

Ordinary Meeting PUBLIC AGENDA

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

Tuesday 20 June 2023, 9:00am

**Notice is hereby given that an Ordinary Meeting will be held at the Council Chambers,
Civic Centre, Julia Creek on 20 June 2023 at 9:00am.**

ORDER OF BUSINESS

1. Opening	2
2. Attendance	2
2.1 Appointment	2
3. Declaration of Conflict of Interest	2
4.1 Confirmation of minutes of Ordinary Meeting on 16 May 2023	3
<u>5. ENGINEERING</u>	
5.1 Engineering Services Monthly Report	16
<u>6. ENVIRONMENTAL & REGULATORY SERVICES</u>	
6.1 Environmental and Regulatory Services Monthly Report	23
6.2 Tender T2223009 – Sale of Vacant Lot in the Township of Julia Creek – Lot 14 on SP247177	33
6.3 Adoption of Julia Creek Paddock Agistment Procedure	34
6.3.1 Julia Creek Paddock Agistment Procedure	35
6.4 Application for Permit to Occupy over Lot A on AP23135	37
<u>7. COMMUNITY SERVICES</u>	
7.1 Community Services Monthly Report	40
7.2 Community Donation Request – Scripture Union Queensland	50
7.3 Community Sponsorship Request – Sedan Dip Sports and Recreation Club	53
7.4 Community Benefit Assistance Scheme 2022/23	54
<u>8. CORPORATE SERVICES</u>	
8.1 Corporate Services Monthly Report	56
8.2 Sale of land for overdue rates – Finlay Street, Kynuna (Lots 502-504, 507-509 on K3711 – Assessment: 330-1)	60
8.3 Revenue Policy Review 2023/2024	63
8.3.1 2023/2024 Revenue Policy Version 1	64
8.4 Register of Delegations	68
8.4.1 Register of Delegations – Council to CEO (Presented in Council Meeting)	
<u>9. CHIEF EXECUTIVE OFFICERS</u>	
9.1 Chief Executive Officer’s Monthly Report	73
<u>10. WORKPLACE HEALTH AND SAFETY</u>	
10.1 WHS Report	77
10.2 Work Health & Safety Policy	79
10.2.1 2023 Work Health Safety Policy- version 1.1	80
10.2.2 2023 Psychological Health Safety Wellbeing Policy Statement 1.1	82
<u>11. CLOSE</u>	84

1. OPENING BUSINESS

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

2. ATTENDANCE

Mayor: Cr. P Curr

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

Staff:

Acting Chief Executive Officer & Director of Corporate and Community Services,

Ms. Tenneil Cody

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

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

Executive Assistant, Mrs. Melissa Mussig

Other people in attendance:

Apologies:

Chief Executive Officer, Mr. Trevor Williams

2.1 APPOINTMENT

3. DECLARATION OF CONFLICT OF INTEREST

4. CONFIRMATION OF MINUTES

4.1 That the Minutes of the Ordinary Meeting on the 16 May 2023 be confirmed.



MCKINLAY SHIRE COUNCIL

UNCONFIRMED MINUTES

OF THE

ORDINARY MEETING OF COUNCIL

HELD AT THE

BOARDROOM, CIVIC CENTRE
JULIA CREEK

16 May 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
- 5.2 Award of Footpath reconstruction Julia St, Burke to Coyne St

6. ENVIRONMENTAL & REGULATORY SERVICES REPORT

- 6.1 Environmental and Regulatory Services Monthly Report
- 6.2 Views Request – Conversion to Freehold Lot 4 on EN25 GHPL 23/16531
- 6.3 Request for Tender Prequalified suppliers for Goods and Services

7. COMMUNITY SERVICES REPORT

- 7.1 Community Services Monthly Report
- 7.2 Community Sponsorship Request – Saxby Round-Up
- 7.3 Community Donation Request – Outback Futures
- 7.4 Community Donation Request – Julia Creek Isolated Children’s Parents Association

8. CORPORATE SERVICES REPORT

- 8.1 Corporate Services Monthly Report
- 8.2 Internal Audit Plan and Stores & Inventory Management Practices Audit Scope
- 8.3 Disposal of Assets Policy
- 8.4 Data Breach Response Plan Report
- 8.4.1 Data Breach Response Plan

9. CHIEF EXECUTIVE OFFICERS REPORT

- 9.1 CEO Monthly Report

10. WORKPLACE HEALTH AND SAFETY

- 10.1 Workplace Health and Safety

1. OPENING BUSINESS

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

2. ATTENDANCE

Mayor: Cr. P Curr

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

Staff:

Chief Executive Officer, Mr. Trevor Williams

Director of Corporate & Community Services, Ms. Tenneil Cody

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

Environmental Regulatory Services, Team Leader, Ms. Megan Pellow

Executive Assistant, Mrs. Melissa Mussig

Apologies:

3. DECLARATION OF CONFLICT OF INTEREST

- I. "I Cr. Philip Curr declare that I have a conflict of interest with respect to agenda item 7.2 Community Sponsorship Request – Saxby Round-Up of the May 2023 Ordinary Meeting as defined the *Local Government Act 2009*, section 150EN. I propose to leave and stay away from the place where the meeting is being held while this matter is discussed and voted on."

4. CONFIRMATION OF MINUTES

4.1 Confirmation of Minutes

Confirmation of Minutes of the Ordinary Meeting of Council held on 18 April 2023.

RECOMMENDATION

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

Resolution No. 175/2223

Minutes of the Ordinary Meeting of Council held on 18 April 2023 confirmed.

Moved Cr. J Lynch

Seconded Cr. T Pratt

CARRIED 5/0

4.3 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

5. ENGINEERING SERVICES

5.1 Engineering Works Report

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

RECOMMENDATION

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

Resolution 176/2223

Council receives the Engineering Services monthly report for April 2023.

Moved Cr. J Lynch

Seconded Cr. S Royes

CARRIED 5/0

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

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.

Resolution 177/2223

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.

Moved Cr. P Curr

Seconded Cr. J Fegan

CARRIED 5/0

ENVIRONMENTAL AND REGULATORY SERVICES**6.1 Environmental and Regulatory Services Report**

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

RECOMMENDATION

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

Resolution No. 178/2223

Council receives the April 2023 Environmental and Regulatory Services Report.

Moved Cr. J Lynch

Seconded Cr. T Pratt

CARRIED 5/0

6.2 Views Request – Conversion to Freehold Lot 4 on EN25 GHPL 23/16531

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.

Resolution No. 179/2223

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.

Moved Cr. T Pratt

Seconded Cr. J Fegan

CARRIED 5/0

6.3 Request for Tender Prequalified suppliers for Goods and Services

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

Resolution No. 180/2223

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

Moved Cr. J Lynch

Seconded Cr. T Pratt

CARRIED 5/0

7. COMMUNITY SERVICES**7.1 Community Services Monthly Report**

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

RECOMMENDATION

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

Resolution No. 181/2223

Council receives the Community Services monthly report for April 2023.

Moved Cr. S Royes

Seconded Cr. J Fegan

CARRIED 5/0

Attendance – Having declared a conflict of interest in item 7.2 Community Sponsorship Request – Saxby Round-Up, Cr. Philip Curr left the meeting at 9:43am.

7.2 Community Sponsorship Request – Saxby Round-Up

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.

Resolution No. 182/2223

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.

Moved Cr. S Royes

Seconded Cr. T Pratt

CARRIED 4/0

Attendance - Cr P Curr re-joined the meeting at 9:45am

7.3 Community Donation Request – Outback Futures

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 the McKinlay Shire families during the same visit.

Resolution No. 183/2223

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 the McKinlay Shire families during the same visit.

Moved Cr. J Fegan

Seconded Cr. T Pratt

CARRIED 5/0

7.4 Community Donation Request – Julia Creek Isolated Children’s Parents Association

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.

Resolution No. 184/2223

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.

Moved Cr. J Lynch

Seconded Cr. J Fegan

CARRIED 5/0

8. CORPORATE SERVICES

8.1 The Corporate Services Report

The Corporate Services Report as of 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 April 2023.

Resolution No. 185/2223

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

Moved Cr. T Pratt

Seconded Cr. S Royes

CARRIED 5/0

8.2 Internal Audit Plan and Stores & Inventory Management Practices Audit Scope

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.

Resolution No. 186/2223

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

Moved Cr. J Lynch

Seconded Cr. S Royes

CARRIED 5/0

8.3 Disposal of Assets Policy

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.

Resolution No. 187/2223

That Council adopt the Disposal of Assets Policy Version 2.1.

Moved Cr. T Pratt

Seconded Cr. P Curr

CARRIED 5/0

8.4 Data Breach Response Plan Report

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.

Resolution No. 188/2223

That Council adopt the Data Breach Response Plan.

Moved Cr. J Lynch

Seconded Cr. J Fegan

CARRIED 5/0

9. CHIEF EXECUTIVE OFFICER



9.1 Chief Executive Officer's Report

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

RECOMMENDATION

That Council receive and note the report from the Chief Executive Officer for the period ending 11th May 2023 except where amended or varied by separate resolution of Council.

Resolution No.189/2223

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.

Moved Cr. J Lynch

Seconded Cr. T Pratt

CARRIED 5/0

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.

Resolution No. 190/2223

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

Moved Cr. S Royes

Seconded Cr. P Curr

CARRIED 5/0

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

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.

Resolution No. 191/2223

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

Moved Cr. P Curr

Seconded Cr. J Lynch

CARRIED 5/0

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.

Resolution No. 192/2223

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

Moved Cr. J Lynch

Seconded Cr. S Royes

CARRIED 5/0

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.

Resolution No. 193/2223

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

Moved Cr. J Lynch

Seconded Cr. J Fegan

CARRIED 5/0

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.

Resolution No. 194/2223

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

Moved Cr. S Royes

Seconded Cr. P Curr

CARRIED 5/0

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

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 April 2023.

RECOMMENDATION

That Council receives the April 2023 WHS Report.

Resolution No. 195/2223

That Council receives the April 2023 WHS Report.

Moved Cr. S Royes

Seconded Cr. T Pratt

CARRIED 5/0

General Business – Councillor Requests

Janene Fegan: Congratulating the DND Committee on a wonderful job on the DND weekend.

11. CLOSURE OF MEETING

The Chair of the meeting Mayor Philip Curr declared the meeting closed at 10:53am.

UNCONFIRMED



5.0 ENGINEERING SERVICES



Ordinary Meeting of Council Tuesday 20 June 2023

5.1 Subject: Engineering Services Monthly Report
Attachments: Nil
Author: Engineering Services Department
Date: 20 June 2023

Executive Summary:

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

Recommendation:

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

Background:

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

RMPC

	Actual	Budget YTD	Budget
1610 RMPC Works	\$985,719	\$1,375,550	\$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, 14E JC-Cloncurry, 5807 JC-Kynuna and 78A Burke & Wills Slashing completed
- 14D JC-Richmond and 14E JC-Cloncurry completed \$50,000 of the \$153,000 extra outer wheel path and pothole patching awarded under extra works on the 2 federal RMPC roads leaving \$34,000 remaining.
- Stockpiled 4000t of crushed gravel on the Kynuna Rd ready to go into shoulder resheeting in the new financial year.
- Stabilised 3 bad shoulder drop offs on Burke Wills Rd with seal, these weren't able to be picked up under emergence works.

Cannington Road

	Actual	Budget YTD	Budget
1630 Cannington Road Works	\$382,807	\$407,906	\$445,000

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



Ordinary Meeting of Council Tuesday 20 June 2023

- One cut Slashing on both sides
- Stabilising patches both Maintenance and Emergence work.
- Finished slashing.

