

Boulia Shire Council

Operational Plan 2023-2024

1st Quarterly review -July-Sep

| |
|------------------|
| Not Progressing |
| Completed |
| Progressing |
| Not Due To Start |

Key Priority 1: Social License

Our Shire has had a long and proud history. Changing times and often harsh conditions have necessitated a deep resilience. To continue to thrive, our communities need to be cohesive and strong, our people supportive and engaged, and our towns attractive and livable.

1.1: Enhance sporting, recreational & cultural facilities and activities.

1.1.1: Build a strong sense of community by supporting local events and organisations

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|---|--|---|
| 1.1.1.1 | List of projects supported through the application and coordination of RADF funding during the year to assist community groups. Acknowledgement in the Annual report for this funding stream. | All RADF funds expended and acquittals and returns completed. | RADF funding allocated for the 23-24 year is \$6000 from ARTS QLD. Council contribution \$600. |  |
| 1.1.1.2 | Number of not-for-profit community groups supported with grant information opportunities through councils 'Grant finder' program | All relevant grant information provided to groups via email. | Emails re funding grants applicable to community only groups sent out to relevant committees. |  |

1.2: Respecting our culture and heritage.

1.2.1: To capture, preserve and promote the heritage and diverse cultures of our region

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|---------------------------------|---|---|
| 1.2.1.1 | Number of pieces of historical work researched, documented and saved electronically. | Documentary work completed with | This is an ongoing process by Heritage staff. |  |

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
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| 1.2.1.2 | Number of activities achieved to educate and promote the diverse historical nature of Boulia. | maintenance action plan in place. | Activities planned during the year when funds are available. |  |

1.2.2: To actively work with all indigenous groups in the development of reconciliation pathways

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|---|--|---|
| 1.2.2.1 | What activities have been delivered for the inclusion of the past history of Boulia both indigenous and non-indigenous through the media, and displayed at the Heritage Complex.. | Heritage information days held | Heritage Complex Indigenous staff researching and displaying varied Aboriginal local family and stories of interest. |  |
| 1.2.2.2 | How have we supported the celebration of our combined history through acknowledgement of important milestone days. | Each of the important days for both Australia, Queensland and Boulia milestones are celebrated. | Australia Day, NAIDOC, Queensland Day, ANZAC Day and Remembrance Day are all supported and hosted/assisted by Council. |  |
| 1.2.2.3 | What progress has been made on the commencement on the four stages of the Reconciliation Action Plan- Stage 1-Reflect , Stage 2- Innovate, Stage 3-Stretch, Stage 4-Elevate. | Stage 1 Reflect - to be started by March 2023 | |  |

1.3: Boulia Shire to have active inclusive communities

1.3.1: Advocate for a range of services, programs and facilities to address disadvantage and foster inclusion.

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|--|--|---|
| 1.3.1.1 | What activities have been completed to advocate for increased coverage for internet in remote locations. | Number of black spot internet locations achieved. | Remote internet has now been delivered in Urandangi |  |
| 1.3.1.2 | What activities have been supported to encourage digital technology to improve the livability of Boulia Shire. | Inclusion in the digital progression from RAPAD group of councils. Support the development of Hotspot mobile points along major routes. | NBN upgrading to the town and now also including the Airport and Industrial Estate have been progressed. |  |

1.3.2: Encourage volunteering and recognise volunteers who support events throughout the year.

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|--|--|--|
| 1.3.2.1 | Assist local community organisations to engage volunteers (advertising / administration) Acknowledge volunteers to these groups by formal recognition during the Australia Day celebrations. | Community events supported with advertising, in kind support etc.. | Formal recognition to be forthcoming at the 2024 Australia Day celebrations. |  |

1.3.3: Build social capital through provision of accessible community infrastructure and programs.

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|--|---|---|
| 1.3.3.1 | Number of Inspections carried out on physical infrastructure in parks, toilets to ensure they are free from defects and meet WH&S standards. CapEx needs noted for budgets. | Parks are free from rubbish, broken equipment replaced/repared, and mowed as per levels of service schedule. | Parks are free from rubbish, broken equipment replaced/repared, and mowed as per levels of service schedule. |  |
| 1.3.3.2 | Number of events organized, hosted or assisted with in the delivery of community events. | Community events such as ANZAC Day, Australia Day, NAIDOC etc are well organised and promoted | Australia Day ANAC Day Biggest Morning tea for cancer research Queensland Day Remembrance Day Council assisted with community projects organised by Community Support Service. |  |

Key Priority 2: Built Environment

Our built environment or infrastructure creates the building blocks for our future. Our access to clean water, reliable energy supplies, communication technology and public infrastructure is paramount to our standard of living. We will keep pace with demand by planning for the future. We will create green spaces and social infrastructure, manage expansion and provide essential services.

2.1 : Fit for purpose - roads, airport infrastructure

2.1.1 : Develop, manage and maintain council controlled roads and airport infrastructure to sustain and improve connectivity and safety

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|--|---|---|
| 2.1.1.1 | Manage Boulia and Urandangi aerodromes ensuring all audits are completed and audit issues are actioned. | Airport inspections completed and remedial actions completed within required timeframes | Airport inspections completed and remedial actions completed within required timeframes |  |
| 2.1.1.2 | Queensland Reconstruction Authority and Disaster Recovery Funding Arrangements (DRFA) Flood events are captured, completed and acquitted with 'value for money' principles. | Road information is collected and processed in line with program requirements. Flood work is completed within budget | QRA and DRFA projects are competed using the local contractors where possible and other expertise brought in for specialist roles such as culvert crossings. |  |
| 2.1.1.3 | Outback Way sealing program is being completed in line with budget allocation and works program. | Work has been completed to the agreed standard , within timelines and budget allocation. | Sealing of five kilometers of road was scheduled for October and will be completed within the budget and schedule timeframe. |  |
| 2.1.1.4 | List of funding submission for TIDS, R2R and TMR completed in line with council priorities.. | Projects are completed within guidelines and pass audit requirements. | All funding submissions are scheduled in line with the most benefit for the community. Waverly Creek widening is scheduled to be submitted at the end of this year. |  |

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|--|---|---|
| 2.1.1.5 | Annual report on airport infrastructure and shire roads maintenance plan is completed with the focus on reducing ongoing maintenance in the future. | Shire roads are maintained within budget allocation and work is in line with annual works program. | Airport review has been completed with notifications of potential resurfacing required within the next two years if not sooner if funding is available. |  |
| 2.1.1.6 | Maintenance and renewal of FM transmission sites completed. Number of sites maintained this quarter. | All sites operational | Only Reboot after power failure to go back on air. |  |

2.1.2 : Deliver quality outcomes on all roads (Shire and State) within quality assurance guidelines.

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|--|---|---|
| 2.1.2.1 | Updated information for TMR, and R2R roadworks - number of KLMS completed. | Report to council are completed monthly with quarterly update to council meeting on progress against plan. | Report to council are completed monthly with quarterly update to council meeting on progress against plan. |  |
| 2.1.2.2 | RMPC road work data is recorded on REFLECT. Updated progress and outstanding items reported to council monthly. Number of items remaining on list - and number of items completed this quarter. | All work which is completed under contract is submitted to confirm work completed in a timely manner. | All work which is completed under contract is submitted to confirm work completed in a timely manner. |  |
| 2.1.2.3 | Prioritisation of shire road network for maintenance programs allocated fairly across the shire. List of roads to be graded this | Plans developed ready for funding submissions | Priority has been given to completing the work for the Donohue Highway (Shire Road) of which 8 kilometres are scheduled before June 2024. |  |

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
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quarter and number of klms to be completed.

