

# Ordinary Meeting Agenda

## PUBLIC

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

Tuesday 17<sup>th</sup> May 2022, 9:00am

Notice is hereby given that an Ordinary Meeting will be held at the Council Chambers,  
Civic Centre, Julia Creek on 17 May 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. T Pratt, Cr. J Lynch (Teleconference)

### Staff:

Chief Executive Officer, Mr. Trevor Williams

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:

Executive Assistant, Melissa Mussig

## 2.1 APPOINTMENT

## 3. DECLARATION OF CONFLICT OF INTEREST

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

This declarable conflict of interest arises because a person who is a related party of mine has an interest in this matter reference item *6.2 Application for Permit to Occupy – ‘Pony Club Paddock.’*

### Particulars:

(i) Name of related party: Jennifer Heslin

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

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

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

and

2. I Cr. S Royes inform this meeting that I have a declarable conflict of interest in this matter (as defined in section 150EN of the Local Government Act 2009) as follows\*: -

This declarable conflict of interest arises with *6.2 Application for Permit to Occupy – ‘Pony Club Paddock’* as I am the President of the Julia Creek Pony Club.

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

3. I Cr. P Curr inform this meeting that I have a declarable conflict of interest in this matter (as defined in section 150EN of the Local Government Act 2009) as follows\*: -

This declarable conflict of interest arises with *7.3 Report Sponsorship Request-Saxby Round-up* as I am a committee member.

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

#### **4. CONFIRMATION OF MINUTES**

That the Minutes of the Ordinary Meeting 28 April 2022 be confirmed.



# MCKINLAY SHIRE COUNCIL

***UNCONFIRMED MINUTES***

OF THE

***ORDINARY MEETING OF COUNCIL***

HELD AT THE

BOARDROOM, CIVIC CENTRE  
JULIA CREEK

**28<sup>th</sup> April 2022**

## ORDER OF BUSINESS

1. Opening
2. Attendance
3. Declaration of Conflict of Interest
- 4.0 Confirmation of minutes
- 4.1 Confirmation of minutes of Ordinary Meeting on 15 March 2022
- 4.2 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

### **7. COMMUNITY SERVICES REPORT**

- 7.1 Community Services Monthly Report

### **8. CORPORATE SERVICES REPORT**

- 8.1 Corporate Services Report

### **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 10:07am.

**2. ATTENDANCE** ▲

**Mayor:** Cr. P Curr

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

**Staff:**

Chief Executive Officer, Mr. Trevor Williams

Director of Corporate & Community Services, Ms. Tenneil Cody

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

Environmental Regulatory Services, Team Leader, Ms. Megan Pellow

**Apologies:** Nil

**Appointments:** Nil

**3. DECLARATION OF CONFLICT OF INTEREST** ▲

Cr. Janene Fegan – **7.3:** Julia Creek Turf Club – Community Sponsorship Request

“I declare that I have a conflict of interest with respect to agenda item **7.3** of the **April** 2022 Ordinary Meeting (as defined the *Local Government Act 2009*, section 175D) as follows\*:-

- (a) **The Julia Creek Turf Club President** ; and is my husband Mr Trevor Fegan, I am also a committee member.

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

Confirmation of Minutes of the Ordinary Meeting of Council held on 15<sup>th</sup> March 2022.

**RECOMMENDATION**

That the Minutes of the Ordinary Meeting of Council held on 15<sup>th</sup> March 2022 be confirmed.

**Resolution No. 212/2122**

That the Minutes of the Ordinary Meeting of Council held on 15<sup>th</sup> March 2022 be confirmed.

Moved Cr. S Royes

Seconded Cr. J Fegan

CARRIED 4/0

**4.3 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 March 2022.

**RECOMMENDATION**

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

**Resolution No. 213/2122**

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

Moved Cr. T Pratt

Seconded Cr. S Royes

CARRIED 4/0

**05.2 Transfer of tender T2021006 Prequalified Supplier Arrangement Wet and Dry Hire of Plant, through sale of business.**

Council has received a request from existing member of T2021006 PSA Wet and Dry Hire of Plant to take over the tender of another member following purchase of the respective business.

**RECOMMENDATION**

That Council resolve to;

- a. Accede to the request From Alexander Plant Hire Pty Ltd to take over the tender of A.W. & D.L. Mitchell on T2021006 PSA Wet and Dry Hire of Plant and:
- b. Instruct staff to make the necessary administrative arrangements.

**Resolution No. 214/2122**

That Council resolve to;

- a. Accede to the request From Alexander Plant Hire Pty Ltd to take over the tender of A.W. & D.L. Mitchell on T2021006 PSA Wet and Dry Hire of Plant and:
- b. Instruct staff to make the necessary administrative arrangements.

Moved Cr. T Pratt

Seconded Cr. P Curr

CARRIED 4/0



**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 March 2022.

**Attendance** – Cr John Lynch joined the meeting via teleconference at 10:21am

**RECOMMENDATION**

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

**Resolution No. 215/2122**

Council receives the March 2021 Environmental and Regulatory Services Report.

Moved Cr. J Fegan

Seconded Cr. S Royes

CARRIED 5/0

**6.2 Surrender of Permit to Occupy and Application for new Permit to Occupy over Lot 1 on CP PER5925**

Council has received correspondence from Connie Navarro Legal acting on behalf of Robert and Judith Anderson requesting Councils approval for an application to surrender existing permit to occupy over Lot 1 on CP PER5925 by Robert and Judith Anderson and the issue of a new permit to occupy to Anthony Anderson.

**RECOMMENDATION**

That Council resolves to authorise the Chief Executive Officer to complete and return the Form LA30 – Statement in relation to an application under the Land Act 1994 over state land application form in support of the surrender and re-issue of permit to occupy over Lot 1 on CPPER5925 and send a copy back to Connie Navarro Legal

**Resolution No. 216/2122**

That Council resolves to authorise the Chief Executive Officer to complete and return the Form LA30 – Statement in relation to an application under the Land Act 1994 over state land application form in support of the surrender and re-issue of permit to occupy over Lot 1 on CPPER5925 and send a copy back to Connie Navarro Legal

Moved Cr. J Lynch

Seconded Cr. T Pratt

CARRIED 5/0

**6.3 Endorsement for subdivision of leasehold property, Lot 6 on EN65**

Email correspondence has been received from Thynne Macartney Lawyers acting on behalf of Michael Bulley of 'Bindooran' Station requesting Council's endorsement for an application for subdivision of leasehold property known as Lot 6 on EN65.

**RECOMMENDATION**

That Council resolves to write to Thynne Macartney Lawyers providing Council's endorsement of the application for subdivision of Lot 6 on EN65.

**Resolution No. 217/2122**

That Council resolves to write to Thynne Macartney Lawyers providing Council's endorsement of the application for subdivision of Lot 6 on EN65

Moved Cr. J Fegan

Seconded Cr. P Curr

CARRIED 5/0

**6.4 Development Application 2021-22\_10 – Reconfiguration of Lot – Nigel Simmons**

Milford Planning on behalf of Nigel Simmons has made an application for a Code Assessable Development Permit for Reconfiguring a Lot for a subdivision of one (1) lot into five (5) lots and creating an easement to a lot from a constructed road on land known as Lot 48 on EN142.

**RECOMMENDATION**

That Council resolves to advise Milford Planning on behalf of Nigel Simmons that the application for a Code Assessable Development Permit for a reconfiguration of lot for a subdivision of one (1) lot into five (5) lots and the creation of an easement to a lot from a constructed road on land known as Lot 48 on EN142 be approved subject to the following conditions;

**Approved Plans**

1. The development is to occur generally in accordance with the supporting plans and reports/documents reference in the table below and as attached, except where conditions of approval dictate otherwise.

Plan Title	Plan No. and Revision	Date
Proposed Lot Configuration Plan	M1831-SK-01, Sheet 1 of 1	14/01/2022
Report/Document		
NA		

**General**

2. The proposed development is to comply with all conditions of approval prior to commencement of use, unless stated otherwise.
3. The developer shall bear the cost of all alterations necessary to public utility mains, services or installations necessitated by this approval with all works being undertaken to Council standard.

**Infrastructure and Services**

4. The developer is to ensure that all new and existing services for each lot are wholly contained within the individual lots.
5. The development is not to result in ponding of stormwater or additional stormwater flow onto adjoining properties.

6. Any relocation and/or alteration to any public utility installation required as a result of any works

carried out in connection with this development must be carried out at no cost to council.

7. Each new lot must be serviced by an on-site sewage disposal system to be installed prior to building approval being issued for any dwellings on each new lot. The developer must notify all prospective purchasers of this condition.
8. Each new lot must be serviced by an on-site water supply system to be installed prior to building approval being issued for any dwellings on each new lot. The developer must notify all prospective purchasers of this condition.
9. Each new lot must be serviced by electricity and telecommunications to be installed prior to Council endorsement of the Survey Plan. Where installation cannot be achieved, confirmation that supply can be provided must be obtained from the supplier and provided to council.
10. A new access driveway and crossovers from the existing edge of bitumen to the property boundary must be constructed to service the shared access and utilities easement in accordance with council's relevant standards is to be installed prior to Council endorsement of the Survey Plan.
11. An access driveway for the entire length of the shared access and utilities easement must be constructed as a sealed road and is to be installed prior to Council's endorsement of the Survey Plan.

#### **Easement**

12. An easement(s) to allow pedestrian and vehicle access, on-site manoeuvring and connection of services and utilities for benefited Lot 1-4 over burdened Lot 5 must be provided. The easement documents must be submitted to council for sighting at the time of lodgement of the Plan of Survey for endorsement.

#### **On-Site Water Supply**

13. The applicant is required to provide a report or statement to council confirming how each new lot is proposed to be provided with the required on-site water supply in accordance with condition 8 above. The documentation must be submitted to council as part of the compliance application for Endorsement of the Survey Plan.

#### **Advice**

1. Council would like to advise the applicant that provisions of the *Aboriginal Cultural Heritage Act 2003* and the *Queensland Heritage Act 1992* may apply to this development.
2. The developer/owner must demonstrate compliance with all conditions of approval prior to Council endorsement of the Survey Plan.

3. The developer may still require approval for plumbing and drainage works, building works or other works under other relevant legislation prior to commencement of works.

### Resolution No. 218/2122

That Council resolves to advise Milford Planning on behalf of Nigel Simmons that the application for a Code Assessable Development Permit for a reconfiguration of lot for a subdivision of one (1) lot into five (5) lots and the creation of an easement to a lot from a constructed road on land known as Lot 48 on EN142 be approved subject to the following conditions;

#### Approved Plans

1. The development is to occur generally in accordance with the supporting plans and reports/documents reference in the table below and as attached, except where conditions of approval dictate otherwise.

Plan Title	Plan No. and Revision	Date
Proposed Lot Configuration Plan	M1831-SK-01, Sheet 1 of 1	14/01/2022
Report/Document		
NA		

#### General

2. The proposed development is to comply with all conditions of approval prior to commencement of use, unless stated otherwise.
3. The developer shall bear the cost of all alterations necessary to public utility mains, services or installations necessitated by this approval with all works being undertaken to Council standard.

#### Infrastructure and Services

4. The developer is to ensure that all new and existing services for each lot are wholly contained within the individual lots.
5. The development is not to result in ponding of stormwater or additional stormwater flow onto adjoining properties.
6. Any relocation and/or alteration to any public utility installation required as a result of any works carried out in connection with this development must be carried out at no cost to council.
7. Each new lot must be serviced by an on-site sewage disposal system to be installed prior to building approval being issued for any dwellings on each new lot. The developer must notify all prospective purchasers of this condition.

8. Each new lot must be serviced by an on-site water supply system to be installed prior to building approval being issued for any dwellings on each new lot. The developer must notify all prospective purchasers of this condition.
9. Each new lot must be serviced by electricity and telecommunications to be installed prior to Council endorsement of the Survey Plan. Where installation cannot be achieved, confirmation that supply can be provided must be obtained from the supplier and provided to council.
10. A new access driveway and crossovers from the existing edge of bitumen to the property boundary must be constructed to service the shared access and utilities easement in accordance with council's relevant standards is to be installed prior to Council endorsement of the Survey Plan.
11. An access driveway for the entire length of the shared access and utilities easement must be constructed as a sealed road and is to be installed prior to Council's endorsement of the Survey Plan.

#### **Easement**

12. An easement(s) to allow pedestrian and vehicle access, on-site manoeuvring and connection of services and utilities for benefited Lot 1-4 over burdened Lot 5 must be provided. The easement documents must be submitted to council for sighting at the time of lodgement of the Plan of Survey for endorsement.

#### **On-Site Water Supply**

13. The applicant is required to provide a report or statement to council confirming how each new lot is proposed to be provided with the required on-site water supply in accordance with condition 8 above. The documentation must be submitted to council as part of the compliance application for Endorsement of the Survey Plan.

#### **Advice**

1. Council would like to advise the applicant that provisions of the *Aboriginal Cultural Heritage Act 2003* and the *Queensland Heritage Act 1992* may apply to this development.
2. The developer/owner must demonstrate compliance with all conditions of approval prior to Council endorsement of the Survey Plan.
3. The developer may still require approval for plumbing and drainage works, building works or other works under other relevant legislation prior to commencement of works.

Moved Cr. J Lynch

Seconded Cr. J Fegan

CARRIED 5/0

## 6.5 Adoption of 2022-23 Fees and Charges Schedule - Section 18.01 - Julia Creek Airport Commercial Usage Charges

Advice has been received from Avdata in relation to airport charge rules for RPT airlines.

RPT operators require 3 months notice to update their ticketing/financial systems. It is proposed to adopt the airport charges early to allow REX enough notice to update their system with the new charge rate.

### **RECOMMENDATION**

*Council resolves to adopt the airport commercial usage charges for 2022-23 Financial Year effective immediately to;*

- *All commercial aircraft landing fees*      ***\$10.50 per tonne (incl GST)***
- *Commercial Passenger*                      ***\$2.90 per person (incl GST)***

### **Resolution No. 219/2122**

Council resolves to adopt the airport commercial usage charges for 2022-23 Financial Year effective immediately to;

- All commercial aircraft landing fees      \$10.50 per tonne (incl GST)
- Commercial Passenger                      \$2.90 per person (incl GST)

Moved Cr. T Pratt

Seconded Cr. J Lynch

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 March 2022.

### **RECOMMENDATION**

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

### **Resolution No. 220/2122**

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

Moved Cr. S Royes

Seconded Cr. J Fegan

CARRIED 5/0

### **7.2 Julia Creek ICPA – Community Donation Request**

Council has received a Community Donation Request from the Julia Creek Isolated Children's Parents Association (ICPA) for the use of the Smart Hub Facility to improve access for members to attend meetings virtually. Local groups are eligible to obtain membership of the Smart Hub at a cost of \$150 per quarter.

### **RECOMMENDATION**

Council resolves to approve the Community Donation Request for the Julia Creek ICPA for \$500 which can be utilized by the group to assist with covering costs of quarterly membership fees for the Smart Hub.

**Resolution No. 221/2122**

Council resolves to approve the Community Donation Request for the Julia Creek ICPA for \$500 which can be utilized by the group to assist with covering costs of quarterly membership fees for the Smart Hub.

Moved Cr. T Pratt

Seconded Cr. J Lynch

CARRIED 5/0

**Attendance** – Having declared a conflict of interest in item 7.3, Cr J Fegan left the meeting at 10:51am.

**7.3 Julia Creek Turf Club – Community Sponsorship Request**

Council has received a Community Sponsorship Request from the Julia Creek Turf Club to support the running of the Artesian Express Raceday which is ran in conjunction with the Dirt & Dust Festival. The funding requested will be utilised to supply new signage on the finish post, prizes for fashions on the field and entertainment in the birdcage (trackside marquee).

**RECOMMENDATION**

Council resolves to approve the Community Sponsorship Request for the Julia Creek Turf Club for \$3,000 cash.

**Resolution No. 222/2122**

Council resolves to approve the Community Sponsorship Request for the Julia Creek Turf Club for \$3,000 cash.

Moved Cr. P Curr

Seconded Cr. T Pratt

CARRIED 4/0

**Attendance** – Cr J Fegan re-entered the meeting room at 10:54am

**7.4 Budget Reallocation Capital Works Program 2021-22**

Council has allocated a total of \$35,000 in its 2021-22 Capital Works Program for the replacement of bathtubs in four artesian bathhouses as well as \$45,032 for upgrades at the Community Events Precinct (through LRCIP Phase 1 Funding). Council estimates there will be approximately \$14,000 in savings from the replacement of artesian bathhouse tubs and a shortfall of the same amount with upgrades at the Community Events Precinct due to an underestimation in the replacement of gates and limited funding available through remaining LRCIP Phase 1 Funding.

**RECOMMENDATION**

Council resolves to approve the reallocation of funds through the 2021-22 Capital Works Program to utilize the savings from the Artesian Bathhouse Restoration and transfer the remaining \$14,000 to cover the budget shortfall in Community Events Precinct Upgrades.

**Resolution No. 223/2122**

Council resolves to approve the reallocation of funds through the 2021-22 Capital Works Program to utilize the savings from the Artesian Bathhouse Restoration and transfer the remaining \$14,000 to cover the budget shortfall in Community Events Precinct Upgrades.

Moved Cr. J Lynch

Seconded Cr. P Curr

CARRIED 5/0

**7.5 Julia Creek Campdraft Association Inc – Community Sponsorship Request**

Council has received a Community Sponsorship Request from the Julia Creek Campdraft Association Inc for \$5,000 worth of in-kind support for the annual Campdraft event scheduled for May 13<sup>th</sup> – 15<sup>th</sup>. The in-kind support consists of hire and use of Council's Water Truck, hire and use of a Council Bus to be used as a courtesy bus, and the use of a paddock to spell cattle prior to the event.

**RECOMMENDATION**

Council resolves to approve the Community Sponsorship Request for the Julia Creek Campdraft Association Inc for \$5,000 worth of in-kind support of hire and use of Council's Water Truck, hire and use of a Council Bus to be used as a courtesy bus, and the use of a paddock to spell cattle prior to the event.

**Resolution No. 224/2122**

Council resolves to approve the Community Sponsorship Request for the Julia Creek Campdraft Association Inc for \$5,000 worth of in-kind support of hire and use of Council's Water Truck, hire and use of a Council Bus to be used as a courtesy bus, and the use of a paddock to spell cattle prior to the event.

Moved Cr. S Royes

Seconded Cr. T Pratt

CARRIED 5/0

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

The Corporate Services Report as of 31<sup>st</sup> March 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 31<sup>st</sup> March 2022.

**Resolution No. 225/2122**

That Council receives the monthly Corporate Services Report for the period ending 31<sup>st</sup> March 2022.

Moved Cr. J Fegan

Seconded Cr. S Royes

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 22<sup>nd</sup> April 2022 except where amended or varied by separate resolution of Council.



**Resolution No. 226/2122**

That Council receive and note the report from the Chief Executive Officer for the period ending 22<sup>nd</sup> April 2022 except where amended or varied by separate resolution of Council.

Moved Cr. J Lynch

Seconded Cr. T Pratt

CARRIED 5/0

**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.

**Recommendation:**

For Council Information

**2. Update from Meeting with CE NWH&H Service held on Tuesday 19 April 2022**

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

**4. LGAQ Annual Conference 2022 – Cairns 17<sup>th</sup>-19<sup>th</sup> October 2022**

The 126<sup>th</sup> LGAQ Annual conference is being held at the Cairns Convention Centre from the 17<sup>th</sup> – 19<sup>th</sup> October 2022. Council is entitled to two voting delegates and additional observers to attend the conference.

It is recommended the Mayor Cr. Curr, the Deputy Mayor Cr. Fegan and Cr. Royes attend the conference, together with the CEO. There is budget allowance for attendance at this conference.

**Recommendation:**

Council approves the attendance of Councilors Curr, Fegan and Royes and the CEO to the 126<sup>th</sup> LGAQ Annual Conference in Cairns from October 17<sup>th</sup> – 19<sup>th</sup> 2022.

**Resolution No. 227/2122**

Council approves the attendance of Councilors Curr, Fegan and Royes and the CEO to the 126<sup>th</sup> LGAQ Annual Conference in Cairns from October 17<sup>th</sup> – 19<sup>th</sup> 2022.

Moved Cr. T Pratt

Seconded Cr. J Lynch

CARRIED 5/0

**5. Certified Agreement Negotiations**

Verbal update to be provided

**Recommendation:**

For Council Information

**6. Appointment of Acting CEO During CEO Leave from 18<sup>th</sup> – 22<sup>nd</sup> July 2022**

In the absence of the CEO on Leave commencing 18<sup>th</sup> July – 22<sup>nd</sup> July 2022 it is desired that Council appoints an Acting CEO.

**Recommendation:**

Council appoints Ms. Tenneil Cody as Acting CEO from 18<sup>th</sup> – 22<sup>nd</sup> July 2022.

**Resolution No. 228/2122**

Council appoints Ms. Tenneil Cody as Acting CEO from 18<sup>th</sup> – 22<sup>nd</sup> July 2022.

Moved Cr. J Fegan

Seconded Cr. S Royes

CARRIED 5/0

**7. Change of Dates for October and December Ordinary Meetings of Council**

The October Ordinary Meeting of Council is scheduled to be held on Tuesday 18<sup>th</sup> October 2022. This clashes with the Annual LGAQ Conference in Cairns.

It is recommended this meeting be rescheduled to Tuesday 25<sup>th</sup> October 2022.

The December Ordinary Meeting of Council is scheduled to be held on Tuesday 20<sup>th</sup> December 2022.

It is recommended this meeting be rescheduled to Tuesday 6<sup>th</sup> December 2022.

**Recommendation:**

Council change: -

1. The October Ordinary Meeting of Council from Tuesday 18<sup>th</sup> October to Tuesday 25<sup>th</sup> October 2022, and
2. The December Ordinary Meeting of Council from Tuesday 20<sup>th</sup> December to Tuesday 6<sup>th</sup> December 2022.

**Resolution No. 229/2122**

Council change: -

1. The October Ordinary Meeting of Council from Tuesday 18<sup>th</sup> October to Tuesday 25<sup>th</sup> October 2022, and
2. The December Ordinary Meeting of Council from Tuesday 20<sup>th</sup> December to Tuesday 6<sup>th</sup> December 2022.

Moved Cr. P Curr

Seconded Cr. J Fegan

## 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 March 2022

#### **RECOMMENDATION**

That Council receives the March 2022 WHS Report.

#### **Resolution No. 230/2122**

That Council receives the March 2022 WHS Report.

Moved Cr. J Fegan

Seconded Cr. S Royes

CARRIED 5/0

### 10.2 Work Health & Safety Policy

This report outlines the Work Health and Safety Policy that has been recently reviewed.

#### **RECOMMENDATION**

That Council approve the 2022 WHS Policy – Version 1.1 for implementation.

#### **Resolution No. 231/2122**

That Council approve the 2022 WHS Policy – Version 1.1 for implementation

Moved Cr. P Curr

Seconded Cr. J Lynch

CARRIED 5/0

## General Business – Councillor Requests

Cr Royes – Wish to extend congratulations to the Dirt & Dust committee for a successful event.

Suggestion to ensure clean up at McIntyre Park is schedule fo the Sunday after the event due to the winds scattering rubbish

Cr Fegan – Wish to pass on congratulations to the RSL and Executive Assistant, Melissa Mussig on a successful ANZAC day service

Julia Creek Turf Club Horse Cart – The club is looking for a suitable place to display cart to make visible to the public.

Concerns with current policing levels in the community

Flood Appeal – Question if correspondence was sent to community groups regarding opportunity to donate to Qld Flood Appeal

Get Ready NWQ App – Queried if Council have promoted and if we are using it.

Cr Pratt – Punchbowl/Nelia Rd queried if any maintenance works planned (Coobiaby road)

Cr Lynch – Cannington Road, queried if any maintenance planned for the road in the channels following the recent rain

Cr Curr – Queried if correspondence had been sent to letter to the Hon Barnaby Joyce MP, inviting him to visit Julia Creek and also the infrastructure needs within the Shire.

## 11. CLOSURE OF MEETING



The Chair of the meeting Mayor Philip Curr declared the meeting closed at 11:47am.

UNCONFIRMED



## **5.0 ENGINEERING SERVICES**

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Ordinary Meeting of Council Tuesday 17 May 2022

**5.1 Subject:** Engineering Services Monthly Report April 2022  
**Attachments:** Nil  
**Author:** Engineering Services Department  
**Date:** 10 May 2022

**Executive Summary:**

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

**Recommendation:**

*That Council receives the Engineering Services monthly report for April 2022.*

**Background:**

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

**RMPC**

	Actual	Budget YTD	Budget
<b>1610 RMPC Works</b>	\$817,579	\$1,250,500	\$1,500,600

- Oorindi bore Drillers have started job, depending on the weather should be completed by end of May.
- The 4 RMPC roads, normal maintenance, patching, guidepost and signage completed.
- Julia Creek-Cloncurry road had 500mm of water over the Gilliat Channels on the 28<sup>th</sup> of April, the road was closed for 8 hours than reopened that afternoon.
- Sedan Dip bridge had 500mm of water go over on the 28<sup>th</sup> of April, and closed the road overnight, at some time during the night Gilliat Channels went over by 50mm.

**Cannington Road**

	Actual	Budget YTD	Budget
<b>1630 Cannington Road Works</b>	\$137,841	\$370,833	\$445,000

- Routine maintenance
- Removal of dead animals.
- Pothole patching.
- Stabilizing works, first seal coat has been completed, second coat has been put back twice due to wet weather.
- Silt and debris removal after last rain event. Cannington road was closed on the 27<sup>th</sup> April for 4 hours

**Roads Maintenance**

	Actual	Budget YTD	Budget
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<b>1100 Repairs &amp; Maintenance Shire Roads</b>	\$832,456	\$1,247,500	\$1,497,000
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- Taldora gravel, 4 km of gravel completed.
- Byrimine project, 4 km of gravel started. The first camp for 3 people was set up at the Sedan dip race course facilities, first camp comprise the two second hand camp vans, that were recently purchased, and the reactivation of the second old existing maintenance grader camp. The second hired four man camp is to be shifted over to Millungera for the second work crew.
- The north east of the shire and the south east of the shire had emergency work and light maintenance completed.
- Gidgee bug road closed from the 28<sup>th</sup> to the 29<sup>th</sup> of April, Macalister crossing (Gilliat channels) had water over the road for 12 hours, the road remained closed for 48 hours due to pavement saturation.

Water and Sewerage

	Actual	Budget YTD	Budget
<b>1800 Operational Costs – Julia Creek Water</b>	\$165,052	\$175,000	\$210,000

- Monthly water sampling in line with Councils DWQMP
- Daily checks on all bores
- Replaced seals in taps at Caravan Park
- Continued repairs on Grader Camp
- Continued cleaning of Plumbers Shed
- Repaired water leak near Fairway Drive
- Repaired tap at Kindy

	Actual	Budget YTD	Budget
<b>1810 Operational Costs – McKinlay Water</b>	\$26,892	\$25,000	\$30,000

- Monthly water sampling inline with Councils DWQMP
- Monthly checks on bore/storage tanks

	Actual	Budget YTD	Budget
<b>1820 Operational Costs – Kynuna Water</b>	\$57,695	\$61,666	\$74,000

- Monthly water sampling inline with Councils DWQMP
- Regular cleaning and replacement of filters in Kynuna

	Actual	Budget YTD	Budget
<b>1830 Operational costs – Nelia Water</b>	\$4,450	\$6,250	\$7,500

- Monthly water sampling inline with Councils DWQMP

	Actual	Budget YTD	Budget
<b>1900 Operational Costs – Julia Creek Sewerage</b>	\$150,637	\$175,000	\$210,000



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- Routine monitoring
- Replaced toilet cistern valves and pan seals at VIC
- Cleared blocked drain at 25 Shaw Street under a private works arrangement
- Organise port-a-loos for DND including undertaking minor repairs
- Cleared blockage at Peter Dawes Park toilets
- Cleared blocked drain at 61 Burke Street under a private works arrangement
- Cleared blockage in manhole on Kynuna Road
- Replaced flush pipe on Cemetery toilet

**Workshop**

	Actual	Budget YTD	Budget
<b>1510 Repairs and Maintenance - Plant &amp; Vehicles</b>	\$986,612	\$1,037,500	\$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.
- Set up of the T-495 industrial caravans for camp

**Parks and Gardens**

	Actual	Budget YTD	Budget
<b>2700 Parks &amp; Gardens and Amenities – Operations</b>	\$507,824	\$566,666	\$680,000

- Mowing and whipper snipping parks, oval, and town streets.
- Cleaning of public toilets and park amenities
- Collection of rubbish
- Fertilize of various streets
- Cleaning of Oorindi toilets weekly
- Mowing at Nelia and Oorindi fortnightly
- Clean up of the free camp
- Irrigation maintenance
- Poison the weeds through the town
- Maintain the local cemetery
- Tree pruning in the town vicinity
- Planted new trees at the Cemetery
- New irrigation system installed at Cemetery
- Closed free camp due to weather
- Clean up bins and township after Dirt and dust festival

**Airport**

	Actual	Budget YTD	Budget
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<b>1300 Airport Operational Costs</b>	\$111,065	\$125,000	\$150,000
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- Serviceability Inspections of the facility are undertaken 3 days per week as required for RPT services.
- Gable Markers ordered and to be replaced in coming months.

### Projects

#### **Western Qld Low pressure event**

McKinlay Shire has been activated for this event. PDM have attended and collect post event video. The event will comprise 6 submissions, 2 of which have been prepared. Digital Road Network(DRN) has been upgraded and submitted to QRA.

#### **Northern and Central Queensland Rainfall and Flooding 21-28 April 2022 Event**

Staff have submitted an activation request for southern areas affected by this weather event. PDM Video crew attending week commencing 23<sup>rd</sup> May 2022.

#### **Dalgonally/Millungera Floodways(QRRRF)**

Council awaiting necessary documentation. Upstream coffer dam has been constructed

#### **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). This application has made it through the first phase detailed application will be submitted by 24<sup>th</sup> May 2022(application extension given to Councils).

#### **TMR CN-17292(Heavy Vehicle Stopping bays)**

Council will arrange linemarking to finalise project. Delayed due to weather.

#### **TMR CN-17698 78A Culvert Replacement**

Durack Civil planned to commence 9<sup>th</sup> May 2022, weather delayed by 1 week.

#### **TMR CN-18906 14D Pavement rehabilitation**

Stabilisation and first coat seal components are complete, second coat expected last week May 2022(delayed due to weather).

#### **TMR Oorindi bore**

Bore works commenced however postponed due to weather..

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



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

#### **Burke St Kerb and Footpath upgrade**

Durack Civil expected to commence mid to late May 2022. Traffic management plans have been submitted awaiting confirmation of commencement date for public notice.

#### **Julia St Footpath works**

Tender to be released..

#### **Expression of Interest QRRRF 2022 Program**

Yorkshire Floodway has made it through to detailed application stage. Will be submitted by 17<sup>th</sup> May 2022(2 week extension given to Councils).

#### **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.

Council application was unsuccessful.

#### **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. Application has been submitted. Awaiting response.

**Legal Implications:** Nil

**Policy Implications:** Nil.

**Financial and Resource Implications:**

As provided in the report.

**InfoXpert Document ID:** 122666



## **6.0 ENVIRONMENTAL & REGULATORY SERVICES**

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**6.1 Subject:** Environmental and Regulatory Services Report – April 2022

**Attachments:** None

**Date:** 9 May 2022

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**Executive Summary:**

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

**Recommendation:**

*That Council receives the April 2022 Environmental and Regulatory Services Report.*

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**Background:**

This report outlines the general activities of the department for the month of April 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:** 122606



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## **1 – Refuse Collection and Disposal**

### **1.1 - Budget**

		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO1.1	3100 - Refuse Collection Revenue	\$88,281	\$72,455	\$86,946

		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO1.2	3100 - Kerbside Rubbish Collection Expenditure	\$32,884	\$38,333	\$46,000

		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO1.3	3110 - Refuse Disposal Revenue	\$46,452	\$38,293	\$45,951

		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO1.4	3110 - Refuse Disposal Operational Costs	\$61,327	\$66,667	\$80,000

### **1.2 - Report**

#### **Julia Creek Waste Facility**

The following works occurred at the facility during the month;

- Pushed up general waste area
- Picked up wind blown rubbish around facility

## **2 – Environmental Health Services**

### **2.1 – Budget**

		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO2.1	3000 - Environmental Licence Fees (Revenue)	\$3,231	\$2,668	\$3,202

		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO2.2	3000 - Environmental Health Services	\$113,987	\$135,833	\$163,000

### **2.2 – Report**

#### **Water and Sewage Monitoring**

E.coli was not detected in sampling undertaken in April.

