

# BOULIA SHIRE COUNCIL



## Budget Meeting 2022/2023

**Friday 15 July 2022**

*Please note:*

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

# BOULIA SHIRE COUNCIL

## Report for Budget Meeting held on 15<sup>th</sup> July 2022

<b>TITLE:</b>	Mayor's Report 2022-2023	<b>DOC REF:</b> Item
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<b>REPORT BY:</b>	Kaylene Sloman, Director of Corporate Services	<b>DATE:</b> 13-07-2022
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### **CORPORATE PLAN REFERENCE: GOVERNANCE**

Key Priority 5: Robust

Governance 5.4:

Sustainability

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

### **PURPOSE:**

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

### **CONTENT:**

This report covers the highlights of the Budget for 2022/23 financial year.

### **RECOMMENDATION:**

That the Council adopt the proposed 2022/2023 Budget, operational and capital.

### **ATTACHMENTS:**

1. Mayor's Budget Meeting Report 2022-23
2. BSC Proposed Operational Expenditure Graph 2022-23
3. BSC Proposed Operational Income Graph 2022-23
4. BSC Proposed Capital Expenditure Graph 2022-23
5. BSC Proposed Capital Income Graph 2022-23

Document Reviewed by:

Chief Executive Officer

Lynn Moore

# Mayor's Budget Meeting Report 2022-2023

Due to economic and financial pressures Council has increased our forecast for the following 24 – 48 months, we are unable to sustain zero increase in Rates fees and charges.

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

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

In 2022/23 the Boulia Shire Council has attracted a large slice of capital works due to the continued lobbying of the Councillors on the ratepayers behalf.

The following major initiatives will take place during the 2022/23 financial year:-

- 1) Boulia's Outback Way also known as the Donohue Highway have been granted funding to complete the pave and sealing to the Northern Territory border \$43 million over several years, this year approximately \$6 million.
- 2) Flood Damage work on shire roads for over \$2 million for January – February 2022 event.
- 3) Flood Damage, April 2022 event for reconstruction works, estimated final damage is unknown.
- 4) NBN to the premises, high speed internet \$3,482,866.

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

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

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

Other initiatives to be undertaken by Council include:-

## **Road Construction and Maintenance**

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



# Mayor's Budget Meeting Report 2022-2023

## Council Roads

Council will spend \$6,521,403 in the 2022/23 financial year on Council roads. This expenditure is made of:-

i)	Shire road maintenance	\$ 672,000
ii)	Coorabulka / Slashers Creek Roads (Queensland Resilience and Risk Reduction Funding (QRRRF))	\$1,700,000
iii)	Springvale Road (Remote Roads Pilot Upgrade (RRUP))	\$1,935,000
iv)	Road to Recovery (R2R) projects	\$ 387,000
v)	QRA Betterment Program, Bengeacca Creek Floodway	\$1,398,403
vi)	Re-sealing Racecourse Accedss Road, Selwyn Road (Transport Infrastructure Development Scheme (TIDS))	\$ 300,000
vii)	Town Streets	\$ 76,500
viii)	Outback Regional Road Group expenses	\$ 52,500

External funding sources of \$5,028,025 (R2R \$387,000/TIDS \$150,000/QRA \$1,243,025/QRRRF \$1,700,000/RRUP \$1,548,000) will be utilised to fund this work with the balance of \$1,493,378 coming from Council revenue.

## Flood Damage

Work will start on the flood damage repairs for the January – February 2022 event, approximately \$2,445,194 worth of work will be completed in 2022/23 and 2023/24. This is where the work is generated to support not only the Council workforce but also local contractors.

## The Outback Way – Donohue Highway

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

This is an obligation which is a double edge sword.

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

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

Funds have been promised through media releases, work is underway on how the project will roll out.

# Mayor's Budget Meeting Report 2022-2023

## **State Roads**

Council will receive funding to complete \$1,665,500 of work on behalf of the State Government in 2022/23. This will include:-

- i) Roads Maintenance Performance Contract (RMPC) – Barcaldine \$1,410,424
- ii) RMPC – Cloncurry \$ 255,000

## **Plant Replacement**

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

New plant replacement is taking some time due to supply and demand in the current economic situation, the Plant Committee will identify requirements. Pre-ordered plant includes 4 x Toyota Hilux Utilities, Tip Truck, Backhoe, 2 Medium Trucks, Semi-trailer Water Tanker, Pumps and loose tools and \$1,521,857 has been allocated for these replacements. This will be offset by anticipated trade-ins totalling \$222,273 and a transfer from reserve of \$1,299,584.

## **Housing**

Council maintains 27 houses, 9 units and 3 pensioner units. It has allotted \$603,700 for general maintenance expenses and \$2,300,000 capital expenditure to upgrade the housing and construct new unit assets. Of this \$2,300,000, Council has received funding for \$1,500,000, and \$800,000 will be coming from Revenue. The capital expenditure includes refurbishing of the houses, fencing, garages, construction of staff units.

## **Information Technology**

Provision has been made in the budget to allocate \$350,000 on Information Technology from Council project accounts.

The Information Technology budget allocation includes:-

- i) Renewal of current software licences \$150,000
- ii) Upgrading of existing technology \$80,000
- iii) Consultant expenses \$20,000
- iv) IT Server and Computer Replacements \$100,000

Council is in the process of receiving funding from Regional Communities Program for implementation of nbn to the node for the Boulia township, \$2,264,083 plus \$718,783 from nbn Local and the State Government, the entire project is \$3,482,866. This project will run over 2 years, 2022/23 and 2023/24.

## **Environment and Natural Resources**

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

# Mayor's Budget Meeting Report 2022-2023

## Grants & Donations to Community Groups

Council will continue to provide assistance to community groups that enhance the sporting and cultural diversity of Boulia through significant financial and in-kind assistance. Council has budgeted \$150,000 for assistance to events including the Golf Club, Camel Races, Campdraft, Races and Rodeo.

## Financial Assistance Grants

Council's allocation under the Federal Government's Financial Assistance Grants Scheme is \$4,201,019.

## Tourism, Cultural Activities & Arts

Council will continue to promote Boulia Shire with \$818,500 budgeted for the continued operation and maintenance of the Min Min Encounter and the Heritage Complex.

## Recreational Facilities

Boulia has very high standards of recreational and sporting facilities and we will maintain the standard with operational expenditure of over \$964,950. This allocation includes capital works of \$366,850 that Council is applying for funding to complete, and the amount left will cover the operation and maintenance of all Council's recreation facilities including the Boulia Racecourse Reserve, the Boulia Sports & Aquatic Centre and Boulia and Urandangi Halls throughout the Shire.

## Works for Queensland 2022/2024 Round 4

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

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

2021-2024 W4Q Boulia Shire Council Projects List			
Council Housing Renovation (Various)	Painting, renovation bathrooms, kitchen, painting, replacing stumps, stairs etc	300,000	Allocated via AMP priorities
Min Min Encounter	Painting, walls, ceiling, flooring, fitout	150,000	Completed
Robinson Park Shelter	New shade shelter for playground	30,000	Design complete, quotes received
ANZAC Garden Gazebo	New shade structure for the ANZAC garden	66,667	Design complete, quotes received
Improve the sewer aeration system	Purchase and installation of solar power unit	60,000	partially completed
Solar at Urandangi	Urandangi Depot	220,000	Design complete, Electrical Engineer reviewed, quotes received
Sewerage Pump Station Refurbishment	Boulia Pump station 1	200,000	Design complete, review on flow required, initiated
		<b>\$ 1,026,667</b>	

# Mayor's Budget Meeting Report 2022-2023

## Rates & Charges for 2022/23

Property Unimproved Capital Value increases from Department of Resources has:

- Across the Shire, all properties have been affected
- Council Staff and Councillors have spent many hours working on the best options for the future:
  - Some of the factors taken into account have been:
    - We wanted any increases to be fair and equitable for all concerned
    - How to make it fair to all was hard as we've had some raise values by 2% - 457%
    - Total cost of the increase could if taken as face value, *break the community*
    - Across categories, the percentage increases have not been the same, within categories, some properties have increased more than others
    - 9 models were reviewed until we were satisfied that we have met our objectives

### Town Areas

After discount, the total rates payable on an average Boulia residential allotment with general rates, water, sewerage, environment and garbage charges will be \$2,017.33 per annum.

After discount the total rates payable on an average Urandangi residential allotment with general rates, water, environment and garbage charges will be \$1,525.62 per annum.

### Rural Areas

Categories have been amended to accommodate the changes due to Department of Resources revaluation of the unimproved value of land.

Rate in the dollar is now tiered with each category.

### Boulia Sewerage

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

### Boulia and Urandangi Water Supplies

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

### Boulia and Urandangi Refuse Service

No changes to the Residential cleansing rate for 2 x 240 litre bins serviced weekly, this charge will remain at \$379.00.

We have introduced a new charge for **additional wheelie bin service** charge of \$195 – so if you have 2 bins, no change, if you have 3 bins, you will be charged for the 3<sup>rd</sup> bin at \$195 per year.

**Commercial** – increase in the yearly cost to service commercial bins 3 times a week, increase of \$90/year, (25 cents a day), this charge is now \$1,227 per year.

### Introduction of new Levy Charges

#### Waste Management Facility Levy

Introducing for all unoccupied and vacant land in townships plus for all rural properties within a 30 kilometre radius of the townships of \$90/year, 25 cents a day.

# *Mayor's Budget Meeting Report 2022-2023*

## **Introduction of Environmental Levy**

This will be charged to all properties within the Shire. This is to assist in funding for protection, enhancement and restoration of our local environment. Also includes planning of new waste and recycling opportunities. This levy is \$50 / year, 14 cents per day.

At some stage all properties utilise the services from businesses in our townships.

Set out on the follow page is a graph showing the break-up of Council expenditure and income for the 2022/23 financial year and a break-up of how your rate \$ is spent and where the \$ comes from.

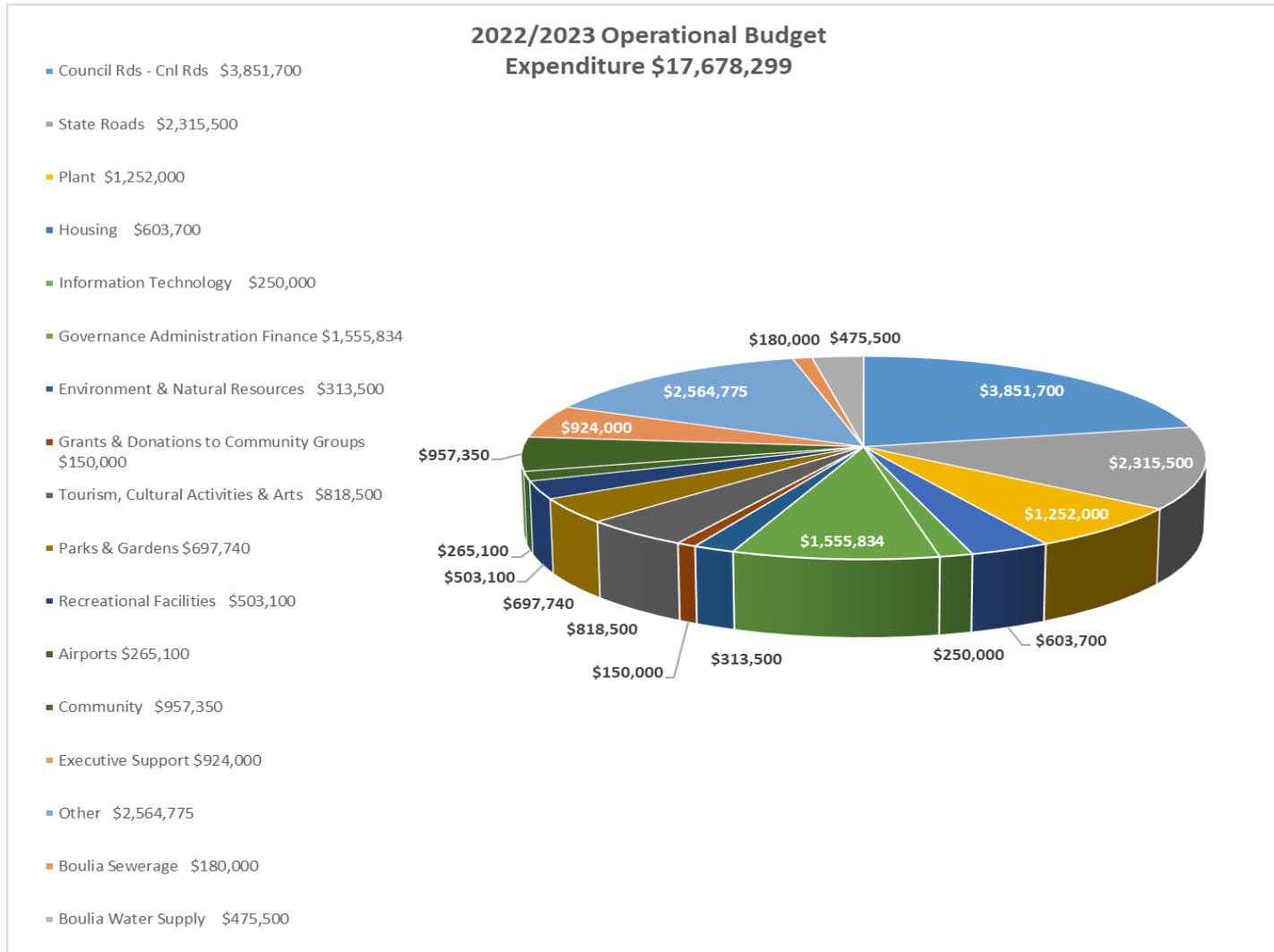
Overall, our Council is performing to an exceptional level and it is with pleasure that I recommend the adoption of the 2022/23 Budget.

