

BOULIA SHIRE COUNCIL



Budget Meeting 2023/2024

Friday 23 June 2023

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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 2023-2024	DOC REF: 1.1.1
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REPORT BY:	Kaylene Sloman Director of Corporate & Financial Services	DATE: 20/06/2023
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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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

This report covers the highlights of the Budget for 2023/24 financial year.

RECOMMENDATION:

That the Council adopt the proposed 2023/2024 Budget, operational and capital.

ATTACHMENTS:

1. Mayor's Budget Meeting Report 2023-24 final [1.1.1.1 - 8 pages]

Approved by Chief Executive Officer	Ms Lynn Moore
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Mayor's Budget Meeting Report 2023-2024

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 2023/24 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 2023/24 financial year:-

- 1) Boulia's Outback Way also known as the Donohue Highway has been successful in obtaining grant funding to complete the pave and sealing to the Northern Territory border.
- 2) Construction of 6 Staff Housing Duplex Units
- 3) Connection of nbn™ to Boulia Township
- 4) Flood Damage Restoration works pending from the 22/23 rain event

Looking towards the future - Council is actively seeking investors to develop the Industrial Estate.

Meetings have been attended to finalise the Local Housing Action Plan, a Government supported initiative for residential allocation of land for housing in Boulia.

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)
- Central West Regional pest Management Group (CWRPMG)
- The Outback Highway Development Council;

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 1254kkm 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 2023-2024

Council Roads

Council will spend \$15,851,654 in the 2023/24 financial year on Council roads. This expenditure is made of funded programs and council reserves:-

i)	Shire road maintenance (Council reserves-various locations)	\$1,000,000
ii)	Coorabulka / Slashers Creek Roads (Queensland Resilience and Risk Reduction Funding (QRRRF))	\$1,700,000
iii)	Pave & Seal Donohue Highway - (Dept of Infrastructure, Transport, Regional Development, Communications and the Arts).	\$12,000,000
iv)	Re-sealing Donohue Highway (Council reserves)	\$ 157,154
v)	Road to Recovery (R2R) projects	\$ 498,000
vi)	Re-sealing Donohue Highway (Transport Infrastructure Development Scheme (TIDS))	\$ 300,000
vii)	Town Streets (council reserves)	\$ 144,000
viii)	Outback Regional Road Group expenses	\$ 52,500

External funding sources of \$14,348,000 (R2R \$498,000/TIDS \$150,000/DITRCA \$12,000,000/QRRRF \$1,700,000) will be utilised to fund this work with the balance of \$1,503,654 coming from Council revenue.

Flood Damage

Work will be completed on the flood damage repairs for the April - May 2022 event, approximately \$1,750,892 worth of work will be completed in 2023/24. Pending approval for the recent rain event December 2022 – April 2023 will supply further restoration works on Council roads for 2023/24. 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 2023-2024

Funds have been allocated through the Federal budget for the initial stage at Chainage 170 to 178 and work has now started on this stage which is valued at \$3,900,000 for paving and sealing.

State Roads

Council will receive funding to complete \$1,721,990 of work on behalf of the State Government in 2023/24. This will include:-

i) Roads Maintenance Performance Contract (RMPC) – Barcaldine	\$1,414,990
ii) RMPC – Cloncurry	\$ 255,000
iii) Declared Pests and Weeds Management (RMPC) – Barcaldine	\$ 21,000
iv) Schedule 4 Road Edge Guide Posts (RMPC) – Barcaldine	\$ 31,000

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 is taking some time due to supply and demand in the current economic situation, the Plant Committee will identify requirements. Pre-ordered plant includes 2 Medium Trucks, \$530,752 has been allocated for these replacements. This will be offset by anticipated trade-ins totalling \$75,000 and a transfer from reserve of \$548,752.

Housing

Council maintains 27 houses, 9 units and 3 pensioner units. It has allotted \$736,700 for upgrades and general maintenance expenses and \$2,983,450 capital expenditure to upgrade the housing and construct new unit assets. Of this \$2,983,450, Council has received funding for \$1,820,000, and \$1,163,450 is made up from Works for Qld (W4Q), Local Government Grants Subsidy Program (LGGSP) and Federal Assistance Grants (FAGS). The capital expenditure includes refurbishing of the houses, fencing, garages, construction of staff units.

Information Technology

Provision has been made in the budget to allocate \$391,000 on Information Technology from Council project accounts.

The Information Technology budget allocation includes:-

i) Renewal of current software licences	\$150,000
ii) Upgrading of existing technology	\$80,000
iii) Consultant expenses	\$61,000
iv) IT Server and Computer Replacements	\$100,000

Council is in the process of receiving funding from Regional Communities Program for implementation of nbn™ for fibre to the premises for the Boulia township, \$2,264,083 plus \$718,783 from nbn™ Local, and the State Government, the entire project is \$3,482,866. This project will run over 2 years, 2023/24 and 2024/25.

Environment and Natural Resources

The total budget for Environment and Natural Resources is \$273,000. Major activities include environment management, pest plant and wild dog control and feral pig management, stock route operations and maintenance and animal control.

Mayor's Budget Meeting Report 2023-2024

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 \$150,000 for assistance to events including the Golf Club, Camel Races, Campdraft, Races and Rodeo including facility hire.

Financial Assistance Grants

Council's allocation under the Federal Government's Financial Assistance Grants Scheme is \$4,820,490.

Tourism, Cultural Activities & Arts

Council will continue to promote Boulia Shire with \$1,008,315 budgeted for the continued operation and maintenance of the Min Min Encounter and the Heritage Complex.

Recreational Facilities

Boulia has very high standards of recreational and sporting facilities and we will maintain the standard with operational expenditure of over \$1,170,500. Capital works of \$330,000 which is comprised of funding applied for of \$230,000 and Council reserves of \$100,000 will be used to upgrade and maintain the facilities.

Works for Queensland 2022/2024 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.

2021-2024 W4Q Boulia Shire Council Projects List			
Council Housing Renovation (various)	Painting, renovation bathrooms, kitchen, replacing stumps, stairs etc	300,000	In progress
Min Min Encounter	Painting, walls, ceiling, flooring, fitout	150,000	Completed
Robinson Park Shelter	New shade shelter for playground	30,000	
ANZAC Garden Gazebo	New shade structure for the ANZAC Garden	66,667	Completed
Improve the sewer aeration system	Purchase and installation of solar power unit	60,000	Completed
Solar at Urandangi	Urandangi Depot	220,000	
Sewerage Pump Station Refurbish	Boulia Pump Station 1	200,000	In progress
		\$ 1,026,667	

Mayor's Budget Meeting Report 2023-2024

Rates & Charges for 2023/24

Council have decided not to increase the Council general rates and services for 23/24 however discount will decrease to 4%.

Town Areas

After discount, the total rates payable on an average Boulia residential allotment with general rates, water, sewerage, environment and garbage charges will be \$2,107.20 per year.

After discount the total rates payable on an average Urandangi residential allotment with general rates, water, environment and garbage charges will be \$1,098.24 per year.

Rural Areas

Categories remain unchanged.

Rate in the dollar is tiered with each category.

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 to the Residential cleansing rate for 2 x 240 litre bins serviced weekly, this charge will remain at \$379.00.

No change to additional wheelie bin service charge of \$195.

Commercial – no change, to cost or service. Commercial bins collected 3 times a week, charge is \$1,227 per year.

Waste Management Facility Levy

No change to Levy, all unoccupied and vacant land in townships plus for all rural properties within a 30 kilometre radius of the townships is still \$90/year.

Environmental Levy

No change to Environmental Levy. This is to assist in funding for protection, enhancement and restoration of our local environment. Also includes planning of new waste and recycling opportunities. This levy is \$50 / year because at some stage all properties utilise the services from businesses in our townships.

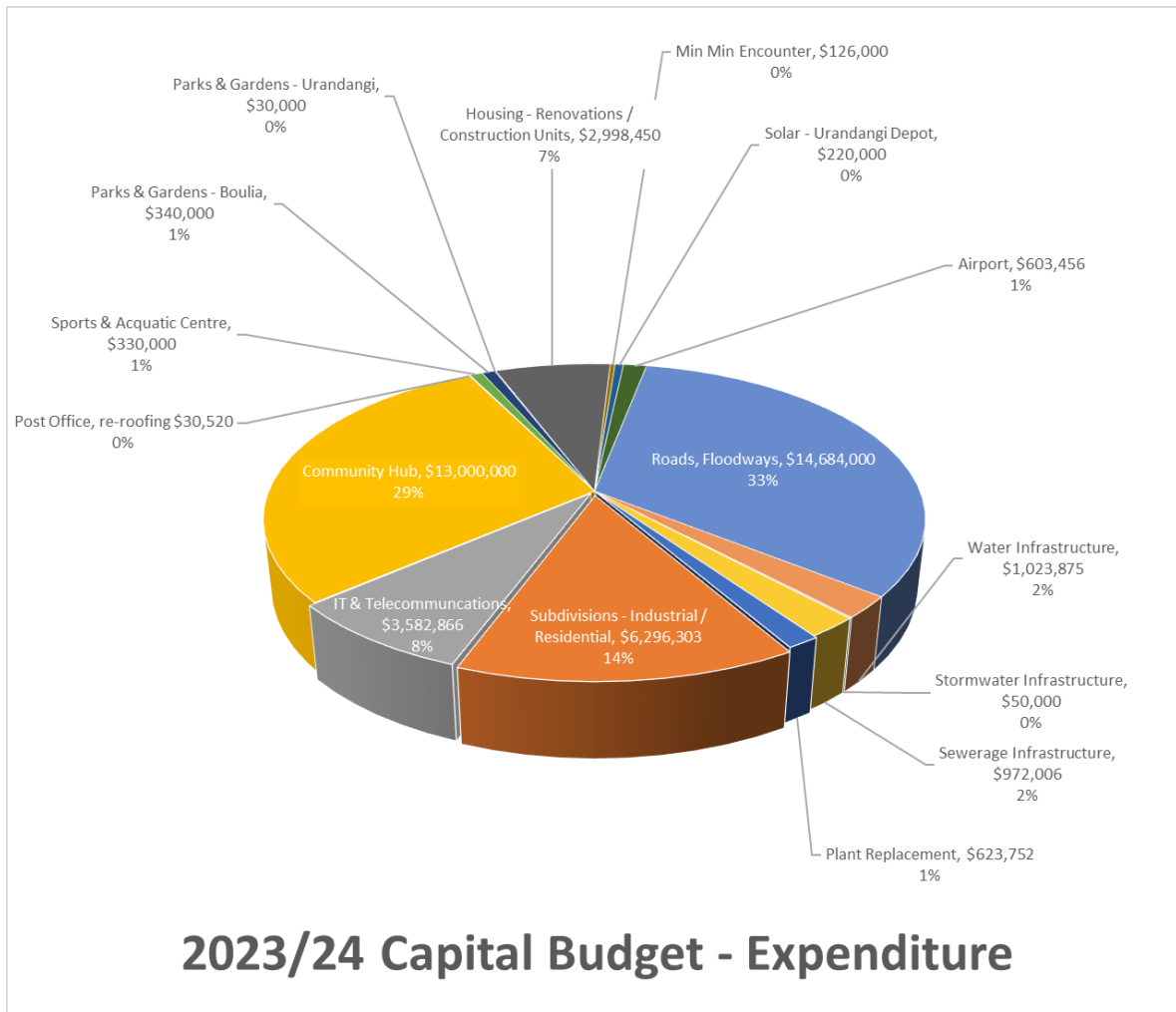
Set out on the following page is a number of graphs showing the break-up of Council expenditure and income for the 2023/24 financial year.

Overall, our Council is performing to an exceptional level and it is with pleasure that I recommend the adoption of the 2023/24 Budget.

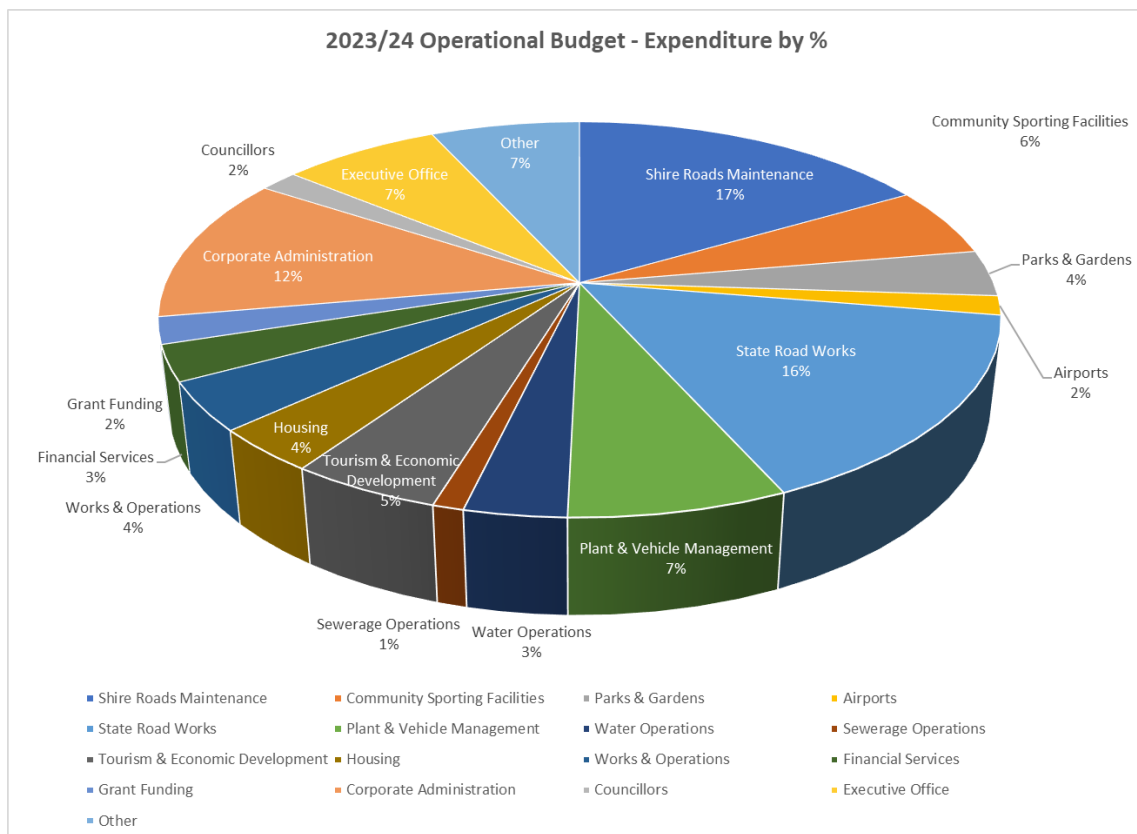
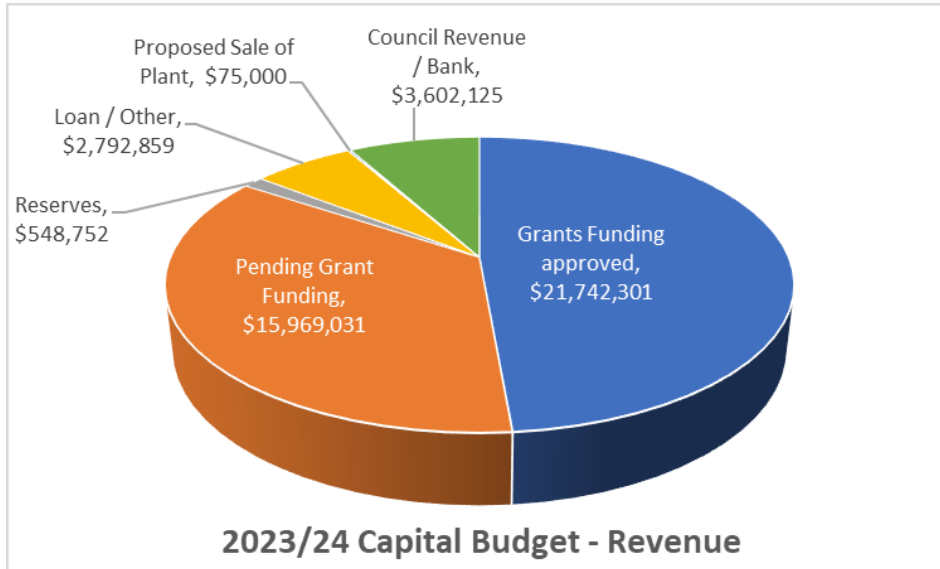
Mayor's Budget Meeting Report 2023-2024

Councillor Rick Britton

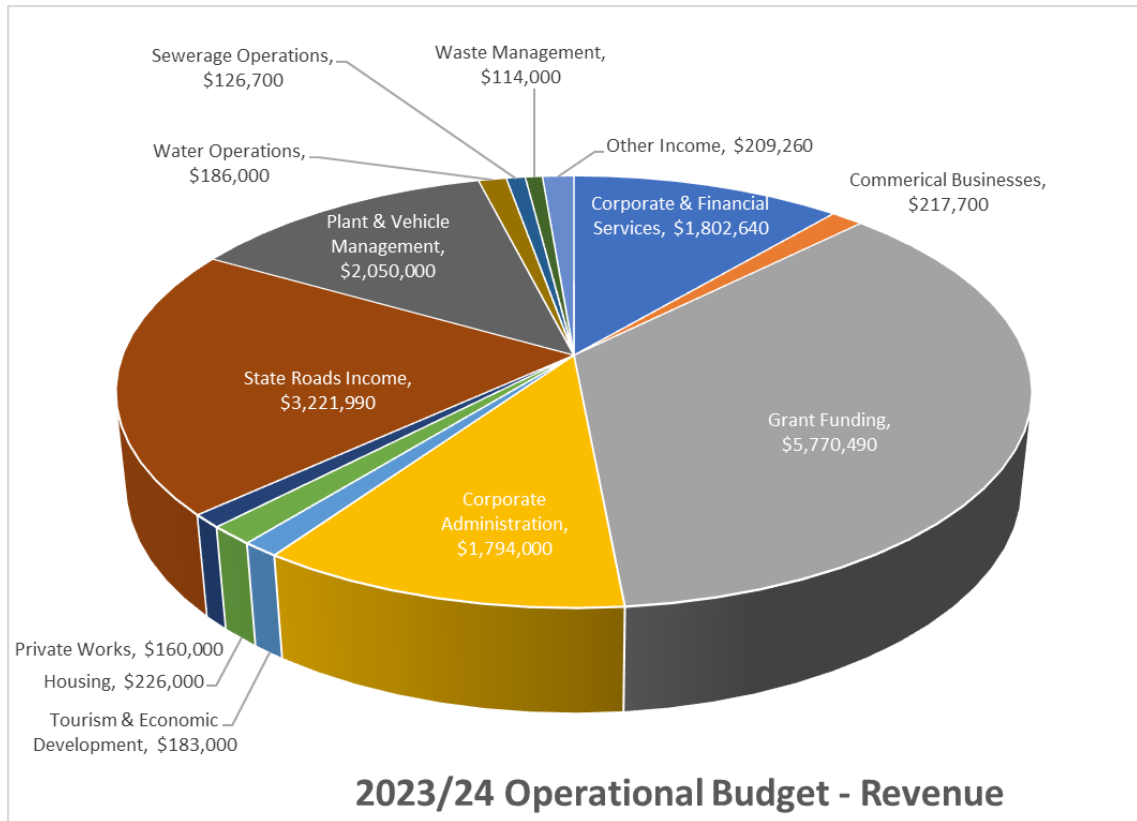
Mayor



Mayor's Budget Meeting Report 2023-2024



Mayor's Budget Meeting Report 2023-2024



1.2 Proposed Budget 2023-2024 Operational & Capital

TITLE:	Proposed Budget 2023-2024 Operational & Capital	DOC REF: 1.2.1
REPORT BY:	Kaylene Sloman Director of Corporate & Financial Services	DATE: 20/06/2023

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

Information shown on individual areas of Council and the proposed budget set for 2023-2024.

CONTENT:

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

CONSULTATION:

Two workshops were held with Councillors.

