

Ordinary Meeting Agenda

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

Tuesday 15th October 2024, 8:30am

Notice is hereby given that an Ordinary Meeting will be held at the Council Chambers,
Civic Centre, Julia Creek on 15th October 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, and Cr. F Malone
Cr. J Lynch via TELEPHONE

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
Acting Director, Community Services, Mr Kalan Lococo
Acting Director, Corporate Services, Ms Aimie Batt
Executive Assistant, Ms Cathy Bowe

Apologies:

2.1 APPOINTMENT

NIL

3. DECLARATION OF CONFLICT OF INTEREST

NIL

4. CONFIRMATION OF MINUTES

4.1 That the Minutes of the Ordinary Meeting on the 17th September 2024 be confirmed.



MCKINLAY SHIRE COUNCIL

UNCONFIRMED MINUTES

OF THE

ORDINARY MEETING OF COUNCIL

HELD AT THE

BOARDROOM, CIVIC CENTRE
JULIA CREEK

17th September 2024

ORDER OF BUSINESS

1. Opening
2. Attendance
- 2.1 Appointment
3. Declaration of Conflict of
4. Confirmation of Minutes August 2024
- 4.1 Minutes of Ordinary Meeting 20th August 2024
- 4.2 Minutes of Special Meeting 27th August 2024

5. ENGINEERING REPORT

- 5.1 Engineering Services Monthly Report
- 5.2 Application to install matting at Julia Creek Airport Apron
 - 5.2.1 Email 1
 - 5.2.2 Email 2
 - 5.2.3 Engineer Plans
- 5.3 VP422440 DRFA 2024 WP02 Award
 - 5.3.1 Recommendation Report WP02
- 5.4 VP422757 DRFA 2024 WP05 Award
 - 5.4.1 Recommendation Report WP05

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 Report Sponsorship Request – Julia Creek Annual Stockman’s Challenge
- 7.3 Regional Arts Development Fund – Flipside Circus Application

8. CORPORATE SERVICES REPORT

- 8.1 Corporate Services Report

9. CHIEF EXECUTIVE OFFICERS REPORT

- 9.1 CEO Report to Council Meeting September 2024

10. WORKPLACE HEALTH AND SAFETY

- 10.1 WHS&R Report August 2024

11. GENERAL BUSINESS

11. CLOSE

1. OPENING BUSINESS

All Councillors having signed the Attendance Book, Mayor Janene Fegan declared the meeting open at 08:40am.

2. ATTENDANCE

Mayor: Cr. J Fegan

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

Staff:

Chief Executive Officer, Mr. Trevor Williams

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

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

Acting Director, Community Services, Mr Kalan Lococo

Executive Assistant, Ms. Cathy Bowe

PDM – Mr Jim Sullivan

Apologies:

Ms T Cody, Currently on Leave

3. DECLARATION OF CONFLICT OF INTEREST

1. "Cr J Fegan declare that I have a conflict of interest with respect to agenda item 5.4 of the September 2024 Meeting (as described in the Local Government Act 2009, Section 150EN.)

The nature of my interest is as follows:- I have recently become aware that TEM have tentatively booked accommodation for a few months with Tradies Way, which is owned by Marwill Pty Ltd, and I am a director of. I would like to declare a conflict or a perceived conflict of interest in this matter.

I will be dealing with 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 – Ordinary Meeting

Confirmation of Minutes of the Ordinary Meeting of Council held on the 20th August 2024 be confirmed.

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 20th August 2024 be confirmed.

Resolution No. 054/2425

Minutes of the Ordinary Meeting of Council held on 18 July 2024 be confirmed with changes that have been updated and circulated to all attendees.

Moved

Cr L. Spreadborough

Seconded

Cr F. Malone

CARRIED 5/0

Resolution 057/2425

Council resolves to:

a) Accede to the request from Mr Robin Findley to install a 4m x 4m rubber mat at the Julia Creek Airport apron (as depicted on DWG #0875 – SK – 001) utilizing appropriate ground screws and;

b) Advise Mr Findley that he would be responsible for any damage caused to Council or private property by the mat or it's installation and that as the facility was used by various users of the Airport it may be used by others.

Moved

Cr L. Spreadborough

Seconded

Cr S. Royes

CARRIED 5/0

5.3 VP422440 DRFA WP02 Award**Executive Summary:**

The purpose of this report is for Council to consider submitted quotations and award Preferred Contract Status for VP422740 – WP02 South.

McKinlay Shire Council was a declared Natural Disaster Area January and February 2024, due to the effects of Tropical Cyclone Kirrily and associated Rainfall and Flooding event. Council has since undertaken the grant applications in accordance with the QRA guidelines for the Restoration of Essential Public Assets.

Recommendation:

That Council Resolves to:

- a) That Council accepts Alexander Plant Hire Pty Ltd as preferred contractor for contract VP422740 and;
- b) In accordance with the Local Government Act 2009, Council delegate authority to the Chief Executive Officer to enter into a contract, negotiate, finalise and execute any and all matters associated with or in relation to the contract subject to Council's existing procurement policies and practices and the approval by QRA for the above recommended market value and costs to execute the contract and;
- c) Note the submitted amount for Alexander Plant Hire Pty Ltd for Contract VP422740 is \$3,319,942.80 (excl GST).

Resolution 058/2425

Council resolves to:

a) That Council accepts Alexander Plant Hire Pty Ltd as preferred contractor for contract VP422740 and;

b) In accordance with the Local Government Act 2009, Council delegate authority to the Chief Executive Officer to enter into a contract, negotiate, finalise and execute any and all matters associated with or in relation to the contract subject to Council's existing procurement policies and practices and the approval by QRA for the above recommended market and costs to execute the contract and ;

c) Note the submitted amount for Alexander Plant Hire Pty Ltd for Contract VP422740 is \$3,319,942.80 (excl GST).

Moved

Cr J. Lynch

Seconded

Cr S. Royes

CARRIED 5/0

Following declaring a conflict of interest with item 5.4, Cr J Fegan left the meeting room at 9am.
Cr S Royes assumed the role of chair.

5.4 VP422757 DRFA 2024 WP05 AWARD

Executive Summary:

The purpose of this report is for Council to consider submitted quotations and award Preferred Contract Status for VP422757 – WP05 Northeast.

McKinlay Shire Council was a declared Natural Disaster Area January and February 2024, due to the effects of Tropical Cyclone Kirrily and associated Rainfall and Flooding event. Council has since undertaken the grant applications in accordance with the QRA guidelines for the Restoration of Essential Public Assets.

Recommendation:

That Council Resolves to:

- a) *That Council accepts Townsville Earthmoving as preferred contractor for contract VP422757 and;*
- b) *In accordance with the Local Government Act 2009, Council delegate authority to the Chief Executive Officer to enter into a contract, negotiate, finalise and execute any and all matters associated with or in relation to the contract subject to Council's existing procurement policies and practices and the approval by QRA for the above recommended market value and costs to execute the contract and;*
- c) *Note the submitted amount for Townsville Earthmoving for Contract VP422757 is \$7,544,518.60 (excl GST).*

Resolution 059/2425

Council resolves to:

- a) *That Council accepts Townsville Earthmoving as preferred contractor for contract VP422757 and;*
- b) *In accordance with the Local Government Act 2009, Council delegate authority to the Chief Executive Officer to enter into a contract, negotiate, finalise and execute any and all matters associated with or in relation to the contract subject to Council's existing procurement policies and practices and the approval by QRA for the above recommended market value and costs to execute the contract and;*
- c) *Note the submitted amount for Townsville Earthmoving for Contract VP422757 is \$7,544,518.60 (excl GST)*

Moved

Cr F. Malone

Seconded

Cr L. Spreadborough

CARRIED 4/0

Cr J Fegan re- entered the meeting and resumed chair at 9.03am.

Recommendation:

Council resolves to approve the Community Sponsorship Request for the Julia Creek Annual Stockman’s Challenge Inc for \$5,000 worth of in-kind support for their annual event scheduled for September 27 - 29. The in-kind support consists of hire and use of Council’s Water Truck and McIntyre Park including the arena, cattle yards, Robert Lord Shed and camping facilities.

Resolution No. 062/2425

Council resolves to approve the Community Sponsorship Request for the Julia Creek Annual Stockman’s Challenge Inc for \$5,000 worth of in-kind support for their annual event scheduled for September 27 - 29. The in-kind support consists of hire and use of Council’s Water Truck and McIntyre Park including the arena, cattle yards, Robert Lord Shed and camping facilities.

Moved Cr S. Royes Seconded Cr F. Malone

CARRIED 5/0

7.3 Regional Arts Development Fund – Flipside Circus Application

Council has received a Regional Arts Development Fund (RADF) Application that was assessed by the RADF Committee and recommended for approval:

- McKinlay Shire Council presents Flipside Circus September School Holidays - \$6,930

Recommendation:

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

- *McKinlay Shire Council presents Flipside Circus September School Holidays - \$6,930*

Resolution No. 063/2425

Council resolve to resolves to support the recommendations made by the RADF Committee to support:

- McKinlay Shire Council presents Flipside Circus September School Holidays - \$6,930

Moved Cr L. Spreadborough Seconded Cr F. Malone

CARRIED 5/0

Acting Director of Corporate Services, Ms. Aimie Batt entered the meeting to present the Corporate Services Report 9.30am

RECOMMENDATION:*For Council Information***2. Christmas Closedown Arrangements**

The Outdoor Workforce final day of work will be Friday 13th December 2024, with a return to work on Monday 13th January 2025. A skeleton crew will work over the Christmas and new year period.

The Early Learning Centre final day will be Friday 20th December 2024, with a return to work on Monday 6th January 2025.

The Indoor Workforce final day of work will be Tuesday 24th December 2024, with a return to work on Thursday 2nd January 2025.

The Council Christmas Party will be held on Friday 13th December 2024.

RECOMMENDATION:*For Council Information***3. LGAC Annual Conference in Brisbane**

The LGAQ Annual Conference is being held in Brisbane on 21st – 23rd October 2024. It is recommended that Cr. Fegan and Cr. Royes attend the conference. Attendance at the conference will be funded from the Councilor Conference budget.

RECOMMENDATION:

Council approves the attendance of Cr. Fegan and Cr. Royes to the 2024 LGAQ Conference in Brisbane on 21st – 23rd October 2024.

Resolution No. 066/2425

That Council resolves to approve the attendance of Cr. Fegan and Cr. Royes to the 2024 LGAC Conference in Brisbane on 21st -23rd October 2024.

Moved	Cr F. Malone	Seconded	Cr L. Spreadborough
			CARRIED 5/0

4. Mayor away on Leave from 5th – 15th September 2024

The Mayor, Cr Fegan was away on leave from the 5th – 15th September 2024.

RECOMMENDATION:

Council approves the leave of Cr. Fegan from the 5th – 15th September 2024.

Resolution No. 067/2425

That Council resolves to approve the leave of Cr. Fegan from the 5th – 15th September 2024.

Moved	Cr L. Spreadborough	Seconded	Cr S. Royes
			CARRIED 5/0

10. WORKPLACE HEALTH AND SAFETY

10.1 Workplace Health and Safety

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

RECOMMENDATION

That Council receives the August 2024 WHS Report, noting that the expenditure does not reflect actual expenditure to the end of August 2024.

Resolution No. 068/2425

That Council receives the August 2024 WHS Report, noting that the expenditure represents expenditure for 2023/2024 and does not reflect actual expenditure to the end of August 2024.

Moved

Cr S. Royes

Seconded

Cr J. Lynch

CARRIED 5/0

11. GENERAL BUSINESS

11.1 General Business

This item is noted for any matters arising in general business

11.1.1 Beef Road

That Council resolves that Cr. J Fegan and CEO T. Williams engage with the regional director of TMR to discuss the condition of the Beef Road at Cat Creek, near the Ouchy turnoff, and the southern approach to the Cloncurry River, for the need of TMR to carry out urgent repairs.

RECOMMENDATION

That Council resolves that Cr. J Fegan and CEO T. Williams engage with the regional director of TMR to discuss the condition of the Beef Road at Cat Creek, near the Ouchy turnoff, and the southern approach to the Cloncurry River, and the need for TMR to carry out urgent repairs.

Resolution No. 069/2425

Council resolves that Cr. J Fegan and CEO T. Williams engage with the regional director of TMR to discuss the condition of the Beef Road at Cat Creek, near the Ouchy turnoff, and the southern approach to the Cloncurry River, and the need for TMR to carry out urgent repairs.

Moved

Cr L. Spreadborough

Seconded

Cr J. Lynch

CARRIED 5/0

Cr L. Spreadborough:

- Requested update on works planned for Sedan Dip by Southern Gulf

Cr F. Malone:

- Nil

Cr S. Royes:

- Nil

Cr J. Fegan:

- LDMG need to be scheduled in early October
- Cr L. Spreadborough to look after roads portfolio until Cr. J Lynch's return from leave. Cat to note on website.

RECOMMENDATION:

For Council Information

11. CLOSURE OF MEETING

The Chair of the meeting Mayor Cr. Janene Fegan declared the meeting closed at 10.03 am.



