

Ordinary Meeting Agenda

PUBLIC

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

Tuesday 21st July 2020, 9:00am

Notice is hereby given that an Ordinary Meeting will be held at the Council Chambers,
Civic Centre, Julia Creek on 21st July 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

Staff:

Chief Executive Officer, John Kelly
Director of Corporate and Community Services, Ms. Tenneil Cody
Executive Assistant, Mrs. Katie Woods
Director of Engineering, Environment and Regulatory Services, Mr. Mursaleen Shah

Other people in attendance:

Nil

Apologies:

Cr. T Pratt

3. DECLARATION OF CONFLICT OF INTEREST

Nil

4. CONFIRMATION OF MINUTES

That the Minutes of the June Ordinary Meeting on 23rd June 2020 be confirmed.

That the Minutes of the July Special Meeting on 7th July 2020 be confirmed.



MCKINLAY SHIRE COUNCIL

UNCONFIRMED MINUTES

OF THE

ORDINARY MEETING OF COUNCIL

HELD AT THE

BOARDROOM, CIVIC CENTRE
JULIA CREEK

23rd June 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
- 5.2 Workplace Health and Safety Monthly Report
- 5.3 CONFIDENTIAL – Tender Supply Road base

6. ENVIRONMENTAL & REGULATORY SERVICES REPORT

- 6.1 Environmental & Regulatory Services Monthly Report
- 6.2 CONFIDENTIAL - Tenders on McKinlay Shire Paddock Trustee Leases

7. COMMUNITY SERVICES REPORT

- 7.1 Community Services Monthly Report

8. CORPORATE SERVICES REPORT

- 8.1 Corporate Services Monthly Report
- 8.2 Revenue Policy Review Report 2020-21
- 8.3 Debtors Policy Review

9. CHIEF EXECUTIVE OFFICERS REPORT

- 9.1 CONFIDENTIAL – CEO Status Report
- 9.2 Request to Waiver of Rates Dirt n Dust Committee
- 9.3 NWQROC Get Ready Campaign 20.219.5
- 9.4 Northern Alliance of Councils AGM 2020
- 9.5 Acceptable Request Guidelines Policy Report
- 9.6 Complaints Management Policy and Customer Service Charter
- 9.7 OQTA Representative 2020
- 9.8 Delegations to the New CEO

10. CLOSE

1. OPENING BUSINESS ▲

All Councillors having signed the Attendance Book, Mayor Philip Curr declared the meeting open at 9:11am.

2. ATTENDANCE ▲

Mayor: Cr. P Curr

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

Staff:

Chief Executive Officer, Dr. Edwina Marks

Director of Corporate & Community Services, Ms. Tenneil Cody

Executive Assistant, Mrs. Katie Woods

Director Engineering, Environment & Regulatory Services, Mr. Mursaleen Shah

Other people in attendance:

Nil

Apologies:

Nil

3. DECLARATION OF CONFLICT OF INTEREST ▲

Cr. S Royes

1. I declare that I have material personal interest in the matter of late confidential agenda item 6.5 as defined by section 175B of the Local Government Act 2009 as follows:

- a) I stand to gain a benefit or suffer a loss depending on the outcome of Council's consideration of this matter.
- b) The gain or loss is due to the decision on the Tenders of McKinlay Shire paddocks.
- c) My relationship is; I currently lease one of the McKinlay Shire paddocks up for tender.

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

Cr. T Pratt

2. I declare that I have material personal interest in the matter of late confidential agenda item 6.5 as defined by section 175B of the Local Government Act 2009 as follows:

- a) I stand to gain a benefit or suffer a loss depending on the outcome of Council's consideration of this matter.
- b) The gain or loss is due to the decision on the Tenders of McKinlay Shire paddocks.
- c) My relationship is; I currently lease one of the McKinlay Shire paddocks up for tender.

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

4. CONFIRMATION OF MINUTES ▲

Confirmation of Minutes of the Ordinary Meeting of Council held on 19th May 2020.

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 19th May 2020 be confirmed.

Resolution No. 277/1920

The Minutes of the Ordinary Meeting of Council held on 19th May 2020 are confirmed.

Moved Cr. T Pratt

Seconded Cr. J Fegan

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 May 2020.

RECOMMENDATION

That Council receives the May 2020 Engineering Works Report.

Resolution No. 278/1920

Council receives the May 2020 Engineering Works Report.

Moved Cr. J Lynch

Seconded Cr. T Pratt

CARRIED 5/0

5.2 Workplace Health, Safety and Risk Report

The report for Workplace Health, Safety and Risk for the month of May 2020.

Council noted the report.

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. 279/1920

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

5.3 CONFIDENTIAL – Tender Supply Road base

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;*

Attendance – Cr. S Royes left the meeting room at 9:50am

Attendance – Cr. S Royes re-entered the room at 9:51am

PROCEDURAL MOTION

Resolution No. 280/1920

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

Moved Cr. J Fegan

Seconded Cr. T Pratt

CARRIED 5/0

Item 5.3 RECOMMENDATION

That Council:-

- a) Approves the tender from Ayrshire Hill Quarry for a total amount of \$613,000 for the supply of 17,280 tonnes of road base in accordance with s228 of the Local Government Regulation 2012
- b) Note that the contract has been terminated prematurely on 20 April, 2020 and \$375,522 has been paid

Resolution No. 281/1920

That Council:-

- a) Approves the tender from Ayrshire Hill Quarry for a total amount of \$613,000 for the supply of 17,280 tonnes of road base in accordance with s228 of the Local Government Regulation 2012
- b) Note that the contract has been terminated prematurely on 20 April, 2020 and \$375,522 has been paid

Moved Cr. J Fegan

Seconded Cr. S Royes

CARRIED 5/0

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 May 2020.

RECOMMENDATION

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

Resolution No. 282/1920

Council receives the May 2020 Environmental and Regulatory Services Report.

Moved Cr. J Fegan

Seconded Cr. J Lynch

CARRIED 5/0

Attendance – Cr. P Curr left the meeting room at 10:13am

Attendance – Cr. P Curr re-entered the meeting room at 10:13am

PROCEDURAL MOTION**Resolution No. 283/1920**

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

Moved Cr. J Fegan

Seconded Cr. J Lynch

CARRIED 3/0

Attendance – Director Engineering, Environment & Regulatory Services M Shah left the meeting at 10:37am

6.2 Trustee Leases**Confidentiality:**

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

Resolution No. 284/1920

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

Moved Cr. J Fegan

Seconded Cr. J Lynch

CARRIED 3/0

Council made a decision to leave the meeting open and all decisions to be made public*6.2.1 Tender T1920023 – Trustee Lease Agreement Gilliat North****RECOMMENDATION**

That Council award the lease of the Gilliat North paddock to K Brockhurst for the total amount of \$9000.00 incl GST per annum.

Resolution No. 285/1920

That Council award the lease of the Gilliat North paddock to K Brockhurst for the total amount of \$9000.00 incl GST per annum.

Moved Cr. J Fegan

Seconded Cr. J Lynch

CARRIED 5/0

6.2.2 Tender T1920024 – Trustee Lease Agreement Gilliat South**RECOMMENDATION**

That Council Award the lease of the Gilliat South paddock to M & K Leake for the total amount of \$18480 incl GST per annum.

Resolution No. 286/1920

That Council award the lease of the Gilliat South paddock to M & K Leake for the total amount of \$18,480 including GST per annum.

Moved Cr. P Curr

Seconded Cr. T Pratt

CARRIED 5/0

6.2.3 Tender T1920025 – Trustee Lease Agreement Oorindi Reserve**RECOMMENDATION**

That Council award the lease of the Oorindi Reserve paddock to D & G Crocker for the total amount of \$23,953.60 incl GST per annum.

Resolution No. 287/1920

That Council award the lease of the Oorindi Reserve paddock to D & G Crocker for the total amount of \$23,953.60 including GST per annum.

Moved Cr. J Fegan

Seconded Cr. J Lynch

CARRIED 5/0

6.2.4 Tender T1920026 – Trustee Lease Agreement McKinlay Paddock No. 2**RECOMMENDATION**

That Council

- 1) Reject all applications for the lease of the McKinlay Paddock No. 2
- 2) Negotiate with any other interested party for a significantly higher amount.

Resolution No. 288/1920

That Council:

- 1) Reject all applications for the lease of the McKinlay Paddock No. 2
- 2) Negotiate with any other interested party for a significantly higher amount.

Moved Cr. T Pratt

Seconded Cr. J Fegan

CARRIED 5/0

6.2.5 Tender T1920027 – Trustee Lease Agreement McKinlay Paddock No. 3**RECOMMENDATION**

That Council award the lease of the McKinlay Paddock No. 3 to J & C Kyle for the total amount of \$17,000.00 including GST per annum.

Resolution No. 289/1920

That Council award the lease of the McKinlay Paddock No. 3 to J & C Kyle for the total amount of \$17,000.00 including GST per annum.

Moved Cr. S Royes

Seconded Cr. J Fegan

CARRIED 5/0

6.2.7 Tender T1920029 – Trustee Lease Agreement Kynuna River Paddock**RECOMMENDATION**

That Council;

- 1) Award the lease of the Kynuna River Paddock to C & F Malone for the total amount of \$12480 incl GST per annum subject to confirmation of eligibility in relation to access to other holdings
- 2) Reject the tender If the applicant proves ineligible and go into negotiation with any interested party that meets the criteria for a suitable price
- 3) Delegate to the Chief Executive Officer to negotiate a suitable price and execute all documents necessary.

Resolution No. 290/1920

That Council;

1) Award the lease of the Kynuna River Paddock to C & F Malone for the total amount of \$12,480 including GST per annum subject to confirmation of eligibility in relation to access to other holdings

Moved Cr. P Curr

Seconded Cr. J Lynch

CARRIED 5/0

6.2.8 Tender T1920030 – Trustee Lease Agreement Kynuna Racecourse Paddock**RECOMMENDATION**

That Council;

- 1) Award the lease of the Kynuna Racecourse Reserve to C & C Malone for the total amount of \$27299 incl GST per annum subject to confirmation of eligibility in relation to access to other holdings
- 2) Reject the tender If the applicant proves ineligible and go into negotiation with any interested party that meets the criteria for a suitable price
- 3) Delegate to the Chief Executive Officer to negotiate a suitable price and execute all documents necessary.

Resolution No. 291/1920

That Council;

1) Award the lease of the Kynuna Racecourse Reserve to C & C Malone for the total amount of \$27,299 including GST per annum subject to confirmation of eligibility in relation to access to other holdings

Moved Cr. S Royes

Seconded Cr. J Fegan

CARRIED 5/0

6.2.10 Tender T1920032 – Trustee Lease Agreement Julia Creek Pasturage Reserve 1**RECOMMENDATION**

That Council award the lease of the Julia Creek Pasturage Reserve 1 paddock to S G Crawford for the total amount of \$7881.50 incl GST per annum; or

Resolution No. 292/1920

That Council;

- a) Reject this tender on the basis that council may need to access this land
- b) Renegotiate with the applicant on the basis that should council require resumption of this paddock that we would provide 6 months notice to the lease holder at any given time.
- c) Should the applicant agree council would accept a discount on their current price.

Moved Cr. P Curr

Seconded Cr. T Pratt

CARRIED 5/0

6.2.11 Tender T1920033 – Trustee Lease Agreement Julia Creek Pasturage Reserve 2**RECOMMENDATION**

That Council award the lease of the Julia Creek Pasturage Reserve 2 paddock to G & T Wiles for the total amount of \$3080 incl GST per annum

Resolution No. 293/1920

That Council award the lease of the Julia Creek Pasturage Reserve 2 paddock to G & T Wiles for the total amount of \$3,080 including GST per annum.

Moved Cr. J Lynch

Seconded Cr. J Fegan

CARRIED 5/0

6.2.12 Tender T1920034 – Trustee Lease Agreement Julia Creek Pasturage Reserve Punchbowl Rd
RECOMMENDATION

That Council award the lease of the Julia Creek Pasturage Reserve Punchbowl Rd paddock to P & A Verhoeven for the total amount of \$5280 including GST per annum.

Resolution No. 294/1920

That Council:

Award the lease of the Julia Creek Pasturage Reserve Punchbowl Rd paddock to P & A Verhoeven for the total amount of \$5280 including GST per annum.

Moved Cr. J Fegan

Seconded Cr. S Royes

CARRIED 5/0

Attendance – Cr. S Royes and Cr. T Pratt left the meeting room, having declared a Material Personal Interest in the matter of Agenda Items 6.2 as defined by *Section 175B* of the *Local Government Act 2009*, and left the meeting room at 11:19am taking no part in the meeting or discussion.

6.2.6 Tender T1920028 – Trustee Lease Agreement McKinlay Paddock No. 4

RECOMMENDATION

That Council award the lease of the McKinlay Paddock No. 4 to S Pratt for the total amount of \$14300.00 incl GST per annum.

Resolution No. 295/1920

That Council award the lease of the McKinlay Paddock No. 4 to S Pratt for the total amount of \$14,300.00 including GST per annum.

Moved Cr. P Curr

Seconded Cr. J Lynch

CARRIED 3/0

6.2.9 Tender T1920031 – Trustee Lease Agreement Nelia Reserve

RECOMMENDATION

That Council award the lease of the Nelia Reserve paddock to J Fels & S Royes for the total amount of \$12672 incl GST per annum.

Resolution No. 296/1920

That Council award the lease of the Nelia Reserve paddock to J Fels & S Royes for the total amount of \$12672 incl GST per annum.

Moved Cr. J Fegan

Seconded Cr. J Lynch

CARRIED 3/0

Attendance – Cr. P Curr left at 11:22am and re-entered at 11:22am

Attendance –Cr. S Royes and. T Pratt re-entered the meeting room at 11:23 am

Attendance – Cr. P Curr left at 11:23am and re-entered at 11:24 am

Attendance – Director of Corporate & Community Services Ms. T Cody entered the meeting room at 11:25am

Attendance - Katie Woods left at 11:26am and re-entered at 11:27am

Attendance - Cr. J Fegan left at 11:26am and re-entered at 11:27am

Attendance - Dr. E Marks left at 11:27am and re-entered at 11:29am

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 May 2020.

RECOMMENDATION

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

Resolution No. 297/1920

Council receives the Community Services monthly report for May 2020.

Moved Cr. J Fegan

Seconded Cr. S Royes

CARRIED 5/0

8. CORPORATE SERVICES ▲

8.1 Corporate Services Report

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

Resolution No. 298/1920

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

Moved Cr. T Pratt

Seconded Cr. J Lynch

CARRIED 5/0

8.2 Revenue Policy Review Report 2020-2021

In accordance with *Section 193 of the Local Government Regulations 2012*, Council must prepare a revenue policy for each financial year.

The 2020/21 Revenue Policy version 1 has been prepared in accordance with relevant legislation and is presented for Councils consideration.

RECOMMENDATION

That Council adopt the 2020/2021 Revenue Policy Version 1 as presented, with an effective date of 1 July 2020. On adoption, it will revoke all other previous versions of policies titled 'Revenue Policy'.

Resolution No. 299/1920

That Council adopt the 2020/2021 Revenue Policy Version 1 as presented, with an effective date of 1 July 2020. On adoption, it will revoke all other previous versions of policies titled 'Revenue Policy'.

Moved Cr. J Fegan

Seconded Cr. J Lynch

CARRIED 5/0

8.3 Review of Debtors Policy

Council staff have recently reviewed the Debtors Policy which was adopted by Council in 2012. A full review has been completed to ensure the policy meets Councils practices and alignment with the *Local Government Act 2009* and *Local Government Regulation 2012*.

RECOMMENDATION

That Council adopts the Debtors Policy V2.0 as presented.

Resolution No. 300/1920

That Council adopts the Debtors Policy V2.0 as presented.

Moved Cr. P Curr

Seconded Cr. S Royes

CARRIED 5/0

Presenting late agenda item – T Cody – Disaster Recovery Funding Arrangement (DRFA) – CAT D Funding**Resolution No. 301/1920**

That Council accept late agenda item, Disaster Recovery Funding Arrangements (DRFA) CAT D funding..

Moved Cr. J Fegan

Seconded Cr. P Curr

CARRIED 5/0

Resolution No. 302/1920

That Council allocate the remainder of funds from the Disaster Recovery Funding Arrangement (DRAF) – CAT 'D' funding being \$141,000 to the McKinlay Shire Economic Stimulus project.

Moved Cr. S Royes

Seconded Cr. J Fegan

CARRIED 5/0

Attendance – Director of Corporate & Community Services Ms. T Cody left the meeting room at 11:58am

9. CHIEF EXECUTIVE OFFICER ▲**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. 303/1920

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. T Pratt

CARRIED 5/0

9.1 CEO Status Report

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*;

Attendance – CEO E Marks left the meeting room at 12:11pm

Attendance – CEO E Marks re-entered the meeting room at 12:12pm

Attendance – Cr. S Royes left the meeting room at 12:17pm

Attendance – Cr. S Royes re-entered the meeting room at 12:19pm

Attendance – Cr. J Lynch left the meeting room at 12:25pm

Attendance – Cr. J Lynch re-entered the meeting room at 12:27pm

PROCEDURAL MOTION**Resolution No. 304/1920**

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

Moved Cr. P Curr

Seconded Cr. S Royes

CARRIED 5/0

ITEM 9.1 RECOMMENDATION

That Council receives the CEO's Strategic Matters Outstanding Report for June 20.

Resolution No. 305/1920

That Council receives the CEO's Strategic Matters Outstanding Report for June 20.

Moved Cr. S Royes

Seconded Cr. J Lynch

CARRIED 5/0

9.2 Request to Waiver of Rates Dirt n Dust Committee

The Julia Creek Dirt n Dust Committee has written to Council requesting a number of write offs including the waiver of rates. The grants and contributions were decided at the May 20 meeting however the request for rates waiver was not processed. A Council report has been prepared to consider the waiver of rates request.

RECOMMENDATION

That Council

- a) Not waive the rates allocation of \$4128.30
- b) Write to the Committee to inform them about instalment plan arrangements that could be made as per Councils Debtor Policy.

Resolution No. 306/1920

That Council

- a) Not waive the rates allocation of \$4128.30
- b) Write to the Committee to inform them about instalment plan arrangements that could be made as per Councils Debtor Policy.

Moved Cr. T Pratt

Seconded Cr. P Curr

CARRIED 5/0

9.3 NWQROC Regional Get Ready Queensland Plan for 20.21

Councils across Queensland receive an annual allocation under the Get Ready Queensland program. In 19.20 the NWQROC combined their efforts and are proposing to do it again in 20.21.

RECOMMENDATION

That Council not endorse the \$6780.00 Get Ready 2020.21 funding allocation to be combined at the NWQROC level to contribute to a plan of regional activities for 2020.21

Resolution No. 307/1920

That Council not endorse the \$6780.00 Get Ready 2020.21 funding allocation to be combined at the NWQROC level to contribute to a plan of regional activities for 2020.21

Moved Cr. J Fegan

Seconded Cr. S Royes

CARRIED 5/0

9.4 Northern Alliance of Councils AGM 2020

Councils are a member of the Northern Alliance of Councils. An invitation has been issued to the 2020 AGM. An invitation has been made to councils in relation to submitting motions for the conference program and also councils expressing interest in taking over as the secretariat or hosting the 2021 conference.

RECOMMENDATION

That Council

- a) Not express interest in the secretariat position
- b) Not express interest in hosting the conference for 20.21
- c) Submit motions by the due date of 17 July 2020 if required and advise LGAQ accordingly.

Resolution No. 308/1920

That Council

- a) Not express interest in the secretariat position
- b) Not express interest in hosting the conference for 20.21
- c) Submit motions by the due date of 17 July 2020 if required and advise LGAQ accordingly.

Moved Cr. J Fegan

Seconded Cr. S Royes

CARRIED 5/0

9.5 Acceptable Request Guidelines Policy

Council has reviewed its Acceptable Request Guidelines Policy in line with S170A of the Local Government Act 2009.

RECOMMENDATION

That Council adopts the Acceptable Request Guidelines Policy version 2.0 as presented and will revoke all previous versions of the policy.

