



MCKINLAY SHIRE COUNCIL

CONFIRMED MINUTES

OF THE

ORDINARY MEETING OF COUNCIL

HELD AT THE

BOARDROOM, CIVIC CENTRE
JULIA CREEK

16 August 2022

ORDER OF BUSINESS

1. Opening
2. Attendance
3. Declaration of Conflict of Interest
- 4.0 Confirmation of minutes
- 4.1 Confirmation of minutes of Ordinary Meeting on 19 July 2022
- 4.2 Business Arising out of minutes of previous Meeting

5. ENGINEERING REPORT

- 5.1 Engineering Works Monthly Report

6. ENVIRONMENTAL & REGULATORY SERVICES REPORT

- 6.1 Environmental and Regulatory Services Monthly Report
- 6.2 Development Application

7. COMMUNITY SERVICES REPORT

- 7.1 Community Services Monthly Report
- 7.2 Arts & Cultural Policy Report
- 7.3 Bush Dinner Policy
- 7.4 Julia Creek Combined Sporting Association – Community Sponsorship Request

8. CORPORATE SERVICES REPORT

- 8.1 Corporate Services Monthly Report
- 8.2 Anti-Discrimination, Bullying, Sexual Harassment & Equal employment Policy
- 8.3 Closed Circuit Television (CCTV) Policy Review
- 8.4 Information Privacy Policy Review
- 8.5 Employment Code of Conduct
- 8.6 Human Rights Report
- 8.7 Investigation Policy – Councillors Conduct

9. CHIEF EXECUTIVE OFFICERS REPORT

- 9.1 CEO Monthly Report

10. WORKPLACE HEALTH AND SAFETY

- 10.1 Workplace Health and Safety

1. OPENING BUSINESS

All Councillors having signed the Attendance Book, Mayor Philip Curr declared the meeting open at 09:00am.

2. ATTENDANCE

Mayor: Cr. P Curr

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

Staff:

Chief Executive Officer, Mr. Trevor Williams

Director of Corporate & Community Services, Ms. Tenneil Cody

Director of Engineering, Environment and Regulatory Services, Mr. Cameron Scott

Environmental Regulatory Services, Team Leader, Ms. Megan Pellow

Executive Assistant, Melissa Mussig

Apologies: Nil

3. DECLARATION OF CONFLICT OF INTEREST

Nil

4. CONFIRMATION OF MINUTES

4.1 Confirmation of Minutes

Confirmation of Minutes of the Ordinary Meeting of Council held on 19 July 2022.

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 19 July 2022.

Resolution No. 028/2223

That the Minutes of the Ordinary Meeting of Council held on 19 July 2022 be confirmed.

Moved Cr. J Lynch

Seconded Cr. T Pratt

CARRIED 5/0

4.3 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

5. ENGINEERING SERVICES

5.1 Engineering Works Report

This report outlines the general activities for the Engineering Department for the month of July 2022.

RECOMMENDATION

That Council receives the Engineering Services monthly report for July 2022.

Resolution No. 029/2223

That Council receives the Engineering Services monthly report for July 2022.

Moved Cr. J Lynch

Seconded Cr. S Royes

CARRIED 5/0

6. ENVIRONMENTAL AND REGULATORY SERVICES

6.1 Environmental and Regulatory Services Report

This report outlines the general activities, revenue and expenditure for the department for the period July 2022.

RECOMMENDATION

That Council receives the July 2022 Environmental and Regulatory Services Report.

Resolution No. 030/2223

Council receives the July 2022 Environmental and Regulatory Services Report.

Moved Cr. J Fegan

Seconded Cr. S Royes

CARRIED 5/0

6.2 Development Application - Code Assessable Material Change of Use for Childcare Centre

BNC Planning Pty Ltd on behalf of McKinlay Shire Council has made an application for a Code Assessable Development Approval for a Material Change of Use on part of Lot 2 on JC55727 also known as 22 Julia Street, Julia Creek for a Childcare Centre.

RECOMMENDATION

That Council in accordance with the Planning Act 2016 notify the applicant that their application for a Code Assessable Material Change of Use Development Permit for a Childcare Centre on part of Lot 2 on JC55727 also known as 22 Julia Street, Julia Creek be approved subject to the schedule of conditions detailed below.

Approved Plans

1. The development is to occur generally in accordance with the supporting plans and reports/documents reference in the table below and as attached, except where conditions of approval dictate otherwise.