5.0 ENGINEERING SERVICES



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5.1 Subject: Engineering Services Monthly Report August 2024
Attachments: Nil
Author: Engineering Services Department
Date: 9th October 2024

Executive Summary:

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

Recommendation:

That Council receives the Engineering Services monthly report for September 2024.

Background:

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

RMPC

	Actual	Budget YTD	Budget
1610 RMPC Works	\$140,102	\$410,250	\$1,641,000
<ul style="list-style-type: none"> • Pothole patching <ul style="list-style-type: none"> ○ Kynuna Road (5807) ○ Wills Development Road (78A) ○ Richmond road (14D) ○ Cloncurry Road (14E) • Heavy Shoulder Grading <ul style="list-style-type: none"> ○ Wills Development Road (78A) • Road Inspections and Backlog confirmation <ul style="list-style-type: none"> ○ Kynuna Road (5807) ○ Wills Development Road (78A) ○ Richmond road (14D) ○ Cloncurry Road (14E) • Road runs (rubbish collection and dead animal removal) <ul style="list-style-type: none"> ○ Cloncurry Road (14E) ○ Richmond road (14D) 			

Cannington Road

	Actual	Budget YTD	Budget
1630 Cannington Road Works	\$159,181	\$111,249.99	\$445,000
<ul style="list-style-type: none"> • Pothole Patching • Marker post replacement • Road runs, dead animal and rubbish removal 			



Roads Maintenance

	Actual	Budget YTD	Budget
1100 R&M Town and Shire Roads	\$216,842	\$311,250	\$1,245,000

- Local town bitumen patching
- Local town earthen drain clearing and spoil removal
- Julia Creek township firebreaks
- McKinlay township firebreaks
- Kynuna township firebreaks

Workshop

	Actual	Budget YTD	Budget
1510 Repairs and Maintenance - Plant & Vehicles	\$375,095	\$312,499.99	\$1,250,000

- Caterpillar 140m Plant #20 – water pump failure. Replaced water pump hoses and thermostat – machine up and running
- Ongoing servicing repairs and maintenance to council plant and equipment
- General repairs and servicing as required

Parks and Gardens

	Actual	Budget YTD	Budget
2700 Parks & Gardens and Amenities – Operations	\$131,423	\$135,000	\$540,000

Julia Creek

- Daily tasks – Toilet cleaning, watering, irrigation repairs and maintenance
- Weekly tasks – Refuse collection, Mowing, Oorindi toilet cleaning
- Weekly Slash and mow Peter Dawes, Lions, Cemetery and Dog Park.
- Cemetery irrigation repairs and reinstatement
- 1 Funeral Service

Kynuna

- Bi-Weekly – Toilet cleaning, Rest Area and Playground cleaning and weed spraying
- Slashing and clearing on the entrances to town
- Clearing and slashing around Toilets, Rest Area and Playground

McKinlay

- Daily tasks – Town Toilet cleaning and watering
- TMR Rest area Toilet cleaning



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- Weekly Slash and mow of Tennis court area and Main Town playground and Park

Airport

	Actual	Budget YTD	Budget
1300 Airport Operational Costs	\$49,108	\$39,000	\$156,000

- Graded fire breaks as per QFD directive.
- CASA response to surveillance inspection being compiled.
- New gardening and drainage works completed non airside.

Projects

DRFA 2023 REPA

Work Package	Current Work Locations
2023 WP06 Sealed Network Repairs	Durack – Practical completion awarded Acquittal inspections undertaken.
2023 REPA Oorindi Culvert Works	Engineering Survey and Detailed design completed. Arranging purchase of Culverts
2024 REPA Works	Review of RFQ documentation for WP03 Pickup & Scoping of Sealed Network Defects– 70% complete Pickup & Scoping of Pipes & Culvert crossing– 90% complete RSHQ informed of future Quarry works

Work Package	Next Month Forecast
2023 WP06 Sealed Network Repairs	Commence closeout & Report for QRA
2024 WP01 SE	Preferred Contractor Status– Hammer & Co , preliminary prestart meeting, Quarry Preparations, BOQ approval received from QRA, BOQ being checked, contracts to be finalised.
2024 WP02 S	Preferred status awarded– Alexanders Plat Hire, preliminary prestart meeting, Quarry Preparations, BOQ approval received from QRA, BOQ being checked, contracts to be finalised
2024 WP03 SW	RFQ closed – Council Decision– 15/10/24
2024 WP04 NW	Preferred Contractor Status– T’s Plant Hire , preliminary prestart meeting conducted, Quarry Preparations, BOQ approval received from QRA, BOQ being checked, contracts to be finalised
2024 WP05 NE	Preferred Contractor Status– TEM, QRA approval received, BOQ being checked, contracts to be finalised
2023 REPA Oorindi Culvert Works	Documentation for RFQ and put to market.



Ordinary Meeting of Council Tuesday 15th October 2024

Other Works

Final trim works Punchbowl planned in October, in preparation for sealing works. No submissions received for concrete works, Mathews/Burke La and Yorkshire Rd floodway. Will look to package these together with DRFA Oorindi Culvert replacement to make a more attractive proposition.

Legal Implications:

Nil

Policy Implications:

Nil.

Financial and Resource Implications:

As provided in the report.

InfoXpert Document ID: 132619



Ordinary Meeting of Council Tuesday 15 October 2024

5.2 Subject: VP424754 2024 DRFA WP03 Award

Attachments: WP03 Recommendation Report

Author: Director of Engineering and Regulatory Services – Mr Cameron Scott

Date: 8th October 2024

Executive Summary:

The purpose of this report is for Council to consider submitted quotations and award Preferred Contract Status for VP424754 – WP03 Southwest.

McKinlay Shire Council was a declared Natural Disaster Area January and February 2024, due to the effects of Tropical Cyclone Kirrily and associated Rainfall and Flooding event. Council has since undertaken the grant applications in accordance with the QRA guidelines for the Restoration of Essential Public Assets.

Recommendation:

That Council Resolves to:

- a) *That Council accepts Crocker Rural as preferred contractor for contract VP424754 and;*
 - b) *In accordance with the Local Government Act 2009, Council delegate authority to the Chief Executive Officer to enter into a contract, negotiate, finalise and execute any and all matters associated with or in relation to the contract subject to Council's existing procurement policies and practices and the approval by QRA for the above recommended market value and costs to execute the contract and;*
 - c) *Note the submitted amount for Crocker Rural for Contract VP424754 is \$3,884,367.42 (excl GST).*
-



Ordinary Meeting of Council Tuesday 15 October 2024

Background:

McKinlay Shire Council was a declared Natural Disaster Area January and February 2024, due to the effects of Tropical Cyclone Kirrily and associated Rainfall and Flooding event. Council has since undertaken the grant applications in accordance with the QRA guidelines for the Restoration of Essential Public Assets.

The repair and rehabilitation work for the damaged assets is funded under the Disaster Recovery Funding Arrangements (DRFA) is a jointly funded program between the Australian Government and the Queensland State Government through which provides financial assistance to support with disaster recovery.

This Contract is to undertake and complete road recovery works on approximately 200km of rural road network for the following roads:

- BEENFIELD ROAD
- BINDOORAN ACCESS ROAD
- BULL CREEK STRATHFIELD ACCESS ROAD
- ELROSE BARNSDALE ACCESS ROAD
- IVELLEN ROAD
- LEILAVALLE ACCESS ROAD
- OORINDI MCKINLAY ROAD
- PERCOL ROAD
- TOOLEBUC MCKINLAY ROAD

Projects/Report

McKinlay Shire Council (MSC) invited quotations from Register of Prequalified Suppliers (ROPS) for Roads Construction and Maintenance (VP-382241) on the 14th of August 2024 for appointment of a suitably experienced and qualified contractor to conduct rural road recovery repair works.

The request for quotation closed at 2pm on the 18th September 2024. Six submissions were received for the works:



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Contractor	PRICE
Alexander Plant Hire	\$3,899,402.60
Crocker Rural	\$3,884,367.42
Hammer & Co Earthmoving	\$3,218,152.35
Koppen Construction Pty Ltd	\$5,069,718.97
KW Murphy	\$3,953,773.24
T's Plant Hire Pty Ltd	\$4,868,969.80

The evaluation team consisted of:

Name	Position/Company	Reason For selection
Cameron Scott	Director of Engineering and Regulatory Services / McKinlay Shire Council	Councils' Executive member responsible for delivery
Jim Sullivan	Program Director / Project Delivery Managers	Engaged to Support MSC DRFA works
Adam Sadler	Principal Program Manager / Project Delivery Managers	Engaged to Support MSC DRFA works

The panel has assessed the conforming tenders in accordance with Council Procurement policy and the following evaluation criteria in Table B – below:

Table B – Evaluation Criteria

Evaluation Criteria	Weighting (%) (Optional)
Value for Money (Pricing, Cashflow & Rates)	40%
Experience, Key Personnel and Capability	30%
Methodology, Technical Data and Program	30%

Refer to Attachment 01 - WP03 – Recommendation Report.

This assessment report recommends that Council accepts Crocker Rural as preferred contractor for contract VP424754 – for Work Package 03.

In accordance with the Local Government Act 2009, it is recommended Council delegate authority to the Chief Executive Officer to enter into a contract, negotiate, finalise and execute



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any and all matters associated with or in relation to the contract subject to Council's existing procurement policies and practice.

Project Risks

Weather – There is a risk that the 2025 wet season will impact the program. Townsville Earthmoving have allowed for wet weather contingency and provided a working methodology to assist in expediting the return to works, however their construction timeline of 208 days is within construction tolerances and funding timelines This risk is considered low based on the submitted methodology and capability.

Project Program – Works Commence - November 2024 (Crushing) – Prior to Christmas the construction works scheduled shall expedite and proactively manage the wet season - March 2025 (post Wet Season) with an estimated completion of November 2025 – 30 days allowance for wet weather - Allowance for Christmas Shutdown has been programmed. The Program has a float of 3 months to meet the target completion date for all works by the 31st of December 2025. The risk is considered low as there is ample time to complete the works within the funding guidelines (June 30th 2026).

Financial - Value for Money (VFM) – the submitted grant value to the QRA is \$7,758,231.47 the tendering process undertaken demonstrates VFM on the basis of procurement policy compliance. The market has been tested in accordance with Council's procurement policy and practices with all regionally relevant & experience contractors having been requested to make submission. As has been practice for previous disaster recovery and capitals works. Regional market factors including competing projects, size of the scope – economy of scale, availability of subcontractors and timing, antidotally have impacted a greater number of responses for this tender.

Final Bill of Quantities – further negotiations are required with the preferred contractor once the QRA have issued the final approved scope of works. No contract will be entered into and all matters associated with or in relation to the contract are resolved to the satisfaction of the Chief Executive Officer Council's existing procurement policies.

Legal Implications:

Nil

Policy Implications:

Nil.

Financial and Resource Implications:



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As provided in the report. The works are fully reimbursable from the QRA.

InfoXpert Document ID: 132620



PROJECT DELIVERY MANAGERS Pty Ltd

ABN 29 126 406 497

Level 1/134 Charters Towers Rd HERMIT PARK QLD 4812

PO Box 300, DEERAGUN QLD 4818

T (+61) (7) 4772 0402

Email: pdm@pdmanagers.com.au

WP03 - RECOMMENDATION REPORT

8th October 2024

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INTRODUCTION

McKinlay Shire Council was a declared Natural Disaster Area January and February 2024, due to the effects of Tropical Cyclone Kirrily and associated Rainfall and Flooding event. Council has since undertaken the grant applications in accordance with the QRA guidelines for the Restoration of Essential Public Assets (REPA).

Contained within is the assessment and recommendation of award of Preferred Contractor. The award of preferred contractor shall allow for the contract negotiations to resolve for award of contract.

Regards



Jim Sullivan
MSC 2024 DRFA - Project Director

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1 TENDER EVALUATION CRITERIA

1.1 Pricing

Contractor	BOQ PRICE	Ranking	Comments
Alexander Plant Hire	\$3,899,402.60	3	Awarded WP02
Crocker Rural	\$3,884,367.42	2	
Hammer & Co Earthmoving	\$3,218,152.35	1	Awarded WP01
Koppen Construction Pty Ltd	\$5,069,718.97	6	Adjusted Win rate additional \$486,835.85 - Throughput risk - standby risk - haulage risk
KW Murphy	\$3,953,773.24	4	
T's Plant Hire Pty Ltd	\$4,868,969.80	5	Awarded WP04

1.2 Methodology – Summary

Contractor	Methodology	Ranking
Alexander Plant Hire	Fair	3
Crocker Rural	Good	1
Hammer & Co Earthmoving	Fair	5
Koppen Construction Pty Ltd	Fair	3
KW Murphy	Good	2
T's Plant Hire Pty Ltd	Fair	5

1.3 Capability – Summary

Contractor	Capability	Ranking
Alexander Plant Hire	Good	4
Crocker Rural	Excellent	1
Hammer & Co Earthmoving	Good	4
Koppen Construction Pty Ltd	Good	4
KW Murphy	Excellent	3
T's Plant Hire Pty Ltd	Excellent	1

2 RECOMMENDATION

2.1 Assessment Summary

Contractor	Ranking	Comment
Alexander Plant Hire	4	WP02 preferred contractor
Crocker Rural	1	Nominated Preferred Contractor
Hammer & Co Earthmoving	3	WP01 preferred contractor
Koppen Construction Pty Ltd	6	Adjusted Win rate - Throughput risk - standby risk - haulage risk
KW Murphy	2	Resources subcontracted
T's Plant Hire Pty Ltd	5	WP04 preferred contractor

2.2 Recommendation

The Evaluation Committee recommends that Council endorse the nomination of Crocker Rural as the Preferred Contractor for Work Package 03 Southwest, to allow the project team to negotiate for the final Contract Award.