2.2 : Sustainable - housing, buildings and community infrastructure

2.2.1 : Provide sustainable and environmentally sound water, sewerage and waste services for the communities within the Shire

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
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|---------|--|--|---|---|
| 2.2.1.1 | Number of collections completed for residential and commercial waste. Evidence of waste depot maintenance -car bodies removed etc. | All collection dates are completed within timeframe and annual review completed. | All gardens and weed free and plantings have been done to peak during tourist season. |  |
|---------|--|--|---|---|

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| 2.2.1.2 | Environmental Protection agency guidelines are adhered to and actions are attended to within time frames. Number of issues raised. N= Number of issues rectified . N= | Information required to meet Council's obligations regarding Environmentally Relevant Activities and associated annuals returns / reporting are submitted. | No issues have been raised this quarter. |  |
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2.2.2 : Provide and maintain well planned community assets to meet the needs of our community

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
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| 2.2.2.1 | Buildings and all council facilities meet regulatory requirements and WH&S standards. Inspections of power boxes and RCD's are completed annually. Total number | Inspections by regulatory bodies and WH&S officers meet pass rate. RCD annual inspections | Electrical contractor advised this will commence in December 2023. |  |
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| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|---|---|---|
| | of actions to complete. N=..... Percentage complete % | and report completed to CEO. | | |
| 2.2.2.2 | All council owned buildings and facilities are well maintained with building use monitored by the venue booking forms and income is generated where possible. Number of bookings this quarter. | Regular inspections conducted by supervisors meet level of service requirements. | Have started to progress with this, regular checks after events, process is in place and office staff are remembering to follow |  |
| 2.2.2.3 | Maintain the grounds, fencing and buildings in existence at the Racecourse Reserve to meet racing requirements. | All facilities are maintained with limited interruptions to planned events | All facilities are maintained with limited interruptions to planned events |  |
| 2.2.2.5 | Council housing is managed in accordance with tenancy requirements. Allocation of housing stock to applicants completed via the housing committee and reported to council. Number of vacancies this quarter. | Housing stock is utilised for the best purpose with all applications progressing through housing committee. | Subsidised housing is for employees and when available housing is leased to other community applicants. One vacant house and 1 unit as at September 2023. |  |
| 2.2.2.6 | Library facilities and programs meet the needs of the community. Number and type of programs initiated. | Library facility is suitable for all patrons access and is clean and usable. | First Five Forever programs twice weekly still ongoing. Community events such as the Biggest morning tea and Qld Day, were held in 2023. |  |
| 2.2.2.7 | Bouli Cemetery facilities are well maintained and grounds are aesthetically appealing. Number of burials completed this quarter | No dead trees, fencing is of good standard, watering system functions. | No dead trees, fencing is of good standard, watering system functions. |  |

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|--|--|---|
| 2.2.2.8 | Urandangi Cemetery facilities are well maintained and grounds are aesthetically appealing. Number of burials completed this quarter. | Regular inspections conducted by supervisors meet level of service requirements. | Regular inspections conducted by supervisors meet level of service requirements. |  |
| 2.2.2.9 | That the bus is registered and well maintained to be able to be utilised for community functions and events. | Bus is able to be used when required. | Bus is able to be used when required. |  |

2.3 : Well planned - land, open spaces and assets

2.3.1 : Develop and implement a robust Asset Management Strategy to support effective long-term asset management.

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|--|---|---|
| 2.3.1.1 | Asset Management Plans completed for all major asset classes reviewed annually in December | All Asset Management Plans completed for all major asset classes | Asset Management plans have been completed and reviewed as changes are made to Assets as well as on a quarterly basis as part of the budget review process. |  |
| 2.3.1.2 | Develop the LEVELS OF SERVICE information data base to improve the relationship between the service level and cost so that future community consultation will be well informed of the options and associated cost. | Levels of Service developed of each asset class improving with maturity each year. | This is a work to be commenced. |  |

2.3.2 : Identified projects to be approved by council and shelf ready projects created ready for future funding.

Projects over \$100k must use the QTC PDF program.

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|---|---|---|
| 2.3.2.1 | Progress the development of the Residential Subdivision (Stage 1). Current activities? | Survey plans completed ready for implementation if funding becomes available. | |  |
| 2.3.2.2 | All identified future projects to have a shelf ready funding applications ready for funding opportunities. Number of applications? | All potential projects have shelf ready funding applications completed. | Several shelf ready projects on hold awaiting budget input. |  |

2.3.3 : Plan open spaces and recreational facilities and streetscapes to improve civic pride and aesthetic appeal

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|---|---|---|
| 2.3.3.1 | All street lights functional enabling the safe traversing of streets and the use of recreational facilities after dark. Percentage operational.? | Audit on street lights conducted with reports to Ergon on faulty lights. | Audit on street lights conducted with reports to Ergon on faulty lights. |  |
| 2.3.3.2 | Town entrances ,all parks and recreational areas are managed in a sustainable manner with mowing and slashing completed regularly. Trees and shrubs pruned or removed if dead or dangerous. | Visible appearance of town, parks and open spaces is well maintained. No dead trees on council land. Positive comments from visitors and community. | Visible appearance of town, parks and open spaces is well maintained. No dead trees on council land. Positive comments from visitors and community. |  |
| 2.3.3.3 | New seasonal plantings of shrubs and annuals in identified gardens completed. Centre median strip | All gardens and weed free and plantings have | All gardens and weed free and plantings have been done to peak during tourist season. |  |

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|---|---|---|
| | shrubs trimmed and identify signage which needs to be repaired/replaced. signage to be replaced N=.....? | been done to peak during tourist season. | | |
| 2.3.3.4 | Cemeteries to have site information recorded in the new IT Vision system and new beam sections developed and allocated according to plan. Percentage complete? | All existing information loaded into the system and new additions recorded. | This has been delayed due to work issues (staff changes), |  |

2.3.4 : Facilitate land and infrastructure development that meets the needs of the community and fits with the financial constraints of Council, key stakeholders including State and Federal governments

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|---|---|---|
| 2.3.4.1 | Land titles held by council to be reviewed and updated if necessary to enable future development. | All council identified land for development has survey plans and shelf ready project costing ready to be implemented. | Ongoing, discussions are had at ManEx meetings and at Council meetings to ensure no missed opportunities. |  |
| 2.3.4.2 | All projects over \$200k are to consider ongoing ownership costs of new capital works proposals in budget deliberation. This to be achieved by identifying the renewal and capital grade expansion components of all capital works projects, and providing for the ongoing operational and maintenance requirements. | All projects to be approved by council using the QTC Project Decision Framework tools. | All projects are reviewed by council during budget considerations. |  |

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|---|---|---|
| 2.3.4.3 | All building applications are completed in a timely manner with the correct fees charged. | Check on the application fees charged through our supporting engineers to ensure they are correct and timely. | Council uses an external contractor to review applications who delivers timely advice to council. |  |

2.3.5 : Ensure Town Planning Scheme accommodates appropriate land/zonings for future commercial/ industrial establishment and growth.

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|--|---|---|
| 2.3.5.1 | Town Planning Scheme is adopted and reviewed by Council annually with the budget. | Town Planning Scheme is endorsed by Council annually and if amended approved by the Minister and adopted by council. | Ongoing and review with each budget review quarterly. |  |

Key Priority 3: Economic Development

Economic prosperity creates opportunity. Our economic strength fuels growth across our region and is responsive to opportunities, particularly in the tourism and the agricultural market. We will advocate for local businesses and work to diversify the local economy to include mining and exploration and take full advantage of the resources available to us. To do this we must work together as a community to identify, promote and activate new initiatives whilst protecting those lifestyle and community traits that we value

3.1 : Facilitate housing and investment to support employment opportunities

3.1.1 : Promote decentralisation and the opportunity to invest in community housing.