Resolution No. 309/1920

That Council adopts the Acceptable Request Guidelines Policy version 2.0 as presented and will revoke all previous versions of the policy.

Moved Cr. T Pratt

Seconded Cr. J Fegan

CARRIED 5/0

9.6 Complaints Management Policy and Customer Service Charter

Council is required to have a complaints management policy under legislation which also addresses Human Rights legislation. Council has been recently audited by the Ombudsmen who have found this policy missing. This draft has been developed to meet that requirement. In addition Council does not have a Customer service standard. A Charter has been developed to support consistent Customer Service.

RECOMMENDATION

That Council:-

- a) Adopts the Complaints Management Policy and Customer Service Charter as presented.
- b) Rescind all similar previous policies if relevant
- c) Update Councils website accordingly

Resolution No. 310/1920

That Council:-

- a) Adopts the Complaints Management Policy and Customer Service Charter as presented.
- b) Rescind all similar previous policies if relevant
- c) Update Councils website accordingly

Moved Cr. J Fegan

Seconded Cr. J Lynch

CARRIED 5/0

9.7 OQTA Nomination 2020

The Outback Queensland Tourism Association has a board vacancy. This report is to endorse the deputy Mayors Nomination to that process.

RECOMMENDATION

That Council endorses the nomination of the Deputy Mayor Janene Fegan to the Outback Queensland Tourism Association Board.

Resolution No. 311/1920

That Council endorses the nomination of the Deputy Mayor Janene Fegan to the Outback Queensland Tourism Association Board.

Moved Cr. P Curr

Seconded Cr. S Royes

CARRIED 5/0

9.8 Delegations to the New CEO

Council has appointed a new CEO who will commence from the 2 July 2020. The Interim CEO will finish on Thursday 25th June 2020. The Director of Corporate and Community will be acting CEO between 26th June to 1 July 2020.

RECOMMENDATION

That Council:

- a) Endorse the Director of Corporate and Community Services as Interim CEO including CEO delegations between the 26th June to the 1 July 2020 in accordance with s195(a) of the Local Government Act 2009
- b) Endorse the CEO delegations be passed to John Kelly from 2 July 2020 as permanent CEO in accordance with Section 194 of the Local Government Act 2009.

Resolution No. 312/1920

That Council:

- a) Endorse the Director of Corporate and Community Services as Interim CEO including CEO delegations between the 26th June to the 1 July 2020 in accordance with s195(a) of the Local Government Act 2009
- b) Endorse the CEO delegations be passed to John Kelly from 2 July 2020 as permanent CEO in accordance with Section 194 of the Local Government Act 2009.

Moved Cr. J Fegan

Seconded Cr. T Pratt

CARRIED 5/0

10. CLOSURE OF MEETING ▲

The Chair of the meeting Mayor Philip Curr declared the meeting closed at 12:47pm.



MCKINLAY SHIRE COUNCIL

UNCONFIRMED MINUTES

OF THE

SPECIAL MEETING OF COUNCIL

HELD AT THE

BOARDROOM, CIVIC CENTRE
JULIA CREEK

7th July 2020

ORDER OF BUSINESS

1. Opening
2. Attendance
3. Declaration of Conflict of Interest

4. ITEMS FOR DISCUSSION

- 4.1 Request for Quotation - Two coat seal 7km Gilliat/McKinlay Betterment

5. CLOSE

UNCONFIRMED

1. OPENING BUSINESS ▲

All Councillors having signed the Attendance Book, Mayor Philip Curr declared the meeting open at 9:13am.

2. ATTENDANCE ▲

Mayor: Cr. P Curr

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

Staff:

Chief Executive Officer, John Kelly

Director of Corporate & Community Services, Ms. Tenneil Cody

Director Engineering, Environment & Regulatory Services, Mr. Mursaleen Shah

Other people in attendance:

Nil

Apologies:

Cr. T Pratt

Resolution No. 001/2021

That Council accepts the apology of Cr. T Pratt

Moved Cr. J Lynch

Seconded Cr. J Fegan

CARRIED 5/0

3. DECLARATION OF CONFLICT OF INTEREST ▲

Nil

4. ITEMS FOR DISCUSSION ▲**4.1 Request for Quotation - Two coat seal 7km Gilliat/McKinlay Betterment**

The Works Manager obtained one quotation to supply and spray 2 coat seal on the Gilliat/McKinlay road as part of the flood damage betterment. The preferred supplier had provided the best quotation in recent quotation processes and because of the price and quality of their work, they were approached to quote for the current project scheduled for 20 July 2020.

As the price exceeds the delegated authority of the Chief Executive Officer to approve expenditure up to a maximum of \$200,000, Council authorization is required.

The Works Manager has been requested to seek additional prices for comparative purposes but these will not be received until later in the week ending 10 July 2020.

RECOMMENDATION

That Council authorize the Chief Executive Officer to accept the most favourable quotation for the supply and spray a two coat bitumen seal on 7kms of the Gilliat McKinlay road once additional quotations have been received.

Resolution No. 002/2021

That Council authorize the Chief Executive Officer to accept the most favourable quotation for the supply and spray a two coat bitumen seal on 7kms of the Gilliat McKinlay road once additional quotations have been received.

Moved Cr. J Fegan

Seconded Cr. J Lynch

CARRIED 5/0

5. CLOSURE OF MEETING ▲

The Chair of the meeting Mayor P Curr declared the meeting closed at 9:24am.

4.2 BUSINESS ARISING OUT OF MINUTES FROM PREVIOUS MEETING



5.0 ENGINEERING SERVICES



Ordinary Meeting of Council Tuesday 21st July 2020

5.1 Subject: Engineering Services Monthly Report May 2020
Attachments: Nil
Author: Engineering Services Department
Date: 13 July 2020

Executive Summary:

This report outlines the general activities for the Engineering Department for the month of June 2020.

Recommendation:

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

Background:

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

RMPC

		Actual		Budget
1610	RMPC Works	\$1,486,629	#	\$1,420,878

The following works were delivered in the last month:

- Culvert cleaning on 78A (Beef Road), 5807 (Kynuna Road), 14E (Cloncurry Road), 14D (Richmond Road).
- Signs repaired on 5807 (Kynuna Road) and 78A (Beef Road).
- Routine repairs were done on the above roads.

This item has gone over budget as projected earlier in the financial year. Council and TMR provided assistance with the bore at Oorindi rest area as it was agreed in the 3 party agreement in the past.

Cannington Road

		Actual		Budget
1630	Cannington Road Works	\$396,251	#	\$580,000

- Sealing and stabilizing works undertaken on Cannington Road;
- Clean up done Toolebuc Road;

Roads Maintenance

		Actual		Budget
1100	Repairs & Maintenance Shire Roads	\$699,626		\$700,000

- Patching on Taldora and Punchbowl Road;
- Replace guideposts Taldora, Gilliat McKinlay Road, Punchbowl Road;
- Rural grading on Punchbowl Road, Debella/Glenmore and Nelia Bunda Road



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Water and Sewerage

	Actual	Budget YTD	Budget
1800 Operational Costs – Julia Creek Water	\$132,124	#	\$190,000

- Water Quality Sampling
- Water supply service was repaired for 27 Coyne Street.
- Service replaced for 34 Coyne Street.
- Leaks repaired near the railway line towards Ergon (shown on google as Yorkshire Road).

McIntyre Park

- Toilets near camp draft were serviced;
- There is a broken pump and council has ordered a replacement but yet to be delivered. The alarm will continue in the toilet block until the new pump is installed.
- Old galvanised pipe between the old toilet block and Jockey's rooms is disconnected as it is not getting used.
- Multiple water leaks fixed near jockeys rooms.

Airport residence

- Installed plumbing and drainage fixtures for new bathroom and replaced existing plumbing at the airport residence house for both water and sewer.

	Actual	Budget YTD	Budget
1810 Operational Costs – McKinlay Water	\$19,055	#	\$15,000

- Routine monitoring
- Water Quality Sampling

	Actual	Budget YTD	Budget
1820 Operational Costs – Kynuna Water	\$43,836	#	\$35,000

- Water Quality Sampling
- The water tank is to be dismantled and reinstalled on a level pad as discussed under projects below. As signed agreement has been reached with the supplier.

	Actual	Budget YTD	Budget
1830 Operational costs – Nelia Water	\$14,054	#	\$6,000

- General operations
- Water testing

A bore fence was recommended to be installed at the bore as per the agreement with the water Regulator, causing the budget to exceed the allocation.

	Actual	Budget YTD	Budget
1900 Operational Costs – Julia Creek Sewerage	\$156,960	#	\$170,000



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- Day to day running of the sewerage treatment plant;
- The work include responding to the alarms, including after hours alarms, data recording for the regulator, repairing electrical faults, supply of electricity, and repair to the pumps.
- The work includes repair to the pump stations.

Workshop

	Actual	Budget
1510 Repairs and Maintenance - Plant & Vehicles	\$1,194,744	\$1,245,000

Council has replaced the following plant and equipment until June 2020:

- Two Hino light trucks and one large heavy rigid side tipper;
- Three new dual cab Hilux utes;
- Purchased second hand funeral car and one second hand street sweeper;
- A new Hitachi 3.3t mini excavator with tilted bucket;
- New Caterpillar 236D Skid steer;
- New 1.8t mini roller and trailer for patching and small jobs;
- Three Plant trailers to shift machines;

In addition to the above plant purchase, Council has undertaken several ongoing repair, maintenance and servicing on the existing plant, including routine servicing to the heavy and light fleet, responses to emergency breakdown in the field such as hose breaks, and other wheel repairs while working on construction sites.

Parks and Gardens

	Actual	Budget
2700 Parks & Gardens and Amenities – Operations	\$774,474	\$685,000

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

This item has gone over budget and enquiries are being undertaken to ascertain the reasons for this cost over run.

Airport

	Actual	Budget
1300 Airport Operational Costs	\$153,853	\$154,000

- Runway Strip was slashed as a regular item.
- The annual Technical Inspection is completed on 15 June 2020. The feedback from the inspection suggests; that Council may need to undertake repairs to the unsealed sides and



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ends. These sides and ends were outside the scope of works completed earlier as a part of the construction of the new runaway.

- ATI inspector provided radio training to relevant staff on site. The online component of the training is still continuing until staff becomes fully qualified to undertake their duties on days when other staff are unavailable.
- Council has requested Helix to make a presentation to the Council on the status of runway investigations.

Projects

Sewerage Treatment Plant – Stage 2

Council has requested Xylem to make a presentation to Council on the adequacy of the plant. Xylem has been onsite and the UV control board has been replaced and the unit is now operational. The additional walkway and plant training will be supply by Xylem in mid July. All rectification works have been at Xylem's expense.

Dirt and Dust (D&D) Shed Additional Area

The painting of the cold room has been completed and has been inspected by staff as adequate. Council staff is unaware of any additional works.

Kynuna Water

The new town tank is installed incorrectly. Council has met the suppliers and it is agreed that Council provide a level pad and the supplier will dismantle and reinstall the tank at no cost to the Council.

The pad is only a road base and it is not a concrete base as presumed previously.

T-1920035- Refurbishment of the Hickman Street pump station –

Delivery and schedule - Tender has closed on 9 July 2020 at 2pm after it was extended by one week. The project is required to reach practical completion by the 22/12/2020 and fully operational completed by 25/12/2020 as per the funding agreement.

Scope - Scope includes the refurbishment of the existing pump station or a non-conforming option of supplying and installing a new replacement pump station.

Estimated Project Cost - \$1m (same as budgeted).

T-1920021- Water Tower Refurbishment –

Delivery and schedule - Council has awarded contract to Pensar Structures Pty Ltd for a contractual value of \$868,608.00 +gst for all portions. The Contractor is scheduled to start works on 20/07/2020 and will have possession of the site from that date. This project is expected to finish by mid October 2020.

Scope of works - Separable Portion A - Refurbishment of the Julia Creek Water Tower's Internal and External Surfaces;



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Separable Portion B - Refurbishment of the Julia Creek Water Tower's roof, ventilation, access and level Controls;

Separable Portion C - Pipework and Control Valves;

Separable Portion D - Access Ladder and Fall Arrest; Cardno Pty Ltd has been engaged to supply technical advice to Council on this project. Departures and clarifications have reduced the contractual price to \$795296.00 with a current on cost estimate \$118,400.00.

Estimated project Cost - \$914k (\$1,041k)

T- 1920022 Town Bore Replacement Project –

Delivery and Schedule - Council awarded the contract to Daly Bros Pty Ltd for a contractual value of \$483,146.14 plus gst. The drilling and bore's water licence have been lodged and approved by QLD State Development Regulator the water licence section has the DA request and it is in assessment. Full approval is expected within 2 weeks and the Contactor has been scheduled for a pre-start in two week and is expected to take possession of the site the following week with works taking approximately 8 weeks for completion.

Cardno Pty Ltd has been engaged to supply additional technical advice for the Council on this project. The contractual price to \$483,146.14 with a current on cost estimate \$69551.86

Scope of works - Separable Portion A - the installation of new primary town water bore located at the Julia Creek Lions Park;

Separable Portion B - the decommissioning of Bore number RN-374 also known as the Civic Centre Bore and relocation of the usable components currently attached to that asset;

Estimated cost of project - \$552,698.00 (Budget is \$525k)

Report on the Natural Disaster Recovery Works

Council receives regular updates from the relevant delivery resources and regular reports can be produced if needed.

Summary of program is provided below:

2018 – Works are completed. Council is finalising acquittals.

2019 – Works are scheduled to complete by May 2021 unless extension is requested to enable the delivery of these works using internal workforce. Further details provided below.

2020 – The data is scheduled to be picked up and entered into the web portal of the state government by the end of the month (July 2020). Council is yet to work out how these works are going to be delivered within two years as per the requirements.



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Details of the 2019 Projects currently underway

The 2019 program is split into 16 submissions:

Number 16 was an allocation for the flood warning system - \$185k;

Submission 1 was a special grant of \$1m from the Commonwealth - \$1m;

Submission 2 and 13 was a grant for the preparation of the event - \$62k and \$77k;

Submission 6 was get ready submission - \$6,780;

Submission 7 was a grant for works immediately after the event to clean up debris etc. - \$422k;

Submission 12 was for extra ordinary supply of water mainly for the cattle - \$\$158k;

The details for the rest of the submissions are provided below:

Submission	Location and scope	\$	Project Management responsibilities
McSC.0003.1819E.REC	Taldora Road – Unsealed Section	\$18.2m	AECOM
McSC.0004.1819E.REC	North West – Unsealed	\$10.8m	AECOM
McSC.0005.1819E.REC	North East – Unsealed	\$5.8m	AECOM
McSC.0008.1819E.REC	Betterment	\$8.6m	MSC
McSC.0009.1819E.REC	South West – Unsealed	\$2.4m	MSC
McSC.0010.1819E.REC	Sealed Roads	\$6.0m	MSC
McSC.0011.1819E.REC	South East – Unsealed	\$8.2m	AECOM
McSC.0014.1819E.REC	Sealed Roads – Nelia	\$256k	MSC
McSC.0015.1819E.REC	Sunny Plains, Euraba, Shaw Street	\$242k	Not decided

The above works are being delivered between AECOM as the Project Manager using local contractors and Council as Project Manager with responsibilities as outlined above. Both AECOM and Council use external contractors to deliver these works.

Council is yet to decide if the works contained within submission 15 are to be carried out by internal work force and use contractor and use AECOM. This decision is expected after Council resolves to adopt the 2020/21 Capital Works Program and DERS will sit down with staff to determine how to deliver the 2020/21 program if there are spare resources to deliver the works within submission 15.

Please find attached Scope Summary detailing works completed and upcoming works (completed up to 10 July) for the works AECOM is the Project Manager on behalf of the Council.



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Current major activity completion as per below Table as it was on 13 July 2020.

Submission	Road	% Complete – Critical Tasks (10 July)	% Complete – Critical Tasks (03 July)	% Complete – Critical Tasks (29 June)	% Complete – Critical Tasks (22 June)	% Complete – Critical Tasks (15 June)
Taldora	Taldora	96%	95 %	95%	95%	92%
North West	Dalgonally	75%	66%	53%	32%	30%
	Lyrian Doravale	95%	95%	95%	95%	84%
	Old Normanton 2	50%	47%	45%	37%	18%
South East	Isabel Yorkshire	90%	68%	61%	31%	8%
	Coolreagh	29%	16%	1%		

Current financial status as per the attached file (this is generally forwarded by Finance on a fortnightly basis).

Work Health and Safety issues

Work health and Safety is an essential part of the ongoing operations of the McKinlay Shire Council. Council continues to face challenges with respect to the COVID -19 pandemic; that has affected the ongoing delivery of services.

Council continues to follow the guidelines and direction issued by the Queensland Government.

Routine incidents continue to occur, however they are being managed in accordance with Council policies and regular updates are being provided to the CEO.

Council uses Skytrust for WHS management including internal and external induction. Council also have Teletrac Navman monitoring of majority of the Council vehicles for speed, and emergency assistance.

Council is continuing to prepare WHS management plans for major projects such as DRFA Works managed by Council.

Council uses the above tools to manage its exposure with respect to WHS in the workplace.



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MsSC 10.1819E Koppens Stabilising Contract

The contracted works are expected to finish by 31 Jul 2020.

Council is planning to raise the issues with respect to the quality of the works in Taldora Road and Nelia Bunda Road.

Gilliat McKinlay Betterment

This project has 7km prepared for seal. The gravel is sourced from Garomna Pit. The road is ready for reseal.

Transport Infrastructure Development Scheme (TIDS) funded projects

Council completed road works on Byramine Road that were funded through TIDS. Shoulder repairs in Burke Street Julia Creek were funded through TIDS and Roads to Recovery (R2R). The total value of the allocated grant under TIDS is \$500,000.

Stormwater drop pits – Julia Creek

This project is complete.

Legal Implications:

Nil

Policy Implications:

Nil.

Financial and Resource Implications:

As provided in the report.

InfoXpert Document ID: 112503



6.0 ENVIRONMENTAL & REGULATORY SERVICES



Ordinary Meeting of Council Tuesday, 21st July 2020

6.1 Subject: Environmental and Regulatory Services Report – June 2020
Attachments: Nil
Author: Director of Engineering, Environment and Regulatory Services
Date: 3rd July 2020

Executive Summary:

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

Recommendation:

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

Background:

This report outlines the general activities of the department for the month of June 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: 112469



1 – Refuse Collection and Disposal

1.1 - Budget

		Actual	Budget
ENVIRO1.1	3100 - Refuse Collection Revenue	\$83,909	\$82,376

		Actual	Budget
ENVIRO1.2	3100 - Kerbside Rubbish Collection Expenditure	\$61,740	\$42,000

		Actual	Budget
ENVIRO1.3	3110 - Refuse Disposal Revenue	\$41,802	\$41,678

		Actual	Budget
ENVIRO1.4	3110 - Refuse Disposal Operational Costs	\$90,004	\$105,000

1.2 - Report

Julia Creek Waste Facility

The facility continued to be pushed up during the month.

Discussions are being held with Action Metals regarding the steel pile. They are due to inspect the site early July and will provide an estimate in due course.

Discussions have been held between CEO and staff regarding acceptance of power poles from Ergon Energy. It was decided between the parties to accept the poles at the Julia Creek Landfill at a cost per pole. Costs are to be implemented in the new fees and charges. Staff is currently working on these costs.

Two (2) warnings were issued regarding dumping in the incorrect area within the landfill.

Site Based Management Plans for all four landfill sites have been finalised and implemented.

The June round of Containers for Change saw a total of 25,000 items recycled.

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	\$154,084	\$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 June showed no sign of E.coli contamination in all four (4) townships.

Staff are preparing to hold a Risk Assessment Workshop for the DWQMP review in the middle of July.

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

The Kindergarten was sprayed for red backs during the month.

Food Recalls

Two (2) Food Recalls were received during the month with no impact to local businesses.

