

Ordinary Meeting Agenda

PUBLIC

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

Tuesday 15th March 2022, 9:00am

Notice is hereby given that an Ordinary Meeting will be held at the Council Chambers,
Civic Centre, Julia Creek on 15 March 2022 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

Team Leader, Environmental and Regulatory Services, Ms. Megan Pellow

Other people in attendance:

Apologies:

2.1 APPOINTMENT

Shaun McCarthy, Chief Executive Officer, Multicom Resources at 10:00am

Andrew Napier, General Manager – Development, Multicom Resources

Chris Schloss, Senior Site Executive, Multicom Resources

3. DECLARATION OF CONFLICT OF INTEREST

4. CONFIRMATION OF MINUTES

That the Minutes of the Ordinary Meeting 15th February 2022 be confirmed.

That the Minutes of the Special Meeting 1st March 2022 be confirmed.



MCKINLAY SHIRE COUNCIL

UNCONFIRMED MINUTES

OF THE

ORDINARY MEETING OF COUNCIL

HELD AT THE

BOARDROOM, CIVIC CENTRE
JULIA CREEK

15th February 2022

ORDER OF BUSINESS

1. Opening
2. Attendance
3. Declaration of Conflict of Interest
- 4.0 Confirmation of minutes of Ordinary Meeting on 20 January 2022
- 4.1 Business Arising out of minutes of previous Meeting

5. ENGINEERING REPORT

- 5.1 Engineering Work Monthly Report

6. ENVIRONMENTAL & REGULATORY SERVICES REPORT

- 6.1 Environmental & Regulatory Services Monthly Report
- 6.2 Erection of Shed at McIntyre Park by Campdraft
- 6.2.1 Letter from Campdraft incl plans

7. COMMUNITY SERVICES REPORT

- 7.1 Community Services Monthly Report
- 7.2 Independent Living Units for Older Persons
- 7.2.1 Independent Living Units for Older Persons Policy v2.0
- 7.3 2022 Julia Creek Dirt & Dust Festival Support

8. CORPORATE SERVICES REPORT

- 8.1 Corporate Services Report
- 8.2 Mid Year Review of the 2021-2022 Operational Plan

9. CHIEF EXECUTIVE OFFICERS REPORT

- 9.1 Chief Executive Officers Monthly Report

10. WORKPLACE HEALTH AND SAFETY

- 10.1 Workplace Health and Safety

11. CLOSE

1. OPENING BUSINESS ▲

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

2. ATTENDANCE ▲

Mayor: Cr. P Curr

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

Staff:

Chief Executive Officer, Mr. Trevor Williams

Executive Assistant, Mrs. Melissa Mussig

Director of Corporate & Community Services, Ms. Tenneil Cody

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

Public:

Luke Spreadborough, President - Julia Creek Campdraft

Apologies:

Environmental Regulatory Services, Team Leader, Ms. Megan Pellow

Appointments:

Managing Director, QEM Limited, Gavin Loyden

Communications Director, QEM Limited, Joanne Bergamin

3. DECLARATION OF CONFLICT OF INTEREST ▲

Nil

4. CONFIRMATION OF MINUTES ▲**4.1 Confirmation of Minutes**

Confirmation of Minutes of the Ordinary Meeting of Council held on 20th January 2022.

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 20th January 2022 be confirmed.

Resolution No. 175/2122

That the Minutes of the Ordinary Meeting of Council held on 20th January 2022 be confirmed.

Moved Cr. John Lynch

Seconded Cr. Janene Fegan

CARRIED 5/0

4.2 BUSINESS ARISING FROM PREVIOUS MINUTES ▲

Nil

5. ENGINEERING SERVICES ▲

5.1 Engineering Works Report

This report outlines the general activities for the Engineering Department for the month of January 2022.

RECOMMENDATION

That Council receives the Engineering Services monthly report for January 2022.

Resolution No. 176/2122

That Council receives the Engineering Services monthly report for January 2022.

Moved Cr. Shauna Royes

Seconded Cr. Tim Pratt

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 January 2022.

RECOMMENDATION

That Council receives the January 2022 Environmental and Regulatory Services Report.

Resolution No. 177/2122

Council receives the December 2021 Environmental and Regulatory Services Report.

Moved Cr. Janene Fegan

Seconded Cr. John Lynch

CARRIED 5/0

6.2 Letter from Julia Creek Campdraft Committee regarding owners' consent for building approval for new shed at McIntyre Park.

Council has received a letter from the president of the Julia Creek Campdraft Committee, Mr Luke Spreadborough requesting Councils written approval for their building application to erect a permanent shade structure over the existing Campdraft arena at McIntyre Park.

RECOMMENDATION

Council resolves to provide written approval to the Julia Creek Campdraft Committee for the erection of the permanent shade structure over the existing Campdraft arena at McIntyre Park.

Resolution No. 178/2122

Council resolves to provide written approval to the Julia Creek Campdraft Committee for the erection of the permanent shade structure over the existing Campdraft arena at McIntyre Park.

Moved Cr. John Lynch

Seconded Cr. Janene Fegan

CARRIED 5/0

McIntyre Park Residents

CEO to engage all tenants of McIntyre Park to clean up their tenancy.

RECOMMENDATION

CEO to issue notices for all tenancies in the McIntyre Park to tidy up their property within 4 weeks.

Resolution No. 179/2122

CEO to issue notices for all tenancies to tidy up their property within 4 weeks.

Moved Cr. Philip Curr

Seconded Cr. Janene Fegan

CARRIED 5/0

Cattle on Horse Paddock 1

Remove cattle that is situated at Horse Paddock 1.

RECOMMENDATION

A notice to be issued to the tenants of Horse Paddock 1 to have the Cattle removed from the premises by next Tuesday 22 February 2022

Resolution No. 180/2122

A notice to be issued to the tenants of Horse Paddock 1 to have the Cattle removed from the premises by next Tuesday 22 February 2022

Moved Cr. John Lynch

Seconded Cr. Tim Pratt

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 of January 2022.

RECOMMENDATION

That Council receives the Community Services monthly report for January 2022.

Resolution No. 181/2122

That Council receives the Community Services monthly report for January 2022.

Moved Cr. Janene Fegan

Seconded Cr. Shauna Royes

CARRIED 5/0

Adjourned Ordinary Council Meeting at 10:02am for Update from QEM Limited regarding their Vanadium Project. Appointment refers.

Re-Convened Ordinary Council Meeting at 10:34am**7.2 Independent Living Units for Older Persons Policy**

Council approved and implemented the Independent Living Units for Older Persons Policy in February 2014. This policy has been reviewed, updated and presented to Council for adoption.

RECOMMENDATION

That Council adopt the Independent Living Units for Older Persons Policy Version 2.0

Resolution No. 182/2122

That Council adopt the Independent Living Units for Older Persons Policy Version 2.0

Moved Cr. Janene Fegan

Seconded Cr. John Lynch

CARRIED 5/0

7.3 2022 Julia Creek Dirt & Dust Festival Support

Council has received a request from the Julia Creek Dirt & Dust Festival Committee for financial and in-kind support to assist their 2022 event. Due to the timing of the request and the fact that the event has been unable to run for the past two years due to COVID-19, Council has not made any budget allocations for support of the event. Council are presented with a proposal for consideration.

RECOMMENDATION

Council resolves to approve the support the 2022 Dirt & Dust Festival with \$10,000 cash and up to \$15,000 in-kind support.

Resolution No. 183/2122

Council resolves to approve the support the 2022 Dirt & Dust Festival with \$10,000 cash and up to \$15,000 in-kind support.

Moved Cr. Shauna Royes

Seconded Cr. Janene Fegan

CARRIED 5/0

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

The Corporate Services Report as of January 2022 which summarises the financial performance and position is presented to Council.

RECOMMENDATION

That Council receives the monthly Corporate Services Report for the period ending January 2022.

Resolution No. 184/2122

Council receives the monthly Corporate Services Report for the period ending January 2022.

Moved Cr. Shauna Royes

Seconded Cr. Tim Pratt

CARRIED 5/0

8.2 Mid Year Review of the 2021-2022 Operational Plan

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 October to December 2021 is presented to Council.

RECOMMENDATION

That Council accepts the mid year review of the 2021-2022 Operational Plan and Capital Works Program.

Resolution No. 185/2122

That Council accepts the mid year review of the 2021-2022 Operational Plan and Capital Works Program.

Moved Cr. John Lynch

Seconded Cr. Philip Curr

CARRIED 5/0

9. CHIEF EXECUTIVE OFFICER ▲**9.1 Chief Executive Officer's Report to January Meeting of Council**

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 11th February 2022 except where amended or varied by separate resolution of Council.

Resolution No. 186/2122

That Council receive and note the report from the Chief Executive Officer for the period ending 11th February 2022 except where amended or varied by separate resolution of Council.

Moved Cr. Shauna Royes

Seconded Cr. Tim Pratt

CARRIED 5/0

1. Julia Creek Aerodrome Reconstruction Negotiations

A verbal update to be provided.

RECOMMENDATION

For Council Information

2. Update from NWQROC Meeting held on Friday 4 February 2020

A verbal update to be provided. Items discussed included updates on the NWQ Regional Waste Strategy, the NWQ Regional Biosecurity Plan, the NWQ Water Alliance Proposal, the NWQROC Get Ready Campaign and support for the review outcomes for the FAGs methodology review 2021. The indicative allocations for 2022-23 show an increase of approximately 4% in the McKinlay Council FAG. The NWQROC and McKinlay Shire Council will send letters to the Deputy Premier expressing support for the outcomes of the review.

RECOMMENDATION

For Council Information

3. Current Staff Movements

A verbal update will be provided on current staff recruitment campaigns.

RECOMMENDATION

For Council Information

4. Attendance at National Tourism Awards

The National Tourism Awards are being held at the Sunshine Coast on Friday 18th March 2022. As you are aware, our Caravan Park is one of the finalists. The awards offer a great opportunity to showcase our wonderful park and to network with key tourism organisations from throughout Australia. In addition to the two Council Staff and one Caravan Park Lessee attending the awards, it is recommended that two Councillors attend the award. There is sufficient budget in the Councillor Travel vote to enable both Councillors to attend.

RECOMMENDATION

Council approve the attendance of Councilor's Fegan and Royes to the National Tourism Awards being held at the Sunshine Coast on Friday 18th March 2022.

Resolution No. 187/2122

Council approve the attendance of Councilor's Fegan and Royes to the National Tourism Awards being held at the Sunshine Coast on Friday 18th March 2022.

Moved Cr. John Lynch

Seconded Cr. Philip Curr

CARRIED 5/0

5. Certified Agreement Negotiations Sixth Meeting Held on 9th February 2022

Verbal update to be provided

RECOMMENDATION

For Council Information

6. WQAC Assembly 2022 – Charleville 9th-11th March 2022

The WQAC Assembly is being held in Charleville from 9-11 March.

The WQAC is a collaboration of the three regional organisations of councils in Western Queensland established in 2020 covering 60 percent of the State and including 22 local governments.

The WQAC Assembly 2022, the third event of its kind, is the signature event for Western Queensland and will:

- Focus on the opportunities for Western Queensland ahead of the Federal Election
- Address WQAC regional priority issues of Housing, Digital Connectivity, Infrastructure Investment and Sustainability
- Provide an opportunity to hear from, and meet Federal and State Ministers and Shadow Ministers, Members and Senators, and senior departmental officers
- Grow networks and relationships to promote and represent Western Queensland.

It is recommended that Councilor's Curr and Fegan attend the WQAC Assembly. There is sufficient budget in the Councilor Travel vote to enable attendance at the assembly.

RECOMMENDATION

Council approve the attendance of Councilors Curr and Fegan at the WQAC Assembly in Charleville from 9-11 March 2022.

Resolution No. 188/2122

Council approve the attendance of Councilors Curr and Fegan at the WQAC Assembly in Charleville from 9-11 March 2022.

