

Ordinary Meeting Agenda

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

Tuesday 18th September 2018, 9:00am

Notice is hereby given that an Ordinary Meeting will be held at the Council Chambers,
Civic Centre, Julia Creek on 18th September 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:

Interim Chief Executive Officer, Mr John Kelly

Director of Corporate and Community Services, Ms Tenneil Cody

Director Engineering, Environment and Regulatory Services, Mr Geoff Hatwell

Executive Assistant, Mrs Amy Tinning

Other people in attendance:

Apologies:

3. CONFIRMATION OF MINUTES

That the Minutes of the August Ordinary Meeting on 21st August 2018 be confirmed.

MCKINLAY SHIRE COUNCIL

UNCONFIRMED MINUTES

OF THE

AUGUST ORDINARY MEETING OF COUNCIL

HELD AT THE

BOARD ROOM, CIVIC CENTRE
JULIA CREEK



MCKINLAY SHIRE COUNCIL

UNCONFIRMED MINUTES

OF THE

ORDINARY MEETING OF COUNCIL

HELD AT THE

BOARDROOM, CIVIC CENTRE
JULIA CREEK

21st August 2018, 9:00am

ORDER OF BUSINESS

1. Opening
2. Attendance
3. Confirmation of Minutes
4. Business Arising out of minutes of previous Meetings
5. Declaration of Interests

5. ENGINEERING REPORT

- 5.1 Engineering Works Monthly Report
- 5.2 Gidgery Creek Resilience Funding

6. ENVIRONMENTAL & REGULATORY SERVICES

- 6.1 Environmental & Regulatory Services Monthly Report
- 6.2 State Interest Review and Public Notification of Proposed Draft Planning Scheme
- 6.3 Food Business License and Commercial Use of Roads Application
- 6.4 Trustee Leases on Various Paddocks and Reserves

7. COMMUNITY SERVICES REPORT

- 7.1 Community Services Monthly Report
- 7.2 Community Drought Support Package 2017-2018

8. CORPORATE SERVICES REPORT

- 8.1 Corporate Services Monthly Report
- 8.2 Dealing with Complaints about the Public Official Policy

9. CHIEF EXECUTIVE OFFICER REPORT

- 9.1 LGAQ 122nd Annual Conference
- 9.2 Queensland Community Achievement Awards – Nomination
- 9.3 Recruitment for Director Engineering, Environment and Regulatory Services

10. WORKPLACE HEALTH AND SAFETY

- 10.1 WHS July Report

11. MEMBERS BUSINESS

12. CLOSE

1. OPENING BUSINESS

All Councillors having signed the Attendance Book, Mayor Belinda Murphy declared the meeting open at 9:08am.

1. ATTENDANCE

Mayor: Cr. B Murphy

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

Staff:

Interim Chief Executive Officer Mr John Kelly
Director of Engineering, Environmental & Regulatory Services Mr Andrew Boardman
Executive Assistant, Mrs Amy Tinning

Apologies:

Nil

Other people in attendance:

Nil

2. CONFIRMATION OF MINUTES

Confirmation of Minutes of the July Ordinary Meeting of Council held on 24th July 2018.

RECOMMENDATION

That the Minutes of the July Ordinary Meeting of Council held on 24th July 2018 be confirmed.

Resolution No. 020 /1819

The Minutes of July Ordinary Meeting of Council held on 24th July 2018 are confirmed.

Moved Cr. N Walker

Seconded Cr. P Curr

CARRIED 5/0

3. BUSINESS ARISING FROM PREVIOUS MINUTES

Appointment of CEO Mr Des Niesler.

The Interim CEO advised that the contract of employment has been sent and a response has been received. A revised contract will be forwarded this week containing two minor amendments relating to "Notice to terminate" by both parties to be set at 4 weeks and reasonable private use of the Council vehicle assigned to the CEO.

4. DECLARATION OF CONFLICT OF INTEREST

Cr. B Murphy

I declare that I have a conflict of interest with respect to agenda item 6.4 of the August 2018 Ordinary Meeting as (as defined by Local Government Act 2009, section 175B) as follows*: -

- a) Conflict due to my mother in law Mrs Beryl Murphy being a current lessee of a McIntyre Park paddock
- b) The relationship with the lease is that she is my mother in law

I will be dealing with this declared conflict of interest by leaving the meeting while this matter is discussed and voted on.

Cr. S Royes

I declare that I have a material personal interest with respect to agenda item 6.4 of the August 2018 Ordinary Meeting (as defined by Local Government Act 2009, section 175B) as follows*:-

- (i) I, Shauna Darelle Royes and James George Fels

Stand to gain a benefit or suffer a loss depending on the outcome of Council's consideration of this matter.

- (ii) Shauna Darelle Royes and James George, stand to gain a benefit or suffer a loss because we currently have a term lease and intend to retender for lease.

I will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on.

Cr. S Royes

I declare that I have a conflict of interest with respect to agenda item 6.4 of the August 2018 Ordinary Meeting (as defined in Local Government Act 2009, section 175D) as follows*:-

- a) Conflict due to my mother in law Mrs Ellen Fels being a current lessee of a McIntyre Park paddock
- b) The relationship with the lease is that she is my mother in law

I will be dealing with this declared conflict of interest by leaving the meeting while this matter is discussed and voted on.

5. ENGINEERING SERVICES

5.1 Engineering Works Report

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

RECOMMENDATION

That Council receives the July 2018 Engineering Works Report.

Resolution No. 021/1819

Council receives the July 2018 Engineering Works Report.

Moved Cr. J Fegan

Seconded Cr. N Walker

CARRIED 5/0

5.2 Gidgery Creek Resilience Funding

Council applied for \$270,000.00 resilience funding for Gidgery Creek of which Council was to commit \$25,000.00. Council have received word from the Queensland Reconstructive Authority that only \$200,000 is available and to complete the full scope of the project Council will have to commit the \$45,000 shortfall.

RECOMMENDATION

That Council resolve to commit a further \$45,000.00, a total Council commitment of \$70,000.00, towards the \$270,000.00 Gidgery Creek Resilience Project.

Resolution No. 022/1819

Council resolve to commit a further \$45,000.00, a total Council commitment of \$70,000.00, towards the \$270,000.00 Gidgerly Creek Resilience Project.

Moved Cr. P Curr

Seconded Cr. S Royes

CARRIED 5/0

6. ENVIRONMENTAL AND REGULATORY SERVICES REPORT

6.1 Environmental and Regulatory Services Report – July 2018

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

RECOMMENDATION

That Council receives the July 2018 Environment and Regulatory Services Report.

Resolution No. 023/1819

Council receives the July 2018 Environment and Regulatory Services Report.

Moved Cr. N Walker

Seconded Cr. P Curr

CARRIED 5/0

6.2 State Interest Review and Public Notification of Proposed Draft Planning Scheme

Under Section 18 of the *Planning Act 2016* (the Act) Council are to submit the draft McKinlay Shire Planning Scheme (the proposed planning scheme) for its local government area to the Department of State Development, Manufacturing, Infrastructure and Planning for state interest review and to commence public consultation. Public consultation of the proposed planning scheme will occur concurrently with the state interest review. The consultation period is to be 40 business days.

RECOMMENDATION

- *Council resolves to direct, pursuant to step 3 of stage 2 of the prescribed process, that the State Government be sent a copy of the proposed planning scheme and the reports and statements as outlined in step 3 of stage 2 of the prescribed process issued on 11 April 2018 and provide notice to the Chief Executive to request commencement of the state interest review; and*
- *Pursuant to step 8 of stage 2 of the prescribed process, that public consultation of the proposed planning scheme be undertaken in accordance with the community engagement strategy presented with this report.*

Resolution No. 024/1819

- Council resolves to direct, pursuant to step 3 of stage 2 of the prescribed process, that the State Government be sent a copy of the proposed planning scheme and the reports and statements as outlined in step 3 of stage 2 of the prescribed process issued on 11 April 2018 and provide notice to the Chief Executive to request commencement of the state interest review; and
- Pursuant to step 8 of stage 2 of the prescribed process, that public consultation of the proposed planning scheme be undertaken in accordance with the community engagement strategy presented with this report.

Moved Cr. J Fegan

Seconded Cr. S Royes

CARRIED 5/0

6.3 Food Business Licence and Commercial Use of Roads Application

Council resolved at it's Ordinary Meeting of Council to defer any decision pending further information and discussion and to consider the matter at the August 2018 Ordinary Meeting of Council.

RECOMMENDATION

Council resolves to write to the applicant to approve their Provisional Food Business Licence on the basis that they comply with the conditions of the development approval and advise the applicant if they wish to move around the shire than they are to apply for a commercial use of roads permit for each location.

Resolution No. 025/1819

Council resolves to write to the applicant, Jacinta Lymburner to approve their Provisional Food Business Licence at the premises of 20-22 Burke Street on the basis that the applicant complies with the conditions of the development approval and advise the applicant if she wishes to move around the Shire than she is to apply for a commercial use of roads permit for each location.

Moved Cr. P Curr

Seconded Cr. J Fegan

CARRIED 5/0

Attendance - Cr. B Murphy & Cr. S Royes declared a material personal conflict of interest, taking no part in the discussion or meeting by leaving the meeting room at 10:17am.

Attendance - CEO John Kelly left the meeting room at 10:22am.

Attendance - CEO John Kelly re-entered the meeting room at 10:23am.

6.4 Trustee Leases on Various Paddocks and Reserves

Trustee Leases/Agreements for Council Paddocks as identified in this report have or are about to expire and Council staff seek Council's direction for future leasing arrangements. It is intended that all paddocks are tendered and formal leases are implemented.

RECOMMENDATION

That Council resolves;

- a) to commence the tender process for all paddocks;*
- b) support the criteria in the draft tender documentation;*
- c) write to existing lease holders advising of lease extension until new leases commence;*
- d) write to the holders of the Western Airport Road Paddock, Eastern Airport Road Paddock and the Western Flinders Highway Paddock and advise them that their agreements will expire on the commencement of the new leases and that the paddocks will be released for tender.*
- e) The following criteria be used for the tender assessment:*

40% Value for money

10% Demonstrated Maintenance of Infrastructure

5% Demonstrated Pasture Management

5% Demonstrated Weed Management

20% Development of Small Scale Agri-business

20% Development of Competitive Local Industry

RECOMMENDATION

Resolution No. 026/1819

Council resolves:

- a. To defer the commencement of the tender process for all paddocks for a period of six months to enable Council to conduct a workshop with key staff to determine
 - The paddocks to be offered for lease
 - The conditions of tender and assessment process, and
 - To consider a draft copy of the proposed lease documents together with an estimate of the legal fees associated with each lease
- b. To advise the existing lease holders of lease extensions until the new leases are commence, anticipated to be 1st March 2019,
- c. Seek advice from the Department of Natural Resources and recommended processes to be followed in determining such leases, and
- d. The CEO in liaison with the Mayor and Councillors set a suitable date for the workshop after the draft lease document is produced and the advice of DERM is obtained, and
- e. The CEO be requested to bring forward to the September meeting of Council legal options for extending expired MOU's and other tenure arrangements until the tenders are issued and assessed.

Moved Cr. P Curr

Seconded Cr. J Fegan

CARRIED 3/0

Attendance – Mayor Belinda Murphy re-entered the meeting room 10:44am and re-commenced chairing the Ordinary Meeting of Council.

Attendance – Cr. S Royes re-entered the meeting room at 10:45am.

Julia Creek Airport

During discussions regarding the Engineering Works July Report the Director of Engineering and Regulatory Services informed Council that a meeting had been held last Thursday (16 August 2018) with the contractor (Hiway Stabilizers) and the designer and project manager/superintendent (BE Collective) regarding runway surface pavement defects at the Julia Creek Airport.

Council officers will keep Council informed of the progress as negotiations unfold.

Attendance – Mr Andrew Boardman Director of Engineering, Environmental & Regulatory Services left the meeting room at 10:51am Director of Corporate & Community Services Tenneil Cody entered the meeting room.

7. COMMUNITY SERVICES

7.1 Community Services Monthly Report

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

RECOMMENDATION

That Council receives the Community Services monthly report for 2018.

Resolution No. 027/1819

Council receives the Community Services monthly report for July 2018.

Moved Cr. N Walker

Seconded Cr. S Royes

CARRIED 5/0

7.2 Community Drought Support Package 2017-2018

Council has received \$87,500 in drought relief funding from the Department of Communities, Disability Services and Seniors. Council allocated the majority of funds to events at the Ordinary meeting of Council in March 2018. Recently Council has received a request from two local community groups seeking assistance through the Drought Funding program.

RECOMMENDATION

That Council reallocate \$5,000 to the Julia Creek Campdraft for the Challenge event in October and \$3,500 to the Julia Creek Parents & Citizens Association for the Fete in October 2018; provided the funds are expended in accordance with the guidelines with the funding program.

Resolution No. 028/1718

Council reallocate \$5,000 from Women's Day Event to the Julia Creek Campdraft for the Challenge event in October and \$3,500 from un-allocated Drought Funding Program to the Julia Creek Parents & Citizens Association for the Fete in October 2018, provided the funds are expended in accordance with the guidelines with the funding program.

Moved Cr. S Royes

Seconded Cr. J Fegan

CARRIED 5/0

8. CORPORATE SERVICES REPORT

8.1 Corporate Services Report

The Corporate Services Report as of 31st July 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 July 2018.

Resolution No. 029/1819

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

Moved Cr. N Walker

Seconded Cr. S Royes

CARRIED 5/0

8.2 Dealing with Complaints about the Public Official Policy

As part of the requirements of section 48A of the *Crime and Corruption Act 2001 (Qld)* (CC Act), a public official (the Chief Executive Officer of Council) must prepare a policy about how the unit of public administration (being Council) will deal with a complaint that involves or may involve corruption of the public official. To this end a policy has been prepared and is presented to Council for endorsement.

RECOMMENDATION

That Council adopts the Dealing with complaints about the public official policy V1.0 as presented.

Resolution No. 030/1819

Council adopts the Dealing with complaints about the public official policy V1.0 as presented.

Moved Cr. J Fegan

Seconded Cr. N Walker

CARRIED 5/0

9. CHIEF EXECUTIVE OFFICER REPORT

9.1 LGAQ 122nd Annual Conference

Council is presented with a request to attend the LGAQ 122nd Annual Conference on the 28th – 31st October 2018 Brisbane Entertainment Convention Centre.

The conference includes the general meeting and the annual general meeting of the Association, and a number of presentations from guest speakers who provide information and discuss current topics of interest to local governments (including LGAQ).

Each member Council is entitled to nominate two 'delegates' who will be the designated representatives for voting purposes during the Annual General Meeting and General Meeting. All other attendees are registered as observers.

RECOMMENDATION

That Council nominates 2 elected members (Crs <> Here insert names), as voting delegates and authorizes all other Councillors to attend the LGAQ 122nd Annual Conference on the 28th – 31st October 2018 Brisbane Entertainment Convention Centre.

Resolution No. 031/1819

Council nominates 2 elected members Crs Neil Walker & Mayor Belinda Murphy, as voting delegates and authorizes all other Councillors to attend the LGAQ 122nd Annual Conference on the 28th – 31st October 2018 Brisbane Entertainment Convention Centre.

Moved Cr. J Fegan

Seconded Cr. S Royes

CARRIED 5/0

9.2 Queensland Community Achievement Awards – Nomination

Council is presented with the opportunity to nominate a community group, local business or individual for one of the following official **Queensland Community Achievement Awards**:

- Community Hero
- Employee in Aged Care Award
- Customer Service Award
- Teaching Excellence Award
- Outstanding Achievement Award
- Community Group of the Year Award
- Agricultural Innovation Award
- Small Business Achievement Award

RECOMMENDATION

That Council nominates the Bush Dinners on behalf of all Community Groups involved for **Queensland Community Achievement Awards, Community Group of the Year Award**.

Resolution No. 032/1819

Council nominates the Bush Dinners on behalf of all Community Groups involved for **Queensland Community Achievement Awards, Community Group of the Year Award**.

