legislation
Public Interest Disclosure Standard No. 1/2019	Standard
Public Interest Disclosure Standard No. 2/2019	Standard
Public Interest Disclosure Standard No. 3/2019	Standard
Public Interest Disclosure Procedure	Procedure
Public Interest Disclosure Management Plan	Internal Plan
McKinlay Shire Council Employee Code of Conduct	Council Policy
Councillor Code of Conduct	Council Policy

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 Review Date: December 2023



PUBLIC INTEREST DISCLOSURE PROCEDURE

1. Introduction/Policy Statement

McKinlay Shire Council is committed to fostering an ethical, transparent culture. In pursuit of this, McKinlay Shire Council values the disclosure of information about suspected wrongdoing in the public sector so that it can be properly assessed and, if necessary, appropriately investigated. McKinlay Shire Council will provide support to an **employee** or others who make disclosures about matters in the public interest. This Procedure demonstrates this commitment, and ensures that practical and effective procedures are implemented which comply with the requirements of the [Public Interest Disclosure Act 2010](#) (PID Act).

2. Objective/Purpose

By complying with the PID Act, McKinlay Shire Council will:

- promote the public interest by facilitating public interest disclosures (PIDs) of wrongdoing
- ensure that PIDs are properly assessed and, where appropriate, properly investigated and dealt with
- ensure appropriate consideration is given to the interests of persons who are the subject of a PID
- ensure protection from **reprisal** is afforded to persons making PIDs.

As required under the PID Act, the Chief Executive Officer will implement procedures to ensure that:

- any **public officer** who makes a PID is given appropriate support
- PIDs made to McKinlay Shire Council are properly assessed and, where appropriate, properly investigated and dealt with
- appropriate action is taken in relation to any wrongdoing which is the subject of a PID
- a management program for PIDs made to McKinlay Shire Council, consistent with the standards issued by the Queensland Ombudsman, is developed and implemented
- public officers who make PIDs are offered protection from reprisal by McKinlay Shire Council or other public officers of McKinlay Shire Council.

McKinlay Shire Council's Public Interest Disclosure Procedure is available for public viewing at www.mckinlay.qld.gov.au. The Public Interest Disclosure Procedure will be reviewed annually and updated as required to ensure it meets the requirements of the PID Act and the standards issued by the Queensland Ombudsman.

3. PID Management Program

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The Chief Executive Officer has overall responsibility for ensuring that McKinlay Shire Council develops, implements and maintains a PID management program. The McKinlay Shire Council PID management program encompasses:

- commitment to encouraging the internal reporting of wrongdoing
- senior management endorsement of the value to McKinlay Shire Council of PIDs and the proper management of PIDs
- a communication strategy to raise awareness among employees about PIDs and McKinlay Shire Council’s PID procedure
- a training strategy to give employees access to training about how to make a PID, information on the support available to a **discloser**, and advice on how PIDs will be managed
- specialist training and awareness about PIDs for senior management and other staff who may receive or manage PIDs, disclosers or workplace issues relating to PIDs
- the appointment of a specialist officer/unit to be responsible for issues related to the management of PIDs
- ensuring effective systems and procedures are in place so that issues and outcomes from PIDs inform improvements to service delivery, business processes and internal controls
- regular review of the Public Interest Disclosure Procedure and evaluation of the effectiveness of the PID management program.

The Chief Executive Officer has designated the following roles and responsibilities for managing PIDs within McKinlay Shire Council:

Role:	Responsibilities:	Officer:
PID Coordinator	<ul style="list-style-type: none"> ▪ principal contact for PID issues within McKinlay Shire Council ▪ document and manage implementation of PID management program ▪ review and update PID procedure annually ▪ maintain and update internal records of PIDs received ▪ report data on PIDs to Queensland Ombudsman ▪ assess PIDs received 	<i>Director of Corporate & Community Services – Tenneil Cody</i> <i>Email:</i> finance@mckinlay.qld.gov.au <i>Phone: 07 4746 7166</i>

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	<ul style="list-style-type: none"> ▪ provide acknowledgment of receipt of PID to discloser ▪ undertake risk assessments in consultation with disclosers and other relevant officers ▪ liaise with other agencies about referral of PIDs ▪ allocate Investigator and Support Officer to PID matter 	
PID Support Officer	<ul style="list-style-type: none"> ▪ provide advice and information to discloser on McKinlay Shire Council PID procedure ▪ provide personal support and referral to other sources of advice or support as required ▪ facilitate updates on progress of investigation ▪ proactively contact discloser throughout PID management process 	<i>Records Officer – Debbie Godier</i> <i>Email:</i> debbie@mckinlay.qld.gov.au <i>Phone: 07 4746 7166</i>
Investigator	<ul style="list-style-type: none"> ▪ conduct investigation of information in PID in accordance with terms of reference ▪ prepare report for delegated decision-maker 	An appropriate internal or external investigator will be appointed for each PID investigated depending upon the type of disclosure and other relevant considerations.
Delegated decision-maker	<ul style="list-style-type: none"> ▪ review investigation report and determine whether alleged wrongdoing is substantiated 	An appropriate decision-maker will be appointed for each PID investigated.

4. Why make a PID?

Employees who are prepared to speak up about public sector misconduct, wastage of public funds, suspected unlawful activity or danger to health, safety or the environment can be the

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most important sources of information to identify and address problems in public sector administration. McKinlay Shire Council supports the disclosure of information about wrongdoing because:

- implementing systems for reporting and dealing with wrongdoing contributes to the integrity of McKinlay Shire Council
- the outcomes of PIDs can include improvements to systems that prevent fraud and other economic loss to McKinlay Shire Council
- the community's trust in public administration is strengthened by having strong processes in place for reporting wrongdoing.

When making a PID the discloser receives the protections provided under the PID Act, including:

- confidentiality – the discloser's name and other identifying information will be protected to the extent possible
- protection against reprisal – the discloser is protected from unfair treatment by McKinlay Shire Council and employees of McKinlay Shire Council as a result of making the PID
- immunity from liability – the discloser cannot be prosecuted for disclosing the information but is not exempt from action if they have engaged in wrongdoing
- protection from defamation – the discloser has a defence against an accusation of defamation by any **subject officer**.

5. What is a Public Interest Disclosure?

Under the PID Act, any person can make a disclosure about a:

- **substantial** and **specific** danger to the health or safety of a person with a **disability**
- the commission of an offence, or contravention of a condition imposed under a provision of legislation mentioned in Schedule 2 of the PID Act, if the offence or contravention would be a substantial and specific danger to the environment
- **reprisal** because of a belief that a person has made, or intends to make a disclosure.

In addition, public sector officers can make a disclosure about the following public interest matters:

- **corrupt conduct**
- **maladministration** that adversely affects a person's interests in a substantial and specific way
- a substantial misuse of public resources
- a substantial and specific danger to public health or safety

- substantial and specific danger to the environment.

A discloser can have either a **‘reasonable belief’** that wrongdoing has occurred, or provide evidence which tends to show the wrongdoing has occurred.

A disclosure amounts to a PID and is covered by the PID Act even if the:

- discloser reports the information as part of their duties – such as an auditor reporting a fraud or an occupational health and safety officer reporting a safety breach
- disclosure is made anonymously – the discloser is not required to give their name or any identifying information
- discloser has not identified the material as a PID – it is up to McKinlay Shire Council to assess information received and decide if it is a PID
- disclosure is unsubstantiated following investigation – the discloser is protected when the information they provide is assessed as a PID, whether or not it is subsequently investigated or found to be substantiated.

6. Who can a PID be disclosed to?

A PID must be made to the **‘proper authority’** to receive disclosures of the type being made.

Disclosers are encouraged to make a disclosure to an appropriate officer of McKinlay Shire Council first. If the matter is not resolved, or the discloser is concerned about confidentiality, the disclosure may be made to another appropriate agency.

Who to contact within McKinlay Shire Council:	Other agencies that can receive PIDs:
<p>Any person (including employees) can make a disclosure to:</p> <ul style="list-style-type: none"> • any person in a supervisory or management position • the Chief Executive Officer or Director of Corporate & Community Services. 	<p>Disclosures can be made to an agency that has a responsibility for investigating the information disclosed:</p> <ul style="list-style-type: none"> • Crime and Corruption Commission (CCC) for disclosures about corrupt conduct including reprisal • Queensland Ombudsman for disclosures about maladministration • Queensland Audit Office for disclosures about a substantial misuse of resources • Department of Children, Youth Justice and Multicultural Affairs for disclosures about danger to the health and safety of a child or young person with a disability

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	<ul style="list-style-type: none"> • Department of Seniors, Disability Services, and Aboriginal and Torres Strait Islander Partnerships for disclosures about danger to the health and safety of a person with a disability • Office of the Public Guardian for disclosures about danger to the health and safety of a person with a disability • Department of Environment and Science disclosures about danger to the environment • A Member of the Legislative Assembly (MP) for any wrongdoing or danger • The Chief Judicial Officer of a court or tribunal in relation to a disclosure about wrongdoing by a judicial officer.
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A disclosure can also be made to a **journalist** if the following conditions have been met:

- a valid PID was initially made to a proper authority, and
- the proper authority:
 - decided not to investigate or deal with the disclosure, or
 - investigated the disclosure but did not recommend taking any action, or
 - failed to notify the discloser within six months of making the disclosure whether or not the disclosure was to be investigated or otherwise dealt with.

A person who makes a disclosure to a journalist in these circumstances is protected under the PID Act. However, disclosers should be aware that journalists are not bound under the confidentiality provisions of section 65 of the PID Act.

7. How to make a PID

A discloser can make a PID in any way, including anonymously, either verbally or in writing. To assist in the assessment, and any subsequent investigation of a PID, disclosers are requested to:

- provide contact details (this could be an email address that is created for the purpose of making the disclosure or a telephone number)
- provide as much information as possible about the suspected wrongdoing, including:
 - who was involved
 - what happened
 - when it happened
 - where it happened

- whether there were any witnesses, and if so who they are
- any evidence that supports the PID, and where the evidence is located
- any further information that could help investigate the PID
- provide this information in writing.

8. Deciding whether a matter is a PID

If there is any doubt as to whether a matter is a PID, further information may be obtained to inform the decision. If doubt still remains, the matter will be considered and managed as a PID.

Mere disagreements over policy do not meet the threshold for a PID under the PID Act.

It is an offence under the PID Act to intentionally give false or misleading information intending it be acted on as a PID. Employees may be subject to disciplinary action for intentionally giving false or misleading information in a PID, or during an investigation into a PID.

Where a discloser states they are making a PID, but it is assessed that the matter is not a PID McKinlay Shire Council will advise the discloser:

- that their information has been received but was not assessed as a PID
- the reasons for the decision
- the review rights available if the discloser is dissatisfied with the decision and how to request review
- any action McKinlay Shire Council proposes to take in relation to the matter
- any other options the discloser has in relation to the matter.

9. Assessing a PID

The disclosure will be assessed in accordance with the PID Act, the PID standards, McKinlay Shire Council's Public Interest Disclosure Procedure and any other relevant procedure(s).

Once the matter has been assessed as a PID, McKinlay Shire Council will advise the discloser:

- that their information has been received and assessed as a PID
- the action to be taken by McKinlay Shire Council in relation to the disclosure, which could include referring the matter to an external agency, or investigating
- the likely timeframe involved
- the name and contact details of the McKinlay Shire Council support officer they can contact for updates or advice
- of the discloser's obligations regarding confidentiality

- the protections the discloser has under the PID Act
- the commitment of McKinlay Shire Council to keep appropriate records and maintain confidentiality, except where permitted under the PID Act
- how updates regarding intended actions and outcomes will be provided to the discloser
- contact details for the McKinlay Shire Council's Employee Assistance Program.

If the PID has been made anonymously and the discloser has not provided any contact details, McKinlay Shire Council will not be able to acknowledge the PID or provide any updates.

10. Referring a PID

If McKinlay Shire Council decides there is another proper authority that is better able to deal with the PID, the PID may be referred to that agency. This may be because:

- the PID concerns wrongdoing by that agency or an employee of that agency
- that agency has the power to investigate or remedy the matter.

Before referring the PID to another agency, McKinlay Shire Council will conduct a risk assessment, and will not proceed with the referral if there is an unacceptable risk of reprisal.

It may also be necessary to refer the PID to another agency because of a legislative obligation, for example, refer a matter to the Crime and Corruption Commission where there is a reasonable suspicion that the matter involves or may involve corrupt conduct (as required by section 38 of the [Crime and Corruption Act 2001](#)).

The confidentiality obligations of the PID Act permit appropriate officers of McKinlay Shire Council to communicate with another agency about the referral of a PID. Officers will exercise discretion in their contacts with any other agency.

The discloser will be advised of the action taken by McKinlay Shire Council.

11. Risk assessment and protection from reprisal

Disclosers should not suffer any form of detriment as a result of making a PID. Upon receiving a PID, McKinlay Shire Council will conduct a risk assessment to assess the likelihood of the discloser (or witnesses or affected third parties) suffering reprisal action as a result of having made the disclosure. This assessment will take into account the actual and reasonably perceived risk of the discloser (or witnesses or affected third parties) suffering **detriment**, and will include consultation with the discloser.

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A risk assessment will be undertaken if the discloser is anonymous on the basis of information available in the PID. The risk assessment will also take into account the risk to persons who may be suspected of making the PID.

Consistent with the assessed level of risk, McKinlay Shire Council will develop and implement a risk management plan and arrange any reasonably necessary support or protection for the discloser (or witnesses or affected third parties).

McKinlay Shire Council will regularly reassess the risk of reprisal while the PID is being managed, in consultation with the discloser, and review the risk management plan if required.

In the event of reprisal action being alleged or suspected, McKinlay Shire Council will:

- attend to the safety of the discloser (or witnesses or affected third parties) as a matter of priority
- review its risk assessment, risk management plan and any protective measures needed to mitigate any further risk of reprisal
- manage any allegation of a reprisal as a PID in its own right.

12. Declining to take action on a PID

Under the PID Act, the McKinlay Shire Council may decide not to investigate or deal with a PID in various circumstances, including:

- the information disclosed has already been investigated or dealt with by another process
- the information disclosed should be dealt with by another process
- the age of the information makes it impractical to investigate
- the information disclosed is too trivial and dealing with it would substantially and unreasonably divert McKinlay Shire Council from the performance of its functions
- another agency with jurisdiction to investigate the information has informed McKinlay Shire Council that an investigation is not warranted.

If a decision is made not to investigate or deal with a PID McKinlay Shire Council will give the discloser written reasons for that decision.

If the discloser is dissatisfied with the decision they can request a review by writing to the Chief Executive Officer of McKinlay Shire Council within 28 days of receiving the written reasons for decision.

13. Communication with disclosers

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Under the PID Act, the McKinlay Shire Council must give reasonable information to a discloser.

McKinlay Shire Council will acknowledge receipt of the PID in writing as soon as practicable. The discloser will be provided with information that meets the requirements of the PID Act and the standards issued by the Queensland Ombudsman, including:

- the action that will be taken in response to the PID
- the protections under the PID Act
- confidentiality obligations of the discloser and the McKinlay Shire Council
- support arrangements.

McKinlay Shire Council will maintain contact with the discloser and provide regular updates during the management of the PID.

In accordance with the PID Act, after finalising action in response to the PID, the McKinlay Shire Council will advise the discloser in writing of the action taken and the results of the action.

14. Confidentiality

While McKinlay Shire Council will make every attempt to protect confidentiality, a discloser's identity may need to be disclosed to:

- provide natural justice to subject officers
- respond to a court order, legal directive or court proceedings.

McKinlay Shire Council will ensure that communication with all parties involved will be arranged discreetly to avoid identifying the discloser wherever possible.

Disclosers should be aware that while McKinlay Shire Council will make every attempt to keep their details confidential, it cannot guarantee that others will not try to deduce their identity.

15. Support for disclosers

McKinlay Shire Council recognises that providing appropriate support to a discloser is an important feature of effective PID management.

An assessment will be undertaken to identify the support needs of the discloser. Where appropriate, a PID Support Officer will be assigned to the discloser. The PID Support Officer will assist the discloser to access information about PIDs, protections available under the PID

Act and the PID management process. The PID Support Officer will proactively contact the discloser to offer support.

Information and support will be provided to the discloser until the matter is finalised.

Making a PID does not prevent **reasonable management action**. That means that the discloser will be continue to be managed in accordance with normal, fair and reasonable management practices during and after the handling of the PID.

16. Investigating a PID

If a decision is made to investigate a PID, this will be done with consideration for the:

- principles of **natural justice**
- obligation under the PID Act to protect **confidential information**
- obligation under the PID Act to protect officers from reprisal
- interests of subject officers.

If as a result of investigation, the information about wrongdoing provided in the PID is substantiated, appropriate action will be taken.

Where the investigation does not substantiate wrongdoing, McKinlay Shire Council will review systems, policies and procedures to identify whether there are improvements that can be made and consider if staff training is required.

17. Rights of subject officers

McKinlay Shire Council acknowledges that for officers who are the subject of a PID the experience may be stressful. McKinlay Shire Council will protect their rights by:

- assuring them that the PID will be dealt with impartially, fairly and reasonably in accordance with the principles of natural justice
- confirming that the PID is an allegation only until information or evidence obtained through an investigation substantiates the allegation
- providing them with information about their rights and the progress and outcome of any investigation
- referring them to the Employee Assistance Program for support.

Information and support will be provided to a subject officer until the matter is finalised.

18. Record-keeping

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In accordance with its obligations under the PID Act and the [Public Records Act 2002](#), McKinlay Shire Council will ensure that:

- accurate data is collected about the receipt and management of PIDs
- anonymised data is reported to the Office of the Queensland Ombudsman in their role as the oversight agency, through the PID reporting database.

Records about disclosures, investigations, and related decisions will be kept secure and accessible only to appropriately authorised people involved in the management of the PID.