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

- McIntyre Park 2.92mg/L
- Coyne Street Depot 2.98mg/L

#### **Food Safety**

Three (3) Food Recalls were received during the month and forwarded onto food businesses for action if required.

## **3 – Local Law Administration**

### **3.1 – Budget**



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		Actual	Budget YTD	Budget
ENVIRO3.1	3210 - Animal Registration Fees	\$5,018	\$3,833	\$4,600

		Actual	Budget YTD	Budget
ENVIRO3.2	3210 - Fines & Penalties – Animal Control	\$447	\$333	\$400

		Actual	Budget YTD	Budget
ENVIRO3.3	3210 - Animal Boarding	\$14,163	\$9,583	\$11,500

		Actual	Budget YTD	Budget
ENVIRO3.4	3210 - Local Law Administration	\$85,326	\$112,500	\$135,000

### 3.2 - Report

General information of activities for Local Law/Animal Control matters is outlined the table below.

**Table 1 - Local Law & Animal Control Summary**

Activity	Number/Details
Impoundings and infringement notices	Nil
Euthanized/Destroyed/Rehomed	One (1) dog due to age
Verbal/Written/Official warning	Nil
Complaints	Nil
Dog Boarding	Eleven (11) dogs
Removal of Dead Animals	Nil
Trapping Locations & Results	Nil
Compliance Notices (Untidy Allotments) issued	Nil
SPER Infringement Fines issued	Nil
Commercial Use of Roads Permit issued	Nil
<b>Comments / Actions:</b>	
*Skip Bins organised for DND	
*Ehrlichiosis flyer sent out to community in preparation of tourist season to raise awareness of this serious disease	

## 4 – Noxious Weeds and Pest Control

### 4.1 – Budget

		Actual	Budget YTD	Budget
ENVIRO4.1	3220 - Pest Plant & Animal Control Funding	\$7,936	\$35,780	\$42,936

		Actual	Budget YTD	Budget
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ENVIRO4.2	3220 - Truck Washdown Bay Revenue	\$23,512	\$20,833	\$25,000
		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO4.3	3220 - Dingo Baits (Revenue)	\$2,164	\$1,667	\$2,000
		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO4.4	3220 - Feral Pig Baits (Revenue)	\$0	\$0	\$0
		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO4.5	3220 - Pest Animal Rural Land Owners Fees	\$0	\$0	\$0
		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO4.5	3220 - Pest Plant Control Program Exp	\$56,020	\$125,000	\$150,000
		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO4.6	3230 - Pest Animal Control Program Exp	\$35,981	\$70,833	\$85,000

#### **4.2 – Report**

##### **Pest Animal Control**

Information was unavailable due to staff absences. These will be updated next month.

##### **Pest Plant Control**

Information was unavailable due to staff absences. These will be updated next month.

##### **1080 Baiting**

1080 Baiting commenced on Tuesday 3 May. Figures will be provided in later reports.

#### **5 – Livestock Operations**

##### **5.1 – Budget**

		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO5.1	3235 - Livestock Weighing Revenue	\$31,371	\$41,667	\$50,000
		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO5.2	3235 - Livestock Cattle Train Loading Revenue	\$21,055	\$29,167	\$35,000
		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO5.3	3235 - Livestock Operational Costs	\$74,699	\$75,417	\$90,500



## 5.2 - Report

### Julia Creek Livestock Facility

Information was unavailable due to staff absences. These will be updated next month.

### 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	1139
APRIL	951	2487	2217	1034	10073	5458	TBA
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	
<b>YEARLY TOTALS</b>	<b>18,958</b>	<b>17,803</b>	<b>27,531</b>	<b>21,370</b>	<b>37,758</b>	<b>22,874</b>	<b>1,840</b>

## 6 – Stock Routes and Reserves

### 6.1 – Budget

	Actual	Budget YTD	Budget
ENVIRO6.3 3300 - Stock Route – Permit/Water Fees	\$7,797	\$8,333	\$10,000
	<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO6.2 3300 - Stock Route Recoverable Works (Revenue)	\$32,801	\$42,917	\$51,500
	<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO6.4 3300 - Trustee Lease Fees (Revenue)	\$159,110	\$161,667	\$194,000
	<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO6.5 3300 - Reserves Agistment Fees (Revenue)	\$14,841	\$16,667	\$20,000
	<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO6.6 3300 - Precept Expenses (Revenue)	\$17,181	\$14,583	\$17,500
	<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO6.7 3300 - Stock Route Maintenance (Expenditure)	\$91,647	\$126,250	\$151,500
	<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO6.8 3300 - Reserves Expenses (Expenditure)	\$12,713	\$26,250	\$31,500





**6.2 - Report**

**Town Common**

Information was unavailable due to staff absences. These will be updated next month.

**6.3 - Cemeteries**

**6.3.1 – Budget**

		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO6.9	3400 - Cemeteries	\$26,027	\$22,500	\$27,000

**6.3.2 - Report**

A cross was erected on Noel Brown’s grave. The crosses have been made by the Julia Creek Work Camp. There are some further ones required that will be installed when time permits.



**7 – Work Program (Workcamp)**

**7.1 - Budget**

		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO7.1	3600 - Work Program	\$21,225	\$34,167	\$41,000

**7.2 – Report**

Below is a list of jobs that the Work Camp undertook in April 2022.

<b>Community Group</b>	<b>Activity</b>
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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 including washdown bay Welding
McKinlay Shire Council	<u>McIntyre Park</u> *Ground maintenance including mowing *Cleaning of race club area and restoration of carriage/wagon at Turf Club
McKinlay Shire Council	<u>Various</u> *Mowing of Visitor Centre *Mowing of RV Park *Mowing/Whippersnipping of Airport Area *Assist with Anzac Day morning service *Repair playground equipment at Peter Dawes Park
Julia Creek State School	Mowing/Whippersnipping
Churches/RSL/CWA/SES	Mowing/whipper snipping
Julia Creek RSL	Paint flagpole, prune trees Restoration of cannon
Dirt and Dust/Turf Club Races	Assistance with 2022 Event including: Mowing removing gate panels welding and installing gate panels linemarking of camp area site clean up mowing barrier marshals for Race meet

## **8 – Housing, FRB and Community Centre**

### **8.1 – Budget**

			Actual	Budget YTD	Budget
ENVIRO9.1	3810-1300	3810 - Council Property / Staff Housing Program Rev	\$78,949	\$83,333	\$100,000
ENVIRO9.2	3810-1301	3810 - Council Property / Subdivision Blocks Rent	\$4,000	\$3,333	\$4,000
	3810-1302	3810-Council Property / Subdivision Blocks outgoings	\$0		\$0
ENVIRO9.3	3810-2300	3810 - Council Property / Staff Housing Program Exp	\$150,993	\$183,333	\$220,000



ENVIRO9.4	3810-2300	3810 - Council Property / Sub Division Expense	\$7,360	\$4,167	\$5,000
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## 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 3 Coyne Street 71 Coyne Street Unit B, 4 Shaw Street 7 Coyne Street 4 Netterfield Street
New Tenancies	Nil
Finalised Tenancies	Nil
Remedy Breach	Nil
Notice to Leave	Nil
Notes/Repairs	Nil

### Old Senior/Aged Care Housing

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

Activity	Number
Properties Available	Two (2)
New Tenancies	Nil
Finalised Tenancies	Nil
Remedy Breach	Nil
Notice to Leave	Nil
Notes/Repairs	Nil

### Fr Bill Bussutin Community Centre and Seniors Living Units

#### Budget

		Actual	Budget YTD	Budget
ENVIRO10.4	3820 - Community Centre Hire Fees	\$6,451	\$5,417	\$6,500



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		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO10.4	3820 - FRB Centre RENT	\$29,872	\$33,333	\$40,000

		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO10.5	3820 - FRB Units & Community Ctre Operational Costs	\$60,540	\$62,500	\$75,000

## **Report**

### **Seniors Living Units**

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

<b>Activity</b>	<b>Number</b>
Properties Available	Two (2) – Unit 3, Unit 7
New Tenancies	Nil
Finalised Tenancies	Nil
Remedy Breach	Nil
Notice to Leave	Nil
Notes/Repairs	Nil

## **9 – Land and Building Development**

### **9.1 – Budget**

		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO11.1	3900 - Revenue	\$709	\$1,667	\$2,000

		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO11.2	3900 - Town Planning Program	\$12,966	\$68,333	\$82,000

### **9.2 - Report**

#### **Regulatory Services, Land and Building Development**

No development applications were lodged during the month

<b><u>DA #</u></b>	<b><u>Applicant</u></b>	<b><u>Type of Development</u></b>	<b><u>Location</u></b>	<b><u>Application Details</u></b>

Updates on various land matters are as follows;

<b><u>Matter</u></b>	<b><u>Status</u></b>



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Julia Creek STP Land Purchase	Form 9 and 20 for the easement have been signed by DNR's Chief Executive Officer and posted to Council for execution and lodgement on the 10 May 2022.
Kynuna Rodeo Grounds/Landfill	<p>*The new offer for Council's application for dedication of reserve for recreation purposes over part of Lot 18 G24965 has been signed and sent back to the Department.</p> <p>*The existing survey plan is currently being amended to reflect the amended drawing.</p> <p>*Native Title is still being addressed with no completion date known at this stage.</p> <p>*Offer for the purchase of unallocated state land (USL) Lot 20 on KN3 has been received. Payment for the purchase price has been paid. Native Title is addressed through the State's ILUA with the Koa People.</p>
Kynuna SES Shed	No further updates at this stage
McKinlay Landfill	No further updates at this stage
Childcare Hub Land	Council has undertaken Public Consultation of the draft Land Management Plan. No submissions were received. Email sent to the Department advising them of this process.

## **10 – Local Disaster Management**

### **10.1 – Budget**

		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO12.1	2760 - SES Grants	\$20,568	\$17,139	\$20,567

		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO12.2	2760 – SES Capital Grants	\$32,179	\$26,816	\$32,179

		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO12.2	2760 - Natural Disaster Grants	\$0	\$5,650	\$6,780

		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO12.3	2760 - Disaster Management Operational Costs	\$13,111	\$29,583	\$35,500

### **10.2 - Report**

No events activated the LDMG during the month.



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**6.2 Subject:** Application for Permit to Occupy – ‘Pony Club Paddock’– Jennifer Mary Heslin  
**Attachments:** 6.2.1 – Email Correspondence from Connie Navarro  
6.2.2 – Smart Map  
6.2.3 – Pony Club Correspondence  
**Author:** Environmental & Regulatory Services Team Leader  
**Date:** 11 May 2022

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**Executive Summary:**

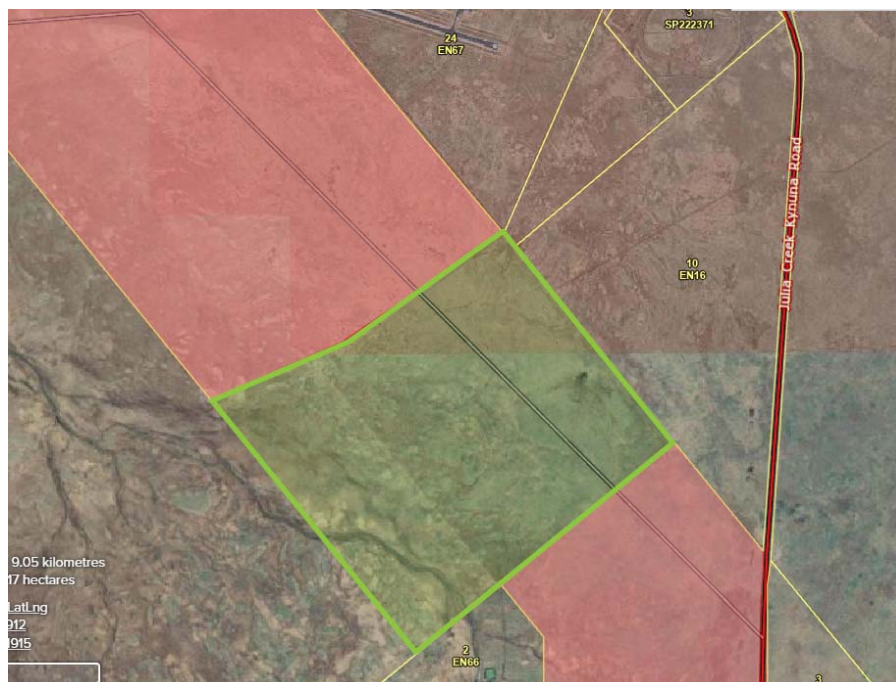
Council has received correspondence from Connie Navarro Legal acting on behalf of Jennifer Mary Heslin requesting Council’s support for an application for a Permit to Occupy over part of the ‘Pony Club Paddock’ located over a section of a primary stock route.

**Recommendation:**

*That Council resolves to advise Connie Navarro Legal that Council, as Road Manager, does not consent to the application made by Jennifer Mary Heslin for a Permit to Occupy over part of the ‘Pony Club Paddock’ located over a section of a primary stock route.*

**Background:**

Council has received correspondence from Connie Navarro Legal acting on behalf of Jennifer Mary Heslin requesting Council’s support for Mrs Heslin’s application with the Department of Resources for a Permit to Occupy over part of the ‘Pony Club Paddock’ as shown below.





Ordinary Meeting of Council Tuesday 17 May 2022

There are currently other permits to occupy over sections of this stock route/road both to the north and south of the application area. Mrs Heslin holds the permit to occupy over the northern section.

Council has also received the following advice from Stock Routes Queensland who will object to the application on the following basis;

- Issue of a long-term tenure over this land for grazing purposes is not consistent with the intent of the Stock Route Management Act 2002, for management of the natural resources on a stock route for the primary purpose of use by travelling stock.
- The relevant local government is responsible for managing the natural resources on the stock route network and stock route use within their shire/region as determined by the Stock Route Management Act 2002.
- The issue of a Permit to Occupy for grazing purposes is an agreement between the State and the Permittee and creates difficulties for local government to manage pasture on the permitted area of the stock route network where overgrazing may occur.
- The revenue on a Permit to Occupy is retained by the State and provides no financial assistance or benefits to Local Government in maintaining the stock route network in their shires.
- Dept of Resources is not resourced to conduct regular pasture monitoring to ensure the Permittee is complying with the relevant conditions of the state issued Permit to Occupy for grazing purposes, where pasture must be retained for travelling stock. Noting regular inspections would be required to monitor pasture availability, that is continually impacted by seasonal influences and regular use by the Permittee grazing that area.
- The Stock Route Management Act 2002 provides for permitted grazing use (Agistment Permit) of an area of the stock route network after consideration of prescribed decision criteria to ensure pasture is adequately managed by the local government for the primary use of bona fide travelling stock.

The Department will recommend that the applicant be referred to Council to apply for a Agistment Permit should this land be unoccupied and pasture availability Agistment Permits are provided for under the Stock Route Management Act 2002, for the purpose of grazing any area of the stock route network.

Agistment Permits provide a healthy source of revenue back to Council, Council has the responsibility of managing the stock route network within their Shires, therefore it is appropriate that council receive the revenue. The revenue received from a 'Permit to Occupy' is solely retained by the state with no benefit to council.

For your information, the Stock Route Management Act 2002 requires that a person may only apply for an Agistment Permit if they are experiencing hardship caused by fire, flood or drought, or the local government has issued a public notice inviting persons to apply for an Agistment Permit within 7 days of the Notice where there is more feed available than is needed for travelling stock. An Agistment Permit may only be issued for a maximum 28 days and may be renewed once, where there is sufficient feed and the Permittee applies for renewal before their existing Agistment Permit expires. A person/applicant cannot be issued an Agistment Permit for the same area for 3 months after their second Agistment Permit expires. Issuing long term tenure over an area of the Stock Route Network is not consistent with the provisions of the Stock Route Management Act 2002.



Ordinary Meeting of Council Tuesday 17 May 2022

Correspondence from Council dated 10 October 1977 stated that the paddock was reserved for horses of the pony club members and that only such members had the right to the use of the paddock apart from travelling stock which may pass through the area. The Pony club have effectively managed this paddock by following and maintaining a Land Management Plan and have the paddock regularly inspected by DAF. It is recommended that Council decline the application made by Jennifer Mary Heslin.

Staff have contacted the Department of Natural Resources to request whether the paddock can be excised out of the stock route and included into the adjoining pasturage reserve so that a Trustee Lease can be prepared for the Pony Club. The Department will come back to Council with their recommendation once they have discussed this with the Stock Route Department.

**Consultation:** (internal/External)

Chief Executive Officer, Director of Engineering and Environmental Regulatory Services, Ranger,  
Department of Resources (DNR)

**Legal Implications:**

Stock Route Management Act 2002

**Policy Implications:**

**Financial and Resource Implications:**

**InfoXpert Document ID:** 122661



**From:** Connie Navarro <[connie@cnavarrolegal.com.au](mailto:connie@cnavarrolegal.com.au)>  
**Sent:** Wednesday, 23 March 2022 1:52 PM  
**To:** CEO <[ceo@mckinlay.qld.gov.au](mailto:ceo@mckinlay.qld.gov.au)>; Reception <[reception@mckinlay.qld.gov.au](mailto:reception@mckinlay.qld.gov.au)>  
**Cc:** Shannyn Condon <[Shannyn@cnavarrolegal.com.au](mailto:Shannyn@cnavarrolegal.com.au)>  
**Subject:** FW: [210096] Heslin - Application for Permit to Occupy - Pony Club Paddock

Attention: McKinlay Shire Council – Chief Executive Officer

**Jennifer Mary Heslin (Heslin)**

**Application for Permit to Occupy – Pony Club Paddock (Part of Lot A on CP AP6647)**

**DNR Case Reference No. 2021/004361**

We act for Heslin in relation to the above matter.

**Background**

Heslin is the owner of Hilton Park Station, Julia Creek. Hilton Park consists of two lots – Lot 10 on EN16 and Lot 7 on EN46, with these lots divided by the road described as the Julia Creek Kynuna Road / unnamed road.

Heslin made an application with Department of Resources for a Permit to Occupy over part of what they call “Pony Club Paddock” (as section of the Julia Creek Kynuna Road/unnamed road) on 25 November 2021. We attach a smart map identifying the Application Area for your reference.

You will note that there are other permits to occupy already in existence over other sections of this road both to the north and south of the proposed application area.

The Department requires a Form LA30 - Statement in relation to an application under the *Land Act 1994* over State land from the Reserve Manager (Council). On this basis, we now attach the template Form LA30 for your information.

On behalf of Heslin, we hereby request Council as road manager, provide:

- its support for the Application for a New Permit to Occupy over the Application Area detailed in the attached Smartmap, in the name of Heslin; and
- a duly completed and signed Form LA30 confirming that the Council supports the Application detailed above.

Upon consideration of Heslin’s request for support of their application, would you please arrange for the Form LA30 to be completed, signed and returned to this office as soon as possible.

**Future Action**

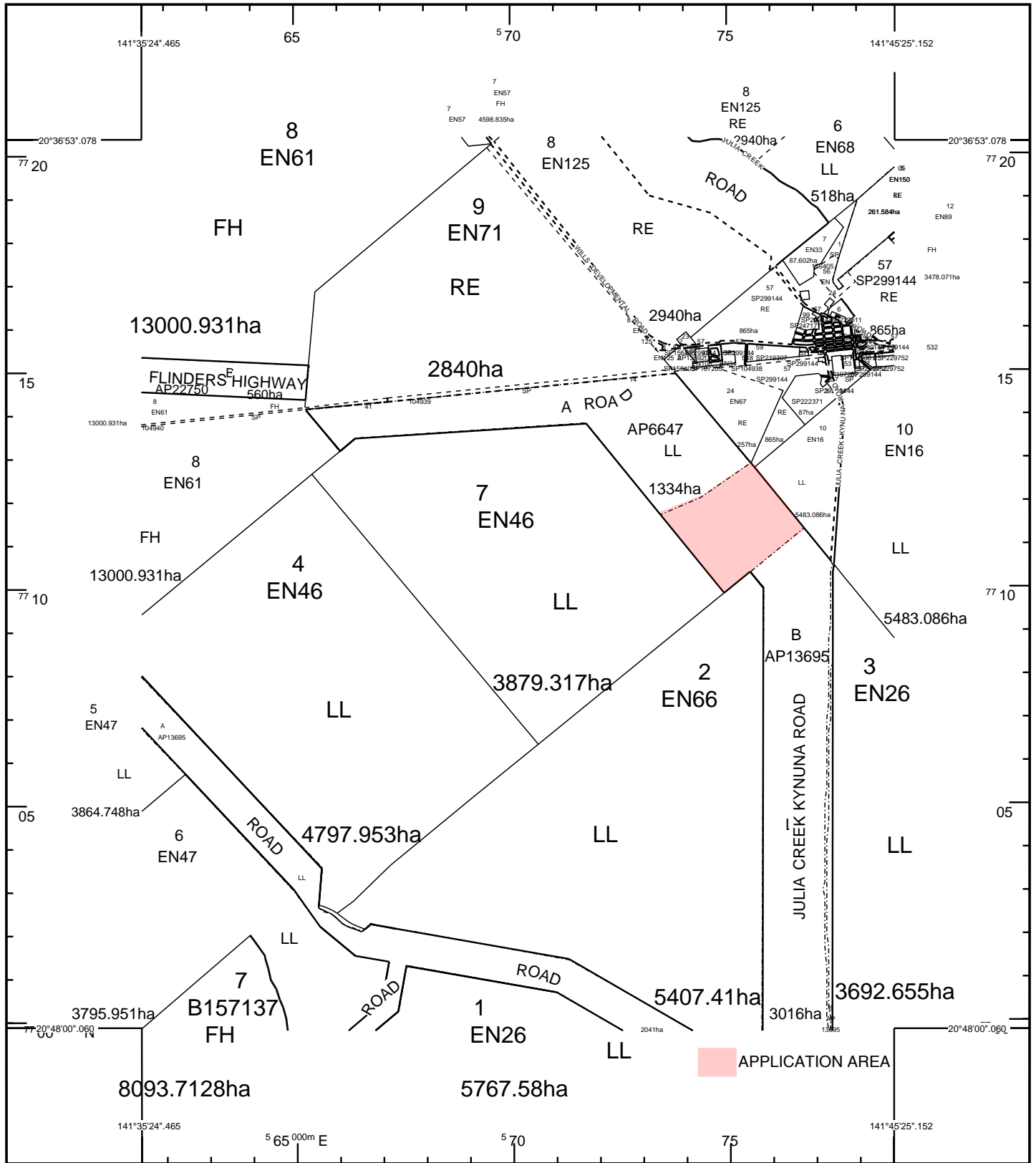
Should you wish to discuss the foregoing, please do not hesitate to contact Connie Navarro or Shannyn Condon.

Regards,

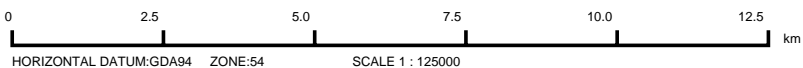
**Connie Navarro**

Director





STANDARD MAP NUMBER  
7256-42312



MAP WINDOW POSITION & NEAREST LOCATION

  
 141°40'24".808  
 20°42'26".569  
 JULIA CREEK  
 9.24 KM

SUBJECT PARCEL DESCRIPTION

DCDB	
Lot/Plan	7/EN46
Area/Volume	3879.317ha
Tenure	LANDS LEASE
Local Government	MCKINLAY SHIRE
Locality	JULIA CREEK
Segment/Parcel	257/33

CLIENT SERVICE STANDARDS

PRINTED 24/11/2021

DCDB 23/11/2021 (Lots with an area less than 5.000ha are not shown)

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Despite Department of Resources best efforts, RESOURCES makes no representations or warranties in relation to the Information, and, to the extent permitted by law, exclude or limit all warranties relating to correctness, accuracy, reliability, completeness or currency and all liability for any direct, indirect and consequential costs, losses, damages and expenses incurred in any way (including but not limited to that arising from negligence) in connection with any use of or reliance on the Information

For further information on SmartMap products visit <https://www.qld.gov.au/housing/buying-owning-home/property-land-valuations/smartmaps>

**SmartMap**

An External Product of SmartMap Information Services  
Based upon an extraction from the Digital Cadastral Data Base



**Queensland Government**  
(c) The State of Queensland, (Department of Resources) 2021.





JULIA CREEK, G.N.R., 4823

10th October, 1977.

Mr. T. Murray,  
President,  
Julia Creek Pony Club,  
c/- P.O. Box 64,  
JULIA CREEK. 4823.

Dear Sir,

In reply to your letter of the 5th September 1977, I am directed to confirm that the area known as the "Pony Club Paddock" does include the "back" paddock and that the area is reserved for horses of pony club members and only such members have the right to the use of it (apart from bona fide travelling stock which may pass through the area.)

Normal agistment is payable and will be collected by Council's Ranger for horses in the paddock. The quarterly or yearly leasing of the area by the Club as suggested in your letter would have certain complications and is not considered satisfactory.

Signs giving notice of the fact that the yards are not to be used for "breaking-in" and that use of the area is restricted to members' horses may be erected by the Club.

The Council's Ranger has been informed of these matters.

Yours faithfully,

A handwritten signature in blue ink, appearing to read "K.J. Bannah", is written over the typed name and title. The signature is fluid and cursive.

K.J. Bannah,  
SHIRE CLERK.

JULIA CREEK PONY CLUB,  
c/o P.O. BOX 64,  
JULIA CREEK, Q.4823

15th March, 1978

The Secretary,  
McKinlay Shire Council,  
P.O. Box 5,  
JULIA CREEK, Q.4823

Dear Sir,

Thank you for your letter of 10th October, 1977, clarifying the situation as regards the usage of the "back paddock" of the Pony Club Paddock, and confirming that this area is in fact reserved for horses of Pony Club Members only, (apart from bona fide travelling stock).

The Pony Club wishes to advise the Council that a sign has been erected at the Pony Club yards, advising of all the conditions of use of the yards, as specified by the Council, and that all Pony Club Members have been made aware of these conditions.

The Club wishes to express its appreciation to the Council for their ~~substantial~~ assistance in making this Paddock available to the Pony Club exclusively, and thereby providing an easily accessible area for the members to keep and care for their ponies, and to conduct their weekly Pony Club gatherings.

Yours faithfully,

T. Murray. (President)



Ordinary Meeting of Council Tuesday 17 May 2022

**06.3 Subject:** Review of Drinking Water Quality Policy  
**Attachments:** Drinking Water Quality Policy v2  
**Author:** Environmental & Regulatory Services Team Leader  
**Date:** 10 May 2022

---

**Executive Summary:**

This report makes recommendation to Council for the adoption of the revised Drinking Water Quality Policy.

**Recommendation:**

*That Council adopts the Drinking Water Quality Policy version 2.0 as presented*

---

**Background:**

This report makes recommendation to Council for the adoption of the revised Drinking Water Quality Policy version 2. This policy was previously adopted in November 2019.

The purpose of the policy is to ensure McKinlay Shire Council provide safe drinking water supplies to all schemes in accordance with Council's DWQMP and Australian Drinking Water Guidelines (ADWG).

There have been some minor amendments to the legislation and structure of the policy to align with the Council's policy template.

**Consultation:**

Nil

**Legal Implications:**

Compliance with relevant legislation

**Policy Implications:**

The adoption of this policy will revoke all previous versions

**Financial and Resource Implications:**

Nil

**InfoXpert Document ID:** 122607



# DRINKING WATER QUALITY POLICY

## 1. Policy Purpose/Intent

To implement and maintain drinking water quality to the townships of Julia Creek, Kynuna, McKinlay and Nelia with minimum or nil risks in accordance with Council's Drinking Water Quality Management Plan (DWQMP) and the Australian Drinking Water Guidelines (ADWG).

## 2. Authority (Legislation)

- *Australian Drinking Water Guidelines*
- *Water Act 2000*
- *Water Supply (Safety and Reliability) Act 2008*
- *Plumbing and Drainage Act 2018*
- *Plumbing and Drainage Regulation 2019*
- *Public Health Act 2005*
- *Public Health Regulation 2018*
- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011*

## 3. Scope

This policy applies to all McKinlay Shire Council activities associated with the supply of safe drinking water to its communities.

The Policy also pertains to all support, operational, and management personnel involved in the provision of potable drinking water and its associated infrastructure.

## 4. Policy Statement

McKinlay Shire Council is committed to managing its drinking water supply schemes to provide safe drinking water to the McKinlay Shire community that meets the National Health and Medical Research Council (NHMRC) / National Resource Management Ministerial Council Australia (NRMMC) Australian Drinking Water Quality Guidelines.

To achieve this Council will:

- Ensure the operation and maintenance of safe drinking water in accordance with McKinlay Shire Council's DWQMP and the guidelines.
- Use the risk-based approach to identify and manage environmental hazards or hazardous activities within its drinking water quality management.
- Undertake monitoring of the drinking water quality as per Council's DWQMP to ensure safe drinking water.
- Continually strive to improve procedures and performance within the Drinking Water Quality Management System, reviewing our practices against industry standards and expectations of our stakeholders.

---

Date of Approval: TBA  
Approved By: Council Resolution

Effective Date: TBA  
Version: 2.0  
Review Date: April 2025

- Incorporate the needs and expectations of our consumers, stakeholders, regulators, and employees into drinking water quality management.
- Strive to maintain compliance with all relevant environmental legislation, codes of practice and our Information Notices.
- Ensure all employees are appropriately trained within their area of responsibility and are aware of their obligations
- Develop the appropriate capabilities needed for contingency planning and incident response.
- Undertake regular monitoring of drinking water quality, develop, and maintain effective reporting mechanisms to provide relevant and timely information and promote confidence in the management of MSC's water supply systems.
- Participate in appropriate research and development opportunities to improve our understanding of drinking water quality issues and performance.

## **5. Responsibility**

McKinlay Shire Council is responsible for the adoption, amendment and repeal of this Policy, and the Chief Executive Officer and his delegates is responsible for the development and amendment of any associated procedures and guidelines relevant to the Policy.

## **6. Review**

It is the responsibility of the Director of Engineering and Environmental Regulatory Services to monitor the adequacy of this policy and recommend appropriate changes.

This policy will be formally reviewed every three years or as required by Council.

This Policy is to remain in force until otherwise amended/repealed by resolution of Council.



Ordinary Meeting of Council Tuesday 17 May 2022

**6.4 Subject:** Relaxation of the standard building requirements for structures – 45 Goldring Street  
– Owner: Shayne Gabbert

**Attachments:** 6.4.1 – Email Correspondence  
6.4.2 – Drawings of proposed shed and verandah

**Author:** Environmental & Regulatory Services Team Leader

**Date:** 11 May 2022

---

**Executive Summary:**

McKinlay Shire Council has received correspondence from Shayne Gabbert requesting a relaxation of Council's building requirements for the construction of a shed and verandah at 45 Goldring Street.

**Recommendation:**

*That Council responds to relaxation request made by Shayne Gabbert and advise him that the Council grants a relaxation permit to erect a verandah and shed on 45 Goldring Street on the following conditions;*

- 1. The Property owners need to ensure that roof water and stormwater drainage systems comply with AS/NZS 3500.3:2003 Plumbing and Drainage Part 3: Stormwater Drainage and that no additional overland or artificial stormwater flows enter the adjoining properties.*
  - 2. 14 days before commencing work, submit to the owners and occupants of the adjoining properties- a written notice of intention to commence work and a description of the type and extent of work that may affect the adjoining property.*
  - 3. Encroachments- before commencing any works advise the owners and occupants of the adjoining properties by written notice of intention to encroach if the Works reveals encroachments of adjoining property to the site; or existing site structures on to adjoining properties.*
  - 4. The property owner is responsible to ensure that works undertaken do not impact on Council's Sewerage network.*
- 

**Background:**

McKinlay Shire Council has received correspondence from Shayne Gabbert requesting a relaxation of Council's building requirements for the construction of a shed and verandah at 45 Goldring Street.

The relaxation is a request for a reduction of the required distances from a building's roofline to the boundary line of the joining property.

A copy of the proposed drawings is attached to this report for Councillors' information.

