

# BOULIA SHIRE COUNCIL



## ORDINARY MEETING

Friday 19 January 2024



Photo by:

ALL COMMUNICATIONS MUST  
BE ADDRESSED TO  
THE CHIEF EXECUTIVE OFFICER,  
BOULIA SHIRE COUNCIL,  
18 HERBERT ST,  
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## BOULIA SHIRE COUNCIL

15<sup>th</sup> January 2024

### NOTICE FOR AN ORDINARY MEETING OF COUNCIL

NOTICE is hereby given that an **ORDINARY MEETING** of the Boulia Shire Council will be held on **Friday, 19<sup>th</sup> January 2024** at the **Boulia Shire Hall** commencing at **09:00** for the transaction of the following business.

Councillor attendance via teleconference is deemed to be in attendance at the meeting with full voting rights (as per Council resolution 2015/4.9).

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Ms Lynn Moore  
Chief Executive Officer

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.*
- *In some instances, due to unforeseen circumstances, the sequence of the Ordinary Meeting of Council on the meeting day may vary from the order of the agenda issued. The corresponding meeting minutes will follow the outline of the originally issued agenda, however the resolution numbers noted will be in accordance with the actual sequence of the meeting on the day.*

**COMMONLY USED ACRONYMS**

<b>ALGA</b>	Australian Local Government Association
<b>CWRPMG</b>	Central West Regional Pest Management Group
<b>DDMG</b>	District Disaster Management Group (Mt Isa)
<b>DRFA</b>	Disaster Recovery Funding Arrangements
<b>DTMR/TMR</b>	Department of Transport and Main Roads
<b>IPWEA</b>	Institute of Public Works Engineering Australia (NAMS.Plus)
<b>LDMG</b>	Local Disaster Management Group
<b>LGAQ</b>	Local Government Association of Queensland
<b>LGMA</b>	Local Government Managers Association
<b>ManEX</b>	Managers and Executive
<b>NAMS.Plus</b>	Asset Management System from IPWEA
<b>NDRP</b>	Natural Disaster Resilience Program
<b>NDRRA</b>	Natural Disaster Relief and Recovery Arrangements
<b>OHDC</b>	Outback Highway Development Council
<b>ORRG</b>	Outback Regional Road Group
<b>ORRTG</b>	Outback Regional Roads and Transport Group
<b>OQTA</b>	Outback Queensland Tourism Association
<b>QRA</b>	Queensland Reconstruction Authority
<b>QSNTS</b>	Queensland South Native Title Services
<b>QWRAP</b>	Queensland Water Regional Alliance Program
<b>R2R</b>	Roads to Recovery
<b>RAPAD</b>	Central West Queensland Remote Area Planning and Development
<b>RAPADWSA</b>	RAPAD Water and Sewerage Alliance
<b>REPA</b>	Restoration of Essential Public Assets
<b>RMPC</b>	Roads Maintenance Performance Contract
<b>TIDS</b>	Transport Infrastructure Development Scheme
<b>WQLGA</b>	Western Queensland Local Government Association

## **RISK MANAGEMENT**

Council's risk management process is based around the following principles:

Risk Identification: Identify and prioritise reasonably foreseeable risks associated with activities, using the agreed risk methodology.

Risk Evaluation: Evaluate those risks using the agreed Council criteria.

Risk Treatment/Mitigation: Develop mitigation plans for risk areas where the residual risk is greater than our tolerable risk levels.

The Risk Matrix below is used to assess the likelihood and consequence of any risk to Council, to then identify any necessary treatment actions. This matrix will also be used to assess any risk identified in Council's reports:

Likelihood	Consequence				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain 5 Is expected to occur at most times	Medium M - 5	High H - 10	High H - 15	Extreme E - 20	Extreme E - 25
Likely 4 Will probably occur at most times	Medium M - 4	Medium M - 8	High H - 12	High H - 16	Extreme E - 20
Possible 3 Might occur at some time	Low L - 3	Medium M - 6	Medium M - 9	High H - 12	High H - 15
Unlikely 2 Could occur at some time	Low L - 2	Low L - 4	Medium M - 6	Medium M - 8	High H - 10
Rare 1 May occur in rare circumstances	Low L - 1	Low L - 2	Medium M - 3	Medium M - 4	Medium M - 5

## **1 Meeting Opening with the Acknowledgement of Traditional Owners**

The Mayor will acknowledge the traditional carers of the land on which Council meets, the 'Pitta Pitta' people, and pay Council's respects to the elders past and present.

The Mayor will also acknowledge past and present service personnel.

## **2 Present**

Councillors: Councillor Eric (Rick) Britton  
Councillor Sam Beauchamp  
Councillor Tim Edgar  
Councillor Jack Neilson  
Councillor Jan Norton

Officers: Ms Lynn Moore (Chief Executive Officer)  
Mrs Kaylene Sloman (Director of Corporate & Financial Services)  
Mr Trent Marshall (Director of Works and Operations)  
Ms Nessa Swann (Executive Assistant)

## **3 Apologies / Leave of Absence**

This item on the agenda allows Council the opportunity to receive apologies/leave of absence from Councillors unable to attend the meeting.

## **4 Declaration of Interests**

To help ensure openness, accountability and transparency, in accordance with the *Local Government Act 2009*, Councillors must declare if they have a Prescribed Conflict of Interest or a Declarable Conflict of Interest in a matter. All declarations of interest are managed in accordance with the *Local Government Act 2009*.

This section also allows Councillors the opportunity to lodge new or make an amendment to their annual register of interests.

## **5 Mayoral Minutes**

This item on the agenda allows business which the Mayor wishes to have considered at the meeting introduced without notice.

## **6 Notice of Motion**

This item on the agenda allows matters of which notice has been given by Councillors to be considered at the meeting.

## **7 Request to Address Council in a Public Forum**

A member of the public may take part in the proceeding of a meeting only when invited to do so by the Chairperson.

In each local government meeting, time may be required to permit members of the public to address the local government on matters of public interest related to local government. The time allotted shall not exceed fifteen (15) minutes and no more than three (3) speakers shall be permitted to speak at one meeting. The right of any individual to address the local government during this period shall be at the absolute discretion of the local government.

If any address or comment is irrelevant, offensive, or unduly long, the Chairperson may require the person to cease making the submission or comment.

For any matter arising from such an address, the local government may take the following actions:

- refer the matter to a committee
- deal with the matter immediately
- place the matter on notice for discussion at a future meeting
- note the matter and take no further action.

Any person addressing the local government shall stand, and act and speak with decorum and frame any remarks in respectful and courteous language.

Any person who is considered by the local government or the Mayor to be unsuitably dressed may be directed by the Mayor or Chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

## **8 Petitions**

This item of the agenda allows a Councillor or Council Officer to present a petition to a meeting of the local government.

Where a petition is presented, no debate in relation to it will be allowed, and the only motion which may be moved is:

- that the petition be received
- received and referred to a committee or officer for consideration and a report to the Council, or
- not be received because it is deemed invalid.

## **9 Deputations**

A deputation wishing to attend and address a meeting of the Council shall apply in writing to the CEO not less than seven (7) business days before the meeting.

The CEO, on receiving an application for a deputation, shall notify the Chairperson who will determine whether the deputation may be heard. The CEO will inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time will be arranged for that purpose, and an appropriate time period allowed (e.g. 15 minutes).

For deputations comprising three or more persons, only three persons shall be at liberty to address the Council meeting unless the Councillors at the meeting determine otherwise by

resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.

If a member of the deputation other than the appointed speakers interjects or attempts to address the Council meeting, the Chairperson may terminate the deputation.

The Chairperson may terminate an address by a person in a deputation at any time where:

- the Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting
- the time period allowed for a deputation has expired, or
- the person uses insulting or offensive language or is derogatory towards Councillors or others.

The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.



## **10 Confirmation of Minutes from Previous Meetings**

This item in the agenda enables previous minutes of Council meetings to be confirmed.



**MINUTES OF THE Ordinary Council Meeting  
OF THE BOULIA SHIRE COUNCIL  
HELD ON Friday, 15<sup>th</sup> December 2023  
COMMENCING AT 09:00**

**1 Meeting Opening with the Acknowledgement of Traditional Owners**

*Please note:*

*In some instances, due to unforeseen circumstances, the sequence of the Ordinary Meeting of Council on the meeting day may vary from the order of the agenda issued. The corresponding meeting minutes will follow the outline of the originally issued agenda, however the resolution numbers noted will be in accordance with the actual sequence of the meeting on the day.*

The Deputy Mayor opened the meeting at 09:15.

The Mayor acknowledged the traditional carers of the land on which Council meets, the 'Pitta Pitta' people, and paid Council's respects to the elders past and present.

The Mayor also acknowledged past and present service personnel.

It has been noted that the Mayor has reminded all Councillors in regards to registration of interests and declaration of contact with or engagement of lobbyists.

**2 Present**

Councillors: Councillor Eric (Rick) Britton (via MS TEAMS)  
Councillor Sam Beauchamp  
Councillor Jack Neilson  
Councillor Jan Norton

Officers: Ms Lynn Moore (Chief Executive Officer)  
Mrs Kaylene Sloman (Director of Corporate & Financial Services)  
Mr Trent Marshall (Director of Works and Operations)  
Ms Nessa Swann (Executive Assistant)

**3 Apologies / Leave of Absence**

**Moved: Cr Beauchamp**

**Seconded: Cr Neilson**

That the apology from Councillor Tim Edgar be accepted and they be granted leave of absence from the Friday, 15 December 2023 Council meeting.

**Resolution No.: 2023/12.1**

**Carried**

#### **4 Declaration of Interests**

There were no declarations of interest relevant to reports at this meeting.

#### **5 Mayoral Minutes**

There were no Mayoral Minutes to be noted at this meeting.

#### **6 Notice of Motion**

There were no notices of motions to be noted at this meeting.

#### **7 Request to Address Council in a Public Forum**

There were no requests to address the Council.

#### **8 Petitions**

There were no petitions presented to Council.

#### **9 Deputations**

There were no deputations to Council.

## **10 Confirmation of Minutes from Previous Meetings**

**Moved:** Cr Norton

**Seconded:** Cr Beauchamp

*That the minutes of the Ordinary Meeting held on Friday, 24th November 2023, be accepted.*

**Resolution No.:** 2023/12.5

**Carried**

## **11 Reports**

### **11.1 Works and Operations**

<b>TITLE:</b>	Director of Works and Operations November 2023 Report	<b>DOC REF:</b> 11.1.1
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**PURPOSE:**

To inform Council of the current utilisation and activities of the Works and Operations Department in line with all works and operations being undertaken for September 2023.

**Moved:** Cr Norton

**Seconded:** Cr Beauchamp

That Council receive the Director of Works and Operations November 2023 Report for information.

**Resolution No.:** 2023/12.6

**Carried**

<b>TITLE:</b>	Foreman Roads, Utilities and Services Report for November 2023	<b>DOC REF:</b> 11.1.2
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**PURPOSE:**

To inform Council of the current utilisation and activities of the Town Department during the month of November 2023.

**Moved:** Cr Neilson

**Seconded:** Cr Norton

That Council receive the Foreman Roads, Utilities and Services November 2023 Report for information.

**Resolution No.:** 2023/12.7

**Carried**

<b>TITLE:</b>	Foreman Road Maintenance and Construction Report November 2023	<b>DOC REF:</b> 11.1.4
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**PURPOSE:**

To inform Council of the current utilisation and activities of the Works Department in line with the Council works program for November 2023.

**Moved:** Cr Neilson

**Seconded:** Cr Beauchamp

*That Council receive the Foreman Roads, Utilities and Services November 2023 Report for information.*

**Resolution No.: 2023/12.8**

**Carried**

<b>TITLE:</b>	Rural Lands Protection Officer November 2023 Report	<b>DOC REF:</b> 11.1.5
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**PURPOSE:**

To advise Council of current activities by Rural Lands Protection Officer (RLPO) relating to weed management, pest control, animal management and stock routes.

**Moved: Cr Neilson**

**Seconded: Cr Beauchamp**

*That the Rural Lands Protection Officer Report for November 2023 be received for information.*

**Resolution No.: 2023/12.9**

**Carried**

<b>TITLE:</b>	QRA Flood Damage Works Department November 2023	<b>DOC REF:</b> 11.1.6
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**PURPOSE:**

To inform Council of the current utilisation and activities of the Flood Damage Program for November 2023.

**Moved: Cr Beauchamp**

**Seconded: Cr Neilson**

*That the QRA Flood Damage Works Department November 2023 Report be received for information.*

**Resolution No.: 2023/12.10**

**Carried**

<b>TITLE:</b>	Engineering Service Report – Newsbrief for September 2023	<b>DOC REF:</b> 11.1.7
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**PURPOSE:**

To inform Council on the progress of various projects by George Bourne & Associates on behalf of Council through an information update.

**Moved: Cr Norton**

**Seconded: Cr Beauchamp**

*That the Engineering Services Report – Newsbrief for November 2023 be noted.*

**Resolution No.: 2023/12.11**

**Carried**

Mayor Britton joined the meeting at 10:35 via MS TEAMS.

## **11.2 Office of the Chief Executive**

<b>TITLE:</b>	Chief Executives Report November 2023	<b>DOC REF:</b> 11.2.1
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**PURPOSE:**

To advise Council of relevant activities undertaken through the office of the CEO.

**Moved:** *Cr Neilson*

**Seconded:** *Cr Britton*

*That the CEO Report for November 2023 be received for information.*

**Resolution No.: 2023/12.12**

**Carried**

<b>TITLE:</b>	Action List Update November 2023	<b>DOC REF:</b> 11.2.2
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**PURPOSE:**

To present to Council an updated Action List.

**Moved:** *Cr Neilson*

**Seconded:** *Cr Norton*

That Council receive the Action List update for October 2023 for information.

**Resolution No.: 2023/12.13**

**Carried**

Council adjourned the meeting at 11:15

Council resumed the meeting at 11:34

<b>TITLE:</b>	Central West Regional Biosecurity Strategy 2024-2029	<b>DOC REF:</b> 11.2.3
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**PURPOSE:**

To present the Central West Regional Biosecurity Strategy (2024-2029) to Council.

**Moved:** *Cr Beauchamp*

**Seconded:** *Cr Britton*

1. That Council endorse the Central West Regional Biosecurity (CWRB) Strategy (2024-2029).
2. That a letter confirming Council's endorsement of the Central West Regional Biosecurity (CWRB) Strategy (2024-2029) be sent to David Arnold at RAPAD.

**Resolution No.: 2023/12.14**

**Carried**

<b>TITLE:</b>	WHS Report for November 2023	<b>DOC REF:</b> 11.2.4
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**PURPOSE:**

To inform Council of progressions and or issues of concerning regarding WH&S. Ongoing monitoring with projects to ensure correct and completed WHS paperwork is submitted

and identify potential hazards and any documentation requirement shortfalls with evidentiary documents held in Magiq and Pulse. Adopt various alerts/updates into regular toolbox talks and training.

**Moved: Cr Neilson**

**Seconded: Cr Britton**

*That Council receive the Workplace Health and Safety Report for November 2023 for information.*

**Resolution No.: 2023/12.15**

**Carried**

<b>TITLE:</b>	State Penalties Enforcement Register (SPER)	<b>DOC REF:</b> 11.2.5
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**PURPOSE:**

To provide a comprehensive overview of the strategic utilisation of the State Penalties Enforcement Registry (SPER) by the Council for the purpose of debt recovery.

**Moved: Cr Neilson**

**Seconded: Cr Beauchamp**

1. That Council endorse utilising the State Penalties Enforcement Registry for responsible and judicious debt recovery, aiming to benefit both the Shire and its residents.

**Resolution No.: 2023/12.16**

**Carried**

<b>TITLE:</b>	Review of MOU: North West Indigenous Catholic Social Services Ltd	<b>DOC REF:</b> 11.2.6
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**PURPOSE:**

To consider the request to extend the Memorandum of Understanding (MOU) for the North West Indigenous Catholic Social Services Limited (N.W.Q.I.C.S.S.) to continue the use of the Burke Street Hall Building.

**Moved: Cr Neilson**

**Seconded: Cr Beauchamp**

1. That Council endorse the Memorandum of Understanding between the North West Indigenous Catholic Social Services Limited and Boulia Shire Council for a term of 3 years and advise the North West Indigenous Catholic Social Services Limited Chief Executive Officer, Mr Faisal Khan.

**Resolution No.: 2023/12.17**

**Carried**

<b>TITLE:</b>	Local Disaster Management Plans - Review	<b>DOC REF:</b> 11.2.7
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**PURPOSE:**

To advise Council of the reviewed Local Disaster Management Plan 2024-2025, Natural Disaster Risk Management Strategy 2024-2025 and the Local Disaster Evacuation Sub-plan 2024-2025.

**Moved: Cr Beauchamp**

**Seconded: Cr Britton**

That the Council adopt the following, as presented:

- Local Disaster Management Plan 2024-2025
- Natural Disaster Risk Management Strategy 2024-2025
- Evacuation Sub-Plan 2024-2025

**Resolution No.: 2023/12.18**

**Carried**

<b>TITLE:</b>	Privacy Policy and Statement	<b>DOC REF:</b> 11.2.8
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**PURPOSE:**

To present to Council the proposed Privacy Policy and updated Privacy Statement for adoption.

**Moved: Cr Neilson**

**Seconded: Cr Norton**

That the Privacy Policy and Statement, as presented, be adopted.

**Resolution No.: 2023/12.19**

**Carried**

### **11.3 Corporate Services**

<b>TITLE:</b>	Director of Corporate & Financial Services November 2023 Report	<b>DOC REF:</b> 11.3.1
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**PURPOSE:**

To advise Council of the activities of the Director of Corporate and Financial Services.

**Moved: Cr Norton**

**Seconded: Cr Neilson**

That the Director of Corporate & Financial Services November 2023 report be received for information purposes.

**Resolution No.: 2023/12.20**

**Carried**

<b>TITLE:</b>	Financial Report for November 2023	<b>DOC REF:</b> 11.3.2
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**PURPOSE:**

Financial Summary as at 30<sup>th</sup> November 2023

**Moved: Cr Britton**

**Seconded: Cr Beauchamp**

That the Finance Report for November 2023 be received for information.

**Resolution No.: 2023/12.21**

**Carried**



<b>TITLE:</b>	Policy Reviews 155 Giving of Gifts and Awards, 156 Information Technology (IT)	<b>DOC REF:</b> 11.3.3
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**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.

**Moved: Cr Beauchamp**

**Seconded: Cr Norton**

1. That Policies 155 Giving of Gifts and Awards Policy and Policy 156 Information Technology (IT) Policy be endorsed as presented
2. That the Policies 155 Giving of Gifts and Awards Policy and Policy 156 Information Technology (IT) Policy be updated on the Councillor Hub

**Resolution No.: 2023/12.22**

**Carried**

## **11.4 Community Services**

<b>TITLE:</b>	Community Services November Report	<b>DOC REF:</b> 11.4.1
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**PURPOSE:**

To provide Council with an update of the activities associated with Councils' community development activities.

**Moved: Cr Neilson**

**Seconded: Cr Norton**

That the Community Services Report for November 2023 be received for information.

**Resolution No.: 2023/12.23**

**Carried**

<b>TITLE:</b>	Min Min Encounter & Boulia Heritage Centre Report – November 2023	<b>DOC REF:</b> 11.4.2
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**PURPOSE:**

To report on the day-to-day operations of the Min Min Encounter and to promote tourism in the Shire and surrounding region.

**Moved: Cr Britton**

**Seconded: Cr Norton**

That the Min Min Encounter & Boulia Heritage Centre Report November 2023 be received for information.

**Resolution No.: 2023/12.24**

**Carried**

<b>TITLE:</b>	LGMS Summary regarding Proposed Sculptures	<b>DOC REF:</b> 11.4.3
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**PURPOSE:**

The Council's concerns about potential climbing-related risks associated with the public art installation have been addressed by evaluating liability coverage, legal principles, and risk management strategies. This report recommends a comprehensive risk assessment based on contemporary risk management principles to determine and implement suitable risk treatments.

**Moved: Cr Beauchamp**

**Seconded: Cr Neilson**

That the LGMS Summary regarding the proposed sculptures be noted.

**Resolution No.: 2023/12.25**

**Carried**

## **12 Late Reports**

There were no late reports presented to Council.

## **13 Closed Session**

### **13.0 Move into Closed Session**

#### **13.0.1 Move into Closed Session**

**CLOSED MEETING AT 12:23**

**Moved: Cr Britton**

**Seconded: Cr Neilson**

*That Council move into Closed Session in accordance with the Local Government Regulation 2012 section 254J (3) on the following provision:*

*(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;*

**Resolution No.: 2023/12.26**

**Carried**

### **13.1 Office of the Chief Executive**

<b>TITLE:</b>	Tender: T2023-24.5 Sale of lots L404/B2671 and L405/B2671 Mulligan Street, Boulia	<b>DOC REF:</b> 13.1.1
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#### **CLOSED SESSION REFERENCE:**

**In accordance with the *Local Government Regulation 2012 (254J (3))*, Closed Sessions of Council are not open to the public and may be closed for the following reasons:**

**(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;**

#### **PURPOSE:**

To provide Council with information regarding submissions received under tender T2023-24.5 Sale of lots L404/B2671 and L405/B2671 Mulligan Street, Boulia.

<b>TITLE:</b>	BSC Ambassador & Australia Day Nominations
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K.N. declined invitation for the role of BSC Ambassador 2024.

Council discussed possible nominations for Spirit of Boulia and Australia Day Awards.

### **13.8 Move out of Closed Session**

**OUT OF CLOSED SESSION AT 13:15**

**Moved: Cr Neilson**

**Seconded: Cr Britton**

*It was resolved Council move out of the closed meeting, and adopt the recommendations discussed in closed committee.*

**Resolution No.: 2023/12.27**

**Carried**

The following recommendations were resolved from the closed session:  
*Council requested further information; therefore, decision-making is deferred to Ordinary Council Meeting, Friday, 19 January 2024.*

UNCONFIRMED

## **14 General Business**

Council broke for lunch at 13:20

Meeting resumed at 13:48

### **Future Interests & Appropriate Use & Tenure of Land in the Boulia Shire Council area - Potential Native Title Land Dealing**

Council discussed lots identified by the Department of Resources.

## **15 Meeting Closure**

The Mayor closed the meeting at 14:50.

## **16 Confirmed**

Minutes to be confirmed at the next Ordinary Meeting of Council.

UNCONFIRMED

## **11 Reports**

### **11.1 Works and Operations**

<b>TITLE:</b>	Director of Works and Operations December 2023 Report	<b>DOC REF:</b> 11.1.1
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<b>REPORT BY:</b>	Trent Marshall Director of Works and Operations	<b>DATE:</b> 15/01/2024
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#### **CORPORATE PLAN REFERENCE:**

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

6.2.1: Encourage and promote community wellbeing, including healthy and active lifestyles

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

6.2.3: Improve disability access to facilities in each community

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

#### **RISK MANAGEMENT:**

Information Report only - not applicable.

