

Ordinary Meeting Agenda

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

Tuesday 16th May 2023, 9:00am

Notice is hereby given that an Ordinary Meeting will be held at the Council Chambers,
Civic Centre, Julia Creek on 16 May 2023 at 9:00am.

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1. OPENING BUSINESS

All Councillors having signed the Attendance Book, the Mayor declared the meeting open.

2. ATTENDANCE

Mayor: Cr. P Curr

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

Staff:

Chief Executive Officer, Mr. Trevor Williams

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

Director of Corporate and Community Services, Ms. Tenneil Cody

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

Executive Assistant, Mrs. Melissa Mussig

Other people in attendance:

Apologies:

2.1 APPOINTMENT

3. DECLARATION OF CONFLICT OF INTEREST

4. CONFIRMATION OF MINUTES

4.1 That the Minutes of the Ordinary Meeting on the 18 April 2023 be confirmed.



MCKINLAY SHIRE COUNCIL

UNCONFIRMED MINUTES

OF THE

ORDINARY MEETING OF COUNCIL

HELD AT THE

BOARDROOM, CIVIC CENTRE
JULIA CREEK

18 April 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 March 2023
- 4.2 Confirmed Special Council Meeting Minutes 5 April 2023
- 4.3 Business Arising out of minutes of previous Meeting

5. ENGINEERING REPORT

- 5.1 Engineering Works Monthly Report

6. ENVIRONMENTAL & REGULATORY SERVICES REPORT

- 6.1 Environmental and Regulatory Services Monthly Report
- 6.2 Adoption of 2023-24 Fees and Charges Schedule Section 2 – Rent on Council Properties
- 6.3 Application for Permit to Occupy over land adjoining Lot 2 on SP288198
- 6.4 Adoption of 2023-24 Fees and Charges Schedule Section 9 – Water and Sewerage

7. COMMUNITY SERVICES REPORT

- 7.1 Community Services Monthly Report
- 7.2 Community Sponsorship Request - Julia Creek Campdraft Association Inc
- 7.3 Community Sponsorship Request – McKinlay Race Club
- 7.4 Regional Arts Development Fund – Quick Response Applications

8. CORPORATE SERVICES REPORT

- 8.1 Corporate Services Monthly Report
- 8.2 Standing Orders of Council
- 8.3 Request to Write-Off General Debtor Account
- 8.4 Request to Write-Off General Debtor Account
- 8.5 Request to Write-Off General Debtor Account
- 8.6 Request to Write-Off General Debtor Account

9. CHIEF EXECUTIVE OFFICERS REPORT

- 9.1 CEO Monthly Report

10. WORKPLACE HEALTH AND SAFETY

- 10.1 Workplace Health and Safety

1. OPENING BUSINESS

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

2. ATTENDANCE

Mayor: Cr. P Curr

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

Staff:

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

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

Environmental Regulatory Services, Team Leader, Ms. Megan Pellow

Executive Assistant, Mrs. Melissa Mussig

Apologies:

Chief Executive Officer, Mr. Trevor Williams

3. DECLARATION OF CONFLICT OF INTEREST

4. CONFIRMATION OF MINUTES

4.1 Confirmation of Minutes

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

RECOMMENDATION

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

Resolution No. 156/2223

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

Moved Cr. T Pratt

Seconded Cr. J Lynch

CARRIED 5/0

4.2 Confirmation of Minutes

Confirmation of Minutes of the Special Meeting of Council held on 5 April 2023.

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 5 April 2023 be confirmed.

Resolution No. 157/2223

Minutes of the Ordinary Meeting of Council held on 5 April 2023 confirmed.

Moved Cr. P Curr

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 March 2023.

RECOMMENDATION

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

Resolution 158/2223

Council receives the Engineering Services monthly report for March 2023.

Moved Cr. J Lynch

Seconded Cr. J Fegan

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 March 2023.

RECOMMENDATION

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

Resolution No. 159/2223

Council receives the March 2023 Environmental and Regulatory Services Report.

Moved Cr. J Fegan

Seconded Cr. S Royes

CARRIED 5/0

6.2 Adoption of 2023-24 Fees and Charges Schedule Section 2 – Rent on Council Properties

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

Resolution No. 160/2223

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

Moved Cr. T Pratt

Seconded Cr. J Fegan

CARRIED 5/0

6.3 Application for Permit to Occupy over land adjoining Lot 2 on SP288198

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.

Resolution No.161/2223

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.

Moved Cr. J Lynch

Seconded Cr. S Royes

CARRIED 5/0

6.4 Adoption of 2023-24 Fees and Charges Schedule Section 9 – Water and Sewerage

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.

Resolution No.162/2223

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.

Moved Cr. J Lynch

Seconded Cr. J Fegan

CARRIED 5/0

7. COMMUNITY SERVICES

7.1 Community Services Monthly Report

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

RECOMMENDATION

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

Resolution No.163/2223

Council receives the Community Services monthly report for March 2023.

Moved Cr. J Fegan

Seconded Cr. P Curr

CARRIED 5/0

7.2 Community Sponsorship Request - Julia Creek Campdraft Association Inc

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.

Resolution No. 164/2223

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

Moved Cr. J Fegan

Seconded Cr. T Pratt

CARRIED 5/0

7.3 Community Sponsorship Request – McKinlay Race Club

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.

Resolution No. 165/2223

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.

Moved Cr. S Royes

Seconded Cr. J Lynch

CARRIED 5/0

7.4 Regional Arts Development Fund – Quick Response Applications

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

Resolution No. 166/2223

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

Moved Cr. J Fegan

Seconded Cr. S Royes

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 March 2023.

Resolution No. 167/2223

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

Moved Cr. J Lynch

Seconded Cr. S Royes

CARRIED 5/0

8.2 Standing Orders of Council

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.

Resolution No. 168/2223

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

Moved Cr. J Fegan

Seconded Cr. T Pratt

CARRIED 5/0

8.3 Request to Write-Off General Debtor Account

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.

Resolution No. 169/2223

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

Moved Cr. J Fegan

Seconded Cr. J Lynch

8.4 Request to Write-Off General Debtor Account

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.

Resolution No. 170/2223

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

Moved Cr. S Royes

Seconded Cr. P Curr

8.5 Request to Write-Off General Debtor Account

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.

Resolution No. 171/2223

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

Moved Cr. T Pratt

Seconded Cr. J Lynch

8.6 Request to Write-Off General Debtor Account

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.

Resolution No. 172/2223

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

Moved Cr. P Curr

Seconded Cr. J Lynch

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 14th April 2023 except where amended or varied by separate resolution of Council.

Resolution No. 173/2223

That Council receive and note the report from the Chief Executive Officer for the period ending 14th April 2023 except where amended or varied by separate resolution of Council.

Moved Cr. P Curr

Seconded Cr. T Pratt

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 March 2023.

RECOMMENDATION

That Council receives the March 2023 WHS Report.

Resolution No. 174/2223

Council receives the March 2023 WHS Report.

Moved Cr. J Fegan

Seconded Cr. S Royes

CARRIED 5/0

General Business – Councillor Requests**11. CLOSURE OF MEETING**

The Chair of the meeting Mayor Philip Curr declared the meeting closed at 11:05am.



5.0 ENGINEERING SERVICES



Ordinary Meeting of Council Tuesday 16 May 2023

5.1 Subject: Engineering Services Monthly Report
Attachments: Nil
Author: Engineering Services Department
Date: 11 May 2023

Executive Summary:

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

Recommendation:

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

Background:

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

RMPC

	Actual	Budget YTD	Budget
1610 RMPC Works	\$809,860	\$1,250,500	\$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
- 14D JC-Richmond and 14E JC-Cloncurry completed \$68,000 of the \$153,000 extra outer wheel path and pothole patching awarded under extra works on the 2 federal RMPC roads.
- 14D JC-Richmond, 14E JC-Cloncurry, 5807 JC-Kynuna and 78A Burke & Wills Slashing

Cannington Road

	Actual	Budget YTD	Budget
1630 Cannington Road Works	\$249,130	\$370,833	\$445,000

- Routine maintenance
- Removal of dead animals.
- Pothole patching.
- Guideposts
- One cut Slashing on both sides
- Pick ups for stabilising in May



Ordinary Meeting of Council Tuesday 16 May 2023

Roads Maintenance

	Actual	Budget YTD	Budget
1100 Repairs & Maintenance Shire Roads	\$817,074	\$1,083,333	\$1,300,000

- Town Streets patching, gutter clearing, helping Parks & Gardens with town maintenance.
- Emergence Works, Taldora, Dalgonally-Millungera, Etta Plains, Trenton-Malpas, Pelham and Nelia-Bunda.
- Street closures, Dirt and Dust, ANZAC day
- Prep-work for Nelia-Bunda work to be completed in May

Water and Sewerage

	Actual	Budget YTD	Budget
1800 Operational Costs – Julia Creek Water	\$156,513	\$158,333	\$190,000

- Monthly water sampling in line with Councils DWQMP
- Daily checks/testing on all water facilities
- Replace section of water main in Julia Street damaged by Asset Inspection

	Actual	Budget YTD	Budget
1810 Operational Costs – McKinlay Water	\$17,515	\$26,666	\$32,000

- Monthly water sampling in line with Councils DWQMP
- Monthly visual checks on bore/storage tanks
- Pumped out McKinlay Truck Park toilet block

	Actual	Budget YTD	Budget
1820 Operational Costs – Kynuna Water	\$38,936	\$50,000	\$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
1830 Operational costs – Nelia Water	\$8,313	\$6,666	\$8,000

- Monthly water sampling in line with Councils DWQMP
- Repair leak to valve located near railway corridor

	Actual	Budget YTD	Budget
1900 Operational Costs – Julia Creek Sewerage	\$123,817	\$150,000	\$180,000

- Routine monitoring including monitoring pond levels to report to DES fortnightly.
- Repaired port-a-loo at Dirt and Dust Venue



Ordinary Meeting of Council Tuesday 16 May 2023

Workshop

	Actual	Budget YTD	Budget
1510 Repairs and Maintenance - Plant & Vehicles	\$1,038,455	\$1,041,666	\$1,250,000
<ul style="list-style-type: none"> • 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 • Rubbish truck Bucher advised repairs over phone to hydraulic leak, and all is repaired • Both tractors and slashers up and running 			

Parks and Gardens

	Actual	Budget YTD	Budget
2700 Parks & Gardens and Amenities – Operations	\$406,212	\$458,333	\$550,000
<ul style="list-style-type: none"> • 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 • Refuge 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 • Street closure, Dirt and Dust, ANZAC day 			



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Airport

	Actual	Budget YTD	Budget
1300 Airport Operational Costs	\$127,761	\$125,000	\$150,000

- Serviceability Inspections of the facility are undertaken 3 days per week as required for RPT services.
- Local Laws Officer filled in as primary ARO in absence of Airport Manager.
- Local Laws Officer continued to assist ARO in bird mitigation. NOTAM was extended for significant increase to bird numbers with hawks/pratincoles being the main bird species observed.
- There was one (1) bird strike during the month with no damage to the aircraft.
- Plumber repaired broken sprinkler
- Slasher damaged blue edge light on turning area, new lights have been ordered.

Projects

DRFA 2022 REPA

The overall status of the project is summarized below.

