

# Ordinary Meeting Agenda

## PUBLIC

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

Tuesday 21<sup>st</sup> April 2020, 9:00am

Notice is hereby given that an Ordinary Meeting will be held at the Council Chambers,  
Civic Centre, Julia Creek on 21<sup>st</sup> April 2020 at 9:00am.

## ORDER OF BUSINESS

1. Opening	3
2. Attendance	3
3. Declaration of Conflict of Interest	3
4. Confirmation of Minutes – March 2020 Ordinary Meeting	4
4.1 Confirmation of Minutes – April 2020 Post-Election Meeting	15
4.2 Business Arising out of minutes of previous Meeting	20
<b><u>5. ENGINEERING REPORT</u></b>	
5.1 Engineering Services Monthly Report	22
<b><u>6. ENVIRONMENTAL &amp; REGULATORY SERVICES REPORT</u></b>	
6.1 Environmental & Regulatory Services Monthly Report	28
<b><u>7. COMMUNITY SERVICES REPORT</u></b>	
7.1 Community Services Monthly Report	39
<b><u>8. CORPORATE SERVICES REPORT</u></b>	
8.1 Corporate Services Monthly Report	55
8.2 2019-2020 3 <sup>rd</sup> Quarter Review	63
<b><u>9. CHIEF EXECUTIVE OFFICERS REPORT</u></b>	
9.1 CEO Status Report	98
9.2 Councillor Portfolios	102
9.3 Councillor Committee Representation 2020-2024	104
9.4 Delegations to the CEO	105
9.5 LGAQ Policy Executive Nominations	125
9.6 Sale of Council Land – Lots 14 & 15 SP247177	127
9.7 CONFIDENTIAL – AECOM Project Management Fee 2020	128
9.8 CONFIDENTIAL – Recruitment of CEO 2020-2025	130
<b><u>10. WORKPLACE HEALTH AND SAFETY</u></b>	
10.1 Workplace Health and Safety Monthly Report	135
<b><u>11. MEMBERS BUSINESS</u></b>	140
<b><u>12. CLOSE</u></b>	140

## **1. OPENING BUSINESS**

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

## **2. ATTENDANCE**

Mayor: Cr. P Curr

Members: Cr. J Fegan, Cr. S Royes, Cr. J Lynch, Cr. T Pratt

### Staff:

Acting Chief Executive Officer, Dr. Edwina Marks

Director of Corporate and Community Services, Ms. Tenneil Cody

Executive Assistant, Mrs. Katie Woods

### Other people in attendance:

Nil

### Apologies:

Director Engineering, Environment and Regulatory Services, Mr. David McKinley

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

Nil

## **4. CONFIRMATION OF MINUTES**

That the Minutes of the March Ordinary Meeting on 18<sup>th</sup> March 2020 be confirmed.

That the Minutes of the April Post-Election Meeting on 15<sup>th</sup> April 2020 be confirmed.



# MCKINLAY SHIRE COUNCIL

## ***UNCONFIRMED MINUTES***

OF THE

## **ORDINARY MEETING OF COUNCIL**

HELD AT THE

BOARDROOM, CIVIC CENTRE  
JULIA CREEK

**18<sup>th</sup> March 2020**



## ORDER OF BUSINESS

1. Opening
2. Attendance
3. Declaration of Conflict of Interest
4. Confirmation of Minutes
- 4.2 Business Arising out of minutes of previous Meeting

### **5. ENGINEERING SERVICES**

- 5.1 Engineering Works Monthly Report

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

- 6.1 Environmental & Regulatory Services Monthly Report

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

- 7.1 Community Services Monthly Report
- 7.2 Community Benefit Assistance Scheme Round 2
- 7.3 Engagement of Contractor to Complete repairs at McKinlay Tennis Courts

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

- 8.1 Corporate Services Monthly Report

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

- 9.1 CEO Status Report
- 9.2 LATE – DAF Collaborative Agreement
- 9.3 LATE – Kynuna Township Water Issues
- 9.4 LATE CONFIDENTIAL – AECOM Project Management Fee

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

- 10.1 Workplace Health and Safety Monthly Report

### **11. MEMBERS BUSINESS**

### **12. CLOSE**

**1. OPENING BUSINESS** ▲

All Councillors having signed the Attendance Book, Mayor Belinda Murphy declared the meeting open at 10:10am, an hour delay due to receiving a presentation from John Montgomery & Rebecca Mantle of Tourism and Events Queensland (TEQ.)

**2. ATTENDANCE** ▲

**Mayor:** Cr. B Murphy

**Members:** Cr. N Walker, Cr. Janene Fegan, Cr. P Curr

**Staff:**

Chief Executive Officer, Dr. Edwina Marks  
 Director of Corporate & Community Services, Ms. Tenneil Cody  
 Works Manager, Mr. Michael McConnell  
 Project & Asset Manager, Mr. David Sechtig  
 Executive Assistant, Ms. Maggie Rudolph

**Other people in attendance:**

TEQ Representatives

**Apologies:**

Cr. S Royes

**PROCEDURAL MOTION**

Cr. Shauna Royes requests the acceptance of a leave of absence from the March 18<sup>th</sup> Ordinary Meeting of Council.

**Resolution No. 215/1920**

Cr. Shauna Royes is granted a leave of absence from the March 18<sup>th</sup> Ordinary Meeting of Council.

Moved Cr. J Fegan

Seconded Cr. P Curr

CARRIED 4/0

**3. DECLARATION OF CONFLICT OF INTEREST** ▲**Cr. J Fegan**

1. I declare that I have conflict of interest in the matter of agenda item 7.2 as defined by *section 175D* of the *Local Government Act 2009* as follows:

- a) Julia Creek Turf Club stands to gain a benefit or suffer a loss depending on the outcome of Council's consideration of this matter.
- b) The nature of my conflict is that I am a committee member of Julia Creek Turf Club.

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

2. I declare that I have material personal interest in the matter of agenda item 9.3 as defined by *section 175B* of the *Local Government Act 2009* as follows:

- a) My husband Trevor Fegan and I own Marwill Pty Ltd, which stands to gain a benefit or suffer a loss depending on the outcome of Council's consideration of this matter.
- b) The gain or loss is due to Marwill Pty Ltd having quoted on the project discussed in item 9.3.
- c) My relationship with Marwill Pty Ltd is that my husband and I own the business.

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

#### **Cr. B. Murphy**

1. I declare that I have a material personal interest in the matter of item 9.4 as defined by *section 175B* of the *Local Government Act 2009* as follows:

- a) My spouse Kevin Wayne Murphy is the sole director of KW Murphy Holdings Pty Ltd which would stand to gain a benefit or suffer a loss depending on the outcome of Council's consideration of this matter.
- b) The gain or loss is due to my KW Murphy Holdings Pty Ltd having Plant Hire.
- c) My relationship with Kevin Wayne Murphy is he is my husband.

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

#### **4. CONFIRMATION OF MINUTES** ▲

Confirmation of Minutes of the Ordinary Meeting of Council held on 20<sup>th</sup> February 2020.

#### **RECOMMENDATION**

That the Minutes of the Ordinary Meeting of Council held on 20<sup>th</sup> February 2020 be confirmed.

#### **Resolution No. 216/1920**

The Minutes of the Ordinary Meeting of Council held on 20<sup>th</sup> February 2020 are confirmed.

Moved Cr. N Walker

Seconded Cr. J Fegan

CARRIED 4/0

#### **4.2 BUSINESS ARISING FROM PREVIOUS MINUTES** ▲

Nil

#### **5. ENGINEERING SERVICES** ▲

**Attendance** – Project & Asset Manager, David Sechtig and Works Manager Mick McConnell entered the meeting room at 10:12am.

**Attendance** – Cr. P Curr left the meeting room at 11:32am.

**Attendance** – Cr. P Curr re-entered the meeting room at 11:35am.

**5.1 Engineering Works Report**

Council is presented with the Engineering Works Report, which outlines the general activities, revenue and expenditure for the department for the period of February 2020.

**RECOMMENDATION**

That Council receives the February 2020 Engineering Works Report.

**Resolution No. 217/1920**

Council receives the February 2020 Engineering Works Report.

Moved Cr. P Curr

Seconded Cr. N Walker

CARRIED 4/0

**Attendance** – Project & Asset Manager, David Sechtig and Works Manager Mick McConnell entered the meeting room at 11:58am.

**Attendance** – Executive Assistant, Maggie Rudolph left and re-entered the meeting room at 12:05pm.

**Attendance** – Executive Assistant, Maggie Rudolph left and re-entered the meeting room at 12:14pm.

**6. ENVIRONMENTAL AND REGULATORY SERVICES ▲****6.1 Environmental and Regulatory Services Report**

Council is presented with the monthly Environmental and Regulatory Services Report, which outlines the general activities, revenue and expenditure for the department for the period of February 2020.

**RECOMMENDATION**

That Council receives the February 2020 Environmental and Regulatory Services Report.

**Resolution No. 218/1920**

Council receives the February 2020 Environmental and Regulatory Services Report.

Moved Cr. N Walker

Seconded Cr. P Curr

CARRIED 4/0

**Attendance** – Director of Corporate and Community Services, Tenneil Cody entered the meeting room at 12:15pm.

**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 February 2020.

**RECOMMENDATION**

That Council receives the Community Services monthly report for February 2020.

**Resolution No. 219/1920**

Council receives the Community Services monthly report for February 2020.

Moved Cr. J Fegan

Seconded Cr. N Walker

CARRIED 4/0

**Attendance** – Cr. J Fegan left the meeting room, having declared a Conflict of Interest in the matter of Agenda Item 7.2 as defined by *Section 175D* of the *Local Government Act 2009*, and left the meeting room at 12:28am taking no part in the meeting or discussion.

### 7.2 Community Benefit Assistance Scheme Round 2

The Community Benefit Assistance Scheme Round Two has been advertised throughout January and February seeking applications for assistance with equipment, infrastructure or volunteer support.

#### **RECOMMENDATION**

That Council fund local organisations the following amounts under the Community Benefit Assistance Scheme program:

- Julia Creek Combined Sporting Association - \$1,589.80
- Julia Creek P&C Association - \$1,999
- Julia Creek Sporting Shooters Association – either \$4,344.25 for both infrastructure and equipment; or \$3,146.75 for infrastructure; or \$1,197.50 for equipment
- Julia Creek Turf Club - \$2,090
- Julia Creek Campdraft Association - \$795.20

#### **Resolution No. 220/1920**

Council resolves to fund local organisations the following amounts under the Community Benefit Assistance Scheme program:

- Julia Creek Combined Sporting Association - \$1,589.80
- Julia Creek P&C Association - \$1,999
- Julia Creek Sporting Shooters Association - \$4,344.25 for both infrastructure and equipment
- Julia Creek Turf Club - \$2,090
- Julia Creek Campdraft Association - \$795.20

Moved Cr. P Curr

Seconded Cr. N Walker

CARRIED 3/0

**Attendance** – Director of Corporate and Community Services, Tenneil Cody left and re-entered the meeting room at 12:31pm.

**Attendance** – Cr. J Fegan re-entered the meeting room at 12:32pm.

### 7.3 Engagement of Contractor to complete repairs at McKinlay Tennis Courts

Council has received funding to repair sporting facilities affected by the 2019 Monsoonal Rain Event which include McKinlay Tennis Courts. Council has engaged Macca's Sports Turf Company to provide inspection, assessment and quotation to fully repair the facility.

#### **RECOMMENDATION**

That Council resolves to approve Macca's Sports Turf Company to complete the required works as per the specialised nature of the services and their arrangement with Townsville City Council Register of Prequalified Suppliers, for the total amount of \$80,050 excluding GST.

**Resolution No. 221/1920**

Council resolves to approve Macca's Sports Turf Company to complete the required works as per the specialised nature of the services and their arrangement with Townsville City Council Register of Prequalified Suppliers, for the total amount of \$80,050 excluding GST.

Moved Cr. J Fegan

Seconded Cr. P Curr

CARRIED 4/0

**8. CORPORATE SERVICES ▲**

**8.1 Corporate Services Report**

The Corporate Services Report as of 29<sup>th</sup> February 2020, which summarizes the financial performance and position is presented to Council.

**RECOMMENDATION**

That Council receives the monthly Corporate Services Report for the period ending 29<sup>th</sup> February 2020.

**Resolution No. 222/1920**

Council receives the monthly Corporate Services Report for the period ending 29<sup>th</sup> February 2020

Moved Cr. J Fegan

Seconded Cr. N Walker

CARRIED 4/0

**Attendance** – Director of Corporate and Community Services, Tenneil Cody left the meeting room at 12:45am.

**9. CHIEF EXECUTIVE OFFICER ▲**

**9.1 CEO Status Report**

Council is presented with a Status Report from the Chief Executive Officer, which provides an overview of ongoing items of Council business.

**RECOMMENDATION**

That Council receives the CEO's Status Report.

**Resolution No. 223/1920**

Council receives the CEO's Status Report.

Moved Cr. P Curr

Seconded Cr. J Fegan

CARRIED 4/0

**PROCEDURAL MOTION**

That Council accept late agenda items;

- a) 9.2 LATE DAF Collaborative Agreement,
- b) 9.3 LATE Kynuna Township Water Issues, and
- c) 9.4 LATE CONFIDENTIAL DRFA 2019 – AECOM Project Management Fee.

**Resolution No. 224/1920**

Council accepts late agenda items;

- a) 9.2 LATE DAF Collaborative Agreement,
- b) 9.3 LATE Kynuna Township Water Issues, and
- c) 9.4 LATE CONFIDENTIAL DRFA 2019 – AECOM Project Management Fee.

Moved Cr. J Fegan

Seconded Cr. N Walker

CARRIED 4/0

**9.2 LATE DAF Collaborative Agreement**

Council is presented with a Collaborative Agreement between the Department of Agriculture and Fisheries and McKinlay Shire Council to complete the Integrated Livestock Service Delivery Centre project.

**RECOMMENDATION**

That Council endorse the Collaborative Agreement, as presented, between DAF and McKinlay Shire Council.

**Resolution No. 225/1920**

Council endorses the Collaborative Agreement, as presented, between DAF and McKinlay Shire Council, noting that the contribution includes GST.

Moved Cr. P Curr

Seconded Cr. J Fegan

CARRIED 4/0

**Attendance** – Cr. J Fegan left the meeting room, having declared a material personal interest in the matter of Agenda Item 9.3 as defined by *Section 175B* of the *Local Government Act 2009*, and left the meeting room at 1:07pm taking no part in the meeting or discussion.

**9.3 LATE Kynuna Township Water Issues**

Council is presented with a report on the water issue solutions for Kynuna.

**RECOMMENDATION**

That Council;

- a) Endorses an additional \$9,000 to complete the installation of the Kynuna tank project including earthmoving and connections of pipes and fittings.

- b) Endorses the purchase and installation of water filters for houses in Kynuna at an estimated budget of \$35,000.00.
- c) Endorse these additional funds to be taken from reserves and amend the 2019/20 Budget accordingly.

#### **Resolution No. 226/1920**

Council;

- a) Endorses an additional \$9,000 to complete the installation of the Kynuna tank project including earthmoving and connections of pipes and fittings.
- b) Endorses the purchase and installation of water filters for houses in Kynuna at an estimated budget of \$35,000.00.
- c) Endorse these additional funds to be taken from reserves and amend the 2019/20 Budget accordingly.

Moved Cr. N Walker

Seconded Cr. P Curr

CARRIED 3/0

**Attendance** – Cr. P Curr and Cr. B Murphy left the meeting room at 1:15pm.

**Attendance** – Cr. J Fegan and Cr. B Murphy re-entered the meeting room at 1:17pm.

**Attendance** – Cr. P Curr re-entered the meeting room at 1:18pm.

**Attendance** – Cr. N Walker left the meeting room at 1:18pm.

**Attendance** – Executive Assistant, Maggie Rudolph left the meeting room at 1:18pm.

**Attendance** – Cr. N Walker re-entered the meeting room at 1:19pm.

**Attendance** – Executive Assistant, Maggie Rudolph re-entered the meeting room at 1:20pm.

**Attendance** – Cr. B Murphy left the meeting room, having declared a material personal interest in the matter of Agenda Item 9.3 as defined by *Section 175B* of the *Local Government Act 2009*, and left the meeting room at 1:21pm taking no part in the meeting or discussion.

#### **9.4 LATE CONFIDENTIAL DRFA 2019 – AECOM Project Management Fee**

This report is CONFIDENTIAL in accordance with *Section 275 (1) (e)* of the *Local Government Regulation 2012*, which provides for a local government to resolve that a meeting be closed to the public if its councillors consider it necessary to discuss *(e) contracts proposed to be made by it*.

#### **PROCEDURAL MOTION**

That the meeting be closed to the public in accordance with *Section 275 (1) (e)* of the *Local Government Regulation 2012*.

#### **Resolution No. 227/1920**

Council resolves to close the meeting to the public in accordance with *Section 275 (1) (e)* of the *Local Government Regulation 2012*.

Moved Cr. J Fegan

Seconded Cr. P Curr

CARRIED 3/0



**RECOMMENDATION**

That Council;

- a) Acknowledge that the Local Government is now in Caretaker period and that this decision is defined as a major policy decision – significant procurement activities - and Ministerial approval for decisions in exceptional circumstances would be required,
- b) That this matter be referred for such approval on the grounds that it is urgent due to wet season delivery and negotiation delays, that the decision outcome will improve the ability of the Council to recover costs as well as improving the value for money proposition for the State Government and to not make this decision at this time would mean that contractors on standing order arrangements and project management personnel would have to wait up to one month before work could actively recommence causing potential risk of financial losses to the Local Government (Council) in conjunction with other disasters,
- c) Endorse the AECOM proposal of revised fees of \$3,514,949 for project management fees for the DRFA submissions McSC.0003.1819E, MsSC 0004.1819E, McSC 0005.1819; McSC 0008.1819E, MsSC 0010.18.19E; McSc 0011.1819E; McSC 0014.1819E subject to this Ministerial approval being satisfactorily obtained without delay, and
- d) That Council meet with AECOM to ensure project delivery is reviewed and the delivery model is effective.

**PROCEDURAL MOTION****Resolution No. 228/1920**

Council resolves to re-open the Ordinary Meeting of Council to the public.

Moved Cr. J Fegan

Seconded Cr. P Curr

CARRIED 3/0

**Resolution No. 229/1920**

That Council;

- a) Acknowledge that the Local Government is now in Caretaker period and that this decision is defined as a major policy decision – significant procurement activities - and Ministerial approval for decisions in exceptional circumstances would be required,
- b) That this matter be referred for such approval on the grounds that it is urgent due to wet season delivery and negotiation delays, that the decision outcome will improve the ability of the Council to recover costs as well as improving the value for money proposition for the State Government and to not make this decision at this time would mean that contractors on standing order arrangements and project management personnel would have to wait up to one month before work could actively recommence causing potential risk of financial losses to the Local Government (Council) in conjunction with other disasters,
- c) Endorse the AECOM proposal of revised fees of \$3,514,949 for project management fees for the DRFA submissions McSC.0003.1819E, MsSC 0004.1819E, McSC 0005.1819; McSC 0008.1819E, MsSC 0010.18.19E; McSc 0011.1819E; McSC 0014.1819E subject to this Ministerial approval being satisfactorily obtained without delay, and
- d) That Council meet with AECOM to ensure project delivery is reviewed and the delivery model is effective.

Moved Cr. P Curr

Seconded Cr. J Fegan

CARRIED 3/0

**Attendance** – Executive Assistant, Maggie Rudolph left and re-entered the meeting room at 1:45pm.

**Attendance** – Cr. B Murphy re-entered the meeting room at 1:45pm.

**Attendance** – Director of Corporate and Community Services, Tenneil Cody re-entered the meeting room at 1:46pm.

## 10. WORKPLACE HEALTH AND SAFETY ▲

### 10.1 Workplace Health and Safety Monthly Report

Council is presented with the monthly Workplace Health and Safety report, which provides an overview of the operations for the month of February 2020.

## 11. MEMBERS BUSINESS ▲

<b>Cr. N Walker</b>	<ul style="list-style-type: none"> <li>- Work Camp update – suggests for next council they appoint Colin Malone to work with</li> <li>- Questions regarding recycling and the dump</li> <li>- Thanks Belinda Murphy for her 8 years service as Mayor</li> </ul>
<b>Cr. J Fegan</b>	<ul style="list-style-type: none"> <li>- CAN meeting last week – encouragement of community to read CAN minutes</li> </ul>
<b>Cr. B Murphy</b>	<ul style="list-style-type: none"> <li>- COVID-19 – about to have LDMG regarding this today</li> <li>- Thank you to Councillors Shauna Royes and Janene Fegan for the last 4 years service</li> <li>- Thank you to Councillors Philip Curr and Neil Walker for the last 8 years service</li> <li>- Thank you to all Council staff for the last 8 years as Mayor</li> <li>- Would like to see the new council have a FB live Anzac Service</li> </ul>

## 12. CLOSURE OF MEETING ▲

The Chair of the meeting Mayor Belinda Murphy declared the meeting closed at 2:10pm.



# MCKINLAY SHIRE COUNCIL

## ***UNCONFIRMED MINUTES***

OF THE

**POST ELECTION COUNCIL MEETING**

HELD AT THE

BOARD ROOM, CIVIC CENTRE  
JULIA CREEK

**15<sup>th</sup> April 2020**

**ORDER OF BUSINESS**

1. Declaration of Office
2. Opening
3. Attendance

**4. REPORTS FOR CONSIDERATION**

- 4.1 Appointment of Deputy Mayor
- 4.2 Council Meetings Frequency and Timing
- 4.3 Appointment of LDMG Representatives 2020-2024
- 4.4 Appointment of NWQROC Representatives 2020-2024

**5. CLOSE**

UNCONFIRMED

UNCONFIRMED MINUTES

**1. DECLARATION OF OFFICE**

Declarations of Office in accordance with Section 169 of the *Local Government Act 2009* were taken before the Acting Chief Executive Officer from all Councillors present.

**2. OPENING BUSINESS**

All Councillors having signed the Attendance Book, Mayor Philip Curr declared the meeting open at 10:08am

**3. ATTENDANCE**

**Mayor:** Cr. P. Curr

**Members:** Cr. J. Fegan, Cr. S. Royes, Cr. J. Lynch, Cr. T. Pratt

**Staff:**

Acting Chief Executive Officer, Dr. Edwina Marks  
Director of Corporate and Community Services, Ms. Tenneil Cody  
Corporate and Community Services Administration Officer, Mrs. Katie Woods

**Apologies:**

Director of Engineering, Environmental and Regulatory Services, Mr. David McKinley  
Executive Assistant, Ms. Maggie Rudolph

**Other people in attendance:** Nil

**4. REPORTS FOR CONSIDERATION**

**4.1 Appointment of Deputy Mayor**

The purpose of this report is to fulfil the requirements of *Section 175 of the Local Government Act 2009* and appoint a Deputy Mayor.

The Mayor called for nominations for Deputy Mayor.

Cr J Fegan nominated Cr S Royes as Deputy Mayor, which was seconded by Cr T Pratt.

Cr S Royes nominated Cr J Fegan as Deputy Mayor, which was seconded by Cr J Lynch.

Having two nominations for Deputy Mayor, it was put to the vote by secret ballot.

Chief Executive Officer Dr Edwina Marks and Director Corporate & Community Services collected and counted the votes. The result was Cr J Fegan – 3 votes; Cr S Royes 2 votes.

UNCONFIRMED MINUTES

**Resolution No. 230/1920**

That Council appoint Cr. J. Fegan to the position of Deputy Mayor of McKinlay Shire Council for a period of two years.

Moved Cr. P. Curr

Seconded Cr. T. Pratt

CARRIED 5/0

**4.2 Council Meetings Frequency and Timing**

This purpose of this report is to fulfil the requirements of *Section 175 (1) of the Local Government Act 2009* and *Section 257 (2) of the Local Government Regulation 2012* to set a day and time for Ordinary Meetings of Council.

**RECOMMENDATION**

That Council resolves that the date of the April Ordinary Meeting of Council be held Tuesday, 21<sup>st</sup> April 2020 commencing at 9:00am and that subsequent meetings be held on the third Tuesday of each month at the Council Chambers, Julia Creek commencing at 9:00am, unless otherwise notified by meeting notice issued pursuant to *Section 257 (2) of the Local Government Regulation 2012*.

**Resolution No. 231/1920**

That Council resolves that the date of the April Ordinary Meeting of Council be held Tuesday, 21<sup>st</sup> April 2020 commencing at 9:00am and that subsequent meetings be held on the third Tuesday of each month at the Council Chambers, Julia Creek commencing at 9:00am, unless otherwise notified by meeting notice issued pursuant to *Section 257 (2) of the Local Government Regulation 2012*.

Moved Cr. J. Fegan

Seconded Cr. S. Royes

CARRIED 5/0

**4.3 Appointment of Chair and Deputy Chair McKinlay Shire LDMG 2020-2024**

The purpose of this report is to appoint a Chair and a Deputy Chair to the McKinlay Shire Local Disaster Management Group (LDMG).

**RECOMMENDATION**

That Council;

- (a) Appoint Mayor Philip Curr as Chair of the McKinlay Shire Local Disaster Management Group,
- (b) Appoint Cr. \_\_\_\_\_ as Deputy Chair of the McKinlay Shire Local Disaster Management Group.

**Resolution No. 232/1920**

That Council;

- (a) Appoint Mayor Philip Curr as Chair of the McKinlay Shire Local Disaster Management Group,
- (b) Appoint Cr. S. Royes as Deputy Chair of the McKinlay Shire Local Disaster Management Group.

Moved Cr. P. Curr

Seconded Cr. J. Fegan

CARRIED 5/0

**4.4 Appointment of NWQROC Representatives 2020-2024**

The purpose of this report is to appoint a Council representative to the North West Queensland Regional Organisation of Councils (NWQROC).

UNCONFIRMED MINUTES

**RECOMMENDATION**

That Council;

- (a) Appoint Mayor Philip Curr as McKinlay Shire's representative on the NWQROC Committee; and
- (b) Appoint Cr \_\_\_\_\_ as an alternative delegate should the Mayor be unavailable to attend.

**Resolution No. 233/1920**

That Council;

- (a) Appoint Mayor Philip Curr as McKinlay Shire's representative on the NWQROC and NWQRRG Committee; and
- (b) Appoint Cr. J. Fegan as an alternative delegate should the Mayor be unavailable to attend.

Moved Cr. S. Royes

Seconded Cr. T. Pratt

CARRIED 5/0

**5. CLOSURE OF MEETING**

There being no further business Mayor Philip Curr declared the meeting closed at 10:50am

\_\_\_\_\_  
Cr Philip Curr  
Mayor

## **4.2 BUSINESS ARISING OUT OF MINUTES FROM PREVIOUS MEETING**





## 5.0 ENGINEERING SERVICES

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Ordinary Meeting of Council Tuesday, 21<sup>st</sup> April 2020

**5.1 Subject:** Engineering Services Monthly Report March 2020  
**Attachments:** Nil  
**Author:** Works Manager & Project Manager  
**Date:** 14 April 2020

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**Executive Summary:**

This report outlines the general activities for the Engineering Department for March 2020.

**Recommendation:**

*That Council receives the Engineering Services monthly report for March 2020.*

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**Background:**

This report outlines the general activities of the department for the month of March 2020 and also provides an update on the current activities of the department.

**RMPC**

	<b>Actual</b>	<b>Budget</b>
<b>1610 RMPC Works</b>	\$1,054,347	\$1,420,878
<ul style="list-style-type: none"><li>• Sign Repairs</li><li>• Pothole patching and resealing on all RMPC roads.</li><li>• Slashing on all RMPC roads.</li></ul>		

**Cannington Road**

	<b>Actual</b>	<b>Budget</b>
<b>1630 Cannington Road Works</b>	\$104,730	\$580,000
<ul style="list-style-type: none"><li>• Cleaning of silt and rock protection in floodways.</li><li>• Inspections and pothole patching.</li><li>• Waiting quotes on Stabilising and Reseal works.</li><li>• Slashing to commence mid April.</li></ul>		

**Roads Maintenance**

	<b>Actual</b>	<b>Budget</b>
<b>1100 Repairs &amp; Maintenance Shire Roads</b>	\$575,276	\$700,000



Ordinary Meeting of Council Tuesday, 21<sup>st</sup> April 2020

- Pothole patching on sealed roads.
- Maintenance grade on various shire roads.
- Replacement of guide posts and signage.

**Water and Sewerage**

	<b>Actual</b>	<b>Budget</b>
<b>1800 Operational Costs – Julia Creek Water</b>	\$99,794	\$190,000

- McIntyre Park: general maintenance,
- Wash-down bay: general maintenance and replace MAS unit for underbody wash unit
- Council building maintenance,
- Private works: replacement of water pipes and tapware.
- Water testing and inspections.
- Installation of a new truck fill standpipe on Hickman St
- Repair to Civic Centre Bore cracks in top of casing

	<b>Actual</b>	<b>Budget</b>
<b>1810 Operational Costs – McKinlay Water</b>	\$10,873	\$15,000

- McKinlay Depot: General maintenance
- McKinlay Wash-down Bay: General maintenance
- McKinlay Water Facility: General maintenance
- Water testing and inspections

	<b>Actual</b>	<b>Budget</b>
<b>1820 Operational Costs – Kynuna Water</b>	\$24,158	\$35,000

- Kynuna Water:-General operations :- filter cleaning and replacements
- Water testing and inspections.
- Bore maintenance
- Replacement of Bore pump one the primary Bore

	<b>Actual</b>	<b>Budget</b>
<b>1830 Operational costs – Nelia Water</b>	\$3,888	\$8,000

- General operations
- Water testing and inspections

	<b>Actual</b>	<b>Budget</b>
<b>1900 Operational Costs – Julia Creek Sewerage</b>	\$103,641	\$170,000



Ordinary Meeting of Council Tuesday, 21<sup>st</sup> April 2020

- Daily monitoring of Sewerage Treatment Plant
  - Reseeded the STP to increase the biological process
  - General maintenance
  - Testing and inspections
  - Manhole Lids: Replace sewer manhole lids as part of the replacement program,
  - Sewer sub-mains;
- The works required for the correction of the sewer connections on a number of properties within Julia Creek is still under investigation, the full costs and requirements will be supplied in individual direct report to council once the investigate work has been completed.