#### **PURPOSE:**

To inform Council of the current utilisation and activities of the Works and Operations Department in line with all works and operations being undertaken for September 2023.

#### **CONTENT:**

##### **Director of Works & Operations activities:**

##### **DWO carried out site inspections at:**

- New build Duplexes at 58 Pituri St project. Currently closed until mid-January 2024.
- Council unit's renovations at 26 Pituri St project. Currently closed until Mid-January 2024
- Slashers Ck Causeway. Completed late Dec 2023
- RMPC partial pickups for Boulia Shire Council. Schedule 1,3,4 & Schedule 5 works.

##### **DWO attended the following meetings:**

- BoSC E Grants meeting for reports 6th of December 2023
- Patrick Senior Engineer RMPC 6th of Dec 2023
- ORRTG Technical Meeting Teams 7th of Dec 2023
- PARADWSA Technical team meeting 7th of dec 2023
- TMR RMPC unit rates meeting 12th of Dec 2023
- Ordinary Council Meeting -15th of Dec 2023
- Works crew safety meeting for X Mas period – 27th of Dec 2023

##### **Staff Training:**

- Staff Performance Appraisals commenced. Training identified.
- Casual: Kevin Mahoney Water testing training with Peral Pocock.
- Casual Sam Kasperek training in Parks and gardens.
- BSC Works Annual Achievement planning under review. Currently in progress.

- BSC Works Training Matrix under review. David Parker WH&S now reviewing systems for BSC.

### **Disaster Management Works: Meeting held 1<sup>st</sup> of December 2023**

Incident determination/allocation is being questioned by SES staff. Greater accuracy is needed to ensure staff are not being assigned to attend incidents which do not require their immediate attendance. Also, the accuracy of where the incident has occurred, this can sometimes create unnecessary deployment of staff. [To be monitored by SES staff/management].

Water usage is being monitored and investigating high usage issues when they occur.

Fire Breaks have been put in around Boulia Township in anticipation of a high fire season coming up.

Stopped the use of Slashers, mowers, wiper snippers, grinders, and welders around town for safety concerns with heavy winds.

We are also closely monitoring all water usage, particularly roadworks. [Bores & River extraction]

### **Boulia Shire Council Projects 2023.**

#### **Building the washdown bay stand project.**

**Project Scope: Build platform for the washdown bay Boulia.**

**Current Status:** A new foundation has been put into place on the correct side, a new slab was constructed, and the completed stand has now been positioned. The wash down bay has been completed, the stand has been levelled and dyna bolted down, I will ensure additional concrete is poured around the base to protect the foundation. The foundation is eroding due to excessive water pressure coming down from the trucks being washed. This development was expected to occur, some new systems need to be refined once they are put into place. As part of the process, we poured deep rat walls all around to ensure any



erosion would not affect the integrity of the wash down facility.

#### **Donohue Hwy Project 2023**

**Project Scope: Building Road formation & sealing on Donohue Hwy.**

**Current Status:** Boulia Shire Council has 5.5km of formation work was completed and the BSC crew has now completed the sidetracks getting ready for next section 2.5km starting January 2024. Jim and his road crew are producing quality work at an excellent rate as required by the contractual agreement. This work is to recommence once the road crew



returns mid – January 2024.

Donohue Hwy Seal Program data: ch:170.5-176km, ch:111.1-114.7km, ch:116.45-122.4km, [Emergency airstrip] ch223.5-226.5km, ch:226.5-178.5km, ch:206.45-211.5km.

### 93E Diamantina Development Road [Boulia- Dajarra] Truck Stop project.

**Project Scope:** Construction of truck bay on Winton town entry.

**Current Status:** Truck Stop Road works have been completed by BSC crews. The second coat seal was brought forward through TMR approval with Austek to 4<sup>th</sup> November. This seal is now completed, line marking can occur February 2024 with other



works. A delay of 3 months was required before a second coat could be applied. The solar lights have been purchased and the contractor is engaged to complete these works **[looking at February 2024]**.

Second coat Seal is on, Batter reinstatement, Culverts completed, and solar Lights marked up ready to be put up.

### QRRRF – Concrete Floodways – Package 1&2 Slashes & Coorabulka Roads

**Project Scope:** Concrete Margins and Floodways on Slashers Creek and Coorabulka Roads.

**Current Status:** Phase 1 works by NQES [T2022-23.1] is completed with the package 2 [T2022-23.11] awarded to Stockham Building Services currently the causeway is completed, along with the margins. Quality concrete testing has been completed along with proof rolling



and photos were used to get steel certification prior to the pours. Works are floodways and concrete margins as per the plans. **Additional work required to repair a culvert was identified and has also been completed.**

Foundation work, forming and pouring of the floodway and Margins at Slashes Creek.

**Concrete Culvert repairs as identified on Slashes ck road – Concrete culvert repairs – as requested by BSC to ensure integrity of the slashes ck road works.**

Project Scope: Remove broken concrete cover for existing culverts and replace them with a feasible structure to ensure longevity of the culverts and road. Overall costs are approx. \$15,000 which is incredibly low due to having an established concrete plant and crew already mobilised on the Slashes ck floodway and margins project.



**Culvert showing excessive breakage and wear, then completed repairs as required.**

**New Staff Housing, 58 Pituri St Duplexes Project.**

**Project Scope:** Construction of 6 new housing units at Pituri St. Estimated Finish around March 2024 at this stage.

**Current Status:** Services are being installed, roofs are on, work is going ahead as expected on these duplexes. There are some slight variations due to design corrections to the carports. Overall, the progress of this project has been excellent. Limited staff remains an issue, noting the difficulty in finding staff at present.



Services, internal works, roof, and walls along with safety compliance: excellent work ethics.

**Renovations of current staff housing at 26 Pituri St project.**

**Project Scope:** To renovate the current staff housing, replacing floors, wet areas, toilets, showers, and laundry along with external concreting to ensure safety and compliance with current building codes.



**Current Status:** The first unit is complete, the second and third units are now started, concrete driveways and the central common area are complete. The successful quote was \$79,522. The pavers have been lifted and replaced where required, creating a saving of \$90,000 instead of concreting the back areas. This work was completed by the correctional centre crew. Builder to re start these works in late January.

New concrete area design to completion and the second and third units under construction.



### Industrial Estate Project

**Project Scope:** Installation of Power, Water, Sewer, NBN to Industrial Estate, then seal roads.

**Current Status:** Michael Pickering to start driving the Industrial Estate work again; works were stopped while NBN reviewed the designs from GBA. Designs are now accepted, NBN and Ergon are now cleared to be completed. Easement has been identified and trenching work to start up again asap. Once all services are finished, the roads can be completed and sealed. Ergon have approved the surveyed easement and Pad site for the transformer. NBN



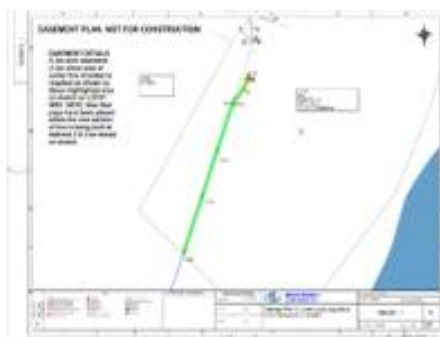
and Ventia in town are currently working.

Service trenching by contractors and map showing easement/pad for Transformer and NBN design.

### Bouli show grounds project. [Currently on hold].

**Project Scope:** To Move existing easement to allow for the implementation of a transformer and new connects to the current structure, removing existing power pole & unsightly power lines.

**Current Status:** Easement for Ergon required before the removal of the old pole, new transformer works. The required survey for Ergon was completed on the 21<sup>st</sup> of October



2023, works were completed by Morcom Surveyors, compliance to Ergon Energy's Conveyancing Officer's direction. [Electrical easement (our ref: 1686921) LOT31 W157 - Boulia Showgrounds complex].

Easement design requirements from Ergon.

### Saltwater Chlorinator Project.

**Project Scope:** Installation of a Saltwater Chlorinator [NaOCl Generation & Dosing] at the Boulia Water Treatment Plant.

**Current Status:** Michael Pickering to complete this project. Work has started on the new site building, Trility Project manager and Engineer flew to Boulia, inspected the site, issues have been identified within the original scope of works and corrective actions have been put into place enabling the project to progress. Trility has forwarded a quote for a second dosing line to be completed. Once the existing Chlorination unit is removed, it will be taken into the BSC depot yard to be refurbished as a funeral container for BSC. Works have been delayed to Mid-February 2024 to ensure staff have adequate time to train before starting the new system.



Existing Chlorination facility on skids to be removed from site. [Not refurbishing at this stage].

### Operational Inspections: Boulia Shire Council 2023

**Boulia Shire airport Inspections** are completed by JASKO: Minor issues are being addressed with contractors. Airport staff and management positions are being addressed.



**Boulia Airport Power box to be bolted down.** [Steel strap being ordered through contractor.

**Urandangi Airport Inspected** by JASKO: Minor issues being addressed with contractors and identified new windsock requirements.



A 15m diameter darkened circle has not been provided around the pole. This circle needs to be installed so that a darkened background is provided below the white windsock when viewed from the air, thereby making it easier for a pilot to see.

Rex Airline Boulia airport Inspection: Minor issues being addressed with contractors.

**3 Bridge inspections completed:** No issues to be addressed.

### Fire in the rubbish pit.

#### Insurance claim from accident:

Then a fire broke out causing severe damage to the machine. The insurance company has agreed to pay the sum of \$226,772.73 unsure of our excess at this stage. Drott to be buried at location. Alternative plant options to be discussed at the next plant committee, BSC IT loader is currently being utilized for this purpose at the tip.



815 Compactor - IT Loader/solid wheels - 963 Drott - 20T excavator - Grab Claw attachment etc. Can be discussed by the plant committee at some stage.

### Rubbish Truck replacement has arrived 14<sup>th</sup> Dec 2023.

**The new Isuzu 300 Rubbish Truck is at the BSC Depot. [Will Start mid-January when the fitter returns]**

The new Isuzu FVD 165 Dual Control 165 300 was purchased by the engineering firm and the body was designed for the vehicle, then installed by Garwood International. Delivered 14<sup>th</sup> of Dec 2023 by Isuzu Townsville.



New Rubbish truck delivered as per the design scope given to Garwood International Engineering firm for Boulia Shire Council. I believe Michael Pickering may have ordered it for BSC.

**Storm damage to the workshop 19<sup>th</sup> of Dec 2023.**

The storm on the 19<sup>th</sup> of Dec 2023 blew the garage door in and flooded the workshop pit area.

The damage was photographed, and Scott was putting in the hours required for the repairs for an insurance claim.



Pictures defining the blown in garage door and the flooding of the workshop pit.

**CONSULTATION:**

Council management and staff, George Bourne and Associates and contractors as required.

**GOVERNANCE IMPLICATIONS:**

All work to be completed within guidelines and budget allocations.

**RECOMMENDATION:**

That Council receive the Director of Works and Operations December 2023 Report for information.

**ATTACHMENTS:** Nil

Reviewed and Approved by Chief Executive Officer
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Ms Lynn Moore
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<b>TITLE:</b>	Engineering Service Report – Newsbrief for September 2023	<b>DOC REF:</b> 11.1.2
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<b>REPORT BY:</b>	Stuart Bourne GBA – Senior Civil Engineer	<b>DATE:</b> 15/01/2024
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**CORPORATE PLAN REFERENCE:**

Key Priority 2: Built Environment  
 2.3: Well planned - land, open spaces and assets  
 2.3.1: Develop and implement a robust Asset Management Strategy to support effective long-term asset management

Key Priority 3: Economic Development  
 3.2: Advocate for the region through regional networks  
 3.2.1: Advocate and support the development of the Outback Highway

Key Priority 4: Natural Environment  
 4.2: Resilient management plans which support the community in times of crisis  
 4.2.1: Implement initiatives for flood responses and to plan, prepare, respond, recover and build resilience from disasters for the communities of our region

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

To inform Council on the progress of various projects by George Bourne & Associates on behalf of Council through an information update.

**CONTENT:**

**1. Visits to the Shire**

N/A	N/A
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**2. Flood Damage Works**

For a detailed summary of all Flood Damage events and their status, see attachment. BouSC has activated for the North and Central Queensland Monsoon and Flooding, 20 December 2022 – March 2023.

Slashers Creek Submission has been approved for \$292,926.90. – Works completed and Completion photos picked up.

Eastern Submission has been approved for \$2,746,669.39 – Works ongoing

Western Submissions has been approved for \$3,838,088.82

**3. Other**

**Donohue Highway: Outback Way Funding Package 3**

There is 76.1 km left to seal which is about 30% (locations left are Lake Wanditti and Pituri to Kellys Ck and 2.7km near the emergency airstrip).

Design and CH clearance is complete for Stage 7 and 8. Works have commenced 5.5km sealed late October. The remaining 2.5km to be sealed early next year.

Bitumen procurement Tender – T2023-24.1 assessed and awarded to RPQ

Aggregate procured through the Panel of Providers and awarded to PE & GC Harris Road Contractors

**Priority Structures Upgrade.**

DTMR are investigating Chainages 62.4-88.4 and Chg 110.4-125.8 on Dajarra-Mt Isa

road for culvert widening. Funding has been pushed into 24/25 FY.

**4. Industrial Subdivision**

All earthworks completed. Works awarded to KABZ Plumbing & Quality Electrical. Procurement of materials has been completed. KABZ and Quality Electrical has commenced on site. Sewer works completed.

Electrical works started, on hold pending NBN approval.

**CONSULTATION:**

Nil – information update only

**GOVERNANCE IMPLICATIONS:**

All programmed works allocated within budget guidelines and/or new grant allocation

**RECOMMENDATION:**

That the Engineering Services Report – Newsbrief for January 2023 be noted.

**ATTACHMENTS:** Nil

Reviewed by Director of Works and Operations	Mr Trent Marshall
Approved by Chief Executive Officer	Ms Lynn Moore

## **11.2 Office of the Chief Executive**

<b>TITLE:</b>	Chief Executives Report December 2023	<b>DOC REF:</b> 11.2.1
<b>REPORT BY:</b>	CEO (Lynn Moore) Chief Executive Officer	<b>DATE:</b> 15/01/2024

### **CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.2: Accountability

5.2.4: Ensure transparency and accountability through integrated performance management reporting

### **RISK MANAGEMENT:**

Information Report only - not applicable.

### **PURPOSE:**

To advise Council of relevant activities undertaken through the office of the CEO.

### **CONTENT:**

#### **Grant-Bouliia Shire Council Precinct - (1) Growing Our Regions funding**

The application for this program has been submitted and we will await results. This project if successful must commence before May 2024. The project was amended to fit with the Governments focus on Remote Primary School Facilities instead of the proposed childcare centre. (Other options may be available for this)

#### **Grant-Bouliia Shire Council Precinct - (2) Regional Precinct and Partnerships Program**

Due to the late notification and extremely tight deadlines for the GoR program requirements this will leave this application in abeyance until we see what happens in the immediate future.

#### **Grant-Local Recovery and Resilience Grants (LRRG) - State Government Initiative - Monsoon Flood Event – Dec to April 2023**

Funding has been allocated to Bouliia under this program and suggested projects have been identified. Scope of works and costings have yet to be completed.

#### **Grant-Queensland Flooding Flexible Funding Grant- (QFFFG) QFFFG2L017**

An application was submitted in June for further infrastructure on road closure notification Electronic signage for \$192,000. We have been advised this has been approved for \$100,000 but formal notification is yet to be received. The balance of \$92,000 will be allocated from the LRRG funding pool.

#### **Water Resilience and Security - Town water security- (Artesian Bores)**

Further information was requested and provided to the consultant initiating from the comments at the last council meeting with regard to the potential of 'good' water being located closer to town than 100km's. We are waiting for his report.

#### **Sales Permits for Gravel 201309014 – Native Title and the Futures Act**

An interim Deed of Agreement has been received listing 32 pits which have been approved subject to conditions listed in the agreement: (in particular)

### Section 3.3

The Permittee must, for each Endorsed Quarry Area:

- (a) obtain the following approvals and permits, as required for the Quarrying Operations:
- (i) **Development Approval and Environmental Authority**, as applicable;
  - (ii) any permits required under the Environment Protection and Biodiversity Conservation Act 1999 (Cth); and
  - (iii) any other approval, permit or other authority required to be obtained under Commonwealth, State or Local Government laws for the Quarrying Operations; and
- (b) in respect of any permits and approvals required under clause 3.3(a), give Notice to the Department, along with any proof reasonably required by the Department, that:
- (i) the Permittee holds all required approvals and permits; or
  - (ii) where one or more approval or permit that would ordinarily be required to carry out Quarrying Operations are not, in fact, required, details of why the approvals or permits are not required

### Section 3.5

The Permittee must not conduct Quarrying Operations on an Endorsed Quarry Area until the Permittee has done the following for that Endorsed Quarry Area:

- (a) complied with clause 3.3; and
- (b) obtained the **Department's approval under clause 24 to a Quarry Management Plan**; and
- (c) provided the Department with a copy of a Terrain Survey if requested by the Department under clause 4.1; and
- (d) obtained the Department approval to the measuring equipment used for the Quarrying Operations; and
- (e) complied with the documentation requirements under clause 4.6; and
- (f) provided the Department with evidence of the insurances required under clause 23; and
- (g) provided the Department with the contact details for the Permittee's Site Senior Executive for that Endorsed Quarry Area in accordance with clause 1(e) of Schedule 2; and
- (h) if applicable, provided Notice to the Department about the Permittee's Site Safety Management System for that Endorsed Quarry Area in accordance with clause 1(f) of Schedule 2; and
- (i) as applicable, **provided a signed Deed Poll (in the format provided in Schedule 6) to all applicable Landholders and a copy to the Department.**

### Signage – Outback Way and Winton Intersection

- **OHDC (Longest Shortcut)** OHDC has onforward the high-resolution design to us, initial quotes approx \$8,000 not including installation and we should have the new sign up before the next tourist season. (Location to be confirmed)
- **Winton Intersection ('This way to Boulia')** – 362klm....  
Winton Shire who may also have a similar issue will be working with us to locate a suitable site and combined the installation of their signs and our sign at the same time to save costs (early New Year).

### Ergon Street Lighting project

This project was identified quite a few years ago through the community and has taken quite a while to get it over the line.

We have been successful in having the following 24 locations listed as being identified for new street lighting in Boulia:

- 3 lights in Burke
- 5 lights in Pituri Street
- 3 lights in Hamilton



- 7 lights in Mulligan Street
- 6 lights Wills Street

Thanks must go to Ergon for their co-operation in making Boulia a safer place. The lights will be installed at no cost to council and will come under the billing Rate 1. All of the new lights will be LED which will also reduce the cost to council and also assist with reducing our carbon footprint. The existing lights will also be converted to the LED footprint. Work is expected to be completed by July 2024.

**Solar Farm – EnergyQ**

No further updates available at this stage due to the Christmas break.

**Federal Government Funding - Outback Highway – Donohue Highway**

The council crew have completed 5klm of seal and sidetracks for a further 4klm. They have a further 3klm to complete this PPR1 section (a/b). (Subject to the Wangkamahdla approving Sales Permit access to the identified gravel pits on the Donohue Highway)

The third section application of the existing PPR1 section (C) document which is for a further \$2m has been completed over the Christmas break. It can now be submitted. Submission and approval takes time, however. The second claim for re-imburement for payment milestone 2 for \$1,937,500 has been prepared and sent to the funding body. Payment for this is expected in January 2024.

**Local Housing Action Plan: Future Housing Development-Social housing**

Council completed and adopted the Local Housing Action Plan in 2023. Availability of freehold land for future housing was previously an issue. However, indications that privately owned land could be an option for us moving forward. Five properties have been identified and letters have been sent to those owners of which only one has responded with any interest. Council has no intention to purchase the land ourselves.

**Positions Vacant:**

Part-time Sports Centre Officer	This position is for 9 hours per week.
Technical /Admin Officer	This position will be based at the Depot and support the DWO.
RMPC Leading Hand	This position will remain open until filled.

**Events / Conferences**

Date	Activity	Attendees	Location
??Mid 2024	Trip to America	Mayor	Fully funded by RAPAD

**RECOMMENDATION:**

That the CEO Report for December 2023 be received for information.