Work Package	Award Contract Sum	Approved Variati	Total Contract Value	Expenditure to Date	Month Expenditure	this Months % Complete	Total % Complete
WP01	\$ 5,003,490.05	\$ -	\$ 5,003,490.05	\$ 1,448,021.35	\$ 608,504.79	12%	29%
WP02	\$ 3,979,101.43	\$ 53,000.00	\$ 4,032,101.43	\$ 642,390.27	\$ -	0%	16%
WP03	\$ 7,014,662.34	\$ -	\$ 7,014,662.34	\$ -	\$ -	0%	0%
WP04	\$ 8,944,941.00	\$ -	\$ 8,944,941.00	\$ -	\$ -	0%	0%
WP05	\$ 8,836,745.31	\$ -	\$ 8,836,745.31	\$ -	\$ -	0%	0%
Totals	\$ 33,778,940.13	\$ 53,000.00	\$ 33,831,940.13	\$ 2,090,411.62	\$ 608,504.79	2%	6%

DRFA 2023 Emergent Works

Emergent works undertaken in April 2023

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

Emergent works planned in May 2023

- Kynuna – Middleton
- Arizona – Braeside
- Broadlands/Nulgarra

2 Council Graders are being utilized. Emergent works are claimable up to the 17th June 2023.

Building our Regions Funding Round 6

Xylem will be mobilizing to Julia Creek to undertake refurbishment on 29th May 2023. Tender documents are finalized design drawings are being finalized, release for tender expected mid - May 2023.



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

Sewer inspection and cleaning crew have expended budget with around 2/3 of the sewer complete. The Asset Management Plan can be completed with this much information. It is proposed to include amount to complete program be put forward in the 2023/2024 Budget.

TMR Emergent works

Council, SPA, Crocker and East Coast Traffic crews completed stabilization works on 14E(Cloncurry) and 5807(Kynuna) in April. Works on 78A will be undertaken during May. This crew was mobilized to Cannington to undertake works following on from 5807.

Legal Implications:

Nil

Policy Implications:

Nil.

Financial and Resource Implications:

As provided in the report.

InfoXpert Document ID: 126400



Ordinary Meeting of Council Tuesday 16th May 2023

5.2 Subject: Award of Footpath reconstruction Julia St, Burke to Coyne St

Attachments: Contractor submissions

Author: Director Engineering and Regulatory Services

Date: 12 May 2023

Executive Summary:

Quotations were sought from Council's Pre-Qualified Supplier Panels for Road Construction and Maintenance to undertake footpath reconstruction on Julia St, Burke to Coyne St. As per Langtree Consulting DRG 0740-1053.

Recommendation:

That Council resolve to;

- a) Award the reconstruction of Julia St Footpath, Burke to Coyne St to Townsville Earthmoving Pty Ltd and;*
- b) Reallocate required funding from LRCIP project Mathews St access to LRCIP project Julia St footpath.*

Background:

Council had previously tendered the reconstruction of the Julia St Footpath from Burke to Shaw St with prices well in excess of original budget. A smaller block of footpath (Burke to Coyne) has been put out to Council's Road construction and Maintenance Prequalified Suppliers Panel.

This scope includes stencilled concrete footpath on eastern side and reprofiled grass verge on western side. Both sides have new K&C and pavement profiled to match existing roadway.

The project is funded from W4Q \$250,000 and LRCIP \$200,000.

Two submissions were received:

- | | | |
|--|--------------|--------|
| • Durack Civil Pty Ltd (Durack) | \$593,808.48 | Ex GST |
| • Townsville Earthmoving Pty Ltd (TEM) | \$532,889.00 | Ex GST |

Durack have an estimated program of 11 weeks from agreed start date whereas TEM has a 4 week timeframe from agreed start date.

Both submissions are in excess of existing budget, however reallocation of funds from existing LRCIP project Mathews St Access can accommodate the shortfall. LRCIP project Mathews St Access can be rescope to accommodate the reallocation.



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It is recommended that Townsville Earthmoving be awarded the project.

Legal Implications:

Nil

Policy Implications:

Nil, quotations sought from established Preferred Suppliers Arrangement

Financial and Resource Implications:

Reallocation of existing LRCIP funding

InfoXpert Document ID: 126408



6.0 ENVIRONMENTAL & REGULATORY SERVICES



Ordinary Meeting of Council Tuesday 16 May 2023

6.1 Subject: Environmental and Regulatory Services Report
Attachments: None
Date: 11 May 2023

Executive Summary:

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

Recommendation:

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

Background:

This report outlines the general activities of the department for the month of April 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: 126397



1 – Refuse Collection and Disposal

1.1 - Budget

		Actual	Budget YTD	Budget
ENVIRO1.1	3100 - Refuse Collection Revenue	\$90,218	\$74,813	\$89,776

		Actual	Budget YTD	Budget
ENVIRO1.2	3100 - Kerbside Rubbish Collection Expenditure	\$48,622	\$41,666	\$50,000

		Actual	Budget YTD	Budget
ENVIRO1.3	3110 - Refuse Disposal Revenue	\$51,512	\$37,106	\$44,528

		Actual	Budget YTD	Budget
ENVIRO1.4	3110 - Refuse Disposal Operational Costs	\$53,670	\$87,500	\$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 continued utilising contractor's dozer while council's dozer is being worked on.

2 – Environmental Health Services

2.1 – Budget

		Actual	Budget YTD	Budget
ENVIRO2.1	3000 - Environmental Licence Fees (Revenue)	\$3,285	\$2,750	\$3,300

		Actual	Budget YTD	Budget
ENVIRO2.2	3000 - Environmental Health Services	\$131,447	\$116,666	\$140,000

2.2 – Report

Water and Sewage Monitoring

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

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

- Amberly Drive 3.01mg/L
- Coyne Street Depot 2.74mg/L

Food Safety

There were no food recalls received in April.



3 – Local Law Administration

3.1 – Budget

		Actual	Budget YTD	Budget
ENVIRO3.1	3210 - Animal Registration Fees	\$6,450	\$5,104	\$6,175

		Actual	Budget YTD	Budget
ENVIRO3.2	3210 - Fines & Penalties – Animal Control	\$320	\$416	\$500

		Actual	Budget YTD	Budget
ENVIRO3.3	3210 - Animal Boarding	\$12,134	\$12,500	\$15,000

		Actual	Budget YTD	Budget
ENVIRO3.4	3210 - Local Law Administration	\$113,852	\$125,000	\$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

Activity	Number/Details
Impoundings and infringement notices	Nil
Euthanized/Destroyed/Rehomed	Two (2) Dogs due to killing chickens
Verbal/Written/Official warning	Nil
Complaints	Nil
Dog Boarding	Sixteen (16)
Removal of Dead Animals	Nil
Trapping Locations & Results	Nil
Compliance Notices (Untidy Allotments) issued	Nil
SPER Infringement Fines issued	Nil
Commercial Use of Roads Permit issued	Nil
Comments / Actions:	
* Townsville University visited the Aerodrome to look at trapping there for the Julia Creek Dunnart to check numbers/breeding.	
* 2 x Skip Bins delivered to McIntyre Park and 3 x delivered to DnD Central for DnD Event.	

4 – Noxious Weeds and Pest Control

4.1 – Budget

		Actual	Budget YTD	Budget
ENVIRO4.1	3220 - Pest Plant & Animal Control Funding	\$0	\$0	\$0

		Actual	Budget YTD	Budget
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		Actual	Budget YTD	Budget
ENVIRO4.2	3220 - Truck Washdown Bay Revenue	\$20,476	\$20,833	\$25,000
ENVIRO4.3	3220 - Dingo Baits (Revenue)	\$4,000	\$4,166	\$5,000
ENVIRO4.4	3220 - Feral Pig Baits (Revenue)	\$0	\$0	\$0
ENVIRO4.5	3220 - Pest Animal Rural Land Owners Fees	\$60,432	\$48,905	\$58,686
ENVIRO4.5	3220 - Pest Plant Control Program Exp	\$102,067	\$141,666	\$170,000
ENVIRO4.6	3230 - Pest Animal Control Program Exp	\$38,620	\$83,333	\$100,000

4.2 – Report

Pest Animal Control

Baiting is scheduled to commence 8 May 2023.

There were 180 Factory Baits issued in April.

There were 2 scalps presented in April.

Pest Plant Control

Macaroni Contractors is scheduled to commence spraying on various roads and reserves 1 May 2023.

Washdown Bay Facility

The Truckwash was not operational for a short period while the electrical contractor replaced a part.

5 – Livestock Operations

5.1 – Budget

		Actual	Budget YTD	Budget
ENVIRO5.1	3235 - Livestock Weighing Revenue	\$21,047	\$37,500	\$45,000
ENVIRO5.2	3235 - Livestock Cattle Train Loading Revenue	\$0	\$20,833	\$25,000
		Actual	Budget	Budget



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		YTD		
ENVIRO5.3	3235 - Livestock Operational Costs	\$70,652	\$72,916	\$87,500

5.2 - Report

Julia Creek Livestock Facility

There were 185 cattle loaded or weighed at the facility during the month.

6 – Stock Routes and Reserves

6.1 – Budget

		Actual	Budget YTD	Budget
ENVIRO6.3	3300 - Stock Route – Permit/Water Fees	\$7,992	\$6,666	\$8,000
		Actual	Budget YTD	Budget
ENVIRO6.2	3300 - Stock Route Recoverable Works (Revenue)	\$9,137	\$25,000	\$30,000
		Actual	Budget YTD	Budget
ENVIRO6.4	3300 - Trustee Lease Fees (Revenue)	\$187,616	\$186,666	\$224,000
		Actual	Budget YTD	Budget
ENVIRO6.5	3300 - Reserves Agistment Fees (Revenue)	\$5,756	\$5,833	\$7,000
		Actual	Budget YTD	Budget
ENVIRO6.6	3300 - Precept Expenses (Revenue)	\$18,212	\$15,176	\$18,212
		Actual	Budget YTD	Budget
ENVIRO6.7	3300 - Stock Route Maintenance (Expenditure)	\$79,074	\$95,833	\$115,000
		Actual	Budget YTD	Budget
ENVIRO6.8	3300 - Reserves Expenses (Expenditure)	\$9,019	\$20,833	\$25,000

6.2 - Report

Stock Routes

Capital Works Projects

CONSENTES

- * New fence installed. Bore Logger expected early May 2023.

One (1) drover application received however was later cancelled.

6.3 - Cemeteries

6.3.1 – Budget

		Actual	Budget YTD	Budget
ENVIRO6.9	3400 – Cemeteries	\$21,587	\$41,666	\$50,000

6.3.2 - Report

There were no enquiries or funerals during the month.



