

BOULIA SHIRE COUNCIL



Budget Meeting 2021/2022

Friday 25 June 2021

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Please note:

Some reports contained in this agenda make reference to 'confidential redacted' attachments. These attachments are not for public display as they are of a confidential nature and for Council use only and are therefore not included within the agenda.

1 Reports

1.1 Mayor's Budget Meeting Report

TITLE:	Mayor's Report 2021-2022	DOC REF: 1.1.1
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REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 24/06/2021
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.4: Sustainability

5.4.3 Ensure the long-term financial sustainability of the Council through prudent financial management and budgeting

PURPOSE:

To deliver a balanced and long-term financial budget for the Bouliia Shire Council.

CONTENT:

This report covers the highlights of the Budget for 2021/22 financial year.

RECOMMENDATION:

That the Council adopt the proposed 2021/2022 Budget, operational and capital.

ATTACHMENTS:

1. Mayor's Budget Meeting Report 2021-22 [1.1.1.1 - 6 pages]
2. BSC Proposed Expenditure Graph 2021-22 [1.1.1.2 - 1 page]
3. BSC Proposed Income Graph 2021-22 [1.1.1.3 - 1 page]

Mayor's Budget Meeting Report 2021-2022

This budget is all about the future. Not today or tomorrow, but the next couple of years and also think about the framework we set for the future generations next 5, 10, 25 years ahead.

We need to be proactively looking towards our future in tourism, economic development, social amenity and most importantly our people!



In 2021/22 the Boulia Shire Council has attracted a large slice of capital works due to the continued lobbying of the Councillors on the ratepayers behalf.

The following major initiatives will take place during the 2021/22 financial year:-

- 1) Boulia's iconic Min Min lights will shine brighter thanks to funding from the Palaszczuk Government to renovate the façade of our tourist attraction's heritage building including essential disability access upgrades;
- 2) Flood Damage work on shire roads for over \$14.7 million for March 2019 and January – February 2020 events.

The Council will continue to work toward enhancing all of its current regional partnerships such as:-

- Western Alliance of Councils;
- Remote Area Planning and Development Board (RAPAD);
- Outback Regional Roads Group (ORRG);
- RAPAD Water & Sewerage Alliance (RAPADWSA)
- The Outback Highway Development Council;
- Inland Queensland Road Action Working Group.

On the back of the success of the RAPAD group the newly formed Western Alliance of Councils which includes the South West ROC and North West ROC is, like RAPAD, a strong cohesive group which has now had its second meeting, held in Richmond, where the focus will be on progressing the issues for all Western Councils – housing, employment, infrastructure etc.

All of these organisations are considered important in assisting in the forward progress of the Boulia Shire Council.

Other initiatives to be undertaken by Council include:-

Road Construction and Maintenance

The requirement to provide trafficable roads across the shire which are linked to intrastate and interstate road networks ensures our ability to provide reasonable transport for livestock and the increasing tourism trade. Boulia has over 1254klm of road networks which is in need of constant maintenance either through too much water (flooding) or not enough water (bulldust holes)... there is never a happy median. Your rates work harder than most city cousins in the 'value for money stakes' when it comes to road building out here.

Mayor's Budget Meeting Report 2021-2022

Council Roads

Council will spend \$3,172,859 in the 2021/22 financial year on Council roads. This expenditure is made of:-

i)	Shire road maintenance	\$ 672,000
ii)	Road to Recovery (R2R) projects	\$ 568,456
iii)	QRA Betterment Program, Bengeacca Creek Floodway	\$1,398,403
iv)	Re-sealing Tobermorey Rd (Transport Infrastructure Development Scheme (TIDS))	\$ 300,000
v)	Town Streets	\$ 76,500
vi)	Outback Regional Road Group expenses	\$ 52,500
vii)	Inland Qld Road Action Working Group expenses	\$ 5,000
viii)	Signage (Works for Queensland 3 (W4Q3))	\$ 100,000

External funding sources of \$2,116,859 (R2R \$568,456/TIDS \$150,000/QRA \$1,398,403) will be utilised to fund this work with the balance of \$1,056,000 coming from Council revenue. It is interesting to note here the actual revenue from rates is \$1,485,000, so the rates you pay are being funnelled back into the roads you need. More needs to be done but we are restricted by the funds available.

Flood Damage

Work will continue on the flood damage repairs for the March 2019 event and January – February 2020 event, approximately \$14,677,240 worth of work will be completed in 2020/21 and 2021/22. This is where the work is generated to support not only the Council workforce but also local contractors.

The Outback Way – Donohue Highway

The Donohue Highway remains the only section of the Outback Way which is controlled, managed and maintained by a Local Government Council. The Donohue Highway - *'The Outback Way - Australia's Longest Short Cut'* will continue into the future as a consideration for Council budget funding as this section is still deemed a 'Council' road.

This is an obligation which is a double edge sword.

- We need to keep our workforce and contractors employed and keep the road in a trafficable state.
- But the ongoing cost to seal the remainder of the road and commence the re-seals is outside of our financial capability as a small Council without assistance from other levels of Government.

We are working together with several departments both State and Federal to work a solution for the ongoing sealing and subsequent reseals which when completed will channel jobs and money into the Queensland economy.

Mayor's Budget Meeting Report 2021-2022

State Roads

Council will receive funding to complete \$1,680,424.00 of work on behalf of the State Government in 2021/22. This will include:-

- | | |
|---|-------------|
| i) Roads Maintenance Performance Contract (RMPC) – Barcaldine | \$1,425,424 |
| ii) RMPC – Cloncurry | \$ 255,000 |

Plant Replacement

Council's Plant Committee have identified the replacement of 'yellow plant' and utilities to ensure the workforce is able to continue with scheduled road work.

New plant replacement includes 3 Toyota Hilux Utilities, Tip Truck, Crew Truck, Light Truck, Backhoe, 2 Medium Trucks, Satellite Trailer, Trailer and Dolly, Semi-trailer Water Tanker, Drop Deck Trailer, Vacuum Trailer, Pumps, Generators and loose tools and \$1,799,365 has been allocated for these replacements. This will be offset by anticipated trade-ins totalling \$210,000 and a transfer from reserve of \$1,589,365.

Housing

Council maintains 26 houses, 9 units and 4 pensioner units. It has allotted \$601,500 for general maintenance expenses and \$1,500,000 capital expenditure to upgrade the housing and pensioner unit assets. Of this \$1,500,000, Council has received funding for \$925,000, and \$575,000 will be coming from Reserves. The capital expenditure includes refurbishing of the pensioner units, fencing, garages, construction of staff house and construction of a new Caretakers house at the Racecourse Reserve.

Information Technology

Provision has been made in the budget to allocate \$304,700 on Information Technology from Council project accounts. The Business Enterprise System has now been fully implemented, there is some add on technology that compliments the system that will be installed during 2021/22.

The Information Technology budget allocation includes:-

- | | |
|---|-----------|
| i) Renewal of current software licences | \$100,000 |
| ii) Upgrading of existing technology | \$80,000 |
| iii) Consultant expenses | \$20,000 |
| iv) IT Server and Computer Replacements | \$100,000 |

Environment and Natural Resources

The total budget for Environment and Natural Resources is \$170,100. Major activities include environment management, pest plant and wild dog control and feral pig management, stock route operations and maintenance and animal control.

In line with the changes for the Town Common for stock holdings we will be shortly releasing a notice advising of a need for all animals who agist on Council Controlled land (except for leased areas) to be registered and pay the same fee as cattle.

However, the first 2 head of stock agisted on any Town Common, Council controlled land (except for leased areas) are free as long as they are registered and branded (cattle/horses), ear tagged (cattle/camels) and ear marked (cattle/camels) and the young progeny thereof.

Mayor's Budget Meeting Report 2021-2022

These are difficult times and with little rain in sight for the future we need to make the hard decision now.

As your Mayor and a Councillor I am charged to ensure the fair and equitable management of both our built and natural environment and I hope we can work together to ensure the future of our land and our people.

Grants & Donations to Community Groups

Council will continue to provide assistance to community groups that enhance the sporting and cultural diversity of Boulia through significant financial and in-kind assistance. Council has budgeted \$100,000 for assistance to events including the Golf Club, Camel Races, Campdraft, Races and Rodeo.

Financial Assistance Grants

Council's allocation under the Federal Government's Financial Assistance Grants Scheme is \$3,005,595.

Tourism, Cultural Activities & Arts

Council will continue to promote Boulia Shire with \$1,465,700 budgeted for the continued operation and maintenance of the Min Min Encounter and the Heritage Complex. This includes funded projects to the value of \$530,000 for the Min Min Encounter for a show script system.

Recreational Facilities

Boulia has very high standards of recreational and sporting facilities and we will maintain the standard with operational expenditure of over \$741,390. This allocation includes capital works of \$230,00 that Council is applying for funding to complete, and the amount left will cover the operation and maintenance of all Council's recreation facilities including the Boulia Racecourse Reserve, the Boulia Sports & Aquatic Centre and Boulia and Urandangi Halls throughout the Shire.

Work for Queensland COVID-19

Council will be carrying over from the 2020/21 financial year the project of constructing a new residential building that an extension of time has been approved due to issues outside the control of Council. This project which had previously been identified in the Corporate Plan has now been able to come to fruition with thanks to this funding from the State Government.

	Project Title	Project Items	Group Total	Projects Breakdown
W4Q COVID 002	Construction of New Residential Building in Boulia town		\$425,000.00	
		Construct new residential building		\$425,000.00

Mayor's Budget Meeting Report 2021-2022

Drought Communities Program 2020/21 – 2021/2022

A number of projects previously identified in the Corporate Plan are now able to be earmarked for completion thanks to State Government funding received under the 2020/21 Drought Communities Program.

Project	Estimated cost
Community Hall	\$40,000
Burke Street Hall (RSL)	\$30,000
Urandangi Accommodation	\$25,000
Rodeo Grounds planning and design for future development	\$60,000
Rodeo Grounds Amenities	\$25,000
Town Footpath	\$100,000
CPL yard and shed refurbishment	\$120,000
Landscape and fence for the old Jail house	\$30,000
Rodeo Grounds Sound System, Fans and Wi-Fi network, switch board upgrade and cameras	\$180,000
Urandangi Water Monitoring System	\$10,000
Min Min Encounter PLC Script system upgrade	\$100,000
Sports Centre Eaves	\$120,000
Tennis Courts lighting, fencing and shade extension and upgrade	\$50,000
Small Cell Network Co-contribution	\$70,000
Shed at Heritage Complex for the Truck (50%)	\$40,000
Total Estimated cost	\$1,000,000

Works for Queensland 2021/2022 Round 4

A number of projects previously identified in the Corporate Plan are now able to be earmarked for completion thanks to State Government funding received under the 2021/24 Works for Queensland Round 4 Program.

W4Q Round 4		
Projects	Scope Of Works	Estimated cost
MMC – 1553-03	Min Min Centre Upgrade	\$150,000.00
Housing	Upgrade various houses (stumps, floor, steps, decks, painting, etc.)	\$500,000.00
Upgrade TV Network	To be reviewed re Community Meeting	\$220,000.00
Solar power for Nano Bubble	Install solar power for sewer Nano Bubble	\$60,000.00
Urandangi	New Shade Shelter for Playground	\$30,000.00
ANZAC Garden	Shade structure for ANZAC Garden	\$66,667.00
	<i>Total Projects estimate</i>	<i>\$1,026,667.00</i>
	W4Q R4 Funding	\$1,026,667.00

Mayor's Budget Meeting Report 2021-2022

Rates & Charges for 2021/22

Council has **not** increased rates and charges for both Rural and Residential properties.

Council is actively refining the way we do business and in this budget we have reviewed our rating categories and decreased the number we have, making it a little more streamlined.

We will be decreasing our discount on rates down to 8% but we will not be allowing an extension of time on the discount period.

Town Areas

After discount, the total rates payable on an average Boulia residential allotment with general rates, water, sewerage and garbage charges will be \$1,832.03.

After discount, the total rates payable on an average Urandangi residential allotment with general rates, water and garbage charges will be \$1,392.61.

Rural Areas

Gross amount of rates from rural properties - there is no increase this year in the rate in the dollar charged.

Boulia Sewerage

There has been no increase to the Boulia sewerage charge. This charge will remain at \$482.00.

Boulia and Urandangi Water Supplies

Water charges have seen no increase, with the charge remaining at \$683.00.

Boulia and Urandangi Refuse Service

No changes have been implemented on the cleansing rate. This charge will remain at \$379.00.

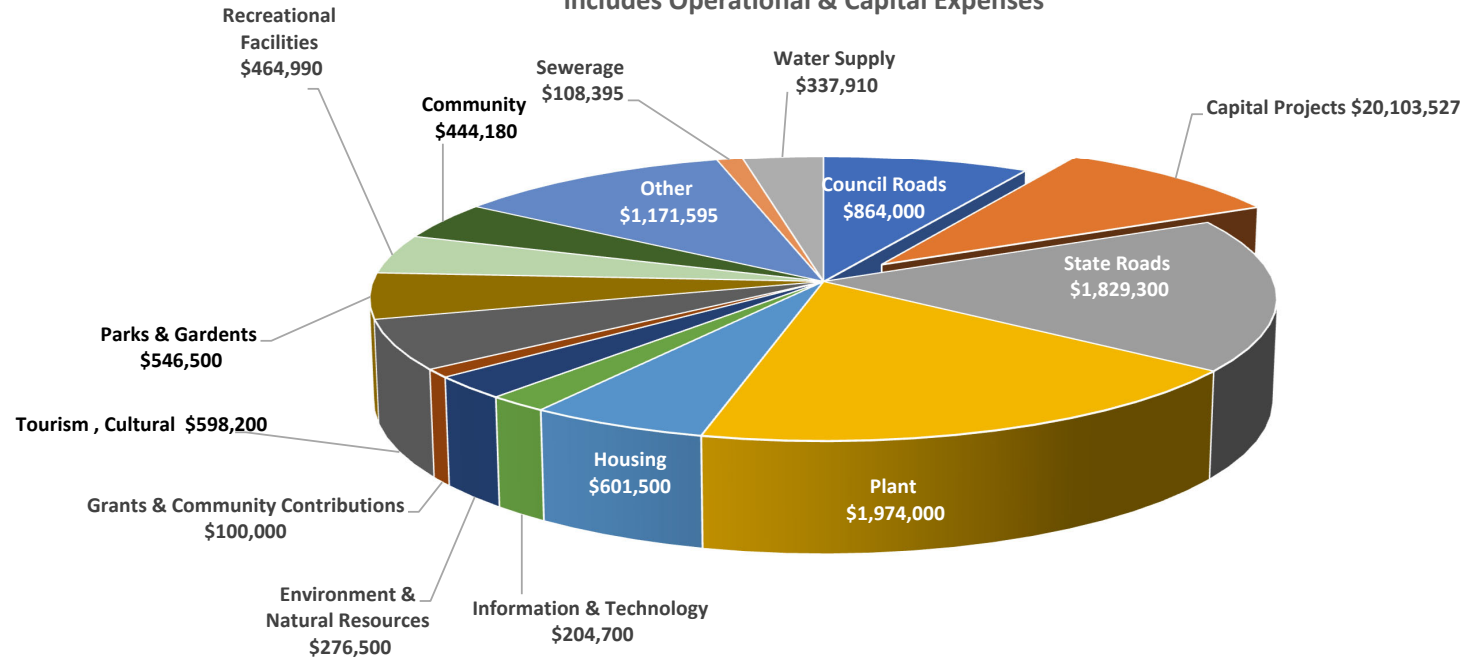
Set out on the follow page is a graph showing the break-up of Council expenditure and income for the 2021/22 financial year and a break-up of how your rate \$ is spent and where the \$ comes from.

Overall, our Council is performing to an exceptional level and it is with pleasure that I recommend the adoption of the 2021/22 Budget.

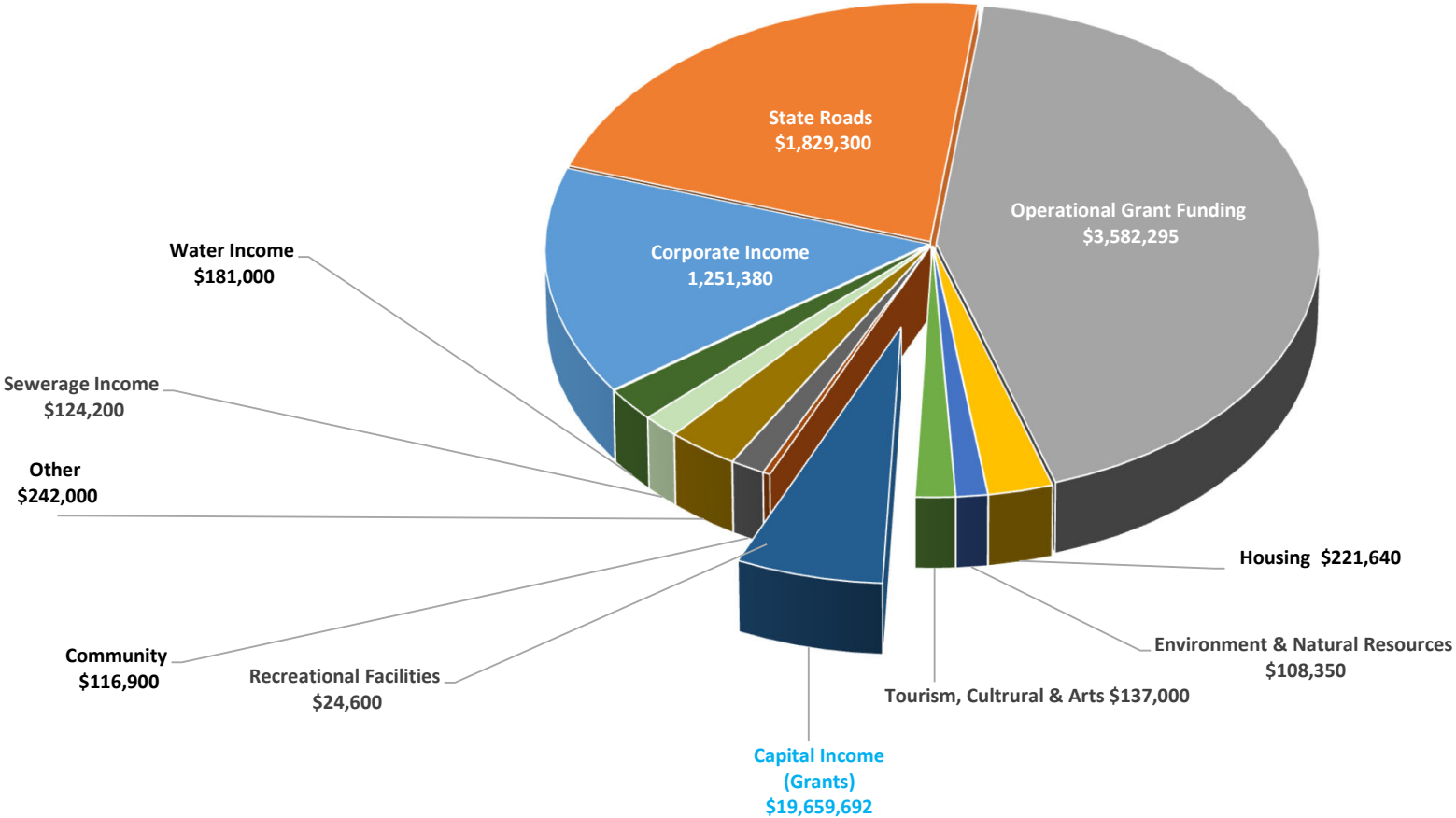
Rick Britton

Mayor

Boulia Shire Council
Proposed 2021/2022 Budget Total Expenditure \$32,193,287
 (without Depreciation)
 includes Operational & Capital Expenses



**Bouliá Shire Council
Proposed 2021/2022 Budget Income \$32,869,357
includes both Operational & Capital**



1.2 Financial Information – Operating Budget

TITLE:	Proposed Budget 2021/2022 Operational & Capital	DOC REF: 1.2.1
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REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 24/06/2021
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.4: Sustainability

5.4.3 Ensure the long-term financial sustainability of the Council through prudent financial management and budgeting

PURPOSE:

Information shown on individual areas of Council and the proposed budget set for 2021/2022.

CONTENT:

For each of the corporate areas of Council the budget has been set and then detailed for individual work areas.

RECOMMENDATION:

That the Budget be reviewed and reported on back to Council on a quarterly basis as per the *Local Government Regulation 2012*.

ATTACHMENTS:

1. CONFIDENTIAL REDACTED - Governance Operational Proposed Budget 2021-2022 [1.2.1.1 - 1 page]
2. CONFIDENTIAL REDACTED - Corporate Financial Operational Proposed Budget 2021-2022 [1.2.1.2 - 2 pages]
3. CONFIDENTIAL REDACTED - Community Operational Proposed Budget 2021-2022 [1.2.1.3 - 1 page]
4. CONFIDENTIAL REDACTED - Infrastructure Operational Proposed Budget 2021-2022 [1.2.1.4 - 2 pages]
5. CONFIDENTIAL REDACTED - Overview Operational Proposed Budget 2021-2022 [1.2.1.5 - 1 page]
6. CONFIDENTIAL REDACTED - Proposed Capital Budget 2021-22 [1.2.1.6 - 4 pages]

TITLE:	Financial Statements 2021/22 - 2023/24	DOC REF: 1.2.2
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REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 24/06/2021
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.4: Sustainability

5.4.3 Ensure the long-term financial sustainability of the Council through prudent financial management and budgeting

PURPOSE:

Presentation of Financial Statements for the following 3 years.

CONTENT:

Financial Statements:

- Income Statement
- Balance Sheet
- Cash Flow
- Changes in Equity

RECOMMENDATION:

That the Financial Statements 2021/22 - 2023/24 Report as presented be accepted.

