

# Bouliā Shire Council

## Operational Plan 2022-2023

3<sup>rd</sup> Quarterly review Jan to Mar 2023




Not Progressing
Completed
Progressing
Not Due To Start

## Key Priority 1: Social License

Our Shire has 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 groups and organisations




Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.1.1.1	Application and coordination of RADF funding during the year to assist community groups to provide supported activities. Acknowledgement in the Annual report for this funding stream.	All RADF funds expended and acquittals and returns completed.	RADF funding outcome reports have been finalised and waiting for next round of monies to fund three childrens travelling shows in 2023.	
1.1.1.2	Support not-for-profit community groups with grant information opportunities and grant development and promotion of councils 'Grant finder' program	All relevant grant information provided to groups via email.	Community services staff always available to discuss funding opportunities for clubs and organisations. Information re grants put in monthly newsletter and sent to clubs/organisation in community offering assistance with submissions.	
1.1.1.3	Promotion and support for community celebrations which are able to be held in council facilities: Burke Hall, Shire Hall, Racecourse Reserve, Sports Centre.	All special commemorative days and events supported within our facilities.	Events and activities are enabled by continued council support and often in partnership with other organisations and local school.	

## 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	Capture and preserve Boulia's written and pictorial historical past with information researched, documented and saved electronically which is then available to the general public.	Documentary work completed with maintenance action plan in place.	Looking at other options to record stories.	

### 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	Inclusion of the past history of Boulia both indigenous and non-indigenous through media, and the Heritage Complex..	Heritage information days held	Further improvements to the complex are being planned to increase engagement in past history. Tourism officer has added to the Indigenous stories available at the Heritage Complex, and will offer a yarning circle with Indigenous stories to tour groups in 2023.	
1.2.2.2	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.	Council continues to sponsor and help facilitate all commemorative days in the community.	
1.2.2.3	Commence work on the four stages of the Reconciliation Action Plan- Stage 1-Reflect , Stage 2-Innovate, Stage 3-Stretch, Stage 4-Elevate.		This project is in the early stages of stage 1 - Reflect.	

### 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	Advocate for increased coverage for internet in remote locations.	Number of black spot internet locations achieved.	Regional Connectivity program of \$4.3m has been approved with information rollout to commence in May 2023. Connections for individuals are not expected for approx 18 months after the ground work has been completed. Urandangi emergency communications have been sourced by Telstra after the flood event in March 2023.	
1.3.1.2	Digital technology in all its forms is supported 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.	Smart water meters Installation to be progressed (Boulia Business units and Bores)	

#### 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..	Volunteers to be acknowledged in celebrations for Australia Day, from nominations received by community.	

### 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	All parks and open spaces are mowed, toilets clean and free from defects and meet WH&S standards.	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	Organise, host or assist in delivering the Annual Community Events Program promoted in the community calendar.	Community events such as ANZAC Day, Australia Day, NAIDOC etc are well organised and promoted	Council continues to assist in most community events with staff members taking active roles and co-hosting with Family support office.	




## 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	Maintain Boulia and Urandangi aerodromes ensuring all audits are completed and audit issues are actioned.	Airport inspections completed and remedial actions completed within required timeframes	Inspections completed and items listed in the report have been actioned accordingly.	
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	New flood event in Dec 2022 with an extension of time until March 2023 due to the extended multiple flood events from the monsoon trough in North NT and Nth Qld. Initial events have been picked up with further roads picks to be done in Apr 2023. QRA will be able to incorporate the Urandangi bore in the restoration of essential public assets and this is being worked on by GBA ( both Boulia and Urandangi Bores will be completed in one tender to achieve value for money)	
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.	Total unsealed left to complete 76.3km. Donohue Sealed section 68% Unsealed section 32% PPR 1 has been approved but flooding in the Georgina catchment area has postponed this work.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.1.1.4	Preparation of funding submission for TIDS, R2R and TMR completed in line with council priorities..	Projects are completed within guidelines and pass audit requirements.	TIDS (TMR) funding allocation through ORRTG group as per regional agreements, R2R funding will be allocated to the industrial estate for completion of this project. TIDS projects are on track to meet TMR goals.	
2.1.1.5	Annual 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.	Shire roads maintenance budget is utilised to extend the benefit of other roads projects.	
2.1.1.6	Maintenance and renewal of FM transmission sites ensures continued operation.	All sites operational	All sites operational and maintained. 6 monthly service will be carryout by qualified suppliers.	



**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	TMR, RMPC and R2R roadworks are, completed in line with current standards and within budget.	Report to council are completed monthly with quarterly update to council meeting on progress against plan.	All RMPC defects and measure ups Reflect software been used. The Reflect system is enabling a good management program to be completed and tracked with 100% of budget to be spent by May 2023	
2.1.2.2	Road work completed data is recorded by road crews on REFLECT. Updated progress and outstanding items reported to council monthly.	All work which is completed under contract is submitted to confirm work completed in a timely manner.	RMPC Contracts for DTMR Roads are with data recorded by REFLECT are submitted within approved time frames and with in the allocated budget	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.1.2.3	Shelf ready plans are developed for the Urandangi North and South roads ready for future funding opportunities. ( Urandangi North Rd is a Local Road of Regional Significance (LRRS))	Plans developed ready for funding submissions	Road closure signs (electronic) are being looked into to support safety - funding is required and could come through via QRA or Mobile Blackspot funding.	







