

Ordinary Meeting Agenda

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

Tuesday 20th February 2018, 9:00am

Notice is hereby given that an Ordinary Meeting will be held at the Council Chambers,
Civic Centre, Julia Creek on 20th February 2018 at 9:00am.

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1. OPENING BUSINESS

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

2. ATTENDANCE

Mayor: Cr. B Murphy
Members: Cr. N Walker, Cr. S Royes, Cr. P Curr, Cr. J Fegan

Staff:

Director Engineering, Environment and Regulatory Services Mr. Andrew Boardman
Executive Assistant Mrs. Amy Tinning

Other people in attendance:

Apologies:

3. CONFIRMATION OF MINUTES

That the Minutes of Ordinary Meeting held on 23rd January 2018 be confirmed.



MCKINLAY SHIRE COUNCIL

UNCONFIRMED MINUTES

OF THE

ORDINARY MEETING OF COUNCIL

HELD AT THE

BOARDROOM, CIVIC CENTRE
JULIA CREEK

Tuesday 23rd January 2018

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1. OPENING BUSINESS

All Councillors having signed the Attendance Book, Deputy Mayor Neil Walker declared the meeting open at 9:00am.

2. ATTENDANCE

Mayor: Cr. B Murphy

Members: Cr. S Royes, Cr. J Fegan, Cr. N Walker, Cr. P Curr (attended via teleconference)

Staff:

Chief Executive Officer, Mr Peter Fitchat

Acting Director of Engineering, Environmental & Regulatory Services Ms Megan Pellow

Executive Assistant, Mrs Amy Tinning

Apologies:

Nil

Other people in attendance:

Nil

3. CONFIRMATION OF MINUTES

Confirmation of Minutes of the December Ordinary Meeting of Council 2017

RECOMMENDATION

That the Minutes of the December Ordinary Meeting of Council 2017.

Resolution No. 141/1718

The Minutes of December Ordinary Meeting of Council 2017.

Moved Cr. J Fegan

Seconded Cr. S Royes

CARRIED 5/0

Confirmation of Minutes of June Special Meeting of Council 2017.

RECOMMENDATION

That the Minutes of the June Special Meeting of Council 2017.

Resolution No. 142/1718

The Minutes of the June Special Meeting of Council 2017.

Moved Cr. P Curr

Seconded Cr. N Walker

CARRIED 5/0

4. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

5. ENGINEERING SERVICES

5.1 Engineering Works Report

This report outlines the general activities, revenue and expenditure for the department for the period December 2017.

RECOMMENDATION

That Council receives the December 2017 Engineering Works Report.

Resolution No. 143/1718

Council receives the December 2017 Engineering Works Report.

Moved Cr. P Curr

Seconded Cr. J Fegan

CARRIED 5/0

5.2 Establishment of Local Speed Management Committee

The Department of Transport and Main Roads (TMR) is seeking to establish a local Speed Management Committee (SMC) to assess speed limit reviews in TMR North West District. TMR have requested an engineer from a representing Local Government.

RECOMMENDATION:

That Council resolves to endorse Director of Engineering and Regulatory Services Andrew Boardman to represent McKinlay Shire Council as Council's Engineer on the local Speed Management Committee (SMC) for the North West Districts.

Resolution No. 144/1718

Council resolves to endorse Director of Engineering and Regulatory Services Andrew Boardman to represent McKinlay Shire Council as Council's Engineer on the local Speed Management Committee (SMC) for the North West Districts.

Moved Cr. S Royes

Seconded Cr. J Fegan

CARRIED 5/0

Attendance – Cr. J Fegan declared a material personal interest (as per section 172 of the Local Government Act 2009) in relation to report 5.3 - Julia Creek Airport Lighting Upgrade Tender. Cr. J Fegan left the meeting room at 9:22am taking no part in the discussion or decision.

5.3 Julia Creek Airport Lighting Upgrade Tender

Council received funding to upgrade the lighting at the Julia Creek Airport. All works documentation, tender documentation, tendering and tender evaluation have been completed by Built Environment Collective Pty Ltd. BE Collective have provided a tender evaluation report with the following recommendation.

RECOMMENDATION:

That Council;

- 1) accepts BE Collective's tender report and recommendations; and

- 2) Council award the Julia Creek Airport Lighting Upgrade Contract to Marwill Pty Ltd (Marwill) for the tender price of three hundred and forty four thousand dollars (\$344,000.00) excluding GST.

Resolution No. 145/1718

Council;

- 1) accepts BE Collective's tender report and recommendations; and
- 2) Council award the Julia Creek Airport Lighting Upgrade Contract to Marwill Pty Ltd (Marwill) for the tender price of three hundred and forty four thousand dollars (\$344,000.00) excluding GST

Moved Cr. N Walker

Seconded Cr. S Royes

CARRIED 4/0

Attendance – Cr. J Fegan re-entered the meeting room at 9:26am.

6. ENVIRONMENT AND REGULATORY SERVICE REPORT

6.1 Environmental and Regulatory Services Report – December 2017

This report outlines the general activities, revenue and expenditure for the department for the period December 2017.

RECOMMENDATION

That Council receives the December 2017 Environment and Regulatory Services Report.

Resolution No. 146/1718

Council receives the December 2017 Environment and Regulatory Services Report.

Moved Cr.N Walker

Seconded Cr. J Fegan

CARRIED 5/0

6.2 Transfer of Trusteeship from Queensland Rail to McKinlay Shire Council for Lot 8 BD107 (Oorindi Cattle Yards)

In 2006 Council signed a license with Queensland Rail for the Oorindi Cattle Yards. This license expired in 2010.

In November 2016, Council responded to Queensland Rail that they wished to utilize the yards and requested a license be issued to Council.

A copy of the license was received from Queensland Rail early December 2017 however it was noted by them that the yards are located on Crown Reserve Land with which QR is Trustee that would have limitations with regard to providing a long term license to Council.

They have requested if Council would consider transferring the trusteeship of the yards from Queensland Rail to McKinlay Shire Council.

RECOMMENDATION

That Council resolves to either;

- a) Advise Queensland Rail that Council wished to accept trusteeship of the Oorindi Cattle yards, or;
- b) Advise Queensland Rail that Council does not wish to accept trusteeship of the Oorindi Cattle Yards.

Resolution No. 147/1718

Council resolves to;

- a) Advise Queensland Rail that Council is interested in accepting trusteeship of the Oorindi Cattle yards, pending advice on financial implication fro Council, as this was not presented in the report.

Moved Cr. S Royes

Seconded Cr. N Walker

CARRIED 5/0

6.3 Conversion of Grazing Homestead Perpetual Lease 23/16441 - Lot 5 on EN18 and Lot 6 on EN49

Council’s view is sought by the Department of Natural Resources and Mines regarding the conversion of Lot 5 on EN18 and Lot 6 on EN49 to Freehold for the purpose of Grazing.

RECOMMENDATION

That Council resolves to advise the Department of Natural Resources and Mines that;

- 1) It has no objection to the conversion of Lot 5 on EN18 and Lot 6 on EN49 to Freehold for the purpose of Grazing, and;

It has no current or future planned requirements for the road reservation located within Lot 6 on EN49.

Resolution No. 148/1718

Council resolves to advise the Department of Natural Resources and Mines that;

- 1) It has no objection to the conversion of Lot 5 on EN18 and Lot 6 on EN49 to Freehold for the purpose of Grazing, and;
It has no current or future planned requirements for the road reservation located within Lot 6 on EN49.

Moved Cr. N Walker

Seconded Cr. P Curr

CARRIED 5/0

6.4 Per and Poly-Fluoroalkyl Substances

Council has received correspondence from the Federal Department of the Prime Minister and Cabinet’s PFAS Taskforce regarding potential health issues associated with Per- and Poly- Fluoroalkyl Substances.

RECOMMENDATION

That Council receives the correspondence from the Federal Department of the Prime Minister and Cabinet’s PFAS Taskforce and will seek further information/advice if Council become aware of any issues arising from Per- and Poly- Fluoroalkyl substances within the community.

Resolution No. 149/1718

Council receives the correspondence from the Federal Department of the Prime Minister and Cabinet’s PFAS Taskforce and will seek further information/advice if Council become aware of any issues arising from Per- and Poly- Fluoroalkyl substances within the community.

Moved Cr. J Fegan

Seconded Cr. S Royes

CARRIED 5/0

6.5 Grant Housing - Resolution 128-1718 Amendment

Council at its December 2017 Ordinary Meeting resolved in resolution 128/1718 to, a) Purchase vacant land

described as Lot 41/JC55713 to build 1 X 4 bedroom house; b) demolish 4 Shaw St (9/JC55711) and build 2 x 2 bedroom units on site, and; c) Build 1 x 4 bedroom house in the subdivision on Lot 4/SP278219. Councillor's went to 41/JC55713 to review the site and deemed it not economical to build on the Lot. Councillor's looked at other Council owned vacant blocks and found Lot 3 on SP278219 to be suitable for the future requirements.

RECOMMENDATION

That Council resolves to amend resolution 128/1718 as follows;

- a) build 1 x 4 bedroom house in the subdivision on lot 3 on SP278219;
- b) demolish 4 Shaw St (9/JC55711) and build 2 x 2 bedroom units on site, and;
- c) Build 1 x 4 bedroom house in the subdivision on lot 4 on SP278219.

Resolution No. 150/1718

Council resolves to amend resolution 128/1718 as follows;

- a) build 1 x 4 bedroom house in the subdivision on lot 3 on SP278219;
- b) demolish 4 Shaw St (9/JC55711) and build 2 x 2 bedroom units on site, and;
- c) Build 1 x 4 bedroom house in the subdivision on lot 4 on SP278219.

Moved Cr. N Walker

Seconded Cr. J Fegan

CARRIED 5/0

6.6 Proposed Local Law No. 17 (Waste Management) 2017 Public Interest Test Delegation

It is proposed to delegate to Chief Executive Officer the power to undertake public interest testing in relation to possible anti-competitive provisions within Local Law No. 17 (Waste Management) 2017.

RECOMMENDATION

That Council resolves, pursuant to section 257 of the *Local Government Act 2009* ("the Act"), to delegate to the Chief Executive Officer of Council its powers under section 38 of the Act and section 15 of the *Local Government Regulation 2012* to decide—

- (a) how the public interest test of the local law particularised in the schedule is to be conducted; and
- (b) the matters with which the public interest test report in relation to the local law particularised in the schedule must deal; and
- (c) the consultation process for the public interest test and how the process is to be used in the public interest test.

SCHEDULE

Local Law No. 17 (Waste Management) 2017.

Resolution No. 151/1718

Council resolves, pursuant to section 257 of the *Local Government Act 2009* ("the Act"), to delegate to the Chief Executive Officer of Council its powers under section 38 of the Act and section 15 of the *Local Government Regulation 2012* to decide—

- (a) how the public interest test of the local law particularised in the schedule is to be conducted; and
- (b) the matters with which the public interest test report in relation to the local law particularised in the schedule must deal; and
- (c) the consultation process for the public interest test and how the process is to be used in the public interest test.

SCHEDULE

Local Law No. 17 (Waste Management) 2017.

Moved Cr. N Walker

Seconded Cr. S Royes

CARRIED 5/0

Attendance – Acting Director of Engineering, Environmental & Regulatory Services Ms Megan Pellow left the meeting room at 9:49am

7. COMMUNITY SERVICES

Attendance – Director of Corporate & Community Services Mrs Tenneil Cody entered the meeting room at 9:51am.

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 December 2017.

RECOMMENDATION

That Council receives the Community Services monthly report for December 2017.

Resolution No. 152/1718

Council receives the Community Services monthly report for December 2017.

Moved Cr. J Fegan

Seconded Cr. N Walker

CARRIED 5/0

7.2 Amendment of Fees and Charges Schedule 2017/2018

Proposal to Council to amend the Fees and Charges Schedule 2017/18, to increase fees for the Julia Creek Caravan Park.

RECOMMENDATION

That Council adopts the amendments to the 2017/18 Fees and Charges as presented to Council.

Resolution No. 153/1718

That Council adopts the amendments to the 2017/18 Fees and Charges as presented:

	Description	Current 2017/18 Fee Incl GST	Proposed fee for 2018 year	Unit/Details
3. JULIA CREEK CARAVAN PARK FEES				
3.1	POWERED SITES			
	Site Fee (1 person)	\$21.00	\$23.00	per night
	Site Fee (up to 2 persons)	\$24.00	\$28.00	per night
	Site Fee (up to 2 persons) 3 Night Special	\$60.00	\$67.00	per 3 nights
	Extra person	\$8.00	\$9.00	per night
	Extra Child 10 & under	\$5.00	\$5.00	per night
	Child 2 and under	FREE	FREE	
	Site Fee (up to 2 persons)	\$144.00	\$168.00	per week
	Extra Adult	\$48.00	\$54.00	per week
	Extra Child	\$30.00	\$30.00	per week
	Dirt n Dust weekend (Thurs-Mon up to 2 persons)	\$30.00	\$30.00	per night
	Dirt n Dust weekend - Extra person	\$15.00	\$15.00	per night
	Dirt n Dust weekend - Extra child 10 & under	\$10.00	\$10.00	per night
	Dirt n Dust weekend - Child 2 and under	FREE	FREE	per night
	Description	Current 2017/18 Fee	Proposed fee for 2018 year	Unit/Details

8. CORPORATE SERVICES REPORT

8.1 Corporate Services Report

The Corporate Services Report as of December 2017 which summarises the financial performance and position is presented to Council.

RECOMMENDATION

That Council receives the monthly Corporate Services Report for the period ending 31st December 2017.

Resolution No. 154/1718

Council receives the monthly Corporate Services Report for the period ending 31st December 2017.

Moved Cr. S Royes

Seconded Cr. P Curr

CARRIED 5/0

8.2 2018/19 Budget Program

Propose to Council dates and timelines for the preparation and adoption of the 2018-2019 financial year budget.

RECOMMENDATION

That Council accepts the 2018/19 Budget Program as presented.

Resolution No. 155/1718

Council accepts the 2018/19 Budget Program as presented.

Moved Cr. N Walker

Seconded Cr. S Royes

CARRIED 5/0

Attendance – Director of Corporate & Community Services Mrs Tenneil Cody left the meeting room at 10:11am

9. CHIEF EXECUTIVE OFFICER REPORT

9.1 Strong and Sustainable Resource Communities Act 2017 (SSRC Act)

On the 20 December 2017 the Coordinator-General wrote to inform Council that on the 30th March 2018 the new *Strong and Sustainable Resource Communities Act 2017* (SSRC Act) will take effect.

This will give Council an opportunity to have its views and future direction on how a new mine or a mine expansion could play an important part in McKinlay Shire sustainability.

Items to consider:

- (a) community and stakeholder engagement
- (b) workforce management
- (c) housing and accommodation
- (d) local business and industry procurement

(e) health and community well-being.

We have to provide response by 8th February 2018 to be included in future discussion that could impact the sustainability of McKinlay Shire Council, and make the response back to the Coordinator –General that McKinlay Shire wants to be included in all discussions regarding the use of 100 per cent fly-in, fly-out (FIFO) workforce arrangements on operational large resource projects in McKinlay Shire Council now and in the future.

RECOMMENDATION

That Council note the information provided by the Coordinator-General and Council delegate the Mayor and the CEO, the Director C&CS and Director E&RS to write a response to the Coordinator – General and submit by the 8th February 2018.

Resolution No. 156/1718

Council note the information provided by the Coordinator-General and Council delegate the Mayor and the CEO, the Director C&CS and Director E&RS to write a response to the Coordinator – General and submit by the 8th February 2018

Moved Cr. P Curr

Seconded Cr. N Walker

CARRIED 5/0

9.2 Queensland Reconstruction Authority Reform of NDRRA

The Commonwealth Government's reform of the Natural Disaster Relief and Recovery Arrangements (NDRRA) has seen many changes, and the newly named "Disaster Recovery Funding Arrangements" (DRFA) is due for implementation from 1st July 2018.

Key elements of the Commonwealth Government's DRFA proposal include:

- a shift to an estimates based funding model for reconstruction of essential public assets.
- retain a reimbursement model for consolidated eligible community relief and recovery expenditure (including personal hardship and distress grants, counter disaster operations, support for business and primary producers, and community recovery packages) when relevant thresholds are met.

This means eligible works will still be evaluated as before by a Value for money team but approval will be on what we estimate the value would be this means that accurate records of road construction costs would be vital as any overruns will have to be funded by Council.

QRA is still committed to work with councils, and the LGAQ relevant state departments, as well as other states and territories through inter-jurisdictional meetings to prepare for the new arrangements.

RECOMMENDATION:

That Council note the new changes under the Disaster Recovery Funding Arrangements due to be implemented on 1st July 2018.

Resolution No. 157/1718

Council note the new changes under the Disaster Recovery Funding Arrangements due to be implemented on 1st July 2018.

Moved Cr. P Curr

Seconded Cr. N Walker

CARRIED 5/0

9.3 Statement of Expectations for the Roads to Recovery Program

The Statement of Expectation has provided a commitment to the Roads to Recovery Program and Minister Darren Chester mentioned that, the Government also ensured that the R2R Program did not contain a sunset clause under the National Land Transport Act 2024, safeguarding the continuation of this important program. However there will be changes to the Program, all projects will be linked to Councils Asset Management Plans, and that all future projects Council must provide information how the project selected will reduce fatalities and injuries in crashes. It is unclear at this stage if these assessments to determine this information

on how crashes will be reduced will be able to be funded out of the Roads to Recovery Program. In the statement the Minister acknowledge the continuation of sealing roads of significance will have stronger safety outcomes than simply maintaining the quality through routine road maintenance.

He also note that pedestrian and cycling facilities associated with a road can be funded under R2R, and do not propose to change the eligibility criteria, but ask that such projects are only prioritised if their specific aim is to improve safety for vulnerable road users, this means additional assessments and the templates to do these assessments has not been published.

We could consider pooling R2R funding or Financial Assistance Grants to prioritise and jointly improve the quality of roads in a region with a known crash record.

Councils will need their asset management plans to reflect these prioritised roads, and councils could draw up road safety plans on a network basis in conjunction with neighbouring councils.

The Roads to Recovery Department is going reform the reporting of safety and other outcomes from the R2R Program and the Minister would like councils to provide additional information on the benefits and outcomes of each project. We will also have to evaluate the projects completed and how they have benefitted the local network and community (for example, crash reductions or travel efficiencies), to assist us to better monitor and evaluate the program. This information will be provided as part of the annual reporting from councils. We will be informed soon of the new reporting templates that will need to be completed as a condition of funding release for future years.

RECOMMENDATION:

That Council notes the new changes to the Roads to Recovery Program in the Statement of Expectations release by Minister of Infrastructure and Transport Darren Chester, this letter was also forwarded to NWQROC RRTG for comment on the impact of the new requirement placed on the Roads to Recovery Program.

Resolution No. 158/1718

Council notes the new changes to the Roads to Recovery Program in the Statement of Expectations release by Minister of Infrastructure and Transport Darren Chester, this letter was also forwarded to NWQROC RRTG for comment on the impact of the new requirement placed on the Roads to Recovery Program.

Moved Cr. N Walker

Seconded Cr. J Fegan

CARRIED 5/0

9.4 Regulation and funding of air route service delivery to rural, regional and remote communities

McKinlay Shire Council has the opportunity to respond back the Rural and Regional Affairs and Transport References Committee highlighting our concerns.

On the 15th January while writing this report only 6 private submissions was uploaded to the Senate website, and one from WALGA.

Submissions should be received by 5th February 2018.

RECOMMENDATION:

That Council ask LGAQ to assist with a Regional Response on behave of all Regional and Remote Local Governments and their communities.

Resolution No. 159/1718

Council provide a submission to the Senate Standing Committees on Rural & Regional Affairs and Transport by 5th February 2018.

Moved Cr. P Curr

Seconded Cr. J Fegan

CARRIED 5/0

10.WHS REPORT

The Work Place Health and safety report has been supplied to Council for information purposes.

11. MEMBERS BUSINESS

Cr. N Walker – Reported that Council has received general positive feedback.

Cr. J Fegan – Public Notice advertising needs to be improved upon by contacting the community via e-mail, postal drop, phones and social media.

Cr. J Fegan - Spring cleaning on Council venues.

Cr. J Fegan – Town maintenance.

Cr. S Royes – Proa access road, low road section.

Cr. S Royes – Julia Creek back lanes.

Mr. P Fitchat - Avgas access through IOR.

Cr. J Fegan – Queried the progress of the generator at Fr. Bill Busuttin Community Centre.

Cr. J Fegan – Current Council houses require information on report.

Mr. P Fitchat – Royal Flying Doctor 100 year Anniversary.

12. CLOSURE OF MEETING

The Chair of the meeting Mayor Belinda Murphy declared the meeting closed at 10:55am.

Mayor Belinda Murphy



Ordinary Meeting of Council Tuesday 20th February 2018

4. BUSINESS ARISING OUT OF MINUTES FROM PREVIOUS MEETING



5.0 ENGINEERING SERVICES



Ordinary Meeting of Council Tuesday 20th February 2018

5.1 Subject: Engineering Works Report
Attachments: 5.1.1 – Works Program
Author: Director Engineering and Regulatory Services
Date: 9th February 2018

Executive Summary:

This report outlines the general activities, revenue and expenditure for the department for the period January 2018.

Recommendation:

That Council receives the January 2018 Engineering Works Report.

Background:

This report outlines the general activities of the department for the month of January 2018.

Consultation: (internal/External)

Finance Manager, Workshop and Fleet Manager, Works Staff

Legal Implications:

Nil

Policy Implications:

Nil.

Financial and Resource Implications:

As provided in the report.