ATTACHMENTS:

1. Budget Financial Statements 21-22 [1.2.2.1 - 4 pages]

BOULIA SHIRE COUNCIL
Statement of Income & Expenditure
For the year ended 30 June 2022

	Budget 2021/22 \$,000	Budget 2022/23 \$,000	Budget 2023/24 \$,000
Operating Income			
Rates & Charges	1,485	1,517	1,550
Less: Discount Allowed	(86)	(86)	(86)
	<u>1,399</u>	<u>1,431</u>	<u>1,464</u>
Fees and charges	245	250	256
Rental income	217	222	226
Interest received	408	361	360
Sales - contract and recoverable works	1,709	1,746	1,782
Other recurrent income	287	294	300
Grants, subsidies, contributions and donations	18,582	18,980	19,390
Total Recurrent Revenue	<u>22,847</u>	<u>23,284</u>	<u>23,778</u>
Capital Revenue			
Grants, subsidies, contributions and donations	34,469	11,839	7,362
Total Capital Revenue	<u>34,469</u>	<u>11,839</u>	<u>7,362</u>
TOTAL INCOME	<u>57,316</u>	<u>35,123</u>	<u>31,140</u>
Expenses			
Recurrent Expenses			
Employee benefits	(3,815)	(3,874)	(3,992)
Materials and services	(18,606)	(19,006)	(19,415)
Finance Costs	(53)	(64)	(62)
Depreciation	(4,808)	(6,939)	(8,259)
Total Recurrent Expenses	<u>(27,282)</u>	<u>(29,883)</u>	<u>(31,728)</u>
TOTAL EXPENSES	<u>(27,282)</u>	<u>(29,883)</u>	<u>(31,728)</u>
Net Result Attributable to Council	<u>30,034</u>	<u>5,240</u>	<u>(587)</u>

BOULIA SHIRE COUNCIL
Statement of Financial Position
For the year ended 30 June 2022

	Budget 2021/22	Budget 2022/23	Budget 2023/24
	\$,000	\$,000	\$,000
Current Assets			
Cash and Cash Equivalents	11,592	9,363	5,795
Trade and other Receivables	1,844	1,884	1,920
Inventories	371	371	370
Total Current Assets	13,807	11,618	8,085
Non-Current Assets			
Property, Plant and Equipment	177,132	210,696	220,992
Capital Works in Progress	42,762	16,755	9,684
Total Non-Current Assets	219,894	227,451	230,676
TOTAL ASSETS	233,701	239,068	238,761
Current Liabilities			
Trade and other Payables	1,843	1,883	1,919
Loans	152	154	157
Provisions	1,224	1,210	1,206
Other current liabilities	1,351	1,351	1,351
Total Current Liabilities	4,570	4,598	4,633
Non-Current Liabilities			
Borrowings	2,703	2,549	2,391
Provisions	185	177	190
Other non-current liabilities	1,192	1,192	1,191
Total Non-Current Liabilities	4,080	3,918	3,772
TOTAL LIABILITIES	8,650	8,516	8,405
NET COMMUNITY ASSETS	225,051	230,553	230,356
Community Equity			
Asset Revaluation Reserve	110,775	111,036	111,036
Retained Surplus	114,276	119,517	119,320
Reserves			
TOTAL COMMUNITY EQUITY	225,051	230,553	230,356

BOULIA SHIRE COUNCIL
Statement of Cash Flows
For the year ended 30 June 2022

	Budget 2021/22 \$,000	Budget 2022/23 \$,000	Budget 2023/24 \$,000
Cash Flows from Operating activities:			
Receipts from customers	3,562	3,713	3,796.00
Payments to suppliers and employees	(20,809)	(22,872)	(23,373)
Interest received	404	361	362
Rental income	212	221	226
Non-capital grants and contributions	18,183	18,949	19,360
Borrowing Costs	(41)	(54)	(51)
Net Cash Inflow (Outflow) from Operating activities	1,511	318	320
Cash Flows from Investing activities:			
Payments for property, plant and equipment	(42,920)	(14,235)	(11,484)
Proceeds from sale of property, plant and equipment	-	-	-
Grants, subsidies, contributions and donations	34,469	11,839	8,797
Net Cash Inflow (Outflow) from Investing activities	(8,451)	(2,396)	(2,687)
Cash Flows from Financing activities			
Proceeds from borrowings	1,877	-	-
Repayment of borrowings	(86)	(152)	(154)
Net Cash Inflow (Outflow) from Financing activities	1,791	(152)	(154)
Net Increase (Decrease) in Cash and Cash Equivalents held	(5,149)	(2,229)	(2,521)
Cash and Cash Equivalents at beginning of reporting period	16,741	11,592	9,363
Cash and Cash Equivalents at end of Reporting period	11,592	9,363	6,842

BOULIA SHIRE COUNCIL
Statement of Changes in Equity

For the year ended 30 June 2022

	Asset Revaluation Reserve			Retained Surplus			Total		
	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	
	2021/22	2022/23	2023/24	2021/22	2022/23	2023/24	2021/22	2022/23	2023/24
	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000
Opening balance	110,690	110,775	111,036	84,247	114,277	119,517	194,937	225,052	230,553
Adjustments	85	261					85	261	-
Adjusted opening equity	110,775	111,036	111,036	84,247	114,277	119,517	195,022	225,313	230,553
Revaluations of property, plant and equipment									
Valuation gains/(losses)									
Transferred to income statement on sale									
Impairment losses									
Change in value of future rehabilitation costs									
Net income recognised directly in equity	-	-	-	-	-	-	-	-	-
Surplus for the period				30,030	5,240	464	30,030	5,240	464
Total Recognised Income and Expense	110,775	111,036	111,036	114,277	119,517	119,981	225,052	230,553	231,017
Transfers to and from Reserves									
Transfers to and from Capital									
Transfers to general reserves									
Transfers from general reserves									
Total transfers to and from reserves	-	-	-	-	-	-	-	-	-
Closing Balance	110,775	111,036	111,036	114,277	119,517	119,981	225,052	230,553	231,017

1.3 Measures of Financial Sustainability

TITLE:	Measures of Financial Sustainability 2021/2022	DOC REF: 1.3.1
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REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 24/06/2021
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.4: Sustainability

5.4.3 Ensure the long-term financial sustainability of the Council through prudent financial management and budgeting

5.4.4 Implement good practice in managing and maintaining our assets

PURPOSE:

Ensure the long-term financial sustainability of the Council through prudent financial management and budgeting.

CONTENT:

Ratios are part of the QTC Long Term Financial Model and give an overall guide on how Council's long term planning is being measured.

RECOMMENDATION:

That in accordance with Section 169(2)(a) of the Local Government Regulation 2012, the 2021/2022 Bouliia Shire Council Long Term Financial Forecast – 2021/2022 be hereby adopted.

ATTACHMENTS:

1. 10 Key Financial Sustainability Ratios 21-22 [**1.3.1.1** - 1 page]
2. Comprehensive Income 21-22 [**1.3.1.2** - 1 page]
3. Balance Sheet 2021-22 [**1.3.1.3** - 1 page]

BOULIA SHIRE COUNCIL
MEASURE OF FINANCIAL SUSTAINABILITY
FOR THE YEAR ENDED 30 JUNE 2022

Asset Sustainability Ratio

(Capital Expenditure on Replacement of Assets (renewals)/Depreciation Expense) (%)

Target Ratio > 90%

2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
0.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Potential future projects which require to be fully funded are identified in the Financials, note these have distorted this ratio.

Net Financial Liabilities Ratio

(Total Liabilities - Current Assets/Total Operating Revenue) (%)

Target Ratio < 60%

2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
-0.2	-0.1	0.0	0.1	0.2	0.3	0.3	-0.4	-0.4	-0.4

Operating Surplus Ratio

(Net Operating Surplus/Total Operating Revenue) (%)

Target Ratio 0 - 15%

2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
-0.2	-0.3	-0.3	-0.4	-0.4	-0.5	-0.5	-0.5	-0.4	-0.4

BOULIA SHIRE COUNCIL

STATEMENT OF COMPREHENSIVE INCOME

	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000
<i>Operating Revenue</i>										
General Rates	\$1,082	\$1,105	\$1,129	\$1,153	\$1,178	\$1,203	\$1,229	\$1,256	\$1,283	\$1,310
Water	\$180	\$184	\$188	\$192	\$196	\$200	\$205	\$209	\$213	\$218
Sewerage	\$118	\$121	\$123	\$126	\$128	\$131	\$134	\$137	\$140	\$143
Garbage	\$105	\$107	\$110	\$112	\$114	\$117	\$119	\$122	\$124	\$127
	<u>\$1,485</u>	<u>\$1,517</u>	<u>\$1,550</u>	<u>\$1,583</u>	<u>\$1,617</u>	<u>\$1,652</u>	<u>\$1,687</u>	<u>\$1,723</u>	<u>\$1,760</u>	<u>\$1,798</u>
Less Discounts	-\$86	-\$86	-\$86	-\$86	-\$86	-\$86	-\$86	-\$86	-\$86	-\$86
Pensioner remissions										
Net rates, levies & charges	\$1,399	\$1,431	\$1,464	\$1,497	\$1,531	\$1,566	\$1,601	\$1,637	\$1,674	\$1,712
Fees & charges	\$245	\$250	\$256	\$261	\$267	\$272	\$278	\$284	\$290	\$297
Rental income	\$217	\$222	\$226	\$231	\$236	\$241	\$247	\$252	\$257	\$263
Interest	\$408	\$361	\$360	\$312	\$174	\$130	\$133	\$136	\$138	\$141
Recoverable works income	\$1,709	\$1,746	\$1,783	\$1,822	\$1,861	\$1,901	\$1,942	\$1,983	\$2,026	\$2,070
Other recurrent income	\$288	\$294	\$300	\$306	\$312	\$319	\$327	\$334	\$341	\$349
Grants, subsidies, contributions & donations	\$18,582	\$18,982	\$19,390	\$19,806	\$20,232	\$20,667	\$21,112	\$21,566	\$22,029	\$22,503
Total Recurrent Revenue	<u>\$22,847</u>	<u>\$23,284</u>	<u>\$23,778</u>	<u>\$24,234</u>	<u>\$24,613</u>	<u>\$25,096</u>	<u>\$25,638</u>	<u>\$26,191</u>	<u>\$26,756</u>	<u>\$27,333</u>
<i>Capital Revenue</i>										
Grants, subsidies, contributions & donations	\$34,469	\$11,839	\$7,362	\$7,543	\$7,591	\$1,021	\$1,040	\$1,008	\$1,793	\$0
Total Capital Revenue	<u>\$34,469</u>	<u>\$11,839</u>	<u>\$7,362</u>	<u>\$7,543</u>	<u>\$7,591</u>	<u>\$1,021</u>	<u>\$1,040</u>	<u>\$1,008</u>	<u>\$1,793</u>	<u>\$0</u>
TOTAL INCOME	<u>\$57,316</u>	<u>\$35,123</u>	<u>\$31,140</u>	<u>\$31,777</u>	<u>\$32,204</u>	<u>\$26,117</u>	<u>\$26,678</u>	<u>\$27,199</u>	<u>\$28,549</u>	<u>\$27,333</u>
<i>Expenses</i>										
Employee benefits	\$3,815	\$3,874	\$3,992	\$4,080	\$4,172	\$4,266	\$4,363	\$4,462	\$4,563	\$4,667
Materials and services	\$18,606	\$19,006	\$19,415	\$19,832	\$20,258	\$20,694	\$21,139	\$21,593	\$22,058	\$22,532
Finance Costs	\$53	\$64	\$62	\$58	\$55	\$221	\$329	\$361	\$449	\$536
Depreciation	\$4,808	\$6,939	\$8,259	\$9,370	\$10,496	\$12,037	\$12,202	\$12,145	\$11,726	\$11,113
Total operating expense	<u>\$27,282</u>	<u>\$29,883</u>	<u>\$31,728</u>	<u>\$33,340</u>	<u>\$34,981</u>	<u>\$37,219</u>	<u>\$38,032</u>	<u>\$38,561</u>	<u>\$38,796</u>	<u>\$38,848</u>
TOTAL EXPENSES	<u>\$27,282</u>	<u>\$29,883</u>	<u>\$31,728</u>	<u>\$33,340</u>	<u>\$34,981</u>	<u>\$37,219</u>	<u>\$38,032</u>	<u>\$38,561</u>	<u>\$38,796</u>	<u>\$38,848</u>
Net results attributable to Council	<u>\$30,034</u>	<u>\$5,240</u>	<u>-\$587</u>	<u>-\$1,563</u>	<u>-\$2,777</u>	<u>-\$11,102</u>	<u>-\$11,354</u>	<u>-\$11,362</u>	<u>-\$10,247</u>	<u>-\$11,515</u>

BOULIA SHIRE COUNCIL

BALANCE SHEET

	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Current Assets										
Cash & Equivalents	\$11,592	\$9,363	\$5,795	\$1,690	\$0	\$0	\$41.00	\$0	\$380	\$0
Trade & other receivables	\$1,844	\$1,884	\$1,920	\$1,966	\$2,009	\$2,053	\$2,091	\$2,142	\$2,188	\$2,235
Inventories	\$371	\$371	\$371	\$371	\$371	\$371	\$371	\$371	\$371	\$371
Other financial assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total current assets	\$13,807	\$11,618	\$8,085	\$4,028	\$2,380	\$2,424	\$2,503	\$2,513	\$2,939	\$2,606
Non current assets										
Property, plant & equipment	\$177,132	\$210,696	\$220,992	\$221,306	\$226,527	\$225,741	\$215,957	\$205,336	\$199,399	191678.25
Capital works in progress	\$42,762	\$16,755	\$9,684	\$11,761	\$10,707	\$2,418	\$1,524	\$2,374	\$1,958	\$0
Total non current assets	\$219,893	\$227,451	\$230,676	\$233,067	\$237,234	\$228,159	\$217,481	\$207,710	\$201,357	\$191,678
TOTAL ASSETS	\$233,701	\$239,069	\$238,761	\$237,095	\$239,613	\$230,582	\$219,984	\$210,222	\$204,296	\$194,284
Current liabilities										
Overdraft					\$1,452	\$3,091	3967.95	\$5,681	\$6,707	\$7,825
Trade & other payables	\$1,843	\$1,883	\$1,919	\$1,966	\$2,008	\$2,052	\$2,091	\$2,142	\$2,188	\$2,236
Loans	\$152	\$154	\$157	\$161	\$164	\$167	\$171	\$174	\$178	\$182
Provisions	\$1,224	\$1,210	\$1,206	\$1,208	\$1,208	\$1,208	\$1,208	\$1,208	\$1,208	\$1,208
Other Current liabilities	\$1,351	\$1,351	\$1,351	\$1,351	\$1,351	\$1,351	\$1,351	\$1,351	\$1,351	\$1,351
Total current liabilities	\$4,570	\$4,598	\$4,633	\$4,685	\$6,183	\$7,869	\$8,788	\$10,556	\$11,633	\$12,802
Non current liabilities										
Loans	\$2,702.89	\$2,548.71	\$2,391.34	\$2,230.82	\$2,067.02	\$1,899.95	\$1,729.28	\$1,554.99	\$1,376.94	\$1,195.07
Provisions	\$185	\$177	\$190	\$195	\$202	\$209	\$216	\$223	\$230	\$237
Other Non-current liabilities	\$1,192	\$1,192	\$1,191	\$1,192	\$1,192	\$1,191	\$1,192	\$1,192	\$1,192	\$1,192
Total non current liabilities	\$4,080	\$3,918	\$3,772	\$3,618	\$3,461	\$3,300	\$3,137	\$2,970	\$2,799	\$2,624
TOTAL LIABILITIES	\$8,650	\$8,516	\$8,405	\$8,303	\$9,644	\$11,169	\$11,926	\$13,526	\$14,432	\$15,426
NET COMMUNITY ASSETS	\$225,051	\$230,553	\$230,356	\$228,792	\$229,970	\$219,413	\$208,058	\$196,695	\$189,863	\$178,857
Community equity										
Asset revaluation reserve	\$110,775	\$111,035.52	\$111,036	\$111,035.52	\$114,991	\$115,534.74	\$115,535	\$115,535	\$118,950.15	\$119,459
Retained surplus (Deficiency)	\$114,276	\$119,517	\$119,320	\$117,756	\$114,979	\$103,878	\$92,524	\$81,161	\$70,914	\$59,399
Other reserves										
TOTAL COMMUNITY EQUITY	\$225,051	\$230,553	\$230,356	\$228,792	\$229,970	\$219,413	\$208,058	\$196,695	\$189,863	\$178,857

1.4 Policy Reviews

TITLE:	Policy 101 - Purchasing and Acquisition	DOC REF: 1.4.1
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REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 24/06/2021
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

5.1.1 Manage Council's operations in an effective manner by clearly defining the functions, services, roles and responsibilities of Council

PURPOSE:

To review and update Council's policies in accordance with the adopted procedure to ensure that policies made by Council are compliant with legislation and are reviewed in a timely manner.

CONTENT:

This policy is to provide Council and its Officers with a framework for procurement activities that ensures compliance with requirements of the *Local Government Act 2009*, *Local Government Regulation 2012* (LGR) and *Workplace Health and Safety Act, Regulations 2011*, *Work Health and Safety Consultation Code of Practice 2011*.

Changes have been made due to Council business system processing changes, below is listed the following pages and highlighted in yellow the changes that are proposed.

Page No.	Area change has occurred	Change made
4	Purchasing Arrangements paragraph (c)	added NexGen
5	Medium Contractual arrangements	added (exclusive of GST)
5	Large Contractual arrangements	added (exclusive of GST)
5-6	Last paragraph	added new section Exceptions
6	Purchase of goods and services	added (exclusive of GST), purchase orders for all procurement, exceptions to when no order is required
6	Last paragraph	change to exclusive
7	Less than \$10,000	added (exclusive of GST), Altus EPM
7	\$10,000-\$15,000	added (exclusive of GST), written quote processes...., Altus EPM
7	\$15,000-\$80,000	added (exclusive of GST), written quote processes...., Altus EPM
7	\$80,000-\$199,999	added (exclusive of GST), NexGen, Altus EPM
8	Purchase of goods and services greater than	added (exclusive of GST), NexGen
9	Item 1 top of page	Added NexGen
9	Item 2 near bottom of page	Added NexGen

RECOMMENDATION:

1. That Policy 101 Purchasing and Acquisition as presented be adopted.
2. That a copy of the policy be loaded into the Councillor Hub.

ATTACHMENTS:

1. 101 Purchasing and Acquisition Policy 21/22 [1.4.1.1 - 9 pages]



BOULIA SHIRE COUNCIL

PURCHASING AND ACQUISITION

Category:	Policy
Policy Number:	Policy 101
Document Version:	4-5
Obsolete Version:	3rd July 2020 2020/11.16
Keyword Classification:	Purchasing policy contracts goods and services
Summary:	The purpose of this policy is to ensure that Council is using sound contracting principles in relation to the purchase of goods and services.
Adoption Date:	
Resolution:	
Due for Revision:	Annually
Revision Date:	June 2022
Date Revoked:	n/a
Related documents:	<p>ATO Statement by Supplier form no. 17 Request for Quotation (Verbal) form no. 34 Contractor Performance Checklist form no. 59 Councillor Reimbursement form no. 24 Delivery of goods form no. 50 Payment Request Approval form no. 4 Purchasing Delegation Conflict of Interest Declaration form no. 44 Tender Declaration form for Tender Evaluation Assessment Panel Member form no. 55 Assessing Quotes Template Council's Tender Register WHS – Safety Management System (Purchasing & Suppliers Controls) WH&S Policy Statement Policy 140 – Statement of Business Ethics Policy 141 – Conflict of Interest Policy Policy 146 – Code of Conduct</p>
Responsible Section:	CEO
Responsible Officer:	Director of Corporate Services
Legislation:	Local Government Act 2009, Local Government Regulation 2012, WHS Act & Regulation 2011, Work Health and Safety Consultation Code of Practice 2011

OBJECTIVE

To provide Council and its Officers with a framework for procurement activities that ensures compliance with requirements of the *Local Government Act 2009*, *Local Government Regulation 2012* (LGR) and *Workplace Health and Safety Act, Regulations 2011*, *Work Health and Safety Consultation Code of Practice 2011*.

SCOPE

This document covers all activities that result in the commitment and expenditure of Council monies.

POLICY

This Policy is in three sections:-

1. Purchasing Principles
2. Purchase Procedures
3. Voucher and Cheque Authorisation

PURCHASING PRINCIPLES

In accordance with the *Local Government Act 2009*, Sect 104 all Council purchases shall be determined while having regard to the following principles:

1. VALUE FOR MONEY

The objective of obtaining Value for Money is that the goods, equipment or services being procured represent the best return and performance for the money spent from a "total costs of ownership" or "whole-of-life costs" perspective. The result of using such an evaluation methodology to assess Value for Money may not necessarily favour the lowest price.

2. OPEN AND EFFECTIVE COMPETITION

Open and Effective Competition is achieved by:

- (a) Procurement procedures and processes being visible to Council suppliers, and the public (i.e. rate payers and the local community)
- (b) Delegates accepting their accountability to the Chief Executive Officer and Council
- (c) Suppliers having real opportunity to do business with Council
- (d) Invitations to suppliers being arranged so that there is competition among suppliers to provide Value for Money offerings
- (e) Delegations, authorisations and associated financial thresholds being appropriate for the level of judgement expected of individual Officers
- (f) Fair and equitable assessment of all tenders

3. THE DEVELOPMENT OF COMPETITIVE LOCAL BUSINESS AND INDUSTRY

Encouragement of the development of competitive local business and industry is achieved by:

- (a) Actively seeking out potential local supplies and suppliers
- (b) Encouraging prime contractors to give local suppliers every opportunity, as partners or subcontractors, to participate in major projects

- (c) Ensuring that the principles of open and effective competition are applied and equal treatment is given to local offers, when being compared with other offers, on the basis of fair and equitable behaviour
- (d) Giving preference to locally-sourced goods and services, where price, performance, quality, suitability and other evaluation criteria are comparable
- (e) Ensuring that payments are prompt and in accordance with the agreed terms of contract
- (f) Giving points-weighting to the advantages of buying locally-sourced goods and services, and to dealing with local suppliers, including:
 - more readily available spare parts and servicing support
 - more reliable compliance with warranty provisions
 - shorter supply lines
 - more convenient communications for contract administration
 - benefit to Queensland and Australia from the transactions occurring (including transport, distribution, finance, etc.) and the employment created locally
 - general benefit to Queensland and Australia from on-going Government support given to local manufacturing, construction and service industries

4. ENVIRONMENTAL PROTECTION

The objectives of Environmental Protection are consistent with the Council's commitment to sustainable development, by promoting purchasing practices that conserve resources, save energy, minimise waste, protect human health and maintain environmental quality and safety.