RECOMMENDATION:

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

ATTACHMENTS:

1. Op Cap Sum Budgets 2023-2024 [1.2.1.1 - 6 pages]

Approved by Chief Executive Officer	Ms Lynn Moore
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Bouliā Shire Council
Proposed Operational Budget 2023-24

<i>Sub-Programme Description</i>	<i>Details</i>	<i>Income</i>	<i>Expenditure</i>
Governance			
	Councillors	5,000	(360,865)
	Executive Office		(1,488,380)
	Disaster Management	17,060	(24,010)
	Regional Coordination		(97,000)
	Town Planning And Development Services	500	(20,000)
		<u>22,560</u>	<u>(1,990,255)</u>
Corporate			
	Financial Services	1,802,640	(601,600)
	Commercial Businesses	217,700	(213,100)
	Grant Funding	5,770,490	(450,000)
	Corporate Administration	1,794,000	(2,458,250)
		<u>9,584,830</u>	<u>(3,722,950)</u>
Community			
	Tourism And Economic Development	183,000	(1,008,315)
	Community Development	10,000	(168,000)
	Youth Development		(2,000)
	Housing	226,000	(736,700)
	Libraries		(63,500)
		<u>419,000</u>	<u>(1,978,515)</u>
Infrastructure			
	Works And Operations		(816,000)
	Domestic Animal Control	5,000	(46,050)
	Environmental Services	30,200	(170,000)
	Pest And Stock Route Management	6,000	(103,000)
	Town Common	13,000	(24,000)
	Communication Services		(25,650)
	Community Sporting Facilities	19,000	(1,170,500)
	Community Halls	8,500	(129,300)
	Parks & Gardens	7,000	(777,905)
	Airports	88,000	(321,600)
	Shire Roads Maintenance		(3,418,200)
	Town Streets		(144,000)
	Private Works	160,000	
	Road Mtce Program Contract (Rmpc)	1,721,990	(1,721,990)
	Main Roads Minor Works Maintenance Perf	1,500,000	(1,500,000)
	Plant And Vehicle Management	2,050,000	(1,460,100)
	Waste Management	114,000	(176,350)
	Water Operations	186,000	(682,650)
	Sewerage Operations	126,700	(207,345)
		<u>6,035,390</u>	<u>(12,894,640)</u>
		\$ 16,061,780	(\$20,586,360)
	Less Depreciation		(4,886,993)
		<u>16,061,780</u>	<u>(15,699,367)</u> \$ 362,413

**Boulia Shire Council
Proposed Budget - Capital Projects 2023-2024**

Capital Expenditure Item	Proposed Cost	Carried forward Budget from 20/21 & 21/22 & 22/23	Proposed Budget 23-24	Pending Grants	Grant Funding	Proposed Sales Revenue	Reserves	General Revenue	Other Sources
Plant & Equipment - subject to change									
Rubbish Truck P128 was P122		379,091	379,091				379,091		
Isuzu NQR 450 Medium Town Water Truck Trade P535 was P522		151,661	151,661				151,661		
Toyota 4X4 Hilux King Cab ute	68,000		68,000			40,000	28,000		
Slasher deck - suit existing	15,000		15,000				15,000		
Trailer P325 - Sale of LYONHAUL 12.5M DROP DECK TRAILER						30,000	(30,000)		
2008 Tristar Trailer Semi 30000L						5,000	(5,000)		
Tools Workcamp	10,000		10,000				10,000		
	93,000	530,752	623,752	0	0	75,000	548,752	0	0
Land									
Boulia Industrial Estate - BoR		994,800	994,800		994,800			0	
Industrial Subdivision - Installation of sewer & comms services - LRCI funding phase 2		390,090	390,090		390,090			0	
Industrial Estate - Pave & Seal - LRCI Phase 3 funding		1,661,413	1,661,413		1,136,912			524,501	
Boulia Residential Estate - Services / Access (Power, Water, Sewerage) - Subject to grant funding	1,500,000		1,500,000	1,500,000				0	
Boulia Residential Estate - 4 blocks - Services / Access (Power, Water, Sewerage) - Subject to grant funding	750,000		750,000	750,000				0	
Rubbish Tip Relocation / Site - Subject to grant funding	1,000,000		1,000,000	1,000,000				0	
	3,250,000	3,046,303	6,296,303	3,250,000	2,521,802	0	0	524,501	0
Furniture & Equipment									
Furniture and Equipment for Housing	15,000		15,000					15,000	
Telecommunications - RCP		3,482,866	3,482,866		2,255,931			434,076	792,859
IT Replacements	100,000		100,000					100,000	
	115,000	3,482,866	3,597,866	0	2,255,931	0	0	549,076	792,859
Buildings & Structures									
Administration									
The Community Hub - BBRF subject to grant funding approval	13,000,000		13,000,000	11,000,000				0	2,000,000
Post Office									
Post Office - Re-roofing	30,520		30,520					30,520	
Sports & Aquatic Centre -									
Heating pool system - Subject to grant funding	150,000		150,000	150,000				0	
Rubber surround for pool	100,000		100,000					100,000	
Fencing Tennis Courts - Boulia - subject to grant funding	80,000		80,000	80,000				0	

Boulia Shire Council
Proposed Budget - Capital Projects 2023-2024

Capital Expenditure Item	Proposed Cost	Carried forward Budget from 20/21 & 21/22 & 22/23	Proposed Budget 23-24	Pending Grants	Grant Funding	Proposed Sales Revenue	Reserves	General Revenue	Other Sources
Cemetery Boulia									
Purchase and install new Irrigation - subject to Grant funding	20,000		20,000	20,000				0	
Housing									
Council Housing Renovations - W4Q-4									
22 Moonah St - Restumping, decking / Electrical Re-wiring									
22 Moonah St - Fencing									
22 Moonah St - Bathroom Refurb									
24 Moonah St - Electrical re-wiring									
24 Moonah St - Fencing									
26 Moonah St - Restumping / Electrical Re-wiring									
26 Moonah St - Fencing									
3/47 Pituri - Fencing (non-cap)	0	300,000	300,000		300,000				
41 Pituri ST - Fencing									
41 Pituri St - Bathroom Refurb									
7 Wills St - Fencing									
46 Herbert St Fence (non-cap)									
26 Wills St - Electrical									
26 Wills St - Bathroom									
56 Moonah St (non-cap)									
1/26 Pituri St Bathroom Refurb									
2/26 Pituri St Bathroom Refurb									
5/26 Pituri St Bathroom Refurb									
6/26 Pituri St Bathroom Refurb									
Construct Community Staff Housing - LGGSP	600,000	2,000,000	2,600,000		1,520,000			1,080,000	
35 Wills St Bathroom Refurb	17,050		17,050					17,050	
35 Wills St Kitchen Refurb	17,400		17,400					17,400	
50 Burke St - Waterproofing / walls / air conditioning pipe	13,000		13,000					13,000	
Urاندnagi Staff Donga - Kitchen, painting, doors, screens	16,000		16,000					16,000	
63 Herbert St - Outdoor area	20,000		20,000					20,000	
Parks & Gardens - Boulia									
Install new shade structure over the skate park and playground (Robinson Park) - subject to funding	200,000		200,000	200,000				0	
Install Shade structure over play equipment Robinson Park - subject to funding	120,000		120,000	120,000				0	
Min Min Encounter									
Ceiling in theatre (starry lights) - possible grant funded	100,000		100,000					100,000	
Min Min Encounter - Front steps / concrete seats / planter boxes	26,000		26,000					26,000	

Boulia Shire Council
Proposed Budget - Capital Projects 2023-2024

Capital Expenditure Item	Proposed Cost	Carried forward Budget from 20/21 & 21/22 & 22/23	Proposed Budget 23-24	Pending Grants	Grant Funding	Proposed Sales Revenue	Reserves	General Revenue	Other Sources
Urandangi Community									
Urandangi Park Playground Shade- subject to funding	30,000		30,000	30,000				0	
Solar at Urandangi Depot - W4Q4		220,000	220,000		220,000			0	
	14,539,970	2,220,000	16,759,970	11,600,000	1,740,000	0	0	1,419,970	2,000,000
Airport									
Rejuvenation / Reseal of Airstrip - Boulia including Line Marking - subject to funding	568,456		568,456	568,456				0	
Urandangi Airport Line Marking	35,000		35,000					35,000	
	603,456	0	603,456	568,456	0	0	0	35,000	0
Roads									
Reseals Donohue Highway									
ch 111.1 - 114.46 Priority 2 funded by TIDS	257,000		257,000		145,500			111,500	
ch 114.46 - 114.7 Priority 2 funded by TIDS	9,000		9,000		4,500			4,500	
ch 116.45 - 122.4 Priority 3	220,000		220,000					220,000	
ch 223.5 - 226.5 (Emergency Airstrip) funded R2R Priority 1	258,000		258,000		258,000			0	
ch 226.5 - 233 funded by R2R Priority 1	240,000		240,000		240,000			0	
Coorabulka / Slashers Creek Roads QRRRF Phase 1 Phase 2 to be awarded yet		1,700,000	1,700,000		1,578,112			121,888	
	984,000	1,700,000	2,684,000	0	2,226,112	0	0	457,888	0
TIDS - Base Funding									
See Reseals above									
	0	0	0	0	0	0	0	0	0
Roads to Recovery									
See Reseals above			0					0	
	0	0	0	0	0	0	0	0	0
TMR Outback Way Funding									
Donohue Highway Package 3 Stage 7									
Outback Way PPR1 A CH 170.5 - 174.5 ID66745	3,900,000		3,900,000		3,900,000			0	
Outback Way PPR1 B CH 174.6 - 178.5 ID66746								0	
Outback Way PPR CH TBA	8,100,000		8,100,000		8,100,000			0	
	12,000,000	0	12,000,000	0	12,000,000	0	0	0	0
Water Infrastructure									
Bore Pump Replacement	20,000		20,000					20,000	
Install new bore to supply demand water (towards airport side of town) - Boulia additional bore		120,000	120,000					120,000	
Disinfection Maintenance	1,410	24,590	26,000					26,000	
Wash Down Bay Ladder / Platform		10,300	10,300					10,300	
Ground level reservoir Polyurea lining - subject to grant funding	270,575		270,575	270,575				0	

Boulia Shire Council
Proposed Budget - Capital Projects 2023-2024

Capital Expenditure Item	Proposed Cost	Carried forward Budget from 20/21 & 21/22 & 22/23	Proposed Budget 23-24	Pending Grants	Grant Funding	Proposed Sales Revenue	Reserves	General Revenue	Other Sources
Water Connection Boulia Golf Club / River Properties- subject to funding	280,000		280,000	280,000				0	
Water scouring / Reservoir cleaning	37,000		37,000					37,000	
Salt Water Chlorinator - BOR	70,000	200,000	270,000		170,000			100,000	
	678,985	354,890	1,033,875	550,575	170,000	0	0	313,300	0
Stormwater Infrastructure									
Stormwater Drains	50,000		50,000					50,000	
	50,000	0	50,000	0	0	0	0	50,000	0
Sewerage Infrastructure									
Access Chambers	500	13,050	13,550					13,550	
Solar Power Unit for sewer aerator - W4Q-4- Boulia		60,000	60,000		60,000			0	
Sewerage Pump Station Refurbish - W4Q-4 - Boulia + LRCI 4	568,456	230,000	798,456		768,456			30,000	
Sewerage Pump Station Switchboard upgrade	108,840		108,840					108,840	
Macerator - variation to sewerage pump	100,000		100,000					100,000	
	568,956	303,050	1,080,846	0	828,456	0	0	252,390	0
	32,883,367	11,637,861	44,730,068	15,969,031	21,742,301	75,000	548,752	3,602,125	2,792,859

Boulia Shire Council
Proposed 23/24 Budget - Operational Summary

	<i>Income</i>	<i>Expenditure</i>	
Governance	22,560	(1,990,255)	
Corporate	9,584,830	(3,722,950)	
Community	419,000	(1,978,515)	
Works	4,035,390	(10,894,640)	
	<u>14,061,780</u>	<u>(18,586,360)</u>	
Less Depreciation		(4,886,993)	
Totals	14,061,780	(13,699,367)	\$ 362,413

Proposed 23/24 Budget - Capital Summary

	<i>Income</i>	<i>Expenditure</i>	
Approved Grants	21,742,301		
Grants - Pending	15,969,031		
Proposed Sales	75,000		
Reserves	548,752		
General Income	3,602,125		
Other sources	2,792,859		
Project expenses		(44,730,068)	
	<u>44,730,068</u>	<u>(44,730,068)</u>	
Less			
Grants - Pending	15,969,031		
Approved Grants	21,742,301		
		<u>(7,018,736)</u>	
Less			
Proposed Sales	75,000		
Reserves	548,752		
Other sources	2,792,859		
		<u>(3,602,125)</u>	<u>(3,602,125)</u>
To be sourced by General Income or Savings			(3,239,712)

1.3 Financial Statements

TITLE:	Financial Statements 2023/2024 - 2025/2026	DOC REF: 1.3.1
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REPORT BY:	Kaylene Sloman Director of Corporate & Financial Services	DATE: 20/06/2023
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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

RISK MANAGEMENT:

Information Report only - not applicable.

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 for 2023/24 - 2025/26 Report as presented be accepted.

ATTACHMENTS:

1. Budget Financial Statements 23-24 [1.3.1.1 - 4 pages]

Approved by Chief Executive Officer	Ms Lynn Moore
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BOULIA SHIRE COUNCIL
Statement of Income & Expenditure
For the year ended 30 June 2024

	Budget 2023/24 \$,000	Budget 2024/25 \$,000	Budget 2025/26 \$,000
Operating Income			
Rates & Charges	1,914	1,990	2,059
Less: Discount Allowed	(86)	(66)	(68)
	1,828	1,924	1,991
Fees and charges	215	224	232
Rental income	361	375	388
Interest received	715	775	800
Sales - contract and recoverable works	4,000	4,160	4,306
Other recurrent income	113	117	122
Grants, subsidies, contributions and donations	6,199	6,728	7,300
Total Recurrent Revenue	13,431	14,303	15,139
Capital Revenue			
Grants, subsidies, contributions and donations	40,329	16,483	25,262
Total Capital Revenue	40,329	16,483	25,262
TOTAL INCOME	53,760	30,786	40,401
Expenses			
Recurrent Expenses			
Employee benefits	(4,310)	(4,504)	(4,626)
Materials and services	(26,470)	(16,965)	(27,173)
Finance Costs	(65)	(133)	(117)
Depreciation	(4,151)	(5,890)	(6,880)
Total Recurrent Expenses	(34,996)	(27,256)	(38,588)
TOTAL EXPENSES	(34,996)	(27,256)	(38,588)
Net Result Attributable to Council	18,764	3,530	1,813

BOULIA SHIRE COUNCIL
Statement of Financial Position
For the year ended 30 June 2024

	Budget 2023/24	Budget 2024/25	Budget 2025/26
	\$,000	\$,000	\$,000
Current Assets			
Cash and Cash Equivalents	15,187	11,159	14,029
Trade and other Receivables	1,017	1,085	1,151
Inventories	2,568	2,573	2,578
Total Current Assets	18,772	14,817	17,758
Non-Current Assets			
Property, Plant and Equipment	242,252	264,474	286,105
Capital Works in Progress	15,965	15,965	15,965
Total Non-Current Assets	258,217	280,439	302,070
TOTAL ASSETS	276,989	295,256	319,828
Current Liabilities			
Trade and other Payables	413	432	446
Loans	558	398	175
Provisions	530	285	290
Other current liabilities	1,646	1,646	1,646
Total Current Liabilities	3,147	2,761	2,557
Non-Current Liabilities			
Borrowings	2,363	909	716
Provisions	482	1,055	1,064
Other non-current liabilities	(1,646)	(1,646)	(1,646)
Total Non-Current Liabilities	1,199	1,057	889
TOTAL LIABILITIES	4,346	3,818	3,446
NET COMMUNITY ASSETS	272,643	291,438	316,382
Community Equity			
Asset Revaluation Reserve	128,749	134,016	137,146
Retained Surplus	143,894	157,422	179,236
Reserves			
TOTAL COMMUNITY EQUITY	272,643	291,438	316,382

BOULIA SHIRE COUNCIL
Statement of Cash Flows
For the year ended 30 June 2024

	Budget 2023/24 \$,000	Budget 2024/25 \$,000	Budget 2025/26 \$,000
Cash Flows from Operating activities:			
Receipts from customers	5,726	6,401	6,631
Payments to suppliers and employees	(11,832)	(11,245)	(11,605)
Interest received	715	775	800
Rental income	357	375	388
Non-capital grants and contributions	5,766	6,683	7,253
Borrowing Costs	(36)	(103)	(86)
Net Cash Inflow (Outflow) from Operating activities	696	2,886	3,381
Cash Flows from Investing activities:			
Payments for property, plant and equipment	(45,968)	(23,254)	(25,720)
Proceeds from sale of property, plant and equipment	-	-	-
Grants, subsidies, contributions and donations	40,829	16,913	25,622
Net Cash Inflow (Outflow) from Investing activities	(5,139)	(6,341)	(98)
Cash Flows from Financing activities			
Proceeds from borrowings	2,000		
Repayment of borrowings	(631)	(573)	(413)
Net Cash Inflow (Outflow) from Financing activities	1,369	(573)	(413)
Net Increase (Decrease) in Cash and Cash Equivalents held	(3,074)	(4,028)	2,870
Cash and Cash Equivalents at beginning of reporting period	18,261	15,187	11,159
Cash and Cash Equivalents at end of Reporting period	15,187	11,159	14,029

BOULIA SHIRE COUNCIL
Statement of Changes in Equity

For the year ended 30 June 2024

	Asset Revaluation Reserve			Retained Surplus			Total		
	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	
	2023/24	2024/25	2025/26	2023/24	2024/25	2025/26	2023/24	2024/25	2025/26
	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000
Opening balance	123,340	128,749	134,016	143,709	143,894	157,424	267,049	227,463	291,440
Adjustments									
Adjusted opening equity	123,340	128,749	134,016	143,709	143,894	157,424	267,049	227,463	291,440
Revaluations of property, plant and equipment									
Valuation gains/(losses)	5,409	5,267	3,180				5,409	5,267	3,180
Transferred to income statement on sale									
Impairment losses									
Change in value of future rehabilitation costs									
Net income recognised directly in equity	128,749	134,016	137,146	-	-	-	-	-	-
Surplus for the period				185	13,530	21,182	185	13,530	21,182
Total Recognised Income and Expense	128,749	134,016	137,146	143,894	157,424	179,236	272,463	291,440	316,382
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	128,749	134,016	137,146	143,894	157,424	179,236	227,463	291,440	316,382

1.4 Measures of Financial Sustainability

TITLE:	Measures of Financial Sustainability 2023/2024	DOC REF: 1.4.1
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REPORT BY:	Kaylene Sloman Director of Corporate & Financial Services	DATE: 20/06/2023
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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

RISK MANAGEMENT:

Information Report only - not applicable.

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 2023/2024 Bouliia Shire Council Long Term Financial Forecast – 2023/2024 be hereby adopted.

ATTACHMENTS:

1. 10 Key Financial Sustainability Ratios 23-24 [**1.4.1.1** - 3 pages]

Approved by Chief Executive Officer	Ms Lynn Moore
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BOULIA SHIRE COUNCIL
MEASURE OF FINANCIAL SUSTAINABILITY
FOR THE YEAR ENDED 30 JUNE 2024

Asset Sustainability Ratio

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

Target Ratio > 90%

2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
784	780	338	325	104	20	28	76	40	41

Potential future projects which require to be fully funded are identified in the Financials, note these have distorted this ratio. Asset Sustainability Ratio is very high for the first 2 years due to the amount of major project works being undertaken presently to utilise the funding that has come Council's way.

Net Financial Liabilities Ratio

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

Target Ratio < 60%

2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
-107.4	-76.9	-94.5	-86.6	-114.1	-125.8	-140.1	-152.3	-162.6	-182.7

Net Financial Liabilities Ratio is showing an increase in 23/24 as Council has proposed to borrow funds.

Operating Surplus Ratio

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

Target Ratio 0 - 15%

2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
-11.7	-20.7	-22.8	-27.6	-29.4	-29.8	-28.9	-28.8	-27.4	-27.2

Operating Surplus Ratio is showing that Council is unable to create sufficient revenue from Rates to fund all operating costs.

