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# Ordinary Meeting Agenda

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

Monday 19<sup>th</sup> March 2018, 9:00am

Notice is hereby given that an Ordinary Meeting will be held at the Council Chambers,  
Civic Centre, Julia Creek on Monday 19<sup>th</sup> March 2018 at 9:00am.

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### ORDER OF BUSINESS

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## **1. OPENING BUSINESS**

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

## **2. ATTENDANCE**

Mayor: Cr. B Murphy

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

### Staff:

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

### Other people in attendance:

### Apologies:

## **3. CONFIRMATION OF MINUTES**

That the Minutes of Ordinary Meeting on 17<sup>th</sup> April 2018 be confirmed.



# MCKINLAY SHIRE COUNCIL

## ***UNCONFIRMED MINUTES***

OF THE

## **ORDINARY MEETING OF COUNCIL**

HELD AT THE

BOARDROOM, CIVIC CENTRE  
JULIA CREEK

**20<sup>th</sup> February 2018**

## ORDER OF BUSINESS

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1. Opening	3
2. Attendance	3
3. Confirmation of Minutes	3
4. Business Arising out of minutes of previous Meeting	3
<b><u>5. ENGINEERING SERVICE</u></b>	<b>4</b>
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<b><u>12. CLOSE</u></b>	<b>11</b>

## 1. OPENING BUSINESS

All Councillors having signed the Attendance Book, the Mayor declared the meeting open at 9:02am.

## 2. ATTENDANCE

**Mayor:** Cr. B Murphy

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

**Staff:**

Chief Executive Officer Mr Peter Fitchat

Director of Engineering, Environmental & Regulatory Services Mr Andrew Boardman

Executive Assistant, Mrs Amy Tinning

**Apologies:**

Nil

**Other people in attendance:**

Nil

## 3. CONFIRMATION OF MINUTES

Confirmation of Minutes of the January Ordinary Meeting of Council held on 23<sup>rd</sup> January 2018.

**RECOMMENDATION**

That the Minutes of the January Ordinary Meeting of Council held on 23<sup>rd</sup> January 2018 be confirmed.

**Resolution No. 160 /1718**

That the Minutes of the January Ordinary Meeting of Council held on 23<sup>rd</sup> January 2018 be confirmed with following changes:

-Amend meeting opening by Cr. Neil Walker to Mayor Belinda Murphy.

Moved Cr. N Walker

Seconded Cr. S Royes

CARRIED 4/0

## 4. BUSINESS ARISING FROM PREVIOUS MINUTES

## **5. ENGINEERING SERVICES**

### **5.1 Engineering Works Report**

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

#### **RECOMMENDATION**

That Council receives the January 2018 Engineering Works Report.

#### **Resolution No. 161/1718**

Council receives the January 2018 Engineering Works Report.

Moved Cr. N Walker

Seconded Cr. S Royes

CARRIED 4/0

## **6. ENVIRONMENT AND REGULATORY SERVICE REPORT**

### **6.1 Environmental and Regulatory Services Report – 2018**

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

#### **RECOMMENDATION**

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

#### **Resolution No. 162/1718**

Council receives the January 2018 Environment and Regulatory Services Report.

Moved Cr. J Fegan

Seconded Cr. P Curr

CARRIED 4/0

### **6.2 Disposal of Valuable non-current Asset – 72 Coyne Street**

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

#### **RECOMMENDATION**

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

#### **Resolution No. 163/1718**

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

Moved Cr. J Fegan

Seconded Cr. N Walker

CARRIED 4/0

## **Procedural Motion**

### **RECOMMENDATION**

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

#### **Resolution No. 164/1718**

Council closed the meeting to the public in accordance with section 275 (1) (g) of the Local Government Regulation 2012.

Moved Cr. P Curr

Seconded Cr. N Walker

CARRIED 4/0

The Ordinary Meeting of Council closed to the public at 9:17 am.

The Ordinary Meeting of Council re-opened to the public at 9:30 am.

### **PROCEDURAL MOTION**

#### **Resolution No. 165/1718**

That Council re-open the meeting to the public.

Moved Cr. P Curr

Seconded Cr. J Fegan

CARRIED 4/0

## **6.3 Relaxation of the standard building requirements for structures – Lot 2 on SP219313**

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

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

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

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

### **RECOMMENDATION** – CONFIDENTIAL

#### **Resolution No. 166/1718**

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

1. The current boundary fence is to remain and an access gate required allowing for the customers transition from Lot 2 SP219313 into the adjoining Peter Dawes Park facilities would be on a 50/50 basis.
2. The Property owners need to ensure that roof water and stormwater drainage systems comply with AS/NZS 3500.3:2003 Plumbing and Drainage Part 3: Stormwater Drainage and that no additional overland or artificial stormwater flows enter the adjoining properties.

3. 14 days before commencing work, submit to the owners and occupants of the adjoining properties- a written notice of intention to commence work and an outline description of the type and extent of work that may affect the adjoining property.

4. Encroachments- before commencing any works advise the owners and occupants of the adjoining properties- a written notice of intention to encroach, if the Works reveals encroachments of adjoining property to the site; or existing site structures on to adjoining properties.

Moved Cr. P Curr

Seconded Cr. J Fegan

CARRIED 4/0

**Attendance** – Mr Andrew Boardman Director of Engineering, Environmental & Regulatory Services left the meeting room at 9:34am

**Attendance** – Mrs Tenneil Cody Director of Corporate & Community Services entered the meeting room 9:34am

## **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 January 2018.

#### **RECOMMENDATION**

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

#### **Resolution No. 167/1718**

Council receives the Community Services monthly report for January 2018.

Moved Cr. S Royes

Seconded Cr. J Fegan

CARRIED 4/0

### **7.2 Cessation of Health Advisory Panel (HAP)**

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

#### **RECOMMENDATION**

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

#### **Resolution No. 168/1718**

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

Moved Cr. N Walker

Seconded Cr. J Fegan

CARRIED 4/0

### 7.3 Regional Arts Development Fund – Round One

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

#### **RECOMMENDATION**

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

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

#### **Resolution No. 169/1718**

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

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

Moved Cr. S Royes

Seconded Cr. J Fegan

CARRIED 4/0

**Attendance** - Cr. P Curr declared a conflict of interest at 9:40am and took no part in discussion in relation to 7.4 Sponsorship Request – Yelvertoft Campdraft and Rodeo Association.

### 7.4 Sponsorship Request – Yelvertoft Campdraft and Rodeo Association

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

#### **RECOMMENDATION**

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

#### **Resolution No. 170/1718**

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

Moved Cr. S Royes

Seconded Cr. N Walker

CARRIED 3/0

**Attendance** – Cr. P Curr re-entered the discussion at 9:45am.

## **8. CORPORATE SERVICES REPORT**

### **8.1 Corporate Services Report**

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

### **RECOMMENDATION**

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

#### **Resolution No. 171/1718**

Council receives the monthly Corporate Services Report for the period ending 31<sup>st</sup> January 2018.

Moved Cr. S Royes

Seconded Cr. P Curr

CARRIED 4/0

### **8.2 Review of Public Interest Disclosure Policy and Associated Documents**

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

### **RECOMMENDATION**

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

#### **Resolution No. 172/1718**

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

Moved Cr. N Walker

Seconded Cr. J Fegan

CARRIED 4/0

### **8.3 Economic Development Plan**

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

### **RECOMMENDATION**

That Council adopts the 2018-2022 Economic Development Plan

#### **Resolution No. 173/1718**

That Council adopts the 2018-2022 Economic Development Plan

Moved Cr. S Royes

Seconded Cr. N Walker

CARRIED 4/0

### **8.4 Councillor Remuneration**

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

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

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

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

### **RECOMMENDATION**

For Councils consideration.

#### **Resolution No. 174/1718**

Council receive the report for information purposes.

Moved Cr. J Fegan

Seconded Cr. N Walker

CARRIED 4/0

**Attendance** - Cr. P Curr left the meeting room at 9:56am.

**Attendance** – CEO P. Fitchat left the meeting room at 9:56am.

**Attendance** - Cr. N Walker left the meeting room at 9:57am.

**Attendance** – Corporate Services Team Leader, Ms Katherine Crawford entered the meeting room at 9:58am.

**Attendance** – Director of Engineering, Environmental & Regulatory Services, Mr Andrew Boardman entered the meeting room at 10:00am.

**Attendance** - Cr. N Walker & CEO P. Fitchat re-entered the meeting room at 9:58am.

#### **8.5 2017-2018 Budget Mid Year Review**

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

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

### **RECOMMENDATION**

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

#### **Resolution No. 175/1718**

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

Moved Cr. N Walker

Seconded Cr. J Fegan

CARRIED 3/0

#### **8.6 2017-2018 Amended Budget Adoption**

In accordance with *section 170 (3) and (4) of the Local Government Regulation 2012 (Regs)*, Council may by resolution, amend the budget for a financial year at any time before the end of the financial year. The budget must continue to comply with *section 169 of the Local Government Regulation 2012* in order for the amendment to take effect.

In accordance with the above sections an amended 2017-2018 Budget is presented for Council's consideration.

## **RECOMMENDATION**

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

### **Resolution No. 176/1718**

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

Moved Cr. N Walker

Seconded Cr. S Royes

CARRIED 3/0

**Attendance** - Mayor Belinda Murphy left the meeting room at 10:35am.

**Attendance** - Corporate Services Team Leader, Ms Katherine Crawford left the meeting room at 10:35am.

**Attendance** - Mayor Belinda Murphy re-entered the meeting room at 10:36am.

**Attendance** – Director of Corporate and Community Services, Mrs Tenneil Cody left the meeting room at 10:39am.

**Attendance** - Director of Engineering, Environmental & Regulatory Services, Mr Andrew Boardman left the meeting room at 10:40am.

## **9.CHIEF EXECUTIVE OFFICER REPORT**

### **9.1 Dirt and Dust Letter regarding toilets at McIntyre Park**

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

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

## **RECOMMENDATION**

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

### **Resolution No. 177/1718**

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

Moved Cr. N Walker

Seconded Cr. J Fegan

CARRIED 3/0

## **9.2 McKinlay Shire Council Ordinary Meeting date change for March 2018**

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

### **RECOMMENDATION**

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

### **Resolution No. 178/1718**

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

Moved Cr. J Fegan

Seconded Cr. N Walker

CARRIED 3/0

## **10.WHS REPORT**

## **11. MEMBERS BUSINESS**

**Cr. N Walker** –Regional Roads Group and North West Regional Organisation of Councils Meeting update.

**Cr. J Fegan** – Pit Stop Health promotion for Councils information.

**Cr. J Fegan** – Council facility cleaning schedule for annual ‘Spring Clean’.

**Cr. S Royes** – Requested to fix the tarp that is covering the roof of house damaged by strong wind.

**Cr. S Royes** – Main street tidiness.

**Cr. S Royes** – Bins along the walking path to McIntyre Park.

**Cr. B Murphy** – LGAQ Policy Exec. meeting update.

**Cr. B Murphy** – Outback Queensland Tourism meeting update.

**Cr. B Murphy** - Senate Enquiry update.

**Cr. B Murphy** – Regional Roads Group update.

**Cr. B Murphy** – Cloncurry Mid-Wife update.

**Cr. B Murphy** – Data connection improvement. Community Wifi access.

## **12. CLOSURE OF MEETING**

The Chair of the meeting Mayor Belinda Murphy declared the meeting closed at 11:25am.

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Mayor, Belinda Murphy



Ordinary Meeting of Council 19<sup>th</sup> March 2018

**4. BUSINESS ARISING OUT OF MINUTES FROM PREVIOUS MEETING**



## **5.0 ENGINEERING SERVICES**

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Ordinary Meeting of Council Monday 19<sup>th</sup> March 2018

**5.1 Subject:** Engineering Works Report  
**Attachments:** Nil  
**Author:** Director Engineering and Regulatory Services  
**Date:** 12<sup>th</sup> March 2018

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**Executive Summary:**

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

**Recommendation:**

*That Council receives the January 2018 Engineering Works Report.*

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**Background:**

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

**Consultation:** (internal/External)

Finance Manager, Workshop and Fleet Manager, Works Staff

**Legal Implications:**

Nil

**Policy Implications:**

Nil.

**Financial and Resource Implications:**

As provided in the report.

**InfoXpert Document ID:** 90669



Ordinary Meeting of Council Tuesday 20<sup>th</sup> February 2018

## **Capital Works Program 2017-18**

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



Ordinary Meeting of Council Tuesday 20<sup>th</sup> February 2018

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



Ordinary Meeting of Council Tuesday 20<sup>th</sup> February 2018

<b>Transport</b>					
<p>Julia Creek Airport - \$500,000 from Building our Regions (State)            \$1,170,545 from Dept. of Infrastructure &amp; Regional Development            (Federal) \$250k paid in 16/17 from the Federal.</p>	Upgrade	2,291,091	70%		<p>Pavement Works Completed with a few defects identified. Lighting to be Completed, Successful Tenderer for lighting works was Marwill Pty Ltd. Works will take approx. 8 weeks to complete.</p>
<b>Workshop</b>					
Plant & Vehicle Replacement	Renewal	1,339,000	50%		<p>Four (4) Hilux's were delivered in February. Mayor's Prado delivered early February 2018.</p>



Ordinary Meeting of Council Tuesday 20<sup>th</sup> February 2018

## Operational Works

Engineering Operational Works July 2017-June 2018	Status
Shire Road Maintenance	Maintenance being reviewed after rain end of month. Foreman is continuing asset pick ups on all shire roads.
Road Signage	Defection being repaired
Town Streets	Review being undertaken on damaged Kerbing in Julia Creek. Report being prepared.
NDRRA	2016 complete.
Julia Creek Airport	Lighting is still decommissioned and portable lights will be used until new lighting installed (approx. 16 weeks). Local Laws Officer monitors the condition of fencing weekly. Mowing undertaken when required with the assistance of the WORK Camp.
Kynuna Airport	Airstrip is operational and inspected regularly
McKinlay Airport	Airstrip is operational and inspected regularly
Plant and Equipment	Ongoing



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RMPC	Contract Finalised for the 2017/18 Financial Year
Workshop	New Mechanic has started

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



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



**5.2 Subject:** Landholder Water Infrastructure and Access Usage Agreements  
**Attachments:** NA  
**Author:** Director of Engineering and Regulatory Services  
**Date:** 12 March 2018

---

**Executive Summary:**

Council have varying agreements to access water from landholders however many of these are not formal. To formalise the process and to assist with budgeting it is proposed the Council enter into water infrastructure usage and access agreements with landholders.

**Recommendation:**

That Council resolves to delegate the Chief Executive Officer the responsibility to negotiate and enter into water infrastructure usage and access agreements with landholders for access to and use of water infrastructure for Council works on its behalf.

---

**Background:**

Council have varying agreements with landholders that need to be formalised.

**Comments:**

It is in Council's and landholder's best interest to enter into a formal agreement for the use and access of the landholders water facilities.

**Legal Implications:**

NA

**Policy Implications:**

NA

**Financial and Resource Implications**

- Cost to draft and enter into an agreement
- Ongoing cost of the agreement

**Risk Management**

- Provides higher accuracy asset management and costing reducing Council's long term risk.

**Options for Council to Consider**

To enter or not enter into agreements

**InfoXpert Document ID:**

90672



Ordinary Meeting of Council Monday 19<sup>th</sup> March 2018

**5.3 Subject** 40 Quarrel Street - Hickman Street Driveway  
**Attachments:** 5.3.1 Correspondence 50 Quarrel Street  
5.3.2 Photo Hickman Street Crossover  
**Author:** Director Engineering & Regulatory Services  
**Date:** 13 March 2018

---

**Executive Summary:**

A formal letter was received from resident of 40 Quarrel Street regarding the steepness of the Hickman Street crossover. Council officers have inspected the crossover and rectification is required.

**Recommendation**

That council resolves to rectify the crossover at 40 Quarrel Street (Hickman Street Crossover) under the 2017-2018 budget.

---

**Background:**

A formal letter was received from resident of 40 Quarrel Street regarding the steepness of the Hickman Street access driveway. This is an existing crossover completed by Council.

**Comments:**

It has been an ongoing problem with the steepness of this crossover making it difficult to access the property. Council has inspected the crossover (Attachment 6.3.2 photo) and agrees that rectification is required.

**Consultation:** (internal/External) - NA

**Legal Implications:** - NA

**Policy Implications:** - NA

**Financial and Resource Implications:**

Estimated to cost \$ 2,500-\$ 3,000 this will be completed under the Capital works budget - Install Kerb & Channel.

**Risk Management** - NA

**Options for Council to Consider** – NA

**InfoXpert Document ID:** - 90670

**Att Agenda Item 5.3**





Ordinary Meeting of Council Monday 19<sup>th</sup> March 2018

**5.4 Subject** Lot 2 SP139613  
**Attachments:** 5.4.1 Proposed Sewer Modification Lot 2 SP139613  
**Author:** Director Engineering & Regulatory Services  
**Date:** 13 March 2018

---

**Executive Summary:**

Council has been approached by the landholder of Lot 2 SP139613 regarding a sewerage inspection upon inspection it was found that the connection to the main from the Lot and the adjacent Lot (Lot 1 SP139613) is inappropriate as they are on the same connection.

**Recommendation**

That council resolves to budget to rectify the sewerage issue as a capital item in the 2018-19 Budget

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**Background:**

Council has been approached by the landholder of Lot 2 SP139613 regarding a sewerage inspection upon inspection it was found that the connection to the main from the Lot and the adjacent Lot (Lot 1 SP139613) is inappropriate as they are on the same connection. A diagram of the proposed modification required to be completed by Council is attached (attachment 5.4.1).

**Comments:**

When the Lot was subdivided it should have been a condition from Council to upgrade the service connections. This hasn't been completed and was never conditioned on the subdivision.

