



# 1<sup>st</sup> Quarter Operational Plan Review

1<sup>st</sup> July 2018 to 30<sup>th</sup> Sep 2018

## BUILD STRONG DYNAMIC COMMUNITIES

### *Social*

Support opportunities to develop the community through partnerships.

Officer	What Output	How Activity	Work Completed	% Completed
Community Services Manager	Application for RADF funding and the assessment and allocation of funding applications during the year from community groups.	Number of programs delivered equals the funding program amount.	Funding agreement to be signed and sent back before committee meeting to discuss funds dispersal.	25%

Preserve and promote the heritage and diverse cultures of our community

Officer	What Output	How Activity	Work Completed	% Completed
Community Services Manager	Preservation of historic information within the shire with locations documented identified on a plan available to the general public.	Documentary work completed with maintenance action plan in place.		25%
Community Services Manager	Continue the operation of the Boulia Heritage Complex as a tourist attraction which showcases the heritage and history of Boulia.	Stonehouse open to the public with adequately trained staff in the delivery of historic information.	The Stonehouse continues to attract more visitors annually.	25%

Build a strong sense of community, capacity and pride through collaborative partnerships and programs

Officer	What Output	How Activity	Work Completed	% Completed
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Officer	What Output	How Activity	Work Completed	% Completed
Community Services Manager	Assist local community organisations which deliver community events such as the Boulia Camel Races, Eater Rodeo and Camp-draft, and other events which support the well being of the community and support continued growth in tourism.	Number of community events held Number of local attendees Number of tourist attendees	Boulia Camel Races held in July attracted more visitors coming from the Big Red Bash in Birdsville. CWA Spring fair and Golf country open held in August also were successful.	25%

**Encourage and promote community wellbeing, including healthy and active lifestyles.**

Officer	What Output	How Activity	Work Completed	% Completed
Road and construction maintenance	The council bus to be available for sporting activities when required.	Number of sporting events where the bus was utilised.	School using to collect children for school each day and also its being used it for all the council events.	25%
Community Services Manager	The Boulia Aquatic Centre staff are fully trained and the facilities are well maintained and fit for purpose.	Number of activities held at the centre. Training sessions completed for staff. Number of visitations to centre.	Staff will be retrained in October in lifeguard and pool management. The school holiday activities were original and well attended.	25%
Executive Assistant	Drought Community Support funding is promoted for community suggestions and allocated by council to support events which encourage community connectivity.	Drought funding consultation with community received. • Drought funding activities completed and reports returned on time.	Community consultation for ideas on the allocation of drought funding money were received and funds allocated to a number of projects both community organisation led and Council led. A small number of projects have been completed to date with the bulk of the projects scheduled to take place between August and December. The first milestone report for this funding has been completed and submitted.	50%

### Enhance digital connectivity opportunities for the Shire.

Officer	What Output	How Activity	Work Completed	% Completed
Road and construction maintenance	Continued operation of FM transmission sites	All sites operational	FM transmission are working consistently.	25%
Community Services Manager	Increased digital connectivity throughout the shire by the use of modern technology which improves communication and allow tourism data to be collected.	Review completed on how digital exposure can benefit Bouliia.(RAPAD)	RAPAD has instigated an overall digital coverage with its seven member councils and the MIN MIN Encounter is the facility using the new WIFI system.	25%

### Partner with relevant organisations to support educational opportunities for the shire

Officer	What Output	How Activity	Work Completed	% Completed
Human Resources	In conjunction with Job Network provider engage and support one trainee in the office to complete Cert 3 in administration.	Trainee engaged and studies commenced.	Trainee documentation received, new positions to be completed in Jan 2019	25%

### Partner with relevant groups to support and deliver Emergency services within the shire

Officer	What Output	How Activity	Work Completed	% Completed
Road and construction maintenance	Support provided to SES and Rural Fire Service groups to enable them to function in an emergency.	Reports provided back from the SES and QFES on activities of the group.	Training and equipment is provided and contact numbers are updated.	25%

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

Officer	What Output	How Activity	Work Completed	% Completed
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Officer	What Output	How Activity	Work Completed	% Completed
Community Services Manager	Community celebrations which all people feel welcome such as Australia Day, ANZAC Day, Remembrance Day, Welcome to Boulia BBQ.	Number of people attending each event. Number of events held.	All events are well attended and supported.	25%