**ATTACHMENTS:**

1. BOSC 201309014 Boulia Shire Council Do V Dec 2023-33 [11.2.1.1 - 1 page]

Chief Executive Officer	Ms Lynn Moore
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SCHEDULE 3																
Sales Permit		201309014		-		Boulia Shire Council										
Item 1										Item 2	Item 3	Item 4	Item 5	Item 6		
Endorsed Quarry Area	Sale Unit	MUID No	Lot	Plan	Tenure	Zone	Easting	Northing	Map No. (Schedule 5)	Sale Quantity	Unit of Measurement	Quantity Measurement Method	Native Title Assessment Module	Endorsed Quarry Area Start Date		
Alderley 01	001	QBOULL078	70	SP262992	PDH4/4170	54	378400	7527698	1	All Available	Cubic Metres	Volumetric Truck Count	AC	1-Jan-2014		
Alderley 02	002	QBOULL094	70	SP262992	PDH4/4170	54	220646	7646958	2	All Available	Cubic Metres	Volumetric Truck Count	AC	28-Aug-2017		
Ardmore 01	003	QBOULL069	3	SP117500	PH0/212277	54	314093	7607185	3	All Available	Cubic Metres	Volumetric Truck Count	AC	1-Jan-2014		
Ardmore 02	004	QBOULL070	1	WA3	PH13/3371	54	295757	7597917	4	All Available	Cubic Metres	Volumetric Truck Count	AC	1-Jan-2014		
Ardmore 05	007	QBOULL021	3254	SP271312	PH13/3254	54	237933	7610989	7	All Available	Cubic Metres	Volumetric Truck Count	AC	1-Jan-2014		
Bellevue Pit	011	QBOULL028	3	SP263939	PH4/5350	54	360148	7391848	11	All Available	Cubic Metres	Volumetric Truck Count	AC	1-Nov-2015		
Carrandotta 04	018	QBOULL076	4	CT838463	PH13/344	54	254908	7559017	18	All Available	Cubic Metres	Volumetric Truck Count	AC	4-Aug-2016		
Charlies Pit	019	QBOULL029	3	SP263939	PH4/5350	54	361625	7391207	19	All Available	Cubic Metres	Volumetric Truck Count	AC	11-Apr-2016		
Headingly 01	035	QBOULL020	3	SP117500	PH0/212277	54	302739	7635535	35	All Available	Cubic Metres	Volumetric Truck Count	AC	1-Jan-2014		
Headingly 05	039	QBOULL046	9	PU839944	PH13/5442	54	219148	7604969	39	All Available	Cubic Metres	Volumetric Truck Count	AC	1-Jan-2014		
Headingly 07	041	QBOULL097	9	PU839944	PH13/5442	54	211537	7597305	41	All Available	Cubic Metres	Volumetric Truck Count	AC	1-Nov-2015		
Headingly 41km	044	QBOULL083	9	P839944	PH 13/5442	54	383230	7523914	44	All Available	Cubic Metres	Volumetric Truck Count	AC	28-Aug-2017		
Herbert 02	045	QBOULL073	3	SP263939	PH4/5350	54	319283	7457507	45	All Available	Cubic Metres	Volumetric Truck Count	AC	1-Jan-2014		
Linda Downs 02	050	QBOULL034	4	CT838463	PH13/344	54	267522	7544192	50	All Available	Cubic Metres	Volumetric Truck Count	AC	1-Jan-2014		
Marion Loam	056	QBOULL010	3	SP263939	PH4/5350	54	371629	7424585	56	All Available	Cubic Metres	Volumetric Truck Count	AC	1-Jan-2014		
North Urandangi Road East	057	QBOULL005	3	SP117500	PH 0/212277	54	308865	7651390	57	All Available	Cubic Metres	Volumetric Truck Count	AC	1-Jan-2014		
North Urandangi Road West	058	QBOULL093	3	SP117500	PH0/212277	54	308620	7651208	58	All Available	Cubic Metres	Volumetric Truck Count	AC	1-Jan-2014		
Oban 01	059	QBOULL040	1857	PH1803	PDH13/1857	54	291400	7634054	59	All Available	Cubic Metres	Volumetric Truck Count	AC	1-Nov-2015		
Roxborough Downs	073	QBOULL050	394	PH107	PH4/394	54	278581	7520928	73	All Available	Cubic Metres	Volumetric Truck Count	AC	4-Aug-2016		
Roxborough Station	074	QBOULL051	394	PH107	PH4/394	54	274335	7506912	74	All Available	Cubic Metres	Volumetric Truck Count	AC	4-Aug-2016		
St Lucia 01	077	QBOULL008	1	WNR13	PPH4/5378	54	450845	7509193	77	All Available	Cubic Metres	Volumetric Truck Count	AC	1-Jan-2014		
Strathelbiss 01	079	QBOULL013	3560	SP256833	TL0/236727	54	397780	7488645	79	All Available	Cubic Metres	Volumetric Truck Count	AC	1-Jan-2014		
Suliman	080	QBOULL109	2999	PH1926	PDH 13/2999	54	353526	7563393	80	All Available	Cubic Metres	Volumetric Truck Count	AC	1-Nov-2015		
Thorner 01 Pit	081	QBOULL053	3	PU17	PH13/5465	54	236036	7597389	81	All Available	Cubic Metres	Volumetric Truck Count	AC	11-Apr-2016		
Toolebuc 03	085	QBOULL063	346	SP255339	TL0/236509	54	482181	7545650	85	All Available	Cubic Metres	Volumetric Truck Count	AC	1-Jan-2014		
Toolebuc 04	086	QBOULL084	346	SP255339	TL 0/236509	54	475441	7532698	86	All Available	Cubic Metres	Volumetric Truck Count	AC	28-Aug-2017		
Warra 01	092	QBOULL071	3	HL14	PPH4/5477	54	461016	7451757	92	All Available	Cubic Metres	Volumetric Truck Count	AC	1-Jan-2014		
Warra 02	093	QBOULL064	3	HL14	PPH4/5477	54	451584	7437448	93	All Available	Cubic Metres	Volumetric Truck Count	AC	1-Jan-2014		
Wilgunyah 01	097	QBOULL066	1	SP249543	TL0/235391	54	466376	7522235	97	All Available	Cubic Metres	Volumetric Truck Count	AC	1-Jan-2014		
Wirriyerna 01	099	QBOULL090	47	SP255117	TL0/236416	54	357264	7462368	99	All Available	Cubic Metres	Volumetric Truck Count	AC	1-Jan-2014		
Wolga 01	103	QBOULL025	1	CT837990	PH13/5450	54	192705	7575913	103	All Available	Cubic Metres	Volumetric Truck Count	AC	1-Nov-2015		
Wolga 03	105	QBOULL068	1	CT837990	PH13/5450	54	203365	7587404	105	All Available	Cubic Metres	Volumetric Truck Count	AC	1-Nov-2015		

Item 7	Declaration Period	Calendar Month
	Provision Date of Periodic Declaration	Within 14 days of end of Declaration Period
	Address	<a href="mailto:fp.northfma@daf.qld.gov.au">fp.northfma@daf.qld.gov.au</a>

Class	Royalty Rates		Criteria
	1 July 2023 to 30 June 2024		
Value for Clause 5.1 (c)	1	\$ 2.45 per m3	Quarry material (got from lands on which the quarry material is the absolute property of the State) on-sold or used by You for projects of a commercial nature (eg contracts to the Department of Transport and Main Roads, GOC.s, etc) or sold to another party.

<b>TITLE:</b>	Action List Update December 2023	<b>DOC REF:</b> 11.2.2
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<b>REPORT BY:</b>	Ms Lynn Moore Chief Executive Officer	<b>DATE:</b> 15/01/2024
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance  
 5.2: Accountability  
 5.2.4: Ensure transparency and accountability through integrated performance management reporting

**RISK MANAGEMENT:**

The risk associated with the recommendations of the report have been assessed as Insignificant (Consequence) and Rare (Likelihood) giving an overall assessment as **Low L-1**

**PURPOSE:**

To present to Council an updated Action List.

**CONTENT:**

Council maintains an Action List that outlines actions to be taken as a result of a Council resolution or a request for action made by Councillors in between meetings.

Items on the list are updated as progress on each item is made and is presented to Council on a monthly basis for information.

Once an action has been shown as completed it is removed from the list.

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

That Council receive the Action List update for December 2023 for information.

**ATTACHMENTS:**

1. CEO Ordinary Council Meeting Action List [**11.2.2.1** - 4 pages]

Chief Executive Officer	Ms Lynn Moore
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## Boulia Shire Council Action List

	DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
<b>Friday, 27<sup>th</sup> August 2021</b>					
1.	27/08/2021		Look at creating a bigger passing-pad at the give-way sign and possibility of moving the sign to the Town side. 1. Waverley Creek	DWO	<b>2/1/2024- Still waiting for scope of works from TMR.</b> 29/8/23: TMR have money to do the designs as per Gavin Hill. 13/6/2023: TMR scoping a new section for Waverley creek – perhaps there is some more money around?
<b>Friday, 16<sup>th</sup> December 2022</b>					
2.	16/12/2022		Min Min Encounter Entrance - the concrete entrance to the Encounter is showing noticeable signs of cracking which is a presentation issue for the tourist attraction.	DWO-primary CSM-Info DCS- Budget	31/10/23: Planter boxes and seating soon arriving. 28/6/23: Contractor to schedule in off tourist season 2023. 30/5/23 Seating with attached planter boxes have been ordered for site, CSM
<b>Friday, 21<sup>st</sup> April 2023</b>					
3.	21/04/2023		Cars to be removed from Urandangi after flood event. <i>Ronnie to arrange this asap.</i>	RUS	<b>20/11/2023: removal in early 2024.</b> 13/6/2023 Contractor collected Boulia cars but not Urandangi yet.
<b>Friday, 23<sup>rd</sup> June 2023</b>					
4.	23/06/2023		Industrial Estate: nbn line to be added now while other trench line is being placed. Check on status.	DWO/CEO	<b>20/11/2023: Work has commenced.</b> 29/8/2023 Designs have been submitted to Ian McCulloch and Xiao from GBA
<b>Friday, 28<sup>th</sup> July 2023</b>					
5.	28/07/2023	General business	Kilometre indicator posts – on the Bedourie /Boulia Rd. <b>There are only two signs stating ‘kilometres’ on the way to and from Bedourie.</b> <b>This should be covered by RMPC- please note for inspection and correction</b>	DWO/RUS	<b>20/11/2023: Works have commenced.</b> 5/9/23: Will investigate further (RMPC work).
<b>Friday, 18<sup>th</sup> August 2023</b>					

6.	18/08/2023		Walkway from Caravan Park, Concrete Path around gate, new gate to install with a safety latch, for wheelchair access.	<b>DWO</b>	<b>20/11/2023: Ron Callope has advised contractor to build the gate.</b> 5/9/23: RUS to get contractor to get quotes for making of gate.
7.	18/08/2023		Shade for Robinson Park – Concept brief to be completed by CSM. Council to get quotes, cost to dismantle one at Urandangi?	<b>CSM</b>	<b>16/11/23: Funding submission to sport and rec.</b>
<b>Friday, 22<sup>nd</sup> September 2023</b>					
8.	22/09/2023	<b><u>2023/9.26</u></b>	That in relation to the Town Beautification Concept brief presented to Council, Option A – Accept Sethius Art proposal for steel sculptures, be accepted and Council proceed with obtaining formal quotes.	<b>CSM</b>	<b><i>Refer to line item 24/11/2023</i></b> 20/10/2023: Quote proposal attached to CSM Monthly Information Report at the 20 <sup>th</sup> October Ordinary Meeting of Council: matter to be deferred to discuss in November Ordinary Council Meeting when all Councillors are present.
<b>Friday, 20<sup>th</sup> October 2023</b>					
9.	20/10/2023	<b><u>2023/10.18</u></b>	That Council formally pass resolution in reference to: 1. Pursuant to Section 113 of the Animal Management (Cats & Dogs) Act 2008, to approve the systematic inspection program of all properties within the boundaries of Boulia Shire a. To be carried out from October 2023 to March 2024 b. For the primary purpose of achieving compliance with the registration and microchipping requirements of the Animal Management (Cats & Dogs) Act 2008; and, 2. Pursuant to Section 134 of the Local Government Act 2009, approving the systematic inspection program of all properties within the boundary of Boulia Shire a. To be carried out from October 2023 to March 2024 For the primary purpose of monitoring the keeping of animals under Local Law No. 2 (Animal Management) 2011 and Subordinate Local Law No. 2 (Animal Management) 2011, including the keeping of excess or prohibited animals, and monitoring compliance with minimum standards.	<b>DWO/RLPO to advise</b>	<b>20/11/2023: RLPO confirmed he is waiting to hear further from the Department.</b>
<b>Friday, 24<sup>th</sup> November 2023</b>					

10.	24/11/2023		Potential Future Water Supply: Pre-existing Water Quality Report to be reviewed. (Magiq ID# 75857) Water testing at the school, racecourse, and golf course to be undertaken.	CEO/DWO DWO	2/1/24: Progressing
11.	24/11/2023		Plant Committee Meeting: Type of machinery for pit to be discussed.	DCS/DWO	2/1/24: Will be held end of Jan or mid Feb dependant on availability.
12.	24/11/2023		Plant Review: In stock and Requirements for 2024 to be prepared for Ordinary Council Meeting, 19 <sup>th</sup> January 24.	CEO/DCS	2/1/24: Will be issued with budget papers.
13.	24/11/2023		<b>Proposed Sculpture:</b> Photograph of proposed dinosaur to be shared with insurance company to determine Council's liability.	CEO/DCS	15/12/24: Proposed Sculpture: BSC to revert to sculpture artist with safety enquiry.
14.	24/11/2023		2024 Remembrance Day Celebrations to be held in Shire Hall.	CSM	2/1/24: Library staff informed of this- noted in procedures document.
<b>Friday, 15<sup>th</sup> December 2023</b>					
15.	15/12/2023		Boulia Airport: it is noted that greater quantities of fuel are required for the clinic runs; further discussions to be held.	CEO/DWO	2/1/24: RFDS to manage this fuel requirement.
16.	15/12/2023		Central West Regional Biosecurity Strategy 2024-2029 to be shared with David Arnold and Geoff Newton.	CEO	2/1/24: Confirmation of Councils endorsement sent to David Arnold.
<b>Friday, 19<sup>th</sup> January 2024</b>					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					

### COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS

NUMBER	DATE	Staff Member	PROJECT – OR ISSUE:	RESPONSE
1.	19/6/2020	<b>DWO</b>	Clr Edgar: Dam/recreational water park (boating etc)	9/6/2022: This project will be moved to the 'visioning' project 26/02/2021: Alternative dam location - obtain drone footage to identify potential location. This has been raised several times.
2.	19/06/2020	<b>Julie/DWO</b>	Clr Britton: Consider coloured directional signage (e.g., on street signs) to help show where things are within the town 17/08/20 Signage design to stand out and be broader width	31/10/23: Signs quite expensive, subject to funding?
3.	26/02/2021	<b>DWO</b>	Clr Edgar – water at the Rodeo Grounds, consider installing automated sprinkling system	07/12/2021: to be reviewed during the 'visioning project' 20/01/2022 and 22-23 budget
4.	17/08/2020	<b>CSM</b>	Clr Edgar: Consider possibility of installing a walking track from the Sports Centre (Burke River Bridge -suggested) to the Rodeo Grounds Stakeholders: Pitta Pitta, Ventia, Workcamp	13/6/2023: Possible legacy project through Ventia (NBN) could get this off the ground. Discussions commenced. 24/11/22: idea for a bird hide along trail maybe eligible for funding from enviro grant in 2023. Depot working on costings for gravel, guideposts/labour, and plant. Indigenous story signs to be developed with locals.
5.	23/06/2023	<b>Clrs/CEO/EA</b>	<b>Future residential land sizing</b> - consideration to be given on what size blocks could be made.	20/11/2023: Discussion workshop held. Brainstorming ideas noted for future consideration.
6.	22/09/2023	<b>Clrs</b>	<b>Future Planning</b>   Councillor Neilson suggested that boarding type accommodation be considering in Council's future planning.	
7.	22/09/2023	<b>CEO</b>	<b>Heavy Duty Truck Bays and Mobile Towers</b>   Councillor Britton suggested future consideration be given to heavy duty truck bays and mobile towers between Boulia and the Northern Territory.	
8.	24/11/2023	<b>DWO</b>	<b>Bike Track</b>   Councillor Norton noted the bike track was not being maintained and is becoming dangerous. She queried what is Council's responsibility for this track.	
9.	21/10/2022	<b>DWO</b>	Cr Norton: Can we put in a 40km speed sign for Road Trains only – talk to TMR about this for the main street	10/11/2022: The request has been sent to TMR. Awaiting road inspection by TMR.

<b>TITLE:</b>	Annual Report 2022-2023	<b>DOC REF:</b> 11.2.3
<b>REPORT BY:</b>	Lynn Moore Chief Executive Officer	<b>DATE:</b> 15/01/2024

**CORPORATE PLAN REFERENCE:**

{custom-field-corporate-plan}

**RISK MANAGEMENT:**

The risk associated with the recommendations of the report have been assessed as Insignificant (Consequence) and Rare (Likelihood) giving an overall assessment as **Low L-1**.

**PURPOSE:**

To present Council's Annual Report 2022-2023 to Council before submission to Division of Local Government.

**CONTENT:**

The annual report is one of the key points of accountability between a Council and its Community. It is not a report to the Division of Local Government or the Queensland Government, it is a report to the Community. The annual report focuses on the Council's implementation of the Corporate Plan objectives and the annual Operational Plan deliverables.

- A local government must prepare an annual report for each financial year.
- The local government must adopt its annual report within one month after the day the Auditor-General gives the Auditor-General's audit report about the local government's financial statements for the financial year to the local government.
- The local government must publish its annual report on its website within two weeks of adopting the annual report.

The report also includes information that is prescribed by the *Local Government Regulation 2012*. This information has been included in the Regulation because the Government believes that it is important for community members to know about it – to help their understanding of how the Council has been performing both as a business entity and a community leader. The Annual Report has been prepared under the above guidelines and is attached for Council review. **It is to be noted that the attached version is subject to the addition of Shire Roads Flood Damage Snapshot information, to be added upon the return of the Consultant Works Overseer's return from leave.**

**CONSULTATION:**

The Annual Report including the audited statements will be reviewed by the Audit Committee.

**GOVERNANCE IMPLICATIONS:**

Compliance with the *Local Government Act 2009* and *Local Government Regulation 2012*.

**RECOMMENDATION:**

That Council adopt the Annual Report for the financial year 2022-2023 including Financial Statements.

**ATTACHMENTS:**

1. Draft 2022-2023 Annual Report [11.2.3.1 - 92 pages]

Chief Executive Officer	Ms Lynn Moore
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# BOULIA SHIRE COUNCIL

## Annual Report

### 2022-2023

Land of the Min Min Light

Capital of the Channel Country

## Acknowledgement to Country

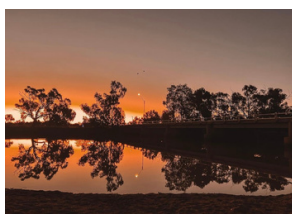
Boulia Shire Council acknowledges Aboriginal and Torres Strait Islanders as the first Australians and recognises their unique relationship with the land and waterways.

Boulia Shire Council pays its respect to the Traditional Owners and their Nations of the Boulia Local Government Area, which include the Pitta Pitta, Bulanmu-Walwarra-Wangkayuju, Kalkadoon, Wangkamahdla, Yullna and Yalarrnga People; the contributions of earlier generations including the Elders, who have advocated for their rights in managing the land, are valued and leave a lasting legacy for future generations.

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## Annual Report Distribution

Boulia Shire Council's Annual Report is available in hard copy or electronic format. Printed copies can be requested in writing to:



The Chief Executive Officer  
Boulia Shire Council  
18 Herbert Street  
Boulia QLD 4829

It is also available by phoning Council's Administration Centre on (07) 4746 3188 during regular business hours (8.30am - 5.00pm).

Alternatively, you can visit Council's website at <http://www.boulia.qld.gov.au> to download a copy.

Copies are also distributed to the Department of State Development, Infrastructure, Local Government and Planning.

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## Feedback



In the interest of continuous improvement, Council welcomes your feedback on this report. Please forward your comments in writing to the Chief Executive Officer at the address above or email to: [ceo@boulia.qld.gov.au](mailto:ceo@boulia.qld.gov.au)

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**Boulia Shire Council extends its gratitude and recognition to everyone whose photos have been featured in this report.**

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*Photo by: Pearl Pocock*



## List of Acronyms:

ALGA	Australian Local Government Association
ANZAC	Australian and New Zealand Army Corps
BoR	Building our Regions
CASA	Civil Aviation Safety Authority
CEO	Chief Executive Officer
CWRPMG	Central West Regional Pest Management Group
DCP	Drought Communities Program
DDMG	District Disaster Management Group (Mt Isa)
DILGP	Department of Infrastructure, Local Government and Planning
EBA	Enterprise Bargaining Agreement
ESL	Emergency Services Levy
LDMG	Local Disaster Management Group
LGA	Local Government Act 2009
LGGSP	Local Government Grants & Subsidies Program
LGR	Local Government Regulation 2012
LGW	Local Government Workcare
LRCI	Local Roads and Community Infrastructure
NAIDOC	National Aboriginal and Islanders Day Observance Committee
NBN	National Broadband Network
NSW	New South Wales
NT	Northern Territory
OHDC	Outback Highway Development Council
OH&S	Occupational Health and Safety
PPR	Project Proposal Report
QRRRF	Queensland Resilience and Risk Reduction Fund
ORRTG	Outback Regional Roads and Transport Group
QCA	Queensland Competition Authority
QCWA	Queensland Country Women's Association
QLD	Queensland
QRA	Queensland Reconstruction Authority
QTC	Queensland Treasury Corporation
R2R	Roads to Recovery
RADF	Regional Arts Development Fund
RAPAD	Remote Area Planning and Development
RAPADWSA	Remote Area Planning and Development Water and Sewerage Alliance
RCP	Regional Connectivity Program
REPA	Restoration of Essential Public Assets
RFCSNQ	Rural Financial Counselling Service North Queensland
RFDS	Royal Flying Doctor Service
RLPO	Rural Lands Protection Officer
RMPC	Roads Maintenance Performance Contract
RPT	Regular Public Transport
RRUPP	Remote Roads Upgrade Pilot Program
SES	State Emergency Service
TIDS	Transport Infrastructure Development Scheme
TMR (DTMR)	Transport and Main Roads
WA	Western Australia
W4Q	Works for Queensland
WH&S/WHS	Workplace Health and Safety
WQAC	Western Queensland Alliance of Councils

# Where we came from.....

On 31 July 1879, the 1280 acre township reserve of Boulia was established, and the Boulia Divisional Board was subsequently gazetted in September 1887.

Boulia has gained renown, in part, due to the enigmatic Min Min Light, which first appeared around the old Min Min Hotel, the remains of which are approximately 100km east of Boulia.

The township of Boulia is the pivotal point of the far west, with Mount Isa 300 kilometres to the north and Winton 366 kilometres to the east and linked to Alice Springs to the west via the Donohue Highway. The Shire shares a 320 kilometre common border with the Northern Territory, with the southern part of the Shire's western boundary marking the eastern edge of the mighty Simpson Desert.

The town is acknowledged as the Capital of the Channel Country, which gives rise to the great rivers that flow south to Lake Eyre.

Urandangi, the second town in Boulia Shire, was founded in 1885 by Charlie Webster and James Hutton, who started a general store and the town developed from there. In its heyday, the Dangi, as it's commonly referred to, had three hotels, two stores and a post office. There was also a dance hall, a welcomed site for many a drover.

## Where we are heading

Our regions are strong and prosperous - we are members of the Remote Area Planning and Development group (RAPAD), which is constituted by six other western Councils: Barcoo, Barcaldine, Blackall-Tambo, Diamantina, Longreach, and Winton. These groups work together for regional projects to achieve economies of scale savings as part of this continued Council regional collaboration.

The Council works with the Outback Regional Roads Group, Outback Regional Water Alliance and Central West Regional Pest Management Group. Council also maintains a range of community assets to improve lifestyle opportunities for the community. Council has acquired land for potential development in the future for residential housing, the Council Community Hub and rural land, and is completing the development of the industrial estate.

We capitalise on unique regional opportunities and assets - Council continues to investigate economic development activities for the community, including the further sealing and development of the Donohue Highway, which forms the eastern part of Australia's longest shortcut - The Outback Way - linking Winton in Queensland with Laverton in Western Australia.

The future sealing of the Outback Way will deliver better health services to communities, opening mining for green economy opportunities, tourism growth to remote Australia, and better environmental, animal health and OH&S outcomes for the Ag industry.

The Outback Way project is an exemplary project for the collaboration of five local government communities, two states, the NT, the Federal Government, Industry, Businesses and State and Federal Government Agencies; it has been a work in progress for over 26 years.