InfoXpert Document ID: 89307



Capital Works Program 2017-18

Infrastructure & Works	New, Renewal or Upgrade	Budget	% Completed	Estimated Completion Date	Status
Roads					
R2R - Gilliat / McKinlay	Upgrade	567,920	20%	April 2018	Commenced gravel carting
Taldora Road - 244/LGSR/20 Construct to new sealed 2 lane standard, 5.45kms	New	600,000	99%	March 2018	Seal Completed. Signage 90% complete.
Nelia Bunda Road - 244/LGSR/17 Construct to new sealed 2 lane standard, 2.5kms	New	300,000	100%	November 2017	Seal Completed
RESEAL Shire Road Network - Julia Street / Old Normanton Road, Hickman Street, Punchbowl Road	Renewal	100,000	15%		Commence May 2018
Grid Replacement Program - Allowance for 2 Grids	Renewal	30,000	0		
Install Kerb & Channel - Julia Creek - approx. 200 m broken K & C to be removed and install new K & C	Renewal	50,000	0		Review being undertaken on damaged kerbing in Julia Creek. Report being prepared.
RV Access Road - New sealed road from Flinders Highway to the JC RV Site & from the RV Site to Shaw St Julia Creek	New	299,677	80%	Early March	Seal works and signage still to be completed
Combo Waterhole Access Road - Formed & Gravelled & Sealed road (8kms)	Upgrade	1,269,022	0		REMOVED FROM PROGRAMME
		3,216,619			



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Infrastructure & Works	New, Renewal or Upgrade	Budget	% Completed	Estimated Completion Date	Status
Wastewater					
Julia Creek Sewerage - Sludge drying beds rehab, flow meter at STP and lagoon, effluent recycle for irrigation, install generator at Hickman St pump station, concrete bund wall, sewerage consultancy environmental investigation.	Renewal	120,000	15%		Design confirmed for future demand. Irrigation Project is well underway
Caravan Park Sewer Upgrade - CARRYOVER - Works for Qld Grant	Upgrade	30,000	100%		Complete
		150,000			
Water					
Julia Creek Water - CARRYOVER - AC mains replacement	Renewal	80,000	5%		Pipe Purchased
Kynuna Water Upgrades - Fire hydrants, submersible pump in Bore 1	Upgrade	30,000	100%		Scope Change as requested by CEO to improve water quality
McKinlay Water Upgrades- CARRYOVER LGGSP funding - \$317,400. \$95,220 recd 16/17. A further \$222,180 to be recd as project is completed in 17/18 year. Project to be completed by Nov 17.	Upgrade	150,000	80%		Installation of new Bore Completed. Replacement of Water Mains is being undertaken.
		260,000			



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Transport					
<p>Julia Creek Airport - \$500,000 from Building our Regions(State) \$1,170,545 from Dept. of Infrastructure & Regional Development (Federal) \$250k paid in 16/17 from the Federal.</p>	Upgrade	2,291,091	5%		<p>Pavement Works Completed with a few defects identified. Lighting to be Completed, Successful Tenderer for lighting works was Marwill Pty Ltd. Works will take approx. 16 weeks to complete.</p>
Workshop					
Plant & Vehicle Replacement	Renewal	1,339,000	50%		<p>Four (4) Hilux's were delivered in February. Mayor's Prado delivered early February 2018.</p>



Operational Works

Engineering Operational Works July 2017-June 2018	Status
Shire Road Maintenance	Maintenance Program Attached. Foreman is continuing asset pick ups on all shire roads.
Road Signage	Ongoing as required.
Town Streets	Review being undertaken on damaged Kerbing in Julia Creek. Report being prepared.
NDRRA	Report Attached.
Julia Creek Airport	<p>Lighting is still decommissioned and portable lights will be used until new lighting installed (approx. 16 weeks).</p> <p>Local Laws Officer monitors the condition of fencing weekly.</p> <p>Mowing undertaken when required with the assistance of the WORK Camp.</p>
Kynuna Airport	<p>Last graded 16/02/2017</p> <p>Airstrip is operational and inspected regularly</p>
McKinlay Airport	Last graded 31/03/2017



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	Airstrip is operational and inspected regularly
Plant and Equipment	Ongoing
RMPC	Contract Finalised for the 2017/18 Financial Year
Workshop	Workshop Trainee has handed in his resignation. Mechanic has been appointed and will commence early February 2018.

Engineering Operational Works July 2017-June 2018	Status
Parks and Gardens	
Maintenance undertaken in Julia Creek Township on all Council owned Assets.	Ongoing
McKinlay Township - P & G Program in place which is reviewed on a weekly basis by RMPC Foreman	McKinlay Crew undertaking maintenance as required.
Kynuna Township - P & G Program in place which is reviewed on a weekly basis by RMPC Foreman	McKinlay Crew undertaking maintenance as required.



Engineering Operational Works July 2017-June 2018	Status
Water	
Julia Creek	Ongoing Monitoring and Reporting. Monthly testing completed for Water Quality and Reporting.
Kynuna	Ongoing Flushing, Monitoring and Reporting. Monthly testing completed for Water Quality and Reporting.
McKinlay	Ongoing Flushing, Monitoring and Reporting. Monthly testing completed for Water Quality and Reporting.
Wastewater	
Julia Creek	Ongoing Maintenance, Monitoring and Reporting. Temporary repairs currently being undertaken on damaged Biokube, Xylem has a designated Project Manager appointed to run the project



6.0 ENVIRONMENTAL & REGULATORY SERVICES



6.1 Subject: Environmental and Regulatory Services Report - January 2017
Attachments: None
Author: Director Engineering and Regulatory Services
Date: 06 February 2018

Executive Summary:

This report outlines the general activities, revenue and expenditure for the department for the period January 2018.

Recommendation:

That Council receives the January 2018 Environmental and Regulatory Services Report.

Background:

This report outlines the general activities of the department for the month of January 2018.

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

Budget Legend:

Revenue	Actual exceeds Budget YTD	
	Actual below Budget YTD	
Expenditure	Actual below Budget YTD	
	Actual exceeds Budget YTD	
Any	Note provided	

Consultation: (internal/External)

Environmental & Regulatory Services Team Leader, Local Laws Officer, Ranger and Finance Officer.

Legal Implications:

Nil

Policy Implications:

Nil

Financial and Resource Implications:

As provided in the report.

InfoXpert Document ID: 89302



1 – Refuse Collection and Disposal

1.1 - Budget

<u>Revenue</u>	Actual YTD	Budget YTD	Budget
Refuse Collection	\$37,445	\$42,246	\$72,422
Refuse Disposal	\$17,812	\$19,515	\$33,455

<u>Expenditure</u>	Actual YTD	Budget YTD	Budget	Bud-Act
Kerbside Rubbish Collection	\$34,566	\$25,083	\$43,000	\$8,434
Refuse Disposal Operation Costs	\$41,156	\$32,083	\$55,000	\$13,844

1.2 - Report

Julia Creek Refuse Collection and Disposal

Routine collection of kerb side rubbish continues weekly in Julia Creek. The average weekly volume of house hold refuse collected every Friday continues to be approximately 17 cubic meters per week or one truck load.

Julia Creek Waste Management Facility

The Waste Facility has been regularly pushed and buried during the month. Local Laws Officer is continuing to pick up loose rubbish around facility when required.

A fire broke out in the wood and green waste area on the 13th January 2018; the fire was closely monitored by Council staff and was completely extinguished by the 15th January 2018.

Community Members continued to dump rubbish in the incorrect areas within the facility, staff are to put a notice out to the community in the coming weeks. One verbal warning was issued during the month.

New signs are currently being sourced for the facility and should be erected by the end of February.

Illegal dumping

There were no reported incidents of illegal dumping in January.

2 – Environmental Health Services

2.1 - Budget

<u>Revenue</u>	Actual YTD	Budget YTD	Budget
Environmental License Fees	\$671	\$467	\$800

<u>Expenditure</u>	Actual YTD	Budget YTD	Budget	Bud-Act
Environmental Health Services	\$164,763	\$151,667	\$260,000	\$95,237



2.2 - Report

Water and Sewage monitoring

Water sampling is carried out in accordance with our Drinking Water Quality Management Plan (DWQMP) across our four (4) water supplies. Key matters of concern under the DWQMP are the presence of *Escherichia coli* or e-coli in the water. The presence of e-coli has potential health impacts.

The boil water alert for the McKinlay Township was lifted during the month with two clear samples being received. Staff will continue to monitor this closely to avoid further incidences.

Sampling taken in January shown no E.coli presence in all four townships.

Sewerage sampling continues to be carried out on the Julia Creek Sewerage Treatment Plant in accordance with the requirements of the licences issued by the Department of Environment and Heritage.

Vector Control

No Fogging was undertaken during the month

Notifiable Diseases Report

There were no notifiable disease reports received from Qld Health during the month.

Workplace Health and Safety

No safety issues were identified during the month.

3 – Local Law Administration

3.1 – Budget

<u>Revenue</u>	Actual YTD	Budget YTD	Budget	
Animal Registration Fees	\$4,631	\$2,917	\$5,000	
Fines & Penalties – Animal Control	\$1,684	\$292	\$500	
Animal Boarding	\$1,655	\$875	\$1,500	
<u>Expenditure</u>	Actual YTD	Budget YTD	Budget	Bud-Act
Local Law Administration	\$43,756	\$37,917	\$65,000	\$37,082

3.2 - Report

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

Table 1 - Local Law & Animal Control Summary

Activity	Number/Details
Impoundings and notices	Three (3) Dogs impounded
Euthanized/Destroyed	Three (3) Feral Cats Destruction Order issued for two (2) dogs – this is still ongoing



Verbal/Written/Official warning	Nil
Complaints	Nil
Dog Boarding	Nil
Removal of Dead Animals	Twelve (12)
Trapping Locations & Results	Residents were issued with cat traps with 3 cats trapped and euthanized

Fence at Pound is currently under construction, this will allow a area for the dogs to run around whilst the pound is getting cleaned.

Cool water has been hooked up and steel has been sourced to put on the roller door to the pound.

4 – Noxious Weeds and Pest Control

4.1 - Budget

<u>Revenue</u>	Actual YTD	Budget YTD	Budget
Pest Plant & Animal Control Funding	\$0	\$58,333	\$100,000
Truck Washdown Bay	\$10,403	\$11,667	\$20,000
Dingo Baits	\$1,811	\$292	\$500
Feral Pig Baits	\$0	\$58	\$100

<u>Expenditure</u>	Actual YTD	Budget YTD	Budget	Bud-Act
Pest Plant Control Program	\$95,196	\$169,167	\$290,000	\$194,804
Pest Animal Control Program	\$29,770	\$49,583	\$85,000	\$55,230

4.2 – Report

Pest Plant

The Local Laws Officer has undertaken the following works during the month;

- Spraying of all drains throughout town, the RV site and Dirt and Dust Central.

Ranger has undertaken the following works during the month;

- Cleared and stick raked three (3) horse paddocks on Old Normanton Road and Rubbish Dump Paddock;
- Treated advanced trees along the Punchbowl Road from Julia Creek end of bitumen (approx. 65km); and
- Treated larger trees along Kynuna Road in the Huddersfield Causeway

Washdown Bay is operational with regular usage during the month.

Feral Animal Control

280 De-k9 baits were issued during January.



9 Dingo Scalps were presented in January.

5 – Livestock Operations

5.1 – Budget

<u>Revenue</u>	Actual YTD	Budget YTD	Budget
Livestock Weighing	\$26,867	\$17,500	\$30,000
Livestock Cattle Loading	\$20,314	\$17,500	\$30,000

<u>Expenditure</u>	Actual YTD	Budget YTD	Budget	Bud-Act
Livestock Operational Costs	\$40,277	\$56,583	\$97,000	\$56,723

5.2 - Report

Julia Creek Livestock Facility

There were 183 head of cattle weighed and scanned at the facility during January.

Painting and maintenance has continued throughout the month. New signs erected around the facility.

Four shade sails were damaged during windstorm. Quotes have been received for replacement.

The table below details the month and year to date activities for the Julia Creek Livestock Facility.

Table 2 - Livestock Weighing Month and Year Totals

MONTH	2012	2013	2014	2015	2016	2017	2018
JANUARY	199	0	359	0	0	0	183
FEBRUARY	2309	1740	1322	1872	525	467	
MARCH	0	676	617	3446	1497	1333	
APRIL	1048	1584	406	5315	951	2487	
MAY	3257	3829	1891	8107	615	2062	
JUNE	287	3976	2,109	3,442	1456	1522	
JULY	3,931	1,774	0	2,170	2809	2003	
AUGUST	3260	0	374	1183	2582	2311	
SEPTEMBER	1706	338	3274	488	2665	1478	
OCTOBER	618	1153	790	1252	4613	1127	
NOVEMBER	825	357	508	36	1011	2673	
DECEMBER	524	0	240	0	234	340	



TOTAL FOR YEAR	17,964	15,427	11,890	27,311	18,958	17,803	183
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Livestock Operations (Cattle Loading)

The 2017 Livestock Season has ended with a total of 18,722 head of cattle being loaded during the year. A total of forty one (41) trains were loaded throughout the year.

6 – Stock Routes and Reserves

6.1 - Budget

<u>Revenue</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Budget</u>
Stock Route – Permit/Water Fees	\$8,696	\$4,958	\$8,500
Stock Route Recoverable Works	\$0	\$0	\$0
Trustee Lease Fees	\$72,884	\$67,083	\$115,000
Reserve Agistment Fees	\$10,720	\$8,750	\$15,000

<u>Expenditure</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Budget</u>	<u>Bud-Act</u>
Precept Expenses	\$17,764	\$11,667	\$20,000	\$2,236
Stock Route Maintenance	\$62,992	\$72,917	\$125,000	\$62,008
Reserve Expenses	\$6,444	\$23,333	\$40,000	\$33,556
Cemeteries	\$7,997	\$11,667	\$20,000	\$12,003

6.2 - Report

Stock Routes and Reserves

No Agistment/Tailing Permits were issued during the month.

There currently are Twenty Eight (28) Stock Route Water Agreements.

Works are continuing at Hampden, Coomara and Kulwin Stock Route Water Facilities as part of the Capital Works Program through DNRM.

Fox Helicopters were engaged to aerial spray paddock 3 of the DPI Paddock during the month.

Staff cleared dead prickly acacia trees on the Julia Creek Common to protect fence from being washed down.

One (1) more shade structure has been erected on the Kynuna Road Paddocks. Staff are waiting on stock to arrive to complete the other ones.

Lick blocks were put out on the Town Common, permit holders have been invoiced.



Cemeteries

There were two (2) enquiries during the month.

One (1) Headstone was erected.

7 – Work Program (Workcamp)

7.1 - Budget

<u>Expenditure</u>	Actual YTD	Budget YTD	Budget	Bud-Act
Work Program	\$7,871	\$29,167	\$50,000	\$42,129

7.2 - Report

The Work Camp program has been busy with a number of community based programs as detailed in the table below.

Table 4 - Work Program Activities

Activity	Details
Mowing of various NFP yards in Julia Creek	Mowing conducted frequently
Mowing of all local churches	Mowing conducted frequently
Mowing/Whipper snipping around Airport Area	Mowing conducted when required
Whipper snipping of McIntyre Park Area	Mowing conducted when required
Mowing/Whipper Snipping around Sale Yards	Mowing conducted when required
Providing assistance in the Council Workshop	Ongoing
Julia Creek Waste Management and Recycling Facility – Picking up Rubbish	Ongoing, however Local Laws Officer is undertaking this more regularly now.
Kynuna, McKinlay and Nelia Waste Facilities – Cleaning of Facility	Ongoing
Various works at all Cemeteries	Ongoing
Lawn and Gardening Maintenance at the Julia Creek State School	Ongoing
Assistance with various works around the Livestock Facility	Ongoing
Clean up of SES Shed in Kynuna	Ongoing



Completed footpath at Museum	Completed
Assisted with the installation of Horse Shelters	Ongoing

8 – Housing, FRB and Community Centre

8.1 - Budget

<u>Revenue</u>	Actual YTD	Budget YTD	Budget
Council Property/Staff Housing Program	\$50,680	\$58,333	\$100,000
FRB Centre Rent	\$16,576	\$15,167	\$26,000
Community Centre Hire Fees	\$1,167	\$2,333	\$4,000

<u>Expenditure</u>	Actual YTD	Budget YTD	Budget	Bud-Act
Council Property/Staff Housing Program	\$62,139	\$109,958	\$188,500	\$126,361
FRB Units & Community Centre Operations Costs	\$20,297	\$30,917	\$53,000	\$32,703

8.2 - Report

Corporate Facilities and Housing

Only minor repairs were undertaken on Corporate Facilities and Housing during the month.

Table 6 - Staff Housing Activities

Activity	Number
Properties Available for use	NOTE Two (2) dwellings are available for use. 1. 4 Amberley Drive; and 2. 72 Coyne Street
Properties not available	1. 4 Shaw Street is not available due to its condition Currently sourcing quotes to demolish 2. 69 Coyne Street is not available due to its condition Tender Documentation currently with the Solicitor for drafting
New Tenancies	Nil
Finalised Tenancies	Nil
Remedy Breach	Nil
Notice to Leave	Nil
General	General Maintenance performed when required.



Old Senior/Aged Care Housing

Old Senior/Aged Care Housing activities for the month are detailed in Table 7 Below:

Table 7 – Old Senior / Aged Care Housing Activities

Activity	Number
Properties Available	4
New Tenancies	Nil
Finalised Tenancies	Nil
Remedy Breach	Nil
Notice to Leave	Nil
General	General Maintenance performed when required.

Seniors Living Units

Seniors Living Unit activities for the month are detailed in Table 8 Below:

Table 8 – Seniors Living Unit Activities

Activity	Number
Properties Available	Three (3) - Unit 1, Unit 5, Unit 7
New Tenancies	One (1) – Unit 3
Finalised Tenancies	Nil
Remedy Breach	Nil
Notice to Leave	Nil
General	General Maintenance performed when required.

9 – Land and Building Development

9.1 - Budget

<u>Revenue</u>	Actual YTD	Budget YTD	Budget
Land and Building Development	\$333	\$28,000	\$48,000

<u>Expenditure</u>	Actual YTD	Budget YTD	Budget	Bud-Act
Town Planning Program	\$46,778	\$58,333	\$100,000	\$53,222

9.2 - Report

Regulatory Services, Land and Building Development

No planning or building applications were received during the month.

10 – Local Disaster Management



10.1 – Budget

<u>Revenue</u>	Actual YTD	Budget YTD	Budget
SES Grants	\$20,400	\$12,979	\$22,250

<u>Expenditure</u>	Actual YTD	Budget YTD	Budget	Bud-Act
Disaster Management Operational Costs	\$16,540	\$15,750	\$27,000	\$10,460

10.2 - Report

Disaster Management

No incidents occurred that required the activation of the LDMG.



6.2 Subject: Disposal of valuable non-current Asset – 72 Coyne Street
Attachments: Photos of Asset
Author: Director of Engineering and Regulatory Services
Date: 7 February 2018

Executive Summary:

Council staff have assessed the condition of 72 Coyne Street and believe that the costs involved to bring this property up to liveable standard will be very costly therefore are seeking the Council's view to sell this property via a tender process.

Recommendation:

That Council resolves to dispose of valuable non-current Assets – 72 Coyne Street, Julia Creek by way of tender, in accordance with section 227 of the Local Government Regulation 2012.

Background:

Council staff has assessed the condition of 72 Coyne Street and believe that the costs involved to bring this property back up to a liveable standard will be very costly, therefore are seeking the Council's view to sell this property via a tender process.

As identified in the current Housing Policy this property along with 69 Coyne Street was identified to be replaced in the 2012-13 Financial Year in hope that the proceeds for the sales would be placed into the housing reserves with a replacement dwelling constructed in the following financial year.

This property has been vacant since early 2016 and has undertaken no maintenance during this period.

Comments:

Please note that to comply with Section 227 of the Local Government Regulation 2012, valuations by an independent Valuer registered under the Valuers Registration Act 1992 will be undertaken prior to tender being advertised.

Legal Implications:

NA

Policy Implications:

NA

Financial and Resource Implications

Revenue from the sale of the properties, No further maintenance costs.

Risk Management

NA

Options for Council to Consider

Sale by Tender

InfoXpert Document ID: 89303



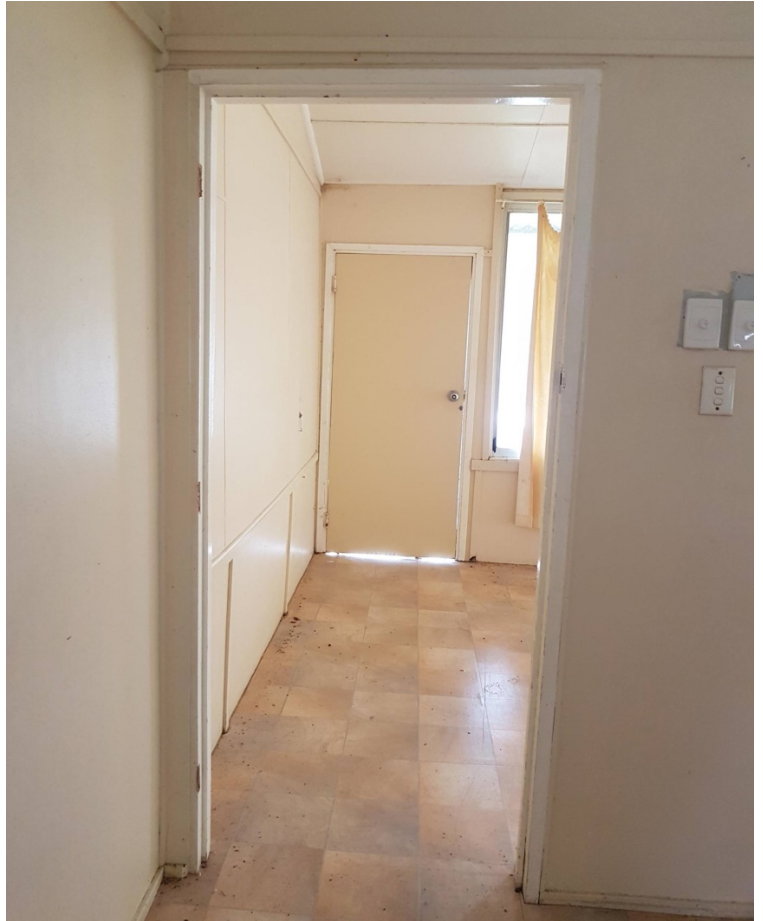














CONFIDENTIAL

6.3 Subject: Relaxation of the standard building requirements for structures - Lot 2 on SP219313
Corrina Sollitt & David McGill

Attachments: Amended Plans showing proposed roof extended roofline.

Author: Director of Engineering and Regulatory Services

Date: 9 February 2018

Confidentiality:

This report is CONFIDENTIAL in accordance with Section 275 1(g) of the Local Government Regulation 2012, which provides for a local government to resolve that a meeting be closed to the public if its Councilor's consider it necessary to discuss (g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act;

Executive Summary:

McKinlay Shire Council has received correspondence from Corrina Sollitt and David McGill in regards to their proposed redevelopment of Lot 2 SP219313. In which included a request for a relaxation of Councils building requirements for the proposed new building.

The relaxation is a request for a reduction of the required distances from a building's roofline to the boundary line of the joining property.

The requested relaxation permit would be to allow the extension of the proposed buildings western side roofline to be constructed in a manner of which it would be in vertically inline with adjoining properties boundary.

This modification to the proposed building is for the purpose of providing a greater level of shade for the customers utilising the building.

A 'Draft' Amended Plan is attached to this report for Councillors' information.

Recommendation:

That Council responds to relaxation request made by Corrina Sollitt and David McGill and advises them that the Council grants them the relaxation permit to extend the roofline to the property boundary on the following conditions;

- 1. The current boundary fence is to remain and any access gates required allowing for the customers transition from Lot 2 SP219313 into the adjoining Peter Dawes Park facilities would be on a 50/50 basis.*
- 2. The Property owners need to ensure that roof water and stormwater drainage systems comply with AS/NZS 3500.3:2003 Plumbing and Drainage Part 3:*



Ordinary Meeting of Council Tuesday 20th February 2018

Stormwater Drainage and that no additional overland or artificial stormwater flows enter the adjoining properties.

3. *14 days before commencing work, submit to the owners and occupants of the adjoining properties- a written notice of intention to commence work and an outline description of the type and extent of work that may affect the adjoining property.*
4. *Encroachments- before commencing any works advise the owners and occupants of the adjoining properties- a written notice of intention to encroach, if the Works reveals encroachments of adjoining property to the site; or existing site structures on to adjoining properties.*

Background:

McKinlay Shire Council has received correspondence from Corrina Sollitt and David McGill in regards to their proposed redevelopment of lot 2, SP219313. In which included a request for a relaxation of the Councils building requirements for the proposed new building.

The relaxation is a request for a reduction of the required distances from a building's roofline to the boundary line of the joining property.

The requested relaxation permit would be to allow the extension of the proposed buildings western side roofline to be constructed in a manner of which it would be in vertically inline with adjoining properties boundary.

This modification to the proposed building is for the purpose of providing a greater level of shade for the customers utilising the building

A 'Draft' Amended Plan is attached to this report for Councillors' information.