## BUILDING AND MAINTAINING QUALITY INFRASTRUCTURE

### Environment

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

Officer	What Output	How Activity	Work Completed	% Completed
Road and construction maintenance	All street lights functional enabling the use of recreational facilities after dark.	Audit on street lights conducted with reports to Ergon on faulty lights.	All the installed streetlights in-town working with inspections done by Ergon	25%
Road and construction maintenance	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. New seasonal plantings are completed to improve the aesthetics of the town.	Visible appearance of town, parks and open spaces is well maintained. No dead trees on council land. Positive comments from visitors and community.	Garden appearances have improved with regular plantings and ongoing maintenance is provided to up keep the beautification of the town.	25%

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

Officer	What Output	How Activity	Work Completed	% Completed
Road and construction maintenance	Water treatment and conditioning is consistent and remains within department guidelines. Bore system functions to above ground tanks work and supply is constant.	No water outages	Regular monitoring of the system is done and upgrade to the system to the new liquid chlorine treatment disinfection technology commenced. Shed has arrived ready for installation. This new system will improve the quality of the water.	25%

Officer	What Output	How Activity	Work Completed	% Completed
Director Works and Operations	Regular scheduled water sampling conducted and variations reported to Water Board and the CEO.	Reports from Water board free from errors.	Water sampling completed as per DWQMP	25%
Road and construction maintenance	Regular collection of residential and commercial waste as per policy with annual review on collections completed.	No complaints from residents or businesses	This service is delivered in a timely manner. Management of the waste site is completed and in line with EPA requirements.	25%
Road and construction maintenance	Waste facility managed in line with EPA requirements	Waste facility is ordered and functional with little 'blow away' waste.	Waste site is unmanned and council do their best to adhere to EPA requirements	25%

**Develop manage and maintain roads and airport infrastructure to sustain and improve quality and safety.**

Officer	What Output	How Activity	Work Completed	% Completed
Director Works and Operations	Natural Disaster Relief and Recovery Arrangements (NDRRA) Flood events are identified and managed with 'value for money' principles.	Road information is picked up and processed in a timely manner. Flood work is completed and reported on in a timely manner and within budget which is reported to council on a monthly basis.	March 2018 flood event damage data has been collected through software and submitted to QRA for approval. Also submitting council plant and day labour costs.	25%
Road and construction maintenance	TMR Roads and maintenance contracts are prepared, reviewed and submitted within approved time frames.	All TMR contracts are completed and reports submitted to confirm work completed.	All work completed for TMR is of a high standard and no 're-work' is required. Contracts are recorded and reviewed within the finance system to ensure we are within budget.,	25%

Officer	What Output	How Activity	Work Completed	% Completed
Road and construction maintenance	Transport and Main Roads RMPC roadworks are identified , completed and reported on in a timely manner and maintained within budget. Council report to be updated monthly.	Report to council are completed monthly with quarterly update to council meeting on progress against plan.	RCMP roadworks are completed and on budget report are sent to council meeting every month .	25%
Director Works and Operations	Identify potential black-spot areas on roads and or bridges and apply for funding.	Project completed ready for funding opportunity.	No black-spot funding available. We have secured funding to upgrade flood-way on Springvale road under NDRP. Also secured funding through RAU to upgrade Boulia switchboard and reseal the Urandangie airport. Tenders have been issued they closed on August 30, 2018	30%
Director Works and Operations	Compliant aerodrome facility including lights and markings meet with CASA requirements	Pass of the audit via Annual inspection by CASA	Boulia airport schedule for technical and electrical inspection . 3 months ago CASA conducted audit on the Boulia aerodrome. no significant issues were raised.  Urandangie aerodrome under progress for reseal.	15%
Director Works and Operations	Shire roads are maintained within budget allocation and annual works program. Projects identified to reduce ongoing maintenance in the future.	Shire roads maintenance program including maintenance grading is completed each year	All the shire roads in reasonably good condition. Two flood damage programs completed by June 30, 2018.	25%



Officer	What Output	How Activity	Work Completed	% Completed
Director Works and Operations	Roads to Recovery projects are identified, recorded and completed within guidelines to improve the road network, footpaths and special projects etc.	Reporting to Roads to recovery body is approved and audited by external auditors.	R2R funds been spent last FY. R2R funds also used for co-contribution on Donohue HWY project.	100%
Director Works and Operations	Outback Way sealing program is being completed in line with budget allocation and works program.	Work has been completed to the agreed standard between NT, WA and Qld	Two crews working on this project. Aiming to seal on October 2018.	25%
Director Works and Operations	Council manages extraneous council equipment to obtain value for money and generate private works income where possible.	External work is completed at a competitive rate with all costs to council covered.	Recently we had clearance sale. Sold all unused surplus and obsolete equipment .	25%
Director Works and Operations	Roads to Recovery (R2R) - programs are developed to improve the liveability of the town and surrounding areas for the shire residents.	Budget allocated from R2R is geared to make the most out the funding .	Next round R2R funds will be used for town roads and footpaths renewal.	25%