Table 6.3.1.4 of the General Development Code of Councils Planning Scheme sets out the minimum building setbacks. The minimum side and rear setback requirements for the Residential Precinct are as follows;

- 1.5m for a wall up to 4.5 high;
- 2m for a wall up to 7.5m high; and
- 2.5m for any part of a wall over 7.5m





Ordinary Meeting of Council Tuesday 17 May 2022

**Legal Implications:**

NA

**Policy Implications:**

McKinlay Shire Council Planning Scheme

**Financial and Resource Implications**

NA

**Risk Management**

NA

**InfoXpert Document ID:** 122663

**From:** Shayne Gabbert <[sgabbert1@hotmail.com](mailto:sgabbert1@hotmail.com)>  
**Sent:** Tuesday, 10 May 2022 3:25 PM  
**To:** CEO <[ceo@mckinlay.qld.gov.au](mailto:ceo@mckinlay.qld.gov.au)>  
**Subject:** Boundry Relaxation

Good Afternoon Trevor,

Please find attached plans for a shed and veranda at 45 Goldring Street, Julia Creek.

As shown on the site plan, the shed and veranda are closer to the boundary than the local laws allow. The plans show the shed 200mm off the boundary but it will be built 500mm off the boundary. I spoke to Megan Pellow and she advised that I should write to you to request a relaxation of the local laws to allow me to go ahead with my current plan.

Could you please let me know if this is at all possible?

Please feel free to contact me on 0427 596 765 if you need any further information.

Regards,

Shayne Gabbert

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Project No.

SCD 21-160

Project Title

Proposed Renovations

Site Address

45 Goldring Street  
Julia Creek. QLD 4823

Client

Shayne Gabbert

Phone: 0427 596 765  
Mobile: sgabbert1@hotmail.com  
Email:



www.southerncrossdrafting.com.au

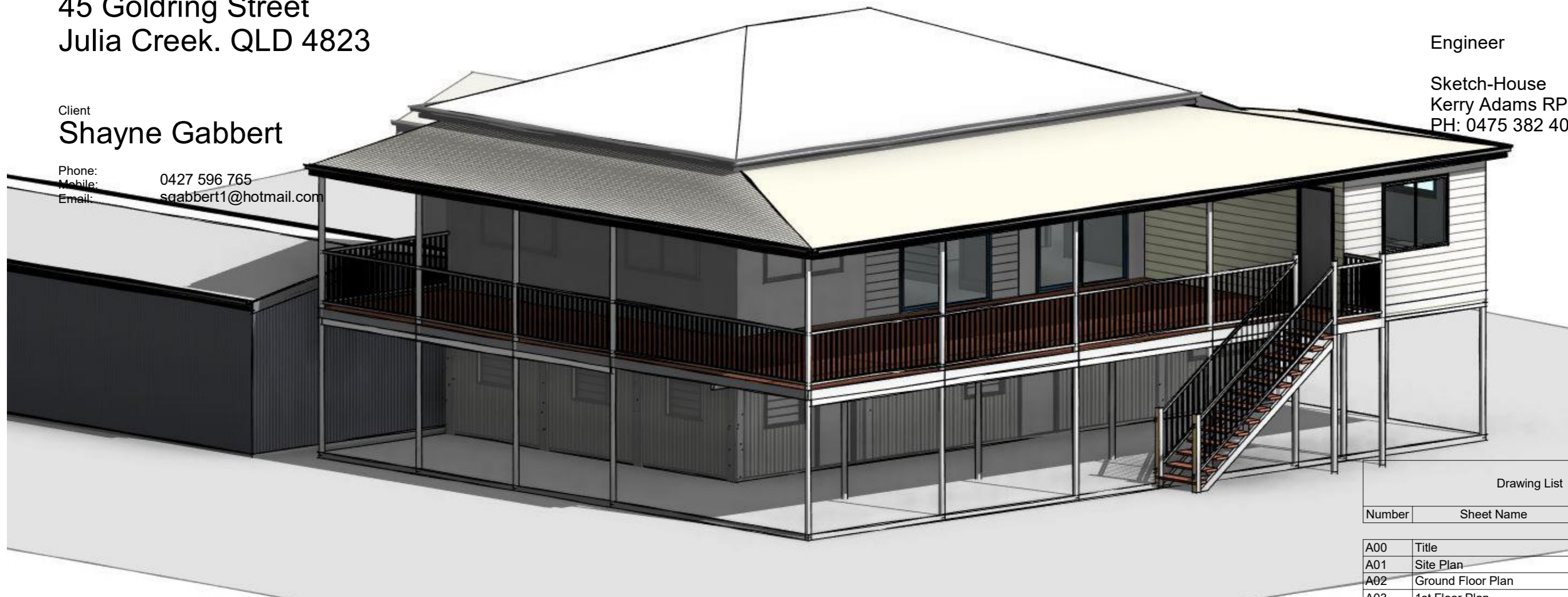
Email: ted@southerncrossdrafting.com.au  
79 Anne Street, Aitkenvale Q. 4814  
Ph: 0410 488 1765  
A.B.N. 42 054 834 038  
QBSA LIC. No. 733305 - BUILDING DESIGN MEDIUM RISE

Builder

Shayne Gabbert

Engineer

Sketch-House  
Kerry Adams RPEQ  
PH: 0475 382 401



Drawing List

Number	Sheet Name	Issue Date	Rev
A00	Title	07/03/2022	2
A01	Site Plan	07/03/2022	2
A02	Ground Floor Plan	07/03/2022	2
A03	1st Floor Plan	07/03/2022	2
A04	Elevations A & B	07/03/2022	2
A05	Elevations C & D	07/03/2022	2
A06	Slab Plan	07/03/2022	2
A07	Floor Framing Plan	07/03/2022	2
A08	Roof Framing Plan	07/03/2022	2
A09	Section Details	07/03/2022	2
A10	Bracing	07/03/2022	2
A11	DETAILS	07/03/2022	2
A12	Notes	07/03/2022	2
A13	3D Views	07/03/2022	2

**SCOPE OF WORK:**

- 1. New Deck and Extension

## GENERAL NOTES

1. NOTE: ANY DISCREPANCIES BETWEEN DRAWINGS ARE TO BE IMMEDIATELY VERIFIED.

### 2. PROJECT PARTICULARS

BUILDING CLASSIFICATION 1. (BCA part A3.2)  
DESIGN WIND SPEED N3  
CLIMATE ZONE 1

3. ALL TIMBER CONSTRUCTION IN ACCORDANCE WITH AS1684.3-1999  
RESIDENTIAL TIMBER-FRAMED CONSTRUCTION.

4. ALL STEELWORK TO BE PRIMED & PAINTED.  
ALL WELDS TO BE 6.0mm CONTINUOUS FILLETS UNO.

5. PROVIDE D.P.C TO UNDER SIDE OF ALL WALLS ON GROUND FLOOR.

6. ALL HANDRAILS TO BE 1000mm MIN. ABOVE FINISHED FLOOR (CARPET, TILES ETC), AND WITH 125mm MAX. SPACING BETWEEN THE BALUSTRADING.

7. ALL TIMBER FRAMED WALLS TO WET AREAS TO BE LINED WITH F.C.

8. WRITTEN DIMENSIONS TO HAVE PREFERENCE OVER SCALED DIMENSIONS.

### SITE NOTES:

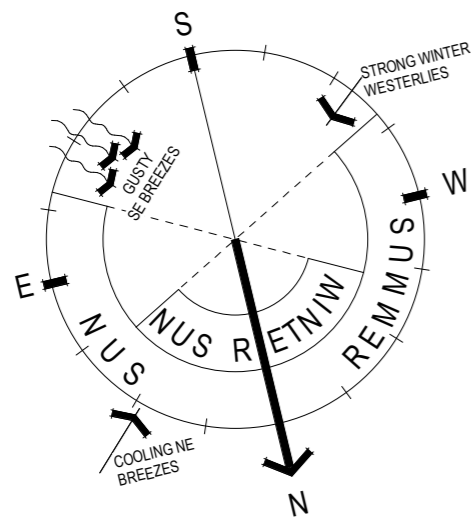
1. THE GROUND ADJACENT TO THE BUILDING IS TO BE GRADED AWAY FROM THE BUILDING.

2. DOWN PIPES AND OUTLET DRAINS ARE TO DRAIN AWAY FROM THE BUILDING

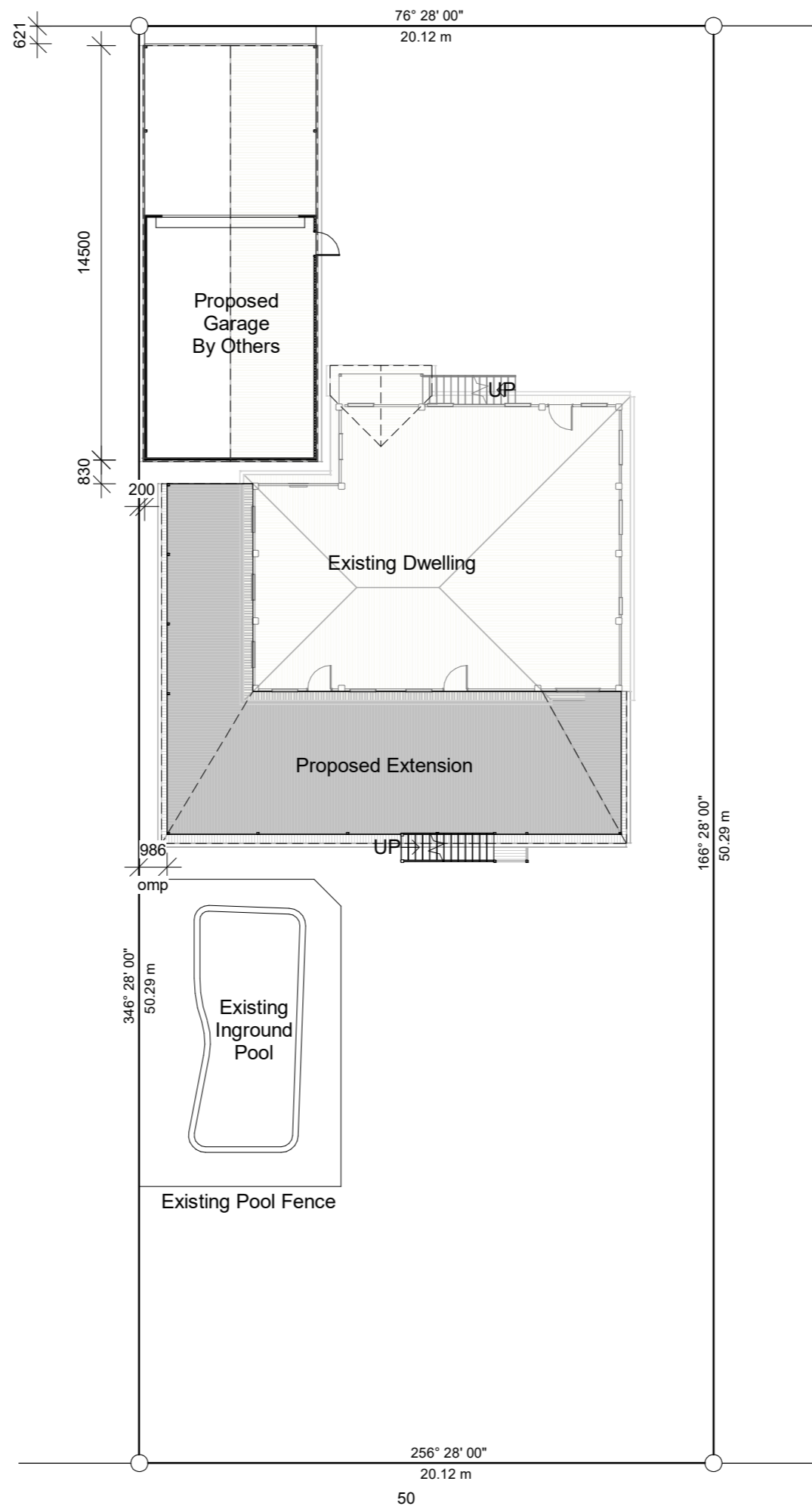
### RPD

LOT 204 on JC5571  
PARISH of **Hilton**  
COUNTY of **Eddington**

AREA: 809.10m<sup>2</sup>



## Goldring Street



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DO NOT SCALE

Written dimensions to have preference over scaled dimensions

Any discrepancies between drawings are to be immediately verified.  
Builder to Confirm ALL Dimensions Prior to Construction.

IF IN DOUBT ASK

Lot on Plan: Lot 204 on JC5571  
Climate Zone: 1  
Wind Class: N3

### Revision Schedule

Rev.	Description	Date
1	As Constructed	13/12/2021
2	Preliminary	04/02/2022
3	WD 01	03/03/2022

Project Title

Proposed Renovations

Site Address

45 Goldring Street  
Julia Creek. QLD 4823

Client

Shayne Gabbert

Sheet Title

Site Plan

Builder

Shayne Gabbert

Engineer

Sketch- House P/L

Ph 0475 382 401

E kerry@sketch-house.com.au



Design for a sustainable future

www.southerncrossdrafting.com.au

Email: ted@southerncrossdrafting.com.au  
79 Anne Street, Aitkenvale Q. 4814  
Ph: 0410 488 1765  
A.B.N. 42 054 834 038  
QBSA LIC. No. 733305 - BUILDING DESIGN MEDIUM RISE

Drawn by TL Original Issue Date Dec 2021

SIGNATURE OF BUILDING DESIGNER: *E.D. Larson* Scale (A3) As indicated

Project No. SCD 21-160 Sheet No. A01

3

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Written dimensions to have preference over scaled dimensions

Any discrepancies between drawings are to be immediately verified.  
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IF IN DOUBT ASK

Lot on Plan: Lot 204 on JC5571  
Climate Zone: 1  
Wind Class: N3

Revision Schedule

Rev.	Description	Date
1	As Constructed	13/12/2021
2	Preliminary	04/02/2022
3	WD 01	03/03/2022

Project Title  
**Proposed Renovations**

Site Address  
**45 Goldring Street  
Julia Creek. QLD 4823**

Client  
**Shayne Gabbert**

Sheet Title  
**Elevations A & B**

Builder  
**Shayne Gabbert**

Engineer  
Sketch- House P/L  
Ph 0475 382 401  
E kerry@sketch-house.com.au



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QBSA LIC. No. 733305 - BUILDING DESIGN MEDIUM RISE

Drawn by  
TL  
Original Issue  
Date  
Dec 2021

SIGNATURE OF  
BUILDING  
DESIGNER:  
*T.D. Larson*  
Scale (A3)  
1 : 100

Project No.  
SCD 21-160  
Sheet No.  
A04

3

**NOTES**

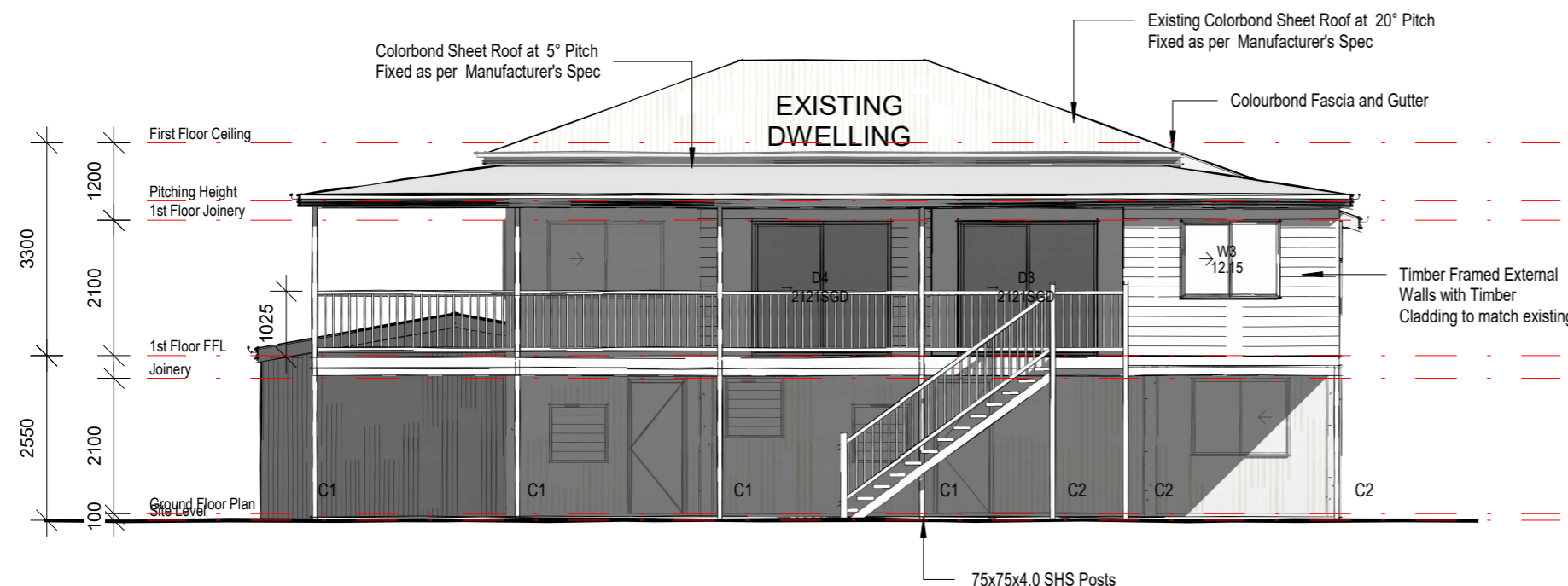
Hatchings and fittings are indicative only.  
Refer Builders Specifications.

Line underside of external covered areas  
with FC sheeting

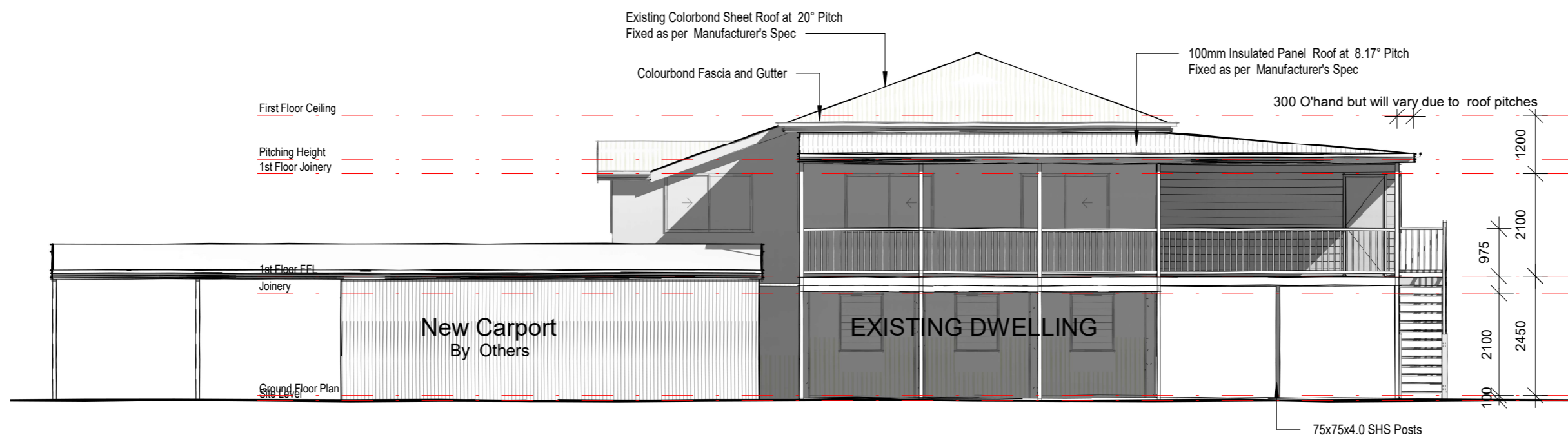
All doors and windows are to be  
Aluminium framed unless noted otherwise.

Stairs & Balustrades to be constructed in  
accordance with the current BCA Part  
3.9.1- Stair Construction & Part 3.9.2 -  
Balustrades

**N3**  
Structural design based upon Non  
Cyclonic N3 for wind speeds to 40m/s.



1 Elevation A  
1 : 100



2 Elevation B  
1 : 100

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DO NOT SCALE

Written dimensions to have preference over scaled dimensions

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Builder to Confirm ALL Dimensions Prior to Construction.

IF IN DOUBT ASK

Lot on Plan: Lot 204 on JC5571  
Climate Zone: 1  
Wind Class: N3

Revision Schedule

Rev.	Description	Date
1	As Constructed	13/12/2021
2	Preliminary	04/02/2022
3	WD 01	03/03/2022

Project Title  
Proposed Renovations

Site Address  
45 Goldring Street  
Julia Creek. QLD 4823

Client  
Shayne Gabbert

Sheet Title  
Elevations C & D

Builder  
Shayne Gabbert

Engineer  
Sketch- House P/L  
Ph 0475 382 401  
E kerry@sketch-house.com.au



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QBSA LIC. No. 733305 - BUILDING DESIGN MEDIUM RISE

Drawn by TL Original Issue Date Dec 2021

SIGNATURE OF BUILDING DESIGNER: *C.D. Larson* Scale (A3) 1:100

Project No. SCD 21-160 Sheet No. A05

3

**PRELIMINARY**  
NOT FOR CONSTRUCTION

NOTES

Hatchings and fittings are indicative only. Refer Builders Specifications.

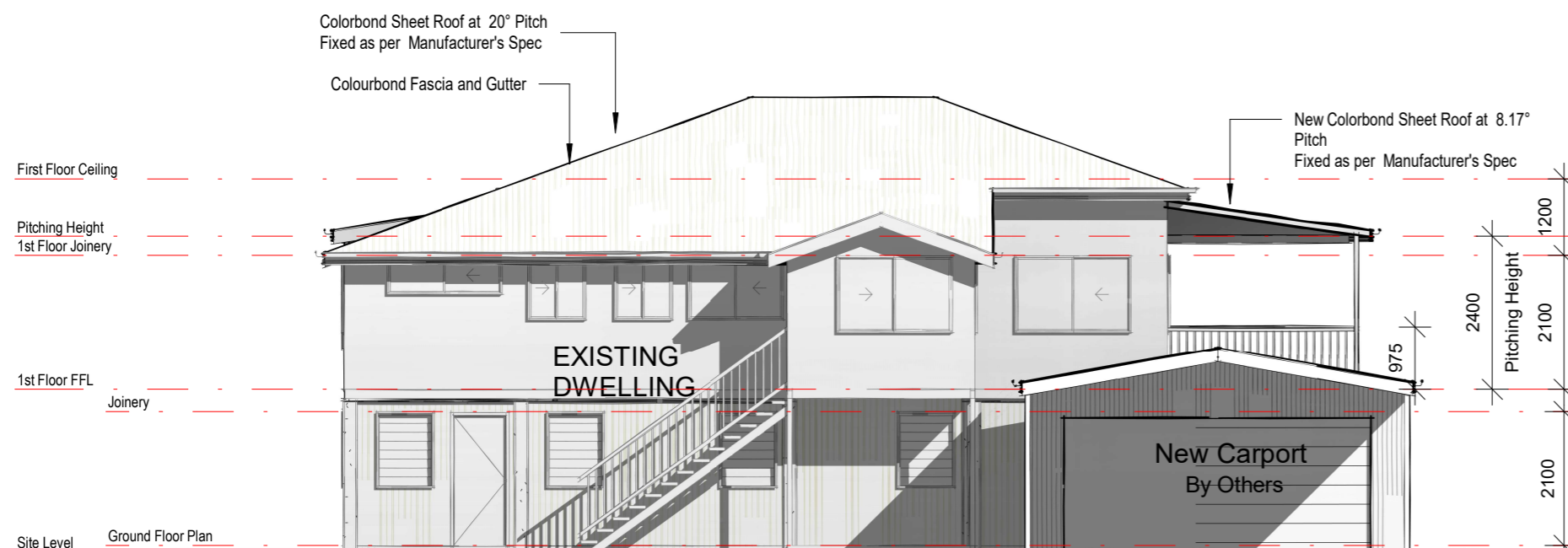
Line underside of external covered areas with FC sheeting

All doors and windows are to be Aluminium framed unless noted otherwise.

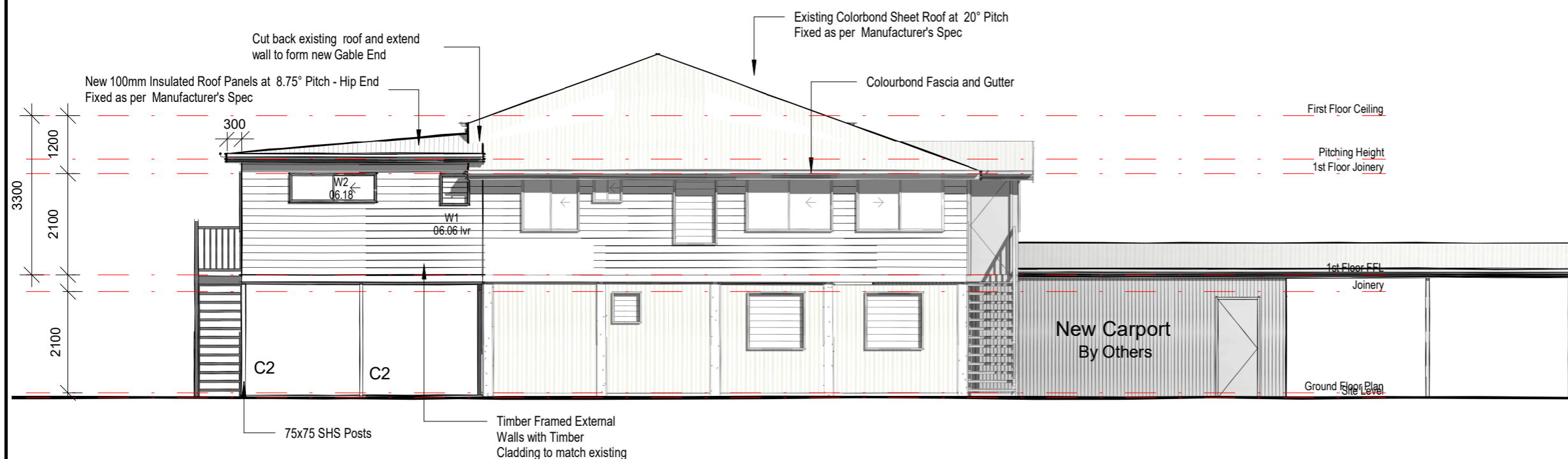
Stairs & Balustrades to be constructed in accordance with the current BCA Part 3.9.1- Stair Construction & Part 3.9.2 - Balustrades

**N3**

Structural design based upon Non Cyclonic N3 for wind speeds to 40m/s.



1 Elevation C  
1:100



2 Elevation D  
1:100



## **7.0 COMMUNITY SERVICES**

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Ordinary Meeting of Council Tuesday 17<sup>th</sup> May 2022

**7.1 Subject:** Community Services Monthly Report

**Attachments:** Nil

**Author:** Community Services Team Leader

**Date:** 10<sup>th</sup> May 2022

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**Executive Summary:**

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

**Recommendation:**

*That Council receives the Community Services monthly report for April 2022.*

---

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

**Grants & Funding**





### Julia Creek Caravan Park

The return of the Julia Creek Dirt & Dust Festival seen a large increase in visitor numbers throughout April. Feedback from Park Managers was nothing but positive and each guest certainly enjoyed their stay and their time in Julia Creek for the weekend. Our new Managers have settled in well to the Park and are handling the workload without any issues.

Council has been able to install eight new bathtubs in the rainwater tank bathhouses which will be a welcome addition for guests coming this year. We are also in the process of making the Park bookable online through RMS which can then be linked to our new tourism website. Once rolled out we are hopeful that this will ease the burden of administration tasks in the main office.

### JC Caravan Park Revenues April 2022

Type of service	FEBRUARY revenues (inc GST)	Total (inc GST)	MARCH revenues (inc GST)	Total (inc GST)	APRIL revenues (inc GST)	Total (inc GST)
Twin Single Units		\$990		\$1,350		\$3,330
Powered Sites		\$3,210		\$4,205		\$17,171
Self-Contained Cabins		\$8,775		\$14,170		\$21,110
Unpowered Sites		\$60		\$120		\$1,800
<b>Sub Total</b>		<b>\$13,035</b>		<b>\$19,845</b>		<b>\$43,411</b>
Artesian Baths incl. salts		\$4,035		\$5,827		\$12,357
McIntyre Park						
Cheese Platters		\$210		\$570		\$1,110
Laundry		\$58		\$157		\$642
Long Term Stay				\$960		\$480
<b>Calculated Total</b>		<b>\$17,338</b>		<b>\$27,359</b>		<b>\$58,000</b>

### JC Caravan Park Occupancy by Category April 2022

Type of Service	% Occupancy
Twin Single Units	36%
Cabin – 4 berth	81%
Cabin – 6 berth	72%
Unpowered site	6%
Powered Caravan site	39%
Powered camp site	\$17
McIntyre Park	

### JC Caravan Park Artesian Bathhouse Usage April 2022

Type of Service	Number of bookings
Boundary Rider Huts	12
Replica Rainwater Tank Bathhouses	102



### Library & Funeral Services

The Library has seen an increase in numbers through the door during April with more grey nomads around Julia Creek. The Library has also welcomed the local Mums and Bubs group for play and reading sessions and will endeavour to make it a regular occurrence. Many local school children and families from nearby properties have also been frequently been visiting the facility after school finishes and whilst dance classes are on. It has been providing a wonderful opportunity to for children to interact and play together and also complete their homework tasks. The Library is also reopening on Saturday mornings to provide an additional service for locals and visitors alike.

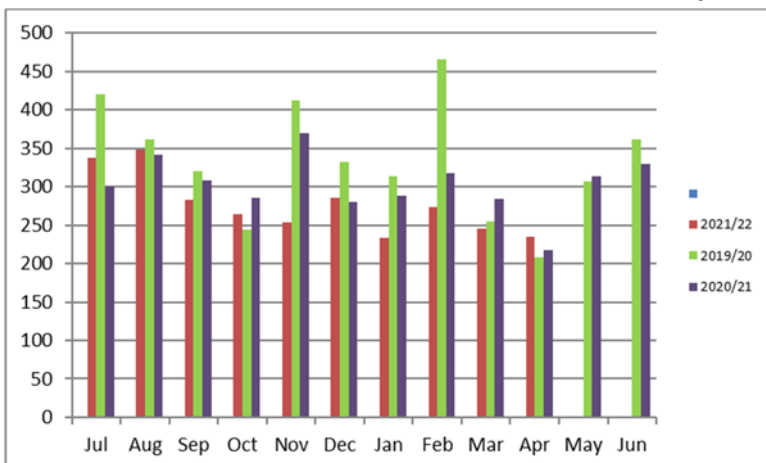
### JC Library Memberships April 2022

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

### JC Library Services Provided April 2022

Services Provided	Total Amount
Reservations satisfied	39
Requests for books	42
Internet/Computer usage	
IPad usage	
WiFi usage	

### JC Library Monthly Loans April 2022



### JC Library Monthly Visitors April 2022



## Tourism

### ***Total Visitor Numbers for April 2022***

There were 419 visitors to the Julia Creek Visitor Information Centre in April. There have been 587 visitors to the Julia Creek Visitor Information Centre this year to date (YTD).