3 – Local Law Administration

3.1 – Budget

		Actual	Budget
ENVIRO3.1	3210 - Animal Registration Fees	\$4,648	\$4,500

		Actual	Budget
ENVIRO3.2	3210 - Fines & Penalties – Animal Control	\$1,584	\$1,300

		Actual	Budget
ENVIRO3.3	3210 - Animal Boarding	\$3,706	\$3,000

		Actual	Budget
ENVIRO3.4	3210 - Local Law Administration	\$110,544	\$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	Nil
Euthanized/Destroyed/Rehomed	Nil
Verbal/Written/Official warning	Nil
Complaints	Nil
Dog Boarding	Ten (10) dogs
Removal of Dead Animals	Three (3)
Trapping Locations & Results	Nil

Two (2) Compliance Notices for Untidy Allotments were sent out during the month.

4 – Noxious Weeds and Pest Control

4.1 – Budget

		Actual	Budget
ENVIRO4.1	3220 - Pest Plant & Animal Control Funding	\$0	\$0
		Actual	Budget
ENVIRO4.2	3220 - Truck Washdown Bay Revenue	\$23,593	\$20,000
		Actual	Budget
ENVIRO4.3	3220 - Dingo Baits (Revenue)	\$1,915	\$1,200
		Actual	Budget
ENVIRO4.4	3220 - Feral Pig Baits (Revenue)	\$0	\$0
		Actual	Budget
ENVIRO4.5	3220 - Pest Animal Rural Land Owners Fees	\$43,209	\$43,244
		Actual	Budget
ENVIRO4.5	3220 - Pest Plant Control Program	\$162,792	\$195,000
		Actual	Budget
ENVIRO4.6	3230 - Pest Animal Control Program	\$69,733	\$77,000



4.2 – Report

Washdown Bay

Facility was hosed out during the month. It was noticed that a user to the Truckwash entered in the control panel and set the system to 'override'. A lock will be purchased and put on panel to prevent this happening in the future.

Pest Animal Control

There were no dingo scalps presented in June.
There were 200 Factory Baits issued in June.

A total of 47 properties participated in the June round of 1080 baiting with a total of 11,630kg of baits laid over five days across the either (8) syndicates. A total of 1,470km was travelled during the five days.

Pest Plant Control

Noxious Weeds Program completed
Nelia Reserve and Julia Creek reserve sprayed
Nelia - Kilterry Road (approx. 38km) sprayed
Woodlands – 36km back towards Julia Creek sprayed
Julia Creek from rail line towards slaughter yards sprayed
Sprayed around Julia Creek town areas
Sprayed and Graslán both north and south Gilliat reserve paddock
2 days spraying at Oorindi with Southern Gulf Catchments supplying labour and chemical.
2 days spraying at McKinlay Reserve paddocks on re-growth

Loader clearing occurred over a total 68 hours. Cleared around Toorak stock route water and creek in reserve area, around the fence line in little DPI Paddock from the highway back along little America boundary to Old Normanton Road. Cleared around trough in little DPI Paddock.

5 – Livestock Operations

5.1 – Budget

		Actual	Budget
ENVIRO5.1	3235 - Livestock Weighing Revenue	\$126,606	\$56,000
ENVIRO5.2	3235 - Livestock Cattle Train Loading Revenue	\$55,432	\$35,000
ENVIRO5.3	3235 - Livestock Operational Costs	\$106,776	\$72,000



5.2 - Report

Julia Creek Livestock Facility

There was 4,507 head of cattle weighed at the facility during June. For the period from July 1, 2019 through to June 30, 2020 a total of 46,590 head of cattle was weighed.

Capital Works – Toilet Block

Relined all damaged interior of toilet and re-painted.

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	10022
JUNE	2,109	3,442	1456	1522	742	894	4507
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	28,916

Livestock Operations (Cattle Loading)

A total of 3,446 head of cattle were loaded on eight (8) trains during the month. For the period from July 1, 2019 through to June 30, 2020 a total of 24,574 head of cattle was loaded.

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	5716
JUNE	5912	6605	3486	2658	674	3322	3446



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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	13262

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	\$33,752	\$70,700
		Actual	Budget
ENVIRO6.5	3300 - Reserves Agistment Fees	\$18,377	\$15,000
		Actual	Budget
ENVIRO6.6	3300 - Precept Expenses	\$17,785	\$18,100
		Actual	Budget
ENVIRO6.7	3300 - Stock Route Maintenance	\$113,942	\$158,000
		Actual	Budget
ENVIRO6.8	3300 - Reserves Expenses	\$59,745	\$31,500

6.2 - Report

Reserves Fencing

McKinlay flood crossing adjoining Ivy Downs completed. Six new gateways installed on North and South reserve.

Kynuna Racecourse Paddock boundary to Angus Downs renewed with 7km completed.

6.3 – Cemeteries

The Deputy Mayor Cr. Fegan, Cr. Royes and Director Engineering, Environment and Regulatory Services visited the cemeteries. An allocation has been made for the amenity upgrade of the facility. It was agreed that works that increase ongoing maintenance is reduced to reduce the ongoing deficit of the Council.



6.3.1 – Budget

		Actual	Budget
ENVIRO6.9	3400 - Cemeteries	\$12,055	\$16,000

6.3.2 - Report

One (1) funeral and one (1) enquiry during the month.

7 – Work Program (Workcamp)

7.1 - Budget

		Actual	Budget
ENVIRO7.1	3600 - Work Program	\$42,745	\$32,000

7.2 - Report

The work camp is scheduled to return to Julia Creek from the 14th July 2020.

8 – Housing, FRB and Community Centre

8.1 – Budget

		Actual	Budget
ENVIRO9.1	3810 - Council Property / Staff Housing Program Rev	\$100,441	\$95,000

		Actual	Budget
ENVIRO9.3	3810 - Council Property / Staff Housing Program Exp	\$169,290	\$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 4 Netterfield Street
New Tenancies	One (1) – Unit B, 4 Shaw Street (Temp Sport and Rec)
Finalised Tenancies	Nil
Remedy Breach	Nil
Notice to Leave	Nil
Notes/Repairs	Minor repairs performed when required. Furnished Unit B, 4 Shaw Street.



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	<p>CAPITAL WORKS</p> <p>Works commenced on the bathroom renovation on Airport Residence. Painting is all that needs to be completed.</p>
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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	\$8,131	\$7,500
ENVIRO10.4	3820 - FRB Centre RENT	\$34,852	\$31,000
ENVIRO10.5	3820 - FRB Units & Community Ctre Operational Costs	\$68,905	\$63,000

Report

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

Council's CEO and Director Engineering, Environment and Regulatory Services had a conference meeting with St Elmo mining regarding the progress of their vanadium mining venture. Council has provided feedback on the environmental assessment of the proposal and have advised that proposed use of Council roads are proposed to be adequately conditioned.

9.1 – Budget

		Actual	Budget
ENVIRO11.1	3900 - Revenue	\$429	\$2,500

		Actual	Budget
ENVIRO11.2	3900 - Town Planning Program	\$73,855	\$91,000

9.2 - Report

Regulatory Services, Land and Building Development

One (1) house relocation application was received during the month.

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	\$132,299	\$271,000

10.2 - Report

SES

Julia Creek SES have resumed face to face monthly training.



Ordinary Meeting of Council Tuesday 21st July 2020

6.2 Subject: Kynuna Landfill and Cemetery Site
Attachments: Nil
Author: Environmental & Regulatory Services Team Leader
Date: 14th July 2020

Executive Summary:

The Kynuna landfill is located within Lot 18 G24965 which is a Reserve for Township purposes. To authorise the current use for a landfill site and the associated access, Council is required to apply for a deed of grant to the Department of Natural Resources Mines and Energy (DNRME) over the area of the landfill site.

It is recommended Council also apply for a road opening to the landfill site as well as to the nearby Cemetery Reserve described as Lot 1 on KN1 along the current formed access road.

Recommendation:

That Council resolves to;

- *Apply to DNRME for a Deed of Grant over the area of the landfill site; and*
 - *Apply for a road opening to the landfill site and nearby Cemetery Reserve*
-

Background:

The Kynuna landfill is located within the Reserve for Township purposes known as Lot 18 G24965. The landfill is not a consistent use for which the reserve is created for. To authorise the current use for a landfill site and the associated access, Council will be required to apply for a deed of grant to the Department of Natural Resources, Mines and Energy (DNRME) over the area of the landfill site.

It is recommended Council also apply for a road opening to the landfill site as well as to the nearby Cemetery Reserve described as Lot 1 on KN1 along the current formed access road.

The Council will be required to pay full market value for the purchase of the landfill site. However, if the Council addresses native title by negotiation and registration of an Indigenous Land Use Agreement with the Koa People, the purchase price for the land may be determined at an amount equivalent to no less than 50% of market value.

The road opening actions can be undertaken in accordance with section 24KA of the Native Title Act 1993 (cwlth).

Below is a map of landfill site and road access.



Ordinary Meeting of Council Tuesday 21st July 2020



Comments:

Consultation: (internal/External)

Engineering, Environmental & Regulatory Services Department and Department of Natural Resources Mines and Energy (DNRME)

Legal Implications:

Road Opening in accordance with Section 24KA of the Native Title Act 1993 (cwIth)

Policy Implications:

Nil

Financial and Resource Implications:

Surveying costs, Purchase costs

InfoXpert Document ID: 112522



Ordinary Meeting of Council Tuesday 21st July 2020

6.3 Subject: Kynuna Rodeo and Sporting Association Lease Land
Attachments: 6.3.1 Correspondence from DNRME regarding application for a new lease over USL Lot 20 on Plan KN3 from Kynuna Rodeo and Sporting Association
Author: Environmental & Regulatory Services Team Leader
Date: 14th July 2020

Executive Summary:

The Kynuna Rodeo Ground infrastructure is currently located over both the town reserve known as Lot 18 G24965 and Unallocated State Land (USL) known as Lot 20 KN3. Council has received correspondence from the Department requesting Council's views on an application received from the Kynuna Rodeo and Sporting Association for a new lease of USL Lot 20 on KN3.

The reserve for township cannot be leased for recreational purposes therefore it is suggested to excise the whole area that the rodeo association require and dedicate it as a community purpose reserve, namely recreation and then a trustee lease or term lease can be granted to the Rodeo Association.

Recommendation:

That Council resolves to;

- *Apply to DNRME to excise the whole area that the Kynuna Rodeo Association utilise the whole of Lot 20 on KN3 and part of Lot 18 on G24965 and dedicate the land as a community (recreation) reserve; and*
 - *Advise DNRME that Council will be applying to excise the whole of Lot 20 on KN3 and part of Lot 18 on G24965 and dedicate the land as a community (recreation) reserve and will subsequently issue a Trustee Lease to the Kynuna Rodeo and Sporting Association*
-

Background:

The Kynuna Rodeo Ground infrastructure is currently located over both the town reserve known as Lot 18 G24965 and Unallocated State Land (USL) known as Lot 20 KN3. Council has received correspondence from the Department requesting Council's views on an application received from the Kynuna Rodeo and Sporting Association for a new lease of USL Lot 20 on KN3.

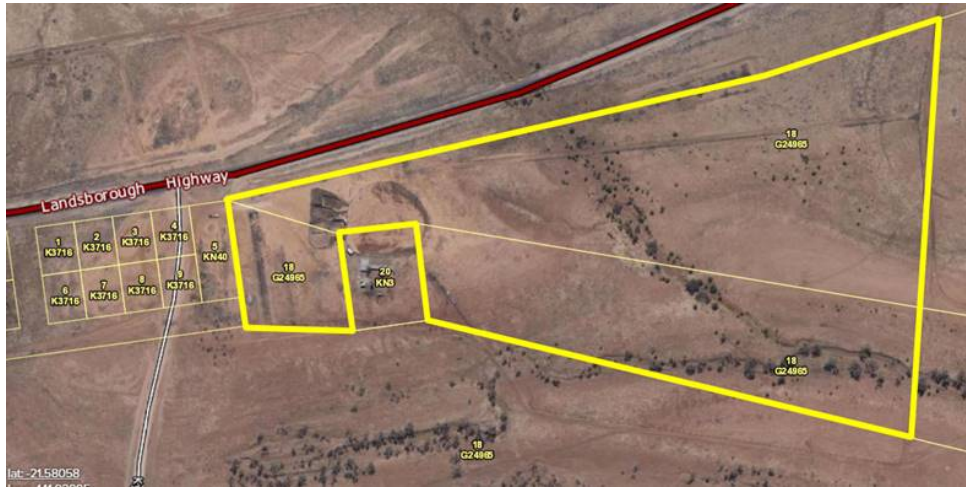
The reserve for township cannot be leased for recreational purposes therefore it is suggested to excise the whole area that the rodeo association require and dedicate it as a community purpose reserve, namely recreation and then a trustee lease or term lease can be granted to the Rodeo Association.

Native title would be required to be addressed by negotiation and subsequent registration of an Indigenous Land Use Agreement to enable the reserve to be dedicated and/or any lease granted.

Below is a map of the area that the Kynuna Rodeo Association wish to utilise.



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Comments:

Consultation: (internal/External)

Engineering, Environmental & Regulatory Services Department and Department of Natural Resources Mines and Energy (DNRME)

Legal Implications:

Native Title Act 1993 (cwlt)

Policy Implications:

Nil

Financial and Resource Implications:

Purchase costs

InfoXpert Document ID: 112523

Author: TammyStarr
File / Ref number: 2020/010280
Directorate / Unit: State Land Asset Management
Phone: (07) 4447 9177



Department of
Natural Resources,
Mines and Energy

28 May 2020

The Chief Executive Officer
McKinlay Shire Council
PO Box 177
Julia Creek Qld 4823

Dear Sir/Madam

APPLICATION FOR A NEW LEASE OVER USL LOT 20 ON PLAN KN3

The department has received the above application from Kynuna Rodeo and Sporting Association Incorporated, and it is noted in correspondence provided with the application that Council support this application. The current use of the land is Unallocated State Land. The attached Smartmap shows the subject land and the surrounding locality.

Please advise the department of your views or requirements including any local non-indigenous cultural heritage values that the department should consider when assessing this application.

Objections to the application, and any views or requirements that may affect the future use of the land should be received **by close of business on 28 July 2020**. If you offer an objection to the application, a full explanation stating the reason for the objection should be forwarded to this Office.

If you wish to provide a response but are unable to do so before the due date, please contact the author before the due date to arrange a more suitable timeframe. An extension to this due date will only be granted in exceptional circumstances.

If a response is not received by the due date and no alternative arrangements have been made, it will be assumed you have no objections or requirements in relation to this matter.

This information has been provided to you in confidence for the purpose of seeking your views on this matter. It is not to be used for any other purpose, or distributed further to any

Postal :
DNRME Townsville
PO Box 5318
Townsville Qld 4810

Telephone : (07) 4447 9177

person, company, or organisation, without the express written permission of the department unless required.

If you wish to discuss this matter please contact Tammy Starr on (07) 4447 9177.

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

Please quote reference number 2020/010280 in any future correspondence.

Yours sincerely

A handwritten signature in black ink that reads "Tammy Starr". The signature is written in a cursive, flowing style.

Tammy Starr
Land Administration Officer



Ordinary Meeting of Council Tuesday 21st July 2020

6.4 Subject: Kynuna SES / Fire Station Shed
Attachments: Nil
Author: Environmental & Regulatory Services Team Leader
Date: 14th July 2020

Executive Summary:

The Kynuna SES/Fire Station shed is located on part of unallocated state land known as Lot 1 on K3711. To authorise the use required Council will need to apply for a deed of grant over the site.

Council would be required to pay full market value for the purchase of the site, however if Council addresses native title by negotiation and registration of an ILUA with the KOA people the purchase price may be determined at an amount equivalent to no less than 50% market value.

Recommendation:

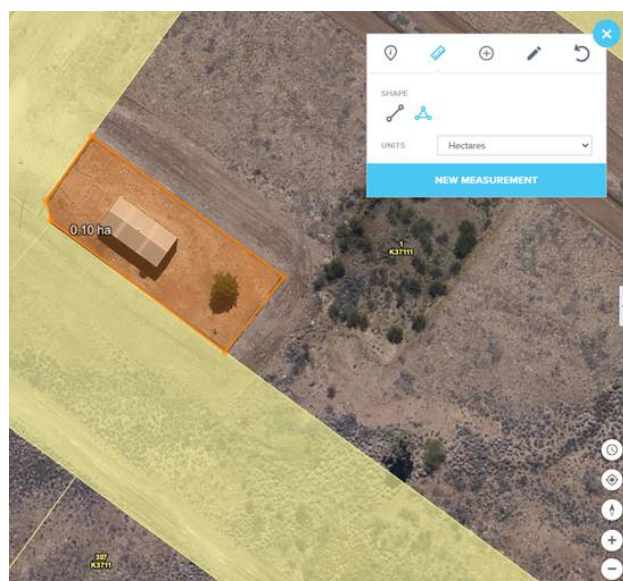
That Council resolves to apply to DNRME for a Deed of Grant over the site known as Lot 1 on K3711.

Background:

The Kynuna SES/Fire Station shed is located on part of unallocated state land known as Lot 1 on K3711. To authorise the use required Council will need to apply for a deed of grant over the site.

Council would be required to pay full market value for the purchase of the site, however if Council addresses native title by negotiation and registration of an ILUA with the KOA people the purchase price may be determined at an amount equivalent to no less than 50% market value.

Map below shows where shed is on the block.





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Comments:

Consultation: (internal/External)

Engineering, Environmental & Regulatory Services Department and Department of Natural Resources Mines and Energy (DNRME)

Legal Implications:

Native Title Act 1993 (cwlth)

Policy Implications:

Nil

Financial and Resource Implications:

Purchase costs

InfoXpert Document ID: 112526



7.0 COMMUNITY SERVICES



7.1 Subject: Community Services Monthly Report
Attachments: Nil
Author: Community Services Team Leader
Date: 7th July 2020

Executive Summary:

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

Recommendation:

That Council receives the Community Services monthly report for June2020

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.

Smart Hub Project

Construction is nearing completion at the Smart Hub and Council is expected to receive Practical Completion on July 13. The majority of internal and external building works have been completed throughout June with some minor technical works and the landscaping to be completed early July.

Community Development Officer

Community Development Officer to provide June report in next months meeting.

Julia Creek Caravan Park

Visitors have been welcomed back to the Caravan Park following the easing of restrictions regarding travel within Queensland in early June. The Manager's have reported great demand for sites and cabins and are fielding a large amount of enquiries from guests in Queensland and other states eagerly anticipating the borders to open. A substantial amount of enquiries for use of the Artesian Bathhouses has also been received, however they aren't scheduled to reopen until early July in accordance with Stage 3 of the Government's Roadmap to easing restrictions. The internal road network of the Caravan Park has been resealed whilst the company was completing other works within the Shire. The resealing has provided the park with a much needed facelift and better access to sites in some instances.

The RMS booking system shows total visitors for May amounted to 185 adults which equalled a gross total of \$32,055 for the month, compared to \$14,129 in May. Please find below other visitor statistics obtained through the RMS system.



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JC Caravan Park Revenues June 2020

Type of service	MAY revenues (incl GST)	Total (incl GST)	JUNE revenues (incl GST)	Total (incl GST)
Donga Units		\$1,400		\$7,000
Powered Sites		\$341		\$4,111
Cabins		\$9,140		\$13,960
Storage				
Unpowered Sites		\$138		\$1,131
Sub Total		\$11,019		\$26,2020
Artesian Baths incl. salts				
McIntyre Park				\$25
Cheese Platters				
Laundry		\$170		\$508
Long Term Stay		\$2,940		\$5,320
Calculated Total		\$14,129		\$32,055

JC Caravan Park Guest by Region June 2020

Region	Adults	Children
No region supplied	62	
VIC		
SA	2	
NT		
QLD	116	
NSW/ACT	4	
WA	1	
TAS		
Total Guests	185	

JC Caravan Park Guest by Country June 2020

Country	Adults	Children
No country supplied	42	
Australia	185	
France	2	
Netherlands	2	
New Zealand		
Slovakia		
USA	2	
Total Guests	232	



JC Caravan Park Occupancy By Category

Type of Service	% Occupancy for April
Donga Unit	44.54%
Cabin – 4 berth	81.73%
Cabin – 6 berth	35.45%
Unpowered site	1.12%
Powered site	3.21%
Long Term	100%

Library & Funeral Services

The easing of some of the travel restrictions has resulted in an increased amount of tourists visiting the Library. Whilst the facility isn't as busy as it normally would be this time of year, it is great to see the return of some travellers. Many of the guests are aware of the restrictions in place and many have opted to utilise the WiFi from outside the building.