BOULIA SHIRE COUNCIL										
STATEMENT OF COMPREHENSIVE INCOME										
	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33
	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000
Operating Revenue										
General Rates	\$1,488	\$1,548	\$1,602	\$1,650	\$1,691	\$1,733	\$1,777	\$1,821	\$1,867	\$1,921
Water	\$180	\$187	\$194	\$200	\$205	\$210	\$215	\$220	\$226	\$231
Sewerage	\$118	\$123	\$127	\$131	\$134	\$137	\$141	\$144	\$148	\$152
Garbage	\$128	\$132	\$136	\$139	\$142	\$146	\$148	\$152	\$154	\$150
	\$1,914	\$1,990	\$2,059	\$2,120	\$2,172	\$2,226	\$2,281	\$2,337	\$2,395	\$2,454
Less Discounts	-\$86	-\$66	-\$68	-\$68	-\$69	-\$70	-\$71	-\$72	-\$73	-\$74
Pensioner remissions										
Net rates, levies & charges	\$1,828	\$1,924	\$1,991	\$2,052	\$2,103	\$2,156	\$2,210	\$2,265	\$2,322	\$2,380
Fees & charges	\$215	\$224	\$232	\$239	\$245	\$251	\$257	\$263	\$270	\$277
Rental income	\$361	\$375	\$388	\$400	\$410	\$420	\$431	\$442	\$453	\$464
Interest	\$715	\$775	\$800	\$891	\$893	\$1,010	\$1,081	\$1,162	\$1,241	\$1,317
Recoverable works income	\$4,000	\$4,160	\$4,306	\$4,435	\$4,546	\$4,659	\$4,776	\$4,895	\$5,018	\$5,143
Other recurrent income	\$113	\$117	\$122	\$125	\$128	\$131	\$135	\$138	\$142	\$145
Grants, subsidies, contributions & donations	\$6,199	\$6,728	\$7,300	\$7,490	\$7,678	\$7,869	\$8,067	\$8,268	\$8,475	\$8,687
Total Recurrent Revenue	\$13,431	\$14,303	\$15,139	\$15,632	\$16,003	\$16,496	\$16,957	\$17,433	\$17,921	\$18,413
Capital Revenue										
Grants, subsidies, contributions & donations	\$40,329	\$16,483	\$25,262	\$4,036	\$2,554	\$766	\$5,462	\$1,683	\$1,773	-\$85
Total Capital Revenue	\$40,329	\$16,483	\$25,262	\$4,036	\$2,554	\$766	\$5,462	\$1,683	\$1,773	-\$85
TOTAL INCOME	\$53,760	\$30,786	\$40,401	\$19,668	\$18,557	\$17,262	\$22,419	\$19,116	\$19,694	\$18,328
Expenses										
Employee benefits	\$4,310	\$4,504	\$4,626	\$4,743	\$4,861	\$4,982	\$5,107	\$5,234	\$5,365	\$5,499
Materials and services	\$6,470	\$6,729	\$6,965	\$7,173	\$7,353	\$7,537	\$7,725	\$7,918	\$8,116	\$8,319
Finance Costs	\$65	\$133	\$117	\$112	\$109	\$106	\$103	\$99	\$96	\$92
Depreciation	\$4,151	\$5,890	\$6,880	\$7,914	\$8,377	\$8,778	\$8,930	\$9,206	\$9,255	\$9,519
Total operating expense	\$14,996	\$17,256	\$18,588	\$19,942	\$20,700	\$21,403	\$21,865	\$22,457	\$22,832	\$23,429
TOTAL EXPENSES	\$14,996	\$17,256	\$18,588	\$19,942	\$20,700	\$21,403	\$21,865	\$22,457	\$22,832	\$23,429
Net results attributable to Council	\$38,764	\$13,530	\$21,813	-\$274	-\$2,143	-\$4,141	\$554	-\$3,341	-\$3,138	-\$5,101

BOULIA SHIRE COUNCIL										
BALANCE SHEET										
	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33
Current Assets										
Cash & Equivalents	\$15,187	\$11,159	\$14,029	\$13,058	\$17,704	\$20,098.00	\$23,001	\$25,685	\$28,162	\$32,559
Trade & other receivables	\$1,017	\$1,085	\$1,151	\$1,183	\$1,209	\$1,243	\$1,274	\$1,306	\$1,335	\$1,372
Inventories	\$342	\$347	\$352	\$357	\$362	\$367	\$372	\$377	\$382	\$387
Other financial assets	\$2,226	\$2,226	\$2,226	\$2,226	\$2,226	\$2,226	\$2,226	\$2,226	\$2,226	\$2,226
Total current assets	\$18,772	\$14,817	\$17,758	\$16,824	\$21,501	\$23,934	\$26,873	\$29,594	\$32,105	\$36,544
Non current assets										
Property, plant & equipment	\$242,252	\$264,474	\$286,105	\$289,142	\$290,033	\$288,668	\$288,925	\$284,192	286315	\$278,719
Capital works in progress	\$15,965	\$15,965	\$15,965	\$15,965	\$15,965	\$15,965	\$15,965	\$15,965	\$15,965	\$15,965
Total non current assets	\$258,217	\$280,439	\$302,070	\$305,107	\$305,998	\$304,633	\$304,890	\$300,157	\$302,280	\$294,684
TOTAL ASSETS	\$276,989	\$295,256	\$319,828	\$321,931	\$327,499	\$328,567	\$331,763	\$329,751	\$334,385	\$331,228
Current liabilities										
Overdraft										
Trade & other payables	\$413	\$432	\$446	\$458	\$468	\$481	\$493	\$506	\$517	\$531
Loans	\$558	\$398	\$175	\$77	\$81	\$85	\$90	\$94	\$99	\$103
Provisions	\$530	\$285	\$290	\$295	\$300	\$305	\$310	\$315	\$320	\$325
Other Current liabilities	\$1,646	\$1,646	\$1,646	\$1,646	\$1,646	\$1,646	\$1,646	\$1,646	\$1,646	\$1,646
Total current liabilities	\$3,147	\$2,761	\$2,557	\$2,476	\$2,495	\$2,517	\$2,539	\$2,561	\$2,582	\$2,605
Non current liabilities										
Loans	\$2,363	\$1,951	\$1,759	\$1,666	\$1,569	\$1,468	\$1,362	\$1,248	\$1,129	\$1,006
Provisions	\$482	\$752	\$776	\$798	\$820	\$842	\$864	\$886	\$908	\$930
Other Non-current liabilities	-\$1,646	-\$1,646	-\$1,646	-\$1,646	-\$1,646	-\$1,646	-\$1,646	-\$1,646	-\$1,646	-\$1,646
Total non current liabilities	\$1,199	\$1,057	\$889	\$818	\$743	\$664	\$580	\$488	\$391	\$290
TOTAL LIABILITIES	\$4,346	\$3,818	\$3,446	\$3,294	\$3,238	\$3,181	\$3,119	\$3,049	\$2,973	\$2,895
NET COMMUNITY ASSETS	\$272,643	\$291,438	\$316,382	\$318,637	\$324,261	\$325,386	\$328,644	\$326,702	\$331,412	\$328,333
Community equity										
Asset revaluation reserve	\$128,749	\$134,016	\$137,146	\$139,676	\$147,444	\$152,708	\$155,413	\$156,813	\$164,662	\$166,685
Retained surplus (Deficiency)	\$143,894	\$157,424	\$179,236	\$178,961	\$176,817	\$172,679	\$173,232	\$169,890	\$166,751	\$161,649
Other reserves										
TOTAL COMMUNITY EQUITY	\$272,643	\$291,440	\$316,382	\$318,637	\$324,261	\$325,386	\$328,644	\$326,702	\$331,412	\$328,333

1.5 Policy Reviews

1.5.1 Policy 101 - Purchasing and Acquisition

TITLE:	Policy 101 - Purchasing and Acquisition	DOC REF: 1.5.1
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REPORT BY:	Kaylene Sloman Director of Corporate and Financial Services	DATE: 20/06/2023
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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

RISK MANAGEMENT:

Information Report only - not applicable.

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*.

Below is listed the following pages and highlighted in yellow the changes that are proposed:

Page No.	Area change has occurred	Change made
1	Obsolete version	Added 2022/B7.19
1	Revision Date	Changed to June 2024
1	Responsible Officer	Added & Financial
7	Less than \$500	Changed register name to 2023-24
7	Greater than \$500	Changed register name to 2023-24
7	Greater than \$5,000	Changed register name to 2023-24
7	\$10,000 up to \$15,000	Changed register name to 2023-24
8	Top of page, 1 st paragraph	Changed register name to 2023-24
8	\$80,000 up to \$199,999	Changed register name to 2023-24
8	Procedure for assessing quotes	Changed register name to 2023-24

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:

1.5.1.1, 101 - Procurement Policy

Approved by Chief Executive Officer	Ms Lynn Moore
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BOULIA SHIRE COUNCIL

PROCUREMENT POLICY

Category:	Policy
Policy Number:	Policy 101
Document Version:	5
Obsolete Version:	2020/11.16, 2021/B6.5, 2022/B7.19
Keyword Classification:	Purchasing procurement 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 2024
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 & Financial 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

PROCUREMENT 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.

PROCUREMENT 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 (Net / 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 (Net / 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 a 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.

PROCUREMENT PROCEDURE

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

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

- (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 / net**).

SMALL PURCHASES UNDER \$15,000 (Net / excluding GST) - no specific legislative guidance

As a guide, only the following processes would generally apply but may be varied according to each specific situation or project:

Petty Cash

Up to \$50.00 may be spent out of petty cash, except as defined / authorised otherwise by the CEO in accordance with Petty Cash Procedures.

Less than \$500 (Net / 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 Approving Officer of the order can be the same person as long as they hold a Financial Delegation as per H:\1. Governance\REGISTERS\Registers **2023-24**.

Greater than \$500, less than \$5,000 (Net / 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. Financial delegations as per H:\1. Governance\REGISTERS\Registers **2023-24**.

Greater than \$5,000, less than \$10,000 (Net / 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. Form no. 105 procurement record form is to be completed and attached to the requisition with quotes and other relevant paperwork.

The Requisitioning Officer and the Delegate approving the order must not be the same person. Financial delegations as per H:\1. Governance\REGISTERS\Registers **2023-24**.

\$10,000 up to \$15,000 (Net / 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. Form no. 105 procurement record form is to be completed and attached to the requisition with quotes and other relevant paperwork.

The Requisitioning Officer and the Delegate approving the order must not be the same person. Financial delegations as per H:\1. Governance\REGISTERS\Registers **2023-24**.

\$15,000 up to \$80,000 (Note section 225 LGR applies) (Net / 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. Form no. 105 procurement record form is to be completed and attached to the requisition with quotes and other relevant paperwork.

The Requisitioning Officer and the Delegate approving the order must not be the same person. Financial delegations as per H:\1. Governance\REGISTERS\Registers **2023-24**.

\$80,000 up to \$199,999 (Net / 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. Form no. 105 procurement record form is to be completed and attached to the requisition with quotes and other relevant paperwork.

The Requisitioning Officer and the Delegate approving the order must not be the same person. Financial delegations as per H:\1. Governance\REGISTERS\Registers **2023-24**.

PROCEDURE FOR ASSESSING QUOTES

Using form no. 105 procurement record, tick the box on selection method (how you have selected supplier), detail the goods or service, list quotes by date, supplier and cost of goods, including cost of delivery to Boulia. Tick accepted yes or no as per each quote listed. Consider previous orders, did they arrive on time and or the quality of the goods. Continue completing the form, decide on your winning quote and detail the reason for the quote being successful. Obtain authorisation from delegated officer as per H:\1. Governance\REGISTERS\Registers **2023-24**.

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

105 Procurement Record Form

This form must be completed by the Requisitioning Officer and attached to the procurement documents to enable a purchase order to be created.

For Purchase Orders and Requisitions > \$5,000

Please tick one box only to indicate how you selected the supplier:

Selection Method	Circle	Example
The lowest priced quote, after considering local weightings	Yes	
The supplier with the highest score in an assessment matrix	Yes	
The successful tenderer from conducting a formal tender process	Yes	
The contract was approved by Council – Resolution No:	Yes	
The payment is for a statutory fee or membership or annual subscription	Yes	RAPAD, LGAQ, LGMA
The supplier has a services agreement with Council	Yes	GBA
The payment is for a utility service	Yes	Ergon, Telstra
Local business less than \$5,000	Yes	
The supplier is on an approved contractors list	Yes	Plant Hire, Trade Services
The purchase is through a LocalBuy arrangement – Contract No:	Yes	
There is only one supplier reasonably available	Yes	Followmont, TOLL
The services are of a confidential nature	Yes	
A genuine emergency exists	Yes	Flood, Fire, Accident
The contract is for the purchase of goods by auction	Yes	
The contract is for the purchase of second-hand goods	Yes	
The contract is made with another government body	Yes	Another Council, TMR
Emergent Works	Yes	
The payment is for a utility service	Yes	Ergon, Telstra

Goods or Services to be purchased

Quotes _____

Number _____

Circle or cross out

Date	Supplier Name	Amount \$	Accepted ?	Previously Used	Timely	Quality Service
			Yes	Yes	Yes	Yes
			Yes	Yes	Yes	Yes
			Yes	Yes	Yes	Yes
			Yes	Yes	Yes	Yes

Job Cost Number _____

Vendor Panel Number _____

Authorisation

Requisitioning Officer _____ Date: _____

Approving Officer _____ Date: _____

PROCUREMENT OF GOODS AND SERVICES GREATER THAN \$200,000 (Net /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.

1.5.2 Policy 107 - Debt Policy

TITLE:	Policy 107 - Debt Policy	DOC REF: 1.5.2
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REPORT BY:	Kaylene Sloman Director of Corporate and Financial Services	DATE: 20/06/2023
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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

RISK MANAGEMENT:

Information Report only - not applicable.

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:

Details of Council's current and proposed borrowings:-

to provide Council with a debt management strategy based on sound financial management guidelines.

Local Government Regulation 2012, Section 192 requires the local government to prepare and adopt a debt policy each financial year.

Below is listed the following pages and highlighted in yellow the changes that are proposed.

Page No.	Area change has occurred	Change made
1	Obsolete Version	Added 2022/B7.19
1	Revision date	Changed to 30/06/2024
1	Responsible Officer	Added & Financial
3	Table	Removed 2022/23, added \$2,000 Regional Hub
3	Second last paragraph	Changed year and updated value to \$2,000,000
4	Table	Updated figures
5	1 st paragraph	Changed figure \$25,194
5	3 rd paragraph under table	Changed year to 2023-24
6	2 nd last paragraph under table	Changed year to 2023/24

RECOMMENDATION:

1. That Policy 107 Debt Policy as presented be adopted.
2. That a copy of the policy be loaded into the Councillor Hub.

ATTACHMENTS:

5.2.1 107 - Debt Policy 23-24

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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BOULIA SHIRE COUNCIL

DEBT POLICY

Category:	STATUTORY FINANCE POLICY
Policy Number:	107
Document Version:	Version 1
Obsolete Version:	2014-2015/1, 2015-16/1, 2018/11.21, 2021/1.15, 2022/B7.19
Keyword Classification:	Finance Debt Borrowing
Summary:	Details of Council's current and proposed borrowings:- to provide Council with a debt management strategy based on sound financial management guidelines
Adoption Date:	
Resolution:	
Due for Revision:	Annually
Revision date:	30/06/2024
Date revoked:	n/a
Related documents:	Nil
Responsible Section:	Finance
Responsible Officer:	Director of Corporate & Financial Services
Legislation	Local Government Act 2009 s104 (5) (c) ii, Local Government Regulation 2012, s192

OBJECTIVE

Local Government Regulation 2012, Section 192 requires the local government to prepare and adopt a debt policy each financial year.

The Policy must include the following elements:-

- (a) new borrowings planned for the current financial year and the next nine financial years; and
- (b) the time over which it is planned to repay existing and proposed borrowings.

SCOPE

This Policy applies to all of Council's borrowings. It does not apply to leasing or hire purchase arrangements except insofar as such arrangements are required to be considered as borrowings by relevant legislation and Financial Accounting Standards.

BACKGROUND AND CONSIDERATIONS

Bouliia Shire Council recognises the desirability of establishing contingency funds sufficient to fund future developments, particularly for water and sewerage, and to use these funds when appropriate to avoid external borrowings for relatively minor acquisitions and developments. Council may, however, determine to borrow funds not just on the basis of immediate need, but for strategic reasons and/or because it is economically advantageous to do so.

The level of debt in individual programs and in total for the Shire is a matter for Council to decide from time to time but due recognition will be given to:-

- (a) the type and extent of benefits to be obtained from the borrowing including the length of time the benefits will be received
- (b) the beneficiaries of the acquisition or development
- (c) the impact of interest and redemption payments on both current and forecast rates revenue
- (d) the current and future capacity of the rate base to pay for borrowings and the rate of growth of the rate base
- (e) likely movements in interest rates for variable rate borrowings
- (f) other current and projected sources of funds such as headwork's
- (g) competing demands for funds

It is recognised that, as infrastructure such as water and sewerage are usually funded in advance of community requirements and borrowings are repaid by future users, it is appropriate to utilise debt to fund future infrastructure capacity. The appropriate mix of sources of funds will depend on the factors mentioned above.

Capital expenditure on general community facilities are usually funded from such revenue sources as general rates, special rates, grants, subsidies and borrowings. Borrowings for these developments should be limited to what can be repaid by the existing rate base and, in general, should be over a shorter period so that current users substantially contribute to the debt servicing and redemption.

Debt on existing facilities should not become a burden on future generations who may not receive benefits from these facilities. Again, the appropriate combination of debt and revenue will depend upon the type of development and the Shire's circumstances at the time.

GENERAL POLICY ON BORROWINGS

Council will only borrow funds for the purpose of acquiring assets, improving facilities or infrastructure and/or substantially extending their useful life.

Council may borrow to meet strategic needs or to take advantage of opportunities for development providing there is a demonstrably good return in economic and/or social terms.

Where borrowings are to be repaid by special rates, the revenue raised and repayments will be matched as far as is practical. Borrowings will be repaid early should revenue exceed scheduled repayments.

Borrowings will only be made in accordance with the adopted budget.

Borrowings will only be from the Queensland Treasury Corporation (QTC) or, if from another organisation, with the approval of the QTC and Department of Local Government and Planning.

Borrowings will normally be for a maximum of ten years. Shorter borrowing periods and earlier repayments will be taken where possible and appropriate. If a longer term is appropriate, and this may be the case for some infrastructure assets such as water and sewerage, the term will not exceed the life of the asset or twenty years whichever is the shorter period.

SPECIFIC POLICY ON BORROWINGS

Planned Borrowings

Borrowings planned for the current financial year and the next nine financial years and the purpose of the new borrowings is as follows:-

Year	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
Amount \$'00	\$2,000	0	0	0	0	0	0	0	0	0
Purpose	Regional Hub									

In our 2023/24 budget, we have allowed for borrowings that Council will approve an application for a loan for the Regional Community Precinct (Hub) to the value of \$2,000,000.

The table below is the planned repayment schedule for the proposed new borrowings: -

Regional Community Precinct – The Hub

Financial Year	Interest and admin fees	Principal	Debt Service Payment
2023/24	80,620.00	20,155.00	100,775.00
2024/25	79,807.55	20,967.45	100,775.00
2025/26	78,962.35	21,812.65	100,775.00
2026/27	78,083.09	22,691.91	100,775.00
2027/28	77,168.38	23,606.62	100,775.00
2028/29	76,216.79	24,558.21	100,775.00
2029/30	75,226.85	25,548.15	100,775.00
2030/31	74,197.01	26,577.99	100,775.00
2031/32	73,125.65	27,649.35	100,775.00
2032/33	72,011.10	28,763.90	100,775.00
2033/34	70,851.63	29,923.37	100,775.00
2034/35	69,645.42	31,129.58	100,775.00
2035/36	68,390.58	32,384.42	100,775.00
2036/37	67,085.17	33,689.83	100,775.00
2037/38	65,727.13	35,047.87	100,775.00
2038/39	64,314.35	36,460.65	100,775.00
2039/40	62,844.62	37,930.38	100,775.00
2040/41	61,315.65	39,459.35	100,775.00
2041/42	59,725.04	41,049.96	100,775.00
2042/43	58,070.32	27,204.68	85,275.00

An indicative interest rate of 4.031% was used for the interest calculations in this schedule. Interest Rates are based on the knowledge that was at hand of writing this policy. Debt Servicing Payments DSP's will be scheduled for quarterly repayments, covering the principal and interest. Term of 20 years will be applicable for the loan, ending 2042/43. Repayment estimates on current interest rate is approximately \$25,194 per quarter.

Current Borrowings

QTC Loan - Council in April of the 2015/16 Financial year, Council took out a loan for \$1,264,771 for 20 years. The funds were borrowed for the Racecourse Levee, Airport Terminal and Airport Drag Strip.

The table below is the planned repayment schedule for the existing borrowings:-

Financial year	Interest and admin fees	Principal	Debt Service Payment
2023-24	\$35,975.14	\$58,921.90	\$94,897.04
2024-25	\$33,542.60	\$61,354.44	\$94,897.04
2025-26	\$31,009.64	\$63,887.40	\$94,897.04
2026-27	\$28,372.10	\$66,524.94	\$94,897.04
2027-28	\$25,625.67	\$69,271.37	\$94,897.04
2028-29	\$22,765.85	\$72,131.19	\$94,897.04
2029-30	\$19,787.98	\$75,109.06	\$94,897.04
2030-31	\$16,687.16	\$78,209.88	\$94,897.04
2031-32	\$13,458.33	\$81,438.71	\$94,897.04
2032-33	\$10,096.21	\$84,800.83	\$94,897.04
2033-34	\$6,595.27	\$88,301.77	\$94,897.04
2034-35	\$2,949.80	\$106,737.72	\$109,687.52

This information is indicative only as interest rates are subject to fluctuations. Borrowing rates are expressed as an annual rate payable quarterly and include all fees and charges.

Principal and interest loans have assumed Debt Servicing Payments DSP's are paid on the 15th day of the last month of the quarterly repayment period.

Future budgets from 2023-24 to 2033-34 will have to allow for repayments of Interest & Principal of \$94,897.04 per year.

The last year of the loan in 2034-35 will need to allow for an amount of \$109,687.52.

Building Acceleration Fund / Minister for Economic Development Queensland

Council in May of the 2021/22 Financial year, Council took out a loan for \$476,735 for 15 years. The funds were borrowed for the Min Min Encounter Refurbishment. Note this is an interest free loan.

The table below is the planned repayment schedule for the existing borrowings:-

Payment	Repayment Date	Repayment amount
1	30/06/2023	\$32,000
2	30/06/2024	\$32,000
3	30/06/2025	\$32,000
4	30/06/2026	\$32,000
5	30/06/2027	\$32,000
6	30/06/2028	\$32,000
7	30/06/2029	\$32,000
8	30/06/2030	\$32,000
9	30/06/2031	\$32,000
10	30/06/2032	\$32,000
11	30/06/2033	\$32,000
12	30/06/2034	\$32,000
13	30/06/2035	\$32,000
14	28/02/2036	\$28,735

Principal loans have assumed Debt Servicing Payments DSP's are paid on the 30th day of June repayment period.

Future budgets from 2023/24 to 2035/36 will have to allow for repayments of Principal of \$32,000 per year.

