

# Ordinary Meeting Agenda

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

Tuesday 21<sup>st</sup> August 2018, 9:00am

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## **1. OPENING BUSINESS**

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

## **2. ATTENDANCE**

Mayor: Cr. B Murphy

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

### Staff:

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

Other people in attendance:

Apologies:

## **3. CONFIRMATION OF MINUTES**



# MCKINLAY SHIRE COUNCIL

## ***UNCONFIRMED MINUTES***

OF THE

### **ORDINARY MEETING OF COUNCIL**

HELD AT THE

BOARDROOM, CIVIC CENTRE  
JULIA CREEK

Tuesday 24<sup>th</sup> July 2018, 9:00am

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## 1. OPENING BUSINESS

All Councillors having signed the Attendance Book, Mayor Belinda Murphy declared the meeting open at 9:17 am.

## 2. ATTENDANCE

**Mayor:** Cr. B Murphy

**Members:** Cr. S Royes, Cr. J Fegan, Cr. N Walker

**Staff:**

Interim Chief Executive Officer, Mr John Kelly (teleconference)  
Director of Corporate & Community Services, Mrs Tenneil Cody  
Executive Assistant, Mrs Amy Tinning

**Apologies:**

Director of Engineering, Environmental & Regulatory Services, Mr Andrew Boardman  
Cr. P Curr

**Other people in attendance:**

Nil

## 3. CONFIRMATION OF MINUTES

Confirmation of Minutes of the Special Meeting of Council held on 20<sup>th</sup> June 2018.

**RECOMMENDATION**

That the Minutes of the Special Meeting of Council on 20<sup>th</sup> June 2018 be confirmed.

**Resolution No. 001/1819**

The Minutes of Special Meeting of Council on 20<sup>th</sup> June 2018 are confirmed.

Moved Cr.N Walker

Seconded Cr. S Royes

CARRIED 4/0

Confirmation of Minutes of the Ordinary Meeting of Council held on 26<sup>th</sup> June 2018.

**RECOMMENDATION**

That the Minutes of the Ordinary Meeting of Council on 26<sup>th</sup> June 2018 be confirmed.

**Resolution No. 002/1819**

The Minutes of Ordinary Meeting of Council on 26<sup>th</sup> June 2018 are confirmed.

Moved Cr. J Fegan

Seconded Cr. N Walker

CARRIED 4/0

#### 4. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

#### 5. ENGINEERING SERVICES

##### 5.1 Engineering Works Report

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

##### **RECOMMENDATION**

That Council receives the June 2018 Engineering Works Report.

##### **Resolution No. 003/1819**

Council receives the June 2018 Engineering Works Report.

Moved Cr. N Walker

Seconded Cr. S Royes

CARRIED 4/0

##### 5.2 Korong Access

Council has received a phone call from the landholder of Korong requesting if Council can grade the access road to their land Lot 3/MF23 as it has previously (last year) be completed by Council. Council staff couldn't find the road on Council's Road Register and note that it appears to not meet the criteria of Council's Road Access Policy. Council have deferred the decision at last meeting requesting additional information.

##### **RECOMMENDATION**

That Council resolves to inform the landholder that the access road to Lot 3/MF23 is not identified as an access road under Council's Road Access Policy due to it not meeting the first criteria, *the rural property must be inhabited for more than 250 days per year*, and that Council rescind resolution no. 258/1617 in its next ordinary meeting.

##### **Resolution No. 004/1819**

Council having reviewed all the aspects Council resolves to inform the landholder that the access road to Lot 3/MF23 is not identified as an access road under Council's Road Access Policy due to it not meeting the first criteria, the rural property must be inhabited for more then 250 days per year. This discussion has highlighted to Council a need to review this policy and to this end relevant staff be requested to bring forward a discussion paper on this policy.

Moved Cr. N Walker

Seconded Cr. S Royes

CARRIED 4/0

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

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

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

#### **RECOMMENDATION**

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

#### **Resolution No. 005/1819**

Council receives the June 2018 Environment and Regulatory Services Report.

Moved Cr. N Walker

Seconded Cr. J Fegan

CARRIED 4/0

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

Council has received correspondence from Department of Natural Resources, Mines and Energy seeking Council's views and/or requirements on an application for renewal of Term Lease on land described as Lot 205 on K3711.

#### **RECOMMENDATION**

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

#### **Resolution No. 006/1819**

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

Moved Cr. J Fegan

Seconded Cr. S Royes

CARRIED 4/0

### **6.3 Food Business Licence and Commercial Use of Roads Application**

Council has received Food Business Licence and Commercial Use of Roads Permit Applications from a local resident, to operate a mobile coffee van in front of her residence at 20-22 Burke Street, Julia Creek.

#### **RECOMMENDATION**

For Council's consideration.

#### **Resolution No. 007/1819**

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

Moved Cr. S Royes

Seconded Cr. J Fegan

CARRIED 4/0

Cr. J Fegan declared a material personal interest with respect to agenda *item 6.4 Request For Dog Trapper* of the July 2018 Ordinary Meeting (as defined by Local Government Act 2009, section 175B) as follows:

(i) I; or my mother in law – Pauline Fegan.

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

(ii) Pauline Fegan stands to gain a benefit or suffer a loss because *it will keep her sheep alive and assist of sheep and cattle grazing business.*

Cr J Fegan's relationship with *Pauline Fegan* is *Mother in law.*

**Attendance:** Cr. J Fegan left the meeting room at 10:14am taking no part in the discussion or decision making process relating to agenda item *6.4 Request For Dog Trapper.*

## 6.4 Request For Dog Trapper

Council has received correspondence from rate payer requesting Council consider employing a qualified wild dog and dingo trapper.

### **RECOMMENDATION**

Council resolves to advise the relevant rate payer that a wild dog baiting program is already organized by Council and advise Mrs Fegan to contact Brett Carlsson, Senior Wild dog Coordinator for North West Qld for assistance with a trapper.

### **Resolution No. 008/1819**

That Council resolves to decline the request from Mrs Fegan to employ a wild dog trapper in the Shire due to:

1. Council already operates and partially subsidises the Shire baiting process.
2. No current budget allocation for this request in 2018/19 Financial Year.

Council request the Director of Engineering, Environmental and Regulatory Services to provide information and contact details to Brett Carlsson, Senior Wild dog Coordinator for North West Qld for assistance in this matter separately.

Moved Cr. N Walker

Seconded Cr. S Royes

CARRIED 3/0

**Attendance** – Cr. J Fegan re-entered the meeting room at 10:27am.

## 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 June 2018.

### **RECOMMENDATION**

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

### **Resolution No. 009/1819**

Council receives the Community Services monthly report for June 2018.

Moved Cr. J Fegan

Seconded Cr. S Royes

CARRIED 4/0

## 7.2 Community Sponsorship – Sedan Dip Sports and Recreation Club Inc.

Council has received a request for Community Sponsorship from Sedan Dip Sports and Recreation Club Inc. to support the Sedan Dip Races, Rodeo and Campdraft to be held 17<sup>th</sup> to 19<sup>th</sup> August 2018. The application is presented for Council's consideration.

### **RECOMMENDATION**

That Council sponsor Sedan Dip Sports and Recreation Club Inc. for the amount of \$5,000 (ex GST) for the provision of entertainment and water truck services.

#### **Resolution No. 010/1819**

Council sponsor Sedan Dip Sports and Recreation Club Inc. for the amount of \$5,000 (ex GST) for the provision of entertainment and water truck services.

Moved Cr. S Royes

Seconded Cr. J Fegan

CARRIED 4/0

## 8. CORPORATE SERVICES REPORT

### 8.1 Corporate Services Report

The Corporate Services Report as of June 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 June 30<sup>th</sup> 2018.

#### **Resolution No. 011/1819**

Council receives the monthly Corporate Services Report for the period ending June 30<sup>th</sup> 2018.

Moved Cr. N Walker

Seconded Cr. J Fegan

CARRIED 4/0

### 8.2 Request to grant rates discount

Council has received a request from a ratepayer to allow the discount which they missed due to payment being received after the discount date of 16 March 2018. The discounted amount is in excess of the authority of Chief Executive Officer therefore requires Council approval as per the debtor policy.

### **RECOMMENDATION:**

That Council decline the Rate Payers request for the refund of discount amount.

#### **Resolution No. 012/1819**

Council decline the Rate Payers request for the refund of discount amount.

Moved Cr. N Walker

Seconded Cr. J Fegan

CARRIED 4/0

### 8.3 Corporate Risk Register

Council as a public authority is exposed to a broad range of risks, if not managed, could adversely impact on the organization achieving its strategic objectives. A Corporate Risk Register has been developed to identify the risks, assess the risks and apply a risk treatment.

#### **RECOMMENDATION**

That Council adopt the Corporate Risk Register Version 1.0 as presented.

#### **Resolution No. 013/1819**

Council adopt the Corporate Risk Register Version 1.0 as presented.

Moved Cr. N Walker

Seconded Cr. S Royes

CARRIED 4/0

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

### 9.1 Building Better Regions Fund – Community Investments Stream

The purpose of this report is to seek Council's acceptance funding approved by Building Better Regions Fund (BBRF) through the Community Investments Stream.

#### **RECOMMENDATION**

That Council accept the funding support to the value of \$68,190 cash through Building Better Regions Fund for the purpose of developing a new Community and Infrastructure Plan and staff be requested to develop a RFQ Brief to Consultants for Council consideration prior to seeking quotations.

#### **Resolution No. 014/1819**

Council accept the funding support to the value of \$68,190 cash through Building Better Regions Fund for the purpose of developing a new Community and Infrastructure Plan and staff be requested to develop a RFQ Brief to Consultants for Council consideration prior to seeking quotations.

Moved Cr. J Fegan

Seconded Cr. S Royes

CARRIED 4/0

### 9.2 Northern Alliance of Councils Inc. (NAOC) Conference

Council is presented with a request to attend the Northern Alliance of Councils Inc (NAOC) Meeting and Conference to be held in Ingham 21<sup>st</sup> – 23<sup>rd</sup> August 2018.

The annual conference, hosted by a member council, is attended by Councillors, Local and State government officers, major companies and local government stakeholders. As well as the Annual General Meeting and General Meeting, the program includes guest speakers' presentations on topics of interest to local governments.

#### **RECOMMENDATION**

That Council considers nominating a Councillor or Councillors to attend the Northern Alliance of Councils Meeting & Conference in Ingham 21<sup>st</sup> – 23<sup>rd</sup> August 2018.

#### **Resolution No. 015/1819**

Council nominates Cr. J Fegan to attend the Northern Alliance of Councils Meeting & Conference in Ingham 21<sup>st</sup> – 23<sup>rd</sup> August 2018.

Moved Cr. S Royes

Seconded Cr. N Walker

CARRIED 4/0

### 9.3 North West Regional Organisation of Councils – Strategic Plan

North West Regional Organisation of Councils held a teleconference on 6<sup>th</sup> July 2018 to discuss the revised draft Strategic Planning - Vision, Mission, Regional Priorities and Action Plan.

See minutes from meeting regarding Councils response to the draft plan.

#### 1. Draft Strategic Plan

##### a. Consideration by Councils

Greg Hoffman spoke to the draft plan which had been updated at the last teleconference on 1 June 2018 and sent to all Mayors and CEOs. He indicated it was intended to endorse the plan at the next meeting in Karumba on 7-8 August and that he was keen for the draft to be run past as many councillors as possible before then to ensure their input could be considered before it was finalised. The objective was to secure maximum “ownership” of the plan when it was finally adopted.

#### Action:

**It was agreed Mayors would ensure the draft Strategic Plan was brought to the attention of their councils with responses to be considered when the plan was finalised at the next meeting in Karumba on 7-8 August 2018**

#### RECOMMENDATION

That Council receive and endorse the Draft Plan, in addition to any feedback for Mayor Belinda Murphy to deliver at the NWQROC Meeting in Karumba on 7-8 August 2018.

#### **Resolution No. 016/1819**

Council receive and endorse the Draft Plan, in addition to any feedback for Mayor Belinda Murphy to deliver at the NWQROC Meeting in Karumba on 7-8 August 2018.

Moved Cr. J Fegan

Seconded Cr. S Royes

CARRIED 4/0

### 9.4 Recruitment of Replacement Chief Executive Officer

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

#### PROCEDURAL MOTION

#### **Resolution No. 017/1819**

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

Moved Cr. N Walker

Seconded Cr. J Fegan

CARRIED 4/0

The Ordinary Meeting of Council closed at 10:52am.

## **PROCEDURAL MOTION**

### **Resolution No. 018/1819**

The Ordinary Meeting of Council re-opens to the public.

Moved Cr. S Royes

Seconded Cr. J Fegan

CARRIED 4/0

The Ordinary Meeting of Council re-opened to the public at 11:01am.

## **RECOMMENDATION**

That Council appoint Mr Des Niesler of 4 Grienken Lane, Ballandean Q 4382 as Chief Executive Officer for a term of 12 months effective from 1<sup>st</sup> November 2018 under similar contract terms and conditions as the current CEO with the option to extend subject to continued satisfactory service and the mutual agreement of both parties.

### **Resolution No. 019/1819**

Council appoint Mr Des Niesler of 4 Grienken Lane, Ballandean Q 4382 as Chief Executive Officer for a term of 12 months effective from 1<sup>st</sup> November 2018 under similar contract terms and conditions as the current CEO with the option to extend subject to continued satisfactory service and the mutual agreement of both parties.

Moved Cr. S Royes

Seconded Cr. J Fegan

CARRIED 4/0

## **10. WHS REPORT**

There were no items for the agenda relating to WHS for June 2018.

## **11. MEMBERS BUSINESS**

**Cr. J Fegan** – New Planning Scheme process.

**Cr. J Fegan** – Council to send letter of acknowledgment to Senior Sergeant Des Hansson and his contribution to the community during his time in McKinlay.

**Cr. J Fegan** – North West Health Service Planning meeting update.

**Cr. J Fegan** – Maternity Forum update.

**Cr. S Royes** – New 24 Seater Community Bus.

**Cr. S Royes** – Bush Dinner chairs.

**Cr. B Murphy** - Department of Tourism meeting update.

**Cr. B Murphy** – RAPAD Outback Aerodrome Symposium.

**Cr. B Murphy** – Dirt n Dust TEQ Teleconference.

## **12. CLOSURE OF MEETING**

The Chair of the meeting Mayor Belinda Murphy declared the meeting closed at 11:45am.

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



## **5.0 ENGINEERING SERVICES**

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Ordinary Meeting of Council Tuesday 21<sup>th</sup> August 2018

**5.1 Subject:** Engineering Works July Report  
**Attachments:** Nil  
**Author:** Director Engineering and Regulatory Services  
**Date:** 13<sup>th</sup> August 2018

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**Executive Summary:**

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

**Recommendation:**

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

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**Background:**

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

**Consultation:** (internal/External)

Finance Manager, Works Staff

**Legal Implications:**

Nil

**Policy Implications:**

Nil.

**Financial and Resource Implications:**

As provided in the report.

**InfoXpert Document ID:** 93947



**Capital Works Program 2018-19**

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



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



**Operational Works**

<b>Engineering Operational Works July 2017-June 2018</b>	<b>Status</b>
Shire Road Maintenance	Maintenance grading commenced and larger maintenance items being planned and scheduled
Road Signage	Defects being repaired as part of Delta S maintenance management
Town Streets	Re-seals are being planned and most likely with coincide with TIDs or Cannington works
NDRRA	2016 complete. Submission for 18 event being finalised
Julia Creek Airport	Lighting is working. 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	Works ongoing as per contract, pads are being prepared for TMR reseals, larger items are being scheduled
Workshop	Maintenance of plant continuing as per maintenance schedules

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.



Engineering Operational Works July 2018-June 2019	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. One boiled water alert repairs undertaken to facility.
<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 works are on-going.



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## **2018 NDRRA**

In-field assessment (IFA) completed for schedules 1 and 4 with Council requesting a second IFA to completed the remaining schedules.

Schedules 1 and 4 are submitted and Council expects a response from QRA within 4 weeks.



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**5.2 Subject:** Gidgery Creek Resilience Funding  
**Attachments:** Nil  
**Author:** Director Engineering and Regulatory Services  
**Date:** 13 August 2018

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**Executive Summary:**

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

**Recommendation:**

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

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**Background:**

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

**Comments:**

Council can propose to reduce the scope to match the funding however this can lead to other issues if the crossing fails in the future. Although Council will commit \$45,000.00 officers aim to reduce this amount whilst still completing the full scope.

**Legal Implications:**

Nil

**Policy Implications:**

Nil

**Financial and Resource Implications**

Additional commitment of \$45,000.00 for a total Council commitment of \$70,000.00. Suggest to utilize the roads maintenance budget and review budget at mid year review.

**Risk Management** – NA

**Options for Council to Consider** – To either reduce scope to fit \$225,000.00 or fund the additional \$45,000.00 to complete the full scope.

**InfoXpert Document ID:** 93948



## **6.0 ENVIRONMENTAL & REGULATORY SERVICES**

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**6.1 Subject:** Environmental and Regulatory Services Report - July 2018  
**Attachments:** Nil  
**Author:** Director Engineering and Regulatory Services  
**Date:** 6<sup>th</sup> August 2018

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**Executive Summary:**

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

**Recommendation:**

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

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**Background:**

This report outlines the general activities of the department for the month of July 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	



## **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	\$74	\$6,326	\$75,908
Refuse Disposal	\$30	\$3,014	\$36,167

<b><u>Expenditure</u></b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget</b>	<b>Bud-Act</b>
Kerbside Rubbish Collection	\$1,390	\$4,583	\$55,000	\$53,610
Refuse Disposal Operation Costs	\$7,968	\$7,500	\$90,000	\$82,032

### **1.2 - Report**

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

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

Staff started pumping water at the bottom of the main pit out into a new pit.

Prepared the front and side of dump areas in preparation for new shrubs to be planted in the coming months.

One warning was issued for dumping of rubbish in incorrect areas.

Skip Bins have arrived and are currently stored in the sand yard.

## **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	\$1,786	\$67	\$800

<b><u>Expenditure</u></b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget</b>	<b>Bud-Act</b>
Environmental Health Services	\$25,373	\$22,083	\$265,000	\$239,627

### **2.2 - Report**

#### **Water and Sewage monitoring**

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

Sampling undertaken in July showed no E.coli contamination in samples taken at all four townships.



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

**Vector Control**

Fogging was undertaken at 65 Burke Street.

**Food Recalls**

Four (4) Food Recalls were received for the month.

**Workplace Health and Safety**

No safety issues were identified during the month.

Council staff is progressing with the new E3 Learning System.

