



COUNCIL MEETING NOTICE & AGENDA

17th March 2020



**49 Stockyard Street
Cunnamulla Qld 4490**
www.paroo.qld.gov.au

Agenda

General Meeting of Council

Notice is hereby given that the Ordinary Meeting of Council is to be held on Tuesday, 17th March 2020 at the Wyandra Town Hall, Macks Street Wyandra, commencing at 9.00am

1 OPENING OF MEETING

2 ATTENDANCES AND APOLOGIES

3 MOTION OF SYMPATHY

4 CONFIRMATION OF MINUTES

Recommendation: That Council adopt the minutes of the General Meeting of Council held Tuesday, 18 February 2020 as a true and correct record of that meeting.

Recommendation: That Council adopt the minutes of the Special Meeting of Council held Friday, 21 February 2020 as a true and correct record of that meeting.

5 DECLARATION OF INTEREST BEING

- 5.1 Material Personal Interest
- 5.2 Conflict Of Interest

6 MAYOR

7 OFFICER REPORTS

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Mr Sean Rice
A/Chief Executive Officer
17 March 2020

7.1.1 Operations Report

Council Meeting: 17 March 2020

Department: Operations

Author: Rob Hinckfuss

Purpose

The purpose of this report is to outline the status of the Operations Department to 5th March 2020.

Recommendation

That Council receive and note the report.

1. General Shire Works, TIDS, R2R and DRFA Flood Restoration Program

- Significant works were conducted this month by Council staff preparing for and getting us through the recent flood peaks, and high intensity rainfall events. They did an excellent job, remained calm and were able to reassure the public along the way.
- Four (4) of our long term casual employees who have been filling existing vacancies within our organisational structure have been made permanent.
- Interviews have also been held for the replacement of three (3) other vacant Labourer/Operator positions within Councils works structure. As a result 3 new staff were employed and the other candidates were placed on PSC's casual employment list.
- Our new Safety Officer Gary Newman is working with Rosalyn Green to update the Councils Safety requirements. Rosalyn has been working with John Egan to update Council's version of SafePlan, PSC's Safety Management System. This should be completed by the end of March.
- Due to recent rains grader crews are continuing to making the roads safe which means more disruption to the scheduled Roads Program. Mt Alfred Road, Humeburn Road, Moama Road, Yerrel Road, Linden-Nebine Road and Bendena Road have been included in these emergency works. The Roads Program is currently being updated to reflect this.
- Inspections of the Local Road Grids are almost completed. Over 420 grids have been inspected so far with another 20-30 outstanding. A condition and compliance assessment spreadsheet is being prepared with a view to determining which grids need to be replaced and which ones require upgrading. Further details are contained in the Asset Management Report.
- Interviews to fill the role of Workshop Supervisor will be undertaken in mid March. The role is currently being filled by Mr Ken Fortescue. A local mechanic has been contracted to backfill Ken's original role while this process is taking place..
- Inspection of our RMPC Road Network and prioritisation of works is ongoing and is being carried out fortnightly by Trevor Jones. There is a focus on recording and scheduling new repairs whilst clearing older items in the database at the request of TMR.
- We have two crews currently working on RMPC works - shoulders on Cunnamulla-Bollon Road and Bollon-Charleville Road, one per road simultaneously.
- Works are ongoing on several of our DRFA Flood Restoration Projects whilst Council crews are working in the area. These roads have included Humeburn Road, Koonawarra Road and Moama Road. These are due for completion by the end of March pending the ongoing wet weather.
- Training has been carried out for many of our staff in February to ensure they are appropriately ticketed for skills such as roller operation, grader operation, and forklift operation. The dogman training was not carried out as originally planned.

- Council staff attended the quarterly SWRRG Technical Committee Meeting in Charleville in February and funding for the TIDS Eulo-Toompine Road work was approved at this meeting.
- Our Safety Auditor Mr John Egan came to Cunnamulla on the 17th and 18th February and re-inducted all Council staff into Safeplan and worked with us to get our Safety Management back on track, with particular emphasis on TMR Traffic Management Registration.
- TMR have queried whether we can meet their projected cashflows for all of their projects (RMPC, TIDS, BRP), to the end of the financial year. We are currently assessing our workflow via the updated Roads Program to answer this. We are largely on track but some BRP funding may have to be carried over into the next financial year if allowed.
- The town CCTV camera program has been extended to include Eulo and Wyandra and associated signage will be installed on the entrances of those towns so that they meet council's legal and privacy requirements. The signs have been ordered and the additional cameras should arrive in approximately 10 weeks.
- Yowah town street and Cul de sac bitumen sealing work is due to be carried out in March. This has been delayed several times due to the ongoing wet weather and road closures.
- All sewer pipe lining and man hole lining within town is now complete and the STP outfall pipe is being carried out at the moment. The STP replacement starts in May and will carry through until November.
- The airport lighting project has been completed along with renewal of the wind socks and re-sealing of the runway. Temporary line-marking has been undertaken on the runway but will complete when the bitumen seal has cured properly. It is envisaged that this will be completed by late March or early June. The runway will remain operational in the meantime.
- The following R2R works (medium and heavy formation grading unless noted otherwise) have been approved for this month and the \$1.46M funding is now fully allocated :
 - Humeburn Rd
 - Mt Alfred Rd
 - Doobibla Rd
 - Yalli Talpa Rd
 - Elmina Rd
 - Pitherty Rd
 - plus Yowah Opal Fields Rd bitumen reseal
- Preliminary talks have been undertaken with Cunnamulla & District Diggers Race Club to help assist and facilitate various planned projects/upgrades at their facilities. A meeting will be held between Council representatives and their committee at a later date to progress this further. Queensland Racing will also be contacted by Council to re-establish communications with them and to determine what projects they are funding and to what extent (fully or partially). In addition, a WH&S checklist assessment, sent by QR, is currently being carried out on all buildings at the facility.

2. Plant and Workshop – Ken Fortescue (Acting Workshop Supervisor)

Below is a detailed list of works completed in the past month.

- Several batteries have been replaced over a number of plant and fleet.
- Mechanical inspections will be carried out in March, with all heavy vehicles undergoing final preparation for this.
- Routine Services have been carried out on – 6 Vehicles

- Unit 348 – Engine codes have been reset, the vehicle is now ready to go back out to site.
- Unit 271 – Street Sweeper - New brooms have been installed.
- Unit 313 – Grader - New air-conditioner parts have been sourced and ordered, awaiting arrival for installation.
- Unit 248 - Shock absorber bolt mounts have been re-fabricated, this was a lengthy project but the outcome was more cost effective for council.
- Wheels and Bearings – 3 trailers have been inspected, requiring new wheel bearings.
- Training – Workshop boilermaker has undertaken fork lift training to help improve efficiency.
- 254 - Wheel bearing seal had given way in this Prime Mover which has been repaired and now back on the road.
- Water Pumps – A number of Council water pumps have been serviced and repaired to ensure they would be up and running for Flood event and up coming weather warnings.

3. Water Supply and Sewerage Operations – Paul Doyle

Water

- Water.
- Bores. Only number 2 and 4 are running and keeping up with demand. No: 3 bore waiting on electrical part for switchboard.
- Water consumption for February. 51.6 ML.
- Water Breaks: There were three mains breaks in February. One leak reported at Yowah one leak reported in Wyandra, these will be repaired as soon as we can get there.
- Eulo water consumption 4.1ML. The UV sensor is to be replaced as soon as it arrives. The UV lamp and glass thimble were replaced in February

Sewerage

- Pumps: All pump stations operating normally. No: 3 SPS had a fault with the level probe, this has been rectified.
- Hours run: (1). 48.9. (2). 26.5. (3).89.3. (4). 9.6. (5). 13.3.
- Blockages: there were six blockages cleared for February, all being house lines with no mains blockages reported.

Customer Requests

- There were twenty-seven C/R attended for February. Three water, six sewerage, fourteen for QBuild, and four for Council assets.

4. Sewer Upgrade Works

Abergeldie is near completion of the Sewer Reticulation Rehabilitation and Relining Contract with progress as follows:

- Cleaning 100% Complete
- Relining 100% Complete
- Junction Seals 100% Complete
- Manhole Sealing 80% Complete.
- Overall Project 95% Complete

Manholes are due to be completed in April.

The outfall pipe at the Sewage Treatment Plant area has been cleared and track is complete. Cleaning and CCTV work has been completed along with patch repairs to the most severely damaged sections of pipe. This will allow the entire pipe to be lined safely and effectively.

The Sewerage Treatment Plant Upgrade- Pensar has been awarded the contract. Pre-start meeting was complete in February. Pensar are to submit there 80% Design Report end of March, on site work expected to begin May.

Media Update was released prior to care taker period commencing.

5. Parks & Gardens – Tim Higgins

This month Park's and Garden's team have carried out weed control around the township of Cunnamulla; this included all parks and over grown guttering. Three funeral ceremonies have been carried out throughout the month. After long awaited arrival of a hired scissor lift a number of maintenance jobs were carried out in the CBD these included trimming of trees, removal of Christmas banners and replacement with new ones and trees surrounding the information centre have also been trimmed. Over grown trees along the levee bank have been cut back.

Works have commenced on line trimming our town street kerb and gutters.

7.1.2 Project Management Report

Council Meeting: 17 March 2020

Department: Asset Management

Author: Chris Safonoff

Purpose

The purpose of this document is to provide Council with an update on the activities undertaken by the Project Management Department.

Recommendation

That Council receive and note the Project Management report for the March 2020 meeting.

Project Update

1. CCEC Design & Construct Tender Process

The Design & Construct tender for the new CCEC building is currently being priced by 4 contractors, Hutchinson Builders, McNabb, DJ Buckley and New State. The tender closes on the 30th March 2020.

It is proposed that the D & C tender will be assessed during April with a view to a recommendation being presented at the April council meeting.

2. JKP Design and Budget Review

As per the agreement at the October council workshop, the works that could be accommodated within the current budget for John Kerr Park will include the new change rooms, the completion of the canteen, bar & cool room area in its final arrangement and a new path connection to the entry gates were approved to proceed.

The canteen has been disconnected to allow the additional slab areas to be completed and when the bar and cool room arrive in March the units will be turned to face the field and reconnected.

The alternative tender submission from DJ Buckley for a change room facility which is a slab on ground and coloured blockwork construction has been received which is of the same size and level of facilities as the Ausco demountable option. The pricing is slightly less than the Ausco offer and it has been approved by council to progress with Buckley to spend a small amount of design to allow a fixed lump sum proposal for the build on site option. This option will ensure a larger local content spend component within the community which is a further benefit to the more robust built form solution. DJ Buckley are currently preparing this design package and pricing.

The funding application for the JKP lighting has been confirmed as unsuccessful and discussions have now been held between all relevant parties around planning a new submission for the April sports and recreation funding round.

3. Shire Hall Refurbishment

Works are complete and a training session on the screen was held, but further training may be required when other attendees are available.

4. W4Q Project Budgeting and Scoping Review (refer attachment)

The Eulo Hall works have been awarded to the successful contractor Brock Short and his carpenter Chris Thomas who undertook the Wyandra Hall works, and final scope has been discussed with the Eulo community representatives to obtain agreement on colours and community concerns. A few small additional items were added to the scope to meet the community requirements.

After completion of the Wyandra Hall Scoped Works there is a surplus of approximately \$28,000, however other works have been requested including:

- Playground Shading - \$7,500 (estimate)
- Fencing - \$5,000 (estimate)
- Entrance work - \$5,000 (estimate)

The external cladding at the Wyandra Hall is in similar condition to that of Eulo, and now that the internal has been completed with the exception of the floor sanding it is felt that along with the Eulo Hall full scope completion, a full completion of the Wyandra Hall also, would be an outcome that would see an equal approach to both towns.

These balance works need to be tendered for Wyandra and then after pricing is received the scope can be assessed against any remaining budget within the W4Q3 allowances.

The Yowah TV new larger replacement satellite dish for the ABC/SBS network which was approximately \$15,000 of the budget allowance has been delivered to Cunnamulla and we are awaiting completion of the foundations and slab works on site prior to its installation, which has been delayed with the wet weather.

There was a rain event that caused damage to one of the digital signal receiver units so it has been necessary to replace this on insurance. The balance of the receivers is currently performing as required so it appears it is not necessary to replace these from the current budget at this time.

The Yowah reseal has been extended to all roads within the town and additional funding has been added to the W4Q to facilitate this. Works are programmed for March weather permitting.

Three of the 4 large 18 meter tourist information billboard locations are approved for installation and these will commence during March.

Pricing has been received for the Bushland electrical works to connect the nursery and the shade structure to allow lighting and power to each. This will be awarded in March.

5. Digital Connectivity Project - Field Solutions

Field Solutions Group have an executed contract with council and are now able to order the towers for the stage 1 works. These towers will comprise of a large tower in Cunnamulla, tower T0 on a station between Eulo and Cunnamulla, tower T1 in Eulo, and tower T2 on the bluff in Yowah.

The stage 2 funding package has been submitted and is awaiting a response.

Latest discussions with Field Solutions have confirmed they are finalising the construction methodology for the towers and these will be ordered in March and have an 8 week lead time. They need a finalised location confirmed by council for the Cunnamulla and Eulo

locations so this will need to be finalised along with any agreements and approvals associated with these proposed sites. They will conduct soils testing and foundation design on the sites once finalised and will aim to have foundations completed prior to tower delivery.

6. Deep Creek Bridge

A complete submission from RoadTek for the Deep Creek Bridge strengthening and upgrade works was received and was higher than anticipated and exceeded the budget.

The scope of works includes partial demolition, a new inset concrete replacement deck, new piled concrete abutments and apron slabs and full new paint coatings to all of the existing steelwork along with additional steel stiffening members to the existing steel structure beneath the deck.

A value management exercise has been entered into with RoadTek /PSC and the engineer to look at alternative design to reduce the cost of the bridge works. This involves elimination of the piers in the abutment and the use of a precast deck structure. A quick resolution is required to keep the works on programme. Effects of the recent floodwaters on the bridge area need to be established.

The planning and pricing of the associated side track to the south of Deep Creek Bridge has also commenced and this work is planned to be undertaken by local contractors and be completed prior to the bridge being decommissioned for the works to occur.

7. Airport Upgrade Works

Advanced Airport Lighting has completed all of their works including the 2 new wind socks. They still have to demobilise their equipment which has been delayed due to the weather.

Colas have completed the re sealing works at the airport along with the temporary line marking works. The final line marking will be completed in 6 weeks when the bitumen has stopped bleeding.

8. CCTV/ Town Lighting Upgrade

The tender for the CCTV upgrade to include an additional 50 Wi-Fi cameras and upgraded equipment within the police station has now closed via LG tenders. Five submissions were received and these were assessed by the panel and the successful tenderer was Field Solutions. They have received their contract and are aiming to have all of the CCTV system completed by May 2020.

The audit report on the town lighting has been received and is currently being reviewed so as to resolve a scope of works to tender the lighting upgrades required. This will need to be co-ordinated with Ergon also as to who is allowed to work on their assets. Low light areas that the police are concerned about will also be addressed.

9. Sewer Treatment Plant

The Sewer Treatment Plant has been awarded to Pensar and the design process is continuing well, with the 80% design milestone targeted for mid March. Site commencement is currently shown as early May with a completion date in November. A full detailed progress report is attached which includes preliminary sketches of the plant.

Colour Shading:
Budget Information
Expenditures Information

Budget Indicator	
Within Budget	✓
Overspent	✗

													Wednesday, 4 March 2020
Job No	Description	Original Budget	Committed	Actual + Committed	% Spent and Committed	Remaining Budget based on Actual + Committed	Budget Indicator	Funding Program	Funding Completion Date	Target completion	% Planning & Design Complete	% Construction Complete	Comments / Progress / Next Actions
Information Technology													
1140-0010	Digital Connectivity Project	\$500,000.00		\$38,502.32	8%	\$461,497.68	✓	50% BoR / 50% Private	30/09/2020	30/08/2020	50%		Field solutions have been awarded the contract and are progressing well with land owner agreements in place. B.O.R application submitted for additional funding.
1140-0020	Safer Communities Fund	\$500,000.00	\$406,290.19	\$461,635.24	92%	\$38,364.76	✓	SCF	31/05/2020	30/04/2020	80%		Upgrade of CCTV and Lighting in Cunnamulla Wi-Fi (digital connectivity project) to be utilised for cameras. CCTV Tender closed 17/01/2020. After an extensive evaluation of submission the successful contractor has been awarded to Field Solutions
	Report Group Total:	<u>\$1,000,000.00</u>	<u>\$406,290.19</u>	<u>\$500,137.56</u>		<u>\$499,862.44</u>							
Disaster Management													
2370-0010-0005	Flood Gauges Upgrade	\$104,000.00	\$20,460.00	\$23,160.85	22%	\$80,839.15	✓				100%	15%	Combined project with Merwah Shire. Working with Project Coordinator to finalise. Progressing well. Materials are in Charleville awaiting delivery Contractor has been engaged to install/concrete footing and cages.
	Report Group Total:	<u>\$104,000.00</u>	<u>\$20,460.00</u>	<u>\$23,160.85</u>		<u>\$80,839.15</u>							
Council Buildings													
TBA	Building Renewals	\$281,616.65			0%	\$281,616.65	✓			30/06/2020	50%		In progress and working through schedule of upgrades from asset inspection and updating the Delta S Data base
2390-0100-0005	Civic Centre - Honour Boards			\$21,446.27	0%	\$21,446.27	✗						
2390-0100-0006	CCEC Detailed Design - MIPPP2	\$227,272.73	\$18,077.18	\$192,486.60	85%	\$34,786.13	✓	MIPPP2		30/04/2020	80%		D& C Tender package has been released to all 4 companies on the shortlist tender closes 30/03/20 Bling Tanner review is included in the tender package.
2390-0100-2001	Wyandra Amenities Block	\$28,317.00	\$14,330.50	\$16,684.50	59%	\$11,632.50	✓	SESSGF	30/06/2020	30/04/2020	90%		SES Toilet block proposed, preparing scope and source quotes Nick land has been awarded this work with commencement due this month
2390-0120	CCEC - LGGSP 2019-21	\$1,325,000.00		\$257,703.58	19%	\$1,067,296.42	✓		30/06/2021	30/04/2021	10%		Refer above to CCEC