### Workshop

		<b>Actual</b>	<b>Budget</b>
<b>1510</b>	<b>Repairs and Maintenance - Plant &amp; Vehicles</b>	\$804,661	\$1,245,000

- Ongoing repair, maintenance and servicing as required

### Parks and Gardens

		<b>Actual</b>	<b>Budget</b>
<b>2700</b>	<b>Parks &amp; Gardens and Amenities – Operations</b>	\$524,751	\$685,000

### Airport

		<b>Actual</b>	<b>Budget</b>
<b>1300</b>	<b>Airport Operational Costs</b>	\$102,394	\$154,000

- Dr Greg White attended the airport and conducted test hole and compression testing of the operational surfaces on behalf of Helix Legal and Council
- RPT operations have been reduced due to COVID-19 controls. Currently only 1 return flight is available per week.



Ordinary Meeting of Council Tuesday, 21<sup>st</sup> April 2020

## **Projects**

### **Sewerage Treatment Plant – Stage 2**

The STP is operating in a by-pass mode and a number of design issues involving the chemical/disinfection unit exposing the electrical controls and PLC to a corrosive vapor are being corrected.

The primary PLC controller has been replaced and the programming issues have been fixed.

An agreement with Xylem over the isolation of the CL unit within the container has been changed to the following;

The CL unit will be relocated to the eastern end of the container the units enclosure will be constructed around the CL unit to allow the unit to operate as soon as the relocation has been completed. All rectification works is to be at Xylems expense.

### **Bath House Landscaping**

Practical Completion has been achieved and the final accounts are pending, the defects and liability period has started and only a small number issues have been noted mainly in with the irrigation controls and heads.

### **Bush Kitchen**

Plumbing services has been installed and completed.

Electrical services and connections are still to be completed once this work has been undertaken and completed the project can be closed out.

### **D&D Shed ad Area**

All works under the original budget have been completed.

Additional funds for the concrete area and other works around the build was approved.

Quotations for the concrete slab have been received with a large variance in pricing, a local supplier has supplied a quotation with the best value for money.

The quotation for additional floor coverings within the main storage area has been supplied to the Director of Corporate as requested in the last DnD meeting.

### **Kynuna Water**

The new telemetry installation has displayed some interesting trends in the water usage cycles within the town of Kynuna.

The new tank pad has been started and is expected to be ready for the installation of the new tank by the end of April.



Ordinary Meeting of Council Tuesday, 21<sup>st</sup> April 2020

### **Kynuna Park**

The shade structure has been completed, the shade area's furniture has been completed, the installation of the electrical services is awaiting completion.

### **Water Tower**

The Tender has closed and is currently under assessment, Council received four Tender returns for the project, and all of the returns are strong submissions..

### **Water Bore Replacement JC**

The Tender has been released into the market.

**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:**

111055



## **6.0 ENVIRONMENTAL & REGULATORY SERVICES**

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Ordinary Meeting of Council Tuesday, 21<sup>st</sup> April 2020

**6.1 Subject:** Environmental and Regulatory Services Report – March 2020

**Attachments:** Nil

**Author:** Environmental and Regulatory Services Team Leader

**Date:** 3 April 2020

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**Executive Summary:**

This report outlines the general activities, revenue and expenditure for the department for the period March 2020.

**Recommendation:**

*That Council receives the March 2020 Environmental and Regulatory Services Report.*

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**Background:**

This report outlines the general activities of the department for the month of March 2020.

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

**Consultation:** (internal/External)

Environmental & Regulatory Services Team Leader, Local Laws Officer, Asset Maintenance Officer, Water and Sewerage Officer, Ranger and Finance Officer.

**Legal Implications:**

Nil

**Policy Implications:**

Nil

**Financial and Resource Implications:**

As provided in the report.

**InfoXpert Document ID:**

111054





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

### **1.1 - Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO1.1	3100 - Refuse Collection Revenue	\$84,142	\$82,376

		<b>Actual</b>	<b>Budget</b>
ENVIRO1.2	3100 - Kerbside Rubbish Collection Expenditure	\$51,518	\$42,000

		<b>Actual</b>	<b>Budget</b>
ENVIRO1.3	3110 - Refuse Disposal Revenue	\$42,215	\$41,678

		<b>Actual</b>	<b>Budget</b>
ENVIRO1.4	3110 - Refuse Disposal Operational Costs	\$73,175	\$105,000

### **1.2 - Report**

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

The facility continued to be pushed up during the month. Loose rubbish was also cleaned during the month.

#### **Kynuna & McKinlay Waste Facility**

The facilities were pushed up during the month.

## **2 – Environmental Health Services**

### **2.1 – Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO2.1	3000 - Environmental Licence Fees ( Revenue)	\$1,515	\$1,600

		<b>Actual</b>	<b>Budget</b>
ENVIRO2.2	3000 - Environmental Health Services	\$102,840	\$150,000

### **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 March at 4 Amberley Drive, Julia Creek returned a reading of 20cfu/100ml of E.coli. A boil water alert was raised whilst follow up sampling occurred. After two (2) clear samples were taken Department of Health lifted the boil water alert. Council staff investigated the issue



during this process and found that the initial sample was cross contaminated due to flies touching inside the sample container. Staff will take better care when sampling in the future.

Sewerage sampling continues on a 6 monthly basis on the Julia Creek Sewerage Treatment Plant in accordance with the requirements of the licence issued by the Department of Environment and Science (DES).

Additional testing of the sewer effluent quality will be undertaken until an acceptable level is reached to allow the return of land disposal. This action is being undertaken in consultation with the Department of Environment and Science (DES).

**Fogging**

No fogging occurred during the month.

**Vector Control**

No spraying of pests was conducted during the month.

**Food Recalls**

One (1) Food Recall was received during the month with no impact to local food businesses.

**3 – Local Law Administration**

**3.1 – Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO3.1	3210 - Animal Registration Fees	\$4,319	\$4,500
ENVIRO3.2	3210 - Fines & Penalties – Animal Control	\$1,336	\$1,300
ENVIRO3.3	3210 - Animal Boarding	\$2,938	\$3,000
ENVIRO3.4	3210 - Local Law Administration	\$83,136	\$100,000

**3.2 - Report**

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

**Table 1 - Local Law & Animal Control Summary**

<b>Activity</b>	<b>Number/Details</b>
Impoundings and infringement notices	Two (2) dogs
Euthanized/Destroyed/Rehomed	Two (2) sick dogs
Verbal/Written/Official warning	One (1) Dog at Large, One (1) Untidy Allotment
Complaints	One (1) Untidy Allotment



Ordinary Meeting of Council Tuesday, 21<sup>st</sup> April 2020

Dog Boarding	Four (4) Dogs
Removal of Dead Animals	Two (2)
Trapping Locations & Results	Nil

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

##### **4.1 – Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO4.1	3220 - Pest Plant & Animal Control Funding	\$0	\$0

		<b>Actual</b>	<b>Budget</b>
ENVIRO4.2	3220 - Truck Washdown Bay Revenue	\$16,970	\$20,000

		<b>Actual</b>	<b>Budget</b>
ENVIRO4.3	3220 - Dingo Baits (Revenue)	\$1,178	\$1,200

		<b>Actual</b>	<b>Budget</b>
ENVIRO4.4	3220 - Feral Pig Baits (Revenue)	\$0	\$0

		<b>Actual</b>	<b>Budget</b>
ENVIRO4.5	3220 - Pest Animal Rural Land Owners Fees	\$43,212	\$43,244

		<b>Actual</b>	<b>Budget</b>
ENVIRO4.5	3220 - Pest Plant Control Program	\$40,842	\$195,000

		<b>Actual</b>	<b>Budget</b>
ENVIRO4.6	3230 - Pest Animal Control Program	\$36,003	\$77,000

##### **4.2 – Report**

###### **Pest Plant**

Local Laws Officer sprayed Prickly Acacia around the Nelia Township. Follow up spraying will need to be undertaken in a few months time.

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

A new modem was installed during the month.

###### **Feral Animal Control**

There were no dingo scalps presented in March.

There were no Factory Baits issued in March.

Ranger has spoken with a few landowners who are happy to put off baiting until late May early June pending weather and COVID-19. A lot of properties are in lockdown due to the virus.



## 5 – Livestock Operations

### 5.1 – Budget

		<b>Actual</b>	<b>Budget</b>
ENVIRO5.1	3235 - Livestock Weighing Revenue	\$59,425	\$56,000

		<b>Actual</b>	<b>Budget</b>
ENVIRO5.2	3235 - Livestock Cattle Train Loading Revenue	\$29,184	\$20,000

		<b>Actual</b>	<b>Budget</b>
ENVIRO5.3	3235 - Livestock Operational Costs	\$58,076	\$72,000

### 5.2 - Report

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

There was 2788 head of cattle weighed at the facility during March.

#### **Capital Works – Livestock Facility**

- Received quotes for toilet block. First round of quotes were too expensive and it would have been cheaper to purchase a new donga.
- Plans have been sent to professional designer for the new Dip Yards. Vac Trailer is pot holing trying to find pipe outside old yards.

#### **Livestock Weighing Month and Year Totals**

<b>MONTH</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
JANUARY	359	0	0	0	183	0	1401
FEBRUARY	1322	1872	525	467	3241	0	125
MARCH	617	3446	1497	1333	388	0	2788
APRIL	406	5315	951	2487	2217	1034	
MAY	1891	8107	615	2062	3065	1768	
JUNE	2,109	3,442	1456	1522	742	894	
JULY	0	2,170	2809	2003	1143	1569	
AUGUST	374	1183	2582	2311	6291	3023	
SEPTEMBER	3274	488	2665	1478	765	1280	
OCTOBER	790	1252	4613	1127	4708	5492	
NOVEMBER	508	36	1011	2673	4788	3534	
DECEMBER	240	0	234	340		2776	
<b>TOTAL FOR YEAR</b>	<b>11,890</b>	<b>27,311</b>	<b>18,958</b>	<b>17,803</b>	<b>27,531</b>	<b>21,370</b>	<b>4,314</b>



Ordinary Meeting of Council Tuesday, 21<sup>st</sup> April 2020

### Livestock Operations (Cattle Loading)

Cattle loading has not commenced for 2020.

Peter Golledge is currently undertaking contractor training for his role.

### Livestock Loading Month and Year Totals

MONTH	2014	2015	2016	2017	2018	2019	2020
JANUARY	0	0	0	0	0	0	0
FEBRUARY	680	0	0	132	0	0	0
MARCH	851	0	572	920	0	0	0
APRIL	1811	7653	1737	580	0	0	
MAY	7414	7204	2933	6126	603	3199	
JUNE	5912	6605	3486	2658	674	3322	
JULY	5246	6998	3565	3654	2084	4564	
AUGUST	6843	3936	4963	2898	674	1654	
SEPTEMBER	4508	315	2233	1804	2454	2098	
OCTOBER	3122	0	1070	0	3424	1328	
NOVEMBER	3439	0	1641	0	1458	1668	
DECEMBER	0	0	144	0	0	TBA	
<b>TOTAL FOR YEAR</b>	<b>38826</b>	<b>32711</b>	<b>22344</b>	<b>18772</b>	<b>11371</b>	<b>17833</b>	

## 6 – Stock Routes and Reserves

### 6.1 – Budget

		Actual	Budget
ENVIRO6.3	3300 - Stock Route – Permit/Water Fees	\$9,615	\$10,000
		Actual	Budget
ENVIRO6.2	3300 - Stock Route Recoverable Works (Revenue)	\$5,924	\$48,000
		Actual	Budget
ENVIRO6.4	3300 - Trustee Lease Fees	\$5,386	\$70,700
		Actual	Budget
ENVIRO6.5	3300 - Reserves Agistment Fees	\$10,992	\$15,000
		Actual	Budget
ENVIRO6.6	3300 - Precept Expenses	\$17,785	\$18,100
		Actual	Budget
ENVIRO6.7	3300 - Stock Route Maintenance	\$90,026	\$158,000
		Actual	Budget
ENVIRO6.8	3300 - Reserves Expenses	\$41,508	\$31,500



## **6.2 - Report**

### **Stock Routes**

Capital Works at 49 Mile is now completed with Form 3 and invoice submitted to DNRME for payment.

Waiting on pump on Kulwin Dam

## **6.3 - Cemeteries**

### **6.3.1 – Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO6.9	3400 - Cemeteries	\$8,814	\$16,000

### **6.3.2 - Report**

No enquiries or funerals during the month. The cemetery database is currently being updated, this process will take a few months to complete.

## **7 – Work Program (Workcamp)**

### **7.1 - Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO7.1	3600 - Work Program	\$36,117	\$32,000

### **7.2 - Report**

The Work Camp Crew was recalled to Townsville Correctional Facility during the month due to COVID-19. At this stage they are not expected back until late June early July.

Council will be sending out an expression of interest to community groups in the coming months to find out who is interested in becoming a member of the committee. Colin Malone has agreed to be the new chairperson of the committee due to the resignation of current chairperson, Neil Walker.

The committee would like to thank Neil for all of his hard work whilst being the chair of the committee and wish him all the best.

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

### **8.1 – Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO9.1	3810 - Council Property / Staff Housing Program Rev	\$78,594	\$95,000

		<b>Actual</b>	<b>Budget</b>
ENVIRO9.3	3810 - Council Property / Staff Housing Program Exp	\$147,770	\$150,000



## 8.2 - Report

### Council Property / Staff Housing

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

Activity	Number
Properties Available for use	4 Amberley Drive Unit B, 4 Shaw Street 5 Coyne Street
New Tenancies	One – Unit A, 4 Shaw Street
Finalised Tenancies	Nil
Remedy Breach	Nil
Notice to Leave	Nil
Notes/Repairs	<b>Capital Works</b> - Quotes were received for the bathroom upgrades at both 1 Airport Road and 3 Coyne Street. These quotes were unfortunately over budget so Council will now be undertaking the renovations in-house. Works are expected to commence middle of May.

### Old Senior/Aged Care Housing

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

Activity	Number
Properties Available	3
New Tenancies	Nil
Finalised Tenancies	Nil
Remedy Breach	Nil
Notice to Leave	Nil
Notes/Repairs	General Maintenance performed when required.

### Fr Bill Bussutin Community Centre and Seniors Living Units

#### Budget

		Actual	Budget
ENVIRO10.4	3820 - Community Centre Hire Fees	\$8,045	\$7,500
ENVIRO10.4	3820 - FRB Centre RENT	\$26,086	\$31,000
ENVIRO10.5	3820 - FRB Units & Community Ctre Operational Costs	\$50,423	\$63,000



**Report**

**Fr Bill Bussutin Community Centre**

The two aircon units in the centre stopped working during the month. On inspection it was noted that geckos have damaged the boards. New boards are being ordered.

The back wall of the centre has water damage due to sprinklers wetting the building. Sprinklers have now been removed and wall is currently being repaired once it dries out.

**Seniors Living Units**

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

Activity	Number
Properties Available	Two (2) - Unit 3 & 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**

	Actual	Budget
ENVIRO11.1 3900 - Revenue	\$105	\$2,500

	Actual	Budget
ENVIRO11.2 3900 - Town Planning Program	\$47,653	\$91,000

**9.2 - Report**

**Regulatory Services, Land and Building Development**

One (1) Building Works Application was lodged during the month.

Council have received an application for a reduced boundary/siting variation. Council currently does not have a formal process for assessment and approval of these type of applications. Staff have rectified this omission, a process has been developed and forms will be made available on Council's website within the next 30 days.

**Plumbing Compliances**

Staff are currently reviewing a number of plumbing and sewerage related issues where instructions and permits have been issued and works have been undertaken that are non-compliant to the regulations and the requirements of the permit. As each investigation has been completed a direct report on the issue will be supplied to Council.





Ordinary Meeting of Council Tuesday, 21<sup>st</sup> April 2020

## **10 – Local Disaster Management**

### **10.1 – Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO12.1	2760 - SES Grants	\$20,568	\$80,368

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

		<b>Actual</b>	<b>Budget</b>
ENVIRO12.3	2760 - Disaster Management Operational Costs	\$124,517	\$271,000

### **10.2 - Report**

#### **Disaster Management**

The LDMG were stood up during the month for the COVID-19 pandemic with them meeting on a regular basis to discuss the ever changing situation.



## 7.0 COMMUNITY SERVICES

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**7.1 Subject:** Community Services Monthly Report  
**Attachments:** Nil  
**Author:** Community Services Team Leader  
**Date:** 6 April 2020

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**Executive Summary:**

Council is presented with the monthly Community Services report, which provides an overview of the operations for the month: **March 2020**.

**Recommendation:**

*That Council receives the Community Services monthly report for March 2020*

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**InfoXpert ID:** 111194

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

**Grants & Funding**

This section aims to provide Council with an update regarding the current grant submissions and applications.

**Drought Communities Program**

Funding acquired through the 2018/19 Drought Communities Program is currently being acquitted with a majority of projects completed or nearing completion. Once this process is completed, the Department will be able to move forward with assessing the application for the Hickman Street Pump Station Refurbishment.

**Smart Hub Project**

Council is awaiting the arrival of a copy of the signed contract from Strategic Builders to finalise the agreement. In light of the COVID-19 pandemic, there has been a slight delay in this process and some minor changes to details within the contract have been agreed to by both parties. Practical Completion is expected to take place at the end of July.

**Outback Tourism Infrastructure Fund**

The Artesian Bath Project at the Caravan Park has been fully completed. Council is awaiting the finalization of the Practical Completion Certificate so the expenditure can be acquitted and final milestone reports concluded.

**Get Playing Places and Spaces**

The upgrade of the Daren Ginns Centre is nearing completion. Contractors have finalized the electrical fit-out and painting of the facility. There is a new security system to be installed, however due to travel restrictions associated with COVID-19 this has been delayed.



### Community Development Officer

No input received from Community Development Officer for March.

### Julia Creek Caravan Park

Due to restrictions and limitations placed on travel in light of the COVID-19 pandemic, Council has seen a downfall in travelling visitors staying at the facility in what would usually be the lead up to peak season. There have been a substantial amount of cancellations as Council has been required to limit the maximum stay for those in transit to one night only to assist with limiting driver fatigue. There are a number of permanent caravan sites and accommodation being used by those completing essential work in our Shire and this will continue as per normal for the foreseeable future. The Artesian Bath Houses have also been closed as a result of COVID-19 restrictions but staff are working towards opening them once the restrictions are lifted.

The RMS booking system shows total visitors for March amounted to 246 Adults, 8 children and 3 infants which equalled a gross total of \$22,549.55 for the month of March, compared to \$18,406 in February. Please find below other visitor statistics obtained through the RMS system.

### JC Caravan Park Revenues March 2020

Type of service	FEBRUARY revenues (incl GST)	Total (incl GST)	MARCH revenues (incl GST)	Total (incl GST)
Donga Units		\$143		\$7,000
Powered Sites		\$203.25		\$2,841
Cabins		\$14,870		\$10,944.10
Storage		\$402.25		\$251.45
Unpowered Sites		\$240		\$534
<b>Sub Total</b>		<b>\$15,858.50</b>		<b>\$21,570.55</b>
Artesian Baths incl. salts		\$90		\$307
McIntyre Park		\$0		
Cheese Platters		\$0		
Laundry		\$210		\$140
Long Term Stay		\$2,247.50		\$532
<b>Calculated Total</b>		<b>\$18,406</b>		<b>\$22,549.55</b>



**JC Caravan Park Guest by Region March 2020**

Region	Adults	Children
No region supplied	58	2
VIC	4	
SA	6	1 infant
NT	5	2
QLD	82	
NSW/ACT	17	
WA	6	
TAS	1	
<b>Total Guests</b>	<b>179</b>	<b>4 children, 1 infant</b>

**JC Caravan Park Guest by Country March 2020**

Country	Adults	Children
No country supplied	52	2 children, 2 infants
Australia	179	4 children, 1 infant
France	1	
Germany	8	2 children
New Zealand	2	
Slovakia	2	
USA	2	
<b>Total Guests</b>	<b>246</b>	<b>8 children, 3 infants</b>

**JC Caravan Park Occupancy By Category**

Type of Service	% Occupancy for March
Donga Unit	41.13%
Cabin – 4 berth	87.10%
Cabin – 6 berth	48.39%
Unpowered site	2.26%
Powered site	6.52%
Long Term	50%

**Library & Funeral Services**

March has been a rather peculiar month for the Library. Normal routines and activities were taking place as per usual until restrictions around the operation of community facilities were put in place as a result of the COVID-19 pandemic. The library was required to be closed to the public by March 26<sup>th</sup>; however services are still being delivered although slightly different. Books are able to be



ordered online or by phone, and delivery can take place to local houses or be collected from outside the library. Time has been spent discussing the new ordering processes with customers and checking on the wellbeing of locals in these confusing times. The State Library has relaxed limits on borrowing and time restraints in an attempt to limit personal contact at their facilities.

13 new adult members and 1 junior member have joined the Library this month, with a detailed list of membership numbers, services provided, monthly loans and visitors in the tables below.

**JC Library Memberships March 2020**

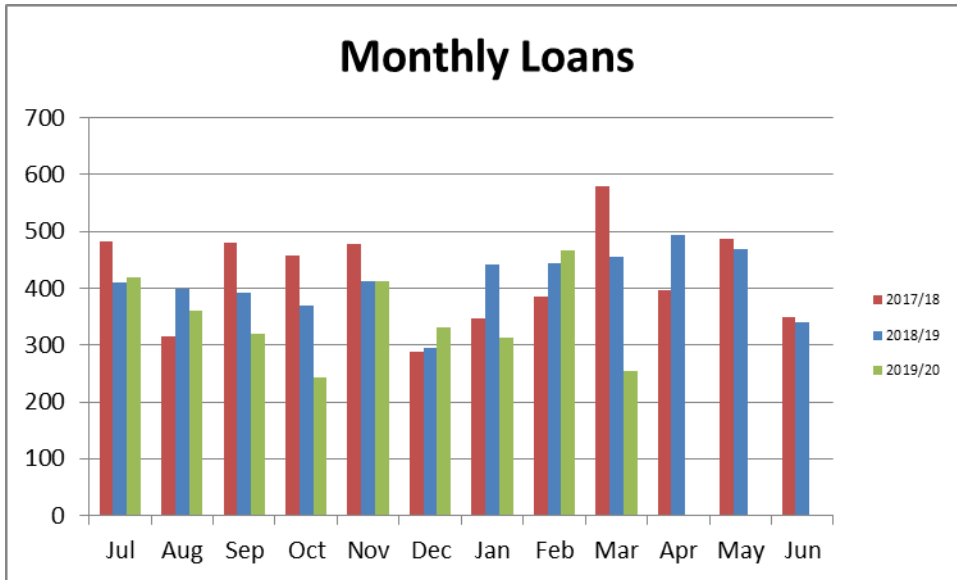
Type of Membership	Total Membership
Adult	307
Junior	82
Institutions	2
Tourists	4

**JC Library Services Provided March 2020**

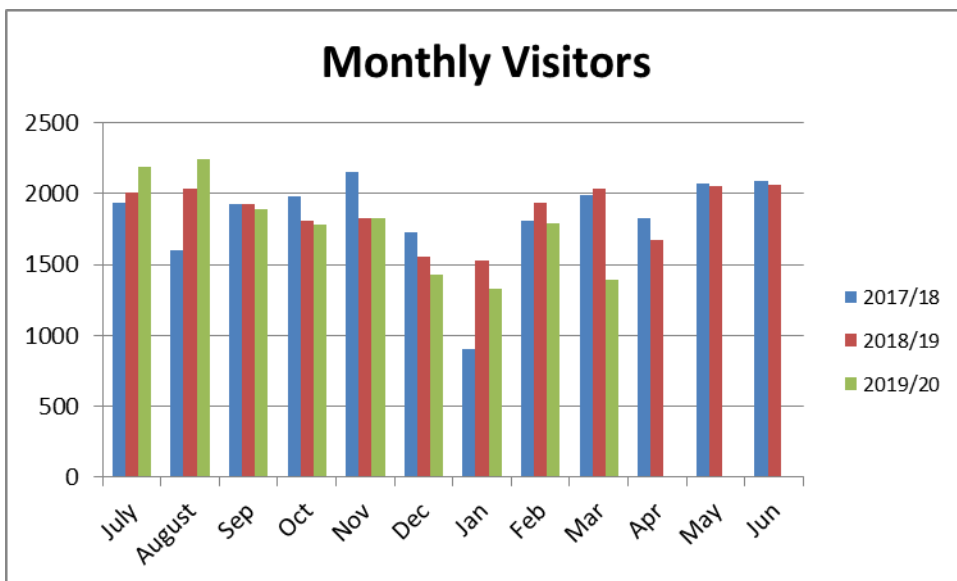
Services Provided	Total Membership
Reservations satisfied	46
Requests for books	89
Internet/Computer usage	178
IPad usage	183
WiFi usage	137



**JC Library Monthly Loans March 2020**



**JC Library Monthly Visitors March 2020**

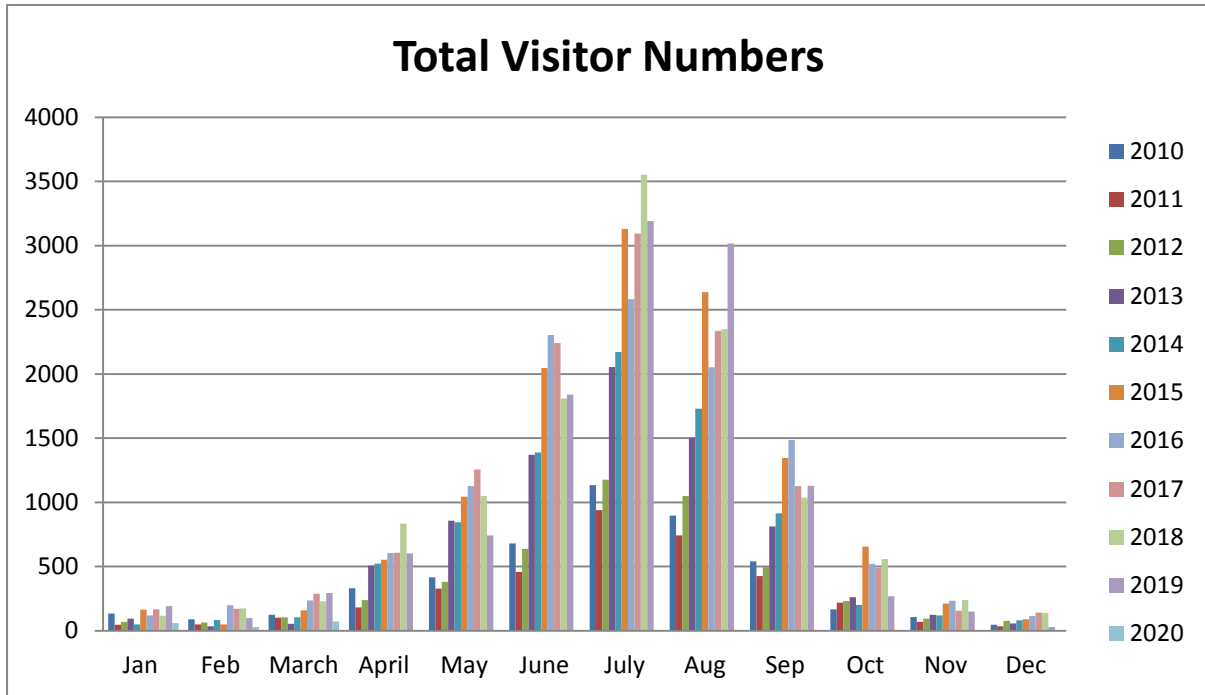




**Tourism**

**Total Visitor Numbers for March 2020 – 73**

Staff welcomed 73 visitors to the Julia Creek Visitor Information Centre in February 2020 compared with 294 visitors in March 2019. This indicates a decrease of 75.17% between 2019 and 2020 figures.

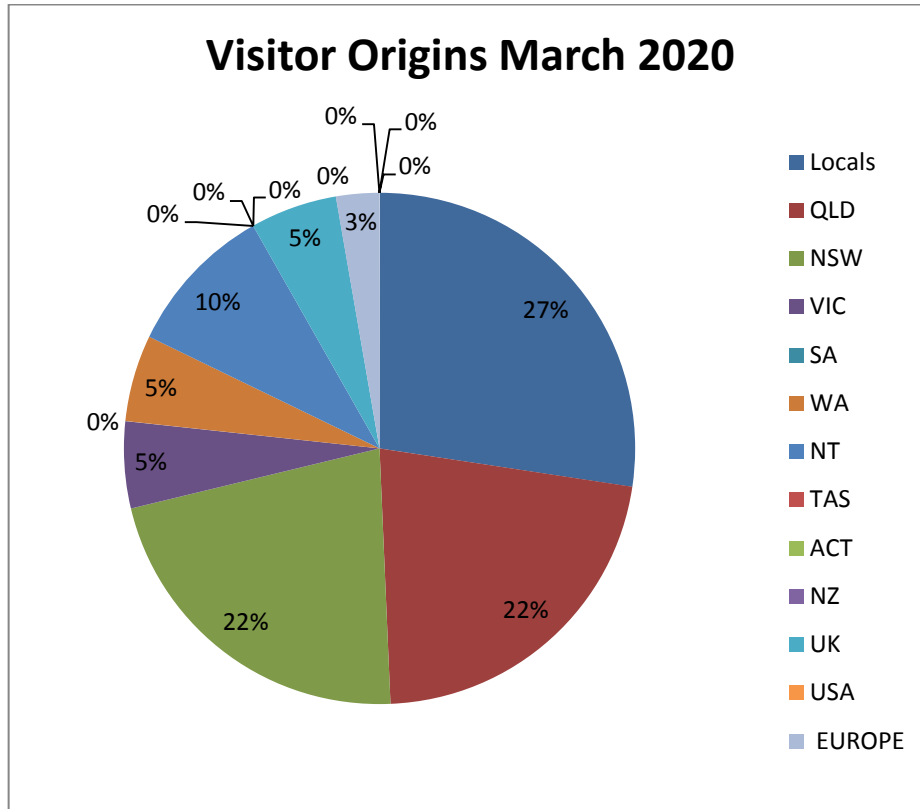






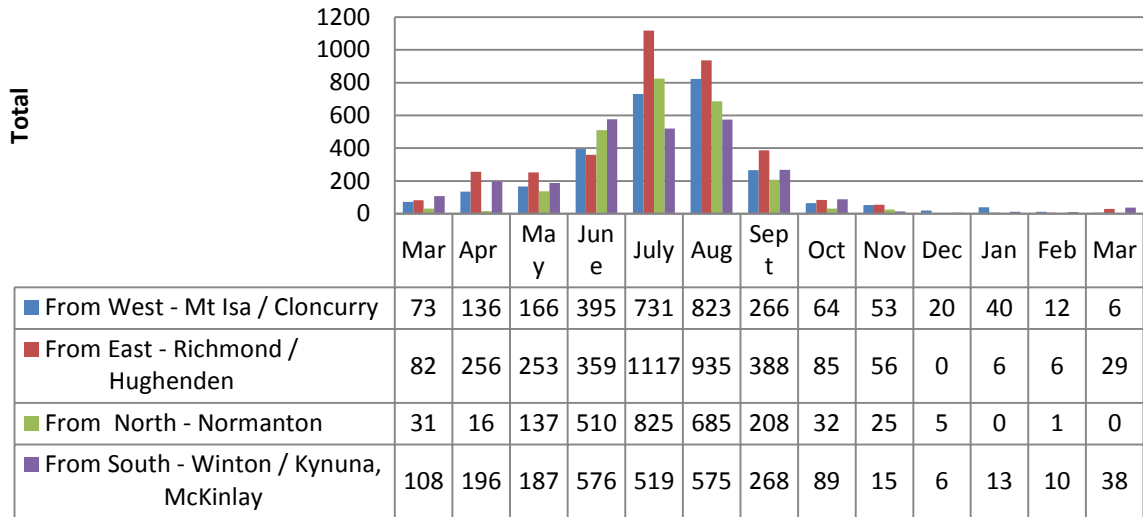
**Total Locals for February 2020 – 10**

There were a total of 20 local visitors to the Julia Creek Visitor Information Centre in March 2020 compared with 54 in March 2019. This indicates a decrease of 80.39% in figures between 2019 and 2020.