Moved Cr. J Fegan

Seconded Cr. P. Curr

CARRIED 5/0

9.3 Recruitment Director Engineering, Environment & Regulatory Services

The Director of Engineering, Environment and Regulatory Services has tendered his resignation effective Friday 31st August 2018. The purpose of this report is to discuss the options in filling this role in the interim and in the future on a more permanent basis.

RECOMMENDATION

That Council receive the report and note the verbal report from the Chief Executive Officer delivered to the ordinary meeting advising of the appointment of a temporary Director Engineering, Environment and Regulatory Service.

Resolution No. 033/1819

Council receive the report and note the verbal report from the Chief Executive Officer delivered to the ordinary meeting advising of the appointment of a temporary Director Engineering, Environment and Regulatory Service Geoff Hatwell.

Moved Cr. J Fegan

Seconded Cr. N Walker

CARRIED 5/0

10. WHS REPORT

Council receive the monthly report for information purposes.

11. MEMBERS BUSINESS

Cr. J Fegan – Council to welcome new Doctor and new Interim DON for Julia Creek Hospital. Amy to liaise with the possibility of inviting them to morning tea at a future meeting of Council

Cr. S Royes – Suncorp Bank – discussion

Interim CEO John Kelly – The Audit Committee has considered four internal Audit reports provided by the internal Auditor and these will be presented to the September meeting of Council, via the Briefing.

12. CLOSURE OF MEETING

The Chair of the meeting Mayor Belinda Murphy declared the meeting closed at 11:40am.

4. BUSINESS ARISING OUT OF MINUTES FROM PREVIOUS MEETING



5.0 ENGINEERING SERVICES



Ordinary Meeting of Council Tuesday 18 September 2018

5.1 Subject: Engineering Works August 2018 Report
Attachments: Nil
Author: Director Engineering and Regulatory Services
Date: 12 September 2018

Executive Summary:

This report outlines the general activities for the Engineering Department for August 2018.

Recommendation:

That Council receives the August 2018 Engineering Works Report.

Background:

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

Consultation: (internal/External)

Finance Manager, Works Staff

Legal Implications:

Nil

Policy Implications:

Nil.

Financial and Resource Implications:

As provided in the report.

InfoXpert Document ID: 94479



Capital Works Program 2018-19

Infrastructure & Works	Budget (\$)	Completed (%)	Estimated Completion Date	Status
Roads				
TTC Gilliat McKinlay Road	1,000,000	0%	2018/19 financial year	Funding not open
TIDS/R2R McKinlay Gilliat Road	302,947	0%	2018/19 financial year	Planning after Christmas
TIDS/R2R Nelia Bunda Road	600,000	33%	2018/19 financial year	Planning before Christmas
TIDS/R2R Punchbowl Road	250,000	90%	2018/19 financial year	Planning before Christmas
RESEAL Shire Road Network - various shire roads & town streets	200,000	0%	2018/19 financial year	Planning after Christmas
Install Kerb & Channel	50,000	0%	2018/19 financial year	Planning after Christmas
Wastewater				
Sewerage Replacement and sub-main Lot 2/SP139613	35,000	5%	2018/19 financial year	Awaiting Contractor to start
SCADA System for STP + Network	80,000	0%	2018/19 financial year	Awaiting STP outcome
Sewerage Lagoon Flow Monitoring	30,000	0%		Awaiting STP outcome



Ordinary Meeting of Council Tuesday 18 September 2018

Sewerage Network Manhole Lid Replacement Program	30,000	0%	Ongoing	Ongoing
Sewer Treatment Plant Upgrades	710,000	5%	2018/19 financial year	Tender Released for stage 2 works
Water				
SCADA System for Water	30,000	0%	2018/19 financial year	Planning before Christmas
Water Meter (backflow prevention) Installation Program	25,000	0%	2018/19 financial year	Planning after Christmas
Kynuna Water Upgrades	30,000	0%	2018/19 financial year	Planning after Christmas
Transport				
Airport Generator and Electrical Security Fence	15,000	95%	2018/19 financial year	Planning before Christmas
Replace PAL System at Julia Creek Airport	10,000	0%	2018/19 financial year	Planning after Christmas
McKinlay Airport	30,000	0%	2018/19 financial year	Planning after Christmas
Other				
Plant & Vehicle Replacement	1,100,000	0%	2018/19 financial year	Ongoing
Sand yard Power and Containers (civil container setup)	20,000	50%	December 2018	Started
Army Vehicle Hardstand	15,000	0%	December 2018	Being Planned



Operational Works

Engineering Operational Works July 2018-June 2019	Status
Works	
Shire Road Maintenance	Maintenance grading commenced and second maintenance grader starting as scheduled
Road Signage	Defects being repaired as part of Delta S maintenance management RMPC
Town Streets	Re-seals are being planned and most likely with coincide with TIDs or Cannington works
NDRRA	2016 complete. Submission for 18 event being reviewed by QRA awaiting approval
Plant and Equipment	Ongoing
RMPC	Works ongoing as per contract, pads have been prepared for TMR reseals, RMPC contract increased to \$2,043,848 [Stabilisation program for TMR reseal]
Workshop	Maintenance of plant continuing as per maintenance schedules. GPS being fitted



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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 2018-June 2019	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. One boiled water alert repairs undertaken to facility.
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 works are on-going.



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NDRRA

Acquittals for flood restoration works carried out for the 2016 event will be completed by end of September.

For the 2018 event, submissions 1 (NE quadrant) and 4 (SW quadrant), following the in-field assessment (IFA) carried out by QRA with Council Officers, have now been registered and are in the final “compliance and value for money” stage. These two submissions should be processed quickly from here and Council should expect approval by the end of month.

Submissions 2 (NW quadrant) and 3 (SE quadrant) will be assessed by QRA internally and the expected approval for these two submissions is around the end of October.

RMPC Stabilisation Works

TMR has awarded Council with additional works under the RMPC for pavement stabilisation of sections of the Flinders Highway within the Shire area. These works are valued at approximately \$700,000, the RMPC increasing to over \$2 million, and will commence on 19 September and be completed in 3 weeks. These preparation works are associated with resealing to be undertaken by TMR which is expected to commence around mid October.

Julia Creek Water Tower - Structural Integrity

Recently a moisture patch on the water tower emanating from a leak in the storage tank was brought to the Department’s attention. As a precaution to potential for concrete pieces spalling from the tower, the land around the water tower was fenced off. Close up photos were taken of the tower surface using the Council’s drone.

Request for quotation to provide a structural investigation and assessment have been lodged through Local Buy. This consultancy will prepare a report on proposed actions for Council to consider.

Sewer Treatment Plant

Tenders for stage 2 of the treatment works are currently being assessed. The three Biokube units associated with stage 1 will be replaced during October with commissioning of the new units expected to be completed later that month.

Julia Creek Airport Upgrade

Currently the Department is working with the Superintendent / Designer of these upgrade works on the best way to rectify non-conformances with the pavement geometry to allow the airport runway and taxi areas to be fully compliant with CASA standards. Work on the replacement of the vehicle and pedestrian gates for accessing the airstrip has been carried out during the month. This will allow for secure access to airside which can be monitored.



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Plant / Fleet GPS Installations

The installation of GPS units in all of Council's plant and fleet was carried out in September. This fit-out was arranged following a roll over incident of one of Council's trucks. The GPS units will provide a safer work environment to those working in remote location. The units will also assist Council in more accurately determining claims for fuel rebate subsidy.



6.0 ENVIRONMENTAL & REGULATORY SERVICES



6.1 Subject: Environmental and Regulatory Services Report - August 2018
Attachments: None
Author: Environmental & Regulatory Services Team Leader
Date: 5th September 2018

Executive Summary:

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

Recommendation:

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

Background:

This report outlines the general activities of the department for the month of August 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: 94391



1 – Refuse Collection and Disposal

1.1 - Budget

<u>Revenue</u>	Actual YTD	Budget YTD	Budget
Refuse Collection	\$42,161	\$12,651	\$75,908
Refuse Disposal	\$21,099	\$6,028	\$36,167

<u>Expenditure</u>	Actual YTD	Budget YTD	Budget	Bud-Act
Kerbside Rubbish Collection	\$4,082	\$9,167	\$55,000	\$50,918
Refuse Disposal Operation Costs	\$10,032	\$15,000	\$90,000	\$79,968

1.2 - Report

Julia Creek Waste Facility

The Waste Facility has been regularly pushed during the month. Local Laws Officer is continuing to pick up loose rubbish around facility when required with the assistance by the Work Camp.

Correspondence was received from the General Manager of Veolia in relation to recyclable waste that they are interested in obtaining from our waste facility. No confirmation has been received from them at this time.

2 – Environmental Health Services

2.1 - Budget

<u>Revenue</u>	Actual YTD	Budget YTD	Budget
Environmental License Fees	\$1,786	\$133	\$800

<u>Expenditure</u>	Actual YTD	Budget YTD	Budget	Bud-Act
Environmental Health Services	\$46,699	\$44,167	\$265,000	\$218,301

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.

Sampling undertaken in August showed no E.coli contamination in samples taken at 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

Fogging was undertaken at 61 Burke Street.

Food Recalls

Two (2) Food Recalls were received for the month.

Workplace Health and Safety

No safety issues were identified during the month. Hazard Inspections on various sites is continuing.

Council staff is progressing with the new E3 Learning System.

3 – Local Law Administration

3.1 – Budget

<u>Revenue</u>	Actual YTD	Budget YTD	Budget
Animal Registration Fees	\$4,015	\$833	\$5,000
Fines & Penalties – Animal Control	\$834	\$833	\$5,000
Animal Boarding	\$550	\$333	\$2,000

<u>Expenditure</u>	Actual YTD	Budget YTD	Budget	Bud-Act
Local Law Administration	\$15,653	\$13,667	\$82,000	\$66,347

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	Nil
Euthanized/Destroyed	Nil
Verbal/Written/Official warning	Two (2) Written Warnings – Nuisance dogs (barking) One (1) Infringement Notice – Dog at Large
Complaints	Two (2) – Dog at Large, Nuisance dogs
Dog Boarding	Four (4) dogs
Removal of Dead Animals	Three (3)
Trapping Locations & Results	Nil

4 – Noxious Weeds and Pest Control

4.1 - Budget

<u>Revenue</u>	Actual YTD	Budget YTD	Budget
Pest Plant & Animal Control Funding	\$0	\$0	\$0
Truck Washdown Bay	\$4,069	\$3,333	\$20,000



Dingo Baits	\$378	\$167	\$1,000
Feral Pig Baits	\$0	\$17	\$100

<u>Expenditure</u>	Actual YTD	Budget YTD	Budget	Bud-Act
Pest Plant Control Program	\$5,946	\$43,833	\$263,000	\$257,054
Pest Animal Control Program	\$583	\$10,333	\$62,000	\$61,417

4.2 – Report

Feral Animal Control

No De-k9 baits were issued during August.
11 Dingo Scalps were presented in August.

Pest Plants

Ranger inspected Mesquite at McKinlay and provided Report to Director.
Next round of Mesquite spraying is scheduled for second week of October.

1080 Baiting

October round of baiting has been scheduled from the 8th – 12th October 2018. Participation Flyers have been distributed.

5 – Livestock Operations

5.1 – Budget

<u>Revenue</u>	Actual YTD	Budget YTD	Budget
Livestock Weighing	\$20,532	\$7,500	\$45,000
Livestock Cattle Loading	\$4,457	\$4,167	\$25,000

<u>Expenditure</u>	Actual YTD	Budget YTD	Budget	Bud-Act
Livestock Operational Costs	\$15,556	\$16,000	\$96,000	\$80,444

5.2 - Report

Julia Creek Livestock Facility

There were 6,291 head of cattle weighed at the facility during August.

Works around the facility during August are as follows;

- Manure cleaning out from under and along the outside of loading ramp;
- Gravel placed in low lying areas around 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	3241
MARCH	0	676	617	3446	1497	1333	388
APRIL	1048	1584	406	5315	951	2487	2217
MAY	3257	3829	1891	8107	615	2062	3065
JUNE	287	3976	2,109	3,442	1456	1522	742
JULY	3,931	1,774	0	2,170	2809	2003	1143
AUGUST	3260	0	374	1183	2582	2311	6291
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	17,270

Livestock Operations (Cattle Loading)

There were a total of 674 head of cattle loaded in August making the progressive total of cattle loaded to 4,035 for the 2018 Livestock Season.

There were a total of three (3) trains loaded in August making the progressive total of trains loaded for the 2018 livestock season to twelve (12).

Table 3 – Livestock Loading Month and Year Totals

MONTH	2012	2013	2014	2015	2016	2017	2018
JANUARY	0	0	0	0	0	0	0
FEBRUARY	0	1764	680	0	0	132	0
MARCH	1102	5310	851	0	572	920	0
APRIL	2791	5813	1811	7653	1737	580	0
MAY	6178	8670	7414	7204	2933	6126	603
JUNE	3788	8451	5912	6605	3486	2658	674
JULY	4877	7645	5246	6998	3565	3654	2084
AUGUST	6534	4215	6843	3936	4963	2898	674



SEPTEMBER	5410	1904	4508	315	2233	1804	
OCTOBER	5833	1800	3122	0	1070	0	
NOVEMBER	4568	0	3439	0	1641	0	
DECEMBER	110	0	0	0	144	0	
TOTAL FOR YEAR	41141	45572	38826	32711	22344	18772	4035

6 – Stock Routes and Reserves

6.1 - Budget

<u>Revenue</u>	Actual YTD	Budget YTD	Budget
Stock Route – Permit/Water Fees	\$0	\$1,433	\$8,600
Stock Route Recoverable Works	\$0	\$0	\$0
Trustee Lease Fees	\$38,101	\$20,000	\$120,000
Reserve Agistment Fees	\$2,227	\$3,567	\$21,400

<u>Expenditure</u>	Actual YTD	Budget YTD	Budget	Bud-Act
Precept Expenses	\$0	\$3,333	\$20,000	\$0
Stock Route Maintenance	\$7,841	\$18,333	\$110,000	\$102,159
Reserve Expenses	\$6,609	\$2,500	\$15,000	\$8,391
Cemeteries	\$1,977	\$3,333	\$20,000	\$18,023

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 around stock route waters during August are as follows;

- Na Vista bore has blown out about ½ underground; clamp installed to temporarily slow it down. Bore logger to inspect to see if there may be more holes further down and to decide whether repairs can be undertaken or a new bore will be required.
- Ranger has sprayed around the northern stock route water facilities and will organise to spray along the southern stock route waters in the coming weeks.

Works around reserves during August are as follows;

- Cleaned and renewed around taps along Old Normanton Road past cemetery out to horse paddocks



Cemeteries

There was 1 enquiry in relation to erecting of grave stone, 1 enquiry for location of grave and 1 headstone was erected.

