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# Ordinary Meeting Agenda

## PUBLIC

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

Tuesday 23<sup>rd</sup> June 2020, 9:00am

Notice is hereby given that an Ordinary Meeting will be held at the Council Chambers,  
Civic Centre, Julia Creek on 23<sup>rd</sup> June 2020 at 9:00am.

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## **1. OPENING BUSINESS**

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

## **2. ATTENDANCE**

Mayor: Cr. P Curr

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

### Staff:

Acting Chief Executive Officer, Dr. Edwina Marks

Director of Corporate and Community Services, Ms. Tenneil Cody

Executive Assistant, Mrs. Katie Woods

Director of Engineering, Environment and Regulatory Services, Mr. Mursaleen Shah

### Other people in attendance:

Nil

### Apologies:

## **3. DECLARATION OF CONFLICT OF INTEREST**

## **4. CONFIRMATION OF MINUTES**

That the Minutes of the May Ordinary Meeting on 19<sup>th</sup> May 2020 be confirmed



# MCKINLAY SHIRE COUNCIL

***UNCONFIRMED MINUTES***

OF THE

**ORDINARY MEETING OF COUNCIL**

HELD AT THE

BOARDROOM, CIVIC CENTRE  
JULIA CREEK

**19<sup>th</sup> May 2020**



## ORDER OF BUSINESS

1. Opening
2. Attendance
3. Declaration of Conflict of Interest
4. Confirmation of Minutes
- 4.2 Business Arising out of minutes of previous Meeting

### **5. ENGINEERING SERVICES**

- 5.1 Engineering Works Monthly Report
- 5.2 CONFIDENTIAL – Railway Bore Asset Retention
- 5.3 CONFIDENTIAL – Hilton Park Water Pressure
- 5.4 Workplace Health and Safety Monthly Report

### **6. ENVIRONMENTAL & REGULATORY SERVICES REPORT**

- 6.1 Environmental & Regulatory Services Monthly Report
- 6.2 CONFIDENTIAL – T1920022 JC Town Bore Replacement
- 6.3 CONFIDENTIAL – T1920021 Water Tower Refurbishment

### **7. COMMUNITY SERVICES REPORT**

- 7.1 Community Services Monthly Report
- 7.2 Lions Park Fencing Budget Adjustment

### **8. CORPORATE SERVICES REPORT**

- 8.1 Corporate Services Monthly Report
- 8.2 2020-21 Budget Program

### **9. CHIEF EXECUTIVE OFFICERS REPORT**

- 9.1 CEO Status Report
- 9.2 Request to write off Dirt n Dust Festival Contribution
- 9.3 Trustee Leases Policy
- 9.4 CONFIDENTIAL – Option One Recruitment of the CEO
- 9.5 CONFIDENTIAL – Option Two Recruitment of the CEO

### **10. CLOSE**

## 1. OPENING BUSINESS ▲

All Councillors having signed the Attendance Book, Mayor Philip Curr declared the meeting open at 9:05am.

## 2. ATTENDANCE ▲

**Mayor:** Cr. P Curr

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

**Staff:**

Chief Executive Officer, Dr. Edwina Marks  
Director of Corporate & Community Services, Ms. Tenneil Cody  
Works Manager, Mr. Michael McConnell  
Project & Asset Manager, Mr. David Sechtig  
DRFA Coordinator, Mr. Michael Mackintosh  
Economic Development Officer, Ms. Maggie Rudolph

**Other people in attendance:**

Nil

**Apologies:**

Executive Assistant, Mrs. Katie Woods

## 3. DECLARATION OF CONFLICT OF INTEREST ▲

**Cr. P Curr**

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

- a) My sister-in-law, Amanda Stevens stands to gain a benefit or suffer a loss depending on the outcome of Council's consideration of this matter.
- b) The gain or loss is due to Council's decision on the confidential matter regarding item 5.2.
- c) My relationship with Amanda Stevens is she is my sister-in-law.

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

2. I declare that I have material personal interest in the matter of confidential agenda item 5.3 as defined by section 175B of the Local Government Act 2009 as follows:

- a) J Curr, stands to gain a benefit or suffer a loss depending on the outcome of Council's consideration of this matter.
- b) The gain or loss is due to Council's decision on the confidential matter regarding item 5.3.
- c) My relationship with J Curr is she is my mother.

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

**Cr. J Lynch**

1. I declare that I have a conflict of interest in the matter of Agenda Item 7.2 as defined by section 175D of the Local Government Act 2009

- a) I am an executive member of the Julia Creek Lions Club
- b) I have a relationship with
  - i) Julia Creek Lions Club; and
  - ii) The nature of my relationship with Julia Creek Lions Club is that I am the treasurer.

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

#### 4. CONFIRMATION OF MINUTES ▲

Confirmation of Minutes of the Ordinary Meeting of Council held on 21<sup>st</sup> April 2020.

##### **RECOMMENDATION**

That the Minutes of the Ordinary Meeting of Council held on 21<sup>st</sup> April 2020 be confirmed.

##### **Resolution No. 252/1920**

The Minutes of the Ordinary Meeting of Council held on 21<sup>st</sup> April 2020 are confirmed.

Moved Cr. J Fegan

Seconded Cr. T Pratt

CARRIED 5/0

#### 4.2 BUSINESS ARISING FROM PREVIOUS MINUTES ▲

Nil

#### 5. ENGINEERING SERVICES ▲

**Attendance** – Projects Manager, David Sechtig, Works Manager, Mick McConnell, and DRFA Coordinator Michael Mackintosh entered the meeting room at 9:19am.

##### **5.1 Engineering Works Report**

Council is presented with the Engineering Works Report, which outlines the general activities, revenue and expenditure for the department for the period of April 2020.

##### **RECOMMENDATION**

That Council receives the April 2020 Engineering Works Report.

##### **Resolution No. 253/1920**

Council receives the April 2020 Engineering Works Report.

Moved Cr. T Pratt

Seconded Cr. J Fegan

CARRIED 5/0

**Attendance** – Cr. P Curr left the meeting room, having declared a Material Personal Interest in the matter of Agenda Items 5.2 and 5.3 as defined by *Section 175B* of the *Local Government Act 2009*, and left the meeting room at 10:01 am taking no part in the meeting or discussion.

**The Deputy Mayor assumed the chair at 10:01am.**

##### **PROCEDURAL MOTION**

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

**Resolution No. 254/1920**

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

Moved Cr. S Royes

Seconded Cr. J Lynch

CARRIED 4/0

**Attendance** –Works Manager, Mick McConnell, and DRFA Coordinator, Michael Mackintosh, left the meeting room at 10:02am.

**5.2 CONFIDENTIAL Railway Bore Asset Retention**

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

**5.3 CONFIDENTIAL Hilton Park Water Pressure Report**

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

**PROCEDURAL MOTION****Resolution No. 255/1920**

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

Moved Cr. S Royes

Seconded Cr. T Pratt

CARRIED 4/0

**Item 5.2 RECOMMENDATION**

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

**Resolution No. 256/1920**

That Council defers this item to a future Council Meeting, so that Council members can meet with DNR for confirmation of asset details, and meet with the Landholder for further discussion around options.

Moved Cr. J Lynch

Seconded Cr. S Royes

CARRIED 4/0

**Item 5.3 RECOMMENDATION**

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

**Resolution No. 257/1920**

That Council

- a) defers this item until a decision has been made regarding the Railway Bore,
- b) consider water infrastructure network planning as part of Council's 2020-2021 Budget, and
- c) advise Hilton Park of Council's current position.

Moved Cr. T Pratt

Seconded Cr. S Royes

CARRIED 4/0

**Attendance** – Economic Development Officer, Maggie Rudolph left and re-entered the meeting room at 11:25am.

**Attendance** – Cr. P Curr re-entered the meeting room at 11:25am.

**Attendance** – Projects Manager, David Sechtig left the meeting room at 11:26am.

**The Mayor assumes the Chair at 11:26am.**

**5.4 Workplace Health, Safety and Risk Report**

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

**Resolution No. 258/1920**

That Council accepts the Workplace Health, Safety and Risk report for the month of April 2020

Moved Cr. J Fegan

Seconded Cr. S Royes

CARRIED 5/0

**Attendance** – Economic Development Officer, Maggie Rudolph left the meeting room at 11:27am.

**Attendance** – Economic Development Officer, Maggie Rudolph re-entered the meeting room at 11:29am.

**6. ENVIRONMENTAL AND REGULATORY SERVICES ▲****6.1 Environmental and Regulatory Services Report**

Council is presented with the monthly Environmental and Regulatory Services Report, which outlines the general activities, revenue and expenditure for the department for the period of April 2020.

**RECOMMENDATION**

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

**Resolution No. 259/1920**

Council receives the April 2020 Environmental and Regulatory Services Report.

Moved Cr. J Fegan

Seconded Cr. S Royes

CARRIED 5/0

**Attendance** – Economic Development Officer, Maggie Rudolph left the meeting room at 11:33am.

**Attendance** – Economic Development Officer, Maggie Rudolph re-entered the meeting room at 11:35am.

**PROCEDURAL MOTION**

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

**Resolution No. 260/1920**

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

Moved Cr. S Royes

Seconded Cr. J Fegan

CARRIED 5/0

**6.2 CONFIDENTIAL T1920022 JC Town Bore Replacement**

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

**PROCEDURAL MOTION**

**Resolution No. 261/1920**

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

Moved Cr. J Fegan

Seconded Cr. S Royes

CARRIED 5/0

**Item 6.2 RECOMMENDATION**

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

**Resolution No. 262/1920**

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

Moved Cr. J Fegan

Seconded Cr. T Pratt

CARRIED 5/0

**PROCEDURAL MOTION**

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

**Resolution No. 263/1920**

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

Moved Cr. S Royes

Seconded Cr. J Fegan

CARRIED 5/0

**6.3 CONFIDENTIAL T1920021 JC Water Tower Refurbishment**

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

**PROCEDURAL MOTION****Resolution No. 264/1920**

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

Moved Cr. J Fegan

Seconded Cr. J Lynch

CARRIED 5/0

**Item 6.3 RECOMMENDATION**

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

**Resolution No. 265/1920**

That Council

a) Award the tender T1920021 for the Julia Creek Water Tower Refurbishment Project to Pensar for the amount of \$868,607.50 ex GST; subject to satisfactory references and quality assurance information and product guarantees being supplied to Council,

b) Fund the shortfall of \$168,607.50 from the 20-21 Budget,

c) Should this information be unsatisfactory or unable to be supplied that Council continue negotiations with the next most suitable tenderer in line with the available budget, and

d) Authorise the Mayor and the Chief Executive Officer to finalise the contract and execute all documents necessary.

Moved Cr. T Pratt

Seconded Cr. J Lynch

CARRIED 5/0

**Attendance** – Cr. T Pratt and Cr. P Curr left the meeting room at 11:52am.

**Attendance** – Ranger, Colin Malone entered the meeting room at 11:53am.

**Attendance** – Cr. T Pratt and Cr. P Curr re-entered the meeting room at 11:54am.

**PROCEDURAL MOTION**

**Resolution No. 266/1920**

Council resolves to bring Item 9.3 Trustee Lease Policy forward.

Moved Cr. J Fegan

Seconded Cr. J Lynch

CARRIED 5/0

**9.3 Trustee Leases Policy**

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

**Attendance** – Economic Development Officer, Maggie Rudolph left the meeting room at 12:35pm.

**Attendance** – Economic Development Officer, Maggie Rudolph re-entered the meeting room at 12:38pm.

**Attendance** – Ranger, Colin Malone left the meeting room at 12:46pm.

**RECOMMENDATION**

That Council

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

**Resolution No. 267/1920**

That Council

- a) Endorse the Draft Trustee Policy, with the recommended changes discussed.
- b) Proceed to tender for the leases as soon as possible utilising the Policy assessment framework.

Moved Cr. J Fegan

Seconded Cr. J Lynch

CARRIED 5/0

**7. COMMUNITY SERVICES ▲**

**Council returns to the normal order of the Agenda.**

**Attendance** – Economic Development Officer, Maggie Rudolph left and re-entered the meeting room at 12:47pm.

**Attendance** – Director of Corporate and Community Services, Tenneil Cody entered the meeting room at 12:48pm.

**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 April 2020.



**RECOMMENDATION**

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

**Resolution No. 268/1920**

Council receives the Community Services monthly report for April 2020.

Moved Cr. T Pratt

Seconded Cr. S Royes

CARRIED 5/0

**Attendance** – Cr. J Lynch left the meeting room, having declared a Conflict of Interest in the matter of Agenda Item 7.2 as defined by *Section 175D* of the *Local Government Act 2009*, and left the meeting room at 12:59pm taking no part in the meeting or discussion.

**7.2 Lions Park Fencing Budget Adjustment**

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

**RECOMMENDATION**

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

**Resolution No. 269/1920**

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

Moved Cr. S Royes

Seconded Cr. J Fegan

CARRIED 4/0

**Attendance** – Director of Corporate and Community Services, Tenneil Cody left and re-entered the meeting room at 1:08pm.

**Attendance** – Cr. J Lynch re-entered the meeting room at 1:08pm.

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

The Corporate Services Report as of 30<sup>th</sup> April 2020, which summarizes the financial performance and position is presented to Council.

**RECOMMENDATION**

That Council receives the monthly Corporate Services Report for the period ending 30<sup>th</sup> April 2020.

**Resolution No. 270/1920**

Council receives the monthly Corporate Services Report for the period ending 30<sup>th</sup> April 2020

Moved Cr. S Royes

Seconded Cr. J Lynch

CARRIED 5/0

**8.2 2020-21 Budget Program Report**

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

**RECOMMENDATION**

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

**Resolution No. 271/1920**

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

Moved Cr. J Fegan

Seconded Cr. J Lynch

CARRIED 5/0

**Attendance** – Director of Corporate and Community Services, Tenneil Cody left the meeting room at 1:18pm.

**9. CHIEF EXECUTIVE OFFICER** ▲**9.1 CEO Status Report**

Council is presented with a Status Report from the Chief Executive Officer, which provides an overview of ongoing items of Council business.

**RECOMMENDATION**

That Council receives the CEO's Status Report for May 2020.

**Resolution No. 272/1920**

Council receives the CEO's Status Report for May 2020.

Moved Cr. T Pratt

Seconded Cr. J Fegan

CARRIED 5/0

**9.2 Request to write off 2020 Dirt n Dust Festival Contribution**

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

**RECOMMENDATION**

That Council

- a) Write off the 2020 Dirt n Dust Festival Contribution of \$25,000 and note the current in-kind donation amount.
- b) Notify the Committee accordingly.

**Resolution No. 273/1920**

That Council

- a) Write off the 2020 Dirt n Dust Festival Contribution of \$25,000 and note the current in-kind donation amount.
- b) Notify the Committee accordingly.

Moved Cr. T Pratt

Seconded Cr. S Royes

CARRIED 5/0

**PROCEDURAL MOTION**

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

**Resolution No. 274/1920**

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

Moved Cr. J Fegan

Seconded Cr. S Royes

CARRIED 5/0

**Attendance** – CEO, Edwina Marks and Economic Development Officer, Maggie Rudolph left the meeting room at 1:35pm.

**9.4 Option One: Recruitment of the CEO**

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

*(a) the appointment, dismissal or discipline of employees; or*

*(e) contracts proposed to be made by it*

**9.5 Option Two: Recruitment of the CEO**

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

*(a) the appointment, dismissal or discipline of employees; or*

*(e) contracts proposed to be made by it*

## **PROCEDURAL MOTION**

### **Resolution No. 275/1920**

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

Moved Cr. T Pratt

Seconded Cr. J Lynch

CARRIED 5/0

### **Item 9.4 Recommendation**

CONFIDENTIAL in accordance with *Section 275 1 (a) and (e) of the Local Government Regulation 2012*, which provides for a local government to resolve that a meeting be closed to the public if its Councillors consider it necessary to discuss :

*(a) the appointment, dismissal or discipline of employees; or*

*(e) contracts proposed to be made by it*

### **Resolution No. 276/1920**

That Council

a) Appoint John Francis Kelly to be Chief Executive Officer (CEO) of McKinlay Shire Council commencing at the conclusion of the contract of employment of the current Acting CEO for a term of up to eighteen months.

b) Endorse the Mayor and Deputy Mayor to finalise a contract of employment which will include adequate performance criteria and performance review processes.

Moved Cr. P Curr

Seconded Cr. J Lynch

CARRIED 5/0

**Attendance** – CEO, Edwina Marks and Economic Development Officer, Maggie Rudolph re-entered the meeting room at 1:44pm.

## **10. CLOSURE OF MEETING**

The Chair of the meeting Mayor Philip Curr declared the meeting closed at 1:47pm.

## **4.2 BUSINESS ARISING OUT OF MINUTES FROM PREVIOUS MEETING**



## **5.0 ENGINEERING SERVICES**

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Ordinary Meeting of Council Tuesday 23<sup>rd</sup> June 2020

**5.1 Subject:** Engineering Services Monthly Report May 2020  
**Attachments:** Nil  
**Author:** Engineering Services Department  
**Date:** 5<sup>th</sup> June 2020

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**Executive Summary:**

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

**Recommendation:**

*That Council receives the Engineering Services monthly report for May 2020.*

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**Background:**

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

**RMPC**

	<b>Actual</b>	<b>Budget</b>
<b>1610 RMPC Works</b>	\$1,406,585.25	\$1,420,878

- Rubbish removal.
- Pothole patching and resealing on all RMPC roads.
- Shoulder repairs beef rd.
- Installation of guide posts.

**Cannington Road**

	<b>Actual</b>	<b>Budget</b>
<b>1630 Cannington Road Works</b>	\$335,269.12	\$580,000

- Inspections and pothole patching.
- Slashing
- Stabilising and reseal works various locations.



Ordinary Meeting of Council Tuesday 23<sup>rd</sup> June 2020

**Roads Maintenance**

	Actual	Budget
<b>1100 Repairs &amp; Maintenance Shire Roads</b>	\$669,247	\$700,000

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

**Water and Sewerage**

	Actual	Budget YTD	Budget
<b>1800 Operational Costs – Julia Creek Water</b>	\$101,095	#	\$190,000

- Install and connect pipework for Cemetery and standpipe from Hickman Bore and pump
- Water Quality Sampling

McIntyre Park

- Water & Sewerage Officer helped install rising valve assembly
- Repair pump @ Racecourse Residence
- Repair broken gal line
- Repair blocked line @ Rob Lord Shed

Civic Centre

- Repair tap in Supper Room

	Actual	Budget YTD	Budget
<b>1810 Operational Costs – McKinlay Water</b>	\$19,045	#	\$15,000

- McKinlay Water Facility: General maintenance
- Water Quality Sampling

	Actual	Budget YTD	Budget
<b>1820 Operational Costs – Kynuna Water</b>	\$41,255	#	\$35,000

- Fixed old line from Turkeys Nest
- Laid sand for new tank
- Water Quality Sampling





Ordinary Meeting of Council Tuesday 23<sup>rd</sup> June 2020

	Actual	Budget YTD	Budget
<b>1830 Operational costs – Nelia Water</b>	\$4,193	#	\$8,000

- General operations
- Water testing and inspections

	Actual	Budget YTD	Budget
<b>1900 Operational Costs – Julia Creek Sewerage</b>	\$133,387	#	\$170,000

- Install tap @ Hickman Street Pump Station

Workshop

	Actual	Budget
<b>1510 Repairs and Maintenance - Plant &amp; Vehicles</b>	\$1,079,981	\$1,245,000

- Ongoing repair, maintenance and servicing as required

Parks and Gardens

	Actual	Budget
<b>2700 Parks &amp; Gardens and Amenities – Operations</b>	\$731,732	\$685,000

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

Airport

	Actual	Budget
<b>1300 Airport Operational Costs</b>	\$145,188	\$154,000

- Runway Strip was slashed.
- The annual Technical Inspection is scheduled for the 15<sup>th</sup> June 2020.
- ATI inspector is providing the relevant ARO training whilst onsite.



Ordinary Meeting of Council Tuesday 23<sup>rd</sup> June 2020

## **Projects**

### **Sewerage Treatment Plant – Stage 2**

The STP is operational and as the STP treatment process is improving the system is being transferred back to land irrigation once the treatment results are within the Council's EA licence for land release,

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

The UV control board requires replacement and the unit has been ordered due late June or early July.

The additional walkway and plant training will be supply by Xylem in early July.

All rectification works have been at Xylem's expense.

### **Bush Kitchen**

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

### **D&D Shed Additional Area**

The concrete slab for the cold room has been installed.

Requests for quotations for the painting of the cold room have been requested. It is hoped that these RFQ's will be received and the work completed by the 30<sup>th</sup> of June.

### **Kynuna Water**

The new telemetry installation has displayed a interesting set of trend data for town and the new town tank has been installed, the tank connection and controls are under investigation as the best method of reducing the filter loading.

### **Kynuna Park**

The installation of the electrical services has been promised to be completed by the end of June. Staff have concerns that this will not be correct and the works will carry into the following month.

### **Water Tower**

The Tender has been awarded to Pensar Structures Pty Ltd and a pre-start meeting is set for the 26<sup>th</sup> of June.



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### Water Bore Replacement Julia Creek

The Tender was awarded to Daly Bros Pty Ltd who will be able to mobilize within the first week of July.

### Hickman St Pump Station Refurbishment Project

The contract documents have been under construction with the Tender release to the market expected on the 4<sup>th</sup> of June

### DRFA

#### 2018 NDRRA - AECOM

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

### MSC

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

#### 2019 DRFA

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

### AECOM

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

### MSC

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

These projects are:

MsSC 0008.1819E	McKinlay Shire Betterment	\$8.6m	Awaiting Ministerial approval of betterment portion.
MsSC009.1819E	Sub 4 South West	\$2.3m	Commence July 20



Ordinary Meeting of Council Tuesday 23<sup>rd</sup> June 2020

	Unsealed		
MsSC010.1819E	Sub 6 Sealed Roads	\$6.5	Commenced. 40% complete. Milestone 1 payment reached.
MsSC014.1819E	Sealed Rds. Nelia done in conjunction with Sub 6	\$290,041	Will be carried out sequentially with Sub 6.

### Monthly Activity

#### Safety issues

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

#### MsSC 10.1819E Koppens Stabilising Contract

##### Safety

Daily prestart meetings at 5.30 am are positive and good value. Safe Work Method Statements and prestarts are being addresses with each change of work method.

##### Operations

Contracts have been reviewed due to change of scope by QRA as part of its final approval.

New contracts have been agreed with the successful tendered. The project management delivery plan has been revised to take into accounts new dates and delays from Covid-19. This information has been reviewed and uploaded to the portal and lodged.

Contractor has completed the Julia Creek Taldora Insitu stabilisation before they went on their one week R&R due back Monday 8<sup>th</sup> June 2020.

The Contractor has relocated to Punchbowl Road and has commenced stabilisation at the 59km mark. Work is progressing well towards chainage 0000.

The Contractor operates in 2 crews, The insitu Stabilisation crew working 3 weeks on 1 week off and the Bitumen crew working the 1 week the insitu crew are on R&R. This separation of crews is working well.



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### **Gilliat McKinlay Betterment**

This project has 7km prepared for seal with 2km of gravel ahead of grader.

The crew is starting their 10 and 4 R&R roster allowing the gravel trucks to stockpile gravel ahead of the grader during the 4 days. The gravel is sourced from Garomna Pit.

### **Taldora Rd –**

#### **Identified Program Risks and Mitigations**

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

Gravel resources – Lara Pit.

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

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

#### **Consultation:**

Works Staff, AECOM, DRFA Coordinator.

#### **Legal Implications:**

Nil

#### **Policy Implications:**

Nil.

#### **Financial and Resource Implications:**

As provided in the report.

**InfoXpert Document ID: 111839**



# MSC NDRRA Infrastructure Restoration Program Status Report 09 June 2020

## 2018 Shire Road Flood Damage

Works have been completed on the 2018 NDRRA Event.

Current financial status as per the table below

Financial Position		
Original Approval	\$15,206,780.50	All Submissions approved
Revised Approval (Estimated)	\$11,866,836.32	Overlaps Removed
Expenditure to Date (Actual)	\$10,825,658.51	91.2%
Operational Position		
Overall	100% Completion	

Acquittal (closeout) documentation will now be prepared for submission to QRA. The Acquittals are required to be submitted by 30<sup>th</sup> September 2020.

### 2018 Event Highlights

Program at 100% Completion

Acquittal (Closeout) process to commence



## MSC NDRRA Infrastructure Restoration Program Status Report 09 June 2020

### 2019 DRFA Event

Works on the 2019 Event are being managed by AECOM and Council.

AECOM are currently managing the following submissions:

- Taldora Road – Unsealed
- North West – Unsealed
- North East – Unsealed
- South East – Unsealed

The Tables and Graphs below details the current expenditure and percentage complete of the AECOM managed submissions. Please refer to separate Report for Council managed works.