Roads Maintenance

	Actual	Budget YTD	Budget
1100 Repairs & Maintenance Shire Roads	\$866,853	\$1,191,666	\$1,300,000

- Town Streets patching, gutter clearing, helping Parks & Gardens with town maintenance.
- Emergence Works, Kynuna/Middleton, Arizona/Braeside and Percol Rd.
- Maintenance grade on Gladevale and Euraba Rd.
- Nelia/Bunda Rd 230m x 6m drop section excavated existing seal and to 0.150mm above ground level, boxed down 0.400mm with a scraper, replaced with 2 x 0.200mm stabilized gravel layers with 2 coat seal.
- Slashing on Taldora, Nelia/Bunda and Punch Bowl Rd.
- Stabilised sale yards corner section of the dump Rd and car park, depot back entrance and boxed and stabilised section in Mathews Street ready for asphalt over lay in the new financial year.
- Stabilised and sealed 5 drop sections on the Byrimine Rd.

Water and Sewerage

	Actual	Budget YTD	Budget
1800 Operational Costs – Julia Creek Water	\$162,354	\$174,166	\$190,000

- Monthly water sampling in line with Councils DWQMP
- Daily checks/testing on all water facilities
- Repair water service leak in Coyne Street
- Replace tap at 10 Shaw Street

	Actual	Budget YTD	Budget
1810 Operational Costs – McKinlay Water	\$19,156	\$29,333	\$32,000

- Monthly water sampling in line with Councils DWQMP
- Monthly visual checks on bore/storage tanks
- Water Infrastructure Services Pty Ltd dived and clean the two (2) storage tanks under the capital works program. Report and photographs to be sent by middle of June.



Ordinary Meeting of Council Tuesday 20 June 2023

	Actual	Budget YTD	Budget
1820 Operational Costs – Kynuna Water	\$41,992	\$55,000	\$60,000

- Monthly water sampling in line with Councils DWQMP
- Visual checks of bore heads/storage tanks
- Monthly cleaning of filters in Kynuna
- Water Infrastructure Services Pty Ltd dived and clean the ground tank under the capital works program. The elevated tank could not be cleaned due to the high temperature of the water. Tank also couldn't be isolated to assist with cooling. Council to consider installing a valve to be able to divert the water to the ground tank so this one can be cooled.

Report and photographs to be sent by middle of June.

	Actual	Budget YTD	Budget
1830 Operational costs – Nelia Water	\$9,837	\$7,333	\$8,000

- Monthly water sampling in line with Councils DWQMP
-

	Actual	Budget YTD	Budget
1900 Operational Costs – Julia Creek Sewerage	\$142,118	\$165,000	\$180,000

- Routine monitoring including monitoring pond levels to report to DES fortnightly.
- Pump out septic and replace pump at Lions Park
- Replace solenoid valve on toilet at McIntyre Park
- Fit new pump in baffled pond
- Department of Environment & Science (DES) have scheduled a compliance inspection of the STP on 13 June 2023

Workshop

	Actual	Budget YTD	Budget
1510 Repairs and Maintenance - Plant & Vehicles	\$1,140,411	\$1,145,833	\$1,250,000

- Julia creek Work camp has provided the workshop with 1 staff member for 2 weeks of each month, helping with any duties required.
- Regular plant maintenance activities undertaken
- First service on new CAT Grader with scheduled oil sampling and minor repairs
- Arrival of the new dual cab V8 Landcruiser in work for fit out



Ordinary Meeting of Council Tuesday 20 June 2023

Parks and Gardens

	Actual	Budget YTD	Budget
2700 Parks & Gardens and Amenities – Operations	\$428,410	\$504,166	\$550,000

- Mowing and whipper snipping all town streets and parks
- Clean all public Amenities
- Mow and whipper snip swimming pool, Father Bill center and R/V camp
- Refuse collection and extra collection for public holidays
- Weed control
- Repair and maintain reticulation
- Pruning and hedging of township
- Clean toilets and remove rubbish Oorindi rest area
- Clean slurry pit and wash bay and remove waste
- Feed Dunnarts
- Mow and maintain bike safety track
- Slashing Taldora Rd
- Assist with set up for Julia Creek Camp draft
- Supply tables/chairs for community markets
- Create veggie garden at kindergarten
- Allocate garbage facilities for town events

Airport

	Actual	Budget YTD	Budget
1300 Airport Operational Costs	\$156,953	\$137,500	\$150,000

- Serviceability Inspections of the facility are undertaken 3 days per week as required for RPT services.
- Local Laws Officer continued to assist ARO in bird mitigation when required.
- Replaced broken blue runway edge light that was damaged by slasher.
- The 2023 Technical Inspection is scheduled for 8-9 June 2023.
- The new avgas fuel bowser is scheduled to be installed on the week commencing 19 June 2023.
- Drawings have been completed for the apron extension and hanger construction. Request for Tender is expected to be advertised by middle of June.

Projects

DRFA 2022 REPA

The overall status of the project is summarized below.



Ordinary Meeting of Council Tuesday 20 June 2023

Work Package	Current Work Locations
WP01 SE	Minamere Nelia Road, Yorkshire Nelia Road
WP02 S	All Crews on WP01
WP03 SW	Beenfield Road,
WP04 NW	Old Normanton Road & Sunny Plains Road
WP05 NE	Bezuma Road

Work Package	Next Month Forecast
WP01	Minamere Nelia Road, Yorkshire Nelia Road, Proa Road, Ardbrin Road
WP02	Eulolo -Mckinlay Road Culverts
WP03	Beenfield Road, Toolebuck McKinlay Road, Percol Road
WP04	Old Normanton Road, Sunny Plains Road
WP05	Bezuma Road, Punchbowl Road, Zonia Downs Access Road

A detailed report has been issued with the PLT meeting minutes and agenda.

DRFA 2023 Emergent Works

Emergent undertaken in May 2023

- Kynuna – Middleton
- Arizona – Braeside
- Percol Rd

Emergent work planned in June 2023

- Eulolo – McKinlay Rd
- Taldora Rd(Maintenance)

Building our Regions Funding Round 6

Xylem sub-contractor has established on-site and commenced refurbishment works on STP. Tender for inlet screen will be released early in June 2023.

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

Langtree Consulting have been populating Asset management plan. Some information from this has been included in the upcoming proposed 23/24 budget.



Ordinary Meeting of Council Tuesday 20 June 2023

TMR Emergent works

Council, SPA, and East Coast Traffic crews completed stabilization works on 78A Burke&Wills which brings all TMR stabilizing works to completion.

Legal Implications:

Nil

Policy Implications:

Nil.

Financial and Resource Implications:

As provided in the report.

InfoXpert Document ID: 126924



6.0 ENVIRONMENTAL & REGULATORY SERVICES



Ordinary Meeting of Council Tuesday 20 June 2023

6.1 Subject: Environmental and Regulatory Services Report – May 2023

Attachments: None

Date: 14 June 2023

Executive Summary:

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

Recommendation:

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

Background:

This report outlines the general activities of the department for the month of May 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: 126929



1 – Refuse Collection and Disposal

1.1 - Budget

		Actual	Budget YTD	Budget
ENVIRO1.1	3100 - Refuse Collection Revenue	\$90,245	\$82,294	\$89,776

		Actual	Budget YTD	Budget
ENVIRO1.2	3100 - Kerbside Rubbish Collection Expenditure	\$58,035	\$45,833	\$50,000

		Actual	Budget YTD	Budget
ENVIRO1.3	3110 - Refuse Disposal Revenue	\$51,538	\$40,817	\$44,528

		Actual	Budget YTD	Budget
ENVIRO1.4	3110 - Refuse Disposal Operational Costs	\$61,482	\$96,250	\$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.

Department of Environment and Science (DES) have scheduled a compliance inspection of the Julia Creek Landfill on the 13 June 2023.

2 – Environmental Health Services

2.1 – Budget

		Actual	Budget YTD	Budget
ENVIRO2.1	3000 - Environmental Licence Fees (Revenue)	\$3,285	\$3,025	\$3,300

		Actual	Budget YTD	Budget
ENVIRO2.2	3000 - Environmental Health Services	\$152,759	\$128,333	\$140,000

2.2 – Report

Water and Sewage Monitoring

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

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

- Lions Park 3.18mg/L
- Coyne Street Depot 3.22mg/L
- STP Compound 3.18mg/L



Food Safety

There were five (5) food recalls received in May.

3 – Local Law Administration

3.1 – Budget

		Actual	Budget YTD	Budget
ENVIRO3.1	3210 - Animal Registration Fees	\$6,450	\$5,660	\$6,175

		Actual	Budget YTD	Budget
ENVIRO3.2	3210 - Fines & Penalties – Animal Control	\$320	\$458	\$500

		Actual	Budget YTD	Budget
ENVIRO3.3	3210 - Animal Boarding	\$12,214	\$13,750	\$15,000

		Actual	Budget YTD	Budget
ENVIRO3.4	3210 - Local Law Administration	\$117,100	\$137,500	\$150,000

3.2 - Report

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

Table 1 - Local Law & Animal Control Summary

Activity	Number/Details
Impoundings and infringement notices	Nil
Euthanized/Destroyed/Rehomed	Nil
Verbal/Written/Official warning	Nil
Complaints	Nil
Dog Boarding	Fourteen (14) dogs
Removal of Dead Animals	Nil
Trapping Locations & Results	Nil
Compliance Notices (Untidy Allotments) issued	Nil
SPER Infringement Fines issued	Nil
Commercial Use of Roads Permit issued	Nil
Comments / Actions:	
<ul style="list-style-type: none"> * Local Laws Officer assisted with the water truck for the Julia Creek Campdraft. * Skip Bins delivered to McIntyre Park for Julia Creek Campdraft. 	

4 – Noxious Weeds and Pest Control

4.1 – Budget

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



Ordinary Meeting of Council Tuesday 20 June 2023

		Actual	Budget YTD	Budget
ENVIRO4.2	3220 - Truck Washdown Bay Revenue	\$22,049	\$22,916	\$25,000

		Actual	Budget YTD	Budget
ENVIRO4.3	3220 - Dingo Baits (Revenue)	\$10,331	\$4,583	\$5,000

		Actual	Budget YTD	Budget
ENVIRO4.4	3220 - Feral Pig Baits (Revenue)	\$0	\$0	\$0

		Actual	Budget YTD	Budget
ENVIRO4.5	3220 - Pest Animal Rural Land Owners Fees	\$60,432	\$53,795	\$58,686

		Actual	Budget YTD	Budget
ENVIRO4.5	3220 - Pest Plant Control Program Exp	\$145,107	\$155,833	\$170,000

		Actual	Budget YTD	Budget
ENVIRO4.6	3230 - Pest Animal Control Program Exp	\$69,468	\$91,666	\$100,000

4.2 – Report

Pest Animal Control

1080 Baiting was conducted from the 8 - 12 May 2023. A total of 12,310kg of meat was baited.

There were 240 Factory Baits issued in May.

There were 7 scalps presented in May.

Washdown Bay Facility

Grates were cleaned out during the month.

5 – Livestock Operations

5.1 – Budget

		Actual	Budget YTD	Budget
ENVIRO5.1	3235 - Livestock Weighing Revenue	\$24,418	\$41,250	\$45,000

		Actual	Budget YTD	Budget
ENVIRO5.2	3235 - Livestock Cattle Train Loading Revenue	\$0	\$22,916	\$25,000

		Actual	Budget YTD	Budget
ENVIRO5.3	3235 - Livestock Operational Costs	\$75,236	\$80,208	\$87,500



5.2 - Report

Julia Creek Livestock Facility

Weighing

There were 242 cattle weighed and/or scanned at the facility during the month.

