

Bouliā Shire Council

Operational Plan 2020-2021

2nd Quarter review

Sep to Dec 2020


Not Progressing
Completed
Progressing
Not Due To Start

Key Priority 1: A strong supportive community environment


Our communities are our heartland and boast a unique character. They are places where we demonstrate our diversity and community spirit and provide vital hubs for the services and activities that connect us. We will encourage individual and community responsibility, foster acceptance and reduce disadvantage thereby bringing our communities closer together.

1.1: Promotion of community events, services and facilities


1.1.1: Build a strong sense of community, capacity and pride by supporting local groups and organisations

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.1.1.1	Yearly application for RADF funding and the promotion, assessment and allocation of funding applications during the year to community groups and supported activities.	Number of programs delivered equals the funding program amount.	No funding received for the 20-21 program, Council still has surplus. An Artour program occurred from these funds in September and a 2 day painting workshop at end of year.	

1.1.2: Liaise and work with community groups and organisations in attracting funding and/or providing support where appropriate


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.1.2.1	Support not-for-profit community groups with grant information opportunities and grant development and promotion of Council's 'Grant finder' program.	All relevant grant information provided to groups via email.	Support offered on request by all organisations.	

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


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.1.3.1	Promotion and support for community celebrations which are able to be held in Council facilities: Burke Hall, Shire Hall, Racecourse Reserve, Sports Centre.	All special commemorative days and events supported.	Support and promotion for all community and Council run events.	

1.2: Respecting our culture and heritage, past, present and future


1.2.1: To preserve and promote the heritage and diverse cultures of our community

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.2.1.1	Preservation of Boulia's historical past with information researched, documented and saved electronically which is then available to the general public.	Documentary work completed with maintenance action plan in place.	All electronic information can be accessed and given to any person making enquiries of historical information.	

1.2.2: To maintain, preserve, develop and provide access to our region's history


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.2.2.1	Ensure the operation of Boulia's tourist attractions showcasing the heritage, history and mystery of Boulia are functional during tourism season.	Boulia Heritage Complex open to the public with adequately trained staff in the delivery of historic information.	The Boulia Heritage Complex is in line with other tourist attractions of a similar ilk and is constantly refreshed. Anglo American is going to donate cabinets, fossils and info posters in 2021.	

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


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.2.3.1	Encourage local people to be engaged to provide information on the past history of Boulia both indigenous and non-indigenous which can be recorded for posterity.	Heritage information days held.	The community is constantly canvassed for any historical data on the region and or pioneering families.	

1.3: Boulia Shire to have active inclusive communities


1.3.1: Partner with relevant organisations to support educational opportunities for the shire

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.3.1.1	In conjunction with Job Network provider support the continued opportunity for trainees to work with the Council.	New opportunities identified when grant funding supports this.	Through CDP program Council trying to fill the vacancy positions locally. W4Q COVID project and LRCI funding proven example to keep tradies employed. Only two positions yet to be filled.	




1.3.2: Recognise volunteers who support events throughout the year

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.3.2.1	Assist local community organisations which deliver community events, to engage volunteers, which support the well-being of the community and support continued growth in tourism.	Community events supported with advertising, in kind support etc.	Provision of support is ongoing.	


1.3.3: Facilitate opportunities for learning, social activities, community events

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.3.3.1	All Bouliia Shire community services staff are fully trained and the facilities are well maintained and fit for purpose.	All staff have completed relevant training.	Community services staff attend training as required.	

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.3.4.1	All parks and open spaces including Robinson Park playground is clean and free from defects and meets WH&S standards.	Parks are free from rubbish, broken equipment replaced/repared, and mowed as per levels of service schedule.	Yes, we clean the park every day, replace & repair any broken equipment as per levels of service schedule.	
1.3.4.2	Community events such as ANZAC Day, NAIDOC, Australia Day are supported by the Council for celebration by the community. Other events such as the Easter Races, Rodeo and Campdraft and the July Camel Races are supported as required through the community grants program.	Community events such as ANZAC Day, Australia Day, NAIDOC etc are well organised and promoted.	All community events well supported by Council either as inkind support or cash donation. Many events to be celebrated in 2021.	
1.3.4.3	Community Halls and open spaces are well managed, clean and key system and security deposit taken.	Halls and open spaces available to be booked as required. Checklists are used and damage reported.	Hall has been hired for a number of events taking COVID-19 precautions as well as in depth cleaning. Deposits and payments taken at the time of the hire.	

1.3.5: Provide equitable access to and advocate for a range of services, programs and facilities to address disadvantage and foster inclusion





Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.3.5.1	Library, swimming pool and WiFi continue to be promoted to encourage educational advantage, physical advantage and social advantage.	Opening hours reflective of community demand and budgetary constraints.	New programs for children and holiday activities to be marketed heavily within the community. Promotion of the Library to continue to attract more members.	



Key Priority 2: Building and maintaining quality infrastructure

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



2.1: Well connected - buildings and infrastructure

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



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.1.1.1	Inspections completed meet requirements for compliance with CASA. Aerodrome facility including runway surface, lights, furniture and markings meet with CASA requirements.	Pass of the audit via Annual inspection by CASA.	Inspections will highlight any new and old defects present at the airport and aerodrome facility to meet CASA requirements.	
2.1.1.2	Disaster Recovery Funding Arrangements (DRFA) flood events are identified and managed with 'value for money' principles.	Road information is collected and processed in line with program requirements. Flood work is completed within budget.	Through Recover software flood damage collected and obtained DRFA approval for 2019 and 2020. 2018 Flood damage completed within the budget. This program acquittal completed.	
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.	After 7kms seal completed in December 2020: Donohue Hwy total Sealed road 63% and Unsealed 37%. All other Council roads are safe to travel.	
2.1.1.4	Roads to Recovery projects are identified, recorded and completed within guidelines to improve the	Reporting to Roads to Recovery body is approved and audited by external auditors.	Project funding allocated according to the guidelines. Reseal and Footpath renewal.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	road network, footpaths and special projects etc.			
2.1.1.5	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.	Wherever flood damage not approved, utilising maintenance money as a complementary to fill the gaps and keep the road safe.	
2.1.1.6	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.	Proven example of supplying concrete to DTMR and locals.	

2.1.2: Deliver quality roadwork on non-Council roads within quality assurance guidelines



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.1.2.2	Transport and Main Roads RMPC roadworks are completed and maintained within budget.	Reports to Council are completed monthly with quarterly update to Council meeting on progress against plan.	RMPC are completed within budget.	
2.1.2.3	Roads maintenance on RMPC contracts (TMR roads) are completed within the specifications by TMR with data recorded by REFLECT. These are within budget and submitted within approved time frames. Updated outstanding items reported to Council monthly.	All TMR contracts are completed and reports submitted to confirm work completed.	RMPC Contracts for TMR Roads, with data recorded by REFLECT, are submitted within approved time frames.	




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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.1.3.1	Continue to lobby for the progressive sealing of 'Australia's Longest Shortcut' - the Outback Way. Representation to State Government to have the Donohue Highway declared a State road.	Funding to complete roadworks on the Outback Way is received and value for money outcomes are achieved.	Strong support from the OHDC committee. Continued lobbying for changes to the way this project is being made to TMR. Meeting held with Deputy Prime Minister Assistant to enlighten them on our difficulty in continuing to fund this project as a Council road.	
2.1.3.2	Lobby for the continued widening between Winton and Boulia and Boulia to Mt Isa.	Continued representations are made to ORRTG, TMR with attendance at monthly and quarterly meetings.	Council has delivered supporting funding to enhance the road program between Winton and Boulia with the road being increased in width from 4m to 6m. Work is to commence on the widening of the Mt Isa Road between the town and the grid in Jan 2021.	