Plan Title	Plan No. and Revision	Date
SITE PLAN – PROPOSED	A_01_03, P2	22.04.22

GROUND FLOOR PLAN	A_02_01, P4	22.04.22
ROOF PLAN	A_02_35, P2	22.04.22
ELEVATIONS	A_04_01, P2	22.04.22
Report/Document		
NA		

General

2. The proposed development is to comply with all conditions of approval prior to commencement of use, unless stated otherwise.
3. The developer shall bear the cost of all alterations necessary to public utility mains, services or installations necessitated by this approval with all works being undertaken to Council standard.

Amended Plans

4. The approved site plan referenced in Condition 1. (SITE PLAN – PROPOSED, A_01_03, 92 Dated 22.04.22) is to be amended to convert the landscaped bays within the car park into car park spaces. An updated copy of the plan is to be provided to council prior to lodgement of any development application for building works.

Landscaping

5. Landscaping is to be provided in the form of trees and shrubs endemic to the local area so as to achieve a minimum site coverage of 10%.
6. Planting is to be at 2m centres between the site frontage and the front building façade AND at a minimum ratio of 1 tree per 3 car spaces within the car park area.

Infrastructure

7. The development is to be connected to councils reticulated sewerage and reticulated water supply networks.
8. Vehicle crossovers, driveways, car parks and manoeuvring areas are designed in accordance with:
 - AS2890.1 – Parking Facilities;
 - AS2890.1 – Accessible (Disabled) Parking; and
 - Austroads AP-34/95 – Design Vehicles and Turning Path Templates.

Certification of compliance with these standards is to be obtained from an RPEQ Engineer prior to commencement of building works.

9. Stormwater drainage is provided in accordance with:
 - Queensland urban drainage manual, 3rd Edition, Queensland Department of Energy and Water Supply, 2013; and
 - Pilgrim, DH, (ed), Australian Rainfall & Runoff – A Guide to Flood Estimation, Institution of Engineers, Australia, Barton, ACT, 1987.

Certification of compliance with these standards is to be obtained from an RPEQ Engineer prior to commencement of building works.

Health and Safety

10. Utilities, equipment and machinery is to be stored within appropriately covered storage areas so as not to be visible from the street or adjoining properties. Covered storage areas being any fixed structure which is either wholly or partly enclosed by walls and which is roofed.

Advice

1. Council would like to advise the applicant that provisions of the Aboriginal Cultural Heritage Act 2003 and the Queensland Heritage Act 1992 may apply to this development.
2. The developer/owner must demonstrate compliance with all conditions of approval prior to obtaining a certificate of classification for the use of any new buildings.
3. The developer may still require approval for plumbing and drainage works, building works or other works under other relevant legislation prior to commencement of works.

Resolution No. 031/2223

That Council in accordance with the Planning Act 2016 notify the applicant that their application for a Code Assessable Material Change of Use Development Permit for a Childcare Centre on part of Lot 2 on JC55727 also known as 22 Julia Street, Julia Creek be approved subject to the schedule of conditions detailed below.

Approved Plans

1. The development is to occur generally in accordance with the supporting plans and reports/documents reference in the table below and as attached, except where conditions of approval dictate otherwise.

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Report/Document		
NA		

General

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3. The developer shall bear the cost of all alterations necessary to public utility mains, services or installations necessitated by this approval with all works being undertaken to Council standard.

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6. Planting is to be at 2m centres between the site frontage and the front building façade AND at a minimum ratio of 1 tree per 3 car spaces within the car park area.

Infrastructure

7. The development is to be connected to councils reticulated sewerage and reticulated water supply networks.
8. Vehicle crossovers, driveways, car parks and manoeuvring areas are designed in accordance with:

- a. AS2890.1 – Parking Facilities;
- b. AS2890.1 – Accessible (Disabled) Parking; and
- c. Austroads AP-34/95 – Design Vehicles and Turning Path Templates.

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Advice

1. Council would like to advise the applicant that provisions of the Aboriginal Cultural Heritage Act 2003 and the Queensland Heritage Act 1992 may apply to this development.

2. The developer/owner must demonstrate compliance with all conditions of approval prior to obtaining a certificate of classification for the use of any new buildings.

3. The developer may still require approval for plumbing and drainage works, building works or other works under other relevant legislation prior to commencement of works.

Moved Cr. J Lynch

Seconded Cr. S Royes

CARRIED 5/0

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 July 2022.

RECOMMENDATION

That Council receives the Community Services monthly report for July 2022.

Resolution No. 032/2223

That Council receives the Community Services monthly report for July 2022.

Moved Cr. S Royes

Seconded Cr. J Lynch

CARRIED 5/0

7.2 Arts & Cultural Policy

Council approved and implemented the Arts & Cultural Policy v2.0 in October 2017. This policy has been reviewed, updated and presented to Council for adoption.

