

# Ordinary Meeting Agenda

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

Tuesday 21<sup>st</sup> May 2024, 8:30am

Notice is hereby given that an Ordinary Meeting will be held at the Council Chambers,  
Civic Centre, Julia Creek on 21 May 2024 at 8:30am.

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## **1. OPENING BUSINESS**

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

## **2. ATTENDANCE**

Mayor: Cr. J Fegan

Members: Cr. S Royes, Cr. L Spreadborough, Cr. J Lynch and Cr. F Malone

### Staff:

Chief Executive Officer, Mr. Trevor Williams

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

Director of Corporate and Community Services, Ms. Tenneil Cody

Team Leader, Environmental and Regulatory Services, Mr. Jason Brady

### Apologies:

## **2.1 APPOINTMENT**

10:00am Qld Corrections – George Muir

11:30am Julia Creek Dirt and Dust committee

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

## **4. CONFIRMATION OF MINUTES**

4.1 That the Minutes of the Ordinary Meeting on the 15 April 2024 be confirmed.



MCKINLAY SHIRE COUNCIL

***UNCONFIRMED MINUTES***

**OF THE**

**ORDINARY MEETING OF COUNCIL**

HELD AT THE

BOARDROOM, CIVIC CENTRE  
JULIA CREEK

**15<sup>th</sup> April 2024**

## ORDER OF BUSINESS

1. Opening
2. Attendance
3. Declaration of Conflict of Interest
- 4.0 Confirmation of minutes
- 4.1 Confirmed Post-Election Minutes 2 April 2024
- 4.2 Confirmed Ordinary Council Meeting Minutes 2 April 2024

### **5. ENGINEERING REPORT**

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

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

- 6.1 Environmental and Regulatory Services Monthly Report

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

- 7.1 Community Services Monthly Report
- 7.2 Community Sponsorship Request

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

- 8.1 Corporate Services Monthly Report
- 8.2 ICT Managed Services Agreement

### **9. CHIEF EXECUTIVE OFFICERS REPORT**

- 9.1 CEO Monthly Report

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

- 10.1 WHS Report

## 1. OPENING BUSINESS

All Councillors having signed the Attendance Book, Mayor J Fegan declared the meeting open at 08:37am.

## 2. ATTENDANCE

**Mayor:** Cr. J. Fegan

**Members:** Cr. L. Spreadborough, Cr. S. Royes, Cr. J. Lynch (teleconference), Cr. F. Malone

**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

Team leader, Environmental and Regulatory Services, Mr. Jason Brady

Executive Assistant, Mr. Daniel Sumpton

**Apologies:**

Nil

## 3. DECLARATION OF CONFLICT OF INTEREST

I. "I Cr. Luke Spreadborough declare that I have a conflict of interest with respect to agenda item 7.2 of the April 2024 Ordinary Meeting (as defined the *Local Government Act 2009*, section 150EN). The nature of my interest is as follows: - (i) I am President of the Julia Creek Campdraft Association.

The nature of my interest in this matter is that I am an executive member of the Julia Creek Campdraft Association and the association may stand to gain a benefit or a loss depending on the outcome of Council's consideration of this matter. I will be dealing with this declared conflict of interest by leaving the meeting while this matter is discussed and voted on."

## 4. CONFIRMATION OF MINUTES

### 4.1 Confirmation of Minutes

Confirmation of Minutes of the Post-Election Meeting of Council held on 2 April 2024

### RECOMMENDATION

That the Minutes of the Post-Election Meeting of Council held on April 2 2024 be confirmed.

### Resolution No. 130/2324

Minutes of the Post-Election Meeting of Council held on April 2 2024 confirmed with corrections as noted.

Moved Cr. L Spreadborough

Seconded Cr. S Royes

CARRIED 5/0

### 4.2 Confirmation of Minutes

Confirmation of Minutes of the Ordinary Meeting of Council held on 2 April 2024

**RECOMMENDATION**

That the Minutes of the Ordinary Meeting of Council held on 2 April 2024 be confirmed.

**Resolution No. 131/2324**

Minutes of the Ordinary Meeting of Council held on 2 April 2024 confirmed with corrections as noted.

Moved Cr. F Malone

Seconded Cr. S Royes

CARRIED 5/0

**4.3 BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil

**5. ENGINEERING SERVICES****5.1 Engineering Services Monthly Report March 2024**

This report outlines the general activities for the Engineering Department for the month of March 2024.

**RECOMMENDATION**

That Council receives the Engineering Services monthly report of March 2024

**Resolution 132/2324**

Council receives the Engineering Services monthly report for March 2024

Moved Cr. J Lynch

Seconded Cr. L Spreadborough

CARRIED 5/0

**5.2 Subject: Delegation to CEO for potential DTMR Emergent Works package**

Council has been approached by DTMR Officers regarding potential Stabilisation works on 14D and 14E under Emergent works. These works could potentially involve large purchases beyond CEO limits in short time frames so as to facilitate the works prior completion date in May 2024.

**RECOMMENDATION**

That Council resolve to;

- a) The Chief Executive Officer authority to exceed existing purchasing authority(\$200,000 Ex GST) for the DTMR Emergent Works Program only from 15<sup>th</sup> April 2024 through 30<sup>th</sup> June 2024 and;
- b) Instruct the Chief Executive to report such expenditure, to Council at the following Ordinary Meeting

**Resolution No. 133/2324**

That Council resolves to;

- a) The Chief executive Officer authority to exceed existing purchasing authority (\$200,000 Ex GST) for the DTMR Emergent Works Program only from 15<sup>th</sup> of April 2024 through 30<sup>th</sup> June 2024, noting that those contractors from the preferred supplier list will be utilised.
- b) Instruct the Chief Executive to report such expenditure, to Council at the following Ordinary Meeting.

Moved Cr. J Lynch

Seconded Cr. L Spreadborough

CARRIED 5/0

## ENVIROMENTAL AND REGULATORY SERVICES

### 6.1 Environmental and Regulatory Services Report

This report outlines the general activities, revenue and expenditure for the department for the period March 2024

#### RECOMMENDATION

That Council receives the March 2024 Environmental and Regulatory Services Report.

#### **Resolution No. 134/2324**

Council receives the March 2024 Environmental and Regulatory Services Report.

Moved Cr. J Lynch

Seconded Cr. S Royes

CARRIED 5/0

## 7. COMMUNITY SERVICES

### 7.1 Community Services Monthly Report

Council is presented with the monthly Community Services report, which provides an overview of the operations for the month of March 2024

#### RECOMMENDATION

That Council receives the Community Services monthly report for March 2024

#### **Resolution No. 135/2324**

Council receives the Community Services monthly report for March 2024

Moved Cr. L Spreadborough

Seconded Cr. F Malone

CARRIED 5/0

**Attendance** – Having declared a conflict of interest in item 7.2, Cr L Spreadborough left the meeting room at 9:34am.

### 7.2 Community Sponsorship Request - Julia Creek Campdraft Association Inc

Council has received a Community Sponsorship Request from the Julia Creek Campdraft Association Inc for \$5,000 worth of in-kind support for the annual Campdraft event scheduled for May 10 - 12. The in-kind support consists of hire and use of Council's Water Truck, hire and use of a Council Bus to be used as a courtesy bus, and the use of a paddock to spell cattle prior to the event.



**RECOMMENDATION**

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

**Resolution No. 136/2324**

Council resolves to approve the Community Sponsorship Request for the Julia Creek Campdraft Association Inc for \$5000 worth of in-kind support of hire and use of Council's Water Truck, hire and use of a Council Bus to be used as a courtesy bus, and the use of a paddock to spell cattle prior to the event.

Moved Cr. F Malone

Seconded Cr. S Royes

CARRIED 4/0

**Attendance** - Cr L Spreadborough re-entered the meeting room at 9.38am.

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

The Corporate Services Report as of March 2024 which summarises the financial performance and position is presented to Council.

**RECOMMENDATION**

That Council receives the monthly Corporate Services Report for the period ending March 2024

**Resolution No. 137/2324**

Council receives the monthly Corporate Services Report for the period ending March 2024

Moved Cr. J Fegan

Seconded Cr. J Lynch

CARRIED 5/0

**8.2 Subject: ICT Managed Services Agreement**

Council has engaged Fourier Technologies since 2012 to manage our ICT Services and provide IT support. We seek to renew the agreement for a 3 year term. Procurement under the Local Buy Contract LB308.

**RECOMMENDATION**

*That Council authorize the Chief Executive Officer to negotiate and enter into a three year ICT Managed Services and Support agreement with Fourier Technologies under the Local Buy Contract LB308 for \$392,308.20*

**Resolution No. 138/2324**

That Council authorize the Chief Executive Officer to negotiate and enter into a three year ICT managed services and Support agreement with Fourier Technologies under the Local Buy Contract LB308 for \$392,308.20

Moved Cr. S Royes

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 April 2024 except where amended or varied by separate resolution of Council.

**Resolution No. 139/2324**

That Council receive and note the report from the Chief Executive Officer for the period ending April 2024 except where amended or varied by separate resolution of Council.

Moved Cr. S Royes

Seconded Cr. L Spreadborough

CARRIED 5/0

**9.2 Attendance of Mayor and Cr. Lynch at NWQROC Meeting in Cloncurry on 8<sup>th</sup> and 9<sup>th</sup> May 2024**

The next meeting of the NWQROC is being held in Cloncurry on the 8<sup>th</sup> and 9<sup>th</sup> May 2024. It is recommended Council approve the attendance of Cr. Fegan and Cr. Lynch at the meeting.

**RECOMMENDATION**

Council approves the Mayor, Cr. Fegan and Cr. Lynch to attend the NWQROC meeting in Cloncurry on 8<sup>th</sup> and 9<sup>th</sup> May 2024.

**Resolution No. 140/2324**

Council approves the Mayor, Cr. Fegan to attend the LGAQ Mayor Forum in Brisbane on the 17<sup>th</sup> April and the Northern Renewables Coordination Group Meeting in Townsville on the 18<sup>th</sup> April.

Moved Cr. S Royes

Seconded Cr. F Malone

CARRIED 5/0

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

This report outlines the general status of Work Health and Safety at McKinlay Shire Council for the period of March 2024.

**RECOMMENDATION**

That Council receives the March 2024 WHS Report.

**Resolution No. 141/2324**

That Council receives the March 2024 WHS Report.

Moved Cr. J Lynch

Seconded Cr. J Fegan

CARRIED 5/0

**Members Business**

**Cr. S Royes** - Yard Fees clarification of review timeframe

**Cr. S Royes** – Seeking update on quotation for street lighting

**Cr. S Royes** – Query as to the state of signage at Combo Waterhole following the flooding earlier this year.

**Cr. J Fegan** – Request for a draft MOU for the new McIntyre Park stables to be prepared by next briefing

**11. CLOSURE OF MEETING**

The Chair of the meeting Mayor J Fegan declared the meeting closed at 10:41am.



## **5.0 ENGINEERING SERVICES**

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Ordinary Meeting of Council Tuesday 21<sup>st</sup> May 2024

**5.1 Subject:** Engineering Services Monthly Report April 2024  
**Attachments:** Nil  
**Author:** Engineering Services Department  
**Date:** 3<sup>rd</sup> May 2024

**Executive Summary:**

This report outlines the general activities for the Engineering Department for the month of April 2024.

**Recommendation:**

*That Council receives the Engineering Services monthly report for April 2024.*

**Background:**

This report outlines the general activities of the department for the month of April 2024 and provides an update on projects.

**RMPC**

	Actual	Budget YTD	Budget
<b>1610 RMPC Works</b>	\$876,743	\$1,367,500	\$1,641,000

- Emergent works pothole patching 14E
- Emergent works pothole patching on 14D completed
- Kynuna road shoulder re-sheeting completed
- Patching on 14D Richmond Road

**Cannington Road**

	Actual	Budget YTD	Budget
<b>1630 Cannington Road Works</b>	\$120,023	\$370,833	\$445,000

- Emergent works pothole patching of Cannington Road completed
- Staff member doing continuous road runs

**Roads Maintenance**

	Actual	Budget YTD	Budget
<b>1100 Repairs &amp; Maintenance Shire Roads</b>	\$712,336	\$916,666	\$1,100,000

- Emergent works Minnamere Road, Yorkshire Nelia Road, Proa Road all finished
- Emergent works grading of Oorindi road completed
- Emergent works done on Ivelen road
- Put new pipe in on racecourse road and drains
- Racecourse stable pad completed



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**Workshop**

	Actual	Budget YTD	Budget
<b>1510 Repairs and Maintenance - Plant &amp; Vehicles</b>	\$997,271	\$1,125,000	\$1,350,000

- Ongoing maintenance and repairs to council plant and vehicles.
- Extra care given to Parks & Gardens to keep their work running smoothly
- Works supervisor in one new Hilux
- Slasher repairs made and back at work

**Parks and Gardens**

	Actual	Budget YTD	Budget
<b>2700 Parks &amp; Gardens and Amenities – Operations</b>	\$429,555	\$450,000	\$540,000

- 1<sup>st</sup> – Public holiday – Public toilets cleaned
- 2<sup>nd</sup> – Slash, whipper snip R/V camp, toilets, mow truck stop
- 3<sup>rd</sup> – Mow and whipper snip oval, final mow R/V camp, toilets
- 4<sup>th</sup> – Mow Goldring Street, Racecourse Road, Reopen R/V camp, town toilets and Oorindi
- 5<sup>th</sup> – Garbage run, whipper snip Racecourse Road, pruning Burke Street, toilets
- 6/7<sup>th</sup> – Weekend toilet clean and dunnart feeding
- 8<sup>th</sup> – Mow/whipper snip cemetery, mow airport access road, toilets
- 9<sup>th</sup> – Slashing town common, whipper snip airport access road, toilets
- 10<sup>th</sup> – Slashing ongoing, woodchip cemetery, toilets
- 11<sup>th</sup> – Slashing ongoing, woodchip Burke Street, prune caravan park, town toilets and Oorindi
- 12<sup>th</sup> – Garbage run, slash 14E, mow McIntyre Park, toilets
- 13/14<sup>th</sup> – Weekend toilet clean, dunnart feeding
- 15<sup>th</sup> – Slashing saleyards, mow oval, mow and whipper snip Oorindi, toilets
- 16<sup>th</sup> – whipper snip all town streets, clean toilets, tidy town for Jeannette Young arrival
- 17<sup>th</sup> – Irrigation repairs Oorindi, toilets
- 18<sup>th</sup> – Cenotaph repair lighting, mow/whipper snip Father Bill’s, town toilets and Oorindi
- 19<sup>th</sup> – Dirt n Dust set up, garbage run, mow/whipper snip Lions Park, toilets
- 20<sup>th</sup>/21<sup>st</sup> – Garbage collection, Dirt n Dust racecourse, weekend toilets and dunnart feed
- 22<sup>nd</sup> – Clean up after Dirt n Dust, wash all bins, whipper snip/mow Nelia, toilets
- 23<sup>rd</sup> – Remove waste wash bay, mow Curry gates, town toilets and Oorindi
- 24<sup>th</sup> – Clean Cenotaph, preset for ANZAC service, toilets, mow/whipper snip Peter Dawes Park
- 25<sup>th</sup> – ANZAC Day set/pack up after dawn and morning services
- 26<sup>th</sup> – Garbage run, slash airport access road, mow Goldring Street, toilets
- 27/28<sup>th</sup> – Weekend town toilets and dunnart feed



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- 29<sup>th</sup> – Ongoing slashing on airport road, mow/whipper snip town streets and parks
- 30<sup>th</sup> – Ongoing slashing on airport road, repair irrigation on airport road

**Airport**

	Actual	Budget YTD	Budget
<b>1300 Airport Operational Costs</b>	\$107,618	\$141,666	\$170,000

- Private works for birds off airstrip for Drovers Dog plane.
- ARO training booked in Richmond for July for Jason Brady, Jayne Blair, and Zoe Scholes to attend.
- Normal bird chasing for Rex plane.
- Avgas checks.
- Lights and call back radio not working – has been sent away to be fixed but haven't received it back yet.

**Projects**

**DRFA 2022 REPA**

The overall status of the project is summarized below.

Weather has halted progress.

Work Package	Current Work Locations
WP01 SE	Nil – Contract Completed
WP02 S	Nil – Contract Completed
WP03 SW	Nil – Contract Completed
WP04 NW	Nil – Wet Weather
WP05 NE	Nil – Wet Weather

Work Package	Next Month Forecast
WP01 SE	All onsite works completed
WP02 S	All onsite works completed
WP03 SW	All onsite works completed
WP04 NW	Gilliat Plains Access Road



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WP05 NE	Nelia Bunda Road (Sealed Works)
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### **TMR Emergent Works**

Council utilizing Koppens Constructions have completed stabilizing works 14E. Works to commence on 14D early May.

### **TMR REPA Works**

Council has been approached by TMR to undertake REPA works on state controlled roads within McKinlay Shire. Council has submitted pricing and are awaiting possession of site.

### **TMR Contract Works**

Work commenced on developing estimate for 78A/14E intersection and 14D stopping for submission early April. TMR advised that Roadtek is cheaper and they are going with them.

### **Taldora Gravel and Seal**

T's Plant Hire has been engaged, planned to commence after Easter Break. Earthworks 90% at end of April.

### **Punchbowl Gravel and Seal**

A mixed crew of Council staff and Local contractors has commenced work. Earthworks 70% at end of April.

### **Legal Implications:**

Nil

### **Policy Implications:**

Nil.

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

As provided in the report.

**InfoXpert Document ID:** 131374





Ordinary Meeting of Council Tuesday 21 May 2024

**5.2 Subject:** DTMR ROAD REPAIR WORKS - 2024

**Attachments:** Nil

**Author:** Director of Engineering and Regulatory Services

**Date:** 15 May 2024

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**Executive Summary:**

The purpose of this report is to report on the monthly expenditure for the Department of Transport and Main Roads (DTMR) Emergent Works program and to broaden the scope to include two further State Controlled roads, namely 5807 (Julia Creek to Kynuna Road) and 78A (Wills Developmental Road). This is in relation to Resolution 133/2324 passed at the April Ordinary meeting of Council held on 15<sup>th</sup> April 2024.

**Recommendation:**

1. That Council confirms to broaden the scope of the DTMR Emergent Works Program to include 5807 – Julia Ck Kynuna Road and 78A – Wills Developmental Road (Julia Ck – Burketown); and
2. That Council note the expenditure for April 2024 in relation to DTMR Emergent Works on 14E totals \$784,145.23

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**Background:**

At the April 2024 Ordinary Meeting of Council held on 15<sup>th</sup> April, Council resolved to:

- a) The Chief executive Officer authority to exceed existing purchasing authority (\$200,000 Ex GST) for the DTMR Emergent Works Program only from 15<sup>th</sup> of April 2024 through 30<sup>th</sup> June 2024, noting that those contractors from the preferred supplier list will be utilised.*
- b) Instruct the Chief Executive to report such expenditure, to Council at the following Ordinary Meeting.*

The content of that report provided for potential stabilization emergent works on 14D Flinders Highway (Julia Creek to Richmond) and 14E Flinders Highway (Julia Creek to Cloncurry). Since that meeting DTMR has requested further roads to be included in the Emergent Works program, namely 5807 Wills Developmental Road (Julia Creek to Kynuna) and 78A Wills Developmental Road (Julia Creek to Burke and Wills).