7 – Work Program (Workcamp)

7.1 - Budget

<u>Expenditure</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Budget</u>	<u>Bud-Act</u>
Work Program	\$1,337	\$5,000	\$30,000	\$28,663

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



Constructed concrete path around horse structure at RSL	Ongoing
Picking up rubbish around entry to Julia Creek	Ongoing
Painted entrance to McIntyre Park	Completed

8 – Housing, FRB and Community Centre

8.1 - Budget

<u>Revenue</u>	Actual YTD	Budget YTD	Budget
Council Property/Staff Housing Program	\$12,532	\$16,667	\$100,000
FRB Centre Rent	\$4,640	\$4,333	\$26,000
Community Centre Hire Fees	\$1,010	\$250	\$1,500

<u>Expenditure</u>	Actual YTD	Budget YTD	Budget	Bud-Act
Council Property/Staff Housing Program	\$50,416	\$30,833	\$185,000	\$134,584
FRB Units & Community Centre Operations Costs	\$12,896	\$8,833	\$53,000	\$40,104

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	5 Coyne Street 25 Byrne Street
New Tenancies	Nil
Finalised Tenancies	One (1) – 25 Byrne Street
Remedy Breach	Nil
Notice to Leave	Nil
Notes	<ul style="list-style-type: none"> • General Maintenance performed when required. • Interim Director of Engineering is residing at 10 Shaw Street • Interim Senior Finance Officer is residing at 2/9 Shaw Street



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	3
New Tenancies	Nil
Finalised Tenancies	Nil
Remedy Breach	Nil
Notice to Leave	Nil
Notes	General Maintenance performed when required. New pump installed in Unit 3 & 4 Old Normanton Road

Seniors Living Units

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

Table 8 – Seniors Living Units Activities

Activity	Number
Properties Available	Three (3) - Unit 1, Unit 5, Unit 7
New Tenancies	Nil
Finalised Tenancies	Nil
Remedy Breach	Nil
Notice to Leave	Nil
Notes	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	\$2,155	\$8,000	\$48,000

<u>Expenditure</u>	Actual YTD	Budget YTD	Budget	Bud-Act
Town Planning Program	\$1,400	\$11,667	\$70,000	\$68,600

9.2 - Report



Ordinary Meeting of Council Tuesday 18th September 2018

Regulatory Services, Land and Building Development

Four (4) Building Applications for new Council Housing were lodged during the month.

10 – Local Disaster Management

10.1 – Budget

<u>Revenue</u>	Actual YTD	Budget YTD	Budget
SES Grants	\$0	\$3,708	\$22,250

<u>Expenditure</u>	Actual YTD	Budget YTD	Budget	Bud-Act
Disaster Management Operational Costs	\$7,995	\$4,500	\$27,000	\$19,005

10.2 - Report

Disaster Management

No incidents occurred that required the activation of the LDMG.



Ordinary Meeting of Council Tuesday 18th September 2018

6.2 Subject: Application for Renewal of Term Lease described as Lot 205 on K3711

Attachments:

6.2.1 – Correspondence from DNRME including Smart Map and Google Image dated 7 June 2018

6.2.2 – Email Correspondence from DNRME for conversion to freehold

Author: Director Engineering and Regulatory Services

Date: 11th September 2018

Executive Summary:

Council received correspondence from Department of Natural Resources, Mines and Energy on the 7th June 2018 seeking Council's views and/or requirements on an application for renewal of Term Lease on land described as Lot 205 on K3711. Council resolved at its Ordinary Meeting held 24 July 2018 that it had no objections/and or requirements to the renewal of the term lease.

The Department is now investigating into the most appropriate tenure for this parcel and consideration will now be given to converting this term lease to freehold.

Recommendation:

Council resolves to advise the Department that it has no objections to the conversion of the lease to freehold on land described as Lot 205 on K3711.

Background:

Council received correspondence from Department of Natural Resources, Mines and Energy on the 7th June 2018 seeking Council's views and/or requirements on an application for renewal of Term Lease on land described as Lot 205 on K3711. Council resolved at its Ordinary Meeting held 24 July 2018 that it had no objections/and or requirements to the renewal of the term lease. The Department is now investigating into the most appropriate tenure for this parcel and consideration will now be given to converting this term lease to freehold.

Objections to the application, and any views or requirements should be made by close of business on 28 September 2018.

Comments:

Lot 205 on K3711 is currently leased to Jeffery D Lawson and Adriana S Haley of the Kynuna Roadhouse

Consultation: Internal, Environmental & Regulatory Services Team Leader

Legal Implications: NA

Policy Implications: NA

Financial and Resource Implications: NA

Risk Management: NA

Options for Council to Consider: NA

InfoXpert Document ID: 94399

Author Bane Byron
File / Ref number: 2017/004172
Directorate / Unit State Land Asset Management
Phone (07) 4447 9174



Department of
Natural Resources,
Mines and Energy

7 June 2018

ATTENTION:

The Chief Executive Officer
Mckinlay Shire Council
PO Box 177
Mckinlay QLD 4823
Emailed to: reception@mckinlay.qld.gov.au

Application for Renewal of Term Lease described as Lot 205 on K3711

The department has received the above application.

Copies of documents supporting the application are enclosed for your information. The enclosed Smartmap shows the subject land and the surrounding locality.

Please advise the Department of your views or requirements that the department should consider when assessing this application. Objections to the application, and any views or requirements that may affect the future use of the land should be received by close of business on Thursday 6 September 2018. If you offer an objection to the application, a full explanation stating the reason for the objection should be forwarded to this Office.

If you wish to provide a response but are unable to do so before the due date, please contact the author before the due date to arrange a more suitable timeframe. If a response is not received by the due date and no alternative arrangements have been made, it will be assumed you have no objections or requirements in relation to this matter.

This information has been provided to you in confidence for the purpose of seeking your views on this matter. It is not to be used for any other purpose, or distributed further to any person, company, or organisation, without the express written permission of the department unless required.

If you wish to discuss this matter please contact Bane Byron on (07) 4447 9174.

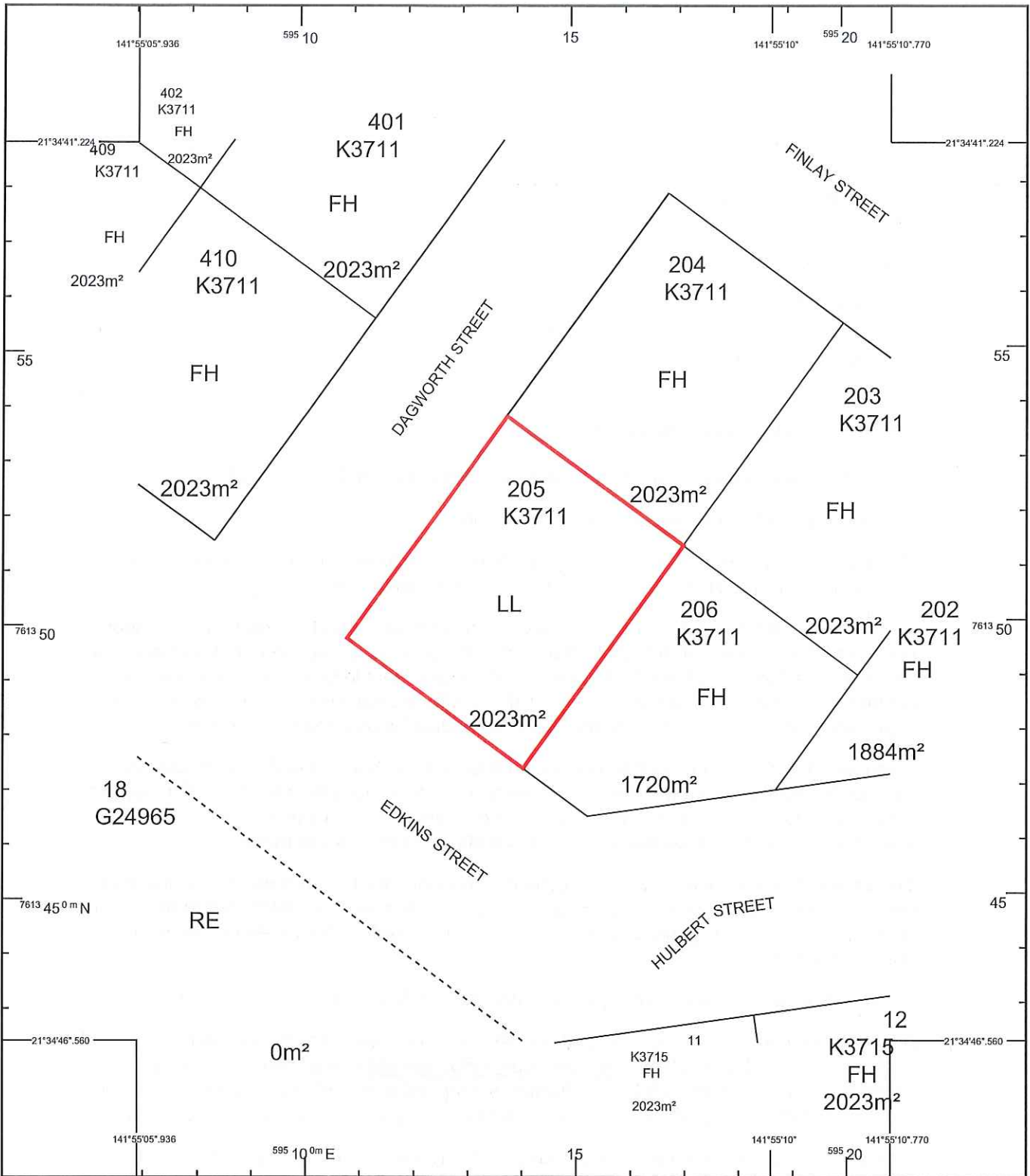
All future correspondence relative to this matter is to be referred to the contact Officer at the address below or by email to Townsville.slams@dnrme.qld.gov.au. Any hard copy correspondence received will be electronically scanned and filed. For this reason, it is recommended that any attached plans, sketches or maps be no larger than A3-sized.

Please quote reference number 2017/004172 in any future correspondence.

Yours sincerely

Bane Byron
Land Administration Officer

Verde Tower, Level 9
445 Flinders Street, Townsville
PO Box 5318, Townsville
Queensland 4810 Australia
Telephone +61 7 4447 9174



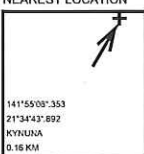
STANDARD MAP NUMBER
7254-11313



SmartMap

An External Product of
SmartMap Information Services
Based upon an extraction from the
Digital Cadastral Data Base

MAP WINDOW POSITION &
NEAREST LOCATION



SUBJECT PARCEL DESCRIPTION

DCDB	
Lot/Plan	205/K3711
Area/Volume	2023m ²
Tenure	LANDS LEASE
Local Government	MCKINLAY SHIRE
Locality	KYNUNA
Segment/Parcel	36951/62

CLIENT SERVICE STANDARDS

PRINTED (dd/mm/yyyy) 07/08/2018

DCDB 06/06/2018

Users of the information recorded in this document (the Information) accept all responsibility and risk associated with the use of the Information and should seek independent professional advice in relation to dealings with property.

Despite Department of Natural Resources and Mines(DNRM)'s best efforts, DNRM makes no representations or warranties in relation to the Information, and, to the extent permitted by law, exclude or limit all warranties relating to correctness, accuracy, reliability, completeness or currency and all liability for any direct, indirect and consequential costs, losses, damages and expenses incurred in any way (including but not limited to that arising from negligence) in connection with any use of or reliance on the Information

For further information on SmartMap products visit <http://nrv.qld.gov.au/property/mapping/blinmap>



(c) The State of Queensland,
(Department of Natural
Resources and Mines) 2018.



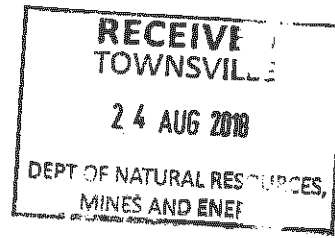




ABN 46 448 426 394

McKINLAY SHIRE COUNCIL

CIVIC CENTRE, JULIA CREEK



Correspondence to be
addressed to
The Chief Executive Officer,
P.O. Box 177,
Julia Creek, Q. 4823
TELEPHONE: (07) 4746 7166
FAX: (07) 4746 7549
EMAIL: reception@mckinlay.qld.gov.au

File / Ref Number: 2017/004172

21st August 2018

Department of Natural Resources, Mines and Energy
PO Box 5318
TOWNSVILLE QLD 4810

Attention: Bane Byron

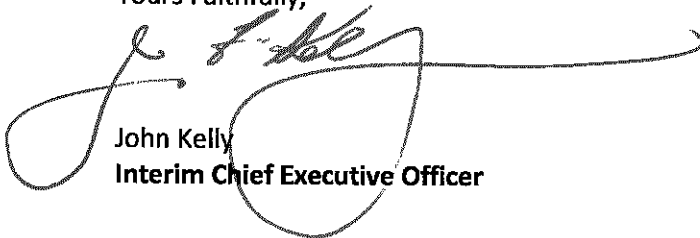
RE: APPLICATION FOR RENEWAL OF TERM LEASE DESCRIBED AS LOT 208 ON K3711

Council refer to your letter dated 7 June 2018 in relation to the above matter.

Council would like to advise the Department that it has no objections or requirements in regards to the renewal of Term Lease on land described as Lot 205 on K3711.

Should you require any further information please do not hesitate to contact me on (07) 4746 7166.

Yours Faithfully,



John Kelly
Interim Chief Executive Officer



7.0 COMMUNITY SERVICES



7.1 Subject: Community Services Monthly Report

Attachments: Nil

Author: Director Corporate and Community Services

Date: 7 September 2018

Executive Summary:

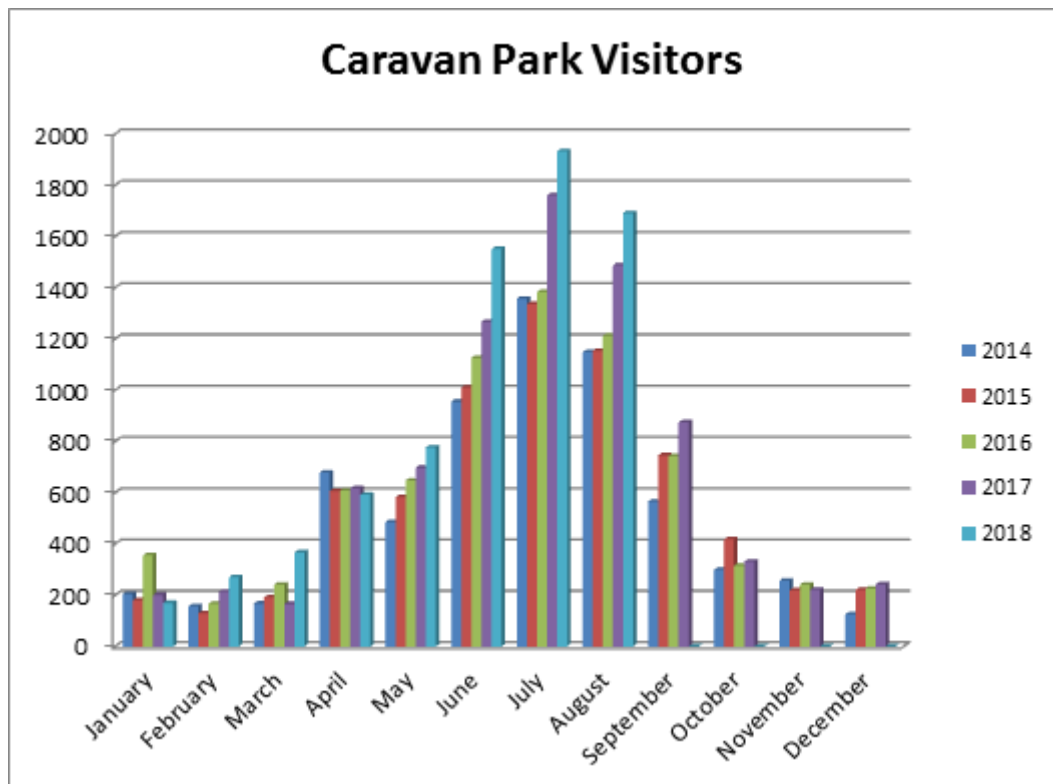
Council is presented with the monthly Community Services report, which provides an overview of the operations for the month of August 2018.