Moved Cr. Tim Pratt

Seconded Cr. John 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 January 2022.

RECOMMENDATION

That Council receives the January 2022 Work Health and Safety Report.

Resolution No. 189/2122

That Council receives the January 2022 Work Health and Safety Report.

Moved Cr. Shauna Royes

Seconded Cr. Tim Pratt

CARRIED 5/0

General Business – Councillor Requests

Nil

11. CLOSURE OF MEETING ▲

The Chair of the meeting Mayor Philip Curr declared the meeting closed at 11:34am.

UNCONFIRMED



MCKINLAY SHIRE COUNCIL

UNCONFIRMED MINUTES

OF THE

SPECIAL MEETING OF COUNCIL

HELD AT THE

BOARDROOM, CIVIC CENTRE
JULIA CREEK

1 March 2022

ORDER OF BUSINESS

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

4. ITEMS FOR DISCUSSION

- 4.1 Burke St Upgrade Stage 1 Tender Award
- 4.2 CN 17968 78A Culvert Replacement - Contract Award
- 4.3 Grader replacement
- 4.4 Garbage Truck Replacement
- 4.5 Dagonally/ Millungera Floodway Tender Award
- 4.6 Mid Year Budget Amendment
 - 4.6.1 Amended Budget Financial Statements
 - 4.6.2 Operational Budget 2021-22
 - 4.6.3 Capital Works 2021-2022 Mid Year Review
 - 4.6.4 Operational Plan 2021-22 version 2
- 4.7 Cattle Yards – Verbal Update
- 4.8 Gin Cotton – Verbal Update

5. CLOSE

1. OPENING BUSINESS ▲

All Councillors having signed the Attendance Book, Mayor Philip Curr declared the meeting open at 9:00am.

2. ATTENDANCE ▲

Mayor: Cr. P Curr (Teleconference)

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

Staff:

Chief Executive Officer, Mr. Trevor Williams

Executive Assistant, Mrs. Melissa Mussig

Director of Corporate & Community Services, Ms. Tenneil Cody

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

Apologies: Nil

3. DECLARATION OF CONFLICT OF INTEREST ▲

Nil

4. ITEMS FOR DISCUSSION ▲**4.1 Burke St Upgrade Stage 1 Tender Award**

Public tenders were invited via Vendor Panel, one submission was received from Durack Civil Pty Ltd.

RECOMMENDATION:

That Council resolve to:

- a. Submit application to LRCIP Funding Round 3 for Burke St Footpath Stage 1 for \$270,000 and;
- b. That Council award Burke St Upgrade Stage 1 to Durack Civil Pty Ltd.

Resolution No. 190/2122

That Council resolve to:

- a. Submit application to LRCIP Funding Round 3 for Burke St Footpath Stage 1 for \$270,000 and;
- b. That Council award Burke St Upgrade Stage 1 to Durack Civil Pty Ltd.

Moved Cr. Tim Pratt

Seconded Cr. Philip Curr

CARRIED 5/0

4.2 CN 17968 78A Culvert Replacement, contract Award

Council sought quotations from both the Local and Non-Local Panels for Road Construction and Maintenance to deliver CN 17968 78A Culvert Replacement on behalf of DTMR. This report recommends awarding the contract.

RECOMMENDATION:

That Council resolve to award the CN17968 78A Culvert Replacement contract to Durack Civil Pty Ltd.

Resolution No. 191/2122

That Council resolve to award the CN17968 78A Culvert Replacement contract to Durack Civil Pty Ltd.

Moved Cr. John Lynch

Seconded Cr. Shauna Royes

CARRIED 5/0

4.3 Grader Replacement

Plant #250 Caterpillar Grader is planned for replacement in the 2021/2022 Plant Replacement program. Local Buy pricing was sought from Hastings Deerings for a comparable replacement. This report recommends that replacement.

RECOMMENDATION:

That Council resolve to accept Local Buy quotation #VP287399 for the supply and delivery of Caterpillar 150-14A Motor grader and consequent trade-in for Plant#250.

Resolution No. 192/2122

That Council resolve to accept Local Buy quotation #VP287399 for the supply and delivery of Caterpillar 150-14A Motor grader and consequent trade-in for Plant#250.

Moved Cr. John Lynch

Seconded Cr. Janene Fegan

CARRIED 5/0

4.4 Garbage Truck Replacement

Plant #404 Garbage Truck is scheduled for replacement in the 2021/2022 Plant Replacement Program. This report recommends that replacement.

RECOMMENDATION:

That Council resolve to accept the Local Buy quotation #VPR49854 from Bucher Municipal.

Resolution No. 193/2122

That Council resolve to accept the Local Buy quotation #VPR49854 from Bucher Municipal.

Moved Cr. Tim Pratt

Seconded Cr. Philip Curr

CARRIED 5/0

4.5 Dalgonally/Millungera Floodway Tender Award

Public tenders were invited via Vendor Panel, five submissions were received. This report recommends the award of the contract.

RECOMMENDATION:

That Council resolve to award Dalgonally/Millungera Floodway Contract to Alexander Plant Hire.

Resolution No. 194/2122

That Council resolve to award Dalgonally/Millungera Floodway Contract to Alexander Plant Hire.

Moved Cr. Philip Curr

Seconded Cr. Tim Pratt

CARRIED 5/0

4.6 2021-2022 Amended Budget Adoption

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

In accordance with the above sections an amended 2021-2022 Budget is presented for Council's consideration.

RECOMMENDATION:

That the 2021-2022 Amended Budget; 2021-2022 Operational Plan Version 2 and the Capital Works Program Version 2 be adopted as presented.

Resolution No. 195/2122

That the 2021-2022 Amended Budget; 2021-2022 Operational Plan Version 2 and the Capital Works Program Version 2 be adopted as presented.

Moved Cr. Janene Fegan

Seconded Cr. Tim Pratt

CARRIED 5/0

5. CLOSURE OF MEETING

The Chair of the meeting Mayor Philip Curr declared the meeting closed at 09:34am.



5.0 ENGINEERING SERVICES



Ordinary Meeting of Council Tuesday 15th March 2022

5.1 Subject: Engineering Services Monthly Report March 2022
Attachments: Langtree Report – Report available in the meeting
Author: Engineering Services Department
Date: 10 March 2022

Executive Summary:

This report outlines the general activities for the Engineering Department for the month of February 2022.

Recommendation:

That Council receives the Engineering Services monthly report for March 2022.

Background:

This report outlines the general activities of the department for the month of February 2022 and also provides an update on projects.

RMPC

| | Actual | Budget YTD | Budget |
|--|-----------|-------------|-------------|
| 1610 RMPC Works | \$421,890 | \$1,000,400 | \$1,500,600 |
| <ul style="list-style-type: none"> • Sign replacement • Guidepost replacement • Removal of dead animals • Herbicide spraying • Clearing of vegetation off 78A • Assisted with TMR and Fulton Hogan on 14E Rehabilitation works | | | |

Cannington Road

| | Actual | Budget YTD | Budget |
|--|----------|------------|-----------|
| 1630 Cannington Road Works | \$80,095 | \$296,666 | \$445,000 |
| <ul style="list-style-type: none"> • Routine maintenance • Removal of dead animals. • Pothole patching. • Sign repairs | | | |

Roads Maintenance

| | Actual | Budget YTD | Budget |
|--|-------------|------------|-------------|
| 1100 Repairs & Maintenance Shire Roads | \$1,099,547 | \$998,000 | \$1,497,000 |
| <ul style="list-style-type: none"> • Road inspections • Safety signs | | | |



Ordinary Meeting of Council Tuesday 15th March 2022

- Cleaning of town streets
- Formed up 4 km on the Byrimine road using 2 graders

Water and Sewerage

| | Actual | Budget YTD | Budget |
|---|-----------|------------|-----------|
| 1800 Operational Costs – Julia Creek Water | \$132,920 | \$140,000 | \$210,000 |

- Regular checks and maintenance on Water Tower

| | Actual | Budget YTD | Budget |
|--|----------|------------|----------|
| 1810 Operational Costs – McKinlay Water | \$20,558 | \$20,000 | \$30,000 |

- Routine monitoring
- E.coli was detected in the McKinlay bore sample on the 1st February. An incident was raised with the Regulator, boil water alert was issued to the community. Follow up sampling is ongoing.

| | Actual | Budget YTD | Budget |
|--|----------|------------|----------|
| 1820 Operational Costs – Kynuna Water | \$37,309 | \$49,333 | \$74,000 |

- Routine monitoring
- Replace filters, ongoing checks.
- Regular cleaning of filters in Kynuna.
- Langtree Consulting has undertaken a review of the water treatment system and has provided options to improve the removal of iron and manganese from the bore water supply. A copy of the full report can be found in attachment 5.1.1

The following recommendations were noted in the report:

- The IRS4000 media filters were offline at the time of inspection, it is noted that these units are critical to the treatment system and need to be brought back online as soon as possible. It is envisioned the cost of the repair parts and 3 media replacements would be **\$2,086.95(including GST)**.
- Install Puretec SFS3000 polishing filters and arrange the filters into three (3) sets of parallel IRS4000/SFS3000 units as shown generally in **Figure 1**. The estimated cost of the SFS 3000 units with the options as recommended would be **\$9,528.00 (including GST)**.
- Testing could be undertaken on the quality of water before and after the cartridge filters to determine if they continue to provide any polishing benefit after the treatment is reconfigured with the SFS3000 units.
- The disk filters should be removed.
- Further investigation be undertaken on low cost options to cool the water from the bore.



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| | Actual | Budget YTD | Budget |
|---|---------|------------|---------|
| 1830 Operational costs – Nelia Water | \$2,803 | \$5,000 | \$7,500 |

- Routine monitoring

| | Actual | Budget YTD | Budget |
|--|----------|------------|-----------|
| 1900 Operational Costs – Julia Creek Sewerage | \$86,618 | \$140,000 | \$210,000 |

- Routine monitoring
- Department of Environment and Science have scheduled a compliance inspection of the STP on the 24th March 2022. The objectives and scope of this inspection include:
 - Assessing Councils compliance with environmental authority number EPPR00835713 (the EA) and the relevant provisions of the EP Act and subordinate legislation.
 - During the inspection the department will discuss the current status of repair works at the STP and subsequent water levels at the storage ponds.

Workshop

| | Actual | Budget YTD | Budget |
|--|-----------|------------|-------------|
| 1510 Repairs and Maintenance - Plant & Vehicles | \$748,235 | \$830,000 | \$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.
- Accepted delivery of Isuzu MPR truck for Parks and Gardens awaiting delivery for 1 more within the next two to three months
- Plant No. 152 completing setup of the second patrol camp grader

Parks and Gardens

| | Actual | Budget YTD | Budget |
|--|-----------|------------|-----------|
| 2700 Parks & Gardens and Amenities – Operations | \$408,210 | \$453,333 | \$680,000 |

- Mowing and whipper snipping parks, oval, and town streets.
- Cleaning of public toilets and park amenities
- Collection of rubbish
- Maintenance to garden beds Burke St.
- Cleaning of Oorindi toilets weekly
- Mowing at Nelia and Oorindi fortnightly
- Clean up of the free camp/local creek after the floods
- Fixed irrigation after floods



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- Poison the weeds through the town
- Poison the water bore compounds
- Maintain the local cemetery
- Accumulated topsoil from cattle yards

Airport

| | Actual | Budget YTD | Budget |
|---------------------------------------|---------------|-----------------------|---------------|
| 1300 Airport Operational Costs | \$84,192 | \$100,000 | \$150,000 |

- Serviceability Inspections of the facility are undertaken 3 days per week as required for RPT services.
- Two staff members attended ARO training in Richmond on the 15th and 16th of February
- Runway strip was slashed and whipper snipped around cones
- Representatives from IOR aviation attended site to review layout of avgas pod to convert the unit to a bowser. A proposal will be sent through by the middle of march and will be forwarded onto Council for review

Projects

Report on the Natural Disaster Recovery Works -Summary of program

Acquittals are being finalised.