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Council following the April meeting engaged Koppens Constructions under the Register of Prequalified Supplier (ROPS) VP382241 – Road Construction and Maintenance to carry out the required works on 14D. At the time of writing this report the expenditure for April has been \$784,145.23 (ex GST).

**Legal Implications:**

Nil

**Policy Implications:**

Nil.

**Financial and Resource Implications:**

As provided in the report.

**InfoXpert Document ID:** 131399



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**5.3 Subject:** Extension of Engagement of DRFA Project Managers

**Attachments:** Nil

**Author:** Director Engineering and Regulatory Services

**Date:** 15 May 2024

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**Executive Summary:**

Project Delivery Managers (PDM) are currently engaged undertaking Project Management, superintendency, contract administration and Inspectorial works of Council's 2022, 2023 & 2024 Disaster Recovery Funding Arrangement (DRFA) projects. The current engagement is until 31<sup>st</sup> December 2024. The Current Recovery of Essential Public Asset (REPA) projects will extend beyond this date.

PDM have requested an extension to current arrangement to support Council with current recovery arrangement including 2024 activation event.

This report considers a potential extension of the engagement and authorizing the Chief Executive to raise the relevant purchase orders.

**Recommendation:**

*That Council resolves to;*

- a) *Extend Project Delivery Managers (PDM)DRFA engagement through to 31<sup>st</sup> December 2026 and;*
- b) *In accordance with the Local Government Act 2009, Council delegate authority to the Chief Executive Officer to enter into arrangements, negotiate, finalise and execute any and all matters associated with 2023 & 2024 DRFA to Council's existing procurement policies and practices.*

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**Background:**

Project Delivery Managers (PDM) were appointed by Council through Resolution # 021/2324 to be Council's Project Managers for Disaster Relief Funding Arrangements for the period ending 31<sup>st</sup> December 2024

PDM's proposal was put forward under LocalBuy contract number LB279 Project Management Services.

As the current 2022, 2023, 2024 DRFA projects will extend beyond 31<sup>st</sup> December 2024, it is proposed to extend this engagement. With the Quantum & size of 2024 event, the scope of recovery works will likely extend to 31 December 2026.

PDM has performed effectively, has a dedicated team and contributed to the local business and the region.



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The extension will enable continuity with multiple recovery events ensuring:

- Asset familiarity of information.
- QRA Compliance and submission methodology.
- Defect location overlaps and contract management.
- Innovative delivery harnessing technology and asset management.

Attached is Letter from Jim Sullivan requesting an extension of engagement.

An extension through 31<sup>st</sup> December 2026 is recommended.

It is also recommended that the Chief Executive Officer enter into arrangements, negotiate, finalise and execute any and all matters associated with 2023 & 2024 DRFA to Council's existing procurement policies and practices.

**Legal Implications:**

Nil

**Policy Implications:**

Nil.

**Financial and Resource Implications:**

Nil, costs are fully recoverable through QRA.

**InfoXpert Document ID:** 131401



## **6.0 ENVIRONMENTAL & REGULATORY SERVICES**

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**6.1 Subject:** Environmental and Regulatory Services Report – April 2024  
**Attachments:** None  
**Date:** 15 May 2024

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**Executive Summary:**

This report outlines the general activities, revenue and expenditure for the department for the period April 2024.

**Recommendation:**

*That Council receives the Environmental and Regulatory Services Report for April 2024.*

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**Background:**

This report outlines the general activities of the department for the month of April 2024.

Detailed below are the general matters of interest that relate to the day-to-day activities of the department throughout the month.

**1 – Refuse Collection and Disposal**

**1.1 - Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO1.1	3100 - Refuse Collection Revenue	\$122,246	\$120,850

		<b>Actual</b>	<b>Budget</b>
ENVIRO1.2	3100 - Kerbside Rubbish Collection Expenditure	\$80,250	\$90,000

		<b>Actual</b>	<b>Budget</b>
ENVIRO1.3	3110 - Refuse Disposal Revenue	\$48,413	\$47,116

		<b>Actual</b>	<b>Budget</b>
ENVIRO1.4	3110 - Refuse Disposal Operational Costs	\$70,333	\$100,000

**1.2 - Report**

**Julia Creek Waste Facility**

The following works continued during the month, regular pushing and covering of household rubbish section, Julia creek and Kynuna. Crocker Rural engaged to push dump for 2 weeks of Peter Verhoeven's leave.

Camera quotes have been accepted and purchase orders have been forwarded to repairers.





### **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**

<b>Activity</b>	<b>Number/Details</b>
Impounding's and infringement notices	Nil
Euthanized/Destroyed/Rehomed	Nil
Verbal/Written/Official warning	Nil
Complaints	Nil
Dog Boarding	Five
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**

Fogging Lot 25 Kynuna Road.

ARO duties and Av gas checks Julia Creek Airport, skip bins delivered and emptied for Dirt and Dust festival. Final inspections for properties in unsightly state conducted all are now compliant. Airport light controller and call back unit faulted sent for repairs. 9 dingo scalps received. Wash down bay cleaned hoses to be replaced in June. Crocker rural conducted pushing of dump whilst Peter Verhoeven on leave.

## **4 – Noxious Weeds and Pest Control**

### **4.1 – Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO4.1	3220 - Pest Plant & Animal Control Funding	\$0	\$0
		<b>Actual</b>	<b>Budget</b>
ENVIRO4.2	3220 - Truck Washdown Bay Revenue	\$23,295	\$23,000
		<b>Actual</b>	<b>Budget</b>
ENVIRO4.3	3220 - Dingo Baits (Revenue)	\$5,961	\$4,000
		<b>Actual</b>	<b>Budget</b>
ENVIRO4.4	3220 - Feral Pig Baits (Revenue)	\$0	\$0
		<b>Actual</b>	<b>Budget</b>
ENVIRO4.5	3220 - Pest Animal Rural Landowners Fees	\$65,171	\$65,172





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		<b>Actual</b>	<b>Budget</b>
ENVIRO4.5	3220 - Pest Plant Control Program Exp	\$33,206	\$170,000

		<b>Actual</b>	<b>Budget</b>
ENVIRO4.6	3230 - Pest Animal Control Program Exp	\$36,743	\$100,000

#### **4.2 – Report**

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

Preparations and stock ordered to commence baiting programme in second week of June 2024

##### **Pest Plant**

Nil

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

Drains were cleaned. Maintenance Inspection Hoses to be replaced in June 2024.

#### **5 – Livestock Operations**

##### **5.1 – Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO5.1	3235 - Livestock Facility Capital Grant	\$142,433	\$400,000

		<b>Actual</b>	<b>Budget</b>
ENVIRO5.2	3235 - Livestock Weighing Revenue	\$24,899	\$25,000

		<b>Actual</b>	<b>Budget</b>
ENVIRO5.3	3235 - Livestock Cattle Train Loading Revenue	\$3,907	\$25,000

		<b>Actual</b>	<b>Budget</b>
ENVIRO5.4	3235 - Livestock Cattle Train Loading Revenue	\$4,176	\$25,000

		<b>Actual</b>	<b>Budget</b>
ENVIRO5.5	3235 – Livestock Operational Costs	\$120,798	\$118,000

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

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

All railyard pens have had numbered signage added to the gates which correspond to a new information board erected at the unloading ramp. This will assist with identification and stock management.

2853 head of cattle were weighed for the month of April.



## **6 – Stock Routes and Reserves**

### **6.1 – Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO6.2	3300 - Stock Route –Recoverable works (Revenue)	\$17,785	\$15,900
		<b>Actual</b>	<b>Budget</b>
ENVIRO6.3	3300 - Stock Route - permit/water fees	\$9,167	\$9,500
		<b>Actual</b>	<b>Budget</b>
ENVIRO6.4	3300 - Trustee Lease Fees (Revenue)	\$217,936	\$235,000
		<b>Actual</b>	<b>Budget</b>
ENVIRO6.5	3300 - Reserves Agistment Fees (Revenue)	\$16,727	\$16,500
		<b>Actual</b>	<b>Budget</b>
ENVIRO6.6	3300 – Permit to occupy - revenue	\$10,207	\$10,500
		<b>Actual</b>	<b>Budget</b>
ENVIRO6.7	3300 – precept expenses	\$17,782	\$18,212
		<b>Actual</b>	<b>Budget</b>
ENVIRO6.8	3300 – Stock route Maintenance	\$88,223	\$115,000
		<b>Actual</b>	<b>Budget</b>
ENVIRO6.9	3300 – Reserves Expenses	\$32,918	\$25,000

### **6.2 - Report**

#### **Stock Routes/ reserves**

Ongoing fence repairs at Gilliat, McKinlay and Kynuna reserves. Slashing completed around all cattle yards and along Kynuna road. Grading completed on roads to Town Common and DPI paddock. Site cleared at Longford bore awaiting bore replacement scheduled for late May early June.

### **6.3 - Cemeteries**

Maintenance – Mowing and whipper snipping

#### **6.3.1 – Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO6.9	3400 – Cemeteries	\$25,124	\$50,000

#### **6.3.2 - Report**

Nil Funerals

## **7 – Work Program (Workcamp)**



**7.1 - Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO7.1	3600 - Work Program	\$29,261	\$36,500

**7.2 – Report**

<b>Community Group</b>	<b>Activity</b>
McKinlay Shire Council	<u>Workshop</u> *Assist with workshop duties <u>Plumbing</u> Nil
McKinlay Shire Council	<u>Saleyards/Loading Area</u> *Mowing/Whipper snipping, cleaning and repairs
McKinlay Shire Council	<u>McIntyre Park</u> Maintenance for April race meeting
McKinlay Shire Council	Various
Julia Creek State School	Mowing
Churches/RSL/CWA/SES/Dirt and Dust Central	Set up for dirt and dust
Julia Creek Turf Club	Cleaning, grounds maintenance
Julia Creek Lions Ladies	

Programmed work completed and assistance with preparation and clean up after Dirt and Dust festival completed.

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

**8.1 – Budget**

			<b>Actual</b>	<b>Budget</b>
ENVIRO9.1	3810-1150	3810 - Council Housing - Capital Grant	\$90,000	\$590,000
ENVIRO9.1	3810-1300	3810 - Council Property / Staff Housing Program Rev	\$143,681	\$145,000
ENVIRO9.2	3810-1301	3810 - Council Property / Subdivision Blocks Rent	\$3,544	\$6,000
	3810-1302	3810 - Council Property / Subdivision Blocks outgoings	\$3,206	\$6,000



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ENVIRO9.3	3810-2300	3810 - Council Property / Staff Housing Program Exp	\$237,855	\$350,000
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ENVIRO9.4	3810-2310	3810 - Council Property / Sub Division Expense	\$4,144	\$10,000
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### Council Property / Staff Housing

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

Activity	Number
Properties Available for use	*Racecourse Residence Under repair completion TBA, . 1/ 50 Old Normanton Road
New Tenancies	1
Finalised Tenancies	1
Remedy Breach	Nil
Notice to Leave	Nil
Notice of Intention to Leave	Nil
Notes/Repairs	Numerous repairs to locks and inspections on fly screens and gates/fencing – New balustrading and stairs completed at Racecourse residence, windows replaced. Upgrades unit- 1 Old Normington road have commenced.

### 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	New air conditioner checked re gassed under warranty unit 2.

Fr Bill Busuttin Community Centre and Seniors Living Units



**Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO10.4	3820 - Community Centre Hire Fees	\$3,223	\$3,000

		<b>Actual</b>	<b>Budget</b>
ENVIRO10.4	3820 - FRB Centre RENT	\$36,740	\$42,000

		<b>Actual</b>	<b>Budget</b>
ENVIRO10.5	3820 - FRB Units & Community Ctr Operational Costs	\$52,858	\$110,000

**Report**

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

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

<b><u>Fr Bill Units</u></b>	
Units Available for Rent	One (1) - Unit 8
New Tenancies	Nil
Finalised Tenancies	Nil
Remedy Breach	Nil
Notice to Leave	Nil
Notes/Repairs undertaken	Nil
<b><u>Fr Bill Centre</u></b>	
Notes/Repairs undertaken	Lighting fault and air conditioner issues repaired. New hot water service fitted at Community hall.

**9 – Land and Building Development**

**9.1 – Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO11.1	3900 - Revenue	\$9,921	\$6,000

		<b>Actual</b>	<b>Budget</b>
ENVIRO11.2	3900 - Town Planning Program	\$24,586	\$60,000



**9.2 - Report**

**Regulatory Services, Land and Building Development**

<u>DA #</u>	<u>Date Lodged</u>	<u>Applicant</u>	<u>Type of Development</u>	<u>Location</u>	<u>Application Details</u>
Submitted in incorrect format	03/04/24	Pompano Holdings	Demolition Build	Julia Creek Hotel	

Updates on various land matters are as follows; Decision to be made on what council can offer as compensation. ILUA to be finalised by State in July due to a 2-month extension approval by the Court.

<u>Matter</u>	<u>Status</u>
Kynuna Rodeo Grounds/Landfill	All matters resting with the state awaiting further details
McKinlay Landfill	All matters resting with the state awaiting further details
Lot 2 K3718 – Land beside Water Reserve in Kynuna	All matters resting with the state awaiting further details
Application for Deed of Grant over Operational Reserve, Lot 54 on JC55713 also known as 46 Byrne Street, Julia Creek	All matters resting with the state awaiting further details
McKinlay Airstrip	Native title has been extinguished over this lot allowing the ongoing use and management of airstrip by McKinlay Shire Council.

**10 – Water and Sewage**

**10.1 – Budget**

		<b>Actual</b>	<b>Budget YTD</b>	<b>Budget</b>
<b>1810</b>	<b>Operational Costs – McKinlay Water</b>	\$15,377	\$33,333	\$50,000



		Actual	Budget YTD	Budget
1820	Operational Costs – Kynuna Water	\$19,624	\$40,000	\$60,000

		Actual	Budget YTD	Budget
1830	Operational costs – Nelia Water	\$4,827	\$10,000	\$15,000

		Actual	Budget YTD	Budget
1900	Operational Costs – Julia Creek Sewerage	\$133,847	\$173,333	\$260,000

## 10.2 Report -

### **Plumbing**

Monthly water sampling is in line with Councils DWQMP all schemes. Monthly visual checks on bore/storage tanks were completed. A new cistern has been installed at McKinlay Centennial Park. Repair pump at town Bore. Inspection and weekly sampling at McKinlay water scheme re E-Coli. Chlorination of tanks and level indicator installed. Clean McKinlay truck stop toilet and septic pumped out. Inspect and repair washdown bay leaks Julia Creek. Replace hot water unit Community Hall Father Bill. Water Main leak to cemetery and Horse paddocks repaired.

### **Sewage**

Routine monitoring of scheme, measure pond levels and in house sampling to report to DES. Monitor plant and Imhoff tank on a daily basis. Julia Creek STP is at 90 percent ongoing operation. Continual repairs and adjustments to settings completed by Jason and Andrew. CNC Maintenance have provided a quote to complete final stages of UV Treatment and Polymer dosing unit and Purchase orders forwarded awaiting attendance details.



## **11 – Local Disaster Management**

### **11.1 – Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO12.1	2760 - SES Grants	\$21,267	\$20,568

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

		<b>Actual</b>	<b>Budget</b>
ENVIRO12.2	2760 - Natural Disaster Grants	\$6,102	\$6,780

		<b>Actual</b>	<b>Budget</b>
ENVIRO12.3	2760 - Disaster Management Operational Costs	\$48,587	\$20,600

### **11.2 - Report**

Nil

#### **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:** 131392





## **7.0 COMMUNITY SERVICES**

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**7.1 Subject:** Community Services Monthly Report

**Attachments:** Nil

**Author:** Community Services Team Leader

**Date:** 8<sup>th</sup> May 2024

**Executive Summary:**

Council is presented with the monthly Community Services report, which provides an overview of the operations for the month: **April 2024**.

**Recommendation:**

*That Council receives the Community Services monthly report for April 2024.*

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

**Julia Creek Caravan Park**

A busier than normal month at the Caravan Park with the annual Julia Creek Dirt and Dust Festival drawing many visitors and resulting in the facility being 100% booked over the weekend. Along with this, a large number of workers utilising accommodation also contributed to the total 806 guests welcomed through our doors in April. Manager's have been eagerly taking bookings in preparation for our peak season as well continuing to present the facility in fantastic condition. A number of highly positive reviews have also been received through a number of online platforms over the past month which are included below.

**JC Caravan Park Revenues April 2024**

Type of service	FEBRUARY revenues (inc GST)	Total	MARCH revenues (inc GST)	Total	APRIL revenues (inc GST)	Total
Twin Single Units	\$7,465		\$6,355		\$7,505	
Powered Sites	\$3,263		\$6,739.15		\$16,420	
Self-Contained Cabins	\$14,085		\$19,265		\$19,955	
Unpowered Sites	\$240		\$350		\$1,360	
<b>Sub Total</b>	<b>\$25,053</b>		<b>\$32,709.15</b>		<b>\$45,240</b>	
Artesian Baths incl. salts	\$1,520		\$5,183		\$11,205	
McIntyre Park						
Laundry	\$5		\$134		\$669	
Long Term Stay/Storage						
<b>Calculated Total</b>	<b>\$26,578</b>		<b>\$38,026.15</b>		<b>\$57,114</b>	

**JC Caravan Park Occupancy by Category April 2024**

Type of Service	% Occupancy
Twin Single Units	84%
Cabin – 4 berth	90%
Cabin – 6 berth	88%
Unpowered site	14%
Powered Caravan site	41%
Powered camp site	14%

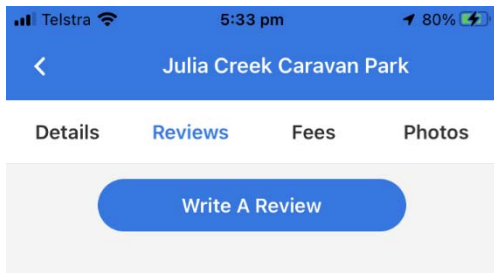


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**JC Caravan Park Artesian Bathhouse Usage April 2024**

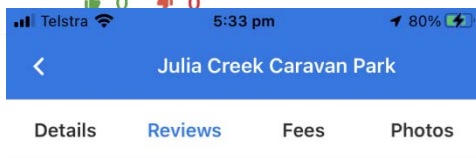
Type of Service	Number of bookings
Boundary Rider Huts	53
Replica Rainwater Tank Bathhouses	123

Caravan Park Reviews:



**ianianblue@yahoo.com**  
5 days ago

Arrived around lunch time and as a camper there didn't seem to be much shade. It really didn't matter in the end as Main Street is a 5min walk or free bicycle use ride and the local pool is right next door. We booked an afternoon bath cabin and it was absolutely fantastic! Totally worth the money and the most relaxing 45mins I've spent in ages. Modern and clean amenities and good camp kitchen. I'd come back again.