Submission Number	Approved Value	Actual Expenditure to Date	Location	Percentage Complete	Status
1	\$18,146,709	\$5,333,707	Taldora Road	71.5%	Approved – Works Commenced
2	\$9,842,149	\$355,500	North West - Unsealed	13.2%	Approved – Works Commenced
3	\$5,739,470		North East - Unsealed		Approved
4	\$8,184,353	\$316,856	South East - Unsealed	15.2%	Approved – Works Commenced
5	\$2,381,085	\$9,000	South West - Unsealed		Refer Council Report
6	\$6,530,209	\$1,065,854	Sealed Roads		Refer Council Report
7	\$8,611,300	\$1,239,022	Betterment		Refer Council Report
Total	\$59,435,275	\$8,319,941			



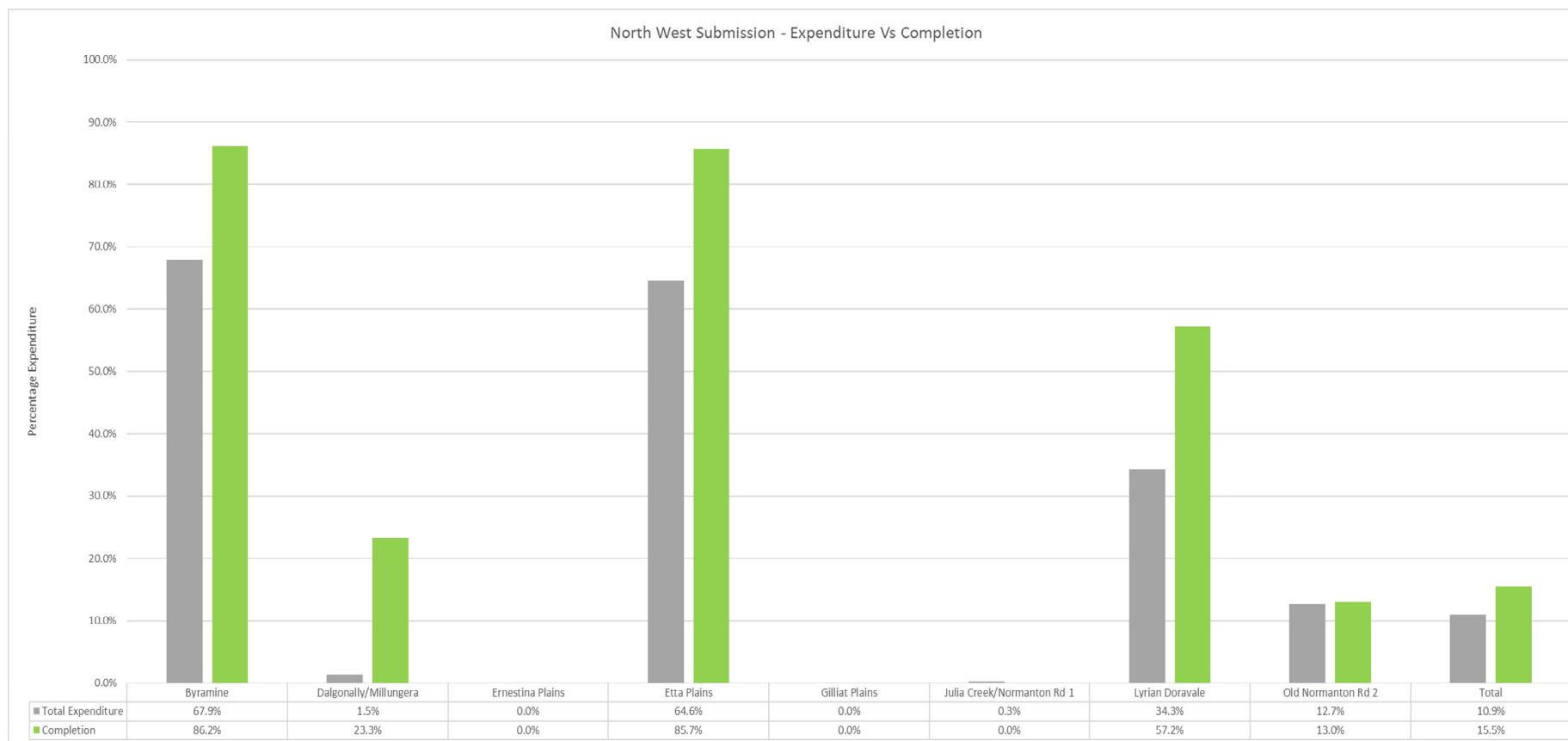
MSC NDRRA Infrastructure Restoration  
Program Status Report  
09 June 2020





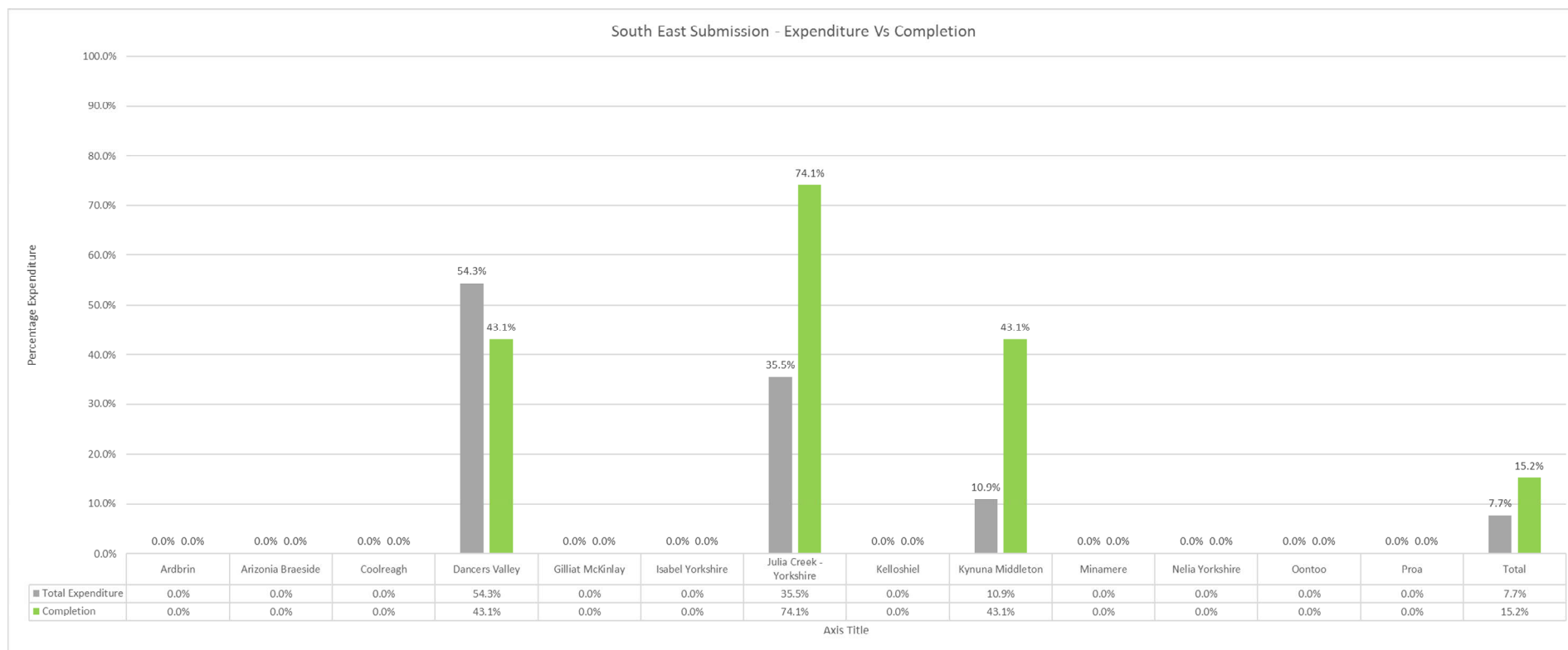


# MSC NDRRA Infrastructure Restoration Program Status Report 09 June 2020





# MSC NDRRA Infrastructure Restoration Program Status Report 09 June 2020

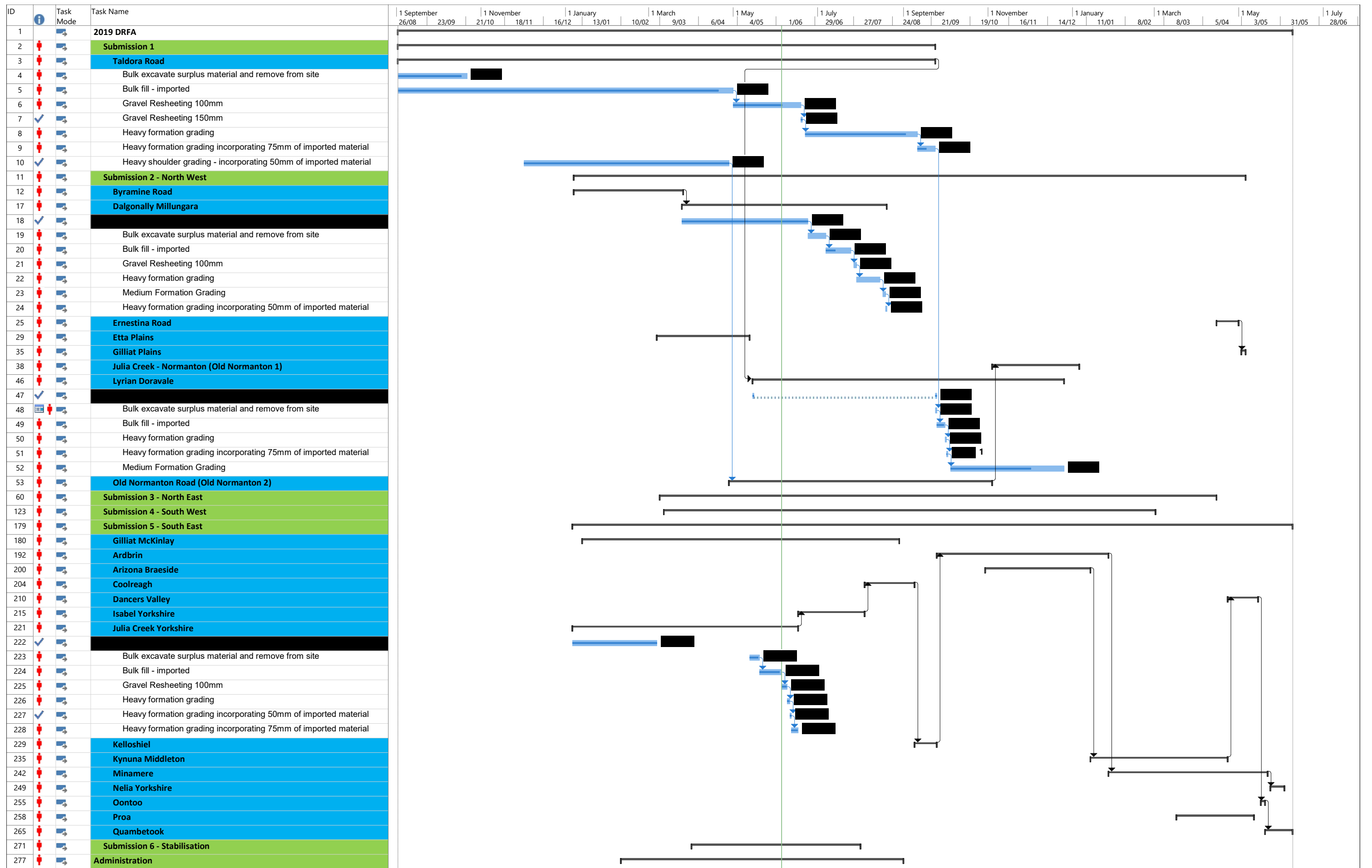




# MSC NDRRA Infrastructure Restoration Program Status Report 09 June 2020

Works have commenced and are currently being undertaken as follows:

Submission	Road	Major Activities	Crew	Comments
Taldora	Taldora Road	<ul style="list-style-type: none"> <li>• Bulk Fill</li> <li>• Formation Grading</li> <li>• Resheeting</li> </ul>	• [REDACTED]	• Crew currently on Lyrian Doravale
North West - Unsealed	Dalgonally - Millungara	<ul style="list-style-type: none"> <li>• Bulk Fill</li> <li>• Formation Grading</li> <li>• Resheeting</li> </ul>	• [REDACTED] • [REDACTED] • [REDACTED]	• Scraper / Compactor / Grader
	Lyrian - Doravale	<ul style="list-style-type: none"> <li>• Bulk Fill</li> <li>• Formation Grading</li> <li>• Resheeting</li> </ul>	• [REDACTED]	
	Old Normanton 2	<ul style="list-style-type: none"> <li>• Bulk Fill</li> <li>• Formation Grading</li> <li>• Resheeting</li> </ul>	• [REDACTED]	• Crew currently on Dalgonally/Millungara
South East - Unsealed	Julia Creek - Yorkshire	<ul style="list-style-type: none"> <li>• Bulk Fill</li> <li>• Formation Grading</li> <li>• Resheeting</li> </ul>	• [REDACTED]	



Project: 2019 Program - Critical  
Date: Fri 5/06/20

Task	Summary	Inactive Milestone	Duration-only	Start-only	External Milestone	Manual Progress
Split	Project Summary	Inactive Summary	Manual Summary Rollup	Finish-only	Deadline	
Milestone	Inactive Task	Manual Task	Manual Summary	External Tasks	Progress	

## Workplace Health, Safety and Risk Report

DATE; <i>5 June 2020</i>	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Yearly <input type="checkbox"/> Two Yearly
<b>May 2020</b>	
<p><b>COVID-19</b></p> <p>Since the last WHS Report, the State Government has opened up travel throughout Queensland. Up until now we had been changing forms regularly to keep up with the updates to the State at Home order from Government, to enable some traceability of contractors coming in and out of the shire along with our own workers.</p> <p>That's not to say that we can all relax, there is some concern within Government of a second wave of cases as restrictions start to ease. We will be keeping a close eye on the COVID-19 situation and am strongly encouraging the adherence to the social distancing and washing of hands.</p>	
<p><b>Objectives of WH&amp;S Management System Plan 2019-2021</b></p> <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> <ol style="list-style-type: none"> <li>5. McKinlay Shire Council (MSC) Management team have identified the top 5 work health and safety risks to Council for 2019 and will be reviewed annually. These are:- <ul style="list-style-type: none"> <li>• Verification of Competency (VOC) <ul style="list-style-type: none"> <li>- VoC &amp; VoCC Procedure in operation, with process followed over the last month to ensure all workers are Competent with the Machinery. This will be expanded in coming months to involve further smaller plant.</li> </ul> </li> <li>• Contractor Management <ul style="list-style-type: none"> <li>- We are in the process of transitioning our WHS systems to SkyTrust which is now beign supported by Local Government Workcare (LGW). This is a system with includes Contractor Management. This has been very helpful with the large numbers of Contractors currently working in the Shire as they've been able to completed inductions online.</li> <li>- VendorPanel is also starting to be used</li> </ul> </li> <li>• Risk Management</li> <li>• Fit for work</li> <li>• Plant Risk Management</li> </ul> </li> </ol>	

Quarterly KPI's	Measurement / Score	Detail / Information
80% of completed items indicated in QAP's	74%	Figure is ongoing. There are still 7 Actions awaiting completion in June which will see this return back to over 80%.  See QAP's, Per Quarter and accumulative tally
20% of carry over items indicated in QAP's	Added to RAP	
Quarterly KPI's	Measurement / Score	Detail / Information
Progressive Statistics as above	✓	See QAP's Table following on P3 of this Report, Per month and accumulative tally
Progressive incidents, LTI's and days lost over the year;	✓	Incident and Event Statistical information collated on P4 of this Report, Per month and accumulative tally
Progressive lost time frequency and duration rates compared to the scheme	✓	LGMS Dashboard Information, P4 of Report
Progressive costs of claims over the year;	✓	LGMS Dashboard Information, P4 of Report
Hazard inspections completed as per the Hazard Inspection Matrix	✓	See Hazard Inspection Table on P3
Yearly KPI's	Measurement / Score	Detail / Information
Progressive monthly statistics as above	✓	See QAP's Table following on P3 of this Report, Per month and accumulative tally
Progressive incidents, LTI's and days lost over the year;	✓	Incident and Event Statistical information collated on P4 of this Report, Per month and accumulative tally
Progressive lost time frequency and duration rates compared to the scheme	✓	LGMS Dashboard Information, P4 of Report
Progressive costs of claims over the year;	✓	LGMS Dashboard Information, P4 of Report
Hazard inspections completed as per the Hazard Inspection Matrix	✓	See Hazard Inspection Table on P3
Results of Internal WH&S Management System Audit or the WHSA Annual Assessment Report	Still ongoing	To Schedule 2020 Audit was originally meant to occur just after the 2019 floods so was postponed. Still yet to be scheduled for 2020.
Two (2) Yearly	Measurement / Score	Detail / Information
Progressive Monthly and 3 monthly statistics as above	✓	See the following tables for statistical outcomes.
Results of an external WHS Management Systems Audit or the WHSA's Annual Assessment Report	50%	
Results of the overall, two yearly injury trend analysis	N/a	Ongoing statistical information following
Additional Objectives (WH&S Management System Plan 2019 / 2021)	Measurement / Score	Detail / Information

Sufficient resources trained to conduct SafePlan's Internal WHS Management Systems Auditing.	TBC	JLTA is completing current audit, will look to complete this if necessary.
The audit report will be accompanied by a Rectification Action Plan (RAP) that will be forwarded to the CEO, Senior Management and then to the WHS Committee for discussion.	✓	
Actions Register; number of actions outstanding	✓	See the Actions Register Table at P3
Training / Information completed as per 'Matrix for T5	✓	See Compliance training table at P3
Prestarts and Toolbox Meetings completed	✓	See Table at P3 for Consultation completions

## Key Outcomes

1. Management and workers display commitment and involvement in achieving a safe and health workplace
2. Appropriate consultative mechanisms are implemented
3. Safe systems of work are implemented and maintained
4. Plant and equipment is maintained in a safe condition
5. All workers receive supervision, instruction, information & induction training in all matters pertaining to WHS
6. Reporting of all accidents / incidents & mishaps & / or systems that may be related to WHS risks at workplace
7. Effective rehabilitation programs with early intervention to assist injured workers back into the workplace
8. The provision & maintenance of workplaces and equipment where risk to people is eliminated or minimised;
9. Provision of personal protective clothing & equipment, where appropriate, for control of workplace hazards

**Note all of the above KPI's are mandatory and MUST be reported on as directed**

### Reference;

MSC WHS Safety Management System Plan 2019-2021  
 Procedure, Performance Measures, April 2015 and  
 Procedure, WH&S Incentives and Awards, March 2014

### Compliance Training

As per MSC WHS Safety Management System Plan 2019-2021

*E3Learning has been mostly abandoned at this point with only the ELC Staff still completing it.*

*Below shows the percentage of completion for each area (Corporate & Community only started Take 5's in September). Contractor's percentages are based upon having 5 contractor crews consistently working, this is based on that crew being a crew of 10.*

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

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

## Key Performance Indicators

As per 'Schedule, Hazard Management Inspection Register', and MSC WHS Safety Management System Plan 2019-2021 Including Quarterly Action Plans (QAP's)

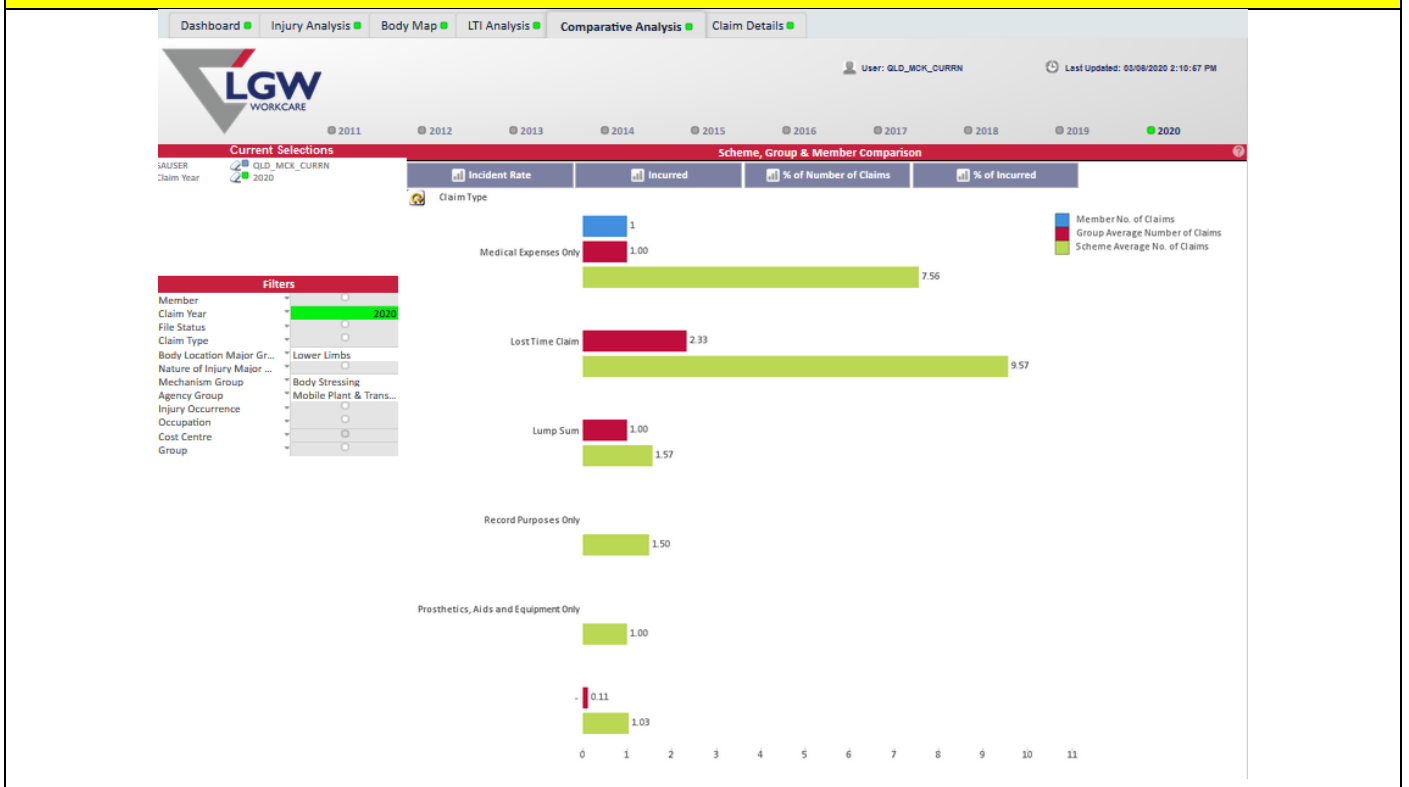
MONTH	#	Total	Clos e Out	Comp %	Target	Transferred to CAR		Sched	Complete	Not Comp	P/Start	T/box	JSEA's & SWMS's	Plant & Equip	Journey Plans
Jan-19	12	12	7	58%	80%	5	42%	0	0	0	72	1	4		
Feb-Mar 19	19	19	16	84%	80%	3	16%	51	32	19	95	11	8		
Apr-Jun 19	12	12	10	83%	80%	2	17%	41	19	22	398	37	4		
Jul-Sep 19	12	12	11	92%	80%	1	8%	49	27	22	521	19	18		
Oct-Dec 19	12	12	11	92%	80%	1	8%	30	13	22	449	24	36		48
Jan-Mar 20	17	17	12	71%	80%	5	29%	52	33	22	482	20	55		20
Apr-Jun 20	12	12	5	42%	80%		58%	59	37	22	298	14	60		
Jul-Sep 20	11				80%										
Oct-Dec 20	11				80%										
Jan-Feb 21	15				80%										
<b>Total 2018</b>	<b>133</b>		<b>63</b>	<b>76%</b>	<b>80%</b>	<b>70</b>	<b>24%</b>	<b>171</b>	<b>91</b>	<b>80</b>	<b>1905</b>	<b>101</b>	<b>86</b>	<b>0</b>	

OUTSTANDING ACTIONS	Extreme Risk	High Risk	Moderate Risk	Low Risk	Details / Comments
Total 75 (in Rectification Action Plan)	1	8	42	24	At 03/06/20
Total 18 (In SkyTrust)	0	0	6	1	At 11/05/20

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

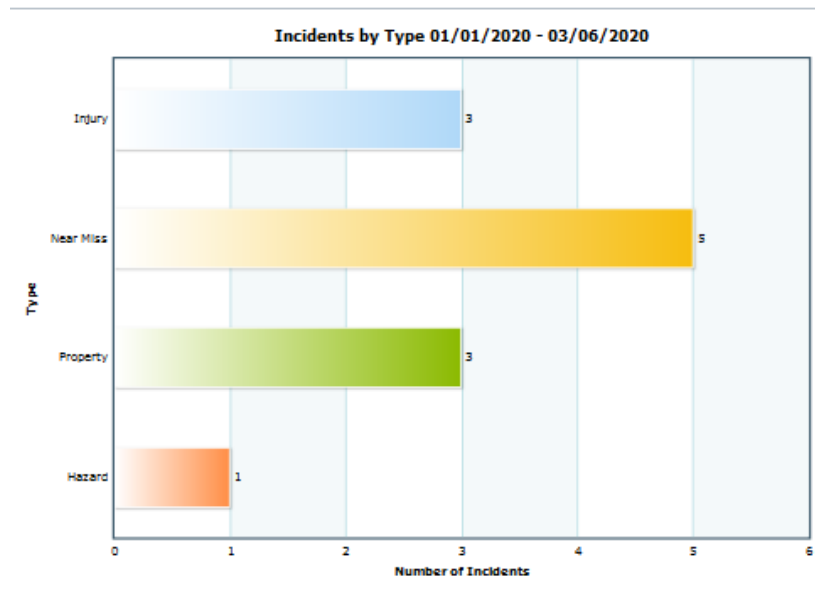
Actions are identified via Inspections, Audits, Incidents etc. and their risk assessed, with preventative or corrective actions identified to control the risk – this process improves the Health, Safety and compliance of the business.

## LGW

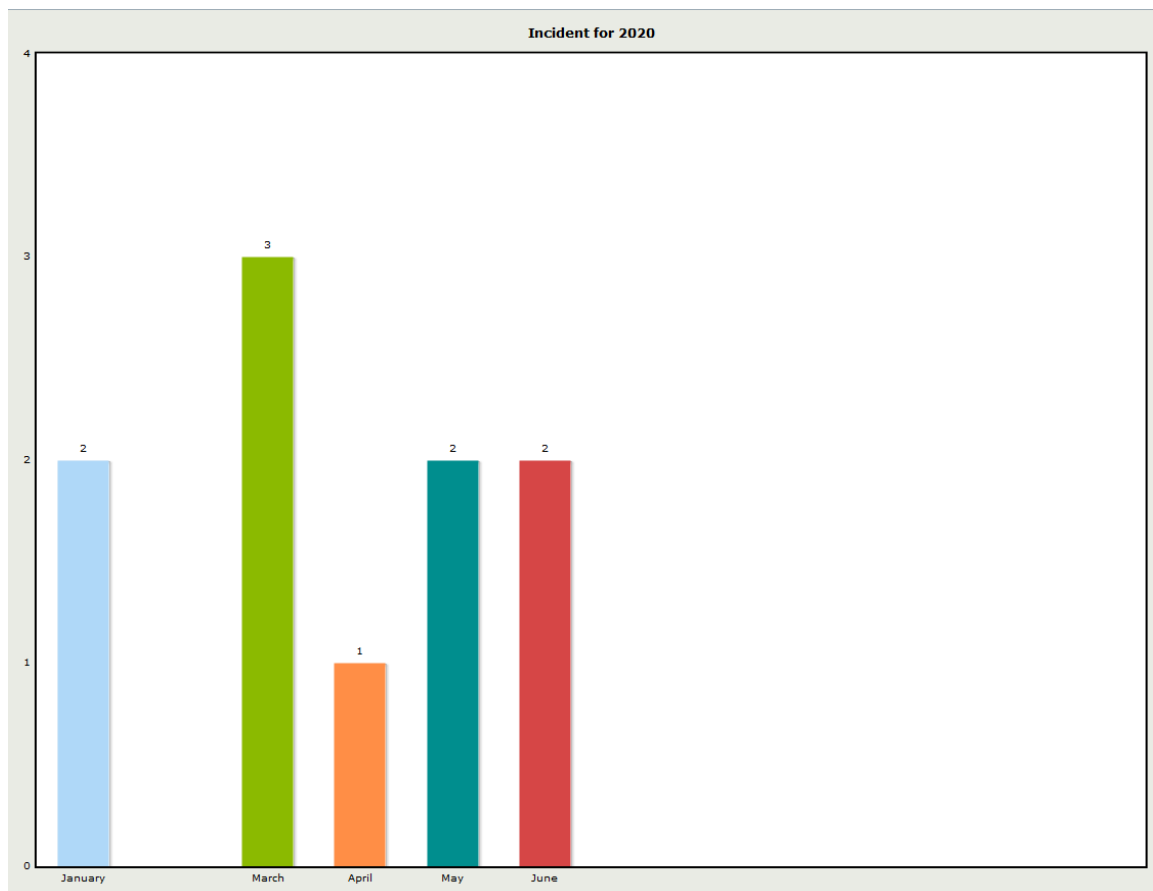




## Incidents and Events



**Incidents by Type 01/01/2020 - 03/06/2020**





Ordinary Meeting of Council Tuesday 23<sup>rd</sup> June 2020

## **CONFIDENTIAL**

**5.3 Subject:** Tender Supply Road base  
**Attachments:** Gravel Quotes (*InfoXpert ID: 111848*)  
**Author:** Engineering Services Department  
**Date:** 5<sup>th</sup> June 2020

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### **Confidentiality:**

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

### **Executive Summary:**

This report provides information about tender for the supply of 31,000 tonnes Class 2.1 road base for the use on the Combo Water project.

### **Recommendation:**

*That Council:-*

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

### **Background:**

Council advertised the tender for the supply and delivery of approximately 31,000 tonnes of road base for the use on the Combo Waterhole project. This advertisement was placed in the local media for at least 21 days starting 5 August 2019. The tender closed on 27 August 2019.

Council's procurement team assessed the submitted tenders. The assessment panel consisted of Manager Works, Environment and Regulatory Service Team Leader and the Records officer. The assessment was carried out in the Council chambers within a week of submission. Five submissions were received. Two companies provided the same prices for the gravel; however both were located approximately 83km and 239km, respectively, from the project location.

The panel scored and unanimously recommended to accept the tender submitted by Ayrshire Hills Quarry. It was the cheapest quote when haulage to Combo Water hole was included in the quote.

The Manager Works advised the then Chief Executive Officer the unanimous recommendation from the panel. A purchase order was issued soon after to Ayrshire Hills Quarry for \$613,000



Ordinary Meeting of Council Tuesday 23<sup>rd</sup> June 2020

for the supply of the material. Ayrshire Hills Quarry delivered approximately 17,280 tonnes of material by April 2020.

As the approved amount of the tender, exceed the threshold amount for tender, Council staff has prepared this Jun 2020 report to recommend the approval of this tender and meet the respective regulatory requirements.

### **Report**

As this tender was required to be reported to the Council in August 2019, Council officers have prepared this June 2020 report to meet the statutory requirement.

### **Termination of Contract**

Council terminated the arrangements with immediate effect on 20 April 2020 due to the supplier not being able to fulfil the tender requirements. Record of this termination is attached as provided in Council's letter dated 20 April 2020.

Upon termination of the contract, Council has sourced the required material using internal resources. This material was sourced from Garomna Pit, noting that as a result of the changes to the supply of material, the project was delayed. The project is now finalised.

This report is provided to meet regulatory requirements related to the completion of the tendering process as per s228 of the Local Government Regulation 2012.

### **Consultation:**

Manager Works; Chief Executive Officer; ERS Team Leader; Records officer.