**Consultation:** (internal/External) – Internal and External

**Legal Implications:** - NA

**Policy Implications:** - NA

**Financial and Resource Implications:**

Estimated budget cost to rectify connections will be \$30,000

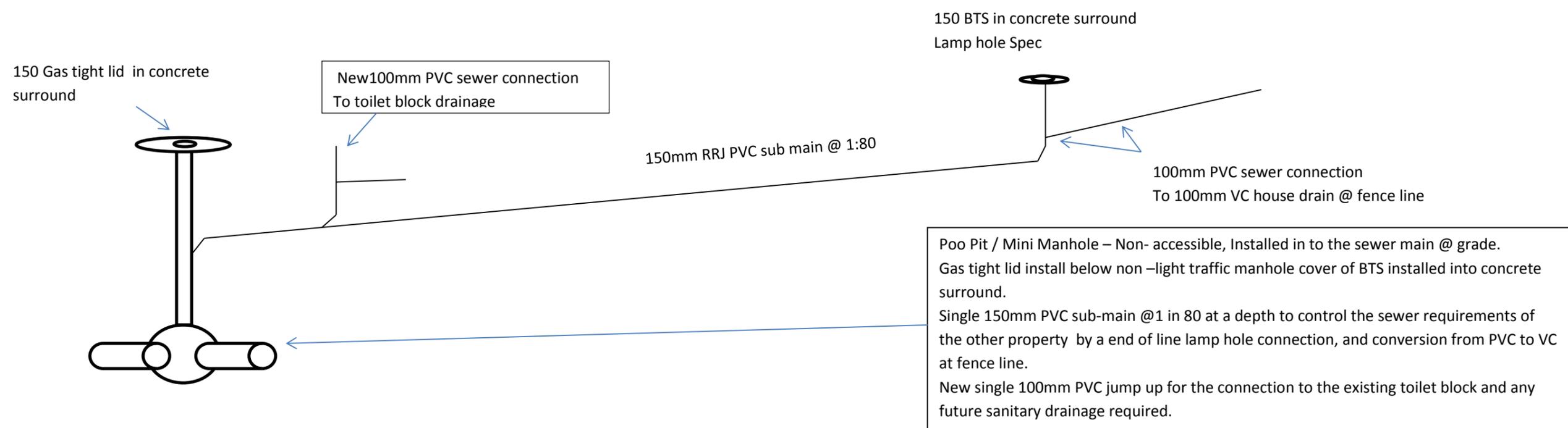
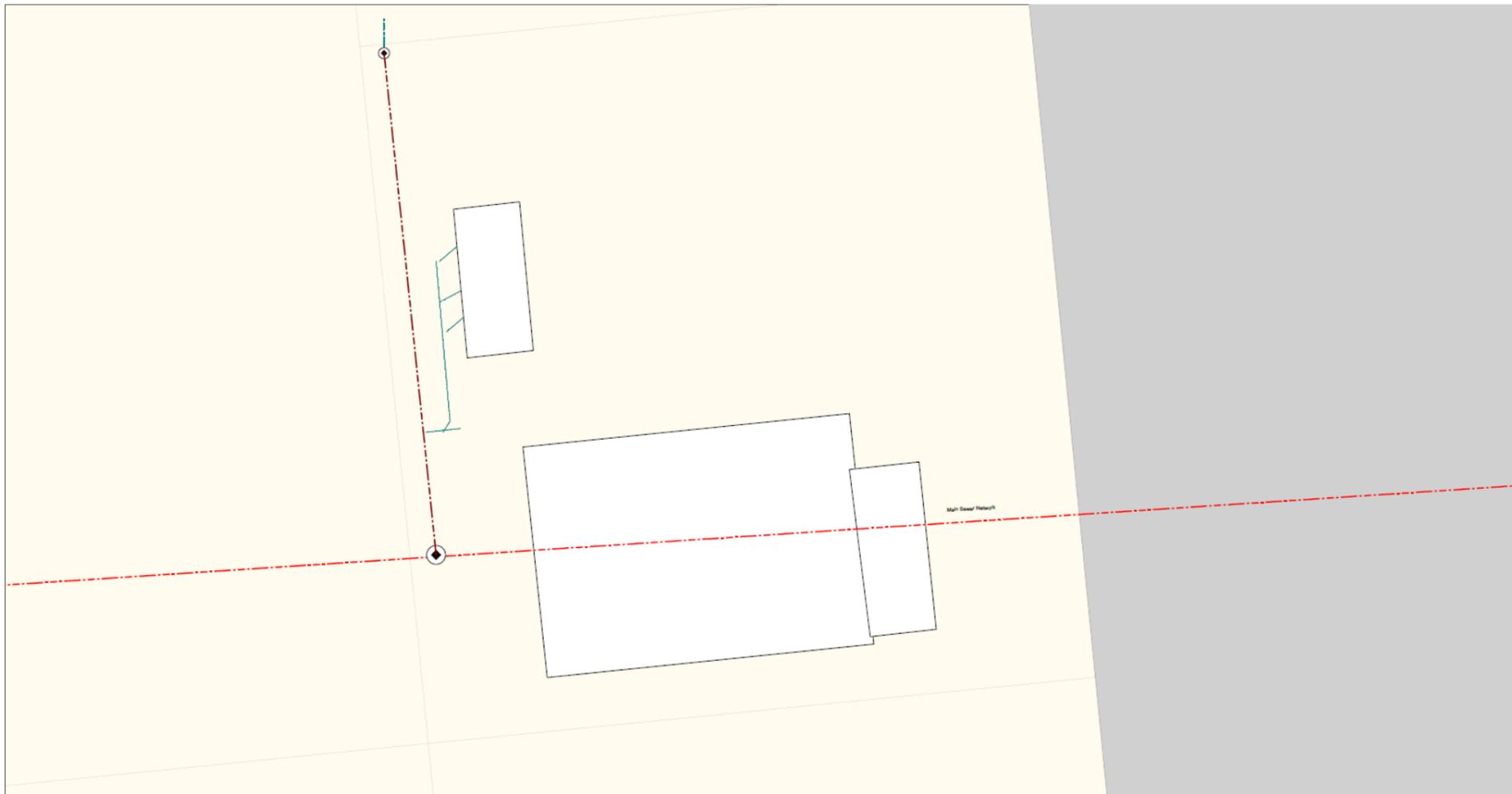
**Risk Management** - NA

**Options for Council to Consider** – NA

**InfoXpert Document ID:** - 90673

Proposed Sewer Modification Old Church Julia St, Julia Creek

Att for agenda item 5.4 – Info Xpert Doc ID: 90674





## **6.0 ENVIRONMENTAL & REGULATORY SERVICES**

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**6.1 Subject:** Environmental and Regulatory Services Report - February 2018  
**Attachments:** None  
**Author:** Director Engineering and Regulatory Services  
**Date:** 05 March 2018

---

**Executive Summary:**

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

**Recommendation:**

*That Council receives the February 2018 Environmental and Regulatory Services Report.*

---

**Background:**

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

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

**Budget Legend:**

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

**Consultation:** (internal/External)

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

**Legal Implications:**

Nil

**Policy Implications:**

Nil

**Financial and Resource Implications:**

As provided in the report.

**InfoXpert Document ID:**

90655



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

### **1.1 - Budget**

<b><u>Revenue</u></b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget</b>
Refuse Collection	\$78,271	\$48,281	\$72,422
Refuse Disposal	\$37,327	\$22,303	\$33,455

<b><u>Expenditure</u></b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget</b>	<b>Bud-Act</b>
Kerbside Rubbish Collection	\$37,386	\$36,667	\$55,000	\$17,614
Refuse Disposal Operation Costs	\$43,896	\$60,000	\$90,000	\$46,104

### **1.2 - Report**

#### **Julia Creek Refuse Collection and Disposal**

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

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

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

The following works has occurred within the facility during the month;

- Posts put in for new signage
- Gravel laid on the driveway of household refuse to assist in the wet weather; more gravel is the be laid once the wet weather is gone
- Cameras were erected around the facility

#### **Illegal dumping**

There were no reported incidents of illegal dumping in February.

## **2 – Environmental Health Services**

### **2.1 - Budget**

<b><u>Revenue</u></b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget</b>
Environmental License Fees	\$671	\$533	\$800

<b><u>Expenditure</u></b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget</b>	<b>Bud-Act</b>
Environmental Health Services	\$176,846	\$183,333	\$275,000	\$98,154



## **2.2 - Report**

### **Water and Sewage monitoring**

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

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

A positive E.coli result of 1org/100ml was identified in a sample taken at 4 Amberley Drive, Julia Creek which was identified to be because of cross contamination. Two (2) clear samples were taken prior to the end of the month and the incident was closed off. Staff will take appropriate measures to try to prevent any cross contamination in the future.

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

### **Vector Control**

Fogging was undertaken at once residence during the month.

### **Notifiable Diseases Report**

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

### **Workplace Health and Safety**

No safety issues were identified during the month. Hazard Inspections were due for some sites.

## **3 – Local Law Administration**

### **3.1 – Budget**

<b><u>Revenue</u></b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget</b>	
<b>Animal Registration Fees</b>	\$4,791	\$3,333	\$5,000	
<b>Fines &amp; Penalties – Animal Control</b>	\$12,727	\$3,333	\$5,000	
<b>Animal Boarding</b>	\$1,760	\$1,333	\$2,000	
<b><u>Expenditure</u></b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget</b>	<b>Bud-Act</b>
<b>Local Law Administration</b>	\$52,840	\$50,000	\$75,000	\$22,160



### **3.2 - Report**

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

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

<b>Activity</b>	<b>Number/Details</b>
Impoundings and notices	Five (5) Dogs impounded
Euthanized/Destroyed	Nil Destruction Order issued for two (2) dogs – this matter is still ongoing
Verbal/Written/Official warning	One written warning issued for roaming dog One verbal warning issued for roaming dog
Complaints	Nil
Dog Boarding	Two (2) Dogs
Removal of Dead Animals	Sixteen (16)
Trapping Locations & Results	Trapped 2 cats at Civic Centre

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

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

#### **4.1 - Budget**

<b><u>Revenue</u></b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget</b>
<b>Pest Plant &amp; Animal Control Funding</b>	\$0	\$33,333	\$50,000
<b>Truck Washdown Bay</b>	\$11,742	\$13,333	\$20,000
<b>Dingo Baits</b>	\$1,811	\$1,333	\$2,000
<b>Feral Pig Baits</b>	\$0	\$67	\$100

<b><u>Expenditure</u></b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget</b>	<b>Bud-Act</b>
<b>Pest Plant Control Program</b>	\$108,910	\$173,333	\$260,000	\$151,090
<b>Pest Animal Control Program</b>	\$30,160	\$46,667	\$70,000	\$39,840

#### **4.2 – Report**

##### **Pest Plant**

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

- Spraying of all drains throughout town and along Julia Creek.

Washdown Bay is operational with regular usage during the month. Gutters were cleaned out due to users not washing down area after use. Sign to be ordered for cleaning of facility after use.



## Feral Animal Control

No De-k9 baits were issued during February.

No Dingo Scalps were presented in February.

April/May round of 1080 Baiting is scheduled for 30-4<sup>th</sup> May 2018. First round of flyers have been sent out and the aircraft has been booked.

## 5 – Livestock Operations

### 5.1 – Budget

<u>Revenue</u>	Actual YTD	Budget YTD	Budget
Livestock Weighing	\$36,993	\$30,000	\$45,000
Livestock Cattle Loading	\$20,314	\$26,667	\$40,000

<u>Expenditure</u>	Actual YTD	Budget YTD	Budget	Bud-Act
Livestock Operational Costs	\$42,058	\$60,000	\$90,000	\$47,942

### 5.2 - Report

#### Julia Creek Livestock Facility

There were 3241 head of cattle weighed and scanned at the facility during February.

Painting and maintenance has continued throughout the month.

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

**Table 2 - Livestock Weighing Month and Year Totals**

MONTH	2012	2013	2014	2015	2016	2017	2018
JANUARY	199	0	359	0	0	0	183
FEBRUARY	2309	1740	1322	1872	525	467	3241
MARCH	0	676	617	3446	1497	1333	
APRIL	1048	1584	406	5315	951	2487	
MAY	3257	3829	1891	8107	615	2062	
JUNE	287	3976	2,109	3,442	1456	1522	
JULY	3,931	1,774	0	2,170	2809	2003	
AUGUST	3260	0	374	1183	2582	2311	
SEPTEMBER	1706	338	3274	488	2665	1478	



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OCTOBER	618	1153	790	1252	4613	1127	
NOVEMBER	825	357	508	36	1011	2673	
DECEMBER	524	0	240	0	234	340	
<b>TOTAL FOR YEAR</b>	<b>17,964</b>	<b>15,427</b>	<b>11,890</b>	<b>27,311</b>	<b>18,958</b>	<b>17,803</b>	<b>3,424</b>

### Livestock Operations (Cattle Loading)

Cattle loading is yet to commence for the 2018 Year.

## 6 – Stock Routes and Reserves

### 6.1 - Budget

<u>Revenue</u>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget</b>
Stock Route – Permit/Water Fees	\$8,696	\$5,733	\$8,600
Stock Route Recoverable Works	\$0	\$0	\$0
Trustee Lease Fees	\$82,069	\$80,000	\$120,000
Reserve Agistment Fees	\$11,539	\$14,267	\$21,400

<u>Expenditure</u>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget</b>	<b>Bud-Act</b>
Precept Expenses	\$17,764	N/A	\$17,764	\$0
Stock Route Maintenance	\$67,044	\$80,000	\$120,000	\$52,956
Reserve Expenses	\$10,455	\$10,000	\$15,000	\$4,545
Cemeteries	\$8,006	\$13,333	\$20,000	\$11,994

### 6.2 - Report

#### **Stock Routes and Reserves**

No Agistment/Tailing Permits were issued during the month.

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

Works are continuing at Hampden, Coomara, Na Vista and Kulwin Stock Route Water Facilities as part of the Capital Works Program through DNRM. Completion of these works is due by the end of May 2018.

One (1) more shade structure has been erected in various leased paddocks.

#### **Cemeteries**

There were two (2) enquiries regarding old graves with one family coming to Julia Creek to visit their grandfather's grave and the other family coming out at a later date.



Funeral for Margaret Douglas was held in Cloncurry.

## **7 – Work Program (Workcamp)**

### **7.1 - Budget**

<b><u>Expenditure</u></b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget</b>	<b>Bud-Act</b>
<b>Work Program</b>	\$8,844	\$20,000	\$30,000	\$21,156

### **7.2 - Report**

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

**Table 4 - Work Program Activities**

<b>Activity</b>	<b>Details</b>
Mowing of various NFP yards in Julia Creek	Mowing conducted frequently
Mowing of all local churches	Mowing conducted frequently
Mowing/Whipper snipping around Airport Area	Mowing conducted when required
Whipper snipping of McIntyre Park Area	Mowing conducted when required
Mowing/Whipper Snipping around Sale Yards	Mowing conducted when required
Providing assistance in the Council Workshop	Ongoing
Julia Creek Waste Management and Recycling Facility – Picking up Rubbish	Ongoing, however Local Laws Officer is undertaking this more regularly now.
Kynuna, McKinlay and Nelia Waste Facilities – Cleaning of Facility	Ongoing
Various works at all Cemeteries	Ongoing
Lawn and Gardening Maintenance at the Julia Creek State School	Ongoing
Assistance with various works around the Livestock Facility	Ongoing
Clean up of SES Shed in Kynuna	Ongoing
Assisted with the installation of Horse Shelters	Ongoing
Painting of Julia Creek Entry Signs. New logo sign ordered and is yet to be installed on signs.	Completed



## 8 – Housing, FRB and Community Centre

### 8.1 - Budget

<u>Revenue</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Budget</u>
<b>Council Property/Staff Housing Program</b>	\$56,536	\$66,667	\$100,000
<b>FRB Centre Rent</b>	\$18,896	\$17,333	\$26,000
<b>Community Centre Hire Fees</b>	\$1,167	\$2,667	\$4,000

<u>Expenditure</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Budget</u>	<u>Bud-Act</u>
<b>Council Property/Staff Housing Program</b>	\$68,876	\$125,667	\$188,500	\$119,624
<b>FRB Units &amp; Community Centre Operations Costs</b>	\$23,297	\$35,333	\$53,000	\$29,703

### 8.2 - Report

#### **Corporate Facilities and Housing**

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

**Table 6 - Staff Housing Activities**

<b>Activity</b>	<b>Number</b>
Properties Available for use	NOTE Two (2) dwellings are available for use. 1. 4 Amberley Drive; 2. Unit 2/9 Shaw Street (Organised for WHS Officer)
Properties not available	1. 4 Shaw Street is not available due to its condition <b>Quotes received for the demolition. Quotes are around \$30K due to the asbestos within the property.</b> 2. 69 Coyne Street is not available due to its condition <b>Tender is currently advertised.</b> 3. 72 Coyne Street <b>Tender is currently advertised.</b>
New Tenancies	Nil
Finalised Tenancies	1 – 2/9 Shaw Street
Remedy Breach	Nil
Notice to Leave	Nil
General	General Maintenance performed when required.

#### **Old Senior/Aged Care Housing**

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



**Table 7 – Old Senior / Aged Care Housing Activities**

Activity	Number
Properties Available	3
New Tenancies	1 – New Mechanic
Finalised Tenancies	Nil
Remedy Breach	Nil
Notice to Leave	Nil
General	General Maintenance performed when required.

**Seniors Living Units**

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

**Table 8 – Seniors Living Unit Activities**

Activity	Number
Properties Available	Three (3) - Unit 1, Unit 5, Unit 7
New Tenancies	Nil
Finalised Tenancies	Nil
Remedy Breach	Nil
Notice to Leave	Nil
General	General Maintenance performed when required.  Fully Wired are in the process of installing new generator. Works should be completed by mid March.

**9 – Land and Building Development**

**9.1 - Budget**

<u>Revenue</u>	Actual YTD	Budget YTD	Budget
Land and Building Development	\$333	\$32,000	\$48,000

<u>Expenditure</u>	Actual YTD	Budget YTD	Budget	Bud-Act
Town Planning Program	\$48,031	\$60,000	\$90,000	\$41,969

**9.2 - Report**

**Regulatory Services, Land and Building Development**

No planning or building applications were received during the month.

DSDMIP held another Planning Workshop with Councillors during the month.



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## **10 – Local Disaster Management**

### **10.1 – Budget**

<b><u>Revenue</u></b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget</b>
SES Grants	\$20,400	\$14,833	\$22,250

<b><u>Expenditure</u></b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget</b>	<b>Bud-Act</b>
Disaster Management Operational Costs	\$17,949	\$18,000	\$27,000	\$9,051

### **10.2 - Report**

#### **Disaster Management**

No incidents occurred that required the activation of the LDMG.



Ordinary Meeting of Council Monday 19<sup>th</sup> March 2018

**6.2 Subject:** Lot 3 EN150 – PSBA Intention to Resign as Trustee  
**Attachments:** 6.2.1 – Lot 5 EN150 PSBA Correspondence 7-3-2018  
**Author:** Director of Engineering and Regulatory Services  
**Date:** 7 March 2018

---

**Executive Summary:**

The State of Queensland (represented by Public Safety Business Agency – PSBA) on behalf of Queensland Police Service (QPS) is the Trustee for the property described as Lot 5 on Crown Plan EN150. QPS no longer has use for this land and intend that PSBA resign as Trustee under the Land Act. PSBA wish to know if Council requires the land with a change of community purpose.

**Recommendation:**

That Council resolves to respond to the State of Queensland Public Safety Business Agency expressing its interest to utilise the land for community use and be nominated as Trustee of the land described as Lot 5 on Crown Plan EN150.

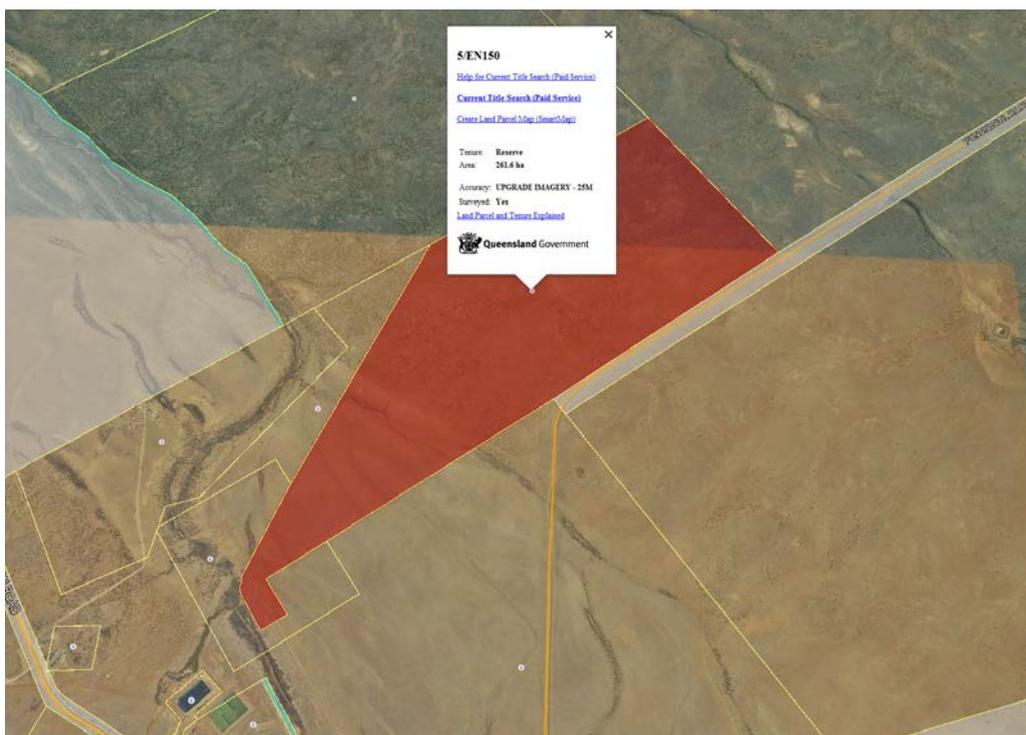
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**Background:**

Council received correspondence (attachment 6.2.1) from Queensland Government’s Public Safety Business Agency (PSBA) QPS no longer has use for this land and intend that PSBA resign as Trustee under the Land Act. PSBA wish to know if Council requires the land with a change of community purpose.