**3 – Local Law Administration**

**3.1 – Budget**

<u>Revenue</u>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget</b>	
Animal Registration Fees	\$3,957	\$417	\$5,000	
Fines & Penalties – Animal Control	-\$7,443	\$83	\$5,000	
Animal Boarding	\$378	\$167	\$2,000	

<u>Expenditure</u>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget</b>	<b>Bud-Act</b>
Local Law Administration	\$8,648	\$6,833	\$82,000	\$73,352

**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	Two (2) Dogs Impounded
Euthanized/Destroyed	Nil
Verbal/Written/Official warning	Two (2) Official Warnings (Nuisance dogs) One (1) Official Warning (Dog at Large)
Complaints	Three (3) – Nuisance dogs (barking)
Dog Boarding	Four (4) dogs
Removal of Dead Animals	Five (5) Kangaroos
Trapping Locations & Results	Trap placed on Quarrel Street with one cat being trapped Trap placed at Dump with three cats being trapped



#### **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>
Pest Plant & Animal Control Funding	\$0	\$0	\$0
Truck Washdown Bay	\$1,555	\$1,667	\$20,000
Dingo Baits	\$0	\$83	\$1,000
Feral Pig Baits	\$0	\$8	\$100

<b><u>Expenditure</u></b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget</b>	<b>Bud-Act</b>
Pest Plant Control Program	\$3,452	\$21,917	\$263,000	\$259,548
Pest Animal Control Program	\$129	\$5,167	\$62,000	\$61,871

##### **4.2 – Report**

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

260 De-k9 baits were issued during July.

4 Dingo Scalps were presented in July.

###### **Pest Plants**

Local Laws Officer sprayed prickly acacia around Julia Creek.

#### **5 – Livestock Operations**

##### **5.1 – Budget**

<b><u>Revenue</u></b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget</b>
Livestock Weighing	\$3,178	\$3,750	\$45,000
Livestock Cattle Loading	\$0	\$2,083	\$25,000

<b><u>Expenditure</u></b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget</b>	<b>Bud-Act</b>
Livestock Operational Costs	\$6,648	\$8,000	\$96,000	\$89,352

##### **5.2 - Report**

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

There were 1143 head of cattle weighed at the facility during July.



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

MONTH	2012	2013	2014	2015	2016	2017	2018
JANUARY	199	0	359	0	0	0	183
FEBRUARY	2309	1740	1322	1872	525	467	3241
MARCH	0	676	617	3446	1497	1333	388
APRIL	1048	1584	406	5315	951	2487	2217
MAY	3257	3829	1891	8107	615	2062	3065
JUNE	287	3976	2,109	3,442	1456	1522	742
JULY	3,931	1,774	0	2,170	2809	2003	1143
AUGUST	3260	0	374	1183	2582	2311	
SEPTEMBER	1706	338	3274	488	2665	1478	
OCTOBER	618	1153	790	1252	4613	1127	
NOVEMBER	825	357	508	36	1011	2673	
DECEMBER	524	0	240	0	234	340	
<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>10,979</b>

**Livestock Operations (Cattle Loading)**

There were a total of 2084 head of cattle loaded in July making the progressive total of cattle loaded to 3361 for the 2018 Livestock Season.

There were a total of 5 trains loaded in July making the progressive total of trains loaded for the 2018 livestock season to nine (9).

**Table 3 – Livestock Loading Month and Year Totals**

MONTH	2012	2013	2014	2015	2016	2017	2018
JANUARY	0	0	0	0	0	0	0
FEBRUARY	0	1764	680	0	0	132	0
MARCH	1102	5310	851	0	572	920	0
APRIL	2791	5813	1811	7653	1737	580	0
MAY	6178	8670	7414	7204	2933	6126	603
JUNE	3788	8451	5912	6605	3486	2658	674
JULY	4877	7645	5246	6998	3565	3654	2084
AUGUST	6534	4215	6843	3936	4963	2898	
SEPTEMBER	5410	1904	4508	315	2233	1804	
OCTOBER	5833	1800	3122	0	1070	0	
NOVEMBER	4568	0	3439	0	1641	0	



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DECEMBER	110	0	0	0	144	0	
<b>TOTAL FOR YEAR</b>	<b>41141</b>	<b>45572</b>	<b>38826</b>	<b>32711</b>	<b>22344</b>	<b>18772</b>	<b>3361</b>

## **6 – Stock Routes and Reserves**

### **6.1 - Budget**

<b><u>Revenue</u></b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget</b>
Stock Route – Permit/Water Fees	\$0	\$717	\$8,600
Stock Route Recoverable Works	\$0	\$0	\$0
Trustee Lease Fees	\$0	\$10,000	\$120,000
Reserve Agistment Fees	\$873	\$1,783	\$21,400

<b><u>Expenditure</u></b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget</b>	<b>Bud-Act</b>
Precept Expenses	\$0	\$1,667	\$20,000	\$0
Stock Route Maintenance	\$2,561	\$9,167	\$110,000	\$107,439
Reserve Expenses	\$3,180	\$1,250	\$15,000	\$11,820
Cemeteries	\$1,440	\$1,667	\$20,000	\$18,560

### **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.

#### **Paddocks**

New fence installed on the paddocks along Airport Road.

#### **Cemeteries**

There were no enquiries during the month.

## **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>
Work Program	\$900	\$2,500	\$30,000	\$29,100



## **7.2 - Report**

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

The Work Camp assisted with the Cloncurry Show during the month.

**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
Painting of faded signs throughout Julia Creek	Ongoing

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

### **8.1 - Budget**

<b><u>Revenue</u></b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget</b>
<b>Council Property/Staff Housing Program</b>	\$6,390	\$8,333	\$100,000
<b>FRB Centre Rent</b>	\$2,320	\$2,167	\$26,000



<b>Community Centre Hire Fees</b>	\$1,011	\$125	\$1,500
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<u>Expenditure</u>			Actual YTD	Budget YTD	Budget	Bud-Act
<b>Council Program</b>	<b>Property/Staff</b>	<b>Housing</b>	\$31,698	\$15,417	\$188,500	\$153,302
<b>FRB Units &amp; Operations</b>	<b>Centre</b>	<b>Costs</b>	\$2,500	\$4,417	\$53,000	\$50,500

## 8.2 - Report

### Corporate Facilities and Housing

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

#### Table 6 - Staff Housing Activities

Activity	Number
Properties Available for use	10 Shaw Street 2/9 Shaw Street 5 Coyne Street
New Tenancies	Nil
Finalised Tenancies	One (1) – 5 Coyne Street
Remedy Breach	Nil
Notice to Leave	Nil
Notes	<ul style="list-style-type: none"> <li>General Maintenance performed when required.</li> </ul>

### Old Senior/Aged Care Housing

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

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

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



### 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
Notes	General Maintenance performed when required.

### 9 – Land and Building Development

#### 9.1 - Budget

<u>Revenue</u>	Actual YTD	Budget YTD	Budget
Land and Building Development	\$113	\$4,000	\$48,000

<u>Expenditure</u>	Actual YTD	Budget YTD	Budget	Bud-Act
Town Planning Program	\$1,400	\$5,833	\$70,000	\$68,600

#### 9.2 - Report

##### Regulatory Services, Land and Building Development

One (1) Building Application was lodged for a carport/shed during the month.

### 10 – Local Disaster Management

#### 10.1 – Budget

<u>Revenue</u>	Actual YTD	Budget YTD	Budget
SES Grants	\$0	\$1,854	\$22,250

<u>Expenditure</u>	Actual YTD	Budget YTD	Budget	Bud-Act
Disaster Management Operational Costs	\$5,733	\$2,250	\$27,000	\$21,267

#### 10.2 - Report

##### Disaster Management

No incidents occurred that required the activation of the LDMG.



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**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:** 93949



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**6.2 Subject:** State Interest Review and Public Notification of Proposed Draft Planning Scheme  
**Attachments:** 6.2.1 – Proposed correspondence to be sent to DSDMIP to request a State Interest Review and Commencement of Public Consultation (TO BE PRESENTED AT MEETING)  
**Author:** Director Engineering and Regulatory Services  
**Date:** 3 August 2018

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**Executive Summary:**

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

**Recommendation:**

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

---

**Background:**

Council has held numerous workshops with Departmental staff to prepare a draft Planning Scheme for McKinlay Shire.

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

**Consultation:** (internal/External)

Engineering and Regulatory Services Department and Department of State Development, Manufacturing, Infrastructure and Planning

**Legal Implications:** NA

**Policy Implications:** NA

**Financial and Resource Implications:** Cost to advertise and run community consultations

**Risk Management:** NA

**Options for Council to Consider:** NA

**InfoXpert Document ID:** 93950



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**6.3 Subject:** Food Business Licence and Commercial Use of Roads Application  
**Attachments:** McKinlay Shire Planning Scheme 2005 Commercial Zone Code, Township Map, Definitions and Schedules  
**Author:** Director Engineering and Regulatory Services  
**Date:** 6<sup>th</sup> August 2018

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**Executive Summary:**

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

**Recommendation:**

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

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**Background:**

Council staff has held discussions with the applicant to request further information regarding exact location of the mobile van, where seating would be set up and once approval is granted that would limit the applicant to only one location or can they move to different locations.

The applicant has expressed desire to operate primarily from the applied location and this triggers a self assessable requirement under the planning scheme. Council officers have advised the applicant that if other mobile locations are sort within the shire a separate application/s (commercial use of roads) will be required.

The applicant has confirmed that she would like to have the van and associated seating parked within the property boundary of 20-22 Burke Street as per photo below.



**Proposed Location**



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As she proposes to have the van parked within the property boundary Council are to assess this application against the McKinlay Shire Planning Scheme 2005.

The land use code as per the rate card is Commercial / Light Industry.

These blocks are located within the Commercial Zone with the van being defined as a *Fast Food Store* use which is defined as self assessable development. Jacinta is not required to submit a development approval but her application is to be assessed against the Performance Criteria and Acceptable Solutions of this zone as table below;

<u>Performance Criteria</u>	<u>Acceptable Solutions</u>	<u>Comments</u>
<p><b>Site suitability</b> P1 Sites are suitable in size and configuration for the intended use</p>	<p>A1.1 Sites are a minimum of 600m<sup>2</sup> in area A1.2 The road frontage of sites is a minimum of 20m</p>	<p>Complies – Site is 2023m<sup>2</sup>  Complies – Road frontage is minimum of 40m</p>
<p><b>Built form and building envelope</b> P2 Development is compatible in form and scale with the character of Julia Creek Town Centre</p>	<p>A2.1 Buildings do not exceed 2 storeys or 10 metres in height A2.2 Buildings have a maximum site cover of 75% A2.3 Buildings have a plot ratio of 1:1</p>	<p>Does not apply  Does not apply  Does not apply</p>
<p>P3 Building set backs are compatible with the achievement of a commercial character typical of the Julia Creek Town Centre</p>	<p>A3.1 Buildings have zero lot alignments to the street frontage</p>	<p>Does not apply</p>
<p><b>Amenity</b> P4 Footpath awnings are provided to all buildings having a zero lot alignment to the road frontage</p>	<p>A4.1 Where buildings have a zero lot alignment to the street a 3 metre wide cantilevered awning is provided to the street frontage</p>	<p>Does not apply</p>
<p><b>Landscaping</b> P5 Landscaping enhances the visual privacy and streetscape of the locality</p>	<p>A5.1 Where the building does not have a zero alignment to the road frontage a landscaping strip is provided to a depth of 4m  A5.2 Where the building has zero front and side boundary</p>	<p>A landscaping strip to the depth of 4m is to be provided <b>Note: Council can choose not to request that a landscaping strip be provided considering that the van will be parked behind a approx. 2m high fence</b>  Does not apply</p>



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	<p>alignments a 3m landscape strip is provided to the rear boundary</p> <p>A5.3 Where the site adjoins a residential use or land contained in the residential zone a landscaping strip to a minimum of 2m wide at the common boundary is provided</p> <p>A5.4 Plantings are to comprise species identified in Schedule 4</p> <p>A5.5 Where the building does not have a zero alignment fences are a maximum of 1.2m in height if of solid construction and 1.8m in height if up to 50% transparent</p>	<p>Does not apply</p> <p><b>Schedule 4 - Species suitable for Landscaping is attached to this report</b></p> <p>Does not comply – Fence is approx. 2m in height</p>
<p><b>Infrastructure and servicing</b></p> <p>P6 Adequate area for the storage of waste disposal must be provided. Areas are:</p> <ul style="list-style-type: none"> <li>• Screened from street frontage and adjoining properties;</li> <li>• Impervious area; and</li> <li>• Located near hose cock for cleaning purposes</li> </ul> <p>P7 Buildings are suitably serviced with adequate water supply, sewage treatment, drainage, power supply and telecommunication facilities</p>	<p>A6.1 Waste disposal areas are provided and fenced with a minimum height of 1.8 metres</p> <p>A7.1 (a) Development is connected to the reticulated water supply network where available; or          (b) Development, not having reasonable access to reticulated water, is provided with a single bore capable of delivering water supply suitable for domestic purposes with a continuous flow rate of 0.25 litres per second; and</p> <p>A7.2 (a) Development is connected to the reticulated sewage network where available; or          (b) Development not having reasonable access to the reticulated sewerage network are services by on-site waste</p>	<p>Standard 240L bins will be available for waste disposal with bins placed next to the van</p> <p>Complies - Van will have use of water supply network connected to residence.</p> <p>Does not apply</p> <p>Complies – Van will have use of sewerage network connected to the residence</p> <p>Does not apply</p>



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	<p>water treatment system in accordance with WSAA Sewerage Code of Australia; and</p> <p>A7.3 Developments are provided with connection to the reticulated electricity supply network where available; and</p> <p>A7.4 Developments have appropriate road access in accordance with Schedule 2.</p>	<p>Complies – Van will be connected to electricity connected to the residence</p> <p>Inline with the Institute of Public Works Engineers of Australia Standard Drawings</p>
<p><b>Carparking</b></p> <p>P8 Adequate parking is provided for the needs of users and dimensions to meet user requirements</p> <p>P9 Vehicle parking spaces have adequate areas and dimensions to meet user requirements</p> <p>P10 Adequate parking is provided for people with disabilities</p>	<p>A8.1 On-site parking spaces are provided in accordance with Schedule 3</p> <p>A9.1 Car parking spaces are at least 2.7m wide and designed in accordance with AS2890.1 – <i>Parking Facilities: Off Street Car Parking</i></p> <p>A10.1 Parking is designed in accordance with AS1428 – Design for Access and Mobility</p>	<p>Conditions are to be applied to this application:</p> <p><b>Car Parking Requirements</b></p> <ul style="list-style-type: none"> <li>• 1 car park per 30m<sup>2</sup> of gross floor area</li> </ul> <p><b>Servicing Requirements</b></p> <ul style="list-style-type: none"> <li>• On-site maneuvering for a small rigid van</li> </ul> <p><b>Disability Requirements</b></p> <ul style="list-style-type: none"> <li>• Compliance with AS1428 – Design for Access and Mobility</li> </ul>

She has also expressed an interest in having the freedom to be completely mobile and move freely within the Shire (Kynuna and McKinlay) or North West Queensland region when required (e.g. events/markets etc.). She will need to apply for a Commercial Use of Roads each separate location she wishes to occupy however she will not be able to set her van up on the main highway in Kynuna or McKinlay without approval from Department of Main Roads.

**Comments:**

This is self-assessable under the Planning Scheme and doesn't require Council approval however performance criteria still has to be met.

The provisional food license will be upgraded when the food audit is completed in October providing applicant has met the applicable standards.

**Consultation:** Environment and Regulatory Services Team Leader.

**Legal Implications:** NA

**Policy Implications:** NA

**Financial and Resource Implications:** NA

**Risk Management:** NA

**Options for Council to Consider:** NA



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**InfoXpert Document ID: 93951**

### 3.5 COMMERCIAL ZONE

#### 3.5.1 ASSESSMENT TABLE FOR THE COMMERCIAL ZONE

- (a) The assessment categories are identified for development in the Commercial Zone in Column 1 of Tables 3.5A and 3.5B as follows:
- (i) Table 3.5A – marking Material Change of Use for a defined use listed in Column 2; or
  - (ii) Table 3.5B – other development listed in Column 2, being Reconfiguring of a Lot and Operational Work.
- (b) Applicable Codes for Self Assessable and Code Assessable Development in the Commercial Zone are identified in column 3 of Tables 3.5A and 3.5B.

**Table 3.5A: Table of Assessment for the Commercial Zone – MATERIAL CHANGE OF USE**

1	Column 2 Defined Use <sup>20</sup>	Column 3 Applicable Codes
EXEMPT <sup>21</sup>	Park Road Low Impact Telecommunication Facility	
SELF ASSESSABLE	Arts and Craft Centre Club House Display Home/ Sales Office Fast Food Store Function Room Garden Centre Landscape Supplies Medical Centre Outside School Hours Care Place of Public Worship Restaurant Service Premises Shop Veterinary Clinic	Commercial Zone Code (A1.1 – A10.1) Commercial Zone Code (A1.1 – A10.1)
CODE	Accommodation Building Aged Persons' Accommodation Bed and Breakfast Accommodation Car Wash/ Cleaning Station Caravan Park Caretakers' Residence Carpark Child Care Centre Community Care Centre Community Facilities Educational Establishment Family Day Care Centre Funeral Parlour Home Based Business Hotel Indoor Entertainment Indoor Recreation Light Service Industry Lockup Storage Units Market Motel Outdoor Entertainment Outdoor Recreation Produce Store Sales or Hire Yard Service Station Shopping Centre Showroom	<b>All Code Assessable Uses: Commercial Zone Code, Shire Wide Codes AND</b>

<sup>20</sup> see Schedule 1 - Dictionary

<sup>21</sup> Although exempt under the Planning Scheme, other assessments may be required against other statutory instruments

1	Column 2 Defined Use <sup>22</sup>	Column 3 Applicable Codes
CODE	Telecommunication Facilities Temporary Uses Tourist Facility Transit Centre Transport Depot Vehicle Repair Premises Veterinary Hospital Warehouse	Telecommunication Facility Code
IMPACT	Any other use not referred to above, including non-defined uses	

**Table 3.5B: Table of Assessment for the Commercial Zone – OTHER DEVELOPMENT<sup>23</sup>**

1	Column 2 Type of Development	Column 3 Applicable Codes
EXEMPT <sup>24</sup>	Any other development not listed below	
SELF ASSESSABLE	None	
CODE	Operational Works for filling or excavating premises by >1.0m in depth or > 50m <sup>3</sup> in volume or filling or excavating by >0.3m in depth within 1.5m of boundary Reconfiguring a Lot	Commercial Zone Code, Filling & Excavation Code  Commercial Zone Code, Reconfiguring a Lot Code

<sup>22</sup> see Schedule 1 - Dictionary

<sup>23</sup> This does not include development under the Integrated Planning Act Schedule 8, Part 3 that is exempt development and cannot be made assessable under the Planning Scheme.

<sup>24</sup> Although exempt under the Planning Scheme, other assessments may be required against other statutory instruments

### 3.5.2 COMMERCIAL ZONE OUTCOMES

- (a) The Commercial Zone is intended to provide a range of development opportunities which are small scale and have low impact that reflects the character and built form and accommodates resident's needs. Development in the Commercial Zone comprises of –
- (i) a built form that is compatible with and consistent with the scale, form and massing of existing buildings and structures which includes using elements such as verandahs and awnings on premises and having zero set back from the street frontage; and
  - (ii) development including retail, professional offices and the like.
- (b) Commercial development will be contained within land zoned Commercial which includes the redevelopment of existing development.
- (c) A high level of streetscape amenity will be provided through the design of the buildings and structures and landscaping.
- (d) Buildings and structures are site to protect the amenity of adjoining premises.
- (e) Pedestrian routes and parking are provided to meet the needs of proposed users, customers and employees.
- (f) Development is adequately serviced by infrastructure.

### 3.5.3 COMMERCIAL ZONE CODE

#### Purpose

The purpose of the Code is to ensure development within the Commercial Zone is consistent with the outcomes for the Commercial Zone described in 3.5.2.

