



BUSINESS PAPER

Ordinary Council Meeting Thursday, 15 June 2023

I hereby give notice that Ordinary Council Meeting will be held on:

Date: Thursday, 15 June 2023

Time: 8.00AM

Location: Winton Shire Council Board Room

**Dirk Dowling
Chief Executive Officer**

Mayor

Cr Gavin Baskett

Deputy Mayor

Cr Tina Elliott

Councillors

Cr Shane Mann

Cr Frank Standfast

Cr Cathy White

Cr Anne Seymour

Management Team

Dirk Dowling (Chief Executive Officer)

Shannon Van Bael (Executive Manager
Communities)

Roger Naidoo (Director of Works)

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- Ordinary Council Meeting - 18 May 2023
- 5 BUSINESS ARISING OUT OF PREVIOUS MEETING**
 - 6 MAYOR'S REPORT TO COUNCIL**

Mayor Meeting & Inspections 19 May 2023 - 15 June 2023			
DATE	TYPE	PARTIES	PURPOSE
16/05/2023-20/5/2023	Event	Opera	Opera Festival
19/06/2023	Event	Governor + Councillors	Visit to Winton Morning Tea
22/05/2023-24/05/2023	Conference	RAPAD Conference	General Meeting
25/05/2023	Meeting	Winton Business Seminar:	Eco Tourism
	Meeting	Simon Vigliante & Geoff Baguley representing Baguleybuild	General Catch up
	Meeting	Gemma and Ecotourism Officer presenting	Ecotourism Program briefing
	Meeting	Budget Workshop + Councillors	Workshop
	Community	Corfield Community Visit + Councillors	Community Visit
2/06/2023	Meeting	Councillors and Senior Leadership team	Workshop
4/06/2023	Meeting	Opalton Community Visit + Councillors	Community Visit
5/06/2023	Meeting	Telstra - Regional Engagement Manager	General Catch up
	Meeting	Mayor + CEO + K&L Gates	General Meeting
	Meeting	VSOFF	General Meeting
	Advisory Committee	RADAF Committee Meeting	Committee Meeting
	Advisory Committee	Tourism Strategy Committee	Committee Meeting
9/06/2023	Meeting	Budget Workshop + Councillors	Workshop
12/06/2023	Meeting	VSOFF	General Meeting

14/06/2023	Meeting	Mayor + CEO	Council Meeting	Prep

7 MAYOR'S BUSINESS TO BE CONSIDERED WITHOUT NOTICE**8 QUESTIONS FOR WHICH NOTICE HAS BEEN GIVEN****9 QUESTIONS (WITHOUT DEBATE) FOR WHICH NOTICE HAS NOT BEEN GIVEN****10 PETITIONS****11 DEPUTATIONS/PRESENTATIONS**

Nil

12 CONSIDERATION OF MOTIONS**RISK MANAGER**

Likelihood	Consequence				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain 5 Is expected to occur at most times	Medium M - 5	High H - 10	High H - 15	Extreme E - 20	Extreme E - 25
Likely 4 Will probably occur at most times	Medium M - 4	Medium M - 8	High H - 12	High H - 16	Extreme E - 20
Possible 3 Might occur at some time	Low L - 3	Medium M - 6	Medium M - 9	High H - 12	High H - 15
Unlikely 2 Could occur at some time	Low L - 2	Low L - 4	Medium M - 6	Medium M - 8	High H - 10
Rare 1 May occur in rare circumstances	Low L - 1	Low L - 2	Medium M - 3	Medium M - 4	Medium M - 5

13 DECISIONAL REPORTS

13.1 WSC-WHS-POL-005 DRUG AND ALCOHOL POLICY

File Number: 161302

Author: Dirk Dowling, Chief Executive Officer

Authoriser: Dirk Dowling, Chief Executive Officer

Attachments: 1. WSC-WHS-POL-005 Drug and Alcohol Policy.pdf

Meeting Date: 15 June 2023

Corporate and Operational Plan Consideration

Stream	Sub Stream	Organisational Responsibility	Strategy/Planning Area
5 - Making It Happen	Safety	Chief Executive Officer	Workplace Health and Safety

Budget Reference: NIL

SUMMARY

An intensive review of the current Policy was initiated by the Workplace Health and Safety Committee. The Committee unanimously agreed that the current 'three strikes' before dismissal provisions in the Policy was too generous, and that the requirement for mandatory training after a second strike – rather than a first strike, was too generous.

The Committee therefore made changes to reflect a two strikes approach and to ensure mandatory training after the first strike, to ensure that worker safety was given the highest priority in the workplace.

The Committee also recognised that whilst mistakes can be made and people are entitled to be given a second chance, persistent use of drugs and alcohol in the workplace should not be tolerated.

The Committee also considered that the existing generous provisions that allowed for recorded incidents to be wiped after several years encouraged any persistent users of drugs or alcohol in the workplace to simply bide their time and then start the process again without being held to account i.e. to make use of that loophole to avoid accountability. Therefore, the provisions relating to the removal of incident recording (to in essence start the clock again) have also been removed.

RECOMMENDATION

1. That Council receives the Report.
2. That Council adopts the amended Policy "WCS-WHS-POL-005 Drug and Alcohol Policy"

REPORT

As part of the general policy review process, the Drug and Alcohol Policy was due for review. It was last endorsed by Council in September 2019.

The document review process commenced in October 2022 by the previous Workplace Health and Safety Officer. The process of review was led by Toolbox talks with staff as below.

Toolbox	Office	13 March	7 Staff
	Depot	13 March	31 Staff
	WMC	13 March	9 Staff
	NHC	30 March	9 Staff
	Little Swaggies	4 April	7 Staff
	Office again	5 April	3 Staff
			66

Followed up with further staff sessions to document feedback and ensure broad consultation had occurred across Council:

Feedback Sessions	HR	15 May	5 Staff
	Finance	22 May	5 staff
	Community/Econ	22 May	7 Staff, including 3 Managers who had met with their staff
	Depot	12 May	17 Staff
	Depot	16 May	19 Staff
			53

Feedback from well over five months of engagement was predominantly in favour of the suggested changes.

The Workplace Health and Safety Committee met again on 8 June 2023. The Drug and Alcohol Policy was discussed a second time noting that further consultation with staff relating to the Staff Policy had taken place in May, following the initial review by the Committee early in the new year.

The Committee unanimously adopted the following policy and agreed to send this Staff Policy forward to the June Council meeting for adoption:

- WCS-WHS-POL-005 Drug and Alcohol Policy

RISK MANAGEMENT

The risks associated with this matter relate mainly to not adopting the Policy i.e. the new structure is designed to ensure worker safety is given the highest priority. Without that structure the Workplace Health and Safety Committee considers the risks to be much higher. Therefore, the risks associated with adopting the Policy have been assessed as Rare (Likelihood) and Minor (Consequence) resulting in a risk rating of **Low 2**.

DRUG AND ALCOHOL POLICY**WINTON SHIRE COUNCIL
WORKPLACE HEALTH AND SAFETY****DRUG AND ALCOHOL POLICY**

DRUG AND ALCOHOL POLICY

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DRUG AND ALCOHOL POLICY

POLICY

This policy has been developed to address the workplace health and safety requirements to ensure no person is at risk or is adversely affected by any workers being at the workplace during a working day whilst affected by alcohol or a drug and outlines the underlying principles and guidelines for drugs and alcohol in the workplace.

SCOPE

This Drug and Alcohol Policy applies to all employees of Winton Shire Council, including contractors, volunteers, work experience students and visitors and is in addition to any legal requirement each has under Queensland and Federal law regarding the consumption of alcohol and drugs.

PREAMBLE

Workers affected by alcohol or a drug at work may endanger themselves, other workers and the public. Risks associated with driving of vehicles and plant, construction and supervision of hazardous work areas increases as a result of alcohol or drug misuse. Ordinary workers, supervisors, managers and the Council may suffer legal consequences if a worker causes or contributes to injury to any person or damage to property while affected by alcohol or a drug at work. Also, there is a risk that casual use of alcohol or drugs may result in mistakes, productivity losses and offend internal and external customers.

Whilst the first priority is health and safety, it is important to properly manage both suspected and apparent cases of employees being affected by alcohol and/or drugs at work. Certain medical conditions and prescription drugs can produce behavioural changes similar to the effects of consuming alcohol or illegal drugs. Also, the underlying reasons for consuming alcohol or any drug may include anxiety, depression and stress, marital, family and other relationship problems, financial and legal difficulties, compulsive gambling, bereavement and other life difficulties.

DEFINITIONS

Alcoholism. - Alcoholism is dependence upon alcohol to the extent of noticeable mental disturbance, interference with bodily or mental health, and effects on interpersonal relations and work performance. Workers who show the early signs of such developments may require treatment.

Chain-of-custody form – A form to be used from time of collection of the specimen to its receipt by the laboratory, as well as dispatch between laboratories.

Collector – A person who has successfully completed instruction in compliance with the standard for specimen collection, storage, handling and dispatch of testing samples.

Confirmatory test – An analytical procedure that uses mass spectrometry to identify and quantify unequivocally a specific drug or metabolite.

Donor – A person who provides a specimen to be assessed.

Drug - Shall include any illegal substance or a medically prescribed substance that may affect an employee's work performance.

Drug Dependence - Drug dependence is a state, psychic and sometimes also physical, resulting from the reaction between a living organism and a drug, characterized by behavioural and other responses that always include a compulsion to take the drug either constantly or repeatedly in order to experience psycho-tropic effects and sometimes to avoid the discomfort of its absence.

Gross Misconduct - The conditions for gross misconduct are fulfilled if:

- a) While at work, a worker consumes or supplies an illegal drug or abuses a legal drug; or
- b) A worker consumes alcohol during working hours without authorisation; or

DRUG AND ALCOHOL POLICY

- c) A worker reports to work or is at work while affected by alcohol or any drug such that the worker is knowingly and intentionally unfit for normal duties (which includes exceeding the permitted blood alcohol level in respect of the vehicle or plant the worker would normally be expected to drive or operate).

Note: Gross misconduct could justify instant dismissal

Oral fluid specimen – Secretions in the oral cavity emanating predominantly from the major and accessory salivary glands.

Working Day - Means the period of paid work between an employee's starting time and finishing time. The term includes any time worked on overtime or any periods of call out duty.

Workplace - shall include any place within Winton Shire at which work is performed for or on behalf of Winton Shire Council but shall exclude any area at which the Chief Executive Officer may approve the consumption of alcohol for social functions and employees' social activities.

Employee – shall include any person who at the time of testing is (a) receiving payment for services rendered from Winton Shire Council (whether that be on a permanent, casual or contract basis), (b) a visitor (as defined below), (c) a contractor (as defined below), (d) volunteer (as defined below) (e) work experience student (as defined below).

Work Experience Student – shall include any person who attends a workplace under the control of Winton Shire Council who is not a Council staff member or a contractor, or visitor and is performing work for Council for which they will not be remunerated.

Volunteer – shall include any person who attends a workplace under the control of Winton Shire Council who is not a Council staff member or a contractor.

Visitor – shall include any person who attends a workplace under the control of Winton Shire Council who is not a Council staff member or a contractor.

Contractor – shall include any person who attends a workplace or work site under the control of Winton Shire Council who is not a Council staff member or a visitor and is performing work for Council for which they will be remunerated.

Confirmed Negative – A result at or below the target concentration following confirmatory testing.

Confirmed Positive – A result above the target concentration or concentration in relation to the dosage recommended by the pharmacist or doctor in the case of over the counter or prescribed medication, following confirmatory testing i.e. if the confirmatory testing shows that an over the counter or prescription medication has been taken at dosage rates above what has been recommended then this **could** result in a Confirmed Positive (regardless of what information was stated on the testing record form).

Non-negative – A positive result obtained by use of the Drager DrugCheck 3000 STK 6 OXY.

INTRODUCTION

The sole purpose for conducting alcohol and drug testing is for Workplace Health and Safety reasons. The aim is to deter employees from entering into the workplace and carrying out their duties whilst affected by alcohol and/or a drug, thus placing themselves and others at risk of injury. This procedure has been widely adopted in many industries and has become the standard practice in responsible organisations.

Drugs are generally administered via injection, ingestion, inhalation or smoking. Upon entering the blood stream they are rapidly metabolised and are distributed by metabolic processes. Many drugs and drug metabolites are excreted in oral fluids and urine, making them easily detectable by drug screening procedures.

Modern Breathalyser testing is highly accurate and simple to carry out for detecting alcohol presence.

DRUG AND ALCOHOL POLICY

Oral fluid sampling is a simple, non-intrusive and accurate way to test for recent / current drug use for the purpose of determining fitness for work.

The process of detecting the presence of a drug in oral fluid is a two-step process:

- The initial test (sometimes known as the Screening Test) is designed to tentatively identify the presence of drugs and eliminates negative samples quickly.
- The Confirmatory Test is designed to confirm the identity and quantitate individual drugs.

TESTING

The components of the testing regime are explained as follows:

Random Testing

It is Council's intention that all Council employees be tested a minimum of four (4) times in any twelve (12) month period. The selection process of staff to be tested will be determined by the Chief Executive Officer and at his discretion any of the qualified collectors or Workplace Health & Safety Officers. For the purposes of confidentiality, the Chief Executive Officer, Workplace Health & Safety Officers and qualified collectors (or delegated persons by the Chief Executive Officer) will be the only employees with knowledge of the employees selected for testing (donors). The Workplace Health & Safety Officers or qualified collector will then arrange with the nominated donors, suitable times and locations to perform the tests.

Random testing of workplaces may be carried out at any working time/s and on any working day/s. Random testing will not occur during authorised functions, where the consumption of alcohol has been approved by Council or its delegate, and where other documented risk management strategies have been implemented prior to the function to ensure the health and safety of Council's employees, visitors and public.

Challenge Testing or Test for concern

Testing may be required if a Workplace Health & Safety Officer, Supervisor, Foreman, Engineer, Directors or Chief Executive Officer, based on evidence received, has any grounds for concern that an employee may not be fit for work due to drugs and/or alcohol.

An employee has the right to submit a case for testing, if they have any grounds whatsoever that another employee may not be fit for work due to being affected by drugs or alcohol during work hours. This is the employee's right to attempt to protect their own safety and the safety of others in their team.

A test for concern can only be approved by the Chief Executive Officer.

While there will be no penalty for those who submit a claim, which is later proved to be unfounded, any employee involved in a history of claims where the validity is questionable, will be investigated further and dealt with according to Council's disciplinary process.

Any qualified collector may carry out a test for concern.

If an employee tests negative for Drugs and Alcohol under a test for concern and continues to exhibit "Reasonable Grounds" that they may not be fit for work they will be dealt with under the fitness for work policy.

Incident Testing

If any employee is involved in an incident or accident which:

- a) resulted in a serious or dangerous event; or
- b) involves high risk construction activities e.g. traffic control, operation of earthmoving equipment; or in the opinion of the Supervisor / Workplace Health & Safety Officer, had the potential to result in a serious / dangerous event the employee will be subject to testing and the resulting procedures.

DRUG AND ALCOHOL POLICY

Where the Police attend as a result of an accident/incident, if applicable, their testing procedures will have precedence over Council's testing procedures. However, where only limited testing is conducted, Council procedures may supplement the police testing procedure.

PROCEDURE – ALCOHOL

All employees as selected per the procedure as outlined in section "Random Testing" will be required to give a breath test sample.

Any employee suspected of being under the effect of alcohol by the workers supervisor or the workers co-workers in accordance with "Challenge Testing or Test for Concern" of this policy will be subject to alcohol testing.

Any employee involved in a plant-related accident will be tested for the presence of alcohol.

Any employee who does not agree with the findings/reading of his/her test will be offered a second test immediately. An employee may seek independent testing (at their own expense) to dispute or confirm the result from a work-based test – where the results of this independent test conflict with the results of Council's test the employee may return to work any deducted sick leave shall be returned.

Self-testing will be made available for personnel through the use of a handheld alcoholiser and a prescribed flow chart made available in the area of testing. Self-testing should be conducted in accordance with the Voluntary Self Testing Alcohol Policy.

Official Hospitality and Social Events

Alcohol may be consumed at official hospitality events inside or outside the council workplace only in accordance with this policy. This includes events hosted by third parties such as external stakeholders.

All workers attending and/or consuming alcohol at an official hospitality or social club event must:

- comply with the Code of Conduct

Workers required to return to normal duties at the conclusion of an official hospitality or social club event are not permitted to consume any alcoholic beverages at the event and must maintain a blood alcohol concentration of 0.00 in accordance with this policy.

Alcohol may only be consumed on council premises if approved by the CEO or Director and must not be in view of the general public.

Where a social club event is being held at a venue that is not a departmental workplace, individuals should not identify as a council worker by wearing an official uniform. The absence of an official uniform does not reduce a worker's obligation to ensure that they behave in accordance with the Code of Conduct in connection with their Council employment at such events.

Before approving a council event involving alcohol, the approver manager must ensure that event organisers take all reasonable and practicable measures to reduce or eliminate risk and harmful consequence arising from misuse of alcohol, including:

- ensuring that, whenever alcoholic beverages are present, low alcohol and non-alcoholic beverages are equally accessible
- ensuring food is available
- ensuring responsible service of alcohol
- requiring that any applicable laws are met in relation to the provision of alcohol.

DRUG AND ALCOHOL POLICY

PROCEDURE – DRUGS

All employees as selected per the procedure outlined in section "Random Testing" will be required to provide a saliva specimen for drug testing.

Preliminary analytical testing for drugs of addiction and misuse will be conducted using the Drager DrugCheck 3000 STK 6 OXY.

Any employee suspected of being affected by drugs either by their supervisor or co-workers in accordance with "Challenge Testing or Test for Concern" will be subjected to drug testing.

Any employee involved in a plant-related accident will be tested for the presence of drugs.

Employees taking medication will be required to disclose to the nominated collector any prescription or over the counter medication that could positively influence a drug test. All information disclosed will be kept confidential and will not be recorded on the employee's personnel file.

The collection procedure shall be as follows: -

- a) The collector shall obtain the consent of the donor to collect a specimen for the purposes of drug testing and obtain the signature of the donor to that effect on the consent form.
- b) Prior to the commencement of specimen collection, the collector shall request identification, unless otherwise determined by legislation.
- c) The collector shall ensure that the oral cavity is free from foreign substances, e.g. food, gum and that the donor's oral cavity has been free from food and drink for a period of 10 minutes and that the donor has not smoked a cigarette for a period of 10 minutes prior to the test.
- d) The test shall be conducted in an area that provides privacy for the donor.
- e) The donor shall provide the specimen via the use of sterile equipment provided by the collector at the collection site. In the case of failure to obtain a result (i.e. dry mouth, faulty equipment) a maximum of 3 test no less than 10 minutes apart shall be provided.
- f) Non-negative screening tests will trigger the provision of a second specimen by the donor which will be sent for confirmatory testing by a NATA accredited laboratory.
- g) The collector shall request that the donor observe the transfer of the second specimen and the placement of the tamper proof seals, or equivalent devices, over both bottle caps and down the sides of the bottles. The donor shall initial the tamper proof seals.
- h) The donor shall be required to sign a completed Chain of Custody form and acknowledging that the specimen is their own and is labelled such that it can identify the donor correctly and has been sealed in the donor's presence.
- i) Preparation for dispatch and transportation of specimens to the testing laboratory will be performed as indicated in AS/NZS4760-2019.

ACCEPTABLE LEVELS

Alcohol

All employees shall submit a 0.00g/100ml (0.00%) at all times.

Drugs

- a) All employees tested using the Drager DrugCheck 3000 STK 6 OXY are to produce a result of "Negative" using the oral fluid testing panel.
- b) Australian Standard 4760 – 2019 Table 4.1 lists the target concentration of drugs in oral fluid testing as:

a. Opiates (Morphine)	25ng/ml
b. Cannabinoid's (THC)	15ng/ml
c. Amphetamine type stimulants	25ng/ml
d. Cocaine & metabolites	25ng/ml
e. Benzodiazepines	20ng/ml

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- c) All employees who test non-negative and have a subsequent specimen tested by a NATA accredited laboratory should produce a reading less than the above levels. Any confirmed positive result reading above the concentrations listed above shall constitute a breach of this policy.
- d) Confirmation testing shall only be conducted for the substances identified in the initial screening test.
- e) The table below indicates some of the common names for the above drug classes.

DRUG CLASS	COMMON NAME
Cannabinoid's	Marijuana, weed, pot, hash, dope and mull
Amphetamines and Methamphetamines	MDMA, speed, ecstasy, uppers, biphphetamine, Dexedrine
Opiates (Very strong pain killers)	Heroin, Morphine, Pethidine, Codeine, Methadone
Cocaine (Metabolites)	C, Coke, Nose Candy, Snow, White Lady, Toof, Charlie, Blow Whitest and Stardust
Benzodiazepines	Hillbilly, Heroin, Oxy, OC, C

DRUGS CLASS	EFFECTS	DETECTION TIMES USING DRAGER DRUGCHECK 3000	AS4760 CUT OFF LEVELS FOR CONFIRMATORY TESTING IN ORAL SAMPLES
Cannabinoid's	Depressant	Up to 12 hours	15ng/ml
Amphetamines and Methamphetamines	Stimulant	Up to 48 hours	25ng/ml
Opiates (very strong pain killers)	Narcotic analgesic	Up to 24 hours	25ng/ml
Cocaine (Metabolites)	Stimulant	Up to 24 hours	25ng/ml
Benzodiazepines	Stimulant	Up to 12 hours	20ng/ml

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Medication – Prescribed and Over the Counter

Prescribed Medication

Any employee who has been prescribed medication by a medical practitioner will not be in contravention of this policy as a result of being in possession of or taking that medication in accordance with the prescription, provided that:

- The employee has disclosed to the medical practitioner concerned the position that he/she occupies, the tasks he/she is required to perform, and the medical practitioner does not believe the prescribed medication will in any way affect that person's ability to work safely.
- The consumed level of the prescribed medication does not exceed the level that the employee has been prescribed to take; and
- The employee has disclosed to the nominated collector any prescription or over the counter medication. If a non-negative result is recorded for Opiates, then a medical declaration form is to be completed if the donor has taken medication that contains codeine.

Over the Counter Medication

Employees will not be in contravention of this policy if they take over the counter medication in accordance with the manufacturer's recommended dose, directions and warnings. Employees must seek advice from their pharmacist with respect to the impact any over the counter medication may have on the safe performance of their work. If advice from the pharmacist suggests the medication may impact upon their ability to perform the work safely or where there is any doubt, then the employee must advise their nominated supervisor in writing.

Everybody does react individually to over-the-counter medication and each result will be treated on its merits

The following is a list of prescribed and non-prescribed (over the counter) medications that may produce a positive (presumptive or confirmed) result when screening for employees who may not be fit for work due to drugs.

DRUG CLASS	COMMON MEDICATIONS (trade names)
Opiates	Nurofen Plus, some Cold & Flu preparations, Panadiene, Panadiene Forte, Actuss, Codalgin, Codox, Durotuss, Mersyndol, Panacodin, Proladone, Actacode, Dymadon Co, Panalgesic, Verganin, Aspalgin, Disprin Forte, Codis, Oridine, Fiorinal, Kapanol
Amphetamines	Actifed, Logicin, Robitussin, Dimetapp, Orthoxicol, Benadryl, Sinutab, Tylenol cold / flu, Panadol cold / flu, Codral, Demazin, Lemsip Flu, Day / Night.

RECOMMENDED PROCEDURE – POSITIVE ALCOHOL ANALYSIS

Employees

Should any employee (excluding contractors, volunteers work experience and visitors) register greater than or equal to 0.00g/ml, then that employee is unfit for work and the following actions will be taken: -

- He/she will be returned to his/her place of residence; and
- Placed on sick leave for that day; and
- A first letter of action will be placed on his/her personnel file, with a copy to their supervisor;
- Ordered to undertake alcohol counselling; and
- Ordered to undertake a course in alcohol education; and
- If the employee for any reason refuses to agree to undertake both the counselling and the course in alcohol education, then they will be dismissed immediately; and
- In the event that the employee agrees to undertake alcohol counselling and the course in alcohol education then he/she will be advised of the consequences should there be any further positive test recorded; and
- A return-to-work test is to be carried out and produce a negative test result before returning to work.

DRUG AND ALCOHOL POLICY

Should any employee (excluding contractors, volunteers work experience and visitors) register a second offence greater than or equal to 0.00g/ml, that employee is unfit for work and will be: -

- a) Dismissed, and
- b) A final letter placed on his/her personnel file, with a copy to their Supervisor and Workplace Health and Safety Officer; and
- c) He/she will not be permitted to work for council for a period of five years

Contractor; Volunteer; Work Experience; Visitors

Should any contractor, volunteer, work experience or visitor register greater than or equal to 0.00g/ml, then that contractor is unfit for work on a Council work site/controlled site or location and the following actions will be taken: -

- a) He/she will be ordered to leave the Council work site/controlled site or location immediately and will be returned to his/her place of residence; and
- b) He/she will not be permitted to return to the Council work site/controlled site or location until such time as a negative alcohol reading has been obtained. A negative alcohol reading shall be taken to mean it conforms to the requirements of the policy for no action to be taken against an employee; and
- c) If applicable the employer of the contractor, work experience or visitor shall be notified immediately of the circumstances involving their worker and a follow up letter of action shall be forwarded to the employer of the contractor that the worker shall undertake an alcohol counselling course and a course in alcohol education course. If he/she refuses to undertake counselling and education, they will not be allowed back on council site; and
- d) Both the employer and the contractor will be advised of the consequences should there be a further positive test recorded.

Should any contractor, volunteer, work experience or visitor register a second offence greater than or equal to 0.00g/ml, is unfit for work on a Council controlled site and the following actions will be taken: -

- a) He/she will be ordered to leave the Council work site/controlled site or location immediately and will be returned to his/her place of residence; and
- b) He/she will not be permitted to ever again work as a contractor, volunteer, work experience for council or at any council offices; and
- c) If applicable the employer of the contractor, volunteer, work experience or visitor shall be notified immediately of the circumstances involving their worker and a follow up letter of action shall be forwarded to the employer of the contractor, volunteer, work experience or visitor noting that they will not be permitted to perform work as a contractor, volunteer, work experience for council in the future or visit any council offices.

RECOMMENDED PROCEDURE – POSITIVE DRUG ANALYSIS

Employees

Any employee (excluding contractors, volunteer, work experience or visitor) registering a "non-negative" result will be: -

- a) Returned to his/her place of residence pending laboratory results.
- b) Placed on sick leave pending laboratory results; and
- c) A letter of presumption will be issued on the day of the non-negative test and placed on his/her personnel file with a copy to their Supervisor and Workplace Health and Safety Officer.
- d) If a person has any concerns regarding the initial result, a second test will be undertaken using Drager DrugCheck 3000 STK 6 OXY. If this results in a negative result, no further action will be taken.
- e) An employee may seek independent testing (at their own expense and from a recognised, qualified tester) within a 12-hour period from the initial testing to dispute or confirm the results

DRUG AND ALCOHOL POLICY

- from a work-based test. Where the results of this independent test conflict with the results of Council's test the employee may return to work and any deducted sick leave shall be returned.
- f) The NATA laboratory tested sample which was taken at the time of the initial non-negative result will override any independent testing carried out by the employee.

If the returned laboratory result provides a **Confirmed Negative** test, the employee (excluding contractors, volunteers, work experience and visitors) will be: -

- a) Returned to work immediately (in the case where the employee was sent home);
- b) Leave for period of time stood down (if applicable) will be reimbursed without bias. In the situation where the employee is a casual, reimbursement will be made for time when the employee was rostered to work or would reasonably have been expected to work in their normal capacity.

If the returned laboratory result provides a **Positive (Confirmed Positive)** test, the employee (excluding contractors, volunteers, work experience or visitors) will be: -

- a) Ordered to undertake drug counselling;
- b) Ordered to undertake a course in drug education; and
- c) A letter of action will be placed on his/her personal file, with a copy to their Supervisor; and
- d) A return-to-work test to be undertaken with a confirmed negative before returning to work.
- e) Regular testing will be carried out on the employee to ensure that they are drug free for a period of 12 months.

If the employee (excluding contractors, volunteers, work experience or visitors) returns a second laboratory result that provides a **Positive (Confirmed Positive)** test, the employee (excluding contractors) will be:

- a) Dismissed, and
- b) A final letter placed on his/her personnel file, with a copy to their Supervisor.
- c) He/she will not be permitted to work for council for a period of five years

Contractor; Volunteer; Work Experience; Visitors

Any contractor, volunteer, work experience or visitor registering a "**non-negative**" result/s will be: -

- a) Ordered to leave the Council work site/controlled site or location immediately and returned to his/her place of residence pending laboratory results; and
- b) A letter of presumption will be issued on the day of the non-negative test.

If applicable the employer of the contractor, volunteer, work experience or visitor will be contacted and informed of the circumstances involving their worker and this will be followed by a letter.

If the returned laboratory result provides a **Negative (Confirmed Negative)** test, the contractor, volunteer, work experience or visitor will be: -

- a) Notified (verbally in the first instance and then via letter to their employer) of the result; and
- b) Council will look at reimbursement for down time of machinery.

If the returned laboratory result provides a **Positive (Confirmed Positive)** test, the contractor, volunteer, work experience or visitor will be: -

- a) Notified of the result;
- b) A letter will be forwarded to the employer of the contractor, volunteer, work experience or visitor notifying them of the result and reminding them of the Drug & Alcohol Policy that Council has in place for contractors, volunteers, work experience or visitors and that their employee is to undergo a drug education/counselling course; and
- c) If the contractor, volunteer, work experience or visitor for any reason refuses to agree to undertake both the counselling and the course in drug education, then they will not be allowed to return to any council sites.
- d) A return-to-work test to be undertaken with a confirmed negative before returning to work.

DRUG AND ALCOHOL POLICY

- e) Regular testing will be carried out on the contractor, volunteer, work experience or visitor when they are on council work sites to ensure that they are drug free for a period of 12 months.

If the contractor, volunteer, work experience or visitor returns a second laboratory result that provides a **Positive (Confirmed Positive)** test, the contractor will be:

- a) Never again allowed to work for Council;
- b) If applicable the employer of the contractor, volunteer, work experience or visitor shall be notified immediately of the circumstances involving their worker and a follow up letter shall be forwarded to the employer of the contractor, volunteer, work experience or visitor noting that their employee will not be permitted to perform work as a contractor, volunteer, work experience for council or visit any council offices in the future.

PROCEDURES FOR SUPERVISORS WHEN FACED WITH A DRUG/ALCOHOL RELATED INCIDENT

Council has a primary responsibility to ensure the health and safety of its employees and members of the public. Responsibility for the implementation of this procedure lies with each employee who has a supervisory or staff administrative duty within Council.

For the purpose of this Policy a supervisor may include: –

- Chief Executive Officer
- Senior Officers
- Forepersons
- Leading Hands
- Gangers
- Or any other person delegated the authority of 'Supervisor Status', from time to time by the Chief Executive Officer.

This procedure is to be used by a supervisor who becomes aware of an employee exhibiting behaviour (*actions or signs) at work or prior to commencing work which includes being called back to work, which the supervisor believes may be attributed to the use of a drug or alcohol.

This behaviour may include:

- The employee's speech is slurred or impaired
- The employee's breath smells of alcohol
- The employee staggered, his/her movements were jerky and uncertain
- The employee admitted to consuming a certain quantity of alcohol
- The employee's eyes were bleary and heavy
- The employee exhibited a dulled tired appearance
- The employee was aggressive in his/her speech or manner
- The employee's face was flushed
- The employee's pupils were large with a sluggish reaction to light
- The employee's sense of time was defective, being unable to repeat times of incidents

If an employee demonstrates behaviour of this nature, which the supervisor suspects as being caused by a drug or alcohol, the supervisor shall not allow the employee to commence work or, if the employee has started work, shall immediately relieve the employee from his or her designated duties. The supervisor should direct the employee to a quiet location, where the supervisor will inquire if there is any reason for the employee's present condition and from the answers given decide what further action is required.

If the supervisor feels that a drug or alcohol is responsible for the employee's condition, then the first option is to report to the Chief Executive Officer immediately and request that an Alcohol and Drug Test be undertaken. Under no circumstances shall the supervisor take the matter into their own hands and attempt to resolve the situation or send the employee home. It will be the responsibility of the Chief Executive Officer to organise the alcohol and drug test.

DRUG AND ALCOHOL POLICY

The Chief Executive Officer may instruct the supervisor to accompany the employee back to the Council Administration Building for discussion with the Chief Executive Officer.

REFUSAL AVOIDANCE OR FALSIFICATION OF TESTS

If a person has presented for work and intentionally avoids a test or refuses to produce a sample for testing, then they will be treated as a confirmed positive result.

A person failing to participate in testing will:

- (a) be returned to his/her place of residence
- (b) be placed on sick leave
- (c) be not able to return to work until a presumptive negative test result is achieved
- (d) A council employee will be requested to show cause as to why their employment should not be terminated. Termination may result in the employee being unable to work on any future council projects for a period of five years.

Any attempt to tamper with any in-house or external samples, alter the concentration of drugs or alcohol in their own or another person's sample before or after providing a test sample will constitute official / serious misconduct and will be dealt with in accordance with Council's disciplinary procedures.

RETURN TO WORK (CALL OUT)

Any employee called upon to work after having consumed alcohol so recently or in such quantity, that it may affect his/her work performance shall immediately notify his/her supervisor that he/she is unable to work. The supervisor must make other arrangements regarding the call out if the employee indicates that he or she has consumed alcohol to the extent that it may affect their work performance.

All actions taken by a supervisor regarding this procedure must be documented by diary notation.

EVALUATION OF WORK PERFORMANCE

The only criterion used initially to introduce an employee suspected of having a drug or alcohol dependency to a rehabilitation program must be based upon evidence of impaired work performance. Factors that shall be considered include: -

- a) Work performance – the output and quality of work;
- b) Safety of the individual and/or co-workers – of particular relevance where work involves exposure to machinery in operation, construction sites, etc. Also relevant is the risk posed by a supervisor, manager or executive who, while in an impaired state is determining how work should be done;
- c) Attendance – changes in attendance patterns.

An employee's work performance may deteriorate but remain within acceptable limits. It should be treated sensitively, and no employee should be forced into accessing assistances unless it is as a result of self-declaration of use, or as a result of testing.

SELF REFERRAL

At any stage employees who have a problem and wish to obtain assistance, should be encouraged to refer themselves for assistance to a professional drug and alcohol rehabilitation service provider without any loss of pay and entitlements.

The extent to which such referral is successful is directly proportional to the extent and quality of the program and the publicity it is given amongst the workforces. Self-referral is the preferable path to drug and alcohol rehabilitation and therefore requires maximum effort.

DRUG AND ALCOHOL POLICY

CONSULTATION

There will be situations where self-referral does not occur, and a consultation process may be necessary. Depending on the individual circumstances, a series of interviews may be helpful. It is proposed that interviews should be along the following lines: -

First Interview

Where for any of the above reasons an employee is suspected of having an alcohol or drug problem, the employee should be advised of the perceived change in work performance and the employee's own view of any underlying reasons should be sought. In the event that the employee associates it with a drug or alcohol problem, they should then be referred to a rehabilitation service provider for assessment and treatment.