19. Definitions (meanings of words and acronyms used in this Procedure)

Term	Definition
Administrative action	<p>(a) means any action about a matter of administration, including, for example:</p> <ul style="list-style-type: none"> (i) a decision and an act; and (ii) a failure to make a decision or do an act, including a failure to provide a written statement of reasons for a decision; and (iii) the formulation of a proposal or intention; and (iv) the making of a recommendation, including a recommendation made to a Minister; and (v) an action taken because of a recommendation made to a Minister; and <p>(b) does not include an operational action of a police officer or of an officer of the Crime and Corruption Commission.</p>
Confidential information	<p>(a) includes —</p> <ul style="list-style-type: none"> (i) information about the identity, occupation, residential or work address or whereabouts of a person — <ul style="list-style-type: none"> (A) who makes a public interest disclosure; or (B) against whom a public interest disclosure has been made; and (ii) information disclosed by a public interest disclosure; and (iii) information about an individual’s personal affairs; and (iv) information that, if disclosed, may cause detriment to a person; and <p>(b) does not include information publicly disclosed in a public interest disclosure made to a court, tribunal or other entity that may receive evidence under oath, unless further disclosure of the information is prohibited by law.</p>
Corrupt conduct	As defined in section 15 of the Crime and Corruption Act 2001

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	<p>(1) Corrupt conduct means conduct of a person, regardless of whether the person holds or held an appointment, that—</p> <p>(a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of—</p> <p style="padding-left: 40px;">(i) a unit of public administration; or</p> <p style="padding-left: 40px;">(ii) a person holding an appointment; and</p> <p>(b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that—</p> <p style="padding-left: 40px;">(i) is not honest or is not impartial; or</p> <p style="padding-left: 40px;">(ii) involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or</p> <p style="padding-left: 40px;">(iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and</p> <p>(c) would, if proved, be—</p> <p style="padding-left: 40px;">(i) a criminal offence; or</p> <p style="padding-left: 40px;">(ii) a disciplinary breach providing reasonable grounds for terminating the person’s services, if the person is or were the holder of an appointment.</p> <p>(2) Corrupt conduct also means conduct of a person, regardless of whether the person holds or held an appointment, that—</p> <p>(a) impairs, or could impair, public confidence in public administration; and</p> <p>(b) involves, or could involve, any of the following—</p> <p style="padding-left: 40px;">(i) collusive tendering;</p> <p style="padding-left: 40px;">(ii) fraud relating to an application for a licence, permit or other authority under an Act with a purpose or object of any of the following (however described)—</p> <p style="padding-left: 80px;">(A) protecting health or safety of persons;</p> <p style="padding-left: 80px;">(B) protecting the environment;</p> <p style="padding-left: 80px;">(C) protecting or managing the use of the State’s natural, cultural, mining or energy resources;</p> <p style="padding-left: 40px;">(iii) dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of State assets;</p> <p style="padding-left: 40px;">(iv) evading a State tax, levy or duty or otherwise fraudulently causing a loss of State revenue;</p> <p style="padding-left: 40px;">(v) fraudulently obtaining or retaining an appointment; and</p> <p>(c) would, if proved, be—</p> <p style="padding-left: 40px;">(i) a criminal offence; or</p>
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	(ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.
Detriment	includes – (a) personal injury or prejudice to safety; and (b) property damage or loss; and (c) intimidation or harassment; and (d) adverse discrimination, disadvantage or adverse treatment about career, profession, employment, trade or business; and (e) financial loss; and (f) damage to reputation, including, for example, personal, professional or business reputation.
Disability	As defined in section 11 of the Disability Services Act 2006 , for the purposes of this procedure: (1) A disability is a person's condition that— (a) is attributable to— (i) an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment; or (ii) a combination of impairments mentioned in subparagraph (i); and (b) results in— (i) a substantial reduction of the person's capacity for communication, social interaction, learning, mobility or self care or management; and (ii) the person needing support. (2) For subsection (1), the impairment may result from an acquired brain injury. (3) The disability must be permanent or likely to be permanent. (4) The disability may be, but need not be, of a chronic episodic nature.
Discloser	A person who makes a disclosure in accordance with the Public Interest Disclosure Act 2010 .
Employee	of an entity, includes a person engaged by the entity under a contract of service.
Investigation	For the purposes of this procedure, investigation includes any enquiry undertaken to establish whether the information provided in a PID can be substantiated, including a review or audit.
Journalist	a person engaged in the occupation of writing or editing material intended for publication in the print or electronic news media.
Maladministration	As defined in schedule 4 of the Public Interest Disclosure Act 2010 , maladministration is administrative action that—

	<p>(a) was taken contrary to law; or (b) was unreasonable, unjust, oppressive, or improperly discriminatory; or (c) was in accordance with a rule of law or a provision of an Act or a practice that is or may be unreasonable, unjust, oppressive, or improperly discriminatory in the particular circumstances; or (d) was taken— (i) for an improper purpose; or (ii) on irrelevant grounds; or (iii) having regard to irrelevant considerations; or (e) was an action for which reasons should have been given, but were not given; or (f) was based wholly or partly on a mistake of law or fact; or (g) was wrong.</p>
Natural justice	<p>Natural justice, also referred to as ‘procedural fairness’ applies to any decision that can affect the rights, interests or expectations of individuals in a direct or immediate way. Natural justice is at law a safeguard applying to an individual whose rights or interests are being affected.</p> <p>The rules of natural justice, which have been developed to ensure that decision-making is fair and reasonable, are:</p> <ul style="list-style-type: none"> • avoid bias; and • give a fair hearing. • act only on the basis of logically probative evidence.
Organisational support	<p>For the purposes of this procedure, organisational support means actions such as, but not limited to:</p> <ul style="list-style-type: none"> • providing moral and emotional support • advising disclosers about agency resources available to handle any concerns they have as a result of making their disclosure • appointing a mentor, confidante or other support officer to assist the discloser through the process • referring the discloser to the agency’s Employee Assistance Program or arranging for other professional counselling • generating support for the discloser in their work unit where appropriate

	<ul style="list-style-type: none"> ensuring that any suspicions of victimisation or harassment are dealt with maintaining contact with the discloser negotiating with the discloser and their support officer a formal end to their involvement with the support program when it is agreed that they no longer need assistance.
Proper authority	A person or organisation that is authorised under the Public Interest Disclosure Act 2010 to receive disclosures.
Public officer	A public officer, of a public sector entity, is an employee, member or officer of the entity.
Reasonable belief	A view which is objectively fair or sensible.
Reasonable management action	Action taken by a manager in relation to an employee, includes any of the following taken by the manager— <ul style="list-style-type: none"> (a) a reasonable appraisal of the employee’s work performance; (b) a reasonable requirement that the employee undertake counselling; (c) a reasonable suspension of the employee from the employment workplace; (d) a reasonable disciplinary action; (e) a reasonable action to transfer or deploy the employee; (f) a reasonable action to end the employee’s employment by way of redundancy or retrenchment; (g) a reasonable action in relation to an action mentioned in paragraphs (a) to (f); (h) a reasonable action in relation to the employee’s failure to obtain a promotion, reclassification, transfer or benefit, or to retain a benefit, in relation to the employee’s employment.
Reprisal	<p>The term ‘reprisal’ is defined under the Public Interest Disclosure Act 2010 as causing, attempting to cause or conspiring to cause detriment to another person in the belief that they or someone else:</p> <ul style="list-style-type: none"> has made or intends to make a disclosure; or has been or intends to be involved in a proceeding under the disclosure Act against any person. <p>Reprisal under the Public Interest Disclosure Act 2010 is a criminal offence and investigations may be undertaken by the Queensland Police Service.</p>
Subject officer	An officer who is the subject of allegations of wrongdoing made in a disclosure.
Substantial and specific	Substantial means 'of a significant or considerable degree'. It must be more than trivial or minimal and have some weight or importance.

	Specific means “precise or particular”. This refers to conduct or detriment that is able to be identified or particularised as opposed to broad or general concerns or criticisms.
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20. Relevant Legislation

[Crime and Corruption Act 2001](#)

[Local Government Act 2009](#)

[Ombudsman Act 2001](#)

[Public Interest Disclosure Act 2010](#)

[Public Records Act 2002](#)

[Public Sector Ethics Act 1994](#)

21. Related Policies and Procedures

Administrative Action Complaints Process

Employee Code of Conduct

Councillor Code of Conduct

Public Interest Disclosure Policy

22. Supporting information

- [Public Interest Disclosure Standard No. 1/2019](#)
- [Public Interest Disclosure Standard No. 2/2019](#)
- [Public Interest Disclosure Standard No. 3/2019](#)
- [Disclosure Fact sheet 1: What is a disclosure](#)
- [Disclosure Fact sheet 2: Checklist for making a disclosure](#)
- [Disclosure Fact sheet 3: Discloser information and support](#)



PUBLIC INTEREST DISCLOSURE MANAGEMENT PLAN

1. COUNCIL'S POLICY COMMITMENT

- 1.1 Council recognises the important role Councillors, Council employees and members of the public can play in the identification of cases of maladministration, corrupt conduct and the misuse of public resources or contraventions giving rise to dangers to public health and safety, the environment or to persons with disabilities and which may not be identified and addressed through established internal controls.
- 1.2 In accordance with the objectives of the PD Act, and Councils PID policy, it is Council commitment to:
 - (a) promote the public interest by facilitating Public Interest Disclosures of wrongdoing in the public sector; and
 - (b) ensure that Public Interest Disclosures are properly assessed and, where appropriate, properly investigated and dealt with; and
 - (c) ensure that appropriate consideration is given to the interests of persons who are the subject of a Public Interest Disclosure; and
 - (d) afford protection from reprisals to persons making Public Interest Disclosures

2. EXECUTIVE TEAM COMMITMENTS

- 2.1 McKinlay Shire Council has an obligation to deal with wrongdoings within or associated with its operational jurisdiction, and to take corrective action to appropriately deal with such wrongdoing.
- 2.2 McKinlay Shire Council encourages any staff member who reasonably considers that he or she has witnessed or is aware of a wrongdoing to come forward and make a disclosure in accordance with Councils Public Interest Disclosure Policy.
- 2.3 McKinlay Shire Council aspires to an organisational climate where all staff members feel confident and comfortable about making a disclosure of wrongdoing and feel safe in the knowledge that they will not be subject to, or are provided strong protections against reprisal.
- 2.4 McKinlay Shire Council believes that disclosing wrongdoing is embedded in this Council's Values, in particular, ensuring that all staff and Council itself can be seen by the public as acting with integrity in accordance with our Code of Conduct. Further, Council believes that staff who come forward with disclosures of wrongdoing are

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PUBLIC INTEREST DISCLOSURE MANAGEMENT PLAN

acting as exemplary organisational citizens by assisting Council in promoting openness, accountability and good management.

- 2.5 When a staff member comes forward with information about wrongdoing, Council commits to:
- (a) protecting the dignity, wellbeing, career interests and good name of all persons involved.
 - (b) protecting the discloser from any adverse action taken as a result of making the disclosure.
 - (c) treating any bullying, harassment, unfair treatment, victimisation or discrimination that results from a disclosure being made as a breach of Code of Conduct and Councils Public Interest Disclosure Policy.
 - (d) responding to the disclosure thoroughly and impartially.
 - (e) where some form of wrongdoing has been found, taking appropriate action to deal with it.
 - (f) keeping the discloser informed of the progress and outcome.

3. COMMUNICATION STRATEGY

- 3.1 This PID Management Plan and associated procedures will be posted to Council's website.
- 3.2 Articles promoting Council's Public Interest Disclosure Policy and procedures will be provided to staff on an ad hoc basis via Council Employee Tool Box Talks.

4. TRAINING STRATEGY

- 4.1 Staff Public Interest Disclosure Awareness
- (a) Public Interest Disclosure Awareness Training will be provided to all staff as part of the employee induction process and at staff meetings (at least once annually). This training shall include:
 - (i) the identification of what is a 'wrongdoing';
 - (ii) the correct way to make a Public Interest Disclosure;
 - (iii) an outline of the support and protections afforded to disclosers of wrongdoings; and
 - (iv) how Public Interest Disclosures will be managed.

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PUBLIC INTEREST DISCLOSURE MANAGEMENT PLAN

4.2 STAFF PID MANAGEMENT

- (a) Senior managers and other staff who may receive or manage Public Interest Disclosures, persons making disclosures or other workplace issues relating to Public Interest Disclosure management will be provided annual training regarding these processes. Corporate Governance staff required to undertake detailed investigations of Public Interest Disclosures will receive investigation skills training.

4.3 COUNCILLOR TRAINING

- (a) Councillors will be briefed regarding both Public Interest Disclosure Awareness and Public Interest Disclosure Management following each quadrennial election.

5. PUBLIC INTEREST DISCLOSURE OVERSIGHT

5.1 Council's Corporate Governance Department will be responsible for:

- (a) providing staff training regarding Public Interest Disclosure awareness and Public Interest Disclosure Management;
- (b) applying consistent and appropriate assessment procedures to determine which complaints meet the requirements of the PID Act for treatment as a Public Interest Disclosure;
- (c) monitoring the investigation and resolution of Public Interest Disclosures;
- (d) managing or coordinating the support and protection offered to disclosers;
- (e) collecting, reporting and reviewing data via a secure and confidential reporting system about Public Interest Disclosures received; and
- (f) reporting Public Interest Disclosure information to Council's Executive Team (as required) and to the Public Service Commission, via the Public Interest Disclosure database, on a quarterly basis.

6. MONITORING AND IMPROVEMENTS

6.1 It is expected that the Public Interest Disclosure process will assist to:

- (a) promote good governance of Council's operations through the investigation of, and attention to matters, which might otherwise not come to the attention of the Chief Executive Officer; and
- (b) result in the identification of public health and safety and environmental protection issues and their referral to appropriate authorities.

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PUBLIC INTEREST DISCLOSURE MANAGEMENT PLAN

- 6.2 The PID Coordinator will provide an annual report to the Executive Team on:
- (a) issues arising from Public Interest Disclosures received during the period; and
 - (b) effectiveness of Council's Public Interest Disclosure Policy and Procedures.

7. PROCEDURE FOR DEALING WITH PUBLIC INTEREST DISCLOSURES

- 7.1 Council has developed a procedure to guide staff in how to deal with Public Interest Disclosures.

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8.3 Subject: Entertainment and Hospitality Policy Review
Attachments: Entertainment and Hospitality Policy
Author: Director Corporate & Community Services
Date: 30th November 2021

Executive Summary:

Council is presented with a reviewed Entertainment and Hospitality Policy V3, for consideration and adoption.

Recommendation:

That Council adopt the Entertainment and Hospitality Policy version 3.0 as presented.

Background:

This policy is to provide proper control of McKinlay Shire Council's expenditure in relation to entertainment and hospitality. Its objective is to ensure that a consistent approach is maintained throughout the organisation and to continually ensure accountability to the community for its expenditure. The policy was last reviewed and adopted in June 2019.

No major changes have been made to the policy, merely administrative changes i.e. spelling and grammar.

Consultation:

Chief Executive Officer

Legal Implications:

- *Local Government Regulation 2012 Section 196 (1) provides that a local government must prepare and adopt a policy about the local government's spending on entertainment or hospitality.*

Policy Implications:

On adoption of version 3.0 it will revoke all previous versions of policies of this title.

Financial and Resource Implications:

N/A

InfoXpert Document ID: 121055



Entertainment and Hospitality Policy

1. POLICY OBJECTIVES/PURPOSE

The purpose of this policy is to provide proper control of McKinlay Shire Council's expenditure in relation to entertainment and hospitality. The overall objective is to ensure that a consistent approach is maintained throughout the organisation and to continually ensure accountability to the community for its expenditure.

Council recognises that there are circumstances where the provision of official entertainment and hospitality is appropriate in the conduct of Local Government business. However, as Council is a publicly funded body, it must ensure high standards of accountability and expenses are maintained.

These guidelines are not intended to be exhaustive in coverage, however aim to identify principles and provide clarification of issues and limits of reasonable practices and expenditure. Guiding principles include:

- 1.1** All entertainment and hospitality expenditure must be incurred in the public interest. This means that the councillor or council officer authorising the expenditure must confirm that the expenditure will benefit the public generally or facilitate Council business.
- 1.2** The amount spent on entertainment and hospitality must be reasonable, having regards to the benefit to the Council or the public.
- 1.3** The expenditure must be provided for in a budget and must be authorised in accordance with the Council's normal accounting procedures and with the specific additional requirements of this policy, where practical. Entertainment and Hospitality expenditure is to be arranged in advance (where practical) with official Council orders raised in accordance with Councils Procurement Policy.

2. SCOPE

The entertainment and hospitality activities covered by this policy are:

- Council business related activities
- Civic related activities
- Specific function events

The policy applies to:

- Councillors;
- Council employees
- Others, such as members of the public, suppliers or customers or visitors and guests of the Council.

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Review Date: December 2024



Entertainment and Hospitality Policy

3. Hospitality provided to Council Employees

Council may meet the cost of food and non-alcoholic drinks provided to employees in the following circumstances:

- A light meal may be provided for employees who are required to work during a meal time and an alternative meal break is not available. This includes committee and working group meetings, and conferences, seminars and training sessions where the cost is met by Council.
- If the employee is required to attend a meeting or other function attended by non-employees, and food and drink is provided for all attendees under this policy.
- If the employee is working at premises remote from the normal place of work so that normal arrangements for a particular meal are not available.

Alcoholic drinks may not be provided for employees except where the employee attends a function at which alcoholic drinks are provided for non-employees under this policy. As employees at such a function represent the Council, they must only consume a reasonable amount of alcohol. Council's Code of Conduct for Employees should be considered in conjunction with this policy.

4. Hospitality and Entertainment for Councillors

Councillors may claim hospitality costs on the same basis as employees.

5. Training Courses, Meetings, and Other Functions

When a training course, meeting or other function is arranged and employees or visitors will be present during a normal meal period, Council may make refreshments available. Refreshments are to be reasonable in relation to the purpose and nature of the event and the expected attendees.

Alcohol may only be provided at a function if it has been approved by the Mayor or the Chief Executive Officer prior to the function. Alcohol must not be provided during training courses or meetings arranged by the Council.

If an employee attends a training course, meeting or other function not arranged by the Council but at Council cost, the Council may pay for meals (including alcoholic drinks) if they are included in an overall cost for the event or are provided at meals which are an integral part of the event.

6. Reasonable and Appropriate Expenditure

The following are examples of expenditure which is considered reasonable and appropriate.

- 6.1 Civic Functions** – such as citizenship ceremonies that provide community recognition or a welcome by the Council. The decision as to reasonable and appropriate costs will take into

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Entertainment and Hospitality Policy

consideration the numbers of attendees, the timing of the function, the venue, and the location within the Council's boundaries.

- 6.2 Employer Reward and Recognition Presentations** – i.e. the recognition of Council officers to reward outstanding achievement in the provision of services to the public. This may include official reward and recognition events, length of service presentations, and officer farewells. Such expenditure is to be approved by the Chief Executive Officer or the relevant Director.
- 6.3 Anzac Day Wreaths** – to recognise the service of war veterans to the community.
- 6.4 Condolence Wreaths, Floral Presentations or Gifts** – for the death of, or serious injury to a Councillor or Council Officer or their immediate family. This is in recognition of service and a mark of respect to his/her family. The Mayor may apply discretion when considering giving condolence wreaths, floral presentations or gifts to other members of the community.
- 6.5 Visitors** – which occur for cultural or economic development reasons and have potential to increase investment in the Council's area. This also includes reasonable expenditure incurred by Councillors providing hospitality at their residence.
- 6.6 Annual Christmas Celebration** – a function to recognise and appreciate Council officers for their dedication and commitment to the provision of Council services to the public.
- 6.7 Meetings Within Ordinary Hours** – for example, Ordinary Meetings of Council, Council Committee meetings, and Management Team meetings. Entertainment and hospitality for meetings held within ordinary work hours should be kept to a minimum. Where Councillors or Council officers are required to work through a meal break or outside normal hours due to the impracticality of holding the meeting at any other time, the relevant meal allowance is to be used as a guide. Such entertainment and hospitality should not be substituted for business and staff meetings that would ordinarily be conducted in the workplace.
- 6.8** Where there are regular meetings that are similar in nature each time, there will be no need to justify the reasonableness and appropriateness of expenditure for each meeting. It will be sufficient if the first meeting passes the public defensibility test.
- 6.8.1 Associate Person(s) Expenditure** – where the attendance of an Associate is of demonstrated benefit to the Council, the Mayor or Chief Executive Officer may specifically approve Council expenditure relating to entertainment and/or hospitality for an Associate person. An Associate person is considered an official representative of Council (e.g. Contractor or consultant), and will be expected to comply with the Council's Code of Conduct.
- 6.8.2 Other Hospitality Expenses** – other types of expenditure for official hospitality considered reasonable includes the provision of tea, coffee, sugar, milk, and morning or afternoon tea for official visitors and appropriate staff.

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Entertainment and Hospitality Policy

7. Expenditure Not Considered as Reasonable and Appropriate

Expenditure not deemed to be reasonable and appropriate will be treated as private expenditure. Typically, the examples following would be considered to be private/unreasonable/inappropriate for Council expenditure:

- 7.1 Tips or gratuities – tipping is not customary in Australia. However, when traveling overseas and tipping is the custom, this will be considered official expenditure;
- 7.2 Dinners/functions at the private residence of a Council employee;
- 7.3 Morning/afternoon tea outside Council premises, where only councillors or Council officers are attending;
- 7.4 Stocking of bar fridges – except in the instance of the Mayor – for small scale entertainment;
- 7.5 Floral presentations/gifts – except as specified above, or those considered appropriate and given by the Mayor;
- 7.6 Staff working on Council premises where food and beverages are on sale are not entitled to charge food and beverages to Council in the normal course of their duties.

8. Use of Credit Cards for Entertainment or Hospitality

If a credit card is provided to an employee or councillor, that card may only be used to pay for entertainment or hospitality expenditure where:

- 8.1 The expenditure has been approved under this policy; or
- 8.2 Such expenditure on a particular occasion has been authorised within specific limits, and expenditure complies with this policy; and
- 8.3 If prior authorisation has been obtained in accordance with this policy.