### **Legal Implications:**

Council is required to meet statutory requirements with respect to its tendering process.

### **Policy Implications:**

Procurement Policy 2019.20; Council is required to meet its own procurement policy which requires a Council resolution to satisfy s228 –s235 in relation to purchasing and exemptions.

### **Financial and Resource Implications:**

\$375,522 has been paid. Balance of works done internally.

**InfoXpert Document ID:** 111934

### WAGNERS QUARIES –Cloncurry ( 257km)

Gravel	\$ 617,210.00
Cartage - McAuley	\$ 849,128.00
Cartage - Murphy	\$ 436,347.45
TOTAL	\$ 1,902,685.45

### Gromac ( Baraban Quarry) – Richmond (239 km)

Gravel	\$ 613,800.00
Cartage - McAuley	\$ 789,656.00
Cartage - Murphy	\$ 405,786.00
TOTAL	\$ 1,809,242.00

### Lawler Cotracting – Cloncurry (237 km)

Gravel	\$ 630,850.00
Cartage - McAuley	\$ 783,048.00
Cartage - Murphy	\$ 402,390.45
TOTAL	\$ 1,816,288.45

### Ayrshire Hills Quarry - Ayrshire Hills (83 km)

Gravel	\$ 613,800.00
Cartage - McAuley	\$ 274,232.00
Cartage - Murphy	\$ 140,921.55
TOTAL	\$ 1,028,953.55

### M&G Crushing & Materials – Richmond (239 km)

Gravel	\$ 678,500.00
Cartage - McAuley	\$ 789,656.00
Cartage - Murphy	\$ 405,786.15
TOTAL	\$ 1,873,942.15



## **6.0 ENVIRONMENTAL & REGULATORY SERVICES**

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Ordinary Meeting of Council Tuesday 23<sup>rd</sup> June 2020

**6.1 Subject:** Environmental and Regulatory Services Report – May 2020  
**Attachments:** None  
**Author:** Director of Engineering, Environment and Regulatory Services  
**Date:** 5 June 2020

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**Executive Summary:**

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

**Recommendation:**

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

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**Background:**

This report outlines the general activities of the department for the month of May 2020.

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

**Consultation:** (internal/External)

Environmental & Regulatory Services Team Leader, Local Laws Officer, Asset Maintenance Officer, Water and Sewerage Officer, Ranger and Finance Officer.

**Legal Implications:**

Nil

**Policy Implications:**

Nil

**Financial and Resource Implications:**

As provided in the report.

**InfoXpert Document ID:** 111837



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

### **1.1 - Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO1.1	3100 - Refuse Collection Revenue	\$83,887	\$82,376

		<b>Actual</b>	<b>Budget</b>
ENVIRO1.2	3100 - Kerbside Rubbish Collection Expenditure	\$59,094	\$42,000

		<b>Actual</b>	<b>Budget</b>
ENVIRO1.3	3110 - Refuse Disposal Revenue	\$41,793	\$41,678

		<b>Actual</b>	<b>Budget</b>
ENVIRO1.4	3110 - Refuse Disposal Operational Costs	\$87,514	\$105,000

### **1.2 - Report**

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

The facility continued to be pushed up during the month. The Loader was broken during the month so a skid steer was used preventing more regular pushing of the dump.

Local Laws Officer is investigating into a tyre shredder. Updates will be provided to Council in due course.

Numerous warnings were issued during the month for the dumping of rubbish in the incorrect areas.

The next Containers for Change date is 6 June 2020. Location has been moved by to the Lions Park. Numbers of containers collected will be updated in next months report.

#### **Kynuna Waste Facility**

Hazard Inspection was completed during the month.

## **2 – Environmental Health Services**

### **2.1 – Budget**

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

		<b>Actual</b>	<b>Budget</b>
ENVIRO2.2	3000 - Environmental Health Services	\$145,898	\$150,000



## **2.2 – Report**

### **Water and Sewage Monitoring**

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

Sampling undertaken in May showed no sign of E.coli contamination in all four (4) townships.

Sewerage sampling continues on a 6 monthly basis on the Julia Creek Sewerage Treatment Plant in accordance with the requirements of the licence issued by the Department of Environment and Science (DES).

### **Fogging**

No fogging occurred during the month.

### **Vector Control**

No spraying of pests was conducted during the month.

### **Food Recalls**

Two (2) Food Recalls were received during the month.

## **3 – Local Law Administration**

### **3.1 – Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO3.1	3210 - Animal Registration Fees	\$4,648	\$4,500
ENVIRO3.2	3210 - Fines & Penalties – Animal Control	\$1,584	\$1,300
ENVIRO3.3	3210 - Animal Boarding	\$3,045	\$3,000
ENVIRO3.4	3210 - Local Law Administration	\$102,691	\$100,000

### **3.2 - Report**

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

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

<b>Activity</b>	<b>Number/Details</b>
Impoundings and infringement notices	Two (2) dogs
Euthanized/Destroyed/Rehomed	Nil





Verbal/Written/Official warning	One (1) written warning – Proposed Dangerous Dog One (1) verbal warning – Barking Dog
Complaints	Nil
Dog Boarding	One (1) dog
Removal of Dead Animals	Two (2)
Trapping Locations & Results	Nil

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

##### **4.1 – Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO4.1	3220 - Pest Plant & Animal Control Funding	\$0	\$0

		<b>Actual</b>	<b>Budget</b>
ENVIRO4.2	3220 - Truck Washdown Bay Revenue	\$20,879	\$20,000

		<b>Actual</b>	<b>Budget</b>
ENVIRO4.3	3220 - Dingo Baits (Revenue)	\$1,473	\$1,200

		<b>Actual</b>	<b>Budget</b>
ENVIRO4.4	3220 - Feral Pig Baits (Revenue)	\$0	\$0

		<b>Actual</b>	<b>Budget</b>
ENVIRO4.5	3220 - Pest Animal Rural Land Owners Fees	\$43,209	\$43,244

		<b>Actual</b>	<b>Budget</b>
ENVIRO4.5	3220 - Pest Plant Control Program	\$49,209	\$195,000

		<b>Actual</b>	<b>Budget</b>
ENVIRO4.6	3230 - Pest Animal Control Program	\$38,633	\$77,000

##### **4.2 – Report**

###### **Washdown Bay**

Facility was hosed out during the month.

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

There were no dingo scalps presented in May.

There were no Factory Baits issued in May.

Council staff has undertaken baiting at two (2) properties during the month.



## 5 – Livestock Operations

### 5.1 – Budget

		<b>Actual</b>	<b>Budget</b>
ENVIRO5.1	3235 - Livestock Weighing Revenue	\$109,036	\$56,000

		<b>Actual</b>	<b>Budget</b>
ENVIRO5.2	3235 - Livestock Cattle Train Loading Revenue	\$41,900	\$35,000

		<b>Actual</b>	<b>Budget</b>
ENVIRO5.3	3235 - Livestock Operational Costs	\$96,876	\$72,000

### 5.2 - Report

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

There was 10,022 head of cattle weighed at the facility during May.

There has been a lot of hours booked to the facility during the month for weighing, cleaning of trough and scales.

#### **Livestock Weighing Month and Year Totals**

<b>MONTH</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
JANUARY	359	0	0	0	183	0	1401
FEBRUARY	1322	1872	525	467	3241	0	125
MARCH	617	3446	1497	1333	388	0	2788
APRIL	406	5315	951	2487	2217	1034	10073
MAY	1891	8107	615	2062	3065	1768	10022
JUNE	2,109	3,442	1456	1522	742	894	
JULY	0	2,170	2809	2003	1143	1569	
AUGUST	374	1183	2582	2311	6291	3023	
SEPTEMBER	3274	488	2665	1478	765	1280	
OCTOBER	790	1252	4613	1127	4708	5492	
NOVEMBER	508	36	1011	2673	4788	3534	
DECEMBER	240	0	234	340		2776	
<b>TOTAL FOR YEAR</b>	<b>11,890</b>	<b>27,311</b>	<b>18,958</b>	<b>17,803</b>	<b>27,531</b>	<b>21,370</b>	<b>24,409</b>



### Livestock Operations (Cattle Loading)

A total of 5,716 head of cattle were loaded on fourteen (14) trains during the month.

#### Livestock Loading Month and Year Totals

MONTH	2014	2015	2016	2017	2018	2019	2020
JANUARY	0	0	0	0	0	0	0
FEBRUARY	680	0	0	132	0	0	0
MARCH	851	0	572	920	0	0	0
APRIL	1811	7653	1737	580	0	0	4100
MAY	7414	7204	2933	6126	603	3199	5716
JUNE	5912	6605	3486	2658	674	3322	
JULY	5246	6998	3565	3654	2084	4564	
AUGUST	6843	3936	4963	2898	674	1654	
SEPTEMBER	4508	315	2233	1804	2454	2098	
OCTOBER	3122	0	1070	0	3424	1328	
NOVEMBER	3439	0	1641	0	1458	1668	
DECEMBER	0	0	144	0	0	TBA	
<b>TOTAL FOR YEAR</b>	<b>38826</b>	<b>32711</b>	<b>22344</b>	<b>18772</b>	<b>11371</b>	<b>17833</b>	<b>9816</b>

## 6 – Stock Routes and Reserves

### 6.1 – Budget

		<b>Actual</b>	<b>Budget</b>
ENVIRO6.3	3300 - Stock Route – Permit/Water Fees	\$9,615	\$10,000
		<b>Actual</b>	<b>Budget</b>
ENVIRO6.2	3300 - Stock Route Recoverable Works (Revenue)	\$26,404	\$48,000
		<b>Actual</b>	<b>Budget</b>
ENVIRO6.4	3300 - Trustee Lease Fees	\$28,665	\$70,700
		<b>Actual</b>	<b>Budget</b>
ENVIRO6.5	3300 - Reserves Agistment Fees	\$16,923	\$15,000
		<b>Actual</b>	<b>Budget</b>
ENVIRO6.6	3300 - Precept Expenses	\$17,785	\$18,100
		<b>Actual</b>	<b>Budget</b>
ENVIRO6.7	3300 - Stock Route Maintenance	\$108,830	\$158,000
		<b>Actual</b>	<b>Budget</b>
ENVIRO6.8	3300 - Reserves Expenses	\$51,524	\$31,500



## **6.2 - Report**

### **Reserves**

Capital Works – Kynuna Racecourse – Works have started and is expected to be completed by the middle of June.

Capital Works – McKinlay Reserves – Works have commenced and are expected to be completed by the middle of June.

Capital Works – Kynuna Water Upgrades – Works are to be rolled over to the new year as works will not be fully completed.

## **6.3 - Cemeteries**

### **6.3.1 – Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO6.9	3400 - Cemeteries	\$11,151	\$16,000

### **6.3.2 - Report**

No funerals or enquiries made during the month.

## **7 – Work Program (Workcamp)**

### **7.1 - Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO7.1	3600 - Work Program	\$41,114	\$32,000

### **7.2 - Report**

The work camp are currently still in Townsville however return plans are currently being discussed with a possible return of July.

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

### **8.1 – Budget**

		<b>Actual</b>	<b>Budget</b>
ENVIRO9.1	3810 - Council Property / Staff Housing Program Rev	\$94,411	\$95,000

		<b>Actual</b>	<b>Budget</b>
ENVIRO9.3	3810 - Council Property / Staff Housing Program Exp	\$156,796	\$150,000



## 8.2 - Report

### Council Property / Staff Housing

Council Property / Staff Housing activities for the month are detailed in Table below.

Activity	Number
Properties Available for use	4 Amberley Drive Unit B, 4 Shaw Street 4 Netterfield Street
New Tenancies	One (1) – 5 Coyne Street (Interim Director)
Finalised Tenancies	Nil
Remedy Breach	Nil
Notice to Leave	Nil
Notes/Repairs	Minor repairs performed when required.

### Old Senior/Aged Care Housing

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

Activity	Number
Properties Available	3
New Tenancies	Nil
Finalised Tenancies	Nil
Remedy Breach	Nil
Notice to Leave	Nil
Notes/Repairs	Minor repairs performed when required.

### Fr Bill Bussutin Community Centre and Seniors Living Units

#### Budget

	Actual	Budget
ENVIRO10.4 3820 - Community Centre Hire Fees	\$8,045	\$7,500
ENVIRO10.4 3820 - FRB Centre RENT	\$31,930	\$31,000
ENVIRO10.5 3820 - FRB Units & Community Ctre Operational Costs	\$66,983	\$63,000



**Report**

**Seniors Living Units**

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

<b>Activity</b>	<b>Number</b>
Properties Available	Two (2) - Unit 3 & Unit 7
New Tenancies	Nil
Finalised Tenancies	Nil
Remedy Breach	Nil
Notice to Leave	Nil
Notes	General Maintenance performed when required.

**9 – Land and Building Development**

**9.1 – Budget**

	<b>Actual</b>	<b>Budget</b>
ENVIRO11.1 3900 - Revenue	\$314	\$2,500

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

**9.2 - Report**

**Regulatory Services, Land and Building Development**

A house relocation application was lodged during the month.

**10 – Local Disaster Management**

**10.1 – Budget**

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

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

	<b>Actual</b>	<b>Budget</b>
ENVIRO12.3 2760 - Disaster Management Operational Costs	\$130,215	\$271,000



Ordinary Meeting of Council Tuesday 23<sup>rd</sup> June 2020

## **10.2 - Report**

### **SES**

May – Julia Creek SES have resumed training through the Zoom platform. This enabled the members to connect with the trainer and work on their skills. Future training sessions in Julia Creek has been organise for June with the easing of COVID19 restrictions.

There have been no activations or requests for assistance.

Current member totals as of the 30<sup>th</sup> May – 14 active members.

### **Consultation:**

### **Legal Implications:**

### **Policy Implications:**

### **Financial and Resource Implications:**

**InfoXpert Document ID: 111837**



**CONFIDENTIAL**

**6.2.1 Subject:** Tender T1920023 – Trustee Lease Agreement Gilliat North  
**Attachments:** Nil  
**Author:** Chief Executive Officer  
**Date:** 18 June 2020

**Confidentiality:**

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

**Executive Summary:**

Council has recently advertised a tender for a Trustee Lease Agreement for the Gilliat North Paddock. A total of one (1) tender was received by the closing date. The tenderer was assessed on a number of criteria.

**Recommendation:**

*That Council:*

- 1) *Award the lease of the Gilliat North paddock to K Brockhurst for the total amount of \$9000.00 incl GST per annum; or*

**Background:**

Council has recently advertised a tender for a Trustee Lease Agreement for the Gilliat North Paddock. A total of one (1) tender was received by the closing date. The tenderer was assessed on a number of criteria; these are presented in the table below.

Applicant	Price	Score Price	Score Local Content	Capacity to be sustainable	Return of all Tender schedules including price	Demonstrated land management experience and practice incl knowledge of pasture and grazing infrastructure	Total score	rank
App 1	9000	8	9	8	8	8	41	1

A panel of 3 assessed the applications which included 2 senior managers and one independent State Government sector employee.





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**Panel: Would Recommend**

**Comments:**

Good application single applicant.

**Consultation:**

N/a

**Legislative:**

LG Regulations 2012

**Policy Implications:**

Procurement Policy and Trustee Lease Policy

**Financial and Resource Implications:**

\$9000

**InfoXpert Document ID: 111977**



**CONFIDENTIAL**

**6.2.2 Subject:** Tender T1920024 – Trustee Lease Agreement Gilliat South

**Attachments:** Nil

**Author:** Chief Executive Officer

**Date:** 18 June 2020

**Confidentiality:**

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

**Executive Summary:**

Council has recently advertised a tender for a Trustee Lease Agreement for the Gilliat South Paddock. A total of one (1) tender was received by the closing date. The tenderer was assessed on a number of criteria.

**Recommendation:**

*That Council:*

- 1) *Award the lease of the Gilliat South paddock to M & K Leake for the total amount of \$18480 incl GST per annum; or*

**Background:**

Council has recently advertised a tender for a Trustee Lease Agreement for the Gilliat South Paddock. A total of one (1) tender was received by the closing date. The tenderer was assessed on a number of criteria. These are presented in the table below.

Applicant	Price	Score Price	Score Local Content	Capacity to be sustainable	Return of all Tender schedules including price	Demonstrated land management experience and practice incl knowledge of pasture and grazing infrastructure	Total score	rank
1	18480	9	10	9	10	9	47	1

A panel of 3 assessed the applications which included 2 senior managers and one independent State Government sector employee.

Panel: Would Recommend



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**Comments:**

N/a

**Consultation:**

N/a

**Legislative:**

LG Regulations 2012

**Policy Implications:**

Procurement Policy and Trustee Lease Policy

**Financial and Resource Implications:**

\$18480

**InfoXpert Document ID:** 111978



**CONFIDENTIAL**

**6.2.3 Subject:** Tender T1920025 – Trustee Lease Agreement Oorindi Reserve

**Attachments:** Nil

**Author:** Chief Executive Officer

**Date:** 18 June 2020

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**Confidentiality:**

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

**Executive Summary:**

Council has recently advertised a tender for a Trustee Lease Agreement for the Oorindi Reserve Paddock. A total of two (2) tenders were received by the closing date. The tenderers were assessed on a number of criteria.

**Recommendation:**

*That Council:*

- 1) *Award the lease of the Oorindi Reserve paddock to D & G Crocker for the total amount of \$23953.60 incl GST per annum; or*

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**Background:**

Council has recently advertised a tender for a Trustee Lease Agreement for the Oorindi Reserve Paddock. A total of two (2) tenders were received by the closing date. The tenderers were assessed on a number of criteria; these are presented in the table below.

Applicant	Price	Score Price	Score Local Content	Capacity to be sustainable	Return of all Tender schedules including price	Demonstrated land management experience and practice incl knowledge of pasture and grazing infrastructure	Total score	rank
1	23953.60	20	9.5	8.5	10	9	57	1
2	18000	15	9	8.5	8.5	9	50	2

A panel of 3 assessed the applications which included 2 senior managers and one independent State Government sector employee.

Panel: Would Recommend Applicant 1



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**Comments:**

N/a

**Consultation:**

N/a

**Legislative:**

LG Regulations 2012

**Policy Implications:**

Procurement Policy and Trustee Lease Policy

**Financial and Resource Implications:**

\$23953.60

**InfoXpert Document ID:** 111979



**CONFIDENTIAL**

**6.2.4 Subject:** Tender T1920026 – Trustee Lease Agreement McKinlay Paddock No. 1

**Attachments:** Nil

**Author:** Chief Executive Officer

**Date:** 18 June 2020

**Confidentiality:**

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

**Executive Summary:**

Council has recently advertised a tender for a Trustee Lease Agreement for the McKinlay Paddock No. 1. A total of one tender was received by the closing date. The tenderers were assessed on a number of criteria.

**Recommendation:**

*That Council:*

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

**Background:**

Council has recently advertised a tender for a Trustee Lease Agreement for the McKinlay Paddock No. 1. A total of one (1) application was received by the closing date. The tenderer was assessed on a number of criteria itemised below:-

Applicant	Price	Score Price	Score Local Content	Capacity to be sustainable	Return of all Tender schedules including price	Demonstrated land management experience and practice incl knowledge of pasture and grazing infrastructure	Total score	rank
App 1	\$880	1	6	2	4	2	15	1

A panel of 3 assessed the applications which included 2 senior managers and one independent State Government sector employee.

Panel Recommendation: Reject as offer is too low at currently \$1/ha.



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**Comments:**

Offer is \$1/ha not in line with other offers. Poor application.

**Consultation:**

N/a

**Legislative:**

LG Regulations 2012

**Policy Implications:**

Procurement Policy and Trustee Lease Policy

**Financial and Resource Implications:**

\$880

**InfoXpert Document ID:** 111980



**CONFIDENTIAL**

**6.2.5 Subject:** Tender T1920027 – Trustee Lease Agreement McKinlay Paddock No. 2

**Attachments:** Nil

**Author:** Chief Executive Officer

**Date:** 18 June 2020

**Confidentiality:**

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

**Executive Summary:**

Council has recently advertised a tender for a Trustee Lease Agreement for the McKinlay Paddock No. 2. A total of four (4) tenders were received by the closing date. The tenderers were assessed on a number of criteria.

**Recommendation:**

*That Council:*

- 1) *Award the lease of the McKinlay Paddock No. 2 to J & C Kyle for the total amount of \$17,000.00 incl GST per annum; or*

**Background:**

Council has recently advertised a tender for a Trustee Lease Agreement for the McKinlay Paddock No. 2. A total of four (4) tenders were received by the closing date. The tenderers were assessed on a number of criteria; these are presented in the table below.

Applicant	Price	Score Price	Score Local Content	Capacity to be sustainable	Return of all Tender schedules including price	Demonstrated land management experience and practice incl knowledge of pasture and grazing infrastructure	Total score	rank
1	17000	20	6	5	4	6.5	42	1
2 Non conforming	16500	0	0	0			0	0
3 Lot 3 now Lot 4	14300	17	8	8.5	6	7.5	47	*1 Paddock no change confirmed
4	13200	16	6	5	7	5	39	3





Council Ordinary Meeting Tuesday 23<sup>rd</sup> June 2020

A panel of 3 assessed the applications which included 2 senior managers and one independent State Government sector employee.

Applicant 3

McKinlay Reserve Paddock no 3 had been changed to McKinlay Reserve Paddock no 4. Conversely Paddock no 4 was changed to Paddock no 3.

The changed was not clearly highlighted on the tender and was picked up at assessment. Written confirmation was requested and Applicant 3 was applying for their existing lease which was Paddock no 4. This was confirmed in writing at assessment. All panel discussed at assessment.

The first ranked tender was put across to Paddock no 4 and the tender ranking was then Paddock no 3 was ranked across to the second best tenderer (Applicant no 1.)

**Comments:**

Applicant 2 non ratepayer and ineligible. Applicant 3 now moved across to the correct paddock T1920028.

**Consultation:**

Panel discussion, confirmation with applicant.

**Legislative:**

LG Regulations 2012

**Policy Implications:**

Procurement Policy and Trustee Lease Policy

**Financial and Resource Implications:**

\$17000

**InfoXpert Document ID:** 111981



**CONFIDENTIAL**

**6.2.6 Subject:** Tender T1920028 – Trustee Lease Agreement McKinlay Paddock No. 3

**Attachments:** Nil

**Author:** Chief Executive Officer

**Date:** 18 June 2020

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**Confidentiality:**

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

**Executive Summary:**

Council has recently advertised a tender for a Trustee Lease Agreement for the McKinlay Paddock No. 3 Paddock. A total of two(2) tenders were received by the closing date. The tenderers were assessed on a number of criteria.

**Recommendation:**

*That Council:*

- 1) *Award the lease of the McKinlay Paddock No. 3 to S Pratt for the total amount of \$14300.00 incl GST per annum; or*

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**Background:**

Council has recently advertised a tender for a Trustee Lease Agreement for the McKinlay Paddock No. 3. A total of two (2) tenders were received by the closing date. The tenderers were assessed on a number of criteria; these are presented in the table below.

Applicant	Price	Score Price	Score Local Content	Capacity to be sustainable	Return of all Tender schedules including price	Demonstrated land management experience and practice incl knowledge of pasture and grazing infrastructure	Total score	rank
1	14300	17	8	8.5	6	7.5	47	1
2 (Non conforming)	5600	0	0	0	0	0		

A panel of 3 assessed the applications which included 2 senior managers and one independent State Government sector employee.

Panel Recommendation: Would Recommend Applicant 1.



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**Comments:**

Applicant 1 from T1920027.

Applicant 2 – non conforming clearly applied for 3 leases and acknowledged policy as just one application.

**Consultation:**

N/a

**Legislative:**

LG Regulations 2012

**Policy Implications:**

Procurement Policy and Trustee Lease Policy

**Financial and Resource Implications:**

\$14300

**InfoXpert Document ID:** 111982



**CONFIDENTIAL**

**6.2.7 Subject:** Tender T1920029 – Trustee Lease Agreement Kynuna River Paddock

**Attachments:** Nil

**Author:** Chief Executive Officer

**Date:** 18 June 2020

**Confidentiality:**

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

**Executive Summary:**

Council has recently advertised a tender for a Trustee Lease Agreement for the Kynuna River Paddock. A total of one (1) tender was received by the closing date. The tenderer was assessed on a number of criteria.

**Recommendation:**

*That Council;*

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

**Background:**

Council has recently advertised a tender for a Trustee Lease Agreement for the Kynuna River Paddock. A total of one (1) tender was received by the closing date. The tenderer was assessed on a number of criteria; these are presented in the table below.

Applicant	Price	Score Price	Score Local Content	Capacity to be sustainable	Return of all Tender schedules including price	Demonstrated land management experience and practice incl knowledge of pasture and grazing infrastructure	Total score	rank
1	12480	10	9	9	7	9	44	1



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A panel of 3 assessed the applications which included 2 senior managers and one independent State Government sector employee.

Panel Recommendation: Would recommend subject to confirmation of eligibility.

**Comments:**

The application did not include disclosure about access to any other landholdings within the region. The applicant would need to make a statutory declaration to this effect to be eligible.

Council can go outside of its own policy; however recommendation reflects a recommendation within the policy parameters.

Other Council documentation indicates that the applicant may have access to a holding that has 5 parcels at a maximum of 2977 ha's just outside the policy parameters.

**Consultation:**

Panel, Council Grant documentation 2019

**Legislative:**

LG Regulations 2012

**Policy Implications:**

Procurement Policy and Trustee Lease Policy

**Financial and Resource Implications:**

\$12480

**InfoXpert Document ID:** 111983



**CONFIDENTIAL**

**6.2.8 Subject:** Tender T1920030 – Trustee Lease Agreement Kynuna Racecourse Paddock

**Attachments:** Nil

**Author:** Chief Executive Officer

**Date:** 18 June 2020

**Confidentiality:**

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

**Executive Summary:**

Council has recently advertised a tender for a Trustee Lease Agreement for the Kynuna Racecourse Paddock. A total of two(2) tenders were received by the closing date. The tenderers were assessed on a number of criteria.

**Recommendation:**

*That Council;*

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

**Background:**

Council has recently advertised a tender for a Trustee Lease Agreement for the Kynuna Racecourse Paddock. A total of two (2) tenders were received by the closing date. The tenderers were assessed on a number of criteria; these are presented in the table below.

Applicant	Price	Score Price	Score Local Content	Capacity to be sustainable	Return of all Tender schedules including price	Demonstrated land management experience and practice incl knowledge of pasture and grazing infrastructure	Total score	rank
1	27299	20	6	7	7	7	47	1
2	15840	11.6	4	5	4	6	31	2



Council Ordinary Meeting Tuesday 23<sup>rd</sup> June 2020

A panel of 3 assessed the applications which included 2 senior managers and one independent State Government sector employee.

**Comments:**

Neither applicant disclosed access to other holdings.

Eligibility needs to be determined as applicant 1 may have access to another property which could be 2977 ha's in size. Policy limit is 2000 ha's.

Good offer from applicant 1.

**Consultation:**

Panel

**Legislative:**

LG Regulations 2012

**Policy Implications:**

Procurement Policy and Trustee Lease Policy

**Financial and Resource Implications:**

\$27299

**InfoXpert Document ID:** 111984



**CONFIDENTIAL**

**6.2.9 Subject:** Tender T1920031 – Trustee Lease Agreement Nelia Reserve

**Attachments:** Nil

**Author:** Chief Executive Officer

**Date:** 18 June 2020

**Confidentiality:**

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

**Executive Summary:**

Council has recently advertised a tender for a Trustee Lease Agreement for the Nelia Reserve Paddock. A total of one (1) tender was received by the closing date. The tenderer was assessed on a number of criteria.

**Recommendation:**

*That Council:*

- 1) *Award the lease of the Nelia Reserve paddock to J Fels & S Royes for the total amount of \$12672 incl GST per annum; or*

**Background:**

Council has recently advertised a tender for a Trustee Lease Agreement for the Nelia Reserve Paddock. A total of one (1) tender was received by the closing date. The tenderer was assessed on a number of criteria; these are presented in the table below.

Applicant	Price	Score Price	Score Local Content	Capacity to be sustainable	Return of all Tender schedules including price	Demonstrated land management experience and practice incl knowledge of pasture and grazing infrastructure	Total score	rank
1	12672	8	9	8	9	9	42	1

A panel of 3 assessed the applications which included 2 senior managers and one independent State Government sector employee.

