

# Ordinary Meeting Agenda

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

Tuesday 18 April 2023, 9:00am

Notice is hereby given that an Ordinary Meeting will be held at the Council Chambers,  
Civic Centre, Julia Creek on 18 April 2023 at 9:00am.

## ORDER OF BUSINESS

1. Opening	2
2. Attendance	2
2.1 Appointment	2
3. Declaration of Conflict of Interest	2
4.1 Confirmation of minutes of Ordinary Meeting on 21 March 2023	3
4.2 Confirmation of minutes of Special Meeting on 5 April 2023	15
<b><u>5. ENGINEERING REPORT</u></b>	
5.1 Engineering Services Monthly Report	20
<b><u>6. ENVIRONMENTAL &amp; REGULATORY SERVICES REPORT</u></b>	
6.1 Environmental and Regulatory Services Monthly Report	26
6.2 Adoption of 2023-24 Fees and Charges Schedule - Rent on Council Properties	36
6.3 Application for Permit to Occupy over land adjoining Lot 2 on SP288198	38
6.4 Adoption of 2023-24 Fees and Charges Schedule - Water and Sewerage	40
<b><u>7. COMMUNITY SERVICES REPORT</u></b>	
7.1 Community Services Monthly Report	42
7.2 Community Sponsorship Request - Julia Creek Campdraft Association Inc	50
7.3 Community Sponsorship Request – McKinlay Race Club	51
7.4 Regional Arts Development Fund – Quick Response Applications	52
<b><u>8. CORPORATE SERVICES REPORT</u></b>	
8.1 Corporate Services	54
8.2 Standing Orders of Council	58
8.2.2 Standing Orders for Council Meetings 2023	59
8.3 Request to Write-Off General Debtor Account	78
8.4 Request to Write-Off General Debtor Account	79
8.5 Request to Write-Off General Debtor Account	80
8.6 Request to Write-Off General Debtor Account	81
<b><u>9. CHIEF EXECUTIVE OFFICERS REPORT</u></b>	
9.1 Chief Executive Officer’s Report	83
<b><u>10. WORKPLACE HEALTH AND SAFETY</u></b>	
10.1 WHS Report	86
<b><u>11. CLOSE</u></b>	
	88

## **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:

Acting Chief Executive Officer and Director of Corporate and Community Services,  
Ms. Tenneil Cody

Director of Engineering, Environment and Regulatory Services, Mr. Cameron Scott  
Team Leader, Environmental and Regulatory Services, Ms. Megan Pellow  
Executive Assistant, Mrs. Melissa Mussig

### Other people in attendance:

### Apologies:

Chief Executive Officer, Mr. Trevor Williams

## **2.1 APPOINTMENT**

## **3. DECLARATION OF CONFLICT OF INTEREST**

## **4. CONFIRMATION OF MINUTES**

4.1 That the Minutes of the Ordinary Meeting on the 21 March 2023 be confirmed.

4.2 That the Minutes of the Special Meeting on the 5 April 2023 be confirmed.



MCKINLAY SHIRE COUNCIL

***UNCONFIRMED MINUTES***

**OF THE**

**ORDINARY MEETING OF COUNCIL**

HELD AT THE

BOARDROOM, CIVIC CENTRE  
JULIA CREEK

**21 March 2023**

## ORDER OF BUSINESS

1. Opening
2. Attendance
3. Declaration of Conflict of Interest
- 4.0 Confirmation of minutes
- 4.1 Confirmed Ordinary Council Meeting Minutes 21 February 2023
- 4.3 Business Arising out of minutes of previous Meeting

### **5. ENGINEERING REPORT**

- 5.1 Engineering Works Monthly Report
- 5.2 Delegation to CEO for potential DTMR Emergent Works package

### **6. ENVIRONMENTAL & REGULATORY SERVICES REPORT**

- 6.1 Environmental and Regulatory Services Monthly Report
- 6.2 Adoption of 2023-24 Fees and Charges Schedule
- 6.3 Sale of Vacant Lot - Lot 14 on SP247177
- 6.4 Queensland Housing Strategy 2021-2025
- 6.5 Subdivision of Lot 3 on SP278219 and Lot 4 on SP278219 for tender

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

- 7.1 Community Services Monthly Report
- 7.2 Julia Creek Turf Club – Community Sponsorship Request
- 7.3 RADF Quick Response Application Julia Creek Dirt & Dust Festival
- 7.4 McKinlay Shire Cultural Association – Community Sponsorship Request

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

- 8.1 Corporate Services Monthly Report
- 8.2 2022-2023 Amended Budget Adoption

### **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 09:01am.

## 2. ATTENDANCE

**Mayor:** Cr. P Curr

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

Environmental Regulatory Services, Team Leader, Ms. Megan Pellow

**Apologies:**

## 3. DECLARATION OF CONFLICT OF INTEREST

- I. "I Cr. Janene Fegan declare that I have a conflict of interest with respect to agenda item 7.2 Julia Creek Turf Club – Community Sponsorship Request of the March 2023 Ordinary Meeting (as defined the *Local Government Act 2009*, section 150EN) as follows:

- (i) Name of related party: Trevor Fegan
- (ii) The nature of my relationship with this related party is Trevor is my spouse.
- (iii) The nature of the related party's interests in this matter is Trevor is the President of the Julia Creek Turf Club.

I will be dealing with this declared conflict of interest by leaving the meeting while this matter is discussed and voted on."

- II. "I Cr. Tim Pratt declare that I have a conflict of interest with respect to agenda item 7.3 RADF Quick Response Application Julia Creek Dirt & Dust Festival – Community Sponsorship Request of the March 2023 Ordinary Meeting (as defined the *Local Government Act 2009*, section 150EN) as follows: -

- (i) Name of related party: Sheree Pratt
- (ii) The nature of my relationship with this related party is Sheree is my spouse.
- (iii) The nature of the related party's interests in this matter is Sheree is the President of the Dirt and Dust Committee.

I will be dealing with this declared conflict of interest by leaving the meeting while this matter is discussed and voted on."

- III. "I Cr. Janene Fegan declare that I have a conflict of interest with respect to 6.3 Sale of Vacant Lot - Lot 14 on SP247177 of the March 2023 Ordinary Meeting (as defined the *Local Government Act 2009*, section 150EN) as follows:

- (iii) The nature of the interest in this matter, is the possible interest of submitting a tender for the purchase of the land.

I will be dealing with this declared conflict of interest by leaving the meeting while this matter is discussed and voted on."

#### 4. CONFIRMATION OF MINUTES

##### 4.1 Confirmation of Minutes

Confirmation of Minutes of the Ordinary Meeting of Council held on 21 February 2023.

##### RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 21 February 2023 be confirmed.

##### **Resolution No. 138/2223**

Minutes of the Ordinary Meeting of Council held on 21 February 2023 confirmed.

Moved Cr. J Fegan

Seconded Cr. J Lynch

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 February 2023.

##### RECOMMENDATION

That Council receives the Engineering Services monthly report for February 2023.

##### **Resolution 139/2223**

Council receives the Engineering Services monthly report for February 2023.

Moved Cr. T Pratt

Seconded Cr. S Royes

CARRIED 5/0

##### 5.2 Delegation to CEO for potential DTMR Emergent Works package

Council has been approached by DTMR Officers regarding potential Stabilisation works on 14D and 14E under Emergent works. These works could potentially involve large purchases beyond CEO limits in short time frames so as to facilitate the works prior completion date 17<sup>th</sup> June 2023.

##### RECOMMENDATION

That Council resolve to;

- a) Delegate the Chief Executive Officer authority to exceed existing purchasing authority (\$200,000 Ex GST) for the engagement of contractors to complete the DTMR Emergent Works Program only from 21<sup>st</sup> March 2023 through 30<sup>th</sup> June 2023 and;
- b) Instruct the Chief Executive to report such expenditure, to Council at the following Ordinary Meeting

**Resolution 140/2223**

That Council resolve to;

- a) Delegate the Chief Executive Officer authority to exceed existing purchasing authority (\$200,000 Ex GST) for the engagement of contractors to complete the DTMR Emergent Works Program only from 21st March 2023 through 30th June 2023 and;
- b) Instruct the Chief Executive to report such expenditure, to Council at the following Ordinary Meeting

Moved Cr. J Lynch

Seconded Cr. T Pratt

CARRIED 5/0

**ENVIROMENTAL 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 February 2023.

**RECOMMENDATION**

That Council receives the February 2023 Environmental and Regulatory Services Report.

**Resolution No. 141/2223**

Council receives the February 2023 Environmental and Regulatory Services Report.

Moved Cr. J Fegan

Seconded Cr. J Lynch

CARRIED 5/0

**6.2 Adoption of 2023-24 Fees and Charges Schedule**

Staff have reviewed the current charges for the Julia Creek Airport and propose new charge rates be applied for the 2023-24 Financial Year.

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

**RECOMMENDATION**

Council resolves to adopt the airport usage charges for 2023-24 Financial Year effective 1 July 2023 to;

- Aircraft <5700kg \$10.00 per tonne (incl GST)
- Aircraft >5700kg \$15.00 per tonne (incl GST)
- RFDS and Emergency Services No charge

**Resolution No. 142/2223**

Council resolves to adopt the airport usage charges for 2023-24 Financial Year effective 1 July 2023 to;

- Aircraft <5700kg \$10.00 per tonne (incl GST)
- Aircraft >5700kg \$15.00 per tonne (incl GST)
- RFDS and Emergency Services No charge



Moved Cr. S Royes

Seconded Cr. J Fegan

CARRIED 5/0

**Attendance – Cr. Janene Fegan requested to leave the meeting, has an interest in item 6.3 Sale of Vacant Lot - Lot 14 on SP247177. Cr. Janene Fegan left the meeting at 09:35am.**

### **6.3 Sale of Vacant Lot - Lot 14 on SP247177**

Council resolved at its Ordinary Meeting held on 25 October 2022 to award Lot 14 on SP247177 to Sarah Acton. Sarah Acton has declined to proceed following difficulties in obtaining construction finance as a result of the lease arrangement.

#### **RECOMMENDATION**

That Council resolve to tender Lot 14 on SP247177 for sale subject to the draft contract and special conditions as presented.

#### **Resolution No. 143/2223**

That Council resolve to tender Lot 14 on SP247177 for sale subject to the draft contract and special conditions as presented.

#### ANNEXURE A SPECIAL CONDITIONS

##### 1. DICTIONARY AND INTERPRETATION

1.1. In these Special Conditions unless otherwise provided or unless the subject matter is inconsistent the expressions following (whether appearing with or without capital letters) the terms below shall have the meanings hereinafter respectively assigned to them:

(a) "Development" means the construction of a residential dwelling capable of being lawfully occupied.

##### 2. ACKNOWLEDGEMENT BY BUYER

2.1. The Buyer agrees and acknowledges that the Property is sold subject to the requirements set out in these Special Conditions.

2.2. The Buyer also acknowledges that the McKinlay Shire Council wishes to ensure development of the Property is commenced within twelve (12) months and the Development is brought into active use within thirty six (36) months of the Settlement Date.

2.3. The Buyer covenants and agrees that these special conditions two (2) to six (6) will survive completion of the sale and shall be continuing after the Settlement Date.

2.4. Special conditions two (2) to six (6) are not applicable if the Property adjoins property already owned by the Buyer which is improved with a residential dwelling capable of being occupied.

##### 3. DEVELOPMENT COMPLIANCE

3.1. The Buyer agrees to construct the Development on the Land after the Buyer has first obtained all necessary approvals.

##### 4. BUYER TO ESTABLISH PRIVACY OF CONTRACT WITH FURTHER BUYER

4.1. The Buyer shall not sell or otherwise dispose of the Property or any part of it without first securing a covenant (at the Buyer's cost) from any buyer or transferee in favour of the Seller that such buyer or transferee will recognise and be bound by the Buyer's covenants and agreement in these Special Conditions as if that buyer or transferee had originally been named in this Contract as the Buyer.

4.2. If that buyer or transferee sells or disposes of their interest in the Property or any part of it to any other person, that buyer or transferee shall obtain from such subsequent buyer or transferee a covenant in favour of the Seller in terms similar to those contained herein.

##### 5. CONSTRUCTION OF DEVELOPMENT

5.1. Subject to any extensions granted by the Seller in accordance with these Special Conditions, the Buyer must substantially commence construction of the Development on the Land within twelve (12) months of the Settlement Date ("Progress Date"), and must not allow a period of more than three (3) months to elapse without substantial work being carried out.

5.2. If construction of the Development is not commenced before the Progress Date or the Development is not brought into active and lawful use and an occupancy certificate from a qualified building inspector has not been issued within thirty six (36) months of the Settlement Date ("Occupancy Date") then in either event the Seller may, at its sole and absolute discretion, give a written notice to the Buyer, requiring the Buyer to re-transfer the Property free of encumbrances to the Seller or its nominee named in the notice for nil consideration. If notice is given, the Buyer agrees to:

- (a) deliver stamped Form 3 Releases of all mortgages and do all such things and execute all such documents as may be necessary to give effect to this condition;
- (b) sign transfer documents, which will be prepared by the Seller. If the Buyer does not sign the transfer documents within thirty (30) days of receiving them the Seller's officers and employees will be entitled to sign such documentation as the duly appointed and authorised attorney of the Buyer (jointly and severally). The Buyer agrees to ratify and confirm all acts, deeds and things done or performed by the Seller as the Buyer's attorney so constituted and appointed hereunder. The provisions of this clause take effect as a separate instrument and the Buyer and Seller agree that they will have effect as a Deed and may be registered with Queensland Titles (or its successor);
- (c) pay all costs of and incidental to the re-transfer including the costs of the preparation, stamping and registration of the transfer documents and all transfer duty and registration fees and shall also pay the Seller's reasonable legal fees of the re-transfer. The costs are recoverable from the Buyer as a liquidated debt payable on demand.

5.3. The Buyer may request an extension of time to either the Progress Date or the Occupancy Date. An extension may be considered by the Seller, and granted in its sole and absolute discretion, if:

- (a) The Buyer can provide evidence in relation to its requirement for an extension. Evidence includes, but is not limited to, proof of financial hardship or proof of builder or other tradesperson unavailability verified by the builder or tradesperson; and
- (b) No more than two (2) previous extensions for periods not exceeding twenty-four (24) months have previously been granted.

5.4. If an extension is not granted by the Seller then the Seller may provide a notice to the Buyer in accordance with clause 5.2 of these Special Conditions.

## 6. EXCLUSIONS AND LIMITATIONS

6.1. The Buyer agrees and acknowledges:

- (a) the Seller has the sole benefit of these Special Conditions two (2) to six (6) and may decide whether or not to enforce them;
- (b) in the event of a dispute in relation to these Special Conditions the Seller's decision is final.

## 7. INCONSISTENCY

7.1. In the event of an inconsistency between the Terms of Contract for Houses and Residential Land and these Special Conditions, the Special Conditions will prevail.

Moved Cr. T Pratt

Seconded Cr. S Royes

CARRIED 4/0

### Attendance - Cr Janene Fegan re-joined the meeting at 9:45am

### 6.4 Queensland Housing Strategy 2021-2025

The Local Housing Action Plan is developed through a joint initiative between Queensland Government, McKinlay Shire Council and the Western Queensland Alliance of Councils (WQAC) to respond to a range of immediate, emerging and longer-term housing challenges in the Shire.