*Councillor Rick Britton*

Mayor

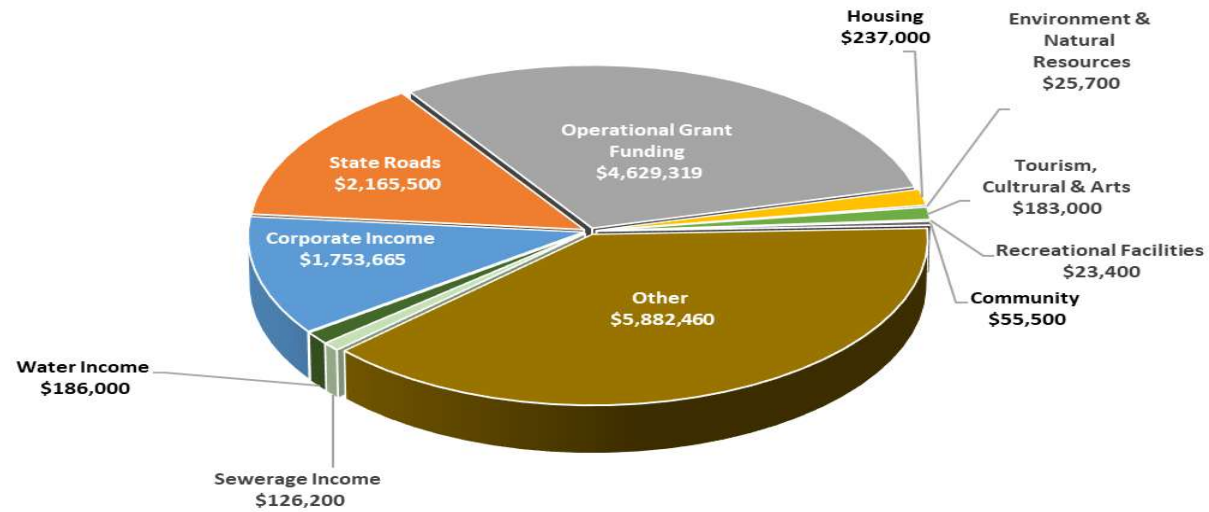


# Proposed Expenditure 2022-2023

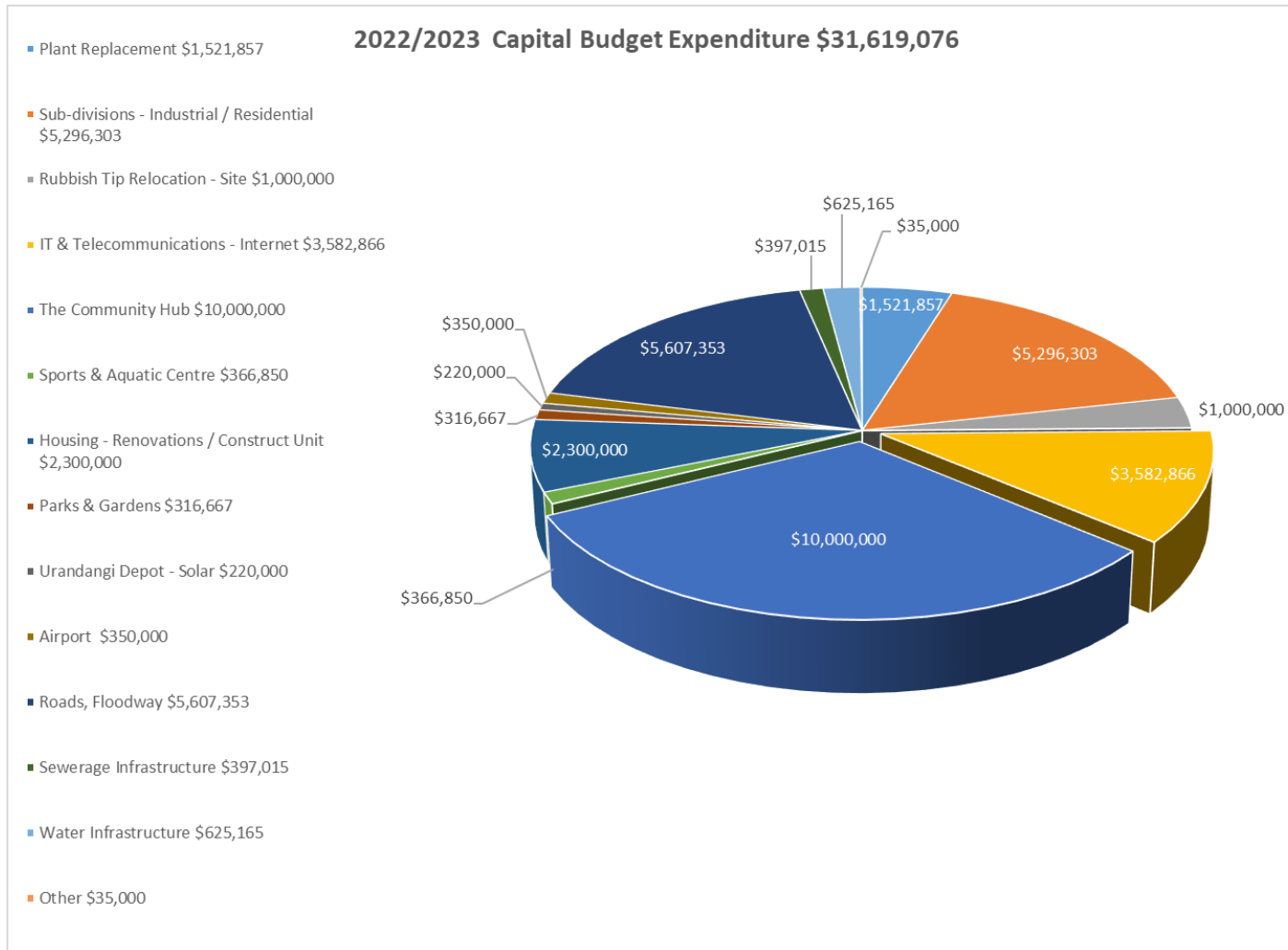


# Proposed Operational Budget Income 2022-2023

Boulia Shire Council  
Proposed 2022/2023  
Operational Budget Income \$15,267,744

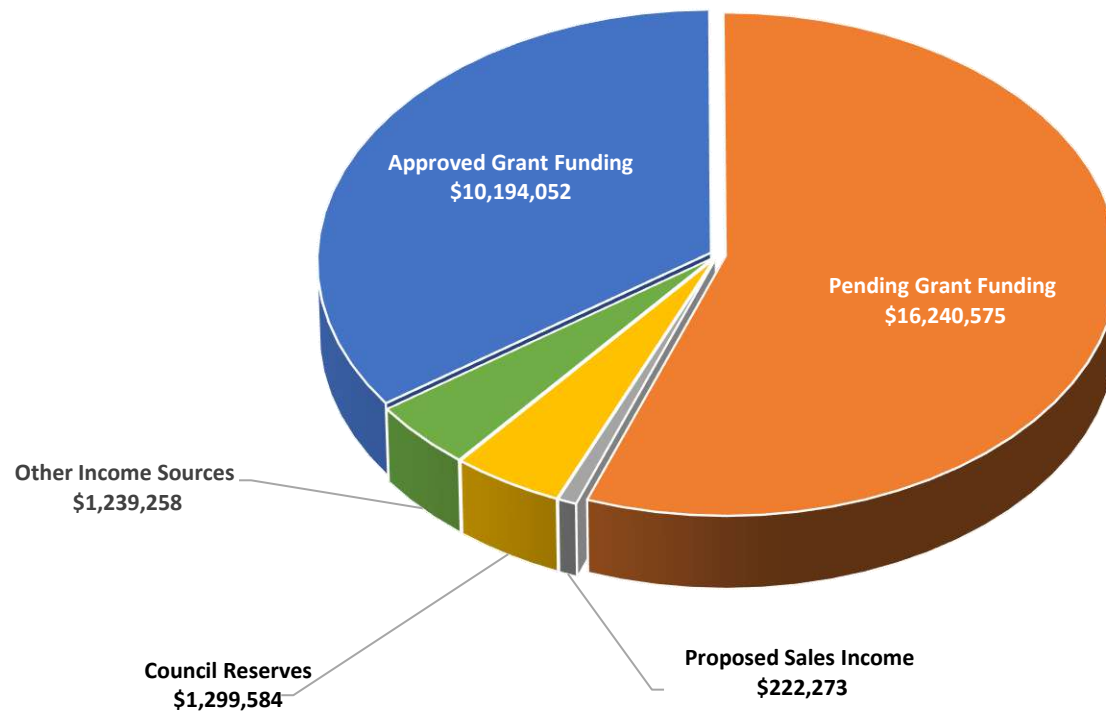


# Proposed Capital Expenditure 2022-2023



# Proposed Capital Income 2022-2023

Boulia Shire Council  
2022/2023 Capital Budget Income \$29,195,742



# Boulia Shire Council

## 2022/2023 Operational Budget

	Income	Expenditure		
<b>Governance</b>	Councillors	(340,115)		
	Executive Office		(924,000)	
	Disaster Management	17,060	(91,260)	
	Regional Coordination		(72,000)	
	Town Planning And Development Services		(20,000)	
	<b>17,060</b>	<b>(1,447,375)</b>	<b>(1,430,315)</b>	
<b>Corporate Services</b>	Financial Services	1,753,665	(831,334)	
	Commercial Businesses	209,000	(194,500)	
	Grant Funding	4,629,319	(455,900)	
	Corporate Administration	44,000	(724,500)	
	Information Technology		(250,000)	
	On-Costs Recovery	2,000,000	(1,500,300)	
		<b>8,635,984</b>	<b>(3,956,534)</b>	<b>4,679,450</b>
<b>Community Services</b>	Tourism	183,000	(818,500)	
	Community Development	10,000	(173,000)	
	Housing	237,000	(603,700)	
	Library	1,600	(56,000)	
		<b>431,600</b>	<b>(1,651,200)</b>	<b>(1,219,600)</b>
<b>Works &amp; Operations</b>	Works & Operations Depot		(435,600)	
	WHSA		(135,000)	
	Stores	98,000	(122,000)	
	Domestic Animal	5,000	(42,000)	
	Environmental Services	2,200	(170,100)	
	Pest Management	4,500	(80,900)	
	Town Common	14,000	(20,500)	
	Communications		(23,450)	
	Sporting Reserves / Complexes	23,400	(503,100)	
	Community Halls	8,500	(95,000)	
	Parks & Gardens	7,000	(697,740)	
	Airport	40,000	(265,100)	
	Shire Roads		(3,369,200)	
	Town Streets		(110,500)	
	Transport Industry Discretionary Scheme	150,000	(300,000)	
	Private Works	160,000		
	Minor Works Program	500,000	(500,000)	
	Routine Maintenance Program Contract	1,665,500	(1,665,500)	
	Plant & Equipment	3,060,000	(1,252,000)	
	Waste Management	132,800	(180,000)	
	Water Management	186,000	(450,500)	
	Sewerage Operations	126,200	(180,000)	
Wash Down Bay		(25,000)		
	<b>6,183,100</b>	<b>(10,623,190)</b>	<b>(4,440,090)</b>	
	<b>\$15,267,744</b>	<b>(\$17,678,299)</b>	<b>(\$2,410,555)</b>	



**Boulia Shire Council**  
**Capital Projects Budget**  
**2022-2023**

Capital Expenditure Item	Proposed Cost	Carried forward Budget from 20/21 & 21/22	Total Proposed Budget 22/23	Pending Grants	Grant Funding	Proposed Sales Revenue	Reserves	General Revenue	Other Sources
Housing - Fences for 5 Houses									
Construct Community Staff Housing - LGGSP subject to funding approval	2,000,000	0	2,000,000		1,200,000			800,000	
<b>Parks &amp; Gardens - Boulia</b>									
Install new shade structure over the skate park and playground (Robinson Park) - subject to funding	120,000		120,000	120,000					
Install new shade structure over the playground at Robinson - W4Q-4		30,000	30,000		30,000				
Main Street Landscape Design - subject to Grant funding	100,000		100,000	100,000					
Shade Structure for Anzac Garden - W4Q-4		66,667	66,667		66,667				
<b>Urandangi Community</b>									
Solar at Urandangi Depot - W4Q4		220,000	220,000		220,000				
	<b>12,606,850</b>	<b>616,667</b>	<b>13,223,517</b>	<b>10,470,000</b>	<b>1,816,667</b>	<b>0</b>	<b>0</b>	<b>806,850</b>	<b>130,000</b>
<b>Airport</b>									
Rejuvenation of Airstrip - Boulia - subject to grant funding	350,000		350,000	350,000					
<b>Roads</b>	<b>350,000</b>	<b>0</b>	<b>350,000</b>	<b>350,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>QRA Betterment Program -</b>									
Bengeacca Creek Floodway ch .8 - 1.4 -		1,398,403	1,398,403		1,243,025			155,378	
Springvale Road - RRUP	1,935,000		1,935,000		1,548,000				387,000
Solar Road Signs (Smiley face)	30,000		30,000					30,000	
Coorabulka / Slashers Creek Roads QRRF subject to funding approval	1,700,000		1,700,000	1,700,000					
	<b>3,665,000</b>	<b>1,398,403</b>	<b>5,063,403</b>	<b>1,700,000</b>	<b>2,791,025</b>	<b>0</b>	<b>0</b>	<b>185,378</b>	<b>387,000</b>
<b>TIDS - Base Funding</b>									
Reseal Racecourse Access Road (4524m2)	28,301		28,301		28,301				
Reseal Selwyn Road (Sports Centre Grid to Racecourse Access) 12,330m2	72,061		72,061		72,061				
Reseal Pituri St	26,556		26,556		26,556				
Reseal Diamantina St	26,556		26,556		23,081				3,475
	<b>153,475</b>	<b>0</b>	<b>153,475</b>	<b>0</b>	<b>150,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,475</b>
<b>Roads to Recovery</b>									
Springvale Road - RRUP - Co-funding	387,000		387,000		387,000				
Reseal Diamantina St	3,475		3,475		3,475				
	<b>390,475</b>	<b>0</b>	<b>390,475</b>	<b>0</b>	<b>390,475</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Water Infrastructure</b>									
Bore Pump Replacement	10,000		10,000					10,000	
Install new bore to supply demand water (towards airport side of town) - Boulia		120,000	120,000					120,000	
Disinfection Maintenance	24,590		24,590					24,590	
Ground level reservoir Polyurea lining - subject to grant funding	270,575		270,575	270,575					
Salt Water Chlorinator - BOR subject to grant funding approval	200,000		200,000	200,000					
	<b>505,165</b>	<b>120,000</b>	<b>625,165</b>	<b>470,575</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>154,590</b>	<b>0</b>
<b>Sewerage Infrastructure</b>									
Imhoff Tank - Planning Replacement / Testing STP Investigation effluent quality	52,200		52,200					52,200	
Survey Lines - Condition Report	71,765		71,765					71,765	
Access Chambers	13,050		13,050					13,050	
Solar Power Unit for sewer aerator - W4Q-4- Boulia		60,000	60,000		60,000				
Sewerage Pump Station Refurbish - W4Q-4 - Boulia		200,000	200,000		200,000				
	<b>137,015</b>	<b>260,000</b>	<b>397,015</b>	<b>0</b>	<b>260,000</b>	<b>0</b>	<b>0</b>	<b>137,015</b>	<b>0</b>
	<b>26,450,419</b>	<b>5,168,657</b>	<b>31,619,076</b>	<b>16,240,575</b>	<b>10,194,052</b>	<b>222,273</b>	<b>1,299,584</b>	<b>2,423,334</b>	<b>1,239,258</b>

**BUDGET SUMMARY 2022-2023**

	REVENUE	EXPENSE	NET
<b>OPERATIONAL</b>	\$15,267,744	(\$17,678,299)	(\$2,410,555)
<b>CAPITAL</b>	\$29,195,742	(\$31,619,076)	(2,423,334)
<b>Sub total</b>	<b>\$44,463,486</b>	<b>(\$49,297,375)</b>	<b>(\$4,833,889)</b>
<b>ADD BACK DEPRECIATION</b>			\$4,530,869
<b>BUDGET DEFICIT</b>			<b>(\$303,020)</b>



# BOULIA SHIRE COUNCIL

## Report for Budget Meeting held on 15<sup>th</sup> July 2022

<b>TITLE:</b>	Financial Statements 2022/2023 – 2024/2025	<b>DOC REF:</b> Item
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<b>REPORT BY:</b>	Kaylene Sloman, Director of Corporate Services	<b>DATE:</b> 13-07-2022
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### **CORPORATE PLAN REFERENCE: GOVERNANCE**

Priority 5: Robust Governance

5.4: Sustainability

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

### **PURPOSE:**

Presentation of Financial Statements for the following 3 years.

### **CONTENT:**

Financial Statements:

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

### **RECOMMENDATION:**

That the Financial Statements 2022/23 - 2024/25 Report as presented be accepted.

### **ATTACHMENTS:**

1. Budget Financial Statements 2022-2023

Document Reviewed by:	
Chief Executive Officer	Lynn Moore

**BOULIA SHIRE COUNCIL**  
**Statement of Income & Expenditure**  
**For the year ended 30 June 2023**

	Budget 2022/23 \$,000	Budget 2023/24 \$,000	Budget 2024/25 \$,000
<b>Operating Income</b>			
Rates & Charges	1480	1,522	1,565
Less: Discount Allowed	(81)	(78)	(76)
	1,399	1,444	1,489
Fees and charges	245	268	260
Rental income	237	240	246
Interest received	81	252	302
Sales - contract and recoverable works	2,040	2,246	1,867
Other recurrent income	276	294	314
Grants, subsidies, contributions and donations	18,582	19,139	20,148
<b>Total Recurrent Revenue</b>	<b>22,860</b>	<b>23,883</b>	<b>24,626</b>
<b>Capital Revenue</b>			
Grants, subsidies, contributions and donations	26,525	13,052	7,878
<b>Total Capital Revenue</b>	<b>26,525</b>	<b>13,052</b>	<b>7,878</b>
<b>TOTAL INCOME</b>	<b>49,385</b>	<b>36,935</b>	<b>32,504</b>
<b>Expenses</b>			
<b>Recurrent Expenses</b>			
Employee benefits	(4,421)	(3,877)	(3,999)
Materials and services	(40,250)	(19,164)	(19,739)
Finance Costs	(48)	(46)	(44)
Depreciation	(4,969)	(7,655)	(8,879)
<b>Total Recurrent Expenses</b>	<b>(49,688)</b>	<b>(30,742)</b>	<b>(32,661)</b>
<b>TOTAL EXPENSES</b>	<b>(49,688)</b>	<b>(30,742)</b>	<b>(32,661)</b>
<b>Net Result Attributable to Council</b>	<b>(303)</b>	<b>6,193</b>	<b>(157)</b>

**BOULIA SHIRE COUNCIL**  
**Statement of Financial Position**  
**For the year ended 30 June 2023**

	Budget 2022/23	Budget 2023/24	Budget 2024/25
	\$,000	\$,000	\$,000
<b>Current Assets</b>			
Cash and Cash Equivalents	13,602	10,293	6,996
Trade and other Receivables	1,844	1,953	1,957
Inventories	864	806	864
<b>Total Current Assets</b>	<b>16,310</b>	<b>13,052</b>	<b>9,817</b>
<b>Non-Current Assets</b>			
Property, Plant and Equipment	197,695	233,366	243,423
Capital Works in Progress	59,716	33,709	26,608
<b>Total Non-Current Assets</b>	<b>257,410</b>	<b>267,075</b>	<b>270,031</b>
<b>TOTAL ASSETS</b>	<b>273,720</b>	<b>280,127</b>	<b>279,848</b>
<b>Current Liabilities</b>			
Trade and other Payables	1,843	1,882	1,951
Loans	188	192	194
Provisions	241	249	240
Other current liabilities	2,223	2,223	2,223
<b>Total Current Liabilities</b>	<b>4,495</b>	<b>4,546</b>	<b>4,608</b>
<b>Non-Current Liabilities</b>			
Borrowings	1,100	909	716
Provisions	1,077	1,055	1,064
Other non-current liabilities			
<b>Total Non-Current Liabilities</b>	<b>2,177</b>	<b>1,964</b>	<b>1,780</b>
<b>TOTAL LIABILITIES</b>	<b>6,672</b>	<b>6,510</b>	<b>6,388</b>
<b>NET COMMUNITY ASSETS</b>	<b>267,049</b>	<b>273,617</b>	<b>273,460</b>
<b>Community Equity</b>			
Asset Revaluation Reserve	123,340	123,715	123,715
Retained Surplus	143,709	149,902	149,745
Reserves			
<b>TOTAL COMMUNITY EQUITY</b>	<b>267,049</b>	<b>273,617</b>	<b>273,460</b>

