

# Ordinary Meeting Agenda

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

Tuesday 15<sup>th</sup> April 2025, 8:30am

Notice is hereby given that an Ordinary Meeting will be held at the Council Chambers,  
Civic Centre, Julia Creek on 15<sup>th</sup> April 2025 at 8:30am.

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## **1. OPENING BUSINESS**

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

## **2. ATTENDANCE**

Mayor: Cr. J Fegan

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

### 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

Director Corporate and Community Services, Ms Tenneil Cody

## **2.1 APPOINTMENT**

NIL

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

NIL

## **4. CONFIRMATION OF MINUTES**

4.1 That the Minutes of the Ordinary Meeting held on 18<sup>th</sup> March 2025 be confirmed.



MCKINLAY SHIRE COUNCIL

***UNCONFIRMED MINUTES***

**OF THE**

**ORDINARY MEETING OF COUNCIL**

HELD AT THE

BOARDROOM, CIVIC CENTRE  
JULIA CREEK

**18<sup>th</sup> March 2025**

**ORDER OF BUSINESS**

1. Opening
2. Attendance
3. Declaration of Conflict of Interest
4. Confirmation of Minutes
- 4.1 Minutes of Ordinary Meeting 17<sup>th</sup> February 2025
  
5. **ENGINEERING SERVICES REPORT**
- 5.1 Engineering Services Monthly Report
  
6. **ENVIRONMENTAL & REGULATORY SERVICES REPORT**
- 6.1 Environmental and Regulatory Services Monthly Report February 2025
  
7. **COMMUNITY SERVICES REPORT**
- 7.1 Community Services Monthly Report February 2025
- 7.2 Active Community Policy Review
- 7.2.1 Active Community Policy V3.2
- 7.3 VP439207 Council Housing Design and Construction Tender
  
8. **CORPORATE SERVICES REPORT**
- 8.1 Corporate Services Report February 2025
- 8.2 Councillors' Portfolio System Policy Review
- 8.2.1 Councillors' Portfolio System and Protocols V4.0
- 8.3 Local Government Remuneration Commission Report
- 8.3.1 Local Government Remuneration Commission Report 2024
- 8.4 Quarterly Review Operational Plan and Capital Works 2024-2025
- 8.4.1 Operational Plan 2024-2025 Review
- 8.5 Mid Year Amended Budget 2024-2025
- 8.5.1 Amended Budget Financial Statements
- 8.5.2 Proposed Amended Operational Budget 2024-2025
- 8.5.3 Proposed Amended Capital Works Budget 2024-2025
- 8.5.4 Operational Plan 2024-2025 Version 2
  
9. **CHIEF EXECUTIVE OFFICERS REPORT**
- 9.1 CEO Report to Council Meeting February 2025
  
10. **WORKPLACE HEALTH AND SAFETY**
- 10.1 WHS&R Report February 2025
  
11. **GENERAL BUSINESS**
  
12. **CLOSE**

## 1. OPENING BUSINESS

All Councillors having signed the Attendance Book, Mayor Janene Fegan declared the meeting open at 8:30am.

## 2. ATTENDANCE

**Mayor:** Cr. J Fegan

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

**Staff:**

Chief Executive Officer, Mr. Trevor Williams

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

Director of Corporate and Community Services, Ms. Tenneil Cody

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

Attendance - Cr J. Lynch left the meeting room at 8:30am and re-entered at 8:31am.

### 2.1 Appointments:

NIL

## 3. DECLARATION OF CONFLICT OF INTEREST

NIL

## 4. CONFIRMATION OF MINUTES

### 4.1 Confirmation of Minutes

Confirmation of Minutes of the Ordinary Meeting of Council held on the 17<sup>th</sup> February 2025 be confirmed.

### RECOMMENDATION

*That the Minutes of the Ordinary Meeting of Council held on 17<sup>th</sup> February 2025 be confirmed.*

### Resolution No. 156 /2425

Minutes of the Ordinary Meeting of Council held on 17<sup>th</sup> February 2025 be confirmed.

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

## 5. ENGINEERING REPORT

### 5.1 Engineering Services Report

This report outlines the general activities for the Engineering Department for the month of February 2025

#### **RECOMMENDATION**

*That Council receives the Engineering Services monthly report for February 2025.*

#### **Resolution No. 157/2425**

Council receives the Engineering Services monthly report for February 2025.

Moved

Cr. S. Royes

Seconded

Cr. L. Spreadborough

CARRIED 5/0

## 6. ENVIROMENTAL AND REGULATORY SERVICES

### 6.1 Environmental and Regulatory Services Report

This report outlines the general activities, revenue and expenditure for the department for the period February 2025.

#### **RECOMMENDATION**

*That Council receives the February 2025, Environmental and Regulatory Services Report.*

#### **Resolution No. 158/2425**

That Council receives the February 2025 Environmental and Regulatory Services Report.

Moved

Cr F. Malone

Seconded

Cr J. Lynch

CARRIED 5/0

## 7. COMMUNITY SERVICES REPORT

### 7.1 Community Services Monthly Report

Council is presented with the monthly Community Services report, which provides an overview of the operations for the month of February 2025.

#### **RECOMMENDATION**

*That Council receives the Community Services monthly report for February 2025.*

### **Resolution 159/2425**

Council receives the Community Services monthly report for February 2025.

Moved

Cr S. Royes

Seconded

Cr L. Spreadborough

CARRIED 5/0

## **7.2 Active Community Policy Review**

Council approved and implemented the Active Community Policy v3.1 in December 2021. This policy has been reviewed, updated and presented to Council for adoption.

### **RECOMMENDATION**

*That Council adopt the Active Community Policy v3.2 as presented.*

### **Resolution 160/2425**

Council adopt the Active Community Policy V3.2 as presented

Moved

Cr J. Lynch

Seconded

Cr F. Malone

CARRIED 5/0

## **7.3 VP439207 Council Housing Design and Construction Tender**

Council has been allocated funding through Works for Queensland 2024 – 2027 to undertake the construction of new staff housing in the form of 2 x 2-bedroom units and 1 x 3-bedroom house. Council engaged Peak Services to complete project management and the procurement phase of the project. A public tender was opened through VendorPanel (VP 439207) and a total of five (5) responses were received at the closing date of February 18 2025.

### **RECOMMENDATION**

It is recommended that Council resolves to:

- a) Accept Bay Investments Pty Ltd Trading as Oly Homes as preferred contractor for contract VP439207 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;
- c) Note the submitted amount for Bay Investments Pty Ltd Trading as Oly Homes Pty Ltd for Contract VP439207 is \$1,704,902 (excl GST).



**Resolution 161/2425**

Council resolves to:

- 1) Accept Bay Investments Pty Ltd Trading as Oly Homes as preferred contractor for contract VP439207 and;
- 2) 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;
- 3) Note the submitted amount for Bay Investments Pty Ltd Trading as Oly Homes Pty Ltd for Contract VP439207 is \$1,704,902 (excl GST).

Moved              Cr L. Spreadborough    Seconded              Cr J. Lynch

CARRIED 5/0

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

The Corporate Services Report as of 28<sup>th</sup> February 2025 which summarises the financial performance and position is presented to Council.

**RECOMMENDATION**

*That Council receives the monthly Corporate Services Report for the period ending 28<sup>th</sup> February 2025.*

**Resolution No. 162/2425**

Council receives the monthly Corporate Services Report for the period ending 28<sup>th</sup> February 2025.

Moved              Cr S. Royes    Seconded              Cr F. Malone

CARRIED 5/0

**8.2 Councillors' Portfolio System Policy Review**

Council established a policy document, Councillor's Portfolio System & Protocols to detail how the portfolio system works and details the portfolios of each Councillor. Following recent discussions between the Mayor and Councillors, a proposed change to the distribution of portfolios between Councillors is recommended.

**RECOMMENDATION**

*The Policy for the Councillor's Portfolio System and Protocols version 4.0 be adopted as presented, noting the changes in portfolios for Cr Lynch and Cr Spreadborough.*

**Resolution No. 163/2425**

Council adopt the Councillor's Portfolio System and Protocols version 4.0 as presented

Moved              Cr J. Fegan    Seconded              Cr F. Malone

### 8.3 Local Government Remuneration Commission Report

Each year the Local Government Remuneration Commission is required to undertake a review of the categories of Councils, and determine the maximum amount of remuneration for mayors, deputy mayors and Councillors as required by the Local Government Act 2009 and Local Government Regulation 2012.

The Commission concluded its review on 29th November 2024, with the following determinations:

- Increase of 3% from 1 July 2025 to the maximum remuneration levels for Mayors, Deputy Mayors and Councillors of Council Categories A1, A2 and B1.

Section 247 of the Local Government Regulation 2012 provides that a council must make a resolution under subsection (2) for the remuneration payable from 1 July of a particular year, before 1 July of that year.

#### RECOMMENDATION

*Council adopts the Local Government Remuneration Commission recommendation to increase by 3% the maximum remuneration levels for Mayors, Deputy Mayors and Councillors from 1 July 2025, and the annual remuneration be set as follows:*

- |                 |           |
|-----------------|-----------|
| 1. Mayor        | \$122,975 |
| 2. Deputy Mayor | \$70,946  |
| 3. Councillor   | \$61,486  |

#### **Resolution No. 164/2425**

Council adopt the Local Government Remuneration Commission recommendation to increase by 3% the maximum remuneration levels for Mayors, Deputy Mayors and Councillors from 1 July 2025, and the annual remuneration be set as follows:

- |    |              |           |
|----|--------------|-----------|
| 1. | Mayor        | \$122,975 |
| 2. | Deputy Mayor | \$70,946  |
| 3. | Councillor   | \$61,486  |

Moved Cr J. Fegan Seconded Cr J. Lynch

CARRIED 5/0

### 8.4 Quarterly Review Operational Plan and Capital Works 2024-2025

In accordance with section 174 (3) of the Local Government Regulation 2012, a written assessment of Council's progress towards implementing the annual operational plan for half the year July to December 2024 is presented to Council.

#### **RECOMMENDATION:**

*That Council accepts the mid-year review (quarter one and two) of the 2024-2025 Operational Plan and Capital Works Program.*

#### **Resolution No. 165/2425**

Council accepts the mid-year review (quarter one and two) of the 2024-2025 Operational Plan and Capital Works Program.

Moved

Cr L. Spreadborough

Seconded

Cr S. Royes

CARRIED 5/0

### 8.5 Mid Year Amended Budget 2024-2025

In accordance with section 170 (3) and (4) of the Local Government Regulation 2012 (Regs), Council may by resolution, amend the budget for a financial year at any time before the end of the financial year. The budget must continue to comply with section 169 of the Local Government Regulation 2012 in order for the amendment to take effect.

In accordance with the above sections an amended 2024-2025 Budget is presented for Council's consideration.