**adventuretimesfour**  
1 month ago

Wow we absolutely loved Julia Creek, the managers were super friendly and helpful, bath experience is unbelievable, pool super fun with slides and visitor info centre a must do!

**Cookath**  
1 month ago

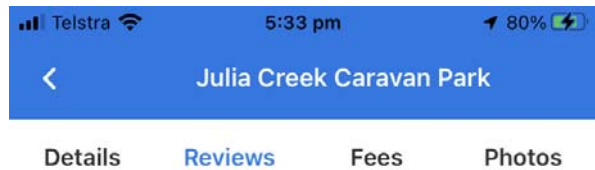
Our second stay. Spotless amenities. Large sites. Quiet area. Would recommend.

**RobKathy**  
18 days ago

Yes, it is a little gem. Staff were friendly and happy. Bath experience was incredibly relaxing, thank you. Showers and laundry spotless. I recommend this park for sure.

**Chloe\_joy**  
19 days ago

Would have to be up there with one of the best caravan parks I have stayed at! So clean, heaps of room, great shower pressure and can't pass up the bath experience



**branchi83**  
1 month ago

What a hidden little gem. Definitely do the artesian baths at sunset! So glad we did. Very quiet in March off-season but dip in the town swimming pool was welcomed by the kids also and 2x small supermarkets were decent for a country town. Happy with our 2 nights here



## Ordinary Meeting of Council Tuesday 21<sup>st</sup> May 2024

### Julia Creek Caravan Park

Julia St, Old Normanton Rd, Julia Creek QLD

4.5 ★★★★★ 518 reviews

Get more reviews



**Dima**

19 reviews · 46 photos

★★★★★ a day ago **NEW**

Vacation | Couple

Great caravan park, it's peaceful, spacious, clean and the staff are great. Stayed here twice now. Once camping & once in a room. Their bathtub experience is awesome too.

Rooms: 5/5 | Service: 5/5 | Location: 5/5

#### Hotel highlights

Great view, Romantic, Quiet, Kid-friendly, Great value

Like

Response from the owner 5 minutes ago

Glad you enjoyed your stay, see you again in the future

Edit Delete



**Matt Betts**

Local Guide · 16 reviews · 4 photos

★★★★★ a week ago **NEW**

We have travelled from Bendigo to Darwin and back across the Barkly. Hands down this is the cleanest and friendliest caravan park we stayed in. 100% recommend stopping.

Rooms: 5/5 | Service: 5/5 | Location: 5/5

### Julia Creek Caravan Park

Julia St, Old Normanton Rd, Julia Creek QLD

4.5 ★★★★★ 518 reviews

Get more reviews



**Wendy B**

9 reviews

★★★★★ 3 weeks ago **NEW**

Vacation | Solo

Great customer service  
Clean functional property

Rooms: 5/5 | Service: 5/5 | Location: 5/5

#### Hotel highlights

Quiet, Great value

Like

Response from the owner 7 minutes ago

Thank you Wendy

Edit Delete



**Cameron**

8 reviews

★★★★★ 4 weeks ago

Vacation | Family

Cannot express how phenomenally-well we were looked after. The staff were above and beyond helpful in many situations that arose. Fantastic facilities, best I have experienced in a caravan park.

Rooms: 5/5 | Service: 5/5 | Location: 5/5

### Julia Creek Caravan Park

Julia St, Old Normanton Rd, Julia Creek QLD

4.5 ★★★★★ 518 reviews

Get more reviews



**Pawel Kutkowski**

Local Guide · 32 reviews · 345 photos

★★★★★ 3 weeks ago **NEW**

So far, and I'm cycling from Melbourne through Sydney, Brisbane, Cairns, I haven't seen such elegant toilets.

Service: 5/5 | Location: 5/5

Translated by Google · See original (Polish)



Like 1

Response from the owner 6 minutes ago

Thank you Pawel, i will pass onto our cleaners, enjoy your cycling

Edit Delete



## Ordinary Meeting of Council Tuesday 21<sup>st</sup> May 2024

### Julia Creek Caravan Park

Julia St, Old Normanton Rd, Julia Creek QLD

[Get more reviews](#)

4.5 ★★★★★ 518 reviews

**Ronda Lynch**  
30 reviews  
★★★★★ a month ago  
Vacation | Solo  
Have a camp site and I'm impressed with the whole caravan Park!

Service: 5/5 | Location: 5/5

Reply Like

**Talline Wornath**  
Local Guide 111 reviews · 1,454 photos  
★★★★★ a month ago  
Vacation | Couple  
I wish we stayed longer because the facilities and the place were really good. Big and clean showers. The lady was super helpful even after office hours. Forgot to take photos, but definitely worth it!

Rooms: 5/5 | Service: 5/5 | Location: 5/5

Hotel highlights  
Great value

Like

### Julia Creek Caravan Park

Julia St, Old Normanton Rd, Julia Creek QLD

[Get more reviews](#)

4.5 ★★★★★ 518 reviews

**Michael Skubala**  
13 reviews · 6 photos  
★★★★★ 2 months ago  
Business | Couple  
Staff are super friendly, great camp grounds however we where there during fly season so we spent most of our time in the Caravan however next time we visit hopefully there aren't as many fly

However we do recommend staying here at Julia Creek Caravan Park as the grounds, service and facilities are one of the best we have stayed at between Cairns to Darwin.

Keep up the fantastic work guys 🙌

Service: 5/5 | Location: 5/5

Hotel highlights  
Great value

## Library & Funeral Services

Following the Easter long-weekend, we welcomed the children for a day of school holiday activities which was great to hear about the families activities and all the chocolate and presents the children received. We also welcomed two staff from State Libraries QLD who discussed the new reporting and funding processes which will certainly simplify this aspect of the Library operations. Additionally, her Excellency Dr Jeannette Young AC PSM (Governor of Queensland) also paid a visit to the Library and passed comment on how terrific our facility is for a small community. Lastly, a visit from NBN staff also took place as they discussed the upcoming connection of the community to the NBN network.



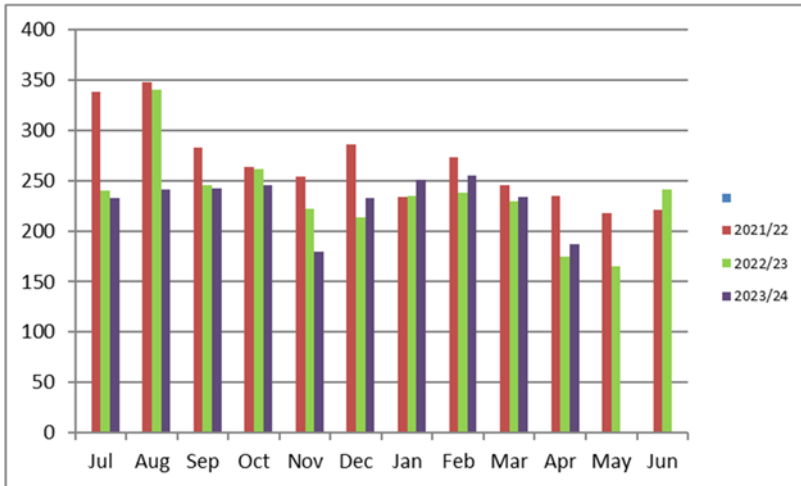
**JC Library Memberships April 2024**

Type of Membership	Total Membership
Adult	351
Junior	48
Institutions	2
Tourists	

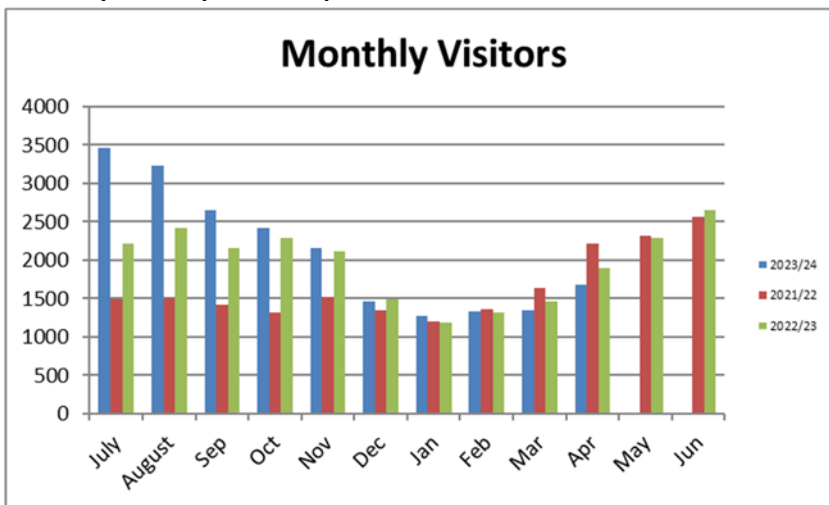
**JC Library Services Provided April 2024**

Services Provided	Total Amount
Reservations satisfied	12
Requests for books	34

**JC Library Monthly Loans April 2024**



**JC Library Monthly Visitors April 2024**





**Tourism**

***Total Visitor Numbers for April 2024***

There were 351 visitors to the Julia Creek Visitor Information Centre in April 2024 compared with 257 in April 2023.

***Total Locals April 2024***

There was a total of 9 local visitors to the Julia Creek Visitor Information Centre in April 2024 compared with 0 in April 2023.

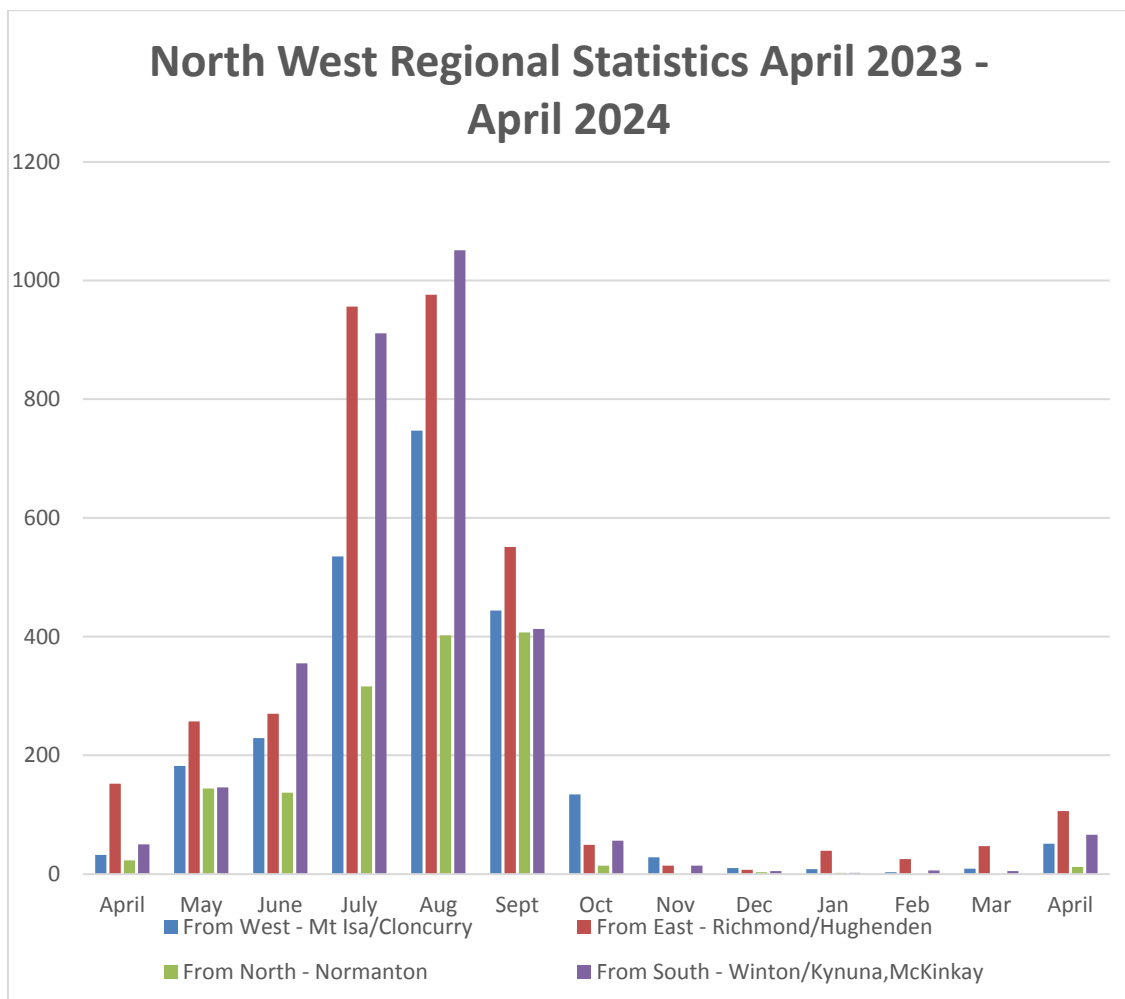
***Beneath the Creek Entries April 2024***

There was a total of 129 attendees at the Dunnart Feeding Experience in April 2024 compared with 76 in April 2023.

***Virtual Reality Mustering Experiences April 2024***

There was a total of 0 attendees who experienced the Virtual Reality Muster in April 2024.

***North West Regional Statistics for April 2024***





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**RV Site Permits April 2024**

There were 49 RV Site permits issued in April 2024 compared with 65 in April 2023.

**Social Media Figures April 2024**

	Facebook Page Followers			Instagram Followers		
	McKinlay Shire Council	Julia Creek VIC	Caravan Park	McKinlay Shire Council	Julia Creek VIC	Caravan Park
April 1	8,030	5,925	8,664	1,178	3,928	1,318
April 30	8,040	5,946	8,726	1,180	3,944	1,327

## Julia Creek Early Learning Centre

### Achievements

The month of April has seen an increase in occupancy and a full complement of staffing. There has been a focus on reviewing our policy and procedures. The Anzac Day march held on the 25<sup>th</sup> March saw the majority of our children attend.

The Community Child Care Fund (CCCF) grant has been submitted to provide funds for the operational costs for the next two years, the outcome is still pending. In supporting children the inclusion support strategy innovation plan (SIP) has been updated to seek funding for 7 hours each day, an increase of 2 hours per. The funding provides a subsidy to enable an additional worker to support the inclusion of children. The Kindy program has increased operating days, now operating Tuesday to Friday from April. The team continues to be supported by the Astute Pedagogy, Program and Practice (PPP) team who are offering advice on managing children, routines and using the spaces in the learning environment to aid this.

### Next Steps / Coming up.

- Astute consultation visit schedule for the week 20th of May

### Projects update

- Policy Review Meetings – scheduled to commence every fortnight (Wednesday).
- \$1,000 resource budget has been allocated to the service to purchase additional resources for the service.

### Astute Consultation

Service Visit 17th and 18th April

### Meetings

Ops Meeting Dates: attended by Hannah, Rebecca and Michelle

29th April

Staff Meeting Dates:

3rd April- Policy review meeting with Rebecca via Online

17th April- Policy meeting with Pricilla visiting JC.

### Occupancy

Occupancy remains steady with 3 new children beginning this month occupying 5 bookings a week, with interest to add extra days in the future. 1 child had begun as a casual occupying a Friday booking when needed.

No children exited from care this month.





**April Occupancy**

	Utilisation/Capacity	Waiting List	Occupancy %
Toddlers	79/110	1	89.61%
Kindy	128/264	1	

**Swimming Pool**

TOTAL ENTRIES			
	Adult	Child	Total
Julia Creek	155	85	240

**General Update**

- This month the numbers are down due cool weather and cold.
- The equipment and pool pump is working well and the water quality is great.
- The pool heaters are working again but are probably near the end of their working life as there have been a lot of running repairs getting done for several leaks.
- The pool covers have been recovered cleaned and hopefully they will help with the water temperature.
- Almost all of the visitors to the pool are tourists there are very few locals coming.
- We aren't having much luck getting the temperature up in the water up with the cool nights.

**Sport & Recreation**

**After School Care:**

The After School Activity (Term-2) started from week 2 and will go until week 8 (school calendar), taking place on Tuesday, Wednesday, and Thursday. Activities on Tuesday take place in the CSA building and include board games/movie day. Wednesday focuses on ball games such as soccer, basketball, cricket etc. involving both skill instruction and game play held at Julia Creek State School. Thursday's activities involve racquet sports, primarily Tennis, and are conducted at Indoor Sports Centre.

**Darren Ginns Centre (Gym):**

Darren Ginns Centre has been utilised by many members to achieve their fitness goals. Regularly doing maintenance and checking gym, vacuum the floor in gym centre if required, checking Tunstall alarm, ensuring all equipment can use and if not reporting it to Team leader, Community Services that needs attention. Leg Curl machine was not being working properly, so notice has been put and reported it to Team Leader, Community Services. Still the lights have been enabled in manual control and waiting for the electricians to fix the sensor.



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**Equipment's and Sports Good:**

Have received tennis post winder for two tennis courts and purchased and received board games and Lego from Big W for kids for After School Care activities.

**Community Sport:**

Community sport has continued through Netball and Rugby. Netball is played usually on Tuesday at an indoor sports centre, with community members participating starting around 6:30 pm and Rugby is played by primary school children on Wednesday starting around 5:30 pm Kev Bannah Oval. These activities give the community an opportunity to connect positively with each other and have fun whilst completing individual fitness/physical activity goals.

**Indoor Sports Centre/Kev Bannah Oval:**

The Indoor Sports Centre has continued to be of good usage by members of the community and groups visiting Julia Creek. The usage of equipment has also been highly frequent with many sports such as Basketball, Rugby, Tennis and Netball being frequent activities played in the facility. Further, On April 27<sup>th</sup> had a Mid-West Junior Rugby League game between Hughenden and Richmond at Kev Bannah Oval. Apart from that on 30 April, helped school in doing JCSS cross country and run some ball games/activities with students at Indoor Sports Centre.

**School Holiday Activities:**

A School holiday program have been organised from 2<sup>nd</sup> April to 12<sup>th</sup> April with activities include Library session, Sports game day, Arts and Crafts, Pool Day, Tennis Lesson by John Single, Movie Day. John Single came to Julia to deliver tennis lessons for School Holiday Program on 8<sup>th</sup> and 9<sup>th</sup> April, tennis lessons were divided into two groups Prep-2 and Gr3 & up.