3 CONTRACTOR FEEDBACK

Contractor	Price	Methodology	Capability	Comments
Alexander Plant Hire	Good	Fair	Good	Methodology needed strengthening to reflect if won additional contract
Crocker Rural	Good	Good	Excellent	Recommended - Well Rounded submission
Hammer & Co Earthmoving	Excellent	Fair	Good	Methodology needed strengthening to reflect if won additional contract
Koppen Construction Pty Ltd	Fair	Fair	Good	Price & Approach with additional Win rate - Throughput risk - standby risk - haulage risk
KW Murphy	Good	Good	Excellent	Resources primarily non local subcontractors
T's Plant Hire Pty Ltd	Fair	Fair	Excellent	Methodology needed strengthening to reflect if won additional contract

DOCUMENT ID: 132621



6.0 ENVIRONMENTAL & REGULATORY SERVICES



6.1 Subject: Environmental and Regulatory Services Report – September 2024
Attachments: Nil
Date: 15th October 2024

Executive Summary:

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

Recommendation:

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

Background:

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

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

Consultation: (internal/External)

Environmental & Regulatory Services Team Leader, Local Laws Officer, Water and Sewerage Officer, Ranger, Handyman/Trades Assistant and Finance Officer.

Legal Implications:

Nil

Policy Implications:

Nil

Financial and Resource Implications:

As provided in the report.

InfoXpert Document ID: 132622



1 – Refuse Collection and Disposal

1.1 - Budget

		Actual	Budget
ENVIRO1.1	3100 - Refuse Collection Revenue	\$67,570	\$126,691

		Actual	Budget
ENVIRO1.2	3100 - Kerbside Rubbish Collection Expenditure	\$25,950	\$113,750

		Actual	Budget
ENVIRO1.3	3110 - Refuse Disposal Revenue	\$25,475	\$50,261

		Actual	Budget
ENVIRO1.4	3110 - Refuse Disposal Operational Costs	\$4,677	\$103,000

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 McKinlay. Metal recycler postponed until November date TBA.

2 – Environmental Health Services

2.1 – Budget

		Actual	Budget
ENVIRO2.1	3000 - Environmental Licence Fees (Revenue)	\$191	\$3,300

		Actual	Budget
ENVIRO2.2	3000 - Environmental Health Services	\$40,287	\$421,500

2.2 – Report

Water and Sewage Monitoring

Nil issues regarding Julia Creek water Scheme.

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

- Amberly Drive 2.80mg/L
- Coyne Street Depot 3.11mg/L

Kynuna water scheme lost water diverted tank to town to enable supply unfiltered water. Inspection revealed both pumps failed due to quality of Bore water. Both pumps were removed and rebuilt by Andrew and Jason and restored to plant. A new pump was ordered via Marwill as a spare in case of further issues. Enquiries being made re bore cleaning with potential cost exceeding 40,000 dollars.



Nil issues regarding McKinlay Water Scheme.

2.3 Food Safety

Two food safety recalls for the month of September

2.4 Aerodrome

Nil issues to report regarding aerodrome operations.

3 – Local Law Administration

3.1 – Budget

		Actual	Budget
ENVIRO3.1	3210 - Animal Registration Fees	\$3,733	\$6,100

		Actual	Budget
ENVIRO3.2	3210 - Fines & Penalties – Animal Control	0	\$500

		Actual	Budget
ENVIRO3.3	3210 - Animal Boarding	\$3,513	\$16,000

		Actual	Budget
ENVIRO3.4	3210 - Local Law Administration	\$37,326	\$115,000

3.2 - Report

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

Table 1 - Local Law & Animal Control Summary

Activity	Number/Details
Impounding's and infringement notices	Nil
Euthanized/Destroyed/Rehomed	Nil
Verbal/Written/Official warning	1
Complaints	1
Dog Boarding	10
Removal of Dead Animals	700
Trapping Locations & Results	Nil
Compliance Notices (Untidy Allotments) issued	Nil
SPER Infringement Fines issued	Nil
Commercial Use of Roads Permit issued	Nil



Comments

Money picked up from underbody carwash. Animal registration reminders sent out, Commercial use of road permits and invoices followed up for payment. Ranger had 2 weeks leave.

4 – Noxious Weeds and Pest Control

4.1 – Budget

		Actual	Budget
ENVIRO4.1	3220 - Pest Plant & Animal Control Funding	\$0	\$0
ENVIRO4.2	3220 - Truck Washdown Bay Revenue	\$6,651	\$25,0000
ENVIRO4.3	3220 - Dingo Baits (Revenue)	\$0	\$6,500
ENVIRO4.4	3220 - Feral Pig Baits (Revenue)	\$0	\$0
ENVIRO4.5	3220 - Pest Animal Rural Landowners Fees	\$32,715	\$65,494
ENVIRO4.5	3220 - Pest Plant Control Program Exp	\$68,365	\$122,000
ENVIRO4.6	3230 - Pest Animal Control Program Exp	\$3,417	\$103,000

4.2 – Report

Pest Animal Control

Preparations for second round of baiting completed to begin 14th October 2024.

Pest Plant

Spraying was completed in McKinlay 3 x reserves, Etta plains road and Gilliat road by contractors.



Washdown Bay Facility

Drains were cleaned and general maintenance, pumps changed over to keep bay operational until replacement pump arrives.

5 – Livestock Operations

5.1 – Budget

		Actual	Budget
ENVIRO5.1	3235 - Livestock Facility Capital Grant	\$0	\$0
ENVIRO5.2	3235 - Livestock Weighing Revenue	\$20,827	\$28,000
ENVIRO5.3	3235 - Livestock Yard fees	\$14,089	\$9,000
ENVIRO5.4	3235 - Livestock Cattle Train Loading Revenue	\$6,002	\$6,500
ENVIRO5.5	3235 – Livestock Operational Costs	\$27,960	\$90,800

5.2 - Report

Julia Creek Livestock Facility

General Cleaning and ongoing maintenance pipe leaks etc. 2219 head of cattle weighed and loaded.



6 – Stock Routes and Reserves

6.1 – Budget

		Actual	Budget
ENVIRO6.2	3300 - Stock Route –Recoverable works (Revenue)	\$7,090	\$44,000
		Actual	Budget
ENVIRO6.3	3300 - Stock Route - permit/water fees	\$0	\$9,500
		Actual	Budget
ENVIRO6.4	3300 - Trustee Lease Fees (Revenue)	\$61,225	\$240,000
		Actual	Budget
ENVIRO6.5	3300 - Reserves Agistment Fees (Revenue)	\$5,179	\$13,000
		Actual	Budget
ENVIRO6.6	3300 – Permit to occupy - revenue	\$0	\$10,500
		Actual	Budget
ENVIRO6.7	3300 – precept expenses	\$18,386	\$19,000
		Actual	Budget
ENVIRO6.8	3300 – Stock route Maintenance	\$22,048	\$146,000
		Actual	Budget
ENVIRO6.9	3300 – Reserves Expenses	\$14,728	\$33,000

6.2 - Report

Stock Routes/ reserves

Ongoing fence repairs at Gilliat, McKinlay and Kynuna reserves.

6.3 - Cemeteries

Maintenance – Mowing, whipper snipping and sprinkler repairs

6.3.1 – Budget

		Actual	Budget
ENVIRO6.9	3400 – Cemeteries	\$19,866	\$52,500



6.3.2 - Report

One funeral for the month.

7 – Work Program (Workcamp)

7.1 - Budget

		Actual	Budget
ENVIRO7.1	3600 - Work Program	\$12,993	\$38,250

7.2 – Report

Community Group	Activity
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> Whipper snipping
McKinlay Shire Council	Various Mowing
Julia Creek State School	
Churches/RSL/CWA/SES/Dirt and Dust Central	General maintenance
Julia Creek Turf Club	Cleaning, grounds maintenance
Julia Creek Lions Ladies	



8 – Housing, FRB and Community Centre

9.1 – Budget

			Actual	Budget
ENVIRO9.1	3810-1150	3810 - Council Housing - Capital Grant	\$0	\$30,000
ENVIRO9.2	3810-1300	3810 - Council Property / Staff Housing Program Rev	\$47,078	\$160,000
ENVIRO9.3	3810-1301	3810 - Council Property / Subdivision Blocks Rent	\$666	\$1,000
ENVIRO9.4	3810-1302	3810 - Council Property / Subdivision Blocks outgoings	\$0	\$0
ENVIRO9.5	3810-2300	3810 - Council Property / Staff Housing Program Exp	\$137,198	\$385,000
ENVIRO9.6	3810-2310	3810 - Council Property / Sub Division Expense	\$1,262	\$6,000

Council Property / Staff Housing

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

Activity	Number
Properties Available for use	<ul style="list-style-type: none"> Furniture ordered for 33 Byrne Street available, 2/Old Normanton Road ongoing
New Tenancies	0
Finalised Tenancies	0
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 flooring and continued upgrades unit- 2 Old Normington Road Unit 3 Normanton road currently being painted Screen door replacement and replace broken Numerous ongoing maintenance repairs to council owned facilities.



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	Ongoing repairs re renovation.

Fr Bill Bussutin Community Centre and Seniors Living Units

Budget

	Actual	Budget
ENVIRO10.4 3820 - Community Centre Hire Fees	\$1,000	\$3,500
ENVIRO10.5 3820 - FRB Centre Rent	\$13,538	\$43,000
ENVIRO10.6 3820 - FRB Units & Community Ctr Operational Costs	\$11,728	\$96,500

Report

Seniors Living Units / Fr Bill Community Centre

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

<u>Fr Bill Units</u>	
Units Available for Rent	One (1) - Unit 8
New Tenancies	Nil
Finalised Tenancies	Nil
Remedy Breach	Nil



Notice to Leave	Nil
Notes/Repairs undertaken	Nil
Fr Bill Centre	
Notes/Repairs undertaken	Nil

9 – Land and Building Development

9.1 – Budget

	Actual	Budget
ENVIRO11.1 3900 - Revenue	\$1,680	\$6,000

	Actual	Budget
ENVIRO11.2 3900 - Town Planning Program	\$3,558	\$53,000

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>

<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 48 Byrne Street, Julia Creek	All matters resting with the state awaiting further details



10 – Water and Sewage

10.1 – Budget

1800-2200	Operational Costs Julia Creek Water	Actual	Budget
		\$63,447	\$190,000
1810 - 2200	Operational Costs – McKinlay Water	Actual	Budget
		\$3,887	\$50,000
1820 - 2220	Operational Costs – Kynuna Water	Actual	Budget
		\$20,607	\$35,000
1900-2200	Operational Costs Julia Creek Sewage	Actual	Budget
		\$70,507	\$240,000

10.2 Report -

Plumbing

Monthly water sampling is in line with Councils DWQMP all schemes. Monthly visual checks on bore/storage tanks were completed. McKinlay truck stop toilet leaks repaired. Repaired two water main leaks. Allison Street and Hickman Street. WSO on leave 2 weeks of the month.



Sewage

Routine monitoring of scheme, measure pond levels and in house sampling to report to DES. Monitor plant and Imhoff tank daily. Julia Creek STP is at 90 percent ongoing operation. Continual repairs and adjustments to settings completed. Increased reporting to department awaiting CNC maintenance to complete final chlorination now attending 20th October.

11 – Local Disaster Management

11.1 – Budget

		Actual	Budget
ENVIRO12.1	2760 - SES Grants	\$0	\$20,267
ENVIRO12.2	2760 – SES Capital Grants	\$0	\$117,000
ENVIRO12.2	2760 - Natural Disaster Grants	\$0	\$6,780
ENVIRO12.3	2760 - Disaster Management Operational Costs	\$9,326	\$31,800

11.2 – Report

Nil



7.0 COMMUNITY SERVICES



Subject: 7.1 Community Services Monthly Report

Attachments: Nil

Author: Community Services Team Leader

Date: 15th October 2024

Executive Summary:

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

Recommendation:

That Council receives the Community Services monthly report for September 2024.