Recommendation:

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

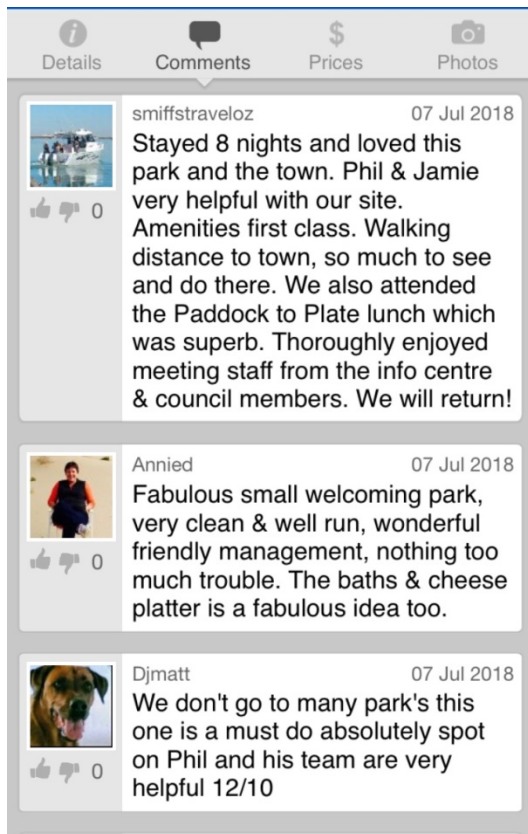
Caravan Park

The Caravan Park recorded 1691 visitors during the month of August 2018 compared with 1487 in August 2017 – an increase of 13.72%.





Ordinary Meeting of Council Tuesday 18th September 2018



Library Services

We have been quite busy looking after tourists this month, they enjoy coming in and chatting about their trips and finding out a little about the district and I get to hear all the good reports about us as a town. Our reputation stretches far and wide.

Kathleen has done a great job over in McKinlay, I think the figures will improve once people are aware it is open on a more regular basis now. There will be an exchange for McKinlay within the next month.

Our regular programs are running well with numbers staying at a good average. More mums are arriving early to sit and chat together before picking up their children; this is always a good thing for moral and a general feeling of belonging.

The Magic Happens tile project that was started a few months ago by the children of the shire is now in the final phase, Brad has taken the measurements for the backing board that will hold the tiles together as a plaque for display on the front wall of the library. I hope we will see the finished project shortly.



Statistics

New members:

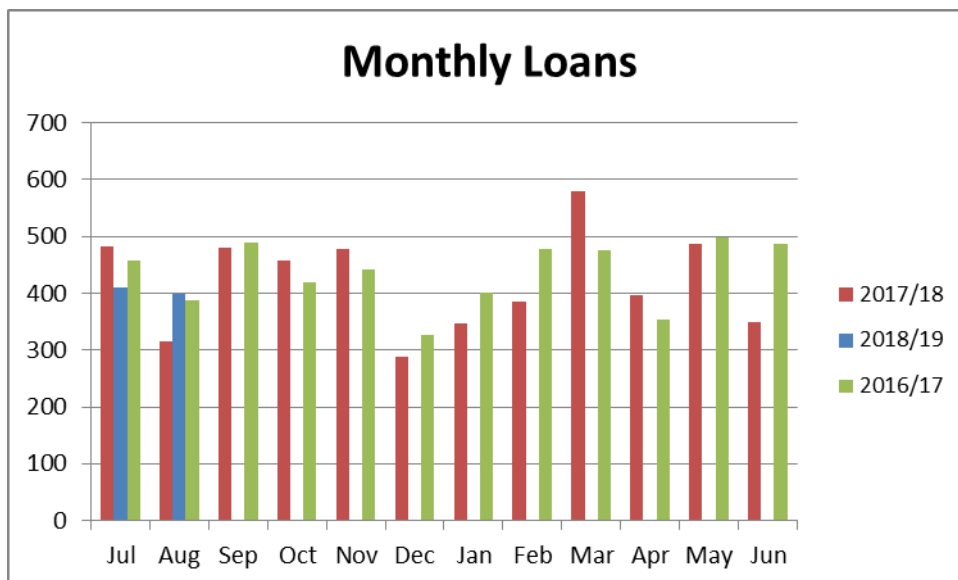
Adults	3
Junior	
Tourist	
Deleted	4

Total membership:

Adults	272
Junior	86
Institutions	2
Tourists	

Services:

Reservations satisfied	25
Requests for books	42
Internet/computer usage	302
Ipad usage	150
WiFi usage	186
Photocopier	
Broadband for Seniors	86





McKINLAY LIBRARY COUNCIL REPORT

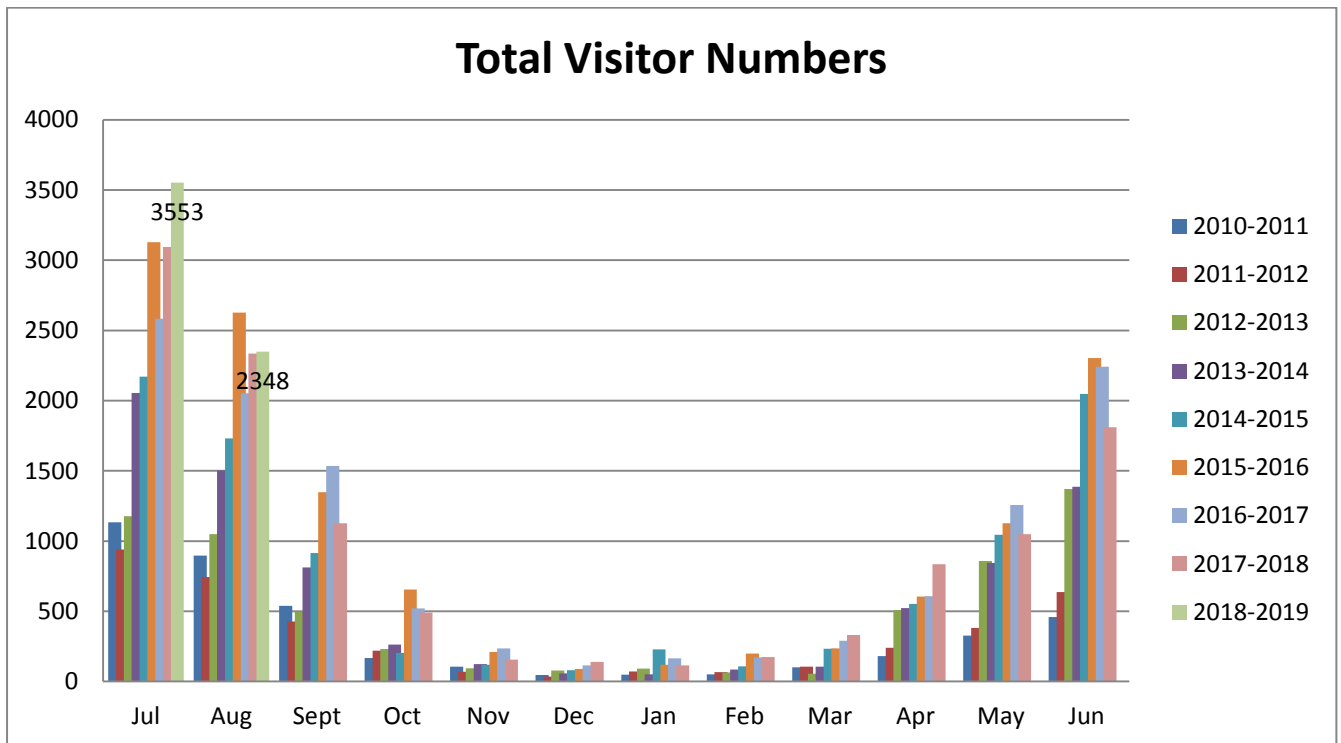
General update and activities:

Loans	8
Returns	10
Visitors	6
New members	
Deleted members	

Tourism

Total Visitor Numbers for August 2018 - 2348

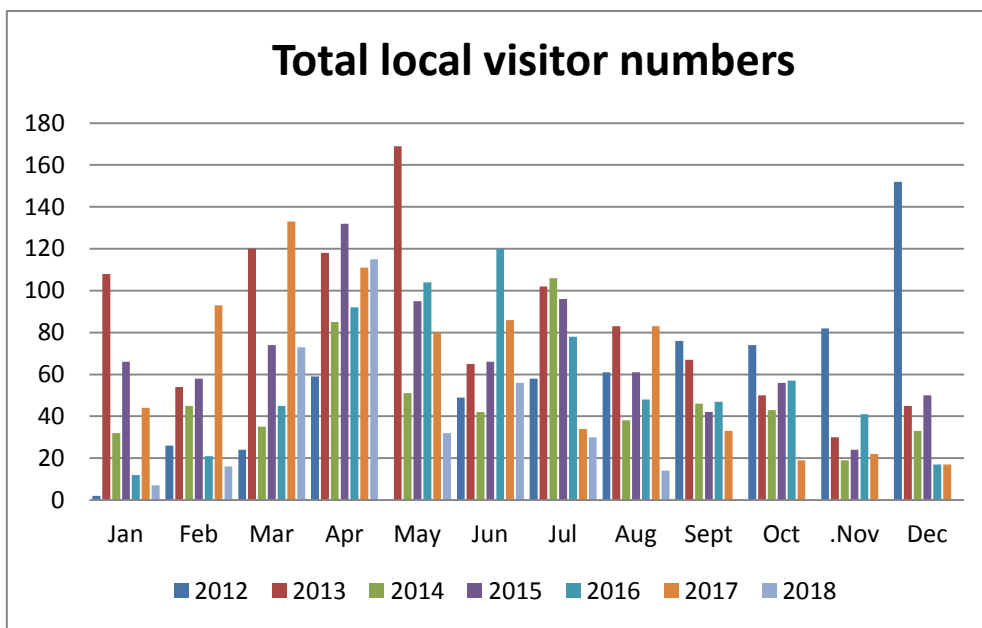
There were 2348 visitors to the Julia Creek Visitor Information Centre in August 2018 compared with 2336 visitors in August 2017 – an increase of 0.51% between 2017 and 2018 figures. There have been 10219 visitors to the Julia Creek Visitor Information Centre this year to date (YTD) compared with 10164 visitors over the same period in 2017 - an increase of 0.54% between 2017 and 2018 YTD figures.

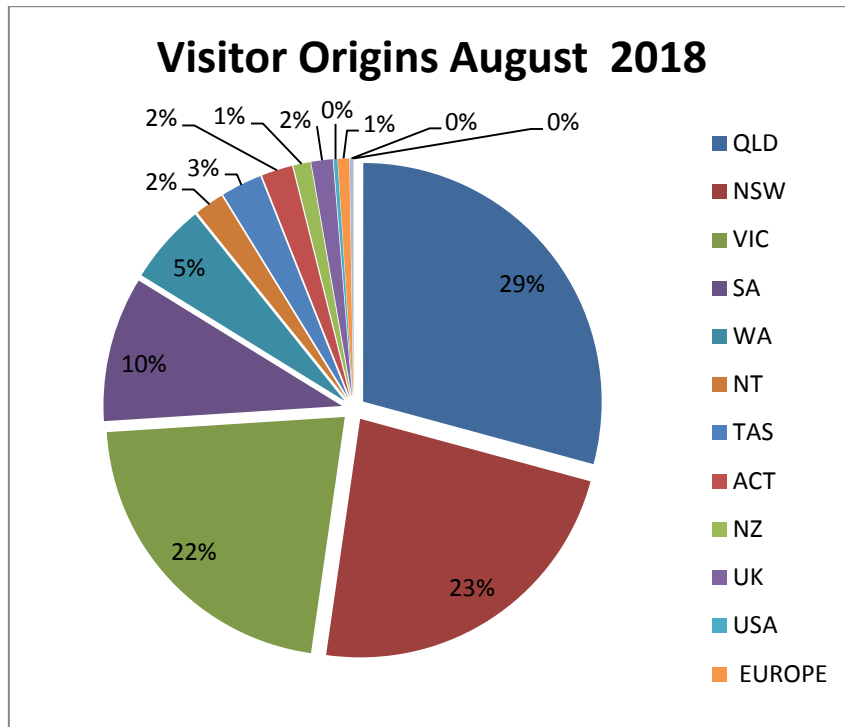




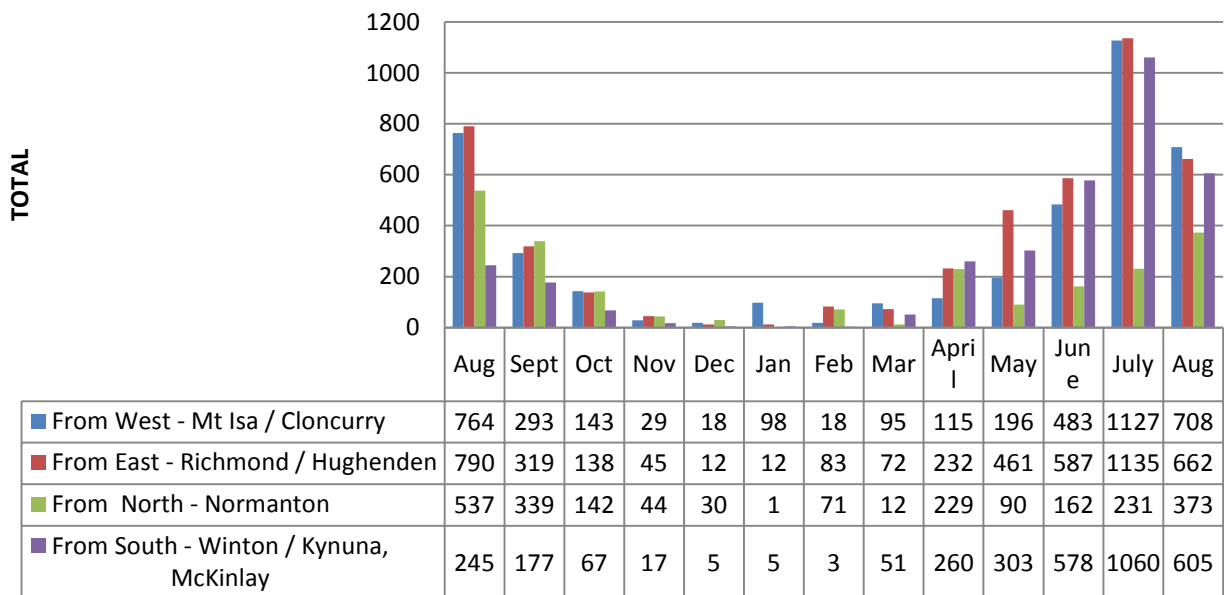
Total Locals Visitors August 2018 - 14

There was a total of 14 local visitors to the Julia Creek Visitor Information Centre in August 2018 compared with 83 in August 2017 – a decrease of 83.13% in figures between 2017 and 2018. There have been 343 local visitors to the Julia Creek Visitor Information Centre this year to date (YTD) compared with 664 visitors over the same period in 2017 – a decrease of 48.34% between 2017 and 2018 YTD figures.