2390-0300	WIP - LGGSP Evac Centre	\$392,236.43	\$22,055.50	\$513,813.65	131%	(\$121,577.22)	×	LGGSP	30/12/2019	30/12/2019	100%	100%	Power House - Asbestos Removal Completed, Structural Assessment has been completed. Initial feedback-Structurally sound. Shire Hall Dressing Room - Complete Shire Hall Facade - Complete Project Complete
	Report Group Total:	<u>\$2,254,442.81</u>	<u>\$54,463.18</u>	<u>\$1,002,134.60</u>		<u>\$1,252,308.21</u>							
Airport													
2410-0020	Cunnamulla Aerodrome Upg - RAU	\$554,485.00	\$451,479.11	\$871,894.57	157%	\$317,409.57	×	RAU		30/04/2020	100%	40%	Scope -Install new Lighting, resealing & pavement marking Lighting contractors Advanced Airport Lighting have completed their work. Variation on the RAUP funding has been approved, additional funding amount of \$324,300.00 (50/50) to be added with Q2. Reseal & line marking work underway by Colas QLD expected to be completed April
	Report Group Total:	<u>\$554,485.00</u>	<u>\$451,479.11</u>	<u>\$871,894.57</u>		<u>\$317,409.57</u>							
Parks & Gardens													
2440-0030	John Kerr Park Upgrade - GPPS	\$330,000.00	\$40,493.18	\$146,769.30	44%	\$183,230.70	✓	GPPS	30/06/2021	30/09/2020	80%		Proposed upgrade of facilities as part of Master Plan includes: Dressing rooms, Field Lighting, Toilets, and Landscaping. Initial tenders for Change Rooms were over budget and considering other options. \$150,000 of Sport and Recreation funding \$180,000 of PSC funding available. Junior League Club funding to be discussed and establish agreement. New canteen to be relocated, bar due for installation March Dressing room contract awarded to DJ Buckley
	Report Group Total:	<u>\$330,000.00</u>	<u>\$40,493.18</u>	<u>\$146,769.30</u>		<u>\$183,230.70</u>							
Plant Operations													
2460-0020-0001	Various Fleet Replacements	\$1,000,000.00	\$139,735.09	\$252,402.16	25%	\$747,597.84	✓						Program being finalised to establish fleet replacements
	Report Group Total:	<u>\$1,000,000.00</u>	<u>\$139,735.09</u>	<u>\$252,402.16</u>		<u>\$747,597.84</u>							
Road Construction - Shire Roads Program													
2500-2000	Jobs Gate Rd - TIDS 2019-20	\$700,000.00	\$226.55	\$702,807.15	100%	\$2,807.15	×	TIDS			100%	100%	Job Completed
2500-1000	Murra Murra Rd - TIDS 2019-20	\$475,000.00	\$272.73	\$383,874.90	81%	\$91,125.10	✓	TIDS			100%	100%	Job Completed
2500-0728	Black Gate Road Floodways Proj			\$14,086.65	0%	\$14,086.65	×	QDRF					

2500-8000	Deep Creek Bridge Replacement	\$1,958,332.35		\$106,993.14	5%	\$1,851,339.21	✓	TIDS/BRP	1/06/2020	30/05/2020	90%		Repair/upgrade of existing bridge TIDS - \$1.2mil Bridge Funding - \$780k Develop design scope / budget-OSBORN CONSULTING ENGINEERS have completed the design for tender. Tenders closed 12/02/2020 Project team negotiating submission
	Report Group Total:	<u>\$3,133,332.35</u>	<u>\$499.28</u>	<u>\$1,207,761.84</u>		<u>\$1,925,570.51</u>							
Roads to Recovery													
TBA	Broad Street	Awaiting allocation amount from Engineering			0%		✗	R2R					R2R program and budget to be confirmed and approved
TBA	Grid and Gates (if allowed under R2R)	\$60,000.00			0%	\$60,000.00	✓	R2R					
2550-0208	R2R - Louise Street	\$110,000.00	\$800.00	\$101,155.60	92%	\$8,844.40	✓	R2R					
2550-0211	R2R - Arthur Street	\$2,500.00		\$797.54	32%	\$1,702.46	✓	R2R					
2550-0214	R2R - Garden Street	\$2,500.00		\$4,855.18	194%	\$2,355.18	✗	R2R					
2550-0629	R2R - Randwick Downs Road	\$70,000.00			0%	\$70,000.00	✓	R2R					
TBA	Other R2R Projects TBA	\$728,400.00			0%	\$728,400.00	✓	R2R					
	Report Group Total:	<u>\$973,400.00</u>	<u>\$800.00</u>	<u>\$106,808.32</u>		<u>\$866,591.68</u>							
Water Supply Network													
2600-0015-0005	Bore 1 Headworks/Pump motor	\$30,000.00			0%	\$30,000.00	✓						
2600-0015-0006	Bore 3 - Pump and motor	\$30,000.00			0%	\$30,000.00	✓						
2600-0500	New Water Meters	\$150,000.00	\$94,961.00	\$106,076.41	71%	\$43,923.59	✓			31/05/2020	100%	10%	Trial Meters have been installed and are being monitored for the performance. Additional meters have been order for installation.
	Report Group Total:	<u>\$210,000.00</u>	<u>\$94,961.00</u>	<u>\$106,076.41</u>		<u>\$103,923.59</u>							
Wastewater Network													
2700-0030	WIP - Sewerage Treatment Plant	\$2,904,651.93	\$4,149,721.73	\$4,325,630.18	149%	\$1,420,978.25	✗	SPF	30/12/2020	31/04/2020	75%		Pensar Water has been awarded the contract and work has commenced. Pre-start meeting was held on 13/02/20. 80% design report will be submitted end of this month
2700-0040	WIP - Sewer Pipe Network Relin	\$6,107,705.67	\$3,534.49	\$3,539,217.41	58%	\$2,568,488.26	✓	SPF	30/12/2020	30/03/2020	100%	95%	Contractor Abergeldie are on Site and progressing well. Claim 5 was received and processed in February. Work on track to be completed end of March
2700-0200	B.O.R. -Outfall			\$271,864.32	0%	(\$271,864.32)	✗		30/01/2020	31/04/2020	100%	95%	Ganden Engineers have provided a concept design to the outfall pipe. Quotes are being sourced Budget has yet to be entered into practical, budget will be adjusted at Q1 Review Abergeldie have completed this work.
	Report Group Total:	<u>\$9,012,357.60</u>	<u>\$4,153,256.22</u>	<u>\$7,864,847.59</u>		<u>\$1,147,510.01</u>							

W4Q2													
1550-0007-0002	Building & Housing Structural		\$9,090.91	\$66,274.28	0%	(\$66,274.28)	×	W4Q2	30/09/2019	30/09/2019	100%	100%	Intended that Carpentry Works to be completed by 30 June hence not included during budget process. Has since been approved to be extended to 30 September therefore budget will be adjusted at Q1 Review and \$100 000 has been reallocated. Works complete
1550-0007-0004	Township Public Inf. Upgrade	\$70,000.00		\$58,517.67	84%	\$11,482.33	✓	W4Q2	30/09/2019	30/09/2019	100%	100%	Wyandra – Painting and upgrade works to Hall and Toilets are almost complete. Eulo - Toilets complete Yowah – BBQ and concrete pad has been completed under the covered area.
	Report Group Total:	\$70,000.00	\$9,090.91	\$124,791.95	-	(\$54,791.95)	-	-					
W4Q3													
2440-0040	John Kerr Park - W4Q3	\$400,000.00		\$1,011.97	0%	\$398,988.03	✓	W4Q3	30/06/2021	30/09/2020	60%		Refer above to JKP, this is a joint funded project with GPPS funding.
2480-7000	Resealing Yowah Streets W4Q3	\$100,000.00	\$204,193.95	\$244,474.38	244%	\$144,474.38	×	W4Q3	30/06/2021	30/06/2020	100%	40%	Joint funded with R2R. \$100,000.00 of W4Q3 and remaining from R2R. Work delayed due to rain, excepted to commence 20th March.
2410-0030	Fuel Bowser Upgrade at Cunnamulla Airport			\$6,546.68	0%	\$6,546.68	×	W4Q3			100%	10%	Quotes have been sourced for the fuel bowser covers and lighting. Repairs to fuel bowser have been completed
2390-0110-0100	Eulo Hall Upgrade	\$176,500.00	\$79,236.36	\$121,556.23	69%	\$54,943.77	✓	W4Q3	30/06/2021	30/06/2020	100%	5%	Local consult with Eulo Representatives was held in February. Slight adjustments made to scope. Work to commence next month
2390-0110-0200	Wyandra Hall Upgrade	\$176,500.00		\$47,916.14	27%	\$128,583.86	✓	W4Q3	30/06/2021	30/06/2020	85%	80%	Small additional works to be completed.
2390-0115	Paroo Shire Hall Façade Upgrade	\$102,000.00						W4Q3	30/06/2021	30/06/2020	100%	100%	Joint funded project under LGGSP. All work is now complete. Adjustments to be made for true expenditures to display
1300-0020	Information Signs Highway-W4Q3	\$100,000.00	\$1,000.00	\$48,746.67	49%	\$51,253.33	✓	W4Q3	30/06/2021	30/04/2020	100%	80%	Manufacture complete, awaiting install.
2440-0050	Star Gazing Parking Area- W4Q3	\$10,000.00		\$444.06	4%	\$9,555.94	✓	W4Q3	30/06/2021	30/04/2020	100%	40%	Signs have arrived. Work plan to be established Proposed to move star gazing area to the bushlands to utilise funding
2380-0010-0003	Yowah TV Transmitter Upgr-W4Q3	\$70,000.00	\$30,519.87	\$38,753.72	55%	\$31,246.28	✓	W4Q3	30/06/2021	30/03/2020	90%	5%	New Satellite dish is being ordered for installation in February. Quoting to have UPS installed
2440-0010-0005	Bushland Upgrades - W4Q3	\$25,000.00		\$3,584.50	14%	\$21,415.50	✓	W4Q3	30/06/2021	31/03/2020	70%		Establishing scope for works to be undertaken. Additional lighting to be included.
	Report Group Total:	\$1,160,000.00	\$314,950.18	\$513,034.35	-	\$544,965.65							
	Grand Total	\$19,802,017.76	\$5,686,478.34	\$12,719,819.50		\$6,980,198.26							

Progress Update and Look Ahead

Current Month February Progress (Week Ending Sunday 02/03/2020)

Works Completed		
<p><u>Previous works completed</u></p> <p>Contract Award on the 3rd of February</p> <hr/> <p><u>Works Completed this Month</u></p> <ul style="list-style-type: none"> - Pensar has awarded the process and design contract to Heal Group of Companies. They have started on the design and modelling of the new STP. - Pensar has engaged BRS Electrical for the switchboard design and control - Investigation of existing pump stations and flow data <p><u>Design progression</u></p> <ul style="list-style-type: none"> - Overall Process design selection – 100% - Process unit design, sizing & Selection – 95% - Hydraulic calculations through the treatment plant – 90% - Overall Site GA - 75% - Process overview <ul style="list-style-type: none"> o P&ID drawings – 80% o Functional description – 80% o Equipment, valve and instrument lists – 80% - Bulk earth works calculations and drawings – 10% - Concrete calculations and drawings – 10% - Process unit drawings <ul style="list-style-type: none"> o Inlet works – 90% o Inlet Platform – 50% o Balance tanks – 90% o RBC units – 100% o Clarifier units – 100% - RBC building drawings - 20% - Site pipe work drawings – 15% - Below ground connections, collection manhole and gravity run – 5 % - Sludge handling system – 15% - Electrical and control drawings 40% <p><u>Documents submitted to Council</u></p> <ul style="list-style-type: none"> - MDR Template – 26/02/2020 - Management plans – 26/02/2020 - Fabrication and preassembly ITP submitted – 27/02/2020 		
RFI's		
RFI Number	Description	Status
01	Pensar requested the flow data for the influent coming into the existing treatment plant as well as the pump curves for the main feed pump stations	Council has provided the requested flow data and pump curves

Variations		
Variation Number	Description	Status
01	After investigation of the feed pump stations and inflow data pensar has recommended that a primary pump station be put at the front of the new treatment plant to allow for the low head flows from the caravan park and to buffer out peaking flows of up to 60l/s	Pensar to submit pricing and timeframe implications
02	Pensar has suggested that a local potable water tank be installed as part of the new construction along with a booster/ pressure maintaining pump.	Pensar to submit pricing and timeframe implications
Additional Comments		
Stakeholders/Residents	Nil	
Safety	Nil	
Environmental	Nil	
Weather	Nil	

Next Month (Expected progress in March)

Works Scheduled

Works Completed this Month

- It is currently anticipated that Pensar will have its 80% design submission ready for the 17th of March.
- It is currently anticipated that the HASOP / Design workshop will be held in the first week of April before the Easter break.
- Upon approval of the 80% design submission it is planned to place the order for all of the long lead time items. i.e.
 - o The RBC modules
 - o The Lamella Clarifiers
 - o The Balance tanks
 - o The Filtrate return pump station
 - o The side wide pumps and blowers
 - o The Spiral Sieve and the inlet box
 - o The Hydro cyclone and the Grit Auger with it
 - o The main loading pump station and pumps (If ordered)
 - o The RBC Building
 - o Valves
- What will not be ordered at this stage is all the small things that could change with little tweaks to the drawings. i.e.
 - o The inlet platform
 - o The Above ground pipe work

- The below Ground pipe work

Documents to be submitted to Council

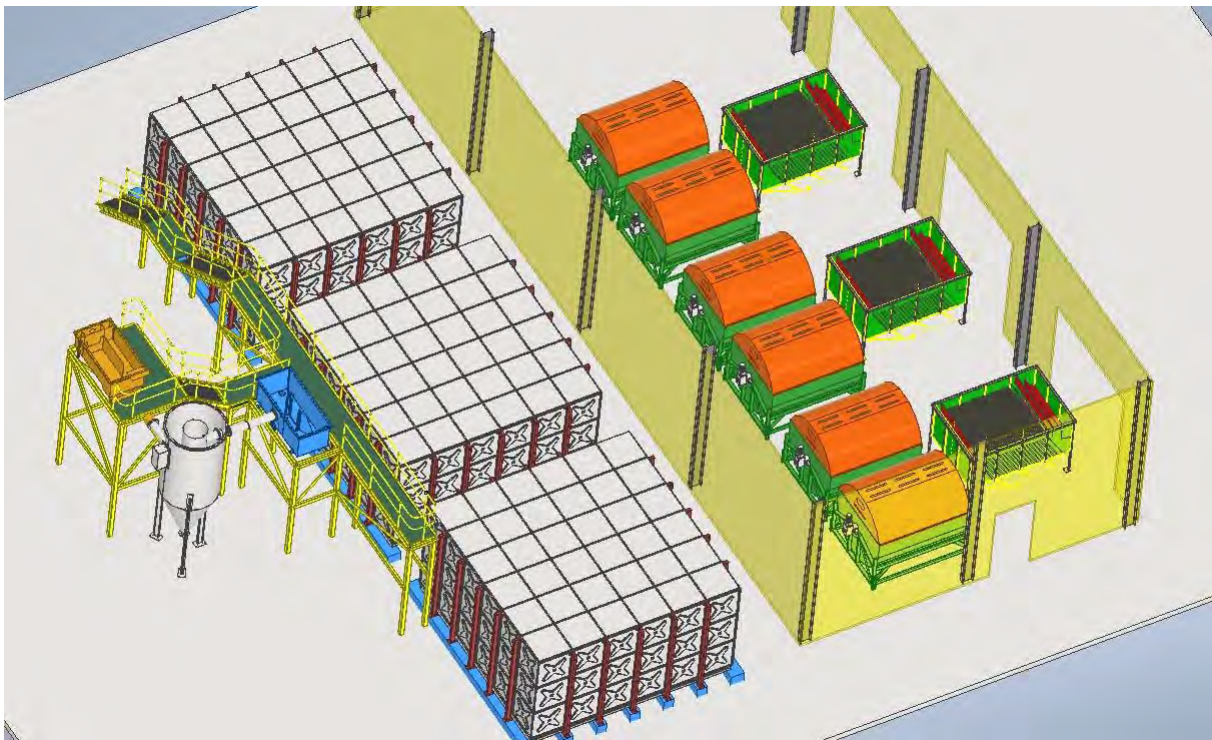
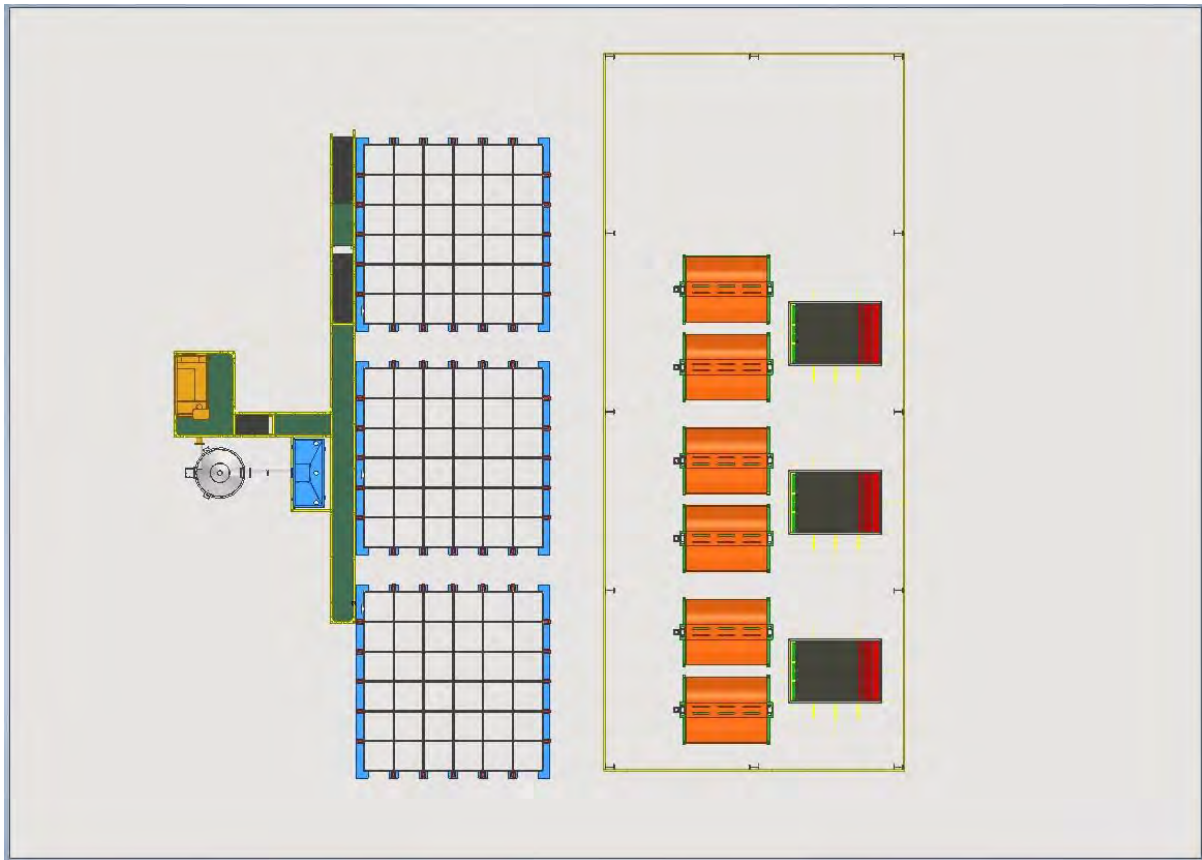
- 80% Design report
- GA and Section Drawings
- Process flow diagram
- Safety in Design Report
- Equipment list and Functional Description
- Hydraulic profile drawings
- Engineering drawings for Civil, mechanical and Structural elements
- Electrical drawings including control philosophy.
- HASOP draft report