**Library:**

The Walking the School (Term-2) also started from week 2 and will go until week 8 (school calendar), usually taking place on Friday's. Walking the school children to the library during the afternoons has continued to benefit their safety whilst travelling to the facility. This practice has helped reducing stress among the children when going to the library and has established a safer environment for them, especially during busy after-school hours with heavy traffic.

**ELC Activities:**

Have started the activities with kindergarten kids which was planned on March with Hannah, Director ELC. The activities run usually on Monday's 10 am onwards at Indoor Sports Centre.

**Julia Creek State School:**

Have continued to took part and helped providing P.E lessons with HPE teacher at Julia Creek State School which usually goes for 2 hours from 11:10 am to 1pm on Fridays.



## Community Health

CHSP Clients	Occasions of Service	Time Spent (hrs)
Nursing Care	31	14.3
Personal Care	5	1.25
Other	--	--
<b>TOTAL</b>	<b>36</b>	<b>15.55</b>

Non-CHSP Clients	Occasions of Service	Time Spent (hrs)
Nursing Care	19	12.5
COVID Clinic planning	3	2.0
Private Pathology	2	1.0
<b>TOTAL</b>	<b>24</b>	<b>15.5</b>

TRANSPORTS	Number of one-way journeys
CHSP Clients	2
Non-CHSP Clients	1
<b>TOTAL</b>	<b>3</b>

<b>Meetings</b>
MDT x3 @ MPHS Opportunistic catch-up with EDMS and DON x1
<b>Health Promotion</b>
Covid Clinic promotion and ring-around 3/4,5/4 and 9/4 FLU jab clinic information dissemination 11/4 Sexy Health Screening Service at MPHS promoted via Community Email 18/4. Young adult chat (CN & DON) about health care and local available health services 5/4
<b>General Business</b>
CN on leave from 26/4/24 – 6/5/24 so occasions of service may be down this month. Challenges with getting FLU jabs done locally for non-NIP eligible people due to red tape. MPHS have arranged a work-around. CN keen to take this ongoing issue to WQPHN for their advice. MSC kindly made CHSP bus available for unexpected patient transport when RFDS on tarmac and unable to off-load due to QAS being called to a job.

## CHSP – Commonwealth Home Support Program

### Events and Activities

All CHSP activities have re-commenced. Monday Games Wednesday Luncheons along with our regular Thursday shopping. Work camp are still doing the home maintenance for our CHSP clients and are doing a great job.

### Statistics April 2024

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

Service Offered	Number of Clients
Transport	2 Two-way trips
Social Support	28 Visits
Personal Care	visits



Ordinary Meeting of Council Tuesday 21<sup>st</sup> May 2024

Counselling/Support, Information and advocacy (client)	6 hours
Shopping	4 trips
GAMES	5 attended (4 sessions)
Luncheon Wednesday Meal	5 Attended (4 sessions) meals (including morning tea)
Meals on Wheels	0 meals delivered
Community Nurse Visits	31 visits
Home Maintenance	18 lawns mowed 9 clients
Domestic Assistance	4 clients 28 visits
Pub Lunch	Nil
Clients Transported for Doctors Appointments	0 CHSP clients

**Comments:**

**Consultation:**

**Legal Implications:**

**Policy Implications:**

**Financial and Resource Implications:**

**InfoXpert Document ID: 131393**



Ordinary Meeting of Council Tuesday 21<sup>st</sup> May 2024

**7.2 Subject:** Community Sponsorship Request – Saxby Round-Up

**Attachments:** Nil

**Author:** Community Services Team Leader

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**Executive Summary:**

Council has received a Community Sponsorship Request from Saxby Round-Up for in-kind support to assist the provision of the use of a Council water truck for their 2024 event.

**Recommendation:**

*Council resolves to approve the Community Sponsorship Request for Saxby Round-Up for in-kind support up to \$5,000 to assist the provision of the use of a Council water truck for their 2024 event.*

---

**Background:**

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

**Consultation:**

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

**Legal Implications:**

Nil

**Policy Implications:**

Community Grants Policy

**Financial and Resource Implications:**

Council sets aside \$35,000 from its annual budget for community sponsorship and \$5,000 would remain for other organisations to access in the 23/24 FY.

**InfoXpert Document ID:** 131394



Ordinary Meeting of Council Tuesday 21<sup>st</sup> May 2024

**7.3 Subject:** Community Sponsorship Request – McKinlay Race Club

**Attachments:** Nil

**Author:** Community Services Team Leader

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**Executive Summary:**

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

**Recommendation:**

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

---

**Background:**

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

**Consultation:**

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

**Legal Implications:**

Nil

**Policy Implications:**

Community Grants Policy

**Financial and Resource Implications:**

Council sets aside \$35,000 from its annual budget for community sponsorship and \$0 would remain for other organisations to access in the 23/24 FY.

**InfoXpert Document ID:** 131395



Ordinary Meeting of Council Tuesday 21<sup>st</sup> May 2024

**7.4 Subject:** Community Sponsorship Request – Sedan Dip Sports and Recreation Club

**Attachments:** Nil

**Author:** Community Services Team Leader

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**Executive Summary:**

Council has received a Community Sponsorship Request from Sedan Dip Sports and Recreation Club with an in-kind contribution request to utilise Council's Water Truck for their 2024 event.

**Recommendation:**

*Council resolves to approve the Community Sponsorship Request from Sedan Dip Sports and Recreation Club with an in-kind contribution up to \$5,000 to utilise Council's Water Truck for their 2024 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.

**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

**Financial and Resource Implications:**

Council sets aside \$35,000 from its annual budget for community sponsorship and will allocate this support to the 2024/25 FY Budget as the event will take place during that period.

**InfoXpert Document ID:** 131396



Ordinary Meeting of Council Tuesday 21<sup>st</sup> May 2024

**7.5 Subject:** Regional Arts Development Fund – Quick Response Application

**Attachments:** Nil

**Author:** Community Services Team Leader

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**Executive Summary:**

Council has received one (1) Regional Arts Development Fund (RADF) Quick Response Application that were assessed by the RADF Committee and recommended for approval:

- McKinlay Shire Cultural Association Children’s Pottery & Adult Mosaic Workshops - \$2,046

**Recommendation:**

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

- *McKinlay Shire Cultural Association Children’s Pottery & Adult Mosaic Workshops - \$2,046*

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**Background:**

Council has received the application from the McKinlay Shire Cultural Association to host a 2-day children’s pottery workshop and a 2-day adult’s 3D mosaic workshops in May. These workshops will be hosted by Fiona Banner and provide a great opportunity for the local community to learn new and exciting craft skills.

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

**Legal Implications:** Nil

**Policy Implications:** Arts & Cultural Policy

**Financial and Resource Implications:** An allocated amount of \$33,219 was approved for the RADF 23/24 Budget. There will be a total of \$17,004 remaining following the delivery of these activities.

**InfoXpert Document ID:** 131397





## 8.0 CORPORATE SERVICES

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**8.1 Subject:** Corporate Services April 2024 Report  
**Attachments:** Nil  
**Author:** Director Corporate & Community Services

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**Executive Summary:**

The Corporate Services Report as of 30 April 2024 which summarises the financial performance and position is presented to Council.

**Recommendation:**

*That Council receives the monthly Corporate Services Report for the period ending 30 April 2024.*

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**Report:**

The Corporate Services Report compares actual performance to date with the Council's 2023/2024 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:**

General operating expenditure and income from the period.



## INCOME STATEMENT SUMMARY

	Actuals	Variance	YTD Budget	Full Year Budget
<b>Total Income</b>	33,677,254	81%	41,430,709	49,716,851
<b>Total Expenses</b>	(12,506,512)	80%	(15,647,645)	(18,777,174)
<b>Net Result</b>	<b>21,170,742</b>	<b>82%</b>	<b>25,783,064</b>	<b>30,939,677</b>
Less Capital Revenue	25,332,911	90%	28,112,289	33,734,747
<b>Operating Result (excl. Capital</b>	<b>\$ (4,162,169)</b>	<b>179%</b>	<b>\$ (2,329,225)</b>	<b>\$ (2,795,070)</b>

## STATEMENT OF FINANCIAL POSITION

	2024 Actuals	2023 Actuals
Current Assets	27,433,134	36,004,751
Total Non-Current Assets	288,995,815	260,040,953
<b>Total Assets</b>	<b>316,428,949</b>	<b>296,045,704</b>
Total Current Liabilities	4,850,718	5,638,214
Total Non-Current Liabilities	174,462	174,461
<b>Total Liabilities</b>	<b>5,025,180</b>	<b>5,812,675</b>
<b>Net Community Assets</b>	<b>\$ 311,403,769</b>	<b>\$ 290,233,029</b>
<u>Community Equity</u>		
Asset Revaluation Surplus	102,467,025	102,467,023
Retained Surplus	208,536,744	187,766,006
<b>Total Community Equity</b>	<b>\$ 311,403,769</b>	<b>\$ 290,233,029</b>

## STATEMENT OF CASH FLOWS

	2023/24 Actuals	2022/23 Actuals
<b>Cash Flows from Operating Activities</b>	133,043	8,307,470
Receipts, Payments & Interest Received		
Borrowing Costs		
<b>Cash Flows From Investing Activities</b>	(7,157,030)	20,011
Payments and Proceeds for PPE		
Capital Income		
<b>Cash Flows from Financing Activities</b>	-	-
Loan Payments		
Net increase (decrease) in cash held	(7,023,987)	8,327,481
Cash at beginning of the financial year	32,712,590	24,385,109
<b>Cash at the end of the period</b>	<b>\$ 25,688,603</b>	<b>\$ 32,712,590</b>



### Summary By Departments

Department	Revenue			Expenditure		
	Actuals	%	Budget	Actuals	%	Budget
Infrastructure & Works	26,677,421	83%	32,229,711	5,995,189	60%	9,930,000
Governance & Partnerships	-	0%	-	696,175	78%	895,782
Corporate Services	4,688,709	38%	12,283,415	1,510,510	78%	1,926,401
Economic Development	212,329	44%	486,500	755,669	65%	1,156,500
Community Services	1,457,756	36%	3,994,839	2,761,341	67%	4,109,229
Health Safety & Development	104,124	60%	174,848	415,421	64%	648,600
Environmental Management	536,918	98%	547,538	372,207	59%	626,212
	<b>33,677,258</b>	<b>68%</b>	<b>49,716,851</b>	<b>12,506,512</b>	<b>65%</b>	<b>19,292,724</b>

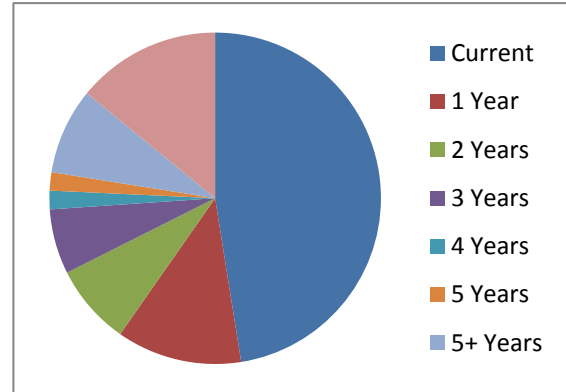
## Capital Works Program 2023-2024 Version 2.0

	Actuals to date 2023-24	Adopted Amended Budget 2023-24	Grants/Other
<b>Infrastructure &amp; Works</b>			
Roads	\$29,023,247	\$37,679,781	\$37,135,246
Wastewater	\$371,257	\$1,730,000	\$1,500,000
Water	\$246,515	\$426,782	\$227,594
Transport	\$2,101	\$340,000	\$300,000
Other	\$908,915	\$1,580,000	\$0
<b>Subtotal</b>	<b>\$30,552,035</b>	<b>\$41,756,563</b>	<b>\$39,162,840</b>
<b>Environmental Management</b>	<b>Actuals</b>		<b>Grants/Other</b>
Reserves	\$23,599	\$95,127	\$0
<b>Subtotal</b>	<b>\$23,599</b>	<b>\$95,127</b>	<b>\$0</b>
<b>Community Services &amp; Facilities</b>	<b>Actuals</b>		<b>Grants/Other</b>
Community Buildings & Other Structures	\$1,053,090	\$3,273,052	\$3,117,952
Parks & Gardens	\$60,437	\$177,802	\$167,802
Council Housing	\$832,725	\$1,787,137	\$820,000
<b>Subtotal</b>	<b>\$1,946,252</b>	<b>\$5,237,991</b>	<b>\$4,105,754</b>
<b>Corporate Services</b>	<b>Actuals</b>		<b>Grants/Other</b>
Corporate Buildings & Other Structures	\$33,948	\$316,571	\$0
Other	\$2,626	\$40,000	\$0
Economic Development	\$207,961	\$475,000	\$475,000
<b>Subtotal</b>	<b>\$244,534</b>	<b>\$831,571</b>	<b>\$475,000</b>
<b>Total</b>	<b>\$32,766,421</b>	<b>\$47,921,252</b>	<b>\$43,743,594</b>



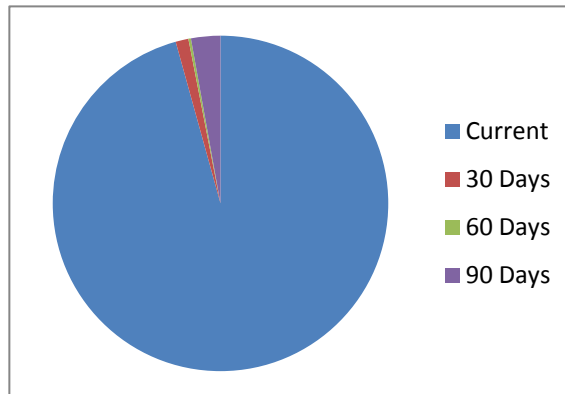
## Outstanding Rates

	Apr-24	Mar-24
<b>Current</b>	56,320	313,403
<b>1 Year</b>	14,490	14,490
<b>2 Years</b>	9,333	9,466
<b>3 Years</b>	7,513	9,419
<b>4 Years</b>	2,153	2,153
<b>5 Years</b>	2,111	2,111
<b>5+ Years</b>	9,971	9,971
<b>Interest</b>	16,693	14,798
<b>Total</b>	<b>118,585</b>	<b>375,811</b>



## Outstanding Debtors

<b>Total</b>	<b>306,667.04</b>
<b>Current</b>	293,486.16
<b>30 Days</b>	3,789.80
<b>60 Days</b>	729.40
<b>90 Days</b>	8,661.68



**Comments:**

**Consultation:**

**Legal Implications:**

**Policy Implications:**

**Financial and Resource Implications:**

**InfoXpert Document ID: 131376**



Ordinary Meeting of Council Tuesday 21<sup>st</sup> May 2024

**8.2 Subject:** Councillors' Portfolio System & Protocols  
**Attachments:** Councillors' Portfolio System & Protocols Policy  
**Author:** Director Corporate & Community Services  
**Date:** 10<sup>th</sup> May 2024

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**Executive Summary:**

Council established a policy document, Councillors' Portfolio System & Protocols in 2020 to detail how the portfolio system works and details the portfolios of each Councillor. Following the recent election and changes to portfolios the policy was reviewed and is presented to Council for consideration.

**Recommendation:**

*The Policy for the Councillors' Portfolio System and Protocols version 3.0 be adopted as presented.*

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**Background:**

Council has established a Portfolio system where each Councillor is nominated to and assigned specific responsibilities to focus on key areas and functions of Council. For the purposes of clarity, a policy paper has been prepared detailing how the system works, which Councillor is assigned to each Portfolio and the responsibilities within each Portfolio. The policy was last adopted in 2020 and following the recent changes to elected members and portfolios, a review of the policy was undertaken and updated accordingly.

**Consultation:**

Chief Executive Officer

**Legal Implications:**

Nil

**Policy Implications:**

On adoption of this policy it will revoke all previous versions of the same or similar title.

**Financial and Resource Implications:**

**InfoXpert Document ID:** 131390



# COUNCILLOR'S PORTFOLIO SYSTEM AND PROTOCOLS

## 1. PURPOSE AND SCOPE

- 1.1 Council has agreed to the establishment of a Portfolio system as part of its corporate decision making structure. This system provides for nominated Councillors to be assigned specific responsibilities for a key strategic focus area of the Council.
- 1.2 This document provides details of the Portfolio system and the associated operating protocols.

## 2. APPLICATION OF POLICY

- 2.1 The system design and allocation of portfolios is recognised as a means of developing appropriate relationships within the organisation on key strategies or focus areas.

## 3. POLICY PROVISIONS

### 3.1 Portfolio Designations and Allocations

Portfolios will be allocated in a consultative manner. The Mayor will have the final decision.

Where an issue impacts on more than one portfolio area, the relevant portfolio Councillors and Director(s) will work collaboratively to determine the appropriate approach.

- 3.2 The Portfolio system provides no formal delegated authority to the Portfolio Councillor. It provides, however, the Councillor with an opportunity to develop and maintain a heightened level of knowledge and leadership across the Shire and wider region in a specified field.

### 3.3 Strategic Focus

The portfolio designations have been selected for their strategic importance to the Council and the community of the McKinlay Shire Council region and the Councillors' endeavours, interest and influence should be focused more at the strategic level of issues of their portfolio, rather than the day to day operational matters.

### 3.4 Obligations

In support of commitments to inclusive teamwork and co-operation between elected and staff members, the portfolio holders are encouraged to establish clear, open and regular communication with their aligned Directors. Directors will also make key staff available for strategic discussions where appropriate.

Directors and Managers are required to provide high levels of engagement and support in a very practical and open manner, including provision of practical opportunities and assistance to enable portfolio holders to gain increased knowledge and experience in the specific portfolio area.

### 3.5 Portfolio Councillor's Role

In relation to the ambit of the respective portfolios, designated Councillors have responsibilities to:

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Date of Approval: 21<sup>st</sup> May 2024  
Approved By: Council Resolution

Effective Date: 22<sup>nd</sup> May 2024  
Version: 3.0  
Review Date: May 2028

- (i) be a key point of contact and to engage with industry and community groups and associations;
- (ii) represent and advocate Council's policy and corporate positions where called upon at forums, conferences and to other levels of government;
- (iii) participate and where appropriate, lead any Council working groups or meetings formed in relation to the relevant portfolio issues;
- (iv) provide guidance and direction to the Council and the organisation through participation, discussion and debate at Council and Committee meetings;
- (v) provide an elected viewpoint and to act as a sounding board for Directors and key staff on issues relating to the portfolio;
- (vi) generally champion the advancement of Council's key priorities and decisions relevant to the portfolio area.

### 3.6 **Communication**

The Mayor is the principal Council spokesman on Shire and Regional issues. If the Mayor is not available to comment on an issue and/or project that is of a regional nature, the Deputy Mayor will be the spokesperson for the media;

If the Mayor and Deputy Mayor are not available to comment on a regional issue and/or project the CEO (or delegate) will be the spokespersons for the media.