2.2: Well serviced - buildings and infrastructure








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



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.2.1.1	Regular collection of residential and commercial waste as per policy with annual review on collections completed.	All collection dates are completed within timeframe.	All collection dates over the holidays have been completed and we are back to our regular collection service now.	
2.2.1.2	Environmental Protection Agency guidelines are adhered to and actions are attended to within time frames.	Reports from Water Board free from errors.	As per DWQMP all the samples collected and tested. SWIM data submitted. KPI report has been submitted. DWQMP approved by the regulator and uploaded on the website.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.2.1.3	EPA requirements are met for all Council utilities - waste, water and sewerage.	Waste facility is ordered and functional with little 'blow away' waste.	Regular rubbish is collected and reduction in some services due to COVID-19 have been scheduled. Waste facility has been maintained as per the regulations and we have obtained funding to install security cameras and construct earth bunding (completed). Track loader has been purchased to maintain the landfill.	
2.2.1.4	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.	Treatment remains within department guidelines and constant.	
2.2.1.5	Consumer confidence in water supply for clarity, taste and low turbidity.	Consistently clear non turbid water is provided to consumers.	Air Scouring & Pigging will be completed in October 2020. Two new water reservoirs have been installed for Urandangi town. Water softener purchased and received, installation pending.	

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


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.2.2.1	Buildings and all Council facilities meet regulatory requirements and also meet WH&S standards. Inspections of power boxes and RCD's are completed along with test and tag.	Inspections by regulatory bodies and WH&S Officers meet pass rate.	Test and Tag completed in all facilities. RCD's due to be completed in Dec.	
2.2.2.2	Building facilities are well maintained with building use monitored by the venue booking	Regular inspections conducted by supervisors	Bookings taken and funds deposited. Buildings all in working order.	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	forms. Income is generated where possible.	meet level of service requirements.		
2.2.2.3	Maintain the buildings, grounds, fencing and buildings in existence at the Racecourse Reserve to meet racing requirements.	All facilities are maintained with limited interruptions to planned events.	All facilities are maintained with limited interruptions to planned events and meet racing requirements.	
2.2.2.4	Urandangi Hall Facilities meet regulatory requirements and also meet WH&S standards.	Continual maintenance upgrades in accordance with funding from Dr Don.		
2.2.2.6	Library facilities and programs are delivered to meet the needs of the community as well as meet regulatory requirements and WH&S standards.	Library programs developed and delivered for all patrons.	A new Library Officer has been employed and the First Five Forever programs will be restarted.	
2.2.2.7	Bouliia Cemetery facilities are well maintained and grounds are aesthetically appealing.	No dead trees, fencing is of good standard, watering system functions.	Bouliia Cemetery is well maintained, waiting on funding for new fencing. We are planting more trees to beautify the entrance.	
2.2.2.8	Urandangi Cemetery facilities are well maintained and grounds are aesthetically appealing.	Regular inspections conducted by supervisors meet level of service requirements.	Regular inspections conducted by supervisors every month to 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.	Bus is well maintained and is available for functions and events.	
2.2.2.10	All Council owned buildings are clean and well managed to ensure a good first impression to our town	Inspections by regulatory bodies and WH&S Officers meet pass rate. Regular	All health and work safety standards are completed with mandatory monthly inspections occurring.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	and that the building meets regulatory requirements and WH&S standards.	inspections conducted by supervisors meet level of service requirements.		
2.2.2.11	Continued work in the development of the Regional Community Hub concept completed for the final plans of the new building and subsequent funding when successful.	Concept design developed for building by architect.	The final schematic designs have been completed and this finalises the initial funding grant received to complete this project. The next round of BBRF funding is due in Jan 2021 which we will submit an application for consideration.	
2.2.2.12	Council housing is managed in accordance with tenancy requirements. Allocation of housing stock to applicants completed via the Housing Committee. Housing maintenance needs are lodged through Council's EDM system.	Housing stock is utilised for the best purpose with all applications progressing through Housing Committee.	All Council owned homes except one have been leased for 2021.	

2.3: Well planned - buildings and infrastructure



2.3.1: Develop and implement a robust asset management plan to support effective long-term asset management

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.3.1.1	Asset Management Plans completed for all major asset classes which will consider both the future anticipated income projections, and the future expenditure requirements to sustain services. The plan to	Final Asset Management Plans completed for all major asset classes.	Asset Management Plans completed for Roads, Airport, Bridges, Footpaths and a revised buildings AMP. The next stage will be the complete set of plans for all infrastructure assets held by Council and this will support Council's long term financial plans.	





Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	consider the expenditures identified in the Asset Management Plans and will provide input into the annual budget.			
2.3.1.3	Develop the Levels of Service information data base to improve the relationship between the service level and cost so that future community consultation will be well informed of the options and associated cost.	Levels of Service developed of each asset class improving with maturity each year.	Levels of service for all AMP's have been developed by Shepard Services. All the data has been collected by using virtual RACAS system. Budget forecast has been developed for the roads, footpaths, K&C and airports. As per AMP budget has been allocated for the renewal for the footpath and K&C.	

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



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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.3.2.2	Progress the development of the Residential Subdivision (Stage 1) by having survey plans prepared and a shelf ready project to enable the application for funding when available.	Survey plans completed ready for implementation if funding becomes available.	The design and survey plan of the residential subdivision has been completed for the entire section but we will only be looking to 'release' Stage one when funding becomes available. This will see 11 blocks available to the general public to commence building.	
2.3.2.3	All identified future projects to have shelf ready funding applications ready for funding opportunities.	All potential projects have shelf ready funding applications completed.	New grant funding opportunities are constantly being sourced.	


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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.3.3.1	All street lights functional enabling the safe traversing of streets and the use of recreational facilities after dark.	Audit on street lights conducted with reports to Ergon on faulty lights.	Reports to Ergon on faulty lights - one on Hamilton St, one on Herbert St and one on Burke St.	
2.3.3.2	Town entrances, all parks and recreational areas are managed in a sustainable manner with mowing and slashing completed regularly. Trees and shrubs pruned or removed if dead or dangerous.	Visible appearance of town, parks and open spaces is well maintained. No dead trees on Council land. Positive comments from visitors and community.	Town entrances and parks and recreational areas are mowed and slashed regularly.	
2.3.3.3	New seasonal plantings of shrubs and annuals in identified gardens completed. Centre median strip shrubs trimmed and 'flag' signage repaired/replaced.	All gardens weed free and plantings have been done to peak during tourist season.	All gardens and plantings have been done in median strips and shrubs are well maintained, new flags are now in use, signage are repaired or replaced.	
2.3.3.4	Cemeteries to have site information recorded in the new IT Vision system and new sections allocated according to plan.	All existing information loaded into the system and new additions recorded.	Constantly updating data as it comes to hand.	



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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.3.4.1	Survey plans for land titles held by Council to be reviewed and updated if necessary to enable future development.	All Council identified land for development has survey plans and shelf ready project costing ready to be implemented.	Survey plans prepared ready for future opportunities.	
2.3.4.2	All projects over \$100k are to consider ongoing ownership costs of new capital works proposals in budget deliberation. This to be achieved by identifying the renewal and capital grade expansion components of all capital works projects, and providing for the ongoing operational and maintenance requirements.	All projects to be approved by Council using the QTC Project Decision Framework tools.	Prior to approval the whole of life costing is taken into consideration and reviewed by Council. Continued review of this expenditure on the projects and also adding QLeave extra element, if the project cost is more than \$150K.	

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.3.5.1	Town Planning Scheme is adopted and reviewed by Council annually with the budget.	Town Planning Scheme is approved by the Minister and adopted by Council.	The Town Planning Scheme which has been under development for 18 months was adopted by Council in August 2020. This sets the theme for the town for the next 20 years.	

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


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.3.6.1	All building applications are completed in a timely manner with the correct fees charged.	Applications processed with minimum delays.	All building development applications are recorded and fees charged accordingly. All new/relocated structures are certified by Building inspector. ABS data up-to-date.	
2.3.6.2	Capital Exp: Development of the Boulia Industrial Estate to encourage new business within the town precinct.	Land Planning issues proceed as needed with the proper process followed.	Good relationships with all groups. Council engages an external resource to ensure we comply with Native Title requests.	