### RECOMMENDATION

That Council resolve to endorse the Queensland Housing Strategy 2021-2025 Local Housing Action Plan as presented.

### Resolution No. 144/2223

That Council resolve to endorse the Queensland Housing Strategy 2021-2025 Local Housing Action Plan as presented.

Moved Cr. J Lynch

Seconded Cr. J Fegan

CARRIED 5/0

### **6.5 Subdivision of Lot 3 on SP278219 and Lot 4 on SP278219 for tender**

Council would like to subdivide Lot 3 on SP278219 and Lot 4 on SP278219 into 4 x 1000m2 lots and release to market via tender.

#### **Recommendation:**

That Council resolve to;

- a) Commence the process to subdivide Lot 3 on SP278219 into two 1000m2 lots; and
- b) Commence the process to subdivide Lot 4 on SP278219 into two 1000m2 lots; and
- c) Advertise the newly created four lots by tender

#### **Resolution No. 145/2223**

That Council resolve to;

- a) Commence the process to subdivide Lot 3 on SP278219 into two 1000m2 lots; and
- b) Commence the process to subdivide Lot 4 on SP278219 into two 1000m2 lots; and
- c) Advertise the newly created four lots by tender

Moved Cr. J Fegan

Seconded Cr. T Pratt

CARRIED 5/0

## **7. COMMUNITY SERVICES**

### **7.1 Community Services Monthly Report**

Council is presented with the monthly Community Services report, which provides an overview of the operations for the month of February 2023.

#### **RECOMMENDATION**

That Council receives the Community Services monthly report for February 2023.

#### **Resolution No. 146/2223**

Council receives the Community Services monthly report for February 2023.

Moved Cr. J Fegan

Seconded Cr. J Lynch

CARRIED 5/0

**Attendance – Having declared a conflict of interest in item 7.2 Julia Creek Turf Club – Community Sponsorship Request. Cr. Janene Fegan left the meeting at 10:09am.**

### **7.2 Julia Creek Turf Club – Community Sponsorship Request**

Council has received a Community Sponsorship Request from the Julia Creek Turf Club to support the running of the Artesian Express Raceday which is ran in conjunction with the Dirt & Dust Festival. The funding requested will be utilised as a contribution towards entertainment at the trackside marquee and supply new signage to be installed in front of the main public area

**RECOMMENDATION**

Council resolves to approve the Community Sponsorship Request for the Julia Creek Turf Club for \$5,000 cash.

**Resolution No. 147/2223**

Council resolves to approve the Community Sponsorship Request for the Julia Creek Turf Club for \$5,000 cash.

Moved Cr. S Royes

Seconded Cr. J Lynch

CARRIED 4/0

**Attendance - Cr Janene Fegan re-joined the meeting at 10:11am**

**Attendance – Having declared a conflict of interest in item 7.3 RADF Quick Response Application Julia Creek Dirt & Dust Festival. Cr. Tim Pratt left the meeting at 10:11am.**

**7.3 RADF Quick Response Application Julia Creek Dirt & Dust Festival**

Council has been actively advertising three separate funding rounds throughout 2022/23 as well as an option for local organisations to submit 'Quick Response' applications for a maximum of \$5,000. Council has received a Quick Response Application from the Julia Creek Dirt & Dust Festival to support entertainment provided by 'The Crack Up Sisters'. This would involve the performers delivering 'Kids Zone' entertainment on Friday and Saturday evening including Face painting, The Crackup Sisters Incredible Flea Circus Show, The Boy Who Ate Teeth Puppet Show, craft activities and hula hooping play sessions. Additionally, the performers will deliver comedy acts in the main arena between sections of the rodeo on each evening to provide entertainment for the whole crowd.

**RECOMMENDATION**

Council resolves to approve the Quick Response application from Julia Creek Dirt & Dust Festival for \$5,000 to support the Crack Up Sisters providing entertainment for both evenings of the 2023 Julia Creek Dirt & Dust Festival as outlined as per the RADF Committee's recommendation.

**Resolution No. 148/2223**

Council resolves to approve the Quick Response application from Julia Creek Dirt & Dust Festival for \$5,000 to support the Crack Up Sisters providing entertainment for both evenings of the 2023 Julia Creek Dirt & Dust Festival as outlined as per the RADF Committee's recommendation.

Moved Cr. J Fegan

Seconded Cr. S Royes

CARRIED 4/0

**Attendance - Cr Tim Pratt re-joined the meeting at 10:13am**

**7.4 McKinlay Shire Cultural Association – Community Sponsorship Request**

Council has received a Community Sponsorship Request on behalf of the McKinlay Shire Cultural Association for \$5,000 to contribute towards the hire of a PA System and purchase of new signage to be installed on the western side of the Jan Eckford Centre and unveiled at their upcoming 'Gilliat Gallery Night'.

**RECOMMENDATION**

Council resolves to approve the Community Sponsorship Request for the McKinlay Shire Cultural Association for \$5,000 to contribute towards the hire of a PA System and purchase of new signage to be installed on the western side of the Jan Eckford Centre.

**Resolution No. 149/2223**

Council resolves to approve the Community Sponsorship Request for the McKinlay Shire Cultural Association for \$5,000 to contribute towards the hire of a PA System and purchase of new signage to be installed on the western side of the Jan Eckford Centre.

Moved Cr. S Royes

Seconded Cr. J Lynch

CARRIED 5/0

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

The Corporate Services Report as of February 2023 which summarises the financial performance and position is presented to Council.

**RECOMMENDATION**

That Council receives the monthly Corporate Services Report for the period ending February 2023.

**Resolution No. 150/2223**

Council receives the monthly Corporate Services Report for the period ending February 2023.

Moved Cr. J Fegan

Seconded Cr. J Lynch

CARRIED 5/0

**8.2 2022-2023 Amended Budget Adoption**

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

In accordance with the above sections an amended 2022-2023 Budget is presented for Council's consideration.

**RECOMMENDATION**

Pursuant to section 94 of the *Local Government Act 2009* and sections 169 and 170 of the *Local Government Regulation 2012*, Council's Amended Budget for the 2022/2023 financial year, incorporating:

- i. The statements of Comprehensive Income;
- ii. The Statement of Financial Position;
- iii. The Statement of Cash Flow;
- iv. The Statements of Changes in Equity;
- v. The long-term financial forecast;
- vi. The relevant measures of financial sustainability; and
- vii. Capital Works Program for 2022/2023 financial year.

- viii. 2022-2023 Operational Plan Version 2  
as tabled, be adopted.

### Resolution No. 151/2223

Pursuant to section 94 of the Local Government Act 2009 and sections 169 and 170 of the Local Government Regulation 2012, Council's Amended Budget for the 2022/2023 financial year, incorporating:

- i. The statements of Comprehensive Income;
- ii. The Statement of Financial Position;
- iii. The Statement of Cash Flow;
- iv. The Statements of Changes in Equity;
- v. The long-term financial forecast;
- vi. The relevant measures of financial sustainability; and
- vii. Capital Works Program for 2022/2023 financial year.
- viii. 2022-2023 Operational Plan Version 2  
as tabled, be adopted.

Moved Cr. P Curr

Seconded Cr. J Fegan

CARRIED 5/0

## 9. CHIEF EXECUTIVE OFFICER

### 9.1 Chief Executive Officer's Report

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 16<sup>th</sup> March 2023 except where amended or varied by separate resolution of Council.

### Resolution No.152/2223

That Council receive and note the report from the Chief Executive Officer for the period ending 16<sup>th</sup> March 2023 except where amended or varied by separate resolution of Council.

Moved Cr. P Curr

Seconded Cr. S Royes

CARRIED 5/0

### 1. Julia Creek Cattle Train Loading Facility

Council has signed the Lease Agreement with Aurizon for the Julia Creek Cattle Train Loading Facility. The inspection of the yards is programmed to occur prior to the end of March. Council is currently negotiating with Queensland Rail for a license to access the loading ramp. The Mayor is continuing negotiations with senior State Government Officers to finalize arrangements.

#### **Recommendation:**

For Council Information

### 2. NBN Update

The Director of Environment and Regulatory Services and I met with NBN for an update on the provision of broadband services to the premise in Julia Creek. Ventia have been engaged to construct the network. A verbal update will be provided to the meeting.

#### **Recommendation:**

For Council Information

### **3. Appointment of Acting CEO During CEO Leave from 17<sup>th</sup> April – 21<sup>st</sup> April**

In the absence of the CEO on Leave commencing 17<sup>th</sup> April – 21<sup>st</sup> April 2023 it is desired that Council appoints an Acting CEO.

#### **Recommendation:**

Council appoints Ms. Tenneil Cody as Acting CEO from 17<sup>th</sup> April – 21<sup>st</sup> April 2023.

#### **Resolution No. 153/2223**

Council appoints Ms. Tenneil Cody as Acting CEO from 17<sup>th</sup> April – 21<sup>st</sup> April 2023.

Moved Cr. J Fegan

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 February 2023.

#### **RECOMMENDATION**

That Council receives the February 2023 WHS Report.

#### **Resolution No. 154/2223**

Council receives the February 2022 WHS Report.

Moved Cr. S Royes

Seconded Cr. J Fegan

CARRIED 5/0

## **General Business – Councillor Requests**

## **11. CLOSURE OF MEETING**

The Chair of the meeting Mayor Philip Curr declared the meeting closed at 11:15am.



# MCKINLAY SHIRE COUNCIL

***UNCONFIRMED MINUTES***

OF THE

***SPECIAL MEETING OF COUNCIL***

HELD AT THE

BOARDROOM, CIVIC CENTRE  
JULIA CREEK

**4 April 2023**



## ORDER OF BUSINESS

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

### **5. ITEMS OF DISCUSSION**

- 5.1 Julia Creek Turf Club – RADF Quick Response Application

### **6. CLOSE**

UNCONFIRMED

## 1. OPENING BUSINESS

All Councillors having signed the Attendance Book, Mayor Philip Curr declared the meeting open at 09:10am.

## 2. ATTENDANCE

**Mayor:** Cr. P Curr

**Members:** Cr. J Fegan, Cr. S Royes, Cr. J Lynch

**Staff:**

Chief Executive Officer, Mr. Trevor Williams

Director of Corporate & Community Services, Ms. Tenneil Cody

Environmental Regulatory Services, Team Leader, Ms. Megan Pellow

**Apologies:**

Cr T Pratt; Director of Engineering, Environment and Regulatory Services, Mr. Cameron Scott; Executive Assistant, Mrs. Melissa Mussig

## 3. DECLARATION OF CONFLICT OF INTEREST

"I Cr. Janene Fegan declare that I have a conflict of interest with respect to agenda item 5.1 Julia Creek Turf Club – RADF Quick Response Application of the April 2023 Special Meeting (as defined the Local Government Act 2009, section 150EN) as follows:

(i) Name of related party: Trevor Fegan

(ii) The nature of my relationship with this related party is Trevor is my spouse.

(iii) The nature of the related party's interests in this matter is Trevor is the President of the Julia Creek Turf Club.

I will be dealing with this declared conflict of interest by leaving the meeting while this matter is discussed and voted on."

## 4. CONFIRMATION OF MINUTES

Nil

### 4.1 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

## 5. ITEMS OF DISCUSSION

**Attendance – Having declared a conflict of interest in item 5.1 Julia Creek Turf Club – RADF Quick Response Application. Cr. Janene Fegan left the meeting at 09:11am.**

### 5.1 Julia Creek Turf Club – RADF Quick Response Application

Council has been actively advertising three separate funding rounds throughout 2021/22 as well as an option for local organisations to submit 'Quick Response' applications for a maximum of \$5,000. Council has received a Quick Response Application from the Julia Creek Turf Club to enhance the cultural aspect and Moroccan theme of the Artesian Express Raceday by hosting performances of 'Belly Dancers' prior to each section of the Fashions on the Field and VIP area. The performers will also be socializing with the crowd throughout the day for photo opportunities.

**RECOMMENDATION**

Council resolves to approve the Quick Response application from Julia Creek Turf Club Festival for \$3,300 to support the cultural enhancement of the Artesian Express Raceday as outlined as per the RADF Committee's recommendation.

**Resolution 155/2223**

Council resolves to approve the Quick Response application from Julia Creek Turf Club Festival for \$3,300 to support the cultural enhancement of the Artesian Express Raceday as outlined as per the RADF Committee's recommendation.

Moved Cr. P Curr

Seconded Cr. S Royes

CARRIED 3/0

**Attendance - Cr Janene Fegan re-joined the meeting at 9:12am**

**General Business – Councillor Requests**

**11. CLOSURE OF MEETING**

The Chair of the meeting Mayor Philip Curr declared the meeting closed at 09:13am.



## **5.0 ENGINEERING SERVICES**

---



Ordinary Meeting of Council Tuesday 18 April 2023

**5.1 Subject:** Engineering Services Monthly Report  
**Attachments:** Nil  
**Author:** Engineering Services Department  
**Date:** 12 April 2023

**Executive Summary:**

This report outlines the general activities for the Engineering Department for the month of March 2023.

**Recommendation:**

*That Council receives the Engineering Services monthly report for March 2023.*

**Background:**

This report outlines the general activities of the department for the month of March 2023 and provides an update on projects.

**RMPC**

	Actual	Budget YTD	Budget
<b>1610 RMPC Works</b>	\$762,644	\$1,125,450	\$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
- Road inspections on 14D, 14E, 5807 & 78A
- Weekend work for RMPC crew due to multiple road closures and flooding
- Have received confirmation that \$150,000 extra for maintenance will be allocated to 14 D Richmond and 14 E Cloncurry. Works have commenced in conjunction with Stabilisation works.