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

Julia Creek Caravan Park

A relatively steady September with numbers slightly down on previous years as 1,383 guests joined us throughout the month. We farewelled Chris & Anita Reed as Noel & Lynda Arthur took over as Caretaker Manager's before Ash & Vicki Donnelly commenced as our full-time managers towards the end of the month. As we enter the warmer months, it is anticipated visitor numbers will continue to decline but there is quite a number of forward bookings for workers accommodation in the Cabins and Dongas for the remainder of the year.

JC Caravan Park Revenues September 2024

Type of service	JULY revenues (inc GST)	Total	AUGUST revenues (inc GST)	Total	SEPTEMBER revenues (inc GST)	Total
Twin Single Units	\$9,875		\$8,810		\$10,260	
Powered Sites	\$46,250		\$42,237		\$25,112	
Self-Contained Cabins	\$21,160		\$24,650		\$17,655	
Unpowered Sites	\$4,002		\$5,666		\$2,980	
Sub Total	\$81,287		\$81,263		\$56,007	
Artesian Baths incl. salts	\$22,065		\$21,424		\$15,340	
McIntyre Park	\$2,520		\$1,972		\$650	
Laundry	\$1,985		\$1,205		\$580	
Long Term Stay/Storage						
Calculated Total	\$107,857		\$105,864		\$72,577	

JC Caravan Park Occupancy by Category September 2024

Type of Service	% Occupancy
Twin Single Units	78%
Cabin – 4 berth	77%
Cabin – 6 berth	78%
Unpowered site	23%
Unpowered Caravan site	25%
Powered Caravan site	75%
Powered camp site	31%



JC Caravan Park Artesian Bathhouse Usage September 2024

Type of Service	Number of bookings
Boundary Rider Huts	77
Replica Rainwater Tank Bathhouses	172

Library & Funeral Services

As expected, also a relatively quiet month at the Library as visitors started to vacate Julia Creek. This gave staff plenty of time to undertake housekeeping activities including updating the library register, prepare to remove some older books for the next exchange and also tidy up the children’s play equipment.

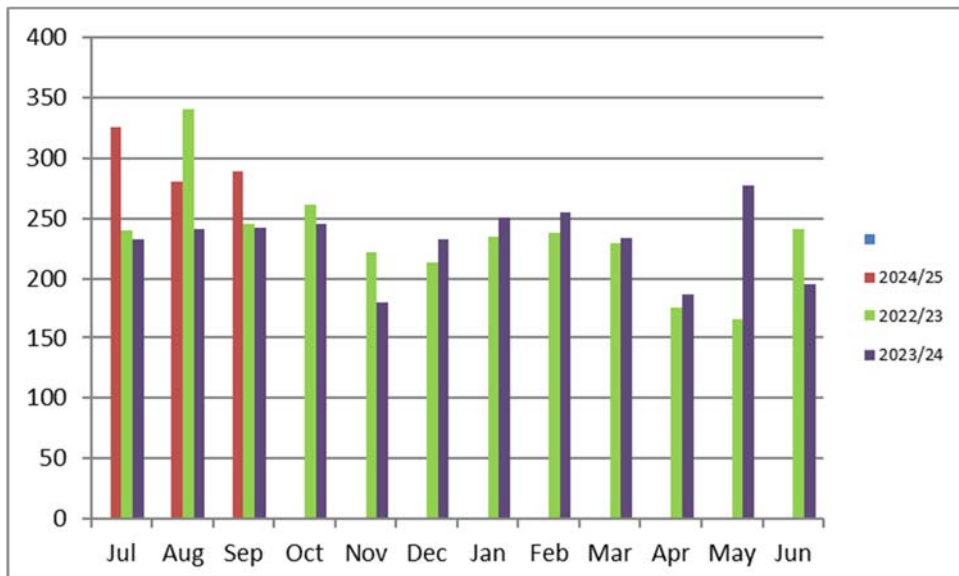
JC Library Memberships September 2024

Type of Membership	Total Membership
Adult	354
Junior	48
Institutions	2
Tourists	

JC Library Services Provided September 2024

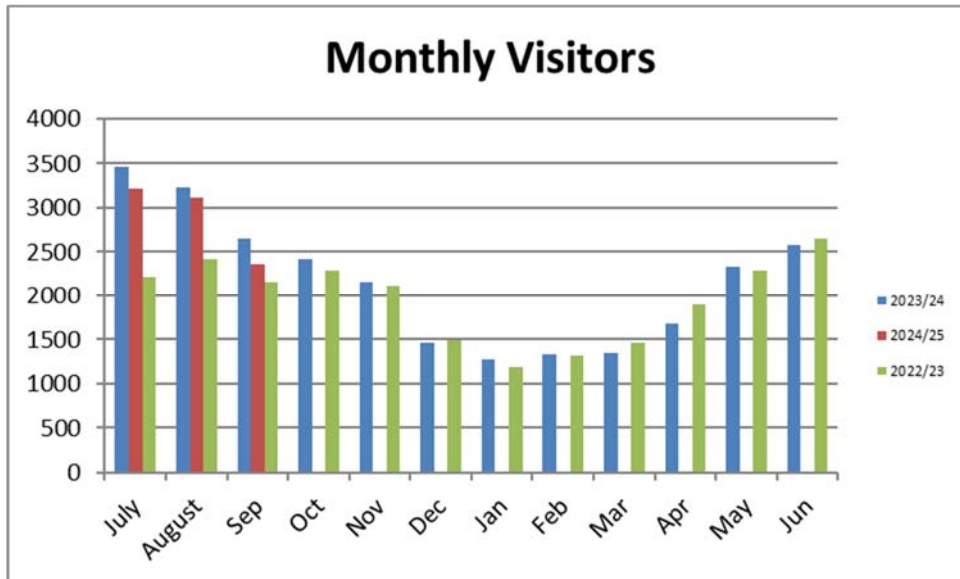
Services Provided	Total Amount
Reservations satisfied	13
Requests for books	8

JC Library Monthly Loans September 2024





JC Library Monthly Visitors September 2024



Tourism

Total Visitor Numbers for September 2024

There were 948 visitors to the Julia Creek Visitor Information Centre in September 2024 compared with 1815 in September 2023.

Total Locals September 2024

There was a total of 32 local visitors to the Julia Creek Visitor Information Centre in September 2024 compared with 0 in September 2023.

Beneath the Creek Entries September 2024

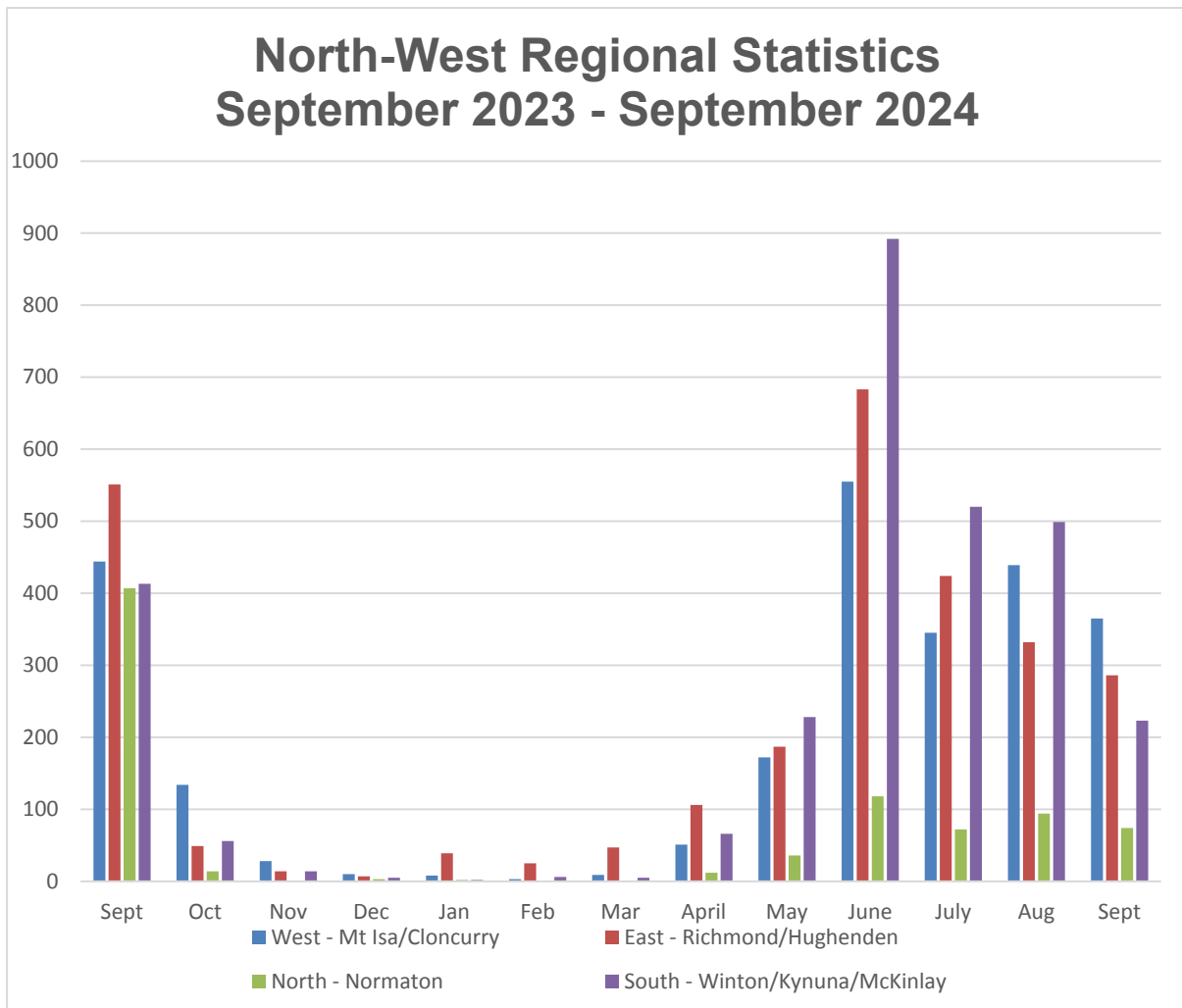
There was a total of 332 attendees at the Dunnart Feeding Experience in September 2024 compared with 411 in September 2023.

Virtual Reality Mustering Experiences September 2024

There was a total of 50 attendees who experienced the Virtual Reality Muster in September 2024.



Ordinary Meeting of Council Tuesday 15th October 2024
North-West Regional Statistics for September 2024



RV Site Permits September 2024

There were 263 RV Site permits issued in September 2024 compared with 235 in September 2023.

Social Media Figures September 2024

	Facebook Page Followers			Instagram Followers		
	Mckinlay Shire Council	Julia Creek VIC	Caravan Park	Mckinlay Shire Council	Julia Creek VIC	Caravan Park
September 1	8,094	5,984	8,830	1,188	3,989	1,393
September 30	8,082	6,019	8,890	1,189	3,999	1,405



Julia Creek Early Learning Centre

Summary

Achievements

- Keeping open consistently with some temporary reduced hours.
- ECT placement finalising in last week of September
- Staff Discount- we now offer a 25% discount for Council staff members when their child is attending full time

Challenges / Issues for consideration

- Staffing has been a big issue for our team, with one staff member away for family reasons and another for Placement
- having to use Council staff for lunch cover, Understandably other parts have not enjoyed this and left there depot or reception without staff sometimes.

Next Steps / Coming up.

- Emma's placement in Cloncurry 11th September -8th October 2024

Projects update

- Visit from engineers to old centre September 16th
- Visited new centre with playground designers

Astute consultation

Service Visit

No September visits

Meetings

No meetings due to Hannah working on the floor. However phone support when needed is available.

Michelle is no longer managing Julia Creek Early Learning Centre Rebecca has now stepped back in.

Operations

Occupancy

Occupancy has been steady with no new enrolments no resignation in the month of September

September Occupancy

	Utilisation/Capacity	Waiting List	Occupancy %
Babies	55/88	1	68.94



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Toddlers	100/110	0	90.91%
Kindy	216/264	0	81.82

Waiting List* includes children not meeting age requirements.

People

Staffing update

Hannah has created some advertisements for staffing these have been placed in local areas to support casual staffing.

Sport & Recreation

After School Activity:

The After School Activity (Term-3) for this month took place on Tuesday, Wednesday, and Thursday. For After School Activity (Term-3) total of 247 Children participated.

ELC Activities:

The children from early learning centre engage with sports activities at the indoor sports centre on every week usually on Monday. It goes for an hour and focuses on their gross motor skills, which includes running, jumping, catching, throwing, and kicking.

Daren Ginns Centre (Gym):

Regularly doing maintenance and checking gym, vacuum the floor in gym centre if required, checking Tunstall alarm every week, ensuring all equipment can use and if not reporting it to Team leader, Community Services that needs attention. The multi station system which is not working properly will be soon replaced with a new one.

Things need to be fixed in Daren Ginns Centre:

- Automatic Light Sensor
- White Switch Board

Community Sport:

Netball has again started this month as most of community members was back playing mostly on Tuesday and Thursday.