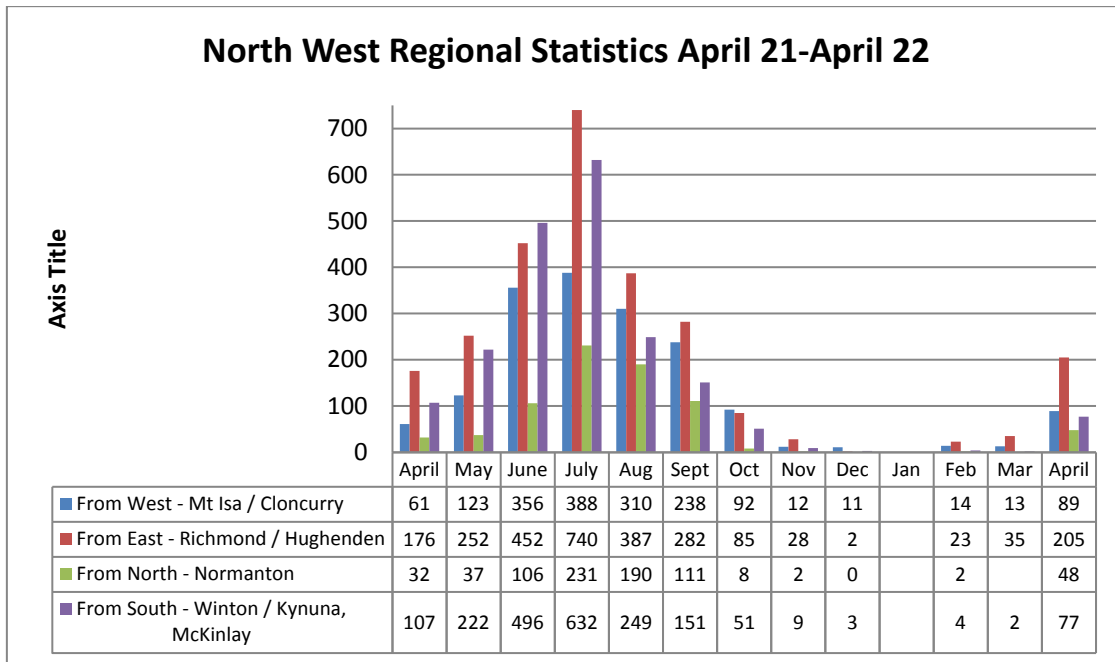
### ***Total Locals for April 2022***

There were a total of 21 local visitors to the Julia Creek Visitor Information Centre in April. There have been 38 local visitors to the Julia Creek Visitor Information Centre this year to date (YTD).

### ***Beneath the Creek Entries April 2022***

Beneath the Creek remained closed during April 2022 for our tourism low season and whilst our new dunnarts have settled in. It re-opens for daily feeding sessions in May 2022.

### ***North West Regional Statistics for April 2022***



#### **RV Site Permits April 2022**

There were 33 RV Site permits issued in April 2022 despite no Camp Hosts being on site. We have this program extensively advertised and have had a lot of enquiry from travellers who have sited the uncertainty around COVID impacting their travel decisions (particularly where entering and leaving WA is concerned). We are hoping that with the relaxation in travel and border restrictions will see some old and new hosts return in 2022.

#### **Digital and Social Media Figures**

	Facebook Page Likes		Instagram Likes		Websites	
	MSC	JC VIC	MSC	JC VIC	MSC	JC VIC
April 1	6,600	4,683	1,089	2,822	<b>Sessions</b>	<b>Sessions</b>
April 30	6,607	4,715	1,089	2,864	2,479	1,138
					<b>Users</b>	<b>Users</b>
					1,884	961



Ordinary Meeting of Council Tuesday 17<sup>th</sup> May 2022

## Grants and Projects

### **RADF Grant – Peter Dawes Park Mural**

Over the Dirt n Dust Weekend, artist Simon White, completed a mural on the Peter Dawes Park toilet block. The brief was to highlight our local livestock industry which we feel he has done a very good job at meeting. His work drew large crowds and has been showcased in the media and social media receiving wide praise.

### **Julia Creek Early Learning Centre**

#### **Current enrolments**

There are currently 14 children enrolled at the Service. With one child ceasing care as the family have relocated out of town, and we have welcomed two new enrolments during the month. Two more children are planned to commence care at the end of May.

#### **Attendance**

The centre had 61 attendances (actual) over the 9 days of care offered during April. This equated to an average of approx. 6 children per day.

The centre continued operation Tuesday to Friday 8.30am to 2.00pm, however closed over the two weeks of school holidays.

#### **Significant events:**

Continued to liaise with recruitment companies seeking to fill the Director and fulltime Educator positions. Following the release of the ABC story and the Today show interview with a local family we received a number of enquiries from potential applicants with positive conversations had and applications to be submitted the week of writing this report.

We have appointed a casual educator, which will allow us to offer care on a Monday and also offer more spots to families who are seeking additional days of care. Note, still only operating between the hours of 8.30am and 2.00pm.

The centre had an unannounced visit from the Department during April, with no notable issues raised.



## Swimming Pool

### REPORT FOR APRIL 2022

#### USUAGE

#### TOTAL NUMBERS FOR THE MONTH

<b>ENTRIES</b>	<b>SWIMMERS</b>
Adult Entry	2
Child Entry	2
<b>Season Passes / Family Pass</b>	
Adult	
Child	
Breakfast Club/ No Charge	
After School Care/ No Charge	
J/C Swimming Club/ No Charge	
Aged Care/ No Charge	
<b>Triathlon Training/ No Charge</b>	
Adult	
Child	
J/C State School/ No Charge	
<b>Caravan Park Tokens</b>	
Adult	321
Child	172
<b>Free Sunday</b>	
Adult	
Child	
<b>Total Swimmers</b>	<b>497</b>

#### Sport & Recreation

Council has been unable to successfully fill the vacant Sport and Recreation Officer position even after conducting a round of interviews. As a result, there are unfortunately no normal programs occurring at this stage.

Council was however successfully able to assist with the delivery of some sporting activities in the school holidays and in the lead up to the Julia Creek Dirt and Dust Festival thanks to funding supported by Sports Australia. This funding enabled us to deliver a three-day tennis clinic with John Single from Single's Tennis, a two-day netball clinic with Mount Isa Netball Association and a two-day junior and mini bull-riding school in conjunction with the Western Riding Club thanks to Colin Malone, Marcus Curr, Jake Curr, Donovan Rutherford



### Community Health

CHSP Clients	Occasions of Service	Time Spent (hrs)
Nursing Care	<b>57</b>	<b>32.85</b>
Personal Care	<b>13</b>	<b>3.65</b>
Other	--	--
<b>TOTAL</b>	<b>70</b>	<b>36.50</b>

Non-CHSP Clients	Occasions of Service	Time Spent (hrs)
Nursing Care	<b>15</b>	<b>10.75</b>
Covid Clinic help	<b>1</b>	<b>1.0</b>
Other	--	--
<b>TOTAL</b>	<b>16</b>	<b>11.75</b>

TRANSPORTS	Number of one-way journeys
CHSP Clients	<b>24</b>
Non-CHSP Clients	<b>1</b>
<b>TOTAL</b>	<b>25</b>

<b>Meetings</b>
MPHS x 2
<b>Health Promotion</b>
Helping out with Covid job organisation
<b>General Business</b>
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### CHSP – Commonwealth Home Support Program

#### Events and Activities

Due to a rise in active COVID-19 cases within the community, games and luncheons were cancelled during the last couple of weeks of April as a precaution to keep clients safe.

#### Statistics April 2022

CHSP currently have a total of **23** clients.



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Service Offered	Number of Clients
Transport	40 Two-way trips
Social Support	56 Visits
Personal Care	18 visits 1 clients
Counselling/Support, Information and advocacy (client)	7 hours
Shopping	3 trips
GAMES	0 attended (sessions)
Luncheon	30 Attended (3 sessions)
Wednesday Meal	30 meals (including morning tea)
Meals on Wheels	38 Meals delivered
Home Maintenance	26 lawns mowed 13 clients
Domestic Assistance	7 clients, 25 visits
Pub Lunch	20 clients 2 sessions
Clients Transported for Doctors Appointments	2 CHSP clients





Ordinary Meeting of Council Tuesday 17<sup>th</sup> May 2022

**7.2 Subject:** RADF Quick Response Application Julia Creek Primary P&C Association

**Attachments:** Nil

**Author:** Community Services Team Leader

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**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 Primary P&C Association for an indigenous mural project at Julia Creek State School. All applications were distributed to the RADF Committee for their assessment and members subsequently approved the project.

**Recommendation:**

*Council resolves to approve the Quick Response application from Julia Creek Primary P&C Association for \$2,200 to support an indigenous mural project at Julia Creek State School as per the recommendation from the RADF Committee.*

---

**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



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**Financial and Resource Implications:**

Council has a total of \$33,352.50 allocated for 2021-22 RADF Program from which there will be \$11,799.50 remaining following this application.

**InfoXpert Document ID:** 122609



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**7.3 Subject:** Community Sponsorship Request – Saxby Round Up

**Attachments:** Nil

**Author:** Community Services Team Leader

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**Executive Summary:**

Council has received a Community Sponsorship Request from Saxby Round-Up for a \$5,000 cash contribution to assist with covering the costs of paying a contractor for the hire of a water truck for their 2022 event.

**Recommendation:**

*Council resolves to approve the Community Sponsorship Request for Saxby Round-Up for a cash contribution of \$5,000 to assist with covering costs of hiring a water truck for the 2022 event.*

---

**Background:**

Council annually offers funding programs such as Community Sponsorship/Donations to provide additional support to community events which provide economic support, social interaction and community connectedness for residents of the Shire. The Saxby Round-Up event provides a wonderful weekend of entertainment for the whole family and often sees large numbers of visitors and competitors travel through the Shire on their way north to collect supplies.

**Consultation:**

This report was completed with consultation from Director Corporate & Community Services.

**Legal Implications:**

Nil

**Policy Implications:**

Community Grants Policy

**Financial and Resource Implications:**

Council sets aside \$35,000 from its annual budget for community sponsorship and \$5,700 would remain for other organisations to access.

**InfoXpert Document ID:** 122610



**7.4 Subject:** Community Benefit Assistance Scheme 2021/22

**Attachments:** Nil

**Author:** Community Services Team Leader

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**Executive Summary:**

The Community Benefit Assistance Scheme for 2021/22 has been advertised throughout the year 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 three (3) applications were received from Sedan Dip Sports & Recreation Inc, McKinlay Shire Cultural Association and Julia Creek Isolated Children's Parents Association.

**Recommendation:**

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

- *Sedan Dip Sports & Recreation Inc - \$3,000 for a new PA Speaker System*
- *McKinlay Shire Cultural Association - \$2,433.08 for a Digital Arts Whiteboard and Computer*
- *Julia Creek ICPA - \$1,000 for volunteer support in attending 2022 State Conference*

---

**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 received these three additional applications prior to the closing date following on from the two successful applicants in March.

Sedan Dip Sports and Recreation Inc wish to utilize the funding to purchase a new PA Speaker System which will improve hearing accessibility to all patrons over the course of the weekend.

McKinlay Shire Cultural Association will be purchasing a Digital Arts Whiteboard and Computer to replace the existing outdated technology and help deliver new and exciting arts and cultural programs in the community.

Julia Creek ICPA are supporting volunteers with covering the costs of travel and accommodation for them to attend the 2022 State Conference held in Blackall.



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**Consultation:**

These applications were assessed in conjunction with Director Corporate & Community Services.

**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 and following the approval of these applications a total of \$10,215.17 will remain.

**InfoXpert Document ID:** 122611



**7.5 Subject:** Community Sponsorship Request – McKinlay Race Club  
**Attachments:** Nil  
**Author:** Community Services Team Leader

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**Executive Summary:**

Council has received a Community Sponsorship Request from McKinlay Race Club for a cash contribution of \$4,630 plus the use of Council's 24 seater bus. This sponsorship will assist the club with running their annual race meeting and help to cover the costs of the ambulance, children's entertainment, live music for the event and to help transport patrons to and from the racetrack to the Walkabout Creek Hotel.

**Recommendation:**

*Council resolves to approve the Community Sponsorship Request for McKinlay Race Club for a \$4,630 cash donation and the use of Council's 24 seater bus to cover costs associated with an ambulance, children's entertainment, live music and transport patrons to and from the racetrack.*

---

**Background:**

Council annually offers funding programs such as Community Sponsorship/Donations to provide additional support to community events which provide economic support, social interaction and community connectedness for residents of the Shire. The McKinlay Races are a highlight on many people's calendars and provides entertainment for the whole family and attracts a large crowd each year.

**Consultation:**

This report was completed with consultation from Director Corporate & Community Services.

**Legal Implications:**

Nil

**Policy Implications:**

Community Grants Policy

**Financial and Resource Implications:**

Council sets aside \$35,000 from its annual budget for community sponsorship and \$700 would remain for other organisations to access.

**InfoXpert Document ID:** 122612



Ordinary Meeting of Council Tuesday 17<sup>th</sup> May 2022.

**7.6 Subject:** McKinlay Shire Council RADF co-contribution 2022/23

**Attachments:** Nil

**Author:** Community Services Team Leader

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**Executive Summary:**

Council has been liaising with Arts Queensland to finalise available funding for the Regional Arts Development Fund in 2022/23 which is essential to allow Council to support community arts and cultural workshops and activities. Arts Queensland are currently in the process of altering the RADF application process from yearly applications to a multi-year application process to simplify the procedure for all parties involved. The roll out of this new process is expected to take some time to complete and as a result, organisations will receive the same amount received in 2021/22 to deliver projects in 2022/23. Council will be allocated a total of \$20,000 through the program and as per the guidelines is required to match 10% of the requested amount.

**Recommendation:**

*Council resolves to contribute \$2,000 to the 2022/23 RADF Program to support community arts and cultural projects.*

---

**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.

Arts Queensland are moving towards a multi-year application process to ease the burden on local council's delivering RADF Programs. Arts Queensland anticipate that this may take a few months to roll-out the new process and as such are extending the funding received for 2021/22 and duplicating the same amount for 2022/23.



Ordinary Meeting of Council Tuesday 17<sup>th</sup> May 2022.

**Consultation:**

This report was completed with consultation from Director Corporate & Community Services and information was also distributed to the local RADF Committee.

**Legal Implications:**

Nil

**Policy Implications:**

Arts & Cultural Policy

**Financial and Resource Implications:**

\$2,000 to be allocated when completing 2022/23 Operating Budget.

**InfoXpert Document ID:** 122613





## **8.0 CORPORATE SERVICES**

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**8.1 Subject:** Corporate Services April 2022 Report  
**Attachments:** Nil  
**Author:** Director Corporate & Community Services

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**Executive Summary:**

The Corporate Services Report as of 30 April 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 30 April 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:**

\$4.8million revenue received for 2022/23 Financial Assistance Grants.



## INCOME STATEMENT SUMMARY

	Actuals	Variance	YTD Budget	Full Year Budget
<b>Total Income</b>	22,924,024	139%	16,549,253	19,859,104
<b>Total Expenses</b>	(12,107,416)	79%	(15,253,433)	(18,304,119)
<b>Net Result</b>	<b>10,816,608</b>	<b>835%</b>	<b>1,295,821</b>	<b>1,554,985</b>
Less Capital Revenue	8,437,487	113%	7,489,138	8,986,966
<b>Operating Result (excl. Capital</b>	<b>\$ 2,379,121</b>	<b>-38%</b>	<b>\$ (6,193,318)</b>	<b>\$ (7,431,981)</b>

## STATEMENT OF FINANCIAL POSITION

	2022 Actuals	2021 Actuals
Current Assets	29,805,941	24,104,426
Total Non-Current Assets	253,444,432	250,985,624
<b>Total Assets</b>	<b>283,250,373</b>	<b>275,090,050</b>
Total Current Liabilities	2,713,569	5,369,854
Total Non-Current Liabilities	268,932	268,932
<b>Total Liabilities</b>	<b>2,982,501</b>	<b>5,638,786</b>
<b>Net Community Assets</b>	<b>\$ 280,267,872</b>	<b>\$ 269,451,264</b>
<i>Community Equity</i>		
Asset Revaluation Surplus	79,973,716	79,973,715
Retained Surplus	199,894,156	189,477,549
Reserves	400,000	-
<b>Total Community Equity</b>	<b>\$ 280,267,872</b>	<b>\$ 269,451,264</b>

## STATEMENT OF CASH FLOWS

	2021/22 Actuals	2020/21 Actuals
<b>Cash Flows from Operating Activities</b>	5,288,198	4,242,712
Receipts, Payments & Interest Received		
Borrowing Costs		
<b>Cash Flows From Investing Activities</b>	2,537,307	(5,344,531)
Payments and Proceeds for PPE		
Capital Income		
<b>Cash Flows from Financing Activities</b>	-	-
Loan Payments		
Net increase (decrease) in cash held	7,825,505	(1,101,819)
Cash at beginning of the financial year	17,733,602	18,835,421
<b>Cash at the end of the period</b>	<b>\$ 25,559,107</b>	<b>\$ 17,733,602</b>



### Summary By Departments

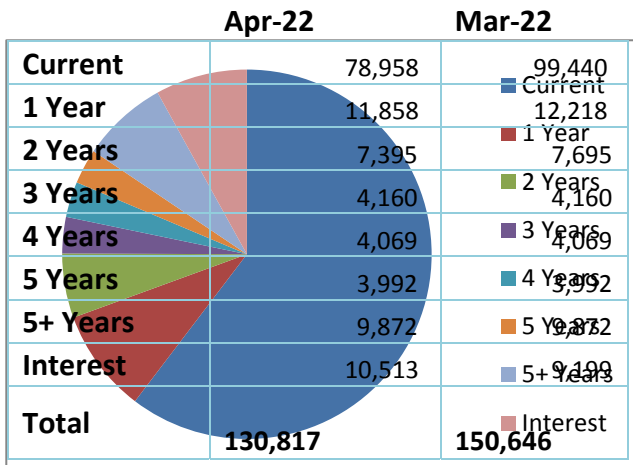
Department	Revenue			Expenditure		
	Actuals	%	Budget	Actuals	%	Budget
Infrastructure & Works	12,076,219	76%	15,875,761	6,341,237	52%	12,126,700
Governance & Partnerships	-	0%	-	678,873	75%	907,987
Corporate Services	8,789,222	158%	5,556,317	1,222,644	67%	1,813,371
Economic Development	161,231	28%	585,900	610,904	63%	975,775
Community Services	1,438,144	92%	1,558,512	2,587,850	69%	3,768,681
Health Safety & Development	76,315	94%	81,228	356,791	56%	641,100
Environmental Management	382,893	80%	478,333	308,407	55%	565,500
	<b>22,924,024</b>	<b>95%</b>	<b>24,136,051</b>	<b>12,106,706</b>	<b>58%</b>	<b>20,799,114</b>

### Capital Works Program 2021-2022 Version 2.0

Infrastructure & Works	Actuals	Budget	Grants/Other
Roads	\$6,178,465.91	\$8,798,545.00	\$8,699,665.00
Wastewater	\$0.00	\$50,000.00	\$0.00
Water	\$116,671.70	\$781,000.00	\$550,000.00
Transport	\$1,249.03	\$165,000.00	\$0.00
Other	\$144,229.53	\$1,350,000.00	\$0.00
<b>Subtotal</b>	<b>\$6,440,616.17</b>	<b>\$11,144,545.00</b>	<b>\$9,249,665.00</b>
Environmental Management	Actuals	Budget	Grants/Other
Reserves	\$80,510.82	\$134,300.00	\$0.00
<b>Subtotal</b>	<b>\$80,510.82</b>	<b>\$134,300.00</b>	<b>\$0.00</b>
Community Services & Facilities	Actuals	Budget	Grants/Other
Community Buildings & Other Structures	\$199,537.46	\$423,759.00	\$184,004.73
Parks & Gardens	\$39,447.31	\$80,000.00	\$50,000.00
Council Housing	\$217,011.42	\$294,871.00	\$0.00
<b>Subtotal</b>	<b>\$455,996.19</b>	<b>\$798,630.00</b>	<b>\$234,004.73</b>
Corporate Services	Actuals	Budget	Grants/Other
Corporate Buildings & Other Structures	\$59,230.67	\$121,000.00	\$0.00
Other	\$118,099.94	\$230,000.00	\$205,000.00
Economic Development	\$73,602.79	\$489,235.00	\$194,505.00
<b>Subtotal</b>	<b>\$250,933.40</b>	<b>\$840,235.00</b>	<b>\$399,505.00</b>

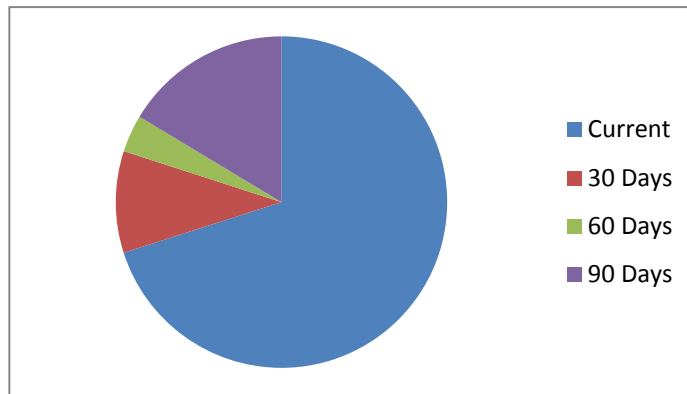


## Outstanding Rates



## Outstanding Debtors

<b>Total</b>	<b>53,251.98</b>
<b>Current</b>	37,311.30
<b>30 Days</b>	5,277.34
<b>60 Days</b>	1,944.18
<b>90 Days</b>	8,719.16



**Comments:**

**Consultation:**

**Legal Implications:**

**Policy Implications:**

**Financial and Resource Implications:**

**InfoXpert Document ID: 122615**



**8.2 Subject:** Revocation of Policies

**Attachments:** 8.2.1 Funeral Cost Policy

**Author:** Director Corporate and Community Services

**Date:** 22 April 2022

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**Executive Summary:**

Council is presented with this report seeking to rescind the Funeral Costs Policy with a view to reviewing and adopting a policy which more aligns with Council's strategic vision and goals and current practices.

**Recommendation:**

*That Council revokes policy titled Funeral Costs Policy.*

---

**Background:**

A review of Council policies has recently been undertaken and the following policy were deemed no longer relevant and require a thorough review therefore seek Council's resolution to revoke the current Funeral Costs policy.

*Funeral Costs Policy* – this policy was developed in 2012 and refers to be read in conjunction with Local Law No.2 Cemeteries which has since been repealed when the Local Law review was completed a number of years ago.

The intention is to rescind this policy then have the applicable staff draft a new policy which aligns with Councils strategic vision and current practices for this service taking into account the costs associated with the provision of this service to the community.

**Consultation:**

Environment and Regulatory Services Team Leader

**Policy Implications:**

This will revoke the Funeral Cost Policy 2012.

**Financial and Resource Implications:**

Nil

**InfoXpert Document ID:** 122567



**McKinlay Shire Council**

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# **FUNERAL COSTS POLICY**

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## **1.0 POLICY CONTENT**

Residents domiciled and on the electoral roll in the McKinlay Shire at the time of being deceased and who served in the armed forces of the Commonwealth of Australia in conflicts in defence of Australia and its territories – no cost for interment in any cemetery in the McKinlay Shire. Additionally, where the resident is qualified as above and is deceased outside the confines of the Shire boundaries, the Council will contribute 50% (capped at \$2500) of the cost of preparation and retrieval of the deceased person provided the deceased person is to be interred in a cemetery within the McKinlay Shire.

Residents who have attained the age of 65 years for males and for females domiciled and on the electoral roll in the McKinlay Shire at the time of being deceased – 25% of the cost of interment in any cemetery in the McKinlay Shire as determined by the Council from time to time. Additionally, where the resident is qualified as above and is deceased outside the confines of the Shire boundaries, the Council will contribute 50% (capped at \$1500) of the cost of preparation and retrieval of the deceased person provided the deceased person is to be interred in a cemetery within the McKinlay Shire.

Residents domiciled and on the electoral roll in the McKinlay Shire at the time of being deceased who choose to be cremated and have their remains returned for interment in the crypt at Julia Creek cemetery – no cost for placement of the remains in the crypt. All other costs shall be borne by the deceased.

Documentary evidence to support all claims must be provided.

Full costs are chargeable for all other deceased persons. Persons wishing to make an advance payment for funeral costs may do so if, at the time of payment, the abovementioned criteria have been satisfied and the advance payment is the full amount due based on the charges set by Council at that time.

Headstones etc or other costs associated with the grave site are not included for consideration.

This policy must be read in conjunction with Local Law No.2 – Cemeteries.

This policy is retrospective to 1 July 2005.



Ordinary Meeting of Council Tuesday 17 May 2022

**8.3 Subject:** Fraud Management

**Attachments:** Yes

**Author:** Director Corporate and Community Services

**Date:** 11 May 2022

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**Executive Summary:**

Council is presented with Fraud Policy, Fraud Control Plan, Fraud Investigation Procedure and Fraud Monitoring and Evaluation Procedure which will assist Council to prevent and detect fraud in the organisation.

**Recommendation:**

*That Council adopts the Fraud Policy, Fraud Control Plan Fraud Investigation Procedure and Fraud Monitoring and Evaluation Procedure version 1.2 as presented.*

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**Background:**

In 2016 Council adopted a suite of documents to set up a framework to manage and prevent Fraud within Local Government. Since this time, we have undertaken regular reviews, one in 2019 and now. This year's review of the Fraud Management Policy and associated documents has been undertaken with minor updates made.

**Consultation:**

Crime and Corruption Commission resources

**Policy Implications:**

This will revoke Versions 1.1 of the Fraud Policy, Fraud Control Plan, Fraud Investigation Procedure and Fraud Monitoring and Evaluation Procedure and will apply to all Councillors, employees, contractors and volunteers.

**Financial and Resource Implications:**

Nil

**InfoXpert Document ID:** 122614



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## **FRAUD MONITORING, EVALUATING AND REPORTING PROCEDURE**

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### **1. PURPOSE**

Effective fraud monitoring, evaluation and reporting provide assurance that legislative responsibilities are being met. Assessing the performance of fraud control activities is an important element of an entity's accountability to key stakeholders, such as the Local Government Minister, Councillors, the Parliament and the general public.

### **2. OVERVIEW**

Council will regularly monitor and review fraud control plans to ensure fraud controls are implemented effectively and are achieving their intended outcomes.

Reporting fraud control outcomes can provide a deterrent effect that will assist council in minimising the impact of fraud on its operations.

Evaluating fraud outcomes can assist managers to assess the continued relevance and priority of fraud strategies in light of current and emerging risks, and ascertain whether there are more cost-effective ways of combating fraud.

The Australian National Audit Office (ANAO) better practice guide on fraud control includes a four-part checklist to monitoring, evaluating and reporting fraud:

- Are there effective reporting channels (internal and external) in place to ensure all reported instances of fraud are adequately monitored?
- Do the monitoring systems ensure appropriate accountability for fraud control?
- Is there a quality assurance review system in place to help identify problems in all aspects of fraud control and its operations?
- Following an instance of fraud, does the entity review the work processes subject to the fraud to determine whether changes are required to existing processes, including processes relating to fraud risk assessment and fraud prevention?

### **3. MONITORING AND EVALUATION**

Council will establish an effective monitoring and evaluation regime to ensure they are accurately capturing and recording the significant fraud risks.

Council will review and update both the fraud risk assessment and fraud control plan at least every two years, or sooner if council experiences significant change. Changes including new technologies, changes in organisational operations and the commencement of new initiatives or projects can render existing fraud controls ineffective or inappropriate.

Council will periodically review implementation of its fraud control plan to ensure it is implemented appropriately and that it remains relevant to the risks being faced. The fraud control plan will be regularly



updated to ensure that the individuals tasked with activities under the fraud control plan are still the individuals in those key positions.

Testing the effectiveness of a fraud control plan shall include:

- ensuring risk assessments have been undertaken appropriately;
- awareness-raising and training are evaluated and are shown to work well in practice;
- allegations are recorded, analysed and followed-up in a timely fashion;
- cases of fraud are dealt with according to applicable external and internal standards;
- remedies are applied appropriately;
- information on cases of fraud are used to update the fraud risk assessment and strengthen controls; and
- accurate information is provided to the Audit Committee on a timely basis.

### **EVALUATION OF INDIVIDUAL FRAUD CASES**

After any incidence or allegation of fraud, whether or not an offence is proven in a court of law, council will investigate the situation in accordance with Fraud Investigation Procedure.

This will include an analysis of the circumstances that allowed the fraud to occur to determine whether it is a result of:

- a one-off action by a person in a position of privilege (any new person in this position may be subjected to additional or periodical screening or monitoring);
- the inadequacy of internal controls (in this case the controls should be re-evaluated and any deficiencies remedied), or;
- collusion (internal control systems can often be overridden by two or more people acting in conjunction with one another).

The Director of Corporate & Community Services shall coordinate evaluation activities to identify systemic deficiencies and recommendations for control improvement that can be applied to similar programs/processes.

### **MEASURING THE LOSS OF FRAUD**

Council shall maintain accurate records of losses due to fraud to measure the cost of fraud. The identified fraud will be analysed to identify the root causes of the problems, for example, internal control weaknesses / breaches, poorly designed application forms or processing errors. This analysis will generally involve a review of source documents and data and may also include interviews with staff and third parties.

These results provide council with the ability to perform a cost / benefit analysis of the implementation of additional controls to either prevent or detect the types of fraud occurring. The assessed savings can then be confirmed in a re-measurement of fraud losses in subsequent periods following the implementation of the improvements.



## 4. REPORTING

Both internal and external stakeholders need to be aware of the outcomes of the fraud control activities undertaken. Reporting these outcomes can also provide a deterrent effect that will assist council in minimising the impact of fraud on its operations. Timely, accurate and up-to-date data is critical in this process.

### INTERNAL REPORTING

The Director of Corporate & Community Services should report quarterly to Council's CEO and Councillors on the outcomes of any monitoring and evaluation activities as well as any investigations and/or outcomes of prosecutions or civil action.

### EXTERNAL REPORTING

Director of Corporate & Community Services is responsible for ensuring all required external reporting obligations are met in relation to alleged or actual losses from fraud.

Councils are required to report on certain fraud matters to the Crime and Corruption Commission, the Minister, Queensland Police Service and the Auditor-General.

The Local Government Regulation (LGR) section 307A provides that:

- councils must keep written records of both alleged and proven losses arising from fraud (including money)
- councils must keep written records of material losses other than those arising from an offence or corrupt conduct
- councils must report, within six months, a material loss as a result of fraud to the Minister and the Auditor-General and in certain circumstances, to the police or the Crime and Corruption Commission

Material loss for all local governments (excluding BCC), under the LGR means:

- for money – a loss of more than \$500
- for any other asset – a loss valued at more than \$1000.

### COMMUNICATION

Once the result of an investigation is known (whether the outcome is a criminal prosecution or an administrative remedy), as far as permitted by privacy legislation, council should consider communicating the outcomes to staff (employees and contractors) and, where appropriate, the public. This demonstrates that council regards disciplinary decisions seriously and consistently. As a result, individuals are more likely to report wrongdoing in the future. It serves to keep fraud front of mind in staff, customers, clients and suppliers.

Proactive media management may also show a positive attitude and response to fraud by council, encouraging further external reporting as well as maintaining public confidence that fraud is a serious matter and will be handled accordingly.



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## FRAUD AND CORRUPTION CONTROL PLAN

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### 1. INTRODUCTION

The operational, financial, social and reputational impact of fraud and corruption on our organisation, and the people it supports, can be significant. Fraud and corruption can:

- Undermine the viability of Council
- Compromise the delivery of essential services to our community
- Breach the trust of stakeholders, sometimes irreparably.

Damage to Council's credibility, including the potential loss of public confidence, lower morale and/or reduced productivity and performance, may far exceed any likely financial or material loss caused.

For these reasons McKinlay Shire Council takes a zero tolerance approach to fraud and corruption. It is important we take steps to prevent fraud and corruption from happening, supported by a hierarchy of governance and controls to build an ethical organisational culture.

### 2. PURPOSE

This Fraud Control Plan (Plan) provides direction and guidance to McKinlay Shire Council officers and stakeholders on the processes for:

- Prevention of fraud and corruption
- Detection of fraud and corruption and
- Responding to fraud and corruption.

The Plan objectives are to:

- Promote a culture that supports prevention of fraud and corruption;
- Minimise the risk of fraud and corruption within and against the council;
- Details how McKinlay Shire Council deals with suspected fraud and corruption through risk management practices; and
- Provide guidance on how suspected instances of fraud are managed and dealt with by McKinlay Shire Council.

### 3. SCOPE

This plan applies to all McKinlay Shire Council Councillors, employees, contractors and volunteers.



#### 4. RESPONSIBILITIES

The Plan details the different responsibilities and accountabilities of Councillors, managers and employees within council. It requires all public officers to abide by McKinlay Shire Council’s Code of Conduct, which prescribes standards of ethical conduct.

In general, McKinlay Shire Council expects public officers will assist in preventing fraud and corruption within Council by:

- Understanding the responsibilities of their position;
- Familiarising themselves with, and adhering to, McKinlay Shire Council policies and procedures;
- Understanding what behaviour constitutes fraudulent and/or corrupt conduct;
- Maintaining an awareness of Council strategies implemented to minimise Fraud and Corruption;
- Being continuously vigilant to the potential for fraud or corruption to occur; and
- Reporting suspected or actual occurrences of fraud or corruption in accordance with Part 6 of this Plan.