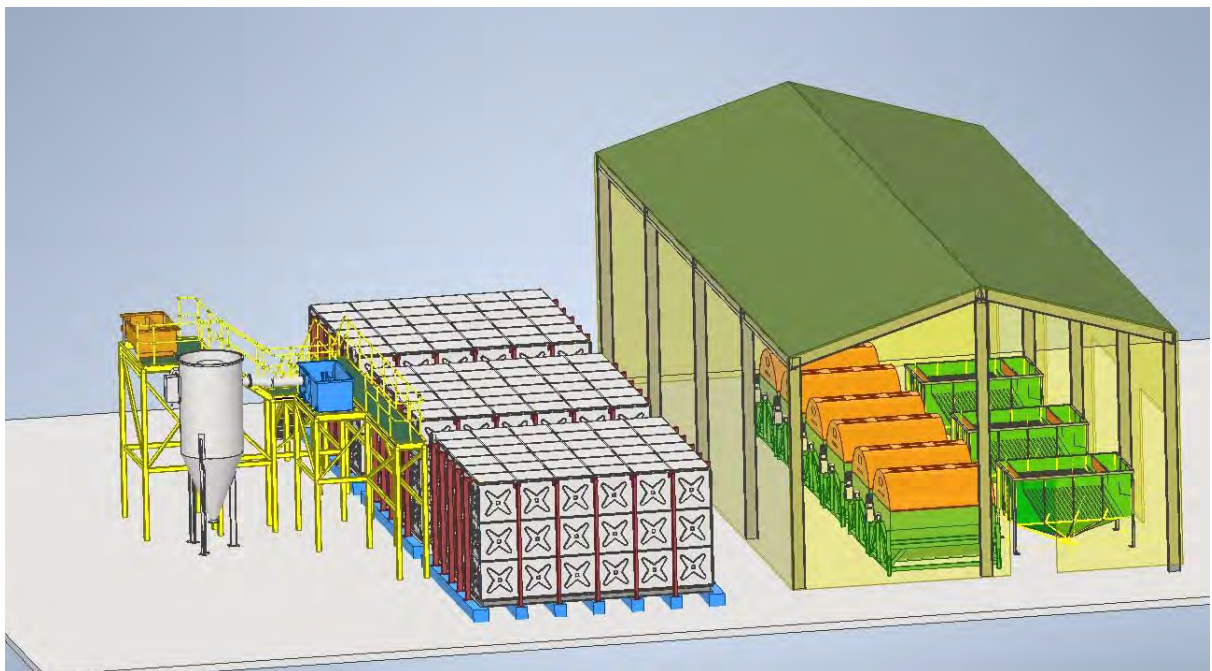
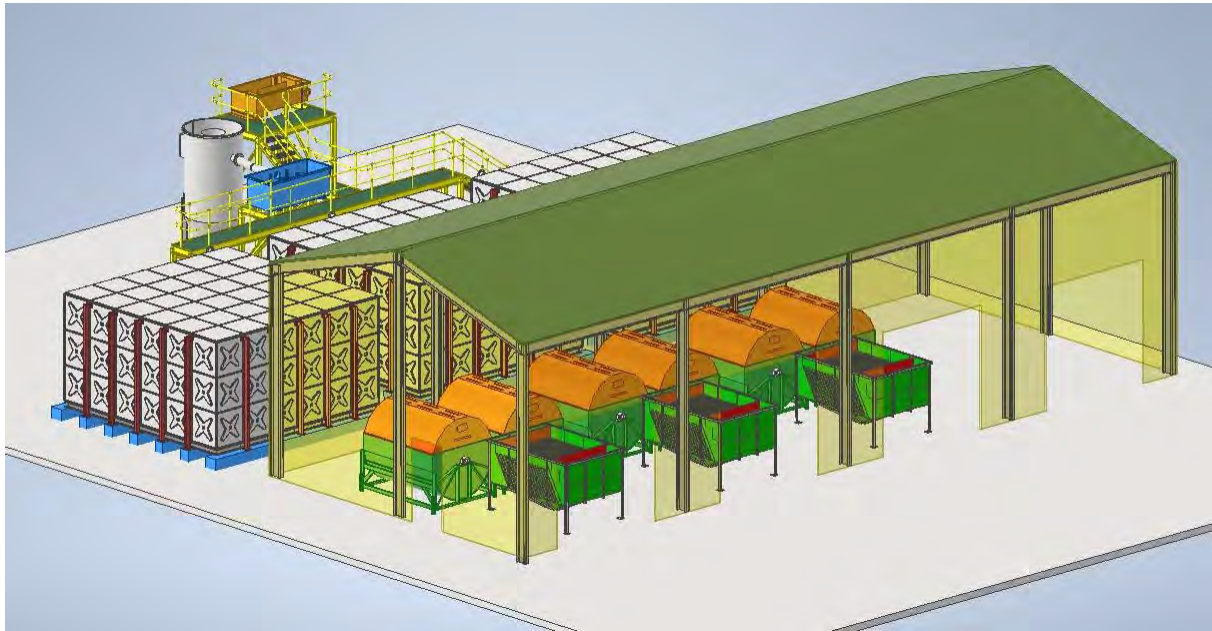
Additional Comments

Stakeholders/Residents	Nil
Safety	Nil
Environmental	Nil
Weather	Nil

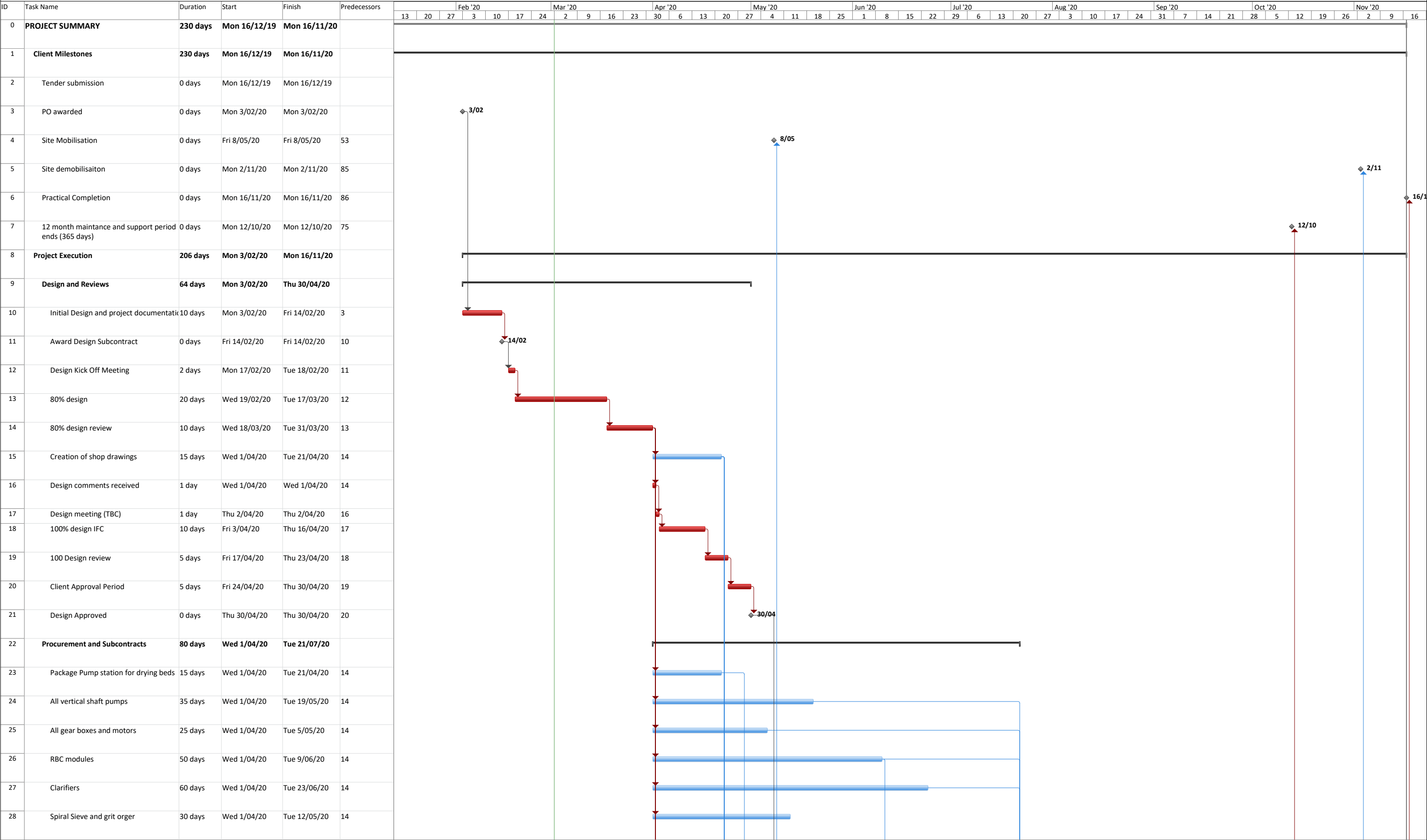
Photos

1. Snap Shots from the model





Paroo Regional Council New STP Construction Program



Project: PROJECT SUMMARY
Date: Mon 2/03/20

Task

Split

Milestone

Summary

Project Summary

External Tasks

External Milestone

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

Deadline

Critical

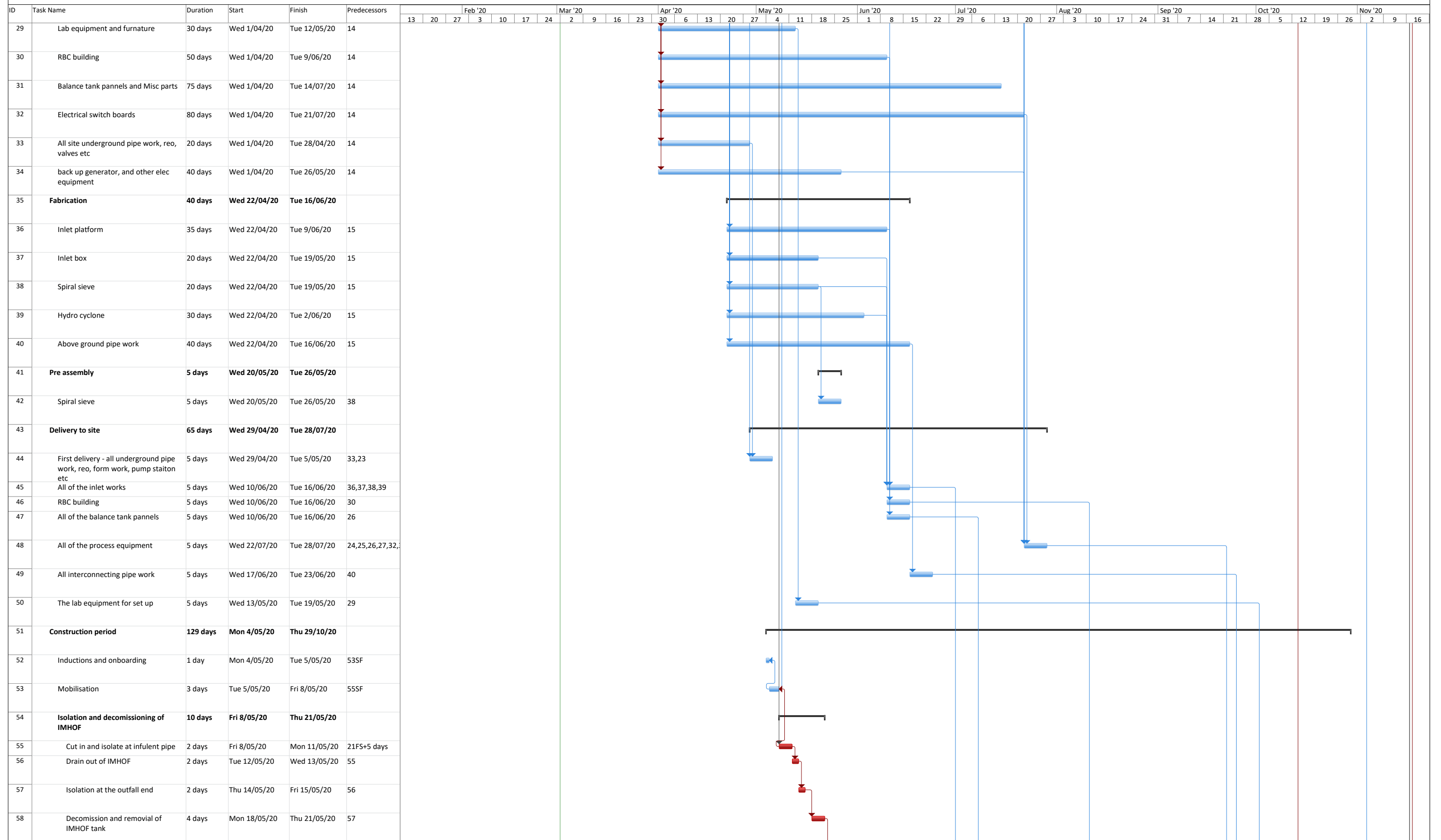
Critical Split

Progress

Manual Progress

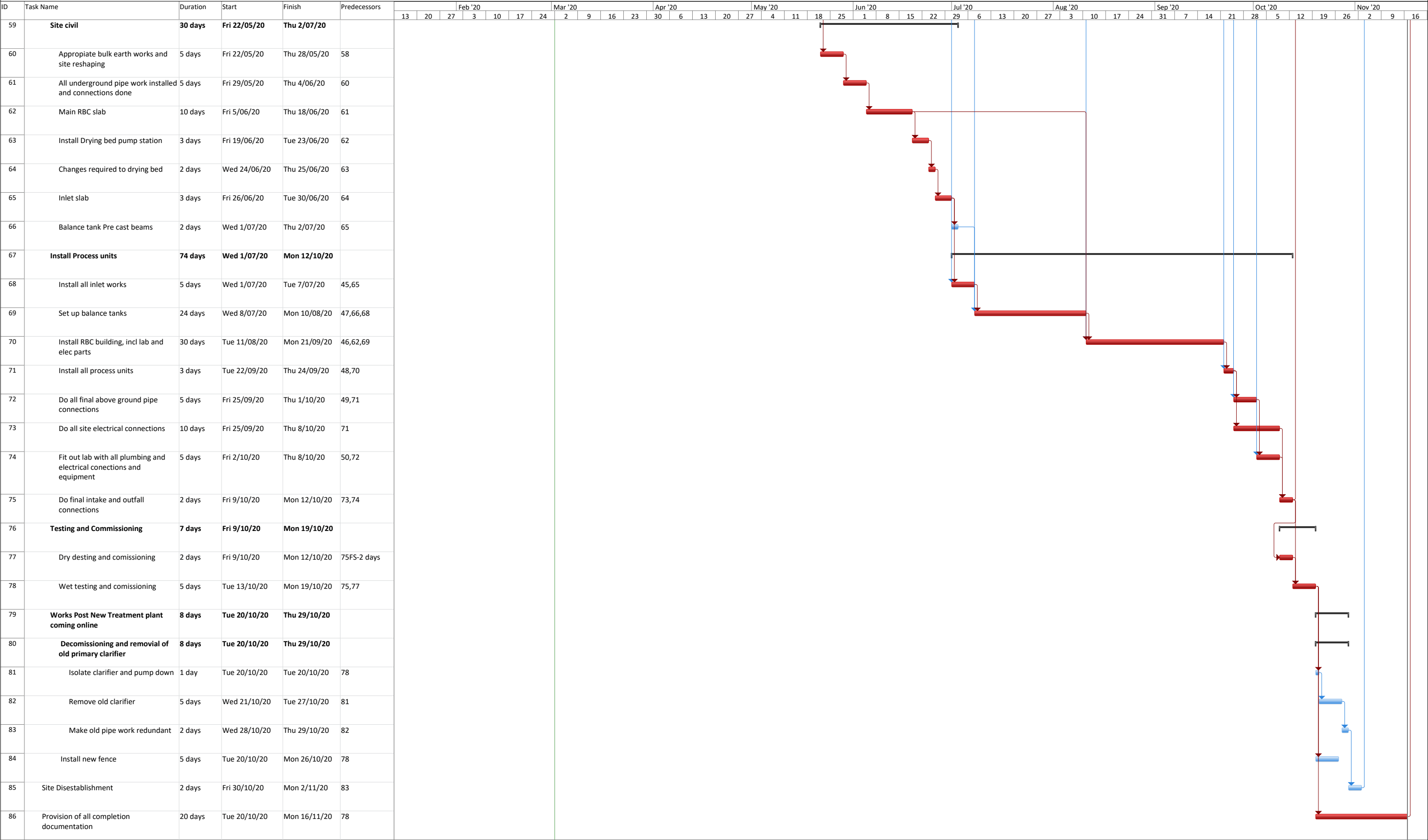
Page 1

Paroo Regional Council New STP Construction Program



Project: PROJECT SUMMARY Date: Mon 2/03/20	Task		Summary		External Milestone		Inactive Summary		Manual Summary Rollup		Finish-only		Critical Split	
	Split		Project Summary		Inactive Task		Manual Task		Manual Summary		Deadline		Progress	
	Milestone		External Tasks		Inactive Milestone		Duration-only		Start-only		Critical		Manual Progress	

Paroo Regional Council New STP Construction Program



Project: PROJECT SUMMARY
Date: Mon 2/03/20

Task

Split

Milestone

Summary

Project Summary

External Tasks

External Milestone

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

Deadline

Critical

Critical Split

Progress

Manual Progress

7.1.3 Asset Management Report

Council Meeting: 17 March 2020

Department: Asset Management

Author: Sean Rice, with assistance from Stephen Harbort

Purpose

The purpose of this document is to provide Council with an update on the activities undertaken by the Asset Management Department.