Resolution No. 033/2223

That Council adopt the Arts & Cultural Policy v3.0.

Moved Cr. S Royes

Seconded Cr. J Fegan

CARRIED 5/0

7.3 Bush Dinner Policy

Council approved and implemented the Bush Dinner Policy v1.0 in January 2020. This policy has been reviewed, updated and presented to Council for adoption.

Resolution No. 034/2223

That Council adopt the Bush Dinner Policy v2.0.

Moved Cr. J Fegan

Seconded Cr. T Pratt

CARRIED 5/0

7.4 Julia Creek Combined Sporting Association – Community Sponsorship Request

Council has received a Community Sponsorship Request from the Julia Creek Combined Sporting Association for the value of \$5,000 cash for the '2022 Big Weekend'. The club is planning to once again host its annual Town vs Country Rugby League and Netball matches as well as a fundraising ball.

Resolution No. 035/2223

Council resolves to approve the Community Sponsorship Request for the Julia Creek Combined Sporting Association for \$5,000 cash.

Moved Cr. J Lynch

Seconded Cr. S Royes

CARRIED 5/0

8. CORPORATE SERVICES

8.1 The Corporate Services Report as of July 2022 which summarises the financial performance and position is presented to Council.

RECOMMENDATION

That Council receives the monthly Corporate Services Report for the period ending July 2022.

Resolution No. 036/2223

That Council receives the monthly Corporate Services Report for the period ending July 2022.

Moved Cr. J Lynch

Seconded Cr. S Royes

CARRIED 5/0

8.2 Anti-Discrimination, Bullying, Sexual Harassment & Equal employment Opportunity Policy Review

Council is committed to providing a safe and healthy work environment in which all workers are treated fairly, with dignity and respect. This policy has been drafted to outline Council's position on discrimination, bullying, sexual harassment and equal employment opportunities.

RECOMMENDATION

That Council adopt the Anti-Discrimination, Bullying, Sexual Harassment & Equal employment Opportunity Policy version 3.0 as presented.

Resolution No. 037/2223

That Council adopt the Anti-Discrimination, Bullying, Sexual Harassment & Equal employment Opportunity Policy version 3.0.

Moved Cr. T Pratt

Seconded Cr. J Fegan

CARRIED 5/0

8.3 Closed Circuit Television (CCTV) Policy Review

Council has a number of Closed Circuit Television facilities operating within the local government area. The initial policy regarding use of CCTV was adopted by Council in 2019 and is now due for review

RECOMMENDATION

That Council adopt the Closed Circuit Television (CCTV) Policy version 2.0 as presented.

Resolution No. 038/2223

That Council adopt the Closed Circuit Television (CCTV) Policy version 2.0.

Moved Cr. P Curr

Seconded Cr. J Lynch

CARRIED 5/0

8.4 Information Privacy Policy Review

Council collects personal information during the course of its operations. To ensure protection of individual's privacy, Council has developed the Information Privacy Policy which sets guidelines for how individuals personal information is handled. The previous policy was adopted in August 2016 and is now presented for review and adoption.

RECOMMENDATION

That Council adopt Information Privacy Policy version 2.0 as presented.

Resolution No. 039/2223

That Council adopt Information Privacy Policy version 2.0.

Moved Cr. S Royes

Seconded Cr. T Pratt

CARRIED 5/0

8.5 Employee Code of Conduct Review

McKinlay Shire Council Employee Code of Conduct v2.0 is past its revision date and subsequently has been reviewed by Council's Executive Management Team.

RECOMMENDATION

That Council resolves to adopt the Employee Code of Conduct version 3.0 as presented.

Resolution No. 040/2223

That Council resolves to adopt the Employee Code of Conduct version 3.0.

Moved Cr. T Pratt

Seconded Cr. J Fegan

CARRIED 5/0

8.6 Human Rights Policy

The Human Rights Act 2019 commenced on 1 January 2020. The Act protects 23 Human Rights. Public entities must uphold these rights when making decisions, create laws, set policies and provides services. This policy has been developed to provide a framework to assist all areas of Council to meet our human rights obligations.

RECOMMENDATION

That Council resolves to adopt the Human Rights Policy version 1.0 as presented.

Resolution No. 041/2223

That Council resolves to adopt the Human Rights Policy version 1.0.

Moved Cr. J Lynch

Seconded Cr. S Royes

CARRIED 5/0

8.7 Investigation Policy – Councillors Conduct

As part of the requirements of section 150AE of the *Local Government Act 2009*, a local government must adopt a policy about how it deals with the suspected inappropriate conduct of councillors referred, by the assessor, to the local government to be dealt with. The policy has been reviewed and updated.