7 – Work Program (Workcamp)

7.1 - Budget

		Actual	Budget YTD	Budget
ENVIRO7.1	3600 - Work Program	\$30,495	\$26,250	\$31,500

7.2 – Report

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

Community Group	Activity
McKinlay Shire Council	<u>Workshop</u> Assist with workshop duties
McKinlay Shire Council	<u>Saleyards</u> *Mowing/Whippersnipping
McKinlay Shire Council	<u>McIntyre Park</u> Mowing/Whippersnipping
McKinlay Shire Council	<u>Various</u> *Mow/whippersnip RV Camp *Whippersnip area around Avgas Tank at Airport *Move portable panels for Council *Install new fence around water troughs on stock routes
Julia Creek State School	Mowing/Whipper snipping Trim tree
Churches/RSL/CWA/SES/Dirt and Dust Central	Mowing/whipper snipping
Dirt and Dust	Assistance with 2023 Event
Julia Creek Turf Club	Assistance with 2023 DnD Race 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	\$106,992	\$91,666	\$110,000
ENVIRO9.2	3810-1301	3810 - Council Property / Subdivision Blocks Rent	\$6,262	\$5,000	\$6,000
	3810-1302	3810-Council Property / Subdivision Blocks outgoings	\$6,264	\$1,250	\$1,500
ENVIRO9.3	3810-2300	3810 - Council Property / Staff Housing Program Exp	\$289,204	\$266,666	\$320,000



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ENVIRO9.4	3810-2300	3810 - Council Property / Sub Division Expense	\$6,316	\$5,416	\$6,500
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8.2 - Report

Council Property / Staff Housing

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

Activity	Number
Properties Available for use	*Unit 2/9 Shaw Street
New Tenancies	Nil
Finalised Tenancies	Nil
Remedy Breach	Nil
Notice to Leave	Nil
Notes/Repairs	<u>Maintenance</u> *RCD Testing on all Council Houses

Old Senior/Aged Care Housing

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

Activity	Number
Properties Available	Nil
New Tenancies	One (1) Temporary Accommodation for a period of 3 months
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	\$2947	\$1,250	\$1,500

		Actual	Budget YTD	Budget
ENVIRO10.4	3820 - FRB Centre RENT	\$34,588	\$33,333	\$40,000

		Actual	Budget YTD	Budget
ENVIRO10.5	3820 - FRB Units & Community Ctre Operational Costs	\$55,180	\$91,666	\$110,000



Report

Seniors Living Units / Fr Bill Community Centre

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

<u>Fr Bill Units</u>	
Units Available for Rent	Two (2) – Unit 3 & 8
New Tenancies	Nil
Finalised Tenancies	Nil
Remedy Breach	Nil
Notice to Leave	Nil
Notes/Repairs undertaken	*New exhaust fans installed in all units
<u>Fr Bill Centre</u>	
Notes/Repairs undertaken	<u>Capital Works</u> *Carpets cleaned

9 – Land and Building Development

9.1 – Budget

		Actual	Budget YTD	Budget
ENVIRO11.1	3900 - Revenue	\$5,548	\$5,000	\$6,000

		Actual	Budget YTD	Budget
ENVIRO11.2	3900 - Town Planning Program	\$26,331	\$43,333	\$52,000

9.2 - Report

Regulatory Services, Land and Building Development

There were no development approvals lodged during the month.

Please note: Planning application # DA 2022-23_17 for new shed at 45 Byrne Street is now properly made and has progressed to the next stage of the application.

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

Updates on various land matters are as follows;

<u>Matter</u>	<u>Status</u>
Kynuna Rodeo Grounds/Landfill	The Acquisition Branch of DoR have responded back to Council's solicitor and have apologised for the delay in deciding these



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	<p>matters and have advised that there has been a significant amount of change within the GLA area over the past 6-9 months, which has caused some of the delay. They are hoping to develop a Stakeholder Engagement Working Group shortly.</p> <p>They have advised that our application is still proceeding and are hoping to move the material to the Minister for decision shortly.</p>
McKinlay Landfill	No further updates.
Lot 2 K3718 – Land beside Water Reserve in Kynuna	No further updates.
Road Opening through Malpas Station	DoR are awaiting documentation from the landowner to finalise the registration of the survey plan.
Application for Deed of Grant over Operational Reserve, Lot 54 on JC55713 also known as 48 Byrne Street, Julia Creek	Staff currently engaging with solicitor regarding addressing Native Title.

10 – Local Disaster Management

10.1 – Budget

		Actual	Budget YTD	Budget
ENVIRO12.1	2760 - SES Grants	\$20,568	\$17,140	\$20,568

		Actual	Budget YTD	Budget
ENVIRO12.2	2760 – SES Capital Grants	\$0	\$97,500	\$117,000

		Actual	Budget YTD	Budget
ENVIRO12.2	2760 - Natural Disaster Grants	\$4,578	\$5,650	\$6,780

		Actual	Budget YTD	Budget
ENVIRO12.3	2760 - Disaster Management Operational Costs	\$11,940	\$21,750	\$26,100

10.2 - Report

No events activated the LDMG during the month.



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6.2 Subject: Views Request – Conversion to Freehold Lot 4 on EN25 GHPL 23/16531
Attachments: Nil
Author: Environmental & Regulatory Services Team Leader
Date: 8 May 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 conversion to freehold for Lot 4 on EN25.

Part of the Yorkshire-Proa Road is currently outside of its surveyed alignment and is running within Lot 4 on EN25.

Recommendation:

That Council resolves to:

1. Advise the Department of Resources (DoR) that it has no objections for the application for a conversion to freehold for Lot 4 on EN25
2. Request that the part of the Yorkshire-Proa Road that is outside of its surveyed alignment be re-aligned within the road parcel

Background:

Department of Resources (DoR) have received an application for conversion to freehold of Lot 4 on EN25 – GHPL 23/16531 as shown in the google image below.





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Council is to provide the Department its views/or requirements including any local non-indigenous cultural heritage values that they should consider when assessing the application.

On review of the land parcel, a section of the Nelia-Yorkshire Road is running outside its surveyed alignment and is within Lot 4 on EN25 as shown in map below.

When a property is converted to freehold the survey plan must show the correct boundaries as well as define roads on their correct alignment.



Consultation: (internal/External)

Department of Resources (DoR), Council Staff

Legal Implications:

Policy Implications:

Financial and Resource Implications:

InfoXpert Document ID: 126399



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6.3 Subject: Request for Tender Prequalified suppliers for Goods and Services
Period: 1 July 2023 – 30 June 2025

Attachments: Nil

Author: Environmental & Regulatory Services Team Leader

Date: 8 May 2023

Executive Summary:

Council have not had an active Goods and Services Pre-qualified supplier arrangement since 2019.

Staff propose to advertise two (2) tenders, one (1) for goods and one (1) for services commencing 1 July 2023 for a period of 2 years.

Recommendation:

That Council resolves to:

1. Publicly advertise on VendorPanel platform the Request for Tender – Register of pre-qualified suppliers for Goods for a period of two (2) years commencing 1 July 2023; and
2. Publicly advertise on VendorPanel platform the Request for Tender – Register of pre-qualified suppliers for Services for a period of two (2) years commencing 1 July 2023

Background:

In 2019, Council established registers of pre-qualified suppliers for goods and services under the following categories for a period of 1 Jan 2019 and ending on 31 December 2019:

1. Building Maintenance
2. Electrical
3. Plumbing
4. Painting
5. Concreting Works
6. Fire Extinguisher Testing
7. Air Conditioner Cleaning/Maintenance
8. Pest Control
9. Tyres and Tubes
10. Catering Services
11. Yard Maintenance
12. Pool Chemicals

Staff propose to develop two (2) pre-qualified supplier registers, one (1) for goods and one (1) for services for a period of two (2) years commencing 1 July 2023 and ending on 30 June 2025 for the following categories:

Goods

- Shade Sails/Softfall
- Batteries
- Oils
- Tyres
- Pool Chemicals
- Cleaning Chemicals/Products
- Hardware Supplies



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Services

- Building Maintenance
- Electrical
- Plumbing
- Painting
- Concrete Works
- Catering
- Weed Spraying
- Yard Maintenance
- Airconditioner Cleaning
- Pest Control
- Boiler making/Fabrication
- Fencing

The following 3 evaluation criteria will be used when assessing tenders, these criteria reflect the requirements of section 232 of the *Local Government Regulation 2012 (Qld)* which is the exception permitting the establishment of ROPS:

- * Financial capability
- * Technical capability
- * Managerial capability

The response schedules will not require pricing information (as per previous tender requirements), council may request these when preparing contracts.

Instead of providing a contract as part of the tender, a contract will be provided to successful tenderers prior to engagement.

Copies of licences/insurances etc. will not be required as part of the tender however will need to be provided on finalization of contracts.

Consultation: (internal/External)

Council Staff, Ochre Legal

Legal Implications:

Policy Implications:

Procurement Policy

Financial and Resource Implications:

Resources to release and assess tender

InfoXpert Document ID: 126398



7.0 COMMUNITY SERVICES



7.1 Subject: Community Services Monthly Report

Attachments: Nil

Author: Community Services Team Leader

Date: 10 May 2023

Executive Summary:

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

Recommendation:

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

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

Grants, Funding & Projects

An update of current projects progress was provided verbally at the April Briefing Meeting.

Julia Creek Caravan Park

The lure of experiencing the annual Julia Creek Dirt and Dust Festival saw the Park welcome in excess of 800 visitors in April and also resulted in the Park being fully booked for the weekend of the Festival. Bookings by work crews using the accommodation also remained strong and there were also a number of tourists beginning their annual trips who also stayed with us. The Park is also beginning to receive many pre-bookings for later in the year which will hold us in good stead for another big season of guests wanting to experience all that Julia Creek has to offer.

JC Caravan Park Revenues April 2023

Type of service	FEBRUARY revenues GST)	Total (inc	MARCH revenues GST)	Total (inc	APRIL revenues GST)	Total (inc
Twin Single Units	\$2,025		\$1,710		\$3,780	
Powered Sites	\$4,490.80		\$5,472.45		\$14,720	
Self-Contained Cabins	\$13,267.50		\$18,915		\$20,895	
Unpowered Sites	\$925.01		\$528		\$1,820	
Sub Total	\$20,708.31		\$26,625.45		\$41,215	
Artesian Baths incl. salts	\$2,134		\$2,470		\$11,523	
McIntyre Park						
Cheese Platters	\$280		\$400		\$2,440	
Laundry	\$340		\$304		\$537	
Long Term Stay/Storage	\$180					
Calculated Total	\$23,642.31		\$29,799.45		\$55,715	



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JC Caravan Park Occupancy by Category April 2023

Type of Service	% Occupancy
Twin Single Units	50%
Cabin – 4 berth	85%
Cabin – 6 berth	77%
Unpowered site	20%
Powered Caravan site	34%
Powered camp site	14%

JC Caravan Park Artesian Bathhouse Usage April 2023

Type of Service	Number of bookings
Boundary Rider Huts	53
Replica Rainwater Tank Bathhouses	131

Library & Funeral Services

Our Librarian is currently on annual leave and due to temporary staff filling in at the Library, no data is able to be collated for the month of April. Due to the staff changes, the Library has been opening from 10am – 5pm Monday to Friday and is still a very popular spot for local children after school. Additionally, with the steady influx of travelers passing through Julia Creek has resulted in many guests popping into the Library for a chat or to use the public computers.

Tourism

Total Visitor Numbers for April 2023

There were 257 visitors to the Julia Creek Visitor Information Centre in April 2023 compared with 419 in April 2022.

Note: We have heard from travellers that many are heading to WA, NT then making their way to QLD. We may be busier towards the end of the season

Total Locals for April 2023

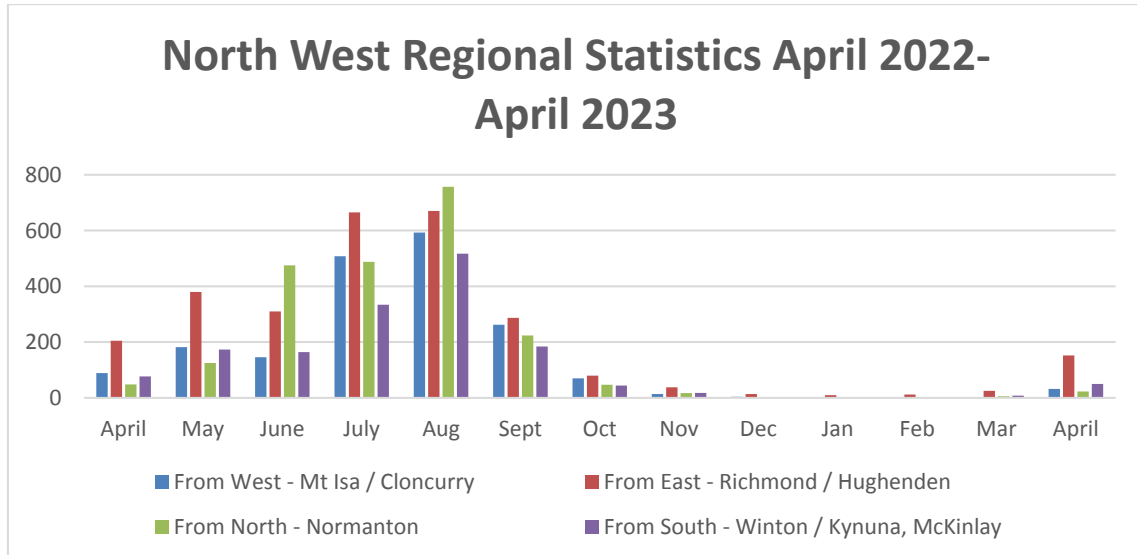
There was a total of 0 local visitors to the Julia Creek Visitor Information Centre in April 2023 compared with 21 in April 2022.