**BOULIA SHIRE COUNCIL**  
**Statement of Cash Flows**  
**For the year ended 30 June 2023**

	Budget 2022/23 \$,000	Budget 2023/24 \$,000	Budget 2024/25 \$,000
<b>Cash Flows from Operating activities:</b>			
Receipts from customers	3,518	3,743	3,856
Payments to suppliers and employees	(21,438)	(23,025)	(23,680)
Interest received	430	760	810
Rental income	210	231	237
Non-capital grants and contributions	17,963	19,098	19,662
Borrowing Costs	(38)	(36)	(33)
<b>Net Cash Inflow (Outflow) from Operating activities</b>	<b>645</b>	<b>771</b>	<b>852</b>
<b>Cash Flows from Investing activities:</b>			
Payments for property, plant and equipment	(32,558)	(16,944)	(11,865)
Proceeds from sale of property, plant and equipment	-	-	-
Grants, subsidies, contributions and donations	26,525	13,052	7,878
<b>Net Cash Inflow (Outflow) from Investing activities</b>	<b>(6,033)</b>	<b>(3,892)</b>	<b>(3,987)</b>
<b>Cash Flows from Financing activities</b>			
Repayment of borrowings	(90)	(188)	(192)
<b>Net Cash Inflow (Outflow) from Financing activities</b>	<b>(90)</b>	<b>(188)</b>	<b>(192)</b>
<b>Net Increase (Decrease) in Cash and Cash Equivalents held</b>	<b>(5,478)</b>	<b>(3,309)</b>	<b>(3,297)</b>
Cash and Cash Equivalents at beginning of reporting period	19,080	13,602	10,293
<b>Cash and Cash Equivalents at end of Reporting period</b>	<b>13,602</b>	<b>10,293</b>	<b>6,996</b>

**BOULIA SHIRE COUNCIL**  
Statement of Changes in Equity

For the year ended 30 June 2023

	Asset Revaluation Reserve			Retained Surplus			Total		
	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	
	2022/23	2023/24	2024/25	2022/23	2023/24	2024/25	2022/23	2023/24	2024/25
	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000
<b>Opening balance</b>	<b>122,829</b>	<b>123,340</b>	<b>123,715</b>	<b>93,359</b>	<b>93,056</b>	<b>99,249</b>	<b>216,188</b>	<b>216,396</b>	<b>222,964</b>
Adjustments									
<b>Adjusted opening equity</b>	<b>122,829</b>	<b>123,340</b>	<b>123,715</b>	<b>93,359</b>	<b>93,056</b>	<b>99,249</b>	<b>216,188</b>	<b>216,396</b>	<b>222,964</b>
<b>Revaluations of property, plant and equipment</b>									
Valuation gains/(losses)	511	375					511	375	
Transferred to income statement on sale									
Impairment losses									
Change in value of future rehabilitation costs									
<b>Net income recognised directly in equity</b>	<b>123,340</b>	<b>123,715</b>	<b>123,715</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Surplus for the period				(303)	6,193	(157)	(303)	6,193	(157)
<b>Total Recognised Income and Expense</b>	<b>123,340</b>	<b>123,715</b>	<b>123,715</b>	<b>93,056</b>	<b>99,249</b>	<b>99,902</b>	<b>216,396</b>	<b>222,964</b>	<b>222,807</b>
<b>Transfers to and from Reserves</b>									
Transfers to and from Capital									
Transfers to general reserves									
Transfers from general reserves									
<b>Total transfers to and from reserves</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Closing Balance</b>	<b>123,340</b>	<b>123,715</b>	<b>123,715</b>	<b>93,056</b>	<b>99,249</b>	<b>99,092</b>	<b>216,396</b>	<b>222,964</b>	<b>222,807</b>

# BOULIA SHIRE COUNCIL

## Report for Budget Meeting held on 15<sup>th</sup> July 2022

<b>TITLE:</b>	Measures of Financial Sustainability 2022/2023	<b>DOC REF:</b> Item
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<b>REPORT BY:</b>	Kaylene Sloman, Director of Corporate Services	<b>DATE:</b> 13-07-2022
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### **CORPORATE PLAN REFERENCE: GOVERNANCE**

Key Priority 5: Robust

Governance 5.4:

Sustainability

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

5.4.4 Implement good practice in managing and maintaining our assets

### **PURPOSE:**

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

### **CONTENT:**

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

### **RECOMMENDATION:**

That in accordance with Section 169(2)(a) of the Local Government Regulation 2012, the 2022/2023 Bouliia Shire Council Long Term Financial Forecast – 2022/2023 be hereby adopted.

### **ATTACHMENTS:**

1. 10 Key Financial Sustainability Ratios 2022-2023
2. Comprehensive Income 2022-2023
3. Balance Sheet 2022-2023

Document Reviewed by:	
Chief Executive Officer	Lynn Moore

**BOULIA SHIRE COUNCIL**

**MEASURE OF FINANCIAL SUSTAINABILITY**

**FOR THE YEAR ENDED 30 JUNE 2023**

***Asset Sustainability Ratio***

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

Target Ratio > 90%

2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
55.3	3.6	.1	.1	.1	.1	.1	.1	.1	.1

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

***Net Financial Liabilities Ratio***

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

Target Ratio < 60%

2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
-42.2	-27.4	-13.9	-71.5	-67.6	-67.2	-63.5	-64.5	-62.9	-64.5

***Operating Surplus Ratio***

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

Target Ratio 0 - 15%

2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
-117.4	-28.7	-32.6	-35.8	-39.8	-41.2	-39.1	-38.4	-34.6	-30.5

<b>BOULIA SHIRE COUNCIL</b>										
<b>STATEMENT OF COMPREHENSIVE INCOME</b>										
	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32
	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000
<b>Operating Revenue</b>										
General Rates	\$1,082	\$1,114	\$1,144	\$1,182	\$1,214	\$1,241	\$1,271	\$1,307	\$1,349	\$1,386
Water	\$180	\$180	\$185	\$195	\$197	\$215	\$215	\$221	\$228	\$235
Sewerage	\$118	\$120	\$125	\$125	\$129	\$131	\$142	\$145	\$145	\$154
Garbage	\$105	\$108	\$111	\$111	\$115	\$115	\$125	\$127	\$133	\$137
	\$1,485	\$1,522	\$1,565	\$1,613	\$1,655	\$1,702	\$1,753	\$1,800	\$1,855	\$1,912
Less Discounts	-\$86	-\$78	-\$76	-\$76	-\$70	-\$66	-\$66	-\$60	-\$60	-\$60
Pensioner remissions										
Net rates, levies & charges	\$1,399	\$1,444	\$1,489	\$1,537	\$1,585	\$1,636	\$1,687	\$1,740	\$1,795	\$1,852
Fees & charges	\$245	\$268	\$260	\$268	\$277	\$284	\$293	\$301	\$310	\$320
Rental income	\$237	\$240	\$246	\$236	\$244	\$252	\$259	\$267	\$275	\$283
Interest	\$81	\$252	\$302	\$850	\$739	\$718	\$739	\$734	\$733	\$737
Recoverable works income	\$2,040	\$2,246	\$1,867	\$1,867	\$1,923	\$1,980	\$2,040	\$2,102	\$2,165	\$2,230
Other recurrent income	\$276	\$294	\$314	\$314	\$323	\$333	\$343	\$353	\$364	\$374
Grants, subsidies, contributions & donations	\$18,582	\$19,139	\$20,148	\$20,305	\$20,914	\$21,542	\$22,188	\$22,854	\$23,539	\$24,245
<b>Total Recurrent Revenue</b>	<b>\$22,860</b>	<b>\$23,883</b>	<b>\$24,626</b>	<b>\$25,377</b>	<b>\$26,005</b>	<b>\$26,745</b>	<b>\$27,549</b>	<b>\$28,351</b>	<b>\$29,181</b>	<b>\$30,041</b>
<b>Capital Revenue</b>										
Grants, subsidies, contributions & donations	\$26,525	\$13,052	\$7,878	\$7,591	\$1,021	\$1,040	\$1,008	\$1,793	\$0	\$0
<b>Total Capital Revenue</b>	<b>\$26,525</b>	<b>\$13,052</b>	<b>\$7,878</b>	<b>\$7,591</b>	<b>\$1,021</b>	<b>\$1,040</b>	<b>\$1,008</b>	<b>\$1,793</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL INCOME</b>	<b>\$49,385</b>	<b>\$36,935</b>	<b>\$32,504</b>	<b>\$32,968</b>	<b>\$27,026</b>	<b>\$27,785</b>	<b>\$28,557</b>	<b>\$30,144</b>	<b>\$29,181</b>	<b>\$30,041</b>
<b>Expenses</b>										
Employee benefits	\$4,421	\$3,877	\$3,999	\$4,091	\$4,187	\$4,287	\$4,386	\$4,491	\$4,597	\$4,706
Materials and services	\$40,250	\$19,164	\$19,739	\$20,331	\$20,941	\$21,569	\$22,217	\$22,883	\$23,570	\$24,277
Finance Costs	\$48	\$46	\$44	\$42	\$39	\$36	\$34	\$31	\$28	\$25
Depreciation	\$4,969	\$7,655	\$8,879	\$9,995	\$11,177	\$11,866	\$11,680	\$11,837	\$11,082	\$10,201
<b>Total operating expense</b>	<b>\$49,688</b>	<b>\$30,742</b>	<b>\$32,661</b>	<b>\$34,459</b>	<b>\$36,344</b>	<b>\$37,758</b>	<b>\$38,317</b>	<b>\$39,242</b>	<b>\$39,277</b>	<b>\$39,209</b>
<b>TOTAL EXPENSES</b>	<b>\$49,688</b>	<b>\$30,742</b>	<b>\$32,661</b>	<b>\$34,459</b>	<b>\$36,344</b>	<b>\$37,758</b>	<b>\$38,317</b>	<b>\$39,242</b>	<b>\$39,277</b>	<b>\$39,209</b>
<b>Net results attributable to Council</b>	<b>-\$303</b>	<b>\$6,193</b>	<b>-\$157</b>	<b>-\$1,491</b>	<b>-\$9,318</b>	<b>-\$9,973</b>	<b>-\$9,760</b>	<b>-\$9,098</b>	<b>-\$10,096</b>	<b>-\$9,168</b>





# BOULIA SHIRE COUNCIL

## Report for Budget Meeting held on 15<sup>th</sup> July 2022

<b>TITLE:</b>	Policy 101 – Purchasing and Acquisition	<b>DOC REF:</b> Item
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<b>REPORT BY:</b>	Kaylene Sloman, Director of Corporate Services	<b>DATE:</b> 13-07-2022
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### CORPORATE PLAN REFERENCE: GOVERNANCE

Key Priority 5: Robust

Governance 5.1: Confidence

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

### PURPOSE:

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

### CONTENT:

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

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

Page No.	Area change has occurred	Change made
4	Heading – Purchasing Procedure	Changed purchasing to procurement
4	Heading – Purchasing Arrangements	Changed purchasing to procurement
5	Medium Contractual Arrangements	Added (Net / )
5	Large Contractual Arrangements	Added (Net / )
6	Heading – Purchasing Procedure	Changed purchasing to procurement
6	Heading – Purchase of Goods and Services	Changed purchase to procurement
6	Heading – Purchase of Goods and Services	Added (Net / )
6	Invitation Thresholds paragraph	Added (/ net)
6-7	Last paragraph	Small purchases .....Greater than \$5,000, less
7	\$5,000 less than \$10,000	Added (Net / ), From no 105 ... paperwork. Financial .... 2022-23.
7	\$10,000 up to \$15,000	Added (Net / ), From no 105 ... paperwork. Financial .... 2022-23.
7	\$15,000 up to \$ 80,000	Added (Net / ), From no 105 ... paperwork.
8	First paragraph	Added Financial .... 2022-23.

8	\$80,000 up to \$199.999	Added (Net / ), From no 105 ... paperwork. Financial .... 2022-23.
8	Procedure for assessing quotes	Deleted the table below (template called – Quote Assessments). Added Form no 105 .. supplier), goods ... and, including, tick ... listed. Continue.. form, Obtain.... 2022-23.
8	Quote form	Deleted
9	Form 105	Added Form 105
10	First Heading	Changed Purchase to Procurement, added (Net / )
All Pages	Changed footer	Deleted Purchasing changed to Procurement

**RECOMMENDATION:**

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

**ATTACHMENTS:**

1. 101 Procurement Policy 2022-2023

Document Reviewed by:

Chief Executive Officer

Lynn Moore



# BOULIA SHIRE COUNCIL

## PURCHASING AND ACQUISITION

### PROCUREMENT POLICY

<b>Category:</b>	Policy
<b>Policy Number:</b>	Policy 101
<b>Document Version:</b>	5
<b>Obsolete Version:</b>	2020/11.16, 2021/B6.5
<b>Keyword Classification:</b>	Purchasing <b>procurement</b> policy contracts goods and services
<b>Summary:</b>	The purpose of this policy is to ensure that Council is using sound contracting principles in relation to the purchase of goods and services.
<b>Adoption Date:</b>	
<b>Resolution:</b>	
<b>Due for Revision:</b>	Annually
<b>Revision Date:</b>	June 2023
<b>Date Revoked:</b>	n/a
<b>Related documents:</b>	<p>ATO Statement by Supplier form no. 17  Request for Quotation (Verbal) form no. 34  Contractor Performance Checklist form no. 59  Councillor Reimbursement form no. 24  Delivery of goods form no. 50  Payment Request Approval form no. 4  Purchasing Delegation Conflict of Interest Declaration form no. 44  Tender Declaration form for Tender Evaluation  Assessment Panel Member form no. 55  Assessing Quotes Template  Council's Tender Register  WHS – Safety Management System (Purchasing &amp; Suppliers Controls)  WH&amp;S Policy Statement  Policy 140 – Statement of Business Ethics  Policy 141 – Conflict of Interest Policy  Policy 146 – Code of Conduct</p>
<b>Responsible Section:</b>	CEO
<b>Responsible Officer:</b>	Director of Corporate Services
<b>Legislation:</b>	Local Government Act 2009, Local Government Regulation 2012, WHS Act & Regulation 2011, Work Health and Safety Consultation Code of Practice 2011

## OBJECTIVE

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

## SCOPE

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

## POLICY

This Policy is in three sections:-

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

## PURCHASING PRINCIPLES

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

### 1. VALUE FOR MONEY

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

### 2. OPEN AND EFFECTIVE COMPETITION

Open and Effective Competition is achieved by:

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

### 3. THE DEVELOPMENT OF COMPETITIVE LOCAL BUSINESS AND INDUSTRY

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

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

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

#### **4. ENVIRONMENTAL PROTECTION**

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

The objectives are:

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

#### **5. ETHICAL BEHAVIOUR AND FAIR DEALINGS**

Ethical Behaviour and Fair Dealing are achieved by Officers:

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

## PROCUREMENT PURCHASING PROCEDURE

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

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

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

## ETHICAL BEHAVIOUR

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

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

## PROCUREMENT PURCHASING ARRANGEMENTS

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

These are:

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

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

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

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

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

## LOCAL PREFERENCE POLICY

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

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

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

## STATUTORY POLICY FRAMEWORK

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

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

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

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

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

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

## EXCEPTIONS

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

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



The exceptions are:

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

## **PROCUREMENT PURCHASING PROCEDURE**

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

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

- (1) long-term utility contracts (Ergon, Telstra, Teletrac, etc), or
- (2) long-term IT licencing / subscriptions / memberships / vehicle registrations / insurances / auditing expenses, or
- (3) by purchase card (credit card), or
- (4) reimbursement of employee for Council expense (as agreed by Supervisor), or
- (5) petty cash.

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

### **PROCEDURE FOR RECORDING QUOTE INFORMATION**

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

## **INVITATION THRESHOLDS**

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

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

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

### **Petty Cash**

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

### **Less than \$500 (Net / exclusive of GST)**

The Officer should use best judgement using catalogues or sales brochures as guide to purchasing and seeking estimates where reasonably practical to do so. Details of all quotations sought shall be clearly documented on the verbal quote form no. 34 including the price, name, address and telephone number of providers and any terms/conditions that apply to the offer. A copy of the quotes are to be attached to the requisition raised in SynergySoft / Altus EPM.

The Requisitioning Officer and the Approving Officer of the order can be the same person as long as they hold a Financial Delegation as per H:\1. Governance\REGISTERS\Registers 2022-23.

### **Greater than \$500, less than \$5,000 (Net / exclusive of GST)**

The Officer should use best judgement using catalogues or sales brochures as guide to purchasing and seeking estimates where reasonably practical to do so. Details of all quotations sought shall be clearly documented on the verbal quote form no. 34 including the price, name, address and telephone number of providers and any terms/conditions that apply to the offer. A copy of the quotes are to be attached to the requisition raised in SynergySoft / Altus EPM.

