



MCKINLAY SHIRE COUNCIL

CONFIRMED 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

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

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

A handwritten signature in black ink, appearing to read 'Philip Curr', is located below the text of the meeting closure.