**Cannington Road**

	Actual	Budget YTD	Budget
<b>1630 Cannington Road Works</b>	\$233,717	\$333,750	\$445,000

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

**Roads Maintenance**

	Actual	Budget YTD	Budget
<b>1100 Repairs &amp; Maintenance Shire Roads</b>	\$787,851	\$975,000	\$1,300,000



- Town Streets patching, gutter clearing, helping Parks & Gardens with town maintenance.
- Emergent Works

### Water and Sewerage

	Actual	Budget YTD	Budget
<b>1800 Operational Costs – Julia Creek Water</b>	\$140,235	\$142,500	\$190,000

- Monthly water sampling in line with Councils DWQMP
- Daily checks/testing on all water facilities
- Reseal cables on top of Water Tower (caused by contractor)
- Fix leaking tap at Kindergarten
- Replace basin waste in men's toilet at Civic Centre
- Fix sprinklers at Truck Stop

	Actual	Budget YTD	Budget
<b>1810 Operational Costs – McKinlay Water</b>	\$17,044	\$24,000	\$32,000

- Monthly water sampling in line with Councils DWQMP
- Monthly visual checks on bore/storage tanks
- Fit new water service to vacant block as per request by owner

	Actual	Budget YTD	Budget
<b>1820 Operational Costs – Kynuna Water</b>	\$38,839	\$45,000	\$60,000

- Monthly water sampling in line with Councils DWQMP
- Visual checks of bore heads/storage tanks
- Monthly cleaning of filters in Kynuna

	Actual	Budget YTD	Budget
<b>1830 Operational costs – Nelia Water</b>	\$7,204	\$6,000	\$8,000

- Monthly water sampling in line with Councils DWQMP

	Actual	Budget YTD	Budget
<b>1900 Operational Costs – Julia Creek Sewerage</b>	\$119,404	\$135,000	\$180,000

- Routine monitoring including monitoring pond levels to report to DES fortnightly.
- Release to land notification to DES including daily in house sampling on pH and Electrical Conductivity limits. An investigation Report was submitted to the Department on 3 April 2023
- Set up pump at STP



Ordinary Meeting of Council Tuesday 18 April 2023

- Install new toilet in ladies toilet at Depot

**Workshop**

	Actual	Budget YTD	Budget
<b>1510 Repairs and Maintenance - Plant &amp; Vehicles</b>	\$974,953	\$937,500	\$1,250,000

- Julia creek Work camp has provided the workshop with 1 staff member for 2 weeks of each month, helping with any duties required.
- Regular plant maintenance activities undertaken

**Parks and Gardens**

	Actual	Budget YTD	Budget
<b>2700 Parks &amp; Gardens and Amenities – Operations</b>	\$381,578	\$412,500	\$550,000

- Mowing and whipper snipping all town streets and parks
- Clean all public Amenities
- Mow and whipper snip swimming pool, father bill center and R/V camp
- Refuse collection and extra collection for public holidays
- Weed control
- Repair and maintain reticulation
- Pruning and hedging of township
- Clean toilets and remove rubbish Oorindi rest area
- Clean slurry pit and wash bay and remove waste
- Repair wheel ruts due to flood damage
- Feed Dunnarts
- Mow and maintain bike safety track
- Traffic control duties

**Airport**

	Actual	Budget YTD	Budget
<b>1300 Airport Operational Costs</b>	\$114,666	\$112,500	\$150,000



Ordinary Meeting of Council Tuesday 18 April 2023

- Serviceability Inspections of the facility are undertaken 3 days per week as required for RPT services.
- Local Laws Officer assisted ARO in bird mitigation. NOTAM was raised for significant increase to bird numbers with hawks/pratincoles being the main bird species observed.
- The remaining 4380ltrs of avgas held in the avgas tank was sold during the month. Invoice to be issued in April. The tank is now empty and ready to be converted to a bowser system as per agreement with Woodham Petroleum.
- Contractor engaged to slash runway strip and taxiway/apron areas.
- Email sent to Regional Express Airlines advising of the price change effective 1 July 2023.

### **Projects**

#### **DRFA 2022 REPA**

Contracts for WP03, 04 and 05 have been finalized. All contracts have been signed as of the 14<sup>th</sup> April 2023.

#### **DRFA 2023 Emergent Works**

Emergent works have been undertaken on the following roads;

- Eulollo-McKinlay
- Old Normanton 1 and 2
- Taldora
- Toolebuc
- Nelia - Bunda

Emergent works planned in April

- Lyrrian
- Nelia – Bunda
- Malpass – Trenton
- Bryamine
- Debella-Punchbowl

2 Council Graders are being utilized and a third contract Grader will be engaged if required. Emergent works are claimable up to the 17<sup>th</sup> June 2023.

#### **Building our Regions Funding Round 6**

Order for STP refurbishment has been issued to Xylem. Project Manager has developed tender documents, finalizing design drawings. Expect to issue early May. Will update Xylem progress at the meeting.

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





Ordinary Meeting of Council Tuesday 18 April 2023

Crew inspecting and cleaning sewers returned during the month.

**TMR Emergent works**

Council, SPA, Crocker and East Coast Traffic crews commenced stabilization works on 14D 29<sup>th</sup> March 2023. 14D works completed prior to Easter. 14E works expected to commence 13<sup>th</sup> April 2023.

**Legal Implications:**

Nil

**Policy Implications:**

Nil.

**Financial and Resource Implications:**

As provided in the report.

**InfoXpert Document ID:** 125959



## **6.0 ENVIRONMENTAL & REGULATORY SERVICES**

---



Ordinary Meeting of Council Tuesday 18 April 2023

**6.1 Subject:** Environmental and Regulatory Services Report

**Attachments:** None

**Date:** 5 April 2023

---

**Executive Summary:**

This report outlines the general activities, revenue and expenditure for the department for the period March 2023.

**Recommendation:**

*That Council receives the March 2023 Environmental and Regulatory Services Report.*

---

**Background:**

This report outlines the general activities of the department for the month of March 2023.

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:** 125955



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

### **1.1 - Budget**

		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO1.1	3100 - Refuse Collection Revenue	\$90,378	\$67,332	\$89,776

		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO1.2	3100 - Kerbside Rubbish Collection Expenditure	\$43,048	\$37,500	\$50,000

		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO1.3	3110 - Refuse Disposal Revenue	\$51,607	\$33,396	\$44,528

		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO1.4	3110 - Refuse Disposal Operational Costs	\$51,747	\$78,750	\$105,000

### **1.2 - Report**

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

The following works continued during the month;

- Regularly pushing and covering of household rubbish section

Staff have commenced utilising contractor's dozer while council's dozer is being worked on.

RUM Recycling are picking up steel and taking away for recycling.

## **2 – Environmental Health Services**

### **2.1 – Budget**

		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO2.1	3000 - Environmental Licence Fees (Revenue)	\$3,285	\$2,475	\$3,300

		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO2.2	3000 - Environmental Health Services	\$114,910	\$105,000	\$140,000

### **2.2 – Report**

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

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

The fluoride levels in Julia Creek for the month of March were as follows:

- Lions Park 2.99mg/L
- Coyne Street Depot 3.03mg/L

The ERS Team Leader met up with Water Supply Regulation staff as required under the Information Notice issued to Council on 15 December 2022. A copy of the inspection checklists for all schemes were also sent to the Department.



Ordinary Meeting of Council Tuesday 18 April 2023

Staff are working on changes to the Risk Management Improvement Plan (RMIP) and Verification Monitoring Program of the DWQMP and will apply for an amendment by agreement to the plan. This is expected to be completed by the end of April.

### Food Safety

There were three (3) food recalls received in March with one (1) being forwarded onto food businesses within the shire.

Council's Food Auditor, Graham Caddies of Advance Profit Plan conducted inspections on all nine (9) registered food businesses in the Shire from the 27-29 March 2023. All food businesses were commended on various improvements since the last inspection in November 2022. The next scheduled inspections are in September 2023.

### Vector Control

The townwide misting program continued.

The following properties were fogged during the month:

- 21 Byrne Street
- 21 & 22 Julia Street
- 98 Burke Street
- 18 Byrne Street
- 68 Coyne Street
- 72 Coyne Street
- Kindergarten
- CSA/Kev Bannah Oval
- Jan Eckford Centre

## 3 – Local Law Administration

### 3.1 – Budget

		Actual	Budget YTD	Budget
ENVIRO3.1	3210 - Animal Registration Fees	\$6,450	\$4,631	\$6,175

		Actual	Budget YTD	Budget
ENVIRO3.2	3210 - Fines & Penalties – Animal Control	\$170	\$375	\$500

		Actual	Budget YTD	Budget
ENVIRO3.3	3210 - Animal Boarding	\$11,488	\$11,250	\$15,000

		Actual	Budget YTD	Budget
ENVIRO3.4	3210 - Local Law Administration	\$108,521	\$112,500	\$150,000

### 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**



Ordinary Meeting of Council Tuesday 18 April 2023

Activity	Number/Details
Impoundings and infringement notices	One (1) Dog found wandering on the highway – Dog handed back as it was the first offence.
Euthanized/Destroyed/Rehomed	Nil
Verbal/Written/Official warning	One (1) verbal warning – Dogs at Large. Owner will be fined if dogs are caught again
Complaints	Nil
Dog Boarding	Eight (8) Dogs
Removal of Dead Animals	Three (3)
Trapping Locations & Results	Cat traps put at JC Roadhouse caught 4 cats
Compliance Notices (Untidy Allotments) issued	Local Law Officer and Work Staff cleaned up 74 Burke Street under the Reasonable Entry Notice issued to the property
SPER Infringement Fines issued	Nil
Commercial Use of Roads Permit issued	Nil
<b>Comments / Actions:</b>	
<ul style="list-style-type: none"> <li>* Local Laws Officer assisted with weighing cattle</li> <li>* Department of Housing Officers met with Local Laws Officer to discuss State Government Housing and how they will manage them in the future</li> </ul>	

#### **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	\$19,357	\$18,750	\$25,000
ENVIRO4.3	3220 - Dingo Baits (Revenue)	\$4,000	\$3,750	\$5,000
ENVIRO4.4	3220 - Feral Pig Baits (Revenue)	\$0	\$0	\$0
ENVIRO4.5	3220 - Pest Animal Rural Land Owners Fees	\$60,432	\$44,015	\$58,686
ENVIRO4.5	3220 - Pest Plant Control Program Exp	\$90,307	\$127,450	\$170,000
		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>



ENVIRO4.6	3230 - Pest Animal Control Program Exp	\$33,648	\$75,000	\$100,000
-----------	--	----------	----------	-----------

#### **4.2 – Report**

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

A VendorPanel request for the 2023 Aerial Baiting Program was called during February. Atherton Air Charters was successful. Commencement date is 8 May 2023. Notification flyers have been sent out.

There were no Factory Baits issued, or scalps presented in March.

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

Local Laws Officer sprayed rodeo arena at Dirt and Dust Central.

##### **Washdown Bay Facility**

A new 4G Modem was installed at the facility during the month to replace the existing 3G Modem due to issues registering data.

Electrical Contractor supplied and installed new sump pump and cleaned out the pit.

#### **5 – Livestock Operations**

##### **5.1 – Budget**

		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO5.1	3235 - Livestock Weighing Revenue	\$20,782	\$33,750	\$45,000

		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO5.2	3235 - Livestock Cattle Train Loading Revenue	\$0	\$18,750	\$25,000

		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO5.3	3235 - Livestock Operational Costs	\$54,784	\$65,625	\$87,500

##### **5.2 - Report**

##### **Julia Creek Livestock Facility**

There were 415 cattle loaded or weighed at the facility during the month.

#### **6 – Stock Routes and Reserves**

##### **6.1 – Budget**

		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO6.3	3300 - Stock Route – Permit/Water Fees	\$7,992	\$6,000	\$8,000
		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>



Ordinary Meeting of Council Tuesday 18 April 2023

ENVIRO6.2	3300 - Stock Route Recoverable Works (Revenue)	\$0	\$22,500	\$30,000
		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO6.4	3300 - Trustee Lease Fees (Revenue)	\$187,616	\$168,000	\$224,000
		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO6.5	3300 - Reserves Agistment Fees (Revenue)	\$5,718	\$5,250	\$7,000
		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO6.6	3300 - Precept Expenses (Revenue)	\$18,212	\$13,659	\$18,212
		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO6.7	3300 - Stock Route Maintenance (Expenditure)	\$65,442	\$86,250	\$115,000
		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO6.8	3300 - Reserves Expenses (Expenditure)	\$8,172	\$18,750	\$25,000

## 6.2 - Report

### **Stock Routes**

#### Capital Works Projects

##### **MIMONG**

- \* Desilted Turkeys Nest. This project is now complete

##### **CONSENTES**

- \* Frames made for new fence; installation of fence will be middle of April

### **Reserves**

New trough installed on town common

## 6.3 - Cemeteries

### 6.3.1 – Budget

		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO6.9	3400 – Cemeteries	\$19,948	\$37,500	\$50,000

### 6.3.2 - Report

There were no enquiries or funerals during the month.

The following works occurred during the month;

- \* The Parks and Gardens crew done some replanting and installed additional reticulation.

## 7 – Work Program (Workcamp)

### 7.1 - Budget

		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO7.1	3600 - Work Program	\$24,727	\$23,625	\$31,500

### 7.2 – Report





Ordinary Meeting of Council Tuesday 18 April 2023

Below is a list of jobs that the Work Camp undertook in March 2023.

Community Group	Activity
McKinlay Shire Council	<u>Workshop</u> Assist with workshop duties
McKinlay Shire Council	<u>Saleyards</u> *Mowing/Whippersnipping *Painting *Clean water troughs
McKinlay Shire Council	<u>McIntyre Park</u> Mowing/Whippersnipping
McKinlay Shire Council	<u>Various</u> *Cut railway line for fence post *Pull out old carpets and move furniture around at 2/9 Shaw Street *Assist with new fence at 33 Byrne Street *Spread gravel under new fence at 33 Byrne Street *Mow Visitor Information Centre *Erect portable panels at JC Dump
Julia Creek State School	Mowing/Whipper snipping
Churches/RSL/CWA/SES/Dirt and Dust Central	Mowing/whipper snipping
Dirt and Dust	Sand blast shutes for painting then paint shutes
Julia Creek Turf Club	Clean stables and minor maintenance
Julia Creek Cultural Association	Clean up and set up for Cultural Association event

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

### **8.1 – Budget**

			Actual	Budget YTD	Budget
ENVIRO9.1	3810-1300	3810 - Council Property / Staff Housing Program Rev	\$98,075	\$82,500	\$110,000
ENVIRO9.2	3810-1301	3810 - Council Property / Subdivision Blocks Rent	\$6,262	\$4,500	\$6,000
	3810-1302	3810-Council Property / Subdivision Blocks outgoings	\$6,264	\$1,125	\$1,500
ENVIRO9.3	3810-2300	3810 - Council Property / Staff Housing Program Exp	\$294,530	\$240,000	\$320,000
ENVIRO9.4	3810-2300	3810 - Council Property / Sub Division Expense	\$6,316	\$4,875	\$6,500

### **8.2 - Report**

#### **Council Property / Staff Housing**



Ordinary Meeting of Council Tuesday 18 April 2023

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

Activity	Number
Properties Available for use	*Unit 2/9 Shaw Street
New Tenancies	One (1) – Unit B, 4 Shaw Street
Finalised Tenancies	Nil
Remedy Breach	Nil
Notice to Leave	Nil
Notes/Repairs	<p><b><u>Maintenance</u></b></p> <ul style="list-style-type: none"> <li>*Unblocked toilet at 33 Byrne Street</li> <li>*Installed power to shed and installation of additional external power points and light at 4 Netterfield Street</li> <li>*Oven installed at 17 Coyne Street; new stove then moved over to 4 Amberly Drive</li> <li>*New pump installed on irrigation at Doctors Unit</li> </ul> <p><b><u>Capital Works</u></b></p> <ul style="list-style-type: none"> <li>*Fence around 33 Byrne Street is now complete.</li> <li>*New house drain and downpipe repairs at 3 Coyne Street is now complete.</li> </ul>

### Old Senior/Aged Care Housing

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

Activity	Number
Properties Available	One (1)
New Tenancies	Two (2) – Unit 2 and Unit 3 – Work Crew Employees
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	\$247	\$1,125	\$1,500



Ordinary Meeting of Council Tuesday 18 April 2023

		Actual	Budget YTD	Budget
ENVIRO10.4	3820 - FRB Centre RENT	\$31,476	\$30,000	\$40,000

		Actual	Budget YTD	Budget
ENVIRO10.5	3820 - FRB Units & Community Ctre Operational Costs	\$46,692	\$82,500	\$110,000

## Report

### **Seniors Living Units / Fr Bill Community Centre**

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

<b><u>Fr Bill Units</u></b>	
Units Available for Rent	Two (2) – Unit 3 & 8
New Tenancies	Nil
Finalised Tenancies	One (1) – Unit 8
Remedy Breach	Nil
Notice to Leave	Nil
Notes/Repairs undertaken	*Installation of unlockable bathroom door handle and lower clothesline at Unit 7  *Purchase of screen panel for shade to Unit 1, installation is expected by end of April
<b><u>Fr Bill Centre</u></b>	
Notes/Repairs undertaken	<b><u>Capital Works</u></b>  *Order raised for plumbing contractor to make repairs to the roof to prevent future water leaks. Completion date is end of April

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

### **9.1 – Budget**

		Actual	Budget YTD	Budget
ENVIRO11.1	3900 - Revenue	\$6,526	\$4,500	\$6,000

		Actual	Budget YTD	Budget
ENVIRO11.2	3900 - Town Planning Program	\$22,367	\$39,000	\$52,000

### **9.2 - Report**

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

The following development applications were lodged during the month.



