

Ordinary Meeting Agenda

PUBLIC

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

Tuesday 19th May 2020, 9:00am

Notice is hereby given that an Ordinary Meeting will be held at the Council Chambers,
Civic Centre, Julia Creek on 19th May 2020 at 9:00am.

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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
Project Manager, David Sechtig
Works Manager, Michael McConnell

Other people in attendance:

Nil

Apologies:

3. DECLARATION OF CONFLICT OF INTEREST

Cr. P Curr

1. I declare that I have material personal interest in the matter of confidential agenda item 5.2 as defined by section 175D of the Local Government Act 2009 as follows:

- a) My sister-in-law, Amanda Stevens 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 Council's decision on the confidential matter regarding item 5.2.
- c) My relationship with Amanda Stevens is she is my sister-in-law.

I will be dealing with the material personal 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 confidential agenda item 5.3 as defined by section 175D of the Local Government Act 2009 as follows:

- a) J Curr, 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 Council's decision on the confidential matter regarding item 5.3.
- c) My relationship with J Curr is she is my mother.

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

That the Minutes of the April Ordinary Meeting on 21st April 2020 be confirmed.



MCKINLAY SHIRE COUNCIL

UNCONFIRMED MINUTES

OF THE

ORDINARY MEETING OF COUNCIL

HELD AT THE

BOARDROOM, CIVIC CENTRE
JULIA CREEK

21st April 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

8. CORPORATE SERVICES REPORT

- 8.1 Corporate Services Monthly Report
- 8.2 2019-2020 3rd Quarter Review

9. CHIEF EXECUTIVE OFFICERS REPORT

- 9.1 CEO Status Report
- 9.2 Councillor Portfolios
- 9.3 Councillor Committee Representation 2020-2024
- 9.4 Delegations to the CEO
- 9.5 LGAQ Policy Executive Nominations
- 9.6 Sale of Council Land – Lots 14 & 15 SP247177
- 9.7 CONFIDENTIAL – AECOM Project Management Fee 2020
- 9.8 CONFIDENTIAL – Recruitment of CEO 2020-2025

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 Philip Curr declared the meeting open at 9:04am.

2. ATTENDANCE ▲

Mayor: Cr. P Curr

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

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, Mrs. Katie Woods

Other people in attendance:

Nil

Apologies:

Nil

3. DECLARATION OF CONFLICT OF INTEREST ▲

Nil

4. CONFIRMATION OF MINUTES ▲

Confirmation of Minutes of the Ordinary Meeting of Council held on 18th March 2020.

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 18th March 2020 be confirmed.

Resolution No. 234/1920

The Minutes of the Ordinary Meeting of Council held on 18th March 2020 are confirmed.

Moved Cr. J Fegan

Seconded Cr. S Royes

CARRIED 5/0

Confirmation of Minutes of the Post-Election Meeting of Council held on 15th April 2020.

RECOMMENDATION

That the Minutes of the Post-Election Meeting of Council held on 15th April 2020 be confirmed.

Resolution No. 235/1920

The Minutes of the Post-Election Meeting of Council held on 15th April 2020 are confirmed.

Moved Cr. J Lynch

Seconded Cr. T Pratt

CARRIED 5/0

4.2 BUSINESS ARISING FROM PREVIOUS MINUTES ▲

Nil

5. ENGINEERING SERVICES ▲**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 March 2020.

RECOMMENDATION

That Council receives the March 2020 Engineering Works Report.

Resolution No. 236/1920

Council receives the March 2020 Engineering Works Report.

Moved Cr. S Royes

Seconded Cr. J Lynch

CARRIED 5/0

Attendance: Projects & Asset Manager, David Sechtig and Work Manager Mick McConnell entered the room at 9:12am

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 March 2020.

RECOMMENDATION

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

Resolution No. 237/1920

Council receives the March 2020 Environmental and Regulatory Services Report.

Moved Cr. S Royes

Seconded Cr. T Pratt

CARRIED 5/0

Attendance: Projects & Asset Manager, David Sechtig and Work Manager Mick McConnell left the room at 10:01am

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 March 2020.

RECOMMENDATION

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

Resolution No. 238/1920

Council receives the Community Services monthly report for March 2020.

Moved Cr. J Lynch

Seconded Cr. J Fegan

CARRIED 5/0

Cr. P Curr adjourned the meeting at 10:11am

Meeting recommenced at 10:17am

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

The Corporate Services Report as of 31st March 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 31st March 2020.

Resolution No. 239/1920

Council receives the monthly Corporate Services Report for the period ending 31st March 2020

Moved Cr. S Royes

Seconded Cr. T Pratt

CARRIED 5/0

8.2 2019-2020 3rd Quarter Review

In accordance with *Section 14 (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.

Resolution No. 240/1920

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

Moved Cr. J Lynch

Seconded Cr. T Pratt

CARRIED 5/0

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. 241/1920

Council receives the CEO's Status Report.

Moved Cr. S Royes

Seconded Cr. J Lynch

CARRIED 5/0

9.2 Councillor Portfolios

Council is presented with the list of Councillor Portfolios, for endorsement.

RECOMMENDATION

That Council endorse the following nominations for Councillor Portfolios for the new term as follows;

- Governance – (insert 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

Resolution No. 242/1920

Council endorses the following nominations for Councillor Portfolios for the new term as follows;

- Governance – Cr. P Curr
- 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

Moved Cr. S Royes

Seconded Cr. J Fegan

CARRIED 5/0

9.3 Councillor Committee Representation 2020-2024

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 – (insert Cr. name)
 - NWRRTG – Cr. Curr

Resolution No. 243/1920

Council endorses the following nominations for Councillor Representation for the new term as follows;

- Audit Committee – Cr. Fegan and Cr. Lynch
- MITEZ – Cr. J Fegan
- NWRRTG – Cr. Curr

Moved Cr. T Pratt

Seconded Cr. S Royes

CARRIED 5/0

9.4 Delegations to the CEO

The purpose of this report is to endorse the delegations to the CEO in accordance with *Section 194 of the Local Government Act 2009*.

RECOMMENDATION

That Council;

- a) Endorse the delegations of Local Government powers to the Chief Executive Officer as per *Section 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 *Section 257, Part 5 (1)*.

Resolution No. 244/1920

That Council;

- a) Endorse the delegations of Local Government powers to the Chief Executive Officer as per *Section 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 *Section 257, Part 5 (1)*.

Moved Cr. S Royes

Seconded Cr. T Pratt

CARRIED 5/0

9.5 LGAQ Policy Executive Nominations

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.

Resolution No. 245/1920

Council does not put forward a nomination for this position.

Moved Cr. S Royes

Seconded Cr. J Fegan

CARRIED 5/0

9.6 Sale of Council Land – Lots 14 & 15 SP247177

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 acknowledge the purchase of Lot 14 and Lot 15 SP247177 for the total price of \$32,400.

Resolution No. 246/1920

Council acknowledges the purchase of Lot 14 and Lot 15 SP247177 for the total price of \$32,400.

Moved Cr. J Fegan

Seconded Cr. T Pratt

CARRIED 5/0

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. 247/1920

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

Moved Cr. S Royes

Seconded Cr. J Lynch

CARRIED 5/0

9.7 CONFIDENTIAL – AECOM Project Management Fee 2020

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*.

Attendance: Cr. S Royes left the meeting at 12:03pm

Attendance: Cr. S Royes entered the meeting at 12:05pm

Attendance: Director of Corporate & Community Services T Cody, CEO Edwina Marks, Executive Assistant Katie Woods left the meeting at 12:27pm

Attendance: Director of Corporate & Community Services T Cody, CEO Edwina Marks, Executive Assistant Katie Woods entered the meeting at 12:53pm

9.8 CONFIDENTIAL – Recruitment of CEO 2020-2025

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.

PROCEDURAL MOTION

Resolution No. 248/1920

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

Moved Cr. S Royes

Seconded Cr. T Pratt

CARRIED 5/0

9.7 CONFIDENTIAL – AECOM Project Management Fee 2020

RECOMMENDATION

That Council;

- a) acknowledge Council's 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.0003.1819, McSC.0004.1819E, McSC0005.1819, McSC.009.1819E, McSC.0011.1819E, McSC.0014.1819E noting withdrawal of 2 submissions McSC.0010.1819 and McSC.0010.1819 since March 2020.

Resolution No. 249/1920

Council;

- a) acknowledges Council's previous resolution on 18 March 2020 in relation to the project management fee subject to Ministerial approval
- b) notes the advice from the Minister denying that approval as being too close to the commencement of the new term
- c) endorses the AECOM proposal of revised fees for Project Management (PMCM) for up to \$2,805,842 (linked to Approved values and actual expenditure) for the DRFA submissions McSC.0003.1819E, McSC.0004.1819E, McSC0005.1819E, McSC.0011.1819E, noting withdrawal of 4 submissions since March 2020.

Moved Cr. J Fegan

Seconded Cr. J Lynch

CARRIED 5/0

9.8 CONFIDENTIAL – Recruitment of CEO 2020-2025

RECOMMENDATION

That Council;

- a) endorse the commencement of recruitment for a new Chief Executive Officer for the McKinlay Shire in accordance with *Section 194 of the Local Government Act 2009*.
- 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 of July 2020.

Resolution No. 250/1920

That Council defer item 9.8 to May 2020 Ordinary Meeting

Moved Cr. T Pratt

Seconded Cr. S Royes

CARRIED 5/0

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.

Resolution No. 251/1920

That Council received the Workplace Health & Safety report for the period ending 31st March 2020

Moved Cr. S Royes

Seconded Cr. J Lynch

CARRIED 5/0

11. MEMBERS BUSINESS ▲

Cr. J Fegan	LDMG meeting update and planned messaging to the community Opening of Artesian Baths/Community shed
Cr. S Royes	Grease trap requirements for small businesses
Cr. J Lynch	Flood event damage on Taldora Road
Cr. T Pratt	Nelia roads
Cr. P Curr	-

12. CLOSURE OF MEETING ▲

The Chair of the meeting Mayor Philip Curr declared the meeting closed at 1:20pm.

4.2 BUSINESS ARISING OUT OF MINUTES FROM PREVIOUS MEETING



5.0 ENGINEERING SERVICES



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5.1 Subject: Engineering Services Monthly Report April 2020
Attachments: Nil
Author: Engineering Services Department
Date: 8th May 2020

Executive Summary:

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

Recommendation:

That Council receives the Engineering Services monthly report for April 2020.

Background:

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

RMPC

	Actual	Budget
1610 RMPC Works	\$1,226,741	\$1,420,878

- Sign Repairs
- Pothole patching and resealing on all RMPC roads.
- Whipper snipping and poisoning all RMPC roads.
- Shoulder repairs beef rd.

Cannington Road

	Actual	Budget
1630 Cannington Road Works	\$132,753	\$580,000

- Inspections and pothole patching.
- Slashing

Roads Maintenance

	Actual	Budget
1100 Repairs & Maintenance Shire Roads	\$619,902	\$700,000

- Pothole patching on sealed roads.



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

Water and Sewerage

	Actual	Budget
1800 Operational Costs – Julia Creek Water	\$90,730	\$190,000

- Repaired leak at Saleyards. Repaired 63mm line
- Repaired Kindy Tank
- Unblocked drain at Caravan Park
- Replaced tap in Supper Room Kitchen
- Investigate leak at Swimming Pool. Water leaking under new slab near slides, discussions to be held with Kirk Gibbons next month
- Water testing and inspections

	Actual	Budget
1810 Operational Costs – McKinlay Water	\$13,072	\$15,000

- McKinlay Water Facility: General maintenance
- Water testing and inspections

	Actual	Budget
1820 Operational Costs – Kynuna Water	\$37,316	\$35,000

- Pulled out bore no. 2 pump to refurbish
- Repair leak on Turkeys Nest. Old line 100mm steel
- Water testing and inspections

	Actual	Budget
1830 Operational costs – Nelia Water	\$3,853	\$8,000

- General operations
- Water testing and inspections

	Actual	Budget
1900 Operational Costs – Julia Creek Sewerage	\$127,290	\$170,000

- Daily monitoring of Sewerage Treatment Plant
- Investigate and order parts for STP Irrigation
- General maintenance
- Testing and inspections



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- Undertake sampling of STP to see if irrigation can re-commence
- Assist with the clean out of the Imhoff Tank with Xylem
- 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.

Ref: - Council Report_Drainage Connection.docx and;
Council Report_Sewer Connections.docx

Workshop

		Actual	Budget
1510	Repairs and Maintenance - Plant & Vehicles	\$994,568	\$1,245,000

- Ongoing repair, maintenance and servicing as required

Parks and Gardens

- Mowing and whipper snipping parks and town streets.
- Cleaning of public toilets.
- Collection of rubbish.
- Maintenance to garden beds Burke st.

		Actual	Budget
2700	Parks & Gardens and Amenities – Operations	\$685,148	\$685,000

Airport

		Actual	Budget
1300	Airport Operational Costs	\$137,371	\$154,000

- RPT operations have now been returned to normal commencing 4th May 2020 with three (3) return flights per week due to State and Federal Funding.
- Boundary Track around Airport Fence was graded during the month.
- Local Laws Officer whipper snipped in and around windsocks and cones along the runway strip during the month.



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Projects

Sewerage Treatment Plant – Stage 2

The STP is fully operational and as the STP treatment process improves the system is being transferred back to land irrigation,

Xylem has been onsite and the new chlorine installation has been completed, the electrical controls and PLC have been replaced and some of the other process components have been cleaned up and made operational again.

The Imhoff tank has been clean out and de-ragged, and the treatment plant's inlet pump has had a new per-screen installed, and a new up wash system has also been installed to keep the solids in suspension.

All rectification works have been at Xylem's expense.

Bush Kitchen

Staff are awaiting the new S/steel Bain Marie holders for the bench's and the installation of the menu board.

D&D Shed Additional Area

All works under the original budget have been completed.

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

The concrete slab for the cold room has been installed; the quotation estimates for additional floor coverings within the main storage area has been supplied to the Director of Corporate in April, as requested at the last DnD meeting.

Kynuna Water

The new telemetry installation has displayed good trend data for better management of existing water usage cycles within the town of Kynuna.

The new water tank pad has been completed and ensuing sub-surface pipework issues have been dealt with. The area is ready for the new tank installation in the first week of May.

Kynuna Park

The installation of the electrical services will be completed mid May as the contractor is waiting for a component to the solar. Once received this project can move to completion.



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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.

The Tender assessment has been impacted by Covid-19 restrictions and the limitation this has placed on specialised contractors in relation to access to technical information which would normally be supplied as part of the tender. This was most evident in relation to separable portion requirements. Separable portions are critical because they allow Council to consider pricing impacts.

Water Bore Replacement Julia Creek

The Tender will close on the 5th of May 2020. One applicant withdrew as a result of Covid-19 constraints around border restrictions and the movement of personnel.

DRFA

2018 NDRRA - Aecom

Council has completed its 2018 NDRRA works and is currently finalizing its acquittals.

MSC

Claims have been lodged in the portal and acquittals are expected to meet the deadline of September 2020.

2019 DRFA

- The majority of submissions approved by QRA.
- Sub 7 lodged May 2020.
- MsSC008.1819E Betterment lodged and undergoing internal assessment. \$5m needs Ministerial approval and that has been delayed by Covid-19 priorities.
- MsSC 0010.1819E – Rates relogged due to change in scope by QRA. Contract reviewed and aligned with new scope.

Aecom

MsSC 0003.1819E	Taldora Submission	\$18.2m	64% completed
MsSC 004.1819E	North West Submission	\$9.8m	22% completed
MsSC 005.1819E	NE Submission	\$5.7m	Yet to Commence
MsSC 011.1819E	SE Submission	\$8.2m	Yet to Commence

MSC

Council is now delivering a range of works from its 2019 program and is currently developing its DRFA organizational structure and quality management plans for these new works.



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These projects are:

MsSC 0008.1819E	McKinlay Shire Betterment	\$8.6m	Awaiting Ministerial approval of betterment portion.
MsSC009.1819E	Sub 4 South West Unsealed	\$2.3m	Commence July 20
MsSC010.1819E	Sub 6 Sealed Roads	\$6.5	Commenced. 60% complete. Milestone 1 payment reached.
MsSC014.1819E	Sealed Rds. Nelia done in conj Sub 6	\$290,041	Will be carried out sequentially with Sub 6.

Monthly Activity

Safety issues

Positive safety behaviors continue including step back risk assessment SWMS and completed plant checklists. Incidents: Truck trailer tipped on side - No injuries, no plant damage, tool box held next day at prestart, incident report finalized.