#### SPECIFIC RESPONSIBILITIES

Role	Responsibilities
Councillors	<p>Collectively, as the decision making body of the Council, <b>Councillors</b> are responsible for ensuring that McKinlay Shire Council:</p> <ul style="list-style-type: none"> <li>• promotes community awareness of Council's commitment to the prevention of fraud and corruption;</li> <li>• provides adequate security for the prevention of fraud and corruption, including the provision of secure facilities for storage of assets, and procedures to deter fraud or corruption from occurring;</li> <li>• provides mechanisms for receiving allegations of fraud or corruption, including ensuring a responsible officer is appointed;</li> <li>• ensures that, where appropriate, proper investigations are conducted into allegations that involve fraud or corruption;</li> <li>• makes reports of suspicions of fraud in accordance with Part 6 of this Plan and facilitates cooperation with any investigation undertaken by an external authority (such as Queensland Audit Office or the Crime and Corruption Commission);</li> <li>• ensures that all employees are provided with appropriate and regular training to raise awareness of their responsibilities in relation to fraud and corruption</li> <li>• promotes a culture and environment in which fraud and corruption is actively discouraged and is readily reported should it occur; and</li> </ul>



	<ul style="list-style-type: none"> <li>• undertakes a fraud and corruption risk assessment on a regular basis.</li> </ul>
Managers	<p>Managers are responsible for:</p> <ul style="list-style-type: none"> <li>• the oversight of the conduct of any employees whom they supervise;</li> <li>• any property under their control and will be held accountable for such;</li> <li>• reporting suspicions of fraud in accordance with Part 6 of this Plan;</li> <li>• creating an environment in which fraud and corruption is discouraged and readily reported by employees. This should be fostered by the manager's own attitude and behaviours to fraud and corruption and, by the accountability and integrity they both display and encourage from other employees;</li> <li>• ensuring that new employees for whom they are responsible are aware of their responsibilities in relation to fraud and corruption and, of the standard of conduct expected from all employees as outlined in the McKinlay Shire Council Code of Conduct and Fraud Policy;</li> <li>• identifying potential fraud and corruption risks; and</li> <li>• leading by example to promote ethical behaviour.</li> </ul>
Employees	<p>Employees are responsible for:</p> <ul style="list-style-type: none"> <li>• performing their functions and duties with care, diligence, honesty and integrity;</li> <li>• conducting themselves in a professional manner at all times;</li> <li>• adhering to these guidelines and other Council procedures that have been established to prevent fraud or corruption;</li> <li>• taking care of Council's property which includes avoiding the waste or misuse of McKinlay Shire Council resources;</li> <li>• maintaining and enhancing the reputation of Council:</li> <li>• remaining scrupulous in the use of Council information, assets, funds, property, goods or services; and</li> <li>• reporting suspicions of fraud in accordance with Part 6 of this Plan.</li> </ul>

## 5. FRAUD RISK ASSESSMENT

McKinlay Shire Council main objective in the prevention and control of Fraud and Corruption is to minimise the occurrence of Fraud and Corruption within the Council. This objective is generally achieved by:





- identifying fraud and corruption risks;
- determining strategies to control those risks; and
- defining responsibility for and, the time frame within which the strategies will be implemented.

Council will facilitate the systematic identification, analysis and evaluation of risks within its business operations. Council will maintain a fraud risk register documenting identified fraud risks and the controls that are in place to mitigate them.

The risk assessment considers the combined influences of the following factors on the activities of Council:

- the environment (both internal and external) within which Council operates ;
- the timeframe and deadlines in which Council operates; and
- an overall assessment of Council's internal controls.

Managers must be alert to the potential of fraud and corruption to occur and remain wary of factors which may leave the Council vulnerable to fraud and corruption, including:

- changes to delegations;
- implementation of cost cutting measures;
- contracting out and outsourcing;
- the impact of new technology; and
- changes to risk management practices.

## **6. REPORTING ALLEGATIONS OF FRAUD**

Any public officer who suspects, or becomes aware of, breaches of the Code of Conduct, including fraud and corruption, should report the matter without delay to a supervisor or manager.

A number of reporting options are available, including:

- Reporting the incident to the employee's manager/supervisor;
- Reporting the incident to the Director of Corporate & Community Services; and
- Making a Public Interest Disclosure under the *Public Interest Disclosure Act 2010*.

Officers should provide information on the alleged fraud using the *Fraud Allegation Report Form* available within InfoXpert. The information provided includes:

- Details of the suspected offence, and
- Details of the suspected offender(s) where known.

Management recognises that the reporting of fraud and corruption is a sensitive issue (especially against work colleagues). To affirm the integrity of this function therefore, management will, as far



as practicable, ensure the confidentiality of information provided. It will achieve this by maintaining the confidentiality of both the complainant and suspect and by avoiding rumours, morale problems and the possibility of wilful destruction of evidence. Regardless of the reporting option exercised, Council will take all practical steps to protect the welfare of the person making the report.

McKinlay Shire Council's Grievance Policy governs reports of suspected or actual fraud or corruption.

An allegation by an officer of a substantial misuse of public resources may fall within the definition of a public interest disclosure (PID) and is covered by the McKinlay Shire Council's Public Interest Disclosure Policy.

## **7. VEXATIOUS, MISLEADING OR FALSE REPORTING**

There could be occasion when a party may make an allegation of fraud against an employee (or contractor, volunteer, consultant or work experience student) with the intention of causing that person harm, damage or disruption.

Vexatious, misleading or false reporting can waste time and resources in investigating the matter. This can also cause the person who is subject to the allegation a significant amount of emotional trauma and stress.

Any vexatious, misleading or false reporting of any allegation of fraud will not be tolerated and will have serious consequences to the person bringing about such an allegation.

## **8. INVESTIGATION PROCESS**

All reports, information, complaints and notifications concerning alleged fraud activity or corrupt behaviour are referred to the Director Corporate & Community Services through the investigation process in the first instance and reviewed by the Chief Executive Officer. The reviewer will determine, where appropriate, the proposed investigation scope and appoint an investigating officer. An investigation is then initiated and conducted by the investigating officer.

It is a reasonable and lawful workplace direction for Council to ask that employees participate in the investigation process. Witnesses are informed of their rights and obligations before an investigation, including information about the terms of reference of the investigation, employee's legislative obligations, the investigation process, natural justice, interviews and what each party can expect from the other during an investigation.

Substantiated allegations of fraud activity or corrupt behaviour may result in formal disciplinary action including dismissal. Any allegation involving criminal offences against the Council by employees or external parties needs to be referred to the Queensland Police Service (QPS).



## **9. FRAUD AWARENESS**

McKinlay Shire Council recognises that the success and credibility of the Fraud Policy and Fraud Control Plan will largely depend on how effectively they are communicated throughout the organisation and beyond.

McKinlay Shire Council will therefore, from time to time take proactive steps towards ensuring that the wider community is aware of the Council's zero-tolerance stance towards fraud and corruption.

McKinlay Shire Council will increase community awareness by:

- promoting Council initiatives and policies regarding the control and prevention of fraud and corruption on the Council website and at Council offices;
- including guidance on their website, for both council staff and external parties, on how to report suspicions of fraud;
- making reference to fraud and corruption initiatives in the Council's Annual Report; and
- facilitating public access to all of the documents that constitute the Council's Fraud and Corruption framework.

## **10. ACTIONS TO PREVENT, DETECT AND, RESPOND TO FRAUD**

The Plan is based on the 10 component model detailed in the Crime and Corruption Commission publication *Fraud and Corruption Control: Best Practice Guide (2018)*. The ten areas on which Council focus the fraud and corruption preventions efforts on are:

1. Coordination mechanisms
2. Risk Management system
3. Internal Controls
4. Reporting Processes
5. Protection for Disclosers
6. External Reporting
7. Investigation Management Processes
8. Code of Conduct
9. Organisational Culture Change
10. Client and Community Awareness Program



**PHASE 1: PREVENTION OF FRAUD AND CORRUPTION**

This stage outlines the frameworks, systems and processes in place across the local government to promote and support the prevention of fraud and corruption.

What		How	Who	When
Element	Component	Action Plan	Oversight	Timeline
Integrated Policy	Fraud Policy and Control Plan	Senior management to endorse and promote the Plan and to ensure staff awareness of the plan on an ongoing basis.	Chief Executive Officer	Every three years.
		Include relevant staff who are involved in prevention activities in reviews of the Plan.	Chief Executive Officer	Every three years.
Risk assessment	Risk profile and management	Consider and assess fraud and corruption risk and include in the overall Corporate Risk Register	Chief Executive Officer	Review every three years.
Internal Controls	Corporate Governance Framework	Develop, approve, review and update various governance policies e.g. Code of Conduct, Ethics Policy, Conflict of Interest, Public Interest Disclosure Policy, Fraud Policy, Procurement Policy, Entertainment & Hospitality Policy, Gifts Policy etc. (these are illustrations only)	Chief Executive Officer	Ongoing Suggest review policies every three years
		Outline clear accountability and reporting responsibilities in staff position descriptions.	Chief Executive Officer	
		Where fraud risks are known to exist (e.g. procurement, capital expenditure management, payroll, travel, entertainment recruitment etc), clearly document work processes and make available to council officers.	Respective managers	
		Conduct screening of potential new employees. As a minimum all employees should be subject to referee checks, but also consider undertaking Police checks.	Human resources	
	Accountability and responsibility structures	Monitor recordkeeping for adherence to record keeping and document management policies.	Chief Executive Officer	
	Supervisors to monitor compliance	Respective	Ongoing	



		with work procedures.	managers	
		Supervisors to ensure proper and adequate advice and support is provided to staff on procedures where needed.	Respective managers	
		Senior executives and managers to demonstrate adherence to work procedures.	Senior Management group	
		Organisation chart to be kept updated and available to all officers.	Corporate Service Director/HR Manager	
		Include prevention of fraud and corruption as part of job description documentation for all staff	HR Manager/ Director Corporate Service	As required
		Review and update delegations register regularly.	Chief Executive Officer	Ongoing and regular
	Internal Audit	Internal Audit to regularly review governance, risk management and internal control processes, and issue and provide recommendations for improved systems.	Chief Executive Officer	Ongoing
	Conflicts of Interest and Personal disclosures	Regularly review Conflict of Interest Policy and procedures and keep up to date.	Chief Executive Officer	Annually
		Register of Interests for councillors and senior executives must be kept up to date and disclosed where appropriate.	Chief Executive Officer and Mayor	Ongoing and regular
		All staff to make annual declarations of conflict of interests and related party transactions; and a register of interests maintained.	Human Resource Manager	Annually
Committees and Workgroups	Form Governance committee to specifically address fraud and corruption risk (e.g. audit committee, governance & finance committee etc).	Council	Ongoing	
Staff Education and awareness	Policies and procedures	Policies and procedures and other related processes and information must be made available on intranet	Chief Executive Officer	Ongoing as required
	Training and awareness	Provide appropriate training to all staff on the contents and purposes of the Fraud Policy and Fraud	Human Resource Manager	Annually



		Control Plan		
		Corporate Plan to refer to values and ethical conduct and how the local government tracks this aspect.	Chief Executive Officer	Ongoing as required
Code of Conduct	Induction program	Provide each new employee information on fraud and corruption control.	Human Resource Manager/ Director Corporate Service	Within one month of arrival
	Staff training	Promote ethical culture and awareness of fraud and corruption prevention and controls through the code of conduct training.		Annually and when the Code is revised
	Staff performance and development	Include culture, values and an organizational understanding in the performance appraisal and performance development processes of each council employee.		Every twelve months
Client and Community Awareness	Policies and procedures	Include Fraud and Corruption Policy and Fraud Control Plan on the website. Keep it available for anyone who requests a copy.	Chief Executive Officer	Ongoing as required
	Training and awareness	Make external parties dealing with the local government aware of the Fraud and Corruption Policy and Plan. Publish guidance on Council website on how to make a complaint or report suspicions of fraud.	All staff and officers making procurements	
	RTI, Privacy requests and RTI Disclosure Log	Promptly actions requests for information on the plan and publish required information on website.	Chief Executive Officer	



**PHASE 2: DETECTION OF FRAUD AND CORRUPTION**

This stage outlines the systems and processes in place across the local government to detect and expose fraud and corruption.

What		How	Who	When
Element	Component	Action Plan	Oversight	Timeline
Internal Controls	Work processes	Each functional area should develop clearly documented work procedures which are communicated to staff. Awareness and training of workflows and work processes must be provided	Respective managers	Ongoing
		Specific functional area processes must be complied with.	Respective managers	
Public Interest Disclosures	Management of Public Interest Disclosure	Public Interest Disclosure policy and processes will be reviewed and kept updated	Chief Executive Officer	Biannual
		Management to take all reasonable steps to protect disclosers and ensure all victimisation is dealt with swiftly and appropriately	Senior management group	Ongoing
		All staff must comply with the policy and procedures	Respective managers	Ongoing
Internal Reporting	Fraud allegations	Make Fraud Allegation Reporting form readily available to all staff to allow reporting of suspicions of fraud.	Corporate Governance Manager	Ongoing
		Maintain appropriate register and records of all allegations received.		
	Internal audit	Ensure that the internal audit plan takes into account fraud risk incidents as reported in the Risk Register.	Chief Executive Officer	Ongoing as required but minimum as per the Strategic Audit Plan
		Council to respond promptly to audit findings and recommendations.	Chief Executive Officer	
Informal reporting	Culture of reporting to be supported and promoted through induction, training, the intranet, organisational planning and policies and procedures.	All managers	Ongoing	



Investigations	Investigation process and procedures	Staff must report all suspected instances of misconduct to the HR manager or Director of Corporate & Community Services or directly to the CEO	Chief Executive Officer	As required
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**PHASE 3: RESPONSE TO FRAUD AND CORRUPTION**

This stage outlines the systems and processes in place across the local government to respond to fraud and corruption within local government and the various channels to ensure improvements or remedies for fraud and corruption.

What		How	Who	When
Element	Component	Action Plan	Oversight	Timeline
Risk Management System	Fraud Incident Register	Report all alleged or proven fraud and/or corruption instances as a risk incident and record in the Fraud Incident Register.	Chief Executive Officer	Report Incident within 24 hours of identification  Update Register within 48 hours of incident reporting
	Fraud Risk reporting	Risk incidents and periodical risk reports are to be used to identify risks, review risks mitigation strategies.	Chief Executive Officer	As required and quarterly
Investigation Management processes	Conduct investigations	Conduct investigations according to Disciplinary Policy and Procedures, Public Interest Disclosures Policy & Procedures.  The HR Manager, Director of Corporate Service and the CEO will decide whether the allegation constitutes improper conduct.	Chief Executive Officer	Ongoing as required
	Report investigations	Investigation outcomes are to be supported and implemented by such means as are determined by the Senior management team	Senior Management team	
Internal Controls	Policies and Procedures	Review policies and procedures taking into account recent risk incidents and in response to recommendations made by investigators, internal or external	Chief Executive Officer	Ongoing as required





		audit.		
Client and Community Awareness program	Training/ Awareness program	Reinforce awareness of internal controls/prevention mechanism through training on any new processes or procedures	Human Resource Manager	Ongoing as required
		State and reinforce Council's stance on fraud and corruption through relevant corporate communications.	Chief Executive Officer	
External reporting	Mandatory reporting	Report fraud and corruption to following agencies in line with legislation: <ul style="list-style-type: none"> <li>Report suspected corrupt conduct, which includes fraud, to CCC</li> <li>Notify reportable losses to Auditor General, Minister and Police if relevant.</li> </ul> Implement all CCC recommendations	Chief Executive Officer	Ongoing as required
	Governance publications	Report fraud prevention and control matters in Annual Report, Corporate Plan and Operational Plan.	Chief Executive Officer	Annually and as required

\*Oversight - This refers to the person or group who is to ensure the item in the action plan is done, as distinct from the person or group who is responsible for actioning the item. The exception to this is a reference to "All staff" where oversight is not practical.

## 11. REVIEW

The Plan will be reviewed biannually, however, the following may trigger an earlier review:

- Significant fraud or corruption event affecting the local government;
- Identification of any significant trends in fraud or corruption locally or globally.

## 12. RESOLUTION

Adopted by Council on the 17<sup>th</sup> May by Council Resolution XXXX/OXX.



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Chief Executive Officer

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

THIS PLAN IS TO REMAIN IN FORCE UNTIL OTHERWISE DETERMINED BY COUNCIL.

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Officer responsible for review: Director Corporate & Community Services

Current adoption: May 2022

Previous Adoption June 2019

Version No: 1.2

Date for review: May 2025



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## **FRAUD INVESTIGATION PROCEDURE**

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### **1. PURPOSE**

As statutorily required, council will investigate or otherwise formally enquire into all instances of suspected fraud or corrupt conduct exposed as a result of receiving an allegation or detecting fraudulent or corrupt activities.

This document outlines the key steps council should take in the investigation process.

### **2. PRINCIPLES**

Council should conduct investigations in accordance with the following principles:

- Natural justice and procedural fairness
- Require all parties to enter into confidentiality agreements in relation to the information coming into their possession during the course of the investigation.
- Conduct any investigation and resulting disciplinary proceedings in an atmosphere of transparency, independence, fairness and objectivity at all times.
- An investigation should comply with all relevant legislation.
- Make and keep adequate records of all investigations.
- Any investigation should be subject to an appropriate level of supervision and review by a senior responsible person or committee.

### **3. INVESTIGATION PROCESS**

Where suspected or actual fraud or corruption exists, council should undertake a formal process to determine the appropriate form of action, such as the one outlined in Appendix A.

#### **STEP 1 – RECORDING ALLEGATIONS**

Reports of allegations of fraud or corrupt conduct may be received verbally or in writing, anonymously or reported directly by the person making the allegations or through their line manager. As soon as practicable after the allegation, all available details should be recorded on a Fraud Allegation Reporting Form and the completed form be forwarded to the Director Corporate & Community Services.

Director Corporate & Community Services should maintain a record of all allegations of fraud and corruption in the Fraud Incident Register.

#### **STEP 2 – INITIAL REVIEW**

All reports, information, complaints and notifications concerning alleged fraud activity or corrupt behaviour shall be referred to the Director Corporate & Community Services through the investigation process in the first instance and reviewed by the Chief Executive Officer.

The reviewer will determine the appropriate course of action and document in the Fraud Investigation Tracking Form.



## Referral/Notification

Section 38 of the *Crime and Corruption Act* obliges councils to notify the Crime and Corruption Commission (CCC) if they reasonably suspect that a complaint, information or matter involves, or may involve, corrupt conduct. Director Corporate & Community Services should notify the CCC as soon as they have a reasonable suspicion that corrupt conduct may have occurred. One of the reasons Council must notify the CCC before starting its own enquiries is that the CCC might already be dealing with the complaint.

Council can notify the CCC by letter or using the online form for public officials available at [www.ccc.qld.gov.au/referrals](http://www.ccc.qld.gov.au/referrals). The details of any referral should be included in the Investigation Tracking Form.

Director Corporate & Community Services shall ensure that any allegation involving criminal offences against the council by employees or external parties is referred to the Queensland Police Service (QPS)

Director Corporate & Community Services shall ensure that all referrals or notifications to the CCC or QPS are documented.

Where the matter is not referred to the CCC, the reviewer will determine the proposed approach and appoint an investigating officer. An investigation is then initiated and conducted by the investigating officer.

The investigating officer must have the appropriate skills and experience to conduct the investigation and be independent of the area in which the alleged fraud or corrupt conduct occurred. Council can choose to use external specialists if you do not have appropriately skilled staff within the organisation.

Appendix B provides further guidance on how to stream an investigation – whether to handle in house, use an external investigator or refer to the police.

## STEP 3 – INVESTIGATION

The investigating officer may consult with other appropriate officers or external experts as necessary, whilst maintaining the confidentiality of the individual making the report.

The various steps involved in conducting a formal investigation include:

- determining the scope and nature of any investigation
- confirming the responsibilities and powers of the investigator
- conducting the investigation
- gathering the evidence
- concluding the investigation

The nature of an investigation will depend on the type, severity and complexity of the incident.

The CCC publication *Corruption in focus: a guide to dealing with corrupt conduct in the Queensland Public Sector*, provides further information and can be found on their website.

## STEP 4 - OUTCOMES

The investigating officer should submit a written report to the CEO detailing the circumstances and, where appropriate, recommending appropriate remedial or disciplinary action. The CEO may decide to:



- deal with the matter as an allegation of misconduct using the council’s disciplinary process;
- take remedial action immediately;
- dismiss the allegation; or
- take general management action.

Director Corporate & Community Services shall ensure that the CEO’s approvals shall be documented and included in the Fraud Incident Tracking Form.

### **Disciplinary Action**

Substantiated allegations of fraud or corrupt conduct may result in formal disciplinary action including dismissal.

If approved by the CEO, Council’s disciplinary action policy should be applied to create a deterrent effect to employees by illustrating that all cases will be investigated and disciplinary action will be taken against staff that “do the wrong thing”.

### **Recovery of proceeds of fraudulent conduct**

Council should consider action to recover the proceeds of fraudulent conduct where there is clear evidence of fraud or corruption and where the likely benefits of such recovery will exceed the funds and resources invested in the recovery action.

Director Corporate & Community Services shall ensure that management decisions regarding the steps to be taken, or otherwise, should be documented in the Fraud Investigation Tracking Form.

### **Internal control review**

Following an investigation of an allegation, Director Corporate & Community Services shall ensure that an internal control review shall be undertaken in the area where the fraud occurred. The Review should consider the matters arising from the investigation and provide recommendations as to any improvements or changes to existing internal controls. This will help to ensure internal controls weaknesses and gaps are addressed to prevent the fraud from reoccurring. Outcomes of this review shall be recorded in the Fraud Investigation Tracking Form.

### **STEP 5 - MANAGEMENT APPROVALS**

The Fraud Investigation Tracking Form should be progressively completed during all stages of the investigation of an allegation of fraud ensuring that all approved matters are documented.

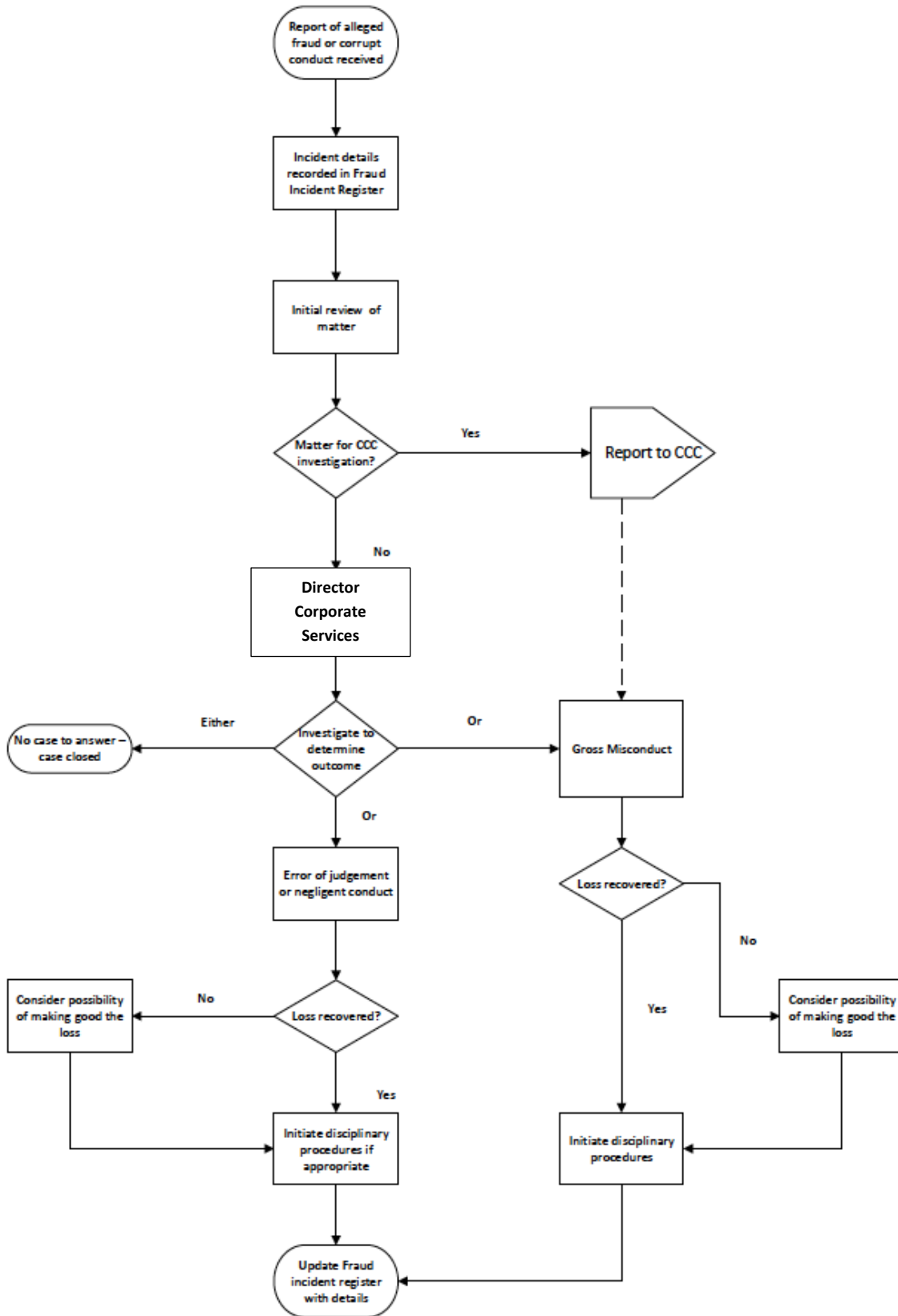
The Fraud Incident Register shall be updated regularly, and provided to the CEO for review at least quarterly.

### **STEP 6 – REPORTABLE LOSSES**

Director Corporate & Community Services shall be responsible for ensuring that any reportable loss (loss of asset) is reported to the Queensland Audit Office (QAO) and the Minister, as soon as practicable, but not more than 6 months after the officer becomes aware of the loss.



# APPENDIX A – INVESTIGATION PROCESS





## APPENDIX B - GENERAL GUIDE ON HOW TO PROGRESS AN INVESTIGATION

### SUGGESTED STREAMING OF CASES FOR INVESTIGATION

Source: Based on Australian Capital Territory Government Integrity Policy and Investigation Standards.

Characteristic of case	Refer to the Police	Use formally qualified investigators	Handle in-house
Complexity	Requires detailed analysis of large amounts of evidence, both paper and computer based. Use of sophisticated technology.	Requires detailed analysis of evidence, both paper and computer based.	Analysis of relevant evidence straightforward.
Potential damage	High monetary loss*. Significant damage to the reputation of the public service. Harm to the economy, assets or environment. Impact upon broader national law enforcement issues (eg, organized crime, money laundering).	Medium monetary loss. Significant damage to the reputation of the organisation.	Minor monetary loss. Minor damage to the reputation of the organisation.
Nature of offence	Elements of criminal conspiracy. Serious breach of trust by an employee.	Likely to involve action before a court or tribunal.	Likely to be limited to administrative action within the agency.
Status of evidence	Preliminary analysis indicates strong possibility of proof beyond reasonable doubt.	Preliminary analysis indicates possibility of proof to the level of proof beyond reasonable doubt or balance of probabilities.	Preliminary analysis indicates strong possibility of proof to the level of balance of probabilities.
Scope	Involves known or suspected criminal activities in a number of agencies and/or jurisdictions. Collusion between a number of parties.	More than one party suspected of being involved in the case.	Isolated incident.
Availability of evidence	Evidence is required that can only be obtained by exercise of a search warrant or surveillance	Evidence is required that can be obtained within the agency.	Evidence is required that can be obtained within the agency.

\*Cases with high monetary loss should be referred to the Police. While there is no unambiguous financial threshold, it is important that potential frauds involving losses in excess of \$5000, or lesser amounts if it undermines a program or service, are investigated with a view to prosecution.



# FRAUD POLICY

## 1. INTRODUCTION

Fraud is an intentional dishonest act or omission done with the purpose of deceiving, causing actual or potential financial loss to any person or entity. It includes theft of moneys or other property by employees or persons external to the entity.

This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position.

Corruption is a dishonest activity in which a Councillor, executive, manager, employee or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity.

## 2. PURPOSE

This policy defines McKinlay Shire Council's position in relation to fraud and corruption, by:

- Acknowledging Council's obligations as a public sector entity to eradicate all instances of fraudulent and corrupt activities through appropriate control measures; and
- Establishing Council's commitment to the promotion and proper management of the fraud and corruption management framework.

The policy objective is to:

- Protect Council's assets and reputation
- Ensure a sound ethical culture of the Council
- Ensure senior management commitment to identify fraud risk exposures and establish procedures for prevention and detection
- Ensure Councillors and staff are aware of their responsibilities in relation to ethical conduct.

The policy outlines the appropriate actions that must be followed to increase the awareness of, and the investigation of, fraud.

## 3. SCOPE

This policy applies to all McKinlay Shire Council Councillors, employees, contractors and volunteers.

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Date of Approval: 17<sup>th</sup> May 2022  
Approved By: Council Resolution

Effective Date: 18/05/2022  
Version: 1.2  
Review Date: May 2025



#### **4. POLICY STATEMENT**

Council is committed to the control and elimination of all forms of fraud and corruption, and to create an ethical environment and culture that discourages and prevents fraud. Council has zero tolerance to activities related to fraud and corruption.

All staff are responsible for the prevention and detection of fraud and corruption and must comply with the Council's Fraud Policy and Fraud Control Plan.

All allegations and suspicions of fraud will receive attention. All substantiated cases will be dealt with appropriately either by criminal, disciplinary or administrative mechanisms suitable to the particular case (having due regard for the rights of all persons, including any person reporting a fraud and of any alleged perpetrator of fraud).

#### **5. FRAUD AND CORRUPTION MANAGEMENT FRAMEWORK**

Council acknowledges that the Fraud Policy and accompanying Fraud Control Plan must be in place and address the ten components of effective fraud control, identified in the Crime and Corruption Commission's publication, *Fraud and Corruption Control: Best Practice Guide (2018)*.

The ten components are:

1. Coordination mechanisms
2. Risk management system
3. Internal controls
4. Reporting processes
5. Protections for disclosers
6. External reporting
7. Investigation management processes
8. Code of Conduct
9. Organisational culture change
10. Client and community awareness program

#### **6. RISK ASSESSMENT**

Council will undertake a fraud and corruption risk assessment at least every two years. After each review, Council will update its Fraud Control Plan.

#### **7. INTERNAL CONTROLS**

Council will maintain an internal control structure to minimise exposure to fraud and corruption. The primary mechanism for this control will be Council's Internal Control Framework, operating in conjunction with established audit and financial management practices.

#### **8. REPORTING**

Staff must report any concerns or suspicions that they have about fraudulent or corrupt activity to their immediate Supervisor. If the staff member believes that the Supervisor may

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be involved in the activity, then the report must be made to a more senior person or to the Director Corporate and Community Services.

Concerns and suspicions must be reported as soon as possible. An employee must not attempt to investigate the matter himself/herself.

Council must ensure that any report of suspected fraud or corrupt activity is treated confidentially to the fullest extent possible under the law.

## **9. INVESTIGATION**

As statutorily required, Council will investigate or otherwise formally enquire into all instances of suspected fraudulent or corrupt conduct exposed as a result of receiving an allegation or detecting fraudulent or corrupt activities.

Investigations must be in accordance with the rules of procedural fairness or natural justice.

Appropriate actions will follow these investigations, including where applicable actions to recover money or other property should a cost benefit analysis justify such action.

## **10. EXTERNAL REPORTING**

This includes reporting of fraud and recovery of proceeds of fraudulent activity to the Queensland Audit Office (QAO), Crime and Corruption Commission (CCC) and the Queensland Police Service.

By law, the Chief Executive Officer must report all allegations of fraudulent or corrupt conduct to the CCC, and the QAO as appropriate.

## **11. PUBLIC INTEREST DISCLOSURE**

Council acknowledges that under the *Public Interest Disclosure Act 2010*, it has obligations to any person who makes a public interest disclosure. These obligations may extend to a person who discloses fraud or corruption.