Recommendation

That Council receive and note the Asset Management report for February 2020.

Activities

Little notable action has occurred over the past month on our Asset Management Systems and processes due to the resourcing required to manage through the flood and extreme rainfall events.

Our Assets Officer has officially given her notice, and we have been fortunate to source a replacement who will commence with Council at the end of March.

Please see Actions Taken in the attached 'Asset Management Audit Recommendations' table.

Rec No	Recommendation	Priority	Relevant Section	Responsibility	Target Date	Action Taken - Updated-December 2019	Date Closed
1	Continue current update of Asset Management Plans and ensure proposed linkages to long term planning are implemented and continually updated.	High	Section 3.1	COO	Ongoing	In May, the SWRED was successful with a 70% Grant of \$708,400 of which PSC will receive \$130,000 plus 10% contingency with a contribution of \$75,437.68 for Asset Condition Reporting etc. A Project Plan has been completed and the first Working Group Meeting has been held. The Group is requesting a Proposal from Consultants to review of our Regions GIS/Asset Management systems.	
2	Develop 10-year capital works programs based on improved asset condition assessments for each asset class.	Med	Section 3.1	COO	30/06/2020	Draft Capital Works Program to be presented to June Council Meeting. (Target 75% accuracy)	
3	Develop new budget documentation which clearly separates renewal, upgrade and new capital works.	High	Section 3.2	CFO	30/05/2020	Being completed as part of 2019/20 Budget Process	
4	Develop a policy in relation to significant new capital works requiring Council approval, with whole of life costs to be submitted with approval requests.	Med	Section 3.2	CEO	30/03/2020	No action to date	
5	Implement an education program to upskill staff and Councillors' knowledge on the true long-term costs of new assets and the organisational definition of renewal, upgrade and new assets.	Med	Section 3.2	CEO	30/06/2020	Asset Officer has visited Murweh Asset Team and Training Plan to be developed for Team. Asset Officer has access to Software and BizeAsset Training completed. Strategy to be developed to upskill other Council staff and Councillors	
6	Develop an Asset Management Strategy document which will be the blueprint for future Asset Management improvements. The Strategy document to include a prioritised improvement plan identifying required action, with set timeframes and tasked to responsible officers.	High	Section 3.5	COO	30/06/2020	No action to date.	
7	The Asset Management Improvement Plan is to be tracked and reported on to an Asset Management Steering Group.	Med	Section 3.5	COO	Ongoing	No action taken to date. Item to commence on completion of the Asset Management Improvement Plan Item 6 on this table.	
8	That the existing Asset Management Plans be reviewed and updated for each asset class to ensure Council is optimising the whole of life costs for its existing and future assets and delivering cost-effective services.	High	Section 3.6	COO	30/04/2020	No action taken to date	
9	That an Asset Management Steering Group be formed to oversee and coordinate the implementation of practical Asset Management improvements across the organisation.	High	Section 3.7	COO	30/02/2020	No action taken to date. Recommend Group be formed after Council elections.	
10	That a roles and responsibilities matrix be developed that clearly identifies position responsibilities relating to Asset Management.	Med	Section 3.7	COO	30/02/2020	Work in progress	
11	That basic service levels be established for key infrastructure services.	Med	Section 3.8	COO	30/04/2020	Will require a Council strategy Workshop	
12	That Council review its costing system to ensure that the cost of providing key infrastructure services can be separately captured.	Med	Section 3.8	CFO	30/03/2020		
13	That the basic services levels established be measured on and reported in the Annual Report.	Med	Section 3.8	CEO	Ongoing		
14	That Council adopt the following strategy in relation to data and systems: <ul style="list-style-type: none"> • That the Practical Plus System be utilised to perform asset financial functions and for the storage of financial asset data; • That MapInfo be utilised to store all non-financial asset attribute data and be used for reports, including producing 	High	Section 3.9	COO	30/06/2020	Reflect is being used for roads condition reporting for RMPC. A separate Local Roads database has been created. Strategy to implement REFLECT on local requires needs to be developed BizeAsset currently being retained as preferred Asset Management system for Paroo Shire.	

Rec No	Recommendation	Priority	Relevant Section	Responsibility	Target Date	Action Taken - Updated-December 2019	Date Closed
	Council's Road Register; <ul style="list-style-type: none"> • That Council continue to expand the usage of Reflect to all Council roads for Asset Maintenance Management; • That the information in the Roads Register database be transferred to ArcGIS and then terminate database; and • That the information in BizeAsset be transferred to MapInfo tables and then terminate database to reduce duplication and required licence costs. 					Clarity of what is incorporated into the Practical system needs to be determined. This needs to reference what will be included in the asset management system and the valuation system.	
15	That an Asset Capitalisation Procedure be developed which clearly articulates the process by which Council manages its infrastructure asset data and describes the asset accounting procedures involved and the linkages with the mapping system.	High	Section 3.10	CFO	30/04/2020	No action taken to date.	
16	That Council implement a documented evaluation process by which asset management improvements are identified, timeframes established, resources allocated, actioned, monitored and reported to the CEO.	High	Section 3.11	CEO	30/06/2020	No action taken to date.	

7.2.1 Corporate and Community Services

Council Meeting: 17th March 2020

Department: Corporate and Community Services

Author: Toni Pender- Community Services

Purpose

The purpose of this document is to provide Council with an update on the activities undertaken by the Corporate and Community Services Department.

Recommendation

That Council receive and note the Corporate and Community Services Report as presented.

Discussion

1.1 Liveable Community

1.1.1 Community Support

Service Program Outcomes

Service Users this Month	Number of service users
Service users who received a service this month	35
Improved ability to access appropriate services	18
Service users who received improved social connectedness	55
Occasions where information, advice and referral services were provided	31
	139

Services Provided this Month	% of Time Allocated
Access/Enquiries (information, advice, referrals and assessments)	10
Support (community/community centre based development, coordination and support)	20
Program Reporting (daily, monthly and OASIS quarterly)	5
Meetings Channels (interagency, community reference group etc)	10
Development (study, leadership programs, information stalls etc)	25
Community Education (workshops, programs, information stalls etc)	15
Council Community Programs/Events (NAIDOC, Qld Week, Cunnamulla Fella Festival etc)	15

Programs	Actions/Reports	Status
Interagency Meeting	Preparing Agenda & Minutes	In progress
Welcome to Cunnamulla	Planning and preparation	Completed

1.1.2 Youth Support

Service Program Outcomes

Clients for Month	December	January	February
Total number of registered Users	9	8	8
New registered clients	1	0	0
Clients who received one on one service	5	3	2
Active Case management plans	4	3	2
Closed Case management plans	0	1	0
Improved client outcomes	2	3	2
Case management Clients reassessed	9	3	0
Service users closed	0	3	0

Description of Services	Service Hours Achieved	Program Monthly Total
Access/Enquiries (information, advice, referrals and assessments)	27	23
Support / Client Management (case management /plans/ outcomes/ assessments, referrals and YSCIS reporting, includes reporting, emails and phone calls)	42	83
Program Reporting (daily, monthly and OASIS quarterly)	13	213
Channels (Drop in centre, life line)	40	
Development (Study, Leadership programs, training etc.)	50	
Workshops (Youth Education, mentoring etc)	80	
Council Community Programs/Events (NAIDOC, Qld Week. Cunnamulla Fella Festival etc)	30	

1.1.3 Sport & Recreation

Statistical Information: Attendance of Events	February Attendees	Number of Events	Average Attendances
Morning Programs	125	12	10.4
School Based Programs	290	4	72.50
After School Program	248	19	13
Night Programs	132	9	14.6
Total For the Month	446	44	110.50

1.1. Swimming Pool

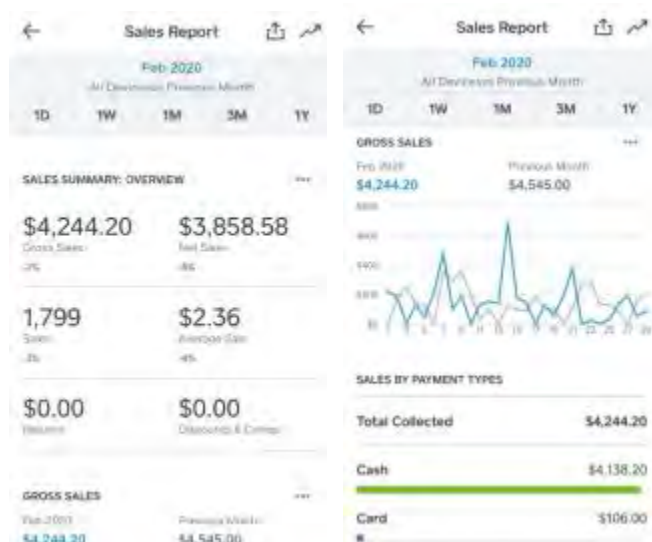
Overview of the Swimming program for the Month February 2020;

	January	February
No. of days in month	31	29
No. of days pool open	26	23
Average daily swimming pool temperature (degrees)	26	25

Attendance	January			Year to date 92 Days		2016/17	2017/18
Categories	No	Daily Average		No	Daily Average	Daily Average	Daily Average
Children	567	24.65	\$567	4,291	46.64	21.7	28.2
Adults	134	11.65	\$268	896	10.74	4.69	6.89
Totals	701		\$835	4,584		9664	10519

Chemical Usage	December		Year to date 92 Days		2017/18	2018/19
Category	No	Daily Average	No	Daily Average	Daily Average	Daily Average
Chlorine kg	470	15.16	1700	18.47	5.21	7.00
Acid (L)	375	12.09	1150	12.5	3.04	5.4

Financials for February



1.2 Team Leader Community Services

Project	Actions/Reports	Status
John Kerr Park Funding	Building Development-contingency plan Redevelopment Final pre- construction qualifications	Completed In Progress In Progress
Hall Contract	Reviewing the Hall Contract to be advertised for tender Advertisement	In progress
PHN- Funding	Service agreement sent to Department for execution Plan for Community	Funding Body Approval In progress Delivering Programs
TRAIC Grant	Program Planning Delivering the program	Completed In progress Delivering Programs
Uniform Policy	Organizing Committee meeting Reconstructing policy	Completed
QLD Day 2020	Planning and advertisement	In Progress

MOU Day Care	Negotiating Solutions	In Progress
Young People Policy	Amending policy to suit all area of Council	Completed
Paroo Shire Facility Hire use Policy	Developing a policy for use of Council's facilities	Awaiting for policy to be workshopped with Council
Welcome to Cunnamulla	Visitor Information Centre Arranging preparations in conjunction with the Mayor	Completed
Blue Tree Project	Preparations, Planning and advertisement	In Progress
Red Chair Project	Preparations, Planning and advertisement	In progress
CMQ Regional Partnerships Projects	Preparations, Planning and Meetings	In Progress

1.3 Upcoming Events and Activities

- 8th March 2020 - Clean Up Australia Day (postponed due to wet)
- 18th-20th March - SWAN meeting Miles
- 20th- 22nd March - Lifeguard Training Eromanga

2. Libraries

2.1. Cunnamulla Library

2.1.1. KEYS TELECONFERENCE:

Karen Campbell, Principal of Cunnamulla P -12 State School asked me to attend a teleconference on Wednesday 26th February with her, Kat Fagan (KEYS co coordinator) and Cara Haig (Sacred Heart School) at the State School. The teleconference was in regards to the funding KEYS received in 2018.

I had attended the original round of teleconferences when we advanced to the final round for the grant. KEYS and CACH are going to partner with the library to hold an Easter Under 5's Fun Fair (just before Easter) as part of the First5Forever grant (which is now open) if we are successful.

We are going to hold it in Centenary Park and will have a jumping castle, sausage sizzle, Easter egg hunt, hot cross buns and of course Easter Bunny. As part of the grant we will also be acquiring the services of some kind of childrens' entertainers. We have received costings from both The Kazoos and The Fabulous Lemon Drops. Both of these acts have previously performed at the library several years ago.

2.1.2. REX SPONSORS THIS YEAR'S ANZAC COMPETITION ONCE AGAIN:

We have been successful once again with our sponsorship request to REX Airlines for 5 return airfares to Brisbane for the ANZAC Competition this year. Two of the five will be the winners from last year, when we had to postpone the competition due to illness. Naturally we are very grateful to REX for their kind sponsorship. Five return fairs from Cunnamulla to Brisbane are worth about \$3,500.

2.1.3. WORKPLACE HEALTH AND SAFETY TRAINING:

All library staff attended the compulsory Workplace Health and Safety training on Monday 17th February. We all found the training very informative. Since the training the library has done an emergency fire drill. Our emergency was a fire which went pretty smoothly with the exception our emergency horn wasn't very loud.

2.1.4. MOST TEENAGERS ATTENDING LIBRARY EVER:

We have well and truly exceeded our goal of attracting teenagers to the library. There are more children/teenagers attending the library after school than ever before. They love the iPads to access their social media and the popular Apps like Tik Tok. The library is the only access to iPads and social media that most teenagers crave. Library staff has our fingers crossed that we are successful with the State Library grant to enable us to purchase more iPads as the current ratio of iPads to kids isn't very accommodating.

Attachment A for photos of Cunnamulla Library

2.2. Wyandra Library

The library was only open for three days this month; we were unable to open for one Friday because the library assistant had to go to pick up her son from Morven. Our Exchange has been completed and we will ask our supervisor to organise for it to be collected.

From Wednesday 4th March the library will change from opening Fridays to Wednesdays, due to Wednesdays suiting the school better. Being that the school are our best patrons we thought it best to accommodate them. A sign has been put up advising patrons of the change to the open library day.

When we went to Cunnamulla for the Workplace Health and Safety training we were issued new Cunnamulla Fella shirts to wear as our uniform shirt.

No photos of Wyandra Library

2.3. Yowah Library

Both Scott and Angela came in for the Workplace Health and Safety training and we found it very informative. However we returned home at 8.20 pm to no power. It went out again the next day until 1 am Tuesday morning.

We were very excited to be issued with the latest Cunnamulla Fella shirt to wear as our uniform shirt, when we went to Cunnamulla for the compulsory Workplace Health and Safety training.

Our phone/fax has stopped working and the miners are not happy. However I have informed my supervisor and she has actioned it. An "all staff" email was sent around to see if anyone has a spare.

We have been flooded in with the rising flood waters but expect them to recede soon.

No photos of Yowah Library

2.4. Statistical Data

FEBRUARY 2020	Cunnamulla	Yowah	Wyandra
Open Days	20	4	3
Items Loaned	676	76	33
Average loans per day	33	19	11
Visitor Statistics	1914	38	12
Average Visitors Per Day	95	9	4

Adult Membership	435	156	36
Junior Membership	145	3	18
New Members	6	0	0
Requests made	95	11	0
Internet Hour Usage (hr.)	10.5	3	0

2.5. Highlights for February 2020

- Find out results of SLQ First5Forever grant and SLQ Micro grant
- Cunnamulla State School P – 12 preppies come for a visit

3. HEALTH & BUILDINGS

3.1. Notifiable Diseases

Nil Reported

3.2. Food Recalls;

FSANZ 2020/11 received on 03/02/2020
 FSANZ 2020/12 received on 03/02/2020
 FSANZ 2020/13 received on 03/02/2020
 FSANZ 2020/13 UPDATE received on 7/02/2020
 FSANZ 2020/16 received on 7/02/2020
 FSANZ 2020/17 received on 7/02/2020
 FSANZ 2020/18 received on 13/02/2020
 FSANZ 2020/29 received on 14/02/2020
 FSANZ 2020/25 received on 19/02/2020
 FSANZ 2020/26 received on 19/02/2020
 FSANZ 2020/30 received on 21/02/2020
 Emailed to local food outlets.

3.3. Food Hygiene Inspections:

Nil for February 2020

3.4. BUILDING:

*18-19-04 Building application x 1, awaiting Notification from Private Certifier for Approval received in October 2018. Form 56 received on 8th October 2019 Ken Murray from AAA Building Consultants has been Appointed as private certifier for property in Arthur St. Cunnamulla for New Construction / New Dwelling. Licence No: A533673.

*19-20-02 Building Application for repairs an alterations to a garage on property in John St. Cunnamulla received, advised to find private certifier for approval. Customer has been notified of visiting building consultant on 09/09/2019

*19-20-07 Form 56 Notice to the Local Government that a private certifier has been engaged for works on property in Emma St. Cunnamulla from Ken Murray from AAA Building Consultants on 3/02/2020.

*Building Approval received from Ken Murray from AAA Building Consultants for re-erection of removal dwelling to property in Emma St. on 17th February 2020.

*Building Searches for February: Nil

3.5. GENERAL:

Letter Re-Subsidiary on premises for licencing of Blue Wren Café Yowah sent to Sharon O'Hare written by Chris Tickner.