Legal Implications:

NA

Policy Implications:

NA

Financial and Resource Implications:

TBA

Risk Management:

NA

Options for Council to Consider

Council may or may not support that the relaxation of the standard building requirements be granted.



Ordinary Meeting of Council Tuesday 20th February 2018

Council may consider to remove the two garden beds and dividing boundary fence between the two properties to create a larger open space.

Council could consider the installation of a sub-surface drainage system for the control of both the natural and artificial flows of surface water on the eastern side of Peter Dawes Park.

InfoXpert Document ID: 89318

DESIGN WIND CLASSIFICATION : N2

EXTERNAL TIMBER FRAMED WALLS :
 TIMBER STUD FRAMING WITH 90x35 MGP12 STUDS AT 600 MAX CRS, 1/ROW OF NOGGING. PROVIDE 35x90 MGP12 BOTTOM PLATE. PROVIDE 2/3x90 MGP12 TOP PLATE. PROVIDE M12 CYCLONE RODS AT CORNERS, BESIDE OPENINGS AND AT 1800 MAX CRS. SHEET INTERNALLY WITH 10mm PLASTERBOARD. 8.0mm F/C SHEETING TO WET AREAS. SELECTED EXTERNAL CLADDING TO CLIENT'S SELECTION & BUILDER'S P.C. ALLOWANCE. FIXED TO MANUF. SPEC.

INTERNAL TIMBER FRAMED WALLS :
 (90mm MAY REPLACE 70mm WHERE DIMENSIONED ON FLOOR PLAN) TIMBER STUD FRAMING WITH 70x35 MGP10 STUDS AT 450 MAX CRS, 1/ROW OF NOGGING. PROVIDE 35x70 MGP10 BOTTOM PLATE. PROVIDE 1/35x70 MGP10 TOP PLATE.

LINTEL SCHEDULE

OPENING	SIZE IN SMART LVL15 u.n.o
600	90x42 or 90x45 MGP12
1000	90x42 or 2/90x45 MGP12
1500	130x42
1800	150x58
2400	170x58
3000	240x58 or 2/200x42

SILL SCHEDULE

OPENING	SIZE IN MGP12
600	1/90x45
800	1/90x45
1000	1/90x45
1500	2/90x45
1800	2/90x45
2400	2/90x45

JAMB STUD SCHEDULE

OPENING	SIZE IN MGP12
UP TO 1000	1/80x35
UP TO 2400	2/80x35

TRUSSES OVER INTERNAL LOAD BEARING TIMBER WALLS TO BE DIRECTLY TIED DOWN TO FOOTING

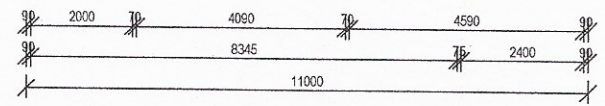
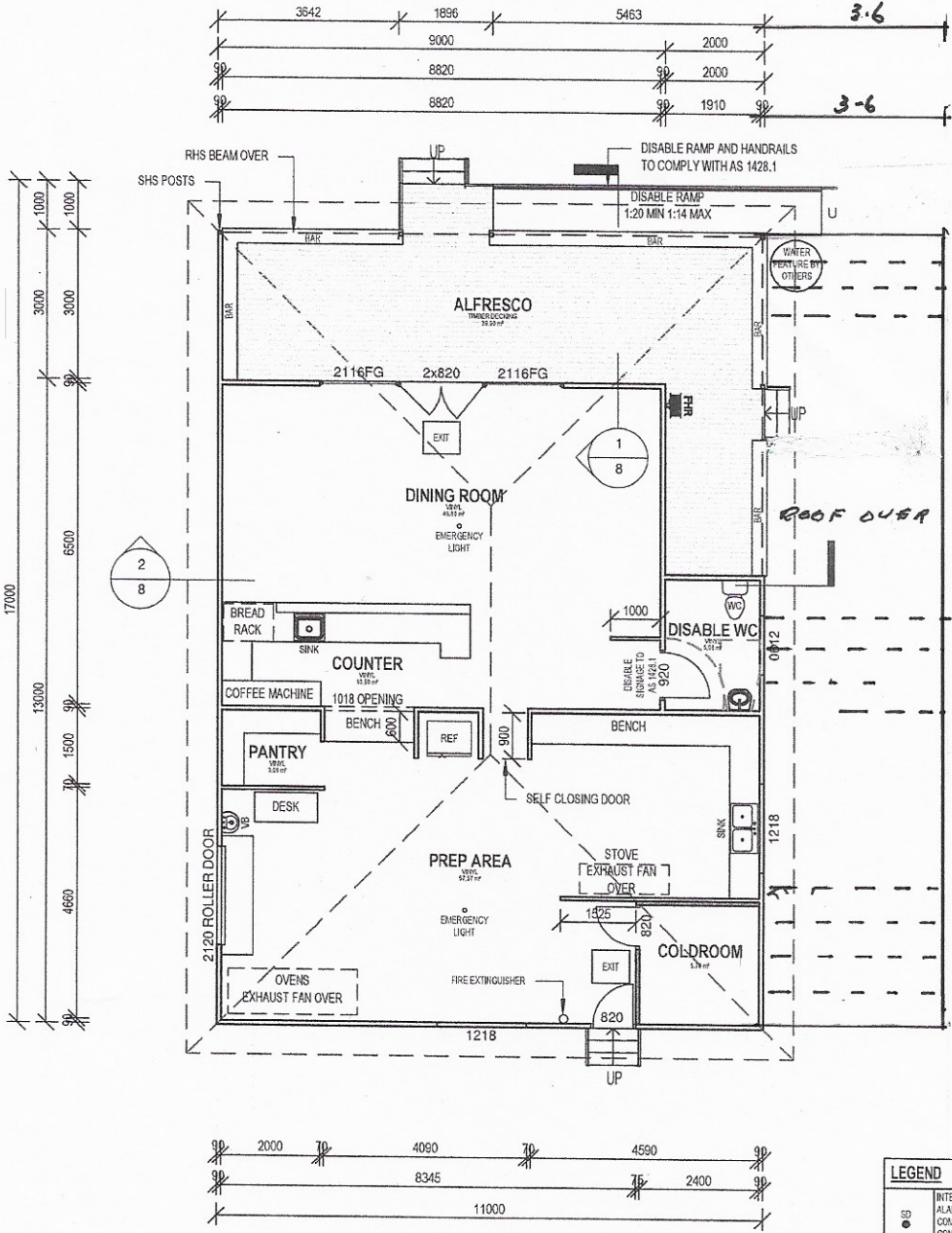
STEELWORK:
 TO COMPLY WITH A.S.4100 & A.S.4600 ALL STEELWORK TO BE PRIMED AND PAINTED. ALL WELDS TO BE 6.0mm CONTINUOUS FILLET WELDS (CFW).

NOTE :
 THE KITCHEN CUPBOARD LAYOUT SHOWN ON THIS PLAN IS ONLY AN INDICATIVE LAYOUT. THE FINAL DESIGN SHALL BE DETERMINED BY THE BUILDER'S P.C. ALLOWANCE SHOWN IN THE BUILDING CONTRACT.

AIR CONDITIONERS :
 VERIFY AIR CONDITIONER SIZES PRIOR TO COMMENCEMENT OF CONSTRUCTION. A/C UNITS SHOWN ON THE DRAWINGS ARE INDICATIVE ONLY.

DOWNPIPES :
 ALL DOWNPIPES TO BE DISCHARGED ONTO 300x300 CONCRETE SPLASHPADS. ALTERNATIVELY PIT AND PIPE STORMWATER TO KERB & CHANNEL AS PER BUILDER'S SPEC.

NOTE :
 TOILET DOORS TO BE PROVIDED WITH LIFT OFF HINGES TO ALL RELEVANT BCA REQUIREMENTS.



IMPORTANT NOTE:
 IT IS THE RESPONSIBILITY OF THE PROPERTY OWNER TO ENSURE REGULAR INSPECTION FOR SUB-FLOOR MOVEMENT AND POST HEADS ARE ADJUSTED AS REQUIRED.

1 FLOOR PLAN
 1 : 100 AT A3 SHEET SIZE

FOR CONSTRUCTION

PROVIDE FALL OF FINISHED SURFACE BELOW ALFRESCO AWAY FROM BUILDING.

HEIGHT OF FLOOR LEVEL ABOVE GROUND TO BE CONFIRMED ON SITE IN ORDER TO PROVIDE ADEQUATE ACCESS TO SERVICE ADJUSTABLE STUMPS. INCREASE IN LENGTH OF DISABLED ACCESS RAMP TO BE CONSIDERED IF LIFTING FLOOR LEVEL.

LEGEND

	INTERLINKED SELF CONTAINED SMOKE ALARMS TO COMPLY WITH A.S. 3786 AND BE CONNECTED TO THE CONSUMER MAINS POWER WITH BATTERY BACK UP
	METER BOX POWER SUPPLY
	ELECTRIC HOT WATER SYSTEM
	GAS HOT WATER SYSTEM
	GAS BOTTLES
	EXHAUST FAN 10L/s @ 0.02gpm
	FLOOR WASTE
	EXTERNAL GARDEN TAP
	EXTERNAL GAS POINT
	50mm UPVC DOWN PIPE
	TOILET ROLL HOLDER
	TOWEL RAIL
	HAND TOWEL HOLDER
	SHelves
	SHOWER HEAD
	CEILING SHOWER HEAD
	EXAMPLE: 1516 x 1500 HIGH x 1800 WIDE

AREAS

PREP	70.51 m ²
RETAIL	59.31 m ²
ALFRESCO	40.70 m ²
WC	5.48 m ²
TOTAL	176.00 m²

NOTES:
 THIS DRAWING IS ONLY INTENDED TO OBTAIN A LOCAL AUTHORITY BUILDING PERMIT.
 COMPLY WITH ALL RELEVANT AUTHORITY REG. & D.S.A. FIGURED DIMENSIONS TO TAKE PRECEDENCE OVER SCALED MEASUREMENTS - DO NOT SCALE DRAWING.
 VERIFY ALL ON SITE DIMENSIONS & LEVELS PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION.

PROJECT ISSUE & DESCRIPTION
 A - BA/ENGINEER CERTIFIED 01-09-2017

DESIGNS
 BUILDING DESIGN & DRAFTING
 Licence No. 107269 Exp. 2015
 45 Hugh Ryan Drive, Garbutt QLD 4814
 PO Box 4257, Vincent QLD 4814

PROJECT:
 PROPOSED CAFE

CLIENT:
 JKC BUILDING

SITE:
 31 BURKE STREET
 JULIA CREEK

BUILDER:

47

DATE	15/09/2017 1:28:45 PM	JOB NO.	17-234
DRAWN	CE		
SCALE	1 : 100		

GENERAL NOTES

DRAWINGS

1. THE DRAWINGS ARE A GUIDE ONLY FOR THE POSITIONS AND LAYOUT OF THE SERVICE PIPES.
2. DO NOT SCALE FROM DRAWINGS.
3. THESE DRAWINGS TO BE READ IN CONJUNCTION WITH THE DESIGNER'S, ENGINEERS AND LANDSCAPER'S DRAWINGS AND SPECIFICATIONS. REFER TO THE DESIGNER'S DRAWINGS FOR FINAL POSITION OF FIXTURES AND FITTINGS.

LEVELS

1. CONTRACTOR TO VERIFY ALL INVERT LEVELS, CLEARANCES AND COVERS ARE CORRECT AND OBTAINABLE BEFORE COMMENCEMENT OF WORK AND INFORM THE JOB SUPERINTENDENT OF ANY ANOMALIES.

REGULATIONS

1. ALL WORK TO BE CONSTRUCTED IN ACCORDANCE WITH THE PLUMBING AND DRAINAGE ACT 2002 OF QUEENSLAND AND THE RELEVANT AUSTRALIAN STANDARDS.
2. ALL MATERIALS SHALL BE IN ACCORDANCE WITH THE BY-LAWS AND THE REQUIREMENTS OF THE LOCAL AUTHORITY.

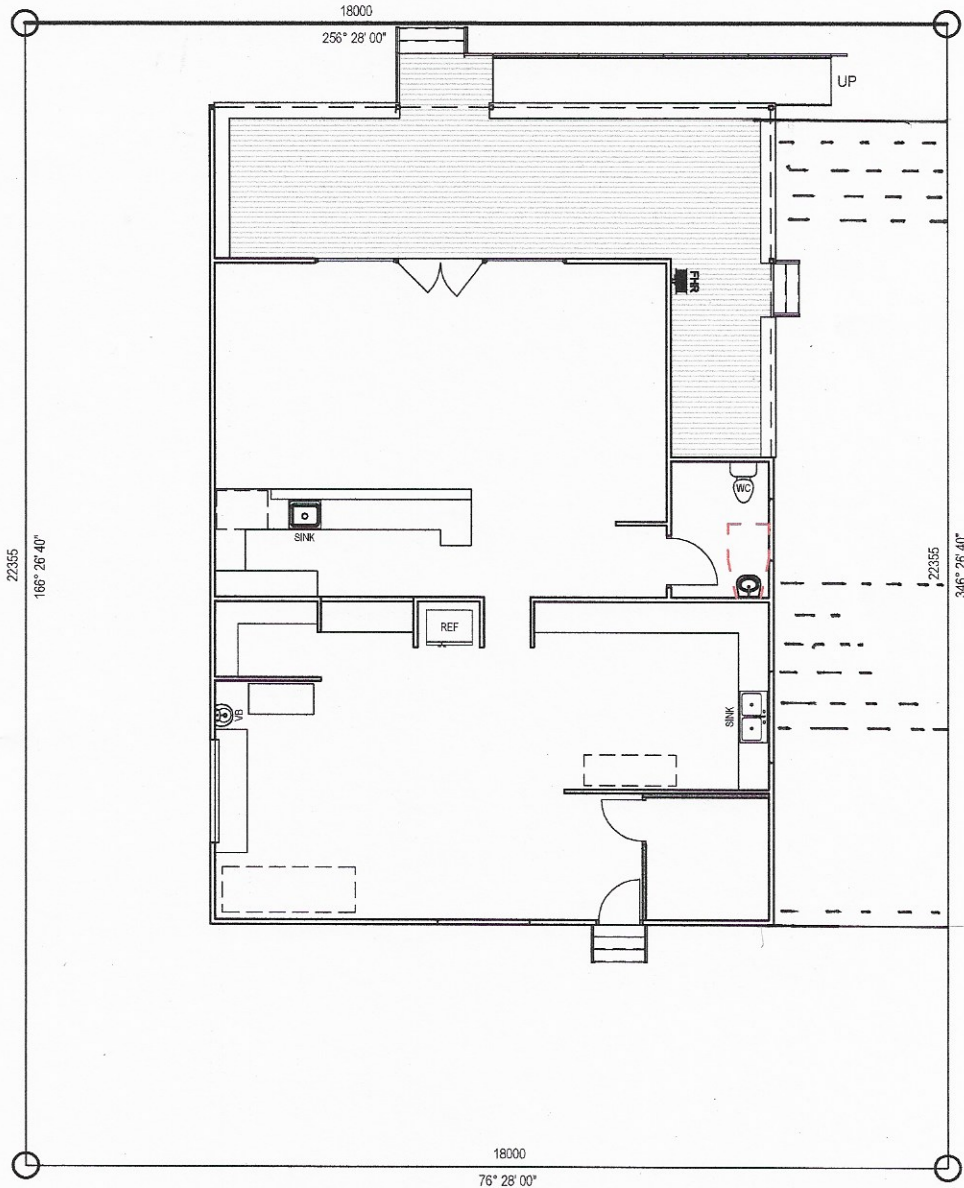
EXISTING SERVICES

1. ALL EXISTING SERVICES WHICH ARE NO LONGER REQUIRED SHALL BE REMOVED OR SEALED OFF TO THE SATISFACTION OF THE LOCAL AUTHORITY.
2. POSITIONS OF EXISTING SERVICES ARE TAKEN FROM 'AS CONSTRUCTED' DRAWINGS. CONTRACTOR IS TO ALLOW FOR ANY DISCREPANCIES.

NOTE:

APPROX. LOCATION OF SEWER & MANHOLE
VERIFY EXACT LOCATION ON SITE.
ENSURE ADEQUATE FALL TO ALL FLOOR WASTES

BURKE STREET



1 DRAINAGE BLANK
1 : 100 AT A3 SHEET SIZE

DRAINAGE BLANK DESIGNS TO BE COMPLETED BY LICENCED PLUMBER & DRAINER.

FOR CONSTRUCTION

NOTES:
THIS DRAWING IS ONLY INTENDED TO OBTAIN A LOCAL AUTHORITY BUILDING PERMIT.
COMPLY WITH ALL RELEVANT AUTHORITY REG. & S.S.A. FIGURED DIMENSIONS TO TAKE PRECEDENCE OVER SCALED MEASUREMENTS - DO NOT SCALE DRAWING. VERIFY ALL ON SITE DIMENSIONS & LEVELS PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION.

PROJECT ISSUE & DESCRIPTION
A - BA/ENGINEER CERTIFIED 01-09-2017

CB DESIGNS
BUILDING DESIGN & DRAFTING
ABN: 112 837 297
Licence No. 1072298 Exp. 2016
46 Hugh Ryan Drive, Gladport QLD 4814
P.O. Box 4297, Vircoast QLD 4814

PROJECT:
PROPOSED CAFE

CLIENT:
JKC BUILDING

SITE:
31 BURKE STREET
JULIA CREEK

BUILDER:		48	JOB NO. 17-234
DATE	1/09/2017 10:47:45 AM		
DRAWN:	E.W.		
SCALE:	1 : 100		

PROVIDE FALL OF FINISHED SURFACE BELOW ALFRESCO AWAY FROM BUILDING.

HEIGHT OF FLOOR LEVEL ABOVE GROUND TO BE CONFIRMED ON SITE IN ORDER TO PROVIDE ADEQUATE ACCESS TO SERVICE ADJUSTABLE STUMPS, INCREASE IN LENGTH OF DISABLED ACCESS RAMP TO BE CONSIDERED IF LIFTING FLOOR LEVEL.

C'BOND CUSTOM ORB ROOF SHEETING REFER TO ELEVATIONS FOR ROOF PITCH SOLAR ABSORPTANCE - MEDIUM >0.600

ROOF PITCH 23°

DESIGN WIND CLASSIFICATION : N2

TIMBER FRAME EXTERNAL WALLS WITH C'BOND CLADDING

1600 TYP

1218

820

1600

2100 HEAD HT.

2700 WALL HT.

WALL HT. 2.70 m

FLOOR PLAN 0.00 m

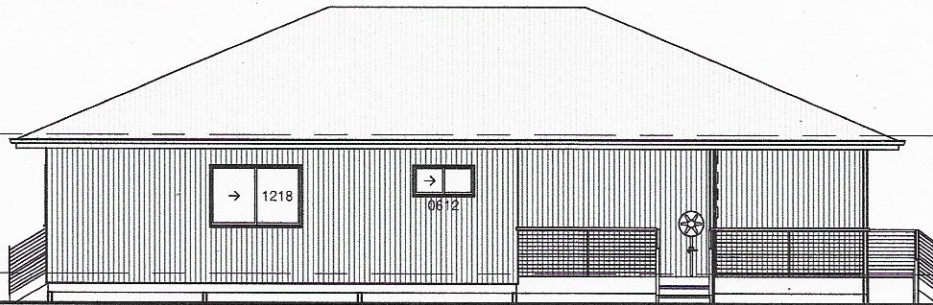
G.L. -0.60 m

ALUMIN. FRAMED GREY GLASS WINDOWS & SLIDING GLASS DOORS TYP. ARROW INDICATES OPENABLE SASH OF WINDOW

1

ELEVATION 1

1 : 100 AT A3 SHEET SIZE



WALL HT. 2.70 m

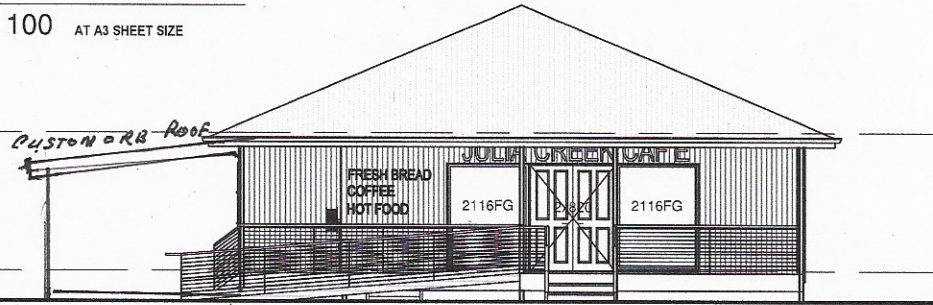
FLOOR PLAN 0.00 m

G.L. -0.60 m

2

ELEVATION 2

1 : 100 AT A3 SHEET SIZE



WALL HT. 2.70 m

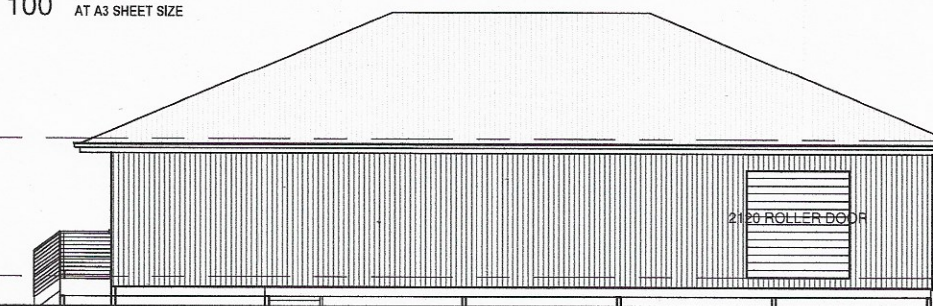
FLOOR PLAN 0.00 m

G.L. -0.60 m

3

ELEVATION 3

1 : 100 AT A3 SHEET SIZE



WALL HT. 2.70 m

FLOOR PLAN 0.00 m

G.L. -0.60 m

4

ELEVATION 4

1 : 100 AT A3 SHEET SIZE

FOR CONSTRUCTION

NOTES:
THIS DRAWING IS ONLY INTENDED TO OBTAIN A LOCAL AUTHORITY BUILDING PERMIT.
COMPLY WITH ALL RELEVANT AUTHORITY REG. & B.S.A. FIGURED DIMENSIONS TO TAKE PRECEDENCE OVER SCALED MEASUREMENTS - DO NOT SCALE DRAWING. VERIFY ALL ON SITE DIMENSIONS & LEVELS PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION.