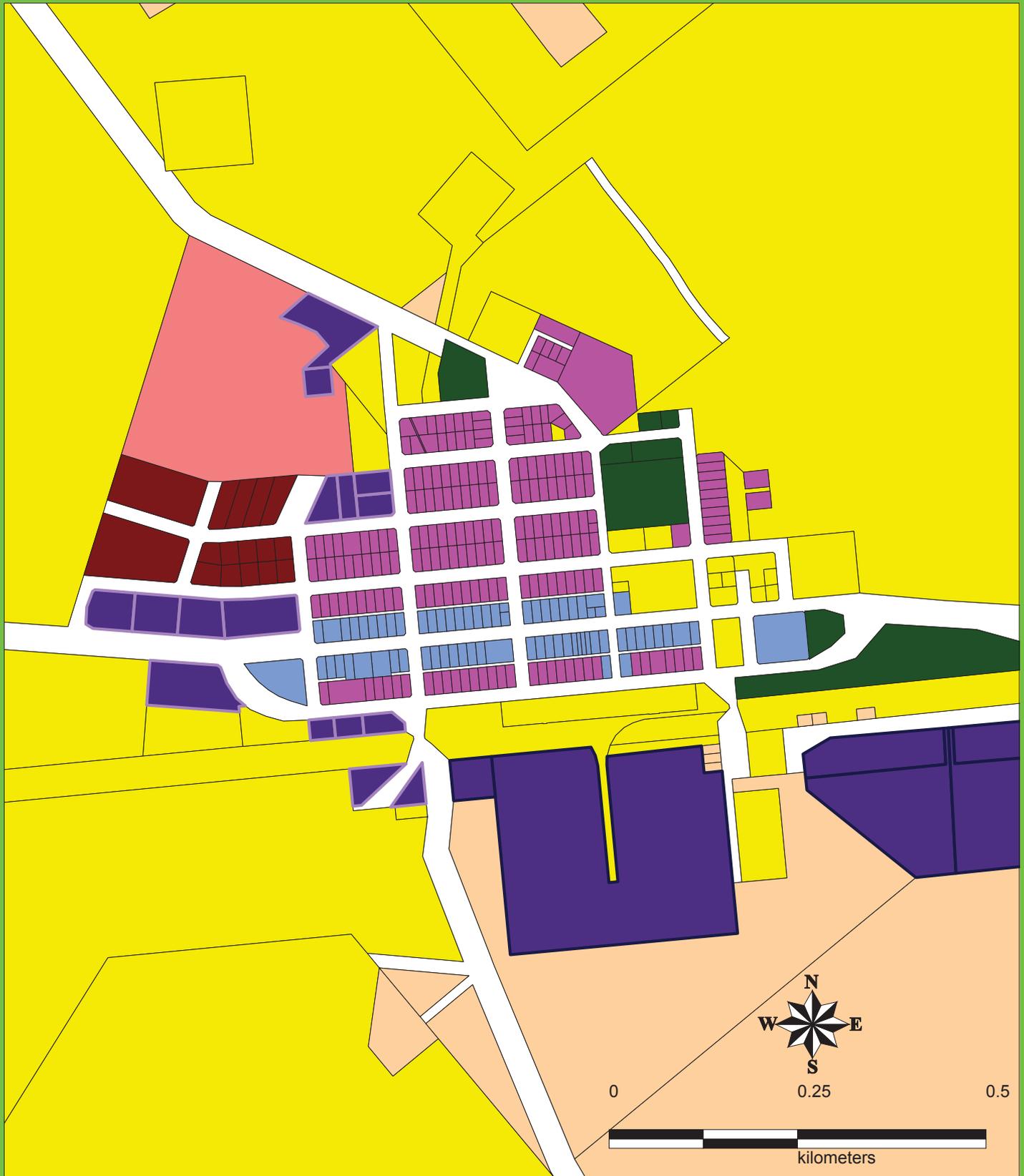
#### Applicability

This code applies to self-assessable and assessable development in the Commercial Zone. The Commercial Zone is shown on Maps 3 and 4.

**Table 3.5C: Commercial Planning Area Performance Criteria and Acceptable Solutions**

Performance Criteria	Acceptable solutions
<p><b>Site suitability</b></p> <p>P1 Sites are suitable in size and configuration for the intended use.</p> <p><b>Built form and building envelope</b></p> <p>P2 Development is compatible in form and scale with the character of Julia Creek town centre.</p> <p>P3 Building set backs are compatible with the achievement of a commercial character typical of the Julia Creek town centre.</p> <p><b>Amenity</b></p> <p>P4 Footpath awnings are provided to all buildings having a zero lot alignment to the road frontage.</p>	<p>A1.1 Sites are a minimum of 600 m<sup>2</sup> in area.</p> <p>A1.2 The road frontage of sites is a minimum of 20m.</p> <p>A2.1 Buildings do not exceed 2 storeys or 10 metres in height.</p> <p>A2.2 Buildings have a maximum site cover of 75%.</p> <p>A2.3 Buildings have a plot ratio of 1:1.</p> <p>A3.1 Buildings have zero lot alignments to the street frontage.</p> <p>A4.1 Where buildings have a zero lot alignment to the street a 3 metre wide cantilevered awning is provided to the road frontage.</p>
<p><b>Landscaping</b></p> <p>P5 Landscaping enhances the visual privacy and streetscape of the locality.</p>	<p>A5.1 Where the building does not have a zero alignment to the road frontage a landscaping strip is provided to a depth of 4 m.</p> <p>A5.2 Where the building has zero front and side boundary alignments a 3 m landscape strip is provided to the rear boundary.</p> <p>A5.3 Where the site adjoins a residential use or land contained in the residential zone a landscaping strip to a minimum of 2 m wide at the common boundary is provided.</p> <p>Provided that plantings are consistently spaced in the landscape strip to a maximum of 750mm from the centres of the plants.</p> <p>A5.4 Plantings are to comprise species identified in Schedule 4</p> <p>A5.5 Where the building does not have a zero alignment fences are a maximum of 1.2 m in height if of solid construction and 1.8 m in height if up to 50% transparent.</p>

Performance Criteria	Acceptable solutions
<p><b>Infrastructure and servicing</b></p> <p>P6 Adequate area for the storage of waste disposal must be provided. Areas are:</p> <ul style="list-style-type: none"> <li>- screened from street frontage and adjoining properties; and</li> <li>- impervious area; and</li> <li>- located near hose cock for cleaning purposes.</li> </ul> <p>P7 Buildings are suitably serviced with adequate water supply, sewage treatment, drainage, power supply and telecommunication facilities.</p>	<p>A6.1 Waste disposal areas are provided and fenced with a minimum height of 1.8 metres.</p> <p>A7.1 (i) Development is connected to the reticulated water supply network where available; OR (ii) Development, not having reasonable access to reticulated water, is provided with a single bore capable of delivering a water supply suitable for domestic purposes with a continuous flow rate of 0.25 litres per second; AND</p> <p>A7.2 (i) Development is connected to the reticulated sewage network where available; OR (ii) Development not having reasonable access to the reticulated sewerage network are services by on-site waste water treatment system in accordance with WSAW Sewerage Code of Australia; AND</p> <p>A7.3 Developments are provided with connection to the reticulated electricity supply network where available; AND</p> <p>A7.4 Developments have appropriate road access in accordance with Schedule 2.</p>
<p><b>Carparking</b></p> <p>P8 Adequate parking is provided for the needs of users of and visitors.</p> <p>P9 Vehicle parking spaces have adequate areas and dimensions to meet user requirements.</p> <p>P10 Adequate parking is provided for people with disabilities.</p>	<p>A8.1 On-site parking is parking spaces are provided in accordance with Schedule 3.</p> <p>A9.1 Car parking spaces are at least 2.7m wide; AND <i>Designed in accordance with AS2890.1- Parking Facilities: Off Street Car Parking.</i></p> <p>A10.1 Parking is designed in accordance with AS1428 – Design for Access and Mobility</p>



McKinlay Shire Council  
 PLANNING SCHEME  
 Map 4-Zone-Julia Creek Detail

**LEGEND**

- |   |                                   |   |                         |
|---|-----------------------------------|---|-------------------------|
|  | RESIDENTIAL                       |  | RURAL                   |
|  | COMMERCIAL                        |  | RURAL RESIDENTIAL       |
|  | INDUSTRY                          |  | OPEN SPACE & RECREATION |
|  | General Industry Sub-Area         |  | COMMUNITY PURPOSES      |
|  | Light & Service Industry Sub-Area |  | TOWNSHIP                |
|   |                                   |  | URBAN EXPANSION AREA    |

# 7 SCHEDULES

## SCHEDULE 1 DEFINITIONS

Terms defined in the Integrated Planning Act have the same meaning as in the Integrated Planning Act.

Where any term used in this Planning Scheme is not herein defined but is defined in the Integrated Planning Act or a Local Law, or any other existing legislation, the term shall, for the purposes of this planning scheme, and unless the context otherwise indicates or requires, have the meaning assigned to it by the Integrated Planning Act, Local Law or any other existing legislation.

### A. Administrative Definitions

Column 1 Administrative Term	Column 2 Definition
Act	Means the <i>Integrated Planning Act 1997</i> (IPA)
Agricultural Viability Report	Means a Plan prepared by a suitably qualified person that: <ul style="list-style-type: none"> <li>- identifies the agricultural values on the site, confirming soil capabilities, services and situation for the intended use;</li> <li>- the availability of a sustainable water supply for the use;</li> <li>- development practices to sustain the use;</li> <li>- demonstration of compliance with separation distances outlined in Planning Guidelines – Separating Agricultural Land and Residential Uses (DNR&amp;M/DLGP1997)</li> </ul>
Assessment Category	Means the type of assessment identified for by the Planning Scheme as applicable to development in accordance with the <i>Integrated Planning Act</i> , chapter 3. <ul style="list-style-type: none"> <li>(a) Exempt;</li> <li>(b) self-assessable;</li> <li>(c) assessable requiring code assessment – referred to in the Planning Scheme as code assessable;</li> <li>(d) assessable requiring impact assessment – referred to in the Planning Scheme as impact assessable.</li> </ul>
Building Work	This term has the meaning given to it under the Act.
Commercial Development	Means activities that are intended to accommodate retail or commercial business activities including fast food store, market, medical centre, restaurant, service premises, shop , shopping centre and showroom
Community Development	Means activities that are intended to provide for a wide range of public uses and community infrastructure such as hospital, government services, major transport facilities and public recreational facilities
Council	Means the McKinlay Shire Council.
Development	Has the same meaning as the <i>Integrated Planning Act</i> .
Employee	Means a person working for another person or a business on a paid or voluntary basis.
Environmental Harm	Any adverse effect, or potential adverse effect (whether temporary or permanent and of whatever magnitude, duration or frequency) on an environmental value, and includes environmental nuisance.
IDAS	Means the Integrated Development Assessment System, and has the same meaning as defined in the Integrated Planning Act.
Industrial Development	Means activities that have an industrial character or uses which service the needs of the surrounding community including general industry, light & service industry, noxious or hazardous industry, and transport depot.
Gross Floor Area	The total plan area of all floor levels in a building measured to the outside of the external walls. The term excludes: <ul style="list-style-type: none"> <li>(a) private balconies, whether roofed or not;</li> <li>(b) any areas used for carparking that is ancillary to the use of premises; and</li> <li>(c) any areas used to house air-conditioning plants and equipment and the like.</li> </ul>
IPA	Means the <i>Integrated Planning Act 1997</i> .
Material Change of Use	Has the same meaning as defined in the Integrated Planning Act.
Operational Work	Has the same meaning as defined in the Integrated Planning Act.
Original Ground Level	Means the natural ground level existing prior to any earthworks, site levelling and the like.
Overland Flow Path	Means the concentrated path taken by stormwater during rainfall events, whether the flow path is contained within an easement or not.
Local Area	Means an area, place or site that has special attributes and may; <ul style="list-style-type: none"> <li>(a) be sensitive to effects of development; or</li> <li>(b) may constrain development due to an environmental hazard or the value of a resource.</li> </ul>
Person	Has the same meaning as defined in the Integrated Planning Act.
Planning Scheme	Has the same meaning as defined in the Integrated Planning Act.
Premises	Means; <ul style="list-style-type: none"> <li>(a) a building or other structure; or</li> <li>(b) land (whether or not a building or other structure is situated on the land).</li> </ul>
Reconfiguring a Lot	Has the same meaning as defined in the Integrated Planning Act.

Road	Has the same meaning given to it in the <i>Transport Infrastructure Act 1994</i>
Rural Development	Means Abattoir, Agriculture, Animal Husbandry, Aquaculture, Dairy, Feedlot, Host Farm, Intensive Agriculture, Intensive Animal Husbandry, Piggery, Produce Store, Rural Accommodation Units, Stable, Stockyard,
Sensitive Receptor	Means a Child Care Centre, Dwelling House, Educational Establishment, Hospital, Multiple Dwelling, Place of Public Workshop.
Shire	Means the Shire of McKinlay.
Site Area	Means that part of a lot where development is proposed to occur or where a use is conducted or works are located.
Watercourse	A river creek or stream in which water flows permanently or intermittently: (a) in a natural channel, whether artificially improved or not; or (b) in an artificial channel that has changed the course of the watercourse.  The term includes the bed and banks and any other element of a river, creek or stream confining or containing water.
Wetland	Areas of permanent or periodic/intermittent inundation, with water that is static or flowing fresh, brackish or salt, including areas of marine water the depth of which at low tide does not exceed 6m. To be a wetland the area must have one or more of the following attributes: <ul style="list-style-type: none"> <li>• at least periodically the land supports plants or animals that are adapted to and dependent on living in wet conditions for at least part of their life cycle, or</li> <li>• the substratum is predominantly undrained soils that are saturated, flooded or ponded long enough to develop anaerobic conditions in the upper layers, or</li> <li>• the substratum is not soil and is saturated with water, or covered by water at some time.</li> </ul>

Development Definitions

Column 1 Use	Column 2 Definition	Column 3 Includes
Abattoir	Premises used to slaughter animals, including birds. It may include the processing animal products.	
Accommodation Building	Premises used for short or long term residential accommodation with shared amenities or facilities.	Backpacker's Accommodation (that is not self contained) Boarding House Guest House Hostel Lodging House
Advertising Device	Any structure, panel, device, hoarding, symbol, picture or object or any combination used for displaying an advertisement advertising activities, goods or services.	
Aged Persons' Accommodation	Premises used for the accommodation of aged or retired persons. The term includes integrated residential development of self contained Dwelling Units or Dwelling Units with shared amenities or facilities.	Retirement Village
Agriculture	Premises used: (a) to propagate, cultivate or harvest plants, including cereals, flowers, fruit, seeds, trees, turf and vegetables; or (b) for on site handling, packing, processing or produce grown on the premises.	Horticulture Hydroponics Freshwater Aquaculture Viticulture
Animal Husbandry	Premises for the keeping, breeding or boarding of animals for commercial gain, in open paddocks or fields where those animals rely primarily on native or improved pasture or feed. The term does not include Intensive Animal Husbandry, Aquaculture and Stable as defined.	
Aquaculture (ponded)	Premises used to keep or breed aquatic animals, or cultivate or propagate aquatic plants for sale in structures or areas holding water formed by hollowing, excavating or embanking natural earthen surfaces.	
Aquaculture (tanked)	Premises used to keep or breed aquatic animals, or cultivate or propagate aquatic plants for sale in structures or areas not formed by hollowing, excavating or embanking natural earthen surfaces.	
Arts & Crafts Centre	Premises with a GLA that does not exceed 100m <sup>2</sup> used.	
Bed and Breakfast Accommodation	A Dwelling House of up to three rooms of which are used by a resident to provide short term accommodation for persons away from their normal place of residence. The term does not include a Dwelling House that has self contained units.	
Brothel	This term has the meaning given to it under the Prostitution Act 1999.	
Building Work	This term has the meaning given to it under the Act.	
Carpark	Premises used for the parking of motor vehicles where the parking is not ancillary to some other approved use on the premises.	
Car Wash / Cleaning Station	Premises used for business of washing or cleaning vehicles where that use is not ancillary to some other approved use on the premises.	
Caravan Park	Premises used to allow accommodation in caravans, relocatable homes, cabins, tents and the like.	
Caretakers' Residence	A Dwelling Unit or Dwelling House on premises occupied by the supervisor of a building, plant or operation approved on the premises.	Manager's Residence
Cemetery	Premises used for the disposal of human remains by burial.	
Child Care Centre	Premises used to care for five or more children who are not permanently resident on the premises.	
Club House	Premises used by persons associated or by a body incorporated, for social, political, sporting, athletic or youth activities or other similar purpose where no part of such premises is specified as licensed premises.	