### RECOMMENDATION

*Pursuant to section 94 of the Local Government Act 2009 and sections 169 and 170 of the Local Government Regulation 2012, Council's Amended Budget for the 2024/2025 financial year, incorporating:*

- i. The statements of Comprehensive Income;*
  - ii. The Statement of Financial Position;*
  - iii. The Statement of Cash Flow;*
  - iv. The Statements of Changes in Equity;*
  - v. The long-term financial forecast;*
  - vi. The relevant measures of financial sustainability; and*
  - vii. Capital Works Program for 2024/2025 financial year.*
  - viii. 2024-2025 Operational Plan Version 2*
- as tabled, be adopted.*

### **Resolution No. 166/2425**

Pursuant to section 94 of the Local Government Act 2009 and sections 169 and 170 of the Local Government Regulation 2012, Council's Amended Budget for the 2024/2025 financial year, incorporating:

- i. The statements of Comprehensive Income;
  - ii. The Statement of Financial Position;
  - iii. The Statement of Cash Flow;
  - iv. The Statements of Changes in Equity;
  - v. The long-term financial forecast;
  - vi. The relevant measures of financial sustainability; and
  - vii. Capital Works Program for 2024/2025 financial year.
  - viii. 2024-2025 Operational Plan Version 2
- as tabled, be adopted.

Moved

Cr J. Fegan

Seconded

Cr J. Lynch

CARRIED 5/0

### **9. CHIEF EXECUTIVE OFFICER**

### 9.1 Chief Executive Officer's Report

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

#### RECOMMENDATION:

*That Council receive and note the report from the Chief Executive Officer for the period ending 10<sup>th</sup> March 2025 except where amended or varied by separate resolution of Council.*

#### Resolution No. 167/2425

That Council receive and note the report from the Chief Executive Officer for the period ending 10<sup>th</sup> March 2025 except where amended or varied by separate resolution of Council.

Moved Cr L. Spreadborough Seconded Cr S.Royes

CARRIED 5/0

### 1. Meetings with External Organizations in December

The Mayor and CEO will meet with Brad Hirn (DTMR TransLink Division) on March 11 to discuss the Julia Creek rail facility, and the Minister for Resources to discuss the Kynuna Rodeo Grounds and the Kynuna dump land tenure issues. The Mayor and CEO will meet with Brent Sweeney (Outback Futures) and Ben McInerney (AIC Mines) on March 18 to discuss a mental health first aid project. The Mayor and CEO will meet with Caroline Wilkins from EMM Consulting on March 19 to discuss the Julia Creek/Richmond Critical Minerals Zone Development. The Mayor and CEO (and any interested councilors) will attend the first Mitez meeting in Mount Isa on March 20.

#### Recommendation:

For Council Information

### 2. LGAQ Resources Councils Roundtable

The LGAQ has rescheduled the Resources Council Roundtable from March to the 9<sup>th</sup> and 10<sup>th</sup> April in Brisbane. This meeting will provide the opportunity for councils with resources experience and newer resources councils to share experiences and learnings.

It is recommended Council approves Cr. Fegan to attend the Resources Councils Roundtable in Brisbane on 9<sup>th</sup> to 10<sup>th</sup> April. Attendance at the roundtable will be funded from the councilor conference budget.

#### Recommendation:

*Council approves the attendance of Cr. Fegan to the Resources Councils Roundtable in Brisbane from April 9<sup>th</sup> to 10<sup>th</sup>.*

#### Resolution No. 168/2425

Council approves the attendance of Cr. Fegan to the Resources Councils Roundtable in Brisbane from April 9<sup>th</sup> to 10<sup>th</sup>.

Moved Cr S. Royes Seconded Cr L. Spreadborough

CARRIED 5/0

### 3. Appointment of Acting CEO During CEO Leave from 17<sup>th</sup> to 25<sup>th</sup> April 2025 and 28<sup>th</sup> July to 8<sup>th</sup> August 2025

In the absence of the CEO on Leave commencing 17<sup>th</sup> April – 25<sup>th</sup> April 2025 and 28<sup>th</sup> July to 8<sup>th</sup> August 2025 it is desired that Council appoints an acting CEO.

**Recommendation:**

*Council appoints Ms. Tenneil Cody as Acting CEO from 17<sup>th</sup> - 25<sup>th</sup> April 2025 and 28<sup>th</sup> July to 8<sup>th</sup> August 2025.*

**Resolution No. 169/2425**

Council appoints Ms. Tenneil Cody as Acting CEO from 17<sup>th</sup> - 25<sup>th</sup> April 2025 and 28<sup>th</sup> July to 8<sup>th</sup> August 2025

Moved

Cr S. Royes

Seconded

Cr J. Lynch

CARRIED 5/0

### 4. NWQROC Meeting April 2-3

The NWQROC is holding its next meeting in Brisbane from the 2<sup>nd</sup> to 3<sup>rd</sup> April. It is recommended Council approves Cr. Fegan to attend the meeting.

**Recommendation:**

*Council approves the attendance of Cr J. Fegan to the NWQROC meeting in Brisbane from 2<sup>nd</sup> April to 3<sup>rd</sup> April 2025.*

**Resolution No. 170/2425**

Council approves the attendance of Cr J. Fegan to the NWQROC meeting in Brisbane from 2<sup>nd</sup> April to 3<sup>rd</sup> April 2025.

Moved

Cr S. Royes

Seconded

Cr L. Spreadborough

CARRIED 5/0

### 5. LGAQ Biosecurity Exercise in Karumba 14 May 2025

The LGAQ and Carpentaria Shire and the NWQROC are hosting a Biosecurity Peacetime Exercise in Karumba on Wednesday 14<sup>th</sup> May 2025.

The Peacetime Exercise is intended to achieve the following outcomes:

1. Better understand how Queensland's disaster management frameworks can support a biosecurity response to an exotic animal disease
2. Expand understanding on how key stakeholders will work together under existing frameworks in responding to such an event
3. Determine whether there are any barrier/gaps that need to be resourced into the future.

It is recommended Council approve Cr. Spreadborough attend the biosecurity exercise in Karumba on 14<sup>th</sup> May 2025.

**Recommendation:**

*Council approves the attendance of Cr L. Spreadborough to attend the Biosecurity Peacetime Exercise in Karumba on 14<sup>th</sup> May 2025.*

**Resolution No. 171/2425**

Council approves the attendance of Cr L. Spreadborough to attend the Biosecurity Peacetime Exercise in Karumba on 14<sup>th</sup> May 2025.

Moved Cr J. Fegan Seconded Cr F. Malone

CARRIED 5/0

**10. WORKPLACE HEALTH AND SAFETY****10.1 WHS&R Report February 2025**

This report has been further developed from past months and outlines Work Health and Safety performance results and actions for the period of February 2025.

There has been continued efforts in the safety system project which is improving organisational compliance with increased workplace toolboxes & inspections, convening of the Health & Safety committee with members from across the organisation, and the further development of Systematic controls such as Safe Work Method statements, operational procedures and workplace awareness.

**RECOMMENDATION**

*That Council receives the February 2025 WHS Report.*

**Resolution No. 172/2425**

That Council receives the February 2025 WHS Report.

Moved Cr J. Lynch Seconded Cr S. Royes

CARRIED 5/0

**11. GENERAL BUSINESS****11.1 General Business**

Cr L. Spreadborough

- Assisted the CEO review Southern Gulf work package at Cloncurry River.
- General community liaison and communications

Cr F. Malone

- Participated in Clean-up Australia Day initiative in Kynuna
- Attended Women of the West event
- Went on a famil in the Shire of Stock Route bore
- Attended CAN meeting
- Participated in follow up discussions with the Koa People regarding the Kynuna Rodeo Grounds

Cr L. Lynch

- Nil to report
- Currently travelling between Julia Creek and Townsville with focus to be in Julia Creek for Council Meetings

Cr S. Royes

- Meetings attended include, CAN, PHN.

Cr J. Fegan

- Extend invitation to Middle School students to attend next Council meeting
- Provided an update on Chamber of Commerce survey noting 26 responses received to date
- Country Roads Connect Program
- Koa People meeting update
- Community Newsletter

## 11. CLOSURE OF MEETING

The Chair of the meeting Mayor Cr. Janene Fegan declared the meeting closed at 10:31am.

UNCONFIRMED



## **5.0 ENGINEERING SERVICES**

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**5.1 Subject:** Engineering Services Monthly Report March 2025  
**Attachments:** Nil  
**Author:** Engineering Services Department  
**Date:** 8 April 2025

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**Executive Summary:**

This report outlines the general activities, revenue, expenditure for the Environmental Services department for the period March 2025.

**Recommendation:**

That Council receives the March 2025 Engineering Services Department Report.

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**Background:**

This report outlines the general activities of the department for the month of March 2025 and provides an update on projects.

**RMPC**

	Actual	Budget YTD	Budget
<b>1610 RMPC Works</b>	\$548,162	\$1,230,750	\$1,641,000

- Pothole patching
  - Kynuna Road (5807)
  - Wills Development Road (78A)
  - Richmond road (14D)
  - Cloncurry Road (14E)
- Road Inspections and Backlog confirmation
  - Kynuna Road (5807)
  - Wills Development Road (78A)
  - Richmond road (14D)
  - Cloncurry Road (14E)
- Road runs (rubbish collection and dead animal removal)
  - Cloncurry Road (14E)
  - Richmond road (14D)
- Marker and Guidepost maintenance
  - Kynuna Road (5807)
  - Wills Development Road (78A)
  - Richmond road (14D)
  - Cloncurry Road (14E)



**Cannington Road**

		Actual	Budget YTD	Budget
<b>1630</b>	<b>Cannington Road Works</b>	\$332,161	\$333,750	\$445,000

- Pothole Patching
- Marker post replacement
- Road runs, dead animal and rubbish removal
- Road signs repairs

**Roads Maintenance**

		Actual	Budget YTD	Budget
<b>1100</b>	<b>R&amp;M Town and Shire Roads</b>	\$637,632	\$757,500	\$1,010,000

- Local town bitumen patching
- Local town gutter cleaning and debris removal
- Shire Road Signage repairs and reinstatement
- Road Inspections open/close as required in response to wet weather

**Workshop**

		Actual	Budget YTD	Budget
<b>1510</b>	<b>Repairs and Maintenance - Plant &amp; Vehicles</b>	\$882,277	\$945,000	\$1,260,000

- Ongoing servicing, repairs and maintenance to council plant and equipment
- Workcamp has provided one member to the workshop for the month, providing assistance with cleaning, general repairs and test running of the street sweeper.
- Another staff member commenced in the Workshop in the role of Motor Mechanic on 12 March and has been carrying out duties related to this role, with supervision and direction.
- Kubota Front Deck Mower Plant No. 278 right hand steering knuckle back from TracPower Townsville refitted and mower checked over and returned to work.

