

Ordinary Meeting Agenda

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

Tuesday 20 September 2022, 9:00am

Notice is hereby given that an Ordinary Meeting will be held at the Council Chambers,
Civic Centre, Julia Creek on 20 September 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

Staff:

Chief Executive Officer, Mr. Trevor Williams

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

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

Community Services Team Leader, Mr. Kalan Lococo

Executive Assistant, Mrs. Melissa Mussig

Other people in attendance:

Apologies:

Director of Corporate and Community Services, Ms. Tenneil Cody

2.1 APPOINTMENT

3. DECLARATION OF CONFLICT OF INTEREST

4. CONFIRMATION OF MINUTES

4.1 That the Minutes of the Ordinary Meeting on the 16 August 2022 be confirmed.



MCKINLAY SHIRE COUNCIL

UNCONFIRMED MINUTES

OF THE

ORDINARY MEETING OF COUNCIL

HELD AT THE

BOARDROOM, CIVIC CENTRE
JULIA CREEK

16 August 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 19 July 2022
- 4.2 Business Arising out of minutes of previous Meeting

5. ENGINEERING REPORT

- 5.1 Engineering Works Monthly Report

6. ENVIRONMENTAL & REGULATORY SERVICES REPORT

- 6.1 Environmental and Regulatory Services Monthly Report
- 6.2 Development Application

7. COMMUNITY SERVICES REPORT

- 7.1 Community Services Monthly Report
- 7.2 Arts & Cultural Policy Report
- 7.3 Bush Dinner Policy
- 7.4 Julia Creek Combined Sporting Association – Community Sponsorship Request

8. CORPORATE SERVICES REPORT

- 8.1 Corporate Services Monthly Report
- 8.2 Anti-Discrimination, Bullying, Sexual Harassment & Equal employment Policy
- 8.3 Closed Circuit Television (CCTV) Policy Review
- 8.4 Information Privacy Policy Review
- 8.5 Employment Code of Conduct
- 8.6 Human Rights Report
- 8.7 Investigation Policy – Councillors Conduct

9. CHIEF EXECUTIVE OFFICERS REPORT

- 9.1 CEO Monthly Report

10. WORKPLACE HEALTH AND SAFETY

- 10.1 Workplace Health and Safety

1. OPENING BUSINESS

All Councillors having signed the Attendance Book, Mayor Philip Curr declared the meeting open at 09:00am.

2. ATTENDANCE

Mayor: Cr. P Curr

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

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

Executive Assistant, Melissa Mussig

Apologies: Nil

3. DECLARATION OF CONFLICT OF INTEREST

Nil

4. CONFIRMATION OF MINUTES

4.1 Confirmation of Minutes

Confirmation of Minutes of the Ordinary Meeting of Council held on 19 July 2022.

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 19 July 2022.

Resolution No. 028/2223

That the Minutes of the Ordinary Meeting of Council held on 19 July 2022 be confirmed.

Moved Cr. J Lynch

Seconded Cr. T Pratt

CARRIED 5/0

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 July 2022.

RECOMMENDATION

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

Resolution No. 029/2223

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

Moved Cr. J Lynch

Seconded Cr. S Royes

CARRIED 5/0

6. ENVIRONMENTAL AND REGULATORY SERVICES

6.1 Environmental and Regulatory Services Report

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

RECOMMENDATION

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

Resolution No. 030/2223

Council receives the July 2022 Environmental and Regulatory Services Report.

Moved Cr. J Fegan

Seconded Cr. S Royes

CARRIED 5/0

6.2 Development Application - Code Assessable Material Change of Use for Childcare Centre

BNC Planning Pty Ltd on behalf of McKinlay Shire Council has made an application for a Code Assessable Development Approval for a Material Change of Use on part of Lot 2 on JC55727 also known as 22 Julia Street, Julia Creek for a Childcare Centre.

RECOMMENDATION

That Council in accordance with the Planning Act 2016 notify the applicant that their application for a Code Assessable Material Change of Use Development Permit for a Childcare Centre on part of Lot 2 on JC55727 also known as 22 Julia Street, Julia Creek be approved subject to the schedule of conditions detailed below.

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
SITE PLAN – PROPOSED	A_01_03, P2	22.04.22

GROUND FLOOR PLAN	A_02_01, P4	22.04.22
ROOF PLAN	A_02_35, P2	22.04.22
ELEVATIONS	A_04_01, P2	22.04.22
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.

Amended Plans

4. The approved site plan referenced in Condition 1. (SITE PLAN – PROPOSED, A_01_03, 92 Dated 22.04.22) is to be amended to convert the landscaped bays within the car park into car park spaces. An updated copy of the plan is to be provided to council prior to lodgement of any development application for building works.

Landscaping

5. Landscaping is to be provided in the form of trees and shrubs endemic to the local area so as to achieve a minimum site coverage of 10%.
6. Planting is to be at 2m centres between the site frontage and the front building façade AND at a minimum ratio of 1 tree per 3 car spaces within the car park area.

Infrastructure

7. The development is to be connected to councils reticulated sewerage and reticulated water supply networks.
8. Vehicle crossovers, driveways, car parks and manoeuvring areas are designed in accordance with:
 - AS2890.1 – Parking Facilities;
 - AS2890.1 – Accessible (Disabled) Parking; and
 - Austroads AP-34/95 – Design Vehicles and Turning Path Templates.

Certification of compliance with these standards is to be obtained from an RPEQ Engineer prior to commencement of building works.

9. Stormwater drainage is provided in accordance with:
 - Queensland urban drainage manual, 3rd Edition, Queensland Department of Energy and Water Supply, 2013; and
 - Pilgrim, DH, (ed), Australian Rainfall & Runoff – A Guide to Flood Estimation, Institution of Engineers, Australia, Barton, ACT, 1987.

Certification of compliance with these standards is to be obtained from an RPEQ Engineer prior to commencement of building works.

Health and Safety

10. Utilities, equipment and machinery is to be stored within appropriately covered storage areas so as not to be visible from the street or adjoining properties. Covered storage areas being any fixed structure which is either wholly or partly enclosed by walls and which is roofed.

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 obtaining a certificate of classification for the use of any new buildings.
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. 031/2223

That Council in accordance with the Planning Act 2016 notify the applicant that their application for a Code Assessable Material Change of Use Development Permit for a Childcare Centre on part of Lot 2 on JC55727 also known as 22 Julia Street, Julia Creek be approved subject to the schedule of conditions detailed below.

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
SITE PLAN – PROPOSED	A_01_03, P2	22.04.22
GROUND FLOOR PLAN	A_02_01, P4	22.04.22
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ELEVATIONS	A_04_01, P2	22.04.22
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.

Amended Plans

4. The approved site plan referenced in Condition 1. (SITE PLAN – PROPOSED, A_01_03, 92 Dated 22.04.22) is to be amended to convert the landscaped bays within the car park into car park spaces. An updated copy of the plan is to be provided to council prior to lodgement of any development application for building works.

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6. Planting is to be at 2m centres between the site frontage and the front building façade AND at a minimum ratio of 1 tree per 3 car spaces within the car park area.

Infrastructure

7. The development is to be connected to councils reticulated sewerage and reticulated water supply networks.
8. Vehicle crossovers, driveways, car parks and manoeuvring areas are designed in accordance with:
 - a. AS2890.1 – Parking Facilities;
 - b. AS2890.1 – Accessible (Disabled) Parking; and
 - c. Austroads AP-34/95 – Design Vehicles and Turning Path Templates.

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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 obtaining a certificate of classification for the use of any new buildings.

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. S Royes

CARRIED 5/0

7. COMMUNITY SERVICES

7.1 Community Services Monthly Report

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

RECOMMENDATION

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

Resolution No. 032/2223

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

Moved Cr. S Royes

Seconded Cr. J Lynch

CARRIED 5/0

7.2 Arts & Cultural Policy

Council approved and implemented the Arts & Cultural Policy v2.0 in October 2017. This policy has been reviewed, updated and presented to Council for adoption.

Resolution No. 033/2223

That Council adopt the Arts & Cultural Policy v3.0.

Moved Cr. S Royes

Seconded Cr. J Fegan

CARRIED 5/0

7.3 Bush Dinner Policy

Council approved and implemented the Bush Dinner Policy v1.0 in January 2020. This policy has been reviewed, updated and presented to Council for adoption.

Resolution No. 034/2223

That Council adopt the Bush Dinner Policy v2.0.

Moved Cr. J Fegan

Seconded Cr. T Pratt

CARRIED 5/0

7.4 Julia Creek Combined Sporting Association – Community Sponsorship Request

Council has received a Community Sponsorship Request from the Julia Creek Combined Sporting Association for the value of \$5,000 cash for the '2022 Big Weekend'. The club is planning to once again host its annual Town vs Country Rugby League and Netball matches as well as a fundraising ball.

Resolution No. 035/2223

Council resolves to approve the Community Sponsorship Request for the Julia Creek Combined Sporting Association for \$5,000 cash.

Moved Cr. J Lynch

Seconded Cr. S Royes

CARRIED 5/0

8. CORPORATE SERVICES

8.1 The Corporate Services Report as of July 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 July 2022.

Resolution No. 036/2223

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

Moved Cr. J Lynch

Seconded Cr. S Royes

CARRIED 5/0

8.2 Anti-Discrimination, Bullying, Sexual Harassment & Equal employment Opportunity Policy Review

Council is committed to providing a safe and healthy work environment in which all workers are treated fairly, with dignity and respect. This policy has been drafted to outline Council's position on discrimination, bullying, sexual harassment and equal employment opportunities.

RECOMMENDATION

That Council adopt the Anti-Discrimination, Bullying, Sexual Harassment & Equal employment Opportunity Policy version 3.0 as presented.

Resolution No. 037/2223

That Council adopt the Anti-Discrimination, Bullying, Sexual Harassment & Equal employment Opportunity Policy version 3.0.

Moved Cr. T Pratt

Seconded Cr. J Fegan

CARRIED 5/0

8.3 Closed Circuit Television (CCTV) Policy Review

Council has a number of Closed Circuit Television facilities operating within the local government area. The initial policy regarding use of CCTV was adopted by Council in 2019 and is now due for review

RECOMMENDATION

That Council adopt the Closed Circuit Television (CCTV) Policy version 2.0 as presented.

Resolution No. 038/2223

That Council adopt the Closed Circuit Television (CCTV) Policy version 2.0.

Moved Cr. P Curr

Seconded Cr. J Lynch

CARRIED 5/0

8.4 Information Privacy Policy Review

Council collects personal information during the course of its operations. To ensure protection of individual's privacy, Council has developed the Information Privacy Policy which sets guidelines for how individuals personal information is handled. The previous policy was adopted in August 2016 and is now presented for review and adoption.

RECOMMENDATION

That Council adopt Information Privacy Policy version 2.0 as presented.

Resolution No. 039/2223

That Council adopt Information Privacy Policy version 2.0.

Moved Cr. S Royes

Seconded Cr. T Pratt

CARRIED 5/0

8.5 Employee Code of Conduct Review

McKinlay Shire Council Employee Code of Conduct v2.0 is past its revision date and subsequently has been reviewed by Council's Executive Management Team.