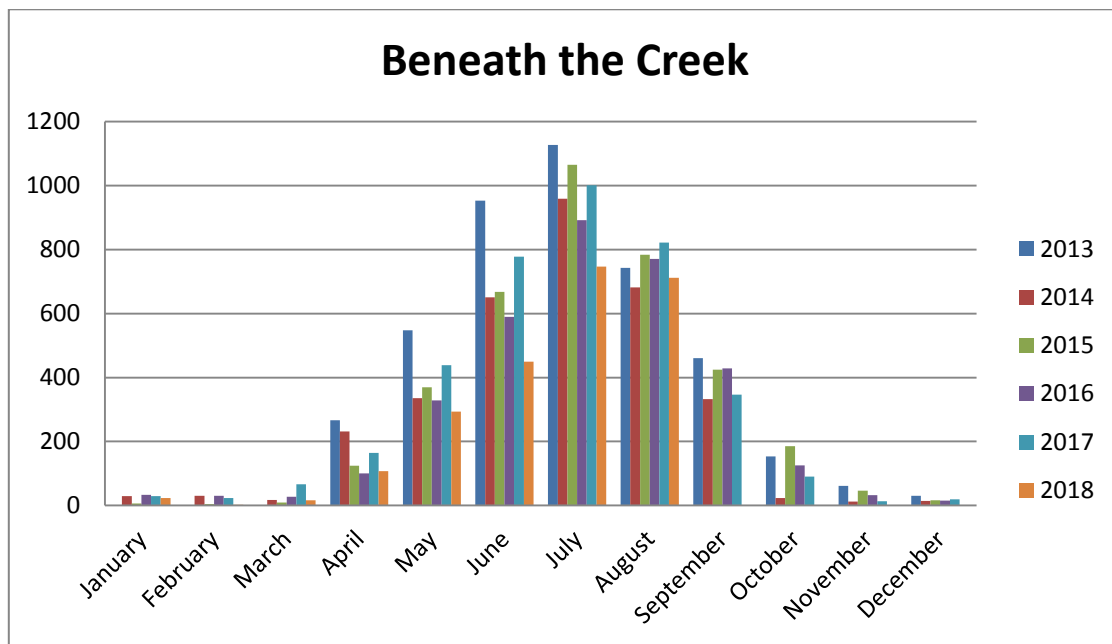
North West Regional Statistics AUGUST 2017- AUGUST 2018





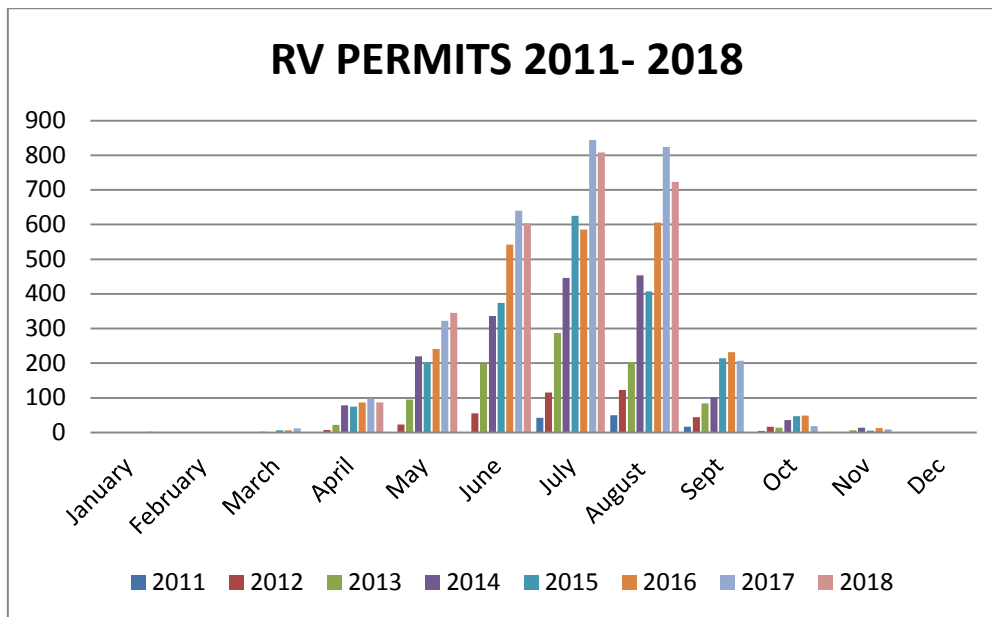
Beneath the Creek

There were 712 entries to ‘Beneath the Creek’ in August 2018 compared with 822 in August 2017 – a 13.38% decrease. There have been 2351 entries to Beneath the Creek in the Year to Date (YTD) compared with 3322 over the same period in 2017 which represents a 29.23% decrease.



RV Site Permits and Expenditure

There were 723 RV Permits issued in August 2018 compared with 824 August 2017 – a 12.25% decrease. There have been 2569 RV Site Permits issued in the Year to Date (YTD) compared with 2745 over the same period in 2017 which represents a 6.41% decrease between 2017 and 2018 YTD figures. 306 RV Site guests indicated a total spend of \$48,352.00. We can extrapolate (average * total number of permits) this average spend to a total spend of \$114,243.44 for the month of August.



Julia Creek Early Learning Centre

There are 36 children currently enrolled at the Service and, 1 enrolled and on the wait list

- 5 attend casually

Withdrawals (Why):

One child has withdrew enrolment due to relocating

Attendance

There were 239 actual attendances over the 23 days of care offered throughout August. This equated to an average of 10 children per day.

Significant events:

- The ELC was visited by educators from Richmond and Hughenden as a part of a residential. QCOS (a faction of the department) is very impressed with our service and uses it as a bench mark for the surrounding services. This was a great achievement for the service and a testament to the Educators hard work and dedication.
- We had a centre visit from the paramedics and the fireies this month



Swimming Pool

Usage

ENTRIES	SWIMMERS
Adult Entry	11
Child Entry	21
Caravan Park Tokens	
Adult	211
Child	124
Free Sunday	
Adult	
Child	
Total Swimmers	367

Sport & Recreation

Sporting Schools:

Sporting Schools was again successful throughout Term 3. The student's skills across netball and cricket improved significantly and allowing them to choose their own activities was also beneficial as they had the opportunity to engage in several different activities. The school has again applied for funding for Term 4 and will find out if they were successful in the coming weeks.

Additionally, in week 6, the entire school participated in a basketball clinic with Olympic Bronze Medallist Abby Bishop. Abby was in Julia Creek visiting family and was kind enough to donate her time and the student's were very appreciative. Feedback from the clinic was extremely positive and everyone enjoyed themselves and the opportunity to engage with a professional athlete.

Bike Muster:

The Bike Muster Program has had a positive effect on the students who have participated. The knowledge of road rules and safety has improved immensely, as well as the younger children's confidence on riding their bikes around town. The program couldn't have run smoothly without the assistance from the local police and Council is very appreciative of their support.

Kindy Kids Sports Awareness:

Only one session was conducted in August due to some constraints within the Kindy. However, the students still enjoy the opportunity to engage in sports outside of the centre.



Ordinary Meeting of Council Tuesday 18th September 2018

CHSP/HACC:

Gym sessions are continuing on Tuesday mornings with a couple of regular attendees. HACC exercises and indoor bowls are also continuing on Wednesday mornings at the Fr Bill Busuttin Centre. A program which focuses on improving strength and preventing falls has been implemented and appears to be benefiting participants.

Daren Ginns Centre:

Membership numbers remain steady and the facility seems to be gaining new members with the influx of workers into Julia Creek.

Additionally, I am in the process of trying to obtain funding to conduct an upgrade to the current facility. Community consultation revealed that mothers in particular were finding it difficult to utilise the facility because of the lack of child-friendly areas. This upgrade will hopefully provide a 12m x 5m extension on the current facility to include a crèche area and additional floor space to conduct specialised fitness classes.

Social Sport:

Social Sport continued with netball being played on Wednesday nights throughout the month. It was really well received by the community and numbers of participants increased significantly which allowed full matches to be played.

North Queensland Sports Foundation:

Myself and Cr Royes are still in contact with members of the NQSF regarding the Great Western Games which will take place in June 2019. I have liaised with the president of the NQSF and the event organiser of the Dirt n Dust Festival so they can work together to organise a launch for the Games in conjunction with the DnD Festival next year.

Sports Clubs:

Julia Creek hosted a great day of rugby league on Sunday August 26. Visitors from Hughenden and Richmond travelled and matches were played amongst juniors and both senior men and women. The Saints were narrowly defeated by Hughenden and gained a victory over Richmond, whilst the women played two matches against Hughenden and came away with one victory. The whole day can be deemed a success, in particular the women's matches and it is hoped this can have a positive effect on the sport in the area and in turn allow Julia Creek to host multiple matches next year.



Community Health

CHSP OCCASIONS OF SERVICE (OoS)		
	OoS	Hours
Nursing Care	71	35.4
Personal Care	14	5.75
Social Support	23	9.1
Assessment	0	0
Counselling/Advocacy/Information/ Education	72	21.4
Total	180	71.65

LOCATION OF OCCASIONS OF SERVICE	
Home Visits	61
Clinic Visits	5
Phone Consults	3
Hospital Visits	3
Telehealth	2
Transport to Medical Appointments	27

NON-CHSP COMMUNITY NURSING OCCASIONS OF SERVICE		
	OoS	Hours
Home Visits	7	175 mins = 2.91hrs
Hospital Visits	0	0
Phone Consults	5	80 mins = 1.3hrs
Clinic Consults	9	260 mins = 4.3hrs
Meetings	8	615 mins = 10.25hrs
Health Promotion Sessions	3	110 mins = 1.8hrs



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REFERRALS

X 1 referral to NWRH

X 2 referrals for Telepharmacy medication reviews

EQUIPMENT ON LOAN

Nil

HEALTH PROMOTION

Planning for the TRAIC funding event 'Celebrating Our Volunteers' (Nov 24-25, 2018) has begun.

GENERAL BUSINESS

NWRH have reportedly had funding cuts, and this is likely to mean less face to face visits from some of their Allied Health clinicians (eg Speech Therapy and Occupational Therapy are now coming monthly instead of fortnightly). Exact details of the changes are unknown at this stage.

The newly refurbished Julia Creek Medical Centre is almost ready to be fully operational in our community.

Australian Hearing is visiting Julia Creek again next month. The clinicians have suggested that Julia Creek isn't really a town that their service is funded for, but the Office manager in Townsville is confident they will be able to keep coming back, especially if they can make Julia Creek in to something they call a 'Voucher Site'. They have been using the Fr Bill Centre to conduct their clinics, which has been a success. The Community Nurse has organised appointments for 5/9/2018 as Australian Hearing considers Julia Creek to be an Outreach site, and therefore they leave it up to local health service providers to make the appointments.

Telepharmacy Medication Review referrals continue to be made. Two more CHSP clients were assessed in August. This service is available to anyone in the community, free of charge, should they wish to discuss their medications with a pharmacist. They are conducted by NWHHS, in the conference room at the Julia Creek Hospital.

The 'Model of Care' for Health Service delivery in Julia Creek is being reviewed by the HHS.



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Commonwealth Home Support Programme (CHSP)

Events and Activities

Our activities are continuing as normal, with Monday games, Tuesday gym exercises with Sport & Recreation Officer, Wednesday morning exercises followed by lunch and Thursday morning shopping.

Statistics

CHSP currently have a total of 33 clients.

Service Offered	Number of Clients
Transport	51 Two way trips
Social Support	Visits 34
Personal Care	26 Visits 2 Clients (Community Nurse)
EXERCISE	6 CLIENTS 10 SESSIONS
Counselling/Support, Information and advocacy (client)	5 hours and # min
Shopping	5 Trips (3` attendees, 2 pickup)
GAMES	24 Attended 4 (sessions)
Luncheon	52 Attended (5 sessions) visitors
Meals on Wheels	57 Meals delivered
Home Maintenance	50 lawns mowed 25 clients
Domestic Assistance	9 clients, 51 visits
Pub Lunch	10 Clients1 SESSION
Clients Transported for Doctors Appointments	6 CHSP clients
Clients admitted to Hospital	2 CHSP CLIENT

Consultation:

Legal Implications:

Nil

Policy Implications:

Nil

Financial and Resource Implications:

InfoXpert Document ID: 94381



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7.2 Subject: Sponsorship Request – Julia Creek Amateur Swimming Club Inc

Attachments: Nil

Author: Director Corporate & Community Services

Date: 11 September 2018

Executive Summary:

Council is presented with a Sponsorship Request from Julia Creek Amateur Swimming Club Inc for consideration, in accordance with requirements of Council policy.

Recommendation:

That Council approve sponsorship of \$2,000.00 to the Julia Creek Amateur Swimming Club for the 2018 Mad Hatters Ball.

Background:

The Julia Creek Amateur Swimming Club Inc has submitted a Sponsorship application requesting support towards the catering costs of the Mad Hatters ball which is to be held on 29th September 2018.

The group has requested sponsorship to the value of \$5,000. The catering quote provided is \$11,000 based on 200 people at \$55 per person. The group is selling tickets for the event at \$90 per person.

The ball is being held on Saturday evening of 29th September. The theme being Mad Hatters and will provide live entertainment (Mick Lindsay), a sit-down meal and bar. The event is being held in conjunction with Town v Country Football event on the Friday night and Julia Creek Turf Club Races on the Saturday afternoon.

In reviewing the Clubs financials it has revealed that the club made an approximate profit from the 2017 ball of \$19,000. General Club expenses total \$6,000 per annum, based on financials provided. The clubs bank balance at 30 June 2017 was \$4,893 and increased significantly to \$23,703 on 30 June 2018.

In discussions with Club as to their goals and projects they had in place for their fundraising to go towards, they provided the following:

- Awards night. This is a free night for members and their families to celebrate the achievements of our members and the end of the season. Funds will be used to purchase trophies, catering and drinks. Cost at this stage is estimated at \$500-\$1000.
- Team swimwear. The club would like to subsidise families so all of our members are uniformed when representing our club. Estimated cost will be between \$700- \$1000.



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- This season our club is hosting our first swim meet so funds will be used to run it.
- Timers and computer. To ensure accurate times are recorded for all of our members we are purchasing a new timing system as well as a laptop and printer. The cost of these items are approximately \$15,000.
- Backstroke starters. Once we have sought councils permission, we are looking into purchasing backstroke starters (which will also require the purchase of new starting platforms) so our members are learning correct starting techniques. We will most likely be applying for a grant to cover some of the cost which is approximately \$25,000.

In review of the financials and likely profit to be made and the level of sponsorship given to other community groups, the recommendation is to sponsorship the event at a reduced amount of \$2,000.

Council has allocated \$5,000 in drought funding to the Club to assist with entertainment and security costs.

The Association submitted all required documentation for the application.

Consultation:

Cr Royes was in favour of the groups application upon review of all the documentation submitted however at a lesser amount than requested.

Letters of support of the event have been received from, McKinlay Shire Cultural Association, Julia Creek Combined Sporting Association and Julia Creek State School.

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."

Financial and Resource Implications:

Council has an allocated budget of \$35,000 for Community Financial Support in the 2018/2019 financial year. Current remaining balance for expenditure is \$30,000.

InfoXpert Document ID: 94390



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7.3 Subject: Drought Communities Programme

Attachments: Nil

Author: Director Corporate & Community Services

Date: 11 September 2018

Executive Summary:

Minister for Regional Development, Territories and Local Government, The Hon Dr John McVeigh MP recently announced a \$75 million boost to the Drought Communities Programme to support communities in drought affected regions. McKinlay Shire being an eligible Council will receive up to \$1 million in funding to support projects that will support local business and local employment. Council is presented with a list of potential projects for consideration to be put forward for funding under this programme.

Recommendation:

That Council approve the list of projects below to be put forward for funding under the Drought Communities Programme 2018-19.

Background:

On 19 August 2018, the Australian Government announced it would provide an additional \$75 million to the Drought Communities Programme providing initial support of \$1 million to 60 eligible councils in 2018-19. McKinlay Shire Council has been identified as one of those eligible Councils.

Funding is available to eligible councils for local infrastructure projects and other drought-relief activities. Project funding is intended to provide short-term support, including by boosting local employment and procurement, and addressing social and community needs.

There is no requirement for Council to match the funding. Funding is only available in this financial year, 2018-2019 and projects must be completed by 30 June 2019.

The suggested projects are:

Dirt & Dust Venue Project	\$400,000
Dog Park	\$ 50,000
Bush Kitchen	\$150,000
Childcare Softfall & Eastern Yard	\$ 55,000 (softfall, shade sails, dry river bed)
Kynuna Park	\$ 80,000
Swimming Pool Perimeter Fence	\$ 90,000
Kev Bannah Oval Switchboard Upgrade	\$ 35,000
Kev Bannah Oval Playground area	\$ 34,000 (softfall)
Fencing Peter Dawes Park	\$ 15,000
McIntyre Park Switchboard Upgrade	\$ 30,000



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McKinlay Centenary Park	\$40,000
McKinlay Community Shed Fit Out	\$20,000
Contingency	\$1,000

Consultation:

Councillors at September briefing meeting.

Policy Implications:

Nil

Financial and Resource Implications:

Council been awarded up to \$1 million in Drought Communities Programme funding which will allow completion of these projects. By utilizing this funding it will allow Council to reduce its own sourced funding for these capital projects and return funds to retained surplus funds.