# Foreword

Welcome to this Annual Report produced by Boulia Shire Council for the 2022–2023 financial year.

The primary objective of this document is to articulate Council’s vision and goals, its achievements and performance results for the past year, and its challenges, opportunities, and plans for the future.

This Annual Report aims to provide residents, ratepayers, the corporate sector, statutory bodies and other interested parties insight into the primary activities undertaken by, and the financial position of, the Boulia Shire Council throughout 2022–2023.

## OUR VISION

‘A progressive Shire creating opportunities for all’

We will be valued as a Shire where people choose to live, work and play and a guardian of a sustainable natural environment that inspires and supports a healthy community.

## OUR PURPOSE

‘Delivering our plans, planning for the future’

We are a Council committed to decisive leadership in making locally responsive, informed and responsible decisions. We aim to deliver continuous improvement to provide quality services and facilities which support a sustainable future.

## OUR VALUES

### **Leadership and Collaboration**

Building trust, teamwork, communication and a shared understanding that actively listens to our community.

### **Accountability, Consistency and Transparency**

Equal opportunities, fair and open consultation and communication. Accepting responsibility for our actions.

### **Performance and Value for Money**

Achieving the best value for money outcomes for our community. Collaboration, managing expectations and working towards common goals.

### **Commitment, Teamwork and Staff Development**

Continually improve on our achievements and drive innovative solutions. Lead change and continuous improvement in delivering for our community. Promote a positive health and safety culture.

*‘No one individual can do this but as a community working together we can deliver a strong framework for the future of our shire’*

# Our Councillors



Mayor Eric (Rick) Britton

Rick and his photographer wife, Ann, own and operate cattle breeding enterprises in Queensland's North West. Residing just outside of Boulia at Goodwood Station, Rick is a long-term member of the region, with family ties to the shire spanning over several generations. Rick represents the Council on the following committees: Outback Highway Development Committee, Outback Regional Roads and Transport Group, Central West Regional Pest Management Group, Inland Queensland Road Action Plan Group, Australian Local Government Association, Audit Committee, Remote Area Planning and Development Board, RAPAD Water & Sewerage Alliance, Local Disaster Management Group, and the Western Queensland Local Government Association. Assigned Councillor Portfolios: Economic Development & Planning, Rural Services & Environmental Management, Infrastructure & Asset Management, Finance & Governance.



Deputy Mayor Jack Neilson

Councillor Jack Neilson is a born and bred local of Boulia and grew up on a cattle property called Two Rivers north of Boulia. Jack is very passionate about the Boulia community and wants to see Boulia grow and develop as a hub for the West through job security, tourism and helping the Beef Industry, which built Boulia town. Jack represents the Council on the following committees: Outback Highway Development Committee, Western Queensland Local Government Association, Local Disaster Management Group, Housing Committee, and Plant Committee. Assigned Councillor Portfolios: Infrastructure & Asset Management, Finance & Governance.



Councillor Sam Beauchamp

Elected to Council in 2004, Councillor Beauchamp is one of our longest-standing elected members. Primarily a beef cattle producer, Sam has a strong family history in the shire and is an electrician by trade. He is an active community member, always willing to assist at local events and ceremonies; this characteristic reflects his 2006 Boulia Shire Council Citizen of the Year award. Sam represents the Council on the following committees: Remote Area Planning and Development Board, Outback Regional Roads and Transport Group, RAPAD Water & Sewerage Alliance, Central West Regional Pest Management Group, Local Disaster Management Group, Western Queensland Local Government Association, Audit Committee and the Boulia Historical Society. Assigned Councillor Portfolios: Tourism & Events, Rural Services & Environmental Management, Infrastructure & Asset Management.



Councillor Tim Edgar

Since moving to Boulia in 2016 as an electrical contractor, Councillor Tim Edgar and his family have played an active role in the community - supporting organisations and participating in events. As an elected member of Council, Tim would like to focus on preserving Boulia's heritage and history, as well as progressing to modernise and evolve our Shire to its full potential. Tim represents the Council on the following committees: Remote Area Planning and Development Board, Local Disaster Management Group, Plant Committee and Western Queensland Local Government Association. Assigned Councillor Portfolios: Communities, Housing & Public Open Spaces, Economic Development & Planning.



Councillor Jan Norton

Born in Charleville, raised in Augathella and having spent most of her life living in Boulia, Councillor Norton became an elected member in 2020. Over the years, she has experienced the trials and tribulations of living in this remote area; Jan has been in the background of many organisations doing the legwork and taking photos. Jan is committed to Boulia Shire and believes she can make a difference as part of a team. Jan represents the Council on the following committees: Outback Highway Development Committee, Western Queensland Local Government Association, Outback Queensland Tourism Association, Better Health Partnership Collaborative Committee, Housing Committee and the Boulia Historical Society. Assigned Councillor Portfolios: Communities, Housing & Public Open Spaces, Tourism & Events.

# Responsibilities of the Offices



From left to right: Lynn Moore (Chief Executive Officer), Trent Marshall (Director of Works & Operations), Kaylene Sloman (Director of Corporate & Financial Services) and Julie Woodhouse (Community Services Manager)

## **Chief Executive Officer - Lynn Moore**

The Chief Executive Officer (CEO) is responsible for the day-to-day management of Council in accordance with Council's Strategic Plans and Policies, *Local Government Act 2009* and *Local Government Regulation 2012*. The Office of the CEO is responsible for the core administrative and strategic functions of Council including Governance, Economic Development, liaison with State and Federal Government entities and Industrial Relations. In addition, the office of the CEO oversees the legislative functions performed by the elected Councillors.

## **The Works and Operations Department - Trent Marshall, Director**

The Works and Operations Department is responsible for maintenance and improvement works on assets and providing management and administrative support for the Department's functional areas; these include rural roads, town streets, stormwater drainage, culverts, asset management, water & sewerage, plant, works depot, parks & gardens, sporting and recreational facilities, airports, reserves and waste depots. To assist in efficiently and effectively managing the capital, labour, plant and materials resources made available to the Department, the functions are split into separate operational divisions to maximise the delivery of services to the community in accordance with Council's Strategic Plan and Operational Plan.

## **The Finance & Corporate Services Department - Kaylene Sloman, Director**

The Finance and Corporate Services Department is responsible for the financial management practices of Council including preparing Financial Statements, budget reviews, rating valuations, accounts receivable/payable and payroll. In addition, they oversee Council's administration, regulatory compliance, Information Technology network, electronic document management system and customer service. Responsibility for preparing the annual budget, long-term financial planning and asset management documents, along with monthly reporting to Council on the current financial position against the budget, lies with the Finance and Corporate Services Department.

## **The Community Services Department - Julie Woodhouse, Community Services Manager**

The Community Services Department is responsible for civic functions, which include Australia Day, NAIDOC Week, Remembrance Day, ANZAC Day, Citizenship Ceremonies and Naturalisations. This department is also responsible for promoting and developing the Council's tourism attractions, such as the Bouli Heritage Complex and the Min Min Encounter. The department also maintains Council's current housing stock and is responsible for rentals and inspections. Community Services responsibilities include the Aquatic Sports Centre, library facility, public media including Facebook and the local community 'Hotspot' newsletter, the *Channel Country Chatter*.



# Organisational Structure

Each year Council adopts a Corporate Structure that is appropriate to the performance of the local government’s responsibilities. This structure affords the Council a sound operational base for the future. It provides employees and the community with a quick, easy-to-understand reference on who employees and internal Council units report to.



# Mayor's Review 2022-2023



## **Preface**

Firstly, I must thank my fellow Councillors, Chief Executive Officer, Ms Lynn Moore, the Executive Team, Council staff and Contractors for providing the environment that enables the Council to embrace change and deliver outcomes on behalf of the community and our many stakeholders.

We all look forward in anticipation to March 2024 as this will give opportunity for community members (existing and new) to put up their hands to become part of the history of Boulia as the Local Government Elections occur on 16th March 2024.

## **Accountability, transparency, and sustainability**

In a time of higher levels of public accountability and transparency, higher levels of scrutiny on long-term sustainability, higher accounting standards and lower guaranteed revenue streams – we continue to have an organisation that is more agile and more responsive to change than ever. We acknowledge the challenges that each of us face daily and it is how we deal with them that makes the difference. Our Council is focused not only on the present but also has an eye on the future of Boulia, where the contributions of each Councillor are highly valued during this rapidly changing environment.

## **Our future in our hands**

### **The Outback Way**

Boulia is sitting in a 'once in a lifetime' bubble. The Outback Way, 'Australia's Longest Shortcut', is being sealed at a progressively increasing rate, so much so that this 3rd Transnational Link across Australia will have an enormous impact on Boulia in the future. The continued funding from Federal, State and our Local Government is bringing this into reality. This will this open access for all indigenous communities along this route and provide all-weather access for freight travelling from South Australia, Northern Territory and from east (QLD) to west (WA) and vice versa across this great land of ours; this is a 'river' of opportunity flowing straight to us.

### **NBN: infrastructure to support connectivity and business growth**

Implementing the \$4.3m NBN fibre to the premises will provide businesses and residents with internet speeds equal to our city counterparts; this knocks down another barrier to doing 'business in the bush'. Having the proper infrastructure in the right place is our mantra looking forward, and this will be imperative for growth in our local and regional economy.

### **Partnerships across all levels of Government and local Community Groups - Working together to achieve great outcomes**

Again, this year, we were pleased to deliver several projects for the community that would otherwise be out of our reach. We rely heavily on grants provided either by the State or Federal Government, and the Work for Queensland programs, Drought Communities program, Federal Assistance Grants and Roads to Recovery tick all the boxes for flexibility in small Councils.

Another significant development that progressed during the 2022-2023 period was the commencement of the land transfer for the area in Urandangi known as 'Marmanya', which has been vacant for several years.

# Mayor's Review 2022-2023

Representatives of the Waluwarra People registered the Marmanya Community Aboriginal Corporation, which has enabled options for land transfer to be considered. Council has a good working relationship with the Corporation and can see benefits in transferring the land, as freehold title, to the group; this has been a very long process, and this is a good outcome for all concerned.

Our partnerships with the Remote Area Planning and Development Board (RAPAD), the Outback Highway Development Corporation, the Outback Queensland Tourism Association, and the Western Alliance group of Councils ensure our voice is heard. Council continues to heavily support community groups to deliver programs and events for the improved liveability of our town and surroundings, such as Camel Races, Campdraft, and Rodeo.

In closing, it is worth noting that small population local governments like ourselves (458 people), that administer geographic areas larger than many countries are major contributors to the Gross Regional Product (\$36.414m) overall social fabric, and identity of our country. As an economic driver for the state and national economy, Boulia punches well above its weight despite its small population, with 57% of the people employed in the agricultural industry.

*Mayor Eric (Rick) Britton  
Boulia Shire Council*



# Chief Executive Officer's Review 2022-2023



I am pleased to present my ninth Annual Report to you. This year, we have continued to work our way through the challenges of working in remote rural Australia with flood events and staffing changes. The resilience of our contractors and staff has enabled us to overcome the obstacles and look towards the future with confidence.

Council again is in a strong financial and equally strong compliance position, confirmed by the internal and external audits completed during the year. This information can be reviewed in the Community Financial Report later in this document.

## **Wet, Wet, Wet – Floods across the Shire – December 2022 to April 2023**

Between December 2022 and April 2023, the Northern and Central Queensland monsoon and flooding events hit, isolating the town of Urandangi. This forced the evacuation of numerous adults and children, caused extended periods of road closures, intermittent issues with drinking water supply and restricted access to the Council waste facility.

The Local Disaster Management Group was promptly activated, and Council went into action to assist not only residents in Urandangi but also our Diamantina neighbours, who required assistance with the transport of food supplies due to the closure of the Bouliā-Bedourie Road.

The road camera and monitoring systems that Council had installed for over eight (8) years again proved invaluable, with improvements to the system being made with additional river gauges and cameras in key locations.

Unfortunately, this event has devastated the small remote, community of Urandangi. Major damage was sustained to buildings and essential infrastructure such as the town bore and telecommunications. This eventually resulted in the demolition of the Urandangi Hotel and the desolation of the Urandangi Hall used by the RFDS on their visits.

Throughout this period, Council has worked alongside agencies such as QBuild, Telstra, the Department of Communities, and Queensland Reconstruction Authority to progress the assessment of damage to buildings and major infrastructure and to assist affected residents.

Council made the decision to waive the service charge for water and sewerage for the township from the period of December 2022 to June 2023 as neither of those services could be reliably provided. A new bore was drilled with assistance from the Queensland Reconstruction Authority, and Council has returned to providing basic services.

## **Grant funding supported by the Federal and State Governments is vital to us**

The Australian Government's Drought Communities Program and the Queensland Government's Works for Queensland programs again have been a shot in the arm for regional and remote communities. There have been many social betterment projects have been completed, assets renewed, and local jobs maintained as a result of these funding programs. These programs have also maintained, and in many cases, improved the economic activity in our shire. Some of the funding provided has guidelines that do not allow for the use of Council staff in the delivery of projects. As a result, they do not address job creation or job retention where Councils are the major employers and have minimal local contractors to deliver projects.

Many other generous funding and competitive grant programs administered by the State and Federal governments have been sought. While some of these funding opportunities are very supportive of local government, we sometimes struggle to meet the funding criteria – particularly if it requires a substantial cash commitment. Local governments in regional and remote Queensland continue to struggle with sustainability issues as many small local governments like ourselves rely heavily on State and Federal grant funding. This will continue into the future due to our small rate base and sizeable geographical area because our revenue streams are declining in real terms. We are, however, forever optimistic and have several 'shovel-ready' projects just waiting to get the go-ahead when the opportunity for funding arises!

# Chief Executive Officer's Review 2022 – 2023

## Action at ground level

Providing an adequate standard of housing continues to be an area of concern for the Council. The need for better social and public sector housing is one of the high-risk areas for the Council and the state government. Our remote communities have a low standard of accommodation, and it is one area where, with clever and considered public sector investment, we could really improve community stability, grow home ownership and seriously assist in the attraction and retention of critical personnel such as police officers, nurses, school teachers and Council staff.

Council has been successful in the Western Queensland Alliance of Council's submission to the State Government for improved housing, which has resulted in the State Government allocating funds for housing management plans to be developed. Boulia was one of the initial Councils to undergo the trial application process, and we remain hopeful that these plans are implemented with support from State Government funding.

We have been successful in the submission of the following grant applications, which will provide ongoing work for both Council staff and the local contractors for the balance of 2023 and into 2024:

- Local Government Grants and Subsidies Program (LGGSP-State Gov.) - Staff Housing \$2,100,000
- Building Our Regions (BoR-State Gov.) - Water treatment plant - Salt Water Chlorinator \$212,000
- Queensland Resilience and Risk Reduction Fund (QRRRF-State Gov.) - Coorabulka and Slashes Creek Road crossings \$1,700,000
- Remote Roads Upgrade Pilot Program (RRUPP-Fed. Gov.) - Springvale Rd re-sheeting \$1,540,000
- Regional Connectivity Program (RCP-Fed. Gov.) - NBN Telecommunications \$3,272,185
- Local Roads and Community Infrastructure (LRCI-Fed. Gov.) Industrial Estate \$1,130,000
- Outback Way - Donohue Highway sealing \$41,500,000 (Fed. Gov.) - proposed PPR Stage 1 \$3,900,000

*Ms Lynn Moore  
Chief Executive Officer*

*Photo by: Michaella Hindom*



# Economic Overview

## Unique lifestyle values

Bouliā Shire is the capital of Queensland's Channel Country, steeped in history and mystery. The life-giving Georgina River flows through the region to Lake Eyre Basin. Bouliā township sits on the banks of the Burke River and is known as the Land of the Min Min Light. Only 190 km east of the Northern Territory border and 300 km south of Mount Isa, the three R's apply here – rugged, rural and remote.



Bouliā township is located at the junction of three bitumen arterial roads that run east (Winton), north (Mt Isa), south (Bedourie/Birdsville) and west to Alice Springs. Bouliā is located at the eastern gateway to the Outback Way (Australia's Longest Shortcut), which stretches from Winton in Queensland to Laverton in Western Australia.

Regular Regional Express passenger flights connect Bouliā with Brisbane and Mount Isa Airports four times per week.

The Bouliā Racecourse Reserve is home to a spelling facility catering for up to 3000 head of cattle. This facility is also a Certified Organic spelling facility and is a particularly beneficial stop for cattle transport coming from the Northern Territory and travelling southeast through the state or vice-versa.

The township is supplied with sub-artesian potable bore water from six bores strategically located around the town. Town blocks are connected to sewerage and potable water. The town is well-serviced by accommodation providers, with a hotel, motel, and caravan park in Bouliā's township. A number of local businesses provide for the daily needs of residents and tourists, and bulk fuel is available for transporters. Robinson Park features a BBQ facility, multi-accessible toilets, modern playground equipment and a skate park.

Agriculture is Bouliā Shire's primary economic driver. The cattle industry is the most significant contributor to the region's Gross Regional Product. Sheep also contribute to the region's agricultural output.

Approximately 29,932 tourists overnight in Bouliā Shire each year and spend \$27.1 million. Of all visitors to the shire, 58 per cent are tourists. Tourists travel through the region from the Northern Territory (especially Alice Springs) and northern Western Australia. The Min Min Encounter and the Bouliā Camel Races are the region's primary tourism experiences.

With its proximity to the North West Minerals Province, mineral exploration is occurring to the north and west of Bouliā, with companies basing themselves in Bouliā to undertake this work.

To support the regions potential, the Bouliā Shire Council is investing in a new industrial area currently under development and has earmarked land for a new residential estate. These developments will support the region's growing agricultural, transportation and tourism sector.

# Boulia Shire Fast Facts

## Estimated Resident Population

**Boulia: 458**  
**Central West: 10,511**  
 (2021 Census)



## Heavy Vehicle Movements

**50 heavy vehicles** pass through Boulia each day (2020)

## Median Age

**Boulia: 33 years**  
**Central West: 41.6 years**  
 (2021 Census)



## Indigenous Population

**Boulia: 30.1%**  
**Central West: 4.6%**  
 (2021 Census)



## Boulia Shire Area

**60,906 km<sup>2</sup>**  
**3.28%** of Queensland's land area



**Gross Regional Product**  
**\$36.414 million** (2021)

## Tourism

**29,932 overnight visitors per year** (2020)



## Cattle Herd

**109,311 head**  
**10.08%** of Central West Queensland herd (2020/2021)



## Top Industries by Employment

### Agriculture, Forestry, and Fishing

**Boulia: 46.5%**  
**Central West: 25.7%**

### Public Administration and Safety

**Boulia: 14.5%**  
**Central West: 12%**

### Education and Training

**Boulia: 4.8%**  
**Central West: 7.7%**

Sources: ABS 2021 Population estimates, ABS 2021 Census, QGSO Population medium average projections, Small area labour market data December 2020, 2021 ABS Agriculture census, Stafford Strategy report, Remplan 2020.

# Project Pipeline



## Community Precinct (Hub)

Capex: \$10 million

Jobs: 10

Status: construction ready

The construction of a new Community Precinct will address the need for a suitable location for a public internet training hub, community library, post office, Boulia Shire Council offices and new office space (currently unavailable). The movement of two facilities into this building will release two Council buildings and allow the development of a childcare facility and potential art gallery in the future.

Extensive community consultation has been undertaken in the development of the project. The project is identified explicitly in Boulia Shire Council's Strategic Corporate Plan 2019 – 2024 and Operational Plan 2022-2023. Designs for the project have been completed and costed and the project is ready to proceed to construction.

## Residential Estate Stage 1

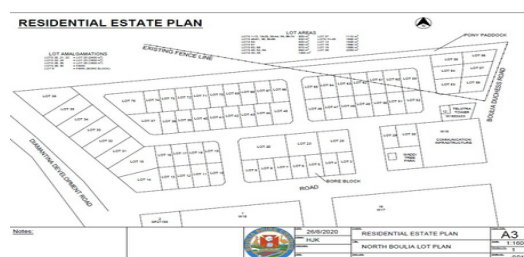
Capex: \$1.5 million

Jobs: 10

Status: Ready to construct

Boulia is located on the crossroads linking Mount Isa (north), NSW (south), Northern Territory (west) and the business export centres on the eastern seaboard of Queensland. Our location provides future opportunities for decentralisation, providing a 'hub' for long-haul transport operators, which Boulia's industrial estate supports.

This residential estate will meet current and future demand for residential land. Future demand will, in part, be driven by a medical centre and public schooling up to Year 7, which will attract additional young families to Boulia. Land in Boulia is at a premium, and Stage 1 of the estate (10 blocks in total – noted 'Bore block') is the first step in attracting and retaining new residents to town.



## Boulia Airport Upgrade

Capex: \$1 million

Jobs: 3

Status: construction ready

The Boulia Airport is a certified aerodrome operable at all times and is maintained to ensure compliance with the Australian Government's Civil Aviation Safety Authority (CASA) standards. The runway resurfacing will address shape and ponding issues, thus ensuring maintenance and operational costs do not escalate.

The airport is used for Regular Public Transport (RPT) services, aeromedical evacuations and private/charter aircraft landings. The RPT service operating in Boulia provides at least two return weekly services between Boulia and Mount Isa and Boulia and Brisbane. The aerodrome also serves as the only reliable night/wet weather backup strip for surrounding properties. The airport provides a vital transport connection during Channel Country floods and is essential for health services.

The Royal Flying Doctor Service provides the region's only GP service supporting the Boulia Clinic and delivers Maternal Health Clinics.

## Min Min Encounter Stage 2: Marine Fossil Experience

Capex: \$5 million (estimate)

Jobs: 12 (estimate)

Status: Design Stage

The educational 'experience' concept builds on the theme of Boulia – A Land full of history (inland sea) and mystery (Min Min Lights).

The proposed Stage 2 design expands the already very popular Min Min Light animatronics show designed and constructed over 20 years ago. Over 10,000 people visit Boulia annually, attracted by the annual Boulia Camel Races and events in the broader region – Big Red Bash, Birdsville Races, etc.

The project's scope will complement the existing animatronics show and provide an educational and stimulating experience in pre-miocene times when this area was an inland sea. The 'traveller' will walk backwards through time into a submarine 'experience' viewing extinct marine creatures through a porthole into the past.