Beneath the Creek Entries April 2023

There was a total of 76 attendees at the dunnart feeding experience compared with 0 in 2022.



North West Regional Statistics for April 2023



RV Site Permits April 2023

There were 65 RV Site permits issued in April 2023 compared with 33 in April 2022.

Social Media Figures

	Facebook Page Followers			Instagram Likes		
	Mckinlay Shire Council	Julia Creek VIC	Caravan Park	Mckinlay Shire Council	Julia Creek VIC	Caravan Park
April 1	7,640	5,184	4,812	1,110	3,002	234
April 30	7,645	5,212	4,898	1,114	3,016	323

Julia Creek Early Learning Centre

Current Enrolments: 22 (16 regular bookings plus 6 casual enrolments)

Changes to Enrolments (increase/Decrease, Why?): Casual enrolments offered bookings as staffing permits

Withdrawals (Why): Nil

New Enrolments: 2

Attendance: Reduced due to illness



Significant events:

- Investigation of complaint to Department of Education resolved with no further action
- Jessie helping Dylan Tuesday and Wednesday on trial basis with after school activities
- Roster challenging due to reduced casual availability, lunch breaks and staff leave both planned and unplanned-ratios met as per regulations but we need 3 educators at all times to provide safe supervision (also required for regulations), given mixed ages, abilities and sleep needs
- Recruitment for additional casual staff continues
- SIP completed so that Inclusion funding can be implemented
- Enrolment checklist developed and children’s file audit continues
- Fee and medication policy under review
- Emergency evacuation completed as per regulations
- Staff have been enrolled in Manual Handling (specific to Early Childhood) and Child protection courses online

Swimming Pool

USUAGE

TOTAL NUMBERS FOR THE MONTH

ENTRIES	SWIMMERS
Adult Entry	12
Child Entry	8
Season Passes / Family Pass	
Adult	58
Child	114
Swim Lessons/ No Charge	
After School Care/ No Charge	
J/C Swimming Club/ No Charge	
J/C State School/ No Charge	
Caravan Park Tokens	
Adult	205
Child	161
Free Sunday	
Adult	
Child	
Total Swimmers	558



Sport & Recreation

After School Activities –

After school activities commenced during the end of April with our first Athletics session on Wednesday the 26th. The kids seemed to really enjoy their time learning the skills required for the upcoming athletics carnival in week 9 of the school term. The sessions will predominately include/focus on the skills learnt in H.P.E lessons during the week. A Level One Athletics coaching course has also been completed to assist with required skills to deliver these sessions. With the first Cricket session on Tuesday the 2nd of May, QLD Cricket have also been in communication and assisting with anything they can. QLD Cricket will also be coming to the school on Tuesday 17th May, running sessions and interacting with the students.

JCSS –

The JCSS P.E lessons have continued to provide great opportunity to further get to know the kids for future council programs. The lessons have mainly been focused on developing skills for the athletics carnival in week 9 and these lessons will also play a role in the skill focus of each after school activity session for Athletics. The continued work with the school has also included planning for events such as cross country with the Burke and Wills on a Tuesday afternoon focusing on the upcoming event.

Move IT NQ –

Towards the end of April, attendance at a Level One Athletics Coaching Course was completed in Cairns with funding support from the Move IT NQ Program in order to successfully run athletics sessions for the term 2 after school activities. Further planning of group personal training sessions at the gym have also continued with a program hopefully being released soon.

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 different areas of the facility, the gym has still been put to consistent use by gym members. Moving forward, it is looking likely we will commence regular group PT classes shortly for our members shortly. A group of gym members have also given feedback regarding new equipment they would like to have/use in the facility, these ideas have been considered and will be looked at for future development.

Community Sport –

Different ideas have been discussed with members of the community for different community sport activities/Groups to be introduced, these ideas include BMX, Basketball/Netball and Tennis. These ideas may require the construction of appropriate equipment such as a dirt bike track or maintenance of grounds such as the tennis courts. These ideas and plans will be further discussed in the coming months and possibly put to action.



Flipside + Wind in the Willows -

Fliers and permission forms have been distributed throughout the community for the upcoming Flipside Circus workshops and performance of 'The Wind in the Willows' which will take place from the 17th – 19th of May. These activities will be provided free of charge to local community members and Council are hopeful of positive attendance

Julia Creek Swimming Pool –

Currently the pool is successfully continuing to entertain members of the community and travellers visiting Julia Creek. With winter on the way and temperatures dropping, the pool has begun its winter hours on weekdays and weekends.

Community Health

CHSP Clients	Occasions of Service	Time Spent (hrs)
Nursing Care	13	9.25
Personal Care	1	0.25
Other	--	--
TOTAL	14	9.50

Non-CHSP Clients	Occasions of Service	Time Spent (hrs)
Nursing Care	7	8.60
Other	--	--
Other	--	--
TOTAL	7	8.60

TRANSPORTS	Number of one-way journeys
CHSP Clients	4
Non-CHSP Clients	6
TOTAL	10

Meetings
3/4/23: Donna McGregor - CNC Palliative Care MIH came to visit
Health Promotion
Nil
General Business
This monthly report reflects a decrease in business compared to most others. This is likely due to the Easter long weekend, ANZAC Day, planned leave and the Community Nurse needing to take unplanned leave this month. Thanks to the MPHS and CHSP Coordinator for keeping an eye on things while I was away.



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	24 Two-way trips
Social Support	36 Visits
Personal Care	1 visits
Counselling/Support, Information and advocacy (client)	6 hours
Shopping	4 trips
GAMES	4 attended (5 sessions)
Luncheon	5 Attended (4 sessions)
Wednesday Meal	5 meals (including morning tea)
Meals on Wheels	meals delivered
Community Nurse Visits	14 visits
Home Maintenance	22 lawns mowed 11 clients
Domestic Assistance	5 clients 21 visits
Pub Lunch	5 clients 3 sessions
Clients Transported for Doctors Appointments	CHSP clients

Legal Implications:

Policy Implications:

Nil

Financial and Resource Implications:

InfoXpert Document ID: 126383



7.2 Subject: Community Sponsorship Request – Saxby Round-Up
Attachments: Nil
Author: Community Services Team Leader

Executive Summary:

Council has received a Community Sponsorship Request from Saxby Round-Up for in-kind support to assist the provision of the use of a Council water truck for their 2023 event.

Recommendation:

Council resolves to approve the Community Sponsorship Request for Saxby Round-Up for in-kind support to assist the provision of the use of a Council water truck for their 2023 event.

Background:

Council annually offers funding programs such as Community Sponsorship/Donations to provide additional support to community events which provide economic support, social interaction and community connectedness for residents of the Shire. The Saxby Round-Up event provides a wonderful weekend of rodeo and campdraft entertainment for the whole family. The event seemingly grows in popularity each year and sees large numbers of visitors and competitors travel through the Shire on their way north to get supplies which is of great benefit to the local economy.

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 \$0 would remain for other organisations to access following this application.

InfoXpert Document ID: 126384



7.3 Subject: Community Donation Request – Outback Futures

Attachments: Nil

Author: Community Services Team Leader

Executive Summary:

Council has received a Community Donation Request from Outback Futures for \$1,500 to assist with flights and a stall to enable two staff members to attend the ICPA State Conference in June and deliver workshops with Julia Creek State School families during the same visit.

Recommendation:

Council resolves to approve the Community Donation Request from Outback Futures for \$1,500 to assist with flights and a stall to enable two staff members to attend the ICPA State Conference in June and deliver workshops with Julia Creek State School families during the same visit.

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. Outback Futures have had a long working relationship with children and families in McKinlay Shire. Their organisation has provided much needed support and mentoring that support the physical and mental wellbeing of children. They plan to utilise this donation to attend the ICPA State Conference to be held in Julia Creek in June and also deliver workshops and support to families at Julia Creek State School as part of the same visit.

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 \$15,000 from its annual budget for community donations and \$12,000 would remain for other organisations to access following this application.

InfoXpert Document ID: 126385



7.4 Subject: Community Donation Request – Julia Creek Isolated Children’s Parents Association
Attachments: Nil
Author: Community Services Team Leader

Executive Summary:

Council has received an application from the Julia Creek Isolated Children’s Parents Association through the Community Benefit Assistance Scheme for \$1,000 to provide volunteer support to attend the upcoming 2023 ICPA State Conference. Upon consultation with Executive Staff and Council at the April Briefing Meeting, it is recommended that the application be presented as a Community Donation Request and not a Community Benefit Assistance Scheme application as it does not meet the funding guidelines requirements.

Recommendation:

Council resolves to approve the Community Donation Request for Julia Creek Isolated Children’s Parents Association for a cash contribution of \$1,000 to assist with covering the costs associated with members attending the planned ICPA State Conference to be hosted in Julia Creek in June 2023.

Background:

Council annually offers funding programs such as Community Sponsorship/Donations and the Community Benefit Assistance Scheme to provide additional support to community groups and events which provide economic support, social interaction and community connectedness for residents of the Shire. The Julia Creek Isolated Children’s Parents Association is a group of volunteers who continue to advocate for the best education outcomes for rural and remote students. In a coup for Julia Creek and the community, this year’s ICPA State Conference will be held in Julia Creek. The committee had submitted an application through the Community Benefit Assistance Scheme for \$1,000 for volunteer support to assist with covering the costs of members attending the State Conference. Upon review of the application against the Community Benefit Assistance Scheme Guidelines, the application was deemed to have not met the requirements of the program. However, to ensure the group can continue to support positive education outcomes for local children, Council would like to support the application and support the committee’s attendance at the Conference and can process the application as a Community Donation Request.

Consultation:

This report was completed with consultation from Director Corporate & Community Services and discussed at the April Briefing Meeting.

Legal Implications:

Nil



Ordinary Meeting of Council Tuesday 16th May 2023

Policy Implications:

Community Grants Policy

Financial and Resource Implications:

Council sets aside \$15,000 from its annual budget for community sponsorship and \$11,000 would remain for other organisations to access.

InfoXpert Document ID: 126386



8.0 CORPORATE SERVICES



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

Executive Summary:

The Corporate Services Report as of 30 April 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 30 April 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:

RCIF grant milestone 1 for Early Learning Centre received in the month (\$2,520,000).