Tennis Lessons:

John Single came to Julia Creek to deliver tennis lessons for School Holiday activity on 26th Sep and 27th Sep morning and afternoon session and total of 24 children participated



School Holiday Activities:

A School holiday activity which has been organised from 16th September to 27th September with activities include Library session, pool day, arts and crafts, kids club by Simon, Flipside Circus, Tennis Lessons from John Singles. Around 85 children participated for school Holiday Activities including Tennis Lesson.

Flipside Circus and The Cubby:

Flipside Circus came to Julia Creek to deliver a workshop and The Cubby program from 23rd September to 24th September. The workshops which were on 23rd September where it mainly focused on fun, improving fine and gross motor skills, balance coordination and social development, whereas for beginners to develop core skills. Covering all the amazing skills circus has to offer, Circus Skills includes aerials like trapeze, juggling, as well as acrobatics and tumbling. The Cubby performance was on 24th September where artists showed some circus skills. Total 47 people participated in workshop and The Cubby program.

Julia Creek Swimming Pool

ENTRIES	SWIMMERS
Adult Entry	72
Child Entry	45
Season Passes / Family Pass	
Adult	0
Child	0
Swim Lessons/ No Charge	0
After School Care/ No Charge	0
J/C Swimming Club/ No Charge	0
J/C State School/ No Charge	0
Caravan Park Tokens	
Adult	351
Child	265
Free Sunday	
Adult	0
Child	0
Total Swimmers	733



General Update

- The water is getting warmer it is up to 24 degrees so more locals are starting to come in
- School swimming lessons have been booked in for 2 weeks in November. Every school student will do 10 lessons.
- Mt Isa School of the Air swimming lesson day is booked in for 29th of October.

Community Health

Community Nurse is currently on leave until mid-October with no specific report data able to be obtained this month. For CHSP clients, the Julia Creek MPHS has been providing a nurse to assist with the delivery of care and services for clients.

CHSP – Commonwealth Home Support Program

Events and Activities

All current CHSP activities and services provided to our clients are progressing as normal. Currently, the clients are enjoying games on a Monday & Wednesday and have recently commenced a weekly outing for a Wednesday pub lunch.

Statistics September 2024

CHSP currently have a total of **22** clients.

Service Offered	Number of Clients
Transport	10 Two-way trips
Social Support	48 Visits
Personal Care	0 visits
Counselling/Support, Information and advocacy (client)	8 hours
Shopping	4 trips
GAMES	22 attended (5 sessions)
Luncheon Wednesday Meal	19 Attended (4 sessions) meals (including morning tea)
Meals on Wheels	0 meals delivered
Community Nurse Visits	24 visits
Home Maintenance	22 lawns mowed 11 clients
Domestic Assistance	5 clients 24 visits
Pub Lunch	3 clients 1 session
Clients Transported for Doctors Appointments	2 CHSP clients

Consultation: Consultation with Corporate & Community Services Director

Legal Implications: Nil

Policy Implications: Nil



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Financial and Resource Implications: Nil

InfoXpert Document ID: 132623



Ordinary Meeting of Council Tuesday 15th October 2024

Subject: 7.2 - Regional Arts Development Fund – McKinlay Shire Council Application

Attachments: Nil

Author: Community Services Team Leader

Executive Summary:

Council has received a Regional Arts Development Fund (RADF) Application that was assessed by the RADF Committee and recommended for approval:

- McKinlay Shire Council presents 'A Garden Party' by ARC Circus - \$3,300

Recommendation:

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

- *McKinlay Shire Council presents 'A Garden Party' by ARC Circus - \$3,300*
-

Background:

Council has applied to host ARC Circus in Julia Creek to provide their performance of 'A Garden Party' accompanied by a drama workshop for local children. Council hosted ARC Circus in 2023 and their performance and workshop was well received by the community with positive feedback recorded. Council plans to liaise with Julia Creek State School and Mount Isa School of the Air to engage local and rural students for the performance and workshop.

Consultation: Consultation with Corporate & Community Services Director, RADF Committee and presented to October's Briefing Meeting.

Legal Implications: Nil

Policy Implications: Arts & Cultural Policy

Financial and Resource Implications: An allocated amount of \$22,000 is available for use in the 2024/25 Financial Year as per the new RADF agreement with Arts Queensland. The total cost of the performance and workshop totals \$5,500 by which Council will allocate \$3,300 from its RADF Budget, and \$2,200 from its Sport and Recreation Operational Budget. There will be \$18,700 remaining in the RADF budget for the remainder of the 2024/25 Financial Year.

InfoXpert Document ID: 132624



Ordinary Meeting of Council Tuesday 15th October 2024

Subject: 7.3 Purchase of Accessible Cabin for Julia Creek Caravan Park

Attachments: Nil

Author: Community Services Team Leader

Executive Summary:

Council has recently secured funding to supply and install a fully-accessible, self-contained cabin catering for persons with disabilities (PWD) at Julia Creek Caravan Park as part of its 2024/25 Capital Works Program with a total project cost of \$250,000. Given the project timeframes, budget and Council previously utilising Asset Cabins and Homes for housing and accommodation projects, it is recommended to enter into an agreement with the supplier under 4.9 *Exceptions for medium-sized and large-sized contractual arrangements* of Council's Procurement Policy namely exception (e) *entering into a contract under an LGA Arrangement established in accordance with the requirements of section 234 of the Regulation*.

Recommendation:

That Council resolve to;

- a) *Engage Asset Cabins and Homes to provide an accessible cabin at Julia Creek Caravan Park for \$212,490 ex GST and authorize the Chief Executive Officer to negotiate and execute the contract under LocalBuy Contract LB304.*
-

Background:

In the 2024/25 Budget, Council has allocated \$250,000 in its Capital Works Program to construct a fully-accessible PWD Cabin at Julia Creek Caravan Park with \$100,000 funding from the North West Queensland Economic Diversification Strategy Program and \$150,000 funding through Works for Queensland 2024-27.

The installation of this specialised accommodation will allow Council to encourage additional visitors to the region and cater for persons with accessibility issues to meet an extra demand as there is currently only one specialised accommodation located in Julia Creek. To be able to apply for the funding, Council has requested a quote from The Trustee for BT & RI Woodford Family Trust (T/A Asset Cabins & Homes Pty Ltd) who are a preferred supplier on LocalBuy through contract LB304 Public Areas Facilities, Parks & Amenities with their price coming to a total \$212,490 ex GST.

Asset Cabins and Homes (LocalBuy Contract LB304) were approached during the grant application process due to Council's previous working relationship and due to their availability through an LGA Arrangement. The supplier provided a total cost of \$212,490 for the manufacture, delivery and installation of a 'Kennedia Accessible Design Asset Cabin 12.5m x 4.23m that meets all 'Design for Access and Mobility Provisions' as per Australian Standard



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AS1428.1. The lead time for supply and installation is currently 14 – 16 weeks which will fall inline with the funding guidelines and also allow works to be completed during the off-peak season at the Caravan Park to avoid disruptions to other users.

Legal Implications:

Nil, pricing received from registered LocalBuy Provider

Policy Implications:

Exception 4.9 (e) of the Procurement Policy being utilised for large size contractual arrangement.

Financial and Resource Implications:

As provided in the report.

InfoXpert Document ID: 132625



Ordinary Meeting of Council Tuesday 15th October 2024

7.4 Subject: Arts & Cultural Policy
Attachments: 7.4.1 Arts & Cultural Policy v3.1
Author: Community Services Team Leader

Executive Summary:

Council approved and implemented the Arts & Cultural Policy v3.0 in August 2022. This policy has been reviewed, updated and presented to Council for adoption.

Recommendation:

That Council adopt the Arts & Cultural Policy v3.1

Background:

The Arts & Cultural Policy was implemented to provide a framework which articulates the community's cultural aspirations and Council's role in supporting and promoting them with a view to enhancing the Shire's reputation as a hub of creativity and a great place to live and invest.

Consultation:

Consultation was undertaken with Director Corporate Community Services and presented to October's Council Briefing Meeting.

Policy Implications:

Upon adoption this will revoke Arts & Cultural Policy v3.0.

Financial and Resource Implications:

Nil

InfoXpert Document ID: 132626



ARTS & CULTURAL POLICY

1. OBJECTIVE

The purpose of this policy is to provide a framework which articulates the community's cultural aspirations and Council's role in supporting and promoting them with a view to enhancing the Shire's reputation as a hub of creativity and a great place to live and invest.

2. LINKS TO STRATEGIC PLANS

Corporate Plan 2023 - 2028

Community Services & Facilities - strategy:

- Plan and provide services and financial support to individuals and organisations for community development and welfare purposes (including community connectedness);
- Provide or source funding to carry out Arts & Cultural activities in line with Council's Arts & Cultural Policy;
- Provide and maintain physical and built facilities for use by the community.
- Development of infrastructure to support community well being and social interaction

Economic Development - objective:

- Support local and regional initiatives in tourism promotion and information services for the shire and the region.

Governance and Partnerships – strategy:

- To develop and maintain strong and collaborative relationships with government at all levels.

MSC Community Plan 2019 - 2026:

- Strategy 3 – Stakeholder and community engagement
- Strategy 10 – Sustainable development of community events and activities
- Strategy 13 – Activation of community facilities
- Strategy 17 – Continued focus on economic development

3. LOCAL PRIORITIES

- Public space activation: support projects and activities that strengthen the connection between people and the places they share, paying particular attention to the physical, cultural, and social identities that define a place.
- Youth arts: support projects and activities that support a wide variety of opportunities to explore and engage in the arts that aid and enhance the personal and social development of young people.

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- Professional development: support local, individual professional artists and artswomen to attend professional development seminars or activities; master classes; mentorships with recognised arts and cultural peers; and placements with recognised arts and cultural organisations.
- Cultural tourism: support projects and activities that focus on locally distinct arts, culture and heritage both for members of that community and for visitors.
- Performances & exhibitions: facilitate performances and exhibitions open to the public to nurture creativity, inspire artistic vision and build a community with a passion for the arts.
- Regional partnerships: encourage innovative and energising arts projects where artists, communities and Council's work together in their community, or in partnership with another community, to achieve enhanced outcomes from RADF grants.
- Workshops: support community groups to engage a professional artist or artswoman to work with them on developing their arts practice or to run arts development workshops or community projects.
- Artist in residence: to invite arts and cultural workers into the community and to provide these arts workers with the opportunity to build their portfolio and during their stay to engage and interact with the local community through presentations, workshops, or collaborating with local residents.
- Health & wellbeing: support projects and activities that improve the wellbeing of people who are experiencing health problems through active social engagement and creative outlets.

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7.5 Subject: Community Grants Policy
Attachments: 7.5.1 Community Grants Policy v5.1
Author: Community Services Team Leader

Executive Summary:

Council approved and implemented the Community Grants Policy v5.0 in June 2022. This policy has been reviewed, updated, and presented to Council for adoption.

Recommendation:

That Council adopt the updated Community Grants Policy v5.1.

Background:

Council is required under Section 195 of the *Local Government Regulation 2012* to adopt a Community Grants Policy. This policy is designed to meet the statutory requirements and to outline Council's commitment to supporting community organisations in the Shire by providing financial and/or in-kind support. This policy documents the principles governing expenditure and in-kind support to community organisations to ensure support is provided in an equitable and accountable manner and produce the benefits towards which the support is aimed.

Consultation:

Consultation was undertaken with Director Corporate Community Services and presented to October's Council Briefing Meeting.

Policy Implications:

Upon adoption this will revoke Community Grants Policy v5.0.

Financial and Resource Implications:

Nil

InfoXpert Document ID: 132628



COMMUNITY GRANTS POLICY

1. POLICY PURPOSE

Council is required under Section 195 of the *Local Government Regulation 2012* to adopt a Community Grants Policy.

This policy is designed to meet the statutory requirements and to outline Council's commitment to supporting community organisations in the Shire by providing financial and/or in-kind support.

This policy documents the principles governing expenditure and in-kind support to community organisations to ensure support is provided in an equitable and accountable manner and produce the benefits towards which the support is aimed.

Council recognises the important contribution community organisations and individuals make to the safety, health, equity, vibrancy and inclusiveness of their communities. Council's community grant programs will foster a community wide partnership approach to address social, cultural, environmental and economic objectives.

Council is committed to providing support to local community organisations for events, activities and infrastructure, by both in-kind and financial support.

This policy clearly defines the type of support that Council provides to community organisations and the criteria that organisations must meet to be eligible for funding.

2. SCOPE

This policy relates to all expenditure by Council in the form of grants or donations to community organisations, in-kind support to community organisations (such as free venue hire, use of Council equipment), and provides guidelines for both Council and community groups.

This policy affects all community organisations that operate within the McKinlay Shire and is inclusive of those external organisations that provide a service, event or activity within the Shire to Shire residents or in the region which will provide benefit to Shire residents.

3. DEFINITIONS

To assist in interpretation, the following shall apply:

Community Organisation shall mean an entity that carries on activities for a public purpose; or an entity whose primary objective is not directed at making a profit (non-profit).

