

Bouliā Shire Council

Operational Plan 2021-2022

Quarterly review




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.	Funding received in 2021 for RADF projects still available but many events still being cancelled due to Covid restrictions and regulations. A RADF funded workshop for the school children will happen in June.	
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.	Grant finder on Council website and emails sent re new grants to various stakeholders of clubs/groups.	
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.	Community celebrations well supported with hiring costs waived for local groups.	

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.	Boulia's history constantly researched and pictorially depicted in signage and filed information.	
1.2.1.2	Collect and collate the oral history of our elderly residents.	That a body of work has commenced in the collection of our oral history either by video or other recording options.	Media officer still researching and collating historical data and stories from older community members.	

1.2.2: To promote the heritage, arts and cultures of our communities

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	Past history is included in signage, social media and items at the Heritage complex.	
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.	All milestone days such as Australia Day, Anzac Day, Remembrance Day, Naidoc week, Reconciliation week recognised with other days of significance such as Domestic Violence red shirt walk day. This year reconciliation week will be celebrated by a funded event at the shire library.	

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.	Final submission details have been completed for the NBN project and GWI have spoken with a subsidiary company in the interim.	
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.	Upgrading WIFI link to the Depot, Min Min to obtain faster connectivity to the council server. Smart water meters Installation in progress (Boulia Business units and Bores) Urandangi water level monitor system been installed NBN connectivity to the council facilities and town residents funding application in-progress	

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..	Council staff once again helped organise other staff to set up and deliver the Australia Day event. This year due to health restrictions a live stream event occurred.	
1.3.2.2	Actively encourage staff to volunteer through innovative incentives.	Community groups who rely on volunteers are actively supported through advertising via, Facebook, Web Page ,	Community services staff are always on hand to assist with community/council events when asked to do so.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
		email blast and twitter and Instagram.		

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. Still to finish of front fence at Robinson park.	
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 newsletter now produced monthly for 8 months of the year and 4 times quarterly for residents to keep abreast of events and happenings.	
1.3.3.4	Library, swimming pool and WiFi continue to be promoted to encourage educational advantage, physical advantage and social advantage.	Opening hours reflective of community demand and budgetary constraints.	Boulia has community facilities that encourage and foster physical and mental well-being, such as the library and sports centre with programs and activities well planned and organised.	



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	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	Flood activation programs are on track with additional staff commenced in line with QRA recommendations.	
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% Federal Budget allocation \$678m has been earmarked - awaiting on the funding application guidelines to continue to seal next section	
2.1.1.4	Preparation of funding submission for TIDS, R2R and TMR completed.	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.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
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.	Reports 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.	
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 within the allocated budget	

2.1.3 : Lobby for appropriate State and Federal government funding to upgrade the quality of major access roads within the shire and also accessing the region

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.1.3.1	Continue to lobby for the progressive sealing of 'Australia's Longest Shortcut' - the Outback Way. Representation to State Government to have the Donohue Highway declared a State road	Funding to complete roadworks on the Outback Way is received and value for money outcomes are achieved.	Continued efforts to emphasise the financial impact of this road still being categorized as a council road while having a National impact on freight and tourism being the third transnational route across Australia linking up sections of the Outback Way between NT and Winton	
2.1.3.2	Identify priority sections for the continued improvement of the roads between Winton and Boulia and Boulia to Mt Isa.	Continued representations are made to ORRTG, TMR with attendance at monthly and quarterly meetings.	Boulia to the Dump road rehab work completed. New rest stops been completed. Council's road work priorities been submitted to the Department. 30Kms of road shoulder re-sheeting completed on Mt Isa Dajarra. 80km North of Boulia rehab job in design stage Heavy vehicle parking facility in progress (next to Burke River)	






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 annual review on collections completed.	All collection dates are completed within timeframe and annual review completed.	Collection of waste is completed as per the policy on time every week. new collection for Anglo American commenced.	
2.2.1.2	Environmental Protection agency guidelines are adhered to and	Information required to meet Council's obligations regarding Environmentally Relevant	As per DWQMP all the samples collected and tested. SWIM data to be submitted. DWQMP under review and	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	actions are attended to within time frames.	Activities and associated annuals returns / reporting are submitted.	recommendations will be actioned. DWQMP Annual report has been submitted to the regulator.	