*"Seeing spaces – going places..... Boulia."*

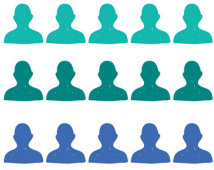


# Boulia Camel Races

15 - 17 JULY 2022

Queensland

## ATTENDANCES



TOTAL ATTENDANCE  
6,552

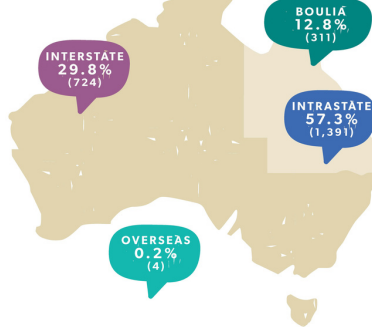


NUMBER OF INDIVIDUALS  
2,430

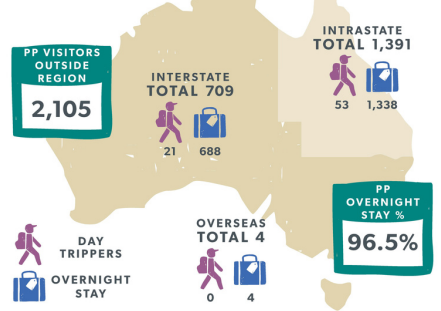


TOTAL NUMBER OF DAYS  
3

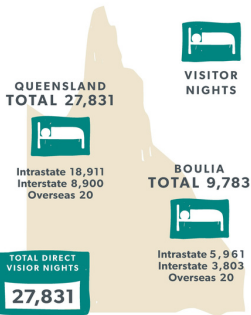
## VISITOR ORIGINS



## PRIMARY PURPOSE VISITORS



## DIRECT VISITOR NIGHTS



## OVERNIGHT VISITOR EXPENDITURE (OVE)



## VISITOR DAY TRIP EXPENDITURE



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## ORGANISER DIRECT AND INCREMENTAL EXPENDITURE

### ORGANISER CONTRIBUTION (BOULIA REGION)

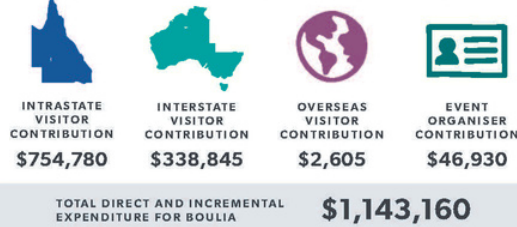
GROSS EXPENDITURE - EXPENDITURE MADE OUTSIDE BOULIA	ESTIMATED % OF INCOME MADE OUTSIDE BOULIA	TOTAL MADE OUTSIDE BOULIA
\$59,429	79.0%	\$46,930

### ORGANISER CONTRIBUTION (QUEENSLAND)

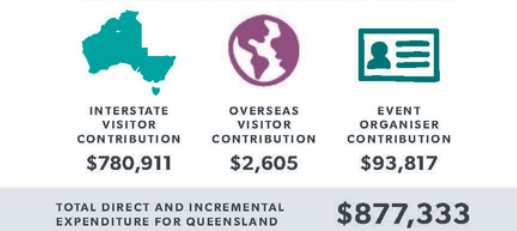
GROSS EXPENDITURE - EXPENDITURE MADE OUTSIDE QUEENSLAND	ESTIMATED % OF INCOME OBTAINED OUTSIDE QUEENSLAND	TOTAL OBTAINED OUTSIDE QUEENSLAND
\$372,650	25.2%	\$93,817

## ECONOMIC AND TOURISM IMPACTS

Total Direct and Incremental Expenditure for the Boulia region



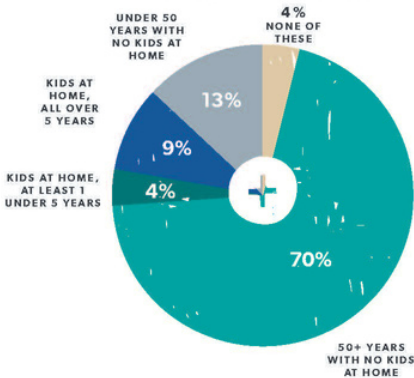
Total Direct and Incremental Expenditure for Queensland



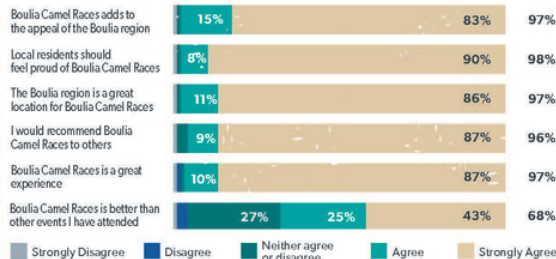
## AT A GLANCE

- Across the 3 days Boulia Camel Races attracted 2,430 individuals who attended or participated in one of the Boulia Camel Races events.
- Boulia Camel Races generated direct and incremental expenditure of \$1,143,160 attributable to the Boulia economy and \$877,333 attributable to the Queensland economy.
- Boulia Camel Races was responsible for generating 9,783 visitor nights in Boulia. The majority of these nights were generated by intrastate visitors (5,961).
- In total, \$2,985,857 was spent by overnight visitors who stayed more than 40km from their normal place of residence. The majority of this spending was undertaken by intrastate visitors (\$2,214,339).
- When assessing 'community pride', Boulia Camel Races rates high to very high on all indicators. The highest level of agreement was recorded for the statements 'Local residents should feel proud of Boulia Camel Races' (98%).

## DEMOGRAPHIC PROFILE



## COMMUNITY PRIDE



# Community Services 2022-2023

## During the 2022-2023 financial year:

- Why Leave Town gift cards worth \$200.00 each from the Community Drought Hardship Funding 2020-2021 were still being handed out into the community for those people eligible who lived through the 7-8 years of drought the shire endured.
- Through RADF funding, Arts Queensland supported three children's travelling shows in 22-23: *Wind in the Willows*, *Twinkle and the Moon*, *Aladdin and His Magiq Smartwatch*.
- RADF funding also supported the Boulia Camel Races to have a chainsaw artist show his skills at the July races. The July 2022 Camel Races marked the 25th year of the event.
- New signage organised for the shire:
  - The Tropic of Capricorn site now has a corten steel sign to replace the stolen statue on the Boulia-Bedourie Road.
  - New road/tourism signs replaced outside of Barcaldine and Winton.
  - The Hamilton rest area on the road to Winton has two (2) new signs.
  - Boulia Shire Hall sign was replaced.
  - Four new solar powered "smiley face" slowdown road signs were erected on Herbert Street and Burke Street.



# Community Services

## 2022-2023

### LIBRARY

Boulia Shire Council provides a modern, welcoming public library, open five (5) days a week, Monday to Friday.

The library continues facilitating community events such as ANZAC Day and Remembrance Day, organising the Senior Citizens Christmas lunch, and assisting with holiday activities in partnership with the Boulia Community Support office.

This year, the library has hosted many events, such as a Breast Cancer Awareness Week morning tea, and raised over \$400 for Cancer research.

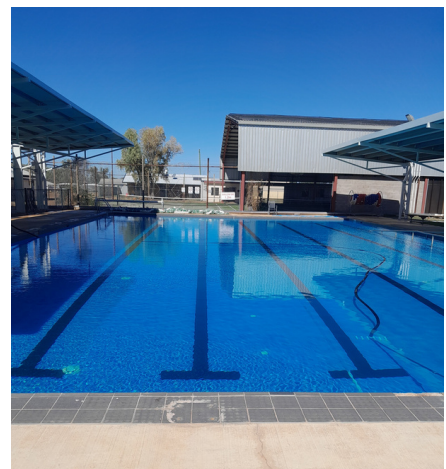
The First 5 Forever program, held twice weekly at the town library, continues to enjoy a loyal following of several toddlers and siblings with many art projects and fun events that help socialisation and creative learning in the under five years. Annual funding from the State Library has enabled these educational activities and purchases of materials to occur.

The Library offers many services to the community, such as:

- Borrowing/lending of books/audio tapes/DVD's
- Free WIFI and computers for use
- Printing, copying and scanning
- Laminating
- Free swap books
- A play/activity room
- Holiday activities programs
- Craft/reading time

### SPORTS COMPLEX:

The 2022-2023 financial year saw a slight change to the operation of the Aquatic Centre pool area, with this section of the complex now being leased to a Contractor. Council continues to operate the Gymnasium and all other areas of the Centre and has a casual employee who works three afternoons a week to deliver sports and creative activities to any children attending.



# Community Services

## 2022-2023

### TOURISM

#### Min Min Encounter:

The Min Min Encounter and Visitor Information Centre continues to promote the Shire to all visitors.

A new range of merchandise has hit the shelves, and new camel merchandise has proven popular. The show continues to attract people who have heard about it in the media and by word of mouth from other travellers. The story of the Min Min Lights continues to amaze and educate many documentaries and inquisitive television producers and filmmakers alike.

Visitation numbers did see a drop from the previous financial year; this lower figure is because the centre was closed for 4 months, and then many roads in the outback were closed due to flooding in February/March.

**2021-2022**

8,091



**2022-2023**

5894



Min Min Encounter Visitor Numbers

#### Min Min Encounter Sales

\$178,174

2021-2022

\$216,642

2022-2023

**2021-2022**

2,538



**2022-2023**

2,254



Heritage Complex Visitor Numbers

#### Boulia Heritage Complex:

The complex covers the ages from the Dinosaur marine reptile era of 100 million years ago, Indigenous Heritage, early explorers and European settlers.

Visitors to the complex are amazed at the quality of fossils on display and the presentation of artifacts by dedicated staff. Staff continue to progress the popularity of this complex with creative projects such as the Yarning Circle, where visitors can sit and listen to stories about the Indigenous Heritage of Boulia, the fossils, and the Min Min Lights.

# Works and Operations 2022-2023

The 2022-2023 year continued to see Boulia Shire Council's commitment to aligning our works and services projects to the needs of our community.

Council prides itself on working for and in conjunction with Local Government key stakeholders, including the wider community and the State and Federal governments. This essential collaboration ensures that everyone can access and experience the beauty and resilience of the Boulia Shire and Outback Queensland.

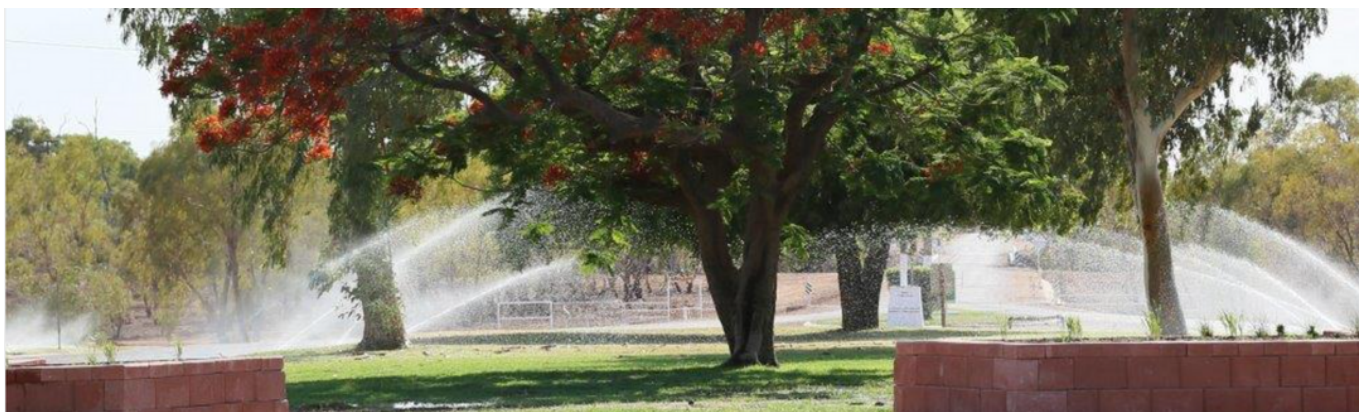
Our Councillors, staff and local contractors work tirelessly to fulfil Council's key priorities. These priorities are:

- Key Priority 1: Social License
- Key Priority 2: Built Environment
- Key Priority 3: Economic Development
- Key Priority 4: Natural Environment
- Key Priority 5: Governance
- Key Priority 6: Lifestyle and Community
- Key Priority 7: Our Team - Our People
- Key Priority 8: Leadership

Council staff and contractors have been busy working on various works and services projects throughout the past 12 months. We have been in the fortunate position of being able to implement a number of these projects thanks to grant funding received from both the State and Federal Governments. Council is extremely grateful to have received this funding because, with it, these projects were able to become a reality. The following pages depict a snapshot of the work that has been proudly carried out during the 2022-2023 financial year.

## Around town and on the land

- Our Parks and Gardens crews continued to work tirelessly year-round to keep our lawns and gardens beautiful and tidy. With numerous parks, median strips, and town entrances to attend to, it is an ongoing effort to maintain the greenery we are positively praised for in our sometimes bold climate.
- The Work Camp has continued to assist Council and local community members and groups with yard maintenance and event support.
- The Rural Lands Protection Officer (RLPO) has put out approx. 100kg of Graslan pellets around pest weeds in old Council burrow pits and treated a quantity of 25,230mls of 1080 solution in pig strength to treat 5,530kg of bait. Council continued its pest management program regarding the control of feral dogs, cats and pigs, with 43 Feral Dog Scalps, 1 Feral Cat Tail and 129 Pig Snouts being registered. The broken-down windmill and pump at Warena Bore was also replaced with a new solar pump and solar panels.
- Council program: Town Entrance beautification - border signage completed.



# Works and Operations 2022-2023

## Road Works

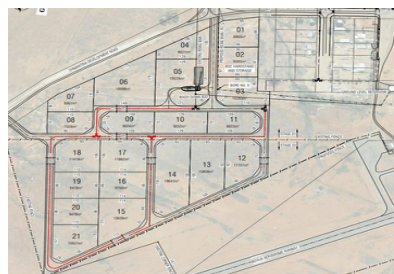
- The local Roads Maintenance Performance Contract (RMPC) Crew has completed maintenance work to the value of \$1.7 million in the last year.
- Several sealing projects have been progressing along the Donohue Highway from Boulia to the Northern Territory Border. By the end of the 2023-24 period, 162.1km will have been sealed, leaving approx. 76km left. Funding for works along this critical stretch of road can be done through Federal Government and Council collaboration, the Transport Infrastructure Development Scheme (TIDS) program, and the Roads to Recovery program.
- A rehabilitation and widening project of approx. 12km, funded by the Department of Transport and Main Roads, was completed on the Diamantina Development Road between Boulia and Mount Isa.
- Springvale Road gravel re-sheeting: funding (just over \$1.5m) through the Remote Roads Upgrade Pilot Program (RRUPP) has enabled 21 km along Springvale Road to be upgraded within this financial year.
- Bengeacca Creek Floodway Replacement: with Queensland Resilience and Risk Reduction Funding (QRRRF), Council has been able to construct a new, more extensive Bengeacca crossing, improving flood immunity along this stretch of road.
- Slashes Creek and Coorabulka Floodways – new concrete margins and floodways were brought into action thanks to QRRR Funding. These replaced gravel floodways, which often became the subject of prolonged road closures in the wet season.
- New town entry Truck Bay: Construction of a designated truck bay on the Winton side town entry commenced and is near completion. Creating this pullover in close proximity to the local Roadhouse will assist in increasing community road safety and provide better access to facilities for our valued truck drivers.
- QRA Flood Damage road works totalling \$3.3m were completed.



# Works and Operations 2022-2023

## Infrastructure Improvements

- **Salt Water Chlorinator:** Thanks to Building our Regions (Round 6) funding, work commenced on installing a Salt Water Chlorinator at the Boulia Water Treatment Plant. The unit replaces an existing gas chlorination system, resulting in improved water quality and more savings in ongoing operational costs due to being more energy efficient.
- **Sewerage Pump Station Upgrade:** The Works 4 Queensland (W4Q) 21-24 funding round enabled Council to install a new sewerage pump station adjacent to the existing structure, which is showing signs of deterioration and has insufficient wet well storage for the current population; this is an important project to ensure adequate and efficient infrastructure is in place to service the community.
- **ANZAC Garden Gazebo:** W4Q 21-24 funding saw the installation of a gazebo adorned with silhouettes of soldiers and poppy flowers in the ANZAC Garden; the structure is a beautiful addition to this important commemorative area.
- **Housing construction and renovations:** W4Q 21-24 and Local Government Grants and Subsidies Program 2022 - 2024 (LGGSP) funding has enabled Council to carry out much-needed renovations on aging housing assets (bathroom renovations, new flooring, etc.) and to commence construction on six new duplexes. Boulia Shire is only one of many shires experiencing a housing shortage. The new buildings will be a welcomed addition in the bid to combat this issue.
- **Development of the Boulia Industrial Estate:** Funding from the Building our Regions, Local Roads and Community Infrastructure (LRCI) umbrella (Phase 2 and 3) saw Council be able to continue works on the Boulia Industrial Estate (subdivision, installation of water and communication services). Pave and seal works are also in the pipeline, thanks to the funding.
- **NBN Telecommunications Town Fibre to the premises:** Council successfully obtained a grant of over \$4m to provide fibre to the premises of Boulia township. With funding through the Regional Connectivity Program (RCP), this project is a collaboration of the efforts of the Federal Government, NBN and Council and will take approximately 18-24 months to deliver. Community information sessions have been and continue to be held, and preliminary works have commenced. Once complete, the community will benefit from improved access to health and education services, improved public safety and regional amenities, community connection and inclusion.
- **Upgrade Security Fencing at Boulia Airport:** improvements were made to the airport access gate, re-instating a path, and improvements to lighting thanks to funding from the Remote Airstrip Upgrade Program (Round 8).



# Works - Rural Roads and Town Streets 2022-2023

Rural Roadworks completed		
Selwyn Rd	Council Maintenance, QRA Emergent Works, Flood Warning	\$98,033.39
Donohue Hwy	Council Maintenance, QRA Emergent Works, Flood Warning, Outback Way Funding, QRRRF	\$2,772,592.98
Toolebuc Rd	Council Maintenance, QRA Emergent Works, Flood Warning	\$104,532.01
Linda Downs Link Road	QRA Emergent Works, QRA Flood Damage	\$125,251.43
Urundangi Border Rd	Council Maintenance, QRA Emergent Works, QRA Flood Damage	\$280,949.92
Urundangi South Rd	Council Maintenance, QRA Emergent Works, QRA Flood Damage	\$400,575.57
Headingly Rd	Council Maintenance, QRA Flood Damage	\$41,059.63
Elrose Rd	Council Maintenance, QRA Emergent Works, QRA Flood Damage	\$230,497.37
Coorabulka Rd	Council Maintenance, QRA Emergent Works, QRRRF, QRA Flood Damage	\$607,444.92
Toolebuc-Middleton Rd	Council Maintenance, QRA Flood Damage	\$173,616.81
Urundangi North Rd	Council Maintenance, QRA Emergent Works, Flood Warning, QRA Flood Damage	\$379,731.81
Slashes Creek Rd	Council Maintenance, QRA Emergent Works, QRRRF	\$831,141.29
Pathungra Rd	Council Maintenance, QRA Emergent Works	\$27,436.35
Linda Downs Rd	QRA Emergent Works, QRA Flood Damage	\$387,706.23
Springvale Rd	Council Maintenance, QRA Emergent Works, Remote Roads Upgrade Pilot Program, QRA Flood Damage	\$2,870,834.32
Town Streets	Council Maintenance	\$150,850.14



# Works and Operations 2022-2023

## SHIRE ROADS FLOOD DAMAGE SNAPSHOT

1/7/2022 - 30/6/2023

Bulk excavate surplus material  
and remove from site - \*\*\*m<sup>3</sup>



Gravel resheeting - \*\*\*m<sup>3</sup>

Gravel supply and top up gravel - \*\*\*m<sup>3</sup>

Heavy formation grading - \*\*\*m (\*\*\*)km)

Medium formation grading - \*\*\*m (\*\*\*)km)

Replace markers and guide posts - \*\*\*

Reshape table drain - \*\*\*m

Rock protection - \*\*\*m<sup>3</sup>



Sealed Pavement  
repairs  
\*\*\*m<sup>2</sup>

**Total Value** of works completed: \$\*\*\*\*  
(this value is from the actual cost at acquittal)

Funding to complete these works is provided by Queensland Reconstruction Authority



# Workplace Health and Safety 2022–2023

The health and safety of our workers, customers, contractors, visitors, and the general public are of primary importance to our organisation, and we will continue to update our processes to achieve this goal in the future. Council is pleased to report that in keeping with meeting our WHS objectives, we:



- Have an online WHS induction program available for Contractors and new staff.
- Continue to work with Contractors on all projects to ensure necessary documentation, training and compliance is completed.
- Continue to implement iAuditor (online application software to record incidents, inspections and hazards across the Council and all worksites).
- Hold Toolbox talks across Council for all Staff as well as for Contractors.
- Conduct random drug and alcohol testing for all staff and Councillors.
- Have begun updating and overhauling the Safety Management System from Safe Plan to Local Government Workcare (LGW) On-Line Master Suite.
- Achieved a TMR audited result of 75.8%! TMR accreditation gives Council the ability to work on state-controlled roads. To attain registration, Council must achieve a score of 70% or above in the three yearly audits, which are composed of seven elements, within which Council must demonstrate compliance in each component. With this accreditation, Boulia Shire Council would have more work; therefore, a successful audit result is crucial to the livelihood of our workforce and local contractors.



## Equal Opportunity in Employment Plan

Through up-to-date policies and procedures, Boulia Shire Council adheres to Equal Employment Opportunity in all human resources practices. For example, such practices as:

- employing the best person for the position.
- praise and promote employees based on merit, and the potential of the employee to handle greater responsibility and their willingness to do so.
- maintain a workplace free of harassment and victimisation.



# Statutory Reporting 2022-2023

In accordance with the *Local Government Act 2009* (LGA) and the *Local Government Regulation 2012* (LGR) there a number of statutory reporting requirements local governments must include within their Annual Report. This section of the report addresses these obligations.

## Expenses Reimbursement Policy and Non-current Physical Assets (LGR section 185) (a)

Pursuant to section 250(1) of the *Local Government Regulation 2012*, Council holds a Councillor Expenses Reimbursement Policy, policy number 111. The policy, available to view on the Council website, provides guidelines and procedures for the reimbursement of Councillors for expenses incurred in attending to and discharging their official duties as representatives of Bouliia Shire Council and is reviewed every three years or as impacted by legislation.

## Resolutions made during the financial year under s206(2) of the LGR (LGR section 185) (b)

No resolutions of Council were passed under section 206(2) of the regulation during 2022-2023. This provision deals with any resolutions passed that sets an amount for each different type of non-current asset. The notation of how Council deals with this is listed in Note 12 in the financial statements.

All items of plant and equipment with a total value of less than \$5000, and infrastructure assets and buildings with a total value of less than \$10,000 are treated as an expense in the year of acquisition. All other items of property, plant and equipment are capitalised.

## Councillor Remuneration, Superannuation, Expenses and facilities provided (LGR section 186)

The below remuneration, superannuation and expenses figures are reflective of all the Councillors that held a seat during the 2022-2023 period.