**Parks and Gardens**

		Actual	Budget YTD	Budget
<b>2700</b>	<b>Parks &amp; Gardens and Amenities Operations</b>	\$369,647	\$405,000	\$540,000

**Julia Creek**

- Daily tasks – Toilet cleaning, watering, irrigation repairs and maintenance
- Weekly tasks – Refuse collection, Mowing, Oorindi and Alick Creek toilet cleaning
- Weekly Slash and mow Peter Dawes, Lions, Cemetery and Dog Park.
- Town weed spraying

**Kynuna**

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

**McKinlay**

- Daily tasks – town toilet cleaning and watering
- Truck Rest area toilet cleaning



- Weekly Slash and mowing of Tennis Court area and main town Playground and Park

**Airport**

	Actual	Budget YTD	Budget
<b>1300 Airport Operational Costs</b>	\$95,477	\$114,000	\$152,000

- General clearances for wildlife and manual fuel dipping

**Projects**

**Current Work Effort**

**Table 2 DRFA2024 & 2025 Work Summary**

Work Package	Current Works
2023 WP06 Sealed Network Repairs	QRA closeout processes underway.
2023 REPA Oorindi Culvert Works	Culvert units delivered to Julia Creek & Tenders assessment Complete, EOT submitted to QRA
2024 CDO & Emergent	QRA closeout processes underway
2024 REPA Works	Wet Weather Delays (140mm- March 25) Limited works due to wet weather & saturated network. WP01,02,03,04,05 – dewatering gravel pits in preparation for Crushing and Screening operations
2025 REPA	Event declaration submitted to QRA Feb 25 Emergent works commenced (inspections pickup & scoping & workorders issued) Works completed on Old Normanton rd. 1 & 2, Julia Ck-Taldora Road, Nelia Bunda Gravel sections, Sunny Plains Road and Sedan Dip Road  Works orders raised and issued for – Wyaldra Road, Dancer Valley, Kellosiels Road, Eulolo McKinlay Road and Maxwelton Bunda Road

**Additional Notes:** Wet Weather Delays (140mm for March 25) have occurred.



**Next Month Work Effort**

**Table 3.** DRFA 2024 & 2025 Next Month Forecast Summary

Work Package	Next Month Forecast
2023 WP06 Sealed Network Repairs	Finalise closeout, with QRA
2023 REPA Oorindi Culvert Works	Contract awarded, prestart & programming, commencement
2024 WP01 SE	Lindfield Pit 1 operations & Grading Roads dependent on Weather
2024 WP02 S	Malone Pit Operational & producing gravel, Eulolo McKinlay Rd
2024 WP03 SW	Greenhills Pit Finalised producing gravel, Grading Roads dependent on Weather
2024 WP04 NW	Manfred Pit finalised producing gravel, commence REPA Sedan Dip
2024 WP05 NE	Remote camp site, Linfield Pit operational, producing gravel
2024 WP07 – Cooradine Road	Prestart, programing and gravel production
2024 WP06 – REPA – Sealed Network	Documentation for RFQ documentation, QRA approval
2025 REPA	Emergent works – Inspection across all the network and locations based on risk & damage.

**Additional Notes:** At the time of this report, all contractors indicated that due to the recent weather, they would be considering recommencement after Easter. The forecasted works are weather dependent.

**Legal Implications:**

Nil

**Policy Implications:**

Nil

**Financial and Resource Implications:**

As provided in the report

**InfoXpert Document ID:** 133860



**5.2 Subject:** Council Asset Register – Removal of Bindooran Road  
**Attachments:** Letter from proprietors Clifton Park and QldGlobe Map  
**Author:** Director of Engineering and Regulatory Services, Mr. Cameron Scott  
**Date:** 8 April 2025

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**Executive Summary:**

Council is in receipt of correspondence from the proprietors of Clifton Park (through which the Bindooran access Road traverses) requesting the Bindooran access Road be removed from Council's Road Register.

**Recommendation:**

That Council resolves to remove the Bindooran access Road from the Road Register in its entirety.

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**Background:**

Currently the Bindooran access Road is included in Council's Road Register. It has received Restoration of Essential Public Assets (REPA) works in the 2022 program. It was also scheduled to receive REPA 2024 works. As these were commencing Council staff were notified of the Clifton Park owners concerns with the Bindooran Road, these being:

- Not within Road reserve
- Bindooran already has access from the Ivellen Road
- It provides access to unauthorised hunters/visitors

These concerns have been considered and it is subsequently recommended to remove the Bindooran Access Road from Council's Road Register.

**Legal Implications:**

Nil

**Policy Implications:**

Nil

**Financial and Resource Implications:**

Slight reduction in Road asset value (Bindooran Road)

**InfoXpert Document ID:** 133861

Mallapunyah Springs Stn  
PMB 21  
Via Tennant Creek  
NT  
0862



Phone: (08) 89759969  
Email: [kbdarcy@bigpond.com](mailto:kbdarcy@bigpond.com)

ABN 80 985 565 930

5<sup>th</sup> April 2025

Chief Executive Officer  
McKinlay Shire Council  
29 Burke Street  
Julia Creek, QLD 4823

**Subject: Request for Removal of Road on Clifton Park, Flinders Hwy from Asset Register**

Dear Sir/Madam,

I am writing to formally request the removal of the road located on Clifton Park (going to Bindooran) from the asset register of the McKinlay Shire Council.

The road in question is no longer used for public access

I would appreciate your consideration of this request and any guidance on the process required for its removal. I am happy to discuss this further at your convenience. 0413790616.

Thank you for your time and assistance.

Regards,

William Darcy

Director





A product of



Legend located on next page



Scale: 1:34939

Printed at: A3  
Print date: 8/4/2025

Not suitable for accurate measurement.  
Projection: Web Mercator EPSG 102100 (3857)

For more information, visit <https://qldglobe.information.qld.gov.au/help-info/Contact-us.html>



**Queensland Government**

Department of Natural Resources and Mines, Manufacturing, and Regional and Rural Development

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## **6.0 ENVIRONMENTAL & REGULATORY SERVICES**

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Ordinary Meeting of Council Tuesday 15<sup>th</sup> April 2025

**6.1 Subject:** Environmental and Regulatory Services Report for March 2025  
**Author:** Environmental and Regulatory Services Team Leader, Jason Brady  
**Attachments:** Nil  
**Date:** 08 April 2025

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**Executive Summary:**

This report outlines the general activities, revenue and expenditure for the Environmental and Regulatory Services department for the period March 2025.

**Recommendation:**

That Council receives the March 2025 Environmental and Regulatory Services Report.

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**Background:**

This report outlines the general activities of the department for the month of March 2025 and provides an update on projects

**Consultation:** (internal/External)

Environmental and Regulatory Services Team Leader, Local Laws Officer, Water and Sewerage Officer, Ranger, Builder and Finance Officer.

**Legal Implications:**

Nil

**Policy Implications:**

Nil

**Financial and Resource Implications:**

As provided in the report.

**InfoXpert Document ID:** 133863



## **1 – Refuse Collection and Disposal**

### **1.1 - Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO1.1	3100 - Refuse Collection Revenue	\$127,502	\$126,691
		<b>Actual</b>	<b>Budget</b>
ENVIRO1.2	3100 - Kerbside Rubbish Collection Expenditure	\$78,490	\$117,500
		<b>Actual</b>	<b>Budget</b>
ENVIRO1.3	3110 - Refuse Disposal Revenue	\$61,252	\$60,543
		<b>Actual</b>	<b>Budget</b>
ENVIRO1.4	3110 - Refuse Disposal Operational Costs	\$36,594	\$78,000

### **1.2 - Report**

#### **Julia Creek Waste Facility**

The following works continued during the month of March:

- Regular pushing and covering of household rubbish section, placed skips at entrance when dump was too wet to gain access.
- Pumping of water out of the new general rubbish pit, and preparation continued for its implementation halted due to rain.

## **2 – Environmental Health Services**

### **2.1 – Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO2.1	3000 - Environmental Licence Fees (Revenue)	\$1,523	\$3,300
		<b>Actual</b>	<b>Budget</b>
ENVIRO2.2	3000 - Environmental Health Services	\$240,915	\$421,500

### **2.2 – Report**

#### **Water and Sewage Monitoring**

Nil issues regarding the Julia Creek water scheme.

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

- Amberly Drive                      2.81mg/L
- Coyne Street Depot                3.01mg/L

Nil issues regarding the Kynuna, McKinlay or Nelia water schemes.

### **2.3 - Food Safety**

There were two (2) food safety recalls for the month of March.



## **2.4 Aerodrome**

Aerodrome maintenance conducted, poisoning along runway, Av gas sump pump repaired, fuel testing conducted, Hazmat box for emergency services Hazmat manifest relocated to grid away from terminal for ease of access.

## **3 – Local Laws Administration**

### **3.1 – Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO3.1	3210 - Animal Registration Fees	\$3,724	\$6,100
		<b>Actual</b>	<b>Budget</b>
ENVIRO3.2	3210 - Fines & Penalties – Animal Control	\$306	\$500
		<b>Actual</b>	<b>Budget</b>
ENVIRO3.3	3210 - Animal Boarding	\$14,461	\$17,000
		<b>Actual</b>	<b>Budget</b>
ENVIRO3.4	3210 - Local Law Administration	\$100,580	\$175,000

### **3.2 - Report**

A summary of activities for Local Laws and Animal Control is outlined in Table 1 below:

**Table 1 - Local Laws and Animal Control**

<b>Activity</b>	<b>Details</b>
Impounding's and infringement notices issued	Nil
Euthanized/Destroyed/Rehomed	4 dogs and 6 pups
Verbal/Written/Official warnings issued	3 for incorrect use of landfill
Complaints received	Nil
Dog Boarding	3
Removal of Dead Animals	Nil
Trapping Locations & Results	4 Cats
Compliance Notices (Untidy Allotments) issued	Nil
SPER Infringement Fines issued	Nil
Commercial Use of Road Permits issued	Nil

### **Comments**

- There were 3 dogs lodged at the Boarding Kennels during the month of March.
- Private works Eloise Mine cat trapping.
- Cat traps delivered to new ELC for builders to use.



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

### **4.1 – Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO4.1	3220 - Pest Plant & Animal Control Funding	\$0	\$0
		<b>Actual</b>	<b>Budget</b>
ENVIRO4.2	3220 - Truck Washdown Bay Revenue	\$19,685	\$25,0000
		<b>Actual</b>	<b>Budget</b>
ENVIRO4.3	3220 - Dingo Baits (Revenue)	\$336	\$6,500
		<b>Actual</b>	<b>Budget</b>
ENVIRO4.4	3220 - Feral Pig Baits (Revenue)	\$916	\$0
		<b>Actual</b>	<b>Budget</b>
ENVIRO4.5	3220 - Pest Animal Rural Landowners Fees	\$65,440	\$65,494
		<b>Actual</b>	<b>Budget</b>
ENVIRO4.6	3220 - Pest Plant Control Program Exp	\$90,552	\$111,000
		<b>Actual</b>	<b>Budget</b>
ENVIRO4.7	3230 - Pest Animal Control Program Exp	\$32,242	\$68,000

### **4.2 – Report**

#### **Pest Animal Control**

Tenders for air baiting awarded to Atherton creek air charter starting 12<sup>th</sup> May weather permitting.