Erosion & Sediment Control Workshop 19th to 22nd May in Brisbane for for EHO.

Chris Tickner emailed information received from Acting CEO re-Care Taker Period for local election received from Acting CEO PSC on 24/02/2020.

3.6. Enquiries Received by Chris Tickner:

Customer from Wyandra has made enquiries about putting a bush camp/ Farm stay near Wyandra. Chris has emailed customer on 18/02/2020 re-requirements- including DA Form1 & sketch of bush camp layout required.

Customer from rural property enquired about putting a shed on rural property. 21/02/2020 Chris Tickner emailed customer re-requirements , the proposed used is captured under the activity group definition of "Rural Activities" which are "accepted development" in the Paroo Shire Planning Scheme 2019. Building Approval will be required.

Customer has enquired about establishing a café and a gift shop in Wyandra; Chris has emailed customer on 19/02/2020 regarding requirements.

4. Tourism

4.1. Discussion

The Tourism team have undertaken a revamp of the Museum, refreshing displays, progressing cataloguing and a thorough clean – wall washing, oiling timber frames and display cases. The team invite Councillors to view the updated displays

Implementation of new customer feedback system is on track and should be in place by Easter.

4.1.1. Virtual Reality

The Tourism Group (formerly Visit Qld) have pre-approval from the Queensland Government, Department of Innovation & Tourism Industry Development, to fund the installation of a VR experience into accredited visitor information centres across the state, on a 50:50 basis.

The original application was to have 35 Visitor Information Centres included however at this stage the funding only provides for 11 VICs.

The minister's office will issue a media release in the next couple of weeks of the Visitor Centres who are participating. The Cunnamulla Fella Centre has been selected as one of the eleven VICs to receive 50:50 funding for this project. The project is valued at \$12000 per visitor centre.

In terms of a time frame, the aim is to have the VR experience designed, created and fully installed in the VICs by end June/early July 2020. The subject of the Cunnamulla Fella Visitor Centre VR project will be Currawinya National Park. The idea behind VR is to showcase an attraction that is limited in promotional collateral and a tourism product that is not something on the beaten track, with an aim to increase visitation. The visitor centre is setup to issue camping permits to National Parks and an increase in visitation to Currawinya would also have a money benefit.

4.1.2. Artesian Time Tunnel Upgrade& Repairs

The Time Tunnel is over 10 years old and has had minimal repairs, maintenance and updates. Due to this it is now in need of urgent technical updates and repairs. The Time Tunnel entrance and lift experience idea is to create a complete and engaging encounter where the visitor gains more knowledge of what the lift is for, and where they are going. To ensure the longevity of the product, the following work that will take place in the coming weeks.

- Update lift entrance, rewrite and produce an introductory audio - this will play before entering the lift
- Remove and replace old elevator control equipment, with a modern simplified control system
- Update, rewrite and produce new audio track for inside the lift. Spoken by the miner, with sound effects.
- Update animated control panel sequence to be displayed on existing screen in the lift. It will show years passing and other 'gauges' for the time machine, as originally designed. Re-sequence lift experience to include several brief stopping points. Other things of interest can be seen on the elevator screen (Dinosaur bones etc)
- Write and produce lift exit audio. Spoken by the miner through an 'intercom'. Helps to complete the experience, and encourages the visitor to explore.
- Includes equipment, production, installation on site, programming, testing.
- Update the projection show in place of the existing miner in the tunnel. Where the current miner mannequin sits, we propose installing some see through 'scrim' fabric between the posts and creating a 1-2 minute projection show.
- Repair air-conditioning in the Time Tunnel
- Installation/programming/testing

4.1.3. Staff training

The tourism team will commence AIATSIS' Core Cultural Learning: Aboriginal and Torres Strait Islander Australia online course, the team will have one day a week for four weeks, working together to complete the course.

4.2. Artesian Hot Springs and Riverwalk

The first Steering committee meeting was held on the 11th of February. Minutes of the meeting are attached. The first milestone is due on the 8th of March. Council staff have this in hand and will meet the milestone.

4.3. Cunnamulla Fella Festival

The tourism team is recruiting for a casual tourism team member to undertake the key operational role of Festival coordinator, receiving direction and support from the Tourism Team Leader. Position has been advertised with applications closing 13 March.

Attachments

A - Library Photos

B - Artesian Hot Springs and Riverwalk Project Steering Committee Minutes

C - Paroo Wild Dog Advisory Committee Meeting Minutes

ATTACHMENT A. PHOTOS OF CUNNAMULLA LIBRARY



Kids of all ages enjoy the iPads because they don't have access to them at home



Teenagers enjoying the iPads

Artesian Hot Springs and Riverwalk Project: Steering Committee Meeting Meeting Minutes

Tuesday 11th February, 2020

Meeting Opened at 10:15am

Present: Cr Lindsay Godfrey (Mayor), Cr Jo Woodcroft, Cr Suzette Beresford (Deputy Mayor), Emil Moul (CEO), Tony Kosh(Chief Corporate Officer), Rodney (Jock) Jones, Barbara Mason (Tourism Team Leader), Jessica King
Next meeting: TBA

1. Funding agreement

- The Funding agreement is sitting with the minister of Local Government. Once this agreement has been signed the Paroo Shire Council will be dealt the Funding agreement.

2. Operational

- Appointment of a chair: Lindsay Godfrey (To be re-visited after the election)
- Discussion for three project advisors.
 - Charles Davidson (Peninsula Hot Springs)
 - David Morgans (TEQ)
 - David Mullens (Peak Services, QTC retired)
- Concerns re: Charles Davidson being an advisor. Invite Matt Sykes (colleague of Charles Davidson) to be an advisor in Charles's place.

Action Item: Barb to talk to Charles re: Matt

- Steering committee to arrange a meeting, with a brief of what is happening and what needs to be done

3. Research and Development

- Visions of Riverwalk
 - Stage 1 – Bridge to Spa
 - Stage 2 – Spa to Railway
 - Stage 3 – Bridge to Wetlands
 - Stage 4 – Wetlands to Weir
- Positioning of the Riverwalk suitable for all abilities
- Jock Jones started the Riverwalk project but came to a halt due to lack of funding
- Riverwalk will require minimal upkeep from council
- Wellness product
- Visions of Spa
 - Finding a source to reuse the water to minimise environmental impact
 - Water to be un - chlorinated
 - Solar for heating
 - What season would we operate?
 - Mini version of Peninsula Hot Springs. NOT A SWIMMING COMPLEX.

- Operating from a separate building or being connected to the Visitor Centre. Separate would be better, keeping separate financials.
- Council subsidy concerns
- Discussion questioning how other spas, such as Moree and Mitchell run their complex.

Action Item – Research how other facilities operate

- Business models
- ***Action Item: What can we do legally with council having a business? Research business models of Council/Business.***
- Build sustainability around our idea, data.
- Thesis that is being prepared through an ongoing study, involving the UNI will require a stipend of \$5000 from council.
- The data that is collated through this thesis is an asset.
- Karen Ticehurst researched different spas within Australia and emailed her findings to Mayor & Councillors. Email was forwarded to Barb.
- Conception drawings when funding agreement comes.

4. Community Support

- Discussion of Native title/Cultural heritage connections of where the Riverwalk can be placed.
 - Levee bank has no cultural connections
 - There is cultural connection in some places on the riverbank
 - No native title, but there is cultural connectivity
 - Involvement of RAPAD

Action Item: What are the road blocks on all options of the Riverwalk? Different Plans, Pro's/Con's of proposals.

5. Date of next meeting

TBA. Awaiting funding agreement to be signed.

6. Meeting Closed

Meeting declared closed at 11.15am

PAROO WILD DOG ADVISORY COMMITTEE MEETING
Thursday 20th February 2020

1. OPENING OF MEETING

Paroo Wild Dog Advisory Committee Meeting was declared open at 9:08am at the Supper Room, Cunnamulla

2. ATTENDANCES AND APOLOGIES

Chairman	Peter Lucas
Mayor	Lindsay Godfrey
	Mock Parker – representing Shellie Cash, National Park
	Peter Vagg
	Shane Warner
	Kym Williams
	Rod Cribb
	Peter Warren
	Richard Beresford
	Anthony Koch – PSC Chief Corporate Officer
	Skyela Kruger – AgForce SWQ Wild Dog Coordinator

APOLOGIES Don Dunsdon

MINUTES TAKER Beatrice Callegher

3. CONFIRMATION OF MINUTES

RESOLUTION

Paroo Wild Dog Advisory Committee adopt the minutes of the meeting held on 19th December 2019 as a true and correct record of that meeting.

Moved Peter Vagg **Seconded** Peter Warren **CARRIED**

4. BUSINESS ARISING FROM PREVIOUS MINUTES

- Ray presented a revenues and expenditures report last meeting, however it wasn't correct
- Baiting dates have been confirmed from 11th to 15th May 2020
- 4 Wild Dog trappers have been employed by Paroo Shire Council
- \$10,000 have been allocated for the purchase or construction of baiting racks. Council will follow the Paroo Shire Council Procurement Policy for requesting supplier's quotes
- The request to change the Federal Government funding allocation from the purchase of a 20ft freezer to the purchase of plastic vegetable crates, 1080 injection tables, material for extra baiting racks and material for the 1080 storage facility in Wyandra and Eulo have been approved.

- The Committee requested through a previous resolution that Council apply for the town orderlies of Wyandra and Eulo to become 1080 accredited and the Council Depots in those towns to become approved storage for the 1080 concentrate. Tony Koch has been asked to action this request and progress on both accreditations. The training needs to be done ASAP before the Government drops it.

5. CHAIRMAN'S REPORT

I was very disappointed that we never had the funds to do our May 2019, baiting program as I see the baiting programs as the most cost effective way of keeping wild dog numbers in check, it was disappointing to find out that we were getting caught with catch up charges from previous years as well as getting charged for items that we had not been charged for before. I was pleased to find that the Councillors were happy to increase the funding and offer us an option to continue with the two baiting programs a year, we did our part by suggesting that landholders would be charged an increase for the meat supplied by council from \$1.00 to \$2.00 a kilo.

We were able to get some on ground funding from the Federal Government for this financial year which will greatly help, with the employment of trappers and supply of some baiting racks, I feel we have to search for every bit of funding that is available as we cannot request more funding from council to extend our programs. Ray Hartnett was able to get some funding from SQ Landscapes for pig baits in the southern Paroo River catchment area for the protection of the Ramsar site the Currawinya National Park, this funding was used in conjunction of our spring wild dog baiting program and allowed for the use of pig baits in the Eulo area. SQ Landscapes was allocated \$1.25 million funding for cluster fencing in the Paroo, Balonne and Quilpie shires, my understanding is some of this funding has been allocated to a cluster fence west of the Warrego river south of Cunnamulla and also a linear fence to join two clusters in the south eastern area of the shire.

The council was notified of possible changes to the supply of 1080 to Local Governments as the Queensland Government estimate they will run out of the free supply they have on hand by the middle of next year and local governments will then have to purchase from a commercial provider, this will add to the costs of our baiting programs and also changes how we operate, there will be no rolling of baits all baits will be injected and we will require baiting racks to inject. (The Mayor asked me for a reply which I gave). The training of 1080 accredited people will also change, this will also be handed to a registered training organisation (RTO), so more costs to Local Governments, there will be more changes to the use of a lot of chemicals once the new QLD Health bill comes in. The approved volunteer landholder 1080 accredited program we have been pursuing through QDOG is now getting put on hold until the new Health bill gets passed in Parliament. We have had on our books for some time, to get the town orderlies of Wyandra and Eulo accredited for the use of 1080 and the shire depots there approved for 1080 storage, I think with the above changes getting rolled out it is time to progress this action.

The spring baiting program seems to have been very successful from all reports I have received, Alan (Crackers) McDonald needed to change the dates for Paroo or Murweh as he was not able to get another pilot for the second plane, Murweh were happy to go after us which I was happy about as our meat was on its way. I would like to thank the committee for all the work you do organising the baiting program and picking up meat etc. I know how much work you all do with little thanks attached. I do realize that the wild dog population seems to be getting worse, but if you compare our figures of dog scalps with all other shires you will see that we are keeping the numbers in check.

RESOLUTION

Paroo Wild Dog Advisory Committee receive and note the Chairman's report

Moved Peter Lucas **Seconded** Peter Warren **CARRIED**

6. SKYELA KRUGER'S REPORT

A trapping workshop has been done in Thargomindah this month, with trapping demonstration for 11 landholders. Katie Wicks has got some funding available and a wild dog trapping workshop will be run in Cunnamulla during the month of March.

Murweh Shire has been contacted to establish a baiting program. Skyela will organise a Committee Meeting to organise priorities and explain what they are training to achieve in the area.

Skyela is planning to raise a conversation regarding the 1080 accreditation and training during the next SWRED meeting which will be held on the 28th February. It is necessary to make sure prior to the next baiting program that every Shire participating is able to provide at least 3 1080 accredited people.

Skyela is trying to achieve a better cooperation with Quilpie and Maranoa Shires. However, Maranoa Wild Dog Committee does no longer exist and a new Pest Management Group will be formed.

The last Murweh Shire baiting program has been successful and a total amount of 65 landholders did participate. Subsidies have helped to boost the participation.

Scalps update for Murweh shire at 13th January 2020: 426 males, 356 female and 48 pups for a total amount of 838 dogs trapped.

Murweh Shire baiting program has improved and it has reduced the numbers of scalps handed in since Skyela has started working with the Shire.

7. RLO'S REPORT

Extra meat has been ordered during the November 2019 baiting program. Future supply of meat is at risk as kangaroos harvesting has been banned in some areas. Future orders need to be placed more carefully and earlier in the year to ensure the quantity needed for the baiting programs.

Quilpie Shire ordered the meat from NQ Meats and an order has already been placed for the next two baiting programs. Paroo Shire should place the meat order asap.

8. BUDGET 2019/2020

As per previous resolution, two allocations of \$50,000 each have been budgeted for the wild dog control in the Paroo Shire and Tony Koch has confirmed the allocations.

Peter notes that we would have not being within the budget without SQ Landscape funding and the \$2.00 per kg contribute coming from the landholders,

Tony will confirm PSC \$100,000 budget allocation.

Tony Koch reports approximately 25% of landholders have not paid their meat invoice for the baiting program as at 12th January 2020. The outstanding percentage will be updated in the next PWDAC Meeting.

RESOLUTION

Paroo Wild Dog Advisory Committee receive and note the RLO Report

Moved Tony Koch **Seconded** Peter Warren **CARRIED**

9. SCALPS REPORT

\$4,250 have been paid out by PSC for scalps during the current Financial Year to end of January. PSC have received 136 scalps last Financial Year, while there were 61 scalps handed in during the current Financial Year up to 20th December 19 and 84 scalps up to today, 20th February 2020.

The scalps report should be more accurate, identifying important information as the location of the trapped dogs.

10. AREA REPORTS

Wyandra airstrip is short. Mayor advises PSC cannot allow the use of an airstrip for the baiting program if it is too short as there are standards it needs to comply with in relation to workplace health and safety measures. There are serious potential issues.

PWDAC will keep in mind that airstrips, fuel purchase and fuel transport need to comply with regulations.

RESOLUTION

Paroo Shire Wild Dog Advisory Committee recommends that Council purchase a 600lt bunded Avgas fuel off road trailer

Moved Peter Vagg **Second** Shane Warner **CARRIED**

10.1 WAYNDRA NOVEMBER 2019 BAITING REPORT

The Paroo Shire spring baiting program commenced at Wyandra airstrip on Monday the 11th November, with 12 landholders in attendance and Ray Hartnett Stock Route Officer with fuel and 1080. Evan Palmer once again picked up our meat and delivered to Wyandra strip, the meat was very good and was well packed, chilled, with very little blood.

There was a lot of wild dog activity on the eastern side of the Warrego River prior to our baiting, with Russell Itzstein trapping around 20 dogs, this number of dogs was probably caused by not having a May baiting program. The properties baited in this area by plane were, Woodlands 135 kg, (own meat), Eleverston 135 kg, Yarramanbar 270 kg, Quilberry 135 kg, Morinda 135 kg, Northam 135 kg, Ardour 135 kg, Offham 135 kg. We were able to bait Yarramanbar this round which was a property we have been trying to bait for many years, we did lose Playboy due to a person having cattle on agistment there.

The western side of the river there was little knowledge of activity as most of this area has absentee landholders, the rest of the area is cluster fenced. Kane Lucas had trapped 5 dogs outside the fence with Rosevale getting 4 dogs as well outside the fence, prior to our baiting program.

The properties baited in this area by plane from the Yalli airstrip were, Rosevale 270 kg, Spring Creek 270 kg, Aldville 270 kg, Mt. Alfred 270 kg, Yalli 270 kg. Put out by vehicle Wallen 200 kg, Warrego Park 60 kg, Murweh 200kg, Cliffdale 100 kg. Cameron Baker came out and gave Kane a hand to load the plane at Yalli.

We used a total of 3105 kg of meat being 10 plane loads. There has been very little wild dog sign since we baited.

10.2 UPPER NEBINE NOVEMBER 2019 BAITING REPORT

- 16 places have been baited during the baiting program, 15 places have been baited by plane
- 1770kg of meat have been used
- The weather was terribly windy

10.3 EULO NOVEMBER 2019 BATING REPORT

- Aerial baiting went really good
- Some bait was a bit large; however landholders were generally happy with the result

10.4 NOORAMA NOVEMBER 2019 BAITING REPORT

- 6 places have been baited, 1 more than last year
- 5 were baited with pigs bait and 1 with dogs bait
- Everyone turned up
- Truck was 2 hours late and 150kg of bait went missing. Cause of the truck being late, the baiting finished later in the day. Peter Lucas suggests baiting in a different day if the plane is not needed.