Name	186 (a) Remuneration	186 (a) Employer Superannuation	186 (b) Expenses incurred*	Total
Mayor Rick Britton	\$110,386	\$11,591	\$17,212	\$139,189
Cr Sam Beauchamp	\$38,827	\$4,061	\$893	\$43,781
Deputy Mayor Jack Neilson	\$43,883	\$4,608	\$3,906	\$52,397
Cr Jan Norton	\$38,031	\$3,993	\$0	\$42,024
Cr Tim Edgar	\$38,031	\$3,993	\$0	\$42,024

\* This figure is reflective of the cost of expenses incurred by and facilities provided to Councillors. Expenses include such items as travel, accommodation and meals encountered whilst attending to and discharging official duties. All Councillors are provided with a corporate uniform and IT equipment. In addition, the Mayor is also provided with a mobile phone. A total of \$22,011.00 was incurred in Councillor Expenses for the 22-23 financial year.

## Conduct and Performance of Councillors (LGR section 186)

During the 2022-2023 financial year there were:

- 186d(i) no orders of unsuitable meeting conduct made under section 150I(2) of the LGA
- 186d(ii) no orders of disciplinary action made against Councillors under section 150AH(1) of the LGA
- 186d(iii) no decisions, orders or recommendations made under section 150AR(1) of the LGA in relation to disciplinary action against Councillors.

# Statutory Reporting 2022-2023

## Complaints about Councillors - LGR section 186 (1)(f)

In the 2022-2023 financial period, there were:

- i. no complaints referred to the assessor under section 150P(2)(a) of the LGA by the Council, a Councillor or the CEO.
- ii. no matters, mentioned in section 150P(3) of the LGA, notified to the Crime and Corruption Commission.
- iii, iv. no notices given under section 150R(2) or 150S(2)(a) of the LGA
- v. no decisions made under section 150W(1)(a), (b) and (e) of the LGA
- vi. no referral notices accompanied by a recommendation mentioned in section 150AC(3)(a) of the LGA.
- vii. no occasions information was given under section 150AF(4)(a) of the LGA.
- viii. no occasions the Council asked another entity to investigate, under chapter 5A, part 3, division 5 of the LGA for the Council, the suspected inappropriate conduct of a Councillor.
- ix. no applications heard by the conduct tribunal about the alleged misconduct of a Councillor under chapter A, part 3, division 6 of the Act, about whether a Councillor engaged in misconduct or inappropriate conduct.

## Councillor Meeting attendance (LGR section 186) (c)

Elected members form the decision-making body of Council, and matters for consideration are directed through regular Council meetings. Ordinary Meetings of Council are held approximate to the third week of every month.

Special Meetings are convened where necessary to consider specific items such as budget, major projects and future strategic direction. Like Ordinary Meetings, Special Meetings comprise all members of Council and are called as and when required to attend to any urgent business of Council.

All meetings are open to the public, unless Council resolves, under Section 254J(3) of the *Local Government Regulation 2012*, that a meeting be closed. Council, from time to time, needs to discuss matters such as contracts, staff, industrial and legal proceedings 'in confidence' and closes that part of the meeting to the public.

Public notice of days and times of meetings is given each month and copies of the agenda for each meeting are available for public inspection at Council's Administration Centre or on the Council's website at least two days prior to each scheduled meeting. All decisions made by Council are reflected in the Council's Meeting Minutes which are also open for inspection at Council's Administration Centre or on the Council's website.

The below table is reflective of the number of Ordinary and Budget/Special Meetings attended by Councillors. It does not include Councillor attendance at other meetings, for example at representative committee meetings.

Name	Ordinary Meeting	Budget/Special Meetings
Mayor Rick Britton	12	2
Cr Sam Beauchamp	12	2
Cr Tim Edgar	11 (granted 1 leave of absence)	2
Cr Jack Neilson	11 (granted 1 leave of absence)	2
Cr Jan Norton	11 (granted 1 leave of absence)	2

# Statutory Reporting

## 2022-2023

### **Administrative Action Complaints (LGR section 187) (1a) (1b)**

Bouliia Shire Council is committed to providing a level of customer service that does not attract complaints however, acknowledges the right of persons to provide feedback, both positive and negative, on its services and/or to lodge a complaint. Council makes a genuine commitment to dealing fairly with administrative action complaints and this is achieved through the adoption of policies and procedures designed to provide confidence in Council's ability to provide feedback and deal with complaints in a fair and equitable manner. Council's policy 127, Complaints Management Policy and Process (available to view on the Council website) specifically provides guidelines on how administrative action complaints are handled.

The complaints process has been instituted to ensure that, to the greatest practical extent, any complaint is dealt with fairly, promptly, professionally, in confidence (subject to any legal requirements) and in a manner respectful to the complainant. To this end, within Council's complaints management process we endeavour to ensure that:

- People with particular needs are assisted – for example people who are in any way disadvantaged by intellectual or physical disability, education, language ability or any other impairment.
- Council officers receive complaints in a professional manner and welcome valid feedback as an opportunity for improvement of the Council's administrative practices.
- Complainants will not suffer any reprisal from Council or its officers for making a complaint.
- Complaints are responded to as quickly as possible and in accordance with the timeframes set out in the complaints process.
- Complaints are properly monitored with a view to continuous improvement of the Council's business processes.
- If a complainant is not satisfied that a complaint has been satisfactorily resolved, they will be informed of any statutory right of review and, if they request, be provided with details of any further review mechanism that is available.

**In accordance with section 187(2) of the LGR, Council is pleased to note that during the 2022-2023 period, there were:**

- (a)(i) no administrative action complaints made to Council
- (a)(ii) no administrative action complaints required to be resolved by the Council under the complaints management process
- (a)(iii) no administrative action complaints not resolved by the Council under the complaints management process
- (b) no administrative action complaints not resolved by Council under the complaints management process that were made in a previous financial year.

### **Expenditure from each Councillor's discretionary fund and expenditure on grants to Community Organisations (LGR section 189 and LGR section s354)**

201B LGR - Requirements for local government about discretionary funds - not applicable

202A LGR - Requirements for notice of allocation - not applicable

The Bouliia Shire Council does not have any Councillor discretionary funds, however a strong supportive community environment is a key priority for Council. We are therefore fully committed to assisting our local organisations where possible and are pleased to be able to provided grant support when feasible.

# Statutory Reporting 2022-2023

## Expenditure from each Councillor's discretionary fund and expenditure on grants to Community Organisations (LGR section 189 and LGR section s354)

During the 2022-2023 financial year, the following grants to Community Organisations were allocated:

Organisation	Purpose	Approval	Amount
Boulia Camel Races	Venue and Equipment Hire for events	CEO	\$46,600.42
Mount Isa School of the Air	Venue Hire	CEO	\$1,430.00
Boulia P&C Association	Venue Hire	CEO	\$840.00
Boulia State School	Venue Hire	CEO	\$4,480.00
Boulia Community Support	Venue Hire	CEO	\$3,855.00
Drought Angels	Venue Hire	CEO	\$660.00
Variety Bash 2022	Venue Hire	CEO	\$660.00
Southern Cross Association	Venue Hire	CEO	\$660.00
Boulia Rodeo Association/ Boulia Campdraft Club	Venue, Bus and Equipment Hire	CEO	\$42,910.38
RAVA Productions	Venue Hire - Wind in the Willows Performance	CEO	\$480.00
Boulia Turf Club	Venue Hire	CEO	\$3,033.04
Boulia Golf Club	Bus Hire	CEO	\$340.00
QCWA Boulia	Venue Hire	CEO	\$560.00
Pitta Pitta Aboriginal Corporation	Venue and Bus Hire	CEO	\$1,400.00
Desert Sands Motel	Equipment Hire - ANZAC Day Breakfast (Dawn Service)	CEO	\$176.00
Community Member	Venue hire for free line dancing lessons	CEO	\$1,900.00

# Statutory Reporting 2022-2023

## Overseas Travel (LGR section 188)

No Councillors or employees of Council undertook any overseas travel during the financial year.

## Senior Management Remuneration (LGA section 201)

The following information is listed in increments of \$100,000 of the Senior Management of Boulia Shire Council for the 2022-2023 financial year.

Number of Positions	\$'s
Nil	\$200,000 - \$300,000
Three	\$100,000 - \$200,000

The total remuneration packages payable in 2022-2023 to Senior Management was \$455,145.19 (the total of all Senior Executive remuneration).

## Changes to Tenders (LGR section 190)

The following invitations or requests to change tender/s under section 228(7) of the LGR were issued:

Tender Number	Tender Description	Addendum Description
T2022-23.9	Stand-Alone Power System Solution	1. Extension of Time
T2022-23.11	Supply and Install of Slashes Creek and Coorabulka Road Structures Package 2	1. Additional Scope of Works 2. Extension of Time & Additional Works

## Beneficial Enterprises (LGA section 41) and Business Activities (LGA section 45)

The Boulia Shire Council had no beneficial enterprises or business activities during the 2022-2023 financial year.

## Internal Audit (LGR section 190)

Boulia Shire Council appointed Walsh Accounting as internal auditors in 2018. They have undertaken ten audit reviews.

Council has an Audit & Risk Management Committee which includes the Mayor and Deputy Mayor and an external party in accordance with the *Local Government Act*. Peter O'Regan from O'Regan & Partners Chartered Accountants is the Chair of the committee.



# Statutory Reporting 2022-2023

## Investigation notices (LGR section 190)

There were no investigation notices given under section 49 of the LGR for competitive neutrality complaints during the year ended 30 June 2023.

## Responses to the Queensland Competition Authority's (QCA) recommendations (LGR section 190)

There were no responses in the financial year on the QCA's recommendations on any competitive neutrality complaints under section 52(3) of the LGR.

## List of Registers kept by Boulia Shire Council (LGR section 190(f))

The following registers are kept by the Boulia Shire Council:

Register	Act/Regulation	Purpose
Register of Interest of Councillors and their related parties	LGR 2012 section 290(1)	To record certain financial and other personal interests of Councillors and their related parties
Register of Interests of the Chief Executive Officer and Senior Executive staff and their related persons	LGR 2012 section 290(1) and (2)	To record certain financial and other personal interest of the CEO, Senior Executive Staff and their related parties
Register of Delegations by Council	LGA 2009 section 257	To record all powers delegated by Council
Register of Delegations by Chief Executive Officer	LGA 2009 section 259	To record all delegations made by CEO
Register of Local Laws	LGA 2009 section 31 and LGR 2012 section 14	To record all Local Laws
Register of Roads	LGA 2009 section 74	To show details of roads in the Shire available to any person
Register of Land Record	LGR 2012 section 154(2)	To record details of every parcel of rateable land in the Shire
Register of Cost-Recovery Fees	LGA 2009 section 98	To record the cost-recovery fees made under a local law or resolution
Register of business activities to which the competitive neutrality principles apply	LGR 2012 section 56	To record the business activities to which the competitive neutrality principles apply
Register of non-current physical assets	LGR 2012 section 180	Register of non-current physical assets

# Statutory Reporting 2022-2023

## Summary of all Concessions for Rates and Charges Granted by Council (LGR section 190)

### Pensioner Rebate

Ratepayers who reside in their own premises in Boulia or Urandangi receive a full rebate on their general rates and a 30% subsidy on service charges (excluding the Emergency Services Levy - ESL) up to a maximum of \$180.00. This subsidy is in addition to the 20% subsidy offered by the State Government (up to a maximum of \$180.00).

### Other Remissions

Other remission requests, or rate deferral requests, are assessed on a case-by-case basis. In considering the application of concessions, Council is guided by the principles of:

- Equity: By having regard to different levels of capacity to pay within the local community
- Consistency: The same 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 concession.

### Discounts

To encourage prompt payment and to ensure equity, Council offered to all ratepayers a 6% discount on the 'Rates Notice' (excluding interest charges and fire levy), if all current and outstanding rates and charges were paid within at least 30 days after the issue of the rates notice.



# Annual Operational Plan Review 2022–2023

The following pages provide a quick overview of the key priorities outlined in the Boulia Shire Council Operational Plan.

For a full report on the activities of each section of the Operational Plan please visit the Boulia Shire Council website [www.boulia.qld.gov.au](http://www.boulia.qld.gov.au) (Council documents section)



# Operational Plan Review 2022–2023

## Key Priority 1: Social License

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

- Provision of inkind support to local community organisations – Camel Races, Rodeo etc.
- Gardening and Christmas Lights competitions continued.
- In conjunction with 'Grant Guru', Boulia Funding Finder website available to all clubs and community members.
- Community events such as NAIDOC, Australia Day supported.
- Council facilities available for local events.
- Library programs for all ages delivered with high attendance numbers.



## Key Priority 2: Built Environment

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

- Airports at Boulia and Urandangi are well maintained by Council.
- Disaster Recovery Funding Arrangements for flood events total over \$3m to complete road repairs.
- Outback Highway sealing program continued with 76 km left to seal.
- Regular Plant Committee Meetings to review and formalise Council's plant purchasing and renewal schemes.
- Asset Management Plans progressed.
- Improvements to water and sewerage infrastructure (new sewerage plant, new salt water chlorinator).
- Industrial Estate progressed.
- Shelf ready projects on standby, ready for suitable funding opportunities as they arise.
- Residential Estate planning continues to remain in the forefront of Council's future planning.
- Staff housing project (new duplex units in Pituri Street) able to get underway.

# Operational Plan Review 2022-2023

## Key Priority 3: Economic Development

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

- Ongoing distribution of the Channel Country Chatter.
- Television advertising to support tourism.
- Online booking capabilities for the Min Min Encounter and Boulia Heritage Complex.
- Collaboration with regions Roads, Water and Pest Management groups.
- Strong representation to support Boulia through involvement in RAPAD, OHDC, WQAC.
- Organic Spelling Yards kept up to certified standards.
- Maintained an active footprint in social media relations with regular postings on Council and Min Min Encounter Facebook pages.



### Have you seen the light? - BOOK ONLINE NOW!!!

Would you like to take part in a 45-minute animatronic show about the story of the Min Min Light? Or maybe explore the history of the Boulia Shire including 100 million year old fossils of marine reptiles? Or do both? You can now book your experience online before you get here.

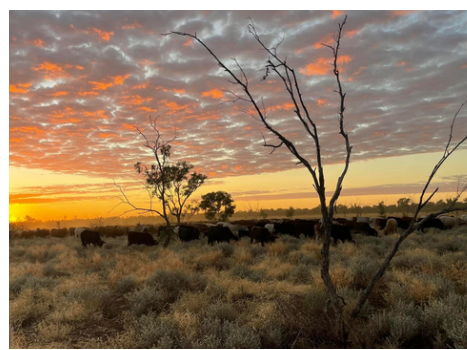
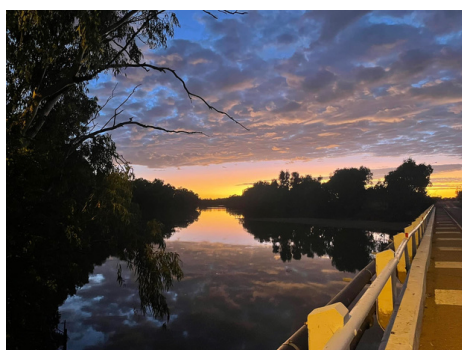
[Simply click here to visit our Online booking page](#)



## Key Priority 4: Caring for the Environment

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

- Cultural Heritage clearances are conducted for all new sites.
- Fogging activities completed after rain events.
- Support of SES members and facilities.
- Support for Boulia Land Care.
- Management of reserves and Town Common.
- Management of pest species - bounty for wild dog scalps and pig snouts with assisted baiting across the Shire.



# Operational Plan Review 2022-2023

## Key Priority 5: Robust Governance

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

- Strengthening Boulia Shire – preparing for the review of the EBA Agreement.
- Audit and Risk Management Committee reviews were completed with no adverse findings.
- WH&S focus across the organisation – toolbox talks, Take-5s, I-Auditor implemented both inside and outside staff.
- Online induction system continues for all Contractors and new staff.
- All policies and procedures are reviewed on time within legislation.
- Long Term Financial Plan was completed using the Queensland Treasury Model.
- Quarterly Operational Plan reviews are reported to Council each quarter along with the budget reviews.
- Drug and Alcohol testing for all staff and Councillors continues.



## Key Priority 6: Lifestyle and Community

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

- Provision of Post Office services - mail and parcels etc.
- Zoom room facilities are available for meetings (teleconferences).
- Ongoing support to SES, Queensland Health, Fire and Police Services.
- Parks and gardens scheduled maintenance projects and town beautification.
- Min Min Encounter and Boulia Heritage Complex to support the local economy.
- Out-of-hours gym key available at the Sports Complex and Boulia Swimming Pool Contract issued.
- Provision of Council facilities for community events: Racecourse Reserve – Easter Races, Campdraft, Camel Races and Rodeo.



# Operational Plan Review 2022–2023

## Key Priority 7: Our Team – Our People

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

- Fostering a WH&S culture across the organisation.
- Performance reviews and staff training plan completed for staff.
- Ongoing availability of the Go1 and SafetyHub platform for online training.
- Continue to support staff and families with the Employee Assistance Program.
- Customer Management system development is in process.
- Partner with Boulia Community Services to deliver after school programs and activities such as Bingo.



## Key Priority 8: Leadership

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

- Mayor lobbies on behalf of Boulia for the sealing of the Outback Way.
- Representation at key Government functions.
- Council Elected Members have attended all meetings (with only minimal apologies noted).
- Council meetings are uploaded to the website within the timeframe.
- Council has built strong relationships and is well respected by external bodies such as RAPAD, OHDC and LDMG.

# Community Financial Report 2022-2023

The Community Financial Report aims to simplify Council's financial statements through a visual and plain English written explanation of our results for the financial year 1 July 2022 to 30 June 2023.

This Community Financial Report consists of 3 key statements. They are:

- Statement of Comprehensive Income
- Statement of Financial Position
- Statement of Cash Flows

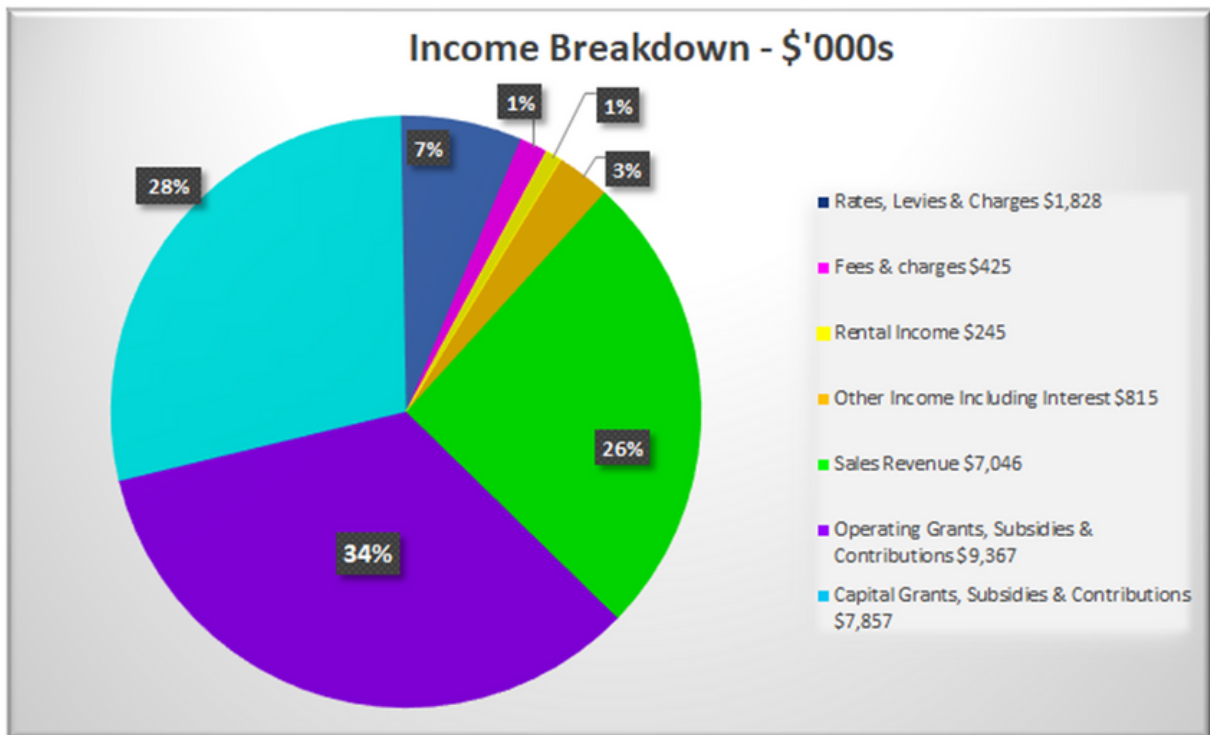
## Statement of Comprehensive Income

The Statement of Comprehensive Income reflects how we take the money we receive in our day-to-day operations and spend it to provide the level of services the community expects from our Council. This year, Council's total revenue amounted to \$27.6 million, and total expenses amounted to \$18.7 million, returning a net result surplus of \$8.9 million.

## Revenue – Where did Council's funds come from?

Council's reported Total Income of \$27.6 million during the 2022-23 financial year is broken up into two areas:

Operating Income	\$ 19.7M
Capital Income	\$ 7.9M





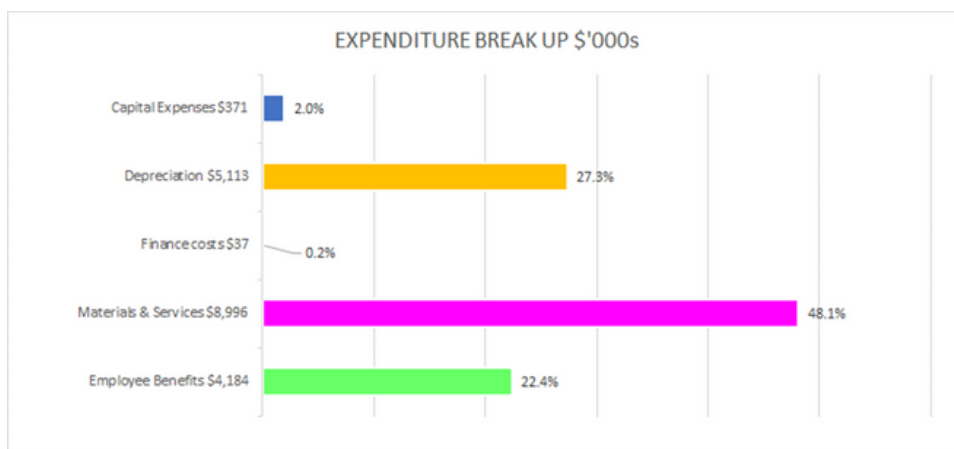
# Community Financial Report 2022–2023

The more significant contributors to Council’s revenue stream include:

- Rates, Levies & Charges (\$1.8m)
- Sales Revenue (\$7.0m)
- Operating Grants, Subsidies & Contributions (\$9.4m)
- Capital Grants, Subsidies & Contributions (\$7.9m)

## Expenditure – Where does the money go?

Council incurs operating and capital expenditures by providing a wide range of services to the community. Expenditure is regularly monitored to ensure funds are used efficiently.