#### **Pest Plant**

49 km of grassland pallets completed between Baroona and Dalgona - 160 kg of pallets used.

General spraying at Cattle yards Work Camp and Sand yard prior to rain.

#### **Washdown Bay Facility**

Drains were cleaned.

## **5 – Livestock Operations**

### **5.1 – Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO5.1	3235 - Livestock Facility Capital Grant	\$67,500	\$150,000
		<b>Actual</b>	<b>Budget</b>
ENVIRO5.2	3235 - Livestock Weighing Revenue	\$39,139	\$42,000
		<b>Actual</b>	<b>Budget</b>
ENVIRO5.3	3235 - Livestock Yard fees	\$21,507	\$25,000
		<b>Actual</b>	<b>Budget</b>
ENVIRO5.4	3235 - Livestock Cattle Train Loading Revenue	\$7,551	\$8,000
		<b>Actual</b>	<b>Budget</b>
ENVIRO5.5	3235 – Livestock Operational Costs	\$81,264	\$117,000



## **5.2 – Report**

### **Julia Creek Livestock Facility**

General cleaning and ongoing maintenance carried out, repaired 2 gates and replaced rubbers in large railway troughs. 580 head of cattle were weighed on 6 consignments.

## **6 – Stock Routes and Reserves**

### **6.1 – Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO6.2	3300 - Stock Route –Recoverable works (Revenue)	\$10,379	\$44,000
		<b>Actual</b>	<b>Budget</b>
ENVIRO6.3	3300 - Stock Route – permit /water fees	\$0	\$9,500
		<b>Actual</b>	<b>Budget</b>
ENVIRO6.4	3300 - Trustee Lease Fees (Revenue)	\$186,008	\$240,000
		<b>Actual</b>	<b>Budget</b>
ENVIRO6.5	3300 - Reserves Agistment Fees (Revenue)	\$14,103	\$13,000
		<b>Actual</b>	<b>Budget</b>
ENVIRO6.6	3300 – Permit to occupy - revenue	\$0	\$10,500
		<b>Actual</b>	<b>Budget</b>
ENVIRO6.7	3300 – precept expenses	\$18,386	\$19,000
		<b>Actual</b>	<b>Budget</b>
ENVIRO6.8	3300 – Stock route Maintenance	\$66,829	\$146,000
		<b>Actual</b>	<b>Budget</b>
ENVIRO6.9	3300 – Reserves Expenses	\$22,265	\$33,000

### **6.2 - Report**

#### **Stock Routes/ Reserves**

Pump at 40 mile -re fitted to Bore – Capital works ceased due to rain.

### **6.3 - Cemeteries**

#### **6.3.1 – Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO6.9	3400 – Cemeteries	\$33,896	\$52,500



## **7 – Work Program (Workcamp)**

### **7.1 - Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO7.1	3600 - Work Program	\$26,665	\$38,250

### **7.2 – Report**

General duties were carried out during the month as required:

<b>Community Group</b>	<b>Activity</b>
McKinlay Shire Council	<b>Workshop</b> -Assist with workshop duties <b>Plumbing</b> - Nil
McKinlay Shire Council	<b>Saleyards/Loading Area</b> Mowing/Whipper snipping, cleaning and repairs
McKinlay Shire Council	<b>McIntyre Park</b> -Mowing
Julia Creek State School	Mowing
Churches/RSL/CWA/SES/Dirt and Dust Central	General cleaning
Julia Creek Turf Club	Cleaning, grounds maintenance
Julia Creek Lions Ladies	Nil
Dirt and Dust	Cleaning and grounds preparation

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

### **8.1 – Budget**

			<b>Actual</b>	<b>Budget</b>
ENVIRO9.1	3810-1150	3810 - Council Housing - Capital Grant	\$0	\$30,000
			<b>Actual</b>	<b>Budget</b>
ENVIRO9.2	3810-1300	3810 - Council Property / Staff Housing Program Rev	\$145,599	\$160,000
			<b>Actual</b>	<b>Budget</b>
ENVIRO9.3	3810-1301	3810 - Council Property / Subdivision Blocks Rent	\$1,444	\$1,000
			<b>Actual</b>	<b>Budget</b>
ENVIRO9.4	3810-1302	3810 - Council Property / Subdivision Blocks outgoings	\$1,681	\$0
			<b>Actual</b>	<b>Budget</b>
ENVIRO9.5	3810-2300	3810 - Council Property / Staff Housing Program Exp	\$236,827	\$385,000
			<b>Actual</b>	<b>Budget</b>
ENVIRO9.6	3810-2310	3810 - Council Property / Subdivision Exp	\$1,822	\$6,000



## **8.2 - Council Properties / Staff Housing**

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

<b>Activity</b>	<b>Details</b>
Properties Available for use	Racecourse residence, 77 Coyne Street.
New Tenancies	Nil
Finalised Tenancies	Nil
Remedy Breach	Nil
Notes/Repairs	Numerous repairs to locks and inspections on fly screens, gates and fencing. Materials ordered for flood damaged premises. Materials arrived for Old HACC renovation. Asset cabins and homes cancelled Londale builders to send own staff in May 2025. Ongoing capital works to 17 Coyne Street with window replacement and Crim safe screens installed.
Inspections	All properties RCD and Smoke detectors

### **Other Building Works**

General Maintenance at SES shed, Civic centre Hospital house at 18 Shaw Street. And 24 Mathews Street. Replaced doors at 5 Coyne Street, constructed shed from storm damage at 9 Shaw Street. Replaced door jam and hardware to Pool pump shed.

### **8.3 Old Normanton Road Units**

Housing activities for the month of March are detailed in the Table Below:

<b>Activity</b>	<b>Details</b>
Properties available	Nil
New tenancies	Nil
Finalised tenancies	Nil
Remedy Breach issued	Nil
Notice to Leave issued	Nil
Notes/Repairs	Replaced failing stumps and replaced dangerous decking - Unit 2



**8.4 - Seniors Living Units / Father Bill Community Centre**

**8.4 - Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO10.4	3820 - Community Centre Hire Fees	\$1,791	\$3,500
		<b>Actual</b>	<b>Budget</b>
ENVIRO10.5	3820 - FRB Centre Rent	\$36,080	\$45,000
		<b>Actual</b>	<b>Budget</b>
ENVIRO10.6	3820 - FRB Units & Community Centre Operational Costs	\$52,502	\$96,500

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

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

<b>Activity</b>	<b>Details</b>
Units Available for Rent	Two units available
New Tenancies	Nil
Finalised Tenancies	Nil
Remedy Breach issued	Nil
Notice to Leave issued	Nil
Notes/Repairs undertaken	Plumbing and general repairs as required. Inspections completed
<b>Repairs to Father Bill Centre</b>	
Nil	





## **9 – Land and Building Development**

### **9.1 – Budget**

	<b>Actual</b>	<b>Budget</b>
ENVIRO11.1 3900 - Revenue	\$3,231	\$6,000
	<b>Actual</b>	<b>Budget</b>
ENVIRO11.2 3900 - Town Planning Program	\$5,204	\$26,000

### **9.2 - Report**

#### **Regulatory Services, Land and Building Development**

<b>Matter</b>	<b>Status</b>
McKinlay Landfill	All matters resting with the state awaiting further details
Lot 2 K3718 Land beside Water Reserve in Kynuna	All matters resting with the state awaiting further details
Application for Deed of Grant over Operational Reserve, Lot 54 on JC55713 also known as 46 Byrne Street, Julia Creek	Title now obtained by Council

## **10 – Water and Sewage**

### **10.1 – Budget**

	<b>Actual</b>	<b>Budget</b>
1800-2200 Operational costs - Julia creek water	\$115,479	\$185,000
	<b>Actual</b>	<b>Budget</b>
1810-2200 Operational costs - McKinlay water	\$13,792	\$26,000
	<b>Actual</b>	<b>Budget</b>
1820-2200 Operational costs - Kynuna water	\$49,212	\$70,000
	<b>Actual</b>	<b>Budget</b>
1830-2200 Operational costs – Nelia water	\$8,237	\$12,000
	<b>Actual</b>	<b>Budget</b>
1900-2200 Operational costs – Julia Creek Sewage	\$215,854	\$280,000



## **10.2 - Report**

### **Plumbing**

- Monthly water sampling is in line with Councils DWQMP all schemes
- Monthly visual checks out on bore/storage tanks were carried out
- Mains leak Church Lane was repaired
- Investigate issues McKinlay washdown bay and order components for repair
- Gas deliveries to multiple addresses
- Repair musical instruments Dawes Park
- Installed signs at VIC and Nelia
- Install misting fans at Depot

### **Sewerage**

- Routine monitoring of scheme, measuring of pond levels and in house sampling – To report to Director Engineering Services
- Monitored plant and Imhoff tank daily
- Design and initiate new electronic plant checklists
- After hours assistance at Caravan Park re sewage issues

## **11 – Local Disaster Management**

### **11.1 – Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO12.1	2760 - SES Grants	\$21,267	\$21,267
		<b>Actual</b>	<b>Budget</b>
ENVIRO12.2	2760 – SES Capital Grants	\$0	\$117,000
		<b>Actual</b>	<b>Budget</b>
ENVIRO12.2	2760 - Natural Disaster Grants	\$6,102	\$6,780
		<b>Actual</b>	<b>Budget</b>
ENVIRO12.3	2760 - Disaster Management Operational Costs	\$18,9275	\$31,800

### **11.2 – Report**

Nil events



**6.2 Subject:** Vendor Panel Request VP441361 – Design and construct STP Inlet Screen  
**Attachments:** 6.2.1 – Tender Evaluation Report  
**Author:** Environmental and Regulatory Services Team Leader  
**Date:** 08 April 2024

**Executive Summary:**

Council went out to public tender for the sewage treatment plant inlet screen upgrade in June 2023 all received tender submissions were substantially outside the allocated project budget and the tender was not awarded at this time. On 10<sup>th</sup> December 2024 a revised tender was issued via the Vendor Panel platform. At tender close on 29<sup>th</sup> January 2025, there were 3 tenders received. All tenders received exceeded the funding amount. CNC Maintenance also submitted an alternate tender which was within funding limits.