RECOMMENDATION

That Council resolves to adopt the Employee Code of Conduct version 3.0 as presented.

Resolution No. 040/2223

That Council resolves to adopt the Employee Code of Conduct version 3.0.

Moved Cr. T Pratt

Seconded Cr. J Fegan

CARRIED 5/0

8.6 Human Rights Policy

The Human Rights Act 2019 commenced on 1 January 2020. The Act protects 23 Human Rights. Public entities must uphold these rights when making decisions, create laws, set policies and provides services. This policy has been developed to provide a framework to assist all areas of Council to meet our human rights obligations.

RECOMMENDATION

That Council resolves to adopt the Human Rights Policy version 1.0 as presented.

Resolution No. 041/2223

That Council resolves to adopt the Human Rights Policy version 1.0.

Moved Cr. J Lynch

Seconded Cr. S Royes

CARRIED 5/0

8.7 Investigation Policy – Councillors Conduct

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

RECOMMENDATION

That Council adopts the Investigation Policy V3.0 as presented.

Resolution No. 042/2223

That Council adopts the Investigation Policy V3.0.

Moved Cr. T Pratt

Seconded Cr. P Curr

CARRIED 5/0

9. CHIEF EXECUTIVE OFFICER

9.1 Chief Executive Officer's Report to May 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.

Resolution No. 043/2223

That Council receive and note the report from the Chief Executive Officer for the period ending 16th July 2022 except where amended or varied by separate resolution of Council.

Moved Cr. J Lynch

Seconded Cr. T Pratt

CARRIED 5/0

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.

ACTION

Note verbal report provided.

Social Housing and Government Housing – Update from Meeting

The Deputy Mayor, Cr. Fegan and I attended a virtual meeting with a number of State Government Staff from the Department of Communities Housing and Digital Economy (DCHDE) and the Department of Energy and Public Works (DEPW).

The meeting included discussion on an overview of the Social Housing Portfolio in Julia Creek and Priorities for housing investment in the McKinlay LGA.

There are currently vacant social houses in Julia Creek with no demand. The Deputy Mayor and I indicated an interest in purchasing vacant houses at a reasonable price to use as Council Staff housing. Follow up discussions with the Department will occur.

The Government Employee Housing (GEH) representative indicated a requirement for an additional 6 GEH's in Julia Creek. They currently have 4 vacant blocks. They are Tender ready for 3 of the houses.

ACTION

Note verbal report provided.

NWQROC Update

The August NWQROC Meeting was held on Friday 5th August on zoom. Items discussed included a Regional Arts Services Network, the NWQ Regional Waste Management & Resource Recovery Plan, the WQAC Housing Solutions Study, Childcare Worker Financial Incentives, Building Better Regions Program and the NWQ Regional Biosecurity Plan.

The September Zoom Meeting has been cancelled as some key members are absent.

The next meeting in Cloncurry has been scheduled for Thursday 6th and Friday 7th October. This meeting will include the AGM.

ACTION

Note verbal report provided.

MITEZ Meeting

The next Mitez Meeting is being held in Cloncurry on Friday 19th August. The Mayor and I shall attend the meeting.

ACTION

Note verbal report provided.

NWHHS Board Chairman and CE Visiting Julia Creek

The Chairman of the NWHHS Board, Cheryl Vardon and the CE Craig Carey are visiting Julia Creek on Wednesday 24th August. A meeting has been arranged with some community members for 4.30pm in Council's Boardroom.

ACTION

Note verbal report provided.

Meeting with Kynuna and McKinlay Communities

Council traditionally visits the Kynuna and McKinlay Communities annually. A visit in late September or early October is recommended, subject to the availability of Councillor's. A suitable date is to be determined and meetings arranged in the communities.

ACTION

Note verbal discussion about available dates, Monday 5th September suited Staff and Councillors.

LGMA Annual Conference Gladstone 6th – 8th September

I shall be attending the Local Government Managers Association (LGMA) Annual Conference in Gladstone, which is being held from the 6th to 8th September. The Conference and travel will be funded from my Professional Development budget.

ACTION

Note verbal report provided.

Julia Creek Cattle Train Loading Facility

The Mayor and I have met with DTMR Senior Officers regarding the Julia Creek Cattle Train Loading Facility. An update will be provided on the meetings.

ACTION

Note verbal report provided.

Update on Council Staff

There have been a number of movement of staff in the past month. An update will be provided to Council for your information.

ACTION

Note verbal report provided.

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 July 2022.

RECOMMENDATION

That Council receives the July 2022 WHS Report.

Resolution No. 044/2223

That Council receives the July 2022 WHS Report.

Moved Cr. P Curr

Seconded Cr. T Pratt

CARRIED 5/0

General Business – Councillor Requests

11. CLOSURE OF MEETING

The Chair of the meeting Mayor Philip Curr declared the meeting closed at 10:38am.



5.0 ENGINEERING SERVICES



Ordinary Meeting of Council Tuesday 20th September 2022

5.1 Subject: Engineering Services Monthly Report August 2022
Attachments: Nil
Author: Engineering Services Department
Date: 14 September 2022

Executive Summary:

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

Recommendation:

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

Background:

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

RMPC

	Actual	Budget YTD	Budget
1610 RMPC Works	\$271,137	\$250,100	\$1,500,600

- The 4 RMPC roads, normal maintenance, patching, guidepost, and signage works completed.
- Removal of dead animals
- Collected all litter on all 4 RMPC roads
- Burke & Wills Road 4km of widening from Spoonbill to Sedan Dip
- Worked started on Goldring St, bitumen cut gravel on work site consists of 350m cut into 2 sections at 3m wide, 1st section opposite the top pub and 2nd section opposite the old bakery to the Kynuna intersection

Cannington Road

	Actual	Budget YTD	Budget
1630 Cannington Road Works	\$32,596	\$74,166	\$445,000

- Routine maintenance
- Removal of dead animals.
- Pothole patching.
- Guideposts

Roads Maintenance

	Actual	Budget YTD	Budget
1100 Repairs & Maintenance Shire Roads	\$282,625	\$216,666	\$1,300,000



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- Byrimine Road 4km of resheet and seal completed
- Byrimine maintenance gravel sheeting of 3 black soil sections and 1 swampy section
- Audit of signage on all Shire Roads 75% complete once completed signage program implemented based on safety first

Water and Sewerage

	Actual	Budget YTD	Budget
1800 Operational Costs – Julia Creek Water	\$41,108	\$49,166	\$295,000

- Monthly water sampling in line with Councils DWQMP
- Daily checks on all bores
- Replace plumbing seal at 3 Coyne Street replace kitchen waste, clear blockage in base line
- (Chub) escorted to local townships for fire extinguisher replacement
- Irrigation extension and replacement caravan park
- Locate water service leak burke St maintenance / courthouse and backfill
- Location of sluice valves in Allison and Coyne Street intersections
- Airstrip grounds tried to locate shut off valve. replace front tap of aerodrome building
- 4 Amberley drive inspect water leakage services and replace gas bottles

	Actual	Budget YTD	Budget
1810 Operational Costs – McKinlay Water	\$2,381	\$5,000	\$30,000

- Monthly water sampling in line with Councils DWQMP
- Monthly checks on bore/storage tanks
- Fix mains water service

	Actual	Budget YTD	Budget
1820 Operational Costs – Kynuna Water	\$2,060	\$11,666	\$70,000

- Monthly water sampling in line with Councils DWQMP
- Monthly cleaning of filters in Kynuna

	Actual	Budget YTD	Budget
1830 Operational costs – Nelia Water	\$1,678	\$1,583	\$9,500

- Monthly water sampling in line with Councils DWQMP
- Capped off, line to the park in Nelia due to water leak

	Actual	Budget YTD	Budget
1900 Operational Costs – Julia Creek Sewerage	\$14,294	\$30,000	\$180,000



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- Routine monitoring
- Pump out Grader Camp's sewerage
- Sewerage pond upkeep
- Caravan park old toilet block cleaned tank out and helped Marwill with refurbishment of pump
- Replace men's toilet suite at the pony club
- Clear blockage outside DT
- Replace downpipe

Workshop

	Actual	Budget YTD	Budget
1510 Repairs and Maintenance - Plant & Vehicles	\$255,344	\$191,666	\$1,150,000

- 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.
- #251 CAT Grader, Hastings has installed 6 new injectors, 1 by new turbo charger, internal/external wiring harness top end adjustments completed. 26/08/2022 machine was put to work with no further issues
- Update on new rubbish truck, Bucher Municipal looking at October delivery and training for the new unit.
- Hastings Deering Grant Sampson has advised possible delivery in October of the new 150 M Grader (currently getting final fit out in Toowoomba) fit out continuing

Parks and Gardens

	Actual	Budget YTD	Budget
2700 Parks & Gardens and Amenities – Operations	\$71,044	\$108,333	\$650,000

- Mowing and whipper snipping parks, oval, and town streets.
- Mow & maintained airport road
- Mowing swimming pool weekly
- Cleaning of public toilets and park amenities
- Collection of rubbish
- Cleaning of Oorindi toilets weekly
- Mowing at Nelia and Oorindi fortnightly
- Mow and maintain cemetery
- Mowed and maintain council houses
- Weekly dripper line checks
- Gather and chop firewood for caravan park
- Weed control/spraying
- Weed spraying



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- Slashed recycled water area
- Cleaned basketball/tennis courts
- Planted trees at Cemetery
- Removed rubbish/broken equipment from kindergarten
- Refurbished garden at Engineers house
- Painted garden bed at Byrne/Shaw Street
- Cleaned truck wash bay

Airport

	Actual	Budget YTD	Budget
1300 Airport Operational Costs	\$13,191	\$16,583	\$199,000

- Serviceability Inspections of the facility are undertaken 3 days per week as required for RPT services.
- Local Laws Officer continued with ARO duties in the absence of primary ARO/Aerodrome Manager.
- Consulting firm engaged to prepare drawings of electric gate to enable repairs to the concrete foundations. Quotes to be sent out middle of September.
- Airport Security Fence checked weekly.
- Mowed around lights

Projects

DRFA 2022 Events

WP01 and WP02 pricing will close on the 14th September.

Dalgonally/Millungera Floodways (QRRRF)

Shaping and gravel placement of both floodways complete. Concrete works to commence mid September. Original culverts for this project will be utilized at a failed pipe adjacent to this project on the Old Normanton Road.

Building our Regions Funding Round 6

Awaiting notification.

TMR CN-17698 78A Culvert Replacement

Culvert complete

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



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Funding arrangements complete. Collating existing Council data so tenderers have access during tendering.

Burke St Kerb and Footpath upgrade

Complete.

Julia St Footpath works

As discussed tenders received are all beyond existing budget. It is proposed that Council undertake demolition and roadworks components and contract out concreting. Commencing at Council Chambers extra funds may be reallocated from Coyne/Byrne St kerb project.

Golding Street Shoulder

TMR have agreed to allocate RMPC funds to regravell 350m southern shoulder and they will seal during their annual sealing program in October.

Legal Implications:

Nil

Policy Implications:

Nil.

Financial and Resource Implications:

As provided in the report.