Key Priority 3: Economic development - a sustainable local economy


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.

3.1: Facilitate employment and investment opportunities


3.1.1: Encourage a diverse supply of housing affordability and choices

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.1.1.1	Advertise the rates concession for new and renovated buildings within the shire.	Notices placed in CCC, provided in rates notices, advertised in regional newspapers.	Communication through the quarterly newsletter, notices in with Rate notices that will be issued in January/February 2021. Advertising continuing through newspapers and community notice boards including electronic.	

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


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.1.2.1	Housing inspections are completed on an annual basis or as required. Budget allocation is sufficient to meet 10 yr housing forecast.	Housing stock meets Council demands.	Council housing inspections are completed and tenants are responsible for any non-wear and tear issues. The housing stock in general is in a fair condition but is starting to show signs of general fatigue as the houses are old. Council is looking to the new residential estate as an opportunity to improve the housing stock and potentially allow home ownership for the existing houses.	

3.1.3: Facilitate networks and partnerships between local business, industry groups and government


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.1.3.1	Facilitation of meetings between regional organisations including RAPAD which may assist local business.	Meetings arranged as required. Council email blast, flyers, Facebook.	Council has supported and encouraged Remote Area Planning and Development Board (RAPAD) to deliver programs within Boulia for the local business. Part of the program was the COVID-19 support programs training delivered in October 2020.	





3.2: Support local business and advocate for the region


3.2.1: Support opportunities for new and existing businesses

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.2.1.1	Continued use of television and other media advertising of the shire including our website to support Council tourist attractions.	All advertising and TV ads reviewed and renewed as necessary for value for money outcomes.	Diamantina Council hope to partner with Boulia to promote the western region with new television adverts.	


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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.2.2.1	Achievement from the active engagement in Outback Regional Road Group (ORRTG) representing the importance of our shire roads and roads of regional significance.	Savings for Council achieved through involvement in this group.	Regular monthly teleconferences attended with quarterly face to face meetings attended. Actively participating in the group and heavily involved in joint procurement.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.2.2.2	Work with RAPADWSA (Water Strategic Alliance) in joint procurement for major infrastructure water projects to enable the best utilisation of funding to achieve sound outcomes for infrastructure and therefore service delivery for water.	Improved water infrastructure.	Actively participating in the group and heavily involved in joint procurement. This year will see joint procurement in water mains and smart water meters and projects which will see Council save many thousands of dollars as joint procurement proceeds. Currently in progress joint procurement project Air Scouring & Pigging.	
3.2.2.4	Central West Regional Pest Management Group (CWRPMG) - Development of a strong regional group who guide the implementation of the adopted Regional Bio-Security Plan which will seek opportunities to eradicate, control and manage pest and weed issues.	Group is functional and has had success in the development of a workable plan.	I attended a meeting in Winton on the 26/11/2020 where the spraying of Sticky Florestina that was done along the road from Longreach to Barcaldine Rd between Longreach and Barcaldine Shire Councils was discussed. There will need to be follow up spraying done as after rain there will be regrowth.	
3.2.2.5	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.	Successful outcomes from motions developed by Council presented to WQLGA.	WQLGA - cancelled due to COVID-19 restrictions - no submission were delivered this year.	
3.2.2.6	Ensure that the Local Disaster Management Group (LDMG) 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.	Bi-annual meetings have been held with restricted conditions due to COVID-19. Meeting to be held in February to introduce new members to the group.	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.2.2.7	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 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.	The initial purpose of this group has seen good success with a complete review on inland roads being completed and reviewed by Federal Government.	

3.2.3: Advocate and support the development of the Outback Highway



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.2.3.1	Outback Way Development Corporation - continuation of the joint representation for the future development of the Donohue Highway forming part of the Outback Way - Australia's longest shortcut.	Monthly teleconference updates.	This groups continues to be a strong cohesive group who has achieved a solid performance outcome for the ongoing sealing of the Outback Way. This quarter a submission into the Infrastructure Australia Fund was prepared and delivered.	

3.3: Innovate and explore opportunities

3.3.1: Identify economic opportunities and enablers for the Shire

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.3.1.1	Attendance at the Remote Area Planning and Development Board (RAPAD) meetings - Facilitate the growth and development of the Central West and wider Outback region.	Evidenced based outcomes resulting from the membership of the regional group.	Zoom meetings are held due to COVID-19, Attended Sep. Oct Face to Face meeting held in Brisbane 23-26th Nov. These meetings covered items such as rural water and waste water, participation in Qld Industry Recovery Alliance, RAPAD Skilling (employment and training), CW Digital Connectivity project, sustainable energy for the region, and housing availability for staff and residents.	

3.3.2: Enhance digital connectivity opportunities for the Shire


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.3.2.1	Maintenance and renewal of FM transmission sites ensures continued operation.	All sites operational.	FM transmission are operational.	
3.3.2.2	Increased digital connectivity throughout the shire by the use of modern technology which improves communication and connectivity.	Review completed on how digital exposure can benefit Boulia (RAPAD).	Investigated and invested in the new technologies, recent additions on the technology: Purchase Drone (Robotic) i-Auditor for safety issues reporting and investigating Tablets for collecting defects on the road Camp internet and WiFi Security cameras Water monitoring system Flood monitoring cameras and new upgrades with latest equipment Navman, Spot technology tracking and tracing	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
			Recover, Reflect, Radar, Zoom, AutoCad, Drone footage Facebook, PULSE and various GPS technology etc.	

3.3.3: Grants, commercial and regulatory functions and other revenue sources increases



Coordinate and facilitate the submission of appropriate, complete and timely applications for grant funding across the Organisation.

Monitor and manage income generation from Min Min Encounter, Stonehouse and aquatic center.

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.3.3.2	Grant application register is kept on applications approved, pending, unsuccessful.	Grant applications register is presented to Council monthly.	The Grants Register is updated on a regular basis as new information is received and applications/projects progress. All pending and approved grants noted on the register are presented monthly at the Ordinary Meeting of Council.	


3.4: Promote tourism as an economic driver for the shire

3.4.1: All opportunities used to increase the shire's exposure to the tourism market

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.4.1.1	Signage which recognises Traditional Owner (T/O) groups within the shire by including signage on T/O area boundaries.	Consultation with T/O groups on wording and location of signage. Installation of signs completed.		
3.4.1.5	Promote the attractions in Boullia to increase the number of visitors to Boullia through partnerships with other regional tourism	Attendance of staff to trade shows and training opportunities.	Television advertising and partnership with OQTA and TEQ is promoting the message for travellers to visit our region.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	providers. ie caravan and camping shows.			

3.4.2: Support Council operated businesses which are associated with tourists and benefit the wider community


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.4.2.1	Maintain and improve the experience of tourism attractions by regular maintenance and updating of facilities and new programs when required.	Upgrading of existing infrastructure completed with program review to be completed when funding available.	Regular maintenance to be undertaken in January 2021.	

Key Priority 4: Caring for the 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 responsible land management.

4.1: Well managed environmental resources which supports our future growth


4.1.1: Employ efficient development planning processes and practices



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.1.1.1	Cultural heritage clearances are sought during the planning process for construction activities.	All cultural heritage clearances have been completed prior to any work done.	Part of the project scope to obtain Cultural Heritage clearances for any new sites or projects. Report will be added to the Job Management Plan.	

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.1.2.1	Development applications and building approvals are actioned within a timely manner.	All approvals are actioned within the timeframe.	All development applications and building approval are completed within the legislative time-frame. No pending application.	