Community Benefit Assistance Scheme is an annual funding program allocated each financial, or more if funding is available. Funding is available for equipment, infrastructure and volunteers which is

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essential to the core activities of the applicant. This program is also allocated on a dollar-for-dollar basis whereby groups must match the financial contribution received.

Donations shall mean gifts given in cash or in-kind which are unconditional, voluntary transfers of money or property.

In-kind Support shall mean the provision of support in the form of staff time, Council equipment and facility hire.

Not for Profit Organisation shall mean an organisation that does not operate for the profit or gain of its individual members. Any profit made by the organisation goes back into the operation of the organisation to help pursue its goals.

Sponsorship shall mean a formal reciprocal arrangement between individuals, groups or companies, which can include both cash and in-kind contributions in return for the right to associate the sponsor's name, product or service with the sponsored organisation's product or service.

Fee Waiver shall mean a formal reciprocal arrangement between individuals, groups or companies, which involves a reduction in fees set by Council's Fees & Charges Schedule. A fee waiver may be approved in return for the right to associate the sponsor's name, product or service with the sponsored organisation's product or service.

4. POLICY CONTENT

Council's financial and in-kind assistance is provided to assist community-based groups and organisations in providing programs, activities, events and projects that enrich the lives of McKinlay Shire residents.

Council provides assistance in the following categories:

1. Community Benefit Assistance Scheme
2. Community Sponsorship
3. Donations

Each category provides for differing levels of assistance for varied purposes.

Community Benefit Assistance Scheme

Council's Community Benefit Assistance Scheme is available on an annual basis, with funding allocated and advertised throughout the course of a financial year. The funding is to be distributed on a dollar-for-dollar basis where groups must match the contribution requested.

Funding is available to not-for-profit organisations situated within the McKinlay Shire. The main purpose of the program is to provide financial assistance to local community organisations for:

- (a) Infrastructure – Eligible groups can apply for a grant up to \$5,000 (excluding GST) for the renewal, development or upgrade of infrastructure utilised by the community organisation. Funds will be allocated on a dollar-for-dollar contribution for which the organisation can include volunteer wages, donated materials and use of equipment donated. Costs must be directly associated with the project which funding is being sought for.
- (b) Equipment – Eligible not for profit organisations are able to apply for a grant up to \$3,000 (excluding GST) for the purchase of equipment relevant to the community organisations

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operations and activities. The funds will be allocated on a dollar-for-dollar basis which must be a cash contribution.

- (c) Support for Volunteers – Eligible not for profit organisations are able to apply for a grant up to \$1,000 (excluding GST) for volunteer training relevant to the community organisations operations and activities. The funds will be allocated on a dollar-for-dollar basis which must be a cash contribution.

Funding available is capped in accordance with Council’s budget allocation for each financial year.

No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested.

Guidelines, including eligibility, assessment and allocation procedures, and application forms are supplied by Council to all interested organisations. It is mandatory for applicants to discuss their project with Community Services Team Leader prior to submitting an application.

Advertising of the funding round will be via email distribution, Council’s website and social media sites.

Any support provided under this category will require recognition of Council's contribution.

Eligibility Criteria

In order to be considered eligible to apply for a Community Benefit Assistance Scheme, the group or organisation must meet the following criteria:

- (a) Be a not for profit group or organisation based in the McKinlay Shire; and
- (b) Have no outstanding grant acquittals or payments owed to Council; and
- (c) The infrastructure or equipment for which the group or organisation is seeking funding must not be clearly the responsibility of Local, State or Federal Governments and must be relevant to the groups core operations and activities.

Procedure for approval by Council

All applicants must consult with Community Services Staff prior to submitting an application.

Applications will be assessed by Community Services staff and a Councillor (when available). Successful applications will be based on meeting the eligibility criteria and selection criteria.

The total Council allocated budget for the financial year will also be taken into consideration.

A summary of applications and the panel recommendations shall be presented to Council for ratification at either a Special or Ordinary meeting of Council.

Upon ratification, applicants will be notified of the outcome. If successful, a Funding Agreement will be put in place between the community organisation and the Council.

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Community Sponsorship

Council's Community Sponsorship program is available for not-for-profit local community groups, organisations and external organisations providing for an event or activity of benefit to the McKinlay Shire residents. It is mandatory for applicants to discuss their project with Community Services Team Leader prior to submitting an application.

Groups/organisations are eligible for one sponsorship contribution per financial year from Council. Groups/organisations wishing to seek a Fee Waiver or reduction in hire fees must submit an application for sponsorship to Council for ratification. If successful, Council will provide the financial contribution as a cash sponsorship and then the group is required to complete the appropriate booking procedure for the venue and/or plant & equipment requested.

The sponsorship provided may be either financial and/or in-kind support up to \$5000. Sponsorship for prize money for events is ineligible. Groups/organisations wishing to obtain Council sponsorship for an amount greater than \$5,000.00 must submit their application for consideration prior to the commencement of the financial year for which the organisation requires the sponsorship. Submitting an application for a Sponsorship/Fee Waiver request does not guarantee approval.

Any support provided under this category will require recognition of Council's contribution in advertising and/or media channels.

Eligibility Criteria

In order to apply for sponsorship/fee waiver the group or organisation must meet the following criteria:

- (a) Be a not-for-profit group or organisation based in the McKinlay Shire; or
- (b) Be a not-for-profit group or organisation based outside the McKinlay Shire providing a particular activity or event which will have significant positive impact on Shire residents; and
- (c) Have no outstanding payments owed to Council.

Procedure for Sponsorship Approval

Sponsorship Requests

All Sponsorship Requests, Fee Waivers and/or reduction in hire fees will be presented to Council for consideration. Approvals will be based on the eligibility criteria being met, merit of the event or activity, the demonstrated positive community impact and availability of budgeted funds.

Guidelines and Applications

It is mandatory for applicants to discuss their project with Community Services Team Leader prior to submitting an application.

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Guidelines including eligibility, selection criteria, assessment procedures and application forms are supplied by Council to all interested organisations and will vary in accordance with the amount of assistance requested.

Formal requests for sponsorship should be submitted to Council at least four weeks prior to an event or activity.

Community Donations

Council donations are made to an organisation for a specific purpose or cause. Such donations may include but are not limited to:

- (a) Natural Disasters
- (b) Non-Profit organisations that provide a recognised contribution to the Shire.

Donations may take the form of monetary donations and/or in-kind donations.

With the exception of specific allocations made by Council in its budget to community groups that may be regional in nature but who make a positive contribution to the quality of life within the McKinlay Shire, donations will only be given up to and including \$1,500.00. This amount is to be reviewed annually.

Donation requests will be accepted throughout the year, and forms are available from Council's website or administration office.

The level of assistance available to the community is limited by Council's budgetary allocation which is set each financial year.

No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested.

Eligibility Criteria

In order to apply for a donation the group/organisation must meet the following criteria:

- (a) Be a Non-Profit group or organisation
- (b) Have a current ABN or complete a Statement by a Supplier Form.

Procedure for approval

All Donation requests above \$500 will be presented to Council for consideration.

5. RELEVANT LEGISLATION

Local Government Act 2009

Local Government Regulation 2012

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6. RELATED POLICIES

Community Engagement Policy

7. RELATED FORMS

Community Benefit Assistance Scheme Guidelines
Community Benefit Assistance Scheme Application Form
Community Benefit Assistance Scheme Funding Agreement
Community Benefit Assistance Scheme Acquittal Form
Community Sponsorship Guidelines
Community Sponsorship Application Form
Community Donations Guidelines
Community Donations Request Form

8. CONTACT OFFICER

Community Services Team Leader
Director Corporate and Community Services

DOCUMENT ID: 132629

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Review Date: October 2026



7.6 Subject: Independent Living Units for Older Persons Policy
Attachments: 7.6.1 Independent Living Units for Older Persons Policy v2.1
Author: Community Services Team Leader

Executive Summary:

Council approved and implemented the Independent Living Units for Older Persons Policy v2.0 in March 2022. This policy has been reviewed, updated and presented to Council for adoption.

Recommendation:

That Council adopt the Independent Living Units for Older Persons Policy Version 2.1

Background:

Following the construction of the Seniors Independent Living Units, Council established a policy which help determine eligibility requirements and outline the application process for those wishing to reside in the facility. Council staff decided to undertake a review of the existing policy and make amendments to ensure tenancy in the units remains fair and equitable for those eligible.

Consultation:

Consultation was undertaken with Director Corporate Community Services, and presented to October's Council Briefing Meeting.

Policy Implications:

Upon adoption this will revoke Independent Living Units for Older Persons Policy v2.0.

Financial and Resource Implications:

Nil

InfoXpert Document ID: 132630



INDEPENDENT LIVING UNITS FOR OLDER PERSONS

1. POLICY PURPOSE

This document sets out Council's policy for the allocation of Independent Living Units (ILU) for older persons. This policy applies to the units located at the Julia Creek Seniors Living Precinct. Council aims to provide affordable independent living units for older persons residing in McKinlay Shire to enable them to continue living within the community with limited service support. The objective of this policy is to establish the necessary guidelines relating to application and approval for admittance to the ILU.

2. AUTHORITY (LEGISLATION OR OTHER)

Council will comply with all legislative requirements pertaining to the provision of independent living units including:

- *Residential Tenancies and Rooming Accommodation Act 2008.*
- *Aged Care Act 1997.*
- *Disabilities Services Act 2006.*
- *Anti-Discrimination Act 1991.*

3. SCOPE

Council has constructed Seniors Independent Living Units as a means to encourage long term residents of the Shire to remain in the community and continue living independently with the assistance of the Commonwealth Home Support Programme. Content listed within this policy will determine whether an applicant is eligible to obtain residency within the facility and also the roles and responsibilities of Council and the tenant/s.

4. POLICY CONTENT

The following outlines the process for applicants to undertake to obtain residency in the ILU as well as criteria for Council assessment and approval.

Roles and Responsibilities

Community Services Team Leader

Responsible for distributing Application Forms and maintaining the waiting list of applicants.

Responsible for assessing the waiting list of applicants, in strict accordance with the Admittance Criteria and making application recommendations to the Chief Executive Officer/Director Corporate & Community Services in accordance with the Admittance Criteria.

Community Nurse/CHSP Coordinator

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Assist with the assessment process, by assessing the applicant to ensure ability to live independently with the services in place/or available.

Chief Executive Officer/Director of Corporate & Community Services

Approval of successful applicant.

Eligibility

To be eligible to reside in any of the Independent Living Units applicants must:

- Be at least 66 years of age
- **Not** be gainfully employed
- Be a McKinlay Shire Resident for a minimum of 2 years
- Be receiving or eligible to receive CHSP Services and/or Home Care Packages
- Capable of Independent Living
- Require support for housing based on financial, health, or other circumstances that make their current living arrangements insecure or unsuitable
- Have an Enduring Power of Attorney. A Power of Attorney is a document that gives a person nominated by you the power to act on your behalf. It allows the attorney to sign or do anything that you yourself can legally do, subject to any conditions or limitations stated in the document. A general Power of Attorney does not give your attorney the power to make personal, medical or lifestyle decisions for you. You must choose to execute an Enduring Power of Attorney or appoint an enduring guardian for this purpose.

Should a circumstance arise where all eligibility criteria is not met, Council may extend a short term lease under exceptional circumstances (subject to availability) which will need to be approved by the Chief Executive Officer.

Other Conditions

- Each twelve (12) months all tenants will undergo a review to assess current needs and requirements.
- Pets are permitted in accordance with Seniors Living Pet Policy. No dogs permitted with the exception of assistance dogs.
- Two bedroom units are for couples only
- Must agree to not leave the property vacant for longer than 3 months each year
- Rental fees are detailed in Councils Fees & Charges Schedule and are reviewed each financial year.

Application Procedure

1. Applicants are required to complete and return the required Application Form (Appendix 1) which is available from Council Administration or Council's website
2. Subject to a unit being available, applicants must participate in an interview and an assessment process.

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3. Following approval from the Chief Executive Officer or Director Corporate & Community Services, the successful applicant will be issued with correspondence outlining the conditions of tenancy.
4. Successful applicants will be expected to sign and abide by the rules stated in the standard Rental Tenancy Agreement approved by the Residential Tenancy Authority. A Council Officer will go through this with the tenant prior to them signing the agreement. Tenants must seek approval for anyone staying at their unit for 7 nights or more, other than those permitted to stay there as part of the RTA.
5. Bond equal to four weeks rent must be paid in full prior to moving in or acquiring any keys. Rent must be paid two weeks in advance either directly to Reception at Council's Administration Office or direct debited into Council's bank account.

APPENDIX ONE – Julia Creek Independent Senior Living Units Application Form



Application for Julia Creek Independent Senior Living Units

Please note that completing this application does not guarantee placement.

Applicant 1 Details First Name / Last Name		
Applicant 2 Details First Name / Last Name		
Date of birth:	Applicant 1	Applicant 2
Postal address:		
Residential address:		
Years at current address		
Phone:	Mobile:	
Email:		
Household Details	<input type="checkbox"/> Live Alone <input type="checkbox"/> Share <input type="checkbox"/> Live with husband/wife/partner <input type="checkbox"/> Other (please describe)	
Do you have any pets?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide details. Noting Council have a Seniors Living Pet Policy which restricts pets at the facility.	