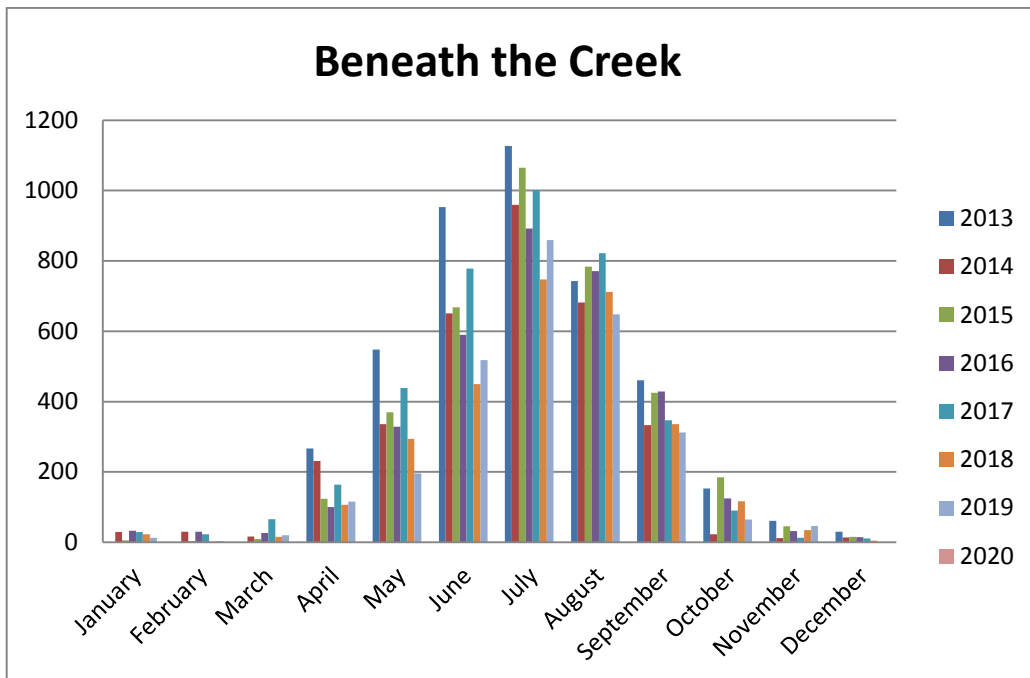


## North West Regional Statistics March 2019 - March 2020



### Beneath the Creek

There were 0 entries to 'Beneath the Creek' in March 2020 compared with 20 in March 2019.





**VR Experience**

	2018	2019	2020
January		10	0
February		0	0
March		6	2
April		10	
May		23	
June		140	
July		334	
August		84	
September		39	
October	12	17	
November	7	0	
December	2	0	
<b>Total</b>	<b>21</b>	<b>663</b>	<b>2</b>

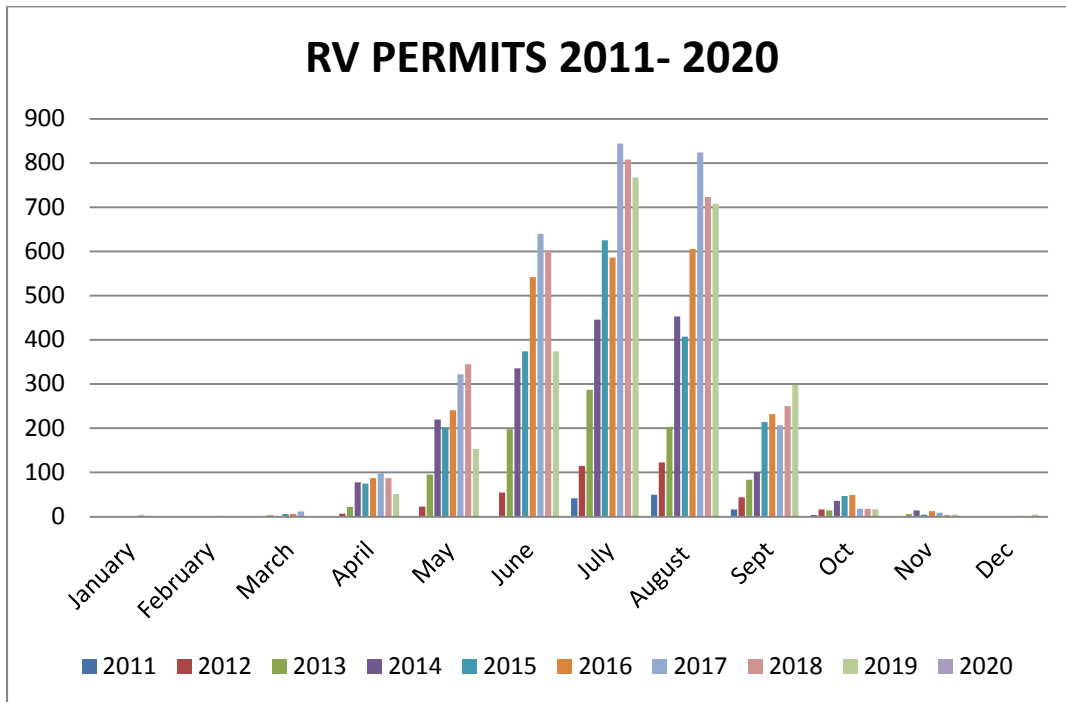
**Digital and Social Media Figures**

	Facebook Page Likes		Instagram Likes		Websites	
	MSC	JC VIC	MSC	JC VIC	MSC	JC VIC
March 1 <sup>st</sup>	6,165	4,042	866	1567	Sessions	Sessions
March 31 <sup>st</sup>	6,189	4,078	890	1,580		
					Users	Users



### RV Site Permits and Expenditure – 2 in March 2020

There were 2 RV Site Permits issued in March 2020 and 0 in March 2019.



### Julia Creek Early Learning Centre

#### Current enrolments

There are 30 children currently enrolled at the centre.

#### Changes to Enrolments

- One family reduced attendance to 2 days per week
- One family added an extra day's attendance due to work changes
- One family has relocated
- One family withdrawn due to COVID-19 concerns

#### New Enrolments

- There are 2 new enrolments for one day per week only

#### Attendance

The centre had 260 attendances (actual) over the 22 days of care offered during February. This equated to an average of approx. 12 children per day.



**Significant events:**

- Centre has increased cleaning schedule due to concerns around COVID-19
- Attendance has significantly decreased due to COVID-19
- Dietitian visit postponed to COVID-19 restrictions
- 2 staff members no longer working at centre at present due to wanting to keep their children at home

**Swimming Pool**

The data below indicates the amount of swimmers who utilised the pool throughout March.

**USUAGE**

TOTAL NUMBERS FOR THE MONTH

<b>ENTRIES</b>	<b>SWIMMERS</b>
Adult Entry	12
Child Entry	10
<b>Season Passes / Family Pass</b>	
Adult	126
Child	152
Swim Lessons/ No Charge	
After School Care/ No Charge	32
J/C Swimming Club/ No Charge	12
Aged Care/ No Charge	4
<b>Triathlon Training/ No Charge</b>	
Adult	
Child	
J/C State School/ No Charge	105
<b>Caravan Park Tokens</b>	
Adult	8
Child	3
<b>Free Sunday</b>	
Adult	
Child	
<b>Total Swimmers</b>	

**MAINTANENCE/ INFASTRUCTURE**

The pool has had to be closed following direction from the Federal Government in regards to COVID-19 restrictions. Managers are still attending the facility to complete daily tasks and will continue to address minor maintenance issues with the support of Council.



## **Sport & Recreation**

### **Sporting Schools Program:**

The Sporting Schools program finished earlier than expected due to concerns around COVID-19 and the availability of staff. Whilst attendance numbers were strong early in the term, it declined towards the end of the program. Council has held meetings with the school to ensure the program remains viable for both parties moving forward and discussed the possibility of a reduction in the number of days per week the program is held.

### **Daren Ginns Centre Upgrade:**

A large majority of works on the upgrade of the gym facility are now completed. All construction works related to the extension are finished thanks to work from local contractors completing painting and fit out of electrical services. Council had engaged a company to install an upgrade to the security system, however this had to be halted due to travel restrictions associated with COVID-19. Council has also had to close the gym due to concerns around COVID-19 as per the direction from the Federal Government. As soon as direction is given to reopen the facility, the community will be notified and regular use will be permitted.

### **ArTour Roadcase:**

Council works closely with ArTour to provide a variety of performances, exhibitions and workshops for the school holiday program as well as the wider community. Council has previously utilised RADF funding to engage these performers for a range of activities and ArTour assists us with promotion and production. ArTour held a unique professional development opportunity in Cloncurry which allowed staff to meet and connect with presenters from neighbouring regions to review and discuss current programs and priorities, as well as discussing the needs of regional communities moving forward. ArTour also presented promotional material for potential programs for 2021 so Council can incorporate the funding requirements into the annual RADF application.

### **Swimming Pool:**

Following direction from the Government, our local pool has had to be closed due to restrictions associated with COVID-19. The managers are still conducting daily tasks and maintenance as per normal without patrons using the facility.

### **McIntyre Park Water Upgrade:**

Council has received a quote from SNR Morgan to provide the water upgrade to the McIntyre Park facility. Discussions have been held with the Works Manager and Projects Manager and as a result, the contractor will be engaged to start the upgrade in April. Works will take place to ensure non-potable water services are taken off the main line which will alleviate issues faced for residences when large events are held at the facility. Upon the completion of the upgrade, Council can move to



engage the same contractor to complete other irrigation works at the facility as per the scope of works approved through Sport and Recreation funding.

**Sport and Rec Funding:**

Works are continuing as planned to Council facilities affected by the 2019 monsoon trough event. Below is an update of upcoming works that are scheduled to take place or have been recently completed:

- Kev Bannah Oval – Turf maintenance works for the facility have been completed prior to the upcoming season (matches/training now postponed due to COVID-19). Council are in the process of engaging a specialised turf consultant to provide an assessment and review of the oval so its condition can continually improve.
- McKinlay Tennis Courts – Maccas Sports Turf Company has completed the repair works to the facility.
- McIntyre Park – Once the upgrade to the switchboard is completed, works will begin to provide underground power to the Race Club and Campdraft facilities. Furthermore, once Council completes the water upgrade mentioned above, works will commence to upgrade and install an irrigation system and complete turf maintenance around the Turf Club and Robert Lord Shed. In addition to this, irrigation and earthworks for the camping areas can also be completed.

**Community Benefit Assistance Scheme:**

Following the resolutions at the February Council Meeting, five local clubs and organisations have been provided with letters of acceptance and funding agreements to complete a variety of projects through this program. Projects are required to be completed by June 30 2020.

**CHSP/HACC:**

Due the closure of the Daren Ginns Centre for construction works, no classes were held during March. Furthermore, due to COVID-19 restrictions around gatherings and the participants being classed as 'at-risk', no exercise sessions have taken place and will be postponed until further notice.



## Community Health

### Community Nurse Service hours month March 2020

CHSP OCCASIONS OF SERVICE (OoS)		
	OoS	Hours
Nursing Care	66	32.2
Personal Care	9	2.25
Transport to medical appointments	4	Time included under Nursing Care
GP escorts	3	Time included under Nursing Care
Telehealth appointments	2	Time included under Nursing Care
<b>Total</b>	<b>75</b>	<b>34.45</b>

### General Business

Coronavirus (Covid-19) has been declared a Pandemic. Multiple restrictions placed on travel and gatherings. CHSP service delivery modified as per MSC guidelines (as per Dept. Health).

Non-CHSP client numbers visited = 3

Total for Non-CHSP Clients = 4 home visits; 3 clinic visits; 1 GP escort, 2 venepunctures, 1 hospital visit pre-discharge; 2 telehealth escorts

### Visiting Services/Meetings in Julia Creek this month:

- 16 meetings attended this month
- NWHHS Director of Remote Facilities, visited Julia Creek MPHS and asked Community Nurse to provide 'meaningful data' in monthly reporting. Would like service to align with what is stated in Community Nurse Service Agreement between NWHHS and MSC. Awaiting copy of agreement to determine the extent of 'meaningful data' prior to possibly re-designing the format of the Community Nurse monthly report format

### Health Promotion

Regarding health promotion throughout the Shire, the activities are:

- Heart Health was due to be promoted in March/April 2020. Messaging was placed in MPHS newsletter and MPHS staff created a display in hospital foyer. Due to COVID-19, the Heart Foundation has had to cancel 'National Heart Week' for 2020. Positive messages





surrounding 'Get Your Heart Health Checked' can be circulated through local social media and messaging channels later in the year

- National Advance Care Planning week took place 23-27 March 2020. A community information night to promote Advance Care Planning and to increase death literacy had been planned for April 2<sup>nd</sup> 2020 at 6pm. Unfortunately COVID-19 and some unexpected staffing changes meant those who were flagged to participate were unable to, and subsequently the event was cancelled
- Planning for FLU vaccinations for CHSP clients has begun with Julia Creek Medical Centre

### Referrals

- 1 referral to NWRH

### CHSP - Community Home Support Program

#### Events and Activities

CHSP has now cancelled all group gatherings as per restrictions surrounding COVID-19 with games and Wednesday luncheons no longer taking place. Clients are being offered a home-cooked meal every Wednesday as well collection of groceries twice a week. Staff are also making phone calls to clients instead of the usual home visits. The library has offered to deliver books to client homes and we have offered the supply of additional games during this period.

#### Stats March 2020

CHSP currently have a total of **26** clients.

Service Offered	Number of Clients
Transport	436 Two-way trips
Social Support	49 Visits
Personal Care	26 visits 1 client (Community Nurse)
EXERCISE	
Counselling/Support, Information and advocacy (client)	6 hours
Shopping	4 trips (2 attendees, 6 pick-up)
GAMES	9 attended (3 sessions)
Luncheon	30 Attended ( 3 sessions)
Meals on Wheels	52 Meals delivered
Community Nurse Visits	
Home Maintenance	42 lawns mowed 21 clients
Domestic Assistance	9 clients
Pub Lunch	10 Clients 1 SESSION
Craft Morning	
Clients Transported for Doctors Appointments	2 CHSP clients



## 8.0 CORPORATE SERVICES

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Ordinary Meeting of Council Tuesday, 21<sup>st</sup> April 2020

**8.1 Subject:** Corporate Services Report  
**Attachments:** Nil  
**Author:** Corporate Services Team Leader  
**Date:** 14 April 2020

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**Executive Summary:**

The Corporate Services Report as of 31 March 2020 which summarises the financial performance and position is presented to Council.

**Recommendation:**

*That Council receives the monthly Corporate Services Report for the period ending 31 March 2020.*

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**Report:**

The Corporate Services Report compares actual performance to date with the Council's proposed 2019-2020 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:**

\$3.6 million increase in flood damage revenue. Flood damage revenue received was \$1,959,062.71 for submission McSC.0010.1819 and \$1,721,841.08 for submission McSC.0005.1819. \$1.4 million increase in flood damage expenditure from previous month. Large decrease in outstanding rates as 2<sup>nd</sup> rates levy issued was due 20 March 2020.



Ordinary Meeting of Council Tuesday, 21<sup>st</sup> April 2020

<b>INCOME STATEMENT SUMMARY</b>				
	<b>Actuals</b>	<b>Variance</b>	<b>YTD Budget</b>	<b>Full Year Budget</b>
<b>Total Income</b>	29,514,199	78%	38,040,278	50,720,371
<b>Total Expenses</b>	(20,081,699)	153%	(13,162,322)	(17,549,762)
<b>Net Result</b>	<b>9,432,500</b>	<b>38%</b>	<b>24,877,957</b>	<b>33,170,609</b>
Less Capital Revenue	20,692,087	70%	29,717,045	39,622,727
<b>Operating Result (excl. Capital</b>	<b>\$ (11,259,587)</b>	<b>233%</b>	<b>\$ (4,839,089)</b>	<b>\$ (6,452,118)</b>

<b>STATEMENT OF FINANCIAL POSITION</b>			
	<b>2020 Actuals</b>		<b>2019 Actuals</b>
Current Assets	25,748,488		19,301,548
Total Non-Current Assets	208,304,788		205,710,184
<b>Total Assets</b>	<b>234,053,276</b>		<b>225,011,732</b>
Total Current Liabilities	1,314,557		1,755,711
Total Non-Current Liabilities	152,909		152,910
<b>Total Liabilities</b>	<b>1,467,466</b>		<b>1,908,621</b>
<b>Net Community Assets</b>	<b>\$</b>	<b>232,585,810</b>	<b>\$ 223,103,111</b>
<i>Community Equity</i>			
Asset Revaluation Surplus	78,320,428		78,320,427
Retained Surplus	153,865,182		144,382,684
Reserves	400,000		400,000
<b>Total Community Equity</b>	<b>\$</b>	<b>232,585,610</b>	<b>\$ 223,103,111</b>

\*Note \$200 difference due to timing of transfer between trust and general account

<b>STATEMENT OF CASH FLOWS</b>		
	<b>2020 Actuals</b>	<b>2019 Actuals</b>
<b>Cash Flows from Operating Activities</b>	(7,041,280)	2,394,722
Receipts, Payments & Interest Received		
Borrowing Costs		
<b>Cash Flows From Investing Activities</b>	15,638,927	893,869
Payments and Proceeds for PPE		
Capital Income		
<b>Cash Flows from Financing Activities</b>	-	-
Loan Payments		
Net increase (decrease) in cash held	8,597,647	3,288,591
Cash at beginning of the financial year	16,150,832	12,862,241
<b>Cash at the end of the period</b>	<b>\$ 24,748,479</b>	<b>\$ 16,150,832</b>



Ordinary Meeting of Council Tuesday, 21<sup>st</sup> April 2020

Summary By Departments						
Department	Revenue			Expenditure		
	Actuals	%	Budget	Actuals	%	Budget
Infrastructure & Works	22,031,648	53%	41,312,983	14,335,627	52%	27,457,133
Governance & Partnerships	34,095	0%	34,095	614,417	65%	940,958
Corporate Services	5,187,803	86%	6,041,901	1,225,387	51%	2,413,373
Economic Development	191,001	48%	396,747	557,127	54%	1,028,551
Community Services	1,863,070	75%	2,487,825	2,541,022	62%	4,128,752
Health Safety & Development	36,882	37%	100,048	453,990	56%	804,600
Environmental Management	219,701	66%	332,248	354,129	57%	626,600
	<b>29,564,200</b>	<b>58%</b>	<b>50,705,847</b>	<b>20,081,699</b>	<b>54%</b>	<b>37,399,967</b>

## Capital Works Program 2019-2020 Version 2.0

Infrastructure & Works	Actuals	Budget	Grants/Other
Roads	\$2,102,626.51	\$9,930,897.36	\$9,050,726.00
Wastewater	\$437,886.28	\$699,550.00	\$200,000.00
Water	\$116,343.97	\$1,686,000.00	\$1,050,000.00
Transport	\$19,854.76	\$159,984.00	\$119,984.00
Other	\$739,227.50	\$1,315,000.00	\$0.00
<b>Subtotal</b>	<b>\$3,415,939.02</b>	<b>\$13,791,431.36</b>	<b>\$10,420,710.00</b>
Environmental Management	Actuals	Budget	Grants/Other
Reserves	\$116,488.59	\$216,500.00	\$0.00
<b>Subtotal</b>	<b>\$116,488.59</b>	<b>\$216,500.00</b>	<b>\$0.00</b>
Community Services & Facilities	Actuals	Budget	Grants/Other
Community Buildings & Other Structures	\$1,320,739.77	\$2,955,889.10	\$1,729,582.57
Parks & Gardens	\$112,470.26	\$744,193.00	\$484,106.00
Council Housing	\$40,798.75	\$74,800.00	\$0.00
<b>Subtotal</b>	<b>\$1,474,008.78</b>	<b>\$3,774,882.10</b>	<b>\$2,213,688.57</b>
Corporate Services	Actuals	Budget	Grants/Other
Corporate Buildings & Other Structures	\$139,656.22	\$290,800.00	\$80,000.00
Other	\$1,382.73	\$30,000.00	\$0.00
Economic Development	\$952.16	\$496,000.00	\$230,000.00
<b>Subtotal</b>	<b>\$141,991.11</b>	<b>\$816,800.00</b>	<b>\$310,000.00</b>
<b>Total</b>	<b>\$5,148,427.50</b>	<b>\$18,599,613.46</b>	<b>\$12,944,398.57</b>

**Capital Works Program 2019-2020 Version 2.0**

<b>Infrastructure &amp; Works</b>	<b>PM</b>	<b>Job Cost</b>	<b>Actuals</b>	<b>Budget</b>	<b>Grants/Other</b>	<b>Comments</b>
<b>Roads</b>						
Gilliat/McKinlay Road	DERS	0460-1040-0002	365,387	700,484	700,484	TIDS \$250k R2R \$450,484
Byrimine Road	DERS	0460-1040-0003	1,446	200,000	200,000	TIDS \$100k R2R \$100k. Work has commenced.
Burke Street - reseal	DERS	0460-1040-0009	10,043	300,000	300,000	TIDS \$150k R2R \$150k
Burke Street - Stormwater & Drainage	DERS	0460-1040-0010	11,258	76,000	76,000	Fully funded by R2R. Contractors have began work
Coyne Street - Stormwater & Drainage	DERS	0460-1040-0011	9,669	76,000	76,000	Fully funded by R2R
Shaw Street - Stormwater & Drainage	DERS	0460-1040-0012	7,302	41,000	41,000	Fully funded by R2R
Byrne Street - Stormwater & Drainage	DERS	0460-1040-0013	6,742	41,000	41,000	Fully funded by R2R
Quarrell Street - Stormwater & Drainage	DERS	0460-1040-0014	7,402	35,000	35,000	Fully funded by R2R
Hickman Street - Stormwater & Drainage	DERS	0460-1040-0015	3,923	29,000	29,000	Fully funded by R2R
Allison Street - Storwater & Drainage	DERS	0460-1040-0016	2,647	12,000	12,000	Fully funded by R2R
Julia Street - Stormwater & Drainage	DERS	0460-1040-0017	3,922	40,242	40,242	Fully funded by R2R
Betterment Project - Gilliat/McKinlay Rd	DERS	0460-1040-0007	15,889	5,709,171	5,000,000	Betterment Project Approved
Combo Waterhole Sealing Project	DERS	0460-1040-0006	1,486,169	2,500,000	2,500,000	75% of works to be acquitted in 2019/20 and remaining 25% to be acquitted in 2020/21. Materials sourced and contractor has arrived to continue works.
Install Kerb & Channel - Burke Street	DERS	0460-1100-0002	28,633	30,000	-	Completed
Footpath Paving - Booth - QGAP and Old Coffee Shop to Museum	DERS	0430-1150-0000	142,195	141,000	-	Completed
<b>TOTAL ROADS</b>			<b>2,102,627</b>	<b>9,930,897</b>	<b>9,050,726</b>	
<b>Wastewater</b>						
Julia Creek Sewerage Upgrade Project	DERS	0480-1900-0004	355,410	360,550		Committed Order \$15,150.09 - Chlorination Unit is being relocated, Plant is still in commissioning mode
Wasterwater Irrigation System STP		0480-1900-0007	-	18,000		
Submain Julia Street		0480-1900-0008	-	10,000		Currently awaiting pricing for the new RRJ main and the house drainage
Sewerage Lagoon Flow Monitoring	DERS	0480-1900-0005	30,251	30,000		Completed
Julia Creek Manhole lid Replacement	DERS	0480-1900-0006	11,105	31,000		Completion due at the end of May 2020.
Hickman Street Pump Station Upgrade	DERS	0480-1900-0009	-	200,000	200,000	Upgrade to be funded through Drought Communities Programme, Total Project Cost \$1m to be carried through to 2020/2021
Julia Creek Sewerage scada system replacement	DERS	0480-1900-0003	41,121	50,000		Committed order \$7,253.64, installation of hardware completed current reviewing and adjusting software.
<b>TOTAL WASTEWATER</b>			<b>437,886</b>	<b>699,550</b>	<b>200,000</b>	
<b>Water</b>						
			<b>Actuals</b>	<b>Budget</b>		
Julia Creek Water - New Bore	DERS	0470-1800-0003	317	700,000	350,000	Committed order \$24,714.70 Tender released to market.3/04/2020
Water Tower Renewal	DERS	0470-1800-0004	52,972	700,000	700,000	Committed order \$90,509.64 Tender closed, submissions under review 3/04/2020
Scarda System for Water	DERS	0470-1800-0001	36,039	31,000		Installation of hardware completed current reviewing and adjusting software
Water Main McIntyre Park	DERS	0470-1800-0005	4,808	170,000		Committed order \$7,615.40
Water Meter (backflow prevention) Installation Program	DERS	0470-1800-0002	-	25,000		Engaging an external Contractor for the supply and installation of the Dual check valves, completion expected June 2020

Kynuna Water Upgrades	DERS	0470-1820-0001	22,208	55,000		Committed order \$14,559.02. Installation of new storage tank, and interconnections from bores to reticulation network, works will be completed by mid June.
Kynuna Water Tower Ladder Reinstatement	DERS	0470-1820-0002	-	5,000		Sourcing ladder options.
<b>TOTAL WATER</b>			<b>116,344</b>	<b>1,686,000</b>	<b>1,050,000</b>	
<b>Transport</b>						
			<b>Actuals</b>	<b>Budget</b>		
Julia Creek Airport - Shed	DERS	0430-1300-0006	-	20,000		Project in conjunction with Fuel Pod project
Replace PAL System at Julia Creek Airport	DERS	0430-1300-0005	19,855	20,000		Project complete
Julia Creek Airport - Fuel Pods	DERS	0430-1300-0007	-	119,984	119,984	Funded through the Cat C FNQ & NQ Monsoon Trough Flexible Funding Program
<b>TOTAL TRANSPORT</b>			<b>19,855</b>	<b>159,984</b>	<b>119,984</b>	
<b>Other</b>						
			<b>Actuals</b>	<b>Budget</b>		
Plant & Vehicle Replacement	DERS	0440-4500-0001	739,228	1,285,000		Committed order \$247,528.6
Diagnostic Computer Reader for all vehicles	DERS	0440-4500-0001	-	30,000		This item can be purchased reasonably quickly
<b>TOTAL OTHER</b>			<b>739,228</b>	<b>1,315,000</b>	-	
<b>Environment Management</b>						
	<b>PM</b>	<b>Job Cost</b>	<b>Actuals</b>	<b>Budget</b>	<b>Grants/Other</b>	<b>Comments</b>
<b>Reserves Fencing</b>	DERS	0430-3300-0000	<b>116,489</b>			
McKinlay Reserve	DERS	0430-3300-0010	-	15,000		
Nelia Reserve	DERS	0430-3300-0011	38,091	30,500		Completed. Recoverable works through Main Roads.
Kynuna River Paddock	DERS	0430-3300-0012	16,131	15,000		
Kynuna Racecourse Paddock	DERS	0430-3300-0013	-	15,000		
Julia Creek Dump Paddock	DERS	0430-3300-0014	3,880	5,000		Half completed.
<b>Reserve Water Upgrade and Poly Tanks</b>	DERS					
McKinlay Reserve	DERS	0430-3300-0015	37,774	40,000		Completed, just need to purchase aprons for the troughs. Committed order \$330.54
Kynuna Reserve	DERS	0430-3300-0016	-	40,000		
DIP Paddock	DERS	0430-3300-0017	20,612	40,000		Committed order \$1,046.72
Julia Creek Waste Facility Security Camera Program	DERS	0430-3110-0002		16,000		Committed order \$15,417.09
<b>TOTAL ENVIRONMENT MANAGEMENT</b>			<b>\$ 116,489</b>	<b>216,500</b>	<b>\$ -</b>	
<b>Community Services &amp; Facilities</b>						
	<b>PM</b>	<b>Job Cost</b>	<b>Actuals</b>	<b>Budget</b>	<b>Grants/Other</b>	<b>Comments</b>
<b>Buildings &amp; Other Structures</b>						
Caravan Park Landscaping and Bath Houses	DCCS	0430-2290-0007	239,963	356,066.10	269,925	Committed order \$113,687.91. December 2019 Ordinary Meeting Council approved to allocate \$25k of the South 32 funds to top up the budget, funding through OTIF, PC has been issued.
Caravan Park replacement shed and concrete pad	DERS	0420-2600-0002	-	20,000.00		
Bush Kitchen	DERS	0430-2294-0000	66,816	147,000.00	147,000	Committed order \$9,492.82. Electrical works to be completed-purchase order Marwill
Reseal of Caravan Park Roads	DERS	0430-2120-0000	-	40,000.00		
Innovation Hub	DCCS	0420-2190-Items	142,260	1,118,000.00	523,750	Committed order \$22,830.43. Additional \$70500 added to budget to reflect the recent cost plan provided by Quantity Surveypr
Duncan McIntyre Museum Renovation	DERS	0420-2300-0000	5,234	15,000.00		Completed
Julia Creek Community Precinct Fit Out	DERS	0430-2010-0000	390,157	455,000.00	455,000	Committed order \$50.50. DCP Funding \$400k \$55k Funding South 32