## COUNCILLOR'S PORTFOLIO SYSTEM AND PROTOCOLS

PORTFOLIO	COUNCILLOR	DIRECTORATE	PORTFOLIO RESPONSIBILITY
GOVERNANCE & FINANCE	Mayor Cr Fegan	CEO	<ul style="list-style-type: none"> <li>• Ex-Officio all Portfolios</li> <li>• Advocacy</li> <li>• Policies</li> <li>• Budget</li> <li>• WHS</li> <li>• Regional Representation</li> <li>• Intergovernmental Relations</li> <li>• Investment attraction</li> <li>• Disaster Prep &amp; Recovery</li> </ul>
TOURISM & ECONOMIC DEVELOPMENT	Cr Malone	Director Corporate & Community Services	<ul style="list-style-type: none"> <li>• Tourism &amp; Economic Development incl Regional Economic Development</li> <li>• Visitor Information Centre</li> <li>• Tourist Attractions</li> <li>• Caravan Park</li> </ul>
COMMUNITY SERVICES	Cr Royes	Director Corporate & Community Services	<ul style="list-style-type: none"> <li>• Community Health</li> <li>• CHSP</li> <li>• Fr Bill Senior Living Units</li> <li>• Community Safety</li> <li>• Sport &amp; Recreation</li> <li>• Community Grants</li> <li>• Arts and Culture</li> <li>• Community Events</li> <li>• Community Facilities</li> <li>• Libraries &amp; Smart Hub</li> <li>• Education</li> </ul>
ENVIRONMENT & REGULATORY SERVICES	Cr Spreadborough	Director Engineering & Regulatory Services	<ul style="list-style-type: none"> <li>• Environmental Management</li> <li>• Town Planning</li> <li>• Livestock Transit Centre</li> <li>• Refuse Tips</li> <li>• Cemeteries and Parks</li> <li>• Pests &amp; Animal Management</li> <li>• Workcamp</li> </ul>

Date of Approval: 21<sup>st</sup> May 2024  
Approved By: Council Resolution

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Version: 3.0  
Review Date: May 2028

ENGINEERING SERVICES	Cr Lynch	Director Engineering & Regulatory Services	<ul style="list-style-type: none"> <li>• Roads &amp; Streets</li> <li>• Quarries &amp; Gravel Pits</li> <li>• Road Safety</li> <li>• Water &amp; Sewerage</li> <li>• Airport</li> </ul>
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**4. POLICY REVIEW**

4.1 The policy is to be reviewed whenever legislation changes, OR every four years, whichever is the earlier.

**5. COUNCIL REPRESENTATIVE**

LDMG – Mayor Cr. Janene Fegan (Chair), Cr. Shauna Royes (Deputy Chair)

NWQROC – Mayor Cr. Janene Fegan and Cr. John Lynch

NWRTG – Mayor Cr. Janene Fegan and Cr. John Lynch

MITEZ – Mayor Cr. Janene Fegan

Date of Approval: 21<sup>st</sup> May 2024  
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Effective Date: 22<sup>nd</sup> May 2024  
 Version: 3.0  
 Review Date: May 2028



Ordinary Meeting of Council Tuesday 21<sup>st</sup> May 2024

**8.3 Subject:** Acceptable Requests Guidelines Policy  
**Attachments:** Acceptable Requests Guidelines Policy  
**Author:** Director of Corporate and Community Services  
**Date:** 10<sup>th</sup> May 2024

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**Executive Summary:**

Council has reviewed its Acceptable Request Guidelines Policy in line with S170A of the Local Government Act 2009.

**Recommendation:**

That Council adopts the Acceptable Request Guidelines Policy version 3.0 as presented and will revoke all previous versions of the policy.

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**Background:**

The Acceptable Request Guidelines Policy was last reviewed in 2020. From this time, the policy continues to be revised and updated in order to keep it functional and in line with relevant operational and legislative changes.

**Consultation:**

CEO.

**Legal Implications:**

Maintain compliance with s170A (6) of the Act.

**Policy Implications:**

On adoption of this policy it will revoke all previous versions.

**Financial and Resource Implications:**

Nil

**InfoXpert Document ID:** 131378



# ACCEPTABLE REQUEST GUIDELINES POLICY

## 1. SCOPE

These Guidelines apply to the Mayor and all Councillors and employees of McKinlay Shire Council and relate specifically to requests by Councillors for assistance or information in accordance with the *Local Government Act 2009*.

## 2. POLICY PURPOSE

The Mayor and Councillors of McKinlay Shire Council will all from time to time require assistance or information from the employees of the Council to enable them to effectively carry out their duties and represent the interests of the community.

Section 170A(7) of the *Local Government Act 2009* (the Act) provides that Council is required to adopt acceptable requests guidelines about –

- (a) the way in which a councillor may ask a local government employee for advice to help the councillor carry out his or her responsibilities under this Act; and*
- (b) reasonable limits on requests that a councillor may make.*

Accordingly, these Guidelines outline the standards for the provision of assistance or information to Councillors and are to be followed by the Mayor, all Councillors and all employees.

The underpinning principles and Councillors' responsibilities under the Act are set out in Sections 4 and 12 respectively. The provisions of these Sections require Councillors to act in the interests of the residents of the local government area, to ensure effective service delivery and to be accountable to the community for the performance of the local government.

Section 13 of the Act sets out the responsibilities of local government employees including efficient and effective management of public resources, excellence in service delivery and provision of sound and impartial advice.

Through these provisions, the Act recognises that Councillors need to have access to current and relevant information about the local government to enable them to carry out their responsibilities.

Employees recognise this need and understand that the provision of prompt, accurate information to Councillors will enhance Council's reputation in the community as an efficient, customer focused organisation.

Therefore the purpose of these Guidelines is to support good corporate governance in accordance with the local government principles by providing clear guidance for Councillors and employees to assist them in complying with the Act and serving the needs of our community.

### 3. Definitions

**CEO** – The Chief Executive Officer of McKinlay Shire Council and includes any officer acting in that position from time to time.

**Councillor or Councillors** – Person or persons elected or appointed to the local government under the *Local Government Act 2009* or the *Local Government Electoral Act 2011*. Councillor or Councillors include the Mayor.

**Director** – A senior Executive Employee of Council in charge of a Department of Council and includes any officer acting in those positions from time to time.

**Employee** – Any permanent, part-time and casual employee of Council and any person or consultant who contracts with the Council to provide services to it, such as engineers, lawyers, planners or plant operators.

Employee includes a person prescribed as a local government employee under a State Government regulation.

**Information and Advice** – Information and advice includes details of what Council Councillors and Employees are doing; any administrative, legal, financial, technical or statistical information held by Council and options available to achieve a particular thing.

### 4. POLICY

The following protocol guides all day-to-day communication between Councillors and Employees of McKinlay Shire.

#### 4.1 COUNCILLOR/EMPLOYEE INTERACTION

Every reasonable assistance will be provided to Councillors in the exercise of their role and the performance of their duties.

Employees must not approach Councillors to discuss any matter relating to the terms and conditions of their employment with the Council.

Councillors must not discuss, with Employees, any matter relating to the terms and conditions of their employment with Council except as necessary for conducting the

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performance appraisal of the Chief Executive Officer, in accordance with section 12 (4) (d) of the *Local Government Act 2009*.

Councillors are to consult the Schedule of Employees to determine which employee may be contacted on specific issues. If in doubt, the CEO or the relevant Director should be contacted to ascertain the appropriate employee referral.

Councillors and employee interaction shall, at all times, be carried out in a professional manner with due regard to each other's respective position.

## **4.2 DIRECTIONS TO EMPLOYEES**

### **Mayor**

The Mayor has a responsibility to direct the Chief Executive Officer in accordance with Council's policies. (Section 12 (4) of the *Local Government Act 2009*)

### **Councillors (including Mayor)**

Councillors, may not direct, and must not attempt to direct any employee about the way in which the employee's duties are to be performed except as allowed in the above clause.

### **Employees**

If an attempt is made by a Councillor to direct an employee, the employee must report this matter to the CEO directly or through the employee's Director so that the matter can be addressed with the Councillor concerned.

## **4.3 INFORMATION OR ADVICE**

### **Councillors**

Councillors may request a Director for information or advice on any matter relating to the administration or management of the department managed by the Director in question.

Councillors may request the CEO for information or advice on any matter relating to the administration or management of any aspect of Council's affairs.

A request for information or advice must identify the proposed decision that the Councillor needs information or advice on.

Councillors attending an ordinary or committee meeting may request information or advice from an officer other than the CEO or a Director where such officer is attending the meeting for the purpose of providing professional advice or as a delegate/representative of the Chief Executive Officer or a Director.

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Councillors may approach any employee for information where the employee in question normally provides information to the general public, providing that the information given is not more or less than that which would be given if the Councillor were an ordinary member of the general public and providing that the same conditions of access apply.

Councillors may request the CEO to allow any employee to provide information or advice in any particular instance.

The Chief Executive Officer

- (a) May apply conditions to any such communication
- (b) Will inform the relevant Director of any such approved communication and the conditions (if any) relating thereto.

A Councillor seeking information or advice from the CEO, Director, Manager or other specified employee must advise the employee if he/she has made a similar request for the same information or advice from any other employee.

A Councillors' request for advice must not take the form of an attempt to direct or pressure a Director or employee to prepare a response in a certain manner.

A Councillor is to inform the CEO if they believe the Director or employee has not appropriately responded to a request for information or advice.

### **Employees**

Employees must not comply with request for information or advice from Councillors which are contrary to these guidelines. Where such requests are received, a report must be made either direct to the CEO or to the CEO through the employee's Director so that the matter can be addressed with the Councillor concerned.

Where they are residents within McKinlay Shire, employees have the constituents normal rights of access to Councillors providing that such rights are exercised out of working hours.

Except in circumstances mentioned in the above clause, employees must not, without first informing the CEO, approach Councillors to discuss any matter relating to the administration or management of any aspect of the Council's affairs.

Where an employee contacts a Councillor in an emergency situation, the Councillor should immediately (or as soon as practicable) inform the CEO accordingly.

It is important that each member of staff is aware of the names of each of the Councillors and their relevant portfolio in order that an appropriate level of service can be provided.

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Any response to a Councillor must have due regard to the provisions of relevant legislation including the *Local Government Act 2009*, *Local Government Regulation 2012*, other Acts and Regulations, Council's Local Laws, policies, Corporate Plan, Operational Plan, Annual Budget, and the nature of the environment in which work is performed.

Employees must ensure, at all times, that requests for assistance which involve the expenditure of funds or the use of resources not specifically provided for in the budget, are referred to the relevant Director for approval. This could involve obtaining a Council resolution or budget amendment to authorize the work.

## **5. SCHEDULE OF EMPLOYEES**

A schedule of employee is attached: See Appendix 1a

*Note this appendix does not contain personal detail. This appendix may be posted on Council's web site. A similar document, Appendix 1b, is available to all Councillors with names and telephone numbers included by contacting the Chief Executive Officer.*

## **6. SCHEDULE OF COUNCILLORS AND PORTFOLIOS**

A schedule of Councillors and portfolios is attached. See Appendix 2 and 3.

## **7. PROCEDURE**

The CEO shall issue updated Appendix 1 and Appendix 2 from time to time to ensure that these documents are current.

## **8. REFERENCE DOCUMENTS**

- *Local Government Act 2009*
- *Local Government Regulation 2012*

## **9. DOCUMENT CONTROL**

Amendments to the Acceptable Requests Guidelines, other than minor administrative amendments that do not alter the intent of the Guideline, can only be made by a resolution of Council. All requests for minor administrative amendments must be directed through the relevant Director who will authorise the change if appropriate to do so and advise the Chief Executive Officer and Mayor and Councillors if necessary.

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**APPENDIX 1a**  
**SCHEDULE OF EMPLOYEES**  
**WHO MAY BE CONTACTED UNDER THE COUNCILLOR REQUEST GUIDELINES**

<b>Engineering Services</b>				
Department	Position	Name	Phone	Mobile
	Director Engineering, Environment & Regulatory Services			
<b>Environment &amp; Regulatory Services</b>				
Department	Position	Name	Phone	Mobile
	Director Engineering, Environment & Regulatory Services			
<b>Corporate Services</b>				
Department	Position	Name	Phone	Mobile
	Director Corporate & Community Services			
	Corporate Services Team Leader			
<b>Community Services</b>				
Department	Position	Name	Phone	Mobile
	Director Corporate & Community Services			
	Community Services Team Leader			
<b>Governance &amp; Executive Services</b>				
Department	Position	Name	Phone	Mobile
	Chief Executive Officer			
	Executive Assistant			

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**APPENDIX 1b**  
**SCHEDULE OF EMPLOYEES**  
**WHO MAY BE CONTACTED UNDER THE COUNCILLOR REQUEST GUIDELINES**

<b>Engineering Services</b>				
Department	Position	Name	Phone	Mobile
	Director Engineering, Environment & Regulatory Services	Cameron Scott	07 4746 4213	0417 769 394
<b>Environment &amp; Regulatory Services</b>				
Department	Position	Name	Phone	Mobile
	Director Engineering, Environment & Regulatory Services	Cameron Scott	07 4746 4213	0417 769 394
	Environment & Regulatory Services Team Leader	Jason Brady	07 4746 4224	0437 228 062
<b>Corporate Services</b>				
Department	Position	Name	Phone	Mobile
	Director Corporate & Community Services	Tenneil Cody	07 4746 4202	0428 467 064
	Corporate Services Team Leader	Aimie Batt	07 4746 4222	
<b>Community Services</b>				
Department	Position	Name	Phone	Mobile
	Director Corporate & Community Services	Tenneil Cody	07 4746 4202	0428 467 064
	Community Services Team Leader	Kalan Lococo	07 4746 4203	0437 011 808

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<b>Governance &amp; Executive Services</b>				
Department	Position	Name	Phone	Mobile
	Chief Executive Officer	Trevor Williams	07 4746 4201	0438 526 114
	Executive Assistant		07 4746 4218	

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## APPENDIX 2

### SCHEDULE OF COUNCILLORS

<b>Cr Janene Fegan</b>	Mayor
<b>Cr Shauna Royes</b>	Deputy Mayor
<b>Cr John Lynch</b>	Councillor
<b>Cr Fiona Malone</b>	Councillor
<b>Cr Luke Spreadborough</b>	Councillor

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# ACCEPTABLE REQUEST GUIDELINES POLICY

## APPENDIX 3 COUNCILLORS PORTFOLIOS

**Chief Executive Officer**

Executive Services  
Governance  
Community  
Engagement/Consultation  
  
**Mayor**

**Director Engineering,  
Environment & Regulatory**

Water Supply &  
Sewerage  
Plant  
Roads/Streets/Drainage  
Flood Damage  
Airports  
Parks & Gardens  
  
**Cr Lynch**

Planning  
Building Certification  
Plumbing Certification  
Animal Control  
Washdown Facilities  
Compliance/Enforcement  
Pest & Weed Management  
Reserves  
Waste Services  
Land Tenure/Leases  
Cemeteries/Funerals  
  
**Cr Lynch**

**Director Corporate &  
Community Services**

**Corporate**  
Finance  
Purchasing  
Rates  
Customer Service  
Records Management  
  
**Mayor**

**Community**  
Library  
CHSP  
Sport & Recreation  
Education  
Arts & Culture  
  
**Cr Royes**

**Tourism & Economic  
Development**  
Visitor Information Centre  
Tourist Attractions  
Caravan Park  
Economic Development &  
growth  
  
**Cr Malone**



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**8.4 Subject:** Review of Public Interest Disclosure Policy & Associated Documents  
**Attachments:** Public Interest Disclosure Policy, Public Interest Disclosure Management Plan and Public Interest Disclosure Procedure  
**Author:** Director Corporate & Community Services  
**Date:** 21<sup>st</sup> May 2024

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**Executive Summary:**

Council has obligations under the Public Interest Disclosure Act 2010 to establish procedures to deal with public interest disclosures (PIDs) in order to ensure that PIDs are appropriately assessed and managed, support is offered to disclosers and public officers are protected from reprisal. To this end a review of the Public Interest Disclosure Policy, Management Plan and Procedures have been undertaken.

**Recommendation:**

*That Council adopts the Public Interest Disclosure Policy V4.0 along with the Public Interest Disclosure Management Plan V4.0 and the Public Interest Disclosure Procedure V3.0 as presented.*

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**Background:**

A review of all Council's documentation regarding Public Interest Disclosures was undertaken to ensure compliance with the relevant legislation.

Only minor changes were done and the PID Procedure is based on the template provided by the Queensland Ombudsman's Office.

**Consultation:**

Queensland Ombudsman's Office

**Legal Implications:**

The policy and associated documents have been compiled to meet the requirements of the Public Interest Disclosure Act 2010 and the Public Interest Disclosure Standards.

**Policy Implications:**

The adoption of this policy will revoke all previous versions.

**Financial and Resource Implications:**

**InfoXpert Document ID:** 131380



# PUBLIC INTEREST DISCLOSURE POLICY

## 1. OBJECTIVES

1.1 The objectives of this policy are:

- (a) To acknowledge Council's obligations as a Public Sector Entity as defined in the *Public Interest Disclosure Act 2010* ("PID Act").
- (b) To establish Council's commitment to the promotion and proper management of Public Interest Disclosures.
- (c) To communicate the rights and obligations, and to outline a framework, within which provides for the correct process for Councillors and employees of McKinlay Shire Council ("Council") to make appropriate disclosures.

## 2. SCOPE

2.1 This policy applies to all Councillors, Council officers of Council and members of the public.

## 3. POLICY STATEMENT

3.1 By virtue of their office or position, Council recognises the important role Councillors, Council employees and members of the public can play in the identification of cases of maladministration, corrupt conduct and the misuse of public resources or contraventions giving rise to dangers to public health and safety, the environment or to persons with disabilities.

3.2 In accordance with the objectives of the PID Act, it is Council policy to:

- (a) promote the public interest by facilitating Public Interest Disclosures of wrongdoing in the public sector; and
- (b) ensure that Public Interest Disclosures are properly, assessed, and where appropriate, properly investigated and dealt with; and
- (c) ensure that appropriate consideration is given to the interests of persons who are the subject of a Public Interest Disclosure; and
- (d) ensure protection from reprisals to persons making Public Interest Disclosures.

3.3 These outcomes (including information regarding how a PID may be made) are achieved via a Public Interest Disclosure Management Plan which is to be developed and implemented by the Chief Executive Officer in accordance with Section 28(1) of the PID Act and this Policy.