Loading

There were 2268 cattle loaded onto four (4) trains 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	\$7,333	\$8,000
		Actual	Budget YTD	Budget
ENVIRO6.2	3300 - Stock Route Recoverable Works (Revenue)	\$9,137	\$27,500	\$30,000
		Actual	Budget YTD	Budget
ENVIRO6.4	3300 - Trustee Lease Fees (Revenue)	\$206,235	\$205,333	\$224,000
		Actual	Budget YTD	Budget
ENVIRO6.5	3300 - Reserves Agistment Fees (Revenue)	\$6,011	\$6,416	\$7,000
		Actual	Budget YTD	Budget
ENVIRO6.6	3300 - Precept Expenses (Revenue)	\$18,212	\$16,694	\$18,212
		Actual	Budget YTD	Budget
ENVIRO6.7	3300 - Stock Route Maintenance (Expenditure)	\$85,244	\$105,416	\$115,000
		Actual	Budget YTD	Budget
ENVIRO6.8	3300 - Reserves Expenses (Expenditure)	\$13,818	\$22,916	\$25,000

6.2 - Report

Reserves

Capital Works – Horse Paddocks around McIntyre Park

Fence along rail/Royes-Wilson paddocks completed.

Fence at back of horse paddock on Old Normanton Road completed.

Fence and stays propping up race stables renewed with white horse wire.

6.3 - Cemeteries

6.3.1 – Budget

		Actual	Budget YTD	Budget
ENVIRO6.9	3400 – Cemeteries	\$23,644	\$45,833	\$50,000



6.3.2 - Report

There were two (2) queries during the month. One regarding location of grave and one for a headstone placement.

7 – Work Program (Workcamp)

7.1 - Budget

		Actual	Budget YTD	Budget
ENVIRO7.1	3600 - Work Program	\$31,775	\$28,875	\$31,500

7.2 – Report

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

Community Group	Activity
McKinlay Shire Council	<u>Workshop</u> Assist with workshop duties
McKinlay Shire Council	<u>Saleyards</u> *Mowing/Whippersnipping *Clean troughs
McKinlay Shire Council	<u>McIntyre Park</u> Mowing/Whippersnipping
McKinlay Shire Council	<u>Various</u> *Mow/whippersnip Scour Bore Compound *Mow/whippersnip runway strip, replace broken light, replace all cones on runway strip edge *Whippersnip STP Compound and clean up around Imhoff Tank in preparation for STP repair works *Clean Civic Centre *Remove old troughs *Assist Council Plumber with various plumbing works in Julia Creek *Assist with erection of Fence *Cleaned area at back of race stables
Julia Creek State School	Mowing/Whipper snipping/Weeding gardens
Churches/RSL/CWA/SES/Dirt and Dust Central	Mowing/whipper snipping
McKinlay Race Club	Mow/whippersnip/clean McKinlay Racetrack in preparation for Race Event in June
Julia Creek ICPA	Set up for ICPA Conference

8 – Housing, FRB and Community Centre

8.1 – Budget

			Actual	Budget YTD	Budget
ENVIRO9.1	3810-1300	3810 - Council Property / Staff Housing Program Rev	\$118,885	\$100,833	\$110,000



Ordinary Meeting of Council Tuesday 20 June 2023

ENVIRO9.2	3810-1301	3810 - Council Property / Subdivision Blocks Rent	\$6,662	\$5,500	\$6,000
	3810-1302	3810-Council Property / Subdivision Blocks outgoings	\$6,036	\$1,375	\$1,500
ENVIRO9.3	3810-2300	3810 - Council Property / Staff Housing Program Exp	\$308,631	\$293,333	\$320,000
ENVIRO9.4	3810-2300	3810 - Council Property / Sub Division Expense	\$6,316	\$5,958	\$6,500

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	<p>Maintenance</p> <ul style="list-style-type: none"> *Unblock drain at 25 Byrne Street *New stove at Airport Residence *Replace all smoke alarms in 71 Coyne Street *Replace bathroom light in Unit B, 4 Shaw Street *Install hot water system at 7 Coyne Street

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	Nil
Finalised Tenancies	Nil
Remedy Breach	Nil
Notice to Leave	Nil
Notes/Repairs	<ul style="list-style-type: none"> *New oven and light repairs to Unit 2/50 Old Normanton Road *Washing Machine for Unit 3/50 Old Normanton Road



	*Regular lawn maintenance
--	---------------------------

Fr Bill Bussutin Community Centre and Seniors Living Units

Budget

		Actual	Budget YTD	Budget
ENVIRO10.4	3820 - Community Centre Hire Fees	\$3,448	\$1,375	\$1,500

		Actual	Budget YTD	Budget
ENVIRO10.4	3820 - FRB Centre RENT	\$37,700	\$36,666	\$40,000

		Actual	Budget YTD	Budget
ENVIRO10.5	3820 - FRB Units & Community Ctre Operational Costs	\$58,676	\$100,833	\$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	*Screen erected next to bedroom wall on Unit 1
<u>Fr Bill Centre</u>	
Notes/Repairs undertaken	Nil

9 – Land and Building Development

9.1 – Budget

		Actual	Budget YTD	Budget
ENVIRO11.1	3900 - Revenue	\$6,892	\$5,500	\$6,000

		Actual	Budget YTD	Budget
ENVIRO11.2	3900 - Town Planning Program	\$27,895	\$47,666	\$52,000

9.2 - Report



Ordinary Meeting of Council Tuesday 20 June 2023

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>Date Lodged</u>	<u>Applicant</u>	<u>Type of Development</u>	<u>Location</u>	<u>Application Details</u>
2022-23_19	20 May 2023	Rapid Building Approvals on behalf of Andrea Burnett	BUILDING	Taldora Road, JULIA CREEK QLD 4823 also known as Lot 1 on B157124	Raise and re-stump dwelling
2022-23_20	26 May 2023	Aurecon Australasia Pty Ltd	PLANNING	Lot 30 on EN117	EXEMPT – Installation of fixed Radio Links Mobile Phone Radio Infrastructure
2022-23_21	23 May 2023	Grant Wiles	BUILDING	39 Burke Street, JULIA CREEK QLD 4823 also known as Lot 505 on JC5571	Demolition of Dwelling

Updates on various land matters are as follows;

<u>Matter</u>	<u>Status</u>
Kynuna Rodeo Grounds/Landfill	No further updates.
McKinlay Landfill	No further updates.
Lot 2 K3718 – Land beside Water Reserve in Kynuna	No further updates.
Road Opening through Malpas Station	DoR are still awaiting documentation from the landowner to finalise the registration of the survey plan. These were re-sent to the landowner.
Application for Deed of Grant over Operational Reserve, Lot 54 on JC55713 also known as 48 Byrne Street, Julia Creek	No further updates.

10 – Local Disaster Management

10.1 – Budget

	Actual	Budget YTD	Budget
ENVIRO12.1 2760 - SES Grants	\$20,568	\$18,854	\$20,568

	Actual	Budget YTD	Budget
--	---------------	-------------------	---------------



Ordinary Meeting of Council Tuesday 20 June 2023

ENVIRO12.2	2760 – SES Capital Grants	\$0	\$107,250	\$117,000
		Actual	Budget YTD	Budget
ENVIRO12.2	2760 - Natural Disaster Grants	\$4,578	\$6,215	\$6,780
		Actual	Budget YTD	Budget
ENVIRO12.3	2760 - Disaster Management Operational Costs	\$11,950	\$23,925	\$26,100

10.2 - Report

No events activated the LDMG during the month.



Ordinary Meeting of Council Tuesday 20 June 2023

6.2 Subject: Tender T2223009 – Sale of Vacant Lot in the Township of Julia Creek – Lot 14 on SP247177
Attachments: Nil
Author: Environmental & Regulatory Services Department
Date: 1 June 2023

Executive Summary:

Council advertised the sale of Lot 14 on SP247177 by public tender. One (1) tender was received by the closing date.

Recommendation:

That Council resolve to:

- a. To award Lot 14 on SP247177 to Andrew Scott Napier of Vanadis Technologies Pty Ltd for the tendered price of \$22,000.00 including GST; and*
- b. Delegate the Chief Executive Officer to commence contract of sale preparations*

Background:

Council re-called the tender for the sale of Lot 14 on SP247177 as a sale not a lease like previously advertised. There was one (1) tender received by the closing date.

Andrew Scott Napier of Vanadis Technologies Pty Ltd submitted a tender for \$22,000.00 including GST. As there is only one tender received it is recommended to award Lot 14 to Mr Napier.

Consultation: Nil

Legal Implications: Nil

Policy Implications: Nil

Financial and Resource Implications: Council Receive \$22,000 income from sale of this lot and ongoing rates Payments.

InfoXpert Document ID: 126925



Ordinary Meeting of Council Tuesday 16 May 2023

6.3 Subject: Adoption of Julia Creek Paddock Agistment Procedure
Attachments: Julia Creek Paddock Agistment Procedure
Author: Environmental & Regulatory Services Team Leader
Date: 14 June 2023

Executive Summary:

Council have prepared a procedure for the allocation of horse paddocks around Julia Creek.

Recommendation:

That Council resolves to adopt the Draft Julia Creek Paddock Agistment Procedure as presented.

Background:

Council currently do not have a procedure on how to manage the small paddocks around Julia Creek including the following:

- Kynuna Road Paddock 1
- Kynuna Road Paddock 2
- Kynuna Road Paddock 3
- Kynuna Road Paddock 4
- McIntyre Park Paddock 1
- McIntyre Park Paddock 2
- McIntyre Park Paddock 3
- Julia Creek Pasturage Reserve Paddock 3
- Julia Creek Pasturage Reserve Paddock 4
- Julia Creek Pasturage Reserve Paddock 5

Staff propose to implement a procedure that sets out the eligibility criteria, terms and conditions and waiting list requirements to new agistment agreements.

Consultation: (internal/External) Council Staff

Legal Implications: Nil

Policy Implications: Implementation of the Julia Creek Paddock Agistment Procedure

Financial and Resource Implications: Nil

InfoXpert Document ID: 126926



Julia Creek Paddock Agistment Procedure

1. PURPOSE

McKinlay Shire Council (**Council**) acknowledge the need to provide a procedure for the allocation of horse paddocks to the Local Government community.

The objective of this procedure is to set out Council's principles in regard to the tenure management of the Council Horse Paddocks, and to provide a process which is consistent and ethical for the management of Council's Horse Paddocks in accordance with all current regulations, legislation, local and subordinate laws.

2. SCOPE

This procedure is to define the internal process ensuring all dealings with the allocation, use and surrender of Council horse paddocks is consistent.

It outlines the Eligibility Criteria that must be achieved prior to paddock allocation and Terms & Conditions of the paddock by the horse owner.