Panel Recommendation: Would Recommend Applicant 1





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**Comments:**

Panel Recommendation: Would Recommend Applicant 1

**Consultation:**

Panel

**Legislative:**

LG Regulations 2012

**Policy Implications:**

Procurement Policy and Trustee Lease Policy

**Financial and Resource Implications:**

\$12672

**InfoXpert Document ID:** 111985



**CONFIDENTIAL**

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

**Attachments:** Nil

**Author:** Chief Executive Officer

**Date:** 18 June 2020

**Confidentiality:**

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

**Executive Summary:**

Council has recently advertised a tender for a Trustee Lease Agreement for the Julia Creek Pasturage Reserve 1 Paddock. A total of one (1) tender was received by the closing date. The tenderer was assessed on a number of criteria.

**Recommendation:**

*That Council;*

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

**Background:**

Council has recently advertised a tender for a Trustee Lease Agreement for the Julia Creek Pasturage Reserve 1 Paddock. A total of one (1) tender was received by the closing date. The tenderer was assessed on a number of criteria; these are presented in the table below.

Applicant	Price	Score Price	Score Local Content	Capacity to be sustainable	Return of all Tender schedules including price	Demonstrated land management experience and practice incl knowledge of pasture and grazing infrastructure	Total score	rank
1 only	7881.50	10	7.5	6	7	6	37	1

A panel of 3 assessed the applications which included 2 senior managers and one independent State Government sector employee.

Panel Recommendation: Would Recommend



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**Comments:**

Applicant does have history of significant overstocking. This would need to be monitored.

**Consultation:**

Panel

**Legislative:**

LG Regulations 2012

**Policy Implications:**

Procurement Policy and Trustee Lease Policy

**Financial and Resource Implications:**

\$7881.50

**InfoXpert Document ID:** 111986



**CONFIDENTIAL**

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

**Attachments:** Nil

**Author:** Chief Executive Officer

**Date:** 18 June 2020

**Confidentiality:**

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

**Executive Summary:**

Council has recently advertised a tender for a Trustee Lease Agreement for the Julia Creek Pasturage Reserve 2 Paddock. A total of one (1) tenders was received by the closing date. The tenderer was assessed on a number of criteria.

**Recommendation:**

*That Council:*

- 1) *Award the lease of the Julia Creek Pasturage Reserve 2 paddock to G & T Wiles for the total amount of \$3080 incl GST per annum; or*

**Background:**

Council has recently advertised a tender for a Trustee Lease Agreement for the Julia Creek Pasturage Reserve 2 Paddock. A total of one (1) tender was received by the closing date. The tenderer was assessed on a number of criteria; these are presented in the table below.

Applicant	Price	Score Price	Score Local Content	Capacity to be sustainable	Return of all Tender schedules including price	Demonstrated land management experience and practice incl knowledge of pasture and grazing infrastructure	Total score	rank
1 only	3080	8	7	9	8	7	39	1

A panel of 3 assessed the applications which included 2 senior managers and one independent State Government sector employee.

Panel: Would Recommend



Council Ordinary Meeting Tuesday 23<sup>rd</sup> June 2020

**Comments:**

Good application just not as much evidence on demonstrated capacity. Would recommend.

**Consultation:**

Panel

**Legislative:**

LG Regulations 2012

**Policy Implications:**

Procurement Policy and Trustee Lease Policy

**Financial and Resource Implications:**

\$3080

**InfoXpert Document ID:** 111987



**CONFIDENTIAL**

**6.2.12 Subject:** Tender T1920034 – Trustee Lease Agreement Julia Creek Pasturage Reserve

Punchbowl Rd

**Attachments:** Nil

**Author:** Chief Executive Officer

**Date:** 18 June 2020

**Confidentiality:**

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

**Executive Summary:**

Council has recently advertised a tender for a Trustee Lease Agreement for the Julia Creek Pasturage Reserve Punchbowl Rd Paddock. A total of one (1) tender was received by the closing date. The tenderer was assessed on a number of criteria.

**Recommendation:**

*That Council :*

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

**Background:**

Council has recently advertised a tender for a Trustee Lease Agreement for the Julia Creek Pasturage Reserve Punchbowl Rd Paddock. A total of one(1) tender was received by the closing date. The tenderer was assessed on a number of criteria; these are presented in the table below.

Applicant	Price	Score Price	Score Local Content	Capacity to be sustainable	Return of all Tender schedules including price	Demonstrated land management experience and practice incl knowledge of pasture and grazing infrastructure	Total score	rank
1 only	5280	10	8	8.5	9	9	45	1

A panel of 3 assessed the applications which included 2 senior managers and one independent State Government sector employee.

Panel Recommendation: Would recommend.



Council Ordinary Meeting Tuesday 23<sup>rd</sup> June 2020

**Comments:**

Good price very small holding \$40/ha. Good application.

**Consultation:**

Panel.

**Legislative:**

LG Regulations 2012

**Policy Implications:**

Procurement Policy and Trustee Lease Policy

**Financial and Resource Implications:**

\$5280

**InfoXpert Document ID:** 111988



## 7.0 COMMUNITY SERVICES

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## Ordinary Meeting of Council Tuesday 23<sup>rd</sup> June 2020

**7.1 Subject:** Community Services Monthly Report  
**Attachments:** Nil  
**Author:** Community Services Team Leader  
**Date:** 4<sup>th</sup> June 2020

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### **Executive Summary:**

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

### **Recommendation:**

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

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The following report highlights the data for each of the Functional Areas of the Community Services Department.

### **Grants & Funding**

This section aims to provide Council with an update regarding the current grant submissions and applications.

### **Smart Hub Project**

Construction on the Smart Hub project has commenced with Strategic Builders and some local trades completing the works. Council is in regular contact with Strategic Builders and project management organization Peak Services to ensure the project remains on track. To date, the project is progressing on schedule however the date of Practical Completion has been slightly delayed due to a variety of variations and rectifications that have arisen.

### **Community Development Officer**

#### **CDO Skype Catch up**

Impacted LGAs from Townsville, Hughenden, Richmond, McKinlay, Cloncurry, Burke and Carpentaria participated in a Skype catch up to provide updates on their respective Shire's. Understanding that each Shire was impacted differently during the 2019 Monsoon Event has resulted in a diverse range of community activities and education resources becoming available.

#### **Under 8s Day**

The event was cancelled due to COVID-19 restrictions. A date to reschedule the event has not been confirmed at this stage.

#### **Queensland Small Business Month**

DESBT and McKinlay Shire Council cancelled face to face Queensland Small Business Hub that was to be set up in Julia Creek in the first week of May. Instead online resources were provided and shared via social media and direct emails. With discussions with the DESBT team it is understood that many small businesses in the region have not applied for grants and funding that they are eligible for. Further notices will be sent out, but it is intended to reorganise the Queensland Small Business Hub week where local businesses can meet with professional grant writers and business professionals at no cost to assist in their recovery. A date is yet to be set due to COVID-19 restrictions.



### McKinlay Shire Gardening Competition

The gardening competition is ongoing until the end of June. There have been 33 nominations and several questions sent in for Costa Georgiadis, from Gardening Australia to answer. Fortnightly videos from Costa have been posted on social media with the first of the series uploaded on the 23<sup>rd</sup>. He requests residents to take the lead on what they want help with, ensuring with videos produced are relevant to our region.

### Gratitude Jars

Grace Courtney-Byrne the Community Support Worker for the Mental Health Disaster Recovery Team, has placed 2-4 Gratitude Jars in local business for community members to write down what they are grateful for. The aim is to select random submissions and post the responses on social media. This will allow the recognition of the feeling of gratitude which can enhance empathy and reduce aggression in adults and children whilst also improving psychological health.

### 30 April - 2 May 2021 HERd -Rural Ladies Weekend

The HERd Rural Ladies Weekend is for women who live on stations or in remote townships and encourage them to come together for a social and educational weekend. An opportunity to connect with their friends and make new ones, a chance to discuss emotions and access health and wellbeing providers whilst enjoying the creative arts and guest speakers that are on offer. The past few years has seen this region and these communities suffering from severe drought, the 2019 Far North West Queensland Monsoon Flood Event and most recently the impacts of COVID-19. There is no better time to provide the women of the community an opportunity to reconnect. As this will be the first year of running HERd Rural Ladies Weekend, it is inspired by other ladies days held in outback Queensland. These events have proven to be a massive success and provide the attendees with skills, empowerment and strength they never new existed.

### Julia Creek Caravan Park

The continuation of various travel restrictions have resulted in a continued downturn of visiting tourists to the Shire. Council has been fortunate to have a significant number of contractors utilize the cabins, dongas and long term accommodation at the facility which has allowed some revenue to flow in. With the easing of travelling restrictions expected to be in place in early June, Council is hopeful of welcoming visitors in the coming months. The Artesian Bathhouses are expected to open in July as per Stage 3 of the Roadmap to easing restrictions

The RMS booking system shows total visitors for May amounted to 63 adults which equalled a gross total of \$14,129 for the month, compared to \$19,451.90 in April. Please find below other visitor statistics obtained through the RMS system.

### JC Caravan Park Revenues May 2020

Type of service	APRIL revenues (incl GST)	Total	MAY revenues (incl GST)	Total
Donga Units		\$2,520		\$1,400
Powered Sites		\$1,054.95		\$341
Cabins		\$10,860		\$9,140
Storage		\$640		
Unpowered Sites		\$216		\$138
<b>Sub Total</b>		<b>\$15,290.95</b>		<b>\$11,019</b>
Artesian Baths incl. salts		\$25		
McIntyre Park				



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Cheese Platters		
Laundry	\$130	\$170
Long Term Stay	\$4,005.95	\$2,940
<b>Calculated Total</b>	<b>\$19,451.90</b>	<b>\$14,129</b>

**JC Caravan Park Guest by Region May 2020**

Region	Adults	Children
No region supplied	17	
VIC		
SA		
NT		
QLD	7	
NSW/ACT	2	
WA	2	
TAS		
<b>Total Guests</b>	<b>28</b>	

**JC Caravan Park Guest by Country May 2020**

Country	Adults	Children
No country supplied	35	
Australia	28	
France		
Germany		
New Zealand		
Slovakia		
USA		
<b>Total Guests</b>	<b>63</b>	

**JC Caravan Park Occupancy By Category**

Type of Service	% Occupancy for April
Donga Unit	62.10%
Cabin – 4 berth	88.17%
Cabin – 6 berth	54.84%
Unpowered site	0.13%
Powered site	3.3%
Long Term	96.24%

**Library & Funeral Services**

Due to the prolonged closure of all State Libraries due to COVID-19, the library has had limited contact with the public, however the facility did reopen under revised conditions from May 18th. Staff have been proactive in maintaining strong connections through phone, email and text messages which has resulted in quite a lot of ordering and delivery via post, mail runs and home drop-offs.



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The community has been very understanding of the situation thus far and have appreciated the efforts to maintain a relatively constant flow of reading matter. Many small country libraries have done a great job in keeping their communities engaged.

The Smart Hub renovations are well underway and progress is being made to include additional storage areas for the Library which will be of great benefit. Library staff have also been working the contractors to create a space for a 'Time Capsule' where locals will be asked to deposit items that will remain locked away until many years down the track.

The revised opening conditions have been positively received amongst users with most visitors adjusting their schedules to accommodate the shorter opening hours. It is planned that with the latest easing of restrictions, the facility may be able to resume normal operation in early June.

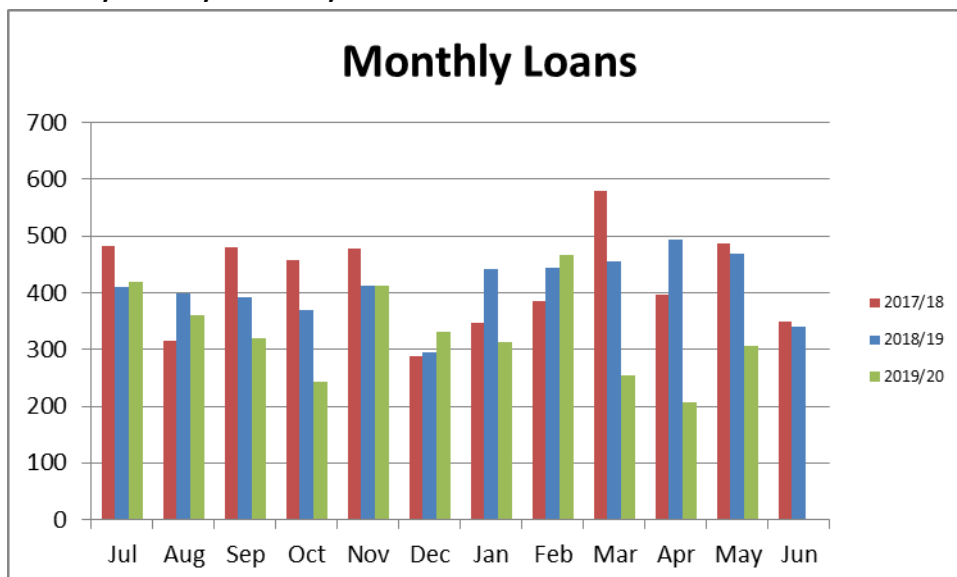
### JC Library Memberships May 2020

Type of Membership	Total Membership
Adult	295
Junior	61
Institutions	2
Tourists	4

### JC Library Services Provided May 2020

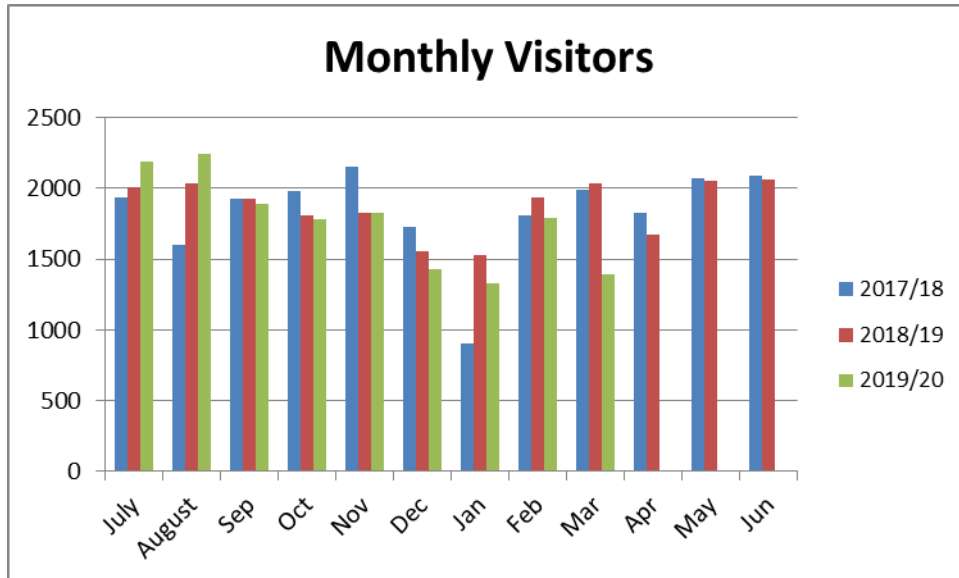
Services Provided	Total Amount
Reservations satisfied	77
Requests for books	108
Internet/Computer usage	
iPad usage	
WiFi usage	

### JC Library Monthly Loans May 2020





**JC Library Monthly Visitors May 2020**



**Tourism**

The VIC has remained closed due to the restrictions surrounding COVID-19. Council has been proactive in organizing and preparing for the Centre to reopen in early June once restrictions have been eased. This has included compiling all relevant COVID Health and Safety planning, documentation and requirements for when visitors are allowed to resume travelling.

Council Tourism staff are continuing to work through the following key projects whilst the Information Centre has been closed:

- AV Upgrades - Link Interactive has been awarded the works to complete a multitude of AV upgrades for the VIC and associated attractions including ‘Beneath the Creek’, the auditorium, Virtual Reality Mustering headsets and preparing a new introduction script. The impact of COVID-19 has resulted in delays in equipment arriving and travel for installation. Council will continue to liaise with the company to arrange a schedule for installation.
- Combo Waterhole – through funding acquired through North West Minerals Province, the process is continuing to have new signage at the site as a tourist attraction.
- Monsoon Trough Memories Project – Council has received all the request for quotes from a variety of companies with a range of different experiences. Council has decided to award the works to Charlie Bravo who has previously completed a selection of videos for the VIC.
- Visitors Guide – Council has engaged Interactivink to create an updated and expanded version of the Visitor Guide. Interactivink have agreed to assist with the artwork for advertisements for local business and Council staff are continuing to work through preparing content for the brochure.
- Historical Plaques – Council has nearly finalized the appropriate information for the new plaques to create another activity for visitors. The new plaques will replace a variety of old/damaged signage and will incorporate new sites for visitors to explore.
- Artesian Bathhouses – whilst the baths remained closed due to COVID-19 restrictions, staff have been working through compiling historical information about boundary rider huts to be displayed in the two new bathhouses.



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- Bend Your Elbow Campaign – Council is working in conjunction with Cloncurry and Winton Shire Councils to create a radio/social media campaign to encourage local visitation from areas within the outback. The radio campaign will begin on June 12 and run for one month with the aim to target families to visit the region during the school holiday period.

### Digital and Social Media Figures

	Facebook Page Likes		Instagram Likes		Websites	
	MSC	JC VIC	MSC	JC VIC	MSC	JC VIC
May 1st	6,200	4,091	909	1,580	Sessions	Sessions
May 31st	6,211	4,109	916	1,596	2,082	450
					Users	Users
					1,524	397

### Julia Creek Early Learning Centre

#### Current enrolments

There are currently 30 children enrolled at the service

#### Changes to Enrolments

There have been requests for additional attendance for 4 children, however this cannot be accommodated until the Government relief package is finished (scheduled for end of June).

#### New Enrolments

There are currently 3 children on a waiting list and an additional 3 enquiries for spots, however this cannot be accommodated until the Government relief package is finished (scheduled for end of June).

#### Attendance

The centre had 173 attendances (actual) over the 21 days of care offered during February. This equated to an average of approx. 8 children per day.

#### Significant events:

- The CEO has contacted the ELC Director to provide an update regarding the North West Queensland Councils proposal to lobby State Government for supplementary funding for centres ran by Local Governments. Currently, the centre is not eligible for any other funding except the base Federal relief package which has had a significantly negative impact on the amount of revenue the centre can raise. Information has been prepared to be presented to the organisation and Council is hopeful there will be some feedback available in early June
- Due to the financial impact of the Government relief package due to COVID-19, staffing requirements for the centre have been constantly changing. Many staff have seen their hours reduced as the centre is unable to cover the additional cost for staff as there is a reduction in revenue due to the impact of the funding package. Regardless of the unusual operating conditions, staff are to be commended on their efforts throughout this difficult situation.



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- The centre is striving to run as 'normal' as possible and provide a variety of fun activities for those children in attendance. Remote learning has continued via a private social media page and is being well received by families unable to attend the service.

### Swimming Pool

The Swimming Pool was allowed to reopen in late May following the easing of COVID-19 restrictions. The water park and splash pad remains closed whilst Council investigates the cause of a leak underneath the concrete slab. It is anticipated that an inspection will take place in early June to identify the area and required repairs.

### USUAGE

#### TOTAL NUMBERS FOR THE MONTH

ENTRIES	SWIMMERS
Adult Entry	2
Child Entry	
<b>Season Passes / Family Pass</b>	
Adult	2
Child	6
Swim Lessons/ No Charge	
After School Care/ No Charge	
J/C Swimming Club/ No Charge	
Aged Care/ No Charge	
<b>Triathlon Training/ No Charge</b>	
Adult	
Child	
J/C State School/ No Charge	
<b>Caravan Park Tokens</b>	
Adult	
Child	
<b>Free Sunday</b>	
Adult	
Child	
<b>Total Swimmers</b>	<b>10</b>

### Sport & Recreation

#### Sporting Schools Program:

Even though schools were able to resume in late May, Council has been unable to provide support for the Sporting Schools Program due to lack of available staff.

#### Daren Ginns Centre Upgrade:

Council has sent a supporting letter to the security company for them to apply for a travel permit to travel to Queensland to complete the necessary works. Once completed, Council will be able to assess the remaining budget and investigate the possibility of purchasing extra equipment for the facility.



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Following the easing of restrictions planned for June, it is anticipated the facility will be able to reopen early in the month. Council will address a variety of measures to ensure it is operated in the safest manor possible.

### Swimming Pool:

The Pool was reopened in late May, however due to the lack of tourists in the Shire usage of the facility has been lower than normal.

### McIntyre Park Water Upgrade:

SNR Morgan has completed the necessary works for the water upgrade at McIntyre. The installation of the tanks will allow better water for all user groups and supply enough pressure for the newly installed irrigation system. The contractor will also be supplying Council a set of 'as constructed' for future reference and asset management.

### Sport and Recreation Funding:

SNR Morgan have completed all irrigation works for the areas surrounding the Robert Lord Shed and Race Track facilities as well planting 61 new trees and irrigation for the camping areas at McIntyre Park. It is anticipated these works will enhance the beautification of the facility whilst minimising the need for labour intensive irrigation.

Minor repair works have also taken place on the Pony Club arena with further works to that area of the facility planned to take place in the coming months. Additionally, a significant amount of repairs and maintenance to the Campdraft arena is also scheduled to take place within the coming months.

### CHSP/HACC:

Due to the closure of the gym and limitations on CHSP group activities due to concerns for the vulnerable population, no exercise sessions have taken place this month. These sessions could potentially resume in June following the easing of restrictions.

### Community Health

#### Community Nurse Service hours month May 2020

CHSP OCCASIONS OF SERVICE (OoS)		
	OoS	Hours
Nursing Care	57	32.95
Personal Care	15	4.5
Transport to medical appointments	0	Time included under Nursing Care
GP escorts	0	Time included under Nursing Care
Telehealth appointments	4	Time included under Nursing Care
<b>Total</b>	<b>72</b>	<b>37.45</b>





## Ordinary Meeting of Council Tuesday 23<sup>rd</sup> June 2020

### General Business

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

### Visiting Services/Meetings in Julia Creek this month:

- Non-CHSP clients seen this month = 7 (post-discharge follow-up, ongoing care coordination and community based nursing support of renal and palliative care outpatients ). NB: Clinical notes for non-CHSP clients are kept on 'Communicare' (NWHHS computer program).

Non-CHSP Nursing - Time spent = approximately 12.1hrs Occasions of Service = 25

- Meetings attended this month = 7 (weekly MDT x 4, CEO x 1, GP x 1, A/DON x 1)
- Nil outreach clinics conducted
- Visiting services limited due to Covid19 restrictions. NWRH referrals continue ad hoc. NWRH continue to visit Julia Creek. Community Nurse liaises with NWRH as required.
- Medical Centre Practice Nurse not in attendance this month due to Covid19 concerns, so some blood taking, telehealth attendance and care coordination usually done by her was picked up by Community Nurse.
- Covid-19 cleaning advice (research and sharing) to MSC took approximately 1.25hours .

### Health Promotion

Gut Health and Bowel Cancer awareness are the topics for health promotion throughout May and June with the key message of Bowel Cancer Awareness Month being 'saving lives through early detection. NWRH Dietitian has developed a flyer titled "What is your gut feeling?" to be distributed with other posters for National Bowel Cancer Screening Program.

### CHSP - Community Home Support Program

#### Events and Activities

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

#### Stats April 2020

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

Service Offered	Number of Clients
Transport	2 Two-way trips
Social Support	71 Visits
Personal Care	21 visits 1 client
EXERCISE	
Counselling/Support, Information and advocacy (client)	8 hours
Shopping	5 trips (attendees, 11 pick-up)
GAMES	attended (0 sessions)



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Luncheon	Attended (sessions)
Wednesday Meal	44 meals
Meals on Wheels	95 Meals delivered
Community Nurse Visits	
Home Maintenance	42 lawns mowed 21 clients
Domestic Assistance	9 clients 46 visits
Pub Lunch	Clients SESSION
Craft Morning	
Clients Transported for Doctors Appointments	CHSP clients

**Consultation:**

**Legal Implications:**

**Policy Implications:**

**Financial and Resource Implications:**

**InfoXpert Document ID:** 111836



## 8.0 CORPORATE SERVICES

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**8.1 Subject:** Corporate Services Report  
**Attachments:** Nil  
**Author:** Corporate Services Team Leader  
**Date:** 8 June 2020

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**Executive Summary:**

The Corporate Services Report as of 31 May 2020 which summarises the financial performance and position is presented to Council.

**Recommendation:**

*That Council receives the monthly Corporate Services Report for the period ending 31 May 2020.*

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**Report:**

The Corporate Services Report compares actual performance to date with the Council's proposed 2019-2020 Budget and provides information, budget variances or any financial risks/concerns.

Financial information provided in this report is:

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

**Income Statement Variances/Comments:**

2020/21 General Purpose (\$2,419,479.00) & Identified Road (\$529,138.00) Financial Assistance Grants received.

Depreciation expense applied in May causing overall increased expenditure but particularly a large increase in shire roads expenditure.

\$3.6 million increase in expenditure for Flood Damage works.