**Recommendation:**

That Council resolves to:

1. Award the tender for design and construct of the STP inlet screen upgrade to CNC Maintenance.
2. In accordance with the Local Government Act 2009, Council delegate authority to the Chief Executive Officer to enter 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 for the above recommended market value and costs to execute the contract; and
3. Note the submitted amount for CNC Maintenance PTY LTD for Contract VP441361 is \$818,778.30 (Ex GST).
4. Note, this sum was non inclusive of required insurance. Insurance value \$29,342.72. (Ex Gst).
5. Note, Final tender value \$848,121.02 (Ex Gst).

**Background:**

Council went out to public tender for the design and construction of a new inlet screen at the sewage treatment plant via the Vendor Panel Platform on the 10 December 2024 with a closing date of 6 February 2025.

The request was sent as an open request. Three (3) suppliers provided a tender by the closing date.

Supplier	Details	Price (Excluding GST)
CNC Maintenance Pty Ltd	Design and construct Inlet Screen at Julia Creek sewage treatment Plant	\$1,112,44.60
CNC Maintenance Pty Ltd (Alternate Tender)	Design and construct Inlet Screen at Julia Creek sewage treatment Plant	\$818,778.30 (Ex Gst) Noted: This sum was non inclusive of required insurance. Insurance value \$29,342.72. (Ex Gst). <b>Final Tender value: \$848,121.02 (Ex Gst)</b>
A Gabrielli Construction Pty Ltd	Design and construct Inlet Screen at Julia Creek sewage treatment Plant	\$2,279,500.00
Tallai Project Group Pty Ltd	Design and construct Inlet Screen at Julia Creek sewage treatment Plant	\$2,716,422.00



It is recommended that CNC Maintenance Pty Ltd (Alternative Tender) be accepted due to pricing and delivery timeframes. MAL Engineering Council's consultant Engineer has evaluated the tenders and recommended CNC Maintenance Pty Ltd as the preferred contractor.

**Consultation:** Director Engineering, Michael Lancini (MAL) prepared the tender evaluation report.

**Legal Implications:** Nil

**Policy Implications:**

The recommendation of CNC Maintenance Pty Ltd has been made within the current McKinlay Shire Council policies and procedures.

**Financial and Resource Implications:**

BOR (6) funding has approximately \$900,000 remaining for this project. Council's amended budget for the project is \$1,000,000(including \$900,000 BOR funding)

**InfoXpert Document ID:** 133864



## **7.0 COMMUNITY SERVICES**

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Ordinary Meeting of Council Tuesday 15<sup>th</sup> April 2025

**Subject:** 7.1 Community Services Monthly Report

**Attachments:** Nil

**Author:** Community Services Team Leader

**Date:** 8<sup>th</sup> April 2025

**Executive Summary:**

Council is presented with the monthly Community Services report, which provides an overview of the operations for the month: **March 2025**.

**Recommendation:**

*That Council receives the Community Services monthly report for March 2025.*

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

**Julia Creek Caravan Park**

Ongoing rain across the region and in Julia Creek led to a slight decrease in visitor numbers to the Park in March, along with a few cancellations for workers due to the inclement weather. The widespread rainfall has impacted the annual Dirt and Dust Festival which has been postponed however we are offering options for accommodation refunds and credits should they be required.

The installation of the new PWD accessible cabin is scheduled to be completed by June 30 due to a slight delay in manufacturing. Whilst works are anticipated to be completed during the peak season, there should be little to no impact on other sites during the period.

Infrastructure upgrades to the electrical supply and concrete slabs scheduled as part of the North West Minerals Province Tourism Infrastructure Program have also been delayed due to the impact of the wet season and Council will be working with contractors to install before the peak season arrives. Plumbing upgrades were completed prior to the rain arriving.

Lastly, the 2025 Bush Dinner season has been confirmed with 15 local groups and organisations once again volunteering to keep this great initiative running for its twelfth season with gatherings taking place from Monday May 19 through until Monday August 25. Council has released the tickets through online booking platform 'TryBooking' on March 28 to allow visitors ample time to pre-book prior to their travels to Julia Creek.

**JC Caravan Park Revenues March 2025**

Type of service	JANUARY revenue (inc GST)	Total	FEBRUARY revenue (inc GST)	Total	MARCH revenue (inc GST)	Total
Twin Single Units	\$6,080		\$1,140		\$1,230	
Powered Sites	\$1,942		\$1,368		\$5,323	
Self-Contained Cabins	\$20,745		\$8,310		\$17,710	
Unpowered Sites	\$240		\$90		\$270	
<b>Sub Total</b>	<b>\$29,007</b>		<b>\$10,908</b>		<b>\$24,533</b>	



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Artesian Baths incl. salts	\$3,155	\$1,787	\$3,173
McIntyre Park			
Laundry	\$112	\$122	\$35
Long Term Stay/Storage			
<b>Calculated Total</b>	<b>\$32,274</b>	<b>\$12,817</b>	<b>\$27,741</b>

**JC Caravan Park Occupancy by Category March 2025**

Type of Service	% Occupancy
Twin Single Units	63%
Cabin – 4 berth	72%
Cabin – 6 berth	72%
Unpowered site	3%
Unpowered Caravan site	1%
Powered Caravan site	17%
Powered camp site	

**JC Caravan Park Artesian Bathhouse Usage March 2025**

Type of Service	Number of bookings
Boundary Rider Huts	24
Replica Rainwater Tank Bathhouses	15

**Library & Funeral Services**

A relatively busy March at the Library with the impact of the wet season bringing many locals into the facility to use the internet or just have a chat. With a couple of road closures, a few stranded passengers also made their way in to use the computers or internet to keep up to date with the information. Friday Library with the JCSS students is continuing to be a huge success with an average of twenty children attending each week. Lastly, there are a few planned visits with children from the Early Learning Centre in April which will give them a chance to learn and explore the library and enjoy story time.

**JC Library Memberships March 2025**

Type of Membership	Total Membership
Adult	355
Junior	48
Institutions	2
Online	3

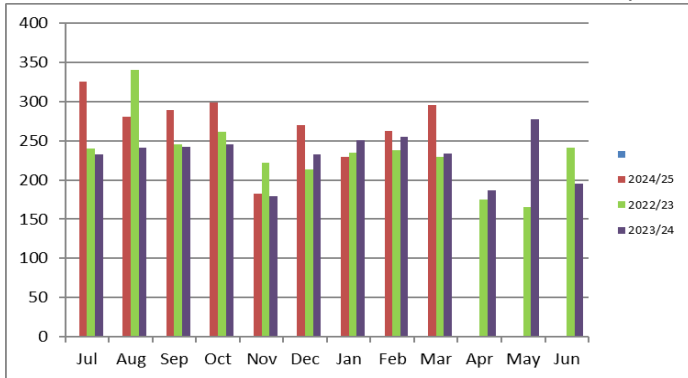
**JC Library Services Provided March 2025**

Services Provided	Total Amount
Reservations satisfied	7
Requests for books	13

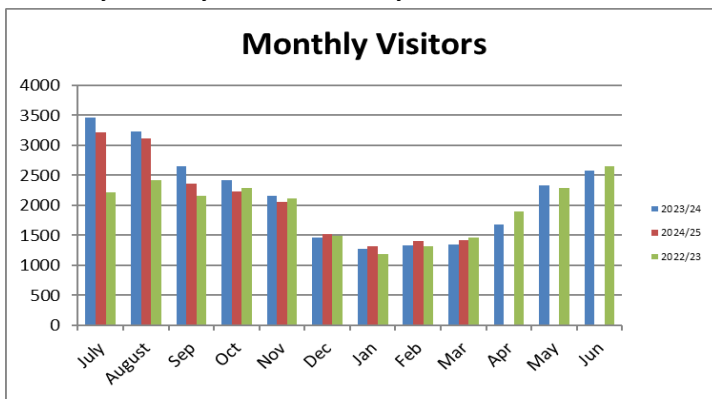
**JC Library Monthly Loans March 2025**



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JC Library Monthly Visitors February 2025



**Tourism**

Staff have been working hard over the off-season to prepare for the upcoming visitor season. We are hopeful that the impact of widespread rain across the region and in the south-west of Queensland doesn't impact our visitor numbers too significantly. It is expected that the Free Camp may remain closed for most of April to allow sufficient time for the area to dry out and be accessible for caravans. The Centre will commence weekend trading from May onwards and have called upon a number of locals to assist in a casual capacity to ease the burden on our staff. As mentioned previously, the Bush Dinner season dates have been confirmed for 2025 with 15 groups contributing to this fantastic initiative. Monthly Markets will again take place on the second Saturday of each month throughout May, June, July & August. Lastly, staff are finding it a bit more difficult than previous years to find Camp Host volunteers for the 2025 season but are confident that positions will be filled throughout the peak visitation season to ensure the facility is managed appropriately.

**Total Visitor Numbers for March 2025**

There were 118 visitors to the Julia Creek Visitor Information Centre in March 2025 compared with 66 in March 2024.

**Total Locals March 2025**

There was a total of 29 local visitors to the Julia Creek Visitor Information Centre in March 2025 compared with 1 in March 2024