**Comments:**

This lot is north of Julia Creek and goes through the proposed recreational area of Julia Creek. This would be beneficial for Council for future community use.





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**Legal Implications:**

NA

**Policy Implications:**

NA

**Financial and Resource Implications**

NA

**Risk Management**

NA

**Options for Council to Consider**

To write back either expressing/declining interest in becoming trustees of Lot 5 on Crown Plan EN150.

**InfoXpert Document ID:**

90676



Queensland  
Government

**Public Safety  
Business Agency**

File No:  
Ref No:  
Your Ref:

7 March 2018

Chief Executive Officer  
McKinlay Shire Council  
PO Box 177  
JULIA CREEK QLD 4823

Dear Sir/Madam

The State of Queensland (represented by Public Safety Business Agency) (PSBA) on behalf of the Queensland Police Service (QPS), is the Trustee for property described as Lot 5 on Crown Plan EN150 and situated in Old Normanton Road, Julia Creek. The Reserve is registered for Police purposes and is vacant land former Police paddock.

QPS has formerly indicated that it has no use for the land and the Department of Natural Resources and Mines (DNRM) has previously issued a Term Lease over the site to a third party. QPS has since declined a renewal of that Term Lease and has further declared the vacant land to be surplus to its requirements.

Consultation has taken place with both the Member for Mount Isa, Mr Robbie Katter MP and the Mayor of McKinlay Shire Council, Mrs Belinda Murphy and both elected representatives acknowledge that the community might benefit through a better utilisation of this land.

This letter is to advise Council that PSBA intends to resign as Trustee of the Reserve under the Land Act and would request Council assess its possible requirement for the property with a change of community purpose.

If you require further information regarding this matter, please do not hesitate to contact Chelsea Murr, Project Officer on telephone 3364 6860 or email [Chelsea.murr@psba.qld.gov.au](mailto:Chelsea.murr@psba.qld.gov.au).

Yours sincerely

Andrea Walker  
**A/Director**  
**Property & Facilities Management**

Property & Facilities Management  
PHQ, 200 Roma Street, Brisbane  
GPO Box 1440 Brisbane  
Queensland 4001 Australia  
Telephone +61 7 3364 4402  
Website [www.psba.qld.gov.au](http://www.psba.qld.gov.au)  
ABN 77 154 515 128



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**6.3 Subject:** Adoption of 2018-19 Fees and Charges Schedule  
Section 19.1 - Julia Creek Airport Commercial Usage Charges  
**Attachments:** Nil  
**Author:** Environmental and Regulatory Services Team Leader

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**Executive Summary:**

Advice has been received from Avdata in relation to airport charge rates for RPT airlines.

Council were advised that when airport charge rates are going to change, some RPT airlines such as REX require 3 months notice of the change to update their systems and ensure correct payment from the date of the change. If an airline such as REX does not receive sufficient notice they may short pay according to an out of date charge rate.

As such we propose to adopt the airport charges to allow REX enough notice to update their system with the new charge rate.

Propose to adopt the airport commercial usage charges for 2018-19 Financial Year to;

- All commercial aircraft landing fees **\$9.60 per tonne (incl GST)**
- Commercial Passenger **\$2.65 per person (incl GST)**

**Recommendation:**

*That Council adopts the 2018-19 Fees and Charges Schedule Section 19.1 – Julia Creek Airport Commercial Usage Charges as presented.*

**Background:**

---

Advice has been received from Avdata in relation to airport charge rates for RPT airlines.

Council were advised that when airport charge rates are going to change, some RPT airlines such as REX require 3 months notice of the change to update their systems and ensure correct payment from the date of the change. If an airline such as REX does not receive sufficient notice they may short pay according to an out of date charge rate.

As such we propose to adopt the airport charges to allow REX enough notice to update their system with the new charge rate.

For Council's information the current charge rates are as follows;

- All commercial aircraft landing fees **\$9.40 per tonne (incl GST)**
- Commercial Passenger **\$2.60 per person (incl GST)**

We propose to adopt the airport commercial usage charges for 2018-19 Financial Year to;



- All commercial aircraft landing fees
- Commercial Passenger

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**\$9.60 per tonne (incl GST)**  
**\$2.65 per person (incl GST)**

**Legal Implications:**

NA

**Policy Implications:**

NA

**Financial and Resource Implications**

NA

**Risk Management**

NA

**Options for Council to Consider**

NA

**InfoXpert Document ID:**

90664



Ordinary Meeting of Council Monday 19<sup>th</sup> March 2018

**6.4 Subject:** Expression of Interest - Kynuna Road Reserve Paddock 1  
**Attachments:** Nil  
**Author:** Director of Engineering and Regulatory Services  
**Date:** 9 March 2018

---

**Executive Summary:**

In January 2018, Sharon Fayers and Kenny Daniells had written to Council to advise that they wished to relinquish their lease on Kynuna Road Reserve Paddock 1. Council have had interested persons enquire about utilising this paddock. Council has the option to advertise this paddock as an Expression of Interest.

**Recommendation:**

*That Council resolves to advertise Kynuna Road Reserve Paddock 1 as an expression of interest.*

---

**Background:**

In January 2018, Sharon Fayers and Kenny Daniells had written to Council to advise that they wished to relinquish their lease on Kynuna Road Reserve Paddock 1. Council have had a few interested persons write in in relation to utilising this paddock therefore Council has the option to advertise this paddock as an Expression of Interest.

**Comments:**

Leasing this out would ensure an income from the paddock and there is a number of interested parties.

**Legal Implications:**

NA

**Policy Implications:**

NA

**Financial and Resource Implications**

NA

**Risk Management**

NA

**Options for Council to Consider**

NA

**InfoXpert Document ID:**

90660



Ordinary Meeting of Council Monday 19<sup>th</sup> March 2018

**6.5 Subject:** Application to Renew Term Lease over on Lot 35 EN98  
**Attachments:** 6.5.1 – Application to Renew Term Lease over Lot 35 on EN98  
6.5.2 – Application - Renewal of Lease - Part A & B  
6.5.3 – Current Title 40019685 (35 EN98)  
**Author:** Director of Engineering and Regulatory Services  
**Date:** 9 March 2018

---

**Executive Summary:**

State Land Asset Management (SLAM) are assessing the renewal of the lease on Lot 35 Crown Plan EN98. SLAM wish to know if Council are interested in purchasing the block and having it converted to freehold.

**Recommendation:**

That Council resolves to respond to the State Land Asset Management (SLAM) expressing it's interest for purchasing Lot 35 on Crown Plan EN98 and to have the Lot converted to freehold.

---

**Background:**

Council received correspondence (attachment 6.5.1) from State Land Asset Management (SLAM) asking for Council's interest in purchasing and converting Lot 35 EN98 to Freehold. Council has previously requested to renew lease (attachment 6.5.2) and the current title is given in attachment 6.5.3.

**Comments:**

Council having this Lot as freehold could expand the use of the property.

**Legal Implications:**

NA

**Policy Implications:**

NA

**Financial and Resource Implications**

NA

**Risk Management**

NA

**Options for Council to Consider**

To write back either expressing/declining interest to purchase Lot 35 EN98 and for it to be converted to freehold.

**InfoXpert Document ID:** 90660

## Andrew Boardman

---

**Subject:** FW: Application to Renew Term Lease over Lot 35 on EN98  
**Attachments:** Application - Renewal of Lease - Part A & B.PDF; Current Title 40019685 (35 EN98).pdf

---

**From:** MURPHY Tanya [<mailto:Tanya.Murphy@dnrme.qld.gov.au>]  
**Sent:** Thursday, 22 February 2018 11:57 AM  
**To:** Teana Rafter  
**Subject:** Application to Renew Term Lease over Lot 35 on EN98

Attention: Peter Fitchat

Good Morning Peter,

I am assessing the above application made by McKinlay Shire Council and I have contacted the council previously in regards to this.

I am waiting to hear if council would consider the conversion of the lease as part of our investigations. If so I can find out a value of the property for the council before I continue, but I cannot request the value without Council informing me of their interest.

Can you please let me know as soon as possible so I might continue to assess the case. Application forms and title search are attached for you.

Thanks,

Tanya Murphy  
Land Administration Officer - State Land Asset Management  
Service Delivery - North Region  
Department of Natural Resources, Mines and Energy

**Telephone** 07 4794 8910  
Cloncurry Courthouse  
Cnr Sheaffe and Daintree Streets  
PO Box 7 CLONCURRY QLD 4824

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# DEPARTMENT OF NATURAL RESOURCES AND MINES

RECEIVED  
26 APR 2017  
DEPT. OF NATURAL RESOURCES  
& MINES - TOWNSVILLE

## Application form Contact and Land Details Part A

eLVAS Case ID/ File Ref  
2016/005176

### Application form requirements

1. **Part A:** Contact and land details will need to be completed.
2. **Part B:** Application specific form will need to be completed.
3. **Payment of the prescribed application fee, if relevant. A refund of application fees will not be given.** (Details of fees are available on the Department of Natural Resources and Mines (DNRM) website or from a regional DNRM office)
4. All parts of this application form need to be completed accurately, otherwise your application may be returned to you to complete.

### Important information

All applications will be processed having regard to the requirements of the *Land Act 1994* and related legislation, approved policies and procedures and the requirements of all other agencies with an interest in the land.

All completed applications can be lodged with DNRM by sending information to the following email or postal addresses or in person at your local DNRM business centre.

**Email:**

[SLAMlodgement@dnrm.qld.gov.au](mailto:SLAMlodgement@dnrm.qld.gov.au)

If lodging an application via email the application form must be signed and details of payment method included in the email along with all relevant supporting documentation.

**Post:**

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

In terms of the *Right to Information Act 2009* interested parties may seek access to DNRM records and view relevant documents.

Information on this form, and any attachments, is being collected to process and assess your application under the *Land Act 1994*. The consideration of your application may involve consultation and if so details of your application may be disclosed to third parties. They will not be otherwise disclosed outside the department unless required or authorised by law.

E-MAILED  
12/4/17

## Contact details

### Lodger Details and Mailing Address

A lodger is only required when a solicitor, bank, accountant etc lodges the application on behalf of the applicant.

Full Name(s)			
Title	First name	Surname	
Company name(s)			
Postal Address			
Phone number		Mobile phone	
Email			
Fax			

**Applicant(s) Details and Mailing Address**

If the applicant is a Corporation, either the Australian Company number, Australian Registered Body number or the Australian Business number must be shown.

Full Name(s)		
Title	First name	Surname
Mr	Peter	Fitchat

Company name(s)

MCKINLAY Shire Council

If a Corporation then record  ACN  ARBN  ABN 46 448 426 394

Postal Address

PO BOX 177

JULIA CREEK QLD 4823

Phone number 07 4746 7166 Mobile phone  

Email reception@mckinlay.qld.gov.au

Fax 07 4746 7549

Future correspondence should be sent to  Lodger  Applicant

**Details of land for which the application is being lodged**

1. Select the type of land for which the application is being lodged.

<input type="checkbox"/> Permit	<input checked="" type="checkbox"/> Lease
<input type="checkbox"/> Licence	<input type="checkbox"/> Unallocated State Land (USL) <span style="float: right;">go to 2</span>
<input type="checkbox"/> Trust Land Reserve/Deed of Grant in Trust (DOGIT)	<input type="checkbox"/> Road
<input type="checkbox"/> Other <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px; vertical-align: middle;"></span>	

2. Enter the description of the land for which the application is being lodged. If this application concerns a road, enter the description of the land adjoining the road.

Schedule 1 You must enter either the Lot or Plan or Title Reference of the land for which the application is being lodged.		
Lot	Plan	Title Reference
35	EN98	40019685

go to 3

The details of the land can be found on a current copy of the Title or on your rates notice. If insufficient space, please add additional description as an attachment.

3. Enter additional details of the land

Dealing number

2016/005176

Tenure type

Lands Lease

Tenure number

TL 0/211945

Local Government

McKinlay Shire

Other details of land location (optional)

go to 4

4. Have you participated in a pre-lodgement meeting with the department?

Yes

go to 5

No

5. Provide details of pre-lodgement meeting. (optional)  
(If there is insufficient space, please lodge as an attachment)

Departmental Officers contact details and any reference number should be included if known.

**THIS FORM MUST BE ACCOMPANIED BY THE RELEVANT PART B APPLICATION FORM.**



# DEPARTMENT OF NATURAL RESOURCES AND MINES

## Application for Renewal of Lease

Part B

RECEIVED

26 APR 2017

DEPT. OF NATURAL RESOURCES  
& MINES - TOWNSVILLE

### Application form requirements

1. This application is for a renewal of a lease.
2. Read the *Renewal of a Lease* fact sheet that includes application restrictions.
3. Payment of the prescribed application fee.  
(Details of fees are available on the Department of Natural Resources and Mines (DNRM) website or from a regional DNRM office)
4. Any additional information to support application.
5. **Part A:** Contact and details of land will need to be completed and submitted with your application.
6. All parts of this application form need to be completed accurately, otherwise your application may be returned to you to complete.

### Important information

An application for renewal of a Lease cannot be accepted until 80 per cent of the term of the lease has expired, however, an application may be made at an earlier time if special circumstances exist. Refer to Policy - Land Holdings - Leases - Expiry and Renewal of a Lease, available on the web at [www.nrm.qld.gov.au](http://www.nrm.qld.gov.au).

Any renewal of a term lease is limited to the grant of a new term lease to the same lessee and for the same purpose as the existing lease. However, investigations could result in an offer being made for an area smaller than the area of your current lease to enable the state to secure land for uses such as road or a reserve for community purposes etc.

If your application for a renewal of lease is successful, you may also be required to provide a plan of survey at your expense.

All outstanding rental must be paid on the current lease, before submitting an application for renewal of a lease.

An application for a renewal of a Lease is not to be made if the lease is subject to a condition that states that an application for renewal cannot be made.

Information on this form, and any attachments, is being collected to process and assess your application under the *Land Act 1994*. The consideration of your application may involve consultation, and if so details of your application may be disclosed to third parties. They will not be otherwise disclosed outside the department unless required or authorised by law.



1. What is the commencement date of the lease **28 / 08 / 1998** go to 2  
(Details of your lease commencement date can be found on a current Title Search of the land)

2. What is the expiry date of the lease **27 / 08 / 2018**  
(Details of your lease expiry date can be found on a current Title Search of the land)

If less than 80% of the term of the lease has passed at the time of application go to 3, otherwise go to 4

3. Provide sufficient evidence of what special circumstances exist that would warrant this application being accepted. (If there is insufficient space, please lodge as an attachment) go to 4


4. Have you made a previous application for renewal of this lease?  Yes go to 5  No go to 8

5. Was this application refused?  Yes go to 6  No go to 8

If YES, if an earlier application for renewal was refused, and there is no relevant change in circumstances from the earlier application, any new application may be rejected without consideration under *Section 159 of the Land Act, 1994* (section 158(4)).

6. Has there been any change in circumstances from the earlier application, which may lead to this application being accepted for further consideration?  Yes go to 7  No go to 8

An Application for Renewal of a Lease can be refused without investigation if a earlier application has been refused and the reasons for refusal have not changed.

7. Provide details of the change in circumstances from the previous application. (If there is insufficient space, please lodge as an attachment) go to 8


8. Is the lease within an industrial estate managed by the Property Services Group of the Office of the Co-Ordinator General?  Yes go to 9  No go to 9

If YES Provide the views of the Property Services Group of the Office of the Department of State Development, Infrastructure and Planning (DIP). Industrial Estates that fall under the responsibility of the Property Services Group of the Office may also be known as DBIRD or Department of State Development (DSD) Industrial Estates. For additional information refer to the website for the Co-Ordinator General, Industrial Land Planning. <<http://www.dsdlp.qld.gov.au/land-for-industry/property-services-group.html>>.

9. Have you entered into any unregistered agreements with any other parties that provide for certain use or management of the land?  Yes go to 10  No go to 11  
(For example tourism based agreements/ nature conservation agreement/transfer/sublease/easement.)

10. Provide details and copies of any documentation relating to these agreements. (If there is insufficient space, please lodge as an attachment) go to 11


11. Provide details of any additional information to support the application. (optional) (If there is insufficient space, please lodge as an attachment) go to 12

N/A

### Attachments

The following will need to be lodged with your application for it to be considered a properly made application. If all this information is not submitted, your application will be returned.

12. Tick the box to confirm the attachments for part of the application.

Application fee

Views of the Property Services Group, Department of State Development, Infrastructure and Planning for an industrial estate administered by that Department, if applicable

Copies of documentation relating to unregistered agreements, if applicable

It is recommended that any attached plans, sketches or maps be of A4 or A3-size. Your application will not be considered as having been properly made, unless all parts of this application form are completed accurately. In this instance your application may be returned to you for completion.