State Libraries Queensland still has restrictions on public gatherings and group sessions inside the Library, but it is hoped that these will be lifted in conjunction with the easing of restrictions. State Libraries have also sent a book exchange to our Library which will take some time to sort through. McKinlay Library also received an exchange and time will be taken to visit and assist with sorting through their exchange as well.

The students Time Capsule is progressing nicely and will be able to be placed in the ground towards the concluding stages of construction at the Smart Hub. The Library will also soon have some new store rooms following the completion of works on the Smart Hub project.

JC Library Memberships May 2020

Type of Membership	Total Membership
Adult	294
Junior	66
Institutions	2
Tourists	4

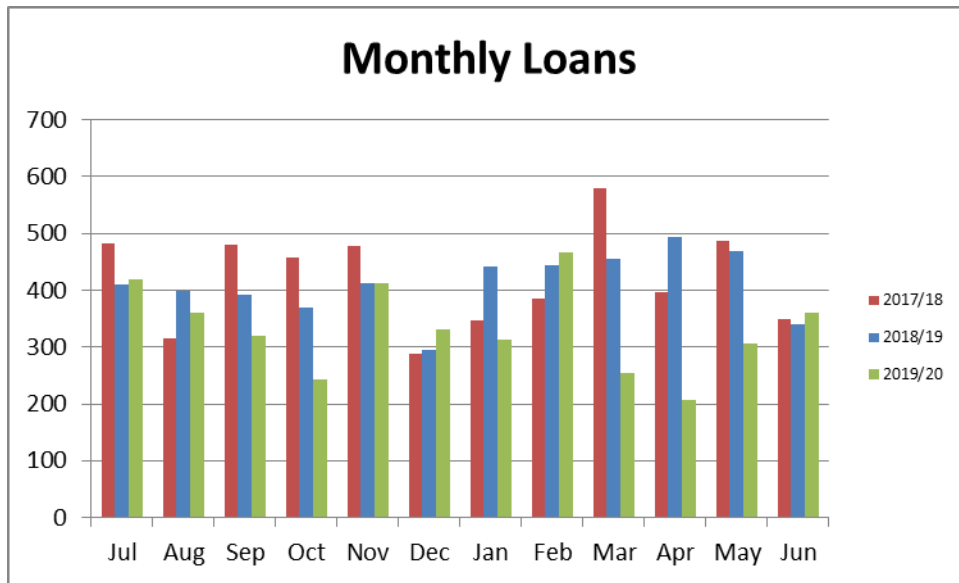
JC Library Services Provided May 2020

Services Provided	Total Amount
Reservations satisfied	124
Requests for books	136
Internet/Computer usage	

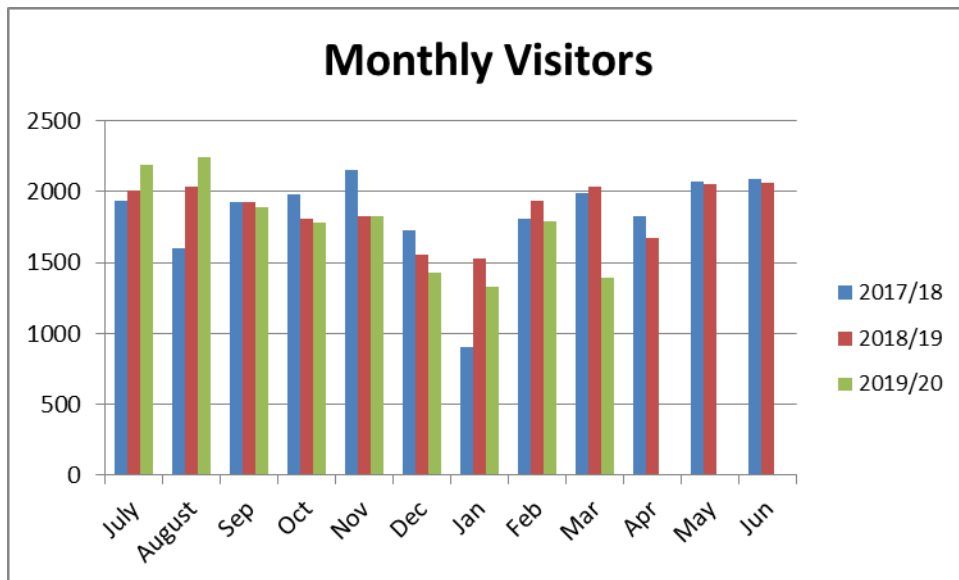


IPad usage	
WiFi usage	

JC Library Monthly Loans June 2020



JC Library Monthly Visitors June 2020





Tourism

The Visitor Information Centre has been able to reopen to travelling guests as a result of the easing of COVID-19 travel restrictions. Whilst the Centre has is definitely not as busy as it normally would be this time of year, there has been a steady influx of tourists into the Shire.

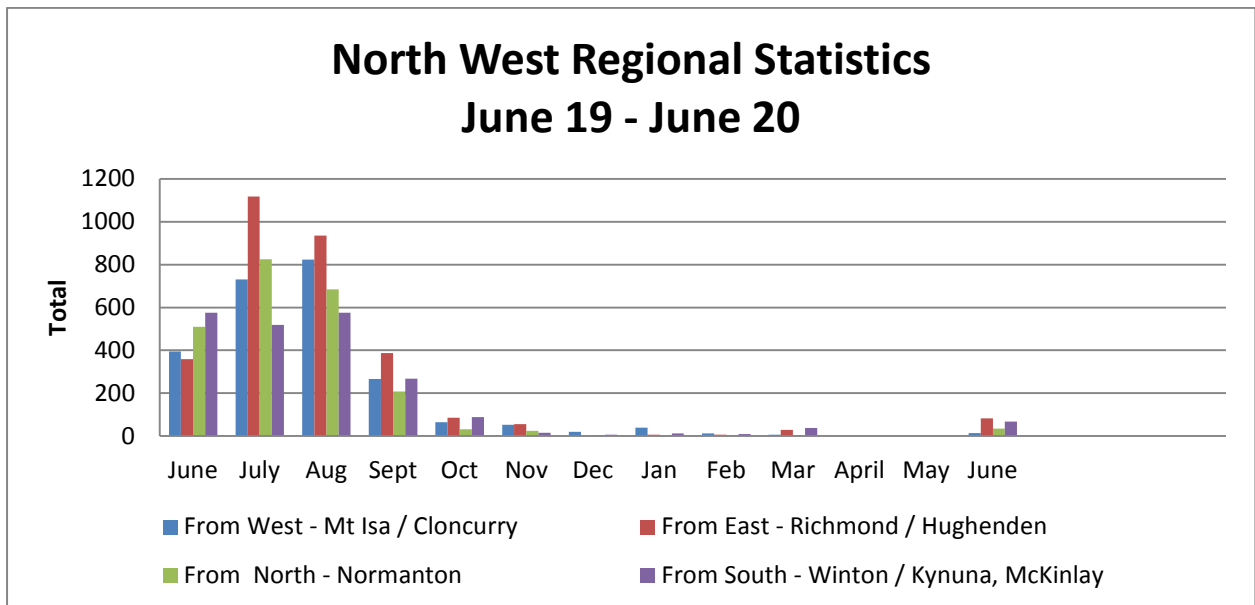
Total Visitor Numbers for June 2020

There were 200 visitors to the Julia Creek Visitor Information Centre in July 2020. There have been 236 visitors to the Julia Creek Visitor Information Centre this year to date (YTD).

Total Locals for June 2020

There was a total of 0 local visitors to the Julia Creek Visitor Information Centre in June There have been 36 local visitors to the Julia Creek Visitor Information Centre this year to date (YTD).

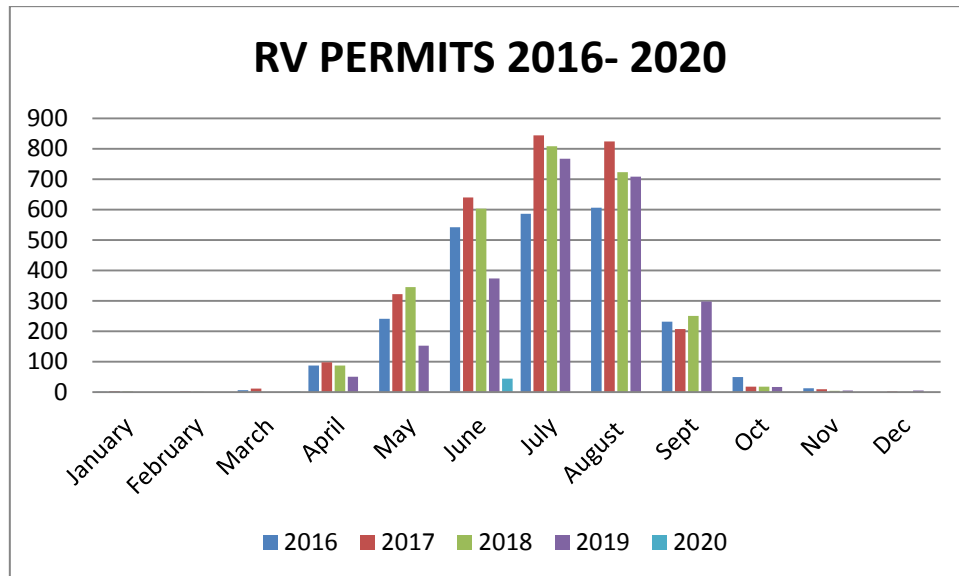
North West Regional Statistics for June 2020





RV Site Permits and Expenditure – 44 in June 2020

There were 44 RV Site Permits issued in June 2020. There have been 46 RV Site Permits issued in the Year to Date (YTD) compared with 578 over the same period in 2019.



Tourism Co-ordinator Report – June 2020

Due to the impact of travel restrictions and low visitation numbers, Tourism staff have been focusing on completing projects in preparation for 2021.

1. Key Project areas include:

- **VIC AV upgrades:**
 - A new TV has arrived and been installed in the VIC Auditorium.
 - Link Interactive have advised Council that remaining AV equipment is scheduled to arrive in late June and the contractor will be in contact to arrange travel dates to complete installation.
- **Monsoon Trough Memories Videos:** Council has awarded the production of the videos to Charlie Bravo due to his ties to the region and previous work completed at the VIC. Charlie Bravo is currently working on scripting and sourcing photos, videos and other materials from television channels. Once the appropriate materials have been collated and scripts finalised, Charlie Bravo should be able to visit Julia Creek to conduct filming.



2. Updating tourism resources includes:

- **Visitors Guide:**
 - Bookings for advertisements have been finalised and work will now head towards completing editorial content and photos.
 - A broad layout for the guide was discussed at the June tourism meeting which will include expanding pages on all townships, including more historical information, birdlife/wildlife, Overlander/Matilda Way, Caravan Park, Artesian Baths and the RV Park.
- **Historical Walk:**
 - A final edit has been completed for the information to be displayed on the plaques and Mt Isa Signs are preparing the final artwork for approval.
 - VIC staff are handing out the detailed version of the historical information as visitors are keen to read up on the history of the area. Council is in the process of getting the maps and information printed professionally to minimise costs of Council resources.

3. Industry Groups:

- **Overlander’s Way:**
 - A meeting was held including LGA’s along the Overlander’s Way to discuss the updated marketing completed by Cockatoo House. The committee has also committed to invest in a TV advertisement campaign scheduled for June/July to encourage visitation to rural areas. Indications show the new marketing campaign is receiving great feedback on social media platforms and the website. Anomilies directly relating to McKinlay Shire were identified in a meeting with Cockatoo House and are scheduled to be updated.
- **OQTA** – OQTA is organising an ‘Outback competition’ to promote outback communities and offer prizes to a variety of attractions throughout QLD.

4. Australia Data Tourism Warehouse – McKinlay Shire listings in the ADTW now include the Artesian Baths, Van Park and RV Park. Keeping this information up to date is critical as it is the central portal where the State and Regional Tourism Bodies pull tourist information for their campaigns, social media and websites. Other attractions in the McKinlay Shire (Combo Waterhole, Blue Heeler Hotel and Walkabout Hotel) will also be added.

5. VIC Staffing – Due to unforeseen circumstances, available staffing for the VIC has become a slight issue. As a result, the Tourism Coordinator has been based at the facility greeting guests and completing daily tasks. The facility has reopened on weekends albeit with a reduced number of hours.

Digital and Social Media Figures

	Facebook Page Likes		Instagram Likes		Websites	
	MSC	JC VIC	MSC	JC VIC	MSC	JC VIC
June 1	6,211	4,109	916	1,596	Sessions	Sessions



June 30	6,223	4,148	936	1,636	2,389	623
					Users	Users
					1,732	540

Julia Creek Early Learning Centre

Current enrolments

There are currently 33 children enrolled at the service with an additional 3 children scheduled to attend in July when the centre can return to normal operations.

Changes to Enrolments

There have been requests for additional attendance for 7 permanent bookings, however this cannot be accommodated due to staff shortages and the continuation of the relief package until mid July.

New Enrolments

There are currently 3 new enrolments awaiting to attend.

Attendance

The centre had 263 attendances (actual) over the 22 days of care offered during June. This equated to an average of approx. 12 children per day.

Significant events:

- The childcare relief package was announced to be extended by an additional fortnight which means the centre can not return to normal operations at the end of June as planned. The continuation of the childcare relief package has again resulted in significant financial loss (approx. \$24,000)
- Council has been able to receive a subsidy of \$32,000 for the 12 weeks of restricted operations due to the childcare relief package. This was received towards the end of June and Council will receive an additional payment of \$6,000 at the end of June to reflect the extension of the package until mid July.
- Council has also applied for funding to assist centres with the transition back to normal operations
- ELC Director has implemented a staggered return to kindy by calculating the amount of extra spots available for children without increasing staff hours and wages. As result, the centre was able to provide care for almost all the enrolled children.
- All staff have returned to work (albeit on reduced hours) and Sam Slattery has informed the centre that she will be leaving as she pursues an education at JCU in Townsville.



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- Increased hygiene practices have continued and been embedded into the curriculum and daily routines. Children are actively aware of correct practices and not spreading germs and are remembering to regularly wash their hands after coughing, sneezing and before meals.
- ELC Director has been in discussion with JCSS Principal regarding the school transition program and further meetings will take place in term 3 to finalise a plan.

Swimming Pool

USAGE

TOTAL NUMBERS FOR THE MONTH

ENTRIES	SWIMMERS
Adult Entry	
Child Entry	
Season Passes / Family Pass	
Adult	2
Child	3
Swim Lessons/ No Charge	
After School Care/ No Charge	
J/C Swimming Club/ No Charge	
Aged Care/ No Charge	
Triathlon Training/ No Charge	
Adult	
Child	
J/C State School/ No Charge	
Caravan Park Tokens	
Adult	8
Child	9
Free Sunday	
Adult	
Child	
Total Swimmers	23



Sport & Recreation

Council has sourced a temporary Sport and Recreation Officer with Eden Williamson returning in late June in preparation for the delivery of the School Holiday Program. Council is still in the process of advertising for a candidate to fill the position full time.

Sporting Schools Program:

Sporting Schools will return in Term 3 with the school applying for funding to help deliver tennis and athletics.

Daren Ginns Centre Upgrade:

ELK Security was able to travel to Julia Creek to install a new security system for the gym. Council will shift to gym software known as 'Clubfit' which will result in less administration work and monitoring of memberships from a cloud based system.

The gym has been able to reopen following the easing of COVID restrictions and memberships will be required to be paid upon the final installation of 'Clubfit' software.

Swimming Pool:

Usage of the facility remains lower than normal due to the impact of the downturn in visitors to the Shire.

Sport and Recreation Funding:

Fully Wired has completed the repairs to electrical services including the installation of underground power for the Race Track and Campdraft areas. LJ Davison & KJ Copeman will undertake machinery and earthworks to provide topdressing, fertilising and seeding of the newly irrigated areas to promote grass growth which will hopefully result in the site becoming visually pleasing.

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. These sessions could potentially resume in July following the easing of restrictions.

North Queensland Sports Foundation:

The NQSF has been able to finalise an agreement with the Western Queensland Primary Health Network (WQPHN) to assist with the delivery of community health and wellbeing programs in Julia Creek, Mount Isa and Cloncurry. Council will work closely with NQSF to identify community objectives and brainstorm ideas for programs to be delivered in Julia Creek.



Community Health

Community Nurse Service hours June 2020

CHSP OCCASIONS OF SERVICE (OoS)		
	OoS	Hours
Nursing Care	58	35.2
Personal Care	11	3
Transport to medical appointments	11	Time included under Nursing Care
GP escorts	2	Time included under Nursing Care
Telehealth appointments	3	Time included under Nursing Care
Total	69	38.2

General Business

In June 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 = 4 (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 4.75 hours Occasions of Service = 8

- Meetings attended this month = 12 (weekly MDT x 4, CEO x 1, ATODS/TRAIC x 1, NDIS x 1, QAS x 1, CAN x 1, IMOC x 1, Local Human and Social Recovery Group x 1). Approx. time spent = 12.1 hours
- 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.
- New NWHHS Cardiology Outreach Service (COS) not visiting Julia Creek. MSC CEO and CAN Chair have been notified



Health Promotion

Gut Health and Bowel Cancer awareness via Council’s facebook page and community email (see ‘Health Matters’)

CHSP - Community Home Support Program

Events and Activities

CHSP clients have resumed weekly gatherings on a Wednesday with a COVID Plan in place. Clients are supplied with morning tea and a hot lunch to take home. Monday games have not yet resumed due to implications of COVID-19.

Stats June 2020

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

Service Offered	Number of Clients
Transport	21 Two-way trips
Social Support	64 Visits
Personal Care	22 visits 1 client
EXERCISE	
Counselling/Support, Information and advocacy (client)	9 hours
Shopping	4 trips (11 pick-up)
GAMES	attended (0 sessions)
Luncheon	Attended (sessions)
Wednesday Meal	44 meals
Meals on Wheels	106 Meals delivered
Community Nurse Visits	
Home Maintenance	42 lawns mowed 21 clients
Domestic Assistance	10 clients 48 visits
Pub Lunch	Clients SESSION
Craft Morning	
Clients Transported for Doctors Appointments	2 CHSP clients

Legal Implications:

Nil

Policy Implications:

Nil

Financial and Resource Implications:

Nil

InfoXpert Document ID: 112480



8.0 CORPORATE SERVICES



8.1 Subject: Corporate Services Report
Attachments: Nil
Author: Corporate Services Team Leader
Date: 13th July 2020

Executive Summary:

The Corporate Services Report as of 30 June 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 June 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:

\$3.5 million increase in expenditure for flood damage works.