InfoXpert Document ID: 123784



6.0 ENVIRONMENTAL & REGULATORY SERVICES



6.1 Subject: Environmental and Regulatory Services Report – August 2022

Attachments: None

Date: 12 September 2022

Executive Summary:

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

Recommendation:

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

Background:

This report outlines the general activities of the department for the month of August 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, Water and Sewerage Officer, Ranger, Handyman/Trades Assistant and Finance Officer.

Legal Implications:

Nil

Policy Implications:

Nil

Financial and Resource Implications:

As provided in the report.

InfoXpert Document ID: 123790



1 – Refuse Collection and Disposal

1.1 - Budget

		Actual	Budget YTD	Budget
ENVIRO1.1	3100 - Refuse Collection Revenue	\$48,404	\$14,962	\$89,776

		Actual	Budget YTD	Budget
ENVIRO1.2	3100 - Kerbside Rubbish Collection Expenditure	\$5,526	\$8,333	\$50,000

		Actual	Budget YTD	Budget
ENVIRO1.3	3110 - Refuse Disposal Revenue	\$24,007	\$7,825	\$46,953

		Actual	Budget YTD	Budget
ENVIRO1.4	3110 - Refuse Disposal Operational Costs	\$4,900	\$17,500	\$105,000

1.2 - Report

Julia Creek Waste Facility

The following works continued during the month;

- Picked up wind blown rubbish around facility
- Crocker Rural engaged to push the dump in the absence of Local Laws Officer

Planning is underway to commence capping of general waste area once Council's Loader is available.

There was one (1) verbal warning issued to contractor who dumped rubbish in the incorrect area. The contractor then moved the rubbish to the correct area.

Department of Environment and Science conducted an audit of the Julia Creek Landfill on the 5 August 2022. The following matter of concern was raised:

- During the inspection, authorised officers observed stockpiles of green waste and several stockpiles of tyres. These stockpiles were observed during the previous inspection conducted by the Department on 24 March 2022.

The department request that Council implement strategies to reduce fire risk associated with on-site flammable waste and secure a lawful mechanism for removal of temporarily stored waste at all landfills operating under EA EPPR00835713.

2 – Environmental Health Services

2.1 – Budget

		Actual	Budget YTD	Budget
ENVIRO2.1	3000 - Environmental Licence Fees (Revenue)	\$1,419	\$550	\$3,300

		Actual	Budget YTD	Budget
ENVIRO2.2	3000 - Environmental Health Services	\$15,207	\$59,666	\$358,000



2.2 – Report

Water and Sewage Monitoring

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

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

- Lions Park 2.61mg/L
- Coyne Street Depot 2.75mg/L

Department of Environment and Science conducted an audit of the Julia Creek STP on the 5 August 2022. The following matter of concern was raised:

- During the inspection, authorised officers were advised that the Julia Creek STP had not been fully operational since February 2021. Council stated that throughout the 2021-2022 wet season misters have been successfully utilised over the storage ponds to increase evaporation and freeboard. Council advised that they did not know how long it would take for the STP to become fully operational. It is the department's understanding that irrigation is currently not occurring on site due to high contamination levels within the storage ponds. The rectangular pond is positioned approximately 60m from the nearest watercourse whilst the baffle pond is approximately 140m from Julia Creek, and there is therefore the potential for effluent to be released to these waters if effluent volumes in the storage ponds are not appropriately managed.

The department requests that McKinlay Shire Council secure a reliable and lawful mechanism for regulating the quality and volume of stored effluent on-site prior to the 2022-2023 wet season

Environmental Staff attended the Drinking Water Regulation Workshop in Mount Isa in 30-31 August 2022. The workshop covered the upcoming changes to the 'Guideline for the preparation, review, and audit of drinking water quality management plans. A site visit of the Mt Isa Water Board facilities was conducted on the 31 August 2022.

Food Safety

There were no food recalls received in August.

Pest Control

Toilet blocks at McIntyre Park were sprayed for spiders during the month.

3 – Local Law Administration

3.1 – Budget

		Actual	Budget YTD	Budget
ENVIRO3.1	3210 - Animal Registration Fees	\$6,283	\$850	5,100
ENVIRO3.2	3210 - Fines & Penalties – Animal Control	\$170	\$166	\$1,000



		Actual	Budget YTD	Budget
ENVIRO3.3	3210 - Animal Boarding	\$1,657	\$2,500	\$15,000

		Actual	Budget YTD	Budget
ENVIRO3.4	3210 - Local Law Administration	\$29,923	\$20,000	\$120,000

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	Eight (8) Dogs
Removal of Dead Animals	Eleven (11)
Trapping Locations & Results	Nine (9) Cats trapped around Julia Creek
Compliance Notices (Untidy Allotments) issued	Thirteen (13) properties: <ul style="list-style-type: none"> • 11 Byrne Street • 16 Shaw Street • 2-4 Hickman Street • 6 Hickman Street • 76 Goldring Street • 90 Goldring Street • 49 Goldring Street • 74 Burke Street • 77 Burke Street • 42 Coyne Street • 63 Coyne Street • 56 Coyne Street • Unit 5, 21 Hickman Street
SPER Infringement Fines issued	Nil
Commercial Use of Roads Permit issued	One (1)
Comments / Actions:	
Local Laws Officer continued assisting in Ranger duties.	
Council issued Show Cause Notices for the following dilapidated properties:	
<u>Julia Creek</u> <ul style="list-style-type: none"> • 72 Burke Street • 39 Burke Street • 26 Coyne Street 	
<u>Kynuna</u> <ul style="list-style-type: none"> • Lot 502-503 K3711, Finlay Street 	



- Lot 2 KN41, Finlay Street
McKinlay
- Lot 9 RP727013, Kirby Street
- Lot 603 AL75, Middleton Street

4 – Noxious Weeds and Pest Control

4.1 – Budget

		Actual	Budget YTD	Budget
ENVIRO4.1	3220 - Pest Plant & Animal Control Funding	\$0	\$0	\$0
ENVIRO4.2	3220 - Truck Washdown Bay Revenue	\$3,357	\$4,166	\$25,000
ENVIRO4.3	3220 - Dingo Baits (Revenue)	\$0	\$833	\$5,000
ENVIRO4.4	3220 - Feral Pig Baits (Revenue)	\$0	\$0	\$0
ENVIRO4.5	3220 - Pest Animal Rural Land Owners Fees	\$30,030	\$9,781	\$58,686
ENVIRO4.5	3220 - Pest Plant Control Program Exp	\$13,369	\$25,000	\$150,000
ENVIRO4.6	3230 - Pest Animal Control Program Exp	\$1,715	\$15,000	\$90,000

4.2 – Report

Pest Animal Control

There were no dingo scalps or factory baits issued in August.

Pest Plant Control

Baroona Road to Manfred completed. Gilliat Common regrowth completed.

Washdown Bay Facility

Sump pit cleaned out

1080 Baiting

Baiting is scheduled to commence 10 October 2022. Participation Flyers have been sent out.



5 – Livestock Operations

5.1 – Budget

		Actual	Budget YTD	Budget
ENVIRO5.1	3235 - Livestock Weighing Revenue	\$4,418	\$7,500	\$45,000

		Actual	Budget YTD	Budget
ENVIRO5.2	3235 - Livestock Cattle Train Loading Revenue	\$0	\$4,166	\$35,000

		Actual	Budget YTD	Budget
ENVIRO5.3	3235 - Livestock Operational Costs	\$11,682	\$14,583	\$87,500

5.2 - Report

Julia Creek Livestock Facility

There was a total of 296 head of cattle weighed and/or scanned at the facility during August 2022.

6 – Stock Routes and Reserves

6.1 – Budget

		Actual	Budget YTD	Budget
ENVIRO6.3	3300 - Stock Route – Permit/Water Fees	\$7,992	\$1,333	\$8,000
		Actual	Budget YTD	Budget
ENVIRO6.2	3300 - Stock Route Recoverable Works (Revenue)	\$0	\$110,508	\$663,050
		Actual	Budget YTD	Budget
ENVIRO6.4	3300 - Trustee Lease Fees (Revenue)	\$38,400	\$33,333	\$200,000
		Actual	Budget YTD	Budget
ENVIRO6.5	3300 - Reserves Agistment Fees (Revenue)	\$1,900	\$3,333	\$20,000
		Actual	Budget YTD	Budget
ENVIRO6.6	3300 - Precept Expenses (Revenue)	\$0	\$2,916	\$17,500
		Actual	Budget YTD	Budget
ENVIRO6.7	3300 - Stock Route Maintenance (Expenditure)	\$14,931	\$125,716	\$754,300
		Actual	Budget YTD	Budget
ENVIRO6.8	3300 - Reserves Expenses (Expenditure)	\$646	\$7,500	\$45,000



6.2 - Report

Reserves

Capital Works Project – McKinlay Reserve

The ranger with the assistance of the Work Camp have commenced putting in the posts for the flood gates. Approx. 70 posts put in, to date.

Capital Works Project – Oorindi Common

Fencing completed

Stock Routes

Turkeys Nest repaired at Longford Stock Route Water Facility

6.3 - Cemeteries

6.3.1 – Budget

		Actual	Budget YTD	Budget
ENVIRO6.9	3400 - Cemeteries	\$3,213	\$9,166	\$55,000

6.3.2 - Report

There were two (2) enquiries during the month. One query regarding locating a grave in McKinlay and one regarding putting a headstone on grave in lawn cemetery in Julia Creek.

7 – Work Program (Workcamp)

7.1 - Budget

		Actual	Budget YTD	Budget
ENVIRO7.1	3600 - Work Program	\$7,358	\$5,250	\$31,500

7.2 – Report

Below is a list of jobs that the Work Camp undertook in July and August 2022.