### Declaration

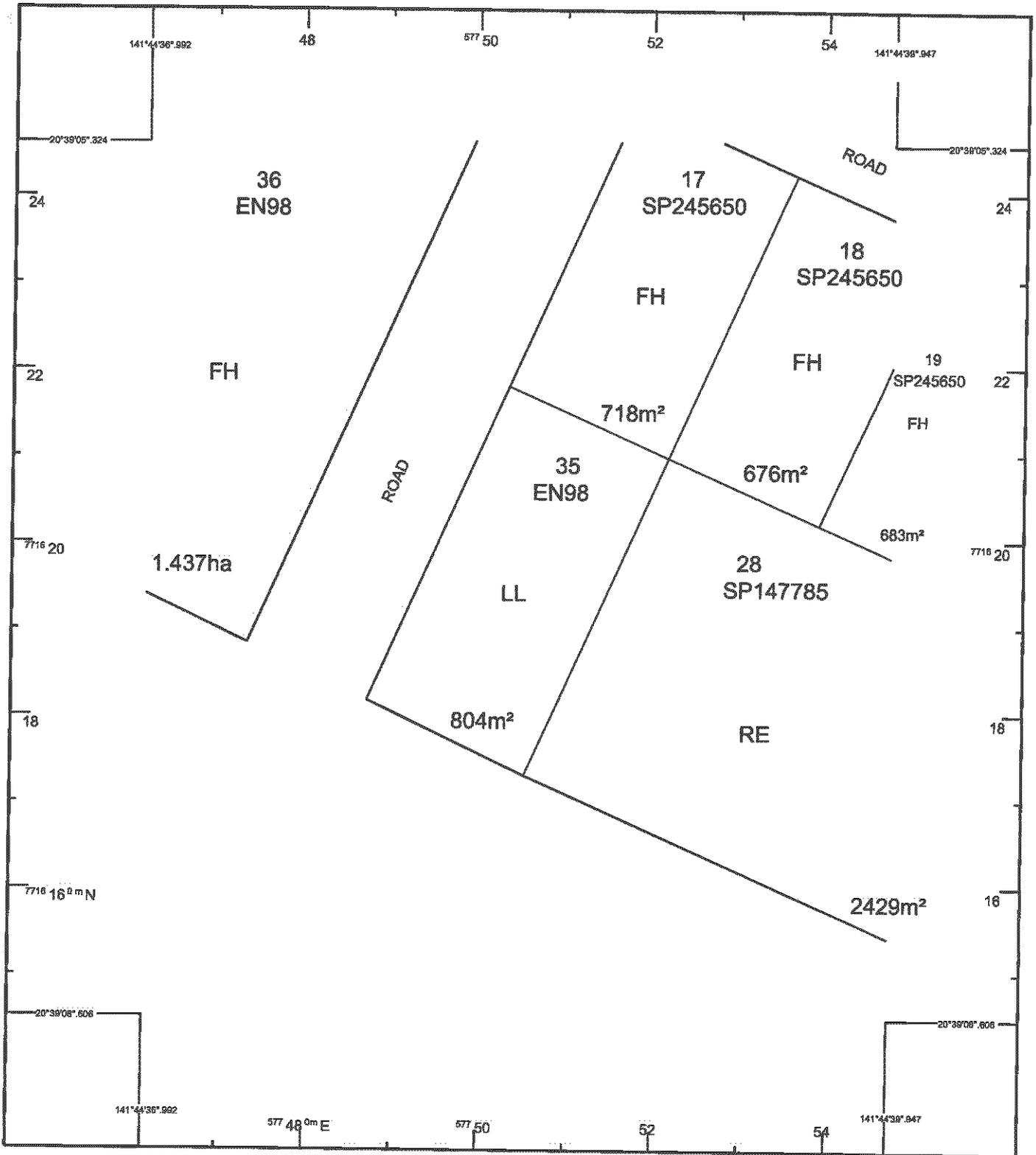
I certify that I have read the information which forms part of this application and the information I have provided is true and accurate.

Signature of applicant (or their legal representative)



Date: 11 / 04 / 2017

If applicant, section 142 of the *Land Act 1994* states a person is eligible to apply for, buy or hold land under the *Land Act 1994* if the person is an adult, that is, 18 years of age or over.  
 If the legal representative of the applicant is signing as the applicant then the legal representative's full name must be printed immediately below the signature.



**STANDARD MAP NUMBER**  
7256-42112



MAP WINDOW POSITION & NEAREST LOCATION



**SUBJECT PARCEL DESCRIPTION**

DCDB	28/EN98
Lot/Plan	35/EN98
Area/Volume	804m <sup>2</sup>
Tenure	LANDS LEASE
Local Government	MCKINLAY SHIRE
Locality	JULIA CREEK
Segment/Parcel	269/90

**CLIENT SERVICE STANDARDS**

PRINTED (dd/mm/yyyy) 27/09/2016

DCDB 28/09/2016

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

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

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

**SmartMap**

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



(c) The State of Queensland, (Department of Natural Resources and Mines) 2016.



INTERNAL CURRENT STATE TENURE SEARCH  
DEPT OF NATURAL RESOURCES AND MINES, QUEENSLAND

Search Date: 27/09/2016 11:51

Title Reference: 40019685  
Date Created: 21/04/1999

DESCRIPTION OF LAND

Tenure Reference: TL 0/211945

Lease Type: TERM

LOT 35 CROWN PLAN EN98  
Local Government: MCKINLAY

Area: 0.080400 Ha. (SURVEYED)

No Land Description

No Forestry Entitlement Area

Purpose for which granted:  
COMMUNITY

TERM OF LEASE

Term and day of beginning of lease

Term: 20 years commencing on 28/08/1998

Expiring on 27/08/2018

REGISTERED LESSEE

MCKINLAY SHIRE COUNCIL

CONDITIONS

INTERNAL CURRENT STATE TENURE SEARCH  
DEPT OF NATURAL RESOURCES AND MINES, QUEENSLAND

Search Date: 27/09/2016 11:51

Title Reference: 40019685  
Date Created: 21/04/1999

CONDITIONS

- A46
- (1) The lessee shall use the leased land for community purposes for a Recreation & Respite Centre for Senior Citizens.
  - (2) In the event of the lessee ceasing to use the leased land as provided for in Condition A46 clause (1) above, the lease may be forfeited or cancelled.
  - (3) The annual rent shall be paid yearly in advance and shall be determined in accordance with the provisions of the Land Act 1994.
  - (4) The lessee shall pay the cost of any required re-survey.
  - (5) The lessee must keep any noxious plants, on the leased land, under control.
  - (6) The lessee has the responsibility for a duty of care for the leased land.
  - (7) The lessee shall ensure that the use and development of the leased land conforms to the Town Planning Scheme By-Laws and requirements of the Mckinlay Shire Council.
  - (8) The lessee must give the Minister administering the Land Act 1994, the information the Minister administering the Land Act 1994 asks for about the lease.
  - (9) The lessee shall not destroy any trees on the leased land unless in accordance with a tree clearing permit under the provisions of the Land Act 1994 or the provisions relating to the clearing for routine management purposes as prescribed in the Land Regulation 1995. (NOTE:- Routine Management provisions of the Land Act do not apply on leases over State Forests and Timber Reserves)
  - (10) No compensation for improvements or developmental work shall be payable by the State at the expiration or surrender of the lease but the lessee shall either have the right to remove moveable improvements within a period of three (3) months from the expiration or surrender of the lease, provided all moneys due by the lessee to the State on any account whatsoever have been paid, or be required to remove those improvements as specified in any further condition of lease.
- A47
- (1) The lessee shall allow any person authorised under the Forestry Act 1959 access to the leased land for the purpose of cutting and removing timber or removing other forest products, or quarry material, or other material from the leased land.
  - (2) Except as hereinafter provided the lessee shall not interfere with any forest products or remove any quarry material (including any stone, gravel, sand, earth, soil, rock, guano or clay which is not a mineral within the meaning of the Mineral Resources Act 1989) or other material upon the leased land without the permission of the Minister administering the Land Act 1994 except under the authority of and in compliance in every respect with the requirements of a permit, licence, agreement or contract granted or made under the Forestry Act 1959.
- Z93
- The lessee shall keep the leased land in a clean, orderly and sanitary condition.

INTERNAL CURRENT STATE TENURE SEARCH  
DEPT OF NATURAL RESOURCES AND MINES, QUEENSLAND

Search Date: 27/09/2016 11:51

Title Reference: 40019685  
Date Created: 21/04/1999

CONDITIONS

Z94 The lessee shall during the whole of the term maintain the existing (improvements), to the satisfaction of the Minister administering the Land Act 1994.

ENCUMBRANCES AND INTERESTS

1. Rights and interests reserved to the Crown by Lease No. 40019685

ADMINISTRATIVE ADVICES - NIL  
UNREGISTERED DEALINGS - NIL

\*\* End of Current State Tenure Search \*\*

Information provided under section 34 Land Title Act(1994) or section 281 Land Act(1994)



**6.6 Subject:** Domestic Grey Water Reuse  
**Attachments:** Greywater Guidelines for Plumber-A guide to the use of greywater in Queensland  
InfoXpert Document ID: 90646  
**Author:** Project and Assets Manager  
**Date:** 12 March 2018

---

**Executive Summary:**

The introduction of a domestic Greywater Reuse Program for the properties connected to the sewage reticulation network in the town of Julia Creek as part of the proposed reduction method for the treatment loading at the Julia Creek Sewer Treatment Plant.

**Recommendation:**

That Council resolves to support the community members who may wish to undertake the conversion of their domestic greywater on their property by the way of suppling information and reference material from the State and other authorities to allow the conversion to a reuse system in compliance with all Act's, Regulations and Codes.

---

**Background:**

The Council received proposed option for the introduction of a domestic greywater reuse program and a way of reducing the sewer treatment loadings at the Julia Creek Sewer Treatment Plant, the Council has also have a small number of inquires as to the requirement of greywater reuse.

A prohibition on greywater reuse in sewerred areas was lifted in Queensland in October 2004 to allow use for garden watering.

In early 2006, qldwater and LGAQ developed an industry position paper dealing with grey water reuse legislation. Subsequently, in 2007, State Policy began to change rapidly to create the new Queensland Plumbing and Wastewater Code (QPWC), causing concern for many Local Authorities.

The (QPWC) addressed the treatment systems and restrictions of quality and distances from boundaries and bodies of water. qldwater advocated on behalf of Service Providers and Local Authorities to produced Factsheets and guidelines on Greywater reuse, and how Authorities could respond to minimise their risks.

It would be these documents that the Council could refer to any community member who would be considering utilising greywater on their property.

**Comments:**

The issue of Greywater reuse is a in a town environment can be a contentious one.

If the greywater is not utilised quickly and dispersed to land it can deteriorate to a Blackwater state that can require a high level of treatment before being released and this can be the case after as little as one hour of detention in a pump pit or holding tank.

The difficulty of managing Greywater releases on domestic properties can be very challenging for any authority, with compliance to the Health Act and other Act's and Codes maintaining zero odour, pooling or leaching complaint levels the authority may have to undertaken a monitoring program to insure compliance at is expense.



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Greywater represents typically around 65% of total domestic wastewater volume. The opportunity exists for greywater to be reused for irrigation and toilet flushing, thereby reducing town water demands. Greywater is relatively high in nutrient content, and potentially includes pathogens, harmful chemicals and salts.

Adequate treatment and application measures are required to protect public health and the environment. Generally treatment, storage and overflow facilities are required, as well as assessment of the land capability to sustain effluent application. Owner management and careful selection of washing products to reduce harmful chemicals is also required.

**Legal Implications:**

The local Authority would have to approve the reuse of Greywater on a domestic property and hold the Regulatory responsibility under the Act's.

**Policy Implications:**

Covered by The Plumbing and Drainage Act 2002 (PDA) and the Queensland Plumbing and Wastewater. Code (QPW) and The QPW code compliments the QDC at this time.

**Financial and Resource Implications**

NA

**Risk Management**

The risk level of continual unregulated greywater release on domestic property is Medium to High as the BOD and Coliform levels are unknown and uncontrolled. If pooling or leeching occurs and the potential for unprotected contact becomes possible the direct health issues will be concern to the Regulatory Authority.

**Options for Council to Consider**

**InfoXpert Document ID:**

Document Id : 90646



Ordinary Meeting of Council Monday 19th March 2018

**6.7 Subject:** Nelia Tennis Court Removal  
**Attachments:** Nil  
**Author:** Director of Engineering and Regulatory Services  
**Date:** 9 March 2018

---

**Executive Summary:**

In December Council received word of the lighting structures failing at the rundown Nelia Tennis Courts and the infrastructure is becoming a safety concern. Council staff has inspected this infrastructure and it is a safety concern.

**Recommendation:**

That Council resolves to remove the dilapidated Nelia tennis court infrastructure including lighting, fences and observing shed.

---

**Background:**

In December Council received word of the lighting structures failing at the rundown Nelia Tennis Courts and the infrastructure is becoming a safety concern. Council staff has inspected this infrastructure and it is a safety concern.

**Comments:**

Infrastructure in unused, dilapidated and is a safety hazard to the public.



**Legal Implications:** - NA

**Policy Implications:** - NA

**Financial and Resource Implications** - The poles will be a Council expense however the other structure will be investigated as a Work Camp job.

**Risk Management** - High risk to members of the public accessing the land.

**Options for Council to Consider** - NA

**InfoXpert Document ID:** - 90667



Council Ordinary Meeting Tuesday 20<sup>th</sup> March 2018

**CONFIDENTIAL**

**6.8 Subject:** Correspondence requesting formal review of resolution 166/1718  
**Attachments:** 6.8.1 - CONFIDENTIAL - Correspondence requesting formal review of Council decision  
**Author:** Director Engineering and Regulatory Services  
**Date:** 13 March 2018

---

**Confidentiality:**

This report is CONFIDENTIAL in accordance with *Section 275 1(h) 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 *(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain financial advantage.*;

**Executive Summary:**

Council has received correspondence requesting a formal review of resolution 166/1718.

**Recommendation:**

That Council resolve to uphold resolution 166/1718

---

**Background:**

**Legal Implications:** - NA

**Policy Implications:**

**Financial and Resource Implications:** - NA

**Risk Management** - NA

**Options for Council to Consider**

**InfoXpert Document ID:** - 90683



## **7.0 COMMUNITY SERVICES**

---



Ordinary Meeting of Council Monday 19<sup>th</sup> March 2018

**7.1 Subject:** Community Services Monthly Report

**Attachments:** Nil

**Author:** Director Corporate and Community Services

**Date:** 5 March 2018

**Executive Summary:**

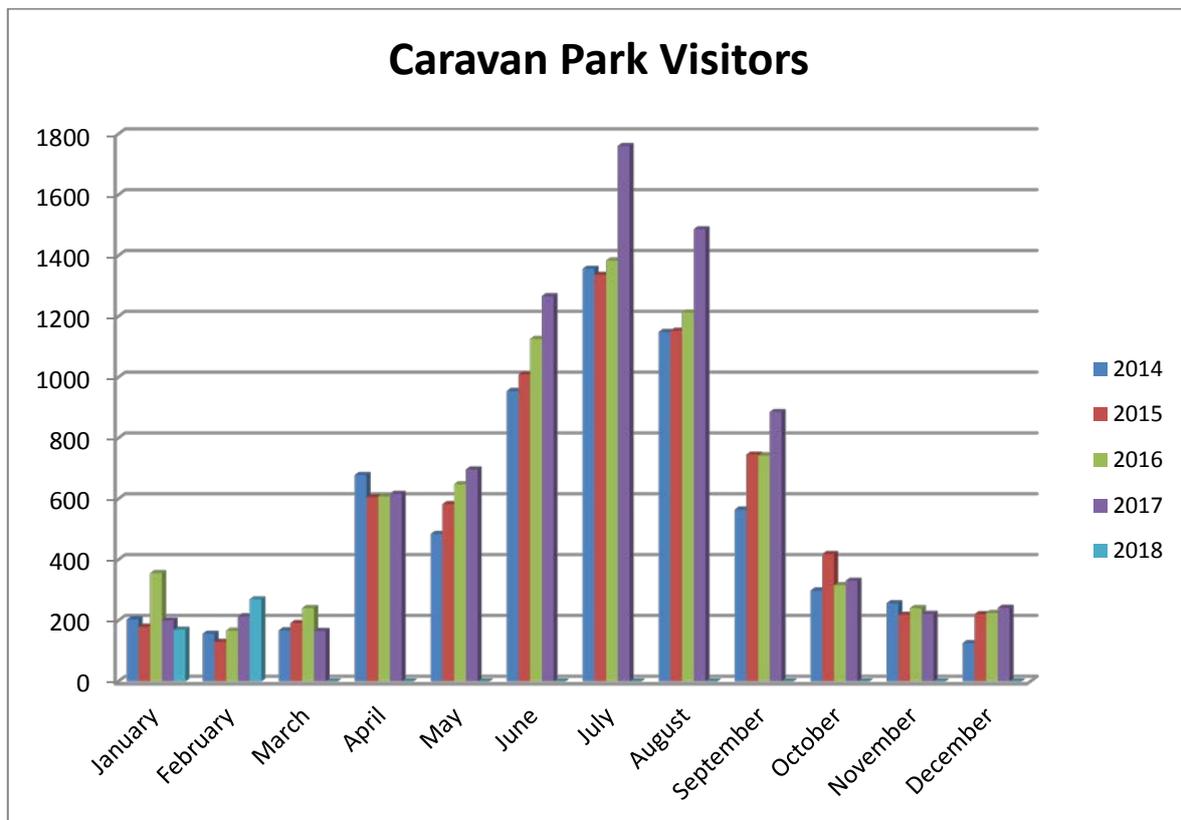
Council is presented with the monthly Community Services report, which provides an overview of the operations for the month of February 2018.

**Recommendation:**

*That Council receives the Community Services monthly report for February 2018.*

**Caravan Park**

The Caravan Park recorded 270 visitors during the month of February 2018, this represents a 26.17% increase for the same period in 2017 (214 visitors recorded in February 2017).



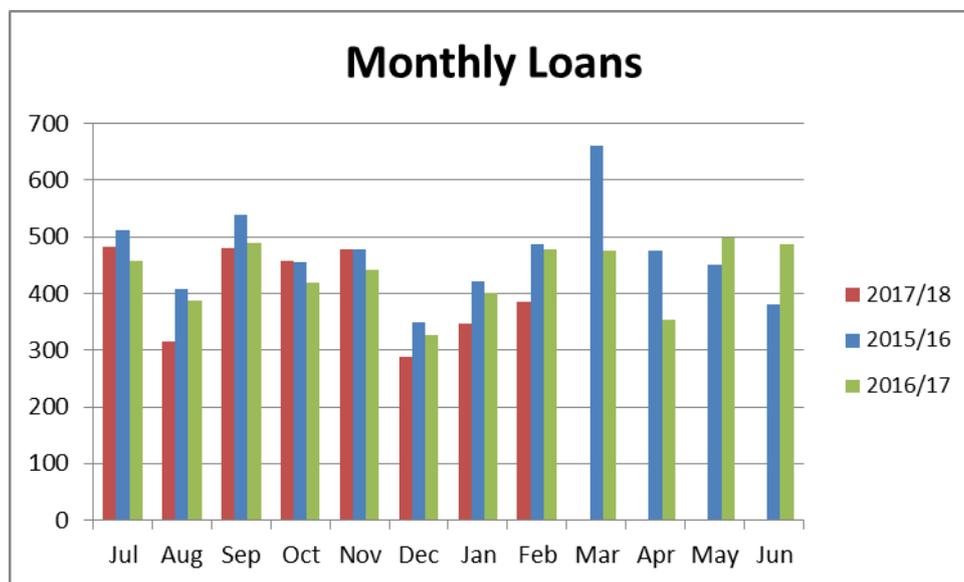


Ordinary Meeting of Council Monday 19<sup>th</sup> March 2018

## Library Services

It was a very busy month at the library, with an exchange, a stocktake and reporting for the State Library all required in the month. Unfortunately due to the weather the exchange is awaiting collection.

Staff travelled to McKinlay this month to organise the re opening of McKinlay Library on a fortnightly schedule, the first of which was last Thursday. Staff were able to collect books for a long overdue exchange and bring them back to Julia Creek for processing and returning.