Large increase in revenue relates to infrastructure and works and includes:

- \$856,469.34 for TIDS claim
- \$1,394,067.00 received for 2018 NDRRA works
- \$333,120.00 for Toolebuc Road claim from BHP



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INCOME STATEMENT SUMMARY				
	Actuals	Variance	YTD Budget	Full Year Budget
Total Income	40,961,087	81%	50,720,371	50,720,371
Total Expenses	(33,958,961)	194%	(17,549,762)	(17,549,762)
Net Result	7,002,126	21%	33,170,609	33,170,609
Less Capital Revenue	27,082,152	68%	39,622,727	39,622,727
Operating Result (excl. Capital	\$ (20,080,026)	311%	\$ (6,452,118)	\$ (6,452,118)

STATEMENT OF FINANCIAL POSITION				
	2020 Actuals		2019 Actuals	
Current Assets	20,289,205		19,301,548	
Total Non-Current Assets	210,209,623		205,710,184	
Total Assets	230,498,828		225,011,732	
Total Current Liabilities	511,588		1,755,711	
Total Non-Current Liabilities	152,909		152,910	
Total Liabilities	664,497		1,908,621	
Net Community Assets	\$	229,834,331	\$	223,103,111
<i>Community Equity</i>				
Asset Revaluation Surplus	78,038,228		78,320,427	
Retained Surplus	151,396,103		144,382,684	
Reserves	400,000		400,000	
Total Community Equity	\$	229,834,331	\$	223,103,111

STATEMENT OF CASH FLOWS				
	2020 Actuals		2019 Actuals	
Cash Flows from Operating Activities	(15,025,527)		2,394,722	
Receipts, Payments & Interest Received				
Borrowing Costs				
Cash Flows From Investing Activities	17,698,519		893,869	
Payments and Proceeds for PPE				
Capital Income				
Cash Flows from Financing Activities				
Loan Payments				
Net increase (decrease) in cash held	2,672,992		3,288,591	
Cash at beginning of the financial year	16,150,832		12,862,241	
Cash at the end of the period	\$	18,823,824	\$	16,150,832



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Summary By Departments						
Department	Revenue			Expenditure		
	Actuals	%	Budget	Actuals	%	Budget
Infrastructure & Works	29,757,252	72%	41,312,983	25,628,222	93%	27,457,133
Governance & Partnerships	34,095	0%	34,095	870,649	93%	940,958
Corporate Services	8,187,886	136%	6,041,901	2,074,935	86%	2,413,373
Economic Development	334,648	84%	396,747	852,382	83%	1,028,551
Community Services	2,315,710	93%	2,487,825	3,310,738	80%	4,128,752
Health Safety & Development	38,552	39%	100,048	645,800	80%	804,600
Environmental Management	307,710	93%	332,248	579,706	93%	626,600
	40,975,854	81%	50,705,847	33,962,433	91%	37,399,967

Capital Works Program 2019-2020 Version 2.0

Infrastructure & Works	Actuals	Budget	Grants/Other
Roads	\$5,001,611.27	\$9,930,897.36	\$9,050,726.00
Wastewater	\$459,052.36	\$699,550.00	\$200,000.00
Water	\$296,247.64	\$1,686,000.00	\$1,050,000.00
Transport	\$19,854.76	\$159,984.00	\$119,984.00
Other	\$1,109,920.77	\$1,315,000.00	\$0.00
Subtotal	\$6,886,686.80	\$13,791,431.36	\$10,420,710.00
Environmental Management	Actuals	Budget	Grants/Other
Reserves	\$143,994.48	\$216,500.00	\$0.00
Subtotal	\$143,994.48	\$216,500.00	\$0.00
Community Services & Facilities	Actuals	Budget	Grants/Other
Community Buildings & Other Structures	\$1,679,000.41	\$2,955,889.10	\$1,729,582.57
Parks & Gardens	\$348,551.01	\$744,193.00	\$484,106.00
Council Housing	\$55,353.48	\$74,800.00	\$0.00
Subtotal	\$2,082,904.90	\$3,774,882.10	\$2,213,688.57
Corporate Services	Actuals	Budget	Grants/Other
Corporate Buildings & Other Structures	\$146,929.59	\$140,800.00	\$80,000.00
Other	\$16,995.81	\$30,000.00	\$0.00
Economic Development	\$3,261.47	\$496,000.00	\$230,000.00
Subtotal	\$167,186.87	\$666,800.00	\$310,000.00
Total	\$9,280,773.05	\$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	663,442	700,484	700,484	TIDS \$250k R2R \$450,484. Committed order \$26,819.54
Byrimine Road	DERS	0460-1040-0003	178,070	200,000	200,000	TIDS \$100k R2R \$100k.
Burke Street - reseal	DERS	0460-1040-0009	322,851	300,000	300,000	TIDS \$150k R2R \$150k. Committed order \$17,372
Burke Street - Stormwater & Drainage	DERS	0460-1040-0010	87,138	76,000	76,000	Fully funded by R2R.
Coyne Street - Stormwater & Drainage	DERS	0460-1040-0011	81,093	76,000	76,000	Fully funded by R2R.
Shaw Street - Stormwater & Drainage	DERS	0460-1040-0012	47,750	41,000	41,000	Fully funded by R2R.
Byrne Street - Stormwater & Drainage	DERS	0460-1040-0013	39,522	41,000	41,000	Fully funded by R2R.
Quarrell Street - Stormwater & Drainage	DERS	0460-1040-0014	39,333	35,000	35,000	Fully funded by R2R.
Hickman Street - Stormwater & Drainage	DERS	0460-1040-0015	27,694	29,000	29,000	Fully funded by R2R.
Allison Street - Stormwater & Drainage	DERS	0460-1040-0016	12,507	12,000	12,000	Fully funded by R2R.
Julia Street - Stormwater & Drainage	DERS	0460-1040-0017	34,366	40,242	40,242	Fully funded by R2R.
Betterment Project - Gilliat/McKinlay Rd	DERS	0460-1040-0007	1,236,297	5,709,171	5,000,000	Betterment Project Approved.
Combo Waterhole Sealing Project	DERS	0460-1040-0006	2,060,443	2,500,000	2,500,000	Committed order \$62,218.98
Install Kerb & Channel - Burke Street	DERS	0460-1100-0002	28,908	30,000	-	Completed
Footpath Paving - Booth - QGAP and Old Coffee Shop to Museum	DERS	0430-1150-0000	142,195	141,000	-	Completed
TOTAL ROADS			5,001,611	9,930,897	9,050,726	
Wastewater						
Julia Creek Sewerage Upgrade Project	DERS	0480-1900-0004	355,410	360,550		Chlorination Unit has been relocated, Plant is operational
Wasterwater Irrigation System STP		0480-1900-0007	2,792	18,000		Committed order \$50.50
Submain Julia Street		0480-1900-0008	-	10,000		Report to Council May meeting estimated Cost \$75,000
Sewerage Lagoon Flow Monitoring	DERS	0480-1900-0005	30,251	30,000		Completed
Julia Creek Manhole lid Replacement	DERS	0480-1900-0006	11,268	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	59,332	50,000		Installation of hardware completed current reviewing and adjusting software.
TOTAL WASTEWATER			459,052	699,550	200,000	
Water						
			Actuals	Budget		
Julia Creek Water - New Bore	DERS	0470-1800-0003	5,328	700,000	350,000	
Water Tower Renewal	DERS	0470-1800-0004	53,158	700,000	700,000	Committed order \$90,323.49. 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	155,633	170,000		Committed order \$1,506.55
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	46,090	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			296,248	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	1,109,921	1,285,000		Committed order \$233.31
Diagnostic Computer Reader for all vehicles	DERS	0440-4500-0001	-	30,000		This item can be purchased reasonably quickly
TOTAL OTHER			1,109,921	1,315,000	-	
Environment Management	PM	Job Cost	Actuals	Budget	Grants/Other	Comments
Reserves Fencing	DERS	0430-3300-0000	143,994			
McKinlay Reserve	DERS	0430-3300-0010	13,395	15,000		Committed order \$1,170.03
Nelia Reserve	DERS	0430-3300-0011	38,477	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	8,147	15,000		Committed order \$4,884.67
Julia Creek Dump Paddock	DERS	0430-3300-0014	4,842	5,000		Committed order \$818.10. 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.
Kynuna Reserve	DERS	0430-3300-0016	2,689	40,000		Committed order \$25,751.32
DIP Paddock	DERS	0430-3300-0017	22,540	40,000		
Julia Creek Waste Facility Security Camera Program	DERS	0430-3110-0002		16,000		Committed order \$16,528.56
TOTAL ENVIRONMENT MANAGEMENT			\$ 143,994	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	360,720	356,066.10	269,925	Committed order \$9,861.09. 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		Committed order \$17,658.01. TBC in 2020
Bush Kitchen	DERS	0430-2294-0000	73,131	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	43,158	40,000.00		Committed order \$4,324.64. Completed. Variation in final costings due to stand down day. Extra money taken from Caravan Park budget.
Innovation Hub	DCCS	0420-2190-Items	224,844	1,118,000.00	523,750	Committed order \$725,139.92. 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	397,937	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 had 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	4,859	10,000.00		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	20,517	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	40,284	40,300.00	34,885	Insurance
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	151,312	187,500.00	150,000	Committed order \$8,466.58. Construction works to gym completed and PC Certificate received. Security system installed. Remaining funding to be spent on equipment etc.
TOTAL COMMUNITY BUILDINGS & OTHER STRUCTURES			1,679,000	2,955,889	1,729,583	

Parks & Gardens			Actuals	Budget		
Lions Park - Fencing	DERS	0430-2700-0002	30,300	30,000	10,000	
McKinlay Garden Beds Middleton Street	DERS	0430-2700-0003	8,952	20,000		Plants Installed, Irrigation to be completed. Committed order \$2,585.01
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	37,072	55,668		Committed order \$4,874.62 ,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	86,409	378,046	378,046	Committed order \$88,105.53. 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		Completed
Julia Creek Cemetary - Irrigation Upgrade	DERS	0430-2700-0005	41,283	45,000		
TOTAL PARKS & GARDENS			348,551	744,193	484,106	

Council Housing			Actuals	Amended		
3 Coyne Street, Julia Creek	DERS	0420-2610-0005	5,968	20,000		Committed order \$5,967.58. Materials ordered works to be completed in house and to start late May early June
Airport Residence - bathroom	DERS	0420-2610-0011	8,587	12,000		Committed order \$3,142.09. 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
4 Netterfield Residence		0420-2610-0012	13,024	15,000		Complete
TOTAL COUNCIL HOUSING			55,353	74,800	0	

Corporate Services	PM	Job Cost	Actuals	Budget	Grants/Other	Comments
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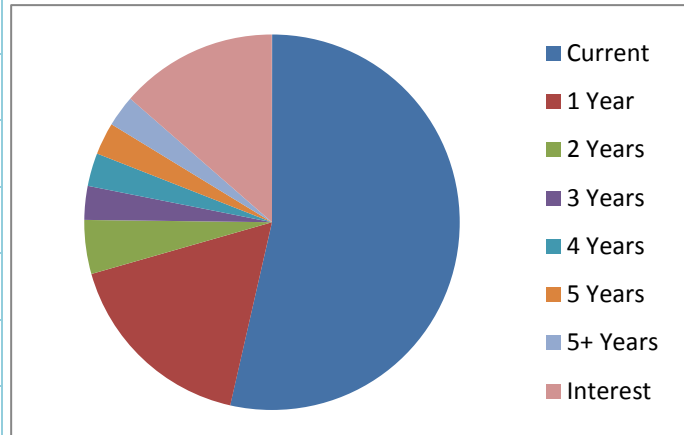
Buildings & Other Structures						
McKinlay Dept Accommodation - Insurance	DERS	0420-4100-0004	51,283	51,700	80,000	Complete
McKinlay Depot Accommodation - Additional	DERS	0420-4100-0004	75,003	68,300		Complete

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			146,930	140,800	80,000	
Other						
Office Equipment - Replacemnt of furniture, IT equipment, software and other	DCCS	7180-4100-0002	16,996	30,000		Committed order \$1,499.77
TOTAL OTHER			\$ 16,996	30,000	-	
Economic Development	PM	Job Cost	Actuals	Budget	Grants/Other	Comments
Julia Creek Livestock Facility	DERS	0430-3235-0004	3,261	25,000		Committed order \$17,521.66. Hay feeders ordered
Julia Creek Livestock Facility - Amenities	DERS	0430-3235-0001	-	25,000		Committed order \$22,162.30. SN Gabbert to commence works in June.
Julia Creek Dip & Yards Facility	DERS	0430-3235-0002	4,300	400,000	200,000	
Tourism AV Project	DCCS	0430-2291-0000	24,990	46,000	30,000	Committed order \$14,087.73. Equipment arrived with contractor, expected installation August /September
TOTAL ECONOMIC DEVELOPMENT			3,261	496,000	230,000	
TOTAL			9,280,773	\$ 18,449,613	\$ 12,944,399	



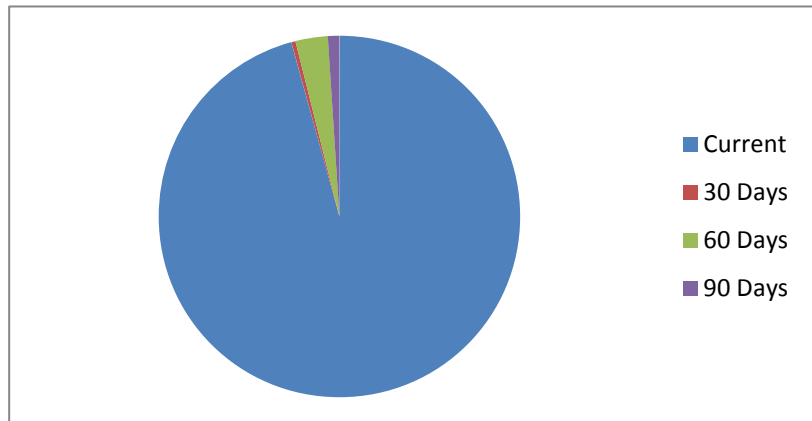
Outstanding Rates

	Jun-20	May-20
Current	87,181	99,277
1 Year	30,187	31,494
2 Years	8,597	8,597
3 Years	5,381	5,381
4 Years	5,274	5,274
5 Years	5,129	5,129
5+ Years	5,005	5,005
Interest	26,551	25,172
Total	173,304	185,329



Outstanding Debtors

Total	961,586.21
Current	920,388.35
30 Days	3,566.77
60 Days	27,830.80
90 Days	9,800.29



Consultation:

- Director of Corporate and Community Services

Legal Implications:

Policy Implications:

Financial and Resource Implications:

InfoXpert Document ID:



Ordinary Meeting of Council Tuesday 21st July 2020

8.2 Subject: Interim Audit Report
Attachments: **Interim Audit Report**
Author: Director Corporate & Community Services
Date: 14 July 2020

Executive Summary:

An interim audit of Council's financial statements was undertaken in May 2020 by Pitcher Partners under the appointment of the Queensland Audit Office (QAO). QAO has provided an Interim Report to the Mayor for the financial year ending 30 June 2020. At the Mayor's direction this report has been prepared in order to present the Audit Report to Council.

Recommendation:

That Council note the Interim Audit Report provided by the Queensland Audit Officer for the year ending 30 June 2020.

Background:

Each financial year Council's financial statements are audited by the Queensland Audit Office. In some circumstances the QAO contract this work out to other Accountancy firms, and this year Pitcher Partners have been appointed to carry out the audit work for McKinlay Shire Council.

The audit is generally done in two phases, and interim audit which is completed prior to the end of financial year and a final audit once the financial statements have been finalised and provided to the QAO or their delegate.

The Interim Audit report provides an assessment of our internal control framework and a summary of significant deficiencies, control deficiencies, financial reporting and other matters identified during their course of the interim audit.

In summary the report identified two significant deficiencies, one from prior year (2018/19) and one in the current financial year, which has been resolved within the period. The report further identified seven deficiencies, four from the previous financial year, of these 3 have been resolved and 3 from the current financial year (2019/20).

Consultation:

Chief Executive Officer

Legal Implications:

In accordance with section 213 of the Local Government Regulation 2012, the Mayor must present a copy of the auditor-general's observation report (if provided) at the next ordinary meeting of Council after receipt of such report.



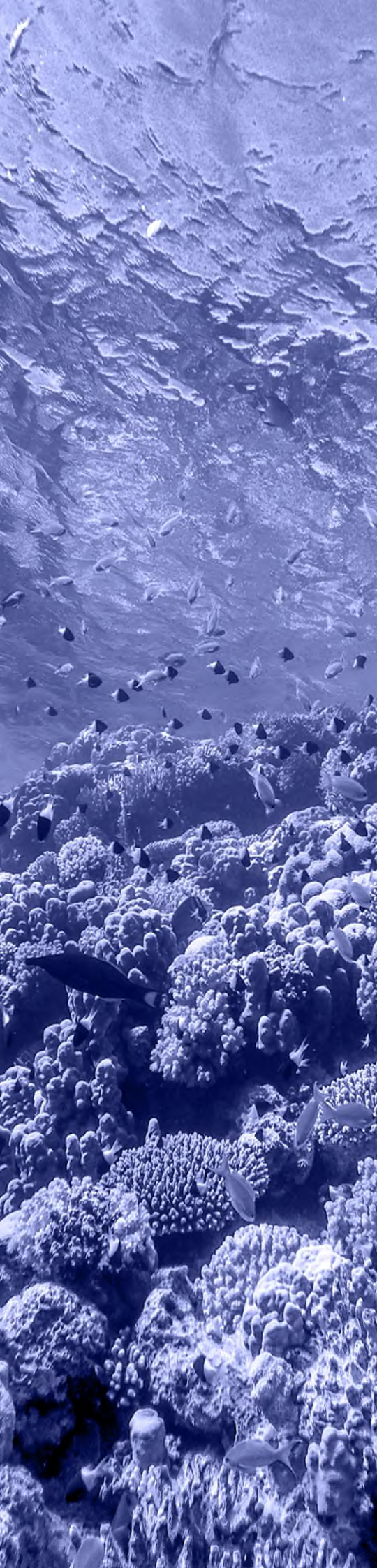
Ordinary Meeting of Council Tuesday 21st July 2020

Policy Implications:

Nil

Financial and Resource Implications:

InfoXpert Document ID: 112492



McKinlay Shire Council

2020 Interim report to the Mayor

18 June 2020

18 June 2020

Mayor Philip Curr
McKinlay Shire Council
PO Box 177
Julia Creek QLD 4823

Dear Mayor Curr

2020 Interim report

We present to you our interim report for McKinlay Shire Council for the financial year ending 30 June 2020. This report details the results of our interim work performed to date. In this phase we assess the design and implementation of your internal controls, and whether they are operating effectively. To date our work has not identified any significant deficiencies in your internal controls.

This report also includes our assessment your internal control framework; and a summary of significant deficiencies, control deficiencies, financial reporting and other matters identified to date.

The *Auditor-General Act 2009* requires the Auditor-General to report to parliament on an issue raised during an audit if he considers it to be significant. The results of your entity's audit will be included in our report to parliament on results of local government audits.

At this stage, the Auditor-General is working towards continuing to table most of the planned reports for this year but, given the current environment and associated community sensitivities, we will keep the tabling timeframe under continued review. I know that your focus is currently on responding to COVID-19 and that this may be a challenge over an extended period. As a result, if you find any of QAO's requests (or timeframes) difficult, we can work through revised response methods and dates.

If you have any questions or would like to discuss the audit report, please contact me on 3222 8444 or the engagement director Andrew Robin on 3222 8014.

Yours sincerely



Jason Evans
Partner – Pitcher Partners

Enc.

cc. Edwina Marks, Chief Executive Officer

1. Summary



Audit progress

Emerging risk—COVID-19	Action required
<p>COVID-19 poses several risks and challenges to entities globally and the Queensland public sector is no different. It is hard to determine the longevity of this pandemic, or the financial impact this may have. In Section 2 Emerging risks we have provided a summary of what these challenges may be for your organisation and what this means for your financial statements and the statutory deadlines.</p>	
Internal control assessment and issues	Action required
<p>We have undertaken an assessment of your internal control framework based on our understanding of your entity, including relevant controls in the areas of information systems and key financial reporting processes. We are continuing to work through our evaluation of the design and implementation of controls. One significant deficiency and three other deficiencies in control processes were identified through this process, as summarised in Section 3 of this report.</p> <p>Our planned audit approach is primarily substantive in nature, however where we have planned to rely on controls, we have assessed that such controls are operating effectively based on procedures completed to date.</p> <p>A status update on control deficiencies raised in previous audits and unresolved as at the date of our external audit plan (22 May 2020) is included in Section 5 of this report.</p>	
Financial reporting issues and other matters	Action required
<p>One new financial reporting issue has been identified from our interim audit work. Implementation of processes to address financial reporting issues identified in previous years is on track, as set out in Section 5 of this report.</p>	
Areas of audit significance	Action required
<p>We have commenced our planned audit procedures directed at addressing the areas of audit significance outlined in our external audit plan. These areas include infrastructure valuations, depreciation expenditure, revenue and expenditure classification, and procurement processes. A detailed update on audit progress in these areas will be provided at the next audit and risk committee meeting.</p>	
Milestones—financial reporting and audit deliverables	Action required
<p>Infrastructure valuations, and accounting papers on new accounting standards which apply to Council for the first time in 2020 (including new standards on revenue recognition and leases) were due to be provided for audit by 31 May 2020. These were not received at the time of writing this report (10 June 2020). Provided these are received in June, we anticipate completing our review of these in July 2020.</p> <p>While milestones had been agreed at the planning phase of the audit, we understand that COVID-19 may impact your entity in achieving some of these milestones. The health and wellbeing of our clients, the community and our people is our number one priority during these difficult times. We are working with our clients and partners on how we can best tackle these challenges together over the coming months. We will continue to work with management on how to progress the audit of your financial statements during this time.</p>	



2. Emerging risks



COVID-19 is testing the resilience and agility of entities as they tackle multiple challenges, such as supporting their staff and the community, and managing sustainable operations. Management should continue to assess the impact of COVID-19 on their financial results and internal control environment.