MsSC 10.1819E Koppens Stabilising Contract

Contracts have been reviewed due to change of scope by QRA as part of its final approval. New contracts have been agreed with the successful tendered and this project is progressing. The project management delivery plan has been revised to take into accounts new dates and delays from Covid-19. This information has been reviewed and uploaded to the portal and lodged.

Contractor is in-field and completing works. Staff are providing in-field inspections on a regular frequency to the contractor to ensure adequate progress is being made and to resolve issues.

Taldora Rd – Stabilising completed to CH 25910. Resealing completed to CH 36279.

Identified Program Risks and Mitigations

Covid-19 impacts on the delivery of the 2018 and 2019 works programs. These are being monitored and currently no impact on final delivery.

Gravel resources – Lara Pit.

Staff, have during the month, continued to peg out Council gravel pit boundaries of existing quarries and will arrange for boreholes, geotech in relation to quality of material and capacity.



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It was noted by the PLT that it was critical that more soil testing is commenced to ensure that quality material is identified.

Consultation:

Finance Manager, Works Staff, AECOM, DRFA Coordinator.

Legal Implications:

Nil

Policy Implications:

Nil

Financial and Resource Implications:

As provided in the report.

InfoXpert Document ID:

111566



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CONFIDENTIAL

5.2 Subject: Railway Bore Number 2 (RN146191)
Attachments: Railway Bore Negotiations (*InfoXper ID: 111557*)
Legal Advice and Compulsory Acquisition (*InfoXper ID: 111558*)
Letter from A Stevens (*InfoXper ID: 111559*)
Letter from QRail (*InfoXper ID: 111551*)
Author: Project and Assets Manager
Date: 8th April 2020

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 Councilor's consider it necessary to discuss *(e) contracts proposed to be made by it;*

Executive Summary:

The purpose of this report is for Council to consider the cost and requirements of access and security of converting Railway Bore Number 2 (RN146191) to a fully operational water network asset.

Recommendation

That Council

- 1) Keep the asset and compulsorily acquire an easement under s144 of the Act so that council has permanent access and consider the investment in sub ground infrastructure from the bore to an area under councils control as well as upgrades to ensure the potential of this bore as a secondary back of the town water supply is achieved as part of the 20.21 budget
- 2) Write to Aurizon to request details of the sale of the land and an explanation as to why the easement was not registered prior to sale.
- 3) Approach DNR for copies of their records.
- 4) Write to the landholder explaining Councils current position.

Background

Council owns the Railway Bore Number 2, RN146191 as part of its water security assets. Council also has a water licence on this asset until 2111. The bore had been retired and donated to Council on the 17 September 2010 by Queensland Rail Limited.

The landholding surrounding the Council bore was sold in late 2019. Council had been in negotiation with Aurizon for some years in relation to potential purchase of the land and access however had declined to buy the surrounding land. Council had however confirmed that it would need a subsequent easement providing permanent access. (See attached timeline of negotiations)

Accordingly the potential purchaser was informed during the purchase that Council would require a registered easement. The landholder refused to register the easement at the time of transfer and Councils legal advice at the time was to compulsorily acquire under S144. (See attached legal advice).



The landholder has since written to Council advising that they do not wish to give access and also want a contribution towards the surrounding fence. Council is required to respond.(See attached)

As a water asset, Council is currently reviewing the long term potential of this asset given that significant investment will occur this year in the construction of a new town bore.

Suitability of bore as secondary back up for water security.

Current Water Assets Julia Creek

Asset Name	Condition and age	Aquifer	Suitability as backup supply
Civic Centre Bore	This bore is at end of life. In 2019.20 Council allocated \$700,000 for the replacement of this bore, now known as the Julia Creek town bore.	Gilbert/Hooray	No – at end of life.
Water tower bore.	This is at end of life.	Gilbert/ Hooray	No – at end of life
Julia Creek Town Bore (new)	Constructed 2020 The new replacement bore for the town of Julia Creek has been allocated from the 2019.20 budget. This new bore is being sized as a replacement for both the Railway and the Civic Centre Bores, these Bores have a combined flow of 27lt/s the new Bore will be sized at no less than 32lt/s @280kpa matching the current operational pressures of the reticulation network and the max flow rates of the 150mm transfer main running through the town of Julia Creek. Flow is 48l/sec	Gilbert/Hooray	Primary Supply
Hickman St Bore	1990's. The Hickman St Bore has been converted into a truck fill point and is now operational. Council has	Gilbert/ Hooray	Yes, could be reconnected to town supply. However supply quality has odour and low



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	<p>installed a truck fill facility on Hickman St and this is not currently connected to the town supply.</p> <p>Pressure 280/17l/sec</p>		<p>aesthetics.</p> <p>Poly connection to cemetery line.</p> <p>Would require <\$20k investment however odour still an issue.</p>
Railway Bore	<p>The Railway Bore No 2 was drilled in 2009 as a replacement Bore for the failing Railway Bore No 1 located in Lot 543 SP107200 next to the rail reserve.</p> <p>The Bore is located within the north-eastern section of Lot 53 SP10707 this property was formally owned by Queensland Rail (QR). Council had a third party access agreement to the Bore. The Bore was later donated to the Shire in 2010, along with a large component of the Bore's water access licence. The Water Licence 00301J is until 2111.</p> <p>Relatively young bore with good quality water. Was used as a truck fill area now replaced by Hickman St.</p> <p>Not hooked up to our infrastructure.</p> <p>The water licence is critical to support town usage of water.</p> <p>Licence does not allow to open channel.</p> <p>Free flow at 10l/sec</p>	Gilbert/Hooray	<p>Yes highest quality, lowest turbidity and minerals.</p> <p>Would require \$130k+ investment.</p>
Scour Bore	<p>No exact date – circa 1990's, new head. Bore located down near the cattle yards and runs long distance back into town as a source of supply if required. Flow is at 4-5l/sec upon arrival.</p>	Gilbert/Hooray	<p>No, due to distance and line loss. Power would be an issue.</p>
Kynuna No 1	<p>In good condition.</p>	Gilbert/Hooray	<p>Primary bore for township</p>



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Kynuna No 2	Nearing end of life	Gilbert/Hooray	No
McKinlay 1	1800's not high capacity	Gilbert/Hooray	No
McKinlay 2	1917, single overhead tank, needs second tank or pump.	Gilbert/Hooray	Primary bore for township
Other considerations			
Tower bore – Long term	Could extend main to down near Robbie's Tyres and feed town from both ends.	Gilbert/Hooray	No – however improvements could be used to feed town from both ends and support better fire protection for Julia Creek
Lions Park – additional water storage	Gal tank beside windmill as storage area to flow to RV area to maintain level.	N/a	No – storage only for RV areas.
RV expansion area – larger water retention and development – similar to Richmond Shire	Expand to be a larger source of water retention. Current business case rejected by SDMIP	N/a	No, additional storage and amenity capacity to meet future increases in demand for irrigation or farming enterprise from Julia Creek.

Regional water security – further investment

The water licence transfer of the Railway Bore has been utilised as part of the Shire's overall water usage and is a critical component in the management of supply for all town water usage.

The Railway Bore is used by Council as a truck fill point only, noting that Hickman St has lessened the requirement; the bore is a free flowing bore at maximum unassisted flow of 10lt/s and a head pressure of 100kpa.

In order to maximise its potential, a number of actions would be required to interconnect this Bore into our water reticulation network. The primary works required would be the installation of headworks; which would include pumps, backflow prevention, power and security fencing.

This would be required to be a potable water supply and accordingly the reticulation network feed lines (water main) that pass under the railway are only sized as a 4" main; so the Bore's ability to feed back to the town is limited.

Existing connections

The number of houses and properties located on the southern side of the railway line are connected to Council's reticulated network, so any additional connections to the Railway Bore other than the truck fill point would have been undertaken by an agreement with the previous owner of the Bore. Council has very limited information on any of the additional water connections and service lines from this Bore made under any other agreements.

Financial and Resource Implications

In order to realise the potential of access to the Railway Bore, Council should undertake more planning about what the costs would be for sub ground infrastructure. Current headwork costs are



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estimated at between \$125,000 and \$125,000 depending on the power, flowrates and pressure requirement.

It is also worth discussing, if councils was to make this investment, what is the best use of the resource (water) and are there development or cost recovery options that have not been pursued as there had been no previous imperative to do so when Council had unfettered access in the past.

Regional Development

It would also be good to understand what network analysis has been done in relation to the potential impact of regional development activity such as new irrigation activities or semi permanent mining camps.

Risk Management

As the Bore currently stands, the water access licence is of significant value to Council including its supply until 2111. The loss of the licence without a further solution in place would be of high risk to Council.

In regards to increasing of the town water licence, it is not known whether Council could satisfactorily transfer this licence and increase the primary town bore licence. This would have to be resolved in the first instance as part of Councils long term water security requirements.

Staff recommendations are that Council should consider the cost of converting this Bore to a fully operational water network asset including the requirements of access and security of the asset.

However if that was to occur, Council should note that an additional allowance would need to be made for the other users would have to be included in the associated Bore Headworks which would increase the operational costs to Council.

Comments:

N/a

Consultation:

Councillor Briefing 5 May 2020

Legislative:

Nil

Policy Implications:

Nil

Financial and Resource Implications:

\$130,000 as part of the 2020.2021 budget

InfoXpert Document ID:

111560

Attachment 1.

Aurizon negotiations related to the Railway Bore and Land.

Aurizon approached Council in 2018 to offer the land to Council because it was surplus to Aurizon requirements and the land was being used by the public to circumvent the rail crossing during flood events. The land was offered to Council at a price around \$110,000 but Council did not make a decision until 1 October 2019 when it decided to obtain an easement rather than to purchase the land.

Timeline of negotiations

17 September 2010

- Queensland Rail confirmed that the Julia Creek Bore was donated to Council in its letter of 17 September 2010.

13 February 2012

- Council made an application to amend a Water Licence 403971 by seeking to add a location parcel being Lot 53 on SP107207 to Water Licence 403971 already held by McKinlay Shire Council.

7 May 2013

- DNRME issued an amended Water Licence 403971 to take underground water for town water supply from the point of take under Lot 53 on SP107207, Lot 39 on SP147790, Lot 543 on SP107200, Lot 16 on EN34, Lot 28 on JC55710 and Lot 3 on EN836008. The Water Licence is issued subject to a condition being that the water must be reticulated by pipeline to tanks and troughs and use of a bore drain or system of bore drains is not permitted.

Undated Letter from DNRME

- Water Licence 403971 was extended until 30 June 2111.

9 April 2018

- The former CEO (Peter Fitchat) corresponded with QR with respect to construction of a new road to address safety issues around the railway line including the possible purchase of land from Aurizon to rectify the safety issues. There is a reference to an amount of \$110,000 being a possible purchase price.

19 September 2019

- Correspondence from Karl Boron at Aurizon to Des Niesler confirming discussions about the possible purchase by Council of Lot 53 and Lot 58 on SP107207 and Lot 543 on SP107200 (Land), approximately 22.48 hectares. It appears that Aurizon offered the Land for purchase to Council which appeared to be required with respect to the proposed new road as referred to above.
- Title search confirmed that the Land was held by QR, part of which had been sold to Aurizon and the land title would need to be amended to reflect the owner of the Land is Aurizon prior to the transfer of the Land to any prospective purchaser

20 September 2019

- Confirmation from CEO that Council was considering the purchase of the Land and would respond in due course

24 September 2019

- Instructions to Preston Law to prepare draft easement documents as Council reluctant to purchase the Land.
- Confirmation from DNRME that Lot 53 on SP107207 and Lot 543 on SP107200 were incorporated into Water Licence 403971 which is an active water licence for town water supply purposes held by McKinlay Shire Council.

26 September 2019

- Email to CEO enclosing draft easement documents for review and approval
- Council briefing meeting to discuss options including purchase of Land or obtaining an easement.

25 September 2019

- Instructions from CEO to AME Surveys to prepare an easement plan over the Julia Creek bore

1 October 2019

- Confirmation from CEO easement documents acceptable and to forward to Aurizon
- Documents forwarded to Karl Boron at Aurizon for review and comment
- Call out to Karl Boron – no response

2 October 2019

- Follow up call to Karl Boron at Aurizon – no response

3 October 2019

- Follow up call to Karl Boron – no response

14 October 2019

- Contract entered into between Aurizon and Amanda Stevens without notice to Council

18 October 2019

- Confirmation from Council that it appeared that Aurizon had entered into a contract for the Land as a rates search had been requested from the proposed purchase and that an easement was required as a matter of priority

22 October 2019

- Follow up with Karl Boron re easement – no response
- Email from Holly Mego at Aurizon to confirm contract on foot with Amanda Stevens

23 October 2019

- Advice to CEO enclosing draft letter to send to Amanda Stevens on Council letterhead confirming that Council owns the Julia Creek bore located on the Lot 53 on SP107207 and that an easement is required.
- Confirmation from CEO that discussions were to be had with Amanda Stevens to make her aware that the bore infrastructure was Council property before the letter would be given. We are not able to confirm if the letter was handed to Ms. Stevens.

24 October 2019

- Confirmation from CEO that discussions were had with Amanda Stevens who appeared to be amendable to granting access to the bore.

- Telephone discussion between Preston Law and Joanne Fitchett from Roberts Nehmer McKee (RHM) acting for Ms. Stevens in which it was confirmed that the bore infrastructure was Council property and that Council would be seeking an easement over Lot 53 with respect to this infrastructure.
- Instructions from CEO to send a copy of the Water Licence and draft easement to RHM for Ms. Stevens review and comment.
- Email to RHM enclosing copy of Water licence and sketch plan of easement area, draft easement with confirmation that the bore infrastructure is the property of Council and an easement is required.

7 November 2019

- Confirmation from CEO that the easement plan would be available mid November
- Follow up RHM re easement terms and conditions with a view to finalising easement document.
- Correspondence from RHM to advise that Ms. Stevens not agreeable to the grant of an easement and was discussing the matter directly with Council with a view to alternative options.

8 November 2019

- CEO correspondence to advise that an easement over the bore may not be required as Council had funds to drill a new bore for town water supply and the Julia Creek bore may not be required.

12 November 2019

- Draft letter sent to CEO for approval to notify RHM that Council is considering its position with respect to the easement and will continue to rely on its powers under the *Local Government Act* to access this bore in the meantime
- No instructions received to send to RHM and unable to confirm if sent directly by Council to Ms. Stevens.

14 January 2020

- Confirmation from CEO that matter of compulsory acquisition of an easement would be put to the Council for a decision.

Attachment 2 - Legal Advice Railway Bore Report May 20

Sale and Access

Aurizon without notice to Council subsequently sold the land to an individual neglecting to inform them that the bore was the property of Council and that Council held the Water Licence with respect to this bore. Council's solicitors Preston Law advised the purchasers' solicitors that Council owned the bore and would require access on 24 October 2019 prior to settlement. As the easement had not been raised by Aurizon, *this was before the Contract became unconditional and at this point the potential purchaser could have terminated the Contract on the basis that there was an unregistered encumbrance on the land however the purchaser still proceeded with the sale.*

Note. Council was advised that the purchaser would not grant an easement in favour of Council and wanted to resolve access to the bore in a different way. The legal advice received by Council was to commence the compulsory acquisition process which could run alongside the negotiations so that there was certainty with respect to access either by agreement or by easement.

Advice by Preston Law 14 Jan 20.

Recommendation

If Council does require this bore and the ability to take water as permitted under the Water Licence, our recommendation is that Council acquires an Easement. The Easement will give unfettered access to the land and infrastructure and Council will also be able to allow adjoining property owner's access to take water as permitted under the agreements with these owners.

In addition, if the purchaser were to sell the property, the Easement would run with the land and Council's ability to access the bore would not be interrupted.

If Council does not require this bore, it may be possible to transfer the Water Licence to another property owned by Council where there is a bore so that the amount of water that can be taken under this Water Licence can be taken from another location.

It would be up to Council to decide if it removes the bore infrastructure from the purchasers land or if it transfers the ownership of the bore infrastructure to the landholder. The landholder would be required to make an application for a Water Licence in their own personal capacity as the Water Licence currently held by Council is for town water supply which is not stock or domestic purposes.

Council can access the bore from an adjoining road under the powers it has as a local government pursuant to section 144 of the Local Government Act 2009 (LGA). If an Easement is held by Council, access to do any works at any time is unfettered and no compensation is payable to the landowner because it has already been dealt with in the Easement. Using the powers under the LGA, while access to the bore is still available, would allow the landowner to claim compensation each and every time the bore is accessed, the Council worker has to report to the landowner each time the bore is accessed and the bore can only be accessed at reasonable times. Proceeding under the LGA can fetter Council's ability to access the land freely, at its discretion and Council's ability to allow anyone other than a local government worker to access the land is prohibited.