The objectives are:

- (a) To maximise the purchase of environmentally sensitive goods and services
- (b) To provide leadership to business, industry and the community in promoting the use of environmentally sensitive goods and services
- (c) Where appropriate, ensuring that specifications require suppliers to conform to necessary standards, codes or legislation for the identifications of hazardous materials and that suppliers carry proper certification and registration procedures
- (e) Enforcing bans and/or phase-out timetables on the use of products prohibited under Queensland and applicable Commonwealth laws, including those laws ratifying international treaties and other agreements
- (f) Using lifecycle costing for all purchases (including constructing projects), rather than initial purchase cost. This would, among other things, favour high durability goods and thereby minimise waste
- (g) Avoiding, wherever possible, the purchase of known hazardous and environmentally damaging products, especially where alternatives are available within reasonable bounds of price, performance and suitability

5. ETHICAL BEHAVIOUR AND FAIR DEALINGS

Ethical Behaviour and Fair Dealing are achieved by Officers:

- (a) Performing their duty impartially, un-influenced by the receipt or prospects of threats, reprimands or rewards
- (b) Not accepting or seeking gifts or other favours
- (c) Not entertaining approaches from suppliers that might be interpreted as attempts to influence the evaluation process
- (d) Ensuring that their private interest do not conflict with their public duties
- (e) Maintaining high standards of accountability
- (f) Developing systems and procedures that ensure a consistent approach to procurement
- (g) Promoting professional procurement practices

PURCHASING PROCEDURE

The *Local Government Regulation 2012* identifies three categories of contracts;

1. **Minor Contracts:** Contractual arrangements the value of which is less than \$15,000 (Net GST) in a financial year or over the term of the contract.
2. **Medium Sized:** Contractual arrangements the value of which is expected to be greater than \$15,000 but less than \$200,000 (Net GST) in a financial year or over the term of the contract.
3. **Large Sized Contracts:** Contractual arrangements the value of which is expected to be greater than \$200,000 (Net GST) in a financial year or over the term of the contract.

Where the expected value of a contractual arrangement with a supplier for a financial year or over the term of the contractual arrangement is the total value of all the local government's contracts with the supplier for goods and services of a similar type under the arrangement. (Sect 224 (4) LGR)

ETHICAL BEHAVIOUR

Council's Code of Conduct dictates expectations of behaviour and conduct for all staff.

Invitation thresholds have been set within this Policy to ensure proper controls and checks are carried out on all procurement activities. An Officer shall not break down a procurement of products into its various components or reduced quantities in order to avoid the necessity of obtaining the prescribed approvals.

PURCHASING ARRANGEMENTS

In accordance with the *Local Government Regulation 2012* three types of purchasing arrangements may be established which allow individual purchases without the need to obtain tenders or quotations for **medium or large contractual arrangements**.

These are:

- (a) Preferred supplier arrangements or standing offer arrangements;
- (b) Approved contractor list of pre-qualified suppliers; and
- (c) Purchases made under a LGAQ arrangement or with or under an arrangement with a government agency (e.g LGAQ - Local Buy/VendorPanel/NexGen, State and Commonwealth Contracts to which Local Government is eligible).

The preferred supplier and standing offer arrangements can be used where there are frequent or regular purchases of similar items e.g. stationery. A preferred supplier arrangement would contain a pricing structure (e.g. 10 % below retail, or parts at cost plus 5 %, labour at \$45.00 per hour). A standing offer would state fixed price per unit.

Registers of pre-qualified suppliers can be set up where it is necessary to ensure that a supplier is capable of meeting Council's requirements before the precise nature of the requirement is known.

In each case the procedure is to call tenders, by advertisement, for the particular arrangement being set up. The tenders are assessed in exactly the same way as single tenders and must take in to account the five principles as outlined above.

Minor Contractual arrangements: Whilst the legislation only refers to medium and large contractual arrangements, Council staff exercising delegated authority to enter into contracts must have regard to the five principles and this policy framework and cannot split contracts to avoid having to call for quotations or tenders.

LOCAL PREFERENCE POLICY

As it is Council's intention to encourage the development of competitive local business and industry within the Shire, in accordance with sect 104(3), Local Government Act Officers involved in procurement activities are to encourage local business to quote in competition with businesses operating outside the shire boundary.

For the purposes for this policy a "Local Supplier" is one who is a ratepayer and/or has business premises and/or lives in the Shire. In determining the successful quotation, a local preference margin of up to 10% may be applied to all offers received from businesses that qualify as a "Local Supplier".

The application of this margin on purchases over \$50,000 shall be by resolution of Council.

STATUTORY POLICY FRAMEWORK

MEDIUM CONTRACTURAL ARRANGEMENTS: BETWEEN \$15,000 AND \$199,999 (exclusive of GST)

If purchase is not through a purchasing arrangement as provided for in this policy then the Council must:

1. Invite written quotes for the contract
2. The written invitation must be given to at least three (3) persons who can meet the requirements
3. Can decide not to accept any of the quotations received or
4. Must accept the quotation most advantageous to the Council having regard to the sound contracting principles (sect 225 LGR).

LARGE CONTRACTURAL ARRANGEMENTS: \$200,000 AND OVER (exclusive of GST)

If purchase is not through a purchasing arrangement as provided for in this policy then the Council must undertake a tender process prior to awarding a contract. The tender process can be for Expressions of Interest (EOI) followed by selective Tender or general tender. In either case the process must involve:

1. Advertisement on Council's website and at least one other form of publication, allowing a minimum 21 days from the date of publication.
2. If seeking EOI then prepare short list for invitation to tender and
3. Can decide not to accept any of the Tenders received or
4. Must accept the Tender most advantageous to the Council having regard to the sound contracting principles (sect 228 LGR).
5. Information resulting from any conversation with a Tenderer, that maybe beneficial to other Tenderers, will be released to all Tenderers.

EXCEPTIONS

Chapter 6, part 3, division 3 of the *Regulation* identifies exceptions for procurement under \$15,000 along with medium and large-sized contracts. If one of the exceptions applies, *Council* may enter into:

- (a) a purchase with a value less than \$15,000;
- (b) a medium-sized contract without first inviting written quotes; or
- (c) a large-sized contract without first inviting written tenders.

The exceptions are:

- a) the preparation of a quote or tender consideration plan in accordance with the requirements of section 230 of the *Regulation*; and
- b) entering into a contract if the contract is made with a person who is on an approved contractor list established by *Council* in accordance with the requirements of section 231 of the *Regulation*; and
- c) entering into a contract if the contract is entered into with a supplier from a register of prequalified suppliers established by *Council* in accordance with the requirements of section 232 of the *Regulation*; and
- d) entering into a contract for goods or services if the contract is entered into with a preferred supplier under a preferred supplier arrangement that is made in accordance with the requirements of section 233 of the *Regulation*; and
- e) entering into a contract under an LGA arrangement established in accordance with the requirements of section 234 of the *Regulation*; and
- f) entering into a medium-sized contract or a large-sized contract if:
 - i. *Council* resolves that it is satisfied that there is only one supplier who is reasonably available; or
 - ii. *Council* resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for *Council* to invite quotes or tenders; or
 - iii. a genuine emergency exists; or
 - iv. the contract is for the purchase of goods and is made by auction; or
 - v. the contract is for the purchase of second-hand goods; or
 - vi. the contract is made with, or under an arrangement with, a government body.

PURCHASING PROCEDURE

PURCHASE OF GOODS AND SERVICES LESS THAN \$200,000 (exclusive of GST)

Purchase orders are to be generated for all contracts of goods and services prior to the procurement of with a value of less than \$200,000 may be entered into in one of three ways: other than

- ~~(1) the issue of an official order; or~~
- ~~(2) by direct supply of goods/services without an order; or~~
- (1) long-term utility contracts (Ergon, Telstra, Teletrac, etc), or
- (2) long-term IT licencing / subscriptions / memberships / vehicle registrations / insurances / auditing expenses, or
- (3) by purchase card (credit card), or
- (4) Reimbursement of employee for Council expense (as agreed by Supervisor), or
- (5) petty cash.

The purchase of goods and services that are not part of an approved budget must be authorised by the Chief Executive Officer.

PROCEDURE FOR RECORDING QUOTE INFORMATION

1. All verbal quotes are to be written up on the Request for Quotation (Verbal) form no 34.
2. All requisitions/purchase orders must be recorded in the notes section, details of the successful quote number (if numbered) or in the case of Local Buy the Vendor Panel or BSU number and attach the quote to the requisition raised.

INVITATION THRESHOLDS

The following are Council's minimum requirements for the calling or obtaining of goods and services less than \$200,000 (GST exclusive).

Less than \$10,000 (exclusive of GST)

The Officer should use best judgement using catalogues or sales brochures as guide to purchasing and seeking estimates where reasonably practical to do so. Details of all quotations sought shall be clearly documented on the verbal quote form no. 34 including the price, name, address and telephone number of providers and any terms/conditions that apply to the offer. A copy of the quotes are to be attached to the requisition raised in SynergySoft / Altus EPM. The Requisitioning Officer and the Delegate approving the order must not be the same person.

\$10,000 up to \$15,000 (exclusive of GST)

At least two (2) verbal, written or email quotations are to be sourced. Written quotation requests will issue from Altus EPM in a standard format in an email to all selected suppliers, a link will be supplied to the supplier. Supplier to click on link and remit the price and any conditions directly to the requisition created in Altus EPM. Details of all verbal quotations sought shall be clearly documented on the request for quotation (verbal) form no. 34 detailing the price, name, address and telephone number of providers and any terms/conditions that apply to the offer and attached to the requisition raised in SynergySoft / Altus EPM. The most advantageous to Council shall be selected.

The Requisitioning Officer and the Delegate approving the order must not be the same person.

\$15,000 up to \$80,000 (Note section 225 LGR applies) (exclusive of GST)

At least three (3) written or email quotations are to be invited by the Officer. Written quotation requests will issue from Altus EPM in a standard format in an email to all selected suppliers, a link will be supplied to the supplier. Supplier to click on link and remit the price and any conditions directly to the requisition created in Altus EPM. Manual copies of all written quotations should be attached and detailed on the Council requisition in SynergySoft / Altus EPM. The most advantageous to Council shall be selected.

The Requisitioning Officer and the Delegate approving the order must not be the same person.

\$80,000 up to \$199,999 (exclusive of GST)

A formal specification is to be prepared and written quotations are to be invited by the Officer through a public advertising process on Council's website, email blast and Facebook page, allowing a reasonable time for responses. As an alternative or in addition to other means, the Officer may choose to use the LGAQ Local Buy/VendorPanel/NexGen to seek formal quotation responses. Copies of all written quotations should be attached and detailed on the Council requisition in SynergySoft / Altus EPM, including Council resolution number. A copy of the tender documents, advertising and tender submission paperwork is to be put into Council's records management system. The most advantageous to Council shall be selected.

The Requisitioning Officer and the Delegate approving the order must not be the same person.

PROCEDURE FOR ASSESSING QUOTES

Using the table below (template called – Quote Assessments), detail the cost of goods, cost of delivery to Boulia. Consider previous orders, did they arrive on time and or the quality of the goods.

On completion of the table, decide on your winning quote and detail the reason for the quote being successful.

A copy of this assessment is to be attached to the requisition raised in SynergySoft.



Assessment of Quotes

	<i>Provider 1</i>	<i>Provider 2</i>	<i>Provider 3</i>
Business Name			
ABN			
Cost of Goods			
Freight Costs			
Total Cost			
Record of Service (has been used before, goods delivered timely, quality of goods)			
Winning Quote 1,2,3			
Reason for Winning			

Assessed by: _____
Officer's Name
Officer's Signature
Date

To be attached to Requisition being raised in Synergy Soft

PURCHASE OF GOODS AND SERVICES GREATER THAN \$200,000 (exclusive of GST)

If purchase is not through a purchasing arrangement as provided for in this policy then the Council must undertake a tender process prior to awarding a contract.

The Officer responsible shall prepare a formal tender specification (tender number to be obtained from Council's Tender Register) which together with the invitation to tender shall be made available on Council's website for download.

A tender advertisement must be published on the Council's website and distributed via email blast and Council's Facebook page. The Officer may choose to use the LGAQ Local Buy/VendorPanel/**NexGen** to assist with tender selection and to manage formal tender responses.

In any case, the process must allow a minimum 21 days from the first date of advertisement for Tender responses.

Expressions of Interest (EOI) may be sought in the first instance to establish a preferred supplier list, in which case the tender specification cannot be amended between date of first advertisement to short listing of preferred suppliers, unless all those who responded to the EOI have had an opportunity to respond.

Details of all Tender documentation is to be recorded in Council's Tender Register, attached to the requisition raised and placed in Council's records management system.

Details of tenders and quotations received may be commercial in confidence and are not generally available for public viewing without Council or the CEO consent.

PROCEDURE FOR RECEIPT AND OPENING OF PUBLIC TENDERS/QUOTATIONS:

Where Council has invited tenders (or quotations) through a public process then the following procedures are to be adhered to:

1. Tenders are to be lodged in a sealed tender box, a secure email address or with LGAQ Local Buy/VendorPanel/NexGen drop box.
2. The Officer responsible for assessing tenders or quotations cannot have access to the secure tenders until after closing of tenders.
3. Where tenders are received in the mail, they are to be stored in a locked tender box and opened by the CEO or delegate responsible in the company of two other staff, who will witness the opening by recording details in the Tender Register and initialling tender documents and prices. The tender documents are then to be scanned to records and distributed to the Officer responsible.
4. In the case of emails, the tenders are to be released by the Systems Administrator and emailed to the Records Officer. The tender documents are to be scanned to records and then distributed to the Officer responsible.
5. A summary of tenders received is to be recorded in the Council's Tender Register.
6. A summary of the winning Tenderer's prices, terms and conditions should then be attached to the requisition raised.

PROCEDURE FOR RECORDING TENDER INFORMATION

1. All tenders must be recorded in the Tender Register using the next available tender number.
2. All purchase orders must record in the notes section the details of the Council resolution, the tender number, and in the case of having used Local Buy/VendorPanel/NexGen, the Local Buy number (BSU)/VendorPanel number (VP).
3. All Council agenda papers and correspondence must have the tender number recorded on the documents.
4. All letters of acceptance for tenders to have the resolution and tender numbers recorded.

TITLE:	Policy 109 - Revenue Policy 2021/2022	DOC REF: 1.4.2
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REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 24/06/2021
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

5.1.1 Manage Council's operations in an effective manner by clearly defining the functions, services, roles and responsibilities of Council

PURPOSE:

To review and update Council's policies in accordance with the adopted procedure to ensure that policies made by Council are compliant with legislation and are reviewed in a timely manner.

CONTENT:

The Revenue Policy is intended to be a strategic document. Its adoption, in advance of setting the budget, allows Council to set out the principles that it will use to set its budget and to identify in broad terms the general strategy to be used for raising revenue.

Page No.	Area change has occurred	Change made
1	Title	Changed dates to 2021/2022
1	Document version	Changed to 2021/2022
2	Second paragraph	Changed to 2021/2022
3	Covid-19 Pandemic Emergency Rates Relief	Deleting section

RECOMMENDATION:

That in accordance with section 169 (2)(C) of the Local Government Regulation 2012, the 2021/2022 Bouliia Shire Council Revenue Policy – Policy 109 Revenue 2021/2022 be hereby adopted.

ATTACHMENTS:

1. 109 Revenue Policy 2021/22 [1.4.2.1 - 5 pages]



BOULIA SHIRE COUNCIL

REVENUE POLICY 2021/2022

Category:	Policy
Policy Number:	109
Document Version:	Revenue – 2021/22
Obsolete Version:	Policy 109 Revenue – 2019/20, 2020/21
Keyword Classification:	Revenue Policy
Summary:	Details the principles that Council will use to set its budget and to identify in broad terms the general strategy to be used for raising revenue
Adoption Date:	
Resolution:	
Due for Revision	Annually
Revision date:	
Date revoked	N/A
Related documents:	N/A
Responsible Section	Finance
Responsible Officer	Director Corporate Services
Legislation	Local Government Regulation 2012

OBJECTIVE

In accordance with Section 193 of the *Local Government Regulation 2012*, Council is required to prepare a Revenue Policy each financial year. The Revenue Policy is intended to be a strategic document. Its adoption, in advance of setting the budget, allows Council to set out the principles that it will use to set its budget and to identify in broad terms the general strategy to be used for raising revenue.

The revenue policy sets out the principles used by Bouliia Shire Council, in 2021/2022 for:

- 1. the making of rates and charges;*
- 2. the levying of rates;*
- 3. the granting of rebates and concessions; and*
- 4. the recovery of unpaid rates and charges; and*
- 5. Principles used for cost recovery fees.*

SCOPE

This policy applies to all of Council.

PROVISIONS

Making of Rates and Charges

The general principle adopted by Council in determining rates and charges for this financial year, shall be that wherever possible, charges will relate directly to the services provided. Examples of services are water supply, sewerage and refuse collection. Whilst Council attempt to implement a policy of full cost recovery of services wherever possible, given the small population base within the Shire full cost recovery may not always be possible.

Costs that cannot be recovered by specific charges shall be met by the levying of a differential general rate. Council uses revenue raised through the differential general rate to maintain general assets and provide services to the Shire as a whole. In determining how this revenue is raised, Council takes into consideration the following factors:

- The use of the land in so far as it relates to the extent of utilisation of Council's services,
- The rateable value of the land and the rates which would be payable if only one general rate were adopted,
- Equity by taking into consideration the capacity to pay within the local community,
- Flexibility to take account of changes in the local economy, and
- Having in place a rating regime that is simple and inexpensive to administer.

Levying of Rates

Council is responsible for ensuring that funds levied for a specific purpose such as water supply; sewerage, etc are expended for these purposes. Council's responsibility also extends to ensuring that all funds levied (including both specific and general charges) are expended in a cost efficient, effective and appropriate manner.

To assist with service continuity and with regard to capacity to pay, Council rates bi-annually, and will do so as soon as practicable in each half of the year.

Council offers a variety of payment methods for ratepayers, including payment by cash, credit card (in person or by phone), via internet banking facilities, cheque or money order. Ratepayers may also pay rates in advance.

Granting of Rebates and Concessions

Discount

To encourage prompt payment and to ensure equity, council offers to all ratepayers, a discount on the 'Rates Notice' (excluding interest charges and fire levy), if all current and outstanding rates and charges are paid within at least 30 days after the issue of the rates notice. The amount of this discount is detailed in the Revenue Statement.

Pensioner Rebate

Ratepayers who are in receipt of a government pension will receive a rebate on their rates notice to the amount detailed in the Revenue Statement. The total rebate is made up of two amounts. The State Government supplies a rebate amount and the Council shall also supply an additional amount.

Covid-19 Pandemic Emergency Rates Relief (Service Charges only)

Identified tourism (hospitality) affected business in the shire are eligible to apply for financial assistance for payment of the services component (water, garbage and sewerage) for the following rating periods.

1st January 2020 to 31st December 2020

1st January 2021 to 30th June 2021

Businesses must submit a letter in writing to apply for this relief.

Other

Other remission requests, or rate deferral requests, will be assessed on a case-by-case basis.

In considering the application of concessions, Council will be guided by the principles of:

- equity – by having regard to different levels of capacity to pay within the local community;
- consistency – the same and consistent treatment for ratepayers receiving concessional; rating;
- capacity to pay – in determining appropriate arrangements for different groups within the community;
- transparency – by making clear the requirements necessary to receive concessions; and
- Flexibility – To allow Council to respond to local economic issues.

Council on the request of a ratepayer may also offer other flexible payment arrangements as appropriate. This may be appropriate in times of economic downturn, drought, flood, or when other factors affect individual ratepayers.

Recovery of Unpaid Rates and Charges

Rate payers are responsible for ensuring rates are paid by the due date, to ensure Council is able to continue to provide the level of service to which rate payers are accustomed.

Amounts outstanding 30 days after the due date will incur interest daily at the rate detailed in the Revenue Statement. This is in accordance with s133 of the *Local Government Regulation 2012*.

Council exercises its recovery powers pursuant to the provisions of Chapter 4 Part 12 of *Local Government Regulation 2012*, in order to reduce the overall burden on ratepayers. Council will pursue the collection of outstanding rates and charges diligently but with due concern for the financial hardship faced by some members of the community.

To this end Council will establish administrative processes, which allow for the payment of rates and charges by instalment and for the selection of various options (including legal action) for the recovery of debt.

Principles Used for Cost Recovery Fees

Section 97 of the *Local Government Act 2009* allows Council to set cost-recovery fees.

Council recognises the validity of fully imposing the user pays principle for its cost recovery fees, unless the imposition of the fee is contrary to its express social, economic, environmental and other corporate goals. This is considered to be the most equitable and effective revenue approach, and is founded on the basis that the Region's rating base cannot subsidise the specific users or clients of Council's regulatory products and services.

However, in setting its cost-recovery fees, Council will be cognisant of the requirement that such a fee must not be more than the cost to Council of providing the service or taking the action to which the fee applies.

TITLE:	Policy 110 - Internal Audit Policy	DOC REF: 1.4.3
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REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 24/06/2021
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

5.1.1 Manage Council's operations in an effective manner by clearly defining the functions, services, roles and responsibilities of Council

PURPOSE:

To review and update Council's policies in accordance with the adopted procedure to ensure that policies made by Council are compliant with legislation and are reviewed in a timely manner.

CONTENT:

Boulia Shire Council has established an internal audit function as a key component of Council's governance framework.

This policy provides the framework for the conduct of the internal audit function in the Boulia Shire Council and has been approved by the Council.

No changes have been made other than dates.

RECOMMENDATION:

1. That Policy 110 Internal Audit be adopted by Council as presented.
2. That the updated policy be loaded into the Councillor Hub.