PROJECT ISSUE & DESCRIPTION
A - BA/ENGINEER CERTIFIED 01-09-2017

CB
DESIGNS
BUILDING DESIGN & DRAFTING
ABN: 112 837 297
Licence No. 1072236 Exp. 2016
46 Hugh Ryan Drive, Garbutt QLD 4814
570 Hwy, 4/257, Mitchell QLD 4814

PROJECT:
PROPOSED CAFE

CLIENT:
JKC BUILDING

SITE:
31 BURKE STREET
JULIA CREEK

BUILDER:

49

DATE	1/09/2017 10:47:43 AM	JOB NO.
DRAWN:	CE	17-234
SCALE:	1 : 100	



7.0 COMMUNITY SERVICES



7.1 Subject: Community Services Monthly Report

Attachments: Nil

Author: Director Corporate and Community Services

Date: 5 February 2018

Executive Summary:

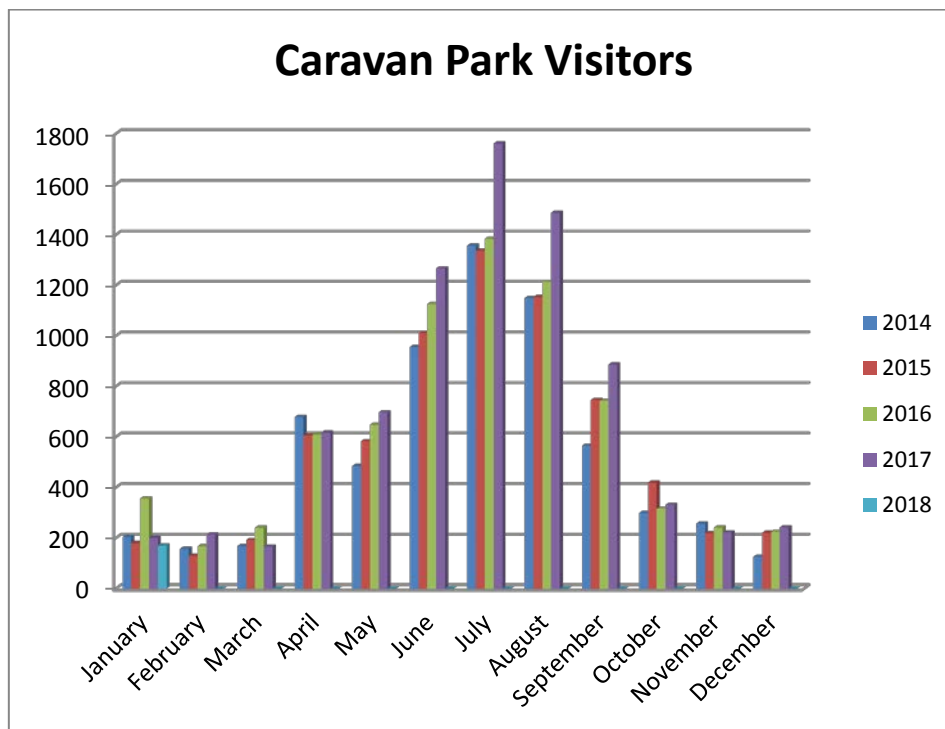
Council is presented with the monthly Community Services report, which provides an overview of the operations for the month of January 2018.

Recommendation:

That Council receives the Community Services monthly report for January 2018.

Caravan Park

The Caravan Park recorded 170 visitors during the month of January 2018, this represents a 15.42% decrease for the same period in 2017 (201 visitors recorded in January 2017).



28th January 2018



[Stole63](#): Great little place with awesome new ablutions, friendly staff and large sites. There are eight bathtubs with a view, 2 baths per stall, see photos. OMG I'll be back for those, need to book the baths as they are very popular. It is a short walk to the information centre, shops, bottleO etc.

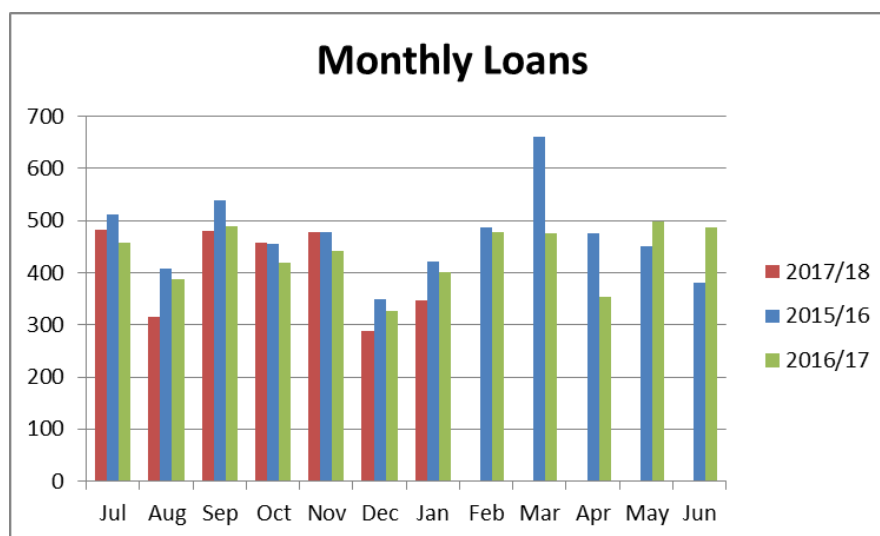
Library Services

January was a quieter month at the Library, with reduced opening hours due to staff leave. This is reflective in our figures which were down but as usual this time of year many locals were away on holidays so it wasn't an issue. Now that everyone is back at work and the kids are back at school a more stable pattern will emerge for February.

During the January school holiday program Luke ran a computer games day and a movie day for the children at the Library. We are currently working on our book displays for upcoming events.

The Kindy has already made arrangements to bring the children to the library regularly on Wednesday morning.

We are currently the process of packing up books for the State Library as Cannon Hill depot has re opened after their refurbishment/ renovation. This will lead to a much anticipated exchange as our books were not rotated whilst the renovations were being done.

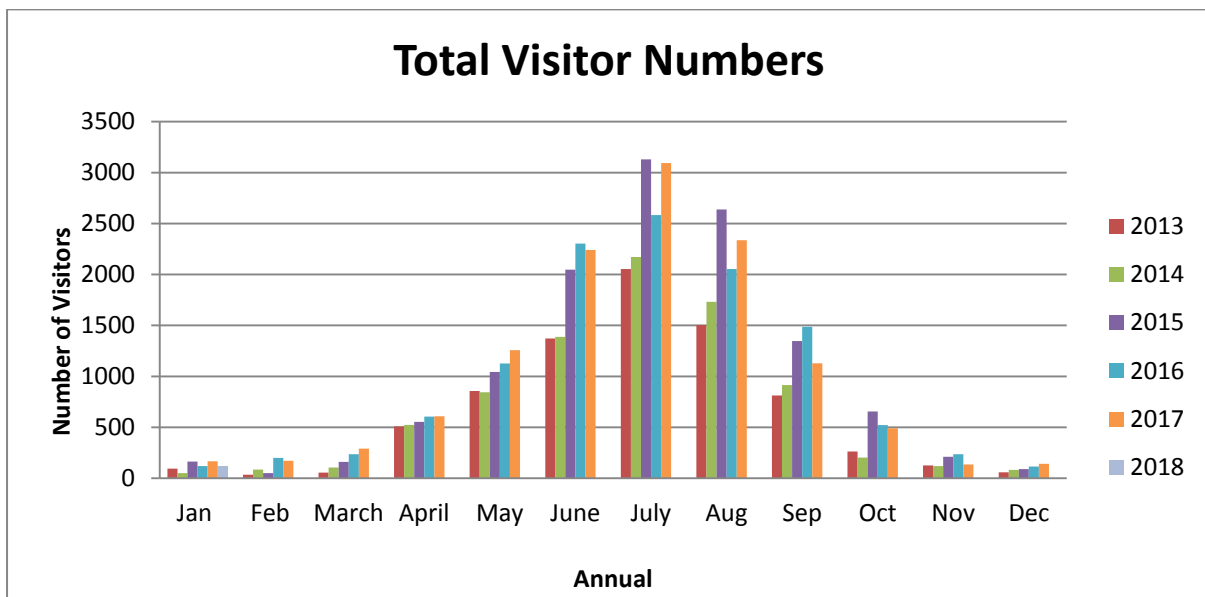




Tourism

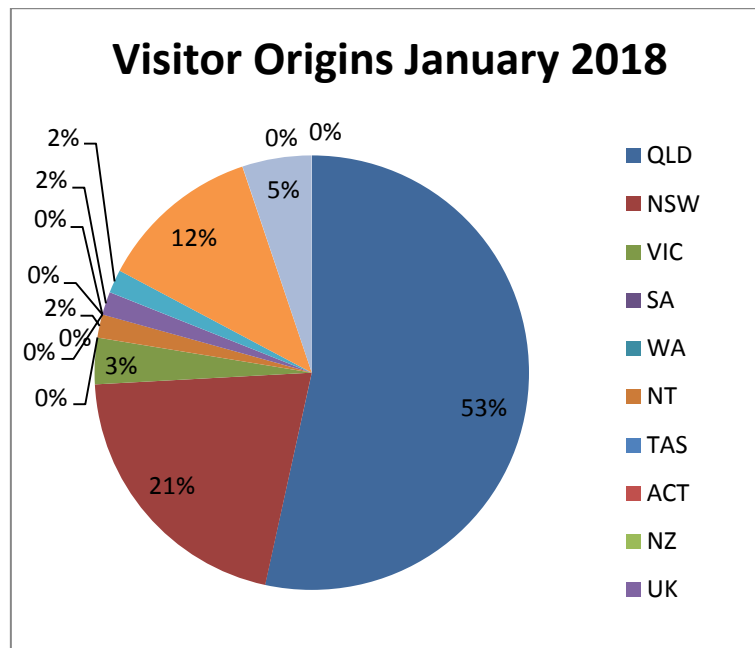
Total Visitor Numbers for January 2018 – (116)

The Julia Creek Visitor Information Centre received 116 visitors in January compared to 166 visitors in January 2018 – a decrease of 30%.



Total Local Visitors January 2018 –(7)

There were 7 local visitors to the Julia Creek Visitor Information Centre in January, compared to 44 during January 2017 – an 84% decrease.



Beneath the Creek

There were 23 entries to 'Beneath the Creek' in January compared to 29 in January 2017 – a 26.6 % decrease.

RV Site Permits and Expenditure – 2 in January 2018

2 RV Permits were issued in January compared to 3 in January 2017 – a 1% decrease. No RV guests surveyed for expenditure. Neither of the permit holders went on to stay at the Caravan Park.

January Visitor Information Centre Facebook Report :

Page Views: 694 – increase of 504%

Page Likes: 117 – increase of 1,363%

Page Followers: 119 – increase of 1,388%

Page Reached: 53,810 – increase of 1,428%

Julia Creek Early Learning Centre

There are currently 19 Children enrolled at the Service, which is a decrease from 2017.



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- 5 attend casually

Changes to Enrolments (increase/Decrease, Why?):

- One child has added an extra day of care casually

New Enrolments:

One child has commenced full time

Attendance

Booked attendances for the month were 85, with only 63 actual attendances over the 12 days of care offered throughout January. This equated to an average attendance of 5 children per day. On one day we did have 11 children in attendance.

Significant events:

The children are all returning to the Centre and settling back into their normal routines. We have already gone on a few excursions including the park, the library and a drive around town to take photos of significant places for our community wall.

The Kinder’s have been focusing on Identity and Feelings and exploring with their senses. The Toddlers are looking at colours and animals and developing nurturing and positive relationships with their Educators.

We have had a visit from Helen from QCOSS to assist Jody and Steph with their studies and we are currently looking at changing training providers which will hopefully provide more support .

Sport & Recreation

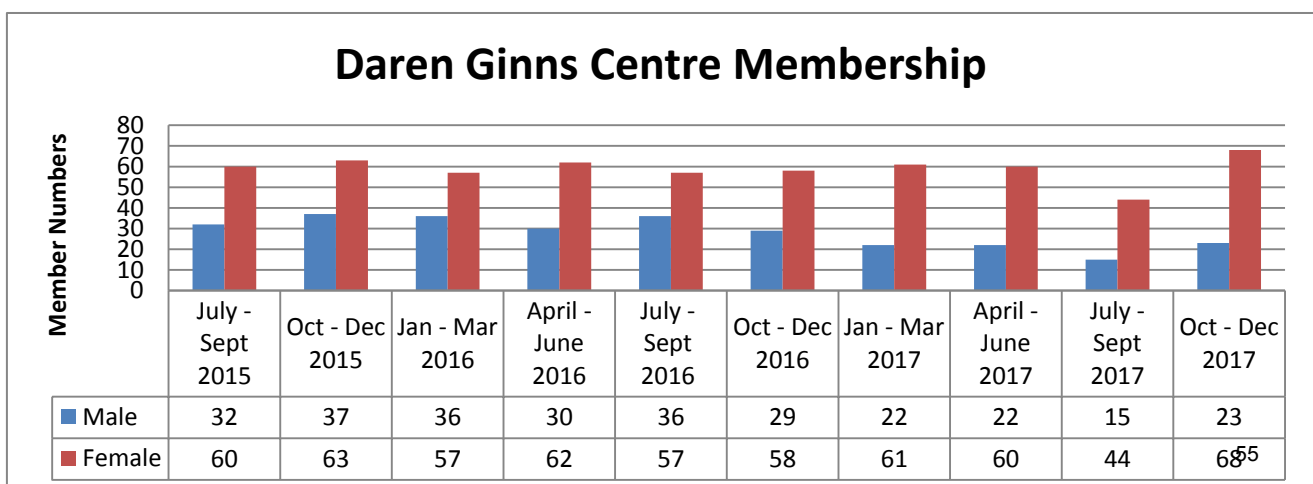
Sport and Recreation Report

Daren Ginns Centre

The centre is going along well with a slight increase in memberships in 2018.

The gym is closed to all members on Tuesdays from 10am to 10:30am for the CHSP gym session.

Below is a graph showing membership statistics from opening in 2015.





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Sporting Schools

This program is in full swing with swimming Tuesdays and Thursdays and Triathlon training on Wednesdays. This term we have 23 students registered for the program with a huge increase in prep students.

Jumps Fitness

This is a before school fitness program for the students wanting to do a little extra exercise. The program is funded by The Department of National Parks, Sport and Racing.

CHSP Gym and Exercises

The gym session has begun with five active members participating. So far everyone is back and enthusiastic to get started.

Not for profit community groups

We have prepared and sent out a grants and funding document to the local clubs detailing available funding and how to apply.

Julia Creek's Outback Bushwhack

This is a new event funded through the Commonwealth Games Legacy Program. Advertising will start very soon. The event is scheduled for 28th April.

Adults Circuit Class

A weekly class will begin in the coming weeks. The class is aimed at preparing people for the Outback Bushwhack obstacle course.

Junior Triathlon Training

Training will commence Monday 26th February and will continue through to the Junior Triathlon in April.

Kindy Kids Sports Awareness

Once a month I will meet with the Kindy kids at the Indoor Sports Centre for Sports Awareness. During the program we will be playing many different games and team sports to encourage kids to get out and be active



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Julia Creek Swimming Complex

Community activities have now commenced after the Christmas break.

Swim Club, Julia Creek State School swimming are well under way and Aqua Aerobics has just completed its first class.

CHSP have also enquired about times for their exercise class which is in addition to their regular exercise days.

Pool hours are now back to our normal summer hours;

Mon - Fri 6am to 7am, 3pm to 7pm

Sat - Sun 9am to 12pm, 3pm to 6pm.

Pool Attendance

Service Offered	Number
Entry am Adult	86
Entry am Child	40
Entry pm Adult	233
Entry pm Child	323
Session Pass Adult/Child	22 entries
Session Pass Family	18 entries
Aqua Aerobics Pass	0
Aqua Aerobics Casual	0
After School Care/Holiday Programme	16
After School Care Movie Night	10
Learn to Swim	3 Privates
Baby Classes	0
CHSP	5
Julia Creek Swim Club (Parents)	19
Julia Creek Swim Club (Child)	53
Swim Breakfast Club	19
JC State School Carnival	55
Total	918



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Community Health

CHSP OCCASSIONS OF SERVICE (OoS)		
	OoS	Hours
Nursing Care	52	22.75
Personal Care	4	2.75
Social Support	10	4.25
Assessment	0	0
Counselling/Advocacy/Information/ Education	45	15.25
Total	109	45

LOCATION OF OCCASSIONS OF SERVICE	
Home Visits	58
Clinic Visits	5
Phone Consults	3
Hospital Visits	4
Telehealth	2
Transport to Medical Appointments	9

NON CHSP COMMUNITY NURSING OCCASSIONS OF SERVICE		
	OoS	Hours
Home Visits	12	280 mins = 4.6 hrs
Hospital Visits	0	0
Phone Consults	1	2 mins
Clinic Consults	0	0
Meetings	4	220 mins = 3.7 hrs



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GP escort	2	140 mins = 2.3 hrs
Health Promotion Sessions	2	60mins = 1 hr

REFERRALS

New client referrals for one client for Podiatry, Dietician and Exercise Physiology.

EQUIPMENT ON LOAN

Mobility scooter on loan to client while his car is off the road.

HEALTH PROMOTION

No formal HP this month due to Christmas and summer holidays.

Ongoing individual HP for clients and through other opportunistic approaches.

Plans underway with progress being made towards the Pit Stop day 14th March 2018

GENERAL BUSINESS

Reduction in services noted as expected due to holiday period for both clients and staff.

Commonwealth Home Support Programme (CHSP)

January is a quite month for our clients, as we have no CHSP activities at the centre. Though we still have plenty to do with keeping up with our home visits, shopping & social support. Our first day back at the centre will be for games on Monday 5th February & our luncheon starts on Wednesday at the Fr Bill Centre. In addition our Pub lunches will start again, and we will also have a couple of trips out to visit some Stations when the weather is a bit cooler.

To date CHSP currently have a total of 33 clients.

Service Offered	Number of Clients
Transport	12 Two way trips
Social Support	Visits 27
Personal Care	29 Visits 10 Clients (Community Nurse)
EXERCISE	3 CLIENTS 1 SESSIONS
Counselling/Support, Information and advocacy (client)	14 hours and #35 min
Shopping	4 Trips (`1 attendees, 2 pickup)
GAMES	Attended (sessions)



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Luncheon	Nil
Meals on Wheels	63 Meals delivered
Home Maintenance	50 lawns mowed 25 clients
Domestic Assistance	9 clients, 31 visits
Clients Transported for Doctors Appointments	2 CHSP clients
Clients Signed up to CHSP	1 Clients

Consultation:

Legal Implications:

Nil

Policy Implications:

Nil

Financial and Resource Implications:

InfoXpert Document ID: 89283



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7.2 Subject: Cessation of Health Advisory Panel (HAP)

Attachments:

Author: Director Corporate & Community Services

Date: 7 February 2018

Executive Summary:

The McKinlay Shire Health Advisory Panel was initially formed as a forum for Health Service Providers and Community Representatives to work collaboratively to enhance service delivery and maximise benefit to the shire community. With the introduction of the MPHS and the Community Advisory Network (CAN) it is considered that there is a potential duplication of forums.

Recommendation:

That Council cease to host the Health Advisory Panel forum, given the active Community Advisory Network forum now established.

Background:

Prior to 2009 McKinlay Shire Council initiated the Health Advisory Panel, which was a forum of Health Services Providers, Community representatives and Council representatives. This forum acted under a Memorandum of Understanding which had the following preamble:

All parties to this agreement recognise the unique and high level of cooperation which exists between all service providers, in the provision of health and emergency care within the McKinlay Shire. All parties will commit to continue to work in cooperation to either sustain or further develop and improve the delivery of health services to the shire community wherever possible. All parties also agree to explore and develop improved models of service delivery which can serve as an example to other communities.

The forum met on a quarterly basis and provided a local forum for service planning, service gap identification and allowed for greater cross agency collaboration.

On the transition of the Julia Creek Hospital to a Multi Purpose Health Service (MPHS) they were required to establish a Community Advisory Network (CAN). As per the CAN's terms of reference the groups purpose is:

The purpose of McKinlay Shire Multipurpose Health Service Community Advisory Network is to:

Provide support to the continuing operation and continued development of a Multipurpose Health Service. Engage and respond to community health planning and service delivery. Maintain strong and effective communication between the community, the McKinlay Shire Health Advisory Panel and the North West Hospital and Health Service.



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Members of the CAN are very similar to the HAP, only that the CAN has a larger community member representation.

It was identified in June 2016 that a restructure of the CAN and HAP forums was required to best represent the health needs of the Shire. To this end the CAN and HAP combined to meet on the same day each quarter. The HAP was transformed to become the Health Action Panel which had the intention of action and delegating tasks which fell out of the CAN meeting.

After a number of meetings it proved that there was a definite overlap of the groups functions and at the December 2017 CAN meeting it was proposed that the HAP group cease as the CAN is now fulfilling the objectives of the HAP as it was initially established.

Council will continue to be an active member of the CAN.

Consultation:

Legal Implications:

Nil

Policy Implications:

Nil

Financial and Resource Implications:

Nil

InfoXpert Document ID: 89284



7.3 Subject: Regional Arts Development Fund – Round One

Attachments: nil

Author: Economic Development Officer

Date: 7 February 2018

Executive Summary:

Council's Round 1 of RADF closed on 15th January 2018. The RADF Committee assessed the Round 1 applications on 31st January 2018 and Council is presented with the recommendations for ratification.

Recommendation:

That Council ratify the recommendations made by the Regional Arts Development Fund Committee for RADF Round 1:

- *McKinlay Shire Council : Light Horse & Shellal Mosaic \$17,727.28;*
 - *McKinlay Shire Council: Magic Happens \$774.77;*
 - *Julia Creek Dirt n Dust Festival: Fair Dinkum Outback Whip Cracking \$4,500.*
-

Background:

The McKinlay Shire RADF Committee assessed the applications submitted against the RADF guidelines. A summary of the applications received is provided below:

- McKinlay Shire Council – The grant will be used to create an ANZAC tribute. A mosaic floor with a flow of raised red poppies underneath the feet of a light horse sculpture, in the grounds of the Julia Creek RSL, will be created. The edge of the poppy mosaic will incorporate a replica of the Shellal mosaic – uncovered by McKinlay soldier Ernest Lovell-Shore. Solar lighting will be installed to illuminate the space so that the tribute can be enjoyed at night time as well. *Funding requested \$17,727.28*
- McKinlay Shire Council – The grant will be used to produce individually created wooden tiles which young people will create during the school holidays. The children will create a tile artwork around the theme of “Magic Happens” on special paper templates which will be transposed onto hardboard tiles. The tiles will be put together in a mural to be displayed at the library. *Funding requested \$774.77*
- Julia Dirt n Dust Festival – This project will involve performances and workshops from Walter Whip & the Flames who will perform a full show of whip cracking routines and stunts. Walter’s spectacular show involving cutting roses and balloons from his assistant's



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hands and mouths and performing fire stunts including entering a burning ring of fire. There will also be three workshops delivered over the weekend. *Funding requested \$4500.00*

Consultation: (internal/External)

Round 1 was advertised via a shire wide mail out, promotion through Council's website and Facebook page.

Legal Implications:

A media release approved by Arts Queensland must be carried out announcing successful applicants as per Council's funding agreement.

Policy Implications:

The RADF program aligns with Council's Arts and Culture policy.

Financial and Resource Implications:

Council has a RADF budget of \$49,978.50 for projects in the 2017/2018 financial year. Total funding requested for Round 1 is \$23,002.05, with \$26,976.45 remaining for future expenditure in the financial year.

InfoXpert Document ID: 89274



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7.4 Subject: Sponsorship Request – Yelvertoft Campdraft and Rodeo Association

Attachments: Yes

Author: Director Corporate and Community Services

Date: 12 February 2018

Executive Summary:

Council has received a request from the Yelvertoft Campdraft and Rodeo Association under the Community Grants Policy. The group has requested support for their event by way of water truck services or venue hire. The application is presented for Council's consideration.

Recommendation:

That Council sponsor the Yelvertoft Campdraft by way of waiving half of the applicable venue hire fee (cost of \$2,548) and provide financial support towards the use of Council water truck and operator to the value of \$2,500.