9. CONTROLS

- 9.1 A person may not authorise their own expenditure.
- 9.2 Expenditure by the CEO must be authorised by the Mayor or Deputy Mayor.
- 9.3 Expenditure by an employee must be authorised by the officer's supervisor.
- 9.4 Expenditure by a councillor for an event/function will normally be authorised in advance by the Council, otherwise authorised by Mayor or CEO.
- 9.5 Expenditure incurred by Council which is not reasonable and appropriate (private expenses) must be repaid to Council within 14 days of being paid.
- 9.6 Suitable documentation, including tax invoices, must be supplied when claiming reimbursement for expenses incurred.

10. RELEVANT LEGISLATION

Local Government Act 2009

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Approved By: Council Resolution
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Entertainment and Hospitality Policy

Local Government Regulation 2012

11. RELATED DOCUMENTS

Expenses and Reimbursement Policy

Code of Conduct

Procurement Policy

10. DEFINITIONS

10.1 Entertainment and Hospitality

Section 196 of the Local Government Regulation 2012 provides:

Examples of entertainment or hospitality—

- *entertaining members of the public in order to promote a local government project*
- *providing food or beverages to a person who is visiting the local government in an official capacity*
- *providing food or beverages for a conference, course, meeting, seminar, workshop or another forum that is held by the local government for its councillors, local government employees or other persons*
- *paying for a councillor or local government employee to attend a function as part of the councillor's or employee's official duties or obligations as a councillor or local government employee*

(2) A local government may spend money on entertainment or hospitality only in a way that is consistent with its entertainment and hospitality policy.

10.2 Expense

Expenses are payments made by Councils to reimburse Councillors for their reasonable expenses incurred or to be incurred when discharging their duties. These payments are not regarded as remuneration. The expenses may be either reimbursed by Council or paid direct by Council for something that is deemed a necessary cost or charge when performing their roles.

10.3 Reasonable

Council must make sound judgments and consider what is prudent, responsible and acceptable to their communities when determining reasonable levels of facilities and expenditure. The community expects limits and does not want to see excessive use of public funds.

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8.4 Subject: Sale or Acquisition of Land for Overdue Rates – Assessment 68 – Lot 208 on JC5571

Attachments: Nil

Author: Director Corporate and Community Services

Date: 3rd December 2021

Executive Summary:

In accordance with *Section 140(1) (c) (i) of the Local Government Regulation 2012* Council has the authority to sell the land at 37 Goldring Street, Julia Creek, more particularly described as Lot 208 on JC5571 for overdue rates or charges as some or all of the overdue rates and charges have been overdue for at least three (3) years.

King & Company seeks Council's instructions as to whether Council wishes to proceed to:

1. Acquire the Land for Overdue rates and charges; or
2. Sell the Land for Overdue rates and charges.

Recommendation:

That Council resolve to:

- a) *sell the land described as Lot 208 on JC5571 for overdue rates or charges pursuant to section 140(2) of the Local Government Regulation 2012; and*
- b) *delegate to the Chief Executive Officer its power to:*
 - i. *give a Notice of Intention to Sell to all interested parties for the land under section 140(3) of the Local Government Regulation 2012; and*
 - ii. *take all further steps required under sections 141, 142, 143, 144, 145 and 146 of the Local Government Regulation 2012 to effect the sale of the land.*

Or

Background:

Assessment 68, which is for parcel of land described as Lot 208 on JC5571 or 37 Goldring Street has had rates overdue for more than three years. The rates have been outstanding since 2014. Council have had to go through a substituted service process, this involved publishing a Supplementary Rates notice in the Courier-Mail, the Gazette and Council's website on 1st October 2021. This process was required as previous rates notices had been "Returned to Sender". Following the completion of this process, the rates remain outstanding.

Council is now in a position to proceed with either:

1. Acquiring the Land for overdue rates and charges: or
2. Selling the Land for Overdue Rates and charges.



Acquisition of land for overdue rates and charges

- Effectively involves a one-step process of issuing a notice of intention to acquire and waiting 6 months before acquiring the land.
- As Council has to carry out substituted service of the notice of intention to acquire, we will need to incur the costs of advertising a summary of the notice in a newspaper circulating generally throughout the State (e.g. the Courier Mail – costs anticipated to be in the vicinity of \$2,000.00-\$2,500.00) and the Gazette (costs anticipated to be in the vicinity of \$200.00).
- To acquire land for overdue rates and charges, Council must be able to establish that one of the following subsections of section 148(e) of the *Local Government Regulation* applies:
 - (i) the total amount of the overdue rates or charges is more than the value of the land and the land is considered to be –
 - (A) valueless; or
 - (B) of so little value that, if it were sold, the proceeds of the sale would be less than the amount of the overdue rates or charges;
 - (ii) the total amount of the overdue rates or charges is more than the market value of the land.
 - Establishing limb (ii) would require Council to obtain a market valuation of the land which can cost in the vicinity of \$800.00 including GST (desktop valuation) or \$1,500.00 including GST (non-desktop valuation).
- Given the above, Council would not be able to resolve to acquire the land (if this was the preferred option) until a valuation is obtained.
- Council will not recover any of the overdue rates and charges, or the expenses of acquiring the land. The overdue rates and charges will effectively be “written-off” as a result of the acquisition.
- Council will become the owner of the land. A small amount of stamp duty (to be assessed) and land titles registration fees of approximately \$200.00 will apply to any acquisition). A land tax search will cost approximately \$70.00.
- If Council implements this option, King & Company estimate that the total remaining costs involved in the acquisition process including fees and the above advertising, valuation, stamp duty and land title fees will total approximately \$9,500 (including GST). This assumes that no objection is made to the proposed acquisition by the owner of the land.

If Council determines that they would like to proceed with acquiring the land for over due rates and charges the below is a proposed resolution which would assist in moving forward with this process.

That Council request operational staff to obtain a market valuation of land described as Lot 208 on JC5571 to enable Council to make an informed decision regarding the next steps to recover monies owing for the overdue rates and charges for the property.

Sale of land for overdue rates and charges

- Effectively involves a two-step process of issuing a notice of intention to sell land for overdue rates and charges, waiting at least 3 months and then issuing a notice of sale of land for overdue rates and charges (i.e. an auction notice).
- As Council is required to carry out substituted service of the notice of intention to sell and the auction notice, we will need to incur the costs of advertising a summary of each notice in a newspaper circulating generally throughout the State (e.g. the Courier Mail – costs anticipated to be in the vicinity of \$2,000.00-\$2,500.00 per notice) and the Gazette (costs may be in the vicinity of \$200.00 per notice).



- If the land sells at auction for the reserve price or a higher amount, Council will likely be able to recover most, if not all, of the expenses of the sale and the overdue rates and charges for the land (this will depend on whether there is any land tax owing on the day of the sale). However, the upfront costs of Council completing any sale of the land will be substantially higher than that which apply to any acquisition of the land. In this respect, it will be difficult for Council to recover these costs if the sale proceeds are not sufficient discharge both Council's expenses of sale and the overdue rates and charges.
- If the land does not sell at auction, Council may decide to continue to offer the land for sale by another auction, or by sale by negotiation under section 144 of the *Local Government Regulation*.
- There is no risk of Council being taken to acquire the land if it is not sold at auction. Council does not become the owner of the land by exercising its power of sale under the *Local Government Regulation*.

I have recommended that Council proceed on the basis of selling the land for overdue rates and charges, given it would allow for Council to potentially recover the outstanding rates and charges and costs incurred for selling the land. Further, the land in question has not been identified as a requirement for any future Council development.

Comments:

Nil

Consultation:

- Chief Executive Officer
- King & Company

Legal Implications:

- Local Government Regulation 2012

Policy Implications:

Nil

Financial and Resource Implications:

As of today the outstanding rates balance for Assessment 68 is \$15,387.53

Estimated costs to be incurred by Council if Council were to acquire the land for overdue rates and charges, \$9,500 (inc GST).

Estimated costs to be incurred by Council if Council were to sell the land for overdue rates and charges, \$13,500 (inc GST) Noting if the land sells at auction for the reserve price or a higher amount, Council will likely be able to recover most if not all of the expenses of the sale and the overdue rates and charges for the land (depending on whether there is any land tax owing on the day of the sale).

InfoXpert Document ID:



8.5 Subject: First Quarter Review of the 2021-2022 Operational Plan
Attachments: 2021-22 Operational Plan and Capital Works Program
Author: Corporate Services Team Leader

Executive Summary:

In accordance with *section 174 (3) of the Local Government Regulation 2012*, a written assessment of Council's progress towards implementing the annual operational plan for the quarter July to September 2021 is presented to Council.

Recommendation:

That Council accepts the first quarter review of the 2021-2022 Operational Plan.

Background:

A summary is provided to Council of the preliminary operating surplus and the capital works program for the financial year 2021-2022:

Operational Budget	Actuals 30 September 2021	Variance	2021/22 Original Budget
Total Income	4,586,239	23%	19,859,104
Total Expenses	(2,727,465)	15%	(18,304,119)
Net Result	1,858,774	120%	1,554,985
Less Capital Revenue	803,654	9%	8,986,966
Operating Result (excl. Capital Revenue)	\$1,055,120	-14%	\$(7,431,981)

Capital Works Budget	Actuals 30 September 2021	Completion Rate	2021/22 Original Budget
INFRASTRUCTURE & WORKS	2,926,876	35%	8,295,595
ENVIRONMENTAL MGMT	17,089	13%	132,000
COMMUNITY SERVICES	107,754	16%	654,407
CORPORATE SERVICES	12,589	1.5%	828,000
TOTAL	\$3,064,308	30.9%	\$9,910,002

The programs contained in the 2021-2022 Operational Plan are being delivered in accordance with the strategies and objectives outlined.

At this review stage, actual revenue and expenditure should be around the 25% to 30% benchmark, subject to the nature of the program.

Any significant outcomes in a particular program, or actuals that are a lesser amount or exceeding the percentage benchmark, have been identified for Council's information. These programs are:



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Infrastructure and Works

1.5 Engineering Program: *Expenditure is at 14%* - Labour behind budget as there was no Works Manager wages until September. Materials and services are behind budget.

1.6 McKinlay Shire Depot: *Expenditure is at 16%* - Labour is behind budget due to employees hours being allocated to correct jobs.

5.3 Plant Hire Recoveries: *Expenditure is at 36%* - Expenditure ahead of budget due to increase plant being costed. Will monitor as budget may need to be adjusted.

6.1 Road Maintenance Performance Contract (RMPC): *Revenue is at 5% and Expenditure is at 10%* - Revenue behind budget as only claim 1 and 2 were received in the period. Expenditure behind budget in labour due to no foreman wages being paid.

6.2 Main Roads Recoverable Works: *Expenditure is at 51%* - Works nearing completion

6.3 Cannington / Toolebuc Road: *Expenditure is at 4% and revenue at 0%* - Revenue behind budget as claim has not been completed yet. Expenditure is behind budget but will even out towards end of year when works increase.

Corporate Services

6.3 Certified Agreement: *Expenditure is at 12%* - More costs to come as negotiations continue.

Economic Development

2.1 Tourism: *Revenue is at 111%* - Revenue over budget due to increase revenue from the Visitor Information Centre.

3.1 Local Law Enforcement: *Expenditure is at 15%* - Expenditure is behind budget as labour costs have decreased this year compared to last year.

Community Services and Facilities

2.1 Julia Creek Caravan Park: *Revenue is at 41% and expenditure is at 36%* - Expenditure over budget due to new washing machines and furniture being purchased. Labour costs are also higher this year due to more staff cleaning at the Caravan Park.

4.1 Julia Creek Smart Hub: *Revenue is at 22% and expenditure is at 38%* - Revenue behind budget due to limited memberships being issued in the quarter. Expenditure ahead of budget due to final retention payment being made to Strategic Builders and annual insurance payment being made in the quarter.

6.1 Events and Civic Receptions: *Revenue is at 44% and expenditure is at 15%* - Revenue ahead of budget as TRAIC funding was received in the quarter. Expenditure behind budget as most of the events are later on in the year.

7.3 Regional Arts Development Fund (RADF): *Revenue is at 130%* - Ahead of budget due to \$6000 received from Julia Creek Turf Club for Racing Past the Post reimbursement.



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8.4 Commonwealth Home Support Program (CHSP) and Meals on Wheels (MOW): *Expenditure is at 11%* - Expenditure behind budget due to limited expenses incurred.

10.2 McIntyre Park Venue: *Expenditure is at 20%* - Expenditure behind budget as insurance payment has decreased by half from previous years.

10.3 Kev Bannah Oval Venue: *Revenue is at 70% and expenditure is at 38%* - Expenditure ahead of budget due to increased maintenance works completed in the quarter. Revenue ahead of budget due to hire of the CSA building.

10.6 Sport and Recreation: *Expenditure is at 16%* - Expenditure behind budget as there was no Sports & Recreation Officer wages until August.

13.1 Cemeteries: *Expenditure is at 69%* - Ahead of budget due to increased maintenance completed in the quarter.

14.1 Julia Creek Swimming Pool: Expenditure is at 19% - Limited maintenance has been completed in the period.

Health Safety & Development

1.1 Local Disaster Management Group and State Emergency Services (SES): *Revenue is at 107% and expenditure is at 12%* - Revenue ahead of budget as SES capital grant was received but was not budgeted for. Grant from QFES received in next quarter. Expenditure behind budget but will increase in second half of the year.

Environmental Management

1.2 Refuse Disposal: *Expenditure is at 17%* - Expenditure is behind budget and may not reach its budget due to decreased costs compared to previous year.

3.1 Stock Routes and Reserves: *Revenue is at 19% and expenditure is at 13%* - Revenue behind budget as trustee leases for October were not issued until October. Expenditure behind budget due to limited maintenance work required in the quarter.

Consultation: (internal/External)

- Director of Community and Corporate Services
- Director of Environment, Regulatory Services and Engineering

Legal Implications:

In accordance with *section 174 (3) of the Local Government Regulation 2012.*

Policy Implications:

Nil

Financial and Resource Implications:

Nil

InfoXpert Document ID: 121155

Infrastructure & Works

Corporate Plan Program & Strategies: Engineering Services

Program: 1. Engineering Administration

1.1 Roads to Recovery (R2R)	
Type:	Revenue - Capital Grant
Accountability:	Engineering & Works
Budget:	Budget Revenue \$700,484 Budget Expenditure \$0
Actuals:	\$0
Percentage of Completion:	0%
Description:	Receive capital grant from the Australian Federal Government, Department of Infrastructure and Transport for road infrastructure as eligible in the Roads to Recovery Procedures. Expenditure on the R2R projects are completed through Council's Capital Works program.
Comments:	Grant not received in the quarter. Anticipate a progress claim in quarter 3.
1.2 Transport Infrastructure Development Scheme (TIDS)	
Type:	Revenue - Capital Grant
Accountability:	Engineering & Works
Budget:	Budget Revenue \$575,000 Budget Expenditure \$0
Actuals:	\$0
Percentage of Completion:	0%
Description:	Capital Grant received from the Queensland Government Department of Transport and Main Roads to allocate to Shire roads as per the McKinlay Road Strategy Report. Expenditure on the TIDS projects are completed through Council's Capital Works program.
Comments:	Progress claim will be made once projects completed. First claim to be Q3.
1.3 Other Roads Capital Grants	
Type:	Revenue - Capital Grant
Accountability:	Engineering & Works
Budget:	Budget Revenue \$838,547 Budget Expenditure \$0
Actuals:	\$228,360
Percentage of Completion:	27%
Description:	Funding from LRCIP and QRRRF to complete capital road upgrades.
Comments:	Inline with budget.
1.5 Engineering Program	
Type:	Expenditure - Operational Costs
Accountability:	Engineering & Works
Budget:	Budget Revenue \$0 Budget Expenditure \$390,000
Actuals:	\$53,912
Percentage of Completion:	14%
Description:	Management of the General Engineering Operations function within McKinlay Shire Council. Engineering Operations consist of Works Department Administration wages, Works Supervision, Staff Training, Consultancy Services, Asset Management and other expenses required to operate the Engineering function of Council.
Comments:	Labour behind budget as there was no Works Manager wages until September. Materials and services are behind budget, due to focus on completion of DRFA 2020 works in Q1.

1.6	McKinlay Shire Depot			
<i>Type:</i>	<i>Expenditure - Operational/Maintenance Costs</i>			
Accountability:	Engineering & Works			
Budget:	Budget Revenue	\$0	Budget Expenditure	\$170,000
Actuals:				\$27,411
Percentage of Completion:				16%
Description:	Manage and maintain Depots located at Julia Creek and McKinlay. Expenditure consists of general repairs and maintenance and general operations; phones, electricity, rates, insurance.			
Comments:	Labour is behind budget due to employees hours being allocated to correct jobs.			

Program: 2. Roads and Maintenance

2.1	Financial Assistance Grant (FAGS) Road Component			
<i>Type:</i>	<i>Revenue - Operating Grant</i>			
Accountability:	Engineering & Works			
Budget:	Budget Revenue	\$493,571	Budget Expenditure	\$0
Actuals:		\$137,349		
Percentage of Completion:		28%		
Description:	Operational Grant received from the Queensland Government Department of Local Government for general purposes and roads. Maximise funding through the provision of accurate data supplied to the Local Government Grants Commission.			
Comments:	Inline with budget. Road component of grant increased by 5.5% from the previous year.			
2.3	Routine Maintenance to McKinlay Shire Road Network			
<i>Type:</i>	<i>Expenditure - Operational/Maintenance Costs</i>			
Accountability:	Engineering & Works			
Budget:	Budget Revenue	\$0	Budget Expenditure	\$1,497,000
Actuals:				\$449,086
Percentage of Completion:				30%
Description:	Implement maintenance and inspection schedule for the McKinlay Shire rural road network including grading and culvert maintenance.			
Comments:	Inline with budget.			
2.4	Shire Roads Signage Directional and Advisory			
<i>Type:</i>	<i>Expenditure - Operational/Maintenance Costs</i>			
Accountability:	Engineering & Works			
Budget:	Budget Revenue	\$0	Budget Expenditure	\$40,000
Actuals:				\$399
Percentage of Completion:				1%
Description:	Management of all road signs on the McKinlay Shire road network; repairs and replacements.			
Comments:	Behind budget as more work to signs is yet to commence.			

2.5 Town Streets	
Type:	Expenditure - Operational/Maintenance Costs
Accountability:	Engineering & Works
Budget:	Budget Revenue \$0 Budget Expenditure \$132,000
Actuals:	\$27,669
Percentage of Completion:	21%
Description:	Implement maintenance and inspection schedule to perform maintenance works and cleaning of town streets located in Julia Creek, McKinlay, Kynuna and Nelia
Comments:	Labour is behind budget in the current quarter but increases in the next quarter.
2.6 Wet Weather	
Type:	Expenditure - Operational Costs
Accountability:	Engineering & Works
Budget:	Budget Revenue \$0 Budget Expenditure \$10,000
Actuals:	\$0
Percentage of Completion:	0%
Description:	Wet Weather Expenses provision to be utilised for all outdoor staff when all other avenues of works to complete during wet weather are exhausted.
Comments:	Budget not required to date.

Program: 3. Flood Damage Shire Roads

3.1 Natural Disaster Relief and Recovery Arrangements (NDRRA)	
Type:	Revenue & Expenditure - Recoverable Fees and Operational/Maintenance Costs
Accountability:	Engineering & Works
Budget:	Budget Revenue \$5,789,654 Budget Expenditure \$0
Actuals:	\$31,040
Percentage of Completion:	1%
Description:	Delivery of Disaster Recovery Funding Arrangements DRFA works on the Shire owned roads network. Acquit the 2019 DRFA works and deliver the DRFA 2020 restoration works in accordance with the funding agreement from the Queensland Reconstruction Authority.
Comments:	Behind budget in the current quarter but will receive a large payment in the next quarter when acquittals are finalised.

Program: 4. Airport

4.1 Airport	
Type:	Revenue - Capital Grant
Accountability:	Engineering & Works
Budget:	Budget Revenue \$39,781 Budget Expenditure \$0
Actuals:	\$0
Percentage of Completion:	0%
Description:	Complete final acquittal for the Building Our Regions (BoR) Round 3 program for the Julia Creek Runway Upgrade project.
Comments:	Grant not received yet.