We understand that at least 3 adjoining property owners also access the bore to take water under an agreement with Council. The adjoining property owners have no right of access to the land at all and if they access the land to take water from the bore, this will constitute a trespass. They may have a right to the water from the Council infrastructure but the Council cannot grant them a right of access under the LGA to private property. If Council held an Easement, it could grant a right of access to its agents or invitees which would cover this issue.

If Council continues to require the asset and access to take water under its Water Licence, my recommendation is to proceed with the issue of the Notice of Intention to Resume. This will expedite a resolution of the issues with the new landholder and should also be an incentive for the landholder to reach a favourable agreement with Council with respect to the asset.

Compulsory Acquisition Process Outline

1. Council passes a resolution to acquire an easement over the bore unless the CEO has delegated power to issue the Notice of Intention to Resume. Our recommendation is always that the Council makes this decision as it protects the Council officers and the Council as a whole takes responsibility for the action.
2. Council can then issue the Notice of Intention to Resume along with the draft easement to the landowner and any other interested party such as mortgagee or lessee. The new landholder has already been provided with Council's standard easement document prior to the contract settling and was on notice that an easement on the terms provided was required.
3. Council can then issue a Notice to Enter to allow its surveyors to enter the property for the purpose of preparing an easement survey plan. I understand that a surveyor had already been engaged for this purpose but am not aware whether the survey work was done or the easement plan prepared.
4. Council can negotiate a mutually beneficial agreement with the new landholder at any time during the process but if they are not agreeable as appears to be the case, the compulsory acquisition process has specific time frames so that the matter can reach its conclusion in a matter of months.
5. If the acquisition of the easement is by way of compulsory acquisition, the process generally takes 6-9 months.
6. The new landholder must be given the opportunity to formally object to the acquisition of the easement and Council will be required to take into consideration any objections she may raise. Compensation is not grounds for an objection.
7. The new landholder will have 3 years to make a claim for compensation from the date the easement is acquired which will be the date of gazettal.
8. Council should also obtain a valuation as that will form the basis of any compensation payment that Council will be required to make for the taking of the easement.
9. The new landholder could seek a judicial review of the decision to acquire the easement but as this is an action in the Supreme Court, it is very unlikely that she would do so given the prospects of her being successful in overturning the decision to acquire an easement for a public purpose such as water supply is low.

10/02/2020

Dear Edwina (CEO),

RE: LOT 53 SP107207_BORE ACCESS & BOUNDARY FENCE

At the end of last year (2019) I purchased Lot53 SP107207. As result of the purchase there are two matters that concern McKinlay Shire Council that I would like to finalise please:

1. The Bore Access:

As it stands, the Water Licence 403971 authorises the McKinlay Shire Council to take water from several parcels of lands listed on the water licence, this includes lot 53 SP107207 for the purpose of Town Water Supply. However, this water licence does not authorise access to the bore located on Lot 53 SP107207.

Firstly, does the Mckinlay Shire Council still want access to this bore to take water for Town Water Supply. I assume this would be a yes? If the Council does not want future access to this bore, the Council is required to amend their water licence to remove the above-mentioned parcel of land from the water licence. I am assuming the Council does want future access to the bore for Town Water Supply, therefore a Private Agreement will be required to be entered into between the Council and myself.

I am not in favour of an easement, so we need to agree on a workable solution.

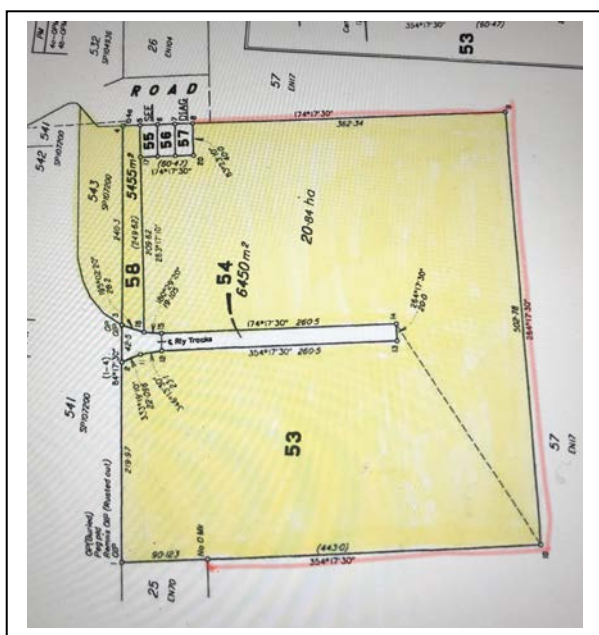
The following is what I propose for council to be able to take water from the bore:

- Due to safety and public liability reasons, Lot 53 will be fully fenced as of Monday 17th of February. No access will be allowed to unauthorised vehicles on to the property. Currently water trucks access the property to take water from the bore as well as numerous other vehicles both private and council freely go through the property. To enable trucks etc. to take water from the bore without entering the property I recommend extending the pipeline from the bore out to Matthews Street, where trucks have a sealed road and can turn easily. Location of the "pipeline" is shown by the thin red line from bore to Matthews Street in the below picture. Cost of extending and maintaining pipeline will be a McKinlay Shire Council expense:

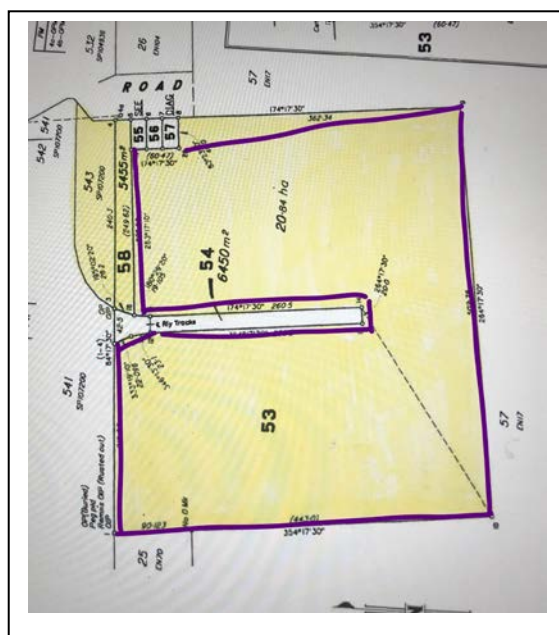


2. Shared Boundary Fence

The boundary fence of lot 53 and McKinlay Shire Council land has been removed, as it was not as per surveyed boundary line. Since this is a shared boundary fence the cost of material and the erection of the new fence should be shared between McKinlay Shire Council and myself. I have paid for the material and appointed labourers to erect fence. Total distance of shared fencing equals 1,308.12 meters (as per the red line shown on Plan 1).



Plan 1



Plan 2

Fence Expenses:

Business - Supplier	Details of Expense	QTY	PRICE	GST	AMOUNT	Invoice #	TOTAL PAID INVOICE
Steel Supplies Charter Towers	100nb Med pipe_2.7m	60	\$ 90.96	\$ 545.73	\$ 6,003.06	31662	
Steel Supplies Charter Towers	80nb Med Pipe_2.7m	10	\$ 47.50	\$ 47.50	\$ 522.48	31662	\$ 6,525.54
Booth Julia Creek	Steel Pickets Black	400	\$ 6.96	\$ 253.09	\$ 2,784.00	59562	
Booth Julia Creek	Waratah h/t barb 1.8mm l/life 500mt	24	\$ 115.33	\$ 251.63	\$ 2,767.92	59562	
Booth Julia Creek	Gates 5 bar 14 ft	2	\$ 185.00	\$ 33.63	\$ 370.00	59562	
Booth Julia Creek	Waratah Plain Tie Wire L/L 3.15MM 750MT	1	\$ 215.90	\$ 19.55	\$ 215.90	59562	\$ 6,137.82
Lenton Transport	Freight From Charters Towers to Julia Creek	1	\$ 250.00	\$ 25.00	\$ 275.00	168898	\$ 275.00
Labour and Equipment	2 Men @ \$300 per day x 10 days				\$ 6,000.00		\$ 6,000.00
							\$ 18,938.36

Total fencing completed (shown in purple on the Plan 2)= 2,412.938 Meters

Total Shared Fencing (In Red Plan 1)= 1,308.12 Meters

Total Cost of Fencing = \$18,938.36

Total Shared fencing cost: \$10,267.00

McKinlay Shire Council Fencing Contribution: \$5,133.50

Please advise via email if council agrees with above costings to contribute to fencing.

Unfortunately, I am unable to pop in to see you as I am in Townsville until the end of April. Should you have any further questions or wish to discuss further please feel free to contact me via email or mobile.

Kind Regards

Amanda Stevens

FG 1201



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Brisbane

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www.queenslandrail.com.au

17 September 2010

Mr. Shane Cagney
Chief Executive Officer
McKinlay

*Retire Asset
Bits 88845 Artesian Bore
closed.*

Dear Mr. Cagney,

DONATION OF THE JULIA CREEK BORE & ASSOCIATED INFRASTRUCTURE

I refer to correspondence exchanged regarding the above infrastructure, and in particularly the Julia Creek bore which has recently been refurbished under the Great Artesian Basin Sustainability Initiative (GABSI).

It is noted in your email dated 30 March 2010, that with the finalization of the work, Council is prepared to take over the supply, subject to entering into an agreement with Queensland Rail for the land where the bore is located (Lot 53 SP107207). I understand that this agreement has been successfully negotiated with Queensland Rail's Property Division.

In accordance with this action; and with the approval of the Chief Network Officer I am pleased to formally donate the Julia Creek Bore and all associated infrastructure to McKinlay Shire Council.

The donation date will be taken as the date of this letter.

Attached, is the original correspondence received from the Department of Environment and Resource Management in relation to Water Licence 00301J which is due to **expire on 1 October 2010**. This will require your urgent attention.

Two private users are connected to this bore. Both users have paid for water use up to and including 30 June 2011 at an annual fee of \$294.00. Details of the connections are as follows:-

- | | |
|---|--|
| 1. (Qld Rail Water Account 148191)
GC & LM Fry
C/-Arafura Cattle Pty Ltd
PMB 43 Julia Creek Qld 4823 | 2. (Qld Rail Water Account 216599)
J. Curr Pty Ltd
Julia Creek Qld 4823. |
|---|--|

To date, Queensland Rail has not informed these users of the donation of the supply. It would be appreciated if you could advise if you wish me to contact them and confirm what has transpired and the new point of contact for the supply.

Yours faithfully,

Margaret Johnston
Senior Property Officer QR Services
Brisbane





CONFIDENTIAL

5.3 Subject: Hilton Park Water Pressure Report
Attachments: Nil
Author: Project and Assets Manager
Date: 11th May 2020

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 Councilor's consider it necessary to discuss *(e) contracts proposed to be made by it;*

Executive Summary:

The purpose of this report is to request budget from Council to resolve the current issues with the water supply to Hilton Park, on the southern side of Julia Creek. This report must be read in conjunction with the Railway Bore Retention Report, as without the installation of an additional pressure and volume system on the southern side of the railway line (additional works on the Railway Bore), the issue of intermittent pressure loss of supply will remain unchanged (continue).

Recommendation:

That Council

- A) Connect the Bore to the water reticulation network and install a new 360 meter long water main from the existing water main to the front boundary of Hilton Park at an additional cost of \$55,000 ex gst to the Railway Bore improvements should they proceed
 - B) Should the Railway Bore improvements not proceed, then no further works be completed acknowledging that loss of supply and intermittent pressure cannot be rectified
-

Background

Council currently supplies potable water to the southern side of the railway line via a single 100 mm AC water main, the water main is a under bore crossing under the rail line and originally supplied the railway houses, the old railway camp and a number of properties, Hilton Park is one of those properties. Council has received a number of complaints from the owners of the Hilton Park advising that at times they have not had any water or very limited flow from the Council water reticulation network. Council has investigated this on a number of occasions and found that the supply was being delivered at the maximum rate of the 50 mm supply pipework.



The table below reflects the measurements recorded during that time. Council had not found a static drop the pressure or flow rates on the past investigations.

KPA	L/s	L/min
270	0	0
250	0.42	25.2
200	1.21	72.6
150	1.72	103.2
100	2.05	123
50	2.25	135
0	2.50	150

In late April, Council staff responded to another incident and was able to witness the static pressure drop to under 70 kpa and the resulting flow stop. It was found that, under certain conditions, the water usage was so high throughout the surrounding area that the demand levels sent the water network into a low pressurised state.

The installation of a re-pressurising system from the Railway Bore would restabilise the network during the high demand periods. Any increase in the size of the water main supplying Hilton Park will also balance out the volume of water available as the system rebalances. This would also increase the guarantee (certainty) of supply.

Proposed installation 360 m, 100mm- PN16 HDPE with fire protections below;



Secondary water security options:

As indicated in the Railway Bore retention report included as part of this agenda, the proposed interconnection of the Railway Bore via a re-pressurised tank and pump system would allow the Railway bore to feed back into the town as a secondary supply. Whilst it would be limited by the size



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of the under bore /crossing, the network, in the long-term, could be looped around the pastoral reserve and linked into the main supplying McIntyre Park improving that facility access as well.

This would give a secondary link, over the southern side of town, back into the towns system via a second crossing under the rail. The additional water main requirements to achieve this second link would be approximately 1000 meters in length.

Legal Implications:

Easement establishment required for the infrastructure.

Policy Implications:

NA

Financial and Resource Implications

Hilton Park water main \$55,000, a headworks charge would be applicable for this installation.

McIntyre Park - Additional water main to make a link via an easement through the pastoral lease, \$110,000 – long term plan.

Risk Management

This long term issue could be resolved in conjunction with the set up of secondary town supply. It would also reduce the risk on the reticulation network through joint intrusion, via negative pressures.

Legislative:

InfoXpert Document ID:

111567

Workplace Health, Safety and Risk Report

DATE; 11 May 2020	<input checked="" type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Yearly	<input type="checkbox"/> Two Yearly
April 2020				
<p>COVID-19</p> <p>Since the last WHS Report, there has been a “flattening of the curve” of COVID-19 cases. As such Federal and State Governments have starting to relax the strong restrictions upon movement of the general population. The concern now is for a second wave of COVID-19 cases due to the relaxation of these restrictions.</p> <p>As of the writing of this report, the McKinlay Shire has had 0 cases of COVID-19. In fact of the Health Districts North West, Central West and South West QLD Health Districts have had 0 cases of COVID-19.</p> <p>A risk assessment for COVID-19 was completed in February and was updated on the 13th of March. The Risk Assessment on the 13th of March highlighted the Hazards of the virus and the risk levels of these.</p> <p>Travel & health declarations have been updated to reflect these relaxed restrictions however are still in place 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 still 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>Temperature Thermometers have been sourced (it took considerable time and effort to be able to source these during a pandemic) however at this stage with the restrictions reducing, these have not been put into effect.</p>				
<p>Objectives of WH&S Management System Plan 2019-2021</p> <ol style="list-style-type: none"> 1. Comply with the intent of the Workplace Health and Safety Act 2011 in preventing a persons death, injury or illness being caused by a workplace, by a relevant workplace area, by work activities, or by plant or substances for use at a workplace 2. Contribute to a Management framework that allows all work areas to manage WH&S in a preventative way; 3. Ensure that WH&S is an integral part of effective business practice; and 4. Clearly state the principles for managing WH&S and how the organisation is expected to perform in accordance with legislative requirements <p><i>The primary objective is to provide a structured methodology to conduct all WH&S matters over an annual cycle.</i></p> <ol style="list-style-type: none"> 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"> • Verification of Competency (VOC) <ul style="list-style-type: none"> - VoC & 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. • Contractor Management <ul style="list-style-type: none"> - Sitepass is up and running, we are in the process of transitioning to SkyTrust which will incorporate some Contractor Management within the system. - VendorPanel is also starting to be used • Risk Management • Fit for work • Plant Risk Management 				

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 having 5 contractor crews consistently working, this is based on that crew being a crew of 10.