The AASB and AuASB are continuing to issue in-depth guidance to chief financial officers, audit committee members, directors and auditors.

We will continue to consider the implications of this pandemic and have identified the following key areas that may impact McKinlay Shire Council. Some of these risks also translates to a heightened risk of fraud that will require increased professional scepticism, both from management and auditors.

Area of concerns and associated risk	What to consider
'Everyday' internal controls Most entities have expanded to working from home to support social distancing. With any change in working arrangements comes an increased risk of controls failing, particularly manual controls and where controls previously operated with a high level of management oversight within an office environment.	Remain vigilant with your monitoring of internal controls during this time. This could mean your entity may need to implement new controls or revise current controls to accommodate the new work environment. We have recently issued a blog on impact of operational controls under new working arrangements on our website.
Information technology and cyber security Entities' exposure to cyber security risks increases in vulnerable and uncertain times as their resources are focused on being re-deployed to address critical matters. There is also a risk that identifying cyberattacks may be potentially delayed causing financial and/or reputational risks.	Entities will need to periodically remind everyone of the increased cyber security risks in these times so their staff remain vigilant. Multi-factor authentication, if not already in place, should be activated immediately. Information technology staff should maintain visibility across the network. This will allow entities to proactively monitor the cyber environment and respond quickly if potential attack is in progress.
Valuation of property, plant and equipment Economic uncertainty and imposed community restrictions may impact the ability of valuers to accurately perform comprehensive and/or desktop valuations and meet the fair value measurement requirements of AASB 13.	Entities may need to consider a number of factors depending on whether the fair value is determined using current replacement cost or income based approach. We have released a blog on this issue on our website.
Impairment of receivables There is an increased likelihood that debtors may take longer to pay and, in some instances, not be able to pay their obligations at all.	Based on reasonable and supportable information, reassess whether there has been a change in the risk of default by the debtor. If is deemed that the risk of default does exist, determine the probability of default and the loss that is likely to arise.
Financial statement disclosure Several disclosures in the financial statements will be impacted	Consider disclosing additional information about significant judgement and estimates











Some of these risks also heightens the risk of fraud. Management should enhance the controls in place to detect any fraudulent activities that entities may be exposed to. As auditors, we consider fraud risk to be pervasive to the financial statements and will increase our professional scepticism in carrying out the audit of the financial statements of McKinlay Shire Council.



3. Internal control issues



The following table summarises our reporting on deficiencies in internal controls. Refer to Section 2 for new issues, and Section 4 for the status of prior year issues.

Internal control issues by COSO element	Number of significant deficiencies		Number of deficiencies		Rating
	Current year issues	Prior year unresolved issues	Current year issues	Prior year unresolved issues	
 Control environment Structures, policies, attitudes and values that influence daily operations	-	1	-	1	
 Risk assessment Processes for identifying, assessing and managing risk	-	-	-	-	
 Control activities Implementation of policies and procedures to prevent or detect errors and safeguard assets	1**	-	3	3*	
 Information and communication Systems to capture and communicate information to achieve reliable financial reporting	-	-	-	-	
 Monitoring activities Oversight of internal controls for existence and effectiveness	-	-	-	-	
Total issues	1	1	3	4	

* Resolved pending QAO verification

** Resolved in current period however identified here for tracking purposes

Our ratings



Effective

No significant deficiencies identified



Partially effective

One significant deficiency identified



Ineffective

More than one significant deficiency identified



3. Internal control issues (continued)



Deficiencies

The following table details deficiencies identified from testing of controls as at 10 June 2020. It includes responses from management.

Our risk ratings are as follows—refer to [Our rating definitions](#) for more detail.



Significant deficiency



Deficiency



Other matters



Significant Deficiency

201R-1 Validation of changes to supplier master file

COSO Component: Control activities

As brought to our attention by management, there was a vendor fraud during the current period where changes to bank details were made without a call being made to the vendor to confirm. This occurred when an unidentified person/s (purporting to be a Council Creditor) emailed Council requesting bank account details of the Creditor. Changes were made without a call being made to the vendor to confirm the validity of the requested change. The fraud was identified when the actual creditor contacted Council to advise payment had not been received, and resulted in a loss to Council of approximately \$330k.

QAO recommendation

We recommend any supplier master file change requests are confirmed by a telephone call to the vendor (using the official creditor phone number on file, not the phone number supplied in the email) for confirmation.

Management response

Note the QAO recommendations. This procedure has already been put in place immediately following the fraud incident. We have not only applied this in the creditors aspect but also Payroll, ensuring any requests bank account changes via email are verified by telephone with contact details on file.

Responsible officer: Director Corporate & Community Services

Status: Resolved

Action date: 9 December 2019



Deficiency

201R-2 Revenue – Rates reviews

COSO Component: Control activities

The rates officer is responsible for updating rates due to ad-hoc property valuation or related updates notified by DNRMS. These updates are reviewed by the Corporate Services Team Leader. With the Rates Officer position vacant at the time of interim visit, both responsibilities are being performed by the Corporate Services Team Leader. There is a risk that inaccurate rates updates are processed and may go undetected.

QAO recommendation

It is recommended that Council continue to segregate rates updates and reviews when positions are vacant.

Management response

Recommendation noted. We agree that it is good practice to have a secondary person review changes, which is generally our standard practice, however with vacancies and by nature our team is extremely small it presents challenges in meeting this practice at all times.

Responsible officer: Corporate Services Team Leader

Status: Work in progress

Action date: July 2020



3. Internal control issues (continued)



20IR-3 Tabling of 2019 Interim Management Report *COSO Component: Control activities*

Section 213 of the Local Government Regulation 2012, requires interim and final management reports to be tabled at the next ordinary council meeting. Whilst the 2019 final management report was tabled at the next ordinary council meeting, we note that the 2019 interim management report was not tabled at a formal council meeting. We also note that the interim and final management reports are not publicly available as part of meeting papers or on the council's website.

QAO recommendation

It is recommended that the interim and final management reports are tabled at the next ordinary council meetings and that these reports are made publicly available as part of meeting papers or on the council's website.

Management response

Recommendation noted and will ensure moving forward the Management Reports are included in the publicly available agenda and tabled at the next Ordinary Meeting following receipt of management report.

Responsible officer: Chief Executive Officer

Status: Work In progress

Action date: August 2020

20IR-4 Review of changes to supplier master file *COSO Component: Control activities*

Changes to the supplier master file are reviewed by an employee who also has ability to make changes to the master file. There is a risk that inadequate segregation of duties over the update and review of changes to the master file may cause unauthorised changes to go undetected.

QAO recommendation

We recommend changes to the supplier master file are appropriately reviewed by someone who is not able to make changes to the supplier master file.

Management response

Note the response, however feel this recommendation is not practical to implement given our small finance team. For example, the Creditors Officer makes changes to the master file within Creditors module, her superior (Corporate Services Team Leader) then validates the changes. As there is only one person superior to the Creditors Officer who also holds the administrator rights for the Finance system.

Responsible officer: Director Corporate and Community Services

Status: Work in progress

Action date: August 2020



4. Financial reporting issues and other matters

The following table summarises the status of financial reporting issues identified in previous years which were unresolved as at the date of our External Audit Plan (22 May 2020). One new financial reporting issue has been identified through current year audit procedures completed to 10 June 2020. A status update on prior year unresolved financial reporting issues is included in Section 5 of this report.

Financial reporting issues and other matters							
	Prior year			Current year			
	Unresolved	Resolved— current year	Re-raised— current year	Not yet due	Unresolved	Resolved pending QAO verification	Resolved
High risk	-	-	-	-	-	-	-
Medium risk	-	-	-	1	-	-	-
Low risk	1	-	-	-	-	-	-
*Other matters	1	-	-	-	-	-	2

*Queensland Audit Office only tracks resolution of other matters where management has committed to implementing action.

Financial reporting issues



Medium

20FR-1 Capital expenditure classification

Medium risk

During our interim testing of expenditure we noted that several items that appeared to be capital in nature (road repairs from flooding incidents) had been expensed while the associated revenue had been classified as capital in nature. We understand an exercise is to be conducted at year-end to correctly classify this expenditure, taking into consideration with original accounting treatment when the event occurred, and intervening treatment upon valuation.

QAO recommendation

It is recommended that management assess and classify expenditure as capital or operating at the time the transaction is recorded to avoid incorrect classification at year-end should these transactions be overlooked.

Management response

Council notes the recommendation and will ensure all expenditure is appropriately classified in the current year. Council will look to implement the revised categorisation commencing with the new financial year in July.

Responsible officer: Peter Gogsch

Status: Work in progress

Action date: July 2020





Other matters



Other matters

1 Work-in-progress as an asset clearing account

During our review of the property, plant and equipment reconciliation we have identified that the Council are posting procured assets to the work in progress account initially and then posting to the respective asset class. We understand that a clearing account is used that is cleared regularly, and that depreciation is backdated for these assets. There is potential that the work-in-progress (WIP) balance is overstated at 30 June should this not be cleared.

QAO recommendation

It is recommended that where completed assets are procured (for example motor vehicles), that these be posted directly to the respective asset class.

Management response

We believe this to be a systems operational issue and standard practice in relation to procedures relating to Council's Finance Management System (Civica). Council maintain a detailed analysis schedule of all Work in Progress which is periodically reconciled throughout the year. All completed jobs are identified and capitalised into their respective asset class on the Asset Register on a periodic basis and in any event prior to 30 June.

We further confirm Council cannot post an asset directly to the relevant asset GL code as doing so will affect the Asset Register / GL reconciliation. It is also not possible to add an asset from creditors for specific plant items. These must be added from the Asset module only and whereby the system automatically creates the system journals to the relevant clearing account.

We confirm this practice has been consistently operated in prior years.

Responsible officer: Director Corporate & Community Services

Status: Resolved

Action date: June 2020

2 Council Engineer's involvement in Asset Valuation process

COSO Component: Control activities

External consultants liaise with Council Engineer's through the asset valuation process, however the involvement of the Council Engineer in the overall asset valuation process is limited.

QAO recommendation

It is recommended that engineers play a key role in the asset valuation process at Councils, with best practice indicating the engineer review the valuation.

Management response

Council acknowledges the comments, and agrees the importance of involvement of engineering staff in this process, however notes that Council has performed a full comprehensive revaluation as at 30 June 2019. Accordingly Council are only looking to apply a suitable index adjustment in respect of Council's PPE. This index adjustment is broadly focussed on ensuring compliance with AASB 116 in relation to the financial statements and accordingly Council believe to the extent that no asset impairment exists we believe this is sufficient in this regard. Council will consider involvement of Council Engineer going forward.

Responsible officer: Director Corporate & Community Services

Status: Resolved

Action date: June 2020



5. Prior year issues



Status

The following table summarises the status of issues and other matters reported by audit in prior years.

Reference	Rating	Issue	Status
Internal control issues			
17FR-1		Asset Management Plan Not Implemented	Work in progress. Council is still working on the Asset Improvement Plan. Progress towards this Improvement Plan has been stalled due to executive level staff changes. Director of Engineering Services has commenced work on it. Action date: end of 2020
18IR-2		Council Policies Due for Review had not been updated	Work in progress Expenses & reimbursement policy reviewed and adopted in November 2019. Acceptable Request Guidelines Policy to be presented at the June 2020 Ordinary meeting for review. Other policies are being reviewed and drafted, with aim of being adopted by July 2020. Action date: July 2020
18IR-3		Key Management Personnel (KMP) Related Party Transaction Notifications	Resolved pending QAO verification Related Party declarations obtained for all Key Management Personnel for the 2019/2020 FY. QAO to verify as part of final audit visit.
19IR-1		Payroll Control and Calculation	Resolved pending QAO verification QAO to verify as part of final audit visit.
19IR-3		Compliance with Procurement Policy and Procedures	Resolved pending QAO verification QAO to verify as part of final audit visit.
19IR-6		Information Technology (IT) General Control on Passwords Windows domain passwords of some employees not required to be changed regularly at specified intervals.	Resolved IT provider amended setting to ensure all staff are prompted to reset passwords regularly. Password complexity also improved for the finance system.
Financial Reporting issues			
19IR-5		Asset Additions Reversed Asset additions (post valuation) capitalised and subsequently reversed when the revaluation adjustment was processed.	Resolved pending QAO verification Council has amended its processes to add additions to specific assets prior to periodic revaluations. Given there are no revaluations in the current year, this can not be evidenced until future periods.
Other Matter			
19FR-1		Excessive annual leave	Work in progress QAO recommendations accepted and adopted. Leave has been taken by particular individuals to bring balances down and this continues to remain a focus.





Our rating definitions

	Definition	Prioritisation of remedial action
Significant deficiency 	<p>A significant deficiency is a deficiency, or combination of deficiencies, in internal control that requires immediate remedial action.</p> <p>Also, we increase the rating from a deficiency to a significant deficiency based on:</p> <ul style="list-style-type: none"> • the risk of material misstatement in the financial statements • the risk to reputation • the significance of non-compliance with policies and applicable laws and regulations • the potential to cause financial loss including fraud, or • where management has not taken appropriate timely action to resolve the deficiency. 	<p>This requires immediate management action to resolve.</p>
Deficiency 	<p>A deficiency arises when internal controls are ineffective or missing, and are unable to prevent, or detect and correct, misstatements in the financial statements. A deficiency may also result in non-compliance with policies and applicable laws and regulations and/or inappropriate use of public resources.</p>	<p>We expect management action will be taken in a timely manner to resolve deficiencies.</p>
Other matter 	<p>An other matter is expected to improve the efficiency and/or effectiveness of internal controls, but does not constitute a deficiency in internal controls. If an other matter is not resolved, we do not consider that it will result in a misstatement in the financial statements or non-compliance with legislative requirements.</p>	<p>Our recommendation may be implemented at management's discretion.</p>

Financial reporting issues

	Potential effect on the financial statements	Prioritisation of remedial action
High 	<p>We assess that there is a high likelihood of this causing a material misstatement in one or more components (transactions, balances and disclosures) of the financial statements, or there is the potential for financial loss including fraud.</p>	<p>This requires immediate management action to resolve.</p>
Medium 	<p>We assess that there is a medium likelihood of this causing a material misstatement in one or more components of the financial statements.</p>	<p>We expect management action will be taken in a timely manner.</p>
Low 	<p>We assess that there is a low likelihood of this causing a material misstatement in one or more components of the financial statements.</p>	<p>We recommend management action to resolve; however, a decision on whether any action is taken is at management's discretion.</p>



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Ordinary Meeting of Council Tuesday 21st July 2020

8.3 Subject: Debt Policy Review 2020/2021
Attachments: 2020/2021 Debt Policy Version 1
Author: Director Corporate & Community Services
Date: 10 July 2020

Executive Summary:

In accordance with *Section 192 of the Local Government Regulations 2012*, Council must prepare a Debt Policy for each financial year.

The 2020/21 Debt Policy Version 1 has been prepared in accordance with relevant legislation and Council's current debt position and is presented for Council's consideration.

Recommendation:

That Council adopt the 2020/21 Debt Policy Version 1 as presented.

Background:

A review of the current Debt Policy was completed in accordance with the relevant legislation and current Council practices. Minor amendments have been made.

Consultation:

Director of Corporate and Community Services

Legal Implications:

Local Government Act 2009 Section 104 (5) (c)(ii) states that:

The system of financial management established by a local government must include – the following financial policies of the local government – debt policy

Local Government Regulation 2012 Section 192 provides:

A local government must prepare and adopt a debt policy for financial year. The debt policy must state – the new borrowings planned for the current financial year and the next 9 financial years; and the period over which the local government plans to repay existing and new borrowings.

Policy Implications:

This will revoke the 2019/20 Debt Policy Version 1, subsequent to the 2020-2021 Debt Policy Version 1 adoption.

Financial and Resource Implications:

Nil

InfoXpert Document ID: 112498



Ordinary Meeting of Council Day Tuesday 21st July 2020

8.4 Subject: Investment Policy Review 2020/2021
Attachments: 2020/2021 Investment Policy Version 1
Author: Director Corporate & Community Services
Date: 10 July 2020

Executive Summary:

In accordance with *Section 191 of the Local Government Regulations 2012*, Council must prepare and adopt an investment policy.

The 2020/2021 Investment Policy Version 1 has been prepared in accordance with relevant legislation and is presented for Councils consideration.

Recommendation:

That Council adopt the 2020/21 Investment Policy Version 1 as presented.

Background:

A review of the 2019/20 Investment Policy was completed in accordance with the relevant legislation and current Council practices. Minor amendments have been made to reflect the current financial year.

Consultation:

Director of Corporate and Community Services

Legal Implications:

Local Government Act 2009 – Section 104 (5)(c)(i) states that:

The system of financial management established by a local government must include – the following financial policies of the local government – Investment policy.

Local Government Regulation 2012 – Section 191 provides:

A local government must prepare and adopt an investment policy. The investment policy must outline – the local government’s investment objectives and overall risk philosophy; and procedures for achieving the goals related to investment stated in the policy.

Policy Implications:

This will revoke the 2019/20 Investment Policy Version 1, subsequent to the 2020-2021 Investment Policy Version 1 adoption.

Financial and Resource Implications:

Nil

InfoXpert Document ID: 112499



8.5 Subject: Procurement Policy Review 2020-2021
Attachments: 2020-2021 Procurement Policy Version 1
Author: Corporate Services Team Leader
Date: 13 July 2020

Executive Summary:

In accordance with *Section 198 of the Local Government Regulations 2012*, Council must prepare and adopt a procurement policy.

The 2020/2021 Procurement Policy Version 1 has been prepared in accordance with relevant legislation and is presented for Councils consideration.

Recommendation:

That Council adopt the 2020/2021 Procurement Policy Version 1 as presented.

Background:

A review of the 2019/2020 Procurement Policy was completed in accordance with the relevant legislation and current Council practices. Minor amendments have been made to reflect the current financial year.

Consultation:

- Director of Corporate and Community Services

Legal Implications:

Local Government Act 2009 – Section 198 states that:

A local government must prepare and adopt a policy about procurement (a procurement policy). The procurement policy must include details of the principles, including the sound contracting principles that the local government will apply in the financial year for purchasing goods and services. A local government must review its procurement policy annually.

Policy Implications:

This will revoke the 2019/2020 Procurement Policy Version 1, subsequent to the 2020/2021 Procurement Policy Version 1 adoption.

Financial and Resource Implications:

Nil

InfoXpert Document ID: 112500



8.6 Subject: Fees and Charges Schedule 2020-2021
Attachments: Fees and Charges Schedule 2020-2021
Author: Corporate Services Team Leader
Date: 13 July 2020

Executive Summary:

Presenting to Council the proposed Fees and Charges Schedule for the financial year 2020/21.

The schedule contains fees and charges relating to all other services provided by Council.

Recommendation:

That Council adopts the proposed Fees and Charges Schedule 2020/21 Version 1 as presented.

Background:

Council's Fees and Charges Schedule has been reviewed and updated to reflect the current goods and services that Council provides. To ensure that Council costs are recouped for these goods and services, a 2.5% rounded up/down increase has been proposed. Some fees have remained the same; Caravan Park, Swimming Pool, Administration, Library sales and Early Learning Centre fees.