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|--|---|---|
| 3.1.1.1 | Support activities within WQAC to improve housing availability and affordability in western Queensland in line with housing plans. | Attendance WQAC meetings and submissions to State Ministers. | Planning report has been completed which will be reviewed in 2024 |  |

3.1.2 : Council housing is sustainable and is suitable to meet demands

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|-------------------------------------|--|---|
| 3.1.2.1 | Housing stock is managed to ensure satisfactory standard is maintained. Sale of older homes to update housing stock and encourage home ownership. Budget allocation is sufficient to meet 10 yr housing forecast. | Housing stock meets council demands | Six new duplexes due to be completed in Dec 2023 /Jan 2024. Two older homes approved to be sold to current tenants. |  |

3.2 : Advocate for the region through regional networks

3.2.1 : Advocate for the Donohue Highway (as part of the Outback Way) to be designated a State Road

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|--|--|---|
| 3.2.1.1 | Actions taken this financial year to lobby State Government for the Donohue Highway forming part of the Outback Way be declared a State Rd. | Monthly teleconference updates to Outback Highway Development Corporation. | Reporting and completion of continual sealing will continue. |  |

3.2.2 : Actively support networks and partnerships between local businesses, industry groups, relevant organisations and State and Federal government agencies

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|---|---|---|
| 3.2.2.1 | Achievements from the active engagement in Outback Regional Road Group (ORRTG) representing the importance of our shire roads and roads of regional significance. | Savings for council achieved through involvement in this group. | No significant changes have occurred in the area during this quarter |  |
| 3.2.2.2 | Achievements from working with RAPADWSA (Water Strategic Alliance) | Improved water infrastructure. | Reservoir cleaning and pipe cleaning will be undertaken during December 2023 |  |
| 3.2.2.3 | Results for Boulia in attending the Remote Area Planning and Development Board (RAPAD) meetings. | Evidenced based outcomes resulting from the membership of the regional group. | Support received from RAPAD for the current Sales Permit issues. This was raised and escalated on our behalf. |  |

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|--|---|---|
| 3.2.2.4 | Achievements from the Central West Regional Pest Management Group (CWRPMG) - | Group is functional and has had success in the development of a workable plan. | have done some combined weed control with two other councils and bio security officers. will be attending a face-to-face meeting in November. |  |
| 3.2.2.5 | Updates from the Western Queensland Alliance of Councils, | Successful outcomes from motions developed by council presented to WQLGA. | Local Housing Action plans completed (22), representation and advocacy to the State Government to relieve pressure on the rental market and housing availability. Initiatives to secure funding from State (HIF) and Federal (HAF). The independent review of the Commonwealth Disaster Funding Arrangements. Local government Remuneration Commission with a review of councils categories and levels. |  |
| 3.2.2.6 | Activities of the Local Disaster Management Group (LDMG) group. Bi-annual meetings and exercises are conducted as required. | Activations are well executed and documented. • Reports to the LDMG are completed • Field and desk top exercises are completed | Meeting not due to occur on 1st December due to the changes in key roles within council and police and health and other supporting. services. |  |

3.3 : Innovate and explore opportunities

3.3.1 : Identify economic opportunities and enablers for the Shire

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
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| 3.3.1.1 | Opportunities identified to utilise 'green' energy where appropriate. | | Solar panels for the provision of electricity has been progressed with Ergon taking up offer of land on Selwyn Rd. |  |

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|---|---|---|
| 3.3.1.2 | Activities which Increase digital connectivity throughout the shire by the use of technology to improve communication and connectivity | Review completed on how digital exposure can benefit Boulia.(RAPAD) | We have a number of projects underway to assist both Council and Community members with digital connectivity. |  |

3.4: Promote tourism as an economic driver for the shire

3.4.1: All opportunities used to increase the shires exposure to the tourism market.

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|--|---|---|
| 3.4.1.1 | Update on signage which recognises Traditional Owner (T/O) groups within the shire by including signage on T/O area boundaries | Consultation with T/O groups on wording and location of signage. • Installation of signs completed. | A new sign for the Pitta Pitta sacred scar tree has been installed on Bedourie Road in September 23. |  |
| 3.4.1.2 | Maintain and improve the experience of tourism attractions by regular maintenance and updating of facilities. | Upgrading of existing infrastructure completed with program review to be completed when funding available. | Yearly maintenance by Xzibit, touch screen showcasing regional and community attractions very successful. |  |
| 3.4.1.3 | What activities have taken place to promote the attractions in Boulia to increase the number of visitors to Boulia through partnerships with other regional tourism providers. ie caravan and camping shows. | Attendance of staff to trade shows and training opportunities. | Tourism staff attending the Brisbane 4x4 show in March 2023. |  |

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|--|--|---|
| 3.4.1.4 | Continued use of television and other media advertising of the shire including our web site to support council tourist attractions. Current activities are.... | All advertising and TV ads reviewed and renewed as necessary for value for money outcomes. | Current television advert still airing to wider audiences. Magazine advertising in several magazines and social media. |  |

Key Priority 4: Natural Environment

We are the guardians of our environment. Our shire is home to diverse, pristine and culturally sensitive environments. We have a duty of care to preserve and protect our shared environment so it continues to underpin our history, lifestyle and economy. We will encourage sustainable practices including green energy solutions and the responsible land management.

4.1. : Well managed environmental resources which supports our future growth.

4.1.1 : Provide a safe and pleasant environment for families to live and work.

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|--|--|--|
| 4.1.1.1 | Reduction in the incidence of mosquitoes and sandflies after flood events. Was fogging completed? If so how many activities this quarter? | Fogging notification to residents. Fogging completed to the most effective schedule for reduction in pests | There has been no fogging required in the last quarter. |  |
| 4.1.1.2 | Number of stray domestic animals within the township impounded and number housed | Reports of stray domestic animals actioned within 4 hours. | There were a total of three dogs impounded with two being returned to their owners and one being destroyed. Street patrols are on going. |  |
| 4.1.1.3 | Local laws are reviewed as required or annually. | Policies and Local Laws are up to date and relevant. | Ongoing process. |  |

4.1.2 : Facilitate land and infrastructure planning and development that meets the needs of the community.

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
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| 4.1.2.1 | Cultural heritage clearances are sought during the planning process for construction activities. Number | Number of projects which have cultural heritage | No new cultural heritage clearances have been required during this quarter but further clearances may be required during the completion of the new sales permits. |  |

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
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| | of cultural heritage inspections completed this quarter? | clearances completed prior to any work done. | | |
| 4.1.2.2 | Vacant available land recorded for future housing. New residential and rural residential blocks developed as funding permits. | Plan of all vacant land available on the Magic document management system | Vacant land has been identified but the location of land is not high quality. Some blocks have been earmarked to go for review/sale. The residential estate will not progress unless we can secure funding to develop the land. |  |

4.2. : Resilient management plans which support the community in times of crisis

4.2.1 : Implement initiatives for flood responses and to plan, prepare, respond, recover and build resilience from disasters for the communities of our region.

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
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| 4.2.1.1 | Local SES group is supported by council. Compliance with the state requirements to have an State Emergency Service (SES) group. Number of meetings attended? Number of funding applications submitted? | SES- Group is supported during and after events by the use of council equipment and staff id required. SES Management Plans are up to date | No funding applications have been submitted this quarter. |  |

4.3. : Sustainable practises are in place to be a good caretaker of our natural resources

4.3.1: Caretake environmental impact areas of pests, weeds, water resources, disasters and natural resources.