Community Group	Activity
McKinlay Shire Council	<u>Workshop</u> Assist with workshop duties
McKinlay Shire Council	<u>Saleyards</u> Assist with the regular upkeep of the facility Mowing/Whippersnipping Clean water troughs Pressure clean scales
McKinlay Shire Council	<u>McIntyre Park</u> Mowing/Whippersnipping
McKinlay Shire Council	<u>Various</u>



Ordinary Meeting of Council Tuesday 20 September 2022

	<ul style="list-style-type: none"> *Whippersnip RV Park *Seal kitchen bench at 3 Coyne Street *Cut railway line for fence post *Install new clothesline in Doctors Unit *Mow airport runway and airport areas *Mow/whippersnip Washdown Bay Facility area *Move loads of dirt to dump at Kynuna *Move cabinets at Museum *Clean house yard at 3 Coyne Street *Lay topsoil at Doctors House *Whippersnip Council compounds
Julia Creek Turf Club	Clean horse stall for races, set up and assist with race meet in July
Julia Creek State School	Mowing/Whipper snipping
Churches/RSL/CWA/SES/Dirt and Dust	Mowing/whipper snipping
Sedan Dip Sport and Recreation	Clean up grounds in preparation for annual event in August and repair water trough

8 – Housing, FRB and Community Centre

8.1 – Budget

			Actual	Budget YTD	Budget
ENVIRO9.1	3810-1300	3810 - Council Property / Staff Housing Program Rev	\$25,521	\$16,666	\$100,000
ENVIRO9.2	3810-1301	3810 - Council Property / Subdivision Blocks Rent	\$700	\$150	\$900
	3810-1302	3810-Council Property / Subdivision Blocks outgoings	\$0		\$0
ENVIRO9.3	3810-2300	3810 - Council Property / Staff Housing Program Exp	\$88,668	\$53,333	\$320,000
ENVIRO9.4	3810-2300	3810 - Council Property / Sub Division Expense	\$0	\$1,000	\$6,000



8.2 - Report

Council Property / Staff Housing

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

Activity	Number
Properties Available for use	Unit B, 4 Shaw Street 7 Coyne Street
New Tenancies	3 Coyne Street – Childcare Educator 33 Byrne Street – Childcare Director
Finalised Tenancies	Nil
Remedy Breach	Nil
Notice to Leave	Nil
Notes/Repairs	<ul style="list-style-type: none"> *Contractor unblocked drain at 10 Shaw Street *Installed new split system and circuit for aircon in lounge at 3 Coyne Street *Supply and installation of new stove at 3 Coyne Street *Minor building repairs and patch up painting at 3 Coyne Street *Supply new dishwasher at 25 Byrne Street *Installed 3 x interconnected smoke alarms, replace faulty power points and light switches at 3 Coyne Street *Repaired Ergon defects and repair faulty circuit breaker at 10 Shaw Street *Install new outdoor power point at 71 Coyne Steet *Repaired two lights at 4 Amberly Drive *Repaired hot water system and install new smoke alarms at 33 Byrne Street *Replaced broken light in bathroom at Unit A, 4 Shaw Street *Monthly lawn maintenance performed by contractor

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	\$162	\$1,083	\$6,500

		Actual	Budget YTD	Budget
ENVIRO10.4	3820 - FRB Centre RENT	\$7,770	\$6,666	\$40,000

		Actual	Budget YTD	Budget
ENVIRO10.5	3820 - FRB Units & Community Ctre Operational Costs	\$1,852	\$18,333	\$110,000

Report

Seniors Living Units / Fr Bill Community Centre

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

Fr Bill Units	
Units Available for Rent	Two (2) – Unit 3, Unit 7
New Tenancies	Nil
Finalised Tenancies	Nil
Remedy Breach	Nil
Notice to Leave	Nil
Repairs undertaken	Nil
Fr Bill Centre	
Repairs undertaken	*Power issues due to faulty pump on Hot Water System. New pump ordered.



9 – Land and Building Development

9.1 – Budget

		Actual	Budget YTD	Budget
ENVIRO11.1	3900 - Revenue	\$1,539	\$333	\$2,000

		Actual	Budget YTD	Budget
ENVIRO11.2	3900 - Town Planning Program	\$6,463	\$10,000	\$60,000

9.2 - Report

Regulatory Services, Land and Building Development

The following development applications were lodged during the month

<u>DA #</u>	<u>Applicant</u>	<u>Type of Development</u>	<u>Location</u>	<u>Application Details</u>
2022-23_03	Robert McConachy	OPERATIONAL WORKS	Toolebuc Road, MCKINLAY QLD 4823	Replace existing sub-artesian bore

Updates on various land matters are as follows;

<u>Matter</u>	<u>Status</u>
Kynuna Rodeo Grounds/Landfill	No further updates at this stage. Department of Resources still addressing Native Title Matters
Mckinlay Landfill	No further updates at this stage
Childcare Hub Land	Planning Approval has been granted by Assessment Manager. Still waiting notification on funding
Lot 2 K3718 – Land beside Water Reserve in Kynuna	No further updates at this stage
Acquiring Land for Industrial Estate (part of Lot 8 on EN125)	Views have been received from both DTMR and the Stock Routes Department. No significant issues identified. Letter of Offer still to be received from the Department.
Road Opening through Malpas Station	No further updates at this stage
Application for Deed of Grant over Operational Reserve, Lot 54 on JC55713 also known as 48 Byrne Street, Julia Creek	Application submitted with the Department of Resources on 19 August 2022. Application is currently being processed however the Department state that the land management team are experiencing a larger than usual workload so there may be some delays.



10 – Local Disaster Management

10.1 – Budget

		Actual	Budget YTD	Budget
ENVIRO12.1	2760 - SES Grants	\$0	\$3,428	\$20,568

		Actual	Budget YTD	Budget
ENVIRO12.2	2760 – SES Capital Grants	\$0	\$11,666	\$70,000

		Actual	Budget YTD	Budget
ENVIRO12.2	2760 - Natural Disaster Grants	\$0	\$1,130	\$6,780

		Actual	Budget YTD	Budget
ENVIRO12.3	2760 - Disaster Management Operational Costs	\$1,637	\$4,250	\$25,500

10.2 - Report

No events activated the LDMG during the month.



Ordinary Meeting of Council Tuesday 20 September 2022

6.2 Subject: Tender T2223002 – Sale of Various Items

Attachments: Nil

Author: Environmental & Regulatory Services Team Leader

Date: 14 September 2022

Executive Summary:

This report considers the submissions received for tender T2223002 for Sale of Various Items. This tender closed at 5pm on 1 September 2022. The tenders were opened as per Council's policy. A total of 11 tenders were received.

Recommendation:

That Council resolves the following:

- a) To award Item 11 to Maggie Rudolph for the tendered price of \$88.00;*
- b) To award Item 12 to Maggie Rudolph for the tendered price of \$56.10;*
- c) To award Item 13 to Maggie Rudolph for the tendered price of \$88.00;*
- d) To award Item 14 to Maggie Rudolph for the tendered price of \$110.00;*
- e) To award Item 20 to Maree Krogh for the tendered price of \$22.00;*
- f) To award Item 1 to Maree Krogh for the tendered price of \$55.00;*
- g) To award Item 2 & 3 to Rachel O'Brien for the tendered price of \$440.00 per item;*
- h) To award Item 24 to Daniell Alexander for the tendered price of \$550.00;*
- i) To award Item 25 to Daniell Alexander for the tendered price of \$550.00;*
- j) To award Item 7 to Jasmine Boxsell for the tendered price of \$550.00*

Background:

McKinlay Shire Council recently tendered for various surplus items under tender T2223002. The following items were advertised:

- 8 Bathtubs (Items 1-8)
- 1 10 stud roller tyre (10 stud tyre)
- 5 x push bikes (Items 10 – 14)
- 2 x water pumps (Items 15-16)
- 1 x pressure washer (Item 17)
- 1 x pressure washer hose (Item 18)
- 2 x push mowers (Items 19 – 20)
- 2 x drain cleaners (Items 21-22)
- 3 x rods (Item 23); and
- 2 x sewerage pumps (Items 24-25)



Ordinary Meeting of Council Tuesday 20 September 2022

The following submissions were received:

Name	Details	Amount (Inc GST)
Melissa Mussig	Item 11 – Aqua Push Bike	\$ 30.50
Maggie Rudolph	Item 11 – Aqua Push Bike	\$ 88.00
Maggie Rudolph	Item 12 – Blue Push Bike	\$ 56.10
Maggie Rudolph	Item 13 – White Push Bike	\$ 88.00
Maggie Rudolph	Item 14 – Yellow Push Bike	\$110.00
Maree Krogh	Item 20 – Rover Push Mower	\$ 22.00
Maree Krogh	Item 1-8 – 1 x Artesian Bathtub	\$ 55.00
Rachael O’Brien	Item 1-8 – 2x Artesian Bathtubs	\$440.00 per item
Daniell Alexander	Item 24 – Flygt Sewerage Pump	\$550.00
Daniell Alexander	Item 25 – Flygt Sewerage Pump	\$550.00
Jasmine Boxsell	Item 7 – Artesian Bathtub	\$550.00

Two (2) of the above tenders were late submissions however have been included as they provide value for money and no other tenderers submitted tenders for these items.

Consultation: Council Staff

Legal Implications: Nil

Policy Implications: Nil

Financial and Resource Implications: Council will receive \$2979.60 in revenue for sale of items

InfoXpert Document ID: 123791



Ordinary Meeting of Council Tuesday 20 September 2022

6.3 Subject: Adoption of Revised Council Housing Policy v4.0
Attachments: 6.3.1 – Council Housing Policy - Version 4
Author: Environmental & Regulatory Services Team Leader
Date: 14 September 2022

Executive Summary:

This report makes recommendation to Council for the adoption of the revised Council Housing Policy Version 4.

Recommendation:

That Council resolves to adopt the revised Housing Policy Version 4 as presented.

Background:

This report makes recommendation to Council for the adoption of the revised Council Housing Policy Version 4.

The purpose of the Council Housing Policy is to govern and manage the Council Housing Stock Portfolio to commit to provide housing for identified key positions and eligible staff members to assist in the retention of suitably qualified and experienced staff.

Consultation:

Internal Staff

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: 123792



COUNCIL HOUSING POLICY

POLICY PURPOSE

The purpose of the Council Housing Policy is to govern and manage the Council Housing Stock Portfolio in line with the following principles:

1. Commitment to providing housing for Identified Key Positions; and
2. Commitment to provide housing for Eligible Staff Members; and
3. To assist in the retention of suitably qualified and experienced staff with the organisation; and
4. Asset Management principles as identified in Council's Asset Management Plan; and
5. Continual improvement to ensure housing stocks are maintained at an acceptable standard as detailed in Council's Asset Management Plan.

AUTHORITY (LEGISLATION OR OTHER)

- *Local Government Act 2009*
- *McKinlay Shire Council Enterprise Bargaining Agreement*

SCOPE

The directives contained in the Policy apply to all Council housing stocks as identified in Table 1 of Appendix A.

DEFINITIONS

Eligible Staff Members – An eligible staff member is an employee that has the provision of a particular Council House contained in their employment contract or have been given a property at the Chief Executive Officer's discretion.

Housing Policy Reference Group – A reference group that considers Housing Stock Portfolio requirements on an annual basis. The members of the Reference Group are the Mayor, the Deputy Mayor or another designated Councillor, the Chief Executive Officer, the Director of Engineering and Environmental Regulatory Services, the Director of Corporate & Community Services and the Environmental & Regulatory Services Team Leader.

Identified Key Positions – A role within Council's Organisational Structure or a community service that qualifies for Council Housing.

Surplus Housing Stock – Housing allocated to Identified Key Positions that are not currently required and may be allocated to other persons in the interim

Surplus to Requirements – The total number of houses within the Council Housing Stock Portfolio less the number required for Identified Key Positions less the number required for Eligible Staff Members.

Date of Approval: 20 September 2022
Approved By: Council Resolution

Effective Date: 20 September 2022
Version: 4.0
Review Date: September 2023

POLICY CONTENT

The Housing Policy Reference Group will convene at least once each financial year and will:

1. Confirm the current status of Council's Housing Stocks
2. Confirm Identified Key Positions
3. Confirm Eligible Staff Members
4. Plan and manage the Council's Housing Stock Portfolio requirements for the next financial year and beyond, and
5. Determine the next financial years Surplus Housing Stock and consider allocation of Surplus Housing Stock for that year.