The Requisitioning Officer and the Delegate approving the order must not be the same person. Financial delegations as per H:\1. Governance\REGISTERS\Registers 2022-23.

### **Greater than \$5,000, less than \$10,000 (Net / exclusive of GST)**

The Officer should use best judgement using catalogues or sales brochures as guide to purchasing and seeking estimates where reasonably practical to do so. Details of all quotations sought shall be clearly documented on the verbal quote form no. 34 including the price, name, address and telephone number of providers and any terms/conditions that apply to the offer. A copy of the quotes are to be attached to the requisition raised in SynergySoft / Altus EPM. Form no. 105 procurement record form is to be completed and attached to the requisition with quotes and other relevant paperwork.

The Requisitioning Officer and the Delegate approving the order must not be the same person. Financial delegations as per H:\1. Governance\REGISTERS\Registers 2022-23.

### **\$10,000 up to \$15,000 (Net / exclusive of GST)**

At least two (2) verbal, written or email quotations are to be sourced. Written quotation requests will issue from Altus EPM in a standard format in an email to all selected suppliers, a link will be supplied to the supplier. Supplier to click on link and remit the price and any conditions directly to the requisition created in Altus EPM. Details of all verbal quotations sought shall be clearly documented on the Request for Quotation (verbal) form no. 34 detailing the price, name, address and telephone number of providers and any terms/conditions that apply to the offer and attached to the requisition raised in SynergySoft / Altus EPM. The most advantageous to Council shall be selected. Form no. 105 procurement record form is to be completed and attached to the requisition with quotes and other relevant paperwork.

The Requisitioning Officer and the Delegate approving the order must not be the same person. Financial delegations as per H:\1. Governance\REGISTERS\Registers 2022-23.

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

At least three (3) written or email quotations are to be invited by the Officer. Written quotation requests will issue from Altus EPM in a standard format in an email to all selected suppliers, a link will be supplied to the supplier. Supplier to click on link and remit the price and any conditions directly to the requisition created in Altus EPM. Manual copies of all written quotations should be attached and detailed on the Council requisition in SynergySoft / Altus EPM. The most advantageous to Council shall be selected. Form no. 105 procurement record form is to be completed and attached to the requisition with quotes and other relevant paperwork.

The Requisitioning Officer and the Delegate approving the order must not be the same person. Financial delegations as per H:\1. Governance\REGISTERS\Registers 2022-23.

### **\$80,000 up to \$199,999 (Net / exclusive of GST)**

A formal specification is to be prepared and written quotations are to be invited by the Officer through a public advertising process on Council's website, email blast and Facebook page, allowing a reasonable time for responses. As an alternative or in addition to other means, the Officer may choose to use the LGAQ Local Buy/VendorPanel/NexGen to seek formal quotation responses. Copies of all written quotations should be attached and detailed on the Council requisition in SynergySoft / Altus EPM, including Council resolution number. A copy of the tender documents, advertising and tender submission paperwork is to be put into Council's records management system. The most advantageous to Council shall be selected. Form no. 105 procurement record form is to be completed and attached to the requisition with quotes and other relevant paperwork.

The Requisitioning Officer and the Delegate approving the order must not be the same person. Financial delegations as per H:\1. Governance\REGISTERS\Registers 2022-23.

### **PROCEDURE FOR ASSESSING QUOTES**

Using the table below (template called ~~Quote Assessments~~) form no. 105 procurement record, tick the box on selection method (how you have selected supplier), detail the goods or service, list quotes by date, supplier and cost of goods, including cost of delivery to Boulia. Tick accepted yes or no as per each quote listed. Consider previous orders, did they arrive on time and or the quality of the goods. Continue completing the form, On completion of the table, decide on your winning quote and detail the reason for the quote being successful. Obtain authorisation from delegated officer as per H:\1. Governance\REGISTERS\Registers 2022-23.

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

**DELETE ASSESSMENT OF QUOTES FORM below**



## Assessment of Quotes

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

Assessed by: \_\_\_\_\_  
*Officer's Name*
*Officer's Signature*
*Date*

**To be attached to Requisition being raised in Synergy Soft**

**10% Procurement Record Form**

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

For Purchase Orders and Requisitions > \$5,000

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

Selection Method	Circle	Example
The lowest priced quote, after considering local weightings	Yes	
The supplier with the highest score in an assessment matrix	Yes	
The successful tenderer from conducting a formal tender process	Yes	
The contract was approved by Council – Resolution No:	Yes	
The payment is for a statutory fee or membership or annual subscription	Yes	RAPAD, LGAQ, LGMA
The supplier has a services agreement with Council	Yes	G&A
The payment is for a utility service	Yes	Ergon, Telstra
Local business less than \$1,000	Yes	
The supplier is on an approved contractors list	Yes	Plant Hire, Trade Services
The purchase is through a <u>Local Buy</u> arrangement – Contract No:	Yes	
There is only one supplier reasonably available	Yes	<u>Follow-on</u> , TOLL
The services are of a confidential nature	Yes	
A <u>genuine</u> emergency exists	Yes	Flood, Fire, Accident
The contract is for the purchase of goods by auction	Yes	
The contract is for the purchase of second-hand goods	Yes	
The contract is made with another government body	Yes	Another Council, TMR
Emergent Works	Yes	
The payment is for a utility service	Yes	Ergon, Telstra

Goods or Services to be purchased

\_\_\_\_\_

\_\_\_\_\_

Quotes \_\_\_\_\_

Number \_\_\_\_\_

*Circle or cross out*

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

Job Cost Number \_\_\_\_\_

Vendor Panel Number \_\_\_\_\_

**Authorisation**

Requisitioning Officer \_\_\_\_\_ Date: \_\_\_\_\_

Approving Officer \_\_\_\_\_ Date: \_\_\_\_\_

## **PROCUREMENT PURCHASE OF GOODS AND SERVICES GREATER THAN \$200,000 (Net /exclusive of GST)**

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

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

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

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

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

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

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

### **PROCEDURE FOR RECEIPT AND OPENING OF PUBLIC TENDERS/QUOTATIONS:**

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

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

### **PROCEDURE FOR RECORDING TENDER INFORMATION**

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



# BOULIA SHIRE COUNCIL

## 105 Procurement Record Form

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

For Purchase Orders and Requisitions > \$5,000

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

Selection Method	Circle	Example
The lowest priced quote, after considering local weightings	Yes	
The supplier with the highest score in an assessment matrix	Yes	
The successful tenderer from conducting a formal tender process	Yes	
The contract was approved by Council – Resolution No:	Yes	
The payment is for a statutory fee or membership or annual subscription	Yes	RAPAD, LGAQ, LGMA
The supplier has a services agreement with Council	Yes	GBA
The payment is for a utility service	Yes	Ergon, Telstra
Local business less than \$1,000	Yes	
The supplier is on an approved contractors list	Yes	Plant Hire, Trade Services
The purchase is through a LocalBuy arrangement – Contract No:	Yes	
There is only one supplier reasonably available	Yes	Followmont, TOLL
The services are of a confidential nature	Yes	
A <u>genuine</u> emergency exists	Yes	Flood, Fire, Accident
The contract is for the purchase of goods by auction	Yes	
The contract is for the purchase of second-hand goods	Yes	
The contract is made with another government body	Yes	Another Council, TMR
Emergent Works	Yes	
The payment is for a utility service	Yes	Ergon, Telstra

Goods or Services to be purchased

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**Quotes**

**Number**

*Circle or cross out*

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

Job Cost Number \_\_\_\_\_

Vendor Panel Number \_\_\_\_\_

**Authorisation**

Requisitioning Officer \_\_\_\_\_

Date: \_\_\_\_\_

Approving Officer \_\_\_\_\_

Date: \_\_\_\_\_

# BOULIA SHIRE COUNCIL

## Report for Budget Meeting held on 15<sup>th</sup> July 2022

<b>TITLE:</b>	Policy 107 – Statutory Finance Policy	<b>DOC REF:</b> Item
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<b>REPORT BY:</b>	Kaylene Sloman, Director of Corporate Services	<b>DATE:</b> 13-07-2022
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### **CORPORATE PLAN REFERENCE: GOVERNANCE**

Key Priority 5: Robust

Governance 5.1: Confidence

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

### **PURPOSE:**

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

### **CONTENT:**

Details of Council's current and proposed borrowings:- to provide Council with a debt management strategy based on sound financial management guidelines.

Local Government Regulation 2012, Section 192 requires the local government to prepare and adopt a debt policy each financial year. Changes have been made due to Council business system processing changes, below is listed the following pages and highlighted in yellow the changes that are proposed.

<b>Page No.</b>	<b>Area change has occurred</b>	<b>Change made</b>
3	Table	Removed 2021/22, added \$1,400 Regional Hub
3	Second last paragraph	Added 2022/23
4	Table	Updated and added paragraph
5	Current Borrowings	Added QTC Loan -
5	Middle of page	Added 2022-23 to 2033-34
5	Bottom of page	Added Building Acceleration Fund... paragraph
6	Top of page	Added table and 3 paragraphs

### **RECOMMENDATION:**

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

### **ATTACHMENTS:**

1. 107 Debt Policy

Document Reviewed by:

Chief Executive Officer

Lynn Moore





# BOULIA SHIRE COUNCIL

## DEBT POLICY

<b>Category:</b>	STATUTORY FINANCE POLICY
<b>Policy Number:</b>	107
<b>Document Version:</b>	Version 1
<b>Obsolete Version:</b>	2014-2015/1, 2015-16/1, 2018/11.21, 2021/1.15
<b>Keyword Classification:</b>	Finance Debt Borrowing
<b>Summary:</b>	Details of Council's current and proposed borrowings:- to provide Council with a debt management strategy based on sound financial management guidelines
<b>Adoption Date:</b>	
<b>Resolution:</b>	
<b>Due for Revision:</b>	Annually
<b>Revision date:</b>	30/06/2023
<b>Date revoked:</b>	n/a
<b>Related documents:</b>	Nil
<b>Responsible Section:</b>	Finance
<b>Responsible Officer:</b>	Director of Corporate Services
<b>Legislation</b>	Local Government Act 2009 s104 (5) (c) ii, Local Government Regulation 2012, s192

## **OBJECTIVE**

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

The Policy must include the following elements:-

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

## **SCOPE**

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

## **BACKGROUND AND CONSIDERATIONS**

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

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

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

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

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

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

## GENERAL POLICY ON BORROWINGS

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

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

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

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

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

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

## SPECIFIC POLICY ON BORROWINGS

### Planned Borrowings

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

Year	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Amount \$'00	\$1,400	0	0	0	0	0	0	0	0	0
Purpose	Regional Hub									

In our 2022/23 budget, we have allowed for borrowings that Council will approve an application for a loan for the Regional Community Precinct (Hub) to the value of \$1,400,000.

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

## Regional Community Precinct – The Hub

Financial Year	Interest and admin fees	Principal	Debt Service Payment
2022/23	56,434.00	14,108.50	70,542.50
2023/24	55,865.29	14,677.21	70,542.50
2024/25	55,273.65	15,268.85	70,542.50
2025/26	54,658.16	15,884.34	70,542.50
2026/27	54,017.86	16,524.64	70,542.50
2027/28	53,351.75	17,190.75	70,542.50
2028/29	52,658.80	17,883.70	70,542.50
2029/30	51,937.90	18,604.60	70,542.50
2030/31	51,187.95	19,354.55	70,542.50
2031/32	50,407.77	20,134.73	70,542.50
2032/33	49,596.14	20,946.36	70,542.50
2033/34	48,751.79	21,790.71	70,542.50
2034/35	47,873.41	22,669.09	70,542.50
2035/36	46,959.62	23,582.88	70,542.50
2036/37	46,008.99	24,533.51	70,542.50
2037/38	45,020.05	25,522.45	70,542.50
2038/39	43,991.24	26,551.26	70,542.50
2039/40	42,920.95	27,621.55	70,542.50
2040/41	41,807.53	28,734.97	70,542.50
2041/42	40,649.22	19,043.28	59,692.50

An indicative interest rate of 4.031% was used for the interest calculations in this schedule. Interest Rates are based on the knowledge that was at hand of writing this policy. Debt Servicing Payments DSP's will be scheduled for quarterly repayments, covering the principal and interest. Term of 20 years will be applicable for the loan, ending 2041/42. Repayment estimates on current interest rate is approximately \$17,636 per quarter.

## Current Borrowings

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

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

Financial year	Interest and admin fees	Principal	Debt Service Payment
2022-23	\$38,311.24	\$56,585.80	\$94,897.04
2023-24	\$35,975.14	\$58,921.90	\$94,897.04
2024-25	\$33,542.60	\$61,354.44	\$94,897.04
2025-26	\$31,009.64	\$63,887.40	\$94,897.04
2026-27	\$28,372.10	\$66,524.94	\$94,897.04
2027-28	\$25,625.67	\$69,271.37	\$94,897.04
2028-29	\$22,765.85	\$72,131.19	\$94,897.04
2029-30	\$19,787.98	\$75,109.06	\$94,897.04
2030-31	\$16,687.16	\$78,209.88	\$94,897.04
2031-32	\$13,458.33	\$81,438.71	\$94,897.04
2032-33	\$10,096.21	\$84,800.83	\$94,897.04
2033-34	\$6,595.27	\$88,301.77	\$94,897.04
2034-35	\$2,949.80	\$106,737.72	\$109,687.52

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

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

Future budgets from **2022-23 to 2033-34** will have to allow for repayments of Interest & Principal of \$94,897.04 per year.

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

## **Building Acceleration Fund / Minister for Economic Development Queensland**

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

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

Payment	Repayment Date	Repayment amount
1	30/06/2022	\$32,000
2	30/06/2023	\$32,000
3	30/06/2024	\$32,000
4	30/06/2025	\$32,000
5	30/06/2026	\$32,000
6	30/06/2027	\$32,000
7	30/06/2028	\$32,000
8	30/06/2029	\$32,000
9	30/06/2030	\$32,000
10	30/06/2031	\$32,000
11	30/06/2032	\$32,000
12	30/06/2033	\$32,000
13	30/06/2034	\$32,000
14	30/06/2035	\$32,000
15	28/02/2036	\$28,735

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

Future budgets from 2022-23 to 2035/36 will have to allow for repayments of Principal of \$32,000 per year.

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

# BOULIA SHIRE COUNCIL

## Report for Budget Meeting held on 15<sup>th</sup> July 2022

<b>TITLE:</b>	Policy 109 – Revenue Policy	<b>DOC REF:</b> Item
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<b>REPORT BY:</b>	Kaylene Sloman, Director of Corporate Services	<b>DATE:</b> 13-07-2022
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### **CORPORATE PLAN REFERENCE: GOVERNANCE**

Key Priority 5: Robust

Governance 5.1: Confidence

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

### **PURPOSE:**

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

### **CONTENT:**

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

Page No.	Area change has occurred	Change made
1	Title	Changed dates to 2022/2023
1	Document version	Added 2022/23

### **RECOMMENDATION:**

1. That Policy 109 Revenue Policy 2022/2023 as presented be adopted.
2. That a copy of the policy be loaded into the Councillor Hub.

### **ATTACHMENTS:**

1. 109 Revenue Policy 2022/2023

Document Reviewed by:

Chief Executive Officer

Lynn Moore



# BOULIA SHIRE COUNCIL

## REVENUE POLICY 2022/2023

<b>Category:</b>	Policy
<b>Policy Number:</b>	109
<b>Document Version:</b>	Revenue – 2022/23
<b>Obsolete Version:</b>	Policy 109 Revenue – 2019/20, 2020/21, 2021/22
<b>Keyword Classification:</b>	Revenue Policy
<b>Summary:</b>	Details the principles that Council will use to set its budget and to identify in broad terms the general strategy to be used for raising revenue
<b>Adoption Date:</b>	
<b>Resolution:</b>	
<b>Due for Revision:</b>	Annually
<b>Revision date:</b>	01/07/2023
<b>Date revoked:</b>	N/A
<b>Related documents:</b>	N/A
<b>Responsible Section:</b>	Finance
<b>Responsible Officer:</b>	Director Corporate Services
<b>Legislation:</b>	Local Government Regulation 2012



## OBJECTIVE

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

The revenue policy sets out the principles used by Boulia Shire Council, in 2022/2023 for:

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

## SCOPE

This policy applies to all of Council.

## PROVISIONS

### *Making of Rates and Charges*

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

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

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

### **Levying of Rates**

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

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

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

### **Granting of Rebates and Concessions**

#### **Discount**

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

#### **Pensioner Rebate**

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

#### **Other**

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

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

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

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

### *Recovery of Unpaid Rates and Charges*

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

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

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

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

### *Principles Used for Cost Recovery Fees*

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

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

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

# BOULIA SHIRE COUNCIL

Report for Budget Meeting held on 15<sup>th</sup> July 2022

<b>TITLE:</b>	Policy 110 – Internal Audit Policy	<b>DOC REF:</b> Item
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<b>REPORT BY:</b>	Kaylene Sloman, Director of Corporate Services	<b>DATE:</b> 13-07-2022
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**CORPORATE PLAN REFERENCE: GOVERNANCE**

Key Priority 5: Robust

Governance 5.1: Confidence

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

**PURPOSE:**

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

**CONTENT:**

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

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

No changes have been made other than dates.