Ordinary Meeting of Council Tuesday 18 April 2023

<u>DA #</u>	<u>Applicant</u>	<u>Type of Development</u>	<u>Location</u>	<u>Application Details</u>
2022-23_17	Georgia Crocker c/- Milford Planning	PLANNING	45 Byrne Street, JULIA CREEK QLD 4823	Material change of use for Low Impact Industry (Storage Shed) <b>*Note: This DA is not yet properly made as the application fee has not been received</b>
2022-23_18	Ellen Dallavanzi	BUILDING	31 Byrne Street, JULIA CREEK QLD 4823	Construction of Shed

Updates on various land matters are as follows;

<u>Matter</u>	<u>Status</u>
Kynuna Rodeo Grounds/Landfill	Council's solicitor has provided the Acquisitions Branch with correspondence acting on behalf of Council to challenge them to make a decision on this matter.
McKinlay Landfill	No further updates. Native Title is unable to be addressed until a determination has been made by the Mitakoodi People.
Lot 2 K3718 – Land beside Water Reserve in Kynuna	No further updates.
Road Opening through Malpas Station	No further updates.
Application for Deed of Grant over Operational Reserve, Lot 54 on JC55713 also known as 48 Byrne Street, Julia Creek	Letter of Offer signed and fee has been paid. Holding Redlich engaged to address native title.

## 10 – Local Disaster Management

### 10.1 – Budget

	<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO12.1 2760 - SES Grants	\$20,568	\$15,426	\$20,568

	<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO12.2 2760 – SES Capital Grants	\$0	\$87,750	\$117,000

	<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO12.2 2760 - Natural Disaster Grants	\$4,578	\$5,085	\$6,780

	<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
ENVIRO12.3 2760 - Disaster Management Operational Costs	\$11,684	\$19,575	\$26,100

### 10.2 - Report

No events activated the LDMG during the month.



**6.2 Subject:** Adoption of 2023-24 Fees and Charges Schedule  
Section 2 – Rent on Council Properties  
**Attachments:** Nil  
**Author:** Environmental and Regulatory Services Team Leader

---

**Executive Summary:**

Under section 91 of the Residential Tenancies and Rooming Accommodation Act, lessors must give tenants at least two (2) months notice for any rental increase, so staff propose to adopt the rent charges for 2023-24 Financial Year early to allow for the required notification.

**Recommendation:**

*Council resolves to adopt the following rental charges under Section 2 of the McKinlay Shire Council Fees and Charges for 2023-24 Financial Year effective 1 July 2023 to;*

**Section 2.02 Corinya Units**

- 1 Bedroom Unit \$230.00/fortnight

**Section 2.03 Julia Creek Seniors Living Units**

- One bedroom unit \$244.00/fortnight
- One bedroom unit, with shared room \$268.00/fortnight
- Two bedroom unit \$291.00/fortnight

**Section 2.04 Council Housing**

- 2 bedroom unit \$360.00/fortnight
  - 2 bedroom house \$360.00/fortnight
  - 3 bedroom house \$452.00/fortnight
  - 4 bedroom house \$501.00/fortnight
- 

**Background:**

Council increases its fees and charges each year in line with the CPI. Under section 91 of the Residential Tenancies and Rooming Accommodation Act, lessors must give written notice of the proposed increase no earlier than 2 months before the increase is applied.

Therefore, staff propose to adopt the rent charges early to provide tenants enough notice prior to the increase effective 1 July 2023.

The current fees and charges are as follows:

**Section 2.02 Corinya Units**

- 1 Bedroom Unit \$214.00/fortnight

**Section 2.03 Julia Creek Seniors Living Units**

- One bedroom unit \$227.00/fortnight
- One bedroom unit, with shared room \$249.00/fortnight
- Two bedroom unit \$270.00/fortnight



Ordinary Meeting of Council Tuesday 18 April 2023

**Section 2.04 Council Housing**

- 2 bedroom unit \$334.00/fortnight
- 2 bedroom house \$334.00/fortnight
- 3 bedroom house \$420.00/fortnight
- 4 bedroom house \$465.00/fortnight

The December 2022 quarter had the CPI tracking at 7.7% for the year. It is proposed to increase the rent charges for the 2023-24 based on this increase.

The proposed charges for the 2023-24 Financial Year are as follows:

**Section 2.02 Corinya Units**

- 1 Bedroom Unit \$230.00/fortnight

**Section 2.03 Julia Creek Seniors Living Units**

- One bedroom unit \$244.00/fortnight
- One bedroom unit, with shared room \$268.00/fortnight
- Two bedroom unit \$291.00/fortnight

**Section 2.04 Council Housing**

- 2 bedroom unit \$360.00/fortnight
- 2 bedroom house \$360.00/fortnight
- 3 bedroom house \$452.00/fortnight
- 4 bedroom house \$501.00/fortnight

**Legal Implications:**

**Policy Implications:**

**Financial and Resource Implications**

McKinlay Shire Council Fees and Charges Schedule 2023-2024

**Risk Management**

**Options for Council to Consider**

**InfoXpert Document ID: 125956**



**6.3 Subject:** Application for Permit to Occupy over land adjoining Lot 2 on SP288198  
**Attachments:** Nil  
**Author:** Environmental & Regulatory Services Team Leader  
**Date:** 6 April 2023

---

**Executive Summary:**

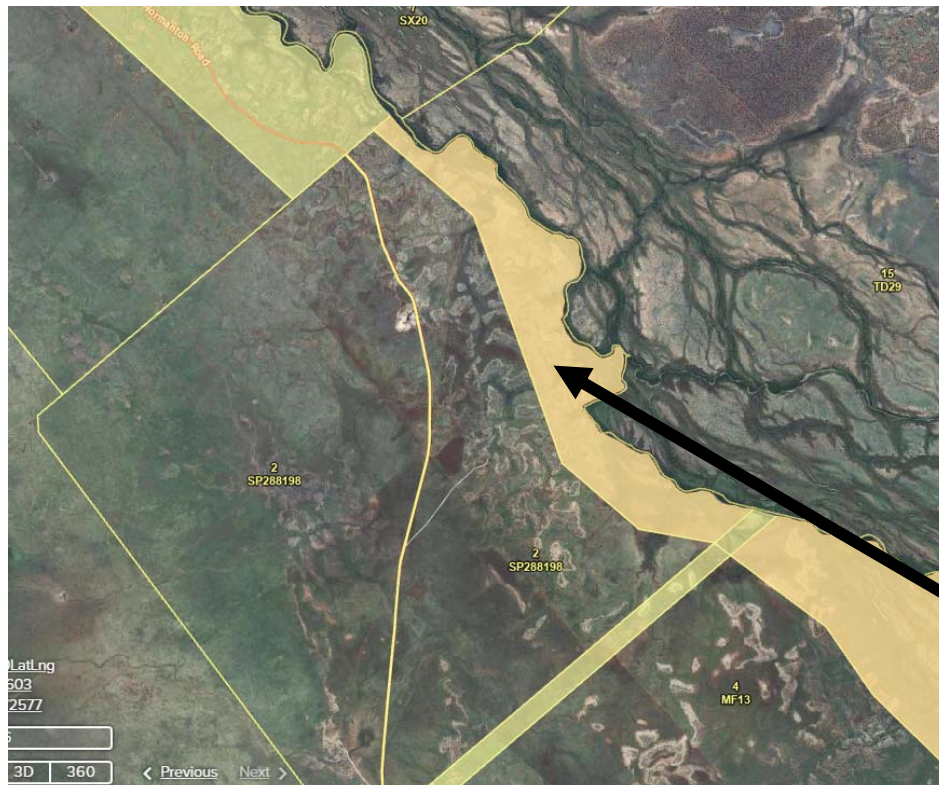
Email correspondence has been received from Department of Resources (DOR) requesting Council's views and/or requirements including any local non-indigenous cultural heritage values that the Department should consider when assessing the application for a Permit to Occupy over land adjoining Lot 2 on SP288198 known as Lot 1 on PER4930.

**Recommendation:**

*That Council resolves to advise the Department of Resources (DoR) that it has no objections and/or requirements for the application for Permit to Occupy over land adjoining Lot 2 on SP288198 known as Lot 1 on PER4930*

**Background:**

Department of Resources (DoR) have received an application for Permit to Occupy over land adjoining Lot 2 on SP288198 known as Lot 1 on PER4930 as shown in the google image below





Ordinary Meeting of Council Tuesday 18 April 2023

Lot 2 on SP288198 is currently leased by Michael & Nell Woodhouse and Lot 1 on PER4930 is currently leased by Ralph and Paul Woodhouse.

**Consultation:** (internal/External)

**Legal Implications:**

**Policy Implications:**

**Financial and Resource Implications:**

**InfoXpert Document ID:**





Ordinary Meeting of Council Tuesday 18 April 2023

**6.4 Subject:** Adoption of 2023-24 Fees and Charges Schedule  
Section 9 – Water and Sewerage  
**Attachments:** Nil  
**Author:** Environmental and Regulatory Services Team Leader

---

**Executive Summary:**

Following some enquiries on water access charges from Council's standpipe located on Hickman Street, staff propose to adopt a new Bulk water fee.

**Recommendation:**

*Council resolves to adopt a bulk water fee from Council's standpipe located at the Hickman Street Bore at a rate of \$1.55 per kL.*

---

**Background:**

Council have installed a water standpipe on Hickman Street that is currently being used by the community however no charge has been applied.

Staff have received an enquiry from a drilling company wanting to transport water for works along the Mount Isa railway line around June/July 2023. On review of neighbouring shires fees and charges each council charge a per kL water charge from their standpipe therefore staff are proposing to charge for Council's own standpipe at a rate of \$1.55 per kL. It is proposed that the fee would be charged to external users and future DRFA works contractors.

Income generated from this will offset expenses of maintenance on the standpipe.

**Legal Implications:**

N/A

**Policy Implications:**

N/A

**Financial and Resource Implications**

McKinlay Shire Council Fees and Charges Schedule 2023-2024

**Risk Management**

**Options for Council to Consider**

**InfoXpert Document ID:** 125957



## **7.0 COMMUNITY SERVICES**

---



Ordinary Meeting of Council Tuesday 18<sup>th</sup> April 2023

**7.1 Subject:** Community Services Monthly Report

**Attachments:** Nil

**Author:** Community Services Team Leader

**Date:** 8<sup>th</sup> March 2023

---

**Executive Summary:**

Council is presented with the monthly Community Services report, which provides an overview of the operations for the month: **March 2023**.

**Recommendation:**

*That Council receives the Community Services monthly report for March 2023.*

---

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

**Grants, Funding & Projects**

**McKinlay Shire Economic Development Strategy Update 2023**

Due to clashes with other events in the region, the community consultation and presentation to Council will be completed on May 16/17 in line with the May Ordinary Meeting of Council.



### Julia Creek Caravan Park

Council has welcomed new Manager's Ian and Cathy Gregory to the park in March. Visitor numbers for the month are up on last year and many of the cabins and twin-single units have been utilised by contractors and work crews. Bookings for the annual Dirt and Dust Festival are starting to become more frequent and it appears though the park will be fully booked for the weekend of the event.

#### JC Caravan Park Revenues March 2023

Type of service	JANUARY Total revenues (inc GST)	FEBRUARY Total revenues (inc GST)	MARCH Total revenues (inc GST)
Twin Single Units	\$2,700	\$2,025	\$1,710
Powered Sites	\$2,957	\$4,490.80	\$5,472.45
Self-Contained Cabins	\$5,135	\$13,267.50	\$18,915
Unpowered Sites	\$490	\$925.01	\$528
<b>Sub Total</b>	<b>\$11,282</b>	<b>\$20,708.31</b>	<b>\$26,625.45</b>
Artesian Baths incl. salts	\$2,420	\$2,134	\$2,470
McIntyre Park			
Cheese Platters		\$280	\$400
Laundry		\$340	\$304
Long Term Stay/Storage	\$180	\$180	
<b>Calculated Total</b>	<b>\$13,882</b>	<b>\$23,642.31</b>	<b>\$29,799.45</b>

#### JC Caravan Park Occupancy by Category March 2023

Type of Service	% Occupancy
Twin Single Units	38%
Cabin – 4 berth	76%
Cabin – 6 berth	45%
Unpowered site	4%
Powered Caravan site	16%
Powered camp site	1%

#### JC Caravan Park Artesian Bathhouse Usage March 2023

Type of Service	Number of bookings
Boundary Rider Huts	3
Replica Rainwater Tank Bathhouses	38

### Library & Funeral Services

The impact of road closures from good wet season made the Library a popular spot for those travelers stuck in town to utilize the public computers, Wi-Fi and popping in to have a chat. Lots of local children also continued to use the library space to hang out after school in comfort. Outback Futures hosted a session for local parents with skills in building supportive relationships.