**Provide and maintain well planned sustainable community assets to meet the needs of our community.**

Officer	What Output	How Activity	Work Completed	% Completed
Director Works and Operations	Buildings and all council facilities meet regulatory requirements and also meet WH&S standards. Annual inspections of power boxes and RCD's are completed.	Inspections by regulatory bodies and WH&S officers meet pass rate.	Electrician has been carrying out the testing according to the legislation requirements.	25%

Officer	What Output	How Activity	Work Completed	% Completed
Road and construction maintenance	Building facilities are well maintained with building use monitored by the venue booking forms income is generated where possible.	Regular inspections conducted by supervisors meet level of service requirements.	ALL buildings are maintained ready for use and bookings.	25%
Road and construction maintenance	Maintain the buildings , grounds ,fencing and buildings in existence at the Racecourse Reserve to meet racing requirements.	Running rail fencing installed at the racecourse reserve from Drought Communities Drought Funding.	Facility is well maintained and ready for venue bookings	25%
Director Works and Operations	Urandangie Hall Facilities meet regulatory requirements and also meet WH&S standards.	Regular inspections conducted by supervisors meet level of service requirements.	Recently installed new sliding door. Started landscaping.	30%
Director Works and Operations	RSL Building renovations including a ramp, renovated kitchen and an internal toilet to be installed.	Work to be completed by the Workcamp and local qualified builder.	Waiting form funding availability.	0%
Community Services Manager	Library facilities and programs are delivered to meet the needs of the community as well as meet regulatory requirements and WH&S standards.	Regular inspections conducted by supervisors meet level of service requirements.	The library is still getting support from the primary school with children visiting twice a week.	25%
Road and construction maintenance	Boulia Cemetery facilities are well maintained and grounds are aesthetically appealing.	Regular inspections conducted by supervisors meet level of service requirements.	Ongoing watering completed, with repairs and mowing done when needed	25%
Road and construction maintenance	Urandangie Cemetery facilities are well maintained and grounds are aesthetically appealing.	Regular inspections conducted by supervisors meet level of service requirements.	We keep it well maintained as tourist like to look around the cemetery.	25%

Officer	What Output	How Activity	Work Completed	% Completed
Road and construction maintenance	That the bus is registered and well maintained to be able to be utilised for community functions and events.	Bus utilised for events and other activities	Bus is registered. ready for use by the community.	25%
Director Works and Operations	Airport building facilities are clean and well managed to ensure a good first impression to our town and that the building meets regulatory requirements and WH&S standards.	Inspections by regulatory bodies and WH&S officers meet pass rate. Regular inspections conducted by supervisors meet level of service requirements.	Facilities are kept clean all the time. Complying with WH&S standards.	25%
Chief Executive Officer	Feasibility concept completed for the redesign and plan for an incorporated council administration building including the library and office space which can be leased.	New council plan developed for building.	The initial application for funding has been approved with the final stages to be completed prior to Nov 2018	10%

**Facilitate land and infrastructure development that meets the needs of the community and fits with the strategic plans for Council, key stakeholders including State and Federal governments**

Officer	What Output	How Activity	Work Completed	% Completed
Chief Executive Officer	Progress the development of the Industrial Airport Subdivision (Stage 1) by having survey plans prepared and a shelf ready project to enable the application for funding when available.	Land availability options cleared with Native Title holders and DNRM. ILUA requirements met. Legal documents and agreements are signed and registered with DNRM. Titles issued on identified land.	The application has been submitted and notification is to be expected by Nov/ Dec if we are successful.	10%

## STRENGTHEN THE LOCAL ECONOMY

### *Economic*

Promote tourism as an economic driver for the region.

Officer	What Output	How Activity	Work Completed	% Completed
Community Services Manager	Review digital media, brochure and television advertising annually to ensure content is relevant and is aimed at the target market. Record visitor numbers and sales in monthly report to council.	Numbers of visitors to show Increase in income as a percentage of expenditure for sales.	A new television advert will soon be organised amongst senior staff and tourism staff.	25%
Community Services Manager	The Min Min attraction is the major draw card for Boulia. Maintain and improve the experience by regular maintenance and updating program software when required	Replacement of existing infrastructure completed with program review completed by Nov 2017 from Works for Queensland grant funding	Visitor numbers were up on previous years with the neighbouring shire events attracting people to travel this way. MYOB will soon be removed and a new system put in place for sales.	25%
Community Services Manager	Increase visitor numbers by utilisation of electronic media to promote Boulia and surrounding attractions.	Visitors to Min Min/ Stonehouse/and accommodation outlets	Our social media pages are acquiring more than ever reviews. and comments.	25%
Road and construction maintenance	Support local tourism in Urandangie by the improvement of facilities in the parks with the addition of more playground equipment.	Structures installed by Nov 2017 from Works for Queensland grant funding	The new public toilets have been installed.	25%