Western Qld Low pressure event

McKinlay Shire has been activated for this event. PDM have attended and collect post event video. Initial ballpark estimate of damage is \$10-12 m.

Dalgonally/Millungera Floodways(QRRRF)

Alexander Plant Hire was successful, contract documents being prepared they are ordering culverts.

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). Has moved to detailed application phase by 17th May 2022.

TMR CN-17292(Heavy Vehicle Stopping bays)

TMR were arranging Roadtek to linemark however they can not attend. Council will arrange linemarking.

TMR CN-17698 78A Culvert Replacement



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TMR Have engaged Council, documentation is being prepared in conjunction with Durack Civil.

TMR CN-18906 14D Pavement rehabilitation

Works to commence in March. Preparation of documents with SPA has commenced

TMR Oorindi bore and Scrubby Creek remediation works

Remediation works completed finalizing claim to TMR. Bore works anticipated May 2022.

TMR Extra works 13H, 78A, 14D

TMR have requested pricing for 1800m² of stabilizing in 3 areas. SPA have provided full service pricing. Quotation has been submitted.

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

Application for water and sewerage Asset Management inspections and plan have been submitted. Awaiting notification.

Burke St Kerb and Footpath upgrade

Tender closed on 17th February 2022

Julia St Footpath works

Tender documents complete. Will advertise prior end of March.

Future TIDS Funding allocation

The Northwest regional roads group has had it's annual TIDS allocation reduced by \$451,000 pa from 22/23 year onwards. The Technical committee has altered the respective Council's future years to reflect this. McKinlay's forward years TIDS reductions are detailed below:

- 2022/2023 Oorindi Gravel/Seal original \$50,000 new \$0 (R2R \$250,000)
- 2023/2024 Byramine Gravel/Seal original \$230,000 new \$200,000 (R2R \$250,000)
Punchbowl Gravel/Seal original \$210,000 new \$200,000 (R2R \$210,000)
Taldora Gravel/Seal original \$200,000 new \$165,000 (R2R \$240,484)
- 2024/2025 Punchbowl Gravel/Seal original \$240,000 new \$230,000 (R2R \$260,000)



Ordinary Meeting of Council Tuesday 15th March 2022

Expression of Interest QRRRF 2022 Program

An expression of interest has been submitted for Floodways on Yorkshire and Taldora Roads at Gormna and Dead Horse Creeks. Value of works \$800,000 with Council contribution of \$100,000. Awaiting response.

Remote Roads Pilot Upgrade Program

This is federally funded initiative for works on a project to upgrade a significant length of road that is unsealed or degraded with low safety rating.

It is recommended that the remaining 26km of blacksoil sections of the Punchbowl Rd be put forward for gravelling. Estimated cost \$1,500,000 Council contribution of \$75,000. This has been submitted.

Local Government Grants and Subsidies program

A submission is being prepared to deliver 2 x 2 bedroom units on block behind 4 Netterfield. Application is focused on extra staff accommodation. Estimated value \$900,000 applying for reduced contribution of %10.

Legal Implications:

Nil

Policy Implications:

Nil.

Financial and Resource Implications:

As provided in the report.

InfoXpert Document ID: 122087



Ordinary Meeting of Council Tuesday 15th March 2022

5.2 Subject: Budget Adjustment

Attachments: Nil

Author: Director Engineering and Regulatory Services

Date: 9 March 2022

Executive Summary:

This report seeks Council's endorsement of a budget transfer within the Water Capital budget.

Recommendation:

That Council reallocate \$34,800 from Julia Ck Water Supply Hydraulic Modelling to Kynuna Water Treatment Review.

Background:

Julia Creek Water Supply Hydraulic Modelling had an original budget of \$50,000. Langtree Consulting completed this task for \$15,200. It is proposed to reallocate the \$34,800 unspent to Kynuna Water Treatment Review.

DERS has already engaged Langtree Consulting to undertake the review and report on Kynuna water treatment system issues. This report is attached to this month's Engineering Services Report. This has cost \$13,000 to date.

It is recommended to endorse the reallocation.

Consultation: Nil

Legal Implications: Nil

Policy Implications: Nil.

Financial and Resource Implications:

Nil, transfer within adopted budget.

InfoXpert Document ID: 122089



6.0 ENVIRONMENTAL & REGULATORY SERVICES



Ordinary Meeting of Council Tuesday 15th March 2022

6.1 Subject: Environmental and Regulatory Services Report – March 2022

Attachments: None

Date: 10 March 2022

Executive Summary:

This report outlines the general activities, revenue and expenditure for the department for the period March 2022.

Recommendation:

That Council receives the March 2022 Environmental and Regulatory Services Report.

Background:

This report outlines the general activities of the department for the month of March 2022.

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: 122086



1 – Refuse Collection and Disposal

1.1 - Budget

| | | Actual | Budget YTD | Budget |
|-----------|----------------------------------|---------------|-------------------|---------------|
| ENVIRO1.1 | 3100 - Refuse Collection Revenue | \$90,393 | \$57,864 | \$86,796 |

| | | Actual | Budget YTD | Budget |
|-----------|--|---------------|-------------------|---------------|
| ENVIRO1.2 | 3100 - Kerbside Rubbish Collection Expenditure | \$25,712 | \$30,666 | \$46,000 |

| | | Actual | Budget YTD | Budget |
|-----------|--------------------------------|---------------|-------------------|---------------|
| ENVIRO1.3 | 3110 - Refuse Disposal Revenue | \$47,626 | \$30,634 | \$43,951 |

| | | Actual | Budget YTD | Budget |
|-----------|--|---------------|-------------------|---------------|
| ENVIRO1.4 | 3110 - Refuse Disposal Operational Costs | \$48,531 | \$53,333 | \$80,000 |

1.2 - Report

Julia Creek Waste Facility

The following works occurred at the facility during the month;

- The works department changed the layout of the household refuse area to allow for works to be completed by dozer only as the loader is required by the road crew on job sites. This new process will increase labour costs.
- Local Laws Officer was required to make adjustments to all fence lines.

2 – Environmental Health Services

2.1 – Budget

| | | Actual | Budget YTD | Budget |
|-----------|---|---------------|-------------------|---------------|
| ENVIRO2.1 | 3000 - Environmental Licence Fees (Revenue) | \$3,202 | \$2,134 | \$3,202 |

| | | Actual | Budget YTD | Budget |
|-----------|--------------------------------------|---------------|-------------------|---------------|
| ENVIRO2.2 | 3000 - Environmental Health Services | \$92,862 | \$108,666 | \$163,000 |

2.2 – Report

Water and Sewage Monitoring

E. coli was detected in the McKinlay Bore sample on the 1 February 2022, the reticulation sample was negative. An incident was raised with the Regulator and staff are currently undertaking follow up sampling. A boil water alert was issued for the community and remains in effect until the Public Health Unit are satisfied there is no further risk to the community.

The inspection tap has been re-located to run straight off the bore to give Council a more accurate reading of what quality of water the bore is producing. The inspection tap that was used for the original sample currently feeds to the stock troughs and not to the reticulation.

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



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- McIntyre Park 3.07mg/L
- 9 Coyne Street 3.04mg/L

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

Staff are currently undertaking a regular review of Council's DWQMP as required under subsection 99(2)(b) and section 106 of the Water Supply (Safety and Reliability) Act 2008. The plan is required to be submitted to the Regulator within 30 business days from 1 March 2022.

Various sections of the plan will be updated during this review with the main focus being the Risk Assessment and Risk Management Improvement Program (RMIP) sections.

Food Safety

No Food Recalls were received during the month.

3 – Local Law Administration

3.1 – Budget

| | | Actual | Budget YTD | Budget |
|-----------|---------------------------------|---------|------------|---------|
| ENVIRO3.1 | 3210 - Animal Registration Fees | \$4,572 | \$3,066 | \$4,600 |

| | | Actual | Budget YTD | Budget |
|-----------|---|--------|------------|--------|
| ENVIRO3.2 | 3210 - Fines & Penalties – Animal Control | \$368 | \$266 | \$400 |

| | | Actual | Budget YTD | Budget |
|-----------|------------------------|----------|------------|----------|
| ENVIRO3.3 | 3210 - Animal Boarding | \$10,405 | \$7,666 | \$11,500 |

| | | Actual | Budget YTD | Budget |
|-----------|---------------------------------|----------|------------|-----------|
| ENVIRO3.4 | 3210 - Local Law Administration | \$68,969 | \$90,000 | \$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 | Nil |
| Verbal/Written/Official warning | Nil |
| Complaints | One (1) |
| Dog Boarding | Thirteen (13) dogs |
| Removal of Dead Animals | Two (2) |
| Trapping Locations & Results | Nil |
| Compliance Notices (Untidy Allotments) issued | Nil |
| SPER Infringement Fines issued | One (1) Dogs barking |



| | |
|--|-----|
| Commercial Use of Roads Permit issued | Nil |
| <p>Comments / Actions: GMA Certification Group has provided the following advice on the dilapidated houses within the shire; Council would have sufficient cause to be of reasonable belief that the buildings are in a Dilapidated Condition. (s248 (c) Building Act (BA)), and Unfit for use or Occupation (s248(d) BA)</p> <p>Council should commence Enforcement with the issue of a Show Cause Notice under s247 BA to each of the properties.</p> <p>It is recommended Council does not use the “Dangerous” building avenue to dispense with show cause before enforcement – primarily due to the prolonged state of decay to the buildings and no previous actions.</p> <p>The Notice could require the owner to:</p> <ol style="list-style-type: none"> 1. Immediately Fence off the building to protect persons (s249(e) BA); and 2. Repair or rectify the Building (s249(c)BA); or 3. Demolish or Remove the building (s249 g)BA) <p>Staff are awaiting the draft Show Cause Notice to commence this process.</p> <p>ARC Pet Support has kindly donated toys and vet supplies for the dog boarding facility.</p> <p>Eight (8) Dog Registration Forms have been sent out for dogs that are unregistered.</p> | |

4 – Noxious Weeds and Pest Control

4.1 – Budget

| | | Actual | Budget YTD | Budget |
|-----------|--|----------|------------|----------|
| ENVIRO4.1 | 3220 - Pest Plant & Animal Control Funding | \$7,936 | \$28,624 | \$42,936 |
| ENVIRO4.2 | 3220 - Truck Washdown Bay Revenue | \$19,351 | \$14,666 | \$22,000 |
| ENVIRO4.3 | 3220 - Dingo Baits (Revenue) | \$1,391 | \$1,333 | \$2,000 |
| ENVIRO4.4 | 3220 - Feral Pig Baits (Revenue) | \$0 | | \$0 |
| ENVIRO4.5 | 3220 - Pest Animal Rural Land Owners Fees | \$0 | | \$0 |
| | | Actual | Budget YTD | Budget |



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| | | | | |
|-----------|--|---------------|-------------------|---------------|
| ENVIRO4.5 | 3220 - Pest Plant Control Program Exp | \$43,994 | \$100,000 | \$150,000 |
| | | Actual | Budget YTD | Budget |
| ENVIRO4.6 | 3230 - Pest Animal Control Program Exp | \$33,021 | \$56,666 | \$85,000 |

4.2 – Report

Washdown Bay

The facility is now back up and running after being switched off due to failure of pump at the Scour Bore.

Pest Animal Control

There were no Dingo Scalps for February.

There were no De-k9 Baits issued in February.

Pest Plant Control

The following areas were treated during the month of February;

- Drains around Julia Creek
- Along Cannington Road
- Along Gilliat Road. A large healthy Parthenium plant was observed near Rutchillo grid.

1080 Baiting

Preparations are being made for the first round of baiting, proposed start date is early May. Request for Quotes have been sent out for the aircraft hire.