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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.1.3.1	Fogging activities completed in times of flood.	Fogging notification to residents. Fogging completed to the most	Fogging activities will commence after a rain event or flood event that brings out pests around town.	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
		effective schedule for reduction in pests.		
4.1.3.2	Manage stray domestic animals within the township to reduce incidence of nuisance behavior.	Reports of stray domestic animals actioned within 4 hours.	Council now has cages for trapping - two for dogs and two for cats.	
4.1.3.3	The set of policies and local laws are reviewed annually to ensure that all residents are able to enjoy Boulia without impediment.	Policies and Local Laws are up to date and relevant.	All policies falling due for renewal are flagged for review by the policy's responsible officer and presented to Council for adoption.	

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


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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.2.1.2	Local SES group is supported by Council. Compliance with the state requirements to have a State Emergency Service (SES) group.	SES Group is supported during and after events by the use of Council equipment and staff if required. SES Management Plans are up to date.	The Council continues to provide executive support and assistance with grant funding applications of which the SES received funding to re-develop the building interior to include training area and other facilities. Council have completed the rural addressing system which completes the process for all properties within the immediate town vicinity.	

4.2.2: Establish and maintain a disaster management response capability to meet community needs when required


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.2.2.1	Meetings held with all agencies at least twice per year or as required for disaster events. Activities including field exercises are conducted as required.	Field exercises conducted in May and/or Nov.	LDMG meetings this year have consisted of the updates for COVID-19 of which there were weekly meetings for several months. Desk top exercise was conducted in October 2020.	

4.2.3: Plans of management are established for our Parks, Sportsgrounds, reserves and open spaces



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.2.3.1	Consultation forms part of the development of plans of management which includes affected groups and interested persons.		Parks, Sportsgrounds, reserves and open spaces management plan has been established.	

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


4.3.1: Ensure the region's sustainability through integrated weed and pest management practices

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.3.1.1	Support the local land-care groups to achieve pest and weed control.	Meetings and assistance provided.	I attended a meeting/BBQ with the owners of properties that have the Burke River flowing through their properties, and Landcare Group and DCQ about Parkinsonia Control along the banks of the Burke River. This is a job that is still on going.	





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


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.3.2.1	All facilities over which we are required to hold a licence meet the Qld standards and licence renewal is achieved.	Visitation and audit by Environmental Health Officer to review all of Council operated facilities and business operating in Boulia.	All the licences are up-to-date to comply with EPA guidelines. Environmental Health Officer carries out regular audits on licences, landfill management and food licences.	
4.3.2.2	Leases over the Butcher Paddock and Cooridgee Laneway are managed in accordance with our lease requirements for stock holdings.	Leases are sub-leased with income generated to cover lease fees to Qld Gov and managed in accordance with those requirements - reviewed annually.	The feed and the water in the Cooridgee Reserve is holding up at this time, if there is no rain soon there will only be two watering points in this paddock and they are a long way apart. If there is no rain, the water in the dam near the sandhills could do with being desilted so when it does rain again the water that is collected will last longer. The feed in the Butchers Paddock is holding up ok as it was lucky enough to get some rain across it.	

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.3.3.1	Watering of Council's parks and median strips is managed to suit the best water source.	Watering through drought periods is scheduled.	Because of no water in the river, still watering from town water supply.	

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.3.4.1	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.	The total amount of meat treated for the year 2020 was 6847.5kg with pig strength 1080 poison and 1542.5kg treated with dog strength 1080 poison, with thirteen properties in the first round and seven properties in the second round. There was some weed spraying done but most weed control has been with Graslans Pellets, this is for when it rains they will be activated and the weeds will die.	
4.3.4.2	Noxious pest weed control on Council managed land and Council road reserves is maintained, monitored and reported quarterly to Council but subject to grant funding.	Limited incursions with action taken for invasive species.	Still no good rain to bring the weeds on so I have been out putting Graslans pellets around weeds for when it rains. Am hoping for some good falls in late December and early January to get the weeds growing so I can get out and poison them.	
4.3.4.3	Reduction in the number of pest animals by paying of bounties for wild dog and cat scalps and pig snouts with a complete register of numbers reported and amounts paid by Council for the bounty.	Take up of baiting program offers by the landholders. Bounty payments continue. Education information available on pest animals on the website/face to face.	There have been no more dog scalps brought in since 15/09/2020. There has been another 233 pig snouts brought in bringing the total to 507 so far this year. Another 3 properties baited in October 2020.	
4.3.4.4	Town Common is managed within the limits set and stock holders are encouraged to participate in any muster arranged by Council. Weed control and stock levels	Town Common Committee meets at least once per year. Members fees are paid promptly. Stock which is not registered with a member will be	The owners of the stock on the common did their own common muster as they wanted to send cattle to the sales and did not want to wait to do the Council muster which was to be two weeks later. There is 89 mixed head of stock now running on the common.	



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	monitored and reported to Council quarterly.	impounded. Town Common muster is completed half yearly.	There is a steady stream of stray stock turning up on the common, the owners are informed and they do remove their stock when asked. Some take longer than others. With the lower numbers of stock running on the common feed should not be a problem for now.	
4.3.4.5	Primary stock route bores are maintained as appropriate with funding applied for as needed. Other bores are maintained as funding allows.	Stock route bores are maintained in accordance with funding received.	The funding for the replacement of the poly tank at the Herbert Downs Water Facility was approved. This work will be carried out in the new year. There is little to no feed on any of the stock routes in the Boulia Shire, this means that I will not be issuing any travel permits until there has been good rain over the stock routes and the feed has had a chance to come back. After a visit from the Senior Lands Officers and visiting landholders and talking to them about their water agreements we are only waiting on a couple to return their signed agreements. I am ringing them and emailing them to remind them they need to return them.	

Key Priority 5: Robust Governance



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

5.1: Confidence in Council systems and procedures to meet legislative and compliance requirements

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



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.1.1	Boulia Certified Agreement options are enacted within payroll from the agreement 2019-2023.	Regular reviews of conditions being paid to staff.	Existing Staff Members at the time of the implementation of the EBA were informed of all their payroll benefits. New Staff Members during the on-boarding process are given a copy of the EBA. Staff have been and are also informed of the relevant Stream of the Award for their role as the EBA is aligned with the Local Government Industry Award - State 2017. Wages increases are processed accordingly.	
5.1.1.2	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.	Notices of updated policies in relation to adopted policies by Council are sent out to Staff by email after the Council Meetings. During the on-boarding process, staff are informed of the website location of these policies; and are given a copy of the EBA. Work Health and Safety Officer conducts induction sessions with all new staff members, and regular toolbox talks with external staff or as required with all staff.	

5.1.2: Effective internal and external communication and records management


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.2.1	Be proactive in providing information to staff on issues which may affect them.	Information delivered via email, payslip notice or meetings.	Council has progressed to the electronic delivery of pay slips for those who prefer this method. Email is still the preferred method of communication due to the record and speed in which it is delivered. Staff meetings and toolbox talks are delivered weekly and in conjunction with training.	
5.1.2.2	Provision of an accurate and comprehensive Records Management service for the Organisation as required under the <i>State Records Act 1998</i> .	Council's system is up to date with current upgrades and staff are trained in the use of the system.	A constant review is done on how better we can manage and store Council's business information ensuring it is easily understood.	

5.1.3: Adopt an integrated risk management approach

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




Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.3.1	Review existing Enterprise Risk Management Framework and ensure that Operational, Financial, Reputational and Corporate Risks are identified and reported on through the Audit Committee.	Risk Management Framework is reviewed and developed further.	The Audit Committee last met on 29th October 2020 where the Council's Risk Management Framework was reviewed. This framework is now held as a permanent record which can be reviewed for progress against targets. The next full meeting of the committee will be in early April 2021.	
5.1.3.2	Provision of reports to Workers Comp in relation to workplace injuries and other RTW matters.	Reports completed as required.	Good result - nothing to report to Workers Comp or RTW.	






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








Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.4.1	All items are checked annually at start up prior to work commencing and spot checked during the year.	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-reinstatement.	Items to be checked at start up 2021. Current tickets in place.	