4.2 Airport	
Type:	Revenue & Expenditure - User Fees and Operational/Maintenance Costs
Accountability:	Engineering & Works
Budget:	Budget Revenue \$30,000 Budget Expenditure \$150,000
Actuals:	\$11,100 \$34,882
Percentage of Completion:	37% 23%
Description:	Maintain and operate the Julia Creek Airport facility. Maintain grounds and buildings and other general operations of the Julia Creek Airport. Collect revenue as per Fees and Charges Schedule
Comments:	Revenue ahead of budget due to increased fees received from Avdata. Labour costs slightly behind budget

Program: 5. Plant and Workshop Operations

5.1 Diesel Fuel Rebate	
Type:	Revenue - Receive Rebate Income
Accountability:	Engineering & Works
Budget:	Budget Revenue \$35,000 Budget Expenditure \$0
Actuals:	\$8,048
Percentage of Completion:	23%
Description:	Claim diesel fuel rebate from the Australian Taxation Office. Submit the eligible rebate claims monthly via the Business Activity Statement as per the Diesel Fuel Rebate Scheme.
Comments:	Slightly behind budget as the September BAS was not included in the quarter.
5.2 Plant Program	
Type:	Revenue & Expenditure - User Fees and Operational/Maintenance Costs
Accountability:	Engineering & Works
Budget:	Budget Revenue \$4,350 Budget Expenditure \$1,245,000
Actuals:	\$311 \$304,860
Percentage of Completion:	7% 24%
Description:	Management of Council's Workshop and routine inspections, services and repairs to Council's Plant and Equipment. Provide plant hire to external parties. Charge external parties plant hire as per the hire charges. Fees to be paid either before hire or invoiced upon credit application approval.
Comments:	Revenue behind budget as the bus has not been hired as frequently in the quarter. Expenditure slightly behind budget but will increase in the next quarter.
5.3 Plant Hire Recoveries	
Type:	Recoverables
Accountability:	Engineering & Works
Budget:	Budget Revenue \$0 Budget Expenditure (\$1,700,000)
Actuals:	(\$614,161)
Percentage of Completion:	36%
Description:	Council to recover costs for usage of Plant and Equipment. Recoup plant costs as hire charges against activities to cover all maintenance, depreciation and operating costs.
Comments:	Expenditure ahead of budget due to increase plant being costed. Will monitor as budget may need to be adjusted.

Program: 6. Recoverable Works

6.1	Road Maintenance Performance Contract (RMPC)			
<i>Type:</i>	<i>Revenue & Expenditure - Maintenance Contract Recoverable Works</i>			
Accountability:	Engineering & Works			
Budget:	Budget Revenue	\$1,500,600	Budget Expenditure	\$1,500,600
Actuals:		\$79,791		\$145,097
Percentage of Completion:		5%		10%
Description:	Implement the RMPC program in accordance with the contract submitted and agreed by both Council the Department of Transport and Main Roads, to undertake routine maintenance on the state highways - Wills Development Road, Flinders Highway and the Julia Creek to Kynuna Road.			
Comments:	Revenue behind budget as only claim 1 and 2 were received in the period. Expenditure behind budget in labour due to no fulltime Foreman at present. Meeting all obligations of the RMPC contract.			
6.2	Main Roads Recoverable Works			
<i>Type:</i>	<i>Revenue & Expenditure - Contract Recoverable Works</i>			
Accountability:	Engineering & Works			
Budget:	Budget Revenue	\$800,000	Budget Expenditure	\$800,000
Actuals:		\$611,985		\$405,474
Percentage of Completion:		76%		51%
Description:	Complete the TMR contract for the culvert replacements on the Wills Development Road at William River and Cerebus Creek.			
Comments:	Undertaken new emergent works for TMR on 14E.			
6.3	Cannington / Toolebuc Road			
<i>Type:</i>	<i>Revenue & Expenditure - Maintenance Contract Recoverable Works</i>			
Accountability:	Engineering & Works			
Budget:	Budget Revenue	\$420,000	Budget Expenditure	\$420,000
Actuals:		\$0		\$18,812
Percentage of Completion:		0%		4%
Description:	Road maintenance completed on Toolebuc Road (Cannington Mine Access Road) by Council in accordance with the Purchase Order provided by South 32. Claims are lodged to South 32 online to recoup expenditure.			
Comments:	Revenue behind budget as claim has not been completed yet. Expenditure is behind budget but will even out towards end of year when works increase. Routine maintenance carried out on the road in accordance with the agreement.			
6.4	Recoverable Works - Other			
<i>Type:</i>	<i>Revenue & Expenditure - Council Recoverable Works</i>			
Accountability:	Engineering & Works			
Budget:	Budget Revenue	\$200,000	Budget Expenditure	\$200,000
Actuals:		\$10,571		\$9,036
Percentage of Completion:		5%		5%
Description:	Other services provided by Council that are not specified under a particular program. Works completed or services provided as approved by Senior Management. Works undertaken in this program will consist of use of Council resources and will be claimed through the Council's Debtor function.			

Comments:	Revenue and expenditure behind budget as there has been only a small amount of recoverable works completed in the period. Minor private works jobs completed as requested.
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Program: 7. Water Infrastructure

7.1	Julia Creek Water Infrastructure			
<i>Type:</i>	<i>Revenue & Expenditure - Utility Charges and Operational/Maintenance Costs</i>			
Accountability:	Engineering & Works			
Budget:	Budget Revenue	\$270,114	Budget Expenditure	\$190,000
Actuals:		\$137,326		\$41,133
Percentage of Completion:		51%		22%
Description:	Maintenance and general operations of the Julia Creek Water Supply. Undertake water supply infrastructure planning for the Julia Creek water area, and issue two rates levies as per Council's Revenue Statement.			
Comments:	Revenue received from rates for first half of the year. Expenditure slightly behind budget.			
7.2	Julia Creek Water Infrastructure Capital Grant			
<i>Type:</i>	<i>Revenue - Capital Funding</i>			
Accountability:	Engineering & Works			
Budget:	Budget Revenue	\$70,000	Budget Expenditure	\$0
Actuals:		\$65,000		
Percentage of Completion:		93%		
Description:	Capital funding provided through Works for Queensland for Julia Creek Water Tower rehabilitation and new bore Julia Creek.			
Comments:	W4Q grant received.			
7.3	McKinlay Water Infrastructure			
<i>Type:</i>	<i>Revenue & Expenditure - Utility Charges and Operational/Maintenance Costs</i>			
Accountability:	Engineering & Works			
Budget:	Budget Revenue	\$19,831	Budget Expenditure	\$30,000
Actuals:		\$9,847		\$3,737
Percentage of Completion:		50%		12%
Description:	Maintenance and general operations of the McKinlay Water Supply. Undertake water supply infrastructure planning for the McKinlay water area, and issue two rates levies as per Council's Revenue Statement.			
Comments:	Revenue received from rates for first half of the year. Expenditure behind budget as limited maintenance has been required.			
7.4	Kynuna Water Infrastructure			
<i>Type:</i>	<i>Revenue & Expenditure - Utility Charges and Operational/Maintenance Costs</i>			
Accountability:	Engineering & Works			
Budget:	Budget Revenue	\$12,762	Budget Expenditure	\$74,000
Actuals:		\$6,581		\$12,091
Percentage of Completion:		52%		16%

Description:	Maintenance and general operations of the Kynuna Water Supply. Undertake water supply infrastructure planning for the Kynuna water area, and issue two rates levies as per Council's Revenue Statement. Expenditure Budget has allowance for the provision of water filters for residences if determined required to address the water quality issues.															
Comments:	Revenue received from rates for first half of the year. Expenditure behind budget however anticipated to increase with routine maintenance															
7.5 Kynuna Water Infrastructure Capital Grant																
Type:	<i>Revenue - Capital Funding</i>															
Accountability:	Engineering & Works															
Budget:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Budget Revenue</td> <td style="text-align: right;">\$315,000</td> <td style="width: 20%;"></td> <td style="width: 40%;">Budget Expenditure</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Actuals:</td> <td style="text-align: right;">\$0</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Percentage of Completion:</td> <td style="text-align: right;">0%</td> <td></td> <td></td> <td></td> </tr> </table>	Budget Revenue	\$315,000		Budget Expenditure	\$0	Actuals:	\$0				Percentage of Completion:	0%			
Budget Revenue	\$315,000		Budget Expenditure	\$0												
Actuals:	\$0															
Percentage of Completion:	0%															
Description:	Capital funding provided through Works for Queensland for Julia Creek Water Tower rehabilitation and new bore Julia Creek.															
Comments:	Grant not received in the quarter.															
7.6 Nelia Water Infrastructure																
Type:	<i>Revenue & Expenditure - Utility Charges and Operational/Maintenance Costs</i>															
Accountability:	Engineering & Works															
Budget:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Budget Revenue</td> <td style="text-align: right;">\$2,469</td> <td style="width: 20%;"></td> <td style="width: 40%;">Budget Expenditure</td> <td style="text-align: right;">\$7,500</td> </tr> <tr> <td>Actuals:</td> <td style="text-align: right;">\$1,279</td> <td></td> <td></td> <td style="text-align: right;">\$761</td> </tr> <tr> <td>Percentage of Completion:</td> <td style="text-align: right;">52%</td> <td></td> <td></td> <td style="text-align: right;">10%</td> </tr> </table>	Budget Revenue	\$2,469		Budget Expenditure	\$7,500	Actuals:	\$1,279			\$761	Percentage of Completion:	52%			10%
Budget Revenue	\$2,469		Budget Expenditure	\$7,500												
Actuals:	\$1,279			\$761												
Percentage of Completion:	52%			10%												
Description:	Maintenance and general operations of the Nelia Water Supply. Undertake water supply infrastructure planning for the Nelia water area, and issue two rates levies as per Council's Revenue Statement.															
Comments:	Revenue received from rates for first half of the year. Expenditure behind budget as limited maintenance has been required.															
7.7 Gilliat Water Infrastructure																
Type:	<i>Revenue - Utility Charges</i>															
Accountability:	Engineering & Works															
Budget:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Budget Revenue</td> <td style="text-align: right;">\$2,665</td> <td style="width: 20%;"></td> <td style="width: 40%;">Budget Expenditure</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Actuals:</td> <td style="text-align: right;">\$1,332</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Percentage of Completion:</td> <td style="text-align: right;">50%</td> <td></td> <td></td> <td></td> </tr> </table>	Budget Revenue	\$2,665		Budget Expenditure	\$0	Actuals:	\$1,332				Percentage of Completion:	50%			
Budget Revenue	\$2,665		Budget Expenditure	\$0												
Actuals:	\$1,332															
Percentage of Completion:	50%															
Description:	Maintenance and general operations of the Gilliat Water Supply. Undertake water supply infrastructure planning for the Gilliat water area, and issue two rates levies as per Council's Revenue Statement.															
Comments:	Revenue received from rates for first half of the year.															

Program: 8. Sewerage Infrastructure

8.1 Sewerage Infrastructure																
Type:	<i>Revenue & Expenditure - Utility Charges and Operational/Maintenance Costs</i>															
Accountability:	Engineering & Works															
Budget:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Budget Revenue</td> <td style="text-align: right;">\$221,038</td> <td style="width: 20%;"></td> <td style="width: 40%;">Budget Expenditure</td> <td style="text-align: right;">\$210,000</td> </tr> <tr> <td>Actuals:</td> <td style="text-align: right;">\$112,319</td> <td></td> <td></td> <td style="text-align: right;">\$23,934</td> </tr> <tr> <td>Percentage of Completion:</td> <td style="text-align: right;">51%</td> <td></td> <td></td> <td style="text-align: right;">11%</td> </tr> </table>	Budget Revenue	\$221,038		Budget Expenditure	\$210,000	Actuals:	\$112,319			\$23,934	Percentage of Completion:	51%			11%
Budget Revenue	\$221,038		Budget Expenditure	\$210,000												
Actuals:	\$112,319			\$23,934												
Percentage of Completion:	51%			11%												

Operational Plan 2021/22 Version 1

Description:	Maintenance and general operations of the Julia Creek Sewerage Services. Undertake water supply infrastructure planning for the Julia Creek Sewer Systems, and issue two rates levies as per Council's Revenue Statement.
Comments:	Revenue received from rates for first half of the year. Expenditure behind budget as no major maintenance has been required.

Program: 1. Governance

1.1 Governance Operations													
Type:	Revenue & Expenditure - Operating Grant & Operational Costs												
Accountability:	Corporate and Community Services												
Budget:	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Budget Revenue</td> <td style="text-align: right;">\$0</td> <td style="width: 50%;">Budget Expenditure</td> <td style="text-align: right;">\$540,000</td> </tr> <tr> <td>Actuals:</td> <td></td> <td></td> <td style="text-align: right;">\$172,103</td> </tr> <tr> <td>Percentage of Completion:</td> <td></td> <td></td> <td style="text-align: right;">32%</td> </tr> </table>	Budget Revenue	\$0	Budget Expenditure	\$540,000	Actuals:			\$172,103	Percentage of Completion:			32%
Budget Revenue	\$0	Budget Expenditure	\$540,000										
Actuals:			\$172,103										
Percentage of Completion:			32%										
Description:	Deliver the Governance function of Council. Operational costs include maintaining the CEO and Executive Assistant positions, memberships and subscriptions, training, conferences and meetings, management of the Asset Management Plan, Corporate Plan, Financial Sustainability and the Internal Audit.												
Comments:	Slightly ahead of budget due to annual memberships being paid in the quarter.												
1.2 Members Remuneration													
Type:	Expenditure - Remuneration Costs												
Accountability:	Corporate and Community Services												
Budget:	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Budget Revenue</td> <td style="text-align: right;">\$0</td> <td style="width: 50%;">Budget Expenditure</td> <td style="text-align: right;">\$342,987</td> </tr> <tr> <td>Actuals:</td> <td></td> <td></td> <td style="text-align: right;">\$57,731</td> </tr> <tr> <td>Percentage of Completion:</td> <td></td> <td></td> <td style="text-align: right;">17%</td> </tr> </table>	Budget Revenue	\$0	Budget Expenditure	\$342,987	Actuals:			\$57,731	Percentage of Completion:			17%
Budget Revenue	\$0	Budget Expenditure	\$342,987										
Actuals:			\$57,731										
Percentage of Completion:			17%										
Description:	Remuneration and reimbursements paid to Mayor and Councillors. Pay Councillor remuneration including travel and other Council Business reimbursements as per Council Policies.												
Comments:	Councillors being remunerated in accordance with the Local Government Remuneration Commission report. Behind budget as September remuneration was not paid until October.												
1.3 Councillor Training and Conference Expenses													
Type:	Expenditure - Operational Costs												
Accountability:	Corporate and Community Services												
Budget:	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Budget Revenue</td> <td style="text-align: right;">\$0</td> <td style="width: 50%;">Budget Expenditure</td> <td style="text-align: right;">\$15,000</td> </tr> <tr> <td>Actuals:</td> <td></td> <td></td> <td style="text-align: right;">\$357</td> </tr> <tr> <td>Percentage of Completion:</td> <td></td> <td></td> <td style="text-align: right;">2%</td> </tr> </table>	Budget Revenue	\$0	Budget Expenditure	\$15,000	Actuals:			\$357	Percentage of Completion:			2%
Budget Revenue	\$0	Budget Expenditure	\$15,000										
Actuals:			\$357										
Percentage of Completion:			2%										
Description:	To provide Councillors with required training and attending Council Business meetings and conferences. Provision for costs associated with Councillors attending meetings and conferences as required in their role.												
Comments:	Limited expenditure in Q1 however LGAQ annual conference expenditure in the next period bringing expenditure inline with budget.												

Corporate Services

Corporate Plan Program & Strategies: Corporate Services

Program: 1. Employee Costs & Recovery

1.1 Employee Costs and Recovery													
Type:	Expenditure - Recoverables and Operational Costs												
Accountability:	Corporate and Community Services												
Budget:	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Budget Revenue</td> <td style="width: 50%;">\$0</td> <td style="width: 50%;">Budget Expenditure</td> <td style="width: 50%;">\$155,000</td> </tr> <tr> <td>Actuals:</td> <td></td> <td></td> <td>\$37,303</td> </tr> <tr> <td>Percentage of Completion:</td> <td></td> <td></td> <td>24%</td> </tr> </table>	Budget Revenue	\$0	Budget Expenditure	\$155,000	Actuals:			\$37,303	Percentage of Completion:			24%
Budget Revenue	\$0	Budget Expenditure	\$155,000										
Actuals:			\$37,303										
Percentage of Completion:			24%										
Description:	Deliver the Employee Costs and Recovery program. Payment of employee entitlements inclusive of Annual Leave, Long Service Leave, Sick Leave and Superannuation.												
Comments:	Inline with budget.												

Program: 2. Administration General

2.1 Financial Assistance Grants (FAGS) Administration Component													
Type:	Revenue - Operating Grant												
Accountability:	Corporate and Community Services												
Budget:	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Budget Revenue</td> <td style="width: 50%;">\$2,254,644</td> <td style="width: 50%;">Budget Expenditure</td> <td style="width: 50%;">\$0</td> </tr> <tr> <td>Actuals:</td> <td>\$648,271</td> <td></td> <td></td> </tr> <tr> <td>Percentage of Completion:</td> <td>29%</td> <td></td> <td></td> </tr> </table>	Budget Revenue	\$2,254,644	Budget Expenditure	\$0	Actuals:	\$648,271			Percentage of Completion:	29%		
Budget Revenue	\$2,254,644	Budget Expenditure	\$0										
Actuals:	\$648,271												
Percentage of Completion:	29%												
Description:	Operational Grant received from the Queensland Government Department of Local Government for general purposes; administration. Maximise funding through the provision of accurate data supplied to the Local Government Grants Commission. The data returns are estimated to be lodged by November each year.												
Comments:	Marginally ahead of budget due to a 7.5% increase from the previous years allocation.												
2.2 Capital Grants													
Type:	Revenue - Capital Grants												
Accountability:	Corporate and Community Services												
Budget:	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Budget Revenue</td> <td style="width: 50%;">\$658,500</td> <td style="width: 50%;">Budget Expenditure</td> <td style="width: 50%;">\$0</td> </tr> <tr> <td>Actuals:</td> <td>\$0</td> <td></td> <td></td> </tr> <tr> <td>Percentage of Completion:</td> <td>0%</td> <td></td> <td></td> </tr> </table>	Budget Revenue	\$658,500	Budget Expenditure	\$0	Actuals:	\$0			Percentage of Completion:	0%		
Budget Revenue	\$658,500	Budget Expenditure	\$0										
Actuals:	\$0												
Percentage of Completion:	0%												
Description:	Receive capital funding through various funding programs for the delivery of capital works projects. Funding to be received from Cat D Flood Warning Infrastructure program and Works for Qld projects.												
Comments:	Grant not received in the quarter.												
2.3 Insurance													
Type:	Applications for Compensation												
Accountability:	Corporate and Community Services												
Budget:	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Budget Revenue</td> <td style="width: 50%;">\$0</td> <td style="width: 50%;">Budget Expenditure</td> <td style="width: 50%;">\$0</td> </tr> <tr> <td>Actuals:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Percentage of Completion:</td> <td></td> <td></td> <td></td> </tr> </table>	Budget Revenue	\$0	Budget Expenditure	\$0	Actuals:				Percentage of Completion:			
Budget Revenue	\$0	Budget Expenditure	\$0										
Actuals:													
Percentage of Completion:													
Description:	Insurance claims.												
Comments:	No budget.												

2.4		Bank and Investment Interest	
Type:	Revenue - Interest		
Accountability:	Corporate and Community Services		
Budget:	Budget Revenue	\$65,000	Budget Expenditure \$0
Actuals:		\$16,740	
Percentage of Completion:		26%	
Description:	Investment of Council funds to earn interest. Invest Council funds to facilitate a higher interest return as per the current Investment Policy.		
Comments:	Inline with budget.		
2.5		Other Revenue	
Type:	Revenue - User Fees		
Accountability:	Corporate and Community Services		
Budget:	Budget Revenue	\$12,000	Budget Expenditure \$0
Actuals:		\$12,603	
Percentage of Completion:		105%	
Description:	Collect other revenue. Receive revenue that is not specified under a particular program, but is specified in the Fees and Charges schedule; photocopying etc.		
Comments:	Over budget due to some unbudgeted revenue received.		
2.6		Finance and Administration Program	
Type:	Expenditure - Operational Costs		
Accountability:	Corporate and Community Services		
Budget:	Budget Revenue	\$0	Budget Expenditure \$1,056,001
Actuals:			\$268,175
Percentage of Completion:			25%
Description:	Deliver the Finance and Administration Operational program. Operational costs involve payroll, contract and consulting fees, IT hardware and software maintenance, subscriptions, staff amenities, staff training, conferences and meetings, audit fees, printing and stationary, telephone, mobile and internet, electricity, banking and asset valuations. Administration overhead cost recoveries.		
Comments:	Inline with budget.		