2022-2023 HOUSING DEMAND ASSESSMENT

As of 30 June 2022, twenty-four (24) properties comprise the Council's Housing Stock Portfolio as identified in Table 1 of Appendix A of this Policy

As of 30 June 2022, eighteen (18) Identified Key Positions have been determined and are listed in Table 2 of Appendix A of this Policy. Four (4) positions currently do not require accommodation.

There are four (4) eligible staff members that currently reside in a Council House.

Sixteen (16) properties are required in 2022/23 for Identified Key Positions and Eligible Staff Members. Council's housing requirements for the 2022/23 financial year are identified in Table 4 of Appendix A of this Policy.

SURPLUS TO REQUIREMENTS

There are eighteen (18) Identified Key Positions and four (4) eligible staff members that qualify for the provision of a Council House.

Sixteen (16) properties are required for these positions and Eligible Staff Members.

As of 30 June 2022, there are twenty-four (24) properties within Council's Housing Portfolio.

As a result, two (2) properties are Surplus to Requirements.

Surplus housing will be assessed annually taking into consideration:

- Market Conditions;
- Housing stock in the community; and
- Council staffing requirements

It is recommended that surplus stock be retained for 2022/2023.

LEASE ARRANGEMENTS

Council leases houses to Identified Key Positions and Eligible Staff Members as outlined in this policy. Rent will be as identified in the Council Fees & Charges Schedule for the respective financial year and set at market value. Rental subsidies will be subject to individual employment arrangements as determined by the Chief Executive Officer and detailed in the letter of appointment for individual employees.

The term of the lease will be linked to the individual's employment arrangements and will include a special condition requiring vacant position within 14 days of the cessation of the employment arrangements.

SURPLUS HOUSING STOCK

Surplus Housing Stock may be leased to other MSC employees and members of the public at the discretion of the CEO.

Where Surplus Housing Stock is leased to persons other than those identified in Table 4, the lease term must be no greater than six (6) months. Rent will be in accordance with the Council's Fees & Charges Schedule for that financial year.

CONDITION ASSESSMENT OF HOUSING STOCK PORTFOLIO

All housing stocks will be subject to an annual condition assessment as part of Council's Asset Management Planning process. The objective is to maintain all housing within the portfolio at a good standard of presentation.

Identification of housing stock for replacement

At policy review an assessment shall be made on the upcoming housing requirements:

- Recruitment
- Market availability
- Suitability of current stock

Taking into account:

- 2 x 2-bedroom units have been put forward for construction in 2022/23
- Properties 19-23 are quite old and deteriorated.
- Potential need for single men's quarters
- There are a large number of 2-bedroom properties. Potentially need to look at 3-bedroom properties for future construction or extension

APPENDIX A

Council's current housing stocks as of 30 June 2022 are as detailed in Table 1.

Table 1- Council's Housing Stocks Portfolio as of 30 June 2022

NO.	PROPERTY	NO. OF BEDROOMS
1	20 JULIA STREET (also known as 17 Coyne Street)	3
2	24A MATHEWS STREET (also known as 3 Coyne Street)	3
4	5 COYNE STREET	2
5	7 COYNE STREET	3
6	71 COYNE STREET	3
7	2 NETTERFIELD STREET	4
8	4 NETTERFIELD STREET	4
9	8 BYRNE STREET	3
10	25 BYRNE STREET	3
11	33 BYRNE STREET	3
12	UNIT A, 4 SHAW STREET	2
13	UNIT B, 4 SHAW STREET	2
14	UNIT 1/9 SHAW STREET	2
15	UNIT 2/9 SHAW STREET	2
16	10 SHAW STREET	2
17	RACECOURSE RESIDENCE	4
18	AIRPORT RESIDENCE	2
19	4 AMBERLY DRIVE	3
20	UNIT 1/50 OLD NORMANTON ROAD	1
21	UNIT 2/50 OLD NORMANTON ROAD	1
22	UNIT 3/50 OLD NORMANTON ROAD	1
23	UNIT 4/50 OLD NORMANTON ROAD	1
24	UNIT 5/50 OLD NORMANTON ROAD	1

Council's Identified Key Positions is listed in Table 2.

Table 2 – Identified Key Positions

NO	POSITION	House required 22/23
1	CEO	Yes
2	DIRECTOR OF ENGINEERING AND ENVIRONMENTAL REGULATORY SERVICES	Yes
3	WORKS MANAGER	Yes
4	DIRECTOR OF CORPORATE & COMMUNITY SERVICES	No
5	ENVIRONMENTAL & REGULATORY SERVICES TEAM LEADER	Yes
6	CORPORATE SERVICES TEAM LEADER	No
7	COMMUNITY SERVICES TEAM LEADER	Yes
8	WORKSHOP SUPERVISOR	Yes
9	RMPC FOREMAN	No
10	WORKS SUPERVISOR	Yes
11	PARKS AND GARDENS SUPERVISOR	Yes
12	TOURISM COORDINATOR	Yes
13	SPORT & RECREATION OFFICER	Yes
14	COMMUNITY HEALTH NURSE	Yes
15	CHILDCARE DIRECTOR	Yes
16	WHS OFFICER	No
17	TOURISM & EVENTS OFFICER	Yes
18	CHILDCARE EDUCATOR	Yes

Council continues to provide a commitment to provide specific housing to employees as per their employment contracts or by Chief Executive Officer delegation for the term of their employment only.

Table 4 – Council’s Housing requirements of 22/23FY

OCCUPANT (POSITION)	IN LINE WITH POLICY	PROPERTY
CEO	YES	2 NETTERFIELD STREET
DIRECTOR OF ENGINEERING & ENVIRONMENTAL REGULATORY SERVICES	YES	20 JULIA STREET
WORKS MANAGER	YES	7 COYNE STREET
WORKSHOP SUPERVISOR	YES	8 BYRNE STREET
COMMUNITY SERVICES TEAM LEADER	YES	25 BYRNE STREET
ENVIRONMENTAL & REGULATORY SERVICES TEAM LEADER	YES	AIRPORT RESIDENCE
CHILDCARE DIRECTOR	YES	33 BYRNE STREET
TOURISM COORDINATOR	YES	RACECOURSE RESIDENCE
CHILDCARE EDUCATOR	YES	3 COYNE STREET
COMMUNITY HEALTH NURSE	YES	UNIT 1/9 SHAW STREET
TOURISM & EVENTS OFFICER	YES	UNIT A, 4 SHAW STREET
RMPC FOREMAN	YES	4 NETTERFIELD STREET
CATTLE LOADING OFFICER	YES	UNIT 1/50 OLD NORMANTON ROAD
DIESEL FITTER	YES	UNIT 4/50 OLD NORMANTON ROAD
CREDITORS OFFICER	YES	5 COYNE STREET
EXECUTIVE ASSISTANT	YES	71 COYNE STREET



7.0 COMMUNITY SERVICES



7.1 Subject: Community Services Monthly Report

Attachments: Nil

Author: Community Services Team Leader

Date: 8th September 2022

Executive Summary:

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

Recommendation:

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

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

Grants, Funding & Projects

LRCIP Phase 3 Projects:

Council has received approval for projects identified through the Local Roads & Community Infrastructure Projects Phase 3 Funding. An overview will be provided below of the projects identified and current progress:

- McIntyre Park Facility Enhancement: This project will see the rejuvenation of the McIntyre Park Facility which is a multi user facility. Including refurbishment of amenities blocks, upgrade arena with new energy efficient LED lighting and yard improvement. Council has been able to place an order for new LED Lights which are expected to arrive in October.
- Peter Dawes Park Enhancement: This project will involve the refurbishment of toilets, remediate drainage, and renew playground softfall. Council are awaiting quotes for the softfall renewal and are also in the process of determining a scope of works for the toilet refurbishment and drainage remediation.
- Kev Bannah Oval Lighting: This project will provide an upgrade of Oval lighting to more energy efficient LED Lighting. Council has been able to place an order for new LED Lights which are expected to arrive in October.
- Mathews Street Access Upgrade: This project will alleviate drainage issues at the end of Mathews St which is causing water from adjacent properties to lay in the roadway causing pavement failure and also limiting access during wet weather periods. To resolve this problem, Council will remedy the drainage issues with proper concrete drainage structures and renew the areas of failed pavement.
- Coyne Street Kerb Upgrade: Upgrading the kerbing and footpath access along Coyne Street creating better access for school community and general public. The current state of the pavement and eroding of the kerb is causing a number of safety concerns and trip hazards for families accessing Julia Creek State School from that particular entrance. During periods of wet weather, water also lays in parts of the pavement which causes additional safety



concerns. To rectify these issues, Council will lay new kerb and replace the existing pavement with a new concrete footpath with construction joints. These works are between the intersections of Julia Street and Mathews Street.

- *Swimming Pool Upgrade: The current state of the flooring tiles utilized on the splash pad area at the Water Park is beginning to cause trip hazards for users. This will be rectified by fully replacing the flooring tiles with improved materials to prevent further issues. Additionally, Council will erect another small storage shed to store pool and water play equipment that is used by the local community and members of the Julia Creek Swim Club.*
- *Skate Park Enhancement: Install a shade structure (including support poles and shade sails) over the Skate Park recreation facility to allow the facility to be used more frequently in sun safe conditions. Council has placed an order with Shade and Sail Townsville for the supply and install of the new structure which is expected to be installed before the end of the year.*
- *Mini Golf: Design and construct of new mini-golf course adjacent to Caravan Park for community and tourist use. The main aim is to provide an activity for families of our community to enjoy and be active. Further we believe the facility will attract visiting families to the town which will enhance tourism and have many economic benefits to the entire community. Council is in the process of obtaining potential designs to suit the proposed site which is adjacent to the Caravan Park and Bike Safety Park.*
- *Lions Park: Replace damaged playground softfall at facility. Council is awaiting quotes.*
- *Cemetery Upgrade: This will see an upgrade to the water line to be able to feed the irrigation works that was done in Phase 1 to complement the landscaping done to the facility to beautify the amenity for the visitors and provide shade trees. A separate dedicated and large pipe line will be installed to the facility which will also alleviate the pressure on the current line that continues in to nearby horse paddocks where locals keep their animals.*

RV Site Feasibility Study:

Council has been presented with the Environmental Assessment and Flood Modelling Report which has been compiled by Langtree Consulting and was presented at September's Briefing Meeting. Council has now been asked to complete a draft copy of the proposed layout of the facility in terms of amenities, boat ramp, RV Camping areas and other community areas. Following this, a cost estimate and engineering plan can be completed and the feasibility study finalised.



Julia Creek Caravan Park

The month of August seen our Caravan Park welcome 2,317 visitors to stay with us in Julia Creek. August was a tricky month for guests with some severe winds, dust storms and also a long Telstra Mobile outage due to upgrades to the service. All of these slightly impacted visitor numbers but overall still a positive month for the Park. Weekly Monday Night Bush Dinners still remained popular and groups were able to successfully fundraise. Council does anticipate September will see a decline in visitor numbers and revenue as the temperature heats up.