5.1.5: Workplace Health and Safety focus






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







Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.5.1	To implement the 'Bouliia Safe' - Workplace Health and Safety Management system across the Bouliia Shire Council workforce.	Continuous improvement evident in the implementation.	Staff involved in consultation as well as regular toolbox presentations/information sessions.	
5.1.5.2	Completion of all quarterly action activities for WH&S by all sections of the workforce.	Close out all items within 30 days on notification from Management.	WHS review weekly and no outstanding issues currently.	
5.1.5.3	Completion of Hazard Inspections as outlined in the i-Auditor Schedule.	Completion of hazard inspections.	Hazards inspections have been reported and actioned by Council staff as required. Some software issues have been documented and communicated with i-Auditor regarding inspection timelines.	








Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.5.4	Monitor and report to supervisors on completion of all WH&S action activities by staff.	Rectifications Action Plans completed.	Council uses i-Auditor for hazard assessment, plant/equipment/property damage, near misses and theft. Regular collaboration between supervisors and WHSA. Council also use this software for property/facility rental services.	
5.1.5.5	All staff have completed WH&S training requirements.	WH&S training by staff is completed.	All new staff undergo BSC induction process. Toolbox presentations and education are conducted weekly. Industry alerts and updates are provided to staff as they become available. Staff are given opportunities to gain training and further certification through visiting RTO's.	
5.1.5.6	Attendance at all WH&S meetings including ManEx meetings as appropriate.	WH&S meeting attendance.	Attend and provide a report detailing outstanding i-Auditor issues. Provide an update on any relevant training that has been done. Provide updates on process improvements eg. Travel Movement Form.	
5.1.5.7	Provision of Lost time Injury and incident trends and suggested rectification plans.	Report completed and presented to Council on an annual basis.	With the implementation of the WHS procedures and the acceptance to change by the staff, pleased to report no lost time injuries. Staff are embracing the WHS culture.	
5.1.5.8	Complete checklist/hazards inspections as per i-Auditor scheduling.	All inspections are completed as per i-Auditor scheduling.	Inspections and facility check are being carried out through the i-Auditor system. Staff have been embracing the workplace health and safety culture as well as forthcoming with suggestions for improvements going forward. The introduction of iPad/tablets for mobile/field reporting by staff has been positive.	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.5.9	Escalate uncompleted recommendations from hazard inspections that require a budget allocation into PULSE.	Budget allocation is recorded for escalated actions or a reason why it is not.		
5.1.5.10	WH&S Departmental reports as generated through PULSE and i-Auditor are communicated quarterly to ManEx.	Four quarterly reports are received and reviewed by ManEx.	Reports, updates, concerns are created and tabled weekly at ManEx meetings and supervisor meetings.	
5.1.5.11	WH&S to prepare 'Boulia BUZZ' newsletter to be distributed to staff.	Quarterly newsletter detailing achievements are delivered to staff.		
5.1.5.12	Review all flagged policies, procedures, work instructions, forms, safe operating procedures (SOP) and training tools.	Staff who have allocated responsibility for specific actions review associated documents to ensure they are up to date.	Policies and procedures are reviewed as required. Safe Work Method Statements (SWMS) are reviewed and discussed by workers and supervisors prior to commencing of job.	
5.1.5.13	Upload all reviewed documents under appropriate element numbers onto the Council's safety management system (including Infoxpert) as endorsed documents.	All endorsed documents are correctly loaded in Boulia Safe and hyperlinks are active and working.	All SWMS documents have been updated and verified in Infoxpert.	
5.1.5.14	Work groups to be consulted on the review outcomes and have the opportunity to raise any concerns with any reviewed documents prior to rollout.	At least two consultation group meetings held each year to review forms.	Staff continually engaged in the review and the development of documents.	
5.1.5.15	On completion of the review, upload all reviewed documents and	Documents can be located easily in Infoxpert.	All documents have been reviewed, uploaded and hyperlinked to Infoxpert.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	place them into Council's safety management system (including Infxpert). This provides document protection and version control.			
5.1.5.16	Develop a system to track training identified and completed for staff and contractors including verification of competency training.	A system is in place and is being used to effectively assist with the tracking of training and competencies.	The implementation of SynergySoft HR module will improve this manual process.	
5.1.5.17	WH&S statistics to be presented to ManEx on the first meeting of the month to review 30 day actions not completed.	Twelve monthly reports received by ManEx.	Updated reports are presented to ManEx each week from the i-Auditor results and from meetings with staff at toolbox meetings.	
5.1.5.18	WH&S budget to be reviewed quarterly against targets.	Achievements against targets are within budget.	WH&S reporting is in full swing against the audit set by LWG Insurance to meet TMR accreditation in March 2021. Council is now using i-Auditor and Chemwatch as a stable format to review requirements to keep our staff and contractors safe and for Council to meet onerous benchmarks for safety and compliance. Staff are now using iPad's to record data on the job.	
5.1.5.19	Review all emergency plans and signage is in place for all areas.	Emergency plans have been reviewed, are up to date and signage is complete in all areas of Council.	Plans are currently being reviewed against changes to regulations. New signage is being prepared as required ready for the audit review.	
5.1.5.20	WH&S to communicate any changes to documentation to staff members for action.	Email blast combined with internal notices and tool box talks are used to	Information is provided to staff via flyers, and toolbox talks which also contain PowerPoint presentations which can be used for new staff.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
		disseminate information to staff.		
5.1.5.21	Review the following procedure 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.	All documents have now been loaded into Infoxpert after being reviewed by the account owner and WH&S staff member including ManEx.	
5.1.5.22	Review the following procedure against the legal requirement in preparation for consultation: WHS design, machine guarding, hire equipment, thermal radiation, pressure safety, confined spaces, excavation and trenching.	All reviews are completed within agreed time-frames.	All documents reviewed by WH&S Officer, staff and recorded into Infoxpert.	
5.1.5.23	Review all SDS folders to ensure all SDS are dated within 5 years of issue date. This can be completed through Chemwatch.	All areas of Council have been checked and none are out of date.	New folders have been created where required and updated with correct information. In some areas the number of folders have been decreased to ensure consistency across the organisation.	
5.1.5.24	Ensure training has been completed for all staff who are in control of hazard substances that they are aware of segregation requirements and compatibility with chemicals and placarding requirements.	Training has been completed for all relevant staff.	Staff training in this area is complete.	
5.1.5.25	Draft new WH&S plan for July 2022 to June 2024.	Draft document has been developed by staff and	This action will commence in July 2021.	




Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
		has had sufficient time to be reviewed for comment prior to adoption.		
5.1.5.26	90% completion of all tasks and actions in PULSE.		Hazards risks have now been loaded into PULSE ready for release to managers.	
5.1.5.27	90% completion of Hazard Inspections as outlined in i-Auditor schedule.		Good compliance from staff on the completion of risks in i-Auditor.	
5.1.5.28	90% completion of all rectification actions as outlined in i-Auditor from their proposed completion date.		Good progress in the use and actioning of tasks in i-Auditor.	
5.1.5.29	90% completion of WHS training in accordance with key requirements as identified within the position description and training needs analysis from performance review and recorded in the HR module against individual's records.		This will be completed once the HR module is in place.	
5.1.5.30	80% attendance at all ManEx Meetings.		WH&S attends the weekly meeting of ManEx to update senior staff on progress against targets for WH&S.	
5.1.5.31	90% provide statistics on lost time injury's and any incident trends weekly to ManEx and recorded in ManEx minutes.		No lost time injury to report.	





Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.5.32	Annual reporting of lost time injury claims which should be less than 55% of all claims.		No lost time injury to report.	
5.1.5.33	Annual reporting of injuries - No increase in recorded injuries from the previous year.	No increase from previous year.	No increase in injuries from last years results.	
5.1.5.34	Reportable incidents are reported within the required time-frames.	100% of reportable items are actioned correctly.	Pleased to report that Council staff are now reporting 'near miss' as they eventuate.	
5.1.5.35	100% completion of all Incident Reports including investigations and implementation of any actions identified in the Investigation Report (include personal, members of the general public and plant incident reports).		Reports are completed and actioned within the required timeframes.	
5.1.5.36	Undertake an Internal Audit at the completion of the WHS Plan.	Annual review of plan and changes recorded on PULSE.	Due to be completed in line with budget preparation.	
5.1.5.37	To achieve 80% compliance with the National Audit tool for Self-Insurers.		An interim review on progress will take place at the end of Oct to ensure we meet targets set.	
5.1.5.38	Organisational Target for uncompleted action items - Close out all items within 30 Days on Notification from Management.	Review of uncompleted actions - NIL expected.	Close out on action items is within guidelines.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.5.39	Continual improvement of the hazard risk register through identification of new hazards/risk and control measures.	Number of improvements made to the register.	A comprehensive risk register is in place and being monitored via the PULSE system.	


5.2: Accountability is clearly evident in how Council does business


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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.2.1.1	Long Term Financial Plan 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.	The LTFP has been updated to the QTC model and will require constant updating depending on Council budget cycle.	
5.2.1.2	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.	SynergySoft business system has 80% of its modules rolled out with the balance to be completed this year. Staff have access to online training and telephone support when required. Council has taken up several new programs to ensure we are working smarter not harder. All of these programs deliver a comprehensive data base to Council to review actions against targets that can be followed up and monitored.	
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.	Council budget forecast are met for investment.	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.2.1.4	Raise and recover rates, charges and other debtors on behalf of the functions of the Organisation and report on a monthly basis to Council.	Rates and Annual Charges Levied by due date, user charges and other debtors raised and recovered effectively.	Rates, charges and other debtors are being recovered on a timely basis. Due to COVID-19 Council has been considerate in requesting outstanding rates. Debtors who have not paid for more than 90+ days are being assessed on a case by case basis and collection house has been engaged in debt recovery. Debtor report submitted monthly to Council.	
5.2.1.5	Monthly reporting to Council for accurate and correct costing of expenditure (including Accounts Payable, Stores, and Assets) on behalf of the functions of the Organisation.	Accounts payable paid within required time-frame, all stores issued at correct value and correctly costed to functions, all assets accounted for accurately.	Accounts payable paid within required time-frame, all stores issued at correct value and correctly costed to functions, all assets accounted for accurately and reported to Council monthly.	
5.2.1.6	The Operational Plan to be linked in the Annual Budget which will be reflected in the actions included in the plan.	Operational Plan (including Budget) adopted by 30 June each year.	Operational Plan (including Budget) adopted by 30 June each year.	
5.2.1.7	Manage Council's insurance portfolio.	100% of insurances reviewed and maintained annually.	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	Work Completed	Traffic Lights
5.2.2.1	Audit Committee - Regular meetings are held in line with requirements to review and monitor audit comments and ensure Council is performing in	Audit Committee meetings are held twice per year to review Audit Plans, Draft Financial Statements, previous audit	Audit Committee meetings are held twice per year to review Audit Plans, Draft Financial Statements, previous audit management responses and actions.	





Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	accordance with the Local Government regulations.	management responses and actions.		
5.2.2.2	Internal Audit Plan to be reviewed quarterly and actioned to achieve goals.	Internal audit to be recorded on PULSE software for updating and permanent record.	Quarterly reviews are done on the Audit Plan to ensure we will and can achieve our goals, changes are made and put to Audit Committee for approval if required.	

5.2.3: Decisions on new or enhanced community assets or facilities are viewed with the future financial impact on Council

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.2.3.1	All projects submitted to Council for review must include 'whole of life costings'.	All projects submitted have included whole of life costs. With PDF program used on projects over \$100K.	QTC whole life costing model has been used for projects above \$100k.	





5.2.4: Ensure transparency and accountability through management reporting


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.2.4.1	Provision of key financial information to ManEx and Council.	Provision of budget information to staff.	Key financial information is communicated to ManEx and Council. Meeting held fortnightly.	
5.2.4.2	Preparation and collation of the Annual Report document in conjunction with senior managers to ensure the important legislative requirements are met and the report is a sound representation of the Council's achievement during the year.	Annual report prepared with input from all senior managers and submitted to Council within time frames.	Annual report was completed and presented and endorsed by Council at the December 2020 meeting.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.2.4.3	Discharge Council's statutory financial reporting obligations	Statements submitted to the Office of Local Government by 31 October each year. Unqualified audit report.	For the FY19-20 Council has submitted its Financial Statements and these have been signed off by QAO. Unqualified report received.	
5.2.4.4	Undertake a review of policies and procedures register to identify policies due for review.	Policy owners are to be advised of policy reviews due and time-frame for these to be adopted by Council.	Policy review is up to date at this stage in the year with several policies to be reviewed prior to the end of the year.	
5.2.4.5	Council has a clear picture of the overall financial position and performance against adopted budget.	Monthly financial reporting to Council includes snapshot of current performance against budget figures.	Budget workshops are completed prior to budget adoption then quarterly discussions and reviews are held with management and Council. Comparatives of adopted budget to monthly income and expenses are shared with Council and any major variations are discussed with ManEx and Council as well.	
5.2.4.6	Monthly financial reporting is completed and presented to Council of which Council is clear and Councillors are able to review costs against budget.	Delivery of Quarterly Budget Review to Council.	Report is completed monthly and again quarterly, both submitted to Council.	

5.3: Stability - a safe secure working environment



5.3.1: Provide a working environment for all in which risk is managed and monitored in all Council areas and facilities

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.3.1.2	Identify key risk areas in Council operations to be reviewed as part of the internal audit.	Undertake two (2) internal audit reviews per annum.	Review of Internal Audit Plan to ensure we are covering any areas of concern. Council has completed its Internal audit in December. Recommendations have been noted and will be reviewed constantly. Internal Auditor - Tony Walsh - Walsh Accounting.	
5.3.1.3	Implementation of actions set out in the Internal Audit Committee Action Plan.	Completion of all actions of the Internal Audit Committee Action Plan designated for completion in this financial year.	All actions are added to the audit and risk register and reviewed at each meeting of the Audit Committee.	
5.3.1.4	Support training and monitoring of use of Council's WH&S and i-Auditor programs. Complete annual audit of all Council work sites.	No breaches of WHS regulatory requirements. Hearing assessments for employees working in noisy environments completed. At least 80% compliance with the National audit tool.	Reviews of contractor and Council work sites have been conducted which also included noise level monitoring. i-Auditor uptake by staff has been very successful with iPads being ordered to ensure all areas can update electronically as the reviews are completed.	
5.3.1.5	Ensure compliance with the Organisation's Drug and Alcohol Policy and ongoing best practice.	Reports provided to Council and ManEx in relation to the testing conducted.	Training refresher completed in Dec 2020.	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	Record of testing completed and results to be reported to Council.			
5.3.1.6	Attend a planning meeting to authorise the WH&S Plan.		To be actioned with Budget for 2021.	



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

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




Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.4.1.1	Fees and charges reflect the industry norm and mark-up on goods is reflective of costs.	Costs to visit our exhibition is reflective of other tourist attractions and minimal stock write off.	Affordable retail merchandise and attraction entry fees are in line with other attractions in other similar venues.	
5.4.1.3	Depot workshop, Council plant and equipment is fully operational at all times.	Limited downtime and minimal lost productivity.	Regular maintenance has been carried out on Council fleet and well maintained. Weekly and fortnightly checks on the plant revenue. Major services are planned around the Council break to avoid down time of the machine. 20 years plant replacement program has been developed.	

5.4.2: Optimise performance of Council business units using available technology

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.4.2.1	Maintain compliant Closed Circuit Television network operations in the Shire.	No breach of regulatory requirements in relation to operation of CCTV Operations.	Council developed a policy for CCTV. Secured funding to upgrade CCTV system for Admin building, Landfill Facility, Sports Centre, Library, Heritage Complex - 50% completed.	