## 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
2.2.1.1	Regular collection of residential and commercial waste as per policy with charges reflective of the actual cost of service.	All collection dates are completed within timeframe and annual review completed.	Collection of waste is completed as per the policy on time every week.	
2.2.1.2	Environmental Protection agency guidelines are adhered to and actions are attended to within time frames.	Information required to meet Council's obligations regarding Environmentally Relevant Activities and associated annual returns / reporting are submitted.	As per DWQMP all the samples collected and tested. SWIM data to be submitted. DWQMP has been completed and submitted to the regulator and any outstanding recommendations will be actioned. Designs on the potential improvements to the dump to meet requirements have been sourced in line with suggestions from EPA.	





## 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
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.	Inspections by regulatory bodies and WH&S officers meet pass rate. RCD annual inspections and report completed to CEO.	iAuditor RCD inspection template has been assigned to contracted electrician. Smoke alarm checks/replacements have been conducted by the electrician to ensure compliance.	
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.	Regular inspections conducted by supervisors meet level of service requirements.	The administration team are completing the checks on facilities which are hired out to ensure the longevity of these assets. Regular inspections are conducted via I-Auditor	
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 and meet racing requirements. Council is working with the committees to ensure the facilities meet standards and regulations.	
2.2.2.4	Urandangi Hall Facilities meet regulatory requirements and also meet WH&S standards.	Continual maintenance upgrades in accordance with funding from Dr Don.	Urandangi hall and depot now meet WHS requirements.	
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.	Housing stock is utilised for the best purpose with all applications progressing through housing committee.	Council houses first priority is to retain for employees.	
2.2.2.6	Library facilities are maintained to meet the needs of the community as well as meet regulatory	Library facility is suitable for all patrons access and is clean and usable.	The library continues to operate with a great twice a week program for babies and toddlers.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	requirements and WH&S standards.			
2.2.2.7	Bouliia Cemetery facilities are well maintained and grounds are aesthetically appealing.	No dead trees, fencing is of good standard, watering system functions.	Bouliia Cemetery are well maintained, new fencing has been installed along with a new gate (again) . New tree/shrub plantings to beautify the entrance will also occur in 2023.	
2.2.2.8	Urandangi Cemetery facilities are well maintained and grounds are aesthetically appealing.	Regular inspections conducted by supervisors meet level of service requirements.	Recent flooding at Urandangi has impacted the grounds - luckily we are in receipt of a RADAR imaging plan which will allow the identification of the graves once we have the rest of the town under control.	
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.	The bus is currently registered, insured and kept up to date on regular services so it can be utilised by the Community. This bus is over 10 yrs old and will need to be replaced in the near future if required/ warranted.	

## 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	All Asset Management Plans competed for all major asset classes	Asset management plan for buildings and houses are being used to determine the priorities for building maintenance. Roads AMP is being reviewed against inspection to identify priorities for future works. AMP's for the water and sewerage are yet to be completed.	
2.3.1.3	Develop the LEVELS OF SERVICE information data base to improve the relationship between	Levels of Service developed of each asset	Levels of service for all AMP's been developed by Shepard Services. all the data been collect by using virtual RACAS system. Budget forecast been developed for the roads,	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	the service level and cost so that future community consultation will be well informed of the options and associated cost.	class improving with maturity each year.	footpaths, K&C and Airports. As per AMP budget been allocated for the renewal for the footpath and K&C.	




### 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
2.3.2.2	Progress the development of the Residential Subdivision (Stage 1) by having survey plans prepared and a shelf ready project to enable the application for funding when available.	Survey plans completed ready for implementation if funding becomes available.	A shelf ready project has been developed but survey plans will not be completed until funding has been identified.	
2.3.2.3	All identified future projects to have a shelf ready funding applications ready for funding opportunities.	All potential projects have shelf ready funding applications completed.	There are shelf ready projects waiting for relevant funding; <ul style="list-style-type: none"> <li>1. Old gaol house.</li> <li>2. Walking trail to racetrack (this is in progress and funding opportunities in 2023)</li> <li>3. Stonehouse upgrade.</li> </ul>	



### 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	Audit on street lights conducted with reports to Ergon on faulty lights.	Ergon was unable to attend to Boulia due to the Winton Rd being cut off initial work has been completed and have performed maintenance and replaced all the faulty lights.	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	the use of recreational facilities after dark.			
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.	Town entrances parks and open spaces are well maintained. Weed spraying completed. Plants been trimmed for regrowth.	
2.3.3.3	New seasonal plantings of shrubs and annuals in identified gardens completed. Centre median strip shrubs trimmed and ' flag' signage repaired/replaced.	All gardens and weed free and plantings have been done to peak during tourist season.	New plants have been planted shrubs trimmed to suit Boullia's seasonal weather. removed dead trees from the median strip and Robinson Park.. New plantings have been completed at the town entrances.	
2.3.3.4	Cemeteries to have site information recorded in the new IT Vision system and new sections allocated according to plan.	All existing information loaded into the system and new additions recorded.	Information is being carefully recorded in to the system as time permits. New data is being sourced by RADAR to locate previously 'lost' graves. Awaiting reports	

**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	Survey plans for 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.	This is actioned as required and identified in the Corporate Plan.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
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.	Prior to approval the whole of life costing is taken into consideration and reviewed by council. Continued review of this expenditure as the projects. and also adding QLeave extra element, if the project cost is more than \$150K. QLeave reps will be visiting in April 2023	
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.	2 DA's for building applications have been processed this quarter. One for a shed and the other for a carport. Quotes are now referred directly to the external engineers/ building certifiers and town planning consultants. Records on applications are recorded in registers in Magiq EDMS	

**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 the Council annually and if amended -approved by the Minister and adopted by council.	Town Planning Scheme was adopted in 2020 and no changes are reflected this year. This was reviewed and endorsed at the June 2022 budget meeting .	