The last year of the loan in 2035/36 will need to allow for an amount of \$28,735.

1.5.3 Policy 109 – Revenue Policy

TITLE:	Policy 109 – Revenue Policy	DOC REF: 1.5.3
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REPORT BY:	Kaylene Sloman Director of Corporate and Financial Services	DATE: 20/06/2023
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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

RISK MANAGEMENT:

Information Report only - not applicable.

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.

Below is listed the following pages and highlighted in yellow the changes that are proposed.

Page No.	Area change has occurred	Change made
1	Title	Changed dates to 2023/24
1	Document version	Added 2023/24
1	Obsolete Version	Added 2022/23
1	Revision date	Changed to 01/07/2024
1	Responsible Officer	Added & Financial

RECOMMENDATION:

1. That Policy 109 Revenue Policy 2023/24 as presented be adopted.
2. That a copy of the policy be loaded into the Councillor hub.

ATTACHMENTS:

1.5.3.1, 109 - Revenue Policy 2023-24

Approved by Chief Executive Officer	Ms Lynn Moore
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BOULIA SHIRE COUNCIL

REVENUE POLICY 2023/24

Category:	Policy
Policy Number:	109
Document Version:	Revenue – 2023/24
Obsolete Version:	Policy 109 Revenue – 2019/20, 2020/21, 2021/22, 2022/23
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:	01/07/2024
Date revoked:	N/A
Related documents:	N/A
Responsible Section:	Finance
Responsible Officer:	Director Corporate & Financial 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 Boulia Shire Council, in 2023/2024 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.

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.

1.5.4 Policy Review 110 Internal Audit Policy

TITLE:	Policy Review 110 Internal Audit Policy	DOC REF: 1.5.4
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REPORT BY:	Kaylene Sloman Director of Corporate and Financial Services	DATE: 20/06/2023
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

5.2.2: Maintain high standards of Corporate Governance through effective audits

RISK MANAGEMENT:

Information Report only - not applicable.

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.

Below is listed the following pages and highlighted in yellow the changes that are proposed:

Page No.	Area Change has occurred	Change made
1	Title	Change dates to 2023/24
1	Obsolete Version	Added 2022/B7.19
1	Adoption date	Removed date
1	Revision date	Change year to 2024
1	Responsible Officer	Updated officer title

RECOMMENDATION:

1. That Policy 110 Internal Audit Policy 2023/2024 as presented be adopted.
2. That a copy of the policy be loaded into the Councillor Hub.

ATTACHMENTS:

1.5.4.1 110 - Internal Audit Policy

Approved by Chief Executive Officer	Ms Lynn Moore
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BOULIA SHIRE COUNCIL

INTERNAL AUDIT POLICY

2023/24

Category:	Policy
Policy Number:	110
Document Version:	Version 1
Obsolete Version:	Internal Audit Policy as adopted 25 th June 2021, 2021/7.18, 2022/B7.19
Keyword Classification:	Internal Audit
Summary:	Framework for the conduct of the internal audit function
Adoption Date:	
Resolution:	
Due for Revision:	Annually
Revision date:	01/07/2024
Date revoked:	N/A
Related documents:	N/A
Responsible Section:	Finance
Responsible Officer:	Chief Executive Officer Director of Corporate & Financial 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 issue as registered on Pulse until cleared.

The internal audit report will be tabled at the next Audit and Risk Management Committees meeting for discussion.

A review of the Register of outstanding issues / work in progress will be reviewed at every second meeting held by the Committee.

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.

1.5.5 Policy 119 - Investment Policy 2023/2024

TITLE:	Policy 119 - Investment Policy 2023/2024	DOC REF: 1.5.5
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REPORT BY:	Kaylene Sloman Director of Corporate and Financial Services	DATE: 20/06/2023
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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

RISK MANAGEMENT:

Information Report only - not applicable.

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.

Below is listed the following pages and highlighted in yellow the changes that are proposed.

Page No.	Area change has occurred	Change Made
1	Title	Changed years to 2023/24
1	Obsolete Version	Added 2022/B7.19
1	Adoption date	deleted
1	Revision date	Changed to 1/7/2024
1	Responsible Officer	Updated Officer title

RECOMMENDATION:

1. That Policy 119 Investment Policy 2023/2024 as presented be adopted.
2. That a copy of the policy be loaded into the Councillor Hub.

ATTACHMENTS:

1.5.5.1 119 - Investment Policy

Approved by Chief Executive Officer	Ms Lynn Moore
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BOULIA SHIRE COUNCIL

INVESTMENT POLICY 2023/24

Category:	Financial Policy
Policy Number:	119
Document Version:	Version 6
Obsolete Version:	Policy 119 Investment Version 5, 2019/7.23 24 th July 2019, 2021/B6.8, 2022/B7.19
Keyword Classification:	Investments
Summary:	To outline guidelines when investing Council money.
Adoption Date:	
Resolution:	
Due for Revision:	Annually
Revision date:	01/07/2024
Date revoked:	N/A
Related documents:	N/A
Responsible Section:	Finance
Responsible Officer:	Director of Corporate & Financial 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.

1.5.6 Policy 133 - Fraud and Corruption Control

TITLE:	Policy 133 - Fraud and Corruption Control	DOC REF: 1.5.6
REPORT BY:	Kaylene Sloman Director of Corporate and Financial Services	DATE: 20/06/2023

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To define Council's position in relation to fraud and corruption by:

- Acknowledging Council's obligations as a public sector entity to eradicate all instances of fraudulent and corrupt activities through appropriate control measures;
- Establishing Council's commitment to the promotion and proper management of the fraud and corruption management framework

CONTENT:

This policy applies to all facets of Council's operations, including administration, service delivery and performance. This policy also applies to all Bouliia Shire Councillors, employees, contractors, consultants, suppliers and volunteers.

Proposed changes to policy are listed below with page number and highlighted in yellow.

Page No.	Area to be changed	Change
1	Document Version	Added 2021/7.18
1	Adoption date	deleted
1	Resolution	deleted
1	Revision date	Updated to 1/7/2024
1	Responsible Officer	Updated officer title

RECOMMENDATION:

1. That Policy 133 Fraud and Corruption Control Policy as presented be adopted.
2. That a copy of the policy be loaded into the Councillor Hub.

ATTACHMENTS:

1.5.6.1 133 - Fraud and Corruption Control Policy

Approved by Chief Executive Officer	Ms Lynn Moore
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BOULIA SHIRE COUNCIL

FRAUD AND CORRUPTION CONTROL

Category:	Policy
Policy Number:	133
Document Version:	Version 1, 2019/12.23, 2021/7.18
Obsolete Version:	
Keyword Classification:	Fraud Control
Summary:	This policy sets out the organisational requirements to prevent, detect, respond to and report fraud and corruption at the Boulia Shire Council.
Adoption Date:	
Resolution:	
Due for Revision:	Annually
Revision date:	01/07/2024
Date revoked:	N/A
Related documents:	<p>Policy 108 - Audit & Risk Management Committee Policy</p> <p>Policy 110 - Internal Audit Policy 2019/20</p> <p>Policy 116 - Workplace Health, Safety, Environment and Quality</p> <p>Policy 122 - Councillor Interaction Policy</p> <p>Policy 123 - Risk Management Policy</p> <p>Policy 128 - Public Interest Disclosure Policy and Procedure</p> <p>Policy 129 - Councillor Code of Conduct</p> <p>Policy 130 - Dealing with a Complaint involving a Public Official (CEO)</p> <p>Policy 146 - Code of Conduct</p> <p>Policy 127 - Complaints Management Policy & Process</p> <p>BSC Discipline Process</p> <p>Fraud and Corruption Control Plan</p> <p>Fraud and Corruption Control Strategy</p> <p>Crime and Corruption Commission, fraud and corruption prevention publications www.ccc.qld.gov.au</p> <p>Australian Standard AS 8001-2008 Fraud and Corruption Control</p>
Responsible Section:	Finance
Responsible Officer:	Director of Corporate & Financial Services
Legislation:	<p>Crime and Corruption Act 2001</p> <p>Criminal Code Act 1899</p> <p>Financial Accountability Act 2009</p> <p>Local Government Act 2009</p> <p>Local Government Regulation 2012</p> <p>Public Interest Disclosure Act 2010</p> <p>Public Sector Ethics Act 1994</p>

SCOPE

This policy applies to all facets of Council's operations, including administration, service delivery and performance. This policy also applies to all Boulia Shire Councillors, employees, contractors, consultants, suppliers and volunteers.

PURPOSE

To define Council's position in relation to fraud and corruption by:

- Acknowledging Council's obligations as a public sector entity to eradicate all instances of fraudulent and corrupt activities through appropriate control measures;
- Establishing Council's commitment to the promotion and proper management of the fraud and corruption management framework

DEFINITIONS

To assist in interpretation, the following definitions apply:-

CEO Chief Executive Officer

A person who holds an appointment under section 194 of the *Local Government Act 2009*. This includes a person acting in this position.

Contractor

A person, organisation or entity that performs a specific act or acts including the provision of services and/or materials to another person, organisation or entity under an agreement enforceable by law.

Corrupt Conduct

Conduct that involves the exercise of a person's official powers in a way that:

- i) Is not honest or impartial; or
- ii) Involves a breach of trust placed in the person as a public officer, either knowingly or recklessly; or
- iii) Involves a misuse of Council assets, materials or information; and
- iv) Is for the purposes of providing a benefit to the person or another person or causing a detriment to another person; and
- v) Would, if proven constitute a criminal offence or is serious enough to justify a dismissal.

Corrupt Conduct is defined formally and in detail as per s15 *Crime and Corruption Act 2001*.

Corruption

Dishonest activity by staff or others that is contrary to the interests of Council. Corruption includes fraud, misuse of position or authority, breach of confidentiality or other unacceptable activity that may cause loss to Council, its clients or the general community.

Council

Boulia Shire Council.

Councillor

The Mayor and Councillors of Boulia Shire Council, within the meaning of the *Local Government Act 2009*.

Employee

Local government employee—

(a) the Chief Executive Officer; or

(b) a person holding an appointment under section 196 of the *Local Government Act 2009*.

Enterprise Risk Management

Council's approach to risk management encompassing strategy, processes, culture, technology, standards and knowledge in identifying, analysing, evaluating, managing, treating, reviewing and communicating uncertainties encountered.

Fraud

Dishonest activity causing actual or potential financial loss to any person or agency including theft of moneys or other property by employees or persons external to the agency and whether or not deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit.

Manex Team

Consists of the CEO, DWO, DCS, Managers, Works Foremen and Works Supervisor.

Official Misconduct

Has the same meaning as in the *Crime and Misconduct Act 2001 s15*, that is, it is conduct that if proved could be:

a criminal offence or

a disciplinary breach providing reasonable grounds for terminating the person's services.

Public Interest Disclosure

A disclosure made under the *Public Interest Disclosure Act 2010* (PID Act) s12 & 13 and includes all information and help given by the discloser to the proper authority for the disclosure.

Reprisal

Causing, or attempting to conspire to cause, detriment to another person because, or in the belief that, anybody has made or may make, a public interest disclosure (whistleblowing). A reprisal is a criminal offence and a civil wrong, and is also official misconduct.

Risk

The effect of uncertainty on objectives. In consideration of fraud and corruption risk, this will generally, be a negative impact.

POLICY

Council is committed to the prevention, detection and response of fraud and corruption done to or by Council in accordance with best practice guidance as set out by AS8001- 2008 Fraud and Corruption Control.

Council has zero tolerance to activities related to fraud and corruption and Council will investigate, or otherwise formally enquire into, all instances of suspected fraudulent or corrupt conduct exposed as a result of receiving an allegation or detecting fraudulent or corrupt activities as statutorily required. Appropriate actions will follow these investigations including, where applicable, actions to recover moneys or other property should a cost benefit analysis justify such action.

Fraud and Corruption Principles

Councillors and all supervisory staff have a responsibility for setting the ethical tone of the organisation consistent with the ethics principles set out in the *Public Sector Ethics Act 1994* and the *Local Government Act 2009 s13 (2) (h) & (i)*. They play a key role in the general administration of their work areas and consequently overseeing the implementation, review and monitoring of fraud and corruption prevention strategies, including risk management processes.

There are three key principles that form Council's strategic framework; Prevention, Detection and Response.

- i) Council's risk management principles and strategies will be utilised to maximise prevention opportunities and minimise any potential risks of fraud and corruption;
- ii) All Councillors, employees, contractors and volunteers are accountable for their own conduct;
- iii) All persons that possess supervisory responsibilities, including elected members, are accountable for assisting in the establishment of a workplace with the highest ethical standards through promotion and exemplifying ethical behaviour at all times;
- iv) All Councillors, employees, contractors and volunteers have an obligation to report any corrupt conduct within their areas or other areas of Council;
- v) In the event of the detection of any suspected corrupt activity, Councillors, employees, contractors and volunteers have an obligation to report their identified concerns;
- vi) Any persons reporting a suspected corrupt conduct activity shall be duly afforded protection from any potential reprisals.

5.2 Fraud and Corruption Control Management Framework

Council's fraud and corruption control management framework is also based on the 10 elements identified in the Crime and Misconduct Commission's publication, *Fraud and Corruption Control: Guidelines for Best Practice (2005)*, these elements are:

1. A clear and integrated suite of relevant policies;
2. Effective and continuing fraud and corruption risk management;
3. Internal controls with clear accountability and responsibility structures;
4. Effective internal reporting systems and procedures;
5. An effective system of external notification and reporting;
6. Robust public interest disclosure mechanisms;
7. A clear Code of Conduct and disciplinary standards;
8. Comprehensive staff awareness and appropriate training programs;
9. Competent investigation processes and standards; and
10. Effective stakeholder and community awareness programs.

1.5.7 Policy 139 Related Parties Disclosure

TITLE:	Policy 139 Related Parties Disclosure	DOC REF: 1.5.7
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REPORT BY:	Kaylene Sloman Director of Corporate and Financial Services	DATE: 20/06/2023
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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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

Is to define the parameters for related party transactions and the level of disclosure and reporting required to achieve compliance with *Australian Accounting Standard AASB 124 – Related Party Disclosures*.

CONTENT:

The purpose of this policy is to be applied in:

1. identifying Key Management Personnel (KMP); and
2. identifying related party relationships and transactions; and
3. identifying outstanding balances, including commitments, between Council and its related parties; and
4. identifying the circumstances in which disclosure is required; and
5. determining the specific disclosures to be made.

Changes made are detailed in the table below.

Page No.	Location of Change required	Change made
1	Obsolete Version	Added 2020/B7.4
1	Adoption date	deleted
1	Resolution	moved
1	Revision Date	Updated date to reflect 3 years
1	Responsible Officer	Updated Officer title
3	Identification of Key Management Personnel (e)	Updated Officer title

RECOMMENDATION:

1. That Policy 139 Related Parties Disclosure Policy 2023/2024 as presented be adopted.
2. That a copy of the policy be loaded into the Councillor Hub.

ATTACHMENTS:

1.5.7.1 139 - Related Parties Disclosure Policy

Approved by Chief Executive Officer	Ms Lynn Moore
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BOULIA SHIRE COUNCIL

RELATED PARTY DISCLOSURE POLICY

Category:	Policy
Policy Number:	139
Document Version:	Version 1
Obsolete Version:	2017/5.22 2 nd June 2017, 2020/B7.4
Keyword Classification:	Related Party Disclosures Policy
Summary:	This policy is to provide guidance for determining who are the related parties of Council, what equates to related party transactions and how to record them.
Adoption Date:	
Resolution:	
Due for Revision	3-years hence
Revision date:	1 st July 2026
Date revoked	n/a
Related documents:	Related Party Declaration Form
Responsible Section	Finance
Responsible Officer	Director of Corporate & Financial Services
Legislation	Local Government Act 2009 Local Government Regulation 2012 Accounting Standard AASB 124 – Related Party Disclosures

OBJECTIVE:

The objective of the policy is to define the parameters for related party transactions and the level of disclosure and reporting required to achieve compliance with *Australian Accounting Standard AASB 124 – Related Party Disclosures*.

SCOPE & PURPOSE:

The purpose of this policy is to be applied in:

- (1) identifying Key Management Personnel (KMP); and
- (2) identifying related party relationships and transactions; and
- (3) identifying outstanding balances, including commitments, between Council and its related parties; and
- (4) identifying the circumstances in which disclosure is required; and
- (5) determining the specific disclosures to be made.

DEFINITIONS:

Arm's length terms – terms between parties that are reasonable in the circumstances of the transactions that would result from:

- (a) neither party bearing the other any special duty or obligation; and
- (b) the parties being unrelated and uninfluenced by the other; and
- (c) each party having acted in its own interests.

Close members of the family of a person – are those family members who may be expected to influence, or be influenced by that person in their dealings with the entity and include:

- (a) that person's children and spouse or domestic partner;
- (b) children of that person's spouse or domestic partner; and
- (c) dependents of that person or that person's spouse or domestic partner.

Entity – can include a body corporate, a partnership or a trust, incorporated association or unincorporated group or body.

Key Management Personnel – are those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly including but not limited to a Councillor, Chief Executive Officer, Manager or Foreman.

Ordinary citizen transactions - transactions that an ordinary citizen would undertake with Council, which is undertaken on arm's length terms and in the ordinary course of carrying out Council's functions and activities, such as paying rates and utility charges, using Council's public facilities after paying the relevant fee.

Related party - means a person or entity that is related to the entity that is preparing its financial statements. A related party may be an affiliate, and employee, members of the immediate family of an employee or persons having a controlling influence on controlled entities.

POLICY STATEMENT:

Related Party relationships are a normal feature of commerce and business. For example, entities frequently carry on parts of their activities through subsidiaries, joint ventures and associates. In those circumstances, there is the possibility of the entity having the ability to affect the financial and operating policies of Council through the presence of control, joint control or significant influence.

A Related Party relationship could influence the normal business operations of Council. In some instances, Council may enter into transactions with a Related Party that unrelated parties would not. For example, goods are supplied to Council on terms that might not be offered to other customers. Also, transactions between Related Parties may not be made on the same terms as between unrelated parties.

The normal business operations of Council may be affected by a Related Party relationship even if Related Party Transactions do not occur. The mere existence of the relationship may be sufficient to affect the transactions of the Council with other parties. Alternatively, one party may refrain from trading with Council because of the significant influence of another - for example, a local supplier may be instructed by its parent not to engage in supplying goods to Council.

For these reasons, knowledge of Council's transactions and outstanding balances (including commitments and relationships with Related Parties) may affect assessments of Council's operations by users of financial statements, including assessments of the risks and opportunities facing the Council.

IDENTIFICATION OF KEY MANAGEMENT PERSONNEL

For the purposes of this policy, Key Management Personnel are identified as the following:

- (a) Mayor and Councillors;
- (b) Chief Executive Officer;
- (c) Director of Works and Operations;
- (d) Foreman of Roads Construction and Maintenance and the Foreman of Roads Utilities and Services; and
- (e) Director of Corporate & Financial Services
- (f) Finance Manager.

IDENTIFICATION OF RELATED PARTIES

A person or entity is a related party of Council if any of the following apply:

- (a) They are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others);
- (b) They are an associate or belong to a joint venture of which Council is part of;
- (c) They and Council are joint ventures of the same third party;
- (d) They are part of a joint venture of a third party and Council is an associate of the third party;
- (e) They are a post-employment benefit plan for the benefit of employees of either Council or an entity related to Council;
- (f) They are controlled or jointly controlled by close members of the family of a person.

- (g) They are identified as a close member of the family of a person with significant influence over Council or a close member of the family of a person who is a KMP of Council;
- (h) They, or any member of a group of which they are a part, provide KMP services to Council.

For the purposes of this Policy, related parties of Council are:

- (a) Entities related to Council;
- (b) Key Management Personnel of Council;
- (c) Close family members of KMP;
- (d) Entities or persons that are controlled or jointly controlled by KMP, or their close family members.

REVIEW OF RELATED PARTIES

A review of KMP's and their related parties will be undertaken on an annual basis. Particular events, such as a change of Councillors, Chief Executive Officer or other relevant staff or a corporate restructure, will also trigger a review of Council's related parties. The method for identifying the close family members and associated entities of KMP will be by KMP self-assessment and recorded on a Related Party Declaration Form.

IDENTIFICATION OF CONTROL OR JOINT CONTROL

A person or entity is deemed to have control if they have:

- (a) power over the entity;
- (b) exposure, or rights, to variable returns from involvement with the entity; and
- (c) the ability to use power over the entity to affect the amount of returns.

To jointly control, a person or entity must have contractual rights or agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

REQUIRED DISCLOSURES & REPORTING

AASB 124 provides that Council must disclose the following financial information in its financial statements for each financial year period:

1. Disclosure of any related party relationship - must disclose in the annual financial statements its relationship with any related parties or subsidiaries (where applicable), whether or not there have been transactions within the relevant reporting period.
2. Compensation disclosures - must disclose in the annual financial statements KMP for each of the categories of compensation (as defined in AASB 124) in total.

RELATED PARTY TRANSACTION DISCLOSURES

Related Party Transactions are required to be disclosed, regardless of whether a price is charged. Such transactions may include:

- Purchase or sale of goods;
- Purchase or sale of property and other assets;

- Rendering or receiving services;
- Leases;
- Quotations and/or tenders;
- Commitments; and
- Settlements of liabilities on behalf of Council or by Council on behalf of the related party.