Community Care Centre	Premises used for the following purposes: (a) accommodation of persons with physical or mental disabilities; (b) social welfare accommodation; (c) respite centre; (d) where the premises are under the control of a resident supervisor	Halfway House Refuge
Community Infrastructure	Premises used for the purposes listed in Schedule 5 of the Act, excluding Educational Establishment, Hospital and Public Utility as separately defined.	
Crematorium	Premises used to cremate human remains.	
Dairy	Premises used for the keeping of goats, cattle or sheep at a density that exceeds 10 head per hectare.	
Display Home / Sales Office	The use of a building constructed as a Dwelling Unit or a Dwelling House for the purposes of display of residential premises to encourage people to buy or construct a similar Dwelling Unit or Dwelling House. It includes the use of the building to display premises offered as a prize.	
Dual Occupancy	Premises containing two separate Dwelling Units each for the exclusive residential use of one household.	
Dwelling House	A detached Dwelling Unit used for the exclusive residential use of one household.	
Educational Establishment	Premises used for education.	Business College Pre-School Primary School Secondary School Technical Institution Tertiary Institution University
Employee's Accommodation	Premises used for short or long term residential accommodation with shared amenities or facilities for a person working for another person or a business on a paid or voluntary basis.	
Extractive Industry	The extraction or removal of sand, gravel, rock, stone and similar substances that materially affects the premises or its use. It includes the treatment of any substance extracted or removed from the premises.	
Family Day Care Centre	A Dwelling House used for the minding and care of children in accordance with the requirements of the Child Care (Family Day Care) Regulation 1991.	
Fast Food Store	Premises used for the preparation and sale of food and drink for immediate consumption on, or off, the premises.	Drive Through Take Away Facility Outdoor Dining Take Away Food Premises
Feedlot	Premises used to keep and fatten animals, including birds, which are restrained by pens or enclosures and intensively fed.	
Function Room	Premises used, by arrangement, to cater for private functions and in which food and drinks may be served. It may include entertainment.	Conference Centre Reception Centre
Funeral Parlour	Premises used to arrange and conduct funerals, memorial services and the like. It includes the storage and preparation of human remains for burial or cremation.	
Garden Centre	Premises used for the display and retail sale of plants, whether or not the plants are grown on the premises, to be used for gardening or landscaping.	
General Industry	Premises used for Industry not being Light and Service Industry or Noxious or Hazardous Industry.	
Home Based Business	Premises used by persons resident upon a lot, for the conduct of a business, commercial or professional enterprise within the Dwelling House in the lot where the enterprise does not exceed 30m <sup>2</sup> of the floor area of the Dwelling House.	Family Day Care Centre
Hospital	Premises used to provide health services (including preventative care, diagnosis, medical surgical treatment, rehabilitative care, or counselling) to persons admitted as in-patients. It may include the care and treatment of out-patients.	
Host Farm	A farm used to provide accommodation for persons, away from their normal place of residence, to experience farm living.	Farm Stay

Hotel	Premises used for the consumption of liquor on and off the premises. It may include short term accommodation, dining facilities, entertainment, dancing, amusement machines and gambling.	Outdoor Dining Tavern
Indoor Entertainment	Premises used for commercial entertainment or leisure that is conducted wholly or mainly indoors.	Amusement Machine Cinema Club Exhibition Night Club Theatre
Indoor Recreation	Premises used for indoor recreation, leisure or sports. The term does not include a clubhouse used in association with Community Purposes, Outdoor Recreation or Park.	Gyms Sports Centres Unlicensed Clubs
Intensive Agriculture	Premises used for the intensive production of crops, such as but not limited to cotton and horticulture, at rates of production beyond the natural capacity of the land where the land relies on the regular and systematic application of fertilisers and other chemicals. The term includes the establishment of any infrastructure necessary for the conduct of the use. The term does not include small scale agriculture conducted on premises or a site less than 2 hectares in area.	
Intensive Animal Husbandry	Premises used to keep or breed animals, including birds, by intensive feeding. It excludes supplementary or emergency feeding of animals during periods of drought.	Dairy Feedlot Piggery
Landscape Supplies	Premises used for the storage or sale of sand, soil and other landscaping materials. The term include the wholesale or retail sale of: (a) plants; (b) goods associated with the cultivation of plants; or (c) garden ornamentation, furniture or structures.	
Light and Service Industry	Premises used for Industry which is unlikely to: (a) cause nuisance or annoyance to persons or cause adverse environmental impacts to adjoining premises; (b) impose a load on a public utility greater than that which is required for the normal development of the locality in which the premises are located; and (c) create adverse traffic impacts on the road network in the locality of the premises.	Bookbinding Printing Repairing Furniture Shop Fitting Upholstery
Lockup Storage Units	Premises used for the storage of goods where such storage is not ancillary to an approved use of the premises.	
Low Impact Telecommunications Facilities	Premises used for the purpose of a facility designated under the Telecommunications Act 1997 as low impact.	
Market	Premises used for the sale of goods, including food stuffs, produce, and arts and crafts, from stalls.	
Medical Centre	Premises used to provide health services (including preventative care, diagnosis, medical surgical treatment, rehabilitative care or counselling) to out patients only.	
Mining Activity	This term has the meaning given to it under the Environmental Protection Act 1994.	
Motel	Premises used for accommodation in serviced rooms for persons away from their normal place of residence and where provision is made for the parking of guests' motor vehicles convenient to the rooms.	
Multiple Dwelling	Premises containing three or more separate Dwelling Units each for the exclusive residential use of one household. It includes both short term and long term residential use.	Backpackers' Accommodation (that is self contained) Flats Holiday Units Home Units Town Houses
Noxious or Hazardous Industry	Premises used for Industry which causes: (a) Adverse environmental impacts on adjoining premises; (b) Impose a load in public utility greater than that which is required for the normal development of	Abattoir Animal By-Products Manufacturing Chemical Manufacturing Explosive Manufacturing

	the locality in which the premises are located; and (c) Adverse traffic impacts on the road network in the locality of the premises.	Fertiliser Works Flammable Liquid Manufacturing or Storage Oxygen Works Paint Manufacturing Radioactive Materials, Works or Disposals
Operational Work	This term has the meaning given to it under the Act.	Advertising Device Excavating Extraction of Materials Filling Forest Practices Vegetation Clearing Water Operations
Outdoor Entertainment	Premises used for commercial entertainment or leisure that is conducted wholly or mainly outdoors.	Dive in Theatre Racing Track Racing Venue
Outdoor Recreation	Premises used for outdoor recreation, leisure or sports which is conducted wholly or mainly outdoors and open to members of the public, clubs, associations or other similar organisations.	Driving Range Golf Course Outdoor Tennis Court Sports Ground Swimming pool
Outside School Hours Care	Premises used for the minding and care of children aged between 5 and 13 between the hours of 6:00am to 8:30am and from 3:00pm to 6:00pm on school days, and is not associated with an Education Establishment.	
Park	Land held and used by the public for any of the purposes of recreation, aesthetic amenity, conservation or environmental protection.	
Piggery	Premises used for the keeping of 21 or more pigs at a density greater than 5 pigs per hectare.	
Place of Public Worship	Premises used for religious activities such as a church, mosque, synagogue and temple. It includes the use of the premises for: (a) religious instruction; (b) social or recreational activities of the religious organisation; and (c) residential use by persons employed by the religious organisation.	
Private Air Strip	Privately owned premises used for the landing and departure of aircraft. It includes facilities for the housing and maintenance of aircraft.	
Produce Store	Premises used for the sale of unprocessed rural produce and the sale of goods associated with Animal Husbandry and Agriculture.	
Railway Activities	Premises and activities undertaken for the purposes of planning, constructing, maintaining, or operating rolling stock, rail infrastructure and rail facilities including rail maintenance depots, rail workshops, and rail freight centres which are, or are to be, directly connected to an operationally integrated with rail transport infrastructure.	
Public Utility	Premises used for: - supply of water, electricity or gas; - provision of sewerage (excluding sewage treatment works or municipal water treatment plant); - underground Miscellaneous Transport Infrastructure.	
Relative's Apartment	Premises used for a small second Dwelling Unit associated with an existing or approved Dwelling House where the second Dwelling Unit: (a) is located on the same lot as the existing or approved Dwelling house; (b) does not exceed 70m <sup>2</sup> gross floor area; (c) has no more than 2 bedrooms; and (d) does not cause the total Site Cover for the premises to exceed 50%.	
Restaurant	Premises used for the preparation and service of food and drink to be consumed on the premises. It includes the use of the premises for: (a) entertainment; or (b) supply of liquor for consumption on the premises.	Café Coffee Shop Outdoor Dining
Road	Has the same meaning as in the Integrated Planning Act 1997.	
Roadside Stall	Premises used for sale by retail of rural produce from	

	the land on which the stall is located where the floor area used does not exceed 30m <sup>2</sup> .	
Rural Accommodation Units	Premises in the Rural Planning Area used for the residential accommodation of persons employed to assist in a commercial rural occupation on the premises.	
Sales or Hire Yard	Premises used for the display, hire, leasing of, (a) plant and equipment; (b) motor vehicles; (c) boats; (d) agricultural machinery; (e) trailers; or (f) any other transportable structure or thing.	
Service Premises	Premises used for business administration, banking or the carrying on of clerical, secretarial or professional services.	Banks Professional Offices
Service Station	Premises used for the retail sale of motor vehicle fuel from the bowsers. It may include the: (a) retail sale or hire of automotive products; (b) retail sale of food, drinks or convenience goods; (c) servicing or washing of motor vehicles; or (d) mechanical repairs of motor vehicles.	
Shop	Premises used for the retail sale, or display for sale, of goods to the public that is conducted by one occupier.	
Shopping Centre	Premises used wholly or predominantly for the sale of goods or services to the public in the form of an integrated development of more than one occupier. It may include the use of one or more of the following development: (a) Fast Food Store; (b) Medical Centre; (c) Restaurant; (d) Service Premises; (e) Shop; or (f) Showroom.	
Showroom	Premises used for the retail sale, hire or display for sale of bulky goods with a gross floor area of 200m <sup>2</sup> or more.	
Stable	Premises used for the keeping, breeding, stabling or caring of horses other than at a level anticipated by the Intensive Animal Husbandry definition.	
State Controlled Road	Has the same meaning as in the Transport Infrastructure Act 1994.	
Stockyard	Premises used for the holding of livestock or the offering of livestock for sale.	
Storage Yard	Premises used for the storage of goods wholly or predominantly outdoors not associated with another approved use of the premises. It may include the wholesale of the goods stored on the premises.	Timber Yard
Telecommunications Facilities	This term has the meaning given to "Facility" under the Telecommunications Act 1997.	
Tourist Facility	Premises used for facilities and activities that accommodate and entertain tourists. The premises must be: (a) on an extensive land area; (b) include two or more buildings; (c) designed in an integrated way; and (d) be managed as one entity. It may include premises which are used as a Function Room or have permanent Residential Development.	Theme park Tourist Resort
Transit Centre	Premises used as a passenger terminal for land, sea or air transport.	Bus Station Ferry Terminal Heliport Railway Station
Transport Depot	Premises used for the storage, maintenance, service or garaging of more than one truck, bus, taxi or other commercial vehicle. It may include the use of premises as an operational base for fleet vehicles.	
Truck Depot	Premises used for the storage, maintenance and service of one truck in association with a dwelling house.	
Vehicle Repair Premises	This term has the meaning given to it under the Environmental Protection Act 1994.	Panel Beater Vehicle Spray Painters
Veterinary Clinic	Premises used for the treatment of domestic animals.	
Veterinary Hospital	Premises used for the treatment and hospitalisation of boarding of animals whilst receiving treatment.	
Warehouse	Premises used for the storage of goods, merchandise	

	or materials in a building or buildings. It may include the distribution and the wholesale selling of the goods, merchandise or materials.	
Wrecking / Salvage Yard	<p>Premises used to the collection, storage or dismantling or;</p> <p>(a) motor vehicles;</p> <p>(b) machinery;</p> <p>(c) building materials; or</p> <p>(d) any other goods or materials not noxious or hazardous.</p> <p>It may include the selling of parts or goods stored on the premises.</p>	Junk Yard

## **SCHEDULE 2            CONSTRUCTION STANDARDS FOR INFRASTRUCTURE WORKS**

The construction standards for infrastructure works, including works for reconfiguring of a lot, in the local government area are the following:

- (a) **for roads and drainage:**
  - (i) Institute of Public Works Engineers of Australia (IPWEA) Standard Drawings;
  
- (b) **for water supply:**
  - (i) Water Reticulation Code Of Australia (WSA03-1999); or
  - (ii) If the matter is not dealt with by WSA03-1999, the IPWEA Standard Drawings;
  
- (c) **for sewerage:**
  - (i) On-site sewerage code of the Plumbing & Drainage Act 2003; or
  - (ii) If the matter is not dealt with by the Code, the IPWEA Standard Drawings.

**SCHEDULE 3****CARPARKING REQUIREMENTS****Car parking requirements**

<b>Use</b>	<b>Parking requirements</b>
Dwelling house	1 car park per dwelling
Multiple dwelling	1 car park per dwelling plus one car park per 3 dwellings for visitor car parking.
Commercial development	1 car park per 30 m <sup>2</sup> of gross floor area, or part thereof.
Industrial development	1 car space per 2 employees, plus 1 car park per 30 m <sup>2</sup> GFA of office or part thereof.
Community development	1 car park per 10 m <sup>2</sup> of gross floor area or part thereof.

**Servicing requirements**

<b>Use</b>	<b>Parking requirements</b>
Commercial development	On-site manoeuvring for a small rigid van.
Industrial development	On-site manoeuvring for a semi-rigid van.

**Disability requirements**

<b>Use</b>	<b>Parking requirements</b>
Commercial development	Compliance with As1428 – Design for Access and Mobility
Industrial development	Compliance with As1428 – Design for Access and Mobility
Community Development	Compliance with As1428 – Design for Access and Mobility

## SCHEDULE 4 SPECIES SUITABLE FOR LANDSCAPING

Natives		
Shrubs	Beaken species Bottlebrush – Callistemon species Eugenia Reinwardtiana Grevillia species Tuckeroo – Cupaniopsis Anacardioides Bat Wind Coral Treet – Erytherina Crista Gall Fiery Gum – Eucalyptus Phoenicea Eucalyptus Ptychocarpa Euodiella Muellerei Weeping Tea Tree – Leptospermum Longifloria	Golden Gem – Melaleuca species Blue Tongue – Meastoma Mock Orang – Murraya Paniculata  Coondo – Mimusops Elengi  Brown Pittosporum – Pittosporum Venulosum Peanut Treet – Sterculia Quadrifida Terminolia
Big Trees	Black Bean – Castanospermum Aestrale River Oak – Casuarina Cunninghamiana	Weeping Fig – Ficus Benajimina
Palms	Hydriastele Wendiandiana Cabbage Palm – Livistonia	Foxtail – Wodyetia Bifurcata Bamboo – Macarthurii Ptychosperma

Exotics		
Shrubs	Yesterday, Today, Tomorrow – Brunfelsia Pauciflora Powder Puff – Calliandra Croton – Codiaeum Veriegetum species Cordiline species Sheena's Gold – Duranta	Heliconia species Hibiscus species Ixora – Ixora species Bangkok Rose – Mussanenda Phillipica
Trees	Pride of India – Lagerstroemia Gold Flame Tree – Peltophorum	Rose Apple – Syzgium species Pink Trumpet Silver Tree – Tabebuia species
Big Trees	Big: Tabebuia Bigger: Weeping Fig	Biggest: African Mahogany
Palms	Golden Cane – Chrysalidocarpus Lutescens Triangle – Neodypsis	Pritchardia species Rhaps Excelsa



Ordinary Meeting of Council Tuesday 21<sup>st</sup> August 2018

**6.4 Subject:** Trustee Leases on Various Paddocks and Reserves

**Attachments:** 6.4.1 Paddock Map  
6.4.2 Paddock Map – Additional Paddocks  
6.4.3 Draft Tender Documentation

**Author:** Director Engineering and Regulatory Services

**Date:** 3<sup>rd</sup> August 2018

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**Executive Summary:**

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

**Recommendation:**

*That Council resolves;*

- a) to commence the tender process for all paddocks;*
- b) support the criteria in the draft tender documentation;*
- c) write to existing lease holders advising of lease extension until new leases commence;*
- d) write to the holders of the Western Airport Road Paddock, Eastern Airport Road Paddock and the Western Flinders Highway Paddock and advise them that their agreements will expire on the commencement of the new leases and that the paddocks will be released for tender.*
- e) The following criteria be used for the tender assessment:*
  - 40% Value for money*
  - 10% Demonstrated Maintenance of Infrastructure*
  - 5% Demonstrated Pasture Management*
  - 5% Demonstrated Weed Management*
  - 20% Development of Small Scale Agri-business*
  - 20% Development of Competitive Local Industry*

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**Background:**

Council is Trustee over the various reserves that they currently leased out to the general public. The following paddocks have formal leases and are due to expire on 30<sup>th</sup> and the 31<sup>st</sup> August 2018;

- Gilliat North;
- Gilliat South;
- McKinlay Reserve Paddock 2;
- McKinlay Reserve Paddock 3;
- McKinlay Reserve Paddock 4;
- Nelia;
- Kynuna Racecourse Paddock;
- Kynuna River Paddock; and
- Oorindi



## Ordinary Meeting of Council Tuesday 21<sup>st</sup> August 2018

The following paddocks around Julia Creek do not have formal leases however due to Council being a Trustee for the land formal trustee leases are required.

- Julia Creek Pasturage Reserve Paddock 1 – Currently leased by S Crawford & J Davis
- Julia Creek Pasturage Reserve Paddock 2 – Currently leased by G & T Wiles
- Julia Creek Pasturage Reserve Paddock 3 – Currently leased by Tarj Wiles
- Julia Creek Pasturage Reserve Paddock 4 – Currently leased by S Pratt
- Julia Creek Pasturage Reserve Paddock 5 – Currently leased by S McCormick
- Kynuna Road Paddock 1 – Currently leased by K Carn
- **Kynuna Road Paddock 2 – THIS PADDOCK IS NOT TO BE LEASED, currently leased by McIntyre Park Caretaker**
- Kynuna Road Paddock 3 – Currently leased by T Cody
- Kynuna Road Paddock 4 – Currently leased by J Jensen
- McIntyre Park Paddock 1 – Currently leased by S Crawford & J Davis
- McIntyre Park Paddock 2 – Currently leased by B Murphy
- McIntyre Park Paddock 3 – Currently leased by K Krogh
- Western Airport Road Paddock – Currently leased by E Fels
- Eastern Airport Road Paddock – Currently leased by S Royes
- Western Flinders Highway Paddock – Currently leased by W Wilson

Council will engage a solicitor to prepare leases to the successful tenderers with fees being charged to the tenderer.

### **Comments:**

Trustee Leases are required for all reserve land that Council is trustee for. The Western Flinders Highway is Council's however officer cannot find any formal and/or current lease documentation thus it is proposed that this go out to tender with the other leases.

It is intended that the leases be for carried out for the maximum 5 years, this is to make the cost of drafting the leases worthwhile and to ensure people with livestock on the paddocks can plan to have them for a longer period and make decisions around this.

**Consultation:** Environment & Regulatory Services Team Leader, Keir Steele Lawyers

**Legal Implications:** Trustee leases are required for all land that Council is trustee's for.

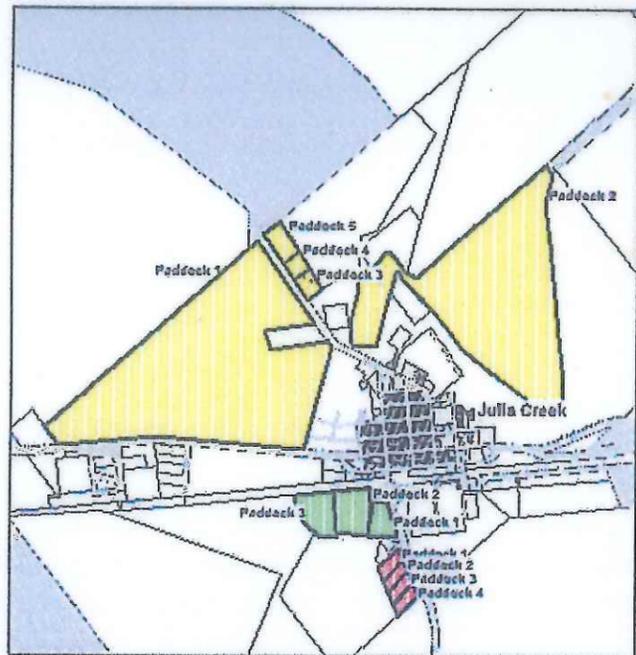
**Policy Implications:** All paddock are to be tendered and will follow the Procurement Policy.

**Financial and Resource Implications:** legal expenses to prepare tender documents.

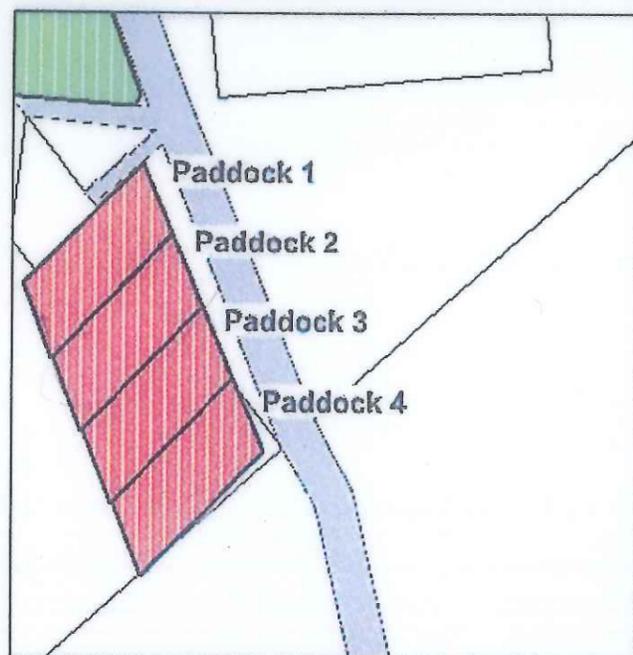
**Risk Management:** Trustee leases are required for all trust land to limit Council's Liability. Paddock with no formal leases are a liability to Council.