10.5 LOWER NEBINE NOVEMBER 2019 BAITING REPORT

- 1800kg of baits used
- Same properties participated

10.6 CUTTABURRA NOVEMBER 2019 BAITING REPORT

- Delay on collecting the meat
- Everyone turned up on the day
- Generally happy with result

10.7 NATIONAL PARKS NOVEMBER 2019 BAITING REPORT

- The aerial baiting of Currawinya and Lake Bindegolly was done in November
- 300kg of pig baits used over Bindegolly
- 1500kg of pig baits and 615kg of dog baits used over Currawinya
- Binya has not been baited in November as most of the staff was busy with the Fire Season
- Dog trapper is welcome to have a look at Binya and set some traps, however Strychnine is not permitted in the Park. The trapper has been there but no traps have been set.

- The dogs numbers are down, no much feed available.

The Government has been requested to increase the budget for Wild Dog control.

11. BAITING DATES

The baiting dates for the next baiting program have been confirmed from 11th to 15th May 2020.

12. MEAT PURCHASE AND QUANTITY

Paroo Shire needs to order the meat for the next baiting program and with the same quantities as last time (November). Council will approach landholders closer to the baiting date if extra meat is required. The order needs to be placed as soon as possible; however Committee needs to know who hasn't paid the invoices for November baiting program before May.

RESOLUTION

Paroo Shire Wild Dog Advisory Committee recommends Council to order 15 ton of baits for our May 2020 baiting program

Moved Rod Cribb

Seconded Kim Williams

CARRIED

13. SQ LANDSCAPES FUNDING

Peter Lucas will talk to Christine from SQ Landscape to understand if there is any funding available for the purchase of meat/baits.

14. WILD DOG TRAPPERS EMPLOYMENT AND REPORTS

14.1 RUSSELL ITZSTEIN

- Started 6th January at Tinnenburra, worked on Glentuckie, Irrara, Kywong and Gilnockie.
- 2 Dogs working out of Binya N.P into Kywong and Gilnockie got rained out left, 17/1/2020.
- Started Wyandra area 18/1/2020, due to no rain there, worked properties Alpha, Claverton Park, Quilberry, South Ray and Macks Creek.
- Trapped 6 dogs, Alpha 3, Claverton Park 1, South Ray 1, Macks Creek 1.
- Back to Tinnenburra 1/2/2020 moved to Terraldon, worked properties Glentuckie, Irrara, Kywong and Gilnockie, reset traps same dogs working the area got rained out again, ran traps and left 7/2/2020.
- Back to Tinnenburra on 20/2/2020.
- Have invoiced Council for 30 days.

14.2 KANE LUCAS

- He has been working on Hazelfield, Koomoorang, Baroona, Nulla, Bowra, Moonjaree
- He has worked 22 days
- He has trapped 7 dogs mainly in Hazelfield, up and down the Paroo River
- He is moving to Paddabilla, Waihora, Pabra, Strathlea, Overshot
- He has done one day at least with every landholder or manager
- Rain has slowed down the process
- He will move to Wittenburra, Turn Turn, Tarko, Moonie, Wandilla next month

14.3 CRAIG ZERK

- He has been to Woodvale, Bardia, Mooro, Rowlo, Carellen, Cobbrum, Blairmore
- He has worked 32 days
- He has trapped 10 dogs
- There are still few dogs walking around
- Rain has slowed down the process
- He has been travelling to Roma few times

14.4 PETER GARDINER

- He has been working on Murra Murra, Murra Down, South Plains, South Glen
- He worked out where the dogs are. There are pups.
- Peter Wagg property: 1 dog on the 6.01.20. He worked out where the dogs were. There are still probably 3 dogs in the area. Blacktank for 3 days, 1 day in Waihona.
- He has been at Noorama for a day, there are cameras on but no activity has been registered in the area
- He has trapped 4 dogs in total (2 bitches and 2 dogs)
- Invoice should be up to date

15. FEDERAL FUNDED PROJECTS: BAITING RACKS AND FREEZER

The Government has approved reallocation of 14,000\$ funding originally allocated for the purchase of the 20 foot freezer.

The total amount of funding received is \$195,000 (to be spent by 30.06.20):

\$171,000 wild dog trappers' employment

\$10,000 construction of baiting racks

\$14,000 reallocated

The 10,000\$ allocated for the baiting racks will be used for the purchase of materials.

The materials required for the construction of the baiting racks are:

- Mesh 900mm wide x 12.5 x 12.5mm (squares size) x 30mt long. Price is \$220\$ per roll
- RHS 40 x 40x 2.5mm gal per 8mt length. Price is \$62 per length

Total cost of materials per each rack is \$185. The \$10,000 will allow the construction of 54 racks.

The price for the purchase of the baiting racks already made is about \$400, which allows the purchase of 25 racks.

Baiting racks needed:

Carellen	6
Baroona	5
Garrawin	5
Merimo	7
Talbalba	2
Murra Murra	7
Nara	2
Glentuckie	4
Wyandra	2
Total	40

Total 40 racks for \$185 each for a total cost of \$7,400

Total 40 racks for \$400 each for a total cost of \$16,000

RESOLUTION

Paroo Wild Dog Advisory Committee recommends Council to get quotes for the purchase and construction of 40 baiting racks to the Wyandra's specifications.

Moved Richard Beresford **Seconded** Shane Warner **CARRIED**

16. GENERAL BUSINESS

The future baiting programs will increase in costs as the Government will no longer import and supply any amount of 1080 national wide. The Local Government will need to purchase it from private providers. The baiting program will incur the cost of the purchase of 1080 which will increase the baiting program cost of about \$5,180.

17. CLOSURE OF MEETING

The Paroo Wild Dog Advisory Committee Meeting was declared closed at 12:20pm

ACTION ITEM REGISTER

DATE	ITEM	OFFICER
20.02.2020	Progress on the 1080 accreditations	Tony Koch
20.02.2020	Confirm 2x \$50,000 budget allocations	Tony Koch
20.02.2020	Request quotes for the construction of baiting racks	Tony Koch
20.02.2020	Check Eulo shed – dimensions and ownership	Shane Warner
20.02.2020	Update Scalp Report	Tony Koch
20.02.2020	Provide report on outstanding meat bait invoices	Tony Koch to Peter Lucas (confidential)
20.02.2020	Request quotes for bait meat	Tony Koch
20.02.2020	Order bait meat	Tony Koch
20.20.2020	Email Tony Koch Wyandra's Specifications for the baiting racks construction	Peter Lucas
20.02.2020	Request quotes for baiting racks materials	Tony Koch
20.02.2020	Request prices for vegetables crates	

7.2.2 Facebook Post Approval Procedure

Council Meeting: Tuesday 17 March

Department: Community and Corporate Services

Author: Tony Koch. CCO.

Purpose:

The purpose of this report is to advise Council of the approval and publishing procedure for Facebook posts. This is an Action item arising from the February 2020 council meeting.

Recommendation:

That Council receive and note the report.

Discussion

Council adopted the GP-017 Use of Social Media Policy at the June 2019 meeting via Res.M19/139.

GP-017 Use of Social Media Policy sets out the protocol to be followed by an authorised employee, employee, Council volunteer and Councillor when using Social Media sites operated by Council or referencing Paroo Shire Council.

The GP-017 policy provides direction and protocols for all Social Media use, including Facebook.

Facebook Posts – Approval Procedure

The procedure for a Facebook post is (as defined in GP-017):

1. Relevant team determines post/s need to be uploaded
2. Appropriate permissions/approvals are sought within the team (e.g. Tourism Officer would seek permission/approval with the Tourism Team Leader)
3. User logs into the social media management platform
4. User schedules post(s) to designated page or group
5. Automatic approval is set to the Economic Development Officer (EDO). Any proposed post will not be uploaded until the EDO has approved it. EDO will amend the post if deemed required, or direct the post to a different Council Facebook page/group if deemed appropriate. As such, posts will need to be scheduled in advance.
6. Post is uploaded at the designated date and time.

In the event that the EDO is on leave or unable to approve a post, approval must be sought from the Chief Executive Officer (CEO) prior to publishing. After the CEO has approved the post, the Tourism Team Leader can approve it within the social media management platform.

7.3.1 Financial Position Update Report

Council Meeting: 17 March 2020

Department: Finance

Author: Stephen Harbort, Chief Finance Officer

Purpose

The purpose of this document is to provide Council with an update on our current financial position.

Recommendation

- *That Council receive and note this report*

Discussion

Monthly Financial Report

Attachment List

- Monthly Financial Report for the month of February 2020



MONTHLY FINANCIAL REPORT

February 2020

Contents

1 **Executive Summary**

- 1.1 *Capital Performance*
- 1.2 *Financial Position*
- 1.3 *Financial Sustainability Indicators*

2 **Capital Analysis**

- 2.1 *Capital Revenue*
- 2.2 *Capital Expenditure Analysis*

3 **Financial Position**

- 3.1 *Cash and Investments*
- 3.2 *Rates and Charges*
- 3.3 *Sundry Debtors*
- 3.4 *Borrowings*

Appendix A

- *Statement of Comprehensive Income 2019/20*
- *Statement of Financial Position 2019/20*
- *Cash flow Statement 2019/20*
- *Forecast Cash flow 2019/20*
- *Finance Actions*
- *Revenue and Expenditure Budget Variance Report*

Indicator Legend:

		% Variance to Budget
<i>No action required</i>		<i>0 – 5%</i>
<i>Requires active monitoring</i>		<i>5% - 10%</i>
<i>Immediate action required</i>		<i>>10%</i>

1. EXECUTIVE SUMMARY

1.1 Capital Performance

Account Classification	YTD Actual \$	YTD Budget \$	YTD Variance \$	YTD Variance %	Section	Annual Budget \$
Capital Grants & Contributions	5,528,047	6,024,922	(496,875)	-8%	2.1.3	12,791,688
Expenditure	7,605,205	9,941,009	2,335,804	23%	2.2	19,882,018
	(2,077,158)	(3,916,087)	2,832,679	72%		(7,090,330)

1.2 Financial Position

Account Classification	YTD Actual \$	Budget \$	Original Budget \$	Section
Cash and Investments	8,507,435	9,105,623	9,105,623	3.1
Rates Debtors *	2,642,353	570,000	570,000	3.2
Sundry & Other Debtors	515,624	644,154	644,154	3.3
Net Current Assets (Working Capital)	9,406,965	10,963,000	10,963,000	
Borrowings	1,453,148	1,544,000	1,544,000	3.4
Total Liabilities	2,979,984	3,800,000	3,800,000	

*Adjusted to show Feb Rates

1.3 Financial Sustainability Indicators

Description	YTD Actual	Target	Budget
Operating Surplus Ratio*	-60%	0 to 10%	>-25%
Net Financial Asset/Liability Ratio**	-108%	No < 60%	-72%
Asset Sustainability Ratio***	130%	> 90%	196%

Ratios impacted by Rates revenue recognised in March (no adjustment made)

*Operating Ratio is within the range to deliver -10% by EOFY after depreciation adjustment is run

** Better than target due to strong influence of cash paid in advance last year for projects

*** Better than target due to high level of capital project renewals

- *Operating Surplus Ratio – an indicator of the extent to which operating revenues raised cover operational expenses only or are available for capital funding purposes or other purposes..*

Net Result (excluding capital items) ⁽¹⁾

Total Operating Revenue (excluding capital items)

- *Net Financial Liabilities Ratio – an indicator of the extent to which the net financial liabilities can be serviced by its operating revenue.*

Total Liabilities less Current Assets

Total Operating Revenue (excluding capital items)

- *Asset Sustainability Ratio – an approximation of the extent to which the infrastructure assets managed are being replaced as these reach the end of their useful lives.*

Capital Expenditure on the Replacement of Assets (renewals)

Depreciation Expense

2. Capital Analysis

2.1 Capital Revenue

Account Classification	YTD Actual \$	YTD Budget \$	YTD Variance \$	YTD Variance %	Section	Annual Budget \$
Capital Grants & Contributions	5,208,403	6,024,922	(816,519)	-14%	2.1.3	12,791,688
Expenditure	7,605,205	9,941,009	2,335,804	23%	2.2	19,882,018
	(2,396,802)	(3,916,087)	3,152,323	80%		(7,090,330)

Minimal revenue has occurred in February. Final payment for the Outfall Pipe (B.O.R) expected to be received in late February has been billed but not received. The remaining 50% milestone payment for the STP will be reached in March with expected payment in April. First milestone with the Spa and Riverwalk project has been submitted in early March with payment of \$250K to be received in April. Airport seal is completed and payment will be drawn down to cover the work.

2.2 Capital Expenditure Analysis

Summary of Capital Works Expenditure as at 29 February 2020						
Particulars	Total Budget	YTD Expenditure	% Spent	Committed	Spent and Committed	% Spent and Committed
Information Technology	1,000,000.00	393,847.37	39%	106,290.19	500,137.56	50%
Disaster Management	104,000.00	2,700.85	3%	20,460.00	23,160.85	22%
Council Buildings	2,254,442.81	947,671.42	42%	54,463.18	1,002,134.60	44%
Airport	554,485.00	420,415.46	76%	451,479.11	871,894.57	157%
Parks and Gardens	330,000.00	106,276.12	32%	40,493.18	146,769.30	44%
Plant Operations	1,000,000.00	112,667.07	11%	139,735.09	252,402.16	25%
Road Construction - Shire Program	3,133,332.35	1,207,262.56	39%	499.28	1,207,761.84	39%
Roads to Recovery	973,400.00	106,008.32	11%	800.00	106,808.32	11%
Water	210,000.00	11,115.41	5%	94,961.00	106,076.41	51%
Wastewater	9,012,357.60	3,983,455.69	44%	4,153,256.22	8,136,711.91	90%
W4Q2	70,000.00	115,701.04	165%	9,090.91	124,791.95	178%
W4Q3	1,160,000.00	198,084.17	17%	314,950.18	513,034.35	44%
Total	19,802,017.76	7,605,205.48	38%	5,386,478.34	12,991,683.82	66%

3.1 Cash and Investments

Available Funds:						
Investment and Cash at Bank and cash on hand as at 29 February 2020						8,507,435
Untied Cash						4,753,668
Restrictions:						
Tied cash held for capital projects and identified reserves						3,753,767
	Opening Balance 1 July 2018	Transfer To/From Reserves 2018/19	Budget Reserves Balance 1/07/2019	Cash paid against funds held	Progress Payments Received	Balance
Building/General Reserve	\$ 362,189	41,141	403,330	-		403,330
Storm Water Reserve	\$ 9,775		9,775	-		9,775
Plant Reserve	\$ 167,424		167,424			167,424
Carry Over Projects 2015/16	\$ 28,640	-	-			-
Carry Over Projects 2016/17	\$ 12,501	-	0			0
Community Housing	\$ 113,324		113,324			113,324
Budget Approved Reserve Transfer 19/20	\$ 0	3,646,324	3,646,324	4,280,548	3,694,139	3,059,915
Community Grant (TRAIC)	\$ -	72,600	72,600	72,600		-
	\$ -		-			-
	\$ 693,853	\$ 3,718,924	4,412,776	4,353,148	3,694,139	3,753,767

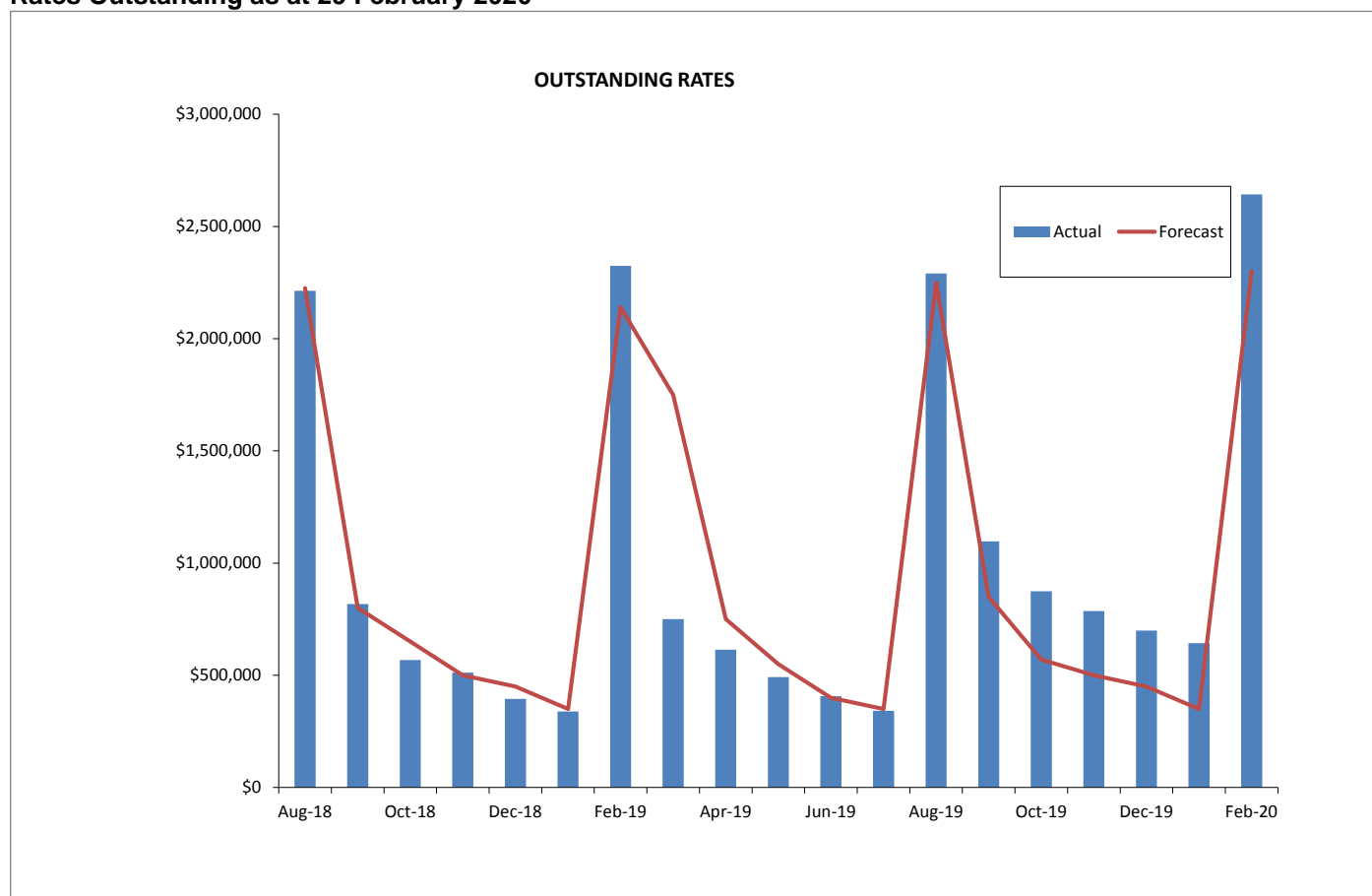
Council invests cash with Queensland Treasury Corporation.