Interviews will be undertaken by the Supervisor.

Second Interview

In the event that work performance continues to deteriorate, a second interview will occur. If the employee again fails to recognise a drug or alcohol problem, it will be suggested that they seek professional assistance.

Interviews will be undertaken by the Chief Executive Officer with the Supervisor in attendance.

Following the interview, the employee will be provided with a written communication summarising the deterioration in work performance and accompanying the communication will be a list of approved drug and alcohol rehabilitation providers.

If they do not wish to participate in drug and alcohol rehabilitation, a further period of work performance monitoring will be observed.

Third Interview

Following a continued deterioration in work performance, a third interview session will result in advising the employee to seek a qualified drug or alcohol counselling/rehabilitation service.

Third interviews will be undertaken by the Chief Executive Officer with the Supervisor in attendance.

Should the employee still refuse to participate in rehabilitation, then the standard procedure for dealing with unsatisfactory work performance will be implemented from the third stage of the disciplinary procedure.

The Employee must have the right to have a union representative, or another person of their choosing, present at all times during any of the interview stages.

All Interviews must be recorded in approved format (attached) and copies given to the Employee for their own records.

REHABILITATION

General

It is necessary that all employees know the existence of a program and the details are well understood.

It is essential that all information concerning individuals is restricted and made available only to supervisors who have a critical role to play in the processing of the individual case and then only to the extent of necessary information.

Management needs to be aware and acknowledge that treatment of persons dependent on alcohol and drugs takes time and that there may be relapses.

A critical factor is for affected employees to continue to receive treatment as long as necessary. For as long as this is so, the matter should be left in the hands of the professional health care provider.

Key Elements

DRUG AND ALCOHOL POLICY

Important elements of the rehabilitation process are:

- I. A comprehensive list of rehabilitation service providers is made available;
- II. The selection of provider to be the choice of the individual concerned;
- III. All time away from work to undergo rehabilitation treatment be paid time; and
- IV. Job security be guaranteed during rehabilitation.

Following successful completion of rehabilitation treatment, the employee should return to their original position unless otherwise recommended by the rehabilitation provider.

There may be some situations where it is recommended by the provider, for the purpose of avoiding relapse, that the person be placed elsewhere or retrained in another position. In such circumstances:

- I. The service provider will notify the concerned parties upon completion or discontinuation of the treatment program;
- II. The employee shall have the right to have a person of their choice; (e.g. union representative) attend all, or any, rehabilitation sessions.

Rehabilitation Providers

- Alcohol and Drug Information Service (ADIS) 24hr – www.adis.health.qld.gov.au - Free Call (Qld) 1800 177 833
- Lives Lived Well – <https://www.liveslivedwell.org.au> or 1300 727 957
- Alcohol and Other Drugs Service (AODS) Longreach - 46527951
- Lifeline – 131 114
- Winton Hospital – 4657 2700
- Alcoholics Anonymous – <https://aa.org.au> or 1300 222 222

ROLE OF CO-WORKERS

In most cases, co-workers will be the first to become aware of a drug or alcohol affected worker in the workplace. The problem might present itself in a number of ways. The following is offered by way of example:

- a) By affecting personal relationships
- b) Observed downturn in work performance
- c) Knowledge of individual's habits

Co-workers are in the best situation to detect a potential problem at the earliest possible stage as well as providing feedback on whether:

- a) The attitude of the employer is correctly based;
- b) The rehabilitation scheme is appropriate to the particular workplace;
- c) There is widespread understanding and acceptance of the program in the workforce;
- d) These conditions can only be achieved provided the employee themselves are involved in the development of the program and its implementation into the workplace.

Co-workers need to be supportive of employees undertaking rehabilitation or suitable duties.

ROLE OF THE EMPLOYER

The attitude of management is critical to the success or otherwise of a drug and alcohol recovery program. One of the major difficulties is overcoming the problem of the individual resenting the involvement of management and others in what may be considered to be a personal matter. In addition, the traditional distrust of management by employees can be an impediment to workers agreeing to participate.

DRUG AND ALCOHOL POLICY

Winton Shire Council is committed to the development of a drug and alcohol recovery program in order to contribute towards a safer workplace. Council will work with employees to establish the program, provide initial and ongoing education on the requirements and processes, and will seek input and feedback from all sources to maintain a high quality and effective program.

RIGHT OF APPEAL

If at any time an Employee disputes the results of testing the Employee has the right to a second opinion. This may mean a second alcoholiser test or transportation to a medical facility for more extensive testing. Should this occur, the Employee should be stood aside on sick leave for the remainder of the day. When confidential results are returned to the Chief Executive Officer, results may indicate instigation of disciplinary action. This may take 24 – 72 hours.

If test reports indicate **Negative** results, these will be recorded, and any leave taken, or lost time incurred by the employee will be reimbursed immediately without bias.

EMPLOYEES TO BE INFORMED

Employees who face charges of gross misconduct must be informed of;

- a) The possible consequences of their alleged misconduct;
- b) The full details of their alleged misconduct;
- c) That they have the opportunity to ask questions and seek explanations from those who allege misconduct; and
- d) Documentation of interview and process of documentation (i.e. copies, access, storage).

REVIEW OF CASES

The Chief Executive Officer will review individual cases not later than seven working days after an employee has been tested and interviewed and as necessary thereafter.

DOCUMENTATION, CONFIDENTIALITY AND DISCLOSURE OF INFORMATION

Documentation

All test records will be filed securely in one location and will remain confidential. An employee may request and obtain a copy of their own test records if they wish to do so. Documentation relating to test results will be held indefinitely.

Confidentiality and Disclosure of Information

The testing procedure for drugs and alcohol will be conducted so as to respect the privacy of the donor, but also to maintain standards required. Personal information relevant to this procedure will be safeguarded to protect the privacy of all donors, and only information required to be recorded shall be kept on file, with access limited to those required to have access to such information. Results of post incident tests will only be made available to third parties including Local Government Workcare (LGW), insurance and notification to authorities that are legally required to be informed as necessary, and the employee in question will be notified of this disclosure.

POSSESSION OF DRUGS

The carrying, storing or use of illicit drugs on Winton Shire Council workplaces shall result in disciplinary action, which may include dismissal and/or referral to the Police.

Sale, transfer or manufacture of illicit substances in the workplace will result in dismissal. This includes the distribution of prescription drugs except where a licence is held.

DRUG AND ALCOHOL POLICY

COMMUNICATION

- All Council employees will have access to this policy.
- All Council employees will be provided with opportunities to be involved in the review of this policy.
- All Council employees will be provided with information from this policy at the time of employment and orientation.
- Changes/amendments made to this Policy document will be communicated to all employees.

RELATED COUNCIL DOCUMENTATION

- Voluntary Self Testing Alcohol Policy
- Code of Conduct Policy
- Disciplinary Policy
- Workplace Health and Safety Policy Statement
- Request for Drug and Alcohol Testing Form
- Interview Checklist Form
- Interview Record Form

LEGISLATION, RECOGNISED AUTHORITIES AND OTHER SOURCES

The following legislative references were considered in the development of this Policy.

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Transport Operations (Road Use Management) Act 1995
- Local Government Act 2009
- Workplace Relations Act (Federal and State)
- AS/NZS4760-2019 Procedures for specimen collection and the detection and quantitation of drugs in oral fluid.

REVIEW OF POLICY

This policy remains in force until amended or repealed by resolution of Council. This document will be reviewed as required.

DRUG AND ALCOHOL POLICY

RECORD OF AMENDMENTS and ADOPTIONS			
DATE	REVISION NO	REASON FOR AMENDMENT	ADOPTED BY COUNCIL
September 2016	Version 5.0		Sep 2016
August 2019	Version 6.0	Review Endorsed by Safety Committee 28/8/19	September 2019
March 2023	Version 7.0	Review Endorsed by Safety Committee 08/02/2023 with changes	
May 2023	Version 7.0	Review endorsed by a Special Safety Committee Meeting 3/05/2023	

DRAFT

13.2 COMMUNITY GRANTS REQUESTS**File Number:** 161317**Author:** Shannon Van Bael, Welfare Manager**Authoriser:** Dirk Dowling, Chief Executive Officer

Attachments:

1. Community Grant Request - NG Turf Club.pdf
2. Community Grants Application Boulder Opal Chicks.pdf
3. Community Grants Request Application - Winton Show Pastoral Ass.pdf
4. Community Grants Request - Winton Motorsports.pdf
5. 25.05.2023 Letter to CEO - Winton Motorsports.pdf

Meeting Date: 15 June 2023**Corporate and Operational Plan Consideration**

Stream	Sub Stream	Organisational Responsibility	Strategy/Planning Area
4 - Thriving Together	Liveability	Chief Executive Officer	Delivery of the Community Grants

Budget Reference: 2000-2170-000**SUMMARY**

Council is committed to supporting not-for-profit community organisations that support the needs and liveability of the Winton community. This report is a reflection of the expenses during the 2022-2023 financial year thus far, and to present four further Community Grant Requests which have been received.

RECOMMENDATION

1. THAT Council receive the Report.
2. THAT Council approve the donation request from the North Gregory Turf Club for the monetary value of \$1,200.00.
3. THAT Council approve the donation request from the Boulder Opal Chicks for the monetary value of \$2,000.00.
4. THAT Council approve the request from the Winton Motorsports Ass including the dry hire of the street sweeper on the condition that any Council machinery is driven only by a Council employee who will be volunteering their time after hours.
5. THAT Council note the donation request (and subsequent CEO approval) from the Winton Agricultural and Show Society Committee for hire of the community big screens and the portable BBQ for the amount of \$100.00.

REPORT

For the 2022-2023 financial year, Council budgeted \$292,500 towards community donations.

This includes monetary donations, rate reimbursements, plant/equipment, in-kind assistance and rebates.

The current revenue sits at \$58,095.91 remaining. Requested summary as follows:

Community Donations			
Budget			\$292,500
Expenditure to date		80 % expended	\$234,404
		Total Remaining	\$58,096
Event Date	Event	Community Organisation	Requested Amount
16-Sep-23	Races	North Gregory Turf Club	\$ 1,200.00
15-24 August 2023	Variety Bash	Boulder Opal Chicks	\$ 2,000.00
9-11 June 2023	Winton Show	Winton Pastoral and Ag Show	\$ 100.00
16-18 June 2023	Motorsports	Winton Motorsports Ass	\$ 3,780.00
		TOTAL	\$ 7,080.00

Council has received four submissions for Community Grant Requests for the month of June 2023.

1. North Gregory Turf Club

The North Gregory Turf Club will be holding a race meeting on 16 September 2023 and have requested a monetary donation of \$1200 to fund entertainment for the event.

2. Boulder Opal Chicks

The Boulder Opal Chicks will be fundraising for a children's charity through a variety bash that will run from Toowoomba to Cairns via Mackay. They have requested a monetary donation of \$2000. In return the Winton Shire Council logo will be advertised on the Opal Chicks bash car.

3. Winton Pastoral and Ag Show

The Winton Show and Pastoral Society have requested additional items to assist with running of their event. These additional items to the previous request for assistance include the community big Screens and the BBQ trailer for a value of \$100.00.

Due to the short notice of this request, the CEO has approved this application, acknowledging he has approved similar amounts up to \$1000 as per the Winton Shire Council Donations Policy.

4. Winton Motorsports Association

In June 2022 a request was made by the Winton Motorsport Association for the cost of plant and equipment to be donated during an upcoming event in August 2022.

However, due to damages sustained on the race surface during previous weather events, the track was deemed un-raceable, and the August 2022 event was cancelled. Contact was made with former CEO Ricki Bruhn to request this donation be carried on until the financial year ended, with hopes a race day could be held.

With the event now going ahead on 17 June 2023 the Committee has now requested the following donation:

- Winton Shire Council Coldroom x 3 days = \$375
- Community Light Tower x 3 days - nil
- Portaloo x 3 days = \$300
- Street Sweeper – works volunteers to operate x 2 hours = \$242

Required: Saturday 17th June

Finished: Saturday 17th June

Due to the large number of cars, we are anticipating, there will be excessive amounts of loose stone on the track, which causes safety issues. Having the sweeper there, on the race day, will allow us to rectify that issue safely.

- Street Sweeper – P&G to operate x 2 hours = \$338

During work hours, through the week of 12/06/2023 to 16/06/2023. Date to be corresponded and agreed on with P&G. This will be used as a 'pre-sweep' to determine any track imperfections prior to the meeting.

RISK MANAGEMENT

The risk associated with the community grants has been assessed as **L – 4** considering that the budget is currently sitting at 80%.

COMMUNITY GRANTS REQUEST FORM Winton Shire Council

This form is to be used by non-profit community organisations to seek funding for events and services that benefit the needs and priorities of the Winton community (including schools, welfare, sporting and cultural groups).

CONTACT DETAILS

Organisation Name	The North Gregory Turf Club Inc.		
Organisation Contact No.	0427 877 696		
Organisation Address	PO Box 6		
	Town	WINTON	Postcode 4735
Contact Name	Leia Mitchell		
Contact Email	northgregoryturfclub@hotmail.com		

TYPE OF ORGANISATION

Organisation Type	Is the group a non-profit organisation? (Must be a non-profit organisation to apply) ☒ Yes ☐ No		
ABN or Incorporation No.	37-979-980-814		

EVENT DETAILS

Date of event	16 September 2023 (must allow 8 weeks prior to event)		
Address of event	Winton Showgrounds		
	Town	WINTON	Postcode 4735
Purpose of event	The North Gregory Turf Club Inc. will be holding the one and only race meeting for 2023 on the 16th of September 2023. Previously our race meetings have only run during the day with the event ending around 6pm. This year we are trying something different. With the Outback Festival opening the following week we are planning not just a fun family day at the races but also night time entertainment with a band and food vendors		



Phone - 07 4657 2666
 Fax - 07 4657 1342
 Email - info@winton.qld.gov.au
 Address - PO Box 288
 Winton, QLD, 4735

PRIVACY NOTICE: Winton Shire Council is collecting the personal information you supply on this form for the purpose of processing the application. Your personal details will not be disclosed to any other person or Agency external to Council without your consent unless required or authorised by law.

Community Grants Request Form – September 2018

COMMUNITY GRANTS REQUEST FORM

Winton Shire Council

LEVEL OF SUPPORT REQUESTED

Please advise the type of support requested

☒ Monetary donation☐ Rate reimbursement☐ Plant/equipment☐ In-kind assistance☐ Rebates

Amount of support

\$ 1,200.00

Previous History

Has your organisation received any grants, financial assistance or in-kind support from Winton Shire Council in the previous 12 months?

☒ No☐ Yes (if yes please provide details below)

Promotional Material

Please list any promotional material that will be produced that will include the Winton Shire Council logo (Council requires sighting of final artwork prior to printing).

The Winton Shire Council's logo would appear in all advertisement of the band including on Facebook, posters and within the race book.

CONFIRMATION OF APPLICATION

I/we certify that all details supplied in this application and in any attached documents are true and correct to the best of my/our knowledge, and that the application has been submitted with the full knowledge and agreement of the applicant group/organisation.

I/we also confirm that the organisation applying does not have any outstanding debts with Winton Shire Council.

I/we understand that all promotional donation is subject to the discretion of Winton Shire Council. I/we will accept the decision made by Winton Shire Council and abide by the guidelines of this policy and that I/we can only receive one donation from Council per event per financial year.

Name Leia Therese Mitchell

Signature



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 Fax - 07 4657 1342
 Email - info@winton.qld.gov.au
 Address - PO Box 288
 Winton, QLD, 4735

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Community Grants Request Form – September 2018



5 Blackall Range Road,

3rd December 2022

Woombye, QLD 4559

Phone: Sarah: (0406) 594 766

QUOTATION

QUOTATION TO :

The North Gregory Turf Club - Winton

c/- Chris at The North Gregory Hotel

- 4-Hours Live Entertainment on Saturday 16th September 2023
- Quoted Price: \$1,200 (GST Not Applicable)

Band Requirements for the evening:

- Accommodation and Evening Meal Included.

Missing Link Band will provide Stage Lighting, Front of House Amplification and Live Music for the evening.

If our quotation is successful, please contact us at your earliest, to lock the date into our busy gig calendar.

Thanks & Kind Regards,

Sarah Newman - Missing Link Band, Sunshine Coast

COMMUNITY GRANTS REQUEST FORM

Winton Shire Council

This form is to be used by non-profit community organisations to seek funding for events and services that benefit the needs and priorities of the Winton community (including schools, welfare, sporting and cultural groups).

CONTACT DETAILS	
Organisation Name	BOULDER OPAL CHICKS.
Organisation Contact No.	0419724172
Organisation Address	P.O. Box 5
	Town <u>St Lawrence</u> <u>Q</u> Postcode <u>4707</u>
Contact Name	Vivienne Coleman.
Contact Email	opalchicks4092@gmail.com

TYPE OF ORGANISATION	
Organisation Type	Is the group a non-profit organisation? (Must be a non-profit organisation to apply) ☒ Yes ☐ No
ABN or Incorporation No.	Variety QLD.

EVENT DETAILS	
Date of event	15-24 August 2023 (must allow 8 weeks prior to event)
Address of event	Tamboorah - Cairns via Mackay. (Variety Bash) Town _____ Postcode _____
Purpose of event	Childrens Charity - Variety Bash Fundraising to impact 'childrens lives & families in need. Boulder Opal Chicks fundraise for this cause - with the support of the opal industry. Given our car also has the name Boulder Opal Chicks we do our best to also bring awareness to our opal industry & support our local winton area in promoting "Benefit" exposure for Advocacy for the winton area is 10 days & over 2000 km. Boulder Opal Chicks can also distribute info Fly



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Community Grants Request Form - September 2018

COMMUNITY GRANTS REQUEST FORM

Winton Shire Council

LEVEL OF SUPPORT REQUESTED	
Please advise the type of support requested	☒ Monetary donation ☐ Rate reimbursement ☐ Plant/equipment ☐ In-kind assistance ☐ Rebates
Amount of support	\$ 2000 -
Previous History	Has your organisation received any grants, financial assistance or in-kind support from Winton Shire Council in the previous 12 months? ☐ No ☒ Yes (if yes please provide details below) 2022 Variety Bash donation
Promotional Material	Please list any promotional material that will be produced that will include the Winton Shire Council logo (Council requires sighting of final artwork prior to printing). Placing WSC logo & stickers on our Bash car next to the OBOA signs & also on our social media to say "Thank you"
CONFIRMATION OF APPLICATION	
I/we certify that all details supplied in this application and in any attached documents are true and correct to the best of my/our knowledge, and that the application has been submitted with the full knowledge and agreement of the applicant group/organisation. I/we also confirm that the organisation applying does not have any outstanding debts with Winton Shire Council. I/we understand that all promotional donation is subject to the discretion of Winton Shire Council. I/we will accept the decision made by Winton Shire Council and abide by the guidelines of this policy and that I/we can only receive one donation from Council per event per financial year.	
Name	Vivienne Coleman
Signature	



Phone - 07 4657 2666
 Fax - 07 4657 1342
 Email - info@winton.qld.gov.au
 Address - PO Box 288
 Winton, QLD, 4735

PRIVACY NOTICE: Winton Shire Council is collecting the personal information you supply on this form for the purpose of processing the application. Your personal details will not be disclosed to any other person or Agency external to Council without your consent unless required or authorised by law.

Community Grants Request Form – September 2018

2

COMMUNITY GRANTS REQUEST FORM

Winton Shire Council

This form is to be used by non-profit community organisations to seek funding for events and services that benefit the needs and priorities of the Winton community (including schools, welfare, sporting and cultural groups).

CONTACT DETAILS	
Organisation Name	Winton Pastoral and Agricultural Show Society
Organisation Contact No.	Carly Cox 0417 634959
Organisation Address	Po box 97 Town Winton Postcode QLD
Contact Name	Carly Cox
Contact Email	President@wintonshow.com.au

TYPE OF ORGANISATION	
Organisation Type	Is the group a non-profit organisation? (Must be a non-profit organisation to apply) ☒ Yes ☐ No
ABN or Incorporation No.	

EVENT DETAILS	
Date of event	9th , 10th and 11th June (must allow 8 weeks prior to event)
Address of event	Winton Showgrounds Town Winton Postcode 4735
Purpose of event	This event is our annual show , we have over 600 classes that our community can enter into. our goal is to have something for everyone and to celebrate our community. We are hoping that we can extend out in kind support to cover the 2 portable screens for our sponsor advertising and promotion. Also the of the BBQ for our events on the Friday Night and Sunday.



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 Fax - 07 4657 1342
 Email - info@winton.qld.gov.au
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 Winton, QLD, 4735

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Community Grants Request Form – September 2018

COMMUNITY GRANTS REQUEST FORM

Winton Shire Council

LEVEL OF SUPPORT REQUESTED	
Please advise the type of support requested	☐ Monetary donation ☐ Rate reimbursement ☐ Plant/equipment ☒ In-kind assistance ☐ Rebates
Amount of support	\$
Previous History	Has your organisation received any grants, financial assistance or in-kind support from Winton Shire Council in the previous 12 months? ☐ No ☒ Yes (if yes please provide details below) <u>WSC have sponsored this year show in the form of inkind support and also monetary funds towards our Talk Tent</u>
Promotional Material	Please list any promotional material that will be produced that will include the Winton Shire Council logo (Council requires sighting of final artwork prior to printing). <u>Website promotion, Facebook , annual schedule</u>

CONFIRMATION OF APPLICATION	
I/we certify that all details supplied in this application and in any attached documents are true and correct to the best of my/our knowledge, and that the application has been submitted with the full knowledge and agreement of the applicant group/organisation. I/we also confirm that the organisation applying does not have any outstanding debts with Winton Shire Council. I/we understand that all promotional donation is subject to the discretion of Winton Shire Council. I/we will accept the decision made by Winton Shire Council and abide by the guidelines of this policy and that I/we can only receive one donation from Council per event per financial year.	
Name	Signature



Phone - 07 4657 2666
 Fax - 07 4657 1342
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 Address - PO Box 288
 Winton, QLD, 4735

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Community Grants Request Form – September 2018

COMMUNITY GRANTS REQUEST FORM

Winton Shire Council

This form is to be used by non-profit community organisations to seek funding for events and services that benefit the needs and priorities of the Winton community (including schools, welfare, sporting and cultural groups).

CONTACT DETAILS	
Organisation Name	Winton Motorsport Association Inc.
Organisation Contact No.	04177168148 (Rhianon) 0417718395 (Louis)
Organisation Address	PO Box 508 or Winton Motorsport Park
	Town Winton, QLD Postcode 4735
Contact Name	Rhianon or Louis
Contact Email	wintonmotorsport@gmail.com
TYPE OF ORGANISATION	
Organisation Type	Is the group a non-profit organisation? (Must be a non-profit organisation to apply) ☒ Yes ☐ No
ABN or Incorporation No.	32 722 886 305
EVENT DETAILS	
Date of event	17.06.2023 ^{already approved in June 2023} (must allow 8 weeks prior to event)
Address of event	Winton Motorsport Park Town Winton, QLD Postcode 4735
Purpose of event	Bi-annual race day, expecting a very large turn out as we are celebrating a brand new track! This event caters for families as well as everyone else. It brings money into town with the club buying all food, drinks and alcohol from local suppliers. As well as accommodation for spectators and competitors.



Phone - 07 4657 2606
 Fax - 07 4657 1342
 Email - info@winton.qld.gov.au
 Address - PO Box 288
 Winton, QLD, 4735

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Community Grants Request Form – September 2018

COMMUNITY GRANTS REQUEST FORM

Winton Shire Council

LEVEL OF SUPPORT REQUESTED	
Please advise the type of support requested	☐ Monetary donation ☐ Rate reimbursement ☒ Plant/equipment ☒ In-kind assistance ☐ Rebates
Amount of support	\$ unsure? Has been costed by Works department
Previous History	Has your organisation received any grants, financial assistance or in-kind support from Winton Shire Council in the previous 12 months? ☐ No ☒ Yes (if yes please provide details below) Roller hire to fix track, April 2023 • Donation after this request was approved
Promotional Material	Please list any promotional material that will be produced that will include the Winton Shire Council logo (Council requires sighting of final artwork prior to printing). Facebook wrap and on the day thank-you. Council is welcome to provide any logo items (banners, etc).

CONFIRMATION OF APPLICATION				
I/we certify that all details supplied in this application and in any attached documents are true and correct to the best of my/our knowledge, and that the application has been submitted with the full knowledge and agreement of the applicant group/organisation. I/we also confirm that the organisation applying does not have any outstanding debts with Winton Shire Council. I/we understand that all promotional donation is subject to the discretion of Winton Shire Council. I/we will accept the decision made by Winton Shire Council and abide by the guidelines of this policy and that I/we can only receive one donation from Council per event per financial year.				
<table border="0"> <tr> <td>Name</td> <td>Rhannon McQueen</td> <td>Signature</td> <td>R McQueen</td> </tr> </table>	Name	Rhannon McQueen	Signature	R McQueen
Name	Rhannon McQueen	Signature	R McQueen	

Date: 24.05.2023



Phone - 07 4657 2666
 Fax - 07 4657 1342
 Email - info@winton.qld.gov.au
 Address - PO Box 288
 Winton, QLD, 4735

PRIVACY NOTICE: Winton Shire Council is collecting the personal information you supply on this form for the purpose of processing the application. Your personal details will not be disclosed to any other person or Agency external to Council without your consent unless required or authorised by law.

Community Grants Request Form – September 2018

**Winton Motorsport Association Inc.**

Po Box 508, Winton, QLD, 4735 ABN: 32 722 886 305

President: Louis Ludwick 0417 718 395**Vice President:** Matt Elliott 0499 874 355**Secretary:** Rhiannon McQueen 0477 168 148**Treasurer:** Sara Elliott 0429 864 041**Email:** wintonmotorsport@gmail.com

25 May 2023

Winton Shire Council
CEO & Councillors

To whom it may concern,

RE: DONATION REQUEST FOR UPCOMING EVENT

In June 2022 a request was made by the Winton Motorsport Association for the cost of plant and equipment to be donated during an upcoming event in August 2022. Within this request, it was asked that the club receives the following:

- **Community Coldroom** (*required early to ensure all food and drinks are cold*)

Pickup: Monday 15th August

Drop Off: Monday 22nd August

- **Community Light Tower**

Pickup: Friday 19th August

Drop Off: Monday 22nd August

- **Generator**

Pickup: Friday 19th August

Drop Off: Monday 22nd August

- **Portaloo**

Pickup: Friday 19th August

Drop Off: Monday 22nd August

- **Street Sweeper** – works volunteers to operate

Pickup: Friday 19th August

Drop Off: Monday 22nd August

- **Street Sweeper** – P&G to operate

During work hours, during the week of 9/08/22 to 12/08/22. Date to be corresponded and agreed on with P&G. This will be used as a 'pre-sweep' to determine any track imperfections prior to the meeting.

June 2022 Council Meeting Minutes

15.8 WINTON MOTORSPORT ASSOCIATION
Seeking a donation of equipment, plant and machinery to assist with their August 2022 event.

22.06.41

Moved: Cr A Seymour

Seconded: Cr C White

1. THAT Council support the request from the Winton Motorsport Association for the August 2022 event with the total cost to be accounted for as a donation.

CARRIED 6-0

**Winton Motorsport Association Inc.**

Po Box 508, Winton, QLD, 4735 ABN: 32 722 886 305

President: Louis Ludwick 0417 718 395**Vice President:** Matt Elliott 0499 874 355**Secretary:** Rhiannon McQueen 0477 168 148**Treasurer:** Sara Elliott 0429 864 041**Email:** wintonmotorsport@gmail.com

However, due to damages sustained on the race surface during previous weather events, the track was deemed un-raceable, and the August 2022 event was cancelled. Contact was made with CEO Ricki Bruhn to request this donation be carried on until the financial year ended, with hopes a race day could be held.

In November 2022 the Winton Motorsport Association was successful in obtaining grant funding through the Community Gambling Benefit Fund for the reseal of the 1/8 Mile track surface. Unfortunately, a prolonged wet season destroyed the track further and the decision was made not to proceed with the reseal works. After engaging some major key stakeholders, and with the assistance of some major local and regional businesses, the decision was made to rethink the project. Out of this we were able to obtain enormous amounts of sponsorship and donations, leading us to being able to re-lay the whole track surface. This project was completed on 24/06/2023.

Now that the track is sealed, it's time to race! A race day has been set for 17 June 2023 commencing at 8:00am. I am writing to you to request the donation be used for this event, with some changes outlined below:

- Community coldroom be swapped by the Winton Shire Council coldroom. Currently our coldroom is awaiting repair and the timeframe on this has not been indicated. Due to the predicated size of our event, the community coldroom wouldn't be big enough to store all food and drinks in.
- Community light tower.
- Generator – no longer available as it has suffered major mechanical damage.
- 1x Portaloo.
- Street sweeper (on the day – works staff to operator, volunteering their time).
This may not be required, we won't know until the day before when the race day insurer makes a call
- Street sweeper (Council operated during the week commencing 12/06/2023)

These items allow us to make our day a success. I would like to ask the Winton Shire Council for the use of the following items, to be given as a donation, on these dates:

- Winton Shire Council Coldroom (*required early to ensure all food and drinks are cold*)
Required: 10:00am Monday 12th June
Finished: 8:00am Monday 19th June
- Community Light Tower
Required: Friday 16th June
Finished: Sunday 18th June
- Portaloo
Required: 10:00am Friday 16th June
Finished: Sunday 18th June

**Winton Motorsport Association Inc.**

Po Box 508, Winton, QLD, 4735 ABN: 32 722 886 305

President: Louis Ludwick 0417 718 395**Vice President:** Matt Elliott 0499 874 355**Secretary:** Rhiannon McQueen 0477 168 148**Treasurer:** Sara Elliott 0429 864 041**Email:** wintonmotorsport@gmail.com

- Street Sweeper – works volunteers to operate

Required: Saturday 17th JuneFinished: Saturday 17th June

Due to the large number of cars, we are anticipating, there will be excessive amounts of loose stone on the track, which causes safety issues. Having the sweeper there, on the race day, will allow us to rectify that issue safely.

- Street Sweeper – P&G to operate

During work hours, through the week of 12/06/2023 to 16/06/2023. Date to be corresponded and agreed on with P&G. This will be used as a 'pre-sweep' to determine any track imperfections prior to the meeting.

All above items, except the coldroom, will be used the day of the event only. Seeing as the event takes place on a Saturday, Council is not open. Therefore, the equipment will be required on Friday and ready for collection on Monday.

For Council's peace of mind, two of the Council mechanics are active members on the W.M.A committee and will be assisting to run the day. They will be overseeing the operators of all listed equipment as they have been deemed competent in the operation of items. These two men also carry out all servicing and repairs on the listed items which also means they will ensure great care is taken when using any equipment.

I would also like to take this opportunity to extend an invitation to the senior officers and councillors, of the Winton Shire Council to attend our event. It would be wonderful to see representatives there on the day as a special thanks will be announced for the incredible donations approved by yourselves.

Kind regards,

A handwritten signature in black ink, appearing to read 'R McQueen'.

Rhiannon McQueen

Secretary

Winton Motorsport Association

13.3 WSC-CCS-POL-023 INCIDENT MANAGEMENT POLICY AND PROCEDURE**File Number:** 161332**Author:** Shannon Van Bael, Welfare Manager**Authoriser:** Dirk Dowling, Chief Executive Officer**Attachments:** 1. WSC-CCS-POL-023 Incident Management Procedure.pdf**Meeting Date:** 15 June 2023**Corporate and Operational Plan Consideration**

Stream	Sub Stream	Organisational Responsibility	Strategy/Planning Area
4 - Thriving Together	Liveability	Director of Community and Economic Development	To monitor and respond to the needs of the aged in the community.

Budget Reference: Nil**SUMMARY**

In December 2021 Council adopted a suit of Community Care Service Policies, after reviewing the list of policies that support this service it was recognised that there was a need for an Incident Management Policy and Procedure.

RECOMMENDATION

1. THAT the Report be received.
2. THAT the Incident Management Policy & Procedure "WSC-CCS-POL-023" be adopted.

REPORT

The Winton Shire Council provides in home support services for the ageing population in our community. This area of Council's operations also provides services under the National Disability Insurance Scheme (NDIS).

As a service provider under the Federal Government's aged care framework, Council is required to comply with the Australian Aged Care Quality Standards (ACQS). This is a process in which the organisation is audited for compliance with standards and thus far, Council has achieved accreditation, but has been involved in a service improvement program.

Updating the service policies and procedures to ensure compliance with both the NDIS standards and the ACQS is an essential step. There will be further policies added to the set over time, however Council is presented with a significant number of core policies for adoption in order to ensure compliance with legislation and frameworks.

RISK MANAGEMENT

The current risks associated with the present adopted policy are Moderate (Consequence) and Possible (Likelihood) giving an overall assessment as **Medium 9.**

Adopting the new policy framework brings the risk assessment to an Insignificant (Consequence) and Rare (Likelihood) being a **Low 1.**

INCIDENT MANAGEMENT – POLICY & PROCEDURE



**WINTON SHIRE COUNCIL
COMMUNITY CARE SERVICES**

INCIDENT MANAGEMENT POLICY AND PROCEDURE

INCIDENT MANAGEMENT – POLICY & PROCEDURE

POLICY STATEMENT

Winton Shire Council's (WSC) Community Care Services (CCS) will effectively manage incidents, hazards and near misses, by ensuring their impact is minimised and appropriate actions are taken to improve systems, work practices and the working environment to reduce the possibility of the incident recurring.

This policy:

- defines the methods for notifying and investigating incidents so causes are identified, and actions can be taken in a timely and coordinated manner
- ensures any external reporting requirements are met such as to state/territory Work Health Safety regulators
- ensures data from incidents is recorded to enable trends to be identified and acted on
- applies a formal, consistent, and auditable system for reporting and investigation,
- ensures the lessons learnt from incidents are shared across the CCS.

SCOPE

This WSC Community Care Services (CCS) policy and procedure applies to any person attending our organisational site for business purposes including work as an employee, contractor/subcontractor, trainee, employee of a labour hire company or volunteer, Governing body, CCS Consumers, their family, representatives, and visitors.

Consumer Outcome - *"I am confident the organisation is well run. I can partner in improving the delivery of care and services."*

Organisation Statement - The organisation's governing body is accountable for the delivery of safe and quality care systems.

DEFINITIONS

Community Care Services – Includes support services funded by the Department of Communities, Department of Health, NDIS, Department of Human Services

Consumer – A person who receives approved services from a service provider

Participant – A NDIS person who received approved services from a service provider

Council – Winton Shire Council

NDIS – National Disability Insurance Scheme, provides support to eligible people with intellectual, physical, sensory, cognitive, and psychosocial disability.

Incident – An incident is an unplanned event directly involving the organisation which results in or had the potential to result in:

- injury or harm to one or more people
- business interruption
- equipment, property, or environmental damage
- public liability exposure and/or
- legal or financial loss.

Hazard - A hazard is an object or situation that has the potential to cause harm to a person.

Near Miss- A near miss is an incident that could have resulted in an injury, illness, or danger to health and/or damage to property or the environment.