**Options for Council to Consider:** NA

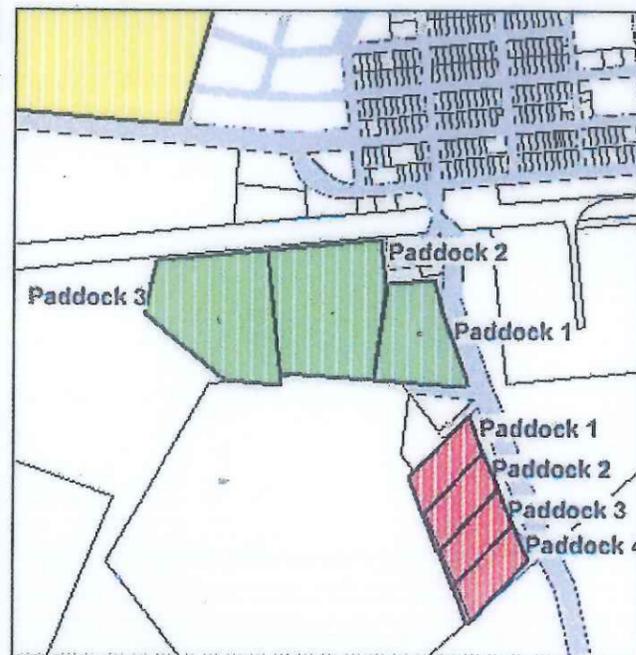
**InfoXpert Document ID:** 93952



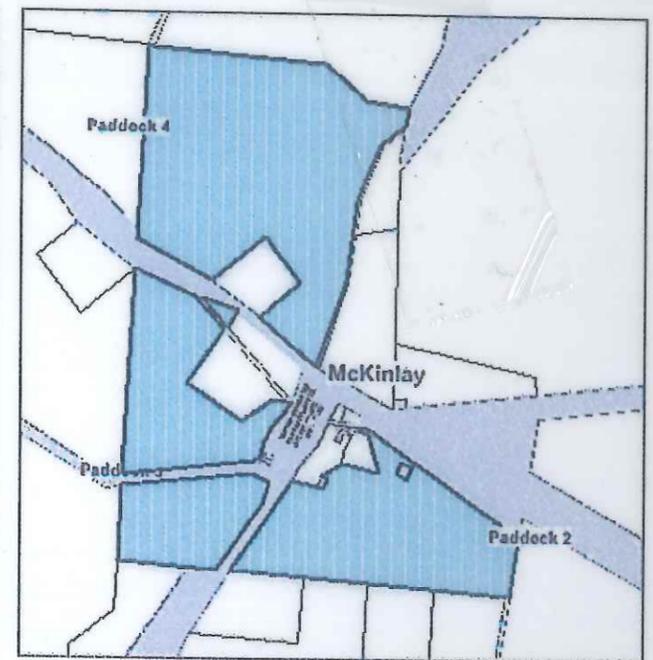
Scale: 1:0.6km



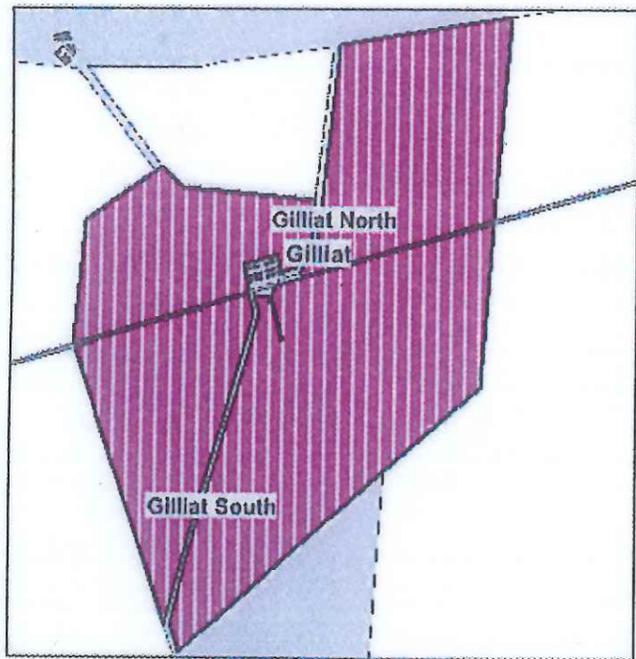
Scale: 1:0.1km



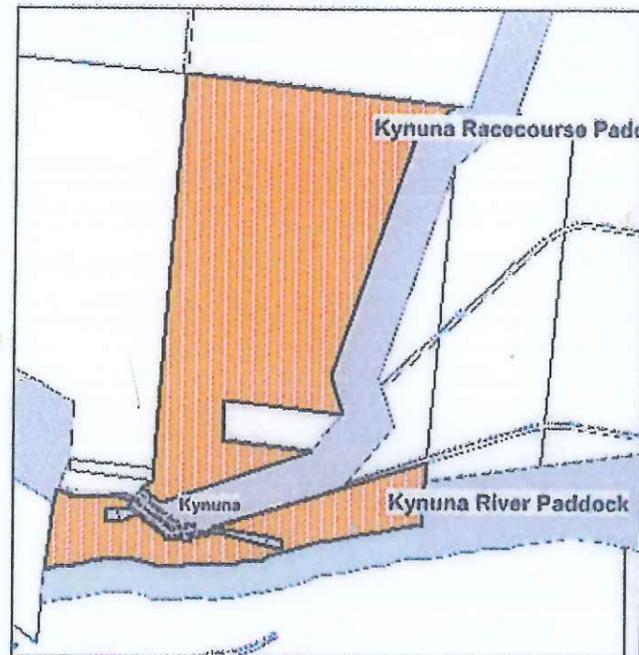
Scale: 1:0.2km



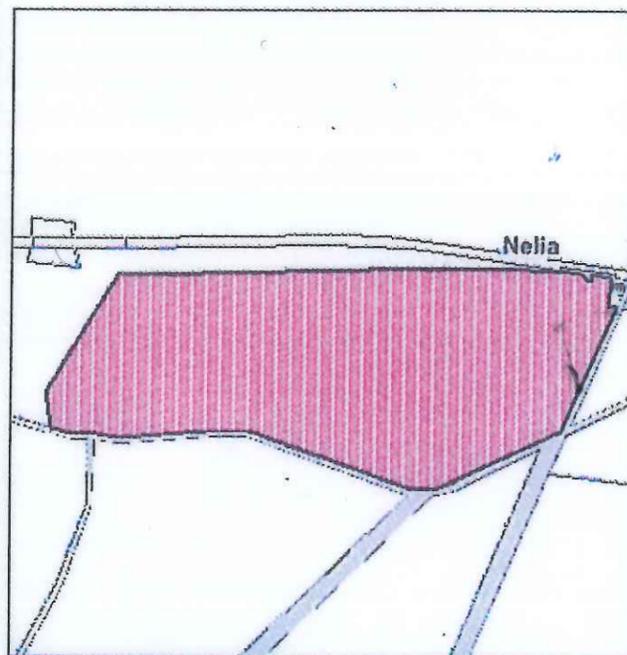
Scale: 1:1.3km



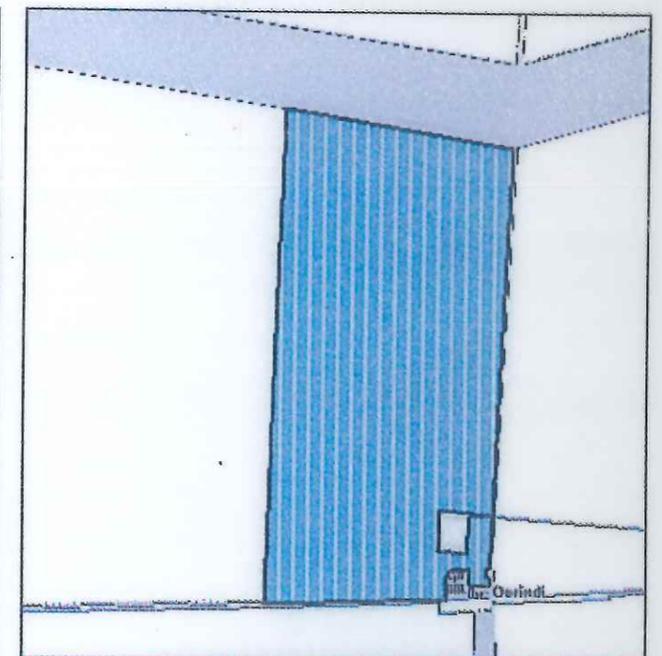
Scale: 1:0.8km



Scale: 1:1.2km



Scale: 1:0.8km



Scale: 1:0.7km



## MCKINLAY SHIRE COUNCIL

### McKinlay Shire Pasturage Reserve Paddocks

- |                                  |                          |                         |                     |
|----------------------------------|--------------------------|-------------------------|---------------------|
| 1. Julia Creek Pasturage Reserve | 2. McIntyre Park Reserve | 3. Kynuna Road Paddocks | 4. McKinlay Reserve |
| 5. Gilliat Reserve               | 6. Kynuna Reserve        | 7. Nella Reserve        | 8. Oorindi Reserve  |

Date Drawn: 3 April 2013

Drawn By: McKinlay Shire Council







## **7.0 COMMUNITY SERVICES**

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**7.1 Subject:** Community Services Monthly Report

**Attachments:** Nil

**Author:** Director Corporate and Community Services

**Date:** 10 August 2018

**Executive Summary:**

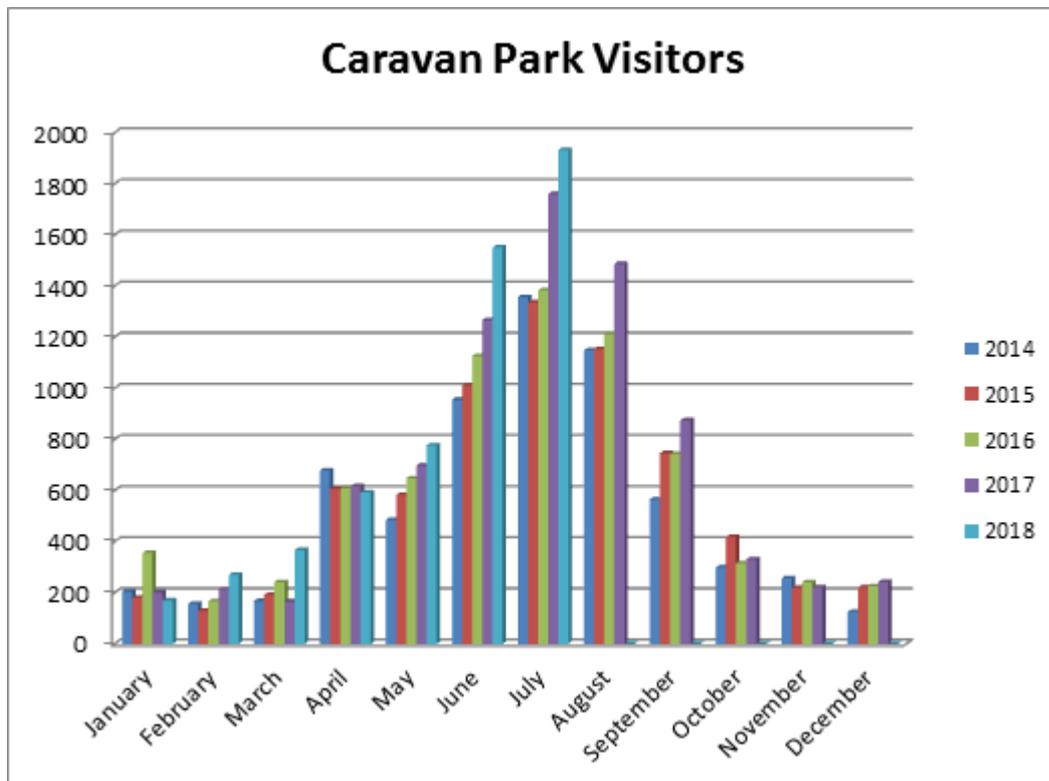
Council is presented with the monthly Community Services report, which provides an overview of the operations for the month of July 2018.

**Recommendation:**

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

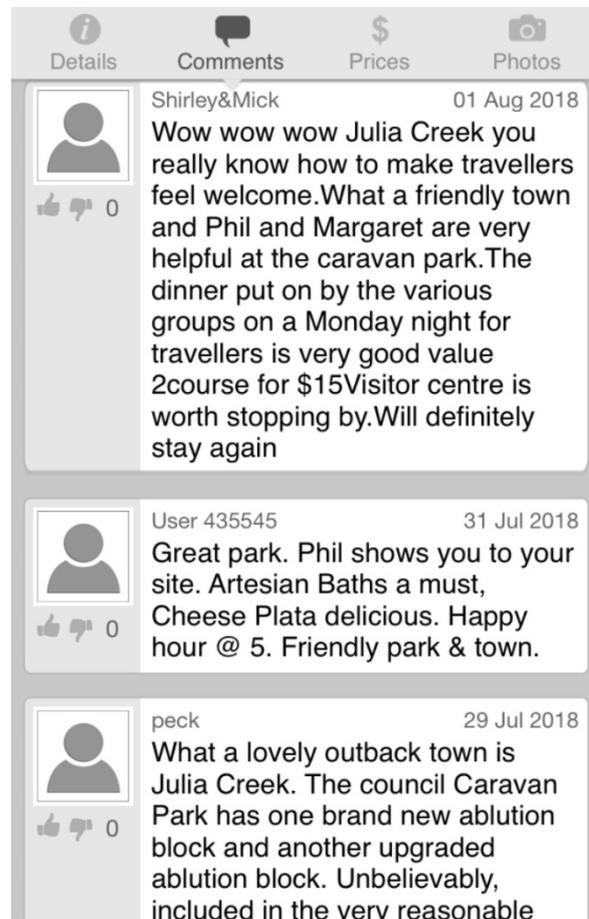
**Caravan Park**

The Caravan Park recorded 1932 visitors during the month of July 2018. This represents a 9.71% increase on June 2017 figures (1761 visitors recorded in July 2017).





## Ordinary Meeting of Council Tuesday 21<sup>st</sup> August 2018



### Library Services

The month started with school holidays, and the children enjoyed movie making on I pads which included analysing the clip and then making edits to enhance the clip.

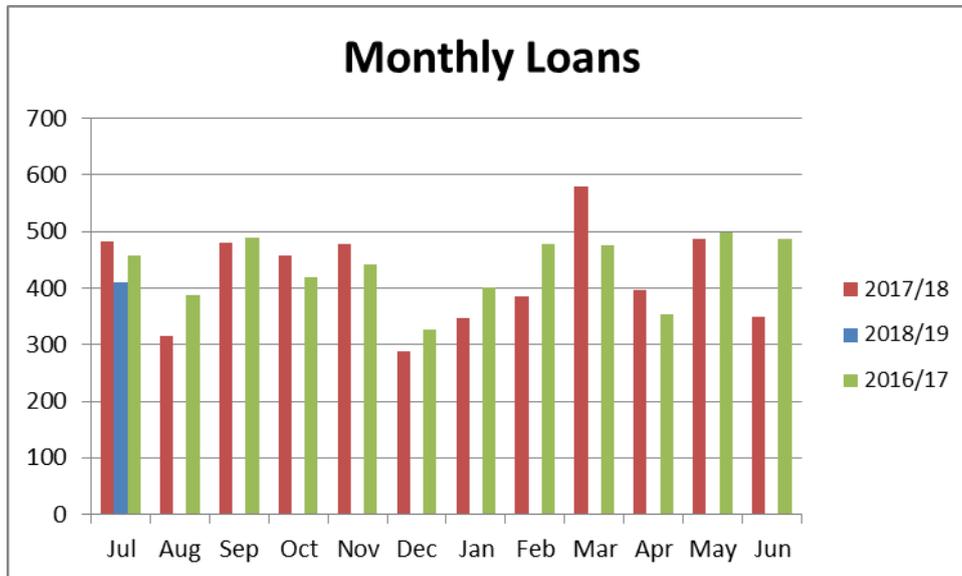
It has been a very busy time in the library with at times up to 20 kids here under their own steam. Mums are also using the library as a comfortable place to meet, bringing a coffee and letting the kids play whilst they relax.

Tourists are using the internet and the library facilities each day. We are very popular and have a good reputation so they are happy to visit and relax in the library, swap a book and enjoy the facilities.

We had an exchange so we were also busy packing and unpacking new stock.



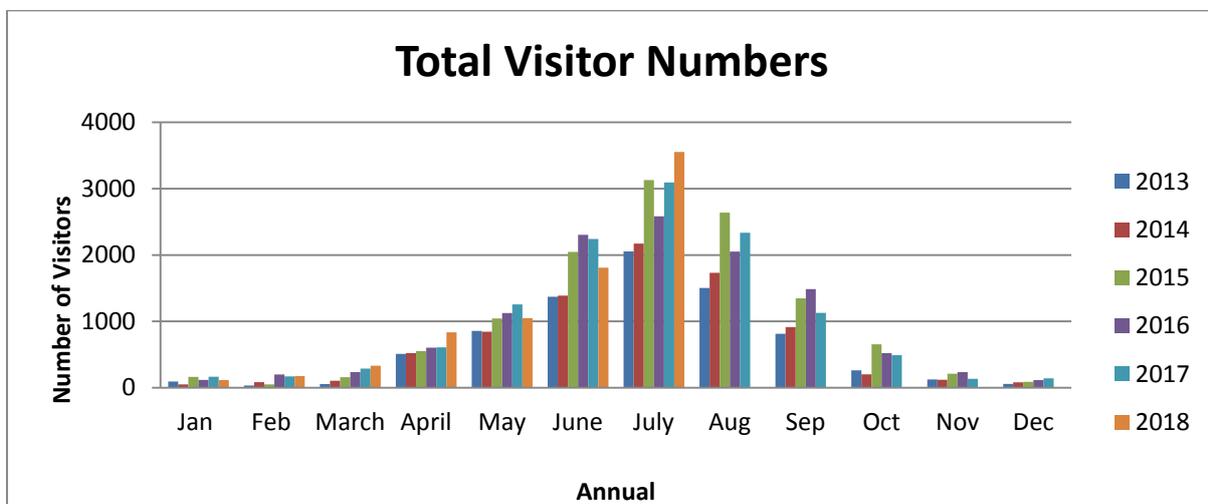
Ordinary Meeting of Council Tuesday 21<sup>st</sup> August 2018



## Tourism

### Total Visitor Numbers for July 2018 – 3553

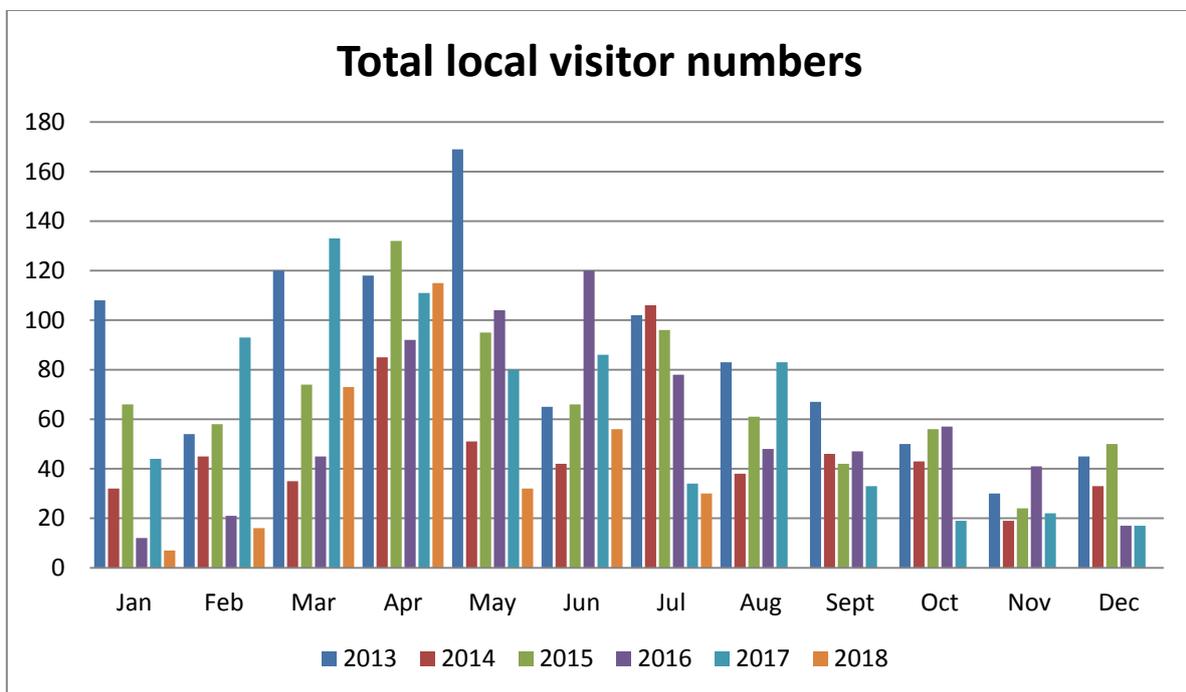
There were 3553 visitors to the Julia Creek Visitor Information Centre in July 2018 compared with 3094 visitors in July 2017 – an increase 14.84% between 2017 and 2018 figures. There have been 7871 visitors to the Julia Creek Visitor Information Centre this year to date (YTD) compared with 7828 visitors over the same period in 2017 - an increase of 0.55% between 2017 and 2018 YTD figures.