McKinlay Community Shed	DCCS	0430-1000-0000	12,322	20,000.00	20,000	
Julia Creek SES/Museum extension	DERS	0420-2600-0006	-	10,000.00		Currently looking at options now work camp have been taken back to Townsville
Kev Bannah Oval Switchboard Upgrade	DERS	0420-2600-0007	-	12,000.00		Committed order \$11,895.51
McIntyre Park Switch board Upgrade	DERS	0430-2610-0001	-	10,500.00		Committed order \$10,327.18
McIntyre Park Power Pole Replacement	DERS	0430-2610-0002	4,146	5,000.00		Completed
McIntyre Park Arena Light	DERS	0430-2610-0003	24,348	24,500.00		Completed
McKinlay SES Project	DERS	0420-2760-0000	17,992	59,800.00	59,800	The work listed for the McKinlay Communtiy Shed has been completed
Julia Creek Swimming Pool Perimeter Fence	DERS	0420-2600-0017	41,857	42,000.00		Completed
Swimming Pool Shade Sails	DERS	0420-2600-16	-	40,300.00	34,885	Committed order \$40,283.85. Insurance, Works are due to commence in April
Land Purchase	DCCS	0410-2000-0003	-	30,000.00		Incomplete
Council Housing Project	DERS	0420-3810-0000	250,494	294,000.00	-	Committed order \$66,829
Julia Creek Water Tower Changeable Light Project	DCCS	0470-2280-0000	-	69,223.00	69,223	Funded through the Cat C FNQ & NQ Monsoon Trough Flexible Funding Program
Daren Ginns Gym Extension	DCCS	0420-2620-0000	125,152	187,500.00	150,000	Committed order \$22,947.02
<b>TOTAL COMMUNITY BUILDINGS &amp; OTHER STRUCTURES</b>			<b>1,320,740</b>	<b>2,955,889</b>	<b>1,729,583</b>	

<b>Parks &amp; Gardens</b>						
			Actuals	Budget		
Lions Park - Fencing	DERS	0430-2700-0002	-	30,000	10,000	
McKinlay Garden Beds Middleton Street	DERS	0430-2700-0003	8,952	20,000		Plants Installed, Irrigation to be completed
McKinlay Centenary Park Upgrading septic tank	DERS	0430-2700-0004	3,607	3,700		Completed
Kynuna Toilet Block - Kynuna septic tank and disposable to be deigned after block has been completed						
Solar power for the Kynuna toilets (0420-2600-0013)	DERS	0420-2600-0013	35,254	55,668		Committed order \$6,692.62 ,Awaiting installation of covered area
Kynuna Park project, Shed pad and gravel	DERS	0430-2700-0007	3,054	48,719		Covered area completed, installation of seating ad BBQ to be completed by the 10/04/2020
McKinlay Tennis Courts	DCCS	0430-2680-0000	-	96,060	96,060	Committed order \$80,850.50. Flood Recovery Funding
McIntyre Park Improvement Program	DCCS	0430-2610-0004	5,660	378,046	378,046	Committed order \$25,384.66. Flood Recovery Funding
Julia Creek Dog Park	DERS	0430-2700-0001	41,574	42,000		Completed
Julia Creek Cemetary - Toilet	DERS	0430-2700-0012	14,370	25,000		
Julia Creek Cemetary - Irrigation Upgrade	DERS	0430-2700-0005	-	45,000		
<b>TOTAL PARKS &amp; GARDENS</b>			<b>112,470</b>	<b>744,193</b>	<b>484,106</b>	

<b>Council Housing</b>						
			Actuals	Amended		
3 Coyne Street, Julia Creek	DERS	0420-2610-0005	-	20,000		Quote received - price too expensive job will now be completed in house - Materials are currently being priced up
Airport Residence - bathroom	DERS	0420-2610-0011	-	12,000		Quote received - price too expensive job will now be completed in house - Materials are currently being priced up
8 Byrne Street - Stumps	DERS	0420-2610-0002	27,775	27,800		Complete
Netterfield Residence		0420-2610-0012	13,024	15,000		Complete
<b>TOTAL COUNCIL HOUSING</b>			<b>40,799</b>	<b>74,800</b>	<b>0</b>	

Corporate Services	PM	Job Cost	Actuals	Budget	Grants/Other	Comments
<b>Buildings &amp; Other Structures</b>						
McKinlay Dept Accommodation - Insurance	DERS	0420-4100-0004	51,283	51,700	80,000	Complete
McKinlay Depot Accommodation - Additional	DERS	0420-4100-0004	67,729	68,300		Committed order \$7,273.37

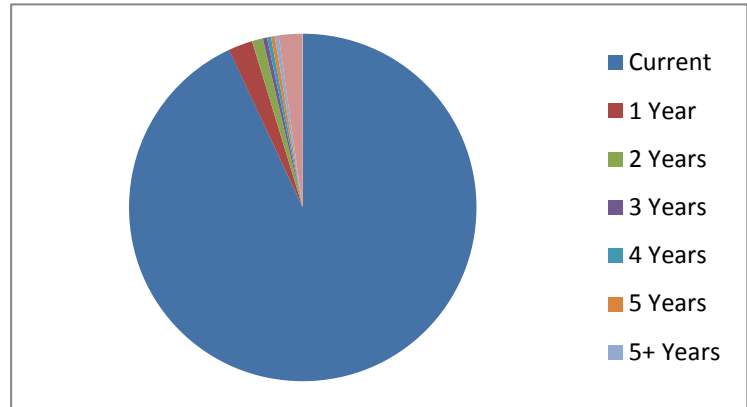


McKinlay Depot septic tank replacement	DERS	0420-4100-0005	11,846	12,000		Complete
Depot Generator	DERS	0420-4100-0003	8,798	8,800		Complete
Land Purchase Aurizon	DERS			150,000		Project not proceeding.
<b>TOTAL CORPORATE BUILDINGS &amp; OTHER STRUCTURES</b>			<b>139,656</b>	<b>290,800</b>	<b>80,000</b>	
<b>Other</b>						
Office Equipment - Replacemnt of furniture, IT equipment, software and other	DCCS	7180-4100-0002	1,383	30,000		Committed order \$2,577.05
<b>TOTAL OTHER</b>			<b>\$ 1,383</b>	<b>30,000</b>	<b>-</b>	
<b>Economic Development</b>						
	<b>PM</b>	<b>Job Cost</b>	<b>Actuals</b>	<b>Budget</b>	<b>Grants/Other</b>	<b>Comments</b>
Julia Creek Livestock Facility	DERS	0430-3235-0004	952	25,000		Commencement date TBA
Julia Creek Livestock Facility - Amenities	DERS	0430-3235-0001	-	25,000		Quotes received.
Julia Creek Dip & Yards Facility	DERS	0430-3235-0002	2,119	400,000	200,000	In progress
Tourism AV Project	DCCS	0430-2291-0000	-	46,000	30,000	
<b>TOTAL ECONOMIC DEVELOPMENT</b>			<b>952</b>	<b>496,000</b>	<b>230,000</b>	
	<b>TOTAL</b>		<b>5,148,428</b>	<b>\$ 18,599,613</b>	<b>\$ 12,944,399</b>	



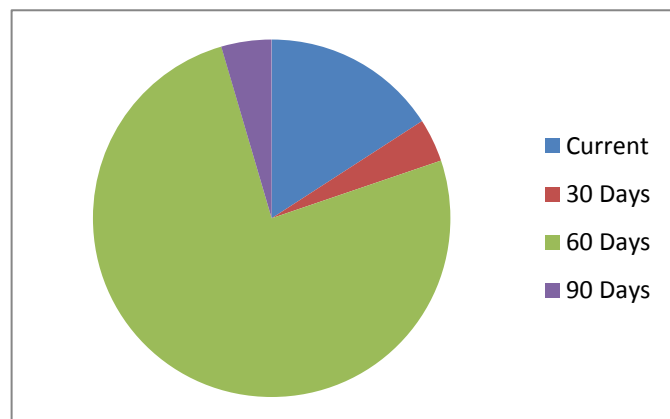
## Outstanding Rates

	Mar-20	Feb-20
<b>Current</b>	183,325	1,339,059
<b>1 Year</b>	32,308	32,308
<b>2 Years</b>	10,082	14,554
<b>3 Years</b>	5,381	5,745
<b>4 Years</b>	5,274	5,274
<b>5 Years</b>	5,129	5,129
<b>5+ Years</b>	5,246	5,246
<b>Interest</b>	31,579	31,851
<b>Total</b>	<b>278,323</b>	<b>1,439,165</b>



## Outstanding Debtors

<b>Total</b>	<b>433,085.52</b>
<b>Current</b>	68,693.09
<b>30 Days</b>	16,985.83
<b>60 Days</b>	327,753.47
<b>90 Days</b>	19,653.13



### Consultation:

- Director of Corporate and Community Services

### Legal Implications:

### Policy Implications:

### Financial and Resource Implications:

### InfoXpert Document ID:



Ordinary Meeting of Council Tuesday, 21<sup>st</sup> April 2020

**8.2 Subject:** Third Quarter Review of the 2019-2020 Operational Plan

**Attachments:** 2019-20 Operational Plan and Capital Works Program (*InfoXpert ID: 111196*)

**Author:** Corporate Services Team Leader

**Date:** 17 April 2020

**Executive Summary:**

In accordance with section 174 (3) of the Local Government Regulation 2012, a written assessment of Council's progress towards implementing the annual operational plan for the quarter January to March 2020 is presented to Council.

**Recommendation:**

*That Council accepts the third quarter review of the 2019-2020 Operational Plan.*

**Background:**

A summary is provided to Council of the preliminary operating surplus and the capital works program for the financial year 2019-2020:

<b>Operational Budget</b>	<b>Actuals 31 March 2020</b>	<b>%</b>	<b>2019/20 Original Budget</b>
Total Income	\$29,564,200	58%	\$50,705,847
Total Expenses	\$20,081,699	54%	\$37,399,967
<b>Net Result</b>	<b>\$9,482,500</b>	<b>71%</b>	<b>\$13,305,881</b>
<i>Less Capital Revenue</i>	<i>\$20,692,087</i>	<i>52%</i>	<i>\$39,622,727</i>
<b>Operating Result (excl. Capital Revenue)</b>	<b>\$(11,209,587)</b>	<b>174%</b>	<b>\$(6,452,118)</b>

### Capital Works Program 2019-2020 Version 2.0

<b>Infrastructure &amp; Works</b>	<b>Actuals</b>	<b>%</b>	<b>Budget</b>	<b>Grants/Other</b>
Roads	\$2,102,626.51	21%	\$9,930,897.36	\$9,050,726.00
Wastewater	\$437,886.28	63%	\$699,550.00	\$200,000.00
Water	\$116,343.97	7%	\$1,686,000.00	\$1,050,000.00
Transport	\$19,854.76	12%	\$159,984.00	\$119,984.00
Other	\$739,227.50	56%	\$1,315,000.00	\$0.00
<b>Subtotal</b>	<b>\$3,415,939.02</b>		<b>\$13,791,431.36</b>	<b>\$10,420,710.00</b>
<b>Environmental Management</b>	<b>Actuals</b>		<b>Budget</b>	<b>Grants/Other</b>
Reserves	\$116,488.59	54%	\$216,500.00	\$0.00
<b>Subtotal</b>	<b>\$116,488.59</b>		<b>\$216,500.00</b>	<b>\$0.00</b>
<b>Community Services &amp; Facilities</b>	<b>Actuals</b>		<b>Budget</b>	<b>Grants/Other</b>
Community Buildings & Other Structures	\$1,320,739.77	45%	\$2,955,889.10	\$1,729,582.57
Parks & Gardens	\$112,470.26	15%	\$744,193.00	\$484,106.00
Council Housing	\$40,798.75	55%	\$74,800.00	\$0.00
<b>Subtotal</b>	<b>\$1,474,008.78</b>		<b>\$3,774,882.10</b>	<b>\$2,213,688.57</b>
<b>Corporate Services</b>	<b>Actuals</b>		<b>Budget</b>	<b>Grants/Other</b>
Corporate Buildings & Other Structures	\$139,656.22	48%	\$290,800.00	\$80,000.00
Other	\$1,382.73	5%	\$30,000.00	\$0.00
Economic Development	\$952.16	0%	\$496,000.00	\$230,000.00
<b>Subtotal</b>	<b>\$141,991.11</b>		<b>\$816,800.00</b>	<b>\$310,000.00</b>
<b>Total</b>	<b>\$5,148,427.50</b>		<b>\$18,599,613.46</b>	<b>\$12,944,398.57</b>



Ordinary Meeting of Council Tuesday, 21<sup>st</sup> April 2020

The programs contained in the 2019-2020 Operational Plan are being delivered in accordance with the strategies and objectives outlined. At this review stage, actual revenue and expenditure should be around the 75% to 80% benchmark, subject to the nature of the program. Any significant outcomes in a particular program, or actuals that are a lesser amount or exceeding the percentage benchmark, have been identified for Council's information. These programs are:

### **Infrastructure and Works**

1.2 Transport Infrastructure Development Scheme (TIDS): 0% revenue as not enough works have been completed to process a claim on Byrimine Road and Burke Street reseal. Claim for Gilliat McKinlay Road will be completed in next quarter.

1.3 Combo Waterhole Capital Grant: 54% revenue, claim to be completed next quarter.

2.4 Shire Roads Signage Directional and Advisory: 99% expenditure, no further expenditure required as signage works for this year are complete.

6.2 Cannington / Toolebuc Road: Revenue is below expenditure as claim 3 has not been submitted yet. Expenditure behind budget as resealing works is planned to be completed before EOFY, but still to be confirmed with South 32.

### **Community Services and Facilities**

1.1 Community Services: Money paid back to Department of Health for CHSP was allocated here, increasing the expenditure. CHSP costs will be reallocated to correct program.

4.1 Julia Creek Medical Centre: Expenditure has exceeded budget and still likely to increase due to electricity invoices still to be paid.

6.1 Events and Civic Receptions: Revenue performing over budget. Mental health Initiative Grant received \$50,000 and not budgeted for. Expenditure behind budget and not likely to reach full budget amount due to COVID-19 restrictions.

7.3 Regional Arts Development Fund (RADF): RADF grant received. Expenditure not inline with budget as applications not received and not likely to be received due to COVID-19 restrictions.

8.7 Julia Creek Early Learning Centre: Revenue inline with budget. Expenditure behind budget due to limited project costs incurred.

9.1 Work Program: Expenditure has increase in plant hire. Not likely to increase due to work camp currently not operating.

10.5 Julia Creek Sporting Precinct Venue: Gym memberships have ceased while gym extension being completed. Not likely that revenue will increase much more this year. Expenditure behind budget and will have limited costs for remainder of the year.

15.1 Council Housing and Other Properties: Council rental properties revenue higher than anticipated. Expenditure has nearly reach the full budget. Will need to review and monitor.



Ordinary Meeting of Council Tuesday, 21<sup>st</sup> April 2020

### **Health Safety & Development**

1.1 Local Disaster management Group and State Emergency Services (SES): SES grant received \$20,568 and National Disaster grant received \$6,780. Small business grants and LDMG expenditure behind budget.

### **Environmental Management**

1.1 Refuse Collection: Full revenue received, not expected to increase further. Expenditure higher than budget due to hiring rubbish truck from Richmond Shire Council.

2.4 Pest Plant Control Program: Expenditure at 21% as works are planned to commence before end of the year.

### **Consultation:** (internal/external)

- Director of Corporate & Community Services

### **Legal Implications:**

Report prepared in accordance with *section 174 (3) of the Local Government Regulation 2012.*

### **Policy Implications:**

Nil

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

Nil

### **InfoXpert Document ID:**

111200

# Infrastructure & Works

*Corporate Plan Program & Strategies: Engineering Services*

## Program: 1. Engineering Administration

<b>1.1</b>	<b>Roads to Recovery (R2R)</b>		
<i>Type:</i>	<i>Revenue - Capital Grant</i>		
<b>Accountability:</b>	Engineering & Works		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$1,050,726</b>	<b>Budget Expenditure</b> <b>\$0</b>
<b>Actuals:</b>		<b>\$455,408</b>	
<b>Percentage of Completion:</b>		<b>43%</b>	
<b>Description:</b>	Receive capital grant from the Australian Federal Government, Department of Infrastructure and Transport for road infrastructure as eligible in the Roads to Recovery Procedures. Expenditure on the R2R projects are completed through Council's Capital Works program.		
<b>Comments:</b>	Third quarter payment not received yet.		
<b>1.2</b>	<b>Transport Infrastructure Development Scheme (TIDS)</b>		
<i>Type:</i>	<i>Revenue - Capital Grant</i>		
<b>Accountability:</b>	Engineering & Works		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$500,000</b>	<b>Budget Expenditure</b> <b>\$0</b>
<b>Actuals:</b>		<b>\$0</b>	
<b>Percentage of Completion:</b>		<b>0%</b>	
<b>Description:</b>	Capital Grant received from the Queensland Government Department of Transport and Main Roads to allocate to Shire roads as per the McKinlay Road Strategy Report. Expenditure on the TIDS projects are completed through Council's Capital Works program.		
<b>Comments:</b>	Not enough works have been completed to process a claim on Byrimine Road and Burke Street reseal. Claim for Gilliat McKinlay Road will be completed in next quarter.		
<b>1.3</b>	<b>Combo Waterhole Capital Grant</b>		
<i>Type:</i>	<i>Revenue - Capital Grant</i>		
<b>Accountability:</b>	Engineering & Works		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$2,500,000</b>	<b>Budget Expenditure</b> <b>\$0</b>
<b>Actuals:</b>		<b>\$1,341,908</b>	
<b>Percentage of Completion:</b>		<b>54%</b>	
<b>Description:</b>	Funding to complete sealing works on combo waterhole road.		
<b>Comments:</b>	Claim to be completed this quarter.		
<b>1.4</b>	<b>Engineering Program</b>		
<i>Type:</i>	<i>Expenditure - Operational Costs</i>		
<b>Accountability:</b>	Engineering & Works		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b> <b>\$640,000</b>
<b>Actuals:</b>			<b>\$393,951</b>
<b>Percentage of Completion:</b>			<b>62%</b>
<b>Description:</b>	Management of the General Engineering Operations function within McKinlay Shire Council. Engineering Operations consist of Works Department Administration wages, Works Supervision, Staff Training, Consultancy Services, Asset Management and other expenses required to operate the Engineering function of Council.		
<b>Comments:</b>	Expenditure below budget. Staff have begun to allocate their hours to correct costing numbers, which has steadied the engineering administration costs.		

<b>1.5</b>	<b>McKinlay Shire Depot</b>				
<i>Type:</i>	<i>Expenditure - Operational/Maintenance Costs</i>				
<b>Accountability:</b>	Engineering & Works				
<b>Budget:</b>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><b>Budget Revenue</b></td> <td style="text-align: right;"><b>\$0</b></td> <td style="width: 50%;"><b>Budget Expenditure</b></td> <td style="text-align: right;"><b>\$174,000</b></td> </tr> </table>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>	<b>\$174,000</b>
<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>	<b>\$174,000</b>		
<b>Actuals:</b>	<b>\$125,898</b>				
<b>Percentage of Completion:</b>	<b>72%</b>				
<b>Description:</b>	Manage and maintain Depots located at Julia Creek and McKinlay. Expenditure consists of general repairs and maintenance and general operations; phones, electricity, rates, insurance.				
<b>Comments:</b>	Performing close to the budget. Accurate job costing has steadied the depots operational expenditure.				

## Program: 2. Roads and Maintenance

<b>2.1</b>	<b>Financial Assistance Grant (FAGS) Road Component</b>				
<i>Type:</i>	<i>Revenue - Operating Grant</i>				
<b>Accountability:</b>	Engineering & Works				
<b>Budget:</b>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><b>Budget Revenue</b></td> <td style="text-align: right;"><b>\$498,268</b></td> <td style="width: 50%;"><b>Budget Expenditure</b></td> <td style="text-align: right;"><b>\$0</b></td> </tr> </table>	<b>Budget Revenue</b>	<b>\$498,268</b>	<b>Budget Expenditure</b>	<b>\$0</b>
<b>Budget Revenue</b>	<b>\$498,268</b>	<b>Budget Expenditure</b>	<b>\$0</b>		
<b>Actuals:</b>	<b>\$373,701</b>				
<b>Percentage of Completion:</b>	<b>75%</b>				

**Description:** Operational Grant received from the Queensland Government Department of Local Government for general purposes and roads. Maximise funding through the provision of accurate data supplied to the Local Government Grants Commission.

**Comments:** Inline with budget, three quarterly payments received.

<b>2.3</b>	<b>Routine Maintenance to McKinlay Shire Road Network</b>				
<i>Type:</i>	<i>Expenditure - Operational/Maintenance Costs</i>				
<b>Accountability:</b>	Engineering & Works				
<b>Budget:</b>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><b>Budget Revenue</b></td> <td style="text-align: right;"><b>\$0</b></td> <td style="width: 50%;"><b>Budget Expenditure</b></td> <td style="text-align: right;"><b>\$700,000</b></td> </tr> </table>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>	<b>\$700,000</b>
<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>	<b>\$700,000</b>		
<b>Actuals:</b>	<b>\$540,504</b>				
<b>Percentage of Completion:</b>	<b>77%</b>				

**Description:** Implement maintenance and inspection schedule for the McKinlay Shire rural road network including grading and culvert maintenance.

Inline with budget.

**Comments:**

<b>2.4</b>	<b>Shire Roads Signage Directional and Advisory</b>				
<i>Type:</i>	<i>Expenditure - Operational/Maintenance Costs</i>				
<b>Accountability:</b>	Engineering & Works				
<b>Budget:</b>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><b>Budget Revenue</b></td> <td style="text-align: right;"><b>\$0</b></td> <td style="width: 50%;"><b>Budget Expenditure</b></td> <td style="text-align: right;"><b>\$35,000</b></td> </tr> </table>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>	<b>\$35,000</b>
<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>	<b>\$35,000</b>		
<b>Actuals:</b>	<b>\$34,806</b>				
<b>Percentage of Completion:</b>	<b>99%</b>				

**Description:** Management of all road signs on the McKinlay Shire road network; repairs and replacements.

**Comments:** No further expenditure required as signage works for this year are complete.

<b>2.5</b>	<b>Town Streets</b>		
<i>Type:</i>	<i>Expenditure - Operational/Maintenance Costs</i>		
<b>Accountability:</b>	Engineering & Works		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b> <b>\$157,000</b>
<b>Actuals:</b>			<b>\$97,562</b>
<b>Percentage of Completion:</b>			<b>62%</b>

**Description:** Implement maintenance and inspection schedule to perform maintenance works and cleaning of town streets located in Julia Creek, McKinlay, Kynuna and Nelia

**Comments:** Running below budget.

<b>2.6</b>	<b>Wet Weather</b>		
<i>Type:</i>	<i>Expenditure - Operational Costs</i>		
<b>Accountability:</b>	Engineering & Works		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b> <b>\$20,000</b>
<b>Actuals:</b>			<b>\$0</b>
<b>Percentage of Completion:</b>			<b>0%</b>

**Description:** Wet Weather Expenses provision to be utilised for all outdoor staff when all other avenues of works to complete during wet weather are exhausted.

**Comments:** Has not been required to use.

### Program: 3. Flood Damage Shire Roads

<b>3.1</b>	<b>Natural Disaster Relief and Recovery Arrangements (NDRRA)</b>		
<i>Type:</i>	<i>Revenue &amp; Expenditure - Recoverable Fees and Operational/Maintenance Costs</i>		
<b>Accountability:</b>	Engineering & Works		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$32,773,070</b>	<b>Budget Expenditure</b> <b>\$19,850,205</b>
<b>Actuals:</b>		<b>\$17,579,949</b>	<b>\$10,032,821</b>
<b>Percentage of Completion:</b>		<b>54%</b>	<b>51%</b>

**Description:** Delivery of Natural Disaster Relief and Recovery Arrangements (NDRRA) & DRFA works on the Shire owned roads network. Deliver the NDRRA 2018 and DRFA 2019 restoration works in accordance with the funding agreement from the Queensland Reconstruction Authority.

**Comments:** Currently performing behind budget for the year.

### Program: 4. Airport

<b>4.1</b>	<b>Airport</b>		
<i>Type:</i>	<i>Revenue &amp; Expenditure - User Fees and Operational/Maintenance Costs</i>		
<b>Accountability:</b>	Engineering & Works		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$34,000</b>	<b>Budget Expenditure</b> <b>\$154,000</b>
<b>Actuals:</b>		<b>\$30,622</b>	<b>\$122,019</b>
<b>Percentage of Completion:</b>		<b>90%</b>	<b>79%</b>

**Description:** Maintain and operate the Julia Creek Airport facility. Maintain grounds and buildings and other general operations of the Julia Creek Airport. Collect revenue as per Fees and Charges Schedule

**Comments:** Anticipated revenue ahead of budget, expenditure inline with budget.





## Program: 6. Recoverable Works

<b>6.1</b>	<b>Road Maintenance Performance Contract (RMPC)</b>			
<i>Type:</i>	<i>Revenue &amp; Expenditure - Maintenance Contract Recoverable Works</i>			
<b>Accountability:</b>	Engineering & Works			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$1,420,878</b>	<b>Budget Expenditure</b>	<b>\$1,420,878</b>
<b>Actuals:</b>		<b>\$1,054,347</b>		<b>\$1,054,644</b>
<b>Percentage of Completion:</b>		<b>74%</b>		<b>74%</b>

**Description:** Implement the RMPC program in accordance with the contract submitted and agreed by both Council the Department of Transport and Main Roads, to undertake routine maintenance on the state highways - Wills Development Road, Flinders Highway and the Julia Creek to Kynuna Road.

**Comments:** Both expenditure and revenue are inline with budget. Claims are being completed monthly.

<b>6.2</b>	<b>Cannington / Toolebuc Road</b>			
<i>Type:</i>	<i>Revenue &amp; Expenditure - Maintenance Contract Recoverable Works</i>			
<b>Accountability:</b>	Engineering & Works			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$580,000</b>	<b>Budget Expenditure</b>	<b>\$580,000</b>
<b>Actuals:</b>		<b>\$63,131</b>		<b>\$109,696</b>
<b>Percentage of Completion:</b>		<b>11%</b>		<b>19%</b>

**Description:** Road maintenance completed on Toolebuc Road (Cannington Mine Access Road) by Council in accordance with the Purchase Order provided by South 32. Claims are lodged to South 32 to recoup expenditure.

**Comments:** Revenue is below expenditure as claim 3 has not been submitted yet. Expenditure behind budget as resealing works is planned to be completed, but still to be confirmed with South 32.

<b>6.3</b>	<b>Recoverable Works - Other</b>			
<i>Type:</i>	<i>Revenue &amp; Expenditure - Council Recoverable Works</i>			
<b>Accountability:</b>	Engineering & Works			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$250,000</b>	<b>Budget Expenditure</b>	<b>\$250,000</b>
<b>Actuals:</b>		<b>\$261,905</b>		<b>\$298,052</b>
<b>Percentage of Completion:</b>		<b>105%</b>		<b>119%</b>

**Description:** Other services provided by Council that are not specified under a particular program. Works completed or services provided as approved by Senior Management. Works undertaken in this program will consist of use of Council resources and will be claimed through the Council's Debtor function.

**Comments:** Ahead of anticipated budget. Revenue less than expenditure as some invoices have not been issued yet.

## Program: 7. Water Infrastructure

<b>7.1</b>	<b>Julia Creek Water Infrastructure</b>			
<i>Type:</i>	<i>Revenue &amp; Expenditure - Utility Charges and Operational/Maintenance Costs</i>			
<b>Accountability:</b>	Engineering & Works			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$283,752</b>	<b>Budget Expenditure</b>	<b>\$190,000</b>
<b>Actuals:</b>		<b>\$283,752</b>		<b>\$134,340</b>
<b>Percentage of Completion:</b>		<b>100%</b>		<b>71%</b>

**Description:** Maintenance and general operations of the Julia Creek Water Supply. Undertake water supply infrastructure planning for the Julia Creek water area, and issue two rates levies as per Council's Revenue Statement.

**Comments:** 2nd rates levy for 2019/20 issued so revenue is at 100%, no further revenue will be received. Expenditure is inline with budget.

<b>7.2</b>	<b>Julia Creek Water Infrastructure Capital Grant</b>			
<i>Type:</i>	<i>Revenue - Capital Funding</i>			
<b>Accountability:</b>	Engineering & Works			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$525,000</b>	<b>Budget Expenditure</b>	<b>\$0</b>
<b>Actuals:</b>		<b>\$0</b>		
<b>Percentage of Completion:</b>		<b>0%</b>		

**Description:** Capital funding for Julia Creek Water Tower rehabilitation and new bore Julia Creek.

**Comments:** Funding not received yet.

<b>7.3</b>	<b>McKinlay Water Infrastructure</b>			
<i>Type:</i>	<i>Revenue &amp; Expenditure - Utility Charges and Operational/Maintenance Costs</i>			
<b>Accountability:</b>	Engineering & Works			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$18,655</b>	<b>Budget Expenditure</b>	<b>\$15,000</b>
<b>Actuals:</b>		<b>\$19,045</b>		<b>\$11,761</b>
<b>Percentage of Completion:</b>		<b>102%</b>		<b>78%</b>

**Description:** Maintenance and general operations of the McKinlay Water Supply. Undertake water supply infrastructure planning for the McKinlay water area, and issue two rates levies as per Council's Revenue Statement.

**Comments:** 2nd rates levy for 2019/20 issued so anticipated revenue has been received. Expenditure is inline with budget.