RECOMMENDATION

That Council adopts the Investigation Policy V3.0 as presented.

Resolution No. 042/2223

That Council adopts the Investigation Policy V3.0.

Moved Cr. T Pratt

Seconded Cr. P Curr

CARRIED 5/0

9. CHIEF EXECUTIVE OFFICER

9.1 Chief Executive Officer's Report to May Meeting of Council

In addition to the information provided below, a verbal update will be given on current matters headlined in the body of the report which have arisen from the Office of the Chief Executive Officer.

Resolution No. 043/2223

That Council receive and note the report from the Chief Executive Officer for the period ending 16th July 2022 except where amended or varied by separate resolution of Council.

Moved Cr. J Lynch

Seconded Cr. T Pratt

CARRIED 5/0

Establishment of a Cotton Gin in Julia Creek

A verbal update to be provided on discussions held since the last Council Meeting, and the next steps moving forward.

ACTION

Note verbal report provided.

Social Housing and Government Housing – Update from Meeting

The Deputy Mayor, Cr. Fegan and I attended a virtual meeting with a number of State Government Staff from the Department of Communities Housing and Digital Economy (DCHDE) and the Department of Energy and Public Works (DEPW).

The meeting included discussion on an overview of the Social Housing Portfolio in Julia Creek and Priorities for housing investment in the McKinlay LGA.

There are currently vacant social houses in Julia Creek with no demand. The Deputy Mayor and I indicated an interest in purchasing vacant houses at a reasonable price to use as Council Staff housing. Follow up discussions with the Department will occur.

The Government Employee Housing (GEH) representative indicated a requirement for an additional 6 GEH's in Julia Creek. They currently have 4 vacant blocks. They are Tender ready for 3 of the houses.

ACTION

Note verbal report provided.

NWQROC Update

The August NWQROC Meeting was held on Friday 5th August on zoom. Items discussed included a Regional Arts Services Network, the NWQ Regional Waste Management & Resource Recovery Plan, the WQAC Housing Solutions Study, Childcare Worker Financial Incentives, Building Better Regions Program and the NWQ Regional Biosecurity Plan.

The September Zoom Meeting has been cancelled as some key members are absent.

The next meeting in Cloncurry has been scheduled for Thursday 6th and Friday 7th October. This meeting will include the AGM.

ACTION

Note verbal report provided.

MITEZ Meeting

The next Mitez Meeting is being held in Cloncurry on Friday 19th August. The Mayor and I shall attend the meeting.

ACTION

Note verbal report provided.

NWHHS Board Chairman and CE Visiting Julia Creek

The Chairman of the NWHHS Board, Cheryl Vardon and the CE Craig Carey are visiting Julia Creek on Wednesday 24th August. A meeting has been arranged with some community members for 4.30pm in Council's Boardroom.

ACTION

Note verbal report provided.

Meeting with Kynuna and McKinlay Communities

Council traditionally visits the Kynuna and McKinlay Communities annually. A visit in late September or early October is recommended, subject to the availability of Councillor's. A suitable date is to be determined and meetings arranged in the communities.

ACTION

Note verbal discussion about available dates, Monday 5th September suited Staff and Councillors.

LGMA Annual Conference Gladstone 6th – 8th September

I shall be attending the Local Government Managers Association (LGMA) Annual Conference in Gladstone, which is being held from the 6th to 8th September. The Conference and travel will be funded from my Professional Development budget.

ACTION

Note verbal report provided.

Julia Creek Cattle Train Loading Facility

The Mayor and I have met with DTMR Senior Officers regarding the Julia Creek Cattle Train Loading Facility. An update will be provided on the meetings.

ACTION

Note verbal report provided.

Update on Council Staff

There have been a number of movement of staff in the past month. An update will be provided to Council for your information.

ACTION

Note verbal report provided.

10. WORKPLACE HEALTH AND SAFETY ▲**10.1 Workplace Health and Safety**

This report outlines the general status of Work Health and Safety at McKinlay Shire Council for the period of July 2022.

RECOMMENDATION

That Council receives the July 2022 WHS Report.

Resolution No. 044/2223

That Council receives the July 2022 WHS Report.

Moved Cr. P Curr

Seconded Cr. T Pratt

CARRIED 5/0

General Business – Councillor Requests**11. CLOSURE OF MEETING**

The Chair of the meeting Mayor Philip Curr declared the meeting closed at 10:38am.