5 – Livestock Operations

5.1 – Budget

| | | | | |
|-----------|-----------------------------------|---------------|-------------------|---------------|
| | | Actual | Budget YTD | Budget |
| ENVIRO5.1 | 3235 - Livestock Weighing Revenue | \$24,591 | \$33,333 | \$50,000 |

| | | | | |
|-----------|---|---------------|-------------------|---------------|
| | | Actual | Budget YTD | Budget |
| ENVIRO5.2 | 3235 - Livestock Cattle Train Loading Revenue | \$21,055 | \$23,333 | \$35,000 |

| | | | | |
|-----------|------------------------------------|---------------|-------------------|---------------|
| | | Actual | Budget YTD | Budget |
| ENVIRO5.3 | 3235 - Livestock Operational Costs | \$62,337 | \$60,333 | \$90,500 |

5.2 - Report

Julia Creek Livestock Facility

There were 77 head of cattle weighed and/or scanned at the facility during February.

Capital Works



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- 4 x new troughs installed and painted
- Rusty rails and top of double decker ramp has been repaired
- Ramp has been painted. Ongoing painting is still in progress by the Work Camp

Livestock Weighing Month and Year Totals

| MONTH | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 |
|----------------------|---------------|---------------|---------------|---------------|---------------|---------------|------------|
| JANUARY | 0 | 0 | 183 | 0 | 1401 | 0 | 624 |
| FEBRUARY | 525 | 467 | 3241 | 0 | 125 | 1779 | 77 |
| MARCH | 1497 | 1333 | 388 | 0 | 2788 | 4484 | |
| APRIL | 951 | 2487 | 2217 | 1034 | 10073 | 5458 | |
| MAY | 615 | 2062 | 3065 | 1768 | 10022 | 1772 | |
| JUNE | 1456 | 1522 | 742 | 894 | 4507 | 1014 | |
| JULY | 2809 | 2003 | 1143 | 1569 | 3501 | 2229 | |
| AUGUST | 2582 | 2311 | 6291 | 3023 | 2839 | 3844 | |
| SEPTEMBER | 2665 | 1478 | 765 | 1280 | 2175 | 1348 | |
| OCTOBER | 4613 | 1127 | 4708 | 5492 | 80 | 239 | |
| NOVEMBER | 1011 | 2673 | 4788 | 3534 | 247 | 707 | |
| DECEMBER | 234 | 340 | | 2776 | 0 | 0 | |
| YEARLY TOTALS | 18,958 | 17,803 | 27,531 | 21,370 | 37,758 | 22,874 | 701 |

6 – Stock Routes and Reserves

6.1 – Budget

| | Actual | Budget YTD | Budget |
|--|---------------|-------------------|---------------|
| ENVIRO6.3 3300 - Stock Route – Permit/Water Fees | \$7,797 | \$6,666 | \$10,000 |
| | Actual | Budget YTD | Budget |
| ENVIRO6.2 3300 - Stock Route Recoverable Works (Revenue) | \$32,801 | \$34,333 | \$51,500 |
| | Actual | Budget YTD | Budget |
| ENVIRO6.4 3300 - Trustee Lease Fees (Revenue) | \$141,544 | \$129,333 | \$194,000 |
| | Actual | Budget YTD | Budget |
| ENVIRO6.5 3300 - Reserves Agistment Fees (Revenue) | \$14,270 | \$13,333 | \$20,000 |
| | Actual | Budget YTD | Budget |
| ENVIRO6.6 3300 - Precept Expenses (Revenue) | \$17,181 | \$11,666 | \$17,500 |
| | Actual | Budget YTD | Budget |
| ENVIRO6.7 3300 - Stock Route Maintenance (Expenditure) | \$75,482 | \$101,000 | \$151,500 |
| | Actual | Budget YTD | Budget |
| ENVIRO6.8 3300 - Reserves Expenses (Expenditure) | \$10,423 | \$21,000 | \$31,500 |

6.2 - Report



Reserves

Capital Works - Reserves

- McKinlay Reserve flood gates and Oorindi fencing will be completed in early March as long as the rivers do not run.

Town Common

Ranger is continuing to monitor the paddock. If there is no further rain cattle will be moved off in early April.

6.3 - Cemeteries

6.3.1 – Budget

| | | Actual | Budget YTD | Budget |
|-----------|-------------------|----------|------------|----------|
| ENVIRO6.9 | 3400 - Cemeteries | \$23,663 | \$18,000 | \$27,000 |

6.3.2 - Report

Council received two (2) enquiries during the month.

7 – Work Program (Workcamp)

7.1 - Budget

| | | Actual | Budget YTD | Budget |
|-----------|---------------------|----------|------------|----------|
| ENVIRO7.1 | 3600 - Work Program | \$16,426 | \$27,333 | \$41,000 |

7.2 – Report

Below is a list of some of jobs that the Work Camp undertook in February 2022. A full list was unavailable due to staff absences but will be updated at a later date.

| Community Group | Activity |
|--------------------------|--|
| McKinlay Shire Council | <u>Workshop</u> Assist with workshop duties |
| McKinlay Shire Council | <u>Saleyards</u> Assist with the regular upkeep of the facility Mowing/Whippersnipping Assist with the capital works project including painting |
| McKinlay Shire Council | <u>Various</u> *Assist with mowing on various Council properties |
| Julia Creek State School | Mowing/Whippersnipping |
| Churches/RSL/CWA/SES | Mowing/whipper snipping |

8 – Housing, FRB and Community Centre



8.1 – Budget

| | | | Actual | Budget YTD | Budget |
|-----------|-----------|--|-----------|------------|-----------|
| ENVIRO9.1 | 3810-1300 | 3810 - Council Property / Staff Housing Program Rev | \$64,208 | \$66,666 | \$100,000 |
| ENVIRO9.2 | 3810-1301 | 3810 - Council Property / Subdivision Blocks Rent | \$3,200 | \$2,666 | \$4,000 |
| | 3810-1302 | 3810-Council Property / Subdivision Blocks outgoings | \$0 | | \$0 |
| ENVIRO9.3 | 3810-2300 | 3810 - Council Property / Staff Housing Program Exp | \$130,599 | \$146,666 | \$220,000 |
| ENVIRO9.4 | 3810-2300 | 3810 - Council Property / Sub Division Expense | \$7,360 | \$3,333 | \$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 | 10 Shaw Street 5 Coyne Street 3 Coyne Street 71 Coyne Street Unit A & B, 4 Shaw Street 7 Coyne Street |
| New Tenancies | 4 Netterfield Street – PDM Staff |
| Finalised Tenancies | Two (2) – 7 Coyne Street and 3 Coyne Street |
| Remedy Breach | Nil |
| Notice to Leave | Nil |
| Notes/Repairs | New blinds have been installed at 2 Netterfield Street. Minor repairs as required. |

Old Senior/Aged Care Housing

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

| Activity | Number |
|----------|--------|
| | |



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| | |
|----------------------|---------|
| 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 YTD | Budget |
|------------|-----------------------------------|---------------|-------------------|---------------|
| ENVIRO10.4 | 3820 - Community Centre Hire Fees | \$6,203 | \$4,333 | \$6,500 |

| | | Actual | Budget YTD | Budget |
|------------|------------------------|---------------|-------------------|---------------|
| ENVIRO10.4 | 3820 - FRB Centre RENT | \$23,656 | \$26,666 | \$40,000 |

| | | Actual | Budget YTD | Budget |
|------------|---|---------------|-------------------|---------------|
| ENVIRO10.5 | 3820 - FRB Units & Community Ctre Operational Costs | \$49,098 | \$50,000 | \$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 | Minor repairs as required. |

9 – Land and Building Development

9.1 – Budget

| | | Actual | Budget YTD | Budget |
|------------|----------------|---------------|-------------------|---------------|
| ENVIRO11.1 | 3900 - Revenue | \$473 | \$1,333 | \$2,000 |



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| | | Actual | Budget YTD | Budget |
|------------|------------------------------|---------------|-------------------|---------------|
| ENVIRO11.2 | 3900 - Town Planning Program | \$10,273 | \$54,666 | \$82,000 |

9.2 - Report

Regulatory Services, Land and Building Development

Two (2) development applications were received during the month

| DA # | Applicant | Type of Development | Location | Application Details |
|-------------|---------------------------|----------------------------|--------------------------------|---|
| 2021-22_10 | Nigel Simmons | PLANNING | Lot 48 on EN142 (Airport Road) | Subdivide one (1) lot into five (5) lots and create easement giving access to a lot from a constructed road |
| 2021-22_11 | Battlin Cattle Co Pty Ltd | OPERATIONAL WORKS | Clifton Park Station | Drilling of replacement bore |

10 – Local Disaster Management

10.1 – Budget

| | | Actual | Budget YTD | Budget |
|------------|-------------------|---------------|-------------------|---------------|
| ENVIRO12.1 | 2760 - SES Grants | \$20,568 | \$13,711 | \$20,567 |

| | | Actual | Budget YTD | Budget |
|------------|---------------------------|---------------|-------------------|---------------|
| ENVIRO12.2 | 2760 – SES Capital Grants | \$32,179 | \$21,452 | \$32,179 |

| | | Actual | Budget YTD | Budget |
|------------|--------------------------------|---------------|-------------------|---------------|
| ENVIRO12.2 | 2760 - Natural Disaster Grants | \$0 | \$4,520 | \$6,780 |

| | | Actual | Budget YTD | Budget |
|------------|--|---------------|-------------------|---------------|
| ENVIRO12.3 | 2760 - Disaster Management Operational Costs | \$12,643 | \$23,333 | \$35,500 |

10.2 - Report

No events activated the LDMG during the month.



7.0 COMMUNITY SERVICES



Ordinary Meeting of Council Tuesday 15th March 2022

07.1 Subject: Community Services Monthly Report

Attachments: Nil

Author: Community Services Team Leader

Date: 8th March 2023

Executive Summary:

Council is presented with the monthly Community Services report, which provides an overview of the operations for the month: **February 2022**.

Recommendation:

That Council receives the Community Services monthly report for February 2022.

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

Grants & Funding

LRCIP Funding

Council is awaiting the finalisation of funding documentation from the Department before preparing a project list for submission for the new allocation of Phase 3 funding. Council has received confirmation of the variation for Phase 1 funding to close complete a variety of works at the Julia Creek Community Events Precinct (DnD Venue) and construct a PWD Ramp at the Visitor Information Centre. These works will be completed by June 30.

Tourism

Council's Tourism Coordinator has been busy navigating funding opportunities for a number of potential projects which is outlined in the tourism report below.



Julia Creek Caravan Park

February remained a fairly quiet month in terms of guests staying in the Park, however a large number of phone calls and emails were received from eager tourists keen to experience all that Julia Creek has to offer later in the year as the weather cools down. Preparations are in place to begin advertising and planning for the Bush Dinner season which will hopefully commence in April or May. Unfortunately, Manager's Jason & Stacey have informed Council of their decision to resign from their post at the end of March and as such we will be proactively recruiting for the position before peak-season.

JC Caravan Park Revenues February 2022

| Type of service | DECEMBER Total revenues (inc GST) | JANUARY Total revenues (inc GST) | FEBRUARY Total revenues (inc GST) |
|----------------------------|-----------------------------------|----------------------------------|-----------------------------------|
| Twin Single Units | \$2,162.50 | \$775 | \$990 |
| Powered Sites | \$2,655 | \$2,419 | \$3,210 |
| Self-Contained Cabins | \$12,663 | \$12,282.50 | \$8,775 |
| Unpowered Sites | \$28 | \$60 | \$60 |
| Sub Total | \$17,508.50 | \$15,536.50 | \$13,035 |
| Artesian Baths incl. salts | \$4,135 | \$3,704 | \$4,035 |
| McIntyre Park | | | |
| Cheese Platters | \$420 | \$300 | \$210 |
| Laundry | \$56 | \$280 | \$58 |
| Long Term Stay | \$580 | \$320 | |
| Calculated Total | \$22,699.50 | \$20,140.50 | \$17,338 |

JC Caravan Park Occupancy by Category February 2022

| Type of Service | % Occupancy |
|----------------------|-------------|
| Twin Single Units | 8% |
| Cabin – 4 berth | 73% |
| Cabin – 6 berth | 36% |
| Unpowered site | |
| Powered Caravan site | 12% |
| Powered camp site | |
| McIntyre Park | |

JC Caravan Park Artesian Bathhouse Usage February 2022

| Type of Service | Number of bookings |
|-----------------------------------|--------------------|
| Boundary Rider Huts | 10 |
| Replica Rainwater Tank Bathhouses | 56 |



Library & Funeral Services

The Library was reasonably busy throughout the month with a large number of children and parents attending daily after the completion of school. General housekeeping and tidying up of old stock has also been completing in preparation for the upcoming visitor season.