<b>7.4</b>	<b>Kynuna Water Infrastructure</b>			
<i>Type:</i>	<i>Revenue &amp; Expenditure - Utility Charges and Operational/Maintenance Costs</i>			
<b>Accountability:</b>	Engineering & Works			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$12,259</b>	<b>Budget Expenditure</b>	<b>\$35,000</b>
<b>Actuals:</b>		<b>\$12,993</b>		<b>\$30,154</b>
<b>Percentage of Completion:</b>		<b>106%</b>		<b>86%</b>

**Description:** Maintenance and general operations of the Kynuna Water Supply. Undertake water supply infrastructure planning for the Kynuna water area, and issue two rates levies as per Council's Revenue Statement.

**Comments:** 2nd rates levy for 2019/20 issued so anticipated revenue has been received. Expenditure is slightly over budget due to increased operational costs for Kynuna water.

<b>7.5</b>	<b>Nelia Water Infrastructure</b>			
<i>Type:</i>	<i>Revenue &amp; Expenditure - Utility Charges and Operational/Maintenance Costs</i>			
<b>Accountability:</b>	Engineering & Works			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$2,399</b>	<b>Budget Expenditure</b>	<b>\$6,000</b>
<b>Actuals:</b>		<b>\$2,595</b>		<b>\$3,007</b>
<b>Percentage of Completion:</b>		<b>108%</b>		<b>50%</b>

**Description:** Maintenance and general operations of the Nelia Water Supply. Undertake water supply infrastructure planning for the Nelia water area, and issue two rates levies as per Council's Revenue Statement.

**Comments:** Full revenue received due to 2nd rates levy issued. Expenditure behind budget. Most of the expenditure has been water testing.

<b>7.6</b>	<b>Gilliat Water Infrastructure</b>			
<i>Type:</i>	<i>Revenue - Utility Charges</i>			
<b>Accountability:</b>	Engineering & Works			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$2,534</b>	<b>Budget Expenditure</b>	<b>\$0</b>
<b>Actuals:</b>		<b>\$2,545</b>		
<b>Percentage of Completion:</b>		<b>100%</b>		

**Description:** Maintenance and general operations of the Gilliat Water Supply. Undertake water supply infrastructure planning for the Gilliat water area, and issue two rates levies as per Council's Revenue Statement.

**Comments:** Full revenue received due to 2nd rates levy issued.

## Program: 8. Sewerage Infrastructure

<b>8.1</b>	<b>Sewerage Infrastructure</b>			
<i>Type:</i>	<i>Revenue &amp; Expenditure - Utility Charges and Operational/Maintenance Costs</i>			
<b>Accountability:</b>	Engineering & Works			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$233,108</b>	<b>Budget Expenditure</b>	<b>\$170,000</b>
<b>Actuals:</b>		<b>\$233,108</b>		<b>\$112,272</b>
<b>Percentage of Completion:</b>		<b>100%</b>		<b>66%</b>

**Description:** Maintenance and general operations of the Julia Creek Sewerage Services. Undertake water supply infrastructure planning for the Julia Creek Sewer Systems, and issue two rates levies as per Council's Revenue Statement.

**Comments:** Full revenue received due to 2nd rates levy issued. Expenditure behind budget. Materials and services inline with budget but labour is running behind.

<b>8.2</b>	<b>Sewerage Infrastructure - Capital Grant</b>			
<i>Type:</i>	<i>Revenue - Capital Funding</i>			
<b>Accountability:</b>	Engineering & Works			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$306,000</b>	<b>Budget Expenditure</b>	<b>\$0</b>
<b>Actuals:</b>		<b>\$106,000</b>		
<b>Percentage of Completion:</b>		<b>35%</b>		

**Description:** Remainder of 2017-19 Works for Queensland funding plus portion of Drought Communities Program.

**Comments:** 2017-19 Works for Queensland funding received.

# Governance and Partnerships

*Corporate Plan Program & Strategies: Governance & Partnerships*

## Program: 1. Governance

<b>1.1</b>	<b>Governance Operations</b>		
<i>Type:</i>	<i>Revenue &amp; Expenditure - Operating Grant &amp; Operational Costs</i>		
<b>Accountability:</b>	Corporate and Community Services		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$34,095</b>	<b>Budget Expenditure</b> <b>\$531,500</b>
<b>Actuals:</b>		<b>\$34,095</b>	<b>\$340,913</b>
<b>Percentage of completion:</b>		<b>100%</b>	<b>64%</b>
<b>Description:</b>	Deliver the Governance function of Council. Operational costs include maintaining the CEO and Executive Assistant positions, memberships and subscriptions, training, conferences and meetings, management of the Asset Management Plan, Corporate Plan, Financial Sustainability and the Internal Audit. Building Better Regions Fund - Community Plan.		
<b>Comments:</b>	Expenditure running behind budget, but should increase closer to EOFY.		
<b>1.2</b>	<b>Members Remuneration</b>		
<i>Type:</i>	<i>Expenditure - Remuneration Costs</i>		
<b>Accountability:</b>	Corporate and Community Services		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b> <b>\$349,458</b>
<b>Actuals:</b>			<b>\$247,453</b>
<b>Percentage of completion:</b>			<b>71%</b>
<b>Description:</b>	Remuneration and reimbursements paid to Mayor and Councillors. Pay Councillor remuneration including travel and other Council Business reimbursements as per Council Policies.		
<b>Comments:</b>	Slightly behind budget.		
<b>1.3</b>	<b>Councillor Training and Conference Expenses</b>		
<i>Type:</i>	<i>Expenditure - Operational Costs</i>		
<b>Accountability:</b>	Corporate and Community Services		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b> <b>\$45,000</b>
<b>Actuals:</b>			<b>\$26,081</b>
<b>Percentage of completion:</b>			<b>58%</b>
<b>Description:</b>	To provide Councillors with required training and attending Council Business meetings and conferences. Provision for costs associated with Councillors attending meetings and conferences as required in their role.		
<b>Comments:</b>	Behind budget, not likely to increase much more due to COVID-19 travel restrictions.		
<b>1.4</b>	<b>Council Election Expenses</b>		
<i>Type:</i>	<i>Expenditure - Operational Costs</i>		
<b>Accountability:</b>	Corporate and Community Services		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b> <b>\$15,000</b>
<b>Actuals:</b>			<b>\$0</b>
<b>Percentage of completion:</b>			<b>0%</b>
<b>Description:</b>	Provision for Council Election Expenses. Allow for a By Election and Contributions to Electoral Commission Local Government Office.		
<b>Comments:</b>	No costs incurred.		

# Corporate Services

*Corporate Plan Program & Strategies: Corporate Services*

## Program: 1. Employee Costs & Recovery

<b>1.1</b>	<b>Employee Costs and Recovery</b>		
<i>Type:</i>	<i>Expenditure - Recoverables and Operational Costs</i>		
<b>Accountability:</b>	Corporate and Community Services		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b> <b>\$158,140</b>
<b>Actuals:</b>			<b>\$36,148</b>
<b>Percentage of completion:</b>			<b>23%</b>
<b>Description:</b>	Deliver the Employee Costs and Recovery program. Payment of employee entitlements inclusive of Annual Leave, Long Service Leave, Sick Leave and Superannuation.		
<b>Comments:</b>	Most of these items is inline with the budget. What is pulling the budget behind is the long service leave and the public holidays expense as these items have not been utilised often.		

## Program: 2. Administration General

<b>2.1</b>	<b>Financial Assistance Grants (FAGS) Administration Component</b>		
<i>Type:</i>	<i>Revenue - Operating Grant</i>		
<b>Accountability:</b>	Corporate and Community Services		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$2,271,534</b>	<b>Budget Expenditure</b> <b>\$0</b>
<b>Actuals:</b>		<b>\$1,703,651</b>	
<b>Percentage of completion:</b>		<b>75%</b>	
<b>Description:</b>	Operational Grant received from the Queensland Government Department of Local Government for general purposes; administration. Maximise funding through the provision of accurate data supplied to the Local Government Grants Commission. The data returns		
<b>Comments:</b>	Inline with budget. Third payment received.		
<b>2.2</b>	<b>Capital Grants</b>		
<i>Type:</i>	<i>Revenue - Capital Grants</i>		
<b>Accountability:</b>	Corporate and Community Services		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$785,122</b>	<b>Budget Expenditure</b> <b>\$0</b>
<b>Actuals:</b>		<b>\$585,122</b>	
<b>Percentage of completion:</b>		<b>75%</b>	
<b>Description:</b>	Drought Communities Funding - allocated to various capital projects. Building Our Regions - Innovation Hub		
<b>Comments:</b>	Inline with budget.		
<b>2.3</b>	<b>Insurance</b>		
<i>Type:</i>	<i>Applications for Compensation</i>		
<b>Accountability:</b>	Corporate and Community Services		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$243,885</b>	<b>Budget Expenditure</b> <b>\$0</b>
<b>Actuals:</b>		<b>\$208,493</b>	
<b>Percentage of completion:</b>		<b>85%</b>	
<b>Description:</b>	Insurance claims.		
<b>Comments:</b>	Slightly over budget. Will even out in next quarter.		

<b>2.4</b>	<b>Bank and Investment Interest</b>		
Type:	<i>Revenue - Interest</i>		
Accountability:	Corporate and Community Services		
Budget:	<b>Budget Revenue</b>	<b>\$300,000</b>	<b>Budget Expenditure</b> <b>\$0</b>
Actuals:		<b>\$204,196</b>	
Percentage of completion:		<b>68%</b>	

**Description:** Investment of Council funds to earn interest. Invest Council funds to facilitate a higher interest return as per the current Investment Policy.

**Comments:** Slightly behind budget.

<b>2.5</b>	<b>Other Revenue</b>		
Type:	<i>Revenue - User Fees</i>		
Accountability:	Corporate and Community Services		
Budget:	<b>Budget Revenue</b>	<b>\$8,500</b>	<b>Budget Expenditure</b> <b>\$0</b>
Actuals:		<b>\$7,852</b>	
Percentage of completion:		<b>92%</b>	

**Description:** Collect other revenue. Receive revenue that is not specified under a particular program, but is specified in the Fees and Charges schedule; photocopying etc.

**Comments:** Mostly printing revenue received. Not likely to increase much more this year.

<b>2.6</b>	<b>Finance and Administration Program</b>		
Type:	<i>Expenditure - Operational Costs</i>		
Accountability:	Corporate and Community Services		
Budget:	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b> <b>\$1,355,000</b>
Actuals:			<b>\$856,209</b>
Percentage of completion:			<b>63%</b>

**Description:** Deliver the Finance and Administration Operational program. Operational costs involve payroll, contract and consulting fees, IT hardware and software maintenance, subscriptions, staff amenities, staff training, conferences and meetings, audit fees, printing and stationary, telephone, mobile and internet, electricity, banking and asset valuations. Administration overhead cost recoveries.

**Comments:** Slightly behind budget.

### Program: 3. Rates and Charges

<b>3.1</b>	<b>General Rate Collection &amp; Fees</b>		
Type:	<i>Revenue - Differential General Rates &amp; User Fees</i>		
Accountability:	Corporate and Community Services		
Budget:	<b>Budget Revenue</b>	<b>\$2,421,496</b>	<b>Budget Expenditure</b> <b>\$0</b>
Actuals:		<b>\$2,452,602</b>	
Percentage of completion:		<b>101%</b>	

**Description:** Issue two rate levies for the financial year as per the current Revenue Statement and Revenue Policy. Levy and issue two rate levies for general rates on the nine differential rate categories specified in the Revenue Statement. Any outstanding rates are to be collected in accordance with the current Debtor Policy.

**Comments:** 2nd rates levy issued so revenue is at 100%. Will not increase anymore.

<b>3.2</b>	<b>General Rates Expenses</b>		
Type:	<i>Expenditure - Operational Costs</i>		
Accountability:	Corporate and Community Services		
Budget:	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b> <b>\$30,000</b>
Actuals:			<b>\$873</b>
Percentage of completion:			<b>3%</b>

**Description:** Issue payments to the Department of Environment and Resource Management (DERM). Payments issued to DERM annually to ensure Council receives all valuation roll updates.

**Comments:** Shire revaluation costs have not been incurred yet.

<b>3.3</b>	<b>Council Rates &amp; Charges</b>		
Type:	<i>Expenditure - Operational Costs</i>		
Accountability:	Corporate and Community Services		
Budget:	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b> <b>\$52,700</b>
Actuals:			<b>\$36,815</b>
Percentage of completion:			<b>70%</b>

**Description:** Recognise expenses for Council owned vacant land. Issue two rate levies for service charges within the rates module (water and sewerage) and ensure vacant land is maintained; mowed and cleared of any debris.

Fees for sale of land (recoverable through general rate revenue).

**Comments:** Slightly below budget. Some vacant land has been sold so expenditure has decreased.

## Program: 4. Stores and Purchasing

<b>4.1</b>	<b>Stores and Purchasing</b>		
Type:	<i>Expenditure - Operational Costs</i>		
Accountability:	Corporate and Community Services		
Budget:	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b> <b>\$80,000</b>
Actuals:			<b>\$58,536</b>
Percentage of completion:			<b>73%</b>

**Description:** Maintain Stores located at the Council Depot. Conduct store and arrange all purchasing for engineering and other Council activities. Complete stock take at the end of each financial year. Recoup store costs on engineering works.

**Comments:** Inline with budget.

## Program: 5. Workplace Health and Safety

<b>5.1</b>	<b>Work Cover</b>		
Type:	<i>Applications for Compensation</i>		
Accountability:	Corporate and Community Services		
Budget:	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b> <b>(\$11,000)</b>
Actuals:			<b>(\$11,238)</b>
Percentage of completion:			<b>102%</b>

**Description:** Recovery of Wages for Workers Compensation. Workers Compensation paid to employees for any workplace incidents that are eligible under the Workplace Health and Safety Workers Compensation Insurance. Claims are submitted to the Local Government Workcare.

**Comments:** No more payments expected.





<b>6.3</b>	<b>Certified Agreement Agreement (CA)</b>
<i>Type:</i>	<i>Expenditure - Operational Costs</i>
<b>Accountability:</b>	Corporate and Community Services
<b>Budget:</b>	<b>Budget Revenue                      \$0</b> <b>Budget Expenditure                      \$2,000</b>
<b>Actuals:</b>	<b>\$0</b>
<b>Percentage of completion:</b>	<b>0%</b>
<b>Description:</b>	Maintain CA. Costs incurred in the ongoing agreement period of McKinlay Shire Council CA.
<b>Comments:</b>	No costs incurred this year.
<b>6.4</b>	<b>Rewards &amp; Recognition Program</b>
<i>Type:</i>	<i>Expenditure - Operational Costs</i>
<b>Accountability:</b>	Corporate and Community Services
<b>Budget:</b>	<b>Budget Revenue                      \$0</b> <b>Budget Expenditure                      \$1,000</b>
<b>Actuals:</b>	<b>\$0</b>
<b>Percentage of completion:</b>	<b>0%</b>
<b>Description:</b>	To improve the health & wellbeing of our employees. To implement initiatives accessible to Council employees that can focus on increasing their health and wellbeing.
<b>Comments:</b>	No costs incurred to date.
<b>6.5</b>	<b>Employee Team Meetings, Training and Development Program</b>
<i>Type:</i>	<i>Expenditure - Operational Costs</i>
<b>Accountability:</b>	Corporate and Community Services
<b>Budget:</b>	<b>Budget Revenue                      \$0</b> <b>Budget Expenditure                      \$1,000</b>
<b>Actuals:</b>	<b>\$121</b>
<b>Percentage of completion:</b>	<b>12%</b>
<b>Description:</b>	Council employees program to allow for whole of Council staff meetings, training and development.
<b>Comments:</b>	Low costs due to no staff meetings being held.
<b>6.6</b>	<b>Traineeship and Apprenticeship</b>
<i>Type:</i>	<i>Revenue - Subsidies</i>
<b>Accountability:</b>	Corporate and Community Services
<b>Budget:</b>	<b>Budget Revenue                      \$11,364</b> <b>Budget Expenditure                      \$0</b>
<b>Actuals:</b>	<b>\$11,364</b>
<b>Percentage of completion:</b>	<b>100%</b>
<b>Description:</b>	Receive traineeship or apprenticeship subsidies when eligible. Apply for subsidies through the Department of Education and Training when staff enrol to complete an apprenticeship or traineeship.
<b>Comments:</b>	Full budget met, not expecting anymore revenue.

# Economic Development

*Corporate Plan & Strategies: Economic Development*

## Program: 1. Economic Development

<b>1.1</b>	<b>Economic Development</b>			
<i>Type:</i>	<i>Revenue &amp; Expenditure - Special Charges, Contributions and Operational Costs</i>			
<b>Accountability:</b>	Corporate and Community Services			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$30,157</b>	<b>Budget Expenditure</b>	<b>\$80,000</b>
<b>Actuals:</b>		<b>\$30,157</b>		<b>\$62,090</b>
<b>Percentage of completion:</b>		<b>100%</b>		<b>78%</b>

**Description:** Deliver the Economic Development program. Deliver and participate in the following initiatives; Mitez, SWER and any general economic initiatives that will enhance and support the local economy.  
Collect Special Rates Levy for the PV Solar.

**Comments:** Expenditure inline with budget. All anticipated revenue received for the year and not expected to increase.

## Program: 2. Tourism

<b>2.1</b>	<b>Tourism and Promotional Program</b>			
<i>Type:</i>	<i>Revenue &amp; Expenditure - Sales and Operational/Maintenance Costs</i>			
<b>Accountability:</b>	Corporate and Community Services			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$75,590</b>	<b>Budget Expenditure</b>	<b>\$401,928</b>
<b>Actuals:</b>		<b>\$72,234</b>		<b>\$201,982</b>
<b>Percentage of completion:</b>		<b>96%</b>		<b>50%</b>

**Description:** Deliver Tourism operational program. Operational costs consist of the general maintenance and operations of the At the Creek Information Centre. Maintaining commitment to NWOQTA and OQTA, promotional advertising, brochure reprints, attendance at meetings, famils and conferences as applicable, staff training, allocation of funds towards new tourism products. Collect revenue for tourism promotional products on behalf of Council and OQTA funding.

**Comments:** Revenue close to full budget. Revenue not expected to increase much more due to Covid-19 restrictions affecting the upcoming tourist season. Expenditure behind budget.

<b>2.2</b>	<b>Street Lighting</b>			
<i>Type:</i>	<i>Expenditure - Operational Costs</i>			
<b>Accountability:</b>	Corporate and Community Services			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>	<b>\$28,000</b>
<b>Actuals:</b>				<b>\$13,677</b>
<b>Percentage of completion:</b>				<b>49%</b>

**Description:** Operate the Street Lighting network.

**Comments:** Expenditure behind budget as March invoice is not paid yet.

### Program: 3. Livestock Operations

<b>3.1</b>	<b>Livestock Weighing &amp; Cattle Train Loading</b>			
<i>Type:</i>	<i>Revenue &amp; Expenditure - User Fees and Operational/Maintenance Costs</i>			
<b>Accountability:</b>	Environment and Regulatory Services			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$91,000</b>	<b>Budget Expenditure</b>	<b>\$72,000</b>
<b>Actuals:</b>		<b>\$88,610</b>		<b>\$58,076</b>
<b>Percentage of completion:</b>		<b>97%</b>		<b>81%</b>

**Description:** Operate the Council owned Livestock Weighing facility. Operations consist of general maintenance and operational costs to continue to operate a commercial service. Fees for weighing are invoiced as per the current Fees and Charges schedule through Council's Debtor system, and recovered as per Council's Debtor Policy.

**Comments:** Revenue performing higher than anticipated. There has been increase in cattle weighing revenue. Expenditure is inline with budget.

<b>3.2</b>	<b>Livestock Facility Capital Grant</b>			
<i>Type:</i>	<i>Revenue - Capital Grant</i>			
<b>Accountability:</b>	Environment and Regulatory Services			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$200,000</b>	<b>Budget Expenditure</b>	<b>\$0</b>
<b>Actuals:</b>		<b>\$0</b>		
<b>Percentage of completion:</b>		<b>0%</b>		

**Description:** Secure funding to assist in the delivery of a new Dip Facility and yards.

**Comments:** Grant not received.

# Community Services and Facilities

*Corporate Plan Program & Strategies: Community Services and Facilities*

## Program: 1. Community Services Administration

<b>1.1</b>	<b>Community Services</b>		
<i>Type:</i>	<i>Expenditure - Operational/Maintenance Costs</i>		
<b>Accountability:</b>	Corporate and Community Services		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b> <b>\$199,000</b>
<b>Actuals:</b>			<b>\$183,623</b>
<b>Percentage of completion:</b>			<b>92%</b>

**Description:** Services of Director of Corporate and Community Services and the Community Services Team Leader. Deliver the program to maintain and coordinate the positions for the Director of Corporate and Community Services and the Community Services Team Leader.

**Comments:** Money paid back to Department of Health for CHSP was allocated here, increasing the expenditure. Will reallocate costs to CHSP program.

<b>1.2</b>	<b>Community Development</b>		
<i>Type:</i>	<i>Expenditure - Operational/Maintenance Costs</i>		
<b>Accountability:</b>	Corporate and Community Services		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$290,000</b>	<b>Budget Expenditure</b> <b>\$250,000</b>
<b>Actuals:</b>		<b>\$222,342</b>	<b>\$34,720</b>
<b>Percentage of completion:</b>		<b>77%</b>	<b>14%</b>

**Description:** Deliver the Community Development Officer program as per the funding guidelines

**Comments:** Revenue is inline with budget. Expenditure behind budget. CDO was not engaged until October 2019. Only expenditure has been wages and car hire.

## Program: 2. Caravan Park

<b>2.1</b>	<b>Julia Creek Caravan Park</b>		
<i>Type:</i>	<i>Revenue &amp; Expenditure - User Fees and Operational/Maintenance Costs</i>		
<b>Accountability:</b>	Corporate and Community Services		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$375,000</b>	<b>Budget Expenditure</b> <b>\$292,000</b>
<b>Actuals:</b>		<b>\$304,983</b>	<b>\$213,370</b>
<b>Percentage of completion:</b>		<b>81%</b>	<b>73%</b>

**Description:** Operate the Council owned Julia Creek Caravan Park. Operations consist of general maintenance and operational costs to maintain current level of service. This is inclusive of wages for staff and caretaker of park. Revenue is collected by the caretaker and issued to the Council Administration on a weekly basis.

**Comments:** Expenditure and revenue inline with budget.

**2.2 Julia Creek Caravan Park - Capital Grant**

<i>Type:</i>	<i>Revenue - Capital Funding</i>		
<b>Accountability:</b>	Corporate and Community Services		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$244,925</b>	<b>Budget Expenditure</b> <b>\$0</b>
<b>Actuals:</b>		<b>\$159,743</b>	
<b>Percentage of completion:</b>		<b>65%</b>	
<b>Description:</b>	Complete funding claims and acquittal as per funding agreement of the Outback Tourism Infrastructure Fund (OTIF)		
<b>Comments:</b>	Milestone 3 claim not submitted yet.		

**Program: 3. McKinlay Community**

**3.1 McKinlay Community Facilities**

<i>Type:</i>	<i>Revenue &amp; Expenditure - Grants and Operational/Maintenance Costs</i>		
<b>Accountability:</b>	Corporate and Community Services		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$96,060</b>	<b>Budget Expenditure</b> <b>\$2,000</b>
<b>Actuals:</b>		<b>\$52,833</b>	<b>\$896</b>
<b>Percentage of completion:</b>		<b>55%</b>	<b>45%</b>
<b>Description:</b>	Receive funding through NPSR for the rectification of McKinlay Tennis Courts. Provide for general maintenance for the McKinlay facilities.		
<b>Comments:</b>	Sport and Rec grant for McKinlay Tennis Courts received. Expenditure below budget, but electricity for February and March not paid yet.		

**Program: 4. Medical Centre**

**4.1 Julia Creek Medical Centre**

<i>Type:</i>	<i>Revenue &amp; Expenditure - Recoverable Fees and Operational/Maintenance Costs</i>		
<b>Accountability:</b>	Corporate and Community Services		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b> <b>\$5,000</b>
<b>Actuals:</b>			<b>\$5,526</b>
<b>Percentage of completion:</b>			<b>111%</b>
<b>Description:</b>	Operations consist of general maintenance and operational costs of the facility.		
<b>Comments:</b>	Expenditure has exceeded budget and still likely to increase due to electricity invoices still to be paid.		

## Program: 5. Library Services

<b>5.1</b>	<b>Julia Creek Library</b>			
<i>Type:</i>	<i>Revenue &amp; Expenditure - User Fees, Grants and Operational/Maintenance Costs</i>			
<b>Accountability:</b>	Corporate and Community Services			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$16,366</b>	<b>Budget Expenditure</b>	<b>\$167,000</b>
<b>Actuals:</b>		<b>\$16,316</b>		<b>\$83,882</b>
<b>Percentage of completion:</b>		<b>100%</b>		<b>50%</b>
<b>Description:</b>	Maintain the Council's Julia Creek Library. Operations consist of general maintenance and operational costs to provide high standard library service in Julia Creek through appropriately trained staff. To provide commitment to computer and photocopying services for the public. Allowance for purchase of any furnishings for benefit of library users. Complete SLQ documentation in order to receive CLS grant. Collect fees to assist in the provision of internet, computer and photocopying access. Ensure fees are collected in relation to overdue library books and lost/stolen books.			
<b>Comments:</b>	All anticipated revenue received and will not increase. Expenditure running behind budget but some March costs still need to be paid for including electricity.			

<b>5.2</b>	<b>McKinlay Library</b>			
<i>Type:</i>	<i>Expenditure - Operational/Maintenance Costs</i>			
<b>Accountability:</b>	Corporate and Community Services			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>	<b>\$6,000</b>
<b>Actuals:</b>				<b>\$3,901</b>
<b>Percentage of completion:</b>				<b>65%</b>
<b>Description:</b>	Maintain the Council's McKinlay Library. Operations consist of general maintenance and operational costs to McKinlay Library. Service is provided one day per week to the community by volunteer.			
<b>Comments:</b>	March costs have not been incurred yet such as phone and electricity. Will even out at the end of the year.			

## Program: 6. Events and Civic Receptions

<b>6.1</b>	<b>Events and Civic Receptions</b>			
<i>Type:</i>	<i>Revenue &amp; Expenditure - User Fees, Funding and Operational/Maintenance Costs</i>			
<b>Accountability:</b>	Corporate and Community Services			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$75,565</b>	<b>Budget Expenditure</b>	<b>\$164,550</b>
<b>Actuals:</b>		<b>\$122,324</b>		<b>\$70,816</b>
<b>Percentage of completion:</b>		<b>162%</b>		<b>43%</b>
<b>Description:</b>	Provisions for specified events to be facilitated by Council to the community. Specified events are - ANZAC Day, Australia Day, Seniors Week, Christmas Lights Comp, Community Christmas Tree, openings of new Council facilities and other misc civic receptions. Expenses are incurred and revenue is collected by Council. Funding/Grants revenue may occur on notification of any rounds available.			
<b>Comments:</b>	Mental health Initiative Grant received \$50,000 not budgeted for. Expenditure behind budget and not likely to reach budget amount due to COVID-19 restrictions.			

## Program: 7. Heritage and Culture

<b>7.1</b>	<b>Julia Creek Museum and the Opera House</b>		
<i>Type:</i>	<i>Expenditure - Operational/Maintenance Costs</i>		
<b>Accountability:</b>	Corporate and Community Services		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>
<b>Actuals:</b>			<b>\$11,000</b>
<b>Percentage of completion:</b>			<b>\$7,783</b>
			<b>71%</b>
<b>Description:</b>	Maintain the Julia Creek Museum and the Opera House. Operations consist of general maintenance and operational costs to the Julia Creek Museum and the Opera House.		
<b>Comments:</b>	Inline with budget.		
<b>7.2</b>	<b>Jan Eckford Centre</b>		
<i>Type:</i>	<i>Expenditure - Operational/Maintenance Costs</i>		
<b>Accountability:</b>	Corporate and Community Services		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>
<b>Actuals:</b>			<b>\$7,500</b>
<b>Percentage of completion:</b>			<b>\$6,607</b>
			<b>88%</b>
<b>Description:</b>	Maintain the Jan Eckford Centre. Operations consist of general maintenance and operational costs to the Jan Eckford Centre.		
<b>Comments:</b>	Slightly over budget but not likely to increase much more due to all essential costs being paid for.		
<b>7.3</b>	<b>Regional Arts Development Fund (RADF)</b>		
<i>Type:</i>	<i>Revenue &amp; Expenditure - Operating Grants/Funding and Operational Costs</i>		
<b>Accountability:</b>	Corporate and Community Services		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$22,000</b>	<b>Budget Expenditure</b>
<b>Actuals:</b>		<b>\$22,000</b>	<b>\$48,104</b>
<b>Percentage of completion:</b>		<b>100%</b>	<b>\$3,596</b>
			<b>7%</b>
<b>Description:</b>	Deliver the RADF program. Applications for RADF grant submitted and allocation approved, Council committed funds and income from projects received. Funds allocated to successful RADF applications by RADF Committee.		
<b>Comments:</b>	RADF grant received. Expenditure not inline with budget as applications not received and not likely to be received due to COVID-19 restrictions.		

## Program: 8. Community Support

<b>8.1</b>	<b>Support Community Organisations</b>		
<i>Type:</i>	<i>Expenditure - Operational Costs</i>		
<b>Accountability:</b>	Corporate and Community Services		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>
<b>Actuals:</b>			<b>\$110,000</b>
<b>Percentage of completion:</b>			<b>\$31,826</b>
			<b>29%</b>
<b>Description:</b>	Provide financial support to community organisations. Provide financial support to community organisations in line with adopted Council Policies. Allocation for Dirt and Dust Festival support as per MOU.		
<b>Comments:</b>	Swim Club \$5000, Dirt n Dust \$20,000, Sedan Dip \$4,950. Expenditure unlikely to increase much further due to COVID-19 event restrictions.		