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.4.2.2	Maintain servers and facilities with adequate licence renewals for current software.	All current software renewed on schedule.	This is ongoing, servers have just been replaced and installed. All licence renewals are up to date and constant liaison with Shire Networks to ensure all renewals are current.	
5.4.2.3	Monitor and manage telephone and Ergon accounts for electricity and telecommunication equipment and services to ensure we are not paying for unnecessary services.	Accounts paid, nil outages and plans are cost effective for Council.	Monthly reviews of phone accounts and quarterly reviews of Ergon accounts are conducted as normal practice.	

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.4.3.1	Council is in receipt of the annual budget documentation ready to be adopted each year.	Budget preparation is timely and involves Executive team and department heads with bids for funding received from departments for consideration by Council.	Workshops are held with draft paperwork, prior to budget meeting, finalised papers are issued to Councillors and management. For FY 21-22 the budget process will commence in January 2021 alongside a review of Council Fees and Charges for adoption.	
5.4.3.2	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.	Reports are given to Council every month at the Council meeting.	
5.4.3.3	Monthly and quarterly financial reports to Council deliver information on variations to budget	Work to complete budget commenced in Jan and two workshops held.	Reports are put to Council monthly and quarterly.	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	and enable decisions on long term financial impacts to be reviewed.			

5.4.4: Implement good practice in managing and maintaining our assets


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.4.4.1	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.	Plant Committee will meet whenever required to review the plant purchases and performances. 20 years Plant Replacement Strategy has been developed. Plant and equipment have been purchased within the budget.	
5.4.4.3	Tourism attractions are managed and are sustainable with future enhancements progressed as budget permits.	Business plan and management manuals completed by Greg Tuckwell (consultant).	A large expansion is envisioned for the encounter to add to its tourism attraction.	

5.5: Advocacy - punching well above our weight

5.5.1: Advocate for improved services and infrastructure

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.5.1.1	Advocate for increased coverage for internet in remote locations.	Number of black spot internet locations achieved.	Urandangi now has mobile coverage after waiting since 2014. Further new black spot applications have been identified and will be submitted as grants become available. Council has contributed to half of the cost of the mobile coverage at Middleton along with Winton Shire.	

5.5.2: To have Councillor representation and actively be involved in regional forums


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.5.2.1	Councillors report via the monthly Council meetings on meetings they attend as per the committees they have been nominated for.	All external meetings attended by Councillors or senior staff are to have a written report completed and submitted to Council at the following meeting.	Mayor Rick Britton attends all RAPAD, RDA, I-QRAP, CWRPMG, RAPADWSA, ORRTG meetings - both face to face and via zoom meetings. Cllr Sam Beauchamp has attended RAPAD Water and Sewerage meeting and Cllr Jan Norton attends health meetings as they arise.	

Key Priority 6: Supporting local services and facilities


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

6.1: Facilitate opportunities

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



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
6.1.1.1	Involvement in regional health programs to improve the live-ability of Boulia and Urandangi.	All meetings attended with reports completed back to Council.	Limited involvement at present due to COVID-19. Minimal teleconference activity in this area.	

6.1.2: Provide community services through government funded programs for the benefit of disadvantage members of the community



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
6.1.2.1	Support 'free to attend' functions and facilities where possible to encourage community engagement.	Council supports 'free to attend' functions where possible.	Several 'free to attend' events will be occurring in 2021 thanks to Government funding allocations.	

6.2: Support an active healthy community

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
6.2.2.1	Continue to oversee the operation of the Boulia Aquatic Centre and sporting fields.	Facilities are open and usable for the public at least 95% of the year.	Boulia Aquatic Centre and sporting complex major refreshments project 90% completed. New astro turf has been installed for Tennis Courts and new light will be installed shortly, Council secured finding to upgrade the lights.	
6.2.2.2	Continue to provide Australia Post services for as long as this is required to be provided by Council.	Australia Post facility is operational with trained staff who are available.	Ongoing service to the public and visitors of the Shire.	

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





Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
6.2.3.1	Auspiced 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.	This funding first obtained by Dr Don Bowley has stretched over a number of years now with the maintenance and inclusion of extra items at the Urandangi clinic provided as requested. This quarter investigation into solar provision has been investigated but is outside of the scope of this fund alone.	
6.2.3.2	Local involvement in the support of the clinic and health committee groups for the betterment of health in Boulia and Urandangi.		The Boulia Interagency Group has not met since August. The next scheduled meeting will be in February as there are two new people in town in lead positions.	






Key Priority 7: Valuing our greatest asset - people

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


7.1: An innovative culture

7.1.1: Support WH&S practices that develop a motivated and focused workforce

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.1.1.1	Staff understand the importance of WH&S and all are competent 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.	Sound staff understanding and uptake of all staff inside and outside crews as well as contractors - 98% pass on initial audit.	
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.	Payroll information is kept secure and payments are made in accordance with the Award and Boulia Shire's Certified Agreement.	
7.1.1.3	Record, preserve and protect employee records for payroll and human resource management.	All employee records are up to date and secured electronically and have a backup paper file.	All employee data is recorded and stored in accordance with regulatory requirements. A move to ensure all records are recorded electronically are being progressed.	
7.1.1.4	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	Continuous improvement towards implementing systems which are less time consuming and more environmentally friendly is practised by Human Resources. Online inductions are now available to new staff members which provide electronic records for both employee and employer.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
		as required and saved electronically.		
7.1.1.5	Mayor and or panel to complete annual review of the CEO.		This has been completed for 20-21 and will be again due in June 2021.	
7.1.1.6	CEO to complete six (6) monthly performance reviews on senior staff including WH&S compliance.	Performance reviews for the July-December period completed.	All reviews have been completed for staff reporting to the CEO. Formal reviews are completed at the annual anniversary.	
7.1.1.7	Complete annual performance review of your employees for Works and Operations including WH&S compliance.	Reviews completed on anniversary.	One page performance review has been developed. Performance reviews commenced.	
7.1.1.8	Complete performance reviews for your staff in Community Services including WH&S compliance.	Reviews completed on anniversary.	Performance reviews to be conducted again in 2021.	
7.1.1.9	Complete performance reviews for your staff in Finance and Administration including WH&S compliance.	Reviews completed on anniversary.	Performance Review of Staff have been completed by Director and Finance Manager.	


7.1.2: Keeping pace with technological changes in the workplace environment

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
6.2.1	Encourage the staff to utilise the Go1 training package to support staff to further their development in Local Government by the use of	Courses sourced for staff so they are competent in the use of the systems used by Council.	Council has invested in Go1 as a professional development tool for staff. Some Staff have this program available to them to enhance their skills in a universal approach as this library of courses educates on many plateaus.	



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	progressive programs and resources.			

7.2: A great place to work


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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.2.1.1	Staff Committees are encouraged to be formed in all areas of the Council and to ensure employees have input into the group decisions.	Well balanced EBA supporting both staff and the Council sustainability.	Council encourages a consultative approach to all matters which impact staff and promotes team building.	




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






Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.2.2.1	All staff are aware of how to notify ideas/complaints/suggestions.	Records of suggestions/complaints/issues to be kept. PID training to be part of training regime.	Compliance with regulatory and statutory requirements is promoted with all staff undertaking appropriate training on an annual basis or as changes occur. Within the onboarding procedure, new staff members undertake training in Public Interest Disclosure, Right to Information, Privacy and Confidentiality.	
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.	Organisation Structure is reviewed regularly to facilitate where possible, for the development of an appropriately qualified and sustainable workforce. Workforce Planning tool is to be developed in 2020-2021.	





7.2.3: Provide access to external support networks for emotional assistance

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.2.3.1	Continue to provide the Employee Assistance Program and support the local RFDS visits.	Quarterly reports on access to services received (no personal details) only the volume of access.	Posters are displayed in traffic areas for easy access for Staff regarding the EAP services available to Staff and their families.	