Our weekly Monday Night Bush Dinners conclude in the first week of September. It has been a huge effort from volunteers of all 14 groups to cater for our visiting guests each week, especially when you consider many locals help out with multiple groups. In total, we were able to serve 1,251 meals across the fourteen weeks which equated to \$22,140 in much needed funds raised for local community and not-for profit groups.

JC Caravan Park Revenues August 2022

Type of service	JUNE revenues (inc GST)	Total (inc)	JULY revenues (inc GST)	Total (inc)	AUGUST revenues (inc GST)	Total (inc)
Twin Single Units	\$3,510		\$3,330		\$3,330	
Powered Sites	\$44,594		\$46,394		\$44,444	
Self-Contained Cabins	\$20,874.80		\$22,431.25		\$20,534.60	
Unpowered Sites	\$4,100		\$5,120		\$5,360	
Sub Total	\$73,078.80		\$77,275.25		\$73,668.60	
Artesian Baths incl. salts	\$21,475		\$21,296		\$22,997	
McIntyre Park	\$546		\$1,824		\$1,117	
Cheese Platters	\$2,730		\$3,360		\$3,720	
Laundry	\$1,996		\$3,097		\$2,206	
Long Term Stay						
Calculated Total	\$99,825.80		\$106,852.25		\$103,708.60	

JC Caravan Park Occupancy by Category August 2022

Type of Service	% Occupancy
Twin Single Units	67%
Cabin – 4 berth	88%
Cabin – 6 berth	88%
Unpowered site	55%
Powered Caravan site	90%
Powered camp site	37%
McIntyre Park	18%



JC Caravan Park Artesian Bathhouse Usage August 2022

Type of Service	Number of bookings
Boundary Rider Huts	119
Replica Rainwater Tank Bathhouses	245

Library & Funeral Services

Continued works on Burke Street with the resealing and stenciling of the new footpath provided some continued interruptions to access but that didn't deter too many visitors. The Library also faced some issues with internet connectivity and the landline phone but both have been resolved. The First 5 Forever Program is continuing to be a successful initiative with five mums and seven children regularly attending. The local JCSS children are also using the Library regularly after school and engaging in a number of activities.

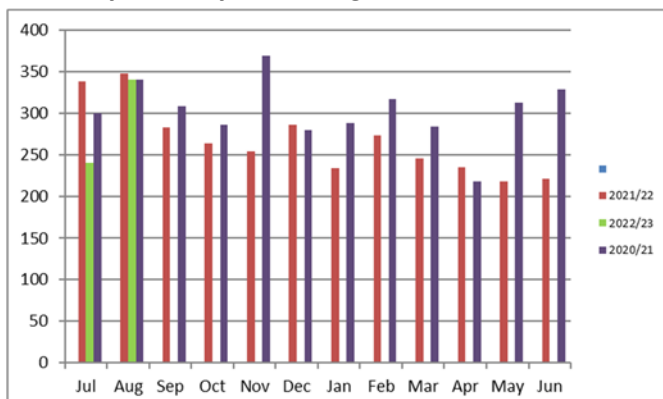
JC Library Memberships August 2022

Type of Membership	Total Membership
Adult	301
Junior	70
Institutions	2
Tourists	1

JC Library Services Provided August 2022

Services Provided	Total Amount
Reservations satisfied	36
Requests for books	27

JC Library Monthly Loans August 2022





JC Library Monthly Visitors August 2022



Tourism

Total Visitor Numbers for August 2022

There were 2563 visitors to the Julia Creek Visitor Information Centre in August 2022 compared with 1166 in August 2021. Our numbers are edging closer towards pre COVID statistics where we recorded 3018 visitors in August 2019. There have been 7161 visitors to the Julia Creek Visitor Information Centre this year to date (YTD) compared with 6609 over the same period in 2021.

Total Locals for August 2022

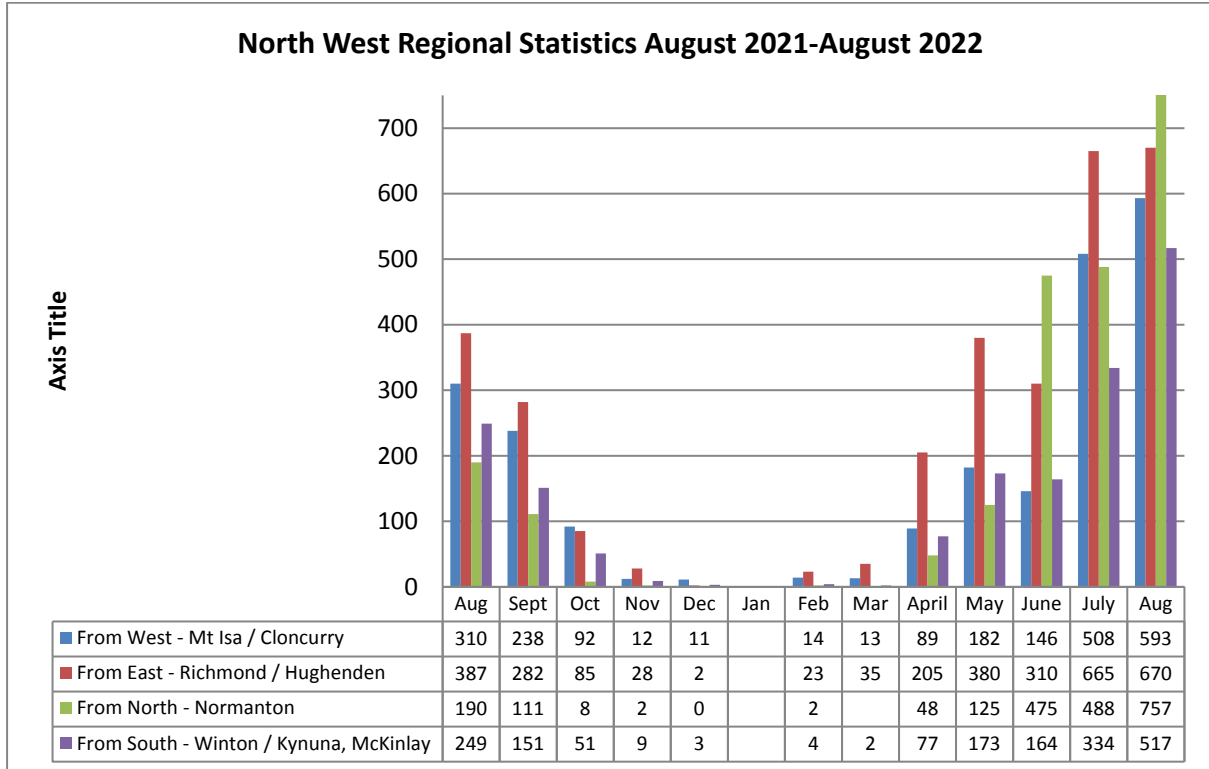
There was a total of 14 local visitors to the Julia Creek Visitor Information Centre in August 2022 compared with 10 in August 2021.

Beneath the Creek Entries August 2022

There was a total of 635 attendees at the dunnart feeding experience compared with 633 in in 2021. 55 children attended dunnart feeding sessions in August 2022.



North West Regional Statistics for August 2022



RV Site Permits August 2022

There were 602 RV Site permits issued in August 2022 compared with 966 in August 2021. We have had Camp Hosts on site throughout most of August. We strongly feel that the loss of phone reception and wind gales affected our August numbers at the site.

Social Media Figures

	Facebook Page Likes			Instagram Likes		
	Mckinlay Shire Council	Julia Creek VIC	Caravan Park	Mckinlay Shire Council	Julia Creek VIC	Caravan Park
August 1	6,633	4,770	3,449	1,100	2,905	10
August 31	6,645	4,781	4,142	1,100	2,914	12



Julia Creek Early Learning Centre

Current enrolments

There are currently 17 children enrolled at the Service. No new enrolments commenced during the month of August due to staff ratios. We currently have 6 children on waitlist waiting for a spot to be come available and we have 4 children that are currently enrolled and attending but needing additional days of care. We had hoped to open up more spaces once the new Director commenced however the Part-Time educator has resigned during the month and will cease employment at the end of September.

Attendance

The centre had 149 attendances (actual) over the 20 days of care offered during August. This equated to an average of approx. 7 children per day.

Significant events:

Centre Director commenced on the 15th August and the Full Time Educator commenced on 29th August.

Swimming Pool

USUAGE

TOTAL NUMBERS FOR THE MONTH

ENTRIES	SWIMMERS
Adult Entry	10
Child Entry	6
Season Passes / Family Pass	
Adult	
Child	
Breakfast Club/ No Charge	
After School Care/ No Charge	
J/C Swimming Club/ No Charge	
Aged Care/ No Charge	
Triathlon Training/ No Charge	
Adult	
Child	
J/C State School/ No Charge	
Caravan Park Tokens	
Adult	319
Child	196
Free Sunday	
Adult	
Child	
Total Swimmers	528



Sport & Recreation

Council has still not been able to secure a person to fill the vacant Sport and Recreation Officer position. As a result, there are unfortunately no normal programs occurring at this stage.

Community Health

CHSP Clients	Occasions of Service	Time Spent (hrs)
Nursing Care	25	14.25
Personal Care	4	1.00
Other	--	--
TOTAL	29	15.25

Non-CHSP Clients	Occasions of Service	Time Spent (hrs)
Nursing Care	14	6.55
Covid/Flu clinic help	(Included in Nursing Care)	
Other	--	--
TOTAL	14	6.55

TRANSPORTS	Number of one-way journeys
CHSP Clients	9
Non-CHSP Clients	2
TOTAL	11

Meetings

Nil

Health Promotion

Covid clinic x1 - assistance given to find eligible clients

Falls Prevention gym sessions for CHSP clients continue twice weekly

General Business

Community Nurse on annual leave 25/7/22-21/8/22 and not replaced.

Assisted x3 new community clients this month

Continued to assist x2 community clients with their complex chronic conditions

GP service – access improving, with a mix of face-to-face and teleGP appointments available most days of the week.

CHSP – Commonwealth Home Support Program

Events and Activities

Clients are continuing to engage with fellow CHSP clients through social activities including Monday games and Wednesday luncheons. Our CHSP Coordinator is also providing shopping each Thursday and our Community Nurse is assisting with exercise at the gym each Tuesday & Thursday.



Statistics August 2022

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

Service Offered	Number of Clients
Transport	52 Two-way trips
Social Support	40 Visits
Personal Care	22 visits 1 clients
Counselling/Support, Information and advocacy (client)	6 hours
Shopping	4 trips
GAMES	2 attended (1 sessions)
Luncheon	10 Attended (5 sessions)
Wednesday Meal	50 meals (including morning tea)
Meals on Wheels	23 Meals delivered
Home Maintenance	11 lawns mowed 11 clients
Domestic Assistance	8 clients, 32 visits
Pub Lunch	clients sessions
Clients Transported for Doctors Appointments	4 CHSP clients

Legal Implications:

Nil.

Policy Implications:

Nil.

Financial and Resource Implications:

As provided in the report.

InfoXpert Document ID: 123794



8.0 CORPORATE SERVICES



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

Executive Summary:

The Corporate Services Report as of 31 August 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 August 2022.