INCIDENT MANAGEMENT – POLICY & PROCEDURE

Open Disclosure - Open disclosure is an open discussion with a consumer about an incident that resulted in harm to them while they were receiving care and services. The elements of open disclosure are an apology or expression of regret, a factual explanation of what happened, an opportunity for those involved to relate their experience and an explanation of the steps being taken to manage the event and prevent recurrence.

PROCEDURE

Our organisation takes a proactive and systematic risk management approach to minimising the likelihood and impact of incidents and issues that could cause harm to our consumers, participants, workers, visitors and the organisation. However, where an incident, hazard or near miss of any type or level of severity occurs, we will respond accordingly through:

- ensuring staff have the skills and knowledge required to respond appropriately thereby minimising the impact to those involved and potential of the situation escalating
- ensuring designated staff have the necessary skills to investigate incidents and determine the causes using appropriate methods
- investigating incidents fairly and in a timely manner and
- monitoring, analysing, and acting on trends identified through incident reports and supporting consistency in responding to and managing incidents and issues.

Incidents can affect the organisation in a number of ways including harm to people, financial or reputational loss, disruption to operations or property or environmental damage. The management process applies to all incident types to ensure they are responded to and managed appropriately including within legislative guidelines and requirements.

We use the incident management process to improve the quality of our care and operations by:

- maintaining registers of incidents and improvement opportunities
- discussing all incidents in relevant meetings while protecting confidentiality. We keep an incident on the agenda until all parties are satisfied the issue has been resolved
- analysing incident, hazard and near miss records to identify issues, trends, and improvement opportunities and
- investigating incidents to learn and improve the quality of care and services by preventing them happening again and/or becoming more serious and not apportioning blame.

Our process for managing incidents and near misses follows the steps of:

- Identification – a range of methods are used to identify incidents including direct observation, team discussions, reports, or complaints/feedback from consumer/ participants.
- Response – staff make an initial assessment and take any appropriate actions including ensuring people's safety and welfare, minimising the risk of further harm or injury, and providing any first aid.
- Notification – supervisor or management is informed of the incident along with any external party/ies as required.
- Investigation – undertaken in a manner appropriate to the event in order to determine the causes particularly where it may indicate a systemic issue. Investigation is undertaken using the principles of impartiality, confidentiality, and transparency.
- Implement recommendation – outcomes of investigation are acted on to develop better systems and improve practice.

Communication and reporting



INCIDENT MANAGEMENT – POLICY & PROCEDURE

Communication occurs throughout the incident management process to ensure key stakeholders remain informed. When the incident resulted in harm to a consumer or participant the principles of open disclosure are applied in line with the Open Disclosure Policy.

The organisation understands and complies with all external reporting requirements including to the Office of the Australian Information Commissioner and state and territory work health safety or other regulators.

ROLES AND RESPONSIBILITIES

Governing body

- Ensure systems and processes for managing incidents are maintained.
- Monitor incident data including trends and outcomes.
- Understanding the external reporting obligations.

Management

- Ensure all staff receive training on responding to incidents and appropriate staff are trained on incident investigation.
- Practice open disclosure when consumers or participants are impacted with harm while they were receiving care and services.
- Review all incidents and conduct appropriate investigations.
- Understand the obligations for external reporting and undertake such reporting as required.
- Develop and act on plans when an incident requires a disaster recovery or business continuity response.
- Use incident data to decide how to improve systems and reduce risk.
- Review and improve the effectiveness of the incident management system.

Workers, consumers, participants, and visitors

- Understand the incident management process and know how to assess, respond appropriately to, and report an incident or near miss.
- Offer feedback to management if they can suggest an improvement.
- Take immediate action to ensure people's safety and welfare following an incident or near miss.

COMMUNICATION

- Council's CCS team shall have access to this policy/procedure.
- The CCS team will be provided with opportunities to be involved in the review of this policy.
- All relevant employees shall read and understand this policy at the time of their employment and orientation.
- Changes/amendments made to this policy/procedure document will be communicated to all relevant CCS team members.

ENFORCEMENT

The failure of any employee to comply with this policy in its entirety may lead to:

- Performance management – a process which may involve refresher or further training, or
- Modification or termination of employment.
-

INCIDENT MANAGEMENT – POLICY & PROCEDURE

RELATED COUNCIL DOCUMENTATION

- Incident Report- Serious Incident- Near Miss Consumer Risk Notification Form
- Incident Investigation Report
- Witness Statement Form
- On The Job Training Record
- Incident Register
- Continuous Improvement Plan
- Consumer Feedback

LEGISLATION, RECOGNISED AUTHORITIES AND OTHER SOURCES

- Aged Care Quality Standards: Standards
- Aged Care Act 1997
- Aged Care Quality and Safety Commission <https://www.agedcarequality.gov.au/>
- Commonwealth Home Support Programme Program Manual
- Home Care Packages Program Guidelines
- National Disability Insurance Scheme (NDIS) Practice Standards
- NDIS Quality and Safeguards Commission <https://www.ndiscommission.gov.au/>
- Effective Incident Management Systems: Best Practice Guide
- Notifiable Data Breaches Scheme
- Safe Work Australia
- Serious Incident Response Scheme

REVIEW OF POLICY

This policy/procedure remains in force until amended or repealed by resolution of Council. This document will be reviewed biannually or as required.

RECORD OF AMENDMENTS and ADOPTIONS			
DATE	REVISION NO	REASON FOR AMENDMENT	ADOPTED BY COUNCIL
	V1.0	Preparation for Council Adoption	

14 ADVISORY COMMITTEE MEETING REPORTS**14.1 MINUTES OF THE REGIONAL ARTS DEVELOPMENT FUND COMMITTEE MEETING HELD ON 5 JUNE 2023****File Number: 161337****Author: Dirk Dowling, Chief Executive Officer****Authoriser: Dirk Dowling, Chief Executive Officer****Attachments: 1. Minutes of the Regional Arts Development Fund Committee Meeting held on 5 June 2023****Meeting Date: 15 June 2023****Corporate and Operational Plan Consideration**

Stream	Sub Stream	Organisational Responsibility	Strategy/Planning Area

Budget Reference: NIL**RECOMMENDATION**

1. That the Minutes of the Regional Arts Development Fund Committee Meeting held on 5 June 2023 be received and the recommendations therein be adopted.



MINUTES

Regional Arts Development Fund Committee Meeting Monday, 5 June 2023

**MINUTES OF WINTON SHIRE COUNCIL
REGIONAL ARTS DEVELOPMENT FUND COMMITTEE MEETING
HELD AT THE WINTON NEIGHBOURHOOD CENTRE BOARD ROOM
ON MONDAY, 5 JUNE 2023 AT 5.00PM**

1 COMMENCEMENT OF MEETING

The Chair, Cr Frank Standfast welcomed committee members to the meeting and declared the meeting open at 5.00pm.

2 PRESENT

Cr Frank Standfast (Chair), Cr Gavin Baskett, Mrs Lyn Fraser, Mrs Robyn Stephens, Cr Tina Elliott, Miss Lisa Johnson, Miss Lacey Cluff,

IN ATTENDANCE: Miss Kirby Reents (Minute Secretary), Miss Chloe Cain (Minute Secretary).

3 APOLOGIES

Nil

4 CONFLICT OF INTEREST

The Chair asked if there were any conflicts of interest – Robyn Stephens disclosed her conflict pertaining to the grant funding application submitted by Outback Festival.

5 CONFIRMATION OF MINUTES

23.06.01

Moved: Miss Lacey Cluff
Seconded: Cr Gavin Baskett

That the minutes of the Regional Arts Development Fund Committee Meeting held on 27th March 2023 be confirmed.

23.06.02

Moved: Cr Tina Elliott
Seconded: Cr Lisa Johnson

That the minutes of the Regional Arts Development Fund Committee Meeting held on 3rd April 2023 be confirmed.

6 BUSINESS ARISING OUT OF PREVIOUS MEETING

The committee discussed that the Acquital/Completion report received from the Noosa Film Academy was submitted outside of the 8 week deadline. It was discussed that correspondence be

sent out to the Noosa Film Academy regarding the late submission of the Acquital/Completion Report.

The committee discussed that the Show Society has not submitted an outcome report from the previous funding granted.

8 CORRESPONDENCE

23.06.03

Moved: Miss Lacey Cluff

Seconded: Cr Gavin Baskett

That the acquital be received from Karen Stephans.

23.06.04

Moved: Miss Lacey Cluff

Seconded: Mrs Lyn Fraser

That the acquital be received from Noosa Film Academy.

9 APPLICATIONS

Application for Assistance

Name: Noosa Film Academy

Project Name: Digital Entrepreneurship and Screen Production Workshop for Remote Youth

Category: New Media

Project Cost: \$11,899.00

Amount Funded: \$3995.00

RECOMMENDATION

Moved: Miss Lacey Cluff

Seconded: Cr Tina Elliott

- a) That Council accept the Noosa Film Academy (RADF) Application Form for the Value of \$3995.00

CARRIED

Departure: Mrs Robyn Stephens departed the room at 5:23pm.

Application for Assistance

Name: Outback Festival INC.

Project Name: Marimbas on the Move

Category: Music
Project Cost: \$11,545.00
Amount Funded: \$6990.00

RECOMMENDATION

Moved: Cr Gavin Baskett
Seconded: Cr Frank Standfast

- a) That Council accept the Outback Festival INC. (RADF) Application Form for the Value of \$6,990.00 upon the provision that the email was received prior to the closing date for receiving applications.
- b) That there is not further applications located in the DOCED email inbox prior to the closing date.

CARRIED

Attendance: Mrs Robyn Stephens returned to the chamber at 5:34pm.

Ordinary Meeting

10 CLOSURE AND NEXT MEETING DATE

The Meeting closed at 5.39pm.

The minutes of this meeting were confirmed at the Regional Arts Development Fund Committee held on .

.....
CHAIRPERSON

14.2 MINUTES OF THE TOURISM STRATEGY COMMITTEE MEETING HELD ON 5 JUNE 2023**File Number:** 161338**Author:** Dirk Dowling, Chief Executive Officer**Authoriser:** Dirk Dowling, Chief Executive Officer**Attachments:** 1. Minutes of the Tourism Strategy Committee Meeting held on 5 June 2023**Meeting Date:** 15 June 2023**Corporate and Operational Plan Consideration**

Stream	Sub Stream	Organisational Responsibility	Strategy/Planning Area

Budget Reference: NIL**RECOMMENDATION**

1. That the Minutes of the Tourism Strategy Committee Meeting held on 5 June 2023 be received and the recommendations therein be adopted.



REPORT

Tourism Strategy Committee Meeting Monday, 5 June 2023

**REPORT OF WINTON SHIRE COUNCIL
TOURISM STRATEGY COMMITTEE MEETING
HELD AT THE NEIGHBOURHOOD CENTRE BOARD ROOM
ON MONDAY, 5 JUNE 2023 AT 6.00PM**

1 MEMBERS PRESENT

Cr Anne Seymour, Mrs Lyn Fraser, Cr Cathy White, Cr Tina Elliott, Mrs Robyn Stephens, Cr Gavin Baskett (Mayor), Cr Dirk Dowling, Mrs Jenny Elliott, Mr Bruce Collins, Mrs Alison Summerville, Ms Lidia Evert, Miss Chloe Cain (Minute Secretary)

2 CONFLICT OF INTEREST

Nil

4 REPORT

Chair Cr Anne Seymour made an opening statement:

- We are moving in a new direction with the Advisory Committee format – to get back to why the Advisory Committees exist. The agenda now will be any discussion points that will be given to the Chair, to be passed on the CEO, to be added to the agenda. Minutes now will be a simpler 'Report' and if there are recommendations they will be noted and put forward for Council consideration. If there are any items that are discussed in this meeting and members would like them in the final report, please email them through. In the meantime, Dirk Dowling (CEO) will be attending all the meetings.

1. Dark Sky

- Cr Gavin Baskett explained to the committee that Winton Shire Council was approached by the Australian Age of Dinosaurs to see if Winton was interested in becoming a dark sky community. As the Australian Age Of Dinosaurs is already a dark sky sanctuary being one of only 15 in the world. There is a few communities in the world although none in Australia. Winton is currently being investigated for the amount of Light that the town objects out. They have had a heat light look over Winton and observed that it is actually putting out less heat than other Dark Sky Communities in the world. May attract more tourist to the town as there is a better opportunity being a dark sky community. There would be 10 steps in the process that wouldn't be a huge expense.
- Mr Dirk Dowling explained that this has not gone through council and the Australian Age of Dinosaurs is willing to help throughout the project.

2. Tourist Numbers

- The committee members discussed the tourist numbers for the year, it was noted that.
- Numbers are dramatically down at the Corfield and Fitzmorice travelers aren't spending as much money.
- Waltzing Matilda Centre is down but only by a small % compared to this time last year.
- The Vision Splended sales are up 20% compared to last year.
- Royal Theater is down compared to previous years they are currently only open 4 days a week averaging 29 ticket sales.
- Opalton is down dramatically this year compared to last year.
- Australian Age of Dinosaurs is 3% down compared to last year. Although the Lark Quarry figures are up for 2023 due to a number of busses that traveled through.
- Outback Festival ticket sales are up this year compared to last festival.

3. Opera in Outback

- The committee discussed the Opera in the Outback that recently took place in Winton over four nights at the Royal Theatre, Sing Sing Sing at the Winton Recreational Grounds, The Long Lunch at the Watzing Matilda Centre, Visits to Winton State School and St Patricks Catholic School, Dark Sky Serenade at the Australian Age of Dinosaurs. Confirmed that they will be returning in 2024.
- Mr Dirk Dowling explained to the committee the Challenges that Council had to deal with during and after the event. Council will be working on how events will be managed in the future.
- The committee then went on to discuss community needs for infrastructure that is not available locally.

4 CLOSURE AND NEXT MEETING DATE

Ordinary Meeting

The Meeting closed at 7.05pm.

The minutes of this meeting were confirmed at the Tourism Strategy Committee held on 1 May 2023.

.....
CHAIRPERSON

14.3 MINUTES OF THE SHOWGROUND USERS COMMITTEE MEETING HELD ON 6 JUNE 2023**File Number:** 161339**Author:** Dirk Dowling, Chief Executive Officer**Authoriser:** Dirk Dowling, Chief Executive Officer**Attachments:** 1. Minutes of the Showground Users Committee Meeting held on 6 June 2023**Meeting Date:** 15 June 2023**Corporate and Operational Plan Consideration**

Stream	Sub Stream	Organisational Responsibility	Strategy/Planning Area

Budget Reference: NIL**RECOMMENDATION**

1. That the Minutes of the Showground Users Committee Meeting held on 6 June 2023 be received and the recommendations therein be adopted.



MINUTES

Showground Users Committee Meeting

Tuesday, 6 June 2023

**MINUTES OF WINTON SHIRE COUNCIL
SHOWGROUND USERS COMMITTEE MEETING
HELD AT THE WINTON SHIRE COUNCIL BOARD ROOM
ON TUESDAY, 6 JUNE 2023 AT 1.00PM**

1 COMMENCEMENT OF MEETING

Cr Tina Elliott (Chair) welcomed everyone present.

2 PRESENT

Miss Shannon Van Bael, Mrs Roslyn Blacket, Mrs Julie Dorries Ms Lorraine Murphy, Mr Kenny Elliott, Cr Cathy White, Cr Tina Elliott, Cr Gavin Baskett (Mayor), Mrs Kerry Turnbull, Mrs Carly Cox.

IN ATTENDANCE: Mr Roger Naidoo, Cr Dirk Dowling and Miss Chloe Cain (Minute Secertery)

3 APOLOGIES

APOLOGY

23.06.01

Moved:

Seconded: Mrs Carly Cox

That the apology received from Miss Kendal Batey, Mr Jess Hitson, Mr Thomas Mills, Mrs Patrice Elliott, Mr Richard Scarr be accepted and leave of absence granted.

CARRIED

4 CONFIRMATION OF MINUTES

23.06.02

Moved: Cr Cathy White

Seconded: Mrs Julie Dorries

That the minutes of the Showground Users Committee Meeting held on 11 April 2023 be confirmed.

CARRIED

5 ITEMS FOR DISCUSSION

Update on Works being done

Mr Dirk Dowling

Explained to the committee that the roadworks in the carpark are in the final stage of completion apart from a few minor drainage issues that had to be resolved.

The carpark fence construction has begun although there were a few concerns to whether it would be completed before the Show, therefor it has been put on hold until after the event. Once that fence is complete Works will begin on the Caretakers fence.

Mr Roger Naidoo

Explained to the committee the four projects that are currently occurring at the showgrounds.

Project 1: The carpark fencing that Dirk elaborated on.

Project 2: Ablution Block flooring, this has been completed in time to be open for the Show.

Project 3: The defected pipes located around the Racetrack. The Pipes have been ordered and awaiting arrival the pipes will be installed as soon as they arrive to allow for safe using of the track for the Camel Races in July.

Project 4: Caretakers fence has arrived at the Depot and will be installed after the Show.

Miss Shannon Van Bael

Noted that the lights had been repaired in the Grandstand for the Show.

Cr Gavin Baskett

Explained to the committee the current Master Plan stage 1 is moving along well. Moving forward with funding and budget for 23-24 will hopefully help with stage 2.

Strategic Planning from any of the Clubs for the coming Financial Year

Miss Shannon Van Bael

Noted that it is helpful to send in Budget request through the Committee to be put through a workshop and councillors.

Mr Dirk Dowling

Explained how important it is for clubs applying for funding on Council land to work with council as it can get very messy when a club is granted funding and council not be aware. Council is willing to help and support the clubs through the process of applying for grants.

Mr Kenny Elliott

Noted that the Front Fence located along the Racetrack is not compliant due to the height. A letter is to be sent in to council to make them aware of this issue.

Miss Shannon Van Bael

Noted that QLD Racing will be in town to complete an Audit on the Racetrack in July, the fencing can be discussed with the Auditors when they are on site.

Mrs Tina Elliott

Noted that a Council employee needs to be involved in the Audit as in the past they have turned up on site without notifying Council and the report gets sent in weeks later with issues to be fixed.

Mr Dirk Dowling

Noted that the previous Audit report needs to be sent through to review. Council to contact Racing QLD to be proactive with being informed of when the Audits will be happening.

Mr Kenny Elliott

Explained that the Turf Club had sent in a letter regarding the Photo Finish Tower. The drawing was completed for the new tower although we are unaware if it went to Council Meeting.

Mr Dirk Dowling

Explained to the committee that a new design would need to be completed. All aspects of the project would need to be taken into consideration.

Mrs Carly Cox

Explained that there was no issues for the Show as of yet, the Show Society will be having a debrief after the show.

The pony club put in for funding for the cement shaded area in front of the pony club ring and are awaiting on a response. The funding application went to the committee a few months ago. Once the Pony Club receive a response it will be sent directly to Council.

The Committee Discussed the current issues with the Bar and Kitchen.

Mrs Julie Dorries

Made a note that when designing the Bar and Kitchen a lot of thought needs to go into it as after 10.00pm Children are not allowed in the bar area. Therefore the Kitchen will need to be in a location where kids can still access.

Asked the council employee if there is a Footpath in the masterplan for the showgrounds as there is currently no safe walking lane.

Cr Gavin Baskett

Noted that there is a Footpath in the Masterplan that will be located a safe distance from the road.

RECOMMENDATION

23.06.03

Moved: Mr Kenny Elliott

Seconded: Mrs Lorraine Murphy

That council investigate into a Design of the Photo Finish Tower, Kitchen and Bar.

CARRIED 17-0

Verbal Reports from Clubs and Events

Mrs Roslyn Blacket

Noted that the planning for the Camel races is all moving along smoothly.

Mrs Carly Cox

Noted that the Show is coming up this weekend and there is lots to see and hope everyone can make it down. There is 70 children in town for the young judging plus 30-40 head of cattle these are numbers that we didn't get last year due to other events on.

Mr Kenny Elliott

Noted that the Turf Club have booked the venue for the upcoming Races in September.

Caretaker verbal report

Miss Shannon Van Bael

Upcoming events:

1. Winton Show in June
2. Winton Camel Races in July
3. Winton to Longreach Endurance Ride on the 29th and 30th of July
4. Scooterville will be staying at the showgrounds with 50 scooter to raise money for Charity
5. Winton Races in September
6. Winton Outback Festival book the venue for extra camping in September
7. Shitbox rally will bring 500 people to town in October. They are also looking for Catering for the event.

6 ACTION LIST

All items on the Action List have been completed or transferred to Councils Works Request System.

7 CLOSURE AND NEXT MEETING DATE

Ordinary Meeting

The Meeting closed at 2.00pm.

The minutes of this meeting were confirmed at the Showground Users Committee held on .

.....
CHAIRPERSON

15 CORRESPONDENCE**15.1 CORRESPONDENCE****File Number:** 160236

Attachments:

1. WSC.PR14.2021.RFI - Applicant Copy.PDF
2. Telstra Letter 26 5 2023.pdf
3. QRA - Project Funding Schedule WSC.0041.2122J.REC.pdf
4. QLD Government Inspector General 31 05 2023.pdf
5. QLD Reconstruction Authority Letter 17 5 2023.pdf
6. QBOA Letter 16 5 2023.pdf
7. LGM Liability Membership Renewal 2023-24 1 6 2023.pdf
8. Letter to Appoint Deputy Local Disaster Coordinator.pdf
9. Downer - Telstra Coverage - Letter 11 5 2023.pdf
10. Department of Regional Development 26 05 2023.pdf
11. Department of Education letter 15 05 2023.pdf
12. Corfield Races - Letter 1 5 2023.pdf
13. WSC.PR20.2021.REC - Applicant Copy.PDF
14. QLD Department of Tourism 30 5 2023.pdf

Meeting Date: 15 June 2023[Type here](#)**RECOMMENDATION**

That the Correspondence be received and noted.



aurecon

Aurecon Australasia Pty Ltd
Telstra Limited
A.C.N 051 775 556
Aurecon Australasia Pty Ltd
A.B.N 54 005 139 873
25 Grenfell Street, Adelaide SA 5000

26 May 2023

Attention: Planning Department
Winton Shire Council
PO Box 288
Winton QLD 4735
Via email: info@winton.qld.gov.au

Dear Sir/ Madam,

Notification of Proposed Fixed Radio Links Mobile Phone Radio Radiocommunications Infrastructure on a 104m Steel Guyed Mast at LANDSBOROUGH HWY CORFIELD QLD 4733 (Lot 7 Plan AE136) (RFNSA 4735002)

I am writing on behalf of Telstra to inform you of a proposal to construct Fixed radio links at the above address.

Fixed Radio Links Mobile Phone Radio Radiocommunications Infrastructure

The installation proposed will provide fixed radio links to other towers in the area. It will consist of the installation of associated ancillary equipment. The installation is in accordance with the *Telecommunications (Low-impact Facilities) Determination 2018*.

This notification is provided in accordance with the requirements of Section 5.1 of the Mobile Phone Base Station Deployment Code C564:2020. The proposal is exempt from Council planning laws as it complies with the requirements of the *Telecommunications (Low-impact Facilities) Determination 2018*. Further details about this proposal, including sources of additional information, is provided in the attached table.

F5.1.1 Low RF Power Notification to Council

Further details about this proposal, including sources of additional information, is provided in the attached table.

Yours sincerely



Michael Cheung
Aurecon Australasia Pty Ltd

F5.1.1 Low RF Power Notification to Council

Additional information

Location of the proposed installation	104m Steel Guyed Mast at LANDSBOROUGH HWY CORFIELD QLD 4733 (Lot 7 Plan AE136) (site coordinates: GDA94 -22.46808, 143.29466).
Description of the proposed installation	The installation of associated ancillary equipment and the installation of equipment within existing Telstra shelters.
ACMA EMR regulatory compliance	The facility will comply with Australian government regulations in relation to emission of electromagnetic energy (EME), this specifically being the Standard for Limiting Exposure to Radiofrequency Fields – 100 kHz to 300 GHz (hereafter referred to as 'the Standard'), published by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) in February 2021. Further information is available at https://www.arpansa.gov.au/
Further information about this proposal is available from	Michael.Cheung@aurecongroup.com Phone: (08) 8237 9777
Support information about: • mobile phone base stations • the Base Station Code (C564) • your rights • health • low impact facilities • State planning laws is available from this website	www.commsalliance.com.au/mobile-phone-tower-information

Project Funding Schedule				
1. QRA Program	Disaster Recovery Funding Arrangements (DRFA), Reconstruction of Essential Public Assets			
2. Project/Event Identifier	WSC.0041.2122J.REC			
3. Recipient Name	Winton Shire Council			
4. Project Description	The project(s) described in the Approval Payment Certificate to this Project Funding Schedule			
5. Project Funding (ex GST)	\$11,917,094.35			
6. Recipient's Contribution (ex GST)	Note that Council Trigger Point applies to Category B REPA submissions			
7. Type of Project Funding	Recommended Value Funding			
8. Program Guidelines	Disaster Recovery Funding Arrangements (DRFA) 2018 and Queensland Disaster Funding Guidelines (QDFG) - June 2021			
9. Approved Project Plan	The approved project scope assessed and approved by QRA in accordance with the Program Guidelines and detailed in the Assessment Outcome Report			
10. QRA Contact	Chief Executive Officer			
11. Recipient Contact	Chief Executive Officer			
12. Key Dates	Project Funding Agreement Commencement Date		The date the last party signs this Project Funding Schedule	
	Project Completion Date		30 June 2024	
	Project Funding Agreement End Date		30 June 2025	
13. Milestone Schedule	No.	Milestone Date	Milestone Requirements	Milestone Amount
	1	The Project Funding Agreement Commencement Date	(a) Provision of this Project Funding Agreement to the Recipient	30% of the Project Funding
	2	Various (the Recipient may submit multiple Payment Claims in respect of Milestone 2)	(a) Provision of a Payment Claim	Up to 60% of the Project Funding
	3	Within three months of the Project Completion Date	(a) Evidence that the Recipient has completed the Project (b) Provision of a Payment Claim	Up to the total amount of any unpaid Eligible Project Costs
14. Payment Claim Requirements	Provision of a payment claim and supporting materials in accordance with the payment claim requirements set out in the Program Guidelines			
15. Eligible Project Costs	Eligible Project Costs means the costs described as "Eligible Costs" in the Program Guidelines.			
16. Ineligible Project Costs	Ineligible Project Costs means the costs described as "Ineligible Costs" in the Program Guidelines. An amount of \$1,785,591.91 has been assessed as ineligible under the DRFA, comprised of insufficient evidence to support the claimed nature and extent of event damage to the asset, adjustment of treatment and quantity in line with assessed pre and post disaster condition and removal of scope duplicated within this or another submission			

	Report Type	Report Contents and Form	Lodgement Timing
17. Reporting	Progress Report	In the Progress Report, and containing all information identified in the Program Guidelines and MARS Portal	Monthly progress reports
	Final Report and Acquittal Report	In the Progress Report, and containing all information identified in the Program Guidelines and MARS Portal	Within three months of the Project Completion Date
18. Project Specific Bank Account Details (if applicable)	Account Name	N/A	
	BSB	N/A	
	Account Number	N/A	
	Branch	N/A	
	Email for Remittance	N/A	
19. Acknowledgement Requirements	In line with the 'Public acknowledgement of State and Commonwealth assistance' requirements in the Program Guidelines, Recipients must seek prior agreement and ensure public advice and media releases refer to the assistance as being "jointly funded by the Commonwealth and Queensland under the DRFA".		
20. Special Conditions	N/A		
By signing below, a Project Funding Agreement will be formed in accordance with the Head Agreement entered into between QRA and the Recipient on 3 August 2018 in respect of the Project.			
Signed for and on behalf of the State of Queensland acting through the Queensland Reconstruction Authority ABN 13 640 918 183 by a duly authorised officer in the presence of		Signed for and on behalf of the Recipient by a duly authorised officer in the presence of	
Signature of witness		Signature of witness	
Name of witness		Name of witness	
Signature of Authorised Person		Signature of Authorised Person	
Name of Authorised Person		Name of Authorised Person	
Date		Date	

Queensland Reconstruction Authority

Approval Payment Certificate

Recipient

Winton Shire Council

Date

22/05/2023

Event Year

2021-2022

ORA submission number	Description	Requested project funding	Ineligible project costs	Under investigation amount	Eligible project costs	Recipient contribution	Project funding amount	Trigger point deduction	Payment for milestone 1		
									Drawdown on grant advance	RCTI payment	Total payment amount
WSC 0041 2122J REC	Reconstruction of Essential Public Assets - Northern and Central Western Queensland Rainfall and Flooding event, 21 April - 12 May 2022 - 2022 Northern and Central Western Queensland Rainfall and Flooding Event	\$13,702,686.26	\$1,765,591.91	\$0.00	\$11,917,094.35	\$0.00	\$11,917,094.35	\$0.00	\$0.00	\$3,575,128.31	\$3,575,128.31
TOTAL	Revised Submission Values	\$13,702,686.26	\$1,765,591.91	\$0.00	\$11,917,094.35	\$0.00	\$11,917,094.35	\$0.00	\$0.00	\$3,575,128.31	\$3,575,128.31

NOTES

1. All amounts in the body of the above table are GST exclusive
2. Payments will be grossed up for GST

CM

Disaster Recovery Funding Arrangements event
Northern and Central Queensland Monsoon and Flooding,
20 December 2022 – 30 April 2023 (V15)



The Disaster Recovery Funding Arrangements (DRFA) is a jointly funded program between the Australian Government and state and territory (state) governments, through which the Australian Government provides financial assistance to support state governments with disaster recovery costs.

In response to the disaster, assistance has been activated for the area formally defined as: *"Communities within Northern and Central Queensland affected by recent monsoon activity including heavy rainfall and flash flooding 20 December 2022 – 30 April 2023"*.

DRFA assistance measures (activated by the Queensland Government)

- Counter Disaster Operations
- Essential Services Safety and Reconnection Scheme
- Personal Hardship Assistance Scheme
- Reconstruction of Essential Public Assets
- Disaster Assistance (Primary Producer) Loans
- Disaster Assistance (Essential Working Capital) Loans Scheme for Primary Producers
- Disaster Assistance (Small Business) Loans
- Disaster Assistance (Essential Working Capital) Loans Scheme for Small Business
- Disaster Assistance (Not-For-Profit Organisations) Loans
- Disaster Assistance (Essential Working Capital) Loans Scheme for Not-For-Profit Organisations
- Freight Subsidies for Primary Producers

DRFA assistance measures (jointly activated by the Queensland and Australian Governments)

- Please refer to Exceptional assistance measures table.

Version 15
Current as at 17 May 2023

Further information:
Ph: 1800 110 841
Email: info@qra.qld.gov.au
Website: www.qra.qld.gov.au





Local Government Area	Counter Disaster Operations	Essential Services and Safety and Reconnection Scheme	Personal Hardship Assistance Scheme	Reconstruction of Essential Public Assets	Disaster Assistance (Primary Producers) Loans	Disaster Assistance (Essential Working Capital) Loans for Primary Producers	Disaster Assistance (Small Business) Loans	Disaster Assistance (Essential Working Capital) Loans Scheme for Small Business	Freight Subsidies for Primary Producers	Disaster Assistance (Not-For-Profit Organisations) Loans	Disaster Assistance (Essential Working Capital) Loans Scheme for Not-For-Profit Organisations	Extraordinary Disaster Assistance Recovery Grants for Primary Producers	Extraordinary Disaster Assistance Recovery Grants for Small Business	Extraordinary Disaster Assistance Recovery Grants for Not-For-Profit Organisations
Aurukun Shire Council	14/02/2023	-	-	14/02/2023	-	-	-	-	-	-	-	-	-	-
Barcaldine Regional Council	16/01/2023	-	-	16/01/2023	-	-	-	-	-	-	-	-	-	-
Barcoo Shire Council	-	-	-	19/01/2023	-	-	-	-	-	-	-	-	-	-
Blackall-Tambo Regional Council	14/02/2023	-	-	14/02/2023	-	-	-	-	-	-	-	-	-	-
Boulia Shire Council	06/01/2023	11/03/2023	11/03/2023	06/01/2023	04/04/2023	04/04/2023	04/04/2023	04/04/2023	04/04/2023	04/04/2023	04/04/2023	30/03/2023	30/03/2023	30/03/2023
Burdekin Shire Council	19/01/2023	-	-	19/01/2023	-	-	-	-	-	-	-	-	-	-
Burke Shire Council	24/01/2023	10/03/2023	10/03/2023	24/01/2023	11/03/2023	11/03/2023	11/03/2023	11/03/2023	12/03/2023	04/04/2023	04/04/2023	30/03/2023	30/03/2023	30/03/2023
Cairns Regional Council	11/03/2023	-	-	11/03/2023	-	-	-	-	-	-	-	-	-	-
Carpentaria Shire Council	06/01/2023	-	-	06/01/2023	11/03/2023	11/03/2023	11/03/2023	11/03/2023	12/03/2023	04/04/2023	04/04/2023	30/03/2023	30/03/2023	30/03/2023
Central Highlands Regional Council	-	-	-	7/03/2023	-	-	-	-	-	-	-	-	-	-

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[illegible]

1. The PHAS and ESSRS for local government areas is limited to specified areas and private addresses and will not be published on the DCDHF website for privacy reasons

Exceptional assistance measures:

DRFA Category	Package Type	Assistance Measure
C	Community Mental Health Program	Funding will provide mental health services and emotional wellbeing support to flood-affected communities, including individuals and families, and first responders
D	Extraordinary Disaster Assistance Grants	Grants for not-for-profit organisations and small businesses of up to \$50,000
D	Extraordinary Disaster Assistance Grants	Grants for primary producers of up to \$75,000
D	Livestock Support and Disposal Program	Assistance for the extraordinary costs of undertaking Livestock Welfare activities.
D	Local Recovery and Resilience Grants	Category D grants for severely impacted local governments

Further information:
Ph: 1800 110 841
Email: info@gra.qld.gov.au
Website: www.gra.qld.gov.au

Version 15
Current as at 17 May 2023

DRFA ASSISTANCE MEASURES ACTIVATED

Personal Hardship Assistance Scheme

To alleviate personal hardship and distress.

- **Emergency Hardship Assistance Grant** – provides assistance as a contribution to support people directly impacted by an eligible disaster to meet their immediate essential needs for food, clothing, medical supplies or temporary accommodation.
 - **Essential Services Hardship Assistance** – provides assistance for people directly impacted by an eligible disaster to meet their immediate needs where they have experienced the loss of one or more essential services for more than five days.
 - **Essential Household Contents Grant** – provides a contribution towards replacing or repairing essential household contents, such as beds, linen and whitegoods that have been lost or damaged by an eligible disaster.
- Structural Assistance Grant** – provides a contribution towards repairs or replacement of a dwelling damaged by an eligible disaster, to return it to a safe, habitable and secure condition.

Essential Services Safety and Reconnection Scheme

To assist residents with the inspection and reconnection of essential services that have been damaged by an eligible disaster. The scheme provides financial assistance to individuals and families as a contribution towards safety inspections of and repairs to residential essential services (i.e. electricity, gas, water and sewerage) damaged by an eligible disaster.