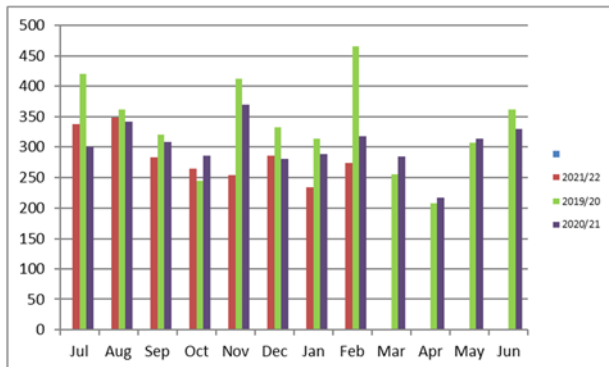
JC Library Memberships February 2022

| Type of Membership | Total Membership |
|--------------------|------------------|
| Adult | 296 |
| Junior | 68 |
| Institutions | 2 |
| Tourists | |

JC Library Services Provided February 2022

| Services Provided | Total Amount |
|-------------------------|--------------|
| Reservations satisfied | 29 |
| Requests for books | 38 |
| Internet/Computer usage | |
| IPad usage | |
| WiFi usage | |

JC Library Monthly Loans February 2022





JC Library Monthly Visitors February 2022



Tourism

Total Visitor Numbers for February 2022

There were 43 visitors to the Julia Creek Visitor Information Centre in February. There have been 43 visitors to the Julia Creek Visitor Information Centre this year to date (YTD).

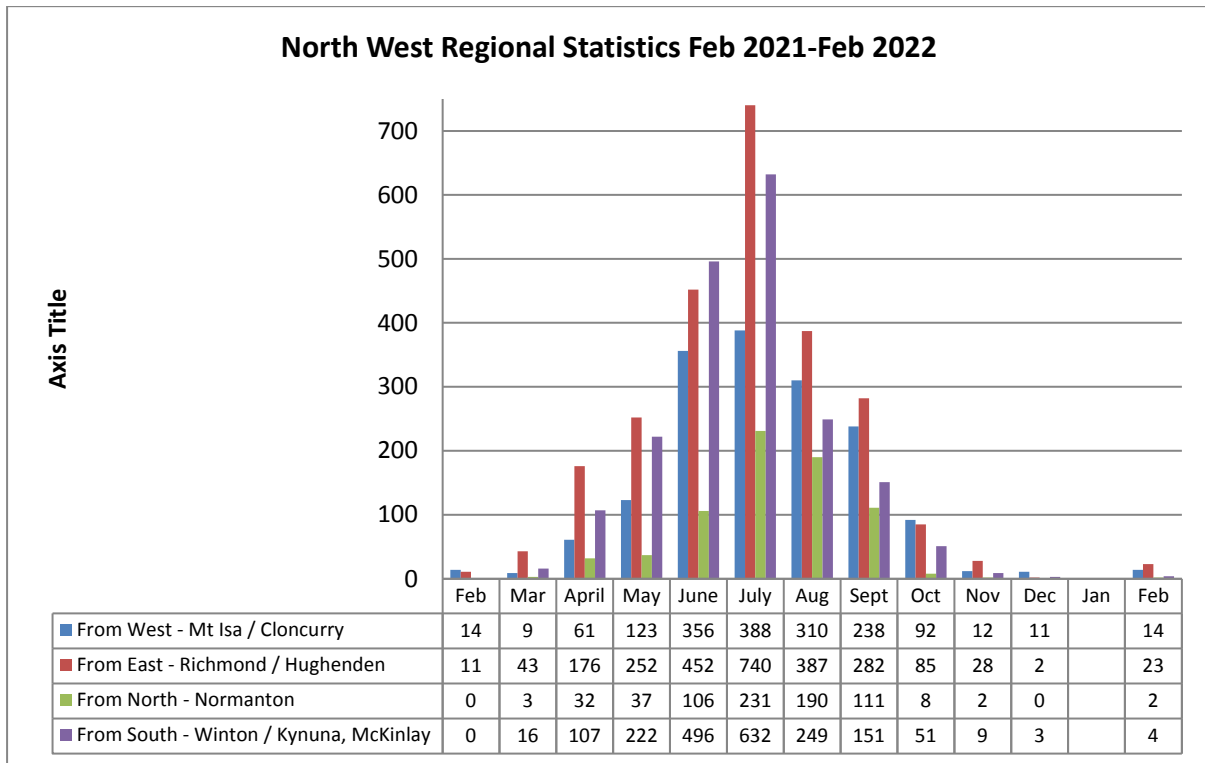
Total Locals for February 2022

There were a total of 9 local visitors to the Julia Creek Visitor Information Centre in February. There have been 9 local visitors to the Julia Creek Visitor Information Centre this year to date (YTD).

Beneath the Creek Entries February 2022

Beneath the Creek remained closed during February 2022 due to low season numbers. We have acquired an additional two dunnarts in February who are the first set of dunnarts that we have been able to house together.

North West Regional Statistics for February 2022



RV Site Permits February 2022

The RV Site remained closed throughout February 2022 due to wet and boggy conditions.

Digital and Social Media Figures

| | Facebook Page Likes | | Instagram Likes | | Websites | |
|-------------|---------------------|--------|-----------------|--------|----------|----------|
| | MSC | JC VIC | MSC | JC VIC | MSC | JC VIC |
| February 1 | 6,909 | 4,648 | 1,076 | 2,755 | Sessions | Sessions |
| February 28 | 6,943 | 4,662 | 1,080 | 2,800 | 2,512 | 1,009 |
| | | | | | Users | Users |
| | | | | | 1,917 | 852 |

Grants and Projects

RADF Grant – Peter Dawes Park Mural

Weather permitting, a mural artist is scheduled to commence painting the Peter Dawes Park mural on the toilet block in late March, early April 2022.



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Australian Museum and Gallery Association (AMaGA) - Chinese Labourer History at Combo Waterhole

In February 2022, we were notified of our successful application to AMaGA for research on the Chinese Labourer History at Combo Waterhole. We have engaged a cultural heritage organisation to undertake the research with the view of being able to install signage and share the information online and retain within Council's records.

John McKinlay Statue

We have a steel silhouette of John McKinlay and there are currently plans afoot with contractors to install a concrete base within the fencing at the Oorindi Rest Stop.

New Tourism Website for Visitor Centre and Caravan Park

Currently under construction with a digital specialist, we are set to launch a new tourism website for the Visitor Centre and Caravan Park in April 2022. This will work in with the Caravan Park booking system enabling accommodation and attractions to be bookable online to alleviate pressure on staff during peak periods.

Bush Dinners and Weekend VIC Trading

We are collating interest from community groups for hosting bush dinners and it is likely they will run from June until August (inclusive). Furthermore, we are concurrently preparing a roster to enable weekend trading at the Visitor Centre from April to September (inclusive).

Australian Government *Saluting Their Service* Commemorative Grants Program – WWII Bunker

Staff are currently preparing a grant application for the beautification and preservation of the WWII bunker adjacent to the Julia Creek Livestock Centre along with further research into our role in the WWII campaign.

Julia Creek Early Learning Centre

Current enrolments

There are currently 12 children enrolled at the Service

Enrolments

There are 4 children on a waitlist who were scheduled to start in February, however, the staffing issue has resulted in these children's enrolments being placed on hold until the Council can finalise the recruitment process. One child's enrolment is on hold whilst we are operating at reduced hours.

Attendance

The centre had 94 attendances (actual) over the 16 days of care offered during February. This equated to an average of approx. 5 children per day.



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Significant events:

- Two staff ceased employment finishing on February 16. This has left the centre with two staff, one part-time and one casual.
- Due to the reduced staffing we have had to change our operating hours. From the 16th of February the Centre has/is operation Tuesday to Friday 8:30am to 2:00pm. Closed on Mondays.
- The centre was closed for four days during the month, two days due to staff illness (no relief staff available) and two days being Mondays.
- Council is actively recruiting for staff to ensure the Centre remains open, including the provision of temporary staff for the short term.

Swimming Pool

USUAGE

TOTAL NUMBERS FOR THE MONTH

| ENTRIES | SWIMMERS |
|--------------------------------------|------------|
| Adult Entry | 14 |
| Child Entry | 34 |
| Season Passes / Family Pass | |
| Adult | 17 |
| Child | 32 |
| Swim Lessons/ No Charge | 25 |
| After School Care/ No Charge | 30 |
| J/C Swimming Club/ No Charge | |
| Aged Care/ No Charge | |
| Triathlon Training/ No Charge | |
| Adult | |
| Child | |
| J/C State School/ No Charge | |
| Caravan Park Tokens | |
| Adult | 30 |
| Child | 19 |
| Free Sunday | |
| Adult | |
| Child | |
| Total Swimmers | 201 |



Sport & Recreation

Daren Ginns Centre:

Continuing on from a strong month in January of new members starting the year in a positive way, February has welcomed another 7 new members to this great facility. The gym has continued to be noticeably busier as well, with members taking advantage of the 24/7 access. It is great to see people continuing into the new year with their health and wellbeing at the top of their lists.

The facility will soon welcome a couple of new upgrades as well, with plans currently in place to replace the main entry door, as well as reinforce a section of the back area of the gym in hopes of lessening the chances of floor breakages due to dropped weights.

After School Sport:

With this years extended school holidays due to COVID-19, students were keen and eager to not only get back to school, but take part in some after school sport as well. February welcomed the return of after school sport, with students from Julia Creek State School, Mount Isa School of the Air and children from surrounding properties enjoying Tuesday afternoon Swimming, and Wednesday afternoons Cricket program. Cricket has proven to once again be the most popular option, with roughly 25 kids taking part in the program which will continue through until the end of term 1.

Move It - North Queensland Sports Foundation:

February has welcomed the return of the Move IT NQ Program for 2022, after a successful year in 2021. Community members have enjoyed access to free Group Fitness sessions on Tuesday and Thursday evenings and Personal Training sessions to suit their schedule and goals. It is fantastic to see so many familiar faces returning to the sessions from 2021, as well as some brand new faces giving the sessions a go for the very first time. There has been some great feedback already, and participants have welcomed new challenges each session to improve their health and wellbeing in a fun, safe environment.

The community is also very excited to see Yoga included as part of the 2022 program, with planning being finalised around how these sessions will look.

Community Benefit Assistance Scheme:

Applications have opened for the 2021/2022 Community Benefit Assistance Scheme, with community clubs/groups within the shire presented with the relevant guidelines and information. In February, Council received one application for funding, which will be presented at the March council meeting for approval.

Community Health

Due to the Community Nurse being on leave, no data was received for February.

CHSP – Commonwealth Home Support Program



Ordinary Meeting of Council Tuesday 15th March 2022

Events and Activities

CHSP weekly activities (Games and Luncheons) will resume in March after these were placed on hold as COVID-19 peaked throughout February and this was the most appropriate option to keep clients safe. Volunteers are required for Meals on Wheels deliveries but given the timing of the delivery it is proving difficult as many locals have full time jobs.