## 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 as required.	WQAC have chosen this as a topic which is reflective of all western councils. A face to face meeting occurred in October 2021 in Brisbane to develop a paper for submission to the government. The group also submitted a paper on the sustainability of local government councils in rural and remote Qld and met again in March 2022 in Charleville. Nov 2022 -Boulia completed the trial with Barcoo and this is now being rolled out across Queensland	


#### 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.	Housing stock meets council demands	Funding has been obtained to complete a \$2.1m project for 6 units to be built in Pituri Street. This is expected to be completed in 2023.	



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	Budget allocation is sufficient to meet 10 yr housing forecast.			





### 3.2 : Advocate for the region through regional networks

#### 3.2.1 : Advocate and support the development of the Outback Highway

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.2.1.1	Outback Way Development Corporation- continuation of the joint representation for the future development of the Donohue Highway forming part of the Outback Way - Australia's longest shortcut.	Monthly teleconference updates	The connection with the Outback Highway Development Corporation is strong and council attends all monthly meetings to support this important project. The future of Boulia will be heavily impacted by the success of this sealing project across the 3rd transnational route across Australia once sealed the impact for tourism will be another benefit to the township of Boulia and Urandangi.	

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.2.2.1	Achievement 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.	Regular monthly teleconferences attended with quarterly face to face meetings attended. Actively participating in the group and heavily involved in joint procurement.	
3.2.2.2	Work with RAPADWSA (Water Strategic Alliance) in joint procurement for major infrastructure water projects to enable the best	Improved water infrastructure.	Actively participating in the group and heavily involved in joint procurement. This year will see joint procurement in water telemetry and smart water meters and projects	



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	utilisation of funding to achieve sound outcomes for infrastructure and therefore service delivery for water.		which will see council save many thousands of dollars as joint procurement proceeds	
3.2.2.3	Attendance at the Remote Area Planning and Development Board (RAPAD) meetings- Facilitate the growth and development of the Central West and wider Outback region.	Evidenced based outcomes resulting from the membership of the regional group.	Both the Mayor and CEO attend meetings by F2F or online via teleconference each month. RAPAD continues to be an important strong regional organisation which responds to the needs of individual council and supports them at a State and Federal Government level.	
3.2.2.4	Central West Regional Pest Management Group (CWRPMG) - Development of a strong regional group who guide the implementation of the adopted Regional Bio-Security Plan which will seek opportunities to eradicate, control and manage pest and weed issues.	Group is functional and has had success in the development of a workable plan.	There were a couple of meetings held by tele conference were there were plans for all RLPOs to get to gather and do a combined pest weed spraying.	
3.2.2.5	Prepare submissions to Western Queensland Alliance of Councils, Local Government Association and Australian Local Government Association to lobby State and/or Federal Governments for strategic changes to Acts and regulations where warranted.	Successful outcomes from motions developed by council presented to WQLGA.	WQAC meeting was held in Charleville which was attended by the Mayor and Deputy Mayor ( CEO on sick leave). This group has successfully lobbied for the change to the Federal Assistance Grants and improvement in the housing availability in remote Qld.	
3.2.2.6	Ensure that the Local Disaster Management Group (LDMG) group is functional and operates well in emergency situations. Bi-annual	Activations are well executed and documented. • Reports to the LDMG are completed •	LDMG was activated in Dec 2022 and again in Mar 2023 for the same event - which saw evacuations and major flooding in Urandangi.	



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	meetings and exercises are conducted as required.	Field and desk top exercises are completed		



### 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
3.3.1.1	Explore opportunities to utilise 'green' energy where appropriate.		Successfully installed solar air-conditioners in some council facilities. Allocated budget in W4Q funding for solar power at the depot at Urandangi Depot.	
3.3.1.2	Increased 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)	Continued investigations into possible solutions for our connectivity issues not only for the council but also in peak periods of tourist activity.	

### 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	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.	New signage incorporating Indigenous artwork to be researched and delivered. Walking trail along Burke river to have traditional stories featured.	
3.4.1.2	Maintain and improve the experience of tourism attractions	Upgrading of existing infrastructure completed	The Min Min Encounter refurbishment has garnered increased interest due to its modernised look and greater	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	by regular maintenance and updating of facilities and new programs when required	with program review to be completed when funding available.	capacity for numbers seeing the show. New fencing showcasing historical machinery etc has been installed around the Heritage Complex and has been well received.	
3.4.1.3	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 officer attended 4x4 drive outdoor show in March 2023.	
3.4.1.4	Continued use of television and other media advertising of the shire including our web site to support council tourist attractions	All advertising and TV ads reviewed and renewed as necessary for value for money outcomes.	Boulia shire is promoted on Channel seven with a wide coverage during top rating shows. Quality magazine coverage is ongoing.	