The council has maintained a cash balance of \$8.5 million for February which is in line with forecast. The cash balance is projected to be \$7.5 million for the month of March with further drawdown for the STP and milestone payment not expected until April.

3.2 Rates and Charges as at January 2020

Comparison Feb 20				
Summary of Rates in Arrears (General & Services)				
	Balance of Rates Arrears outstanding			
Differential Rate Category:	Feb-19	Jan-20	Feb-20	Yr on Yr Variance
Urban - General Rates	286,010	100,438	294,592	8,582
Urban - Services	1,144,041	324,237	1,178,368	34,327
Rural	854,796	202,031	1,129,162	274,366
Mining Claims	18,295	3,089	22,513	4,218
Mining Leases	21,559	13,334	17,718	- 3,841
	2,324,701	643,129	2,642,353	317,653

Rates Outstanding as at 29 February 2020

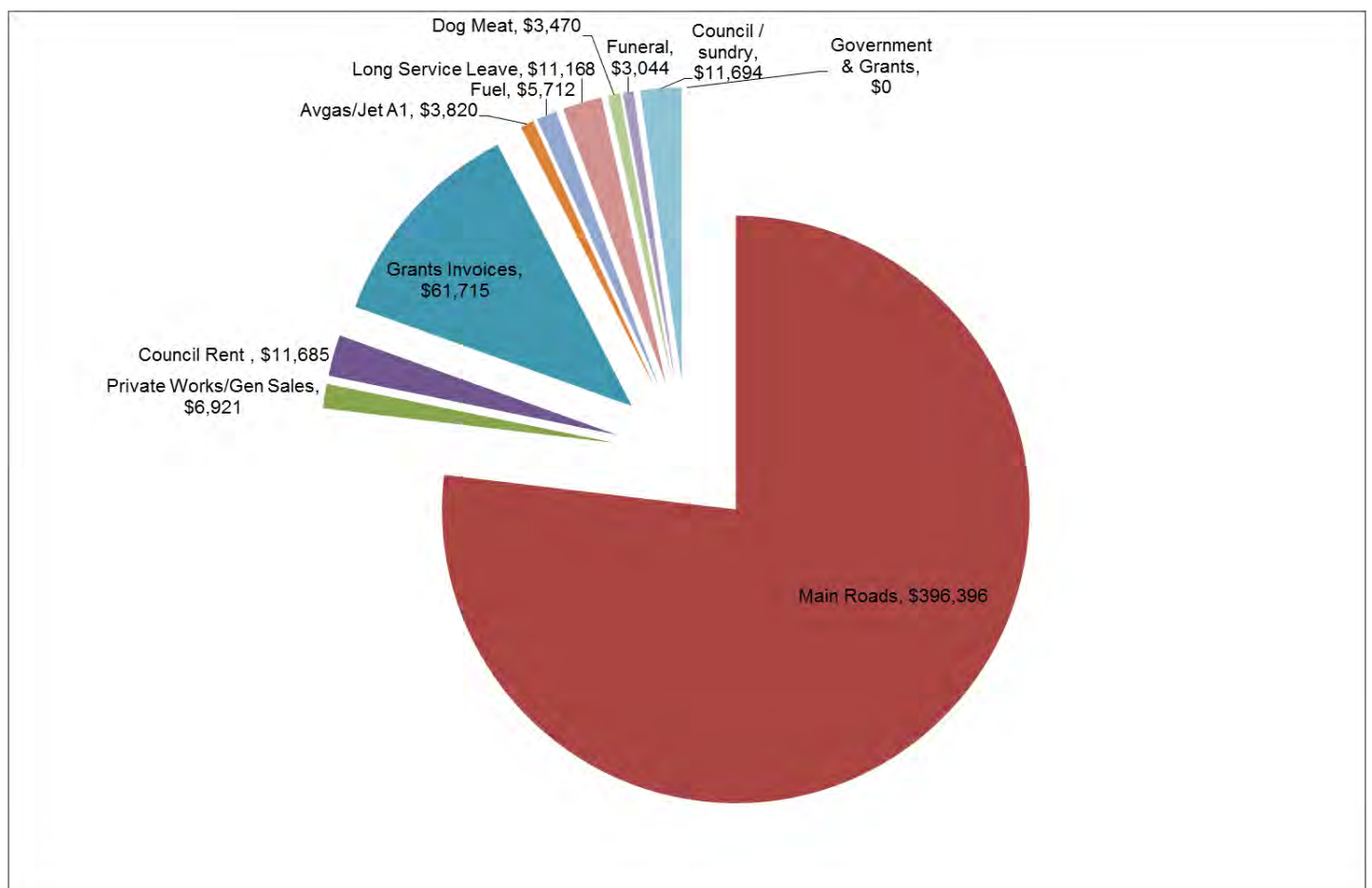
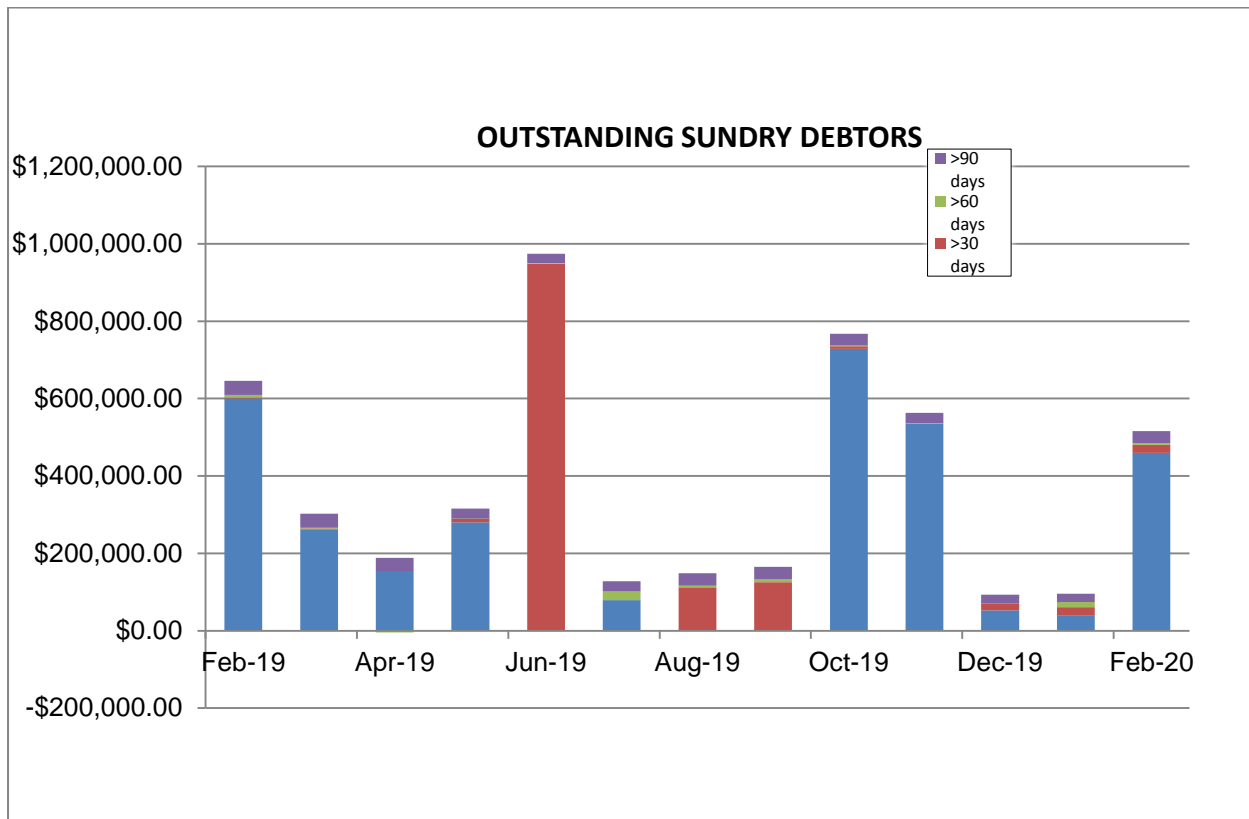


Current Rates Outstanding	Feb 20
Balance brought forward (including interest) - Arrears	555,287
General Rates, municipal and garbage charges	4,055,088
State Government Emergency Management Levy/Env Levy	128,465
Rural Fire Service Levy	3,725
Dingo Barrier State	36,765
Supplementary Assessments (Inc. Excess Water Charges)	17,534
Interest	46,305
Less Pensioner Rebates	-31,633
To be collected	4,811,535
Collected	-2,073,104
Discount Allowed	-91,430
Write Offs	-3,648
Percentage collected to date	-43.09%
Actual Balance outstanding at 29 February 2020	2,643,353
Forecast balance outstanding at 29 February 2020	2,350,000

3.3 Sundry Debtors

Summary of Outstanding Debtors as at 29 February 2020	
Category:	Feb-19
Current	\$459,586
>30 days	\$20,839
>60 days	\$4,139
>90 days	\$31,060
Total	\$515,624

Debtor profile as at 29 February 2020



3.4 Borrowings

Outstanding balances of loans for the period ending 29 February 2020 are as follows:-

Loan Description	QTC Book Value Amount	Maturity Date	Interest Rate (inc Adminstration)
Depot Extension 2012	\$291,394	15/12/2031	5.7660%
Depot Building 06/07	\$271,373	15/12/2024	7.0770%
Depot Building 05/06	\$394,166	15/06/2026	7.2980%
Eulo Water	\$197,083	15/06/2026	7.2980%
SCAP Water (Cunnamulla)	\$171,524	15/06/2025	7.1670%
Museum/Art Gallery	\$128,643	15/06/2025	7.1670%
Total	\$1,454,183		

The next repayment of \$69,749 will fall due 15 March, 2020. QTC loans are paid once per quarter and were last payment was made on 15 December 2019.

Appendix A

	February 20 Actual YTD	2019-20 Budget	Percentage Complete
Statement of Comprehensive Income	\$	\$	%
Income			
Revenue			
Operating revenue			
Net rates, levies and charges	1,994,439	4,035,517	49%
Fees and charges	126,469	261,105	48%
Rental income	115,961	164,743	70%
Interest received	130,194	273,743	48%
Recoverable Works	2,046,502	2,014,516	102%
Other income	28,021	75,166	37%
Grants, subsidies, contributions and donations	2,699,778	6,115,082	44%
Total operating revenue	7,141,364	12,939,872	
Capital revenue			
Grants, subsidies, contributions and donations	5,528,047	12,791,688	43%
Sale from Plant	(20,266)	-	0%
Total revenue	12,649,145	25,731,560	
Expenses			
Operating expenses			
Employee benefits	3,802,068	5,446,315	70%
Materials and services	3,072,435	3,407,312	90%
Finance costs	79,417	128,085	62%
Depreciation and amortisation	4,461,647	7,192,302	62%
Total operating expenses	11,415,567	16,174,014	71%
Net result	1,233,578	9,557,546	
Operating result			
Operating revenue	7,141,364	12,939,872	55%
Operating expenses	11,415,567	16,174,014	71%
Operating result	(4,274,203)	(3,234,142)	

	Feb-20	18-19 Actual
Statement of Financial Position	\$	\$
Assets		
Current assets		
Cash and cash equivalents	8,507,435	10,596,000
Trade and other receivables	1,497,404	1,790,000
Inventories	710,229	711,000
Other current assets	5,464	-
Total current assets	10,720,532	13,097,000
Non-current assets		
Property, plant & equipment	227,871,613	231,266,000
Capital Works in Progress	8,464,747	1,986,000
Other non-current assets	290,103	289,000
Total non-current assets	236,626,463	233,541,000
Total assets	247,346,995	246,638,000
Liabilities		
Current liabilities		
Trade and other payables	1,222,639	1,398,000
Borrowings	90,928	182,000
Provisions		554,000
Total current liabilities	1,313,567	2,134,000
Non-current liabilities		
Borrowings	1,362,220	1,362,000
Provisions	304,197	304,000
Total non-current liabilities	1,666,417	1,666,000
Total liabilities	2,979,984	3,800,000
Net community assets	244,367,011	242,838,000
Community equity		
Asset revaluation surplus	126,042,340	126,042,000
Retained surplus	113,911,894	116,796,000
Other Reserves	4,412,777	-
Total community equity	244,367,011	242,838,000

	February 20 Actual YTD	Full Year Budget \$
Statement of Cash Flows	\$	2019-20
Cash flows from operating activities		
Receipts from customers	4,309,773	6,402,304
Payments to suppliers and employees	(6,086,197)	(8,853,627)
Interest received	130,193	273,743
Rental income	115,961	164,743
Non-capital grants and contributions	2,096,800	6,135,082
Borrowing costs	(53,180)	(128,085)
Net cash inflow from operating activities	513,350	3,994,160
Cash flows from investing activities		
Payments for property, plant and equipment	(7,552,362)	(19,882,018)
Proceeds from sale of property, plant and equipment	(13,869)	-
Grants, subsidies, contributions and donations	5,050,999	12,791,688
Net cash inflow from investing activities	(2,515,232)	(7,090,330)
Cash flows from financing activities		
Proceeds from borrowings	-	
Repayment of borrowings	(86,321)	(86,321)
Net cash inflow from financing activities	(86,321)	(86,321)
Total cash flows		
Net increase in cash and cash equivalent held	(2,088,203)	(3,182,491)
Opening cash and cash equivalents	10,595,638	10,596,000
Closing cash and cash equivalents	8,507,435	7,413,509

Statement of Cash Flows	February 20 Actual YTD	Budget \$	Budget \$	Budget \$	Budget \$
	\$	Mar-20	Apr-20	May-20	Jun-20
Cash flows from operating activities					
Receipts from customers	4,309,773	264,398	253,648	81,182	149,991
Payments to suppliers and employees	(6,086,197)	(716,572)	(692,737)	(916,046)	(608,690)
Interest received	130,193	22,812	22,812	22,812	22,812
Rental income	115,961	13,729	13,729	13,729	13,729
Non-capital grants and contributions	2,096,800	-	75,657	698,701	2,810,115
Borrowing costs	(53,180)	(32,021)	-	-	(32,021)
Net cash inflow from operating activities	513,350	(447,655)	(326,891)	(99,622)	2,355,935
Cash flows from investing activities					
Payments for property, plant and equipment	(7,552,362)	(1,402,471)	(1,181,028)	(1,402,471)	(4,823,913)
Proceeds from sale of property, plant and equipment	(13,869)	-	-	-	-
Grants, subsidies, contributions and donations	5,050,999	2,500,000	500,000	2,500,000	1,266,766
Net cash inflow from investing activities	(2,515,232)	1,097,529	(681,028)	1,097,529	(3,557,147)
Cash flows from financing activities					
Proceeds from borrowings	-				
Repayment of borrowings	(86,321)	(21,580)		-	(21,580)
Net cash inflow from financing activities	(86,321)	(21,580)	-	-	(21,580)
Total cash flows					
Net increase in cash and cash equivalent held	(2,088,203)	628,294	(1,007,919)	997,907	(1,222,792)
Opening cash and cash equivalents	10,595,638	10,032,949	10,661,243	9,653,324	10,651,231
Closing cash and cash equivalents	8,507,435	10,661,243	9,653,324	10,651,231	9,428,439

Financial Actions In Progress

- Revaluation of Road Assets In progress
 - Base data and roads structure has been updated and assumptions presented to Council on 11/2/2020. Work has been based on the methodology use by Maranoa Shire Council which has passes external audit. Detailed changes now progressing as well as changes to road lengths where they can be identified. Change to depreciation will be adjusted when above changes made.
- Rates have been issues for February and transmission of overdue rates to debt collector has commenced for ratepayers without arrangements.

Financial Future Actions

- Sentence records beyond storage keep date and destroy – looking at outsourcing
- Set up electronic storage of Financial Records to reduce paper retention, commenced in December with the scanning of the current year records.
- Develop a finance improvement process – Currently working on Debtors and Creditor clean up with Governance.
- Major issues with the Practical System at end of month that required correction by Civica has further highlighted to need to move to a more stable system.