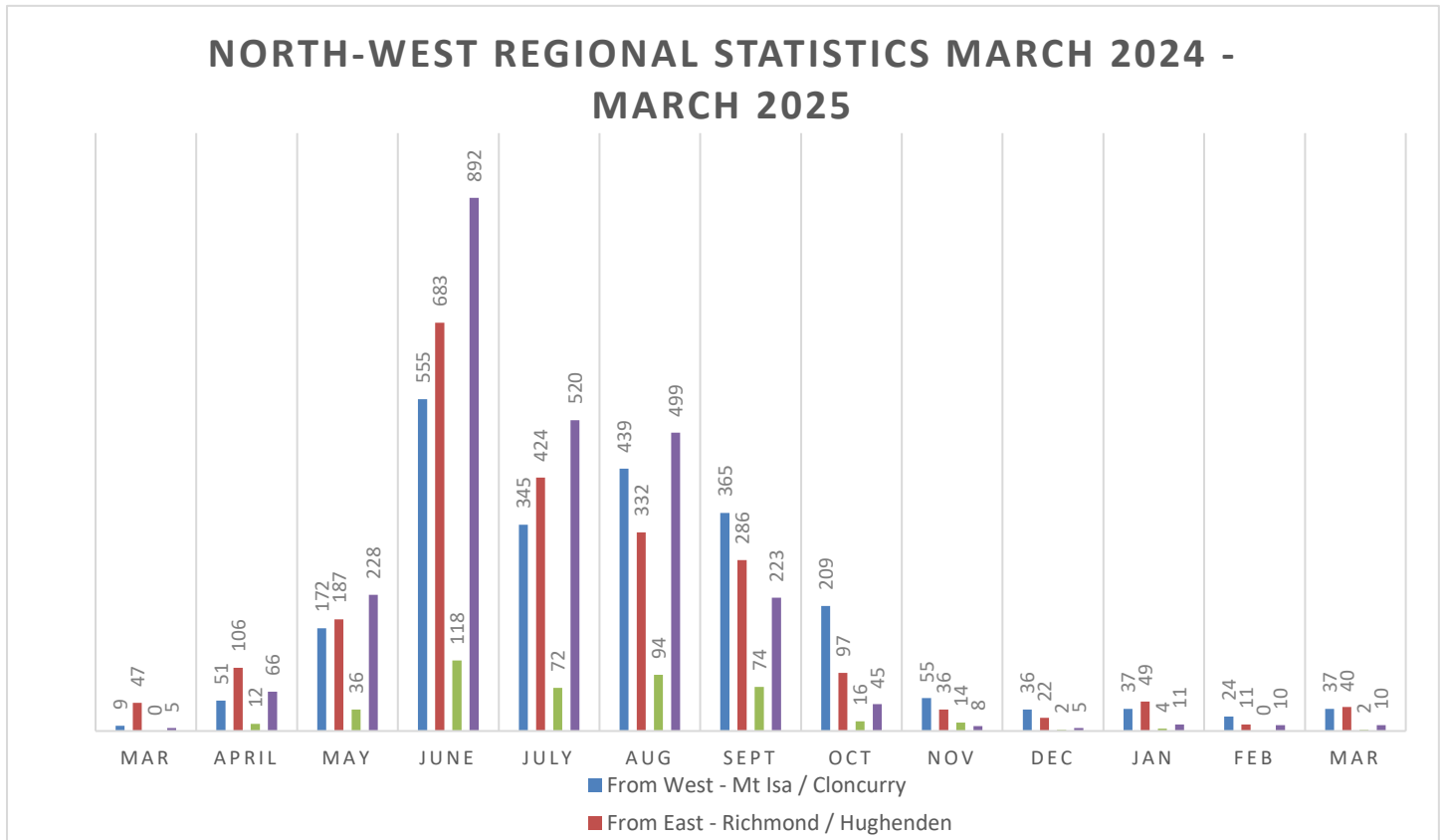
**Ordinary Meeting of Council Tuesday 15<sup>th</sup> April 2025  
Beneath the Creek Entries March 2025**

There was a total of 12 attendees at the Dunnart Feeding Experience in March 2025 compared with 33 in March 2024

**Virtual Reality Mustering Experiences March 2025**

There was a total of 2 attendees who experienced the Virtual Reality Muster in March 2025.

**North-West Regional Statistics for March 2025**



**RV Site Permits March 2025**

There were 2 RV Site permits issued in March 2025 compared with 0 in March 2024.



Ordinary Meeting of Council Tuesday 15<sup>th</sup> April 2025  
**Social Media Figures March 2025**

	Facebook Page Followers			Instagram Followers		
	Mckinlay Shire Council	Julia Creek VIC	Caravan Park	Mckinlay Shire Council	Julia Creek VIC	Caravan Park
February 1	8,313	6,107	9,194	1,183	4,007	1,422
February 28	8,842	6,121	9,294	1,194	4,029	1,429

## Julia Creek Early Learning Centre

### Summary

#### Achievements

- Cleaner started relieving staff 3 times a week
- March Monthly project involved clean up Australia Day focussing on re-using and implementing recycle bins at the centre to provide families an option to recycle and have children reuse these items.

#### Challenges / Issues for consideration

- No major challenges for March

#### Projects update

- Children's service hub expected to be complete by April
- Review furniture and resources for the new site
- Complete the service approval for the new site completed by Astute

### Astute consultation

#### Service Visit

0 Meetings via zoom, Renee from astute has been on personal leave Bek will be in contact to organise new dates for weekly catch up.

### Operations

#### March Occupancy



## Ordinary Meeting of Council Tuesday 15<sup>th</sup> April 2025

	Utilisation/Capacity	Waiting List	Occupancy %
Babies	98/84	0	116%
Toddlers	16/105	0	27.62%
Kindy	128/252	0	50.79%

### Incidents

No serious incidents in March

### People

#### Staffing update

- No staff changes at this stage. With occupancy not at capacity and support from casuals we are not needing to advertise for new staff at this time.

### Sport & Recreation

#### After School Activity:

After School Activities for Term 1 are continuing to take place on Tuesday, Wednesday, and Thursday. Activities on Tuesday and Thursday occurs at the pool and Wednesday's activity at CSA Building include board games, Lego /movie day. For this month around 80 kids participated and total of 171 kids participated After School Activity (Term-1).

#### School Holiday Program:

A School holiday program have been planned and Permission forms and flyers have been sent to families and flyers promoting the school holiday program have been posted through Council's messaging platforms. The program is set to run from 7<sup>th</sup> April to 17<sup>th</sup> April. Potential activities include Library session, pool day, arts and crafts, movie day at CSA, outdoor activities like Tennis, Mini Golf, Skate Park.

#### Community Sport:

Rugby league training for primary school children on Wednesday has commenced at Kev Bannah Oval, but due to rain most of the rugby practice session for this month were cancelled.

#### ELC Activities:



Ordinary Meeting of Council Tuesday 15<sup>th</sup> April 2025

Activities with children from early learning centre have continued and aim to engage with sports activities at the indoor sports centre each Tuesday. 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.

**Goods and Equipment:**

- Resistance Band for Gym which were ordered from Hart sports has been received.
- New Multi Station machine has been delivered and been installed by workcamp.

**Julia Creek State School:**

Have continued to assist with P.E lessons at Julia Creek State School each Friday, 9:30-10:30am for the Senior class (4/5/6) and 12-1pm for 2/3 class.

**Library:**

Walking the school children to the library from school (Term-1) during the afternoons (after school hours) on Friday's which has continued to benefit their safety whilst travelling to the facility.

**Community Fitness Challenge:**

Staff have had an initial meeting with the 10,000 Steps organisation to look at options to engage the community in a fun fitness challenge and help the community get active. Currently, we have started a trial challenge with Administration Building staff from 28<sup>th</sup> March to 04<sup>th</sup> April to seek out how the program works and troubleshoot before releasing a community wide competition following the trial.

**Julia Creek Swimming Pool**

ENTRIES	SWIMMERS
ADULT ENTRY	59
CHID ENTRY	56
CARAVAN PARK TOKENS	
ADULT ENTRY	72
CHILD ENTRY	0
COUNCIL STAFF ACCESS	



Ordinary Meeting of Council Tuesday 15<sup>th</sup> April 2025

<b>ADULT ENTRY</b>	<b>23</b>
<b>CHILD ENTRY</b>	<b>32</b>
<b>SCHOOL HOLIDAY PROGRAM</b>	<b>0</b>
<b>SEASON / FAMILY PASS</b>	
<b>ADULT</b>	<b>0</b>
<b>CHILD</b>	<b>0</b>
<b>J/C SWIMMING CLUB</b>	<b>0</b>
<b>J/C STATE SCHOOL</b>	<b>0</b>
<b>AFTER SCHOOL CARE</b>	<b>N/A</b>
<b>SWIM LESSONS / PROGRAMS</b>	<b>74 (S/C12, Aqua fitness 62)</b>
<b>TOTAL SWIMMERS</b>	<b>254</b>

Pool numbers were down considerably for March due to the inclement weather and also the Pool Manager needing some time off due to illness. The commencement of water aerobics has been hugely successful with great attendance and feedback from locals who have attended the sessions.

### Community Health

<b>CHSP Clients</b>	<b>Occasions of Service</b>	<b>Time Spent (hrs)</b>
Nursing Care	<b>22</b>	<b>14.6</b>
Personal Care	<b>1</b>	<b>0.5</b>
Other	--	--
<b>TOTAL</b>	<b>23</b>	<b>15.1</b>

<b>Non-CHSP Clients</b>	<b>Occasions of Service</b>	<b>Time Spent (hrs)</b>
Nursing Care	<b>15</b>	<b>13.2</b>
Other - pathology	<b>1</b>	<b>0.75</b>
Other	--	--
<b>TOTAL</b>	<b>16</b>	<b>13.95</b>

<b>TRANSPORTS</b>	<b>Number of one-way journeys</b>
CHSP Clients	<b>5</b>
Non-CHSP Clients	<b>1</b>
<b>TOTAL</b>	<b>6</b>

<b>Meetings</b>
MDT @ MPHS = 4      CAN = 1



Aged Care Service mapping for NWHHS = 2
<b>Health Promotion</b>
Mentioned Advance Care Planning Week in Community email
<b>General Business</b>
CN attended nurse education sessions @ MPHS to support professional development.
Aged Care Standards: Nil reportable incidents this month noted by Community Nurse. Nil compliments or complaints received either.
Planning for 2025 FLU jab season is under way.

## CHSP – Commonwealth Home Support Program

### Events and Activities

Regular CHSP activities have resumed with Monday games and Wednesday games and luncheon. Some clients have increased the services they will be receiving, and it will be great to continue to support our clients living independently.

### Statistics March 2025

CHSP currently have a total of **17** clients.

Service Offered	Number of Clients
Transport	33 Two-way trips
Social Support	34 Visits
Personal Care	1 visits
Counselling/Support, Information and advocacy (client)	8 hours
Shopping	4 trips
GAMES	15 attended (4 sessions)
Luncheon Wednesday Meal	15 Attended (4 sessions) meals (including morning tea)
Meals on Wheels	0 meals delivered
Community Nurse Visits	22 visits
Home Maintenance	7 lawns mowed 7 clients
Domestic Assistance	5 clients 28 visits
Pub Lunch	15 clients 4 sessions
Clients Transported for Doctors Appointments	1 CHSP clients

**Consultation:** Consultation with Corporate & Community Services Director

**Legal Implications:** Nil

**Policy Implications:** Nil

**Financial and Resource Implications:** Nil

**InfoXpert Document ID:** 133865



Ordinary Meeting of Council Tuesday 15<sup>th</sup> April 2025

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

**Attachments:** Nil

**Author:** Community Services Team Leader

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**Executive Summary:**

Council has received a Community Sponsorship Request from Saxby Round-Up for in-kind support to assist the provision of the use of a Council water truck for their 2025 event.

**Recommendation:**

*Council resolves to approve the Community Sponsorship Request for Saxby Round-Up for in-kind support (up to the value of \$5,000) to assist the provision of the use of a Council water truck for their 2025 event.*

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**Background:**

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

**Consultation:**

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

**Legal Implications:**

Nil

**Policy Implications:**

Community Grants Policy

**Financial and Resource Implications:**

Council sets aside money from its annual budget for community event support (including sponsorship, donations and Community Benefit Assistance Scheme) to be utilized by local organizations. Currently, the community sponsorship budget has been exhausted but with surplus remaining within the donations and CBAS budget, the contribution for this event will be taken from those funds.