Stats February 2022

CHSP currently have a total of **20** clients.

| Service Offered | Number of Clients |
|--|--|
| Transport | 16 Two-way trips |
| Social Support | 56 Visits |
| Personal Care | 30 visits 2 clients |
| | |
| Counselling/Support, Information and advocacy (client) | 7 hours |
| Shopping | 4 trips |
| GAMES | 0 attended (sessions) |
| Luncheon Wednesday Meal | 0 Attended (sessions) meals (including morning tea) |
| Meals on Wheels | 39 Meals delivered |
| Home Maintenance | 26 lawns mowed 18 clients |
| Domestic Assistance | 6 clients, 20 visits |
| Pub Lunch | 0 clients 0 sessions |
| Clients Transported for Doctors Appointments | 6 CHSP clients |

Comments:

Consultation:

Legal Implications:

Policy Implications:

Financial and Resource Implications:

InfoXpert Document ID: 122079



7.2 Subject: Community Benefit Assistance Scheme 2021/22

Attachments: Nil

Author: Sport and Recreation Officer

Executive Summary:

The Community Benefit Assistance Scheme for 2021/22 has been advertised throughout February and March seeking applications from local not-for-profit groups for assistance with equipment, infrastructure or volunteer support. Grants are available as dollar-for-dollar contributions with the group and Council co-contributing to the specific project. A total of two (2) applications were received from Julia Creek State School Chaplaincy and Julia Creek Combined Sporting Association.

Recommendation:

That Council fund local organisations the following amounts under the Community Benefit Assistance Scheme program:

- *Julia Creek State School Chaplaincy – \$1,379*
- *Julia Creek Combined Sporting Association - \$1,972.75*

Background:

The Community Benefit Assistance Scheme offers dollar for dollar funding to local community groups under the categories of infrastructure, equipment and volunteer support. Council sets aside \$20,000 in its annual budget to provide support to local clubs and organisations.

The 2021/22 funding round has seen two applications thus far, submitted by Julia Creek State School Chaplaincy & Julia Creek Combined Sporting Association. Chaplaincy wish to acquire a Lenovo Ideapad L390 (Computer), Brother Business Smart Printer, Antivirus Software, Hard drive, Veam Backup and Microsoft Office Software. The project has a total cost of \$2,758 (inc. GST) and they are requesting \$1,379 from Council with the Julia Creek State School Chaplaincy contributing to the remaining costs.

The Combined Sporting Association wish to acquire a new BBQ and Pie Warmer, with a total cost of \$3,945.50 (inc. GST). They are requesting \$1,972.75 from Council with Julia Creek Combined Sporting Association contributing to the remaining costs.

Consultation:

These applications were assessed in conjunction with Director Corporate & Community Services and presented at the March Briefing Meeting.



Ordinary Meeting of Council Tuesday March 15th 2022

Legal Implications:

Nil

Policy Implications:

The application was assessed in accordance with Council's Community Grants Policy and procedure.

Financial and Resource Implications:

The Community Benefit Assistance Scheme has a budget of \$20,000 for the 2021/22 financial year with the whole amount remaining for allocation. The approval of this application will result in \$16,648.25 remaining.

Comments:

Consultation:

Legal Implications:

Policy Implications:

Financial and Resource Implications:

InfoXpert Document ID: 122080



Ordinary Meeting of Council Tuesday 15th March 2022

7.3 Subject: LATE – RADF Quick Response Application Julia Creek Dirt & Dust Festival

Attachments: Nil

Author: Community Services Team Leader

Executive Summary:

Council has been actively advertising three separate funding rounds throughout 2021/22 as well as an option for local organisations to submit 'Quick Response' applications for a maximum of \$5,000. Council has received a Quick Response Application from the Julia Creek Dirt & Dust Festival for roving circus performers to entertain the crowds and host workshops for children during the 2022 event.

Recommendation:

Council resolves to approve the Quick Response application from Julia Creek Dirt & Dust Festival for \$4950 to support roving circus performers and children's workshop as per the RADF Committee's recommendation.

Background:

Council has utilised the Regional Arts Development Fund for the past five years to support local artists and arts and cultural activities in Queensland communities. The funding program is delivered as a partnership between the Queensland Government through Arts Queensland and eligible local councils across the State.

RADF promotes the role and values of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. RADF invests in local arts and cultural priorities, as determined by local communities, across Queensland.

For McKinlay Shire Council the Program makes arts and cultural activities more accessible for residents that otherwise wouldn't occur due to distance from major centres.

Consultation:

This report was completed with consultation from Council's RADF Committee and Director Corporate & Community Services

Legal Implications:

Nil

Policy Implications:

Arts & Cultural Policy

Financial and Resource Implications:

Council has a total of \$17,459.50 remaining for the RADF Program in 2021-22 from which there will be \$13,999.50 remaining following this application.

InfoXpert Document ID: 122106



8.0 CORPORATE SERVICES



08.1 Subject: Corporate Services February 2022 Report
Attachments: Nil
Author: Director Corporate & Community Services

Executive Summary:

The Corporate Services Report as of 28 February 2022 which summarises the financial performance and position is presented to Council.

Recommendation:

That Council receives the monthly Corporate Services Report for the period ending 28 February 2022.

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 its wealth as measured by a dollar value of its asset less liabilities.
3. Statement of Cash Flows indicates where Council's cash came from and where it was spent.
4. Summary by function provides the total year to date revenue and expenditure for each Department of Council.
5. Summary of year to date expenditure for the Capital Works program.
6. Outstanding balances for rates and debtors.

Income Statement Variances/Comments:

Rates were issued in February so revenue has had a large increase as a result. The Financial Assistance Grant for roads and administration was received for the third quarter. Over \$900,000 was spent on road maintenance in the month.



INCOME STATEMENT SUMMARY

| | Actuals | Variance | YTD Budget | Full Year Budget |
|--|-----------------------|-------------|-----------------------|-----------------------|
| Total Income | 15,625,354 | 118% | 13,239,403 | 19,859,104 |
| Total Expenses | (10,436,891) | 86% | (12,202,746) | (18,304,119) |
| Net Result | 5,188,463 | 500% | 1,036,657 | 1,554,985 |
| Less Capital Revenue | 6,680,380 | 112% | 5,991,311 | 8,986,966 |
| Operating Result (excl. Capital | \$ (1,491,917) | 30% | \$ (4,954,654) | \$ (7,431,981) |

STATEMENT OF FINANCIAL POSITION

| | 2022 Actuals | 2021 Actuals |
|-------------------------------|-----------------------|-----------------------|
| Current Assets | 25,275,197 | 24,104,426 |
| Total Non-Current Assets | 252,325,169 | 250,985,624 |
| Total Assets | 277,600,366 | 275,090,050 |
| Total Current Liabilities | 2,691,707 | 5,369,854 |
| Total Non-Current Liabilities | 268,932 | 268,932 |
| Total Liabilities | 2,960,639 | 5,638,786 |
| Net Community Assets | \$ 274,639,728 | \$ 269,451,264 |
| <u>Community Equity</u> | | |
| Asset Revaluation Surplus | 79,973,716 | 79,973,715 |
| Retained Surplus | 194,266,012 | 189,477,549 |
| Reserves | 400,000 | - |
| Total Community Equity | \$ 274,639,728 | \$ 269,451,264 |

STATEMENT OF CASH FLOWS

| | 2021/22 Actuals | 2020/21 Actuals |
|---|----------------------|----------------------|
| Cash Flows from Operating Activities | (47,118) | 4,242,712 |
| Receipts, Payments & Interest Received | | |
| Borrowing Costs | | |
| Cash Flows From Investing Activities | 1,899,463 | (5,344,531) |
| Payments and Proceeds for PPE | | |
| Capital Income | | |
| Cash Flows from Financing Activities | - | - |
| Loan Payments | | |
| Net increase (decrease) in cash held | 1,852,345 | (1,101,819) |
| Cash at beginning of the financial year | 17,733,602 | 18,835,421 |
| Cash at the end of the period | \$ 19,585,947 | \$ 17,733,602 |



| Summary By Departments | | | | | | |
|-----------------------------|-------------------|------------|-------------------|-------------------|------------|-------------------|
| Department | Revenue | | | Expenditure | | |
| | Actuals | % | Budget | Actuals | % | Budget |
| Infrastructure & Works | 8,904,450 | 56% | 15,875,761 | 5,643,761 | 47% | 12,126,700 |
| Governance & Partnerships | - | 0% | - | 545,948 | 60% | 907,987 |
| Corporate Services | 4,874,931 | 88% | 5,556,317 | 995,366 | 55% | 1,813,371 |
| Economic Development | 140,543 | 24% | 585,900 | 551,385 | 57% | 975,775 |
| Community Services | 1,270,555 | 82% | 1,558,512 | 2,129,287 | 56% | 3,768,681 |
| Health Safety & Development | 71,765 | 88% | 81,228 | 316,148 | 49% | 641,100 |
| Environmental Management | 363,109 | 76% | 478,333 | 254,996 | 45% | 565,500 |
| | 15,625,354 | 65% | 24,136,051 | 10,436,890 | 50% | 20,799,114 |

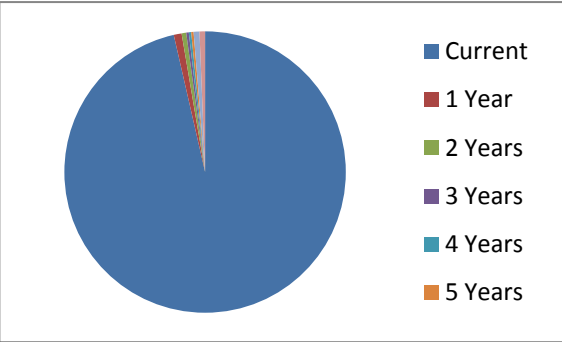
Capital Works Program 2021-2022 Version 2.0

| Infrastructure & Works | Actuals | Budget | Grants/Other |
|--|--------------------|---------------------|---------------------|
| Roads | \$17,249.79 | \$250,000.00 | \$250,000.00 |
| Wastewater | Actuals | 2021/2022 Budget | Grants/Other |
| Water | \$0.00 | \$50,000.00 | \$0.00 |
| Transport | \$1,249.03 | \$100,000.00 | \$0.00 |
| Other | Actuals | 2021/2022 Budget | \$0.00 |
| Subtotal | \$18,498.82 | \$400,000.00 | \$250,000.00 |
| Environmental Management | Actuals | Budget | Grants/Other |
| Reserves | \$3,341.96 | \$15,000.00 | \$0.00 |
| Subtotal | \$3,341.96 | \$15,000.00 | \$0.00 |
| Community Services & Facilities | Actuals | Budget | Grants/Other |
| Community Buildings & Other Structures | \$0.00 | \$69,000.00 | \$30,000.00 |
| Parks & Gardens | \$10,000.00 | \$50,000.00 | \$50,000.00 |
| Council Housing | \$12,356.24 | \$12,356.00 | \$0.00 |
| Subtotal | \$22,356.24 | \$131,356.00 | \$80,000.00 |
| Corporate Services | Actuals | Budget | Grants/Other |
| Corporate Buildings & Other Structures | \$0.00 | \$6,000.00 | \$0.00 |
| Other | \$0.00 | \$5,000.00 | \$0.00 |
| Economic Development | \$87,738.69 | \$230,000.00 | \$205,000.00 |
| Subtotal | \$87,738.69 | \$241,000.00 | \$205,000.00 |
| Total | \$131,936 | \$787,356 | \$535,000 |