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<b>INCOME STATEMENT SUMMARY</b>				
	<b>Actuals</b>	<b>Variance</b>	<b>YTD Budget</b>	<b>Full Year Budget</b>
<b>Total Income</b>	37,701,170	81%	46,493,673	50,720,371
<b>Total Expenses</b>	(29,361,866)	183%	(16,087,282)	(17,549,762)
<b>Net Result</b>	<b>8,339,304</b>	<b>27%</b>	<b>30,406,392</b>	<b>33,170,609</b>
Less Capital Revenue	24,483,047	67%	36,320,833	39,622,727
<b>Operating Result (excl. Capital</b>	<b>\$ (16,143,743)</b>	<b>273%</b>	<b>\$ (5,914,442)</b>	<b>\$ (6,452,118)</b>

<b>STATEMENT OF FINANCIAL POSITION</b>			
	<b>2020 Actuals</b>		<b>2019 Actuals</b>
Current Assets	24,076,090		19,301,548
Total Non-Current Assets	207,629,583		205,710,184
<b>Total Assets</b>	<b>231,705,673</b>		<b>225,011,732</b>
Total Current Liabilities	392,351		1,755,711
Total Non-Current Liabilities	152,909		152,910
<b>Total Liabilities</b>	<b>545,260</b>		<b>1,908,621</b>
<b>Net Community Assets</b>	<b>\$</b>	<b>231,160,413</b>	<b>\$ 223,103,111</b>
<i>Community Equity</i>			
Asset Revaluation Surplus	78,038,228		78,320,427
Retained Surplus	152,721,985		144,382,684
Reserves	400,000		400,000
<b>Total Community Equity</b>	<b>\$</b>	<b>231,160,213</b>	<b>\$ 223,103,111</b>

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

<b>STATEMENT OF CASH FLOWS</b>		
	<b>2020 Actuals</b>	<b>2019 Actuals</b>
<b>Cash Flows from Operating Activities</b>	(10,826,551)	2,394,722
Receipts, Payments & Interest Received		
Borrowing Costs		
<b>Cash Flows From Investing Activities</b>	17,679,453	893,869
Payments and Proceeds for PPE		
Capital Income		
<b>Cash Flows from Financing Activities</b>	-	-
Loan Payments		
Net increase (decrease) in cash held	6,852,902	3,288,591
Cash at beginning of the financial year	16,150,832	12,862,241
<b>Cash at the end of the period</b>	<b>\$ 23,003,734</b>	<b>\$ 16,150,832</b>

**Capital Works Program 2019-2020 Version 2.0**

<b>Infrastructure &amp; Works</b>	<b>PM</b>	<b>Job Cost</b>	<b>Actuals</b>	<b>Budget</b>	<b>Grants/Other</b>	<b>Comments</b>
<b>Roads</b>						
Gilliat/McKinlay Road	DERS	0460-1040-0002	417,666	700,484	700,484	TIDS \$250k R2R \$450,484. Committed order \$267,977.24
Byrimine Road	DERS	0460-1040-0003	118,889	200,000	200,000	TIDS \$100k R2R \$100k. Work has commenced.
Burke Street - reseal	DERS	0460-1040-0009	20,605	300,000	300,000	TIDS \$150k R2R \$150k. Committed order \$94,955.45
Burke Street - Stormwater & Drainage	DERS	0460-1040-0010	21,459	76,000	76,000	Fully funded by R2R. Committed order \$44,847.28
Coyne Street - Stormwater & Drainage	DERS	0460-1040-0011	21,062	76,000	76,000	Fully funded by R2R. Committed order \$47,844.96
Shaw Street - Stormwater & Drainage	DERS	0460-1040-0012	19,222	41,000	41,000	Fully funded by R2R. Committed order \$23,863.52
Byrne Street - Stormwater & Drainage	DERS	0460-1040-0013	6,742	41,000	41,000	Fully funded by R2R. Committed order \$23,863.52
Quarrell Street - Stormwater & Drainage	DERS	0460-1040-0014	7,402	35,000	35,000	Fully funded by R2R. Committed order \$23,863.52
Hickman Street - Stormwater & Drainage	DERS	0460-1040-0015	3,923	29,000	29,000	Fully funded by R2R. Committed order \$19,923.29
Allison Street - Stormwater & Drainage	DERS	0460-1040-0016	2,647	12,000	12,000	Fully funded by R2R. Committed order \$5,995.36
Julia Street - Stormwater & Drainage	DERS	0460-1040-0017	3,922	40,242	40,242	Fully funded by R2R. Committed order \$19,243.38
Betterment Project - Gilliat/McKinlay Rd	DERS	0460-1040-0007	216,891	5,709,171	5,000,000	Betterment Project Approved. Committed order \$593,470.95
Combo Waterhole Sealing Project	DERS	0460-1040-0006	1,869,733	2,500,000	2,500,000	75% of works to be acquitted in 2019/20 and remaining 25% to be acquitted in 2020/21. \$1,495,680.94 has been claimed as at end of March. Committed order \$467,182.26
Install Kerb & Channel - Burke Street	DERS	0460-1100-0002	28,908	30,000	-	Completed
Footpath Paving - Booth - QGAP and Old Coffee Shop to Museum	DERS	0430-1150-0000	142,195	141,000	-	Completed
<b>TOTAL ROADS</b>			<b>2,901,266</b>	<b>9,930,897</b>	<b>9,050,726</b>	
<b>Wastewater</b>						
Julia Creek Sewerage Upgrade Project	DERS	0480-1900-0004	355,410	360,550		Committed Order \$15,150.09 - Chlorination Unit has been relocated, Plant is operational
Wasterwater Irrigation System STP		0480-1900-0007	-	18,000		Committed order \$2,842.59
Submain Julia Street		0480-1900-0008	-	10,000		Report to Council May meeting estimated Cost \$75,000
Sewerage Lagoon Flow Monitoring	DERS	0480-1900-0005	30,251	30,000		Completed
Julia Creek Manhole lid Replacement	DERS	0480-1900-0006	34,020	31,000		Completion due at the end of May 2020.
Hickman Street Pump Station Upgrade	DERS	0480-1900-0009	-	200,000	200,000	Upgrade to be funded through Drought Communities Programme, Total Project Cost \$1m to be carried through to 2020/2021
Julia Creek Sewerage scada system replacement	DERS	0480-1900-0003	59,332	50,000		Installation of hardware completed current reviewing and adjusting software.
<b>TOTAL WASTEWATER</b>			<b>479,012</b>	<b>699,550</b>	<b>200,000</b>	
<b>Water</b>						
			<b>Actuals</b>	<b>Budget</b>		
Julia Creek Water - New Bore	DERS	0470-1800-0003	1,934	700,000	350,000	Committed order \$24,563.20 Tender released to market.3/04/2020
Water Tower Renewal	DERS	0470-1800-0004	53,158	700,000	700,000	Committed order \$90,323.49. Tender closed, submissions under review 3/04/2020
Scarda System for Water	DERS	0470-1800-0001	36,039	31,000		Installation of hardware completed current reviewing and adjusting software
Water Main McIntyre Park	DERS	0470-1800-0005	66,011	170,000		Committed order \$54,594.45
Water Meter (backflow prevention) Installation Program	DERS	0470-1800-0002	-	25,000		Engaging an external Contractor for the supply and installation of the Dual check valves, completion expected June 2020

Kynuna Water Upgrades	DERS	0470-1820-0001	31,061	55,000		Committed order \$10,774.86. Installation of new storage tank, and interconnections from bores to reticulation network, works will be completed by mid June.
Kynuna Water Tower Ladder Reinstatement	DERS	0470-1820-0002	-	5,000		Sourcing ladder options.
<b>TOTAL WATER</b>			<b>188,203</b>	<b>1,686,000</b>	<b>1,050,000</b>	
<b>Transport</b>						
			<b>Actuals</b>	<b>Budget</b>		
Julia Creek Airport - Shed	DERS	0430-1300-0006	-	20,000		Project in conjunction with Fuel Pod project
Replace PAL System at Julia Creek Airport	DERS	0430-1300-0005	19,855	20,000		Project complete
Julia Creek Airport - Fuel Pods	DERS	0430-1300-0007	-	119,984	119,984	Funded through the Cat C FNQ & NQ Monsoon Trough Flexible Funding Program
<b>TOTAL TRANSPORT</b>			<b>19,855</b>	<b>159,984</b>	<b>119,984</b>	
<b>Other</b>						
			<b>Actuals</b>	<b>Budget</b>		
Plant & Vehicle Replacement	DERS	0440-4500-0001	1,097,624	1,285,000		Committed order \$11,343.31
Diagnostic Computer Reader for all vehicles	DERS	0440-4500-0001	-	30,000		This item can be purchased reasonably quickly
<b>TOTAL OTHER</b>			<b>1,097,624</b>	<b>1,315,000</b>	-	
<b>Environment Management</b>						
	<b>PM</b>	<b>Job Cost</b>	<b>Actuals</b>	<b>Budget</b>	<b>Grants/Other</b>	<b>Comments</b>
<b>Reserves Fencing</b>	DERS	0430-3300-0000	<b>137,225</b>			
McKinlay Reserve	DERS	0430-3300-0010	2,198	15,000		Committed order \$5,867.63
Nelia Reserve	DERS	0430-3300-0011	38,091	30,500		Completed. Recoverable works through Main Roads.
Kynuna River Paddock	DERS	0430-3300-0012	16,131	15,000		Completed
Kynuna Racecourse Paddock	DERS	0430-3300-0013	3,985	15,000		Committed order \$9,046.79
Julia Creek Dump Paddock	DERS	0430-3300-0014	4,457	5,000		Committed order \$1,364.42. Completed
<b>Reserve Water Upgrade and Poly Tanks</b>	DERS					
McKinlay Reserve	DERS	0430-3300-0015	37,774	40,000		Completed, just need to purchase aprons for the troughs. Committed order \$330.54
Kynuna Reserve	DERS	0430-3300-0016	12,050	40,000		Committed order \$2,979.50
DIP Paddock	DERS	0430-3300-0017	22,540	40,000		Committed order \$1,046.72
Julia Creek Waste Facility Security Camera Program	DERS	0430-3110-0002		16,000		Committed order \$16,528.56
<b>TOTAL ENVIRONMENT MANAGEMENT</b>			<b>\$ 137,225</b>	<b>216,500</b>	<b>\$ -</b>	
<b>Community Services &amp; Facilities</b>						
	<b>PM</b>	<b>Job Cost</b>	<b>Actuals</b>	<b>Budget</b>	<b>Grants/Other</b>	<b>Comments</b>
<b>Buildings &amp; Other Structures</b>						
Caravan Park Landscaping and Bath Houses	DCCS	0430-2290-0007	343,790	356,066.10	269,925	Committed order \$9,861.09. December 2019 Ordinary Meeting Council approved to allocate \$25k of the South 32 funds to top up the budget, funding through OTIF, Completed
Caravan Park replacement shed and concrete pad	DERS	0420-2600-0002	-	20,000.00		In process of obtaining quotes for replacement shed
Bush Kitchen	DERS	0430-2294-0000	73,131	147,000.00	147,000	Committed order \$9,492.82. Completed, Just waiting for the S/steel Bain maires holders
Reseal of Caravan Park Roads	DERS	0430-2120-0000	11	40,000.00		Committed order \$37,032.59
Innovation Hub	DCCS	0420-2190-Items	147,303	1,118,000.00	523,750	Committed order \$729,859.97. Additional \$70500 added to budget to reflect the recent cost plan provided by Quantity Surveypr
Duncan McIntyre Museum Renovation	DERS	0420-2300-0000	6,850	15,000.00		Completed
Julia Creek Community Precinct Fit Out	DERS	0430-2010-0000	390,561	455,000.00	455,000	Committed order \$11,302.23. All of the original budget items have been completed. DCP Funding \$400k \$55k Funding South 32, the Cold room's Concrete Slab had been Completed

McKinlay Community Shed	DCCS	0430-1000-0000	12,322	20,000.00	20,000	
Julia Creek SES/Museum extension	DERS	0420-2600-0006	-	10,000.00		Committed order \$4,859.02. Work Camp will install once they are back in Julia Creek, no further costs will be added
Kev Bannah Oval Switchboard Upgrade	DERS	0420-2600-0007	11,896	12,000.00		Completed - awaiting Ergon to connect meters
McIntyre Park Switch board Upgrade	DERS	0430-2610-0001	10,327	10,500.00		Completed - awaiting Ergon to connect meters
McIntyre Park Power Pole Replacement	DERS	0430-2610-0002	4,146	5,000.00		Completed
McIntyre Park Arena Light	DERS	0430-2610-0003	24,348	24,500.00		Completed
McKinlay SES Project	DERS	0420-2760-0000	17,992	59,800.00	59,800	The work listed for the McKinlay Community Shed has been completed
Julia Creek Swimming Pool Perimeter Fence	DERS	0420-2600-0017	41,857	42,000.00		Completed
Swimming Pool Shade Sails	DERS	0420-2600-16	40,284	40,300.00	34,885	Insurance
Land Purchase	DCCS	0410-2000-0003	-	30,000.00		Incomplete
Council Housing Project	DERS	0420-3810-0000	250,494	294,000.00	-	Committed order \$40,403.
Julia Creek Water Tower Changeable Light Project	DCCS	0470-2280-0000	-	69,223.00	69,223	Funded through the Cat C FNQ & NQ Monsoon Trough Flexible Funding Program
Daren Ginns Gym Extension	DCCS	0420-2620-0000	126,667	187,500.00	150,000	Committed order \$22,947.02. Construction works to gym completed and PC Certificate received - COVID-19 has delayed completion of security system. Council awaiting feedback from Dept on extensions
<b>TOTAL COMMUNITY BUILDINGS &amp; OTHER STRUCTURES</b>			<b>1,501,978</b>	<b>2,955,889</b>	<b>1,729,583</b>	
<b>Parks &amp; Gardens</b>						
			<b>Actuals</b>	<b>Budget</b>		
Lions Park - Fencing	DERS	0430-2700-0002	-	30,000	10,000	
McKinlay Garden Beds Middleton Street	DERS	0430-2700-0003	8,952	20,000		Plants Installed, Irrigation to be completed
McKinlay Centenary Park Upgrading septic tank	DERS	0430-2700-0004	3,607	3,700		Completed
Kynuna Toilet Block - Kynuna septic tank and disposable to be deigned after block has been completed						
Solar power for the Kynuna toilets (0420-2600-0013)	DERS	0420-2600-0013	37,072	55,668		Committed order \$4,874.62 ,Awaiting installation of covered area
Kynuna Park project, Shed pad and gravel	DERS	0430-2700-0007	4,134	48,719		Covered area completed, installation of seating ad BBQ to be completed by the 10/04/2020
McKinlay Tennis Courts	DCCS	0430-2680-0000	80,851	96,060	96,060	Flood Recovery Funding - Works to tennis courts completed, sourcing ways to spend additional funds
McIntyre Park Improvement Program	DCCS	0430-2610-0004	36,616	378,046	378,046	Committed order \$118,573.20. Flood Recovery Funding works will be ongoing as funding expires Dec 31 2020
Julia Creek Dog Park	DERS	0430-2700-0001	41,574	42,000		Completed
Julia Creek Cemetary - Toilet	DERS	0430-2700-0012	14,370	25,000		
Julia Creek Cemetary - Irrigation Upgrade	DERS	0430-2700-0005	36,449	45,000		Committed order \$4,833.88
<b>TOTAL PARKS &amp; GARDENS</b>			<b>263,624</b>	<b>744,193</b>	<b>484,106</b>	
<b>Council Housing</b>						
			<b>Actuals</b>	<b>Amended</b>		
3 Coyne Street, Julia Creek	DERS	0420-2610-0005	-	20,000		Committed order \$10,773.80. Materials ordered works to be completed in house and to start late May early June
Airport Residence - bathroom	DERS	0420-2610-0011	-	12,000		Committed order \$6,206.06. Materials ordered works to be completed in house and to start late May early June
8 Byrne Street - Stumps	DERS	0420-2610-0002	27,775	27,800		Complete
4 Netterfield Residence		0420-2610-0012	13,024	15,000		Complete
<b>TOTAL COUNCIL HOUSING</b>			<b>40,799</b>	<b>74,800</b>	<b>0</b>	



Corporate Services	PM	Job Cost	Actuals	Budget	Grants/Other	Comments
<b>Buildings &amp; Other Structures</b>						
McKinlay Dept Accommodation - Insurance	DERS	0420-4100-0004	51,283	51,700	80,000	Complete
McKinlay Depot Accommodation - Additional	DERS	0420-4100-0004	75,003	68,300		
McKinlay Depot septic tank replacement	DERS	0420-4100-0005	11,846	12,000		Complete
Depot Generator	DERS	0420-4100-0003	8,798	8,800		Complete
<b>TOTAL CORPORATE BUILDINGS &amp; OTHER STRUCTURES</b>			<b>146,930</b>	<b>140,800</b>	<b>80,000</b>	
<b>Other</b>						
Office Equipment - Replacemnt of furniture, IT equipment, software and other	DCCS	7180-4100-0002	11,133	30,000		Committed order \$2,577.05
<b>TOTAL OTHER</b>			<b>\$ 11,133</b>	<b>30,000</b>	<b>-</b>	
<b>Economic Development</b>						
	PM	Job Cost	Actuals	Budget	Grants/Other	Comments
Julia Creek Livestock Facility	DERS	0430-3235-0004	3,261	25,000		Committed order \$8,405.96. Hay feeders ordered
Julia Creek Livestock Facility - Amenities	DERS	0430-3235-0001	-	25,000		Committed order \$15,028.03. SN Gabbert to commence works in June.
Julia Creek Dip & Yards Facility	DERS	0430-3235-0002	2,119	400,000	200,000	\$2,181.60 committed order
Tourism AV Project	DCCS	0430-2291-0000	-	46,000	30,000	Committed order \$38,805
<b>TOTAL ECONOMIC DEVELOPMENT</b>			<b>3,261</b>	<b>496,000</b>	<b>230,000</b>	
<b>TOTAL</b>			<b>6,790,910</b>	<b>\$ 18,449,613</b>	<b>\$ 12,944,399</b>	



Ordinary Meeting of Council Tuesday 23<sup>rd</sup> June 2020

Summary By Departments						
Department	Revenue			Expenditure		
	Actuals	%	Budget	Actuals	%	Budget
Infrastructure & Works	26,563,821	64%	41,312,983	21,679,211	79%	27,457,133
Governance & Partnerships	34,095	0%	34,095	752,334	80%	940,958
Corporate Services	8,258,293	137%	6,041,901	1,973,292	82%	2,413,373
Economic Development	303,327	76%	396,747	829,508	81%	1,028,551
Community Services	2,205,914	89%	2,487,825	3,091,723	75%	4,128,752
Health Safety & Development	37,775	38%	100,048	619,108	77%	804,600
Environmental Management	297,944	90%	332,248	416,690	67%	626,600
	<b>37,701,169</b>	<b>74%</b>	<b>50,705,847</b>	<b>29,361,866</b>	<b>79%</b>	<b>37,399,967</b>

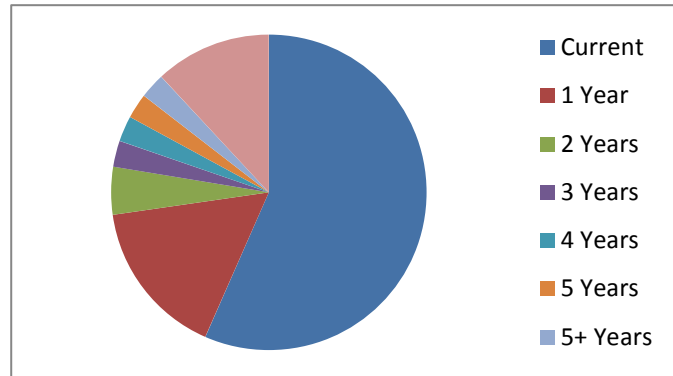
### Capital Works Program 2019-2020 Version 2.0

Infrastructure & Works	Actuals	Budget	Grants/Other
Roads	\$2,901,265.53	\$9,930,897.36	\$9,050,726.00
Wastewater	\$479,012.29	\$699,550.00	\$200,000.00
Water	\$188,203.38	\$1,686,000.00	\$1,050,000.00
Transport	\$19,854.76	\$159,984.00	\$119,984.00
Other	\$1,097,624.33	\$1,315,000.00	\$0.00
<b>Subtotal</b>	<b>\$4,685,960.29</b>	<b>\$13,791,431.36</b>	<b>\$10,420,710.00</b>
Environmental Management	Actuals	Budget	Grants/Other
Reserves	\$137,224.94	\$216,500.00	\$0.00
<b>Subtotal</b>	<b>\$137,224.94</b>	<b>\$216,500.00</b>	<b>\$0.00</b>
Community Services & Facilities	Actuals	Budget	Grants/Other
Community Buildings & Other Structures	\$1,501,977.61	\$2,955,889.10	\$1,729,582.57
Parks & Gardens	\$263,624.14	\$744,193.00	\$484,106.00
Council Housing	\$40,798.75	\$74,800.00	\$0.00
<b>Subtotal</b>	<b>\$1,806,400.50</b>	<b>\$3,774,882.10</b>	<b>\$2,213,688.57</b>
Corporate Services	Actuals	Budget	Grants/Other
Corporate Buildings & Other Structures	\$146,929.59	\$140,800.00	\$80,000.00
Other	\$11,133.09	\$30,000.00	\$0.00
Economic Development	\$3,261.47	\$496,000.00	\$230,000.00
<b>Subtotal</b>	<b>\$161,324.15</b>	<b>\$666,800.00</b>	<b>\$310,000.00</b>
<b>Total</b>	<b>\$6,790,909.88</b>	<b>\$18,449,613.46</b>	<b>\$12,944,398.57</b>



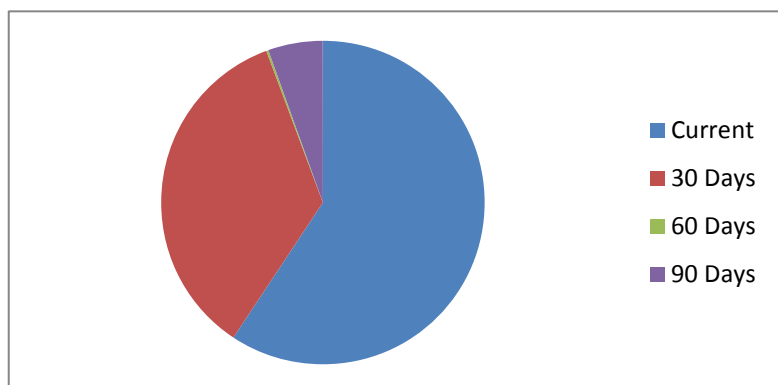
## Outstanding Rates

	May-20	Apr-20
<b>Current</b>	99,277	113,457
<b>1 Year</b>	31,494	32,308
<b>2 Years</b>	8,597	9,803
<b>3 Years</b>	5,381	5,381
<b>4 Years</b>	5,274	5,274
<b>5 Years</b>	5,129	5,129
<b>5+ Years</b>	5,005	5,205
<b>Interest</b>	25,172	23,916
<b>Total</b>	<b>185,329</b>	<b>200,473</b>



## Outstanding Debtors

<b>Total</b>	<b>592,549.20</b>
<b>Current</b>	351,554.73
<b>30 Days</b>	207,261.22
<b>60 Days</b>	1,221.00
<b>90 Days</b>	32,512.25



### Consultation:

- Director of Corporate and Community Services

### Legal Implications:

### Policy Implications:

### Financial and Resource Implications:

InfoXpert Document ID: 111835



**8.2 Subject:** Revenue Policy Review 2020/2021  
**Attachments:** Revenue Policy Version 1 (*InfoXpert ID: 111858*)  
**Author:** Corporate Services Team Leader  
**Date:** 8<sup>th</sup> June 2020

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**Executive Summary:**

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

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

**Recommendation:**

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

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**Background:**

A review of the current 2019/20 Revenue Policy version 1 was completed. Minor amendments have been made to reflect the financial year that the policy is to relate and to add detail to cover all requirements identified in section 193 of the *Local Government Regulation 2012*.

**Consultation:**

- Director of Corporate and Community Services
- Corporate Services Team Leader

**Legal Implications:**

*Local Government Act 2009* Section 104 (5) (c)(iii) provides that *The system of financial management established by a local government must include – the following financial policies of the local government – revenue policy.*

**Policy Implications:** This will revoke the 2019/20 Revenue Policy Version 1, subsequent to the 2020-2021 Revenue Policy Version 1 adoption.

**Financial and Resource Implications:** Nil

**InfoXpert Document ID:** 111859



# 2020 – 2021 REVENUE POLICY

## 1. POLICY PURPOSE

Under the *Local Government Act 2009*, the Council is required to review and adopt a Revenue Policy for each financial year. The Revenue Policy is a component of Councils financial management system and is intended to be a strategic document. This policy will be of interest to ratepayers, federal and state departments, community groups and other interested parties seeking to understand the revenue policies and practices of Council.

## 2. SCOPE

This policy sets out the principles that Council intend to apply for the financial year for:

- Levying rates and charges;
- Granting concessions for rates and charges;
- Recovering overdue rates and charges; and
- Cost-recovery methods

The policy also highlights if the Council intends to grant any concessions for rates and charges and the purpose of those concessions. Further, it stipulates the extent to which physical and social infrastructure costs for new development are to be funded by charges for the development.

## 3. POLICY CONTENT

### 3.1 Principles used for the Making of Rates and Charges

Council makes rates and charges to fund the provision of valuable services to our community. In adopting its annual budget, Council may make rates and charges at a level that will provide for both current and future community requirements.

**Representation** – Council will act in the interest of the whole community that it serves taking into account all matters relevant to the making of the rate or charge.

**Transparency** – Council will be transparent in its revenue raising activities and will endeavor to use systems and practices able to be understood by the community.

**Accountability** – Council will be accountable to the providers of funds to ensure those funds are applied efficiently and effectively to satisfy the objective for which the funds were raised.

**User Pays** – where applicable Council will apply the principle that customers pay for the services they use.

### **3.2 Principles used for the Levying of Rates and Charges**

In accordance with *Section 94 of the Local Government Act 2009* Council must levy general rates and charges on all rateable land within McKinlay Shire.

In Levying of Rates and Charges, Council will apply the principles of:

- Consistency by scheduling the issue of rate notices that include the date the notice was issued, the date by which time the rate must be paid and any discounts, rebates or concessions applied on a six monthly basis during the periods 01 July to 31 December, and 01 January to 30 June in the respective financial year.
- Timing the levy of rates to take into account the financial cycle of the local economic activity in order to assist smooth running of the local economy.
- Equity through flexible payment arrangements for ratepayers with lower capacity to pay.
- Making available the following methods of payment:
  - Cash or cheque payments at the Shire Administration office
  - Cheque or money orders via mail
  - BPAY
  - Direct Deposit
  - EFTPOS

### **3.3 Principles used for the Recovery of Overdue Rates and Charges**

In accordance with *Section 132 of the Local Government Regulation 2012*, Council will exercise its rate recovery authority in order to reduce the overall rate burden on ratepayers.

Council will also be guided by the principles of –

- Transparency by making clear the obligations of ratepayers and the processes used by Council in assisting them meet their financial obligations.
- Making the processes used to recover outstanding rates and charges clear, simple to administer and cost effective.
- Flexibility by responding where necessary to changes in the local economy.

### **3.4 Granting Concessions for Rates and Charges**

In accordance with *Section 119 of the Local Government Regulation 2012*, Council may grant a rate payer a concession for rates or charges.

In considering the application of concessions, Council will be guided by the principles of:

- The same treatment for ratepayers with similar circumstances.
- Transparency by making clear the requirements necessary to receive concessions.
- Flexibility to allow Council to respond to local economic issues.

In accordance with the above principles, Council may grant a concession for the owner categories and properties used for the listed purposes:

- Pensioner Concession – eligible pensioners as defined in Schedule 8 of the *Local Government Regulation 2012* may be granted a concession on general rates.
- Non-Profit Community Organisation Concession – the purpose of these concessions is to encourage and support not-for-profit and charitable organisations where the land use is considered to contribute to the health and well-being of the community and the social enrichment of residents.
- Special Concessions – maybe considered in accordance with Section 120 (1)(c) of the *Local Government Regulation 2012* in, amongst other things, the event of a declared natural disaster where the Council may consider rates or charges in accordance with Section 121 of the *Local Government Regulation 2012*.
- Other Concessions – Council will receive and consider applications from ratepayers where Council is satisfied that the application meets the eligibility criteria as stipulated in Section 120 of the *Local Government Regulation 2012*. Applications for concessions under this section will be considered and determined by Council on a case by case basis.

### **3.5 Cost Recovery Methods**

In accordance with the *Local Government Act 2009 Section 97*, Council may under a Local Law or by resolution fix a cost-recovery fee.

Council will apply, as a minimum and as far as practicable, the principle of full cost recovery (including overheads) in setting charges for services and facilities.

Council may give consideration to charging at less than the full cost of the service / facility when it considers it appropriate to do so in order to achieve social, economic, environmental or other corporate goals.

### **3.6 Funding of Physical and Social Infrastructure**

To minimise the impact of physical and social infrastructure charges on the efficiency of the local economy, Council will be guided by the principle of user pays in making of physical and social infrastructure charges for new development, to the extent permissible by law. Council may depart from applying this principle if it is determined by Council that it is in the community interest to do so.

## **4. DEFINITIONS**

N/A

## **5. RELEVANT LEGISLATION**

*Local Government Regulation 2012*

*Local Government Act 2009*

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Date of Approval: 23 June 2020  
Approved By: Council Resolution

Effective Date: 01/07/20209  
Version: 1.0  
Review Date: June 2021

## 6. RELATED POLICIES

Revenue Statement  
Investment Policy  
Debt Policy

## 7. RELATED DOCUMENTS

N/A

## 8. REVISION HISTORY

Version	Title	Date
1	Revenue Policy	April 2009
2.1	Revenue Policy	17 June 2010
2.2	Revenue Policy	1 August 2011
2.3	Revenue Policy	25 November 2011
2.4	Revenue Policy	Draft only
2.5	Revenue Policy	27 July 2012
2.6	Revenue Policy	24 July 2013
2.7	Revenue Policy	25 February 2014
2.8	Revenue Policy	16 June 2014
2.9	Revenue Policy	21 July 2015
1	Revenue Policy	22 June 2016
1	2017-18 Revenue Policy	16 June 2017
1	2018-19 Revenue Policy	26 June 2018
1	2019-20 Revenue Policy	18 June 2019
1	2020-21 Revenue Policy	23 June 2020

## 9. CONTACT OFFICER

Director Corporate and Community Services

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Date of Approval: 23 June 2020  
Approved By: Council Resolution

Effective Date: 01/07/20209  
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Review Date: June 2021





Ordinary Meeting of Council Tuesday 23<sup>rd</sup> June 2020

**8.3 Subject:** Review of Debtors Policy  
**Attachments:** Debtors Policy V2.0 (*InfoXpert ID: 111898*)  
**Author:** Director Corporate & Community Services  
**Date:** 15 June 2020

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**Executive Summary:**

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

**Recommendation:**

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

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**Background:**

A review of the current Debtors Policy which was last adopted by Council in 2012 has been completed. The changes made include update to reflect current legislation, i.e. the *Local Government Regulation 2012* as opposed to the *Local Government (Finance, Plans and Reporting) Regulations 2010*.

The policy also sees an increase to the amount the CEO has delegation to write off has been increased from \$100 to \$500.

**Consultation:**

Finance Staff

**Legal Implications:**

The policy and associated documents have been compiled to meet the requirements of the legislation.

**Policy Implications:**

The adoption of this policy will revoke all previous versions.

**Financial and Resource Implications:**

**InfoXpert Document ID:** 111899



# DEBTORS POLICY

## 1. Scope

This policy applies to McKinlay Shire Council ratepayers and other debtors with overdue rates and charges or other amounts owed to Council.