**InfoXpert Document ID:** 133866



Ordinary Meeting of Council Tuesday 15<sup>th</sup> April 2025

**7.3 Subject:** Julia Creek Early Learning Centre Fees Review  
**Attachments:** Nil  
**Author:** Director Corporate and Community Services  
**Date:** 8<sup>th</sup> April 2025

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**Executive Summary:**

Council is presented with a review of the fees for the Julia Creek Early Learning Centre, with a proposed reduction for the “Temporary Reduced Hours Fee”.

**Recommendation:**

*That Council decrease the Temporary Reduced Hours Fee to \$85.00 effective from 16<sup>th</sup> April 2025.*

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**Background:**

Council have previously adopted the fees for the Early Learning centre and a recommendation is being put forward to consider reducing the temporary reduced hours fee from \$90.00 to \$85.00. This fee is imposed when the centre has to reduce its hours, operating from 8:30am to 2:30pm on the days there is not enough staff available in order to have lunch breaks.

Currently the fee stands at \$90.00 which is above the marked hourly rate which as a result families who qualify for Child Care Subsidy (CCS) end up having to pay the full fee with no CCS. For context our hourly rate is \$15.00 while the fee is calculated on \$14.29 per hour (i.e. \$90 divided by 6 hours). The request is that we reduce this fee to \$85.00 so that families can benefit more, particularly those who rely on CCS.

**Consultation:**

Astute Early Years and the Centre Director has been consulted in the proposal to amend the fee.

A letter will be sent to all current families immediately after a decision is made by Council regarding the fee amendment.

**Policy Implications:**

This fee will be included in the Centre’s Fees and Payments Policy and will be amended in the Council Fees & Charges Schedule on approval.

**Financial and Resource Implications:**

The amendment will ensure that the families are not financially disadvantaged for the times we need to reduce hours due to staffing shortages.

**InfoXpert Document ID:** 133870





## **8.0 CORPORATE SERVICES**

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**8.1 Subject:** Corporate Services March 2025 Report  
**Attachments:** Nil  
**Author:** Director Corporate & Community Services

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**Executive Summary:**

The Corporate Services Report as of 31 March 2025 which summarises the financial performance and position is presented to Council.

**Recommendation:**

*That Council receives the monthly Corporate Services Report for the period ending 31 March 2025.*

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**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:**



### INCOME STATEMENT SUMMARY

	Actuals	Variance	YTD Budget	Full Year Budget
<b>Total Income</b>	45,528,448	81%	56,440,620	75,254,160
<b>Total Expenses</b>	(12,781,495)	90%	(14,260,406)	(19,013,874)
<b>Net Result</b>	<b>32,746,953</b>	<b>78%</b>	<b>42,180,215</b>	<b>56,240,286</b>
Less Capital Revenue	28,444,983	68%	41,674,160	55,565,546
<b>Operating Result (excl. Capital Revenue)</b>	<b>\$ 4,301,970</b>	<b>850%</b>	<b>\$ 506,055</b>	<b>\$ 674,740</b>

### STATEMENT OF FINANCIAL POSITION

	2025 Actuals	2024 Actuals
Current Assets	50,527,811	25,792,104
Total Non-Current Assets	269,384,669	273,049,428
<b>Total Assets</b>	<b>319,912,480</b>	<b>298,841,532</b>
Total Current Liabilities	2,696,239	8,426,173
Total Non-Current Liabilities	220,817	174,462
<b>Total Liabilities</b>	<b>2,917,056</b>	<b>8,600,635</b>
<b>Net Community Assets</b>	<b>\$ 316,995,424</b>	<b>\$ 290,240,897</b>
<i>Community Equity</i>		
Asset Revaluation Surplus	93,786,450	102,467,025
Retained Surplus	223,108,974	187,373,873
<b>Total Community Equity</b>	<b>\$ 316,995,424</b>	<b>\$ 290,240,897</b>

### STATEMENT OF CASH FLOWS

	2024/25 Actuals	2023/24 Actuals
<b>Cash Flows from Operating Activities</b>	10,252,344	788,726
Receipts, Payments & Interest Received		
Borrowing Costs		
<b>Cash Flows From Investing Activities</b>	12,781,364	(14,028,610)
Payments and Proceeds for PPE		
Capital Income		
<b>Cash Flows from Financing Activities</b>	-	-
Loan Payments		
Net increase (decrease) in cash held	23,033,708	(13,239,884)
Cash at beginning of the financial year	19,472,706	32,712,590
<b>Cash at the end of the period</b>	<b>\$ 42,506,414</b>	<b>\$ 19,472,706</b>



### Summary By Departments

Department	Revenue			Expenditure		
	Actuals	%	Budget	Actuals	%	Budget
Infrastructure & Works	27,096,188	56%	48,807,674	6,061,475	60%	10,058,700
Governance & Partnerships	-	0%	-	688,495	69%	990,858
Corporate Services	12,699,780	65%	19,587,409	1,586,458	67%	2,365,286
Economic Development	205,139	66%	309,293	708,549	61%	1,157,300
Community Services	4,952,168	86%	5,770,609	2,733,223	64%	4,258,664
Health Safety & Development	50,613	28%	177,947	365,626	56%	654,300
Environmental Management	485,890	81%	601,228	355,244	60%	591,500
	<b>45,489,778</b>	<b>60%</b>	<b>75,254,160</b>	<b>12,499,070</b>	<b>62%</b>	<b>20,076,608</b>

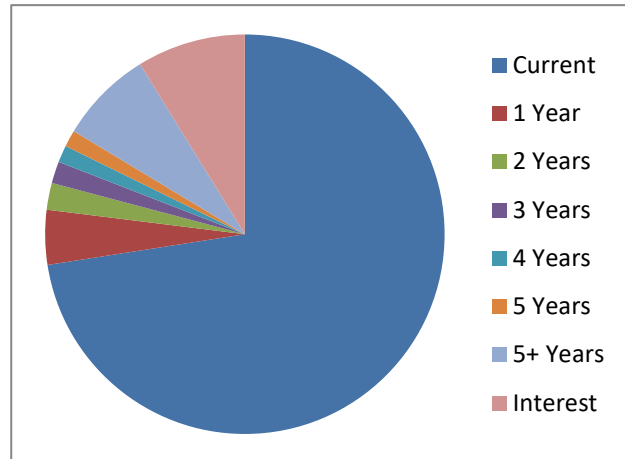
### Capital Works Program 2024-2025 Version 2.0

Infrastructure & Works	Actuals	Proposed Budget 2024-25	Grants/Other
Roads	\$10,859,184.47	\$48,750,117	\$48,127,750
Wastewater	\$18,321	\$1,500,000	\$700,000
Water	\$48,389	\$442,064	\$0
Transport	\$0	\$1,859,957	\$1,759,957
Other	\$8,221	\$1,549,025	\$0
<b>Subtotal</b>	<b>\$10,934,115</b>	<b>\$54,101,163</b>	<b>\$50,587,707</b>
<b>Environmental Management</b>			<b>Grants/Other</b>
Reserves	\$22,014	\$426,800	\$150,000
<b>Subtotal</b>	<b>\$22,014</b>	<b>\$426,800</b>	<b>\$150,000</b>
<b>Community Services &amp; Facilities</b>			<b>Grants/Other</b>
Community Buildings & Other Structures	\$4,433,408	\$8,590,975	\$6,390,325
Parks & Gardens	\$24,068	\$156,000	\$28,000
Council Housing	\$320,030	\$2,282,050	\$1,520,000
<b>Subtotal</b>	<b>\$4,777,506</b>	<b>\$11,029,025</b>	<b>\$7,938,325</b>
<b>Corporate Services</b>			<b>Grants/Other</b>
Corporate Buildings & Other Structures	\$14,375	\$440,000	\$0
Other	\$53,077	\$67,000	\$0
Economic Development	\$9,184	\$15,000	\$9,093
<b>Subtotal</b>	<b>\$76,636</b>	<b>\$522,000</b>	<b>\$9,093</b>
<b>Total</b>	<b>\$15,810,272</b>	<b>\$66,078,988</b>	<b>\$58,685,125</b>



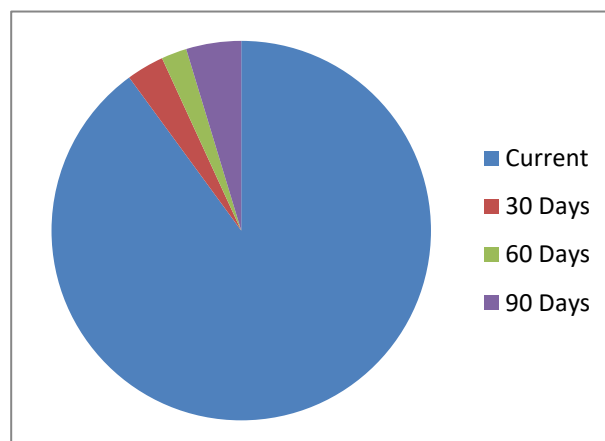
## Outstanding Rates

	Mar-25	Feb-25
<b>Current</b>	115,663	2,064,349
<b>1 Year</b>	7,051	7,372
<b>2 Years</b>	3,462	3,462
<b>3 Years</b>	2,811	2,811
<b>4 Years</b>	2,204	2,204
<b>5 Years</b>	2,153	2,153
<b>5+ Years</b>	12,083	12,083
<b>Interest</b>	14,021	14,895
<b>Total</b>	<b>159,447</b>	<b>2,109,328</b>



## Outstanding Debtors

<b>Total</b>	<b>228,981.31</b>
<b>Current</b>	205,952.51
<b>30 Days</b>	7,328.18
<b>60 Days</b>	4,970.28
<b>90 Days</b>	10,730.34



**Comments:**

**Consultation:**

**Legal Implications:**

**Policy Implications:**

**Financial and Resource Implications:**

**InfoXpert Document ID: 133867**



## **9.0 CHIEF EXECUTIVE OFFICER**

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Ordinary Meeting of Council Tuesday 15<sup>th</sup> April 2025

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

**Attachments:** NIL

**Author:** CEO

**Date:** 7<sup>th</sup> April 2025

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**Executive Summary:**

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

**Recommendation:**

*That Council receive and note the report from the Chief Executive Officer for the period ending 8<sup>th</sup> April 2025 except where amended or varied by separate resolution of Council.*

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**1. Meetings with External Organizations in April**

The Mayor and CEO attended the NWQROC Meeting in Brisbane on the 2<sup>nd</sup> and 3<sup>rd</sup> of April. The Mayor and CEO will attend the Resources Councils Forum in Brisbane on the 9<sup>th</sup> and 10<sup>th</sup> April. The Mayor and CEO will meet with QCN and Multicom on the 14<sup>th</sup> April, SEC Newgate on the 15<sup>th</sup> April and attend a meeting of the Mid West Water Alliance in Richmond on the 29<sup>th</sup> April.