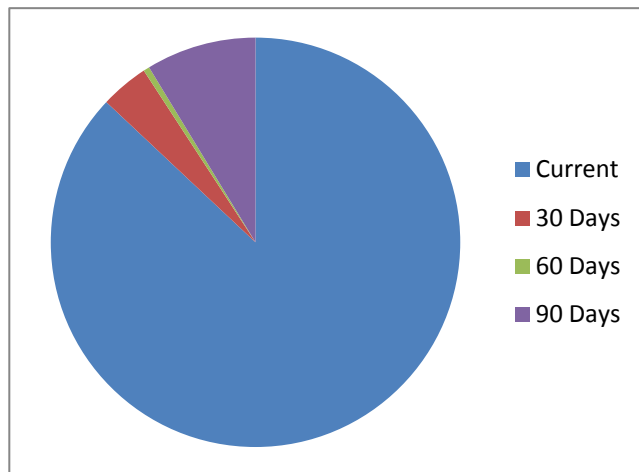
Outstanding Rates

| | Feb-22 | Jan-22 |
|-----------------|------------------|---------------|
| Current | 1,426,342 | 19,174 |
| 1 Year | 13,233 | 13,307 |
| 2 Years | 7,961 | 7,961 |
| 3 Years | 4,281 | 4,981 |
| 4 Years | 4,069 | 4,069 |
| 5 Years | 3,992 | 3,992 |
| 5+ Years | 9,872 | 9,872 |
| Interest | 9,566 | 9,368 |
| Total | 1,479,315 | 72,724 |



Outstanding Debtors

| | |
|----------------|-------------------|
| Total | 106,782.21 |
| Current | 92,908.68 |
| 30 Days | 4,070.61 |
| 60 Days | 515.15 |
| 90 Days | 9,287.77 |



Comments:

Consultation:

Legal Implications:

Policy Implications:

Financial and Resource Implications:

InfoXpert Document ID: 122071



Ordinary Meeting of Council Tuesday 15th March 2022

08.2 Subject: Review of Motor Vehicle Fleet, Plant & Equipment Policy
Attachments: Motor Vehicle Fleet, Plant & Equipment Policy
Author: Director Corporate & Community Services
Date: 10th March 2022

Executive Summary:

Council has an adopted Motor Vehicle Fleet, Plant & Equipment Policy which was authorized by Council in June 2017. Council staff have reviewed the policy and present to Council for adoption.

Recommendation:

That Council adopts the Motor Vehicle Fleet, Plant & Equipment Policy version 2.0 as presented.

Background:

A review of Motor Vehicle Fleet, Plant & Equipment Policy which was previously adopted in 2017 has been reviewed by Council Directors and minor amendments made to reflect updated practices.

This policy has been developed to stipulate the different usages of Council vehicles and staff members, sets out the expectations of employees that have approved use and details the standard equipment for vehicles being purchased for Council use.

Consultation:

Director Engineering, Environment & Regulatory Services.

Legal Implications:

Nil

Policy Implications:

The adoption of this policy will revoke all previous versions.

Financial and Resource Implications:

InfoXpert Document ID: 122090



MOTOR VEHICLE FLEET, PLANT AND EQUIPMENT POLICY

1. Policy Purpose

This administrative policy establishes the procedures to apply to Council's vehicle fleet, plant and equipment and the specified categories of vehicle usage where an employee is provided use as part of their employment conditions.

The Mayor, as part of their role, is allowed use of a motor vehicle in accordance with the Expenses and Reimbursement Policy.

The objectives of this policy are to:-

- (a) Recognise that the ability to have a defined use of a Council vehicle is a material benefit to the recipient employee
- (b) Ensure that this Policy is equitable and is applied consistently across the organisation
- (c) Ensure that this Policy balances the benefit to the employee with the cost and benefit to Council ratepayers
- (d) Ensure that the whole process is transparent and will stand up to public scrutiny
- (e) Establish the basis and process for acquisition, allocation and ongoing management of vehicles for the functional operations of Council
- (f) Establish guidelines for the use of allocated Council vehicles
- (g) Govern the actions to be taken by Council employees in the care, maintenance and use of Council vehicles and the procedure to be followed in the event of damage to the vehicles; and
- (h) To provide vehicles, plant and equipment in a manner that manages risk to staff, the community and the environment.

2. Policy Statement

McKinlay Shire Council has a significant investment in its plant fleet. It is essential that plant is maintained to a high standard and order. All types of motor vehicle use is undertaken in accordance with this Policy.

3. Scope

This policy applies to any vehicle owned, leased or hired by McKinlay Shire Council, and is inclusive of all types of vehicles, plant and equipment.

This Policy also provides for conditions for all forms of individual use types by employees of Council.

Schedule 1 to this Policy may be changed as required without a formal review of this Policy.

4. Definitions

Council Vehicle - Any passenger carrying vehicle and light commercials up to and including 4000 Gross Vehicle Mass (GVM)

Date of Approval: 15th March 2022
Approved By: Council Resolution

Effective Date: 16/03/2022
Version: 2.0
Review Date: March 2025

Plant and Equipment- Any machinery, equipment or tool, including components thereof. Plant used at McKinlay Shire Council ranges from complex earthmoving equipment to portable equipment and tools. The plant may be purchased, and/or used in any aspect of Council business.

Authorised Persons - An employee or councillor holding a valid and current Queensland drivers license and is authorised by the Chief Executive Officer to drive a Council vehicle.

Responsible Officer - An Authorised Person who has a specified vehicle allocated to them.

5. Policy Content

5.1 VEHICLE USE

5.1.1 Determining Use Type

The Chief Executive Officer, at their sole discretion, will determine the Use Type for each Responsible Officer, based on their roles and responsibilities and employment contract, and also based on the reason for the vehicle being purchased for the fleet. The Responsible Officers and their respective Use Type is detailed in Schedule One of this Policy. Note this is the standard approved use, and actual approved use may differ. This will be reflected in the employees employment agreement.

5.1.2 Full Private Use

This type of vehicle use provides Full Private Use of a fully maintained vehicle to a Responsible Officer who is provided with written authorisation from Council for Full Private Use of a Council vehicle (established in employment contract or letter of appointment).

Full Private Use is limited to the State of Queensland unless otherwise approved by the Chief Executive Officer, or Mayor (for CEO).

The motor vehicle will be fully serviced by Council. Responsible Officers with Full Private Use are not required to pay for fuel.

During Full Private Use the only approved additional driver is the spouse of the Responsible Officer provided they hold a valid and current Queensland drivers license.

Full Private Use is restricted to Executive Contract Employees. Executive Contract Employees with Full Private Use have this component included in their Employment contract.

5.1.3 Restricted Private Use – Type 1 & Type 2

This type of vehicle use provides Restricted Private Use of a fully maintained vehicle to a Responsible Officer who is provided with written authorisation from Council for Restricted Private Use of a Council vehicle (established in employment contract or letter of appointment).

Type 1 - Restricted Private Use is limited to the boundaries of the McKinlay Shire unless otherwise approved by the Chief Executive Officer.

Type 2 - Restricted Private Use is limited to the boundaries of the McKinlay Shire and surrounding shires unless otherwise approved by the Chief Executive Officer.

Date of Approval: 15th March 2022
Approved By: Council Resolution

Effective Date: 16/03/2022
Version: 2.0
Review Date: March 2025

The motor vehicle will be fully serviced by Council. Council will provide fuel for the vehicle from the Council depot only. Refuelling outside of the Council depot will be considered a private expense unless otherwise approved by the Chief Executive Officer.

At no time are non-Council employees permitted to drive the vehicle.

Responsible Officers with Restricted Private Use have this component included in their Letter of Appointment.

5.1.4 Work and Commuter Use

For the purposes of this Policy there are two components to Work and Commuter Use.

Work Use implies that the motor vehicle is a “tool of trade” for Responsible Officers on call or expected to be in a position to respond to a call out. It is considered that these Responsible Officers are required to use the vehicle to perform their roles and responsibilities.

Commuter Use is defined as the right of a Responsible Officer to drive a Council owned vehicle to and from work. Commuter Use vehicles will be available during working hours as part of the vehicle pool for use by staff as required, however priority will be given to the responsible officer.

Responsible Officers with Work and Commuter Use must make the vehicle available for Council use during periods of leave (annual, long service, sick or RDO).

This type of vehicle use provides Work and Commuter Use of a fully maintained vehicle to a Responsible Officer who is provided with written authorisation from Council for Work and Commuter Use of a Council vehicle (established in employment contract or letter of appointment).

Work and Commuter Use is limited to the boundaries of the McKinlay Shire unless otherwise approved by the Chief Executive Officer.

The motor vehicle will be fully serviced by Council. Council will provide fuel for the vehicle from the Council depot or fuel trucks only.

At no time are non-Council employees permitted to drive the vehicle.

Responsible Officers with Work and Commuter Use have this component included in their Letter of Appointment.

5.1.5 Depot Garaged Vehicles

Depot Garaged Motor Vehicles are defined as the provision of a Council vehicle, which is garaged at the Council depot outside of normal working hours. No private or commuter use of the vehicle is permitted. This vehicle may or may not be allocated to an Authorised Person.

5.2 ACQUISITION, ALLOCATION AND MANAGEMENT OF VEHICLES

Council will purchase or lease vehicles that provide optimum financial outcomes for Council over the life of the vehicle. The operational requirements will be the basis for determining the number and type of vehicles allocated to each Department.

5.2.1 *Standard Equipment – Passenger Carrying Vehicles*

All Council vehicles will be fitted with the following standard equipment:

- Air-conditioning
- Seat covers and upholstery protection
- Mud flaps (front and rear)
- Headlight and bonnet protectors
- Anti skid brakes
- Two front impact airbags (minimum)
- Blue Tooth connectivity compatible with phone or phone car kit (where applicable)
- Bull Bars
- Tow Bar
- UHF Radio
- First Aid Kit – as appropriate (minimum snake bite kit)
- Fire Extinguisher 1kg Dry
- Twin mounted flashing lights –Work vehicles only
- Diesel
- Long range fuel tank

5.2.2 *Colour and Marking of Vehicles*

Vehicles will usually be white if available. It is not compulsory for the Vehicle to be white.

5.2.3 *Selection of Vehicle*

The selection of the make and model for Council owned vehicles will be made by the following Council officers when assessing quotations or tenders in accordance with Council's Purchasing Policy:

- The relevant Manager for whose department the vehicle is being purchased
- The Workshop Supervisor
- The Chief Executive Officer and/or Director Engineering, Environment & Regulatory Services

5.2.4 *Cost recovery*

Engineering Services and Corporate Services will establish on an annual basis a set of charge rates for each vehicle based on cost recovery principles. This shall be circulated prior to the commencement of the budget cycle. Each vehicle will be charged to the relevant job code.

5.2.5 *Changeover of Vehicles*

The changeover period for the various types of Council equipment, plant and vehicles is based on the best value for money as determined by Director responsible for Council's

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Approved By: Council Resolution

Effective Date: 16/03/2022
Version: 2.0
Review Date: March 2025

Vehicle Fleet, Plant and Equipment. At the changeover time the Director of the relevant Department will be given the opportunity to review the ongoing requirements for that vehicle and confirm with the Chief Executive Officer the results of such a review.

5.3 CONDITIONS OF USE OF COUNCIL VEHICLES INCLUDING PLANT & MACHINERY

All employees must comply with the Conditions of Use. These conditions of use apply to all types of vehicles, plant and machinery.

5.3.1 Council Property

The asset and all other items supplied with the asset shall remain the property of the Council.

5.3.2 Assets on Call

All vehicles and plant are on call for use by other Council employees as required in order to fulfil their respective roles and responsibilities. Provided these other Council employees are Authorised Persons.

5.3.3 Maintenance, Servicing and Repair

It is the Responsibility of the Responsible Officer to ensure that the vehicle or plant is properly maintained both mechanically and in appearance. This includes the exterior and interior of the vehicle being kept in a reasonable and tidy condition at all times.

The Responsible Officer must ensure that their Council vehicle's and plant's oil and water levels are at the recommended levels in accordance with the manufacturers handbook along with tyre pressure and tread depth which must be checked on a regular basis. The responsible officer must complete the appropriate Machinery/Plant/Vehicle daily/weekly inspection/s as required.

Any defects or operational problems should be immediately reported to the Works Manager or Workshop Manager.