Background:

The Yelvertoft Campdraft and Rodeo Association have submitted an application seeking sponsorship for their 2018 annual event to be held from 30th March – 2nd April 2018. The group have decided to host their annual event in Julia Creek this year due to the current weather conditions, i.e. lack of rain to date. The group is seeking support from Council by way of in-kind support of the venue hire or water truck services.

Consultation:

The Association to date, have not submitted their audited financial statements or public liability document as required. The association have been advised that a sponsorship application form needs to be completed and the required documentation presented to Council.

Cr Royes was in favour of the group's application in principle.

Legal Implications:

Nil

Policy Implications:

This application has been assessed against Council Community Grant and Support Policy. The request meets the following criteria:

"In order to apply for a Sponsorship the group or organisation must meet the following criteria

(a) Non-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



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Although the group is not based in the McKinlay Shire, it is recognized that the hosting of this event in our community will bring economic benefit to the town and region.

Financial and Resource Implications:

Based on the Fees and Charges schedule, the applicable fee for venue hire would be \$1,274 per day which equates to \$5,096 for the weekend.

The estimated costs for the provision of a water truck would be \$4,000 - \$5,000 depending on the number of hours utilised. This is plant plus payroll costs. These costs are based off that incurred by the Julia Creek Campdraft Association. In 2017 they used 28hrs which equated to a cost of \$4,000, in 2016 they utilized the plant for 32 hours which equated to \$4,550.00

Council has an allocated budget of \$35,000 for Community Financial Support in the 2017/2018 financial year. Current remaining balance for expenditure is \$24,280.00.

InfoXpert Document ID: 89316



8.0 CORPORATE SERVICES



8.1 Subject: Corporate Services Report
Attachments: Nil
Author: Corporate Services Team Leader

Executive Summary:

The Corporate Services Report as of 31st January 2018 which summarises the financial performance and position is presented to Council.

Recommendation:

That Council receives the monthly Corporate Services Report for the period ending 31st January 2018.

Report:

The Corporate Services Report compares actual performance to date with the Council's adopted 2017-2018 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 it's 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:

The operating surplus is at 232%. This result is high due to the revenue being close to target at 84% and the expenditure being under target at 75% which produces a higher surplus.

Some of the higher budgeted expenditure programs under target are Road Maintenance Program 14%, Recoverable Works 39% and Economic Development 16%.

A budget review will also be presented at the February meeting; results should be closer to target subsequent to mid year adoption.



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INCOME STATEMENT SUMMARY

	Actuals	Variance	YTD Budget	Full Year Budget
Total Income	10,653,020	84%	12,615,230	21,626,109
Total Expenses	8,805,763	75%	11,685,679	20,032,592
Surplus	1,847,257	232%	796,759	1,593,517
Less Capital Revenue	5,925,834	100%	5,921,180	10,150,595
Plus Depreciation	-	0%	2,404,033	4,121,200
Net Operating Surplus	\$ (4,078,577)	158%	\$ (2,587,596)	\$ (4,435,878)

STATEMENT OF FINANCIAL POSITION

	2018 Actuals	2017 Actuals
Current Assets	12,748,259	13,403,679
Total Non-Current Assets	197,309,200	179,057,769
Total Assets	210,057,459	192,461,448
Total Current Liabilities	746,202	562,644
Total Non-Current Liabilities	359,542	439,288
Total Liabilities	1,105,744	1,001,932
<u>Community Equity</u>		
Asset Revaluation Surplus	62,758,995	59,702,614
Retained Surplus	145,792,719	131,356,902
Reserves	400,000	400,000
Total Community Equity	\$ 208,951,715	\$ 191,459,516

STATEMENT OF CASH FLOWS

	2018 Actuals	2017 Actuals
Cash Flows from Operating Activities	(3,838,994)	631,694
Receipts, Payments & Interest Received		
Borrowing Costs		
Cash Flows From Investing Activities	3,573,142	(7,109,370)
Payments and Proceeds for PPE		
Capital Income		
Cash Flows from Financing Activities	-	(92,309)
Loan Payments		
Net increase (decrease) in cash held	(354,437)	(6,569,985)
Cash at beginning of the financial year	12,178,078	13,289,260
Cash at the end of the period	11,823,641	12,178,078



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Summary By Departments

Department	Revenue			Expenditure		
	Actuals	%	Budget	Actuals	%	Budget
Infrastructure & Works	5,757,667	45%	12,799,654	5,288,573	43%	12,251,040
Governance & Partnerships	-	0%	-	446,852	54%	835,000
Corporate Services	3,262,336	63%	5,180,770	686,629	48%	1,440,501
Economic Development	114,599	5%	2,366,282	336,135	31%	1,098,200
Community Services	1,329,294	159%	836,326	1,487,852	48%	3,072,851
Health Safety & Development	29,373	38%	78,050	271,836	40%	677,000
Environment Management	159,796	44%	365,027	287,887	44%	658,000
	10,653,065	49%	21,626,109	8,805,764	44%	20,032,592

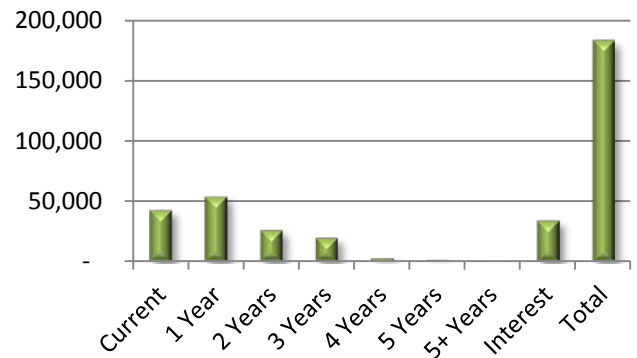
Capital Works Program

	Actual	%	Budget
Infrastructure & Works			
Roads, Grids and Bridges (Including R2R & TIDS)	1,010,906	31%	3,216,619
Wastewater	40,592	27%	150,000
Water	108,266	42%	260,000
Transport - Julia Creek Airport	1,683,854	73%	2,291,091
Plant Replacement	632,225		1,339,000
	3,475,843	48%	7,256,710
Environmental Management			
Reserves Asset Management	55,578	22%	257,000
	55,578	22%	257,000
Community Services & Facilities			
Buildings & Other Structures	801,644	53%	1,506,118
Parks & Gardens	281,468	84%	334,500
	1,083,112	59%	1,840,618
Corporate Services			
Buildings & Other Structures	46,238	37%	126,000
Office Equipment	25,475	85%	30,000
	71,713	46%	156,000
Economic Development			
Julia Creek Livestock Facility	-	0%	30,000
Economic Development	13,447	20%	67,000
RV Site	-	0%	2,862,538
	13,447	0%	2,959,538
TOTAL	4,699,693	38%	12,469,865



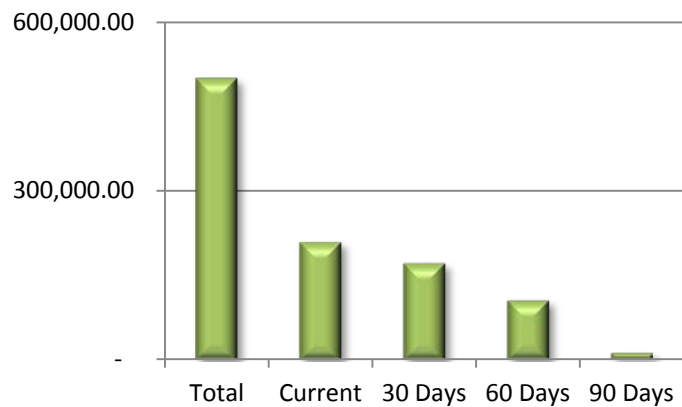
Outstanding Rates

	<u>Jan-18</u>	<u>Last Month</u>
Current	43,168	44,685
1 Year	54,337	54,337
2 Years	26,393	26,393
3 Years	20,039	20,039
4 Years	3,400	3,400
5 Years	1,711	1,711
5+ Years	134	134
Interest	34,427	32,803
Total	183,609	183,502



Outstanding Debtors

Total	501,460.51
Current	210,136.53
30 Days	172,509.68
60 Days	106,302.07
90 Days	12,512.23



Consultation:

- Chief Executive Officer
- Director of Corporate and Community Services

Legal Implications:

Policy Implications:

Financial and Resource Implications:

InfoXpert Document ID: 89198



Ordinary Meeting of Council Tuesday 20th February 2018

8.2 Subject: Review of Public Interest Disclosure Policy & Associated Documents

Attachments:

Author: Director Corporate & Community Services

Date: 1 February 2018

Executive Summary:

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

Recommendation:

That Council adopts the Public Interest Disclosure Policy V2.0 along with the Public Interest Disclosure Management Plan V2.0 and the Public Interest Disclosure Procedure V1.0 as presented.

Background:

A review of all Council's documentation regarding Public Interest Disclosure was required to update terms and references due to legislation changes and agency renames. In particular, current documentation referred to 'official misconduct' which is now an outdated term and has been replaced with 'corrupt conduct'. Further, documentation made reference to the Crime and Misconduct Commission which is now know as the Crime and Corruption Commission.

The review and changes made to the documentation has been in large to reflect these changes stated above.

Consultation:

Queensland Ombudsman's Office

Legal Implications:

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

Policy Implications:

The adoption of this policy will revoke all previous versions.

Financial and Resource Implications:



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InfoXpert Document ID: 89214



PUBLIC INTEREST DISCLOSURE POLICY

1. OBJECTIVES

1.1 The objectives of this policy are:

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

2. SCOPE

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

3. POLICY STATEMENT

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

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

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

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

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

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

4. DEFINITIONS

4.1 **Public Interest Disclosures** are broadly defined in the PID Act as being all information disclosed to a proper authority about a public interest matter referred to pursuant to s12 & s13 of the PID Act.

4.2 A Public Interest Disclosure can be made by any person (pursuant to S12 or the PID Act) about—

- (a) a substantial and specific danger to the health or safety of a person with a disability; or
- (b) substantial and specific danger to the environment; or
- (c) reprisal because of a belief that a person has made, or intends to make a disclosure.

4.3 Alternatively by a public officer (pursuant to S13) about—

- (a) the conduct of another person that could, if proved, be—
 - (i) corrupt conduct; or
 - (ii) maladministration that adversely affects a person’s interests in a substantial and specific way; or
- (b) a substantial misuse of public resources; or
- (c) a substantial and specific danger to public health or safety; or
- (d) a substantial and specific danger to the environment.

4.4 Public Interest Disclosures under sections 12 & 13 PID Act must:

- (a) be made to a **proper authority** (as defined in S5 of the PID Act); and

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

Notes:

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

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

Notes:

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

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

5. RELATED POLICIES/LEGISLATION/OTHER DOCUMENTS

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

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PUBLIC INTEREST DISCLOSURE MANAGEMENT PLAN

1. COUNCIL'S POLICY COMMITMENT

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

2. EXECUTIVE TEAM COMMITMENTS

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

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PUBLIC INTEREST DISCLOSURE MANAGEMENT PLAN

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

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

3. COMMUNICATION STRATEGY

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

4. TRAINING STRATEGY

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

4.2 STAFF PID MANAGEMENT

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

4.3 COUNCILLOR TRAINING

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

5. PUBLIC INTEREST DISCLOSURE OVERSIGHT

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

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

6. MONITORING AND IMPROVEMENTS

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

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

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

7. PROCEDURE FOR DEALING WITH PUBLIC INTEREST DISCLOSURES

- 7.1 Council has developed a procedure to guide staff in how to deal with Public Interest Disclosures. This procedure is included as Attachment A.

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PUBLIC INTEREST DISCLOSURE PROCEDURE

1. Introduction/Policy Statement

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

2. Objective/Purpose

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

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

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

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

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

3. PID Management Program

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

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

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

Role:	Responsibilities:	Officer:
PID Coordinator	<ul style="list-style-type: none"> ▪ principal contact for PID issues within McKinlay Shire Council ▪ document and manage implementation of PID management program ▪ review and update PID procedure annually ▪ maintain and update internal records of PIDs received ▪ report data on PIDs to Queensland Ombudsman ▪ assess PIDs received ▪ provide acknowledgment of receipt of PID to discloser ▪ undertake risk assessments in consultation with disclosers and other relevant officers ▪ liaise with other agencies about referral of PIDs ▪ allocate Investigator and Support Officer to PID matter 	<i>Director Corporate & Community Services – Tenneil Cody</i> Email: finance@mckinlay.qld.gov.au Phone: 07 4746 7166
PID Support Officer	<ul style="list-style-type: none"> ▪ provide advice and information to discloser on McKinlay Shire Council PID procedure ▪ provide personal support and 	<i>Records Officer – Debbie Godier</i> Email: Debbie@mckinlay.qld.gov.au Phone: 07 4746 7166

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	referral to other sources of advice or support as required <ul style="list-style-type: none"> ▪ facilitate updates on progress of investigation ▪ proactively contact discloser throughout PID management process 	
Investigator	<ul style="list-style-type: none"> ▪ conduct investigation of information in PID in accordance with terms of reference ▪ prepare report for delegated decision-maker 	An appropriate internal or external investigator will be appointed for each PID investigated depending upon the type of disclosure and other relevant considerations.
Delegated decision-maker	<ul style="list-style-type: none"> ▪ review investigation report and determine whether alleged wrongdoing is substantiated 	An appropriate decision-maker will be appointed for each PID investigated.

4. Why make a PID?

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

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

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

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

5. What is a Public Interest Disclosure?

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

- **substantial** and **specific** danger to the health or safety of a person with a **disability**
- substantial and specific danger to the environment
- reprisal because of a belief that a person has made, or intends to make a disclosure.

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

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

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

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

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

6. Who can a PID be disclosed to?

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

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

Who to contact within McKinlay Shire Council:	Other agencies that can receive PIDs:
<p>Any person (including employees) can make a disclosure to:</p> <ul style="list-style-type: none"> • any person in a supervisory or management position • the human resources unit 	<p>Disclosures can be made to an agency that has a responsibility for investigating the information disclosed:</p> <ul style="list-style-type: none"> • Crime and Corruption Commission (CCC) for disclosures about corrupt conduct including reprisal

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<ul style="list-style-type: none"> the Chief Executive Officer or Director Corporate & Community Services. 	<ul style="list-style-type: none"> Queensland Ombudsman for disclosures about maladministration Queensland Audit Office for disclosures about a substantial misuse of resources Department of Child Safety, Youth and Women for disclosures about danger to the health and safety of a child or young person with a disability Department of Communities, Disability Services and Seniors for disclosures about danger to the health and safety of a person with a disability Office of the Public Guardian for disclosures about danger to the health and safety of a person with a disability Department of Environment and Science disclosures about danger to the environment A Member of the Legislative Assembly (MP) for any wrongdoing or danger The Chief Judicial Officer of a court or tribunal in relation to a disclosure about wrongdoing by a judicial officer.
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A disclosure can also be made to a **journalist** if the following conditions have been met:

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

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

7. How to make a PID

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

- provide contact details (this could be an email address that is created for the purpose of making the disclosure or a telephone number)
- provide as much information as possible about the suspected wrongdoing, including:
 - who was involved
 - what happened
 - when it happened
 - where it happened
 - whether there were any witnesses, and if so who they are

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- any evidence that supports the PID, and where the evidence is located
- any further information that could help investigate the PID
- provide this information in writing.

8. Deciding whether a matter is a PID

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

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

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

9. Assessing a PID

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

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

- that their information has been received and assessed as a PID
- the action to be taken by McKinlay Shire Council in relation to the disclosure, which could include referring the matter to an external agency, or investigating
- the likely timeframe involved
- the name and contact details of the McKinlay Shire Council support officer they can contact for updates or advice
- of the discloser's obligations regarding confidentiality
- the protections the discloser has under the PID Act
- the commitment of McKinlay Shire Council to keep appropriate records and maintain confidentiality, except where permitted under the PID Act
- how updates regarding intended actions and outcomes will be provided to the discloser
- contact details for the McKinlay Shire Council Employee Assistance Program.

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

Upon receiving a PID, McKinlay Shire Council will conduct a risk assessment to assess the likelihood of the discloser suffering reprisal action as a result of having made the disclosure. This assessment will take into account the actual and reasonably perceived risk of the discloser suffering **detrimment**, and will include consultation with the discloser.

Consistent with the assessed level of risk, McKinlay Shire Council will arrange any reasonably necessary support or protection for the discloser.

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10. Referring a PID

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

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

In these cases, the discloser will be advised of the action taken by McKinlay Shire Council.

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

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

11. Declining to take action on a PID

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

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

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

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

12. Investigating a PID

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

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

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

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

13. Organisational Support for disclosers

Disclosers should not suffer any form of detriment as a result of making a PID. In the event of reprisal action being alleged or suspected, McKinlay Shire Council will:

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

Details about disclosures, investigations, and related decisions will be kept secure and accessible only to the people involved in the management of the PID. McKinlay Shire Council will ensure that communication with all parties involved will be arranged discreetly to avoid identifying the discloser wherever possible.

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

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

Disclosers should be aware that while McKinlay Shire Council will make every attempt to keep their details confidential, it cannot guarantee that others will not try to deduce their identity. Information and support will be provided to the discloser until the matter is finalised.

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

14. Rights of subject officers

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

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

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

15. Record-keeping

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

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

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

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

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	<p>and</p> <p>(b) does not include information publicly disclosed in a public interest disclosure made to a court, tribunal or other entity that may receive evidence under oath, unless further disclosure of the information is prohibited by law.</p>
Corrupt conduct	<p>As defined in section 15 of the Crime and Corruption Act 2001:</p> <p>(1) Corrupt conduct means conduct of a person, regardless of whether the person holds or held an appointment, that—</p> <p>(a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of—</p> <p>(i) a unit of public administration; or</p> <p>(ii) a person holding an appointment; and</p> <p>(b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that—</p> <p>(i) is not honest or is not impartial; or</p> <p>(ii) involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or</p> <p>(iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and</p> <p>(c) is engaged in for the purpose of providing a benefit to the person or another person or causing a detriment to another person; and</p> <p>(d) would, if proved, be—</p> <p>(i) a criminal offence; or</p> <p>(ii) a disciplinary breach providing reasonable grounds for terminating the person’s services, if the person is or were the holder of an appointment.</p> <p>(2) Without limiting subsection (1), conduct that involves any of the following could be corrupt conduct under subsection (1)—</p> <p>(a) abuse of public office;</p> <p>(b) bribery, including bribery relating to an election;</p> <p>(c) extortion;</p> <p>(d) obtaining or offering a secret commission;</p> <p>(e) fraud;</p> <p>(f) stealing;</p> <p>(g) forgery;</p> <p>(h) perverting the course of justice;</p> <p>(i) an offence relating to an electoral donation;</p> <p>(j) loss of revenue of the State;</p> <p>(k) sedition;</p> <p>(l) homicide, serious assault or assault occasioning bodily harm or grievous bodily harm;</p> <p>(m) obtaining a financial benefit from procuring prostitution or from</p>

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	<p>unlawful prostitution engaged in by another person; (n) illegal drug trafficking; (o) illegal gambling.</p>
Detriment	<p>includes – (a) personal injury or prejudice to safety; and (b) property damage or loss; and (c) intimidation or harassment; and (d) adverse discrimination, disadvantage or adverse treatment about career, profession, employment, trade or business; and (e) financial loss; and (f) damage to reputation, including, for example, personal, professional or business reputation.</p>
Disability	<p>As defined in section 11 of the Disability Services Act 2006, for the purposes of this procedure: (1) A disability is a person’s condition that— (a) is attributable to— (i) an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment; or (ii) a combination of impairments mentioned in subparagraph (i); and (b) results in— (i) a substantial reduction of the person’s capacity for communication, social interaction, learning, mobility or self care or management; and (ii) the person needing support. (2) For subsection (1), the impairment may result from an acquired brain injury. (3) The disability must be permanent or likely to be permanent. (4) The disability may be, but need not be, of a chronic episodic nature.</p>
Discloser	<p>A person who makes a disclosure in accordance with the Public Interest Disclosure Act 2010.</p>
Employee	<p>of an entity, includes a person engaged by the entity under a contract of service.</p>
Journalist	<p>a person engaged in the occupation of writing or editing material intended for publication in the print or electronic news media.</p>
Maladministration	<p>As defined in schedule 4 of the Public Interest Disclosure Act 2010, maladministration is administrative action that— (a) was taken contrary to law; or (b) was unreasonable, unjust, oppressive, or improperly discriminatory; or (c) was in accordance with a rule of law or a provision of an Act or a practice that is or may be unreasonable, unjust, oppressive, or improperly discriminatory in the particular circumstances; or (d) was taken— (i) for an improper purpose; or (ii) on irrelevant grounds; or</p>

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	<p>(iii) having regard to irrelevant considerations; or</p> <p>(e) was an action for which reasons should have been given, but were not given; or</p> <p>(f) was based wholly or partly on a mistake of law or fact; or</p> <p>(g) was wrong.</p>
Natural justice	<p>Natural justice, also referred to as ‘procedural fairness’ applies to any decision that can affect the rights, interests or expectations of individuals in a direct or immediate way. Natural justice is at law a safeguard applying to an individual whose rights or interests are being affected.</p> <p>The rules of natural justice, which have been developed to ensure that decision-making is fair and reasonable, are:</p> <ul style="list-style-type: none"> • avoid bias; and • give a fair hearing. • act only on the basis of logically probative evidence.
Organisational support	<p>For the purposes of this procedure, organisational support means actions such as, but not limited to:</p> <ul style="list-style-type: none"> • providing moral and emotional support • advising disclosers about agency resources available to handle any concerns they have as a result of making their disclosure • appointing a mentor, confidante or other support officer to assist the discloser through the process • referring the discloser to the agency’s Employee Assistance Program or arranging for other professional counselling • generating support for the discloser in their work unit where appropriate • ensuring that any suspicions of victimisation or harassment are dealt with • maintaining contact with the discloser • negotiating with the discloser and their support officer a formal end to their involvement with the support program when it is agreed that they no longer need assistance.
Proper authority	A person or organisation that is authorised under the Public Interest Disclosure Act 2010 to receive disclosures.
Public officer	A public officer, of a public sector entity, is an employee, member or officer of the entity.
Reasonable belief	A view which is objectively fair or sensible.
Reasonable management action	<p>Action taken by a manager in relation to an employee, includes any of the following taken by the manager—</p> <p>(a) a reasonable appraisal of the employee’s work performance;</p> <p>(b) a reasonable requirement that the employee undertake counselling;</p> <p>(c) a reasonable suspension of the employee from the employment workplace;</p> <p>(d) a reasonable disciplinary action;</p> <p>(e) a reasonable action to transfer or deploy the employee;</p>

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	<p>(f) a reasonable action to end the employee’s employment by way of redundancy or retrenchment;</p> <p>(g) a reasonable action in relation to an action mentioned in paragraphs (a) to (f);</p> <p>(h) a reasonable action in relation to the employee’s failure to obtain a promotion, reclassification, transfer or benefit, or to retain a benefit, in relation to the employee’s employment.</p>
Reprisal	<p>The term ‘reprisal’ is defined under the Public Interest Disclosure Act 2010 as causing, attempting to cause or conspiring to cause detriment to another person in the belief that they or someone else:</p> <ul style="list-style-type: none"> • has made or intends to make a disclosure; or • has been or intends to be involved in a proceeding under the disclosure Act against any person. <p>Reprisal under the Public Interest Disclosure Act 2010 is a criminal offence and investigations may be undertaken by the Queensland Police Service.</p>
Subject officer	An officer who is the subject of allegations of wrongdoing made in a disclosure.
Substantial and specific	<p>Substantial means 'of a significant or considerable degree'. It must be more than trivial or minimal and have some weight or importance.</p> <p>Specific means “precise or particular”. This refers to conduct or detriment that is able to be identified or particularised as opposed to broad or general concerns or criticisms.</p>

17. Relevant Legislation

[Crime and Corruption Act 2001](#)

[Local Government Act 2009](#)

[Ombudsman Act 2001](#)

[Public Interest Disclosure Act 2010](#)

[Public Records Act 2002](#)

[Public Sector Ethics Act 1994](#)

18. Related Policies and Procedures

Administrative Action Complaints Process

Employee Code of Conduct

Councillor Code of Conduct

Risk Management Policy

19. Supporting information

- [Public Interest Disclosure Standard No. 1](#)
- [Disclosure Fact sheet 1: What is a disclosure](#)

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- [Disclosure Fact sheet 2: Checklist for making a disclosure](#)
- [Disclosure Fact sheet 3: Discloser information and support](#)

Date of Approval: 20 February 2018
Approved By: Council Resolution

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8.3 Subject: Economic Development Plan
Attachments: 1
Author: Economic Development Officer
Date: 2 February 2018

Executive Summary:

Council is presented with the final draft of the Economic Development Plan for adoption.