3. ELIGIBILITY CRITERIA

- * Horse paddock must be held in an individual name; and
- * One (1) only Council paddock allocated per individual; and
- * Applicant must permanently reside in Julia Creek for a period of twelve (12) months with proof of residency required to accompany the application (being a current driver's license and a resident tenancy agreement and/or electricity account); and
- * Applicant will be subject to Council's credit assessment process and must not have or currently owe an overdue debt to Council

4. TERMS AND CONDITIONS

Where the applicant is successful in meeting the above listed eligibility criteria, a three (3) year agistment permit shall be offered. The Agistment Permit shall include the following terms and conditions (but not limited to):

- a) Only horses owned by the agreement holder shall be housed in the paddock with no sub-letting or agisting of the horse paddock to another party; and
- b) When applying for a paddock, the agreement holder is to advise how many horses will be housed in the paddock at one time. **The agreement holder will be charged the maximum head count.**; and
- c) A fee of \$10.00 per head per week will be billed monthly in advance. This fee may be subject to an annual increase in line with Council's Fees and Charges. **Failure to provide payment by the due date will result in the cancellation of the permit and the stock being removed from the paddock.**; and
- d) The horse paddock must be returned to Council upon the paddock being vacated by the agreement holder (which will then be allocated to the next person on the horse paddock waiting list); and



Julia Creek Paddock Agistment Procedure

- e) The agreement holder shall agree to abide by all relevant legislation and policies pertaining to horses, including the Biosecurity Act; and
- f) The agreement holder shall be responsible for the day-to-day care of the animal and the holder must abide by the Animal Care and Protection Act 2001 (ACPA) at all times. Any breach will result in termination of the agreement and Council may report the incident to responsible authorities.

5. REGISTERING INTEREST FOR COUNCIL HORSE PADDOCKS

5.1.1 For an individual to register their interest for a Council Horse Paddock, a formal request in writing must be received by Council.

5.1.2 Each request must include the following minimum details to be considered valid:

- ✓ Full Name (as appears on Driver's Licence)
- ✓ Address (Postal and Residential)
- ✓ Email Address
- ✓ Contact Number

5.1.3 A Council Officer shall respond to the individual enquiry within three (3) business days acknowledging receiving the request and confirming their placement on the Waiting List.

5.2 ASSESSMENT OF APPLICATIONS

5.2.1 Applicant's documentation will be accessed to ensure Eligibly Criteria has been met.

5.2.2 Where all required documentation has been received, A email is forwarded to the Finance section for a credit assessment.

5.2.3 Where applicant is deemed successful, written notification of Council's decision will be provided within five (5) business days of the assessment of the offer.

5.2.4 Where documentation is incomplete, Council will email to request further information, and should no response be received providing the requested information by the advised date, the applicant will be removed from the Waiting List.

5.2.5 Where the applicant is deemed unsuccessful, written notification of Council's decision will be provided within ten (10) business days of the assessment.

5.3 PADDOCK ALLOCATION

5.3.1 Allocation of Council horse paddocks will be based on order received.

5.3.2 Council must allocate paddocks in order of paddocks becoming vacant.

5.3.3 In the instance that major work (clearing vegetation, drains and debris) is required on a paddock, the next available paddock will be offered.

8. REVIEW

It is the responsibility of the Environmental & Regulatory Services Department to monitor the adequacy of this Policy and recommend appropriate changes over time. This Policy will be formally reviewed every term of Council or as required.



6.4 Subject: Application for Permit to Occupy over Lot A on AP23135
Attachments: Nil
Author: Environmental & Regulatory Services Department
Date: 14 June 2023

Executive Summary:

Email correspondence has been received from Tinker Walden requesting Council's consent for a Permit to Occupy over Lot A on AP23135 for grazing purposes.

Recommendation:

That Council resolves to:

- a) *Advise Tinker Walden that Council has no objections to the application for Permit to Occupy over Lot A on AP23135; and*
- b) *Authorise the Chief Executive Officer to complete Part C of the application and send to Tinker Walden*

Background:

Email Correspondence has been received from Tinker Walden requesting Council's consent to her application for a Permit to Occupy over Lot A on AP23135. The current permit to occupy is held by Walter Countryman.

Tinker cannot continue this permit she is required to apply for the use of the land. The proposed use is grazing.

Below is a map of the area.





Ordinary Meeting of Council Tuesday 20 June 2023

Council are required to complete Part C of the application.

Consultation: (internal/External)

Legal Implications:

Policy Implications:

Financial and Resource Implications:

InfoXpert Document ID: 126928



7.0 COMMUNITY SERVICES



7.1 Subject: Community Services Monthly Report

Attachments: Nil

Author: Community Services Team Leader

Date: 8th June 2023

Executive Summary:

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

Recommendation:

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

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

Grants, Funding & Projects

Mini Golf

The construction of the Mini Golf Course is scheduled to be completed around mid-June with the installation of shade sails. Council is planning to host a community 'Grand Opening' of the facility from 5pm onwards on Thursday June 22.

Softfall Replacement Projects

The replacement of existing softfall at Lions Park, Peter Dawes Park and Pool Splash Pad are expected to be completed around mid-June. These projects will rectify potential safety hazards as well as give each facility a vibrant new look.

Racetrack Amenities Refurbishment

Council currently has a tender open through VendorPanel for the refurbishment of the Racetrack Amenities building to address non-compliance and give the overall look of the building a much-needed facelift. The tender is scheduled to close on Friday June 16 at 5pm. Council is hopeful of getting a number of responses from appropriate contractors to undertake the works and make it a competitive process.



Julia Creek Caravan Park

As we head towards our peak visitation season, the Park has seen a great increase in the number of guests staying at the park throughout May. The Park welcomed 1132 guests during May and many tourists are also starting to plan their holidays well in advance which should result in another great year of travellers experiencing all that Julia Creek and McKinlay Shire has to offer. Our famous Monday evening Bush Dinners are scheduled to begin in June and a big thanks must be extended to our local community groups for allowing a great experience for guests once again in 2023.

JC Caravan Park Revenues May 2023

Type of service	MARCH revenues (inc GST)	Total (inc GST)	APRIL revenues (inc GST)	Total (inc GST)	MAY revenues (inc GST)	Total (inc GST)
Twin Single Units	\$1,710		\$3,780		\$3,330	
Powered Sites	\$5,472.45		\$14,720		\$20,566	
Self-Contained Cabins	\$18,915		\$20,895		\$15,570	
Unpowered Sites	\$528		\$1,820		\$2,760	
Sub Total	\$26,625.45		\$41,215		\$42,226	
Artesian Baths incl. salts	\$2,470		\$11,523		\$15,956	
McIntyre Park						
Cheese Platters	\$400		\$2,440		\$3,700	
Laundry	\$304		\$537		\$752	
Long Term Stay/Storage						
Calculated Total	\$29,799.45		\$55,715		\$62,634	

JC Caravan Park Occupancy by Category May 2023

Type of Service	% Occupancy
Twin Single Units	32%
Cabin – 4 berth	90%
Cabin – 6 berth	85%
Unpowered site	29%
Powered Caravan site	54%
Powered camp site	19%

JC Caravan Park Artesian Bathhouse Usage May 2023

Type of Service	Number of bookings
Boundary Rider Huts	64
Replica Rainwater Tank Bathhouses	195



Library & Funeral Services

Our Librarian was away during the first half of May but we were able to keep the facility operating with thanks to staff from other areas filling in and completing day-to-day tasks including book requests and exchanges. Some generous donations of books have been passed on to the Library and staff will now integrate these into the Library for people to access. The library still remains a popular place for local children to gather after school to play games and have fun utilizing the technology and resources available. Children must be commended for being courteous, respectful and sharing.

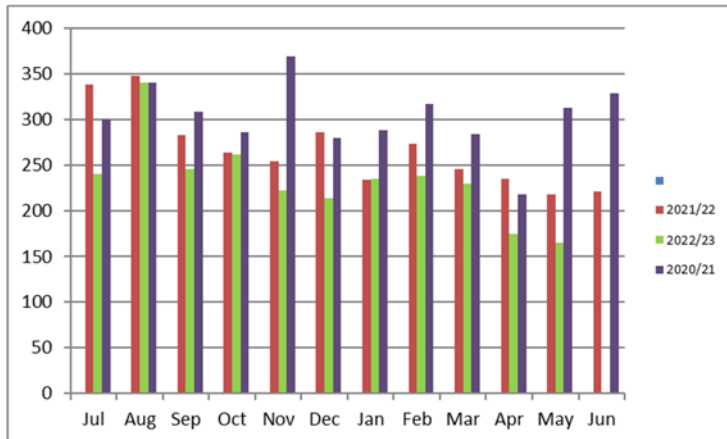
JC Library Memberships May 2023

Type of Membership	Total Membership
Adult	316
Junior	70
Institutions	2
Tourists	

JC Library Services Provided May 2023

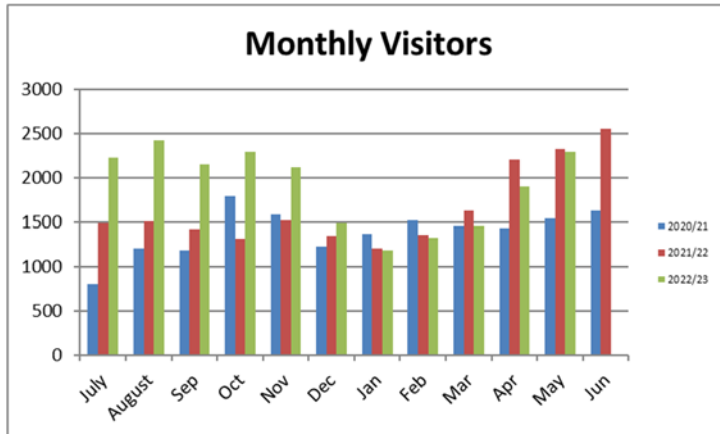
Services Provided	Total Amount
Reservations satisfied	7
Requests for books	16

JC Library Monthly Loans May 2023





JC Library Monthly Visitors May 2023



Tourism

Total Visitor Numbers for May 2023

There were 756 visitors to the Julia Creek Visitor Information Centre in May 2023 compared with 860 in May 2022.

Total Locals for May 2023

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

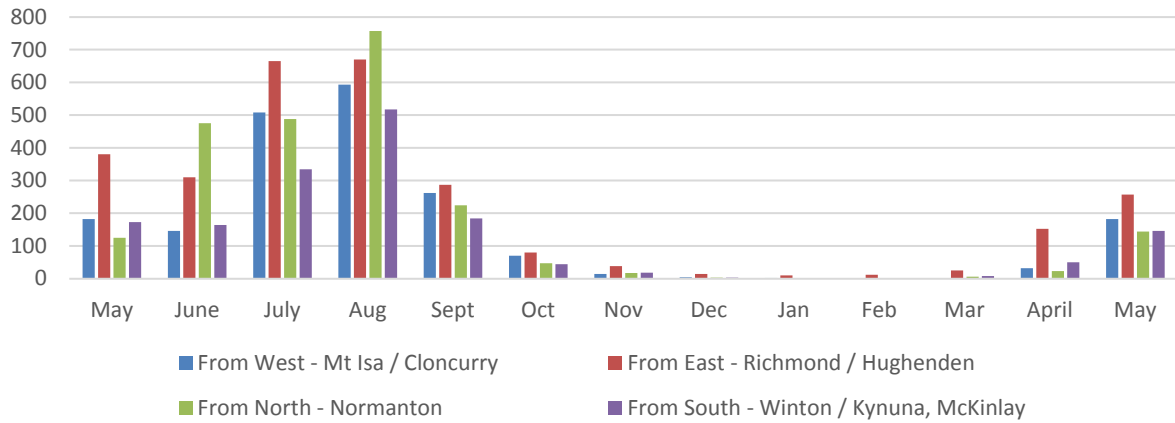
Beneath the Creek Entries May 2023

There was a total of 279 attendees at the dunnart feeding experience compared with 276 in in 2022.

North West Regional Statistics for May 2023



North West Regional Statistics May 2022 - May 2023



RV Site Permits May 2023

There were 176 RV Site permits issued in May 2023 compared with 189 in May 2022.