Contact Department of Communities, Housing and Digital Economy on 1800 173 349 or www.chde.qld.gov.au

Assistance for state and local governments:

Counter Disaster Operations

To assist local governments and state agencies to undertake activities that alleviate personal hardship and distress, address the immediate needs of individuals and protect the general public, immediately prior to, during or immediately after an eligible disaster.

Contact Queensland Reconstruction Authority on 1800 110 841 or www.qra.qld.gov.au

Reconstruction of Essential Public Assets (including Emergency Works and Immediate Reconstruction Works)

- **Emergency Works**

To assist local and state governments to undertake urgent activities necessary following an eligible disaster to temporarily restore an eligible essential public asset to enable it to operate/be operated at an acceptable level of efficiency to support the immediate recovery of a community.

- **Immediate Reconstruction Works**

To assist local and state governments to immediately and permanently reconstruct damaged essential public assets to pre-disaster function immediately after the eligible disaster.

- **Reconstruction of Essential Public Assets:**



Queensland Government

Queensland Reconstruction Authority



Australian Government

To assist local and state governments to reconstruct damaged essential public assets to pre-disaster function.

Contact Queensland Reconstruction Authority on 1800 110 841 or www.qra.qld.gov.au

Assistance for primary producers:

Disaster Assistance (Primary Producer) Loans

Concessional interest rate loans to assist primary producers whose assets have been significantly damaged by an eligible disaster, to recover and return to viable operations.

Disaster Assistance (Essential Working Capital) Loans Scheme for Primary Producer

Concessional interest rate loans to primary producers who have suffered a significant loss of income as a result of an eligible disaster by providing the essential working capital required to continue business operations.

Extraordinary Disaster Assistance Recovery Grants - Primary Producer

Grants for primary producers who have suffered direct damage caused by an eligible disaster. Grants are aimed at covering the cost of clean-up and reinstatement, but not at providing compensation for losses.

Contact Queensland Rural and Industry Development Authority on 1800 623 946 or www.qrida.qld.gov.au

Freight Subsidies for Primary Producers

To assist primary producers impacted by an eligible disaster with the transport of livestock, fodder or water for livestock, building, fencing equipment or machinery to the primary producer's home property.

Contact Department of Agriculture and Fisheries on 13 25 23 or www.daf.qld.gov.au

Assistance for small businesses:

Disaster Assistance (Small Business) Loans

Concessional interest rate loans to assist small business whose assets have been significantly damaged by an eligible disaster, to recover and return to viable operations.

Disaster Assistance (Essential Working Capital) Loans Scheme for Small Business

Concessional interest rate loans to small business who have suffered a significant loss of income as a result of an eligible disaster by providing the essential working capital required to continue business operations.

Extraordinary Disaster Assistance Recovery Grants – Small Business

Grants for small business who have suffered direct damage caused by an eligible disaster. Grants are aimed at covering the cost of clean-up and reinstatement, but not at providing compensation for losses.

Contact Queensland Rural and Industry Development Authority on 1800 623 946 or www.qrida.qld.gov.au

Version 15
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Further information:
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Email: info@qra.qld.gov.au
Website: www.qra.qld.gov.au

Assistance for not-for-profit organisations:

Disaster Assistance (Not-for-Profit Organisation) Loans

Concessional interest rate loans to assist not-for-profit organisations whose assets have been significantly damaged by an eligible disaster, to repair or replace the damaged assets.

Disaster Assistance (Essential Working Capital) Loans Scheme for Not-for-Profit Organisation

Concessional interest rate loans to assist not-for-profit organisations that have suffered a significant loss of income as a consequence of an eligible disaster, by providing a concessional loan for essential working capital required to continue operations

Extraordinary Disaster Assistance Recovery Grants – Not-for-profit Organisation

Grants for not-for-profit organisations who have suffered direct damage caused by an eligible disaster. Grants are aimed at covering the cost of clean-up and reinstatement, but not at providing compensation for losses.

Contact Queensland Rural and Industry Development Authority on 1800 623 946 or
www.qrida.qld.gov.au

Extraordinary Assistance available:

Local Recovery and Resilience Grants

Category D grants for severely impacted local governments.

Livestock Support and Disposal Program

To provide primary producers, local and state governments, and non-government organisations with the extraordinary costs of undertaking Livestock Welfare activities across the eligible impacted areas. More information to follow.

Community Health and Wellbeing

Funding will assist disaster-affected communities, including individuals, families and first responders with mental health services and emotional wellbeing support.

File Ref: CON/59016
Objective: 2023-7507

31 May 2023

Gavin Baskett
Local Disaster Management Group Chair
Winton Shire Council
PO Box 288
WINTON QLD 4735

gavin.baskett@winton.qld.gov.au

Dear Councillor Baskett

Queensland Disaster Management Arrangements (QDMA) Review

I am writing to inform you the Office of the Inspector-General Emergency Management (IGEM) has completed the Queensland Disaster Management Review in line with the Terms of Reference.

The [Review of Queensland's Disaster Management Arrangements \(QDMA\) Report 2: 2022-2023](#) was released by the Honourable Mark Ryan, Minister for Police and Corrective Services and Minister for Fire and Emergency Services on 30 May 2023.

Together with disaster management practitioners, community groups and leaders across the state, the Office of the IGEM looked to what works well and identified opportunities for improvement. We looked at the evolution of the arrangements from the early 1900s, through to the challenges we face into tomorrow. The QDMA Review report includes findings and recommendations for improvement across the QDMA.

The review report and associated Queensland Government response may be accessed via our website www.igem.qld.gov.au.

Thank you for those who engaged in the review and contributed to ensuring our practices and approaches continue to improve in keeping Queenslanders safe.

For further information, please contact my office on telephone (07) 3029 8813 or via email QDMA.review@igem.qld.gov.au.

Yours sincerely



Ian Thompson APM
Acting Inspector-General of Emergency Management

Level 26, 111 George St
GPO Box 1425, Cluster 15.7
Brisbane Qld 4001
Telephone +61 7 3029 8813

Please quote: CTS 09394/23
Contact officer: Elizabeth Gehde
Contact phone: 0407 643 356



30 May 2023

Department of
Tourism, Innovation and Sport

Mr Dirk Dowling
Chief Executive Officer
Winton Shire Council
dirkd@winton.qld.gov.au

Dear Mr Dowling

I write to advise the Brisbane 2032 Olympic and Paralympic Games (Brisbane 2032) Legacy consultation paper and survey is now open for public feedback until Sunday, 25 June 2023. Further details can be located at www.qld.gov.au/about/brisbane2032.

Hosting Brisbane 2032 will create a lasting legacy for our community, economy and environment in the lead up to the Games and the 10 years after.

The Brisbane 2032 Legacy Plan is currently being developed in collaboration with all Games Delivery Partners – the Queensland Government, Australian Government, Brisbane City Council, Sunshine Coast Council, City of Gold Coast, Council of Mayors South East Queensland, Australian Olympic Committee, Paralympics Australia and the Brisbane 2032 Organising Committee. It will set a strategic vision for the legacy outcomes we want to achieve as a city, state, nation and Oceania region.

Elevate 2042: The Brisbane 2032 Legacy Consultation Paper summarises the nearly 14 000 legacy ideas that have been shared to date through the Hopes and Dreams survey, stakeholder engagement and the recent Brisbane 2032 Legacy Forum in March. These ideas, gathered from people across Queensland, Australia, Oceania and beyond, have been used to help create the draft vision and themes that will form the basis of the Legacy Plan.

We now want to hear from as many Queenslanders as possible during this consultation phase to ensure the themes, focus areas and the vision accurately describe the communities' expectations on what can be achieved by 2042 because we hosted the Games. I encourage you to promote participation in the survey across your council's communication channels.

If your officers require any further information or would like an engagement toolkit sent to a nominated representative to assist with promotion, please have them contact Ms Elizabeth Gehde, Director, Brisbane 2032 Legacy, Department of Tourism, Innovation and Sport on 0407 643 356 or by email at elizabeth.gehde@dtis.qld.gov.au.

Yours sincerely

Andrew Hopper
Director-General

Level 34, 1 William Street
BRISBANE QLD 4000
PO Box 15168
CITY EAST QLD 4002

Telephone +61 7 3333 5122
Website www.dtis.qld.gov.au
ABN 83 481 966 722 (Tourism and Innovation)
ABN 49 536 543 548 (Sport and Recreation)

**Queensland Boulder Opal Association Inc.**

PO Box 334 Winton Queensland 4735

Mobile: 0448 667 529

Email: qboa@bigpond.comwww.qboa.com.au*Exec Manager
Committee*

16th May 2023

Mr D Dowling
CEO
Winton Shire Council
PO Box 288
WINTON. Qld. 4735.

Dear Dirk,

**RE: Street Closure - Winton Opal Festival
Friday & Saturday 7th & 8th July**

The QBOA annual Winton Opal Festival is on again this year.

We seek the Council's approval for a partial road closure of Elderslie Street, between Werna and Oondooroo Streets.

Street closure will be - **commencing at 6.00am Friday 7th and re-opening at 6.00pm, Saturday 8th July**, ensuring traders and visitor's safety.

We thank you for your assistance and look forward to your approval and the necessary documents for completion regarding the street closure.

Regards

Alison Summerville
President
QBOA

President – Alison Summerville
0448 667529

Secretary – Erika Leinung
0428 576048

Treasurer – Julie Byth
0418 871063

Assistant – Lynda Alcorn
0457 148593



EM
Finance Manager

1 June 2023

Chief Executive Officer
Winton Shire Council
PO Box 288
WINTON Qld 4735

Queensland Local Government Mutual
ABN 48 871 511 808

Managed by
JLT Risk Solutions Pty Ltd
ABN 69 009 098 864
27 Evelyn Street
Newstead QLD 4006

PO Box 2321
Fortitude Valley BC QLD 4006
Tel +61 7 3000 5555
Direct +61 7 3000 5519
Mobile +61 418 430 174
Fax +61 7 3000 5550
Email Jenny.Dooley@jlta.com.au

LGM LIABILITY MEMBERSHIP 2023/24

The LGM Queensland Board of Management has established membership contributions and supporting liability cover arrangements for the 2023/24 period. Specifics of the LGM Liability membership arrangements along with the covers, risk management and other services available to Members are detailed below and in the attached invoice and certificate of currency.

Over almost 30 years, LGM Liability has provided stability in availability, cost and consistency in all risk solutions and initiatives.

The general market naturally has implications for necessary and prudently required supporting insurance. However it remains important to recognise that LGM Liability has been deliberately structured as a member-owned mutual vehicle to:

- ensure long term availability of coverage
- ensure long term stability and sustainability of cost
- better understand and manage risks faced by the sector
- provide unrivalled value to members.

In addition to these underlying strengths and capacities of the mutual model, all member Councils that participated in the annual LGM Risk Self-Assessment will again receive the benefit of available rebates to reduce their total membership contribution.

The LGAQ as Trustee has also declared a more significant surplus distribution this year of \$4.45 million to be distributed to all continuing Members in proportion to member contributions. This is almost double the distribution provided last financial year and has been made possible by the ongoing commitment of Members to both the LGM Liability mutual as well as continuous improvement their individual and collective management of risk.

This distribution to Members continues to demonstrate benefits arising from mutual ownership, which allow operating surpluses to be retained for the benefit of Members (rather than insurance company shareholders) and where appropriate distributed to Members in the form of financial dividends and additional services.

This notice demonstrates that your mutual has proven, over a long period of time, to be a superior alternative to the commercial insurance market across cover, cost and services. It also provides value-adding risk management services and support.

We value your continued membership.



LGM LIABILITY MEMBERSHIP UPDATE

LGM Liability continues to exist for the sole purpose of benefiting Queensland local government by providing effective and appropriate coverage for the legal liability of Members with a long term goal of achieving cost stability and minimising the impacts of volatility experienced in the general insurance and financial sectors.

Responsive to evolving risks, cyber liability cover was included in the suite of covers in 2019. Last year individualised JLT Public Sector Top Cybersecurity Controls reports were provided to each Member with a snapshot of current risk maturity and specifics of improvement opportunities. To further support ongoing risk management in this area, the Board have recently approved some initiatives that will be made available to members in 2023/24. These include cyber security policy and incident response plan guidance material.

Membership of LGM Liability has remained stable and the LGW / LGM Annual Report for 2021/22 confirms that LGM continues to perform well financially.

COMMERCIAL LIABILITY INSURANCE ENVIRONMENT

There continues to be an overall increase in insurance pricing, though to a lesser extent than occurred in 2020 in the peak of Covid disruptions and natural catastrophes.

Insurers remain focussed on claims inflation due to litigation trends and material cost inflation. However new capacity has emerged which has increased competition and contributed to the more recent increases being tempered across the liability portfolios.

Cyber risk insurance remains challenging as a result of frequent and severe ransomware losses. This has seen increases in pricing and deductibles, as well as a marked reduction in capacity and narrowing of key coverages.

SUPPORTING INSURANCE PROGRAMS

By acting cooperatively for almost 30 years, LGM Liability has:

- adopted a \$1 million self-insured retention for the public liability and professional indemnity covers and **enabled collective engagement** of Queensland local government with reinsurance markets to achieve best outcomes possible
- avoided direct dependence upon the commercial public liability insurance market and its volatility in respect of availability and cost and need to satisfy the profit requirements of commercial insurer shareholders
- obtained further benefit by acting in concert with each of the state based Local Government liability schemes to purchase supporting public liability and professional indemnity excess layer cover
- achieved increased and enhanced cover with liability cover extended to Remotely Piloted Aircraft / Drone liability cover as well as Airport Operations liability
- ensured **certainty** about future programs.

LIABILITY COVERS

Limits for the **suite of covers** provided for each LGM Liability Member are:

LGM LIABILITY COVERS	LIMIT OF INDEMNITY
Public Liability Products Liability Professional Indemnity	\$600 million each claim \$600 million in the aggregate each Member \$600 million in the aggregate each Member
Councillors & Officers Liability Employment Practices Liability	\$10 million in the aggregate each Member \$2 million in the aggregate each Member
Cyber Liability	\$2 million in the aggregate each Member
Casual Hirers Liability	\$10 million (\$20 million automatic increase)

From 30 June 2019, LGM Liability members have been provided with Cyber Liability cover in response to the increased cyber exposure for all entities including local governments. This cover was provided to Members in the first year at no additional membership contribution and has been partly funded over the last 3 years. The adoption of cover at that time has ensured all Members receive the benefit of what has been a rapidly evolving risk with significant losses and a particularly difficult market to enter at this stage.

Also from 30 June 2019 the general liability cover was also extended to include Members' liability arising from their operation of airports and aerodromes.

The cover also extends to include Members' liability arising from their operation of Remotely Piloted Aircraft (RPA) as permitted by and on the basis of compliance with Civil Aviation Safety Authority (CASA) Regulations and a 500 metre height restriction.

Electrical Contractor Consumer Protection liability cover continues to be included where needed by Members to satisfy statutory requirements.

A range of **supplementary covers** can also be arranged on behalf of Members where required including:

SUPPLEMENTARY COVERS
Councillors & Officers Liability for limits in excess of \$10 million
Cyber Liability for limits in excess of \$2 million
Pollution Legal Liability (environment / effluent reuse)
Uninsured Community Groups
Stallholders, Buskers and Artists Liability
Caravan Park Lessees Liability

RISK MANAGEMENT SERVICES

The LGM Risk Management Service continues to provide access to:

- technical yet **practical liability risk management advice** and materials, supported by a dedicated Senior Risk Consultant, including the development and release of new and reviewed Guides each year
- organisation wide Enterprise Risk Management (ERM) guidance and support
- the ongoing assistance of the LGMS Regional Risk Coordinators who partner at a strategic level with Councillors and senior officers to encourage ERM and respond to requirements of regulatory authorities including the Department of Local Government and the Queensland Audit Office
- JRS, an internet based risk management tool.

CLAIMS SERVICES

LGM Liability provides a unique claims management service which continues to develop processes to involve levels of **consultation with Members** which are not available from commercial insurers.

The claim services are delivered by

- a sophisticated and dedicated liability specialised team
- with high levels of relevant legal and risk industry qualifications, expertise and experience
- committed to Queensland Local Government demonstrated by long periods of involvement
- who continue to be based here in Queensland.

CLAIM NOTIFICATIONS

Please note that any matter that you are aware of or which you should reasonably be aware of for one of the 'claims made' covers should be notified to LGM by 30 June 2023. The claims made liability covers are Professional Indemnity, Councillors & Officers Liability, Employment Practices Liability and Cyber Liability.

LGM GOVERNANCE

As one of the three LGMS mutuals, LGM Liability has a robust governance framework which ensures that it operates effectively, remains accountable and is able to achieve its objectives. The LGM governance framework structures include:

- Local Government Association of Queensland trusteeship. As Trustee the LGAQ is bound by its fiduciary duty to act only in the interests of the scheme's beneficiaries, that being the Members, formalised through a Trust Deed
- Board oversight. The LGM scheme is directed by a Board of Management comprised of current elected members, senior representatives of local government and legal and industry specialists. Each board member comes with significant direct local government experience.
- Developed policies which are reviewed on an annual basis relating to risk management, corporate governance, capital management, investments, member contributions, related party disclosures and delegations
- The provision to Members of detailed financial statements by way of an Annual Report which is subject to audit by the Queensland Audit Office each year.

Members may at any time direct governance queries directly through to the LGAQ as scheme Trustee.

The LGM Board has considered and determined membership contributions and supporting liability cover arrangements for the 2023/24 period.

MEMBERSHIP CONTRIBUTIONS

When setting the LGM Liability membership contributions for 2023/24, the Board have taken into account:

- a positive actuarial claim forecast
- organic growth in legal liability exposures due to population and CPI increases
- the increased cost of the supporting insurance program
- anticipated future investment returns
- the desire to maintain and protect the **financial stability** enjoyed by LGM Members
- equity between Members with contributions consistent with Member's respective liability exposures and claims experiences
- application of a cap to protect individual Members against significant fluctuations.

RISK MANAGEMENT REBATE

The results of the annual LGM Risk Self-Assessment Survey results are being collated and will be communicated to participating Members.

Member Councils were again encouraged to complete the self-assessment, as it provides a process to review risk management systems and processes against recommended practice and identify opportunities and priorities for improvement.

Participation in the Survey is voluntary with a 1% participation rebate for participating Members. A further 1% performance rebate is applied where the results exceed the previous year's Scheme average.

Rebates are reflected in your contributions where available.



SURPLUS DISTRIBUTION

A \$4.45 million surplus distribution has been declared by the LGAQ as Trustee that will be distributed to all ongoing Members:

- which acknowledges the continuing positive scheme performance, investment returns and its impact on the strength of LGM's accumulated financial reserves
- while maintaining financial reserves based on APRA prudential requirements and avoiding volatility in the various elements of the liability environment
- planning for future cost stability in membership contributions
- and considering the potential financial implications and the impacts of inflation and Covid.

YOUR MEMBERSHIP CONTRIBUTION 2023/24

The resulting membership contribution and surplus distribution will be:

LGM LIABILITY MEMBERSHIP CONTRIBUTION 2023/24	
Membership Contribution	\$74,720.66
Risk Management Rebate	(-1,494.42)
Membership Contribution Invoice (excl GST)	\$73,226.24
GST	\$7,322.62
Membership Contribution Invoice (incl GST)	\$80,548.86
Surplus Distribution	(-10,753.53)
FINAL AMOUNT PAYABLE (incl GST)	\$69,795.33
FINAL AMOUNT PAYABLE (excl GST)	\$62,472.71

STAMP DUTY

As LGM Liability is a mutual liability scheme, it is confirmed that **no stamp duty** has been applied to the Council's membership contributions.

LGM LIABILITY STRENGTHS AND CAPACITIES

LGM Liability continues as:

- a body **entirely owned and operated by Queensland Local Government**
- with ongoing almost universal membership
- which exists for the sole purpose of benefiting Local Government by providing effective and appropriate coverage for the legal liability of Members
- achieving best possible outcomes in risk management, claims and supporting insurance outcomes and ultimately financial stability
- with the ultimate tangible manifestation of these benefits being the surplus distribution and the ongoing development of additional risk related services.

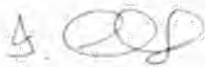
LGM has a proven track record of achieving the goals to:

- avoid direct dependence on the commercial insurance market (which continues to be increasingly characterised by volatility in availability and cost)
- provide effective and appropriate cover for liability risks tailored to the needs of local government
- provide consistent and stable annual contributions as a result of **long term strategic capacity**
- have a complete understanding of local government risks
- adopt a strategic rather than transactional approach
- provide a broad service offering – more than just liability cover
- provide a superior claims service with a consistent approach to claims management as well as financial data management
- support an intensive targeted collective approach to risk improvement which will lead to reduced costs and better outcomes.

Details of the covers provided pursuant to LGM Liability membership including all relevant complete Wordings and Risk Management materials can be found on the [LGMS Member Centre](#) website.

Should you require any further information or wish to discuss any aspect, please contact the LGM Liability team to discuss.

Yours faithfully,



Ian Leckenby
Chair, LGM Board of Management

Encl





1 June 2023

Attention: Chief Executive Officer
Winton Shire Council

Queensland Local Government Mutual
ABN 48 871 511 808

Managed by
JLT Risk Solutions Pty Ltd
ABN 69 009 098 864

27 Evelyn Street
Newstead QLD 4006
PO Box 2321
Fortitude Valley BC QLD 4006

Direct +61 7 3000 5532
Mobile +61 447 963 247
Email Emma.VanKalken@jlt.com.au

Certificate of Currency

Coverage Class: Public Liability, Products Liability and Professional Indemnity

Member Name: Winton Shire Council

Additional Name(s): N/A

Coverage Expiry Date: 30 June 2024

Situation: Worldwide excluding USA & Canada

Interest: Legal liability to third parties;

- for Personal Injury and/or Damage to Property caused by an occurrence and/or,
- arising out of any negligent act, error or omission whenever or wherever the same was or may have been committed or alleged to have been committed by the Member,

in connection with, or in the conduct of, the Member's business.

Limit of Indemnity:

Public Liability:	\$600,000,000
Products Liability:	\$600,000,000 in the aggregate
Professional Indemnity:	\$600,000,000 in the aggregate

Deductible: \$7,500

Coverage Provided By: Queensland Local Government Mutual (LGM Liability)

Reference Number: WINTON000056

Special Provisions: N/A

This certificate of currency provides a summary of the cover and is current on the date of issue. It is not intended to amend, extend, replace or override the terms and conditions contained in the actual coverage documents. This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder. We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing these statements or in transmitting this certificate by email or for any loss, damage or expense thereby occasioned to any recipient of this letter.

Yours faithfully,

Emma van Kalken
Liability Consultant



1 June 2023

Winton Shire Council
PO Box 288
WINTON
QLD 4735

Queensland Local Government Mutual
ABN 48 871 511 808

Managed by
JLT Risk Solutions Pty Ltd
ACN 009 098 864

27 Evelyn Street
NEWSTEAD QLD 4006
PO Box 2321
Fortitude Valley BC QLD 4006

Tel +61 7 3000 5555
Fax +61 7 3000 5550

www.lgm-its.com.au

Statement

Month May 2023
Client Code 092-WINTON

Date	Ref No	Insurance Class/Details	Amount	Outstanding	Status
01/06/2023	092-105160	Local Government Liability	10,753.53CR	10,753.53CR	
01/06/2023	092-105237	Professional Indemnity-Public Liability	80,548.86	80,548.86	30/06/2023
			Balance Due	\$69,795.33	

Remittance Advice

Please forward your payment to:
LGM Queensland
27 Evelyn Street, NEWSTEAD QLD 4006
PO Box 2321, Fortitude Valley BC QLD 4006

Month May 2023
Client Code 092-WINTON
Team 001
Balance Due \$69,795.33

Payment Options

Pay by cheque: Detach this remittance advice and return together with your payment.
Pay by direct credit into the following AUD account:

Bank: ANZ Banking Group Ltd
Branch: 3 Breakfast Creek Road, NEWSTEAD QLD 4000
Account Name: Queensland Local Govt Mutual
BSB: 014-245
Account No: 837322706



1 June 2023

Winton Shire Council
PO Box 288
WINTON
QLD 4735

Queensland Local Government Mutual

ABN 48 871 511 808

Managed by
JLT Risk Solutions Pty Ltd
ACN 009 098 864

27 Evelyn Street
NEWSTEAD QLD 4006
PO Box 2321
Fortitude Valley BC QLD 4006

Tel +61 7 3000 5555
Fax +61 7 3000 5550

www.lgm.jlta.com.au

Tax Invoice

YOUR SERVICE CONTACTS ARE JENNY DOOLEY (+61 7 3000 5519) & EMMA VAN KALKEN

Invoice #	092-105237	Client ID	092-WINTON
Our Ref	000127	Policy No	WINTON000056
Class	Professional Indemnity-Public Liability		
Member	Winton Shire Council		
Location	Anywhere in Australia		
Scheme	Qld Local Govt Mutual Brisbane Qld		
Inception	30/06/2023	To	30/06/2024 Renewal

Contribution	73,226.24
GST	7,322.62

Total Due	\$80,548.86
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Remittance Advice

Please forward your payment to:
LGM Queensland
27 Evelyn Street, NEWSTEAD QLD 4006
PO Box 2321, FORTITUDE VALLEY BC QLD 4006

Invoice #	092-105237
Client Code	092-WINTON
Payment Due	30/06/2023
Total Due	\$80,548.86

Payment Options

Pay by cheque. Detach this remittance advice and return together with your payment.

Pay by direct credit into the following AUD account:

Bank: ANZ Banking Group Ltd
Branch: 3 Breakfast Creek Road, NEWSTEAD QLD 4000
Account Name: Queensland Local Govt Mutual
BSB: 014-245
Account No: 837322706

Ref: 000127, Team: 001
Date Printed: 6/1/2023

MORE1



Invoice # 092-105237
Winton Shire Council

IMPORTANT INFORMATION

MUTUAL STATUTORY NOTICE

LGM Queensland is a Mutual Risk Product as defined by ASIC that is neither authorised under, nor subject to, the provisions of the Insurance Act 1973. LGM Queensland is not a product regulated by APRA. LGM Queensland estimates its future liabilities based upon procedures which are supported by both independent legal and actuarial experts. LGM Queensland also maintains specific financial provisions for late reported claims (IBNR) and future claim developments plus a prudential risk margin. These provisions are amounts in addition to specific claim estimates.

LGM Queensland and Jardine Lloyd Thompson Pty Ltd (JLT) as the Scheme Manager have established financial targets to ensure that adequate financial resources are available to discharge future liabilities and make future payments. This is achieved via a combination of financial management strategies which may include purchasing reinsurance, developing risk margins and retaining surplus funds. The LGM Queensland Board of Management review the operating financial statements at regular intervals and an independent audit occurs annually with its findings reported to Members.

The Queensland Local Government Mutual Trust Deed and Scheme Rules are the primary documents which govern the operation of the Mutual Schemes.

Wordings on each Scheme are issued as a guide as to the terms under which a claim will be considered and settled. A copy of the Queensland Local Government Mutual Trust Deed and Scheme Rules are available on the website at www.lgm.qld.com.au.

DUTY OF DISCLOSURE

Before you enter into an insurance contract, you have a duty of disclosure under the Insurance Contracts Act 1984. You have a duty to tell us anything that you know, or could reasonably be expected to know, may affect the insurer's decision to insure you and on what terms. You have this duty until the insurer agrees to insure you. You have the same duty before you renew, extend, vary or reinstate an insurance contract.

If we ask you questions that are relevant to the insurer's decision to insure you and on what terms, you must tell us anything that you know and that a reasonable person in the circumstances would include in answering the questions.

Also, we may give you a copy of anything you have previously told us and ask you to tell us if it has changed. If we do this, you must tell us about any change or tell us that there is no change. If you do not tell us about a change to something you have previously told us, you will be taken to have told us that there is no change.

You do not need to tell us anything that: reduces the risk insured; or, is common knowledge; or, the insurer knows or should know as an insurer; or the insurer waives your duty to tell them about.

If you do not tell us something

If you do not tell us anything you are required to, the insurer may cancel your contract or reduce the amount it will pay you if you make a claim, or both. If your failure to tell us is fraudulent, the insurer may refuse to pay a claim and treat the contract as if it never existed.

CHANGE OF RISK OR CIRCUMSTANCES

Please tell us about any changes to your circumstances or business, such as any alteration of risk, location changes, new or changed business activities, as they could affect your insurances.

AVERAGE CLAUSE – UNDER INSURANCE

Home buildings and contents, fire, business interruption, industrial special risks, and other policies often contain an average clause. This means that you should declare full value which may be replacement, indemnity or market value depending on the type of insurance cover or protection arranged. If you are under insured your claim may be reduced in proportion to the amount under declared.

UNREPORTED LOSSES

Please let us know whether there are any losses which have occurred that have not been reported to us/the Scheme/insurers, whether you intend making a claim or not.

HOLD HARMLESS AGREEMENTS, CONTRACTING OUT, REMOVAL OF SUBROGATION RIGHTS

You may prejudice your rights to a claim if, without prior agreement from your insurer or relevant Scheme, you make any agreement that could prevent the insurer or Scheme from recovering the loss from a third party. These "hold harmless" clauses are often found in leases, licences and contracts for maintenance, supply, construction and repair.

PROTECTING THE INTEREST OF OTHER PARTIES

If you require the interest of another party to be covered by the policy or Scheme, you MUST request this. Most policies and scheme protection will attempt to exclude indemnity to other parties (e.g. mortgagees, lessors, principals etc.) unless their interest is expressly noted on the policy.

NEW CLAIMS

Any quotation we have obtained on your behalf is based on the understanding that there will be no deterioration in the claims experience (or change in the underwriting information) between the date insurers or LGM Queensland quoted their terms and the inception date of the cover. If changes do occur during this period, insurers/LGM Queensland have the right to revise the terms quoted or even withdraw their quotation.

SEVERAL LIABILITY

Where your cover is provided by more than one insurer/reinsurer it is important to note that each insurer/reinsurer is only responsible to the extent of their individual subscription and there is no obligation for that insurer/reinsurer to make up the shortfall of any other subscribing insurer/reinsurer in a claim or return premium or contribution payment.

CONFIRMATION OF TRANSACTION

You may contact us by telephone or in writing to confirm any transaction under your insurance policies or LGM Queensland Schemes, such as renewals and endorsements. If necessary, we will obtain the information for you from the insurer or reinsurer.

COOLING OFF PERIOD FOR RETAIL CLIENTS

If you are a retail client as defined in the Corporations Act 2001 as amended (the 'Act'), you may be entitled to a minimum 14 day cooling-off period during which you may return the insurance policy and receive a refund of the insurance premium paid (less amounts lawfully deducted), subject to the requirements of the Act and the terms and conditions of your policy.

This does not affect any other cancellation rights you may have under your policy.

Please check your policy and schedule upon receipt to be sure you have the cover you require. If the cover does not meet your needs, please contact your Jardine Lloyd Thompson Pty Ltd (JLT) account executive for advice as to your rights.

REMUNERATION AND OTHER INCOME

Our principal remuneration for arranging insurance on your behalf is either by way of commission paid by the insurer and/or a fee including a service fee and an administration fee to be paid by you.

In addition to the above the Jardine Lloyd Thompson Group may receive income from insurers as follows: interest earned on insurance monies passing through our bank accounts; profit commissions or profit shares paid by insurers on specific classes of business; administrative service fees or expense reimbursements for limited specific services we provide to insurers as part of the placing or claims process.

Where we act as managers of a Mutual Scheme or Discretionary Trust, our fee is negotiated according to the services to be provided for that Scheme.

We will disclose any potential conflict of interest not included above which may occur and affect our relationship.

REFUND PREMIUMS OR CONTRIBUTIONS

In the event of any refund premium or contribution being allowed for the cancellation or adjustment of any insurance policy or scheme protection, JLT reserves the right to retain all brokerage, fees and charges.

RECEIVING INFORMATION ABOUT OTHER PRODUCTS AND SERVICES

JLT may, from time to time, offer you information about products and services which may be of interest to you. Please notify us if you do not wish to receive such additional information.

PRIVACY POLICY

JLT is committed to the protection of your privacy and is bound by the National Privacy Principles for the handling of your information. JLT's Privacy Policy can be examined by accessing our website www.jlt.com.au or by obtaining a copy from your account executive or the JLT Privacy Officer (at Jardine Lloyd Thompson Pty Ltd, One International Towers, 100 Barangaroo Ave, Sydney, NSW, 2000 or on telephone number 02 9290 8000).

SERVICE DIFFICULTIES

We would like to know if you are not satisfied with our services. If you have any difficulties please contact your JLT adviser or our Complaints Manager. JLT subscribes to the Australian Financial Complaints Authority (AFCA) (1800 931 678), which is a free consumer service, and the General Insurance Broker's Code of Practice. Additional information is available from your local JLT office.

IF THERE IS ANY PART OF THE ABOVE THAT YOU DO NOT UNDERSTAND OR YOU REQUIRE FURTHER EXPLANATION, PLEASE CONTACT US IMMEDIATELY.



Invoice # 092-105237
Winton Shire Council

MEMBER	Winton Shire Council	
PERIOD OF COVER	From: 30 June 2023 at 4 PM Local Time (QLD). To: 30 June 2024 at 4 PM Local Time (QLD).	
LIMIT OF LIABILITY AND DEDUCTIBLES	Broadform Liability Public Liability Limit of indemnity \$600,000,000 Products Liability Aggregate Limit of indemnity \$600,000,000 Professional Indemnity Aggregate Limit of indemnity \$600,000,000 Deductible \$7,500 Councillors & Officers Liability Aggregate Limit of indemnity \$10,000,000 Deductible \$15,000 Employment Practices Liability Aggregate Limit of indemnity \$2,000,000 Deductible 10% of loss subject to minimum \$15,000 and maximum \$50,000 Cyber Liability Aggregate Limit of indemnity \$2,000,000 Automatic Reinstatement Yes Deductible for business interruption 12 hours Deductible as per schedule for all other Casual Hirers Liability Public Liability Limit of indemnity \$10,000,000 Products Liability Limit of Indemnity (per occurrence) \$10,000,000 Deductible \$2,000	
RISK MANAGEMENT REBATE	Membership contribution includes Risk Self-Assessment participation rebate (1%): \$747.21 performance rebate (1%): \$747.21	



1 June 2023

Winton Shire Council
PO Box 288
WINTON
QLD 4735

Queensland Local Government Mutual
ABN 48 871 511 808

Managed by
JLT Risk Solutions Pty Ltd
ACN 009 098 864

27 Evelyn Street
NEWSTEAD QLD 4006
PO Box 2321
Fortitude Valley BC QLD 4006

Tel +61 7 3000 5555
Fax +61 7 3000 5550

www.lgm.jlta.com.au

Credit/Adjustment Note

YOUR SERVICE CONTACTS ARE JENNY DOOLEY (+61 7 3000 5519) & EMMA VAN KALKEN

Credit #	092-105160	Client ID	092-WINTON
Our Ref	000274	Policy No	Equity Distribution
Class	Local Government Liability		
Member	LGM Master Client		
Situation	Australia		
Scheme	Qld Local Govt Mutual Brisbane Qld		
Inception	30/06/2023	To	30/06/2024 Endorsement

Contribution	10,753.53
GST	0.00

Total Credit	\$10,753.53
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A Surplus Distribution has been declared and applied to reduce the 2023/24 membership contribution invoice amount.