Program: 3. Rates and Charges

3.1		General Rate Collection & Fees	
Type:	Revenue - Differential General Rates & User Fees		
Accountability:	Corporate and Community Services		
Budget:	Budget Revenue	\$2,575,576	Budget Expenditure \$0
Actuals:		\$1,296,524	
Percentage of Completion:		50%	
Description:	Issue two rate levies for the financial year as per the current Revenue Statement and Revenue Policy. Levy and issue two rate levies for general rates on the nine differential rate categories specified in the Revenue Statement. Any outstanding rates are to be collected in accordance with the current Debtor Policy.		
Comments:	Revenue received from rates for first half of the year.		

3.2 General Rates Expenses	
Type:	Expenditure - Operational Costs
Accountability:	Corporate and Community Services
Budget:	Budget Revenue \$0 Budget Expenditure \$7,500
Actuals:	\$197
Percentage of Completion:	3%
Description:	Issue payments to the Department of Environment and Resource Management (DERM). Payments issued to DERM annually to ensure Council receives all valuation roll updates.
Comments:	Expenditure behind budget as only one payment for valuation role maintenance fee paid. Annual fee will be paid at the beginning of the next financial year.

3.3 Council Rates & Charges	
Type:	Expenditure - Operational Costs
Accountability:	Corporate and Community Services
Budget:	Budget Revenue \$0 Budget Expenditure \$26,500
Actuals:	\$14,453
Percentage of Completion:	55%
Description:	Recognise expenses for Council owned vacant land. Issue two rate levies for service charges within the rates module (water and sewerage) and ensure vacant land is maintained; mowed and cleared of any debris. Fees for sale of land (recoverable through general rate revenue).
Comments:	Expenditure from rates for first half of the year.

Program: 4. Stores and Purchasing

4.1 Stores and Purchasing	
Type:	Expenditure - Operational Costs
Accountability:	Corporate and Community Services
Budget:	Budget Revenue \$0 Budget Expenditure \$60,000
Actuals:	\$17,976
Percentage of Completion:	30%
Description:	Maintain Stores located at the Council Depot. Conduct store and arrange all purchasing for engineering and other Council activities. Complete stock take at the end of each financial year. Recoup store costs on engineering works.
Comments:	Inline with budget.

Program: 5. Workplace Health and Safety

5.1 Work Cover	
Type:	Applications for Compensation
Accountability:	Corporate and Community Services
Budget:	Budget Revenue \$0 Budget Expenditure \$0
Actuals:	
Percentage of Completion:	
Description:	Recovery of Wages for Workers Compensation. Workers Compensation paid to employees for any workplace incidents that are eligible under the Workplace Health and Safety Workers Compensation Insurance. Claims are submitted to the Local Government Workcare.
Comments:	No budget.

5.2 Workplace Health and Safety Program	
Type:	Expenditure - Operational Costs
Accountability:	Corporate and Community Services, Environment and Regulatory Services
Budget:	Budget Revenue \$0 Budget Expenditure \$240,000
Actuals:	\$74,623
Percentage of Completion:	31%
Description:	Maintain the Workplace Health and Safety Program. General operations for the Workplace Health and Safety program; payroll, first aid, stationary and consumables, workers compensation, safety wear, extinguisher services, training, meetings and conferences.
Comments:	Inline with budget.
5.3 WH&S Overhead Recoveries Program	
Type:	Recoverables
Accountability:	Corporate and Community Services, Environment and Regulatory Services
Budget:	Budget Revenue \$0 Budget Expenditure (\$50,000)
Actuals:	(\$12,063)
Percentage of Completion:	24%
Description:	Cost recoveries for WH&S. Internal On-Cost recovery system for expenses associated with WH&S.
Comments:	Inline with budget.

Program: 6. Human Resources

6.1 Recruitment Expenses	
Type:	Expenditure - Operational Costs
Accountability:	Corporate and Community Services
Budget:	Budget Revenue \$0 Budget Expenditure \$35,000
Actuals:	\$2,840
Percentage of Completion:	8%
Description:	Deliver the program in recruiting of all Council positions. Operational costs in recruiting for Council positions include advertising, interview, inductions, medicals and position appointments. Collect when eligible, revenue for incentives for apprenticeships/traineeships.
Comments:	Behind budget in the quarter but will increase next quarter due to recruitment costs of a CEO.
6.2 Relocation Expenses	
Type:	Expenditure - Operational Costs
Accountability:	Corporate and Community Services
Budget:	Budget Revenue \$0 Budget Expenditure \$15,000
Actuals:	\$4,347
Percentage of Completion:	29%
Description:	Provide incentive of Relocation Costs to future employees. Relocation costs provided to eligible staff as per Council Policy.
Comments:	Inline with budget.
6.3 Certified Agreement Agreement (CA)	
Type:	Expenditure - Operational Costs
Accountability:	Corporate and Community Services

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Budget:	Budget Revenue	\$0	Budget Expenditure	\$35,000
Actuals:				\$4,114
Percentage of Completion:				12%
Description:	Provision to engage consultant to assist Council to re-negotiate the Certified Agreement as the current agreement expires on 30 June 2021.			
Comments:	More costs to come as negotiations continue.			
6.4	Employee Team Meetings, Training and Development Program			
Type:	<i>Expenditure - Operational Costs</i>			
Accountability:	Corporate and Community Services			
Budget:	Budget Revenue	\$0	Budget Expenditure	\$1,000
Actuals:				\$0
Percentage of Completion:				0%
Description:	Council employees program to allow for whole of Council staff meetings, training and development.			
Comments:	No expenditure required yet.			

Economic Development

Corporate Plan & Strategies: Economic Development

Program: 1. Economic Development

1.1 Economic Development	
Type:	<i>Revenue & Expenditure - Special Charges, Contributions and Operational Costs</i>
Accountability:	Corporate and Community Services
Budget:	Budget Revenue Budget Expenditure \$90,000
Actuals:	\$20,000
Percentage of Completion:	22%
Description:	Deliver the Economic Development program. Deliver and participate in the following initiatives; Mitez, and any general economic initiatives that will enhance and support the local economy.
Comments:	Slightly behind budget. Labour expenditure is behind as have not filled the EDO role.

Program: 2. Tourism

2.1 Tourism and Promotional Program	
Type:	<i>Revenue & Expenditure - Sales and Operational/Maintenance Costs</i>
Accountability:	Corporate and Community Services
Budget:	Budget Revenue \$12,500 Budget Expenditure \$276,800
Actuals:	\$13,825 \$82,856
Percentage of Completion:	111% 30%
Description:	Deliver Tourism operational program. Operational costs consist of the general maintenance and operations of the At the Creek Information Centre. Maintaining commitment to NWOQTA and OQTA, promotional advertising, brochure reprints, attendance at meetings, famils and conferences as applicable, staff training, allocation of funds towards new tourism products. Collect revenue for tourism promotional products on behalf of Council and OQTA funding.
Comments:	Revenue over budget due to increased revenue from the Visitor Information Centre. Revenue will be minimal in Q2.

2.3 Town Radio	
Type:	<i>Revenue - Capital Grant</i>
Accountability:	Corporate and Community Services
Budget:	Budget Revenue \$0 Budget Expenditure \$1,800
Actuals:	\$0
Percentage of Completion:	0%
Description:	Provide repeater service for radio channels, Rebel FM throughout Julia Creek.
Comments:	No maintenance required during the period.

2.4 Street Lighting	
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Type:	<i>Expenditure - Operational Costs</i>			
Accountability:	Corporate and Community Services			
Budget:	Budget Revenue	\$0	Budget Expenditure	\$25,000
Actuals:				\$2,802
Percentage of Completion:				11%
Description:	Operate the Street Lighting network.			
Comments:	Behind budget due to Ergon bill not being paid until after the quarter.			

Program: 3. Livestock Operations

3.1	Livestock Weighing & Cattle Train Loading			
Type:	<i>Revenue & Expenditure - User Fees and Operational/Maintenance Costs</i>			
Accountability:	Environment and Regulatory Services			
Budget:	Budget Revenue	\$100,000	Budget Expenditure	\$90,000
Actuals:		\$29,812		\$27,648
Percentage of Completion:		30%		31%
Description:	Operate the Council owned Livestock Weighing facility. Operations consist of general maintenance and operational costs to continue to operate a commercial service. Fees for weighing are invoiced as per the current Fees and Charges schedule through Council's Debtor system, and recovered as per Council's Debtor Policy.			
Comments:	Inline with budget.			

Community Services and Facilities

Corporate Plan Program & Strategies: Community Services and Facilities

Program: 1. Community Services Administration

1.1 Community Services													
Type:	<i>Expenditure - Operational/Maintenance Costs</i>												
Accountability:	Corporate and Community Services												
Budget:	<table border="1"> <tr> <td>Budget Revenue</td> <td>\$0</td> <td>Budget Expenditure</td> <td>\$206,000</td> </tr> <tr> <td>Actuals:</td> <td></td> <td></td> <td>\$51,076</td> </tr> <tr> <td>Percentage of Completion:</td> <td></td> <td></td> <td>25%</td> </tr> </table>	Budget Revenue	\$0	Budget Expenditure	\$206,000	Actuals:			\$51,076	Percentage of Completion:			25%
Budget Revenue	\$0	Budget Expenditure	\$206,000										
Actuals:			\$51,076										
Percentage of Completion:			25%										
Description:	Services of Director of Corporate and Community Services and the Community Services Team Leader. Deliver the program to maintain and coordinate the positions for the Director of Corporate and Community Services and the Community Services Team Leader. Maintain and operate the McKinlay Crafty Old School House.												
Comments:	Inline with budget. Positions of Director Corporate & Community Services and Community Services Tam Leader maintained.												

Program: 2. Caravan Park

2.1 Julia Creek Caravan Park													
Type:	<i>Revenue & Expenditure - User Fees and Operational/Maintenance Costs</i>												
Accountability:	Corporate and Community Services												
Budget:	<table border="1"> <tr> <td>Budget Revenue</td> <td>\$521,000</td> <td>Budget Expenditure</td> <td>\$390,000</td> </tr> <tr> <td>Actuals:</td> <td>\$215,006</td> <td></td> <td>\$140,737</td> </tr> <tr> <td>Percentage of Completion:</td> <td>41%</td> <td></td> <td>36%</td> </tr> </table>	Budget Revenue	\$521,000	Budget Expenditure	\$390,000	Actuals:	\$215,006		\$140,737	Percentage of Completion:	41%		36%
Budget Revenue	\$521,000	Budget Expenditure	\$390,000										
Actuals:	\$215,006		\$140,737										
Percentage of Completion:	41%		36%										
Description:	Operate the Council owned Julia Creek Caravan Park. Operations consist of general maintenance and operational costs to maintain current level of service. This is inclusive of wages for staff and caretaker of park. Revenue is collected by the caretaker and issued to the Council Administration on a weekly basis.												
Comments:	Expenditure over budget due to new washing machines and furniture being purchased. Labour costs are also higher this year due to more staff cleaning at the Caravan Park.												

Program: 3. McKinlay Community

3.1 McKinlay Community Facilities													
Type:	<i>Revenue & Expenditure - Grants and Operational/Maintenance Costs</i>												
Accountability:	Corporate and Community Services												
Budget:	<table border="1"> <tr> <td>Budget Revenue</td> <td>\$0</td> <td>Budget Expenditure</td> <td>\$4,500</td> </tr> <tr> <td>Actuals:</td> <td></td> <td></td> <td>\$1,519</td> </tr> <tr> <td>Percentage of Completion:</td> <td></td> <td></td> <td>34%</td> </tr> </table>	Budget Revenue	\$0	Budget Expenditure	\$4,500	Actuals:			\$1,519	Percentage of Completion:			34%
Budget Revenue	\$0	Budget Expenditure	\$4,500										
Actuals:			\$1,519										
Percentage of Completion:			34%										
Description:	Receive funding through NPSR for the rectification of McKinlay Tennis Courts. Provide for general maintenance for the McKinlay facilities												
Comments:	Ahead of budget due to annual insurance costs being paid in the period. Should even out throughout the year.												

Program: 4. Smart Hub

4.1 Julia Creek Smart Hub													
Type:	<i>Revenue & Expenditure - Recoverable Fees and Operational/Maintenance Costs</i>												
Accountability:	Corporate and Community Services												
Budget:	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Budget Revenue</td> <td style="text-align: right;">\$1,500</td> <td style="width: 50%;">Budget Expenditure</td> <td style="text-align: right;">\$36,000</td> </tr> <tr> <td>Actuals:</td> <td style="text-align: right;">\$336</td> <td>Actuals:</td> <td style="text-align: right;">\$13,835</td> </tr> <tr> <td>Percentage of Completion:</td> <td style="text-align: right;">22%</td> <td>Percentage of Completion:</td> <td style="text-align: right;">38%</td> </tr> </table>	Budget Revenue	\$1,500	Budget Expenditure	\$36,000	Actuals:	\$336	Actuals:	\$13,835	Percentage of Completion:	22%	Percentage of Completion:	38%
Budget Revenue	\$1,500	Budget Expenditure	\$36,000										
Actuals:	\$336	Actuals:	\$13,835										
Percentage of Completion:	22%	Percentage of Completion:	38%										
Description:	Operate a 24/7 Smart Hub facility, collecting memberships and offering a facility which provides reliable internet services and rooms to conduct training with the support of technology.												
Comments:	Revenue behind budget due to limited memberships being issued in the quarter. Expenditure ahead of budget due to final retention payment being made to Strategic Builders and annual insurance payment being made in the quarter.												

Program: 5. Library Services

5.1 Julia Creek Library													
Type:	<i>Revenue & Expenditure - User Fees, Grants and Operational/Maintenance Costs</i>												
Accountability:	Corporate and Community Services												
Budget:	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Budget Revenue</td> <td style="text-align: right;">\$5,500</td> <td style="width: 50%;">Budget Expenditure</td> <td style="text-align: right;">\$120,000</td> </tr> <tr> <td>Actuals:</td> <td style="text-align: right;">\$5,619</td> <td>Actuals:</td> <td style="text-align: right;">\$34,916</td> </tr> <tr> <td>Percentage of Completion:</td> <td style="text-align: right;">102%</td> <td>Percentage of Completion:</td> <td style="text-align: right;">29%</td> </tr> </table>	Budget Revenue	\$5,500	Budget Expenditure	\$120,000	Actuals:	\$5,619	Actuals:	\$34,916	Percentage of Completion:	102%	Percentage of Completion:	29%
Budget Revenue	\$5,500	Budget Expenditure	\$120,000										
Actuals:	\$5,619	Actuals:	\$34,916										
Percentage of Completion:	102%	Percentage of Completion:	29%										
Description:	Maintain the Council's Julia Creek Library. Operations consist of general maintenance and operational costs to provide high standard library service in Julia Creek through appropriately trained staff. To provide commitment to computer and photocopying services for the public. Allowance for purchase of any furnishings for benefit of library users. Complete SLQ documentation in order to receive CLS grant. Collect fees to assist in the provision of internet, computer and photocopying access. Ensure fees are collected in relation to overdue library books and lost/stolen books.												
Comments:	Revenue ahead of budget from payments from Serices Australia for access point at the library.												
5.2 McKinlay Library													
Type:	<i>Expenditure - Operational/Maintenance Costs</i>												
Accountability:	Corporate and Community Services												
Budget:	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Budget Revenue</td> <td style="text-align: right;">\$0</td> <td style="width: 50%;">Budget Expenditure</td> <td style="text-align: right;">\$5,200</td> </tr> <tr> <td>Actuals:</td> <td></td> <td>Actuals:</td> <td style="text-align: right;">\$1,040</td> </tr> <tr> <td>Percentage of Completion:</td> <td></td> <td>Percentage of Completion:</td> <td style="text-align: right;">20%</td> </tr> </table>	Budget Revenue	\$0	Budget Expenditure	\$5,200	Actuals:		Actuals:	\$1,040	Percentage of Completion:		Percentage of Completion:	20%
Budget Revenue	\$0	Budget Expenditure	\$5,200										
Actuals:		Actuals:	\$1,040										
Percentage of Completion:		Percentage of Completion:	20%										
Description:	Maintain the Council's McKinlay Library. Operations consist of general maintenance and operational costs to McKinlay Library. Service is provided one day per week to the community.												
Comments:	Expenditure behind budget due to no maintenance completed in the quarter.												

Program: 6. Events and Civic Receptions

6.1 Events and Civic Receptions													
Type:	Revenue & Expenditure - User Fees, Funding and Operational/Maintenance Costs												
Accountability:	Corporate and Community Services												
Budget:	<table border="1"> <tr> <td>Budget Revenue</td> <td>\$75,000</td> <td>Budget Expenditure</td> <td>\$103,000</td> </tr> <tr> <td>Actuals:</td> <td>\$32,791</td> <td></td> <td>\$14,991</td> </tr> <tr> <td>Percentage of Completion:</td> <td>44%</td> <td></td> <td>15%</td> </tr> </table>	Budget Revenue	\$75,000	Budget Expenditure	\$103,000	Actuals:	\$32,791		\$14,991	Percentage of Completion:	44%		15%
Budget Revenue	\$75,000	Budget Expenditure	\$103,000										
Actuals:	\$32,791		\$14,991										
Percentage of Completion:	44%		15%										
Description:	Provisions for specified events to be facilitated by Council to the community. Specified events are - ANZAC Day, Australia Day, Seniors Week, Christmas Lights Comp, Community Christmas Tree, openings of new Council facilities and other misc civic receptions. Expenses are incurred and revenue is collected by Council. Funding/Grants revenue may occur on notification of any rounds available.												
Comments:	Revenue ahead of budget as TRAIAC funding was received in the quarter. Expenditure behind budget as most of the events are later on in the year.												

Program: 7. Heritage and Culture

7.1 Julia Creek Museum and the Opera House													
Type:	Expenditure - Operational/Maintenance Costs												
Accountability:	Corporate and Community Services												
Budget:	<table border="1"> <tr> <td>Budget Revenue</td> <td>\$0</td> <td>Budget Expenditure</td> <td>\$13,500</td> </tr> <tr> <td>Actuals:</td> <td></td> <td></td> <td>\$3,854</td> </tr> <tr> <td>Percentage of Completion:</td> <td></td> <td></td> <td>29%</td> </tr> </table>	Budget Revenue	\$0	Budget Expenditure	\$13,500	Actuals:			\$3,854	Percentage of Completion:			29%
Budget Revenue	\$0	Budget Expenditure	\$13,500										
Actuals:			\$3,854										
Percentage of Completion:			29%										
Description:	Maintain the Julia Creek Museum and the Opera House. Operations consist of general maintenance and operational costs to the Julia Creek Museum and the Opera House.												
Comments:	Inline with budget.												
7.2 Jan Eckford Centre													
Type:	Expenditure - Operational/Maintenance Costs												
Accountability:	Corporate and Community Services												
Budget:	<table border="1"> <tr> <td>Budget Revenue</td> <td>\$0</td> <td>Budget Expenditure</td> <td>\$7,500</td> </tr> <tr> <td>Actuals:</td> <td></td> <td></td> <td>\$5,448</td> </tr> <tr> <td>Percentage of Completion:</td> <td></td> <td></td> <td>73%</td> </tr> </table>	Budget Revenue	\$0	Budget Expenditure	\$7,500	Actuals:			\$5,448	Percentage of Completion:			73%
Budget Revenue	\$0	Budget Expenditure	\$7,500										
Actuals:			\$5,448										
Percentage of Completion:			73%										
Description:	Maintain the Jan Eckford Centre. Operations consist of general maintenance and operational costs to the Jan Eckford Centre.												
Comments:	Expenditure ahead of budget as insurance has been paid for the year. The expenditure will even out over the year.												
7.3 Regional Arts Development Fund (RADF)													
Type:	Revenue & Expenditure - Operating Grants/Funding and Operational Costs												
Accountability:	Corporate and Community Services												
Budget:	<table border="1"> <tr> <td>Budget Revenue</td> <td>\$20,000</td> <td>Budget Expenditure</td> <td>\$30,000</td> </tr> <tr> <td>Actuals:</td> <td>\$26,000</td> <td></td> <td>\$0</td> </tr> <tr> <td>Percentage of Completion:</td> <td>130%</td> <td></td> <td>0%</td> </tr> </table>	Budget Revenue	\$20,000	Budget Expenditure	\$30,000	Actuals:	\$26,000		\$0	Percentage of Completion:	130%		0%
Budget Revenue	\$20,000	Budget Expenditure	\$30,000										
Actuals:	\$26,000		\$0										
Percentage of Completion:	130%		0%										

Description:	Deliver the RADF program. Applications for RADF grant submitted and allocation approved, Council committed funds and income from projects received. Funds allocated to successful RADF applications by RADF Committee.
Comments:	Ahead of budget due to \$6000 received from Julia Creek Turf Club for Racing Past the Post reimbursement.