InfoXpert Document ID: 94430



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7.4 Subject: Get Playing Places and Spaces Grant

Author: Sport & Recreation Officer

Date: 11 September 2018

Executive Summary:

The purpose of this report is to seek Council's support and financial commitment for the Get Playing Places and Spaces Funding Round Seven.

Recommendation:

That Council commit 20% of the total project cost to a maximum of \$37,500 for the Get Playing Places and Spaces funding application for the extension of the Daren Ginns Gym.

Background:

The *Get Playing Places and Spaces* program supports participation in sport and active recreation at the grassroots level by developing infrastructure to meet the needs of local communities. The objective of this funding is to create places and spaces that address current and future sport and recreation participation needs; and, improve existing places and spaces to sustain and increase participation in sport and recreation.

After conducting community consultation, it is evident that women with young children are finding it to difficult to regularly use the Daren Ginns Centre due to the lack of child friendly areas. It is planned that this funding will allow Council to complete a 12m x 5m extension to the current facility to incorporate a children's crèche area. In turn, this will allow existing members to utilize the facility on a regular basis and encourage new members to engage in increased physical activity. With this project creating both a crèche area and additional floor space, this will allow Council to partner with local fitness professionals to meet community need and conduct structured exercise classes. Subsequently, this will guide members into a culture of regular participation in physical activity and create a positive sport and active recreation experience.

The guidelines require Council to contribute a minimum of 20% towards the total project costs.

Consultation:

Community consultation with existing users and parents. Survey currently being undertaken regarding this issue.

Legal Implications:

Nil



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Policy Implications:

N/A

Financial and Resource Implications:

At the time of writing not all quotes have been received from project deliverers, so a total project cost has not been determined. The maximum financial commitment for the grant is \$37,500, if the maximum contribution (\$150,000) from the Department is requested.

InfoXpert Document ID: 94439



7.5 Subject: Julia Creek Visitor Information Centre VR Experience Spring Special

Author: Director Corporate & Community Services

Date: 11th September 2018

Executive Summary:

The purpose of this report is to seek Council's approval for a Spring Special for the Julia Creek Visitor Information Centre VR experience.

Recommendation:

That Council agrees for the Julia Creek VIC to run a "Spring Special" on the Julia Creek VIC VR experience for \$5 per person.

Background:

The new experience delivered at the VIC is a Virtual Reality mustering experience within the first fettlers cottage. The initial pricing was set at \$15 per person or \$25 per couple. This pricing would include Beneath the Creek entry also. General feedback from staff at present is visitors are hesitant at the cost.

In order to obtain feedback about the VR experience at the Julia Creek VIC, it is suggested by tourism staff that the experience is offered for \$5 in lieu of users completing a survey on the experience. If we generate usage this would then help to gain positive reviews online and in turn entice visitors to pay for the experience.

Consultation:

Tourism Staff

Legal Implications:

Nil

Policy Implications:

N/A

Financial and Resource Implications:

To date we have invested approximately \$40,000 into delivery of this experience.

InfoXpert Document ID: 94440



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7.6 Subject: Outback Tourism Infrastructure Fund

Attachments: Yes

Author: Director Corporate & Community Services

Date: 11th September 2018

Executive Summary:

The purpose of this report is to seek Council's support and financial commitment for the Outback Tourism Infrastructure Fund submission for the Caravan Park Artesian Bath Landscaping/Expansion project.

Recommendation:

That Council commits \$81,642 representing 25% of the total project cost of the Caravan Park Artesian Bath Landscaping/Expansion project to be submitted for funding under the Outback Queensland Tourism Infrastructure Fund program.

Background:

The \$10 million Outback Tourism Infrastructure (OTI) Fund will contribute to realising the government's vision for future proofing the tourism industry in Outback Queensland.

The OTI Fund is a key element of the Queensland Government's economic development agenda to build resilient businesses, regions and communities by creating sustainable new jobs and increasing visitor expenditure. Funds are available for delivery of tourism infrastructure projects that will deliver engaging and memorable visitor experiences which in turn will stimulate economic development and increase overnight visitor numbers and expenditure in Outback Queensland.

The Department of Innovation, Tourism Industry Development and the Commonwealth Games (DITID) is responsible for administering the OTI Fund.

Funding is available on a minimum 3:1 cash co-contribution ratio by proponents (i.e. for every \$3 of grant funding requested, the proponent must contribute at least \$1 and be able to demonstrate and evidence 'in-kind' contributions to the mix).

No upper limit has been set. Projects must have a minimum value of \$100,000 (excluding GST).

Expansion of the Caravan Park Artesian Bath House experience and improved landscaping were identified by members of staff and Council as being a relevant project suitable for this funding. In consultation with the Projects team, a brief was created for a consultant to quote on required works. The quote and proposal are attached.

Consultation: Tourism Portfolio members

Legal Implications: Nil



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Policy Implications: N/A

Financial and Resource Implications:

The costing estimate for the proposed project totals \$326,566.10. Council currently has \$50,000 allocated towards this project in the 2018-19 financial year, meaning a further \$31,642 would be required.

InfoXpert Document ID: 94447

Julia Creek Artesian Bath House Landscape

Preliminary Cost Estimate _ V1.0 (12/09/2018)

ITEM	DESCRIPTION	UNIT	Qty	Rate	TOTAL
1.00	GENERAL				
1.1	Site Establishment (to cover entire site)	item	1	2000	\$ 2,000.00
1.2	Work Place Health & Safety (to cover entire site)	item	1	500	\$ 500.00
1.3	Environmental Management (to cover entire site)	item	1	1000	\$ 1,000.00
2.00	EARTHWORKS				
2.1	Minor mounding and shaping to achieve required falls	item	100	\$ 50.00	\$ 5,000.00
2.2	Cultivation to all planting and grass seeded areas - 150mm depth	m ²	3370	\$ 0.80	\$ 2,696.00
2.3	Site Preparation / Subgrade and Trim	m ²	543	\$ 0.70	\$ 380.10
3.00	SOIL				
3.1	Site ameliorated soil to Grass Seeded Areas - imported river sand and organic matter as required. Place topsoil 100mm deep to all areas as detailed.	m ²	1500	\$ 4.50	\$ 6,750.00
3.2	Site ameliorated soil to Planting Areas- imported river sand and organic matter as required. Place topsoil 300mm deep to all areas as detailed.	m ²	1870	\$ 8.50	\$ 15,895.00
3.3	Tree pit soil (based on 0.5m ³ per tree)	m ³	50	\$ 30.00	\$ 1,500.00
4.00	MULCH				
4.1	Aged Organic Mulch to all garden areas - 100mm depth	m ²	1870	\$ 5.00	\$ 9,350.00
5.00	PLANTS - SUPPLY & INSTALL				
5.1	Trees - incl. fertilizer and staking as specified.				
	200 L	item	12	\$ 450.00	\$ 5,400.00
	45 L	item	5	\$ 130.00	\$ 650.00
5.2	Plants - incl. fertilizer and staking as specified.				
	Low Ground Covers & Shrubs	m ²	1060	\$ 28.00	\$ 29,680.00
	Predominantly Taller Screening Shrubs	m ²	810	\$ 35.00	\$ 28,350.00
5.3	Grass - incl. fertilizer				
	Seeded Grasses	m ²	1500	\$ 2.00	\$ 3,000.00
7.00	IRRIGATION				
7.1	Drip Irrigation System to garden bed areas (excludes grass seeded areas)	m ²	1870	\$ 19.00	\$ 35,530.00
7.2	Irrigation Controller	item	1	\$ 250.00	\$ 250.00
7.3	2 x Tanks/Filter/Pump	item	1	\$ 12,500.00	\$ 12,500.00
8.00	Building & Features				
8.1	Deck extension and upgrade to Arrival / Waiting Area	m ²	31	\$ 450.00	\$ 13,950.00
8.2	Water Feature	item	1	\$ 15,000.00	\$ 15,000.00
8.3	Boundary Riders Shed. Recycled materials for structure. Bifold doors to front. Claw foot paths etc. to match existing bath houses. 20m ² floor area per shed	item	2	\$ 30,000.00	\$ 60,000.00
8.4	Botanical Signage about plant species to path edge	items	15	\$ 500.00	\$ 7,500.00
8.5	Salt lick / Trough	items	1	\$ 1,000.00	\$ 1,000.00
8.6	Moon Rocks vaires sizes -SML -MED -LRG. Council to supply	items	77	\$ 100.00	\$ 7,700.00
8.7	Moon Rocks w/ bird bath	items	5	\$ 1,500.00	\$ 7,500.00
8.9	Stepping Stones	items	6	\$ 150.00	\$ 900.00
10.1	Dry Creekbed - Locally sourced rock and gravel	m ²	105	\$ 25.00	\$ 2,625.00
10.00	Paths				

Julia Creek Artesian Bath House Landscape

Preliminary Cost Estimate _ V1.0 (12/09/2018)

ITEM	DESCRIPTION	UNIT	Qty	Rate	TOTAL
10.2	Gravel Path - Locally sourced gravel	m ²	403	\$ 50.00	\$ 20,150.00
10.3	Concrete Path - Exposed Aggregate to match existing path	m ²	78	\$ 120.00	\$ 9,360.00
11.00 FENCE					
11.1	Cattle Fence	lin mt	150	\$ 8.00	\$ 1,200.00
11.2	Chain Gate (Do Not Disturb signed)	items	7	\$ 250.00	\$ 1,750.00
12.00 LIGHTING					
12.1	Path Lights - low light to bathhouses	each	15	\$ 300.00	\$ 4,500.00
13.00 MAINTENANCE- ESTABLISHMENT					
13.1	Establishment Period (12 weeks)	item	1	10,000.00	\$ 10,000.00
13.2	Watering to grass seeded area	item	1	3,000.00	\$ 3,000.00
Sub-total exc GST					\$326,566.10
Please Note:					
Excavation in rock not included in costs.					
Theft & vandalism not responsibility of Landscape Contractor.					
Water Cartage costs additional, if required.					



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7.7 Subject: Fee Waiver Request – Julia Creek Challenge

Attachments: Nil

Author: Director Corporate & Community Services

Date: 11 September 2018

Executive Summary:

Council has received a request for fee waiver of venue hire from the Julia Creek Challenge committee. Council is presented with this request for consideration.

Recommendation:

That Council waive the venue hire fees for the Julia Creek Challenge event for the 5th -7th October 2018.

Background:

The Julia Creek Challenge event is running on the 5th -7th October 2018. This group is trying to re-establish an event which was previously run under another not for profit community organization which is no longer active. Due to the short timeframes, for 2018 the Julia Creek Campdraft committee have agreed to auspice this event. The Challenge committee have the intent to form a separate registered not for profit organization in the future and hope to be established for the 2019 year.

The Challenge committee have requested a fee waiver for the grounds hire for their October event to assist in reducing the running costs in their infancy year.

The recommendation is to grant the fee waiver, so as to encourage and support the reestablishment of valuable community event.

Consultation:

Cr Royes was in favour of the group's application and see it would assist in reigniting a community event which has flow on benefits to our community.

Legal Implications: Nil

Policy Implications:

Council's Community Grant and Support Policy allows for one venue hire waiver per year per group, however this has been allocated to the Julia Creek Campdraft event on 14-16th September.

Financial and Resource Implications:

Council has an allocated budget of \$35,000 for Community Financial Support in the 2018/2019 financial year. Current remaining balance for expenditure is \$30,000.

InfoXpert Document ID: 94444



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7.8 Subject: Julia Creek Dirt n Dust Festival Memorandum of Understanding

Attachments: Draft MOU

Author: Director Corporate & Community Services

Date: 12 September 2018

Executive Summary:

Council and Julia Creek Dirt and Dust Festival Inc. have had a Memorandum of Understanding (MOU) for the period 2016-2018 which has now expired and both parties are seeking to renew the MOU with updated terms. This MOU commits to both financial and in-kind support from Council. Council is presented with a draft MOU for consideration.

Recommendation:

That Council approve the Memorandum of Understanding as presented and authorise the Chief Executive Officer to execute the agreement.

Background:

Council has been a major sponsor of the Julia Creek Dirt & Dust Festival (DnD) since its inception. The current Memorandum of Understanding (MOU) was signed in March 2016 and covered financial and in-kind support for the event for the years 2016, 2017, and 2018.

Council received correspondence from the DnD requesting to enter into a new agreement with some minor amendments to the terms of the agreement.

Consultation:

Consultation has been undertaken with the Event Manager, Councillors and Senior Executive staff of Council.

Legal Implications:

Nil

Policy Implications:

Financial and Resource Implications:

Council has an allocated budget of \$110,000 for Sponsorship in the 2018/2019 financial year identified. \$75,000 of this is identified for Dirt & Dust, with \$25,000 being a one off special allocation in recognition of 25th year in 2019.

InfoXpert Document ID: 94448



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 August 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 August 2018.

Report:

The Corporate Services Report compares actual performance to date with the Council's adopted 2018-2019 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:

Income has significantly increased this month with the first half rates being levied on 15th August 2018 and the first installment of the FAGS grant being received.

INCOME STATEMENT SUMMARY				
	Actuals	Variance	YTD Budget	Full Year Budget
Total Income	2,841,645	78%	3,625,662	21,753,973
Total Expenses	1,870,054	53%	3,527,105	21,162,629
Surplus	971,591	1972%	49,279	591,344
Less Capital Revenue	38,031	2%	1,578,788	9,472,727
Plus Depreciation	-	0%	705,367	4,232,200
Net Operating Surplus	\$ 933,560	-120%	(774,864)	\$ (4,649,183)



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STATEMENT OF FINANCIAL POSITION		
	2019 Actuals	2018 Actuals
Current Assets	15,460,207	15,379,450
Total Non-Current Assets	191,302,820	190,871,685
Total Assets	206,763,027	206,251,135
Total Current Liabilities	893,664	1,353,363
Total Non-Current Liabilities	96,659	96,659
Total Liabilities	990,323	1,450,022
<i>Community Equity</i>		
Asset Revaluation Surplus	67,975,432	67,975,432
Retained Surplus	137,397,272	136,425,681
Reserves	400,000	400,000
Total Community Equity	\$ 205,772,704	\$ 204,801,113

STATEMENT OF CASH FLOWS		
	2019 Actuals	2018 Actuals
Cash Flows from Operating Activities	1,240,082	
Receipts, Payments & Interest Received		552,708
Borrowing Costs		
Cash Flows From Investing Activities		
Payments and Proceeds for PPE	(11,313,969)	(4,669,152)
Capital Income		
Cash Flows from Financing Activities		
Loan Payments	-	-
Net increase (decrease) in cash held	(10,073,887)	(4,116,444)
Cash at beginning of the financial year	12,862,241	15,665,531
Cash at the end of the period	13,701,188	12,862,241



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Summary By Departments

Department	Revenue			Expenditure		
	Actuals	%	Budget	Actuals	%	Budget
Infrastructure & Works	398,404	4%	11,318,512	621,275	5%	12,699,860
Governance & Partnerships	-	0%	68,190	132,141	14%	960,500
Corporate Services	1,884,859	24%	7,992,467	235,234	14%	1,704,501
Economic Development	86,174	44%	196,918	152,094	15%	1,039,700
Community Services	362,411	20%	1,779,234	543,390	16%	3,474,068
Health Safety & Development	- 1,927	-2%	79,050	71,749	11%	669,000
Environment Management	129,650	41%	319,602	35,094	6%	615,000
	2,859,571	13%	21,753,973	1,790,977	8%	21,162,629