Operating expenditure is made up of:

- Employee Benefits (\$4.18m)
- Materials & Services (\$8.99m)
- Finance Costs (\$0.04m)
- Depreciation (\$5.13m)
- Capital Expenses (\$0.37m)

Employee benefits consist of wages and other entitlements, such as superannuation and annual leave paid to our staff members.

Materials & Services consists of goods Council purchases to use in day-to-day operations. Council uses local suppliers and contractors wherever possible so that the money flows back into our community.

Finance costs consist predominantly of provisions for bad debts, loans and bank charges.

## Statement of Financial Position

The Statement of Financial Position measures what we own (our assets), what we owe (our liabilities) and our net worth (total community equity) at the end of the financial year.

Total Assets	\$216.4m
Total Liabilities	\$ 4.0m
Total Community Equity	\$212.4m

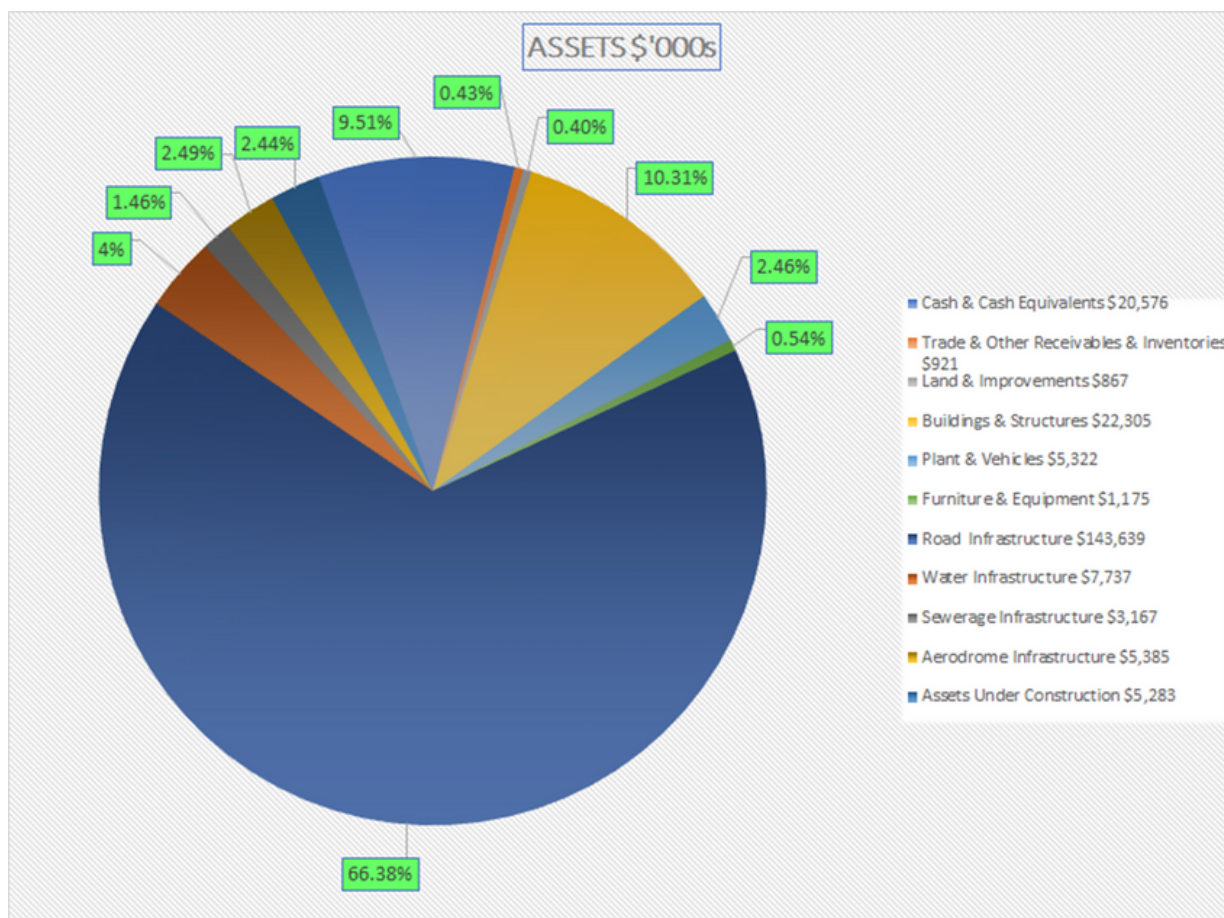
# Community Financial Report 2022-2023

## Assets – What the community owns

Assets controlled by Council totalled \$216m of which property, plant and equipment accounts for 90% of Council's assets which includes the road infrastructure, buildings & structures, plant & vehicles, water, sewerage and aerodrome assets. This represents a significant investment of community funds and requires careful management to ensure that the levels of service provided by these assets is maintained and the remaining 10% is our cash and investments.

The major components of our assets include:

- Road Network (\$143.6m)
- Land, Buildings & Structures (\$23.2m)
- Plant & Vehicles (\$5.3m)
- Cash & Investments (\$20.1m)
- Assets Under Construction (\$5.3m)
- Water Infrastructure (\$7.7m)
- Sewerage Infrastructure (\$3.2m)
- Aerodrome Infrastructure (\$5.4m)
- Trade & Other Receivables and Inventories (\$0.9m)

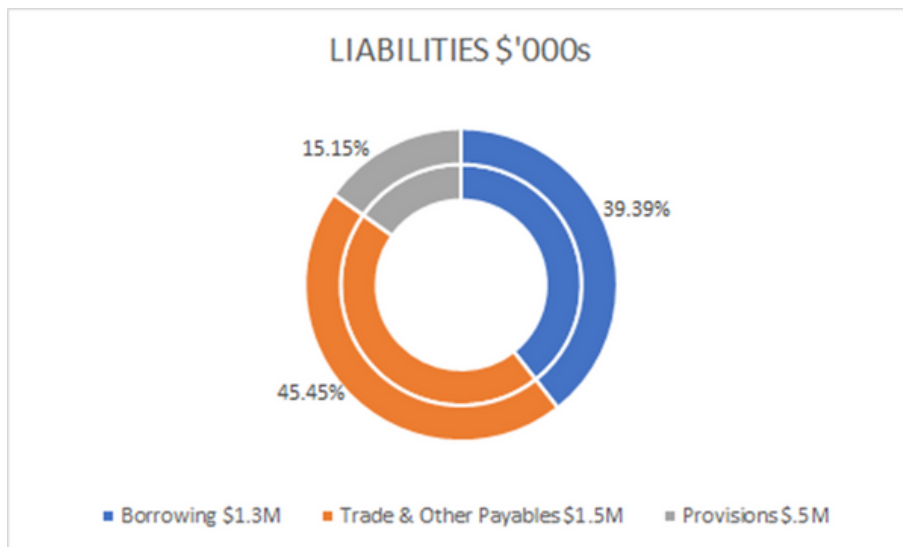


# Community Financial Report 2022-2023

## Liabilities – What the community owes

The components of our liabilities are:

Borrowing	\$1.3M
Trade & other payables	\$1.5M
Provisions	\$0.5M



## Statement of Cash Flows

The statement of cash flows shows Council's cash received and spent during the year. It shows our ability to pay our bills and put aside funds for the future. Our final cash balance as at 30 June 2023 was \$20.6M, which is an increase of \$1.5M from the previous year.

This report covers three specific areas: Financing, Investing and Operating activities.

- Financing activities are cash received if Council takes out new loans or cash paid as repayments against loans.
- Investing activities include money Council receives and spends when we buy or sell property, plant and equipment (Capital purchases).
- Operating activities include all other areas such as rates, fees & charges, interest, grants, employee costs, materials & services, interest and administration.

Listed on the following page is a table showing the results of the Cash Flow Statement for the past seven years.

# Community Financial Report 2022-2023

	2022/23	2021/22 \$,000	2020/21 \$,000	2019/20 \$,000	2018/19 \$,000	2017/18 \$,000	2016/17 \$,000
Opening Cash Balance	19,020	18,063	21,513	16,408	13,903	14,961	11,779
Net Cash Flow from Operating Activities	7,011	3,114	(3,532)	2,671	4,079	(1,440)	3,638
Net Cash Flow from Investing Activities (Capital Purchases)	(5,426)	(2,465)	135	2,485	(1,525)	429	(411)
Net Cash Flow from Financing Activities (Loans)	(89)	368	(53)	(51)	(49)	(47)	(45)
Closing Cash Balance	20,576	19,080	18,063	21,513	16,408	13,903	14,961

## Key Sustainability Ratios

The Department of Local Government, Community Recovery and Resilience has developed a range of sustainability indicators to assist in assessing the sustainability of Councils. A Queensland Council is considered sustainable if its infrastructure and financial capital is able to be maintained over the long term.

Section 179 of the *Local Government Regulation 2012* requires that the measures of sustainability for the financial year be included in the Community Financial Report. The table below summarises the indicators and compares Council's actual results with the targets.

Measure of Financial Sustainability	How it is calculated	Explanation	Target	Result at 30 June 2023	Target met
Operating surplus ratio	Net result divided by total operating revenue	Measures the extent to which Council's revenue raised covers operational expenses. If there is a surplus, this is then available for funding capital expenditure	Between 0% and 10%	7%	Yes
Asset sustainability ratio	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense	This ratio reflects the extent to which infrastructure assets managed by Council are replaced as they reach the end of their useful life	Greater than 90%	158%	Yes
Net Financial liabilities ratio	Total liabilities less current assets divided by total operating revenue	Measures the extent to which the net financial liabilities of Council can be repaid from operating revenue	Less than 60%	-89%	Yes

# Community Financial Report 2022-2023

## Overall Financial Summary

Council has achieved 2 of the 3 key targets for the financial year but must focus on fine-tuning our management of asset replacement so that the asset sustainability ratio meets its target.

**\$20,575,678**

**CASH BALANCE**

as at 30 June 2023

**\$212,418,350**

**TOTAL COMMUNITY EQUITY**

as at 30 June 2023



## The Future

Council has further consolidated its financial position and is in a sound financial position to face the challenges in the years ahead.



# Financial Statements



**Boulia Shire Council**  
**Financial Statements**  
For the year ended 30 June 2023



# Bouliia Shire Council

## Financial Statements

### For the year ended 30 June 2023

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**Boulia Shire Council**  
**Statement of Comprehensive Income**  
For the year ended 30 June 2023

	Note	2023 \$	2022 \$
<b>Income</b>			<b>Restated*</b>
<b>Revenue</b>			
<b>Recurrent revenue</b>			
Rates, levies and charges	3(a)	1,828,330	1,382,180
Fees and charges	3(c)	425,201	237,421
Rental income	3(c)	244,724	273,404
Interest received	3(c)	503,523	79,797
Sales revenue	3(b)	7,046,073	7,647,928
Other income	3(c)	311,159	211,981
Grants, subsidies, contributions and donations	4(i)	9,366,900	5,760,666
<b>Total recurrent revenue</b>		<b>19,725,910</b>	<b>15,593,377</b>
<b>Capital revenue</b>			
Grants, subsidies, contributions and donations	4(ii)	7,856,952	8,760,726
<b>Total capital revenue</b>		<b>7,856,952</b>	<b>8,760,726</b>
<b>Total income</b>		<b>27,582,862</b>	<b>24,354,103</b>
<b>Expenses</b>			
<b>Recurrent expenses</b>			
Employee benefits	6	(4,183,715)	(3,946,367)
Materials and services	7	(8,996,109)	(8,682,967)
Finance costs		(36,785)	(40,118)
Depreciation	11	(5,113,328)	(4,665,038)
		<b>(18,329,938)</b>	<b>(17,334,490)</b>
<b>Capital expenses</b>			
Loss on disposal of non-current assets	5	(370,600)	(308,143)
<b>Total expenses</b>		<b>(18,700,538)</b>	<b>(17,642,633)</b>
<b>Net result</b>		<b>8,882,324</b>	<b>6,711,470</b>
<b>Other comprehensive income</b>			
<b>Items that will not be reclassified to net result</b>			
Increase / (decrease) in asset revaluation surplus	16	(21,133,956)	9,725,440
<b>Total other comprehensive income for the year</b>		<b>(21,133,956)</b>	<b>9,725,440</b>
<b>Total comprehensive income for the year</b>		<b>(12,251,632)</b>	<b>16,436,910</b>

The above statement should be read in conjunction with the accompanying notes and accounting policies.

\*Council has made retrospective adjustments as a consequence of correction of errors in accordance with AASB 108 and therefore in accordance with AASB 101 has restated the comparative figures as set out in Note 24.

**Boulia Shire Council**  
**Statement of Financial Position**  
As at 30 June 2023

	Note	2023 \$	2022 \$ Restated*
<b>Current assets</b>			
Cash and cash equivalents	8	20,575,678	19,080,378
Receivables	9	536,472	1,466,555
Inventories	10	384,144	438,378
<b>Total current assets</b>		<u>21,496,295</u>	<u>20,985,311</u>
<b>Non-current assets</b>			
Property, plant and equipment	11	194,880,417	209,392,896
<b>Total non-current assets</b>		<u>194,880,417</u>	<u>209,392,896</u>
<b>Total assets</b>		<u>216,376,711</u>	<u>230,378,207</u>
<b>Current liabilities</b>			
Payables	12	1,460,714	2,042,645
Borrowings	13	92,785	90,529
Provisions	14	490,437	274,947
Contract liabilities	15	662,148	1,806,596
<b>Total current liabilities</b>		<u>2,706,084</u>	<u>4,214,717</u>
<b>Non-current liabilities</b>			
Borrowings	13	1,196,587	1,287,884
Provisions	14	55,690	205,624
<b>Total non-current liabilities</b>		<u>1,252,277</u>	<u>1,493,508</u>
<b>Total liabilities</b>		<u>3,958,361</u>	<u>5,708,225</u>
<b>Net community assets</b>		<u>212,418,350</u>	<u>224,669,982</u>
<b>Community equity</b>			
Asset revaluation surplus	16	99,282,343	120,416,299
Retained surplus		113,136,008	104,253,684
<b>Total community equity</b>		<u>212,418,350</u>	<u>224,669,982</u>

*The above statement should be read in conjunction with the accompanying notes and accounting policies.*

*\*Council has made retrospective adjustments as a consequence of correction of errors in accordance with AASB 108 and therefore in accordance with AASB 101 has restated the comparative figures as set out in Note 24.*

**Boulia Shire Council**

**Statement of Cash Flows**

For the year ended 30 June 2023

	<b>Note</b>	<b>2023</b> <b>\$</b>	<b>2022</b> <b>\$</b>
<b>Cash flows from operating activities</b>			
Receipts from customers		10,540,846	8,907,748
Payments to suppliers and employees		(13,641,965)	(12,959,795)
		<u>(3,101,120)</u>	<u>(4,052,047)</u>
Borrowing costs		(36,785)	(40,118)
Interest received	3(c)	503,523	79,797
Rental income	3(c)	244,724	273,404
Non capital grants and contributions	4	9,400,728	4,441,364
<b>Net cash inflow / (outflow) from operating activities</b>	<b>20</b>	<u>7,011,070</u>	<u>702,400</u>
<b>Cash flows from investing activities</b>			
Payments for property, plant and equipment	11	(12,341,624)	(11,292,620)
Proceeds from sale of property plant and equipment	5	236,217	50,909
Capital grants, subsidies, contributions and donations	4(ii)	6,678,676	11,188,199
<b>Net cash inflow / (outflow) from investing activities</b>		<u>(5,426,731)</u>	<u>(53,512)</u>
<b>Cash flows from financing activities</b>			
Proceeds from borrowings	13	-	454,298
Repayment of borrowings	13	(89,040)	(86,780)
<b>Net cash inflow / (outflow) from financing activities</b>		<u>(89,040)</u>	<u>367,518</u>
<b>Net increase / (decrease) in cash and cash equivalent held</b>		<u>1,495,299</u>	<u>1,016,406</u>
<b>Cash and cash equivalents at the beginning of the financial year</b>		19,080,378	18,063,972
<b>Cash and cash equivalents at end of the financial year</b>	<b>8</b>	<u>20,575,678</u>	<u>19,080,378</u>

*The above statement should be read in conjunction with the accompanying notes and accounting policies.*

**Boulia Shire Council**  
**Statement of Changes in Equity**  
For the year ended 30 June 2023

	Asset revaluation surplus	Retained Surplus	Total
Note	16		
	\$	\$	\$
<b>Balance as at 1 July 2022</b>	120,416,299	104,253,684	224,669,983
Net result	-	8,882,324	8,882,324
Other comprehensive income for the year			
Decrease in asset revaluation surplus	16 (21,133,956)	-	(21,133,956)
<b>Total comprehensive income for the year</b>	<u>(21,133,956)</u>	<u>8,882,324</u>	<u>(12,251,632)</u>
<b>Balance as at 30 June 2023</b>	<u><b>99,282,343</b></u>	<u><b>113,136,008</b></u>	<u><b>212,418,350</b></u>
<b>Balance as at 1 July 2021</b>	110,690,859	95,745,688	206,436,547
Prior period adjustment	24 -	1,796,526	1,796,526
<b>Restated* balance as at 1 July 2021</b>	<u>110,690,859</u>	<u>97,542,214</u>	<u>208,233,072</u>
Net result	-	6,711,470	6,711,470
Other comprehensive income for the year			
Increase in asset revaluation surplus	16 9,725,440	-	9,725,440
<b>Total comprehensive income for the year</b>	<u>9,725,440</u>	<u>6,711,470</u>	<u>16,436,910</u>
<b>Balance as at 30 June 2022</b>	<u><b>120,416,299</b></u>	<u><b>104,253,684</b></u>	<u><b>224,669,982</b></u>

The above statement should be read in conjunction with the accompanying notes and accounting policies.

\*Council has made retrospective adjustments as a consequence of correction of errors in accordance with AASB 108 and therefore in accordance with AASB 101 has restated the comparative figures as set out in Note 24.

**Boulia Shire Council**  
**Notes to the financial statements**  
For the year ended 30 June 2023

**1 Information about these financial statements**

**1.a Basis of preparation**

Boulia Shire Council is constituted under the Queensland *Local Government Act 2009* and is domiciled in Australia.

These general purpose financial statements are for the period 1 July 2022 to 30 June 2023 and have been prepared in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

Council is a not-for-profit entity for financial reporting purposes and these financial statements comply with Australian Accounting Standards and Interpretations as applicable to not-for-profit entities.

These financial statements have been prepared under the historical cost convention except for the revaluation of certain classes of property, plant and equipment.

**1.b New and revised Accounting Standards adopted during the year**

Council adopted all standards which became mandatorily effective for annual reporting periods beginning on 1 July 2022. None of the standards had a material impact on reported position, performance and cash flows.

**1.c Standards issued by the AASB not yet effective**

The AASB has issued Australian Accounting Standards and Interpretations which are not effective at 30 June 2023. These standards have not been adopted by Council and will be included in the financial statements on their effective date. Where the standard is expected to have a material impact for council then further information has been provided in this note.

The following list identifies all the new and amended Australian Accounting Standards, and Interpretation, that were issued but not yet effective at 30 June 2023 at the time of preparing these financial statements that could be applicable to Council.

	Effective for reporting periods beginning on or after:
AASB 17 Insurance Contracts (amended by AASB 2020-5, AASB 2022-1, AASB 2022-8 and AASB 2022-9 Insurance Contracts in the Public Sector)	1 July 2026 for public sector
AASB 2021-1 Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-Current and associated standards (amended by AASB 2021-6 and AASB 2022-6 Amendments to Australian Accounting Standards - Non-current Liabilities with Covenants )	1 January 2023
AASB 2021-3 Amendments to Australian Accounting Standards - Annual Improvements 2018-2021 and Other Amendments	1 January 2023
AASB 2022-2 Amendments to Australian Accounting Standards - Disclosure of Accounting Policies and Definition of Accounting Estimates (amended by AASB 2022-6	1 January 2023
AASB 2022-5 Amendments to Australian Accounting Standards - Lease Liability in a Sale and Leaseback	1 January 2024
AASB 2022-7 Editorial Corrections to Australian Accounting Standards and Repeal of Superseded and Redundant Standards	1 January 2023
AASB 2022-10 Amendments to Australian Accounting Standards - Fair Value Measurement of Non Financial Assets of Not-for-Profit Public Sector Entities	1 January 2024
AASB 2014-10 Sale or Contribution of Assets between an Investor and its Associate or Joint Venture (amended by AASB 2015-10, AASB 2017-5 and AASB 2022-7)	1 January 2025

**1.d Estimates and judgements**

Council makes a number of judgements, estimates and assumptions in preparing these financial statements. These are based on the best information available to Council at the time, however due to the passage of time, these assumptions may change and therefore the recorded balances may not reflect the final outcomes. The significant judgements, estimates and assumptions relate to the following items and specific information is provided in the following relevant notes:

- Revenue recognition (Note 3)
- Valuation and depreciation of property, plant and equipment (Note 11)
- Impairment of property, plant and equipment (Note 11)
- Provisions (Note 14)
- Contingent liabilities (Note 18)
- Financial instruments and financial liabilities (note 22)

**1.e Rounding and comparatives**

The financial statements are in Australian dollars and have been rounded to the nearest \$1.

**1.f Taxation**

Council is exempt from income tax, however council is subject to Fringe Benefits Tax, Goods and Services Tax ("GST") and payroll tax on certain activities. The net amount of GST recoverable from the ATO or payable to the ATO is shown as an asset or liability respectively.

**Boulia Shire Council**  
**Notes to the financial statements**  
For the year ended 30 June 2023

**2 Analysis of results by function**

**2 (a) Components of Council functions**

The activities relating to the Council's components reported on in Note 2 (b) are as follows :

**Corporate Support**

Secure revenue from governments and ratepayers to finance the general activities of Council  
Provide support functions for the Mayor and Councillors, Council and committee meetings and statutory requirements including disaster management, civic receptions and regional services

Provide Council and corporate management of the organisation including:

Financial and administrative services

Encourage and monitor the planning and construction of the building environment

Information technology

Human resources and payroll

Plan and design Council's infrastructure and provide general engineering and operational support

Provision of tourism attractions and museums and assist with the promotion and development of the local tourism industry

Provide leadership and key industry contacts for the diversification and growth of local industry

Procure and service Council's mobile fleet

**Environmental and Natural Resources**

Ensure a high level of environmental health is maintained for all residents and visitors. Protect the natural environment and undertake projects to enhance economic and environmental return from use of reserves.