ATTACHMENTS:

1. 110 Internal Audit Policy 21/22 [**1.4.3.2** - 5 pages]



BOULIA SHIRE COUNCIL

INTERNAL AUDIT POLICY

2021/22

Category:	Policy
Policy Number:	110
Document Version:	Version 1
Obsolete Version:	Internal Audit Policy as adopted 21st November 2018, 2019/7.23 24 th July 2019, 2020/B7.4
Keyword Classification:	Internal Audit
Summary:	Framework for the conduct of the internal audit function
Adoption Date:	
Resolution:	
Due for Revision:	Annually
Revision date:	
Date revoked:	N/A
Related documents:	N/A
Responsible Section:	Finance
Responsible Officer:	Chief Executive Officer Director of Corporate Services
Legislation:	Local Government Act 2009 s105 Local Government Regulation 2012 s207

SCOPE

Internal audit reviews cover all programmes and activities of the Boulia Shire Council together with associated entities as provided for in relevant business agreements, memorandum of understanding or contracts. Internal audit activity encompasses the review of all financial and non-financial policies and operations.

PURPOSE

Boulia Shire Council has established an internal audit function as a key component of Council's governance framework.

This policy provides the framework for the conduct of the internal audit function in the Boulia Shire Council and has been approved by the Council.

Internal audit provides an independent and objective review and advisory service to:

- provide assurance to the Council that the Boulia Shire Council's financial and operational controls designed to manage the organisation's risks and achieve the entity's objectives are operating in an efficient, effective and ethical manner, and
- assist management in improving the entity's business performance.

RESPONSIBILITY

The scope of internal auditing encompasses, but is not limited to, the examination and evaluation of the adequacy and effectiveness of the organisation's governance, risk management, and internal process as well as the quality of performance in carrying out assigned responsibilities to achieve the organisation's stated goals and objectives. This includes:

- i) Evaluating the reliability and integrity of information and the means used to identify, measure, classify, and report such information;
- ii) Evaluating the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations which could have a significant impact on the organisation;
- iii) Evaluating the means of safeguarding assets and, as appropriate, verifying the existence of such assets;
- iv) Evaluating the effectiveness and efficiency with which resources are employed;
- v) Evaluating operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned;
- vi) Monitoring and evaluating governance processes;
- vii) Monitoring and evaluating the effectiveness of the organisation's risk management processes;
- viii) Evaluating the quality of performance of external auditors and the degree of coordination with internal audit;
- ix) Performing consulting and advisory services related to governance, risk management and control as appropriate for the organisation;
- x) Reporting periodically on the internal audit activity's purpose, authority, responsibility, and performance relative to its plan;

- xi) Reporting significant risk exposures and control issues, including fraud risks, governance issues, and other matters needed or requested by the Audit & Risk Management Committee or Management.
- xii) Evaluating specific operations at the request of the Audit & Risk Management Committee or management, as appropriate.

INDEPENDENCE

Independence is essential to the effectiveness of the internal audit function.

The internal auditor has no direct authority or responsibility for the activities it reviews. The internal audit function has no responsibility for developing or implementing procedures or systems and does not prepare records or engage in original line processing functions or activities.

The internal audit activity will remain free from interference by any element in the organisation, including matters of, procedures, frequency, timing, or report content to permit maintenance of a necessary independent and objective approach to the audit.

The internal auditor reports functionally and administratively to the Chief Executive Officer. Boulia Shire Council will engage an external accounting firm to undertake the internal audit function. Internal audit staff will report through the relevant firm's supervisors, managers and partners. The firm will report back through Council's Chief Executive Officer.

AUTHORITY AND CONFIDENTIALITY

Subject to compliance with Boulia Shire Council's security policies, internal auditors are authorised to have full, free and unrestricted access to all functions, premises, assets, personnel, records, and other documentation and information that the Internal Auditor considers necessary to enable internal audit to meet its responsibilities.

All records, documentation and information accessed in the course of undertaking internal audit activities are to be used solely for the conduct of these activities. The Internal Auditor and individual internal audit staff are responsible and accountable for maintaining the confidentiality of the information they receive during the course of their work.

STANDARDS

Internal audit activities will be conducted in accordance with the Boulia Shire Council values, policies and procedures.

Audit activities will also be conducted in accordance with relevant professional standards including:

- i) Standards relevant to internal audit issued by the Australian Society of Certified Practising Accountants and the Institute of Chartered Accountants in Australia; and
- ii) Standards issued by Standards Australian and the International Standards Organisation.

In the conduct of internal audit work, internal audit staff will:

- i) Comply with relevant professional standards of conduct;
- ii) Possess the knowledge, skills and technical proficiency relevant to the performance of their duties;
- iii) Be skilled in dealing with people and communicating audit, risk management and related issues effectively;
- iv) Develop their technical competence through a programme of professional development, and
- v) Exercise due professional care in performing their duties.

RELATIONSHIP WITH EXTERNAL AUDITOR

Internal and external audit activities will be coordinated to help ensure the adequacy of overall audit coverage and to minimise duplication of effort.

Periodic meetings and contact between internal and external audit may be held to discuss matters of mutual interest.

External audit will have full and free access to all internal audit plans, working papers and reports.

INTERNAL AUDIT PLAN

At least annually, the Internal Auditor will submit to Chief Executive Officer an internal audit plan for review and approval. The internal audit plan will consist of a work schedule as well as budget and resource requirements for the next fiscal/calendar year. The Internal Auditor will communicate the impact of resource limitations and significant interim changes to the Chief Executive Officer.

The internal audit plan will be developed based on a prioritisation of the organisational environment and outcomes using a risk-based methodology, including input of senior management and Council.

Any significant deviation from the approved internal audit plan will be communicated to Chief Executive Officer through periodic activity reports.

REPORTING AND MONITORING

A written report will be prepared and issued by the Internal Auditor or designee following the conclusion of each internal audit engagement and will be distributed as appropriate. Internal audit results will also be communicated to the Chief Executive Officer.

The internal audit report may include management's response and corrective action taken or to be taken in regard to the specific findings and recommendations. Management's response, whether included within the original audit report or provided thereafter (i.e. within thirty days) by management of the audited area should include a timetable for anticipated completion of action to be taken and an explanation for any corrective action that will not be implemented.

The internal audit activity will be responsible for appropriate follow-up on engagement findings and recommendations. All significant findings will remain in an open issues file until cleared.

PERIODIC ASSESSMENT

The Internal Auditor will periodically report to the Chief Executive Officer on the internal audit activity's purpose, authority, and responsibility, as well as performance relative to its plan. Reporting will also include significant risk exposures and control issues, including fraud risks, governance issues, and other matters needed or requested by the Chief Executive Officer.

In addition, the Internal Auditor will communicate to Chief Executive Officer on the internal audit activity's quality assurance and improvement program, including results of ongoing internal assessments and external assessments conducted at least once in every engagement period.

TITLE:	Policy 119 - Investment Policy 2021/22	DOC REF: 1.4.4
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REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 24/06/2021
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

5.1.1 Manage Council's operations in an effective manner by clearly defining the functions, services, roles and responsibilities of Council

PURPOSE:

To review and update Council's policies in accordance with the adopted procedure to ensure that policies made by Council are compliant with legislation and are reviewed in a timely manner.

CONTENT:

To provide Council with a contemporary investment policy based on an assessment of counterparty, market and liquidity risk within the legislative framework of the Statutory Bodies Financial Arrangements Act and Regulations.

No changes have been made.

RECOMMENDATION:

1. That this Investment Policy 119 be accepted as presented.
2. That the Councillor Hub be updated with this policy.

ATTACHMENTS:

1. 119 Investment Policy 21-22 [1.4.4.1 - 6 pages]



BOULIA SHIRE COUNCIL

INVESTMENT POLICY 2021/22

Category:	Financial Policy
Policy Number:	119
Document Version:	Version 6
Obsolete Version:	Policy 119 Investment Version 5, 2019/7.23 24 th July 2019
Keyword Classification:	Investments
Summary:	To outline guidelines when investing Council money.
Adoption Date:	
Resolution:	
Due for Revision:	Annually
Revision date:	
Date revoked:	N/A
Related documents:	N/A
Responsible Section:	Finance
Responsible Officer:	Director of Corporate Services
Legislation:	Local Government Act 2009 s104 (5) (c) (i) Local Government Regulation 2012 s191 Statutory Bodies Financial Arrangements Act 1982 Statutory Bodies Financial Arrangements Regulation 2019

PURPOSE:

To provide Council with a contemporary investment policy based on an assessment of counterparty, market and liquidity risk within the legislative framework of the Statutory Bodies Financial Arrangements Act and Regulations.

SCOPE:

This Policy applies to the investment of surplus funds in accordance with investment powers under Part 6 of the Statutory Bodies Financial Arrangement Act 1982 (SBFAA).

DEFINITIONS:

For the purpose of these guidelines the following definitions shall apply:

CEO – shall mean the person appointed to the position of Chief Executive Officer under the Act and anyone acting in that position.

Council – shall mean the Bouliia Shire Council.

Investment Officer/s – shall mean the CEO and any other employees who have delegated authority to engage in activities related to the physical investment of funds (eg investment placement and redemption, reconciliations, checking).

The Act – shall mean the *Local Government Act 2009* (as amended).

SBFAA – shall mean the Statutory Bodies Financial Arrangements Act 1982 (as amended).

Short Term - Is defined as an investment of money that is placed at call, overnight or generally for a term of less than seven days.

Long Term - is defined as any investment of money other than Short term investments.

BACKGROUND:

Investment of Council's funds is to be in accordance with Council's power of investment as set out in the following flow of legislative Authority:

Section 104(5) of the Local Government Act 2009 under Chapter 4 Finances and Accountability requires as part of the Long Term Financial Plan an Investment Policy.

Section 5 (2) (e) Part 2A – The Act refers to Local Government as a *Statutory Body* under the Statutory Bodies Financial Arrangements Act 1982.

Section 42 – 52 Part 6 points to the Statutory Bodies Financial Arrangements Act 1982 to determine Council's power of Investment.

Section 42 of the Statutory Bodies Financial Arrangement Act 1982 refers to three different categories of Investment power.

Section 42 Investment power depends on allocation under regulation:

- (1) A statutory body may invest under this part depending on whether a category 1, 2 or 3 investment power is allocated to the body.
- (2) A regulation may allocate to a statutory body 1 of the following powers—
category 1 investment power
category 2 investment power
category 3 investment power.
- (3) However, if a statutory body has control of more than 1 fund (including, for example, as a trustee), a different category of investment power for each fund may be allocated to it.
- (4) Also, if no category of investment power is allocated under a regulation to a statutory body, the body does not have power to invest under this part

Schedule 3, 4 and 5 of the Statutory Bodies Financial Arrangements Regulations 2019 list the statutory bodies' categories and investment power.

Section 44 of the Statutory Bodies Financial Arrangement Act 1982 dictates the types of Investments that Council may use.

Section 44 Category 1 investment power

- (1) **Category 1 investment power is the power to invest in all or any of the following—**
 - (a) deposits with a financial institution;
 - (b) investment arrangements accepted, guaranteed or issued by or for the Commonwealth or a State or a financial institution;
 - (c) other investment arrangements secured by investment arrangements accepted, guaranteed or issued by or for the Commonwealth or a State or a financial institution;
 - (d) investment arrangements, managed or offered by QIC or QTC, prescribed under a regulation for this paragraph;
 - (e) an investment arrangement with a rating prescribed under a regulation for this paragraph;
 - (f) other investment arrangements prescribed under a regulation for this paragraph.
- (2) **However, the investment must be—**
 - (a) at call; or
 - (b) for a fixed time of not more than 1 year.

Section 8 of the Statutory Bodies Financial Arrangements Regulations 2007 prescribes the rating of the Investment arrangements as prescribed under Section 44

- (1) (e) of the Statutory Bodies Financial Arrangements Act 1982.
Section 8 Category 1 investment power—Act, s 44(1)(e)

For section 44(1)(e) of the Act, the rating prescribed for an investment arrangement is—

- (a) a rating by Fitch (Australia) Pty Ltd of AA, AA+ or AAA or
- (b) a rating by Moody's Investors Service of Aa2, Aa1, Aaa ; or
- (c) a rating by Standard and Poor's of AA, AA+ or AAA.

INVESTMENT OBJECTIVES:

Boulia Shire Council's overall objective is to maximize investment returns whilst acting responsibly given the fiduciary responsibility to protect the capital investment and not to speculate.

Investment officers are to avoid any transaction that might harm confidence in the Boulia Shire Council.

In priority, the order of investment activities shall be preservation of capital, liquidity and return.

PRESERVATION OF CAPITAL:

Preservation of capital shall be the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security of principal of the overall portfolio. This would include managing credit and interest rate risk within given risk management parameters and avoiding any transactions that would prejudice confidence in Council or its associated entities.

Council has decided to utilize the Commonwealth Bank as its primary banking institution and the Qld Treasury Corporation as a major source of loan finance, both institutions are highly rated and well established financial institutions for Local Government.

a) Credit Risk

Boulia Shire Council will evaluate and assess credit risk prior to investment. Credit risk is the risk of loss due to the failure of an investment issue or guarantor. The investment officer will minimise credit risk in the investment portfolio by restricting investments to well established major Banking Institutions in Australia and the Treasury Corporation of Queensland.

b) Interest Rate Risk

The investment officers shall seek to minimise the risk of a change in the market value of the portfolio because of a change in interest rates. This would be achieved by considering the cash flow requirements of Council and structuring the portfolio accordingly. This will avoid having to sell securities prior to maturity in the open market. Secondly, interest rate risk can be limited by investing in shorter term securities.

MAINTENANCE OF LIQUIDITY:

The investment portfolio will maintain sufficient liquidity to meet all reasonably anticipated operating cash flow requirements of Council, as and when they fall due, without incurring significant transaction costs due to being required to sell an investment.

RETURN ON INVESTMENT:

The portfolio is expected to achieve a market average rate of return and take into account Boulia Shire Council's risk tolerance and current interest rates, budget considerations, and the economic cycle. Any additional return target set by Council will also consider the risk limitations, prudent investment principles and cash flow characteristics identified within this Investment Policy.

ETHICS AND CONFLICT OF INTEREST:

Investment officers/employees shall refrain from personal activities that would conflict with the proper execution and management of Boulia Shire Council's investment portfolio. This includes activities that would impair the investment officers' ability to make impartial decisions.

This policy requires that employees and investment officers disclose to the Chief Executive Officer any conflict of interest or any investment positions that could be related to the investment portfolio.

INVESTMENTS WITH LOCAL BANKS:

Notwithstanding any other clause in this policy the investment officers/employees shall give preference to lodging Council cash investments through any bank that maintains a full time branch presence in Boulia. In making this decision Council acknowledges that the intention is to maintain the viability of a local bank hence, in turn, providing full banking services to the residents of Boulia Shire.

REQUIREMENTS:

In accordance with Schedule 3 of the Statutory Bodies Financial Arrangements Regulation 2007 - Statutory bodies allocated category 1 investment power Boulia Shire Council has been allocated a Category 1 investment power.

PORTFOLIO INVESTMENT PARAMETERS:

Section 44(1) of SBFAA details the investment powers allocated to Category 1 authorities:

- (a) deposits with a financial institution;
- (b) investment arrangements accepted, guaranteed or issued by or for the Commonwealth or a State or a financial institution;
- (c) other investment arrangements secured by investment arrangements accepted, guaranteed or issued by or for the Commonwealth or a State or a financial institution;
- (d) investment arrangements, managed or operated by Queensland Investment Corporation or Queensland Treasury Corporation, prescribed under a regulation for this paragraph;
- (e) an investment arrangement with a rating prescribed under a regulation for this paragraph;
- (f) other investment arrangements prescribed under a regulation for this paragraph.

Section 44(2) states that the investment must be:

- (a) at call; or
- (b) for a fixed time of not more than 1 year.

PROHIBITED INVESTMENTS:

This investment policy prohibits any investment carried out for speculative purposes. The following investments are prohibited by this investment policy.

- Derivative based instruments (excluding floating rate notices)
- Principal only investments or securities that provide potentially nil or negative cash flow

- Stand alone securities that have the underlying futures, options, forward contracts and sways of any kind, and
- Securities issued in non-Australian dollars

PLACEMENT OF INVESTMENT FUNDS:

Short Term:

Council's investment officers are authorised to invest with either the Commonwealth Bank or Qld Treasury Corporation as required. At any one time no less than 10% of the investment portfolio should be short term.

Long Term:

Council investment officers are to seek competitive Quotes from the Commonwealth Bank, Queensland Treasury Corporation, ANZ, National and Westpac Banks and invest funds with due regard to the best benefit to Council taking into account not only the rate quoted but any transfer costs or bank fees.

Investment Officers will generally seek to maintain a balance of funds so that at any one time not more than 50% of the Long Term portfolio should be with any one institution.

MATURITIES:

The maturity structure of the portfolio will reflect a maximum term to maturity of one year.

IMPLEMENTATION

INTERNAL CONTROLS:

The Chief Executive Officer shall establish internal controls and processes that will ensure investment objectives are met and that the investment portfolios are protected from loss, theft or inappropriate use.

The CEO shall also ensure that the manner in which investment quotes are obtained is transparent and recorded so as to ensure that decisions are based on the investment principles established by Council.

The Chief Executive Officer shall issue a letter to any approved counterparty advising that funds transferred from investments to Council must only be deposited into Council's General Account or Trust Account. This instruction cannot be varied unless a written request is made in writing signed in accordance with Council's account signing authority.

DELEGATION OF AUTHORITY:

Authority for implementation of the Investment Policy is delegated by Council to the Chief Executive Officer in accordance with the Local Government Act 2009, Section 257.

BREACHES:

Any breach of this Investment Policy is to be reported to Chief Executive Officer and rectified within seven (7) days of the breach occurring.

TITLE:	Policy 124 - Town Common Policy	DOC REF: 1.4.5
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REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 24/06/2021
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

PURPOSE:

The purpose of this policy is to establish guidelines for the grazing of animals on the Town Common and Stock Route reserves and Council Controlled land (except for leased areas).

CONTENT:

The Council has responsibility for care control and management of the area of land surrounding the Townships of Boulia and Urandangi for the purposes of a Town Common, Council Controlled land (except for leased areas) and reserves.

Changes have been made to this policy to align with the 2021/2022 Fees & Charges.

There has been numerous changes to this policy, including the general wording of **“Council controlled land (except for leased areas)”** and that entitlement to use as a **Resident Ratepayer Household and Resident Household**.

New and additional wording has been added as per below:

Page 4 , added under Stock Type and Numbers 3 rd (third) dot point	The first 2 head of stock agisted on any Town Common, Council controlled land (except for leased areas) are free as long as they are registered and branded (cattle/horses), ear tagged (cattle/camels) and ear marked (cattle/camels) and the young progeny thereof.
Page 6 , added under Fees and Permits, 1 st (first) dot point	Concessions per households for Resident Ratepayers and Residents of Boulia are permitted to have 2 head of stock (regardless of type) at no cost to be depastured on the Town Common and Council controlled land (except leased areas). The signing of the agistment agreement is still required and acknowledgement to the conditions of this policy and its associated charges.
Page 6 , added under Fees and Permits, 2 nd (second) dot point, at the beginning	In excess of 2 head of stock.

RECOMMENDATION:

1. That the Town Common Policy 124 be accepted as presented.
2. That the Councillor Hub be updated with this policy.

ATTACHMENTS:

1. 124 Town Common Policy [1.4.5.1 - 9 pages]



BOULIA SHIRE COUNCIL

Town Common Policy

Category:	Policy
Policy Number:	124
Document Version:	4
Obsolete Version:	19th September 2018, 2019/1.15, 23 rd January 2019
Keyword Classification:	TOWN COMMON
Summary:	Policy and guidelines for the use of the Town common, Council Controlled land (except for leased areas) and Stock Route reserves in Boulia and Urandangi
Adoption Date:	
Resolution:	
Due for Revision	Three years or as impacted by legislation.
Revision date:	
Date revoked	n/a
Related documents:	n/a
Responsible Section	Executive
Responsible Officer	Director of Works and Operations
Legislation	Local Government Act 2009

POLICY:

The Council has responsibility for care control and management of the area of land surrounding the Townships of Boulia and Urandangi for the purposes of a Town Common, **Council Controlled land (except for leased areas)** and reserves. The purpose of this policy is to establish guidelines for the grazing of animals on the Town Common and Stock Route reserves, **Council Controlled land (except for leased areas)**. The application for grazing animals on the Town Common and reserves is to be made on the Council's form '**Application to Depasture Stock on the Town Common – Council controlled land (except for leased areas)**.'

The common may, subject to this policy, be used for the grazing of stock including registered and branded **(cattle / horses), ear tagged (cattle / camels) and ear marked (cattle / camels)** and the young progeny thereof. Feral animals and declared pests are excluded and will, wherever practical, be humanely destroyed or removed.

**Refer to 'Stock Type and numbers – page 4 for further information'*

Boulia Town Common:

The Boulia Town Common is currently described as Lot 33 on CP 903938 **and Lot 100, 106-108 on SP255329 Reserve /14** and comprises of an area of approximately 2,130ha surrounding the township of Boulia. Included in the area under control is the Stock Route which traverses the Common (Attachment 1 – map).

Urandangi Town Common:

The Urandangi Town Common is currently described as Lot 8 SP 135892 and comprises an area of approximately 3,910ha surrounding the township of Urandangi.

Most of the area comprised in the Urandangi Town Common is currently leased and so the policy, where relevant, only applies to those areas not under lease.

ENTITLEMENT

RESIDENT RATEPAYER :

Resident ratepayers living in Boulia who do not own or have access to grazing land in excess of 15 hectares are permitted to agist up to a maximum of **30 stock** on the Town Common, subject to this policy and guidelines. **This offer only applies to the principal place of residence and does not include other properties owned by applicant.**

***Also refer to Increased Allocations above 30 head – page 3.*

RESIDENTS OF BOULIA :

Persons who **are residents** of Boulia **for each household** and have resided in the town for a period of at least 6 months and who do not own or have access to grazing land in excess of 15 hectares

are permitted to agist up to a maximum of **2 stock** on the Town Common, subject to this policy and guidelines.