Council must disclose all **material** and **significant** Related Party Transactions in its annual financial statements and include the following detail:

- (i) The nature of the related party relationship; and
- (ii) Relevant information about the transactions including:
 - (a) The amount of the transaction;
 - (b) The amount of outstanding balances, including commitments, and
 - i. Their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in the settlement; and
 - ii. Details of any guarantee given or received
 - (c) Provision for doubtful debts related to the amount of outstanding balances; and
 - (d) The expense recognised during the period in respect of bad or doubtful debts due from related parties.

The following matters must be considered in determining the materiality and significance of any related party transactions:

- (i) significance of transaction in terms of size;
- (ii) whether the transaction was carried out on non-market terms;
- (iii) whether the transaction is outside normal day-to-day business operations, such as the purchase and sale of assets;
- (iv) whether the transaction is disclosed to regulatory or supervisory authorities;
- (v) whether the transaction has been reported to senior management; and
- (vi) whether the transaction was subject to Council approval.

Regard must also be given for transactions that are collectively, but not individually significant.

Disclosures that Related Party Transactions were made on terms equivalent to those that prevail in arm's length transactions can only be made if such terms can be substantiated.

All transactions involving Related Parties will be captured and reviewed to determine materiality or otherwise of such transactions, if the transactions are Ordinary citizen transactions and to determine the significance of each of the transactions.

REVIEW:

Key Management Personnel must update their related parties where there is a change or, in any case, review their related parties on an annual basis.

1.5.8 Policy 145 Community Facilities Hire

TITLE:	Policy 145 Community Facilities Hire	DOC REF: 1.5.8
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REPORT BY:	Kaylene Sloman Director of Corporate and Financial Services	DATE: 20/06/2023
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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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To give guidance on the hiring of community facilities to ensure community enjoyment and facility longevity.

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.

All changes are listed in the table below.

<i>Page No.</i>	<i>Location of Change Required</i>	<i>Change Made</i>
1	Obsolete Version	Added 2022/B7.19
1	Adoption date	deleted
1	Resolution	Moved to Obsolete
1	Revision Date	Updated to 1/7/2024
1	Responsible Officer	Updated Officer title
5	9 Refusal to Grant Hire	Updated Officer title x 2
9	15.9 Camping	Added to line – camping is allowable. NOTE NO Sleeping in Council buildings.
10	20 Entertainment / Performing rights	Updated Officer title
10	23 Disputes	Updated Officer title

RECOMMENDATION:

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

ATTACHMENTS:

1.5.8.1 145 - Community Facilities Hire Policy

Approved by Chief Executive Officer	Ms Lynn Moore
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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, 2021/B6.10, 2022/B7.19
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:	01/07/2024
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 & Financial 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 & Financial Services or his/her representative (Council administration staff) to refuse to grant the hire of a facility in any case and notwithstanding 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 & Financial 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, camping is allowable. NOTE: NO sleeping in Council buildings.

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 & Financial 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 & Financial 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

1.5.9 Policy 158 Landfill Remediation

TITLE:	Policy 158 Landfill Remediation	DOC REF: 1.5.9
REPORT BY:	Kaylene Sloman Director of Corporate and Financial Services	DATE: 20/06/2023

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To consider Council's Financial Management obligations in relation to the management and restoration of the Boulia Landfill.

CONTENT:

This Policy applies to operation of Council's landfill site in Boulia ensuring compliance with its relevant obligations, and to further consider the necessity for a financial provision to be made within Council's Financial Statements.

Changes made to this policy are listed in the table below.

Page No.	Location of Change required	Change made
1	Obsolete Version	Added 2021/9.12
1	Adoption date	deleted
1	Resolution	moved
1	Revision date	Updated to 1/7/2024
1	Responsible Officer	Updated Officer title

RECOMMENDATION:

1. That Policy 158 Landfill Remediation as presented be adopted.
2. That a copy of the policy be loaded into the Councillor Hub.

ATTACHMENTS:

1.5.9.1 158 - Landfill Restoration Policy

Approved by Chief Executive Officer	Ms Lynn Moore
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BOULIA SHIRE COUNCIL

LANDFILL REMEDIATION POLICY

Category:	STATUTORY FINANCE POLICY
Policy Number:	158
Document Version:	Version 1
Obsolete Version:	2021/9.12
Keyword Classification:	Landfill Restoration
Summary:	Details of how Council treats the treatment of landfill rehabilitation.
Adoption Date:	
Resolution:	
Due for Revision:	Annually
Revision date:	1/7/2024
Date revoked:	n/a
Related documents:	Nil
Responsible Section:	Finance
Responsible Officer:	Director of Corporate & Financial Services
Legislation	Local Government Act 2009 Local Government Regulation 2012

OBJECTIVE

To consider Council's Financial Management obligations in relation to the management and restoration of the Boulia Landfill.

SCOPE

This Policy applies to operation of Council's landfill site in Boulia ensuring compliance with its relevant obligations, and to further consider the necessity for a financial provision to be made within Council's Financial Statements.

BACKGROUND AND CONSIDERATIONS

Council has been treating the restoration as operational expenditure as part of our everyday course of business. On site there is permanent plant that is used at the end of a Town dump run to cover all the refuse in the hole, so it is an ongoing back fill done as part of the normal operations.

We are a very small Community, it takes approximately 8 years for a hole (cell) to become to the stage that we need to create a new one. By the end of the period, as it has been filled each week, there is trees and grass growing on the covered areas.

The estimated life expectancy of the landfill is 100 years plus.

POLICY STATEMENT

Boulia Shire Council will recognise a liability of \$10,000 per year as the estimated cost of restoration of capped landfill holes.

This liability is raised to cover the estimated cost of rehabilitation of any landfill hole that has been capped as advised by an independent expert should there be a 1 in 10 year storm.

Each year the provision will be raised fully for \$10,000 and in the first 10 years capped at \$20,000 limit as the risk of having more than a 1 in 10 year storm occurrence.

Council's current practice of ongoing maintenance of the site will continue to be absorbed into operation costs as normal works.

No further provision will be made for restoration until post closure of the landfill site.

The yearly review of the useful life of the landfill site will be assessed by an external expert as part of the financial end of year process.

1.5.10 Policy 162 Environmental Levy

TITLE:	Policy 162 Environmental Levy	DOC REF: 1.5.10
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REPORT BY:	Kaylene Sloman Director of Corporate and Financial Services	DATE: 20/06/2023
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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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To provide clarity on how the funds from the Environmental Levy can be utilised.

CONTENT:

This Policy applies to the Environmental Levy to contribute to the rehabilitation, after-care costs of Council's waste management facilities and planning for relocation of waste management facilities.

Changes made to this policy are listed in the table below.

Page No.	Location of Change Required	Change made
1	Obsolete Version	Added 2022/B7.19
1	Adoption date	Deleted date
1	Resolution	Moved to Obsolete
1	Revision date	Updated date
1	Responsible Officer	Updated Officer title

RECOMMENDATION:

1. That Policy 162 Environmental Levy Policy as presented be adopted.
2. That a copy of the policy be loaded into the Councillor Hub.

ATTACHMENTS:

1.5.10.1 162 - Environmental Levy Policy

Approved by Chief Executive Officer	Ms Lynn Moore
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BOULIA SHIRE COUNCIL

ENVIRONMENTAL LEVY POLICY

Category:	FINANCE POLICY
Policy Number:	162
Document Version:	Version 1
Obsolete Version:	2022/B7.19
Keyword Classification:	Environmental Levy
Summary:	To provide clarity on how the funds from the Environmental Levy can be utilised.
Adoption Date:	
Resolution:	
Due for Revision:	Annually
Revision date:	01/07/2024
Date revoked:	n/a
Related documents:	Nil
Responsible Section:	Finance
Responsible Officer:	Director of Corporate & Financial Services
Legislation	Local Government Act 2009 s92 Local Government Regulation 2012, s103

OBJECTIVE

Local Government Regulation 2012, Section 103 refers to levying separate rates or charges.

- (1) This section applies if a local government decides to levy separate rates or charges
- (2) For levying rates under subsection (1), the local government may fix a minimum amount of the rates.
- (3) To remove any doubt, it is declared that a local government may levy separate rates or charges for a service, facility or activity, whether or not the service, facility or activity is supplied by the local government.

SCOPE

This Policy applies to the Environmental Levy to contribute to the rehabilitation, after-care costs of Council's waste management facilities and planning for relocation of waste management facilities.

STATEMENT

Council has resolved to raise and levy the Environmental Levy pursuant to the Local Government Act 2009, section 92 and the Local Government Regulation 2012, section 103.

A separate charge will be levied equally on each parcel or rateable land within Bouliia Shire to contribute to the rehabilitation and after-care costs of the waste management facilities currently in operation and the planning for relocation of such facilities in the future.

The levy will form part of the rates notice issued twice yearly.

The fee set will form part of the Rates and Charges reviewed each financial year.

1.6 Revenue Statement

1.6.1 Revenue Statement 2023-2024

TITLE:	Revenue Statement 2023-2024	DOC REF: 1.6.1
REPORT BY:	Kaylene Sloman Director of Corporate and Financial Services	DATE: 20/06/2023

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

RISK MANAGEMENT:

Information Report only - not applicable.

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 169(2)(b) of the *Local Government Regulation 2012*, the 2023/2024 Boulia Shire Revenue Statement be hereby adopted.
2. That in accordance with section 81 of the *Local Government Regulation 2012*, the categories into which rateable land is categorised, and the description of those categories for the 2023/2024 financial year be as set out in the first table appearing in Council's Revenue Statement 2023/2024.
3. That in accordance with section 257 of the *Local Government Act 2009*, Council delegates to the Chief Executive Officer the power, contained in subsections (4) and (5) of section 81 of the *Local Government Regulation 2012*, to identify the rating category to which each parcel of rateable land belongs.
4. That in accordance with section 94 of the *Local Government Act 2009* and sections 80 and 77 of the *Local Government Regulation 2012*, the differential general rates, and minimum general rates, for the 2023/2024 financial year be as set out in the first table appearing in Council's Revenue Statement 2023/2024.
5. That in accordance with section 94 of the *Local Government Act 2009* and section 99 of the *Local Government Regulation 2012*, Council resolves to levy a cleansing utility charges, as further detailed in Council's Revenue Statement 2023/2024.

The cleansing utility charges shall be:

- \$379.00 per annum for Residential occupied premises (collected once per week)
- \$195.00 per annum for Additional Bin service at Residential occupied premises (collected once per week)
- \$1,227.00 per annum for Commercial Bin Service (collected three times per week 2 bins)

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.

6. That in accordance with section 94 of the *Local Government Act 2009* and section 99 of the *Local Government Regulation 2012*, Council resolves to levy a waste management utility charge, as further detailed in Council's Revenue Statement 2023/2024.

The waste management utility charge shall be:

- \$90.00 per annum for all unoccupied / vacant land in townships and all rural properties within a 30 kilometres radius of the townships of Boulia and Urandangi.

7. That in accordance with section 94 of the *Local Government Act 2009* and section 99 of the *Local Government Regulation 2012* sewerage utility charges for the 2023/2024 year are made and will be levied for the purposes of providing for the removal of refuse from all occupied premises (domestic and commercial), as further detailed in Council's Revenue Statement 2023/2024.

- The sewerage utility charge (connected) shall be \$482.00 per annum.
- The sewerage utility charge (not connected) 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.

8. That in accordance with section 94 of the *Local Government Act 2009* and section 99 of the *Local Government Regulation 2012*, Boulia Shire Council hereby levies Water Utility Charges for the Financial Year 2023/2024, as further detailed in Council's Revenue Statement 2023/2024.

- The water utility charge shall be \$683.00 per annum.
- The vacant land water utility 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.

9. That in accordance with section 94 of the *Local Government Act 2009* and section 103 of the *Local Government Regulation 2012*, Council resolves to levy an environmental separate charge, as further detailed in Council's Revenue Statement 2023/2024.

The environmental separate charge shall be:

- \$50.00 per annum for all properties in the Boulia Shire.

10. That in accordance with section 107 of the *Local Government Regulation 2012* and section 114 of the *Fire and Emergency Services Act 1990*, Council's rates and charges, and the State Government's Emergency Management, Fire and Rescue Levy be levied:

- for half year 1 July 2023 to 31 December 2023 – in August/September 2023; and
- for the half year 1 January 2024 to 30 June 2024 – in February/March 2024.

Pursuant to section 118 of the *Local Government Regulation 2012*, that Council's rates and charges, and the State Government's Emergency Management, Fire and Rescue Levy, be paid within 30 clear days of the date of the issue of the rate notice.

11. That in accordance with section 133 of the *Local Government Regulation 2012* a charge of 11.64 percent compounding interest calculated on daily rests be hereby made and levied on rates and charges that are 30 days overdue starting on 1st July 2023.

12. That in accordance with section 130 of the *Local Government Regulation 2012* a discount of 4% 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.

13. That in accordance with sections 121 & 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 provided there are no outstanding rates from previous periods.

14. Council offers a **30% subsidy** on all **services** (excepting 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.

ATTACHMENTS:

- 1.6.1.1 Revenue Statement 2023-24 updated
- 1.6.1.2 2023-2024 Budget resolutions

Approved by Chief Executive Officer

Ms Lynn Moore



BOULIA SHIRE COUNCIL

Revenue Statement 2023/24

Category:	Statement
Policy Number:	Not Applicable
Document Version:	Revenue Statement 01/07/2023 – 30/06/2024
Obsolete Version:	Revenue Statement 01/07/2019 – 30/06/2020, Revenue Statement 01/07/2020 – 30/06/2021, Revenue Statement 01/07/2022 – 30/06/2023
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 2023/2024
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

Bouliia 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.

DIFFERENTIAL GENERAL RATES

The Bouliia Shire Council has a policy of making and levying differential general rates for the 2023/2024 financial year. The Council is required to raise an amount of revenue it sees as being appropriate to maintain 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.

Rural land has been categorised in increments to accommodate the diverse changes in unimproved capital value of grazing land. As some land is in smaller blocks to be charged the same rate as a block four times its size is not equitable at only one rate across the entire rural category.

Mining use is 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 increased 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 other 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 increased 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 other 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 limited 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 and accommodation units 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.

In arriving at the different rating categories Council has considered the following issues:-

*There is no consistency in the unimproved valuation of total parcels involved in these operations nor the size of the operation (and the impact on Council).

* Accommodation facilities, the system of categorisation utilising a combination of the unimproved capital value and on the number of accommodation units provided.

The scheme will have the following categories of land.

The following table relates to calculations for the entire year.

CATEGORY	DESCRIPTION	IDENTIFICATION	2023/24 Minimum General Rates	2023/24 % 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.	\$511.00	\$0.034080
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.	\$780.00	\$0.034329
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.	\$511.00	\$0.034080

CATEGORY	DESCRIPTION	IDENTIFICATION	2023/24 Minimum General Rates	2023/24 % 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.	\$780.00	\$0.034329
Category 5	Rural Grazing \$0 - \$680,000	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 \$680,000.	\$2,120.00	\$0.006160
Category 6	Rural Grazing \$680,001 - \$1,680,000	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 \$680,001 to \$1,680,000.	\$5,105.00	\$0.005928
Category 7	Rural Grazing \$1,680,001 - \$3,000,000	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 \$1,680,001 to \$3,000,000.	\$6,760.00	\$0.004921
Category 8	Rural Grazing \$3,000,001 - \$4,900,000	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 \$3,000,001 to \$4,900,000.	\$8,500.00	\$0.004749
Category 9	Rural Grazing \$4,900,001 - \$8,000,000	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 \$1,000,001 to \$1,900,000.	\$16,000.00	\$0.004437
Category 10	Rural Grazing \$8,000,001 - \$12,000,000	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 \$8,000,001 to \$12,000,000.	\$30,527.00	\$0.004209

CATEGORY	DESCRIPTION	IDENTIFICATION	2023/24 Minimum General Rates	2023/24 % Rate in \$UCV
Category 11	Rural Grazing \$12,000,001 - \$18,000,000	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 \$12,000,001 to \$18,000,000.	\$60,100.00	\$0.004175
Category 12	Rural Grazing \$18,000,001 - \$25,000,000	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 \$18,000,001 to \$25,000,000	\$71,140.00	\$0.004091
Category 13	Rural Grazing \$25,000,001 - \$31,000,000	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 \$25,000,001 to \$31,000,000	\$90,500.00	\$0.003379
Category 14	Rural Grazing \$31,000,001 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 \$31,000,000.	\$151,000.00	\$0.003279
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.	\$2,120.00	\$0.006160
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”.	\$4,800.00	\$0.019515
Category 23	Intensive Accommodation 101 persons or >	Comprises land, as described in Rate Category 19, capable of accommodating 101 persons or more.	\$9,890.00	\$0.018434

CATEGORY	DESCRIPTION	IDENTIFICATION	2023/24 Minimum General Rates	2023/24 % Rate in \$UCV
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.	\$1,021.00	\$0.1785
Category 28	Mining Claim / Lease	Comprises of all mining claims or leases issued within the Council area that have the following Land Use Codes apply: 40-Extractive	\$985.00	\$0.08671
Category 40	Term Leases	Comprises all term leases within the Council and having a land use of: 40 – Extractive 94 – Vacant Rural Land	\$17,775.00	\$0.06798
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.	\$12,575.00	\$0.38105
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.	\$2,895.00	\$0.38105
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.	\$12,925.00	\$0.40817
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.	\$3,125.00	\$0.014405

MINIMUM GENERAL RATES

The Boulia 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.

The Rural Grazing Bands as set out in the table below:-

Minimum General Rate Summary:

Rate Category	Valuation	Range	Rate in \$	Min General Rate
1	N/A	N/A	0.034080	\$ 511.00
2	N/A	N/A	0.034329	\$ 780.00
3	N/A	N/A	0.034080	\$ 511.00
4	N/A	N/A	0.034329	\$ 780.00
5	0	680,000	0.006160	\$ 2,120.00
6	680,001	1,680,000	0.005928	\$ 5,105.00
7	1,680,001	3,000,000	0.004921	\$ 6,760.00
8	3,000,001	4,900,000	0.004749	\$ 8,500.00
9	4,900,001	8,000,000	0.004437	\$ 16,000.00
10	8,000,001	12,000,000	0.004209	\$ 30,527.00
11	12,000,001	18,000,000	0.004175	\$ 60,100.00
12	18,000,001	25,000,000	0.004091	\$ 71,140.00
13	25,000,001	31,000,000	0.003379	\$ 90,500.00
14	31,000,001	Or >	0.003279	\$ 151,000.00
15	As per categories 5 -14			
22	N/A	N/A	0.019515	\$ 4,800.00
23	N/A	N/A	0.018434	\$ 9,890.00
27	N/A	N/A	0.17850	\$ 1,021.00
28	N/A	N/A	0.08671	\$ 985.00
40	N/A	N/A	0.06798	\$ 17,775.00
42	N/A	N/A	0.38105	\$ 12,575.00
44	N/A	N/A	0.38105	\$ 2,895.00
46	N/A	N/A	0.40817	\$ 12,925.00
47	N/A	N/A	0.014405	\$ 3,125.00

UTILITY CHARGES

Bouliã and Urandangi Cleansing

The Bouliã Shire Council levies a cleansing charge on occupied premises (domestic and commercial) on a unit basis.

The rate in 2023/24 is as per below table:

	Description of Service	Per Year
Residential-Occupied Premises (includes each structure capable of separate occupation)	2 x 240 Litre Wheelie Bins serviced weekly	\$379.00
Additional Bin Service Residential – Occupied Premises (for Residents who have more than 2 x 240 Wheelie Bins serviced weekly)	1 x 240 Litre Wheelie Bin serviced weekly	\$195.00
Commercial Bin Service (charged per number of bins divided by 2)	2 x 240 Litre Wheelie Bin serviced 3 times a week	\$1,227.00

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 Bouliã and Urandangi require a contribution towards the costly operations of a small cleansing operation, and this contribution is made from general funds.

Bouliã Shire Waste Management Facility Levy

The Bouliã Shire Council is introducing a Waste Management Facility Levy for all unoccupied / vacant land in townships and all rural properties within in a 30 kilometres radius of the townships of Bouliã and Urandangi.

The introduction of this Levy is because it has been noticed that a number of other Residents in the Shire are taking their waste to the Waste management facility. As a user pays system, this will cover some of the cost for this facility.

All Residents that pay a cleansing levy get free use of Council's Waste Management Facility.

The rate for 2023/24 is \$90.00 per year.

Boulia Shire Environmental Levy

The Boulia Shire Council is introducing an Environmental Levy for all properties / assessments within the Boulia Shire area.

The introduction of this Levy is to assist in funding for the protection, enhancement and restoration of our local environment. This also includes planning of new waste and recycling opportunities for the Shire.

Funding is available for Environmental projects however a co-contribution is required so this Levy may assist in this endeavour.

The rate for 2023/24 is \$50.00 per year.

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 2023/24 rates are:-

Sewerage (connected)	\$482.00
Vacant Sewerage (not connected)	\$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.

A charge will be levied on vacant land, where Council is currently able to provide reticulated sewerage services.