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|---|--|---|
| 4.3.1.1 | Identification and management of pest animal and weed issues within the shire in accordance with the | Pest animal baiting occurs. Weed identification and | I attended a combined council over in Barcaldine Shire where RLPOs from 3 councils and 3 Bio security officers did some jumping cholla cactus control. |  |

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
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| | Bio-security Plan adopted by council with reporting to be done back to CWRPMG quarterly. | notification process occurs. CWRPMG meetings are attended by RLPO | I have been doing RMPC Pest Weed control along the State roads in the Boulia Shire. and have done two rounds of 1080 baiting. | |
| 4.3.1.2 | Noxious Pest weed control on council managed land and council road reserves is maintained, monitored and reported quarterly to council within budget and grant funding allocation. | Limited incursions with action taken for invasive species. | I have been carrying out pest weed control on council road reserves and council managed land when required. |  |
| 4.3.1.3 | Bounties for wild dog and cat scalps and pig snouts are paid with a complete register of numbers reported and amounts paid by council. Numbers of scalps and snouts N=..... Percentage of budget paid YTD. | <ul style="list-style-type: none"> • Take up of baiting program offers by the landholders. • Bounty payments continue. • Education information available on pest animals on the web site / face to face. | There has been a drop off of the number of scalps being brought in this quarter and no cat tails having been brought in. The number of properties that have done 1080 baiting this quarter is down with a total of 1219kg of meat treated and 200 De-K9 manufactured dog baits been brought. |  |
| 4.3.1.4 | Town common is managed within the limits set and stock holders are encouraged to participate in any muster arranged by council. Weed control completed this quarter? Stock levels this quarter -as a percentage of carrying capacity . | <ul style="list-style-type: none"> • Town Common Committee meets at least once per year. • Stock which is not registered with a member will be impounded. • Town common muster is completed half yearly. | <p>The stock baulk is working ok, there is one problem that is happening this is when someone goes out and turns off the motion seniors on one side of the baulk this seems to be an ongoing thing.</p> <p>I am keeping a close eye on this and so far, have only had 4 head go through which I put back on the right side of the baulk.</p> |  |
| 4.3.1.5 | Primary Stock route bores are maintained as per councils instructions. If appropriate funding applied for as needed. Other bores | Stock route bores are maintained in accordance with funding received. | I have had one enquire about a travel permit, but nothing has come of it and I won't be issuing any in the near future as there is little to no feed on most of the stock routes in the shire and what there is has dried off and doesn't have any value as |  |

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
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| | are maintained as funding allows. Number of primary stock route bores N=..... Other bores N=.... | | feed. All bores are in working order and with the hot weather for the next 4 months I will be doing inspections regularly. | |
| 4.3.1.6 | Support the local land-care groups to achieve pest and weed control in conjunction with Desert Channels Queensland. | Bi-annual meetings are attended to review progress | I have been attending meeting there have been no field days due to everyone being busy with stock work. |  |
| 4.3.1.7 | Review council buildings and facilities to improve sustainability/ reduction in greenhouse emissions or reduction on reliability of traditional power sources. Identification of potential opportunities which may need capital expenditure for the future budgets. | when new products are required to be purchased we are looking at the options which are sustainable to the environment. | Constantly looking at ways to improve Council's sustainability and looking for opportunities to progress further. |  |

4.3.2: Ensure all activities conducted by council meet with environmental guidelines and are sustainable

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|---|--|---|
| 4.3.2.1 | All facilities over which we are required to hold a Licence meet the Qld Health standards and Licence renewal is achieved. | Visitation and audit by environmental health officer to review all of council operated facilities and business operating in Boulia. | All licences have been applied for and paid up to date |  |
| 4.3.2.2 | Leases over the Butcher Paddock and Cooridgee Laneway are | Leases are sub-leased with income generated to | Both of the leases still have some good feed on them but could use some rain as we are heading into the hotter months. |  |

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|--|----------------|----------------|
| | managed in accordance with our lease requirements for stock holdings. | cover lease fees to Qld Gov and managed in accordance with those requirements-reviewed annually. | | |

4.3.3 : Apply practical water conservation practices that ensure that the town retains a green look and feel

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|---|--|---|
| 4.3.3.1 | Watering of councils parks and median strips is managed to suit the best water source. | Watering through drought periods is scheduled. | Watering through drought periods is scheduled. |  |
| 4.3.3.2 | Actively monitor town water usage and quality and investigate a fair system cost recovery for water provision. | Water usage is controlled and charges are defensible. | Testing of water meters is currently being finalised for Council depot and all Council town bores. Next step will be to put meters at Commercial premises. |  |

Key Priority 5: Governance

The decisions made by local government and community organisations change our lives. Decisions made by State and Federal Government affect how we operate. We want a greater say in the process and in the allocation of resources, especially in our local communities. We will ensure we have effective process, procedures and policies to positively change behaviors which are supported by the Local Government Act 2009 to provide confidence to funding providers.

5.1 : Ensure a high level of governance, accountability and compliance

5.1.1 : Councillors and Staff have access to clear guidelines to assist in the delivery of accountabilities.

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|--|---|---|
| 5.1.1.1 | Council policies are reviewed in accordance with Acts and Regulations and updated in a timely manner | All policies are reviewed in accordance with the policy review register. | Policies are reviewed regularly prior to expiry, updates are then tabled at Council meetings. |  |
| 5.1.1.2 | Provide elected members with training and professional development opportunities. Identify opportunities which will become available in the next quarter. | Policies are reviewed and made available to staff. | Councillors have been provided with training by QTC and also financial sustainability training. |  |

5.1.2 : Effective internal and external communication and records management

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|---|---|---|
| 5.1.2.2 | Provision of an accurate and comprehensive Records Management service for the Organisation as required under the State Records Act 1998 | Councils system is up to date with current upgrades and staff are trained in the use of the system. | Had a set back with current Records Officer resigning but there is an advertisement for a new officer currently |  |

5.1.3: Adopt an integrated risk management approach

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|--|---|---|
| 5.1.3.1 | Review existing Enterprise Risk Management Framework and ensure that Operational, Financial, Reputational and Corporate Risks are identified and reported on through the audit committee. Date meeting held with audit committee. | Risk Management framework is reviewed and developed further. | This is ongoing, only put to Audit and Risk Management Committee once the Financial Statements for the prior year have been signed. |  |
| 5.1.3.2 | Provision of reports to Workers Comp in relation to workplace injuries and other RTW matters. Number of reports completed this quarter? | Reports completed as required | Documents to officer and HR and Finance for travel for further doctor exams. |  |

5.1.4: Contractor inductions, licences, tickets, certificates and qualifications are held and maintained reflective of the current contract arrangements. checked to ensure they are current

All contractor inductions can be conducted on-line and face-to-face. Record of inductions saved to Magiq

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|--|----------------|---|
| 5.1.4.1 | All items are checked annually at start up prior to work commencing and spot checked during the year. Inductions are recorded in a permanent register. | Annual check completed with three spot checks completed during the year. With contractors stood down pending delivery to | |  |

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|-------------|---------------------|----------------|----------------|
|-------------|-------------|---------------------|----------------|----------------|

the organisation of the necessary qualifications for re-reinstatement.

5.1.5: Workplace Health and Safety focus

The implementation and integration of workplace health and safety across the entire Boulia Shire workforce.