INCREASED ALLOCATIONS ABOVE 30 HEAD:

Upon application to Council individual ratepayers may apply for an increased holding under the following conditions:

- That the **total holding for the common** does not exceed 170 based on Dept. of Primary Industries carrying capacity for the common.
- That the applicant can only use **unallocated holdings** while there are no other requests to agist stock on the common.
- Should a request be received by Council for another valid applicant then the 'extra' stock must be removed within a reasonable time but no longer than one month.
- That the agistment fees are paid and kept up to date for the total number of stock held by the applicant or the stock are to be removed.

OUTSTANDING DEBTS:

Eligible applicants must not have any overdue debts to Bouliia Shire Council at the time of application for a permit to agist stock on the Town Common. In this case the application will be refused until such debts are paid in full. Any change of eligibility status must be notified to the Chief Executive Officer WITHIN 7 DAYS.

BREACH OF POLICY:

Any applicant who Council determines has breached the policy conditions concerning the Town Common and **Council Controlled land (except for leased areas)** may be banned from use of the common for up to five years.

MANAGEMENT OF THE TOWN COMMON / RESERVES Council Controlled land (except for leased areas)

Council has overall responsibility for management of the Town Common / Reserves, **Council Controlled land (except for leased areas)** and has delegated that responsibility to the Chief Executive Officer who by authority can delegate to other staff.

The day to day control of the Town Commons, **Council Controlled land (except for leased areas)** and identified reserves will fall under the jurisdiction of the Rural Lands Protection Officer who reports to the Director of Works and Operations.

GUIDELINES FOR TOWN COMMON

Policy 124 Town Common Policy

Page 3

IDENTIFICATION OF STOCK:

- All stock irrespective of age shall have a Special Boulia Shire Tag affixed to the ear (same side as the brand). Tags are to be supplied by Boulia Shire Council at the owner's expense.
- Horses and Cattle must be clearly branded with a registered brand in the applicant's name.
- Camels and other animals as permitted must be clearly branded and/or have distinguishing ear tags and ear marks

STOCK TYPE AND NUMBERS:

- **Male Camels and Donkeys should be de-sexed if on the Town Common, Council Controlled land (except for leased areas)**
- **Stallions are not permitted on the Town Common, Council Controlled land (except for leased areas)**
- **The first 2 head of stock agisted on any Town Common, Council controlled land (except for leased areas) are free as long as they are registered and branded (cattle / horses), ear tagged (cattle / camels) and ear marked (cattle / camels) and the young progeny thereof.**
- The maximum number of stock to be permitted by each applicant, subject to entitlement as detailed above, shall be 30, being made up of a mixture of cows/horses/camels etc totalling no more than 30 head with a **maximum allowed on the Town Common, Council Controlled land (except for leased areas) to consist of 170.**
- If Council determines that any of the above mentioned lands are suffering from overgrazing, drought or any condition prejudicial to the continued wellbeing of the stock depastured thereon, it may reduce the stocking rate of each individual common user.
- The Director of Works and Operations shall issue destocking notices, if required to all permit holders to reduce numbers to a level determined acceptable by the Council.
- Poddy / Camel calves and Foals irrespective of age shall be taken into account for permit and depasture fee purposes in the same manner as adult Cattle and Horses.
- A Muster is required to keep wild animals in check and unregistered animals may be culled.
- Camels are an asset to Boulia Shire due to their attraction for tourists especially during Camel Races. However, during such musters proper identification & fees must be paid on domesticated animals to avoid impounding and/or culling.
- Stock shall become eligible for a permit upon reaching the age of six (6) months. The Rural Lands Protection Officer (RLPO) or their representative appointed by the Chief Executive Officer will be the sole judge in this instance & their determination shall be final.
- Horses and camels shall be part of an annual muster and fees also need to be paid.

MUSTER AND TALLY:

- Musters will be carried out by the Rural Lands Protection Officer (RLPO), other staff and **authorised contractor**. When Council carries out the muster (not including a Council sponsored Compliance Muster), the cost will be charged to each owner on a per head basis at the date of each muster.
- Town Common, **Council Controlled land (except for leased areas)** users, if able to assist the RLPO with the muster, will be credited with hours worked to assist with the muster at the Council's day labour rate which is to be deducted from their share of the muster cost (this is not to be a cash amount).
- **Stock owners are not permitted to carry out mustering without a permit from Council.**
- The permit must have the consent of the Rural Lands Protection Officer prior to the application to the Director of Works and Operations.
- A permit is issued by the Director of Works and Operations and must give at least 7 day's notice to neighbours and stockholders.
- Council will publish a notice of an intention to muster on the Town Common, **Council Controlled land (except for leased areas)** using email blast, Facebook and other forms of technology available.
- It is an express condition of the permit that all stock being mustered must be mustered to the designated or other Council approved yards (Paton or Racecourse Reserve yards).

ROLE OF RLPO:

The Rural Lands Protection Officer will:

- Assess the condition of the Town Common, **Council Controlled land (except for leased areas)** and the appropriate stocking rate, subject to a **limit of 170 head** based on Dept. of Primary Industries carrying capacity for the common.
- Review the policy and guidelines and make recommendations to the Director of Works and Operations who will advise Council concerning changes or additions.
- Undertake a tally count at least twice annually which can be completed using current technology eg; drones/ GPS cameras etc.
- Undertake a stock muster if stock exceed the quota or conditions require a change to the number of stock on the commons/reserves, **Council Controlled land (except for leased areas)** or as determined by the Director of Works and Operations.
- The Rural Lands Protection Officer shall report to the Director of Works and Operations full details of:
 - o stock numbers and movements within the Town Common, **Council Controlled land (except for leased areas)**,
 - o details of stock owners exceeding the stocking rate in force at that time and
 - o those in financial arrears at the conclusion of the tally/muster.

- The RLPO will have authority to impound Stock. Stock may be sold to recover arrears with Council, with arrears to be deducted from the sale.

HEALTH OF STOCK:

- To minimise injury all horned cattle should be dehorned as young as possible and prior to weaning preferably under six (6) months of age. Older animals must be tipped (Ends of Horns removed without cutting into sensitive horn) without anaesthetic in order to reduce their potential to cause injury. It is the owner's responsibility to dehorn their own stock. Any cattle coming onto the common must also be dehorned as per policy.
- Diseased, maimed, aged or poor stock will not be permitted on the reserves and must be removed by the owner. Failure to remove those stock by the owner will result in the Council removing the stock and the cost charged to the owner. The welfare of the stock is the responsibility of the owner.

FEES AND PERMITS:

- Concessions per households for Resident Ratepayers and Residents of Boulia are permitted to have 2 head of stock (regardless of type) at no cost to be depastured on the town common and Council controlled land (except leased areas). The signing of the agistment agreement is still required and acknowledgement to the conditions of this policy and its associated charges.
- In excess of 2 head of stock, there will be no concessions to fees payable to Council for charges incurred under this policy. The signing of the agistment agreement is an acknowledgement to the conditions of this policy and its associated charges.
- Stock shall not be placed on the above mentioned lands without the permission of the RLPO and Director of Works and Operations and/or before a permit in the prescribed form has been approved.
- Permits authorised by the Director of Works and Operations or the Chief Executive Officer will be the only recognised form of authority to depasture stock on the Town Common, Council Controlled land (except for leased areas).
- All fees are determined at Council's Annual Budget Meeting and must be paid at least 30 days in advance with notices given by Council.
- Failure to observe all conditions contained in the permit shall result in immediate cancellation of any approval previously granted to stock owner and they will be requested to remove the stock. Failure to remove the stock within a prescribed time (no longer than one month) will result in the removal by Council with all costs charged to the owner.
- In case of stock depastured for the first time, fees will apply for the quarter in which a permit has been approved.

- Applications for a permit and fees for depasturage will not be accepted once a Council sponsored muster has commenced and non-acceptance will continue until such time as the muster is finalised.
- All pound fees together with depasturage fees shall be payable in respect of stock seized on the Town Common, **Council Controlled land (except for leased areas)** for which no permit has been approved.
 - i. Owners of uncontrollable stock as determined by the Rural Lands Officer will be required to have their stock removed at the direction of the Director of Works and Operations.

FENCING -

JOINTLY OWNED LAND - ADJOINING THE TOWN COMMON

Council will provide an annual budget allocation of **\$5,000 per annum in total** which is to be used only for the renewing of jointly owned land adjoining the Town Common, **Council Controlled land (except for leased areas)**, (identified on the map – addendum).

Any landowners wishing to replace existing fencing may apply to Council and access funds if they are available. Fencing must be replaced within the same location (within reason).

Funds will be available at the beginning of each financial year and can be utilised for material purchase only. Land owners must provide labour to access this funding source.

When applying for funding to fix fencing adjoining the Common, **Council Controlled land (except for leased areas)**, applicants must either supply the materials or supply the labour, both items cannot be supplied by Council

FENCING REPAIRS

All fences which are shared between the Shire and adjoining properties for the Town Common Land, **Council Controlled land (except for leased areas)** and bi-secting Stock Routes will be inspected by the RLPO on a bi-annual basis at which such time a report will be issued to the Director of Works and Operations on their condition. All properties adjoining the Town Common, **Council Controlled land (except for leased areas)** and those which bi-sect the Stock Route and have fencing which is in need of repair will be issued with a notice to repair the fence within a reasonable timeframe. This timeframe will be advised in writing and determined by the reason and extent of the damage: ie: neglect/lack of maintenance (for example approx. 3 months), damage by floods etc (for example approx. 6 months).

If the fencing is not repaired sufficiently to prevent stock wandering onto the Town Common / Stock Route / Reserve, Council Controlled land (except for leased areas) then the Council will repair the fencing and costs associated with the repair will be then charged to the property owner/lessee.

WANDERING STOCK – UNAUTHORISED ACCESS TO TOWN COMMON, Council Controlled land (except for leased areas) / STOCK ROUTE

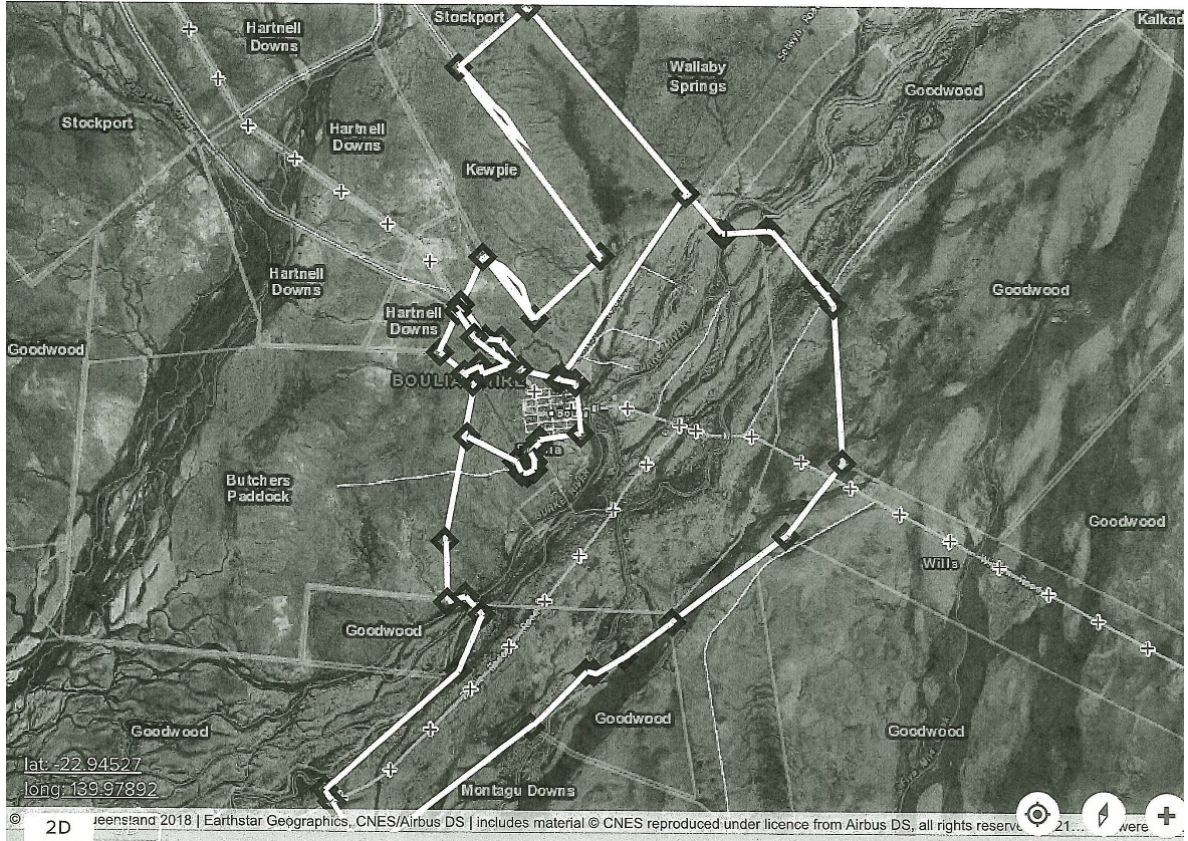
All applicants who agist stock on the Town Common, Council Controlled land (except for leased areas) pay a fee to Council. Wandering stock, as a direct result of poor fencing management by adjacent landholders, creates an unfair situation to those who pay for the use of this land and the fodder it produces.

Any unauthorised stock located on the Town Common, Council Controlled land (except for leased areas) / Stock Route reserves described in this document will be impounded and/or identified (using available technology) and the owner will be charged a minimum of **one months agistment fee per head**. An administration charge to cover the cost of dealing with this infringement will be charged at the hourly rate for the RLPO for the time expended to remove/identify the stock.

Secondary infringements by wandering stock will incur **double one months agistment fee per head** and the **charge for Council to repair the fencing** after identification by the RLPO and authorisation by the Director of Works and Operations.

ADDENDUM

Town Common/Bi-sected Stock Route Map



TITLE:	Policy 145 - Community Facilities Hire Policy 21-22	DOC REF: 1.4.6
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REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 24/06/2021
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

PURPOSE:

To review and update Council's policies in accordance with the adopted procedure to ensure that policies made by Council are compliant with legislation and are reviewed in a timely manner.

CONTENT:

This policy seeks to outline the way in which Council manages its community facility hire to enable the enjoyment of the hirers and promote the longevity of the facilities themselves.

Changes have been made as per table below.

Page No.	Area Change has occurred	Change Made
1	Related documents	Added – Facility Safety Plan Hall Hire Covid-19, Facility Safety Plan Burke St Hire Covid-19, Covid-19 BSC Safety Plan Sports Centre and Gym
8	Other important information 15.6	Added - Bouliia Shire Hall, Burke Street Hall
9	18. Pandemic	Added - Hirers must comply with any Government and public health authority guidelines, physical distancing and containments measures should a declared pandemic be made. Council will have a Safety Plan for venues that are hired out and it is the Hirer's responsibility to ensure they follow this plan.
11	Addendum no. 5	Added - application form No. 22
11	Addendum no. 6	Added - application form No. 33
11	Addendum no. 7	Added - COVID Safe Event Checklist
11	Addendum no. 8	Added - COVID Safe Plan

RECOMMENDATION:

1. That Policy 145 Community Facilities Hire 21/22 as presented be adopted.
2. That a copy of the policy be loaded into the Councillor Hub.

ATTACHMENTS:

1. 145 Community Facilities Hire Policy 21/22 [1.4.6.1 - 11 pages]



BOULIA SHIRE COUNCIL COMMUNITY FACILITIES HIRE

Category:	Policy
Policy Number:	145
Document Version:	1
Obsolete Version:	2019/11.25 18 th November 2019, 2020/B7.4
Keyword Classification:	Facilities hire
Summary:	To give guidance on the hiring of community facilities to ensure community enjoyment and facility longevity.
Adoption Date:	
Resolution:	
Due for Revision:	Annually with Fees and Charges
Revision date:	
Date revoked:	n/a
Related documents:	BBQ Trailer Hire Form (form 18) Bus Hire Form (form 20) Casual Hirer of Facilities Application (form 22) Facility Booking Form (form 14) InKind Assistance Request Form (form 25) Bus Driver Details Form (form 26) Regular Hirer of Council Facilities Application (form 33) Key Swipe Fob Form (form 28) Policy 152 - Security Access Card and CCTV Policy Facility Safety Plan Hall Hire Covid-19 Covid_19 BSC Safety Plan Sports Centre and Gym
Responsible Section:	Administration
Responsible Officer:	Director of Corporate Services
Legislation:	n/a

COMMUNITY FACILITIES HIRE POLICY



The following facilities are for hire under this policy:

Facility Name	Location
Boulia Shire Hall	Herbert Street, Boulia
Boulia Sports and Aquatic Centre	Burke Street, Boulia
Boulia Burke St Hall	Burke Street, Boulia
Racecourse Reserve	Selwyn Rd, Boulia

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HIRE OF COUNCIL FACILITIES POLICY

PURPOSE

This policy seeks to outline the way in which Council manages its community facility hire to enable the enjoyment of the hirers and promote the longevity of the facilities themselves.

1. AGREEMENTS

The hiring of Council's facilities will be based on a standardised application/agreement process. The conditions of hire will accompany the application form provided to the prospective applicant, and these conditions will be formally acknowledged and signed-off by the applicant as being read and understood.

Under no circumstances will the hire of a Council Community Facility be allowed without a formal agreement.

Agreements will include the applicant's requirement to supply a copy of their current 'Public Liability Certificate of Currency' if they are a regular hirer; or for a casual hire, sign and date an indemnity in favour of the Council. Public Liability Insurance may not be required in some circumstances. Refer ***Fact sheet - Insurance Requirements for Hire of Council Facilities*** to determine what is required of the applicant.

Charity Hire

A charity is an organisation established solely for any charitable purpose as defined by the *Collections Act 1966*. A community purpose organisation is an organisation that wants to raise funds or conduct appeals for the general welfare of the community.

If approved, the Department of Taxation will issue the applicant with *Form 2 – Certificate of registration as a charity*. It is a one-off requirement for each charity to register if it intends conducting appeals for support. ***A copy of this form must be given to the Council administration staff before the hire is approved for fee relaxation.***

Community Support

Boulia Shire Council provides scope for Inkind Assistance to not-for-profit community groups. This assistance is provided to eligible groups to access Council's physical resources in order to support the local community in our region. To apply for Inkind Assistance you must complete and submit an ***Inkind Assistance Request Form*** (No.25) - obtain a copy from Council's office or website.

Endorsement of this assistance must be provided to the Council office prior to booking the facility. If the application is declined full fees and charges apply.

The ***refundable bond must still be paid by the hirer*** and any relevant insurance. The hirer is still liable for any damage, which cannot be waived, if this relax of fee is approved. The request must be addressed to the Chief Executive Officer for processing by Council. Hire cannot progress if approval has not been granted in writing. It is not permitted to apply to forgo the hire fees following the event/function.

2. PRE AND POST EVENT INSPECTIONS

Council staff will conduct a **pre-event inspection** with the hirer. A walk-through of the Community Facility is to be carried out and any important issues pertaining to the facility/hall explained to the hirer. The **post event inspection** will be undertaken by the appointed person prior to relevant bonds being returned to the hirer.

Venue	Responsible Officers
Boulia Shire Hall	Administration staff
Boulia Burke Street Hall	
Boulia Sports and Aquatic Centre	Sports Centre Attendant
Racecourse Reserve – Boulia	Racecourse Caretaker / Town Team Leader

3. RISK MANAGEMENT

Council staff are to assess hiring applications and ensure that **appropriate insurance** and indemnity requirements are met before facility use is approved. Council administration staff must conduct pre and post event inspections.

4. APPLICATION (Form No. 14)

The right to use the facility is subject to the Council receiving an application in the required form signed by the proposed hirer undertaking to comply with these conditions.

The application is to be received at least 10 working days prior to the event.

The hirer shall only be entitled to the use of the **particular part or parts of the building** hired on the date set out in the application form. Council reserves the right to permit any other portion of the building to be hired at the same time.

The hirer shall not sub-let the facility or transfer the hiring to another.

Areas locked or not available for hire are classified as prohibited areas and not to be entered or used in any way, this will be discussed with the Council administration staff.

5. KEYS/SWIPE CARDS (Form No. 28)

Hirers must collect and return keys/swipe cards at times pre-arranged with the Council administration staff. Keys/swipe cards must be returned on time, to allow other people to hire the facility/hall. If keys are not returned on time the hirer may be charged further hire fees.

- Keys/Swipe Cards are NOT available to long term hirers on a permanent basis.
- Keys/Swipe Cards are registered and CANNOT be copied.
- Keys/Swipe Cards are NOT permitted to be passed onto other hirers/users of the facility.

If the keys/Swipe Cards are lost and unable to be found within a reasonable time the hirer will be liable to pay the cost of rekeying the locks for the entire building.

6. FACILITY HIRE FEES

For information on Fees & Charges, applicants can visit Boulia Shire Council's website (**Fees and Charges**) or directly discuss this with the Council administration staff.

Hire Fees shall be in accordance with Council's adopted Fees & Charges Schedule which is subject to change as determined by Council and shall be **payable ten working (10) days prior** to the date of the function.

7. CANCELLATION OF BOOKING

Any cancellation of a booking for the hire of the facility shall be made at least five (5) days prior to the date of the function. Any cancellation within five (5) days prior to the date of the function or a “no show” will result in a cancellation fee of full hired amount, less refundable bond of facility hire being levied.

8. SECURITY BOND (REFUNDABLE)

A refundable security bond shall be ***paid by the hirer ten (10) days prior*** to the facility booking as a guarantee of fulfilment of these conditions and as security against any damage, repair or cleaning.

If there is no breach of the conditions the refundable security bond will be ***returned*** within ***fourteen (14) days*** of the use of the premises.

If the facility is damaged or requires cleaning by the Council resulting from the hirers use of the premises, the cost will be deducted from the bond.

Important: If the damage or cleaning cost exceeds the bond, the hirer shall be liable to pay any further amounts in excess of the bond to meet the full cost.

9. REFUSAL TO GRANT HIRE

If you or your guests have previously hired or attended a facility and the facility was subsequently damaged, was left unclean or an incident occurred at the facility, any future hire or use may be refused.