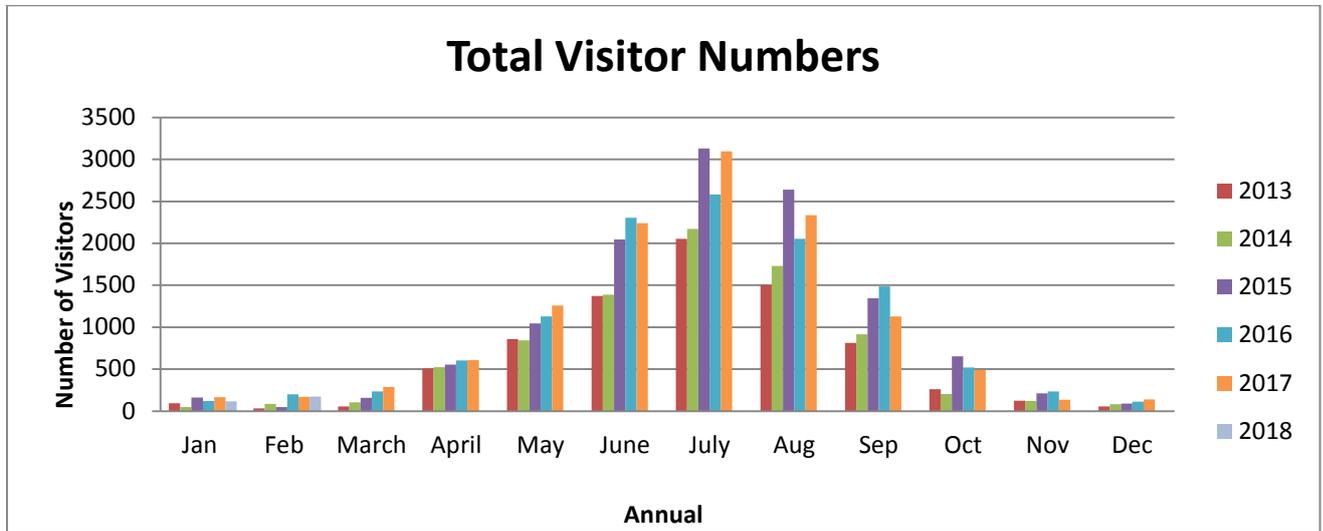
## Tourism

### ***Total Visitor Numbers for February 2018 – (175)***

The Julia Creek Visitor Information Centre received 175 visitors in February compared to 172 visitors in February 2018 – an increase of 1.7%.

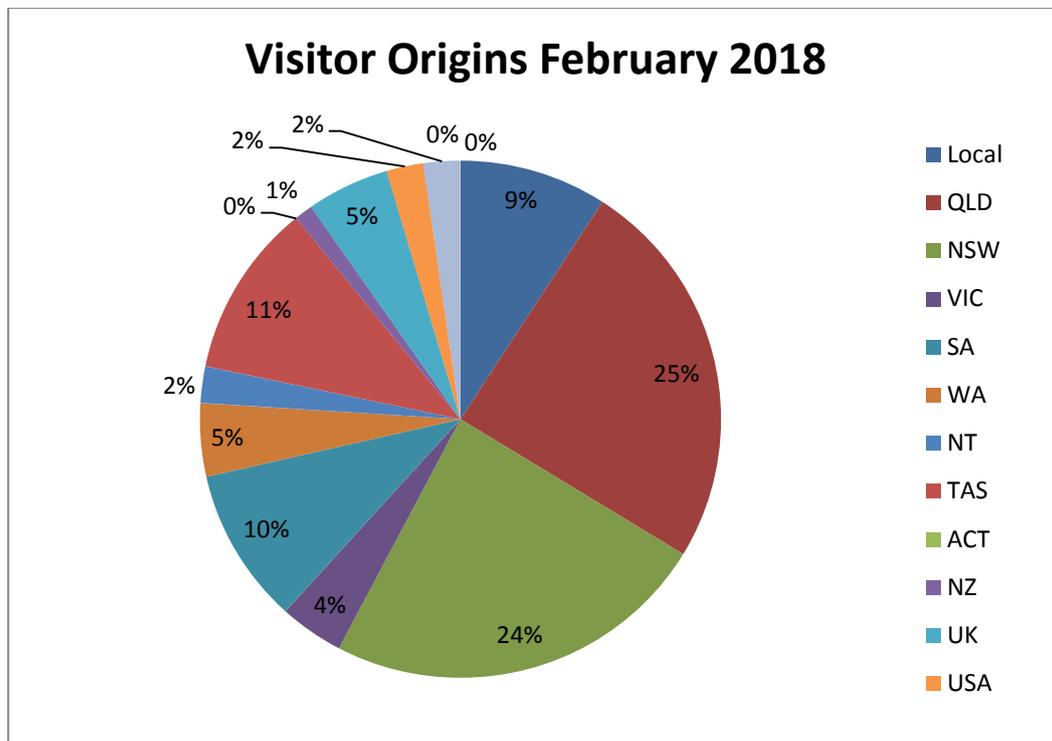


Ordinary Meeting of Council Monday 19<sup>th</sup> March 2018



**Total Local Visitors January 2018 –(16)**

There were 16 local visitors to the Julia Creek Visitor Information Centre in February, compared to 93 during February 2017 – an 83% decrease.





Ordinary Meeting of Council Monday 19<sup>th</sup> March 2018

### ***Beneath the Creek***

There were 2 entries to 'Beneath the Creek' in February compared to 23 in February 2017 – a 91 % decrease.

### ***RV Site Permits and Expenditure – 1 in February 2018***

1 RV Permit was issued in February compared to 2 in February 2017 – a 50% decrease. No RV guests surveyed for expenditure. The permit holder did not go on to stay at the Caravan Park.

### **January Facebook Report:**

Page Views: 886 – up from 694 in January – increase of 27.7%  
Page Likes: 251 – up from 117 in January – increase of 115%  
Page Followers: 254 – up from 119 in January – increase of 113%  
Page Reached: 194,307 – up from 53,810 in January – increase of 261%

### **Julia Creek Early Learning Centre**

There are currently 22 Children enrolled at the Service, with 5 attending casually.

We have received 3 new enrolments during the month.

### **Attendance**

Booked attendances for the month were 179, with 148 actual attendances recorded over the 20 days of care offered during February. This equated to an average of 7 children per day. Tuesdays are the busiest days with 14 children attending.

### **Significant events:**

- Children have been exploring their sense, engaging in hands on experiences designed to highlight how our sense help us interpret information
- Children attended the School to listen to a water safety talk ahead of the coming wet
- Children had a visit from the fire truck, talked about campfire safety
- Children have been exploring dinosaurs and made salt dough fossils
- Children began weekly visits to the library- Wednesday
- Children began monthly sport with Renae

Spot check by Department on Tuesday 27<sup>th</sup> February- passed, no compliance notices issued.



Ordinary Meeting of Council Monday 19<sup>th</sup> March 2018

## Sport & Recreation

**Daren Ginns Centre** – Memberships are due on Tuesday 3<sup>rd</sup> April for the April to June period.

**Sporting Schools** – This program will come to a close on Thursday 22<sup>nd</sup> March 2018. Term two Sporting School will start up in week two of term two.

**Jumps Fitness** – This is a before school fitness program for the students wanting to do a little extra exercise. The program is funded by The Department of National Parks, Sport and Racing and will conclude 20<sup>th</sup> March 2018.

**CHSP Gym and Exercises** – The gym sessions will break over the School Holidays and will start up again at the end of April.

**Julia Creek's Outback Bushwhack** - This is a new event funded through the Commonwealth Games Legacy Program. Advertising is underway and the fitness classes have started to prepare participants for the event. Competitor singlets and medallions have been ordered.

**Junior Triathlon Training** – training has started and will continue through to the Junior Triathlon in April.

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

**Get in 2 Fun Get in 2 Cricket** – This program is run through QLD Cricket and involves 7 cricket session for children where they receive a backpack, shirt, hat, bat, ball and water bottle. The first session was on Friday 2<sup>nd</sup> March (pictured top right)

**Tennis Comp Final** – The final was held on Friday 2<sup>nd</sup> March. In the doubles competition Jade and Tenneil were runners up to Alice Acutt and Matt Carty. In the Singles comp Andrew Boardman was the champion against Alice Acutt.





Ordinary Meeting of Council Monday 19<sup>th</sup> March 2018

## Community Health

<b>CHSP OCCASSIONS OF SERVICE (OoS)</b>		
	<b>OoS</b>	<b>Hours</b>
<b>Nursing Care</b>	<b>73</b>	<b>35.6</b>
<b>Personal Care</b>	<b>1</b>	<b>0.25</b>
<b>Social Support</b>	<b>10</b>	<b>4.4</b>
<b>Assessment</b>	<b>0</b>	<b>0</b>
<b>Counselling/Advocacy/Information/ Education</b>	<b>84</b>	<b>21.4</b>
<b>Total</b>	<b>168</b>	<b>61.65</b>
<b>LOCATION OF OCCASIONS OF SERVICE</b>		
<b>Home Visits</b>	<b>75</b>	
<b>Clinic Visits</b>	<b>5</b>	
<b>Phone Consults</b>	<b>8</b>	
<b>Hospital Visits</b>	<b>6</b>	
<b>Telehealth</b>	<b>2</b>	
<b>Transport to Medical Appointments</b>	<b>8</b>	

<b>NON CHSP COMMUNITY NURSING OCCASIONS OF SERVICE</b>		
	<b>OoS</b>	<b>Hours</b>
<b>Home Visits</b>	<b>6</b>	<b>135 mins = 2.25hrs</b>
<b>Hospital Visits</b>	<b>6</b>	<b>80 mins = 1.33hrs</b>
<b>Phone Consults</b>	<b>4</b>	<b>20 mins = 0.33hrs</b>
<b>Clinic Consults</b>	<b>3</b>	<b>60 mins = 1hr</b>
<b>Meetings</b>	<b>6</b>	<b>260 mins = 4.33hrs</b>
<b>Health Promotion Sessions</b>	<b>0</b>	<b>0</b>



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#### REFERRALS

Feb 2018: 18 referrals made to NWRH for CHSP clients

#### EQUIPMENT ON LOAN

Mobility scooter still on loan to client while he's waiting for his car to be fixed.

#### HEALTH PROMOTION

Planning and preparation for RFDS Pit Stop underway for 14/3/2018 though now postponed until further notice.

#### GENERAL BUSINESS

Permanent Community Nurse away on Rec Leave for most of February. Agency Nurse (Michele Spiers) filled in in her absence.

### Commonwealth Home Support Programme (CHSP)

#### Events and Activities

All our activities have started up again, with Monday games, Wednesday luncheon & exercises , pub lunch, gym on Tuesday and swimming on Wednesday. At the moment we have been checking on each of our clients that may need extra small home maintenance jobs as well as any extra domestic assistance, with the budget allowing for this. The emergency power being connected to the independent living units is underway and should be completed soon.

#### Statistics

CHSP currently have a total of 33 clients.

Service Offered	Number of Clients
Transport	41 Two way trips
Social Support	Visits 48
Personal Care	10 Visits 10 Clients ( Community Nurse)
EXERCISE	3 CLIENTS 12 SESSIONS
Counselling/Support, Information and advocacy (client)	10 hours and #45 min



Ordinary Meeting of Council Monday 19<sup>th</sup> March 2018

Shopping	4 Trips (2 attendees, 2 pickup)
GAMES	24 Attended 4 ( sessions)
Luncheon	45 Attended (4 sessions) visitors
Meals on Wheels	64 Meals delivered
Home Maintenance	50 lawns mowed 25 clients
Domestic Assistance	10 clients, 44 visits
Clients Transported for Doctors Appointments	4 CHSP clients

**Consultation:**

**Legal Implications:**

Nil

**Policy Implications:**

Nil

**Financial and Resource Implications:**

**InfoXpert Document ID:** 90588



Ordinary Meeting of Council Monday 19<sup>th</sup> March 2018

**7.2 Subject:** Community Drought Support Package 2017-2018

**Attachments:** Nil

**Author:** Director Corporate and Community Services

**Date:** 9 March 2018

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**Executive Summary:**

Council has been offered \$87,500 in drought relief funding from the Department of Communities, Disability Services and Seniors.

**Recommendation:**

*That Council allocate the drought relief funding provided from the Department of Communities, Disability Services and Seniors to events and initiatives listed below provided the funds are expended in accordance with the guidelines with the funding program and that 2017 funds are acquitted.*

<b>EVENT</b>	<b>AMOUNT</b>
<i>Dirt N Dust Festival</i>	<i>\$5,000</i>
<i>Saxby Round -Up</i>	<i>\$5,000</i>
<i>Julia Creek Campdraft</i>	<i>\$5,000</i>
<i>Sedan Dip Sports and Recreation, Races, Rodeo and Campdraft</i>	<i>\$5,000</i>
<i>Julia Creek Turf Club Annual races</i>	<i>\$5,000</i>
<i>CSA Town V's Country</i>	<i>\$5,000</i>
<i>McKinlay Races</i>	<i>\$5,000</i>
<i>McKinlay Shire Cultural Association</i>	<i>\$5,000</i>
<i>Julia Creek Pony Club Gymkhana</i>	<i>\$3,500</i>
<i>Sedan Dip Pony Club camp</i>	<i>\$3,500</i>
<i>McKissa</i>	<i>\$2,000</i>
<i>Julia Creek Mini School</i>	<i>\$2,000</i>
<i>McKinlay Shire Community Christmas Tree</i>	<i>\$10,000</i>
<i>McKinlay Xmas Tree</i>	<i>\$1,000</i>
<i>Nelia Xmas Tree</i>	<i>\$1,000</i>
<i>School holiday activities</i>	<i>\$5,000</i>
<i>Men's Day</i>	<i>\$2,500</i>
<i>Julia Creek Amateur Swimming Club Ball</i>	<i>\$5,000</i>
<i>Women's Day Event</i>	<i>\$5,000</i>
<i>Under 8's Day</i>	<i>\$500</i>
<i>Lions Ladies Lunch</i>	<i>\$3,000</i>
<i>Unallocated</i>	<i>\$3,500</i>



Ordinary Meeting of Council Monday 19<sup>th</sup> March 2018

**Background:**

Since 2014 Council has received drought relief funding from the Department of Communities, Disability Services and Seniors.

Each year Council has allocated the fund to support events in the Shire, particularly the already long established annual events.

Some examples of how the money had been used over the years include:

- Julia Creek Dirt n Dust Festival \$5,000 – provide meals and accommodation for volunteers;
- McKinlay Shire Council Women’s Day event \$12,000 – massage therapists to pamper ladies, engage guest speakers Pip Courtney and Fiona Lake, two course luncheon with show bag of goodies/resources for mental health and financial support;
- McKinlay Shire Council School Holiday Program \$5,200 – the CSIRO ran a science based workshop and the Crack Up Sisters to delivered dance, circus style exercises and Australia whip cracking.
- Saxby Round-up \$4,000 – provided prizes, toys and supplemented entry fees for children’s events to alleviate pressures on parents.
- McKinlay Races \$3,800 - added children’s entertainment to their annual event.
- McKinlay Shire Council Youth Camp \$5,000 – teen youth camp to Adele’s Grove in Lawn Hill National Park. Teens attended at no cost to parents.

The guidelines for the 2018 program are similar as in the past years.

*Funding is to coordinate the distribution of funds to local community organisations in drought declared communities who will provide the delivery of a range of local community events and activities that contribute to connectedness, social well-being and increased access to support services.*

**Consultation:**

Cr Royes, the Director of Corporate & Community Service met to discuss potential distribution of funds. It was discussed that other opportunities could arise during the 2018 year and so leaving some funds unallocated would be wise. The allocations to the groups should be dependent on the group fully acquitting any previous years allocations.

**Legal Implications:** Nil

**Policy Implications:** Nil

**Financial and Resource Implications:**

Council will receive \$87,500 ex GST.

**InfoXpert Document ID:** 90636



Ordinary Meeting of Council Monday 19<sup>th</sup> March 2018

**7.3 Subject:** Budget Reallocation  
**Attachments:** Nil  
**Author:** Director Corporate & Community Services  
**Date:** 9 March 2018

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**Executive Summary:**

Proposal to Council to reallocate budgeted funds within a program area for another activity.

**Recommendation:**

*That Council reallocates \$18,000 from within the Corporate Building Capital Works program – Civic Centre Screen to the Tourism Virtual Reality project.*

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**Background:**

Council embarked on an exciting virtual reality project in 2017 which will see a new visitor experience delivered at the Visitor Information Centre. Council engaged Panedia to visit the shire a film a mustering experience in 3D.

A budget had been set to cover the filming and basic set up of the room for the experience, however as the project has developed it is felt to complete the delivery of the experience further budget is required to enable an introduction to the experience.

This is proposed to be done via a specialized TV screen (particular in dimensions, to fit an existing space) with a local to set the scene.

Council currently has an allocation of \$30,000 within the Corporate Buildings Capital Works Program for a big screen TV at the Civic Centre. To date this budget is only an estimate and no specific solution has been identified for this project, with initial costs coming in significantly above this estimate.

An allocation of \$30,000 has been allowed for the VR project, although it is estimated that a further \$18,000 is required to complete the project with the altered scope of works.

The budget is being utilized to cover, filming costs, chairs for the room, TV screen, Photos for the room, and headsets.



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**Consultation:**

This proposal has been discussed at Tourism Strategy meeting with Cr Murphy and Cr Fegan.

**Legal Implications:**

Nil

**Policy Implications:**

**Financial and Resource Implications:**

The 2017/18 budget will remain the same overall, no change to operating profit, this change is just reallocation between activity areas.

**InfoXpert Document ID:** 90640



## **8.0 CORPORATE SERVICES**

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Ordinary Meeting of Council Monday 19<sup>th</sup> March 2018

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

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**Executive Summary:**

The Corporate Services Report as of 28<sup>th</sup> February 2018 which summarises the financial performance and position is presented to Council.

**Recommendation:**

*That Council receives the monthly Corporate Services Report for the period ending 28<sup>th</sup> February 2018.*

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**Report:**

The Corporate Services Report compares actual performance to date with the Council's adopted 2017-2018 Budget and provides information, budget variances or any financial risks/concerns.

Financial information provided in this report is:

1. Summary of the Statement of Comprehensive Income (Profit & Loss Sheet) provides the total revenue versus expenditure which gives the operating result.
2. Statement of Financial Position (the Balance Sheet) "bottom line" discloses the Net Community Equity of Council, which represents it's wealth as measured by a dollar value of its asset less liabilities.
3. Statement of Cash Flows indicates where Council's cash came from and where it was spent.
4. Summary by function provides the total year to date revenue and expenditure for each Department of Council.
5. Summary of year to date expenditure for the Capital Works program.
6. Outstanding balances for rates and debtors.

**Income Statement Variances/Comments:**

Operating income is at 96% of the year to date budget target. The second rates levy was issued 14<sup>th</sup> February 2018 and the third payment for the Financial Assistance grant received.

Operating expenditure is at 89% of the year to date budget target. Flood damage is 85% expended and the road maintenance is slightly under at 50%. The recoverable works will increase over the second half of the year with slashing on the RMPC program to commence and rehabilitation works on the Toolebuc Road.

80% has been received in capital revenue – R2R, TIDS, NDRRA, Airport and Works for Qld and 63% of depreciation has been processed.