Officer	What Output	How Activity	Work Completed	% Completed
Community Services Manager	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	Completion of famils and external visits with the Far West Alliance to trade shows.	Staff attend 2-3 camping/ trade shows a year in partnership with OQTA.	25%
Chief Executive Officer	Recognition of various 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.	Discussions with representative but still no action from Pitta Pitta	5%

#### Where controlled by council, affordable and suitable housing to meet demand is available

Officer	What Output	How Activity	Work Completed	% Completed
Community Services Manager	All houses and units owned by council are rented out. 80% occupancy rate with applications submitted through the housing committee for approval with accommodation to be at an agreed standard prior to letting.	Occupancy rate achieved.	A housing meeting to happen in September with the committee. One application at present and one cancellation about to happen.	25%

#### Support opportunities for existing and emerging industries and business.

Officer	What Output	How Activity	Work Completed	% Completed
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Officer	What Output	How Activity	Work Completed	% Completed
Chief Executive Officer	Support requests for further development of sites within Bouliia Shire to enable increased employment of local people and review the potential for a rates free period to attract small business to town.	Increased number of businesses using Bouliia as a base employing local people.	Policy has been developed and will be adopted at the next budget for 2019-2020	40%

#### Identify other economic opportunities and enablers for the Shire.

Officer	What Output	How Activity	Work Completed	% Completed
Chief Executive Officer	Remote Area Planning and Development Board (RAPAD)- Facilitate the growth and development of the Central West and wider Outback region. By working together member local governments are united in their desire to enhance the quality of life for all residents.	Evidenced based outcomes resulting from the membership of the regional group.	Collaborative projects include new business system, disinfection technologies, lobbying for changes to FAGS grant	25%

#### Actively support networks and partnerships between local businesses, industry groups, relevant organisations and government.

Officer	What Output	How Activity	Work Completed	% Completed
Director Works and Operations	Outback Regional Road Group (ORRTG) Represent Boulias' needs for shire roads, roads of regional significance so we receive our fair share of funding within the group dynamic.	Monthly meetings to review progress.	Actively participating in the meetings and prioritising the projects accordingly prioritisation tool.	25%

Officer	What Output	How Activity	Work Completed	% Completed
Director Works and Operations	Work with RAPADWSA (Water Strategic Alliance) in joint procurement for major infrastructure water projects to enable the best utilisation of funding to achieve sound outcomes for infrastructure and therefore service delivery for water.	Improved water infrastructure.	Actively participating in the meetings and prioritising the projects accordingly prioritisation tool	25%
Chief Executive Officer	Outback Way Development Corporation- continuation of the joint representation for the future development of the Donohue Highway forming part of the Outback Way - Australia's longest shortcut.	Monthly teleconference updates	Mayor, tourism officer and myself attended the AGM in Alice Springs in October.	25%
Chief Executive Officer	Continued lobbying to State and Federal government through the Outback Way for the sealing of the Donohue Highway and for this section of the Outback Way to be made a State road as are all other sections of the road in other states..	Further allocation of funding to seal sections of the Donohue Hwy.	Meeting held with Deputy Prime Minister in Alice Springs to explain our case for the Donohue Highway being made a state road. Further meetings to be held in the week of the LGAQ conference.	10%

Officer	What Output	How Activity	Work Completed	% Completed
Community Services Manager	Collaboration with Outback Queensland Tourism Association(OQTA) to improve the exposure for Boulia's Tourist product- Min Min Encounter, Boulia's Heritage Complex and our 100 million year old marine fossil exhibit.	Joint attendance at trade shows. Queensland wide promotions National exposure	OQTA continues to market Boulia and its attractions and features.	25%
Chief Executive Officer	Central West Regional Pest Management Group (CWRPMG) - Development of a strong regional group who guide the implementation of the adopted Regional Bio-Security Plan which will seek opportunities to eradicate, control and manage pest and weed issues.	Group is functional and has had success in identifying and lobbying government for changes to funding allocations.	Focus group has now been created to review a way forward as this group has not had very much traction.	10%
Chief Executive Officer	Prepare submissions to Western Queensland Local Government Association and Australian Local Government Association to lobby State and/or Federal Governments for strategic changes to Acts and regulations where warranted.	Cross boundary assistance and support given to other members of the group.	Submissions completed for Financial Assistance Grant review, Pig snout levy.	15%
Chief Executive Officer	Ensure that the Local Disaster Management Group (LDMG) group is functional and operates well in emergency situations. Bi-annual meetings and exercises are conducted as required.	Activations are well executed and documented. • Reports to the LDMG are completed • Field and desk top exercises are completed	Pre-season meeting will take place in Nov and then again in April.	10%