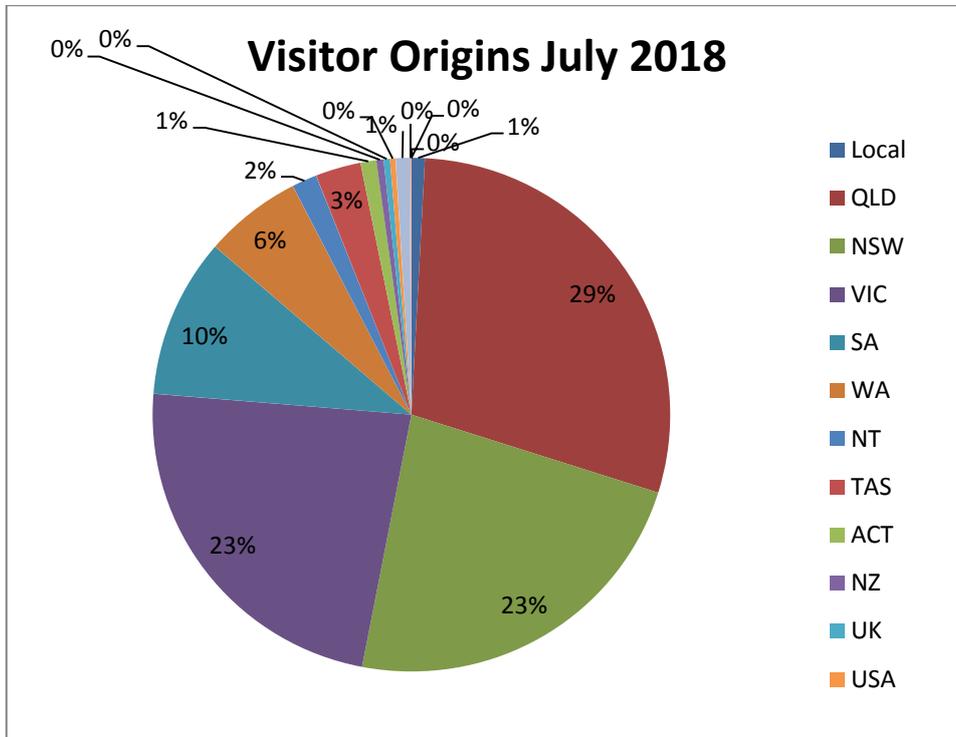
**Total Locals for July 2018 – 34**

There was a total of 30 local visitors to the Julia Creek Visitor Information Centre in July 2018 compared with 34 in July 2017 – a decrease of 11.76% in figures between 2017 and 2018. There have been 329 local visitors to the Julia Creek Visitor Information Centre this year to date (YTD) compared with 581 visitors over the same period in 2017 - a decrease of 43.37% between 2017 and 2018 YTD figures.

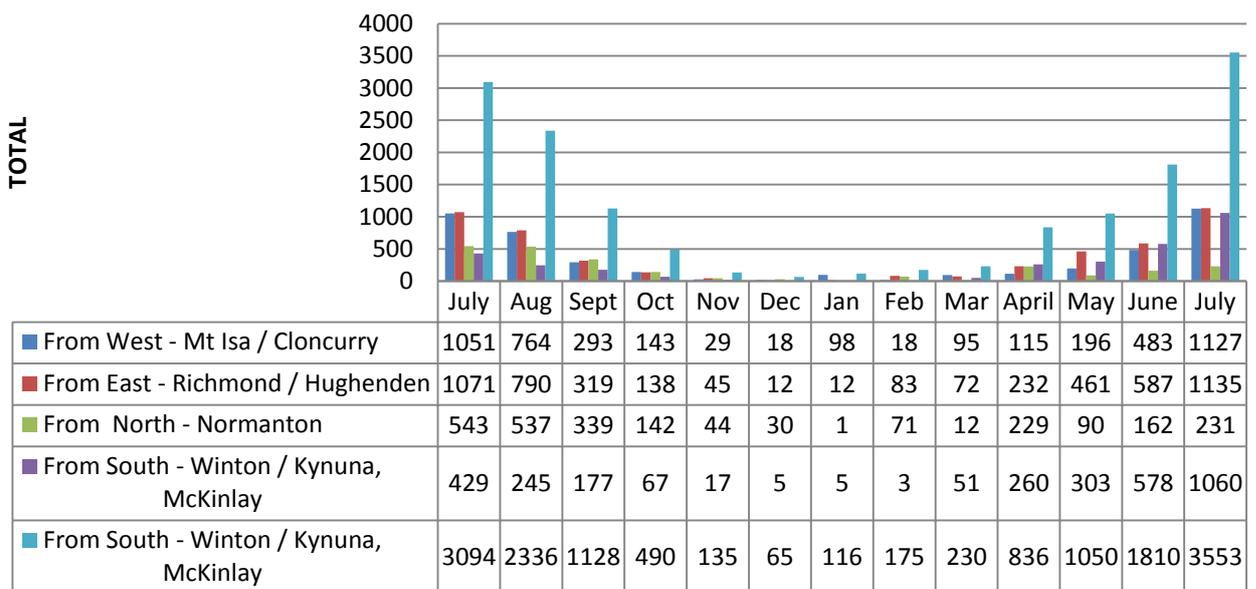




Ordinary Meeting of Council Tuesday 21<sup>st</sup> August 2018



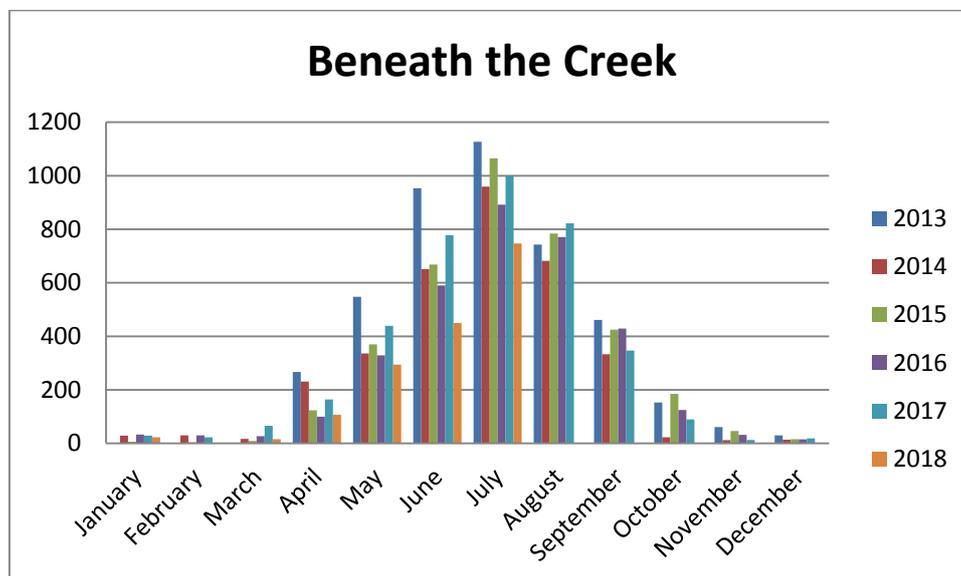
### North West Regional Statistics July 2017- July 2018





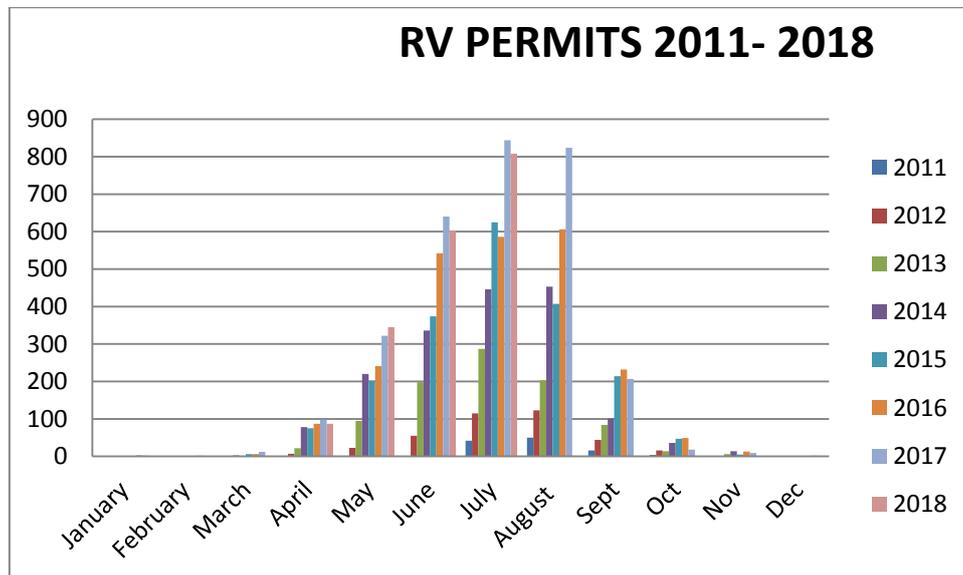
***Beneath the Creek***

There were 747 entries to ‘Beneath the Creek’ in July 2018 compared with 1001 in June 2017 – a 25.37% decrease. There have been 1639 entries to Beneath the Creek in the Year to Date (YTD) compared with 2500 over the same period in 2017 which represents a 34.44% decrease. In July, VIC staff implemented a change in the feeding times from 10am and 3pm to 10am and 1pm with the view of improving afternoon attendance figures.



***RV Site Permits and Expenditure – 844 in July 2017***

There were 808 RV Permits issued in July 2018 compared with 844 in July 2017 - a 4.27% increase. There have been 1846 RV Site Permits issued in the Year to Date (YTD) compared with 1921 over the same period in 2017 which represents a 3.90% decrease. In July 2018, 341 RV Site guests indicated a total spend of \$49,618.00. We can extrapolate (average \* total number of permits) this figure to a total spend of \$117,569.92 compared with an extrapolated total spend of \$104,425.05 for July 2017.



### Julia Creek Early Learning Centre

There are 37 children currently enrolled at the Service and, 1 enrolled and on the wait list

- 5 attend casually

#### Changes to Enrolments (increase/Decrease, Why?):

One child increased to 2 days a week

#### Withdrawals (Why):

nil

#### New Enrolments: 3

There were 189 actual attendances over the 22 days of care offered throughout July. This equated to an average of 8.5 children per day.

#### Significant events:

- The new CCS began this month. It was a significant amount of extra admin time to implement it all, we have had to call CCMS, QIKKIDS and Centrelink a few times. There are still a handful of families that have not had their entitlements allocated some due to not being assessed and some due to parents not doing the final step. Parents are being given support through the transition process and ongoing support to complete all steps and cause minimum disruption to payments
- Visited the art exhibition at the Jan Eckford Centre



## Ordinary Meeting of Council Tuesday 21<sup>st</sup> August 2018

- Visited the Museum to see the old fire truck
- Visited the Fire Station to see the fire truck and do some fire education with Lindsay
- Children are studying volcanoes, the planet and dinosaurs
- The toddlers are focusing on developing their language and communication skills with a focus on colours and animals
- Mechanic workshop was added to the yard, including a hoist so the children can work under the cars- plans to add real tools to the workshop
- The new tyre for the 6 evacuation pram arrived
- Library days were cancelled with the view to change the day. This is due to the amount of younger children and their sleep needs

### Swimming Pool

#### Usage

#### TOTAL NUMBERS FOR THE MONTH

ENTRIES	SWIMMERS
Adult Entry	32
Child Entry	10
<b>Season Passes / Family Pass</b>	
Adult	3
Child	9
<b>Triathlon Training/ No Charge</b>	
Adult	
Child	
J/C State School/ No Charge	
<b>Caravan Park Tokens</b>	
Adult	163
Child	88
<b>Total Swimmers</b>	<b>305</b>

### Sport & Recreation

#### Sporting Schools:

Unfortunately, the school was unsuccessful with receiving funding for the *Sporting Schools* program this term. However, after consultation with the school and Council, it was decided that the program is extremely beneficial for the students and will continue through full Council support. This term the students will be participating in netball, cricket and their own choice of activities. Interest in the program has remained positive with 32 children registered across the three days.



Ordinary Meeting of Council Tuesday 21<sup>st</sup> August 2018

### **School Holiday Program:**

The school holidays was a busy period for local children with council acquiring RADF funding to conduct two workshops. Moreover, students were also able to participate in a rugby league fun day, a sports afternoon, a picnic in the park and library fun over the course of the break.

Elements Collective presented *Goldie and the 3 B-Bears* musical along with three separate dance/music workshops. *Bubs N Beats* was aimed towards infants 3 months – 4 years and their carers and provided an interactive experience to get the children moving. Additionally, the performers conducted a workshop teaching children the basics of hip-hop dancing and music writing. This culminated in the students doing a performance at the conclusion of the day showcasing their new skills. Lastly, a specialised dance class for Branches Performing Arts students rounded out the days activities. The other RADF funded program was present by Basil Grumble and consisted of a three day clay animation workshop. During the week children were able to construct their own characters (made of plasticine) and instructed on the basics of stop-go animation. The end result was students creating their own unique short film as individuals and in small groups. The feedback from the RADF programs was extremely positive and it allowed children to be exposed to new and exciting concepts.

### **Bike Muster:**

In conjunction with the Queensland Police Service, Bike Muster has returned this term with 28 eager students participating. Myself and Senior Constable Josh Woodfield collect students in two groups Monday morning and then return them home upon the completion of school and homework club. The program aims to teach the children the importance of road safety and how to navigate to and from school in a manner safe for all road users.

### **Kindy Kids Sports Awareness:**

The children from the Early Learning Centre are continuing to participate in sports activities with me once a fortnight at the Indoor Sports Centre. The children appear to be enjoying the sessions and there has been a significant improvement in the development of their gross motor skills.

### **CHSP/HACC:**

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

### **Daren Ginns Centre:**

Gym membership renewal fees were received this month and membership numbers remain steady. A couple of new members also joined throughout July.



Ordinary Meeting of Council Tuesday 21<sup>st</sup> August 2018

### **Social Sport:**

Social Sport has been continuing Wednesday nights at the Indoor Sports Centre. Participation numbers have been fairly modest and consequently Council has increased its advertisement via flyers and social media. Additionally, new sports will be trialled in the coming weeks to try and increase involvement.

### **North Queensland Sports Foundation:**

Myself and Shauna have been involved in several teleconferences with the North Queensland Sports Foundation in relation to the Glencore Great Western Games which is being held over the course of the last two weekends in June 2019. The Great Western Games is a multi sport event held biennially along the Overlander's Way. The NQSF liaises with local councils to gauge interest on whether or not they are able to host a sport/sports carnival in conjunction with the games. Due to that time of the year being a particularly busy period for the shire, it appears unlikely that Julia Creek will be able to incorporate an event into the games. However, after discussion with the NQSF and Dirt n Dust organisers, they are working together to try and use the Dirt n Dust Festival as a medium to launch and promote the Great Western Games.

### **Sports Clubs:**

Rugby League is continuing for both Saints junior and senior teams. The juniors are still competing in conjunction with Richmond and Hughenden most weekends and their skills are always improving. Additionally, some of the juniors were presented the opportunity to participate in the Laurie Spina Shield in Townsville which is one of the largest junior carnivals in the state.

The Saints senior team combined with Richmond to compete against Hughenden as a curtain-raiser before the Intrust Super Cup match in Hughenden. Unfortunately, victory eluded the team but their efforts were valiant. The Julia Creek Whipettes also had their first hit out as a team, competing at the Hughenden Rugby 7s carnival. The ladies enjoyed the experience and even though they didn't get a victory, their skills improved immensely between matches which was an indication of their months of hard work paying off.

Things are progressing nicely for a massive day of rugby league on August 26, with the juniors kicking off in the morning and then matches for both men and women against Hughenden and Richmond will round out the afternoon.



Ordinary Meeting of Council Tuesday 21<sup>st</sup> August 2018

## Community Health

<b>CHSP - OCCASIONS OF SERVICE (OoS)</b>		
	<b>OoS</b>	<b>Hours</b>
<b>Nursing Care</b>	<b>71</b>	<b>33.25</b>
<b>Personal Care</b>	<b>14</b>	<b>4.0</b>
<b>Social Support</b>	<b>5 (+ x4 Gym Sessions)=9</b>	<b>3.25 (+2.08) = 5.33</b>
<b>Assessment</b>	<b>0</b>	<b>0</b>
<b>Counselling/Advocacy/Information/ Education</b>	<b>62</b>	<b>16.45</b>
<b>Total</b>	<b>156</b>	<b>59.03</b>

<b>LOCATION OF OCCASIONS OF SERVICE</b>	
<b>Home Visits</b>	<b>64</b>
<b>Clinic Visits</b>	<b>2</b>
<b>Phone Consults</b>	<b>0</b>
<b>Hospital Visit</b>	<b>0</b>
<b>Telehealth</b>	<b>3</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>3</b>	<b>55mins = 0.92hrs</b>
<b>Hospital Visits</b>	<b>0</b>	<b>0</b>
<b>Phone Consults</b>	<b>5</b>	<b>35mins = 0.58hrs</b>
<b>Clinic Consults</b>	<b>8</b>	<b>175mins = 2.92hrs</b>
<b>Meetings</b>	<b>9</b>	<b>465mins = 7.75hrs</b>



Ordinary Meeting of Council Tuesday 21<sup>st</sup> August 2018

<b>Health Promotion Sessions</b>	4 (organising Australian Hearing's visit)	225mins = 3.75hrs
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#### REFERRALS

NWRH had their first overnight visit in July, to try and better their available hours. Optimising service uptake remains a challenge. CHSP referrals continue as required.