**RECOMMENDATION:**

1. That Policy 110 Internal Audit Policy 2022/2023 as presented be adopted.
2. That a copy of the policy be loaded into the Councillor Hub.

**ATTACHMENTS:**

1. Policy 110 Internal Audit Policy

Document Reviewed by:

Chief Executive Officer

Lynn Moore



# BOULIA SHIRE COUNCIL

## INTERNAL AUDIT POLICY

**2022/23**

<b>Category:</b>	Policy
<b>Policy Number:</b>	110
<b>Document Version:</b>	Version 1
<b>Obsolete Version:</b>	Internal Audit Policy as adopted 25 <sup>th</sup> June 2021, <b>2021/7.18</b>
<b>Keyword Classification:</b>	Internal Audit
<b>Summary:</b>	Framework for the conduct of the internal audit function
<b>Adoption Date:</b>	
<b>Resolution:</b>	
<b>Due for Revision:</b>	Annually
<b>Revision date:</b>	<b>01/07/2023</b>
<b>Date revoked:</b>	N/A
<b>Related documents:</b>	N/A
<b>Responsible Section:</b>	Finance
<b>Responsible Officer:</b>	Chief Executive Officer Director of Corporate Services
<b>Legislation:</b>	Local Government Act 2009 s105 Local Government Regulation 2012 s207

## SCOPE

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

## PURPOSE

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

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

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

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

## RESPONSIBILITY

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

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

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

## INDEPENDENCE

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

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

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

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

## AUTHORITY AND CONFIDENTIALITY

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

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

## STANDARDS

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

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

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

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

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

## **RELATIONSHIP WITH EXTERNAL AUDITOR**

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

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

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

## **INTERNAL AUDIT PLAN**

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

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

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

## **REPORTING AND MONITORING**

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

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

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



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

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

## **PERIODIC ASSESSMENT**

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

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

# BOULIA SHIRE COUNCIL

## Report for Budget Meeting held on 15<sup>th</sup> July 2022

<b>TITLE:</b>	Policy 119 – Investment Policy 2022/2023	<b>DOC REF:</b> Item
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<b>REPORT BY:</b>	Kaylene Sloman, Director of Corporate Services	<b>DATE:</b> 13-07-2022
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### **CORPORATE PLAN REFERENCE: GOVERNANCE**

Key Priority 5: Robust

Governance 5.1: Confidence

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

### **PURPOSE:**

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

### **CONTENT:**

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

No changes have been made.

### **RECOMMENDATION:**

1. That Policy 119 Investment Policy 2022/2023 as presented be adopted.
2. That a copy of the policy be loaded into the Councillor Hub.

### **ATTACHMENTS:**

1. Policy 119 Investment Policy 2022/23

Document Reviewed by:

Chief Executive Officer

Lynn Moore



# BOULIA SHIRE COUNCIL

## INVESTMENT POLICY 2022/23

<b>Category:</b>	Financial Policy
<b>Policy Number:</b>	119
<b>Document Version:</b>	Version 6
<b>Obsolete Version:</b>	Policy 119 Investment Version 5, 2019/7.23 24 <sup>th</sup> July 2019, 2021/B6.8
<b>Keyword Classification:</b>	Investments
<b>Summary:</b>	To outline guidelines when investing Council money.
<b>Adoption Date:</b>	
<b>Resolution:</b>	
<b>Due for Revision:</b>	Annually
<b>Revision date:</b>	01/07/2023
<b>Date revoked:</b>	N/A
<b>Related documents:</b>	N/A
<b>Responsible Section:</b>	Finance
<b>Responsible Officer:</b>	Director of Corporate Services
<b>Legislation:</b>	Local Government Act 2009 s104 (5) (c) (i) Local Government Regulation 2012 s191 Statutory Bodies Financial Arrangements Act 1982 Statutory Bodies Financial Arrangements Regulation 2019

## **PURPOSE:**

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

## **SCOPE:**

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

## **DEFINITIONS:**

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

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

**Council** – shall mean the Boulia Shire Council.

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

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

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

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

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

## **BACKGROUND:**

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

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

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

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

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

Section 42 Investment power depends on allocation under regulation:

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

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

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

#### **Section 44 Category 1 investment power**

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

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

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

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

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

## **INVESTMENT OBJECTIVES:**

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

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

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

## **PRESERVATION OF CAPITAL:**

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

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

### a) Credit Risk

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

### b) Interest Rate Risk

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

## **MAINTENANCE OF LIQUIDITY:**

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

## **RETURN ON INVESTMENT:**

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

## **ETHICS AND CONFLICT OF INTEREST:**

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

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

## **INVESTMENTS WITH LOCAL BANKS:**

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

## **REQUIREMENTS:**

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

## **PORTFOLIO INVESTMENT PARAMETERS:**

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

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

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

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

## **PROHIBITED INVESTMENTS:**

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

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

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

## **PLACEMENT OF INVESTMENT FUNDS:**

### **Short Term:**

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

### **Long Term:**

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

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

## **MATURITIES:**

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

## **IMPLEMENTATION**

### **INTERNAL CONTROLS:**

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

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

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

### **DELEGATION OF AUTHORITY:**

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

### **BREACHES:**

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



# BOULIA SHIRE COUNCIL

## Report for Budget Meeting held on 15<sup>th</sup> July 2022

<b>TITLE:</b>	NEW POLICY 162 Environmental Levy	<b>DOC REF:</b> Item
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<b>REPORT BY:</b>	Director of Corporate Services	<b>DATE:</b> 14-06-2022
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### **CORPORATE PLAN REFERENCE: GOVERNANCE**

4.3.5 Ensure effective and responsible policy development and decision making in line with the Financial Sustainability Strategy

### **PURPOSE:**

To review and update councils Policies in accordance with the adopted procedure to ensure that Policies made by council are compliant with legislation and are reviewed in a timely manner.

### **CONTENT:**

A new levy has been created in the Rates and Charges for the 2022/23 financial year called Environmental Levy.

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

### **CONSULTATION:**

- Nil

### **GOVERNANCE IMPLICATIONS:**

- Meets statutory compliance requirements

### **RECOMMENDATION:**

That Council endorse Policy 162 Environmental Levy for the raising of the Environmental levy pursuant to the Local Government Act 2009, section 92 and the Local Government Regulation 2012, section 103 on the Rates Notice issued twice a year.

### **ATTACHMENTS: Policy – Environmental Levy**

Document Reviewed by:

Chief Executive Officer

Lynn Moore



# BOULIA SHIRE COUNCIL

## ENVIRONMENT LEVY POLICY

<b>Category:</b>	FINANCE POLICY
<b>Policy Number:</b>	162
<b>Document Version:</b>	Version 1
<b>Obsolete Version:</b>	
<b>Keyword Classification:</b>	Environmental Levy
<b>Summary:</b>	To provide clarity on how the funds from the Environmental Levy can be utilised.
<b>Adoption Date:</b>	
<b>Resolution:</b>	
<b>Due for Revision:</b>	Annually
<b>Revision date:</b>	01/07/2023
<b>Date revoked:</b>	n/a
<b>Related documents:</b>	Nil
<b>Responsible Section:</b>	Finance
<b>Responsible Officer:</b>	Director of Corporate Services
<b>Legislation</b>	Local Government Act 2009 s92 Local Government Regulation 2012, s103

## **OBJECTIVE**

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

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

## **SCOPE**

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

## **STATEMENT**

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

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

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

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

# BOULIA SHIRE COUNCIL

Report for Budget Meeting held on 15<sup>th</sup> July 2022

<b>TITLE:</b>	Policy 133 – Fraud and Corruption Control Policy	<b>DOC REF:</b> Item
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<b>REPORT BY:</b>	Kaylene Sloman, Director of Corporate Services	<b>DATE:</b> 13-07-2022
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## **CORPORATE PLAN REFERENCE: GOVERNANCE**

Key Priority 5: Robust

Governance 5.1: Confidence

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

## **PURPOSE:**

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

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

## **CONTENT:**

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

No changes have been made.

## **RECOMMENDATION:**

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

## **ATTACHMENTS:**

1. Policy 133 Fraud and Corruption Control Policy

Document Reviewed by:

Chief Executive Officer

Lynn Moore



# BOULIA SHIRE COUNCIL

## FRAUD AND CORRUPTION CONTROL

<b>Category:</b>	Policy
<b>Policy Number:</b>	133
<b>Document Version:</b>	Version 1, 2019/12.23
<b>Obsolete Version:</b>	2021/7.18
<b>Keyword Classification:</b>	Fraud Control
<b>Summary:</b>	This policy sets out the organisational requirements to prevent, detect, respond to and report fraud and corruption at the Boulia Shire Council.
<b>Adoption Date:</b>	
<b>Resolution:</b>	
<b>Due for Revision:</b>	Annually
<b>Revision date:</b>	01/07/2023
<b>Date revoked:</b>	N/A
<b>Related documents:</b>	<p>Policy 108 - Audit &amp; Risk Management Committee Policy</p> <p>Policy 110 - Internal Audit Policy 2019/20</p> <p>Policy 116 - Workplace Health, Safety, Environment and Quality</p> <p>Policy 122 - Councillor Interaction Policy</p> <p>Policy 123 - Risk Management Policy</p> <p>Policy 128 - Public Interest Disclosure Policy and Procedure</p> <p>Policy 129 - Councillor Code of Conduct</p> <p>Policy 130 - Dealing with a Complaint involving a Public Official (CEO)</p> <p>Policy 146 - Code of Conduct</p> <p>Policy 127 - Complaints Management Policy &amp; Process</p> <p>BSC Discipline Process</p> <p>Fraud and Corruption Control Plan</p> <p>Fraud and Corruption Control Strategy</p> <p>Crime and Corruption Commission, fraud and corruption prevention publications <a href="http://www.ccc.qld.gov.au">www.ccc.qld.gov.au</a></p> <p>Australian Standard AS 8001-2008 Fraud and Corruption Control</p>
<b>Responsible Section:</b>	Finance
<b>Responsible Officer:</b>	Director of Corporate Services
<b>Legislation:</b>	<p>Crime and Corruption Act 2001</p> <p>Criminal Code Act 1899</p> <p>Financial Accountability Act 2009</p> <p>Local Government Act 2009</p> <p>Local Government Regulation 2012</p> <p>Public Interest Disclosure Act 2010</p> <p>Public Sector Ethics Act 1994</p>

## SCOPE

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

## PURPOSE

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

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

## DEFINITIONS

To assist in interpretation, the following definitions apply:-

### **CEO Chief Executive Officer**

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

### **Contractor**

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

### **Corrupt Conduct**

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

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

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

### **Corruption**

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

### **Council**

Boulia Shire Council.

### **Councillor**

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

**Employee**

Local government employee—

(a) the Chief Executive Officer; or

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

**Enterprise Risk Management**

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

**Fraud**

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

**Manex Team**

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

**Official Misconduct**

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

a criminal offence or

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

**Public Interest Disclosure**

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

**Reprisal**

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

**Risk**

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

**POLICY**

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

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

## **Fraud and Corruption Principles**

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

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

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

## **5.2 Fraud and Corruption Control Management Framework**

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

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



# BOULIA SHIRE COUNCIL

Report for Budget Meeting held on 15<sup>th</sup> July 2022

<b>TITLE:</b>	Policy 145 – Community Facilities Hire Policy 22/23	<b>DOC REF:</b> Item
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<b>REPORT BY:</b>	Kaylene Sloman, Director of Corporate Services	<b>DATE:</b> 13-07-2022
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**CORPORATE PLAN REFERENCE: GOVERNANCE**

Key Priority 1: A strong supportive community

environment 1.1: Promotion of community events, services and facilities

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

**PURPOSE:**

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

**CONTENT:**

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

No changes have been made.

**RECOMMENDATION:**

1. That Policy 145 Community Facilities Hire Policy 22/23 as presented be adopted.
2. That a copy of the policy be loaded into the Councillor Hub.

**ATTACHMENTS:**

1. Policy 145 Community Facilities Hire Policy 22/23

Document Reviewed by:

Chief Executive Officer

Lynn Moore



# BOULIA SHIRE COUNCIL COMMUNITY FACILITIES HIRE

<b>Category:</b>	Policy
<b>Policy Number:</b>	145
<b>Document Version:</b>	1
<b>Obsolete Version:</b>	2019/11.25 18 <sup>th</sup> November 2019, 2020/B7.4, <b>2021/B6.10</b>
<b>Keyword Classification:</b>	Facilities hire
<b>Summary:</b>	To give guidance on the hiring of community facilities to ensure community enjoyment and facility longevity.
<b>Adoption Date:</b>	25 <sup>th</sup> June 2021
<b>Resolution:</b>	
<b>Due for Revision:</b>	Annually with Fees and Charges
<b>Revision date:</b>	<b>01/07/2023</b>
<b>Date revoked:</b>	n/a
<b>Related documents:</b>	BBQ Trailer Hire Form (form 18) Bus Hire Form (form 20) Casual Hirer of Facilities Application (form 22) Facility Booking Form (form 14) InKind Assistance Request Form (form 25) Bus Driver Details Form (form 26) Regular Hirer of Council Facilities Application (form 33) Key Swipe Fob Form (form 28) Policy 152 - Security Access Card and CCTV Policy Facility Safety Plan Hall Hire Covid-19 Covid_19 BSC Safety Plan Sports Centre and Gym
<b>Responsible Section:</b>	Administration
<b>Responsible Officer:</b>	Director of Corporate Services
<b>Legislation:</b>	n/a

# COMMUNITY FACILITIES HIRE POLICY



The following facilities are for hire under this policy:

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

# Contents

HIRE OF COUNCIL FACILITIES POLICY.....	4
1. AGREEMENTS .....	4
2. PRE AND POST EVENT INSPECTIONS .....	5
3. RISK MANAGEMENT .....	5
4. APPLICATION .....	5
5. KEYS .....	5
6. FACILITY HIRE FEES .....	5
7. CANCELLATION OF BOOKING .....	6
8. SECURITY BOND (REFUNDABLE) .....	6
9. REFUSAL TO GRANT HIRE .....	6
10. INDEMNITY .....	6
11. INSURANCE .....	6
12. SUPERVISION/GATE CRASHERS .....	7
13. FIRE SAFETY REGULATIONS/EVACUATION PLAN .....	7
14. EMERGENCY CONTACT NUMBERS .....	7
15. USE OF FACILITY .....	8
16. CLEANLINESS .....	9
17. FOOD PREPARATION/CATERING/ALCOHOL .....	9
18. STORAGE .....	9
19. ENTERTAINMENT/PERFORMING RIGHTS.....	10
20. THEFT .....	10
21. DAMAGES.....	10
22. DISPUTES.....	10



## HIRE OF COUNCIL FACILITIES POLICY

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### PURPOSE

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

### 1. AGREEMENTS

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

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

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

#### Charity Hire

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

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

#### Community Support

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

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

The ***refundable bond must still be paid by the hirer*** and any relevant insurance. The hirer is still liable for any damage, which cannot be waived, if this relax of fee is approved. The request must be addressed to the Chief Executive Officer for processing by Council.

Hire cannot progress if approval has not been granted in writing. It is not permitted to apply to forgo the hire fees following the event/function.

## **2. PRE AND POST EVENT INSPECTIONS**

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

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

## **3. RISK MANAGEMENT**

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

## **4. APPLICATION (Form No. 14)**

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

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

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

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

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

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

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

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

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

## **6. FACILITY HIRE FEES**

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

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

**prior** to the date of the function.

## **7. CANCELLATION OF BOOKING**

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

## **8. SECURITY BOND (REFUNDABLE)**

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

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

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

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

## **9. REFUSAL TO GRANT HIRE**

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

It shall be at the discretion of the Director of Corporate Services or his/her representative (Council administration staff) to refuse to grant the hire of a facility in any case and notwithstanding that permission to hire the premises may have been granted or that these conditions may have been accepted, signed and fees/deposit paid.

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

## **10. INDEMNITY**

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

## **11. INSURANCE**

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

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

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



## **12. SUPERVISION/GATE CRASHERS**

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

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

### **PRIVATE FUNCTIONS:**

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

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

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

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

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

### **EVENTS:**

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

## **13. FIRE SAFETY REGULATIONS/EVACUATION PLAN**

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

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

## **14. EMERGENCY CONTACT NUMBERS**

**Fire Services on "000"** immediately

### **Council 24/7 Emergency Contact Numbers:**

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

## 15. USE OF FACILITY

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

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

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

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

### Other important information:

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

**15.9 Camping is prohibited at all Community Facilities except for the Racecourse Reserve when grounds are hired for an event.**

15.10 Sporting ovals, parks and recreational areas adjacent to any facility are not for hire under these terms & conditions.