Recommendation:

That Council adopts the 2018-2022 Economic Development Plan.

Background:

Council engaged AEC Group Pty Ltd to develop its five year Economic Development Plan 2018-2022 (EDP) following request for quotes procurement process. The aim of the EDP is to provide opportunities that value-add and build resilience in the Shire three core economic pillars and to identify new opportunities and strategies to improve the economic sustainability of the Shire.

Consultation:

AEC led three 2 hour workshops and a series of one-on-one engagement activities (face to face and via phone) with Council and local businesses. There were a total of 35 participants through the consultation process. Council has a separate internal document detailing the outcomes of this process – MSC EDP Consultation Outcomes Report.

Legal Implications: Nil

Policy Implications:

The EDP correlates to the new Tourism Plan.

Financial and Resource Implications:

Following adoption, the EDP will form part of budget consideration for Council's Operational Plans.

InfoXpert Document ID: 89194



8.4 Subject: Councillor Remuneration
Attachments: Local Government Remuneration and Discipline Tribunal Report
Author: Director Corporate & Community Services
Date: 9 February 2018

Executive Summary:

Each year the Local Government Remuneration and Discipline Tribunal is required to undertake a review of the categories of Councils, and the remuneration for mayors, deputy mayors and councillors as required by the *Local Government Regulation 2012*.

The Tribunal concluded its review on 30th November 2017, with the following determinations:

- Increase remuneration levels for mayors, deputy mayors and councilors by 2.25% from 1 July 2018

Section 247 of the Local Government Regulation 2012 provides that a council can decide to pay less than the determination, provided that a resolution is made before 1 July.

Recommendation:

For Councils consideration

Background:

In accordance with the *Local Government Regulation 2012*, in particular Chapter 8, Part 1, Division 1 the Local Government Remuneration and Discipline Tribunal carried out the annual review of remuneration for mayors, deputy mayors and councillors of Local Governments; and the council categories.

Sections 183 of the Act gives the Tribunal responsibility for:

- establishing categories of local governments
- deciding which category each local government belongs to
- deciding the maximum amount of remuneration payable to councillors in each of the categories
- any other functions that the Minister directs the tribunal to perform

In addition section 176 provides the Tribunal with jurisdiction for dealing with complaints about misconduct as defined by section 176 (3) of the Act.

The new remuneration rates which come into effect from 1 July 2018 are Mayor \$103,918; Deputy Mayor \$59,952 and Councillor \$51,958.



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The previous remuneration rates were; Mayor \$101,631; Deputy Mayor \$58,633 and Councillor \$50,815. It represents a 2.25% increase across the board.

Additionally must note that the payment structure to councillors (excluding mayor and deputy mayor) within category one remain based on 2/3 base payment and 1/3 to be received as a meeting fee. This means that a base payment of \$34,639 is payable for the 12 months commencing on 1 July 2018. A meeting fee of \$1,443.25 per calendar month is payable for attendance at each scheduled meeting of council subject to certification by the Mayor and/or Chief Executive Officer of the Council. Mayors and Deputy mayors in category 1 councils are to receive the full annual remuneration level shown.

Section 247 of the Local Government Regulation 2012 provides that a council can decide to pay less than the determination, provided that a resolution is made before 1 July.

With regard to disciplinary matter, 14 matters were referred to the tribunal. The majority of these were in relation to alleged release of information that a councillor knew, or should reasonably have known, was confidential to the local government.

Consultation:

Legal Implications:

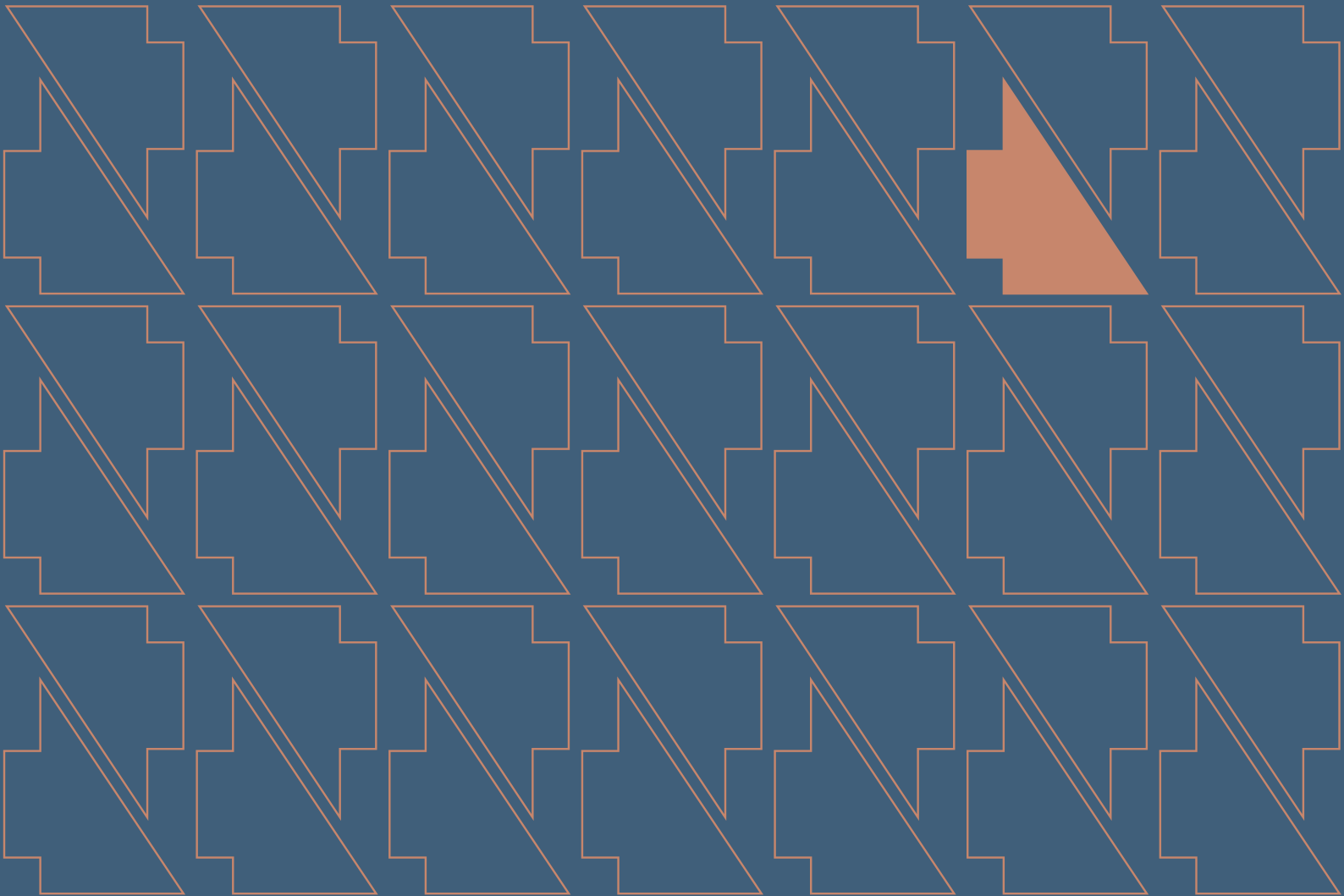
Policy Implications:

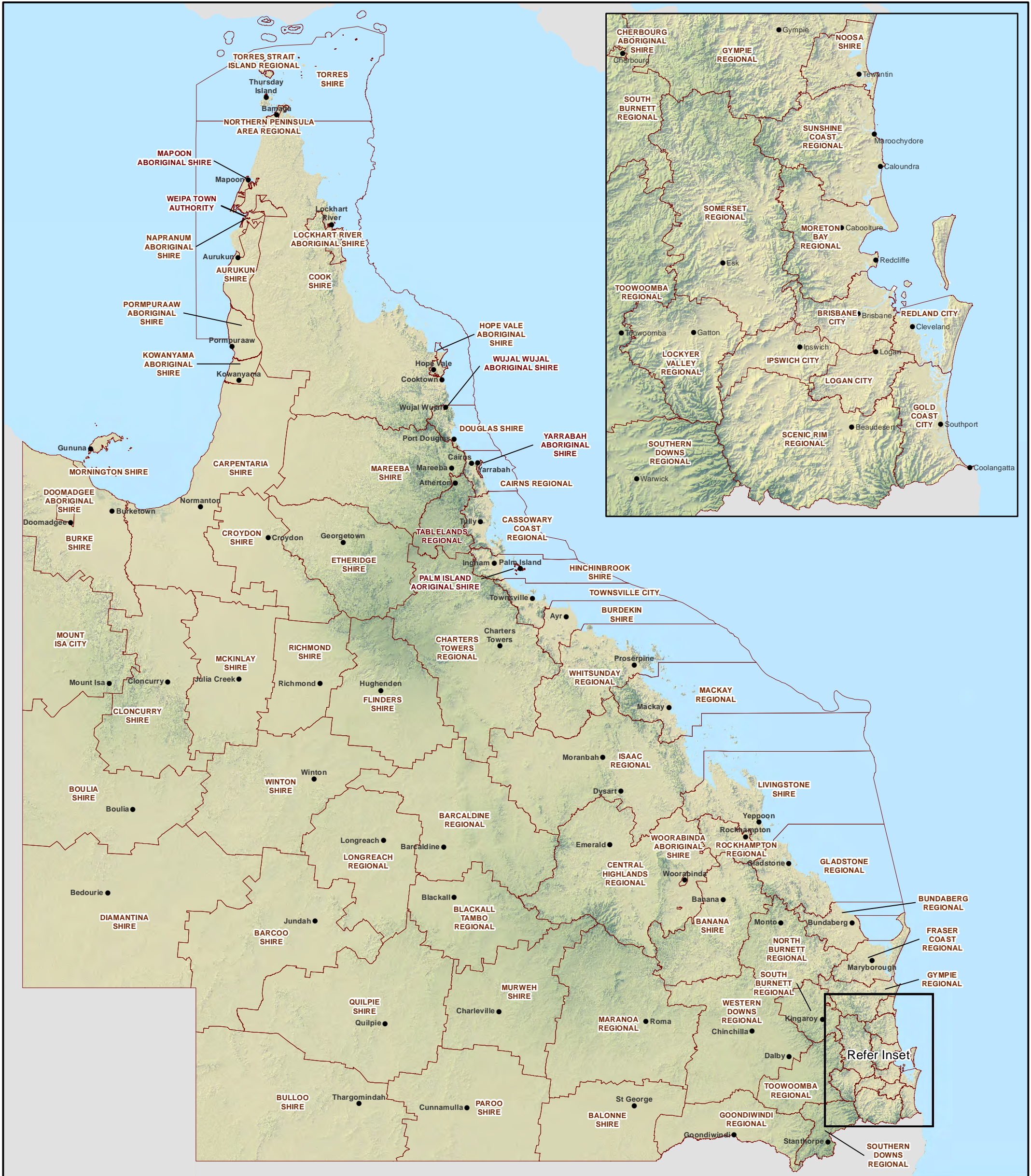
Financial and Resource Implications:

Council will need to consider the increase and make allowances when setting the 2018/19 annual budget. The 2.25% increase would equate to an increase of \$7,035.

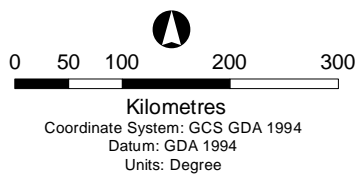
InfoXpert Document ID: 89280

Local Government Remuneration and Discipline Tribunal Report 2017





Legend
 ● Population Centres
 □ LGA Boundary



2017 Local Government Area Boundaries

Map produced by the Department of State Development Spatial Services Unit, 3/07/2017



**Local Government Remuneration and
Discipline Tribunal**

Minister for Local Government
Level 39
1 William Street
Brisbane QLD 4000

Dear Minister

On 30 November 2017, the Local Government Remuneration and Discipline Tribunal (the tribunal) concluded its review of remuneration for mayors, deputy mayors and councillors of Local Governments as required by Chapter 8, Part 1, Division 1 of the *Local Government Regulation 2012*.

The remuneration schedule to apply from 1 July 2018 and a summary of the discipline matters referred to the tribunal in 2017 are included in the enclosed report, which we commend to you.

Yours sincerely



Col Meng
Chairperson



Deputy President Adrian Bloomfield
Member



Brian Bartley
Member

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Any references to legislation are not an interpretation of the law. They are to be used as a guide only. The information in this publication is general and does not take into account individual circumstances or situations. Where appropriate, independent legal advice should be sought.

An electronic copy of this report is available on the Tribunal's website at www.dilgp.qld.gov.au/local-government/remuneration/tribunal-reports.html.

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2017 Report at a glance

Remuneration determination

The tribunal has decided to increase remuneration levels for mayors, deputy mayors and councillors by 2.25% from 1 July 2018.

In making its determination the tribunal has considered the following facts and circumstances:

- increases in the Consumer Price Index (CPI) for the financial year ended 30 June 2017, as follows:
 - weighted average of the eight capital cities: 1.9%
 - Brisbane: 1.8%
- increases in the CPI for the year ended September 2017, as follows:
 - weighted average of the eight capital cities: 1.8%
 - Brisbane: 1.5%
- increases in the Wage Price Index (WPI) for the financial year ended 30 June 2017, as follows:
 - Australia: 1.9%
 - Queensland: 1.9%
- increases in the WPI for the year ended September 2017, as follows:
 - Australia: 2.0%
 - Queensland: 2.2%
- Determination 12/2016 (2 August 2016) of the Queensland Independent Remuneration Tribunal which increased remuneration levels for Members of the Legislative Assembly by 2.25% from 1 September in each of 2015, 2016 and 2017
- the decision of the (federal) Remuneration Tribunal to increase remuneration levels for Members of the Federal Parliament and Senate by 2.0% from 1 July 2017
- anecdotal reports of continuing financial pressures being experienced by many local governments
- the conservative approach to the setting of remuneration levels previously adopted by the tribunal.

Discipline matters

There were 12 allegations of serious misconduct, involving 10 councillors, referred to the tribunal between 1 December 2016 and 30 November 2017.

As has been the case for the previous three to four years, the majority of the allegations concerned alleged release of information that the councillor knew, or should reasonably have known, was confidential to the local government.

1. The tribunal

Formation and composition of the tribunal

The Local Government Remuneration and Discipline Tribunal (the tribunal) is an independent entity established under the *Local Government Act 2009* (the Act).

On 26 June 2014, Her Excellency the then Governor approved the appointment of a Chairperson and Members to the tribunal from 1 July 2014 for a four-year term.

The current members of the tribunal are:

Colin (Col) Meng – Chairperson (1 July 2015 to 30 June 2018). (Member 1 July 2014 to 30 June 2015)

Col Meng served as Mayor of Mackay Regional Council for a four-year term from 2008 to 2012 then as Queensland Boundaries Commissioner overseeing the de-amalgamation process of four local governments during 2013.

Mr Meng was Chair of Mackay Hospital and Health Service until June 2016, and has extensive local government, board and business experience in the Mackay region.

Mr Meng was raised and educated in the Mackay region and has extensive involvement in a range of community organisations. He is a Past President of the Mackay Chamber of Commerce and the Mackay Golf Club and was Chairman of the Mackay Regional Area Consultative Committee for seven years.

Mr Meng has been a longstanding Member of the Australian Institute of Company Directors and the Australian Institute of Management. He brings to the tribunal extensive knowledge of and experience in local government, community affairs, public administration, public sector ethics and public finance.

Mr Meng assumed the role of Chairperson on 1 July 2015.

Adrian Bloomfield – Member (1 July 2015 to 30 June 2018). (Chairperson 1 July 2014 to 30 June 2015)

Adrian Bloomfield is a Deputy President of the Queensland Industrial Relations Commission. Prior to joining the Queensland Industrial Relations Commission in 1993, he was the Director, Queensland Branch of Metal Trades Industry Association of Australia. He also has an accountancy background having held chartered accountancy positions in both Australia and New Zealand.

Deputy President Bloomfield is the immediate past tribunal Chairperson and assumed the role of Member from 1 July 2015. He brings to the role extensive knowledge of and experience in industrial relations, local government and public administration. He was appointed as the first Chairperson of the former Local Government Remuneration Tribunal upon its formation in October 2007 before his appointment as Chairperson of the Local Government Remuneration and Discipline Tribunal in 2010.

Brian Bartley – Member (19 December 2014 to 30 June 2018)

Brian Bartley was admitted to practice as a solicitor in 1973, having studied at the University of Queensland. He joined the firm Chambers McNab & Co where he had served two years articles prior to admission. He became a partner in that firm in 1977 and remained with the firm (which ultimately became the national firm Corrs Chambers Westgarth) until 2000 when he resigned to establish Brian Bartley & Associates.

Mr Bartley has specialised in the areas of commercial litigation, professional negligence, professional disciplinary, insurance law and medical and health law.

At various times he has been Chair, Queensland Law Society Ethics Committee (2010–2012); President, Medico-Legal Society of Queensland; Member, Queensland Health Ethics Council; Board member, Centre for Law & Medicine, Bond University; Consulting Editor, Uniform Civil Procedure, Lexis Nexis; and Council member, Incorporated Council of Law Reporting responsible for publication of the Queensland Reports. He is currently chair of the Camerata Queensland's Chamber Orchestra.

Responsibilities of the tribunal

Section 183 of the Act sets out that the tribunal is responsible for:

- establishing categories of local governments
- deciding which category each local government belongs to
- deciding the maximum amount of remuneration payable to councillors in each of the categories
- any other functions that the Minister directs the tribunal to perform.

Remuneration responsibilities

Chapter 8, Part 1, Division 1 of the *Local Government Regulation 2012* (the Regulation) sets out the processes of the tribunal in deciding the remuneration that is payable to councillors.

The Regulation requires the tribunal to review the categories of local governments once every four years, in the year prior to each quadrennial election, to determine whether the categories and the assignment of local governments to those categories require amendment. In line with this requirement, the tribunal conducted a review of local government categories in 2015. As a result of this review a number of councils were re-assigned to a new category from 1 July 2016. Following consideration of submissions made to it in late 2016, the tribunal also elevated Maranoa Regional Council to Category 3 from 1 July 2017.

After determining the categories of local governments, the Regulation also requires the tribunal to decide annually, before 1 December each year, the maximum amount of remuneration to be paid to mayors, deputy mayors and councillors in each category from 1 July of the following year.

In addition, section 248 of the Regulation allows a local government to make a submission to the tribunal to vary the remuneration for a councillor, or councillors, to a level higher than that stated in the remuneration schedule where the local government considers exceptional circumstances apply. The tribunal may, but is not required to, consider any such submission. If the tribunal is satisfied that exceptional circumstances exist, the tribunal may approve payment of a higher amount of remuneration.

Discipline responsibilities

As well as the responsibilities set out in section 183 of the Act, section 176 provides the tribunal with jurisdiction for dealing with complaints about misconduct as defined by section 176(3) of the Act.

The legislation provides a point of reference for the conduct, performance and behaviour of councillors and includes expectations for councillor conduct in terms of principles, responsibilities and obligations. It also includes disciplinary provisions where those expectations are not met.

The role of the tribunal is to hear and determine the most serious complaints of councillor misconduct.

If the allegation is sustained, the tribunal may make any order or recommendation that it considers appropriate in view of the circumstances relating to the misconduct. For example, the tribunal may make one or more of the following orders or recommendations:

- an order that the councillor be counselled about the misconduct, and how not to repeat the misconduct
- an order that the councillor make an admission of error or an apology
- an order that the councillor participate in mediation with another person
- a recommendation to the Department's Chief Executive to monitor the councillor or the local government for compliance with the LGA and Regulation
- an order that the councillor forfeit an allowance, benefit, payment or privilege
- an order that the councillor reimburse the local government
- a recommendation to the Minister that the councillor be suspended for a specified period, either wholly or from performing particular functions
- a recommendation to the Minister that the councillor be dismissed
- a recommendation to the Crime and Corruption Commission or the Police Commissioner that the councillor's conduct be further investigated
- an order that the councillor pay to the local government an amount of not more than the monetary value of 50 penalty units.

Records about complaints and the determinations that the tribunal makes in relation to disciplinary matters are required to be published on the relevant local government website as they are concluded, in accordance with section 181A of the Act.

Previous reports of the tribunal

This is the eleventh report of the tribunal and the former Local Government Remuneration Tribunal. Each of the ten previous reports has canvassed, to varying degrees, the roles and responsibilities of local government elected representatives as well as the particular matters which the respective tribunals have taken into consideration in establishing categories of councils, the assignment of individual councils to a particular category, and the remuneration levels determined for each category each year.

The tribunal encourages all readers of this report to review the previous reports which are available at www.dilgp.qld.gov.au/local-government/remuneration/tribunal-reports.html.

Of particular note are the deliberations on:

- matters surrounding the setting of the remuneration rate for the (previous) Special Category of Councils in 2008
- the establishment of, and rationale for, the use of ranges of remuneration in 2007 and the reasons for the removal of ranges in 2011
- the discussion in 2008 about the nature of the structures adopted by various councils and the resultant decision of the then tribunal not to establish a system of paying higher levels of remuneration to committee chairs/members
- guidance on matters of annual leave and sick leave for councillors in 2010
- a review of the issue of attendance at meetings in 2010
- the full category reviews in 2011 and 2015

- the reassignment of all Special Category and Category 1 and 2 Councils to Category 3 in 2013
- the decision in 2013 to restructure Category 3 councillors' remuneration to be paid as a base amount (50%) and meeting fees (50%)
- the decision in 2014 to further restructure the method of remunerating Category 3 councillors (that is, not including mayors and deputy mayors) to comprise a base rate of two thirds of the determination amount with the remaining one third to be paid as meeting fees reflecting attendance at, and participation in, council meetings
- the commentary in 2016 about how such meeting fee regime should be administered at the local level, using a common sense approach
- the decision in 2015 to reduce the number of categories to eight (from 10), incorporating a new category of local government (Category 2) positioned between the previous Category 3 and Category 4 levels.

2. Discipline matters

Matters referred to the tribunal

Since the preparation of the 2016 report, 14 matters were referred to the tribunal. The majority of these concerned the alleged release of information that a councillor knew, or should reasonably have known, was confidential to the local government.

Table 1 summarises the complaints and outcome of matters referred to the tribunal in the period 1 December 2016 to 30 November 2017.