Social Media Figures

	Facebook Page Followers			Instagram Likes		
	Mackinlay Shire Council	Julia Creek VIC	Caravan Park	Mackinlay Shire Council	Julia Creek VIC	Caravan Park
May 1	7,645	5,212	4,898	1,114	3,016	323
May 31	7,705	5,246	5,016	1,122	3,223	508



Julia Creek Early Learning Centre

Staffing:

- The Director/ECT has resigned from her position as Director of the centre due to urgent family matters. Sam has taken over the role in the meantime while a new Director/ECT is recruited.
- Losing a staff member has seen us reduce the centre hours in the meantime down to Monday-Friday 8:30am -2:30pm. Our focus remains on the wellbeing of the children and staff as well as providing consistency of care for families in the community.
- Sam and Jessi are still working full time hours and utilise the afternoon time from 3:30pm – 5pm to complete tasks such as cleaning the environment, programming, administration, enrolment audits, policy updates, reflections and QIP. This ensures that we are doing our best to remain a high quality educational service regardless of the challenges we have faced with staffing.
- If either Sam or Jessi are absent on a Monday, Thursday or Friday, this will affect the opening of the centre and it would need to close as we can't meet Educator to child ratios.
- Families are assisting with the recruitment process through word of mouth and sharing advertisements on social media.

Enrolments and attendance:

Current enrolments:

Aged under two: 4 (2 on long term-holidays)

Aged two to three: 1

Aged three to five: 13 (1 on long-term holidays)

Total: 18 children

- No new enrolments have started with us this month.
- We are currently doing our best to accept extra casual days for existing families where possible, despite our staffing situation.

Centre:

- We have been going out on regular excursions into the community at least once a week to build community connections and further develop social skills. Have started to take the younger children out with us in the pram to be more inclusive. The Flipside Circus workshop was a valuable excursion for the group this month. Their program focused on developing gross motor skills and learning new movements with our bodies. Reflecting on this, we would like to source out more incursions for the children that could be conducted at the centre based off their current interests and strengths. This could be in the form of community visitors or external programs.



- Strong focus in our program has been on supporting the emotional and social wellbeing of the children and building friendships.
- Installation of our new garden was well received, and the children have enjoyed being involved in the planting of seeds and observing the growth and changes of the plants. It is a wonderful addition to the outdoor environment and we will continue to care for this and implement activities that focus on caring for the environment and sustainability.

Swimming Pool

USUAGE

TOTAL NUMBERS FOR THE MONTH

ENTRIES	SWIMMERS
Adult Entry	
Child Entry	
Season Passes / Family Pass	
Adult	25
Child	10
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	55
Child	31
Free Sunday	
Adult	
Child	
Total Swimmers	121

Sport & Recreation

After School Sport/Care:

After school sport has continued since its start in late April, with cricket and athletics being the primary focus. Each athletics session focuses a different skill to help the children best prepare for the upcoming athletics carnival. With the blast program giving the children a chance to have fun whilst learning new skills within the game of cricket, with a member of QLD Cricket having also attended a session.

JCSS:

Julia Creek State School was visited by QLD Cricket attending a morning 'Cricket Blast session'. This allowed the children of the school to have fun and develop new or existing skills. Attendance of the HPE lessons and Tuesday afternoon sport sessions have continued with each activity providing a better understanding of the types of activities the students enjoy.



Ordinary Meeting of Council Tuesday 20 June 2023

Move It NQ Program:

Group fitness sessions kicked off on the 25th of May and will continue each Thursday, with a fitness circuit in the Indoor Sports Centre. Each session will alternate between the sports centre and Darren Ginns Centre to utilise different equipment and facilities to help participants complete fitness goals.

Darren Ginns Centre:

Many have continued to use the gym as they continue to complete fitness goals and challenge themselves. With the commencement of group fitness sessions, numbers have begun to grow. New systems have also been put into action for members to share their thoughts and make requests regarding the gym and the facility.

Community Sport:

Currently community sport is returning with a positive result of numbers. Children's tennis, social netball and group fitness have been a great way to bring the community together to have fun and be active.

Flipside Circus & Wind in the Willows:

The Flipside Circus workshops, and Wind in the Willows performances was a great way to expose local children to arts, culture and new and exciting activities. With the Wind in the Willows performance held during the school day, it was a positive attendance from the school children as well as those living on properties. The Flipside Circus workshops were also successful with good numbers of children attending each session. The workshops were split over two days in the lead up to Julia Creek Campdraft which allowed rural students the opportunity to attend. Students from JCELC & JCSS attended a session each morning and afternoon, which were then followed by after school sessions. A total of 11 ELC children and 45 JCSS children attended their scheduled workshops and 81 children attended the other after school hours activities over the two days which highlights the success of the workshops.

Equipment:

After certain requests from the community using the Indoor Sports Centre and Darren Ginns Centre, orders have been placed for new equipment to give gym members and other members of the community the best opportunity to complete fitness goals and have fun with the sports equipment.

Indoor Sports Centre/Tennis Courts:

Currently, the indoor sports centre is being put to great use by members of the community with Community Social Sports such as the children's tennis and ladies' netball using the facility to be active and have fun.



Community Health

CHSP Clients	Occasions of Service	Time Spent (hrs)
Nursing Care	41	25.00
Personal Care	6	2.00
Other	--	--
TOTAL	47	27.00

Non-CHSP Clients	Occasions of Service	Time Spent (hrs)
Nursing Care	21	16.50
Other (assist Hearing clinic)	1	0.50
Other (assist Covid clinic)	1	1.00
TOTAL	23	18.00

TRANSPORTS	Number of one-way journeys
CHSP Clients	5
Non-CHSP Clients	13
TOTAL	18

Meetings
Kris Cleuren – Carer Gateway 23/5/23 Visited by Services Australia and ADA Australia rep 30/5/23 but missed them both as they didn't tell me they were coming!
Health Promotion
Opportunistically encouraged Covid and Flu clinic attendance 16-18 May.
General Business
Covid clinic well attended. WQPHN supporting this. Some people missed out due to not enough vax stock on hand. Request made to find out date of next clinic. Details yet to be confirmed. <i>Thanks to McKinlay Shire Council for doing the letter box drop regarding the Covid/Flu Clinic on 16-18 May. I have no firm data, but anecdotally, quite a few people said they attended because they got the flyer in the mail 😊</i>

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 May 2023

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

Service Offered	Number of Clients
Transport	26 Two-way trips
Social Support	32 Visits
Personal Care	6 visits
Counselling/Support, Information and advocacy (client)	7 hours
Shopping	4 trips
GAMES	4 attended (5 sessions)
Luncheon	5 Attended (5 sessions)
Wednesday Meal	5 meals (including morning tea)
Meals on Wheels	meals delivered
Community Nurse Visits	47 visits
Home Maintenance	11 lawns mowed 11 clients
Domestic Assistance	5 clients 30 visits
Pub Lunch	5 clients 2sessions
Clients Transported for Doctors Appointments	CHSP clients

Comments:

Consultation:

Legal Implications:

Policy Implications:

Financial and Resource Implications:

InfoXpert Document ID: 126905



7.2 Subject: Community Donation Request – Scripture Union Queensland

Attachments: Nil

Author: Community Services Team Leader

Executive Summary:

Council has received a Community Donation Request from Scripture Union Queensland – Julia Creek State School Chaplaincy for the value of \$5,000. The School Chaplaincy Program provides a range of supporting programs to families in the community. The donation will assist the continuation of the program by contributing to the purchase of resources, equipment, materials, events, and crisis support over the course of the 2023-24 financial year.

Recommendation:

Council resolves to approve the Community Donation Request for the Julia Creek State School Chaplaincy for \$5,000.

Background:

Council has regularly supported the efforts of the Julia Creek State School Chaplaincy Program in previous years. The Chaplaincy Service has provided social, emotional, and spiritual support to students and their families in the Julia Creek State School community using a range of educational resources and programs.

With the support of donations, fundraising, local volunteers and committee members, the Chaplaincy Service are able to contribute towards a happy school environment. The organisation is able to deliver various programs including a weekly breakfast club, annual gardening, social skill lessons and various lunch time activities, Seasons for Growth, Shine/Strength, Kids Club and Christmas & Easter events.

Council's donation will enable the service to continue to build its capacity over the course of the financial year through the purchase of resources (books, games, prizes, teaching materials), groceries for the Breakfast Club initiative, nursery and items for the Gardening Club, support for events and crisis support for families.

Consultation:

This report was completed with consultation from Director Corporate & Community Services and presented to the June Briefing Meeting.

Legal Implications:

Nil

Policy Implications:

Community Grants Policy



Ordinary Meeting of Council Tuesday 20 June 2023

Financial and Resource Implications:

Council sets aside \$20,000 from its annual budget for community donations and will request an invoice in July to coincide with the beginning of the 2023/24 financial year. \$15,000 would remain for other organisations to access throughout the remainder of the 2023/24 financial year.

InfoXpert Document ID: 126907



7.3 Subject: Community Sponsorship Request – Sedan Dip Sports and Recreation Club
Attachments: Nil
Author: Community Services Team Leader

Executive Summary:

Council has received a Community Sponsorship Request from Sedan Dip Sports and Recreation Club to support their 75th year anniversary event for \$5,000 cash contribution and \$5,000 in-kind contribution to assist with purchasing items to commemorate the occasion as well as utilise Council's Water Truck for the event.

Recommendation:

Council resolves to approve the Community Sponsorship Request Sedan Dip Sports and Recreation Club to support their 75th year anniversary event for \$5,000 cash contribution and \$5,000 in-kind contribution to assist with purchasing items to commemorate the occasion as well as utilise Council's Water Truck for the event.

Background:

Council annually offers funding programs such as Community Sponsorship/Donations to provide additional support to community events which provide economic support, social interaction and community connectedness for residents of the Shire. Sedan Dip Sports and Recreation Club event provides a wonderful weekend of entertainment for the whole family with campdraft, rodeo, bush sprints and live entertainment. The event often sees large numbers of visitors and competitors travel through the Shire on their way north to collect supplies. With the event in it's 75th year, it is a testament to the hard work of multiple volunteers and committee members over the life of the event. To help celebrate this momentous occasion, the club is seeking extra funding to incorporate additional children's entertainment and historical photo boards.

Consultation:

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

Legal Implications:

Nil

Policy Implications:

Community Grants Policy



Ordinary Meeting of Council Tuesday 20 June 2023

Financial and Resource Implications:

Council sets aside \$35,000 from its annual budget for community sponsorship and will request an invoice in July to coincide with the beginning of the 2023/24 financial year. Following this request, \$25,000 will remain for other groups to utilize throughout 2023/24.

InfoXpert Document ID: 126906



7.4 Subject: Community Benefit Assistance Scheme 2022/23

Attachments: Nil

Author: Director Corporate & Community Services

Executive Summary:

The Community Benefit Assistance Scheme for 2022/23 has been advertised throughout the year seeking applications from local not-for-profit groups for assistance with equipment, infrastructure, or volunteer support. A total of one application was received from Julia Creek Combined Sporting Association for \$3,000 to assist with the purchase of an appropriate cover for the Kev Bannah Oval cricket pitch.

Recommendation:

That Council fund Julia Creek Combined Sporting Association for the amount of \$3,000 for a cricket pitch cover for Kev Bannah Oval under the Community Benefit Assistance Scheme program.

Background:

The Community Benefit Assistance Scheme offers dollar for dollar funding to local community groups under the categories of infrastructure, equipment and volunteer support. Council sets aside \$20,000 in its annual budget to provide support to local clubs and organisations. This application was the only one submitted during the 2022-23 financial year. The purchase of the pitch cover including rubber matting and synthetic grass will allow safe use of the oval for rugby league, soccer, touch football and other games moving forward. This will assist in providing multiple sporting opportunities for residents of McKinlay Shire to enhance fitness and community connectedness.