Ordinary Meeting of Council Monday 19<sup>th</sup> March 2018

### INCOME STATEMENT SUMMARY

	Actuals	Variance	YTD Budget	Full Year Budget
<b>Total Income</b>	13,559,381	96%	14,133,618	21,200,427
<b>Total Expenses</b>	12,306,678	89%	13,792,145	20,688,217
<b>Surplus</b>	<b>1,252,703</b>	<b>489%</b>	<b>256,105</b>	<b>512,210</b>
Less Capital Revenue	6,216,669	80%	7,751,382	11,627,073
Plus Depreciation	2,588,429	94%	2,747,467	4,121,200
<b>Net Operating Surplus</b>	<b>\$ (2,375,537)</b>	<b>51%</b>	<b>\$ (4,662,442)</b>	<b>\$ (6,993,663)</b>

### STATEMENT OF FINANCIAL POSITION

	2018 Actuals	2017 Actuals
Current Assets	14,508,753	16,354,379
Total Non-Current Assets	195,202,594	179,417,128
<b>Total Assets</b>	<b>209,711,347</b>	<b>195,771,507</b>
Total Current Liabilities	994,660	588,067
Total Non-Current Liabilities	359,542	439,288
<b>Total Liabilities</b>	<b>1,354,202</b>	<b>1,027,355</b>
<i>Community Equity</i>		
Asset Revaluation Surplus	62,758,995	59,702,614
Retained Surplus	145,198,150	134,641,537
Reserves	400,000	400,000
<b>Total Community Equity</b>	<b>\$ 208,357,145</b>	<b>\$ 194,744,151</b>

### STATEMENT OF CASH FLOWS

	2018 Actuals	2017 Actuals
<b>Cash Flows from Operating Activities</b>	(4,946,306)	(78,563)
Receipts, Payments & Interest Received		
Borrowing Costs		
<b>Cash Flows From Investing Activities</b>	3,629,072	(3,816,285)
Payments and Proceeds for PPE		
Capital Income		
<b>Cash Flows from Financing Activities</b>	-	(92,309)
Loan Payments		
Net increase (decrease) in cash held	(1,405,819)	(3,987,157)
Cash at beginning of the financial year	13,665,684	13,289,260
<b>Cash at the end of the period</b>	<b>12,259,865</b>	<b>13,665,684</b>



Ordinary Meeting of Council Monday 19<sup>th</sup> March 2018

### Summary By Departments

Department	Revenue			Expenditure		
	Actuals	%	Budget	Actuals	%	Budget
Infrastructure & Works	6,295,637	50%	12,634,911	7,741,325	61%	12,631,970
Governance & Partnerships	-	0%	-	528,641	63%	835,000
Corporate Services	5,222,669	91%	5,744,270	834,263	52%	1,609,501
Economic Development	143,796	51%	282,914	684,021	59%	1,150,200
Community Services	1,625,042	76%	2,127,255	1,721,499	55%	3,141,782
Health Safety & Development	40,682	49%	83,050	475,869	69%	692,000
Environment Management	231,482	71%	328,027	315,615	50%	627,764
	<b>13,559,308</b>	<b>64%</b>	<b>21,200,427</b>	<b>12,301,233</b>	<b>59%</b>	<b>20,688,217</b>

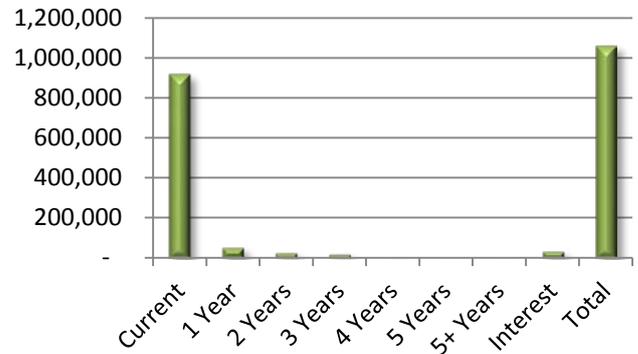
### Capital Works Program

	Actual	%	Budget
<b>Infrastructure &amp; Works</b>			
Roads, Grids and Bridges (Including R2R & TIDS)	1,320,749	52%	2,547,597
Wastewater	55,105	12%	475,000
Water	108,266	42%	260,000
Transport - Julia Creek Airport	1,688,473	74%	2,291,091
Plant Replacement	632,225		1,339,000
	<b>3,804,817</b>	<b>55%</b>	<b>6,912,688</b>
<b>Environmental Management</b>			
Reserves Asset Management	66,825	29%	228,000
	<b>66,825</b>	<b>29%</b>	<b>228,000</b>
<b>Community Services &amp; Facilities</b>			
Buildings & Other Structures	1,059,377	37%	2,832,288
Parks & Gardens	437,824	86%	508,229
	<b>1,497,201</b>	<b>45%</b>	<b>3,340,517</b>
<b>Corporate Services</b>			
Buildings & Other Structures	47,934	39%	123,477
Office Equipment	25,475	73%	35,000
	<b>73,409</b>	<b>46%</b>	<b>158,477</b>
<b>Economic Development</b>			
Julia Creek Livestock Facility	-	0%	30,000
Economic Development	17,570	20%	87,000
	<b>17,570</b>	<b>15%</b>	<b>117,000</b>
<b>TOTAL</b>	<b>5,459,823</b>	<b>51%</b>	<b>10,756,682</b>



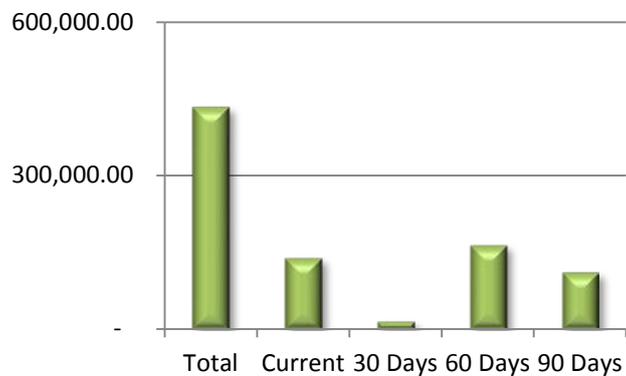
## Outstanding Rates

	<u>Feb-18</u>	<u>Last Month</u>
<b>Current</b>	917,722	43,168
<b>1 Year</b>	54,337	54,337
<b>2 Years</b>	26,393	26,393
<b>3 Years</b>	20,039	20,039
<b>4 Years</b>	3,400	3,400
<b>5 Years</b>	1,711	1,711
<b>5+ Years</b>	134	134
<b>Interest</b>	34,941	34,427
<b>Total</b>	<b>1,058,677</b>	<b>183,609</b>



## Outstanding Debtors

<b>Total</b>	<b>434,402.13</b>
<b>Current</b>	140,449.42
<b>30 Days</b>	16,152.08
<b>60 Days</b>	165,504.07
<b>90 Days</b>	112,296.56



90 Days balance includes funding for the tennis courts \$100k.

### Consultation:

- Chief Executive Officer
- Director of Corporate and Community Services

### Legal Implications:

### Policy Implications:

### Financial and Resource Implications:

InfoXpert Document ID: 90654



Ordinary Meeting of Council 19<sup>th</sup> March 2018

**8.2 Subject:** 2017-2018 Amended Budget Adoption  
**Attachments:** Amended 2017-2018 Budget  
**Author:** Chief Executive Officer

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**Executive Summary:**

In accordance with *section 170 (3) and (4) of the Local Government Regulation 2012 (Regs)*, Council may by resolution, amend the budget for a financial year at any time before the end of the financial year. The budget must continue to comply with *section 169 of the Local Government Regulation 2012* in order for the amendment to take effect.

In accordance with the above sections an amended 2017-2018 Budget is presented for Council's consideration.

**Recommendation:**

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

---

**Background:**

At the February 2018 Ordinary Meeting the mid year review of the 2018 budget was undertaken and presented to Council; as a result a budget amendment was proposed and adopted.

Subsequent to further review and other programs being considered for a review as requested by Council, a second amendment is presented to Council.

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

- Budget Amendment Summary
- Statement of Comprehensive Income
- Income, Cash Flow and Changes in Equity Statements
- Long Term Financial Forecasts
- Financial Sustainability Ratios

**Consultation:** (internal/External)

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



Ordinary Meeting of Council 19<sup>th</sup> March 2018

**Legal Implications:**

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

**Policy & Plan Implications:**

Revokes Operational Plan 2017-2018 Version 2.

**Financial and Resource Implications:**

Nil

**InfoXpert Document ID:** 90653



## **9.0 CHIEF EXECUTIVE OFFICER**

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Ordinary Meeting of Council Monday 19<sup>th</sup> March 2018

**9.1 Subject:** Queensland Climate Resilient Councils Program  
**Attachments:**  
**Author:** Chief Executive Officer  
**Date:** 10.03.2018

---

**Executive Summary:**

We have been successful in our nomination for Queensland Climate Resilient Councils Program – Leading Practice Climate Change Resources Project – LGAQ.

The Q CRC is working to strengthen internal council decision-making processes through strong governance arrangements and tools. Thirty-one councils are now participating from across the state. While we are still delivering tailored briefings on climate implications and undertaking detailed climate governance assessments to participating councils, the program is now commencing the development of a package of leading practice resources to support local governments to respond effectively. This work will create a world leading resource for Queensland councils, but only if it delivers what councils need.

The resources will include materials that will be of value to multiple areas of councils from finance and land use planning, to asset management and infrastructure planning, covering the needs of elected members, executives, managers and staff.

To ensure these resources hit the mark and are easy to adopt, we are asking councils to nominate up to three representatives from different areas of council (including an elected member, if desired) to work with the Project Governance Group and the project team as members of the Local Government Community of Practice or LGCOP.

The LGCOP will assist in the identification of priority needs, types of resources required, the assessment of the quality of the resources and how the resources should be deployed to maximise their uptake. (See attached Term of Reference).

It is intended that the group will continue as a peer to peer knowledge sharing and capability building group after the project's completion.

Participation in the LGCOP will require council to commit to supporting its representatives to attend 2 workshops in Brisbane.

The first meeting will be held in early-mid March. Other meetings may be attended in person or via teleconference.

Representatives will be asked to undertake reviews of materials relevant to their areas of expertise only. These reviews will be scheduled well in advance to ensure adequate time can be set aside.

**Recommendation:**

*That Council note the Report and agrees to Senior Staff and Elected Members participation in the this Queensland Climate Resilient Councils Program.*

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Ordinary Meeting of Council Monday 19<sup>th</sup> March 2018

**Background:** As per attached Document

**Consultation:** Elected Members, Senior Staff.

**Legal Implications:** Nil

**Policy Implications:** Nil at this stage but this may change through specific outcomes of the QRCP findings.

**Financial and Resource Implications:**

The cost of two workshops in Brisbane

**InfoXpert Document ID:** 90656

Info Xpert Doc ID: 90657



Mr Peter Fitchat  
Chief Executive Officer  
McKinlay Shire Council  
PO Box 177  
JULIA CREEK QLD 4823



**P** 07 3000 2222  
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**W** [www.lgaq.asn.au](http://www.lgaq.asn.au)

Local Government House  
25 Evelyn Street  
Newstead Qld 4006

PO Box 2230  
Fortitude Valley BC  
Qld 4006



12 February 2018

Cr Belinda Murphy  
Mayor  
McKinlay Shire Council  
PO Box 177  
JULIA CREEK QLD 4823

Dear Belinda,

**INVITATION TO NOMINATE: Queensland Climate Resilient Councils Program – Leading Practice Climate Change Resources Project - Local Government Community of Practice**

Thank you again for your participation in the Queensland Climate Resilient Councils (Q CRC) program. The Q CRC is working to strengthen internal council decision-making processes through strong governance arrangements and tools. Thirty-one councils are now participating from across the state. (See attached 2017 program highlights).

While we are still delivering tailored briefings on climate implications and undertaking detailed climate governance assessments to participating councils, the program is now commencing the development of a package of leading practice resources to support local governments to respond effectively. This work will create a world leading resource for Queensland councils, but only if it delivers what councils need. The resources will include materials that will be of value to multiple areas of councils from finance and land use planning, to asset management and infrastructure planning, covering the needs of elected members, executives, managers and staff.

To ensure these resources hit the mark and are easy to adopt, we are asking councils to nominate up to three representatives from different areas of council (including an elected member, if desired) to work with the Project Governance Group and the project team as members of the Local Government Community of Practice or LGCOP. The LGCOP will assist in the identification of priority needs, types of resources required, the assessment of the quality of the resources and how the resources should be deployed to maximise their uptake. (See attached Term of Reference).

It is intended that the group will continue as a peer to peer knowledge sharing and capability building group after the project's completion.

Participation in the LGCOP will require council to commit to supporting its representatives to attend 2 workshops in Brisbane. The first meeting will be held in early-mid March. Other meetings may be attended in person or via teleconference. Representatives will be asked to undertake reviews of materials relevant to their areas of expertise only. These reviews will be scheduled well in advance to ensure adequate time can be set aside.



If you have any further questions, please contact the Program Manager, Ms Dorean Erhart at [dorean\\_erhart@lgaq.asn.au](mailto:dorean_erhart@lgaq.asn.au) or 3000 2202. Please forward the names and contact details of your nominated representatives to Ms Erhart by no later than Monday **19 February 2018**.

Yours sincerely

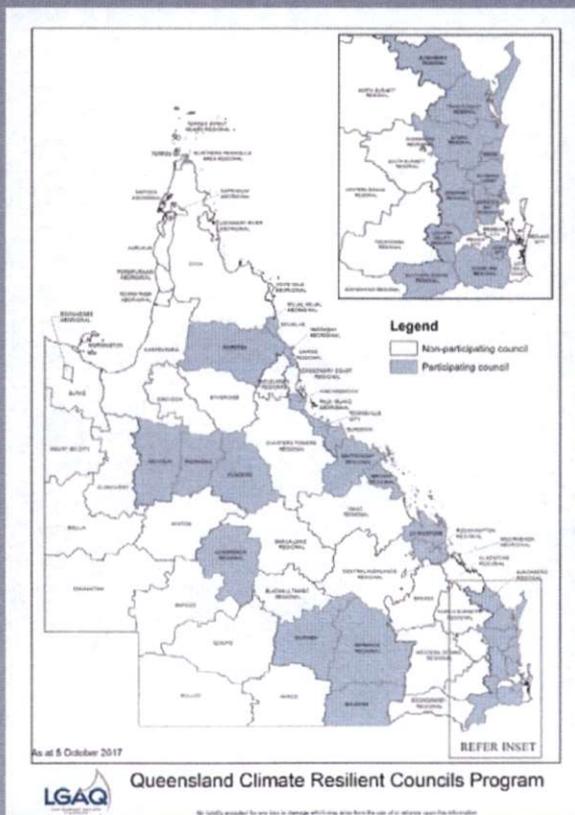
Greg Hallam AM  
Chief Executive Officer, LGAQ  
Cc: Mr Peter Fitchat, Chief Executive Officer

## Q CRC Program Highlights 2017

In 2017 the LGAQ and Department of Environment and Science (formerly Department of Environment and Heritage Protection) launched the Q CRC program. The Program is working with Queensland local governments to strengthen internal council decision-making processes to respond to climate change.

### Program kick off – March 2017

31 councils participating across the state, from Torres to Balonne shires.



- Originally only funded for 20 councils
- 28 councils apply within 3 weeks
- DES expands program to 32 councils
- Additional funding provided for workshops with Indigenous Councils

### Face to Face Briefings – April 2017

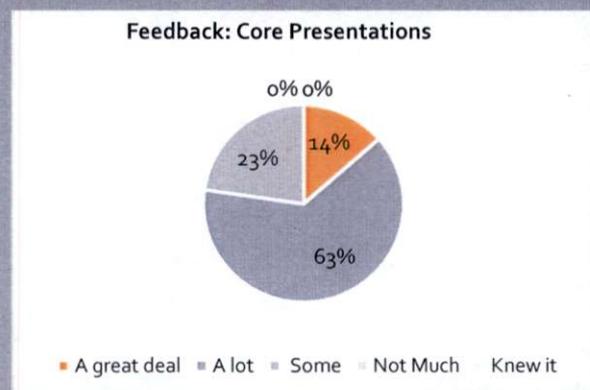
Briefings direct to councillors and senior executives provide an opportunity to discuss the impacts of climate change on council and community with specialists from across Australia.

- Face to Face briefings started April 2017 and must be completed by April 2018
- 23 Briefings delivered to date
- 241 councillors and executive officers attended
- 18 Climate specialists available to Q CRC councils
- 80% respondents said their awareness and knowledge was improved by "a great deal" or "a lot" from their briefing.

Core presentation topics are delivered to all councils:

- Legal liability
- Financial implications
- Importance of good governance & council's results in the 2016 Statewide desktop governance assessment

77% respondents said their awareness and knowledge was improved by "a great deal" or "a lot" by the core presentations.





## Face to Face Briefings Cont...

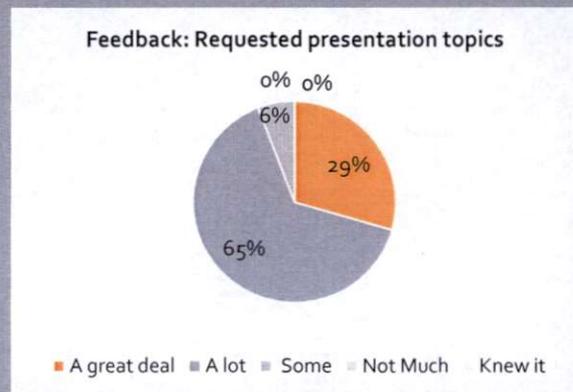


Roma silos

Special presentation topics are selected by councils from the following list:

- Implications to infrastructure
- Impacts to public and private assets
- Social and economic considerations
- Insurance and insurability
- Reducing GHG emissions
- Impacts and responses of the agriculture sector
- Water security/access

94% of respondents said their awareness and knowledge was improved by "a great deal" or "a lot" by the special presentations.



Councillor comments:

*"Each presenter was very professional, and it was obvious they are well informed and dedicated to their individual topic."*

*"Very informative and has created awareness and initiative for the future of this council."*

*"Will assist council to be better prepared i.e. have a plan/process in place."*

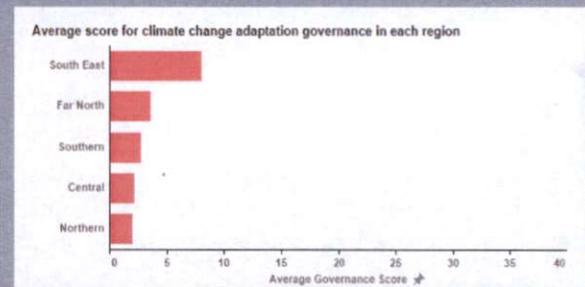
*"Informative presentations which will lead to internal review and discussion."*



## Governance Assessments – May 2017

The Governance Assessments analyse and rate 15 local government governance indicators against world leading practice standards and provide clear recommendations on how councils can improve. Indicators cover governance actions such as including climate change considerations in the Corporate Plan, Risk Register and key organisational plans.

The 2016 Statewide desktop assessment commissioned by the State Government, showed that overall, councils were performing below basic practice for all indicators, leaving themselves at risk of not being able to respond quickly and effectively to the impacts and opportunities of climate change.



2016 Statewide governance assessment results



To date Climate Planning, on behalf of the Q CRC program has worked with councils to achieve:

- 10 completed Governance Assessments
- 10 Inhouse interviews and staff surveys
- 8 completed reports

## Q CRC Program Launch – July 2017

Minister Miles, joined by LGAQ General Manager Sarah Buckler and Moreton Bay Regional Council Mayor, Allan Sutherland officially launched the Q CRC program at Dohles Rocks Environment Centre on 24 July 2018.



## Q CRC 2018 - Next Steps

### Leading Practice Resources Project – January 2018

The Q CRC is kicking off the development of leading practice resources to support local government planning and decision making for climate change mitigation and adaptation.