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 2023/24 rates are:

Water \$683.00

Vacant Water \$493.00 (for all properties that infrastructure passes by will be charged).

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.

A charge will be levied on vacant land, where Council is currently able to provide a water connection.

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 provided there are no outstanding rates and charges from previous periods.

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 4%** 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 2023/24 financial year, any outstanding balances at the close of the discount period will incur interest at the rate of 8.64% per annum compounding daily.

This interest rate 8.64% will take effect on the 1st July 2023.

LEVY AND PAYMENT

Pursuant to section 107 of the *Local Government Regulation 2012* and section 114 of the *Fire and Emergency Services Act 1990*, Council's rates and charges, and the State Government's Emergency Management, Fire and Rescue Levy be levied:

- for half year 1 July 2023 to 31 December 2023 – in August/September 2023; and
- for the half year 1 January 2024 to 30 June 2024 – in February/March 2024.

Pursuant to section 118 of the *Local Government Regulation 2012*, that Council's rates and charges, and the State Government's Emergency Management, Fire and Rescue Levy, be paid within 30 clear days of the date of the issue of the rate notice.

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

Council has not applied any capping on Rates.

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 2023/24 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 2023/24 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 un-fund 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.

2023/2024 BUDGET RESOLUTIONS

Revenue Statement:

Moved: Councillor

Seconded: Councillor

That in accordance with Section 169(2)(b) of the *Local Government Regulation 2012*, the 2023/2024 Bouliia Shire Revenue Statement be hereby adopted.

Revenue Policy:

Moved: Councillor

Seconded: Councillor

That in accordance with Section 169(2)(c) of the *Local Government Regulation 2012*, the 2023/2024 Bouliia Shire Council Revenue Policy - Policy 109 Revenue – 2023/24 be hereby adopted.

Long Term Financial Forecast:

Moved: Councillor

Seconded: Councillor

That in accordance with Section 169(2)(a) of the *Local Government Regulation 2012*, the 2023/2024 Bouliia Shire Council Long Term Financial Forecast - 2023/24 be hereby adopted.

Differential General Rate Categories:

Moved: Councillor

Seconded: Councillor

That pursuant to s 80 of the *Local Government Regulation 2012*, Bouliia 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 2023/2024 financial year as set out in Council's Revenue Statement 2023/2024.

Utility Charges:

Cleansing:

Moved: Councillor

Seconded: Councillor

In accordance with s99 *Local Government Regulations 2012*, Council resolves to levy a commercial waste collection and disposal charge according to Council's Revenue Statement 2023/2024.

The cleansing charges shall be:

\$379.00 per annum for Residential occupied premises (collected once per week)

\$195.00 per annum for Additional Bin service at Residential occupied premises (collected once per week)

\$1,227.00 per annum for Commercial Bin Service (collected three times per week 2 bins)

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.

Waste Management Facility

Moved: Councillor

Seconded: Councillor

In accordance with s99 *Local Government Regulations 2012*, Council resolves to levy a waste management facility levy according to Council's Revenue Statement 2023/2024.

The waste management facility charge shall be:

\$90.00 per annum for all unoccupied / vacant land in townships and all rural properties within in a 30 kilometres radius of the townships of Boulia and Urandangi.

Environmental

Moved: Councillor

Seconded: Councillor

In accordance with s103 *Local Government Regulations 2012*, Council resolves to levy a environmental levy according to Council's Revenue Statement 2023/2024.

The environmental charge shall be:

\$50.00 per annum for all properties in the Boulia Shire.

Sewerage:

Moved: Councillor

Seconded: Councillor

That in accordance with s94 of the *Local Government Act 2009* and s99 *Local Government Regulations 2012* cleansing charges for the 2023/2024 year are made and will be levied for the purposes of providing for the removal of refuse from all occupied premises (domestic and commercial) according to Council's Revenue Statement 2023/2024.

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.

Boulia and Urandangi Water Schemes:

Moved: Councillor

Seconded: Councillor

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 the Financial Year 2022/2023 according to Council's Revenue Statement 2023/2024.

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.

Interest:

Moved: Councillor

Seconded: Councillor

That in accordance with s133 of the *Local Government Regulation 2012* a charge of 11.64 percent compounding interest calculated on daily rests be hereby made and levied on rates and charges that are 30 days overdue starting on 1st July 2023.

Discount:

Moved: Councillor

Seconded: Councillor

That in accordance with s130 of the *Local Government Regulation 2012* a discount of 4% 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 for the 2023/2024 year.

Council Pensioner Rate Remission:

Moved: Councillor

Seconded: Councillor

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 30% subsidy on all services (excepting 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.

Fees and Charges:

Moved: Councillor

Seconded: Councillor

That in accordance with S97 of the *Local Government Act 2009*, the 2023/2024 Fees and Charges as presented in the Boulia Shire Council Budget Papers 2023/2024 be hereby adopted.

Annual Operational Plan 2023/2024:

Moved: Councillor

Seconded: Councillor

That in accordance with s174 of the *Local Government Regulation 2012*, the Annual Operational Plan for the year ended 30th June 2024 as presented in the Boulia Shire Council Budget Papers 2023/2024 be hereby adopted.

Mayors Budget 2023/2024:

Moved: Councillor

Seconded: Councillor

That Council adopt the proposed 2023/2024 Budget both operational and capital as presented in the Boulia Shire Council Budget Papers 2023/2024.

1.7 Fees and Charges

1.7.2 2023-2024 Fees and Charges

TITLE:	2023-2024 Fees and Charges	DOC REF: 1.7.2
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REPORT BY:	Kaylene Sloman Director Corporate and Financial Services	DATE: 20/06/2023
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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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To review and update Council's register of cost-recovery fees for the new financial year, 2023/2024, in accordance with the Local Government Act s97 and s98.

CONTENT:

The 2023/2024 Fees and Charges for cost-recovery for services and goods.

RECOMMENDATION:

That in accordance with section 97 of the Local Government Act 2009, the 2023/2024 Fees and Charges as presented in the Bouliia Shire Council Budget Papers 2023/2024 be hereby adopted.

ATTACHMENTS:

1.7.2.1 Draft Fees and Charges 2023-24 FINAL

CONFIDENTIAL REDACTED 1.7.2.2 Draft Internal Register of Fee Register 23-24 Final

Approved by Chief Executive Officer	Ms Lynn Moore
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BOULIA SHIRE COUNCIL	
Fees & Charges 2023/2024	
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))	

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BOULIA SHIRE COUNCIL			
Fees & Charges 2023/2024			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	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		
Replacement Registration Tag	\$ 5.50		
Local Law Penalty unit - As set by Department of Justice & Attorney General	\$154.80/Unit		
Cats			
No more than 2 Cats per Property can be kept. #			
# As per Boulia Shire Council Subordinate Local Law No 2 (Animal Management) 2014 Schedule 2 (2)			
Impounding & Release Fees			
Dogs			
### To get a dog out of Pound, you must pay - Release fee + daily sustenance charge + registration fee			
Release Unregistered Dog	\$ 175.00	N	14002500.156
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		
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	\$1.91/klm + \$74/hr		
** Delivery = Cost of Vehicle & Staff Member/hour	\$74/hr		
** Delivery charges are for the delivery of DEK9 Baits only			

BOULIA SHIRE COUNCIL			
Fees & Charges 2023/2024			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	Inc. GST	GL Code
AGISTMENT			
Town Common / Pony Paddock (Cattle, Horses, Camels, Donkeys)			
All Beasts/Livestock (over 6 months or branded)	\$3.85/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 (also ORGANIC CERTIFIED) (Pre-booking essential in Office Hours)			
24 Hour Spelling of Livestock at Racecourse Reserve (max 20 head)			
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 (max 20 head) ** Includes use of amenities + electricity	\$50 /Night		
36 Hour Spelling of Livestock at Racecourse Reserve (over 20 head) ** Includes use of amenities	\$2.20/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%		
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			
Fees & Charges 2023/2024			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	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.			
Note there is an Administration Fee of \$50.00 added to Quote			
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) (subject to prior approval)	\$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			
Burial (includes plant & wages) (Boulia) - includes use of Hearse	Min Fee \$2,460 (or) At Cost	Y	14009500.156
Burial (includes plant & wages) (Urandangi)	Min Fee \$2,460 (or) At Cost		
Weekend Funerals by special arrangement only	Fees + Cost of Staff		
Interment of Ashes	\$ 50.00		
Installation of Headstone	At Cost + 10%		
Columbarium Wall Niche	\$290		

BOULIA SHIRE COUNCIL			
Fees & Charges 2023/2024			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	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			
Permit 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 cats and dogs)	\$ 60.00	N	14002500.156
Riding of Recreational Vehicles	\$ 60.00		
Other Permits Not Elsewhere Included	\$ 60.00		

BOULIA SHIRE COUNCIL					
Fees & Charges 2023/2024					
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))					
Type of Charge	2023/2024	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 19010020.156		
Security Deposit Alcohol (Refundable) *	\$ 350.00				
Shire Hall (9am to 12noon)	74.00	Y	14008500.153		
Burke Street Hall (9am to 12noon) (Small groups <20 people)	48.00				
Shire Hall (9am to 12noon) (Inc. Projector Screen & Sound System)	138.00				
Shire Hall (9am to 5pm)	148.00				
Burke Street Hall (9am to 5pm) (Small groups <20 people)	63.00				
Shire Hall (9am to 5pm) (Inc. Projector Screen & Sound System)	201.00				
Shire Hall Functions - No Alcohol - with a charge to enter (5pm-12am)	212.00				
Shire Hall Functions - No Alcohol - with a charge to enter (5pm-12am) (Inc. Projector Screen & Sound System)	307.00				
Shire Hall Functions - Alcohol - with or without charge* (5pm-12am)	243.00				
Shire Hall Functions - Alcohol - with or without a charge* (5pm to 12am) (Inc. Projector Screen & Sound System)	391.00				
Shire Hall Zoom Room Conference/Meetings Small Groups up to 10 NO Internet/Teleconference services required not available if Hall already booked	42.00				
Shire Hall Zoom Room Conference/Meetings Small Groups up to 10 Full access to Internet/Teleconference (9am to 5pm weekdays) not available if Hall already booked	127.00				
Cleaning Fee	\$75/hour			Y	14008500.156
Light Refreshments (tea, coffee, biscuits) - \$2.50 p/head	\$25 Min. Charge				
Facility Set Up Fee & Pack Up Fee (two men only)	\$106/hour				
Shire Hall - Bar Cold Room (without function)	\$106/day	Y	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			
Fees & Charges 2023/2024			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	Inc. GST	GL Code
Sports Centre Café:			
Security Deposit (Refundable)*	\$ 200.00	N	Trust 19010020.156
Meetings/Small Groups (10 - 25)	\$48 (Half day rate - 4 hrs max) \$58 (Full day rate - 8 hrs max)	Y	14007510.153
Light Refreshments (tea, coffee, biscuits)- \$2.50 per head	\$25 min. chg	Y	14007510.156
Facility Set Up Fee & Pack Up Fee (two men only)	\$106/hour		
Cleaning Fee	\$75/hour		
<i>** Supplied with Café hire - 5 tables plus 20 chairs only. Must be requested at time of booking venue.</i>			
<i>** Extra tables & chairs hire and delivery of tables & chairs - refer 'Equipment'</i>			
Library Meeting Room: Available Monday to Friday 8.30am to 5pm			
Security Deposit (Refundable)*	\$ 165.00	N	Trust 19010020.156
Meetings/Small Groups (5 - 10 people) 9am to 5pm	\$ 37.00	Y	13005500.153
Light Refreshments (tea, coffee, biscuits) \$2.50 per head	\$15 Min. Charge		13005500.156
<i>** Supplied with Library Meeting Room hire - 1 table plus 10 chairs only. Must be requested at time of booking venue.</i>			
<i>** Extra tables & chairs hire and delivery of tables & chairs - refer 'Equipment'</i>			
Racecourse Reserve			
Security Deposit (Refundable)	\$ 500.00	N	Trust 19010020.156
Full Use of Reserve facilities incl Kitchen, Bar & Cold Rooms incl Gas	349	Y	14007540.153
Pavillion & use of Bar & Cold Room	243		
Pavillion & use of Kitchen & Cold Room	159		
Bar Cold Room	53		
PA System and TV Screens	212		
Electrical Mushroom - single phase	37		
Electrical Mushroom - 3 phase	58		
Facility Set Up Fee & Pack Up Fee (two men only)	\$106/hour		
Cleaning Fee	\$75/hour		
<i>** Supplied with Racecourse Reserve - 8 tables plus 50 chairs only. Must be requested at time of booking venue.</i>			
<i>** Extra tables & chairs hire and delivery of tables & chairs - refer 'Equipment'</i>			

BOULIA SHIRE COUNCIL			
Fees & Charges 2023/2024			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	Inc. GST	GL Code
Racecourse Reserve - Jockey's building			
Security Deposit (Refundable)	\$ 200.00	N	Trust 19010020.156
Day use only - Locals - small meetings - Room only	\$48 (Half day rate - 4 hrs max) \$58 (Full day rate - 8 hrs max)	Y	14007540.153
Day use only - Locals - small workshops (including kitchette, toilet & showers)	\$48 (Half day rate - 4 hrs max) \$58 (Full day rate - 8 hrs max)		
Cleaning Fee	\$75/hour		
** No overnight stays allowed in the Jockey's building **			
EQUIPMENT			
Equipment Security deposit (Refundable)*	\$ 100.00	N	Trust 19010040.156
Security Deposit Marquee (Refundable)	\$ 200.00		
Data Projector	\$37/day	Y	12004500.156
Projector Screen (Council Venues only)	\$37/day		
Portable Microphone & Speaker	\$37/day		
Tables - each (Racecourse Reserve and Halls)	\$ 4.25		
Chairs - each (Racecourse Reserve and Halls)	\$ 2.15		
Pin Boards	\$5.30/day		
Tower Lights - Inflatable	\$21.20/day		
30 Metre 10amp Power Lead (\$35 security fee applicable)	\$5.30/day		
Push Lawn Mower with 1 Tank of Fuel and Catcher	\$21.20/day		
Whipper Snipper with 1 Tank of Fuel	\$10.60/day		
Community BBQ Trailer (free use to Community Groups) Bond required for cleaning/damage purposes	\$ 150.00	N	Trust 19010040.156
Marquee 9m x 6m Hire	\$106/day	Y	12004500.156
Delivery, Set up/Dismantling Marquee (in Town area)	\$ 529.00		
Delivery of Tables & Chairs from the Racecourse Reserve (in Town area)			
Delivery of 1 - 50 Chairs & Tables (in Town) + Collection	\$ 211.60	Y	12004500.156
Delivery of 50 - 100 Chairs & Tables (in Town)+ Collection	\$ 317.40		
**** All items must be cleaned after use or Council will clean it at cost, this will be deducted from security deposit			
COUNCIL BUS			
Security Deposit (Refundable)	\$ 1,000.00	N	Trust 19010040.156
Council Bus - in addition to day rental (fuel not included) **	\$0.40/klm	Y	13002510.156
Bus Hire Day Rental Fee (add kilometre rate)	\$233/day		
Additional Cleaning Charge (if required)	\$ 264.50		
** Bus must be returned with a full tank of fuel or charges apply			

BOULIA SHIRE COUNCIL			
Fees & Charges 2023/2024			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	Inc. GST	GL Code
COUNCIL PUBLISHING/INTERNET SERVICES			
Photocopying & Printing per page (double sided = 2 pages)			
A4 Photocopy	\$0.70	Y	13005500.156
A3 Photocopy	\$1.65		
A4 Laminating - Per Page	\$2.15		
A3 Laminating - Per Page	\$ 3.70		
Binding (ring or hot back) per booklet	\$ 3.20		
Laminating - Per Metre	\$ 7.50		
Scanning & Emailing Documents			
First Page Scanned & Emailed (Inc. confirmation page that email has been sent)	\$ 2.65	Y	13005500.156
Each Additional Page Scanned & Emailed	\$ 1.10		
Channel Country Chatter - "CCC" (Council Newsletter)			
"CCC" Commercial Advertising (Other than Community Groups or Community Events, the following charges apply)			
Quarter Page per quarter	\$ 25.00	Y	12004500.156
Half Page per quarter	\$ 35.00		
Full Page per quarter	\$ 55.00		
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			
go to https://www.legislation.qld.gov.au/view/html/asmade/sl-2020-0143 (Part 45 106 / 107)			

BOULIA SHIRE COUNCIL			
Fees & Charges 2023/2024			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	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>			
Moonah Street Complex - 1 bedroom units available to pension recipients only.			
Residential Bond (Refundable)	4 weeks rent	N	14010040.170
Weekly Rent			
Tenant - Couple	\$ 125.00	N	13004520.150
Tenant - Single	\$ 70.00		

BOULIA SHIRE COUNCIL			
Fees & Charges 2023/2024			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	Inc. GST	GL Code
SPORTS & AQUATIC CENTRE			
Sports Oval & Tennis Courts			
Security Deposit Tennis Net Hire (Refundable**)	\$ 100.00	N	Trust 19010020.156
Security Deposit Tennis Equipment Hire (Refundable**)	\$ 50.00		
Visiting Circuses/Tent Shows (Sports Oval)	\$233/day	Y	14007550.156
Sports Oval Electricity	\$37/day		
Tennis Equipment Hire (4 Racquets & Tennis Balls)	\$10.60/day		
Tennis Courts Net Hire per hour nightly; Inc. Lighting (6pm to 12am)	\$13/hour		
Tennis Court Hire private use (includes nets, electricity)	\$27/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)	\$ 2.65	Y	14007520.156
Adult	\$ 3.70		
Spectator	No fee		
Pool - Hire for private lessons	\$30/session morning / afternoon		
Gym &/or Squash Courts			
After Hours Key Deposit (Refundable)	\$ 50.00	N	Trust 19010020.156
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)	\$2.65/session	Y	14007520.156
Adult	\$3.70/session		
Squash Spectator	No Fee		
Gym Membership Adult - Weekly (24 hour access)	\$15.90		
1 Month Gym Membership (24 hour access)			
Adult	\$ 42.00	Y	14007520.156
Concession (Pensioners & Students with ID)	\$ 16.00		
Corporate Group 1 - 5 people	\$ 185.00		
Corporate Group 6 - 15 people	\$ 476.00		
Corporate Group 16 - 25 people	\$ 661.00		
Corporate Group 26 - 50 people	\$ 1,058.00		
3 Month Membership (Key Access after hours available with 3 month membership)			
Adult	\$ 64.00	Y	14007520.156
Concession (Pensioners & Students with ID)	\$ 25.00		
Corporate Group 1 - 5 people	\$ 291.00		
Corporate Group 6 - 15 people	\$ 794.00		
Corporate Group 16 - 25 people	\$ 1,190.00		
Corporate Group 26 - 50 people	\$ 2,116.00		

BOULIA SHIRE COUNCIL			
Fees & Charges 2023/2024			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	Inc. GST	GL Code
6 Month Membership (Key Access after hours available with 6 month membership)			
Adult	\$ 79.00	Y	14007520.156
Concession (Pensioners & Students with ID)	\$ 33.00		
Corporate Group 1 - 5 people	\$ 370.00		
Corporate Group 6 - 15 people	\$ 1032.00		
Corporate Group 16 - 25 people	\$ 1,587.00		
Corporate Group 26 - 50 people	\$ 2,910.00		
12 Month Membership (Key Access after hours available with 12 month membership)			
Adult	\$ 106.00	Y	14007520.156
Concession (Pensioners & Students with ID)	\$ 63.00		
Corporate Group 1 - 5 people	\$ 503.00		
Corporate Group 6 - 15 people	\$ 1,428.00		
Corporate Group 16 - 25 people	\$ 2,248.00		
Corporate Group 26 - 50 people	\$ 4,232.00		
TOURISM FACILITIES			
Min Min Encounter			
Concession (Pensioner & Students with ID)	\$ 30.00	Y	13001510.156
Adult	\$ 35.00		
Children under 5*	No Charge		
Children aged 5 to 15*	\$ 15.00		
Group Fee (10 or more)	\$ 30.00		
Family (2 Adults + 2 or more children under 15)	\$ 90.00		
Current Residents of Boulia Shire (Visiting family & friends not applicable)	No Charge		
Group Fee - Out of Hours (Min. 10 persons)	\$ 35.00		
<i>* All children to be accompanied by an adult</i>			
Boulia Heritage Complex			
Concession (Pensioner & Students with ID)	\$ 20.00	Y	13001510.156
Children under 5*	No Charge		
Children aged 5 to 15*	\$ 15.00		
Adult	\$ 25.00		
Family (2 Adults + 2 or more Children under 15)	\$ 70.00		
Current Residents of Boulia Shire	No Charge		
Group Fee (10 or more)	\$ 20.00		
Group Fee - Out of Hours (Min. 10 persons)	\$ 25.00		
<i>* All children to be accompanied by an adult</i>			
Combined Facility Entry			
Concession (Children, Pensioner & Students with ID)	\$ 40.00	Y	
Children under 5*	No Charge	Y	
Children aged 5 to 15*	\$ 20.00		
Adult	\$ 50.00		
Group Fee (10 or more)	\$ 40.00		
Family (2 Adults + 2 or more children under 15)	\$ 110.00		
Group Fee - Out of Hours (Min. 10 persons)	\$ 45.00		
School Groups	No Charge		
<i>* All children to be accompanied by an adult</i>			

BOULIA SHIRE COUNCIL			
Fees & Charges 2023/2024			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	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)	\$735/m3	Y	14018000.156
2-3 Cubic Metres (per cubic metre) in Town Area (6klm radius for Town centre)	\$555/m3		
Greater than 4 Cubic Metres (per cubic metre) in Town Area (6klm radius for Town centre)	\$397/m3		
Outside Town Area (Truck & Driver) Plus/kilometre charge	Min. Charge \$225/trip		
Outside Town Area Delivery/km (total kms travelled)	\$3.05/km	Y	14018000.156
Batching Plant	\$312/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
Jet A1 Fuel (subject to change) **** To be pre-paid before collection	At Cost + 20%		14010520.156
**** Note: Jet A1 - Prior Arrangement required, Minimum 24 hours notice. Refueling Fee weekdays- Min. charge \$100.00 p/ hour during buisness hours Refueling fee Weekends : Min chg \$200 p/hour For after hours phone 0427 163 773 or 0427 128 212			

Boulia Shire Council Administration Office

18 Herbert Street

Boulia QLD 4829

Ph: (07) 4746 3188

Fax: (07) 4746 3136

Email: admin@boulia.qld.gov.au <https://www.facebook.com/BouliaCouncil/>

Min Min Encounter Visitor Information Centre 22 Herbert Street

Boulia QLD 4829

Ph: (07) 4746 3386

Fax: (07) 4746 3387

Email: tourism@boulia.qld.gov.au <https://www.facebook.com/MinMinEncounterVisitorInformationCentre/>

MinMinEncounterVisitorInformationCentre/

Boulia Heritage Complex Cnr Hamilton and Pituri Streets

Boulia QLD 4829

Ph: (07) 4746 3188

Boulia Sports and Aquatic Centre Burke Street

Boulia QLD 4829

Ph: (07) 4746 3527

Email: sports@boulia.qld.gov.au

Boulia Shire Council Library Service Burke Street

Boulia QLD 4829

Ph: (07) 4746 3408

Email: library@boulia.qld.gov.au

Boulia Shire Council Depot Herbert Street

Boulia QLD 4829

Ph: (07) 4746 3188

Boulia Post Office 40 Herbert Street

Boulia QLD 4829

Ph: (07) 4746 3129

1.8 Draft Operational Plan 2023-2024

1.8.1 Operational Plan 2023-2024 to be adopted

TITLE:	Operational Plan 2023-2024 to be adopted	DOC REF: 1.8.1
REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 20/06/2023

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

The Operational Plan from 1st July 2023 to 30th June 2024 has been prepared and is supported by the 2023-2024 budget. It reflects Council's objectives in relation to the Corporate Plan 2020-2024 and progress towards goals Council aims to achieve.