## **16. CLEANLINESS**

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

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

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

## **17. FOOD PREPARATION/CATERING/ALCOHOL**

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

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

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

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

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

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

## **18. PANDEMIC**

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

## **19. STORAGE**

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

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

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

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

## **20. ENTERTAINMENT/PERFORMING RIGHTS**

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

## **21. THEFT**

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

## **22. DAMAGES**

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

### **Reporting of Maintenance/Breakdown Issues:**

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

**contact Council immediately on 0427 163 773 24/7 service**

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

## **23. DISPUTES**

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

Disputes must be received in writing to:

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

## **ADDENDUM - DOCUMENTS APPLICABLE**

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

**Fact sheets:**

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

# BOULIA SHIRE COUNCIL

## Report for Budget Meeting held on 15<sup>th</sup> July 2022

<b>TITLE:</b>	Revenue Statement 2022-2023	<b>DOC REF:</b> Item
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<b>REPORT BY:</b>	Kaylene Sloman, Director of Corporate Services	<b>DATE:</b> 13-07-2022
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### **CORPORATE PLAN REFERENCE: GOVERNANCE**

Key Priority 5: Robust

Governance 5.4:

Sustainability

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

### **PURPOSE:**

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

### **CONTENT:**

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

### **RECOMMENDATION:**

1. That in accordance with Section 169(2)(b) of the *Local Government Regulation 2012*, the 2022/2023 Boulia Shire Revenue Statement be hereby adopted.
2. That in accordance with section 81 of the *Local Government Regulation 2012*, the categories in to which rateable land is categorised, and the description of those categories for the 2022/2023 financial year be as set out in the first table appearing in Council's Revenue Statement 2022/2023.
3. That in accordance with section 257 of the *Local Government Act 2009*, Council delegates to the Chief Executive Officer the power, contained in subsections (4) and (5) of section 81 of the *Local Government Regulation 2012*, to identify the rating category to which each parcel of rateable land belongs.
4. That in accordance with section 94 of the *Local Government Act 2009* and sections 80 and 77 of the *Local Government Regulation 2012*, the differential general rates, and minimum general rates, for the 2022/2023 financial year be as set out in the first table appearing in Council's Revenue Statement 2022/2023.

5. That in accordance with section 94 of the *Local Government Act 2009* and section 99 of the *Local Government Regulation 2012*, Council resolves to levy a cleansing utility charges, as further detailed in Council's Revenue Statement 2022/2023.

The cleansing utility charges shall be:

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

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

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

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

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

6. That in accordance with section 94 of the *Local Government Act 2009* and section 99 of the *Local Government Regulation 2012*, Council resolves to levy a waste management utility charge, as further detailed in Council's Revenue Statement 2022/2023.

The waste management utility charge shall be:

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

7. That in accordance with section 94 of the *Local Government Act 2009* and section 99 of the *Local Government Regulation 2012* sewerage utility charges for the 2022/2023 year are made and will be levied for the purposes of providing for the removal of refuse from all occupied premises (domestic and commercial), as further detailed in Council's Revenue Statement 2022/2023.

The sewerage utility charge (connected) shall be \$482.00 per annum.

The sewerage utility charge (not connected) shall be \$194.00 per annum.

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

8. That in accordance with section 94 of the *Local Government Act 2009* and section 99 of the *Local Government Regulation 2012*, Boulia Shire Council hereby levies Water Utility Charges for the Financial Year 2022/2023, as further detailed in Council's Revenue Statement 2022/2023.

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

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

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

9. That in accordance with section 94 of the *Local Government Act 2009* and section 103 of the *Local Government Regulation 2012*, Council resolves to levy an environmental separate charge, as further detailed in Council's Revenue Statement 2022/2023.

The environmental separate charge shall be:

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

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

- for half year 1 July 2022 to 31 December 2022 – in August/September 2022; and
- for the half year 1 January 2023 to 30 June 2023 – in February/March 2023.

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

11. That in accordance with section 133 of the *Local Government Regulation 2012* a charge of 8.17 percent compounding interest calculated on daily rests be hereby made and levied on rates and charges that are 30 days overdue starting on 1<sup>st</sup> July 2022.

12. That in accordance with section 130 of the *Local Government Regulation 2012* a discount of 6% be allowed for all current Council residential rates & charges (excluding fire levy) if paid within 30 days of issue, and that such discount be calculated as a percentage of the gross rate/charges levied, and only be granted if all current and outstanding rates have been paid in full.

13. That in accordance with sections 121 & 122 of the *Local Government Regulation 2012* Council will not charge general rates to pensioners who reside in their own premises within the townships of Boulia and Urandangi and that Council offers a 30% subsidy on all services (excepting the fire levy) to pensioners who reside in their own premises within the townships of Boulia and Urandangi. This subsidy is in addition to the 20% subsidy offered by the State Government with both subsidies capped at \$180.00 per annum each.

**ATTACHMENTS:**

1. Revenue Statement 2022/23

Document Reviewed by:

Chief Executive Officer

Lynn Moore





# BOULIA SHIRE COUNCIL

## Revenue Statement 2022/23

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<b>Category:</b>	Statement
<b>Policy Number:</b>	Not Applicable
<b>Document Version:</b>	Revenue Statement 01/07/2022 – 30/06/2023
<b>Obsolete Version:</b>	Revenue Statement 01/07/2019 – 30/06/2020, Revenue Statement 01/07/2020 – 30/06/2021
<b>Keyword Classification:</b>	Budget – Revenue Statement
<b>Summary:</b>	Details Council's proposed revenue raising platform on which Council's Annual Budget is framed.
<b>Adoption Date:</b>	
<b>Resolution:</b>	
<b>Due for Revision</b>	Annually
<b>Revision date:</b>	
<b>Date revoked:</b>	N/A
<b>Related documents:</b>	Budget 2022/2023
<b>Responsible Section</b>	Finance
<b>Responsible Officer</b>	CEO
<b>Legislation</b>	Local Government Act 2009 Local Government Regulation 2012

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

## **GENERAL PRINCIPLE**

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

## **RATES AND CHARGES**

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

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

Council have taken into consideration the Revaluation of all properties within the Shire while reviewing the rating charges, this valuation change takes effect 30<sup>th</sup> June 2022.

Reviewing all properties across the Shire, the increase in unimproved capital value of land was 342.6%. Some areas were affected quite significantly while others were minor. Extensive work has been undertaken so that the full impact has not been felt by the Ratepayers however Council still has had to raise the Rates.

The economy has also brought about increases to the cost of supplying services in the Shire, Council has reviewed the costs and formulated an increase that is moderate and fair to all.

## **DIFFERENTIAL GENERAL RATES**

The Boulia Shire Council has a policy of making and levying differential general rates for the 2022/2023 financial year. The Council is required to raise an amount of revenue it sees as being appropriate to maintain assets and provide services to the Shire as a whole. In determining how this revenue is raised, Council takes into consideration many factors, including the following:

- The use of the land,
- The rateable value of the land and the rates which would be payable if only one general rate were adopted,
- The income producing capacity of the land,
- Equity by taking into consideration the capacity to pay within the local community,
- Flexibility to take account of changes in the local economy, and
- Having in place a rating regime that is simple and inexpensive to administer. |

[TF1]

**The scheme will have the following categories and descriptions of land, together with the following minimum general rates and rates in the dollar:**

The following table relates to calculations for the entire year.

<b>CATEGORY</b>	<b>DESCRIPTION</b>	<b>2022/23 Minimum General Rates</b>	<b>2022/23 % Rate in \$UCV</b>
Category 1 – Boulia Residential	Comprises all rateable land in the township of Boulia not used for commercial purposes, i.e.: vacant or residential properties.   [TF2]	\$511.00	\$0.034080
Category 2 – Boulia Commercial	Comprises all rateable land in the township of Boulia used for commercial purposes, which is determined by the 'use' of the premises as defined in the Town Plan.	\$780.00	\$0.034329
Category 3 – Urandangi Residential	Comprises all rateable land in the township of Urandangi not used for commercial purposes, i.e.: vacant or residential properties.   [TF3]	\$511.00	\$0.034080
Category 4 – Urandangi Commercial	Comprises all rateable land in the township of Urandangi used for commercial purposes, which is determined by the 'use' of the premises as defined in the Town Plan.	\$780.00	\$0.034329
Category 5 – Rural Grazing \$0 - \$680,000	Comprises all rural zoned properties having a value as determined by the Department of Natural Resources of not more than \$680,000.	\$2,120.00	\$0.006160
Category 6 – Rural Grazing \$680,001 - \$1,680,000	Comprises all rural zoned properties having a value as determined by the Department of Natural Resources of between \$680,001 to \$1,680,000 (inclusive).	\$5,105.00	\$0.005928
Category 7 - Rural Grazing \$1,680,001 - \$3,000,000	Comprises all rural zoned properties having a value as determined by the Department of Natural Resources of between \$1,680,001 to \$3,000,000 (inclusive).	\$6,760.00	\$0.004921
Category 8 - Rural Grazing \$1,680,001 - \$3,000,000	Comprises all rural zoned properties having a value as determined by the Department of Natural Resources of between \$3,000,001 to \$4,900,000 (inclusive).	\$8,500.00	\$0.004749

Category 9 - Rural Grazing \$4,900,001 - \$8,000,000	Comprises all rural zoned properties having a value as determined by the Department of Natural Resources of between \$1,000,001 to \$1,900,000 (inclusive).	\$16,000.00	\$0.004437
Category 10 - Rural Grazing \$8,000,001 - \$12,000,000	Comprises all rural zoned properties having a value as determined by the Department of Natural Resources of between \$8,000,001 to \$12,000,000 (inclusive).	\$30,527.00	\$0.004209
Category 11 - Rural Grazing \$12,000,001 - \$18,000,000	Comprises all rural zoned properties having a value as determined by the Department of Natural Resources of between \$12,000,001 to \$18,000,000 (inclusive).	\$60,100.00	\$0.004175
Category 12 - Rural Grazing \$18,000,001 - \$25,000,000	Comprises all rural zoned properties having a value as determined by the Department of Natural Resources of between \$18,000,001 to \$25,000,000 (inclusive).	\$71,140.00	\$0.004091
Category 13 - Rural Grazing \$25,000,001 - \$31,000,000	Comprises all rural zoned properties having a value as determined by the Department of Natural Resources of between \$25,000,001 to \$31,000,000 (inclusive).	\$90,500.00	\$0.003379
Category 14 - Rural Grazing \$31,000,001 or greater	Comprises all rural zoned properties having a value as determined by the Department of Natural Resources of greater than \$31,000,000.	\$151,000.00	\$0.003279
Category 22 - Intensive Accommodation 0 – 100 persons	Land predominantly used for providing intensive accommodation capable of accommodating between 0 to 100 persons (other than the ordinary travelling public) in rooms, suites, or caravan sites specifically built or provided for this purpose. Land within this category is commonly known as “workers accommodation”, “single person’s quarters”, “work camps”, “accommodation village” or “barracks”.	\$4,800.00	\$0.019515

<b>CATEGORY</b>	<b>DESCRIPTION</b>	<b>2022/23 Minimum General Rates</b>	<b>2022/23 % Rate in \$UCV</b>
Category 23 - Intensive Accommodation 101 persons or greater	Land predominantly used for providing intensive accommodation capable of accommodating 101 or more persons (other than the ordinary travelling public) in rooms, suites, or caravan sites specifically built or provided for this purpose. Land within this category is commonly known as “workers accommodation”, “single person’s quarters”, “work camps”, “accommodation village” or “barracks”.	\$9,890.00	\$0.018434
Category 27 - Transformers / Communication Sites	All land, as defined and described having a Land Use Code: 91 - Transformers and is primarily used for the transmission and receiving of Communication signals and/or electricity Transmission.	\$1,021.00	\$0.1785
Category 28 - Mining Claim / Lease	Comprises of all mining claims or leases issued within the Council area that have the following Land Use Codes apply: 40-Extractive	\$985.00	\$0.08671
Category 40 Term Leases	Comprises all term leases within the Council and having a land use of: 40 – Extractive 94 – Vacant Rural Land	\$17,775.00	\$0.06798
Category 42 - Petroleum Lease & Other	Comprises all land used or intended to be used, in whole or in part, for gas and/or oil extraction and/or processing (or for purposes ancillary or associated with gas and/or oil extraction/processing such as water storage, pipelines etc).	\$12,575.00	\$0.38105
Category 44 - Geothermal Lease & Other	Comprises all land used or intended to be used, in whole or in part, for geothermal extraction and/or processing (or for purposes ancillary or associated with geothermal extraction/processing such as water storage, pipelines etc.).	\$2,895.00	\$0.38105
Category 46 - Power Station >2MW	Comprises all land, within the Council area, used or intended to be used for or ancillary to the generation and transmission of electricity from a gas fired power station with an output capacity of more than 2 MW.	\$12,925.00	\$0.40817

CATEGORY	DESCRIPTION	2022/23 Minimum General Rates	2022/23 % Rate in \$UCV
Category 47 - Other	Comprises all rateable parcels of land which have not been included in any other category at the time of categorisation and provides a means of rating new classes of land which may come into existence during the year.	\$3,125.00	\$0.014405

## IDENTIFICATION

Pursuant to subsections (4) and (5) of section 81 of the *Local Government Regulation 2012*, Council delegates to its chief executive officer the power to identify the rating category to which each parcel of rateable land belongs, to be determined in such way as the chief executive officer considers appropriate.

## MINIMUM GENERAL RATES

The Bouliia Shire Council will levy a minimum general rate as detailed in the table above.

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

Following the revaluation of all properties within the Bouliia Shire as at 30<sup>th</sup> June 2022, Council has reviewed the Rural Grazing Bands and have realigned the increments as set out in the table below:-

### Minimum General Rate Summary:

Rate Category	Valuation	Range	Rate in \$	Min General Rate
1	N/A	N/A	0.034080	\$ 511.00
2	N/A	N/A	0.034329	\$ 780.00
3	N/A	N/A	0.034080	\$ 511.00
4	N/A	N/A	0.034329	\$ 780.00
5	0	680,000	0.006160	\$ 2,120.00
6	680,001	1,680,000	0.005928	\$ 5,105.00
7	1,680,001	3,000,000	0.004921	\$ 6,760.00
8	3,000,001	4,900,000	0.004749	\$ 8,500.00
9	4,900,001	8,000,000	0.004437	\$ 16,000.00
10	8,000,001	12,000,000	0.004209	\$ 30,527.00
11	12,000,001	18,000,000	0.004175	\$ 60,100.00

Rate Category	Valuation	Range	Rate in \$	Min General Rate
12	18,000,001	25,000,000	0.004091	\$ 71,140.00
13	25,000,001	31,000,000	0.003379	\$ 90,500.00
14	31,000,001	Or >	0.003279	\$ 151,000.00
22	N/A	N/A	0.019515	\$ 4,800.00
23	N/A	N/A	0.018434	\$ 9,890.00
27	N/A	N/A	0.17850	\$ 1,021.00
28	N/A	N/A	0.08671	\$ 985.00
40	N/A	N/A	0.06798	\$ 17,775.00
42	N/A	N/A	0.38105	\$ 12,575.00
44	N/A	N/A	0.38105	\$ 2,895.00
46	N/A	N/A	0.40817	\$ 12,925.00
47	N/A	N/A	0.014405	\$ 3,125.00

## UTILITY CHARGES

### *Boulia and Urandangi Cleansing*

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

The cleansing utility charge in 2022/23 is as per below table:

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

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

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

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

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

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

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

### **Boulia Shire Waste Management Facility Levy**

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

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

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

**The waste management utility charge for 2022/23 is \$90.00 per year.**

### **Boulia Shire Environmental Levy**

The Boulia Shire Council is introducing a separate charge, to be known as an Environmental Levy, for all properties / assessments within the Boulia Shire area.

The introduction of this Levy is to assist in funding for the protection, enhancement and restoration of our local environment. [TF4]

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

**The separate charge for 2022/23 is \$50.00 per year.**

### **Boulia Sewerage**

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

The 2022/23 sewerage utility charges are:-

<b>Sewerage (connected)</b>	<b>\$482.00</b>
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**Vacant Sewerage (not connected)                    \$194.00**

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

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

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

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

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

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

**Boulia and Urandangi Water Schemes**

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

**The 2022/23 water utility charges are:**

**Water                    \$683.00**

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

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

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

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

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

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

**COMMERCIAL CHARGES AND COST RECOVERY FEES**

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

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

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

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

## **REBATES AND CONCESSIONS**

### **Pensioners**

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

## **OTHER REMISSIONS AND DEFERRALS**

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

## **DISCOUNT**

To encourage the prompt payment of rates and charges the Bouliia Shire Council shall grant a **discount of 6%** for all current Council rates & charges (excluding the State Emergency Management Levy - ESL) if paid within 30 days of the Rate Notice being issued. Such discount will be calculated as a percentage of the gross rate/charges levied and will only be granted if all current and outstanding rates have been paid in full.

## **PAYMENT BY ARRANGEMENT**

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

## **PAYMENT IN ADVANCE**

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

## **INTEREST ON OVERDUE RATES AND CHARGES**

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

For the 2022/23 financial year, any outstanding balances at the close of the discount period will incur interest at the rate of 8.17% per annum compounding daily.