The project includes:

- Undertaking a user needs analyses;
- Stocktake of leading practice resources;
- Gap analysis and prioritisation;
- Development of priority products; and
- Development of a Multi-Sectoral Climate Change Strategy Guideline.

To oversee the timely and quality delivery of the project, the program is establishing a Project Governance Group with representatives from all key State Government departments and two Q CRC participating local governments.

To ensure the products deliver what is required by participating councils in a format that can be readily integrated into daily practice, councils are being asked to nominate representatives to participate in the project's Local Government Community of Practice.

### Grants for Multi-Stakeholder Climate Change Strategy Pilots

Currently the State government has made funds available for 2 grants to be issued to a council or group of councils (preferred) to pilot the preparation of climate change strategies that engage with and represent the interests of all key stakeholders.

It is widely recognised that no one group can address the complex nature of climate change without the cooperation and support of other key stakeholders. The grants are intended to allow councils to 'pilot' the approaches and advice in the Multi-Sectoral Climate Change Strategy Guideline.



## Finalising Face to Face Briefings and Governance Assessments

From February to April the Q CRC team will continue to visit participating councils delivering Face to Face briefings and undertaking detailed Governance Assessments.

*It is vitally important all participating councils receive a briefing and have a detailed governance assessment undertaken if they are to be eligible to apply for a grant in the second half of 2018.*



Charleville

## To book a briefing or governance assessment

Contact Ms Dorean Erhart, Program Manager - Q CRC,  
on: T: +61 7 3000 2202 M: +61 408 774 495

e: [dorean\\_erhart@lgaq.asn.au](mailto:dorean_erhart@lgaq.asn.au)

## To apply to participate

The program has one space remaining for a Queensland council wishing to participate. To discuss joining the program, please contact the Program Manger or download an application form from the website at: <http://qcrc.lgaq.asn.au/application-forms>

## Participating councils

PARTICIPATING COUNCIL	
Somerset Regional Council	Logan City Council
Noosa Shire Council	Mackay Regional Council
Moreton Bay Regional Council	Burdekin Shire Council
Douglas Shire Council	Whitsunday Regional Council
Lockyer Valley Regional Council	Sunshine Coast Regional Council
Yarrabah Shire Council	Cairns Regional Council
Balonne Shire Council	Torres Shire Council
Murweh Shire Council	Longreach Regional Council
Maranoa Regional Council	Rockhampton Regional Council
Southern Downs Regional Council	Livingstone Shire Council
Bundaberg Regional Council	Richmond Shire Council
Fraser Coast Regional Council	McKinlay Shire Council
Hinchinbrook Shire Council	Flinders Shire Council
Gympie Regional Council	Townsville City Council
Scenic Rim Regional Council	Wujal Wujal Aboriginal Shire Council
Mareeba Shire Council	

# Q CRC Leading Practice Resources & Climate Change Strategy Guideline Development Project

## Local Government Community of Practice (LGCOP)

### Terms of Reference

ITEM	ToR
<p><b>BACKGROUND</b></p>	<p>The Q CRC is a three-year program funded by the Department of Environment and Science (DES) and delivered by the LGAQ.</p> <p>The program is working with Queensland local governments to review and strengthen internal council decision-making processes to respond to climate change.</p> <p><b>Program goal 2017-2020</b></p> <p>By the end of the program, participating Queensland councils will have an increased capability to take positive actions to mitigate and adapt to climate change.</p> <p><b>Program objectives</b></p> <p>The Program seeks to deliver this goal through the following objectives:</p> <ul style="list-style-type: none"> <li>A. The barriers to Queensland local government incorporation of climate change considerations and responses in core decision-making are understood.</li> <li>B. Queensland local governments have ready access to tested, accurate, appropriately targeted and fit-for-purpose information, templates and documents, that support defensible, timely and effective local climate change decision-making.</li> <li>C. Local governments participating in detailed governance assessments, are supported to explicitly incorporate climate change considerations in statutory and corporate documents, systems and processes.</li> <li>D. Development of a Local Government Climate Strategy Guideline.</li> <li>E. Piloting the preparation of multi-sectoral local government climate strategies that will inform the finalisation of the Local Government Climate Strategy Guideline.</li> </ul> <p>All details about the Q CRC program including a <a href="#">flyer</a>, are available on the program's website: <a href="http://qcrc.lgaq.asn.au">http://qcrc.lgaq.asn.au</a></p>



ITEM	ToR
	<p><b>Program phases</b></p> <p>The program is being delivered in three phases structured to facilitate organisational change for councils.</p> <p><i>Face to face briefings</i></p> <p>The program provides an opportunity to discuss the impacts of climate change on a council's priorities through face to face briefings with relevant specialists.</p> <p><i>Detailed governance assessments</i></p> <p>The Governance Assessments assess and rate 15 governance indicators against world leading practice standards and provide clear recommendations on how councils can raise their practice levels.</p> <p><b>Leading practice resources for councillors and staff</b></p> <p>In 2018 the Program will provide leading practice resources for planning and decision making for climate mitigation and adaptation.</p> <p>A scan and review of existing national and international resources and tools will be undertaken. Using existing resources as a basis, a tailored package of best available tools and materials will be developed in consultation with participating councils. The tools will be complimented by the preparation of a <b>Queensland Multi-Stakeholder Climate Strategy Guideline</b>.</p> <p>Tools and resources will support strategic and operational planning and decision-making for the following council governance area:</p> <ul style="list-style-type: none"> <li>▪ Corporate/ Strategic/ Council Plan</li> <li>▪ Financial Management</li> <li>▪ Risk Register</li> <li>▪ Asset Management</li> <li>▪ Land Use Planning</li> <li>▪ Emergency/ Disaster Management</li> <li>▪ GHG Emissions</li> <li>▪ Risk Assessment</li> <li>▪ Adaptation Planning</li> <li>▪ Climate Change Policy</li> <li>▪ Climate Legal Risk</li> <li>▪ Institutional Relationships</li> <li>▪ Resource Allocation</li> <li>▪ Information Systems</li> <li>▪ Climate Change Information and Stakeholder Engagement</li> </ul> <p>The program will raise awareness of and familiarise council leaders and staff with the available resources through a targeted dissemination</p>



ITEM	ToR
	<p>program.</p> <p><i>Grants to pilot 2 Local Government Climate Change Strategies</i></p> <p>In 2018/19 the Program will test the efficacy of the Queensland Multi-Sectoral Climate Strategy Guideline through funding 2 pilot Local Government Multi-Sectoral Climate Strategies.</p>
<p><b>PURPOSE OF THE Q CRC LGCOP</b></p>	<p>The primary purpose of the LGCOP is to provide input and advice on:</p> <ul style="list-style-type: none"> <li>▪ council climate change resource and guidance needs, specifically the review and validation of the outputs of the User Needs Assessment survey;</li> <li>▪ the identification of priority governance areas (as listed above) requiring resources and guidance;</li> <li>▪ appropriateness and value of existing and new resources;</li> <li>▪ the format and type of resources required for easy adoption and integration into local government strategic and operational planning, decision-making and implementation; and</li> <li>▪ the delivery mechanisms that will best facilitate easy access to resources.</li> </ul> <p>The LGCOP will also:</p> <ul style="list-style-type: none"> <li>▪ build capability and capacity within participants to respond to climate change in their areas of responsibility;</li> <li>▪ facilitate peer to peer knowledge sharing and learning;</li> <li>▪ increase individual awareness of leading climate change practices and the national and international sources of leading practices.</li> </ul> <p><i>Commitment to active participation and contributions to the LGCOP will be taken into account in the consideration of applications for the Pilot Local Government Climate Change Strategies grants.</i></p>
<p><b>MEMBERSHIP</b></p>	<p>Membership to the LGCOP is open to any person from a Q CRC participating council including elected members, senior executives and staff.</p> <p>Each council is invited to provide up to a total of three (3) council representatives, preferably from different areas of council.</p> <p>Each council may nominate an elected representative as one of its three representatives on the LGCOP.</p>
<p><b>GOVERNANCE</b></p>	<p>The Leading Practice Resources Project will be overseen by a Project Governance Group (PGG) comprising representatives from:</p> <ul style="list-style-type: none"> <li>▪ Department of Environment and Science;</li> <li>▪ Department of Communities, Disability Services and Seniors;</li> </ul>



ITEM	ToR
	<ul style="list-style-type: none"> <li>▪ Department of Local Government, Racing and Multicultural Affairs;</li> <li>▪ Department of State Development, Manufacturing, Infrastructure and Planning;</li> <li>▪ Queensland Recovery Authority;</li> <li>▪ Two (2) Q CRC participating council representatives; and</li> <li>▪ The LGAQ.</li> </ul> <p>The LGCOP will work directly with the project team, comprising of the:</p> <ul style="list-style-type: none"> <li>▪ Q CRC Program Manager;</li> <li>▪ DES Project Manager; and</li> <li>▪ Consultant (Griffith University).</li> </ul> <p>The LGCOP will not directly answer to the PGG, however, the PGG may request advice from the LGCOP from time to time.</p> <p>Meetings of the LGCOP will be organised by the Q CRC Program Manager.</p> <p>Input and advice from the LGCOP will be coordinated by the Q CRC Program Manager.</p>
<p><b>RESPONSIBILITY OF REPRESENTATIVES</b></p>	<p>Each member of the LGCOP is individually responsible for:</p> <ul style="list-style-type: none"> <li>▪ Formally representing their organisation in carrying out the purpose of the LGCOP;</li> <li>▪ Contributing knowledge and experience to discussions, deliberations and decision-making;</li> <li>▪ Providing advice and input as it pertains to their areas of knowledge and expertise;</li> <li>▪ Seeking input from council colleagues where appropriate;</li> <li>▪ Responding to all reasonable requests within a timely manner.</li> </ul>
<p><b>PROXIES</b></p>	<p>If the primary representative cannot participate in any aspect of the LGCOP's purpose for any length of time they are requested to nominate a proxy.</p> <p>The Program Manager must be notified of the participation of proxies.</p>
<p><b>MEETING FREQUENCY AND RESOURCE REQUIREMENTS</b></p>	<p>Two workshops will be held during the project, the first scheduled for the first week in March. The second workshop date will be determined in April. In person participation by representatives or their proxy is required at both workshops.</p> <p>There will be a maximum of 6 ordinary meetings of the LGCOP. Representatives may attend in person or by web/teleconference facility.</p> <p>Representatives will be asked to undertake out of session reviews of materials (relevant to their areas of expertise only).</p>



Queensland Climate Resilient Councils

ITEM	ToR
	Requests for review will be scheduled well in advance of receipt of materials to ensure adequate time for review can be set aside.
ATTENDANCE COSTS	All travel costs will be borne by the member's organisation.



Queensland Climate Resilient Councils



Queensland  
Government



Ordinary Meeting of Council Monday 19<sup>th</sup> March 2018

**9.2 Subject:** LATE REPORT Julia Creek Hospital Build

**Attachments:** Nil

**Author:** Chief Executive Officer – Peter Fitchat

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This report is pending submission.



Ordinary Meeting of Council Monday 19<sup>th</sup> March 2018

**9.3 Subject:** Local Government Electoral (Implementing Stage 1 of Belcarra) and Other Legislation Amendment Bill 2018

**Attachments:** 3

**Author:** Chief Executive Officer

**Date:** 10.03.2018

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**Executive Summary:**

The explanatory notes state that the policy objective of the Bill is to implement the Government's response to certain recommendations of the Crime and Corruption Commission's report *Operation Belcarra*:

*A blueprint for integrity and addressing corruption risk in local government to:*

- reinforce integrity and minimise corruption risk that political donations from property developers has potential to cause at both a state and local government level
- improve transparency and accountability in state and local government
- strengthen the legislative requirements that regulate how a councillor must deal with a real or perceived conflict of interest or a material personal interest.

It should be noted that the Local Government Electoral (Implementing Belcarra) and Other Legislation Amendment Bill 2017, which is substantially the same as the 2018 Bill, was referred to the former Legal Affairs and Community Safety Committee prior to the dissolution of the 55<sup>th</sup> Parliament for the 2017 election. The former committee had not concluded its inquiry for the 2017 Bill, which lapsed when the 55<sup>th</sup> Parliament was dissolved.

The closing date for written submissions is **Friday, 23 March 2018 at 12pm**. Submissions should be

The committee will hold a public briefing with departmental officers on **Monday, 19 March 2018**, and a public hearing to hear from invited witnesses in relation to the Bill on **Wednesday, 28 March 2018**.

**Recommendation:**

*That Council note the Report and agrees to Senior Staff and Elected Members participation in the this Queensland Climate Resilient Councils Program.*

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**Background:** As per attached Document

Policy objectives and the reasons for them The policy objective of the Local Government Electoral (Implementing Stage 1 of Belcarra) and Other Legislation Amendment Bill 2018 (the Bill) is to implement the Government's response<sup>1</sup> to certain recommendations of the Crime and Corruption Commission's (CCC) report *Operation Belcarra: A blueprint for integrity and addressing corruption risk in local government (the Belcarra Report)*<sup>2</sup> to: 1. reinforce integrity and minimise corruption risk



Ordinary Meeting of Council Monday 19<sup>th</sup> March 2018

that political donations from property developers has potential to cause at both a State and local government level; 2. improve transparency and accountability in State and local government; and 3. strengthen the legislative requirements that regulate how a councillor must deal with a real or perceived conflict of interest or a material personal interest. Following the Queensland local government elections on 19 March 2016, the CCC received a number of allegations about the conduct of candidates in the 2016 local government elections for the Gold Coast City Council, Moreton Bay Regional Council, Ipswich City Council and Logan City Council. In response to these allegations, in September 2016, the CCC initiated Operation Belcarra to determine whether candidates committed offences under the Local Government Electoral Act 2011 (LGEA) that could constitute corrupt conduct and to examine practices that may give rise to actual or perceived corruption or otherwise undermine public confidence in the integrity of local government, with a view to identifying strategies or reforms to help prevent or decrease corruption risks and increase public confidence. The objectives of the terms of reference of the Operation Belcarra Inquiry included examining issues or practices associated with a number of related matters, including the management of councillor conflicts of interest.<sup>3</sup> On 4 October 2017, the Speaker caused the Belcarra Report to be tabled in the Legislative Assembly. The Belcarra report contains 31 recommendations that the CCC believes would help to reduce corruption risks and promote integrity and public confidence in future local government elections, and in local government more broadly.<sup>4</sup> On 10 October 2017, the Premier and Minister for the Arts tabled the Government's response to the Belcarra Report, supporting or supporting in principle all the recommendations. The Bill is the first stage of integrity reforms to implement the Government's response to the following recommendations of the Belcarra Report considered significant to require urgent legislative change:

- recommendation 20 to ban donations from property developers for candidates, third parties, political parties and councillors. This is extended to Members of State Parliament; and
- recommendations 23 to 26 to strengthen the processes associated with the management of conflicts of interest and penalties for non-compliance. This is extended to material personal interests where appropriate. The Bill will also strengthen the processes for the declaration of councillors' conflicts of interest and material personal interests.

**Consultation:** Elected Members, Senior Staff.

**Legal Implications:** Nil

**Policy Implications:** Nil at this stage but this may change through specific outcomes of the QRCP findings.

**Financial and Resource Implications:**

The cost of two workshops in Brisbane

**InfoXpert Document ID:** 90782



Ordinary Meeting of Council Monday 19<sup>th</sup> March 2018

**9.4 Subject:** 2018 Civic Leaders Summit

**Attachments:** 1

**Author:** Chief Executive Officer

**Date:** 13.03.2018

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**Executive Summary:**

The biennial Civic Leaders Summit will be held at RACV Royal Pines Resort, Benowa on 10-11 May 2018 which will immediately follow on from the QTC/LGAQ Financial Sustainability Summit on 8 May.

**Recommendation:**

That Council nominates Cr. Neil Walker to attend the 2018 Civic Leaders Summit on the 10-11 May 2018 at Benowa.

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**Background:**

2018 Civic Leaders Summit, 10-11 May 2018.

The biennial Civic Leaders Summit will be held at RACV Royal Pines Resort, Benowa on 10-11 May 2018 which will immediately follow on from the QTC/LGAQ Financial Sustainability Summit on 8 May. Please see enclosed the program.

This event is for Mayors, Deputy Mayors, CEO's and Chief of Staff (where they exist) with a maximum of three from each council. As always, it is a star-studded line up of speakers including former Prime Minister John Howard and Cowboys coach Paul Green.

As always it is completely confidential and closed to the media and as was the case at the last event, with around half of the time dedicated to participants talking to participants in an informal setting i.e. peer to peer learning.

This is a unique and not to be missed event on the Local Government calendar.

**SUMMIT HIGHLIGHTS**

- Success and Resilience - Catherine De Vrye, Motivational Speaker - Courtesy of Saxton Speakers Bureau
- Hanging Tough - staying the journey in Public Life - Hon John Howard OM AC Former Prime Minister of Australia - Courtesy of Great Expectation Speakers and Trainers
- Half Time Address in the Grand Final – Super Coach Paul Green Coach, North Queensland Cowboys
- Dinner – Toughness and Resilience in Pool - Q&A with Ms Susie O’Neill OAM, former Olympic Swimmer/Madonna King



Ordinary Meeting of Council Monday 19<sup>th</sup> March 2018

**Consultation:**

Discussed at July Ordinary Meeting of Council.

