



MCKINLAY SHIRE COUNCIL

CONFIRMED MINUTES

OF THE

ORDINARY MEETING OF COUNCIL

HELD AT THE

BOARDROOM, CIVIC CENTRE
JULIA CREEK

25 October 2022

ORDER OF BUSINESS

1. Opening
2. Attendance
3. Declaration of Conflict of Interest
- 4.0 Confirmation of minutes
- 4.1 Confirmed Council Meeting Minutes September 2022
- 4.2 Confirmed Council Special Meeting Minutes 4 October 2022
- 4.3 Business Arising out of minutes of previous Meeting

5. ENGINEERING REPORT

- 5.1 Engineering Works Monthly Report
- 5.2 Tender T2223001 – Sale of Vacant Lots – Lots 5 & 6 on SP278219 & Lots 14 on P247177

6. ENVIRONMENTAL & REGULATORY SERVICES REPORT

- 6.1 Environmental and Regulatory Services Monthly Report

7. COMMUNITY SERVICES REPORT

- 7.1 Community Services Monthly Report
- 7.2 McKinlay Shire Cultural Association – Community Donation Request
- 7.3 McKinlay Shire Council RADF Program – Round 1 2022-23

8. CORPORATE SERVICES REPORT

- 8.1 Corporate Services Monthly Report
- 8.2 Final Management Report 2022
- 8.3 Standing Orders of Council
- 8.4 Expenses and Reimbursement Policy

9. CHIEF EXECUTIVE OFFICERS REPORT

- 9.1 CEO Monthly Report
- 9.2 Council Meeting Dates 2023
- 9.3 Revoke the Emergency Preparedness Policy

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 08:32am.

2. ATTENDANCE

Mayor: Cr. P Curr (Teleconference)

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

Director of Corporate & Community Services, Ms. Tenneil Cody

Executive Assistant, Mrs. Melissa Mussig

Apologies: Environmental Regulatory Services, Team Leader, Ms. Megan Pellow

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 20 September 2022.

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 20 September 2022.

Resolution No. 059/2223

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

Moved Cr. T Pratt

Seconded Cr. J Lynch

CARRIED 5/0

4.2 Confirmation of Minutes

Confirmation of Minutes of the Special Meeting of Council held on 4 October 2022.

RECOMMENDATION

That the Minutes of the Special Meeting of Council held on 4 October 2022.

Resolution No.060/2223

That the Minutes of the Special Meeting of Council held on 4 October 2022 be confirmed.

Moved Cr. S Royes

Seconded Cr. J Fegan

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 September 2022.

RECOMMENDATION

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

Resolution No. 061/2223

Council receives the Engineering Services monthly report for September 2022.

Moved Cr. J Lynch

Seconded Cr. T Pratt

CARRIED 5/0

5.2 Tender T2223001 – Sale of Vacant Lots – Lots 5 & 6 on SP278219 & Lots 14 on SP247177

Chloe Curr, the successful tenderer has withdrawn her offer for Lot 14 on SP247177. Sarah Acton, the next highest tenderer has verbally accepted the offer.

RECOMMENDATION

That Council resolve to:

- a. To award Lot 14 on SP247177 to Sarah Acton for the tendered price of \$20,000.00 including GST; and
- b. Delegate the Chief Executive Officer to commence preparation of contract documentation for Lot 14; and
- c. Re-advertise tender for Lot 5 & 6 on SP278219

Resolution No. 062/2223

That Council resolve to:

- a. Award Lot 14 on SP247177 to Sarah Acton for the tendered price of \$20,000.00 including GST; and
- b. Delegate the Chief Executive Officer to commence preparation of contract documentation for Lot 14; and
- c. Re-advertise tender for Lot 5 & 6 on SP278219

Moved Cr. J Lynch

Seconded Cr. J Fegan

CARRIED 5/0

6. ENVIRONMENTAL AND REGULATORY SERVICES

6.1 Environmental and Regulatory Services Report

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

RECOMMENDATION

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

Resolution No. 063/2223

Council receives the September 2022 Environmental and Regulatory Services Report.

Moved Cr. T Pratt

Seconded Cr. J Fegan

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 September 2022.

RECOMMENDATION

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

Resolution No. 064/2223

Council receives the Community Services monthly report for September 2022.