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Are you currently receiving Home Care Package Services?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure If yes, please list services currently receiving
Are you currently receiving support through Commonwealth Home Support Programme?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure If yes, please list the services you are currently receiving. (e.g. Home Maintenance)
Do you live, or have previously lived in McKinlay Shire?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please list dates or number of years:
Do you have family currently residing in McKinlay Shire?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have an enduring power of attorney?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In the process of appointing one. If yes, please attach evidence.
Accommodation Sought	<input type="checkbox"/> One bedroom <input type="checkbox"/> One bedroom with additional room <input type="checkbox"/> Two bedroom (note for couples only)
Signature of Applicant:	
Date:	
Privacy collection notice:	McKinlay Shire Council is collecting your name, residential address and phone number in accordance with the <i>Local Government Act 2009</i> in order to process your application. The information will only be accessed by employees and/or Councillors of McKinlay Shire Council for Council business related activities only. Your information will not be given to any other person or agency unless you have given us permission or we are required bylaw.

Please return the completed form to
McKinlay Shire Council 29 Burke St Julia Creek QLD 4823 or via email community@mckinlay.qld.gov.au

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7.7 Subject: Caravan Park Bookings Terms and Conditions Policy
Attachments: 7.7.1 Caravan Park Bookings Terms and Conditions Policy v3.1
Author: Community Services Team Leader

Executive Summary:

Council approved and implemented the Caravan Park Bookings Terms and Conditions Policy v3.0 in September 2023. This policy has been reviewed, updated, and presented to Council for adoption.

Recommendation:

That Council adopt the updated Caravan Park Bookings Terms and Conditions Policy v3.1

Background:

Due to the increasing demand for bookings at the Caravan Park and a number of last-minute cancellations and 'no-shows', Council implemented the Caravan Park Bookings Terms and Conditions Policy in November 2020. This policy was aimed at ensuring the continued financial viability of the site by providing Caravan Park Managers a structure for receiving bookings, taking payments and dealing with cancellations. The policy should ensure a significant amount of financial stability and retained revenue which can often diminish as a result of guests not honoring their scheduled bookings. The policy also aims to provide guests with an overview of their responsibilities and obligations whilst a guest at the Park.

Consultation:

Consultation was undertaken with Director Corporate Community Services and presented to October's Briefing Meeting.

Policy Implications:

Upon adoption this will revoke Caravan Park Bookings Terms and Conditions Policy V3.0.

Financial and Resource Implications:

Nil

InfoXpert Document ID: 132632

1. INTRODUCTION

McKinlay Shire Council (MSC) as owners of the Julia Creek Caravan Park acknowledge the increased visitation and revenue associated with the improved reputation and significant expenditure on facility and infrastructure upgrades. The Julia Creek Caravan Park is now a well sought after destination amongst the touring demographic and MSC needs to ensure the continued financial viability of the site. Outlined within this document are the Caravan Park Rules, which guests are encouraged to abide by at all times whilst on site.

2. POLICY OBJECTIVE

The policy aims to provide Caravan Park Managers a structure for receiving bookings, taking payments and dealing with cancellations. The policy should ensure a significant amount of financial stability and retained revenue which can often diminish as a result of guests not honoring their scheduled bookings. The policy also aims to provide guests with an overview of their responsibilities and obligations whilst a guest at the park.

3. SCOPE

This policy applies to Caravan Park Managers employed on a contractual basis by MSC as well as visiting guests to the park.

4. POLICY CONTENT

This policy is noted under the terms and conditions under which a booking is accepted. Guests are reminded that by placing a booking they agree to abide by the terms and conditions as published on Council's website.

Terms & Conditions

- **Check-out is strictly 10am.**
- **Check-in for Caravans/Camper-trailers/Motorhomes is 11am; Check-in for Cabins/Dongas is 2pm.**
- No refunds will be provided for early departures. Please see below for information relating to cancellations.
- No smoking in cabins or dongas – minimum \$150 fee applies.
- Please leave cabins & dongas in a tidy state with dishes washed and dried. Any damage to property or excess cleaning will be charged accordingly.
- No pets are allowed in buildings including camp kitchen and amenities blocks and owners are liable for any damages their pets may cause. Pets are required to be always contained within your site and on a lead within Caravan Park grounds. Owners must clean up after their pets - \$150 fee is applicable for failing to adhere to this rule.

CARAVAN PARK BOOKINGS TERMS AND CONDITIONS POLICY

- Guests travelling with pets are unable to book self-contained cabins/dongas – a minimum fine of \$200 will apply if pets (or evidence of) are found inside Caravan Park Buildings.
- Excessive barking will not be tolerated.
- No pet bedding to be washed in Caravan Park washing machines or sinks.
- As a pet owner, you are fully responsible for the actions of your pet and you agree to indemnify the Julia Creek caravan Park in respect of any incident however arising, involving your pet which results in injury, damage, or loss to another person.

Julia Creek Caravan Park ('Park') management, staff or agents ('we') reserve the right to, at any time, to move a guest to another site in the park. We reserve the right to revoke a booking, at any time, without assigning any reason. Guests are liable for all damages, breakages or losses to any property of the park caused by negligence or improper use. All reasonable cost of repairs/replacement shall be borne by the guest. We accept no responsibility whatsoever for caravans and or vehicles and their contents whilst they remain in the park. By staying with us, you agree to these terms and conditions and any penalties that are incurred.

Julia Creek Caravan Park Rules

- All QLD Road Rules apply to vehicles entering the Caravan Park.
- **Please observe the 5km/h Speed Limit.**
- **Quiet time is 10pm** – please be considerate of other guests.
- All patrons using the camp kitchen and facilities are required to always leave the shared areas clean and tidy once finished. Please ensure lights and TV at camp kitchen are turned off at night.
- **Fires are not permitted** in personal campsites, only at communal campfire area.

Payments

Accommodation:

Julia Creek Caravan Park offers a range of powered & unpowered sites, twin-single units and self-contained cabins to meet visitor demand. Guests wishing to stay for a period of less than seven (7) days will be required to pay the full amount of the accommodation upon making a booking and prior to arrival. Guests wishing to stay for a period exceeding seven (7) days will be required to pay a deposit that matches the cost of one (1) night's accommodation upon making a booking and prior to arrival. Payment can be made via EFTPOS or Electronic Funds Transfer (EFT).

Artesian Bathhouse Experience:

Julia Creek Caravan Park offers six (6) bathhouses with pricing and schedules displayed on our website and at Reception. Guests wishing to book an Artesian Bathhouse Experience will be required to pay the full amount of the session upon making a booking and prior to arrival. Payment can be made via EFTPOS or Electronic Funds Transfer (EFT).

Cancellations

MSC understands guest circumstances can change and bookings may need to be cancelled or altered. All cancellations will incur a non-refundable booking administration fee of \$20.00. Refunds and deposits of fees paid are only available from the Julia Creek Caravan Park under the following circumstances:

- **Peak Season (April – September)**
 - **Notice given at least 7 days prior to check in** – a full refund of the accommodation or bathhouse experience or deposit will be applied, minus the booking administration fee, except in the case of long weekends and special events (see **Dirt N Dust** below)
 - **Notice given less than 7 days prior to check in** – no refund will be given, however the sum of the accommodation or bathhouse experience booking minus the administration fee will be placed into credit for guests to redeem within twelve (12) months from the date of cancellation.
- **Off-Peak Season (October – March)**
 - **Notice given at least 48 hours prior to check in** – a full refund of the accommodation or bathhouse experience or deposit will be applied, minus the booking administration fee, except in the case of long weekends and special events (see **Dirt N Dust** below)
 - **Notice given less than 48 hours prior to check in** – no refund will be given, however the sum of the accommodation or bathhouse experience booking minus the administration fee will be placed into credit for guests to redeem within twelve (12) months from the date of cancellation.

Julia Creek Dirt N Dust Festival

MSC acknowledges the high demand for accommodation within Julia Creek for the iconic annual festival. As such, any cancellations of accommodation for the dates of the festival will result in no refund being given. By making a booking for the event, guests assume full responsibility of this.

Document ID: 132633

Date of Approval: 15th October 2024
Approved By: Council Resolution

Effective Date: 16/10/2024
Version: 3.1
Review Date: October 2026



8.0 CORPORATE SERVICES



Subject: Corporate Services September 2024 Report
Attachments: Nil
Author: Corporate Services Team Leader

Executive Summary:

The Corporate Services Report as of 30 September 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 September 2024.

Report:

The Corporate Services Report compares actual performance to date with the Council's 2024/2025 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:

\$7.7million received for 2024 flood damage from QRA.



INCOME STATEMENT SUMMARY

	Actuals	Variance	YTD Budget	Full Year Budget
Total Income	23,103,180	128%	18,080,850	72,323,398
Total Expenses	(3,457,460)	70%	(4,912,658)	(19,650,630)
Net Result	19,645,720	149%	13,168,192	52,672,768
Less Capital Revenue	11,404,244	87%	13,166,231	52,664,925
Operating Result (excl. Capital	\$ 8,241,476	420323%	\$ 1,961	\$ 7,843

STATEMENT OF FINANCIAL POSITION

	2025 Actuals	2024 Actuals
Current Assets	45,779,393	25,792,104
Total Non-Current Assets	261,517,087	273,049,428
Total Assets	307,296,480	298,841,532
Total Current Liabilities	3,635,819	8,426,173
Total Non-Current Liabilities	220,817	174,462
Total Liabilities	3,856,636	8,600,635
Net Community Assets	\$ 303,439,845	\$ 290,240,897
<u>Community Equity</u>		
Asset Revaluation Surplus	113,991,860	102,467,025
Retained Surplus	189,347,985	187,373,873
Total Community Equity	\$ 303,439,845	\$ 290,240,897

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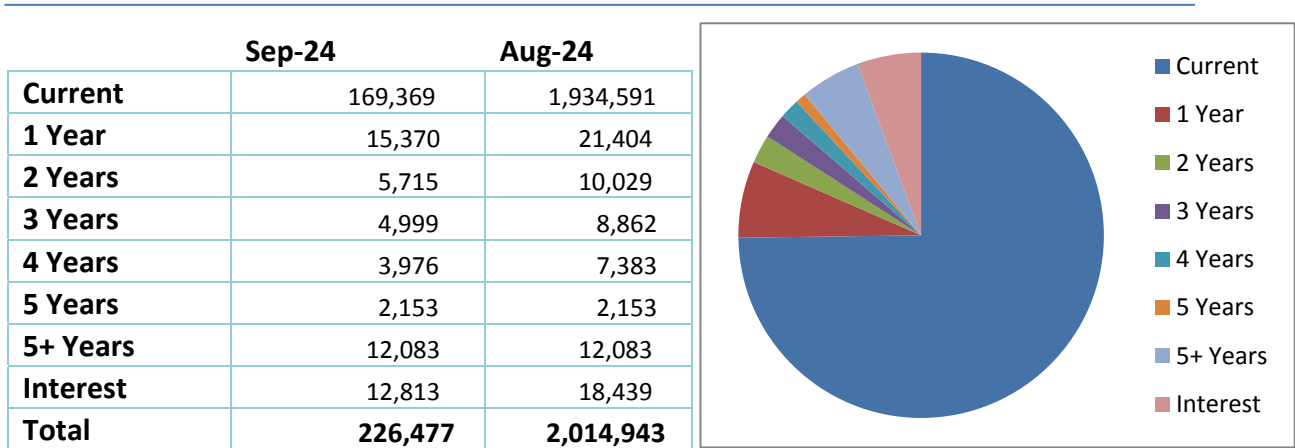
Summary By Departments						
Department	Revenue			Expenditure		
	Actuals	%	Budget	Actuals	%	Budget
Infrastructure & Works	9,122,809	20%	45,820,394	1,418,896	14%	10,139,700
Governance & Partnerships	-	0%	-	226,585	23%	990,858
Corporate Services	8,396,441	45%	18,669,059	432,023	20%	2,130,251
Economic Development	73,827	5%	1,583,000	166,121	15%	1,124,100
Community Services	2,382,520	43%	5,483,052	959,515	24%	3,996,671
Health Safety & Development	9,117	5%	176,947	90,497	15%	621,300
Environmental Management	201,906	34%	590,946	163,823	25%	647,750
	20,186,619	28%	72,323,398	3,457,460	18%	19,650,630