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 RCDs 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, Tim Edgar, for attention. To date these inspections have not taken place. 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 areas 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 is utilised for the best purpose with all applications	Housing is in short supply and cannot meet demand in the community. At present any vacant Council housing is utilised for employees.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	housing stock to applicants completed via the housing committee and reported to council.	progressing through housing committee.		
2.2.2.6	Library facilities are maintained to meet the needs of the community as well as meet regulatory requirements and WH&S standards.	Library facility is suitable for all patrons' access and is clean and usable.	The library continues to its children's programs and vacation activities.	
2.2.2.7	Boulia Cemetery facilities are well maintained and grounds are aesthetically appealing.	No dead trees, fencing is of good standard, watering system functions.	Boulia Cemetery are well maintained, new fencing has been installed along with a new gate. A Columbarium wall has been purchased and will be installed early 2022. New tree/shrub plantings to beautify the entrance will also occur in 2022.	
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.	Council employees' parks and gardens officer at Urandangi to ensure regular maintenance occurs. Inspections conducted by supervisors every month to ensure level of service requirements are met.	
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	The final asset management plan for buildings and houses has now been completed this will be used to determine the priorities for building maintenance. AMPs 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 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.	Levels of service for all AMP's been developed by Shepard Services. all the data been collected by using virtual RACAS system. Budget forecast been developed for the roads, 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. There already has been some enquiries about this area.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
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.	Currently there are shelf ready projects for when funding is available to progress them. There is something shelf ready to upgrade the old jailhouse to enhance the visitor experience.	


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.	Audit on street lights conducted with reports to Ergon on faulty lights.	Ergon has performed maintenance and replaced all the faulty lights. Solar lights brightness required adjustment	
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 Boulia's seasonal weather. removed dead trees from the median strip and Robinson Park.	
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.	

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.	
2.3.4.2	All projects over \$100k 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 \$100K	
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.	Quotes are now referred directly to the external engineers/ building certifiers	

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 approved by the Minister and adopted by council.	Town Planning Scheme was adopted in 2020 and no changes are reflected this year. This will be reviewed 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.	Attendance WQAC meetings and submissions to State Ministers.	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 will meet again in March 2022 in Charleville.	

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	Council is planning for three new homes to be built on vacant land purchased in 2021. This will help to alleviate the employee housing shortage.	





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	

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 utilisation of funding to achieve sound outcomes for infrastructure and therefore service delivery for water.	Improved water infrastructure.	Actively participating in the group and heavily involved in joint procurement. This year will see joint procurement in water mains and smart water meters and projects which will see council save many thousands of dollars as joint procurement proceeds	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
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.	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.	Still no news on the cost of bags and signs for 1080 baiting. No dates and time has been set for the combined weed spraying. We have gone ahead and ordered our own Deed Poll and Stock Control Books and i am now using them.	
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 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	Due to the impacts of COVID-19 and the change to the Police Sergeant (who control the LDMG) the meeting held in Boulia on 13th October was not a field exercise but simply a desktop review. Activation of the group was required for the Jan flood event.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.2.2.7	Support the Inland Queensland Road Action Plan (IQRAP) group to further inform the State of the importance of western Queensland as a contributor to GDP.	The focus is to increase the quality and accessibility of the road network to maximise the economic prosperity of inland Qld.	Continued support for this group for outback Queensland road network	


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-conditions in some council facilities. Allocated budget to power depot with solar 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	Consultation with T/O groups on wording and location of signage. •	New signage incorporating Indigenous artwork to be researched and delivered.	




Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	within the shire by including signage on T/O area boundaries	Installation of signs completed.		
3.4.1.2	Maintain and improve the experience of tourism attractions by regular maintenance and updating of facilities and new programs when required	Upgrading of existing infrastructure completed with program review to be completed when funding available.	The min Min Encounter refurbishment has garnered increased interest due to its modernised look and greater capacity for numbers seeing the show. New fencing showcasing historical machinery etc has been installed around the Heritage Complex.	
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.	Combined television advertising with two other Western shires to be released on air soon. Trade show attendance to be resume din October with tourism officer.	
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.	The new combined 3 shires advertising for TV has been delayed until February. Boulia shire is now going ahead with their own advert as previous project not sustainable.	