Officer	What Output	How Activity	Work Completed	% Completed
Chief Executive Officer	Inland Queensland Road Action Plan (IQRAP)- Development of a concise road network plan with a view to improve productivity for existing industries and businesses along supply chains, enhance competitiveness of exporters, support new private sector investment and improve resilience and connectivity for the delivery of goods and services to communities	This group is developing and gathering momentum. We are only one of 33 local governments who are members. The focus is to increase the quality and accessibility of the road network to maximise the economic prosperity of inland Qld.	Support is strong in the north western councils but the RAPAD group of councils have other plans.	25%
Community Services Manager	Council housing stock is managed in a clear and accountable manner with allocation of housing stock to applicants completed via the housing committee.	Housing stock is utilised for the best purpose.	Regular reports to housing committee completed for new applicants.	25%
Finance Manager	Audit Committee- Regular meetings are held in line with requirements to review and monitor audit comments and ensure council is performing in accordance with the Local Government regulations.	Functional Audit committee.	Awaiting our 2017/18 Financial Statements to be signed off by Qld Audit Office, then a meeting will be called to review the findings. Currently put out to Tender our next program once tender closes we will discuss at our next meeting.	5%
Human Resources	EBA committee- Staff Committees are formed inclusive of all areas of the council and employees have input into the group decisions.	Well balanced EBA supporting both staff and the council sustainability.	Contractor engaged to liaise with staff and Unions.	25%

Officer	What Output	How Activity	Work Completed	% Completed
Director Works and Operations	The plant committee to complete reviews on plant usage making suggestion on turn over, purchase and replacement to achieve maximum value for money outcomes.	Plant purchases are within budget and plant is maintained within specified parameters to enable sound operations of the council.	Plant committee meeting as required.	25%

## CARING FOR OUR PEOPLE AND OUR ENVIRONMENT

### Environment

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

Officer	What Output	How Activity	Work Completed	% Completed
Executive Assistant	The set of policies and local laws are reviewed annually to ensure that all residents are able to enjoy Boulia without impediment.	Policies and Local Laws are up to date and relevant.	All polices that are due for revision in 2018 have been noted and the relevant Departments responsible have made aware that their policy is due for review.	70%

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

Officer	What Output	How Activity	Work Completed	% Completed
Director Works and Operations	All facilities over which we are required to hold a licence meet the Qld standards and licence renewal is achieved.	Visitation and audit by environmental health officer to review all of council operated facilities and business operating in Boulia.	Meeting the requirements. Updated ACMA	25%
Rural Lands Protection Officer	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	Have finished all RMPC pest weed spraying on all Main roads.  Will be starting to spray pest weeds along the following shire roads Toolebuc Rd, Selwyn Rd, Donahue Highway, North Urandangi Rd, South Urandangi Rd, Springvale Rd and Selwyn Connection Rd.  In the last quarter 6 properties did 1080 baiting for pest animals.	80%

Officer	What Output	How Activity	Work Completed	% Completed
Rural Lands Protection Officer	Leases over the Butcher Paddock and Coridgee 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.	Still reasonable amount of feed in the Cooridgee laneway. The Butcher paddock feed is nearly all gone.	80%

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

Officer	What Output	How Activity	Work Completed	% Completed
Chief Executive Officer	The new template Town Planning Scheme is progressed with community consultation and final adoption of the scheme in 2018/19	Town Planning Scheme is reviewed and adopted by council.	Final collation of data has been done with the draft document being prepared by the department for review by the public early in the new year.	45%
Director Works and Operations	All building applications are completed in a timely manner with the correct fees charged.	Applications processed with minimum delays.	Except RSL hall, all the facilities are available. Fees & Charges updated.	25%
Chief Executive Officer	Native Title /Cultural Heritage requests are dealt with as they eventuate.	Land Planning issues proceed as needed with the proper process followed.	Good relationships with all groups.	25%

#### Facilitate health and medical service provision for Boulia and Urandangie

Officer	What Output	How Activity	Work Completed	% Completed
Chief Executive Officer	Strong relationships built between all levels of government who deliver health services to the people of Boulia.	Improved health and medical facilities for Boulia and Urandangie.	Council representative sits on the member group to ensure we are in the loop. Good relationship with Queensland health for the delivery of the Well Being Centre.	15%