Capital Works Program 2024-2025 Version 1.0

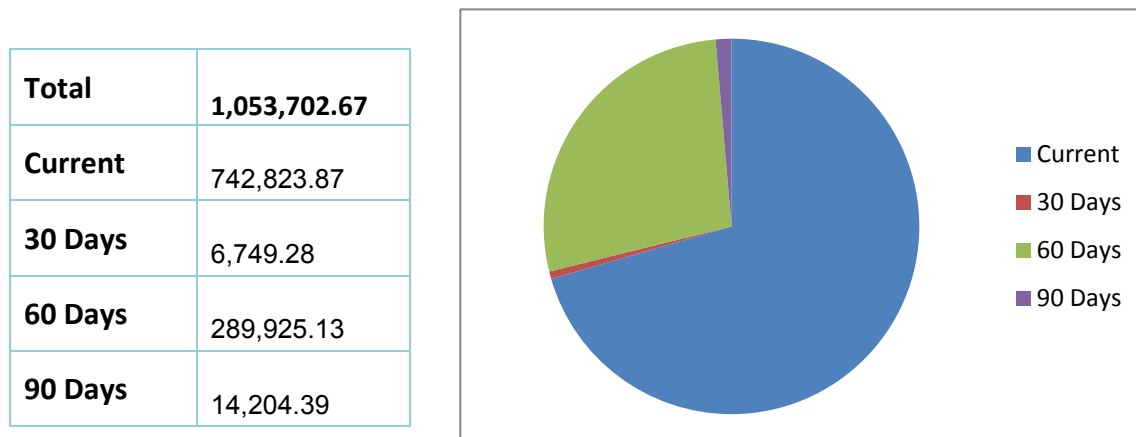
Infrastructure & Works	Actuals	Proposed Budget 2024-25	Grants/Other
Roads	\$3,250,599.45	\$41,376,185	\$40,753,818
Wastewater	\$5,050	\$1,200,000	\$700,000
Water	\$0	\$520,000	\$42,064
Transport	\$0	\$100,000	\$0
Other	\$0	\$1,548,000	\$0
Subtotal	\$3,255,649	\$44,744,185	\$41,495,882
Environmental Management			Grants/Other
Reserves	\$0	\$160,000	\$0
Subtotal	\$0	\$160,000	\$0
Community Services & Facilities			Grants/Other
Community Buildings & Other Structures	\$1,276,502	\$8,358,325	\$8,190,325
Parks & Gardens	\$0	\$300,000	\$0
Council Housing	\$16,440	\$4,620,000	\$4,067,000
Subtotal	\$1,292,943	\$13,278,325	\$12,257,325
Corporate Services			Grants/Other
Corporate Buildings & Other Structures	\$0	\$440,000	\$0
Other	\$28,247	\$60,000	\$0
Economic Development	\$0	\$1,640,000	\$1,500,000
Subtotal	\$28,247	\$2,140,000	\$1,500,000
Total	\$4,576,839	\$60,322,510	\$55,253,207



Outstanding Rates



Outstanding Debtors



Comments:

Consultation:

Legal Implications:

Policy Implications:

Financial and Resource Implications:

InfoXpert Document ID: 132609



9.0 CHIEF EXECUTIVE OFFICER



Ordinary Meeting of Council Tuesday 15th October 2024

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

Attachments: NIL

Author: CEO

Date: 9th October 2024

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 9th October 2024 except where amended or varied by separate resolution of Council.

1. Meetings with External Organizations in October

The Mayor and CEO met with representatives from the AEC Group to discuss the towards net zero strategy for McKinlay Shire. The Mayor and CEO also attended a meeting of the Hipco Project group together with Flinders and Richmond Shires Mayors and CEO's. The Mayor and CEO have meetings scheduled on 10th October with Bio Energy to discuss a micro-grid power solution for the future industrial block; on 29th October in Cloncurry with QPS to work through the State Disaster Management Plan.

Recommendation:

For Council Information

Policy/Legislative:

LG Act 2009 & LG Regulation 2012

Policies

Awards

Operational Financial and Resource Implications:

To be further advised

Consultation and engagement:

Councilors

Directors

Relevant Council staff

External agencies

InfoXpert Document ID: 126405



10. WORKPLACE HEALTH AND SAFETY



Ordinary Meeting of Council Tuesday, 15th of October 2024

10.1 Subject: WHS Report –October 2024

Attachments: Nil

Author: WHS Officer

Date: 15 October 2024

Executive Summary:

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

Recommendation:

That Council receives the September 2024 WHS Report.

Background:

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

Consultation: (internal/External)

Nil

Legal Implications:

Nil

Policy Implications:

Nil

Financial and Resource Implications:

As provided in the report.

InfoXpert Document ID: 132635



Ordinary Meeting of Council Tuesday, 15th of October 2024

		Actual	Budget
3700	Workplace Health and Safety	\$118,650.75	\$250,000

- Handled all current LGW claims and lodged new claims
 - Have completed (3) new Employee or Contractor inductions
 - Continued setting the Management system up to comply with the structure Element 1 to 5 (National self – insurer OHS management system)
 - WHS Officer is currently working 3 x ½ days per week.
 - Visit from PDM
 - Updated the Drug and Alcohol Policy
-
- **LGW WorkCare** There has been a total of 3 Claims the year with a total amount incurred of \$482.00
 - **Incidents** in September there have been a total of (1) new incident for the month.



Ordinary Meeting of Council Tuesday, 15th of October 2024

10.2 Subject: WHS Report –Drug and Alcohol Policy October 2024

Attachments: 1.1.3 Drug and Alcohol Policy version 1.1

Author: WHS Officer

Date: 15 October 2024

Executive Summary:

This report outlines the Drug and Alcohol Policy that is up for approval. The policy has been reviewed updated with Consultation from the Director of Engineering

Recommendation:

That Council moves to adopt the updated Drug and Alcohol Policy

Background:

The Drug and Alcohol Policy is up for its Biannual review, the Policy has been attached for it to be approved.

Consultation: (internal/External)

Nil

Legal Implications:

Nil

Policy Implications:

Current updated Drug and Alcohol Policy

Financial and Resource Implications:

Nil

InfoXpert Document ID: 132636



Drug and Alcohol Policy

Drug and Alcohol Policy

POLICY PURPOSE

McKinlay Shire Council (Council) is committed to ensuring, so far as reasonably practicable, the following ;

- The health and safety of every worker and visitor to the Council's workplaces
- Healthy and safe working conditions
- The safe operation of all equipment in the workplace.

Council has adopted a Drug and Alcohol Policy which prohibits all workers from working or conducting Council business with drugs and/or alcohol in their system at levels that exceed the tolerance levels set out in this policy.

AUTHORITY (LEGISLATION OR OTHER)

- Workplace Health and Safety Act, 2011
- Transport Operations (Road Use Management) Act 1995
- Drugs Misuse Act 1986
- Civil Aviation Regulations 1998
- Civil Aviation Act 1988

SCOPE

This policy applies to the following defined persons:

- All Council contract and award employees.
- Any person undertaking work under a contract of service with Council.
- All workers of Council as defined under Section 7 of the WHS Act 2011.

DEFINITIONS

Worker

A person is a worker if the person carries out work in any capacity for McKinlay Shire Council, including work as:

- A. an employee; or
- B. a contractor or subcontractor; or
- C. an employee of a contractor or subcontractor; or
- D. an employee of a labour hire company who has been assigned to work with Council; or
- E. an outworker; or
- F. an apprentice or trainee; or
- G. a student gaining work experience; or
- H. a volunteer.

BrAC

Breath Alcohol Concentration



Drug and Alcohol Policy

Workplace / Site

A workplace/site is any place where work is carried out by a worker for McKinlay Shire Council and includes any place where a worker goes, or is likely to be, while at work.

High Risk Worksite

The following workplaces are considered High Risk Workplaces

- All Road work, traffic control, construction and maintenance, scoping, formwork
- Water and Wastewater Plant, Buildings and Reservoirs' including any place of work where plumbing, working in a trench, confined spaces, chemical use or similar activity is being undertaken.
- Any airport work Any Parks & garden works where mowing or other maintenance work is carried out.
- Any location where child care activities are being undertaken
- All activities associated with Local Laws and pest management, including animal impounding, chemical fogging, use of firearms and handling of chemicals.

APPLIED LIMITS

The following are the applied limits of acceptable levels of drugs and or alcohol applicable under this policy and tested in accordance with section 5 of this policy:

Substance	Applicable Workplaces:	BrAC Level (% by vol.)	Comment
Illicit Drugs	All	0.0	
Prescribed Drugs	All	0.0 (Subject to Exemption)	Exemption - As prescribed by a medical practitioner -with relevant work restrictions applied as required.
Alcohol -	High Risk Worksites	0.0 BrAC	In accordance with Queensland State legislation
Alcohol -	General office and administrative duties	<0.05 BrAC	In accordance with obligations to maintain a safe workplace
Alcohol -	All Airport employees and contractors	0.0 BrAC	In accordance with MSC DAMP (Drug & Alcohol Management Plan) in accordance with CASR Part 99B and CASA DAMP reporting requirements.



Drug and Alcohol Policy

APPROVAL FOR CONSUMPTION OF ALCOHOL

This section applies to all persons identified in section 1 of this policy.

Approval from The Chief Executive Officer is required for the consumption of alcohol during normal working hours or specific workplace activities or functions.

INTRODUCTION

The primary purpose for conducting Drug and Alcohol Testing is for Workplace Health and Safety. McKinlay Shire Council (MSC) has obligations under the Work Health & Safety Act of 2011 to provide a safe work place. The implementation of this policy assists MSC to fulfil their commitment to these obligations.

The aim is to prevent persons from entering the workplace and carrying out their duties while not fit for work due to drugs or alcohol, thus placing themselves and others at risk of injury. The practice of testing for Drugs and Alcohol in the workplace has been widely adopted in many industries and has become recognised best practice in regard to fitness for work programs.

The Work Health and Safety Act 2011 identify obligations for employers and employees to ensure a safe and healthy work environment. An employee who is not fit for work due to drugs and/or alcohol can compromise these obligations.

Consistent with Council's obligation to provide a safe work place and commitment to "Everyone goes home safely", employees will be required to undergo drug and alcohol testing in the following circumstances: -

- As a component of the 'Pre-employment Medical'
- As part of a Random Testing Program 'Random Testing'
- Testing in the Case of Concern 'Test for Concern'
- Testing Following an Incident'

There will be two types of testing conducted:

- Breathalyser (Alcohol)
- Oral Fluid Sampling (Drugs)

Modern Breathalyser testing is a highly accurate and effective way of detecting blood alcohol levels for the purpose of determining fitness for work.

Oral Fluid Sampling is a simple, hygienic, non-intrusive and accurate way to test for recent / current drug use for the purpose of determining fitness for work.



Drug and Alcohol Policy

DRUG AND ALCOHOL TESTING PROCEDURE

McKinlay Shire Council has a Drug and Alcohol Testing procedure which is encompassed within the Fit for Work Procedure.

This procedure details the responsibilities and actions required for managing and conducting the required drug and alcohol testing. The intent of this policy and associated procedure is to eliminate the hazard of persons attending for work in an unfit state. For this reason MSC will provide “Self Testing” facilities for all MSC employees and allow this self-testing for alcohol, in private, to be performed prior to the employees official start time.

EMPLOYEE CONSULATION, COMMUNICATION & INFORMATION

McKinlay Shire Council will ensure that the development, implementation and continual improvement of this policy will occur in consultation with all stakeholders including employees, management, relevant unions and WH&S representatives.

Employees will be informed of their responsibility in relation to MSC’s tolerance of drugs and alcohol in the workplace, and the employees’ role in maintaining a safe workplace.

McKinlay Shire Council will also provide practical guidance and training to managers and supervisors for dealing with persons who may be affected by drugs or alcohol, including the disciplinary processes, and the need for maintaining strict confidentiality.

McKinlay Shire Council will communicate this policy to all new employees through the employee induction process and will also ensure that contractors, volunteers, and work experience persons are aware of McKinlay Shire Council's Drug & Alcohol Testing Procedure.

POLICY REVIEW

This Policy will be reviewed bi-annually.

ASSOCIATED DOCUMENTS (Forms)

- Form, Fit For Work Testing, Sept 2024
- DA04 - Positive Drug or Alcohol Test Interview
- DA05 - Letter One to Employee (Following First Positive Drugs or Alcohol Test Result)
- DA06 - Letter Two to Employee (Following Second Positive Drugs or Alcohol Test Result)
- DA07- Show Cause Notice (Following Third Positive Drugs or Alcohol Test Result)
- Form, Medication Declaration, Sept 2024
- Form, Fit For Work Medical Confirmation, Sept 2024

(The templates will all be accessible in document control)



Drug and Alcohol Policy

POLICY CONTENT

The Chief Executive Officer is authorised to make any decisions arising from the need at any time to interpret the meaning or application of any part or parts of this procedure.

Trevor Williams, CEO, McKinlay Shire Council

Issued:26/09/2024 Review:26/09/2026



Drug and Alcohol Policy

Document History and Tracking

[Remove this page prior to issue if not required]

Document Tracking

Document Name	Drug and Alcohol Policy
Prepared by	Taleah Rafter
Reviewed by	Cameron Scott
Approved by	Trevor Williams
Date Approved	26/09/2024
Status	Final
Document Number	1.1.3
Version Number	1.1
Review Date	2026

Document History

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

DOCUMENT ID: 132637



11. GENERAL BUSINESS



Ordinary Meeting of Council Tuesday 17th September 2024

11. CLOSE