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|-------------|---------------------|----------------|----------------|
|-------------|-------------|---------------------|----------------|----------------|

| | | | | |
|---------|---|--|---|---|
| 5.1.5.1 | <p>WH&S responsibilities for CEO:</p> <ul style="list-style-type: none"> Provides support and sufficient resources for safety as required. <p>What support has been provided this quarter?</p> | <p>Ensure budget allocation is reviewed each year in line with the requirements for us to remain compliant.</p> <p>Provide support to the WH&S to enable the role to be completed.</p> | <p>Council is continuing to provide all necessary requirements to provide staff with a safe environment.</p> <p>Training on emotional health is planned when the new WH&S officer is settled.</p> |  |
| 5.1.5.2 | <p>WH&S Responsibilities for Directors:</p> <ul style="list-style-type: none"> Provides support and sufficient resources for safety as required Establishes health and safety objectives aimed at continuous and sustainable improvement <p>What support has been provided?</p> | <p>All incidents are reported and followed up with staff and supervisors. Regular reports to council on activities and safety results for council staff and contractors.</p> | <p>Discussions are held every Office ManEx meeting which are held weekly and as a Management group we have a united voice to assist and advise Staff.</p> |  |
| 5.1.5.3 | <p>WH&S responsibilities:</p> <ul style="list-style-type: none"> Investigates all incidents, accidents and near misses at the workplace N=? Monitors safe work practices | <p>All incidents are reported and followed up with staff and supervisors. Regular reports to council on activities and safety</p> | <p>All incidents have been recorded and investigated since Oct 3. Currently looking into a new Computer Based WHS System - Zoom meeting with CEO and Rep from company being conducted 16 Nov 2023</p> |  |

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|---|---|---|
| | and mentor relevant stakeholders <ul style="list-style-type: none"> Coordinates management action processes Regularly monitors management action processes within Council's electronic Work Health and Safety management system Develops and communicates key statistics in accordance with reporting timeframes | results for council staff and contractors. | | |
| 5.1.5.4 | Review all flagged policies, procedures, work instructions, forms, safe operating procedures (SOP) and training tools. Number of SOP and policies reviewed this 1/4. N=..... | Staff who have allocated responsibility for specific actions review associated documents to ensure they are up to date. | Have started reviewing - Uniform Policy has been completed. |  |
| 5.1.5.5 | Upload all reviewed documents under appropriate element numbers onto the councils safety management system (including Magic) * endorsed documents with changes are notified to staff via toolbox / email. | All endorsed documents are correctly loaded in Boulia Safe and hyper-links are active and working. | Documents are to be reviewed by the new WH&S officer this quarter. |  |
| 5.1.5.6 | All training identified, completed and recorded for staff and contractors including verification of competency training. Number (N) of staff training programs completed. N=..... | A system is in place and is being used to effectively assist with the tracking of training and competencies. | Training Matrix up and running... reviewed at start up to ensure all qualifications and tickets are current and any training needed is identified |  |

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|---|---|---|
| 5.1.5.7 | Review all emergency evacuation signage is in place for all areas. Advise of total number of signs absent/damaged/replaced this quarter. | Emergency plans have been reviewed, are up to date and signage is complete in all areas of council. | Evacuation signage for all required areas is in place. No signs have been replaced or damaged this quarter. |  |
| 5.1.5.8 | Review the following procedures against requirements in preparation for consultation: high risk work method statements, risk/ hazard management, compliance control, incident reporting and investigation | All reviews are completed within agreed time-frame | This will be reviewed during the next quarter |  |
| 5.1.5.9 | Reduce the impact of injury and illness by reviewing: Toolbox talks on WSH design, machine guarding, hire equipment, thermal radiation, pressure safety, confined spaces, excavation and trenching, manual handling and ergonomics, noise management, heat stress. List tasks undertaken this quarter. | All reviews are completed within agreed time-frames | Documentation is complete and toolbox talks are being conducted and recorded. |  |
| 5.1.5.10 | Review all SDS folders to ensure all SDS are dated within a 5 year of issue date. This can be completed through Chemwatch. List number of folders reviewed this quarter. | All areas of council have been checked and none are out of date. | SDS being checked and in hand |  |
| 5.1.5.11 | Ensure training has been completed for all staff who are in control of hazard substances that they are aware of segregation requirements and compatibility with chemicals and | Training has been completed for all relevant staff. | Training to be reviewed by new WH&S officer to ensure compliance. |  |

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|--|--|---|
| | placarding requirements. List number of training sessions completed. | | | |
| 5.1.5.12 | Update WH&S Strategic Plan for July 2024 to June 2026 | Draft document has been developed by staff and has had sufficient time to be reviewed for comment prior to adoption. | Time to be made to sit with CEO to review strategic plan. |  |
| 5.1.5.13 | Annual reporting of lost time injury claims which should be less than 55% of all claims. Number (N) of claims this quarter. N =..... | Reporting to senior staff on progress or issues which will prevent this from occurring. | No lost time injury reported during the quarter from July to Sep/. |  |
| 5.1.5.14 | Annual reporting of injuries - No increase in recorded injuries from the previous year. Number (N) of injuries this quarter? N=..... | No increase from previous year. | No increase in reported injuries from July to Sep. |  |
| 5.1.5.15 | 100% Completion of all Incident Report including investigations and implementation of any actions identified in the Investigation Report. (Include personal, members of the general public and plant incident reports) Number(N) of reports N=..... | All incident reports are recorded in I-Auditor and staff are competent in using the system | All incidents since Oct 3 investigated and reported. 5 Property Damage, 1 Personal injury - submitted to WorkCover (ongoing medical issue) |  |
| 5.1.5.16 | To achieve 80% Compliance with the National Audit tool for Self-Insurers. Ongoing work completed to ensure continuous improvement. Actions completed this quarter? | Compliance audit completed by the regulators prior to the TMR Accreditation (usually 3 yrs). | Initial reporting has been received and improvements will be scheduled in toolbox talks to improve score for next year. This year was 72% |  |

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|---|--|---|
| | | Independent audit completed annually | | |
| 5.1.5.17 | Continual improvement of the hazard risk register through identification of new hazards/risk and control measures. Number of reviews completed this quarter? N=..... | Number of improvements made to the register. | Approximately one third of the risk register has been reviewed for changes . |  |
| 5.1.5.18 | Support training and monitoring of use of councils WH&S and I-Auditor programs. Complete ongoing audit of all council work sites and new staff. Number of staff reviewed this quarter? N=..... | No breaches of WHS regulatory requirements Hearing assessments for employees working in noisy environments completed At least 80% compliance with the National audit tool | I-auditor review is being conducted for effectiveness and support provided - currently reviewing a new system. |  |
| 5.1.5.19 | Ensure compliance with the Organisation's Drug and Alcohol policy and ongoing best practice. Record of testing completed and results to be reported to council. Number of tests conducted: outside workers / contractors/ office staff/ councillors. N=-..... | Reports provided to Council and MANEX in relation to the testing conducted | WH&S Officer is currently scheduled to undertake Drug and Alcohol training. |  |
| 5.1.5.20 | Support supervisors to be able to integrate mental health and wellbeing activities into worksites. | This are to be supported through weekly toolbox articles. | Mental health initiative will be undertaken during start up 2024. |  |

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|---|---|---|
| | Number of initiatives completed this quarter. N=..... | | | |
| 5.1.5.21 | Using the tools from WorkSafe Queensland - develop a safe workplace mentality by initiating a Boulia Shire Council safety award. Seek nomination from BSC for the external JLT/LGW WorkSafe awards. Awards to be presented at the council meetings each quarter. | Team Safety award to be created and implemented | Initiatives undertaken to keep staff safe. Award will be discussed at start up. |  |
| 5.1.5.22 | Actively manage WH&S Risk by reviewing the Risk management Framework annually and identify third party or contractor groups to identify and manage risks. Sections reviewed this quarter? | Toolbox talks to include contractors and the framework and risks are reviewed as required | Risk management framework to be reviewed during the third quarter. |  |

5.2 : It is clearly evident in how council does business

5.2.1 : Councils financial activities are monitored and managed well

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|--|---|---|
| 5.2.1.1 | Monitoring of councils financial activities will be done via: *Long Term Financial Plan (QTC model) used for sensitivity analysis which can deliver impact of financial decisions made by council on current and future projects *Surepact project solutions which | Long term Financial plan developed in line with QTC format-reviewed. | Long Term Financial Plan completed and forwarded to QTC for review. |  |