Program: 8. Community Support

8.1	Support Community Organisations			
<i>Type:</i>	<i>Expenditure - Operational Costs</i>			
Accountability:	Corporate and Community Services			
Budget:	Budget Revenue	\$0	Budget Expenditure	\$35,000
Actuals:				\$10,608
Percentage of Completion:				30%
Description:	Provide financial support to community organisations. Provide financial support to community organisations in line with adopted Council Policies. Allocation for Dirt and Dust Festival support as per MOU.			
Comments:	Inline with budget. Support provided to Saxby and Sedan Dip events in accordance with approved application.			
8.2	Community Small Grants Program			
<i>Type:</i>	<i>Expenditure - Operational Costs</i>			
Accountability:	Corporate and Community Services			
Budget:	Budget Revenue	\$0	Budget Expenditure	\$20,000
Actuals:				\$0
Percentage of Completion:				0%
Description:	Provide the Community Small Grants round to the Shire Community. Allocation to provide Community Small Grants as per policy and grant guidelines.			
Comments:	No community small grants have been issued to date.			
8.3	Community Donations			
<i>Type:</i>	<i>Expenditure - Operational Costs</i>			
Accountability:	Corporate and Community Services			
Budget:	Budget Revenue	\$0	Budget Expenditure	\$20,000
Actuals:				\$5,000
Percentage of Completion:				25%
Description:	Remit donations at the discretion of the Council. Donations applied to Council in writing and submitted to the subsequent Council Meeting for consideration and approval. Donation requests must comply with Council policies.			
Comments:	Donation made to Julia Creek State School Chaplaincy.			
8.4	Commonwealth Home Support Program (CHSP) and Meals on Wheels (MOW)			
<i>Type:</i>	<i>Revenue & Expenditure - Operating Grants and Operational/Maintenance Costs</i>			
Accountability:	Corporate and Community Services			
Budget:	Budget Revenue	\$206,481	Budget Expenditure	\$233,181
Actuals:		\$52,017		\$25,518
Percentage of Completion:		25%		11%

Description:	Provide CHSP services to eligible McKinlay Shire Residents and maintain the MOW program. Receive CHSP funding and provide CHSP services as per the funding agreement guidelines. Operational costs associated with MOW program delivery and the collection of revenue for meal costs on delivery and receive MOW annual grant.			
Comments:	Expenditure behind budget due to limited expenses incurred.			
8.5	Aged Care			
Type:	<i>Revenue & Expenditure - Operating Grants and Operational Costs</i>			
Accountability:	Corporate and Community Services			
Budget:	Budget Revenue	\$0	Budget Expenditure	\$10,000
Actuals:				\$0
Percentage of Completion:				0%
Description:	Provide home access services to the Senior Citizens of McKinlay Shire and receive grants. Provide home access services to the Senior Citizens of McKinlay Shire. Receive grant for Broadband for Seniors.			
Comments:	Have not had tp provide any home access to Seniors in the quarter.			
8.6	Community Health			
Type:	<i>Expenditure - Operational/Maintenance Costs</i>			
Accountability:	Corporate and Community Services			
Budget:	Budget Revenue	\$0	Budget Expenditure	\$75,500
Actuals:				\$18,702
Percentage of Completion:				25%
Description:	Provide a Community Health Nurse to all McKinlay Shire Residents. Expenditure received as per MOU with Queensland Health for the Community Health Nurse position. Maintain the Community Health Nurse position as per the funding agreement guidelines. Operate and maintain the McKinlay Medical Centre.			
Comments:	Inline with budget.			
8.7	Julia Creek Early Learning Centre			
Type:	<i>Revenue & Expenditure - User Fees, Rebates, Funding and Operational/Maintenance Costs</i>			
Accountability:	Corporate and Community Services			
Budget:	Budget Revenue	\$320,000	Budget Expenditure	\$342,500
Actuals:		\$111,357		\$89,740
Percentage of Completion:		35%		26%
Description:	Maintain the Julia Creek Early Learning Centre. Operations consist of general maintenance, staff wages and the collection of fees, rebates and funding. Special project included for the business case and design plans for potential new hub.			
Comments:	Revenue ahead of budget from receiving grant.			
8.8	Middle School			
Type:	<i>Revenue & Expenditure - User Fees and Operational/Maintenance Costs</i>			
Accountability:	Corporate and Community Services			
Budget:	Budget Revenue	\$12,000	Budget Expenditure	\$12,250
Actuals:		\$3,000		\$89
Percentage of Completion:		25%		1%

Description:	Provide assistance to the Julia Creek Middle School by contribution of a Teacher Aid and collection of quarterly fees for students to attend.
Comments:	Expenditure behind budget as invoices from September were paid in October.

Program: 9. Work Program

9.1	Work Program
Type:	<i>Expenditure - Operational Costs</i>
Accountability:	Environment and Regulatory Services
Budget:	Budget Revenue \$0 Budget Expenditure \$43,000
Actuals:	\$7,168
Percentage of Completion:	17%
Description:	Maintain Work Program. Provide administrative and financial support to the Work Program through the Community Advisory Committee (CAC).
Comments:	Behind budget but should increase as the year goes on.

Program: 10. Sport and Recreation

10.1	McIntyre Park User Contribution and Grant funding
Type:	<i>Revenue & Expenditure - User Contribution Fees and Grant Funding</i>
Accountability:	Corporate and Community Services
Budget:	Budget Revenue \$9,000 Budget Expenditure \$0
Actuals:	\$223
Percentage of Completion:	2%
Description:	Maintain contribution from identified users of McIntyre Park in association with the Land management Plan. McIntyre Park Users invoiced by Council their contribution to the facilities for the current financial year. Receive funding for the works as approved through Dept Sport & Rec for flood damaged assets.
Comments:	Revenue behind budget as invoices to users are issued in the next quarter.
10.2	McIntyre Park Venue
Type:	<i>Revenue & Expenditure - User Fees and Operational/Maintenance Costs</i>
Accountability:	Corporate and Community Services, Environment and Regulatory Services
Budget:	Budget Revenue \$5,000 Budget Expenditure \$130,000
Actuals:	\$4,605 \$26,627
Percentage of Completion:	92% 20%
Description:	Charge hire fees for the usage of McIntyre Park facilities and keep the facilities maintained. Collect fees for the hire of the McIntyre Park facilities as per the current Fees and Charges Schedule and Hire Policy. Operations consist of general maintenance and operational costs of the facilities by Council in line with the Land Management Plan.

Comments:	Reveue over budget due to increased camping at McIntyre Park. Expenditure behind budget as insurance payment has decreased by half from previous years.
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10.3 Kev Bannah Oval Venue

Type:	<i>Revenue & Expenditure - User Fees and Operational/Maintenance Costs</i>			
Accountability:	Corporate and Community Services, Environment and Regulatory Services			
Budget:	Budget Revenue	\$700	Budget Expenditure	\$75,000
Actuals:		\$491		\$28,598
Percentage of Completion:		70%		38%

Description: Charge hire fees for the usage of Kev Bannah Oval facilities and keep the facilities maintained. Collect fees for the hire of the Kev Bannah Oval facilities as per the current Fees and Charges Schedule and Hire Policy. Operations consist of general maintenance and operational costs by Council for the Kev Bannah Oval facilities; Skate Park, Community Recreation Centre and the Oval.

Comments: Expenditure ahead of budget due to increased maintenance works completed in the quarter. Revenue ahead of budget due to hire of the CSA building.

10.4 Burke St Recreational / Events Venue

Type:	<i>Revenue & Expenditure - Venue Hire Fees and Operational/Maintenance Costs</i>			
Accountability:	Corporate and Community Services			
Budget:	Budget Revenue	\$500	Budget Expenditure	\$7,500
Actuals:		\$0		\$2,829
Percentage of Completion:		0%		38%

Description: Charge hire fees for the usage of the Shed and Grounds as per the current Fees and Charges Schedule and Hire Policy. Operations consist of general maintenance and operational costs by Council.

Comments: Over budget due to insurance being paid in the period, it will even out in the next quarter.

10.5 Julia Creek Sporting Precinct Venue

Type:	<i>Revenue & Expenditure - User Fees and Operational/Maintenance Costs</i>			
Accountability:	Corporate and Community Services, Environment and Regulatory Services			
Budget:	Budget Revenue	\$14,000	Budget Expenditure	\$41,500
Actuals:		\$4,966		\$15,529
Percentage of Completion:		35%		37%

Description:	Charge hire fees for the usage of the Indoor Sports Centre and the Participation Space (Gym) and keep the facilities maintained. Collect fees for the hire of the Indoor Sports Centre and the Participation Space (Gym) as per the current Fees and Charges Schedule and Hire Policy. Operations consist of general maintenance and operational costs by Council.
Comments:	Revenue ahead of budget as the quantity of gym memberships have increased. Expenditure ahead of budget as rates for first half of the year have been paid in the quarter.

10.6	Sport and Recreation												
Type:	Revenue & Expenditure - User Fees and Operational Costs												
Accountability:	Corporate and Community Services												
Budget:	<table border="1"> <tr> <td>Budget Revenue</td> <td>\$4,000</td> <td>Budget Expenditure</td> <td>\$120,000</td> </tr> <tr> <td>Actuals:</td> <td>\$0</td> <td></td> <td>\$19,406</td> </tr> <tr> <td>Percentage of Completion:</td> <td>\$0</td> <td></td> <td>16%</td> </tr> </table>	Budget Revenue	\$4,000	Budget Expenditure	\$120,000	Actuals:	\$0		\$19,406	Percentage of Completion:	\$0		16%
Budget Revenue	\$4,000	Budget Expenditure	\$120,000										
Actuals:	\$0		\$19,406										
Percentage of Completion:	\$0		16%										
Description:	Receive other revenue not specified under the Sport and Recreation programs. Collect revenue for programs made available to the community through out the current year; School Holiday Program and other sporting events held by Council. Maintain the Sport and Recreation function within Council. Deliver the program to maintain the Sport and Recreation Officer positions including training, meeting and conference attendance, sporting equipment and other general operational costs.												
Comments:	Expenditure behind budget as there was no Sports & Recreation Officer wages until August.												

Program: 11. Parks, Gardens and Amenities

11.1	Parks, Gardens and Amenities												
Type:	Expenditure - Operational/Maintenance Costs												
Accountability:	Engineering & Works												
Budget:	<table border="1"> <tr> <td>Budget Revenue</td> <td>\$0</td> <td>Budget Expenditure</td> <td>\$700,000</td> </tr> <tr> <td>Actuals:</td> <td></td> <td></td> <td>\$150,376</td> </tr> <tr> <td>Percentage of Completion:</td> <td></td> <td></td> <td>21%</td> </tr> </table>	Budget Revenue	\$0	Budget Expenditure	\$700,000	Actuals:			\$150,376	Percentage of Completion:			21%
Budget Revenue	\$0	Budget Expenditure	\$700,000										
Actuals:			\$150,376										
Percentage of Completion:			21%										
Description:	Maintain the Shire's parks, gardens and amenities. Operations consist of maintaining parks, grass control, watering, fertilising and associated landscaping activities within the McKinlay Shire including streetscape. General maintenance and operational costs of all amenity facilities. These operations are delivered in the towns of Julia Creek, McKinlay and Kynuna.												
Comments:	Behind budget but will increase in the next quarter.												

Program: 12. Civic Centre and Old HACC Centre

12.1	Civic Centre & Old HACC Centre
Type:	Revenue & Expenditure - User Fees and Operational/Maintenance Costs
Accountability:	Corporate and Community Services, Environment and Regulatory Services

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Budget:	Budget Revenue	\$3,000	Budget Expenditure	\$102,000
Actuals:		\$888		\$47,107
Percentage of Completion:		30%		46%
Description:	Charge hire fees for the usage of the Civic Centre venue and keep the facilities maintained. Collect fees for the hire of the Civic Centre venue as per the current Fees and Charges Schedule and Hire Policy. Operations consist of general maintenance and operational costs by Council.			
Comments:	Expenditure ahead of budget due to insurance being paid in the quarter.			

Program: 13. Cemeteries

13.1	Cemeteries			
Type:	<i>Expenditure - Operational/Maintenance Costs</i>			
Accountability:	Corporate and Community Services, Environment and Regulatory Services			
Budget:	Budget Revenue	\$0	Budget Expenditure	\$14,000
Actuals:				\$9,601
Percentage of Completion:				69%
Description:	Maintain cemeteries within McKinlay Shire. Operations consist of general maintenance of cemetery grounds and graves in the Julia Creek, McKinlay, Kynuna and Nelia cemeteries. Maintain records for the cemeteries heritage information to the community.			
Comments:	Ahead of budget due to increased maintenance completed in the quarter.			

Program: 14. Swimming Pool

14.1	Julia Creek Swimming Pool			
Type:	<i>Expenditure - Operational/Maintenance Costs</i>			
Accountability:	Environment and Regulatory Services			
Budget:	Budget Revenue	\$0	Budget Expenditure	\$257,000
Actuals:				\$48,993
Percentage of Completion:				19%
Description:	Maintain the Julia Creek Swimming Pool and collect fees and charges for admission and canteen. Operations consist of general maintenance, operational costs and contract management fees to provide a swimming pool service to the community.			
Comments:	Limited maintenance has been completed in the period.			

Program: 15. Housing and FR Bill Bussutin Centre

15.1	Council Housing and Other Properties			
Type:	<i>Revenue & Expenditure - Rental Income and Operational/Maintenance Costs</i>			
Accountability:	Corporate and Community Services, Environment and Regulatory Services			
Budget:	Budget Revenue	\$103,600	Budget Expenditure	\$215,000
Actuals:		\$23,367		\$66,675
Percentage of Completion:		23%		31%

Description:	Deliver a Staff Housing Program for McKinlay Shire employees and contractors and manage rentals on all other Council properties. Operations consist of general maintenance and operational costs to maintain the Council owned houses, flats, sheds and land. Staff, contractors or other can occupy the houses, sheds, other structures and land as approved by Senior Management on completion of a lease agreement with Council. Rent to be collected as per lease agreement and Fees and Charges Schedule.
Comments:	Revenue behind budget as October rent invoices were not issued until October.

15.2 FR Bill Bussutin Community Centre					
Type:	<i>Revenue & Expenditure - User Fees and Operational/Maintenance Costs</i>				
Accountability:	Corporate and Community Services, Environment and Regulatory Services				
Budget:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Budget Revenue</td> <td style="text-align: right;">\$2,500</td> <td style="width: 50%;">Budget Expenditure</td> <td style="text-align: right;">\$0</td> </tr> </table>	Budget Revenue	\$2,500	Budget Expenditure	\$0
Budget Revenue	\$2,500	Budget Expenditure	\$0		
Actuals:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="text-align: right;">\$2,804</td> <td style="width: 50%;"></td> <td style="text-align: right;">\$0</td> </tr> </table>		\$2,804		\$0
	\$2,804		\$0		
Percentage of Completion:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="text-align: right;">112%</td> <td style="width: 50%;"></td> <td style="text-align: right;"></td> </tr> </table>		112%		
	112%				
Description:	Collect fees and charges for the hire of the FR Bill Bussutin Community Centre. Charge as per Fees and Charges Schedule for hire of the FR Bill Bussutin Community Centre.				
Comments:	Exceeded revenue budget from increased hire of the centre.				
15.3 FR Bill Bussutin Centre Senior Living					
Type:	<i>Revenue & Expenditure - Rental Income and Operational/Maintenance Costs</i>				
Accountability:	Corporate and Community Services, Environment and Regulatory Services				
Budget:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Budget Revenue</td> <td style="text-align: right;">\$42,500</td> <td style="width: 50%;">Budget Expenditure</td> <td style="text-align: right;">\$75,000</td> </tr> </table>	Budget Revenue	\$42,500	Budget Expenditure	\$75,000
Budget Revenue	\$42,500	Budget Expenditure	\$75,000		
Actuals:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="text-align: right;">\$13,073</td> <td style="width: 50%;"></td> <td style="text-align: right;">\$26,921</td> </tr> </table>		\$13,073		\$26,921
	\$13,073		\$26,921		
Percentage of Completion:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="text-align: right;">31%</td> <td style="width: 50%;"></td> <td style="text-align: right;">36%</td> </tr> </table>		31%		36%
	31%		36%		
Description:	Provide housing to eligible McKinlay Shire Senior Citizen residents and maintain the operations of the community centre. Operations consist of general maintenance and operational costs to maintain the Seniors Living and Community Centre Complex. Rent to be collected as per lease agreement and hire fees as per the Fees and Charges Schedule.				
Comments:	Expenditure ahead of budget as insurance for the year was paid in the quarter.				

Health Safety & Development

Corporate Plan Program & Strategies: Environment & Regulatory Services

Program: 1. Disaster Management

1.1 Local Disaster Management Group and State Emergency Services (SES)													
Type:	Revenue & Expenditure - Grant and Operational Costs												
Accountability:	Environmental and Regulatory Services												
Budget:	<table border="1"> <tr> <td>Budget Revenue</td> <td>\$27,347</td> <td>Budget Expenditure</td> <td>\$29,000</td> </tr> <tr> <td>Actuals:</td> <td>\$29,253</td> <td></td> <td>\$3,358</td> </tr> <tr> <td>Percentage of Completion:</td> <td>107%</td> <td></td> <td>12%</td> </tr> </table>	Budget Revenue	\$27,347	Budget Expenditure	\$29,000	Actuals:	\$29,253		\$3,358	Percentage of Completion:	107%		12%
Budget Revenue	\$27,347	Budget Expenditure	\$29,000										
Actuals:	\$29,253		\$3,358										
Percentage of Completion:	107%		12%										
Description:	<p>Provide effective disaster strategies through the implementation of a Local Disaster Management Group. Provide assistance to the SES volunteer organisation. Develop disaster preparations and strategies as per the Local Disaster Management Plan to ensure community safety.</p> <p>Assist in providing emergency help during and after declared (natural or otherwise) disasters. The SES may provide a support role to other agencies, particularly police and fire. Revenue includes SES operational grant and Get Ready Qld funding. Expenditure budget includes provision for SES operations, LDMG operations and the remaining expense for CAT D funding received in 2019, this is to be expended via 'Cards for All' campaign.</p>												
Comments:	Revenue ahead of budget as SES capital grant was received but was not budgeted for. Grant from QFES received in next quarter. Expenditure behind budget but will increase in second half of the year.												