Month	Corporate & Community	Works/Depot/P&G	Contractors
November	30%	10% (WHSO was late in providing Take 5's)	63% (Majority completed, this is due to change over in contractors)
February	54%	41%	76% (now % is based on 5 crews of 10)
March	54%	79%	62% (now % is based on 5 crews of 10)
April	32%	51%	80% (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)

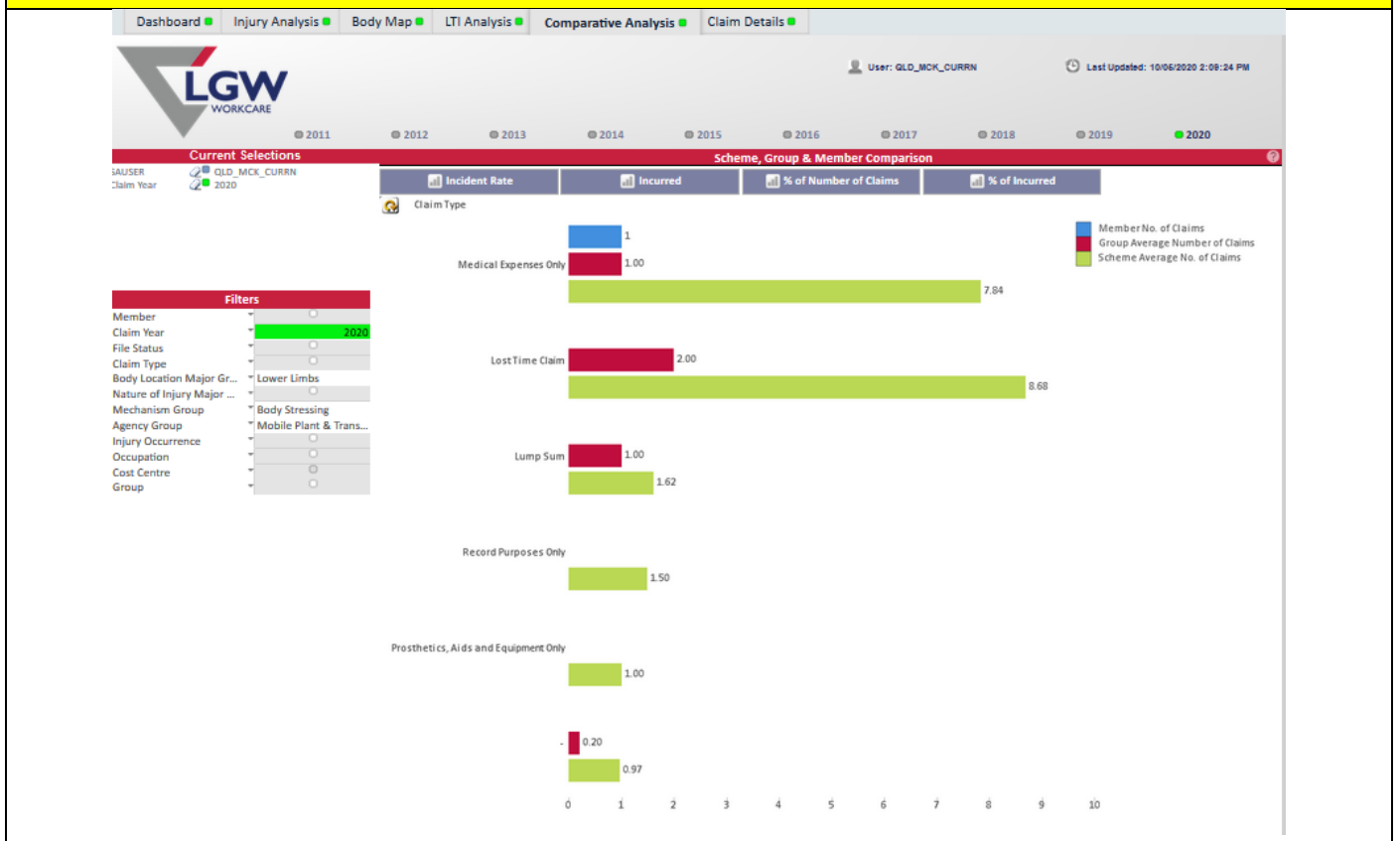
MONTH	Quarterly Actions Plans (QAP's)					Audits / Hazard Inspections				Traffic Signage Checklists	Consultation		Risk Management			Comments / Information
	#	Close Out	Compl %	Target	Transferred to CAR	Sched	Complete	Not Compl	% Not Compl		P/Start	T/box	JSEA's & SWMS	Plant & Equip	Journey Plans	
Jan-19	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%	265	458	20	55	8	
Apr - Jun 20	12			80%			59	14	45	76%	81	216	14	25		
Jul - Sep 20	11			80%												
Oct - Dec 20	11			80%												
Jan - Feb 21	15			80%												
TOTAL	133	67	80%	80%			282	138	144		1054	2209	126	150	56	

OUTSTANDING ACTIONS	Extreme Risk	High Risk	Moderate Risk	Low Risk	Details / Comments
Total 85 (in Rectification Action Plan)	1	12	51	21	At 11/05/20
Total 9 (In SkyTrust)	0	0	6	3	At 11/05/20

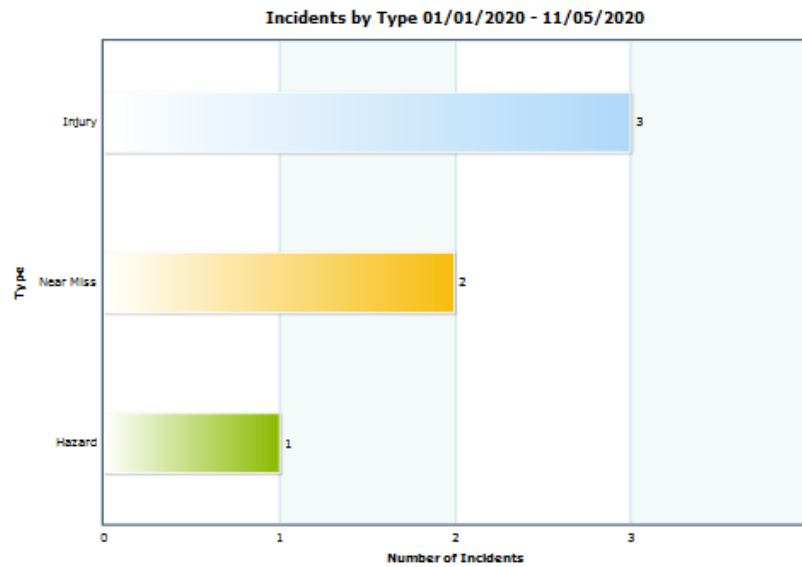
Extreme Risk; Identified issue with access to Kynuna Bore, EWP Access only – remove platform and ladder (dangerous). Access has been restricted (and notified to all parties) however the ladder is still present.

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



Incidents and Events



Incidents by Type 01/01/2020 - 11/05/2020



6.0 ENVIRONMENTAL & REGULATORY SERVICES



Ordinary Meeting of Council Tuesday 19th May 2020

6.1 Subject: Environmental and Regulatory Services Report – April 2020
Attachments: None
Author: Environmental and Regulatory Services Team Leader
Date: 8th May 2020

Executive Summary:

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

Recommendation:

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

Background:

This report outlines the general activities of the department for the month of April 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:

111568



1 – Refuse Collection and Disposal

1.1 - Budget

		Actual	Budget
ENVIRO1.1	3100 - Refuse Collection Revenue	\$83,752	\$82,376

		Actual	Budget
ENVIRO1.2	3100 - Kerbside Rubbish Collection Expenditure	\$56,188	\$42,000

		Actual	Budget
ENVIRO1.3	3110 - Refuse Disposal Revenue	\$41,794	\$41,678

		Actual	Budget
ENVIRO1.4	3110 - Refuse Disposal Operational Costs	\$84,885	\$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.

Email was sent to Zebra Metals to enquire about the removal of steel from the landfill. Response is still to be received.

The Containers for Change Rep, Ian McLauchlan is preparing a proposal for Council's consideration to manage Council's landfill on our behalf. Proposal is expected late May-early June.

The Containers for Change initiative is proving to be successful with a total of 23,500 containers collected on the 2nd May 2020.

2 – Environmental Health Services

2.1 – Budget

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

		Actual	Budget
ENVIRO2.2	3000 - Environmental Health Services	\$131,483	\$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 April showed no sign of E.coli contamination in all four (4) townships.

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).

Fogging

No fogging occurred during the month.

Vector Control

No spraying of pests was conducted during the month.

Food Recalls

No Food Recalls were received during the month.

3 – Local Law Administration

3.1 – Budget

		Actual	Budget
ENVIRO3.1	3210 - Animal Registration Fees	\$4,319	\$4,500

		Actual	Budget
ENVIRO3.2	3210 - Fines & Penalties – Animal Control	\$1,386	\$1,300

		Actual	Budget
ENVIRO3.3	3210 - Animal Boarding	\$3,025	\$3,000

		Actual	Budget
ENVIRO3.4	3210 - Local Law Administration	\$92,404	\$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

Activity	Number/Details
Impoundings and infringement notices	Two (2) dogs were handed in and re-homed to Quambatook Station
Euthanized/Destroyed/Rehomed	Nil
Verbal/Written/Official warning	One (1) Untidy Allotment
Complaints	Nil
Dog Boarding	Nil
Removal of Dead Animals	Nil
Trapping Locations & Results	Nil



Payment Plan sent to animal owner for infringement notice for failure to register animal

4 – Noxious Weeds and Pest Control

4.1 – Budget

		Actual	Budget
ENVIRO4.1	3220 - Pest Plant & Animal Control Funding	\$0	\$0
ENVIRO4.2	3220 - Truck Washdown Bay Revenue	\$19,148	\$20,000
ENVIRO4.3	3220 - Dingo Bait (Revenue)	\$1,178	\$1,200
ENVIRO4.4	3220 - Feral Pig Bait (Revenue)	\$0	\$0
ENVIRO4.5	3220 - Pest Animal Rural Land Owners Fees	\$43,212	\$43,244
ENVIRO4.5	3220 - Pest Plant Control Program	\$42,350	\$195,000
ENVIRO4.6	3230 - Pest Animal Control Program	\$36,600	\$77,000

4.2 – Report

Washdown Bay

Grates were cleaned out during the month.

Feral Animal Control

There were 4 dingo scalps presented in April.

There were 300 Factory Baits issued in April.

1080 Baiting is booked from June 8th through until June 12th. Flyers have been sent out to landowners.

Ranger conducted two private baiting during the month.

5 – Livestock Operations



5.1 – Budget

		Actual	Budget
ENVIRO5.1	3235 - Livestock Weighing Revenue	\$80,987	\$56,000
ENVIRO5.2	3235 - Livestock Cattle Train Loading Revenue	\$29,184	\$35,000
ENVIRO5.3	3235 - Livestock Operational Costs	\$79,179	\$72,000

5.2 - Report

Julia Creek Livestock Facility

There was 10,073 head of cattle weighed at the facility during April.

Livestock Weighing Month and Year Totals

MONTH	2014	2015	2016	2017	2018	2019	2020
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	10073
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	
TOTAL FOR YEAR	11,890	27,311	18,958	17,803	27,531	21,370	14,387

Livestock Operations (Cattle Loading)

Cattle loading has commenced for the 2020 with a total of 4,100 head of cattle loaded on a total of twelve (12) trains.



Ordinary Meeting of Council Tuesday 19th May 2020

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	4100
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	
TOTAL FOR YEAR	38826	32711	22344	18772	11371	17833	4100

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)	\$26,404	\$48,000
		Actual	Budget
ENVIRO6.4	3300 - Trustee Lease Fees	\$5,985	\$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	\$99,358	\$158,000
		Actual	Budget
ENVIRO6.8	3300 - Reserves Expenses	\$51,169	\$31,500



6.2 - Report

Stock Routes

Capital Works at Kulwin (new pump) is now completed with Form 3 and invoice submitted to DNRME for payment.

6.3 - Cemeteries

6.3.1 – Budget

		Actual	Budget
ENVIRO6.9	3400 - Cemeteries	\$10,814	\$16,000

6.3.2 - Report

One (1) funeral was held during the month.

One (1) enquiry was received in relation to a veterans grave being done by the group who go round doing them.

7 – Work Program (Workcamp)

7.1 - Budget

		Actual	Budget
ENVIRO7.1	3600 - Work Program	\$38,986	\$32,000

7.2 - Report

The new CAC Committee has been developed awaiting approval from Acting Chief Superintendent, Louise Kneeshaw. The new committee consists of the following;

President	Colin Malone
Secretary	Megan Pellow
CAC Advisor Field Supervisor	Allan Sotheren
Committee Member	Trevor Fegan
Committee Member / Councillor	Shauna Royes

8 – Housing, FRB and Community Centre

8.1 – Budget

		Actual	Budget
ENVIRO9.1	3810 - Council Property / Staff Housing Program Rev	\$86,547	\$95,000

		Actual	Budget
ENVIRO9.3	3810 - Council Property / Staff Housing Program Exp	\$150,665	\$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	Nil
Finalised Tenancies	Nil
Remedy Breach	Nil
Notice to Leave	Nil
Notes/Repairs	Minor repairs performed when required.

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	Minor repairs 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	\$29,008	\$31,000
ENVIRO10.5 3820 - FRB Units & Community Ctre Operational Costs	\$60,354	\$63,000



Report

Fr Bill Bussutin Community Centre

Two (2) split system aircons were installed in the HACC Coordinator and Community Nurses Offices due to the aircons being down. Two (2) more splits are needed for the consultation rooms however will need to be budgeted for in the new year.

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	\$314	\$2,500

	Actual	Budget
ENVIRO11.2 3900 - Town Planning Program	\$65,286	\$91,000

9.2 - Report

Regulatory Services, Land and Building Development

Two (2) Building Works Applications were lodged during the month.

Plumbing Compliances

Staff are currently reviewing a number of plumbing and sewerage related issues. Some of the issues are related to the failure to follow or conforms with the required processes.

Instructions and permits have been issued that have resulted in Council being exposed to risk or inheriting non-conforming, non-compliant installations.

Staff be contacting the effected applicants and obtain the information required to supply a plan for the rectification of each failure of the Planning and assessment process.

Staff will be suppling individual direct reports to Council on the issues requiring their attention.



10 – Local Disaster Management

10.1 – Budget

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

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

		Actual	Budget
ENVIRO12.3	2760 - Disaster Management Operational Costs	\$128,390	\$271,000

10.2 - Report

SES

Support has been offered to assist community members awaiting test results of COVID-19 that have been placed in temporary accommodation. This includes the delivery of meals and supplies when needed.

Business as usual whilst insuring government regulations are implemented though online training and social distancing.



CONFIDENTIAL

6.2 Subject: Tender, T1920022 – Julia Creek - Julia Creek Town Bore Replacement Project

Attachments: Nil

Authors: Projects and Asset Projects Manager

Date: 10th May 2020

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 Councilor's consider it necessary to discuss *(e) contracts proposed to be made by it;*

Executive Summary:

The Julia Creek - Water Bore Replacement Project Water T1920022 is a Tender for the installation of a new primary Town water supply Bore replacing the current primary Bore RN-374 the Civic Centre.

The Tender includes the installation of the new Bore al headworks required to connect and operate the Bore as part of the Julia Creek reticulation network and the disconnection and Cap and Seal of the Bore RN-374.

Council had received two submissions for the Tender.

Daly Brothers	\$483,146.14 ex GST or \$531,460.75 inc GST
Waterdrill Australia Pty Ltd	\$609,362.44 ex GST

Recommendation:

That Council resolve to award the Tender T1920022, for the Julia Creek Town Bore Replacement Project, to Daly Brothers for the tendered price of \$531,460.75 inc GST.

Background:

Prospective Tenderers Report

Tender Details

Reference #:	MCK-912413
Title:	T1920022- McKinlay Shire Council, Julia Creek Town Bore Replacement Project
Close Date:	05/05/2020 2:00 p.m. QLD
Total Registered Interest:	19
Total Tenders Received:	2

The Tender has been release to the market as a priority as the current bore has been started to have casing failures around the top of the bore.

The Contract is a Design and Construct – Contract and the Contractor will be responsible for the design and all of the installation works required for the new Bore's and its associated works.

And all works required for the disconnection and decommissioning of the Council's Civic Centre Bore (Town bore 1), registration number 374.



Ordinary Council Meeting Tuesday 19th May 2020

It is Council's intent that the scope of works to be undertaken in the following Separable Portions, and the Separable Portions are to be run concurrently.

The Julia Creek water networks operational levels are between 26 to 28 meters of head at the Water Tower, Council will be requiring a flow rate into the network from this Bore of up to 32 L/s at 280 kpa.

The new Bore will be replacing the Civic Centre Bore, and should have the capacity to operate the town's reticulation network as a single source of supply if required, although it would be hoped that this would be a short-term option only.