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 in February. It will start up again if there is any large amounts of rain and the sand flies, mossies again become a pest.	
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.	There were two dogs impounded one was returned to its owner the other had to be put down.	
4.1.1.3	The set of policies and local laws are reviewed annually to ensure that all residents are able to enjoy Boulia 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
4.1.2.1	Development applications and building approvals are actioned within a timely manner.	All approvals are actioned within the timeframe	Review of registration of application process has been completed and applications are dealt with in a timely manner.	
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 have been instrumental in obtaining the newly re-furnished operations centre which allows for training and meetings to be held in air-conditioned comfort	


4.3. : Sustainable practices 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 Bio-security Plan adopted by council with reporting to be done back to CWRPMG quarterly.	Pest animal baiting occurs. Weed identification and notification process occurs. CWRPMG meetings are attended by RLPO	I have done some RMPC weed spraying along the Boulia/Winton Rd finishes. The Boulia to Dajarra Rd from Boulia to the Boulia/Cloncurry Boundary finished. Boulia/Bedourie Rd finished.	
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.	There have been no more infestations of pest weed bushes on the town common those that I have treated have all died.	
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"> • 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. 	First round of 1080 baiting to take place in March. Only five properties took part with a total of 1262.5kg of meat treated with pig strength 1080 poison. there has been a drop in the number of scalps and snouts brought in for the first three months of this year.	
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"> • Town Common Committee meets at least once per year. • Members fees are paid promptly • Stock which is not registered with a 	The feed that came up after the rain has started to dry off and there has been a Grasshopper infestation so in some areas the feed is not looking so good. I would hold off letting anyone Depasture stock on the common until we see what damage the grasshoppers have done.	



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
		member will be impounded. • Town common muster is completed half yearly.	At this time there are 43 head of mixed cattle on the common and 1 horse. Any other stock that is seen on the common and does not belong the owners are informed and they remove them ASAP.	
4.3.1.5	Primary Stock route bores are maintained as appropriate with funding applied for as needed. Other bores are maintained as funding allows.	Stock route bores are maintained in accordance with funding received.	I have put in two EOI for Capital Works Funding. The first is to replace the old windmill and tank at the Boulia Bore in Butchers paddock even though we did not receive any funding last time let's hope we have better luck this time. the second was to replace the blown-out tank at the 15 Mile.	
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	No news on this am waiting to hear when the next meeting is going to be held, I will attend it.	
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 Regional Community Hub.	

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.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
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.	The feed in the Butchers Paddock is starting to dry off and not looking good as it did not the good rain falls that some of the places got. The feed in Cooridgee Reserve is still looking good as this paddock got more rain.	

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 utilising 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.	

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.	Council completed the financial analysis training on 11th and 13th October and also elected member training. Council members were also provided with the opportunity to commence a visioning project for the framework of the Corporate Plan due in 2024.	

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.	
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 extant to date	

5.1.4: Contractor inductions, licenses, 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), Gordon Stumbris or his staff, via iAuditor and inspections have been scheduled for completion. 07/02/22 CWO identified an employee with Bilby Haulage was not inducted and did not possess a White Card and directed that she be removed from work site. Employee inducted 09/02/22 by WHSA and link to	





Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
		necessary qualifications for re-reinstatement.	approved RTO for White Card training supplied. Relevant documents saved to Magiq.	