Report:

The Corporate Services Report compares actual performance to date with the Council's 2022/2023 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:

Income has had a large increase due to rates being issued in August. The first quarterly payment of the Financial Assistance Grant's were received during the month.



INCOME STATEMENT SUMMARY

	Actuals	Variance	YTD Budget	Full Year Budget
Total Income	3,451,307	49%	7,027,141	42,162,847
Total Expenses	(2,010,407)	65%	(3,094,387)	(18,566,319)
Net Result	1,440,900	37%	3,932,755	23,596,528
Less Capital Revenue	-	0%	4,760,692	28,564,152
Operating Result (excl. Capital	\$ 1,440,900	-174%	\$ (827,937)	\$ (4,967,624)

STATEMENT OF FINANCIAL POSITION

	2023 Actuals	2022 Actuals
Current Assets	30,387,292	30,184,662
Total Non-Current Assets	253,594,477	253,073,592
Total Assets	283,981,769	283,258,254
Total Current Liabilities	2,791,481	3,063,276
Total Non-Current Liabilities	268,932	268,932
Total Liabilities	3,060,413	3,332,208
Net Community Assets	\$ 280,921,356	\$ 279,926,046
<i>Community Equity</i>		
Asset Revaluation Surplus	79,973,716	79,973,715
Retained Surplus	200,547,640	199,552,332
Reserves	400,000	-
Total Community Equity	\$ 280,921,356	\$ 279,926,047

STATEMENT OF CASH FLOWS

	2022/23 Actuals	2021/22 Actuals
Cash Flows from Operating Activities	595,003	5,036,833
Receipts, Payments & Interest Received		
Borrowing Costs		
Cash Flows From Investing Activities	(560,255)	1,614,673
Payments and Proceeds for PPE		
Capital Income		
Cash Flows from Financing Activities	-	-
Loan Payments		
Net increase (decrease) in cash held	34,750	6,651,506
Cash at beginning of the financial year	24,385,108	17,733,602
Cash at the end of the period	\$ 24,419,858	\$ 24,385,108



Summary By Departments						
Department	Revenue			Expenditure		
	Actuals	%	Budget	Actuals	%	Budget
Infrastructure & Works	987,568	5%	21,831,414	765,132	8%	9,024,600
Governance & Partnerships	-	0%	-	180,976	21%	867,646
Corporate Services	1,944,131	19%	10,395,489	224,740	13%	1,797,500
Economic Development	27,944	3%	1,014,600	127,636	13%	952,975
Community Services	326,507	4%	7,681,131	481,011	12%	3,993,553
Health Safety & Development	11,068	9%	123,748	53,230	9%	563,500
Environmental Management	154,089	14%	1,116,465	41,087	3%	1,215,800
	3,451,306	8%	42,162,847	1,873,812	10%	18,415,574

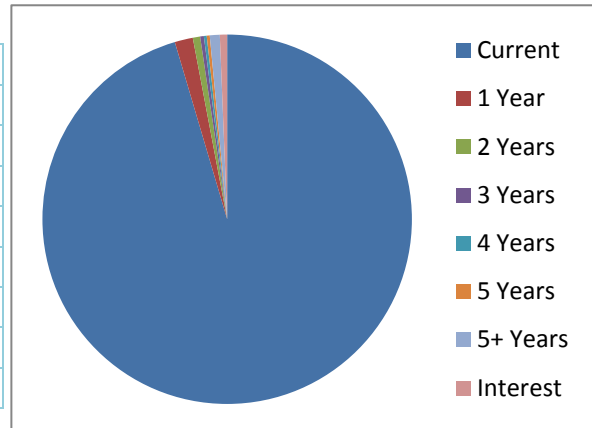
Capital Works Program 2022-2023 Version 1.0

Infrastructure & Works	Actuals	Original Budget	Grants/Other
Roads	\$724,879.56	\$18,672,445.00	\$18,517,484.00
Wastewater	\$0.00	\$1,550,000.00	\$1,500,000.00
Water	\$0.00	\$783,890.00	\$650,000.00
Transport	\$0.00	\$300,000.00	\$0.00
Other	\$0.00	\$2,203,000.00	\$0.00
Subtotal	\$724,879.56	\$23,509,335.00	\$20,667,484.00
Environmental Management	Actuals	Budget	Grants/Other
Reserves	\$15,325.37	\$164,171.00	\$0.00
Subtotal	\$15,325.37	\$164,171.00	\$0.00
Community Services & Facilities	Actuals	Budget	Grants/Other
Community Buildings & Other Structures	\$35,216.40	\$7,535,800.00	\$7,193,300.00
Parks & Gardens	\$30,210.30	\$670,968.00	\$660,968.00
Council Housing	\$0.00	\$230,000.00	\$0.00
Subtotal	\$65,426.70	\$8,436,768.00	\$7,854,268.00
Corporate Services	Actuals	Budget	Grants/Other
Corporate Buildings & Other Structures	\$2,649.78	\$211,000.00	\$0.00
Other	\$0.00	\$30,000.00	\$0.00
Economic Development	\$0.00	\$1,500,000.00	\$1,121,000.00
Subtotal	\$2,649.78	\$1,741,000.00	\$1,121,000.00
Total	\$808,281.41	\$33,851,274.00	\$29,642,752.00



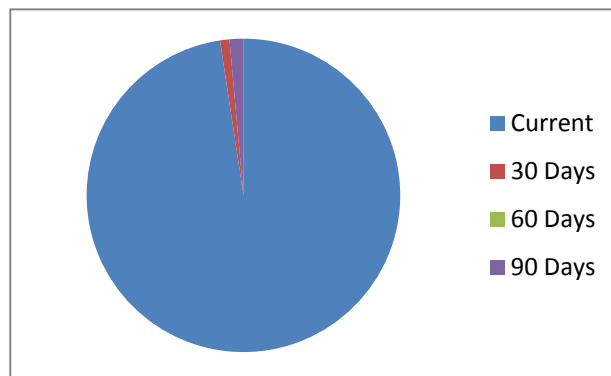
Outstanding Rates

	Aug-22	Jul-22
Current	1,513,590	-
1 Year	25,101	236,161
2 Years	10,367	10,367
3 Years	4,907	5,907
4 Years	4,160	4,160
5 Years	4,069	4,069
5+ Years	13,864	13,864
Interest	9,959	10,625
Total	1,586,018	285,154



Outstanding Debtors

Total	601,802.45
Current	587,381.07
30 Days	5,809.83
60 Days	-
90 Days	8,611.55



Comments:

Consultation:

Legal Implications:

Policy Implications:

Financial and Resource Implications:

InfoXpert Document ID: 123796



Ordinary Meeting of Council Tuesday 20th September 2022

8.2 Subject: Performance and Misconduct Policy/Disciplinary Procedures
Attachments: Performance and Misconduct Policy/Disciplinary Procedures Policy
Author: Director Corporate & Community Services
Date: 7 September 2022

Executive Summary:

Council has previously adopted a policy to set out a framework for dealing with performance and misconduct issues which may arise from time to time. A recent review of the policy has been completed and is now presented to Council for consideration.

Recommendation:

That Council adopt the Performance and Misconduct Policy/Disciplinary Procedures Policy version 2.0 as presented.

Background:

The Performance and Misconduct Policy/Disciplinary Procedures Policy was last reviewed and adopted by Council in September 2017. A recent review has been completed and the policy updated accordingly.

Consultation:

Chief Executive Officer

Legal Implications:

Policy Implications:

On adoption of Performance and Misconduct Policy/Disciplinary Procedures Policy V2.0 it will revoke all previous version of the similar name.

Financial and Resource Implications:

N/A

InfoXpert Document ID: 123785



PERFORMANCE AND MISCONDUCT POLICY / DISCIPLINARY PROCEDURES

1. POLICY PURPOSE

The objectives of McKinlay Shire Council (“MSC”)’s performance and misconduct policy/disciplinary procedures are to:

- correct and/or improve the standard of conduct of an employee where appropriate or necessary;
- provide any particular employee with an opportunity to correct unacceptable conduct (other than in situations where summary dismissal is appropriate);
- ensure that all employees are treated fairly, equally and consistently and in accordance with Local Government legislation; and
- ensure that each situation is reviewed and addressed on an individual basis and in relation to the particular circumstances.
- To outline the various types of disciplinary action which may be taken by Council.

2. APPLICATION OF THE POLICY

This Policy may be varied from time to time by MSC. This Policy does not form part of any employee’s contract of employment.

This Policy is to be applied when dealing with necessary discipline arising from matters associated with poor performance and/or misconduct in any circumstances at, in connection with, or arising out of employment with Council. Circumstances in which may be connected with or arising out of employment includes conduct at work-related functions. A work-related function is any function that is connected to work. Work lunches, dinners, conferences, Christmas functions and client/customer functions are examples of work-related functions. This Policy also applies when employees go to other workplaces in connection with or arising out of employment performed for Council, for example, when visiting a supplier, client or customer.

If conduct involves a potential breach of any Australian law, Council may notify the police or other relevant government authority.

3. POLICY CONTENT

Grounds for Disciplinary Action

Disciplinary action may be taken in relation to:

Date of Approval: 20th September 2022
Approved By: Council Resolution

Effective Date: 21/09/2022
Version: 3.0
Review Date: August 2025

- failure to perform responsibilities in accordance with an employee’s contract of employment or the *Local Government Act 2009 (QLD) (Act)*; or
- the local government principles, and which may include persistent poor performance; or
- action taken under the Act in a way that is not consistent with the local government principles, and which may include misconduct.

Disciplinary Procedure Overview

The procedures outlined below are intended as a guide only to the disciplinary procedures which may be implemented by MSC. In every case, the actual disciplinary procedure to be adopted will be a matter of Council discretion, but in all circumstances Council will comply with the requirements outlined by the Local Government Regulation 2012 (QLD) s283 and in consideration of the circumstances of the case as a whole.

Nothing in this Policy prevents MSC, where MSC considers it appropriate in the circumstances, from issuing a first and final warning as an initial disciplinary step, subsequent to having carried out the disciplinary procedures outlined in this policy. Similarly, if the circumstances warrant, nothing in this Policy prevents MSC from dismissing an employee as a first and final disciplinary outcome, subsequent to having carried out the disciplinary procedures outlined under ‘Investigation’ and ‘Notice of Proposed Disciplinary Action and Disciplinary Interview’ where a circumstance may involve serious misconduct by an employee.

Investigation

Depending on the circumstances, it may be necessary to conduct an investigation into incidents and/or allegations against a particular employee. This may involve collecting relevant data, interviewing relevant witnesses, such as the employee’s co-workers or supervisors, or even customers and suppliers with whom the employee has had contact. MSC will endeavour to investigate all allegations of unsatisfactory performance, unacceptable conduct, or wilful or serious misconduct by an employee promptly and fairly.

If MSC is satisfied, on reasonable grounds, that there appears to be sufficient evidence to support the allegations against an employee, and if those allegations were proven, will lead to disciplinary action of some form against the employee, the employee may, if Council believes this to be reasonably necessary in the circumstances, suspended an employee from duty on ordinary pay pending completion of an investigation. In such circumstances, the employee should be informed in writing of the conditions of the suspension at the time of the suspension and must be paid the employee’s full remuneration as at the start of the suspension for the period of suspension.