Consultation:

This application was presented to the June Briefing Meeting for discussion with Councillors.

Legal Implications:

Nil

Policy Implications:

The application was assessed in accordance with Council's Community Grants Policy and procedure.

Financial and Resource Implications:

The Community Benefit Assistance Scheme has a budget of \$20,000 for the 2022/23 financial year and following the approval of these applications a total of \$17,000 will remain.

InfoXpert Document ID: 126908



8.0 CORPORATE SERVICES



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

Executive Summary:

The Corporate Services Report as of 31 May 2023 which summarises the financial performance and position is presented to Council.

Recommendation:

That Council receives the monthly Corporate Services Report for the period ending 31 May 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:

Received final instalment of the 2022/2023 Financial Assistance Grant funding during the month.



INCOME STATEMENT SUMMARY

	Actuals	Variance	YTD Budget	Full Year Budget
Total Income	22,722,206	75%	30,354,286	33,113,766
Total Expenses	(15,457,702)	90%	(17,138,443)	(18,696,483)
Net Result	7,264,504	55%	13,215,843	14,417,283
Less Capital Revenue	12,969,052	82%	15,774,126	17,208,137
Operating Result (excl. Capital Revenue)	\$ (5,704,548)	223%	\$ (2,558,283)	\$ (2,790,854)

STATEMENT OF CASH FLOWS

	2022/23 Actuals	2021/22 Actuals
Cash Flows from Operating Activities	(406,842)	5,036,833
Receipts, Payments & Interest Received		
Borrowing Costs		
Cash Flows From Investing Activities	4,675,704	1,614,673
Payments and Proceeds for PPE		
Capital Income		
Cash Flows from Financing Activities	-	-
Loan Payments		
Net increase (decrease) in cash held	4,268,862	6,651,506
Cash at beginning of the financial year	24,385,108	17,733,602
Cash at the end of the period	\$ 28,653,970	\$ 24,385,108

STATEMENT OF FINANCIAL POSITION

	2023 Actuals	2022 Actuals
Current Assets	32,626,798	30,184,662
Total Non-Current Assets	252,229,803	253,073,592
Total Assets	284,856,601	283,258,254
Total Current Liabilities	3,792,974	3,063,276
Total Non-Current Liabilities	232,170	268,931
Total Liabilities	4,025,144	3,332,207
Net Community Assets	\$ 280,831,457	\$ 279,926,047
<i>Community Equity</i>		
Asset Revaluation Surplus	99,831,565	79,973,715
Retained Surplus	180,599,892	199,552,332
Reserves	400,000	-
Total Community Equity	\$ 280,831,457	\$ 279,926,047



Summary By Departments						
Department	Revenue			Expenditure		
	Actuals	%	Budget	Actuals	%	Budget
Infrastructure & Works	12,568,052	76%	16,465,521	8,564,191	87%	9,829,746
Governance & Partnerships	-	0%	-	694,394	84%	826,646
Corporate Services	5,766,344	50%	11,534,071	1,393,602	76%	1,839,001
Economic Development	75,495	14%	531,700	897,636	88%	1,019,775
Community Services	3,793,564	97%	3,915,161	2,927,379	73%	3,984,503
Health Safety & Development	54,307	31%	175,323	529,134	87%	609,600
Environmental Management	463,993	94%	491,990	451,366	77%	587,212
	22,721,755	69%	33,113,766	15,457,702	83%	18,696,483

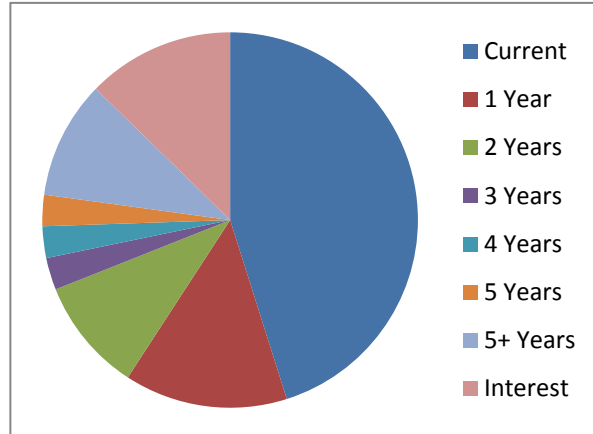
Capital Works Program 2022-2023 Version 2.0

Infrastructure & Works	Actuals	Amended Budget	Grants/Other
Roads	\$6,103,718.47	\$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	\$941,972.49	\$2,203,000.00	\$0.00
Subtotal	\$7,133,418.00	\$16,947,306.00	\$14,036,445.00
Environmental Management	Actuals		Grants/Other
Reserves	\$48,882.22	\$165,384.00	\$0.00
Subtotal	\$48,882.22	\$165,384.00	\$0.00
Community Services & Facilities	Actuals		Grants/Other
Community Buildings & Other Structures	\$168,637.86	\$1,719,321.00	\$1,614,158.00
Parks & Gardens	\$298,432.67	\$608,410.00	\$590,810.00
Council Housing	\$263,063.53	\$365,643.00	\$110,000.00
Subtotal	\$730,134.06	\$2,693,374.00	\$2,314,968.00
Corporate Services	Actuals		Grants/Other
Corporate Buildings & Other Structures	\$64,361.42	\$123,000.00	\$0.00
Other	\$26,808.42	\$40,000.00	\$0.00
Economic Development	\$39,601.29	\$765,000.00	\$565,000.00
Subtotal	\$130,771.13	\$928,000.00	\$565,000.00
Total	\$8,043,205.41	\$20,734,064.00	\$16,916,413.00



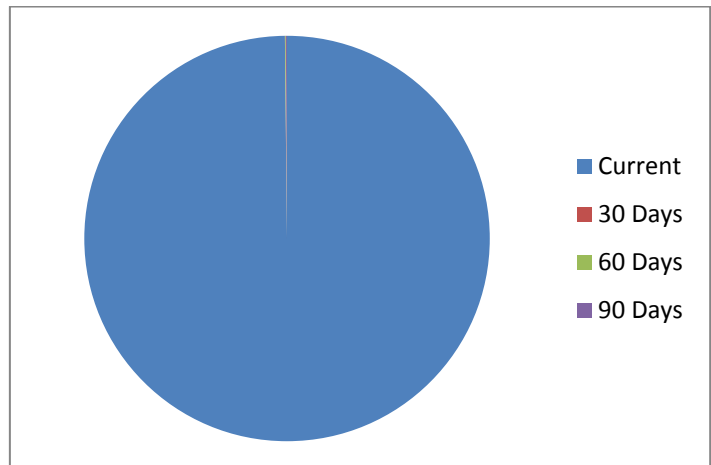
Outstanding Rates

	May-23	Apr-23
Current	35,024	66,703
1 Year	10,907	13,235
2 Years	7,613	7,867
3 Years	2,153	2,153
4 Years	2,111	2,111
5 Years	2,087	2,088
5+ Years	7,884	7,884
Interest	9,851	10,386
Total	77,631	112,427



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: 126805



8.2 Subject: Sale of land for overdue rates – Finlay Street, Kynuna (Lots 502-504, 507-509 on K3711 – Assessment: 330-1)
Attachments: Nil
Author: Director Corporate & Community Services
Date: 19 May 2023

Executive Summary:

This report is presented to Council to consider whether to sell Lots 502-504 and 507-509 on K3711 (Assessment: 330-1; Finlay Street, Kynuna) for overdue rates or charges. The land meets the requirements of section 140(1) of the *Local Government Regulation 2012* (the “Regulation”).

Recommendation:

That Council resolves to:

- (a) sell Lots 502-504 and 507-509 on K3711 (Assessment: 330-1) pursuant to section 140(2) of the *Local Government Regulation 2012*; and
- (b) delegate to the Chief Executive Officer its power to:
 - a. give a Notice of Intention to Sell the land to all interested parties under section 140(3) of the *Local Government Regulation 2012*; and
 - b. take all further steps required under sections 141, 142, 143, 144, 145 and 146 of the *Local Government Regulation 2012* to effect the sale of the land.

Confidentiality:

This item is classified confidential under section 254J(3)(f) of the *Local Government Regulation 2012*, which permits the meeting to be closed to the public to discuss matters that may directly affect the health and safety of an individual or group of individuals.

Background:

As at 19 May 2023, the current amount of the outstanding rates or charges levied on the land is \$19,381.78. Some of the overdue rates or charges have been overdue for at least 3 years. Council may proceed to resolve to sell the land under Chapter 4, Part 12, Division 3 of the Regulation for overdue rates or charges.

Assessment Number	2023 Levies (Overdue)	Arrears (3 or more years overdue)	Arrears (2 years overdue)	Arrears (1 year overdue)	Interest	Total Overdue Amount Outstanding	Last Payment (\$)	Last Payment Date
330-1	\$1,747.02	\$10,439.43	\$1,659.90	\$1,698.36	\$3,837.07	\$19,381.78	\$50.00	28/05/2020



Ordinary Meeting of Council Tuesday 20 June 2023

Council officers have not yet considered whether Council has power to acquire the land on the basis that Council may prefer to attempt to sell the land first.

Section 140 of the Regulation relevantly provides that Council may, by resolution, decide to sell land for overdue rates or charges in circumstances where:

- (a) there are overdue rates or charges on the land; and
- (b) the liability to pay the overdue rates or charges is not the subject of court proceedings; and
- (c) some or all of the overdue rates or charges have been overdue for at least –
 - i. generally – 3 years; or

Section 140(3) of the Regulation requires Council to give all interested parties a notice of intention to sell as soon as practicable after it resolves to sell the land.

Section 140(4) of the Regulation prescribes what the notice of intention to sell must state.

If the overdue rates or charges are not paid in full within 3 months of giving the notice of intention to sell, then Council must proceed to start procedures mentioned in Regulation section 142(4) for selling the land within 6 months after Council gives the notice of intention to sell the land.

Procedures must end if the overdue rates and charges plus all expenses of sale Council incurs in attempting to sell the land are paid in full.

Section 142 to 147 of the Regulation set out the procedures that must be followed to sell land for overdue rates or charges, conduct of the auction, procedures after any sale of the land, and the application of the proceeds of sale.

Overgrown allotment charge:

In March 2020, Council lawfully cleaned up overgrown vegetation on the land at a cost of \$1,479.43. Council officers intend to issue a debt notice to the ratepayer and, if the notice has not been paid within 30 days, proceed to treat the debt as they would overdue rates and place the charge on the ratepayer's rate assessment.

This charge does not need to be placed on the ratepayer's rate assessment before Council resolves to sell the property for overdue rates or charges.

Consultation:

King and Company

Legal Implications:

When undertaking the recovery of overdue rates or charges, Council must act in accordance with Chapter 4, Part 12 of the Regulation.



Ordinary Meeting of Council Tuesday 20 June 2023

Policy Implications:

Nil

Financial and Resource Implications:

Nil

InfoXpert Document ID: 126602



Ordinary Meeting of Council Tuesday 20 June 2023

8.3 Subject: Revenue Policy Review 2023/2024
Attachments: 2023/2024 Revenue Policy Version 1
Author: Director Corporate & Community Services
Date: 13 June 2023

Executive Summary:

In accordance with *Section 193 of the Local Government Regulations 2012*, Council must prepare a revenue policy for each financial year.

The 2023/24 Revenue Policy version 1 has been prepared in accordance with relevant legislation and is presented for Councils consideration.