## **12. ASSOCIATED DOCUMENTS**

This Policy complements and is to be implemented in conjunction with other Council policies, including (but not limited to):

- Public Interest Disclosure Policy
- Complaints Policy
- Risk Management Policy
- Code of Conduct for Council Employees
- Code of Conduct for Councillors;
- Performance and Misconduct Policy
- Expenses and Reimbursement Policy.

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Legislation related to this policy:

- *Crime and Corruption Act 2001*
- *Criminal Code Act 1899*
- *Integrity Act 2009*
- *Public Interest Disclosure Act 2010*
- *Public Sector Ethics Act 1994*
- *Right to Information Act 2009*
- *Local Government Act 2009 and*
- *Local Government Regulations 2012.*

### **13. NEXT REVIEW**

This policy remains in force until amended or repealed by resolution of Council stemming from changes prescribed in the *Local Government Regulation 2012*. Council will determine review dates as required.

**THIS POLICY IS TO REMAIN IN FORCE UNTIL OTHERWISE DETERMINED BY COUNCIL.**

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Officer responsible for review:	Director Corporate & Community Services
Current adoption:	May 2022
Previous Adoption:	June 2019
Version No:	1.2
Date for review:	April 2025

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## APPENDIX - DEFINITIONS

The following definitions apply to this Policy.

CEO	A person holding an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Contractor	A person, organisation or entity that performs a specific act or acts including the provision of services and/or materials to another person, organisation or entity under an agreement enforceable by law.
Corrupt Conduct	Conduct that involves the exercise of a person's official powers in a way that: <ul style="list-style-type: none"> <li>• Is not honest or impartial; or</li> <li>• Involves a breach of trust placed in the person as a public officer, either knowingly or recklessly; or</li> <li>• Involves a misuse of Council assets, materials or information; and</li> <li>• Is for the purposes of providing a benefit to the person or another person or causing a detriment to another person;</li> <li>• Would, if proven constitute a criminal offence or is serious enough to justify a dismissal.</li> </ul>
Council Councillor	McKinlay Shire Council The Mayor and Councillors of McKinlay Shire Council within the meaning of the <i>Local Government Act 2009</i> .
Employee	Local government employee - the Chief Executive Officer; or a person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
False Disclosure	Disclosure of information relating to Fraud or Corruption that is made by a person who knows the information to be false or, who is reckless as to whether it is false.
Fraud Control Plan	A document outlining McKinlay Shire Council anti-fraud and anti-corruption strategies.
Leadership Team	Consists of the CEO and senior executive employees as defined by the <i>Local Government Act 2009</i> .
Manager	Any employee of the Council who is responsible for the direct supervision of other employees, and/or for the management of a local government department and/or function/activity.
Public Officer	Includes: <ul style="list-style-type: none"> <li>• A Council member</li> <li>• A member of a Local Government body (including a subsidiary of a Council established under the <i>Local Government Act 2009</i>)</li> <li>• An employee or officer of the Council</li> </ul>

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Pubic Interest Disclosure	A disclosure made under the <i>Public Interest Disclosure Act 2010</i> (PID Act) and includes all information and help given by the discloser to the proper authority for the disclosure.
Risk	The effect of uncertainty on objectives in consideration of fraud and corruption risk, this will generally be a negative impact.

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Ordinary Meeting of Council Tuesday 17 May 2022

**8.4 Subject:** Third Quarter Review of the 2021-2022 Operational Plan

**Attachments:** 2021-22 Operational Plan and Capital Works Program

**Author:** Corporate Services Team Leader

**Executive Summary:**

In accordance with *section 174 (3) of the Local Government Regulation 2012*, a written assessment of Council's progress towards implementing the annual operational plan for the quarter January to March 2022 is presented to Council.

**Recommendation:**

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

**Background:**

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

<b>Operational Budget</b>	<b>Actuals 31 March 2022</b>	<b>%</b>	<b>2021/22 Original Budget</b>
Total Income	17,549,837	88%	19,859,104
Total Expenses	(11,387,543)	62%	(18,304,119)
<b>Net Result</b>	<b>6,162,294</b>	<b>396%</b>	<b>1,554,985</b>
<i>Less Capital Revenue</i>	<i>8,040,398</i>	<i>89%</i>	<i>8,986,966</i>
<b>Operating Result (excl. Capital Revenue)</b>	<b>(1,878,104)</b>	<b>25%</b>	<b>(7,431,981)</b>

**Capital Works Program 2021-2022 Version 2.0**

<b>Infrastructure &amp; Works</b>	<b>Actuals</b>	<b>Budget</b>	<b>Grants/Other</b>
Roads	\$5,980,421.94	\$8,798,545.00	\$8,699,665.00
Wastewater	\$0.00	\$50,000.00	\$0.00
Water	\$98,996.70	\$50,000.00	\$0.00
Transport	\$1,249.03	\$100,000.00	\$0.00
Other	\$130,266.01	\$1,350,000.00	\$0.00
<b>Subtotal</b>	<b>\$6,210,933.68</b>	<b>\$10,348,545.00</b>	<b>\$8,699,665.00</b>
<b>Environmental Management</b>	<b>Actuals</b>	<b>Budget</b>	<b>Grants/Other</b>
Reserves	\$80,510.82	\$134,300.00	\$0.00
<b>Subtotal</b>	<b>\$80,510.82</b>	<b>\$134,300.00</b>	<b>\$0.00</b>
<b>Community Services &amp; Facilities</b>	<b>Actuals</b>	<b>Budget</b>	<b>Grants/Other</b>
Community Buildings & Other Structures	\$159,495.41	\$423,759.00	\$184,004.73
Parks & Gardens	\$29,344.95	\$80,000.00	\$50,000.00
Council Housing	\$217,011.42	\$294,871.00	\$0.00
<b>Subtotal</b>	<b>\$405,851.78</b>	<b>\$798,630.00</b>	<b>\$234,004.73</b>
<b>Corporate Services</b>	<b>Actuals</b>	<b>Budget</b>	<b>Grants/Other</b>
Corporate Buildings & Other Structures	\$57,523.69	\$121,000.00	\$0.00
Other	\$87,738.69	\$230,000.00	\$205,000.00
Economic Development	\$61,280.51	\$489,235.00	\$194,505.00
<b>Subtotal</b>	<b>\$206,542.89</b>	<b>\$840,235.00</b>	<b>\$399,505.00</b>
<b>Total</b>	<b>\$6,903,839</b>	<b>\$12,121,710</b>	<b>\$9,333,175</b>



Ordinary Meeting of Council Tuesday 17 May 2022

The programs contained in the 2021-2022 Operational Plan are being delivered in accordance with the strategies and objectives outlined. At this review stage, actual revenue and expenditure should be around the 75% to 80% benchmark, subject to the nature of the program. Any significant outcomes in a particular program, or actuals that are a lesser amount or exceeding the percentage benchmark, have been identified within the comments section of the Operational Plan.

Items for mention:

### **Infrastructure and Works**

Revenue has been exceeded on a number of programs due to percentage of the allocation being received in advance. Revenue for utilities and services fully received as both rate levies have been issued for the year. Some projects that are behind in expenditure will increase as their works will commence and be completed in next quarter.

### **Governance & Partnerships**

Councilor Conference and Training expenses are over budget due to increased travel and accommodation.

### **Community Services and Facilities**

Cemeteries is over budget with increased maintenance being completed.  
Sport & Recreation under budget due to absence of a Sport & Rec Officer.

### **Health Safety & Development**

Most revenue items are at 100% or more. Local Disaster Management Group and State Emergency Services (SES) expenditure is behind budget as there has been limited SES costs. Local Laws expenditure is also behind due to reduced labour costs this year.

### **Environmental Management**

Refuse collection and disposal revenue at 100% as both rate levies have been issued for the year. The Pest Plant Program expenditure is running behind but the program is scheduled to be delivered in the next quarter.

### **Consultation:** (internal/external)

- Director of Corporate & Community Services

### **Legal Implications:**

Report prepared in accordance with *section 174 (3) of the Local Government Regulation 2012.*

### **Policy Implications:**

Nil

### **Financial and Resource Implications:**

Nil

### **InfoXpert Document ID:**

## Capital Works Program 2021-2022 Version 2.0

Infrastructure & Works	Actuals	Budget	Grants/Other	Comments
Roads	\$5,980,421.94	\$8,798,545.00	\$8,699,665.00	2020 DRFA works completed during the month
Wastewater	\$0.00	\$50,000.00	\$0.00	
Water	\$98,996.70	\$50,000.00	\$0.00	
Transport	\$1,249.03	\$100,000.00	\$0.00	
Other	\$130,266.01	\$1,350,000.00	\$0.00	Working on the sale of surplus plant, aiming to issue in November
<b>Subtotal</b>	<b>\$6,210,933.68</b>	<b>\$10,348,545.00</b>	<b>\$8,699,665.00</b>	
Environmental Management	Actuals	Budget	Grants/Other	Comments
Reserves	\$80,510.82	\$134,300.00	\$0.00	DPI paddocks works, turkeys nest complete, fencing 50% complete and waiting on trough delivery
<b>Subtotal</b>	<b>\$80,510.82</b>	<b>\$134,300.00</b>	<b>\$0.00</b>	
Community Services & Facilities	Actuals	Budget	Grants/Other	Comments
Community Buildings & Other Structures	\$159,495.41	\$423,759.00	\$184,004.73	Caravan park shed complete, VIC Shade
Parks & Gardens	\$29,344.95	\$80,000.00	\$50,000.00	Netterfield House fencing complete, with irrigation works to be completed in November
Council Housing	\$217,011.42	\$294,871.00	\$0.00	
<b>Subtotal</b>	<b>\$405,851.78</b>	<b>\$798,630.00</b>	<b>\$234,004.73</b>	
Corporate Services	Actuals	Budget	Grants/Other	Comments
Corporate Buildings & Other Structures	\$57,523.69	\$121,000.00	\$0.00	Costs incurred to date are for purchases of land parcels
Other	\$87,738.69	\$230,000.00	\$205,000.00	Flood warning project contract awarded Tender for Livestock facility being finalised
Economic Development	\$61,280.51	\$489,235.00	\$194,505.00	
<b>Subtotal</b>	<b>\$206,542.89</b>	<b>\$840,235.00</b>	<b>\$399,505.00</b>	
<b>Total</b>	<b>\$6,903,839</b>	<b>\$12,121,710</b>	<b>\$9,333,175</b>	



# Infrastructure & Works

*Corporate Plan Program & Strategies: Engineering Services*

## Program: 1. Engineering Administration

<b>1.1</b>	<b>Roads to Recovery (R2R)</b>
<i>Type:</i>	Revenue - Capital Grant
<b>Accountability:</b>	Engineering & Works
<b>Budget:</b>	<b>Budget Revenue</b> \$700,484 <b>Budget Expenditure</b> \$0
<b>Actuals:</b>	\$536,108
<b>Percentage of completion:</b>	77%
<b>Description:</b>	Receive capital grant from the Australian Federal Government, Department of Infrastructure and Transport for road infrastructure as eligible in the Roads to Recovery Procedures. Expenditure on the R2R projects are completed through Council's Capital Works program.
<b>Comments:</b>	Inline with budget. Quarterly reports submitted and payments received in accordance with guidelines
<b>1.2</b>	<b>Transport Infrastructure Development Scheme (TIDS)</b>
<i>Type:</i>	Revenue - Capital Grant
<b>Accountability:</b>	Engineering & Works
<b>Budget:</b>	<b>Budget Revenue</b> \$575,000 <b>Budget Expenditure</b> \$0
<b>Actuals:</b>	\$0
<b>Percentage of completion:</b>	0%
<b>Description:</b>	Capital Grant received from the Queensland Government Department of Transport and Main Roads to allocate to Shire roads as per the McKinlay Road Strategy Report. Expenditure on the TIDS projects are completed through Council's Capital Works program.
<b>Comments:</b>	No claim completed yet. Progress claim to be completed in May 2022
<b>1.3</b>	<b>Other Roads Capital Grants</b>
<i>Type:</i>	Revenue - Capital Grant
<b>Accountability:</b>	Engineering & Works
<b>Budget:</b>	<b>Budget Revenue</b> \$1,102,547 <b>Budget Expenditure</b> \$0
<b>Actuals:</b>	\$228,360
<b>Percentage of completion:</b>	21%
<b>Description:</b>	Funding from LRCIP and QRRRF to complete capital road upgrades.
<b>Comments:</b>	This amount from QRRRF should be \$207600 but GST was incorrectly included in receipt. Amount will be amended.
<b>1.4</b>	<b>Footpath &amp; KC Capital Grants</b>
<i>Type:</i>	Revenue - Capital Grant
<b>Accountability:</b>	Engineering & Works
<b>Budget:</b>	<b>Budget Revenue</b> \$250,000 <b>Budget Expenditure</b> \$0
<b>Actuals:</b>	\$250,000
<b>Percentage of completion:</b>	100%

<b>Description:</b>	Works for Queensland Funding			
<b>Comments:</b>	Revenue received in full for the year.			
<b>1.5</b>	<b>Engineering Program</b>			
<b>Type:</b>	<i>Expenditure - Operational Costs</i>			
<b>Accountability:</b>	Engineering & Works			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>	<b>\$320,000</b>
<b>Actuals:</b>				<b>\$96,010</b>
<b>Percentage of completion:</b>				<b>30%</b>
<b>Description:</b>	Management of the General Engineering Operations function within McKinlay Shire Council. Engineering Operations consist of Works Department Administration wages, Works Supervision, Staff Training, Consultancy Services, Asset Management and other expenses required to operate the Engineering function of Council.			
<b>Comments:</b>	Behind budget as the oncost amounts are high.			
<b>1.6</b>	<b>McKinlay Shire Depot</b>			
<b>Type:</b>	<i>Expenditure - Operational/Maintenance Costs</i>			
<b>Accountability:</b>	Engineering & Works			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>	<b>\$170,000</b>
<b>Actuals:</b>				<b>\$70,753</b>
<b>Percentage of completion:</b>				<b>42%</b>
<b>Description:</b>	Manage and maintain Depots located at Julia Creek and McKinlay. Expenditure consists of general repairs and maintenance and general operations; phones, electricity, rates, insurance.			
<b>Comments:</b>	Savings realised through reduced costs compared to previous year with McKinlay Depot expenses and Asset Maintenance Officer wasges being more effectively costed to projects/jobs worked on.			

## Program: 2. Roads and Maintenance

<b>2.1</b>	<b>Financial Assistance Grant (FAGS) Road Component</b>			
<b>Type:</b>	<i>Revenue - Operating Grant</i>			
<b>Accountability:</b>	Engineering & Works			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$549,396</b>	<b>Budget Expenditure</b>	<b>\$0</b>
<b>Actuals:</b>		<b>\$412,047</b>		
<b>Percentage of completion:</b>		<b>75%</b>		
<b>Description:</b>	Operational Grant received from the Queensland Government Department of Local Government for general purposes and roads. Maximise funding through the provision of accurate data supplied to the Local Government Grants Commission.			
<b>Comments:</b>	Inline with budget.			
<b>2.3</b>	<b>Routine Maintenance to McKinlay Shire Road Network</b>			
<b>Type:</b>	<i>Expenditure - Operational/Maintenance Costs</i>			
<b>Accountability:</b>	Engineering & Works			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>	<b>\$1,497,000</b>
<b>Actuals:</b>				<b>\$755,465</b>
<b>Percentage of completion:</b>				<b>50%</b>

## Operational Plan 2021/22 Version 2

<b>Description:</b>	Implement maintenance and inspection schedule for the McKinlay Shire rural road network including grading and culvert maintenance.		
<b>Comments:</b>	Normal maintenance program delayed in areas affected by the DRFA activation. Shire Road routine maintenance program will continue throughout Q4 however acknowledge that the full budget will not be expended.		
<b>2.4</b>	<b>Shire Roads Signage Directional and Advisory</b>		
<b>Type:</b>	<i>Expenditure - Operational/Maintenance Costs</i>		
<b>Accountability:</b>	Engineering & Works		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b> <b>\$35,000</b>
<b>Actuals:</b>			<b>\$17,248</b>
<b>Percentage of completion:</b>			<b>49%</b>
<b>Description:</b>	Management of all road signs on the McKinlay Shire road network; repairs and replacements.		
<b>Comments:</b>	Costs to date are for purchase of signs with installation costs realised in Q4		
<b>2.5</b>	<b>Town Streets</b>		
<b>Type:</b>	<i>Expenditure - Operational/Maintenance Costs</i>		
<b>Accountability:</b>	Engineering & Works		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b> <b>\$155,000</b>
<b>Actuals:</b>			<b>\$135,404</b>
<b>Percentage of completion:</b>			<b>87%</b>
<b>Description:</b>	Implement maintenance and inspection schedule to perform maintenance works and cleaning of town streets located in Julia Creek, McKinlay, Kynuna and Nelia		
<b>Comments:</b>	During the wet weather we have focused staff on providing much needed attention to the town streets, including pot holes, signs and cleaning debris following wind storms etc.		
<b>2.6</b>	<b>Wet Weather</b>		
<b>Type:</b>	<i>Expenditure - Operational Costs</i>		
<b>Accountability:</b>	Engineering & Works		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b> <b>\$10,000</b>
<b>Actuals:</b>			<b>\$0</b>
<b>Percentage of completion:</b>			<b>0%</b>
<b>Description:</b>	Wet Weather Expenses provision to be utilised for all outdoor staff when all other avenues of works to complete during wet weather are exhausted.		
<b>Comments:</b>	No costs required to date.		

### Program: 3. Flood Damage Shire Roads

<b>3.1</b>	<b>Natural Disaster Relief and Recovery Arrangements (NDRRA)</b>		
<b>Type:</b>	<i>Revenue &amp; Expenditure - Recoverable Fees and Operational/Maintenance Costs</i>		
<b>Accountability:</b>	Engineering & Works		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$6,450,527</b>	<b>Budget Expenditure</b> <b>\$0</b>
<b>Actuals:</b>		<b>\$6,532,165</b>	
<b>Percentage of completion:</b>		<b>101%</b>	

<b>Description:</b>	Delivery of Disaster Recovery Funding Arrangements DRFA works on the Shire owned roads network. Acquit the 2019 DRFA works and deliver the DRFA 2020 restoration works in accordance with the funding agreement from the Queensland Reconstruction Authority.
<b>Comments:</b>	More revenue to be received in next quarter.

## Program: 4. Airport

<b>4.1</b>	<b>Airport</b>
<b>Type:</b>	Revenue - Other Revenue
<b>Accountability:</b>	Engineering & Works
<b>Budget:</b>	<b>Budget Revenue</b> \$100,000 <b>Budget Expenditure</b> \$0
<b>Actuals:</b>	\$90,909
<b>Percentage of completion:</b>	91%
<b>Description:</b>	Contribution from external source towards Airport
<b>Comments:</b>	No more revenue expected for remainder of the year.
<b>4.2</b>	<b>Airport</b>
<b>Type:</b>	Revenue & Expenditure - User Fees and Operational/Maintenance Costs
<b>Accountability:</b>	Engineering & Works
<b>Budget:</b>	<b>Budget Revenue</b> \$30,000 <b>Budget Expenditure</b> \$150,000
<b>Actuals:</b>	\$26,002 \$101,268
<b>Percentage of completion:</b>	87% 68%
<b>Description:</b>	Maintain and operate the Julia Creek Airport facility. Maintain grounds and buildings and other general operations of the Julia Creek Airport. Collect revenue as per Fees and Charges Schedule
<b>Comments:</b>	Labour costs are behind budget.

## Program: 5. Plant and Workshop Operations

<b>5.1</b>	<b>Diesel Fuel Rebate</b>
<b>Type:</b>	Revenue - Receive Rebate Income
<b>Accountability:</b>	Engineering & Works
<b>Budget:</b>	<b>Budget Revenue</b> \$40,000 <b>Budget Expenditure</b> \$0
<b>Actuals:</b>	\$36,312
<b>Percentage of completion:</b>	91%
<b>Description:</b>	Claim diesel fuel rebate from the Australian Taxation Office. Submit the eligible rebate claims monthly via the Business Activity Statement as per the Diesel Fuel Rebate Scheme.
<b>Comments:</b>	Rebate claims have been larger this year due to more accurate plant job costing allocations.
<b>5.2</b>	<b>Plant Program</b>
<b>Type:</b>	Revenue & Expenditure - User Fees and Operational/Maintenance Costs
<b>Accountability:</b>	Engineering & Works
<b>Budget:</b>	<b>Budget Revenue</b> \$1,500 <b>Budget Expenditure</b> \$1,245,000
<b>Actuals:</b>	\$1,075 \$886,709
<b>Percentage of completion:</b>	72% 71%

<b>Description:</b>	Management of Council's Workshop and routine inspections, services and repairs to Council's Plant and Equipment. Provide plant hire to external parties. Charge external parties plant hire as per the hire charges. Fees to be paid either before hire or invoiced upon credit application approval.		
<b>Comments:</b>	Slightly behind budget		
<b>5.3</b>	<b>Plant Hire Recoveries</b>		
<b>Type:</b>	Recoverables		
<b>Accountability:</b>	Engineering & Works		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b> <b>(\$1,700,000)</b>
<b>Actuals:</b>			<b>(\$1,417,458)</b>
<b>Percentage of completion:</b>			<b>83%</b>
<b>Description:</b>	Council to recover costs for usage of Plant and Equipment. Recoup plant costs as hire charges against activities to cover all maintenance, depreciation and operating costs.		
<b>Comments:</b>	Slightly over budget and likely to exceed budget for the year.		

## Program: 6. Recoverable Works

<b>6.1</b>	<b>Road Maintenance Performance Contract (RMPC)</b>		
<b>Type:</b>	Revenue & Expenditure - Maintenance Contract Recoverable Works		
<b>Accountability:</b>	Engineering & Works		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$1,500,600</b>	<b>Budget Expenditure</b> <b>\$1,500,600</b>
<b>Actuals:</b>		<b>\$948,511</b>	<b>\$679,347</b>
<b>Percentage of completion:</b>		<b>63%</b>	<b>45%</b>
<b>Description:</b>	Implement the RMPC program in accordance with the contract submitted and agreed by both Council the Department of Transport and Main Roads, to undertake routine maintenance on the state highways - Wills Development Road, Flinders Highway and the Julia Creek to Kynuna Road.		
<b>Comments:</b>	RMPC works on track to be fully expended by 30 June 2022. Slashing work to be undertaken in Q4 which will utilise a large portion of the budget		
<b>6.2</b>	<b>Main Roads Recoverable Works</b>		
<b>Type:</b>	Revenue & Expenditure - Contract Recoverable Works		
<b>Accountability:</b>	Engineering & Works		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$3,037,000</b>	<b>Budget Expenditure</b> <b>\$3,037,000</b>
<b>Actuals:</b>		<b>\$1,029,904</b>	<b>\$1,502,488</b>
<b>Percentage of completion:</b>		<b>34%</b>	<b>49%</b>
<b>Description:</b>	Complete the TMR contract for six projects. Landsborough Highway, Scrubby Creek 14E, 14D Stabilisation, Oorindi Bore, 13H Landsborough, 14D and 78A, Culvert Ch40 Beef Road Box Creek.		
<b>Comments:</b>	TMR projects continuing to be progressed. Oorindi Bore works to be completed May 2022. 14D work 75% complete. Work on Box creek to be completed in May/June 2022		
<b>6.3</b>	<b>Cannington / Toolebuc Road</b>		
<b>Type:</b>	Revenue & Expenditure - Maintenance Contract Recoverable Works		
<b>Accountability:</b>	Engineering & Works		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$445,000</b>	<b>Budget Expenditure</b> <b>\$445,000</b>

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<b>Actuals:</b>	<b>\$45,554</b>	<b>\$119,954</b>
<b>Percentage of completion:</b>	<b>10%</b>	<b>27%</b>
<b>Description:</b>	Road maintenance completed on Toolebuc Road (Cannington Mine Access Road) by Council in accordance with the Purchase Order provided by South 32. Claims are lodged to South 32 online to recoup expenditure.	
<b>Comments:</b>	Stabilisation and Slashing works scheduled for Q4 which will see budget fully expended.	
<b>6.4</b>	<b>Recoverable Works - Other</b>	
<b>Type:</b>	<i>Revenue &amp; Expenditure - Council Recoverable Works</i>	
<b>Accountability:</b>	Engineering & Works	
<b>Budget:</b>	<b>Budget Revenue \$50,000</b>	<b>Budget Expenditure \$50,000</b>
<b>Actuals:</b>	<b>\$15,385</b>	<b>\$17,653</b>
<b>Percentage of completion:</b>	<b>31%</b>	<b>35%</b>
<b>Description:</b>	Other services provided by Council that are not specified under a particular program. Works completed or services provided as approved by Senior Management. Works undertaken in this program will consist of use of Council resources and will be claimed through the Council's Debtor function.	
<b>Comments:</b>	Not as much recoverable works as expected to date.	

## Program: 7. Water Infrastructure

<b>7.1</b>	<b>Julia Creek Water Infrastructure</b>	
<b>Type:</b>	<i>Revenue &amp; Expenditure - Utility Charges and Operational/Maintenance Costs</i>	
<b>Accountability:</b>	Engineering & Works	
<b>Budget:</b>	<b>Budget Revenue \$270,415</b>	<b>Budget Expenditure \$210,000</b>
<b>Actuals:</b>	<b>\$274,007</b>	<b>\$157,600</b>
<b>Percentage of completion:</b>	<b>101%</b>	<b>75%</b>
<b>Description:</b>	Maintenance and general operations of the Julia Creek Water Supply. Undertake water supply infrastructure planning for the Julia Creek water area, and issue two rates levies as per Council's Revenue Statement.	
<b>Comments:</b>	Inline with budget	
<b>7.2</b>	<b>Julia Creek Water Infrastructure Capital Grant</b>	
<b>Type:</b>	<i>Revenue - Capital Funding</i>	
<b>Accountability:</b>	Engineering & Works	
<b>Budget:</b>	<b>Budget Revenue \$135,000</b>	<b>Budget Expenditure \$0</b>
<b>Actuals:</b>	<b>\$65,000</b>	
<b>Percentage of completion:</b>	<b>48%</b>	
<b>Description:</b>	Capital funding provided through Works for Queensland for Julia Creek Water Tower rehabilitation and new bore Julia Creek.	
<b>Comments:</b>	One payment from W4Q received.	
<b>7.3</b>	<b>McKinlay Water Infrastructure</b>	
<b>Type:</b>	<i>Revenue &amp; Expenditure - Utility Charges and Operational/Maintenance Costs</i>	
<b>Accountability:</b>	Engineering & Works	
<b>Budget:</b>	<b>Budget Revenue \$19,389</b>	<b>Budget Expenditure \$30,000</b>
<b>Actuals:</b>	<b>\$19,598</b>	<b>\$24,446</b>
<b>Percentage of completion:</b>	<b>101%</b>	<b>81%</b>

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<b>Description:</b>	Maintenance and general operations of the McKinlay Water Supply. Undertake water supply infrastructure planning for the McKinlay water area, and issue two rates levies as per Council's Revenue Statement.			
<b>Comments:</b>	Inline with budget.			
<b>7.4</b>	<b>Kynuna Water Infrastructure</b>			
<b>Type:</b>	<i>Revenue &amp; Expenditure - Utility Charges and Operational/Maintenance Costs</i>			
<b>Accountability:</b>	Engineering & Works			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$12,762</b>	<b>Budget Expenditure</b>	<b>\$74,000</b>
<b>Actuals:</b>		<b>\$13,504</b>		<b>\$54,762</b>
<b>Percentage of completion:</b>		<b>106%</b>		<b>74%</b>
<b>Description:</b>	Maintenance and general operations of the Kynuna Water Supply. Undertake water supply infrastructure planning for the Kynuna water area, and issue two rates levies as per Council's Revenue Statement. Expenditure Budget has allowance for the provision of water filters for residences if determined required to address the water quality issues.			
<b>Comments:</b>	Inline with budget.			
<b>7.5</b>	<b>Kynuna Water Infrastructure Capital Grant</b>			
<b>Type:</b>	<i>Revenue - Capital Funding</i>			
<b>Accountability:</b>	Engineering & Works			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$315,000</b>	<b>Budget Expenditure</b>	<b>\$0</b>
<b>Actuals:</b>		<b>\$0</b>		
<b>Percentage of completion:</b>		<b>0%</b>		
<b>Description:</b>	Capital funding provided through Works for Queensland for Julia Creek Water Tower rehabilitation and new bore Julia Creek.			
<b>Comments:</b>	W4Q funding not received yet.			
<b>7.6</b>	<b>Nelia Water Infrastructure</b>			
<b>Type:</b>	<i>Revenue &amp; Expenditure - Utility Charges and Operational/Maintenance Costs</i>			
<b>Accountability:</b>	Engineering & Works			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$2,469</b>	<b>Budget Expenditure</b>	<b>\$7,500</b>
<b>Actuals:</b>		<b>\$2,594</b>		<b>\$3,670</b>
<b>Percentage of completion:</b>		<b>105%</b>		<b>49%</b>
<b>Description:</b>	Maintenance and general operations of the Nelia Water Supply. Undertake water supply infrastructure planning for the Nelia water area, and issue two rates levies as per Council's Revenue Statement.			
<b>Comments:</b>	Expenditure behind budget as required maintenance has been required.			
<b>7.7</b>	<b>Gilliat Water Infrastructure</b>			
<b>Type:</b>	<i>Revenue - Utility Charges</i>			
<b>Accountability:</b>	Engineering & Works			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$2,665</b>	<b>Budget Expenditure</b>	<b>\$0</b>
<b>Actuals:</b>		<b>\$2,665</b>		
<b>Percentage of completion:</b>		<b>100%</b>		
<b>Description:</b>	Maintenance and general operations of the Gilliat Water Supply. Undertake water supply infrastructure planning for the Gilliat water area, and issue two rates levies as per Council's Revenue Statement.			
<b>Comments:</b>	Full budget received for the year.			

## Program: 8. Sewerage Infrastructure

<b>8.1</b>	<b>Sewerage Infrastructure</b>			
<i>Type:</i>	<i>Revenue &amp; Expenditure - Utility Charges and Operational/Maintenance Costs</i>			
<b>Accountability:</b>	Engineering & Works			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$221,458</b>	<b>Budget Expenditure</b>	<b>\$210,000</b>
<b>Actuals:</b>		<b>\$223,877</b>		<b>\$103,261</b>
<b>Percentage of completion:</b>		<b>101%</b>		<b>49%</b>
<b>Description:</b>	Maintenance and general operations of the Julia Creek Sewerage Services. Undertake water supply infrastructure planning for the Julia Creek Sewer Systems, and issue two rates levies as per Council's Revenue Statement.			
<b>Comments:</b>	Expenditure behind budget as required maintenance has been limited.			
<b>8.2</b>	<b>Sewerage Infrastructure - Capital Grant</b>			
<i>Type:</i>	<i>Revenue - Capital Funding</i>			
<b>Accountability:</b>	Engineering & Works			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$64,550</b>	<b>Budget Expenditure</b>	<b>\$0</b>
<b>Actuals:</b>		<b>\$64,550</b>		
<b>Percentage of completion:</b>		<b>100%</b>		
<b>Description:</b>	Drought Communities Programme (Hickman Street Project) acquittal payment			
<b>Comments:</b>	Acquittal payment received.			



*Corporate Plan Program & Strategies: Governance & Partnerships***Program: 1. Governance**

1.1 Governance Operations	
<b>Type:</b>	Revenue & Expenditure - Operating Grant & Operational Costs
<b>Accountability:</b>	Corporate and Community Services
<b>Budget:</b>	<b>Budget Revenue</b> \$0 <b>Budget Expenditure</b> \$550,000
<b>Actuals:</b>	\$354,393
<b>Percentage of completion:</b>	64%
<b>Description:</b>	Deliver the Governance function of Council. Operational costs include maintaining the CEO and Executive Assistant positions, memberships and subscriptions, training, conferences and meetings, management of the Asset Management Plan, Corporate Plan, Financial Sustainability and the Internal Audit.
<b>Comments:</b>	Behind budget
1.2 Members Remuneration	
<b>Type:</b>	Expenditure - Remuneration Costs
<b>Accountability:</b>	Corporate and Community Services
<b>Budget:</b>	<b>Budget Revenue</b> \$0 <b>Budget Expenditure</b> \$342,987
<b>Actuals:</b>	\$254,201
<b>Percentage of completion:</b>	74%
<b>Description:</b>	Remuneration and reimbursements paid to Mayor and Councillors. Pay Councillor remuneration including travel and other Council Business reimbursements as per Council Policies.
<b>Comments:</b>	Inline with budget.
1.3 Councillor Training and Conference Expenses	
<b>Type:</b>	Expenditure - Operational Costs
<b>Accountability:</b>	Corporate and Community Services
<b>Budget:</b>	<b>Budget Revenue</b> \$0 <b>Budget Expenditure</b> \$15,000
<b>Actuals:</b>	\$12,512
<b>Percentage of completion:</b>	83%
<b>Description:</b>	To provide Councillors with required training and attending Council Business meetings and conferences. Provision for costs associated with Councillors attending meetings and conferences as required in their role.
<b>Comments:</b>	Slightly over budget. Will exceed budget in next quarter.