It shall be at the discretion of the Director of Corporate Services or his/her representative (Council administration staff) to refuse to grant the hire of a facility in any case and not withstanding that permission to hire the premises may have been granted or that these conditions may have been accepted, signed and fees/deposit paid.

The Director of Corporate Services or his/her representative shall have the power to cancel such permission and direct the return of the fees and deposits so paid. The hirer hereby agrees in such case to accept the same and shall be held to have consented to such cancellation and to have no claim at law or in equity for any loss or damage in consequence thereof.

10. INDEMNITY

The hirer agrees to indemnify, and keep indemnified, and to hold harmless the Council, its servants and agents, and each of them from and against all actions, costs, charges, expenses and damages whatsoever which may be brought, or made, or claimed against them, or any of them, arising out of, or in relation to the hiring engagement. Indemnity form (Application for Facility Hire Form No. 14) must be signed and dated by applicant and will form part of this agreement.

11. INSURANCE

Regular hirers (*more than ten days hire over a twelve month period*) shall take out and keep current during the period of hire a liability insurance policy in a form approved by the Council, insuring for a sum of not less than **twenty million dollars (\$20,000,000)**.

Proof of this policy must be by way of a Certificate of Currency, which must be provided to the Council and annexed to the application and forms part of the agreement.

NOTE: Some individuals may qualify under a public liability blanket cover provided by Council's public liability insurer. To determine eligibility, refer to the Fact sheet Insurance Requirement for Hire of Council Facilities Guideline

12. SUPERVISION/GATE CRASHERS

No facility will be hired unless suitable adult supervision **is present at all times during the hired period**. Security and/or supervision is mandatory and needs to be planned and organised by the hirer. The hirer must disclose what planned supervision has been organised. If the hirer cannot provide this information, hire of the facility can be refused.

The capacity of the facility **MUST NOT** be exceeded. The number of people attending must be disclosed. The hirer is responsible to shut down the function and secure the building if it gets out of control and arrange for guests to vacate the facility as a duty of care.

PRIVATE FUNCTIONS:

Guide to recommended supervision levels for local residents having a PRIVATE function:

*If the hire is for a party type function the Council administration staff **WILL** require a copy of the PARTY SAFE registration number or stamped verification. (Refer attached Queensland Police Service – Party Safe Program information - please note the minimum notice of a party is two weeks)*

The responsible persons are to be noted on the application to hire form along with contact details.

0 - 50 people = 2 sober responsible adults
50 - 100 people = 3 sober responsible adults
100 – 150 and over = 4 sober responsible adults

If the hirer fails to take appropriate measures to control their guests or any excessive guests (*gate crashers*) and Council's property is damaged or mistreated the hirer will incur the costs of damage or cleaning costs to the facility for failing to provide a safe environment and a duty of care to limit damage to Council property.

EVENTS:

Events which require a liquor permit or licence will be subject to the requirements of the licence for the provision of paid security.

13. FIRE SAFETY REGULATIONS/EVACUATION PLAN

The hirer (occupier) is responsible for the safety of guests attending their hired event/function and implementation of the below procedure. The hirer is responsible for/but not limited to, the following:

- **Must** read and abide by the Emergency Evacuation Plan located on the wall within the facility hired and inform guests attending.
- Knowledge of the location of prescribed fire safety installations/equipment provided in the facility (instructions for use are detailed on all fire extinguishers)
- Knowledge of the **location of all fire exits** in the facility and be capable of alerting and directing guests to these fire exits. The hirer shall ensure occupants of the building can exit directly into open space or another place of safety;
- **(N.B. FIRE SAFETY EXITS MUST BE LEFT UNIMPEDED AT ALL TIMES).**
Ensure Fire Exit Doors are not locked or obstructed and can be opened.

14. EMERGENCY CONTACT NUMBERS

Fire Services on "000" immediately

Council 24/7 Emergency Contact Numbers:

0427 163 773 – Supervisor - Boulia Shire Council (24/7)

15. USE OF FACILITY

Hire of the facility shall not commence prior to the prearranged time discussed with the Council administration staff and evening functions shall vacate the facility by 12.00am midnight. Note: the entire bond shall be forfeited if the hirer fails to vacate the facility by the nominated time.

Community facilities may be located within residential areas and consideration must be given by people using and vacating the area to the residents who live nearby in regards to minimising noise and unruly behaviour. The hirer is accountable to Qld Police Service if complaints are received.

Closing and cleaning the facility/hall must be discussed with the Council administration staff, including return of facility keys/swipe cards. Hirers are required to lock and secure all doors & windows prior to vacating the premises.

Hirers using facilities fitted with security systems will be instructed on how to operate the system prior to their event. The hirer must ensure that security systems are de-activated prior to entry and that the facility is empty prior to re-activating the system.

Other important information:

- 15.1 The use of the following are extras and must be discussed with the Council administration staff, prior to any hire:
 - a) Kitchen (includes use of all equipment & utilities)
 - b) Cold Room and/or Bar (if available)
 - c) P.A System & Microphones (if available)
- 15.2 All electrical equipment brought in for use at any facility must be in good condition and must have a current **Electrical Test Tag (AS 3760)**.
- 15.3 Use of furniture (tables & chairs) to be discussed with Council administration staff.
Items removed from storage **MUST** be returned clean and neatly restacked.
Where available, trolleys must be used to move furniture & equipment.
Items must be carried and **NOT** dragged across the wooden floor.
- 15.4 Waste and wheelie bins must be discussed with the Council administration staff. Any waste not able to fit into the allocated bin must be removed by the hirer. **DO NOT** place bags of rubbish on the ground adjacent to the bin. Hirers will incur a removal fee if they fail to remove their waste.
- 15.5 The following is **NOT** permitted within the hire facility:
 - a) animals
 - b) smoking allowed only in designated outdoor smoking areas. Must be 5 meters from a doorway
 - c) flammable material or naked flames within the facility
 - d) confetti or throwing of rice
- 15.6 First aid kits only available at the Boulia Sports and Aquatic Centre, **Boulia Shire Hall** and the Racecourse Reserve. Kits are not supplied at any other facility.
- 15.7 No signs, notices, advertisement or decorations of any kind shall be erected on the building or affixed to the walls, doors or any other portion of the building without prior consent of the Council administration staff.
- 15.8 The building or any fittings or furniture shall not be broken, pierced by nails/screws, peeled or scared or in any way damaged. (No adhesive/sticky tape is to be used on walls or doors)

- 15.9 **Camping is prohibited at all Community Facilities except for the Racecourse Reserve when grounds are hired for an event.**
- 15.10 Sporting ovals, parks and recreational areas adjacent to any facility are not for hire under these terms & conditions.

16. CLEANLINESS

The hirer is responsible for leaving the premises clean/tidy and must vacate the facility by **12:00 midnight, as the facility may be hired the following morning:**

- Cleaning the floor must be discussed with the Council administration staff. Brooms and mops are supplied. If the floor is to be washed use warm water, or where available specific detergent is supplied to wash the wooden floor.
- The hirer is required to wash and dry crockery and cutlery after use.
- All rubbish is to be removed from the facility (including waste bins in toilets and ensure all cisterns flushed).
- The hirer is responsible for leaving the external areas clean and gardens, lawn, car park etc must be left in the same condition as prior to the hire.

Any cost incurred by Council in cleaning the internal or external premises resulting from the condition in which the hirer left the premises, shall be recoverable from the hirer and deducted from their refundable bond held in trust.

17. FOOD PREPARATION/CATERING/ALCOHOL

Hirers utilising a Catering Service for an event at a Council Facility must ensure that the caterers have their own insurance cover, as this activity is not covered by Council's Public Liability Insurance.

Any additional cooking equipment that the hirer is intending to bring to the event for the preparation of food must be discussed and approved by the Council administration staff. Hirers are advised that the following are not permitted at any Council Facility:

- Open fires or wood BBQ's; and
- Traditional Hangi's and Kup murri's;

Hirers wishing to utilise the premises for the preparation of food for sale, must first obtain all the appropriate approvals as required by the *Food Act 2006*.

The sale of liquor on the premises is forbidden unless the hirer obtains a permit from the appropriate authority. http://www.olgr.qld.gov.au/industry/liquor_licensing/liquor_permits/index.shtml

- **NO GLASS AT RACECOURSE RESERVE FACILITY.**

18. PANDEMIC

Hirers must comply with any Government and public health authority guidelines, physical distancing and containments measures should a declared pandemic be made. Council will have a Safety plan for venues that are hired out and it is the Hirer's responsibility to ensure they follow this plan.

19. STORAGE

Storage availability is not included in the Hire Agreement and must be discussed with the Facility Manager. Storage of any goods/equipment at the facility is undertaken at the owners own risk. Council does not accept responsibility or liability for theft or damage to items stored in or left at the facility. It is recommended that users seek their own insurance cover for such items.

In the event that a hirer ceases hire of the facility - the hirer is required to remove all goods/equipment stored. The hirer's bond will not be refunded until all items have been removed.

In the event that the hirer fails to meet these conditions, Council will:

- Provide a written notice to the Hirer requesting the removal of the items within 30 days from the date of the written notice;
- If the hirer again defaults on the collection of the items, Council will dispose of the items by either general waste disposal or giving the items to charity.
- The hirer will default on the return of the bond which will be used to recover the costs of removing and disposing of the hirer's goods and/or equipment.

20. ENTERTAINMENT/PERFORMING RIGHTS

The Director of Corporate Services or his/her representative may require the hirer to submit for approval the subject and programme for any entertainment or lecture prior to the use of the premises. Roller blades, skating or similar types of activities or entertainment are NOT PERMITTED at any of Councils facilities, including any type of animal show, exhibition or event, unless approved by Council.

21. THEFT

Neither the Council nor its servants shall be liable for any loss or damage sustained by the hirer or any person. The hirer hereby indemnifies the Council against any claim by any such person, firm or corporation in respect of any article or thing being lost, damaged or stolen.

22. DAMAGES

The hirer shall accept full financial responsibility for damage to Council property except for normal wear and tear.

Reporting of Maintenance/Breakdown Issues:

If a building fault occurs during the hire period e.g. water, sewerage or electricity;

contact Council immediately on 0427 163 773 24/7 service

If you notice any repair or maintenance issues during the hire, please report these to the Council administration staff on return of the keys/swipe cards.

23. DISPUTES

In the event of any dispute or difference arising during the hire period, or the interpretation of these conditions, or of any matter or thing contained therein the decision of the Director of Corporate Services thereon shall be final and conclusive.

Disputes must be received in writing to:

Boulia Shire Council
Attention: Chief Executive Officer
18 Herbert St
BOULIA QLD 4829
Phone: 07 4746 3188
Email: ceo@boulia.qld.gov.au

ADDENDUM - DOCUMENTS APPLICABLE

1. Facility Booking Form (includes terms and conditions) No. 14
2. InKind Assistance request form No. 25
3. Council Administration and Hirers checklist
4. Party Safe – Council verification form
5. Casual Hirer of Council facilities **application form No. 22** – Insurance declaration form
6. Regular Hirer of Council facilities **application form No. 33** – Insurance declaration form
7. **COVID Safe Event Checklist**
8. **COVID Safe Plan**

Fact sheets:

1. General Community Facilities Information - fact sheet
2. Insurance requirements for Hire of Council Facilities - fact sheet
3. Council facilities

1.5 Revenue Statement

TITLE:	Revenue Statement 2021-22	DOC REF: 1.5.1
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REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 24/06/2021
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.4: Sustainability

5.4.1 Council's offices, depots and business enterprises are operated under 'value for money' principles

5.4.3 Ensure the long-term financial sustainability of the Council through prudent financial management and budgeting

PURPOSE:

This Revenue Statement is based on the principles set out in Council's Revenue Policy and has been formulated in accordance with section 172 of the *Local Government Regulation 2012*.

CONTENT:

Boulia Shire Council Revenue will be raised from the following sources:- rates, charges, licences, fees, grants & subsidies, administrative services (photocopying etc.), interest, recoverable works (private & Main Roads Department), area promotion, business operations, subsidies and donations.

RECOMMENDATION:

1. That in accordance with section 172 (2)(b) of the Local Government Regulation 2012, the 2021/2022 **Boulia Shire Council Revenue Statement** be hereby adopted.
2. That pursuant to s80 of the Local Government Regulation 2012, Boulia Shire Council hereby levies **Differential General Rates** and sets minimum general rates for each category, in accordance with s77 of the Local Government Regulation 2012 for the 2021/2022 financial year as set out in Council's Revenue Statement 2021/2022.
3. In accordance with s99 Local Government Regulations 2012, Council resolves to levy a **Cleansing** charge for the 2021/2022 year for the purposes of providing for removal of refuse from all occupied premises (domestic and commercial) according to Council's Revenue Statement 2021/2022.

The Cleansing charge shall be \$379.00 per annum.

Where a service is provided for only part of the year cleansing charges will be levied on a pro rata time basis.

Charges for the collection of industrial and bulk waste will be based on type of waste, volume and frequency of collection. Charges will be determined on a cost recovery basis as required.

4. In accordance with s94 of the Local Government Act 2009 and s99 Local Government Regulations 2012, Council resolves to levy a **Sewerage** charge according to Council's Revenue Statement 2021/2022.

The residential house block sewerage charge shall be \$482.00 per annum.

The vacant land sewerage charge shall be \$194.00 per annum.

Commercial properties shall be charged based on a comparison to a standard house block, dependant on its size, use and impact on these services.

5. That pursuant to s94 of the Local Government Act 2009 and s99 of the Local Government Regulation 2012, Boulia Shire Council hereby levies **Water** Charges for both Boulia and Urandangi for the Financial Year 2021/2022 according to Council's Revenue Statement 2021/2022.

The residential house blocks water service charge shall be \$683.00 per annum.

The vacant land water service charge shall be \$493.00 per annum.

Commercial properties shall be charged based on a comparison to a standard house block, dependant on its size, use and impact on these services.

6. That in accordance with s133 of the Local Government Regulation 2012 a charge of 8.03 percent compounding **Interest** calculated on daily rests be hereby made and levied on rates and charges that are 30 days overdue.
7. That in accordance with s130 of the Local Government Regulation 2012 a **Discount** of 8% be allowed for all current Council residential rates & charges (excluding fire levy) if paid within 30 days of issue, and that such discount be calculated as a percentage of the gross rate/charges levied, and only be granted if all current and outstanding rates have been paid in full.
8. That in accordance with s121 & 122 of the Local Government Regulation 2012 Council will not charge general rates to pensioners who reside in their own premises within the townships of Boulia and Urandangi and that Council offers a **Pensioner Rate Remission** of 30% subsidy on all services (except the fire levy) to pensioners who reside in their own premises within the townships of Boulia and Urandangi. This subsidy is in addition to the 20% subsidy offered by the State Government with both subsidies capped at \$180.00 per annum each.
9. That in accordance with s116 of the Local Government Regulation 2012 Council will apply a **Capping** to rate increases on general rates levied of 6% from the previous rate notice period Jan – June 2021 for the financial year 2021/2022 according to Council's Revenue Statement 2021/2022.

ATTACHMENTS:

1. Revenue Statement 2021-22 [1.5.1.1 - 14 pages]



BOULIA SHIRE COUNCIL

Revenue Statement 2021/22

Category:	Statement
Policy Number:	Not Applicable
Document Version:	Revenue Statement 01/07/2021 – 30/06/2022
Obsolete Version:	Revenue Statement 01/07/2019 – 30/06/2020, Revenue Statement 01/07/2020 – 30/06/2021
Keyword Classification:	Budget – Revenue Statement
Summary:	Details Council's proposed revenue raising platform on which Council's Annual Budget is framed.
Adoption Date:	
Resolution:	
Due for Revision	Annually
Revision date:	
Date revoked:	N/A
Related documents:	Budget 2021/2022
Responsible Section	Finance
Responsible Officer	CEO
Legislation	Local Government Act 2009 Local Government Regulation 2012

This Revenue Statement is based on the principles set out in Council's Revenue Policy and has been formulated in accordance with Section 172 of the *Local Government Regulation 2012*.

GENERAL PRINCIPLE

Boulia Shire Council Revenue will be raised from the following sources:- rates, charges, licences, fees, grants & subsidies, administrative services (photocopying etc.), interest, recoverable works (private & Main Roads Department), area promotion, business operations, subsidies and donations.

RATES AND CHARGES

The general principle adopted by Council in determining rates and charges for this financial year, shall be that wherever possible, charges will relate directly to the services provided. Services include water supply, sewerage and refuse collection (cleansing). Whilst Council attempts to implement a policy of full cost recovery of services wherever possible, given the small population base within the Shire full cost recovery may not always be possible.

Costs that cannot be recovered by specific charges shall be met by the levying of a differential general rate.

The scheme will have the following categories of land.

The following table relates to calculations for the entire year.

CATEGORY	DESCRIPTION	IDENTIFICATION	2021/22 Minimum General Rates	2021/22 % Rate in \$UCV
Category 1	Boulia Residential	Comprises all rateable land in the township of Boulia not used for commercial purposes, i.e.: vacant or residential properties. Should this category contain registered pensioner owner/occupants, Council has resolved to waive general rates in this situation.	\$466.00	3.3168
Category 2	Boulia Commercial	Comprises all rateable land in the township of Boulia used for commercial purposes, which is determined by the 'use' of the premises as defined in the Town Plan.	\$712.00	3.3168
Category 3	Urandangi Residential	Comprises all rateable land in the township of Urandangi not used for commercial purposes, i.e.: vacant or residential properties. Should this category contain registered pensioner owner/occupants, Council has resolved to waive general rates in this situation.	\$466.00	3.3168

CATEGORY	DESCRIPTION	IDENTIFICATION	2021/22 Minimum General Rates	2021/22 % Rate in \$UCV
Category 4	Urandangi Commercial	Comprises all rateable land in the township of Urandangi used for commercial purposes, which is determined by the 'use' of the premises as defined in the Town Plan.	\$712.00	3.3168
Category 5	Rural Grazing \$0 - \$210,000	Comprises all rural zoned properties utilised primarily for agricultural / grazing purposes. The valuation determined by the Department of Natural Resources, Mines and Energy having a value of not more than \$210,000.	\$2,063.00	1.359
Category 6	Rural Grazing \$210,001 - \$420,000	Comprises all rural zoned properties utilised primarily for agricultural / grazing purposes The valuation determined by the Department of Natural Resources, Mines and Energy having a value of \$210,001 to \$420,000.	\$4,333.00	1.359
Category 7	Rural Grazing \$420,001 - \$600,000	Comprises all rural zoned properties utilised primarily for agricultural / grazing purposes The valuation determined by the Department of Natural Resources, Mines and Energy having a value of \$420,001 to \$600,000.	\$6,586.00	1.359
Category 8	Rural Grazing \$600,001 - \$1,000,000	Comprises all rural zoned properties utilised primarily for agricultural / grazing purposes The valuation determined by the Department of Natural Resources, Mines and Energy having a value of \$600,001 to \$1,000,000.	\$8,299.00	1.359
Category 9	Rural Grazing \$1,000,001 - \$1,900,000	Comprises all rural zoned properties utilised primarily for agricultural / grazing purposes The valuation determined by the Department of Natural Resources, Mines and Energy having a value of \$1,000,001 to \$1,900,000.	\$15,353.00	1.359
Category 10	Rural Grazing \$1,900,001 - \$2,700,000	Comprises all rural zoned properties utilised primarily for agricultural / grazing purposes The valuation determined by the Department of Natural Resources, Mines and Energy having a value of \$1,900,001 to \$2,700,000.	\$30,177.00	1.359

CATEGORY	DESCRIPTION	IDENTIFICATION	2021/22 Minimum General Rates	2021/22 % Rate in \$UCV
Category 11	Rural Grazing \$2,700,001 - \$5,000,000	Comprises all rural zoned properties utilised primarily for agricultural / grazing purposes The valuation determined by the Department of Natural Resources, Mines and Energy having a value of \$2,700,001 to \$5,000,000.	\$53,930.00	1.359
Category 12	Rural Grazing \$5,000,001 - \$6,000,000	Comprises all rural zoned properties utilised primarily for agricultural / grazing purposes The valuation determined by the Department of Natural Resources, Mines and Energy having a value of \$5,000,001 to \$6,000,000	\$69,242.00	1.359
Category 13	Rural Grazing \$6,000,001 - \$7,000,000	Comprises all rural zoned properties utilised primarily for agricultural / grazing purposes The valuation determined by the Department of Natural Resources, Mines and Energy having a value of \$6,000,001 to \$7,000,000	\$87,974.00	1.359
Category 14	Rural Grazing \$7,000,001 or >	Comprises all rural zoned properties utilised primarily for agricultural / grazing purposes The valuation determined by the Department of Natural Resources, Mines and Energy having a value greater than \$7,000,000.	\$117,711.00	1.359
Category 15	Rural Commercial	Comprises all rural zoned properties utilised for reasons other than agricultural / grazing purposes. This category is currently rated in line with Categories 5-14 as per their valuations.	\$2,063.00	1.359
Category 16	Extractive A < 50Ha	Comprises all land, which is not otherwise categorised, is less than 50 hectares in size, is predominantly used for extractive purposes to which the following land use code applies or should apply: 40 – Extractive	\$17,393.00	6.8760
Category 17	Extractive B > 50.01 Ha or >	Comprises all land, which is not otherwise categorised, is 50.01 hectares or more, is predominantly used for extractive purposes to which the following land use code applies or should apply: 40 – Extractive	\$17,393.00	4.4778

CATEGORY	DESCRIPTION	IDENTIFICATION	2021/22 Minimum General Rates	2021/22 % Rate in \$UCV
Category 20	Loading Facility	Comprises all land in the Council area which is not otherwise categorised, is used by a mine of extractive industry as a loading facility.	\$69,574.00	14.0179
Category 22	Intensive Accommodation 0 – 100 persons	Land predominantly used for providing intensive accommodation capable of accommodating 0 to 100 persons (other than the ordinary travelling public) in rooms, suites, or caravan sites specifically built or provided for this purpose. Land within this category is commonly known as “workers accommodation”, “single person’s quarters”, “work camps”, “accommodation village” or “barracks”.	\$4,637.00	1.8411
Category 23	Intensive Accommodation 101 persons or >	Comprises land, as described in Rate Category 19, capable of accommodating 101 persons or more.	\$9,276.00	1.7391
Category 27	Transformers / Communication Sites	All land, as defined and described having a Land Use Code: 91 - Transformers and is primarily used for the transmission and receiving of Communication signals and/or electricity Transmission.	\$712.00	3.3168
Category 28	Mining Claim / Lease < 20,000m2	Comprises of all mining claims or leases issued within the Council area that have an area of 20,000m2 (2.10Ha) or less to which the following Land Use Codes apply: 40-Extractive	\$899.00	11.5964
Category 29	Mining Claim / Lease > 20,001m2 or >	Comprises of all mining claims or leases issued within the Council area that have an area of 20,001 m2 (2.10 Ha) or more to which the following Land Use Codes apply: 40 - Extractive	\$2,551.00	11.5964
Category 40	Term Leases	Comprises all term leases within the Council and having a land use of: 40 – Extractive 94 – Vacant Rural Land	\$17,393.00	3.6414

CATEGORY	DESCRIPTION	IDENTIFICATION	2021/22 Minimum General Rates	2021/22 % Rate in \$UCV
Category 42	Petroleum Lease & Other	Comprises all land used or intended to be used primarily for Petroleum leases issued within the Council area and all land, used or intended to be used primarily for gas and/or oil extraction and/or processing (or for purposes ancillary or associated with gas and/or oil extraction/processing such as water storage, pipelines) excluding petroleum leases.	\$12,175.00	35.9479
Category 44	Geothermal Lease & Other	Comprises all geothermal leases issued within the Council area and all land, used or intended to be used primarily for geothermal extraction and/or processing (or for purposes ancillary or associated with gas and/or oil extraction/processing such as water storage, pipelines) excluding geothermal leases.	\$2,435.00	35.9479
Category 46	Power Station >2MW	Comprises all land, within the Council area, used or intended to be used for or ancillary to the generation and transmission of electricity from a gas fired power station with an output capacity of more than 2 MW.	\$12,175.00	37.1066
Category 47	Other	Comprises all rateable parcels of land which have not been included in any other category at the time of categorisation and provides a means of rating new classes of land which may come into existence during the year.	\$2,823.00	1.359

MINIMUM GENERAL RATES

The Bouliia Shire Council will levy a minimum general rate determined during the course of the budget deliberations.