Table 1 Complaints decided by the tribunal

Council	Nature of complaint	Outcome	Decision date
Gympie Regional Council	It was alleged a councillor engaged in misconduct as defined by section 176(3)(d) of the Act by posting a comment on a public Facebook page and thereby revealing information discussed in a closed session of Council, such information not being otherwise released to the public. <i>(This matter was not finalised at the time of the 2016 report going to print.)</i>	Sustained	5 December 2016
Fraser Coast Regional Council	It was alleged a councillor improperly disclosed information to an external third party that was information confidential to the local government in breach of section 171(3) of the Act.	Sustained	14 August 2017
Fraser Coast Regional Council	It was alleged a councillor improperly disclosed information to an external third party which was information confidential to the local government in breach of section 171(3) of the Act.	Sustained	14 August 2017
Ipswich City Council	It was alleged a councillor failed to comply with the requirements of section 172 of the Act and deal with a material personal interest.	Not sustained	14 November 2017
Ipswich City Council	It was alleged a councillor released information that was confidential to the local government in breach of section 171(3) of the Act.	Not sustained	14 November 2017
Cairns Regional Council	It was alleged a councillor improperly disclosed information to a media outlet that was information confidential to the local government in breach of section 171(3) of the Act.	Pending	

Barcoo Shire Council	It was alleged a councillor engaged in misconduct as defined in section 176(3)(a) of the Act when they intervened in a council recruitment process.	Not sustained	15 September 2017
Mackay Regional Council	It was alleged a councillor released information that was confidential to the local government in breach of section 171(3) of the Act.	Lacking in substance	8 November 2017
Mackay Regional Council	It was alleged a councillor released information that was confidential to the local government in breach of section 171(3) of the Act.	Lacking in substance	8 November 2017
Doomadgee Aboriginal Shire Council	It was alleged a councillor released information that was confidential to the local government in breach of section 171(3) of the Act.	Pending	
Doomadgee Aboriginal Shire Council	It was alleged a councillor released information that was confidential to the local government in breach of section 171(3) of the Act.	Pending	
Fraser Coast Regional Council	It was alleged a councillor released information to the media that was confidential in breach of section 171(3) of the Act.	Pending	
Fraser Coast Regional Council	It was alleged a councillor engaged in misconduct as defined by section 176(3) of the Act.	Pending	
Fraser Coast Regional Council	It was alleged a councillor engaged in misconduct as defined by section 176(3) of the Act.	Pending	
Fraser Coast Regional Council	It was alleged a councillor engaged in misconduct as defined by section 176(3) of the Act.	Pending	
Noosa Shire Council	It was alleged a councillor contravened section 171(3) of the Act by releasing information confidential to the local government in disclosing to an external party about council's development of a new town planning scheme.	Pending	

3. Remuneration determination

Chapter 8, Part 1, Division 1 of the Regulation sets out the processes which the tribunal is required to observe in deciding the remuneration that is payable to councillors.

In accordance with the Regulation, the tribunal has decided to increase remuneration levels for mayors, deputy mayors and councillors by 2.25% from 1 July 2018.

Method of remunerating councillors in Category 1

In its 2014 report the tribunal explained the rationale behind the adoption of a system of remuneration which comprised a base payment (of two thirds of the annual remuneration) and a monthly payment based upon attendance at, and participation in, the 12 mandated Council meetings. As a result of feedback received in the following two years the tribunal decided, in 2016, to slightly modify the basis upon which the 'meeting fee' is paid, as recorded below:

Rather than the meeting fee being based, solely, on attendance at and participation in mandated council meetings, the tribunal believes that the meeting fee concept should be extended to incorporate other important meetings which require a councillor's attendance, and participation, such as budget meetings, planning sessions, and the like. This is because the role of a councillor requires them to fully participate in, and contribute to, such meetings.

As such, councils should identify, at the commencement of each year, those meetings where the presence of all councillors is expected so as to identify the number of meetings which each councillor will need to attend to receive the meeting fee component of the remuneration level set out in the note at the foot of the remuneration schedule.

Further, a number of councils have asked the tribunal whether the meeting fee component of their annual remuneration can be paid on a fortnightly, rather than monthly, basis so as to reduce administrative arrangements and better balance councillors' fortnightly incomes. On this topic, the tribunal has no difficulty whatsoever in the meeting fee part of annual remuneration being converted to a fortnightly payment so long as the principles enunciated in the 2014 report, and above, are followed.

Committee chairpersons, committee members and portfolio heads

Since the tribunal was first formed in 2007 it has received numerous submissions requesting it to separately provide for additional remuneration to councillors who may be appointed to a committee, or as a chairperson or deputy chairperson of a committee, of a local government.

In 2008, the then tribunal undertook a comprehensive survey of the structures adopted by the then 72 councils within its jurisdiction in order to consider whether it was able to separately provide additional remuneration for chairpersons, deputy chairpersons or members of a committee. That survey revealed that only 26 councils had adopted a committee structure of some description, 13 councils had a portfolio structure, nine councils had a committee 'of the whole' or hybrid structure and 20 councils had no committee or portfolio structure. Four councils did not respond.

As a consequence of this survey, the tribunal decided to continue to set remuneration levels on the basis that they were 'all inclusive' and, in that sense, included appropriate compensation to recognise that councillors – particularly in medium-sized and larger councils – could be called upon to act as committee chairpersons, deputy chairpersons and committee members.

Since the survey was conducted, the tribunal has continued to monitor the nature of the structures adopted by councils. Such monitoring has revealed that many councils reviewed and altered their structures following either, or both, of the quadrennial elections held in 2012 and 2016, respectively. Some councils have also altered their structures mid-term. This regular monitoring of council structures also disclosed that there has been little change to the situation revealed in the

2008 survey. Medium and larger councils tend to have some form of committee structure, but this is not always consistent amongst councils in the same category.

As a result of several fresh submissions made to it in more recent times, the tribunal further considered this matter during the course of 2017. In so doing, the tribunal decided to explore the possibility of placing a portion of any annual increase in councillor remuneration levels into a 'pool', with that pool of funds to be utilised to pay additional remuneration, as determined by each council, to councillors who acted as committee chairpersons, deputy chairpersons, committee members or portfolio heads. In councils where no such structures existed, the tribunal believed the pool of funds could be distributed amongst councillors in the manner decided by individual councils. Indeed, such concept was canvassed by the Chairperson of the tribunal during the course of his address to the Local Government Association of Queensland conference held in Gladstone in October 2017.

However, after further consideration and investigation, the tribunal identified that section 244(1) of the Regulation prevented it from deciding to act in the manner discussed immediately above, on the basis that the tribunal is required to decide the maximum amount of remuneration payable to a councillor, mayor or deputy mayor of a local government in each category. Such maximum remuneration may include, or may separately provide for, remuneration for the duties a councillor may be required to perform if they are appointed as chairperson, deputy chairperson or as a member of a committee: see section 244(2).

In addition, section 247(5) of the Regulation appears to conflict with section 244(2) in that it provides that the amount of remuneration for each councillor, other than a mayor or deputy mayor, must be the same.

Given these provisions, the tribunal has decided not to make any decision, this year, concerning additional remuneration for committee chairpersons, deputy chairpersons and committee members so as to allow it the opportunity to explore the potential for changes to be made to the Regulation.

Expenses

Section 244(3) of the Regulation precludes the tribunal from including amounts in its remuneration determination for expenses to be paid or facilities to be provided to councillors under a council's expenses reimbursement policy.

Superannuation

Further, section 244(3) also precludes the tribunal from including in its remuneration determination any contribution a local government may make to a voluntary superannuation scheme for councillors. Accordingly, the level of superannuation payments made to a councillor is a matter to be determined by each individual council having regard to the relevant Commonwealth legislation and section 226 of the Act, as is the issue of whether a councillor may salary sacrifice such contributions.

Pro rata payment

Should an elected representative hold a councillor position for only part of a financial year, he or she is only entitled to remuneration to reflect the portion of the year served.

Remuneration schedule

As required by section 246 of the Regulation, the tribunal has prepared a remuneration schedule for the 2017–2018 financial year, which appears on the following two pages.

Arrangements have been made to publish the remuneration schedule in the Queensland Government Gazette and for this report to be printed and presented to the Minister responsible for Local Government.

Remuneration schedule to apply from 1 July 2018

Category	Local governments assigned to categories	Remuneration determined (from 1 July 2018)	
		(see Note 1)	(\$ pa)
Category 1 (see Note 2)	Aurukun Shire Council	Mayor	103,918
	Balonne Shire Council	Deputy mayor	59,952
	Banana Shire Council	Councillor	51,958
	Barcaldine Regional Council		
	Barcoo Shire Council		
	Blackall-Tambo Regional Council		
	Boulia Shire Council		
	Bulloo Shire Council		
	Burdekin Shire Council		
	Burke Shire Council		
	Carpentaria Shire Council		
	Charters Towers Regional Council		
	Cherbourg Aboriginal Shire Council		
	Cloncurry Shire Council		
	Cook Shire Council		
	Croydon Shire Council		
	Diamantina Shire Council		
	Doomadgee Aboriginal Shire Council		
	Douglas Shire Council		
	Etheridge Shire Council		
	Flinders Shire Council		
	Goondiwindi Regional Council		
	Hinchinbrook Shire Council		
	Hope Vale Aboriginal Shire Council		
	Kowanyama Aboriginal Shire Council		
	Lockhart River Aboriginal Shire Council		
	Longreach Regional Council		
	Mapoon Aboriginal Shire Council		
	McKinlay Shire Council		
	Mornington Shire Council		
	Murweh Shire Council		
	Napranum Aboriginal Shire Council		
	North Burnett Regional Council		
	Northern Peninsula Area Regional Council		
	Palm Island Aboriginal Shire Council		
	Paroo Shire Council		
	Pormpuraaw Aboriginal Shire Council		
	Quilpie Shire Council		
	Richmond Shire Council		
	Torres Shire Council		
	Torres Strait Island Regional Council		
Winton Shire Council			
Woorabinda Aboriginal Shire Council			
Wujal Wujal Aboriginal Shire Council			
Yarrabah Aboriginal Shire Council			

Category	Local governments assigned to categories	Remuneration determined (from 1 July 2018)	
		(see Note 1)	(\$ pa)
Category 2	Mareeba Shire Council	Mayor	119,903
	Mount Isa City Council	Deputy mayor	71,943
	Somerset Regional Council	Councillor	59,952
Category 3	Cassowary Coast Regional Council	Mayor	127,898
	Central Highlands Regional Council	Deputy mayor	79,936
	Gympie Regional Council	Councillor	67,945
	Isaac Regional Council		
	Livingstone Shire Council		
	Lockyer Valley Regional Council		
	Maranoa Regional Council		
	Noosa Shire Council		
	Scenic Rim Regional Council		
	South Burnett Regional Council		
	Southern Downs Regional Council		
	Tablelands Regional Council		
	Western Downs Regional Council		
Whitsunday Regional Council			
Category 4	Bundaberg Regional Council	Mayor	151,878
	Fraser Coast Regional Council	Deputy mayor	99,921
	Gladstone Regional Council	Councillor	87,929
	Rockhampton Regional Council		
Category 5	Cairns Regional Council	Mayor	175,859
	Mackay Regional Council	Deputy mayor	119,903
	Redland City Council	Councillor	103,918
	Toowoomba Regional Council		
Category 6	Ipswich City Council	Mayor	199,839
	Townsville City Council	Deputy mayor	135,891
		Councillor	119,903
Category 7	Logan City Council	Mayor	223,821
	Moreton Bay Regional Council	Deputy mayor	155,075
	Sunshine Coast Regional Council	Councillor	135,891
Category 8	Gold Coast City Council	Mayor	247,802
		Deputy mayor	171,863
		Councillor	147,881

Notes to the remuneration schedule

Note 1 The monetary amounts shown are the per annum figures to apply from 1 July 2018. If an elected representative only serves for part of a full year (that is, 1 July to 30 June) they are only entitled to a pro rata payment to reflect the portion of the year served.

Note 2 For councillors in Category 1 councils, a base payment of \$34,639 is payable for the 12 months commencing on 1 July 2018. A meeting fee of \$1,443.25 per calendar month (or \$666.11 per fortnight) is payable for attendance at, and participation in, scheduled meetings of council subject to certification by the mayor and/or chief executive officer of the council. Mayors and deputy mayors in Category 1 councils are to receive the full annual remuneration level shown.

4. Other activities of the tribunal

Exceptional circumstances submissions (Local Government Regulation 2012 Section 248,)

On 25 July 2017, following the resignation of the Mayor of Ipswich City Council, the council sought approval to vary the remuneration of the Acting Mayor (Councillor Paul Tully) and the Acting Deputy Mayor (Councillor Cheryl Bromage) in accordance with Section 165 of the *Local Government Act 2009*. The tribunal resolved to approve the council's request at its meeting held on 27 July 2017.

Submissions received by the tribunal

As part of its process for determining remuneration levels of local government elected representatives, the Chairperson of the tribunal wrote to mayors and chief executive officers of the 76 councils within the tribunal's jurisdiction, inviting them to provide a written submission to the tribunal or meet with the tribunal by way of deputation, to help inform the tribunal's deliberations.

The tribunal received six submissions from councils and councillors, this compares with 14 submissions received in 2016.

Summaries of the submissions received are contained at Appendix 1 of this report.

Meetings and deputations

Local governments were provided with the opportunity to meet with the tribunal at the 121st Annual Conference of the Local Government Association of Queensland at the Gladstone Entertainment Convention Centre, on 17 and 18 October 2017.

Mr Col Meng, Chairperson of the tribunal, gave a presentation at the conference in which he provided an update on the activities of the tribunal for local government delegates.

Appendix 1 – Submissions received by the tribunal

Date received	Received from	Summary of submission
15 March 2017 and 12 October 2017	Logan City Council	Logan City Council (LCC) sought additional remuneration for Committee Chairs. LCC stated it is common industry and business practice for chairs to be remunerated at a higher level than board or committee members, and the decision-making responsibility is the most important role LCC undertakes. LCC's submission stated that councillors should be remunerated as a financial incentive or recognition for the additional responsibilities and workloads of committee chairs.
26 April 2017	Torres Strait Island Regional Council	Torres Strait Island Regional Council (TSIRC) sought a review of TSIRC's remuneration category to reflect the additional and unique responsibilities and pressures faced by TSIRC councillors. TSIRC is currently a Category 1 council.
11 October 2017	Councillor Ingrid Jackson, Noosa Shire Council	Councillor Jackson wrote to the tribunal stating the criteria for establishing categories are antiquated and not based on long-accepted research. Councillor Jackson submitted that the tribunal should review the remuneration levels that apply especially in the case of smaller councils. In doing so, it should obtain expert job valuation advice in relation to the role and responsibilities expected of councillors at such councils with the aim of achieving improved performance, decision-making, strategy and outcomes for local councils and residents.
18 October 2017	Sunshine Coast Regional Council	Sunshine Coast Regional Council (SCRC) contends that SCRC should be re-categorised as a Category 8 council because it shares greater similarity to the current Category 8 council (Gold Coast City Council) in terms of the environmental, social and economic attributes. Exceptional circumstances exist around councillor workload, the diversity and size of the growing region and the complexity and innovation required for decision-making moving forward.
26 October 2017	Toowoomba Regional Council	Toowoomba Regional Council (TRC) requested re-categorisation from a Category 5 to a Category 6. TRC submitted that a number of unique circumstances apply to the Toowoomba region that justifies alignment with the Ipswich and Townsville City Councils for remuneration purposes. Such re-categorisation would reflect the issues and the complexity of matters confronting the Toowoomba region.
26 October 2017	Isaac Regional Council	Isaac Regional Council at Council's meeting held on 24 October 2017, resolved to make a submission to the Tribunal 'requesting recognition of the role of the Isaac Regional Council Mayor as full-time due to the large regional areas, demographic spread, community expectations and job demand as opposed to part-time'.



8.5 Subject: 2017-2018 Budget Mid Year Review

Attachments: Review Documents

Author: Chief Executive Officer

Executive Summary:

In accordance with *section 174 (3) of the Local Government Regulation 2012*, the Chief Executive Officer must present a written assessment of the Council's progress towards implementing the annual operational plan at meetings of the Council held at regular intervals of not more than three months.

The second quarter assessment of Council's progress towards implementing the 2017-2018 Operational Plan is presented to Council.

Recommendation:

That Council receives the 2017-2018 Budget mid year review.

Background:

Operational Plan and Capital Works Mid Year Review

A summary is provided to Council of the operating result and the capital works program for the financial year 2017-2018 as at 31st December 2017:

Summary By Departments						
Department	Revenue			Expenditure		
	Actuals	%	Budget	Actuals	%	Budget
Infrastructure & Works	5,001,580	39%	12,799,654	4,695,686	38%	12,251,040
Governance & Partnerships	-	0%	-	394,426	47%	835,000
Corporate Services	3,258,152	63%	5,180,770	573,998	40%	1,440,501
Economic Development	113,721	5%	2,366,282	303,112	28%	1,098,200
Community Services	1,288,044	154%	836,326	1,333,856	43%	3,072,851
Health Safety & Development	28,618	37%	78,050	263,896	39%	677,000
Environment Management	146,167	40%	365,027	245,563	37%	658,000
	9,836,282	45%	21,626,109	7,810,537	39%	20,032,592

The budgeted operating result is \$1,593,517. Actual operating result as of 31st December 2017 is \$2,025,745.



Capital Works Program			
	Actual	%	Budget
Infrastructure & Works			
Roads, Grids and Bridges (Including R2R & TIDS)	931,337	29%	3,216,619
Wastewater	29,216	19%	150,000
Water	108,091	42%	260,000
Transport - Julia Creek Airport	1,683,854	73%	2,291,091
Plant Replacement	632,225		1,339,000
	3,384,723	47%	7,256,710
Environmental Management			
Reserves Asset Management	48,626	19%	257,000
	48,626	19%	257,000
Community Services & Facilities			
Buildings & Other Structures	780,557	52%	1,506,118
Parks & Gardens	145,641	44%	334,500
	926,198	50%	1,840,618
Corporate Services			
Buildings & Other Structures	27,472	22%	126,000
Office Equipment	25,475	85%	30,000
	52,947	34%	156,000
Economic Development			
Julia Creek Livestock Facility	-	0%	30,000
Economic Development	11,678	17%	67,000
RV Site	-	0%	2,862,538
	11,678	0%	2,959,538
TOTAL	4,424,171	35%	12,469,865

The programs contained in the 2017-2018 Operational Plan are being delivered in accordance with the strategies and objectives outlined.

At this review stage, actual revenue and expenditure should be around the 45% to 50% benchmark.

The mid year review usually provides a base case on the position Council's Original Budget is fairing to actual revenue and expenditure for the current year. This time of year gives Council the opportunity to amend the budget based on dependable substantiation of actual figures and program outcomes as advised by the Executive Management Team.

The following documents have been provided to assist Council with the second quarter assessment of the 2017-2018 Budget:

- Income Statement
- Capital Works Program V1
- Operational Plan V1



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Consultation: (internal/External)

- Chief Executive Officer
- Director of Community and Corporate Services
- Director of Engineering, Environment and Regulatory Services
- Corporate Services Team Leader

Legal Implications:

Section 174 (3) of the Local Government Regulation 2012.

Section 170 (3) of the Local Government Regulation 2012.

Policy & Plan Implications:

Nil

Financial and Resource Implications:

Nil

InfoXpert Document ID: 89309



8.6 Subject: 2017-2018 Amended Budget Adoption

Attachments: Amended 2017-2018 Budget

Author: Chief Executive Officer

Executive Summary:

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 2017-2018 Budget is presented for Council's consideration.

Recommendation:

That the 2017-2018 Amended Budget; 2017-2018 Operational Plan Version 2 and the Capital Works Program Version 2 be adopted as presented.

Background:

Senior Management in consultation with portfolio Councillors have conducted a review of their program areas, and as a result, made proposed budget amendments where necessary.

The proposed Amended Operating and Capital Works Budget is summarised for Council as follows:

Operational Budget	2017/18 AMENDED BUDGET	2017/18 ORIGINAL BUDGET
REVENUE	\$21,200,427.00	\$21,626,109.00
EXPENDITURE	\$20,688,217.00	\$20,032,592.00
OPERATING SURPLUS	\$512,210	\$1,593,517

The revenue budget has decreased by \$425,682

The expenditure budget has decreased by \$655,625

Significant amendments to the 2017/18 operating budget are:

- Works for Queensland capital grant was increased to allow for a portion of the 2017-19 W4Q program.
- The tourism capital grant for the RV site of \$2,146,904 was removed as the application was unsuccessful.
- Re allocate a budget for revenue from the Drought Communities program for the Kev Bannah Oval and Caravan Park amenities as the final payments were received in this financial year.
- Include an allocation of \$478,790 for allowance of the first payment for the Housing grant.



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- An increase of \$366k to the Engineering Operating program – refer to Operational Plan Version 1 Review Document for breakdown.
- Increase to EBA of \$121k to allow for back pay.

Capital Works Program	
	Budget
Infrastructure & Works	
Roads, Grids and Bridges (Including R2R & TIDS)	2,547,597
Wastewater	475,000
Water	260,000
Transport - Julia Creek Airport	2,291,091
Plant Replacement	1,339,000
	6,912,688
Environmental Management	
Reserves Asset Management	228,000
	228,000
Community Services & Facilities	
Buildings & Other Structures	2,832,288
Parks & Gardens	508,229
	3,340,517
Corporate Services	
Buildings & Other Structures	123,477
Office Equipment	35,000
	158,477
Economic Development	
Julia Creek Livestock Facility	30,000
Economic Development	87,000
	117,000
TOTAL	10,756,682

The capital works budget has decreased by \$1,713,184.

Significant amendments to the 2017/18 capital works budget are:

- Remove the Combo Access Rd project and transfer \$600k of that allocation to the Gilliat McKinlay Road.
- Add the Sewer Treatment Upgrade project \$355k
- Add the new project for Council Housing \$1.3mil
- Remove the RV Site project \$2.8mil

To comply with the Regs, the following documents have been provided to support the budget amendments proposed:

- Budget Amendment Summary
- Statement of Comprehensive Income
- Income, Cash Flow and Changes in Equity Statements



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- Long Term Financial Forecasts
- Financial Sustainability Ratios

Consultation: (internal/External)

- Chief Executive Officer
- Director of Corporate and Community Services
- Director of Engineering, Environment and Regulatory Services
- Corporate Services Team Leader

Legal Implications:

- *Section 169 of the Local Government Regulation 2012.*
- *Section 170 (3) of the Local Government Regulation 2012.*

Policy & Plan Implications:

Revokes Operational Plan 2017-2018 Version 1.

Financial and Resource Implications:

Nil

InfoXpert Document ID: 89310



9.0 CHIEF EXECUTIVE OFFICER



9.1 Subject: Dirt and Dust Letter regarding Toilets at McIntyre Park
Attachments: 1
Author: Chief Executive Officer
Date: 11.02.2018

Executive Summary:

Over the last couple of months the Dirt and Dust Committee was discussing the issues around hire and or purchasing toilets to ease their ability to provide services for visitors at McIntyre Park during the event. Dirt and Dust owns the Donga that is currently sitting on the area known as “Tent City” this area wont be used during the event anymore as “Tent City” and through in-kind donation for the relocation from local businesses and financial support from funding reallocation as per attachment 2 from TEQ, its now a possibility to gift this Toilet block to Council if agreed. The suggestion is that this Toilet Block will be installed at McIntyre Park on location as per attachment 3.