LGM Queensland
27 Evelyn Street, NEWSTEAD QLD 4006
PO Box 2321, FORTITUDE VALLEY BC QLD 4006

Credit Note # 092-105160
Client Code 092-WINTON
Date 01/06/2023
Total Credit \$10,753.53

Ref 000274, Team 001
Date Printed: 01/06/2023

KORDS



Credit Note # 092-105160
Winton Shire Council

IMPORTANT INFORMATION

MUTUAL STATUTORY NOTICE

LGM Queensland is a Mutual Risk Product as defined by ASIC that is neither authorised under, nor subject to, the provisions of the Insurance Act 1973. LGM Queensland is not a product regulated by APRA. LGM Queensland estimates its future liabilities based upon procedures which are supported by both independent legal and actuarial experts. LGM Queensland also maintains specific financial provisions for late reported claims (IBNR) and future claim developments plus a prudential risk margin. These provisions are amounts in addition to specific claim estimates.

LGM Queensland and Jardine Lloyd Thompson Pty Ltd (JLT) as the Scheme Manager have established financial targets to ensure that adequate financial resources are available to discharge future liabilities and make future payments. This is achieved via a combination of financial management strategies which may include purchasing reinsurance, developing risk margins and retaining surplus funds. The LGM Queensland Board of Management review the operating financial statements at regular intervals and an independent audit occurs annually with its findings reported to Members.

The Queensland Local Government Mutual Trust Deed and Scheme Rules are the primary documents which govern the operation of the Mutual Schemes. Wording on each Scheme are issued as a guide as to the terms under which a claim will be considered and settled. A copy of the Queensland Local Government Mutual Trust Deed and Scheme Rules are available on the website at www.lgm.qld.com.au.

DUTY OF DISCLOSURE

Before you enter into an insurance contract, you have a duty of disclosure under the Insurance Contracts Act 1984. You have a duty to tell us anything that you know, or could reasonably be expected to know, may affect the insurer's decision to insure you and on what terms. You have this duty until the insurer agrees to insure you. You have the same duty before you renew, extend, vary or reinstate an insurance contract.

If we ask you questions that are relevant to the insurer's decision to insure you and on what terms, you must tell us anything that you know and that a reasonable person in the circumstances would include in answering the questions.

Also, we may give you a copy of anything you have previously told us and ask you to tell us if it has changed. If we do this, you must tell us about any change or tell us that there is no change. If you do not tell us about a change to something you have previously told us, you will be taken to have told us that there is no change.

You do not need to tell us anything that: reduces the risk insured; or, is common knowledge; or, the insurer knows or should know as an insurer; or the insurer waives your duty to tell them about.

If you do not tell us something

If you do not tell us anything you are required to, the insurer may cancel your contract or reduce the amount it will pay you if you make a claim, or both. If your failure to tell us is fraudulent, the insurer may refuse to pay a claim and treat the contract as if it never existed.

CHANGE OF RISK OR CIRCUMSTANCES

Please tell us about any changes to your circumstances or business, such as any alteration of risk, location changes, new or changed business activities, as they could affect your insurances.

AVERAGE CLAUSE - UNDER INSURANCE

Home buildings and contents, fire, business interruption, industrial special risks, and other policies often contain an average clause. This means that you should declare full value which may be replacement, indemnity or market value depending on the type of insurance cover or protection arranged. If you are under insured your claim may be reduced in proportion to the amount under declared.

UNREPORTED LOSSES

Please let us know whether there are any losses which have occurred that have not been reported to us/the Scheme/insurers, whether you intend making a claim or not.

HOLD HARMLESS AGREEMENTS, CONTRACTING OUT, REMOVAL OF SUBROGATION RIGHTS

You may prejudice your rights to a claim if, without prior agreement from your insurer or relevant Scheme, you make any agreement that could prevent the insurer or Scheme from recovering the loss from a third party. These "hold harmless" clauses are often found in leases, licences and contracts for maintenance, supply, construction and repair.

PROTECTING THE INTEREST OF OTHER PARTIES

If you require the interest of another party to be covered by the policy or Scheme, you MUST request this. Most policies and scheme protection will attempt to exclude indemnity to other parties (e.g. mortgagees, lessors, principals etc.) unless their interest is expressly noted on the policy.

NEW CLAIMS

Any quotation we have obtained on your behalf is based on the understanding that there will be no deterioration in the claims experience (or change in the underwriting information) between the date insurers or LGM Queensland quoted their terms and the inception date of the cover. If changes do occur during this period, insurers/LGM Queensland have the right to revise the terms quoted or even withdraw their quotation.

SEVERAL LIABILITY

Where your cover is provided by more than one insurer/reinsurer it is important to note that each insurer/reinsurer is only responsible to the extent of their individual subscription and there is no obligation for that insurer/reinsurer to make up the shortfall of any other subscribing insurer/reinsurer in a claim or return premium or contribution payment.

CONFIRMATION OF TRANSACTION

You may contact us by telephone or in writing to confirm any transaction under your insurance policies or LGM Queensland Schemes, such as renewals and endorsements. If necessary, we will obtain the information for you from the insurer or reinsurer.

COOLING OFF PERIOD FOR RETAIL CLIENTS

If you are a retail client as defined in the Corporations Act 2001 as amended (the 'Act'), you may be entitled to a minimum 14 day cooling-off period during which you may return the insurance policy and receive a refund of the insurance premium paid (less amounts lawfully deducted), subject to the requirements of the Act and the terms and conditions of your policy.

This does not affect any other cancellation rights you may have under your policy.

Please check your policy and schedule upon receipt to be sure you have the cover you require. If the cover does not meet your needs, please contact your Jardine Lloyd Thompson Pty Ltd (JLT) account executive for advice as to your rights.

REMUNERATION AND OTHER INCOME

Our principal remuneration for arranging insurance on your behalf is either by way of commission paid by the Insurer and/or a fee including a service fee and an administration fee to be paid by you.

In addition to the above the Jardine Lloyd Thompson Group may receive income from insurers as follows: interest earned on insurance monies passing through our bank accounts; profit commissions or profit shares paid by insurers on specific classes of business; administrative service fees or expense reimbursements for limited specific services we provide to insurers as part of the placing or claims process.

Where we act as managers of a Mutual Scheme or Discretionary Trust, our fee is negotiated according to the services to be provided for that Scheme.

We will disclose any potential conflict of interest not included above which may occur and affect our relationship.

REFUND PREMIUMS OR CONTRIBUTIONS

In the event of any refund premium or contribution being allowed for the cancellation or adjustment of any insurance policy or scheme protection, JLT reserves the right to retain all brokerage, fees and charges.

RECEIVING INFORMATION ABOUT OTHER PRODUCTS AND SERVICES

JLT may, from time to time, offer you information about products and services which may be of interest to you. Please notify us if you do not wish to receive such additional information.

PRIVACY POLICY

JLT is committed to the protection of your privacy and is bound by the National Privacy Principles for the handling of your information. JLT's Privacy Policy can be examined by accessing our website www.au.jlt.com or by obtaining a copy from your account executive or the JLT Privacy Officer (at Jardine Lloyd Thompson Pty Ltd, One International Towers, 100 Barangaroo Ave, Sydney, NSW, 2000 or on telephone number 02 9290 8000).

SERVICE DIFFICULTIES

We would like to know if you are not satisfied with our services. If you have any difficulties please contact your JLT adviser or our Complaints Manager. JLT subscribes to the Australian Financial Complaints Authority (AFCA) (1800 931 678), which is a free consumer service, and the General Insurance Broker's Code of Practice. Additional information is available from your local JLT office.

IF THERE IS ANY PART OF THE ABOVE THAT YOU DO NOT UNDERSTAND OR YOU REQUIRE FURTHER EXPLANATION, PLEASE CONTACT US IMMEDIATELY.



1 June 2023

Attention: Chief Executive Officer
Winton Shire Council

Queensland Local Government Mutual
ABN 48 871 511 808

Managed by
JLT Risk Solutions Pty Ltd
ABN 69 009 098 864

27 Evelyn Street
Newstead QLD 4006
PO Box 2321
Fortitude Valley BC QLD 4006

Direct: +61 7 3000 5532
Mobile: +61 447 963 247
Email: Emma.VanKalken@jlta.com.au

Certificate of Currency

Coverage Class: Public Liability, Products Liability and Professional Indemnity
Member Name: Winton Shire Council
Additional Name(s): N/A
Coverage Expiry Date: 30 June 2024
Situation: Worldwide excluding USA & Canada
Interest: Legal liability to third parties;

- for Personal Injury and/or Damage to Property caused by an occurrence and/or,
- arising out of any negligent act, error or omission whenever or wherever the same was or may have been committed or alleged to have been committed by the Member,

in connection with, or in the conduct of, the Member's business.
Limit of Indemnity: Public Liability: \$600,000,000
Products Liability: \$600,000,000 in the aggregate
Professional Indemnity: \$600,000,000 in the aggregate.
Deductible: \$7,500
Coverage Provided By: Queensland Local Government Mutual (LGM Liability)
Reference Number: WINTON000056
Special Provisions: N/A

This certificate of currency provides a summary of the cover and is current on the date of issue. It is not intended to amend, extend, replace or override the terms and conditions contained in the actual coverage documents. This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder. We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing these statements or in transmitting this certificate by email or for any loss, damage or expense thereby occasioned to any recipient of this letter.

Yours faithfully,

Emma van Kalken
Liability Consultant

Winton Shire Council

T.1.037 Notice of Permanent Appointment of Local Disaster Coordinator LDMG Template

Commissioner
Queensland Fire and Emergency Services
GPO Box 1425
BRISBANE QLD 4001
and email SDCC@qfes.qld.gov.au

and Inspector Julia Cook
Chairperson
Longreach District Disaster Management
Group
PO Box 21
LONGREACH QLD 4730

In accordance with section 35 of the *Disaster Management Act 2003*, I wish to notify that following consultation with the Chief Executive, Roger Naidoo is appointed Deputy Local Disaster Coordinator for the Winton Local Disaster Management Group.

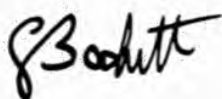
Roger Naidoo has the necessary expertise and experience to perform the functions and exercise the powers of the Local Disaster Coordinator in accordance with section 36 of the *Disaster Management Act 2003*.

Roger Naidoo has been informed that personal contact information has been collected in accordance with the *Information Privacy Act 2009* for the purposes of disaster management. The contact details for Roger Naidoo are:

Work Telephone:	07 4657 2641
A/H Telephone (optional):	NA
Mobile:	0417 036 370
Email:	rogern@winton.qld.gov.au
Work Address:	75 Vindex Street Winton QLD 4735

Should you require any further information, please contact Dirk Dowling on telephone number 4657 2666.

Yours sincerely



Gavin Baskett
Chairperson
Winton Local Disaster Management Group

All Communications to:
The C.E.O.,
P.O. Box 288,
WINTON QLD 4735
AUSTRALIA



May 11th 2023

Statutory Planning Department
Winton Shire Council
PO Box 288
Winton QLD 4735

Via email: info@winton.qld.gov.au

Dear Sir/Madam,

We're notifying you that we're improving Telstra mobile coverage and investing in a better network with a proposed new Telstra Small Cell facility located at Opalton Road OPALTON QLD 4735, (Lat/Long GDA94: - 23.25313°, 142.77572°).

We're investing in a better network and rolling out improved Telstra mobile coverage in your area using an innovative Telstra Small Cell which is designed for this area. Telstra Small Cells use the latest technology to deliver fast 4G speeds and improve mobile coverage.

As we see more growth on our mobile network, Telstra Small Cells are an important way we're ensuring we can meet this demand while also planning for the future. Because they're small, we can connect Telstra Small Cells on existing infrastructure like a power or telegraph pole or on an existing building where there's already power and where it will better blend into the surrounding streetscape.

Telstra Small Cells use the same safe and well-tested 4G technologies as Telstra's other mobile sites but they're much smaller and require less energy.

This site is in an extremely rural location and very distant from neighbouring properties or any sensitive sites. Correspondence was received from the Council Planning Representative on 4/8/2021 agreeing that Development Approval was not required. Please note that this is not a Low Impact Facility under the *Telecommunications (Low-impact Facilities) Determination 2018*. Please disregard previous notification relating to this.

For the purposes of this notification, it is agreed that the proposal will be considered as a small cell installation exempt from Development Approval. Therefore, this notification has been prepared by following the requirements of Section 5.2 of the Mobile Phone Base Station Deployment Code C564:2020.

You can provide us with your feedback about this proposal by letter, email or by calling the contact number outlined below. We'll accept comments on the proposal until **Friday 26th May 2023**.

We're investing in a better network and we'll soon get on with improving Telstra mobile coverage in this area with this proposed Telstra Small Cell. In the meantime, if you've got any questions, we can answer them. You can get in touch with us either via phone 0429 235 501 or email steven.bishop@downergroup.com.

Yours sincerely

A handwritten signature in black ink, appearing to be 'S. Bishop'.

Steven Bishop
Senior Town Planner - Wireless
Downer

Attachments:

1. ARPANSA EME Report



Telstra Limited ACN 086 174 781
Downer EDI Limited ABN 97 003 872 848



Frequently Asked Questions

What is a Small Cell?	A Small Cell is a low-powered, mini base station designed to provide mobile phone and data coverage to an area of 100-400m. The equipment is of a much smaller scale than a regular base station. This Telstra Small Cell facility will deliver fast 4G speeds, and enhanced capacity and connectivity.
Where is it being installed?	Location is at Opalton Road OPALTON QLD 4735, (Lat/Long GDA94: -23.25313°, 142.77572°). 
What equipment is being installed and how big will it be?	• Install 1 x new 20.4 metre monopole (overall height including antenna to be approximately 21.6m). • Install 1 x new L700 small cell antenna measuring approx. 1m in length on top of monopole. • Install 1 x new equipment cabinet • Install 1 x 1800mm satellite dish antenna on new 2.8m pole on the ground. • Install 15 x solar panels inclined at a 38 degree angle. • Install other associated ancillary equipment.
What technology will be on the Telstra Small Cell?	Telstra Small Cells use the same safe and well-tested 4G technology as Telstra's other mobile sites. This Telstra Small Cell will provide 4G.
What is the applicable regulatory framework to install a Small Cell facility?	Telstra proposes to install a Small Cell facility in accordance with the requirements of Section 5 of the Mobile Phone Base Station Deployment Code C564:2020. This notification is provided under section 5.2 of the Deployment Code. This is based on an exemption by Local Council from requiring development approval.
Does it require Council approval?	As agreed with Council's planning department, this facility has been granted exemption from Local Government approval and community notification is being undertaken in accordance with Section 5.2 of Mobile Phone Base Station Deployment Code C564:2020 .
Does it comply with Australian Standards for	Yes. The facility will comply with Australian government regulations in relation to emission of electromagnetic energy (EME), this specifically being Australian Standard Radiation Protection Series

Telstra Limited ACN 066 174 781
Downer EDI Limited ABN 97 003 872 848



Electromagnetic Energy (EME)?	S-1 Standard for Limiting Exposure to Radiofrequency Fields – 100 kHz to 300 GHz published by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) in 2021. The proposed infrastructure will be in compliance with the ACMA EME regulatory arrangements. A copy of the ARPANSA EME Report is attached.
How can I find out where the base stations are in my area?	A database of all existing and proposed mobile phone base stations in Australia is available to the public at www.rfnsa.com.au
Where can I find out more information?	Support information about mobile phone base stations, the Mobile Base Station Deployment Code (C564:2020), your rights, health, and low impact facilities, is available from this website: https://www.commsalliance.com.au/popular-links/mobile-phone-tower-information Site specific information can be found at: www.rfnsa.com.au/4735023
How can I provide feedback on the proposal or find out more information?	Name: Steven Bishop Address: Level 10, 567 Collins Street, Melbourne, VIC 3000 Email: community.consult@downergroup.com Phone: 0429 235 501 Comments Closing date: Friday 26th May 2023

Telstra Limited ACN 086 174 781
Downer EDI Limited ABN 97 003 872 848

Environmental EME Report for Small Cells

Location Opalton Road,
OPALTON QLD 4735
(see photo)

Date 24/04/2023

RFNSA No. 4735023



How does this report work?

This report provides a summary of levels of radiofrequency (RF) electromagnetic energy (EME) around the small cell base station at Opalton Road, OPALTON QLD 4735. These levels have been calculated by Downer Group using methodology developed by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA).

A document describing how to interpret this report is available at ARPANSA's website:

[A Guide to the Environmental Report.](#)

A snapshot of calculated EME at street level

There are currently no existing radio systems for this site.

The maximum EME level calculated for the **proposed** changes at 1.5m above ground is

0.02%

out of 100% of the public exposure limit, 23 m from the location.

Radio systems at the site

Existing transmitting equipment is listed under the existing configuration.

Proposed includes the final configuration after modifications are complete.

Carrier	Existing		Proposed	
	Systems	Configuration	Systems	Configuration
Telstra			4G	LTE700 (proposed)

Calculated EME levels at other areas of interest

This table contains calculations of the maximum EME levels at selected areas of interest, identified with regard to the consultation requirements of the [Communications Alliance Ltd Deployment Code C564:2020](#) or other means. Calculations are performed over the indicated height range and include the proposed radio systems for this site.

Maximum cumulative EME level for the proposed configuration

Location	Height range	Percentage of the public exposure limit
No locations identified		

Case number: CPL-131-22-09717
SPID: 131

29 May 2023

Chief Executive Officer
Winton Shire Council
PO Box 288
WINTON QLD 4735

Dear Mr Bruhn



Queensland
Government

Department of
Regional Development,
Manufacturing and Water

*Kirby, please
have them update
their database.*

Drinking Water Quality Management Plan Amendment Application – Information Notice for the Decision

I refer to Winton Shire Council's application to the Director-General of the Department of Regional Development, Manufacturing and Water (the regulator) for approval of its amended Drinking Water Quality Management Plan (DWQMP), which was received by Water Supply Regulation, Water Operations and Systems on 30 August 2022, in the approved form.

I advise that the regulator has considered the application and has decided to approve Winton Shire Council's amended DWQMP, version 10, received 16 February 2023, with conditions. This version of the DWQMP is now deemed to be the approved DWQMP for Winton Shire Council.

Enclosed is the *Information Notice for the decision* (this notice), given under subsection 99(1)(b), pursuant to subsection 100(3) of the *Water Supply (Safety and Reliability) Act 2008*, which gives effect to this approval. Please make particular note of conditions 7.8 to 7.12 of this notice, which requires Winton Shire Council to better manage the microbial risk in its drinking water network. Council must:

- By 30 June 2023, update its DWQMP verification monitoring program to reflect the implementation of weekly E. coli and Total Coliform verification monitoring and then apply to the regulator, under section 99A of the Act, for approval of that amended plan;
- By 1 September 2023, commence pseudomonas spp., salmonella, campylobacter spp. and Heterotrophic Plate Count (HPC) monitoring on a quarterly basis and consequently, update Council's DWQMP verification monitoring program and water quality data following the DWQMP's next regular review;
- By 12 January 2024, develop operational procedures for bore and reservoir inspections and for testing and inspecting backflow prevention devices in the reticulation network and also, notify the regulator, in writing, that these procedures have been documented and implemented;
- By 1 July 2024, undertake a robust risk assessment of the risk associated with backflow from customer properties and following the DWQMP's next regular review, amend Council's DWQMP to including the outcomes of this risk assessment;
- By 1 July 2024, ensure that the Winton water tower is thoroughly cleansed and relined and following Council's DWQMP's next regular review that the DWQMP's Risk Management Improvement Plan (RMIP) is updated to reflect this action.

Please note the regulator considers Council has assumed full liability for all unacceptable risks associated with not having adequate microbial barriers in its drinking water reticulation network, particularly noting the recommendations in its self-commissioned report "Winton Microbial Risk Assessment Report 2022", which includes chlorination of its reticulated drinking water and the risk posed by contaminated water backflowing into its reticulation network from customer connections/private water storages.

1 William Street Brisbane
Brisbane QLD 4000
GPO Box 2247 Brisbane
Queensland 4001 Australia
Telephone +61 7 3199 7225

Please note that Winton Shire Council may apply for a review of the decision within 30 business days after the day you are given this notice (see section 12.0 of this notice).

If you have any related enquiries, please contact Renee Henry by telephone on 3199 7225 or by email to: drinkingwater.reporting@rdmw.qld.gov.au.

Yours sincerely



Ted Aldred

**Manager, Water Supply Regulation
Water Operations and Systems
Department of Regional Development, Manufacturing and Water
Delegate of the regulator
under the *Water Supply (Safety and Reliability) Act 2008***

Cc: Charles Dyer, Asset Manager

Water Operations and Systems**INFORMATION NOTICE**

Water Supply (Safety and Reliability) Act 2008
(Section 99, subsection (1)(b))



Queensland
Government

Department of
Regional Development,
Manufacturing and Water

1.0 Citation

- 1.1 This notice, dated 29 May 2023, may be cited as the Information Notice for the Decision to approve an amendment of the Winton Shire Council's approved Drinking Water Quality Management Plan.

2.0 Power to give notice

- 2.1 This notice is given under subsection 99(1)(b), pursuant to subsection 100(3) of the *Water Supply (Safety and Reliability) Act 2008* (the Act).

3.0 Reference to service provider

- 3.1 A reference to service provider in this notice is a reference to the drinking water service provider specified in section 3.2 of this notice.

- 3.2 This notice is given to:

Winton Shire Council
75 Vindex Street
WINTON QLD 4735

who may be referred to in the remainder of this notice as 'you' and 'your', as applicable

4.0 Reason for Notice

- 4.1 Pursuant to section 100 of the Act, if a drinking water service provider proposes to amend the provider's approved Drinking Water Quality Management Plan, referred to in the remainder of this notice as the DWQMP or the plan and the amendment is not an amendment mentioned in section 99A of the Act, the drinking water service provider must apply to the regulator for approval of the proposed amended plan.
- 4.2 Subsection 100(3) provides that subsections 95(2) and (3) and sections 96 to 99 apply to the application and the proposed amended DWQMP, as if a reference in the sections to the DWQMP was a reference to the amended DWQMP.
- 4.3 Pursuant to section 98 of the Act, the Director-General of the Department of Regional Development, Manufacturing and Water (the regulator) must consider and decide to approve or refuse to approve an amendment of an approved DWQMP lodged by a service provider under section 100 of the Act.
- 4.4 Subsection 99(1)(b) provides that the regulator may approve a DWQMP with conditions.
- 4.5 If the regulator, under subsection 99(1)(b) of the Act, approves a DWQMP with conditions, the regulator must give the service provider an information notice for the decision.

5.0 Scheme details

- 5.1 This notice applies to your drinking water service, which includes the following drinking water supply scheme:
- Winton Water Supply Scheme

6.0 Decision made

- 6.1 On 15 May 2023, the delegate of the regulator decided under section 98 of the Act, to approve the amended DWQMP, version 10, as submitted by you, on 30 August 2022, with the conditions stated in this notice.
- 6.2 The decision was made having regard to the DWQMP detailed in your DWQMP amendment application form, received on 30 August 2022, including changes to the sections:
- Registered service details;
 - Details of infrastructure for providing the service;
 - Identify hazards and hazardous events;
 - Information gathering – water quality and catchment characteristics;
 - Assessment of risks;
 - Risk management measures;
 - Operation and maintenance procedures;
 - Management of incidents and emergencies;
 - Risk management improvement program;
 - Operational monitoring;
 - Verification monitoring;
- 6.3 The approved amended DWQMP includes all the documents and information submitted to the regulator under sections 95 and 96 of the Act, as a component of the amendment application made on 30 August 2022 including:
- Winton Shire Council DWQMP, version 10.

7.0 Conditions of approval for the plan

- 7.1 The following definitions apply to conditions of your approved DWQMP:

'water quality criteria' means the water quality criteria for drinking water, as defined in Schedule 3 of the Act and a health guideline value provided in the most current version of the Australian Drinking Water Guidelines (ADWG).

'an incident' is the detection of *Escherichia coli* (E.coli), an ADWG parameter or radioactivity that does not comply with the water quality criteria or a pathogen, i.e. a disease-causing microorganism (e.g. bacteria, viruses and protozoa).

'an event' is anything that has happened or is likely to imminently happen in your drinking water service, which you cannot manage under your approved DWQMP and/or which may adversely impact public health. An event includes, but not limited to:

- the detection of a parameter that has an aesthetic guideline value, but used as an indicator or a surrogate of other hazards (for example, turbidity), or
- the detection of a parameter that has no guideline value in ADWG, which may adversely impact public health (for example, chlorate),
- failure to undertake the water quality testing described in the DWQMP or missing data, for example, laboratory errors, where rescheduling cannot demonstrate the required frequency,
- an operational situation, which requires a response to ensure safety and continuity of supply and which is not managed by an operational procedure and/or detailed in the DWQMP.

'manage under your approved DWQMP' means the hazard and/or a hazardous event is identified in the DWQMP and can be managed to an acceptable level of risk, i.e., the hazard and/or a hazardous event:

- is identified in the risk assessment and has existing preventive measures documented in the DWQMP to achieve an acceptable risk level; and

- has corrective actions documented in the DWQMP to comply with the water quality criteria, or below an 'interim' health guideline value, where applicable; or
- can be managed by an operational procedure or as described in the DWQMP.

'immediately' means without reasonable delay, but no later than on the same day you became aware of the incident or event.

'as soon as practicable' means –

- for the initial notification – within 24 hours after you immediately notified the regulator of the incident or event, but no later than the close of business the next business day; and
- for the investigation report – within five (5) business days after completing your investigation of the incident or event, which includes identifying the root cause and the actions proposed to prevent or minimise the likelihood of a recurrence of the incident or event.

'circumstances' means a description of the incident or event, which may include the possible cause of the incident or event, the assessed potential of the event to adversely impact public health, any relevant water quality sampling or testing conducted or proposed and any corrective action(s) taken or proposed.

- 7.2 If, due to your verification or other monitoring activity, which includes a research program or another entity's monitoring activity, you become aware of an incident in your drinking water service, you must, unless you have a reasonable excuse, immediately notify the regulator of the circumstances and follow up that initial notification by giving the regulator written notice in the approved form, as soon as practicable.
- 7.3 When you become aware an event in your drinking water service, you must, unless you have a reasonable excuse, immediately notify the regulator of the circumstances and follow up that initial notification by giving written notice in the approved form, as soon as practicable.
- 7.4 You must give the regulator an investigation report, using the approved notice form, as soon as practicable. This notice must identify the cause of the incident or event and include the outcomes of your investigation, the actions taken to remedy the incident or event and any actions proposed to prevent or minimise the likelihood of a recurrence of the incident or event.
- 7.5 You may seek the regulator's formal acknowledgement for your research activities, by submitting the Research Project Notification form to the regulator.
- Where you are operating under a research activity that has been formally acknowledged by the regulator, detections of parameters arising from this research activity must be reported as detailed in the regulator's formal acknowledgement.
- 7.6 The next regular review of your approved DWQMP, to ensure the DWQMP remains accurate and relevant to the drinking water service you provide, must be conducted by **1 July 2024 and at the intervals specified in section 8 of this notice.**
- This review must be conducted in accordance with the regulatory guidelines made by the regulator for conducting a regular review of a DWQMP.
- 7.7 The next audit of your approved DWQMP must be conducted by **30 June 2026 and at the intervals specified in section 8 of this notice.**
- This audit must be conducted in accordance with section 108 of the Act and the regulatory guidelines made by the regulator for undertaking an audit of a DWQMP and preparing audit reports.
- 7.8 By 30 June 2023, you must update your DWQMP verification monitoring program to reflect the implementation of weekly E. coli and Total Coliform verification monitoring and then apply to the regulator, under section 99A of the Act, for approval of that amended plan.
- 7.9 By 1 September 2023, you must commence pseudomonas spp., salmonella, campylobacter spp. and Heterotrophic Plate Count (HPC) monitoring on a quarterly basis and following your DWQMP's next regular review, consequently update your DWQMP verification monitoring program and water quality data.

- 7.10 By 12 January 2024, develop operational procedures for bore and reservoir inspections and for testing and inspecting backflow prevention devices in the reticulation network and notify the regulator, in writing, that these procedures have been documented and implemented. Consequently, your DWQMP must be updated to reflect this action following its next regular review, due to be completed by 1 July 2024.
- 7.11 By 1 July 2024, undertake a robust risk assessment of the risks associated with backflow from customer properties and following the DWQMP's next regular review, amend your DWQMP to include the outcomes of this risk assessment. Your so amended DWQMP must also document the actions and preventive measures required to mitigate the risk to an acceptable risk level.
- 7.12 By 1 July 2024, ensure the Winton water tower is thoroughly cleansed and relined and following Council's DWQMP's next regular review that its DWQMP's risk assessment and Risk Management Improvement Plan (RMIP) are updated to reflect this action.
- Risk W23 in your currently approved DWQMP's risk assessment and the comments provided with the hydrocarbon data demonstrates that the reservoir has been in place for 50 years and low-level detections of a suite of hydrocarbons have occurred in the stored drinking water supply. Also, recent photographs of your water tower's interior have shown significant accumulation of organic matter and material degradation, which could potentially, adversely impact drinking water safety.
- 7.13 The State of Queensland accepts no liability for any financial outlay you incur by implementing and complying with your approved DWQMP and the conditions of the plan.

8.0 Intervals for DWQMP reviews and audits under the Act

- 8.1 Regular reviews of your approved DWQMP must be conducted every **one (1)** year. The interval of **one (1)** year is considered reasonable to ensure your approved DWQMP remains relevant and appropriate to manage all likely hazards associated with your drinking water service.
- 8.2 Audits of your approved DWQMP must be conducted every **four (4)** years. The purpose of this audit is to verify data accuracy, assess compliance with the DWQMP and its relevance to your drinking water service. The interval of **four (4)** years is considered reasonable to demonstrate your implementation of and compliance with your approved DWQMP.

9.0 Evidential material on which findings of fact were based

- 9.1 The delegate of the regulator in making the decision mentioned in section 6.0 'Decision Made' above had regard to the following material:
- *Water Supply (Safety and Reliability) Act 2008*;
 - *Water Supply (Regulator) Delegation (No. 1) 2023*;
 - *Public Health Regulation 2018*;
 - *Drinking Water Quality Management Plan Guidelines*, November 2018;
 - *Australian Drinking Water Guidelines 2011*, Version 3.8 Updated September 2022;
 - Your DWQMP Amendment Application received by the regulator on 30 August 2022;
 - Your amended DWQMP version 7 received by the regulator on 30 August 2022;
 - Information Requirement Notice issued to you on 21 November 2022;
 - Your amended DWQMP version 10 received by the regulator on 16 February 2023, in response to the Information Requirement Notice;
 - Correspondence between the regulator and you about this application;
 - Winton Shire Council Audit Report, received by the regulator on 20 June 2022;
 - Winton Microbial Risk Assessment Report, dated 4 July 2022, undertaken by Bligh Tanner.

Page 4 of 6

10.0 Findings on material questions of fact

10.1 The delegate of the regulator in making the decision mentioned in section 6.0 'Decision Made' above, made the following findings of fact:

- You have an approved DWQMP, in accordance with section 95 of the Act;
- You amended your approved DWQMP and applied for approval of this amended plan on 30 August 2022;
- You amended the sections of your approved DWQMP, as indicated in your amendment application form;
- You reviewed and amended your current approved DWQMP as a result of the Compliance Notice issued by the regulator on 26 May 2022 and pursuant to section 100 of the Act.
- You further amended your DWQMP in response to the Information Requirement Notice and submitted to the regulation on 16 February 2022.

11.0 Reasons for the decision

11.1 The delegate of the regulator made the decision for the following reasons:

- You amended your approved DWQMP and submitted a bona-fide amendment application to the regulator on 30 August 2022;
- Your DWQMP, version 10, as received on 30 August 2022; did not meet the requirements of the Act and relevant guidelines for the drinking water schemes addressed and an IRN was issued on 21 November 2022;
- You further amended your DWQMP and gave a copy of this amended DWQMP to the regulator on 16 February 2023, in response to the IRN. This amended DWQMP did not fully meet the requirements of the Act, namely subsections 95(3)(d), (f) and (g), but can be relatively quickly modified to ensure it is adequate and meets the requirements of the Act, notably in connection with improving microbial hazard controls in the drinking water network.
- Your DWQMP, version 10, is much improved and refusing this application would not provide any benefits, in regard to you ensuring your drinking water supply is continually safe. Applying the conditions stated above now also provides the regulator legislative opportunity to ensure your relevant compliance with the Act.
- This decision does not contravene and is consistent with the *Human Rights Act 2019*.

12.0 Internal review of decision

12.1 Subsections 512(1) and 512(2)(b) of the Act provide that a person who has been given an information notice by the regulator may apply for an internal review of the decision in the notice.

12.2 An internal review application must be:

- in the approved form (WSR004 - Internal review of decision application) which can be obtained at www.rdmw.qld.gov.au/water or from our local departmental office;
- accompanied by a statement of the grounds, on which the applicant seeks review of the decision;
- supported by sufficient information to enable the reviewer to make a decision; and
- made to the regulator by email sent to: drinkingwater.reporting@rdmw.qld.gov.au or posted to the address below, within 30 business days after the day you are given this information notice.

Director, Water Supply Regulation
Water Operations and Systems
Department of Regional Development, Manufacturing and Water
GPO Box 2247
Brisbane Qld 4001

- 12.3 Making an internal review application does not delay the person's obligation to comply with the notice. A person who has been given an information notice by the regulator under the Act may apply to a court with jurisdiction for a stay of the decision.
- 12.4 The latest version of the Act is available at www.legislation.qld.gov.au and detailing the review and appeal rights in Chapter 7. This process may not be the only right of review and you are encouraged to seek legal advice.

This notice is given on Monday, the 29th day of May 2023.



Ted Aldred

**Delegate of the regulator
under the *Water Supply (Safety and Reliability) Act 2008*
Manager Water Supply Regulation
Water Operations and Systems
Department of Regional Development, Manufacturing and Water**



Office of
Industrial Relations

Department of Education

15 May 2023

Dear Chief Executive Officer,

As you may be aware, each year in accordance with the *Holidays Act 1983* local governments are invited to request special holidays to be observed during the following year for districts in their area.

If you wish to request special holidays to be observed during 2024 for districts in your local government area, please complete the attached request form and submit via email to info@oir.qld.gov.au by no later than **Friday, 3 July 2023**.

A local council requested special holiday is a public holiday only if it is in respect of an agricultural, horticultural or industrial show. Under federal industrial relations legislation, on a public holiday employees are, without loss of ordinary pay, entitled to be absent from work or refuse to work in reasonable circumstances. Employees who work on a public holiday are entitled to penalty rates in accordance with their award or agreement.

A special holiday for any other reason is not a public holiday but is a bank holiday only and under the *Trading (Allowable Hours) Act 1990*, is only a holiday for banks and insurance offices and under a directive of the *Public Service Act 2008*, a holiday for public service employees unless otherwise determined by a chief executive.