#### EQUIPMENT ON LOAN

Nil new.

#### HEALTH PROMOTION

Australian Hearing visited Julia Creek July 24<sup>th</sup> 2018. The Community Nurse facilitated their venue and appointments. Well attended, but (according to the clinicians who came on the day) doubt hangs over AH's return to Julia Creek because of our client base and a conflict with their funding. Their clinicians suggest we talk to their management about the sustainability of the visiting service.

#### GENERAL BUSINESS

Community Consultation Meetings were held this month for NWHHS long-term future planning and NWHHS midwifery services.

The NWHHS Dental Service is working on an information handout about their Outreach Service, in response to a request via the CAN for clarity on what that service can provide.

The recent TRAIC funding application results were notified to MSC – successful!

### Commonwealth Home Support Programme (CHSP)

#### Events and Activities

We have all been enjoying our Monday games & Wednesday luncheons. On Wednesday's we have added a few games of bowls in addition to our regular lunch and games of Hoy. We had a great day out at the Lions Men Christmas in July.

#### Statistics

To date CHSP currently have a total of 33 clients.



Ordinary Meeting of Council Tuesday 21<sup>st</sup> August 2018

<b>Service Offered</b>	<b>Number of Clients</b>
Transport	48 Two way trips
Social Support	Visits 36
Personal Care	22 Visits 1 Clients ( Community Nurse)
EXERCISE	6 CLIENTS 10 SESSIONS
Counselling/Support, Information and advocacy (client)	3 hours and # min
Shopping	4 Trips (2` attendees, 2 pickup)
GAMES	28 Attended 5 ( sessions)
Luncheon	37 Attended (4sessions) visitors
Meals on Wheels	Meals delivered
Home Maintenance	50 lawns mowed 25 clients
Domestic Assistance	9 clients, 51 visits
Pub Lunch	8 Clients1 SESSION
Clients Transported for Doctors Appointments	6 CHSP clients
Clients admitted to Hospital	2 CHSP CLIENT

**Consultation:**

**Legal Implications:**

Nil

**Policy Implications:**

Nil

**Financial and Resource Implications:**

**InfoXpert Document ID:** 93896



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

**Attachments:** Nil

**Author:** Director Corporate and Community Services

**Date:** 13 August 2018

**Executive Summary:**

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

**Recommendation:**

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

**Background:**

At the March 2018 Ordinary Meeting Council allocated the \$87,500 in funding received from the Department as per the table below. Noting that \$3,500 was left unallocated for events which may eventuate throughout the year.

<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>



Ordinary Meeting of Council Tuesday 21<sup>st</sup> August 2018

<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>

Council has received a request from two community groups, Julia Creek Campdraft and Julia Creek Parents & Citizens Association seeking support for their events. The Julia Creek Challenge through the Julia Creek Campdraft are planning to hold the Challenge event on 5<sup>th</sup> -7<sup>th</sup> October 2018 and are seeking \$5,000 towards trophies, prizemoney and judge expenses. The P&C are seeking funding to assist with securing children's rides for their Fete event scheduled for 26<sup>th</sup> October 2018. The quote supplied for rides total \$3,900.

**Consultation:**

Cr Royes

**Legal Implications:**

Nil

**Policy Implications:**

Nil

**Financial and Resource Implications:**

**InfoXpert Document ID:** 93953



## 8.0 CORPORATE SERVICES

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**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 31<sup>st</sup> July 2018 which summarises the financial performance and position is presented to Council.

**Recommendation:**

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

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**Report:**

The Corporate Services Report compares actual performance to date with the Council's adopted 2018-2019 Budget and provides information, budget variances or any financial risks/concerns.

Financial information provided in this report is:

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

**Income Statement Variances/Comments:**

Minimal movement in the operating and capital budgets at this stage of the year as council is commencing into the new budget. Over the following months movement will increase with the issue of the first rates levy on the 8<sup>th</sup> August, first instalment to be received for FAG grants and the commencement of projects within the capital works budget, shire road works and recoverable works.



Ordinary Meeting of Council Monday 21<sup>st</sup> August 2018

### INCOME STATEMENT SUMMARY

	Actuals	Variance	YTD Budget	Full Year Budget
<b>Total Income</b>	193,339	11%	1,812,831	21,753,973
<b>Total Expenses</b>	954,942	54%	1,763,552	21,162,629
<b>Surplus</b>	<b>(761,603)</b>	<b>-1546%</b>	<b>49,279</b>	<b>591,344</b>
Less Capital Revenue	-	0%	789,394	9,472,727
Plus Depreciation	-	0%	352,683	4,232,200
<b>Net Operating Surplus</b>	<b>\$ (761,603)</b>	<b>197%</b>	<b>\$ (387,432)</b>	<b>\$ (4,649,183)</b>

### STATEMENT OF FINANCIAL POSITION

	2018 Actuals	2017 Actuals
Current Assets	14,224,638	16,930,327
Total Non-Current Assets	200,984,481	193,409,253
<b>Total Assets</b>	<b>215,209,119</b>	<b>210,339,580</b>
Total Current Liabilities	624,296	2,748,745
Total Non-Current Liabilities	315,851	359,542
<b>Total Liabilities</b>	<b>940,147</b>	<b>3,108,287</b>
<i>Community Equity</i>		
Asset Revaluation Surplus	67,975,432	62,758,995
Retained Surplus	145,898,208	144,072,298
Reserves	400,000	400,000
<b>Total Community Equity</b>	<b>\$ 214,273,640</b>	<b>\$ 207,231,293</b>

### STATEMENT OF CASH FLOWS

	2019 Actuals	2018 Actuals
<b>Cash Flows from Operating Activities</b>	750,756	(11,434,657)
Receipts, Payments & Interest Received		
Borrowing Costs		
<b>Cash Flows From Investing Activities</b>	(1,269,931)	(13,756,417)
Payments and Proceeds for PPE		
Capital Income		
<b>Cash Flows from Financing Activities</b>	-	-
Loan Payments		
Net increase (decrease) in cash held	(607,760)	(25,191,074)
Cash at beginning of the financial year	14,191,449	15,665,531
<b>Cash at the end of the period</b>	<b>13,583,689</b>	<b>14,191,449</b>



Ordinary Meeting of Council Monday 21<sup>st</sup> August 2018

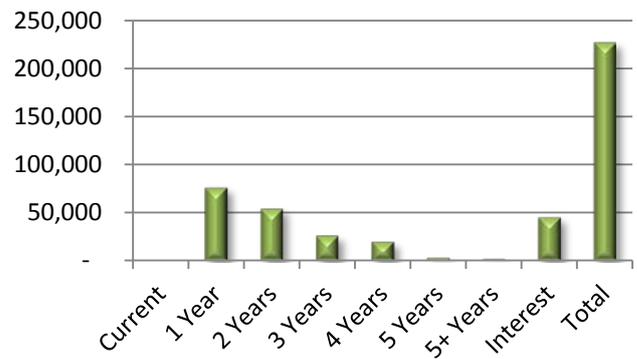
Summary By Departments						
Department	Revenue			Expenditure		
	Actuals	%	Budget	Actuals	%	Budget
Infrastructure & Works	14,577	0%	11,318,512	284,643	2%	12,699,860
Governance & Partnerships	-	0%	68,190	83,865	9%	960,500
Corporate Services	31,839	0%	7,992,467	139,727	8%	1,704,501
Economic Development	9,460	5%	196,918	113,982	11%	1,039,700
Community Services	136,134	8%	1,779,234	272,890	8%	3,474,068
Health Safety & Development	1,208	2%	79,050	41,154	6%	669,000
Environment Management	2,536	1%	319,602	18,680	3%	615,000
	<b>193,338</b>	<b>1%</b>	<b>21,753,973</b>	<b>954,942</b>	<b>5%</b>	<b>21,162,629</b>

Capital Works Program			
	Actual	%	Budget
<b>Infrastructure &amp; Works</b>			
Roads, Grids and Bridges (Including R2R & TIDS)	4,538	0%	2,402,947
Wastewater	1,180	0%	885,000
Water	-	0%	85,000
Transport - Julia Creek Airport	-	0%	55,000
Other incl Plant Replacement	-		1,135,000
	<b>5,718</b>	<b>0%</b>	<b>4,562,947</b>
<b>Environmental Management</b>			
Reserves Asset Management	-	0%	170,000
	-	<b>0%</b>	<b>170,000</b>
<b>Community Services &amp; Facilities</b>			
Buildings & Other Structures	-	0%	3,177,095
Parks & Gardens	-	0%	338,800
Council Housing	-	0%	127,945
	-	0%	<b>3,643,840</b>
<b>Corporate Services</b>			
Buildings & Other Structures	-	0%	-
Office Equipment	-	0%	35,000
	-	<b>0%</b>	<b>35,000</b>
<b>Economic Development</b>			
Julia Creek Livestock Facility	-	0%	-
Economic Development	-	0%	-
	-	<b>0%</b>	<b>-</b>
<b>TOTAL</b>	<b>5,718</b>	<b>0%</b>	<b>8,411,787</b>



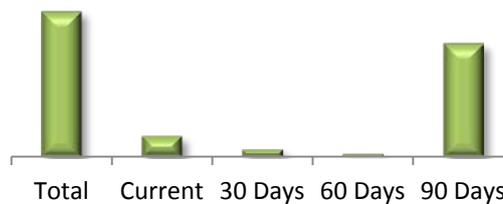
## Outstanding Rates

	Jul-18	Last Month
<b>Current</b>	76	78,833
<b>1 Year</b>	76,198	54,337
<b>2 Years</b>	54,337	26,393
<b>3 Years</b>	26,393	19,939
<b>4 Years</b>	19,939	3,400
<b>5 Years</b>	3,400	1,711
<b>5+ Years</b>	1,846	134
<b>Interest</b>	45,558	43,478
<b>Total</b>	<b>227,746</b>	<b>228,225</b>



## Outstanding Debtors

<b>Total</b>	<b>140,131.31</b>
<b>Current</b>	20,495.69
<b>30 Days</b>	7,600.87
<b>60 Days</b>	2,849.98
<b>90 Days</b>	109,184.77



### Consultation:

- Chief Executive Officer
- Director of Corporate and Community Services

### Legal Implications:

### Policy Implications:

### Financial and Resource Implications:

InfoXpert Document ID: 93877



Ordinary Meeting of Council Tuesday 21<sup>st</sup> August 2018

**8.2 Subject:** Dealing with Complaints about the Public Official Policy  
**Attachments:** Dealing with Complaints about the Public Official Policy  
**Author:** Director Corporate & Community Services  
**Date:** 3 August 2018

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**Executive Summary:**

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

**Recommendation:**

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

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**Background:**

Given our obligations under the *Crime and Corruption Act 2001 (Qld)* a policy was drafted using template policy provided by the Crime and Corruption Commission. The drafted policy contains all the required information in order to be compliant with the requirements of section 48A of the CC Act.

The policy nominates the Mayor of the local government as the nominated person, who is responsible to notify the Crime and Corruption Commission and to deal with any complaints that allege corrupt conduct of the CEO

**Consultation:**

Crime and Corruption Commission

**Legal Implications:**

The policy and associated documents have been compiled to meet the requirements of the *Crime and Corruption Act 2001 (Qld)*.

**Policy Implications:**

**Financial and Resource Implications:**

**InfoXpert Document ID:** 93924



# DEALING WITH COMPLAINTS ABOUT THE PUBLIC

## OFFICIAL POLICY (Crime and Corruption Act 2001, S48A)

### 1. Objective

The objective of this policy is to set out how McKinlay Shire Council (Council) will deal with a complaint (also information or matter)<sup>1</sup> that involves or may involve corrupt conduct of its public official as defined in the *Crime and Corruption Act 2001* (CC Act).

For the purpose of this policy, the Chief Executive Officer (CEO) is the public official of McKinlay Shire Council.

### 2. Policy rationale

The policy is designed to assist Council to:

1. Comply with s48A of the *Crime and Corruption Act 2001*
2. Promote public confidence in the way suspected corrupt conduct of the CEO for the Council is dealt with (s34(c) CC Act)
3. Promote accountability, integrity and transparency in the way in which Council deals with a complaint that is suspected to involve, or may involve, corrupt conduct of the CEO.

### 3. Definitions

Crime and Corruption Commission (CCC)	the Commission continued in existence under the <i>Crime and Corruption Act 2001</i>
CC Act	<i>Crime and Corruption Act 2001</i>
Chief Executive Officer (CEO)	The Chief Executive Officer of McKinlay Shire Council
Complaint	includes information or matter. See definition provided by s48A(4) of the <i>Crime and Corruption Act 2001</i>
Contact details	Contact Details of the nominated person are: Telephone 07 4746 4223 Email address <a href="mailto:mayor@mckinlay.qld.gov.au">mayor@mckinlay.qld.gov.au</a> Postal address PO Box 177, Julia Creek Qld 4823
Corruption	see Schedule 2 (Dictionary) of the <i>Crime and Corruption Act 2001</i>
Corrupt conduct	see s15 of the <i>Crime and Corruption Act 2001</i>
<i>Corruption in Focus</i>	<a href="http://www.ccc.qld.gov.au/corruption/information-for-the-public-sector/corruption-in-focus">http://www.ccc.qld.gov.au/corruption/information-for-the-public-sector/corruption-in-focus</a> ; see chapter 2, page 2.5

<sup>1</sup> See s48A of the CC Act and definitions below

Deal with	see Schedule 2 (Dictionary) of the <i>Crime and Corruption Act 2001</i>
Nominated person	see item 5 of this policy
Police misconduct	see Schedule 2 (Dictionary) of the <i>Crime and Corruption Act 2001</i>
Public Official/CEO	see Schedule 2 (Dictionary) and also s48A of the <i>Crime and Corruption Act 2001</i>
Unit of public administration (UPA)	see s20 of the <i>Crime and Corruption Act 2001</i>

#### 4. Policy application

This policy applies:

- if there are grounds to suspect that a complaint may involve corrupt conduct of the CEO of Council
- to all persons who hold an appointment in, or are employees of Council

For the purpose of this policy a complaint includes information or matter.<sup>2</sup>

#### 5. Nominated person

Having regard to s48A(2) and (3) of the CC Act, this policy nominates the Mayor of McKinlay Shire Council as the nominated person to notify<sup>3</sup> the Crime and Corruption Commission (CCC) of the complaint and to deal with the complaint under the CC Act.<sup>4</sup>

Once the Council nominates a person, the CC Act applies as if a reference about notifying or dealing with the complaint to the public official/CEO is a reference to the nominated person<sup>5</sup>.

#### 6. Complaints about the CEO

If a complaint may involve an allegation of corrupt conduct of the CEO of Council, the complaint may be reported to:

- the nominated person, or
- a person to whom there is an obligation to report under an Act<sup>6</sup> (this does not include an obligation imposed by ss37, 38 and 39(1) of the CC Act).

<sup>2</sup> See s48(4) CC of the CC Act

<sup>3</sup> Under ss37 or 38 of the CC Act

<sup>4</sup> Under Chapter 2, Part 3, Division 4, Subdivisions 1 & 2 of the CC Act

<sup>5</sup> See s48A(3) CC Act

<sup>6</sup> See s39(2) of the CC Act

If there is uncertainty about whether or not a complaint should be reported, it is best to report it to the nominated person.

If the nominated person reasonably suspects the complaint may involve corrupt conduct of the CEO, they are to:

- (a) notify the CCC of the complaint<sup>7</sup>, and
- (b) deal with the complaint, subject to the CCC's monitoring role, when —
  - directions issued under s40 apply to the complaint, if any, or
  - pursuant to s46, the CCC refers the complaint to the Mayor to deal with<sup>8</sup>.

If the CEO reasonably suspects that the complaint may involve corrupt conduct on their part, and there is a nominated person, the CEO must:

- (i) report the complaint to the nominated person as soon as practicable and may also notify the CCC, and
- (ii) take no further action to deal with the complaint unless requested to do so by the Mayor.

If directions issued under s40 apply to the complaint:

- (i) the nominated person is to deal with the complaint, and
- (ii) the CEO is to take no further action to deal with the complaint unless requested to do so by the Mayor.

## 7. Resourcing the Nominated Person

If pursuant to ss40 or 46, the CEO or Mayor has responsibility to deal with the complaint<sup>9</sup>:

- (i) the Council will ensure that sufficient resources are available to the CEO or Mayor to enable them to deal with the complaint appropriately<sup>10</sup>, and
- (ii) the CEO or Mayor is to ensure that consultations, if any, for the purpose of securing resources sufficient to deal with the complaint appropriately are confidential and are not disclosed, other than to the CCC, without:
  - authorisation under a law of the Commonwealth or the State, or
  - the consent of the CEO or Mayor responsible for dealing with the complaint
- (iii) the CEO or Mayor must, at all times, use their best endeavours to act independently, impartially and fairly having regard to the:
  - purposes of the CC Act<sup>11</sup>
  - the importance of promoting public confidence in the way suspected corrupt conduct in the Council is dealt with<sup>12</sup>, and

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<sup>7</sup> Under ss37 or 38, subject to s40 of the CC Act

<sup>8</sup> Under ss41 and 42 and/or ss43 and 44 of the CC Act

<sup>9</sup> Under ss41 and 42 and/or ss43 and 44 of the CC Act

<sup>10</sup> See the CCC's corruption purposes and function set out in ss4(1)(b), 33, 34, 35 and the Council's relevant statutory, policy and procedural framework which help inform decision making about the appropriate way to deal with the complaint

<sup>11</sup> See ss57 and the CCC's corruption purposes and function set out in ss4(1)(b), 33, 34, 35 of the CC Act

- the Council’s statutory, policy and procedural framework.

If the Mayor has responsibility to deal with the complaint, they:

- are delegated the same authority, functions and powers as the CEO to direct and control staff of the Council as if the nominated person is the CEO of the Council for the purpose of dealing with the complaint only
- are delegated the same authority, functions and powers as the CEO to enter into contracts on behalf of the Council for the purpose of dealing with the complaint
- do not have any authority, function or power that cannot — under the law of the Commonwealth or the State — be delegated by either the elected Council or to the nominated person; and

If the CEO has responsibility to deal with the complaint, they must:

- disclose the complaint to the Mayor
- deal with the complaint, and
- before finally dealing with the complaint, report to the Mayor about
  - the action taken or not taken
  - the reasons the CEO considers the action to be appropriate in the circumstances and
  - the results of the action taken that are known at the time of the report<sup>13</sup>.

#### **8. Liaising with the CCC**

The CEO is to keep the CCC and the nominated person/s (if any) informed of:

- the contact details for the public official/CEO and the nominated person/s (if there is a nominated person)
- any proposed changes to this policy.

#### **9. Consultation with the CCC**

The CEO will consult with the CCC when preparing any policy about how the Council will deal with a complaint that involves or may involve corrupt conduct of the public official/CEO.<sup>14</sup>

#### **10. Statutory references**

Unless otherwise stated, all statutory references are to the *Crime and Corruption Act 2001*.