This installation will be done at no cost to McKinlay Shire Council but will be added to our Asset Register and Council will be responsible for the Maintenance of this Toilet Facility. The request submitted as per the letter attachment 1 the Dirt and Dust Committee ask Council’s permission to proceed accept their offer.

Recommendation:

That Council supports this request from Dirt and Dust Committee to gift and relocate and install these toilet at no cost to McKinlay Shire Council, and that the CEO writes back formerly accepting the offer of the toilets to be located at McIntyre Park at the suggested location as per attachment 3 and accepts the future maintenance cost associated with this facility.

Background:

This was discussed with the Dirt and Dust Committee and at the last Council Briefing held on the 6th February 2018.

Consultation: (internal/External)

- Dirt and Dust Committee
- Elected Members
- Chief Executive Officer
- Director of Corporate and Community Services
- Senior Finance Officer



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Legal Implications:

Nil.

Policy Implications:

Nil.

Financial and Resource Implications:

The future cost of ongoing maintenance and depreciation of this asset to be included in future budgets.

InfoXpert Document ID: 89300

YOUR FAIR DINKUM OUTBACK EXPERIENCE

JULIA CREEK DIRT N DUST FESTIVAL 13-15 APRIL 2018

TRIATHLON PROFESSIONAL BULLRIDING AUSTRALIA'S BEST BUTT AND MUCH MORE

IT'S LIVE!
in Queensland



McKinlay Shire Council
Burke Street
Julia Creek QLD 4823

RE: Toilets & Coldroom

Dear Peter & Councilors

As per verbal discussion, the Julia Creek Dirt n Dust wishes to formally make a proposal or request for the following:

- To gift the toilet/ shower block of 6 toilets and showers currently located at the Tent City lot. The block will be moved over to McIntyre Park Camping Ground, as per advice by email correspondence with the CEO. We propose this cost to relocate may be covered by Dirt n Dust.
- To have permission to place a shipping container cold room on Dirt n Dust Central land approximately 20 metres west of the "Barn" venue close to the power pole there. Power for this cold room will be taken from this power pole.

If you have any queries about the above proposed please contact us on 0448 901 392.

Kind regards,
The Julia Creek Dirt n Dust Committee.

Peter Fitchat

From: Erin Beattie <Erin.Beattie@queensland.com>
Sent: Thursday, 18 January 2018 3:25 PM
To: Mad Maggies Promotions
Cc: 'Event Manager Jck DnD'; Peter Fitchat; 'Nyssa Currin'; agbatt@reachnet.com.au; 'Michele Adams'
Subject: RE: TEQ & MSC Update on Toilet Plans

Hi Margie,

As discussed I am happy to approve your request to use the 2018 TEQ funds for toilets (\$12,000), to be relocated to offset the costs incurred to move the block to McIntyre Park.

Thanks,
Erin

Erin Beattie Leader, Destination Events • Events Group
Tourism and Events Queensland

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From: Mad Maggies Promotions [mailto:madmaggies1@bigpond.com]
Sent: Sunday, 14 January 2018 10:35 AM
To: Erin Beattie <Erin.Beattie@queensland.com>
Cc: 'Event Manager Jck DnD' <eventmanager@dirtdust.com>; 'Peter Fitchat' <ceo@mckinlay.qld.gov.au>; 'Nyssa Currin' <treasurer@dirtdust.com>; agbatt@reachnet.com.au; 'Michele Adams' <Michele@jamworks.net.au>
Subject: TEQ & MSC Update on Toilet Plans

Morning Erin & Peter

This is in response to your question about what is the long term plan for Toilets and amenities in regards to the Julia Creek Dirt n Dust Festival.

Peter, sorry can you please update the DRAFT toilet stock take for our records, so sorry this has been done before but I am working at home.

Plans for 2018:

McIntyre Park Camping area:

This year -we are wanting to make a formal proposal to TEQ for the reallocation of the \$12,000.00 grant money to go towards to relocation cost to move our Dirt n Dust 6 toilet and 6 Shower unit from Tent City to McIntyre Park, instead of using on hiring toilets

Cost : \$31348.00 – enclosed quote, have requested a further breakdown – Unit, Relocation and Labour.

- We are proposing to fund the short fall of \$19348.00 through our in-kind support from Council, Volunteer contribution to move the Toilets and the balance to come out of Dirt n Dust reserves.
- This request has gone to council.

Dirt n Dust Venue:

- We have secured some in-kind sponsorship for 14 Toilets

- We have secured the freight to bring them out
- We are proposing to use Council toilet sucker truck to clean- Peter we will need this allocated to our in-kind support request pls

Plans for 2019:

McIntyre Park Camping area:

- Nothing further will need to happen here

Dirt n Dust Venue:

We are wanting to make a formal proposal to TEQ for the reallocation of the \$12,000.00 grant money to go towards a grant to Gambling Community Benefit fund or another grant to purchase out right a large row of Toilets and Some port-a-loos.

Cost : \$44500.00 – enclosed quote, have requested a further breakdown.

- We are proposing to make the application this Feb 28th which will be announced in April .

Plans 2020:

- No further hire costs needed for Toilets and showers

Erin, happy to supply anything else- Pls let me know

I understand TEQ does not normally fund infrastructure ., we are just mindful of the \$24,000.00 to be spent which in the long run will save additional funding and sponsorship targets, and as you know these are really hard to achieve at the moment.

This will def be more sustainable for the future.

Regards

Thanks

Margie - 0429467126

On behalf of the Julia Creek Dirt n Dust Festival Committee



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Identified location for Dirt and Dust Toilet



Ordinary Meeting of Council 20th February 2018

9.2 Subject: McKinlay Shire Council Ordinary Meeting date change for March 2018
Attachments: Nil
Author: Chief Executive Officer
Date: 11/02/2018

Executive Summary:

Council is presented with a report for the purpose of considering a change to the date of the March 2018 Ordinary Council Meeting, to accommodate the Digital Innovation Launch day which is scheduled for Tuesday 20th March 2018.

Recommendation:

That Council resolves to change the date for the Ordinary Meeting of March to Monday 19th March 2018.

Background:

As stated in Executive Summary

Consultation:

Previous discussions at Council Briefing meeting 6th February 2018.

Policy Implications:

Local Government Regulation 2012 S277 Public notice of meetings

Financial and Resource Implications:

InfoXpert Document ID: 89295



10. WORKPLACE HEALTH AND SAFETY

Workplace Health, Safety and Risk Report

DATE; 08.02.18		<input checked="" type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Yearly	<input type="checkbox"/> Two Yearly
January 2018					
Objectives of WH&S Management System Plan 2017 / 2018;					
<ol style="list-style-type: none"> 1. Comply with the intent of the Workplace Health and Safety Act 2011 in preventing a persons death, injury or illness being caused by a workplace, by a relevant workplace area, by work activities, or by plant or substances for use at a workplace 2. Contribute to a Management framework that allows all work areas to manage WH&S in a preventative way; 3. Ensure that WH&S is an integral part of effective business practice; and 4. Clearly state the principles for managing WH&S and how the organisation is expected to perform in accordance with legislative requirements <p><i>The primary objective is to provide a structured methodology to conduct all WH&S matters over an annual cycle.</i></p>					
Monthly KPI's		Measurement / Score	Detail / Information		
80% of completed items indicated in MAP's		0%	See MAP's, Per month and accumulative tally No Coverage through December 2017		
20% of carry over items indicated in MAP's		100%			
Quarterly KPI's		Measurement / Score	Detail / Information		
Progressive Statistics as above		✓	See MAP's Table following on P3 of this Report, Per month and accumulative tally		
Progressive incidents, LTI's and days lost over the year;		✓	Incident and Event Statistical information collated on P4 of this Report, Per month and accumulative tally LGMS Dashboard Information at end of Report		
Progressive lost time frequency and duration rates compared to the scheme		✓			
Progressive costs of claims over the year;		✓	As above, LGMS Dashboard		
Hazard inspections completed as per the Hazard Inspection Matrix		✓	See Hazard Inspection Table on P5 for statistical information		
Yearly KPI's		Measurement / Score	Detail / Information		
Progressive monthly statistics as above		✓	See MAP's Table following on P3 of this Report, Per month and accumulative tally		
Progressive incidents, LTI's and days lost over the year;		✓	Incident and Event Statistical information collated on P4 of this Report, Per month and accumulative tally LGMS Dashboard Information		
Progressive lost time frequency and duration rates compared to the scheme		✓			
Progressive costs of claims over the year;		✓	As above		
Hazard inspections completed as per the Hazard Inspection Matrix		✓	See Hazard Inspection Table on P5 for statistical information		
Results of Internal WH&S Management System Audit or the WHSA Annual Assessment Report		March 2018	Scheduled for January 2018 - Set for March '18 Handover / Training with new Resource		

Two (2) Yearly	Measurement / Score	Detail / Information
Progressive Monthly and 3 monthly statistics as above	✓	See the following tables for statistical outcomes.
Results of an external WHS Management Systems Audit or the WHSA's Annual Assessment Report	50%	External LGW Audit Scheduled for; 13 th November 2017
Completion of the two yearly MAP's		Scheduled for March 2019
Results of the overall, two yearly injury trend analysis		Scheduled to culminate March 2019 Ongoing statistical information available in the following tables
Additional Objectives (WH&S Management System Plan 2017 / 2018)	Measurement / Score	Detail / Information
Sufficient resources trained to conduct SafePlan's Internal WHS Management Systems Auditing.	44%	To be completed when a permanent resource is secured.
The audit report will be accompanied by a Rectification Action Plan (RAP) that will be forwarded to the CEO, Senior Management and then to the WHS Committee for discussion.	✓	Monthly Action Plan for January ready for sign off.
The RAP is to be included in the WHS Plan for the next two years.	✓	Ongoing, Complete to February 2018
Actions Register; number of actions outstanding	✓	See the Actions Register Table at P5
Training / Information completed as per 'Matrix for T5 Papers' / mapped training E3 LMS.	✓	In process of change over of systems, See Compliance training table at P6
Prestarts and Toolbox Meetings completed	✓	See Table at P7 for general completions
Key Outcomes		
<ol style="list-style-type: none"> 1. Management and workers display commitment and involvement in achieving a safe and health workplace 2. Appropriate consultative mechanisms are implemented 3. Safe systems of work are implemented and maintained 4. Plant and equipment is maintained in a safe condition 5. All workers receive supervision, instruction, information & induction training in all matters pertaining to WHS 6. Reporting of all accidents / incidents & mishaps & / or systems that may be related to WHS risks at workplace 7. Effective rehabilitation programs with early intervention to assist injured workers back into the workplace 8. The provision & maintenance of workplaces and equipment where risk to people is eliminated or minimised; 9. Provision of personal protective clothing & equipment, where appropriate, for control of workplace hazards 		
<p>Note all of the above KPI's are mandatory and MUST be reported on as directed</p> <p>Reference; SafePlan2 WHS Management System Plan 2017 / 2018, MSC Ver 1 02/2017 Procedure, Performance Measures, April 2015 and Procedure, WH&S Incentives and Awards, March 2014</p>		

Monthly Action Plan's (MAP's),

As per WHS Management System Plan 2017 2018

MONTH	Items Month	Items Total	Close Out	Complete %	Target	Carry Over	Carry Over	Details / Comments
March 2017	5	5	0	0%	80%	5	100%	Evidence of; Completion during April 2017 and full sign off by CEO 28.09.17
April 2017	10	15	11	73%	80%	4	27%	Evidence of; 11 x April Close Outs, 2 x Close outs in May, 1 x Close out in June, 1 Close out in August and full sign off by CEO 28.09.17
May 2017	8	12	11	82%	80%	1	18%	CEO Sign off complete
June 2017	13	14	11	79%	80%	3	21%	CEO Sign off complete
July 2017	17	20	17	85%	80%	3	19%	CEO Sign off complete
August 2017	9	12	9	75%	80%	3	25%	CEO Sign off complete
September 2017	12	15	10	67%	80%	5	33%	CEO Sign off complete
October 2017	16	21	15	71%	80%	6	23%	CEO Sign off complete
November 2017	17	23	11	48%	80%	12	52%	LGW Audit No coverage from 17.11.17
December 2017	11	23	0	0%	80%	24	100%	No coverage through December
January 2018	2	25	11	44%	80%	14	56%	Mid January return / start
February 2018	12	26	9		80%			To date

Comment;

A number of elements of the Monthly Actions Plans (MAP's) continue to be outstanding due to the amount of work required to complete. Many systems and procedures have not been reviewed for extended periods and require much work to resource, update, complete consultation etc.

In addition to the change of priorities being a constant.

Catching up with the outstanding items is going to be difficult and may take many months

Incidents and Events

MONTH	Total Reports	Injuries #	Damage #	Breach #	Near Miss	Not Work Related	Details / Comments
January 2017	0						
February 2017	4	2	1		1		1 x Unable to wear pants 1 x MTI
March 2017	5	1	3		1		1 x LTI
April 2017	2	2					1 x MTI, 1 x FAI
May 2017	6	1	2	2	1		1 x MTI 2 x WHSQ Improvements
June 2017	4	1	1		2		1 x FAI
July 2017	1		1				
August 2017	4	1	3				1 x Report only (Public)
September 2017	1					1	1 x Domestic
October 2017	7		4			3	2 x Domestic, as above 1 x Contractor report
November 2017	2	2					1 x FAI, 1 x LTI (4 days)
December 2017	1	1	1				
January 2018	0						Nil Incidents reported
February 2018	0						Nil to date
TOTAL	37	11	16	2	5	4	

08.12.17 Lost Time Injury; GK continues his rehabilitation, with further medical treatment expected

Remote & Isolated Work & Driving procedure has been completed, implemented to the majority of personnel and will be issued to the rest of the workforce next week when additional Satellite phones are available.

WH&S have reviewed copies of the actions and procedures documented.

No response as yet

Incidents and Events – Statistics

Period	LTI's	LTI Days	LTIFR	LTI \$	WorkCover Claims		
2012 / 2013	3			2,016	3		
2013 / 2014	2	2		6,125	2		
2014 / 2015	2			39,660	2		
2015 / 2016	6			0	6		
2016 / 2017				1,469	0		
July 2017							
August 2017							
September 2017							
October 2017							TBC
November 2017	1	4					TBC
December 2017	1	14					TBC
January 2018							TBC
February 2018							
March 2018							
April 2018							
May 2018							
June 2018							
2017 / 2018							
Average incurred Loss							
TOTAL							

Comment;

Yet to be fully populated.

Further information and statistical comparatives to come



Hazard Inspections,

As per 'Schedule, Hazard Management Inspection Register', and WHS Management System Plan 2017 2018

MONTH	Sched #	On Schedule	Other / Late	Total Comp	Not Comp	RAP's Comp	Action #'s	Details / Comments
January 2017	0			9		7	41	
February 2017	24	18		18	6	14	68	
March 2017	22	22	1	23		21	74	
April 2017	9	9	1	10		6	13	
May 2017	16	15	1	16		12	52	
June 2017	10	10	1	11		5	20	
July 2017	6	1	4	5	1	0	0	Inspections not issued to personnel (as had been done previously)
August 2017	19	1	11	12	7	6	12	
September 2017	12	4	6	10	2	7	27	Issued Inspections and additional to catch up on #'s
October 2017	6	2	0	2	4	1	4	
November 2017	15	5	2	7	8	5	8	
December 2017	0	0						
January 2018	0	0						
February 2018	24				24			
TOTAL	163	82	25	116	59	79	311	

Comment;

2018 schedule has been issued and some inspections updated, the remaining will be updated over the coming months.

Working towards much better use and outcomes of this tool.

OUTSTANDING ACTIONS	Extreme Risk	High Risk	Moderate Risk	Low Risk	Details / Comments
86	1	38	36	11	

Comment;

Requires further attention

Note; Actions may be outcomes of differing resources; incidents, inspections, audits, MAP's, hazard identifications etc.

Compliance Training

As per WHS Management System Plan 2017 2018

MONTH	Scheduled Elements	Complete		Details / Comments
		2016	2017	
February 2017	3.7 Purchasing		67	
March 2017	2.5 Compliance Control & WHSQ's Inspectors		93	
April 2017	1.1 WH&S Management System		83	
	1.4 WH&S Policy Statement		85	
	1.5 Obligations & Responsibilities, Supervisors		19	
	1.5 Obligations & Responsibilities, Workers		93	
May 2017	1.7 Disciplinary Processes, MSC Code of Conduct		95	
	4.14 Office Safety, General Office		44	
	4.14 Workstation Layout & Design		46	
June 2017	2.2 Hazard management		35	
	2.3 Risk Management		102	
July 2017	2.7 Workers Compensation & RRTW, Managers		30	
	2.7 Workers Compensation & RRTW, Workers		65	
August 2017	6.1 Incident Management, Reporting 6.1 Incident Management, Causes 6.1 Incident Management, Investigation			<i>Held off to finalise update of procedure, WH&S Committee to approve</i>
September 2017	2.8 WH&S Issue Resolution		0	<i>November 2017</i>
	3.2 Emergency Preparedness, Fire & Evacuation		0	<i>November 2017</i>
	3.2 Emergency Preparedness, Threat & Hold Up	55	20	
	3.2 Emergency Preparedness, Bomb Threat		20	
	3.5 Training, WH&S Training		0	<i>November 2017</i>
October 2017	3.2 Emergency Preparedness, Fire & Evacuation		56	
	3.3 First Aid Management, First Aid		0	<i>November 2017</i>
	3.3 First Aid Management, Snake Bite		88	
	3.5 Training, WH&S Training		49	
November 2017	2.8 WH&S Issue Resolution		50	
	3.3 First Aid Management, First Aid	52	26	
	3.4 Infection Control, Skin penetration & injuries	63	0	<i>Not issued</i>
	3.4 Infection Control, Sharps	74	0	<i>Not issued</i>
	3.4 Infection Control, Immunisation		0	<i>Not issued</i>
	3.4 Infection Control, personal Hygiene	13	0	<i>Not issued</i>
	3.9 Contractor Control		0	<i>Not issued</i>
December 2017	4.4 PPE Management		0	<i>Not issued</i>
January 2018	Nil	N/a		
February 2018	4.1 Manual Handling Management, Injury Prevention			<i>Not in matrix – Add</i>
	4.1 Manual Handling Management, Lifting Techniques			
	4.1 Manual Handling Management, Risk Management			
	<i>4.15 Working Alone or in Isolation</i>			<i>Being documented</i>

Compliance Training

As per WHS Management System Plan 2017 2018

MONTH	Scheduled Elements	Complete		Details / Comments
		2016	2017	
March 2018	<i>3.1.1 Consultation</i>			<i>Not in matrix – Add</i>
	4.3 Substances, Hazardous	55		
	4.3 Substances, SDS's			
	4.4 PPE Management			
April 2018	4.12 Construction Work, General Safety	29		
	4.6 Replacing Metallic Water Services	11		
	4.8 Confined Space	39		
May 2018	4.2 Noise Management	4		
	4.9 Excavation & Trenching, General Safety	20		
June 2018	4.13 Animal Control, Dogs & Cats			
	4.13 Animal Control; Pests & Wildlife			
	4.5.6 Oxy Acetylene	30		
July 2018	2.5 Compliance Control			
	4.5 Specific Workplace Issues, Isolation Tag & Lockout			
	4.5 Specific Workplace Issues, lighting			
	4.5 Specific Workplace Issues, Signage			
	4.5 Specific Workplace Issues, Battery Charge, storage			
	4.5 Specific Workplace Issues, Welding			
	4.5 Specific Workplace Issues, Work in occupied areas	61		
4.10 Thermal & Radiation Safety, Working in the sun				
August 2018	4.6 Electrical Safety, For Plumbers			
	4.6 Electrical Safety, General	57		
	4.6 Electrical Safety, Test & Tag			
	4.6 Electrical Safety, Working near Power Lines			
September 2018	4.3 Substances, Asbestos Management	51		
	4.10 Thermal & Radiation Safety, Hot Work	45		
	4.10 Thermal & Radiation Safety, Laser Work			
October 2018	4.7 Height Safety, General			
	4.7 Height Safety, ladders	21		
	4.8 Confined Space, General Safety			
November 2018	5.3 Machine Guarding, General Safety	37		

Comment;

*Nil completed for December / January due to E3 LMS training,
Following is the LMS Project Plan*

McKinlay Shire Council_LMS SitePass Content_JC



Task Name	Jan 1	Jan 8	Jan 15	Jan 22	Jan 29	Feb 5	Feb 12	Feb 19	Feb 26	Mar 5	Mar 12	Mar 19	Mar 26	Apr 2	Apr 9	Apr 16	Apr 23
1 McKinlay Shire Council - LMS + SitePass + Content																	
2 Project Description																	
3 INITIATING																	
4 Project set up																	
5 Project handover																	
6 Content Scoping call w/ McKinlay Shire Council																	
7 Project Initiation																	
8 Client Initiation call w/ McKinlay Shire Council																	
9 Project plan																	
10 SYSTEM IMPLEMENTATION																	
11 Portal																	
12 Select sub domain preference *43learning.com.au																	
13 Provide all resources for Portal																	
14 Register Portal URL																	
15 Develop Portal																	
16 Webinar training for key site administrators																	
17 Provide account creation batch file template to client																	
18 Populate batch file of LMS groups and users																	
19 Upload batch file of LMS groups and users																	
20 Enable, configure & test all products and features																	
21 Assign courses																	
22 Sign off Portal																	
23 Certificates																	
24 Provide all resources for Certificate																	
25 Develop Certificate																	
26 Review Certificate																	
27 Sign off Certificate																	
28 StarPass																	
29 StarPass Implementation																	
30 System Initial set up																	
31 StarPass Implementation & Configuration																	
32 Batch upload (3 max)																	
33 Client follow up																	
34 Changes to StarPass system																	
35 Induction Card																	
36 Provide all resources for Induction Card																	
37 Develop Induction Card																	
38 Sign off Induction Card																	
39 Complete project plan																	
40 CLOSE																	
41 Complete																	

Prestart & Toolboxes

As per WHS Management System Plan 2017 2018

MONTH	Prestarts #’s	Toolbox’s #’s	Issues Identified	Details / Comments
January 2017	39		0	<i>Copies in InfoXpert</i>
February 2017	108		0	<i>Copies in InfoXpert</i>
March 2017	165	9	0	<i>Copies in InfoXpert</i>
April 2017	107		0	<i>Copies in InfoXpert</i>
May 2017	147		0	<i>Copies in InfoXpert</i>
June 2017	118	1	0	<i>Copies in InfoXpert</i>
July 2017	100		0	<i>Copies in InfoXpert</i>
August 2017	98		0	<i>Copies in InfoXpert</i>
September 2017	147		0	<i>Copies in InfoXpert</i>
October 2017	115		0	<i>Documents yet to be scanned into InfoXpert</i>
November 2017	164	2	0	<i>Documents yet to be scanned into InfoXpert</i>
December 2017	65		0	<i>Documents yet to be scanned into InfoXpert</i>
January 2018	52	0	0	<i>Documents yet to be scanned into InfoXpert</i>
February 2018	4	0	0	<i>To date</i>

Comment;

Prestart templates to be reviewed and regular toolboxes need to be set up on a weekly basis;

- Approx. 10 to 15 minutes that could be added to a prestart*
- Used to raise and discuss additional information, such as reporting protocols, incident investigation information etc., heat stress, hats etc., and short specific information to present and to get signed off.*
- Takes a bit of pressure off Supervision to remember to raise some of these issues.*



11. MEMBERS BUSINESS

12. CLOSE