**This interest rate 8.17% will take effect on the 1<sup>st</sup> July 2022.**

## **LEVY AND PAYMENT**

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

Government's Emergency Management, Fire and Rescue Levy be levied:

- for half year 1 July 2022 to 31 December 2022 – in August/September 2022; and
- for the half year 1 January 2023 to 30 June 2023 – in February/March 2023.

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

## **OTHER MATTERS CONCERNING RATES AND CHARGES**

### **Collection of outstanding rates and charges**

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

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

### **Limitation on increases in rates and charges**

Due to the revaluation of all Land in the Bouli Shire, all previous capping is no longer applicable. Council has not applied any capping on Rates. |

### **[TF5] FERAL ANIMAL BOUNTY CLAIMS**

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

<b>Dog Scalp</b>	<b>\$30 per scalp</b>
<b>Pig Snout</b>	<b>\$5 per snout</b>
<b>Feral Cat Tail</b>	<b>\$5 per tail</b>

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

## **WATER AND GRAVEL COMPENSATION**

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

What has been established by Council is a fee for water and gravel access. When Council accesses water or gravel for road works from private land holdings, the amount used will be recorded on daily reports and at the end of each month the Landowners will be credited with the access fee to be paid into an account and held

in credit to offset the future hire of Council plant or to pay off their outstanding rates and charges. In this way any compensation earned for the use of the water and gravel is recorded and accounted back to the land owner and any works undertaken are recorded and are accounted for in a proper process.

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

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

- **Water Access fee \$1.10 per kilolitre**
- **Gravel Access fee \$1.10 per m3**

These fees are inclusive of GST.

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

## **OPERATING CAPABILITY**

The change in operating capability of the local government is disclosed in the Statement of Income and Expenditure. It reflects the change in total wealth of the Council. The operating capability of Council is to be maintained through the adoption of this Revenue Statement and 2022/23 Budget.

## **FUNDING OF DEPRECIATION AND OTHER NON CURRENT ASSETS**

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

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

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

# BOULIA SHIRE COUNCIL

## Report for Budget Meeting held on 15<sup>th</sup> July 2022

<b>TITLE:</b>	2022-2023 Fees and Charges	<b>DOC REF:</b> Item
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<b>REPORT BY:</b>	Kaylene Sloman, Director of Corporate Services	<b>DATE:</b> 13-07-2022
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### **CORPORATE PLAN REFERENCE: GOVERNANCE**

Key Priority 5: Robust Governance

5.1: Confidence

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

5.2: Accountability

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

### **PURPOSE:**

To review and update Council's register of cost-recovery fees for the new financial year, 2022/2023, in accordance with the Local Government Act s97 and s98.

### **CONTENT:**

he 2022/2023 Fees and Charges for cost-recovery for services and goods.

### **RECOMMENDATION:**

That in accordance with section 97 of the *Local Government Act 2009*, the 2022/2023 Fees and Charges as presented in the Boulia Shire Council Budget Papers 2022/2023 be hereby adopted.

### **ATTACHMENTS:**

1. Fees and Charges 2022-2023
2. CONFIDENTIAL REDACTED – Internal Register of Fees 22-23

Document Reviewed by:

Chief Executive Officer

Lynn Moore

<b>BOULIA SHIRE COUNCIL</b>
<b>Fees &amp; Charges 2022/2023</b>
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))

### Table Contents

	Page No.
Advertising permits	6
Agistment	4
Airport Charges	14
Animals	3
Bulk Water	5
Burials	5
Bus	9
Certification, Building & Town Planning	5
Channel Country Chatter	10
Community Halls	7
Concrete	14
Equipment Hiring	9
Food Licences	6
Funerals	5
Gates & Grids permits	6
Grids & Gates permits	6
Gym Fees / Pool	12
Heritage Complex	13
Housing	11
Licences & Permits	6
Local Law Permits	6
Min Min Encounter	13
Moonah Street Complex	11
Permits & Licences	6
Pool / Gym Fees	12
Publishing / Internet Services	10
Racecourse Reserve	8
Right of Information Request	10
Sewerage and Water	5
Spelling of Livestock	4
Sports & Aquatic Centre	12
Stock Route	4
Tourism	13
Venue Hiring	7 & 8
Waste Management	5
Water and Sewerage	5
Wild Dog Baits	3
Written Information	10

BOULIA SHIRE COUNCIL			
Fees & Charges 2022/2023			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2022/2023	Inc. GST	GL Code
<b>ANIMALS</b>			
<b>Registration - Dogs</b>			
First Desexed Dog Entire Year (July - June)	\$ 20.00	N	14002500.156
First Desexed Dog 1/2 Year ( January - June)	\$ 11.00		
First Entire Dog Entire Year (July - June)	\$ 50.00		
First Entire Dog 1/2 Year ( January - June)	\$ 26.00		
Second Desexed Dog Entire Year (July - June)	\$ 25.00		
Second Desexed Dog 1/2 Year ( January - June)	\$ 13.50		
Second Entire Dog Entire Year (July - June)	\$ 60.00		
Second Entire Dog 1/2 Year ( January - June)	\$ 31.00		
Lifetime Registration - Desexed & Microchipped Dog/Cat	\$ 50.00		
<b>Declared Menancing &amp; Restricted &amp; Dangerous Dog/s Only Approved after Inspection and Council Approval and Dog's Enclosure MUST meet Government Standards</b>	\$ 300.00		
<b>Application Fee Permit for keeping more than 2 Dogs For the Life of the Dog Only Approved after Inspection and Council Approval</b>	\$ 90.00		
Replacement Registration Tag	\$ 5.50		
<b>Local Law Penalty unit - As set by Department of Justice &amp; Attorney General</b>	\$143.75/Unit		
<b>Cats</b>			
<b>No more than 2 Cats per Property can be kept. #</b>			
<b># As per Boulia Shire Council Subordinate Local Law No 2 (Animal Management ) 2014 Schedule 2 (2)</b>			
<b>Impounding &amp; Release Fees</b>			
<b>Dogs</b>			
<b>### To get a dog out of Pound, you must pay - Release fee + daily sustenance charge + registration fee</b>			
Release Unregistered Dog	\$ 175.00	N	14002500.156
1st Offence for impounding dog (with a current Registration) <b>Daily Sustenance charge applies</b>	Nil		
2nd Offence for impounding dog (with a current Registration) <b>Daily sustenance charge applies</b>	\$ 100.00		
3rd Offence for impounding dog (with a current Registration) <b>Daily sustenance charge applies</b>	\$ 300.00		
Sustenance of Impounded Animal per day	\$ 15.00	Y	
<b>Other Livestock (straying)</b>			
Impoundment fee	At Cost +10%	Y	14005520.156
Release of Impounded Livestock per head (1st livestock)	\$ 125.00	N	
Release of Impounded Livestock per head (subsequent livestock)	\$ 30.00		
Sale of Impounded Livestock	At Cost +10%		
Sustenance of Impounded Livestock per day per head	\$ 50.00	Y	
<b>Baiting - Wild Dogs - Must go through Authorised Person - RLPO</b>			
DEK9 (Bucket 200 baits) Pick up/Collected	\$ 325.00	Y	14004500.156
** Delivery = Cost/Klm + Cost of Vehicle & Staff Member/hour	\$1.81/klm + \$70/hr		
** Delivery = Cost of Vehicle & Staff Member/hour	\$70/hr		
<b>** Delivery charges are for the delivery of DEK9 Baits only</b>			

<b>BOULIA SHIRE COUNCIL</b>			
<b>Fees &amp; Charges 2022/2023</b>			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2022/2023	Inc. GST	GL Code
<b>AGISTMENT</b>			
<b>Town Common / Pony Paddock (Cattle, Horses, Camels, Donkeys)</b>			
All Beasts/Livestock (over 6 months or branded)	\$3.00/head/ week	Y	14005500.156
Management Tags	\$ 2.00		
NLIS Tags	\$ 5.60		
Muster fee (Council coordinated)	At Cost + 10%		
Release Fee within (24 hours) - maximum 10 livestock	Free		
Sustenance charge after 24 hrs per head per day	\$50.00/head/day		
<b>NOTE: No Stallions / Bull (camel) / Jacks are NOT allowed on the Town Common or Pony Paddock</b>			
<b>Spelling of Livestock Boulia Racecourse Reserve (also ORGANIC CERTIFIED) (Pre-booking essential in Office Hours)</b>			
24 Hour Spelling of Livestock at Racecourse Reserve (max 20 head)	Free	Y	14007540.156
24 Hour Spelling of Livestock at Racecourse Reserve (max 20 head) ** Includes use of amenities	\$25/Night		
24 Hour Spelling of Livestock at Racecourse Reserve (max 20 head) ** Includes use of amenities + electricity	\$50 /Night		
24 Hour Spelling of Livestock at Racecourse Reserve (over 20 head) ** Includes use of amenities	\$2.00/head/24 hours Min chg \$50.00		
Yard cleaning fee (if not cleaned by User)	At Cost + 10%		
<b>Humane Disposal of Livestock</b>			
Livestock Destruction Fee ( <i>Burial additional costs</i> )	\$121.00 /head - Business Hours, Out of Hours - At Cost + 10%	Y	14007540.156
Burial of Livestock Fee	\$121.00 /head - Business Hours, Out of Hours - At Cost + 10%		
<b>STOCK ROUTE</b>			
<b>Depasturing/Removal of Animals</b>			
First Animal	At Cost + 10%	Y	14005500.156
Each additional animal	At Cost + 10%		
<b>Driving/Heading Stock</b>			
Driving or Heading Stock towards Pound or Owner		Y	14005500.156
By hoof (per hour or part thereof)	At Cost + 10%		
Other Means of Transportation	At Cost + 10%		
<b>Land Protection (Pest and Stock Route Management)</b>			
Permit fee for Stock Route agistment permit (Act, S116(5))			
Large Stock (Horses, Cattle, etc)	\$2.80/head/week	Y	14004510.156
Small Stock (Sheep, Goats, etc)	\$0.44/head/week		
<b>Permit fee for Stock Route travel permit (Act, s134(3))</b>			
Application Fee (non-refundable)	\$ 150.00	Y	14004510.156
Large Stock - each kilometre & each 20 head or part thereof	\$ 0.02		
Small Stock - each kilometre & each 100 head or part thereof	\$ 0.02	N	
Inspect Register of Water Facility Agreements (Act, s164(3)(a))	\$ 13.60		



<b>BOULIA SHIRE COUNCIL</b>			
<b>Fees &amp; Charges 2022/2023</b>			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2022/2023	Inc. GST	GL Code
<b>CERTIFICATION, BUILDING &amp; TOWN PLANNING</b>			
<b>**For applications regarding Building, Certification and Town Planning please contact Council for a quotation. Council outsources this service.**</b>			
<b>WATER CONNECTION FEES</b>			
Boulia	At Cost + 10% Admin Fee	Y	14023570.156
Urandangi	At Cost + 10% Admin Fee		
<b>Water - Bulk</b>			
Sale of Bulk Water	\$25.00/kl	Y	14023560.156
<b>Sewerage Connection Fees</b>			
House Connection	At Cost + 10% Admin Fee	Y	14024540.156
<b>Effluent</b>			
Dumping of un-treated Effluent (into Imhoff Tank) (subject to prior approval)	\$0.30/litre	Y	14024540.156
<b>WASTE MANAGEMENT FEES</b>			
Bulk Waste - Building/Concrete (subject to prior approval) <b>** No Asbestos **</b>	\$15/m3	Y	1402256.156
Bulk Waste -Domestic Waste (subject to prior approval)	\$15/m3		
<b>FUNERALS &amp; BURIALS</b>			
<b>Adult/Child</b>			
Burial (includes plant & wages) (Boulia)	Min Fee \$2,460 (or) At Cost	Y	14009500.156
Burial (includes plant & wages) (Urandangi)	Min Fee \$2,980 (or) At Cost		
Weekend Funerals by special arrangement only	Fees + Cost of Staff		
Interment of Ashes	\$ 50.00		
Hire of Hearse (Boulia only)	\$150/day		
Installation of Headstone	At Cost + 10%		
Columbarium Wall Niche	\$290		

<b>BOULIA SHIRE COUNCIL</b>			
<b>Fees &amp; Charges 2022/2023</b>			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2022/2023	Inc. GST	GL Code
<b>GENERAL LICENCES &amp; PERMITS</b>			
<b>Food Hygiene</b>			
Application (New) Licence Fee <i>(Includes the annual fee)</i> **	\$ 310.00	N	14003500.151
Renewal of Annual Licence Fee **	\$ 150.00		
Restoration of Licence **	\$50.00 + Renewal		
Amendment (Transfer) **	\$ 80.00		14003500.156
Amendment to premises **	At Cost		
<b>Temporary Food Licence (Not for Profit are exempt)</b>			
Mobile - Caravan/Truck - made in vehicle & sold from vehicle	\$ 100.00	N	14003500.151
Tent or Stall	\$ 100.00		
<b>Environmentally Relevant Activity</b>			
Issue fee or renewal per premises **	\$ 110.00	N	14003500.156
(Environmental Protection Act 1994)			
<b>Advertising Signs (Includes GST)</b>			
Permit Application Fee - Subordinate Local Law 1 (Administration) sch 9 Installation of Advertising Devices **	\$ 160.00	Y	12004500.156
Removal Fee - Local Law 1 Suspension of approval **	At Cost + 10%		
<b>Gates &amp; Grids</b>			
Permit Application Fee - Subordinate Local Law 1 (Administration) sch 26 **	\$ 160.00	Y	12004500.156
(Application must be made to Council)			
<b>** Note - Fees set in accordance with relevant Acts.</b>			
<b>Local Law Permits - Application fees</b>			
Keeping Of Domestic Animals <b>(Other than cats and dogs)</b>	\$ 60.00	N	14002500.156
Riding of Recreational Vehicles	\$ 60.00		
Other Permits Not Elsewhere Included	\$ 60.00		

BOULIA SHIRE COUNCIL			
Fees & Charges 2022/2023			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2022/2023	Inc. GST	GL Code
<b>VENUE &amp; EQUIPMENT HIRE</b>			
Local non-profit organisations operating for the community benefit NOT charging an admittance fee have free use of the facilities (security deposit required).			
Non commercial organisations NOT charging a participation fee and operating for the community benefit have free use of the facilities (security deposit required).			
<b>BOOKINGS ARE ESSENTIAL</b> , Contact Council Administration for a Form during work hours or alternatively email admin@boulia.qld.gov.au			
All cleaning is the responsibility of the user, fees will be deducted from the security deposit if cleaning is required.			
Fees do not include table/chair set up.			
Venue Hire includes set number of tables and chairs (included in hire fee). If extras required refer to 'Equipment' section.			
***** Government Departments are exempt from paying the Security Deposit fee			
***** Local residents pay 50% of the full fee for private functions (security deposit required)			
<b>Community Halls</b>			
Security Deposit Alcohol free (Refundable) *	\$ 200.00	N	Trust 19010020.156
Security Deposit Alcohol (Refundable) *	\$ 350.00		
Shire Hall (9am to 12noon)	\$70.00		
<b>Burke Street Hall ( 9am to 12noon) (Small groups &lt;20 people)</b>	\$45.00		
Shire Hall (9am to 12noon) (Inc. Projector Screen & Sound System)	\$130.00		
Shire Hall (9am to 5pm)	\$140.00		
<b>Burke Street Hall ( 9am to 5pm) (Small groups &lt;20 people)</b>	\$60.00		
Shire Hall (9am to 5pm) (Inc. Projector Screen & Sound System)	\$190.00		
Shire Hall Functions - No Alcohol - with a charge to enter (5pm-12am)	\$200.00		
Shire Hall Functions - No Alcohol - with a charge to enter (5pm-12am) (Inc. Projector Screen & Sound System)	\$290.00		
Shire Hall Functions - Alcohol - with or without charge* (5pm-12am)	\$230.00		14008500.153
Shire Hall Functions - Alcohol - with or without a charge* (5pm to 12am) (Inc. Projector Screen & Sound System)	\$370.00		
Shire Hall Zoom Room Conference/Meetings Small Groups up to 10 <b>NO Internet/Teleconference services required not available if Hall already booked</b>	\$40.00	Y	
Shire Hall Zoom Room Conference/Meetings Small Groups up to 10 Full access to Internet/Teleconference (9am to 5pm weekdays) <b>not available if Hall already booked</b>	\$120.00		
Cleaning Fee	\$70/hour		
Light Refreshments (tea, coffee, biscuits) - \$2.50 p/head	\$25 Min. Charge		14008500.156
Facility Set Up Fee & Pack Up Fee (two men only)	\$100/hour		
Shire Hall - Bar Cold Room (without function)	\$100/day		
Shire Hall - Bar Cold Room (with function)	Included in Hire		14008500.153
Shire Hall - Kitchen Cooking Facility per day	Included in Hire		
<b>** Supplied with Shire Hall hire - 8 tables plus 50 chairs only. Must be requested at time of booking venue.</b>			
<b>** Supplied with Burke Street Hall Hire - 5 tables plus 20 chairs only. Must be requested at time of booking venue.</b>			
<b>** Extra tables &amp; chairs hire and delivery of tables &amp; chairs - refer 'Equipment'</b>			