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|--|---|---|
| | will provide current income and expenditure and progress on councils projects and contracts. *NextGen: councils transparent procurement model for quotes / tenders etc. Reporting to be completed along with the quarterly budget reviews. | | | |
| 5.2.1.2 | The SynergySoft business solution (IT) which supports council is well supported and training is available to achieve best practice. | Continued rollout of modules with all staff trained and competent | Updates and improvements are being made to both the system and Council processes to achieve best practice. In October 2023 there will be a forum to discuss future changes and direction. |  |
| 5.2.1.3 | Council funds are invested in accordance with legislative provisions and the Organisation's adopted Investment Policy. This is reported monthly to council. | Investments made in accordance with Investment Policy | Reported each month to council via council report. |  |
| 5.2.1.4 | Raise and recover Rates, Charges and other debtors on behalf of the functions of the Organisation and report on a monthly basis to council. | Rates and Annual Charges Levied by due date, user charges and other debtors raised and recovered effectively | Reported each month via council report. |  |
| 5.2.1.6 | The budget reviews, income and expenditure trends are to be completed quarterly and reported to the council through synergy soft and Surepact.. | Operational Plan (including Budget) adopted by 30 June each year | All reviews have been completed . Surepact is yet to be implemented. |  |

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|---|---|---|
| 5.2.1.7 | Ensure insurance records are kept secure and retrievable if required. | 100% of insurances reviewed and maintained annually | Executive Assistant is currently assisting with keeping the Records email folder, archiving the hard copies has been delayed due to staff resignation but expect this to recommence once a new records office is employed |  |

5.2.2 : Maintain high standards of Corporate Governance through effective audits.

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|---|---|---|
| 5.2.2.1 | Quarterly Audit Committee meetings are called to review Financials, Internal and External Audit and Risk reviews and ensure council is performing in accordance with the Local Government regulations. Report delivered to council xx / xx /xxxx | Quarterly Audit Committee meetings are held four times per year to review Audit Plans, Draft Financial Statements, previous audit management responses and actions. | Audit and Risk Meeting are run as required, in this quarter our meeting was held, 1st September 2023 the meeting Minutes were presented to Council at the September 2023 Ordinary Meeting of Council. |  |
| 5.2.2.2 | Internal and External Audits comments are recorded in Pulse software system and actioned. | Internal audit to be recorded on Pulse software for updating and permanent record | Updates are done to Pulse as we receive audit reports, this register is then tabled at Audit and Risk Management meetings. |  |
| 5.2.2.3 | Implementation of actions set out in the Internal Audit Committee Action Plan are progressed and reported to council. Report done xx / xx / xxxx | Completion of all actions of the Internal Audit Committee Action Plan designated for completion in this financial year | Internal Audit action plan is tabled to Council with the Minutes of Audit and Risk Management Committee meetings. |  |

5.2.3 : Financial accountability for new projects

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|---|---|---|
| 5.2.3.1 | All projects submitted to council for review must include ' whole of life costings' | All projects submitted have included whole of life costs. With PDF program used on projects over \$100K | Capital projects are reviewed during budget process and whole of life costings are completed. |  |
| 5.2.3.2 | New projects undertaken are completed through Surepact | | The initial planning and implementation of the system SurePact is in progress. |  |
| 5.2.3.3 | Procurement through Local Buy, Vendor panel and Next Gen to be reported for local content purchase 1/4ly to council (using ARC Blue system) | | No reporting data available at present |  |

5.2.4 : Transparency and accountability through management reporting

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|---|--|---|
| 5.2.4.1 | Provision of key financial information to MANEX and Council-changes reported by exception. | Provision of budget information to staff | Budget reviews are completed through Manex |  |
| 5.2.4.2 | Preparation and collation of the Annual Report document in conjunction with senior managers to ensure the important legislative requirements are met and the report is a sound representation of the council's achievement during the year. Action to be within one | Annual report prepared with input from all senior managers and submitted to council within time frames. | Annual report to be completed and will be presented a the January meeting. |  |

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|--|--|---|
| | month after signing of Annual Financial Statements. Completed xx / xx / xxx | | | |
| 5.2.4.3 | Discharge Council's statutory financial reporting obligations by using the financial checklist provided by the Local Government Department. | Unqualified audit report Statements submitted to the Office of Local Government by 31 October each year | This is monitored and actions completed within timeframes. |  |

5.3 : Sustainability-our focus on value for money outcomes across the organisation.

5.3.1 : Councils offices, depots and business enterprises are operated under 'value for money' principles

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|---|--|---|
| 5.3.1.1 | Fees and charges reflect the industry norm and mark-up on goods is reflective of costs to council. | Costs to visit our exhibition is reflective of other tourist attractions and minimal stock write off. | Value for money is applicable especially to the tourism venues and the merchandise sold there. New types of merchandise constantly being sourced. |  |
| 5.3.1.2 | Depot workshop- percentage of 'downtime' for council plant and equipment - report submitted to the plant committee for review each quarter which includes the revenue and expense plant reports. | Limited downtime and minimal lost productivity. | Plant committee deferred due to new DWO onboard. This process will be reviewed in detail over the Christmas break. |  |

5.3.2 : Optimise performance of council business units using available technology

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|--|--|---|
| 5.3.2.1 | Closed Circuit Television network operations in the Shire are operational and checked on a regular basis with the contractor. | No breach of regulatory requirements in relation to operation of CCTV Operations | All cameras are functional and accessible by council. The ongoing reviewed is being completed by the contractor to ensure they are operational. Only one access has been requested this quarter by the police. |  |
| 5.3.2.2 | Maintain and upgrade IT requirements and servers to ensure capacity is sufficient to meet business demands. Adequate licence renewals for current software | All current software renewed on schedule | Ongoing progress, currently replacing old computers and updating licence details. |  |
| 5.3.2.3 | Manage telephone and Ergon accounts and equipment and services to ensure we are not paying for unnecessary services. Actions which have been completed this quarter - reviews/ cancellations N=..... | Accounts paid, nil outages and plans are cost effective for council. | Accounts reviewed form completeness and relevance. |  |

5.3.3 : Ensure the long-term financial sustainability of the council through prudent financial management and budgeting

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|--|--|---|
| 5.3.3.1 | Council is in receipt of the annual budget documentation ready to be adopted each year before the 30th June. | Budget preparation is timely and involves Executive team and department heads with bids for funding received from departments for consideration by council | Work to commence on the 2023-2024 budget in January.2024 |  |

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|--|---|---|
| 5.3.3.2 | Monthly and quarterly financial reports to council deliver information on variations to budget and enable decisions on long term financial impacts to be reviewed. | Work to complete budget commenced in Jan and two workshops held. | Reports issued within timeframes and reviewed by councillors. |  |

5.3.4: Implement good practice in managing and maintaining our assets

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|--|---|---|
| 5.3.4.1 | The plant committee to complete reviews on plant usage making suggestion on turn over, purchase and replacement to achieve maximum value for money outcomes. This is to include risk assessments. | Plant purchases are within budget and plant is maintained within specified parameters to enable sound operations of the council. | The plant committee will review all the plant with the new DWO over Christmas. |  |
| 5.3.4.2 | Tourism attractions are managed and are sustainable with future enhancements progressed as budget permits. Maintenance contracts are current. Existing contract to expire xx / xx / xxxx | Management and maintenance manuals completed by consultant | Min MIn Encounter and Heritage complex gathering more visitation each year, good reviews of both centres on social media. |  |

Key Priority 6: Lifestyle and Community

Active, healthy lifestyles drive our success as a Shire. Health and wellbeing are building blocks for fulfilling lives. We will support smart lifestyle decisions to reduce the toll of preventable disease and increase our life spans. We understand the importance of open green spaces for recreation and social cohesion and support a work-life balance to remain connected with our colleagues, family and community.