#### JC Library Memberships March 2023

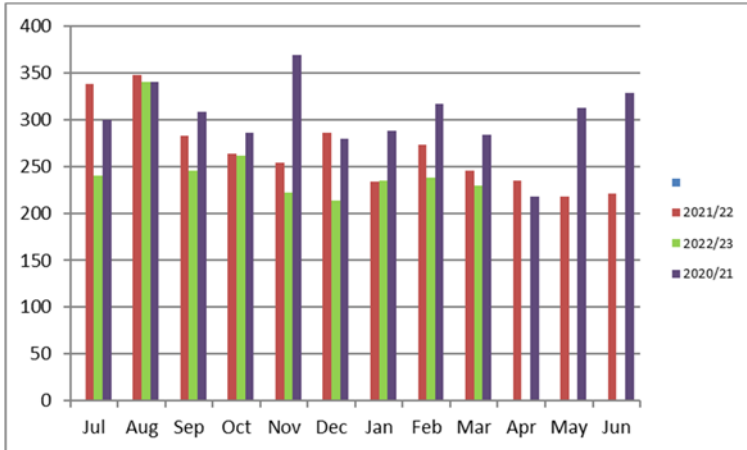
Type of Membership	Total Membership
Adult	309
Junior	70
Institutions	2
Tourists	



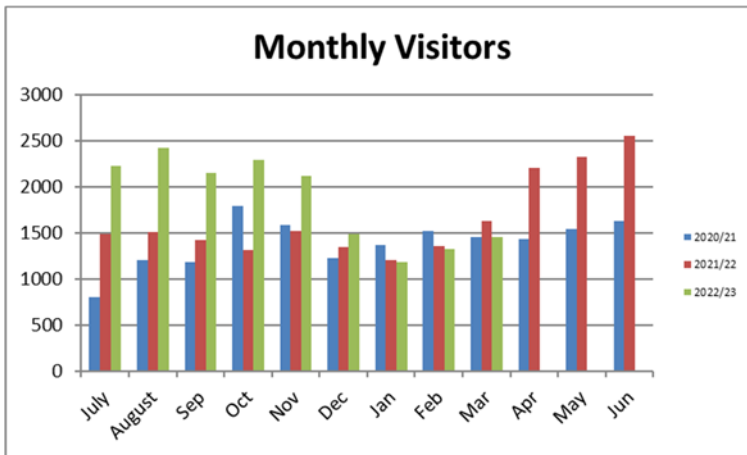
**JC Library Services Provided February 2023**

Services Provided	Total Amount
Reservations satisfied	15
Requests for books	15

**JC Library Monthly Loans March 2023**



**JC Library Monthly Visitors March 2023**



**Tourism**

Council staff have been busy working towards preparing the Centre for the upcoming season. The impact of the wet season has impacted visitor numbers slightly, but this has given us the chance to arrange the completion of maintenance, organizing of stock, social media posts as well as arranging casual staff to support with weekend shifts throughout the year. Staff have also been working towards submitting an entry in to the ‘Top Tourism Town Awards’ which is due in early April. The RV Friendly Rest Area along Julia Creek is also scheduled to re-open in April with the arrival of our first Camp Hosts. A big thanks must be extended to the Parks and Gardens team for their assistance with tidying the area following this year’s above average wet season.



Ordinary Meeting of Council Tuesday 18<sup>th</sup> April 2023  
**Total Visitor Numbers for March 2023**

There were 41 visitors to the Julia Creek Visitor Information Centre in March 2023 compared with 82 in March 2022.

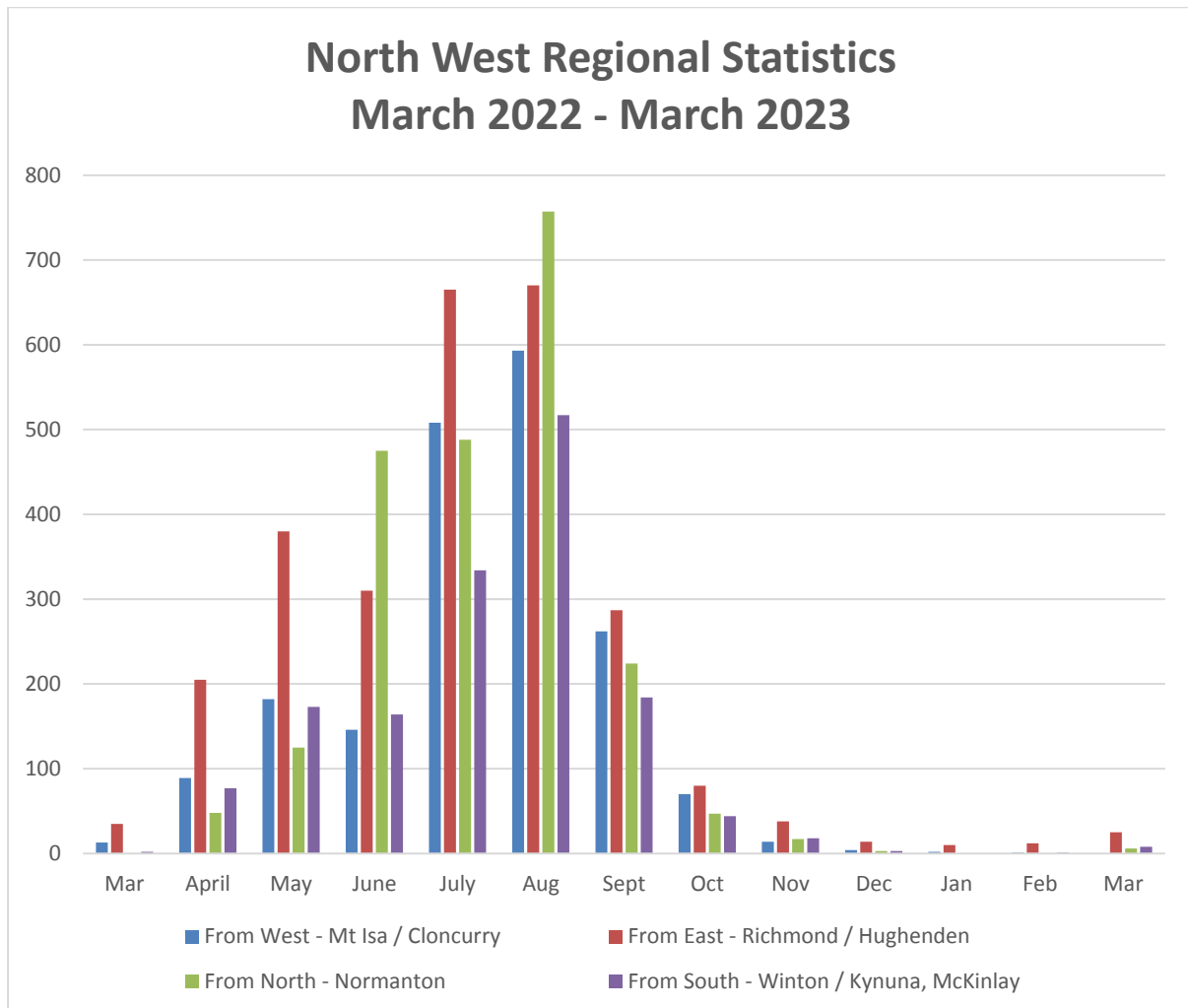
**Total Locals for March 2023**

There was a total of 0 local visitors to the Julia Creek Visitor Information Centre in March 2023 compared with 8 in March 2022.

**Beneath the Creek Entries March 2023**

There was a total of 17 attendees at the dunnart feeding experience compared with 0 in 2022.

**North West Regional Statistics for March 2023**





Ordinary Meeting of Council Tuesday 18<sup>th</sup> April 2023  
**RV Site Permits March 2023**

There were 0 RV Site permits issued in March 2023 compared with 0 in March 2022.

**Social Media Figures**

	Facebook Page Followers			Instagram Likes		
	Mackinlay Shire Council	Julia Creek VIC	Caravan Park	Mackinlay Shire Council	Julia Creek VIC	Caravan Park
March 1	7,376	5,172	4,453	1,108	2,980	213
March 31	7,640	5,184	4,812	1,110	3,002	234

**Julia Creek Early Learning Centre**

**Current enrolments: 21 (6x 0-2yrs, 15x3-5yrs)**

**Attendance:** Apart from absences through illness and maternity breaks, attendance has been as per bookings 7-14 per day.

**Significant events:**

- Change of Centre hours from 8.30-5.00 commenced during the month and is working well
- One casual staff member has resigned and will be finishing in late April. Another Casual will be reducing her hours at ELC at the beginning of May to take on other employment opportunities. This has left the Centre needing at least one more casual (preferably with Early Childhood training) to ensure safe supervision and to cover leave. Advertising to commence as soon as possible.
- Various resources have been purchased recently to engage the children in Aboriginal Culture and physical fitness. They are a fantastic addition to our other resources and have been used well already.
- All educators will be participating in online training for specific manual handling for Children’s Services and Queensland specific Child Protection.
- Inclusion support funding application submitted.
- Easter Afternoon tea organised by Sam at the Centre was well attended by parents, and was a relaxed and informal opportunity to get to know our ELC parents a little better.

**Swimming Pool**

**USUAGE**

ENTRIES	SWIMMERS
Adult Entry	12
Child Entry	26
<b>Season Passes / Family Pass</b>	
Adult	
Child	
Swim Lessons/ No Charge	
After School Care/ No Charge	
J/C Swimming Club/ No Charge	
J/C State School/ No Charge	



## Ordinary Meeting of Council Tuesday 18<sup>th</sup> April 2023

<b>Caravan Park Tokens</b>	
Adult	69
Child	23
<b>Free Sunday</b>	
Adult	36
Child	45
<b>Total Swimmers</b>	<b>221</b>

### Sport & Recreation

Council has welcomed Dylan Maher-Hammett as our new Sport and Recreation Officer. Dylan has settled in well to the role in will hit the ground running with the School Holiday Program commencing in April.

#### School Holiday Activities:

The planning of the school holiday program for the end of term 1 included communication with sport coaches, members of community non-for-profit groups and of course fellow members of community. The activities include, easter arts and crafts (a fun way for the kids to get involved in the easter spirit), two sports days (an opportunity for the kids to utilise the sports equipment and be outdoors/active), multiple pool sessions (allowing the kids to cool off whilst utilising a local facility) and 2 days of sessions with a nearby private tennis coach (giving the children an opportunity to learn a possibly new sport from a knowledgeable individual).

#### JCSS P.E Lessons:

It has been great to have the opportunity to go down and help out/interact in the Julia Creek State School P.E lessons. This has provided a great opportunity to get to the know the kids for future activities during the school term and holiday activities.

#### Move it NQ planning:

Have begun discussions around implementing afternoon/night group fitness sessions for the members of the community who are currently gym members next term, this will provide these members an opportunity to potentially learn different ways of maintaining/completing their fitness goals.

#### Darren Ginns Centre:

Currently quite a few members are using the Darren Ginns centre trying to complete their fitness goals. Despite some minor issues with power, the gym has still been put to consistent use by gym members. Moving forward, it is looking likely we will commence regular PT classes shortly for our members.

#### After School Care Planning:

Planning after school sport for term 2, included communication with Queensland Cricket, Athletics and move it NQ around funding. To provide children with an opportunity to learn new skills and enjoy the fun in either a new or familiar sport. These activities will commence on the April 26<sup>th</sup> with Cricket on Tuesday and Athletics on Wednesday from 2:30pm – 4:00pm.





## Community Health

CHSP Clients	Occasions of Service	Time Spent (hrs)
Nursing Care	26	15.25
Personal Care	8	2.5
Other	--	--
<b>TOTAL</b>	<b>34</b>	<b>17.75</b>

Non-CHSP Clients	Occasions of Service	Time Spent (hrs)
Nursing Care	24	11.00
Other	--	--
Other	--	--
<b>TOTAL</b>	<b>24</b>	<b>11.00</b>

TRANSPORTS	Number of one-way journeys
CHSP Clients	3
Non-CHSP Clients	8
<b>TOTAL</b>	<b>11</b>
<b>Health Promotion</b>	
Social media and email promotion via MSC of Advance Care Planning week. Static displays and brochures at MPHS with thanks for same.	

## CHSP – Commonwealth Home Support Program

### Events and Activities

Regular weekly CHSP activities have recommenced with clients enjoying games and luncheon gatherings. The CHSP co-ordinator has continued spending extra time during social support visits with clients as well as ongoing weekly shopping and transport to doctors appointments if needed.

### Statistics March 2023

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

Service Offered	Number of Clients
Transport	28 Two-way trips
Social Support	21 Visits
Personal Care	visits clients
Counselling/Support, Information and advocacy (client)	10 hours
Shopping	5 trips
GAMES	4 attended (5 sessions)
Luncheon	10 Attended (1 sessions)
Wednesday Meal	10 meals (including morning tea)
Meals on Wheels	meals delivered
Community Nurse Visits	34 visits
Home Maintenance	22 lawns mowed 11 clients
Domestic Assistance	5 clients 21 visits



Ordinary Meeting of Council Tuesday 18<sup>th</sup> April 2023

Pub Lunch	5 clients 3 sessions
Clients Transported for Doctors Appointments	CHSP clients

**Comments:**

**Consultation:**

**Legal Implications:**

**Policy Implications:**

**Financial and Resource Implications:**

**InfoXpert Document ID: 125960**



Ordinary Meeting of Council Tuesday April 18<sup>th</sup> 2023

**7.2 Subject:** Community Sponsorship Request - Julia Creek Campdraft Association Inc

**Attachments:** Nil

**Author:** Community Services Team Leader

---

**Executive Summary:**

Council has received a Community Sponsorship Request from the Julia Creek Campdraft Association Inc for \$5,000 worth of in-kind support for the annual Campdraft event scheduled for May 18 – 21. The in-kind support consists of hire and use of Council's Water Truck, hire and use of a Council Bus to be used as a courtesy bus, and the use of a paddock to spell cattle prior to the event.

**Recommendation:**

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

---

**Background:**

Council annually offers funding programs such as Community Sponsorship/Donations to provide additional support to community events which provide economic support, social interaction and community connectedness for residents of the Shire. The Julia Creek Campdraft is a large annual event that attracts many competitors to Julia Creek and provides a wide ranging social and economic benefit to the community.

**Consultation:**

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

**Legal Implications:**

Nil

**Policy Implications:**

Community Grants Policy

**Financial and Resource Implications:**

Council sets aside \$35,000 from its annual budget for community sponsorship and \$10,000 would remain for other organisations to access for the remainder of 2022/23.

**InfoXpert Document ID:** 125961



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

---

**Executive Summary:**

Council has received a Community Sponsorship Request from McKinlay Race Club for a cash contribution of \$5,000. This sponsorship will assist the club with running their annual race meeting and help to cover the costs of the ambulance, children’s entertainment, live music for the event and to help transport patrons to and from the racetrack to the Walkabout Creek Hotel.

**Recommendation:**

*Council resolves to approve the Community Sponsorship Request for McKinlay Race Club for a \$5,000 cash donation and the use of Council’s 24 seater bus to cover costs associated with an ambulance, children’s entertainment, live music and transport patrons to and from the racetrack.*

---

**Background:**

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

**Consultation:**

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

**Legal Implications:**

Nil

**Policy Implications:**

Community Grants Policy

**Financial and Resource Implications:**

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

**InfoXpert Document ID:** 125960



**7.4 Subject:** Regional Arts Development Fund – Quick Response Applications

**Attachments:** Nil

**Author:** Community Services Team Leader

---

**Executive Summary:**

Council has received two (2) Regional Arts Development Fund (RADF) Quick Response Applications that the committee will be assessing prior to the Council meeting and their decision will be provided on the day. Council has applied to host Flipside Circus for a 2-day residency in Julia Creek on May 18 & 19. The second application has been submitted by the McKinlay Shire Cultural Association to host a 'Family Fun Paint Sesh' on May 5 with the group engaging Ruth Chaplain to host a typical 'Paint and Sip' event for the whole family to enjoy.