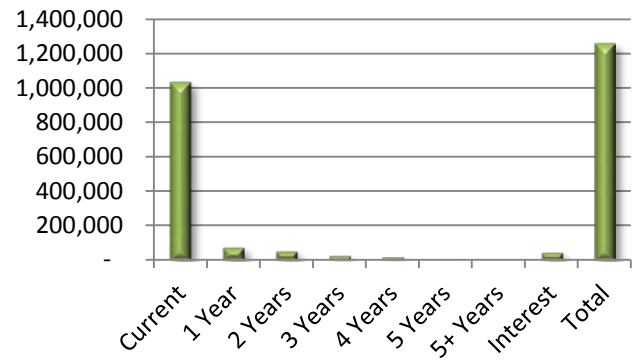
Capital Works Program

	Actual	%	Budget
Infrastructure & Works			
Roads, Grids and Bridges (Including R2R & TIDS)	413,086	17%	2,402,947
Wastewater	1,034	0%	885,000
Water	-	0%	85,000
Transport - Julia Creek Airport	-	0%	55,000
Other incl Plant Replacement	78,179		1,135,000
	492,299	11%	4,562,947
Environmental Management			
Reserves Asset Management	-	0%	170,000
	-	0%	170,000
Community Services & Facilities			
Buildings & Other Structures	1,590,036	50%	3,177,095
Parks & Gardens	-	0%	338,800
Council Housing	-	0%	127,945
	1,590,036	44%	3,643,840
Corporate Services			
Buildings & Other Structures	-	0%	-
Office Equipment	1,067	3%	35,000
	1,067	3%	35,000
Economic Development			
Julia Creek Livestock Facility	-	0%	-
Economic Development	-	0%	-
	-	0%	-
TOTAL	2,083,402	25%	8,411,787



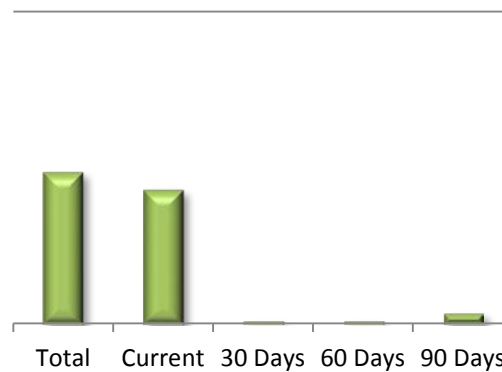
Outstanding Rates

	Aug-18	Last Month
Current	1,033,029	76
1 Year	75,027	76,198
2 Years	53,087	54,337
3 Years	26,392	26,393
4 Years	19,939	19,939
5 Years	3,400	3,400
5+ Years	1,846	1,846
Interest	46,430	45,558
Total	1,259,150	227,746



Outstanding Debtors

Total	145,254.15
Current	128,378.23
30 Days	3,042.49
60 Days	3,147.28
90 Days	10,686.15



Consultation:

- Chief Executive Officer
- Director of Corporate and Community Services

Legal Implications:

Policy Implications:

Financial and Resource Implications:

InfoXpert Document ID: 94366



9.0 CHIEF EXECUTIVE OFFICER



Ordinary Council Meeting 18th September, 2018

9.1 Subject: Proposed Glossy “Invest North West” magazine and conference hand-out

Attachments:

Author: Chief Executive Officer

Date: 12/09/2018

Executive Summary:

On the 1st of August Council received correspondence from MITEZ Economic Development, initiating a proposed glossy “Invest North West” magazine and conference hand out. The publication will be launched in conjunction with the Townsville Bulletin and The Australian.

MITEZ has also indicated that they intend in using the publication hand-out at the North West Showcase event to be held in in Brisbane on 22-23 November 2018. They anticipate that the publication will go to print in mid-October.

The contribution requested is the value of \$2,500 from each Council that is part of MITEZ will be investing funds towards:

- 50% of the cost if a full-page advertisement for each of the MITEZ Councils – (contribution - \$2,500 each)
- Contribute one half page to promote North West Showcase event (negotiated to be free of charge) valued at \$3,190
- One half-page advert from MITEZ (valued at \$3,190)

MITEZ will provide resources to work with the Townsville Bulletin to ensure suitable material for editorial content is provided by MITEZ members. Once material has been gathered the Townsville Bulletin will begin the process of discussing what is required with Council’s CEO’s and Mayor’s.

Recommendation:

That Council agree to contribute \$2,500 to the proposed “Invest North West” advertising, magazine and conference hand out as attached in the MITEZ proposal of the 1st August 2018 and the cost be debted to Economic Development budget.

Legal Implications Nil

Policy Implications Nil

Financial and Resource Implications: \$2’500

InfoXpert Document ID: 94476



Ordinary Council Meeting 18th September, 2018

9.2 Subject: Internal Audit Reports
Attachments: (a) Council Housing and Buildings
(b) Grids Policy and Accounting Treatment
(c) Council Housing Project Julia Creek
Author: Chief Executive Officer
Date: 12th September 2018

Executive Summary:

By letter dated 31 July 2018 Council's Internal Auditor Mr Peter O'Regan of O'Regan and Partners submitted four reports arising from internal audits which he had undertaken reviewing the following

- (a) Council Housing and Buildings
- (b) Grids Policy and Accounting Treatment
- (c) Council Housing Project Julia Creek
- (d) Conflict of Interest Matter

Copies of reports (a) (b) and (c) are attached.

The report relating to the Conflict of Interest matter is the subject of a separate Confidential report which appears later in the Council meeting agenda.

Council's Internal Audit Committee considered the reports at a meeting held on 13th August 2018 and reports (a), (b) and (c) are now referred to Council together with the recommendations from the Internal Audit Committee.

Recommendation:

Council note the recommendations from the Internal Audit Committee of 13th August 2018 relating to reports prepared by Council's Internal Auditor with respect to:

- (a) Council Housing and Buildings
- (b) Grids Policy and Accounting Treatment
- (c) Council Housing Project Julia Creek

and endorse the recommendations from the Internal Audit Committee.

Background:

Council's Internal Audit Committee was established in 2014 pursuant to the requirements of the Local Government Act 2009 with the Terms of Reference were adopted at the first meeting held on 10th September 2014.

Terms of Reference:

The Terms of Reference provides that the committee comprises:

- Voting Members – appointed for the term of the Council:
 - Mayor Belinda Murphy - Chair
 - Deputy Mayor Neil Walker
 - One external person independent of Council, who shall have skills and experience in financial matter – currently Mr Neil Warner
- Non Voting Attendees (Chief Executive Officer)
- Non-Voting Invitees (External Auditors, Internal Auditor, Council Officers by Invitation)

Internal Auditors Comments:

1. *Council Houses & Buildings – This is a routine internal audit covering various aspects of asset management, financial management and general controls and procedures regarding Council Houses and Buildings.*
2. *Grids Policy – this report includes commentary around audit work and observations concerning grids presently included on Council’s Asset Register not owned by Council and includes recommendations for the development of a Grids Policy for Council consideration.*
3. *Council Housing Project at Julia Creek – this report provides a review of documentation and the processes followed by council in awarding the housing construction tender which has caused some conflict and backlash in the community and also by the unsuccessful tenderer.*

“It is my view that the decision and process Council followed in awarding the Julia Creek Housing tender was in order and followed correct processes and with both staff and Councillors acting in an ethical manner throughout the process.” – Peter O’Regan

Audit Committee Meeting:

The Chief Executive Officer convened a meeting of the Audit Committee on 13th August 2018 with Internal Auditor Mr Peter O’Regan being present together with the voting members and Non Voting attendees the Chief Executive Officer and the Director Corporate and Community Services Tenneil Cody.

On consideration of the reports the committee resolved as follows:

Council Houses & Buildings

RESOLUTION 1/1819

That the audit committee move to receive the report in relation to Council housing and buildings, and request Operational staff through the CEO to implement report recommendations.

Moved: Mr. Neil Warner

Seconded: Cr. Neil Walker

Carried

Grids Policy

RESOLUTION 2/1819

That the audit committee move to receive the report, and request the report and recommendations be presented to Council briefing for discussion and subsequent policy position, reflective operational process development and implementation.

Moved: Cr. Neil Walker

Seconded: Cr. Belinda Murphy

Carried

Council Housing Project at Julia Creek**MOTION 3/1819**

That the audit committee receive the report and note the audit conclusion

Moved: Mr. Neil Warner

Seconded: Cr. Neil Walker

Carried

Consultation: Discussed at Briefing 10th September 2018

Legal Implications Local Government Act and Regulations

Policy Implications As per recommendations by the Internal Audit Committee

Financial and Resource Implications: As per recommendations by the Internal Audit Committee

InfoXpert Document ID: 94475

McKinlay Shire Council

Internal Audit Report Council Housing & Buildings

Audit Objective

Assess Council's management of its housing stock and adequacy of maintenance controls and procedures

Audit Scope

An overview of Council housing stock was undertaken, discussions were held with relevant council officer regarding maintenance policies and planning and a number of expenditure transactions were selected and examined.

The operational aspect i.e. rental arrangements of Council housing were not examined in detail as this will be covered in a HR/Payroll review as part of salary packaging arrangements. Audit understands that rents are set at market value and then discounts are applied as part of salary packaging arrangements.

Audit Findings

Council presently has 14 houses included on its asset register. A block of flats and 2 ex Amberley houses identified as Community Houses under that government scheme were removed from the asset register in the 2017 financial year. There remains a question over whether these housing assets should have been removed from Council's asset register as Council incurred all costs associated with the houses & the situation is in the process of resolution.

Responsibility for the maintenance programme on Council houses and buildings lies with the Works/Engineering section who have no responsibility for the rental or general operations. Council uses a software programme "Delta S" to budget for maintenance and to record actual costs incurred. In the same manner the programme is used for capex budgeting & recording of actual costs.

The depot clerk, in conjunction with the engineer insert budgeted items by line item in the programme. Audit review indicated that this was being done to a good level of detail and costed in detail for both capex and non-capex expenditure.

The depot clerk enters cost data into the "Delta S" programme when invoices are approved by the engineer and thus before they are sent to the Council office for input into the PCS system for job cost and payment processing.

Management of houses and buildings using the "Delta S" system enables Council to undertake & record accurate and detailed data around buildings designated as "manage to failure". At present there are 2 Council houses as well as the depot building in this category. The detail recorded including visuals around these decisions is of a very high standard and would enable Council to have accurate and timely information on any decision to replace or otherwise manage the buildings.

Audit observed the following deficiencies in this process:

- There is no linkage to Council's Asset Management Plan or Asset Register in the PCS system i.e. asset codes are not used in the "Delta S" programme.
- There is no reconciliation of the cost date entered into the Delta S programme with that entered into Council's job cost system. This means that inconsistencies between postings in both systems will not be detected with the resultant risk that errors will lead to incorrect management decisions with respect to housing & building maintenance etc.
- Audit review noted that some budgeted costs were in excess of the capitalisation threshold and had been allocated as operational expenditure incorrectly. In these instances, the budgeted item should have been included in the annual capital works budget.
- Whilst periodic inspections are undertaken there is no set 6 monthly schedule set. "Delta S" has a "defect summary detail" report available to record defects noted as a result of these periodic inspections, however it is not being used effectively.

Audit Recommendations

As there does not appear to be any compatibility between the PCS system & the "Delta S" system it is necessary to undertake a periodic reconciliation between the data recorded in both. It is recommended that the depot clerk undertake this quarterly in conjunction with the creditors clerk in the council office. In addition, the depot clerk should commence using Council asset codes in "Delta S" to clearly identify the asset concerned.

The engineer should ensure that all budgeted expenditure items of a capex nature above the capitalisation threshold are included in the annual capital works budget and that the "Delta S" entries are adjusted to recognise approved capex items only where the threshold has been exceeded. A set 6 monthly inspection regime should be initiated with completion of the "defect summary report" in "Delta S" at the end of each inspection cycle thus assisting maintenance planning and budgeting.

McKinlay Shire Council

Internal Audit – Grids Policy & Accounting Treatment.

Audit Objective

Internal Audit issued a report in July 2017 in relation to specifically landowner owned grids. As there has been no move to address any of the matters raised in that report the issue has been revisited with some additional audit work and resultant commentary now included in this report.

Audit again reviewed Council's Policy in relation to Grids included in its Roads Infrastructure Network as assets and reviewed associated accounting treatment in Council's general ledger and disclosure in Council financial statements for correctness and appropriateness.

Audit Scope

The absence of a written, adopted Grids Policy on the Council website was noted. Council's general ledger and asset register were examined to determine the methodology adopted by Council in recognition and valuation of grids included in the shire road network.

Whilst there is no grid policy included on Council's website audit sighted and reviewed a Grid Policy adopted in March 2001 which has not been updated or amended to date. In addition, Local Law 15 – Gates and Grids adopted in November 1995 and also unchanged since was reviewed again.

Audit Findings

Existing Policies & Local Laws

The Grids Policy of March 2001 includes the following:

1. New grids to be constructed at landowner's expense in accordance with Council specifications
2. Routine inspection by Council of landowner grids for evidence of a safe and serviceable condition as well as compliance with construction standard
3. Includes a Council implemented programme to replace existing nonconforming grids
4. Requires landowner to contribute up to \$5000 with Council contributing up to \$20,000 per grid in maintenance costs.

Local Law no 15 provides for the following:

1. Requires landowner to hold a minimum of \$5m in public liability cover with respect to grids on their property.
2. Provision of Council subsidy for the installation of a grid to the extent of \$3,000 for a push up grid & \$8,800 for a concrete grid.

Accounting & Financial Disclosure

All grids on the roads network are included in the asset register without regard to actual ownership & associated responsibility. As a significant majority of grids included in the asset register are landowner owned and thus should not be included in Council's asset register this category of asset is significantly overstated in value. Audit enquiry in July 2017 indicated that the gross asset values were overstated by approximately \$5m with the annual depreciation charge being overstated by approximately \$140,000.

Council's asset register indicates an amount of \$5,677,407 disclosed as the gross value of grids in the shire road network as at 30 June 2018. The written down value as at 30 June 2018 of these grids was \$4,322,532.

Grids on the asset register are being depreciated at a rate of 2.77% implying a useful life of 36 years. It is not possible to obtain the physical number of grids from the asset register as in many cases grids on a particular road are grouped and disclosed as one asset with no listing of individual grids as components of the road concerned. In other instances, grids on roads are disclosed as one asset using sub codes with no values attached to indicate individual grids on the particular road. There is however no consistency in this approach.

It would appear however that assuming an average gross value of \$25,000 per grid that there are approximately 230 grids included in the asset register. This number can be confirmed by reference to the road register – time did not permit this enquiry and in any case the number are not relevant to the matters raised in this report.

The last comprehensive revaluation of roads infrastructure was undertaken in the June 2016 and included a revaluation of all grids irrespective of ownership and responsibility.

Application of Policies & Local Laws

A review of job costing and debtors over the 2017 and 2018 years do not indicate any maintenance contribution being paid by landowners and in relation to the grids replacement programme the last entry noted in job costing was 30 July 2015 for \$11,455. In addition, there are no entries posted to general ledger account -Licences and Permits Grids.

It thus appears that the 2001 policy is not being adhered to and that any maintenance on landowner grids is being undertaken by Council as part of its road maintenance programme and costed accordingly with no recoument of costs from landowners.

Audit Recommendations

Accounting and Financial Disclosure

Council should instruct the valuers responsible for preparing the June 2016 revaluation to review their workpapers and remove all landowner grids from the valuation.

As grids are not identified individually in many cases in the asset register and instead disclosed as an aggregate on an individual road basis this exercise will require the valuers to review the components of their aggregations. It is recommended that Council provide identification of landowner owned grids extracted from the roads register to the valuers to assist them in undertaking the exercise.

Once the grids are identified with valuations attached the entries can be uploaded into the asset register with associated adjustments to Council's accounts completed. This should be undertaken in conjunction with timely advice to the external auditors as soon as completed. It is recommended that this exercise be completed in relation to the 2018 Financial Statements. Council should be able to meet any reporting deadline as the valuers will have all valuation details & council can identify the grids concerned.

Grid Policy

Council should give priority to preparing a new and relevant Grids Policy as well as amendments to Local Law 15.

The following notes are provided by way of guidance to assist council in this exercise and are based on audit observations at other Western Queensland Councils and which could be regarded as sound practice equitable to all ratepayers in a Council area.