Upon receiving Ministerial approval, the holidays will be published in the Queensland Government Gazette. Confirmation of the approved special holidays together with a link to the Queensland Government Gazette will be emailed to your office.

Should you require further information regarding this process, please contact Ms Patricia Faulkner, Office of Industrial Relations on (07) 3406 9845 or email patricia.faulkner@oir.qld.gov.au.

Yours sincerely

A J (Tony) James
Assistant Director-General
Office of Industrial Relations

1 William Street Brisbane
Queensland 4000 Australia
GPO Box 69 Brisbane
Queensland 4001 Australia
Telephone 13 QGOV (13 74 68)
WorkSafe +61 7 3247 4711
Website www.worksafe.qld.gov.au
www.business.qld.gov.au
ABN 94 496 188 983



Queensland Government

Office of Industrial Relations

FormSH - Request for special holidays

Privacy statement

The Department is collecting the information on this form to process your request for a special holiday under the *Holidays Act 1983*. Your personal information will not be disclosed without your consent except as authorised by law.

1. Applicant

This form is to be completed by the Chief Executive Officer for the Local Government to request special holidays for the upcoming year.

There are 2 types of special holidays:

Show Holiday - special holidays which are for the purpose of an agricultural, horticultural or industrial show. Show holidays are also public holidays. A show holiday can only be approved for a date which a show is being held.

Bank Holiday - bank holidays can be for significant events held within a local government area. These are not public holidays.

For enquiries regarding special holiday requests telephone (07)3406 9854.

Local Government

Chief Executive Officer

Postal Address

City

State

QLD

Postcode

Holiday requests

Date	District the holiday is to apply to	Reason / Name of holiday	Show / Bank

2. Declaration of applicant

I declare that I am the Chief Executive Officer for the Local Government named in this application and that I am authorised to submit this request.

First name

Surname

Email

Signature

Date signed:

Note: Acknowledgement must be made before the form can be submitted.



CM
EM Committee

Corfield Race Club
Po Box 333
Winton, Qld 4735
07 4741 7441
0437 557 441
corfieldraceclub.sponsorship@gmail.com
01-05-23

Dear CEO –Winton Shire Council,

Re – Sponsorship of the Corfield Races

Firstly, my apologies for not getting our Corfield Races Sponsorship thankyou letter out sooner. We are waiting for our sponsor thankyou gift to arrive, which got held up due to a few reasons, mainly that we got busy after the races and ordered it a bit later than usual and then with all the other holdups in the world at the moment it has taken longer than usual to be delivered. As soon as it arrives, we will get them out.

Thank you very much for your support of the 2022 Corfield races. It was another very successful race meeting at Corfield. As what seems to be becoming the norm in country racing these days, we were limited to how many horses we could start by the number of jockeys available. We had 8 jockeys and are able to start 12 horses. We ended up with 12 trainers and started 42 horses over 6 races. The last few years we have held a 5-race program but we were lucky enough to pick up an extra race due to the Hughenden races getting washed out a few weeks earlier and we ran a 6-race program, which was very well accepted. Because of this the club has decided to hold a 6-race program again this year and fully fund the 6th race ourselves. We have also retained the \$100 Jockey incentive given to each jockey that gets a ride and we are now paying all unplaced horses \$100. By doing this we are hoping to attract more horses and jockeys to our race meeting and therefore it will make for a better day's racing for everyone.

As has been the case over the years, the fashions were very well supported and is a highlight of our race day. Also, the golf was as popular as ever and there was plenty of action in the bookies ring and bar, and Food for U did a great job in dining room and food van. We held the meet and greet up at the pub again after several years of having it down at track. The calcutta was well supported and Tyson played some entertaining music which made for a great night.

With a lot of time and effort being put into our track, events and facilities each year it is extremely rewarding to see these results.

This year we will have the usual attractions of Fashions on the Field, Nearest the Pin golf, Rick Gough Music, Calcutta, kid's entertainment, great food, cold beer and top shelf horse racing.

We have had a few busy years working on improvements to our venue and have replaced the jockeys' room with a state-of-the-art facility, replaced the men's and ladies' toilets and shower block, installed the new judges stand, built a new portable catwalk for the Fashions on the Field judging, and other smaller improvements. We are in the process of upgrading the fences around the saddling enclosure and stables. None of this would be possible without the outstanding support we receive from our exceptional sponsors and volunteers.

Our goal is to give our sponsors as much coverage for their sponsorship as possible and we feel that the individual signs with the sponsors logo or name in full colour, displayed in the bar and eating area works well. These signs have proved very popular with our sponsors as it puts all of our sponsors in full view of our patrons who visit this venue, not only on race day, but at all other activities held at the venue throughout the year. We also thank and promote our sponsors in our race book and on our social media sites. Although, we feel the best way for our sponsors to get a return for their sponsorship is to be at the races in person to mingle and meet with the patrons. Sponsorship can be given in money, product or both, as some of our sponsors do.

Sponsors are also given the option of joining the club as financial members. If you would like to take up this offer, let the club know and we will put you up as a member at the next meeting and send you an invoice. We have two levels of membership – yearly membership is \$11 Inc GST and whole of life membership is \$110 inc gst. A big thank you to all those who have taken up membership.

After a positive response, the club will be running the 100's board at \$100 per ticket again this year. First prize will be \$3000, second \$1500 & third \$500. All the money raised goes into improving the facilities at the race track. Tickets are available by contacting Alex Brodie on 4741 7148, alex.brodie1952@gmail.com or Facebook messenger. Thank you very much for your previous support.

The Club thanks you for your previous support and will be extremely appreciative if you are able to support our races as a sponsor for the 2023 race meeting.

A representative will be in contact with you in the next couple of weeks or alternatively you can contact me by phone, mail or email to let me know of your decision.

Yours sincerely

*John Whitehead
Sponsorship coordinator
Corfield Race Club*

“See you at the Real Corfield Cup”





Major Sponsor - \$1650 and above inc. gst

Naming rights to a major part of the day eg, a race, golf comp, fashions of the field, race book sponsor, free entry sponsor, music sponsor, kids' entertainment, etc.

Large sign in bar area, Major Sponsor area and eating area

Logo put in a prominent part of flier

Logo on front or back page of race book

Sponsor receives a thank you gift

Special mention in advertising

Drinks and meal package on race day

Banner can be hung on running rail

Sponsors get thanked on our social media sites

Gold sponsors - \$1100 - \$1650 inc. gst

Sponsor sign in bar and eating area

Logo in a prominent position in the race book

Sponsor logo goes on the flier

Sponsor receives a thank you gift

Drinks and meal package on race day

Banner can be hung on running rail

Sponsors get thanked on our social media sites

Silver sponsors \$550 - \$1100 inc. gst

Sponsor logo goes on the flier

Sign in the bar area

Sponsor logo in the race book

Sponsor banners can be hung on the fences

Sponsor receives a thank you gift

Sponsors get thanked on our social media sites

Bronze sponsors \$275 - \$550 inc. gst

Sponsor gets their name on the flier and in race book

Sign in bar area

Sponsor receives a thank you gift

Sponsors get thanked on our social media sites

Race day sponsors under \$275 inc. gst

Sponsor gets their name printed in the race book

Sponsors get thanked on our social media sites





“Thanks for your support”

Queensland Reconstruction Authority

Progress Payment Certificate

Recipient Winton Shire Council
 Date 15/05/2023
 Event Year 2020-2021

QRA submission number	Description	Project funding amount (incl trigger point)	Estimated final cost	Maximum progress payment amount	Total payments to date	Trigger point	Total expenditure to date	Total expenditure recommended to date	Expenditure not recommended	Payment for milestone 2		
										Drawdown on grant advice	RCTI payment	Total payment amount
WSC.0029.2021F.REC	Reconstruction of Essential Public Assets - Western Queensland Thunderstorms, 21 - 30 December 2020 - 2020 Western Queensland Thunderstorms December	\$3,747,209.14	\$3,616,066.49	\$3,254,459.84	\$2,267,163.00	\$17,318.00	\$3,093,493.61	\$3,000,452.37	\$75,690.24		\$733,289.37	\$733,289.37
TOTAL		\$3,747,209.14	\$3,616,066.49	\$3,254,459.84	\$2,267,163.00	\$17,318.00	\$3,093,493.61	\$3,000,452.37	\$75,690.24		\$733,289.37	\$733,289.37

NOTES

1. All amounts in the body of the above table are GST exclusive
2. Payments will be grossed up for GST
3. Expenditure not recommended is deduction for expenditure not supported by ledgers

Please quote: CTS 09394/23
Contact officer: Elizabeth Gehde
Contact phone: 0407 643 356



30 May 2023

Department of
Tourism, Innovation and Sport

Mr Dirk Dowling
Chief Executive Officer
Winton Shire Council
dirkd@winton.qld.gov.au

Dear Mr Dowling

I write to advise the Brisbane 2032 Olympic and Paralympic Games (Brisbane 2032) Legacy consultation paper and survey is now open for public feedback until Sunday, 25 June 2023. Further details can be located at www.qld.gov.au/about/brisbane2032.

Hosting Brisbane 2032 will create a lasting legacy for our community, economy and environment in the lead up to the Games and the 10 years after.

The Brisbane 2032 Legacy Plan is currently being developed in collaboration with all Games Delivery Partners – the Queensland Government, Australian Government, Brisbane City Council, Sunshine Coast Council, City of Gold Coast, Council of Mayors South East Queensland, Australian Olympic Committee, Paralympics Australia and the Brisbane 2032 Organising Committee. It will set a strategic vision for the legacy outcomes we want to achieve as a city, state, nation and Oceania region.

Elevate 2042: The Brisbane 2032 Legacy Consultation Paper summarises the nearly 14 000 legacy ideas that have been shared to date through the Hopes and Dreams survey, stakeholder engagement and the recent Brisbane 2032 Legacy Forum in March. These ideas, gathered from people across Queensland, Australia, Oceania and beyond, have been used to help create the draft vision and themes that will form the basis of the Legacy Plan.

We now want to hear from as many Queenslanders as possible during this consultation phase to ensure the themes, focus areas and the vision accurately describe the communities' expectations on what can be achieved by 2042 because we hosted the Games. I encourage you to promote participation in the survey across your council's communication channels.

If your officers require any further information or would like an engagement toolkit sent to a nominated representative to assist with promotion, please have them contact Ms Elizabeth Gehde, Director, Brisbane 2032 Legacy, Department of Tourism, Innovation and Sport on 0407 643 356 or by email at elizabeth.gehde@dtis.qld.gov.au.

Yours sincerely

Andrew Hopper
Director-General

Level 34, 1 William Street
BRISBANE QLD 4000
PO Box 15168
CITY EAST QLD 4002

Telephone +61 7 3333 5122
Website www.dtis.qld.gov.au
ABN 83 481 966 722 (Tourism and Innovation)
ABN 49 536 543 548 (Sport and Recreation)

16 LATE CORRESPONDENCE

17 OFFICERS REPORTS TO COUNCIL

17.1 COMMUNITY AND ECONOMIC DEVELOPMENT

File Number: 160814

Attachments: Nil

Meeting Date: 15 June 2023

RECOMMENDATION

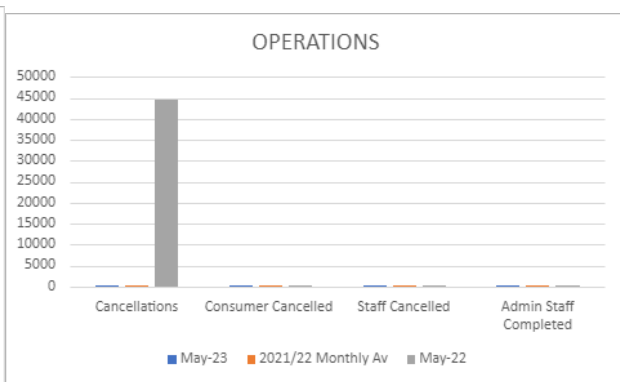
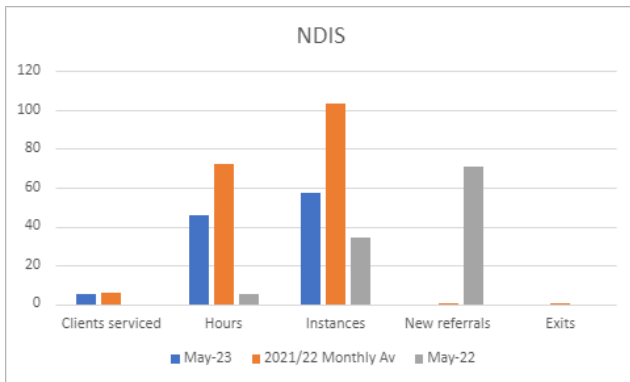
That the Community and Economic Development Report be received.

REPORT

COMMUNITY CARE REPORT

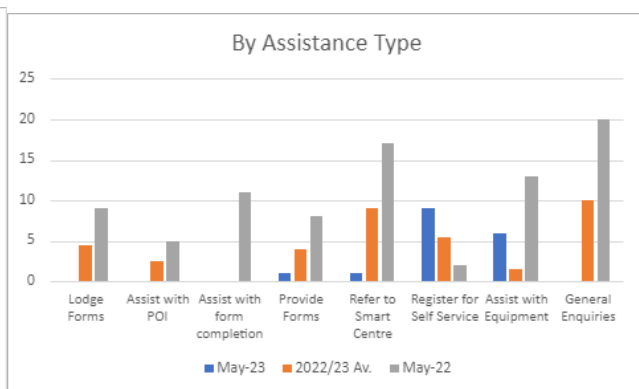
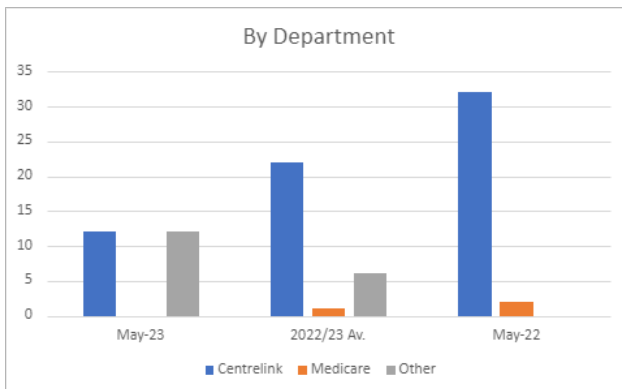
- Met with Funding Arrangement Manager
- Met with (COTA) Council of the Ageing
- Attended the Community Consultation Forum
- Staff member has been trained in medication assist
- Manager attended webinar on Digital Transformation Tech Talk | Department of Health and Aged Care
- Manager attended webinar on reforming in-home aged care update
- Had a virtual update on the Safety & Quality Management System
- Completed Quarterly Financial Report for HCP





COMMUNITY WELFARE SERVICES

Centrelink Agent



COMMUNITY INDIVIDUAL SUPPORT

Domestic Violence Afternoon Tea

Run Against Violence co-founder Kirrily Dear spoke to the public about how she started the campaign Run Against Violence and how popular it has become over the years. This campaign raises money that goes toward The Lovebites Program, this program is teaching children about successful and safe relationships. The money raised is to make sure there are facilitators trained to deliver the successful relationship program across the nation and beyond.

Community Swag Trailer

The Swag Trailer is finished, the artwork on the trailer is very distinctive with our very own icons that will promote Winton while it's being used. The trailer looks excellent which was funded by the Stronger Communities Program.

Gym Update

Waiting on new system for community members to enter the gym, which will have security cameras and a new fob system that will be programmed to a computer system. The WHAT Committee had an AGM and a new committee has been appointed and they are very excited.

NAIDOC Week

Preparations have begun for the delivery of NAIDOC Week. Winton Shire Council are partnering with Charleville Western Area Aboriginal & Torres Strait Islanders Community Health Limited to deliver NAIDOC celebrations at the Winton Bowls Club.

Talking Tent

Resources have been sourced for the Talking Tent at the Show, this is where the Neighbourhood Centre can promote programs that are delivered to the community. Community Members will also be able to update their information in the Community Directory.

YOUTH, SPORT AND RECREATION

Gather the Girls:

An event was organised at the Lost Poet for teenage girls to chat and discuss topics relevant to them; to voice their concerns, thoughts, dreams, and ask questions or advice without judgment in a safe and confidential place. This event was set in collaboration with the Outback Futures team and staff from the Winton State School.

The Yoga Partnership:

The community can now access free online yoga sessions through Zoom led by experts focusing on all age groups and practicing healthy live fitness sessions for body and mindfulness.

MOVE IT NQ Program:

The community can choose and participate in a variety of sports being offered to keep them fit and healthy. The programs have been carefully planned keeping in mind the needs of both adults and kids.



FAMILY SUPPORT

Playgroup

Playgroup is ongoing and has been well received with parents and children. Lots of play for the children and its lovely for the parents to engage with others.

Dance

Dance is weekly via zoom and face to face classes are held once a month. Different genre of dance has been added to the classes.

Walk Safely to School Day

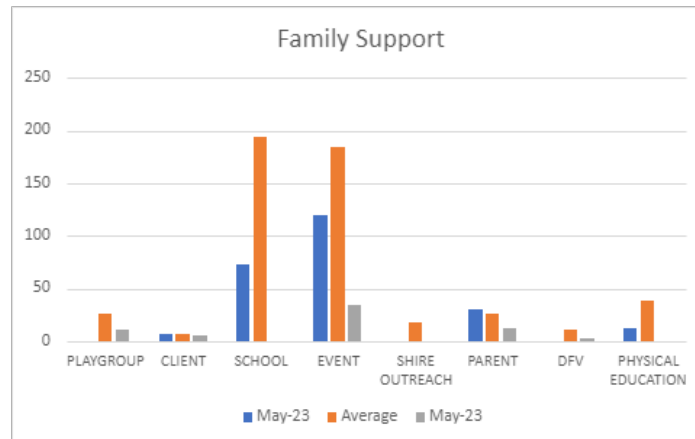
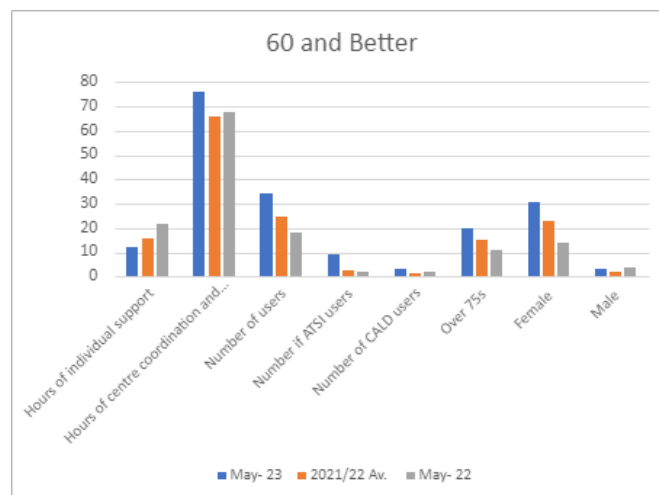
A breakfast was held at the park for the children to come along and they were given a safety talk about crossing roads, pedestrian crossings and riding a bike safely.

Wind in the Willows

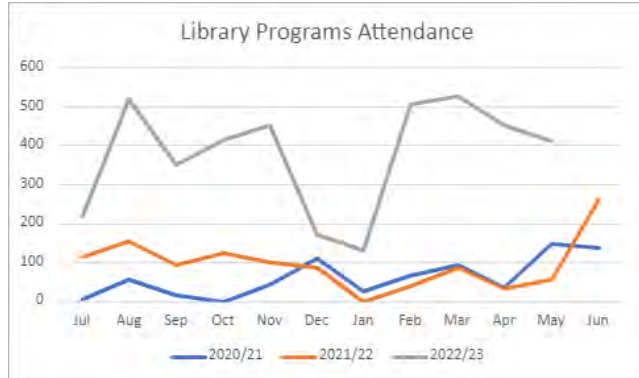
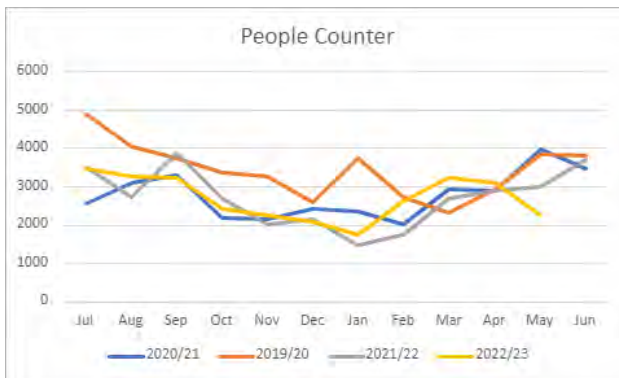
This performance was held at the Winton Shire Hall with children from both schools, parents with young children. The children enjoyed this performance that was put on by RAVA Productions.

Corfield Outreach

Family Support Officer and Youth Sport and Rec Officer travelled to Corfield on Monday for a student engagement with the children from Rural Properties, it was a fun day but with few children being sick we didn't get as many. Another visit for June has been scheduled.

**60 AND BETTER****LIBRARY**

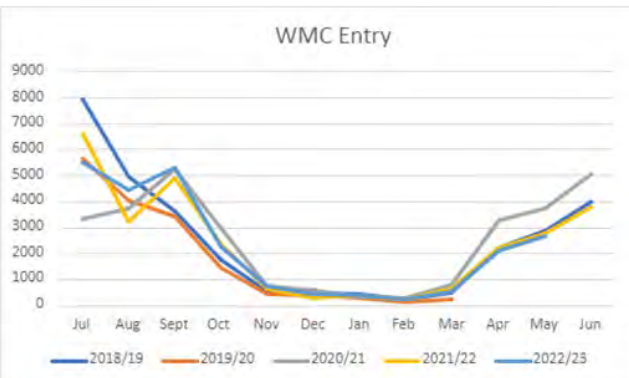
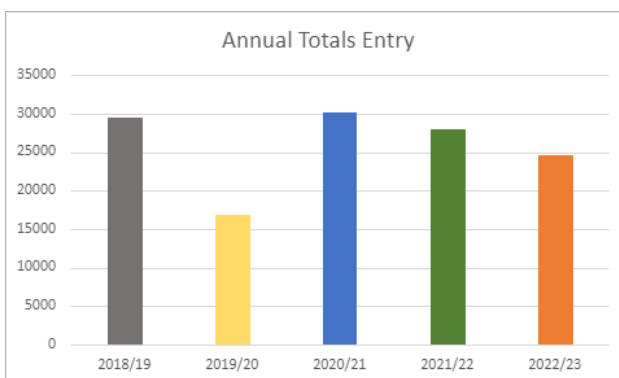
- Library Closure – new floor coverings have now been laid. Staff members continue to shelve and re-organise library.
- Statistics will reflect the library closure.
- Suggest clearer signage for Toilets at rear of Library and the Free WI-FI in main street precinct – Outback Telegraph



TOURISM, ECONOMIC DEVELOPMENT AND THE ARTS

WALTZING MATILDA CENTRE

- WMC entry for May 2023 – 2236
- Walk-ins for information, May 2023 – 441
- Visitor numbers are down slightly by 19% compared to May 2022
- Notification received to advise Winton is a finalist in the Top Tourism Town Awards, 25% of the judging consists of voting by the public. Huge effort by staff by way of flyers & social media to gather votes. Judging will take place 9th June in Brisbane
- Annual event for Festival of Outback Opera occurred during May. This year an inaugural Long Lunch took place at Waltzing Matilda Centre. Great opportunity to showcase this amazing museum



OUTBACK REGIONAL GALLERY

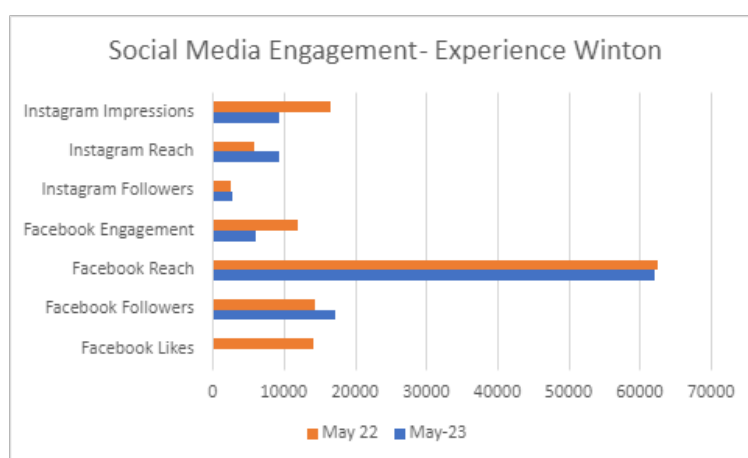
The ongoing partnership with The John Villiers Trust continues to generate positive impact for the museum and community, and for the trusts strategic goals to support children and youth in rural,

regional, and remote Queensland communities. With the support of the Trust, young people in our community have opportunity to access quality and inclusive professional development programmes for career development and wellbeing. The partnership increases audiences and visibility for both our museum and the Trust through online media. The value of this project is visible through statistics, industry partners and by feedback measured through comments.

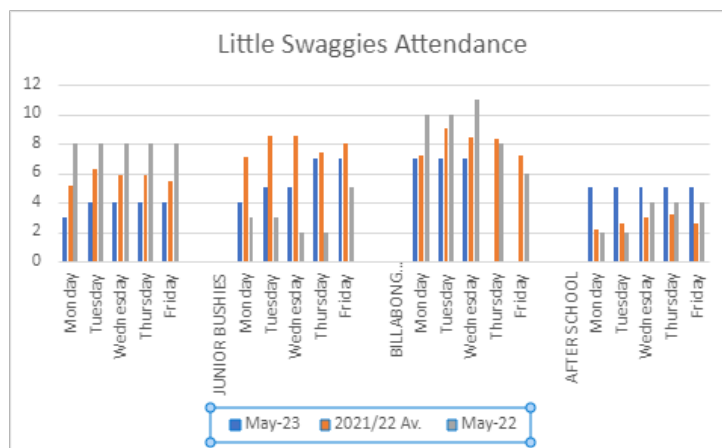
A weekend drawing workshop facilitated by visiting guest artist Ray Coffey was attended by 5 people on 6th and 7th May and generously sponsored by The John Villiers Trust. Participants developed visual arts skills and techniques increased concentration, accuracy, and confidence to execute realistic portraits.

Exhibition 'On Paper: Prints from the Outdoor Gallery, Outback Way' inaugural exhibition opened to the public on Friday 12 May and will continue to 2 July.

SOCIAL MEDIA ENGAGEMENT – EXPERIENCE WINTON



LIBRARY



SHOWGROUNDS

Stock Movement

Date	Horse / Cattle	From	To	Number
18/05/2023	Horse	Moura	Alice Springs	7
02/06/2023	Horse	Longreach	Winton	4

TOTAL	11
--------------	-----------

Maintenance / upgrades

- Ablution block repaired.
- New rainwater tanks at stables.
- Bar and grandstand lights repaired.
- New fencing commenced around stables.

Events

DATE	EVENT	HIRER
<i>4/5 June</i>	<i>Winton Show</i>	<i>Winton Ag Show Society</i>
<i>22 July</i>	<i>Winton Camel Races</i>	<i>Winton Camel Races</i>
<i>29/30 July</i>	<i>Winton – Longreach Endurance Ride</i>	<i>CWA</i>
<i>1 Sept.</i>	<i>Scooterville</i>	<i>Radschool Charity Ride</i>
<i>16 Sept.</i>	<i>Winton Races</i>	<i>NGTC</i>
<i>20-24 Sept.</i>	<i>Outback Festival</i>	<i>Outback Festival Committee</i>
<i>15 Oct.</i>	<i>Shitbox Rally</i>	<i>Cancer Council Charity Ride</i>

17.2 CHIEF EXECUTIVE OFFICER**File Number:** 160818

Attachments:

1. 1. Capital works as at 06 June 2023.pdf
2. 2. RandE Discrepancies as at May 2023.pdf
3. 3. Balance Sheet as at May 2023.pdf
4. 5. Investment report for May 2023.pdf
5. 6. RandE 2023 May summary.pdf
6. 7. one page RandE 2023 May summary.pdf

Meeting Date: 15 June 2023**RECOMMENDATION**

That Chief Executive officer's information Report be received.

That the Financial Report be received.

REPORT

CEO Report 19 April - 16 June 2023		
DATE	TYPE	PARTIES
19/05/2023	Meeting	Corporate Services Communication Meetings
	Morning Tea	Governor's Morning Tea
	Meeting	Closing Meeting with Auditors
	Meeting	EBA Strategy Meeting with Senior Leadership Team
	Meeting	CEO + Finance Manager and Pacifica
22/05/2023	Meeting	CEO + Governance Officer (Consultant)
	Meeting	Senior Leadership Team Meeting
23/05/2023	Meeting	CEO + DOCED + Motorsports Committee
	Training	First aid Training
24/05/2023	Meeting	Procurement Policy Workshop
	Meeting	Budget Workshop Senior Leadership Team
25/05/2023	Meeting	Budget Workshop Senior Leadership Team
26/05/2023	Meeting	Budget Workshop Councillors
	Meeting	Tourism Officer and Ecotourism Officer presenting - Ecotourism Program briefing.
	Community	Corfield Community Visit
29/05/2023	Meeting	Senior Leadership Team Meeting

	Meeting	EBA Strategy Meeting
	Meeting	Water Agreements - CEO + RATES + Rural Lands Officer + DOW
	Meeting	CEO + Rates Officer – State Penalties Enforcement Registry (SPER) Offences Codes
30/05/2023	Meeting	CEO + Tourism Marketing Officer
	Meeting	CEO and Town Planner
	Meeting	WQAC CEOs Meeting re Housing Update and other matters
31/05/2023	Meeting	Interviews
1/06/2023	Meeting	CEO + ECO Tourism Officer Meeting
	Meeting	Winton Outback Festival Music Letter of Support
	Meeting	WMC Queries CEO + Tourism Services Coordinator
2/06/2023	Meeting	Workshop with Councillors
4/06/2023	Community	Opalton Community Visit
5/06/2023	Meeting	CEO + MAYOR and K&L Gates
	Meeting	Introducing the new Local Economic Opportunities Network (LEO network – State Government)
	Advisory Committee	Tourism Strategy Committee Meeting
6/06/2023	Meeting	EBA Strategy Meeting with Union Reps
	Advisory Committee	Showgrounds Committee Meeting
	Meeting	CEO's of the West (COWS) Meeting
7/06/2023	Meeting	LGAQ Data, Digital and Innovation
	Meeting	Budget Workshop Senior Leadership Team
8/06/2023	Meeting	WHS Meeting
9/06/2023	Meeting	Budget Workshop Councillors
12/06/2023	Meeting	Housing - follow up actions from the Board meeting
13/06/2023	Meeting	DIEMS Training Session and Exercise
14/06/2023	Meeting	CEO + MAYOR - Council Meeting Prep
	Meeting	WQAC Planning Meeting

1. Recruitment Update

Position	Section	Status
Group Manager Operations	Works	Closes 12 June
Cleaner – Parks and Gardens	Works	Open until filled
Executive Manager Community Services	Community Services	Candidate Commencing 5 June
Economic Development Manager	Office of the CEO	Candidate Commencing 3 July
Governance Coordinator	Office of the CEO	Candidate Commencing 12 June
Hospitality/Catering Supervisor	Economic Development	Readvertised - closes Sunday 18 June
IT Trainee	Human Resources	Closes Sunday 18 June.
WHS Officer	Human Resources	Closes Sunday 18 June
ECT – Childcare	Community Services	Open until filled
Personal Care Attendants	Community Services	Open until filled.
Children's Services Assistant	Community Services	Open until filled

Resignations: 0**Consultations 0****INFORMATION TECHNOLOGY ADMINISTRATOR (ITA)****Server and Network Upgrade**

Winton Shire Council has successfully upgraded its server and networking infrastructure. Over the past several weeks personnel have been both on site and working remotely to effectively migrate Council's essential services to the newly installed equipment. The new equipment has provided increased security for multiple factors with Council's major sites having redundant pathing to bypass areas in case of power failure. Devices set with multiple forms of redundancy in case of local equipment failure. Increased frequency of backups from every 2 hours to every 15 min.

The system is expandable from a hardware standpoint featuring both 10Gbps links between sites to provide highly efficient data transfer between sites and to allow for future technology advancements and the server hardware can have additional RAM and CPU upgrades installed if

required. This upgrade to Council's infrastructure will provide necessary resources to allow growth covering the next 5 years of operations.

Public Works requests and bookings

Winton Shire Council has been investigating the potential of software applications to enhance our service and transparency to the public. The main focus has been on integrating with a Works request solution to more closely align Council operations with the needs of the public. We are also developing an online booking system to streamline bookings of Council venues and facilities. These processes will be published to the public with information about how to utilise these methods. Council staff members will be able to assist with any questions residents might have and be able to process entries on behalf of individuals where required.

Governance Officer (currently CEO)

Work continues in preparation for the upcoming workshop with Councillors in July regarding the *Local Laws review*. Once that workshop takes place, the draft documents can then be released to the public for consultation and engagement – before being adopted and gazetted etc.

Council now has an *Authorised Officer appointed for Animal Control duties* – with further staff training to take place in coming months to ensure Council has the required capability to meet legislative and regulatory responsibilities in this area.

Council's first Internal Review Audit is taking place at the moment – the focus is on Procurement and Fuel supplies. Once completed the final Report will be shared with Council's Audit Committee.

Multiple workshops between Council and staff have now taken place for 2023/2024 Budget preparation, with further workshops to take place and community engagement to be undertaken before adoption of the new Budget and Operational Plan – now scheduled to occur in July 2023.

WORKPLACE HEALTH AND SAFETY OFFICER

Incident Description

Date	Description
26/5/23	Member of the public pressed the emergency fire alarm beside the main entrance thinking he was opening the exit door.
31/5/23	Employee moving dripper system hose while kneeling and felt a pinching sensation in upper back/lower neck

Safety Improvement Notices (Internal)

Date	Department	Details of Non-Conformance
NIL		

Prohibition, Improvement or Electrical Notices (issued by WHSQ or ESQ)

Date	Type	Description
NIL		

Notifiable Events (Incidents reported to WHSQ)

Date	Description of Notifiable Event
------	---------------------------------

Date	Description of Notifiable Event
NIL	

1. Safety Inductions

The following safety inductions were carried out in May

Area	Number
Finance	0
Parks	0
Works	1
CWCOP	0
Contractors	1

2. Consultants

There were no consultants engaged during May.

3. Workplace Health and Safety Committee

The workplace health and safety committee met on 8 June 2023. The Drug and Alcohol Policy was discussed noting that further consultation with staff relating to the staff policy had taken place in May.

The committee adopted the following policies and agreed to sending the staff policy forward to the June Council meeting for final endorsement and the Councillor Policy forward for Council discussion and endorsement if appropriate.

- WCS-WHS-POL-005 Drug and Alcohol Policy
- WSC-WHS-POL-006 Councillor Drug and Alcohol Policy

The Committee has agreed to meet at least six times in the next 12 months to get on top of outstanding matters and to ensure this important area is given the priority it needs. The CEO is to head up this Committee as Chair over the next 12 months.

The next safety committee meeting is scheduled for 9 July 2023.