Moved Cr. J Lynch

Seconded Cr. S Royes

CARRIED 5/0

7.2 McKinlay Shire Cultural Association – Community Donation Request

Council has received a Community Donation Request from the McKinlay Shire Cultural Association to support the group with purchasing craft equipment and supplies. The group is planning to host weekly after school craft sessions each Monday in lieu of no sport and recreation programs being undertaken due to staffing issues.

RECOMMENDATION

Council resolves to approve the Community Donation Request for McKinlay Shire Cultural Association for \$1500 which can be utilized by the group to assist with covering costs of purchasing craft equipment and supplies to provide weekly after school activities in Term 4.

Resolution No. 065/2223

Council approves the Community Donation Request for McKinlay Shire Cultural Association for \$1500 which can be utilized by the group to assist with covering costs of purchasing craft equipment and supplies to provide weekly after school activities in Term 4.

Moved Cr. J Fegan

Seconded Cr. S Royes

CARRIED 5/0

7.3 McKinlay Shire Council RADF Program – Round 1 2022-23

Council has recently advertised the first round of Regional Arts Development Funding for the 2022-23 financial year. The initial round was open throughout September & October with two applications received and presented to the RADF Committee. The committee were in favor of one of the applications and would like to present the following workshop to Council for ratification:

- McKinlay Shire Cultural Association \$7,800 – *2-day Mosaic Workshop (November 2022)*

RECOMMENDATION

Council resolves to approve the following application received as part of Round 1 of the RADF Program 2022-23 which include:

- McKinlay Shire Cultural Association \$7,800 – 2-day Mosaic Workshop (November 2022)

Resolution No. 066/2223

Council resolves to approve the following application received as part of Round 1 of the RADF Program 2022-23 which include:

- McKinlay Shire Cultural Association \$7,800 – 2-day Mosaic Workshop (November 2022)

Moved Cr. T Pratt

Seconded Cr. S Royes

CARRIED 5/0

8. CORPORATE SERVICES

8.1 The Corporate Services Report

The Corporate Services Report as of 30 September 2022 which summarises the financial performance and position is presented to Council.

RECOMMENDATION

That Council receives the monthly Corporate Services Report for the period ending 30 September 2022.

Resolution No. 067/2223

Council receives the monthly Corporate Services Report for the period ending 30 September 2022.

Moved Cr. J Lynch

Seconded Cr. J Fegan

CARRIED 5/0

8.2 Final Management Report 2022

An external audit of Councils financial statements was undertaken throughout September 2022 by Pitcher Partners under the appointment of the Queensland Audit Office (QAO). QAO has provided a closing Audit Report to the Mayor for the financial year ending 30 June 2022 following the audit, now the QAO has delivered the Final Management Report. At the Mayors direction this report has been prepared in order to present the Audit Report to Council.

RECOMMENDATION

That Council note the Final Management Report provided by the Queensland Audit Office for the year ending 30 June 2022.

Resolution No. 068/2223

Council note the Final Management Report provided by the Queensland Audit Office for the year ending 30 June 2022.

Moved Cr. T Pratt

Seconded Cr. J Fegan

CARRIED 5/0

8.3 Standing Orders of Council

Council adopted the Standing Orders for Council Meetings including Standing Committees Policy in December 2020. The policy is now due for review.

RECOMMENDATION

That Council adopt the Standing Orders for Council Meetings including Standing Committees version 3.0 as presented.

Resolution No. 069/2223

Council adopt the Standing Orders for Council Meetings including Standing Committees version 3.0.

Moved Cr. J Lynch

Seconded Cr. T Pratt

CARRIED 5/0

8.4 Expenses and Reimbursement Policy

Council is required by the provisions of the Local Government Regulation 2012 to adopt an expenses and reimbursement policy. Council has previously adopted the Expenses and Reimbursement Policy in November 2019. In line with practices of good governance, a review of the policy has been carried out, and Council is presented with version 4.0 for consideration.

RECOMMENDATION

That Council adopt the Expenses and Reimbursement Policy Version 4.0 as presented.

Resolution No. 070/2223

Council adopt the Expenses and Reimbursement Policy Version 4.0.

Moved Cr. J Fegan

Seconded Cr. S Royes

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. 071/2223

Council receive and note the report from the Chief Executive Officer for the period ending 21st October 2022 except where amended or varied by separate resolution of Council.