<b>8.2</b>	<b>Community Small Grants Program</b>			
<i>Type:</i>	<i>Expenditure - Operational Costs</i>			
<b>Accountability:</b>	Corporate and Community Services			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>	<b>\$20,000</b>
<b>Actuals:</b>				<b>\$5,000</b>
<b>Percentage of completion:</b>				<b>25%</b>
<b>Description:</b>	Provide the Community Small Grants round to the Shire Community. Allocation to provide Community Small Grants as per policy and grant guidelines.			
<b>Comments:</b>	Payment to Julia Creek Campdraft Committee for permanent shade on hill at McIntyre Park.			
<b>8.3</b>	<b>Community Donations</b>			
<i>Type:</i>	<i>Expenditure - Operational Costs</i>			
<b>Accountability:</b>	Corporate and Community Services			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>	<b>\$40,000</b>
<b>Actuals:</b>				<b>\$25,908</b>
<b>Percentage of completion:</b>				<b>65%</b>
<b>Description:</b>	Remit donations at the discretion of the Council. Donations applied to Council in writing and submitted to the subsequent Council Meeting for consideration and approval. Donation requests must comply with Council policies.			
<b>Comments:</b>	P & C \$20,000, Hospital Auxiliary \$5,000 and Kids of the Creek \$908.38. No other submissions received.			
<b>8.4</b>	<b>Commonwealth Home Support Program (CHSP) and Meals on Wheels (MOW)</b>			
<i>Type:</i>	<i>Revenue &amp; Expenditure - Operating Grants and Operational/Maintenance Costs</i>			
<b>Accountability:</b>	Corporate and Community Services			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$241,259</b>	<b>Budget Expenditure</b>	<b>\$275,619</b>
<b>Actuals:</b>		<b>\$152,345</b>		<b>\$115,334</b>
<b>Percentage of completion:</b>		<b>63%</b>		<b>42%</b>
<b>Description:</b>	Provide CHSP services to eligible McKinlay Shire Residents and maintain the MOW program. Receive CHSP funding and provide CHSP services as per the funding agreement guidelines. Operational costs associated with MOW program delivery and the collection of revenue for meal costs on delivery and receive MOW annual grant.			
<b>Comments:</b>	Revenue behind budget. \$36k to be reallocated from Program 1.1 to 8.4. This will increase the expenditure in next review.			
<b>8.5</b>	<b>Aged Care</b>			
<i>Type:</i>	<i>Revenue &amp; Expenditure - Operating Grants and Operational Costs</i>			
<b>Accountability:</b>	Corporate and Community Services			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>	<b>\$10,000</b>
<b>Actuals:</b>				<b>\$0</b>
<b>Percentage of completion:</b>				<b>0%</b>
<b>Description:</b>	Provide home access services to the Senior Citizens of McKinlay Shire and receive grants. Provide home access services to the Senior Citizens of McKinlay Shire. Receive grant for Broadband for Seniors.			
<b>Comments:</b>	No home access services need to be provided to date.			



<b>10.1</b>	<b>McIntyre Park User Contribution and Grant funding</b>				
<i>Type:</i>	<i>Revenue &amp; Expenditure - User Contribution Fees and Grant Funding</i>				
<b>Accountability:</b>	Corporate and Community Services				
<b>Budget:</b>	<table border="0"> <tr> <td><b>Budget Revenue</b></td> <td><b>\$387,046</b></td> <td><b>Budget Expenditure</b></td> <td><b>\$0</b></td> </tr> </table>	<b>Budget Revenue</b>	<b>\$387,046</b>	<b>Budget Expenditure</b>	<b>\$0</b>
<b>Budget Revenue</b>	<b>\$387,046</b>	<b>Budget Expenditure</b>	<b>\$0</b>		
<b>Actuals:</b>	<b>\$207,924</b>				
<b>Percentage of completion:</b>	<b>54%</b>				
<b>Description:</b>	Maintain contribution from identified users of McIntyre Park in association with the Land management Plan. McIntyre Park Users invoiced by Council their contribution to the facilities for the current financial year.				
<b>Comments:</b>	Full grant not received yet.				
<b>10.2</b>	<b>McIntyre Park Venue</b>				
<i>Type:</i>	<i>Revenue &amp; Expenditure - User Fees and Operational/Maintenance Costs</i>				
<b>Accountability:</b>	Corporate and Community Services, Environment and Regulatory Services				
<b>Budget:</b>	<table border="0"> <tr> <td><b>Budget Revenue</b></td> <td><b>\$1,500</b></td> <td><b>Budget Expenditure</b></td> <td><b>\$121,000</b></td> </tr> </table>	<b>Budget Revenue</b>	<b>\$1,500</b>	<b>Budget Expenditure</b>	<b>\$121,000</b>
<b>Budget Revenue</b>	<b>\$1,500</b>	<b>Budget Expenditure</b>	<b>\$121,000</b>		
<b>Actuals:</b>	<b>\$1,318</b>				
<b>Percentage of completion:</b>	<b>88%</b>				
<b>Description:</b>	Charge hire fees for the usage of McIntyre Park facilities and keep the facilities maintained. Collect fees for the hire of the McIntyre Park facilities as per the current Fees and Charges Schedule and Hire Policy. Operations consist of general maintenance and operational costs of the facilities by Council in line with the Land Management Plan.				
<b>Comments:</b>	Expenditure inline with budget.				
<b>10.3</b>	<b>Kev Bannah Oval Venue</b>				
<i>Type:</i>	<i>Revenue &amp; Expenditure - User Fees and Operational/Maintenance Costs</i>				
<b>Accountability:</b>	Corporate and Community Services, Environment and Regulatory Services				
<b>Budget:</b>	<table border="0"> <tr> <td><b>Budget Revenue</b></td> <td><b>\$1,200</b></td> <td><b>Budget Expenditure</b></td> <td><b>\$86,000</b></td> </tr> </table>	<b>Budget Revenue</b>	<b>\$1,200</b>	<b>Budget Expenditure</b>	<b>\$86,000</b>
<b>Budget Revenue</b>	<b>\$1,200</b>	<b>Budget Expenditure</b>	<b>\$86,000</b>		
<b>Actuals:</b>	<b>\$1,246</b>				
<b>Percentage of completion:</b>	<b>104%</b>				
<b>Description:</b>	Charge hire fees for the usage of Kev Bannah Oval facilities and keep the facilities maintained. Collect fees for the hire of the Kev Bannah Oval facilities as per the current Fees and Charges Schedule and Hire Policy. Operations consist of general maintenance and operational costs by Council for the Kev Bannah Oval facilities; Skate Park, Community Recreation Centre and the Oval.				
<b>Comments:</b>	Expenditure inline with budget. Revenue over budget as increased hire of venue.				
<b>10.4</b>	<b>Burke St Recreational / Events Venue</b>				
<i>Type:</i>	<i>Revenue &amp; Expenditure - Venue Hire Fees and Operational/Maintenance Costs</i>				
<b>Accountability:</b>	Corporate and Community Services				
<b>Budget:</b>	<table border="0"> <tr> <td><b>Budget Revenue</b></td> <td><b>\$0</b></td> <td><b>Budget Expenditure</b></td> <td><b>\$9,000</b></td> </tr> </table>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>	<b>\$9,000</b>
<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>	<b>\$9,000</b>		
<b>Actuals:</b>	<b>\$6,986</b>				
<b>Percentage of completion:</b>	<b>78%</b>				
<b>Description:</b>	Charge hire fees for the usage of the Shed and Grounds as per the current Fees and Charges Schedule and Hire Policy. Operations consist of general maintenance and operational costs by Council.				
<b>Comments:</b>	Expenditure inline with budget.				
<b>10.5</b>	<b>Julia Creek Sporting Precinct Venue</b>				

## Operational Plan 2019/20 Version 2

<b>Type:</b>	<i>Revenue &amp; Expenditure - User Fees and Operational/Maintenance Costs</i>			
<b>Accountability:</b>	Corporate and Community Services, Environment and Regulatory Services			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$8,000</b>	<b>Budget Expenditure</b>	<b>\$41,000</b>
<b>Actuals:</b>		<b>\$4,818</b>		<b>\$23,201</b>
<b>Percentage of completion:</b>		<b>60%</b>		<b>57%</b>

**Description:** Charge hire fees for the usage of the Indoor Sports Centre and the Participation Space (Gym) and keep the facilities maintained. Collect fees for the hire of the Indoor Sports Centre and the Participation Space (Gym) as per the current Fees and Charges Schedule and Hire Policy. Operations consist of general maintenance and operational costs by Council.

**Comments:** Gym memberships have ceased while gym extension being completed. Not likely that revenue will increase much more this year. Expenditure behind budget and will have limited costs for remainder of the year.

### 10.6 Sport and Recreation - other

<b>Type:</b>	<i>Revenue -Capital Grants and Subsidies</i>			
<b>Accountability:</b>	Corporate and Community Services			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$105,000</b>	<b>Budget Expenditure</b>	<b>\$0</b>
<b>Actuals:</b>		<b>\$105,000</b>		
<b>Percentage of completion:</b>		<b>100%</b>		

**Description:** Manage capital funding received for the Gym extension in accordance with the terms and conditions of the funding agreement.

**Comments:** Grant received in full.

### 10.7 Sport and Recreation

<b>Type:</b>	<i>Revenue &amp; Expenditure - User Fees and Operational Costs</i>			
<b>Accountability:</b>	Corporate and Community Services			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$6,800</b>	<b>Budget Expenditure</b>	<b>\$120,000</b>
<b>Actuals:</b>		<b>\$5,677</b>		<b>\$77,661</b>
<b>Percentage of completion:</b>		<b>83%</b>		<b>65%</b>

**Description:** Receive other revenue not specified under the Sport and Recreation programs. Collect revenue for programs made available to the community through out the current year; School Holiday Program and other sporting events held by Council. Maintain the Sport and Recreation function within Council. Deliver the program to maintain the Sport and Recreation Officer positions including training, meeting and conference attendance, sporting equipment and other general operational costs.

**Comments:** Revenue inline with budget. Expenditure below budget. Currently not paying Sport & Rec Officer wages which is lowering costs.

## Program: 11. Parks, Gardens and Amenities

<b>11.1</b>	<b>Parks, Gardens and Amenities</b>			
<i>Type:</i>	<i>Expenditure - Operational/Maintenance Costs</i>			
<b>Accountability:</b>	Engineering & Works			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$10,000</b>	<b>Budget Expenditure</b>	<b>\$685,000</b>
<b>Actuals:</b>		<b>\$0</b>		<b>\$604,188</b>
<b>Percentage of completion:</b>		<b>0%</b>		<b>88%</b>

**Description:** Maintain the Shire's parks, gardens and amenities. Operations consist of maintaining parks, grass control, watering, fertilising and associated landscaping activities within the McKinlay Shire including streetscape. General maintenance and operational costs of all amenity facilities. These operations are delivered in the towns of Julia Creek, McKinlay and Kynuna.

**Comments:** Expenditure slightly over budget. Increased plant hire.

### Program: 12. Civic Centre and Old HACC Centre

<b>12.1</b>	<b>Civic Centre &amp; Old HACC Centre</b>			
<i>Type:</i>	<i>Revenue &amp; Expenditure - User Fees and Operational/Maintenance Costs</i>			
<b>Accountability:</b>	Corporate and Community Services, Environment and Regulatory Services			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$2,500</b>	<b>Budget Expenditure</b>	<b>\$102,000</b>
<b>Actuals:</b>		<b>\$2,310</b>		<b>\$82,308</b>
<b>Percentage of completion:</b>		<b>92%</b>		<b>81%</b>

**Description:** Charge hire fees for the usage of the Civic Centre venue and keep the facilities maintained. Collect fees for the hire of the Civic Centre venue as per the current Fees and Charges Schedule and Hire Policy. Operations consist of general maintenance and operational costs by Council.

**Comments:** Expenditure inline with budget. Civic Centre hire revenue not likely to increase much more due to COVID-19 restrictions.

### Program: 13. Cemeteries

<b>13.1</b>	<b>Cemeteries</b>			
<i>Type:</i>	<i>Expenditure - Operational/Maintenance Costs</i>			
<b>Accountability:</b>	Corporate and Community Services, Environment and Regulatory Services			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>	<b>\$16,000</b>
<b>Actuals:</b>				<b>\$8,814</b>
<b>Percentage of completion:</b>				<b>55%</b>

**Description:** Maintain cemeteries within McKinlay Shire. Operations consist of general maintenance of cemetery grounds and graves in the Julia Creek, McKinlay, Kynuna and Nelia cemeteries. Maintain records for the cemeteries heritage information to the community.

**Comments:** Expenditure below budget. Material and services performing under budget.

### Program: 14. Swimming Pool

<b>14.1</b>	<b>Julia Creek Swimming Pool</b>		
<i>Type:</i>	<i>Expenditure - Operational/Maintenance Costs</i>		
<b>Accountability:</b>	Environment and Regulatory Services		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b> <b>\$267,000</b>
<b>Actuals:</b>			<b>\$167,098</b>
<b>Percentage of completion:</b>			<b>63%</b>
<b>Description:</b>	Maintain the Julia Creek Swimming Pool and collect fees and charges for admission and canteen. Operations consist of general maintenance, operational costs and contract management fees to provide a swimming pool service to the community.		
<b>Comments:</b>	Expenditure performing below budget.		

**Program: 15. Housing and FR Bill Bussutin Centre**

<b>15.1</b>	<b>Council Housing and Other Properties</b>		
<i>Type:</i>	<i>Revenue &amp; Expenditure - Rental Income and Operational/Maintenance Costs</i>		
<b>Accountability:</b>	Corporate and Community Services, Environment and Regulatory Services		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$174,838</b>	<b>Budget Expenditure</b> <b>\$150,000</b>
<b>Actuals:</b>		<b>\$158,393</b>	<b>\$147,770</b>
<b>Percentage of completion:</b>		<b>91%</b>	<b>99%</b>
<b>Description:</b>	Deliver a Staff Housing Program for McKinlay Shire employees and contractors and manage rentals on all other Council properties. Operations consist of general maintenance and operational costs to maintain the Council owned houses, flats, sheds and land. Staff, contractors or other can occupy the houses, sheds, other structures and land as approved by Senior Management on completion of a lease agreement with Council. Rent to be collected as per lease agreement and Fees and Charges Schedule.		
<b>Comments:</b>	Council rental properties revenue higher than anticipated. Expenditure has nearly reach the full budget. Will need to review and monitor.		

<b>15.2</b>	<b>FR Bill Bussutin Community Centre</b>		
<i>Type:</i>	<i>Revenue &amp; Expenditure - User Fees and Operational/Maintenance Costs</i>		
<b>Accountability:</b>	Corporate and Community Services, Environment and Regulatory Services		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$7,500</b>	<b>Budget Expenditure</b> <b>\$0</b>
<b>Actuals:</b>		<b>\$8,045</b>	
<b>Percentage of completion:</b>		<b>107%</b>	
<b>Description:</b>	Collect fees and charges for the hire of the FR Bill Bussutin Community Centre. Charge as per Fees and Charges Schedule for hire of the FR Bill Bussutin Community Centre.		
<b>Comments:</b>	Hire fees have been higher than anticipated.		

<b>15.3</b>	<b>FR Bill Bussutin Centre Senior Living</b>		
<i>Type:</i>	<i>Revenue &amp; Expenditure - Rental Income and Operational/Maintenance Costs</i>		

<b>Accountability:</b>	Corporate and Community Services, Environment and Regulatory Services			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$31,000</b>	<b>Budget Expenditure</b>	<b>\$63,000</b>
<b>Actuals:</b>		<b>\$26,086</b>		
<b>Percentage of completion:</b>		<b>84%</b>		

**Description:** Provide housing to eligible McKinlay Shire Senior Citizen residents and maintain the operations of the community centre. Operations consist of general maintenance and operational costs to maintain the Seniors Living and Community Centre Complex. Rent to be collected as per lease agreement and hire fees as per the Fees and Charges Schedule.

**Comments:** Revenue slightly higher than budget as tenants have to pay ahead of rent period.

# Health Safety & Development

*Corporate Plan Program & Strategies: Environment & Regulatory Services*

## Program: 1. Disaster Management

<b>1.1</b>	<b>Local Disaster Management Group and State Emergency Services (SES)</b>			
<i>Type:</i>	<i>Revenue &amp; Expenditure - Grant and Operational Costs</i>			
<b>Accountability:</b>	Environmental and Regulatory Services			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$87,148</b>	<b>Budget Expenditure</b>	<b>\$271,000</b>
<b>Actuals:</b>		<b>\$26,670</b>		<b>\$124,517</b>
<b>Percentage to completion:</b>		<b>31%</b>		<b>46%</b>
<b>Description:</b>	Provide effective disaster strategies through the implementation of a Local Disaster Management Group. Provide assistance to the SES volunteer organisation. Develop disaster preparations and strategies as per the Local Disaster Management Plan to ensure community safety.			
	Assist in providing emergency help during and after declared (natural or otherwise) disasters. The SES may provide a support role to other agencies, particularly police and fire.			
<b>Comments:</b>	SES grant received \$20,568 and National Disaster grant received \$6,780. Small business grants and LDMG expenditure behind budget.			

## Program: 2. Community Environmental Health and Safety

<b>2.1</b>	<b>Community Environmental Health &amp; Safety Program</b>			
<i>Type:</i>	<i>Revenue &amp; Expenditure - User Fees and Operational/Maintenance Costs</i>			
<b>Accountability:</b>	Environmental and Regulatory Services			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$1,600</b>	<b>Budget Expenditure</b>	<b>\$150,000</b>
<b>Actuals:</b>		<b>\$1,515</b>		<b>\$102,840</b>
<b>Percentage to completion:</b>		<b>95%</b>		<b>69%</b>
<b>Description:</b>	Provide Environmental Health services across McKinlay Shire. Ensure compliance with Environmental Health legislation and implement pricing policy to recoup costs. Administer obligations under the Food Act 2006, Public Health (Personal Appearance Services) Act 2003, Public Health Act 2005, Environmental Protection Act 1994 and Water Supply (Safety and Reliability) Act 2008. Deliver and maintain the Director of Environmental and Regulatory Health and Environmental Health and Tech Officer/Assistant positions.			
<b>Comments:</b>	No more revenue expected. Expenditure slightly below budget.			

## Program: 3. Local Law Enforcement

<b>3.1</b>	<b>Local Law Enforcement</b>			
<i>Type:</i>	<i>Revenue &amp; Expenditure - Fees, Charges and Operational/Maintenance Costs</i>			
<b>Accountability:</b>	Environmental and Regulatory Services			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$8,800</b>	<b>Budget Expenditure</b>	<b>\$100,000</b>
<b>Actuals:</b>		<b>\$8,592</b>		<b>\$83,136</b>
<b>Percentage to completion:</b>		<b>98%</b>		<b>83%</b>
<b>Description:</b>	Enforce Local Laws as approved by Council. McKinlay Shire Council Local Laws consist of animal management as per the Local Government Act 2009 and the Animal Management Act 2008; Dogs and other animals annual registration fees, impounding of animals and animal boarding fees as per the current Fees and Charges Schedule.			
<b>Comments:</b>	Revenue not likely to increase much more, only for animal boarding. Expenditure slightly ahead of budget.			



**Program: 4. Land and Building Development**

<b>4.1</b>	<b>Town Planning</b>			
<i>Type:</i>	<i>Revenue &amp; Expenditure - Fees, Charges and Operational/Maintenance Costs</i>			
<b>Accountability:</b>	Environmental and Regulatory Services			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$2,500</b>	<b>Budget Expenditure</b>	<b>\$91,000</b>
<b>Actuals:</b>		<b>\$105</b>		<b>\$47,653</b>
<b>Percentage to completion:</b>		<b>4%</b>		<b>52%</b>
<b>Description:</b>	Assessments of all development applications. Assess applications in line with the provisions of the SPA and consistent with the McKinlay Shire Council Planning Scheme.			
<b>Comments:</b>	Revenue behind anticipated budget as only one building approval application received. Revenue not likely to meet the anticipated budget. Expenditure behind budget.			

# Environmental Management

*Corporate Plan Program & Strategies: Environment & Regulatory Services*

## Program: 1. Refuse Collection & Disposal

1.1 Refuse Collection													
<b>Type:</b>	Revenue & Expenditure - Utility Charges and Operational/Maintenance Costs												
<b>Accountability:</b>	Environmental and Regulatory Services												
<b>Budget:</b>	<table border="1"> <tr> <td><b>Budget Revenue</b></td> <td><b>\$82,377</b></td> <td><b>Budget Expenditure</b></td> <td><b>\$42,000</b></td> </tr> <tr> <td><b>Actuals:</b></td> <td><b>\$84,142</b></td> <td></td> <td><b>\$51,518</b></td> </tr> <tr> <td><b>Percentage to completion:</b></td> <td><b>102%</b></td> <td></td> <td><b>123%</b></td> </tr> </table>	<b>Budget Revenue</b>	<b>\$82,377</b>	<b>Budget Expenditure</b>	<b>\$42,000</b>	<b>Actuals:</b>	<b>\$84,142</b>		<b>\$51,518</b>	<b>Percentage to completion:</b>	<b>102%</b>		<b>123%</b>
<b>Budget Revenue</b>	<b>\$82,377</b>	<b>Budget Expenditure</b>	<b>\$42,000</b>										
<b>Actuals:</b>	<b>\$84,142</b>		<b>\$51,518</b>										
<b>Percentage to completion:</b>	<b>102%</b>		<b>123%</b>										

**Strategy:** Provide domestic and commercial kerbside rubbish collections in Julia Creek. Rubbish collections provided to Julia Creek residents and businesses once a week and only Council approved bins will be collected. Service charges will be collected through the rating system that is levied twice in a financial year.

**Comments:** Full revenue received, not expected to increase further. Expenditure higher than budget due to hiring rubbish truck from Richmond Shire Council.

1.2 Refuse Disposal													
<b>Type:</b>	Revenue & Expenditure - Utility Charges and Operational/Maintenance Costs												
<b>Accountability:</b>	Environmental and Regulatory Services												
<b>Budget:</b>	<table border="1"> <tr> <td><b>Budget Revenue</b></td> <td><b>\$41,678</b></td> <td><b>Budget Expenditure</b></td> <td><b>\$105,000</b></td> </tr> <tr> <td><b>Actuals:</b></td> <td><b>\$42,215</b></td> <td></td> <td><b>\$73,175</b></td> </tr> <tr> <td><b>Percentage to completion:</b></td> <td><b>101%</b></td> <td></td> <td><b>70%</b></td> </tr> </table>	<b>Budget Revenue</b>	<b>\$41,678</b>	<b>Budget Expenditure</b>	<b>\$105,000</b>	<b>Actuals:</b>	<b>\$42,215</b>		<b>\$73,175</b>	<b>Percentage to completion:</b>	<b>101%</b>		<b>70%</b>
<b>Budget Revenue</b>	<b>\$41,678</b>	<b>Budget Expenditure</b>	<b>\$105,000</b>										
<b>Actuals:</b>	<b>\$42,215</b>		<b>\$73,175</b>										
<b>Percentage to completion:</b>	<b>101%</b>		<b>70%</b>										

Manage and operate Waste Facilities in the McKinlay Shire. Provide and maintain the Waste Facilities at Julia Creek, McKinlay, Kynuna and Nelia. Refuse Management service charges will be collected through the rating system that is levied twice in a financial year.

**Comments:** Full revenue received, not expected to increase further. Expenditure inline with budget.

## Program: 2. Pest Plant and Animal Control

2.1 Truck Washdown Bay													
<b>Type:</b>	Revenue - User Fees												
<b>Accountability:</b>	Environmental and Regulatory Services												
<b>Budget:</b>	<table border="1"> <tr> <td><b>Budget Revenue</b></td> <td><b>\$20,000</b></td> <td><b>Budget Expenditure</b></td> <td><b>\$0</b></td> </tr> <tr> <td><b>Actuals:</b></td> <td><b>\$16,970</b></td> <td></td> <td></td> </tr> <tr> <td><b>Percentage to completion:</b></td> <td><b>85%</b></td> <td></td> <td></td> </tr> </table>	<b>Budget Revenue</b>	<b>\$20,000</b>	<b>Budget Expenditure</b>	<b>\$0</b>	<b>Actuals:</b>	<b>\$16,970</b>			<b>Percentage to completion:</b>	<b>85%</b>		
<b>Budget Revenue</b>	<b>\$20,000</b>	<b>Budget Expenditure</b>	<b>\$0</b>										
<b>Actuals:</b>	<b>\$16,970</b>												
<b>Percentage to completion:</b>	<b>85%</b>												

**Strategy:** Collect fees from the Truck Washdown Bay. Collect fees for the delivery of service as per the current Fees and Charges schedule. Administration of the accounts and pre paid accounts is completed by Company Avdata. Payments less commission is submitted to Council on a monthly basis. Operations consist of general maintenance and operational costs for the Washdown Bay.

**Comments:** Revenue slightly higher than budget.

<b>2.2</b>	<b>Dingo Baits</b>		
<i>Type:</i>	<i>Revenue - User Fees</i>		
<b>Accountability:</b>	Environmental and Regulatory Services		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$1,200</b>	<b>Budget Expenditure</b> <b>\$0</b>
<b>Actuals:</b>		<b>\$1,178</b>	
<b>Percentage to completion:</b>		<b>98%</b>	
<b>Strategy:</b>	Supply factory baits to McKinlay Shire residents. Assist with Pest Control outside of coordinated baiting times. Supply factory baits as per the current Fees and Charges schedule.		
<b>Comments:</b>	Revenue should not increase much more as aerial baiting will commence soon.		
<b>2.3</b>	<b>Feral Pig Baits</b>		
<i>Type:</i>	<i>Revenue - User Fees</i>		
<b>Accountability:</b>	Environmental and Regulatory Services		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b> <b>\$0</b>
<b>Actuals:</b>			
<b>Percentage to completion:</b>			
<b>Strategy:</b>	Supply factory baits to McKinlay Shire residents. Assist with Pest Control outside of coordinated baiting times. Supply factory baits as per the current Fees and Charges schedule.		
<b>2.4</b>	<b>Pest Plant Control Program</b>		
<i>Type:</i>	<i>Revenue &amp; Expenditure - Funding and Operational/Maintenance Costs</i>		
<b>Accountability:</b>	Environmental and Regulatory Services		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b> <b>\$195,000</b>
<b>Actuals:</b>			<b>\$40,842</b>
<b>Percentage to completion:</b>			<b>21%</b>
<b>Strategy:</b>	Deliver the Pest Plant Control Program within McKinlay Shire. Control pest plants on land under the control of McKinlay Shire Council and regulate on other land within McKinlay Shire.		
<b>Comments:</b>	Works to commence before end of year.		
<b>2.5</b>	<b>Pest Animal Control Program</b>		
<i>Type:</i>	<i>Revenue &amp; Expenditure - Funding and Operational/Maintenance Costs</i>		
<b>Accountability:</b>	Environmental and Regulatory Services		
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$43,244</b>	<b>Budget Expenditure</b> <b>\$77,000</b>
<b>Actuals:</b>		<b>\$43,278</b>	<b>\$36,003</b>
<b>Percentage to completion:</b>		<b>100%</b>	<b>47%</b>
<b>Strategy:</b>	Deliver the Pest Animal Control Program within McKinlay Shire. Facilitate the control of pest animals within the McKinlay Shire. Coordinate baiting programs with qualified staff and Senior Management. Manage the bonus program of dingos as approved by Council.		
<b>Comments:</b>	Full revenue received, will not increase. Expenditure behind budget. Aerial baiting to be completed this quarter.		

### Program: 3. Stock Routes and Reserves

<b>3.1</b>	<b>Stock Route and Reserve Program</b>			
<i>Type:</i>	<i>Revenue &amp; Expenditure - User/Lease Fees and Operational/Maintenance Costs</i>			
<b>Accountability:</b>	Environmental and Regulatory Services			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$143,700</b>	<b>Budget Expenditure</b>	<b>\$189,500</b>
<b>Actuals:</b>		<b>\$31,918</b>		<b>\$131,535</b>
<b>Percentage to completion:</b>		<b>22%</b>		<b>69%</b>
<b>Strategy:</b>	<p>Manage the Stock Routes in McKinlay Shire. Provide land reserve leasing opportunities and agistment on the town common to the community. Maintain stock route network in McKinlay Shire and collect fees for stock route permits on an application basis as per the current Fees and Charges schedule.</p> <p>Deliver reserves program; maintain reserves, complete lease agreements for land reserves with assistance from solicitors and provide agistment to shire residents as per the current Fees and Charges Schedule.</p>			
<b>Comments:</b>	Revenue behind budget. Recoverable stock route works revenue still to be claimed. Expenditure slightly behind budget.			
<b>3.2</b>	<b>Precept Expenses</b>			
<i>Type:</i>	<i>Expenditure - Operational Costs</i>			
<b>Accountability:</b>	Environmental and Regulatory Services			
<b>Budget:</b>	<b>Budget Revenue</b>	<b>\$0</b>	<b>Budget Expenditure</b>	<b>\$18,100</b>
<b>Actuals:</b>				<b>\$17,785</b>
<b>Percentage to completion:</b>				<b>98%</b>
<b>Strategy:</b>	Contribution to the Department of Agriculture, Fisheries and Forestry for weed and pest management.			
<b>Comments:</b>	No more expenditure expected.			



## **9.0 CHIEF EXECUTIVE OFFICER**

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Ordinary Meeting of Council Tuesday, 21<sup>st</sup> April 2020

**9.1 Subject:** CEO's Status Report  
**Attachments:** Nil  
**Author:** Chief Executive Officer  
**Date:** 10 April 2020

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**Executive Summary:**

Council is presented with a Status Report from the Chief Executive Officer, which provides an overview of ongoing items of Council business.

**Recommendation:**

*That Council receives the CEO's Status Report for April 2020.*

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**New Term 2020:**

There are a number of items that must be done as part of the new term

- Declaration of Office and Induction
- Review of Committee representation and councilor portfolios
- Review of Strategic Planning and annual operational documents including budget and strategic risk
- Review of Corporate Policies
- Review of Delegations to the CEO (existing)
- Recruitment of new CEO

**Declaration of Office**

The local government elections were held on the 28 March 2020 and the Council was successfully sworn in on 15 April 2020.

**Councillor Briefings**

Council has already set down its monthly meetings.

Councils are required to have pre meeting briefings on matters on the next agenda and for future planning. The briefing session usually happens once a month and this schedule forms a separate report to this month's agenda.

**Professional Development**

Councillors have been provided with Reference Manuals as part of their induction process. These manuals contain a range of information that will assist each Councillor in their role. In addition, the CEO will work to put a professional development calendar together for all Councillors over the coming months to ensure mandatory training and development is in place for each Councillor.

Councillors will also receive training from the State Governments, Department of Local Government, Racing and Multicultural Affairs as well as Elected Member Updates (EMU's) from the Peak association, LGAQ.

**Committee representation**

Councillor representation on committees forms a separate report as part of this agenda.