## 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	Fogging activities completed in times of flood	Fogging notification to residents. Fogging completed to the most effective schedule for reduction in pests	Fogging was carried out for the months of June and October 2022 due to the rain. Extra fogging activities were conducted from Dec to Mar due to the extended flooding events at this period.	
4.1.1.2	Manage stray domestic animals within the township to reduce incidence of nuisance behavior	Reports of stray domestic animals actioned within 4 hours.	Only 2 dogs impounded this quarter.	
4.1.1.3	The set of policies and local laws are reviewed annually to ensure that all residents are able to enjoy Bouliia without impediment.	Policies and Local Laws are up to date and relevant.	Policies are reviewed as per their due date usually with an expiry of three years unless changed by an Act of government. The Local Laws will be reviewed and updated this year to include dog off leash areas. This review is currently in progress.	

**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
4.1.2.2	Cultural heritage clearances are sought during the planning process for construction activities.	Number of projects which have cultural heritage clearances completed prior to any work done.	Part of the project scope to obtain Cultural Heritage clearances for any new sites or projects. Report has been added to Job Management Plans.	


**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
4.2.1.2	Local SES group is supported by council. Compliance with the state requirements to have an State Emergency Service (SES) group	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	Council continue to support the SES where required which allows for training and meetings to be held. A new recruitment run and training was planned for March but delayed due to flooding.	

**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	There was only 1 property that did 1080 baiting this quarter with a total of 712.5kg of meat treated with Pig Strength 1080 poison.	



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	Bio-security Plan adopted by council with reporting to be done back to CWRPMG quarterly.	notification process occurs. CWRPMG meetings are attended by RLPO		
4.3.1.2	Noxious Pest weed control on council managed land and council road reserves is maintained, monitored and reported quarterly to council but subject to grant funding.	Limited incursions with action taken for invasive species.	due to the extraordinary flood event weeds spraying has not been completed.	
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.	<ul style="list-style-type: none"> <li>• Take up of baiting program offers by the landholders.</li> <li>• Bounty payments continue.</li> <li>• Education information available on pest animals on the web site / face to face.</li> </ul>	126 Feral Pig snouts have been paid for up until 28/3/23. 43 Feral dog scalps have been handed in and paid for up to 28/3/2023. Only 1 feral cat tail was paid for in Sep 2022.	
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 and stock levels monitored and reported to council quarterly.	<ul style="list-style-type: none"> <li>• Town Common Committee meets at least once per year.</li> <li>• Members fees are paid promptly</li> <li>• Stock which is not registered with a member will be impounded.</li> <li>• Town common muster is completed half yearly.</li> </ul>	Smaller numbers of stock and good rain has given the common a good chance for the feed to rejuvenate. Council has installed a stock baulk where the Town Common ends and the Stock Route begins on the Boulia to Winton Rd. This is yet to be determined if it is effective.	
4.3.1.5	Primary Stock route bores are maintained as appropriate with funding applied for as needed.	Stock route bores are maintained in accordance with funding received.	No travelling stock recorded.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	Other bores are maintained as funding allows.			
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 conducted to review progress	Successful land care meeting held at Stockport with a further event planned in the future	
4.3.1.7	Review council buildings and facilities to improve sustainability/ reduction in greenhouse emissions or reduction on reliability of traditional power sources.	when new products are required to be purchased we are looking at the options which are sustainable to the environment.	This will be conducted if we are successful in our application for funding for a new Community Hub. We currently looking for possible funding rounds to apply for funding.	

#### 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 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 the licenses are up-to-date. to comply with EPA guidelines. Environmental health officer carries out regular audits on licenses, landfill management and food licenses. Carpenter / builder has undergone refresher training for Asbestos removal.	
4.3.2.2	Leases over the Butcher Paddock and Cooridgee Laneway are managed in accordance with our lease requirements for stock holdings.	Leases are sub-leased with income generated to cover lease fees to Qld Gov and managed in accordance with those requirements-reviewed annually.	After the rain both properties have good feed.	

**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.	Burke River has received several 'flushes' and we are able to water from this source. We will be utilizing town water to irrigate town median strips. Watering has been kept up to the required standards. new bore will be installed early next year to keep-up water demand.	
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.	Further work has been underway in getting the trial of water meters ready for implementation. Waiting for Contractor to install antenna on water tower.	

## 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.	All policies are actioned in accordance with their due date for review and submitted to council.	
5.1.1.2	Provide elected members with training and professional development opportunities	Policies are reviewed and made available to staff.	Training has been offered (LGAQ) but it has been located in Longreach and this has not been possible due to the roads being closed due to flooding. The video conferencing was not an option.	



#### 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.	Several staff are now competent in the management of our records system	




### 5.1.3: Adopt an integrated risk management approach

Risk Management Group meets at least six (6) times per annum .Completion of all actions of the Risk Management Group Action Plan designated for finalisation in this financial year

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. .	Risk Management framework is reviewed and developed further.	The Risk Management framework review has been completed and updated in Oct 2021. Self Assessment review conducted resulted in excellent results of 90%.	
5.1.3.2	Provision of reports to Workers Comp in relation to workplace injuries and other RTW matters	Reports completed as required	No workers compensation claims are existent to date	

### 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 (on-line and face-to-face) have been conducted and are current. All relevant paperwork 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 the organisation of the	All inductions, either face-to-face or online, are saved to Magiq and the register is updated. Work Site inspections to be conducted by Contract Works Overseer (CWO), or his staff, via iAuditor and inspections have been scheduled for completion. Relevant documents saved to Magiq.	






Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
		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 Bouliia Shire workforce.





Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.5.4	Responsibilities WH&S for Directors:• Provides support and sufficient resources for safety as required • Establishes health and safety objectives aimed at continuous and sustainable improvement	Regular quarterly meetings with each Director to review progress in each area and identification of 'road blocks' to success in WH&S	I-Auditor used to report, investigate all the incidents and safety hazards. to accesses. I-auditor tablets been provided to the appropriate staff which are being used to report on identified areas.	
5.1.5.5	WH&S responsibilities for CEO:• Provides support and sufficient resources for safety as required.	Ensure budget allocation is reviewed each year in line with the requirements for us to remain compliant. Provide support the the WH&S to enable the role to be completed.	Council employs a WH&S Officer who is provided with all necessary requirements to complete this role. The reporting function of hazard management and risk management are recorded in PULSE, I-Auditor. Weekly meetings with staff to re-enforce WH&S message takes place. WH&S incidents and issues are monitored at ManEx each week with WH&S officer.	
5.1.5.6	WH&S Responsibilities for Directors: • Provides support and sufficient resources for safety as required	All incidents are reported and followed up with staff and supervisors. Regular reports to council on activities and safety	WH&S activities and incidents are discussed and recorded at our weekly ManEx meetings these also review outstanding items on I-Auditor and other reportable documents.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	<ul style="list-style-type: none"> <li>Establishes health and safety objectives aimed at continuous and sustainable improvement</li> </ul>	results for council staff and contractors.		
5.1.5.7	<p>WH&amp;S responsibilities:</p> <ul style="list-style-type: none"> <li>Investigates all incidents, accidents and near misses at the workplace</li> <li>Monitors safe work practices and mentor relevant stakeholders</li> <li>Coordinates management action processes</li> <li>Regularly monitors management action processes within Council's electronic Work Health and Safety management system</li> <li>Develops and communicates key statistics in accordance with reporting timeframes</li> </ul>	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.	All incidents investigated and constant monitoring of safe work practices. Regularly monitor IAuditor to identify any failures to adhere to reporting requirements and corrective action taken where necessary. Continuing improvement to reporting framework (iAuditor, Pulse etc)	
5.1.5.8	Progress on Mutual Risk Obligations to develop a health and safety project for all supervisors and managers.	Review by LGW meets expectations for compliance	Continue to liaise with LGMS/LGW to meet mutual obligations. 90% pass result obtained Oct 2022	
5.1.5.9	Review all flagged policies, procedures, work instructions,	Staff who have allocated responsibility for specific actions review	Ongoing review of policies and procedures, SWMS and working documents. Verification of Competency policy also	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	forms, safe operating procedures (SOP) and training tools.	associated documents to ensure they are up to date.	formulated for presentation to council. Procedural forms developed and adopted.	
5.1.5.10	Upload all reviewed documents under appropriate element numbers onto the councils safety management system (including Infoxpert) as endorsed documents with changes notified to staff-toolbox,email.	All endorsed documents are correctly loaded in Boulia Safe and hyper-links are active and working.	Continue to upload all documents relating to WHS and training to Magiq and, where relevant, Pulse. Continue to locate random digital and hard copy documents requiring uploading (scanned where necessary).	
5.1.5.11	Develop a system to track training identified and completed for staff and contractors including verification of competency training.	A system is in place and is being used to effectively assist with the tracking of training and competencies.	The training Matrix captures all staff training that has been completed, requested and expired requiring re-training. On-line training is continuing to be utilised where possible.	
5.1.5.13	Review all emergency evacuation signage is in place for all areas.	Emergency plans have been reviewed, are up to date and signage is complete in all areas of council.	All signage is now in place and is reviewed annually	
5.1.5.15	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	Continuous review and updating of processes to meet compliance requirements. To date current systems are being improved to ensure compliance will be met.	
5.1.5.16	Reduce the impact of injury and illness by reviewing: Toolbox talks on WSH design, machine guarding,	All reviews are completed within agreed time-frames	Continual improvement of processes and procedures. Additional Alcohol testing machine has been purchased to ensure continuous access.	






Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	hire equipment, thermal radiation, pressure safety, confined spaces, excavation and trenching, manual handling and ergonomics, noise management, heat stress.			
5.1.5.17	Review all SDS folders to ensure all SDS are dated within a 5 year of issue date. This can be completed through Chemwatch.	All areas of council have been checked and none are out of date.	SDS checks conducted. Workshop SDS folders and Chemwatch completed and current. Ongoing checking being conducted.	
5.1.5.18	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 placarding requirements.	Training has been completed for all relevant staff.	At this time no further training needs have been identified.	
5.1.5.19	Draft new WH&S Strategic Plan for July 2022 to June 2024	Draft document has been developed by staff and has had sufficient time to be reviewed for comment prior to adoption.	2022 - 2024 plan drafted and completed by CEO - reviewed by WHSA and Adam Stevenson, WHS Consultant, Local Government Work Care,	
5.1.5.24	Annual reporting of lost time injury claims which should be less than 55% of all claims	Reporting to senior staff on progress or issues which will prevent this from occurring.	Nil claims this period	
5.1.5.25	Annual reporting of injuries - No increase in recorded injuries from the previous year	No increase from previous year.	There have been three reports of incidents resulting in minor injuries during this period only one of which required WHSA investigation.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.5.26	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)	All incident reports are recorded in I-Auditor and staff are competent in using the system	All incidents have been recorded in IAuditor and files transferred to Magiq. Investigations have been conducted where required to identify gaps and instigate control measures to mitigate risk of similar occurrences. Some incidents are being reported manually then transferred into Magiq.	
5.1.5.28	To achieve 80% Compliance with the National Audit tool for Self-Insurers	Compliance audit completed by the regulators prior to the TMR Accreditation (usually 3 yrs). Independent audit completed annually	Continuing to gather necessary evidence as it comes to hand for submission to audit team. Developing systems/processes where gaps have been identified. New audit to be completed in Dec 2022.	
5.1.5.29	Continual improvement of the hazard risk register through identification of new hazards/risk and control measures.	Number of improvements made to the register.	Hazard risk register is subject to review and updating as required on identification of hazards	
5.1.5.30	Support training and monitoring of use of councils WH&S and I-Auditor programs. Complete annual audit of all council work sites	At least 80% compliance with the National audit tool  No breaches of WHS regulatory requirements  Hearing assessments for employees working in noisy environments completed	Continual improvement and amendments to the reporting framework (iAuditor). Users trained where necessary. Majority of council worksites are inspected monthly and others at least quarterly. CWO and staff tasked to conduct contractor work site inspections and complete on iAuditor.	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.5.31	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.	Reports provided to Council and MANEX in relation to the testing conducted	Two staff members now trained in Alcohol and Drug Testing. Need to establish relationship with laboratory and secure sufficient supplies have been sourced to conduct regular random tests. A schedule is to be created for testing in 2023.	
5.1.5.32	Integrate mental health and wellbeing inclusions in daily activities.	This are to be supported through weekly toolbox articles.	Start-up agenda included presentation by mental health team attached to AOD Services South West QLD on strategies to assist with managing mental health. Mt Isa Mental Health team have also committed to conducting presentations when requested during 2022. Managers/Supervisors have been encouraged to undertake training in mental health awareness. LGW Safety Advocate will also be presenting at start-up 2023	
5.1.5.33	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	Team Safety award to be created and implemented	This activity will commence in 2023	
5.1.5.34	Actively manage WH&S Risk by reviewing the Risk management Framework annually and identify third party or contractor groups to identify and manage risks.	Toolbox talks to include contractors and the framework and risks are reviewed as required	Risk Management framework reviewed.	

## 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	Long Term Financial Plan (QTC model) used for sensitivity analysis which can deliver impact of financial decisions made by council on future projects	Long term Financial plan developed in line with QTC format-reviewed.	Long term Financial plan developed in line with QTC format-review which was submitted	
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	IT Vision On Demand training videos are available to all staff for updated training. A Technical Managed Service has been added to our package as support.	
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	Investments made in accordance with Investment Policy and reported monthly to council.	
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	Rates notices were sent to ratepayers in August. Council external consultants are working together with internal staff to assist in this process. Debtors are constantly monitored and outstanding debtors with more than 90 days are referred to Council Debt Collection agency	
5.2.1.6	The budget reviews are to be completed quarterly and reported to the council.	Operational Plan (including Budget) adopted by 30 June each year	Operational budget has been adopted by Council. Operational Plan quarterly report and quarterly budget review will be presented to Council in Nov 22 for adoption	




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	All insurance policies have been received and reviewed this quarter	




## 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.	Quarterly Audit Committee meetings are held four times per year to review Audit Plans, Draft Financial Statements, previous audit management responses and actions.	Quarterly meetings are scheduled and financial reports and audit action plans are reviewed	
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	As audit reports are received Pulse is updated and action is taken with continual updates reported to Audit & Risk Management Committee Meetings.	
5.2.2.3	Implementation of actions set out in the Internal Audit Committee Action Plan	Completion of all actions of the Internal Audit Committee Action Plan designated for completion in this financial year	Actions are implemented and changes to processes as detailed from the Audit Committee are followed through. Reviewed by Audit & Risk Management Committee at meeting. Audit plan is currently being reviewed and updated.	

### 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	QTC whole life costing model been used for project above \$200k.	

### 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	Provision of budget information to staff	Finance Monthly report is presented to Council. Significant financial transactions are shared in 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.	Annual report prepared with input from all senior managers and submitted to council within time frames.	Annual report for 2022-2023 completed and printed within guidelines.  I am in the process of sending these reports to the Station Owners.	
5.2.4.3	Discharge Council's statutory financial reporting obligations	Statements submitted to the Office of Local Government by 31 October each year  Unqualified audit report	Council has submitted its Financial Report on time to the Office of Local Government. preparation for Financial Statements will be ready to be signed in Oct	


### 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	Costs to visit our exhibition is reflective of other tourist attractions and minimal stock write off.	There is a 35% mark up on the majority of merchandise on our retail sold in the tourism centre.	
5.3.1.2	Depot workshop- percentage of 'downtime' for council plant and equipment	Limited downtime and minimal lost productivity.	Regular maintenance been carried out on council fleet and well maintained. Fortnight check on the plant revenue. Major services are planed around the council break to avoid down time of the machine. 20 years plant replacement program been developed. Plant committee meet quarterly to ensure plant performance meeting the targets.	

#### 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	Council developed a policy for CCTV. upgrade completed CCTV system for: Admin building, Landfill facility, Sports Center, Library, Min Min, Heritage Complex. Maintenance will be completed annually.	
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	Licence renewals are reviewed and actioned as they fall due. Investigation and consultation is ongoing with our IT support network.	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.3.2.3	Manage telephone and Ergon accounts and equipment and services to ensure we are not paying for unnecessary services	Accounts paid, nil outages and plans are cost effective for council.	This area is under review along with the current IT connectivity issue with unused access ports disconnected.	