Moved Cr. T Pratt

Seconded Cr. J Lynch

CARRIED 5/0

Appointment of Acting CEO During CEO Leave from 28th November – 5th December and 12th December – 6th January 2023

In the absence of the CEO on Leave commencing 28th November – 5th December 2022 and 12th December – 6th January 2023 it is desired that Council appoints an Acting CEO.

Recommendation:

Council appoints Ms. Tenneil Cody as Acting CEO from 28th November – 5th December 2022 and 12th December – 6th January 2023.

Resolution No. 072/2223

Council appoints Ms. Tenneil Cody as Acting CEO from 28th November – 5th December 2022 and 12th December – 6th January 2023.

Moved Cr. J Lynch

Seconded Cr. S Royes

CARRIED 5/0

9.2 Council Meeting Dates 2023

In accordance with *Section 277 (1) of the Local Government Regulation 2012* Council must “at least once in each year, publish a notice of the days and times when- (a) its ordinary meetings will be held;”. This report is prepared for council to confirm the meeting dates for 2023.

Meetings will be held in the Julia Creek Civic Centre Boardroom, 29 Burke Street Julia Creek QLD 4823. All meetings will commence at 9:00am, unless otherwise notified.

The proposed dates for Briefing and Ordinary Meetings of Council for 2023 are as follows:

BRIEFING MEETINGS

	No January Meeting
Tuesday	7 February 2023
Tuesday	7 March 2023
Tuesday	4 April 2023
Tuesday	2 May 2023
Tuesday	6 June 2023
Tuesday	4 July 2023
Tuesday	1 August 2023
Tuesday	5 September 2023
Tuesday	3 October 2023
Tuesday	7 November 2023
Tuesday	No December Meeting

ORDINARY MEETINGS OF COUNCIL

Tuesday	17 January 2023
Tuesday	21 February 2023
Tuesday	21 March 2023
Tuesday	18 April 2023
Tuesday	16 May 2023
Tuesday	20 June 2023
Tuesday	18 July 2023
Tuesday	15 August 2023
Tuesday	19 September 2023
Tuesday	24 October 2023
Tuesday	21 November 2023
Tuesday	5 December 2023

Resolution No. 073/2223**Recommendation:**

Council confirms that the Ordinary Meetings of Council will be held on a monthly basis and generally on the third Tuesday of the month. The dates of the 2023 Ordinary Meetings of Council will be:

BRIEFING MEETINGS		ORDINARY MEETINGS OF COUNCIL	
	No January Meeting	Tuesday	17 January 2023
Tuesday	7 February 2023	Tuesday	21 February 2023
Tuesday	7 March 2023	Tuesday	21 March 2023
Tuesday	4 April 2023	Tuesday	18 April 2023
Tuesday	2 May 2023	Tuesday	16 May 2023
Tuesday	6 June 2023	Tuesday	20 June 2023
Tuesday	4 July 2023	Tuesday	18 July 2023
Tuesday	1 August 2023	Tuesday	15 August 2023
Tuesday	5 September 2023	Tuesday	19 September 2023
Tuesday	3 October 2023	Tuesday	24 October 2023
Tuesday	7 November 2023	Tuesday	21 November 2023
Tuesday	No December Meeting	Tuesday	5 December 2023

Moved Cr. J Fegan

Seconded Cr. T Pratt

CARRIED 5/0

9.3 Revoke Emergency Preparedness Policy

The Emergency Preparedness policy which was previously adopted in 2013 has been superseded by the Disaster Management Act and McKinlay Shires Disaster Management Plan. It has been determined the policy is no longer required.

RECOMMENDATION**Resolution No. 074/2223**

Council revokes the Emergency Preparedness policy.

Moved Cr. T Pratt

Seconded Cr. J Lynch

CARRIED 5/0

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

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

RECOMMENDATION

That Council receives the September 2022 WHS Report.

Resolution No. 075/2223

Council receives the September 2022 WHS Report.

Moved Cr. J Lynch

Seconded Cr. S Royes

CARRIED 5/0

General Business – Councillor Requests

11. CLOSURE OF MEETING

The Chair of the meeting Mayor Philip Curr declared the meeting closed at 10:02am.