Ordinary Meeting of Council Tuesday, 21<sup>st</sup> April 2020

### Councillor Portfolios

Councillors, in the last term, adopted a portfolio approach to support working strategically together. Portfolio allocations form a separate report in this month's agenda. Previously they were held by:

Governance	Cr. Murphy
Tourism	Cr. Murphy, Cr. Fegan
Economic Development	Cr. Murphy, Cr. Royes
Environmental Management	Cr. Walker
Regulatory Services	Cr. Walker
Roads	Cr. Curr
Community Services	Cr. Royes
Health	Cr. Fegan

### Council Plans

Council works on setting strategy and this strategic direction forms the basis for a range of documents. The MSC Community Strategic plan is a long term plan which is supported by the Long Term Financial Plan, Operational Plan and annual budget. The Operational Plan and budget must be re-adopted on or before the 1 August 2020. It is also critical that council consider updating its community strategic plan prior to the adoption of the Operational Plan and budget so these documents can capture any necessary changes. In normal times, the new council would set up a range of consultations with its community to support this review. Due to Covid-19 restrictions around social distancing practices, Council cannot call gathering sessions so this cannot take place in the same way. Discussion with Councillors as to how we can achieve the objectives of the review in light of these restrictions will take place during April 2020.

Council is required legislatively to update the following documents:-

Plan name	Task	Update frequency
MSC Community Strategic Plan 2019 - 2026	Refresh for 2020.21-2026	Every term in the first year
Operational Plan 2020.21	Update annual plan for 1/7/20 to 30/6/21	Annual by 1 August each year
Long Term Financial Plan	Review LTFP for 20.21	10 year plan reviewed annually
Budget	Review and adopt budget to support operational plan for 20.21	Annual by 1 August each year

### Corporate Policies

Council has a range of administrative and corporate policies. Administrative policies are signed off by the CEO and corporate policies are endorsed by Council. Over the term Council will review its wide number of corporate policies on a monthly basis over the term until all policies are reviewed. Some corporate policies associated with the budget will be reviewed at that time.

### Delegations to the CEO

The Local Government Act and regulation requires that the delegations to the CEO are reviewed within the new term.

### Recruitment of a new CEO

Council last contract Chief Executive Officer left during the 2018.19 year. Since that time a number of interim CEO's have taken up contract positions. These delegations form a separate report as part of this agenda.



Ordinary Meeting of Council Tuesday, 21<sup>st</sup> April 2020

These have included:

John Kelly July 2018 – Nov 2018

Des Niesler Dec 2018 to Jan 2020.

Edwina Marks Jan 2020 – June 2020

Council is required to have a Chief Executive Officer under the Local Government Act and Regulation. Accordingly it is important to commence this process as part of the new term arrangements. A report endorsing this action is included as a separate report to this agenda.

### **Disaster Management - COVID – 19 Update**

Council works under the Disaster Management framework which links Councils to the Queensland Disaster Management Framework at a State Level and the District level through the District Disaster Management Group (DDMG). Council leads a local range of stakeholders as part of its role in the Disaster Management Act, this Committee is called the Local Disaster Management Group (LDMG). At the post election meeting Council appointed a Chair and Deputy Chair.

Council coordinates the local stakeholders through a formal meeting and minutes process which are forwarded to the DDMG. The Mayor and a Councillor form the Chair and Deputy Chair arrangements and the CEO is the Local Disaster Coordinator.

In addition, Councils are required to have appropriate Disaster Management Plans and sub plans to support the function of Local Government in a disaster. Council has a Disaster Management Plan and Pandemic Sub Plan draft in place.

### **Corporate Business Continuity**

In addition, the corporation has a Business Continuity Plan in place for events/incidents that impact Councils total operations for a period of 3 days or more. COVID -19 planning, over a 6 month horizon, is a long term impact and council's current business continuity plan identifies critical parts of the business that will be impacted by the disaster and puts a range of actions into place to keep the community, business and staff informed as well as ensuring that succession planning is in place to ensure that critical services can continue.

Council has complemented its business continuity planning with procedural adjustments to contractor management, general WHS and the reduction of community transmission between workers and contractors as well as Working from Home procedures, WHS checklists and Return to Work arrangements

The most significant feature of this pandemic is its length of impact on operational adjustments and mitigations.





Ordinary Meeting of Council Tuesday, 21<sup>st</sup> April 2020

Links

<https://www.disaster.qld.gov.au/cdmp/Documents/Queensland-State-Disaster-Management-Plan.pdf>

**Policy/Legislative:**

Local Government Act 2009

Local Government Regulation 2012

Disaster Management Act 2003 and the Queensland Disaster Management Framework

**Community Strategic Plan Objectives:**

Strategy 1 McKinlay Shire Council to continue to provide quality services and management of the Shire

**Operational Financial and Resource Implications:**

**N/a**

**Strategic Risks to be considered:**

Strategic Risk – Legal – s194 of the LG Act requires a CEO to be in place

Strategic Risk – Economic, social and political – impact of the Pandemic on the regional economy and council needs to be mitigated by business and disaster management planning

Strategic Risk – technology – Council systems are cloud based which significantly reduces the risk during this crisis

Strategic risk – environmental – Council has succession planning in place in relation to its essential services as part of its Tier 2 business continuity plan.

**Consultation and engagement:**

All consultation and engagement schedules are currently restricted by COVID-19 restrictions.

**InfoXpert Document ID:**

111201



Ordinary Meeting of Council 21 April 2020

**9.2 Subject:** Councillor Portfolios 2020 - 2024

**Attachments:** Nil

**Author:** Chief Executive Officer

**Date:** 21 April 2020

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**Executive Summary:**

Council is presented with a Status Report from the Chief Executive Officer, which provides an overview of ongoing items of Council business.

**Recommendation:**

*That Council*

a) *Endorse the following nominations for Councillor portfolios for the new term as follow;*

- *Governance –( Cr.name)*
- *Tourism – Cr. Fegan and Cr. Royes*
- *Economic Development – Cr. Fegan and Cr. Royes*
- *Environmental Management & Regulatory Services – Cr. Lynch*
- *Roads – Cr. Curr and Cr. Pratt*
- *Community Services – Cr. Royes*
- *Health – Cr. Fegan*

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**Background:**

**Councillors** in the previous term have adopted a portfolio to support working strategically together. These portfolios for the previous term were:-

Governance	Cr. Murphy
Tourism	Cr. Murphy, Cr. Fegan
Economic Development	Cr. Murphy, Cr. Royes
Environmental Management	Cr. Walker
Regulatory Services	Cr. Walker
Roads	Cr. Curr
Community Services	Cr. Royes
Health	Cr. Fegan

*Councillors are required to nominate for their preferred portfolio.*

**Policy/Legislative:**

Local Government Act 2009



Ordinary Meeting of Council 21 April 2020

**Community Strategic Plan Objectives:**

**Operational Financial and Resource Implications:**

N/a

**Strategic Risks to be considered:**

Governance – Portfolio allocation allows a close working relationship with the senior management team and specialised attention to subject matter.

**Consultation and engagement:**

N/a

**InfoXpert Document ID:**

111202



Ordinary Meeting of Council Tuesday, 21<sup>st</sup> April 2020

**9.3 Subject:** Councillor Committee Representation 2020 - 2024

**Attachments:** Nil

**Author:** Chief Executive Officer

**Date:** 16 April 2020

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**Purpose:**

The purpose of this report is to appoint Councillor representation to a range of internal and external Committees.

**Recommendation:**

*That Council;*

*(a) Endorse the following nominations for Councillor Representation for the new term as follows;*

- *Audit Committee – Cr. Curr and Cr. Lynch*
- *MITEZ – (Cr Name)*
- *NWRRTG – Cr. Curr*

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**Background:**

*Councillors are required to nominate for their preferred committee. Council is a representative on a number of external committees.*

Audit Committee	Available. Must have good understanding of finances to hold the position.
MITEZ (Mt Isa Townsville Economic Development Zone)	Available.
NWQROC	Already Appointed Post Election meeting Mayor Philip Curr
NWRRTG	Already Appointed Post Election meeting Mayor Philip Curr
LDMG	Already appointed Post Election Meeting
Other	

**Policy/Legislative:**

Local Government Act 2009

**Community Strategic Plan Objectives:**

Strategy 3 Stakeholder and community engagement

**Operational Financial and Resource Implications:**

Costs of attendance covered by Council budget.

**Strategic Risks to be considered:**

Strategic Risk – Political – Intraregional committees support stronger advocacy and lobbying effort.

**InfoXpert Document ID:**

111203



Ordinary Meeting of Council Tuesday, 21<sup>st</sup> April 2020

**9.4 Subject:** Delegations to the CEO  
**Attachments:** Register of Delegations to the CEO (*InfoXpert ID:111204*)  
**Author:** Chief Executive Officer  
**Date:** 21 April 2020

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**Executive Summary:**

The purpose of this report is to endorse the delegations to the CEO in accordance with s194 of the local Government Act.

**Recommendation:**

*That Council:-*

- a) *Endorse the delegations of local government powers to the Chief Executive Officer as per s 257 of the Local Government Act 2009*
  - b) *Acknowledge that this delegation review forms part of the annual review process by the local government as part of Sect 257, part 5 (1).*
- 

**Background:**

As part of the new term, the local government must consider its delegations to the Chief Executive Officer. Under s257 of the LG Act 2009 the Council may do this by way of resolution. However the Council may only delegate a power under s 150AG to make a decision about a councillor's conduct to the Mayor or a standing or joint standing committee of the Council.

257 Delegation of local government powers

(1) A local government may, by resolution, delegate a power under this Act or another Act to—

(a) the mayor; or

(b) the chief executive officer; or

(c) a standing committee, or joint standing committee, of the local government; or

(d) the chairperson of a standing committee, or joint standing committee, of the local government; or

(e) another local government, for the purposes of a joint government activity.

(2) However, a local government may only delegate a power to make a decision about a councillor's conduct under section 150AG to—

(a) the mayor; or

(b) a standing committee of the local government.

(3) Also, a local government must not delegate a power that an Act states must be exercised by resolution.

(4) A joint standing committee, of the local government, is a committee consisting of councillors of 2 or more of the local governments.

(5) A delegation to the chief executive officer under subsection (1) must be reviewed annually by the local government.



Ordinary Meeting of Council Tuesday, 21<sup>st</sup> April 2020

**Policy/Legislative:**

**S257 Local Government Act 2009**

**Community Strategic Plan Objectives:**

Strategy 1 McKinlay Shire Council to continue to provide quality services and management of the Shire.

**Operational Financial and Resource Implications:**

Nil

**Strategic Risks to be considered:**

Strategic risk – legal – delegations form the basis of legal decisions both operationally and at the Council level.


Delegations to the CEO allow operational decisions to be made. A council can decide not to delegate a function and cannot delegate the power to make a decision about a councilors conduct under section 150AG.

**Consultation and engagement:**

N/a

**InfoXpert Document ID:**

111205

- 
- (d) the chairperson of a standing committee, or joint standing committee, of the local government; or
- (e) another local government, for the purposes of a joint government activity.
- (2) However, a local government may only delegate a power to make a decision about a councillor's conduct under section 150AG to—
- (a) the mayor; or
- (b) a standing committee of the local government.
- (3) Also, a local government must not delegate a power that an Act states must be exercised by resolution.
- (4) A *joint standing committee*, of the local government, is a committee consisting of councillors of 2 or more of the local governments.
- (5) A delegation to the chief executive officer under subsection (1) must be reviewed annually by the local government.

#### **257A Delegation of joint local government's powers**

- (1) A joint local government may, by resolution, delegate its powers about a component local government's area to the component local government.
- (2) Also, a joint local government may, by resolution, delegate its powers under this Act or another Act to—
- (a) the chairperson of the joint local government; or
- (b) a mayor of its component local governments; or
- (c) the chief executive officer of the joint local government or its component local governments; or
- (d) a committee of members of the joint local government or of councillors of its component local governments; or
- (e) the chairperson of a committee mentioned in paragraph (d).



# REGISTER OF DELEGATIONS COUNCIL TO CEO

## Local Government Act 2009

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
LGA 10	Chief Executive Officer	Power to conduct a joint government activity.	Section 10 <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 19	Chief Executive Officer	Power to make submissions to the change commission in response to a request for submissions in relation to a proposed local government change.	Section 19 <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 29	Chief Executive Officer	Power to decide the local government's process for making a local law consistent with Chapter 3, Part 1 of the <i>Local Government Act 2009</i> .	Section 29 <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 29A.3	Chief Executive Officer	Power to consult with relevant government entities about the overall State interest in a proposed local law.	Section 29A(3) <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 46.2	Chief Executive Officer	Power to conduct a public benefit assessment of a new significant business activity	Section 46(2) <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 46.5	Chief Executive Officer	Power to prepare a report on the public benefit assessment in accordance with section 46(5) of the <i>Local Government Act 2009</i> .	Section 46(5) <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 47	Chief Executive Officer	Power to apply a code of competitive conduct to a business activity.	Section 47 <i>Local Government Act 2009</i>	26/06/2018 277/1718	



## REGISTER OF DELEGATIONS COUNCIL TO CEO

### Local Government Act 2009

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
LGA 60	Chief Executive Officer	Power to exercise control of all roads in the local government area including the ability to survey and resurvey roads, construct, maintain and improve roads, approve the naming and numbering of private roads, and name and number other roads.	Section 60 <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 61	Chief Executive Officer	Power to give the owner of land a notice of intention to acquire land.	Section 61 <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 61.6	Chief Executive Officer	Power to lodge the copy of a notice of intention to acquire land with the Registrar of Titles for registration on the instrument of title to the land.	Section 61(6) <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 62	Chief Executive Officer	Power to decide a claim for compensation for a notice of intention to acquire land.	Section 62 <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 64	Chief Executive Officer	Power to acquire land after service of notice of intention to acquire instead of paying compensation for injurious affection.	Section 64 <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 64	Chief Executive Officer	Power to assess compensation for acquisition of land.	Section 64 <i>Local Government Act 2009</i>	26/06/2018 277/1718	



## REGISTER OF DELEGATIONS COUNCIL TO CEO

### Local Government Act 2009

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
LGA 65.3	Chief Executive Officer	Power to serve notice of decision not to proceed to acquire land the subject of a notice of intention to acquire.	Section 65(3) <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 65.4	Chief Executive Officer	Power to withdraw notice of intention to acquire land.	Section 65(4) <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 65.4	Chief Executive Officer	Power to lodge with Registrar of Titles for registration a notice of a decision not to proceed with, or to withdraw, notice of intention of realignment of road or part of road.	Section 65(4) <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 66	Chief Executive Officer	Power to assess and pay the owner of land reasonable compensation for decrease in value of land because of decision not to proceed with realignment of a road or part of a road after giving a notice of intention to acquire land and structural improvements have been made on land that adjoins the road.	Section 66 <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 67	Chief Executive Officer	Power to acquire land that adjoins a road for use as a footpath.	Section 67 <i>Local Government Act 2009</i>	26/06/2018 277/1718	

## REGISTER OF DELEGATIONS COUNCIL TO CEO

### Local Government Act 2009

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
LGA 68	Chief Executive Officer	Power to submit objection to application for opening or closing of road in local government area by someone other than the local government.	Section 68 <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 69.1	Chief Executive Officer	Power to close a road (permanently or temporarily) to all traffic, or traffic of a particular class, if there is another road or route reasonably available for use by the traffic.	Section 69(1) <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 69.2	Chief Executive Officer	Power to close a road to all traffic, or traffic of a particular class: (a) during a temporary obstruction to traffic; or (b) if it is in the interests of public safety; or (c) if it is necessary or desirable to close the road for a temporary purpose (including a fair, for example).	Section 69(2) <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 69.3	Chief Executive Officer	Power to publish notice of closing of road.	Section 69(3) <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 69.4	Chief Executive Officer	Power to do everything necessary to stop traffic using the road after it is closed.	Section 69(4) <i>Local Government Act 2009</i>	26/06/2018 277/1718	



## REGISTER OF DELEGATIONS COUNCIL TO CEO

### Local Government Act 2009

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
LGA 69.5	Chief Executive Officer	Power to permit the use of any part of a road after it is closed to traffic for a temporary purpose subject to appropriate conditions.	Section 69(5) <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 70.2	Chief Executive Officer	Power to make a temporary road through land adjoining the road to be used while the road is being remade or repaired.	Section 70(2) <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 70.3 – 70.4	Chief Executive Officer	Power to agree with owner or occupier of land regarding local government entry and the giving of written or oral notice as specified in section 70(3) and (4) of the <i>Local Government Act 2009</i> .	Sections 70(3) and (4) <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 70.7 – 70.8	Chief Executive Officer	Power to agree with the owner of land the amount of compensation for physical damage caused by local government entering, occupying or using land under section 70 of the <i>Local Government Act 2009</i> .	Sections 70(7) and (8) <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 71.1, 71.3	Chief Executive Officer	Power to fix and advise the owner or occupier or change the permanent level of a road under section 71 of the <i>Local Government Act 2009</i> .	Sections 71(1) and (3) <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 71.4	Chief Executive Officer	Power to agree the amount of compensation payable under section 71 of the <i>Local Government Act 2009</i> .	Section 71(4) <i>Local Government Act 2009</i>	26/06/2018 277/1718	



## REGISTER OF DELEGATIONS COUNCIL TO CEO

### Local Government Act 2009

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
LGA 72.2	Chief Executive Officer	Power, in the circumstances set out in subsection 72(1), to require the entity that is conducting the activity to provide information that will enable the local government to assess the impact of the activity on the road.	Section 72(2) <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 72.3	Chief Executive Officer	Power, in the circumstances set out in subsection 72(1), to assess impact of the activity on the road.	Section 72(3) <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 72.3a — 72.3b	Chief Executive Officer	Power to give the entity conducting an activity a direction about the use of the road to lessen the impact or to require the entity to carry out works to lessen the impact or to pay an amount as compensation for the impact.	Section 72(3)(a) and (b) <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 72.5	Chief Executive Officer	Power to recover an amount of compensation payable under subsection 72(3)(b)(ii) in a court.	Section 72(5) <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 73	Chief Executive Officer	Power to categorise the roads in the local government area according to the surface of the road.	Section 73 <i>Local Government Act 2009</i>	26/06/2018 277/1718	

## REGISTER OF DELEGATIONS COUNCIL TO CEO

### Local Government Act 2009

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
LGA 74	Chief Executive Officer	Power to prepare and keep up to date a map of every road including private roads in the local government area and a register of roads showing the category of every road, the level of every road that has a fixed level and other particulars prescribed under a regulation.	Section 74 <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 75	Chief Executive Officer	Power to approve the carrying out of works on a road or interference with a road or its operation subject to conditions.	Section 75 <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 77	Chief Executive Officer	Power to, by written notice, require the owner of a property to connect a stormwater installation for the property to the local government's stormwater drain in the way, under the conditions and within the time stated in the notice.	Section 77 <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 77	Chief Executive Officer	Power to give approval for the connection of a stormwater installation to the local government's stormwater drain (including the imposition of conditions) in accordance with section 77 of the <i>Local Government Act 2009</i> .	Section 77 <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 78	Chief Executive Officer	Power to give a notice requiring the owner of a property to perform sewerage installation works.	Section 78 <i>Local Government Act 2009</i>	26/06/2018 277/1718	



## REGISTER OF DELEGATIONS COUNCIL TO CEO

### Local Government Act 2009

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
LGA 79	Chief Executive Officer	Power to perform work to fix damage and recover reasonable costs for the work from a person who puts a prohibited substance in the stormwater drain.	Section 79 <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 90B	Chief Executive Officer	Power to apply to the Minister for approval to make a major policy decision during the caretaker period for an election for the local government.	Section 90B <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 95	Chief Executive Officer	Power to register a charge over land for overdue rates and charges under section 95 of the <i>Local Government Act 2009</i> .	Section 95 <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 95	Chief Executive Officer	Power to lodge documents with the Registrar of Titles for release of the charge if overdue rates and charges are paid.	Section 95 <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 105.1	Chief Executive Officer	Power to establish an efficient and effective internal audit function.	Section 105(1) <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 107.1	Chief Executive Officer	Power to maintain public liability insurance and professional indemnity insurance.	Section 107(1) <i>Local Government Act 2009</i>	26/06/2018 277/1718	



**REGISTER OF DELEGATIONS  
COUNCIL TO CEO**

**Local Government Act 2009**

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
LGA 107.3	Chief Executive Officer	Power to enter into a contract of insurance with WorkCover Queensland or another insurer to cover its councillors.	Section 107(3) <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 110	Chief Executive Officer	Power to give the public notice of the disbursement of funds not provided for in the local government's budget.	Section 110 <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 133	Chief Executive Officer	Power to give or to attempt to give an occupier of a property a written notice that informs the occupier of the local government's intention to enter the property.	Section 133 <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 137	Chief Executive Officer	Power to assess, agree and pay compensation for damage or loss incurred by a person because of the exercise, or purported exercise, of a power under division 1 part 2 chapter 5 of the <i>Local Government Act 2009</i> .	Section 137 <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 138.5	Chief Executive Officer	Power to authorise an employee or agent of the local government to act as a local government worker.	Section 138(5) <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 138A.1	Chief Executive Officer	Power to give each local government worker an identity card.	Section 138A(1) <i>Local Government Act 2009</i>	26/06/2018 277/1718	



**REGISTER OF DELEGATIONS  
COUNCIL TO CEO**

**Local Government Act 2009**

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
LGA 142.2	Chief Executive Officer	Power to give a reasonable entry notice, as defined by section 138AA(4), to the occupier of a property that a local government worker may enter the property and take action required under a remedial notice.	Section 142(2) <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 142.4	Chief Executive Officer	Power to recover as a debt the amount that the local government properly and reasonably incurs in taking the action from the person who failed to take the action.	Section 142(4) <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 142.7	Chief Executive Officer	Power to recover a debt payable under section 142 of the <i>Local Government Act 2009</i> as if the debt were an overdue rate.	Section 142 (7) <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 143	Chief Executive Officer	Power to give reasonable entry notice, as defined by section 138AA(4), to the owner and the occupier of rateable land of entry by a local government worker to search for and remove materials.	Section 143 <i>Local Government Act 2009</i>	26/06/2018 277/1718	

## REGISTER OF DELEGATIONS COUNCIL TO CEO

### Local Government Act 2009

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
LGA 147	Chief Executive Officer	Power to agree and to pay the amount of compensation payable to a person who incurs damage or loss during the course of the exercise, or purported exercise, of a power under division 2, part 2, chapter 5 of the <i>Local Government Act 2009</i> .	Section 147 <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 176B.2	Chief Executive Officer	Power to give written notice of a complaint about the conduct or performance of a councillor to the chief executive officer.	Section 176B(2) <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 196.2	Chief Executive Officer	Power to employ local government employees and to agree to the terms and conditions of an employee's employment (including any variation to those terms).	Section 196(2) <i>Local Government Act 2009</i>	26/06/2018 277/1718	This power does not include the power to appoint employees which is separately dealt with under sections 196(3) and 196(4) of the Act.
LGA 198	Chief Executive Officer	Power to agree with other local governments about the joint employment of a local government employee.	Section 198 <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 219.1	Chief Executive Officer	Power, as a prescribed employee's employer, to pay superannuation contributions payable for the employee into LGIAsuper.	Section 219(1) <i>Local Government Act 2009</i>	26/06/2018 277/1718	



## REGISTER OF DELEGATIONS COUNCIL TO CEO

### Local Government Act 2009

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
LGA 219.2	Chief Executive Officer	Power, as a prescribed employee's employer, to pay superannuation contributions payable for the employee into another fund directed by the employee.	Section 219(2) <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 219A	Chief Executive Officer	Power, as a local government other than the Brisbane City Council, to comply with a notice giving by the LGIA Super Trustee under subsection 219A(1).	Section 219A <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 220A.4	Chief Executive Officer	Power, as a local government, to deduct all or part of the employee's contributions from the employee's salary or any money that the employee owes to Council.	Section 220A(4) <i>Local Government Act 2009</i>	26/06/2018 277/1718	

**REGISTER OF DELEGATIONS  
COUNCIL TO CEO**

**Local Government Act 2009**

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
LGA 220B.2	Chief Executive Officer	<p>Power, in the circumstances set out in subsection 220B(1), to agree in writing with an employee:-</p> <p>(a) to reduce the pre-agreement contributions to the amount equal to the employee's concessional contributions cap for the financial year; and</p> <p>(b) if a yearly contribution made under section 220A(3) is part of the pre-agreement contributions – on the extent, if any to which a contribution mentioned in 220B(1)(a) of (b) will be reduced to achieve the reduction.</p>	Section 220B(2) <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 220B.3	Chief Executive Officer	Power, where the pre-agreement contributions are reduced under subsection 220B(2), to pay the amount of the reduction to the employee as salary.	Section 220B(3) <i>Local Government Act 2009</i>	26/06/2018 277/1718	



**REGISTER OF DELEGATIONS  
COUNCIL TO CEO**

**Local Government Act 2009**

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
LGA 221.2	Chief Executive Officer	<p>Power, as an employer, to agree in writing with an employee:-</p> <p>(a) that the employee is exempt, on the grounds of the employee's financial hardship, from paying all or a stated part of the contributions payable under section 220A(2) by the employee; and</p> <p>(b) on the period, of not more than 1 year, of the exemption.</p>	Section 221(2) <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 221.4	Chief Executive Officer	Power, as an employer, to give a copy of the agreement made under subsection 220(2) to the relevant trustee.	Section 221(4) <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 222.3	Chief Executive Officer	Power, as an employer who has received a notice from the employee under subsection 222(2), to calculate the yearly contributions payable for the employee based on the employee's salary before it was decreased.	Section 222(3) <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 224.2	Chief Executive Officer	Power, in the circumstances set out in subsection 224(1), to pay interest on the amount of the contribution to the relevant fund for the employee.	Section 224(2) <i>Local Government Act 2009</i>	26/06/2018 277/1718	

## REGISTER OF DELEGATIONS COUNCIL TO CEO

### Local Government Act 2009

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
LGA 226.1	Chief Executive Officer	Power, as a local government (other than the Brisbane City Council), to, for its councillors:- (a) establish and amend a superannuation scheme; or (b) take part in a superannuation scheme.	Section 226(1) <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 226.2	Chief Executive Officer	Power, as a local government who has exercised its power under subsection 226(1), to pay an amount from its operating fund to the superannuation scheme as a contribution for its councillors.	Section 226(2) <i>Local Government Act 2009</i>	26/06/2018 277/1718	
LGA 226.4	Chief Executive Officer	Power to enter into an arrangement with a councillor under which – (a) the councillor agrees to forgo a percentage or amount of the remuneration that the councillor is entitled to as a councillor; and (b) the local government agrees to contribute the percentage or amount to the superannuation scheme for the councillor.	Section 226(4) <i>Local Government Act 2009</i>	26/06/2018 277/1718	



# REGISTER OF DELEGATIONS COUNCIL TO CEO

## Local Government Act 2009

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
LGA 228.4	Chief Executive Officer	Power to make a submission as a local governing body within the meaning of the Local Government (Financial Assistance) Act to assist the Local Government Grants Commission to make a decision about funding under the Local Government (Financial Assistance) Act.	Section 228(4) Local Government Act 2009	26/06/2018 277/1718	
LGA 236	Chief Executive Officer	Power to sign a document on behalf of a local government as a delegate of the local government.	Section 236 Local Government Act 2009	26/06/2018 277/1718	
LGA 239	Chief Executive Officer	Power to effect substituted service.	Section 239 Local Government Act 2009	26/06/2018 277/1718	
LGA 240.1	Chief Executive Officer	Power to authorise an employee in any legal proceedings – (a) to give instructions and act as the authorised agent for the local government; and (b) sign all documents for the local government.	Section 240(1) Local Government Act 2009	26/06/2018 277/1718	

**REGISTER OF DELEGATIONS  
COUNCIL TO CEO**

**Local Government Act 2009**

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
LGA 262	Chief Executive Officer	Power to do anything that is necessary or convenient for performing the responsibilities of the local government under a Local Government Act.	Section 262 <i>Local Government Act 2009</i>	26/06/2018 277/1718	





Ordinary Meeting of Council Tuesday, 21<sup>st</sup> April 2020

**9.5 Subject:** LGAQ Policy Executive Nominations  
**Attachments:** LGAQ Nomination Form (*InfoXpert ID: 111197*)  
**Author:** Chief Executive Officer  
**Date:** 18 April 2020

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**Executive Summary:**

The Local Government Association Queensland (LGAQ) is calling for nominations to the state-wide Policy Executive board.

**Recommendation:**

*That Council does not put forward a nomination for this position.*

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**Background:**

LGAQ is a 100% council-owned not-for-profit public company. It exists to serve each and every Council of Queensland. (77 councils total). The policy direction of the company is guided by the Policy Executive; a group of mayors and councilors elected by their peers to represent all regions of Queensland.

The LGAQ Policy Executive is responsible for the determination of the Association's policy on behalf of member councils. The Policy Executive consists of 15 district representatives and the President. The Policy Executive also appoints 3 Directors to join the LGAQ President in forming the LGAQ Board and meets 6 times per year to discuss and determine LGAQ policy.

**Comments:**

**Consultation:**

Chief Executive Officer

**Legislative:**

**Policy Implications:**

**Financial and Resource Implications:**

**InfoXpert Document ID:**

111206

**LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND (LGAQ)  
POLICY EXECUTIVE 2020-2024**

**NOMINATION FORM**

**DISTRICTs NO. 3 to 11**

The City Council of .....

Hereby nominates Cr. ....

To represent District Numbers 3 - 11 on the Association's Policy Executive in accordance with Rule 5.4 of the Constitution and Rules of the Association for the period 2020-2024.

Date at ..... this ..... day of ..... 2020

CHIEF EXECUTIVE OFFICER

I hereby accept this nomination .....