3.4 Council recognises the sensitivities which can be associated with Public Interest Disclosures and the need to maintain public confidence in its process for managing Public Interest Disclosures. To that end Council will:

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- (a) ensure that Public Interest Disclosures are managed appropriately in accordance with the requirements of PID Act
- (b) maintain confidentiality of Public Interest Disclosures received (as per S65 of PID Act)
- (c) prosecute any person who provides a false or misleading statement or information to Council with the intention of it being processed as a Public Interest Disclosure (as per S66 of PID Act)
- (d) prosecute and/or take disciplinary action against any Councillor or Council employee who takes or attempts to take a reprisal action (refer SS40&41 of PID Act)
- (e) ensure that the proper records of Public Interest Disclosures received (as per S29 of PID Act) are maintained, and that the confidentiality of all records created during the investigation and reporting of Public Interest Disclosures is preserved (as per S65 of PID Act)

#### 4. DEFINITIONS

- 4.1 **Public Interest Disclosures** are broadly defined in the PID Act as being all information disclosed to a proper authority about a public interest matter referred to pursuant to s12 & s13 of the PID Act.
- 4.2 A Public Interest Disclosure can be made by any person (pursuant to S12 or the PID Act) about—
- (a) a substantial and specific danger to the health or safety of a person with a disability; or
  - (b) substantial and specific danger to the environment; or
  - (c) reprisal because of a belief that a person has made, or intends to make a disclosure.
- 4.3 Alternatively by a public officer (pursuant to S13) about—
- (a) the conduct of another person that could, if proved, be—
    - (i) corrupt conduct; or
    - (ii) maladministration that adversely affects a person’s interests in a substantial and specific way; or
  - (b) a substantial misuse of public resources; or
  - (c) a substantial and specific danger to public health or safety; or
  - (d) a substantial and specific danger to the environment.
- 4.4 Public Interest Disclosures under sections 12 & 13 PID Act must:
- (a) be made to a **proper authority** (as defined in S5 of the PID Act); and
  - (b) be information about the conduct of another person or another matter if—



- (i) the person honestly believes on reasonable grounds that the information tends to show the conduct or other matter; or
- (ii) the information tends to show the conduct or other matter, regardless of whether the person honestly believes the information tends to show the conduct or other matter.

Notes:

\*Schedule 2 of the *PID ACT* specifies particular statutory offences or contraventions involving endangering the environment.

4.5 A **proper authority** includes a public sector entity as defined by s6 of the PID Act\*\* if the information the subject of the disclosure relates to the conduct of the entity, or the public sector entity has power to investigate or remedy.

Notes:

\*\* a proper authority may include public sector entities such as the Crime and Corruption Commission, the Queensland Audit Office, the Queensland Ombudsman, Office of Public Guardian, it may also include Council itself or another Government Department that maintains relevant investigation and/or enforcement powers relating to the nature of the disclosure.

4.6 **Public Officers** of local governments include both Councillors and employees (including persons engaged under a contract of employment).

**5. RELATED POLICIES/LEGISLATION/OTHER DOCUMENTS**

Document Name	Document Type
Public Interest Disclosure Act 2010	Legislation
Public Sector Ethics Act 1994	Legislation
Local Government Act 2009	Legislation
Crime and Corruption Act 2001	Legislation
Public Interest Disclosure Standard No. 1/2019	Standard
Public Interest Disclosure Standard No. 2/2019	Standard
Public Interest Disclosure Standard No. 3/2019	Standard
Public Interest Disclosure Procedure	Procedure
Public Interest Disclosure Management Plan	Internal Plan
McKinlay Shire Council Employee Code of Conduct	Council Policy
Councillor Code of Conduct	Council Policy

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# PUBLIC INTEREST DISCLOSURE PROCEDURE

## 1. Introduction/Policy Statement

McKinlay Shire Council is committed to fostering an ethical, transparent culture. In pursuit of this, McKinlay Shire Council values the disclosure of information about suspected wrongdoing in the public sector so that it can be properly assessed and, if necessary, appropriately investigated. McKinlay Shire Council will provide support to an **employee** or others who make disclosures about matters in the public interest. This Procedure demonstrates this commitment, and ensures that practical and effective procedures are implemented which comply with the requirements of the [Public Interest Disclosure Act 2010](#) (PID Act).

## 2. Objective/Purpose

By complying with the PID Act, McKinlay Shire Council will:

- promote the public interest by facilitating public interest disclosures (PIDs) of wrongdoing
- ensure that PIDs are properly assessed and, where appropriate, properly investigated and dealt with
- ensure appropriate consideration is given to the interests of persons who are the subject of a PID
- ensure protection from **reprisal** is afforded to persons making PIDs.

As required under the PID Act, the Chief Executive Officer will implement procedures to ensure that:

- any **public officer** who makes a PID is given appropriate support
- PIDs made to McKinlay Shire Council are properly assessed and, where appropriate, properly investigated and dealt with
- appropriate action is taken in relation to any wrongdoing which is the subject of a PID
- a management program for PIDs made to McKinlay Shire Council, consistent with the standards issued by the Queensland Ombudsman, is developed and implemented
- public officers who make PIDs are offered protection from reprisal by McKinlay Shire Council or other public officers of McKinlay Shire Council.

McKinlay Shire Council's Public Interest Disclosure Procedure is available for public viewing at [www.mckinlay.qld.gov.au](http://www.mckinlay.qld.gov.au). The Public Interest Disclosure Procedure will be reviewed annually and updated as required to ensure it meets the requirements of the PID Act and the standards issued by the Queensland Ombudsman.

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### 3. PID Management Program

The Chief Executive Officer has overall responsibility for ensuring that McKinlay Shire Council develops, implements and maintains a PID management program. The McKinlay Shire Council PID management program encompasses:

- commitment to encouraging the internal reporting of wrongdoing
- senior management endorsement of the value to McKinlay Shire Council of PIDs and the proper management of PIDs
- a communication strategy to raise awareness among employees about PIDs and McKinlay Shire Council's PID procedure
- a training strategy to give employees access to training about how to make a PID, information on the support available to a **discloser**, and advice on how PIDs will be managed
- specialist training and awareness about PIDs for senior management and other staff who may receive or manage PIDs, disclosers or workplace issues relating to PIDs
- the appointment of a specialist officer/unit to be responsible for issues related to the management of PIDs
- ensuring effective systems and procedures are in place so that issues and outcomes from PIDs inform improvements to service delivery, business processes and internal controls
- regular review of the Public Interest Disclosure Procedure and evaluation of the effectiveness of the PID management program.

The Chief Executive Officer has designated the following roles and responsibilities for managing PIDs within McKinlay Shire Council:

<b>Role:</b>	<b>Responsibilities:</b>	<b>Officer:</b>
PID Coordinator	<ul style="list-style-type: none"> <li>▪ principal contact for PID issues within McKinlay Shire Council</li> <li>▪ document and manage implementation of PID management program</li> <li>▪ review and update PID procedure annually</li> <li>▪ maintain and update internal records of PIDs received</li> <li>▪ report data on PIDs to Queensland Ombudsman</li> <li>▪ assess PIDs received</li> <li>▪ provide acknowledgment</li> </ul>	<p><i>Director of Corporate &amp; Community Services – Tenneil Cody</i></p> <p><i>Email:</i>  <a href="mailto:finance@mckinlay.qld.gov.au">finance@mckinlay.qld.gov.au</a></p> <p><i>Phone: 07 4746 7166</i></p>

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	<p>of receipt of PID to discloser</p> <ul style="list-style-type: none"> <li>▪ undertake risk assessments in consultation with disclosers and other relevant officers</li> <li>▪ liaise with other agencies about referral of PIDs</li> <li>▪ allocate Investigator and Support Officer to PID matter</li> </ul>	
PID Support Officer	<ul style="list-style-type: none"> <li>▪ provide advice and information to discloser on McKinlay Shire Council PID procedure</li> <li>▪ provide personal support and referral to other sources of advice or support as required</li> <li>▪ facilitate updates on progress of <b>investigation</b></li> <li>▪ proactively contact discloser throughout PID management process</li> </ul>	<p><i>Records Officer – Debbie Godier</i>  <i>Email:</i>  <a href="mailto:debbie@mckinlay.qld.gov.au">debbie@mckinlay.qld.gov.au</a>  <i>Phone: 07 4746 7166</i></p>
Investigator	<ul style="list-style-type: none"> <li>▪ conduct investigation of information in PID in accordance with terms of reference</li> <li>▪ prepare report for delegated decision-maker</li> </ul>	<p>An appropriate internal or external investigator will be appointed for each PID investigated depending upon the type of disclosure and other relevant considerations.</p>
Delegated decision-maker	<ul style="list-style-type: none"> <li>▪ review investigation report and determine whether alleged wrongdoing is substantiated</li> </ul>	<p>An appropriate decision-maker will be appointed for each PID investigated.</p>

#### 4. Why make a PID?

Employees who are prepared to speak up about public sector misconduct, wastage of public funds, suspected unlawful activity or danger to health, safety or the environment can be the most important sources of information to identify and address problems in public sector administration. McKinlay Shire Council supports the disclosure of information about wrongdoing because:

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- implementing systems for reporting and dealing with wrongdoing contributes to the integrity of McKinlay Shire Council
- the outcomes of PIDs can include improvements to systems that prevent fraud and other economic loss to McKinlay Shire Council
- the community's trust in public administration is strengthened by having strong processes in place for reporting wrongdoing.

When making a PID the discloser receives the protections provided under the PID Act, including:

- confidentiality – the discloser's name and other identifying information will be protected to the extent possible
- protection against reprisal – the discloser is protected from unfair treatment by McKinlay Shire Council and employees of McKinlay Shire Council as a result of making the PID
- immunity from liability – the discloser cannot be prosecuted for disclosing the information but is not exempt from action if they have engaged in wrongdoing
- protection from defamation – the discloser has a defence against an accusation of defamation by any **subject officer**.

## 5. What is a Public Interest Disclosure?

Under the PID Act, any person can make a disclosure about a:

- **substantial** and **specific** danger to the health or safety of a person with a **disability**
- the commission of an offence, or contravention of a condition imposed under a provision of legislation mentioned in Schedule 2 of the PID Act, if the offence or contravention would be a substantial and specific danger to the environment
- **reprisal** because of a belief that a person has made, or intends to make a disclosure.

In addition, public sector officers can make a disclosure about the following public interest matters:

- **corrupt conduct**
- **maladministration** that adversely affects a person's interests in a substantial and specific way
- a substantial misuse of public resources
- a substantial and specific danger to public health or safety
- substantial and specific danger to the environment.

A discloser can have either a ‘**reasonable belief**’ that wrongdoing has occurred, or provide evidence which tends to show the wrongdoing has occurred.

A disclosure amounts to a PID and is covered by the PID Act even if the:

- discloser reports the information as part of their duties – such as an auditor reporting a fraud or an occupational health and safety officer reporting a safety breach
- disclosure is made anonymously – the discloser is not required to give their name or any identifying information
- discloser has not identified the material as a PID – it is up to McKinlay Shire Council to assess information received and decide if it is a PID
- disclosure is unsubstantiated following investigation – the discloser is protected when the information they provide is assessed as a PID, whether or not it is subsequently investigated or found to be substantiated.

## 6. Who can a PID be disclosed to?

A PID must be made to the ‘**proper authority**’ to receive disclosures of the type being made.

Disclosers are encouraged to make a disclosure to an appropriate officer of McKinlay Shire Council first. If the matter is not resolved, or the discloser is concerned about confidentiality, the disclosure may be made to another appropriate agency.

Who to contact within McKinlay Shire Council:	Other agencies that can receive PIDs:
<p>Any person (including employees) can make a disclosure to:</p> <ul style="list-style-type: none"> <li>• any person in a supervisory or management position</li> <li>• the Chief Executive Officer or Director of Corporate &amp; Community Services.</li> </ul>	<p>Disclosures can be made to an agency that has a responsibility for investigating the information disclosed:</p> <ul style="list-style-type: none"> <li>• Crime and Corruption Commission (CCC) for disclosures about corrupt conduct including reprisal</li> <li>• Queensland Ombudsman for disclosures about maladministration</li> <li>• Queensland Audit Office for disclosures about a substantial misuse of resources</li> <li>• Department of Child Safety, Seniors and Disability Services for disclosures about danger to the health and safety of a child or young person with a disability or for disclosures about danger to the health and safety of a</li> </ul>

	<p>person with a disability</p> <ul style="list-style-type: none"> <li>• Office of the Public Guardian for disclosures about danger to the health and safety of a person with a disability</li> <li>• Department of Environment and Science disclosures about danger to the environment</li> <li>• A Member of the Legislative Assembly (MP) for any wrongdoing or danger</li> <li>• The Chief Judicial Officer of a court or tribunal in relation to a disclosure about wrongdoing by a judicial officer.</li> <li>• Also, a person may make a complaint under the <a href="#">Anti-Discrimination Act 1991</a> about a reprisal in accordance with section 44 of the PID Act. A complaint can be lodged with the Queensland Human Rights Commission.</li> </ul>
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A disclosure can also be made to a **journalist** if the following conditions have been met:

- a valid PID was initially made to a proper authority, and
- the proper authority:
  - decided not to investigate or deal with the disclosure, or
  - investigated the disclosure but did not recommend taking any action, or
  - failed to notify the discloser within six months of making the disclosure whether or not the disclosure was to be investigated or otherwise dealt with.

A person who makes a disclosure to a journalist in these circumstances is protected under the PID Act. However, disclosers should be aware that journalists are not bound under the confidentiality provisions of section 65 of the PID Act.

## 7. How to make a PID

A discloser can make a PID in any way, including anonymously, either verbally or in writing. To assist in the assessment, and any subsequent investigation of a PID, disclosers are requested to:

- provide contact details (this could be an email address that is created for the purpose of making the disclosure or a telephone number)
- provide as much information as possible about the suspected wrongdoing, including:
  - who was involved
  - what happened
  - when it happened

- where it happened
- whether there were any witnesses, and if so who they are
- any evidence that supports the PID, and where the evidence is located
- any further information that could help investigate the PID
- provide this information in writing.

## **8. Deciding whether a matter is a PID**

If there is any doubt as to whether a matter is a PID, further information may be obtained to inform the decision. If doubt still remains, the matter will be considered and managed as a PID.

Mere disagreements over policy do not meet the threshold for a PID under the PID Act.

It is an offence under the PID Act to intentionally give false or misleading information intending it be acted on as a PID. Employees may be subject to disciplinary action for intentionally giving false or misleading information in a PID, or during an investigation into a PID.

Where a discloser states they are making a PID, but it is assessed that the matter is not a PID McKinlay Shire Council will advise the discloser:

- that their information has been received but was not assessed as a PID
- the reasons for the decision
- the review rights available if the discloser is dissatisfied with the decision and how to request review
- any action McKinlay Shire Council proposes to take in relation to the matter
- any other options the discloser has in relation to the matter.

## **9. Assessing a PID**

The disclosure will be assessed in accordance with the PID Act, the PID standards, McKinlay Shire Council's Public Interest Disclosure Procedure and any other relevant procedure(s).

Once the matter has been assessed as a PID, McKinlay Shire Council will advise the discloser:

- that their information has been received and assessed as a PID
- the action to be taken by McKinlay Shire Council in relation to the disclosure, which could include referring the matter to an external agency, or investigating
- the likely timeframe involved
- the name and contact details of the McKinlay Shire Council support officer they can contact for updates or advice



- of the discloser’s obligations regarding confidentiality
- the protections the discloser has under the PID Act
- the commitment of McKinlay Shire Council to keep appropriate records and maintain confidentiality, except where permitted under the PID Act
- how updates regarding intended actions and outcomes will be provided to the discloser
- contact details for the McKinlay Shire Council’s Employee Assistance Program.

If the PID has been made anonymously and the discloser has not provided any contact details, McKinlay Shire Council will not be able to acknowledge the PID or provide any updates.

## 10. Referring a PID

If McKinlay Shire Council decides there is another proper authority that is better able to deal with the PID, the PID may be referred to that agency. This may be because:

- the PID concerns wrongdoing by that agency or an employee of that agency
- that agency has the power to investigate or remedy the matter.

Before referring the PID to another agency, McKinlay Shire Council will conduct a risk assessment, and will not proceed with the referral if there is an unacceptable risk of reprisal.

It may also be necessary to refer the PID to another agency because of a legislative obligation, for example, refer a matter to the Crime and Corruption Commission where there is a reasonable suspicion that the matter involves or may involve corrupt conduct (as required by section 38 of the [Crime and Corruption Act 2001](#)).

The confidentiality obligations of the PID Act permit appropriate officers of McKinlay Shire Council to communicate with another agency about the referral of a PID. Officers will exercise discretion in their contacts with any other agency.

The discloser will be advised of the action taken by McKinlay Shire Council.

## 11. Risk assessment and protection from reprisal

Disclosers should not suffer any form of detriment as a result of making a PID. Upon receiving a PID, McKinlay Shire Council will conduct a risk assessment to assess the likelihood of the discloser (or witnesses or affected third parties) suffering reprisal action as a result of having made the disclosure. This assessment will take into account the actual and

reasonably perceived risk of the discloser (or witnesses or affected third parties) suffering **detriment**, and will include consultation with the discloser.

A risk assessment will be undertaken if the discloser is anonymous on the basis of information available in the PID. The risk assessment will also take into account the risk to persons who may be suspected of making the PID.

Consistent with the assessed level of risk, McKinlay Shire Council will develop and implement a risk management plan and arrange any reasonably necessary support or protection for the discloser (or witnesses or affected third parties).

McKinlay Shire Council will regularly reassess the risk of reprisal while the PID is being managed, in consultation with the discloser, and review the risk management plan if required.

In the event of reprisal action being alleged or suspected, McKinlay Shire Council will:

- attend to the safety of the discloser (or witnesses or affected third parties) as a matter of priority
- review its risk assessment, risk management plan and any protective measures needed to mitigate any further risk of reprisal
- manage any allegation of a reprisal as a PID in its own right.

## **12. Declining to take action on a PID**

Under the PID Act, the McKinlay Shire Council may decide not to investigate or deal with a PID in various circumstances, including:

- the information disclosed has already been investigated or dealt with by another process
- the information disclosed should be dealt with by another process
- the age of the information makes it impractical to investigate
- the information disclosed is too trivial and dealing with it would substantially and unreasonably divert McKinlay Shire Council from the performance of its functions
- another agency with jurisdiction to investigate the information has informed McKinlay Shire Council that an investigation is not warranted.

If a decision is made not to investigate or deal with a PID McKinlay Shire Council will give the discloser written reasons for that decision.

If the discloser is dissatisfied with the decision they can request a review by writing to the Chief Executive Officer of McKinlay Shire Council within 28 days of receiving the written reasons for decision.

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### **13. Communication with disclosers**

Under the PID Act, the McKinlay Shire Council must give reasonable information to a discloser.

McKinlay Shire Council will acknowledge receipt of the PID in writing as soon as practicable. The discloser will be provided with information that meets the requirements of the PID Act and the standards issued by the Queensland Ombudsman, including:

- the action that will be taken in response to the PID
- the protections under the PID Act
- confidentiality obligations of the discloser and the McKinlay Shire Council
- support arrangements.