## 2. Purpose

The purpose of this policy is to ensure debts are limited by providing a framework for payment arrangements and procedural direction for prompt follow-up.

## 3. Related Documents

*Local Government Act 2009*

*Local Government Regulation 2012*

*Revenue Statement*

## 4. Definitions

CEO	Chief Executive Officer A person who holds a appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Council	McKinlay Shire Council
Rates and Charges	As defined in the <i>Local Government Act 2009</i> under section 91(2), Rates & charges are levies that a local government imposes- (a) on land; and (b) for a service, facility or activity that is supplied or undertaken by- (i) the local government; or (ii) someone on behalf of the local government (including a garbage collection contractor, for example).
Debt	The amount of money owed by the debtor as a result of a transaction with Council.
Credit	The purchase and provision of goods and services from Council by debtors on the basis of a promise to pay at a later date.
Common Agistment Debtor (CA)	The individual, organisation or other parties that have been extended a permit for agistment on the Julia Creek Common by Council.
General Debtor (GD)	The individual, organisation or other parties that transact with Council where goods and services are provided on Credit.
Rental Debtor (R)	The individual, organisation or other parties that have entered into a Rental Agreement with Council.
Trustee Lease Debtor (TL)	The individual, organisation or other parties that have entered into a Pasturage Reserve Lease with Council.
Ratepayer	As defined in the <i>Local Government Regulation 2012</i> , a person who is liable to pay rates or charges.

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Review Date: June 2023



## DEBTORS POLICY

### 5. General Debtors

For the purpose of this Policy, General Debtors captures all forms of Credit to customers for all goods and services other than Trustee Leases, Common Agistments, Rental Debtors and Rates & Charges.

A period of thirty (30) days after date of Council's invoice shall be allowed for the customer to repay the Debt in full.

- After the expiration of thirty (30) days a 'first reminder' notice shall be issued to General Debtors whose accounts show outstanding balances. The first reminder notice shall be a polite reminder with no threat of legal or other action. It should encourage General Debtors to contact Council staff if they have any queries or are experiencing difficulties in paying their account
- Following the expiry of sixty (60) days, where possible a phone call shall be made to the General Debtor, the purpose being to find out if there is an issue with the outstanding Debt, following this, a second reminder notice shall be issued to General Debtors whose accounts show outstanding balances. The second reminder notice shall be written in a firm manner, pressing for payment of outstanding Debts within a fourteen (14) day period and the General Debtor will be advised that they are placing their Credit reputation with Council at risk.
- Following the expiry of ninety (90) days, a third and final demand notice shall be issued, giving the General Debtor fourteen (14) days with which to complete payment or make suitable arrangements. This notice will also note Councils intentions to pursue with debt collection via external channels, i.e. debt collector or solicitor and that the General Debtor account will be placed on the Credit Risk List One.
- The CEO will be advised of all reminder letters being sent on the CEO's behalf.

At the expiry of fourteen (14) days from the date of the ninety (90) day letter, the General Debtor shall then be referred to either Council's solicitor or an appropriate debt collection agency for recovery action. Exceptions to this course of action are:

- Payment of Debt made in full
- An approved Debtor Arrangement has been entered into; or
- The outstanding debt is on hold pending an investigation or awaiting a decision from Council

Payment in full of the outstanding amount including all associated debt recovery costs will be required prior to the withdrawal of the recovery action.

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## DEBTORS POLICY

Prior to initiating legal and/or debt collection agency action against a General Debtor, authorisation by the Chief Executive Officer is obtained.

### 6. Trustee Lease Debtors

A Trustee Lease is a Pasturage Reserve Lease entered into by an individual, an organisation or other parties with Council.

On receipt of an endorsed Trustee Lease Agreement from the Environment and Regulatory Services Department, the Finance Department will issue invoices in accordance with the Trustee Leases Terms and Conditions.

Should the Trustee Lease Debtor default on payment of their debtor account, the outstanding Debt is to be referred to the Director Engineering, Environment & Regulatory Services for recovery action under the Trustee Lease Terms and Conditions.

#### ***Terms & Conditions***

- The Trustee Lease rent invoice shall be paid within thirty (30) days from the date of invoice.
- If Debt is not paid by the due date, statements of the outstanding accounts will be provided to the Environment and Regulatory Services Team Leader who will take action.
- Failure to pay the Debt by the due date shall result in a default of the Trustee Lease. This will result in the Trustee Lease Debtor being ineligible to obtain new or additional Common Agistments or Trustee Leases from Council for the purpose of grazing stock for a period of twelve (12) months from the date of default.
- As the default is capable of remedy, Council will issue the Trustee Lease Debtor with a Notice to Remedy the default. The Notice to Remedy will provide twenty-one (21) days for the Trustee Lease Debtor to remedy the default.
- Should the default be remedied within this period, the conditions of the Trustee Lease will continue to apply.
- Should the default not be remedied within this period then the Trustee Lease will be cancelled and the stock removed from the Leased area under the supervision of Council's Ranger.
- In addition to the cancellation of the Trustee Lease, the Trustee Lease Debtor will be ineligible to obtain new or additional Common Agistments or Trustee Leases from Council for the purpose of grazing stock for a period of twenty four (24) months from the date of default.

Should the Trustee Lease Debtor not comply with the payment terms and conditions contained by their Trustee Lease and should remedy not be forthcoming, the debt will then



## DEBTORS POLICY

be referred to either Council's solicitor or an appropriate debt collection agency for recovery action. Exceptions to this course of action are:

- Payment of Debt made in full
- An approved Debtor Arrangement has been entered into; or
- The outstanding debt is on hold pending an investigation or awaiting a decision from Council

Payment in full of the outstanding amount including all associated debt recovery costs will be required prior to the withdrawal of the recovery action.

Prior to initiating legal and/or debt collection agency action against a Trustee Lease Debtor, authorisation by the Chief Executive Officer has been obtained.

### **7. Common Agistment Debtors**

Common Agistment is a permit extended by Council to an individual, an organisation or other parties.

On receipt of an endorsed Common Agistment Permit from the Environment and Regulatory Services Department, the Finance Department will issue invoices in accordance with the Common Agistment Permit Terms and Conditions

Should the Common Agistment Debtor default on payment of their debtor account, the outstanding debt is to be referred to the Environment and Regulatory Services Department for recovery action under the Common Agistment Permit Terms and Conditions.

### ***Terms & Conditions***

- The Agistment Permit invoices shall be paid within thirty (30) days from the date of invoice
- Failure to pay the Agistment invoice by the due date shall result in a default of the permit. This will result in the Common Agistment Debtor being ineligible to obtain new or additional Common Agistment or Trustee Leases from Council for the purpose of grazing stock for a period of twelve (12) months from the date of default.
- As the default is capable of remedy, Council will issue the Common Agistment Debtor a Notice to Remedy the default. The notice will provide fourteen (14) days for the Common Agistment Debtor to remedy the default.
- Should the default be remedied within this period, the conditions of the permit will continue to apply.
- Should the default not be remedied within this period then the Agistment Permit will be cancelled and the stock removed from the Julia Creek Common under the supervision of Council's Ranger.

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## DEBTORS POLICY

- In addition to the cancellation of the Agistment Permit, the Common Agistment Debtor will be ineligible to obtain new or additional Common Agistment or Trustee Leases from Council for the purpose of grazing stock for a period of twenty four (24) months from the date of default

Should the debtor not comply with the payment terms and conditions contained by their Common Agistment Permit and should remedy not be forthcoming the debt will then be referred to either Council's solicitor or an appropriate debt collection agency for recovery action. Exceptions to this course of action are:

- Payment of Debt made in full
- An approved Debtor Arrangement has been entered into; or
- The outstanding debt is on hold pending an investigation or awaiting a decision from Council

Payment in full of the outstanding amount including all associated debt recovery costs will be required prior to the withdrawal of the recovery action.

Prior to initiating legal and/or debt collection agency action against a Common Agistment Debtor, authorisation by the Chief Executive Officer has been obtained.

### **8. Rental Debtor**

A Rental Debtor is an individual, an organisation or other parties that have entered into a Rental Agreement with Council to rent a Council owned house or property.

On receipt of an endorsed Rental Agreement from the Environment and Regulatory Services Department, the Finance Department will issue invoices in accordance with the Rental Agreement Terms and Conditions.

Should the Rental Debtor default on payment of their Rental Debtor account, the outstanding debt is to be referred to the Environment and Regulatory Services Department for recovery action under the Rental Agreement Terms and Conditions.

Should the Rental Debtor not comply with the payment terms and conditions contained by their Rental Agreement and should remedy not be forthcoming, the Debt will then be referred to either Council's solicitor or an appropriate debt collection agency for recovery action. Exceptions to this course of action are:

- Payment of Debt made in full
- An approved Debtor Arrangement has been entered into; or
- The outstanding debt is on hold pending an investigation or awaiting a decision from Council



## DEBTORS POLICY

Payment in full of the outstanding amount including all associated debt recovery costs will be required prior to the withdrawal of the recovery action.

Prior to initiating legal and/or debt collection agency action against a Rental Debtor, authorisation by the Chief Executive Officer has been obtained.

### 9. Credit Risk Lists

The Credit Risk List is a list of Debtors that have not complied with the terms and conditions on a Debt owed to Council.

The McKinlay Shire Council's Credit Risk List is categorised into two components:

**Credit Risk List One** – will list Debtors who have failed to pay their outstanding debt in excess (90) days from the date of invoice. These debtors will be referred to either Council's solicitor or an appropriate debt collection agency. Debtors on this list will be granted no credit. All goods and services must be paid for in advance as per section 3 "Grounds for Credit" contained by this policy.

Should the outstanding debt be paid in total, subsequent to placement on the Credit Risk List One, the Debtor may write to the Chief Executive Officer requesting to be removed from the Credit Risk List One, which may be granted at the discretion of the Chief Executive Officer.

Credit Risk List One does not include Debtors with outstanding debts pending an investigation or waiting a decision from Council, or Government Departments.

**Credit Risk List Two** – will list Debtors that have outstanding Debts that have been referred to either Council's solicitor or an appropriate debt collection agency, in which the debt has failed to be recovered beyond twelve (12) months. Debtors on this list will be ineligible for any future business with Council (excluding Rates and Charges) for a period of five (5) years from the date of default.

Should the outstanding debt be paid in total, subsequent to placement on the Credit Risk List Two, the Debtor may write to Council to seek approval to be removed from the Credit Risk List Two.

### 10. Debtors Arrangements

A debtor may choose to pay their outstanding debt by instalments. Overdue debts become not overdue when an Instalment Plan is endorsed.

#### To submit an Instalment Plan:

- The debtor is to complete the Instalment Plan Form and submit to Council.



## DEBTORS POLICY

- When an Instalment Plan is received the Debtors Officer will determine if the Instalment Plan complies with the terms and conditions contained by this policy and submit for approval.

### Terms to be eligible for an Instalment Plan

- Equal Weekly, Fortnightly or Monthly payments.
- All accounts are to be paid in full by the end of the current financial year (including any invoices that will be issued in the Instalment Plan period).
- Instalment Plan approved at the discretion of the Chief Executive Officer.

### Default of an Approved Instalment Plan

- If an Instalment Plan payment is not received in the timeframe specified, a reminder letter will be issued allowing seven days for payment to be made.
- If an Instalment Plan payment is received and is not the correct amount as specified in the Instalment Plan, a reminder letter will be issued for the remaining amount, allowing seven days for the payment to be made.
- When an Instalment Plan payment remains unpaid in excess of 30 days from the date of the reminder letter, the Instalment Plan will be deemed void and legal and/or debt recovery action may be taken for recovery of all outstanding Debts without further notice.

Council will not pursue debt recovery action against a Debtor who has an agreed Instalment Plan that meets the terms of the arrangement.

Council reserves the right to renegotiate or cancel an Instalment Plan, should circumstances change where it is likely that the Debt will not be paid within a reasonable time frame. In these circumstances, Council will not initiate further recovery action without reference to the debtor concerned.

Prior to initiating legal and/or debt collection agency action against a debtor, authorisation by the Chief Executive Officer has been obtained.

### 11. Credit Notes

A Credit Note is a reversal on an invoice, and is used to rectify errors in an already issued sales tax invoice.

A Credit Note can only be processed should one of the following errors occur:

- A Tax Invoice issued in error
- Incorrect GST component
- Tax invoice total amount is incorrect
- The debt has been allocated to an incorrect general ledger
- An incorrect Debtor has been invoiced

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## DEBTORS POLICY

- The tax invoice description or date is incorrect.

The Credit Note can be processed at the discretion and authorisation of two authorised staff members. The authorised staff members are the Chief Executive Officer, the Director of Corporate and Community Services and the Corporate Services Team Leader.

### 12. Write Off

A write off is a debt that is declared non collectable.

Debt shall be written off only when all reasonable attempts at recovery (as contained in this Policy) have been taken.

Recommendation of write off shall be made by the Debtors Officer after discussions with the area responsible for the raising of the debt.

Debtors that have a debt of \$500.00 or less may be written off at the discretion of the Chief Executive Officer.

For all other debts or questionable debts greater than \$500.00 approval from Council is required.

### 13. Rates and Charges

Council requires payment of rates within 30 days of invoice. Other than those ratepayers with an approved Instalment Plan, outstanding Rates and Charges Debts shall be subject to legal and/or debt collection agency in accordance with the following.

#### 13.1 Payment Terms

Where Rates and Charges are not paid by the due date for payment stated in the rates notice and no Instalment Plan has been agreed, the following shall apply:

- A reminder notice will be issued together with a notation requesting ratepayers to finalise their account in full or alternatively to make acceptable payment arrangements to finalise their overdue rates within fourteen (14) days from the date of the reminder notice.
- Should the ratepayer fail to pay the outstanding balance or contact Council to negotiate an Instalment Plan within fourteen (14) days from the date of the reminder notice, a final letter of demand shall be issued. This letter shall give the ratepayer a further fourteen (14) days from the date of the letter to pay the outstanding balance in full or negotiate an Instalment Plan.
- Should the ratepayer fail to contact Council or enter into an Instalment Plan by the expiry of the fourteen (14) day period, the outstanding rates will be referred to either Council's solicitor or an appropriate debt collection agency for recovery action.



## DEBTORS POLICY

Prior to initiating legal and/or debt collection agency action against a debtor, authorisation by the Chief Executive Officer shall be obtained.

### 13.2 Paying of Rates and Charges by Instalments

A ratepayer may choose to pay their rates or charges via an Instalment Plan.

Interest will cease to be charged on rates that are being paid by instalments; once an instalment arrangement has been made on "overdue rates" provided that the ratepayer does not default on the instalment arrangement, the rates then become "not overdue".

The amount of interest applied will be in accordance with Council's Revenue Statement.

#### To submit an Instalment Plan:

- The ratepayer is to complete the Instalment Plan Form and submit to Council.
- When the Instalment Plan is received the Rates Officer will determine whether the Instalment Plan complies with the terms and conditions contained in this Policy and submit for approval.

#### Terms to be eligible for an Instalment Plan

- Equal Weekly, Fortnightly or Monthly payments.
- All rates or charges are to be paid in full by the end of the current financial year (including any levies that will be issued in the Instalment Plan period).
- Instalment Plan is approved at the discretion of the Chief Executive Officer.

#### Default of an Approved Instalment Plan

- If an Instalment Plan payment is not received in the timeframe specified in the Instalment Plan, a reminder letter will be issued allowing seven days for payment to be made.
- If an Instalment Plan payment is received and is not the correct amount as specified in the Instalment Plan, a reminder letter will be issued for the remaining amount, allowing seven days for the payment to be made.
- If the Instalment Plan payment remains unpaid in excess of seven days from the date of the reminder letter, interest will be charged on all outstanding rates.
- When an Instalment Plan payment remains unpaid in excess of 30 days from the date of the reminder letter, the Instalment Plan will be deemed void and legal and/or debt recovery action may be taken for recovery of all outstanding Rates and Charges without further notice.

Prior to initiating legal and/ or debt recovery action against a debtor, authorisation by the Chief Executive Officer shall be obtained.



## DEBTORS POLICY

### 13.3 Short Payment of Rates

Any payment to Council where rates are not paid in full, other than an Instalment Plan, will be sent a short payment of rates letter. This letter is a courtesy to let the ratepayer know that their rates are not paid in full.

### 13.4 Credit Levy

A Credit Levy is a reversal of a Rates Levy Notice, and is used to rectify errors in an already issued Rates Levy Notice.

A Credit Levy can only be processed on a Rate Card should one of the following errors occur:

- A Rates Levy issued in error
- A service charged on a Rates Levy has changed; an authorised Council Officer is to then inspect the property in order to assess the property services
- Rates and Charges do not comply with the Revenue Statement
- In instances where a pensioner concession has not been correctly accounted for
- Valuation adjustment notification received from the Department of Natural Resources, Mines and Energy (DNRM)
- At the discretion of Council.

The Credit Levy that meets the requirements of this Policy can be processed upon authorisation of two authorised staff members. The authorised staff members are the Chief Executive Officer, the Director of Corporate and Community Services and the Corporate Services Team Leader.

### 13.5 Rates Write Offs

A Rates Write Off can be processed on a Rate Card should one of the following circumstances occur:

- The interest that accrues between an agreed final payment and the due date, provided that payment is received in full prior to due date. An agreed final payment and due date is determined by the Corporate Services Team Leader and approved by the Director of Corporate & Community Services and is generally fourteen (14) days
- Small Debts not exceeding \$5.00 (to be approved by the Corporate Services Team Leader)
- At the discretion of Council.

### 13.6 Sale of Land for Rate Arrears

Should outstanding rates fail to be paid in full for three years or more, Council is to commence proceedings to sell the property in order to recoup the debt in accordance with Division 3 of the *Local Government Regulation 2012*. Council must follow the procedures set out in the *Local Government Act 2009* and the *Local Government Regulation 2012*.



## **9.0 CHIEF EXECUTIVE OFFICER**

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## **CONFIDENTIAL**

**9.1 Subject:** CEO's Status Report  
**Attachments:** Nil  
**Author:** Chief Executive Officer  
**Date:** 5 June 2020

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### **Confidentiality:**

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

### **Executive Summary:**

Council is presented with a Status Report from the Chief Executive Officer, which provides an overview of ongoing items of Council business.

### **Recommendation:**

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

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### **Budget**

Budget and grant workshops have been held on 2/6/20 and 10/6/20 where Works 4 Queensland (\$1,030,000) and LRCIP projects (\$700,000) have been allocated to a total of \$1.7m.

Council has firmed up its operational budget at the 2/6/20 meeting.

Next steps

Council is currently now at the point it needs to consider finalizing capital works from its own budget and confirming the rates model that will be adopted for 20.21 and complete the workshop schedules up to adoption.

Finance staff are drafting updates to all relevant policy and need to finalise the report and resolutions for the budget meeting in July 20.

The opportunity to use stimulus monies from Works 4 Queensland and LRCIP combined with a conservative budget has put council in a much better position going forward for 20.21.

Continued vigilance in offsetting existing expenditure with recovery funding will continue to provide opportunities for council's operational delivery to be in line with other years and still allow innovation.

Peter Gogsch Accountants is completing the LTFP.

### **Annual Report**

Council's Annual report process will begin 1 July 2020 and Council staff are putting this together in parallel with the finalization of financial statements for 2020. Next step completion of annual report and audited statements for submission to the DLGRMA.

### **Grants**

#### **Works 4 Queensland Covid -19**

Council has submitted its Works 4 Queensland project bids and is awaiting approval notification.

#### **LRCIP**



Ordinary Meeting of Council Tuesday 23rd June 2020

Council has not been advised at this point of the LRCIP project submission process to the Commonwealth which will commence 1 July 2020.

#### **RMPC Recoverable Works**

Councils RMPC project has been signed for another year for \$1.4m.

No RPC projects have been allocated at this point. Next step schedule delivery planning.

Council has been notified that \$1.4m has been allocated by TMR to the Wills Development Road. No process of application has been advised to date.

#### **Financial Management**

##### **Audit 2020**

Underway with Pitcher Partners.

Next step

Finalization of audit, accounts for annual report.

**QRA Plant rates**– a range of Councils are working together to review their QRA benchmarking outcomes. A number of North West Councils have been able to revise its plant rate recoverables with the QRA which will improve the program outcomes commencing 2020. O'Regan partners have offered to come to present to Council about the findings of their recent research and discuss how the McKinlay Shire could benefit from the same review of plant rates. McKinlay Shire has not reviewed these rates effectively for some years.

**QTC Financial Review Pilot** – I have nominated the McKinlay Shire to be included as part of this pilot. This will allow our finance team to work directly with experienced managers at QTC on strategic finance matters in conjunction with other western shires. This will build our internal capacity for strategic financial management.

#### **District Disaster Management - Covid 19 – Tier 4 and Tier 5 Planning**

The LDMG meetings are now back to Lean Forward as restrictions are eased. The LDMG continues to circulate relevant information to all stakeholders. Local issues are encouraged to be brought to the LDMG to pass onto the District level.

Next step

Continued monitoring of pandemic environment and recovery process will continue. The District will be the Recovery co-ordinator once we have officially moved into Recovery. A State Recovery Plan is already in place with stimulus and support available across all sectors.

#### **Property Matters**

##### **Sale of Land Subdivision Stage 1**

All legal paperwork has been executed in relation to the sale of the blocks of land (Stage 1) including invoicing for lease fees where relevant.

At the 2019 RFT for the blocks, indications were made that Council would complete the major road/drainage reserves. As at the 30 June there are a number of dwellings on sites and council has been approached by landowners about the timeline for the road. The Director of Engineering is doing some preliminary work as a response to these requests.



Next step

Council has a signed MOU with MultiCom since 2012 about the potential use one of the stage 3. No allocation for the subdivision has been made since that time other than to sell off the blocks and this is now a strategic issue based on the registration of the subdivision and the completion of sales in Stage 1. Council needs to decide how to progress any further road works.

#### **Dirt and Dust Committee**

The dirt and dust committee have met to discuss the detail of the licence arrangements with a view to completing clear terms with Council. It is their intent to ensure that they have good access and storage of their valuable inventory before agreeing to the surrender of the lease and the sale of the other parcel of land.

Next Step is to get the licence executed and current lease arrangements extinguished.

#### **Bore Access**

The Railway bore issue has a significant amount of advice at this point. Both sides have differing advice and DNR and the landholder have been contacted and tentative meeting dates set for Council and stakeholders towards the end of June. The purpose of the meetings is to ask questions in relation to the asset ownership so that issues can be better understood.

Council has a Water licence on the asset until 2111 and investigations are underway by staff about the detailed cost of building a pipeline and stand pipe to connect the bore to the town reticulation supply and to a parcel of controllable land. An additional extra licence has been granted on the asset at the Longreach office. Money has been allocated through the Works 4 Queensland process.

#### **Aerodrome**

The engineering survey and expert report has been received by Councils solicitors and they will meet with Council by the end of June for detailed discussion.

Next step – review of litigation strength, meeting with council and continuation of litigation process. Budgets allocated over both years, review progress expenditure in September 2020.

Next step

The CEO has also met with State Government to discuss agreement to a potential variation of the grant terms – the last milestone payment is due February 2021.. They are agreeable to a variation however Council needs to finalise the revised timeline with its solicitors to give to the State so that we can sign off on a variation expected to be sometime in 2021. This milestone payment would be at the completion of the reconstruction of the project so late 2021.

#### **Lot 8 CP JC55710**

Notice has been served including notice of intention to acquire during May 2020. This will take 6 months.

Next step

Acquisition of asset.

#### **Koa Native Title**

Matter still progressing, information sent in relation to extinguishment of Native Title to solicitor. This relates to the Kynuna area. The next step is legal advice as to the success of any of this extinguishment. This matter will take some time.



### **Trustee Leases Tender**

Council will consider this tender as part of the June agenda. The next step will be setting up invoicing and lease execution with the new approved applicants in July 2020.

### **USL land**

Council has had to incorporate Part Lot 23 A176 into the Sanitary reserve Lot 7 AL33 as part of the STP issues in 2018.

The State has offered the parcel excision at a price of \$15,000 to \$20,000. We have filled in paperwork and sent in with a letter to consider low or no cost to council.

Next Step

The State have advised that we would be required to make a submission to treasury. This is a 4 step process.

1. We apply to the Department to include the USL into the adjoining sanitary reserve (no cost)
2. The department will make an offer to council if approved (completed)
3. Upon agreeance of the offer, council has the opportunity to provide the Department with a submission including reasons for paying less than market value for the land.
4. The department will prepare and submit a brief up to Treasury if we support the proposal.

Next Step

Submission to Treasury. We now need to activate Step 4 with a submission.

### **Fencing – Nettlefield Street, Julia Creek**

Fencing will be completed by the end of July for the newly constructed executive residences.

Planning

Council has a request for Expressions of interest in providing planning advice to Council for a two year term.

Next step

Finalise applicant and letter of offer. This is a small contract <\$50k per annum.

### **Procurement**

#### **Water Tower, Julia Creek Bore, Hickman Street Tenders**

Contracts are in the process of being executed for the Julia Creek new bore project.

Next step – Water Tower

Council has applied for the separable portion (\$168k) of the Water Tower to be funded as part of the W4Q grant round as it is eligible. Once we have these approvals from DLGRMA (expected late June) we can sign the contract and finalise project delivery schedule.

The Hickman St Pump Station tender is now on advertisement. Next step is assessment and award then execution of contract and delivery of project. This needs to be before end of September 2020.

### **Partnership Projects**

#### **Combo Over shots project with the Julia Creek work camps**

The Julia Creek work camp will return to the area after the 10 July. This project will be discussed at that point and contact has been made with the Superintendent.

Next step – re-activate the project and connect with Cloncurry workcamp and Shire.





Ordinary Meeting of Council Tuesday 23rd June 2020

### **Economic development**

Multicom has briefed Council on their current project on the 2 June 2020 which is still on track for latter half of 2022. Agency requests for council feedback have been sent in relation to social and environmental impact. This has been sent by 19/6/20. Next step. State assessment of the next stage. Council discussions re permanent camp and Stage 2 housing. Council to considered road planning of the later stages of the subdivision as part of LTFP.

### **DPI/DAF Livestock Facility**

Detailed designs have been completed and a meeting has been set up with all stakeholders. The collaborative agreement has been executed and returned to DAF. Next step. Staff have met with Daf and Aurizon to understand their position. Council still has a resolution for purchase at \$150,000 however no budget item allocated in the 20.21 budget. Staff to provide an update to the next available Council meeting.

### **External Meetings**

#### **NWQROC**

The group has met on the 5.6.20 by virtual meeting. Minutes will be forwarded when available. Items included the QRA Flood Monitoring project which has been funded, a presentation from RDA about the need to promote cross regional projects with the Commonwealth. The presentation was circulated to Councillors. The next meeting will be held in Mt Isa on the 9<sup>th</sup> and 10<sup>th</sup> July 2020 in person.

#### **Western Alliance Mayors meeting - Longreach 27-28<sup>th</sup> July tbc**

A tentative date has been set for the 21 Shires of the Western Alliance to meet in Longreach at the end of July. This meeting is to raise issues and projects directly with Ministers and Government.

### **Australian Drinking Water Guidelines**

Additional information in relation to the MSC ADWQ plan was supplied to the regulator on 4 June 2020 ahead of schedule.

Next step is for resubmission of our updated amended ADWQ Plan to the regulator.

### **Senior Recruitment**

Council is currently recruiting for a permanent director of Engineering, Environment and Regulatory Services. The new CEO will commence on 1 July 2020 with Interim CEO finishing on Thursday 25 June 2020.

#### **Comments:**

N/a

#### **Policy/Legislative:**

LG Act 2009 & Lg Regulation 2012

#### **Operational Financial and Resource Implications:**

N/a

#### **Consultation and engagement:**

N/a.

**InfoXpert Document ID: 111911**



Ordinary Meeting of Council Tuesday 23<sup>rd</sup> June 2020

**9.2 Subject:** Request to waiver rates Dirt n Dust Committee

**Attachments:** Dirt & Dust Request to Write off Sponsorship & Donation Contribution for 2020 Event  
(InfoXpert ID: 111841)

**Author:** Chief Executive Officer

**Date:** 5 June 2020

---

**Executive Summary:**

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

**Recommendation:**

*That Council*

- a) Not waive the rates allocation of \$4128.30*
- b) Write to the Committee to inform them about instalment plan arrangements that could be made as per Councils Debtor Policy 2014.*

---

The Julia Creek Dirt n Dust Festival was cancelled in 2020.