Elected Member Signature

PLEASE RETURN THIS FORM BY POST WITH THE ENCLOSED REGISTERED ENVELOPE TO  
THE RETURNING OFFICER BY NO LATER THAN 5.00PM FRIDAY 1 MAY 2020

**RETURNING OFFICER: MR GJ HALLAM AM  
RETURNING OFFICER  
LOCAL GOVERNMENT ASSOCIATION OF QLD LTD  
PO BOX 2230  
FORTITUDE VALLEY BC QLD 4006**

**N.B FAXED NOMINATIONS WILL NOT BE  
ACCEPTED.**

**EMAILED, REGISTERED POST OR BY  
HAND ONLY.**

**Email: [returning\\_officer@lgaq.asn.au](mailto:returning_officer@lgaq.asn.au)**



Ordinary Meeting of Council Tuesday, 21<sup>st</sup> April 2020

**9.6 Subject:** Sale of Council Land – Lot 14 and Lot 15 SP247177

**Attachments:** Nil

**Author:** Chief Executive Officer

**Date:** 18 April 2020

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**Executive Summary:**

Council in the previous term delegated the sale of two blocks of land to the CEO after they had been passed in at tender in 2019. This report is to advise Council that we have received 3 genuine offers all above the previous reserve amount. The highest offer has been accepted and unsuccessful applicants notified.

**Recommendation:**

*That Council*

- a) Acknowledges the purchase of Lot 14 and Lot 15 SP 247177 for the total price of \$32,400.*

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**Sale of land, Lots 14 and 15 SP247177 – Council Subdivision:**

Council went to tender on all vacant land located in its new Council subdivision in 2019. Two blocks had been passed in as they did not meet the reserve. As Council had already met the provisions of the Local Government Act 2009, Council delegated the decision of the sale of the last two blocks that had been passed in, to the Chief Executive Officer. I can advise that council received 3 offers between 28/2 and Friday 13/03/2020 and all offers were above the reserve. The highest offer was \$32,400 for both blocks (\$16,200 ea).

The CEO has accepted this offer and advised all interested parties.

**Comments:**

The blocks of land were available for sale after they had been passed in by tender in 2019. The invitation was to the highest bidder for both lots.

**Consultation:**

Chief Executive Officer

**Legislative:**

Local Government Act 2009

**Policy Implications:**

Procurement Policy

**Financial and Resource Implications:**

Proceeds of Sale \$32,400

**InfoXpert Document ID:**

111207



## CONFIDENTIAL

**9.7 Subject:** DRFA 2019 - AECOM Project Management Fee

**Attachments:** Nil

**Author:** Chief Executive Officer

**Date:** 13 April 2020

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### **Confidentiality:**

This report is CONFIDENTIAL in accordance with *Section 275 1(e) of the Local Government Regulation 2012*, which provides for a local government to resolve that a meeting be closed to the public if its Councillor's consider it necessary to discuss *(e) contracts proposed to be made by it;*

### **Purpose:**

The purpose of this report is for Council to re-endorse the PMCM fee for AECOM for the delivery of the 2019 DRFA works noting that the Minister for Local Government did not approve the exemption within the caretaker period on the grounds that it was too close to the commencement of the new term of Council and should be a matter for the new Council.

### **Recommendation:**

*That Council*

- a) acknowledge Councils previous resolution on 18 March 2020 in relation to the project management fee subject to Ministerial approval*
- b) note the advice from the Minister denying that approval as being too close to the commencement of the new term*
- c) endorse the AECOM proposal of revised fees for Project Management (PMCM) for up to \$3,120,310 (linked to Approved values and actual expenditure) for the DRFA submissions McSC.0003.1819E, MsSC 0004.1819E, McSC 0005.1819; MsSC 009.1819E, McSc 0011.1819E; McSC 0014.1819E noting the withdrawal of 2 submissions MsSc0010.1819 and MxSc0010.1819 since March 2020.*

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### **Background:**

AECOM have worked with Council for the last 5 years in relation to NDRRA flood work delivery and project management under the Local Buy Contract. Council has already resolved a \$600,000 purchase order for the Taldora submission in late 2019 and approved a further \$198,999 for Taldora in March 2020. Council has been having an internal review of the flood arrangements with the view to reach the most responsible and cost effective position for Council. As a result it was necessary to reach agreement with Council in relation to a fee based proposal on the advice of QRA who have been actively discouraging Councils to go percentage project management arrangements. Accordingly the QRA have adjusted their program to make percentage fees ineligible from 1/1/20.

In lieu of Councils previous historical approach to make available up to 10% of each QRA approved submission as PMCM fees, AECOM has been asked to develop a bottom up estimate for the balance of the 2019 flood damage submissions, including the close out of the Taldora works. A table of breakdown of fees has been provided for Councils consideration.

### **Fee Structure**

The bottom up estimate has allocated resources in conjunction with the anticipated program schedule. Coinciding with estimated scheduled labour hours, AECOM have included foreseeable costs such as mileage, living expenses, rent, utilities and flights/travel, etc. The basis of fees has also incorporated both Townsville (Project level) and Site based Program Management and Coordination which is then split proportionally across the submissions.



Ordinary Meeting of Council Tuesday, 21<sup>st</sup> April 2020

There is no allowance for additional technical support which has historically been requested from AECOM, including but not limited to environmental advice, planners and government approvals, GIS assistance. Some additional hours at the back end have been allocated to synchronise the site tablets, photos and other documentation required for project close out and acquittal.

A summary is provided below for Council's consideration.

		Sub-total PMCM	Field Labour Hours	Site Program Management Hours	Project Level Management Hours	Percentage of Forecast Final RV
McSC.0003.1819E.REC	Submission 1 - Taldora Road - Unsealed Section	\$ 894,180	1,730	893	193	5%
McSC.0004.1819E.REC	McKinlay Shire - Submission 3 - North West - Unsealed	\$ 690,096	2,950	689	149	7%
McSC.0005.1819E.REC	McKinlay Shire - Submission 3 - North East - Unsealed	\$ 473,226	1,980	473	102	8%
McSC.0008.1819E.REC	McKinlay Shire Betterment Submission	\$ 171,766	700	172	37	3%
McSC.0009.1819E.REC	McKinlay Shire - Submission 4 - South West - Unsealed	\$ 289,163	1,280	289	62	12%
McSC.0010.1819E.REC	Submission 6 - Sealed Roads	\$ 222,873	1,080	223	48	3%
McSC.0011.1819E.REC	McKinlay Shire - Submission 5 - South East - Unsealed	\$ 748,339	3,110	747	161	9%
McSC.0014.1819E.REC	McKinlay Shire - Sealed Roads - Nelia	\$ 25,305	120	25	5	9%
<b>Total</b>		<b>\$ 3,514,949</b>	<b>12,950</b>	<b>3,510</b>	<b>757</b>	

*Notes: Estimate is made up of 4 x Site Supervisors, 1 x Site Coordinator, 1 x Project Manager, 1 x Project Director*

*The above roles are as described in the approved & signed Project Management Plan (PMP)*

*PM hours have been split proportionally across submissions*

*Site Supervisors and associated labour hours have been allocated in agreement with the anticipated program schedule*

*Site based costs include hours works, mileage, living expenses, rent, utilities and flights/travel*

*Sealed roads submissions have been developed based on number of weeks to complete the works*

*Hourly rates remain the same as used for the last two events, i.e. no increase in labour rates*

*The Project level Management hours include an allowance for technical support for data logging, synchronising field tablets, etc.*

*Should the nature or extent of the work, or previous work undertaken by others on the sites revise the scope or level of work required by our team, the fee will require adjustment accordingly*

Two submissions have been taken out of the above original proposal. These are MsSC.008.1819E and MsSc0010.1819E for a total of \$394,639. Council will complete these works.

The Ministers advice is attached accordingly.

**Comments:**

The PMCM renegotiation provides Council with the ability to recover impacted costs more effectively.

**Consultation:**

AECOM, QRA, Key Flood staff.

**Legislative:**

Local Government Act 2009 – restrictions Caretaker period.

**Policy Implications:**

QRA program guidelines have changed as at 1/1/20.

**Financial and Resource Implications:**

\$3,514,949 PMCM fees as part of the 2019 DRFA program

**InfoXpert Document ID:**

111208



Ordinary Meeting of Council Tuesday, 21<sup>st</sup> April 2020

## **CONFIDENTIAL**

**9.8 Subject:** Recruitment of CEO 2020-2025

**Attachments:** Nil

**Author:** Chief Executive Officer

**Date:** 16 April 2020

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### **Confidentiality:**

This report is CONFIDENTIAL in accordance with *Section 275 1 (a) and (e) of the Local Government Regulation 2012*, which provides for a local government to resolve that a meeting be closed to the public if its Councillors consider it necessary to discuss :

- (a) the appointment, dismissal or discipline of employees; or*
- (e) contracts proposed to be made by it.*

### **Executive Summary:**

The purpose of this report is to endorse the commencement of the process of recruitment for a new Chief Executive Officer in accordance with s194 of the local Government Act.

### **Recommendation:**

*That Council:-*

- a) *Endorse the commencement of recruitment for a new Chief Executive Officer for the McKinlay Shire in accordance with S194 of the Local Government Act*
- b) *Endorse a recruitment sub committee including the Mayor Philip Curr and two Councillors to support the recruitment shortlisting process.*
- c) *Conduct the recruitment process in-house to minimize costs*
- d) *Endorse the additional budget allocation of \$12,000 for advertising , recruitment costs, accommodation and flights if necessary.*
- e) *Consider contract contingencies for the Interim Chief Executive Officer position should that process not find a suitable replacement by end July 2020.*

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### **Background:**

The last permanent Chief Executive Officer, Peter Fitchat left Council during 2018. Since that time a number of interim CEO's have taken up contract positions.

These have included:

- John Kelly, July 2018 – Nov 2018
- Des Niesler, Dec 2019 to Jan 2020.
- Edwina Marks, Jan 2020 – June 2020

Council is required to have a Chief Executive Officer under the Local Government Act and Regulation. The Interim CEO's have been appointed in accordance with *Section 195 of the Local Government Act 2009*. The current Interim contract, through Peak Services, is for six months to allow for the calling of the election and the set up of the new council. This term is scheduled to finish at the end of July 2020 and could be extended, if required, in negotiation with Peak Services.

However Council has been without a permanent CEO for over 18 months and Council, now that it is in its new term, should consider the opportunity for advertising for a permanent replacement for Chief Executive Officer in accordance with *Section 194 of the Local Government Act 2009*. This contract would be for a maximum period of 5 years.



Ordinary Meeting of Council Tuesday, 21<sup>st</sup> April 2020

### **Recruitment Sub Committee:**

An important part of the recruitment process is ensuring that the recruitment process goes smoothly. The setting up of a subcommittee is intended to:-

- a) Ensure that advertising document/ package promote the Shire and its way of life
- b) Read the long list of applicant submissions and provide feedback about candidates as necessary
- c) Draft an annual performance contract plan as part of the job role for Councils consideration
- d) Support behavioural question design that is relevant to the needs of Council
- e) Perform preliminary screening interviews if necessary (in order to shortlist further)
- f) Provide shortlisted applicants for interview by the whole Council

### **Recruitment Process:**

Council has three options in relation to the recruitment process.

1. Full out sourcing to Recruitment Professionals for the process up to the actual interview stage which can cost in the order of 10% of the full salary package (approx. \$25,000 +)
2. Partnership with a Recruitment Professional where Council would draw upon the services and networks of the recruitment agency based on an hourly basis whilst maintaining control of the process throughout. Could be range of \$180 - \$250/hr, resulting in a fee of < \$12,000.
3. Management of the full process in house. In kind costs plus advertising, flights and accommodation \$12000

Council can recruit directly into the marketplace itself or utilize a specialist firm in whole or in part to act on Councils behalf, shortlist and support the interview process.

**Council needs to decide this process (insource-outsourced) at this point and commit an available budget as necessary.**

### **Ongoing performance assessment:**

In addition, if a specialist is chosen, Council may wish to consider ongoing support as an independent assessment for the first six monthly and subsequent annual appraisals of the CEO.

This process would be required to be estimated separately as part of any proposal and be budgeted for in 2019.20 and future years.

### **The Process:**

Package provided to Councils briefing Tuesday 12<sup>th</sup> May meeting.

Advertising will commence on Wednesday 27 May 2020 including:

- Press and digital advertisements
- Online sites including LG Online and Qld Council jobs
- Database search, profiling and meeting forums

Applications will close on Monday 20 June 2020 after a 4 week recruitment period.

- Initial assessment of all applicants would be completed by the senior executive and Council sub committee.
- Initial long list reviewed by Mayor and sub committee with provider.
- Presentation of 3-5 recommended candidates to Council (written report provided).
- 1<sup>st</sup> round interviews by the Sub Committee and relative executive probably via Skype.
- 2<sup>nd</sup> round interviews of approximately three preferred candidates to be held in Julia Creek.



Ordinary Meeting of Council Tuesday, 21<sup>st</sup> April 2020

**Onsite visit before final interview:**

Shortlisted applicants would have costs covered to travel to Julia Creek, preferably with their spouse/partner. The aim would be to ensure they arrive the day before to meet Councillors in a social setting and have time to inspect the town, council infrastructure and the CEO's house, before formal interviews the next day.

**Selection Panel:**

A sub committee is set up to review the briefing package, the long list and interview outline. The Mayor and all Councillors shall constitute the final selection panel.

**Psychometric Testing:**

A specialist provider can arrange psychometric testing for up to three shortlisted candidates at a charge of \$750 ex GST per person should Council wish to take that option. This option can be reserved for later consideration.

**Timing:**

The process timeline is expected to take about 12 weeks, incorporating approximately 8 weeks to reach signed contract stage with a further 4 weeks for the successful applicant's commencement. With up to one week hand over, the Interim CEO would cease employment late July 2020. This could extend by a short period depending on timing of interviews, Council meetings, contract negotiations and the successful applicant's current commitments.

**Total Remuneration Package:**

The proposed salary package includes:

- Total TRP of \$252,800
- Gross Annual Salary base of \$200,000+
- Motor Vehicle allowance of \$18,000 p.a. with private use
- Council contribution of 12% of total gross salary to the officer's superannuation fund equating to \$24,000p.a. Employee to contribute 6%.
- Housing subsidy capped at \$10,800 pa (rental including utilities telephone landline, Wi-Fi, w & sewerage charges, refuse and electricity to maximum cap of \$10,800pa)
- Relocation expenses up to \$7,000, payable upon presentation of two quotations and subsequent receipts.
- Council has been paying contractor fees of equivalent to \$200,000 p.a. for some 18 months or more including accommodation and flights to and from Julia Creek at the beginning of each contract.
- The 2016 rate for the CEO was \$180,000.
- Sector remuneration for CEO's is currently in a broad range for similar sized councils up \$190,000 - \$220,000 cash base dependant upon complexity and size of operations, staffing and budgetary oversight.





Ordinary Meeting of Council Tuesday, 21<sup>st</sup> April 2020

**Relevant Section of the Act:**

***Part 5 Local Government employees***

Division 1 Chief Executive Officer

***194 Appointing a chief executive officer***

*(1) A local government must appoint a qualified person to be its chief executive officer.*

*(2) A person is qualified to be the chief executive officer if the person has the ability, experience, knowledge and skills that the local government considers appropriate, having regard to the responsibilities of a chief executive officer.*

*(3) A person who is appointed as the chief executive officer must enter into a written contract of employment with the local government.*

*(4) The contract of employment must provide for—*

- (a) the chief executive officer to meet performance standards set by the local government; and*
- (b) the chief executive officer's conditions of employment (including remuneration).*

***195 Appointing an acting chief executive officer***

*A local government may appoint a qualified person to act as the chief executive officer during—*

*(a) any vacancy, or all vacancies, in the position; or*

*(b) any period, or all periods, when the chief executive officer is absent from duty or can not, for another reason, perform the chief executive officer's responsibilities.*

**Policy/Legislative:**

Division 1, Section 194 Local Government Act 2009

Section 195, Local Government Act 2009

**Community Strategic Plan Objectives:**

Strategy 1 McKinlay Shire Council to continue to provide quality services and management of the Shire.

**Operational Financial and Resource Implications:**

Council may consider the recruitment services of a recruitment specialist at a cost of \$20,000

Applicant travel and accommodation costs \$6,000 or actual

Advertising \$6000 or actual

CEO TRP \$252,800

**Strategic Risks to be considered:**

Strategic risk – Governance Council is legislatively required to have a CEO.

Strategy 1 McKinlay Shire Council to continue to provide quality services and management of the Shire.

**Consultation and engagement:**

Council has used Peak Services for the 2016 process as well as its current Interim CEO contract engagement term.

**InfoXpert Document ID:**

111209



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

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## Workplace Health, Safety and Risk Report

<b>DATE; 14 April 2020</b>	<input checked="" type="checkbox"/> <b>Monthly</b> <input type="checkbox"/> <b>Quarterly</b> <input type="checkbox"/> <b>Yearly</b> <input type="checkbox"/> <b>Two Yearly</b>
<b>March 2020</b>	
<p><b>COVID-19</b></p> <p>Since the last WHS Report, there has been a major increase in cases of COVID-19 within Australia and as such major limitations have been placed by Government upon the general population.</p> <p>As of the writing of this report, the McKinlay Shire has had 0 cases of COVID-19.</p> <p>A risk assessment for COVID-19 was completed in February and was updated on the 13<sup>th</sup> of March. The Risk Assessment on the 13<sup>th</sup> of March highlighted the Hazards of the virus and the risk levels of these.</p> <p>Toolbox/Tearoom talks have been completed with all staff and sub-contractors detailing the Government guidelines surrounding social distancing and travel. Travel &amp; health declarations have been created so that MSC is aware when staff and sub-contractors travel outside of the Shire.</p> <p>All new sub-contractors coming into the Shire are being asked to provide their own risk assessments so as to reduce the risk of community transmission and these are to include their management plan should one of their workers be diagnosed with COVID-19 when they are in the Shire.</p> <p>All office workers who are able to; have been offered the option of working from home and there are some who are now doing this (including the WHS Officer). WHS Officer is still completing site inspections with contractors and an additional risk assessment completed for completing these inspections alone. Marks showing social distancing requirements have been set up for all customer facing staff.</p>	
<p><b>Objectives of WH&amp;S Management System Plan 2019-2021</b></p> <ol style="list-style-type: none"> <li>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</li> <li>2. Contribute to a Management framework that allows all work areas to manage WH&amp;S in a preventative way;</li> <li>3. Ensure that WH&amp;S is an integral part of effective business practice; and</li> <li>4. Clearly state the principles for managing WH&amp;S and how the organisation is expected to perform in accordance with legislative requirements</li> </ol> <p><i>The primary objective is to provide a structured methodology to conduct all WH&amp;S matters over an annual cycle.</i></p> <ol style="list-style-type: none"> <li>5. McKinlay Shire Council (MSC) Management team have identified the top 5 work health and safety risks to Council for 2019 and will be reviewed annually. These are:-             <ul style="list-style-type: none"> <li>• Verification of Competency (VOC)                 <ul style="list-style-type: none"> <li>- VoC &amp; VoCC Procedure in operation, with process followed over the last month to ensure all workers are Competent with the Machinery. This will be expanded in coming months to involve further smaller plant.</li> </ul> </li> <li>• Contractor Management                 <ul style="list-style-type: none"> <li>- Sitepass is up and running, we are in the process of transitioning to SkyTrust which will incorporate some Contractor Management within the system.</li> <li>- VendorPanel is also starting to be used</li> </ul> </li> <li>• Risk Management</li> <li>• Fit for work</li> <li>• Plant Risk Management</li> </ul> </li> </ol>	

Quarterly KPI's	Measurement / Score	Detail / Information
80% of completed items indicated in QAP's	80%	Figure is ongoing.
20% of carry over items indicated in QAP's	Added to RAP	See QAP's, Per Quarter and accumulative tally
Quarterly KPI's	Measurement / Score	Detail / Information
Progressive Statistics as above	✓	See QAP'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	✓	LGMS Dashboard Information, P4 of Report
Progressive costs of claims over the year;	✓	LGMS Dashboard Information, P4 of Report
Hazard inspections completed as per the Hazard Inspection Matrix	✓	See Hazard Inspection Table on P3
Yearly KPI's	Measurement / Score	Detail / Information
Progressive monthly statistics as above	✓	See QAP'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	✓	LGMS Dashboard Information, P4 of Report
Progressive costs of claims over the year;	✓	LGMS Dashboard Information, P4 of Report
Hazard inspections completed as per the Hazard Inspection Matrix	✓	See Hazard Inspection Table on P3
Results of Internal WH&S Management System Audit or the WHSA Annual Assessment Report	Still ongoing	To Schedule 2020 Audit was originally meant to occur just after the 2019 floods so was postponed. Still yet to be scheduled for 2020.
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%	
Results of the overall, two yearly injury trend analysis	N/a	Ongoing statistical information following
Additional Objectives (WH&S Management System Plan 2019 / 2021)	Measurement / Score	Detail / Information
Sufficient resources trained to conduct SafePlan's Internal WHS Management Systems Auditing.	TBC	JLTA is completing current audit, will look to complete this if necessary.

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.	✓	
Actions Register; number of actions outstanding	✓	See the Actions Register Table at P3
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 P3
Prestarts and Toolbox Meetings completed	✓	See Table at P3 for Consultation completions

## Key Outcomes

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

**Note all of the above KPI's are mandatory and MUST be reported on as directed**

### Reference;

MSC WHS Safety Management System Plan 2019-2021  
 Procedure, Performance Measures, April 2015 and  
 Procedure, WH&S Incentives and Awards, March 2014

### Compliance Training

As per MSC WHS Safety Management System Plan 2019-2021

*E3 Learning has been mostly abandoned at this point with only the ELC Staff still completing it.*

*Below shows the percentage of completion for each area (Corporate & Community only started Take 5's in September). Contractor's percentages are based upon all Contractors who have completed a WHS induction. Due to the changeover of staff this percentage will always show as low. No training was completed in December or January. Training has been provided for February to all departments.*

Month	Corporate & Community	Works/Depot/P&G	Contractors
<b>September</b>	85%	83%	62%
<b>October</b>	70%	79%	79%
<b>November</b>	30%	10% (WHSO was late in providing Take 5's)	63% (Majority completed, this is due to change over in contractors)
<b>February</b>	54%	41%	76% (now % is based on 5 crews of 10)
<b>March</b>	54%	79%	62% (now % is based on 5 crews of 10)

## Key Performance Indicators

As per 'Schedule, Hazard Management Inspection Register', and MSC WHS Safety Management System Plan 2019-2021 Including Quarterly Action Plans (QAP's)

MONTH	Quarterly Actions Plans (QAP's)					Audits / Hazard Inspections				Traffic Signage Checklists	Consultation		Risk Management			Comments / Information
	#	Close Out	Compl %	Target	Transferred to CAR	Sched	Complete	Not Compl	% Not Compl		P/Start	T/box	JSEA's & SWMS	Plant & Equip	Journey Plans	
Jan-19	12	7	58%	80%	5	42%	0	0	0		72	1	4			
Feb - Mar19	19	16	84%	80%	3	16%	51	32	19	37%	95	11	8			
Apr - Jun 19	12	10	83%	80%	2	17%	41	19	22	54%	398	37	4			
Jul - Sep 19	12	11	92%	80%	1	8%	49	27	22	45%	338	521	19	18		
Oct - Dec 19	12	11	92%	80%	1	8%	30	13	17	57%	370	449	24	36	48	
Jan - Mar 20	17	12	71%	80%	5	29%	52	33	19	37%	184	270	20	55	8	
Apr - Jun 20	12			80%												
Jul - Sep 20	11			80%												
Oct - Dec 20	11			80%												
Jan - Feb 21	15			80%												
<b>TOTAL</b>	<b>133</b>	<b>67</b>	<b>80%</b>	<b>80%</b>			<b>223</b>	<b>124</b>	<b>99</b>		<b>892</b>	<b>1805</b>	<b>112</b>	<b>125</b>	<b>56</b>	

OUTSTANDING ACTIONS	Extreme Risk	High Risk	Moderate Risk	Low Risk	Details / Comments
Total 85 (in Rectification Action Plan)	1	12	51	21	At 14/04/2020
Total 9 (In SkyTrust)	0	0	6	3	At 14/04/2020

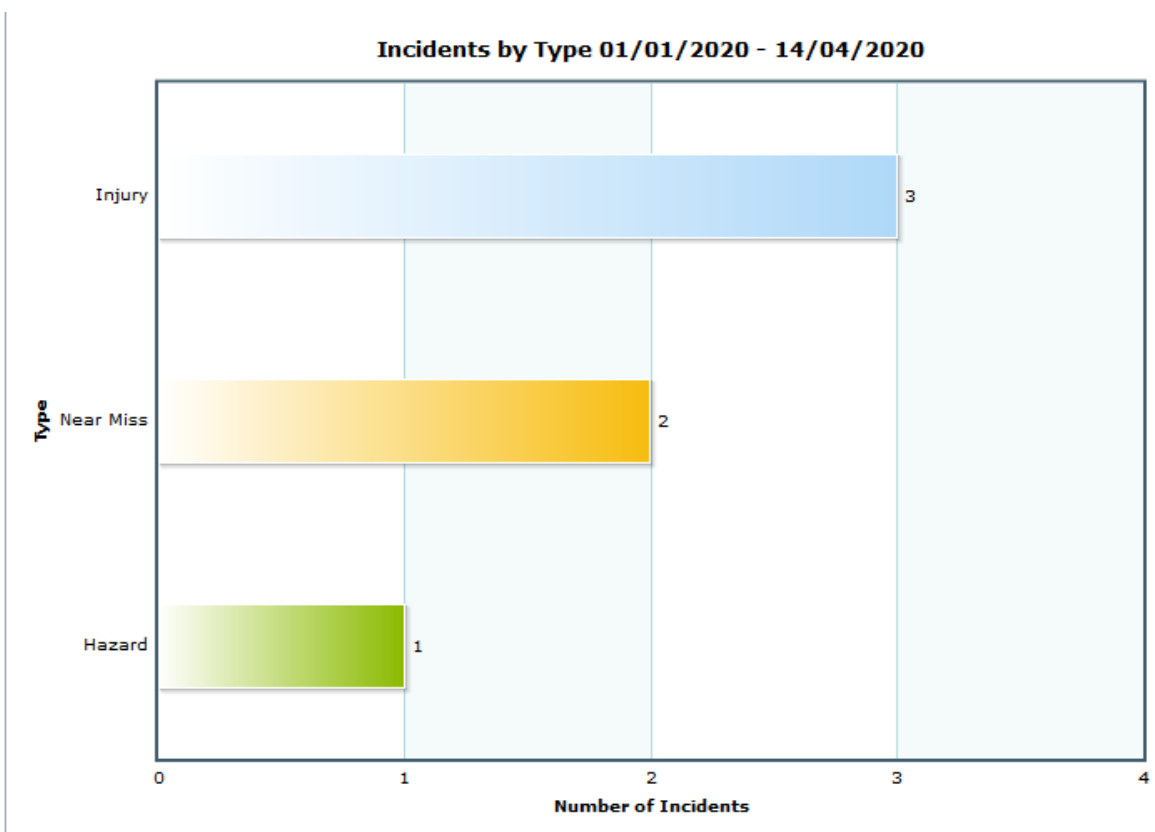
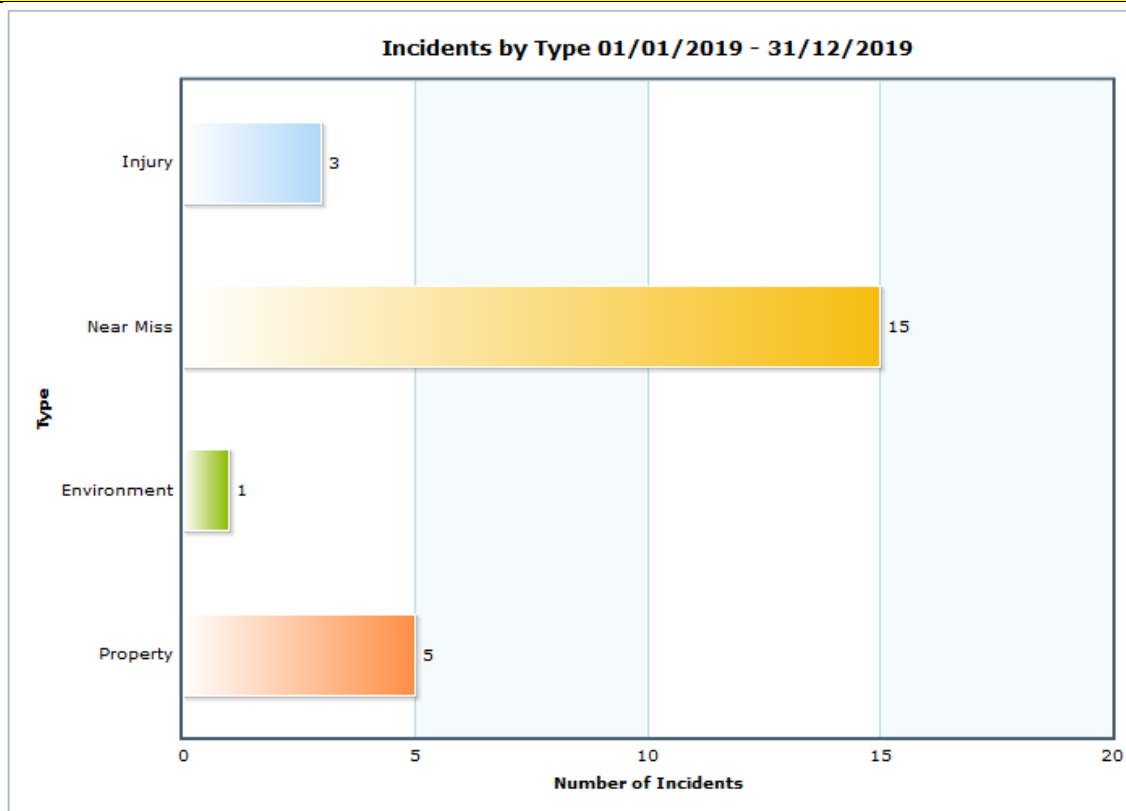
Extreme Risk; Identified issue with access to Kynuna Bore, EWP Access only – remove platform and ladder (dangerous). Access has been restricted (and notified to all parties) however the ladder is still present.

Actions are identified via Inspections, Audits, Incidents etc. and their risk assessed, with preventative or corrective actions identified to control the risk – this process improves the Health, Safety and compliance of the business.

## LGW

LGW have changed their reporting recently, and nil available at this time.

## Incidents and Events



*There were two incidents in January and an identification of a hazard that caused one of those incidents (at the CSA building). One incident involving a member of the public had to be notified to WorkSafe Qld as it required hospitalisation. Steps have been taken to reduce the risk of the hazard.*



Ordinary Meeting of Council Tuesday, 21<sup>st</sup> April 2020

## 11. MEMBERS BUSINESS

## 12. CLOSE