The minimum general rates will be determined at a level that takes into account the minimum cost per annum of providing common services which are provided to every rate payer as well as basic general administration costs.

Minimum General Rate Summary:

Rate Category	Valuation	Range	Rate in \$	Min General Rate
1	N/A	N/A	0.03317	\$ 466.00
2	N/A	N/A	0.03317	\$ 712.00
3	N/A	N/A	0.03317	\$ 466.00
4	N/A	N/A	0.03317	\$ 712.00
5	0	210,000	0.01359	\$ 2,063.00
6	210,001	420,000	0.01359	\$ 4,333.00
7	420,001	600,000	0.01359	\$ 6,586.00
8	600,001	1,000,000	0.01359	\$ 8,299.00
9	1,000,001	1,900,000	0.01359	\$ 15,353.00
10	1,900,001	2,700,000	0.01359	\$ 30,177.00
11	2,700,001	5,000,000	0.01359	\$ 53,930.00
12	5,000,001	6,000,000	0.01359	\$ 69,242.00
13	6,000,001	7,000,000	0.01359	\$ 87,974.00
14	7,000,001	9,000,000	0.01359	\$ 117,711.00
15	As per categories 5 -14			
16	N/A	N/A	0.06876	\$ 17,393.00
17	N/A	N/A	0.04478	\$ 17,393.00
20	N/A	N/A	0.14018	\$ 69,574.00
22	N/A	N/A	0.01841	\$ 4,637.00
23	N/A	N/A	0.01739	\$ 9,276.00
27	N/A	N/A	0.03316	\$ 712.00
28	N/A	N/A	0.11596	\$ 899.00
29	N/A	N/A	0.11596	\$ 2,521.00
40	N/A	N/A	0.03641	\$ 17,393.00
42	N/A	N/A	0.35948	\$ 12,175.00
44	N/A	N/A	0.35948	\$ 2,435.00
46	N/A	N/A	0.37107	\$ 12,175.00
47	N/A	N/A	0.01359	\$ 2,823.00

DIFFERENTIAL GENERAL RATES

The Boullia Shire Council has a policy of making and levying differential general rates for the 2021/2022 financial year. The Council is required to raise an amount of revenue it sees as appropriate to maintain assets and provide services to the Shire as a whole. In determining this revenue is raised, Council takes into consideration the following factors:

- The use of the land in so far as it relates to the extent of utilisation of Council's services;
- The rateable value of the land and the rates which would be payable if only one general rate were adopted,
- Equity by taking into consideration the capacity to pay within the local community,
- Flexibility to take account of changes in the local economy, and
- Having in place a rating regime that is simple and inexpensive to administer.

Mining, Loading Facilities and Extractive uses are also separately categorised as they are generally over rural land and generally exist for a shorter period. They place a much higher demand on existing urban and rural facilities and create a demand for new and improved services by the nature of the increase in number of persons employed directly and indirectly and expectations that facilities and services are available at a high standard at all times irrespective of weather or circumstances.

Accommodation uses are also separately categorised as they also place a much higher demand on existing facilities and create a demand for new and improved services by nature of the increase in number of persons resident, whether permanently or temporarily, and their expectations that facilities and services are available at a high standard at all times irrespective of weather or circumstances.

So far as mining and mining related activities are concerned, the Council has paid particular attention to the need to carefully consider the impacts that these particular land uses would have on the ability of Council to deliver levels of service to the community.

These impacts include:-

- i) The increase in Council's wage costs when endeavouring to compete (in a tight labour market) with high mine incomes;
- ii) Increased staff turnover;
- iii) Accommodation difficulties in terms of both availability and affordability;
- iv) Increased use/more rapid deterioration of public infrastructure;
- v) The need for additional health, environmental, planning and community development services.

In addition, not only do mines generate additional full-time equivalent resident population through the mine workforce, they also generate other visitors to the area such as contractors servicing machinery and equipment. Further, significant mining activity (and higher personal incomes) results in reduced Federal Assistance Grants because of the assumed additional revenue capacity of the Region.

In arriving at the differential rating categories for mining (and mining related activities) and extractive related activities, Council has considered the following issues:-

Differential General Rate Summary:

Category	Description	Rate in \$ of Unimproved Valuation
16	Extractive A < 50Ha	\$ 0.06876
17	Extractive B > 50.01 Ha or >	\$ 0.04478
20	Loading Facility	\$ 0.14018
22	Intensive Accommodation 0 – 100 persons	\$ 0.01841
23	Intensive Accommodation 101 persons or >	\$ 0.01739
27	Transformers / Communication Sites	\$ 0.03168
28	Mining Claim / Lease < 20,000m2	\$ 0.11596
29	Mining Claim / Lease > 20,001m2 or >	\$ 0.1159
40	Term Leases	\$ 0.03641
42	Petroleum Lease & Other	\$ 0.3595
44	Geothermal Lease & Other	\$ 0.3595
46	Power Station > 2MW	\$ 0.37107
47	Other	\$ 0.01359

UTILITY CHARGES

Bouliia and Urandangi Cleansing

The Bouliia Shire Council levies a cleansing charge on occupied premises (domestic and commercial) on a unit basis. The rate in 2021/22 is \$379.00.

1 unit of cleansing per annum will be charged for a weekly collection of two 240 litre wheelie bins. If a property has more than two 240 litre wheelie bins charges will be made for additional collection from domestic or commercial properties.

When there is more than one structure or land capable of separate occupation a charge will be made for each structure.

Where a service is provided for only part of the year cleansing charges will be levied on a pro rata time basis.

Charges for the collection of industrial and bulk waste will be based on type of waste, volume and frequency of collection. Charges will be determined on a cost recovery basis as required.

The proceeds from the charges will be utilised in funding the costs incurred in the operation of the service.

Council recognises the fact that the townships of Boulia and Urandangi require a contribution towards the costly operations of a small cleansing operation, and this contribution is made from general funds.

Boulia Sewerage

The Boulia Shire Council levies a sewerage charge on each rateable property, both vacant and occupied (domestic and commercial), that Council has or is able to provide with sewerage services.

The 2021/22 rates are:-

Sewerage	\$482.00
Vacant Sewerage	\$194.00

Residential house blocks shall be charged per connection to the sewerage scheme.

When there is more than one structure or separate unit capable of separate occupation a charge will be made for each structure or unit. The charge will be determined during the course of the budget deliberations.

A charge will be levied on vacant land, where Council is currently able to provide reticulated sewerage services. The charge will be determined during the course of the budget deliberations.

Commercial properties are charged based on a comparison to a standard house block, dependant on its size, use and impact on these services.

The proceeds from the charges will be utilised in funding the costs incurred in the operation of the service.

Council recognises the fact that the township of Boulia requires a contribution towards the costly operations of a small sewerage scheme and this contribution is made from general funds.

Boulia and Urandangi Water Schemes

The Boulia Shire Council levies a water charge on each rateable property, both vacant and occupied (domestic and commercial), that Council has or is able to provide with a water connection.

The 2021/22 rates are:

Water	\$683.00
Vacant Water	\$493.00

Residential house blocks shall be charged per connection to the water supply scheme. When there is more than one structure or separate unit capable of separate occupation a charge will be made for each structure or unit. The charge will be determined during the course of the budget deliberations.

A charge will be levied on vacant land, where Council is currently able to provide a water connection. The charge will be determined during the course of the budget deliberations.

Commercial properties are charged based on a comparison to a standard house block, dependant on its size, use and impact on these services.

The proceeds from the charges will be utilised in funding the costs incurred in the operation of the service.

Council recognises the fact that the townships of Boulia and Urandangi require a contribution towards the costly operations of a small water supply, and this contribution is made from general funds.

COMMERCIAL CHARGES AND REGULATORY FEES

Commercial charges are reviewed annually and are fixed by resolution of the Council. These charges are subject to the provisions of the Commonwealth Government's Goods and Services Tax.

Section 97 of the *Local Government Act 2009* provides that a local government may, by local law or resolution, fix a regulatory fee. The Boulia Shire Council fixes the regulatory fees by resolution.

The proceeds of a regulatory fee are used to provide the particular service or facility, to which the fee relates, to the community.

The regulatory fees fixed by Council relate to the cost of providing the service or facility.

REBATES AND CONCESSIONS

Pensioners

The Boulia Shire Council offers a 30% subsidy on all services (excepting the State Emergency Management Levy - ESL) to pensioners who reside in their own premises within the townships of Boulia and Urandangi. This subsidy is in addition to the 20% subsidy offered by the State Government. Both subsidies are capped at \$180 per annum each. Council does not charge general rates to pensioners who reside in their own premises within the townships of Boulia and Urandangi.

OTHER REMISSIONS AND DEFERRALS

Other remission requests, or rate deferral requests, will be assessed on a case by case basis.

DISCOUNT

To encourage the prompt payment of rates and charges the Boulia Shire Council shall grant a discount of 8% for all current Council rates & charges (excluding the State Emergency Management Levy - ESL) if paid within 30 days of the Rate Notice being issued. Such discount will be calculated as a percentage of the gross rate/charges levied and will only be granted if all current and outstanding rates have been paid in full.

PAYMENT BY ARRANGEMENT

Council will allow property owners who are unable to pay their rates by the due date to enter into an arrangement to make regular payments according to an agreed schedule, with no recovery action being taken while the arrangement is being maintained.

PAYMENT IN ADVANCE

Council accepts payments in advance by lump sum or by instalments. Interest is not payable on any credit balances held.

INTEREST ON OVERDUE RATES AND CHARGES

Pursuant to the provisions of Section 133 of the Local Government Regulation 2012 Council will charge interest on all overdue rates and charges, including special and separate rates, at the maximum rate provided for by the Regulation.

For the 2021/22 financial year, any outstanding balances at the close of the discount period will incur interest at the rate of 8.03% per annum compounding daily.

OTHER MATTERS CONCERNING RATES AND CHARGES

Collection of outstanding rates and charges

Council requires payment of rates and charges within the specified period and it is Council's policy to pursue the collection of outstanding rates and charges diligently but with due concern for the financial hardship faced by some members of the community.

To this end Council has established administration processes that allow for the payments of rates and charges by instalment and for the selection of various options (including legal action) for the recovery of debt.

Limitation on increases in rates and charges

Limitation on Increase in Rates Pursuant to section 116 of the Regulation, Council applies capping to the Categories listed below in which the general rates levied for the property for the previous financial year (year ending 30 June 2021) will not be exceeded by 6% for Categories 1-17,20,22,23,27-29,40,42,44,46,47.

The differential general rates for eligible land will not exceed the higher of:

- The relevant minimum rate for the property; or
- The amount of general rates levied for the property for the year ending 30 June 2021, plus an increase of 6%. This is subject to a minimum rate for each category and the following conditions:
 - Capping will apply only to general rates.
 - Capping will apply only to the categories listed above.
- Capping is not available retrospectively and will only apply from the beginning of a financial year; and
- Capping is not available if any part or parcels of the land to which Capping applied is reconfigured, resurveyed, or amended to that land to which capping applied in the 2020/2021 financial year, capping will not apply in 2021/2022; and 2022/2023.
- If ownership of the land or any part of the land to which capping applies is transferred or sold in the period after 1 July of any year, then capping will cease to apply for the following years (e.g., If rates-capped land or any part of the land parcels is sold during 2020/2021, capping will not apply in 2021/2022 or any further year.)
- Future Capping of Rates in 2022/23, the same principles will apply only for the properties that are still eligible for capping. (eg. No changes to the property through sales or purchases of further parcels). Changes of Ownership with or without sale will also cease an existing property's eligibility for Capping based on the above principles and definitions commencing from the next period after 1 July.
- Capping of Rates will cease on the 30 June 2023.

The extent physical and social infrastructure costs for new development are to be funded by charges for the development.

No set charges have been applied in 2021/22 and Council is yet to develop a policy in respect of this matter. Bouliia Shire has very limited development where such charges are of relevance. Should the need arise; Council shall review this matter at that time.

FERAL ANIMAL BOUNTY CLAIMS

As an incentive to decrease the number of feral animals within the Shire, Council has agreed to pay a bounty. To claim a bounty, on delivery of the scalps, snouts or tails you are required to give the GPS coordinates. The feral animal bounties will be paid as follows:

Dog Scalp	\$30 per scalp
Pig Snout	\$5 per snout
Feral Cat Tail	\$5 per tail

A limit has been put on the amount of Bounties paid out for Pig snouts and Cat tails of \$5,000 each per year in total.

WATER AND GRAVEL COMPENSATION

Council has resolved to pay compensation to landowners impacted by the extraction of water and gravel from private properties by way of a credit for rates payable and/or future hire of Council plant and equipment.

What has been established by Council is a fee for water and gravel access. When Council accesses water or gravel for road works from private land holdings, the amount used will be recorded on daily reports and at the end of each month the Landowners will be credited with the access fee to be paid into an account and held in credit to offset the future hire of Council plant or to pay off their outstanding rates and charges. In this way any compensation earned for the use of the water and gravel is recorded and accounted back to the land owner and any works undertaken are recorded and are accounted for in a proper process.

If the credit is not used, it remains available to the landowner for the future. Some may even chose to donate the credit to a local charity event so that Council plant and equipment may be hired for that purpose.

For this financial year Council has determined that the water and gravel access fees are to be calculated as follows:

- Water Access fee \$1.10 per Kilolitre
- Gravel Access fee \$1.10 per m3

These fees are inclusive of GST.

It should be noted that the fee is not refundable in cash and that no access fees will be paid for water or gravel extracted from public sources such as road reserves, creeks, public bores and watering points.

OPERATING CAPABILITY

The change in operating capability of the local government is disclosed in the Statement of Income and Expenditure. It reflects the change in total wealth of the Council. The operating capability of Council is to be maintained through the adoption of this Revenue Statement and 2021/22 Budget.

FUNDING OF DEPRECIATION AND OTHER NON CURRENT ASSETS

Council considers that current ratepayers should pay for the services they are receiving and that future ratepayers should not have to pay for what has previously been consumed. Council elects to ensure where possible, that operating revenues each year cover total operating expenses, including depreciation.

However, Council may elect not to fund depreciation expenses in circumstances where the respective assets will not be replaced or external funding sources other than loans will be obtained to fund their replacement.

If insufficient funds are available, the Council may recover the shortfall in the next year's budget allocation or resolve to unfund that portion of the depreciation expense. Such a resolution will include the proposed steps that will be taken to correct the shortfall in depreciation funding.

1.6 Fees and Charges

TITLE:	2021/2022 Fees and Charges	DOC REF: 1.6.1
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REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 24/06/2021
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

5.1.1 Manage Council's operations in an effective manner by clearly defining the functions, services, roles and responsibilities of Council

Key Priority 5: Robust Governance

5.2: Accountability

5.2.1 Ensure Council's financial activities are monitored and well managed

PURPOSE:

To review and update Council's register of cost-recovery fees for the new financial year, 2021/2022, in accordance with the *Local Government Act* s97 and s98.

CONTENT:

The 2021/2022 Fees and Charges for cost-recovery for services and goods.

RECOMMENDATION:

That in accordance with s97 of the *Local Government Act 2009*, the 2021/2022 Fees and Charges as presented in the Bouliia Shire Council Budget Agenda 2021/2022 be hereby adopted.

ATTACHMENTS:

1. Fees and Charges 2021-2022 [**1.6.1.1** - 14 pages]
2. CONFIDENTIAL REDACTED - Internal Register of Fees 21-22 [**1.6.1.2** - 3 pages]

BOULIA SHIRE COUNCIL
Draft Fees & Charges 2021/2022
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))

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BOULIA SHIRE COUNCIL			
Draft Fees & Charges 2021/2022			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	Each	Inc. GST	GL Code
ANIMALS			
Registration - Dogs			
First Desexed Dog Entire Year (July - June)	\$ 20.00	N	14002500.156
First Desexed Dog 1/2 Year (January - June)	\$ 11.00		
First Entire Dog Entire Year (July - June)	\$ 50.00		
First Entire Dog 1/2 Year (January - June)	\$ 26.00		
Second Desexed Dog Entire Year (July - June)	\$ 25.00		
Second Desexed Dog 1/2 Year (January - June)	\$ 13.50		
Second Entire Dog Entire Year (July - June)	\$ 60.00		
Second Entire Dog 1/2 Year (January - June)	\$ 31.00		
Lifetime Registration - Desexed & Microchipped Dog/Cat	\$ 50.00		
Declared Menacing & Restricted & Dangerous Dog/s Only Approved after Inspection and Council Approval and Dog's Enclosure MUST meet Government Standards	\$ 300.00		
Application Fee Permit for keeping more than 2 Dogs For the Life of the Dog Only Approved after Inspection and Council Approval	\$ 90.00		
Microchipping	At Cost +10%		
Replacement Registration Tag	\$ 5.50		
Local Law Penalty unit - As set by Department of Justice & Attorney General	\$137.85/Unit		
Cats			
No more than 2 Cats per Property can be kept.			
Impounding & Release Fees			
Dogs			
Release Unregistered Dog	\$ 175.00	N	14002500.156
### To get a dog out of Pound, you must pay - Release fee + daily sustenance charge + registration fee (full years registration required)			
1st Offence for impounding dog (with a current Registration) Daily Sustenance charge applies	Nil		
2nd Offence for impounding dog (with a current Registration) Daily sustenance charge applies	\$ 100.00		
3rd Offence for impounding dog (with a current Registration) Daily sustenance charge applies	\$ 300.00		
Sustenance of Impounded Animal per day	\$ 15.00	Y	
Other Livestock (straying)			
Impoundment fee	At Cost +10%	Y	14005520.156
Release of Impounded Livestock per head (1st livestock)	\$ 125.00	N	
Release of Impounded Livestock per head (subsequent livestock)	\$ 30.00		
Sale of Impounded Livestock	At Cost +10%	Y	
Sustenance of Impounded Livestock per day per head	\$ 50.00		
Baiting - Wild Dogs - Must go through Authorised Person - RLPO			
DEK9 (Bucket 200 baits) Pick up/Collected	\$ 325.00	Y	14004500.156
** Delivery = Cost/Klm + Cost of Vehicle & Staff Member/hour	\$1.39/klm + \$66/hr		

BOULIA SHIRE COUNCIL			
Draft Fees & Charges 2021/2022			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	Each	Inc. GST	GL Code
** Delivery charges are for the delivery of DEK9 Baits only			
AGISTMENT			
Town Common, Council Controlled land (except for leased areas) (Cattle, Horses, Camels, Donkeys)			
All Beasts/Livestock (over 6 months or branded) First 2 head of stock per Household (regardless of type) FREE , all additional stock per head fee thereafter	FREE		
All Beasts/Livestock (over 6 months or branded) > 2 regardless of type	\$3.00/head/week	Y	14005500.156
Management Tags	\$ 2.00		
NLIS Tags	\$ 5.60		
Muster fee (Council coordinated)	At Cost + 10%		
Release Fee within (24 hours) - maximum 10 livestock	Free		
Sustenance charge after 24 hrs per head per day	\$50.00/head/day		
NOTE: No Stallions / Bull (camel) / Jacks are NOT allowed on the Town Common or Pony Paddock			
Spelling of Livestock Boulia Racecourse Reserve (Pre-booking essential in Office Hours)			
24 Hour Spelling of Livestock at Racecourse Reserve (max 20 head) ** Includes use of amenities	\$25/Night	Y	14007540.156
24 Hour Spelling of Livestock at Racecourse Reserve (over 20 head) ** Includes use of amenities	\$1.20/head/24 hours Min chg \$50.00		
Yard cleaning fee (if not cleaned by User)	At Cost + 10%		
Humane Disposal of Livestock			
Livestock Destruction Fee (<i>Burial additional costs</i>)	\$121.00 /head - Business Hours, Out of Hours - At Cost + 10%	Y	14007540.156
Burial of Livestock Fee	\$121.00 /head - Business Hours, Out of Hours - At Cost + 10%	Y	14007540.156
STOCK ROUTE			
Depasturing/Removal of Animals			
First Animal	At Cost + 10%	Y	14005500.156
Each additional animal	At Cost + 10%		
Driving/Heading Stock			
Driving or Heading Stock towards Pound or Owner			
By hoof (per hour or part thereof)	At Cost + 10%	Y	14005500.156
Other Means of Transportation	At Cost + 10%		
Land Protection (Pest and Stock Route Management)			
Permit fee for Stock Route agistment permit (Act, S116(5))			
Large Stock (Horses, Cattle, etc)	\$2.80/head/week	Y	14004510.156
Small Stock (Sheep, Goats, etc)	\$0.44/head/week		
Permit fee for Stock Route travel permit (Act, s134(3))			
Application Fee (non-refundable)	\$ 150.00	Y	14004510.156
Large Stock - each kilometre & each 20 head or part thereof	\$ 0.02	N	
Small Stock - each kilometre & each 100 head or part thereof	\$ 0.02		
Inspect Register of Water Facility Agreements (Act, s164(3)(a))	\$ 13.60		