Officer	What Output	How Activity	Work Completed	% Completed
Chief Executive Officer	Au-spiced funding for Royal Flying Doctors Service (RFDS) is managed in accordance with planned activities to upgrade facility in conjunction with Dr Don to be completed as identified.	Activities completed with quarterly reports submitted	Up to date with activities completed. Quarterly reports submitted to funding bodies.	25%

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

Officer	What Output	How Activity	Work Completed	% Completed
Rural Lands Protection Officer	Management and control of domestic animals within the township. Continued diligence and management of noxious weeds within the scope of council activities along with baiting activity conducted with landholders to control pest species.	Limited numbers of stray animals. Unwanted or impounded animals are disposed of humanely.	The management and control of the domestic dogs in town is an on going job and any complaints are handled quickly and diligently	60%
Rural Lands Protection Officer	Noxious Pest weed control on council managed land and council road reserves is maintained, monitored and reported quarterly to council but subject to grant funding.	Limited incursions with action taken for invasive species.	The management of pest weeds and council reserves is an on going job and handled as soon as any pest weeds are spotted.	80%

Officer	What Output	How Activity	Work Completed	% Completed
Rural Lands Protection Officer	Reduction in the number of pest animals by paying of bounties for wild dog scalps and pig snouts with a complete register of numbers reported and amounts paid by council for the bounty.	<ul style="list-style-type: none"> <li>• Take up of baiting program offers by the landholders.</li> <li>• Bounty payments continue.</li> <li>• Education information available on pest animals on the web site / face to face.</li> </ul>	<p>There has been a decline in the numbers of dog scalps and pig snouts in this quarter this I think is due to the drought.</p> <p>The properties that did the 1080 baiting this quarter have noticed smaller numbers of wild dogs but about the same number of feral pigs as the more it dries up more are coming in to water at turkey nests when there was plenty of water in rivers, creeks and dams they were hard to spot.</p>	80%
Rural Lands Protection Officer	Town common is managed within the limits set and stock holders are encouraged to participate in any muster arranged by council. Weed control and stock levels monitored and reported to council quarterly.	<ul style="list-style-type: none"> <li>• Town Common Committee meets at least once per year.</li> <li>• Members fees are paid promptly</li> <li>• Stock which is not registered with a member will be impounded.</li> <li>• Town common muster is completed half yearly.</li> </ul>	<p>The Town common is down on the numbers of stock from past years.</p> <p>There is a problem with neighbouring properties stock getting on the common with complaints being lodged from the towns people that have stock running on the common .A review of the policy to be done.</p> <p>Any pest weeds are sprayed as soon as that are seen.</p>	65%
Rural Lands Protection Officer	Primary Stock route bores are maintained as appropriate with funding applied for as needed. Other bores are maintained as funding allows.	Stock route bores are maintained in accordance with funding received.	<p>DNRME has came up with a new assets and stocktake register with they want filled out and sent back to them before the end of the year.</p> <p>I will be getting on to this as soon as I can. Funding for the replacement of old water troughs at two bores was applied for and received the work will be carried out before the end of November.</p> <p>all others are working as needed.</p>	75%

Officer	What Output	How Activity	Work Completed	% Completed
Chief Executive Officer	Local SES group is supported by council. Compliance with the state requirements to have an State Emergency Service (SES) group	SES- Group is supported during and after events by the use of council equipment and staff id required.SES Management Plans are up to date	Council continues to support the group. New equipment including sat phone and 2 way has been requested.	25%
Chief Executive Officer	Local disaster management group (LDMG) and a Rural Fire Brigade.(RFS) groups are supported by council with regular meetings held and exercises and training completed as required.	LDMG -Half yearly meetings are held and reported back to DDMG. LDMG- Activation meeting for flood events are held and reported. LDMG Management Plans are up to date including QFES requirements. Meetings are attended and action	Meetings will be occurring pre-season in Nov	25%

## ROBUST GOVERNANCE

### GOVERNANCE

#### Manage Council's Human Resources in an effective manner.

Officer	What Output	How Activity	Work Completed	% Completed
Human Resources	Administration-HR Policies and procedures in place to ensure staff have clear guidelines in relation to working for the council.	Policies are reviewed and made available to staff.	Policies are updated and amended as required.	25%
Human Resources	Human Resource plan is developed to identify potential needs in the future.(succession planning)	Plan will be used in the budget process for 2018-2019	Training provider engaged to deliver next years start up process	25%
Human Resources	Review of existing EBA and commence consultation with staff to develop an equitable EBA which is fair to staff and sustainable for council.	Enterprise Bargaining agreement is developed and adopted by council in accordance with the new State Award 2017	Groups reflecting the various sections of council have been created ready to negotiate EBA.	25%