INCOME STATEMENT SUMMARY

	Actuals	Variance	YTD Budget	Full Year Budget
Total Income	21,343,035	61%	35,135,706	42,162,847
Total Expenses	(12,433,962)	80%	(15,471,933)	(18,566,319)
Net Result	8,909,073	45%	19,663,773	23,596,528
Less Capital Revenue	12,508,333	53%	23,803,460	28,564,152
Operating Result (excl. Capital	\$ (3,599,260)	87%	\$ (4,139,687)	\$ (4,967,624)

STATEMENT OF CASH FLOWS

	2022/23 Actuals	2021/22 Actuals
Cash Flows from Operating Activities	(1,448,511)	5,036,833
Receipts, Payments & Interest Received		
Borrowing Costs		
Cash Flows From Investing Activities	6,669,995	1,614,673
Payments and Proceeds for PPE		
Capital Income		
Cash Flows from Financing Activities	-	-
Loan Payments		
Net increase (decrease) in cash held	5,221,484	6,651,506
Cash at beginning of the financial year	24,385,108	17,733,602
Cash at the end of the period	\$ 29,606,592	\$ 24,385,108

STATEMENT OF FINANCIAL POSITION

	2023 Actuals	2022 Actuals
Current Assets	33,551,355	30,184,662
Total Non-Current Assets	251,243,181	253,073,592
Total Assets	284,794,536	283,258,254
Total Current Liabilities	2,086,340	3,063,276
Total Non-Current Liabilities	232,170	268,931
Total Liabilities	2,318,510	3,332,207
Net Community Assets	\$ 282,476,026	\$ 279,926,047
<u>Community Equity</u>		
Asset Revaluation Surplus	99,831,565	79,973,715
Retained Surplus	182,244,461	199,552,332
Reserves	400,000	-
Total Community Equity	\$ 282,476,026	\$ 279,926,047



Summary By Departments						
Department	Revenue			Expenditure		
	Actuals	%	Budget	Actuals	%	Budget
Infrastructure & Works	11,774,074	72%	16,465,521	6,500,292	66%	9,829,746
Governance & Partnerships	-	0%	-	633,440	77%	826,646
Corporate Services	5,334,917	46%	11,534,071	1,160,581	63%	1,839,001
Economic Development	69,752	13%	531,700	724,131	71%	1,019,775
Community Services	3,673,152	94%	3,915,161	2,623,496	66%	3,984,503
Health Safety & Development	53,983	31%	175,323	442,740	73%	609,600
Environmental Management	437,158	89%	491,990	349,284	59%	587,212
	21,343,036	64%	33,113,766	12,433,963	67%	18,696,483

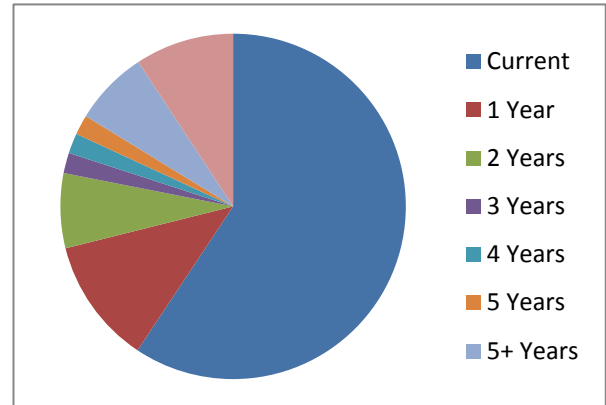
Capital Works Program 2022-2023 Version 2.0

Infrastructure & Works	Actuals	Amended Budget	Grants/Other
Roads	\$3,939,244.64	\$12,834,306.00	\$12,586,445.00
Wastewater	\$0.00	\$810,000.00	\$800,000.00
Water	\$11,958.40	\$500,000.00	\$350,000.00
Transport	\$75,768.64	\$600,000.00	\$300,000.00
Other	\$865,697.06	\$2,203,000.00	\$0.00
Subtotal	\$4,892,668.74	\$16,947,306.00	\$14,036,445.00
Environmental Management	Actuals		Grants/Other
Reserves	\$48,555.75	\$165,384.00	\$0.00
Subtotal	\$48,555.75	\$165,384.00	\$0.00
Community Services & Facilities	Actuals		Grants/Other
Community Buildings & Other Structures	\$158,564.42	\$1,719,321.00	\$1,614,158.00
Parks & Gardens	\$261,477.22	\$608,410.00	\$590,810.00
Council Housing	\$260,776.11	\$365,643.00	\$110,000.00
Subtotal	\$680,817.75	\$2,693,374.00	\$2,314,968.00
Corporate Services	Actuals		Grants/Other
Corporate Buildings & Other Structures	\$63,955.27	\$123,000.00	\$0.00
Other	\$33,763.72	\$40,000.00	\$0.00
Economic Development	\$23,585.32	\$765,000.00	\$565,000.00
Subtotal	\$121,304.31	\$928,000.00	\$565,000.00
Total	\$5,743,346.55	\$20,734,064.00	\$16,916,413.00



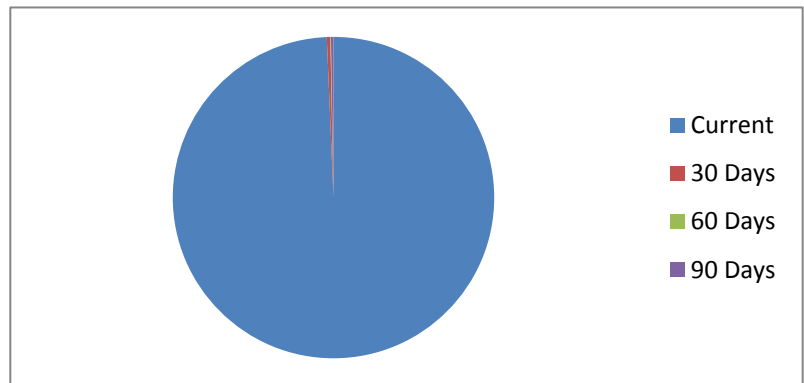
Outstanding Rates

	Apr-23	Mar-23
Current	66,703	101,749
1 Year	13,235	13,235
2 Years	7,867	7,867
3 Years	2,153	2,153
4 Years	2,111	2,111
5 Years	2,088	2,087
5+ Years	7,884	7,884
Interest	10,386	9,888
Total	112,427	146,974



Outstanding Debtors

Total	2,552,748.75
Current	2,535,675.53
30 Days	8,996.93
60 Days	1,536.88
90 Days	6,539.41



Comments:

Consultation:

Legal Implications:

Policy Implications:

Financial and Resource Implications:

InfoXpert Document ID: 126339



Ordinary Meeting of Council Tuesday 16th May 2023

8.2 Subject: Internal Audit Plan and Stores & Inventory Management Practices Audit Scope
Attachments: 5 Year Strategic and 2023FY Annual Internal Audit Plan and Stores & Inventory Management Practices Scope
Author: Director Corporate & Community Services
Date: 21 April 2023

Executive Summary:

Council is required to prepare an internal audit plan and carry out an internal audit for each financial year in accordance with the Local Government Regulation 2012. Council have engaged Pacifica Chartered Accountants to undertake the internal audit function of Council.

Recommendation:

That Council adopt the 5 year Strategic and 2023 FY Annual Internal Audit Plan as presented and note the Stores & Inventory Management Practices Scope.

Background:

In accordance with the Local Government Regulation 2012, Council is required for each financial year to prepare an internal audit plan; and carry out an internal audit.

Due to limited resources within Council for this function, Council sought quotes from external organisations with experience in this area to undertake this function on Council's behalf. Following the Procurement process, Pacifica Chartered Accountants were selected to provide this service on Council's behalf.

Over the past months we have worked with Pacifica to develop a 5 year Strategic Internal Audit Plan as well as a plan for the current financial year. In the first year we have decided to focus on Stores & Inventory management for the first are for internal auditing. Attached to this report is a scope of works which will set the framework for the audit.

Consultation:

Chief Executive Officer

Pacifica Chartered Accountants

Legal Implications:

Policy Implications:

Nil

Financial and Resource Implications:

InfoXpert Document ID: 126338

CONFIDENTIAL



McKINLAY SHIRE COUNCIL

FIVE-YEAR STRATEGIC INTERNAL AUDIT PLAN

incorporating the

FY2023 ANNUAL INTERNAL AUDIT PLAN

MARCH 2023



1. Background

The Internal Audit function is one component of McKinlay Shire Council's (Council) governance framework. In addition to key management controls and the organisation-wide risk management process, the Internal Audit function provides the organisation's stakeholders with a level of assurance that business processes are operating appropriately and effectively in accordance with organisational and legislative requirements.

Supported by legislation, the Internal Audit function is directed to examine, assess and evaluate the operational and financial control measures the Council has adopted, or plans to adopt, to manage business risks that have the potential to impact the achievement of Council's strategic objectives. In doing so, the Internal Audit function, in consultation with senior Council officers, must consider the key corporate-wide risks, and determine where internal audit activity would benefit the organisation.

2. Internal Audit planning approach using Corporate Risk outputs

The outputs of the Risk process are best utilised by Internal Audit to develop an Internal Audit Plan that assesses the effectiveness of the existing systems, processes and controls that are implicitly relied upon by the Executive Team.

By assessing the actual business practices performed by officers and their underlying operating activities (and behaviours), Internal Audit provides independent and objective information to the Leadership Team (Council, Executive Team) about the effectiveness of existing systems, procedures and workflows. Our work also targets implementable business improvements and efficiencies.

As management continue to progress actions to improve sustainability, strengthen existing systems and controls, and address known shortcomings, the Internal Audit function will complement that effort. Equally, management is best placed to continue to progress actions that strengthen existing systems and controls where there are known deficiencies, lower than expected (or unacceptable) effectiveness ratings, or where further initiatives/management actions are required to move the risk to a level that is tolerable.

It is important that Internal Audit is cognisant of the work being undertaken and planned by management to reduce or mitigate risks, and leave sufficient time for these initiatives, systems and controls to be embedded before Internal Audit assess their effectiveness. Exceptions to this may be reviews designed to establish a baseline position as a guide to future management initiatives, or to provide assurance that the implementation status or progress of an initiative is sufficient and can achieve the desired objectives.

3. Alignment and prioritisation of Internal Audit projects to the Corporate Risks (auditable risk areas)

In conjunction with management and using our extensive knowledge of Local Government, we considered the most likely key strategic risks facing McKinlay Shire Council. We used this information to develop a list of possible projects for discussion with management. In consultation with management, Internal Audit projects to be performed in the coming years are proposed for endorsement by Council. It is important to recognise that not all risks that Local Government is exposed to are auditable.

In developing the Internal Audit Plan, we focussed on those risks where the effectiveness of systems and controls are integral to reducing the severity of the risk; and where internal controls are expected to be in place and operating.

3.1 Risk Assurance Map – Agreed Internal Audit Projects - Aligning Internal Audit effort to the McKinlay Shire Council’s Corporate Risks

This diagram shows the alignment between the risks to which the organisation is exposed and the proposed Internal Audit projects identified during consultation with management. Not all the key risks identified are auditable, or suitable for assessment by Internal Audit in the short-term to medium term as further management action is required.