Notice of Proposed Disciplinary Action and Disciplinary Interview

If on the basis of the investigation and evidence discovered, Council believes that there is a case to be answered by the employee against whom an allegation has been placed, before Council can take any form of disciplinary action, the employee must be provided with a written 'Notice of Proposed Disciplinary Action', and be provided with a reasonable opportunity to respond to the information contained in that written notice. Council requires all responses to a 'Notice of Proposed Disciplinary Action' to be in writing, and in addition, the employee will be asked to attend a meeting to discuss the issue(s) of concern.

Details that must, as a minimum, be contained in a written 'Notice of Proposed Disciplinary Action' are as follows:

- the disciplinary action to be taken;
- the grounds on which the disciplinary action is taken;
- the particulars of conduct (*facts*) claimed to support the grounds;

In carrying out a proposed disciplinary interview subsequent to the provision of a written Notice of Proposed Disciplinary Action, the following procedure will generally be applied:

- The employee will be given advance notice of the meeting and what will be discussed at the meeting.
- The employee will be given a reasonable opportunity to have a support person present at the meeting.
- At the meeting the issue(s) of concern or allegations will be clearly put to the employee, including any evidence upon which those concerns or allegations are based, and this must be consistent with the details contained in the written Notice of Proposed Disciplinary Action.

The employee is to be informed that they must address each of the allegations put to them in the Notice of Proposed Disciplinary Action, and if relevant, provide to Council any evidence that the employee has in support of their response to each allegation.

- The employee will be given an adequate opportunity to respond to each allegation and to raise any concerns. If a support person is speaking for or on behalf of the employee, the support person and employee must be made aware that Council will make its decision about proposed disciplinary action based on what the support person has stated on behalf of the employee in response to each of the allegations.
- At the conclusion of the interview the manager/supervisor conducting the interview will consider the employee's response, including written response to the Notice of Proposed Disciplinary Action, and make any further enquires or investigations that may be necessary.
- After making any further enquiries or investigations which may be necessary, and after consideration of the response or explanation of the employee, the manager/supervisor will weigh up the evidence and determine whether it is more probably than not that the concern(s) or allegations have been proven.

Date of Approval: 20th September 2022
Approved By: Council Resolution

Effective Date: 21/09/2022
Version: 3.0
Review Date: August 2025

In circumstances where additional facts or allegations have been brought to Council's attention prior to the disciplinary interview, and these have not been provided to the employee via the provisions of a written 'Notice of Proposed Disciplinary Action', before these allegations can be addressed in a disciplinary interview, and/or taken into consideration by Council in informing its decision about taking Disciplinary Action, a supplementary 'Notice of Proposed Disciplinary Action' containing the relevant details of those additional facts or allegations must first be provided to the employee in writing, and the employee afforded a reasonable opportunity to respond to those additional facts or allegations.

- At the conclusion of the disciplinary interview, if it is determined that all or some of the concerns or allegations are proven, and after consideration of:
 - (a) the seriousness of the poor performance/misconduct;
 - (b) the response or explanation given by the employee;
 - (c) the employee's employment history and record; and
 - (d) whether there are appropriate and reasonable alternatives to dismissal, the manager/supervisor will make a decision on what, if any, disciplinary action is appropriate.

Council may take disciplinary action against the employee in a form which it feels is appropriate in the circumstances.

Disciplinary Action

The type of disciplinary action taken may vary from case to case, depending upon all of the circumstances, including a consideration of whether the employee has received any prior verbal or written warnings in relation to their performance or conduct.

Regardless of whatever disciplinary action is imposed, where it does not lead to dismissal, such action may be relied on in future to support dismissal due to ongoing unsatisfactory performance, unacceptable conduct or misconduct of any kind.

Nothing contained in this policy prevents an employee from exercising their rights under the *Industrial Relations Act 2016* (QLD) or other applicable law if Council takes disciplinary action against an employee.

Formal Discipline

The types of formal disciplinary action which may be taken by Council include, but are not limited to, the following:

- termination of employment;
- demotion, including a reduction in remuneration;
- a deduction from salary or wages of an amount of not more than 2 penalty units;
- a written reprimand or warning.

Informal Discipline

Other forms of disciplinary action which may be taken by Council include, but are not limited to, the following:

- redirection, retraining;
- reorganisation/redeployment; and
- counselling.

Informal disciplinary action is not appropriate where the employee's conduct amounts to wilful or serious misconduct.

Dismissal

If the decision is made to dismiss the employee, the employee should be given:

- written notice of the day of the dismissal or payment in lieu of notice, except where dismissal is due to serious misconduct;
- payment of all accrued entitlements;
- payment of any outstanding entitlements;
- a Separation Certificate; and
- a Statement of Service, if one is requested.

On dismissal, the employee must immediately return all Council property in the employee's possession or control to the employee's supervisor or manager.

Deduction from salary or wages

If disciplinary action taken against an employee consists of a deduction from the salary or wages, Council may make the deduction of an amount not exceeding 2 penalty units – as defined by the *Penalty and Sentences Act 1992* (Qld) - unless an appeal of that proposed decision, in the form of a 'notification of industrial dispute', has been filed by the employee or their representative with the Queensland Industrial Relations Commission (QIRC) against Council.

If a 'notification of industrial dispute' is brought against Council to the (QIRC) in relation to the deduction from salary or wages of the employee, Council may deduct the amount stated where, upon the resolution of that dispute, it would not otherwise be inconsistent with an agreement reached in resolution of that dispute, or otherwise with any order, decision or recommendation handed down by the QIRC in resolution of that dispute.

Written reprimand or warning

If disciplinary action taken against an employee consists of a written warning or reprimand, it will form part of the employee's employment record and must as a minimum state the following:

- the employee's conduct that is disapproved of;
- the remedial action needed to rectify the conduct;
- the period within which the remedial action is to be taken; and
- the possible consequences for a repeat of the conduct by the employee.

Documentation

Council should make contemporaneous notes of disciplinary discussions, disciplinary interviews and subsequent actions.

File notes should be placed on the employee's personnel file summarising the nature of the allegations, the details and outcome of any investigation undertaken, including any conversations with the employee, and the disciplinary action taken, including a copy of any warning or termination letters issued. Where possible the employee should be asked to sign any file notes associated with any conversations and/or disciplinary interviews as an acknowledgement that they have attended and acknowledge that the notes accurately reflect what was discussed. If the employee refuses to sign the file note, this should also be recorded on the file note along with the reason for the employee's objection if this is provided.

Records will be retained indefinitely for future action in the instance where the nature of the misconduct is of a serious nature or a similar nature.

4. ASSOCIATED DOCUMENTS

- Employee Code of Conduct
- Anti-Discrimination, Bullying, Sexual Harassment and Equal Employment Opportunity Policy



9.0 CHIEF EXECUTIVE OFFICER



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

Attachments: NIL

Author: CEO

Date: 15th August 2022

Executive Summary:

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

Recommendation:

That Council receive and note the report from the Chief Executive Officer for the period ending 15th September 2022 except where amended or varied by separate resolution of Council.

1. LDMG Meeting Scheduled for 12th October 2022

The first meeting of the LDMG for the 2022/23 Season is scheduled for Wednesday 12th October 2022. Also on this day, training will be provided for Queensland Disaster Management Arrangements (QDMA) and also Coordination Centre Operations.

Recommendation:

For Council Information

2. Queensland Reconstruction Authority

McKinlay Shire's Regional Liaison Officer (RLO) Mr. Robert da Fonseca has resigned, and will finish at the end of the month.

Robert's replacement is Mr. Tim Woltmann. Robert and Tim visited Julia Creek on Wednesday 14th September for an introduction and handover.

Recommendation:

For Council Information



Ordinary Meeting of Council Tuesday 20th September 2022

3. **Local Government Association Queensland (LGAQ) Annual Conference – Cairns 17th – 19th October**

The 126th LGAQ Annual Conference is being held in Cairns from the 17th to the 19th of October, 2022. Council had previously resolved to allow Councillors Curr, Fegan and Royes to attend the conference. Councillor Fegan is unable to attend and Councillor Lynch has indicated his availability to attend.

It is recommended Council approve the attendance of Cr. Lynch to the LGAQ Conference, in place of Cr. Fegan.

Recommendation:

Council approve the attendance of Cr. Lynch to the 126th Annual LGAQ Conference.

4. **Upcoming Meetings with Mayor and CEO**

The Mayor, Cr. Curr and I have several meetings coming up in the next couple of weeks, as outlined below.

- (1) Tuesday 20th September. The Regional Manager Cotton Queensland (Rick Jones), the Agri Executive Director & Country Head (Ashish Govil) and the General Manager Australian Cotton (John Robinson).
- (2) Wednesday 21st September. The CEO MITEZ (Maria James) and the CEO RDA – Townsville and North West (Wayde Chiesa).
- (3) Thursday 22nd September. Representatives from Multicom, including Philip Usher and Andrew Napier.
- (4) Tuesday 27th September. Representatives from Greenvale Mining.

Recommendation:

For Council Information

5. **Julia Creek Cattle Train Loading Facility**

The Mayor and I have met with DTMR Senior Officers regarding the Julia Creek Cattle Train Loading Facility. An update will be provided on the meetings.

Recommendation:

For Council Information



Ordinary Meeting of Council Tuesday 20th September 2022

Policy/Legislative:

LG Act 2009 & LG Regulation 2012

Policies

Awards

Operational Financial and Resource Implications:

To be further advised

Consultation and engagement:

Councillors

Directors

Relevant Council staff

External agencies

InfoXpert Document ID: 123798



10. WORKPLACE HEALTH AND SAFETY



Ordinary Meeting of Council Tuesday, 20th of September 2022

10.1 Subject: WHS Report – August 2022

Attachments: Nil

Author: WHS Officer

Date: 20 September 2022

Executive Summary:

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

Recommendation:

That Council receives the August 2022 WHS Report.

Background:

This report outlines the general status of Work Health and Safety at McKinlay Shire Council for the period of August 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: 123783



		Actual	Budget
3700	Workplace Health and Safety	\$39,758.82	\$194,000
	<ul style="list-style-type: none"> • Checked and Maintained Metro counts on Gidgee bug Highway, Cannington Road, Combo Water hole, Old Normanton Road and Byramine Road. • Compiled an Audit Report Job list for McKinlay Shire Council Audit. • Completed the investigation for the (1) incident for July. • Organised Quotes for Training TMI, Working at Heights, Confined Spaces and Forklift Ticket. • Ordered more Alcometer breath tubes. • Ordered more Drug tests • Completed Alcohol testing on all Outside work staff on 22/08/2022 • Attended Byramine Jobsite on 23/08/2022 to Complete Alcohol testing on contractors on site. 		
	<ul style="list-style-type: none"> • LGW WorkCare There has been a total of 2 Claims the year with a total amount incurred of \$7,879. • Incidents in August there have been a total of (2) new incident for the month. • Outstanding Actions total of 58 outstanding Actions (in Rectification Action Plan) and, Total of 12 outstanding Actions (in Skytrust). 		



11. CLOSE