### 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.	Budget preparation is timely and involves Executive team and department heads with bids for funding received from departments for consideration by council	Budget preparation is timely and involves Executive team and department heads with bids for funding received from departments for consideration by council. Initial budget preparation workshops will commence early in 2023.	
5.3.3.3	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.	Monthly financial reports are delivered to councilors and each quarter any variations to the budget are explained and approved by council.	

### 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	Plant purchases are within budget and plant is maintained within specified parameters to	Plant committee will meet quarterly to review the plant purchases and performances. plant and equipment been purchased with in the budget. Due to COVID-19 impacts the	



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	maximum value for money outcomes. This is to include risk assessments.	enable sound operations of the council.	replacement of units has seen an increase in the cost and extended waiting periods.	
5.3.4.2	Tourism attractions are managed and are sustainable with future enhancements progressed as budget permits	Business plan and management manuals completed by Greg Tuckwell (consultant)	Upgrade of tourism facilities have been completed and are well done and continuous improvements will occur into the future. Maintenance visit due January 2023.	

## 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	Meetings are attended as they are instigated by Qld Health and more recently by QFES . Further meetings have been held on other environmental issues.	
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	Funding is monitored and allocated as requested by Dr Don Bowley. Request by Qld Health for washing facilities in Urandangi has been referred to Dr Don for his input.	

#### 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	Council supports 'free to attend' functions where possible.	Council assists wherever possible with all community celebrations. Several free to community touring art shows this year and assistance given to community groups for after school sports.	

**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	Continue to oversee the operation of the Boulia Aquatic Centre and sporting fields	Facilities are open and usable for the public at least 95% of the year.	Aquatic fun and games during school holidays has been a feature of the centre and the Move It program which facilitates Thursday afternoon sports days have been well supported.	
6.1.3.2	Continue to provide Australia Post services for as long as this is required to be provided by council	Australia Post facility is operational with trained staff who are available	Postal services are continuing to be run and improved on an ongoing basis. Another Staff Member has started training in Counter services for the Post Office as another Relief Officer.	

## 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.	Feedback from workers indicates that most understand the importance of WHS requirements and the need to capture evidence where necessary. Continue to communicate with workers on these matters through toolbox presentations and general conversation. Management/Executive and informal depot supervisor meetings are held weekly when possible which provides a format for exchange of views and raising of WHS issues for discussion. Regular meetings held with CEO.	
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	The new payroll officer has now been on board for 2 months and processing payroll on time, accurately with minimal errors along with assistance from IT Vision.	
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.	All employee records are now recorded and saved in the Magiq records management system. The access to this information is strictly controlled with only access available to Human Resources Officer and the CEO.	
7.1.1.4	Recruitment and selection processes are transparent	The recruitment process is completed in a smooth and professional manner	All applications and paperwork is now recorded electronically in MagiQ. All positions are advertised and we have used the	



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
		with documents provided that are up to date and relevant. All documentation is collected as required and saved electronically.	external recruitment agencies more this year due to staff shortages and the competitive employment arena.	
7.1.1.5	Mayor and or panel to complete annual review of the CEO	<p>The Chief Executive Officer review is completed against the targets in th Corporate Plan and the Annual Operational Plan for progress.</p> <p>Chief Executive Officer review is reviewed against targets of Corporate and Operational Plans for progress.</p>	The CEO review is due each June . The review for 2022-2023 will be delivered to the council at the same time the council will need to negotiate a contract for the CEO for a further term should they decide to continue with the existing CEO..	
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	<p>Reviews have been completed for this half year which included 3 and 6 month review for the new Director of Works and Operations(DWO).</p> <p>DWO annual review is due in April.</p> <p>WH&amp;S 12 month review is due in April and has been completed.</p> <p>Director of Corporate and Financial Services 3 year contract is due in June 2023 and Kaylene has indicated she wishes to renew her contract. All other reviews applicable to this office have been completed.</p>	




Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.1.1.7	Complete annual performance review of your employees for Works and Operations including WH&S compliance.	Reviews completed on anniversary.	One page performance review been developed. performance reviews are due to complete. Completion of reviews on two staff whose job description had changed has been done.	
7.1.1.8	Complete performance reviews for your staff in Community Services including WH&S compliance	Reviews completed on anniversary	All reviews undertaken when and as required.	
7.1.1.9	Complete performance reviews for your staff in Finance and Administration including WH&S compliance	Reviews completed on anniversary	Performance reviews are done 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	Training packages are available to all staff. The new SynergySoft module will allow staff training to be recorded in real time. We are expecting this to be rolled out before December 2022	

## 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	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.	Limited interest from employees in developing any committees however the Certified Agreement is due June 2023 and this will require input from staff again for the new term.	
7.2.1.2	Boulia Certified Agreement options are enacted within payroll from the agreement 2019-2023	Regular reviews of conditions being paid to staff	The last term of the Certified agreement was June 2022 pay increase. The increases have been well received and this will need to be reviewed in 2022-2023	
7.2.1.3	Be proactive in providing information to staff on issues which may affect them.	Information delivered via email, payslip notice or meetings.	Open communication with Staff and Union representatives is ongoing.	