CONTENT:

Local Government Regulation 2012 - Division 4 Annual Operational Plan

A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.

Section 175 Annual Operational plan contents

(1) The annual operational plan for a local government must -

(a) be consistent with its annual budget; and

(b) state how the local government will -

- progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and
- manage operational risks; and
- include an annual performance plan for each commercial business unit of the local government.

Section 174 Annual Operational Plan reporting

The Chief Executive Officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.

The Operational Plan for 2023-2024 has been prepared in accordance with the legislation and has been linked to our Corporate Plan goals.

CONSULTATION:

Internal review undertaken with reduced obligations in light of potential impacts of rising costs.

GOVERNANCE IMPLICATIONS:

Unanticipated increases in the costs of materials supplies and wages may impact the delivery of some projects to a reduced level in accordance with the budget.

RECOMMENDATION:

1. That Council adopt the proposed 2023-2024 Operational Plan.
2. That the report be displayed on the Council website.

3. That the actions and deliverables from 2023-2024 Operational Plan be reported to Council on a quarterly basis as per the Local Government Regulation 2012.

ATTACHMENTS:

1.8.1.1 2023-2024 Operational Plan with performance measures

Chief Executive Officer	Ms Lynn Moore
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Bouliia Shire Council

2023-2024 Operational Plan



Key Priority 1: Social License

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

Service Areas

Public assets and facilities, Libraries, Community planning and development, Arts and cultural services, Sport and recreational engagement, Youth and indigenous development, Parks and recreational services, Sport and recreational facilities, Cemeteries, Grant funding

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

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

Action Code	Action Name	Performance Measure
1.1.1.1	List of projects supported through the application and coordination of RADF funding during the year to assist community groups. Acknowledgement in the Annual report for this funding stream.	All RADF funds expended and acquittals and returns completed.
1.1.1.2	Number of not-for-profit community groups supported with grant information opportunities through councils 'Grant finder' program	All relevant grant information provided to groups via email.

1.2: Respecting our culture and heritage.

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

Action Code	Action Name	Performance Measure
1.2.1.1	Number of pieces of historical work researched, documented and saved electronically.	Documentary work completed with maintenance action plan in place.

Action Code	Action Name	Performance Measure
1.2.1.2	Number of activities achieved to educate and promote the diverse historical nature of Boulia.	

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

Action Code	Action Name	Performance Measure
1.2.2.1	What activities have been delivered for the inclusion of the past history of Boulia both indigenous and non-indigenous through the media, and displayed at the Heritage Complex..	Heritage information days held
1.2.2.2	How have we supported the celebration of our combined history through acknowledgement of important milestone days.	Each of the important days for both Australia, Queensland and Boulia milestones are celebrated.
1.2.2.3	What progress has been made on the commencement on the four stages of the Reconciliation Action Plan- Stage 1-Reflect , Stage 2-Innovate, Stage 3-Stretch, Stage 4-Elevate.	Stage 1 Reflect - to be started by March 2023

1.3: Boulia Shire to have active inclusive communities

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

Action Code	Action Name	Performance Measure
1.3.1.1	What activities have been completed to advocate for increased coverage for internet in remote locations.	Number of black spot internet locations achieved.
1.3.1.2	What activities have been supported to encourage digital technology to improve the livability of Boulia Shire.	Inclusion in the digital progression from RAPAD group of councils. Support the development of Hotspot mobile points along major routes.

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

Action Code	Action Name	Performance Measure
1.3.2.1	Assist local community organisations to engage volunteers (advertising / administration) Acknowledge volunteers to these groups by formal recognition during the Australia Day celebrations.	Community events supported with advertising, in kind support etc..

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

Action Code	Action Name	Performance Measure
1.3.3.1	Number of Inspections carried out on physical infrastructure in parks, toilets to ensure they are free from defects and meet WH&S standards. CapEx needs noted for budgets.	Parks are free from rubbish, broken equipment replaced/repaired, and mowed as per levels of service schedule.
1.3.3.2	Number of events organized, hosted or assisted with in the delivery of community events.	Community events such as ANZAC Day, Australia Day, NAIDOC etc are well organised and promoted

Key Priority 2: Built Environment

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

Service Areas

Public assets and facilities, Libraries, Community planning and development, Parks and recreational services, Sport and recreational facilities, Grant funding, Infrastructure services, Land development

2.1 : Fit for purpose - roads, airport infrastructure

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

Action Code	Action Name	Performance Measure
2.1.1.1	Manage Boulia and Urandangi aerodromes ensuring all audits are completed and audit issues are actioned.	Airport inspections completed and remedial actions completed within required timeframes
2.1.1.2	Queensland Reconstruction Authority and Disaster Recovery Funding Arrangements (DRFA) Flood events are captured, completed and acquitted with 'value for money' principles.	Road information is collected and processed in line with program requirements. Flood work is completed within budget
2.1.1.3	Outback Way sealing program is being completed in line with budget allocation and works program.	Work has been completed to the agreed standard , within timelines and budget allocation.
2.1.1.4	List of funding submission for TIDS, R2R and TMR completed in line with council priorities..	Projects are completed within guidelines and pass audit requirements.
2.1.1.5	Annual report on airport infrastructure and shire roads maintenance plan is completed with the focus on reducing ongoing maintenance in the future.	Shire roads are maintained within budget allocation and work is in line with annual works program.
2.1.1.6	Maintenance and renewal of FM transmission sites completed. Number of sites maintained this quarter.	All sites operational

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

Action Code	Action Name	Performance Measure
2.1.2.1	Updated information for TMR, and R2R roadworks - number of KLMS completed.	Report to council are completed monthly with quarterly update to council meeting on progress against plan.
2.1.2.2	RMPC road work data is recorded on REFLECT. Updated progress and outstanding items reported to council monthly. Number of items remaining on list - and number of items completed this quarter.	All work which is completed under contract is submitted to confirm work completed in a timely manner.
2.1.2.3	Prioritisation of shire road network for maintenance programs allocated fairly across the shire. List of roads to be graded this quarter and number of klms to be completed.	Plans developed ready for funding submissions

2.2 : Sustainable - housing, buildings and community infrastructure

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

Action Code	Action Name	Performance Measure
2.2.1.1	Number of collections completed for residential and commercial waste. Evidence of waste depot maintenance -car bodies removed etc.	All collection dates are completed within timeframe and annual review completed.
2.2.1.2	Environmental Protection agency guidelines are adhered to and actions are attended to within time frames. Number of issues raised. N= Number of issues rectified . N=	Information required to meet Council's obligations regarding Environmentally Relevant Activities and associated annuals returns / reporting are submitted.

2.2.2 : Provide and maintain well planned community assets to meet the needs of our community

Action Code	Action Name	Performance Measure
2.2.2.1	Buildings and all council facilities meet regulatory requirements and WH&S standards. Inspections of power boxes and RCD's are completed annually. Total number of actions to complete. N=..... Percentage complete %	Inspections by regulatory bodies and WH&S officers meet pass rate. RCD annual inspections and report completed to CEO.

Action Code	Action Name	Performance Measure
2.2.2.2	All council owned buildings and facilities are well maintained with building use monitored by the venue booking forms and income is generated where possible. Number of bookings this quarter.	Regular inspections conducted by supervisors meet level of service requirements.
2.2.2.3	Maintain the grounds, fencing and buildings in existence at the Racecourse Reserve to meet racing requirements.	All facilities are maintained with limited interruptions to planned events
2.2.2.5	Council housing is managed in accordance with tenancy requirements. Allocation of housing stock to applicants completed via the housing committee and reported to council. Number of vacancies this quarter.	Housing stock is utilised for the best purpose with all applications progressing through housing committee.
2.2.2.6	Library facilities and programs meet the needs of the community. Number and type of programs initiated.	Library facility is suitable for all patrons access and is clean and usable.
2.2.2.7	Bouliia Cemetery facilities are well maintained and grounds are aesthetically appealing. Number of burials completed this quarter	No dead trees, fencing is of good standard, watering system functions.
2.2.2.8	Urandangi Cemetery facilities are well maintained and grounds are aesthetically appealing. Number of burials completed this quarter.	Regular inspections conducted by supervisors meet level of service requirements.
2.2.2.9	That the bus is registered and well maintained to be able to be utilised for community functions and events.	Bus is able to be used when required.

2.3 : Well planned - land, open spaces and assets

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

Action Code	Action Name	Performance Measure
2.3.1.1	Asset Management Plans completed for all major asset classes reviewed annually in December	All Asset Management Plans completed for all major asset classes
2.3.1.2	Develop the LEVELS OF SERVICE information data base to improve the relationship between the service level and cost so that future community consultation will be well informed of the options and associated cost.	Levels of Service developed of each asset class improving with maturity each year.

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

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

Action Code	Action Name	Performance Measure
2.3.2.1	Progress the development of the Residential Subdivision (Stage 1). Current activities?	Survey plans completed ready for implementation if funding becomes available.
2.3.2.2	All identified future projects to have a shelf ready funding applications ready for funding opportunities. Number of applications?	All potential projects have shelf ready funding applications completed.

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

Action Code	Action Name	Performance Measure
2.3.3.1	All street lights functional enabling the safe traversing of streets and the use of recreational facilities after dark. Percentage operational.?	Audit on street lights conducted with reports to Ergon on faulty lights.
2.3.3.2	Town entrances ,all parks and recreational areas are managed in a sustainable manner with mowing and slashing completed regularly. Trees and shrubs pruned or removed if dead or dangerous.	Visible appearance of town, parks and open spaces is well maintained. No dead trees on council land. Positive comments from visitors and community.
2.3.3.3	New seasonal plantings of shrubs and annuals in identified gardens completed. Centre median strip shrubs trimmed and identify signage which needs to be repaired/replaced. signage to be replaced N=.....?	All gardens and weed free and plantings have been done to peak during tourist season.
2.3.3.4	Cemeteries to have site information recorded in the new IT Vision system and new beam sections developed and allocated according to plan. Percentage complete?	All existing information loaded into the system and new additions recorded.

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

Action Code	Action Name	Performance Measure
2.3.4.1	Land titles held by council to be reviewed and updated if necessary to enable future development.	All council identified land for development has survey plans and shelf ready project costing ready to be implemented.
2.3.4.2	All projects over \$200k are to consider ongoing ownership costs of new capital works proposals in budget deliberation. This to be achieved by identifying the renewal and capital grade expansion components of all capital works projects, and providing for the ongoing operational and maintenance requirements.	All projects to be approved by council using the QTC Project Decision Framework tools.
2.3.4.3	All building applications are completed in a timely manner with the correct fees charged.	Check on the application fees charged through our supporting engineers to ensure they are correct and timely.

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

Action Code	Action Name	Performance Measure
2.3.5.1	Town Planning Scheme is adopted and reviewed by Council annually with the budget.	Town Planning Scheme is endorsed by Council annually and if amended approved by the Minister and adopted by council.

Key Priority 3: Economic Development

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

Service Areas

Community planning and development, Arts and cultural services, Sport and recreational engagement, Youth and indigenous development, Grant funding

3.1 : Facilitate housing and investment to support employment opportunities

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

Action Code	Action Name	Performance Measure
3.1.1.1	Support activities within WQAC to improve housing availability and affordability in western Queensland in line with housing plans.	Attendance WQAC meetings and submissions to State Ministers.

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

Action Code	Action Name	Performance Measure
3.1.2.1	Housing stock is managed to ensure satisfactory standard is maintained. Sale of older homes to update housing stock and encourage home ownership. Budget allocation is sufficient to meet 10 yr housing forecast.	Housing stock meets council demands

3.2 : Advocate for the region through regional networks

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

Action Code	Action Name	Performance Measure
3.2.1.1	Actions taken this financial year to lobby State Government for the Donohue Highway forming part of the Outback Way be declared a State Rd.	Monthly teleconference updates to Outback Highway Development Corporation.

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

Action Code	Action Name	Performance Measure
3.2.2.1	Achievements from the active engagement in Outback Regional Road Group (ORRTG) representing the importance of our shire roads and roads of regional significance.	Savings for council achieved through involvement in this group.
3.2.2.2	Achievements from working with RAPADWSA (Water Strategic Alliance)	Improved water infrastructure.
3.2.2.3	Results for Boulia in attending the Remote Area Planning and Development Board (RAPAD) meetings.	Evidenced based outcomes resulting from the membership of the regional group.
3.2.2.4	Achievements from the Central West Regional Pest Management Group (CWRPMG) -	Group is functional and has had success in the development of a workable plan.
3.2.2.5	Updates from the Western Queensland Alliance of Councils,	Successful outcomes from motions developed by council presented to WQLGA.
3.2.2.6	Activities of the Local Disaster Management Group (LDMG) group. Bi-annual meetings and exercises are conducted as required.	Activations are well executed and documented. • Reports to the LDMG are completed • Field and desk top exercises are completed

3.3 : Innovate and explore opportunities

3.3.1 : Identify economic opportunities and enablers for the Shire

Action Code	Action Name	Performance Measure
3.3.1.1	Opportunities identified to utilise 'green' energy where appropriate.	
3.3.1.2	Activities which Increase digital connectivity throughout the shire by the use of technology to improve communication and connectivity	Review completed on how digital exposure can benefit Boulia.(RAPAD)

3.4: Promote tourism as an economic driver for the shire

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

Action Code	Action Name	Performance Measure
3.4.1.1	Update on signage which recognises Traditional Owner (T/O) groups within the shire by including signage on T/O area boundaries	Consultation with T/O groups on wording and location of signage. • Installation of signs completed.
3.4.1.2	Maintain and improve the experience of tourism attractions by regular maintenance and updating of facilities.	Upgrading of existing infrastructure completed with program review to be completed when funding available.
3.4.1.3	What activities have taken place to promote the attractions in Boulia to increase the number of visitors to Boulia through partnerships with other regional tourism providers. ie caravan and camping shows.	Attendance of staff to trade shows and training opportunities.
3.4.1.4	Continued use of television and other media advertising of the shire including our web site to support council tourist attractions. Current activities are....	All advertising and TV ads reviewed and renewed as necessary for value for money outcomes.

Key Priority 4: Natural Environment

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

Service Areas

Community planning and development, Youth and indigenous development, Land development, Infrastructure services

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

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

Action Code	Action Name	Performance Measure
4.1.1.1	Reduction in the incidence of mosquitoes and sandflies after flood events. Was fogging completed? If so how many activities this quarter?	Fogging notification to residents. Fogging completed to the most effective schedule for reduction in pests
4.1.1.2	Number of stray domestic animals within the township impounded and number housed	Reports of stray domestic animals actioned within 4 hours.
4.1.1.3	Local laws are reviewed as required or annually.	Policies and Local Laws are up to date and relevant.

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

Action Code	Action Name	Performance Measure
4.1.2.1	Cultural heritage clearances are sought during the planning process for construction activities. Number of cultural heritage inspections completed this quarter?	Number of projects which have cultural heritage clearances completed prior to any work done.
4.1.2.2	Vacant available land recorded for future housing. New residential and rural residential blocks developed as funding permits.	Plan of all vacant land available on the Magic document management system

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

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

Action Code	Action Name	Performance Measure
4.2.1.1	Local SES group is supported by council. Compliance with the state requirements to have an State Emergency Service (SES) group. Number of meetings attended? Number of funding applications submitted?	SES- Group is supported during and after events by the use of council equipment and staff id required.SES Management Plans are up to date

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

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

Action Code	Action Name	Performance Measure
4.3.1.1	Identification and management of pest animal and weed issues within the shire in accordance with the Bio-security Plan adopted by council with reporting to be done back to CWRPMG quarterly.	Pest animal baiting occurs. Weed identification and notification process occurs. CWRPMG meetings are attended by RLPO
4.3.1.2	Noxious Pest weed control on council managed land and council road reserves is maintained, monitored and reported quarterly to council within budget and grant funding allocation.	Limited incursions with action taken for invasive species.
4.3.1.3	Bounties for wild dog and cat scalps and pig snouts are paid with a complete register of numbers reported and amounts paid by council. Numbers of scalps and snouts N=..... Percentage of budget paid YTD.	<ul style="list-style-type: none"> • Take up of baiting program offers by the landholders. • Bounty payments continue. • Education information available on pest animals on the web site / face to face.
4.3.1.4	Town common is managed within the limits set and stock holders are encouraged to participate in any muster arranged by council. Weed control completed this quarter? Stock levels this quarter -as a percentage of carrying capacity .	<ul style="list-style-type: none"> • Town Common Committee meets at least once per year. • Stock which is not registered with a member will be impounded. • Town common muster is completed half yearly.

Action Code	Action Name	Performance Measure
4.3.1.5	Primary Stock route bores are maintained as per councils instructions. If appropriate funding applied for as needed. Other bores are maintained as funding allows. Number of primary stock route bores N=..... Other bores N=....	Stock route bores are maintained in accordance with funding received.
4.3.1.6	Support the local land-care groups to achieve pest and weed control in conjunction with Desert Channels Queensland.	Bi-annual meetings are attended to review progress
4.3.1.7	Review council buildings and facilities to improve sustainability/ reduction in greenhouse emissions or reduction on reliability of traditional power sources. Identification of potential opportunities which may need capital expenditure for the future budgets.	when new products are required to be purchased we are looking at the options which are sustainable to the environment.

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

Action Code	Action Name	Performance Measure
4.3.2.1	All facilities over which we are required to hold a Licence meet the Qld Health standards and Licence renewal is achieved.	Visitation and audit by environmental health officer to review all of council operated facilities and business operating in Boulia.
4.3.2.2	Leases over the Butcher Paddock and Cooridgee Laneway are managed in accordance with our lease requirements for stock holdings.	Leases are sub-leased with income generated to cover lease fees to Qld Gov and managed in accordance with those requirements-reviewed annually.

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

Action Code	Action Name	Performance Measure
4.3.3.1	Watering of councils parks and median strips is managed to suit the best water source.	Watering through drought periods is scheduled.
4.3.3.2	Actively monitor town water usage and quality and investigate a fair system cost recovery for water provision.	Water usage is controlled and charges are defensible.

Key Priority 5: Governance

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

Service Areas

Community planning and development

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

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

Action Code	Action Name	Performance Measure
5.1.1.1	Council policies are reviewed in accordance with Acts and Regulations and updated in a timely manner	All policies are reviewed in accordance with the policy review register.
5.1.1.2	Provide elected members with training and professional development opportunities. Identify opportunities which will become available in the next quarter.	Policies are reviewed and made available to staff.