McKinlay Shire Council will maintain contact with the discloser and provide regular updates during the management of the PID.

In accordance with the PID Act, after finalising action in response to the PID, the McKinlay Shire Council will advise the discloser in writing of the action taken and the results of the action.

### **14. Confidentiality**

While McKinlay Shire Council will make every attempt to protect confidentiality, a discloser's identity may need to be disclosed to:

- provide natural justice to subject officers
- respond to a court order, legal directive or court proceedings.

McKinlay Shire Council will ensure that communication with all parties involved will be arranged discreetly to avoid identifying the discloser wherever possible.

Disclosers should be aware that while McKinlay Shire Council will make every attempt to keep their details confidential, it cannot guarantee that others will not try to deduce their identity.

### **15. Support for disclosers**

McKinlay Shire Council recognises that providing appropriate support to a discloser is an important feature of effective PID management.

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An assessment will be undertaken to identify the support needs of the discloser. Where appropriate, a PID Support Officer will be assigned to the discloser. The PID Support Officer will assist the discloser to access information about PIDs, protections available under the PID Act and the PID management process. The PID Support Officer will proactively contact the discloser to offer support.

Information and support will be provided to the discloser until the matter is finalised.

Making a PID does not prevent **reasonable management action**. That means that the discloser will be continue to be managed in accordance with normal, fair and reasonable management practices during and after the handling of the PID.

## 16. Investigating a PID

If a decision is made to investigate a PID, this will be done with consideration for the:

- principles of **natural justice**
- obligation under the PID Act to protect **confidential information**
- obligation under the PID Act to protect officers from reprisal
- interests of subject officers.

If as a result of investigation, the information about wrongdoing provided in the PID is substantiated, appropriate action will be taken.

Where the investigation does not substantiate wrongdoing, McKinlay Shire Council will review systems, policies and procedures to identify whether there are improvements that can be made and consider if staff training is required.

## 17. Rights of subject officers

McKinlay Shire Council acknowledges that for officers who are the subject of a PID the experience may be stressful. McKinlay Shire Council will protect their rights by:

- assuring them that the PID will be dealt with impartially, fairly and reasonably in accordance with the principles of natural justice
- confirming that the PID is an allegation only until information or evidence obtained through an investigation substantiates the allegation
- providing them with information about their rights and the progress and outcome of any investigation
- referring them to the Employee Assistance Program for support.

Information and support will be provided to a subject officer until the matter is finalised.

## 18. Record-keeping

In accordance with its obligations under the PID Act and the [Public Records Act 2002](#), McKinlay Shire Council will ensure that:

- accurate data is collected about the receipt and management of PIDs
- anonymised data is reported to the Office of the Queensland Ombudsman in their role as the oversight agency, through the PID reporting database.

Records about disclosures, investigations, and related decisions will be kept secure and accessible only to appropriately authorised people involved in the management of the PID.

## 19. Definitions (meanings of words and acronyms used in this Procedure)

<b>Term</b>	<b>Definition</b>
Administrative action	<p>(a) means any action about a matter of administration, including, for example:</p> <ul style="list-style-type: none"> <li>(i) a decision and an act; and</li> <li>(ii) a failure to make a decision or do an act, including a failure to provide a written statement of reasons for a decision; and</li> <li>(iii) the formulation of a proposal or intention; and</li> <li>(iv) the making of a recommendation, including a recommendation made to a Minister; and</li> <li>(v) an action taken because of a recommendation made to a Minister; and</li> </ul> <p>(b) does not include an operational action of a police officer or of an officer of the Crime and Corruption Commission.</p>
Confidential information	<p>(a) includes —</p> <ul style="list-style-type: none"> <li>(i) information about the identity, occupation, residential or work address or whereabouts of a person — <ul style="list-style-type: none"> <li>(A) who makes a public interest disclosure; or</li> <li>(B) against whom a public interest disclosure has been made; and</li> </ul> </li> <li>(ii) information disclosed by a public interest disclosure; and</li> <li>(iii) information about an individual’s personal affairs; and</li> <li>(iv) information that, if disclosed, may cause detriment to a person; and</li> </ul> <p>(b) does not include information publicly disclosed in a public interest disclosure made to a court, tribunal or other entity that may receive evidence under oath, unless further disclosure of the information is</p>

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	prohibited by law.
Corrupt conduct	<p>As defined in section 15 of the <a href="#">Crime and Corruption Act 2001</a></p> <p>(1) <b>Corrupt conduct</b> means conduct of a person, regardless of whether the person holds or held an appointment, that—</p> <p>(a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of—</p> <p style="padding-left: 40px;">(i) a unit of public administration; or</p> <p style="padding-left: 40px;">(ii) a person holding an appointment; and</p> <p>(b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that—</p> <p style="padding-left: 40px;">(i) is not honest or is not impartial; or</p> <p style="padding-left: 40px;">(ii) involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or</p> <p style="padding-left: 40px;">(iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and</p> <p>(c) would, if proved, be—</p> <p style="padding-left: 40px;">(i) a criminal offence; or</p> <p style="padding-left: 40px;">(ii) a disciplinary breach providing reasonable grounds for terminating the person’s services, if the person is or were the holder of an appointment.</p> <p>(2) <b>Corrupt conduct</b> also means conduct of a person, regardless of whether the person holds or held an appointment, that—</p> <p>(a) impairs, or could impair, public confidence in public administration; and</p> <p>(b) involves, or could involve, any of the following—</p> <p style="padding-left: 40px;">(i) collusive tendering;</p> <p style="padding-left: 40px;">(ii) fraud relating to an application for a licence, permit or other authority under an Act with a purpose or object of any of the following ( however described)—</p> <p style="padding-left: 80px;">(A) protecting health or safety of persons;</p> <p style="padding-left: 80px;">(B) protecting the environment;</p> <p style="padding-left: 80px;">(C) protecting or managing the use of the State’s natural, cultural, mining or energy resources;</p> <p style="padding-left: 40px;">(iii) dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of State assets;</p> <p style="padding-left: 40px;">(iv) evading a State tax, levy or duty or otherwise fraudulently</p>

	<p>causing a loss of State revenue;</p> <p>(v) fraudulently obtaining or retaining an appointment; and</p> <p>(c) would, if proved, be—</p> <p>(i) a criminal offence; or</p> <p>(ii) a disciplinary breach providing reasonable grounds for terminating the person’s services, if the person is or were the holder of an appointment.</p>
Detriment	<p>includes –</p> <p>(a) personal injury or prejudice to safety; and</p> <p>(b) property damage or loss; and</p> <p>(c) intimidation or harassment; and</p> <p>(d) adverse discrimination, disadvantage or adverse treatment about career, profession, employment, trade or business; and</p> <p>(e) financial loss; and</p> <p>(f) damage to reputation, including, for example, personal, professional or business reputation.</p>
Disability	<p>As defined in section 11 of the <a href="#">Disability Services Act 2006</a>, for the purposes of this procedure:</p> <p>(1) A disability is a person’s condition that—</p> <p>(a) is attributable to—</p> <p>(i) an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment; or</p> <p>(ii) a combination of impairments mentioned in subparagraph (i); and</p> <p>(b) results in—</p> <p>(i) a substantial reduction of the person’s capacity for communication, social interaction, learning, mobility or self care or management; and</p> <p>(ii) the person needing support.</p> <p>(2) For subsection (1), the impairment may result from an acquired brain injury.</p> <p>(3) The disability must be permanent or likely to be permanent.</p> <p>(4) The disability may be, but need not be, of a chronic episodic nature.</p>
Discloser	<p>A person who makes a disclosure in accordance with the <a href="#">Public Interest Disclosure Act 2010</a>.</p>
Employee	<p>of an entity, includes a person engaged by the entity under a contract of service.</p>
Investigation	<p>For the purposes of this procedure, investigation includes any enquiry undertaken to establish whether the information provided in a PID can be substantiated, including a review or audit.</p>

Journalist	a person engaged in the occupation of writing or editing material intended for publication in the print or electronic news media.
Maladministration	As defined in schedule 4 of the <a href="#">Public Interest Disclosure Act 2010</a> , maladministration is administrative action that— (a) was taken contrary to law; or (b) was unreasonable, unjust, oppressive, or improperly discriminatory; or (c) was in accordance with a rule of law or a provision of an Act or a practice that is or may be unreasonable, unjust, oppressive, or improperly discriminatory in the particular circumstances; or (d) was taken— (i) for an improper purpose; or (ii) on irrelevant grounds; or (iii) having regard to irrelevant considerations; or (e) was an action for which reasons should have been given, but were not given; or (f) was based wholly or partly on a mistake of law or fact; or (g) was wrong.
Natural justice	Natural justice, also referred to as ‘procedural fairness’ applies to any decision that can affect the rights, interests or expectations of individuals in a direct or immediate way. Natural justice is at law a safeguard applying to an individual whose rights or interests are being affected.  The rules of natural justice, which have been developed to ensure that decision-making is fair and reasonable, are: <ul style="list-style-type: none"> <li>• avoid bias; and</li> <li>• give a fair hearing.</li> <li>• act only on the basis of logically probative evidence.</li> </ul>
Organisational support	For the purposes of this procedure, organisational support means actions such as, but not limited to: <ul style="list-style-type: none"> <li>• providing moral and emotional support</li> <li>• advising disclosers about agency resources available to handle any concerns they have as a result of making their disclosure</li> <li>• appointing a mentor, confidante or other support officer to assist the discloser through the process</li> <li>• referring the discloser to the agency’s Employee Assistance Program or arranging for other professional counselling</li> </ul>



	<ul style="list-style-type: none"> <li>• generating support for the discloser in their work unit where appropriate</li> <li>• ensuring that any suspicions of victimisation or harassment are dealt with</li> <li>• maintaining contact with the discloser</li> <li>• negotiating with the discloser and their support officer a formal end to their involvement with the support program when it is agreed that they no longer need assistance.</li> </ul>
Proper authority	A person or organisation that is authorised under the <a href="#">Public Interest Disclosure Act 2010</a> to receive disclosures.
Public officer	A public officer, of a public sector entity, is an employee, member or officer of the entity.
Reasonable belief	A view which is objectively fair or sensible.
Reasonable management action	Action taken by a manager in relation to an employee, includes any of the following taken by the manager— <ul style="list-style-type: none"> <li>(a) a reasonable appraisal of the employee’s work performance;</li> <li>(b) a reasonable requirement that the employee undertake counselling;</li> <li>(c) a reasonable suspension of the employee from the employment workplace;</li> <li>(d) a reasonable disciplinary action;</li> <li>(e) a reasonable action to transfer or deploy the employee;</li> <li>(f) a reasonable action to end the employee’s employment by way of redundancy or retrenchment;</li> <li>(g) a reasonable action in relation to an action mentioned in paragraphs (a) to (f);</li> <li>(h) a reasonable action in relation to the employee’s failure to obtain a promotion, reclassification, transfer or benefit, or to retain a benefit, in relation to the employee’s employment.</li> </ul>
Reprisal	<p>The term ‘reprisal’ is defined under the <a href="#">Public Interest Disclosure Act 2010</a> as causing, attempting to cause or conspiring to cause detriment to another person in the belief that they or someone else:</p> <ul style="list-style-type: none"> <li>• has made or intends to make a disclosure; or</li> <li>• has been or intends to be involved in a proceeding under the disclosure Act against any person.</li> </ul> <p>Reprisal under the <a href="#">Public Interest Disclosure Act 2010</a> is a criminal offence and investigations may be undertaken by the Queensland Police Service.</p>
Subject officer	An officer who is the subject of allegations of wrongdoing made in a disclosure.
Substantial and specific	Substantial means 'of a significant or considerable degree'. It must be more than trivial or minimal and have some weight or importance.

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	Specific means “precise or particular”. This refers to conduct or detriment that is able to be identified or particularised as opposed to broad or general concerns or criticisms.
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## 20. Relevant Legislation

[Crime and Corruption Act 2001](#)

[Local Government Act 2009](#)

[Ombudsman Act 2001](#)

[Public Interest Disclosure Act 2010](#)

[Public Records Act 2002](#)

[Public Sector Ethics Act 1994](#)

## 21. Related Policies and Procedures

Complaints Management Policy

Employee Code of Conduct

Councillor Code of Conduct

Public Interest Disclosure Policy

## 22. Supporting information

- [Public Interest Disclosure Standard No. 1/2019](#)
- [Public Interest Disclosure Standard No. 2/2019](#)
- [Public Interest Disclosure Standard No. 3/2019](#)
- [Disclosure Fact sheet 1: What is a disclosure](#)
- [Disclosure Fact sheet 2: Checklist for making a disclosure](#)
- [Disclosure Fact sheet 3: Discloser information and support](#)



# PUBLIC INTEREST DISCLOSURE MANAGEMENT PLAN

## 1. COUNCIL'S POLICY COMMITMENT

- 1.1 Council recognises the important role Councillors, Council employees and members of the public can play in the identification of cases of maladministration, corrupt conduct and the misuse of public resources or contraventions giving rise to dangers to public health and safety, the environment or to persons with disabilities and which may not be identified and addressed through established internal controls.
- 1.2 In accordance with the objectives of the PD Act, and Councils PID policy, it is Council commitment to:
  - (a) promote the public interest by facilitating Public Interest Disclosures of wrongdoing in the public sector; and
  - (b) ensure that Public Interest Disclosures are properly assessed and, where appropriate, properly investigated and dealt with; and
  - (c) ensure that appropriate consideration is given to the interests of persons who are the subject of a Public Interest Disclosure; and
  - (d) afford protection from reprisals to persons making Public Interest Disclosures

## 2. EXECUTIVE TEAM COMMITMENTS

- 2.1 McKinlay Shire Council has an obligation to deal with wrongdoings within or associated with its operational jurisdiction, and to take corrective action to appropriately deal with such wrongdoing.
- 2.2 McKinlay Shire Council encourages any staff member who reasonably considers that he or she has witnessed or is aware of a wrongdoing to come forward and make a disclosure in accordance with Councils Public Interest Disclosure Policy.
- 2.3 McKinlay Shire Council aspires to an organisational climate where all staff members feel confident and comfortable about making a disclosure of wrongdoing and feel safe in the knowledge that they will not be subject to, or are provided strong protections against reprisal.
- 2.4 McKinlay Shire Council believes that disclosing wrongdoing is embedded in this Council's Values, in particular, ensuring that all staff and Council itself can be seen by the public as acting with integrity in accordance with our Code of Conduct. Further, Council believes that staff who come forward with disclosures of wrongdoing are

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# PUBLIC INTEREST DISCLOSURE MANAGEMENT PLAN

acting as exemplary organisational citizens by assisting Council in promoting openness, accountability and good management.

- 2.5 When a staff member comes forward with information about wrongdoing, Council commits to:
- (a) protecting the dignity, wellbeing, career interests and good name of all persons involved.
  - (b) protecting the discloser from any adverse action taken as a result of making the disclosure.
  - (c) treating any bullying, harassment, unfair treatment, victimisation or discrimination that results from a disclosure being made as a breach of Code of Conduct and Councils Public Interest Disclosure Policy.
  - (d) responding to the disclosure thoroughly and impartially.
  - (e) where some form of wrongdoing has been found, taking appropriate action to deal with it.
  - (f) keeping the discloser informed of the progress and outcome.

## 3. COMMUNICATION STRATEGY

- 3.1 This PID Management Plan and associated procedures will be posted to Council's website.
- 3.2 Articles promoting Council's Public Interest Disclosure Policy and procedures will be provided to staff on an ad hoc basis via Council Employee Tool Box Talks.

## 4. TRAINING STRATEGY

- 4.1 Staff Public Interest Disclosure Awareness
- (a) Public Interest Disclosure Awareness Training will be provided to all staff as part of the employee induction process and at staff meetings (at least once annually). This training shall include:
    - (i) the identification of what is a 'wrongdoing';
    - (ii) the correct way to make a Public Interest Disclosure;
    - (iii) an outline of the support and protections afforded to disclosers of wrongdoings; and
    - (iv) how Public Interest Disclosures will be managed.

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# PUBLIC INTEREST DISCLOSURE MANAGEMENT PLAN

## 4.2 STAFF PID MANAGEMENT

- (a) Senior managers and other staff who may receive or manage Public Interest Disclosures, persons making disclosures or other workplace issues relating to Public Interest Disclosure management will be provided annual training regarding these processes. Corporate Governance staff required to undertake detailed investigations of Public Interest Disclosures will receive investigation skills training.

## 4.3 COUNCILLOR TRAINING

- (a) Councillors will be briefed regarding both Public Interest Disclosure Awareness and Public Interest Disclosure Management following each quadrennial election.

## 5. PUBLIC INTEREST DISCLOSURE OVERSIGHT

5.1 Council's Corporate Governance Department will be responsible for:

- (a) providing staff training regarding Public Interest Disclosure awareness and Public Interest Disclosure Management;
- (b) applying consistent and appropriate assessment procedures to determine which complaints meet the requirements of the PID Act for treatment as a Public Interest Disclosure;
- (c) monitoring the investigation and resolution of Public Interest Disclosures;
- (d) managing or coordinating the support and protection offered to disclosers;
- (e) collecting, reporting and reviewing data via a secure and confidential reporting system about Public Interest Disclosures received; and
- (f) reporting Public Interest Disclosure information to Council's Executive Team (as required) and to the Public Service Commission, via the Public Interest Disclosure database, on a quarterly basis.

## 6. MONITORING AND IMPROVEMENTS

6.1 It is expected that the Public Interest Disclosure process will assist to:

- (a) promote good governance of Council's operations through the investigation of, and attention to matters, which might otherwise not come to the attention of the Chief Executive Officer; and
- (b) result in the identification of public health and safety and environmental protection issues and their referral to appropriate authorities.

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# PUBLIC INTEREST DISCLOSURE MANAGEMENT PLAN

- 6.2 The PID Coordinator will provide an annual report to the Executive Team on:
- (a) issues arising from Public Interest Disclosures received during the period; and
  - (b) effectiveness of Council's Public Interest Disclosure Policy and Procedures.

## 7. PROCEDURE FOR DEALING WITH PUBLIC INTEREST DISCLOSURES

- 7.1 Council has developed a procedure to guide staff in how to deal with Public Interest Disclosures.

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Ordinary Meeting of Council Tuesday 21<sup>st</sup> May 2024

**8.5 Subject:** McKinlay Shire Council Organisational Structure Review  
**Attachments:** McKinlay Shire Council Organisational Structure  
**Author:** Director Corporate & Community Services  
**Date:** 10 May 2024

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**Executive Summary:**

A review of the current organisational structure was undertaken, and updates were made to reflect the workforce required to meet the operational needs of Council.