4. WHS Coverage and Audit

Workplace Health and Safety is currently being covered by a temporary WHS advisor while recruitment is undertaken to fill the vacant full-time position.

The temporary WHS advisor is working through a series of Audit findings, updating a variety of forms and checklists, putting risk mitigation practices into place.

5. Infringement Notices

There were no infringement notices issued for breaches of the national heavy vehicle laws during May.

Winton Shire Council
Capital Works 22/23
as at 06 June 2023

		Actual	% of Budget	Budget	Committed	Reason / Notes
2100-4513	New Financial System	2,140	1%	238,423	105,457	Project postponed due to resourcing
2100-4527	Server & Network Renewal	162,909	54%	300,000	3,060	CYBERCX PTY LTD
3500-4501	Childcare Fencing Upgrade	224	0%	50,000	0	
3500-4502	Painting Childcare	34,401	86%	40,000	28,146	Committed costs relating to two financial years.
4000-4517	Building Works 21/22 Residential	28,323	51%	55,000	19,501	
4000-4518	Building Works 21/22 Commercial	16,943	75%	22,640	0	
4000-4819	Building Works 22/23 Residential	0	0%	200,000	85,870	
4000-4820	Building Works 22/23 Commercial	53,982	54%	100,000	3,248	
4200-4500	Masterplan for Town Streets	0	0%	50,000	0	
4205-4500	Hospital Estate Development	423,381	94%	450,000	428	
4206-4500	Industrial Estate Development	17,358	3%	650,000	18,280	
4300-4500	Jet A1 Above Ground Fuel Tank	70,590	353%	20,000	0	Detailed design being sourced carried over from previous year
4300-4503	Airport Welcome Sign	0	0%	10,000	829	
4300-4504	Airport Shoulder Stabilisation	0	0%	100,000	0	
4300-4505	Airport LED Upgrade	285,047	108%	264,108	0	Cost linked with the conduit project
4300-4506	Airport LED Conduit	0	0%	0	0	budget combined with "LED Upgrade"
4300-4507	Airport Repainting	0	0%	18,491	0	
4500-4310	Plant Purchases 21/22	184,332	51%	363,000	174,840	
4500-4311	Plant Purchases 22/23	79,282	9%	847,000	365,774	
4607-4512	Rural Reseals 21/22	6,493	2%	306,622	0	
4607-4516	Renewal of Footpaths 21/22	1,991	1%	200,000	0	
4607-4517	Town Reseals 21/22	537,912	190%	283,155	0	Order to be reallocated to individual projects.
4607-4518	Rural Reseals 22/23	8,934	3%	350,000	429,614	
4607-4519	Town Reseals 22/23	34,138	11%	300,000	236,441	
4607-4520	Showgrounds Entrance Road	114,112	38%	300,000	10,000	
4607-4521	Opalton Road	10,682	8%	135,000	6,044	
4607-4660	K&C Rehabilitation 22/23	0	0%	300,000	0	
4607-4680	Winton-Jundah Rd (ROSI Funding)	168,352	3%	5,350,000	375,999	
4608-4701	Elderslie St Landscaping (Map)	0	0%	78,414	0	
4608-4857	Cork Mail Rd (Ch46530-Ch46610)	118,434	102%	115,705	0	
4608-4858	Cork Mail Rd (Ch79830-Ch79890)	87,762	99%	88,293	0	
4608-4859	Cork Mail Rd (Ch87310-Ch87370)	87,762	98%	90,004	0	
4608-4861	School Transport Infrastructure	33,052	13%	250,000	0	
4608-4870	Rural Signage	810	1%	103,627	4,645	
4608-4871	Road/Creek Signage	0	0%	62,177	0	

Winton Shire Council
Capital Works 22/23
as at 06 June 2023

		Actual	% of Budget	Budget	Committed	Reason / Notes
4610-4507	Strategic Design Fund	0	0%	100,000	57,741	The Water & Carbon Group Pty L
4610-4570	Urban Drainage Gully	647	0%	180,000	0	
4610-4571	Hughenden Road Rest Area	25,886	13%	200,000	1,250	
4668-4500	Flood Damage 2021 Restoration	3,247,495	81%	4,000,000	248,474	Ongoing works -largest \$ is DIAMANTINA Trnspt
4670-4500	Flood Damage 2022 Emergent April	182,329	55%	330,000	79,243	
4671-4500	Flood Damage 2022 Restoration	17,542	0%	3,600,000	71,865	
5300-4500	Lawn Cemetery Extension	0	0%	25,000	0	
5401-4500	SES Shed Upgrade	0	0%	66,356	0	Quote obtained
5403-4500	Local Disaster Coordination Centre	5,034	8%	61,934	0	
5602-4505	Saleyards Scales Renewal	148,647	220%	67,431	0	
5602-4506	Saleyards New Crush/Front Yard	93,482	62%	150,000	2,001	
5800-4506	Wagon Wheels Renewal	258	0%	55,000	51,040	
5802-4505	Western Entrance Billboards	47,629	77%	62,177	0	
5950-4561	Gym Upgrade	355,869	106%	335,000	0	
5950-4570	Telstra Small Cell Opalton	0	0%	181,880	0	
5950-4653	Electrical Renewal Pump Station	107,220	99%	108,700	0	
5960-4500	Land Tenure	316,456	1758%	18,000	0	Final payment on purchase of saleyards.
6150-4500	Painting Shire Office	34,338	86%	40,000	59,311	Committed costs relating to next three financial years.
6201-4503	Unit Development	0	0%	350,000	0	
6201-4504	Council Building Solar Project	0	0%	100,000	0	
6207-4500	Youth Centre Upgrade	22,807	1%	1,643,507	50,184	
6300-4501	Library Floor/Carpet Renewal	0	0%	80,000	0	
6500-4500	Hollow Log Park Ablution Block	59,088	49%	120,000	0	Progress payment to Modua Aust
6500-4501	Winton Dog Park	53,562	71%	75,000	4,724	
6600-4500	Showgrounds Caretaker House Fence	0	0%	7,000	0	
6600-4503	Arena Power Poles Replacements	0	0%	20,000	0	
6600-4504	Showgrounds Stable Carpark	0	0%	150,000	0	
6600-4505	Showgrounds Carpark Power/Water	0	0%	50,000	0	
6600-4506	Showground Stable Carpark Fencing	3,303	5%	70,000	24,436	
6803-4500	Diamantina Gardens Electrical Upgrade	8,774	4%	200,000	8,420	
6910-4500	Rams & Ewes Ablution Block Refurbishment	0	0%	45,000	0	
7300-4513	Replace Common House Drains	27,932	140%	20,000	9,586	
7300-4516	Sewerage Treatment Renewals	408	1%	50,000	0	
7300-4517	Sewerage Pond Aerator	44	0%	20,000	1,500	
7300-4519	Upgrade Showgrounds Pump Station	150,724	502%	30,000	0	
7300-4520	Sewer Treatment Plant Refurbishment	10,878	14%	80,000	24,394	
7300-4521	Replacement Pumps for Sewer	68,694	111%	62,000	0	Sewerage pumps acquired
7400-4529	Corfield Water Upgrade	32,456	162%	20,000		

Winton Shire Council**Capital Works 22/23****as at 06 June 2023**

		Actual	% of Budget	Budget	Committed	Reason / Notes
7400-4530	Water Main Upgrades 22/23	0	0%	180,000	0	
7400-4531	Water Tower Refurbishment	5,635	7%	80,000	13,636	
7630-4500	Lark Quarry Building Painting	33,174	104%	32,000	86,995	Committed costs relating to next three financial years.
7800-4500	Enclose Shed Historical Society	0	0%	30,000	0	
		7,629,656	30%	25,187,644	2,662,976	
		LY =	62%			

Capital Works 21/22

		Actual	%	Budget	Committed	Reason / Notes
4608-4801	FWIN Flood Gauges	4,860				
4610-4581	Musical Fence Access	15,422			0	
4666-4500	Flood Damage 2020 Restoration	292,499			0	March expensed \$70K of 'G B & A' inv's
4669-4500	Flood Damage 2022 Emergent January	0			15,638	
5950-4557	Kiosk/Change Room Upgrade	48,006				
5950-4601	Shire Hall Airconditioning	239,414			7,000	Project c/fwd \ \$50K mvmt = from cmmt'd to actual
5950-4651	Showgrounds Stables	15,717			4,985	
7400-4520	Automation System Upgrade	13,800			0	ARCS Group project mgmt
		629,718			27,623	

Winton Shire Council
Discrepancies between budget and actuals
May 2023

A/c No. Account Name Actual % Budget Reason/Notes
New accounts for this period

	No new additions in this report				

Accounts previously reported on (updated with YTD amounts)

1100-1001	Rates General-Urban	419,572	101%	414,420	Minor difference between budget and actual rates levy
1100-1002	Rates General - Rural	2,738,484	100%	2,739,126	Minor difference between budget and actual rates levy
1100-1350	Mining Rates	16,446	100%	16,446	Minor difference between budget and actual rates levy
1300-2036	Paid Parental Leave Scheme	24,659	160%	15,450	Fully funded scheme.
1300-2069	Drug & Alcohol Testing	16,259	108%	15,000	Variance from early in FY, now corrected by equalisation of FY
1300-2070	Training	148,605	114%	130,000	Variance from early in FY, now corrected by equalisation of FY
1300-2073	Workers Compensation	125,830	104%	121,500	Premium paid. Includes cost of lost time to be reimbursed.
1600-1800	Bank Interest Revenue	18,089	3618%	500	Interest rate rises, budget understated
2000-1200	Subsidies- Trainees & Apprentices	93,719	234%	40,000	\$60K from DEET - exceeding budget estimate
2000-1620	Paid Parental Leave Scheme	21,012	136%	15,450	Funding for scheme.
2000-2008	Condition Assessments	39,183	78%	50,000	Variance from early in FY, now corrected by equalisation of FY
2000-2120	Audit Fees	48,698	75%	65,000	Variance from early in FY, now corrected by equalisation of FY
2000-2170	Donations	234,404	80%	292,500	Variance from early in FY, now corrected by equalisation of FY
2000-2230	Insurance Premiums Paid	466,311	128%	365,500	Premiums paid. Cost of plant insurance to be transferred out.
2000-2270	Legal Expenses General	254,699	127%	200,000	Service paid, within budget
2000-2360	Recruitment Expenses	78,868	197%	40,000	CEO & Finance MGR recruitment
2100-2180	IT Licences/Maintenance Agreements	373,059	107%	350,000	Variance from early in FY, now corrected by equalisation of FY
2200-2220	Councillor General Expenses	19,035	136%	14,000	Attendance at Bush Councils Conference.
2200-2225	LGAQ Subscription	59,042	95%	62,000	Variance from early in FY, now corrected by equalisation of FY
3200-1100	Grants-CISP	225,287	178%	126,504	Variable nature of funding occurs from budget
3200-2220	CISP Operating Expenses	51,169	140%	36,636	Service paid, within budget
3200-2221	CISP COVID One-off Expenditure	16,583	90%	18,500	Variance from early in FY, now corrected by equalisation of FY
3235-2220	General Expenses -Mental Health Fund	53,094	79%	67,000	Variance from early in FY, now corrected by equalisation of FY
3500-1100	Grants-C/Care (Sustainability Fund)	118,007	174%	68,000	Budget understated, actual receipt confirmed
3600-1100	Grants-Community Care	158,067	198%	80,000	Budget understated, actual receipt confirmed
3600-2000	Salaries Community Care	32,717	218%	15,000	Budget understated
4000-2340	Engineering Subscription	36,926	74%	50,000	Variance from early in FY, now corrected by equalisation of FY
4201-2226	Flood Gauges Maintenance	13,412	45%	30,000	Variance from early in FY, now corrected by equalisation of FY
4300-2318	Airport Certification	11,405	57%	20,000	Variance from early in FY, now corrected by equalisation of FY
4301-1246	Airport Fuel Sales	25,592	128%	20,000	Variance from early in FY, now corrected by equalisation of FY

Winton Shire Council
Discrepancies between budget and actuals
May 2023

A/c No.	Account Name	Actual	%	Budget	Reason/Notes
4301-2336	Fuel Purchases	11,322	---	0	Stores issued Aug 2022 - currently in review for support -WM
4400-2500	Interest on Loan - Depot	49,817	100%	49,817	Timing difference - corrected in November
4606-1100	Grant-Commonwealth: Road	673,503	158%	425,250	Actual funding marginal increase exceeding budget
4637-2330	Richmond Rd Pave & Seal 2 (CN-16953)	337,343	---	0	Project carried forward from 2021-22.
5000-2268	Willie Mar Site	11,842	99%	12,000	Variance from early in FY, now corrected by equalisation of FY
5401-1100	Grants- State Emergency Services	15,123	100%	15,100	Annual budget received in full
5600-2226	CW Pest Management Group Contribution	11,055	92%	12,000	Variance from early in FY, now corrected by equalisation of FY
5600-2631	Wild Dog Destruction- WSC labour	30,887	154%	20,000	All wages from Rural staff -being first round of baiting
5601-2225	Stockroutes Recoverable Works	5,669	---	0	Transfer to correct account required.
5601-2285	Precept-Stock Routes	14,920	75%	20,000	Variance from early in FY, now corrected by equalisation of FY
5602-2220	General Expenses-Saleyards	169,755	113%	150,000	Service paid, within budget
5602-2330	Saleyard Repairs & Maintenance	71,734	143%	50,000	Repairs & Maintenance -wages & materials purchased
5800-2653	Area Promotion Expenses	298,664	171%	175,000	Routine supplier costs paid, within budget
5800-2659	Public Celebrations	41,730	139%	30,000	Routine supplier costs paid, within budget
5800-2661	Subscription OQTA	15,326	100%	15,330	Annual membership paid.
5800-2667	Outback Highway Administration Support	25,182	97%	26,000	Variance from early in FY, now corrected by equalisation of FY
5800-2672	Griffith University	25,125	84%	30,000	Variance from early in FY, now corrected by equalisation of FY
5900-1500	Town Planning Fees	13,500	90%	15,000	Variance from early in FY, now corrected by equalisation of FY
5950-2072	Subscription RAPAD	64,059	107%	60,000	Half-yearly subscription paid.
5950-2230	NAIDOC Local Grants 2022	1,806	---	0	Fully funded project with funds received in the last financial year.
5951-1500	Fees-Town Common	55,562	139%	40,000	Variable nature of revenue
5952-2220	General Expenses - Funeral Services	53,333	89%	60,000	Variance from early in FY, now corrected by equalisation of FY
6100-1500	Fees- Hall Hire	11,738	78%	15,000	Variance from early in FY, now corrected by equalisation of FY
6201-2330	Repairs & Maintenance Council Housing	58,140	106%	55,000	Routine supplier costs paid, within budget
6600-2220	General Expenses- Showgrounds	44,282	148%	30,000	Cleaning (wages) Ergon, Fire equip inspection & purchase heart defib
6700-2220	General Expenses-Swimming Pool	190,876	159%	120,000	Routine / Seasonal supplier costs paid, within budget
6700-2222	Pool Lease	146,090	146%	100,000	First payment -in accordance with new agreement
6803-2330	R&M-Diam Gardens Pensioner Units	59,486	119%	50,000	Routine maintenance costs paid, within budget
6910-2330	Public Conveniences Repairs & Maintenance	8,339	83%	10,000	Variance from early in FY, now corrected by equalisation of FY
7400-1450	Charges - Excess Water	14,335	75%	19,000	Variance from early in FY, now corrected by equalisation of FY
7400-2276	Maintenance-Water Metres	18,654	93%	20,000	Variance from early in FY, now corrected by equalisation of FY
7400-2332	Repairs & Maintenance - Water Depot	14,154	118%	12,000	Variance from early in FY, now corrected by equalisation of FY
7800-1200	Ticket Sales	566,413	81%	700,000	Variance from early in FY, now corrected by equalisation of FY
7800-2221	Merchandise Purchases	89,417	81%	110,000	Variance from early in FY, now corrected by equalisation of FY

Winton Shire Council
Discrepancies between budget and actuals
May 2023

A/c No.	Account Name	Actual	%	Budget	Reason/Notes
7807-1200	Sales	192,771	107%	180,000	Variance from early in FY, now corrected by equalisation of FY

Note 1: 92% of year elapsed. Variances more than 107% over budget listed in this report. Items with budget less than \$10,000 excluded.

Winton Shire Council

Balance Sheet
as at 31 May 2023

31 May 2023

30 June 2022

ASSETS		282,421,516	274,346,606
Cash		21,631,828	27,099,815
Debtors		512,996	604,268
Debtors - Rates & Charges	167,494		291,132
Debtors - Rural Electricity	0		0
Debtors - Animal Control	1,156		2,117
BAS	111,632		0
Debtors - Miscellaneous	232,714		311,019
Accrued Revenue & Prepayments		0	938,257
Contract Assets		2,710,608	2,886,371
Stores & Materials		613,070	382,022
Land Bank		0	0
Capital Work in Progress		13,867,223	6,836,998
Property, Plant & Equipment		243,085,792	235,598,875
LIABILITIES		6,596,216	9,297,447
Trade & Other Payables		447,399	197,700
Accrued Expenses		637,779	2,627,370
Contract Liabilities		2,214,033	2,606,956
Provisions (A/L & LSL)		2,201,676	2,342,223
Loans		1,095,328	1,523,198
Council Depot	594,306		774,461
Swimming Pool	501,022		748,737
NET ASSETS		275,824,950	265,049,159
EQUITY		275,824,950	265,049,159
Reserves		8,100,000	8,100,000
Aged Care Development	1,000,000		1,000,000
Buildings - Commercial	200,000		200,000
Buildings - Residential	200,000		200,000
Bladensburg Dam Development	100,000		100,000
Integrated Financial System	200,000		200,000
Lagoon Development	500,000		500,000
Machinery & Plant Renewal	850,000		850,000
Pest & Animal Control	100,000		100,000
Saleyards	400,000		400,000
Sewerage Infrastructure	350,000		350,000
Shire Hall & Office Complex	250,000		250,000
Shire Roads	1,500,000		1,500,000
Showgrounds	150,000		150,000
Stockroute Development/Facilities	100,000		100,000
Streetscape Development	200,000		200,000
Water Infrastructure	500,000		500,000
Works - General	1,500,000		1,500,000
Shire Capital Account		38,229,244	38,229,244
Asset Revaluation Reserve		171,857,596	150,034,445
Current Years Surplus		-2,285,606	11,993,741
Accumulated Surplus		59,923,716	56,691,729

Winton Shire Council
Investment report
as at 31 May 2023

Current Term Deposits

Term Deposit Number	Amount Invested	Term	Maturity Date	Interest Rate	Interest Earned
22-105-6876	4,000,000	90 Days	1/06/2023	3.87%	38,170
91-051-8247	3,000,000	90 Days	13/07/2023	4.00%	29,918
29-250-6600	4,000,000	90 Days	13/07/2023	4.00%	39,890
35-729-4531	3,000,000	90 Days	20/07/2023	4.00%	29,589
57-523-5542	2,500,000	90 Days	26/08/2023	4.25%	26,199
77-329-6296	2,000,000	90 Days	27/08/2023	4.25%	20,959
	18,500,000				184,725

Accounts closed during 2022-23

Term Deposit Number	Amount Invested	Closure Date
87-684-4013	1,000,000	30/09/2022
95-537-4961	2,000,000	3/01/2023
33-169-9821	3,000,000	2/02/2023
57-523-3454	2,500,000	28/02/2023

All term deposits are held with National Australia Bank.

Winton Shire Council
Revenue and Expenditure Report
May 2023

NANCE		Revenue			Expenses			Surplus / (Deficiency)		
		31 May 2023	%	Budget	31 May 2023	%	Budget	31 May 2023	%	Budget
00-0002	Rates & Charges	2,728,702.46	101%	2,710,636	0.00	---	0	2,728,702.46	101%	2,710,636
00-0002	Financial Assistance Grant - Gener	1,485,952.00	119%	1,247,355	0.00	---	0	1,485,952.00	119%	1,247,355
00-0002	Financial Transactions - Oncosts	0.00	---	0	15,206.58	14%	105,814	-15,206.58	>999	-105,814
00-0002	Debt Management	-906.41	125%	-728	-934.80	100%	-935	28.39	14%	207
00-0002	Cash/Bank Account	371,566.92	118%	313,591	0.00	---	0	371,566.92	118%	313,591
		4,585,314.97	107%	4,270,854	14,271.78	>999%	104,879	4,571,043.19	110%	4,165,975

ADMINISTRATION

00-0002	General Administration	157,346.82	93%	169,876	2,853,324.19	89%	3,215,890	-2,695,977.37	89%	-3,046,014
00-0002	IT & Social Media Services	0.00	---	0	488,751.23	97%	503,908	-488,751.23	97%	-503,908
00-0002	Councillors	0.00	---	0	454,651.05	85%	533,245	-454,651.05	85%	-533,245
00-0002	Human Resources	0.00	---	0	241,421.14	93%	260,000	-241,421.14	93%	-260,000
00-0002	Workplace Health & Safety	0.00	---	0	112,200.07	84%	133,950	-112,200.07	84%	-133,950
		157,346.82	93%	169,876	4,150,347.68	89%	4,646,993	-3,993,000.86	89%	-4,477,117

ELFARE

00-0002	Community Services	0.00	---	0	335,525.75	92%	365,138	-335,525.75	92%	-365,138
00-0002	Sport & Rec Coordinator	10,000.00	100%	10,000	48,977.69	88%	55,708	-38,977.69	85%	-45,708
50-0002	GYM	9,815.96	245%	4,000	521.19	26%	2,000	9,294.77	465%	2,000
00-0002	Community & Individual Support Pr	228,605.18	100%	228,242	150,684.04	72%	210,142	77,921.14	431%	18,100
10-0002	Family Support Program	110,876.83	84%	131,284	129,984.38	95%	137,305	-19,107.55	---	-6,021
20-0002	Youth Development Officer	11,420.00	25%	45,680	44,246.08	92%	47,852	-32,826.08	1511%	-2,172
30-0002	Community Development	0.00	#DIV/0!	0	44,930.41	75%	59,802	-44,930.41	75%	-59,802
35-0002	Mental Health Funding	0.00	---	0	53,093.59	79%	67,000	-53,093.59	79%	-67,000
00-0002	Community Options	421,575.88	83%	507,000	290,723.40	42%	698,675	130,852.48	-68%	-191,675
00-0002	Community Agent	24,784.76	93%	26,676	22,630.58	80%	28,334	2,154.18	-130%	-1,658
00-0002	Childcare	430,709.38	82%	523,000	648,574.26	93%	697,162	-217,864.88	125%	-174,162
00-0002	Community Care Packages	158,919.60	129%	123,168	181,614.74	89%	205,202	-22,695.14	28%	-82,034
50-0002	NDIS Program	34,754.25	111%	31,258	35,768.04	89%	39,999	-1,013.79	12%	-8,741
00-0002	60 & Better Program	63,532.96	104%	61,102	80,955.55	88%	91,904	-17,422.59	57%	-30,802
		1,504,995	0.8898	1,691,410	2,068,229.70	0.7642	2706223	-563,234.90	0.55501	-1,014,813

		Revenue			Expenses			Surplus / (Deficiency)		
ENGINEERING SERVICES		31 May 2023	%	Budget	31 May 2023	%	Budget	31 May 2023	%	Budget
00-0002	Engineering Services	0.00	---	0	491,570.93	105%	468,376	-491,570.93	105%	-468,376
00-0002	Town Streets	7,000.00	100%	7,000	506,050.43	96%	528,525	-499,050.43	96%	-521,525
01-0002	Shire Roads Maintenance	0.00	---	0	1,360,132.93	92%	1,474,000	-1,360,132.93	92%	-1,474,000
05-0002	Hospital Residential Estate	0.00	---	0	1,709.16	---	-10,446	-1,709.16	---	10,446
00-0002	Airports	26,642.12	113%	23,593	149,646.56	86%	173,677	-123,004.44	82%	-150,084
00-0002	Council Depot	0.00	---	0	376,245.09	95%	397,798	-376,245.09	95%	-397,798
00-0002	Plant Operation & Maintenance	3,733,068.69	89%	4,171,502	2,430,367.64	87%	2,800,567	1,302,701.05	95%	1,370,935
02-0003	RMPC	562,412.85	54%	1,048,435	427,605.11	41%	1,048,435	134,807.74	---	0
04-0003	Private Works	29,679.18	79%	37,374	47,494.15	84%	56,749	-17,814.97	---	-19,375
06-0003	Other Roads Funding	700,150.60	22%	3,120,562	1,084,728.73	---	2,186,270	-384,578.13	-41%	934,292
06-0003	Roads Depreciation	0.00	---	3,120,562	0.00	0%	2,186,270	0.00	0%	0
24-0003	State Roads Recoverable Works	5,015,751.05	86%	5,813,560	3,559,843.40	78%	4,537,576	1,455,907.65	114%	1,275,984
40-0003	Flood Damage	2,574,283.34	32%	8,094,028	0.00	---	0	2,574,283.34	32%	8,094,028
00-0002	Stores & Materials	0.00	---	0	-132.41	---	-132	132.41	---	132
		12,648,987.83	50%	25,436,616	10,435,261.72	66%	15,847,665	2,213,726.11	26%	8,654,659

ENVIRONMENTAL SERVICES

00-0002	Heritage Protection	0.00	---	0	11,842.23	125%	9,461	-11,842.23	125%	-9,461
00-0002	Health & Building Services	9,521.36	75%	12,695	22,504.09	64%	35,000	-12,982.73	58%	-22,305
00-0002	Animal Control	5,220.00	78%	6,663	3,359.30	109%	3,085	1,860.70	52%	3,578
00-0002	Cemeteries	0.00	---	0	39,005.84	99%	39,341	-39,005.84	99%	-39,341
01-0003	State Emergency Service	15,123.44	19%	81,479	5,797.61	116%	4,980	9,325.83	12%	76,499
02-0003	Fire Service Levy	3,543.04	101%	3,500	0.00	---	0	3,543.04	101%	3,500
03-0003	Disaster Management	6,102.00	88%	6,900	7,566.72	100%	7,567	-1,464.72	220%	-667
04-0003	Waste Oil Disposal	0.00	---	0	1,010.46	75%	1,347	-1,010.46	75%	-1,347
05-0003	Fire Services	0.00	---	0	415.41	17%	2,500	-415.41	17%	-2,500
00-0003	Rural Services	0.00	---	0	324,171.00	161%	201,762	-324,171.00	161%	-201,762
01-0003	Stock Routes	8,509.59	---	8,510	285,455.90	112%	253,851	-276,946.31	113%	-245,341
02-0003	Saleyards	139,319.68	111%	125,792	281,854.14	104%	269,919	-142,534.46	99%	-144,127
00-0002	Area Promotion	56,613.42	109%	52,049	640,917.65	91%	702,900	-584,304.23	90%	-650,851
00-0002	Town Planning	13,500.00	90%	15,000	53,047.36	106%	50,000	-39,547.36	113%	-35,000
50-0003	Economic Development	127,740.00	9%	1,420,744	135,265.33	114%	118,567	-7,525.33	-1%	1,302,177
51-0003	Town Common	55,562.25	81%	68,381	30,767.47	23%	135,000	24,794.78	-37%	-66,619
52-0003	Funeral Services	54,434.06	78%	70,000	53,333.22	89%	60,000	1,100.84	---	10,000
90-0003	Geothermal Energy Project	0.00	---	0	0.00	---	0	0.00	---	0
		495,188.84	26%	1,871,713	1,896,313.73	100%	1,895,280	-1,401,124.89	5945%	-23,567

		Revenue			Expenses			Surplus / (Deficiency)		
		31 May 2023	%	Budget	31 May 2023	%	Budget	31 May 2023	%	Budget
COMMUNITY & CULTURAL										
00-0002	Hall & Shire Office	11,738.19	83%	14,063	233,767.75	99%	234,981	-222,029.56	101%	-220,918
01-0003	Council Housing	26,878.00	90%	29,877	164,267.52	85%	194,264	-137,389.52	84%	-164,387
03-0003	Winton Neighbourhood Centre	10,687.33	123%	8,696	99,206.28	88%	113,375	-88,518.95	85%	-104,679
04-0003	Creative Arts	0.00	---	0	5,080.12	24%	21,124	-5,080.12	24%	-21,124
06-0003	Youth Housing	14,355.00	92%	15,549	26,681.99	72%	37,276	-12,326.99	57%	-21,727
07-0003	Youth Centre	0.00	---	0	6,751.73	71%	9,516	-6,751.73	71%	-9,516
00-0002	Library	8,042.03	87%	9,193	248,040.64	92%	269,634	-239,998.61	92%	-260,441
60-0002	RADF program	0.00	0%	22,500	13,136.90	53%	25,000	-13,136.90	525%	-2,500
70-0002	Cultural programs	0.00	---	0	18,682.95	187%	10,000	-18,682.95	187%	-10,000
00-0002	Parks & Gardens	0.00	---	0	477,365.11	92%	516,787	-477,365.11	92%	-516,787
00-0002	Showgrounds	40,059.07	267%	15,000	246,765.05	84%	294,079	-206,705.98	74%	-279,079
00-0002	Swimming Pool	0.00	---	0	577,965.07	99%	585,391	-577,965.07	99%	-585,391
01-0003	Pensioner Units - Couple	11,328.00	92%	12,272	15,004.22	72%	20,876	-3,676.22	43%	-8,604
02-0003	Pensioner Units - Pelican Lodge	4,890.96	97%	5,066	23,586.29	75%	31,589	-18,695.33	70%	-26,523
03-0003	Pensioner Units - Diamantina Gard	89,624.77	94%	95,837	305,323.96	90%	340,728	-215,699.19	88%	-244,891
00-0002	Recreation Grounds	3,072.73	75%	4,097	179,700.17	97%	185,362	-176,627.44	97%	-181,265
01-0002	Tennis Courts	0.00	---	0	0.00	#DIV/0!	0	0.00	#DIV/0!	0
02-0002	Corfield & Fitzmaurice Building	1,510.43	100%	1,510	13,844.59	98%	14,169	-12,334.16	97%	-12,659
03-0002	Film Facility	0.00	---	0	8,170.52	100%	8,192	-8,170.52	100%	-8,192
04-0002	Squash Courts	0.00	---	0	3,951.15	88%	4,474	-3,951.15	88%	-4,474
10-0002	Public Conveniences	0.00	---	0	77,429.07	94%	81,965	-77,429.07	94%	-81,965
		222,186.51	95%	233,660	2,744,721.08	92%	2,998,782	-2,522,534.57	91%	-2,765,122
UTILITIES										
00-0002	Garbage	237,668.74	100%	238,807	233,274.05	91%	256,347	4,394.69	-25%	-17,540
00-0002	Rural Electricity	0.00	---	0	0.00	---	0	0.00	---	0
00-0002	Sewerage	447,663.54	99%	451,659	337,178.59	84%	403,056	110,484.95	227%	48,603
00-0002	Water	1,131,829.22	145%	780,931	755,756.74	140%	538,435	376,072.48	<-999%	242,496
00-0002	Geothermal Plant	0.00	---	0	168.43	121%	139	-168.43	121%	-139
		1,817,161.50	123%	1,471,397	1,326,377.81	111%	1,197,977	490,783.69	179%	273,420

		Revenue			Expenses			Surplus / (Deficiency)		
		31 May 2023	%	Budget	31 May 2023	%	Budget	31 May 2023	%	Budget
TOURIST ATTRACTIONS										
20-0002	Lark Quarry- Business	0.00	---	0	3,047.91	99%	3,092			-3,092
30-0002	Lark Quarry-Maintenance	0.00	---	0	119,611.17	84%	141,887			-141,887
20-0003	Lark Quarry	0.00	---	0	122,659.08	#DIV/0!	0	-122,659.08	#DIV/0!	0
00-0002	Waltzing Matilda Centre	720,991.44	80%	905,000	1,198,448.05	82%	1,464,249	-477,456.61	85%	-559,249
05-0002	Outback Regional Gallery	35,220.62	185%	19,000	147,161.86	60%	247,000	-111,941.24	49%	-228,000
07-0002	Café & Hospitality	192,771.00	107%	180,000	294,867.44	79%	375,000	-102,096.44	52%	-195,000
		948,983.06	86%	1,104,000	1,763,136.43	85%	2,086,249	-814,153.37	72%	-1,127,228
WAY OUT WEST FEST										
20-0002	Way Out West Fest	14,890.78	---	14,890	282,001.24	94%	300,000	-267,110.46	94%	-285,110
TOTAL REVENUE & EXPENDITURE		22,395,055	62%	36,264,416	24,680,661	78%	31,784,048	-2,285,606.06	-67%	3,401,097

Note 1: 92% of year elapsed.

Winton Shire Council
Revenue and Expenditure Report
May 2023

	Revenue			Expenses			Surplus / (Deficiency)			Budget prorata to YTD	Variance on YTD Sur / Def
	31 May 2023	%	Budget	31 May 2023	%	Budget	31 May 2023	%	Budget		
NANCE	4,585,314.97	107%	4,270,854	14,271.78	>999%	104,879	4,571,043.19	110%	4,165,975	4,165,975	419,340
ADMINISTRATION	157,346.82	93%	169,876	4,150,347.68	89%	4,646,993	-3,993,000.86	89%	-4,477,117	(4,104,024)	111,023
ELFARE	1,504,995	0.8898	1,691,410	2,068,229.70	0.7642	2706223	-563,234.90	0.55501	-1,014,813	(930,245)	367,010
ENGINEERING SERVICES	12,648,987.83	50%	25,436,616	10,435,261.72	66%	15,847,665	2,213,726.11	26%	8,654,659	7,933,437	(5,719,711)
ENVIRONMENTAL SERVICES	495,188.84	26%	1,871,713	1,896,313.73	100%	1,895,280	-1,401,124.89	5945%	-23,567	(21,603)	(1,379,522)
COMMUNITY & CULTURAL	222,186.51	95%	233,660	2,744,721.08	92%	2,998,782	-2,522,534.57	91%	-2,765,122	(2,534,695)	12,161
ILITIES	1,817,161.50	123%	1,471,397	1,326,377.81	111%	1,197,977	490,783.69	179%	273,420	250,635	240,149
TURIST ATTRACTIONS	948,983.06	86%	1,104,000	1,763,136.43	85%	2,086,249	-814,153.37	72%	-1,127,228	(1,033,292)	219,139
AY OUT WEST FEST	14,890.78	---	14,890	282,001.24	94%	300,000	-267,110.46	94%	-285,110	(261,351)	(5,760)
TOTAL REVENUE & EXPENDITURE	22,395,055	62%	36,264,416	24,680,661	78%	31,784,048	-2,285,606.06	-67%	3,401,097	3,117,672	(5,403,278)

Note 1: 92% of year elapsed.