IA Coverage: ■ Direct | ■ Indirect

ALIGNMENT OF INTERNAL AUDIT EFFORT TO COVERAGE OF COUNCIL RISKS		2022-23 Plan	2023-24 Plan	2024-25 Plan		2025-26 Plan	2026-27 Plan
		1. Stores & Inventory Review	1. Job Costing Practices including recoverable works and contractor arrangements	1. Review of Grants & Subsidies application & acquittal processes	2. Corporate Cards, Standing Accounts, Staff Reimbursements & Fuel Cards	1. Asset Management and Asset Accounting – Identification and recognition (new & existing infrastructure assets)	1. HR Entry & Exit Procedures, including Workforce Planning
1	Infrastructure assets are do not meet community needs.	✓		✓		✓	
2	DRP & BCP compliance, adequacy and effectiveness	✓					
3	Insufficient community engagement and customer service						
4	Inadequate external funding to support Council activities and infrastructure needs		✓	✓		✓	
5	Financial sustainability, including fraud/theft risks	✓	✓	✓	✓	✓	✓
6	Water supply quality meets expected standards						
7	Workplace or community safety is well managed to avoid risk of injury or death						✓
8	Compliance with relevant legislation	✓	✓	✓	✓	✓	✓
9	Confidential information is appropriately maintained				✓		✓
10	Reputation risk is effectively managed	✓	✓	✓	✓	✓	✓
Number of Risks covered by the IA Project		5	4	5	4	5	5

4. Summary of Internal Audit effort – Annual Internal Audit Plan

The Internal Audit activity will comprise the following components:

Internal audit activity - type	Description of activity	TOTAL				
		FY2023 (Year 1)	FY2024 (Year 2)	FY2025 (Year 3)	FY2026 (Year 4)	FY2027 (Year 5)
Designated Project Reviews	This Internal Audit Plan sets out the designated Internal Audit projects to be undertaken in each year. The specific projects are detailed to be performed each year are included in Section 4.1 onwards, of this document.	8 - 12	8 - 12	15 - 21	10 - 13	8 - 15
Audit Matrix – Progress validation	The Audit Issues Register is maintained by Council to track and monitor the implementation status of management actions in response to findings raised by Internal and External Audit. Internal Audit has not performed any validation of the status of previously raised findings to provide assurance to Council that the status of management’s actions is fairly reported. An estimate of the time required to complete this task can be provided if required.	If required				
Probity Advisory & Assurance Services over Large-scale Procurement	Large-scale procurement can carry significant risks to Council. At times, an external independent Probity Advisor may benefit Council to mitigate some of the risks and ensure compliance. Pacifica has an independent Probity Advisory Service available to Council. Our tailored approach covers: <ul style="list-style-type: none"> ▪ Fairness and impartiality ▪ Accountability and transparency of process ▪ Confidentiality and security of information and materials ▪ Effective management of conflicts of interest. 	If required				
Special Projects & Hot Topics	Special projects are discrete reviews or investigations into specific activities/areas that are conducted in addition to the approved Internal Audit projects. Management from time to time may request that Internal Audit provide assurance or information on a specific topic. For Council, no internal audit effort has been budgeted for Special Project type projects in this Strategic Internal Audit Plan. Management will determine the appropriate method of engaging Internal Audit for any Special Projects required.	If required				
Internal Audit Planning and Coordination	The following activities are required to deliver an effective, integrated and credible Internal Audit function at McKinlay Shire Council: <ul style="list-style-type: none"> ▪ Formation of the Strategic Internal Audit Plan and Annual Internal Audit Plans in accordance with S207 LGR2012 and the Professional Standards of the Institute of Internal Auditors (and revision annually). ▪ Preparation for, and attendance at (in person or teleconference) Council Meetings, including Internal Audit Status Reporting. ▪ Liaison with External Auditors and/or third-party assurance providers where appropriate. ▪ Meetings with Internal Audit Sponsor or Executive Management as required. 	5	3	4	3	3
Summary of Total Days allocated to proposed Internal Audit activity		13 - 17	11 - 15	19 - 25	13 - 16	11 - 18

4.1 Projects - Annual Internal Audit Plan FY2023

The following table represents each of the project areas that management and Internal Audit support for delivery over the next year. For each project, we have included an overview of the project objective and an estimate of the number of days. The projects that are included in Years 2 through 5 of this Strategic Internal Audit Plan are subject to an annual review process to ensure they remain relevant. This may involve revision of planned projects and re-prioritisation, where appropriate, to meet the changing needs of the organisation.

AUDIT ACTIVITY	Overview of project scope	Proposed Days
FY2023 [YEAR 1]		
1. Stores & Inventory Review	A review of the Stores & Inventory Management practices may not have been performed for some time. The proposed review will examine the: <ul style="list-style-type: none"> ▪ Processes for ordering, receiving, recording and updating inventory movements within the Stores system. ▪ Adequacy, accuracy and completeness of inventory records. ▪ Effectiveness of physical security controls over inventory. ▪ Controls over issuing items to employees, including portable and attractive items such as generators, standpipes, fuel etc. 	8 - 12
Proposed level of Internal Audit effort –days (Project Days only)		8 - 12

4.2 Proposed Projects – Annual Internal Audit Plans FY2024 – FY2027

PROPOSED INTERNAL AUDIT ACTIVITY – PROJECT WORK	Proposed Days
FY2024 [YEAR 2]	
1. Job Costing Practices including recoverable works and contractor arrangements	8 - 12
Proposed level of Internal Audit effort – days (Project Days only)	
8 - 12	
FY2025 [YEAR 3]	
1. Review of Grants & Subsidies application & acquittal processes	10 - 13
2. Corporate Cards, Standing Accounts, Staff Reimbursements & Fuel Cards	5 - 8
Proposed level of Internal Audit effort – days (Project Days only)	
15 - 21	

FY2026 [YEAR 4]	
1. Asset Management and Asset Accounting – Identification and recognition (new & existing infrastructure assets)	10 - 13
Proposed level of Internal Audit effort – days (Project Days only)	10 - 13
FY2027 [YEAR 5]	
1. HR Entry & Exit Procedures, including Workforce Planning	8 - 15
Proposed level of Internal Audit effort – days (Project Days only)	8 - 15

4.3 Commonly performed Internal Audit projects – Local Government sector (available for substitution in any year)

Based on our knowledge of the Local Government sector, the following are commonly performed projects. They are listed here for further consideration in future years.

- Procurement, Contracts & Tendering
- Project Management & Contractor Processes
- Customer Request Management, including Complaints Handling
- End-to-end Accounts Payable Processes
- Records Management
- Fraud Risk & Ethical Conduct Review
- Data Analytics – Fraud Red Flags
- Water Management Practices

1. Stores & Inventory Management Practices

1.1 Project Objective

Determine whether the processes and internal controls in place are adequate to ensure inventory, spare parts, fuel and other consumables are maintained at appropriate levels, protected from loss, accurately recorded and periodically monitored.

This review will also examine the adequacy and effectiveness of controls over recording and issuing items to employees and projects, and the physical security of portable and attractive items such as generators, fuel, communications equipment, etc.

1.2 Scope and approach

The proposed procedures will examine the process for ordering, receiving, recording and updating inventory movements within Stores and the Workshop and determine whether the process is adequate to ensure inventory records are complete and accurately reflect inventory and consumable items held by Council.

To achieve the objective outlined above we will:

1. Interview key personnel within the organisation to understand the end-to-end processes for ordering, receiving and recording fuel, stores and inventory items and updating stock movements in the system.
2. Examine the controls in place to determine whether all stock items are correctly recorded and costed within the inventory management system upon acquisition, issue, return, disposal and/or write-off.
3. Understand whether the treatment of delivery variances (price & quantity) is sufficient to ensure that all goods are received in accordance with the purchase order, and that any variances are appropriately approved prior to acceptance.
4. Understand the adequacy, accuracy and completeness of inventory records. Determine, through observation and testing of a small sample of items, whether processes are adequate to ensure that perpetual inventory records are complete, and accurately reflect inventory, spare parts holdings and consumable items on hand.
5. Evaluate the adequacy of the controls for recording items issued to employees, especially non-consumable items of a portable or attractive nature or as part of Personal Protective Equipment. Consider whether registers of allocations are sufficiently maintained.

6. Consider the effectiveness of the stocktaking process and review the processes in place that govern write-offs, missing items and reconciliation of the inventory sub-ledger to the General Ledger. Observe stocktaking procedures if undertaken during site visits.
7. Examine the practices utilised to determine appropriate stock levels, having regard for the holding cost to Council and the need for immediate access to parts, consumables and equipment. Consider the extent to which these items can be procured on an as-required basis from existing businesses in the region or via corporate card processes.
8. Assess the adequacy of processes to prevent, detect and report losses or theft of inventory or casual-use items held in Stores or workshops, focusing on fuel access management, distribution and reporting.
9. Consider the CCC investigation into State Government fuel controls and misappropriation to determine if Council processes are adequate to avoid the risks identified. Where possible, examine data from fuel software and fuel records to compare fuel issued to vehicle fuel tank size.
10. Review the physical controls in place in each storage area and at outlying depots or storages in the Shire. Determine the extent to which items in inventory are likely obsolete and identify why these goods/items were purchased.
11. Consider whether the processes could be further streamlined and/or standardised to improve the effectiveness of processes or controls.
12. Report on the factual findings arising from our work and recommend opportunities for improvement, if any.

Exclusions

The internal audit project will specifically exclude:

- Procurement & Purchasing more widely
- Asset Register maintenance and accuracy
- Accounts Payable
- Corporate Card appropriateness and use
- Financial and non-financial delegations
- Plant & Fleet management practices & usage patterns

1.3 Timing and hours

This project forms part of the Internal Audit Plan approved by McKinlay Shire Council. An estimate of 10-12 days has been allocated to complete this project. We anticipate the project will commence at a mutually agreed time in Q4 FY2023 and after approval of this project scope.

Project team:

- Carolyn Eagle, Director
- Tracy Townsend, Manager Audit and Assurance Services
- Rowena Small combe, Principal Internal Auditor

Inherent limitations:

Because of the inherent limitations of any internal control structure, it is possible that errors and/or irregularities may occur and not be detected during the internal audit process. An internal audit is not designed to detect all weaknesses in control procedures, as it is not performed continuously throughout the period. Verification of key internal controls is performed predominantly through process walk-throughs, observations and interviews and recommendations are made on this basis.

Any evaluation of the control procedures and their future effectiveness is subject to the risk that the procedures may be altered, circumvented, become inadequate due to changes in conditions or that the degree of compliance with them may deteriorate.

The procedures we have agreed to perform do not constitute an audit in accordance with the Australian Audit Standards.

The procedures we have agreed to perform reflect upon the business risks to which the organisation is exposed, but do not provide or represent complete coverage of the risks to the organisation or that all risk treatments proposed by management are sufficient or effective. The responsibility for adequate and effective risk management rests with management.

Relative responsibilities:

The responsibility for determining the adequacy or otherwise of the procedures agreed to be performed by us is that of the Internal Audit Sponsor. The procedures we perform are solely to assist McKinlay Shire Council in determining the adequacy or otherwise of a selection of internal control measures it has in place.

Our report of factual findings is not to be used for any other purpose and is solely for your information. Other than our responsibility to McKinlay Shire Council and its management, neither Pacifica nor any member or employee of Pacifica undertakes responsibility arising in any way from reliance placed on our report by a third party. Any reliance placed is the responsibility solely of that party.



Ordinary Meeting of Council Tuesday 16th May 2023

8.3 Subject: Disposal of Assets Policy
Attachments: Disposal of Assets Policy Version 2.1
Author: Director Corporate and Community Services
Date: 26th April 2023

Executive Summary:

In order to provide a framework consistent with legislative requirements that provides clear guidelines relating to the sale or disposal of assets or material surplus to the requirement of Council. Council has developed a 'Disposal of Assets Policy'. The policy currently in place has been reviewed and is now presented for Council's consideration.

Recommendation:

That Council adopt the Disposal of Assets Policy Version 2.1 as presented.

Background:

The Local Government Regulation 2012 provides direction with regard to the disposal of valuable non-current assets however not other assets. For good governance, the Disposal of Assets policy has been prepared to provide clear frameworks for the disposal of all asset types, valuable, non valuable, scrap and assets surplus to our needs.

A review of the policy was completed and minor changes made to ensure compliance with current legislation.

Consultation:

Legal Implications:

Section 224 Local Government Regulation 2012.

Policy Implications: On adoption, this will revoke all previous versions of the same named policy.

Financial and Resource Implications:

InfoXpert Document ID: 126341



DISPOSAL OF ASSETS POLICY

BACKGROUND AND CONEXT

All assets and materials purchased by a government organisation, including local governments, remain the property of the government, regardless of their condition, and must be used for the public benefit. The organisation remains the owner and has the sole right to determine their fate. McKinlay Shire Council (Council) requires this policy to ensure asset disposal is:

1. in the best interests of Council's community.
2. performed with diligence.
3. timely, accountable and transparent.

Furthermore, the disposal of any Council asset is an area where the risk of corruption is high. Effectively managing those assets will minimise the risk of corruption, which can occur if employees trade them, sell them, or give them away. If done, without authority, for their own benefit or that of another person, they are committing a criminal offence.