**Recommendation:**

*That Council adopts the McKinlay Shire Council organisational structure version 3.0 as presented.*

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**Background:**

Section 196 (1) of the *Local Government Act 2009* provides that “A local government must, by resolution, adopt an organisational structure that is appropriate to the performance of the local government’s responsibilities”.

A review of the current adopted organisational structure (version 2.0) was undertaken and it identified that changes were required to align the workforce needs in order to achieve our operational programs and goals.

This structure will be further reviewed against the Corporate Plan to ensure alignment with delivery of Operational Plan.

**Consultation:**

Chief Executive Officer  
Director of Engineering, Environment & Regulatory Services.

**Legal Implications:**

Compliance with s196 (1) of the *Local Government Act 2009*

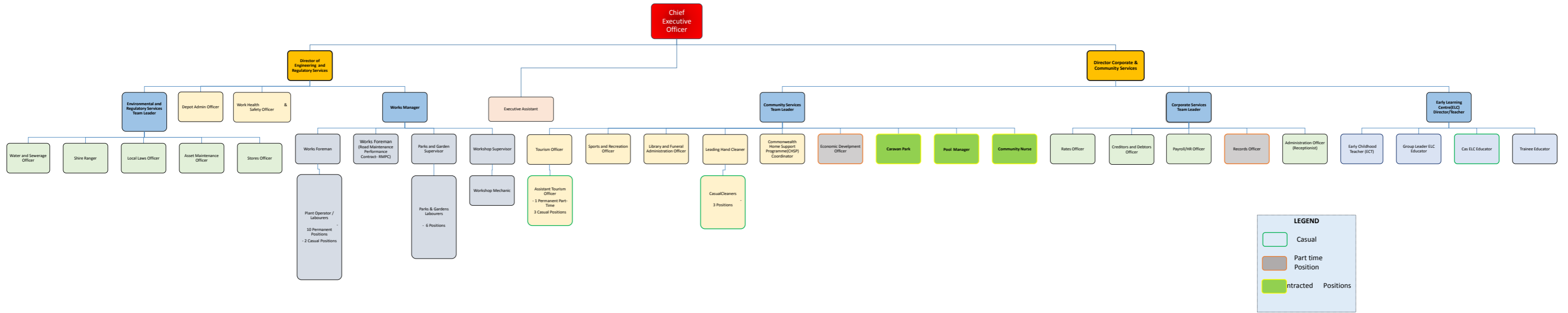
**Policy Implications:**

Nil

**Financial and Resource Implications:**

Nil

**InfoXpert Document ID:** 131384







Council Ordinary Meeting Tuesday 21 May 2024

**CONFIDENTIAL**

**8.6 Subject:** Sale of land for overdue rates  
**Attachments:** Nil  
**Author:** Corporate Services Team Leader  
**Date:** 13 May 2024

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**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.

**Policy Implications:**

**Financial and Resource Implications:**

**InfoXpert Document ID:** 131386



Council Ordinary Meeting Tuesday 21 May 2024

**CONFIDENTIAL**

**8.7 Subject:** Sale of land for overdue rates  
**Attachments:** Nil  
**Author:** Corporate Services Team Leader  
**Date:** 13 May 2024

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**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.

**Policy Implications:**

**Financial and Resource Implications:**

**InfoXpert Document ID: 131387**



Council Ordinary Meeting Tuesday 21 May 2024

**CONFIDENTIAL**

**8.8 Subject:** Sale of land for overdue rates  
**Attachments:** Nil  
**Author:** Corporate Services Team Leader  
**Date:** 13 May 2024

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**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.

**Policy Implications:**

**Financial and Resource Implications:**

**InfoXpert Document ID:** 131388



**8.9 Subject:** Internal Audit Report – Job Costing Practices  
**Attachments:** Nil  
**Author:** Director Corporate & Community Services  
**Date:** 15 May 2024

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**Executive Summary:**

In accordance with the Local government Regulation 2012, Council must carry out an internal audit each financial year. This financial year an internal audit on Job Costing Practices was carried out in accordance with the adopted Internal Audit Plan. Council is presented with a summary of the report including management responses to the recommendations.

**Recommendation:**

Council note the Internal Audit report for Job Costing practices including the recommendations and the management responses inclusive of actions to be taken.

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**Background:**

The Local Government Regulation 2012 states the Council must prepare an internal audit plan and carry out an internal audit each financial year. Council adopted a five year Internal Audit plan in 2023 and in accordance with the plan an internal audit for Job Costing including recoverable works and contractor management was undertaken. The work was undertaken by external consultant, Pacifica Chartered Accountants.

A summary of the observations and severity ratings are:

The observations arising from this internal audit are presented in the summary table below, together with the risk severity ratings applied.

Detailed observations and suggested actions formulated to improve internal controls and operations are included in Section 3 of the report.

OVERVIEW OF OBSERVATIONS	RISK RATING
3.1 Effective management of private commercial recoverable (external) works.	LOW
3.2 Records Management – Improvements to key Internal Controls	LOW
3.3 Reliability of Plant Unit Rates calculations	LOW
4.1 Optimum plant capacity and utilization level monitoring	Business Improvement

A summary of the suggested actions and management responses for each identified observation is provided below.



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### 3.1 Effective management of private commercial recoverable (external) works

#### ***Suggested Actions***

***These key actions should be implemented to improve base-level key internal controls and operational practices, at a minimum:***

- 3.1.1 Develop a recoverable works procedure (excluding Main Roads, RMPC and Disaster Recovery) including a checklist that will better link planning, delivery and accountability. A structured approach, with checklists or action gateways will mean projects can be reassigned with little or no handover. The procedure workflows should cover the:
- procedure of estimating.
  - methodology in calculating Council's expected profit margin.
  - generation of works orders.
  - recording of costs.
  - production of invoices.
- 3.1.2 Adopt a position that all external works (other than funded work such as Main Roads etc.) are paid in full before the project commences.

#### ***Management Response:***

- 3.1.1** This recommendation has not been adopted as the recoverable works program is very low value and low risk. Jobs undertaken are charged actual costs in the recovery process.

***Responsibility:*** CEO

***Target Implementation Date:*** 15/05/2024

- 3.1.2** This recommendation has not been adopted for the reasons outlined in response 3.1.1 and also the additional resources that would be required to implement are not warranted.

***Responsibility:*** CEO

***Target Implementation Date:*** 15/05/2024

### 3.2 Records Management – Improvements to key Internal Controls

#### ***Suggested Actions***

***These key actions should be implemented to improve base-level key internal controls and operational practices, at a minimum:***

- 3.2.1 Council prioritises efforts to improve integration between record keeping at Engineering and InfoXpert. This should include the creation of working documents, control of document versions and saving of final versions.
- 3.2.2 Implement measures to ensure that all relevant information is consistently captured into InfoXpert, for all documentation. This may include developing comprehensive policies outlining where and how data should be stored, including guidelines, naming conventions and templates for data entry.



**Management Responses:**

- 3.2.1** Improve integration between record keeping at engineering and InfoXpert as per the recommendation.

**Responsibility:** DERS

**Target Implementation Date:** 01/12/2024

- 3.2.2** Agree with recommendation to capture all relevant information.

**Responsibility:** DERS

**Target Implementation Date:** 31/07/2024

**3.3 Reliability of Plant Unit Rates calculations**

**Suggested Actions**

**These key actions should be implemented to improve base-level key internal controls and operational practices, at a minimum:**

- 3.3.1 Consider the use of daily time sheets for operational staff, having regard to wider organizational needs. This will reduce the risk of misallocations of plant and employee costs and ease the complexity of completing weekly time sheets. Consider the impact of idle time cost due to the size of plant and fleet.
- 3.3.2 Initiate a systematic process for regular (at least annually) re-evaluation of costs associated with plant usage to assess whether current unit rates are sufficient to cover all costs based on updated cost data and operational projections.
- 3.3.3 Consideration should be given to factoring in an inflation rate component in the calculation as:
- Purchase price x  $\frac{((1+IR)^E)-1}{E}$  - where
  - IR = Inflation Rate
  - E = Expected Life
- 3.3.4 Establish clear accountability processes to monitor the accuracy of cost assessments and the effectiveness of cost recovery efforts.

**Management Responses:**

- 3.3.1** No further action to be undertaken. Staff note plant and times daily on their weekly timesheet.

**Responsibility:** CEO

**Target Implementation Date:** 15/05/2024

- 3.3.2** No further action. Plant rates are reviewed annually with the QRA and this includes a whole of life assessment of costs.



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**Responsibility:** CEO

**Target Implementation Date:** 15/05/2024

- 3.3.3** Recommendation noted. The amount of plant owned does not justify the additional resources required to complete this task. This is viewed as low risk to council.

**Responsibility:** CEO

**Target Implementation Date:** 15/05/2024

- 3.3.4** Recommendation noted. We have done a cost analysis and risk analysis and decided not to implement this recommendation. A high level review is undertaken at budget and budget review time.

**Responsibility:** CEO

**Target Implementation Date:** 15/05/2024

Council management will action the identified observations as detailed in the management response provided.

**Consultation:**

Chief Executive Officer

**Legal Implications:**

Local Government Regulation 2012 section 207

**Policy Implications:**

Nil

**Financial and Resource Implications:**

**InfoXpert Document ID:** 131389



## **9.0 CHIEF EXECUTIVE OFFICER**

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Ordinary Meeting of Council Tuesday 21<sup>st</sup> May 2024

**9.1 Subject:** Chief Executive Officer's Report to May 2024 Meeting of Council

**Attachments:** NIL

**Author:** CEO

**Date:** 15<sup>th</sup> May 2024

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**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 15<sup>th</sup> May 2024 except where amended or varied by separate resolution of Council.*

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**1. NWQROC Meeting 8<sup>th</sup> and 9<sup>th</sup> May 2024**

The Mayor, Cr. Fegan, Cr. Lynch and I attended the monthly meeting of the NWQROC held in Cloncurry on May 8<sup>th</sup> and 9<sup>th</sup> 2024.

The North West Queensland Enabling Infrastructure Masterplan and Strategic Plan 2024-2029 was presented and discussed. This plan is a joint project between the NWQROC and the RDA – Townsville and North West and is being undertaken by AEC. Some of the maps highlighting different developments in the region needed updating. Each local government was asked to provide feedback to the author by the end of the month.

Also discussed was the Gulf Regional Water Assessment & Gulf Water Plan Review. Senior officers from the Department of Regional Development, Manufacturing and Water gave a brief outline of the review process, timelines and mechanisms for engagement and a possible role for the ROC.

The CEO of the QRA (Jake Ellwood) attended the meeting and gave an update on the North Queensland Resilience Funding Program. The program is offering \$45.5M across 10 NWQROC Councils. Most councils wish to utilize the program to deliver projects within their own LG area. Jake would like to see a major project (or a couple of major projects) adopted for the entire amount of funding. Projects should come from the Local Resilience Action Plan. I recommend that Council submit the construction of the Julia Creek Early Learning Centre (\$2M) and the balance (\$2.547M) to council housing as our projects. I also recommend a back-up plan of continuing the construction of roads to a bitumen standard. Roads identified in the plan include Etta Plains Road, Taldora Road, Nelia – Bunda Road, Punchbowl Road and Malpass Trenton Road.

Other subjects discussed were the proposal to inject waste into the Great Artesian Basin; the NWQ Economic Diversification Strategy, Regional Transformation Strategy & Regional Economic Futures Fund; The NWQ QWRAP Group Update; CopperString 2032 update; Port of Karumba Development; Local Housing Action Plans update and an update from Southern Gulf NRM.

Prior to the meeting we met with the Bureau of Meteorology to discuss their project to take on operation and maintenance of rainfall and river gauges owned by local governments. The three



stations we have (Seymour Gap – rain gauge; Toorak Research Station – rain gauge; Alick Creek – rain and river gauge) may be included in the BOM National Flood Warning Infrastructure Network Program. This is to be confirmed by the bureau.

**Recommendation:**

For Council Information

**2. North Queensland Resilience Program Projects to QRA**

As discussed above the QRA North Queensland Resilience Program has been released. The QRA have requested Council to submit 3-5 high priority natural disaster resilience focused projects at a local level and 2-3 at a regional level to nominate as our potential projects. The QRA has requested these nominations by COB 20 May 2024.

I recommend Council endorse my actions in submitting the construction of the Julia Creek Early Learning Centre (\$2M) and the Construction of Council Houses (\$2.547M) as our 2 high priority natural disaster resilience focused projects. As a back-up I recommend continuing the construction of roads to a bitumen standard. Roads identified in the Local Resilience Action Plan include Etta Plains Road, Taldora Road, Nelia – Bunda Road, Punchbowl Road and Malpass Trenton Road. I am not aware of projects at a regional level that this council should support.

**Recommendation:**

*Council endorses the action of the CEO in submitting the construction of the Julia Creek Early Learning Centre (\$2M) and the construction of Council Houses (\$2.547) as our 2 high priority natural disaster resilience focused projects. As a back-up the construction of roads to a bitumen standard on roads identified in the Local Resilience Action Plan, including Etta Plains Road, Taldora Road, Nelia – Bunda Road, Punchbowl Road and Malpass Trenton Road.*

**3. Attendance of Mayor at the Outback Queensland Tourism Association (OQTA) Board Meeting in Roma on June 25<sup>th</sup> and future board meetings**

The mayor Cr Fegan has been elected to the OQTA Board as the MITEZ Representative. The next board meeting is being held in Roma on June 25<sup>th</sup>. It is recommended council approve the attendance of Cr. Fegan to the board meeting in Roma and future board meetings. Attendance at the meetings is usually covered by the OQTA and Mitez.

**Recommendation:**

*Council approves the Mayor, Cr. Fegan to attend the OQTA Board Meeting in Roma on 25<sup>th</sup> June 2024 and future board meetings.*



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#### **4. Attendance of Mayor to the 2024 Queensland Agriculture Industry Conference in Brisbane on 1-2 October 2024**

The mayor Cr Fegan has been invited to attend the 2024 Queensland Agriculture Industry Conference in Brisbane on 1-2 October 2024. The conference will provide the mayor the opportunity to meet industry leaders and discuss agricultural opportunities in Queensland. With the development of intensive agriculture in our shire and the review of the Gulf Regional Water Strategy it is recommended council approve the attendance of Cr. Fegan to the conference. Attendance at the conference will be funded from the Councilor Conference budget.

#### **Recommendation:**

*Council approves the Mayor, Cr. Fegan to attend the 2024 Queensland Agriculture Industry Conference in Brisbane on 1-2 October.*

#### **5. Meetings with External Organizations in May**

The Mayor and CEO have met with Epic Environmental to discuss the Richmond Vanadium Project.

The Mayor and CEO also met with researchers from the CSIRO who are undertaking a project 'Navigating Sustainability Transitions in Australian regions undergoing critical mineral development'.

The Mayor and CEO have a meeting scheduled on 22/5/2024 with Aileen Eccles from DAF. Aileen will be in Julia Creek to discuss and inspect our livestock facility including the dip.

#### **Recommendation:**

For Council Information

#### **6. NWQROC Mayoral Delegation to Canberra 5-6 June 2024**

The NWQROC is sending a Mayoral Delegation to Canberra on 5-6 June 2024. Meetings have been sought with the Hon Emma McBride MP, Assistant Minister for Rural and Regional Health and Assistant Minister for Mental Health re Regional Health Challenges; the Hon Tanya Plibersek MP, Minister for the Environment and Water re Water Security and the GAB; the Hon Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government re Road Infrastructure; the Hon Madeline King MP, Minister for Northern Australia and Resources re NA related issues and opportunities and resources; the Hon Kristy McBain MP, Minister for Regional Development, Local Government and Territories re LG Financial Sustainability; the Hon Michelle Rowland MP, Minister for Communications re Digital Connectivity; Senators McDonald, McGrath, Canavan, Scarr & Rennick re Queensland Senator championing; Senator the Hon Anthony Chiscolm, Assistant Minister for Education and Assistant Minister for Regional Development re Regional Development; Senator the Hon Murray Watt, Minister for Agriculture, Fisheries and Forestry. Minister for Emergency Management. Attendance at the delegation will be funded from the Councilor Conference budget.



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**Recommendation:**

*Council approves the Mayor, Cr. Fegan to attend the NWQROC Mayoral Delegation to Canberra on 5-6 June 2024.*

**7. Appointment of Acting CEO During CEO Leave from 10<sup>th</sup> June – 14<sup>th</sup> June 2024**

In the absence of the CEO on Leave commencing 10<sup>th</sup> June – 14<sup>th</sup> June 2024 it is desired that Council appoints an Acting CEO.

**Recommendation:**

*Council appoints Mrs. Tenneil Cody as Acting CEO from 10<sup>th</sup> June – 14<sup>th</sup> June 2024.*

**8. Appointment of Acting CEO During CEO Leave from 10<sup>th</sup> July – 15<sup>th</sup> July 2024**

In the absence of the CEO on Leave commencing 10<sup>th</sup> July – 15<sup>th</sup> July 2024 it is desired that Council appoints an Acting CEO.

**Recommendation:**

*Council appoints Mr. Cameron Scott as Acting CEO from 10<sup>th</sup> July – 15<sup>th</sup> July 2024.*

**Policy/Legislative:**

LG Act 2009 & LG Regulation 2012

Policies

Awards

**Operational Financial and Resource Implications:**

To be further advised

**Consultation and engagement:**

Councilors

Directors

Relevant Council staff

External agencies

**InfoXpert Document ID:**



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

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Ordinary Meeting of Council Tuesday, 21<sup>st</sup> of May 2024

**10.1 Subject:** WHS Report – April 2024

**Attachments:** Nil

**Author:** WHS Officer

**Date:** 21 May 2024

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**Executive Summary:**

This report outlines the general status of Work Health and Safety at McKinlay Shire Council for the period of April 2024.

**Recommendation:**

*That Council receives the April 2024 WHS Report.*

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**Background:**

This report outlines the general status of Work Health and Safety at McKinlay Shire Council for the period of April 2024.

Detailed below are the general areas of importance to the safety of workers at McKinlay Shire Council throughout the month.

	<b>Actual</b>	<b>Budget</b>
<b>3700 Workplace Health and Safety</b>	<b>\$258,610</b>	<b>\$250,000</b>

- Handled all current LGW claims
- Completed Traffic controller Tickets Sign off for (4) Employees
- Completed Documentation for Traffic Management implementation for (7) Employees
- Have completed (4) new Employee or Contractor inductions
- Prepared (5) SWMS for Review by Directors.
  
- **LGW WorkCare** There has been a total of 2 Claims the year with a total amount incurred of \$482.00
- **Incidents** in April there have been a total of (2) new incident for the month.

**Consultation:** (internal/External)

Nil

**Legal Implications:**

Nil

**Policy Implications:**

Nil



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**Financial and Resource Implications:**

As provided in the report.

**InfoXpert Document ID:** 131400



**11. CLOSE**