**Recommendation:**

*That Council resolves to support the recommendations made by the RADF Committee to support:*

- *McKinlay Shire Council Flipside Circus 2-day residency - \$4,500*
- *McKinlay Shire Cultural Association Family Fun Paint Sesh - \$1,580*

---

**Background:**

Council has submitted an application to host a 2-day circus workshop presented by Flipside Circus. Council has worked with the company in the past and has had positive feedback from participants and great attendance to their programs. The circus workshops provide an opportunity for local children to learn new and exciting skills and enhance their self-confidence. The workshop is planned to be hosted on May 18 & 19 at the Civic Centre. As this timing coincides with the annual Julia Creek Campdraft event, this will provide extra opportunities for our rural children to engage in the program as well.

McKinlay Shire Cultural Association is planning to host a 'Paint and Sip' evening with a new angle, an event for the whole family to enjoy. They have engaged renowned artist Ruth Chaplain to visit Julia Creek to deliver the painting workshop for children and adults where they will be able to develop new skills and have their own artwork to take home upon completion of the session.

**Consultation:** Consultation with Corporate & Community Services Team Leader and RADF Committee.

**Legal Implications:** Nil

**Policy Implications:** Arts & Cultural Policy

**Financial and Resource Implications:** An allocated amount of \$33,799.50 was approved for the RADF 22/23 Budget. There will be a total of \$10,119.50 remaining following the delivery of these activities.

**InfoXpert Document ID:** 126100



## **8.0 CORPORATE SERVICES**

---



**8.1 Subject:** Corporate Services March 2023 Report  
**Attachments:** Nil  
**Author:** Director Corporate & Community Services

---

**Executive Summary:**

The Corporate Services Report as of 31 March 2023 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 March 2023.*

---

**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:**

Building Our Regions capital revenue received for sewerage (\$450000).



### INCOME STATEMENT SUMMARY

	Actuals	Variance	YTD Budget	Full Year Budget
<b>Total Income</b>	18,550,400	59%	31,622,135	42,162,847
<b>Total Expenses</b>	(11,817,024)	85%	(13,924,739)	(18,566,319)
<b>Net Result</b>	<b>6,733,376</b>	<b>38%</b>	<b>17,697,396</b>	<b>23,596,528</b>
Less Capital Revenue	9,988,333	47%	21,423,114	28,564,152
<b>Operating Result (excl. Capital</b>	<b>\$ (3,254,957)</b>	<b>87%</b>	<b>\$ (3,725,718)</b>	<b>\$ (4,967,624)</b>

### STATEMENT OF CASH FLOWS

	2022/23 Actuals	2021/22 Actuals
<b>Cash Flows from Operating Activities</b>	1,675,742	5,036,833
Receipts, Payments & Interest Received		
Borrowing Costs		
<b>Cash Flows From Investing Activities</b>	5,519,905	1,614,673
Payments and Proceeds for PPE		
Capital Income		
<b>Cash Flows from Financing Activities</b>	-	-
Loan Payments		
Net increase (decrease) in cash held	7,195,647	6,651,506
Cash at beginning of the financial year	24,385,108	17,733,602
<b>Cash at the end of the period</b>	<b>\$ 31,580,755</b>	<b>\$ 24,385,108</b>

### STATEMENT OF FINANCIAL POSITION

	2023 Actuals	2022 Actuals
Current Assets	33,037,786	30,184,662
Total Non-Current Assets	249,873,270	253,073,592
<b>Total Assets</b>	<b>282,911,056</b>	<b>283,258,254</b>
Total Current Liabilities	2,378,558	3,063,276
Total Non-Current Liabilities	232,170	268,931
<b>Total Liabilities</b>	<b>2,610,728</b>	<b>3,332,207</b>
<b>Net Community Assets</b>	<b>\$ 280,300,328</b>	<b>\$ 279,926,047</b>
<u>Community Equity</u>		
Asset Revaluation Surplus	99,831,565	79,973,715
Retained Surplus	180,068,763	199,552,332
Reserves	400,000	-
<b>Total Community Equity</b>	<b>\$ 280,300,328</b>	<b>\$ 279,926,047</b>





### Summary By Departments

Department	Revenue			Expenditure		
	Actuals	%	Budget	Actuals	%	Budget
Infrastructure & Works	11,731,141	71%	16,465,521	6,345,622	65%	9,829,746
Governance & Partnerships	-	0%	-	584,612	71%	826,646
Corporate Services	5,238,690	45%	11,534,071	1,028,404	56%	1,839,001
Economic Development	68,528	13%	531,700	695,104	68%	1,019,775
Community Services	1,031,862	26%	3,915,161	2,436,054	61%	3,984,503
Health Safety & Development	53,065	30%	175,323	416,651	68%	609,600
Environmental Management	427,114	87%	491,990	310,576	53%	587,212
	<b>18,550,400</b>	<b>56%</b>	<b>33,113,766</b>	<b>11,817,025</b>	<b>63%</b>	<b>18,696,483</b>

### Capital Works Program 2022-2023 Version 2.0

Infrastructure & Works	Actuals	Amended Budget	Grants/Other
Roads	\$2,940,088.07	\$12,834,306.00	\$12,586,445.00
Wastewater	\$18,937.50	\$810,000.00	\$800,000.00
Water	\$11,958.40	\$500,000.00	\$350,000.00
Transport	\$75,350.86	\$600,000.00	\$300,000.00
Other	\$862,025.26	\$2,203,000.00	\$0.00
<b>Subtotal</b>	<b>\$3,908,360.09</b>	<b>\$16,947,306.00</b>	<b>\$14,036,445.00</b>
Environmental Management	Actuals		Grants/Other
Reserves	\$48,449.25	\$165,384.00	\$0.00
<b>Subtotal</b>	<b>\$48,449.25</b>	<b>\$165,384.00</b>	<b>\$0.00</b>
Community Services & Facilities	Actuals		Grants/Other
Community Buildings & Other Structures	\$80,093.73	\$1,719,321.00	\$1,614,158.00
Parks & Gardens	\$169,779.32	\$608,410.00	\$590,810.00
Council Housing	\$230,846.26	\$365,643.00	\$110,000.00
<b>Subtotal</b>	<b>\$480,719.31</b>	<b>\$2,693,374.00</b>	<b>\$2,314,968.00</b>
Corporate Services	Actuals		Grants/Other
Corporate Buildings & Other Structures	\$56,955.27	\$123,000.00	\$0.00
Other	\$26,808.42	\$40,000.00	\$0.00
Economic Development	\$23,585.32	\$765,000.00	\$565,000.00
<b>Subtotal</b>	<b>\$107,349.01</b>	<b>\$928,000.00</b>	<b>\$565,000.00</b>
<b>Total</b>	<b>\$4,544,877.66</b>	<b>\$20,734,064.00</b>	<b>\$16,916,413.00</b>



## Outstanding Rates

	Mar-23	Feb-23
<b>Current</b>	101,749	1,393,721
<b>1 Year</b>	13,235	13,235
<b>2 Years</b>	7,867	7,867
<b>3 Years</b>	2,153	2,153
<b>4 Years</b>	2,111	2,111
<b>5 Years</b>	2,087	2,087
<b>5+ Years</b>	7,884	7,884
<b>Interest</b>	9,888	8,215
<b>Total</b>	<b>146,974</b>	<b>1,437,274</b>

## Outstanding Debtors

<b>Total</b>	<b>49,376.32</b>
<b>Current</b>	34,957.28
<b>30 Days</b>	3,266.48
<b>60 Days</b>	2,288.51
<b>90 Days</b>	8,864.05

**Comments:**

**Consultation:**

**Legal Implications:**

**Policy Implications:**

**Financial and Resource Implications:**

**InfoXpert Document ID:** 125952



Ordinary Meeting of Council Tuesday 18<sup>th</sup> April 2023

**8.2 Subject:** Standing Orders of Council  
**Attachments:** Standing Orders for Council Meetings including Standing Committees  
**Author:** Director Corporate & Community Services  
**Date:** 20<sup>th</sup> March 2023

---

**Executive Summary:**

Council adopted the Standing Orders for Council Meetings including Standing Committees Policy in October 2022. The Department of State Development, Infrastructure, Local Government and Planning has since released updated Best practice example standing orders for local government and standing committees therefore the policy has been reviewed.

**Recommendation:**

*That Council adopt the Standing Orders for Council Meetings including Standing Committees version 4.0 as presented.*

---

**Background:**

Council adopted the Standing Orders for Council Meetings including Standing Committees Policy in October 2022 following an internal review. After this time the Department of State Development, Infrastructure, Local Government and Planning released updated best practice example standing orders for local government and standing committees. The policy has been reviewed and updated to reflect the example policy provided by the Department.

Changes included:

- Referencing of the sections of the Local Government Act and Regulation
- Terminology used, changed from non conflicted councillors to eligible councillors

The Standing Orders provide written rules for the orderly conduct of Council Meetings and Committee Meetings.

**Consultation:**

Department of State Development, Infrastructure, Local Government and Planning.

**Legal Implications:**

Nil

**Policy Implications:**

Revokes all previous versions of the policy.

**Financial and Resource Implications:**

Nil

**InfoXpert Document ID:** 125649



# STANDING ORDERS FOR COUNCIL MEETINGS INCLUDING STANDING COMMITTEES

## Standing Orders

- 1.1. These standing orders apply to local government meetings including standing committee meetings.
- 1.2. A provision of these standing orders may be suspended by resolution of any meeting of the local government except those sections that are mandatory under the model meeting procedures. A separate resolution is required for any suspension and must specify the application and duration of each suspension.
- 1.3. Where a matter arises at the local government meeting that is not provided for in these standing orders, the matters shall be determined by resolution of the local government upon a motion which may be put without notice but otherwise conforming with these standing orders.

## Procedures for Meetings of Council

### Presiding Officer

- 2.1 The Mayor will preside at a meeting of Council.
- 2.2 If the Mayor is absent or unavailable to preside, the Deputy Mayor will preside.
- 2.3 If both the Mayor and the Deputy Mayor, or the Mayors' delegate, are absent or unavailable to preside, a Councillor chosen by the Councillors present at the meeting will preside at the meeting.
- 2.4 The local government will choose the Chairperson for a Committee meeting. This Chairperson will normally preside over meetings of the Committee.
- 2.5 If the Chairperson of a Committee is absent or unavailable to preside, a Councillor chosen by the Councillors present will preside over the Committee meeting.
- 2.6 Before proceeding with the business of the local government meeting, the person presiding at the meeting shall undertake the acknowledgement and/or greetings deemed appropriate by the local government.

## 2. Order of Business

- 3.1 The order of business will be determined by resolution of the local government from time to time. The order of business may be altered for a particular meeting where the councillors at

---

Date of Approval: 18<sup>th</sup> April 2023  
Approved By: Council Resolution XXXXX

Effective Date: 19/04/2023  
Version: 4.0  
Review Date: April 2025

that meeting pass a procedural motion to that effect. A motion to alter the order of business may be moved without notice.

3.2 Unless otherwise altered, the order of business will be as follows:

- attendances
- apologies and granting of leaves of absence
- confirmation of minutes
- business arising out of previous meetings
- officers' reports.

**Note:** *The minutes of a preceding meeting, whether an ordinary or a special meeting, not previously confirmed will be taken into consideration, at every ordinary meeting of the local government, in order that the minutes may be confirmed. No discussion will be permitted about these minutes except with respect to their accuracy as a record of the proceedings. Amendments to the minutes may be made prior to confirming the minutes. This must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting.*

## 4. Agendas

4.1 The agenda may contain:

- notice of meeting
- minutes of the previous meetings
- business arising out of previous meetings
- business which the mayor wishes to have considered at that meeting without notice
- matters of which notice has been given
- committees' reports referred to the meeting by the chief executive officer (CEO)
- officers' reports referred to the meeting by the CEO
- deputations and delegations from the community that are approved to attend
- any other business the council determines by resolution be included in the agenda.

4.2 Business not on the agenda, or not fairly arising from the agenda, will not be considered at any council meeting unless permission for that purpose is given by the local government at the meeting. Business must be in accordance with the adopted terms of reference for each committee.

4.3 The notice of the meeting and the agenda must be given to each councillor at least 2 days before the meeting unless it is impracticable to give the notice before that time. The agenda for the local government must be made publicly available by 5pm on the business day after the notice of meeting is given to the councillors. Any related reports for the local government meeting must also be included and available to the public when the agenda for the meeting is made publicly available, excluding confidential reports. If the related report is made available to councillors or committee members during the period starting immediately after notice of the meeting is given and ending immediately before the meeting is held, then these reports must

be made available to the public as soon as practicable after it is made available to the councillor or committee members.

- 4.4 Matters on the agenda that will require the meeting to be in a closed session consistent with the provisions under section 254J LGR, will be clearly identified including the reasons why the session will be closed.

## 5. Quorum

- 5.1 A quorum at a local government meeting is a majority of its councillors. If the number of councillors is even then one half of the number is a quorum.
- 5.2 If a quorum is not present within 15 minutes after the time set for the meeting to begin, it may be adjourned to a later hour or later that day within 14 days after the day of the adjournment. The meeting may be adjourned by a majority of councillors present, or if only one councillor present, then that councillor, or if no councillors present then the Chief Executive Officer.

## 6. Petitions

- 6.1 Any petition presented to a meeting of the local government will:
- be in legible writing or typewritten and contain a minimum of ten (10) signatures
  - include the name and contact details of the principal petitioner (i.e. the key contact)
  - include the postcode of all petitioners, and
  - have the details of the specific request/matter appear on each page of the petition.
- 6.2 Where a councillor presents a petition to a meeting of the local government, no debate in relation to it will be allowed, and the only motion which may be moved is:
- that the petition be received
  - received and referred to a committee or officer for consideration and a report to the council, or
  - not be received because it is deemed invalid.
- 6.3 The local government will respond to the principal petitioner in relation to all petitions deemed valid.

## 7. Deputations

- 7.1 A deputation wishing to attend and address a meeting of the council shall apply in writing to the CEO not less than seven (7) business days before the meeting.
- 7.2 The CEO, on receiving an application for a deputation, shall notify the chairperson who will

determine whether the deputation may be heard. The CEO will inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time will be arranged for that purpose, and an appropriate time period allowed (e.g. 15 minutes).

- 7.3 For deputations comprising three or more persons, only three persons shall be at liberty to address the council meeting unless the councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.
- 7.4 If a member of the deputation other than the appointed speakers interjects or attempts to address the council meeting, the chairperson may terminate the deputation.
- 7.5 The chairperson may terminate an address by a person in a deputation at any time where:
- the chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the councillors at the meeting
  - the time period allowed for a deputation has expired, or
  - the person uses insulting or offensive language or is derogatory towards councillors or others.
- 7.6 The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

## **8. Public Participation at Meetings**

- 8.1 A member of the public may take part in the proceeding of a meeting only when invited to do so by the chairperson.
- 8.2 In each local government meeting, time may be required to permit members of the public to address the local government on matters of public interest related to local government. The time allotted shall not exceed fifteen (15) minutes and no more than three (3) speakers shall be permitted to speak at one meeting. The right of any individual to address the local government during this period shall be at the absolute discretion of the local government chairperson.
- 8.3 If any address or comment is irrelevant, offensive, or unduly long, the chairperson may require the person to cease making the submission or comment.
- 8.4 For any matter arising from such an address, the local government may take the following actions:
- refer the matter to a committee
  - deal with the matter immediately
  - place the matter on notice for discussion at a future meeting
  - note the matter and take no further action.
- 8.5 Any person addressing the local government shall stand, and act and speak with decorum and frame any remarks in respectful and courteous language.