<b>BOULIA SHIRE COUNCIL</b>			
<b>Fees &amp; Charges 2022/2023</b>			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2022/2023	Inc. GST	GL Code
<b>Sports Centre Café:</b>			
Security Deposit (Refundable)*	\$ 200.00	N	Trust 19010020.156
Meetings/Small Groups (10 - 25)	\$45 (Half day rate - 4 hrs max) \$55 (Full day rate - 8 hrs max)	Y	14007510.153
Light Refreshments (tea, coffee, biscuits)- \$2.50 per head	\$25 min. chg	Y	14007510.156
Facility Set Up Fee & Pack Up Fee (two men only)	\$100/hour		
Cleaning Fee	\$70/hr		
<i>** Supplied with Café hire - 5 tables plus 20 chairs only. Must be requested at time of booking venue.</i>			
<i>** Extra tables &amp; chairs hire and delivery of tables &amp; chairs - refer 'Equipment'</i>			
<b>Library Meeting Room: Available Monday to Friday 8.30am to 5pm</b>			
Security Deposit (Refundable)*	\$ 165.00	N	Trust 19010020.156
Meetings/Small Groups (5 - 10 people) 9am to 5pm	\$ 35.00	Y	13005500.153
Light Refreshments (tea, coffee, biscuits) \$2.50 per head	\$15 Min. Charge		13005500.156
<i>** Supplied with Library Meeting Room hire - 1 table plus 10 chairs only. Must be requested at time of booking venue.</i>			
<i>** Extra tables &amp; chairs hire and delivery of tables &amp; chairs - refer 'Equipment'</i>			
<b>Racecourse Reserve</b>			
Security Deposit (Refundable)	\$ 500.00	N	Trust 19010020.156
Full Use of Reserve facilities incl Kitchen, Bar & Cold Rooms incl Gas	\$330/day	Y	14007540.153
Pavillion & use of Bar & Cold Room	\$230/day		
Pavillion & use of Kitchen & Cold Room	\$150/day		
Bar Cold Room	\$50/day		
PA System and TV Screens	\$200/day		
Electrical Mushroom - single phase	\$35/day		
Electrical Mushroom - 3 phase	\$55/day		
Facility Set Up Fee & Pack Up Fee (two men only)	\$100/hour		
Cleaning Fee	\$70/hour		
<i>** Supplied with Racecourse Reserve - 8 tables plus 50 chairs only. Must be requested at time of booking venue.</i>			
<i>** Extra tables &amp; chairs hire and delivery of tables &amp; chairs - refer 'Equipment'</i>			

<b>BOULIA SHIRE COUNCIL</b>			
<b>Fees &amp; Charges 2022/2023</b>			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2022/2023	Inc. GST	GL Code
<b>Racecourse Reserve - Jockey's building</b>			
Security Deposit (Refundable)	\$ 200.00	N	Trust 19010020.156
Day use only - Locals - small meetings - Room only	\$45 (Half day rate - 4 hrs max) \$55 (Full day rate - 8 hrs max)	Y	14007540.153
Day use only - Locals - small workshops (including kitchette, toilet & showers)	\$45 (Half day rate - 4 hrs max) \$55 (Full day rate - 8 hrs max)		
Cleaning Fee	\$70/hour		
<b>** No overnight stays allowed in the Jockey's building **</b>			
<b>EQUIPMENT</b>			
Equipment Security deposit (Refundable)*	\$ 100.00	N	Trust 19010040.156
Security Deposit Marquee (Refundable)	\$ 200.00		
Data Projector	\$35/day	Y	12004500.156
Projector Screen (Council Venues only)	\$35/day		
Portable Microphone & Speaker	\$35/day		
Tables - each (Racecourse Reserve and Halls)	\$ 4.00		
Chairs - each (Racecourse Reserve and Halls)	\$ 2.00		
Pin Boards	\$5/day		
Tower Lights - Inflatable	\$20/day		
30 Metre 10amp Power Lead ( <b>\$35 security fee applicable</b> )	\$5/day		
Push Lawn Mower with 1 Tank of Fuel and Catcher	\$20/day		
Whipper Snipper with 1 Tank of Fuel	\$10/day		
Community BBQ Trailer (free use to Community Groups) <b>Bond required for cleaning/damage purposes</b>	\$ 150.00		
Pie Warmer	\$10/day	Y	12004500.156
Marquee 9m x 6m Hire	\$100/day		
Delivery, Set up/Dismantling Marquee (in Town area)	\$ 500.00		
<b>Delivery of Tables &amp; Chairs from the Racecourse Reserve (in Town area)</b>			
Delivery of <b>1 - 50</b> Chairs & Tables (in Town) + Collection	\$ 200.00	Y	12004500.156
Delivery of <b>50 - 100</b> Chairs & Tables (in Town)+ Collection	\$ 300.00		
<b>**** All items must be cleaned after use or Council will clean it at cost, this will be deducted from security deposit</b>			
<b>COUNCIL BUS</b>			
Security Deposit (Refundable)	\$ 1,000.00	N	Trust 19010040.156
Council Bus - in addition to day rental (fuel not included) **	\$0.40/km	Y	13002510.156
Bus Hire Day Rental Fee (add kilometre rate)	\$220/day		
Additional Cleaning Charge (if required)	\$ 250.00		
<b>** Bus must be returned with a full tank of fuel or charges apply</b>			

<b>BOULIA SHIRE COUNCIL</b>			
<b>Fees &amp; Charges 2022/2023</b>			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2022/2023	Inc. GST	GL Code
<b>COUNCIL PUBLISHING/INTERNET SERVICES</b>			
<b>Photocopying &amp; Printing per page (double sided = 2 pages)</b>			
A4 Photocopy	\$ 0.65	Y	13005500.156
A3 Photocopy	\$ 1.55		
A4 Laminating - Per Page	\$ 2.00		
A3 Laminating - Per Page	\$ 3.50		
Binding (ring or hot back) per booklet	\$ 3.00		
Laminating - Per Metre	\$7.00/metre		
<b>Scanning &amp; Emailing Documents</b>			
First Page Scanned & Emailed (Inc. confirmation page that email has been sent)	\$ 2.50	Y	13005500.156
Each Additional Page Scanned & Emailed	\$ 1.00		
<b>Channel Country Chatter - "CCC" (Council Newsletter)</b>			
<b>"CCC" Commercial Advertising (Other than Community Groups or Community Events, the following charges apply)</b>			
Quarter Page per quarter	\$ 20.00	Y	12004500.156
Half Page per quarter	\$ 30.00		
Full Page per quarter	\$ 50.00		
<b>WRITTEN INFORMATION/DOCUMENTS</b>			
Written Rates Search (for all land)	\$110 per assessment	Y	12004500.156
Council By-Laws (per set)*	\$ 170.00		
Corporate Plan*	\$ 15.00		
Operational Plan*	\$ 15.00		
Budget*	\$ 15.00		
Council Business Papers & Minutes	\$ 15.00		
Copy of Cemetery records	\$ 30.00		
Annual Report (Hard Copy)*	\$ 20.00		
Audited Financial Statements*	\$ 20.00		
<i>* Electronic documents provided Free of Charge - Downloaded from Council's website <a href="http://www.boulia.qld.gov.au">www.boulia.qld.gov.au</a></i>			
<b>Right of Information Request Application</b>			
Refer to The Justice Legislation (Fees, Allowances and Other Amounts) Amendment Regulation 2020 can be found at			
<a href="https://www.legislation.qld.gov.au/view/html/asmade/sl-2020-0143">https://www.legislation.qld.gov.au/view/html/asmade/sl-2020-0143</a> .			

<b>BOULIA SHIRE COUNCIL</b>			
<b>Fees &amp; Charges 2022/2023</b>			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2022/2023	Inc. GST	GL Code
<b>COUNCIL HOUSING</b>			
<b>Houses &amp; Units</b>			
<b>Residential Bond (Refundable)</b>	4 weeks rent	N	14010040.170
<b>Weekly Rent</b>			
Housing 4 Bedroom	\$ 245.00	N	13004500.150
Housing 3 Bedroom	\$ 235.00		
Housing 2 Bedroom	\$ 230.00		
Unit 2 Bedroom	\$ 200.00		
Unit 1 Bedroom	\$ 195.00		
<i>NB. In accordance with Council's Policy for staff attraction and retention, staff housing maybe available at discounted rates.</i>			
<b>Moonah Street Complex - 1 bedroom units available to pension recipients only.</b>			
<b>Residential Bond (Refundable)</b>	4 weeks rent	N	14010040.170
<b>Weekly Rent</b>			
Tenant - Couple	\$ 125.00	N	13004520.150
Tenant - Single	\$ 70.00		

BOULIA SHIRE COUNCIL			
Fees & Charges 2022/2023			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2022/2023	Inc. GST	GL Code
<b>SPORTS &amp; AQUATIC CENTRE</b>			
<b>Sports Oval &amp; Tennis Courts</b>			
Security Deposit Tennis Net Hire (Refundable**)	\$ 100.00	N	Trust 19010020.156
Security Deposit Tennis Equipment Hire (Refundable**)	\$ 50.00		
Visiting Circuses/Tent Shows (Sports Oval)	\$220/day	Y	14007550.156
Sports Oval Electricity	\$35/night		
Tennis Equipment Hire (4 Racquets & Tennis Balls)	\$10/day		
Tennis Courts Net Hire per hour nightly; Inc. Lighting (6pm to 12am)	\$10/hour		
Tennis Court Hire private use (includes nets, electricity)	\$25/hr		
Tennis Court Hire Public - booking required	FREE		
<b>Sports Centre Café: Refer to VENUE &amp; EQUIPMENT HIRE</b>			
<b>POOL &amp; GYM FEES - Free Pool Entry for Shire Residents</b>			
<b>Casual Entry Fees: Pool Only</b>			
Concession (Children, Pensioners & Students with ID)	\$ 2.50	Y	14007520.156
Adult	\$ 3.50		
Spectator	No fee		
Pool - Hire for private lessons	\$25/session morning / afternoon		
<b>Gym &amp;/or Squash Courts</b>			
After Hours Key Deposit (Refundable)	\$ 50.00	N	Trust 19010020.156
Replacement of Lost/Misplaced Gym Key	\$ 20.00	Y	14007520.156
<i>Note: Children under 16 not permitted to use Gym</i>			
Concession (Pensioners & Students with ID)	\$2.50/session	Y	14007520.156
Adult	\$3.50/session		
Squash Spectator	No Fee		
Gym Membership Adult - Weekly (24 hour access)	\$15.00		
<b>1 Month Gym Membership (24 hour access)</b>			
Adult	\$ 40.00	Y	14007520.156
Concession (Pensioners & Students with ID)	\$ 15.50		
Corporate Group 1 - 5 people	\$ 175.00		
Corporate Group 6 - 15 people	\$ 450.00		
Corporate Group 16 - 25 people	\$ 625.00		
Corporate Group 26 - 50 people	\$ 1,000.00		
<b>3 Month Membership (Key Access after hours available with 3 month membership)</b>			
Adult	\$ 60.00	Y	14007520.156
Concession (Pensioners & Students with ID)	\$ 24.00		
Corporate Group 1 - 5 people	\$ 275.00		
Corporate Group 6 - 15 people	\$ 750.00		
Corporate Group 16 - 25 people	\$ 1,125.00		
Corporate Group 26 - 50 people	\$ 2,000.00		



<b>BOULIA SHIRE COUNCIL</b>			
<b>Fees &amp; Charges 2022/2023</b>			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2022/2023	Inc. GST	GL Code
<b>6 Month Membership (Key Access after hours available with 6 month membership)</b>			
Adult	\$ 75.00	Y	14007520.156
Concession (Pensioners & Students with ID)	\$ 31.00		
Corporate Group 1 - 5 people	\$ 350.00		
Corporate Group 6 - 15 people	\$ 975.00		
Corporate Group 16 - 25 people	\$ 1,500.00		
Corporate Group 26 - 50 people	\$ 2,750.00		
<b>12 Month Membership (Key Access after hours available with 12 month membership)</b>			
Adult	\$ 100.00	Y	14007520.156
Concession (Pensioners & Students with ID)	\$ 60.00		
Corporate Group 1 - 5 people	\$ 475.00		
Corporate Group 6 - 15 people	\$ 1,350.00		
Corporate Group 16 - 25 people	\$ 2,125.00		
Corporate Group 26 - 50 people	\$ 4,000.00		
<b>TOURISM FACILITIES</b>			
<b>Min Min Encounter</b>			
Concession (Pensioner & Students with ID)	\$ 30.00	Y	13001510.156
Adult	\$ 35.00		
Children under 5*	No Charge		
Children aged 5 to 15*	\$ 15.00		
Group Fee (10 or more)	\$ 30.00		
Family (2 Adults + 2 or more children under 15)	\$ 90.00		
<b>Current</b> Residents of Boulia Shire (Visiting family & friends not applicable)	No Charge		
Group Fee - <b>Out of Hours</b> (Min. 10 persons)	\$ 35.00		
<i>* All children to be accompanied by an adult</i>			
<b>Boulia Heritage Complex</b>			
Concession (Pensioner & Students with ID)	\$ 20.00	Y	13001510.156
Children under 5*	No Charge		
Children aged 5 to 15*	\$ 15.00		
Adult	\$ 25.00		
Family (2 Adults + 2 or more Children under 15)	\$ 70.00		
<b>Current</b> Residents of Boulia Shire	No Charge		
Group Fee (10 or more)	\$ 20.00		
Group Fee - <b>Out of Hours</b> (Min. 10 persons)	\$ 25.00		
<i>* All children to be accompanied by an adult</i>			
<b>Combined Facility Entry</b>			
Concession (Children, Pensioner & Students with ID)	\$ 40.00	Y	
Children under 5*	No Charge		
Children aged 5 to 15*	\$ 20.00	Y	
Adult	\$ 50.00		
Group Fee (10 or more)	\$ 40.00		
Family (2 Adults + 2 or more children under 15)	\$ 110.00		
Group Fee - <b>Out of Hours</b> (Min. 10 persons)	\$ 45.00		
School Groups	No Charge		
<i>* All children to be accompanied by an adult</i>			

<b>BOULIA SHIRE COUNCIL</b>			
<b>Fees &amp; Charges 2022/2023</b>			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2022/2023	Inc. GST	GL Code
<b>CONCRETE (includes batching plant, truck, driver, delivery in town)</b>			
1 Cubic Metre (per cubic metre) in Town Area (6klm radius for Town centre)	\$695/m3	Y	14018000.156
2-3 Cubic Metres (per cubic metre) in Town Area (6klm radius for Town centre)	\$525/m3		
Greater than 4 Cubic Metres (per cubic metre) in Town Area (6klm radius for Town centre)	\$375/m3		
Outside Town Area (Truck & Driver) Plus/kilometre charge	Min. Charge \$210/trip		
Outside Town Area Delivery/km (total kms travelled)	\$2.35/km	Y	14018000.156
Batching Plant	\$240/hour		
<b>COMPENSATION GRAVEL &amp; WATER ACCESS</b>			
Water Access per kl	\$ 1.10	Y	
Gravel Access per m3	\$ 1.10		
<i>Compensation is not cash but credit against rates or other Council plant or charges</i>			
<b>AIRPORT CHARGES</b>			
<b>Landing Charges</b>			
Regular Public Transport (RPT) Operators	No Charge		
All Other Aircrafts over 2,000kg Maximum Take-off Weight (MTOW) <i>(no charge for aircrafts under 2000kg MTOW)</i>	\$7.70 per 1,000kg Min Fee \$10.00	Y	14010510.156
<b>Refuelling Costs</b>			
Av Gas Charge per litre (subject to change) - <b>To be paid at Bowser by Credit Card</b>	At Cost + 20%	Y	14010500.156 &
Jet A1 Fuel (subject to change) **** <b>To be pre-paid before collection</b>	At Cost + 20%		14010520.156
<b>**** Note: Jet A1 - Prior Arrangement required, Minimum 24 hours notice.</b> <b>Refueling Fee weekdays- Min. charge \$100.00 p/ hour during business hours</b> <b>Refueling fee Weekends : Min chg \$200 p/hour</b> <b>For after hours phone 0427 163 773 or 0427 128 212</b>			

Boulia Shire Council Administration Office

18 Herbert Street

Boulia QLD 4829

Ph: (07) 4746 3188

Fax: (07) 4746 3136

Email: [admin@boulia.qld.gov.au](mailto:admin@boulia.qld.gov.au) <https://www.facebook.com/BouliaCouncil/>

Min Min Encounter Visitor Information Centre 22 Herbert Street

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Ph: (07) 4746 3386

Fax: (07) 4746 3387

Email: [tourism@boulia.qld.gov.au](mailto:tourism@boulia.qld.gov.au) <https://www.facebook.com/MinMinEncounterVisitorInformationCentre/>

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Email: [sports@boulia.qld.gov.au](mailto:sports@boulia.qld.gov.au)

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