### 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	Records of suggestions/ complaints/ issues to be kept. PID training to be part of training regime.	Information freely available on how to register suggestions. Toolbox meetings held for inside and outside staff each week. Review of the 'whistleblowing' option will be completed at the January start up as a refresher for staff.	
7.2.2.2	Assist the CEO in the development of a workforce strategy which includes an appropriate staff succession plan including training, attraction and retention	Workforce Plan developed in conjunction with all staff.	No work has been completed on this area during the quarter. Training has been identified for external staff and internal 'cross skilling' of staff may assist in staff vacancies. However, limited staff numbers due to accommodation is a key restrictive factor.	




### 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	Quarterly reports on access to services received (no personal details) only the volume of access.	Employee Assistance Program is still successful with several employees engaging with the provider - This is a confidential service of which council does not have any personal knowledge of content. It is designed to be a safety net for those staff or their families who may need immediate support. The Council's provider visited 31 Oct to catch up and remind all staff of the service provided.	

### 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	Site inspections are ongoing and full compliance to date.- new projects for this quarter have been delayed due to floods and wet weather	
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.	Last assessment conducted September 2021 and recorded in register to comply with biennial requirement. Noise testing will be carried out start of 2023.	
7.2.4.3	Introduce electronic fleet management system	Fleet management system is used to monitor the productivity of the councils fleet which is reported to the plant committee and ManEx	Fleet management system is used to monitor the productivity of the councils fleet which is reported to the works meeting	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
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 Bouliia shire such as licences and tickets.	Training matrix utilised to identify training requirements. Liaised with RAPAD and MRAEL in relation to startup training and apprentice traineeships. RAPAD trainer, can advise of training requirements for startup week commencing January 2023. Will contact RAPAD as to availability. Three supervisors have been issued with Cert III Road Construction - Plant Operations following RPL and five employees are now contracted to complete the Cert III in Road Construction - Plant Operations.	
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.	Fire/Emergency evacuation drills have been scheduled in iAuditor to relevant locations. Drills have been completed.	
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..	Safety audit reports are completed when pool is open and/or during primary use period. Any safety issues identified that require engineering controls are relayed to DWO for attention.	
7.2.4.7	All claims for compensation through LGW must be supported by a prior registered incident report in I-Auditor	Reporting of of incidents through I-Auditor is documented through ManEx via the WH&S officer.	No reports have been submitted this quarter and only one during the entire year. 'Near miss' incidents and minor 'non-reportable' incidents have been actioned by the Workplace Health and Safety Officer.	
7.2.4.8	Undertake Fire Warden training with staff using fire extinguishers.	Annual training and demonstrations have been completed.	Due to staff changes Fire Warden training will be conducted following start up in 2023. Fire extinguisher training will take place at start up. At this stage there are sufficient Fire Wardens in each section to conduct fire/emergency evacuation drills.	

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	Appropriate SWMS have been developed for all pertinent High Risk construction work (as defined in section 291 of the WHS Regulations). Continue to review and update where necessary	
7.2.4.10	Undertake general inspections for overall safety and office lighting effectiveness.	Annual lighting survey completed.	Facility and work site inspections conducted by relevant staff via iAuditor on a regular basis. Inspections being uploaded to Magiq as an ongoing process.	
7.2.4.11	75% of actions assigned to relevant stakeholders to be addressed by allocated timeframe	No outstanding actions from employees or contractors	Some scheduled tasks are still not being completed on iAuditor as required despite CEO direction (e.g., RCD testing, evacuation drills) however 80% of tasks are being completed in a timely fashion. All inspections are downloaded from iAuditor to Magiq.	



### 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.	The system is being implemented and finer touches sorted out.	
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	Regular inspection been carried out with the relevant staff and recorded in i auditor. Reports been monitored weekly with the works staff, supervisors and contractors.	

## 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.	All trainee positions offered and filled	Several outside employees have also commenced courses delivered by RAPAD Skilling which have been well received. Due to staff turnover CEO has determined no new trainees at this stage until workforce is again stable and a trainee can be sufficiently supported.	
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	Council uses the RAPAD Skilling organisation to support staff in training as they identify needs through the performance reviews. Several staff have accessed RAPAD for training this quarter.	

## 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 in early December after the final results are released	Community meeting to be held after the release of financials. Date to be advised by Director of Corporate Services.  I have yet to attend a Community meeting.	
8.1.1.2	Regular information is released through FaceBook, Channel Country Chatter, and the Website.	Verbal feedback, monitored visits through Facebook.	Social media sites continue with increased views and sharing. Flyers, monthly newsletters, website and e-mails also disseminate information in the shire. More community meetings required.	
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.	Dates have been uploaded on the Website for the 2023 meetings, up until December 2023.  And Meeting Requests have also been sent to Councillors for all Council Meetings in 2023.	



**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 7 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.	Council Agenda items are released with the regulation timeframes (2 working days) prior to the meeting and minutes uploaded to the website within 2 business days after the meetings.	
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 timeframes.	Activities for all business papers, minutes, Councillor correspondence and other important council documents loaded as required within statutory timeframes and available via BigTinCan system.	
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	Council continue to acknowledge the traditional owners at the council meeting and all other important occasions. All other statutory requirements are also monitored at each 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.	Calendar Invites have been sent for all of the Ordinary Council meetings for the year 2023 up until Dec 2023.  I have also sent out calendar invitations to management for the 2023-2024 budget workshops.	
8.1.3.2	Representation at all elected meeting groups supporting Boulia initiatives	Reports received from attendees at the meetings presented to council for information.	All meetings attended as requested with councillors playing an active role in events.	