Further background reference;

Design Construct - Request for Tender (T1920022) (v1.b.f)

Legal Implications:

Tender Process has been completed in accordance with the Local Government Regulation 2012.

Policy Implications:

Amendments to the Council's current water licence.

Financial and Resource Implications:

The preferred Tenders submission is well within the budget of \$700,000, additional works maybe undertaken with the any budgetary savings.

Risk Management

As with any new Bore construction, the final flow rates and the volumetric delivery levels from the Bore will not be available until after the Bore has been drilled.

Options for Council to Consider

Nil, fully funded project. Bore at end of life.

InfoXpert Document ID:

111569



CONFIDENTIAL

6.3 Subject: Tender, T1920021 – Julia Creek - Water Tower Refurbishment Project

Attachments: T1920021 - Julia Creek Water Tower - PTCC01 (InfoXper ID: 111552)

Authors: David Sechtig - Projects and Asset Projects Manager

Date: 10th May 2020

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 Councilor's consider it necessary to discuss *(e) contracts proposed to be made by it;*

Executive Summary:

The purpose of the report is to award the tender for the water tower project as a design and construct contract with a number of product and minimum specification requirements.

The Cardno/Davies Julia Creek Water Tower 1971 is currently configured and utilised by the Julia Creek water reticulation network as a balance and pressure tank (balance tank). The Julia Creek Water Tower concrete structure is an unlined concrete vessel with a single inlet outlet. The Water Tower's vessel is currently unlined and the structure has developed a number of leaks through the walls of the vessel and a number of panels have displayed galling and separation.

This tender refurbishes the internal surfaces. The tender was released to market using four separable portions, under advice from Councils consultant, Cardno, who provided a condition assessment and recommendations on construction methods and market pricing to allocate an adequate budget.

These portions include:

1. Refurbishment of the Julia Creek Water Tower's Internal and External Surface.
2. Refurbishment of the Julia Creek Water Tower's roof, ventilation, access and level Controls.
3. Third the Pipework and Control Valves.
4. The Access Ladder and Fall Arrest systems.

Council had three companies attend the onsite Tender meeting and have received four tender returns by the close of the Tender. All of the Tenders submitted strong bids and all are capable of completing the work to a high standard. Price was the issue, as all of the bids, including our benchmark industry consultant (Southern Cross), were over the project budget of \$700,000.

Pensar	\$868,607.50	ex gst
Southern Cross Reservoir Services Australia	\$1,158,500.00	ex gst
Jackson Semler Pty Ltd	\$2,782,611.35	ex gst
Marine and Civil Maintenance	\$999,660.27	ex gst

Covid-19

The immediate impact on the tender prices were high contingency allowances for all of the projects due to the unstable, constantly changing Covid-19 constraints. The impacts on pricing ranged from an additional 15% to 40%.



Background:

Prospective Tenderers Report 14/04/2020, 1:38 p.m.

Tender Details

Reference #: MCK-908825

Title: T1920021 - McKinlay Shire Council- Julia Creek Water Tower Refurbishment Project

Close Date: 31/03/2020 2:00 p.m. QLD

Alerts Sent: 2111

Details Viewed Online: 130

Total Registered Interest: 28

Total Tenders Received: 4

Council has engaged Cardno Pty Ltd to undertake a consultancy role and act as a Superintendent's Representative for the project, Cardno has also been part of the assessment team and have reviewed the Quality Assurant and engineering components of the Tender returns on behalf Council.

We believe that as the COVID-19 restrictions are being reduced that the levels of contingency that has been applied to the Tender submissions would be reduced allowing for the full scope to be applied to the project.

Further background reference;

Design Construct - Request for Tender (T1920021) (v1.b.f)

Legal Implications:

Tender Processes and assessments are to be completed in accordance with the Local Government Regulation 2012. S228.

Policy Implications:

Procurement Policy

Financial and Resource Implications:

\$598625.50

Risk Management

The primary risks to council are the current condition of the Water Tower's vessel, access ladders and the lack of a fail arresting system. This works needs to be carried out as soon as possible. The rectification works being proposed will reduce the Councils current exposure to this risk, both from a WHS and Water Act perspective. As we are a sealed system we rely heavily on isolation and positive pressure to maintain quality. This project responds to previous regulatory recommendations and was identified during our Water Regulators annual inspections.

The project must be delivered in winter due to cooler temperatures given that work will need to occur inside the vessel.

Options for Council to Consider

Nil. Rejection of all tenderers at this point is not recommended because of the separable portion contract design and all bids are of a high quality and the work is urgent.

InfoXpert Document ID:

111561



McKINLAY
SHIRE COUNCIL
29 BURKE STREET, JULIA CREEK

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

11th May 2020

Pensar Structures Pty Ltd
8 Hockings Street
South Brisbane, 4101

Dear Craig McPhillips

REQUEST FOR POST TENDER CLOSING CLARIFICATION #1

CONTRACT T1920021 – Julia Creek – Water Tower Refurbishment Project

Council Officers have requested further information pertaining to your company's tender submission for the purposes of finalising this tender.

1. Scope Reduction
 - a. McKinlay Shire Council would like to remove the following separable portion from the scope of works:
 - i. **Separable Portion C**
 - b. Can Pensar provide a revised costing schedule for this reduction in scope.
2. Design Consultant
 - a. No design sub-consultant has been nominated in the tender documentation. Can Pensar confirm who their proposed design sub-consultant is and confirm that they are RPEQ certified.
3. Lump Sum Tender Schedule
 - a. Separable Portion A, item A1.1 – No cost for temporary works has been provided. Can Pensar confirm this has been allowed for in their tender.
 - b. Separable Portion B, item B1.1 – No cost for temporary works has been provided. Can Pensar confirm this has been allowed for in their tender.
 - c. Separable Portion B, item B1.3 - No cost has been provided. Can Pensar confirm this has been allowed for in their tender.
 - d. Separable Portion B, item B1.5 - No cost has been provided. Can Pensar confirm this has been allowed for in their tender.
 - e. Separable Portion D, item D1.1 - No cost has been provided. Can Pensar confirm this has been allowed for in their tender.

- f. Separable Portion D, item D1.2 - No cost has been provided. Can Pensar confirm this has been allowed for in their tender.
 - g. Can Pensar provide a revised Lump Sum Tender Schedule to include any additional costs for any of the items above.
4. Understanding of The Principals Objectives
- a. Pensar nominate a render of the internal vessel surface. Can Pensar confirm they have allowed for a render surface of up to 10mm to replace the deteriorated concrete.
 - b. The Specification requires that adhesion tests are undertaken at a minimum of seven (7) locations. Please confirm that this will be undertaken by Pensar.
 - c. Pensar to confirm that they have allowed to liaise with the service providers to relocate services on the roof.
 - d. Pensar to confirm that they have allowed for temporary services as required for the existing services on the roof.
 - e. Pensar nominate Sikalastic 400N for the roof waterproof membrane in lieu of Vulkem 951 NF. Pensar to provide confirmation from the supplier that this proposed product is an equivalent alternative.
 - f. Pensar propose to utilise Sikaquick 2500 cementitious repair mortar to create the hob on the roof in lieu of concrete. Pensar is to confirm that the Sikaquick 2500 is an equivalent alternative.
 - g. Pensar propose to use existing internal ladder fixings. Pensar to confirm any additional costs for providing new fixings.
 - h. Pensar nominate a hot dip galvsnised internal access ladder. The specification requires either stainless steel or aluminium. Pensar to confirm any additional costs for a ladder system that complies with the project specification.
 - i. Pensar to confirm the material type of the roof access hatches. The specification requires stainless steel or aluminium.
 - j. Pensar confirm that they require calculations for the current tank sizing to be provided at tender acceptance. Pensar is to confirm what calculations they are referring to.
 - k. Pensar to provide a statement from EpiMax that they are an approved application of EpiMax products.
 - l. No Survey has been allowed for by Pensar. Can Pensar confirm the cost to undertake survey or confirm why survey is not required.

Yours faithfully

David Sechtig
Project and Assets Manager – Engineering & Regulatory Services
McKinlay Shire Council



7.0 COMMUNITY SERVICES



Ordinary Meeting of Council Tuesday 19th May 2020

7.1 Subject: Community Services Monthly Report
Attachments: Nil
Author: Community Services Team Leader
Date: 5th May 2020

Executive Summary:

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

Recommendation:

That Council receives the Community Services monthly report for April 2020

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 Programme

Council has been successful with its application through the 2019/20 Drought Communities Programme Extension. Council has been awarded \$1 million to complete a refurbishment of the Hickman Street Sewerage Pump Station to allow Council to provide waste water security to accommodate future growth and peak season demand.

Smart Hub Project

Council and Peak Services (Project Managers) have received all relevant documentation from Strategic Builders and the project remains on schedule in terms of timeframe and budget expenditure. The builders are expected to arrive in Julia Creek on May 19th with the required materials to begin construction.

Get Playing Places and Spaces

Council has received the Certificate of Practical Completion from Peak Services on behalf of JKC Building Pty Ltd. All construction works are finished and Council are awaiting other minor works to be completed for the project to be fully completed.

2020/21 RADF Bid

Council has submitted its application for funding through the Regional Arts Development Fund for 2020/21. Due to the impacts of COVID-19 resulting in the cancellation of several planned events funded through the program in 2020, Council has requested surplus funds be carried over in to next years allocation.

North West Minerals Province – Tourism Pipeline Project

Council has been successful in acquiring \$75,000 for the assistance of delivering tourism related projects throughout the Shire. These projects include artwork/sculptures for display around town, renovations to the Historical Society “Old Jeep”, Water Tower feasibility studies, flood event memorial barbwire sculpture, new signage for Combo Waterhole and Audio-visual upgrades for equipment at the Visitor Information Centre.



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Community Development Officer

Due to COVID-19 and the implementation of various restrictions, scheduled community events have been cancelled or postponed.

The Julia Creek Pony Club event was cancelled, with no new date set at this stage. The committee had sought assistance for the cost of the ambulance for the weekend which will still be available for when the event is rescheduled. The funds have been allocated out of the CDO Engagement Activities.

Julia Creek Dirt and Dust was also unfortunately cancelled this year with new dates set for 2021 on the 16th-18th of April.

QUT Research meeting planned for April 23rd was cancelled and they are in the process of rescheduling the meeting through Zoom. QUT Research - Regional Arts & Community Consultation wanted to come and talk to staff and the Community about creating a toolkit to design community activities. Two researchers from QUT in Brisbane who have been working and researching the area of regional arts and culture and social impact for several years have been given funding to deliver creative community engagement workshops in regional and remote Queensland. Community consultation will take place to give voice to diverse members of communities about the kinds of arts programs they would like to develop and experience in their regions. Together they have co-designed the Creative Community Consultation Toolkit through workshops with communities in Roma and Charters Towers in 2018, and have been funded by the **Tim Fairfax Family Foundation** to collaborate with the Julia Creek community this year. The idea is to empower community members to use the toolkit to design community activities that they would like to experience that would reflect our community, and contribute to skills development and innovation in the community. The outcomes of these workshops will be shared with funding bodies and industry stakeholders in order to provide insights into the kinds of arts activities that are meaningful to regional communities, and how to best support activities that are generated from within those communities, as opposed to flown in from major centres.

Yoga sessions that were scheduled to start on April 24th were again forced to cancel due to COVID-19. At this stage no new date has been set but funds have been committed to this program. The intention is to provide the community a space to connect with friends while being active and boost mental health. The plan was to hold alternating Friday morning sessions to be also held at the Early Learning Centre and Aged Care facility for the over 60's, with modified techniques for the respective groups.

A McKinlay Shire Gardening Competition began with a suggestion from a local community member whom had noticed the improvement in a lot of residents' garden due to more people having to spend time at home. To help grow the community's resilience and promote mental health and wellbeing we have engaged Costa Georgiadis to provide region specific videos with tips and hints to help the community produce a wonderful garden space. He will also be answering any questions from the community at the end of each segment along with announcing the winners for each category of the competition. These videos will be posted on our social media platforms for easy viewing at the discretion of participants or community members.

Julia Creek Caravan Park

COVID-19 restrictions regarding inter/intra-state travel are continuing to have a negative impact on the number of visitors staying at the Caravan Park. Even though the numbers and revenue are largely reduced this season compared to others, Council is in some ways fortunate to have a number of dongas, cabins and long-term sites booked out by contractors completing works within the Shire. Council is working closely with the Park Managers and Maintenance staff to ensure the park will be in a fully operational condition once Government restrictions are eased.



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The RMS booking system shows total visitors for April amounted to 73 adults which equalled a gross total of \$19,451.90 for the month, compared to \$22,549.55 in March. Please find below other visitor statistics obtained through the RMS system.

JC Caravan Park Revenues April 2020

Type of service	MARCH revenues (incl GST)	Total	APRIL revenues (incl GST)	Total
Donga Units		\$7,000		\$2,520
Powered Sites		\$2,841		\$1,054.95
Cabins		\$10,944.10		\$10,860
Storage		\$251.45		\$640
Unpowered Sites		\$534		\$216
Sub Total		\$21,570.55		\$15,290.95
Artesian Baths incl. salts		\$307		\$25
McIntyre Park				
Cheese Platters				
Laundry		\$140		\$130
Long Term Stay		\$532		\$4,005.95
Calculated Total		\$22,549.55		\$19,451.90

JC Caravan Park Guest by Region April 2020

Region	Adults	Children
No region supplied	29	
VIC	1	
SA		
NT	2	
QLD	17	
NSW/ACT	5	
WA		
TAS		
Total Guests	54	

JC Caravan Park Guest by Country April 2020

Country	Adults	Children
No country supplied	19	
Australia	54	
France		
Germany		
New Zealand		
Slovakia		
USA		
Total Guests	73	



JC Caravan Park Occupancy By Category

Type of Service	% Occupancy for April
Donga Unit	49.17%
Cabin – 4 berth	93.33%
Cabin – 6 berth	41.67%
Unpowered site	0.44%
Powered site	4.65%
Long Term	55.56%

Library & Funeral Services

Due to the ongoing restrictions surrounding COVID-19, the Library has remained closed to the public. During this time, cleaning, sorting and organizing of storerooms have taken place in preparation for the renovations of the Old Medical Centre for the Smart Hub Project. The library has also undergone a general clean and sorting out of cupboards and storage areas. Many locals are continuing to engage in ordering books online or via delivery through mail-runs or home drop-off. There is a high volume of book traffic from the other 30 Rural Queensland Libraries passing through the Post Office and StarTrack. The Library was also able to gain a total of 6 new memberships throughout the month (4 adult and 2 junior).

JC Library Memberships April 2020

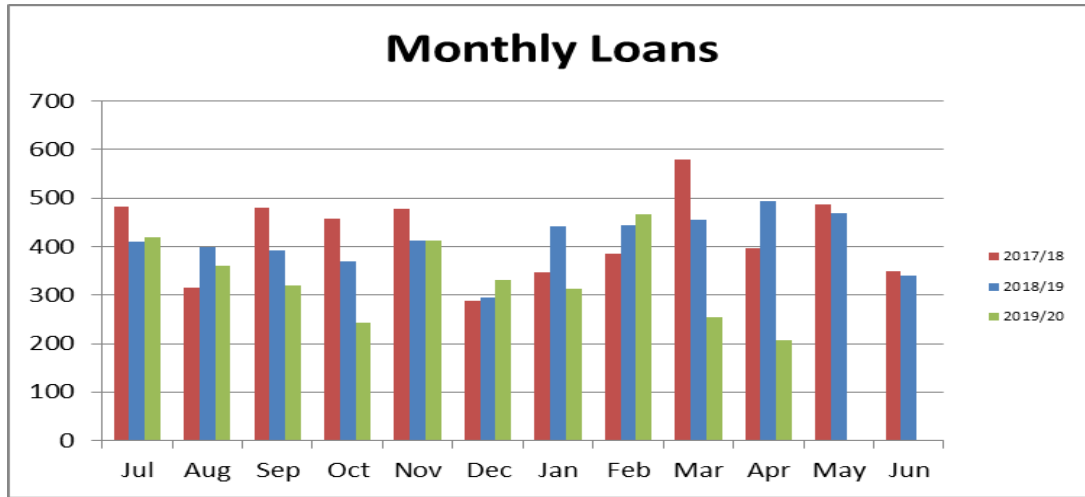
Type of Membership	Total Membership
Adult	308
Junior	84
Institutions	2
Tourists	4

JC Library Services Provided April 2020

Services Provided	Total Amount
Reservations satisfied	47
Requests for books	103
Internet/Computer usage	
IPad usage	
Wi-Fi usage	



JC Library Monthly Loans April 2020



JC Library Monthly Visitors April 2020

There were no visitors during April as the facility remains closed to the public.