5.1.2 : Effective internal and external communication and records management

Action Code	Action Name	Performance Measure
5.1.2.2	Provision of an accurate and comprehensive Records Management service for the Organisation as required under the State Records Act 1998	Councils system is up to date with current upgrades and staff are trained in the use of the system.

5.1.3: Adopt an integrated risk management approach

Action Code	Action Name	Performance Measure
5.1.3.1	Review existing Enterprise Risk Management Framework and ensure that Operational, Financial, Reputational and Corporate Risks are identified and reported on through the audit committee. Date meeting held with audit committee.	Risk Management framework is reviewed and developed further.
5.1.3.2	Provision of reports to Workers Comp in relation to workplace injuries and other RTW matters. Number of reports completed this quarter?	Reports completed as required

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

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

Action Code	Action Name	Performance Measure
5.1.4.1	All items are checked annually at start up prior to work commencing and spot checked during the year. Inductions are recorded in a permanent register.	Annual check completed with three spot checks completed during the year. With contractors stood down pending delivery to the organisation of the necessary qualifications for re-instatement.

5.1.5: Workplace Health and Safety focus

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

Action Code	Action Name	Performance Measure
5.1.5.1	<p>WH&S responsibilities for CEO:</p> <ul style="list-style-type: none"> Provides support and sufficient resources for safety as required. <p>What support has been provided this quarter?</p>	<p>Ensure budget allocation is reviewed each year in line with the requirements for us to remain compliant.</p> <p>Provide support the the WH&S to enable the role to be completed.</p>
5.1.5.2	<p>WH&S Responsibilities for Directors:</p> <ul style="list-style-type: none"> Provides support and sufficient resources for safety as required Establishes health and safety objectives aimed at continuous and sustainable improvement <p>What support has been provided?</p>	<p>All incidents are reported and followed up with staff and supervisors. Regular reports to council on activities and safety results for council staff and contractors.</p>
5.1.5.3	<p>WH&S responsibilities:</p> <ul style="list-style-type: none"> Investigates all incidents, accidents and near misses at the workplace N=? Monitors safe work practices and mentor relevant stakeholders Coordinates management action processes Regularly monitors management action processes within Council's electronic Work Health and Safety management system Develops and communicates key statistics in accordance with reporting timeframes 	<p>All incidents are reported and followed up with staff and supervisors. Regular reports to council on activities and safety results for council staff and contractors.</p>
5.1.5.4	<p>Review all flagged policies, procedures, work instructions, forms, safe operating procedures (SOP) and training tools.</p> <p>Number of SOP and policies reviewed this 1/4. N=.....</p>	<p>Staff who have allocated responsibility for specific actions review associated documents to ensure they are up to date.</p>
5.1.5.5	<p>Upload all reviewed documents under appropriate element numbers onto the councils safety management system (including Magic)</p> <p>* endorsed documents with changes are notified to staff via toolbox / email.</p>	<p>All endorsed documents are correctly loaded in Boulia Safe and hyper-links are active and working.</p>

Action Code	Action Name	Performance Measure
5.1.5.6	All training identified, completed and recorded for staff and contractors including verification of competency training. Number (N) of staff training programs completed. N=.....	A system is in place and is being used to effectively assist with the tracking of training and competencies.
5.1.5.7	Review all emergency evacuation signage is in place for all areas. Advise of total number of signs absent/damaged/replaced this quarter.	Emergency plans have been reviewed, are up to date and signage is complete in all areas of council.
5.1.5.8	Review the following procedures against requirements in preparation for consultation: high risk work method statements, risk/ hazard management, compliance control, incident reporting and investigation	All reviews are completed within agreed time-frame
5.1.5.9	Reduce the impact of injury and illness by reviewing: Toolbox talks on WSH design, machine guarding, hire equipment, thermal radiation, pressure safety, confined spaces, excavation and trenching, manual handling and ergonomics, noise management, heat stress. List tasks undertaken this quarter.	All reviews are completed within agreed time-frames
5.1.5.10	Review all SDS folders to ensure all SDS are dated within a 5 year of issue date. This can be completed through Chemwatch. List number of folders reviewed this quarter.	All areas of council have been checked and none are out of date.
5.1.5.11	Ensure training has been completed for all staff who are in control of hazard substances that they are aware of segregation requirements and compatibility with chemicals and placarding requirements. List number of training sessions completed.	Training has been completed for all relevant staff.
5.1.5.12	Update WH&S Strategic Plan for July 2024 to June 2026	Draft document has been developed by staff and has had sufficient time to be reviewed for comment prior to adoption.
5.1.5.13	Annual reporting of lost time injury claims which should be less than 55% of all claims. Number (N) of claims this quarter. N =.....	Reporting to senior staff on progress or issues which will prevent this from occurring.
5.1.5.14	Annual reporting of injuries - No increase in recorded injuries from the previous year. Number (N) of injuries this quarter? N=.....	No increase from previous year.

Action Code	Action Name	Performance Measure
5.1.5.15	100% Completion of all Incident Report including investigations and implementation of any actions identified in the Investigation Report. (Include personal, members of the general public and plant incident reports) Number(N) of reports N=.....	All incident reports are recorded in I-Auditor and staff are competent in using the system
5.1.5.16	To achieve 80% Compliance with the National Audit tool for Self-Insurers. Ongoing work completed to ensure continuous improvement. Actions completed this quarter?	Compliance audit completed by the regulators prior to the TMR Accreditation (usually 3 yrs). Independent audit completed annually
5.1.5.17	Continual improvement of the hazard risk register through identification of new hazards/risk and control measures. Number of reviews completed this quarter? N=.....	Number of improvements made to the register.
5.1.5.18	Support training and monitoring of use of councils WH&S and I-Auditor programs. Complete ongoing audit of all council work sites and new staff. Number of staff reviewed this quarter? N=.....	No breaches of WHS regulatory requirements
		Hearing assessments for employees working in noisy environments completed
		At least 80% compliance with the National audit tool
5.1.5.19	Ensure compliance with the Organisation's Drug and Alcohol policy and ongoing best practice. Record of testing completed and results to be reported to council. Number of tests conducted: outside workers / contractors/ office staff/ councillors. N=-.....	Reports provided to Council and MANEX in relation to the testing conducted
5.1.5.20	Support supervisors to be able to integrate mental health and wellbeing activities into worksites. Number of initiatives completed this quarter. N=.....	This are to be supported through weekly toolbox articles.
5.1.5.21	Using the tools from WorkSafe Queensland - develop a safe workplace mentality by initiating a Boulia Shire Council safety award. Seek nomination from BSC for the external JLT/LGW WorkSafe awards. Awards to be preseted at the council meetings each quarter.	Team Safety award to be created and implemented

Action Code	Action Name	Performance Measure
5.1.5.22	Actively manage WH&S Risk by reviewing the Risk management Framework annually and identify third party or contractor groups to identify and manage risks. Sections reviewed this quarter?	Toolbox talks to include contractors and the framework and risks are reviewed as required

5.2 : It is clearly evident in how council does business

5.2.1 : Councils financial activities are monitored and managed well

Action Code	Action Name	Performance Measure
5.2.1.1	Monitoring of councils financial activities will be done via: *Long Term Financial Plan (QTC model) used for sensitivity analysis which can deliver impact of financial decisions made by council on current and future projects *Surepact project solutions which will provide current income and expenditure and progress on councils projects and contracts. *NextGen: councils transparent procurement model for quotes / tenders etc. Reporting to be completed along with the quarterly budget reviews.	Long term Financial plan developed in line with QTC format-reviewed.
5.2.1.2	The SynergySoft business solution (IT) which supports council is well supported and training is available to achieve best practice.	Continued rollout of modules with all staff trained and competent
5.2.1.3	Council funds are invested in accordance with legislative provisions and the Organisation's adopted Investment Policy. This is reported monthly to council.	Investments made in accordance with Investment Policy
5.2.1.4	Raise and recover Rates, Charges and other debtors on behalf of the functions of the Organisation and report on a monthly basis to council.	Rates and Annual Charges Levied by due date, user charges and other debtors raised and recovered effectively
5.2.1.6	The budget reviews, income and expenditure trends are to be completed quarterly and reported to the council through synergy soft and Surepact..	Operational Plan (including Budget) adopted by 30 June each year
5.2.1.7	Ensure insurance records are kept secure and retrievable if required.	100% of insurances reviewed and maintained annually

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

Action Code	Action Name	Performance Measure
5.2.2.1	Quarterly Audit Committee meetings are called to review Financials, Internal and External Audit and Risk reviews and ensure council is performing in accordance with the Local Government regulations. Report delivered to council xx / xx /xxxx	Quarterly Audit Committee meetings are held four times per year to review Audit Plans, Draft Financial Statements, previous audit management responses and actions.
5.2.2.2	Internal and External Audits comments are recorded in Pulse software system and actioned.	Internal audit to be recorded on Pulse software for updating and permanent record
5.2.2.3	Implementation of actions set out in the Internal Audit Committee Action Plan are progressed and reported to council. Report done xx / xx / xxxx	Completion of all actions of the Internal Audit Committee Action Plan designated for completion in this financial year

5.2.3 : Financial accountability for new projects

Action Code	Action Name	Performance Measure
5.2.3.1	All projects submitted to council for review must include ' whole of life costings'	All projects submitted have included whole of life costs. With PDF program used on projects over \$100K
5.2.3.2	New projects undertaken are completed through Surepact	
5.2.3.3	Procurement through Local Buy, Vendor panel and Next Gen to be reported for local content purchase 1/4ly to council (using ARC Blue system)	

5.2.4 : Transparency and accountability through management reporting

Action Code	Action Name	Performance Measure
5.2.4.1	Provision of key financial information to MANEX and Council- changes reported by exception.	Provision of budget information to staff

Action Code	Action Name	Performance Measure
5.2.4.2	Preparation and collation of the Annual Report document in conjunction with senior managers to ensure the important legislative requirements are met and the report is a sound representation of the council's achievement during the year. Action to be within one month after signing of Annual Financial Statements. Completed xx / xx / xxx	Annual report prepared with input from all senior managers and submitted to council within time frames.
5.2.4.3	Discharge Council's statutory financial reporting obligations by using the financial checklist provided by the Local Government Department.	Unqualified audit report Statements submitted to the Office of Local Government by 31 October each year

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

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

Action Code	Action Name	Performance Measure
5.3.1.1	Fees and charges reflect the industry norm and mark-up on goods is reflective of costs to council.	Costs to visit our exhibition is reflective of other tourist attractions and minimal stock write off.
5.3.1.2	Depot workshop- percentage of 'downtime' for council plant and equipment - report submitted to the plant committee for review each quarter which includes the revenue and expense plant reports.	Limited downtime and minimal lost productivity.

5.3.2 : Optimise performance of council business units using available technology

Action Code	Action Name	Performance Measure
5.3.2.1	Closed Circuit Television network operations in the Shire are operational and checked on a regular basis with the contractor.	No breach of regulatory requirements in relation to operation of CCTV Operations
5.3.2.2	Maintain and upgrade IT requirements and servers to ensure capacity is sufficient to meet business demands. Adequate licence renewals for current software	All current software renewed on schedule

Action Code	Action Name	Performance Measure
5.3.2.3	Manage telephone and Ergon accounts and equipment and services to ensure we are not paying for unnecessary services. Actions which have been completed this quarter - reviews/ cancellations N=.....	Accounts paid, nil outages and plans are cost effective for council.

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

Action Code	Action Name	Performance Measure
5.3.3.1	Council is in receipt of the annual budget documentation ready to be adopted each year before the 30th June.	Budget preparation is timely and involves Executive team and department heads with bids for funding received from departments for consideration by council
5.3.3.2	Monthly and quarterly financial reports to council deliver information on variations to budget and enable decisions on long term financial impacts to be reviewed.	Work to complete budget commenced in Jan and two workshops held.

5.3.4: Implement good practice in managing and maintaining our assets

Action Code	Action Name	Performance Measure
5.3.4.1	The plant committee to complete reviews on plant usage making suggestion on turn over, purchase and replacement to achieve maximum value for money outcomes. This is to include risk assessments.	Plant purchases are within budget and plant is maintained within specified parameters to enable sound operations of the council.
5.3.4.2	Tourism attractions are managed and are sustainable with future enhancements progressed as budget permits. Maintenance contracts are current. Existing contract to expire xx / xx / xxxx	Management and maintenance manuals completed by consultant

Key Priority 6: Lifestyle and Community

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

Service Areas

Community planning and development

6.1 : Facilitate opportunities for community development

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

Action Code	Action Name	Performance Measure
6.1.1.1	Involvement in regional health programs to improve the live-ability of Boulia and Urandangi	All meetings attended with reports completed back to council
6.1.1.2	Au-spiced funding for Royal Flying Doctors Service (RFDS) is managed in accordance with planned activities to upgrade Urandangi Health facility	Activities completed with quarterly reports submitted to council in 1/4ly budget

6.1.2 : Assist local community groups and support local events

Action Code	Action Name	Performance Measure
6.1.2.1	Support 'free to attend' functions and facilities where possible to encourage community engagement. Number of events supported this quarter?	Council supports 'free to attend' functions where possible.

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

Action Code	Action Name	Performance Measure
6.1.3.1	Boulia Aquatic Centre (pool and sports centre) are operational and provide a benefit to the community. Number of activities held this 1/4.	Facilities are open and usable for the public at least 95% of the year.

Action Code	Action Name	Performance Measure
6.1.3.2	Continue to provide Australia Post services for as long as this is required to be provided by council. Number of trained staff available including external relief. Number of days closed this 1/4.	Australia Post facility is operational with trained staff who are available

Key Priority 7: Our Team - Our People

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

Service Areas

Public assets and facilities, Libraries, Arts and cultural services, Sport and recreational engagement, Youth and indigenous development, Parks and recreational services, Sport and recreational facilities

7.1 : *An accountable and innovative culture*

7.1.1 : Support practices that develop a motivated and focused workforce

Action Code	Action Name	Performance Measure
7.1.1.1	Provision of WH&S information and awareness to operational staff at the commencement of field work or changes to the workplace. Also provide opportunity for engagement and learning for managers, officers and staff regarding key WH&S issues and strategic priorities ie ; audits.	JLTA audit is completed and a pass is achieved by the group.
7.1.1.2	Deliver accurate and timely processing of the payroll and associated reporting requirements	All payments to staff are delivered within time frames and without error
7.1.1.3	Record , preserve and protect employee records for payroll and human resource management	All employee records are up to date and secured electronically and have a backup paper file.
7.1.1.4	Recruitment and selection processes are transparent. Number of new recruits this quarter. Number of local employed Number of 'outsourced' staff.	The recruitment process is completed in a smooth and professional manner with documents provided that are up to date and relevant. All documentation is collected as required and saved electronically.
7.1.1.5	Mayor and or panel to complete annual review of the CEO	The Chief Executive Officer review is completed against the targets in th Corporate Plan and the Annual Operational Plan for progress.

Action Code	Action Name	Performance Measure
		Chief Executive Officer review is reviewed against targets of Corporate and Operational Plans for progress.
7.1.1.6	CEO to Complete performance reviews senior staff DWO, DCS, CSM including WH&S and Human Resources	Performance reviews for the July-December period completed
7.1.1.7	Complete annual performance review of your employees for Works and Operations including WH&S compliance.	Reviews completed on anniversary.
7.1.1.8	Complete performance reviews for your staff in Community Services including WH&S compliance	Reviews completed on anniversary
7.1.1.9	Complete performance reviews for your staff in Finance and Administration including WH&S compliance	Reviews completed on anniversary

7.1.2 : Keeping pace with technological changes in the workplace environment

Action Code	Action Name	Performance Measure
7.1.2.1.	Encourage the staff to utilise the Go1 training package to support staff to further their development in Local Government by the use of progressive programs and resources.	Courses sourced for staff so they are competent in the use of the systems used by council
7.1.2.2	Post Office training is up to date with compliance modules completed for all relevant staff.	
7.1.2.3	All compliance training is completed annually -Public Sector Ethics, Code of Conduct, Deed of Confidentiality and protected information disclosure (PID)	

7.2 : A great place to work

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

Action Code	Action Name	Performance Measure
7.2.1.1	Certified Agreement Staff Committees are encouraged to be formed in all areas of the council and to ensure employees have input into the group decisions.	Well balanced EBA supporting both staff and the council sustainability.
7.2.1.2	Boulia Certified Agreement options are enacted within payroll from the agreement 2023-2026	Regular reviews of conditions being paid to staff
7.2.1.3	Actively provide information to staff on issues which may affect them. Topics this quarter. N=?	Information delivered via email, payslip notice or meetings.

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

Action Code	Action Name	Performance Measure
7.2.2.1	All staff are aware of how to notify ideas/ complaints/suggestions. N=... ideas/complaints, suggestions this 1/4	Records of suggestions/ complaints/ issues to be kept. PID training to be part of training regime.
7.2.2.2	Assist the CEO in the development of a workforce strategy which includes an appropriate staff succession plan including training, attraction and retention	Workforce Plan developed in conjunction with all staff.

7.2.3 : Provide access to external support networks for emotional assistance

Action Code	Action Name	Performance Measure
7.2.3.1	Continue to provide the Employee Assistance program and support the local RFDS visits. Report on number of requests provided to council.	Quarterly reports on access to services received (no personal details) only the volume of access.

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

Action Code	Action Name	Performance Measure
7.2.4.1	The reporting of onsite and roadwork signage is correct and ensures safety of workers and the general public	Signage is in line with the job management plan and TMR requirements
7.2.4.2	Develop a Noise register and commence testing of all plant and equipment which includes any noisy work environments.	All plant and equipment is scheduled to be tested at least once per year and recorded in the noise register.
7.2.4.3	Monitor heat/ humidity working conditions on road works when extreme weather is here. Number of tests and dates completed.	Fleet management system is used to monitor the productivity of the councils fleet which is reported to the plant committee and ManEx
7.2.4.4	Prepare for annual start up by reviewing training needs, booking trainers, complete an assessment sheet on awareness training, prepare PowerPoint delivery of WH&S	All staff complete refresher inductions, complete necessary training and confirmation of requirements to work for Boullia shire such as licences and tickets.
7.2.4.5	Ensure I-Auditor tasks are set for Fire Safety drills for all permanent locations: Min Min Encounter, Library, Council Office, Depot, Sports and Aquatic centre, Stonehouse.	I-Auditor scheduled tasks have been set up for all areas and reported back to ManEx.
7.2.4.6	Complete swimming pool audit using WH&S RLSSA Aquatic facility safety checklist annually prior to pool opening	Audit of the checklist completion is done prior to pool opening / or primary use period..
7.2.4.7	All claims for compensation through LGW must be supported by a prior registered incident report in I-Auditor / Magic	Reporting of incidents through I-Auditor is documented through ManEx via the WH&S officer.
7.2.4.8	Undertake Fire Warden training with staff using fire extinguishers. action completed xx / xx / xxxx	Annual training and demonstrations have been completed.
7.2.4.9	SWMS - any shortfalls identified to be updated in the risk management template.	All shortfalls recorded in the risk register and reviewed by ManEx
7.2.4.10	Undertake general inspections for overall safety and office lighting effectiveness.	Annual lighting survey completed.

Action Code	Action Name	Performance Measure
7.2.4.11	75% of actions assigned to relevant stakeholders to be addressed by allocated timeframe	No outstanding actions from employees or contractors

7.3 : Living our values

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

Action Code	Action Name	Performance Measure
7.3.1.1	Full utilisation of our customer management system to enable confident staff able to attend to all customer enquiries and deal with priority situations	Annual Re-fresher training on customer service as required.
7.3.1.2	Workplace Health and Safety - Staff continue to achieve minimum standards and reporting functions to achieve a safe workplace and TMR accreditation.	External audit obtains an above 70% pass mark

7.4 : Develop new employment opportunities

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

Action Code	Action Name	Performance Measure
7.4.1.1	Liaise with training organisations who can provide trainees with support and encouragement. Research opportunities for training growth within the council. Training opportunities this quarter	All trainee positions offered and filled
7.4.1.2	Regular communication with Job Network provider to ensure the continued opportunity for trainees to work with the council.	New opportunities identified when grant funding supports this

Key Priority 8: Leadership

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

Service Areas

Public assets and facilities, Libraries, Community planning and development, Arts and cultural services, Grant funding, Land development, Project design and management, Sport and recreational facilities

8.1 : *Genuine community engagement*

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

Action Code	Action Name	Performance Measure
8.1.1.1	Annual community meeting after following the end of year financial results are released in coordination with the Director of Corporate Services	Meeting held within 3 months after the final results are released
8.1.1.2	Regular information is released through Facebook, Channel Country Chatter, and the Website, email blast, monthly hot spot. Number this quarter number this quarter? .	Verbal feedback, monitored visits through Facebook.
8.1.1.3	Council meeting dates listed on the web site and in the Channel Country Chatter	Council meeting dates notified and Business agenda and minutes loaded onto web site.

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

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

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

Action Code	Action Name	Performance Measure
8.1.3.1	Twelve ordinary Council meetings are held each year with two special budget meetings and two planning session days.	All meetings attended by all Councillors.
8.1.3.2	Representation at all elected meeting groups supporting Boulia initiatives- Camel Races, School, Boulia Community, Support, Rodeo, Campdraft etc.	Reports received from attendees at the meetings presented to council for information.