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
5.1.5.7	Responsibilities WH&S for Directors: <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 Prioritises identified gaps and foreseeable risks and makes relevant changes where required Monitors WHS Performance at regularly intervals and documents outcomes Ensures management action processes are addressed in a timely manner Holds workers accountable where deemed warranted 		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.	
5.1.5.7	WH&S responsibilities for CEO: <ul style="list-style-type: none"> Provides support and sufficient resources for safety as required Establishes health and safety 		Council employs a WH&S Officer who is provided with all necessary requirements to complete his role. The reporting	





Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	objectives aimed at continuous and sustainable improvement <ul style="list-style-type: none"> • Prioritises identified gaps and foreseeable risks and makes relevant changes where required • Monitors WHS Performance at regularly intervals and documents outcomes • Ensures management action processes are addressed in a timely manner • Holds workers accountable where deemed warranted 		function of hazard management and risk management are recorded in PULSE, I-Auditor	
5.1.5.7	WH&S Responsibilities for Directors: <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 • Prioritises identified gaps and foreseeable risks and makes relevant changes where required • Monitors WHS Performance at regularly intervals and documents outcomes • Ensures management action processes are addressed in a timely manner • Holds workers accountable where deemed warranted 		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
5.1.5.7	<p>WH&S responsibilities:</p> <ul style="list-style-type: none"> Investigates all incidents, accidents and near misses at the workplace Monitors safe work practices and mentor relevant stakeholders 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 		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	
5.1.5.9	Review all flagged policies, procedures, work instructions, forms, safe operating procedures (SOP) and training tools.	Staff who have allocated responsibility for specific actions review associated documents to ensure they are up to date.	Ongoing review of policies and procedures, SWMS and working documents. New Heat Stress policy formulated and adopted by council - relevant procedures in place. Verification of Competency policy also 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	All endorsed documents are correctly loaded in Boulia Safe and hyper-	Continue to upload all documents relating to WHS and training to Magiq and, where relevant, Pulse. Continue to locate	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	management system (including Infoxpert) as endorsed documents with changes notified to staff-toolbox, email.	links are active and working.	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. Face-to-face training needs unable to be met at this stage due to restrictions imposed by COVID. On-line training is continuing to be utilised where possible. Draft Verification Of Competency policy is yet to be adopted by council. On adoption procedures (as outlined in the policy document) will be implemented.	
5.1.5.12	WH&S budget to be reviewed quarterly against targets.	Achievements against targets are within budget	Quarterly targets met in relation to training and purchase of equipment for WHS purposes	
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.	Due to limited access to CAD program signage for RSL Hall, Stonehouse Heritage Complex and Depot Training Room will be completed during shut down. **Unable to gain access to program - request has been made to Joseph (Engineer) to complete signage ASAP**	
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, hire equipment, thermal	All reviews are completed within agreed time-frames	Continual improvement of processes and procedures. Heat Stress policy - adopted by council and monitors (for use in the field) have been purchased. Training of supervisors/crews is imminent. Fixed Plant risk assessment documentation	






Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	radiation, pressure safety, confined spaces, excavation and trenching, manual handling and ergonomics, noise management, heat stress.		developed and implemented. Verification of Competency policy has been drafted with relevant forms and is awaiting council approval. Confined Spaces and Asbestos registers updated - identified carpenter's asbestos licence had expired and training was undertaken.	
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. Contract carpenter, Peter TONKIES, has undertaken further training to renew his asbestos handling licence.	
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.	2021 - 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	
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.	
5.1.5.29	Continual improvement of the hazard risk registers 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 to conduct regular random tests.	
5.1.5.32	Integrate mental health and wellbeing inclusions in daily activities.		Start-up agenda included presentation by mental health team attached to AOD Services South West QLD on strategies to assist with managing mental health. Following the cancellation of startup AOD advised that when able they are committed to attending and delivering their presentation. 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.	
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			
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.			




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-reviewed.	
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	
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 for 2nd half of rating period in February. 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 Operational Plan and budget reviews are to be completed quarterly as a combined review.	Operational Plan (including Budget) adopted by 30 June each year	Operational budget has been adopted by Council. March quarterly budget review will be presented to Council in April 22 for adoption.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.2.1.7	Manage Council's insurance portfolio	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.	

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 \$100k.	