**Policy Implications:**

Nil

**Financial and Resource Implications:**

**TRAVEL:**

Flight Mt Isa to Brisbane return \$810.00

CAR HIRE (Brisbane airport to Gold Coast) Economy - Hyundai i20 \$74.00

**ACCOMMODATION:** RACV Royal Pines Resort, Benowa 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> May 2018

Standard Rate Room Only Details \$243 x 3 Nights = \$730

**SUMMIT REGISTRATION:**

Full Registration - \$1,600.00

Summit Dinner 10<sup>th</sup> May - \$140.00

**TOTAL EXPENSE:** \$3'354.00

**InfoXpert Document ID:** 90776



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

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## Workplace Health, Safety and Risk Report

<b>DATE;</b> 08.03.18	<input checked="" type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Yearly	<input type="checkbox"/> Two Yearly
<b>February 2018</b>				
<b>Objectives of WH&amp;S Management System Plan 2017 / 2018;</b>				
<ol style="list-style-type: none"> <li>1. Comply with the intent of the Workplace Health and Safety Act 2011 in preventing a persons death, injury or illness being caused by a workplace, by a relevant workplace area, by work activities, or by plant or substances for use at a workplace</li> <li>2. Contribute to a Management framework that allows all work areas to manage WH&amp;S in a preventative way;</li> <li>3. Ensure that WH&amp;S is an integral part of effective business practice; and</li> <li>4. Clearly state the principles for managing WH&amp;S and how the organisation is expected to perform in accordance with legislative requirements</li> </ol> <p><i>The primary objective is to provide a structured methodology to conduct all WH&amp;S matters over an annual cycle.</i></p>				
<b>Monthly KPI's</b>	<b>Measurement / Score</b>	<b>Detail / Information</b>		
80% of completed items indicated in MAP's	61.5%	See MAP's, Per month and accumulative tally		
20% of carry over items indicated in MAP's	38.5%			
<b>Quarterly KPI's</b>	<b>Measurement / Score</b>	<b>Detail / Information</b>		
Progressive Statistics as above	✓	See MAP's Table following on P3 of this Report, Per month and accumulative tally		
Progressive incidents, LTI's and days lost over the year;	✓	Incident and Event Statistical information collated on P4 of this Report, Per month and accumulative tally		
Progressive lost time frequency and duration rates compared to the scheme	✓			
Progressive costs of claims over the year;	✓	LGMS Dashboard Information, P6 of Report		
Hazard inspections completed as per the Hazard Inspection Matrix	✓	See Hazard Inspection Table on P7		
<b>Yearly KPI's</b>	<b>Measurement / Score</b>	<b>Detail / Information</b>		
Progressive monthly statistics as above	✓	See MAP's Table following on P3 of this Report, Per month and accumulative tally		
Progressive incidents, LTI's and days lost over the year;	✓	Incident and Event Statistical information collated on P4 of this Report, Per month and accumulative tally		
Progressive lost time frequency and duration rates compared to the scheme	✓			
Progressive costs of claims over the year;	✓	LGMS Dashboard Information, P6 of Report		
Hazard inspections completed as per the Hazard Inspection Matrix	✓	See Hazard Inspection Table on P7		
Results of Internal WH&S Management System Audit or the WHSA Annual Assessment Report	April 2018	Scheduled for January 2018 - Set for Handover / Training with new Resource		

Two (2) Yearly	Measurement / Score	Detail / Information
Progressive Monthly and 3 monthly statistics as above	✓	See the following tables for statistical outcomes.
Results of an external WHS Management Systems Audit or the WHSA's Annual Assessment Report	50%	External LGW Audit Scheduled for; 13 <sup>th</sup> November 2017
Completion of the two yearly MAP's	N/a	Scheduled for January 2019
Results of the overall, two yearly injury trend analysis	N/a	Scheduled to culminate January 2019 Ongoing statistical information following
Additional Objectives (WH&S Management System Plan 2017 / 2018)	Measurement / Score	Detail / Information
Sufficient resources trained to conduct SafePlan's Internal WHS Management Systems Auditing.	tbc	To be completed when a permanent resource is secured.
The audit report will be accompanied by a Rectification Action Plan (RAP) that will be forwarded to the CEO, Senior Management and then to the WHS Committee for discussion.	✓	Monthly Action Plan for February ready for sign off.
The RAP is to be included in the WHS Plan for the next two years.	✓	Ongoing, Complete to January 2019
Actions Register; number of actions outstanding	✓	See the Actions Register Table at P7
Training / Information completed as per 'Matrix for T5 Papers' / mapped training E3 LMS.	✓	In process of change over of systems, See Compliance training table at P8
Prestarts and Toolbox Meetings completed	✓	See Table at P10 for Consultation completions
Key Outcomes		
<ol style="list-style-type: none"> <li>1. Management and workers display commitment and involvement in achieving a safe and health workplace</li> <li>2. Appropriate consultative mechanisms are implemented</li> <li>3. Safe systems of work are implemented and maintained</li> <li>4. Plant and equipment is maintained in a safe condition</li> <li>5. All workers receive supervision, instruction, information &amp; induction training in all matters pertaining to WHS</li> <li>6. Reporting of all accidents / incidents &amp; mishaps &amp; / or systems that may be related to WHS risks at workplace</li> <li>7. Effective rehabilitation programs with early intervention to assist injured workers back into the workplace</li> <li>8. The provision &amp; maintenance of workplaces and equipment where risk to people is eliminated or minimised;</li> <li>9. Provision of personal protective clothing &amp; equipment, where appropriate, for control of workplace hazards</li> </ol>		
<p><b>Note all of the above KPI's are mandatory and MUST be reported on as directed</b></p> <p><b>Reference;</b>            SafePlan2 WHS Management System Plan 2017 / 2018, MSC Ver 1 02/2017            Procedure, Performance Measures, April 2015 and            Procedure, WH&amp;S Incentives and Awards, March 2014</p>		

**Monthly Action Plan's (MAP's),**  
*As per WHS Management System Plan 2017 2018*

MONTH	Items Month	Items Total	Close Out	Complete %	Target	Carry Over	Carry Over	Details / Comments
March 2017	5	5	0	0%	80%	5	100%	Evidence of; Completion during April 2017 and full sign off by CEO 28.09.17
April 2017	10	15	11	73%	80%	4	27%	Evidence of; 11 x April Close Outs, 2 x Close outs in May, 1 x Close out in June, 1 Close out in August and full sign off by CEO 28.09.17
May 2017	8	12	11	92%	80%	1	18%	CEO Sign off complete
June 2017	13	14	11	79%	80%	3	21%	CEO Sign off complete
July 2017	17	20	17	85%	80%	3	19%	CEO Sign off complete
August 2017	9	12	9	75%	80%	3	25%	CEO Sign off complete
September 2017	12	15	10	67%	80%	5	33%	CEO Sign off complete
October 2017	16	21	15	71%	80%	6	23%	CEO Sign off complete
November 2017	17	23	11	48%	80%	12	52%	LGW Audit, No coverage 17.11.17 CEO Sign off complete
December 2017	11	23	0	0%	80%	23	100%	No coverage through Dec 17 CEO Sign off complete
<b>2017 TOTALS AVG</b>	<b>118</b>		<b>95</b>	<b>81%</b>		<b>23</b>	<b>19%</b>	
January 2018	2	25	11	44%	80%	14	56%	Mid January return / start CEO Sign off complete
February 2018	12	26	16	62%	80%	10	38%	With CEO for Sign off
March 2018	13	23	6					
April 2018								
May 2018								
June 2018								
July 2018								
August 2018								
September 2018								
October 2018								
November 2018								
December 2018								
January 2019								
<b>TOTAL 2017 / 2018</b>	<b>145</b>		<b>128</b>	<b>88%</b>		<b>17</b>	<b>12%</b>	

**Comment;**

*Initiation of the E3 LMS Training will aid in completing additional outstanding elements & raise compliance*

## Incidents and Events

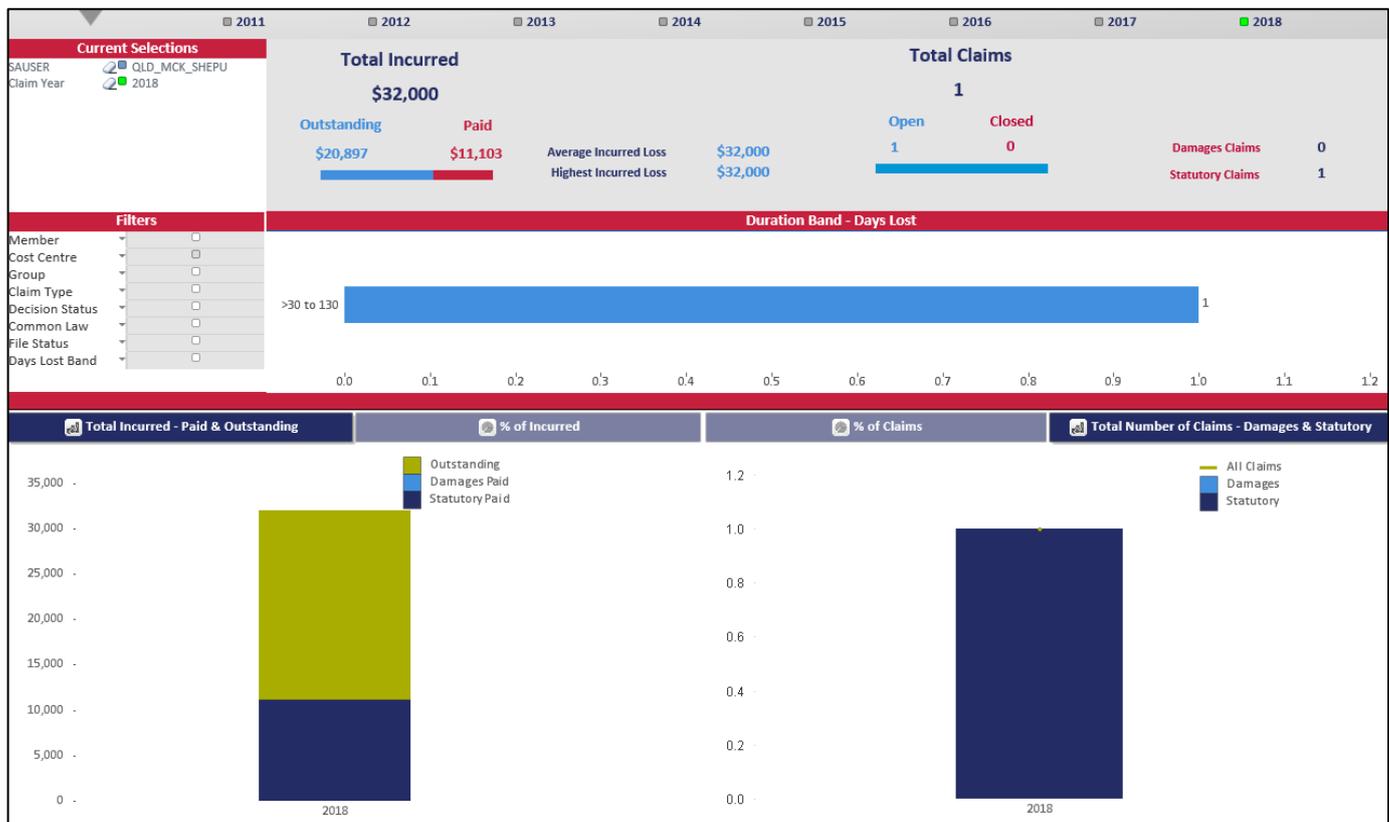
MONTH	Total Reports	Injuries #	Damage #	Breach #	Near Miss	Not Work Related	Details / Comments
January 2017	0						
February 2017	4	2	1		1		1 x Unable to wear pants 1 x MTI
March 2017	5	1	3		1		1 x LTI
April 2017	2	2					1 x MTI, 1 x FAI
May 2017	6	1	2	2	1		1 x MTI 2 x WHSQ Improvements
June 2017	4	1	1		2		1 x FAI
July 2017	1		1				
August 2017	4	1	3				1 x Report only (Public)
September 2017	1					1	1 x Domestic
October 2017	7		4			3	2 x Domestic, as above 1 x Contractor report
November 2017	2	2					1 x FAI, 1 x LTI (4 days)
December 2017	1	1	1				
<b>Total 2017</b>	<b>37</b>	<b>11</b>	<b>16</b>	<b>2</b>	<b>5</b>	<b>4</b>	
January 2018	0						Nil Incidents reported
February 2018	0		1				Nil to date
<b>TOTAL</b>	<b>37</b>	<b>11</b>	<b>17</b>	<b>2</b>	<b>5</b>	<b>4</b>	

*1 x Vehicle damage*

Period	LTI's	LTI Days	LTIFR	LTI \$	WorkCover		
2012 / 2013	3			2,016	3		
2013 / 2014	2	2		6,125	2		
2014 / 2015	2			39,660	2		
2015 / 2016	6			0	6		
2016 / 2017				1,469	0		
2017 / 2018							

*This information to be confirmed.*

## LGMS WorkCare Dashboard at 07.03.18



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

MONTH	Sched #	On Schedule	Other / Late	Total Comp	Not Comp	RAP's Comp	Action #'s	Details / Comments
January 2017	0			9		7	41	<i>Nil Scheduled</i>
February 2017	24	18		18	6	14	68	
March 2017	22	22	1	23		21	74	
April 2017	9	9	1	10		6	13	
May 2017	16		1	16		12	52	
June 2017	10		1	11		5	20	
July 2017	6	15	4	5	1	0	0	<i>Insp. not issued to personnel</i>
August 2017	19	10	11	12	7	6	12	
September 2017	12	4	6	10	2	7	27	<i>Issued Inspections</i>
October 2017	6	2	0	2	4	1	4	
November 2017	15	5	2	7	8	5	8	
December 2017	0	0	0	0	0	0	0	<i>Nil Scheduled</i>
<b>TOTAL 2017</b>	<b>139</b>	<b>85</b>	<b>27</b>	<b>123</b>	<b>28</b>	<b>84</b>	<b>319</b>	
January 2018	0	0	0	0	0	0	0	<i>Nil Scheduled</i>
February 2018	24	11	2	13	11		24	
March 2018	21							
April 2018	9							
May 2018	16							
June 2018	10							
July 2018	6							
August 2018	19							
September 2018	12							
October 2018	6							
November 2018	15							
December 2018	0							
January 2019	0							
<b>Total 2017 / 2018</b>								

**Comment;**  
*2018 schedule has been issued and some inspections updated, the remaining will be updated over the coming months. Working towards better use and outcomes of this tool.*

OUTSTANDING ACTIONS	Extreme Risk	High Risk	Moderate Risk	Low Risk	Details / Comments
190	4	70	86	30	<i>Requires further attention</i>

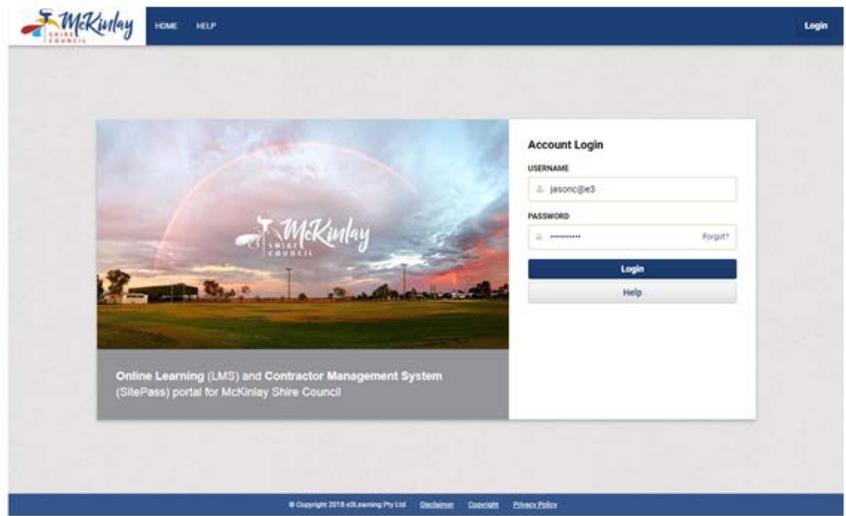
**Note;**  
*Actions may be outcomes of differing resources; incidents, inspections, audits, MAP's, hazard identifications etc.*

## Compliance Training

As per WHS Management System Plan 2017 2018

Take 5 Training has been removed from the WH&S Schedule, WHSMSP and MAP's - being replaced by E3 LMS.

This is how it will look when accessing online;



Following is the project plan;

Client view	Task Name	Status	Start	Finish	Days	Planned Days	Action by	Predecessors
1	McKinlay Shire Council - LMS + SitePass + Content		25/01/18	30/04/18	63d			
2	Project Development		25/01/18	30/04/18	83d			
3	INITIATING		25/01/18	08/02/18	10d			
4	Project set up		25/01/18	06/02/18	10d			
5	Project handover		25/01/18	25/01/18	1d	1	e3 Sales	
6	Content Scoping call w/ McKinlay Shire Council		05/02/18	05/02/18	1d	1	Client	5FS +5d
7	Project Initiation		06/02/18	08/02/18	3d	5	PM	
11	Client initiation call w/ McKinlay Shire Council		09/02/18	08/02/18	3d	3	PM	6
12	Project plan		09/02/18	08/02/18	3d	3	PM	6
13	SYSTEM IMPLEMENTATION		09/02/18	18/04/18	46d			
14	Portal		09/02/18	02/03/18	16d			
15	Select sub domain preference *.e3learning.com.au		09/02/18	09/02/18	1d	1	Client	11
16	Provide all resources for Portal		09/02/18	09/02/18	1d	1	Client	11
17	Register Portal URL		09/02/18	09/02/18	1d	1	PM	11
18	Develop Portal		12/02/18	14/02/18	3d	3	PM	17
19	Webinar training for key site administrators		15/02/18	15/02/18	1d	1	Client	18
20	Provide account creation batch file template to client		15/02/18	15/02/18	1d	1	PM	18
21	Populate batch file of LMS groups and users		16/02/18	22/02/18	5d	5	Client	20
22	Upload batch file of LMS groups and users		23/02/18	01/03/18	5d	5	PM	21, 18
23	Enable, configure & test e3 products and features		15/02/18	15/02/18	1d	1	PM	18
24	Assign courses		02/03/18	02/03/18	1d	1	PM	22
25	Sign off Portal		16/02/18	16/02/18	1d	1	Client	23
26	Certificate		09/02/18	21/02/18	9d			
27	Provide all resources for Certificate		06/02/18	09/02/18	1d	1	Client	11
28	Develop Certificate		12/02/18	16/02/18	5d	5	Dev	17
29	Review Certificate		19/02/18	20/02/18	2d	2	Client	28
30	Sign off Certificate		21/02/18	21/02/18	1d	1	Client	29
31	SitePass		05/03/18	18/04/18	30d			
32	SitePass Implementation		05/03/18	18/04/18	30d			

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As the systems comes on line and available I will share additional information.

Client view	Task Name	Status	Start	Finish	Days	Planned Days	Action by	Predecessors
33	System Initial set up		05/03/18	06/03/18	2d	2	PM	18, 24
34	SitePass Implementation & Configuration		07/03/18	28/03/18	15d	15	PM	33
35	Batch upload (3 max)		29/03/18	06/04/18	5d	5	Support	34
36	Client follow up		09/04/18	09/04/18	1d	1	PM	35
37	Changes to SitePass system		10/04/18	16/04/18	5d	5	PM	36
38	Induction Card		29/03/18	18/04/18	13d			
39	Provide all resources for Induction Card		29/03/18	06/04/18	5d	5	Client	34
40	Develop Induction Card		09/04/18	17/04/18	7d	7	Dev	39
41	Sign off Induction Card		18/04/18	18/04/18	1d	1	Client	40
42	CLOSE		19/04/18	30/04/18	7d			
47	Complete project plan		23/04/18	24/04/18	2d	2	PM	44

## Prestart & Toolboxes

### As per WHS Management System Plan 2017 2018

MONTH	Prestarts #s	Toolbox's #s	Issues Identified	Details / Comments
January 2017	39		0	<i>Copies in InfoXpert</i>
February 2017	108		0	<i>Copies in InfoXpert</i>
March 2017	175	9	0	<i>Copies in InfoXpert</i>
April 2017	107		0	<i>Copies in InfoXpert</i>
May 2017	148		0	<i>Copies in InfoXpert</i>
June 2017	119	1	0	<i>Copies in InfoXpert</i>
July 2017	102		0	<i>Copies in InfoXpert</i>
August 2017	107		0	<i>Copies in InfoXpert</i>
September 2017	173		0	<i>Copies in InfoXpert</i>
October 2017	158		0	<i>Copies in InfoXpert</i>
November 2017	158	2	0	<i>Copies in InfoXpert</i>
December 2017	65		0	<i>Copies in InfoXpert</i>
<b>Jan to Dec 2017</b>	<b>1459</b>	<b>12</b>	<b>0</b>	<b>Total for 2017</b>
January 2018	65	0	0	<i>Copies in InfoXpert</i>
February 2018	49	0	0	<i>Copies in InfoXpert</i>
March 2018	2			<i>Copies in InfoXpert</i>
April 2018				
May 2018				
June 2018				
July 2018				
August 2018				
September 2018				
October 2018				
November 2018				
December 2018				
January 2019				
<b>Total 2017 / 2018</b>	<b>1575</b>	<b>12</b>	<b>0</b>	<b>To date for the period</b>

**Comment;**

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



Ordinary Meeting of Council 19<sup>th</sup> March 2018

## 11. MEMBERS BUSINESS

## 12. CLOSE