BOULIA SHIRE COUNCIL			
Draft Fees & Charges 2021/2022			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	Each	Inc. GST	GL Code
CERTIFICATION, BUILDING & TOWN PLANNING			
For applications regarding Building, Certification and Town Planning please contact Council for a quotation. Council outsources this service.			
WATER CONNECTION FEES			
Boulia	At Cost + 10% Admin Fee	Y	14023570.156
Urandangi	At Cost + 10% Admin Fee		
Water - Bulk			
Sale of Bulk Water	\$25.00/kl	Y	14023560.156
Sewerage Connection Fees			
House Connection	At Cost + 10% Admin Fee	Y	14024540.156
Effluent			
Dumping of un-treated Effluent (into Imhoff Tank)	\$0.30/litre	Y	14024540.156
WASTE MANAGEMENT FEES			
Bulk Waste - Building/Concrete (subject to prior approval) ** No Asbestos **	\$15/m3	Y	1402256.156
Bulk Waste -Domestic Waste (subject to prior approval)	\$15/m3		
FUNERALS & BURIALS			
Adult/Child			
Transport (Based on 600klm)	Min Fee \$1,800 (or) At Cost	Y	14009500.156
Burial (includes plant & wages) (Boulia)	Min Fee \$2,460 (or) At Cost		
Burial (includes plant & wages) (Urandangi)	Min Fee \$2,980 (or) At Cost		
Weekend Funerals by special arrangement only	Fees + Cost of Staff		
Interment of Ashes	\$ 50.00		
Hire of Hearse (Boulia only)	\$150/day		
Installation of Headstone	At Cost + 10%		

BOULIA SHIRE COUNCIL			
Draft Fees & Charges 2021/2022			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	Each	Inc. GST	GL Code
GENERAL LICENCES & PERMITS			
Food Hygiene			
Application (New) Licence Fee <i>(Includes the annual fee)</i> **	\$ 310.00	N	14003500.151
Renewal of Annual Licence Fee **	\$ 150.00		
Restoration of Licence **	\$50.00 + Renewal Fee		
Amendment (Transfer) **	\$ 80.00		14003500.156
Amendment to premises **	At Cost		
Temporary Food Licence (Not for Profit are exempt)			
Mobile - Caravan/Truck - made in vehicle & sold from vehicle	\$ 100.00	N	14003500.151
Tent or Stall	\$ 100.00		
Environmentally Relevant Activity			
Issue fee or renewal per premises ** (Environmental Protection Act 1994)	\$ 110.00	N	14003500.156
Advertising Signs (Includes GST)			
Permit Application Fee - Subordinate Local Law 1 (Administration) sch 9 Installation of Advertising Devices **	\$ 160.00	Y	12004500.156
Removal Fee - Local Law 1 Suspension of approval **	At Cost + 10%		
Gates & Grids			
Application Fee - Subordinate Local Law 1 (Administration) sch 26 ** (Application must be made to Council)	\$ 160.00	Y	12004500.156
** Note - Fees set in accordance with relevant Acts.			
Local Law Permits - Application fees			
Keeping Of Domestic Animals (Other than dogs)	\$ 60.00	N	14002500.156
Riding of Recreational Vehicles	\$ 60.00		
Other Permits Not Elsewhere Included	\$ 60.00		

BOULIA SHIRE COUNCIL				
Draft Fees & Charges 2021/2022				
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))				
Type of Charge	Each	Inc. GST	GL Code	
VENUE & EQUIPMENT HIRE				
Local non-profit organisations operating for the community benefit NOT charging an admittance fee have free use of the facilities (security deposit required).				
Non commercial organisations NOT charging a participation fee and operating for the community benefit have free use of the facilities (security deposit required).				
BOOKINGS ARE ESSENTIAL , Contact Council Administration for a Form during work hours or alternatively email admin@boulia.qld.gov.au				
All cleaning is the responsibility of the user, fees will be deducted from the security deposit if cleaning is required.				
Fees do not include table/chair set up.				
Venue Hire includes set number of tables and chairs (included in hire fee). If extras required refer to 'Equipment' section.				
***** Government Departments are exempt from paying the Security Deposit fee				
***** Local residents pay 50% of the full fee for private functions (security deposit required)				
Community Halls				
Security Deposit Alcohol free (Refundable) *	\$ 200.00	N	Trust	
Security Deposit Alcohol (Refundable) *	\$ 350.00			
Shire Hall (9am to 12noon)	\$70.00	Y	14008500.153	
Burke Street Hall (9am to 12noon) (Small groups <20 people)	\$45.00			
Shire Hall (9am to 12noon) (Inc. Projector Screen & Sound System)	\$130.00			
Shire Hall (9am to 5pm)	\$140.00			
Burke Street Hall (9am to 5pm) (Small groups <20 people)	\$60.00			
Shire Hall (9am to 5pm) (Inc. Projector Screen & Sound System)	\$190.00			
Shire Hall Functions - No Alcohol - with a charge to enter (5pm-12am)	\$200.00			
Shire Hall Functions - No Alcohol - with a charge to enter (5pm-12am) (Inc. Projector Screen & Sound System)	\$290.00			
Shire Hall Functions - Alcohol - with or without charge* (5pm-12am)	\$230.00			
Shire Hall Functions - Alcohol - with or without a charge* (5pm to 12am) (Inc. Projector Screen & Sound System)	\$370.00			
Shire Hall Zoom Room Conference/Meetings Small Groups up to 10 (9am to noon) Full access to Internet/Teleconference not available if Hall already booked	\$40.00			
Shire Hall Zoom Room Conference/Meetings Large Groups* Full access to Internet/Teleconference (up to 10 people) (9am to 5pm weekdays) not available if Hall already booked	\$120.00			
Cleaning Fee	\$70/hour			14008500.156
Light Refreshments (tea, coffee, biscuits) - \$2.50 p/head	\$25 Min. Charge			
Facility Set Up Fee & Pack Up Fee (two men only)	\$100/hour			
Shire Hall - Bar Cold Room (without function)	\$100/day	14008500.153		
Shire Hall - Bar Cold Room (with function)	Included in Hire			
Shire Hall - Kitchen Cooking Facility per day	Included in Hire			
** Supplied with Shire Hall hire - 8 tables plus 50 chairs only. Must be requested at time of booking venue.				
** Supplied with Burke Street Hall Hire - 5 tables plus 20 chairs only. Must be requested at time of booking venue.				
** Extra tables & chairs hire and delivery of tables & chairs - refer 'Equipment'				

BOULIA SHIRE COUNCIL			
Draft Fees & Charges 2021/2022			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	Each	Inc. GST	GL Code
Sports Centre Café:			
Security Deposit (Refundable)*	\$ 200.00	N	Trust
Meetings/Small Groups (10 - 25)	\$45 (Half day rate - 4 hrs max) \$55 (Full day rate - 8 hrs max)	Y	14007510.153
Light Refreshments (tea, coffee, biscuits)- \$2.50 per head	\$25 min. chg		
Facility Set Up Fee & Pack Up Fee (two men only)	\$100/hour	Y	14007510.156
Cleaning Fee	\$70/hr		
** Supplied with Café hire - 5 tables plus 20 chairs only. Must be requested at time of booking venue.			
** Extra tables & chairs hire and delivery of tables & chairs - refer 'Equipment'			
Library Meeting Room: Available Monday to Friday 8.30am to 5pm			
Security Deposit (Refundable)*	\$ 165.00	N	Trust
Meetings/Small Groups (5 - 10 people) 9am to 5pm	\$ 35.00	Y	13005500.153
Light Refreshments (tea, coffee, biscuits) \$2.50 per head	\$15 Min. Charge		13005500.156
Racecourse Reserve			
Security Deposit (Refundable)	\$ 500.00	N	Trust
Full Use of Reserve facilities incl Kitchen, Bar & Cold Rooms incl Gas	\$330/day		
Pavillion & use of Bar & Cold Room	\$230/day		
Pavillion & use of Kitchen & Cold Room	\$150/day		
Bar Cold Room	\$100/day		
PA System and TV Screens	\$200/day	Y	14007540.153
Electrical Mushroom - single phase	\$35/day		
Electrical Mushroom - 3 phase	\$55/day		
Facility Set Up Fee & Pack Up Fee (two men only)	\$100/hour		
Cleaning Fee	\$70/hour		
** Supplied with Racecourse Reserve - 8 tables plus 50 chairs only. Must be requested at time of booking venue.			
** Extra tables & chairs hire and delivery of tables & chairs - refer 'Equipment'			
Racecourse Reserve - Jockey's building			
Security Deposit (Refundable)	\$ 200.00	N	Trust
Day use only - Locals - small meetings - Room only	\$45 (Half day rate - 4 hrs max) \$55 (Full day rate - 8 hrs max)		
Day use only - Locals - small workshops (including kitchette, toilet & showers)	\$45 (Half day rate - 4 hrs max) \$55 (Full day rate - 8 hrs max)	Y	14007540.153
Cleaning Fee	\$70/hour		
** No overnight stays allowed in the Jockey's building **			

BOULIA SHIRE COUNCIL			
Draft Fees & Charges 2021/2022			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	Each	Inc. GST	GL Code
EQUIPMENT			
Equipment Security deposit (Refundable)*	\$ 100.00	N	Trust
Security Deposit Marquee (Refundable)	\$ 200.00		
Data Projector	\$35/day	Y	12004500.156
Projector Screen (Council Venues only)	\$35/day		
Portable Microphone & Speaker	\$35/day		
Tables - each (Racecourse Reserve and Halls)	\$ 4.00		
Chairs - each (Racecourse Reserve and Halls)	\$ 2.00		
Pin Boards	\$5/day		
Tower Lights - Inflatable	\$20/day		
30 Metre 10amp Power Lead (\$35 security fee applicable)	\$5/day		
Push Lawn Mower with 1 Tank of Fuel and Catcher	\$20/day		
Whipper Snipper with 1 Tank of Fuel	\$10/day		
Community BBQ Trailer (free use to Community Groups) Bond required for cleaning/damage purposes	\$ 150.00		
Pie Warmer	\$10/day	Y	12004500.156
Marquee 9m x 6m Hire	\$100/day		
Delivery, Set up/Dismantling Marquee (in Town area)	\$ 500.00		
Delivery of Tables & Chairs from the Racecourse Reserve (in Town area)			
Delivery of 1 - 50 Chairs & Tables (in Town) + Collection	\$ 200.00	Y	12004500.156
Delivery of 50 - 100 Chairs & Tables (in Town)+ Collection	\$ 300.00		
<i>**** All items must be cleaned after use or Council will clean it at cost, this will be deducted from security deposit</i>			
COUNCIL BUS			
Security Deposit (Refundable)	\$ 1,000.00	N	Trust
Council Bus - in addition to day rental (fuel not included) **	\$0.40/klm	Y	13002510.156
Bus Hire Day Rental Fee (add kilometre rate)	\$220/day		
Additional Cleaning Charge (if required)	\$ 250.00		
** Bus must be returned with a full tank of fuel or charges apply			

BOULIA SHIRE COUNCIL			
Draft Fees & Charges 2021/2022			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	Each	Inc. GST	GL Code
COUNCIL PUBLISHING/INTERNET SERVICES			
Photocopying & Printing per page (double sided = 2 pages)			
A4 Photocopy	\$ 0.60	Y	13005500.156
A3 Photocopy	\$ 1.50		
A4 Laminating - Per Page	\$ 2.00		
A3 Laminating - Per Page	\$ 3.00		
Binding (ring or hot back) per booklet	\$ 3.00		
Laminating - Per Metre	\$7.00/metre		
Public Access Internet			
Wi-Fi Access (Time Limited)	No Charge		
Scanning & Emailing Documents			
First Page Scanned & Emailed (Inc. confirmation page that email has been sent)	\$ 2.50	Y	13005500.156
Each Additional Page Scanned & Emailed	\$ 1.00		
Facsimile Transmission			
First Page Transmitted	\$ 2.50	Y	13005500.156
Each Additional Page	\$ 1.00		
Channel Country Chatter - "CCC" (Council Newsletter)			
"CCC" Commercial Advertising (Other than Community Groups or Community Events, the following charges apply)			
Quarter Page per quarter	\$ 20.00	Y	12004500.156
Half Page per quarter	\$ 30.00		
Full Page per quarter	\$ 50.00		
WRITTEN INFORMATION/DOCUMENTS			
Written Rates Search (for all land)	\$110 per assessment	Y	12004500.156
Council By-Laws (per set)*	\$ 170.00		
Corporate Plan*	\$ 15.00		
Operational Plan*	\$ 15.00		
Budget*	\$ 15.00		
Council Business Papers & Minutes	\$ 15.00		
Copy of Cemetery records	\$ 30.00		
Annual Report (Hard Copy)*	\$ 20.00		
Audited Financial Statements*	\$ 20.00		
<i>* Electronic documents provided Free of Charge - Downloaded from Council's website www.boulia.qld.gov.au</i>			
Right of Information Request Application			
Refer to The Justice Legislation (Fees, Allowances and Other Amounts) Amendment Regulation 2020 can be found at			
https://www.legislation.qld.gov.au/view/html/asmade/sl-2020-0143 .			

BOULIA SHIRE COUNCIL			
Draft Fees & Charges 2021/2022			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	Each	Inc. GST	GL Code
COUNCIL HOUSING			
Houses & Units			
Residential Bond (Refundable)	4 weeks rent	N	14010040.170
Weekly Rent			
Housing 4 Bedroom	\$ 245.00	N	13004500.150
Housing 3 Bedroom	\$ 235.00		
Housing 2 Bedroom	\$ 230.00		
Unit 2 Bedroom	\$ 200.00		
Unit 1 Bedroom	\$ 195.00		
<i>NB. In accordance with Council's Policy for staff attraction and retention, staff housing maybe available at discounted rates.</i>			
Pensioner Units			
Residential Bond (Refundable)	4 weeks rent	N	14010040.170
Weekly Rent			
Couple Pensioners	\$ 125.00	N	13004520.150
Single Pensioner	\$ 70.00		

BOULIA SHIRE COUNCIL			
Draft Fees & Charges 2021/2022			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	Each	Inc. GST	GL Code
SPORTS & AQUATIC CENTRE			
Sports Oval & Tennis Courts			
Security Deposit Tennis Net Hire (Refundable**)	\$ 100.00	N	Trust
Security Deposit Tennis Equipment Hire (Refundable**)	\$ 50.00		
Visiting Circuses/Tent Shows (Sports Oval)	\$220/day	Y	14007550.156
Sports Oval Electricity	\$35/night		
Tennis Equipment Hire (4 Racquets & Tennis Balls)	\$10/day		
Tennis Courts Net Hire per hour nightly; Inc. Lighting (6pm to 12am)	\$10/hour		
Tennis Court Hire private use (includes nets, electricity)	\$25/hr		
Tennis Court Hire Public - booking required	FREE		
Sports Centre Café: Refer to VENUE & EQUIPMENT HIRE			
POOL & GYM FEES - Free Pool Entry for Shire Residents			
Casual Entry Fees: Pool Only			
Concession (Children, Pensioners & Students with ID)	\$ 2.50	Y	14007520.156
Adult	\$ 3.50		
Spectator	No fee		
Pool - Hire for private lessons	\$25/session morning / afternoon		
Gym &/or Squash Courts			
After Hours Key Deposit (Refundable)	\$ 50.00	N	Trust
Replacement of Lost/Misplaced Gym Key	\$ 20.00	Y	14007520.156
<i>Note: Children under 16 not permitted to use Gym</i>			
Concession (Pensioners & Students with ID)	\$2.50/session	Y	14007520.156
Adult	\$3.50/session		
Squash Spectator	No Fee		
Gym Membership Adult - Weekly (24 hour access)	\$15.00		
1 Month Gym Membership (24 hour access)			
Adult	\$ 40.00	Y	14007520.156
Concession (Pensioners & Students with ID)	\$ 15.50		
Corporate Group 1 - 5 people	\$ 175.00		
Corporate Group 6 - 15 people	\$ 450.00		
Corporate Group 16 - 25 people	\$ 625.00		
Corporate Group 26 - 50 people	\$ 1,000.00		
3 Month Membership (Key Access after hours available with 3 month membership)			
Adult	\$ 60.00	Y	14007520.156
Concession (Pensioners & Students with ID)	\$ 24.00		
Corporate Group 1 - 5 people	\$ 275.00		
Corporate Group 6 - 15 people	\$ 750.00		
Corporate Group 16 - 25 people	\$ 1,125.00		
Corporate Group 26 - 50 people	\$ 2,000.00		
6 Month Membership (Key Access after hours available with 6 month membership)			
Adult	\$ 75.00	Y	14007520.156
Concession (Pensioners & Students with ID)	\$ 31.00		
Corporate Group 1 - 5 people	\$ 350.00		
Corporate Group 6 - 15 people	\$ 975.00		
Corporate Group 16 - 25 people	\$ 1,500.00		
Corporate Group 26 - 50 people	\$ 2,750.00		

BOULIA SHIRE COUNCIL			
Draft Fees & Charges 2021/2022			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	Each	Inc. GST	GL Code
12 Month Membership (Key Access after hours available with 12 month membership)			
Adult	\$ 100.00	Y	14007520.156
Concession (Pensioners & Students with ID)	\$ 60.00		
Corporate Group 1 - 5 people	\$ 475.00		
Corporate Group 6 - 15 people	\$ 1,350.00		
Corporate Group 16 - 25 people	\$ 2,125.00		
Corporate Group 26 - 50 people	\$ 4,000.00		
TOURISM FACILITIES			
Min Min Encounter			
Concession (Pensioner & Students with ID)	\$ 20.00	Y	13001510.156
Adult	\$ 25.00		
Children under 5*	No Charge		
Children aged 5 to 15*	\$ 10.00		
Group Fee (10 or more)	\$ 20.00		
Family (2 Adults + 2 or more children under 15)	\$ 60.00		
Current Residents of Boulia Shire (Visiting family & friends not applicable)	No Charge		
Group Fee - Out of Hours (Min. 10 persons)	\$ 30.00		
<i>* All children to be accompanied by an adult</i>			
Boulia Heritage Complex			
Concession (Pensioner & Students with ID)	\$ 10.00	Y	13001510.156
Children under 5*	No Charge		
Children aged 5 to 15*	\$ 5.00		
Adult	\$ 15.00		
Family (2 Adults + 2 or more Children under 15)	\$ 35.00		
Current Residents of Boulia Shire	No Charge		
Group Fee (10 or more)	\$ 10.00		
Combined Facility Entry			
Concession (Children, Pensioner & Students with ID)	\$ 25.00	Y	Stonehouse \$8 Balance to MME 13001510.156
Children under 5*	No Charge	Y	13001510.156
Children aged 5 to 15*	\$ 8.00		
Adult	\$ 35.00		
Group Fee (10 or more)	\$ 25.00		
Family (2 Adults + 2 or more children under 15)	\$ 80.00		
School Groups	No Charge		Stonehouse \$35 Balance to MME 13001510.156
<i>* All children to be accompanied by an adult</i>			

BOULIA SHIRE COUNCIL			
Draft Fees & Charges 2021/2022			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	Each	Inc. GST	GL Code
CONCRETE (includes batching plant, truck, driver, delivery in town)			
1 Cubic Metre (per cubic metre) in Town Area (6klm radius for Town centre)	\$695/m3	Y	14018000.156
2-3 Cubic Metres (per cubic metre) in Town Area (6klm radius for Town centre)	\$525/m3		
Greater than 4 Cubic Metres (per cubic metre) in Town Area (6klm radius for Town centre)	\$375/m3		
Outside Town Area (Truck & Driver) Plus/kilometre charge	Min. Charge \$210/trip		
Outside Town Area Delivery/km (total kms travelled)	\$2.35/km	Y	14018000.156
Batching Plant	\$240/hour		
COMPENSATION GRAVEL & WATER ACCESS			
Water Access per kl	\$ 1.10	Y	
Gravel Access per m3	\$ 1.10		
<i>Compensation is not cash but credit against rates or other Council plant or charges</i>			
AIRPORT CHARGES			
Landing Charges			
Regular Public Transport (RPT) Operators	No Charge		
All Other Aircrafts over 2,000kg Maximum Take-off Weight (MTOW) <i>(no charge for aircrafts under 2000kg MTOW)</i>	\$7.70 per 1,000kg Min Fee \$10.00	Y	14010510.156
Refuelling Costs			
Av Gas Charge per litre (subject to change) - To be paid at Bowser by Credit Card	At Cost + 20%	Y	14010500.156 & 14010520.156
Jet A1 Fuel (subject to change) **** To be pre-paid before collection	At Cost + 20%		
**** Note: Jet A1 - Prior Arrangement required, Minimum 24 hours notice. Refueling Fee weekdays- Min. charge \$100.00 p/ hour during buisness hours Refuelling fee Weekends : Min chg \$200 p/hour For after hours phone 0427 163 773 or0427 128 212			
Phone Administration during normal business hours to arrange on 07 4746 3188 or email admin@boulia.qld.gov.au			

Boulia Shire Council Administration Office

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Boulia Sports and Aquatic Centre Burke Street

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Email: sports@boulia.qld.gov.au

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