Audit's recommendations are centred around Council assuming responsibility for maintenance, replacement and construction of all grids with cost recovery through either private works or an annual levy set at budget time. It is considered that this measure will both ensure grids are compliant and avoids potential conflict and costly time wasting by removing the landowner from the construction and maintenance process. This policy is working effectively in a number of western shires.

- Council assumes responsibility for the maintenance & construction of all grids on all shire roads with ownership remaining with the landowner.
- Landowners apply to Council for the construction of a new grid with Council charging costs such as application fees and grid installation costs to the landowner through private works
- Council determines the appropriate construction and installation standard and may appoint a contractor to undertake the task.
- Landowner to install a compliant gate no more than 50 metres from the grid at their own expense.
- The cost of maintenance of the grids is either recovered from the landowner through Council's private works or alternatively Council levies a special charge on each property in accordance with the number of grids concerned. This would be done through a charge set at budget time.

- Consideration to be given to requiring all landowners with existing grids on shire roads to complete an "Application for Grid Permit" in order to obtain some control over the grids on the Council road network. Where Council deems the grid to be noncompliant Council will issue an appropriate notice to the landowner indicating deficiencies requiring rectification. Council will undertake rectification with costs recovered as indicated above. Additional consideration for Council to provide a subsidy to the landowner of not more than \$5,000 per grid to assist in any required grid replacement.
- Requirement for the landowner to have public liability insurance for each grid of an amount not less than \$10m (up from the previous \$5m) with the cover indemnifying both the landowner and council against any claim on a continuing basis. The landowner to be required within 14 days of a council request provide a copy of the insurance policy or a certificate of currency.

McKinlay Shire Council

Internal Audit – Council Housing Project Julia Creek

Background

As a result of potential negative community perceptions regarding Council's processes and decision in awarding the tender for the above project internal audit undertook a brief examination of relevant supporting documentation, procedures and controls utilised in the awarding process from the initial calling for tenders to the final awarding of the tender.

The successful tenderer in this instance was Arid to Oasis Solutions Pty Ltd with an initial tender of \$1,466,587 subsequently amended to \$1,429,524. The unsuccessful tenderer, M & C Glasgow Pty Ltd. submitted a tender of \$1,345,694.

Audit Findings

Documentation Examined in addition to the original tenders submitted by the tenderers:

(1) Evaluation Plan

This nine-page plan is prepared for all tenders and captures/includes the following information and data:

- Overview of Procurement Process – detailing compliance requirements to meet Council's Procurement Policy.
- Procurement Team – stipulates the names of the evaluation panel.
- Probity Principles – clearly defines underlying principles and ethical standards in the process.
- Tender Opening – Records times for tender closing and controls around late tender acceptance.
- Conformance Check – completed against Tender Conformance Checklist including any possible action regarding a non-conforming tender.
- Evaluation Process – in accordance with Council's assessment weighting formula. Evaluation Criteria and Scoring Methodology Table with associated guidelines included.
- Report to Council – Recommendation to Council as to the highest scoring tender and including all supporting documentation – checklists, scoring record, evaluation meeting record etc.
- Conflict of Interest Declaration – to be completed by all members of the procurement team.

In relation to this project all sections of the Evaluation Plan were completed in detail and in an accurate manner. All Conflict of Interest Declarations were completed in full and signed off correctly.

(2) Housing Tender Spreadsheet

This spreadsheet was prepared detailing all tenders received analysed on a comparative basis including the following for each tender received:

- Attendance by tenderer at pre tender meeting
- Conforming or non-conforming tender – yes/no
- Price- including absolute \$ amount of tender and resultant weighting.
- Non Price Criteria including weighting on sub criteria – Capacity/Timeframe & Understanding of Council objectives
- Development of Competitive Local Business and Industry – weighting in accordance with policy criteria

On the basis of the evaluation Arid to Oasis Solutions Pty Ltd was scored at 80.33 with M & C Glasgow Pty Ltd scored at 75.33.

The primary reason for the difference in scores centred around the failure of M & C Glasgow Pty Ltd to submit satisfactory evidence of financial capacity to undertake the project in the form of a set of financial statements.

This remained the case even after being requested to supply adequate documentation as a result of Council's follow up.

In addition, the successful tenderer scored higher in the section covering local content due to the matter set out below at (3). Audit understands that M & C Glasgow Pty Ltd were requested to complete the relevant form covering this area in full but did not do so.

(3) Development of Competitive Local Business and Industry Schedule

This is a council issued form requiring any tenderer to indicate the following in relation to their proposed support for local businesses as part of the tender process:

- Description of goods, services or work to be procured
- Name of local supplier
- Postcode of supplier's principal place of business
- Expected total \$ value of services or goods to be so purchased
- Location at which work will be carried out including percentage allocation.

A review of the documentation submitted by both tenderers indicated that Arid to Oasis Solutions Pty Ltd had completed all areas of the council schedule including providing monetary amounts with regards to subcontract values accruing to local suppliers. M & C Glasgow did not complete significant portions of the schedule and did not include any monetary amounts with regards to subcontract values accruing to local suppliers.

(4) Tender Submission Conformance Assessment

This report focuses on the compliance of each of the 13 mandatory tender response schedules required for a tender to be deemed conforming.

The report includes a detailed completed Response Schedule Checklist with each tenderer measured against the 13 mandatory responses.

Of all tenders received only the tender from Arid to Oasis Solutions Pty Ltd was compliant in all categories.

Of the others M & C Glasgow Pty Ltd had not completed two of the responses and follow up requirements were noted by the Council assessor and follow up was undertaken. All the other tenders were non-compliant in a significant number of areas and were thus deemed non-compliant overall with no follow up required.

(5) Council Ordinary Meeting – 15 May 2018

Acceptance of five tenders, three of which are deemed to be non-conforming and hence disqualified. Highest ranked tender indicated as Arid to Oasis Solutions Pty Ltd followed by M&C Glasgow Pty Ltd as Trustee for The Glasgow Family Trust.

Recommendation to Council to:

- Delegate to CEO approval and governance oversight of the tender process and approval to continue negotiation with the two conforming tenderers to clarify and quantify their submissions.
Or
- Award the tender to the highest scoring tender
Or
- Re tender the Julia Creek Housing Tender

Council resolved to defer resolution of the tender until the next special meeting.

(6) Council Special Meeting – 22 May 2018

Minutes indicated that Council have held further negotiations with both tenderers to clarify and quantify the tender submissions. In addition, Council accepted a revised tender offer from Arid to Oasis Solutions Pty Ltd of \$1,429,524 – representing a reduction of \$37,063 on the original tender. Council resolved to accept the tender of Arid to Oasis Solutions Pty Ltd.

Audit Conclusion

As a result of examination of the documentation listed above, a review of the processes undertaken including timelines etc. there does not appear to be any reason to conclude that the tender process was handled in any manner other than on a sound ethical basis and in compliance with established controls, procedures and best practice.



Ordinary Council Meeting 18 September, 2018

9.4 Subject: Appointment Panel – Director Engineering, Environment and Regulatory Services
Attachments: NIL
Author: Chief Executive Officer
Date: 12 September 2018

Executive Summary:

Council is presently advertising for the appointment of a replacement Director Engineering, Environment and Regulatory Services.

The Local Government Act 2009 requires a Council panel to make the appointment of a Senior Executive Officer.

Recommendation:

Council authorise a panel comprising the Mayor, the Deputy Mayor and the Chief Executive Officer to interview and select the new Director Engineering, Environment and Regulatory Services following the close of application on 21st September 2018 or any extended advertising period.

Background: The Local Government Act 2009 Section 196 (4) provides as follows:

(4) A panel constituted by the following persons appoints a senior executive employee—

- (a) the mayor;*
- (b) the chief executive officer;*
- (c) either—*
 - (i) if the senior executive employee is to report to only 1 committee of the local government—the chairperson of the committee; or*
 - (ii) otherwise—the deputy mayor.*

(5) The deputy mayor may delegate the deputy mayor's functions under subsection (4) to another councillor of the local government.

Consultation: Discussed at Briefing

Legal Implications Local Government Act 2009

Policy Implications Nil

Financial and Resource Implications: Budget provision already included

InfoXpert Document ID: 94478



10. WORKPLACE HEALTH AND SAFETY

Workplace Health, Safety and Risk Report

DATE; 6 th September 2018		<input checked="" type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Yearly	<input type="checkbox"/> Two Yearly
August 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	45%	See MAP's, Per month and accumulative tally			
20% of carry over items indicated in MAP's	56%				
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			
Progressive lost time frequency and duration rates compared to the scheme	✓				
Progressive costs of claims over the year;	✓	LGMS Dashboard Information, P6 of Report			
Hazard inspections completed as per the Hazard Inspection Matrix	✓	See Hazard Inspection Table on P7			
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			
Progressive lost time frequency and duration rates compared to the scheme	✓				
Progressive costs of claims over the year;	✓	LGMS Dashboard Information, P6 of Report			
Hazard inspections completed as per the Hazard Inspection Matrix	✓	See Hazard Inspection Table on P7			
Results of Internal WH&S Management System Audit or the WHSA Annual Assessment Report	October 2018	To Schedule 2018 - Set for Handover 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	N/a	Scheduled for January 2019
Results of the overall, two yearly injury trend analysis	N/a	Scheduled to culminate January 2019 Ongoing statistical information following
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.	tbc	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 August ready for sign off.
The RAP is to be included in the WHS Plan for the next two years.	✓	Ongoing, Complete to January 2019
Actions Register; number of actions outstanding	✓	See the Actions Register Table at P7
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 P8
Prestarts and Toolbox Meetings completed	✓	See Table at P10 for Consultation 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	92%	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 17.11.17 CEO Sign off complete
December 2017	11	23	0	0%	80%	23	100%	No onsite WH&S Dec 17 CEO Sign off complete
2017 TOTALS AVG	118		95	81%		23	19%	
January 2018	2	25	11	44%	80%	14	56%	Mid January return / start CEO Sign off complete
February 2018	12	26	16	62%	80%	10	38%	CEO Sign off complete
March 2018	13	23	12	52%	80%	11	48%	CEO Signed off complete
April 2018	9	21	9	43%	80%	12	57%	CEO Signed off complete
May 2018	11	23	9	39%	80%	14	61%	CEO Signed off Complete
June 2018	7	21	8	38%	80%	13	62%	WH&SO resigned CEO Signed off Complete
July 2018	10	23	10	43%	80%	13	57%	CEO Signed off Complete
August 2018	9	22	10	45%	80%	12	56%	Ready for Sign off
September 2018	8							
October 2018	12							
November 2018	11							
December 2018	9							
January 2019	3							
TOTAL 2017 / 2018	234		170	77%		11	5%	

Incidents and Events

As at 6th September 2018;

1 x WorkCare Claim to date \$207k (2017 Incident)

2 x General Insurance Claims to date \$140k (1 is a 2017 Incident)

MONTH	Total Reports	Injuries					Damage		Environ.	Breach	Near Miss
		FAI	LTI	MTI	Report Only	Not work Related	Plant, Equ & Property	Vandalism	Spills	Procedural	
Jan-18	1					1					
Feb-18	2	1					1				
Mar-18	0										
Apr-18	0										
May-18	1						1				
Jun-18	1						1				
Jul-18	2	1						1			
Aug-18	0										
Sep-18	1			1							
Oct-18	0										
Nov-18	0										
Dec-18	0										
Total 2018	8	2	0	1	0	1	3	0	1	0	0

The most likely time for an incident to occur is on a Tuesday before lunch!

34% of all incidents occur on a Tuesday

40% of all incidents occur between 0600 and Midday

The safest time of the work week is a Wednesday between midday and 4pm

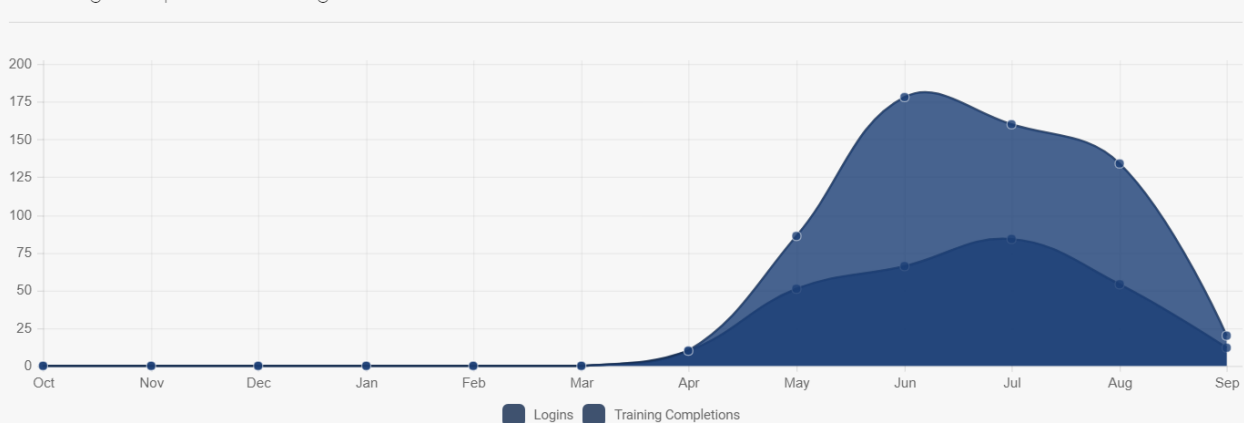
Averaged over the last two (2) years

Compliance Training

As per WHS Management System Plan 2017 2018

E3 LMS (Online) Training initiated April 2018

Training completions vs logins



Key Performance Indicators

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

MONTH	Audits / Hazard Inspections			Actions; Insp & Audits	WH&S Audits & Observ.	Consultation		Risk Management			Comments / Information
	Sched	Complete	Not Complete			P/Start	T/box	Journey Plans	JSEA's & SWMS's	Plant & Equip	
Jan-17	0	9	0	39	0	39	0	-	0	69	
Feb-17	24	18	6	85	0	108	1	-	0	2	
Mar-17	22	23	0	72	0	175	9	-	6	2	
Apr-17	9	10	0	20	0	107	0	-	0	0	
May-17	16	16	0	37	0	148	1	-	0	0	
Jun-17	10	11	0	46	0	119	1	-	0	0	
Jul-17	6	5	1	9	0	102	0	-	0	0	
Aug-17	19	12	7	32	0	109	0	-	1	0	
Sep-17	12	10	2	25	0	174	1	-	4	0	
Oct-17	6	2	4	18	0	160	0	-	1	0	
Nov-17	15	7	8	143	1	162	2	-	10	0	LGW Audit
Dec-17	0	0	0	0	0	66	0	-	0	0	
TOTAL 2017	139	123	28	526	1	1469	15	0	22	73	
Jan-18	0	0	0	0	0	65	0	22	2	0	
Feb-18	24	15	9	25	1	76	0	42	3	0	
Mar-18	21	9	12	9	0	73	0	54	0	0	
Apr-18	9	2	7	7	0	71	5	17	0	0	
May-18	16	6	10	5	1	82	0	29	0	0	
Jun-18	10	5	5	3	0	63	3	23	0	0	
Jul-18	6	4	2	9	2	69	0	14	1	0	
Aug-18	19	10	9	15	3	75	0	26	1	0	
Sep-18	12	0	12				0	3	2	0	
Oct-18	6	0	6								
Nov-18	15	0	15								
Dec-18	0	0	0								
Jan-19	0	0	0								
Total 2018	138	51	87	73	7	574	8	230	9	0	
Total 17 / 18	277	174	115	599	8	2043	23	230	31	73	

Comment;

Risk Management is not well presented in this format; however numbers do not currently identify the documentation in place, as these are only counted when complete. Improvement will be seen in the coming months.

Assessed via onsite inspections and audits

The following Actions have been identified via Inspections, Audits, Incidents etc., as preventative or corrective actions that will improve the Health, Safety and compliance of the business

OUTSTANDING ACTIONS	Extreme Risk	High Risk	Moderate Risk	Low Risk	Details / Comments
Total 220	0	66	140	14	



11. MEMBERS BUSINESS

12. CLOSE