Program: 2. Community Environmental Health and Safety

2.1 Community Environmental Health & Safety Program													
Type:	Revenue & Expenditure - User Fees and Operational/Maintenance Costs												
Accountability:	Environmental and Regulatory Services												
Budget:	<table border="1"> <tr> <td>Budget Revenue</td> <td>\$1,600</td> <td>Budget Expenditure</td> <td>\$163,000</td> </tr> <tr> <td>Actuals:</td> <td>\$1,556</td> <td></td> <td>\$34,281</td> </tr> <tr> <td>Percentage of Completion:</td> <td>97%</td> <td></td> <td>21%</td> </tr> </table>	Budget Revenue	\$1,600	Budget Expenditure	\$163,000	Actuals:	\$1,556		\$34,281	Percentage of Completion:	97%		21%
Budget Revenue	\$1,600	Budget Expenditure	\$163,000										
Actuals:	\$1,556		\$34,281										
Percentage of Completion:	97%		21%										
Description:	<p>Provide Environmental Health services across McKinlay Shire. Ensure compliance with Environmental Health legislation and implement pricing policy to recoup costs. Administer obligations under the Food Act 2006, Public Health (Personal Appearance Services) Act 2003, Public Health Act 2005, Environmental Protection Act 1994 and Water Supply (Safety and Reliability) Act 2008. Deliver and maintain the Director of Engineering, Environmental and Regulatory Services and Environmental Health and Tech Officer/Assistant positions.</p>												
Comments:	All expected revenue received as annual permits have been issued. Expenditure slightly behind budget.												

Program: 3. Local Law Enforcement

3.1 Local Law Enforcement	
<i>Type:</i>	<i>Revenue & Expenditure - Fees, Charges and Operational/Maintenance Costs</i>
Accountability:	Environmental and Regulatory Services
Budget:	Budget Revenue \$12,500 Budget Expenditure \$135,000
Actuals:	\$7,056 \$20,159
Percentage of Completion:	56% 15%
Description:	Enforce Local Laws as approved by Council. McKinlay Shire Council Local Laws consist of animal management as per the Local Government Act 2009 and the Animal Management Act 2008; Dogs and other animals annual registration fees, impounding of animals and animal boarding fees as per the current Fees and Charges Schedule.
Comments:	Revenue ahead of budget as animal registrations for the year have been issued. Expenditure behind budget as labour costs have decreased this year.

Program: 4. Land and Building Development

4.1 Town Planning	
<i>Type:</i>	<i>Revenue & Expenditure - Fees, Charges and Operational/Maintenance Costs</i>
Accountability:	Environmental and Regulatory Services
Budget:	Budget Revenue \$4,000 Budget Expenditure \$85,000
Actuals:	\$236 \$1,056
Percentage of Completion:	6% 1%
Description:	Assessments of all development applications. Assess applications in line with the provisions of the SPA and consistent with the McKinlay Shire Council Planning Scheme.
Comments:	Revenue behind budget as there was only a few development applications in the quarter. Expenditure behind budget but will increase throughout the year.

Environmental Management

Corporate Plan Program & Strategies: Environment & Regulatory Services

Program: 1. Refuse Collection & Disposal

1.1 Refuse Collection													
Type:	Revenue & Expenditure - Utility Charges and Operational/Maintenance Costs												
Accountability:	Environmental and Regulatory Services												
Budget:	<table border="1"> <tr> <td>Budget Revenue</td> <td>\$86,796</td> <td>Budget Expenditure</td> <td>\$46,000</td> </tr> <tr> <td>Actuals:</td> <td>\$44,203</td> <td></td> <td>\$10,118</td> </tr> <tr> <td>Percentage of Completion:</td> <td>51%</td> <td></td> <td>22%</td> </tr> </table>	Budget Revenue	\$86,796	Budget Expenditure	\$46,000	Actuals:	\$44,203		\$10,118	Percentage of Completion:	51%		22%
Budget Revenue	\$86,796	Budget Expenditure	\$46,000										
Actuals:	\$44,203		\$10,118										
Percentage of Completion:	51%		22%										
Strategy:	Provide domestic and commercial kerbside rubbish collections in Julia Creek. Rubbish collections provided to Julia Creek residents and businesses once a week and only Council approved bins will be collected. Service charges will be collected through the rating system that is levied twice in a financial year.												
Comments:	Revenue received from rates for first half of the year. Expenditure slightly behind budget. Rubbish collection continues on a weekly basis for the township of Julia Creek.												
1.2 Refuse Disposal													
Type:	Revenue & Expenditure - Utility Charges and Operational/Maintenance Costs												
Accountability:	Environmental and Regulatory Services												
Budget:	<table border="1"> <tr> <td>Budget Revenue</td> <td>\$43,501</td> <td>Budget Expenditure</td> <td>\$80,000</td> </tr> <tr> <td>Actuals:</td> <td>\$24,432</td> <td></td> <td>\$13,840</td> </tr> <tr> <td>Percentage of Completion:</td> <td>56%</td> <td></td> <td>17%</td> </tr> </table>	Budget Revenue	\$43,501	Budget Expenditure	\$80,000	Actuals:	\$24,432		\$13,840	Percentage of Completion:	56%		17%
Budget Revenue	\$43,501	Budget Expenditure	\$80,000										
Actuals:	\$24,432		\$13,840										
Percentage of Completion:	56%		17%										
Strategy:	Manage and operate Waste Facilities in the McKinlay Shire. Provide and maintain the Waste Facilities at Julia Creek, McKinlay, Kynuna and Nelia. Refuse Management service charges will be collected through the rating system that is levied twice in a financial year.												
Comments:	Revenue received from rates for first half of the year. Expenditure is behind budget and may not reach its budget due to decreased costs compared to previous year.												

Program: 2. Pest Plant and Animal Control

2.1 Truck Washdown Bay													
Type:	Revenue - User Fees												
Accountability:	Environmental and Regulatory Services												
Budget:	<table border="1"> <tr> <td>Budget Revenue</td> <td>\$22,000</td> <td>Budget Expenditure</td> <td>\$0</td> </tr> <tr> <td>Actuals:</td> <td>\$7,201</td> <td></td> <td></td> </tr> <tr> <td>Percentage of Completion:</td> <td>33%</td> <td></td> <td></td> </tr> </table>	Budget Revenue	\$22,000	Budget Expenditure	\$0	Actuals:	\$7,201			Percentage of Completion:	33%		
Budget Revenue	\$22,000	Budget Expenditure	\$0										
Actuals:	\$7,201												
Percentage of Completion:	33%												
Strategy:	Collect fees from the Truck Washdown Bay. Collect fees for the delivery of service as per the current Fees and Charges schedule. Administration of the accounts and pre paid accounts is completed by Company Avdata. Payments less commission is submitted to Council on a monthly basis. Operations consist of general maintenance and operational costs for the Washdown Bay.												
Comments:	Slightly ahead of budget.												

2.2 Dingo Baits	
Type:	Revenue - User Fees
Accountability:	Environmental and Regulatory Services
Budget:	Budget Revenue \$2,000 Budget Expenditure \$0
Actuals:	\$1,236
Percentage of Completion:	62%
Strategy:	Supply factory baits to McKinlay Shire residents. Assist with Pest Control outside of coordinated baiting times. Supply factory baits as per the current Fees and Charges schedule.
Comments:	Ahead of budget due to increased supply of dingo baits to graziers.
2.3 Pest Plant Control Program	
Type:	Revenue & Expenditure - Funding and Operational/Maintenance Costs
Accountability:	Environmental and Regulatory Services
Budget:	Budget Revenue \$0 Budget Expenditure \$150,000
Actuals:	\$33,301
Percentage of Completion:	22%
Strategy:	Deliver the Pest Plant Control Program within McKinlay Shire. Control pest plants on land under the control of McKinlay Shire Council and regulate on other land within McKinlay Shire.
Comments:	Slightly behind budget but will increase in second half of the year when more pest control works commence.
2.4 Pest Animal Control Program	
Type:	Revenue & Expenditure - Funding and Operational/Maintenance Costs
Accountability:	Environmental and Regulatory Services
Budget:	Budget Revenue \$35,000 Budget Expenditure \$85,000
Actuals:	\$8,730 \$2,170
Percentage of Completion:	25% 3%
Strategy:	Deliver the Pest Animal Control Program within McKinlay Shire. Facilitate the control of pest animals within the McKinlay Shire. Coordinate baiting programs with qualified staff and Senior Management. Receive QFPI grant for assistance in managing pest animals. Complete final claim for the Mesquite program.
Comments:	Revenue inline with budget. Expenditure behind budget but will increase in the second half of the year when baiting program commences.

Program: 3. Stock Routes and Reserves

3.1 Stock Route and Reserve Program	
Type:	Revenue & Expenditure - User/Lease Fees and Operational/Maintenance Costs
Accountability:	Environmental and Regulatory Services
Budget:	Budget Revenue \$261,500 Budget Expenditure \$183,000
Actuals:	\$49,999 \$23,334
Percentage of Completion:	19% 13%
Strategy:	Manage the Stock Routes in McKinlay Shire. Provide land reserve leasing opportunities and agistment on the town common to the community. Maintain stock route network in McKinlay Shire and collect fees for stock route permits on an application basis as per the current Fees and Charges schedule. Deliver reserves program; maintain reserves, complete lease agreements for land reserves with assistance from solicitors and provide agistment to shire residents as per the current Fees and Charges Schedule.
Comments:	Revenue behind budget as trustee leases for October were not issued until October. Expenditure behind budget due to limited maintenance work required in the quarter.

3.2 Precept Expenses													
Type:	Expenditure - Operational Costs												
Accountability:	Environmental and Regulatory Services												
Budget:	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Budget Revenue</td> <td style="text-align: right;">\$0</td> <td style="width: 50%;">Budget Expenditure</td> <td style="text-align: right;">\$17,500</td> </tr> <tr> <td>Actuals:</td> <td></td> <td></td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Percentage of Completion:</td> <td></td> <td></td> <td style="text-align: right;">0%</td> </tr> </table>	Budget Revenue	\$0	Budget Expenditure	\$17,500	Actuals:			\$0	Percentage of Completion:			0%
Budget Revenue	\$0	Budget Expenditure	\$17,500										
Actuals:			\$0										
Percentage of Completion:			0%										
Strategy:	Contribution to the Department of Agriculture, Fisheries and Forestry for weed and pest management.												
Comments:	Invoice not received yet.												

Capital Works Program 2021-2022

Infrastructure & Works	PM	Job Cost	Actuals	2021/2022 Budget	Grants/Other	Comitted	Comments
Roads							
Gilliat/McKinlay Road - Re-Sealing Works	DERS	0460-1040-0002		170,000	170,000		TIDS \$85k R2R \$85k. 10kms to be resealed, works will be completed in conjunction with TMR project (Landsborough Hwy)
Burke Street - Pavement Re-Construction	DERS	0460-1040-0010		489,246	489,246	11,110	LRCIP \$244,246 TIDS \$244,246. Tender to be released in November 2021 and works to commence January 2022
Burke Street - Carryover	DERS	0460-1040-0009	35	453,756	453,756	8,484	R2R \$453,756 carry over from 2020/21 . Anticipate works to be undertaken in May 2022.
Taldora Road - gravel and seal	DERS	0460-1040-0005		515,484	515,484		R2R Funded. Gravel to be pushed up by end of Q2 with works scheduled to take place after the wet season. Works to be done between chainage 87-94kms
Byrimine Road	DERS	0460-1040-0003		489,246	489,246		LRCIP \$244,246, TIDS \$245,000. Gravel and Seal 0-6kms. Works schedled for Q4.
Dalgonaally/Millungerd Road Floodway Culverts	DERS	0460-1040-0018		792,000	792,000	6,060	QRRRF \$692,000 R2R \$100,000. Preliminary designs to be undertaken in October with construction in April/May 2022.
Burke Street Footpath Upgrades	DERS	0460-1050-0001		50,000	50,000		W4Q. Looking at using budget to complete front of Council and pedestrian crossing
Julia Street Footpath Upgrades	DERS	0460-1050-0002		250,000	250,000	2,020	W4Q
2020 DRFA Works	DERS	1000-various	2,867,351	2,739,863	2,739,863	1,380,771	All works should be completed in October 2021
TOTAL ROADS			2,867,386	5,949,595	5,949,595	1,408,445	
Wastewater							
			Actuals	2021/2022 Budget	Grants/Other	Committed	Comments
Julia Creek Sewer Asset Inspection	DERS	0480-1900-0007	51	50,000			Inspect manholes and sewer trunk mains. Camera inspections to plan asset maintenance.
TOTAL WASTEWATER			51	50,000	-	-	
Water							
			Actuals	2021/2022 Budget	Grants/Other	Committed	Comments
Kynuna Township Water Supply -new bore	DERS	0470-1820-0003	46,864	450,000	450,000		NQ Recovery & Resilience. Anticipate tender to be released in January 2022. Installing a point so that the caravan park can be isolated without causing interruptions to other residents.
Caravan Park water isolation Point	DERS	0470-1800-0002		10,000			
Civic Centre Bore Works	DERS	0470-1800-0007	98	51,000			
Replacement of AC mains JC	DERS	0470-1800-0008		100,000	100,000		NQ Recovery & Resilience. Section in Goldring Street - Julia Str east
Julia Creek Water Supply - Hydraulic Modelling	DERS	0470-1800-0009	10,000	50,000			Langtree consulting engaged to complete works.
Camera for Water & Sewer	DERS	0440-1800-0000		20,000			Purchase of sewer camera
McKinlay Shire Water Telemetry Review	DERS	0470-1810-0001		50,000			
Kynuna Water Tower Ladder Reinstatement	DERS	0470-1820-0002		50,000			
TOTAL WATER			56,962	781,000	550,000	-	
Transport							
	PM		Actuals	2021/2022 Budget	Grants/Other	Committed	Comments
Julia Creek Airport - Linemarking	DERS	0430-1300-0001	-	35,000			Waiting to progress after confirmation on runway defects matter
Julia Creek Airport - Rehabilitate and reseal GA Apron	DERS	0430-1300-0002		100,000			Waiting to progress after confirmation on runway defects matter
Julia Creek Airport - Foundation works to main vehicle gate	DERS	0430-1300-0004	-	30,000			Waiting to progress after confirmation on runway defects matter
TOTAL TRANSPORT			-	165,000	-	-	
Other							
	PM		Actuals	2021/2022 Budget	Grants/Other	Committed	Comments
Plant & Vehicle Replacement	DERS	0440-4500-0001	2,478	1,350,000		140,945	
TOTAL OTHER			2,478	1,350,000	-	140,945	
Environmental Management							
	PM	Job Cost	Actuals	2021/2022 Budget	Grants/Other	Committed	Comments
DPI Paddock	DERS	0430-3300-0017	8,863	30,000		6,927	4kms of new fencing around tick paddock, 2 x new troughs and aprons
DPI Paddock - Turkeys Nest	DERS	0430-3300-0005	8,226	10,000		-	Clean out Turkeys Nest and install new pipes. Near completion
Gilliat Reserve	DERS	0430-3300-0003		20,000		11,284	New trough and apron on south side, new trough and apron and 5000gal tank and fence North side
Nelia Reserve	DERS	0430-3300-0006		15,000		15,677	New trough and apron, new 5000gal tank

Committed

Oorindi Reserve	DERS	0430-3300-0007		12,000			2.5km new fencing along rail line
McKinlay Dump Paddock	DERS	0430-3300-0011		15,000		945	new fence and new trough and tank
McKinlay Reserve	DERS	0430-3300-0010		30,000			10x new flood gates
TOTAL ENVIRONMENTAL MANAGEMENT			\$	17,089	132,000	\$ -	\$ 34,832

Community Services & Facilities	PM	Job Cost	Actuals	2021/2022 Budget	Grants/Other	Committed	Comments
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Buildings & Other Structures							
Artesian Bath Restoration	DCCS	0430-2290-0002	-	35,000.00			Not yet commenced. Looking to complete in Q3
Early Learning Centre - Upgrades		0420-2531-0000		8,000.00			
John McKinlay Statue		0430-3120-0000		5,000.00			
Caravan Park Shed		0420-2600-0002	18,882	20,000.00			Completed
Signage - Don't be naughty do 40		0430-1020-0001		6,500.00			
Father Bill Busuttin Centre Carport/Shade		0430-3820-0000		7,000.00			Shade for Community Nurse Car
Visitor Information Centre - Shade Structure		0430-2130-0000	30,470	30,168.18	30,168		Insurance Claim. Completed
Father Bill Carpark		0460-1040-0019		5,000.00			Re-marking carparks
Crafty Old School House Complex		0420-2600-0005		37,000.00	37,000		South 32
Kev Bannah Oval Shade Sails		0430-2630-0000	5,762	5,704.55	5,705		Insurance Claim
McKinlay Centenary Park Shade Structure		0430-2700-0004	658	15,000.00		2,846	Carryover
Visitor Information Centre - PWD Ramp		0420-2600-0018		15,000.00			Install PWD ramp to entrance of veranda
Swimming Pool	DCCS	0430-3755-0001		10,000.00			Repair of seal/waterproofing of concrete joins on splash pad to prevent further under slab issues
Swimming Pool Dosing System		0430-3755-0002		8,000.00			Upgrade Evoqua Dosing System (Repairs)
Community Children Hub	DCCS	0420-2530-0000		69,000.00	30,000		South 32
Julia Creek Library		0420-4400-0002		5,000.00			Glass Cabinets to preserve childrens artwork
Julia Creek Library		0420-4400-0001		15,000.00		13,130	Repaint of Library Interior
Land Purchase - Community Venue	DCCS	0410-2000-0003		60,000.00			
TOTAL COMMUNITY BUILDINGS & OTHER STRUCTURES			55,772	356,373	102,873	15,976	

Parks & Gardens							
			Actuals	2021/2022 Budget	Grants/Other	Committed	Comments
McIntyre Park - Campdraft Toilets		0430-2610-0007		27,000			Concrete apron at Campdraft Toilets and Painting floor
Dog Pound		0430-3210-0000		5,000			concrete individual bays
Julia Creek Cemetery	DERS	0430-2700-0008	-	15,000			Install 2 new lawn cemetery slabs and create 50 crosses for grave sites
Dog Park Beautification	DERS	0430-2700-0001	2,967				
Bike Safety Park Beautification	DERS	0430-2690-0000					
TOTAL PARKS & GARDENS			2,967	47,000	0	0	

Council Housing							
			Actuals	2021/2022 Budget	Grants/Other	Committed	Comments
5 Coyne Street, Julia Creek	DERS	0420-2610-0004	4,648	15,000			Replacement of bedroom cupboards and 2 split system aircons
10 Shaw Street - Julia Creek	DERS	0420-2610-0007		20,000		18,685	Painting of insode and outside of house
8 Byrne Street - Bathroom	DERS	0420-2610-0001	32,010	17,434			rollover
Council Housing Netterfield St- Fencing	DERS	0420-2610-0002		30,000			
71 Coyne Street		0420-2610-0006	12,358	7,000		15,873	plumbing and electrical
CEO House Painting		0420-2610-0008		9,000			
Netterfield Street - Turf & Irrigation	DERS	0420-3810-0001		80,000			
33 Byrne Street Renovations	DERS	0420-2610-0003		72,600		53,188	Carryover for painting
TOTAL COUNCIL HOUSING			49,016	251,034	0	87,746	

Corporate Services							
	PM	Job Cost	Actuals	2021/2022 Budget	Grants/Other	Committed	Comments
Buildings & Other Structures							
Purchase Land around Julia Creek STP	DERS	0410-2000-0006	239	40,000			Payment of remainder costs for purchase of land (\$30k), Legal Costs (\$10k)
Purchase Land - Kynuna SES	DERS	0410-2000-0008	1,551	10,000		4,925	Survey \$4925, Legal Costs \$5k estimate
Civic Centre - Boardroom		0420-2750-0001		6,000			Patch and Paint wall in Boardroom
Civic Centre - Boardroom IT Upgrade		0420-2750-0002		15,000			
Purchase Land - Kynuna Rodeo & Sporting Grounds	DERS	0410-2000-0009	1,551	20,000		5,000	Purchase of land \$10k estimate, Survey \$4925, Legal Costs \$5k estimate
Purchase Land - Kynuna Refuse facility	DERS	0410-2000-0004	1,551	25,000		1,000	Payment of remainder costs for purchase of land \$14,850, Survey \$4925, Legal Costs \$5k estimate
Purchase Land surrounding McKinlay Refuse	DERS	0410-2000-0005	-	5,000			Purchase of land \$20k estimate, Survey \$6k estimate, Legal Costs \$5k estimate
TOTAL CORPORATE BUILDINGS & OTHER STRUCTURES			4,892	121,000	-	10,925	

Other			Actuals	2021/2022 Budget	Grants/Other	Committed	Comments
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Office Equipment - Replacement of furniture, IT equipment, software and other	DCCS	7180-4100-0002	-	20,000				
Flood Warning Infrastructure Network Project	DCCS	0430-2760-0000	-	205,000	205,000		\$61,500 received in 2020/21	
TOTAL OTHER			\$ -	225,000	205,000.00			
Economic Development	PM	Job Cost	Actuals	2021/2022 Budget	Grants/Other	Committed	Comments	
Julia Creek Dip & Yards Facility	DCCS	0430-3235-0002	462	412,000	187,270	25,048	DAF Grant	
Cattle Yards Shade Sails	DEERS	0430-3235-0003	7,235				Shade Sails replaced under Insurance need to add item at Mid Year Review	
Livestock Facility Amenity Upgrade	DEERS	0430-3235-0004	-	70,000			4 x new 16"troughs and aprons (\$20k), White gravel for old yards (\$20k), Cement for loading and unloading ramps (\$20k), Renew cattle rails and paint (\$10k)	
TOTAL ECONOMIC DEVELOPMENT			7,697	482,000	187,270	25,048		
TOTAL			3,064,308.07	\$ 9,910,002	\$ 7,544,738	\$ 3,132,362		



9.0 CHIEF EXECUTIVE OFFICER



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

Attachments: NIL

Author: Administration Officer

Date: 8th December 2021

Executive Summary:

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

Recommendation:

That Council receive and note the report from the Chief Executive Officer for the period ending 10th December 2021 except where amended or varied by separate resolution of Council.