Paroo Shire Council
 OPERATIONAL Revenue and Expenditure Budget Variance Report
 As at 29 February 2020

		REVENUE				EXPENDITURE				SURPLUS / DEFICIT		
		YTD Actuals	YTD Budget	Variance	Full Year Budget	YTD Actuals	YTD Budget	Variance	Full Year Budget	YTD Actuals	YTD Budget	YTD Variance
1110-0003	EXECUTIVE	27	0	27	0	670,402	531,584	(138,818)	797,384	(670,375)	(531,584)	(138,791)
1120-0003	GOVERNANCE	1,779,403	1,087,604	691,800	4,219,851	243,688	372,984	129,296	559,471	1,535,716	714,620	821,096
1130-0003	HUMAN RESOURCES	0	0	0	0	210,268	166,136	(44,132)	249,201	(210,268)	(166,136)	(44,132)
1140-0003	INFORMATION TECHNOLOGY	0	0	0	0	258,465	239,368	(19,097)	359,054	(258,465)	(239,368)	(19,097)
1160-0003	ECONOMIC DEVELOPMENT	6,607	8,144	(1,537)	12,216	76,870	94,976	18,106	142,457	(70,263)	(86,832)	16,569
1200-0003	FINANCE	0	3,816	(3,816)	5,719	260,741	109,280	(151,461)	163,938	(260,741)	(105,464)	(155,277)
1205-0003	ASSETS ADMINISTRATION	0	0	0	0	127,630	255,248	127,618	382,881	(127,630)	(255,248)	127,618
1210-0003	STAFF RESOURCES	1,287,493	1,389,336	(101,843)	2,084,001	1,228,048	1,265,536	37,488	1,898,318	59,445	123,800	(64,355)
1250-0003	RATING MANAGEMENT	1,119,413	1,477,784	(358,371)	2,216,666	16,189	9,528	(6,661)	14,292	1,103,223	1,468,256	(365,033)
	OTHERS	175,770	277,008	(101,238)	415,514	126,760	131,552	4,792	197,310	49,010	145,456	(96,446)
1100-0002	CORPORATE SERVICES	4,368,713	4,243,692	125,022	8,953,967	3,219,062	3,176,192	(42,870)	4,764,306	1,149,651	1,067,500	82,152
1300-0003	TOURISM	98,852	56,664	42,188	85,000	299,179	515,352	216,173	458,024	(200,327)	(458,688)	258,361
1300-0002	TOURISM	98,852	56,664	42,188	85,000	299,179	515,352	216,173	458,024	(200,327)	(458,688)	258,361
1410-0003	COMMUNITY SERVICES	600	13,336	(12,736)	20,000	23,188	27,464	4,276	41,190	(22,588)	(14,128)	(8,460)
1420-0003	LIBRARY	23,719	9,000	14,719	13,499	137,354	131,568	(5,786)	197,346	(113,636)	(122,568)	8,932
1430-0003	SWIMMING POOL	18,793	6,872	11,921	10,311	138,556	83,752	(54,804)	125,630	(119,763)	(76,880)	(42,883)
1440-0003	CEMETERIES	76,183	76,192	(9)	114,286	80,800	76,288	(4,512)	114,429	(4,617)	(96)	(4,521)
1450-0003	CELEBRATIONS & FUNCTIONS	79,828	136,000	(56,172)	194,000	259,125	223,336	(35,789)	230,000	(179,297)	(87,336)	(91,961)
	OTHER PROGRAMS	398,211	306,488	91,723	439,716	307,173	337,232	30,059	505,850	91,038	(30,744)	121,782
1400-0002	COMMUNITY SERVICES	597,334	547,888	49,446	791,812	946,197	879,640	(66,557)	1,214,445	(348,863)	(331,752)	(17,111)
1000-0001	OFFICE OF THE CEO	5,064,899	4,848,244	216,655	9,830,779	4,464,438	4,571,184	106,746	6,436,775	600,461	277,060	323,402
2120-0003	QUARRY MANAGEMENT	0	0	0	0	0	28,688	28,688	43,035	0	(28,688)	28,688
2130-0003	PUBLIC ORDER & SAFETY	6,656	12,464	(5,809)	18,691	82,404	93,584	11,180	140,374	(75,748)	(81,120)	5,372
2140-0003	STOCK ROUTES & RURAL LANDS	46,667	68,760	(22,093)	103,146	57,887	77,232	19,345	115,855	(11,221)	(8,472)	(2,749)
2150-0003	PEST & WEED CONTROL	62,756	86,336	(23,580)	129,500	210,985	191,000	(19,985)	433,036	(148,229)	(104,664)	(43,565)
2160-0003	WASTE MANAGEMENT	186,592	249,624	(63,032)	374,439	54,959	102,968	48,009	154,449	131,632	146,656	(15,024)
2170-0003	REFUSE TIPS	322	1,384	(1,062)	2,081	28,935	86,728	57,793	130,083	(28,614)	(85,344)	56,730
2360-0003	SUBSIDIES		344,932		1,378,666	0		34,112				
2390-0003	COUNCIL BUILDINGS	70,191	64,776	5,415	97,161	876,435	900,789	24,354	1,269,870	(806,244)	(836,013)	29,769
2410-0003	AIRPORT	130,298	95,504	34,794	143,257	200,148	220,872	20,724	331,298	(69,850)	(125,368)	55,518
2440-0003	PARKS & GARDENS	64	0	64	0	304,428	271,032	(33,396)	406,548	(304,365)	(271,032)	(33,333)
2450-0003	DEPOT	0	0	0	0	62,990	26,672	(36,318)	40,000	(62,990)	(26,672)	(36,318)
2460-0003	PLANT OPERATIONS	1,522,972	1,694,806	(171,834)	2,572,608	1,411,416	1,523,896	112,481	2,285,843	111,556	170,910	(59,353)
2480-0003	PEDESTRIAN NETWORK	0	0	0	0	294,372	291,680	(2,692)	437,519	(294,372)	(291,680)	(2,692)
2490-0003	ROAD MAINTENANCE	344,932	919,112	(574,181)	0	501,212	570,456	69,244	855,684	(156,280)	348,656	(504,936)
2500-0003	ROAD CONSTRUCTION	0	0	0	0	3,315,614	3,434,448	118,834	5,151,666	(3,315,614)	(3,434,448)	118,834
2530-0003	RMPC - STATE ROADS	1,686,371	1,326,500	359,871	1,600,000	1,413,608	1,158,200	(255,408)	1,479,999	272,762	168,300	104,462
2550-0003	ROADS TO RECOVERY	0	0	0	0	74,780	0	(74,780)	0	(74,780)	0	(74,780)
2560-0003	FLOOD DAMAGE	109,044	0	109,044	0	0	0	0	0	109,044	0	109,044
	OTHERS	121,663	99,120	22,543	148,677	146,602	34,440	(112,162)	51,674	(24,939)	64,680	(89,619)
2100-0002	ENVIRONMENTAL & DEVEL	4,288,525	4,963,317	(674,792)	6,568,226	9,036,776	9,012,685	(24,091)	13,326,933	(4,748,251)	(4,049,368)	(698,883)
2600-0003	WATER - RATING	387,649	526,688	(139,039)	790,026	287,049	430,704	143,655	646,050	100,600	95,984	4,616
2600-0002	WATER	387,649	526,688	(139,039)	790,026	287,049	430,704	143,655	646,050	100,600	95,984	4,616
2700-0003	SEWERAGE - RATING	283,350	317,696	(34,346)	476,540	293,216	326,632	33,416	489,954	(9,866)	(8,936)	(930)
2700-0002	SEWERAGE	283,350	317,696	(34,346)	476,540	293,216	326,632	33,416	489,954	(9,866)	(8,936)	(930)
2000-0001	INFRASTRUCTURE	4,959,524	5,807,701	(848,177)	7,834,792	9,617,041	9,770,021	152,980	14,462,937	(4,657,516)	(3,962,320)	(695,196)
TOTAL REVENUE & EXPENDITURE		10,024,423	10,655,945	(631,521)	17,665,571	14,081,478	14,341,205	259,727	20,899,712	(4,057,055)	(3,685,260)	(371,795)

7.4.1 Action Item Register

Council Meeting: 17 March 2020

Department: Chief Executive Officer

Author: Sean Rice

Purpose

The purpose of this document is to provide Council with an update on items that were previously raised in Council Meetings requesting information, action or follow up.

Recommendation

That Council receives and note this report as presented.

Discussion

The Action Item Register (Attachment A) has been updated based on discussion at the previous month's Council meeting and follow up by the responsible officer.

Attachment A – Action Item Register

Date Raised	Item Raised	Action/Information Required	Council Officer Responsible	Status
20/11/2018	Riverwalk and Spa Business Plan	20/11/2018 Council request that a Business Plan be developed for the River walk and SPA Project and be presented back to Council for consideration.	CCO	<p>16 July, 2019 – Council established an interim Steering Committee – Mayor Godfrey, Cr Beresford, Cr Woodcroft, Jock Jones, Barb Mason, CEO and Chris Woodland from Bulloo Shire Council.</p> <p>11/10/2019 – Second Planning Meeting held.</p> <p>17/12/2019 – Presentation and discussion at Council Meeting from guest speaker Charles Davidson, Peninsula Hot Springs.</p> <p>11/02/2020 – Steering Committee Meeting</p> <p>21/02/2020 – Project Funding Schedule executed by A/CEO, agreement forwarded to DLGRMA (the Dept) for their execution.</p>
19/02/2019	Civic and Community Enterprise Centre	19/02/2019 Report to be submitted to Council with inclusion of layout and staff feedback.	CEO	<p>Presented to March Meeting. To be reconsidered by Council once funding outcomes are finalised.</p> <p>June, 2019 – LGGSP funding approved.</p> <p>17/09/2019 - Consultation sessions held in week commencing 2 September 2019.</p> <p>Revised building plans to be presented at next Council Meeting – 19 November 2019.</p> <p>Meeting held to review EOIs from prospective builders.</p> <p>Invites to tender went out to tenderers in Mid-February with tenders closing end of March 2020. Four (4) suppliers were invited following their successful selection during our EOI process.</p>
16/07/2019	Assets Manager	Recruitment of Assets Manager, Chief Operations Officer, Stock Routes Officer and HR manager	CEO	<p>Organisation chart currently under review.</p> <p>Councils HR Manager has put a lot of time into this and it expected we will have a 90% proposed way forward for our April or May meetings. It would be good to involve our new CEO in this process once they are engaged.</p>

16/07/2019	Plant Hire Rates	Review to be done of Plant Hire Rates	CFO & COO	<p>Process has begun as a result of internal Audit on Plant Utilisation.</p> <p>Initial review conducted by QAO.</p> <p>Action item carried forward.</p> <p>CFO Engaging Consultant to provide this review</p> <p>Michael CHOW has been identified as the suitable contractor to carry out the Rate and Utilisation review. An initial scoping meeting has occurred with CFO and COO. Michael has recently completed a similar review at Maranoa Council and comes highly recommended. He will be charging an hourly rate and is currently reviewing our system and documentation to produce a cost estimate. Review is expected to be completed by end March. Progressing to Schedule.</p>
22/10/2019	Eulo Loading Ramp	Improve Eulo loading ramp	COO	Works included in Councils Draft Road Works Program (currently end May 2020)
22/10/2019	Access to Andrew Gardiner plots in Eulo Town	Establish culverts to allow access to Mr Gardiner properties/lots	COO	Letter to be sent to Mr Gardiner advising that it is his responsibility as the developer to install any culverts should they be required.
19/11/2019	Restocking the Warrego	Research the restocking of fish/fingerlings in the Warrego	CCO	<p>Charleville Fishing & Restocking Club Inc undertakes the restocking in the central Warrego River area. Their restocking efforts are funded through Donations, Sponsorship and the club's own Fundraising events.</p> <p>Some partnering with NRM groups (ex SWNRM) has been done for key river health efforts such as "Carpbusters".</p> <p>Restocking by Charleville Club is usually done in January; however none planned for 2020 as a fresh in the river is required for successful fingerling survival.</p> <p>Alison Shaw to research specific grant for fish restocking.</p> <p>(is this closed out ... or is it a standing agenda item now?)</p>
18/02/2020	1080 storage	Accreditation of 1080 storage in Council Depots	CCO	Still working on it (as at 10/03/2020) ... discussing with Biosecurity Qld.
18/02/2020	Cunnamulla dump public usage	Prepare actions report to address risks	COO	List of actions currently being developed to address immediate concerns at the Waste Facility. These will be implemented directly by our Operations staff.
18/02/2020	Eulo Toilets	Remove old toilet sign at the Lizard Lounge	COO	Sign removed.

	signage			
18/02/2020	PSC App and website	Check if the app is working properly and update website with current events	CCO	19/02/2020 – App developers are aware of the issue with notifications not being issued to app users. Toni Pender is working with the app developers to resolve it.
18/02/2020	Social Media Policy	Prepare Social Media Policy	CCO	02/03/2020 - Council adopted the GP-017 Use of Social Media Policy at the June 2019 meeting via Res.M19/139. The Facebook approval protocol (part of the policy) is reported in CCO report to Council.
18/02/2020	Procurement Policy	Update Procurement Policy on the website	CCO	Current FP-011 Procurement Policy is on the website. Policy commenced 16/07/2019 (Res.M19/147) and is due for annual review by July 2020.
18/02/2020	Stock Route fence – Elmina Rd	Provide information on King & Co investigation	CEO/CCO	Still working on it (as at 10/03/2020) ... got all the docs from (including King & Co advice) from back in 2018 ... summarizing findings. Roads and Stock Routes transecting the Reserve subject to the PTO complicate the matter significantly, particularly if PSC is intending to issue notices.

7.4.2 Office of the Chief Executive Report

Council Meeting: 17 March 2020

Department: Office of the Chief Executive

Purpose

The purpose of this document is to provide Council with an update on activities within the Office of the Chief Executive for the month of February 2020.

Officer Recommendation

That Council receive and note this report.

Discussion

1. Chief Executive Officer

- 2 Moody Street Wyandra
- Senator Rennick visit – Tuesday 21st April 11am.
- Cunnamulla Cemetery Ornaments
- ALGA Functions

2. People & Culture

2.1. Structure

Work has commenced on developing a revised structure that is appropriate to the performance of Council's responsibilities. This will also form part of and assist with the 2020/21 budget process in relation to staffing costs.

2.2. Annual Planning and Feedback Process

Documentation is being finalised to commence the Annual Planning and Feedback process. Training requirements identified through this process will also be used in budget planning activities.

2.3. Recruitment/employment Action – February/March

Chief Executive Officer	With Agency
Chief Operations Officer	Recruitment on hold pending recruitment of CEO
Labourer/Operator	Four long term casual staff have been appointed to permanent vacancies that they have been backfilling for some time with 3 new appointments made to fill other existing vacancies within the Works structure. Candidates who were not successful in obtaining a permanent role have been offered casual contracts to bolster Council's Casual Employee list. This will assist to cover project work and periods of leave.
Assets Administrator	Commencing 30 March 2020
Workshop and Fleet Supervisor	Recruitment in Progress.
Team Leader, People and Culture	Temporary placement commencing on 30 March 2020

3. Workplace Health and Safety

- Commenced work with Council as Workplace Health, Safety and Training Officer on 3 February 2020.
- Completed induction into Council
- Much of time spent introducing myself to staff and getting to know Council activities - Still more staff to meet
- Conducted inspection of workshop and addressed the issue of non-workshop staff using the workshop as a shortcut through the building. Arranged to purchase safety signs to address the risk
- Noticed a spray unit not secured properly to a Council truck. Conducted a tool box talk addressing the issue. Unit now secured appropriately
- Attended sessions of WHS training with John Egan from LGAQ
- Council has adopted SafePlan as its Safety Management System. Commence working on bringing the Council into compliance with this plan. Will take some time but progressing
- Developed a safety alert after an incident at the workshop. Damage to vehicle but no injuries
- Conducted an assessment of the library after speaking with the staff. There are safety issues that have to be resolved. Possibly a matter of changing rosters of casual staff. Will continue working with library staff
- Commenced an audit of all Council First Aid kits and collating figures for all staff requiring First Aid training
- Commenced safety audit of swimming pool as required by SafePlan. This will take some time as there are major risks to contend with. Some chemicals to be disposed of. Working with Department of Environment and Heritage to ensure they are disposed of in the appropriate manner
- Conducting research on Lone Worker devices to determine the most suitable device for the safety of staff working alone. To be discussed at a safety committee meeting. Demonstration of devices arranged with supplier for 2nd week in March
- Lost Time Injury (LTI) one staff member 11 days WorkCover. Now returned to work
- 11 Take 5's completed
- Desktop review of safety management system of contractors resealing the airport runway
- Desktop review of safety management system of contractors to reseal roads at Yowah

4. Risk Management

- Have sourced a copy of Councils current Enterprise Risk Management Policy and Risk Register.
- Councils Governance Officer will review the Policy and present it to the April meeting of Council for adoption.
- A copy of the Risk Management Register has been attached for Councils information. This has been updated with basic information however requires a full overview view in the coming period.
- Councils Executive have held one meeting to discuss risk management, and will schedule another for March / April to develop a firm way forward for the identification and management of Paroo Shire Councils risks.

7.4.3 Grants Application Report – February 2020

Council Meeting: 17th March 2020

Department: Office of the Chief Executive Officer

Author: Alison Shaw

Purpose

The purpose of this agenda item is to provide Council with the Grants Application Report as at 29 February 2019 as prepared by Alison Shaw of *The Right Grant*.

Recommendation

That Council receives and notes the report.

Discussion

See attached report.

Grants applications submitted

FUND	Department/Provider	Project	Total Project Cost	Council Contribution	Amount Requested	Status	
Building Our Regions	State Govt – Department of State Development	Digital Connectivity Business Case	\$662,500.00	-	\$662,500.00	Pending	Full business case submitted.
Building Our Regions - Planning	State Govt – Department of State Development	Paroo Regional Waste Management Planning	\$108,000.00	\$103,000.00	\$5,000.00	Pending	
SES Support Grants	State Govt – Emergency Services	Eulo – installation of rainwater tank	\$13,291.00	\$3,322.25	\$9,968.25	Pending	
		Yowah – air-conditioning of SES shed	\$ 5320.00	\$ 1330.00	\$ 3990.00	Pending	
Community Drought Support Program	State Govt	Financial hardship community grants. Event funding	\$244,000.00		\$244,000.00	Pending	
Regional Agricultural Show Society Grants	Federal Grant	Construct stage 1 of large multi-purpose function centre	\$500,000.00		\$500,000.00	Pending	Council provided grant submission as in-kind support
Communities Combatting Pests and Weeds – round 2.	Federal	Wild Dog fencing subsidy program	\$800,000.00		\$800,000.00	Pending	
Drought Communities Program	Federal	Multiple projects across Shire. All projects must be completed by December 2020.	\$1,000,000.00		\$1,000,000.00	Pending	
Small Business Month Grant	State	Buy from the Bush QLD – Share your story event	\$4150.00	\$400.00 (in kind)	\$3750.00	Pending	

Small Business Month Grant:

BuyfromtheBush QLD have just completed a tour through central Queensland which was well received. Principal Kerri Brennan has received enquiries to visit Cunnamulla, so this was considered a good fit for this funding opportunity. I was able to connect with Murweh, Bulloo and Quilpie Councils and facilitate submissions from these Councils as well which will mean the project has a better chance of success as it will provide better value for money.

Milestone reports for the Spa and the RAUP airport funding have been submitted.

- 8 CONFIDENTIAL
- 9 CORRESPONDENCE
- 10 LATE REPORTS
- 11 CLOSURE OF MEETING

MINUTES CERTIFICATE

Confirmation

.....
Lindsay Godfrey
Mayor

.....
Sean Rice
A/Chief Executive Officer