Consultation:

- Director of Corporate & Community Services
- Environmental and Regulatory Services Team Leader
- Corporate Services Team Leader
- Community Services Team Leader
- Shire Ranger

Legal Implications:

Nil

Policy Implications:

Schedule implication – This will revoke the Fees and Charges Schedule 2019/20 subsequent to the Fees and Charges Schedule 2020/21 Version 1 adoption.

Financial and Resource Implications:

InfoXpert Document ID: 112515



8.7 Subject: Revenue Statement Review 2020/2021
Attachments: 2020/2021 Revenue Statement Version 1
Author: Director of Corporate Services
Date: 10 July 2020

Executive Summary:

In accordance with *Section 172 of the Local Government Regulations 2012*, Council must prepare a revenue statement for each financial year.

The 2020/21 Revenue Statement Version 1 has been prepared in accordance with relevant legislation and is presented for Councils consideration.

Recommendation:

That Council adopt the 2020/21 Revenue Statement Version 1 as presented.

Background:

A review of the 2019/2020 Revenue Statement Version 1 was completed. Minor amendments have been made to reflect the financial year that the policy is to relate and to add detail to cover all requirements identified in section 193 of the *Local Government Regulation 2012*.

Amendments made:

- Section 3.3 Differential General Rate and Minimum General Rate's have increased
- Pest Animal Control Levy removed for 2020/2021
- Section 5.1 Water Charges have increased
- Section 5.2 Sewerage Charges have increased
- Section 5.3 Waste Management Charges have increased
- Section 7 Interest on overdue charges rate has decreased to 8.50% as per section 133 of the Local Government Regulation 2012

Consultation:

- Corporate Services Team Leader
- Chief Executive Officer



Ordinary Meeting of Council Tuesday 21st July 2020

Legal Implications:

Local Government Act 2009 Section 104 (5) (a)(iv) states that:

The system of financial management established by a local government must include – the following financial policies of the local government – revenue statement

Local Government Regulation 2012 Section 172 requires:

(1) *The revenue statement must state -*

- (a) *If Council levies differential general rates –
 - (i) the rating categories of rateable land;
 - (ii) a description of each rating category; and*
- (b) *If Council levies special rates or charges for a joint government activity – a summary of the terms of the joint government activity; and*
- (c) *If Council fixes a cost-recovery fee – the criteria used to decide the amount of the cost-recovery fee; and*
- (d) *If Council conducts a business activity on a commercial basis – the criteria used to decide the amount of the charges for the activity's goods and services.*

(2) *Also, the revenue statement for the financial year must include the following information for the financial year -*

- (a) *An outline and explanation of the measure that the Council has adopted for raising revenue, including an outline and explanation of –
 - (i) the rates and charges to be levied in the financial year;
 - (ii) the concessions for rates and charges to be granted in the financial year;*
- (b) *Whether Council has made a resolution limiting an increase of rates and charges*

Policy Implications:

This will revoke the 2019/20 Revenue Statement Version 1, subsequent to the 2020-2021 Revenue Statement Version 1 adoption.

Financial and Resource Implications:

Nil

InfoXpert Document ID: 112516



8.8 Subject: Budget and Rating 2020/2021
Attachments: Yes – Budget 2020/21
Author: Director Corporate & Community Services
Date: 13 July 2020

Executive Summary:

A local government is required to adopt its budget for a financial year after 31 May in the year before the financial year but before 1 August in the financial year. Councillors and Operational staff have met at a series of budget workshops over the past two months for the purpose of preparing a budget for the 2020/2021 financial year.

DIFFERENTIAL GENERAL RATES

RECOMMENDATION

- a) Pursuant to section 81 of the *Local Government Regulation 2012*, the categories in to which rateable land is categorised, the description of those categories and, pursuant to sections 81(4) and 81(5) of the *Local Government Regulation 2012*, the method by which land is to be identified and included in its appropriate category is as follows:

Differential Rate Category	Description	Identification
1. Residential – Julia Creek < 2 ha	Land, located within the town of Julia Creek, having an area of less than 2 hectares, which is used, or intended to be used, for residential purposes.	As determined by the CEO
2. Residential – Other < 2 ha	Land, located within the towns of McKinlay, Kynuna and Nelia, having an area of less than 2 hectares, which is used, or intended to be used, for residential purposes.	As determined by the CEO
3. Residential – Julia Creek > 2 ha	Land, located within the town of Julia Creek, having an area of 2 hectares or more, which is used, or intended to be used, for residential purposes.	As determined by the CEO
4. Residential – Other > 2 ha	Land, located in the towns of McKinlay, Kynuna and Nelia, having an area of 2 hectares or more, which is used, or intended to be used, for residential purposes.	As determined by the CEO
5. Commercial/Industrial – Julia Creek	Land, located within the town of Julia Creek, which is used, or intended to be used, for commercial and/or industrial purposes.	As determined by the CEO
6. Commercial/Industrial - Other	Land, located within the towns of McKinlay, Kynuna and Nelia, which is used,	As determined by the CEO



	or intended to be used, for commercial and/or industrial purposes.	
7. Rural	Land used, or intended to be used, for rural purposes.	As determined by the CEO
8. Special Uses / Community Purposes	Land which is used for community purposes.	As determined by the CEO
9. Open Space & Recreation	Land which is used for recreation	As determined by the CEO
10. Mine – Not in Production	Land which is a mining lease held under the <i>Mineral Resources Act</i> , which forms part of a mine which is not operational.	As determined by the CEO
11. Mine – In Production	Land which is a mining lease held under the <i>Mineral Resources Act</i> , which forms part of a mine which is operational.	As determined by the CEO
12. Residential – Other – 0-50 units	Land located within an urban area and set aside for residential development irrespective of size, configured to accommodate workers (a workers village) off site of specific projects which would otherwise impact the liveability of workers.	As determined by the CEO
13. Residential – Other – 51 - 100 units	Land located within an urban area and set aside for residential development irrespective of size, configured to accommodate workers (a workers village) off site of specific projects which would otherwise impact the liveability of workers.	As determined by the CEO
14. Residential – Other	Land located within an urban area and set aside for residential development irrespective of size, configured to accommodate workers (a workers village) off site of specific projects which would otherwise impact the liveability of workers.	As determined by the CEO

- b) Council delegates to the Chief Executive Officer the power, pursuant to sections 81(4) and 81(5) of the *Local Government Regulation 2012*, to identify the rating category to which each parcel of rateable land belongs.
- c) Pursuant to section 94 of the *Local Government Act 2009* and section 80 of the *Local Government Regulation 2012*, the differential general rate to be made and levied for each differential general rate category and, pursuant to section 77 of the *Local Government Regulation 2012*, the minimum general rate to be made and levied for each differential general rate category, is as follows:



Category	Rate in \$ (Cents) per levy	Minimum (\$)
1. Residential – Julia Creek < 2 ha	3.10¢	169.52
2. Residential – Other < 2 ha	3.40¢	198.67
3. Residential – Julia Creek > 2 ha	1.84¢	169.52
4. Residential – Other > 2ha	6.30¢	198.67
5. Commercial/Industrial – Julia Creek	2.41¢	169.52
6. Commercial/Industrial - Other	0.47¢	190.59
7. Rural	0.44¢	169.52
8. Special Uses / Community Purposes	2.67¢	169.52
9. Open Space & Recreation	5.07¢	169.52
10. Mine – Not in Production	10.10¢	187.66
11. Mine – In Production	26.80¢	194.75
12. Residential – Other – Workers Accommodation 0-50 units	7.360¢	9225.00
13. Residential – Other – Workers Accommodation 51-100 units	10.957¢	13735.00
14. Residential – Other – Workers Accommodation > 100 units	15.939¢	19979.30

SPECIAL CHARGE

RECOMMENDATION

- a) Pursuant to section 94 of the *Local Government Act 2009* and section 94 of the *Local Government Regulation 2012*, Council make and levy a special charge (to be known as the “PV Solar Levy Special Charge”) for the cost of installing and maintaining infrastructure which provides solar electricity to certain commercial properties in Julia Creek, McKinlay and Kynuna. The amount of the special charge shall differ according to the level of benefit that the property receives from the provision and maintenance of the equipment.
- b) The overall plan for the PV Solar Levy Special Charge is as follows:
 - i. The service, facility or activity is the installation and maintenance of equipment/infrastructure that provides solar generated electricity to certain commercial properties in Julia Creek.
 - ii. The rateable land to which the special charge shall apply is set out in the following table.



For the current financial year and subsequent years, the amount of the special charge shall be as follows:-

Assessment No	Repayment Period (years)	Amount to repay over each half yearly levy	Total to repay in 2020/21 (issued over 2 levies)
301	(commenced 16/17) 10	\$1,404.50	\$2,291.08
88	(commenced 16/17) 9.5	\$1,236.30	\$1,324.88
115	(commenced 16/17) 6.5	\$325.76	\$325.76 *
135	(commenced 17/18) 5	\$1,914.78	\$1,914.78 *

* Issued over 1 levy

- iii. The estimated cost of carrying out the overall plan is \$411,000. This figure includes all of the costs associated with the installation and maintenance of the solar equipment which the special rate shall fund.
 - iv. The estimated time for carrying out the overall plan is five (5) years, concluding 30 June 2021.
- c) The certain commercial properties in Julia Creek, McKinlay and Kynuna (owner or occupier) specially benefit from the provision of solar equipment and its subsequent maintenance because they are provided with solar generated electricity which, in turn, reduces their electricity costs.
- d) The annual implementation plan for the PV Solar Levy Special Charge for the 2020/2021 financial year is that Council will carry out the following activities and processes:
- i. Levy a special charge for the set repayment plan of the installed PV Solar.

SEWERAGE UTILITY CHARGES

RECOMMENDATION

- (a) Pursuant to section 94 of the *Local Government Act 2009* and section 99 of the *Local Government Regulation 2012*, Council make and levy sewerage utility charges, for the supply of sewerage services by the Council, as follows:

Sewerage Charges		
	Per Half Yearly Levy Charge (\$)	Annual Charge (\$)
First Pedestal	\$241.53	\$483.06



Additional Pedestal	\$152.04	\$304.08
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- (b) The above levied sewerage utility charges be applied as further detailed in section 5.2 of the 2020-2021 Revenue Statement.

WATER UTILITY CHARGES

RECOMMENDATION

- (a) Pursuant to section 94 of the *Local Government Act 2009* and sections 99 and 101 of the *Local Government Regulation 2012*, Council make and levy water utility charges, for the supply of water services by the Council, as follows:

Access Charge		
	Per Half Yearly Levy Charge (\$)	Annual Charge (\$)
Julia Creek	\$117.84	\$235.69
Kynuna and McKinlay	\$40.72	\$81.45
Nelia	\$21.32	\$42.64
Gilliat	\$22.03	\$44.05

Consumption Charge		
	Per Half Yearly Levy Charge per Unit (\$)	Annual Charge per Unit (\$)
Julia Creek	\$16.72	\$33.44
Kynuna and McKinlay	\$20.37	\$40.73
Nelia	\$10.66	\$21.32
Gilliat	\$11.02	\$22.04
Extra Water (for specifically identified assessments)	\$1.55	\$3.10

- (b) The above levied water utility charges be applied as further detailed in section 5.1 of the 2020-2021 Revenue Statement.



WASTE MANGEMENT UTILITY CHARGES

RECOMMENDATION

Pursuant to section 94 of the *Local Government Act 2009* and section 99 of the *Local Government Regulation 2012*, Council make and levy waste management utility charges, for the supply of waste management services by the Council, as follows:

Council provides waste management services to properties in the towns of Julia Creek, Kynuna, McKinlay and Nelia. For properties in Julia Creek, the Council provides landfill services and a kerbside refuse collection service. For properties in the other towns a landfill service is provided only.

For the financial year, Council resolves to levy:-

- a utility charge for the provision of landfill facilities on all assessments within Julia Creek, Kynuna, McKinlay and Nelia ("**the Waste Facilities Charge**"); and
- a utility charge for the provision of a kerbside refuse collection service on all assessments in Julia Creek, irrespective of whether the service is actually used by the ratepayer ("**the Waste Collection Charge**").

For the financial year, Council resolves that the charges shall be as follows:

Waste Facilities Charge		
	Per Half Yearly Levy Charge (\$)	Annual Charge (\$)
Julia Creek	\$69.50	\$138.99
Kynuna, McKinlay and Nelia	\$17.80	\$35.61

Waste Collection Charge		
	Per Half Yearly Levy Charge (\$)	Annual Charge (\$)
First 240-litre wheelie bin service	\$87.13	\$174.25
Each additional 240-litre wheelie bin service	\$105.02	\$210.04



DISCOUNT

RECOMMENDATION

Pursuant to section 130 of the *Local Government Regulation 2012*, the differential general rates/sewerage utility charges/water utility charges/waste management utility charges made and levied shall be subject to a discount of 10% if paid within the discount period of 30 clear days of the date of issue of the rate notice provided that:

- a) all of the aforementioned rates and charges are paid within 30 clear days of the date of issue of the rate notice;
- b) all other rates and charges appearing on the rate notice (that are not subject to a discount) are paid within 30 clear days after the date of issue of the rate notice; and
- c) all other overdue rates and charges relating to the rateable assessment are paid within 30 clear days of the date of issue of the rate notice.

INTEREST

RECOMMENDATION

Pursuant to section 133 of the *Local Government Regulation 2012*, compound interest on daily rests at the rate of eight and a half percent (8.5%) per annum is to be charged on all overdue rates or charges excluding the PV Solar Levy Special Charge.

LEVY AND PAYMENT

RECOMMENDATION

- a) Pursuant to section 107 of the *Local Government Regulation 2012* and section 114 of the *Fire and Emergency Services Act 1990*, Council's rates and charges, and the State Government's Emergency Management, Fire and Rescue Levy be levied:
 - for half year 1 July 2020 to 31 December 2020 – in August/September 2020; and
 - for the half year 1 January 2021 to 30 June 2021 – in February/March 2021.
- b) Pursuant to section 118 of the *Local Government Regulation 2012*, that Council's rates and charges, and the State Government's Emergency Management, Fire and Rescue Levy, be paid within 30 clear days of the date of the issue of the rate notice.



PAYING RATES OR CHARGES BY INSTALMENTS

RECOMMENDATION

Pursuant to section 129 of the *Local Government Regulation 2012*, all rates and charges are payable by four equal instalments on 1 August 2020, 1 November 2020, 1 February 2021 and 1 May 2021. Interest will not be charged on the overdue rates or charges if the instalments are paid when due.

RATES CONCESSIONS

RECOMMENDATION

Pursuant to sections 120, 121 and 122 of the *Local Government Regulation 2012*, a rebate of the differential general rate categories 1, 2 and 3 where the owner of land qualifies for the State Government Pensioner Rate Remission Scheme be granted a concession equal to 55% of the total rates and charges payable.

STATEMENT OF ESTIMATED FINANCIAL POSITION

RECOMMENDATION

Pursuant to section 205 of the *Local Government Regulation 2012*, the statement of the financial operations and financial position of the Council in respect of the previous financial year ("the Statement of Estimated Financial Position") be received and its contents noted.

ADOPTION OF BUDGET

RECOMMENDATION

Pursuant to section 94 of the *Local Government Act 2009* and sections 169 and 170 of the *Local Government Regulation 2012*, Council's Budget for the 2020/2021 financial year, incorporating:

- i. The statements of financial position;
 - ii. The statements of cash flow;
 - iii. The statements of income and expenditure;
 - iv. The statements of changes in equity;
 - v. The long-term financial forecast;
 - vi. The revenue statement
 - vii. The revenue policy (adopted by Council resolution on 23 June 2020);
 - viii. The relevant measures of financial sustainability; and
 - ix. The total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget
 - x. Capital Works Program for 2020/2021 financial year.
- as tabled, be adopted.



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Background:

Councillors and Operational staff have met at budget workshops over the past two months for the purpose of preparing a budget for the 2020/2021 financial year.

- First budget workshop – 29 May 2020
- Second Budget Workshop – 22 June 2020

Consultation: (internal/External)

- Mayor and Councillors
- Chief Executive Officer
- Director of Corporate and Community Services

Legal Implications:

Local Government Act 2009 – Section 94 states that:

- 1) Each local government –
 - a) Must levy general rates on all rateable land within the local government area; and
 - b) May levy –
 - i. Special rates and charges; and
 - ii. Utility charges; and
 - iii. Separate rates and charges.
- 2) A local government must decide, by resolution at the local government's budget meeting for a financial year, what rates and charges are to be levied for that financial year.

Policy Implications:

Nil.

Financial and Resource Implications:

Nil.

InfoXpert Document ID: 112517



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8.9 Subject: Operational Plan 2020/2021
Attachments: 2020/2021 Operational Plan Version 1
Author: Director Corporate & Community Services
Date: 13 July 2020

Executive Summary:

In accordance with *Section 174 of the Local Government Regulations 2012*, Council must prepare and adopt an annual operational plan for each financial year.

The annual Operational Plan 2020/2021 is reflective of the proposed budget and associated programs.

Recommendation:

That Council adopts the 2020/2021 Operational Plan version 1 as presented.

Background:

An annual Operational Plan is required to be developed each financial year. The plan must be consistent with the local government's annual budget and state how the local government will progress the implementation of the corporate plan.

Consultation:

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

Legal Implications:

Local Government Regulation 2012 – Section 174 and 175

Policy Implications:

Financial and Resource Implications:

InfoXpert Document ID: 112519



9.0 CHIEF EXECUTIVE OFFICER



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9.1 Subject: Chief Executive Officer's Report

Attachments: Nil

Author: Chief Executive Officer

Date: 16 July 2020

Executive Summary:

This report from the Chief Executive Officer contains observations made in the first two weeks of employment and an update on Council matters that have come to my attention.

Recommendation:

That Council receive and note the report from the Chief Executive Officer for the period 1 – 16 July 2020.

Commencement of Employment

On arrival at the office in the afternoon of 1 July 2020 I set about re-acquainting myself with staff and meeting new staff in the office and at the depot. There has been substantial catch up on the status of the Organisation, projects and issues. This has been quite an information gathering exercise and will continue for some time.

Status of the Organisation and Projects

Securing staff in key positions represents a significant challenge for Council as appointments in these positions are critical to the performance of the Organisation.

The absence of a permanent, competent Director of Engineering is hurting Council as this position is a key to providing good leadership, direction and support to the depot and field staff and professional advice to Council. The pending end of the contract of the Project Manager on 17 Sept 2020 presents a serious gap in our ability to successfully deliver key projects.

Filling these positions is a high priority for me with the DERS position being advertised now.

There are five other positions which Council is having difficulty in filling from receptionist through to early learning, tourism etc.

Notwithstanding these vacancies, the Organisation has a team of good, enthusiastic staff in need of good leadership and support.

There are challenges to meet which will take some hard work and time. These will not be overcome in the first month or first six months but I have begun and with the support of our team we will make good progress over time

Performance Plan

It is a requirement of my contract of employment that I prepare a plan of work for the next 12 months which will set out my key objectives and tasks against which Council will assess my performance. After discussions with the Mayor I will present a draft to the next Briefing which will be the opportunity for Councillors to provide input with the aim of adopting it at the August O.M.



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It would expect review of my performance by Council every three months.

Method and Style of Management

I aim to be a relentless leader and to this end I will be out and about, taking an interest in what our staff are doing at all levels and providing feedback and support. This is a team of which I am just one player albeit a key player and consequently I will be consultative in my approach to the job including asking supervisors and rank and file for their views on how we can improve our service delivery.

The cost effective use of Council's funds and resources is important to me as I try to treat Council's (and the Community's) money as I would if it were my own. I will aim to inculcate this approach in our workforce.

Recruitment of Director Engineering and Regulatory Services

Applications close at 5.00p.m. Monday 3 August 2020 and the process for interview and the selection panel will be developed beforehand and run by Council. With the changes to the Local Government Act, I need to confirm whether Councillors/Council can be involved in the process, which is my preference if permissible.

Management of Projects

Management of three major projects which are about to commence are a concern which must be resolved asap.