# Corporate Services

*Corporate Plan Program & Strategies: Corporate Services*

## Program: 1. Employee Costs & Recovery

<b>1.1</b>	<b>Employee Costs and Recovery</b>		
<b>Type:</b>	<i>Expenditure - Recoverables and Operational Costs</i>		
<b>Accountability:</b>	Corporate and Community Services		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b> <b>\$204,500</b>
<b>Actuals:</b>			<b>\$61,632</b>
<b>Percentage of Completion:</b>			<b>30%</b>
<b>Description:</b>	Deliver the Employee Costs and Recovery program. Payment of employee entitlements inclusive of Annual Leave, Long Service Leave, Sick Leave and Superannuation.		
<b>Comments:</b>	Behind budget as there has been limited payments of employee entitlements.		

## Program: 2. Administration General

<b>2.1</b>	<b>Financial Assistance Grants (FAGS) Administration Component</b>		
<b>Type:</b>	<i>Revenue - Operating Grant</i>		
<b>Accountability:</b>	Corporate and Community Services		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$2,593,083</b>	<b>Budget Expenditure</b> <b>\$0</b>
<b>Actuals:</b>		<b>\$1,944,812</b>	
<b>Percentage of Completion:</b>		<b>75%</b>	
<b>Description:</b>	Operational Grant received from the Queensland Government Department of Local Government for general purposes; administration. Maximise funding through the provision of accurate data supplied to the Local Government Grants Commission. The data returns are estimated to be lodged by November each year.		
<b>Comments:</b>	Inline with budget.		
<b>2.2</b>	<b>Capital Grants</b>		
<b>Type:</b>	<i>Revenue - Capital Grants</i>		
<b>Accountability:</b>	Corporate and Community Services		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$254,450</b>	<b>Budget Expenditure</b> <b>\$0</b>
<b>Actuals:</b>		<b>\$112,117</b>	
<b>Percentage of Completion:</b>		<b>44%</b>	
<b>Description:</b>	Receive capital funding through various funding programs for the delivery of capital works projects. Funding to be received from Cat D Flood Warning Infrastructure program and Works for Qld projects.		
<b>Comments:</b>	W4Q funding received (\$103000)		
<b>2.3</b>	<b>Insurance</b>		
<b>Type:</b>	<i>Applications for Compensation</i>		
<b>Accountability:</b>	Corporate and Community Services		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$71,789</b>	<b>Budget Expenditure</b> <b>\$0</b>
<b>Actuals:</b>		<b>\$71,789</b>	
<b>Percentage of Completion:</b>		<b>100%</b>	
<b>Description:</b>	Insurance claims.		
<b>Comments:</b>	All expected insurance claims for the year received.		

<b>2.4</b>		<b>Bank and Investment Interest</b>	
Type:	Revenue - Interest		
Accountability:	Corporate and Community Services		
Budget:	<b>Budget Revenue</b>	<b>\$65,000</b>	<b>Budget Expenditure</b> <b>\$0</b>
Actuals:		<b>\$55,532</b>	
Percentage of Completion:		<b>85%</b>	
Description:	Investment of Council funds to earn interest. Invest Council funds to facilitate a higher interest return as per the current Investment Policy.		
Comments:	Ahead of budget. Due to increased interest amounts received.		
<b>2.5</b>		<b>Other Revenue</b>	
Type:	Revenue - User Fees		
Accountability:	Corporate and Community Services		
Budget:	<b>Budget Revenue</b>	<b>\$13,000</b>	<b>Budget Expenditure</b> <b>\$0</b>
Actuals:		<b>\$13,296</b>	
Percentage of Completion:		<b>102%</b>	
Description:	Collect other revenue. Receive revenue that is not specified under a particular program, but is specified in the Fees and Charges schedule; photocopying etc.		
Comments:	Exceeded the budget.		
<b>2.6</b>		<b>Finance and Administration Program</b>	
Type:	Expenditure - Operational Costs		
Accountability:	Corporate and Community Services		
Budget:	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b> <b>\$1,062,201</b>
Actuals:			<b>\$711,932</b>
Percentage of Completion:			<b>67%</b>
Description:	Deliver the Finance and Administration Operational program. Operational costs involve payroll, contract and consulting fees, IT hardware and software maintenance, subscriptions, staff amenities, staff training, conferences and meetings, audit fees, printing and stationary, telephone, mobile and internet, electricity, banking and asset valuations. Administration overhead cost recoveries.		
Comments:	Performing behind budget. Reduced material and services costs.		

### Program: 3. Rates and Charges

<b>3.1</b>		<b>General Rate Collection &amp; Fees</b>	
Type:	Revenue - Differential General Rates & User Fees		
Accountability:	Corporate and Community Services		
Budget:	<b>Budget Revenue</b>	<b>\$2,558,994</b>	<b>Budget Expenditure</b> <b>\$0</b>
Actuals:		<b>\$2,585,155</b>	
Percentage of Completion:		<b>101%</b>	
Description:	Issue two rate levies for the financial year as per the current Revenue Statement and Revenue Policy. Levy and issue two rate levies for general rates on the nine differential rate categories specified in the Revenue Statement. Any outstanding rates are to be collected in accordance with the current Debtor Policy.		
Comments:	Both rate levies issued for the year.		

<b>3.2</b>	<b>General Rates Expenses</b>		
<i>Type:</i>	<i>Expenditure - Operational Costs</i>		
<b>Accountability:</b>	Corporate and Community Services		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>
<b>Actuals:</b>			<b>\$7,500</b>
<b>Percentage of Completion:</b>			<b>13%</b>
<b>Description:</b>	Issue payments to the Department of Environment and Resource Management (DERM). Payments issued to DERM annually to ensure Council receives all valuation roll updates.		
<b>Comments:</b>	Invoice wont be received until next quarter.		

<b>3.3</b>	<b>Council Rates &amp; Charges</b>		
<i>Type:</i>	<i>Expenditure - Operational Costs</i>		
<b>Accountability:</b>	Corporate and Community Services		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>
<b>Actuals:</b>			<b>\$29,000</b>
<b>Percentage of Completion:</b>			<b>\$31,139</b>
<b>Description:</b>	Recognise expenses for Council owned vacant land. Issue two rate levies for service charges within the rates module (water and sewerage) and ensure vacant land is maintained; mowed and cleared of any debris. Fees for sale of land (recoverable through general rate revenue).		
<b>Comments:</b>	Both rate levies issued for the year.		

## Program: 4. Stores and Purchasing

<b>4.1</b>	<b>Stores and Purchasing</b>		
<i>Type:</i>	<i>Expenditure - Operational Costs</i>		
<b>Accountability:</b>	Corporate and Community Services		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>
<b>Actuals:</b>			<b>\$77,000</b>
<b>Percentage of Completion:</b>			<b>\$55,364</b>
<b>Description:</b>	Maintain Stores located at the Council Depot. Conduct store and arrange all purchasing for engineering and other Council activities. Complete stock take at the end of each financial year. Recoup store costs on engineering works.		
<b>Comments:</b>	Slightly behind budget.		

## Program: 5. Workplace Health and Safety

<b>5.1</b>	<b>Work Cover</b>		
<i>Type:</i>	<i>Applications for Compensation</i>		
<b>Accountability:</b>	Corporate and Community Services		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>
<b>Actuals:</b>			<b>(\$830)</b>
<b>Percentage of Completion:</b>			<b>(\$830)</b>
<b>Description:</b>	Recovery of Wages for Workers Compensation. Workers Compensation paid to employees for any workplace incidents that are eligible under the Workplace Health and Safety Workers Compensation Insurance. Claims are submitted to the Local Government Workcare.		
<b>Comments:</b>	No further compensation payments expected for the year.		

5.2 Workplace Health and Safety Program													
Type:	Expenditure - Operational Costs												
Accountability:	Corporate and Community Services, Environment and Regulatory Services												
Budget:	<table border="0"> <tr> <td><b>Budget Revenue</b></td> <td><b>\$0</b></td> <td><b>Budget Expenditure</b></td> <td><b>\$245,000</b></td> </tr> <tr> <td><b>Actuals:</b></td> <td></td> <td></td> <td><b>\$139,314</b></td> </tr> <tr> <td><b>Percentage of Completion:</b></td> <td></td> <td></td> <td><b>57%</b></td> </tr> </table>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>	<b>\$245,000</b>	<b>Actuals:</b>			<b>\$139,314</b>	<b>Percentage of Completion:</b>			<b>57%</b>
<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>	<b>\$245,000</b>										
<b>Actuals:</b>			<b>\$139,314</b>										
<b>Percentage of Completion:</b>			<b>57%</b>										
Description:	Maintain the Workplace Health and Safety Program. General operations for the Workplace Health and Safety program; payroll, first aid, stationary and consumables, workers compensation, safety wear, extinguisher services, training, meetings and conferences.												
Comments:	Materials & services costs have been limited.												
5.3 WH&S Overhead Recoveries Program													
Type:	Recoverables												
Accountability:	Corporate and Community Services, Environment and Regulatory Services												
Budget:	<table border="0"> <tr> <td><b>Budget Revenue</b></td> <td><b>\$0</b></td> <td><b>Budget Expenditure</b></td> <td><b>(\$51,000)</b></td> </tr> <tr> <td><b>Actuals:</b></td> <td></td> <td></td> <td><b>(\$42,500)</b></td> </tr> <tr> <td><b>Percentage of Completion:</b></td> <td></td> <td></td> <td><b>83%</b></td> </tr> </table>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>	<b>(\$51,000)</b>	<b>Actuals:</b>			<b>(\$42,500)</b>	<b>Percentage of Completion:</b>			<b>83%</b>
<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>	<b>(\$51,000)</b>										
<b>Actuals:</b>			<b>(\$42,500)</b>										
<b>Percentage of Completion:</b>			<b>83%</b>										
Description:	Cost recoveries for WH&S. Internal On-Cost recovery system for expenses associated with WH&S.												
Comments:	Slightly ahead of budget.												

## Program: 6. Human Resources

6.1 Recruitment Expenses													
Type:	Expenditure - Operational Costs												
Accountability:	Corporate and Community Services												
Budget:	<table border="0"> <tr> <td><b>Budget Revenue</b></td> <td><b>\$0</b></td> <td><b>Budget Expenditure</b></td> <td><b>\$35,000</b></td> </tr> <tr> <td><b>Actuals:</b></td> <td></td> <td></td> <td><b>\$21,061</b></td> </tr> <tr> <td><b>Percentage of Completion:</b></td> <td></td> <td></td> <td><b>60%</b></td> </tr> </table>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>	<b>\$35,000</b>	<b>Actuals:</b>			<b>\$21,061</b>	<b>Percentage of Completion:</b>			<b>60%</b>
<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>	<b>\$35,000</b>										
<b>Actuals:</b>			<b>\$21,061</b>										
<b>Percentage of Completion:</b>			<b>60%</b>										
Description:	Deliver the program in recruiting of all Council positions. Operational costs in recruiting for Council positions include advertising, interview, inductions, medicals and position appointments. Collect when eligible, revenue for incentives for apprenticeships/traineeships.												
Comments:	Behind budget.												
6.2 Relocation Expenses													
Type:	Expenditure - Operational Costs												
Accountability:	Corporate and Community Services												
Budget:	<table border="0"> <tr> <td><b>Budget Revenue</b></td> <td><b>\$0</b></td> <td><b>Budget Expenditure</b></td> <td><b>\$16,000</b></td> </tr> <tr> <td><b>Actuals:</b></td> <td></td> <td></td> <td><b>\$10,590</b></td> </tr> <tr> <td><b>Percentage of Completion:</b></td> <td></td> <td></td> <td><b>66%</b></td> </tr> </table>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>	<b>\$16,000</b>	<b>Actuals:</b>			<b>\$10,590</b>	<b>Percentage of Completion:</b>			<b>66%</b>
<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>	<b>\$16,000</b>										
<b>Actuals:</b>			<b>\$10,590</b>										
<b>Percentage of Completion:</b>			<b>66%</b>										
Description:	Provide incentive of Relocation Costs to future employees. Relocation costs provided to eligible staff as per Council Policy.												
Comments:	Behind budget due to not incurring any costs since last quarter.												

6.3 Certified Agreement Agreement (CA)	
<b>Type:</b>	<i>Expenditure - Operational Costs</i>
<b>Accountability:</b>	Corporate and Community Services
<b>Budget:</b>	<b>Budget Revenue</b> \$0 <b>Budget Expenditure</b> \$35,000
<b>Actuals:</b>	\$23,390
<b>Percentage of Completion:</b>	67%
<b>Description:</b>	Provision to engage consultant to assist Council to re-negotiate the Certified Agreement as the current agreement expires on 30 June 2021.
<b>Comments:</b>	Expecting more costs.
6.4 Employee Team Meetings, Training and Development Program	
<b>Type:</b>	<i>Expenditure - Operational Costs</i>
<b>Accountability:</b>	Corporate and Community Services
<b>Budget:</b>	<b>Budget Revenue</b> \$0 <b>Budget Expenditure</b> \$1,000
<b>Actuals:</b>	\$0
<b>Percentage of Completion:</b>	0%
<b>Description:</b>	Council employees program to allow for whole of Council staff meetings, training and development.
<b>Comments:</b>	Has not been required.

# Economic Development

*Corporate Plan & Strategies: Economic Development*

## Program: 1. Economic Development

1.1 Economic Development	
<b>Type:</b>	Revenue & Expenditure - Special Charges, Contributions and Operational Costs
<b>Accountability:</b>	Corporate and Community Services
<b>Budget:</b>	<b>Budget Revenue</b> <b>Budget Expenditure</b> <b>\$80,375</b>
<b>Actuals:</b>	<b>\$33,500</b>
<b>Percentage of completion:</b>	<b>42%</b>
<b>Description:</b>	Deliver the Economic Development program. Deliver and participate in the following initiatives; Mitez, and any general economic initiatives that will enhance and support the local economy.
<b>Comments:</b>	Behind budget as there is no labour costs for this program. Only costs have been for the Buy Local Campaign and for MITEZ membership.

## Program: 2. Tourism

2.1 Tourism and Promotional Program	
<b>Type:</b>	Revenue & Expenditure - Sales and Operational/Maintenance Costs
<b>Accountability:</b>	Corporate and Community Services
<b>Budget:</b>	<b>Budget Revenue</b> <b>\$20,900</b> <b>Budget Expenditure</b> <b>\$280,800</b>
<b>Actuals:</b>	<b>\$15,003</b> <b>\$176,591</b>
<b>Percentage of completion:</b>	<b>72%</b> <b>63%</b>
<b>Description:</b>	Deliver Tourism operational program. Operational costs consist of the general maintenance and operations of the At the Creek Information Centre. Maintaining commitment to NWOQTA and OQTA, promotional advertising, brochure reprints, attendance at meetings, famils and conferences as applicable, staff training, allocation of funds towards new tourism products. Collect revenue for tourism promotional products on behalf of Council and OQTA funding.
<b>Comments:</b>	Labour costs are behind due to limited Tourisn staff.
2.2 Tourism Capital Revenue	
<b>Type:</b>	Capital Grant Funding
<b>Accountability:</b>	Corporate and Community Services
<b>Budget:</b>	<b>Budget Revenue</b> <b>\$80,000</b> <b>Budget Expenditure</b> <b>\$0</b>
<b>Actuals:</b>	<b>\$80,000</b>
<b>Percentage of completion:</b>	<b>100%</b>
<b>Description:</b>	Deliver Tourism operational program. Operational costs consist of the general maintenance and operations of the At the Creek Information Centre. Maintaining commitment to NWOQTA and OQTA, promotional advertising, brochure reprints, attendance at meetings, famils and conferences as applicable, staff training, allocation of funds towards new tourism products. Collect revenue for tourism promotional products on behalf of Council and OQTA funding.
<b>Comments:</b>	Funding received.

2.3 Town Radio	
Type:	Revenue - Capital Grant
Accountability:	Corporate and Community Services
Budget:	<b>Budget Revenue</b> \$0 <b>Budget Expenditure</b> \$1,800
Actuals:	\$0
Percentage of completion:	0%
Description:	Provide repeater service for radio channels, Rebel FM throughout Julia Creek.
Comments:	No costs to date.

2.4 Street Lighting	
Type:	Expenditure - Operational Costs
Accountability:	Corporate and Community Services
Budget:	<b>Budget Revenue</b> \$0 <b>Budget Expenditure</b> \$20,000
Actuals:	\$9,232
Percentage of completion:	46%
Description:	Operate the Street Lighting network.
Comments:	Reduced costs, not likely to reach budget.

### Program: 3. Livestock Operations

3.1 Livestock Weighing & Cattle Train Loading	
Type:	Revenue & Expenditure - User Fees and Operational/Maintenance Costs
Accountability:	Environment and Regulatory Services
Budget:	<b>Budget Revenue</b> \$85,000 <b>Budget Expenditure</b> \$90,500
Actuals:	\$50,369 \$73,559
Percentage of completion:	59% 81%
Description:	Operate the Council owned Livestock Weighing facility. Operations consist of general maintenance and operational costs to continue to operate a commercial service. Fees for weighing are invoiced as per the current Fees and Charges schedule through Council's Debtor system, and recovered as per Council's Debtor Policy.
Comments:	Revenue is behind budget as cattle weighing has been limited in the quarter.
3.2 Livestock Centre Capital Funding	
Type:	Revenue - Capital funding
Accountability:	Environment and Regulatory Services
Budget:	<b>Budget Revenue</b> \$400,000 <b>Budget Expenditure</b> \$0
Actuals:	\$0
Percentage of completion:	0%
Description:	TMR Capital Funding new dipping facility
Comments:	Funding not received yet.



# Community Services and Facilities

*Corporate Plan Program & Strategies: Community Services and Facilities*

## Program: 1. Community Services Administration

1.1 Community Services	
<b>Type:</b>	<i>Expenditure - Operational/Maintenance Costs</i>
<b>Accountability:</b>	Corporate and Community Services
<b>Budget:</b>	<b>Budget Revenue</b> \$0 <b>Budget Expenditure</b> \$206,000
<b>Actuals:</b>	\$156,777
<b>Percentage of completion:</b>	76%
<b>Description:</b>	Services of Director of Corporate and Community Services and the Community Services Team Leader. Deliver the program to maintain and coordinate the positions for the Director of Corporate and Community Services and the Community Services Team Leader. Maintain and operate the McKinlay Crafty Old School House.
<b>Comments:</b>	Inline with budget.

## Program: 2. Caravan Park

2.1 Julia Creek Caravan Park	
<b>Type:</b>	<i>Revenue &amp; Expenditure - User Fees and Operational/Maintenance Costs</i>
<b>Accountability:</b>	Corporate and Community Services
<b>Budget:</b>	<b>Budget Revenue</b> \$530,870 <b>Budget Expenditure</b> \$480,000
<b>Actuals:</b>	\$436,339 \$375,261
<b>Percentage of completion:</b>	82% 78%
<b>Description:</b>	Operate the Council owned Julia Creek Caravan Park. Operations consist of general maintenance and operational costs to maintain current level of service. This is inclusive of wages for staff and caretaker of park. Revenue is collected by the caretaker and issued to the Council Administration on a weekly basis.
<b>Comments:</b>	Inline with budget.

## Program: 3. McKinlay Community

3.1 McKinlay Community Facilities	
<b>Type:</b>	<i>Revenue &amp; Expenditure - Grants and Operational/Maintenance Costs</i>
<b>Accountability:</b>	Corporate and Community Services
<b>Budget:</b>	<b>Budget Revenue</b> \$0 <b>Budget Expenditure</b> \$4,500
<b>Actuals:</b>	\$2,200
<b>Percentage of completion:</b>	49%
<b>Description:</b>	Receive funding through NPSR for the rectification of McKinlay Tennis Courts. Provide for general maintenance for the McKinlay facilities
<b>Comments:</b>	Limited maintenance has been required.

## Program: 4. Smart Hub

4.1 Julia Creek Smart Hub													
<b>Type:</b>	Revenue & Expenditure - Recoverable Fees and Operational/Maintenance Costs												
<b>Accountability:</b>	Corporate and Community Services												
<b>Budget:</b>	<table border="1"> <tr> <td><b>Budget Revenue</b></td> <td><b>\$1,500</b></td> <td><b>Budget Expenditure</b></td> <td><b>\$36,500</b></td> </tr> <tr> <td><b>Actuals:</b></td> <td><b>\$705</b></td> <td></td> <td><b>\$28,748</b></td> </tr> <tr> <td><b>Percentage of completion:</b></td> <td><b>47%</b></td> <td></td> <td><b>79%</b></td> </tr> </table>	<b>Budget Revenue</b>	<b>\$1,500</b>	<b>Budget Expenditure</b>	<b>\$36,500</b>	<b>Actuals:</b>	<b>\$705</b>		<b>\$28,748</b>	<b>Percentage of completion:</b>	<b>47%</b>		<b>79%</b>
<b>Budget Revenue</b>	<b>\$1,500</b>	<b>Budget Expenditure</b>	<b>\$36,500</b>										
<b>Actuals:</b>	<b>\$705</b>		<b>\$28,748</b>										
<b>Percentage of completion:</b>	<b>47%</b>		<b>79%</b>										
<b>Description:</b>	Operate a 24/7 Smart Hub facility, collecting memberships and offering a facility which provides reliable internet services and rooms to conduct training with the support of technology.												
<b>Comments:</b>	Revenue will increase in next quarter with additional memberships.												

## Program: 5. Library Services

5.1 Julia Creek Library													
<b>Type:</b>	Revenue & Expenditure - User Fees, Grants and Operational/Maintenance Costs												
<b>Accountability:</b>	Corporate and Community Services												
<b>Budget:</b>	<table border="1"> <tr> <td><b>Budget Revenue</b></td> <td><b>\$12,098</b></td> <td><b>Budget Expenditure</b></td> <td><b>\$133,000</b></td> </tr> <tr> <td><b>Actuals:</b></td> <td><b>\$9,939</b></td> <td></td> <td><b>\$91,204</b></td> </tr> <tr> <td><b>Percentage of completion:</b></td> <td><b>82%</b></td> <td></td> <td><b>69%</b></td> </tr> </table>	<b>Budget Revenue</b>	<b>\$12,098</b>	<b>Budget Expenditure</b>	<b>\$133,000</b>	<b>Actuals:</b>	<b>\$9,939</b>		<b>\$91,204</b>	<b>Percentage of completion:</b>	<b>82%</b>		<b>69%</b>
<b>Budget Revenue</b>	<b>\$12,098</b>	<b>Budget Expenditure</b>	<b>\$133,000</b>										
<b>Actuals:</b>	<b>\$9,939</b>		<b>\$91,204</b>										
<b>Percentage of completion:</b>	<b>82%</b>		<b>69%</b>										
<b>Description:</b>	Maintain the Council's Julia Creek Library. Operations consist of general maintenance and operational costs to provide high standard library service in Julia Creek through appropriately trained staff. To provide commitment to computer and photocopying services for the public. Allowance for purchase of any furnishings for benefit of library users. Complete SLQ documentation in order to receive CLS grant. Collect fees to assist in the provision of internet, computer and photocopying access. Ensure fees are collected in relation to overdue library books and lost/stolen books.												
<b>Comments:</b>	Limited maintenance has been required.												
5.2 McKinlay Library													
<b>Type:</b>	Expenditure - Operational/Maintenance Costs												
<b>Accountability:</b>	Corporate and Community Services												
<b>Budget:</b>	<table border="1"> <tr> <td><b>Budget Revenue</b></td> <td><b>\$0</b></td> <td><b>Budget Expenditure</b></td> <td><b>\$5,200</b></td> </tr> <tr> <td><b>Actuals:</b></td> <td></td> <td></td> <td><b>\$2,385</b></td> </tr> <tr> <td><b>Percentage of completion:</b></td> <td></td> <td></td> <td><b>46%</b></td> </tr> </table>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>	<b>\$5,200</b>	<b>Actuals:</b>			<b>\$2,385</b>	<b>Percentage of completion:</b>			<b>46%</b>
<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>	<b>\$5,200</b>										
<b>Actuals:</b>			<b>\$2,385</b>										
<b>Percentage of completion:</b>			<b>46%</b>										
<b>Description:</b>	Maintain the Council's McKinlay Library. Operations consist of general maintenance and operational costs to McKinlay Library. Service is provided one day per week to the community.												
<b>Comments:</b>	Limited maintenance has been required.												

## Program: 6. Events and Civic Receptions

6.1 Events and Civic Receptions													
<b>Type:</b>	Revenue & Expenditure - User Fees, Funding and Operational/Maintenance Costs												
<b>Accountability:</b>	Corporate and Community Services												
<b>Budget:</b>	<table border="0"> <tr> <td><b>Budget Revenue</b></td> <td><b>\$41,000</b></td> <td><b>Budget Expenditure</b></td> <td><b>\$144,000</b></td> </tr> <tr> <td><b>Actuals:</b></td> <td><b>\$40,500</b></td> <td></td> <td><b>\$45,570</b></td> </tr> <tr> <td><b>Percentage of completion:</b></td> <td><b>99%</b></td> <td></td> <td><b>32%</b></td> </tr> </table>	<b>Budget Revenue</b>	<b>\$41,000</b>	<b>Budget Expenditure</b>	<b>\$144,000</b>	<b>Actuals:</b>	<b>\$40,500</b>		<b>\$45,570</b>	<b>Percentage of completion:</b>	<b>99%</b>		<b>32%</b>
<b>Budget Revenue</b>	<b>\$41,000</b>	<b>Budget Expenditure</b>	<b>\$144,000</b>										
<b>Actuals:</b>	<b>\$40,500</b>		<b>\$45,570</b>										
<b>Percentage of completion:</b>	<b>99%</b>		<b>32%</b>										
<b>Description:</b>	Provisions for specified events to be facilitated by Council to the community. Specified events are - ANZAC Day, Australia Day, Seniors Week, Christmas Lights Comp, Community Christmas Tree, openings of new Council facilities and other misc civic receptions. Expenses are incurred and revenue is collected by Council. Funding/Grants revenue may occur on notification of any rounds available.												
<b>Comments:</b>	Expenses not likely to reach budget.												

## Program: 7. Heritage and Culture

7.1 Julia Creek Museum and the Opera House													
<b>Type:</b>	Expenditure - Operational/Maintenance Costs												
<b>Accountability:</b>	Corporate and Community Services												
<b>Budget:</b>	<table border="0"> <tr> <td><b>Budget Revenue</b></td> <td><b>\$0</b></td> <td><b>Budget Expenditure</b></td> <td><b>\$13,500</b></td> </tr> <tr> <td><b>Actuals:</b></td> <td></td> <td></td> <td><b>\$7,801</b></td> </tr> <tr> <td><b>Percentage of completion:</b></td> <td></td> <td></td> <td><b>58%</b></td> </tr> </table>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>	<b>\$13,500</b>	<b>Actuals:</b>			<b>\$7,801</b>	<b>Percentage of completion:</b>			<b>58%</b>
<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>	<b>\$13,500</b>										
<b>Actuals:</b>			<b>\$7,801</b>										
<b>Percentage of completion:</b>			<b>58%</b>										
<b>Description:</b>	Maintain the Julia Creek Museum and the Opera House. Operations consist of general maintenance and operational costs to the Julia Creek Museum and the Opera House.												
<b>Comments:</b>	Limited maintenance required.												
7.2 Jan Eckford Centre													
<b>Type:</b>	Expenditure - Operational/Maintenance Costs												
<b>Accountability:</b>	Corporate and Community Services												
<b>Budget:</b>	<table border="0"> <tr> <td><b>Budget Revenue</b></td> <td><b>\$0</b></td> <td><b>Budget Expenditure</b></td> <td><b>\$7,500</b></td> </tr> <tr> <td><b>Actuals:</b></td> <td></td> <td></td> <td><b>\$7,058</b></td> </tr> <tr> <td><b>Percentage of completion:</b></td> <td></td> <td></td> <td><b>94%</b></td> </tr> </table>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>	<b>\$7,500</b>	<b>Actuals:</b>			<b>\$7,058</b>	<b>Percentage of completion:</b>			<b>94%</b>
<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>	<b>\$7,500</b>										
<b>Actuals:</b>			<b>\$7,058</b>										
<b>Percentage of completion:</b>			<b>94%</b>										
<b>Description:</b>	Maintain the Jan Eckford Centre. Operations consist of general maintenance and operational costs to the Jan Eckford Centre.												
<b>Comments:</b>	Expenditure not likely to increase much more. All annual costs have been received.												
7.3 Regional Arts Development Fund (RADF)													
<b>Type:</b>	Revenue & Expenditure - Operating Grants/Funding and Operational Costs												
<b>Accountability:</b>	Corporate and Community Services												
<b>Budget:</b>	<table border="0"> <tr> <td><b>Budget Revenue</b></td> <td><b>\$26,000</b></td> <td><b>Budget Expenditure</b></td> <td><b>\$32,000</b></td> </tr> <tr> <td><b>Actuals:</b></td> <td><b>\$26,000</b></td> <td></td> <td><b>\$8,303</b></td> </tr> <tr> <td><b>Percentage of completion:</b></td> <td><b>100%</b></td> <td></td> <td><b>26%</b></td> </tr> </table>	<b>Budget Revenue</b>	<b>\$26,000</b>	<b>Budget Expenditure</b>	<b>\$32,000</b>	<b>Actuals:</b>	<b>\$26,000</b>		<b>\$8,303</b>	<b>Percentage of completion:</b>	<b>100%</b>		<b>26%</b>
<b>Budget Revenue</b>	<b>\$26,000</b>	<b>Budget Expenditure</b>	<b>\$32,000</b>										
<b>Actuals:</b>	<b>\$26,000</b>		<b>\$8,303</b>										
<b>Percentage of completion:</b>	<b>100%</b>		<b>26%</b>										
<b>Description:</b>	Deliver the RADF program. Applications for RADF grant submitted and allocation approved, Council committed funds and income from projects received. Funds allocated to successful RADF applications by RADF Committee.												
<b>Comments:</b>	Costs will increase next quarter as more projects occur.												

## Program: 8. Community Support

8.1 Support Community Organisations	
Type:	Expenditure - Operational Costs
Accountability:	Corporate and Community Services
Budget:	<b>Budget Revenue</b> \$0 <b>Budget Expenditure</b> \$35,000
Actuals:	\$23,412
Percentage of completion:	67%
Description:	Provide financial support to community organisations. Provide financial support to community organisations in line with adopted Council Policies. Allocation for Dirt and Dust Festival support as per MOU.
Comments:	Will increase next quarter with further financial support.
8.2 Community Small Grants Program	
Type:	Expenditure - Operational Costs
Accountability:	Corporate and Community Services
Budget:	<b>Budget Revenue</b> \$0 <b>Budget Expenditure</b> \$20,000
Actuals:	\$1,000
Percentage of completion:	5%
Description:	Provide the Community Small Grants round to the Shire Community. Allocation to provide Community Small Grants as per policy and grant guidelines.
Comments:	Only one payment allocated so far.
8.3 Community Donations	
Type:	Expenditure - Operational Costs
Accountability:	Corporate and Community Services
Budget:	<b>Budget Revenue</b> \$0 <b>Budget Expenditure</b> \$20,000
Actuals:	\$7,008
Percentage of completion:	35%
Description:	Remit donations at the discretion of the Council. Donations applied to Council in writing and submitted to the subsequent Council Meeting for consideration and approval. Donation requests must comply with Council policies.
Comments:	Will increase next quarter with additional payments.
8.4 Commonwealth Home Support Program (CHSP) and Meals on Wheels (MOW)	
Type:	Revenue & Expenditure - Operating Grants and Operational/Maintenance Costs
Accountability:	Corporate and Community Services
Budget:	<b>Budget Revenue</b> \$211,276 <b>Budget Expenditure</b> \$253,181
Actuals:	\$210,546 \$91,246
Percentage of completion:	100% 36%
Description:	Provide CHSP services to eligible McKinlay Shire Residents and maintain the MOW program. Receive CHSP funding and provide CHSP services as per the funding agreement guidelines. Operational costs associated with MOW program delivery and the collection of revenue for meal costs on delivery and receive MOW annual grant.
Comments:	Not likely to reach budget.