1. Livestock Transit Centre New Dip and Yard Extensions – Status of and Timing of tenders.

Verbal update to be provided by DERS.

Recommendation:

Council note that the invitation to tender for the construction of a new dip and extensions to the Livestock Transit Centre is being held over to the new year pending advice from Translink Qld on the livestock haulage contract on the Townsville to Mt Isa rail line.

2. Julia Creek Aerodrome Reconstruction Negotiations

Verbal update to be provided.

Recommendation:

Council note the advice from the Chief Executive Officer that negotiations are nearing an end and that staff will proceed to prepare a schedule for regular maintenance of the runway and the flanks as part of Council's duty of care to users of the Airport.

3. Julia Creek Airport Draft Master Plan incl Refuelling Area and Alternate Hanger Sites

Hanger Sites:

Discussions were held in August 2021 with parties (four of) to assess interest in having hangers at the Julia Creek Airport. A plan was tabled depicting the location of four sites which had been surveyed in December 2014.

Without a definitive proposal on the table, attendees expressed qualified support.

The Chief Executive Officer of the day suggested to the attendees that in his professional view:

- *Council should provide any hanger site/s*
- *With a hard stand base/platform,*
- *With bitumen sealed or at least all weather access from the apron to the front of each site,*



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- *With Lots to be available for a long term lease up to 30years,*
- *Interested parties to enter into a lease and to construct the hanger at their expense,*
- *To a standard determined by Council e.g, dimensions including height, external cladding, structural standards, colour, storage of fuel, fire protection, etc*
- *With the ability to assign the lease with the consent of Council,*
- *With ownership of the hanger to remain with the Lessee for the term of the lease and*
- *Ownership of the hanger to transfer to Council at the end of the lease at a negotiated price or on failure to agree on the sale price, that the hanger (not the base) be removed from the site by the Lessee and the site made good at their expense.*

The CEO made it clear to the parties that the above parameters had not yet been considered by or adopted by Council.

Proposed New Master Plan including Re-fuelling Area

A preliminary revised master plan has been prepared for discussion purposes which has the aim of re-configuring the Airport apron area to enable one RPT and one RFDS simultaneous, independent parking positions can be achieved with minimal expansion to the existing apron. It also shows alternate hanger sites, impact on tie-downs and location of self-bunded AvGas tank and bowser/pump.

The draft Master Plan plan will be tabled for Council's preliminary input and direction to staff.

Recommendation:

1. *With respect to hanger sites at the Julia Creek Airport, the Chief Executive Officer bring forward to a future meeting, a draft lease setting out proposed terms and conditions along the lines of the suggested conditions in the CEO's report.*
2. *That interested parties for possible hanger sites at the Julia Creek Airport be provided with an update following this meeting.*
3. *The Director of Engineering and Regulatory Services arrange for the preparation of a second draft Master Plan for the Julia Creek Airport to include the suggestions from the December Council meeting, for consideration at a future meeting of Council prior to opening up to Community and Industry consultation.*
4. *Council consider allocating funding of any approved upgrades to the Julia Creek Airport arising from the Airport Master Planning exercise.*

4. Julia Creek Railway Station – Proposed Short-term Use of Parking Area for Tourist Vans.

Councillors Janene Fegan and Shauna Royes have held discussions with Council staff and subsequently with Qld Rail officers regarding a proposal to seek the approval of QR for Council to undertake minor improvements to the surface of the car parking area at the Julia Creek Railway Station. The purpose is for it to be available for use by tourists with caravans for short term parking whilst accessing the businesses in the Julia Creek CBD.



The following response has been received from QR:

I have just received an email in relation to an enquiry for a new licence area near Julia Creek Station for parking of trucks, caravans and cars.

Can you please:-

- ***mark up on a map, the area you wish to put a licence***
- ***do you plan to make a hardstand on this area***
- ***provide details relating to the work you wish to complete on this area***

After I receive the details above, I can have a map drawn up to verify the area you wish to licence, once the area is clarified with yourself. a BGR (Business Group Stakeholder Request) is made, I do not have any approval for the implementation or changes of details, our BGR Stakeholders have this.

This approval can take up to a month to obtain replies, and respond to any enquiries the business group stakeholders may have. The more information we provide in the original application the less enquiries we received from the Stakeholders asking for information.

Once approval is provided or declined from the BGR Stakeholders, I create a pre-approval which is forwarded to 2 Managers for approval, then I create a letter of offer and forward to the council for acceptance and the implementation of a licence. Once this letter is signed I forward to our legal department to create a new licence and email to yourself for printing, partial execution and forwarding back to myself. Once the licence is fully executed and placed in the system I forward a copy to yourselves for your records.

There will be a \$2000.00 application administration fee for this licence

Recommendation:

1. ***Staff seek the views and requirements of TMR Cloncurry on the means of access to and from Goldring Street because it is a declared road under the Main Roads Act,***
2. ***Once the requirements of TMR are received, the Director Engineering and Regulatory Services bring forward an estimate of cost of the proposed improvements and signage and possible source of funding the work, and***
3. ***Subject to the report from the DERS on TMR requirements and Council consideration of the overall cost/benefit implications, Council agree to pay a \$2,000 application fee to Qld Rail for the purposes of QR drafting a licence to Council to enable the use of the car park area at the Julia Creek Railway Station for short term car and caravan parking,***



5. Queensland Resilience and Risk Reduction Fund (QRRRF)

The following advice has been received from the Mr Brendan Moon Chief Executive Officer Queensland Reconstruction Authority, dated 23rd November 2021:

I am pleased to advise Expressions of Interest (EOI) are now welcome for the 2021-22 Queensland Resilience and Risk Reduction Fund (QRRRF). Administered by the Queensland Reconstruction Authority (QRA), the QRRRF funding supports local governments, state agencies and non-government organisations to deliver projects that make Queensland communities and infrastructure more resilient to disasters.

\$19.1 million is available under the 2021-22 QRRRF, comprised of:

- \$13.1 million from the Queensland Government (\$8.3 million) and the Australian Government (\$4.8 million); and***
- \$6 million under the Australian Government’s Managing Disaster Risk program to support specific communities hardest hit by the 2019 North and Far North Queensland Monsoon Trough.***

Applicants can apply for up to \$2 million per project as a subsidy towards eligible project costs, and are expected to make a co-contribution towards the total project cost which should be proportionate to the scale of the project and funding amount sought.

The QRRRF’s objective is to deliver projects that make Queensland communities and infrastructure more resilient to disasters by reducing the risk and limiting the impact of disasters associated with natural hazards; or improving understanding of disaster risk and disaster risk planning.

Further examples of the types of projects that can be funded, along with the details of the program, are outlined in the QRRRF Guidelines 2021-22. For ease of reference, the Guidelines and the EOI form are available on the QRA website at www.qra.qld.gov.au/QRRRF.

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vxep|wq#R|w#TUD#e|#lugd|#|#lhexdu|#5355/#|w#kruw|wng#lssd|dqw#r#eh#
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Recommendation:

At the Ordinary meeting to be held on 18th January 2022, Council consider projects for submission under the Queensland Reconstruction Authority QRRRF.

6. Certified Agreement Negotiations Progress with the Fourth Meeting held on 8th December 2021

Verbal update to be provided



Recommendation:

Council note that the next meeting of the Certified Agreement Bargaining Team will be held on 27th January 2022.

7. Dirt and Dust Festival Committee

Settlement will occur on 20th January 2022 for the acquisition of Lots 18 and 19 on CP JC55713 from DnD to Council.

A draft Memorandum of Understanding has been provided to the DnD committee for their consideration and feedback. When it is executed by both parties, this will be the trigger for the surrender of the existing special lease held by DnD over the festival precinct site.

Recommendation:

For Council information

8. Funding Application for a New Storage Facility for Julia Creek SES

On Monday 29th November Mr Gordon Graham Mount Isa Area Controller State Emergency Services QFES approached Council with the proposal that Council submit an application for funding for a new four bay shed to be constructed on the QFES land in Burke street, the site of the current Fire Brigade.

The applications closed the following day 30th November 2021 with the maximum grant available being \$75,000. Mr Webster had been advised that the State funding for this Round was likely to be under-subscribed hence the need for an urgent decision.

As time was of the essence, a meeting was convened with Crs Fegan and Royes that afternoon which was attended by Mr Stephen Malone QFES, Mr Webster SES and Council staff.

The parties then visited the site and it was agreed that the co-location concept has efficiency and communications advantages. A more substantial facility would aid the effective storage of equipment and contribute to training and operations of the local SES. This might also be an incentive for attracting new members.

After a massive effort by Ms Kylie Davison, an application was completed and submitted by the COB on Tuesday 30th November 2021. The application proposed NIL co-contribution from Council because no provision has been made in the adopted budget and as a relatively small income basis, Council does not have available finances.

There maybe to possibility of utilizing an amount of \$47,000 from QFES to augment the cost of the project.



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The location is not locked in and Council has the opportunity to determine the exact location in consultation with QFES, especially as there is an existing, well established tree on the boundary of the site which would be advantageous to the Townscape if this could be retained.

The Chief Executive Officer will need to hold discussions with QFES regarding ownership and to secure long term access arrangements given that it will be erected on QFES land. This would also need to include discussions around ongoing maintenance, power account etc.

The facility will not require amenities or sleeping quarters as these can be accessed from existing QFES facilities.

If constructed, this would enable the old Fire Brigade building to be handed over to the Julia Creek Historical Society.

Recommendation:

Council endorse the action of the Chief Executive Officer in submitting a funding application for the construction of a new four bay storage facility for the Julia Creek State Emergency Service adjacent to the Julia Creek Fire Brigade and that the CEO report back on arrangements relating to secure access and ongoing servicing costs should the application be successful.

Policy/Legislative:

LG Act 2009 & LG Regulation 2012
Policies
Awards

Operational Financial and Resource Implications:

To be further advised

Consultation and engagement:

Councillors
Directors
Relevant Council staff
Qld Rail
External agencies

InfoXpert Document ID: 121205



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9.2 Subject: Funding Application to Regional Connectivity Program – Connect Julia Creek to the nbn Network

Attachments: NIL

Author: Administration Officer

Date: 8th December 2021

Executive Summary:

At a special meeting held on Tuesday 2nd November 2021 Council received a second presentation via tele-conference from the Community Engagement Manager for North Queensland **nbn**, Ms Casie Scott relating to the required planning and estimating of the cost to build the network connecting the town of Julia Creek to the **nbn** Network.

At the Special meeting Council adopted the following resolution:

Resolution No. 103/2122

Council advise Ms Casie Scott, Community Engagement Manager North Queensland nbn Local that Council would like to proceed with the preparation of a build cost to bring the national broadband network to the town of Julia Creek thereby enabling Council to be in a position to submit a funding application to the Regional Connectivity Program in the forthcoming second round of RCP funding.

Invitations are now open for the Australian government **Regional Connectivity Program** for the second round of funding.

The economic and social benefits present a significant opportunity for the region.

Recommendation:

Council agree to submit an application to the Regional Connectivity Program seeking funding to build the network required to connect the Town of Julia Creek to the National Broadband Network subject to:

- a. Finalisation of the build estimate for Julia Creek which will determine if it is a viable option for this technology switch in Julia Creek, and*
- b. Council consideration of a final report in January 2022 prior to the closing date for application – 27th January 2022, with the report to address the amount of any co-contribution required from Council and options to finance this amount.*

1. Background:

This important matter was discussed at the October ordinary meeting and the Special meeting of Council held on 2nd November 2021. Advice has now been received Casie Scott, Community Engagement Officer that:

“the Australian Government formally opened Round 2 of the Regional Connectivity Program yesterday.



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nbn is currently finalising a build estimate for Julia Creek that we hope to share with Council over coming weeks.

It will determine if a Regional Connectivity Program application is a viable option for a technology switch in Julia Creek.

Unfortunately, Round 2 applications are only open for a very short window, closing on the 27th of January 2022.

I've attached the Guidelines and Application Pack for your reference.

If Council is interested in progressing this opportunity, it would be great if letters of support and case studies to support a possible application could be finalised over the next few weeks, ahead of the Christmas shut down period.

As previously sent through, Better Internet for Rural, Regional and Remote Australia released some really handy information to strengthen an application- it can be found here [Regional Connectivity Program – Better Internet for Rural, Regional & Remote Australia \(BIRRR\) \(birraus.com\)](#)"

Preparation of Application:

Under the leadership of Council Officer Russell Hinwood, staff are proceeding with the preparation of the application to position Council for the submission to the *Regional Connectivity Program*, subject to Council consideration of a final report at the Ordinary meeting to be held on 18th January 2022.

A survey of the Community is being undertaken and letters of support are being obtained from key people and advice is being obtained from Councils who have been successful with their applications

Note that the application must be submitted by Thursday 27th January 2022.

Build Cost and Co-contribution:

An estimate of cost is currently being prepared by **nbn** Local and could be in the range \$4 – \$5M. A co-contribution commitment from Council will enhance the likely success of the application.

Both the build estimate and the expected co-contribution from Council will become known in the coming weeks but not before the December meeting of Council.

Potentially successful applications will be announced before the 2022 Federal election but actual connection to the National Broadband Network via fibre to premises throughout Julia Creek could take two to three years if the application is successful.

Regional Connectivity Program and Co-Investment Fund

\$45.6M quarantined for projects in Northern Australia. Applications DO require a co-investment, which may be available through **nbn**'s Regional Co-Investment Fund (below).

<https://www.communications.gov.au/what-we-do/internet/regional-connectivity-program>

nbn's \$300 million Regional Co-investment Fund is intended to further enhance broadband services for rural and regional households, businesses and communities to help meet the growing and diverse needs of Australians living in regional areas



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[Regional Co-Investment Fund Guidelines \(nbnc.com.au\)](http://nbnc.com.au)

Conclusion:

It is recommended that staff prepare an application and that Council consider this proposal in January 2022 when the build estimate is received and the co-contribution amount is determined.

At that time a map of the premises to be serviced by fibre to the premise will be presented for Council consideration.

Policy/Legislative:

LG Act 2009 & LG Regulation 2012

Operational Financial and Resource Implications:

Budget provision maybe required for the co-contribution

Consultation and engagement:

Mayor and Deputy Mayor

Directors and key staff

McKinlay Shire Community

Other Councils

nbn Local Team Townsville

Communications Technology Industry Experts

InfoXpert Document ID: 121169



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9.3 Subject: Application by K W Murphy for permanent Road Closure of an area of land adjoining lot 4 on SP229752 as shown on Drawing CNS21/031
Attachments: NIL
Author: Administration Officer
Date: 8th December 2021

1. Application by K W Murphy for proposed permanent road closure of an area of road adjoining Lot 4 on SP229752 as shown on Drawing CNS21/031.

Executive Summary:

On 12th July 2021 the Department of Resources advised that it had received an application for the above and sought Council's views.

At the Ordinary meeting on 20th July 2021, Council adopted the following resolution:

Resolution No. 030/2122:

Council advise the Department of Resources that Council has no objection to the application by K W Murphy for the permanent closure of that part of the road as shown on drawing CNS21/031 and for amalgamation with the applicants adjoining property.

The Department of Resources subsequently received an objection to the permanent road closure and sought Council views on the objection. At the Ordinary meeting held on 21st September 2021 Council adopted the following resolution

Resolution No. 75/2122:

Council advise the Department of Resources that as the proposed audit of land potentially suitable for future industrial, commercial or residential land may include the parcel of land which is the subject of the application by K.W. Murphy for permanent road closure, Council recommends that a decision on the proposed road closure application be deferred until the land audit is undertaken and considered by Council, anticipated to be within the next four months.

Council has now received advice dated 24 November 2021 from Connie Navarro Legal on behalf of Jennifer Mary Heslin advising that Mrs Heslin has elected to withdraw her objection to the application

Recommendation:

With the objector advising of their withdrawal of their objection, Council advise the Department of Resources that Council has no objection to the application by K W Murphy for the permanent closure of that part of the road as shown on drawing CNS21/031 and for amalgamation with the applicants adjoining property



Background:

Application by K W Murphy for permanent road closure

The land which is the subject of the application comprises abt. 15.29ha is shown in the following drawing:



The applicant is the adjoining landholder and the land is currently held by them pursuant to a road licence arising from an approved temporary road closure. On permanent road closure being approved by the Depart, the applicant can negotiate with the Department of Resources to purchase the land.

This section of the road reserve is not required for road purposes and with the land being subject to flooding, it would not be suitable for development without substantial land filling.



Conclusion:

It is recommended that Council re-affirm the decision of July 2021 to offer no objection to the permanent road closure application. A scoping document for the proposed land audit is nearing completion and will shortly be issued to Consultants seeking quotations to undertake the work. Whilst the parcel of land which is subject of the application by K W Murphy is unlikely to be required, it is not possible to rule it out of consideration until the audit is completed and the resultant report considered by Council.

For this reason, it is recommended that the Department of Resources be advised to defer a decision on the permanent road closure application.

Policy/Legislative:

LG Act 2009 & LG Regulation 2012
Land Act

Operational Financial and Resource Implications:

Nil

Consultation and Engagement:

Relevant Council staff
Department of Resources
Adjoining landholder
The applicant

InfoXpert Document ID: 121173



10. WORKPLACE HEALTH AND SAFETY



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10.1 Subject: WHS Report – November 2021

Attachments: Nil

Author: WHS Officer

Date: 14 December 2021

Executive Summary:

This report outlines the general status of Work Health and Safety at McKinlay Shire Council for the period of November 2021.

Recommendation:

That Council receives the November 2021 WHS Report.

Background:

This report outlines the general status of Work Health and Safety at McKinlay Shire Council for the period of November 2021.

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: 121176



Ordinary Meeting of Council Tuesday, 14th of December 2021

2021/2022 Workplace Health and Safety Budget to date:

		Actual	Budget
3700	Workplace Health and Safety	\$65,975	\$190,000

- Continuing to have Support from Nyssa Currin (1 hour face time every Tuesday and Thursday this has since ceased)
- Alcometer has been sent to have a service and Calibration.
- Organised Traffic Management Implementation and Traffic Control Training
- Provided a talk with the Works crew regarding Dehydration and how to keep hydrated in our climate.
- Organised an adequate amount of Thortz Ice blocks and sachets for the outside workers to have access to daily.
- **LGW WorkCare** There has been a total of 2 Claims the year with a total amount incurred of \$7,879.
- **Incidents** in November there have been a total of (4) new incident for the month.
- **Outstanding Actions** total of 58 outstanding Actions (in Rectification Action Plan) and, Total of 9 outstanding Actions (in Skytrust).



Ordinary Meeting of Council Tuesday, 19 October 2021

11. CLOSE