Tourism

The Julia Creek Information Centre has remained closed to the public throughout April due to restrictions relating to COVID-19. Consequently, there have been no visitors able to enter the VIC, Beneath the Creek or other VIC experiences, and there have been no RV Site Permits issued. In light of the closure of the centre, tourism staff have still been very active in completing a variety of projects and activities outlined below.

Key Projects:

- VIC AV Upgrade – replacing/updating equipment and creating a new introduction video for VR Mustering Experience utilising NWMP Funding to assist with covering costs
- Monsoon Trough Memories Videos – through FNQ and NQ Monsoon Trough Flexible Funding, looking to create 3 short films which highlight the flood event and the impacts on the Shire. Will be available at the VIC and will create a piece of history
- Combo Waterhole – Through NWMP Funding, creating new signage for Combo Waterhole to encourage and promote visitation. Staff also investigating opportunities for interactive signage or displays at Combo Waterhole to be implemented in the next year.
- Visitor Guide – renewal of current Visitor Guide to include upgrading and expanding on new and outdated information and promoting attractions throughout the whole Shire.
- Historical Walk – Updating and renewing existing Historical Walk Signage around Julia Creek and incorporating new sites/buildings. Staff are also investigating the possibility of hosting guided tours around town for next years tourist season.
- Signage – Council is investigating opportunities to renew old signage surrounding Julia Creek and also investigating opportunities and costings for new signage to encourage travel and visitation.

Staff are also engaging in regular liaison with Tourism Industry Groups and operators during the pandemic to gain and insight into the current challenges being faced and to begin looking at developing strategies to encourage travellers to our region once restrictions have been eased. Regular social media promotion is also



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being undertaken through MSC pages and channels with messaging aimed at reminding return travellers of the experiences we have in our Shire and at the same time trying to encourage a new segment of travellers to visit our region. The team feel it is important to be proactive during this period so all things are in place in preparation for the return of travellers.

Digital and Social Media Figures

	Facebook Page Likes		Instagram Likes		Websites	
	MSC	JC VIC	MSC	JC VIC	MSC	JC VIC
April 1st	6,189	4,078	890	1,580	Sessions	Sessions
April 31st	6,200	4,089	909	1,580	1,283	312
					Users	Users
					1,246	236

Julia Creek Early Learning Centre

Current enrolments

There are currently 30 children enrolled at the Service

Changes to Enrolments

New Enrolments

Attendance

The centre had 124 attendances (actual) over the 22 days of care offered during February. This equated to an average of approx. 6 children per day.

Significant events:

- Council revenue significantly impacted due to COVID-19 restrictions. Number of children attending also significantly declined as a result of reduced staff levels
- Priorities of care given to families where both parents are working, then vulnerable/at-risk families before currently enrolled families. Currently enrolled families have been informed that if they require care for extenuating circumstances to notify staff to discuss availability of remaining spots.
- Some staff opted not to work at centre due to schooling closures across QLD and need for parents to conduct online learning
- ELC Staff prepared 'At home learning packs' which were delivered to families currently enrolled. Funding from South32 allowed some items to be purchased, whilst materials currently in storage at the centre and donations from staff were also included. A remote learning program is also being conducted through social media pages for families unable to attend the centre during this period.
- Tele-monitoring and weekly phone calls have been received from the ECEC Department and feedback regarding measures taken and actions implemented during the COVID-19 period was positive.
- ELC Staff have taken on extra duties and responsibilities during this difficult period and are to be commended for their efforts.



Swimming Pool

The Swimming Pool has continued to remain closed during the month as a result of COVID-19 restrictions.

Sport & Recreation

Sporting Schools Program:

Due to school restrictions put in place by the Government as a result of COVID-19, there has been no Sporting Schools Program throughout April.

Daren Ginns Centre Upgrade:

Council has received the Certificate of Practical Completion from Peak Services on behalf of JKC Building Pty Ltd. The facility is currently closed due to COVID-19 restrictions. Council is awaiting travel restrictions to ease so the upgrade to the security system can take place. There is still a surplus of funding remaining and Council will investigate options for additional exercise equipment and other items to spend accordingly.

Swimming Pool:

The Pool remains closed as per restrictions surrounding COVID-19.

McIntyre Park Water Upgrade:

SNR Morgan have begun works for the upgrade of water supply at McIntyre Park to ease the strain on the existing main. It is anticipated works will be completed towards the end of May. Upon the completion of the upgraded water infrastructure, the contractor can finalise other irrigation works as per Sport and Recreation Funding.

Sport and Recreation Funding:

Working simultaneously with the water upgrade project at McIntyre Park, SNR Morgan have been able to begin installing irrigation lines for both the camping area and the areas surrounding the Robert Lord Shed, Race Club Buildings, saddling enclosure and tie up stalls. In addition to this, the contractor will also remove dead trees and plant approximately 60 new trees in the camping area. Once all irrigation and underground electrical works are completed, new concrete paths and drainage will be installed in front of the race track toilets before top-dressing and fertilisation of grassed events areas will take place.

Further maintenance and repair works are due to take place in the coming months to Race club Buildings, Pony Club arena, fencing and roads and the Campdraft Arena.

Community Benefit Assistance Scheme:

A majority of clubs have returned their funding agreements and invoices for Council following the approval of their respective projects. Projects are due to be completed by June 30 2020.

CHSP/HACC:

Due to the closure of the gym and limitations on CHSP group activities due to concerns for the vulnerable population, no exercise sessions have taken place this month.



Community Health

Community Nurse Service hours month April 2020

CHSP OCCASIONS OF SERVICE (OoS)		
	OoS	Hours
Nursing Care	61	29.9
Personal Care	16	4.6
Transport to medical appointments	2	Time included under Nursing Care
GP escorts	3	Time included under Nursing Care
Telehealth appointments	4	Time included under Nursing Care
Total	77	34.5hrs

General Business

In April 2020: Coronavirus (Covid-19) Pandemic is ongoing. Multiple restrictions placed on travel and gatherings. CHSP service delivery modified as per MSC guidelines (as per Dept. Health)

Visiting Services/Meetings in Julia Creek this month:

- Non-CHSP clients seen this month = 3 (post-discharge follow-up, ongoing care coordination and community based nursing support of renal and palliative care outpatients). NB: Clinical notes for non-CHSP clients are kept on 'Communicare' (NWHHS computer program).

Non-CHSP Nursing - Time spent = approximately 11.75hrs Occasions of Service = 17

- Meetings attended this month = 7 (weekly MDT x4, ad hoc LDMG x1, Disaster Recovery Team x1 and A/DON x1)
- Nil outreach clinics conducted
- Visiting services limited due to Covid19 restrictions. NWRH referrals continue ad hoc. NWRH continue to visit Julia Creek. Community Nurse liaises with NWRH as required.
- Medical Centre Practice Nurse not in attendance this month due to Covid19 concerns, so some blood taking, telehealth attendance and care coordination usually done by her was picked up by Community Nurse.

Health Promotion

Local LDMG put together a short video on where McKinlay Shire was at with Covid-19 changes in our community. It was recorded over a few days by Nicole Morris and edited / produced by QPS Officer –in-Charge Cath Purcell. It was uploaded to MSC YouTube channel and then shared on Facebook. This was a locally requested, locally produced, locally focused message that covered current information regarding health and education services in McKinlay Shire.

Planning has begun for Gut Health and Bowel Cancer awareness as topic for health promotion in May-June 2020.



CHSP - Community Home Support Program

Events and Activities

There are still no group gatherings for CHSP clients as a result of COVID-19 restrictions and precautionary members taken by staff and clients. A home cooked meal is being delivered on Wednesday's to provide further support and there has been a significant increase in shopping and home delivery as a majority of clients are still staying at home during the pandemic.

Stats April 2020

CHSP currently have a total of **24** clients.

Service Offered	Number of Clients
Transport	Two-way trips
Social Support	66 Visits
Personal Care	21 visits 1 client
EXERCISE	
Counselling/Support, Information and advocacy (client)	7 hours
Shopping	5 trips (attendees, 11 pick-up)
GAMES	attended (3 sessions)
Luncheon	Attended (sessions)
Wednesday Meal	50 meals
Meals on Wheels	85 Meals delivered
Community Nurse Visits	
Home Maintenance	42 lawns mowed 21 clients
Domestic Assistance	7 clients 40 visits
Pub Lunch	Clients SESSION
Craft Morning	
Clients Transported for Doctors Appointments	CHSP clients

InfoXpert ID:

111570



7.2 Subject: Julia Creek Lions Park Fencing
Attachments: Nil
Author: Director Corporate & Community Services
Date: 11th May 2020

Executive Summary:

The Julia Creek Lions Park Fencing Upgrade has been allocated \$30,000 in the 2019-20 Capital Works Budget, with the Lions Club to contribute \$10,000 towards the project. The project has increase in cost and this report is prepared for Council to consider further financial allocation. A further \$10,000 is required to be committed to the project which will increase the total allocation to \$40,000 and Council contribution to \$20,000.

Recommendation:

That Council reallocate \$8,150 from surplus funds in the Duncan McIntyre Museum Renovation and \$1,850 from Julia Creek SES/Museum Extension and reallocate to the Julia Creek Lions Park fencing upgrade project.

Background:

Council has allocated \$30,000 in its budget for the Julia Creek Lions Park Fencing Upgrade with the Lions Club to contribute \$10,000. Council was recently informed the total cost for the project has increased due to a change in the type of fencing and the project now being undertaken by the Lions Club.

The Lions Club have forwarded an invoice to Council for \$30,000 for the purchase of materials for the fencing. The Lions Club will be responsible for the installation of the fencing.

In the original budget Council would have only been out of pocket \$20,000 as the total project was proposed at \$30,000 with \$10,000 in revenue to come from the Lions Club as their contribution to the project.

The extra \$10,000 is able to be sourced through a redistribution of funds from two separate projects. The renovations to the Duncan McIntyre Museum are complete and have a surplus of \$8,150 remaining. Additionally, there is a total surplus of \$5,140.98 in the Julia Creek SES/Museum Extension. All materials have been purchased and Work Camp will be completing the necessary labour so no additional costs should be incurred which will allow the funds to be redistributed.

Consultation:

Consultation with Environmental and Regulatory Services Team Leader was conducted to ensure projects were completed for funds to be reallocated



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Legal Implications:

Nil

Policy Implications:

Nil

Financial and Resource Implications:

As the \$10,000 expected revenue from the Lions Club will not be realized, in order to pay the invoice Council would need to seek an additional \$10,000 from its budget. It is proposed to re-allocate \$8,150 from surplus funds in the Duncan McIntyre Museum Renovation and \$1,850 from Julia Creek SES/Museum Extension.

InfoXpert Document ID:

111571



8.0 CORPORATE SERVICES



Ordinary Meeting of Council Tuesday 19 May 2020

8.1 Subject: Corporate Services Report
Attachments: Nil
Author: Corporate Services Team Leader
Date: 11 May 2020

Executive Summary:

The Corporate Services Report as of 30 April 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 30 April 2020.

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:

Large portion of increase in income in March was \$2,455,306 received for flood damage submission McSC.0011.1819.REC.

\$1.8 million of expenditure increase this month is flood damage expenditure.



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INCOME STATEMENT SUMMARY				
	Actuals	Variance	YTD Budget	Full Year Budget
Total Income	32,912,614	78%	42,266,976	50,720,371
Total Expenses	(23,030,020)	157%	(14,624,802)	(17,549,762)
Net Result	9,882,594	36%	27,642,174	33,170,609
Less Capital Revenue	23,672,462	72%	33,018,939	39,622,727
Operating Result (excl. Capital	\$ (13,789,868)	256%	\$ (5,376,765)	\$ (6,452,118)

STATEMENT OF FINANCIAL POSITION			
	2020 Actuals		2019 Actuals
Current Assets	25,308,182		19,301,548
Total Non-Current Assets	208,851,412		205,710,184
Total Assets	234,159,594		225,011,732
Total Current Liabilities	1,020,780		1,755,711
Total Non-Current Liabilities	152,909		152,910
Total Liabilities	1,173,689		1,908,621
Net Community Assets	\$	232,985,905	\$ 223,103,111
<i>Community Equity</i>			
Asset Revaluation Surplus	78,320,428		78,320,427
Retained Surplus	154,265,277		144,382,684
Reserves	400,000		400,000
Total Community Equity	\$	232,985,705	\$ 223,103,111

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

STATEMENT OF CASH FLOWS		
	2020 Actuals	2019 Actuals
Cash Flows from Operating Activities	(9,575,795)	2,394,722
Receipts, Payments & Interest Received		
Borrowing Costs		
Cash Flows From Investing Activities	18,072,677	893,869
Payments and Proceeds for PPE		
Capital Income		
Cash Flows from Financing Activities	-	-
Loan Payments		
Net increase (decrease) in cash held	8,496,882	3,288,591
Cash at beginning of the financial year	16,150,832	12,862,241
Cash at the end of the period	\$ 24,647,714	\$ 16,150,832



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Summary By Departments

Department	Revenue			Expenditure		
	Actuals	%	Budget	Actuals	%	Budget
Infrastructure & Works	25,085,108	61%	41,312,983	16,228,556	59%	27,457,133
Governance & Partnerships	34,095	0%	34,095	693,793	74%	940,958
Corporate Services	5,206,119	86%	6,041,901	1,792,995	74%	2,413,373
Economic Development	212,563	54%	396,747	599,526	58%	1,028,551
Community Services	2,095,355	84%	2,487,825	2,809,443	68%	4,128,752
Health Safety & Development	37,229	37%	100,048	513,407	64%	804,600
Environmental Management	242,147	73%	332,248	392,300	63%	626,600
	32,912,615	65%	50,705,847	23,030,020	62%	37,399,967

Capital Works Program 2019-2020 Version 2.0

Infrastructure & Works	Actuals	Budget	Grants/Other
Roads	\$2,380,873.34	\$9,930,897.36	\$9,050,726.00
Wastewater	\$445,139.92	\$699,550.00	\$200,000.00
Water	\$126,999.95	\$1,686,000.00	\$1,050,000.00
Transport	\$19,854.76	\$159,984.00	\$119,984.00
Other	\$739,431.04	\$1,315,000.00	\$0.00
Subtotal	\$3,712,299.01	\$13,791,431.36	\$10,420,710.00
Environmental Management	Actuals	Budget	Grants/Other
Reserves	\$130,465.56	\$216,500.00	\$0.00
Subtotal	\$130,465.56	\$216,500.00	\$0.00
Community Services & Facilities	Actuals	Budget	Grants/Other
Community Buildings & Other Structures	\$1,449,941.83	\$2,955,889.10	\$1,729,582.57
Parks & Gardens	\$208,423.60	\$744,193.00	\$484,106.00
Council Housing	\$40,798.75	\$74,800.00	\$0.00
Subtotal	\$1,699,164.18	\$3,774,882.10	\$2,213,688.57
Corporate Services	Actuals	Budget	Grants/Other
Corporate Buildings & Other Structures	\$139,656.22	\$140,800.00	\$80,000.00
Other	\$4,443.09	\$30,000.00	\$0.00
Economic Development	\$3,136.49	\$496,000.00	\$230,000.00
Subtotal	\$147,235.80	\$666,800.00	\$310,000.00
Total	\$5,689,164.55	\$18,449,613.46	\$12,944,398.57