The committee has written to Council to request that we consider the writing off of its 2020 contribution as a significant amount of expenditure was already incurred prior to the cancellation of the festival. Council supported this request.

In addition, in the same letter they asked for other funding to be provided, however it was grant related and Council denied that request (\$6000 Traic funding).

A third request was also made for council to waiver the rate allocation of \$4128.30 on financial hardship grounds was made that did not go to Council at the time. This report considers that request.

Correspondence from the Julia Creek Dirt n Dust Committee is attached.

**Comments:**

Nil

**Consultation:**

Nil

**Legislative:**

LG Regulations 2012

**Policy Implications:**

Rates Instalment Plan for financial hardship, Debtors Policy 2014

**Financial and Resource Implications:**

\$4128.30

**InfoXpert Document ID:** 111834

McKinlay Shire Council  
29 Burke Street  
Julia Creek QLD 4823

10th May 2020

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

Dear CEO and Councilors

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

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

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

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

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

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

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

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

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

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

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





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

**Please find attached for your information and records:**

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

**2021 Festival Plans so far**

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





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

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

Kind regards



Stephen Malone  
Julia Creek Dirt n Dust President.





Ordinary Meeting of Council Tuesday 23rd June 2020

**9.3 Subject:** NWQROC Regional Get Ready Queensland Plan for 20.21  
**Attachments:** Nil  
**Author:** Chief Executive Officer  
**Date:** 5 June 2020

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**Executive Summary:**

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

**Recommendation:**

*That Council*

- a) *Not endorse the \$6780.00 Get Ready 2020.21 funding allocation to be combined at the NWQROC level to contribute to a plan of regional activities for 2020.21*

---

Get Ready Queensland 2020.21 – Regional plan of Activities

NWQROC undertook a highly successful Get Ready Queensland (GRQ) initiative in 2019-20 by combining the allocations of member councils to develop the first regionally based Plan of Activities. The following link to the Get Ready North West website highlights some of the activities undertaken:

- <https://www.nwqroc.com.au/get-ready-nwq/>

Applications have been called by the QRA for the GRQ 2020-21 program and the guidelines have been amended as a result of the lead shown by NWQROC demonstrating the advantages of scope and scale in undertaking a regional based plan of activities. Our contribution to the GRQ in 2019-20 was highly commended by the QRA. Below are links to the 2020-21 Guidelines and Fact Sheet:

- [Get Ready Queensland 2020-21 - Grant Guidelines](#)

The objectives of the 2020–21 GRQ program are to:

- engage all Queenslanders to understand their disaster risk and undertake necessary disaster preparedness activities
- unite all of the State’s preparedness and resilience activities under an overarching brand
- help position Queensland as the most disaster resilient state in Australia.

- [Get Ready Queensland 2020-21 - Fact Sheet](#)

If all NWQROC councils were to pool their individual allocations the total funds would be in the order of \$60K. Based on the success of the last year’s regionally based initiative involving six of the eight member councils it is proposed consideration again be given to a NWQROC – Plan of Activities for 2020-21. If a regional based plan is being considered **QRA needs to be advised by 12 June 2020**.

Applications close on 26 June 2020 and Get Ready Queensland Week is planned for 11-17 October 2020.

**For consideration**

The NWQROC meeting discussed the potential of a further regionally based Plan of Activities noting the success of the 2019-20 Get Ready North West initiative. QRA highly commended the region-wide approach taken by NWQROC in 2019-20 and have amended the GRQ Guidelines to make this approach easier in 2020-21 and have promoted the idea across the State. The members attending the meeting – Carpentaria, Richmond, Cloncurry, Doomadgee, Flinders and McKinlay, indicated support for the initiative in principle subject to the development of a Plan of Activities for the region and subsequent consideration and approval .



Ordinary Meeting of Council Tuesday 23rd June 2020

Allocations to NWQROC member councils for 2020-21 are the same as for 2019-20, namely -

Mount Isa City Council	*\$14,520
Cloncurry Shire Council	\$9,700
Carpentaria Shire Council	\$7,760
Flinders Shire Council	\$7,760
Doomadgee Aboriginal Shire Council	\$6,780
McKinlay Shire Council	\$6,780
Richmond Shire Council	\$6,780
Burke Shire Council	\$4,880
<b>Total</b>	<b>\$64,960</b>

Note: \* estimate

Mount Isa City Council and Burke Shire Council did not participate in the regional initiative in 2019-20 leaving a pool of \$45,560 for the work detailed in the website link above, and in the attached report to QRA, which cost a total of \$40,000 including GST.

**McKinlay Shire Suggestions**

Council officers have advised that they would like to progress a disaster dashboard which they think will be more effective than a generic intra regional approach. This type of activity is not being planned at that level.

**Comments:**

This allocation is funded however officers have advised that a disaster dashboard would be more effective.

**Consultation:**

NWQROC members Carpentaria, Richmond, Cloncurry, Doomadgee, Flinders and McKinlay indicated support for the project, QRA.

**Legislative:**

Disaster Management Act

**Policy Implications:**

N/a

**Financial and Resource Implications:**

\$6780.30 Council allocation combined to develop plan of regional activities

**InfoXpert Document ID:** 111996



Ordinary Meeting of Council Tuesday 23<sup>rd</sup> June 2020

**9.4 Subject:** Northern Alliance of Councils (NAOC) Annual General Meeting 2020

**Attachments:** Invitation 2020 AGM & GM (*InfoXpert ID: 111857*)

**Author:** Chief Executive Officer

**Date:** 5 June 2020

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**Executive Summary:**

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

**Recommendation:**

*That Council*

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

---

Council has been invited to attend the 2020 Annual General Meeting. Unfortunately, the 2020 conference is cancelled due to COVID-19 and social gathering restrictions. The Annual General Meeting of the Northern Alliance of Councils Inc will commence at 2:00pm on Wednesday, 12 August 2020 via ZOOM. *Councils who wish to submit Motions must do so by the deadline of 17 July to NAOC.* Please note: Individual Councils are still required to lodge their motions directly to LGAQ. The Northern Alliance of Councils can only support motions.

Councils have been requested to advise if they wish to provide an “expression of interest” form if they are:-

- (b) Interested in hosting a Northern Alliance of Council conference in 2021; and/or
- (c) Interested in taking over as Secretariat of the Northern Alliance of Councils for four years.

Interested Councils are required to provide a brief presentation in support of their expression of interest, at the Annual General Meeting. An overview of your presentation is required by the Secretariat no later than 17 July 2020, for inclusion in the meeting agenda. This overview should reference conference facilities, available accommodation, transport logistics and a conference theme. It is requested that interested Councils, having discussed this at Council level, also provide us with a resolution of Council endorsing their expression of interest.

**Comments:**

Attachment 1 - Notice of NAOC 2020 General Meeting; Attachment 2 - Notice of NAOC 2020 Annual General Meeting

**Consultation:**

Nil

**Legislative:**

External Committee of Council

**Policy Implications:**

N/a

**Financial and Resource Implications:**

Nil, zoom meeting unless going to AGM to present hosting opportunity.

**InfoXpert Document ID:** 111856



(formerly North Queensland Local Government Association)

8 June 2020

Dear Member Council

On behalf of the Northern Alliance of Councils (NAOC), I write to invite you to attend the 2020 Annual General Meeting. Unfortunately, the 2020 conference is cancelled due to COVID-19 and social gathering restrictions.

The Annual General Meeting of the Northern Alliance of Councils Inc will commence at 2:00pm on Wednesday, 12 August 2020 via ZOOM.

I am enclosing an "expression of interest" form for completion and return to the Secretariat by Friday, 17 July 2020. The form is self-explanatory and will give us an indication of whether member Councils are:

- (a) submitting motions for the conference program;
- (b) interested in hosting a Northern Alliance of Council conference in 2021; and/or
- (c) interested in taking over as Secretariat of the Northern Alliance of Councils for four years.

A motions template is also attached for completion and return to the Secretariat by close of business on Friday, 17 July 2020. This will enable the Secretariat to circulate the conference motions to member Councils in advance of the 2020 Annual General Meeting; allowing members to discuss the motions and consider their position as a member Council on matters of concern to them, well in advance of the Annual General Meeting. For this reason, I wish to advise that *motions submitted after 17 July will not be accepted*. Please note: Individual Councils are still required to lodge their motions directly to LGAQ. The Northern Alliance of Councils can only support motions.

If you require information regarding hosting a NAOC Conference, Amy Russell (Ph 4761 5352 or email [naoc@charterstowers.qld.gov.au](mailto:naoc@charterstowers.qld.gov.au)); will provide you with the Host Council Resource Kit. You are required to provide a brief presentation in support of your expression of interest, at the Annual General Meeting. An overview of your presentation is required by the Secretariat no later than 17 July 2020, for inclusion in the meeting agenda. This overview should reference conference facilities, available accommodation, transport logistics and a conference theme. It is requested that interested Councils, having discussed this at Council level, also provide us with a resolution of Council endorsing their expression of interest.

I have also attached the following meeting notices:

Attachment 1 - Notice of NAOC 2020 General Meeting

Attachment 2 - Notice of NAOC 2020 Annual General Meeting

I look forward to meeting with you all via Zoom in August to plan our future direction as an advocacy body for issues of importance to northern Councils.

Yours faithfully



Mayor Frank Beveridge  
President  
**Northern Alliance of Councils Inc**

**EXPRESSION OF INTEREST**  
**SUBMISSION OF 2020 CONFERENCE MOTIONS**  
**AND / OR**  
**HOSTING A FUTURE NAOC CONFERENCE**  
**AND/OR**  
**SECRETARIAT OF NAOC**

Our Council will be submitting motion/s for consideration at the 2020 Conference Annual General Meeting	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Our Council is interested in taking over as Secretariat of the Northern Alliance of Councils for a four-year period	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Our Council is interested in hosting a future conference of the Northern Alliance of Councils Inc	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date and number of Council Resolution endorsing this expression of interest in hosting a future Conference		

Please return to: Northern Alliance of Councils Inc Secretariat  
 Email : [naoc@charterstowers.qld.gov.au](mailto:naoc@charterstowers.qld.gov.au)  
**By 4.00pm Friday 17 July 2020**

## 2020 CONFERENCE MOTION TEMPLATE

<b>Submitting council</b>		
<b>Date of council resolution approving motion be submitted</b>		<b>LGAQ Policy Executive district</b>
<b>Title of motion</b>		
<b>Motion</b>		
<b>Background</b>		
<b>What is the desired outcome sought? What are the impacts (positive or negative) on local government?</b>		
<b>NAOC comment (if applicable)</b>		

Please return to : Northern Alliance of Councils Inc Secretariat  
 Email : [naoc@charterstowers.qld.gov.au](mailto:naoc@charterstowers.qld.gov.au)  
**By 4.00pm Friday 17 July 2020**

**PLEASE NOTE: MOTIONS RECEIVED AFTER 17 JULY WILL NOT BE ACCEPTED**

*Thank you for your assistance*

## **ATTACHMENT 1**

### **NOTICE OF GENERAL MEETING**

NOTICE is hereby given that the Northern Alliance of Councils Inc will hold its 2020 Annual General Meeting at 2:00pm on Wednesday, 12 August 2020 via ZOOM.

Business at the General Meeting shall be as follows:-

1. Apologies.
2. Confirmation of Minutes of previous General Meeting held in Bowen on 14 August 2019
3. Business arising out of Minutes.
4. Correspondence referred to the meeting by the Executive.
5. Report by LAWMAC
6. Business arising out of "Replies to Resolutions".
7. Consideration of motions submitted by member Councils.
8. Consideration of expressions of interest to host future conferences.
9. General Business.

**Amy Russell**  
Secretary/Treasurer

## **ATTACHMENT 2**

### **NOTICE OF ANNUAL GENERAL MEETING**

NOTICE is hereby given that the Northern Alliance of Councils Inc will hold its 2020 Annual General Meeting at 2:00pm on Wednesday, 12 August 2020 via ZOOM.

Business at the Annual General Meeting shall be as follows:-

1. Attendance and apologies
2. Confirmation of Minutes of previous General Meeting held in Bowen on 14 August 2019
3. Business arising out of Minutes
4. Correspondence Inwards/Outwards as referred by the Executive
5. President's Report
6. Secretary/Treasurer's Report
7. Receipt and adoption of 2019 audit report and financial statements for NAOC
8. Annual subscriptions
9. Secretarial allowance
10. General Business.
11. Nomination of Secretariat Council for 2020 – 2024

**Amy Russell**  
Secretary/Treasurer



Ordinary Meeting of Council Tuesday 23<sup>rd</sup> June 2020

**9.5 Subject:** Acceptable Requests Guidelines Policy  
**Attachments:** Acceptable Requests Guidelines Policy Version (*InfoXpert ID: 111901*)  
**Author:** Director of Corporate and Community Services  
**Date:** 15 June 2020

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**Executive Summary:**

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

**Recommendation:**

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

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**Background:**

The Acceptable Request Guidelines Policy was last reviewed in 2014. From this time, the policy continues to be revised and updated in order to keep it functional and in line with relevant operational and legislative changes.

**Consultation:**

CEO, Executive Staff.

**Legal Implications:**

Maintain compliance with s170A (6) of the Act.

**Policy Implications:**

On adoption of this policy it will revoke all previous versions.

**Financial and Resource Implications:**

Nil

**InfoXpert Document ID:** 111900



# ACCEPTABLE REQUEST GUIDELINES POLICY

## 1. SCOPE

These Guidelines apply to the Mayor and all Councillors and employees of McKinlay Shire Council and relate specifically to requests by Councillors for assistance or information in accordance with the *Local Government Act 2009*.

## 2. POLICY PURPOSE

The Mayor and Councillors of McKinlay Shire Council will all from time to time require assistance or information from the employees of the Council to enable them to effectively carry out their duties and represent the interests of the community.

Section 170A(7) of the *Local Government Act 2009* (the Act) provides that Council is required to adopt acceptable requests guidelines about –

- (a) the way in which a councillor may ask a local government employee for advice to help the councillor carry out his or her responsibilities under this Act; and*
- (b) reasonable limits on requests that a councillor may make.*

Accordingly, these Guidelines outline the standards for the provision of assistance or information to Councillors and are to be followed by the Mayor, all Councillors and all employees.

The underpinning principles and Councillors' responsibilities under the Act are set out in Sections 4 and 12 respectively. The provisions of these Sections require Councillors to act in the interests of the residents of the local government area, to ensure effective service delivery and to be accountable to the community for the performance of the local government.

Section 13 of the Act sets out the responsibilities of local government employees including efficient and effective management of public resources, excellence in service delivery and provision of sound and impartial advice.

Through these provisions, the Act recognises that Councillors need to have access to current and relevant information about the local government to enable them to carry out their responsibilities.

Employees recognise this need and understand that the provision of prompt, accurate information to Councillors will enhance Council's reputation in the community as an efficient, customer focused organisation.

Therefore the purpose of these Guidelines is to support good corporate governance in accordance with the local government principles by providing clear guidance for Councillors and employees to assist them in complying with the Act and serving the needs of our community.

### 3. Definitions

**CEO** – The Chief Executive Officer of McKinlay Shire Council and includes any officer acting in that position from time to time.

**Councillor or Councillors** – Person or persons elected or appointed to the local government under the *Local Government Act 2009* or the *Local Government Electoral Act 2011*. Councillor or Councillors include the Mayor.

**Director** – A senior Executive Employee of Council in charge of a Department of Council and includes any officer acting in those positions from time to time.

**Employee** – Any permanent, part-time and casual employee of Council and any person or consultant who contracts with the Council to provide services to it, such as engineers, lawyers, planners or plant operators.

Employee includes a person prescribed as a local government employee under a State Government regulation.

**Information and Advice** – Information and advice includes details of what Council Councillors and Employees are doing; any administrative, legal, financial, technical or statistical information held by Council and options available to achieve a particular thing.

### 4. POLICY

The following protocol guides all day-to-day communication between Councillors and Employees of McKinlay Shire.

#### 4.1 COUNCILLOR/EMPLOYEE INTERACTION

Every reasonable assistance will be provided to Councillors in the exercise of their role and the performance of their duties.

Employees must not approach Councillors to discuss any matter relating to the terms and conditions of their employment with the Council.

Councillors must not discuss, with Employees, any matter relating to the terms and conditions of their employment with Council except as necessary for conducting the

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Date of Approval: 23<sup>rd</sup> June 2020  
Approved By: Council Resolution

Effective Date: 23/06/2020  
Version: 2.0  
Review Date: June 2023



performance appraisal of the Chief Executive Officer, in accordance with section 12 (4) (c) of the *Local Government Act 2009*.

Councillors are to consult the Schedule of Employees to determine which employee may be contacted on specific issues. If in doubt, the CEO or the relevant Director should be contacted to ascertain the appropriate employee referral.

Councillors and employee interaction shall, at all times, be carried out in a professional manner with due regard to each other's respective position.

## **4.2 DIRECTIONS TO EMPLOYEES**

### **Mayor**

The Mayor has a responsibility to direct the Chief Executive Officer in accordance with Council's policies. (Section 12 (4) of the *Local Government Act 2009*)

### **Councillors (including Mayor)**

Councillors, may not direct, and must not attempt to direct any employee about the way in which the employee's duties are to be performed except as allowed in the above clause.

### **Employees**

If an attempt is made by a Councillor to direct an employee, the employee must report this matter to the CEO directly or through the employee's Director so that the matter can be addressed with the Councillor concerned.

## **4.3 INFORMATION OR ADVICE**

### **Councillors**

Councillors may request a Director for information or advice on any matter relating to the administration or management of the department managed by the Director in question.

Councillors may request the CEO for information or advice on any matter relating to the administration or management of any aspect of Council's affairs.

A request for information or advice must identify the proposed decision that the Councillor needs information or advice on.

Councillors attending an ordinary or committee meeting may request information or advice from an officer other than the CEO or a Director where such officer is attending the meeting for the purpose of providing professional advice or as a delegate/representative of the Chief Executive Officer or a Director.

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Date of Approval: 23<sup>rd</sup> June 2020  
Approved By: Council Resolution

Effective Date: 23/06/2020  
Version: 2.0  
Review Date: June 2023

Councillors may approach any employee for information where the employee in question normally provides information to the general public, providing that the information given is not more or less than that which would be given if the Councillor were an ordinary member of the general public and providing that the same conditions of access apply.

Councillors may request the CEO to allow any employee to provide information or advice in any particular instance.

The Chief Executive Officer

- (a) May apply conditions to any such communication
- (b) Will inform the relevant Director of any such approved communication and the conditions (if any) relating thereto.

A Councillor seeking information or advice from the CEO, Director, Manager or other specified employee must advise the employee if he/she has made a similar request for the same information or advice from any other employee.

A Councillors' request for advice must not take the form of an attempt to direct or pressure a Director or employee to prepare a response in a certain manner.

A Councillor is to inform the CEO if they believe the Director or employee has not appropriately responded to a request for information or advice.

### **Employees**

Employees must not comply with request for information or advice from Councillors which are contrary to these guidelines. Where such requests are received, a report must be made either direct to the CEO or to the CEO through the employee's Director so that the matter can be addressed with the Councillor concerned.

Where they are residents within McKinlay Shire, employees have the constituents normal rights of access to Councillors providing that such rights are exercised out of working hours.

Except in circumstances mentioned in the above clause, employees must not, without first informing the CEO, approach Councillors to discuss any matter relating to the administration or management of any aspect of the Council's affairs.

Where an employee contacts a Councillor in an emergency situation, the Councillor should immediately (or as soon as practicable) inform the CEO accordingly.

It is important that each member of staff is aware of the names of each of the Councillors and their relevant portfolio in order that an appropriate level of service can be provided.

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Date of Approval: 23<sup>rd</sup> June 2020  
Approved By: Council Resolution

Effective Date: 23/06/2020  
Version: 2.0  
Review Date: June 2023

Any response to a Councillor must have due regard to the provisions of relevant legislation including the *Local Government Act 2009*, *Local Government Regulation 2012*, other Acts and Regulations, Council's Local Laws, policies, Corporate Plan, Operational Plan, Annual Budget, and the nature of the environment in which work is performed.

Employees must ensure, at all times, that requests for assistance which involve the expenditure of funds or the use of resources not specifically provided for in the budget, are referred to the relevant Director for approval. This could involve obtaining a Council resolution or budget amendment to authorize the work.

## **5. SCHEDULE OF EMPLOYEES**

A schedule of employee is attached: See Appendix 1a

*Note this appendix does not contain personal detail. This appendix may be posted on Council's web site. A similar document, Appendix 1b, is available to all Councillors with names and telephone numbers included by contacting the Chief Executive Officer.*

## **6. SCHEDULE OF COUNCILLORS AND PORTFOLIOS**

A schedule of Councillors and portfolios is attached. See Appendix 2 and 3.

## **7. PROCEDURE**

The CEO shall issue updated Appendix 1 and Appendix 2 from time to time to ensure that these documents are current.

## **8. REFERENCE DOCUMENTS**

- *Local Government Act 2009*
- *Local Government Regulation 2012*

## **9. DOCUMENT CONTROL**

Amendments to the Acceptable Requests Guidelines, other than minor administrative amendments that do not alter the intent of the Guideline, can only be made by a resolution of Council. All requests for minor administrative amendments must be directed through the relevant Director who will authorise the change if appropriate to do so and advise the Chief Executive Officer and Mayor and Councillors if necessary.

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Date of Approval: 23<sup>rd</sup> June 2020  
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Effective Date: 23/06/2020  
Version: 2.0  
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**APPENDIX 1a**  
**SCHEDULE OF EMPLOYEES**  
**WHO MAY BE CONTACTED UNDER THE COUNCILLOR REQUEST GUIDELINES**

<b>Engineering Services</b>				
Department	Position	Name	Phone	Mobile
	Director Engineering, Environment & Regulatory Services			
<b>Environment &amp; Regulatory Services</b>				
Department	Position	Name	Phone	Mobile
	Director Engineering, Environment & Regulatory Services			
<b>Corporate Services</b>				
Department	Position	Name	Phone	Mobile
	Director Corporate & Community Services			
	Corporate Services Team Leader			
<b>Community Services</b>				
Department	Position	Name	Phone	Mobile
	Director Corporate & Community Services			
	Community Services Team Leader			
<b>Governance &amp; Executive Services</b>				
Department	Position	Name	Phone	Mobile
	Chief Executive			

Date of Approval: 23<sup>rd</sup> June 2020  
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	Officer	
	Executive Assistant	

**APPENDIX 1b**  
**SCHEDULE OF EMPLOYEES**  
**WHO MAY BE CONTACTED UNDER THE COUNCILLOR REQUEST GUIDELINES**

<b>Engineering Services</b>				
Department	Position	Name	Phone	Mobile
	Director Engineering, Environment & Regulatory Services	Mursaleen Shah	07 4746 4213	0427 470 009
<b>Environment &amp; Regulatory Services</b>				
Department	Position	Name	Phone	Mobile
	Director Engineering, Environment & Regulatory Services	Mursaleen Shah	07 4746 4213	0427 470 009
<b>Corporate Services</b>				
Department	Position	Name	Phone	Mobile
	Director Corporate & Community Services	Tenneil Cody	07 4746 4202	0428 467 064
	Corporate Services Team Leader	Aimie Athorn	07 4746 4222	
<b>Community Services</b>				
Department	Position	Name	Phone	Mobile
	Director Corporate & Community Services	Tenneil Cody	07 4746 4202	0428 467 064
	Community Services Team Leader	Kalan Lococo	07 4746 4203	
<b>Governance &amp; Executive Services</b>				
Department	Position	Name	Phone	Mobile
	Chief Executive	Edwina Marks	07 4746 4201	0427 467 166

Date of Approval: 23<sup>rd</sup> June 2020  
Approved By: Council Resolution

Effective Date: 23/06/2020  
Version: 2.0  
Review Date: June 2023

	Officer			
	Executive Assistant	Katie Woods	07 4746 4218	0418 837 575

## APPENDIX 2

### SCHEDULE OF COUNCILLORS

<b>Cr Philip Curr</b>	Mayor
<b>Cr Janene Fegan</b>	Deputy Mayor
<b>Cr Shauna Royes</b>	Councillor
<b>Cr Tim Pratt</b>	Councillor
<b>Cr John Lynch</b>	Councillor

Date of Approval: 23<sup>rd</sup> June 2020  
 Approved By: Council Resolution

Effective Date: 23/06/2020  
 Version: 2.0  
 Review Date: June 2023



## ACCEPTABLE REQUEST GUIDELINES POLICY

### APPENDIX 3 COUNCILLORS PORTFOLIOS

#### Chief Executive Officer

Executive Services  
Governance  
Community  
Engagement/Consultation

**Mayor**

#### Director Engineering, Environment & Regulatory

Water Supply &  
Sewerage  
Plant  
Roads/Streets/Drainage  
Flood Damage  
Airports  
Parks & Gardens

**Mayor & Cr Pratt**

Planning  
Building Certification  
Plumbing Certification  
Animal Control  
Washdown Facilities  
Compliance/Enforcement  
Pest & Weed Management  
Reserves  
Waste Services  
Land Tenure/Leases  
Cemeteries/Funerals

**Cr Lynch**

#### Director Corporate & Community Services

**Corporate**  
Finance  
Purchasing  
Rates  
Customer Service  
Records Management  
**Mayor**  
**Economic Development/  
Tourism - Cr Fegan & Cr  
Royes**

**Community**  
Library  
CHSP  
Sport & Recreation  
Education  
Arts & Culture  
**Cr Royes**  
**Health – Cr Fegan**



**9.6 Subject:** Complaints Management Policy and Customer Service Charter  
**Attachments:** Complaints Management Policy Draft (*InfoXpert ID: 111895*)  
Customer Service Charter 2020 Draft (*InfoXpert ID: 111896*)  
**Author:** Chief Executive Officer  
**Date:** 15 June 2020

---

**Executive Summary:**

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

**Recommendation:**

*That Council:-*

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

**Background:**

Council has recently had a desktop audit conducted by the Queensland Ombudsman in relation to Local Government compliance with sections 182 and 187 Local Government Regulations Complaints reporting requirements and Human Rights Act 2-019 complaints management obligations. Council also itemises complaints as part of its annual reporting process. The review found that McKinlay Shire Council did not comply with the reporting requirements. Accordingly a draft policy has been developed to meet those requirements as attached.

Customer Service Charter

Councils auditor has highlighted the lack of customer service policy in the 2018.19 Audit. A Customer service Charter has been drafted as it sets a standard of customer service. This can be further supported by the Complaints Management Policy.





Ordinary Meeting of Council Tuesday 23<sup>rd</sup> June 2020

**Consultation:**

CEO, Executive Staff, Council.

**Legal Implications:**

Maintain compliance with s182 and s187 of the Local Government Regulation 2012.

**Policy Implications:**

New policy is addressing s182 and s187 of the Local Government Regulation 2012.

A customer Service Charter sets a standard for customer service response and supports ISO AS 10002-2006. Together these complaints policy and charter support a positive service environment.

**Financial and Resource Implications:**

Complaints are managed under the corporate services directorate and the contact officer is the Director of Corporate and Community Services.

The customer service charter is a standard, councils resources are in place to meet this standard at no extra cost.

**InfoXpert Document ID:** 111894



# COMPLAINTS MANAGEMENT POLICY

## 1. POLICY PURPOSE

The role of Council is to provide open and accountable local government. An effective and transparent method of responding to complaints regarding its services, administrative actions, competitive neutrality, the conduct and performance of councillors and staff behavior and misconduct better enables council to undertake this role.

## 2. SCOPE

This policy has been established to provide a clear administrative method of handling and resolving of all complaints made by affected persons, about:

- a) Administrative actions as defined under section 268 (2) of the Act
  - The decisions or a failure to make a decision by Council, including a failure to provide a written statement of reasons for a decision;
  - An act, or failure to do an act by Council;
  - The formulation of a proposal or intention by council;
  - The making of a recommendation by council
- b) Competitive Neutrality
- c) Inappropriate conduct of a council officer or Councillor of a local government; or
- d) Misconduct of a Council Officer, or Councillor as defined under section 150L of the Act

This policy is intended to capture all complaints, there are certain processes in complaint management which are regulated by legislation and therefore separate policies or systems may apply, for example:

- Complaints that involve or may involve corrupt conduct by the Mayor Councillors and CEO are dealt with under the Complaint involving Public Officials Policy
- Public interest disclosures that are dealt with under the Public Interest Disclosure Act 2010 (Qld)
- Employee complaints that are dealt with under Councils Personal Grievance Policy
- Complaints about a development decision made under the *Planning Act 2016* or other statutory instrument and legislation;
- Complaints that are primarily contractual in nature and which do not involve alleged breaches of the Code of Conduct and are responded to in a contractual context;
- Complaints about access application decisions, which are dealt with under the *Right to Information Act 2009 (Qld)*

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Complaints that are made about the provisions of the *Human Rights Act 2019* (HRA) obligate Council to act and make decisions in a way that is

- a) Compatible with human rights and
- b) Give proper consideration to relevant human rights when making decisions.
- c) Including the right to receive and manage human right complaints.