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



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.2.4.1	Investigate all contractors and workforce to ensure appropriate licences, tickets, certificates and qualifications are held and maintained in respect to the relevant contract or project.	All reviews completed for contractors and workforce quarterly.	All tickets were reviewed again at start up, the implementation of the HR system will be advantageous as this will no longer be a manual process.	
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.	A noise register has been established with base level measurements taken on nearly all Council machines. Testing has occurred with staff training on the use of noise reduction equipment completed.	
7.2.4.3	Introduce electronic fleet management system.	Fleet management system is used to monitor the productivity of the Council's fleet which is reported to the Plant Committee and ManEx.	Fleet management system is used to monitor the productivity of the Council's fleet which is reported to the works meeting.	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.2.4.4	Prepare for annual start up by reviewing training needs, booking trainers, complete an assessment sheet on awareness training, prepare PowerPoint delivery of WH&S.	All staff complete refresher inductions, complete necessary training and confirmation of requirements to work for Boulia Shire such as licences and tickets.	Training for all aspects of work within Council was completed in February. PowerPoint, videos and handouts with Face to Face meetings with all staff which was very successful.	
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.	Actions for all sites have now been loaded and added to as new items are discovered. Very successful uptake by staff.	
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.	Audit completed with some action items (non-life threatening) identified and noted in i-Auditor.	
7.2.4.7	All claims for compensation through LGW must be supported by a prior registered incident report in i-Auditor.	Reporting of incidents through i-Auditor is documented through ManEx via the WH&S Officer.	Consultation with all stakeholders will ensure the appropriate procedure is followed to facilitate the best outcome for all parties. The Work Health and Safety Officer has been conducting toolboxes with staff to ensure they are aware of the importance of adherence to procedures in the event of any incidents in the workplace.	
7.2.4.8	Attend weekly ManEx meetings and also conduct and attend worksite meetings as appropriate.	All meetings attended as required at both ManEx and toolbox meetings.	Meetings with ManEx attended each week with full reports to Snr Management on outstanding issues and progress. Outside crew meetings also attended with good response from work crews to content of meetings.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.2.4.8	Undertake Fire Warden training with staff using fire extinguishers.	Annual training and demonstrations have been completed.	Training completed in Dec 2020.	
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.	Further reviews with department owners to be completed in March quarter.	
7.2.4.10	Undertake lighting survey.	Annual lighting survey completed.	Lighting and exit surveys have been completed. Action to rectify exit signage completed.	
7.2.4.11	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.	This is the responsibility of onsite managers but progress is being made to ensure that the recording of signage at the worksite is correct and being recorded appropriately.	

7.3: Living our values


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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.3.1.1	Full utilisation of our customer management system to enable confident staff able to attend to all customer enquiries and deal with priority situations.	Annual re-fresher training on customer service as required.	Working on implementation of electronic system.	
7.3.1.2	Provide a range of administrative, customer services and facilities for the continued operation of Council.	Policies, forms and up to date information is available on request.	Council Administration and Finance teams support all of Council areas. This has been achieved through team meetings formal and informal, tool box meetings and aspects relevant from ManEx communicated to staff constantly.	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.3.1.3	Workplace Health and Safety - Staff continue to achieve minimum standards and reporting functions to achieve a safe workplace and TMR accreditation.	External audit obtains an above 70% pass mark.	Regular inspections have been carried out with the relevant staff and recorded in i-Auditor. Reports have been monitored regularly with the works staff, supervisors and contractors.	

7.5: Education


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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.5.1.1	Support provided to SES and Rural Fire Service groups to enable them to function in an emergency.	Grant applications submitted for equipment as required.	Council will continue to provide support where required.	

7.5.2: Partner with relevant agencies and organisations to provide a range of community awareness and educational programs


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.5.2.1	Partner with Boulia Community Services to provide educational programs in our facilities.	Several planned programs over the school holidays conducted in our facilities.	Boulia Community Support Services continues their partnership with Boulia Council and assists at all Council functions and school holiday activities with Council staff.	

7.5.3: Support further education for all employees relevant to their roles

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.5.3.1	Encourage all staff to take advantage of the Go1 training system and other opportunities as they eventuate with information provided to managers to facilitate this.	All staff reviews to be added to the training file request and training arranged in accordance with the budget.	Go1 was rolled out to all Executive Staff and Administrative Centre Staff so that the benefits of this program can be individualised for each staff member's personal needs, and they can study at their own pace.	

7.6: Develop new employment opportunities

7.6.1: Partner with other organisations who can deliver training to improve prospects of future employment roles within Council



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.6.1.1	Liaise with training organisations who can provide trainees with support and encouragement. Research opportunities for training growth within the Council.	All trainee positions offered and filled.	Professional development and training are key elements to staff delivering the required results and timely outputs. The training of staff to confidently undertake their role is a significant step towards reducing workplace stress and creating a happy workplace.	

Key Priority 8: Proactive and responsible leadership


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



8.1: Genuine community engagement

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
8.1.1.1	Annual community meeting after following the end of year financial results are released.	Meeting held in early December after the final results are released.	Future community meeting topics earmarked as they arise with intended meeting dates to be finalised.	
8.1.1.2	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.	Social media pages continue to garner considerable interest.	

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


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
8.1.2.1	Council agendas are released for review 7 days prior to the meeting	Monthly activity is available for viewing by the public on	Council meeting agendas are released and placed on the Council website within the required time frames.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	and agenda items are placed on the website within 2 business days after the meeting.	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.	Councillor profiles, inclusive of contact details, are kept up to date on the Council website. The Bigtincan program is updated regularly to ensure Councillors have 24/7 access to relevant documents.	
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.	Acknowledgment to the Traditional Owners are held at the commencement of each Council meeting. Model meetings procedures are followed and all requirements are noted in the minutes of each meeting by the ExecAssist.	

8.1.3: Communication with the community is aimed to capture the wide range of media


Provide customer service and information on Council's services through the Council office/Facebook/media etc.

At least 95% of initial queries received through the Council office are responded to in accordance with the Customer Service Charter.

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
8.1.3.1	Notifications to customers to be sent via email blast, Facebook, web page, flyers.	All notices sent within 4 hours of receipt.	Notices are distributed via email blast, Facebook, web page and flyers as appropriate and in a timely manner.	



8.1.4: Residents are informed about and involved in Council's decision making

Publication and distribution of information in relation to Council decisions, activities and benefits


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
8.1.4.1	Council meeting dates listed on the website and in the Channel Country Chatter.	Council meeting dates notified and Business agenda and minutes loaded onto website.	Council meeting dates, currently set to December 2021, are available for view on the Council website and notice boards.	

8.2: Strong representation

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
8.2.1.1	Twelve ordinary Council meetings are held each year with two special budget meetings and two planning session days.	All meetings attended by all Councillors.	Ordinary Meetings of Council are held on a monthly basis and Councillor attendance noted.	
8.2.1.2	Representation at all elected meeting groups supporting Boulia initiatives.	Reports received from attendees at the meetings presented to Council for information.	Council continue to represent our interests at the RAPAD meetings, Outback Way meetings, I-QRAP, RDA, LDMG.	

8.2.2: Develop and maintain partnerships with regional organisations

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
8.2.2.1	Active representation in all Council representative bodies including the RAPAD group of Councils.	Attendance at all meetings with success achieved with group projects.	Attendance at all meetings with success achieved with group projects.	

8.2.3: Council facilitates the implementation of this Plan to benefit the whole community

Plan what we do and do what we plan. Council acts in a coordinated manner to implement this Plan, Budgets and report upon it in a timely manner.

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
8.2.3.1	Council actively reviews the progress of the Operational Plan on a quarterly basis with items listed on the Action List for immediate follow up by staff.	Plan implemented with success against budget allocation and planned activities.	The Operational Plan is captured by the PULSE Local Government Solutions System which is a permanent record. The quarterly results against set targets are presented to Council each quarter and displayed on the website for review.	