Capital Works Program 2019-2020 Version 2.0

Infrastructure & Works	PM	Job Cost	Actuals	Budget	Grants/Other	Comments
Roads						
Gilliat/McKinlay Road	DERS	0460-1040-0002	401,553	700,484	700,484	TIDS \$250k R2R \$450,484. TIDS claim submitted in March.
Byrimine Road	DERS	0460-1040-0003	29,073	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	21,459	76,000	76,000	Fully funded by R2R. Contractors have began work
Coyne Street - Stormwater & Drainage	DERS	0460-1040-0011	21,062	76,000	76,000	Fully funded by R2R
Shaw Street - Stormwater & Drainage	DERS	0460-1040-0012	18,630	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	86,861	5,709,171	5,000,000	Betterment Project Approved
Combo Waterhole Sealing Project	DERS	0460-1040-0006	1,596,729	2,500,000	2,500,000	75% of works to be acquitted in 2019/20 and remaining 25% to be acquitted in 2020/21. \$1,495,680.94 has been claimed as at end of March..
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
TOTAL ROADS			2,380,873	9,930,897	9,050,726	
Wastewater						
Julia Creek Sewerage Upgrade Project	DERS	0480-1900-0004	355,410	360,550		Committed Order \$15,150.09 - Chlorination Unit has been relocated, Plant is operational
Wasterwater Irrigation System STP		0480-1900-0007	-	18,000		
Submain Julia Street		0480-1900-0008	-	10,000		Report to Council May meeting estimated Cost \$75,0000
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	48,374	50,000		Committed order \$7,253.64, installation of hardware completed current reviewing and adjusting software.
TOTAL WASTEWATER			445,140	699,550	200,000	
Water						
			Actuals	Budget		
Julia Creek Water - New Bore	DERS	0470-1800-0003	1,934	700,000	350,000	Committed order \$24,714.70 Tender released to market.3/04/2020
Water Tower Renewal	DERS	0470-1800-0004	53,158	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 \$105,116.76
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	31,061	55,000		Committed order \$10,774.86. 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.
TOTAL WATER			127,000	1,686,000	1,050,000	
Transport						
			Actuals	Budget		
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
TOTAL TRANSPORT			19,855	159,984	119,984	
Other						
			Actuals	Budget		
Plant & Vehicle Replacement	DERS	0440-4500-0001	739,431	1,285,000		Committed order \$288,938.60
Diagnostic Computer Reader for all vehicles	DERS	0440-4500-0001	-	30,000		This item can be purchased reasonably quickly
TOTAL OTHER			739,431	1,315,000	-	
Environment Management						
	PM	Job Cost	Actuals	Budget	Grants/Other	Comments
Reserves Fencing	DERS	0430-3300-0000	130,466			
McKinlay Reserve	DERS	0430-3300-0010	-	15,000		Works have commenced.
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		Completed
Kynuna Racecourse Paddock	DERS	0430-3300-0013	-	15,000		Committed order \$13,031.70. Works to commence 11 May 2020
Julia Creek Dump Paddock	DERS	0430-3300-0014	3,880	5,000		Committed order \$1,941.04. Completed
Reserve Water Upgrade and Poly Tanks	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	12,050	40,000		
DIP Paddock	DERS	0430-3300-0017	22,540	40,000		Committed order \$1,046.72
Julia Creek Waste Facility Security Camera Program	DERS	0430-3110-0002		16,000		Committed order \$16,528.56
TOTAL ENVIRONMENT MANAGEMENT			\$ 130,466	216,500	\$ -	
Community Services & Facilities						
	PM	Job Cost	Actuals	Budget	Grants/Other	Comments
Buildings & Other Structures						
Caravan Park Landscaping and Bath Houses	DCCS	0430-2290-0007	343,790	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, Completed
Caravan Park replacement shed and concrete pad	DERS	0420-2600-0002	-	20,000.00		In process of obtaining quotes for replacement shed
Bush Kitchen	DERS	0430-2294-0000	66,816	147,000.00	147,000	Committed order \$9,492.82. Completed, Just waiting for the S/steel Bain maires holders
Reseal of Caravan Park Roads	DERS	0430-2120-0000	11	40,000.00		Committed order \$1,616
Innovation Hub	DCCS	0420-2190-Items	143,381	1,118,000.00	523,750	Committed order \$704,337. Additional \$70500 added to budget to reflect the recent cost plan provided by Quantity Surveypr
Duncan McIntyre Museum Renovation	DERS	0420-2300-0000	6,850	15,000.00		Completed
Julia Creek Community Precinct Fit Out	DERS	0430-2010-0000	390,561	455,000.00	455,000	Committed order \$11,302.23. All of the original budget items have been completed. DCP Funding \$400k \$55k Funding South 32, the Cold room's Concrete Slab hads been Completed

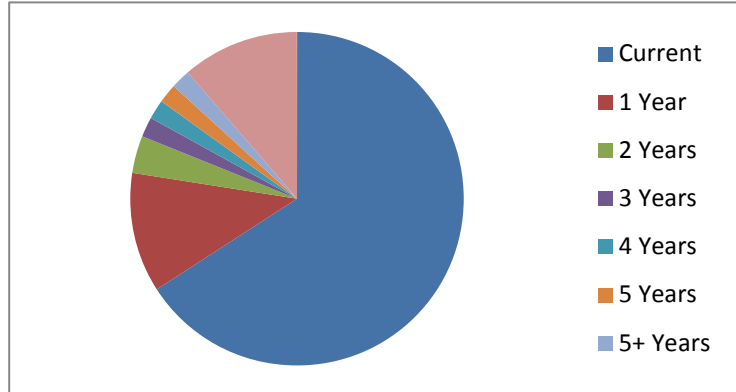
McKinlay Community Shed	DCCS	0430-1000-0000	12,322	20,000.00	20,000	
Julia Creek SES/Museum extension	DERS	0420-2600-0006	-	10,000.00		Committed order \$4,859.02. Work Camp will install once they are back in Julia Creek, no further costs will be added
Kev Bannah Oval Switchboard Upgrade	DERS	0420-2600-0007	11,896	12,000.00		Completed - awaiting Ergon to connect meters
McIntyre Park Switch board Upgrade	DERS	0430-2610-0001	10,327	10,500.00		Completed - awaiting Ergon to connect meters
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 Community 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, Waiting to hear back from contractor about start time
Land Purchase	DCCS	0410-2000-0003	-	30,000.00		Incomplete
Council Housing Project	DERS	0420-3810-0000	250,494	294,000.00	-	Committed order \$40,403.
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. Construction works to gym completed and PC Certificate received - COVID-19 has delayed completion of security system. Council awaiting feedback from Dept on extensions
TOTAL COMMUNITY BUILDINGS & OTHER STRUCTURES			1,449,942	2,955,889	1,729,583	
Parks & Gardens			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	4,134	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	80,851	96,060	96,060	Flood Recovery Funding - Works to tennis courts completed, sourcing ways to spend additional funds
McIntyre Park Improvement Program	DCCS	0430-2610-0004	19,682	378,046	378,046	Committed order \$112,973.40. Flood Recovery Funding works will be ongoing as funding expires Dec 31 2020
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		Committed order \$41,282.74.
TOTAL PARKS & GARDENS			208,424	744,193	484,106	
Council Housing			Actuals	Amended		
3 Coyne Street, Julia Creek	DERS	0420-2610-0005	-	20,000		Committed order \$4,716.82. Materials ordered works to be completed in house and to start late May early June
Airport Residence - bathroom	DERS	0420-2610-0011	-	12,000		Committed order \$6,206.06. Materials ordered works to be completed in house and to start late May early June
8 Byrne Street - Stumps	DERS	0420-2610-0002	27,775	27,800		Complete
Netterfield Residence		0420-2610-0012	13,024	15,000		Complete
TOTAL COUNCIL HOUSING			40,799	74,800	0	

Corporate Services	PM	Job Cost	Actuals	Budget	Grants/Other	Comments
Buildings & Other Structures						
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
TOTAL CORPORATE BUILDINGS & OTHER STRUCTURES			139,656	140,800	80,000	
Other						
Office Equipment - Replacemnt of furniture, IT equipment, software and other	DCCS	7180-4100-0002	4,443	30,000		Committed order \$9,267.05
TOTAL OTHER			\$ 4,443	30,000	-	
Economic Development						
Julia Creek Livestock Facility	DERS	0430-3235-0004	3,136	25,000		Committed order \$8,442.83. Hay feeders ordered
Julia Creek Livestock Facility - Amenities	DERS	0430-3235-0001	-	25,000		Committed order \$15,028.03. SN Gabbert to commence works in June.
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	Committed order will be displayed in next month.
TOTAL ECONOMIC DEVELOPMENT			3,136	496,000	230,000	
TOTAL			5,689,165	\$ 18,449,613	\$ 12,944,399	



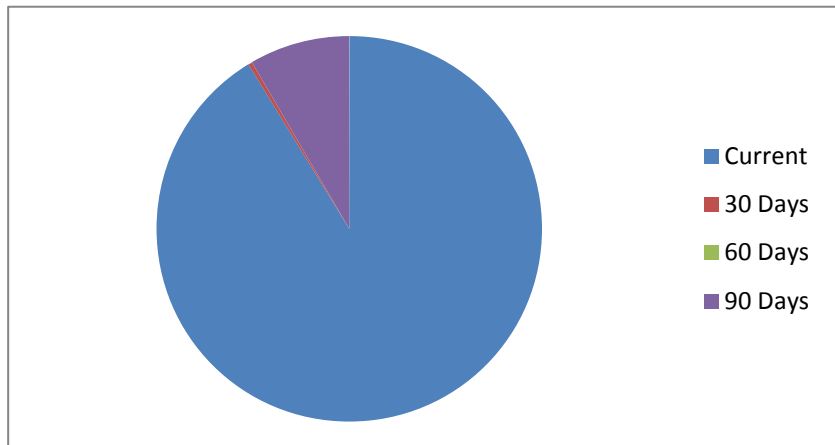
Outstanding Rates

	Apr-20	Mar-20
Current	113,457	183,325
1 Year	32,308	32,308
2 Years	9,803	10,082
3 Years	5,381	5,381
4 Years	5,274	5,274
5 Years	5,129	5,129
5+ Years	5,205	5,246
Interest	23,916	31,579
Total	200,473	278,323



Outstanding Debtors

Total	495,364.51
Current	451,992.04
30 Days	1,653.00
60 Days	-
90 Days	41,719.47



Consultation:

- Director of Corporate and Community Services

Legal Implications:

Policy Implications:

Financial and Resource Implications:

InfoXpert Document ID:



Ordinary Meeting of Council Tuesday 19th May 2020

8.2 Subject: 2020/21 Budget Program
Attachments: 2020/21 Budget Program (InfoXpert ID: 111562)
Author: Director Corporate & Community Services
Date: 17 April 2020

Executive Summary:

Propose to Council dates and timelines for the preparation and adoption of the 2020-2021 financial year budget.

Recommendation:

That Council accepts the 2020/21 Budget Program as presented.

Background:

Dates are proposed for 2 budget workshops (not formal Council Meetings) and a Council Meeting for adoption of the budget. Timelines are set in between workshops to allow consultation between Directors and their Portfolio Councillors to discuss and set operational and capital works budgets.

Consultation: (Internal/External)

- Chief Executive Officer
- Councillors
- Director of Corporate and Community Services
- Corporate Services Team Leader

Legal Implications:

Nil.

Policy Implications:

Nil.

Financial and Resource Implications: Nil.

InfoXpert Document ID:

111564

2020/21 Tentative Budget Program

19 May 2020 (Council Meeting)	Council approve 2020/21 budget timelines. Budget Program to be issued to Directors and Councillors.
7 May 2020	Budget models to be issued to Directors for completion.
7 May to 26 May 2020	The CEO and Directors coordinate with their portfolio Councillors to complete their budget models.
29 May 2020	1 st Draft Budget prepared and distributed to CEO, Directors and Councillors.
Tuesday 2 June 2020 (Council Briefing Day)	Councillors, CEO and Directors discuss first presentation of the budget. (Workshop, not a formal Council Meeting.)
3 to 17 June 2020	Amendments made to first draft budget from discussions with Councillors. Second draft budget distributed to CEO, Directors and Councillors
22 to 26 June 2020	Councillors, CEO and Directors discuss second presentation of the budget. (Workshops, not a formal Council Meeting.)
27 June to 15 July 2020	Final Budget documents prepared..
Tuesday 21 July 2020	Budget presented to Council at July Ordinary Meeting for adoption.



9.0 CHIEF EXECUTIVE OFFICER



Ordinary Meeting of Council Tuesday 19th May 2020

9.1 Subject: CEO's Status Report
Attachments: Nil
Author: Chief Executive Officer
Date: 27 April 2020

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 May 2020.

New Term 2020:

Budget

Budget planning is now underway with a series of workshops scheduled. The budget schedule is included in the agenda for Councillors information.

Disaster Management - Covid – 19 Tier 3 & Tier 4 Planning

The State Government has loosened some of the home confinement restrictions at the beginning of May and the LDMG is currently undertaking a discussion exercise in relation to Tier 3 and Tier 4 planning in the event of breakouts once confinement restrictions are eased.

Aerodrome Pavement Litigation

A briefing session has been organized with Councillors and Councils legal representatives Helix during June 20.

Audit 2020

Council has conducted an initial introductory session with its new auditors Pitcher Partners during early May. The interim audit will commence on the 11 May and the external audit in September 2020.

LGAQ Policy Executive

Ballot papers have been completed for District 3 – 11.

Property Matters

Valuations

A series of valuations have been received in relation to a number of property matters for Councils consideration.

Native Title determination

The Koa traditional owners currently have a native title determination for Kynuna. Council has recently supplied information into this process in relation to public work parcels prior to 23 December 1996 that have the potential to be extinguished.



Ordinary Meeting of Council Tuesday 19th May 2020

TMR Bore Cammeray Station

TMR has asked Council to contribute \$50,000 towards a new bore on Cammeray Station. A draft agreement is attached as part of a separate report to the agenda. Council does not own this bore rather the agreement is an access agreement for water usage for road making.

Trustee Leases Tender

Council has received a draft trustee lease policy, as advised by our legal representatives. This policy forms a separate report as part of the agenda. It is anticipated that once the policy is endorsed Council will go out to tender again for the trustee leases. The aim of the policy was to make the assessment of the lease criteria clear for all applicants.

Subdivision Blocks of land

Council has commenced its invoicing of leases associated with the subdivision in accordance with the start date of the leases.

Lot 14 was surrendered as part of the sale process investigations during May. This block was offered to the other applicants and has now been taken up by one of the parties for the same price.

Water issues

Kynuna filters

Council staff have been liaising with the Kynuna community in relation to the recently allocated capital budget for filters at 10 residences in Kynuna. This is because the maintenance and annual cost of replacement filters is to be born by the household and it is important that this is known and understood prior to installation.

Procurement

Tenders

The Water tower tender and Julia Creek new bore tenders have been returned and form separate reports as part of the agenda.

Partnership Projects

Combo Over shots project with the Julia Creek work camps

The Julia Creek work camp has returned to Townsville during the Covid-19 pandemic because of issues with potential supervision should cases be confirmed. It is not known when they will return. Cannington mines have been advised.

Nelia town area support

The Julia Creek workcamp has advised that they will not return to Nelia due to local level issues in late 2019. Accordingly Council has picked up that service level and will continue to maintain the Council Park and verges.

A price has been submitted to the state in relation to maintenance of the Nelia Road which has suffered as a result of traffic due to the rail rehabilitation project. Additional requests have been made to support some minor landscaping and improvements such as trees and bins in the main area and mobile play equipment for the CWA hall.



Ordinary Meeting of Council Tuesday 19th May 2020

Waste Recycling Proposal

Council is currently awaiting a proposal for the set up of a permanent recycling area and provision of a service level associated with the Julia Creek landfill.

Council already has a containers for change arrangement based in Julia Creek supplying recycling services monthly. A temporary permit has been provided to the contractor for 6 months to work from the back of Heslin's block on Byrne and Allison Street.

Economic development

Multicom will brief the new council in relation to its 2022 proposed St Elmo's mine project during June 20.

Etta Plains Project

Briefing information has been circulated for Councils information.

Comments:

N/A

Policy/Legislative:

LG Act 2009 & LG Regulation 2012

Operational Financial and Resource Implications:

N/A

Consultation and engagement:

N/A

InfoXpert Document ID:

111572



Ordinary Meeting of Council Tuesday 19th May 2020

9.2 Subject: Request to write off 2020 Dirt n Dust Festival Contribution

Attachments: Letter to MSC from DnD Festival (*InfoXpert ID: 111591*)

Author: Chief Executive Officer

Date: 10th May 2020

Executive Summary:

The Julia Creek Dirt n Dust Committee has written to Council requesting that Council write off their 2019.20 contribution to the Dirt and Dust Festival due to the cancellation as a result of the Covid-19 pandemic.

Recommendation:

That Council

- a) *Write off the 2020 Dirt n Dust Festival Contribution of \$25,000 and note the current in-kind donation amount.*
 - b) *Not pay the \$6000 special funding to the festival due to it being grant funding for the event and the program needs to be acquitted.*
 - c) *Defer the request for waiver of rates and meet with the Committee to discuss the issues as a rate waiver for this reason is not in line with Councils current policy*
 - d) *Notify the Committee accordingly.*
-

The Julia Creek Dirt n Dust Festival has been running for 25 years. Unfortunately in 2020 due to the Covid-19 Pandemic restrictions, the festival had to be cancelled. The committee has written to Council to request that we consider the writing off of its 2020 contribution as a significant amount of expenditure was already incurred prior to the cancellation of the festival. A 2021 festival is expected to occur, however the write off will allow the Committee to pay its outstanding debts and reduce the amount of losses that have been sustained.