**Recommendation:**

For Council Information

**2. Appointment of Acting CEO During CEO Leave from 9<sup>th</sup> to 13<sup>th</sup> June 2025, 1<sup>st</sup> to 5<sup>th</sup> December 2025 and 15<sup>th</sup> December 2025 to 2<sup>nd</sup> January 2026**

In the absence of the CEO on Leave commencing 9<sup>th</sup> June – 13<sup>th</sup> June 2025, 1<sup>st</sup> December – 5<sup>th</sup> December 2025 and 15<sup>th</sup> December 2025 to 2<sup>nd</sup> January 2026 it is desired that Council appoints an acting CEO.

**Recommendation:**

*Council appoints Ms. Tenneil Cody as Acting CEO from 9<sup>th</sup> - 13<sup>th</sup> June 2025, 1<sup>st</sup> – 5<sup>th</sup> December 2025 and 15<sup>th</sup> December 2025 to 2<sup>nd</sup> January 2026.*



Ordinary Meeting of Council Tuesday 15<sup>th</sup> April 2025

**Policy/Legislative:**

LG Act 2009 & LG Regulation 2012

Policies

Awards

**Operational Financial and Resource Implications:**

To be further advised

**Consultation and engagement:**

Councillors

Directors

Relevant Council staff

External agencies

**InfoXpert Document ID: 133868**





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

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**10.1 Subject:** WHS Report for March 2025

**Attachments:** Nil

**Author:** Workplace Health and Safety Representative, Taleah Rafter

**Date:** 09 April 2025

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**Executive Summary:**

This report has been further developed from past months and outlines Work Health and Safety performance results and actions for the period of March 2025.

There has been continued efforts in the safety system project which is improving organisational compliance with increased workplace toolboxes & inspections, convening of the Health & Safety committee with members from across the organisation, and the further development of Systematic controls such as Safe Work Method statements, operational procedures and workplace awareness.

**Recommendation:**

That Council receives the WHS Report for the period March 2025.

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**Background:**

This report outlines the Work Health and Safety performance results and actions for the period of March 2025.

There has been increased efforts in the safety system project which is improving organisational compliance. Key Highlights include:

- Continual improvement of safety system project
- Safety Committee convened
- Review of Workshop was undertaken and there has been a quote requested from a Electrical contractor to update some areas of the workshop.
- Electrical Compliance issue at McIntyre Park resolved.

**Key Safety Metrics:**

Key safety metrics for March 2025 are tabled below:

Across the organisation, Key team leaders are further capturing data to expand on this report for future months.

<b>Metric</b>	<b>This Month</b>	<b>Last Month</b>	<b>Year-to-Date (YTD)</b>
Total Work Hours	6,170.55	5,568.65	N/A
Number of Incidents	5	4	18
Lost Time Injuries (LTI)	0	0	2
Near Misses Reported	1	1	8
Safety Training Sessions	348	8	N/A
Staff Well Being (Gym & Pool visits)	13/12	32/24	N/A



The executive team convened in February and has further discussed Safety Key Performance Indicators (KPI's). The focus for the new KPI's have over the last month has been focused on Fleet data out of corporate systems. Further development in this space is forecast for February subject to resource availability and will be reported as data is mined across the organisation to include the following:

1. Total Recordable Incident Rate (TRIR) - "lagging metric" gives a high-level benchmark to the organisation in terms of knowing if its safety standards are improving or worsening.
2. Lost Time Injury Frequency Rate (LTIFR) - LTIFR refers to the number of lost time injuries that happen per million hours worked. An LTIFR of eight, would mean that eight lost time injuries take place every million hours worked.
3. Fleet Safety (collisions/incidents per million km driven) - This KPI measures the number of collisions or accidents that occur per million kilometres driven by an organisation's fleet of vehicles. This is an important KPI because it provides insight into the safety performance of an organisation's vehicle fleet, which can help prevent accidents and injuries.
4. Near Misses Rate - Near Misses Rate is a KPI that measures the number of near-miss incidents that occur in a workplace over a given period, usually expressed as a rate per 100 employees. A near-miss is an incident that has the potential to cause harm but does not result in an injury or illness. This KPI is important because it provides insight into the potential hazards that exist in the workplace and allows organisations to take corrective actions before an incident occurs.
5. Equipment Breakdowns - By measuring the number of equipment breakdowns and creating a goal to improve this number, you affect both safety and production. Often when critical equipment breaks down, there is a loss of activity.
6. Number of Safety Violations/ reportable incidents - This KPI measures the number of safety violations identified during an audit or inspection. A safety audit is performed by external organisations, such as OSHA (Occupational Safety and Health Administration) and it ensures that organisations comply with safety policies and standards in the workplace.
7. Employee Attendance Rate - This KPI measures the percentage of employees who are present at work during their scheduled working hours. By tracking attendance rates, organisations can identify attendance-related issues early and take proactive measures to address them, such as offering flexible work arrangements or providing additional support and resources to employees.
8. Average Overtime Hours Per Person - This is a great KPI to help measure the average time worked by someone beyond their normal working hours. The idea is that, if you keep this number low, it can mean that an organisation is successfully managing workload and reducing the chance of fatigue in the workplace.
9. Corrective and Protective Actions - Corrective and preventive actions as a KPI, measures the number of corrective actions the company takes to address specific health and safety issues. Corrective action is when action is taken to eliminate the causes of non-conformities or other undesirable situations, so as to prevent recurrence. Preventive action is action taken to prevent the occurrence of such non-conformities, generally as a result of a risk analysis. Recognizing and revealing the details of corrective actions is significant in light of the fact that it assists you with investigating more deeply into what actions the organisation makes for individual issues and the expense of those activities.



10. Employee Training - This KPI measures the number of training hours or sessions provided to employees to improve their knowledge and skills related to safety practices, hazard identification, and emergency response. It also helps you measure the effectiveness of the training program by evaluating the level of understanding and knowledge retention among employees.
11. Staff Wellbeing (Proactive) – How many staff have utilised the gym/pool (link to recent EBA and staff access to the health fitness gym & pool – shows commitment to staff wellbeing – easy to capture).

### **Summary of Incidents**

- As reported last month, The Julia Creek waste facility had 2 unknown offenders in an ATV buggy commit arson to the general waste area. QFES responded with council staff and investigations are underway with the use of CCTV footage.
- A patch of ceiling in the supper room has fallen due to rain damage, Building and Maintenance Team Leader was notified.
- Pump at McIntyre Park was temporarily fitted and the power lead was running above ground through the grass so there was a Safety hazard, this was rectified on 4<sup>th</sup> March 2025.
- Drivers side Mirror fell off vehicle when returning from a job at Oorindi - temporary fix was done on the road, WHS notified Workshop.

### **Corrective Actions**

Corrective Actions included:

- Engagement of certified electrical contractor to rectify the power lead to the Pump at McIntyre Park
- Engagement with electrical contractor to quote for Workshop Improvements.

### **Workplace Safety Activities**

20/31 Actions from the LGW audit report are complete, the other items continue to progress with a number becoming continual improvement items in business-as-usual operations. Summary of safety system activities across the organisation completed during the month is detailed below:

- Safety Culture and Leadership – Councils Management team will further develop the monthly action report on key elements of safety Leadership, Engagement, redesign and self-awareness. This will be further developed with the executive team and direct reports over the next quarter.
- Staff Amenities – Following recent toolbox meetings, the outdoor rest/lunch area (toolbox area) now has a completed awning to provide weather protection. Installation of fans now complete.
- Staff Licenses, Tickets and competencies – Working with HR on processes to capture and update Record to ensure compliance.
- Workplace Safety Committee – the second meeting for 2025 was convened in February 25 and attended by all elected Health and Safety Representatives and executive.



- Safe Work Method Statements (SWMS) – 15 new SWMS have been developed for review by the works teams and 5 operating procedures to include:
  - Working at Height 020225 – High Risk Activity
  - Asbestos Cement Work 020225 – High Risk Activity
  - Grave Preparation SWMS 020225 – High Risk Activity
  - Confined Space High Risk Activity – 020225
  - Hot Works 020225 – High Risk Activity
  - Working with Concrete SWMS 020225 – High Risk Activity (1)
  - Traffic Management 020225 – High Risk Activity
  - Work On or Adjacent to A Road or Railway 020225 – High Risk Activity
  - EWP operation 020225 – High Risk Activity
  - Safe Operation of Excavator 070225 – High Risk Activity
  - Safe Operation of Front backhoe 070225 – High Risk Activity
  - Safe Operation of Front End Loader 020225 – High Risk Activity
  - Safe Operation of Grader 070225 – High Risk Activity
  - Safe Operation of Skid steer 070225 – High Risk Activity
  - Tipper and Dog Safe Work Method Statement 020225 – High Risk Activity
  - Operating Procedure - 020225 Pole Saw Final
  - Operating Procedure 020225 - Backpack Blower
  - Operating Procedure 020225 - Lawn Mower
  - Operating Procedure Cleaning 020225
  - Operating Procedure for Safe Use of Cordless Power Tools 020225
- Development of Contractor Management Safety Procedures
- Staff Immunisations – working with Human Resources on reviewing and updating staff needs and records for Immunisations – e.g. Q Fever, Hepatitis A & B.
- Commencing the review and updating of the hazardous substance register for the entire organisation.
- Corporate Safety Risk Register has been further developed

### **Training and Compliance**

- Plant and Machinery Verification of Competencies – scoping documentation has been discussed with regional training providers and an option analysis is being undertaken. A briefing note with options for consideration has been tabled with the Executive Group. This Training will ensure council's risks are well managed with competent operators, assist in growing capabilities, assist with utilization of plant & machinery at minimal cost to Council. Further options have been requested by the executive.



**Budget & Resourcing**

The Workplace Health and Safety Budget for the month of is within operational tolerances refer to revenue and expenditure table below:

PROGRAM	REVENUE			EXPENDITURE		
	Actuals	%	Budget	Actuals	%	Budget
3700 WP. HEALTH & SAFETY		0%	\$ -	\$ 196,847	63%	\$ 270,000

Currently there are no additional requests for budget as part of continual improvement projects.

**Next Month Focus and Forward Work**

Next Month’s work Effort will include:

- KPIs Development – further grow capture mechanism for maturing reporting – e.g. Collecting fleet data from the GPS systems.
- Health and safety Committee will be convening again month.
- Handover of safety updated procedures & SWMS to go operational with Review
- Plant and Machinery Verification of Competencies Training – Finalise service provider options for Executive approval.
- The continued review of the Organisational Risk Register.
- Review of Traffic Management Plans
- Review procurement processes & policy in relation to National Heavy vehicle compliance (COR)
- Field inspections and audits.

**Consultation:** (internal/External)

Nil

**Legal Implications:**

Nil

**Policy Implications:**

Nil

**Financial and Resource Implications:**

As provided in the report.

**InfoXpert Document ID:** 133869



## 11. GENERAL BUSINESS



Ordinary Meeting of Council Tuesday 15<sup>th</sup> April 2025

**11. CLOSE**