6.1 : Facilitate opportunities for community development

6.1.1 : Facilitate health and medical service provision for Boulia and Urandangi

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|--|--|---|
| 6.1.1.1 | Involvement in regional health programs to improve the live-ability of Boulia and Urandangi | All meetings attended with reports completed back to council | Healthy Outback Communities discussion to continue for the support of the local community. |  |
| 6.1.1.2 | Au-spiced funding for Royal Flying Doctors Service (RFDS) is managed in accordance with planned activities to upgrade Urandangi Health facility | Activities completed with quarterly reports submitted to council in 1/4ly budget | Under review presently the Urandangi Clinic. Continued work with Qld Health to support both clinics, Boulia and Urandangi. |  |

6.1.2 : Assist local community groups and support local events

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|---|--|---|
| 6.1.2.1 | Support 'free to attend' functions and facilities where possible to encourage community engagement. Number of events supported this quarter? | Council supports 'free to attend' functions where possible. | Council supports free to attend art activities through the RADF program and assists whenever possible with other organisations events, through in-kind support, cash input or volunteer labor. |  |

6.1.3 : Maintain a high quality of life by providing facilities and resources that encourage a secure, interactive and progressive community lifestyle

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|---|--|---|
| 6.1.3.1 | Boulia Aquatic Centre (pool and sports centre) are operational and provide a benefit to the community. Number of activities held this 1/4. | Facilities are open and usable for the public at least 95% of the year. | Swimming pool is leased to outside contractor. Nine hours a week are allocated to council staff for doing children's activities and cleaning. |  |
| 6.1.3.2 | Continue to provide Australia Post services for as long as this is required to be provided by council. Number of trained staff available including external relief. Number of days closed this 1/4. | Australia Post facility is operational with trained staff who are available | Services are ongoing, in the last quarter, total closure times equaled to approximately 3 days. Relief Officer was in place for the duration of the permanent Officers annual leave. |  |

Key Priority 7: Our Team - Our People

People are our greatest asset. Unleashing individual potential maximises personal, community and economic outcomes. We will encourage an inclusive community that supports the needs of business people, our staff, the young and the elderly and we will support the least advantaged including Aboriginal and Torres Strait Islander Queenslanders. We will encourage diversity, foster innovation and use the talents of all - we believe that nobody should be left behind.

7.1 : An accountable and innovative culture

7.1.1 : Support practices that develop a motivated and focused workforce

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|--|---|---|
| 7.1.1.1 | Provision of WH&S information and awareness to operational staff at the commencement of field work or changes to the workplace. Also provide opportunity for engagement and learning for managers, officers and staff regarding key WH&S issues and strategic priorities ie ; audits. | JLTA audit is completed and a pass is achieved by the group. | Start up meetings will include WH&S officer to ensure safety and hazards are identified. |  |
| 7.1.1.2 | Deliver accurate and timely processing of the payroll and associated reporting requirements | All payments to staff are delivered within time frames and without error | Still utilising SynergySoft Payroll system, payroll being delivered in timely and accurate manner. Executive Assistance receiving payroll training as a backup. |  |
| 7.1.1.3 | Record , preserve and protect employee records for payroll and human resource management | All employee records are up to date and secured electronically and have a backup paper file. | Electronic storage of HR/Payroll documentation actioned and operating. Electronic storage in Magiq made priority. No paper file retained for HR, only Payroll. |  |
| 7.1.1.4 | Recruitment and selection processes are transparent. Number of new recruits this | The recruitment process is completed in a smooth and professional manner | All vacant positions (other than director roles) advertised locally with priority placed on local candidates when suitably |  |

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|---|--|---|
| | quarter. Number of local employed Number of 'outsourced' staff. | with documents provided that are up to date and relevant. All documentation is collected as required and saved electronically. | qualified. Recruitment decisions are made by CEO/DWO/DCS. | |
| 7.1.1.5 | Mayor and or panel to complete annual review of the CEO | The Chief Executive Officer review is completed against the targets in th Corporate Plan and the Annual Operational Plan for progress. Chief Executive Officer review is reviewed against targets of Corporate and Operational Plans for progress. | Yearly report on CEO has been completed. |  |
| 7.1.1.6 | CEO to Complete performance reviews senior staff DWO, DCS, CSM including WH&S and Human Resources | Performance reviews for the July-December period completed | Reviews will be completed as they are due and recorded against the personnel file. |  |
| 7.1.1.7 | Complete annual performance review of your employees for Works and Operations including WH&S compliance. | Reviews completed on anniversary. | Actions completed. for all relevant staff. |  |

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|----------------------------------|---|---|
| 7.1.1.8 | Complete performance reviews for your staff in Community Services including WH&S compliance | Reviews completed on anniversary | As required performance reviews are done. |  |
| 7.1.1.9 | Complete performance reviews for your staff in Finance and Administration including WH&S compliance | Reviews completed on anniversary | Completing as they fall due. |  |

7.1.2 : Keeping pace with technological changes in the workplace environment

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|---|---|---|
| 7.1.2.1. | Encourage the staff to utilise the Go1 training package to support staff to further their development in Local Government by the use of progressive programs and resources. | Courses sourced for staff so they are competent in the use of the systems used by council | Staff encouraged to utilise platform on an ongoing basis. Beneficial courses are assigned by direction of management. |  |
| 7.1.2.2 | Post Office training is up to date with compliance modules completed for all relevant staff. | | Full time Staff have completed all the training. Casual Staff still to complete some modules, HR is dealing with this. |  |
| 7.1.2.3 | All compliance training is completed annually -Public Sector Ethics, Code of Conduct, Deed of Confidentiality and protected information disclosure (PID) | | All staff members complete the training when they start at Council and then yearly it is covered with Pre-Start training in January for all staff, both full time and casuals. Should any issues arise, a special training session is completed with the Officer. |  |

7.2 : A great place to work

7.2.1 : Collaboration with staff and Unions on the content of the workplace agreements.

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|---|--|---|
| 7.2.1.1 | Certified Agreement Staff Committees are encouraged to be formed in all areas of the council and to ensure employees have input into the group decisions. | Well balanced EBA supporting both staff and the council sustainability. | Staff committees are defined by previous EBA - 1 indoor, 2 outdoor, 1 community. Staff interested in partaking in these negotiations but have limited direction as to how. |  |
| 7.2.1.2 | Boulia Certified Agreement options are enacted within payroll from the agreement 2023-2026 | Regular reviews of conditions being paid to staff | Assistance engaged after prior engagement withdrew availability, all unions informed & strategy session/first meeting scheduled November 2023. All staff consulted on suggestions of entitlements, information collated. |  |
| 7.2.1.3 | Actively provide information to staff on issues which may affect them. Topics this quarter. N=? | Information delivered via email, payslip notice or meetings. | 7th September 2023 a meeting was held with all Staff to discuss the work being done on the new EBA. Comments and feedback were asked for. A meeting has been scheduled in the next quarter to meet with the Unions. |  |

7.2.2 : Develop and maintain a positive and future focused culture that demonstrates and supports Council's vision and values.