Council advised Dirt n Dust to make the request in writing so that the request and matter could be considered. Correspondence from the Julia Creek Dirt n Dust Committee requesting Council consider writing off the debt is attached.

The Committee has written to Council requesting sponsorship donation contribution from the 2020 event (balance \$5000), payment of special funding of \$6000 and a waiver of rates of \$4128.30. (See attached letter).

Comments:

Nil

Consultation:

Councillor briefing, Dirt n Dust Committee meeting

Legislative:

N/a

Policy Implications:

Donations/Sponsorship Policy

Financial and Resource Implications:

\$25,000, in kind donations currently circa \$5000 in value.

InfoXpert Document ID:

111573

McKinlay Shire Council
29 Burke Street
Julia Creek QLD 4823

10th May 2020

RE: Request to write off sponsorship/ donation contribution from the 2020 Event.

Dear CEO and Councilors

As per previous verbal discussions and emails, the Julia Creek Dirt n Dust Festival wish to formally make an application to the McKinlay Shire Council to pay in full the MOU agreement although the event was cancelled. The balance of this agreement is \$5000.00.

In addition, we are requesting if possible to still be paid the \$6000.00 special funding allocated late last year.

We would also like to request that the council waives the rates allocation of \$4128.30

We've probably all either said or heard this many times since March , but it's safe to say that 2020 has not turned out as planned., our similar comments from the previous year when we decided to make the decision to stage the Dirt n Dust after the Monsoon event., this event also put us back financially., so 2 years of natural disasters have taken a toll., but like all obstacles that we have faced we see the future much brighter due to the new venue and the Dirt n Dust Festival having a HOME.

As you know the difficult decision was made to cancel the Dirt n Dust Festival for 2020 after the Prime Minister's announcement on Friday, March 13, and it was infeasible to postpone the festival to a later date in 2020.

We have now finished all the financials to see where we will be positioned to start the 2021 event and these are attached for your information.

All communications have gone out to sponsors, athletes, entertainers, vendors, contractors and volunteers to keep them informed in regards to deposits and refunds. Nearly all feedback has been really positive which we are grateful for.

As per our attached financial summary 95% of the sponsorship monies were absorbed on operational costs to open the 2020 event., therefor we are not in a position to carry cash sponsorships over for the following year, hence the reason to formally request that your contribution be written off, to enable us to make a new proposal for the 2021 Festival.

We are currently working with all the other sponsors and this is proving very difficult as the majority of them received their deliverables at the festival itself.

Your partnership is hugely important in helping Julia Creek Dirt n Dust Festival be sustainable and we thank you for this.

We will continue to have your brand associated with the event on all our digital marketing and media platforms as much as possible.



Again, we are deeply sorry about not being able to execute the event and any unfulfilled expectations.

Please find attached for your information and records:

- **Event Report-** Which includes a summary to where we got to with this festival, it gives a snap shot of our media and marketing deliverables up to the March date.
- **Updated Financials** – This is the most up to date information we have to report including commentary on some spend. These are unaudited and have been sent to all our Mayor stakeholders- TEQ, MSC and South 32
- **Grant Job Activities-** Our MYOB reports indicating un spent grant moneys
- **Invoices:** Copy of invoices outstanding

2021 Festival Plans so far

- **Date:** The date has been set for 16-18th April 2021. These dates are dictated to us by Qld Racing as we have forged a strong partnership with the Turf club many years ago and this seems to work for both parties as we can collaborate on marketing and provide a variety of entertainment, but splitting the work load.
- **Events Management:** The current events Management- As you are aware, Madmaggies promotions contract was due to finish June 30th 2020, but because we are not in a position to advertise for a new company because we don't know what date the government is lifting restrictions for Festivals and events. Madmaggies and Dirt n Dust are currently looking at Job Keeper and keeping Casey on from 1st July- Sep 2020 to basically keep working on the succession plan as if the event is going to happen in 2021. We also have Sara part time working on grants. The committee have established a clear wish list or priority list of idea's, equipment or projects that will be of benefit to not only the DnD but the whole of community. We share this information with Council in the hope that they too will keep an eye out for any grants that we may be able to apply for.
- **Being More Resilient:** We are also looking at funding to incorporate a new events management project system and new ideas for additional income streams. As we have said for many years, we were working towards being more resilient. Having a HOME was the first step and now we are looking at the other opportunities. No funding was allocated or available for a new business plan, so this has also been put on a grants wish list as we believe it is just as important as a new marketing plan.
- **New Marketing Plan:** The draft document has now gone out to all our stakeholders and during the down time we are looking to refresh and reinvigorate. This draft document has been sent to your Tourism officer and we look forward to working on a joint vision for Tourism
- **Other contractors-** (Looking after partnerships and Digital Marketing) Marion Lawrence- Marion's contract finishes at June 30th 2020, but again we are not sure if we are eligible for Job Keeper. TEQ have extended Marion's contract for 8 weeks to keep the content alive and work on new digital strategies.



- **Meetings-** We are using technology to continue our monthly meetings, but are proposing to hold off on the actual planning meeting until the restrictions are lifted as we believe this is an in person meeting with all stakeholders. This is where we would like to invite your tourism rep and council rep so we are all on the same page. Last council term Shauna Royce was appointed as the council rep to attend meetings so the information sharing can continue, could you please confirm who the rep is again so we can update our mailing list.
- **Budget and Cash flow for 2021-** Work on this will commence after we get all the feedback and notification from TEQ, premiers Dept for YOO, our partners and sponsors, so we know exactly what grant moneys are being held over. We have already confirmed now which sponsors have declined to pay due to COVID- These are summaries in the financial summary attached. This would include the summary of artists and contractors who we have paid a deposit to and have agreed or declined to hold over until the 2021 event. Because there is no certainty on whether Festivals and Events are going to be lifted from COVID restrictions no one is really making commitments.
- It has been agreed by the committee to make sure **PRIOR** to the next event that we have the starting balance of \$70k at the 1st of July 2020 to ensure we minimise the risk that was put in front of all of us this year. As previously reported this was due to the carryover from the loss of trade due to the Monsoon event happening in addition to the final part of infrastructure that we purchased for the venue. As you are all aware our cash investment of \$400,000.00 into the Venue did take a toll on our event this year, hence the committee have agreed that they do not want to be put in this situation again. It was agreed that we engage the services of our accountant or an additional volunteer that has expertise and the time to give in finances to look over budgets and cash flows each month.
- **Licence to occupy:** This has been placed on the May 28th Agenda to discuss, have requested copies.
- **Purchase of the Land:** This has also been put on the agenda.

Once again many thanks for your support over the years, welcome and congratulations to the new Councilors and mayor and congratulations on the older councilors getting reelected

Kind regards



Stephen Malone
Julia Creek Dirt n Dust President.





Ordinary Meeting of Council Tuesday 19th May 2020

9.3 Subject: Trustee Leases Policy
Attachments: Trustee Lease Land Policy Draft (InfoXpert ID: 111563)
Author: Chief Executive Officer
Date: 8 May 2020

Executive Summary:

Council has committed to developing a Trustee Lease Policy to support the Trustee Lease tender assessment and advertisement that will be issued in the coming month.

Recommendation:

That Council

- a) Endorse the Draft Trustee Policy as presented*
 - b) Proceed to tender for the leases as soon as possible utilizing the Policy assessment framework.*
-

McKinlay Shire Council as the trustee of State lands and holdings is authorised under the Land Act 1994 to issue and administrate secondary use of Trust Lands on behalf of the State within the Shire Boundaries. This policy has been developed to clearly define the circumstances in which secondary uses of trust land will be allowed and existing uses managed including minimum rental formulas. It also provides for the requirements of the Land Act and its regulations.

PURPOSE AND OBJECTIVES

The purpose of the policy is to promote and develop rural based industry through the approval of acceptable uses of its trustee lands across the Shire as part of Councils Economic Development objectives. This policy is focussed on encouraging small holdings or new to industry holdings to foster economic development within the Shire in order to build new businesses or scale existing ones to encourage economic growth and its flow on benefits to the community as a whole especially in relation to jobs and investment.

Council recognises that the legitimate secondary usage (grazing) generates revenue for both the Trustee and the user and this has a flow on affect to the community through the operational activities of the lessee. The policy outlines the assessment weightings and benefits to be assessed.

The maximum term of the trustee lease under this policy is 7 years.

Comments:

Nil

Consultation:

Nil

Legislative:

Local Government Act 2009

Policy Implications:

New

Financial and Resource Implications:

Nil

InfoXpert Document ID:

111565



Trustee Lease Land Policy

InfoXpert ID: 111563

1. POLICY STATEMENT

McKinlay Shire Council as the trustee of State lands and holdings is authorised under the Land Act 1994 to issue and administrate secondary use of Trust Lands on behalf of the State within the Shire Boundaries.

This policy has been developed to clearly define the circumstances in which secondary uses of trust land will be allowed and existing uses managed including minimum rental formulas. It also provides for the requirements of the Land Act and its regulations.

2. PURPOSE AND OBJECTIVES

The purpose of the policy is to promote and develop rural based industry through the approval of acceptable uses of its trustee lands across the Shire as part of Councils Economic Development objectives. This policy is focussed on encouraging small holdings or new to industry holdings to foster economic development within the Shire in order to build new businesses or scale existing ones to encourage economic growth and its flow on benefits to the community as a whole especially in relation to jobs and investment.

Council recognises that the legitimate secondary usage (grazing) generates revenue for both the Trustee and the user and this has a flow on affect to the community through the operational activities of the lessee.

3. CONDITIONS:

TERM OF TRUSTEE LEASES

The maximum term of the trustee lease under this policy is 7 years.

DETERMINING AN APPROPRIATE RENT FOR TRUSTEE LEASES

In order to determine an appropriate rent for the secondary use of trust land, the fee is to be established with consideration of the above economic development management objectives for the trust land and community benefit. Accordingly, in light of the above, the most appropriate rent is to be charged having regard to both the use of the land and community benefit.

The rental charged for any trustee lease or trustee permit shall be consistent with the viability of the activity, the benefit to the community and the required recoverable costs of supplying services (water) to the lessee.

A Peppercorn rental (minimal rent) is not considered appropriate as it holds no benefit to the community or the trustee authority.

Date of Approval:
Approved By: Council Resolution No.

Effective Date:
Version: 1
Review Date:



Trustee Lease Land Policy

InfoXpert ID: 111563

MINIMUM RENTAL FORMULA:-

The minimum rental formula is as follows:-

- The formula will be calculated based on the DSE (dry Stock Equivalent) of the land.
- Inclusive of an administrative cost of \$165.00, plus any other additional charges directly applicable to the land such as extra/excess water charges.

4. PUBLIC ACCESS

Access by the public to community purpose land e.g. waste and other facilities must be maintained and the lessee must not restrict the right of the public to be there, is to be maintained and protected.

Council will hand over the parcel with fencing in reasonable order and it must be kept to a similar standard.

Council reserves the right to inspect the property with notice at anytime.

Damage of fencing for security and safety purposes must be reported to the Trustee. If this damage has occurred due to the negligence of the lessee then the burden of costs in relation to repair of the fencing remains with the lessee. If damage has occurred in relation to an insurable event Council must be notified as soon as possible due to its vested interest as Trustee.

5. ASSESSMENT BY BENEFIT

All persons wishing to obtain a trustee lease holding must comply with the following conditions:

- The Applicant must be a current permanent resident of the Shire.
- The Applicant must be over eighteen (18) years of age.
- The Applicant must NOT have the right to use of or occupy any more than 2000 hectares of grazing land within the Mckinlay Shire.
- The Applicant must be a bona fide owner of the stock.
- The Applicant must have a good land management plan including the control of pests and weeds for the usage of the lease holdings.
- Demonstrated experience at managing livestock responsibly
- If the lessee leaves the Shire permanently, the lease reverts back to the Trustee within 3 months of the exit date.

6. ASSESSMENT BY SCOPE

(a)	Local content, involvement and roots in the Shire	30%
(b)	Capacity to be sustainable	20%
(c)	Return of all tender schedules	10%
(d)	Demonstrated Land management experience and practice	20%
(e)	Price	20%

- The Applicant can only apply for a single lease
- The number of horses/cattle must not exceed the maximum stocking rate per reserve/common as stated in the Tender Documents:

Date of Approval:
Approved By: Council Resolution No.

Effective Date:
Version: 1
Review Date:



Trustee Lease Land Policy

InfoXpert ID: 111563

- Total head of livestock will be reduced to an acceptable number during poor seasons when there is insufficient fodder / water. Number of livestock per Ha will be reduced proportionately. This is determined by the lease conditions held within the Tender documents and this must be included in the lessee's management plan
- Rentals are fixed for each property by tender and are payable monthly in advance.
- **Failure to pay conditions are to be found within the lease documentation**
- All livestock is to be cleared of ticks prior to being put on a lease holding. Proof of dipping/spraying is required.

7. RELEVANT LEGISLATION

- Local Government Act 2009 and the Local Government Regulations 2012
- Land Act 1994

8. REVIEW

It is the responsibility of the Director of Engineering Environment & Regulatory Services to monitor the adequacy of this policy and recommend appropriate changes over time. This policy will be formally reviewed every term of Council or as required.

Date of Approval:
Approved By: Council Resolution No.

Effective Date:
Version: 1
Review Date:



CONFIDENTIAL

9.4 Subject: Option One: Recruitment of the CEO

Attachments: Nil

Author: Mayor Philip Curr

Date: 5 May 2020

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 propose another option in relation to the recruitment of the Chief Executive Officer.

Recommendation:

That Council

- a) *Appoint John Francis Kelly to be Chief Executive Officer (CEO) of McKinlay Shire Council commencing at the conclusion of the contract of employment of the current Acting CEO for a term of eighteen months; this is expected to be 1 August 2020 – January 2022*
- b) *Endorse the Mayor and Deputy Mayor to finalise a contract of employment along similar lines to that executed for the former CEO including adequate performance criteria and performance review processes.*

Background:

The Mayor has discussed this option with all Councillors and it has received full support.

Benefits

1. The Mayor is proposing that as a first time Mayor he is requiring the support of an experienced CEO at least for the first year until he gains sufficient experience in the position.
2. The added complexities imposed by the Belcarra legislation and other State Government reforms to governance processes make it a minefield for new and experienced Councillors alike.
3. The prospects of recruiting a good experienced CEO so soon after the LG elections will be limited due to the current pandemic restricting travel to our community combined with the high turnover that usually takes place, reducing the pool of applicants.
4. John Kelly is a known quantity to Council and the Community. He has been employed by Council as A/CEO on four occasions since 2014 and has gained the respect and confidence of past and present Councillors, staff and the Community.



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5. He would bring in excess of 50 years of local government experience to the role, most of it at a senior level.
6. He is prepared to make a commitment to Council and to our community of at least 12 with the option to extend to 18 months if Council chooses to accept my recommendation
7. His commitment to our Community extends way beyond what is required of the role as an example: He participates in community events and then will be seen volunteering behind the bar later that day.
8. His work ethic and drive far belies his age.
9. John Kelly will provide this Council with the guidance, wise counsel and the stability required in our formative years.

Comments:

Option One: CEO Recruitment, another report is included as Option Two as part of the Agenda

Consultation:

Councillors

Legislative:

S194, S195 Local Government Act

Policy Implications:

Legislative requirement – Senior Management Contract

Financial and Resource Implications:

TRP – former CEO

InfoXpert Document ID:

111589



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CONFIDENTIAL

9.5 Subject: Option Two: Recruitment of CEO 2020-2025

Attachments: Nil

Author: Chief Executive Officer

Date: 16 April 2020

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.*

Background:

The last permanent Chief Executive Officer, Peter Fitchat left Council during 2019. Since that time a number of interim CEO's have taken up contract positions.

These have included:

- John Kelly, July 2019 – Jan 2019
- Des Neisler, Jan 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 s195 of the Local Government Act. 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, and, now that it is in its new term, should consider the opportunity for advertising for a permanent replacement for



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Chief Executive Officer in accordance with S194 of the Local Government Act. This contract would be for a maximum period of 5 years.

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-outsource) 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 12th 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).
- 1st round interviews by the Sub Committee and relative executive probably via Skype.



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- 2nd round interviews of approximately three preferred candidates to be held in Julia Creek.

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 \$18,000p.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 pa 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.



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, S194 Local Government Act 2009

S195, 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:

111590



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10. CLOSE