While the scheduled mechanical maintenance is the responsibility of the Workshop, the Responsible Officer shall notify the Workshop when the vehicle or plant is due for a service (this can be determined by checking the top of the windscreen).

Should the vehicle breakdown the Workshop Manager or Works Manager should be contacted as soon as possible.

5.3.4 Provision of vehicles, plant and equipment within the workplace

- No operational work shall be undertaken with plant unless an associated risk assessment is completed and the Site Supervisor is satisfied that the hazards associated with the work are controlled as far as is reasonably practicable.
- When required, the appropriate licensing and registration of the plant (equipment) is undertaken with the appropriate authority prior to being used in the workforce.
- Council provides adequate resources to supply and maintain vehicles, plant and equipment in a safe working condition.

- Appropriate maintenance of all vehicles, plant and equipment is undertaken to limit exposure to the safety of the operators and staff.
- Provision of information, instruction, training, and supervision for staff, prior to the use of the vehicle, plant and equipment, as applicable.
- When required, operators of plant obtain appropriate certification or licensing. Only a licensed competent operator can operate the plant where this is required.
- No capital plant and equipment, specifically graders or any earth moving equipment, is to be used for any purpose other than Council business, unless authorised by the Chief Executive Officer. This includes dry-hire and requests from the public for purposes such as fire fighting.

5.3.5 Driver Responsibilities

Council vehicles or plant shall not be used under the following circumstances

- For transportation of persons or goods for hire or reward (this may have CCC implications)
- For any unlawful purpose
- If the vehicle is unsafe or in a defective condition
- For any purpose in the pursuit of a private commercial nature (this may have CCC implication)
- To compete in any race, speed test, car rally, competition
- In any manner which may contravene manufacturer's warranty and/or Council's insurance policy.

Drivers in Council vehicles and plant shall at all times

- Ensure a pre-use inspection is conducted before use each day
- Report any deficiencies with the vehicle to your supervisor or workshop
- Comply with all road traffic and other relevant regulations
- Show consideration for others on the road
- Set a good example to other road users

All vehicles must be driven on designated roads, sealed and unsealed.

All drivers must comply with the requirements of the Drug and Alcohol Policy.

Drivers of Council vehicles and plant shall at all times ensure that

- Vehicle must be turned off, locked and secured whilst left unattended.
- Smoking is not permitted in the vehicles and plant
- Vehicle is operated and driven with respect and not maliciously or intentionally driven to cause damage
- The approved driver is expected to keep the inside and outside of the vehicle clean and presentable at all times. No alterations, additions or modifications are to be made to the vehicle without approval from the Chief Executive Officer.

The Responsible Officer must ensure the vehicle is home garaged in accordance with the following requirements:

- Parked off the street where possible
- Tools and equipment must be locked in the vehicle or kept within secure locked boxes on the vehicle

5.3.6 Drivers License and Prescribed Occupation Permits

The Authorised Person shall maintain a valid and current Queensland driver's licence and the required Prescribed Occupation Permit (Ticket) when operating the vehicle and plant and comply with the requirements of the Traffic Act, and Regulations.

The Authorised Person may be required to produce a current driver's license and ticket.

An Authorised Person who has their drivers license and/or tickets cancelled for any reason must notify their Manager as soon as possible.

5.3.7 Penalties and Fines

Authorised Persons shall be personally responsible for penalties and payments of fines for any traffic, parking or other infringement relating to their use of the particular vehicle or plant at the time of the incident concerned.

5.3.8 Log book

All Responsible Officers that have Full Private Use and Restricted Private Use are required to maintain Log Books for the calculation of Fringe Benefits Tax for the purpose of establishing use of the motor vehicle for business and private use.

5.4 INCIDENT PROCEDURES AND LIABILITY

In the event of an accident please do the following:

- Notify your supervisor and/or the Workshop Manager and advise them of the accident so that the vehicle can be towed
- Complete the Accident / Incident report form and hand to your supervisor who will inform the insurance company and the Workplace Health and Safety Officer.

In the event of the vehicle or plant being damaged and unable to be driven no action or repairs is to be undertaken without authorisation by the Works Manager or the Chief Executive Officer.

5.4.1 Driver's Personal Liability

Where an Authorised Person driving a Council vehicle or plant is performing work related duties or is driving to or from work in the most direct route the Authorised Person may be covered for personal injury under Council's Worker's Compensation Insurance dependent upon review of the specific incident.

Authorised Persons will not be covered for personal injury outside of the above.

Council's Compulsory Third Party Insurance provides personal injury coverage to passengers or others injured in an accident involving a Council vehicle, it does not include coverage for injury to the driver.

Council's insurance company will not pay claims in respect of any liability or damage caused, sustained or incurred in instances where the vehicle or plant is being:

- Used by an unauthorised person
- Driven by an unlicensed driver
- Used to carry a number of passengers or to carry/tow a load greater than that for which the vehicle was designed
- Drivers over the legal blood alcohol content

Should Council's insurance company decline to accept responsibility for any accident, the Authorised Person will be liable for all costs resulting from the accident claim.

5.5 FAILURE TO COMPLY

Failure to comply with this policy will constitute an act of misconduct and will result in the appropriate disciplinary action being taken in line with Performance & Misconduct Policy.

6. Legislation

Local Government Act 2009



MOTOR VEHICLE FLEET, PLANT AND EQUIPMENT POLICY

Schedule One (1)

| Position | Vehicle Type | Standard Approved Use |
|---|-------------------|-----------------------|
| Councillors | 4 x 4 Wagon | See Note below |
| Chief Executive Officer | 4 x 4 Wagon | Private |
| Director Corporate and Community Services | 4 x 4 Wagon | Private |
| Director of Engineering and Regulatory Services | 4 x 4 Wagon | Private |
| Works Manager | 4 x 4 Dual Cab | Restricted – Type 1 |
| Ranger | 4 x 4 Dual Cab | Work & Commuter Use |
| Workshop Supervisor | 4 x 4 Dual Cab | Work & Commuter Use |
| Parks and Gardens Supervisor | 4 x 4 Dual Cab | Work & Commuter Use |
| Community Services Team Leader | 4 x 4 Dual Cab | Work & Commuter Use |
| Community Health Nurse | 4 x 4 Small Wagon | Work |
| Local Laws Officer | 4 x 4 Space Cab | Work & Commuter Use |
| Works Foreman | 4 x 4 Dual Cab | Work & Commuter Use |
| RMPC Foreman | 4 x 4 Dual Cab | Work & Commuter Use |
| Airport Reporting Officer | 4 x 4 Dual Cab | Work & Commuter Use |
| Asset Maintenance Officer | 4 x 2 Single Cab | Work & Commuter Use |
| Water / Sewerage Officer | 4 x 4 Single Cab | Work & Commuter Use |
| WHS Officer | 4 x 2 Single Cab | Work & Commuter Use |

Note Councillors use – in line with the Councillor Expenses & Reimbursement Policy

Date of Approval: 15th March 2022

Approved By: Council Resolution

Effective Date: 16/03/2022

Version: 2.0

Review Date: March 2025



9.0 CHIEF EXECUTIVE OFFICER



Ordinary Meeting of Council Tuesday 15th March 2022

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

Attachments: NIL

Author: CEO

Date: 8th March 2022

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 11th March 2022 except where amended or varied by separate resolution of Council.

1. Establishment of a Cotton Gin in Julia Creek

A verbal update to be provided on discussions held since the last Council Meeting, and the next steps moving forward.

The parcel of land identified for a future cotton gin and industrial is part of Lot 8 on EN125. This is shown on Attachment 1.

It is recommended Council commences proceedings with the Department of Resources to acquire 220 Hectares of land from Lot 8 on EN125 for the purposes of a Cotton Gin and/or Future Industrial.

Recommendation:

Council commences proceedings with the Department of Resources to acquire 220 Hectares of land from Lot 8 on EN125 for the purposes of a Cotton Gin and/or Future Industrial.

2. Update from Meeting with CE NWH&H Service held on Thursday 3 March 2020

A verbal update to be provided by the CEO and Deputy Mayor on the meeting held with Mr Craig Carey, the Chief Executive of the North West Hospital and Health Service. The principal item discussed was the recruitment of a doctor for Julia Creek.

Recommendation:

For Council Information

3. Current Staff Movements

A verbal update will be provided on current staff recruitment campaigns.

Recommendation:

For Council Information



Ordinary Meeting of Council Tuesday 15th March 2022

4. WQAC Assembly 2022 – Charleville 9th-11th March 2022

The WQAC Assembly was held in Charleville from 9-11 March.

The WQAC is a collaboration of the three regional organizations of councils in Western Queensland established in 2020 covering 60 percent of the State and including 22 local governments.

The Mayor, Cr Curr, Cr Pratt and I attended the Assembly and will provide a verbal update of key issues addressed at the Assembly.

Recommendation:

For Council Information

5. Certified Agreement Negotiations

Verbal update to be provided

Recommendation:

For Council Information

6. Completion of CEO's Probationary Period

The CEO commenced employment at McKinlay Shire Council on the 6th of December 2021. My employment was subject to a probationary period of three months. The probationary period concluded on the 6th of March 2022.

It is recommended that Council discuss the performance of the CEO during the probationary period and delegate the mayor approval to write to the CEO to confirm the status of the ongoing employment of the CEO. It is further recommended the mayor work with the CEO to develop a Plan with Key Performance Indicators (KPI's) to present to the May Ordinary Meeting of Council.

Recommendation:

Council delegate the Mayor, Cr Curr: -

1. Approval to write to the CEO confirming the status of the ongoing employment of the CEO, and
2. Develop a Plan with Key Performance Indicators (KPI's) to present to the May Ordinary Meeting of Council.



Ordinary Meeting of Council Tuesday 15th March 2022

7. Change of Date for April Ordinary Meeting of Council

The April Ordinary Meeting of Council is scheduled to be held on Tuesday 19th April 2022. This is the day after Easter Monday, and the week leading up to the Dirt n Dust Festival and the Anzac Day public holiday.

It is recommended this meeting be rescheduled to Thursday 28th April 2022.

Recommendation:

Council change the April Ordinary Meeting of Council from Tuesday 19th April to Thursday 28th April 2022.

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

External agencies

InfoXpert Document ID: 122070

Land parcel

 Parcel

Land parcel - gt 1 ha

 Parcel

Land parcel - gt 10 ha

 Parcel

Land parcel - gt 1000 ha

 Parcel

Land parcel label

Land parcel label - gt 1 ha

Land parcel label - gt 10 ha

Land parcel label - gt 1000 ha

Road crossing

 Bridge

Tunnel

Cities and Towns



Railway



Road

 Highway

 Main

 Local

 Private

Maxar

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10. WORKPLACE HEALTH AND SAFETY



Ordinary Meeting of Council Tuesday, 15th of March 2022

10.1 Subject: WHS Report – February 2022

Attachments:

Author: WHS Officer

Date: 10 March 2022

Executive Summary:

This report outlines the general status of Work Health and Safety at McKinlay Shire Council for the period of February 2022.

Recommendation:

That Council receives the February 2022 WHS Report.

Background:

This report outlines the general status of Work Health and Safety at McKinlay Shire Council for the period of February 2022.

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: 122096



Ordinary Meeting of Council Tuesday, 15th of March 2022

| | | Actual | Budget |
|-------------|--|-----------------|------------------|
| 3700 | Workplace Health and Safety | \$89,153 | \$193,170 |
| | <ul style="list-style-type: none"> • Traffic Control Certificates Complete • Organised an adequate amount of Thortz Ice blocks and sachets for the outside workers to have access to daily. • Completed all training required for Staff to obtain their Traffic Management implementation cards. • Organised LGW Claims • Prepared for upcoming Audit. • LGW WorkCare There has been a total of 2 Claims the year with a total amount incurred of \$7,879. • Incidents in February there have been a total of (2) 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 15 March 2022

11. CLOSE