- 8.6 Any person who is considered by the local government or the chairperson to be inappropriately presenting may be directed by the chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

## 9. Prescribed Conflict of Interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a council or committee meeting (other than ordinary business matters as prescribed under 150EF of the LGA). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

- 9.1 A councillor who has notified the chief executive officer in writing, including all the particulars, of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting.
- 9.2 A councillor who first becomes aware of a prescribed conflict of interest in a matter during a council meeting must immediately inform the meeting of the conflict of the interest and the particulars.
- 9.3 When notifying the meeting of a prescribed conflict of interest, the following particulars must be provided:
- For a gift, loan or contract, the value of the gift, loan or contract
  - for an application for which a submission has been made - the matters the subject of the application and submission
  - the name of any entity other than the councillor that has an interest in the matter
  - the nature of the councillor's relationship with the entity that has an interest in a matter
  - details of the councillor's and any other entity's interest in the matter in a meeting including participating in the discussion and the vote.
- 9.4 The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice of approval from the Minister to participate in deciding the matter in a meeting including participating in the discussion and the vote.

**Note:** Ministerial approval may be obtained when a quorum is lost due to the number of councillors with a conflict of interest in the matter, and the matter cannot be delegated. The councillor with the conflict of interest must apply to the Minister for approval to participate. The Minister may give approval subject to the conditions stated in the notice of approval.

- 9.5 Once the councillor has left the area where the meeting is being conducted or remains in the meeting under ministerial approval, the council can continue discussing and deciding on the matter at hand. However, if the prescribed conflict of interest was reported to the meeting by a councillor other than the subject councillor, then the councillor must disclose their belief or suspicion to the chairperson and the process, duty to report another councillor's conflict of



interest under section 150EW of the LGA, will apply. If the councillor with the suspected COI considers there is no conflict of interest the the eligible councillors must make a decision whether or not the subject councillor has a prescribed conflict of interest under 150EX(2) of the LGA.

## 10. Declarable Conflict of Interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at council or committee meetings that might lead to a decision that is contrary to the public interest (other than the interests that are not declarable conflicts of interest prescribed under section 150EO of the LGA and ordinary business matters prescribed under 150EF of the LGA).

A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the councillor or councillors may disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA, will apply. The eligible councillors must then make a decision under 150EX(2) of the LGA

When dealing with a declarable conflict of interest, councillors must abide by the following procedures:

- 10.1 A councillor who has notified the chief executive officer of a declarable conflict of interest in a matter to be discussed at a council meeting must also give notice during the meeting.
- 10.2 A councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must stop participating in the decision on the matter and must inform the meeting of the conflict of interest including the particulars.
- 10.3 When notifying the meeting of a declarable conflict of interest, councillors should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:
  - the nature of the declarable conflict of interest
  - if it arises because of the councillor's relationship with a related party:
    - i. the name of the related party to the councillor
    - ii. the nature of the relationship of the related party to the councillor
    - iii. the nature of the related party's interest in the matter
  - if it arises because of a gift or loan from another person to the councillor or a related party:
    - i. the name of the other person
    - ii. the nature of the relationship of the other person to the councillor or related party
    - iii. the nature of the other person's interest in the matter
    - iv. the value of the gift or loan and the date the gift or loan was made.

- 10.4 After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have ministerial approval to participate, or they have reasons why their participation would improve making the decision in the public interest.
- 10.5 If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision as prescribed in section 150ES of the LGA. In deciding on a councillor's declarable conflict of interest in a matter, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of eligible councillors is less than a majority or do not form a quorum for the meeting or is a single eligible councillor consistent with section 150ET of the LGA. If there is a single eligible councillor deciding, then a seconder for the resolution is not required.

Note: The ability to make a resolution without a seconder applies when making a resolution under 150ES of the LGA.

- 10.6 The other eligible councillors or councillor at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors. The eligible councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The councillor must comply with any decision or condition imposed by the eligible councillors.
- 10.7 The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the eligible councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.
- 10.8 When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the eligible councillors should consider the particular circumstances of the matter including, but not limited to:
- how does the inclusion of the councillor in the deliberation affect the public trust
  - how close or remote is the councillor's relationship to the related party
  - if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received
  - will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them
  - how does the benefit or detriment the subject councillor stands to receive compares to others in the community
  - how does this compare with similar matters that council has decided and have other

- councillors with the same or similar interests decided to leave the meeting
  - whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 10.9 If the eligible councillors cannot decide about the declarable conflict of interest of a councillor, they are taken to have decided that the councillor must leave and stay away from the meeting while the eligible councillors discuss and vote on the matter as prescribed in 150ET(3) of the LGA.
- 10.10 A decision about a councillor who has a declarable conflict of interest in a matter will apply to participating in the decision and all subsequent decisions, about the same matter as prescribed in 150ET(4) of the LGA, unless there is a change to the councillor’s personal interests and/or the nature of the matter being discussed. If the eligible councillors decide that the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. briefing sessions or workshops.
- 10.11 In making the decision, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 10.12 A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in 150EV of the LGA.

## 11. Reporting a suspected Conflict of Interest

If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that councillor is participating in a decision on that matter, the informing councillor who believes that a conflict of interest exists must immediately inform the chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.

- 11.1 The chairperson then should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the relevant councillor agrees they have a conflict of interest, the councillor must follow the relevant meeting procedures above for prescribed and declarable conflicts of interest.
- 11.2 If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 11.3 The eligible councillors must then decide whether the relevant councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have any conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant meeting procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillors participation.

- 11.4 If the eligible councillors at the meeting cannot make a decision about, whether a councillor has a declarable conflict of interest under 150ER of the LGA, or whether the councillor may or may not participate in the decision despite the subject councillor's declarable conflict of interest under 150ES of the LGA , then they are taken to have determined that the councillor must leave the meeting and stay away while the matter is being decided under 150ET(3) of the LGA. A decision under these provisions about a councillor participating in the meeting applies to the matter and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide that the subject councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. workshops.

## 12. Loss of Quorum

- 12.1 In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the council must resolve to:
- delegate the consideration and decision on the matter, as described in 257 of the LGA unless the matter cannot be delegated under this section
  - decide by resolution to defer the matter to a later meeting
  - decide by resolution not to decide the matter and take no further action in relation to the matter.
- 12.2 All councillors including the conflicted councillors, may participate in deciding to delegate or defer a matter.
- 12.3 The council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
- 12.4 If the matter cannot be delegated under an Act, the councillors with a conflict of interest should seek ministerial approval to be able to consider and vote on the matter, subject to any conditions the Minister may impose.

## Motions

### 13. Motion to be moved

- 13.1 A councillor is required to 'move' a motion and then another councillor is required to 'second' the motion.
- 13.2 When a motion has been moved and seconded, it will become subject to the control of the council and cannot be withdrawn without the consent of the council meeting.

13.3 Other councillors can propose amendments to the motion, which must be voted on before voting on the final motion:

- A motion brought before a meeting of the local government in accordance with the LGA or these standing orders will be received and put to the meeting by the chairperson.
- The chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
- The chairperson may refuse to accept a motion if it is not within the meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.

13.4 The chairperson may call the notices of motion in the order in which they appear on the agenda. Where no objection is raised to a motion being taken as a formal motion, and the motion is then seconded, the chairperson may put the motion to the vote without discussion and the vote can occur.

13.5 No more than one motion or one proposed amendment to a motion may be put before a meeting of a local government at any one time.

## **14. Absence of mover of motion**

14.1 Where a councillor who has given notice of a motion is absent from the meeting of the local government at which the motion is to be considered, the motion may be:

- moved by another councillor at the meeting, or
- deferred to the next meeting.

## **15. Motion to be seconded**

15.1 A motion or an amendment to a motion shall not be debated at a meeting of the local government unless or until the motion or the amendment is seconded.

15.2 Procedural motions are an exception to this rule and do not need to be seconded.

## **16. Amendment of motion**

16.1 An amendment to a motion should maintain or further clarify the intent of the original motion and does not contradict the motion.

16.2 Where an amendment to a motion is before a meeting of the local government, no other amendment to the motion will be considered until after the first amendment has been voted on.

16.3 Where a motion is amended, the original motion cannot be re-introduced as a subsequent amendment to the first amended motion.

## **17. Speaking to motions and amendments**

17.1 The mover of a motion or amendment will read it and state that it is so moved but will not speak to it until it is seconded.

17.2 The chairperson will manage the debate by allowing the councillor who proposed the motion the option of speaking first on the motion. The chairperson will then call on any other councillors who wish to speak against the motion and then alternatively for and against the motion as available, until all councillors who wish to speak have had the opportunity.

17.3 A councillor may make a request to the chairperson for further information before or after the motion or amendment is seconded.

17.4 The mover of a motion or amendment has the right to reply. Each councillor will speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.

17.5 Each speaker will be restricted to not more than five (5) minutes unless the chairperson rules otherwise.

17.6 Where two or more councillors indicate they may wish to speak at the same time, the chairperson will determine who is entitled to priority

17.7 In accordance with section 254H of the LGR, if a decision made at the council meeting is inconsistent with a recommendation or advice given to the council by an advisor, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

*Note: If a report contains distinct recommendations, the decision of the council may be taken separately on each recommendation. If a decision by the meeting is contra to a recommendation in a report the minutes must give the reasons for the decision.*

## **18. Method of taking vote**

18.1 The chairperson will call for all councillors in favour of the motion to indicate their support. The chairperson will then call for all councillors against the motion to indicate their objection.

18.2 A councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minutes of the meeting will record the names of councillors voting in the affirmative and of those voting in the negative. The chairperson will declare the result of a vote or a division as soon as it has been determined.

18.3 Councillors have the right to request that their names and how they voted be recorded in the

minutes if they request it when voting other than by division.

18.4 Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote has been declared.

## 19. Withdrawing a motion

19.1 A motion or amendment may be withdrawn by the mover with the consent of the council, which will be without debate, and a councillor will not speak to the motion or amendment after the mover has been granted permission by the council meeting for its withdrawal.

## 20. Repealing or amending resolutions

20.1 A resolution of the local government may not be amended or repealed unless notice of motion is given in accordance with the requirements of the legislation.

20.1 Councillors present at the meeting at which a motion to repeal or amend a resolution is put may defer consideration of that motion. The deferral may not be longer than three (3) months.

## 21. Procedural motions

21.1 A councillor at a meeting of the local government may, during the debate of a matter at the meeting, move the following motions, as a procedural motion without the need for a seconder:

- I. that the question/motion be now put before the meeting;
- II. that the motion or amendment now before the meeting be adjourned;
- III. that the meeting proceeds to the next item of business,
- IV. that the question lie on the table;
- V. a point of order;
- VI. a motion of dissent against the chairperson's decision;
- VII. that this report/document be tabled;
- VIII. to suspend the rule requiring that (insert requirement);
- IX. that the meeting stands adjourned.

21.2 A procedural motion that 'the question be put' may be moved and, where the procedural motion is carried, the chairperson will immediately 'put the question to the motion' or amendment to that motion under consideration. Where the procedural motion is lost, debate on the motion or amendment to that motion will resume.

21.3 A procedural motion that the motion or amendment now before the meeting be adjourned, may specify a time or date to which the debate will be adjourned. Where no date or time is specified:

- a further motion may be moved to specify a time or date; or
- the matter about which the debate is to be adjourned, will be included in the business paper for the next meeting.

21.4 Where a procedural motion that the meeting proceed to the next item is carried, debate on the matter that is the subject of the motion will cease and may be considered again by the local government on the giving of notice in accordance with the standing orders.

21.5 A procedural motion that the question lie on the table will only be moved where the chairperson or a councillor requires additional information on the matter before the meeting (or the result of some other action of the council or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the council will proceed with the next matter on the business paper. A motion that the matter be taken from the table, may be moved at the meeting at which the procedural motion was carried or at any later meeting.

21.6 Any councillor may ask the chairperson to decide on a point of order where it is believed that another councillor:

- has failed to comply with proper procedures;
- is in contravention of the legislation; or
- is beyond the jurisdiction power of the council meeting.

*Note: Points of order cannot be used as a means of contradicting a statement made by the councillor speaking. Where a point of order is moved, consideration of the matter to which the motion was moved will be suspended. The chairperson will determine whether the point of order is upheld.*

21.7 Upon the question of order suddenly arising during the process of a debate, a councillor may raise a point of order, and then the councillor against whom the point of order is raised, will immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.

21.8 A councillor may move a motion of dissent in relation to a ruling of the chairperson on a point of order. Where such motion is moved, further consideration of any matter will be suspended until after a ruling is made. For example:

21.9 Where a motion of dissent is carried, the matter to which the ruling of the chairperson was made will proceed as though that ruling had not been made. Where the opposite ruling is made, that the matter was discharged as out of order, it will be restored to the business paper and be dealt with in the normal course of business.

21.10 The motion that a report/document be tabled may be used by a councillor to introduce a report or other document to the meeting only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.

21.11 A procedural motion 'to suspend the rule requiring that.', may be made by any councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule will specify the duration of the suspension.



21.12 A procedural motion that the meeting stands adjourned, may be moved by a councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a councillor's time for speaking to the matter, and will be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting, the council meeting will continue with the business before the meeting at the point where it was discontinued on the adjournment.

## 22. Questions

22.1 At a local government meeting, a councillor may ask a question for reply by another councillor or an officer regarding any matter under consideration at the meeting.

22.2 Questions will be asked categorically and without argument and no discussion will be permitted at the council meeting in relation to a reply or a refusal to reply to the question.

22.3 A councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next meeting.

22.4 A councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.

22.5 The chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a councillor may move a motion that the chairperson's ruling be disagreed with, and if carried the chairperson will allow the question.

## Meeting Conduct

### 23. Process for dealing with Unsuitable Meeting Conduct

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a council meeting and contravenes a behavioural standard of the code of conduct for councillors. When dealing with an instance of unsuitable conduct by a councillor in a meeting, the following process must be followed:

23.1 The chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a councillor at a meeting.

23.2 If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the severity of the conduct and whether the councillor has been issued with any previous warnings for unsuitable meeting conduct. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, proceed to step 23.7.

23.3 If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the councillor take remedial actions such as:

- ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct;
- apologising for their conduct; and/or

- withdrawing their comments.

23.4 If the councillor complies with the chairperson's request for remedial action, no further action is required.

23.5 If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order for unsuitable meeting conduct being issued.

23.6 If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.

23.7 If the councillor still continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 23.2 the chairperson may make one or more of the orders below:

- an order reprimanding the councillor for the conduct; and/or.
- an order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.

23.8 If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.

23.9 Following the completion of the meeting, the chairperson must ensure:

- details of any order issued is recorded in the minutes of the meeting
- if it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next meeting of the council and treated as inappropriate conduct
- the council's chief executive officer (CEO) is advised to ensure details of any order made is updated in the council's councillor conduct register.

23.10 Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 23.2, 23.3, 23.7 and 23.8 above.