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 2020-2021 completed and printed within guidelines	
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 are currently a WIP	


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. This is still an acceptable mark up for the types and quantities of merchandise sold. Charges for the tourism show will be reviewed at budget time in 2022.	
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 planned 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	Percentage downtime - Closed Circuit Television network operations in the Shire	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, Heritage Complex. Maintenance will be completed annually. A review of functionality will be conducted in 2022. Recent lightning strike sw many of these cameras and systems damaged and have been replaced.	
5.3.2.2	Maintain and upgrade IT requirements and servers to ensure capacity is sufficient to meet business demands.	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
	Adequate licence renewals for current software			
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.	

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 have been conducted with councilors.	
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.	This is currently in the process, Councillor workshop for FY 22-23 to start the process in March 22	

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	Plant purchases are within budget and plant is	Plant committee will meet quarterly to review the plant purchases and performances. plant and equipment been	



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	suggestion on turn over, purchase and replacement to achieve maximum value for money outcomes. This is to include risk assessments.	maintained within specified parameters to enable sound operations of the council.	purchased with in the budget. Due to COVID-19 the limited 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 well done and continues.	

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 due to the impact of COVID.	
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.	

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.	

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.	
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. New trainee is being supported in this role.	




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	Due to extended sick leave payroll is being delivered remotely via IT Vision with the assistance of depot and admin staff.	
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.	Human resource functions are being attended to internally due to extended leave from HR/ Payroll officer	
7.1.1.4	Recruitment and selection processes are transparent	The recruitment process is completed in a smooth and professional manner	CEO is attending to all recruitment processes due to extended leave of HR officer. All applications and paperwork is now recorded electronically.	

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.		
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 the Corporate Plan and the Annual Operational Plan for progress. Chief Executive Officer review is reviewed against targets of Corporate and Operational Plans for progress.	The next review is due 30/6/2022	
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 have been completed for this half year.	
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.	


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	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.	



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.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
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	Increase of EBA allotment has been actioned, a review of all allowances and the State wage case increase applied.	
7.2.1.3	Be proactive in providing information to staff on issues which may affect them.	Information delivered via email, pay slip 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	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	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
		details) only the volume of access.	knowledge of content. It is designed to be a safety net for those staff or their families who may need immediate support.	

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 2020 and recorded in register to comply with biennial requirement	
7.2.4.3	Introduce electronic fleet management system	Fleet management system is used to monitor the productivity of the council's fleet which is reported to the plant committee and ManEx	Fleet management system is used to monitor the productivity of the council's fleet which is reported to the works meeting	
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 licenses and tickets.	Training matrix utilised to identify training requirements. Liaised with RAPAD and MRAEL in relation to startup training and apprentice traineeships. Gordon Jones, RAPAD trainer, advised of training requirements for startup week commencing 17 January 2022 however startup was cancelled due to COVID restrictions and inability for RAPAD to attend. Awaiting advice from RAPAD as to availability. Three supervisors have been issued with Cert III Road Construction - Plant	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
			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. To date drills have not 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.	Only one claim this quarter - with the report completed via the supervisor and advised to LGW	
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 2022. Fire extinguisher training will take place at start up. January start-up cancelled due to COVID restrictions. At this stage there are sufficient Fire Wardens in each section to conduct fire/emergency evacuation drills.	
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	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
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 - examples attached. 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	Council is supporting one trainee who is now almost completed her course. Several outside employees will be commencing a course delivered by RAPAD Skilling in the new year.	
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 has been successful in engaging a new Rural Lands Protection officer trainee and has secured partial funding to assist with training. This is an ongoing project.	

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	Annual community meeting to be arranged in conjunction with Director of Corporate Services.	
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, newsletters, website and e-mails also decimate information in the shire.	
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 are uploaded on the Website for the 2021-2022 meetings	

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 7 days (5 working days) prior to the meeting and minutes uploaded to the website within 2 business days after the meeting.	
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.	
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 continues 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 for Ordinary Council meetings sent for the year 2022 a. DCS has sent out calendar invitations to management, Dates to confirm with DCS and send calendar invitations to Clrs. 1st Budget /Operational Plan W/S on 31 March 2022 and 2nd meeting on 5 May 2022. Final Draft Budget / Fees & Charges / Operational Plan tabled at 20 May 2022. Budget 2022-2023 to be tabled & adopted at Council meeting 17 June 2022	
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.	