Recommendation:

That Council adopt the 2023/2024 Revenue Policy Version 1 as presented, with an effective date of 1 July 2023. On adoption, it will revoke all other previous versions of policies titled 'Revenue Policy'.

Background:

A review of the current 2022/23 Revenue Policy version 1 was completed. Minor amendments have been made to reflect the financial year that the policy is to relate and to add detail to cover all requirements identified in section 193 of the *Local Government Regulation 2012*.

Consultation:

- Director of Corporate and Community Services
- Corporate Services Team Leader

Legal Implications:

Local Government Act 2009 Section 104 (5) (c)(iii) provides that The system of financial management established by a local government must include – the following financial policies of the local government – revenue policy.

Policy Implications: This will revoke the 2022/23 Revenue Policy Version 1, subsequent to the 2023-2024 Revenue Policy Version 1 adoption.

Financial and Resource Implications: Nil

InfoXpert Document ID: 126846



2023 – 2024 REVENUE POLICY

1. POLICY PURPOSE

Under the *Local Government Act 2009*, the Council is required to review and adopt a Revenue Policy for each financial year. The Revenue Policy is a component of Councils financial management system and is intended to be a strategic document. This policy will be of interest to ratepayers, federal and state departments, community groups and other interested parties seeking to understand the revenue policies and practices of Council.

2. SCOPE

This policy sets out the principles that Council intends to apply for the financial year for:

- Levying rates and charges;
- Granting concessions for rates and charges;
- Recovering overdue rates and charges; and
- Cost-recovery methods

The policy also highlights if the Council intends to grant any concessions for rates and charges and the purpose of those concessions. Further, it stipulates the extent to which physical and social infrastructure costs for new development are to be funded by charges for the development.

3. POLICY CONTENT

3.1 Principles used for the Making of Rates and Charges

Council makes rates and charges to fund the provision of valuable services to our community. In adopting its annual budget, Council may make rates and charges at a level that will provide for both current and future community requirements.

Representation – Council will act in the interest of the whole community that it serves taking into account all matters relevant to the making of the rate or charge.

Transparency – Council will be transparent in its revenue raising activities and will endeavor to use systems and practices able to be understood by the community.

Accountability – Council will be accountable to the providers of funds to ensure those funds are applied efficiently and effectively to satisfy the objective for which the funds were raised.

User Pays – where applicable Council will apply the principle that customers pay for the services they use.

3.2 Principles used for the Levying of Rates and Charges

In accordance with *Section 94 of the Local Government Act 2009* Council must levy general rates and charges on all rateable land within McKinlay Shire.

In Levying of Rates and Charges, Council will apply the principles of:

- Consistency by scheduling the issue of rate notices that include the date the notice was issued, the date by which time the rate must be paid and any discounts, rebates or concessions applied on a six-monthly basis during the periods 01 July to 31 December, and 01 January to 30 June in the respective financial year.
- Timing the levy of rates to take into account the financial cycle of the local economic activity in order to assist smooth running of the local economy.
- Equity through flexible payment arrangements for ratepayers with lower capacity to pay.
- Making available the following methods of payment:
 - Cash or cheque payments at the Shire Administration office
 - Cheque or money orders via mail
 - BPAY
 - Direct Deposit
 - EFTPOS

3.3 Principles used for the Recovery of Overdue Rates and Charges

In accordance with *Section 132 of the Local Government Regulation 2012*, Council will exercise its rate recovery authority in order to reduce the overall rate burden on ratepayers.

Council will also be guided by the principles of –

- Transparency by making clear the obligations of ratepayers and the processes used by Council in assisting them meet their financial obligations.
- Making the processes used to recover outstanding rates and charges clear, simple to administer and cost effective.
- Flexibility by responding where necessary to changes in the local economy.

3.4 Granting Concessions for Rates and Charges

In accordance with *Section 119 of the Local Government Regulation 2012*, Council may grant a rate payer a concession for rates or charges.

In considering the application of concessions, Council will be guided by the principles of:

- The same treatment for ratepayers with similar circumstances.
- Transparency by making clear the requirements necessary to receive concessions.
- Flexibility to allow Council to respond to local economic issues.

In accordance with the above principles, Council may grant a concession for the owner categories and properties used for the listed purposes:

- Pensioner Concession – eligible pensioners as defined in Schedule 8 of the *Local Government Regulation 2012* may be granted a concession on general rates.
- Non-Profit Community Organisation Concession – the purpose of these concessions is to encourage and support not-for-profit and charitable organisations where the land use is considered to contribute to the health and well-being of the community and the social enrichment of residents.
- Special Concessions – maybe considered in accordance with Section 120 (1)(c) of the *Local Government Regulation 2012* in, amongst other things, the event of a declared natural disaster where the Council may consider rates or charges in accordance with Section 121 of the *Local Government Regulation 2012*.
- Other Concessions – Council will receive and consider applications from ratepayers where Council is satisfied that the application meets the eligibility criteria as stipulated in Section 120 of the *Local Government Regulation 2012*. Applications for concessions under this section will be considered and determined by Council on a case by case basis.

3.5 Cost Recovery Methods

In accordance with the *Local Government Act 2009 Section 97*, Council may under a Local Law or by resolution fix a cost-recovery fee.

Council will apply, as a minimum and as far as practicable, the principle of full cost recovery (including overheads) in setting charges for services and facilities.

Council may give consideration to charging at less than the full cost of the service / facility when it considers it appropriate to do so in order to achieve social, economic, environmental or other corporate goals.

3.6 Funding of Physical and Social Infrastructure

To minimise the impact of physical and social infrastructure charges on the efficiency of the local economy, Council will be guided by the principle of user pays in making of physical and social infrastructure charges for new development, to the extent permissible by law. Council may depart from applying this principle if it is determined by Council that it is in the community interest to do so.

4. DEFINITIONS

N/A

5. RELEVANT LEGISLATION

Local Government Regulation 2012
Local Government Act 2009

Date of Approval: 20 June 2023
Approved By: Council Resolution

Effective Date: 01/07/2023
Version: 1.0
Review Date: June 2024

6. RELATED POLICIES

Revenue Statement
Investment Policy
Debt Policy

7. RELATED DOCUMENTS

N/A

8. REVISION HISTORY

Version	Title	Date
1	Revenue Policy	April 2009
2.1	Revenue Policy	17 June 2010
2.2	Revenue Policy	1 August 2011
2.3	Revenue Policy	25 November 2011
2.4	Revenue Policy	Draft only
2.5	Revenue Policy	27 July 2012
2.6	Revenue Policy	24 July 2013
2.7	Revenue Policy	25 February 2014
2.8	Revenue Policy	16 June 2014
2.9	Revenue Policy	21 July 2015
1	Revenue Policy	22 June 2016
1	2017-18 Revenue Policy	16 June 2017
1	2018-19 Revenue Policy	26 June 2018
1	2019-20 Revenue Policy	18 June 2019
1	2020-21 Revenue Policy	23 June 2020
1	2021-2022 Revenue Policy	15 June 2021
1	2022-2023 Revenue Policy	21 June 2022

9. CONTACT OFFICER

Director Corporate and Community Services

Date of Approval: 20 June 2023
Approved By: Council Resolution

Effective Date: 01/07/2023
Version: 1.0
Review Date: June 2024



Ordinary Meeting of Council Tuesday 20 June 2023

8.4 Subject: Register of Delegations

Attachments: Register of Delegations – Council to CEO

Author: Director Corporate & Community Services

Date: 13 June 2023

Executive Summary:

Provisions of the *Local Government Act 2009* allow Council to delegate a power under the Act or another Act to the Chief Executive Officer. Further to this the Act requires the Chief Executive Officer to keep a Register of those Delegations. Due to recent legislative changes, amendments to the Delegations Register – Council to CEO have been required and Council is presented with the revised delegations for those Acts and Regulations to be included in the Register of Delegations – Council to CEO for consideration.

Recommendation:

That all powers referred to in the document titled “Register of Delegations June 2023 – Council to CEO” attached to this report are hereby delegated by Council to the Chief Executive Officer of Council pursuant to section 257 of the Local Government Act 2009. All prior delegations of powers under the Regulations and Acts contained in this amendment report are repealed.

Background:

The register presented to Council for consideration has been prepared in accordance with the requirements of section 257 of the *Local Government Act (LGA)* for each power under the LGA or another Act which may be delegated by Council to the Chief Executive Officer (CEO).

There have been recent amendments to the following legislation:

New Registers

The following new registers have been created as a result of legislative change:

- Aboriginal and Cultural Heritage Act 2003
- Acquisition of Land Act 1967
- Aged Care Act 1997 (Cth)
- Animal Care and Protection Act 2001
- Animal Management (Cats and Dogs) Act 2008
- Biosecurity Act 2014
- Disaster Management Regulation 2014
- Economic Development Act 2012



Ordinary Meeting of Council Tuesday 20 June 2023

- Electrical Safety Act 2002
- Electricity Act 1994
- Environmental Offsets Act 2014
- Environmental Protection (Water and Wetland) Biodiversity) Policy 2009
- Fire and Emergency Services Act 1990
- Food Act 2006
- Food Production (Safety) Act 2000
- Heavy Vehicle (Mass, Dimension and Loading) National Regulation
- Heavy Vehicle National Law (QLD)
- Heavy Vehicle National Law Regulation 2014
- Housing Act 2003
- Human Rights Act 2019
- Industrial Relations Regulation 2018
- Information Privacy Act 2009
- Labour Hire Licensing Act 2017
- Land Access Ombudsman Act 2017
- Land Valuation Act 2010
- Medicines and Poisons Act 2019
- Mineral and Energy Resources (Common Provisions) Act 2014
- Mineral Resources Act 1989
- Mining and Quarrying Safety and Health Act 1999
- Peaceful Assembly Act 1992
- Planning and Environment Court Act 2016
- Public Interest Disclosure Act 2010
- Public Records Act 2002
- Queensland heritage Act 1992
- Queensland Reconstruction Authority Act 2011
- Rail Safety National Law (Queensland)
- Residential Services (Accreditation) Act 2002
- River Improvement Trust Act 1940
- Safety in Recreational Water Activities Act 2011
- Statutory Bodies Financial Arrangements Act 1982
- Stock Route Management Act 2002
- Strong and Sustainable Resource Communities Act 2017
- Summary offences Act 2005
- Survey and Mapping Infrastructure Act 2003
- Tobacco and Other Smoking Products Act 1998
- Torres Strait Islander Cultural Heritage Act 2003
- Transport Infrastructure Act 1994
- Transport Infrastructure (State Controlled Roads) Regulation 2017



Ordinary Meeting of Council Tuesday 20 June 2023

- Trusts Act 1973
- Waste Reduction and Recycling Act 2011
- Water Act 2000
- Water Fluoridation act 2008
- Water Fluoridation Regulation 2020
- Work Health and Safety Act 2011

Changes of substance to existing registers

Existing registers that have been amended are attached as follows: -

- Industrial Relations Act 2016
- Planning Act 2016
- Land Act 1994
- Nature Conservation (Animals) Regulation 2020
- Nature Conservation (Plants) Regulation 2020
- Nature Conservation Act 1992
- Plumbing and Drainage Regulation 2019
- Residential Tenancies and Rooming Accommodation Act 2008
- State Penalties and Enforcement Regulation 2014
- State Penalties Enforcement Act 1999
- Transport Operations (Road Use Management – Vehicle Registration) Regulation 2021
- Water Regulation 2016

As a consequence to this the Delegations Register has been amended to reflect the changes.