PURPOSE AND SCOPE

The purpose of this policy is to provide a framework consistent with legislative requirements that provides clear guidelines relating to the sale or disposal of assets or materials surplus to the requirements of Council.

This Policy applies to:

- all current and non-current assets and items surplus to Council requirements; and
- all employees of Council.

DEFINITIONS

Valuable Non-Current Assets: Shall be taken to mean:

(a) land; or

(b) another non-current asset that has an apparent value that is equal to or more than the limit set by the local government. The limit set by the local government can not be more than the following amount:

(i) for land—\$1;

(ii) for plant or equipment—\$5,000;

(iii) for another type of non-current asset—\$10,000

Current Assets: Shall be taken to mean items of a value less than the limit set by Council.

Date of Approval: 16th May 2023
Approved By: Council Resolution

Effective Date: 16/05/2023
Version: 2.1
Review Date: 16 May 2026

POLICY PROVISIONS

Asset Disposal Process

Surplus Assets and Material vs. Scrap

An asset or item will be disposed of if it is **Surplus to Requirements** or is deemed to be **Scrap**.

Surplus to Requirements is deemed to be when the asset (or material) is functioning (or in use) and has economic benefit, but has no application in Council operations, or where the asset has no economic benefit (its use incurs more cost than benefit derived).

Where an asset no longer functions, is obsolete (legally out of date), or has been deemed non-compliant by Workplace Health and Safety regulations, the asset or surplus material may only be disposed of as **Scrap**.

Where an item is disposed of as **Scrap**, it must be clearly labelled and disposed of as such, or destroyed.

Approval to Dispose of Assets

All employees will seek approval from the Chief Executive Officer (CEO) or an officer delegated by the CEO prior to the disposal of any Council asset (or material) surplus to Council requirements. This approval shall include the methodology by which the asset (or material) will be disposed.

Recording Disposal

Once approval for disposal is granted, the details of the disposal must be recorded in the 'Disposal Register' within *MAGIQ*.

Preparation for Disposal

Prior to the disposal of assets or material surplus to Council requirements (or deemed to be scrap) the employee disposing of the asset or material shall ensure:

1. no confidential information will be released with the disposal; and
2. the condition of the asset (or item) is clearly understood by any recipient.

Date of Approval: 16th May 2023
Approved By: Council Resolution

Effective Date: 16/05/2023
Version: 2.1
Review Date: 16 May 2026

Disposal Methodology

Valuable non-current Assets, Land and an Interest in Land.

Section 224 of the *Local Government Regulation 2012* (the Regulation) provides that land and non-current assets other than land with an apparent value equal to or above the amount set by Council must be disposed of after auction or by inviting tenders in the way mentioned in section 227 of the Regulation or by using the exceptions provided in section 236 of the Regulation. This section is subject to part 4, publishing details of particular contracts, whereby all relevant details of contracts worth \$200,000 or more must be published on local government website, and displayed in conspicuous place in McKinlay Shire Council public office.

Items deemed **valuable non-current assets, land and an interest in land** (those leases that are lodged with the Titles Office) will be disposed of in accordance with s227 of the *Local Government Regulation 2012*: by

Tender or by Auction

Exceptions to the requirement to dispose of by Auction or Tender will only be undertaken when in accordance with s236 of the *Local Government Regulation 2012*.

Current Assets, Spoil and Materials

Items deemed **current assets, spoil and materials**, shall be disposed of in accordance with the following methodologies:

1. **Donation** The Community Organisation (s 236) must be aware of the item's condition, must indemnify Council of any future repairs and maintenance, accept the condition on an as is and where is basis, and must absorb any costs associated with the disposal.
2. **Tender or Auction** See section 227 of the *Local Government Regulation 2012*. If item/s remain unsold following a tender or auction process authorisation is provided to the CEO to negotiate a fair and reasonable price for the sale of goods/items with individuals. If after twelve months the items remain unsold, a further tender or auction process must be undertaken to dispose of the items.
3. **Traded-In** The item may be traded for a newer model/asset as required by Council. The newer model/asset must be sourced in accordance with s236 of the *Local Government Regulation 2012*.
4. **Dumping** must not be environmentally unsound, hazardous or wasteful. Dumping must offer the most cost effective solution to Council. The site must be approved by

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an appropriate supervisor or manager. The owner of the site must approve the dumping and also indemnify Council against any losses associated with the dumping.

REFERENCES AND RELATED DOCUMENTS

- Local Government Act 2009;
- Local Government Regulation 2012
- McKinlay Shire Council Procurement Policy

Variations

McKinlay Shire Council reserves the right to vary, replace or terminate this policy from time to time.

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8.4 Subject: Data Breach Response Plan Report
Attachments: Data Breach Response Plan
Author: Director Corporate & Community Services
Date: 10 May 2023

Executive Summary:

Following a recent survey by the Office of the Information Commissioner Queensland it revealed Council though it has a Privacy Policy which details Privacy breaches we do not have a documented Data Breach Plan, should a breach of data occur within our systems. A Data Breach Response Plan has been developed considering the framework provided by the Office of the Australian Information Commissioner.

Recommendation:

That Council adopt the Data Breach Response Plan as presented.

Background:

The data breach response plan set out procedures, how to respond and clear lines of authority for Council staff in the event of a data breach (or suspects that a data breach has occurred). This response Plan in conjunction with our adopted Privacy Policy will assist Council to meet our obligations under the Privacy Act.

Consultation:

Office of the Information Commissioner

Legal Implications:

Policy Implications:

Nil

Financial and Resource Implications:

InfoXpert Document ID: 126387



DATA BREACH RESPONSE PLAN

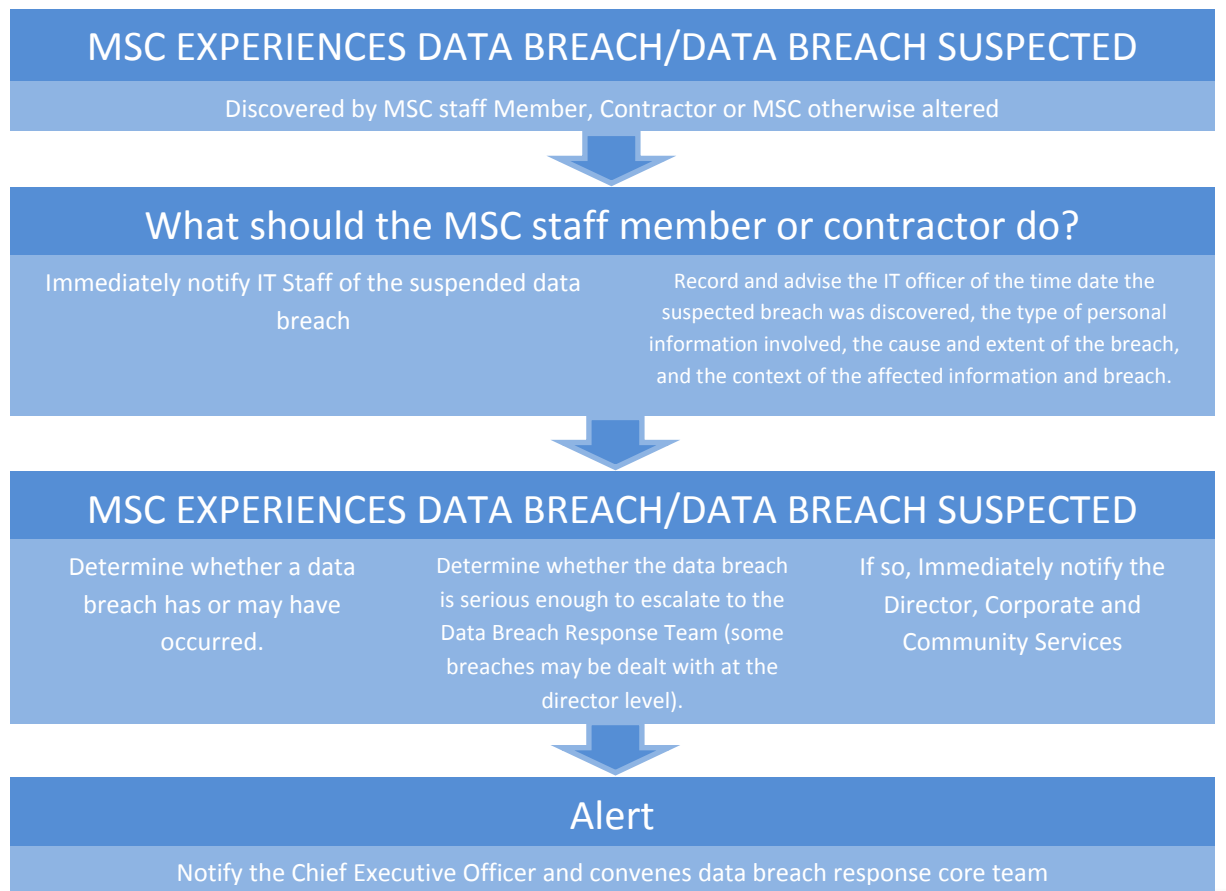
This data breach response plan (response plan) sets out procedures and clear lines of authority for Council staff in the event that the McKinlay Shire Council (MSC) experiences a data breach (or suspects that a data breach has occurred).

A data breach covered by the Information Privacy Act 2009 (QLD) (IP Act) occurs when personal information is lost or subjected to unauthorised access or disclosure. For good privacy practice purposes, this response plan also covers any instances of unauthorised use, modification or interference with personal information held by McKinlay Shire Council. Data breaches can be caused or exacerbated by a variety of factors, affect different types of personal information, and give rise to a range of actual or potential harms to individuals and entities.

This response plan is intended to enable the McKinlay Shire Council to contain, assess and respond to data breaches quickly, to help mitigate potential harm to affected individuals and to comply with the IP Act scheme. Our actions in the first 24 hours after discovering a data breach are crucial to the success of our response.

The plan sets out contact details for the appropriate staff in the event of a data breach, clarifies the roles and responsibilities of staff, and documents processes to assist the MSC to respond to a data breach.

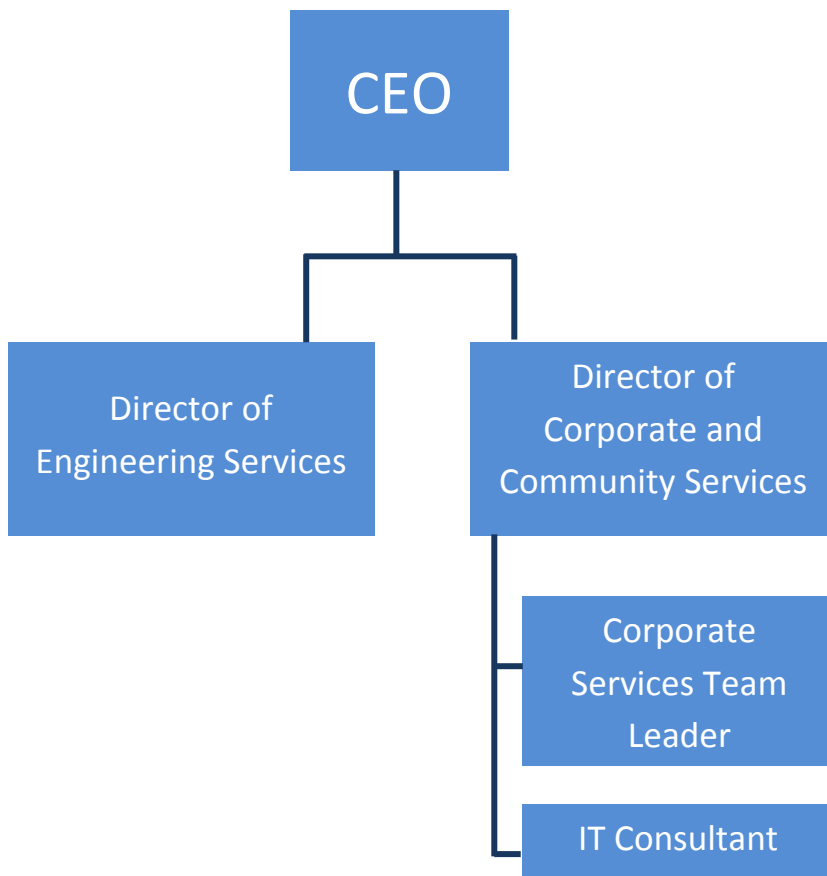
DATA BREACH RESPONSE PROCESS



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DATA BREACH RESPONSE TEAM - MEMBERS



WHEN SHOULD A DATA BREACH BE ESCALATED TO THE DATA BREACH RESPONSE TEAM

Some data breaches may be comparatively minor, and able to be dealt with easily without action from the Data Breach Response Team (response team).