*Note: Chairpersons of a meeting are carrying out a statutory responsibility under the LGA to manage and lead the meeting. As such, where a chairperson behaves inappropriately in a meeting this involves a serious breach of the trust placed in them as the chairperson of the meeting and may be dealt with as misconduct. The breach can be referred to the Office of the Independent Assessor (OIA) to be dealt with. However, breaches of trust don't arise because councillors disagree with the chairperson's decision or ruling during the meeting.*

## 24. General conduct during meetings

24.1 After a meeting of the council has been formally constituted and the business commenced, a

---

Date of Approval: 18<sup>th</sup> April 2023  
Approved By: Council Resolution XXXXX

Effective Date: 19/04/2023  
Version: 4.0  
Review Date: April 2025

councillor will not enter or leave from the meeting without first notifying the chairperson.

24.2 Councillors will speak to each other or about each other during the local government meeting by their respective titles ('mayor' or 'councillor'), and when speaking of or addressing officers will call them by their respective official or departmental title and will confine their remarks to the matter under consideration.

24.3 No councillor who is speaking will be interrupted except upon a point of order being raised either by the chairperson or by another councillor.

24.4 When the chairperson speaks during the process of a debate, the councillor speaking or offering to speak will immediately cease speaking, and each councillor present will observe strict silence so that the chairperson may be heard without interruption.

## **25. Meeting process for dealing with suspected inappropriate conduct which has been referred to a local government by the Independent Assessor (IA)**

Pursuant to Chapter 5A, Division 5 of the LGA (Referral of conduct to a local government) a referral from the Independent Assessor (IA) of inappropriate conduct or an instance of suspected inappropriate conduct may arise from circumstances under paragraph 23.9 dot point two of this document.

25.1 When dealing with an instance of suspected inappropriate conduct which has been referred to a local government by the IA:

25.1.1 Consistent with the local government principle of transparent and accountable decision making in the public interest, a local government must deal with suspected inappropriate conduct in an open meeting of the council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the council may resolve to go into closed session under section 254J(f) of the LGR to discuss the allegation.

25.1.2 The subject councillor has a declarable conflict of interest in the matter but is permitted to remain in the meeting during the debate about whether the councillor engaged in the inappropriate conduct and answer questions from the chairperson to assist the other councillors in making a decision. This permission to remain in the meeting for the debate is conditional on the subject councillor leaving the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed inappropriate conduct and what, if any, penalty to impose if the councillor is found to have committed inappropriate conduct.

25.1.3 If the complainant is a councillor, that councillor also has a declarable conflict of interest in the matter and must follow the declarable conflict of interest meeting procedures in section 10. If the complainant councillor wishes to remain in the meeting during the debate and vote on the matter, the other councillors must decide how to deal with the conflict of interest under section 10. The complainant councillor can be ordered to leave the meeting

place or conditions may be applied to allow that councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.

25.1.4 The council must debate the issue and decide whether the subject councillor engaged in inappropriate conduct. If the council has lost quorum due to the number of conflicted councillors or another reason, the matter must be delegated consistent with section 257 of the LGA or deferred to another date when a quorum will be present.

25.1.5 If a decision is reached that the subject councillor has engaged in inappropriate conduct, then the councillors must decide what penalty or penalties from the orders detailed below, if any, to impose on the councillor. In deciding what penalty to impose, the council may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the council is reasonably satisfied is true.

25.2 The council may order that no action be taken against the councillor or make one or more of the following:

- an order that the councillor make a public admission that the councillor has engaged in inappropriate conduct;
- an order reprimanding the councillor for the conduct;
- an order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense;
- an order that the councillor be excluded from a stated council meeting;
- an order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor, (e.g. that the councillor is ordered to resign from an appointment representing the local government on a state board or committee);
- an order that if the councillor engages in the same type of conduct again, it will be treated as misconduct;
- an order that the councillor reimburse the council for all or some of the costs arising from the councillor's inappropriate conduct.

25.3 In relation to a person who is no longer a councillor, a local government may not make an order that the former councillor attend training/counselling, be suspended from a meeting, be removed or resign from a position or that the same conduct will be treated as misconduct in future.

25.4 The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the details of the decision.

25.5 The chairperson must ensure the meeting minutes reflect the resolution made.

## **26. Disorder**

---

Date of Approval: 18<sup>th</sup> April 2023  
Approved By: Council Resolution XXXXX

Effective Date: 19/04/2023  
Version: 4.0  
Review Date: April 2025

26.1 The chairperson may adjourn the meeting of the local government, where disorder arises at a meeting other than by a councillor.

26.2 On resumption of the meeting, the chairperson will move a motion, to be put without debate, to determine whether the meeting will proceed. Where the motion is lost, the chairperson shall declare the meeting closed, and any outstanding matters referred to a future meeting.

## **Attendance and non-attendance**

### **27. Attendance of public and the media at meeting**

27.1 An area shall be made available at the place where any meeting of the local government is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area will be permitted to attend the meeting.

27.2 When the local government is sitting in closed session, the public and representatives of the media will be excluded from the meeting.

### **28. Closed session**

28.1 Council and standing committee meetings may resolve that a meeting be closed to the public if its councillors consider it necessary to discuss any of the following matters:

- appointment, dismissal or discipline of the CEO;
- industrial matters affecting employees;
- the council's budget which does not include the monthly financial statements;
- rating concessions;
- legal advice obtained by the council, including legal proceedings that may be taken by or against the council;
- matters that may directly affect the health and safety of an individual or a group of individuals;
- negotiations relating to a commercial matter involving the council for which a public discussion could prejudice the interests of the council;
- negotiations relating to the taking of land by the council under the Acquisition of Land Act 1967;
- a matter that the council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State.

28.2 A council or committee meeting cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide whether the councillor has a declarable conflict of interest in the matter.

28.3 Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting and the council must;

- delegate the matter,
- decide by resolution to defer to a later meeting,
- decide by resolution to take no further action on the matter.

*Note: None of the above will be voted on during a closed session.*

*If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting.*

28.4 To take a matter into a closed session the council must abide by the following process:

- pass a resolution to close the meeting;
- the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered;
- if the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and an explanation of why it is deemed necessary to take the issue into closed session must be stated;
- no resolution can be made while in a closed meeting (other than a procedural resolution).

## **29. Teleconferencing of meetings**

29.1 If a councillor wishes to be absent from a council meeting place during a meeting, the councillor must apply to the local government to participate by teleconference, at least three (3) business days prior to the meeting or as soon as practicable once the councillor becomes aware of their intended absence. The local government may allow a councillor to participate in a council or committee meeting by teleconference of the LGR.

*Note: There is no legislative requirement for a resolution by council to allow a councillor to participate by audio link or audio visual link. This means the council may delegate the matter. For example, council may delegate to the chairperson of the council or a committee meeting the ability to decide whether a councillor can attend a meeting by audio link or audio visual link.*

29.2 The councillor taking part by teleconference is taken to be present at the meeting if the councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the councillor must be recorded in the minutes as present at the meeting.

*Note: Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.*



**08.3 Subject:** Request to Write-Off General Debtor Account  
**Attachments:** N/A  
**Author:** Corporate Services Team Leader  
**Date:** 12 April 2023

---

**Executive Summary:**

Request to Council to write off the outstanding general debtor account of \$395.62, as per requirement of debtor policy.

**Recommendation:**

*That Council resolve to write off the outstanding general debt of \$395.62 for invoice numbers 28643.*

---

**Background:**

The below table displays the details of the outstanding invoices.

Invoice Date	Invoice Number	Description	Amount
7/10/2021	28643	JC Early Learning Centre Fees	\$395.62

Council attempted recovery action as per the Debtor Policy as by a way of issuing statements, reminder letters and referral to our Debt Collector. All were proven to be unsuccessful and we do not believe debt collection will bring a successful outcome.

**Consultation:** (Internal/External)

- Director of Community and Corporate Services

**Legal Implications:** N/A

**Policy Implications:**

*Debtor Policy* recovery actions were attempted

**Financial and Resource Implications:**

Outstanding amount to be written off is \$395.62 as Council will not receive payment.

**InfoXpert Document ID:** 125953



**8.4 Subject:** Request to Write-Off General Debtor Account  
**Attachments:** N/A  
**Author:** Corporate Services Team Leader  
**Date:** 12 April 2023

---

**Executive Summary:**

Request to Council to write off the outstanding general debtor account of \$412.71, as per requirement of debtor policy.

**Recommendation:**

*That Council resolve to write off the outstanding general debt of \$412.71 for invoice numbers 28854.*

---

**Background:**

The below table displays the details of the outstanding invoices.

Invoice Date	Invoice Number	Description	Amount
19/11/21	28854	JC Early Learning Centre Fees	\$412.71

Council attempted recovery action as per the Debtor Policy as by a way of issuing statements, reminder letters and referral to our Debt Collector. All were proven to be unsuccessful and we do not believe debt collection will bring a successful outcome.

**Consultation:** (Internal/External)

- Director of Community and Corporate Services

**Legal Implications:** N/A

**Policy Implications:**

*Debtor Policy* recovery actions were attempted

**Financial and Resource Implications:**

Outstanding amount to be written off is \$412.71 as Council will not receive payment.

**InfoXpert Document ID:** 125954





**8.5 Subject:** Request to Write-Off General Debtor Account  
**Attachments:** N/A  
**Author:** Corporate Services Team Leader  
**Date:** 12 April 2023

---

**Executive Summary:**

Request to Council to write off the outstanding general debtor account of \$880.00, as per requirement of debtor policy.

**Recommendation:**

*That Council resolve to write off the outstanding general debt of \$880.00 for invoice numbers 28133.*

---

**Background:**

The below table displays the details of the outstanding invoices.

Invoice Date	Invoice Number	Description	Amount
26/05/2021	28133	Clean up 49 Goldring Street	\$880.00

Council attempted recovery action as per the Debtor Policy as by a way of issuing statements, reminder letters and referral to our Debt Collector. All were proven to be unsuccessful and we do not believe debt collection will bring a successful outcome.

**Consultation:** (Internal/External)

- Director of Community and Corporate Services

**Legal Implications:** N/A

**Policy Implications:**

*Debtor Policy* recovery actions were attempted

**Financial and Resource Implications:**

Outstanding amount to be written off is \$880.00 as Council will not receive payment.

**InfoXpert Document ID:**



**8.6 Subject:** Request to Write-Off General Debtor Account  
**Attachments:** N/A  
**Author:** Corporate Services Team Leader  
**Date:** 12 April 2023

---

**Executive Summary:**

Request to Council to write off the outstanding general debtor account of \$1476.00, as per requirement of debtor policy.

**Recommendation:**

*That Council resolve to write off the outstanding general debt of \$1476.00 for invoice numbers 23829.*

---

**Background:**

The below table displays the details of the outstanding invoices.

Invoice Date	Invoice Number	Description	Amount
17/04/2018	23829	Animal Sustenance Fee 2/2-15/3/2018	\$1476.00

Council attempted recovery action as per the Debtor Policy as by a way of issuing statements, reminder letters and referral to our Debt Collector. All were proven to be unsuccessful and we do not believe debt collection will bring a successful outcome.

**Consultation:** (Internal/External)

- Director of Community and Corporate Services

**Legal Implications:** N/A

**Policy Implications:**

*Debtor Policy* recovery actions were attempted

**Financial and Resource Implications:**

Outstanding amount to be written off is \$1476.00 as Council will not receive payment.

**InfoXpert Document ID:**



## **9.0 CHIEF EXECUTIVE OFFICER**

---



Ordinary Meeting of Council Tuesday 18<sup>th</sup> April 2023

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

**Attachments:** NIL

**Author:** CEO

**Date:** 14<sup>th</sup> April 2023

---

**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 14<sup>th</sup> April 2023 except where amended or varied by separate resolution of Council.*

---

**1. Local Housing Action Plan**

Following the adoption of the Local Housing Action Plan, Rebecca Kenny from the State Department of Communities, Housing and Digital Economy has arranged a meeting with me to discuss how to move forward with the plan. An update to Council will be provided following the meeting with Rebecca.

**Recommendation:**

For Council Information

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

Council has signed the Lease Agreement with Aurizon for the Julia Creek Cattle Train Loading Facility, and is now waiting for Aurizon to process. The inspection of the yards was undertaken prior to the end of March and work will be programmed to carry out maintenance issues identified by the inspection. TMR have confirmed that the \$400k funding can be used to carry out repairs to the yard and rehabilitate the road into the facility. Council has applied with Queensland Rail for a license to access the loading ramp. Queensland Rail have reviewed the application fee and annual rental and the fees are acceptable to Council.

The Director of Environment and Regulatory Services and I are working on models to run the facility. This information will be discussed with Council at the May Briefing.

**Recommendation:**

For Council Information



### **3. DRFA Update**

The three contracts for work packages 3,4 and 5 have been signed. These packages cover works in the south-west, north-west and north-east areas of the Shire. A verbal update will be provided to the meeting. Maps showing the location and timing of works have been developed and will be demonstrated during the meeting.

#### **Recommendation:**

For Council Information

### **4. Asset Revaluations**

The Shires Assets are being revalued this financial year by Australis. This company undertook the previous Asset Revaluation for McKinlay Shire. They will have staff in Julia Creek in May undertaking inspections with a final report being completed in late June.

#### **Recommendation:**

For Council Information

### **5. QFES Masterclass for Emergency Management**

I have been invited to a Masterclass being run by the QFES on High Consequence Decision Making. The class is being held in Townsville on Wednesday 24<sup>th</sup> May. I shall drive to and from the event.

#### **Recommendation:**

For Council Information

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

LG Act 2009 & LG Regulation 2012

Policies

Awards

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

To be further advised

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

Councilors

Directors

Relevant Council staff

External agencies

**InfoXpert Document ID:** 126099



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

---



Ordinary Meeting of Council Tuesday, 18<sup>th</sup> of April 2023

**10.1 Subject:** WHS Report – March 2023

**Attachments:** Nil

**Author:** WHS Officer

**Date:** 13 April 2023

---

**Executive Summary:**

This report outlines the general status of Work Health and Safety at McKinlay Shire Council for the period of March 2023.

**Recommendation:**

*That Council receives the March 2023 WHS Report.*

---

**Background:**

This report outlines the general status of Work Health and Safety at McKinlay Shire Council for the period of March 2023.

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:** 126101



		Actual	Budget
3700	Workplace Health and Safety	\$128,566.29	\$245,000

- Handled all current LGW claims
- Ordered new first aid kit for Maintenance shed
- Organised new sign “ Emergency Assembly Point” for Father Bill centre and installation
- Organised staff training for May 2023
  - Confined Spaces training
  - Forklift Licence
  - First Aid Course
  - CPR Course
  - Working at Heights
  - TMI Training
  - Chainsaw training
  - Chemical Training
  - Childcare First Aid
- Received new drug testing kits
- Completed a random Alcohol testing on outside works crew.
- **LGW Work Care** There has been a total of 2 Claims the year with a total amount incurred of \$1,936.00.
- **Incidents** in March there have been a total of (0) new incident for the month.
- **Outstanding Actions** total of 58 outstanding Actions (in Rectification Action Plan) and, Total of 16 outstanding Actions (in Skytrust).





**11. CLOSE**