Consultation:

LGAQ

Legal Implications:

Section 257 (1) of the Local Government Act 2009 provides that 'A local Government may, by resolution, delegate a power under this Act or another to – (b) the Chief Executive Officer.

Furthermore section 260 of the *Local Government Act* provides that:

- (1) The Chief Executive Officer must establish a register of delegations that contains the particulars prescribed under a regulation; and
- (2) The CEO must record all delegations by the local government, mayor or the CEO in the register of delegations; and
- (3) The public may inspect the register of delegations.



Ordinary Meeting of Council Tuesday 20 June 2023

Section 305 of the *Local Government Regulation 2012* prescribes the particulars to be contained in the register of delegations.

Policy Implications:

Nil

Financial and Resource Implications:

Nil

InfoXpert Document ID: 126909



9.0 CHIEF EXECUTIVE OFFICER



Ordinary Meeting of Council Tuesday 20 June 2023

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

Attachments: NIL

Author: CEO

Date: 14th June 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 14th June 2023 except where amended or varied by separate resolution of Council.

1. NWQROC Regional Waste Management Plan 2023

The NWQROC Regional Waste Management Plan has been developed over the past year and discussed at numerous NWQROC Meetings. The Plan will be tabled for adoption at the next NWQROC Meeting in Karumba in July. A copy of the Draft Plan (Version 4) is available to view in the meeting.

I have reviewed the Draft Plan and attended all of the Meetings to develop the Plan, and believe the Plan is appropriate for the NWQROC and McKinlay Shire Council. It is recommended that Council's Delegate to the July ROC vote for the adoption of the NWQROC Regional Waste Management Plan.

Recommendation:

Council delegate authority for the Deputy Mayor, Cr. Fegan to vote to adopt the NWQROC Regional Waste Management Plan at the next NWQROC Meeting being held in Karumba in July 2023.

2. Julia Creek Dip

Council has signed the Lease Agreement with Aurizon for the Julia Creek Cattle Dip and is currently negotiating terms and conditions with Aurizon. The inspection of the Dip will be undertaken prior to the end of June and any work identified will be programmed to occur over the summer period if Council proceeds with the Lease.

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

Recommendation:

For Council Information



3. DRFA Update

The three contracts for work packages 3,4 and 5 have been signed. These packages cover works in the south-west, north-west and north-east areas of the Shire. 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 Lynch and Royes to the Conference.

Recommendation:

Council approves the attendance of Councilors Lynch and Royes 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 of July to the 27th of July, 2023. It is recommended Council approve the attendance of Cr. Lynch (to accompany Cr. Fegan) to the LGAQ Bush Councils Convention in Goondiwindi from July 25th to July 27th, 2023.

Recommendation:

Council approves the attendance of Councilor Lynch to the LGAQ Bush Councils Convention in Goondiwindi in July 2023.

6. Short Term Rental of a 1 Bedroom Independent Living Unit to PDM

PDM have confirmed that their Senior Project Manager Mr Adam Sadler will be working in Julia Creek until the end of 2023. With accommodation difficult to find, it is recommended Council offer PDM the rental of 1 one-bedroom unit in the Independent Living complex. The rental would be for Mr Sadler (not multiple PDM Employees) and would end with one weeks' notice should Council have the need to rent to a permanent resident. The proposed rent would be \$500 per week.

Recommendation:

Council approves the short term rental of 1 one-bedroom Independent Living Unit to PDM for \$500 per week, until the end of 2023 or earlier if Council requires the unit for a permanent resident.



Ordinary Meeting of Council Tuesday 20 June 2023

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: 126911



10. WORKPLACE HEALTH AND SAFETY



Ordinary Meeting of Council Tuesday, 20 of June 2023

10.1 Subject: WHS Report – May 2023

Attachments: Nil

Author: WHS Officer

Date: 20 June 2023

Executive Summary:

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

Recommendation:

That Council receives the May 2023 WHS Report.

Background:

This report outlines the general status of Work Health and Safety at McKinlay Shire Council for the period of May 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: 126935



		Actual	Budget
3700	Workplace Health and Safety	\$127,221	\$195,000

- Handled all current LGW claims
 - Planned Staff training complete
 - External Visit from PDM WHS Officer for support
 - Applied for new user access for Railway officer
 - Completed set up of Computer and Scanner at McKinlay for Works crew use.
 - Ordered replacement PPE for Local Laws officer for Mosquito fogging
-
- **LGW Work Care** There has been a total of 2 Claims the year with a total amount incurred of \$1,936.00.
 - **Incidents** in May there have been a total of (1) new incident for the month.
 - **Outstanding Actions** total of 58 outstanding Actions (in Rectification Action Plan) and, Total of 8 outstanding Actions (in Skytrust).



Ordinary Meeting of Council Thursday, 20 June 2023

10.2 Subject: Work Health & Safety Policy
Attachments: 2023 Work Health Safety Policy- version 1.1
2023 Psychological Health Safety Wellbeing Policy Statement 1.1
Author: WHS Officer
Date: 20 June 2023

Executive Summary:

This report outlines the Work Health and Safety Policy and the Psychological Health Safety Wellbeing Policy Statement that is up for approval. Both policies have been developed through Consultation with PDM.

Recommendation:

That Council resolve to:

- a) Adopt the 2023 Work Health and Safety Policy – Version 1.1 and;*
 - b) Adopt the 2023 Psychological Health Safety Wellbeing Policy Statement– Version 1.1*
-

Background:

The Current Work Health and Safety Policy and Rehabilitation Policy is due for Review. Attached are an updated version of both policies for Council to review and approve.

Consultation: (internal/External)

Nil

Legal Implications:

Nil

Policy Implications:

Updated policy for July 2023 until July 2025 review date

Financial and Resource Implications:

N/A

InfoXpert Document ID: 126931



Psychological Health, Safety and Wellbeing Policy Statement

Psychological Health, Safety and Wellbeing Policy Statement

McKinlay Shire Council recognises that a mentally healthy and safe workplace is a key driver for organisational success and sustainability. McKinlay Shire Council is committed to preventing ill health and injuries related to psychosocial risks and promoting well-being at work. McKinlay Shire Council will help create an environment that is consistent with the principles of dignity, mutual respect, confidentiality, cooperation and trust. This policy confirms McKinlay Shire Council's commitments and expectations toward psychological health, safety and wellbeing at work.

Psychological risk management is the responsibility of all who work for McKinlay Shire Council. All personnel, including contractors and visitors, are expected to comply with the spirit and letter of WHS legislation, this Policy, and procedures and standards for all matters relating to psychological health and safety. Safeguarding workers' psychological health and wellbeing is an important part of McKinlay Shire Council's WHS management approach, and every effort will be made in the prevention, early identification, and management of psychosocial risks.

Officers of the McKinlay Shire Council will exercise due diligence in relation to psychological risk management to ensure McKinlay Shire Council's duties as the person conducting the business or undertaking (PCBU) are met by:

- Undertaking risk assessments of the work design, social factors and work environment to identify, eliminate and minimise risks to psychological health
- Building and maintaining a positive environment that protects workers from psychological injury, discrimination and stigma.
- Providing information, training and supervision to increase workers' knowledge and competency to manage psychosocial hazards.
- Encouraging workers' consultation and participation in a range of initiatives that contribute to a mentally healthy workplace
- Providing adequate resources and support of psychological health and safety needs including the return to work program; and
- Ensuring effective emergency planning, incident reporting, management and investigation measures are in place for psychosocial risks.

Managers, supervisors and workers, including contractors, are expected to fulfill their duties by:

- Understanding this policy and seek clarification where required
- Working in a way that ensures the psychological health and safety of themselves and others
- Follow all reasonable instructions given in the interests of protecting psychological wellbeing
- Report any psychosocial hazards or adverse behaviours; and
- Participate and contribute to McKinlay Shire Council's aim of providing a mentally healthy workplace.

This Policy will be communicated across McKinlay Shire Council and available to interested parties. All workers are encouraged to provide feedback on this Policy and will not be disadvantaged. Feedback or questions should be addressed to the WHS Department.

The Policy will be reviewed 30/06/2025 to ensure it remains relevant, appropriate and aligned with McKinlay Shire Council 's values, commitments and goals.



Psychological Health, Safety and Wellbeing Policy Statement

Trevor Williams, CEO, McKinlay Shire Council

Issued: 01/07/2023 Review: 30/06/2025

Document History and Tracking

[Remove this page prior to issue if not required]

Document History

Version	Section/s Modified	Brief Description of Amendment	Author	Approver	Issue Date
1.0					

Document Tracking

Document Name	Psychological Health, Safety and Wellbeing Policy Statement
Prepared by	Di Mattingley
Reviewed by	Taleah Rafter
Approved by	<Owner>
Date Approved	Click or tap to enter a date.
Status	Choose an item.
Document Number	<Document Number>
Version Number	<Version Number>
Review Date	Click or tap to enter a date.



Work Health & Safety Policy Statement

Work Health and Safety Policy

McKinlay Shire Council is committed to providing a safe and healthy workplace. We want to ensure work health and safety (WHS) obligations are met and hazards eliminated or, where this is not practicable, managed so that incidents and injury are prevented. This WHS Policy confirms the Organisation's obligations, commitments, and expectations.

WHS management is the responsibility of all who work for the Council. All personnel, including contractors and visitors, are expected to comply with the spirit and letter of WHS legislation and Council's WHS Policy, procedures and standards for all matters relating to health and safety at work.

Officers of McKinlay Shire Council must exercise due diligence in relation to WHS management within Council. Through this, McKinlay Shire Council will ensure its WHS legal duties as the person conducting the business or undertaking (PCBU) and other requirements are met by:

- Defining and documenting the Council's WHS Policy and commitment to WHS in consultation with employees and/or their representatives
- Ensuring Council's WHS Policy is consistent with relevant legislation requirements and endorsed and supported by the Council's executive and senior management
- Establishing measurable objectives and targets to ensure Council's WHS legal and other requirements are met to eliminate work-related illness and injury
- Establishing, implementing, and maintaining a WHS risk management process in order to eliminate hazards and reduce risks consistent with Council's activities and scale of risks
- Ensuring compliance with WHS legislation and other requirements placed on the Council or to which the organisation subscribes, including workers' compensation self-insurance requirements
- Maintaining consultation processes that ensure all employees are included in decision making where there are WHS impacts
- Disseminating WHS information to employees, contractors, labour hire employees and visitors to the workplace
- Monitoring outcomes and enabling continuous improvement in Council's WHS system

Managers, supervisors and workers, including contractors, are expected to fulfil their WHS duties by:

- Working in a way that ensures the health and safety of themselves and others
- Following safe work practices, procedures, instructions, and rules
- Participating in training, WHS meetings and other WHS activities
- Identifying and rectifying unsafe conditions or reporting these and incidents that occur

This WHS Policy will be communicated across Council and available to interested parties.

The Policy will be reviewed to ensure it remains relevant, appropriate, and aligned with Council's values, commitments and goals.

Trevor Williams, CEO, McKinlay Shire Council

Issued: 01/07/2023 Review:30/06/2025



Work Health & Safety Policy Statement

Document History and Tracking

[Remove this page prior to issue if not required]

Document Tracking

Document Name	Work Health & Safety Policy Statement
Prepared by	Di Mattingley
Reviewed by	Taleah Rafter
Approved by	<Owner>
Date Approved	Click or tap to enter a date.
Status	Choose an item.
Document Number	<Document Number>
Version Number	<Version Number>
Review Date	Click or tap to enter a date.

Document History

Version	Section/s Modified	Brief Description of Amendment	Author	Approver	Issue Date



11. CLOSE