#### Ensure Councils commercial activities are managed well and provide benefits to the community.

Officer	What Output	How Activity	Work Completed	% Completed
Community Services Manager	Min Min Encounter Business plan incorporating management guides and sustainability review completed with completed manual for the show held by council.	Business plan and management manuals completed by Greg Tuckwell (consultant)	Manuals are held in hard copy at the Min Min and also in digital on councils electronic document management system	25%



Officer	What Output	How Activity	Work Completed	% Completed
Community Services Manager	Stonehouse Museum Business plan incorporating management guides and sustainability review completed	Plans completed which identify future sustainability and infrastructure requirements into the future.	New world war one room to soon be unveiled in Heritage Complex.	25%

**Corporate Governance and Risk is managed well within Governance and Risk is managed well within regulatory parameters.**

Officer	What Output	How Activity	Work Completed	% Completed
Finance Manager	Corporate Risk Management is identified and managed as an ongoing part of the business	Risk management Framework is developed and implemented across the organisation.	This is reviewed daily with all tasks undertaken. There is a review monthly by the Finance Manager as well as reviewed at fortnightly Manex meetings.	15%
Chief Executive Officer	A business solution (IT) which covers the needs of council at present and into the future is supported by each layer of the organisation and training is available to achieve best practice.	Partnership with the RAPAD group to identify future solutions for Boulia in line with the region progressed.	Initial implementation has been completed.	35%
Finance Manager	Long Term Financial Plan to be updated to QTC model to a stage where it gives Council a good indication of the impact of financial decisions made by them on future decisions.	Long term Financial plan developed in line with QTC format.	Work it about to start on this. To date due to roll out of new Business Enterprise system there has been a delay. Database has been rolled and ready for inputting of data.	5%
Finance Manager	Financial reporting to council provides up to date information to enable council to make sound decisions.	Monthly Financial reporting to council includes snapshot of current performance against budget figures.	Reporting to Council is done at each Council meeting. A progressive Income Statement, Balance Sheet, Cash Flow Statement and Revenue and Expenditure reports are given and explained each month.	10%

Officer	What Output	How Activity	Work Completed	% Completed
Finance Manager	Legislative compliance regarding Audit Committees meet standards	Audit Committee meetings are held twice per year to review Audit Plans, Draft Financial Statements, previous audit management responses and actions.	Internal reviews happened regularly and this information is then reported to the Audit & Risk Management Committee at the meetings as a permanent item on their agendas. Next meeting will be near end of Oct 2018.	5%
Finance Manager	Council is in receipt of the annual budget documentation ready to be adopted each year.	Budget preparation is timely and involves Executive team and department heads with bids for funding received from departments for consideration by council	The 2018/19 Budget was adopted in June 2018 in preparation for this financial year. This budget is reviewed quarterly and is in the process of happening as at 30th September 2018 however there will be a minor delay in completing this within time for the upcoming Council meeting in October.	10%
Finance Manager	Council is able to monitor the budget and determine the progress of projects and work completed in line with budget projections..	Quarterly budget reviews completed and presented to council with comments on variations to budget	Currently in the process of completing for the last quarter.	10%

**Provide a safe working environment for all staff and visitors to council facilities.**

Officer	What Output	How Activity	Work Completed	% Completed
Workplace Health and Safety	All areas within council meet the basic standards for WH&S.	Regular reporting to ManEx on incidents and prevention activities.	Reports completed to ManEx and council each month .	25%

**Councils offices, depots and business enterprises are operated under 'value for money' principles.**

<b>Officer</b>	<b>What Output</b>	<b>How Activity</b>	<b>Work Completed</b>	<b>% Completed</b>
Community Services Manager	Min Min expenditure Fees and charges reflect the industry norm and mark-up on goods is reflective of costs	Costs to visit our exhibition is reflective of other tourist attractions and minimal stock write off.	Charges reflect other comparable charges at similar attractions.	25%
Community Services Manager	Stonehouse Fees and charges reflect the industry norm and mark-up on goods is reflective of costs	Costs to visit our exhibition is reflective of other tourist attractions and minimal stock write off.	Fees charged are comparable to other historical places and value for money is achievable.	25%
Director Works and Operations	Depot workshop Council plant and equipment is fully operational at all times.	Limited downtime and minimal lost productivity.	Navman has been installed. Will be monitored closely.	25%

## AN EVOLVING WORKPLACE

### GOVERNANCE

Adopt employment practices that develop and support a motivated and focussed workforce.