For example, a council employee may, as a result of human error, send an email containing personal information to the wrong recipient. Depending on the sensitivity of the contents of the email, if the email can be successfully recalled (only relates to internal emails), or if the council employee can contact the recipient and obtain an assurance that the recipient has deleted the email, it may be that there is no value in escalating the issue to the response team.

IT Officer should use their discretion in determining whether a data breach or suspected data breach requires escalation to the response team. In making that determination, IT Officer should consider the following questions,

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- Are multiple individuals affected by the breach or suspected breach?
- Is there (or may there be) a real risk of serious harm to any of the affected individual(s)?
- Does the breach or suspected breach indicate a systemic problem in MSC processes or procedures?
- Could there be media or stakeholder attention as a result of the breach or suspected breach?

If the answer to any of these questions is 'yes', then the Reporting Employee should attempt immediate verbal contact with the IT Officer, or if this is not possible, another primary response team member.

The checklist below sets out the steps that the response team will take in the event of a serious data breach.

If it is decided not to escalate a minor data breach or suspected data breach to the response team for further action, then an email should be sent to the Chief Executive Officer that contains the following information:

- o Description of the breach or suspected breach
- o Action taken to address the breach or suspected breach
- o The outcome of the action, and
- o The reasons for their view that no further action is required
- Save a copy of that email in the following MAGIQ Documents Folder:
 - o Data Breach Response – reports and investigation of data breaches

DATA BREACH RESPONSE PROCESS

There is no single method of responding to a data breach. Data breaches must be dealt with on a case by case basis, by undertaking an assessment of the risks involved, and using that risk assessment to decide the appropriate course of action. Depending on the nature of the breach, the response team may need to include additional staff or external experts, for example an IT specialist/data forensics expert.

There are four key steps to consider when responding to a breach or suspected breach.

STEP 1: Contain the breach

STEP 2: Assess the risks associated with the breach

STEP 3: Consider breach notification

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STEP 4: Review the incident and take action to prevent future breaches

The response team should ideally undertake steps 1, 2 and 3 either simultaneously or in quick succession. At all times, the response team should consider whether remedial action can be taken to reduce any potential harm to individuals.

Depending on the breach, not all steps may be necessary, or some steps may be combined. In some cases, it may be appropriate to take additional steps that are specific to the nature of the breach.

Following serious data breaches, the response team should conduct a post-breach review to assess the Council's response to the breach and the effectiveness of this plan and report the results of the review to the CEO. The post-breach review report should identify any weaknesses in this response plan and include recommendations for revisions or staff training as needed.

TESTING THIS PLAN

Members of the response team should test plan with a hypothetical data breach annually to ensure that it is effective. As with the post-breach review following an actual data breach, the response team must report to the CEO on the outcome of the test and make any recommendations for improving the plan.

RECORDS MANAGEMENT

Documents created by the response team, including post-breach and testing reviews, should be saved in MAGIQ Documents Folder:

- Data Breach Response – reports and investigation of data breaches

MCKINLAY SHIRE COUNCIL DATA BREACH RESPONSE CHECKLIST

Step 1: Contain the breach

- Notify the Director of Corporate and Community Services, who may convene the data response team.
- Immediately contain the breach:
 - o IT to implement the Incident Response Plan if necessary.
 - o Contact IT Provider – Fourier Technologies
- Consider whether team needs other expertise
- Inform the CEO, and Queensland Government Chief Information Office (QGCI), as soon as possible; provide ongoing updates on key developments.

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- Ensure evidence is preserved that may be valuable in determining the cause of the breach or allowing the Council to take appropriate corrective action.
- Consider a communications or media strategy to manage public expectations.

Step 2: Assess the risks for individual associated with the breach

- Conduct initial investigation, and collect information about the breach promptly, including:
 - o the date, time, duration, and location of the breach
 - o the type of personal information involved in the breach
 - o how the breach was discovered and by whom
 - o the cause and extent of the breach
 - o a list of the affected individuals, or possible affected individuals
 - o the risk of serious harm to affected individuals o the risk of other harms.
- Determine whether the context of the information is important.
- Establish the cause and extent of the breach.
- Assess priorities and risks based on what is known.
- Keep appropriate records of the suspected breach and actions of the response team, including the steps taken to rectify the situation and the decisions made.

Step 3: Consider breach notification

- Determine who needs to be made aware of the breach (internally, and potentially externally) at this preliminary stage.
- Determine whether and how to notify affected individuals. Does the breach trigger the requirements of the IP Act – is the breach likely to result in serious harm to any of the individuals to whom the information relates and the Council has not been able to prevent the likely risk of serious harm, the affected individuals should be notified. Prompt notification to individuals in these cases can help avoid or lessen the damage by enabling the individual to take steps to protect themselves.
- Consider whether others should be notified, including Office of the Information Commissioner QLD (OIC), Queensland Government Chief Information Office (QGCI), law enforcement or other agencies or organisations affected by the breach or can assist in containing the breach or assisting individuals affected by the breach.

Step 4: Review the incident and take action to prevent future breaches

- Fully investigate the cause of the breach.
- Implement a strategy to identify and address any weaknesses in data handling that contributed to the breach.
- Conduct a post-breach review and report to the CEO on outcomes and recommendations:
 - o Update security (physical and technical) and response plan if necessary.
 - o Make appropriate changes to policies and procedures if necessary.
 - o Revise staff training practices if necessary.
 - o Consider the option of an audit to ensure necessary outcomes are accomplished.

POLICY REVIEW

This policy will be reviewed when any of the following occur:

- a) As required by legislation
- b) Other circumstances as determined by the Chief Executive Officer

Notwithstanding the above, this policy is to be reviewed at intervals of no more than four (4) years.

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9.0 CHIEF EXECUTIVE OFFICER



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

Attachments: NIL

Author: CEO

Date: 11th May 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 11th May 2023 except where amended or varied by separate resolution of Council.

1. McKinlay Shire Bushfire Risk Mitigation Plan

The QFES Bushfire Management section and McKinlay Area Fire Management Group have prepared the McKinlay Shire Bushfire Risk Mitigation Plan January 2023 to January 2024. The Plan identifies the purpose of the plan, the role of the Fire Management Group and its objectives, and the method used to prepare the plan. A copy of the plan is available to view in the meeting.

QFES has requested Council note and endorse the McKinlay Shire Bushfire Risk Mitigation Plan.

Recommendation:

Council note and endorse the McKinlay Shire Bushfire Risk Mitigation Plan January 2023 to January 2024.

2. Julia Creek Cattle Train Loading Facility

Council has commenced the Lease Agreement with Aurizon for the Julia Creek Cattle Train Loading Facility and has a Licence from Queensland Rail for the loading ramp onto the railway corridor. The inspection of the yards was undertaken prior to the end of March and work has commenced 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 and the agreement for this funding has been signed by TMR and Council. The first Watco train loaded cattle from Julia Creek on Thursday 11 May 2023.

The Mayor and I can provide Council with an update on the model to operate train loading moving forward and discussions held with Watco.

Recommendation:

For Council Information



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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. All four contractors have commenced work. 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 DRFA Project meeting, which follows the Council Meeting.

Recommendation:

For Council Information

4. LGAQ Annual Conference Gladstone 16th to 18th October 2023

The 127th LGAQ Annual Conference is being held in Gladstone from the 16th to the 18th of October, 2023. It is recommended Council approve the attendance of Councilors Fegan and Pratt to the Conference.

Recommendation:

Council approve the attendance of Councilors Fegan and Pratt to the LGAQ Annual Conference in Gladstone in October 2023.

5. LGAQ Bush Councils Convention 2023

The Deputy Mayor, Cr. Fegan has been invited to sit on a panel at the 2023 LGAQ Bush Councils Convention, which is being held in Goondiwindi from the 25th July to the 27th July, 2023. It is recommended Council approve the attendance of Cr. Fegan to the LGAQ Bush Councils Convention in Goondiwindi from July 25th to July 27th 2023.

Recommendation:

Council approve the attendance of Councilor Fegan to the LGAQ Bush Councils Convention in Goondiwindi in July 2023.

6. Sale of Land in Coyne Street to Government Employee Housing

The Government Employee Housing (GEH) have requested to purchase two of the blocks of land Council are creating by subdivision of the existing lots on 2 and 4 Netterfield Street. GEH have requested the two blocks located behind 4 Netterfield Street. The proposed lots will be valued by an independent valuer and GEH will pay the valuation determined for the lots. GEH have indicated that the construction of houses on the blocks will proceed rapidly if approved.

Recommendation:

Council approve the sale of the two lots in Coyne Street being created by the subdivision of 4 Netterfield Street to Government Employee Housing.



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7. Appointment of Acting CEO During CEO Leave from 12th June – 19th June 2023

In the absence of the CEO on Leave commencing 12th June – 19th June 2023 it is desired that Council appoints an Acting CEO.

Recommendation:

Council appoints Ms. Tenneil Cody as Acting CEO from 12th June – 19th June 2023.

8. NWQROC Update

The May NWQROC Meeting was held on Wednesday 3rd May and Thursday 4th May in Hughenden. Items discussed included the NWQ Regional Waste Management & Resource Recovery Plan, the Independent Review into Australia's Disaster Funding Arrangements, an update from Telstra, a presentation from Atlas Soils Townsville on Waste Management and Recycling, and updates from MITEZ, LGAQ, NBN, Southern Gulf NRM and the State Government.

The next face to face meeting in Karumba has been scheduled for Wednesday 5th and Thursday 6th July.

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:

Councillors

Directors

Relevant Council staff

External agencies

InfoXpert Document ID: 126405



10. WORKPLACE HEALTH AND SAFETY



Ordinary Meeting of Council Tuesday, 16th of May 2023

10.1 Subject: WHS Report – April 2023

Attachments: Nil

Author: WHS Officer

Date: 11 May 2023

Executive Summary:

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

Recommendation:

That Council receives the April 2023 WHS Report.

Background:

This report outlines the general status of Work Health and Safety at McKinlay Shire Council for the period of April 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: 126402



		Actual	Budget
3700	Workplace Health and Safety	\$96,918.00	\$195,000

- Handled all current LGW claims
- Organised staff training for May 2023
- Visit from PDM WHS Officer for support. This has identified a number of areas of improvement. 3 days on-site has given a lot of guidance and mentoring. These will be addressed over the length of the assistance program.
- Assisted in preparations for the TMR Emergent stabilising works, developing SWMS(Safe Work Management System) for the relevant activities. Also spent time undertaking Council Inductions for various contractors involved.
- **LGW Work Care** There has been a total of 2 Claims the year with a total amount incurred of \$1,936.00.
- **Incidents** in April there have been a total of (2) new incident for the month.
- **Outstanding Actions** total of 58 outstanding Actions (in Rectification Action Plan) and, Total of 8 outstanding Actions (in Skytrust).



11. CLOSE