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<sup>12</sup> See s34(c) CC Act

<sup>13</sup> See ss42 and 44 of the CC Act

<sup>14</sup> Section 48A of the CC Act



## **9.0 CHIEF EXECUTIVE OFFICER**

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Ordinary Meeting of Council Tuesday 21<sup>st</sup> August 2018

**9.1 Subject:** LGAQ 122<sup>nd</sup> Annual Conference  
**Attachments:** Nil  
**Author:** Chief Executive Officer  
**Date:** 1<sup>st</sup> August 2018

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**Executive Summary:**

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

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

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

**Recommendation:**

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

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**Background:**

The LGAQ Conference is held annually and this year returns to the State capital for the first time in six years which will afford delegates and observers an opportunity to visit State Government Ministers, Shadow Ministers and Departmental officers whilst in Brisbane.

The theme for this year's conference – "Onwards and Upwards" denotes the tough last year that local government has endured and the steely commitment to build better communities into the future.

Resolutions to the Conference must be submitted by 24 August 2018.

**Consultation:**

Discussed at the Briefing meeting August 2018.

**Policy Implications:**

Nil

**Financial and Resource Implications:**



Ordinary Meeting of Council Tuesday 21<sup>st</sup> August 2018

The registration fee per person is \$1,715.00 which is an observer rate including ticket to the Gala Dinner (\$175). The estimated flights (Mount Isa – Brisbane return) is \$795 per person, and accommodation for 4 nights approx. \$1,265.00.

The annual budget for Councillor Training/Conference is \$35,000 with \$2,309.85 spent to date.

**InfoXpert Document ID:** 93926



**9.2 Subject:** Queensland Community Achievement Awards – Nomination  
**Attachments:** Nil  
**Author:** Chief Executive Officer  
**Date:** 7<sup>th</sup> August 2018

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**Executive Summary:**

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

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

**Recommendation:**

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

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**Background:**

**Conditions of Entry:**

1. Entry is free. Eligibility for entry is dependent on the award category and may be open to businesses, groups, organisations and/or individuals.
2. Nominees must be residing in Queensland (for a minimum of 2 years) or the nomination activity must be specific to Queensland.
3. All guidelines should be addressed in your online nomination. Supporting documents and photographs should be attached with your nomination, if relevant.
4. All nomination information, photos and supporting material may be used by the awards office for promotional purposes.
5. Entrants agree to media publicity and promotion associated with the awards nomination including any photos submitted or taken at the Awards Presentation ceremony.
6. Nominations close on 28 August 2018.
7. Nominees who are selected as Finalists should endeavour to attend the Gala Awards Presentation Dinner on Friday 30 November 2018. Inability to attend does not disqualify entry.
8. Previous winners in the Community Achievement Awards are not eligible to nominate in an Award category they have already won.



Ordinary Meeting of Council Tuesday 21<sup>st</sup> August 2018

**Community Group of the Year Award – Criteria**

Nominations for the community group of the year award should share a strong sense of team spirit, and play a vital role in enhancing the social, economic, commercial and environmental prosperity of their region. Whether it be working together on an event, restoration project, providing a service or program, it is important to recognise and encourage these groups, as their efforts help to make our communities stronger and more vibrant.

The awards are open to any community group or not-for-profit organisation.

**Nomination:**

In order to enter, proposals must:

- Describe the project, group, program, community event or initiative
- How long has the group, project or program been running, and who benefits
- Demonstrate benefits to the community
- How many people involved in the group
- What is the source of funding (if applicable)
- Barriers or difficulties and how they have been overcome
- 100 word summary of achievements for media, judging and promotional material including for use on the Awards night

**Consultation:**

Discussed at the Briefing meeting August 2018.

**Policy Implications:** Nil

**Financial and Resource Implications:** Nil

**InfoXpert Document ID:**



Ordinary Meeting of Council Tuesday 21<sup>st</sup> August 2018

**9.3 Subject:** Recruitment Director Engineering, Environment & Regulatory Services

**Attachments:** Nil

**Author:** Chief Executive Officer

**Date:** 14 August 2018

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**Executive Summary:**

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

**Recommendation:**

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

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**Background:**

Director of Engineering, Environment and Regulatory Services (DEERS), Andrew Boardman tendered his resignation on Monday 6<sup>th</sup> August 2018, with the last day of work being Friday 31<sup>st</sup> August 2018.

As a full recruitment process will take up to three months before a successful applicant commences, it is imperative that a temporary DEERS be obtained as soon as possible to continue with the significant projects that are underway, in particular the management of the NDRRA works with the first submissions expected to be approved in late September.

Enquiries have been made with employment agencies and other sources to seek out a temporary DEERS to fill the role whilst the full recruitment process takes place.

A verbal report will be delivered to the ordinary meeting advising of the results of attempts to secure a temporary DEERS with the aim of that person commencing before the current Director ceases so as to enable a hand over.

Pursuant to Section 196 (4) of the Local Government Act, the Mayor, Deputy Mayor and the Chief Executive Officer (the Panel) will appoint the temporary DEERS.

**Consultation:**

Mayor and Deputy Mayor

**Legal Implications:**

Section 196 of the Local Government Act 2009 specifies the way in which Senior Executive Employees are appointed.



Ordinary Meeting of Council Tuesday 21<sup>st</sup> August 2018

**Policy Implications:**

**Financial and Resource Implications:**

**InfoXpert Document ID: 93956**



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

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## Workplace Health, Safety and Risk Report

<b>DATE; 30<sup>th</sup> July 2018</b>		<input checked="" type="checkbox"/> <b>Monthly</b>	<input type="checkbox"/> <b>Quarterly</b>	<input type="checkbox"/> <b>Yearly</b>	<input type="checkbox"/> <b>Two Yearly</b>
<b>July 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		43%	See MAP's, Per month and accumulative tally		
20% of carry over items indicated in MAP's		57%			
<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		August 2018	To Schedule 2018 - Set for Handover with new Resource		

Two (2) Yearly	Measurement / Score	Detail / Information
Progressive Monthly and 3 monthly statistics as above	✓	See the following tables for statistical outcomes.
Results of an external WHS Management Systems Audit or the WHSA's Annual Assessment Report	50%	External LGW Audit Scheduled for; 13 <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 July 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 onsite WH&S 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%	CEO Sign off complete
March 2018	13	23	12	52%	80%	11	48%	CEO Signed off complete
April 2018	9	21	9	43%	80%	12	57%	CEO Signed off complete
May 2018	11	23	9	39%	80%	14	61%	Handover WH&SO Ready for Sign off
June 2018	7	21	8	38%	80%	13	62%	WH&SO resigned Ready for Sign off
July 2018	10	23	10	43%	80%	13	57%	Ready for Sign off
August 2018	9							
September 2018	8							
October 2018	12							
November 2018	11							
December 2018	9							
January 2019	3							
<b>TOTAL 2017 / 2018</b>	<b>234</b>		<b>170</b>	<b>73%</b>		<b>11</b>	<b>5%</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		Environ.	Breach	Near Miss
		FAI	LTI	MTI	Report Only	Not work Related	Plant, Equ & Property	Vandalism	Spills	Procedural	
Jan-17	2	2									
Feb-17	4			1	1		1				1
Mar-17	6		1				3	1			1
Apr-17	2	1		1							
May-17	5			1			2			1	1
Jun-17	4	1					1				2
Jul-17	1						1				
Aug-17	4				1		3				
Sep-17	1					1					
Oct-17	7					3	4				
Nov-17	2	1	1								
Dec-17	1		1								
<b>Total 2017</b>	<b>39</b>	<b>5</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>15</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>5</b>
Jan-18	1					1					
Feb-18	2	1					1				
Mar-18	0										
Apr-18	0										
May-18	1						1				
Jun-18	1						1				
Jul-18	2	1							1		
Aug-18	0										
Sep-18	0										
Oct-18	0										
Nov-18	0										
Dec-18	0										
<b>Total 2018</b>	<b>7</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>TOTAL 17 / 18</b>	<b>46</b>	<b>7</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>5</b>	<b>18</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>5</b>

### As at 1<sup>st</sup> August 2018;

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

*33% of all incidents occur on a Tuesday*

*39% of all incidents occur between 0600 and Midday*

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

#### 2018

*1 x WorkCare Claim to date \$198k (2017 Incident)*

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

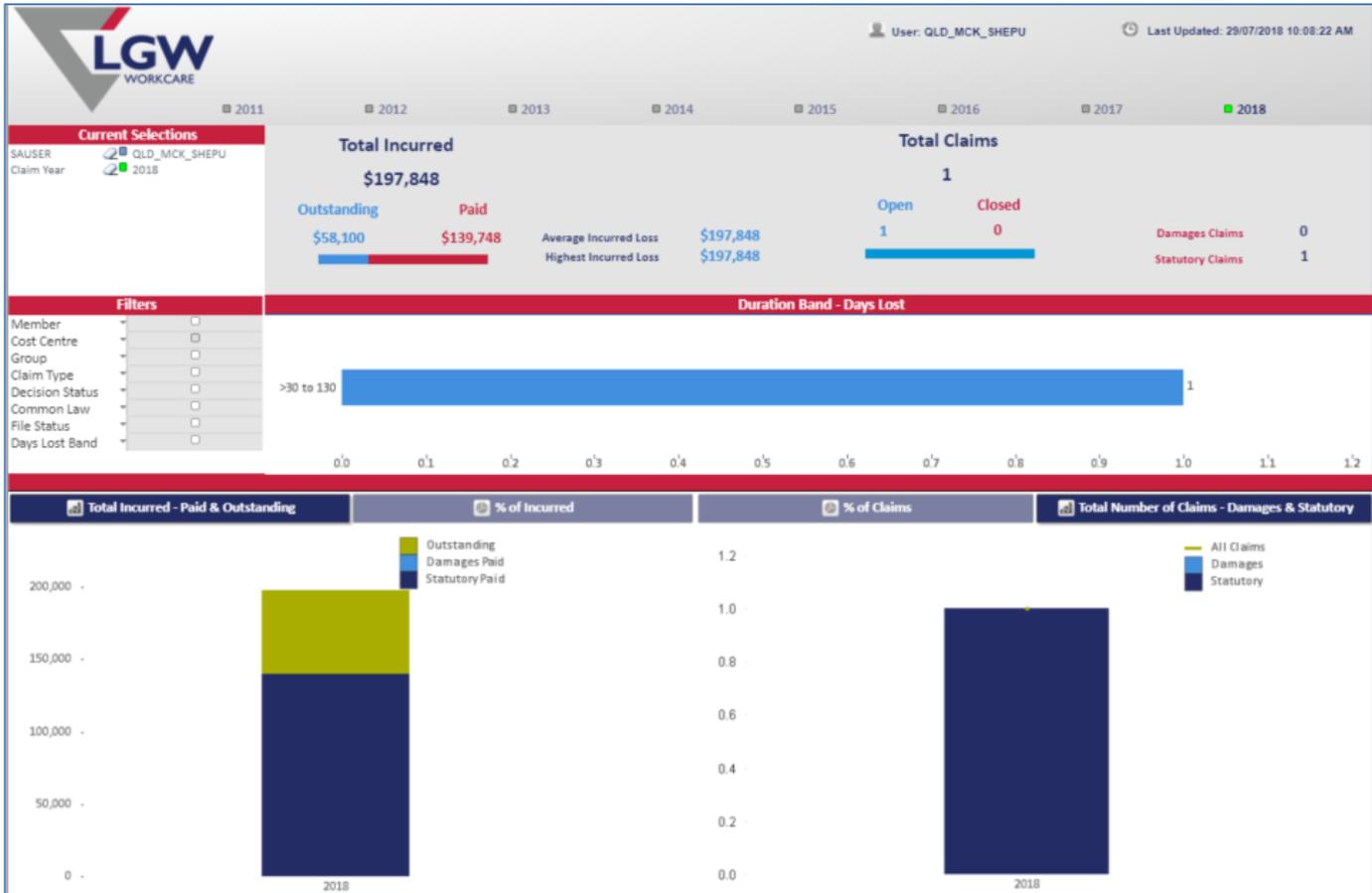
*See graphs following*

#### 2017

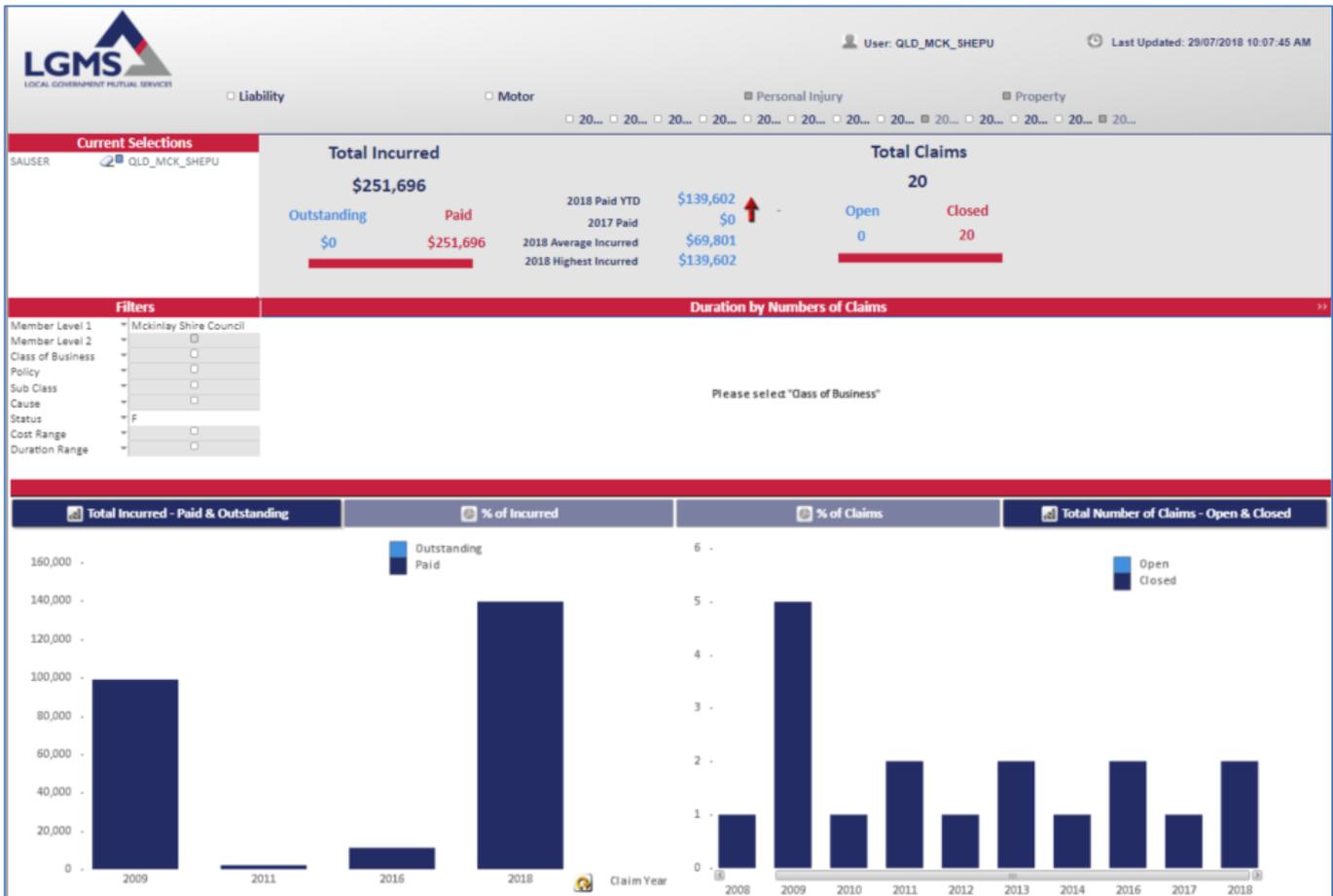
*3 x WorkCare Claims for a total of \$3k*

*1 x General Insurance Claims for a total of \$0*

## Workers Compensation Claims;



## General Claims;



## Compliance Training

As per WHS Management System Plan 2017 2018

*E3 LMS (Online) Training initiated April 2018*

*Completion Progress for all of MSC at 1<sup>st</sup> August 2018, three (3) months implementation;*

### Training progress overview



### Training completions vs logins



## Key Performance Indicators

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

MONTH	Audits / Hazard Inspections					WH&S Audits & Observ.	Actions; Insp & Audits	Consultation		Risk Management		
	Sched	On Time	Late	Complete	Not Complete			P/Start	T/box	Journey Plans	JSEA's & SWMS's	Plant & Equip
Jan-17	0	0	0	9	0	0	39	39	0	-	0	69
Feb-17	24	18	0	18	6	0	85	108	1	-	0	2
Mar-17	22	22	1	23	0	0	72	175	9	-	6	2
Apr-17	9	9	1	10	0	0	20	107	0	-	0	0
May-17	16	0	1	16	0	0	37	148	1	-	0	0
Jun-17	10	0	1	11	0	0	46	119	1	-	0	0
Jul-17	6	15	4	5	1	0	9	102	0	-	0	0
Aug-17	19	10	11	12	7	0	32	109	0	-	1	0
Sep-17	12	4	6	10	2	0	25	174	1	-	4	0
Oct-17	6	2	0	2	4	0	18	160	0	-	1	0
Nov-17	15	5	2	7	8	1	143	162	2	-	10	0
Dec-17	0	0	0	0	0	0	0	66	0	-	0	0
<b>TOTAL 2017</b>	<b>139</b>	<b>85</b>	<b>27</b>	<b>123</b>	<b>28</b>	<b>1</b>	<b>526</b>	<b>1469</b>	<b>15</b>	<b>0</b>	<b>22</b>	<b>73</b>
Jan-18	0	0	0	0	0	0	0	65	0	22	2	0
Feb-18	24	14	2	16	8	1	17	76	0	42	3	0
Mar-18	21	2	3	5	16	0	10	73	0	54	0	0
Apr-18	9	1	0	1	8	0	1	66	5	17	0	0
May-18	16	2	0	2	14	1	11	77	0	29	0	0
Jun-18	10	1	0	1	9	0	0	62	3	23	0	0
Jul-18	6	0	0	0	6	2	0	32	0	13	1	0
Aug-18	19			0	19							
Sep-18	12			0	12							
Oct-18	6			0	6							
Nov-18	15			0	15							
Dec-18	0			0	0							
Jan-19	0			0	0							
<b>Total 2018</b>	<b>138</b>	<b>20</b>	<b>5</b>	<b>25</b>	<b>113</b>	<b>4</b>	<b>39</b>	<b>451</b>	<b>8</b>	<b>200</b>	<b>6</b>	<b>0</b>
<b>Total 17 / 18</b>	<b>277</b>	<b>105</b>	<b>32</b>	<b>148</b>	<b>141</b>	<b>5</b>	<b>565</b>	<b>1920</b>	<b>23</b>	<b>200</b>	<b>28</b>	<b>73</b>

### Comment;

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

*Assessed via onsite inspections and audits*

OUTSTANDING ACTIONS	Extreme Risk	High Risk	Moderate Risk	Low Risk	Details / Comments
Operations; 113	4	43	43	23	Requires further attention
WH&S System; 177	2017 = 168		2018 = 9		LGW Audit



**11. MEMBERS BUSINESS**

**12. CLOSE**