These are:

T-1920035- Refurbishment of the Hickman Street pump station – cost estimate \$1M

T-1920021- Water Tower Refurbishment – cost estimate \$914k (\$1,041k)

T- 1920022 Town Bore Replacement Project – cost estimate \$552,698.00

Until the DERS & Project Manager positions are filled which will take three months, external professional support will be necessary through consultants and or recruitment providers. Options are being developed.

Supply and Spray Bitumen for 7km seal of Gilliat McKinlay Road – Betterment

Following on the resolution of Council at the special meeting held on 7 July additional quotations were obtained resulting in an order being placed with RPQ Spray & Seal P/L in the amount of \$286,286.00. A significant saving resulted and the work is scheduled for 21/22 July.

North West Queensland Regional Organisation of Councils

The Mayor, Deputy Mayor and CEO attended this meeting at Mt Isa on 9/10 July 2020 and the NWQRRTG meeting which preceded the ROC.

Presentations were made by:

Neil Scales, Director General, TMR

John O'Brien, Executive Chairman of Copperstring 2.0



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Robbie Katter MP, Member for Traeger

Greg Scroope, Resilience Projects QRA

Jo Killich, General Manager, Liaison & Recovery, QRA

Tammy Parry, Regional Director, DSDTA

Cr Jane McNamara, NWQ LGAQ Policy Executive Member

Sarah Vogler, Robert Chow & Subathra Ramuchandram LGAQ

The agenda will be tabled and highlights will be verbally reported to the Ordinary meeting.

Western Queensland Alliance of Councils (WQAC)

At a virtual meeting on 5 June 2020 advice was tabled about plans to formalize the existence of the WQAC which will be made up of all 21 Councils of the three western ROCs – North West, Central West and South West. An inaugural Assembly will be held in Longreach on 27-28 July 2020 invitations have been sent to Federal & State Ministers, Senators, local MPs and Agency Heads and Directors. Several Ministers, Senators and MPs have already accepted as have Mayor Cr Mark Jamieson President of LGAQ and CEO Greg Hallam.

Council will be represented by the Mayor, Deputy Mayor and CEO.

Recommendation:

The Mayor and Deputy Mayor be authorized to vote on behalf of Council on the proposed establishment of the Western Queensland Alliance of Councils at the Assembly to be held in Longreach on 27/28 July 2020 after the hear details of the proposal.

Western Queensland Local Government Association Meeting

On Wednesday 8 July 2020 I participated by Zoom in a general meeting of the Western Local Government Association of Qld, chaired by Mayor John Wharton. The future of the WLGAQ will be considered after the proposed WQAC meeting in Longreach on 27/28 July 2020.

Review of Flood Warning Infrastructure Network Project

Advice has been received from QRA dated 29 June 2020 which was elaborated on by Greg Scroope from QRA at the recent NWQROC that Council has been allocated \$185,000 (increasing to \$270,000) to improve the flood warning infrastructure network throughout the Shire. This involves the installation of flood cameras (2) and rain gauges (3). QRA is aiming to secure money to fund a project manager to oversee implementation and would like a Council to auspice the project across the six beneficiary L.G. areas. We have already declined the auspice role.

A map of the proposed locations for the cameras and gauges will be tabled at the meeting.

Recommendation:

The Chief Executive Officer be authorized to sign the funding agreement for the proposed installation of additional flood cameras and gauges by QRA throughout the shire.



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LGAQ Annual Conference

The Annual Conference is being planned for 19-21 October 2020 and a call is out to submit any resolutions. The prevalence or otherwise of Covid-19 in the run up to these dates will determine whether the Conference proceeds.

Electoral & Other Legislation Amendment Act 2020 – (Accountability, Integrity & Other Matters)

As part of the State Government's rolling reform agenda, this Act of State Parliament received royal assent on 30 June 2020.

Details of the changes are:

- new register of interest provisions (in effect 12 October 2020)
- new and clarified conflict of interest requirements (in effect 12 October 2020)
- a system for regulating political advisors (in effect 12 October 2020)
- the requirement for councils to develop guidelines about councillor administration support staff (in effect 12 October 2020)
- provisions relating to the dissolution of a local government and administrators (now in effect)
- changes for filling councillor and mayor vacancies (in effect 12 October 2020).

The Local Government Department (Northern) from Townsville is proposing to conduct a briefing session for Council when they conduct a road trip in the next couple of months, subject to Covid-19. A copy of a summary of the changes has been circulated for the information of Councillors and I will provide further advice in due course.

Recommendation:

Council note the passing of the Electoral & Other Legislation Amendment Act 2020 – (Accountability, Integrity & Other Matters) on 30 June 2020 and that further explanation will be provided prior to the implementation of the main sections of the Act on 12 October 2020.

Trustee Leases Tender

The McKinlay paddock #2 tenders were not accepted and the CEO was authorized to negotiate a possible lease with the unsuccessful tenderers and previous lease of the Oorindi paddock. Scott and Michelle Zadow are in the process of securing an alternative property and do not wish to take up the McKinlay paddock #2. Consequently this paddock will be re-tendered in the coming months

Etta Plains Project

Advice has been received from consultants Epic Environmental who are preparing the DA for the Etta Plains Agriculture Irrigation Project that there is an issue with the stock route section in DNRME. DNRME want ETTA Plains to run the pipes from the point where water is pumped out of the Flinders River across the road reserve for 300m before re-surfacing into the open channel. At the moment this distance is 70m which was considered sufficient for cattle to move through the stock route. The cost of a 300m piping system could render the project unviable.

Council's Ranger will be inspecting the site and will provide the Council meeting with advice. A resolution maybe required to express Council's view on the proposal's impact on the stock route.



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Recommendation:

Council advise the Department of Natural Resources, Mines and Environment that Council has no objection (OR objects) to the proposal by Etta Plains to run water from the Flinders river at part of their irrigation licence along and across the adjoining stock route through an open channel and 70 metres of underground piping to enable continued movement of stock along the stock route on the few occasions that this occurs.

Richmond Agriculture Project – Water Capture and Irrigation

Richmond Mayor Cr Peter Wharton and CEO Peter Bennett will attend the 4 August 2020 Briefing at 10.00a.m. to update Council on this Project which is all about sustainable water capture, storage and Irrigated farming. It will have positive impact for McKinlay Shire Community.

Multicom Vanadium Project

A call has been received from the CoOrdinator Generals Department seeking comment on any condition the Department may impose on the approval relating to the use of local labour in the construction phase. A written enquiry will be forthcoming which will be tabled for Council comment and which may require a resolution.

Recommendation:

Council advise the Department of the Co-ordinator General that with respect to the requirement to use local labour in the construction phase of the Multicom Vanadium project Council would expect that preference would be given to local employment where possible.

Saleyards and Dip Facilities Expansion

A meeting was held on 7 July 2020 via Zoom regarding the proposed expansion of the Saleyards and installation of a new Dip.

Participants included representatives from

- Council – Ranger Colin Malone, EDO Maggie Randolph and CEO
- DAF – Gareth Jones
- DPI Biosecurity – Dave McNab
- Aurizon – Simon Daley
- Transport Department – Railways – Mark Lambert

Consensus was reached on the design and layout of the proposed yards and location of the dip facility and staff will now proceed with the development of detailed documentation to enable quotations/tenders to be invited. DAF will proceed to release the State Government contribution of \$206,000 to this project which Council is required to match.

Railway Bore

The complexities surrounding this matter are being examined and when I have a clear understanding and knowledge of the issues I will report to Council prior to arranging discussions with the land owner.



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Aerodrome Pavement Litigation

A verbal update will be presented to the Meeting which may require a closed session given this involves possible legal proceedings.

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: 112557



10. WORKPLACE HEALTH AND SAFETY



10.1 Subject: WHS Report – June 2020
Attachments: Nil
Author: Work Health and Safety Officer
Date: 1st July 2020

Executive Summary:

This report outlines the general status of Work Health and Safety at McKinlay Shire Council for the period of June 2020.

Recommendation:

That Council receives the June 2020 Work Health and Safety Report.

Background:

This report outlines the general status of Work Health and Safety at McKinlay Shire Council for the period of June 2020.

Detailed below are the general areas of important to the safety of workers at McKinlay Shire Council throughout the month.

Consultation: (Internal/External)

Nil

Legal Implications:

Nil

Policy Implications:

Nil

Financial and Resource Implications:

Nil

InfoXpert Document ID: 112554



DATE; 17 July 2020	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Yearly <input type="checkbox"/> Two Yearly
<p>June 2020</p> <p>COVID-19</p> <p>Since the last WHS Report, the State Government has opened up travel throughout Queensland. Up until now we had been changing forms regularly to keep up with the updates to the State at Home order from Government, to enable some traceability of contractors coming in and out of the shire along with our own workers.</p> <p>McKinlay Shire Council has separate WHS COVID-19 Plans in place for all of the Community areas and has one main plan in place for all other areas. These plans are to be reviewed monthly.</p> <p>There has been an increase of COVID-19 testing within the McKinlay Shire. McKinlay Shire Council has put in place a flowchart for use when a staff member is referred for testing by the local Medical Centre. Essentially they are to remain isolated at their homes until a result is received. McKinlay Shire Council is asking for a copy of the negative test results before they're allowed back into the workplace.</p> <p>There is still concern of a second wave of cases as restrictions start to ease within the state, restrictions will likely remain in place especially after what has been happening in Victoria. We will be continuing talking about COVID-10 at toolbox and tearoom meetings especially the adherence to the social distancing and washing of hands. Future toolbox and tearoom talks will likely also start to focus on the use of the COVID-19 Safe App which is appropriate for use even in remote areas such as this.</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"> - We are in the process of transitioning our WHS systems to SkyTrust which is now being supported by Local Government Workcare (LGW). This is a system with includes Contractor Management. This has been very helpful with the large numbers of Contractors currently working in the Shire as they've been able to completed inductions online. - 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	79%	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.	<i>TBC</i>	<i>JLTA is completing current audit, will look to complete this if necessary.</i>
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	✓	<i>See the Actions Register Table at P3</i>
Training / Information completed as per 'Matrix for T5	✓	<i>See Compliance training table at P3</i>
Prestarts and Toolbox Meetings completed	✓	<i>See Table at P3 for Consultation completions</i>

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

*E3Learning 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.
No T5's were completed for May, trying to catch up from previous months.*

<i>Month</i>	<i>Corporate & Community</i>	<i>Works/Depot/P&G</i>	<i>Contractors</i>
June	45%	73%	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 Action Plans (MAP's)						Audits / Hazard Inspections			Consultation		Risk Management		Comments / Information
	#	Total	Close Out	Comp %	Target	Transferred to CAR	Sched	Complete	Not Comp	P/Start	T/box	JSEA's & SWMS's	Plant & Equip	
Jan-19	12	12	7	58%	80%	5	42%	0	0	0	72	1	4	
Feb-Mar 19	19	19	16	84%	80%	3	16%	51	32	19	95	11	8	
Apr-Jun 19	12	12	10	83%	80%	2	17%	41	19	22	398	37	4	
Jul-Sep 19	12	12	11	92%	80%	1	8%	49	27	22	521	19	18	
Oct-Dec 19	12	12	11	92%	80%	1	8%	30	13	17	449	24	36	
Jan-Mar 20	17	17	12	71%	80%	5	29%	52	33	19	482	20	55	
Apr-Jun 20	12	12	9	75%	80%	3	25%	59	44	15	298	14	60	
Jul-Sep 20	11				80%									
Oct-Dec 20	11				80%									
Jan-Feb 21	15				80%									
Total 2018	133		76	79%	80%	57	21%	282	168	114	2315	126	185	0

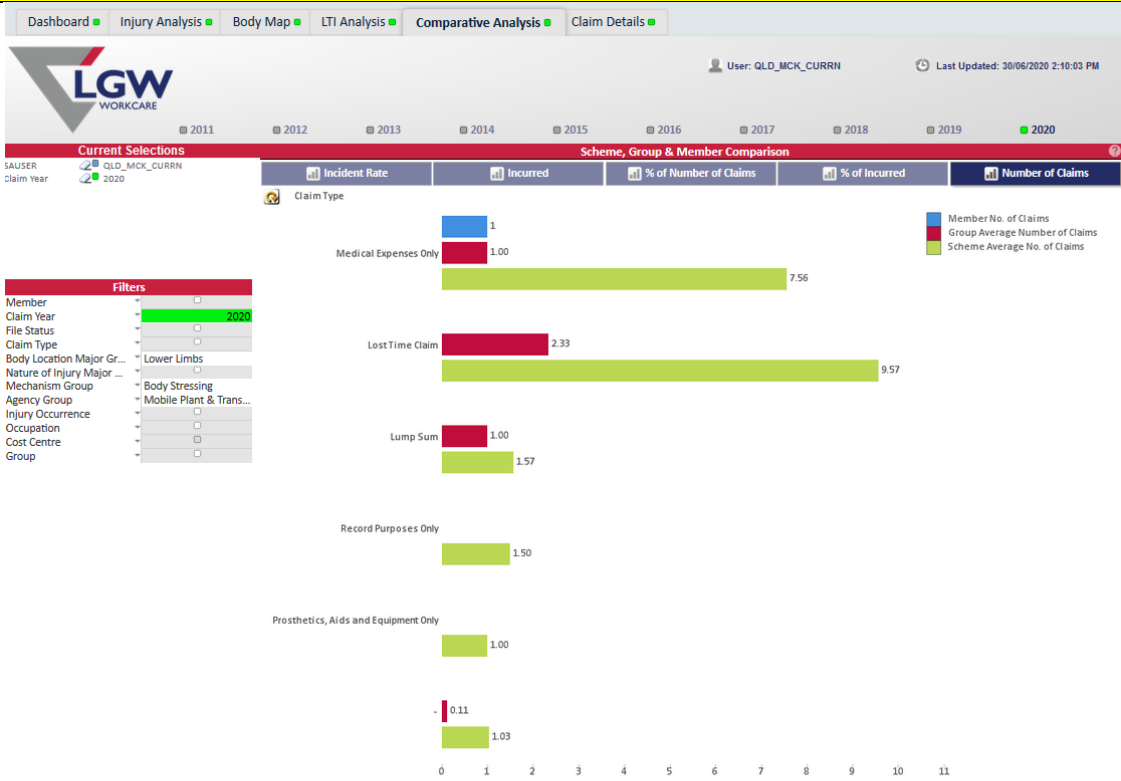
OUTSTANDING ACTIONS	Extreme Risk	High Risk	Moderate Risk	Low Risk	Details / Comments
Total 70 (in Rectification Action Plan)	1	8	40	21	At 01/07/2020
Total 22 (In SkyTrust)	0	0	12	10	At 01/07/2020

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

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

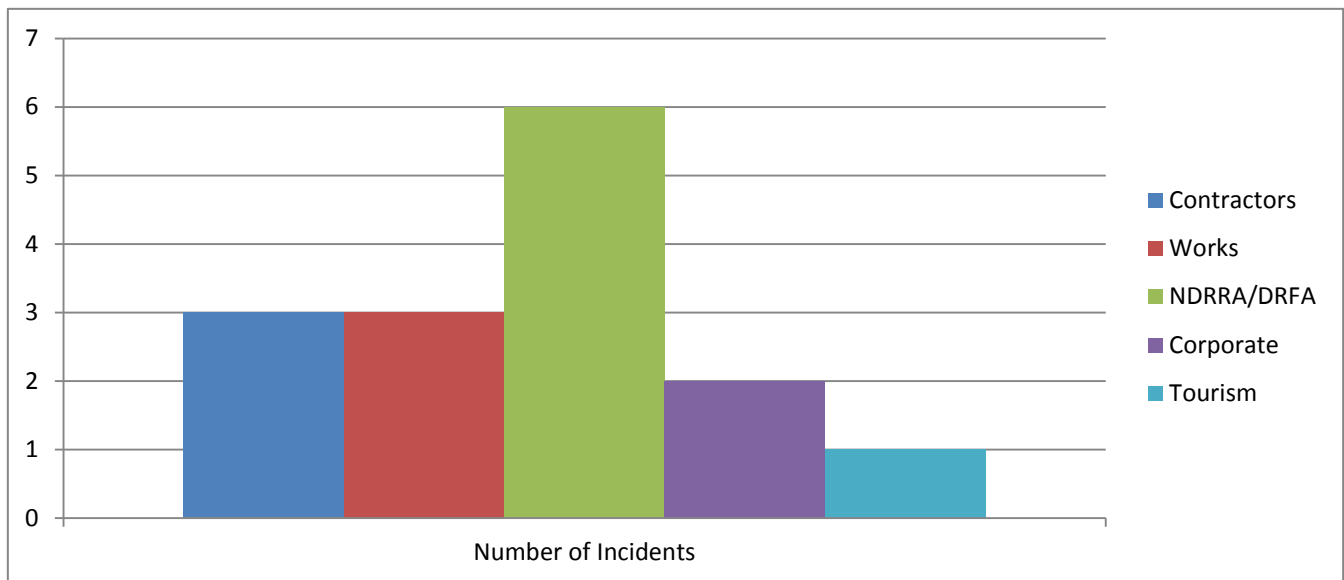
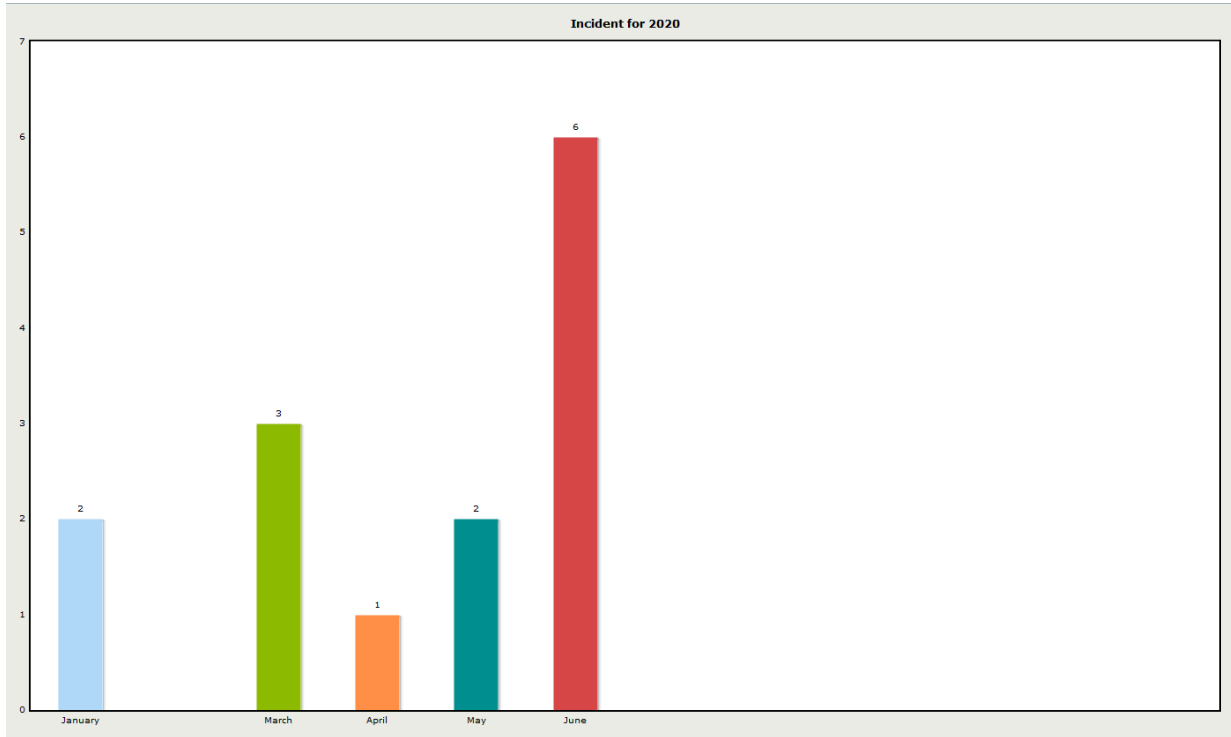


LGW





Incidents and Events



There has been an increase in the number of incidents in June. 1 major incident (a NDRRA/DRFA truck incident) is still under investigation.



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11. CLOSE