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|--|--|---|
| 7.2.2.1 | All staff are aware of how to notify ideas/ complaints/suggestions. N=... ideas/complaints, suggestions this 1/4 | Records of suggestions/ complaints/ issues to be kept. PID training to be part of training regime. | Staff unaware of any formal procedure outside of speaking with their direct supervisor/CEO |  |
| 7.2.2.2 | Assist the CEO in the development of a workforce strategy which includes an appropriate staff succession plan | Workforce Plan developed in conjunction with all staff. | Ongoing staff turn over has been detrimental to development of strategy. |  |

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|---------------------|----------------|----------------|
| | including training, attraction and retention | | | |

7.2.3 : Provide access to external support networks for emotional assistance

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|---|---|---|
| 7.2.3.1 | Continue to provide the Employee Assistance program and support the local RFDS visits. Report on number of requests provided to council. | Quarterly reports on access to services received (no personal details) only the volume of access. | Ongoing in delivery of support of communications for PHC/RFDS. Availability of EAP communicated to all staff regularly. |  |

7.2.4: Provide a safe, healthy working environment and be proactive in all Work Health Safety matters

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|--|--|---|
| 7.2.4.1 | The reporting of onsite and roadwork signage is correct and ensures safety of workers and the general public | Signage is in line with the job management plan and TMR requirements | Signage is correct and current for projects currently underway. Signage ordered for Dump |  |
| 7.2.4.2 | Develop a Noise register and commence testing of all plant and equipment which includes any noisy work environments. | All plant and equipment is scheduled to be tested at least once per year and recorded in the noise register. | Noise testing is completed on all machines once per year. |  |
| 7.2.4.3 | Monitor heat/ humidity working conditions on road works when extreme weather is here. | Fleet management system is used to monitor the productivity of the councils fleet which is | Heat bulb monitoring equipment is available for use by work crews and WH&S officers when required. |  |

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|--|---|---|
| | Number of tests and dates completed. | reported to the plant committee and ManEx | | |
| 7.2.4.4 | Prepare for annual start up by reviewing training needs, booking trainers, complete an assessment sheet on awareness training, prepare PowerPoint delivery of WH&S | All staff complete refresher inductions, complete necessary training and confirmation of requirements to work for Bouliá shire such as licences and tickets. | Power Point presentation completed. Looking for Cultural Heritage Training presenter. Training Matrix located - 2 years old, needs updating - form created to get workers to fill in with Training Quals, Tickets etc |  |
| 7.2.4.5 | Ensure I-Auditor tasks are set for Fire Safety drills for all permanent locations: Min Min Encounter, Library, Council Office, Depot, Sports and Aquatic centre, Stonehouse. | I-Auditor scheduled tasks have been set up for all areas and reported back to ManEx. | These are pre-recorded into the I-auditor system |  |
| 7.2.4.6 | Complete swimming pool audit using WH&S RLSSA Aquatic facility safety checklist annually prior to pool opening | Audit of the checklist completion is done prior to pool opening / or primary use period.. | To be completed before opening each September. |  |
| 7.2.4.7 | All claims for compensation through LGW must be supported by a prior registered incident report in I-Auditor / Magic | Reporting of incidents through I-Auditor is documented through ManEx via the WH&S officer. | WHS Advisor responsible for this process. Current claims are sent through to HR for filing on employee record. |  |
| 7.2.4.8 | Undertake Fire Warden training with staff using fire extinguishers. action completed xx / xx / xxxx | Annual training and demonstrations have been completed. | Online RTO identified, requested list of current Fire Wardens, awaiting reply. |  |

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|--|---|---|
| 7.2.4.9 | SWMS - any shortfalls identified to be updated in the risk management template. | All shortfalls recorded in the risk register and reviewed by ManEx | Updating of SWMS has commenced. |  |
| 7.2.4.10 | Undertake general inspections for overall safety and office lighting effectiveness. | Annual lighting survey completed. | Lighting infrastructure reviewed. |  |
| 7.2.4.11 | 75% of actions assigned to relevant stakeholders to be addressed by allocated timeframe | No outstanding actions from employees or contractors | I-auditor actions reviewed and reported back to ManEx for outstanding issues. |  |

7.3 : Living our values

7.3.1 : Be known for our excellent reputation and dedication service delivery

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|---|---|---|
| 7.3.1.1 | Full utilisation of our customer management system to enable confident staff able to attend to all customer enquiries and deal with priority situations | Annual Re-fresher training on customer service as required. | Have been assigned Thursday & Friday afternoon to test the CS in the Play environment |  |
| 7.3.1.2 | Workplace Health and Safety - Staff continue to achieve minimum standards and reporting functions to achieve a safe workplace and TMR accreditation. | External audit obtains an above 70% pass mark | All activities are completed within the safety parameters |  |

7.4 : Develop new employment opportunities

7.4.1 : Partner with other organisations who can deliver training to improve prospects of future employment roles within council.

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|---|--|---|
| 7.4.1.1 | Liaise with training organisations who can provide trainees with support and encouragement. Research opportunities for training growth within the council. Training opportunities this quarter | All trainee positions offered and filled | LGAQ funding has been made available for training, concrete training has been identified as a priority. Availability needs to be allocated in 2024 by DWO for this to be scheduled. Currently advertising for finance trainee - training delivery being investigated through TAFE. Parks & Gardens employee expressed interest in undertaking traineeship. |  |
| 7.4.1.2 | Regular communication with Job Network provider to ensure the continued opportunity for trainees to work with the council. | New opportunities identified when grant funding supports this | Successful in application for First Start program for 1 trainee for 2023-2024. Identifying candidate & appropriate supervisor for sign up with Australian Apprenticeship Support Network (AASN). Ongoing engagement for outdoor staff in upskilling/qualifying with AASN. |  |

Key Priority 8: Leadership

Our Shire is well recognised and respected both in Queensland and the Federal arena and this is critical for the future growth of the region. We recognise the challenge population decline brings and will find ways to manage it and do what we can to reverse the trend. We will build on what already makes our shire and the surrounding regions great, including our exceptional people, local enterprise, and natural resources by developing our strategic focus and competitive advantage underpinned by strong regional partnerships.

8.1 : *Genuine community engagement*

8.1.1 : Develop and implement initiatives to encourage the community to become more informed and involved in issues that may affect them

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|--|--|---|
| 8.1.1.1 | Annual community meeting after following the end of year financial results are released in coordination with the Director of Corporate Services | Meeting held within 3 months after the final results are released | Community meeting to be held after January after the annual report is issued. |  |
| 8.1.1.2 | Regular information is released through Facebook, Channel Country Chatter, and the Website, email blast, monthly hot spot. Number this quarter number this quarter? . | Verbal feedback, monitored visits through Facebook. | Weekly posts are put on the social media pages for the council and the tourism centre. |  |
| 8.1.1.3 | Council meeting dates listed on the web site and in the Channel Country Chatter | Council meeting dates notified and Business agenda and minutes loaded onto web site. | meeting dates to be reported. |  |

8.1.2 : Manage and govern to ensure transparency and responsiveness to the needs and views of our communities in decision making practices

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|---|--|--|---|
| 8.1.2.1 | Council agendas are released for review 2 days prior to the meeting and agenda items are placed on the website within 2 business days after the meeting. | Monthly activity is available for viewing by the public on our website within 2 business days. | Agenda release is made within timelines |  |
| 8.1.2.2 | Councillor contact information is available on the internet and is up to date. Provide Councillors with timely information and reports using the new Bigtincan program which allows policies, annual report, corporate plan and all agendas and minutes to be accessible 24 /7 | Business Papers, Minutes, Councillor Correspondence and other Council documents sent within statutory time-frames. | Contact information is up to date and on the web site. Agenda information is available on the Bigtincan. |  |
| 8.1.2.3 | Ensure Council meetings acknowledge the traditional owners and are conducted in accordance with the regulatory provisions eg: Code of Meeting Practice and Code of Conduct and that Conflict of Interest / Register of Interest forms are completed as required by Councillors. | No breaches Code of Meeting Practice or Code of Conduct | This is recorded in each council meeting. |  |

8.1.3 : To represent and collectively make decisions to benefit the entire community

| Action Code | Action Name | Performance Measure | Work Completed | Traffic Lights |
|-------------|--|---|--|---|
| 8.1.3.1 | Twelve ordinary Council meetings are held each year with two special budget meetings and two planning session days. | All meetings attended by all Councillors. | Meetings to be scheduled. |  |
| 8.1.3.2 | Representation at all elected meeting groups supporting Boulia initiatives-Camel Races, School, Boulia Community, Support, Rodeo, Campdraft etc. | Reports received from attendees at the meetings presented to council for information. | Support is provided by various council members and staff for all local events. |  |