Officer	What Output	How Activity	Work Completed	% Completed
Human Resources	6.1.3 Deliver accurate and timely processing of the payroll and associated reporting requirements	All payments to staff are delivered within time frames and without error	New Synergy soft system installed and training completed to ensure payroll is delivered.	25%
Human Resources	6.1.4 Record , preserve and protect employee records for payroll and human resource management	all employee records are up to date and secured electronically and have a backup paper file.	All payroll records up to date with employee data reviewed.	25%
Human Resources	6.1.5 Assistance with the recruitment and selection process from advertising to the final letter of offer for new employees	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.	New recruitment is advertised externally and correct procedures are followed to ensure unbiased recruitment.	25%
Workplace Health and Safety	All staff are compliant in the use of the WH&S system and achieve an audit pass on inspections.	JLTA audit is completed and a pass is achieved by the group.	No checks completed or required by the auditor this quarter	10%

Keeping pace with technological changes in the workplace environment

Officer	What Output	How Activity	Work Completed	% Completed
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Officer	What Output	How Activity	Work Completed	% Completed
Human Resources	Support staff to further their development in Local Government in the use of progressive programs, training and resources.	Staff competent in the use of the systems used by council	Support given to staff as required	25%

**Develop and maintain a positive and future focussed culture that demonstrates and supports Council's vision and values.**

Officer	What Output	How Activity	Work Completed	% Completed
Human Resources	All staff are aware of how to notify ideas/ complaints/suggestions	Records of suggestions/ complaints/ issues to be kept on staff file.	Noted. Using Magic document management system	25%

**Be known for our excellent customer service and dedication to our position.**

Officer	What Output	How Activity	Work Completed	% Completed
Senior Admin Officer	Confident staff able to attend to all customer enquiries and deal with difficult situations	Annual Re-fresher training on customer service as required.	Staff are being trained continually in new processes and also in the new Business Enterprise system. Staff have identified areas for further training which is being scheduled.	20%
Senior Admin Officer	Provide a range of administrative, customer services and facilities for the continued operation of council.	Less than 5 complaints received per annum	Customer Service for both internal and external Customers has been maintained for the last 3 months during which we've had Staff off on extended sick leave as well as rostered days off. Currently reviewing some of the services provided due to Staff movements as well as the new business system, where should be targeted.	25%

**Be an employer of choice not simply be the 'only' employer.**

Officer	What Output	How Activity	Work Completed	% Completed
Human Resources	Implement the Modern Award with the consultation of the Consultative Committee in the preparation of the new Enterprise Bargaining Agreement (EBA)	Modern award implement as released with EBA successfully agreed upon	Expectation that this will be completed by June 2019	25%
Human Resources	Develop appropriate staff succession plan including attraction and retention policies	Policies are developed reviewed and approved by council.	Development of the EBA , changes to the Positions descriptions has been the first step.	25%

## PROACTIVE AND RESPONSIBLE LEADERSHIP

### Governance

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

Officer	What Output	How Activity	Work Completed	% Completed
Executive Assistant	Annual community meeting after following the end of year financial results are released	Meeting held in early December after the final results are released	Financial documents are in the final stages after which the annual report will be finalised and dates for a community meeting can then be scheduled.	30%
Community Services Manager	Regular information being released through Channel Country Chatter, Facebook with the Website content reviewed for accuracy and content twice per year..	Verbal feedback, monitored visits through Facebook.	Information given to the CCC monthly and social media pages updated weekly/daily.	25%

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

Officer	What Output	How Activity	Work Completed	% Completed
Executive Assistant	Preparation and collation of the Annual Report document in conjunction with senior managers to ensure the important legislative requirements are met and the report is a sound representation of the council's achievement during the year.	Annual report prepared with input from all senior managers and submitted to council within time frames.	Annual report preparation is currently in works. Financials are currently being finalised.	40%

Officer	What Output	How Activity	Work Completed	% Completed
Executive Assistant	Council agendas are released for review 7 days prior to the meeting and agenda items are placed on the website within 2 business days after the meeting.	Monthly activity is available for viewing by the public on our website with in 2 business days.	All monthly Council meeting agendas and minutes to date have been uploaded to the Council website for public availability.	80%

#### To represent and collectively make decisions to benefit the entire community

Officer	What Output	How Activity	Work Completed	% Completed
Executive Assistant	Twelve ordinary Council meetings are held each year with two special budget meetings and two planning session days.	All meetings attended by all Councillors.	Budget meetings for 2018 have been completed and there has been regular attendance by Councillors at monthly Council meetings.	85%
Chief Executive Officer	Representation at all elected meeting groups supporting Boulia initiatives	Reports received from attendees at the meetings presented to council for information.	NIL so far - debrief yet to be held for the camel races.	5%

#### A cohesive and stable council providing leadership and confidence

Officer	What Output	How Activity	Work Completed	% Completed
Chief Executive Officer	Active representation in the RAPAD group of councils.	Success achieved with group projects	All teleconferences and face to face meetings have been attended.	25%