17.3 DIRECTOR OF WORKS REPORT**File Number:** 160868

Attachments:

1. Council Flood Damage Report - June.pdf
2. 2023 Works Request Register Completed
3. 2023 Works Request Register

Meeting Date: 15 June 2023[Type here](#)**REPORT****GBA ENGINEERING PROJECTS**

Category	Activity
Hughenden Winton Road (203.36-210.96km)	- Practical Completion reached on the 25th May - Job Extents are now all sealed. - Second Seal of remaining works later in the year.
WSC 2020 Flood Damage Program	- 100% complete and acquitted - Total payment to date \$7,204,953.33
WSC 2021 Flood Damage Program	- Expenditure \$3,247,495.16 - Project Funding Amount \$3,747,209.14 - Physical Complete 99% (as at 08/06/2023)
WSC 2022 Flood Damage Program	- Project Funding Amount \$11,917,094.35 - Physical Complete 0%
WSC 2023 Flood Damage Program	- Submission Target end of June (on track) - Anticipate Award September-October
Richmond – Winton Road Pave & Seal (125.08-127.78km)	- Drainage, RCBC's, Gravel, Procured. - TMR have requested variation to alter Olio Fairview Intersection by removing and replacing existing grid on eastern leg to facilitate the realignment.
RMPC	- \$390,918.24 claimed to date in Schedule 1 activities. On track to expend allocation by end of financial year. - 5km of Gravel Re sheet (Chainage 125-130km) Richmond Road has commenced - Gravel Supply Contract awarded to Q Crush.
Winton Industrial Estate	- Hydrology/Hydraulic Impact Assessment complete for DA - Design complete - Traffic Impact Assessment Complete - Lodging response to State Assessment and Referral Agency in coming days
Winton Jundah Pave and Seal	- Mount Isa to Rockhampton Corridor Upgrade - Winton-Jundah Road Progressive Sealing project (IMS ID: 117890-21QLD-RSN) is in the QLD Schedule - PPR was received by the Federal Government and is currently being assessed - Cultural Heritage has been completed (September 2022) for stages 1 & 2. - Gravel Crushing contract awarded to Champion Contracting.

	- Gravel Crushing to be finished by 30th June 2023. - GBA are preparing PPR reports for future stages
Cork Mail Concrete Floodway's	- Works Complete in November 2022
Winton Youth Centre	- Pad Construction underway, approximately 25% physical complete - Tender Documents will be ready week ending 16/06/23 - Site classification planned to be undertaken by GBA on completion of earthworks PAD construction and passed onto tenderers.
Diamantina Garden Electrical Upgrade	- Currently out to Market
Winton Jundah Road Bridge Inspection	- Structural Inspection undertaken early December by Pitt & Sherry. - Recommendation report has been drafted with recommendations. - Initial indications are that the bridge should be programmed in for planned replacement by Council. - It has also recommended quarterly inspections until the structure is replaced. - If replacement of culvert is not likely within 2-5 years, there a number of recommended repairs which has estimated costs provided in the report.
Winton Musical Fence Carpark	- Drafted concept drawing provided by GBA to Council for Comment
Winton Showgrounds Fencing & Parking	- Drafted concept drawing provided by GBA to Council for Comment
Winton Property Location Signage	- Scope of Works has been prepared - Procurement to begin first quarter 2023 - GBA has procured quotes from suppliers to supply and delivery Creek Name Signs. Procurement to begin late March 2023. - GBA is in process of procuring signs for Rural Property Signs. Recommendation Report to be submit for April Council meeting. - GBA to prepare works program for Council crew to effectively install signs. Installation is depending on council crew availability.
Opalton Rd Safety Upgrade	- Construction underway
Cork Street Rehabilitation	- Sealed 26/05/23
Winton Reseals	- Works beginning 10/06/2023

PARKS AND GARDENS

Public Parks.

- During the month of May the Parks & Facilities team continued to maintain all parks and garden areas on a weekly basis.

Show Grounds.

- The Showgrounds lawns and gardens have been maintained on a as needed basis.

Recreational Grounds.

- The Recreational Grounds precinct was mowed and whipper snipped weekly. The main oval was mowed weekly.

Swimming Pool.

- The swimming pool lawns have been mowed weekly and the gardens have been done when needed.

Street sweeping.

- The street sweeper has been cleaning gutter around town when required.

Vegetation and Vermin Control.

- Weed control continued against unwanted vegetation on footpaths and other open areas. These areas are continuously being poisoned and mowed.

Winton Aerodrome.

- Normal twice weekly inspections were carried out.

Undertaking and Cemetery.

- The Cemetery lawns and gardens have been mowed and hedged when needed. There has been one funeral this month.

Special projects.

- N/A

Animal Control.

- One roaming dog was impounded and later released back to owners. A second dog was found on the Kennedy Development Rd west of town and was handed to Council. The dog was then looked after by Council staff for two weeks. After no owner claimed the dog and rehoming was unsuccessful the decision was made to have the animal euthanised.

Refuse Collection.

- The town garbage collection is continuing as scheduled.

- **STOCKROUTES**

Water facilities

- The water facilities have been thoroughly checked around the shire, with the biosecurity officer beginning to make a map the driving routes to all water points
- 3 new pumps were bought for Aspley ridge, Britchers Creek, and Kalkadoon
- Vindex tank has formed a split which could cost up to \$30,000 to replace the tank
- Solar panels at the Grove shorted out and had to be replaced
- More AgBots have arrived and are waiting to be set up and installed, while Kalkadoons' Agbot has been installed and is waiting for the satellite connection. Diagnostics may need to be run.

Weeds

- Weed mapping has continued and there are plans to work on the weeds in the Winton common in the upcoming months.
- Some problem weed species were published in the June rural lands newsletter
- The stock routes teams has begun working on the Winton common to pest weed management plan to reduce the Parkinsona populations.
- A request for all the galvanised burrs on the common to be poisoned was received and declined - which a report is in the process of being written up for.

Baiting

- 50kg of dog meat has been made up and 179kg of pig baits have been made up
- RSM worked with the Wild Dog Coordinator to arrange the next financial years budget.
- A QDOG meeting in Longreach was held where issues regarding wild dog baiting and cluster fencing was raised. It was discussed that QDOG would like to work with the Winton Shire Council to organise a field day in Winton to encourage landholders to learn about wild dog management strategies.
- The Wild dog claim forms must be reviewed as currently any funding opportunities for management strategies is limited due to lack of collection data. This will need a stricter policy regarding GPS locations and evidence for future bounty claims.

Biosecurity

- The biosecurity officer has attended a drone workshop to get an indication of how drones could be used within the stock routes team.

Common / reserves / routes

- Excellent grass coverage
- Pest weed species have grown in population within the Winton common which will require management.
- The drover has travelled through to Longreach shire with a total of 3000 head of cattle.
- Approximately 40 large wieners were placed on the field despite the RSM's recommendations. The existing regulations for the field do not include any provisions to prevent such actions. Consequently, the mothers of the livestock are experiencing distress, which could potentially lead to an animal welfare issue.

Saleyards

- General maintenance has been conducted and the yards have been cleaned out.
- Sale yards had the ACO audit and so far there have been no information passed through to Council on the results

Data and statistics			
	Spelling	Weighing	Total
Current Month	4,400	2,692	7,092
Current Year (2023)	9,345	5,680	15,025
EU current month			
EU Current Year (2023)			
Total normal + EU			15,025

Common Muster Report**Date: April 2023****Stock Routes Managers****1. Introduction**

This report provides a detailed overview of the delayed start of the cattle muster and the associated reasons. It also discusses how people were notified about the revised date and highlights the key aspects of the muster day, including both positive aspects and areas requiring improvement. Additionally, major issues that arose during the process are identified for further consideration.

2. The Delayed Start

The original date set for the cattle muster was March 25th and 26th, 2023. However, several factors were not considered when this date was determined. Firstly, wet weather conditions prevailed in the area, making it challenging to conduct the muster effectively. Secondly, one common user discovered that one out of 300 cattle in the common had contracted a three-day flu. This raised concerns among other common users, who were worried about the potential spread of the flu during the muster. Moreover, common users expressed concerns about the prevailing low cattle prices, prompting a discussion with the vet.

To address these concerns, the common user who had discovered the sick cattle contacted the Hughenden vet to assess the situation and request a postponement of the muster. While it is not uncommon for some of the common cattle to be sick during a muster, the Rural Services Manager (RSM) manages this usually through the muster and gets the helicopter to leave these cattle in the paddock to avoid stressing them. In this case, the RSM also flew over the common in a helicopter prior to the muster and had been monitoring the weather to ensure the muster would be safe for all people and livestock partaking in the muster.

After discussions and assessments, it was collectively decided to delay the muster for the well-being of the cattle and to mitigate financial risks. The revised date for the muster was set for April 29th and 30th, 2023, to allow sufficient time for the sick cattle to recover and ensure favourable weather conditions.

3. Advertisements and Notifications

To ensure that all common users were informed about the delayed muster, a comprehensive notification process was implemented. Ten days prior to the muster, all common users received an email notifying them of the revised date. In addition to email notifications, advertisements were placed on Facebook to reach a wider audience. Physical letters were also sent out via mail to ensure that those without email access were adequately informed. Furthermore, common users directly approached the Rural Services Manager (RSM) seeking clarification about the date, and the RSM provided verbal confirmation of the revised date to address their concerns.

4. Muster Day Proceedings

4.1 What Went Well

Several aspects of the muster day proceeded smoothly and positively:

- The cattle were successfully guided into the yards without any major issues.
- The muster witnessed good attendance, with common users or their representatives present in the yards.
- Only a small number of cattle were missed during the muster, primarily due to their hiding in trees or channels.
- Effective separation of older calves and young cattle into two distinct pens facilitated the mothering-up process.

4.2 Areas for Improvement

While the muster day was generally successful, there are a few areas that require improvement:

- Signage: Enhancements in signage within the muster area could help direct and inform common users more effectively.
- Common Policy: A review of the common policy is recommended, with a focus on removing common users who consistently create issues that hinder the smooth execution of the muster. Additionally, a standardized policy regarding the submission of evidence,

particularly photographs of calves, should be established. Photos should only be considered valid evidence if they clearly depict a calf actively sucking and being mothered up to the same cow.

- Social Media Communication: Social media feeds should adhere to an official template and maintain a concise and informative tone while providing updates and important information related to the muster.

5. Major Issues

During the cattle muster process, several significant issues were encountered, highlighting areas that require attention and resolution:

- RSM Abuse: One common user consistently displayed abusive behaviour towards the Responsible Stock Manager (RSM). This individual repeatedly engaged in disrespectful conduct, both during the muster and while being given directives on Council property. Addressing this issue is crucial to maintaining a respectful and professional working environment.
- Yard Sharing Dispute: Another issue arose when a common user expressed dissatisfaction with being instructed to share a yard with the Bovine Services Officer (BSO). This disagreement disrupted the smooth progress of the muster and created tension among participants. Implementing clear guidelines and effective communication strategies regarding yard allocations can help prevent such disputes in the future.
- Lack of Respectful Communication: In one instance, a common user responded inappropriately to the RSM's directive to remove oversized calves from the common. The individual used disrespectful language and displayed a lack of respect towards the RSM and their authority.
- Contractor Utilization: Select common users created issues within the yards during the muster. To mitigate disruptions caused by inexperienced or uncooperative participants, it is advisable to consider employing contractors with the necessary expertise to ensure the smooth running of the muster.

Addressing these major issues is critical for improving the overall effectiveness and efficiency of future cattle musters, fostering positive interactions, and maintaining a harmonious environment for all involved parties.

WATER & SEWERAGE

Sewer Pump Station

- Still in good working order, still waiting for Upgrade. No other changes to be documented.

Water Pump Stations

- Nothing to report, daily rounds completed.

Water Mains and Service

- Nothing new to report

Showgrounds

- Toilet block has been completed, Floor has been ripped up and repaired.
- Water Tanks have been transferred to showgrounds stables.
- Down pipes have been installed on stables.

General

- Failure of hot water system at Pelican Lodge, External contractor replaced the element.
- New tank was installed at the new Dog Park.
- Hollow Log toilet block is in progress and scheduled to be completed week ending 9th June 2023.

ROADS & CONSTRUCTION**Town Maintenance**

Town Street Maintenance	\$400,000 (budget)	\$400,583.44 (Spent)
Shire Roads Maintenance	\$1.4M (budget)	\$1,368,446.12 (Spent)

WORKSHOP & PLANT

PLANT #	Description of Plant	Description of Work	HOURS/KMS
124	IZUZU Sign Truck	Reassemble cylinder head, engine repairs. Complete service and replacement of battery.	68 233km
219	IZUZU Water Truck	Replaced air brake valve.	
386	John Deere Mower	Machine bush on lathe. Replace belt drive pulley.	
37	Toyota Hiace Minibus	Complete service.	97 000km
123	IZUZU Truck	Gearbox rebuild.	
383	Skid Steer Bobcat	Unseize bucket, pins fit bucket.	
388	Excavator	Hard faced bucket.	
77	Holden Colorado	Complete service, exhaust/brackets, new flashing light.	65 000km
352	Mower	Steering and drive gear replaced.	
117	HINO Truck	Replacing/swapping engine.	
532	CAT Grader	Service	
648	Genelite Generator	Replaced isolator and complete service.	
649	Genelite Generator	Complete service.	
329	Diesel pump trailer mounted	Complete service.	
92	Ford Ranger	Installed new flashing light.	
121	Rubbish Truck	Hydraulic pump line repair	
417	JCB Loader	Air filter and radiator blow out	
529	CAT Grader	Wash engine bay and remove front plates, disassemble front engine. Replace front seal and timing cover. Engine seal and transmission.	5500hrs
925	Diesel Pod	Replaced pump and hose.	
534	CAT Grader	Complete service.	
118	Hino Truck	Maintenance to brakes air supply. Repair to fix engine light.	
390	4" Water Pump	Complete service.	

533	CAT Grader	Complete service.	2523hrs
530	Multi Pac Roller	Complete service.	
662	Genelite Generator	Complete service.	
344	6" Water Pump	Complete service	

This month the workshop completed repairs on the signs truck enabling it to be back on the road and at work. The team completed their excavator ticket training to successfully hold a ticket to operate an excavator. One team member was also successful in obtaining a forklift ticket through RAPAD skilling this month. The stock routes work truck is now in the workshop undergoing a gearbox rebuild. The works HINO truck has also had an engine swap. The team repaired another hydraulic pump line fault on the rubbish truck, standing it down from work for a day. The CAT Graders have been in the workshop undergoing routine maintenance and servicing. Smaller services including the water pumps and generators have also been undertaken to remain safe and in use.

Workshop Supervisor

Winton Shire Council DRFA Financial/Construction Progress Queensland Monsoonal Flooding, 21 - 30 December 2020 (2021 Flood Damage Program)

Submission	Recommended Value
Western Queensland Thunderstorms, 21-30 December 2020	\$3.7 M

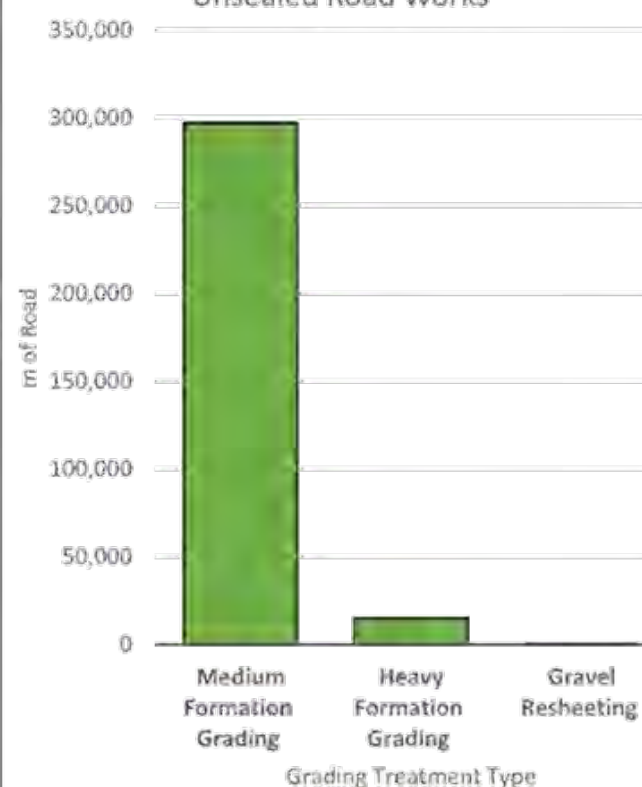
Works Complete: Road Name	Cost to Date
Amelia Access	\$ 50,471.22
Belmont Access	\$ 151,055.95
Bernborough Downs Access	\$ 13,744.93
Cork Mail Road	\$ 193,570.69
Fermoy Access	\$ 83,929.77
Hillview-Hughenden Road	\$ 963.77
Investigations & Design and Project Management	\$ 318,873.85
Jundah Cork Road	\$ 5,455.41
Olio Muttaborra Road	\$ 321,598.72
Opalton-Mayneside	\$ 38,748.82
Teviot-Leeson Road	\$ 20,892.67
Winton Jundah Road	\$ 355,976.41
Winton-Corfield Road	\$ 23,903.53
Wirribi Jundah Road	\$ 15,582.87
Wokingham Stock Route (Collingwood-Ayshire)	\$ 22,735.70
Beaully Access	\$ 11,690.03
Blairmore Access	\$ 5,656.08
Colane Access	\$ 7,445.10
Corfield Muttaborra Road	\$ 13,838.52
Corfield Richmond Road	\$ 243,355.41
Cressy Access	\$ 8,224.13
Diamantina River Road (Collingwood to Old Cork)	\$ 216,743.67
Diamantina River Road (Old Cork to Boundary)	\$ 24,354.12
ErinaghDahlia Access	\$ 2,711.54
Hutt Access	\$ 3,877.89
Lerida Stamford Road	\$ 38,637.73
Mahrigong Marita Road	\$ 4,012.54
Mayneside Road	\$ 173,876.06
Mentone Access	\$ 32,302.93
Nargon Access	\$ 12,434.94
Old Cork Road (Red Hill Road)	\$ 91,579.04
Olio-Fairview Road	\$ 6,721.23
Rossievale Access	\$ 13,694.75
Winton Knapdale Road	\$ 2,312.51
Wokingham Stock Route (Brooklyn-Anrod)	\$ 395,860.85
Woolfield Access	\$ 177,655.64

Unsealed Grading Road Works



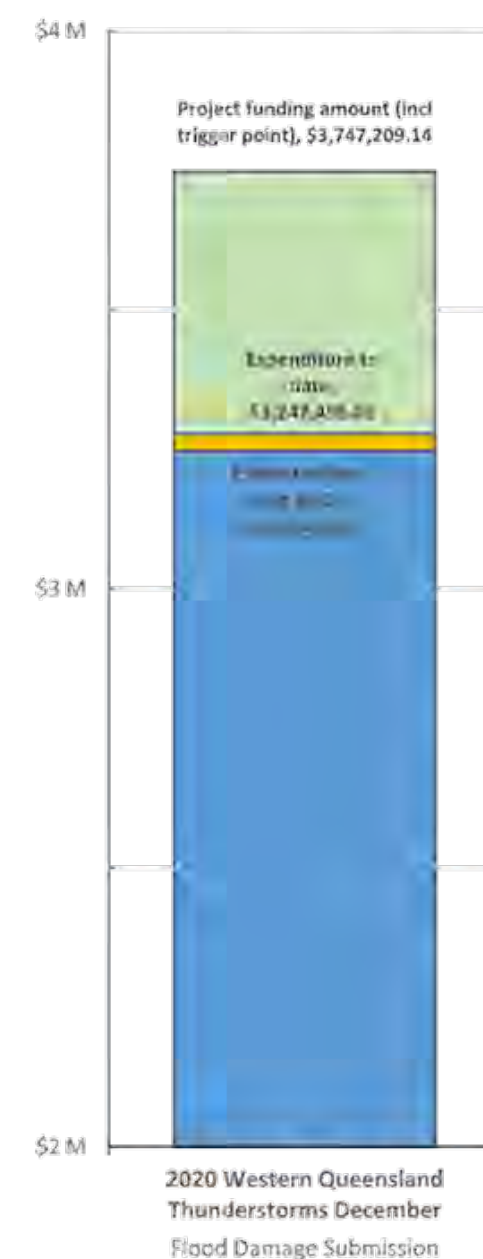
■ Works Complete ■ Works Remaining

Unsealed Road Works

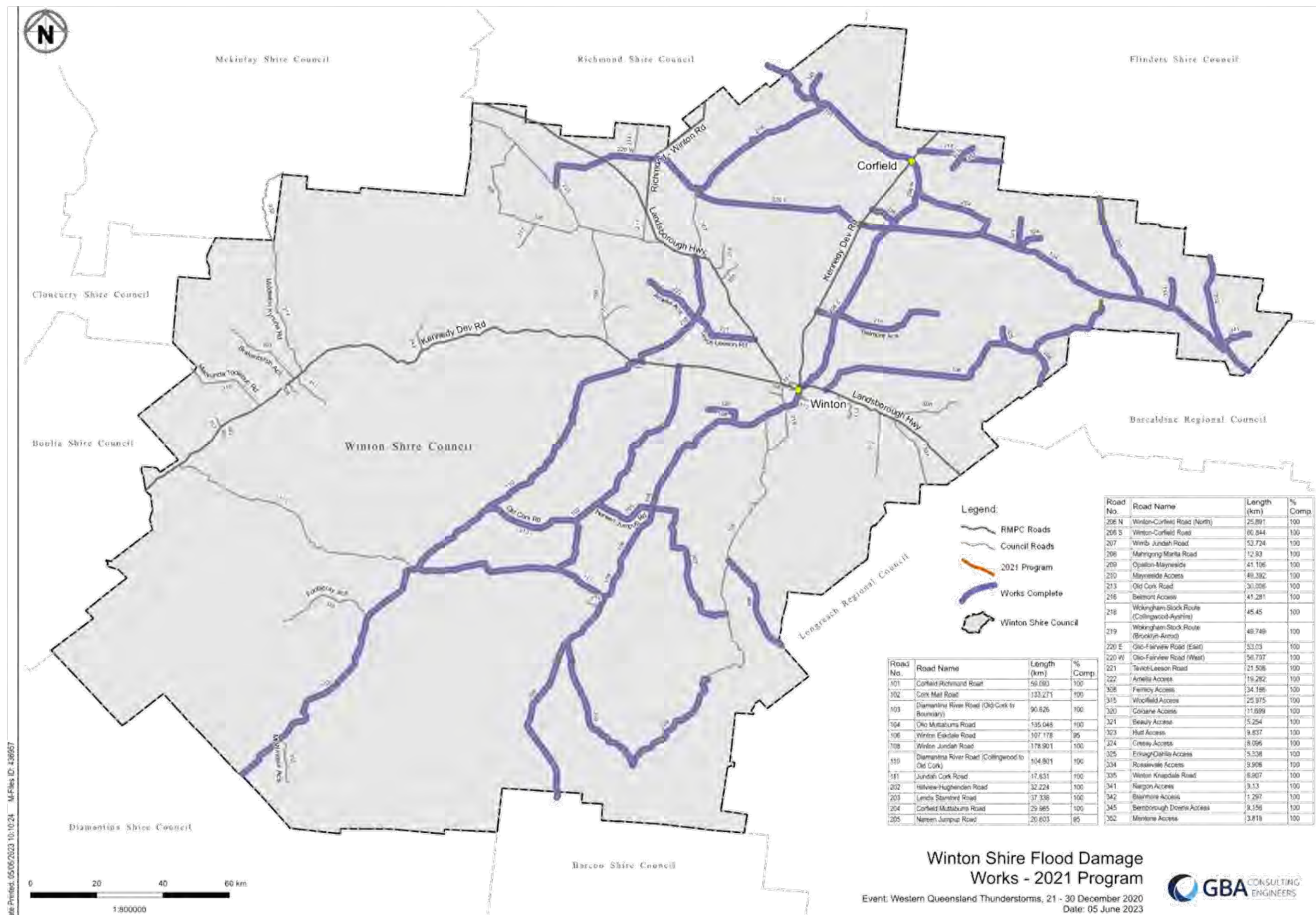


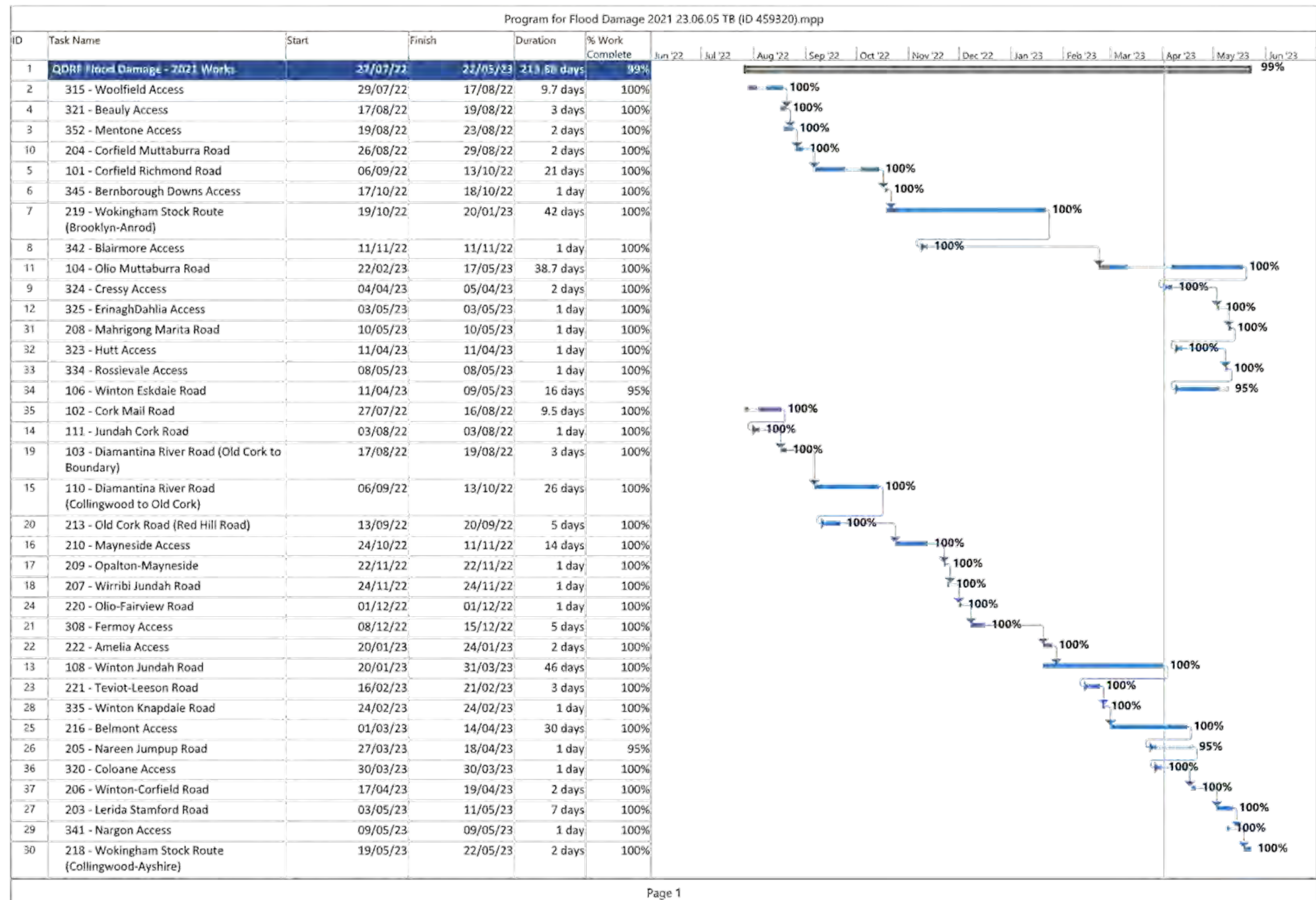
■ Total Scope ■ Progress of Scope Complete

Expenditure to Date



■ Project funding amount (incl trigger point)
■ Estimated final cost (EFC)
■ Expenditure to date





Date Received	Report No	Works Request	Date Email Forwarded	Action to rectify	Date actioned	Notes
18/04/2023	WR54	Condition of road to AAOD	19/04/2023	24/04/23 Ongoing. QRA. Slashing completed. Road ongoing.		COMPLETED
26/04/2023	SSS-3281482	Pavement damaged - 79 Vindex Street	26/04/2023	Completed as per email 09/05/23		COMPLETED
2/05/2023	WR59	Overgrown vegetation along old railway line-Sesbania and Fraser Sts	2/05/2023	18/05/2023 Response letter posted. Not council-Qld Rail		COMPLETED
12/01/2023	WR008	Complex air-conditioners need servicing.	13/02/2023			COMPLETED
12/01/2023	WR009	Residence air-conditioners need servicing.	13/02/2023			COMPLETED
12/01/2023	WR012	Lights under Granstand broken.	13/02/2023		COMPLETED	These were newly installed in 2022 and the birds have eaten through the wiring.
27/05/2023	WR68	Overgrown vegetation. Park on cnr Wilson & Chirnside Sts.	29/05/2023		COMPLETED	
3/06/2023	SSS 3392368/WR68	Overgrown vegetation- 2 Wilson St	5/06/2023		COMPLETED	
4/04/2023	WR49	Diamantina Gardens Unit 1	4/04/2023	9/04/2023 Email from CEO to ADOW, ADoCED, Buildings & Facilitor Officer to have all work rectified.	COMPLETED	
3/05/2023	WR60	Overgrown tree branches-Neighbourhood Centre	3/05/2023		COMPLETED	02/06/23 Call from Depot. Complaintee rang the Depot to ask what was happening about this complaint. Forwarded to Director of Works for action

WORKS REQUEST COMPLAINTS REGISTER 2023						
Date Received	Report No	Works Request	Date Email Forwarded	Action to rectify	Date actioned	Notes
Column1	Column2	Column3	Column6	Column8	Column9	Column10
10/01/2023	SSS 2963897	Street gutters/Storm water	17/01/2023			
30/01/2023	WR003	Clean up and fix fence at the back of Pelican Units	30/01/2023			
6/02/2023	SSS 3047027	Pavement damaged - 72 Cork St	6/02/2023			
12/01/2023	WR011	Secretary Box and Jockey Room painted.	13/02/2023	1/10/2022 Partially completed		Work was completed to repair walls in October 2022 and now need painting.
12/01/2023	WR013	Power point for hot water system in male side of new ablution block.	13/02/2023			There is an extension cord running across the toilet block to the female side.
12/01/2023	WR014	Lights in new toilet block (near pavilions) sensor not working.	13/02/2023			These have never worked properly since construction.
12/01/2023	WR015	Floor in front of urinal in toilet block (near pavilions) does not run off.	13/02/2023			Not sure if this is still under contractor liability. Believe he is aware of the issues.
12/01/2023	WR016	Floor in disabled toilet (near pavilions) does not run into the drain. It runs out the door.	13/02/2023			
12/01/2023	WR017	Pullies on shade sails need replacing.	13/02/2023			This was noticed after an event in September 2022 and a request was made at the October Showground Users Meeting.
12/01/2023	WR019	Pipes that run under the racetrack need replacing. Especially the one at the 500m mark.	13/02/2023	02/05/23 Temporary fix for the Endurance Ride then works ongoing		Old and unsafe. Needs to be fixed before the next event. Horse Races OR Camel Races.
12/01/2023	WR020	Drains around the new stables have no runoff area.	13/02/2023			
12/01/2023	WR022	Caretaker Resident fence.	13/02/2023	24/04/2023 Ongoing		This was first budgeted for in 2019, Contracted out in 2021 and materials purchased and paid for in 2022. Still yet to see the contractor.
12/01/2023	WR024	Old toilets on the southern side.	13/02/2023			These toilets were to be removed. I don't think the sewerage is hooked up. The power has been disconnected. These toilets are still part of the Masterplan and will need a Council decision on the outcome.
12/01/2023	WR025	Lights at the back of the arena.	13/02/2023			A request was made to fix the light at the back of the arena and install one over the back yards. The Diamantina Rodeo and Campdraft Association received a grant and had all the arena lights installed but could not fund this one.
12/01/2023	WR026	Mirrors in the new toilets.	13/02/2023	Advised 23/02/23 Mirrors have been ordered.		Ladies like to be able to look in the mirror when at events such as race day.
13/03/2023	WR44	Roosters at Saleyards	16/03/2023	Email from UED to DQW Complaint received. Advise to trip and discuss it. Advise CEO of plans and timeline involved.		29/03/23 Moved from AAC to WR
17/02/2023	WR028	Baby Change tables at Swimming Pool.	20/02/2023			02/05/2023 Almost completed

23/02/2023	WR31	Trees need trimming in Hollow Log Park. Overhanging into CWA yard	23/02/2023	23/02/23 Forwarded to P&G to contact CWA to find when work is required by.		
7/03/2023	WR38	Lock needed on the new stable	7/03/2023			
8/03/2023	WR40	I have had a request come in from someone who was at the airport recently and felt that many things were not up to standard. The main concern was the ladies toilet – said it was unclean, frogs living in and out of the toilet (did concede it would be hard to keep them out along with insects but what about a clean prior to the flights Tuesdays and Thursdays?) , cracked seat, dirty brush left on unlined bin. Other things mentioned was how about a mirror in the toilet as well as a hook to hang handbag whilst washing hands. The other point raised was the brass/metal signs on front of the building – have they been removed for cleaning or have they been stolen?	8/03/2023	Update - 9 March The toilet condition, mirror, lock will wait until Plumbing Supervisor gets back. The missing letters – I will follow up with Building and Facilities Officer – we took them off to see if we could brighten them up a bit (corroded) The cleaning I will raise with the operator.		
30/03/2023	WR48	Overgrown vegetation at RV dump point	30/03/2023			
17/04/2023	WR52	Signs at the Saleyards	17/04/2023		24/04/23 Ongoing	
19/04/2023	WR57	Lights in the under cover seating area Elderslie St off or not working	20/04/2023			
24/04/2023	WR58	Cemetery-Plot markers	24/04/2023			02/05/2023 Awaiting reply from complainant-KB
16/05/2023	SSS 3339722	Potholes-laneway Oondooroo St to Gregory Hotel	16/05/2023			
17/05/2023	WR61	Lights not working behind the Library	17/05/2023			
19/05/2023	SSS 3349979	Dumped Rubbish Chrisside St	19/05/2023			
21/05/2023	WR62	Grading of Western Channels Walk Track	22/05/2023			
22/05/2023	WR63	Pothole in front of SPAR	22/05/2023			22/05/23 Phone call from Complaintee to front reception in regards to pothole. Forwarded onto Assets Manager from front reception.
25/05/2023	WR64	Lights under 'shade' areas over tables in Elderslie St not working	25/05/2023			
25/05/2023	WR65	Can Council replace soil dug out when repairs done to waterpipe in front of the Aussie Hotel	25/05/2023			
25/05/2023	WR66	Outback Telegraph WiFi not working	25/05/2023			
25/05/2023	WR67	Mound of dirt on the footpath 76 Vindes St- unsightly & hazardous to pedestrians	26/05/2023			
31/05/2023	WR69	Corfield Airstrip-Sandstone need to shore up the edges. Needs to be done before Corfield Races on 29 July.	1/06/2023			
31/05/2023	WR70	Cactus-being cut back but not poisoned so grows back. Needs to be done before Corfield Races on 29 July.	1/06/2023			

18 CONFIDENTIAL SECTION

Nil

19 DATE OF NEXT MEETING

Ordinary Meeting 20 July 2023