8.5		Aged Care	
Type:	Revenue & Expenditure - Operating Grants and Operational Costs		
Accountability:	Corporate and Community Services		
Budget:	Budget Revenue	\$0	Budget Expenditure \$10,000
Actuals:			\$0
Percentage of completion:			0%
Description:	Provide home access services to the Senior Citizens of McKinlay Shire and receive grants. Provide home access services to the Senior Citizens of McKinlay Shire. Receive grant for Broadband for Seniors.		
Comments:	No expenditure has been required.		
8.6		Community Health	
Type:	Expenditure - Operational/Maintenance Costs		
Accountability:	Corporate and Community Services		
Budget:	Budget Revenue	\$0	Budget Expenditure \$75,000
Actuals:			\$47,183
Percentage of completion:			63%
Description:	Provide a Community Health Nurse to all McKinlay Shire Residents. Expenditure received as per MOU with Queensland Health for the Community Health Nurse position. Maintain the Community Health Nurse position as per the funding agreement guidelines. Operate and maintain the McKinlay Medical Centre.		
Comments:	Limited costs for the McKinlay Medical Centre.		
8.7		Julia Creek Early Learning Centre	
Type:	Revenue & Expenditure - User Fees, Rebates, Funding and Operational/Maintenance Costs		
Accountability:	Corporate and Community Services		
Budget:	Budget Revenue	\$301,000	Budget Expenditure \$359,700
Actuals:		\$230,330	\$224,050
Percentage of completion:		77%	62%
Description:	Maintain the Julia Creek Early Learning Centre. Operations consist of general maintenance, staff wages and the collection of fees, rebates and funding. Special project included for the business case and design plans for potential new hub.		
Comments:	Expenditure behind budget as there has been reduced staff due to vacant positions.		
8.8		Middle School	
Type:	Revenue & Expenditure - User Fees and Operational/Maintenance Costs		
Accountability:	Corporate and Community Services		
Budget:	Budget Revenue	\$12,000	Budget Expenditure \$12,000
Actuals:		\$9,000	\$2,311
Percentage of completion:		75%	19%
Description:	Provide assistance to the Julia Creek Middle School by contribution of a Teacher Aid and collection of quarterly fees for students to attend.		
Comments:	Limited expenses for the year.		

## Program: 9. Work Program

9.1 Work Program													
Type:	Expenditure - Operational Costs												
Accountability:	Environment and Regulatory Services												
Budget:	<table border="1"> <tr> <td>Budget Revenue</td> <td>\$0</td> <td>Budget Expenditure</td> <td>\$41,000</td> </tr> <tr> <td>Actuals:</td> <td></td> <td></td> <td>\$20,187</td> </tr> <tr> <td>Percentage of completion:</td> <td></td> <td></td> <td>49%</td> </tr> </table>	Budget Revenue	\$0	Budget Expenditure	\$41,000	Actuals:			\$20,187	Percentage of completion:			49%
Budget Revenue	\$0	Budget Expenditure	\$41,000										
Actuals:			\$20,187										
Percentage of completion:			49%										
Description:	Maintain Work Program. Provide administrative and financial support to the Work Program through the Community Advisory Committee (CAC).												
Comments:	Behind budget and not likely to reach budget for the year.												

## Program: 10. Sport and Recreation

10.1 McIntyre Park User Contribution and Grant funding													
Type:	Revenue & Expenditure - User Contribution Fees												
Accountability:	Corporate and Community Services												
Budget:	<table border="1"> <tr> <td>Budget Revenue</td> <td>\$7,750</td> <td>Budget Expenditure</td> <td>\$0</td> </tr> <tr> <td>Actuals:</td> <td>\$7,723</td> <td></td> <td></td> </tr> <tr> <td>Percentage of completion:</td> <td>100%</td> <td></td> <td></td> </tr> </table>	Budget Revenue	\$7,750	Budget Expenditure	\$0	Actuals:	\$7,723			Percentage of completion:	100%		
Budget Revenue	\$7,750	Budget Expenditure	\$0										
Actuals:	\$7,723												
Percentage of completion:	100%												
Description:	Maintain contribution from identified users of McIntyre Park in association with the Land management Plan. McIntyre Park Users invoiced by Council their contribution to the facilities for the current financial year. Receive funding for the works as approved through Dept Sport & Rec for flood damaged assets.												
Comments:	Contributions received.												
10.2 McIntyre Park User Capital Funding													
Type:	Revenue - Capital Grant Funding												
Accountability:	Corporate and Community Services												
Budget:	<table border="1"> <tr> <td>Budget Revenue</td> <td>\$219,919</td> <td>Budget Expenditure</td> <td>\$0</td> </tr> <tr> <td>Actuals:</td> <td>\$219,919</td> <td></td> <td></td> </tr> <tr> <td>Percentage of completion:</td> <td>100%</td> <td></td> <td></td> </tr> </table>	Budget Revenue	\$219,919	Budget Expenditure	\$0	Actuals:	\$219,919			Percentage of completion:	100%		
Budget Revenue	\$219,919	Budget Expenditure	\$0										
Actuals:	\$219,919												
Percentage of completion:	100%												
Description:	Receive funding for the works as approved through Dept Sport & Rec for flood damaged assets.												
Comments:	Funding received.												
10.3 McIntyre Park Venue													
Type:	Revenue & Expenditure - User Fees and Operational/Maintenance Costs												
Accountability:	Corporate and Community Services, Environment and Regulatory Services												
Budget:	<table border="1"> <tr> <td>Budget Revenue</td> <td>\$5,500</td> <td>Budget Expenditure</td> <td>\$120,000</td> </tr> <tr> <td>Actuals:</td> <td>\$8,020</td> <td></td> <td>\$62,444</td> </tr> <tr> <td>Percentage of completion:</td> <td>146%</td> <td></td> <td>52%</td> </tr> </table>	Budget Revenue	\$5,500	Budget Expenditure	\$120,000	Actuals:	\$8,020		\$62,444	Percentage of completion:	146%		52%
Budget Revenue	\$5,500	Budget Expenditure	\$120,000										
Actuals:	\$8,020		\$62,444										
Percentage of completion:	146%		52%										
Description:	Charge hire fees for the usage of McIntyre Park facilities and keep the facilities maintained. Collect fees for the hire of the McIntyre Park facilities as per the current Fees and Charges Schedule and Hire Policy. Operations consist of general maintenance and operational costs of the facilities by Council in line with the Land Management Plan.												
Comments:	Behind budget as insurance cost has halved this year.												

10.4		Kev Bannah Oval Venue			
<b>Type:</b>	<i>Revenue &amp; Expenditure - User Fees and Operational/Maintenance Costs</i>				
<b>Accountability:</b>	Corporate and Community Services, Environment and Regulatory Services				
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$2,500</b>		<b>Budget Expenditure</b>	<b>\$76,000</b>
<b>Actuals:</b>		<b>\$2,701</b>			<b>\$54,194</b>
<b>Percentage of completion:</b>		<b>108%</b>			<b>71%</b>
<b>Description:</b>	Charge hire fees for the usage of Kev Bannah Oval facilities and keep the facilities maintained. Collect fees for the hire of the Kev Bannah Oval facilities as per the current Fees and Charges Schedule and Hire Policy. Operations consist of general maintenance and operational costs by Council for the Kev Bannah Oval facilities; Skate Park, Community Recreation Centre and the Oval.				
<b>Comments:</b>	Slightly behind budget.				
10.5		Burke St Recreational / Events Venue			
<b>Type:</b>	<i>Revenue &amp; Expenditure - Venue Hire Fees and Operational/Maintenance Costs</i>				
<b>Accountability:</b>	Corporate and Community Services				
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$500</b>		<b>Budget Expenditure</b>	<b>\$12,500</b>
<b>Actuals:</b>		<b>\$0</b>			<b>\$12,362</b>
<b>Percentage of completion:</b>		<b>0%</b>			<b>99%</b>
<b>Description:</b>	Charge hire fees for the usage of the Shed and Grounds as per the current Fees and Charges Schedule and Hire Policy. Operations consist of general maintenance and operational costs by Council.				
<b>Comments:</b>	Expenses will exceed budget in next quarter due to works at the venue before Dirt and Dust weekend.				
10.6		Julia Creek Sporting Precinct Venue			
<b>Type:</b>	<i>Revenue &amp; Expenditure - User Fees and Operational/Maintenance Costs</i>				
<b>Accountability:</b>	Corporate and Community Services, Environment and Regulatory Services				
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$14,000</b>		<b>Budget Expenditure</b>	<b>\$41,500</b>
<b>Actuals:</b>		<b>\$12,667</b>			<b>\$30,076</b>
<b>Percentage of completion:</b>		<b>90%</b>			<b>72%</b>
<b>Description:</b>	Charge hire fees for the usage of the Indoor Sports Centre and the Participation Space (Gym) and keep the facilities maintained. Collect fees for the hire of the Indoor Sports Centre and the Participation Space (Gym) as per the current Fees and Charges Schedule and Hire Policy. Operations consist of general maintenance and operational costs by Council.				
<b>Comments:</b>	Revenue will exceed budget due to increased membership fees being collected for use of the Gym.				

10.7 Sport and Recreation													
Type:	Revenue & Expenditure - User Fees and Operational Costs												
Accountability:	Corporate and Community Services												
Budget:	<table border="1"> <tr> <td>Budget Revenue</td> <td>\$19,000</td> <td>Budget Expenditure</td> <td>\$110,000</td> </tr> <tr> <td>Actuals:</td> <td>\$16,800</td> <td></td> <td>\$68,164</td> </tr> <tr> <td>Percentage of completion:</td> <td>88%</td> <td></td> <td>62%</td> </tr> </table>	Budget Revenue	\$19,000	Budget Expenditure	\$110,000	Actuals:	\$16,800		\$68,164	Percentage of completion:	88%		62%
Budget Revenue	\$19,000	Budget Expenditure	\$110,000										
Actuals:	\$16,800		\$68,164										
Percentage of completion:	88%		62%										
Description:	Receive other associated with delivery of sport & recreation programs, nclusive of Move It program. Collect revenue for programs made available to the community through out the current year; School Holiday Program and other sporting events held by Council. Maintain the Sport and Recreation function within Council. Deliver the program to maintain the Sport and Recreation Officer positions including training, meeting and conference attendance, sporting equipment and other general operational costs.												
Comments:	Labour costs are low due to the Sport & Recreation Officer position being vacant for part of the year.												

### Program: 11. Parks, Gardens and Amenities

11.1 Parks, Gardens and Amenities													
Type:	Expenditure - Operational/Maintenance Costs												
Accountability:	Engineering & Works												
Budget:	<table border="1"> <tr> <td>Budget Revenue</td> <td>\$0</td> <td>Budget Expenditure</td> <td>\$680,000</td> </tr> <tr> <td>Actuals:</td> <td></td> <td></td> <td>\$477,553</td> </tr> <tr> <td>Percentage of completion:</td> <td></td> <td></td> <td>70%</td> </tr> </table>	Budget Revenue	\$0	Budget Expenditure	\$680,000	Actuals:			\$477,553	Percentage of completion:			70%
Budget Revenue	\$0	Budget Expenditure	\$680,000										
Actuals:			\$477,553										
Percentage of completion:			70%										
Description:	Maintain the Shire's parks, gardens and amenities. Operations consist of maintaining parks, grass control, watering, fertilising and associated landscaping activities within the McKinlay Shire including streetscape. General maintenance and operational costs of all amenity facilities. These operations are delivered in the towns of Julia Creek, McKinlay and Kynuna.												
Comments:	Slightly behind budget.												

### Program: 12. Civic Centre and Old HACC Centre

12.1 Civic Centre & Old HACC Centre													
Type:	Revenue & Expenditure - User Fees and Operational/Maintenance Costs												
Accountability:	Corporate and Community Services, Environment and Regulatory Services												
Budget:	<table border="1"> <tr> <td>Budget Revenue</td> <td>\$3,000</td> <td>Budget Expenditure</td> <td>\$102,000</td> </tr> <tr> <td>Actuals:</td> <td>\$1,499</td> <td></td> <td>\$84,312</td> </tr> <tr> <td>Percentage of completion:</td> <td>50%</td> <td></td> <td>83%</td> </tr> </table>	Budget Revenue	\$3,000	Budget Expenditure	\$102,000	Actuals:	\$1,499		\$84,312	Percentage of completion:	50%		83%
Budget Revenue	\$3,000	Budget Expenditure	\$102,000										
Actuals:	\$1,499		\$84,312										
Percentage of completion:	50%		83%										
Description:	Charge hire fees for the usage of the Civic Centre venue and keep the facilities maintained. Collect fees for the hire of the Civic Centre venue as per the current Fees and Charges Schedule and Hire Policy. Operations consist of general maintenance and operational costs by Council.												
Comments:	Limited hire of the Civic Centre.												



### Program: 13. Cemeteries

13.1 Cemeteries	
<b>Type:</b>	<i>Expenditure - Operational/Maintenance Costs</i>
<b>Accountability:</b>	Corporate and Community Services, Environment and Regulatory Services
<b>Budget:</b>	<b>Budget Revenue</b> \$0 <b>Budget Expenditure</b> \$27,000
<b>Actuals:</b>	\$24,527
<b>Percentage of completion:</b>	91%
<b>Description:</b>	Maintain cemeteries within McKinlay Shire. Operations consist of general maintenance of cemetery grounds and graves in the Julia Creek, McKinlay, Kynuna and Nelia cemeteries. Maintain records for the cemeteries heritage information to the community.
<b>Comments:</b>	Expenses will exceed budget, due to increased maintenance.

### Program: 14. Swimming Pool

14.1 Julia Creek Swimming Pool	
<b>Type:</b>	<i>Expenditure - Operational/Maintenance Costs</i>
<b>Accountability:</b>	Environment and Regulatory Services
<b>Budget:</b>	<b>Budget Revenue</b> \$0 <b>Budget Expenditure</b> \$232,000
<b>Actuals:</b>	\$147,149
<b>Percentage of completion:</b>	63%
<b>Description:</b>	Maintain the Julia Creek Swimming Pool and collect fees and charges for admission and canteen. Operations consist of general maintenance, operational costs and contract management fees to provide a swimming pool service to the community.
<b>Comments:</b>	Reduced insurance costs.

### Program: 15. Housing and FR Bill Bussutin Centre

15.1 Council Housing and Other Properties	
<b>Type:</b>	<i>Revenue &amp; Expenditure - Rental Income and Operational/Maintenance Costs</i>
<b>Accountability:</b>	Corporate and Community Services, Environment and Regulatory Services
<b>Budget:</b>	<b>Budget Revenue</b> \$104,000 <b>Budget Expenditure</b> \$225,000
<b>Actuals:</b>	\$77,583 \$157,048
<b>Percentage of completion:</b>	75% 70%
<b>Description:</b>	Deliver a Staff Housing Program for McKinlay Shire employees and contractors and manage rentals on all other Council properties. Operations consist of general maintenance and operational costs to maintain the Council owned houses, flats, sheds and land. Staff, contractors or other can occupy the houses, sheds, other structures and land as approved by Senior Management on completion of a lease agreement with Council. Rent to be collected as per lease agreement and Fees and Charges Schedule.
<b>Comments:</b>	March costs still to be paid, such as electricity.

15.2		FR Bill Bussutin Community Centre	
Type:	Revenue & Expenditure - User Fees and Operational/Maintenance Costs		
Accountability:	Corporate and Community Services, Environment and Regulatory Services		
Budget:	Budget Revenue	\$6,500	Budget Expenditure \$0
Actuals:		\$6,451	
Percentage of completion:		99%	
Description:	Collect fees and charges for the hire of the FR Bill Bussutin Community Centre. Charge as per Fees and Charges Schedule for hire of the FR Bill Bussutin Community Centre.		
Comments:	Could go over budget if there is any more hire of the venue.		
15.3		FR Bill Bussutin Centre Senior Living	
Type:	Revenue & Expenditure - Rental Income and Operational/Maintenance Costs		
Accountability:	Corporate and Community Services, Environment and Regulatory Services		
Budget:	Budget Revenue	\$40,000	Budget Expenditure \$75,000
Actuals:		\$28,318	\$58,896
Percentage of completion:		71%	79%
Description:	Provide housing to eligible McKinlay Shire Senior Citizen residents and maintain the operations of the community centre. Operations consist of general maintenance and operational costs to maintain the Seniors Living and Community Centre Complex. Rent to be collected as per lease agreement and hire fees as per the Fees and Charges Schedule.		
Comments:	Inline with budget.		

# Health Safety & Development

Corporate Plan Program & Strategies: Environment & Regulatory Services

## Program: 1. Disaster Management

1.1		Local Disaster Management Group and State Emergency Services (SES)			
Type:	Revenue & Expenditure - Grant and Operational Costs				
Accountability:	Environmental and Regulatory Services				
Budget:	<b>Budget Revenue</b>	<b>\$27,347</b>	<b>Budget Expenditure</b>	<b>\$35,500</b>	
Actuals:		<b>\$20,568</b>		<b>\$12,975</b>	
Percentage of completion:		<b>75%</b>		<b>37%</b>	
Description:	<p>Provide effective disaster strategies through the implementation of a Local Disaster Management Group. Provide assistance to the SES volunteer organisation. Develop disaster preparations and strategies as per the Local Disaster Management Plan to ensure community safety.</p> <p>Assist in providing emergency help during and after declared (natural or otherwise) disasters. The SES may provide a support role to other agencies, particularly police and fire. Revenue includes SES operational grant and Get Ready Qld funding. Expenditure budget includes provision for SES operations, LDMG operations and the remaining expense for CAT D funding received in 2019, this is to be expended via 'Cards for All' campaign.</p>				
Comments:	Expenditure behind budget as limited SES costs have been incurred this year.				
1.2		SES - Capital Grant			
Type:	Revenue - Capital Funding				
Accountability:	Environmental and Regulatory Services				
Budget:	<b>Budget Revenue</b>	<b>\$32,179</b>	<b>Budget Expenditure</b>	<b>\$0</b>	
Actuals:		<b>\$32,179</b>			
Percentage of completion:		<b>100%</b>			
Description:	SES Capital grant acquittal funding				
Comments:	Funding received.				

## Program: 2. Community Environmental Health and Safety

2.1		Community Environmental Health & Safety Program			
Type:	Revenue & Expenditure - User Fees and Operational/Maintenance Costs				
Accountability:	Environmental and Regulatory Services				
Budget:	<b>Budget Revenue</b>	<b>\$3,202</b>	<b>Budget Expenditure</b>	<b>\$163,000</b>	
Actuals:		<b>\$3,231</b>		<b>\$108,778</b>	
Percentage of completion:		<b>101%</b>		<b>67%</b>	
Description:	<p>Provide Environmental Health services across McKinlay Shire. Ensure compliance with Environmental Health legislation and implement pricing policy to recoup costs. Administer obligations under the Food Act 2006, Public Health (Personal Appearance Services) Act 2003, Public Health Act 2005, Environmental Protection Act 1994 and Water Supply (Safety and Reliability) Act 2008. Deliver and maintain the Director of Engineering, Environmental and Regulatory Services and Environmental Health and Tech Officer/Assistant positions.</p>				
Comments:	Performing slightly behind budget.				

### Program: 3. Local Law Enforcement

<b>4.1</b>	<b>Local Law Enforcement</b>			
<i>Type:</i>	<i>Revenue &amp; Expenditure - Fees, Charges and Operational/Maintenance Costs</i>			
<b>Accountability:</b>	Environmental and Regulatory Services			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$16,500</b>	<b>Budget Expenditure</b>	<b>\$135,000</b>
<b>Actuals:</b>		<b>\$18,180</b>		<b>\$78,785</b>
<b>Percentage of completion:</b>		<b>110%</b>		<b>58%</b>
<b>Description:</b>	Enforce Local Laws as approved by Council. McKinlay Shire Council Local Laws consist of animal management as per the Local Government Act 2009 and the Animal Management Act 2008; Dogs and other animals annual registration fees, impounding of animals and animal boarding fees as per the current Fees and Charges Schedule.			
<b>Comments:</b>	Expenditure behind budget as labour costs have decreased since previous year.			

### Program: 4. Land and Building Development

<b>4.1</b>	<b>Town Planning</b>			
<i>Type:</i>	<i>Revenue &amp; Expenditure - Fees, Charges and Operational/Maintenance Costs</i>			
<b>Accountability:</b>	Environmental and Regulatory Services			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$2,000</b>	<b>Budget Expenditure</b>	<b>\$82,000</b>
<b>Actuals:</b>		<b>\$591</b>		<b>\$11,413</b>
<b>Percentage of completion:</b>		<b>30%</b>		<b>14%</b>
<b>Description:</b>	Assessments of all development applications. Assess applications in line with the provisions of the SPA and consistent with the McKinlay Shire Council Planning Scheme.			
<b>Comments:</b>	Limited development costs to date.			



# Environmental Management

*Corporate Plan Program & Strategies: Environment & Regulatory Services*

## Program: 1. Refuse Collection & Disposal

1.1 Refuse Collection													
<b>Type:</b>	Revenue & Expenditure - Utility Charges and Operational/Maintenance Costs												
<b>Accountability:</b>	Environmental and Regulatory Services												
<b>Budget:</b>	<table border="0"> <tr> <td><b>Budget Revenue</b></td> <td><b>\$86,946</b></td> <td><b>Budget Expenditure</b></td> <td><b>\$46,000</b></td> </tr> <tr> <td><b>Actuals:</b></td> <td><b>\$88,277</b></td> <td></td> <td><b>\$30,000</b></td> </tr> <tr> <td><b>Percentage of completion:</b></td> <td><b>102%</b></td> <td></td> <td><b>65%</b></td> </tr> </table>	<b>Budget Revenue</b>	<b>\$86,946</b>	<b>Budget Expenditure</b>	<b>\$46,000</b>	<b>Actuals:</b>	<b>\$88,277</b>		<b>\$30,000</b>	<b>Percentage of completion:</b>	<b>102%</b>		<b>65%</b>
<b>Budget Revenue</b>	<b>\$86,946</b>	<b>Budget Expenditure</b>	<b>\$46,000</b>										
<b>Actuals:</b>	<b>\$88,277</b>		<b>\$30,000</b>										
<b>Percentage of completion:</b>	<b>102%</b>		<b>65%</b>										
<b>Strategy:</b>	Provide domestic and commercial kerbside rubbish collections in Julia Creek. Rubbish collections provided to Julia Creek residents and businesses once a week and only Council approved bins will be collected. Service charges will be collected through the rating system that is levied twice in a financial year.												
<b>Comments</b>	Expenditure behind budget as we have not been using Richmond Shire Councils truck since the start of the year.												
1.2 Refuse Disposal													
<b>Type:</b>	Revenue & Expenditure - Utility Charges and Operational/Maintenance Costs												
<b>Accountability:</b>	Environmental and Regulatory Services												
<b>Budget:</b>	<table border="0"> <tr> <td><b>Budget Revenue</b></td> <td><b>\$45,951</b></td> <td><b>Budget Expenditure</b></td> <td><b>\$80,000</b></td> </tr> <tr> <td><b>Actuals:</b></td> <td><b>\$46,449</b></td> <td></td> <td><b>\$57,891</b></td> </tr> <tr> <td><b>Percentage of completion:</b></td> <td><b>101%</b></td> <td></td> <td><b>72%</b></td> </tr> </table>	<b>Budget Revenue</b>	<b>\$45,951</b>	<b>Budget Expenditure</b>	<b>\$80,000</b>	<b>Actuals:</b>	<b>\$46,449</b>		<b>\$57,891</b>	<b>Percentage of completion:</b>	<b>101%</b>		<b>72%</b>
<b>Budget Revenue</b>	<b>\$45,951</b>	<b>Budget Expenditure</b>	<b>\$80,000</b>										
<b>Actuals:</b>	<b>\$46,449</b>		<b>\$57,891</b>										
<b>Percentage of completion:</b>	<b>101%</b>		<b>72%</b>										
<b>Strategy:</b>	Manage and operate Waste Facilities in the McKinlay Shire. Provide and maintain the Waste Facilities at Julia Creek, McKinlay, Kynuna and Nelia. Refuse Management service charges will be collected through the rating system that is levied twice in a financial year.												
<b>Comments</b>	Inline with budget.												

## Program: 2. Pest Plant and Animal Control

2.1 Truck Washdown Bay													
<b>Type:</b>	Revenue - User Fees												
<b>Accountability:</b>	Environmental and Regulatory Services												
<b>Budget:</b>	<table border="0"> <tr> <td><b>Budget Revenue</b></td> <td><b>\$25,000</b></td> <td><b>Budget Expenditure</b></td> <td><b>\$0</b></td> </tr> <tr> <td><b>Actuals:</b></td> <td><b>\$21,413</b></td> <td></td> <td></td> </tr> <tr> <td><b>Percentage of completion:</b></td> <td><b>86%</b></td> <td></td> <td></td> </tr> </table>	<b>Budget Revenue</b>	<b>\$25,000</b>	<b>Budget Expenditure</b>	<b>\$0</b>	<b>Actuals:</b>	<b>\$21,413</b>			<b>Percentage of completion:</b>	<b>86%</b>		
<b>Budget Revenue</b>	<b>\$25,000</b>	<b>Budget Expenditure</b>	<b>\$0</b>										
<b>Actuals:</b>	<b>\$21,413</b>												
<b>Percentage of completion:</b>	<b>86%</b>												
<b>Strategy:</b>	Collect fees from the Truck Washdown Bay. Collect fees for the delivery of service as per the current Fees and Charges schedule. Administration of the accounts and pre paid accounts is completed by Company Avdata. Payments less commission is submitted to Council on a monthly basis. Operations consist of general maintenance and operational costs for the Washdown Bay.												
<b>Comments</b>	Slightly ahead of budget due to increased fees being collected.												

2.2 Dingo Baits	
Type:	Revenue - User Fees
Accountability:	Environmental and Regulatory Services
Budget:	<b>Budget Revenue</b> \$2,000 <b>Budget Expenditure</b> \$0
Actuals:	\$1,391
Percentage of completion:	70%
Strategy:	Supply factory baits to McKinlay Shire residents. Assist with Pest Control outside of coordinated baiting times. Supply factory baits as per the current Fees and Charges schedule.
Comments	Inline with budget.
2.3 Pest Plant Control Program	
Type:	Revenue & Expenditure - Funding and Operational/Maintenance Costs
Accountability:	Environmental and Regulatory Services
Budget:	<b>Budget Revenue</b> \$0 <b>Budget Expenditure</b> \$150,000
Actuals:	\$51,425
Percentage of completion:	34%
Strategy:	Deliver the Pest Plant Control Program within McKinlay Shire. Control pest plants on land under the control of McKinlay Shire Council and regulate on other land within McKinlay Shire.
Comments	Will increase in next quarter when weed spraying occurs.
2.4 Pest Animal Control Program	
Type:	Revenue & Expenditure - Funding and Operational/Maintenance Costs
Accountability:	Environmental and Regulatory Services
Budget:	<b>Budget Revenue</b> \$42,936 <b>Budget Expenditure</b> \$85,000
Actuals:	\$7,936
Percentage of completion:	18%
Strategy:	Deliver the Pest Animal Control Program within McKinlay Shire. Facilitate the control of pest animals within the McKinlay Shire. Coordinate baiting programs with qualified staff and Senior Management. Receive QFPI grant for assistance in managing pest animals. Complete final claim for the Mesquite program.
Comments	Baiting has not occurred yet, will in next quarter.

### Program: 3. Stock Routes and Reserves

3.1 Stock Route and Reserve Program	
Type:	Revenue & Expenditure - User/Lease Fees and Operational/Maintenance Costs
Accountability:	Environmental and Regulatory Services
Budget:	<b>Budget Revenue</b> \$275,500 <b>Budget Expenditure</b> \$183,000
Actuals:	\$215,287
Percentage of completion:	78%
Strategy:	<p>Manage the Stock Routes in McKinlay Shire. Provide land reserve leasing opportunities and agistment on the town common to the community. Maintain stock route network in McKinlay Shire and collect fees for stock route permits on an application basis as per the current Fees and Charges schedule.</p> <p>Deliver reserves program; maintain reserves, complete lease agreements for land reserves with assistance from solicitors and provide agistment to shire residents as per the current Fees and Charges Schedule.</p>
Comments	Limited maintenance has been required.

3.2 Precept Expenses					
Type:	Expenditure - Operational Costs				
Accountability:	Environmental and Regulatory Services				
Budget:	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><b>Budget Revenue</b></td> <td style="width: 50%; text-align: right;"><b>\$0</b></td> </tr> <tr> <td style="width: 50%;"><b>Budget Expenditure</b></td> <td style="width: 50%; text-align: right;"><b>\$17,500</b></td> </tr> </table>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>	<b>\$17,500</b>
<b>Budget Revenue</b>	<b>\$0</b>				
<b>Budget Expenditure</b>	<b>\$17,500</b>				
Actuals:	<b>\$17,181</b>				
Percentage of completion:	<b>98%</b>				
Strategy:	Contribution to the Department of Agriculture, Fisheries and Forestry for weed and pest management.				
Comments	Invoice received and paid.				





## **9.0 CHIEF EXECUTIVE OFFICER**

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Ordinary Meeting of Council Thursday 17<sup>th</sup> May 2022

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

**Attachments:** NIL

**Author:** CEO

**Date:** 12<sup>th</sup> May 2022

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**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 13<sup>th</sup> May 2022 except where amended or varied by separate resolution of Council.*

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**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.

**Recommendation:**

For Council Information

**2. SES Support Grant for Upgrading SES Headquarters**

Council has been successful in our application under the SES Support Grant to Upgrade the SES Headquarters. A verbal update to be provided by the CEO and Cr. Royes on the proposed work to be undertaken with the grant funding.

**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 Thursday 17<sup>th</sup> May 2022

#### 4. Round 2 of the Regional Connectivity Program

Council received advice that we have been successful in our application to upgrade internet services by the provision of nbn fibre to the door in Julia Creek.

The nbn will provide more information after the Federal Election.

#### **Recommendation:**

For Council information

#### 5. Certified Agreement Negotiations

Verbal update to be provided

#### **Recommendation:**

For Council Information

#### 6. Report on NWQROC Meeting held at Mt Surprise 5-6 May 2022

Cr. Lynch and I attended the NWQROC meeting held at Mt. Surprise on 5-6<sup>th</sup> May 2022 and will provide an update to Council from the meeting.

#### **Recommendation:**

For Council Information

#### **Policy/Legislative:**

LG Act 2009 & LG Regulation 2012

Policies

Awards

#### **Operational Financial and Resource Implications:**

To be further advised

#### **Consultation and engagement:**

Councilors

Directors

Relevant Council staff

External agencies

**InfoXpert Document ID:** 122681



## **10. WORKPLACE HEALTH AND SAFETY**

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Ordinary Meeting of Council Tuesday, 17<sup>th</sup> of May 2022

**10.1 Subject:** WHS Report – April 2022

**Attachments:** Nil

**Author:** WHS Officer

**Date:** 17 May 2022

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**Executive Summary:**

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

**Recommendation:**

*That Council receives the April 2022 WHS Report.*

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**Background:**

This report outlines the general status of Work Health and Safety at McKinlay Shire Council for the period of April 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:** 122664



Ordinary Meeting of Council Tuesday, 17<sup>th</sup> of May 2022

		Actual	Budget
<b>3700</b>	<b>Workplace Health and Safety</b>	<b>\$157,898</b>	<b>\$245,000</b>

- Traffic Control Training organised for 7 attendees
  - Organised an adequate amount of Thortz Ice blocks and sachets for the outside workers to have access to daily.
  - Organised LGW Claims
  - Assisted Auditor in conducting Councils WHS Audit
- 
- **LGW WorkCare** There has been a total of 2 Claims the year with a total amount incurred of \$7,879.
  - **Incidents** in March there have been a total of (1) new incident for the month.
  - **Outstanding Actions** total of 58 outstanding Actions (in Rectification Action Plan) and, Total of 8 outstanding Actions (in Skytrust).



**11. CLOSE**