### **3. POLICY OBJECTIVES**

The intent of this policy is to:

- a) provide open and accountable local government
- b) an effective and transparent way of responding to complaints regarding Council services, administration actions, competitive neutrality, conduct and performance of Councillors and staff
- c) Including the right to receive and manage human rights complaints.

### **4. POLICY STATEMENT**

Council will at all times endeavor to meet local government and community expectations through being an open and accountable organisation, dealing fairly and reasonably with customers and having well trained and supported staff.

The complaints process is to be readily accessible to and able to be understood by all people. Information about the complaints process is to be available on council's website, at its customer reception area, on rates notices and highlighted within the Annual Report and Corporate Plan.

Effective complaints management is fundamental to the provision of quality services that Council aims to provide and enables an instrument for obtaining feedback from customers and resolving disputes. Council recognizes that errors and mistakes can be made and all reasonable attempts will be made to rectify failures to ensure community confidence is maintained.

Council is committed to effectively handling complaints promptly and professionally and takes seriously all complaints via all methods of delivery including verbal and anonymous complaints.

All complaints received by Council will be considered on their merits and addressed in an equitable and unbiased manner through an established complaints process and the observation of the principles of the Australian standards (ISO AS 10002-2006) Customer Satisfaction – Guidelines for complaints handling in organisations.

Complainants will have access to the complaints management system free of charge and will not suffer any reprisal as a result of making a complaint.

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Complainants will be able to access support to make a complaint if and where necessary. Complaints may be categorized by the CEO for the purpose of prioritization, reporting, effective resolution and ensuring legislative compliance.

Where possible a complainant and a Council Officer should attempt to have the matter resolved to avoid the need for a formal complaint requiring investigation, e.g. by the aggrieved person working the issue through a Council Officer/Manager to obtain an outcome that is satisfactory to both parties.

Receipt of each complaint will be acknowledged in accordance with the Complaints Management procedure Guideline.

Complainants will be treated courteously and will be kept informed of the progress of the handling of their complaint, the timing of its handling and the outcome of their complaint.

When a complaint is made regarding a pending action or decision, by lodging a complaint, the matter will not automatically be suspended or put on hold.

All complaints will be treated with appropriate respect for the confidentiality and privacy of the complainant and officers involved. Publication of information relating to complaints about Council Officers will be limited to that prescribed by legislation.

For matters which are referred to an external agency for investigation, council will co-operate fully with the investigating authority charged with dealing with a complaint eg the Crime and Corruption Commission, Queensland Ombudsman.

Council maintains a commitment to continual improvement in its business process and relationships with customers. Continual improvement will be achieved through effective and accountable analysis, recording and reporting on complaints.

Where multiple complaints are received about the same or similar issue, an effective and efficient method of dealing with them will be determined.

Complaints about decisions of Councillors through the General meeting process will not be dealt with under this Policy. The complaint process is not a tool to bring Council business to a halt nor to delay or prevent Council from making decisions.

Council's staff who undertake roles in resolving or investigating complaints will receive training, the effectiveness of which will be reviewed at least as frequently as this Policy and associated Procedure Guidelines.

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Date of Approval: 23 June 2020  
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Effective Date: 24 June 2020  
Version: 1.0  
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A council staff member who attempts to informally resolve a complaint or who investigates a complaint must be senior to the person subject of the complaint (if the complaint is about an officer and senior to the person directly responsible for providing the service (if the complaint is about that service the only exception to this is for a complaint about the CEO in which case that matter will be referred to the Mayor in the first instance.

If there is any conflict between this Policy or associated Procedure Guideline, and the requirement of the Act or any other relevant legislation, the legislative requirement will take precedence.

## 5. PROCEDURE FOR COMPLAINTS

A formal procedure guideline has been developed to support the implementation of this policy. Council reserves the right to vary, replace or terminate this procedure from time to time.

## 6. RESPONSIBILITIES UNDER THIS POLICY

The Chief Executive Officer, Directors, Team Leaders and Complaints Officer (if separate position) are responsible for ensuring that this policy is understood and adhered to by all councilors and staff.

## 7. RELATED LEGISLATION

Local Government Act 2009  
Local Government Regulation 2012  
Crime and Corruption Act 2001  
Public Interest Disclosures Act 2010  
Right to Information Act 2009  
Planning Act 2016  
Human Rights Act 2019

## 8. REVISION HISTORY

Version	Adopted Date	Policy Title	Responsible Officer	Authorised By	Next Review Date
1	23 June 2020	Complaints Management Policy	Director of Corporate services	Chief Executive Officer	June 2024

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Date of Approval: 23 June 2020  
Approved By: Council Resolution

Effective Date: 24 June 2020  
Version: 1.0  
Review Date: June 2024

## 10. AUTHORISATION & RESOLUTION

This Policy bearing my initials was duly adopted by Council as McKinlay Shire Council Complaint Management Policy on the 23 June 2020 by Council Resolution xxx/1920. This shall hereby supersede all previous policies of the same intent.

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**THIS POLICY IS TO REMAIN IN FORCE UNTIL OTHERWISE DETERMINED BY COUNCIL.**

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Officer responsible for review:	Director Corporate and Community Services
Current adoption:	June 2020
Previous Adoption:	N/A
Version No:	1.1
Date for review:	June 2024

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Date of Approval: 23 June 2020  
Approved By: Council Resolution

Effective Date: 24 June 2020  
Version: 1.0  
Review Date: June 2024



# CUSTOMER SERVICE CHARTER

## 1. OUR CUSTOMER SERVICE PROMISE

Council is committed to providing quality service and effective communication. The aim of this Charter is to deliver consistent customer service with integrity, accountability and common sense. Our service offer will align with Council's values to ensure that when you interact with Council it is a positive experience. We will monitor and evaluate our services to ensure the standards set out in this charter develop and build on relationships and partnerships within our community. Our customers are all of those people who interact with Council whether they are residents, ratepayers, business operators, visitors, contractors, Councillors, volunteers and employees.

## 2. SCOPE

This Charter has been established to provide a clear standard of customer service that you can expect when dealing with all staff and Councillors of the McKinlay Shire.

## 3. SERVICE OBJECTIVES

The intent of this Charter is to:

- a) Provide excellent local government services to our communities that contribute towards the achievement of Council's vision for the McKinlay Shire region.
- b) We expect all of our staff, wherever they are located in council to be committed to ensuring that they deliver their services in an effective and efficient way and are good ambassadors for the Council.

Our vision and mission

- A well managed Shire
- A sustainable environment
- A vibrant community
- A strong economy
- Good asset management combined with financial sustainability

## 4. CUSTOMER SERVICE PROMISE

### OUR PROMISE TO YOU

We will:

- Treat you with courtesy, respect and understanding

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Approved By: Council Resolution

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Review Date: June 2024

- Respond to your enquiry in a professional and timely manner and work to resolve all complaints
- Provide accurate and consistent information
- Set clear expectations of the next steps and deliver on those commitments
- Use your feedback as an opportunity to continuously improve our service to you
- Keep your information confidential (subject to right to information and privacy legislation)
- Investigate matters thoroughly and objectively
- Acknowledge and fix our mistakes willingly
- Make our services easy to access

## **OUR SERVICE STANDARDS**

### **General Service Principles**

We will:-

- Assist you with your enquiries willingly, courteously and promptly
- Endeavour to establish your name and use it in all of our dealings wherever possible
- Listen carefully to identify your needs by asking questions and confirming details
- Provide you with clear, accurate information that is consistent and easy to understand
- Make our forms as user friendly as is legally possible
- Always follow up on our service commitments - if we cannot honour a commitment we will advise you as soon as possible
- Be punctual for meetings and appointments
- Actively pursue continuous improvement and understand the needs of our customers now and into the future
- Respect your privacy

On our website we will:

- Use plain English
- Provide up-to-date, accurate and relevant information
- Endeavour to make information easy to find

### **In Person**

When you visit us in person at the Council Office or other Council Facilities we will:-

- Provide a professional, polite and attentive service with a smile
- Treat you with respect
- Value you as a customer
- Aim to provide accurate and complete information
- Listen to your requests and discuss fully your requirements
- Provide you with answers to enquiries or make arrangements for the enquiries to be addressed

### **Telephone**

When you telephone Council you can expect:-

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Review Date: June 2024



- Between 8.30 to 5.00 pm a staff member will promptly answer your call in a friendly manner, using a consistent greeting clearly identifying ourselves , We will provide an 'After Hours' service to accept your emergency telephone calls outside the above times
- We will listen carefully, establish your concerns, note them and act on them accordingly making every effort to reduce the number of transferred calls
- If we need to transfer your call, we will pass on any details that you have already provided
- Your call will be returned within 2 working days, if your inquiry is not immediately resolved
- We will keep you appropriately informed on the progress of an issue
- Try to direct you to the correct service provider, when the service you are seeking is not provided by the Council.

### **Written Communication**

When you write to Council we will:-

- Write our reply using plain language, providing a complete, accurate and precise response to your query
- Acknowledge or reply to your correspondence within 10 working days or advise when a full response will be provided if we cannot respond in this timeframe
- Include the name and telephone number of the contact officer in our correspondence

Customer Request Management (CRM): Complaint and Requests for Services will be managed and recorded in Councils infoexpert System and we will take action within established standard timeframes to rectify issues, problems or services.

### **OUR STAFF**

- We aim to have professional and well-trained staff assist you
- Council is committed to its recruitment, selection and retention strategies to ensure the right people are employed to assist you.

We ask our customers to:

- Treat our staff with the same courtesy and respect that we show them.
- Behave appropriately, avoiding the use of threatening language and respect the right of other customers
- Provide accurate and complete information in order that their opinion, concern or complaint can be readily understood
- Keep us informed of any changes to personal details
- Make appointments for complex enquiries or if they need to see a specific officer

### **HAVE YOUR SAY**

Council values your feedback because it helps us to improve our service and stay in touch with your needs. If you are pleased with our service, let us know so we can recognise and reward our staff. If you are dissatisfied, we will take your complaint seriously and try to resolve it as quickly as possible.

## **5. PROCEDURE FOR COMPLAINTS**

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Date of Approval: 23 June 2020  
Approved By: Council Resolution

Effective Date: 24 June 2020  
Version: 1.0  
Review Date: June 2024

Council has a complaints management policy and procedure. This procedure should be followed in relation to all complaints.

## 6. RESPONSIBILITIES UNDER THIS CHARTER

The Chief Executive Officer, Directors, Team Leaders and staff are responsible for ensuring that this Charter is understood and standards are met by all councillors and staff.

## 7. RELATED LEGISLATION

Local Government Act 2009

ISO AS 10002-2006 Customer service Standards for Organisations.

Local Government Regulation 2012

## 8. REVISION HISTORY

Version	Adopted Date	Policy Title	Responsible Officer	Authorised By	Next Review Date
1	23 June 2020	Customer Service Charter	Director of Corporate services	Chief Executive Officer	June 2024

## 10. AUTHORISATION & RESOLUTION

This Charter bearing my initials was duly adopted by Council as McKinlay Shire Council Complaint Management Policy on the 24 June 2020 by Council Resolution xxx/1920. This shall hereby supersede all previous policies of the same intent.

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**THIS CHARTER IS TO REMAIN IN FORCE UNTIL OTHERWISE DETERMINED BY COUNCIL.**

Officer responsible for review: Director Corporate and Community Services  
Current adoption: June 2020  
Previous Adoption: N/A  
Version No: 1.1  
Date for review: June 2024

Date of Approval: 23 June 2020  
Approved By: Council Resolution

Effective Date: 24 June 2020  
Version: 1.0  
Review Date: June 2024



Ordinary Meeting of Council Tuesday 23<sup>rd</sup> June 2020

**9.7 Subject:** OQTA Nomination 2020  
**Attachments:** Nomination Form (InfoXpert ID: 111903)  
**Author:** Chief Executive Officer  
**Date:** 15 June 2020

---

**Executive Summary:**

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

**Recommendation:**

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

---

**Background:**

The Outback Queensland Tourism Association has a board vacancy. McKinlay Shire has had representation in previous years which has been beneficial to the development of the Shire.

The Deputy Mayor has indicated that she would like to nominate for the position and has submitted her nomination by the deadline 19<sup>th</sup> June 20.

**Consultation:**

**Legal Implications:**

Board Position

**Policy Implications:**

Nil

**Financial and Resource Implications:**

Council has an annual training and development budget and travel and expenses will be paid for by the OQTA.

**InfoXpert Document ID:** 111902



The Outback Queensland Tourism Association Inc.

Management Committee Expression of Interest Form

I, (Name) Janene Fegan.

(Organisation) McKintay Shire Council

hereby consent to my expression of interest to the Management Committee of the Outback Queensland Tourism Association for the NORTH WEST sub-region until the Annual General Meeting in November 2020. I am committed to meeting of the objects of the Association and provide the following as part of my expression of interest for the position.

Signature: Fegan (Nominee)

Date: 15.06.20

Email: Janene.Fegan@mcintay.qld.gov.au.

Contact Number: 0429 468 485

Please email nomination form to [admin@outbackqueensland.com.au](mailto:admin@outbackqueensland.com.au) by <DATE>



Ordinary Meeting of Council Tuesday 23<sup>rd</sup> June 2020

**9.8 Subject:** Delegations to the New CEO  
**Attachments:** Delegation Summary – Matters that cannot be delegated (InfoXpert ID: 111938)  
**Author:** Chief Executive Officer  
**Date:** 17 June 2020

---

**Executive Summary:**

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

**Recommendation:**

*That Council:*

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

**Background:**

S194 of the Local Government Act requires the appointment of a CEO and S195 (a) the appointment of a qualified person to act as the chief executive officer during a) any vacancy or all vacancies.

Council appointed John Kelly as the CEO in May and his commencement date will be 2 June 2020. There will be a small gap between CEO's and the Director of Corporate and Community Services has agreed to act in the position for this time. Under the Act the correct delegations and resolutions need to be in place.

**Consultation:**

Mayor

**Legal Implications:**

The Council must have a CEO in place.

**Policy Implications:**

N/a

**Financial and Resource Implications:**

Acting higher duties for the Director until the commencement of the new CEO.




**InfoXpert Document ID:** 111936

# Matters that require a Resolution of Council

## CANNOT BE DELEGATED

(template checklist as at 10 October 2018)

### Contents

	Local Government Act & related	
	Planning Act & related	... page 10
	Environment Protection Act	... page 13
		... page 14

SECTION	MATTERS THAT REQUIRE A RESOLUTION OF COUNCIL (CANNOT BE DELEGATED)	CHECKED/DATE/SIGN
	<i>Local Government Act 2009</i>	
25C	Approval of constitution for a joint local government	<input type="checkbox"/>
29	Making of a local law	<input type="checkbox"/>
32	Adoption of a consolidated version of a local law	<input type="checkbox"/>
46(6)	Decision on whether to apply the competitive neutrality principle in relation to a new significant business activity identified in an annual report of the local government	<input type="checkbox"/>
47(7)	Decision on whether to apply the code of competitive conduct to a business activity prescribed under regulation	<input type="checkbox"/>
48	Adoption of a process for resolving competitive neutrality complaints	<input type="checkbox"/>
74(4)	Decision to fix a fee for a person to obtain a copy of a road map or register of roads, or a signed certificate under section 74	<input type="checkbox"/>
80A(5)	Decision to pay compensation to a person because of the establishment, modification or closing of a mall by the local government	<input type="checkbox"/>
84(1)	Decision (of a trustee council) that a meeting relating to trust land be closed to the public	<input type="checkbox"/>

85(2)(c)	Decision (of a trustee council) that a proposal to make a decision must be dealt with as a trust change proposal	<input type="checkbox"/>
88(2)(a)	Appointment (by an indigenous regional council) of a member of a community forum, other than the chairperson	<input type="checkbox"/>
93(3)(h)	Exemption of land from rating that is primarily used for showgrounds or horseracing	<input type="checkbox"/>
93(3)(i)	Exemption of land from rating for charitable purposes	<input type="checkbox"/>
94(2)	Decision on what rates and charges are to be levied for the financial year	<input type="checkbox"/>
97(1)	Fixing of a cost-recovery fee	<input type="checkbox"/>
97(5)(b)	Decision that the purpose of a tax included in an application fee referred to in section 97(2)(a) (cost-recovery fees) benefits the local government area	<input type="checkbox"/>
99(3)	Decision to levy a fee on the occupier of a structure referred to in section 99 (fees on occupiers of land below the high-water mark) for the use of the local government's roads and other infrastructure	<input type="checkbox"/>
100(2)	Decision (by Aurukun Shire Council, Mornington Shire Council or an indigenous local government) to levy a fee on residents of its local government area	<input type="checkbox"/>
107A	Approval and adoption of the budget presented by the mayor	<input type="checkbox"/>
134	Approval of a systematic or selective inspection program	<input type="checkbox"/>



165(2)	Appointment of acting mayor	<input type="checkbox"/>
165(3)	Declaration that the office of deputy mayor is vacant	<input type="checkbox"/>
166(2)	Filling a vacancy in the office of a councillor (who is not the mayor) to which section 166(2) applies	<input type="checkbox"/>
166(5)	Filling a vacancy in the office of a councillor (who is not the mayor) to which section 166(5) applies	<input type="checkbox"/>
170A(6)	Adoption of “acceptable requests guidelines”	<input type="checkbox"/>
175(2)	Appointment of a deputy mayor at a post-election meeting	<input type="checkbox"/>
196(1)	Adoption of an appropriate organisational structure	<input type="checkbox"/>
202(3)(b)	Decision that authorised persons of another local government may be appointed as authorised persons of the local government (as the adopting local government)	<input type="checkbox"/>
257	Delegation of local government powers	<input type="checkbox"/>
268	Adoption of a process for resolving administrative action complaints	<input type="checkbox"/>
276(4)	Adoption or making of a local law to which transitional provisions 276(3) and (4) apply	<input type="checkbox"/>

	<b>Local Government Regulation 2012</b>	
29	Decision to convert a business unit to a commercial business unit	<input type="checkbox"/>
30	Decision to create a commercial business unit	<input type="checkbox"/>
55	Decision on whether to implement the recommendations in the Queensland Productivity Commission's report	<input type="checkbox"/>
74(3)	Decision to use the value of land averaged over a number of financial years for the purpose of calculating the land's rateable value	<input type="checkbox"/>
81	Decision on categorisation of land for differential general rates	<input type="checkbox"/>
94(2)	Decision to levy special rates or charges	<input type="checkbox"/>
94(4)	Adoption of the overall plan referred to in section 94(3)	<input type="checkbox"/>
94(6)	Adoption of an annual implementation plan for an overall plan that is for more than 1 year	<input type="checkbox"/>
94(9)	Amendment to an overall plan or an annual implementation plan	<input type="checkbox"/>
97(3)(a)	Decision on the proportions in which the local government will pay current owners any surplus special rates or charges after an overall plan is cancelled	<input type="checkbox"/>
102(2)	Decision that a meter is taken to have been read during the period that starts from 2 weeks before, and ends 2 weeks after, the day on which the meter is actually read	<input type="checkbox"/>

116(1)	Decision to limit the increase in rates or charges	<input type="checkbox"/>
118(3)	Decision at the budget meeting on the date by which, or the period within which, rates or charges must be paid	<input type="checkbox"/>
122	Granting of a concession referred to in section 121	<input type="checkbox"/>
129(2)	Decision at the budget meeting to allow ratepayers to pay rates or charges by instalments	<input type="checkbox"/>
130(4)	Decision at the budget meeting to allow a discount for payment of rates or charges before the end of the discount period	<input type="checkbox"/>
130(7)	Change to the discount period for payment of rates or charges	<input type="checkbox"/>
140(2)	Decision to sell land for overdue rates or charges	<input type="checkbox"/>
149(1)	Decision to acquire land	<input type="checkbox"/>
165(2)	Adoption of a 5-year corporate plan	<input type="checkbox"/>
165(3)	Amendment of the 5-year corporate plan	<input type="checkbox"/>
167	Adoption of a long-term asset management plan	<input type="checkbox"/>
170(1)	Adoption of budget for the financial year (NB For the contents of a budget, see section 169)	<input type="checkbox"/>
170(3)	Amendment to the budget	<input type="checkbox"/>

## Local Government Act & related

173(2)	Authorising unauthorised spending in circumstances of genuine emergency or hardship	<input type="checkbox"/>
174(1)	Adoption of an annual operational plan	<input type="checkbox"/>
174(4)	Amendment to the annual operational plan	<input type="checkbox"/>
182(2)	Adoption of an annual report	<input type="checkbox"/>
191	Adoption of an investment policy	<input type="checkbox"/>
192	Adoption of a debt policy	<input type="checkbox"/>
195	Adoption of a community grants policy	<input type="checkbox"/>
196	Adoption of a entertainment and hospitality policy	<input type="checkbox"/>
197	Adoption of an advertising spending policy	<input type="checkbox"/>
198	Adoption of a procurement policy	<input type="checkbox"/>
201(3)	Resolution that a purpose for which an amount of trust money was credited to the trust fund no longer exists	<input type="checkbox"/>
206(2)	Valuation of non-current physical assets	<input type="checkbox"/>
218	Decision to apply the strategic contracting procedures to local government contracts	<input type="checkbox"/>

219(6)	Decision that Chapter 6, Part 2 (strategic contracting procedures) no longer applies to local government contracts	<input type="checkbox"/>
220(2)	Adoption of a contracting plan	<input type="checkbox"/>
220(7)	Amendment to a contracting plan	<input type="checkbox"/>
221(5)	Amendment of a significant contracting plan	<input type="checkbox"/>
222	Adoption of a contracting manual	<input type="checkbox"/>
228(3)	Decision that it would be in the public interest to invite expressions of interest before inviting written tenders	<input type="checkbox"/>
230(1)(a)	Decision to prepare a quote or tender consideration plan	<input type="checkbox"/>
230(1)(b)	Adoption of a tender consideration plan	<input type="checkbox"/>
235(a)	Resolution that local government is satisfied that there is only 1 supplier who is reasonably available	<input type="checkbox"/>
235(b)	Resolution that, because of the specialised or confidential nature of the services sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders	<input type="checkbox"/>
236(2)	Decision that an exception referred to in section 236(1)(a)-(e) may apply on the disposal of a valuable non-current asset other than by tender or auction	<input type="checkbox"/>

247(2)	Decision that the maximum amount of remuneration payable to a councillor is not payable to a particular councillor	<input type="checkbox"/>
247(3)	Decision on the amount payable to a councillor referred to in section 247(2)	<input type="checkbox"/>
250(1)	Adoption of an expenses reimbursement policy	<input type="checkbox"/>
250(2)	Amendment of an expenses reimbursement policy	<input type="checkbox"/>
257(3)	Decision to fix a place for a particular local government meeting at a place other than the local government's public offices	<input type="checkbox"/>
272(6)	Decision to exempt a committee from the requirement to take minutes of its proceedings (and application of section 272)	<input type="checkbox"/>
275(1)	Decision to close a local government meeting to the public	<input type="checkbox"/>
306(2)	Adoption of a complaints management process	<input type="checkbox"/>

SECTION	MATTERS THAT REQUIRE A RESOLUTION OF COUNCIL (CANNOT BE DELEGATED)	CHECK/DATE/SIGN
<b><i>Planning Act 2016</i></b>		
9(4)	Resolution that the local government give a temporary local planning instrument, or amendment, and the request for an earlier effective day, to the Minister for approval	<input type="checkbox"/>
24(1)	Repeal of a temporary local planning instrument or planning scheme policy	<input type="checkbox"/>
113	Adoption of charges for providing trunk infrastructure for development (a charges resolution)	<input type="checkbox"/>
Schedule 2	Fixing of a fee for an application or referral to a local government	<input type="checkbox"/>
<b><i>Planning Regulation 2017</i></b>		
11(3)	Setting of a fee for considering a superseded planning scheme request made under section 29 of the Planning Act	<input type="checkbox"/>

Schedule 6, Part 2(2)(e)	Decision to apply sub-section 2(2)(e) (material change of use for particular buildings or structures) to a class 1(a)(ii) building made up of not more than 2 attached dwellings	<input type="checkbox"/>
Schedule 9, Part 3, Division 2, Table 1	Declaration that the form of a certain development may have an extremely adverse effect on the amenity, or likely amenity, of a locality, or would be in extreme conflict with the character of a locality (Building Work under Building Act, Referral agency assessment, Particular class 1 and 10 buildings and structures involving possible amenity and aesthetic impacts)	<input type="checkbox"/>
<b>Minister's Guidelines and Rules</b>		
Chapter 2, Part 1, 3.1	For the purposes of section 20 of the Planning Act (Amending planning schemes under Minister's rules), adoption of a proposed administrative amendment to a planning scheme	<input type="checkbox"/>
Chapter 2, Part 2, 6.1	For the purposes of section 20 of the Planning Act (Amending planning schemes under Minister's rules), adoption of a proposed minor amendment to a planning scheme	<input type="checkbox"/>
Chapter 2, Part 3, 14.1	For the purposes of section 20 of the Planning Act (Amending planning schemes under Minister's rules), adoption of a proposed qualified state interest amendment to a planning scheme approved and notified by the Minister under section 13.5	<input type="checkbox"/>
Chapter 2, Part 4, 22.1	For the purposes of section 20 of the Planning Act (Amending planning schemes under Minister's rules), adoption of a proposed major amendment to a planning scheme approved and notified by the Minister under section 21.5	<input type="checkbox"/>



Chapter 3, Part 1, 5.1	For the purposes of section 22 of the Planning Act (Making or amending planning scheme policies), adoption of a proposed planning scheme policy or planning scheme policy amendment	<input type="checkbox"/>
Chapter 3, Part 2, 9.1	For the purposes of section 23 of the Planning Act (Making or amending temporary local planning instruments), adoption of a proposed temporary local planning instrument or temporary local planning instrument amendment approved and notified by the Minister under section 8.5	<input type="checkbox"/>
Chapter 5, Part 2, 10.1	For the purposes of sections 25(3) and (4) of the Planning Act (Reviewing a local government infrastructure plan) and making or amending an LGIP, or making an interim LGIP amendment, adoption of a proposed LGIP or amendment approved and notified by the Minister under section 9.7	<input type="checkbox"/>

# Environment Protection Act

SECTION	MATTERS THAT REQUIRE A RESOLUTION OF COUNCIL (CANNOT BE DELEGATED)	CHECK/DATE/SIGN
	<i>Environment Protection Act 1994</i>	
514(5)	Setting of fees payable to the local government for a matter devolved to it	<input type="checkbox"/>
518(1)(b)	Delegation of the local government's powers under the <i>Environment Protection Act</i> to an appropriately qualified entity	<input type="checkbox"/>

## Waste Reduction and Recycling Act & related

SECTION	MATTERS THAT REQUIRE A RESOLUTION OF COUNCIL (CANNOT BE DELEGATED)	CHECK/DATE/SIGN
	<b><i>Waste Reduction and Recycling Act 2011</i></b>	
125	Adoption of a waste reduction and recycling plan	<input type="checkbox"/>
127	Amendment of a waste reduction and recycling plan	<input type="checkbox"/>
	<b><i>Waste Reduction and Recycling Regulation 2011</i></b>	
7(a)	Designation of areas within the local government area in which the local government may conduct general waste or green waste collection	<input type="checkbox"/>

If you have additional questions regarding Matters that require a Resolution of Council and CANNOT be delegated, contact the LGAQ Member Services team on:

Phone: 1300 542 700

Email: [ask@lgaq.asn.au](mailto:ask@lgaq.asn.au)

[councilassist.lgaq.asn.au](mailto:councilassist.lgaq.asn.au)





Ordinary Meeting of Council Tuesday, 23<sup>rd</sup> May 2020

**10. CLOSE**