Protect and enhance the environmental and natural resources within the Shire. This includes:

Property pest management

Stock route management

Animal control

Environmental licenses and approvals

**Community and Lifestyle Services**

Enhance community development and equity through targeted assistance and development activities

Provide activities and services to improve the lifestyle of residents including:

Providing accessible and quality library materials to residents

Providing entertainment venues for all residents

Community centres and halls

Providing community housing for both staff and non-staff members of the Shire

Community services

Provision of clean and appropriate recreational & sporting facilities and areas and other public spaces for community and tourist use

Parks and gardens

Cemeteries

**Health and Welfare**

Assist with the provision of facilities and activities to enhance the health and welfare of residents. Lobby government for improved facilities.

**Water, Sewerage and Garbage**

**Water Infrastructure**

Supply urban residents and businesses with a clean and reliable water supply

Improve the conservation of water use by the community

**Sewerage Infrastructure**

Provide sewerage services to the urban community

**Garbage Infrastructure**

Provide urban residents and businesses with an efficient refuse collection and disposal service

**Boulia Shire Council**  
**Notes to the financial statements**  
For the year ended 30 June 2023

**Roads**

Provide, maintain and upgrade roads, streets and drainage to the highest standard within limits of resources  
Undertake road construction and maintenance works for third parties

**Boulia Shire Council**  
**Notes to the Financial Statements**  
For the year ended 30 June 2023

- 2 Analysis of results by function  
(b) Income and expenses defined between recurring and capital are attributed to the following functions:

**Year ended 30 June 2023**

Functions	Gross Program Income				Total income	Gross program expenses		Total expenses	Net result from recurrent operations	Net Result	Assets
	Recurrent		Capital			Recurrent	Capital				
	Grants	Other	Grants	Other							
	\$	\$	\$	\$		\$	\$				
Corporate Support	8,740,027	2,575,147	-	-	11,315,174	(5,319,434)	(370,600)	(5,690,035)	5,995,739	5,625,139	34,073,670
Environmental & Natural Resources	-	10,389	-	-	10,389	(33,686)	-	(33,686)	(23,297)	(23,297)	866,577
Community & Lifestyle Services	-	334,361	-	-	334,361	(1,512,807)	-	(1,512,807)	(1,178,446)	(1,178,446)	26,717,858
Health & Welfare	15,508	-	-	-	15,508	(63,901)	-	(63,901)	(48,392)	(48,392)	201
Water Sewerage & Garbage	-	297,446	-	-	297,446	(840,552)	-	(840,552)	(543,106)	(543,106)	10,914,360
Roads	611,366	7,141,668	7,856,952	-	15,609,985	(10,559,557)	-	(10,559,557)	(2,806,524)	5,050,428	143,804,045
<b>Total</b>	<b>9,366,900</b>	<b>10,359,010</b>	<b>7,856,952</b>	<b>-</b>	<b>27,582,862</b>	<b>(18,329,937)</b>	<b>(370,600)</b>	<b>(18,700,538)</b>	<b>1,395,972</b>	<b>8,882,324</b>	<b>216,376,711</b>

**Year ended 30 June 2022**

Functions	Gross Program Income				Total income	Gross program expenses		Total expenses	Net result from recurrent operations	Net Result	Assets
	Recurrent		Capital			Recurrent	Capital				
	Grants	Other	Grants	Other							
	\$	\$	\$	\$		\$	\$				
Corporate Support	4,144,710	960,915	-	-	5,105,625	(3,321,517)	-	(3,321,517)	1,784,107	1,784,108	44,619,070
Environmental & Natural Resources	-	13,939	-	-	13,939	(295,617)	-	(295,617)	(281,678)	(281,678)	866,577
Community & Lifestyle Services	-	436,844	629,985	-	1,066,829	(1,209,744)	(279,064)	(1,488,808)	(772,900)	(421,979)	27,825,504
Health & Welfare	-	25,376	-	-	25,376	(1,071,347)	-	(1,071,347)	(1,045,971)	(1,045,971)	-
Water Sewerage & Garbage	-	298,379	-	-	298,379	(821,351)	-	(821,351)	(522,972)	(522,972)	12,048,226
Roads	1,615,956	8,097,258	8,130,741	-	17,843,955	(10,614,913)	(29,079)	(10,643,993)	(901,699)	7,199,962	145,018,829
<b>Total</b>	<b>5,760,666</b>	<b>9,832,711</b>	<b>8,760,726</b>	<b>-</b>	<b>24,354,103</b>	<b>(17,334,490)</b>	<b>(308,143)</b>	<b>(17,642,633)</b>	<b>(1,741,113)</b>	<b>6,711,470</b>	<b>230,378,207</b>



**Boulia Shire Council**  
**Notes to the Financial Statements**  
For the year ended 30 June 2023

**3 Revenue**

**(a) Rates, Levies and Charges**

Rates, levies and annual charges are recognised as revenue when the council obtains control over the assets comprising these receipts which is the beginning of the rating period to which they relate. Prepaid rates are recognised as a financial liability until the beginning of the rating period.

	2023	2022
Note	\$	\$
General rates	1,505,402	1,082,741
Water	177,036	180,438
Sewerage	120,410	117,941
Garbage charges	104,890	105,355
Waste Management levies	27,735	-
Total rates and utility charge revenue	<u>1,935,473</u>	<u>1,486,475</u>
Less: discounts	(106,783)	(103,755)
Less: pensioner remissions	(360)	(540)
	<u><u>1,828,330</u></u>	<u><u>1,382,180</u></u>

**(b) Sales revenue**

Sale of goods revenue is recognised at the point in time that the customer obtains control of the goods, generally at delivery. Revenue from services is recognised when the service is rendered.

Revenue from contracts and recoverable works generally comprises a recoupment of material costs together with an hourly charge for use of equipment and employees. This revenue and the associated costs are recognised by reference to the stage of completion of the contract activity based on costs incurred at the reporting date. Where consideration is received for the service in advance it is included in other liabilities and is recognised as revenue in the period when the service is performed. The contract work carried out is not subject to retentions.

**Rendering of services**

Contract and recoverable works	7,046,073	7,647,928
	<u><u>7,046,073</u></u>	<u><u>7,647,928</u></u>

**(c) Interest and other income**

Revenue arising from fees and charges are recognised at the point in time when the performance obligation is completed and the customer receives the benefit of the services being provided.

The performance obligation relates to the specific services which are provided to the customers and generally the payment terms are within 30 days of the provision of the service or in some cases, the customer is required to pay on arrival, for example caravan parks. There is no material obligation for council in relation to refunds or returns.

Licences granted by council are all either short-term or low value and all revenue from licences is recognised at the time that the licence is granted rather than the term of the licence.

Revenue from infringements is recognised on issue of infringement notice after applying the expected credit loss model relating to impairment of receivables for initial recognition of statutory receivables

	2023	2022
Note	\$	\$
Interest received	503,523	79,797
Fees and Charges	425,201	237,421
Rental Income	244,724	273,404
Other income	311,159	211,981
	<u><u>1,484,607</u></u>	<u><u>802,603</u></u>

**4 Grants, subsidies, contributions and donations**

**Grant Income under AASB 15**

Where grant income arises from an agreement which is enforceable and contains sufficiently specific performance obligations then the revenue is recognised when control of each performance obligation is satisfied.

**Boulia Shire Council**  
**Notes to the Financial Statements**  
For the year ended 30 June 2023

**4 Grants, subsidies, contributions and donations (continued)**

Performance obligations vary in each agreement. Payment terms vary depending on the terms of the grant. Cash is received upfront for some grants and on the achievement of certain payment milestones for others.

Each performance obligation is considered to ensure that the revenue recognition reflects the transfer of control and within grant agreements there may be some performance obligations where control transfers at a point in time and others which have continuous transfer of control over the life of the contract.

Where control is transferred over time, generally the input methods, being either costs or time incurred, are deemed to be the most appropriate methods to reflect the transfer of benefits.

**Grant Income under AASB 1058**

Assets arising from grants in the scope of AASB 1058 are recognised at the asset's fair value when the asset is received. Council considers whether there are any related liability or equity items associated with the asset which are recognised in accordance with the relevant accounting standards. Once the assets and liabilities have been recognised then income is recognised for any remaining asset value at the time that the asset is received.

**Capital Grants**

Where Council receives funding under an enforceable contract to acquire or construct a specified item of property, plant and equipment which will be under Council's control on completion, revenue is recognised as and when the obligation to construct or purchase is completed.

For construction projects, this is generally as the construction progresses in accordance with costs incurred.

**Donations and contributions**

Where assets are donated or purchased for significantly below fair value, the revenue is recognised when the asset is acquired and controlled by the council.

Donations and contributions are generally recognised on receipt of the asset since there are no enforceable performance obligations.

	Note	2023		2022	
		\$	\$	\$	\$
<b>(i) Operating</b>					
General purpose grants		8,598,597		3,417,970	
State government and other subsidies and grants		768,303		2,342,696	
		<u>9,366,900</u>		<u>5,760,666</u>	
<b>(ii) Capital</b>					
Capital Revenue includes grants and subsidies received which are tied to specific projects for the replacement or upgrade of existing non-current assets and / or investment in new assets.					
State government subsidies and grants			7,299,944		8,314,711
Commonwealth government subsidies and grants			557,008		446,015
			<u>7,856,952</u>		<u>8,760,726</u>
			<u>17,223,852</u>		<u>14,521,392</u>
<b>(iii) Timing of revenue recognition for grants, subsidies, contributions and donations</b>					
		2023		2022	
		Revenue recognised at a point in time	Revenue recognised over time	Revenue recognised at a point in time	Revenue recognised over time
	Note	\$	\$	\$	\$
Grants, subsidies, donations and contributions	4	<u>9,352,974</u>	<u>7,870,878</u>	<u>5,620,466</u>	<u>8,900,926</u>
		<u>9,352,974</u>	<u>7,870,878</u>	<u>5,620,466</u>	<u>8,900,926</u>

**Boulia Shire Council**  
**Notes to the Financial Statements**  
For the year ended 30 June 2023

5 Capital expenses / (income)	Note	2023 \$	2022 \$
<b>Gain / (loss) on disposal of non-current assets</b>			
Proceeds from sale of property, plant and equipment		236,217	50,909
Less: Carrying value of disposed property, plant and equipment		<u>(606,817)</u>	<u>(359,052)</u>
		<u>(370,600)</u>	<u>(308,143)</u>

6 Employee benefits	Note	2023 \$	2022 \$
Employee benefit expenses are recorded when the service has been provided by the employee.			
Staff wages and salaries		2,932,031	3,312,935
Councillors' remuneration		269,157	271,230
Termination benefits		-	-
Annual, sick, long service leave and entitlements		656,111	484,715
Superannuation	19	<u>391,367</u>	<u>473,064</u>
		4,248,667	4,541,944
Other employee related expenses		<u>34,036</u>	<u>50,590</u>
		4,282,703	4,592,534
Less: Capitalised employee expenses		<u>(98,988)</u>	<u>(646,167)</u>
		<u>4,183,715</u>	<u>3,946,367</u>

Councillor remuneration represents salary, and other allowances paid in respect of carrying out their duties.

Total council employees at the reporting date:	2023 Number	2022 Number
Elected members	5	5
Administration staff	21	27
Depot and outdoors staff	<u>23</u>	<u>32</u>
Total full time equivalent employees	<u>49</u>	<u>64</u>

7 Materials and services	Note	2023 \$	2022 \$
Expenses are recorded on an accruals basis as Council receives the goods or services.			
Administration supplies and consumables		2,212,741	2,312,977
Audit of annual financial statements by the Auditor-General of Queensland		93,883	46,844
Communications and IT		634,441	365,416
Consultants		338,118	447,961
Donations paid		84,546	83,640
Housing		224,456	257,231
Repairs and maintenance		2,219,971	586,239
Roads		2,492,492	3,954,004
Water & Sewerage		411,360	323,217
Other materials and services		<u>284,101</u>	<u>305,438</u>
		<u>8,996,109</u>	<u>8,682,967</u>

Total audit fees quoted by the Queensland Audit Office relating to the 2022-23 financial statements are \$64,500 (2022-: \$60,750). Figures exclusive GST.

**Boulia Shire Council**  
**Notes to the Financial Statements**  
For the year ended 30 June 2023

**8 Cash and cash equivalents**

Cash and cash equivalents in the statement of cash flows includes cash on hand, all cash and cheques received but not banked at the year end and deposits held at call with financial institutions.

	Note	2023 \$	2022 \$
Cash at bank and on-hand		128,066	1,451,972
Deposits at call		20,447,612	17,628,406
Balance per Statement of Financial Position		<u>20,575,678</u>	<u>19,080,378</u>

Council is exposed to credit risk through its cash and deposits at call are held in the Queensland Treasury Corporation and Commonwealth Bank of Australia in normal business accounts. Cash and deposits at call are held in the Commonwealth Bank of Australia in normal at call and business cheque accounts. The bank currently has a short term credit rating of P-1 and long term rating of AA3.

Cash and cash equivalents		20,575,678	19,080,378
Less: externally imposed restrictions on cash	(i)	(662,148)	(1,806,208)
Unrestricted cash		<u>19,913,530</u>	<u>17,274,170</u>

Council's cash and cash equivalents are subject to a number of internal and external restrictions that limit amounts available for discretionary or future use. These include:

**(i) Externally imposed expenditure restrictions at the reporting date relate to the following cash assets:**

Unspent government grants and subsidies	662,148	1,806,208
<b>Total externally imposed restrictions on cash</b>	<u>662,148</u>	<u>1,806,208</u>

**(ii) Internal allocations of cash at the reporting date:**

Future capital works	1,881,354	3,075,488
Future asset replacement	3,023,249	2,783,929
Future recurrent expenditure	13,734,000	7,908,518
<b>Total internally allocated cash</b>	<u>18,638,603</u>	<u>13,767,935</u>

Cash and deposits at call are held in the Queensland Treasury Corporation and Commonwealth Bank of Australia in normal business accounts.

In accordance with the Local Government Act 2009 and Local Government Regulation 2012, a separate trust bank account and separate accounting records are maintained for funds held on behalf of outside parties. Funds held in the trust account include those funds for security deposits lodged and auspicing projects. The Council performs only a custodian role in respect of these monies and because the monies cannot be used for Council purposes, they are not considered revenue nor brought to account in the statements.

**Trust Funds Held for Outside Parties**

Monies collected or held on behalf of other entities yet to be paid out to or on behalf of those entities

Auspicing	14,006	49,676
Security deposits	3,576	26,678
	<u>17,581</u>	<u>76,354</u>

**9 Receivables**

Receivables, loans and advances are amounts owed to council at year end and are recognised at the amount due at the time of sale or service delivery or advance. Settlement of receivables is required within 30 days after the invoice is issued.

**Boulia Shire Council**  
**Notes to the Financial Statements**  
For the year ended 30 June 2023

**9 Receivables (continued)**

Receivables are measured at amortised cost which approximates fair value at reporting date. Trade debtors are recognised at the amounts due at the time of sale or service delivery i.e. the agreed purchase/contract price. Settlement of these amounts is required within 30 days from invoice date.

Debts are regularly assessed for collectability and allowance is made, where appropriate, for impairment. All known bad debts were written-off at 30 June. If an amount is recovered in a subsequent period it is recognised as revenue.

Because Council is empowered under the provisions of the Local Government Act 2009 to sell an owner's property to recover outstanding rate debts, the expected credit loss is immaterial.

Current	Note	2023 \$	2022 \$
Rateable revenue and utility charges		170,839	154,121
Other debtors & Accrued Revenue		66,092	1,096,746
Less: Loss Allowance		(59,759)	(41,854)
GST recoverable		405,592	304,688
Rates received in advance		(46,292)	(47,146)
		<u>536,472</u>	<u>1,466,555</u>

Interest rate charged on outstanding rates as at 1st July 2023 was 11.64%. No interest is charged on other debtors. There is no concentration of credit risk for rates and utility charges, fees and other debtors receivable.

Movement in accumulated impairment losses (other debtors) is as follows:

Opening balance at 1 July	41,854	35,313
Additional impairments recognised	17,905	6,541
Closing balance at 30 June	<u>59,759</u>	<u>41,854</u>

Ageing of past due receivables and the amount of any impairment is disclosed in the following table:

Not past due	51,544	1,091,408
Past due 31-60 days	2,135	1,149
Past due 61-90 days	915	-
More than 90 days	136,045	111,164
Impaired	(59,758)	(41,854)
Total	<u>130,881</u>	<u>1,161,867</u>

**10 Inventories**

Stores and raw materials held for resale are valued at the lower of costs and net realisable value and include where applicable, direct material, direct labour and an appropriate proportion of variable and fixed overheads.

Inventories held for distribution are goods to be supplied at nil or nominal charge and goods to be used for the provision of services at nil or nominal charge. These goods are valued at cost, adjusted when applicable, for any loss of service potential.

Inventories held for sale	Note	2023 \$	2022 \$
Miscellaneous sales items		101,116	77,212
		<u>101,116</u>	<u>77,212</u>
<b>Inventories held for distribution</b>			
Quarry and road materials		283,028	361,166
		<u>283,028</u>	<u>361,166</u>
Total Inventories		<u>384,144</u>	<u>438,378</u>

**Boulia Shire Council**  
**Notes to the Financial Statements**  
For the year ended 30 June 2023

**11 Property, plant and equipment**

**30 June 2023**

	Note	Land and Improvements	Buildings and Structures	Plant and Vehicles	Furniture & Equipment	Road Infrastructure	Water Infrastructure	Sewerage Infrastructure	Aerodrome Infrastructure	Work in Progress	Total
		Fair Value	Fair Value	Cost	Cost	Fair Value	Fair Value	Fair Value	Fair Value	Cost	
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Basis of measurement											
<b>Asset values</b>											
Opening gross value as at 1 July 2022		866,577	31,253,936	8,006,389	1,913,919	182,838,938	10,387,889	3,963,165	7,745,976	13,614,389	260,591,178
Additions		-	-	-	9,911	-	-	-	-	12,331,713	12,341,624
Disposals	5	-	-	(712,267)	(5,100)	(105,735)	(401,400)	-	-	-	(1,224,502)
Revaluation adjustment to asset revaluation surplus	16	-	-	-	-	(13,380,423)	-	-	(18,624)	-	(13,399,047)
Reversal of roads restoration cost to asset revaluation surplus						(3,828,520)					(3,828,520)
Transfers between classes		-	685,311	1,209,942	47,326	18,522,664	-	57,422	140,438	(20,663,104)	-
<b>Closing gross value as at 30 June 2023</b>		<b>866,577</b>	<b>31,939,246</b>	<b>8,504,065</b>	<b>1,966,056</b>	<b>184,046,925</b>	<b>9,986,489</b>	<b>4,020,587</b>	<b>7,867,790</b>	<b>5,282,998</b>	<b>254,480,733</b>

**Accumulated depreciation and impairment**

Opening balance as at 1 July 2022		-	8,581,744	3,205,591	685,245	33,454,450	2,115,263	749,717	2,406,275	-	51,198,285
Depreciation expense		-	1,050,246	422,804	110,845	3,000,761	241,863	104,238	182,571	-	5,113,328
Depreciation on disposals	5	-	-	(446,479)	(5,100)	(58,042)	(108,064)	-	-	-	(617,685)
Adjustment on opening balance		-	1,913	-	-	1,778,905	-	-	82,551	-	1,863,369
Revaluation adjustment to asset revaluation surplus	16	-	-	-	-	2,231,647	-	-	(188,627)	-	2,043,020
Transfers between classes		-	-	-	-	-	-	-	-	-	-
<b>Accumulated depreciation as at 30 June 2023</b>		<b>-</b>	<b>9,633,903</b>	<b>3,181,916</b>	<b>790,990</b>	<b>40,407,721</b>	<b>2,249,062</b>	<b>853,955</b>	<b>2,482,770</b>	<b>-</b>	<b>59,600,316</b>

**Carrying amount as at 30 June 2023**

		866,577	22,305,343	5,322,149	1,175,066	143,639,204	7,737,427	3,166,632	5,385,020	5,282,998	194,880,417
Range of estimated useful life in years		Not depreciated	20-100	2-20	3-10	10-100	30-80	25-75	20-100	-	-

Additions comprise:

	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Renewals	-	685,310	1,169,693	47,326	6,335,706	-	57,422	140,439	-	8,435,896
Other additions	-	-	40,250	9,911	12,186,958	-	-	-	-	12,237,119
<b>Total additions</b>	<b>-</b>	<b>685,310</b>	<b>1,209,943</b>	<b>57,237</b>	<b>18,522,664</b>	<b>-</b>	<b>57,422</b>	<b>140,439</b>	<b>-</b>	<b>20,673,015</b>

**Boulia Shire Council**  
**Notes to the Financial Statements**  
For the year ended 30 June 2023

**11 Property, plant and equipment**

30 June 2022

	Note	Land and Improvements	Buildings and Structures	Plant and Vehicles	Furniture & Equipment	Road Infrastructure	Water Infrastructure	Sewerage Infrastructure	Aerodrome Infrastructure	Work in Progress	Total
Basis of measurement		Fair Value	Fair Value	Cost	Cost	Fair Value	Fair Value	Fair Value	Fair Value	Cost	
<b>Asset values</b>		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Opening gross value as at 1 July 2021		866,577	29,686,936	7,857,600	1,278,881	170,387,763	10,387,889	3,963,165	7,422,828	8,570,182	240,421,821
Additions		-	2,259,850	304,642	437,419	3,246,502	-	-	-	5,044,207	11,292,620
Disposals	5	-	(657,232)	(155,852)	-	-	-	-	-	-	(813,085)
Prior year adjustments		-	(35,617)	-	-	-	-	-	-	-	(35,617)
Revaluation adjustment to asset revaluation surplus	16	-	-	-	-	9,339,929	-	-	385,511	-	9,725,440
Transfers between classes		-	-	-	197,619	(135,256)	-	-	(62,363)	-	-
<b>Closing gross value as at 30 June 2022</b>		<b>866,577</b>	<b>31,253,936</b>	<b>8,006,389</b>	<b>1,913,919</b>	<b>182,838,938</b>	<b>10,387,889</b>	<b>3,963,165</b>	<b>7,745,976</b>	<b>13,614,389</b>	<b>260,591,179</b>
<b>Accumulated depreciation and impairment</b>											
Opening balance as at 1 July 2021		-	7,921,374	3,059,591	598,006	30,681,018	1,862,294	643,144	2,228,767	-	46,994,193
Depreciation expense		-	1,004,691	255,865	91,466	2,775,966	252,969	106,573	177,508	-	4,665,038
Depreciation on disposals	5	-	(344,180)	(109,852)	-	-	-	-	-	-	(454,032)
Prior year Adjustments		-	(141)	(13)	(4,227)	(2,534)	-	-	-	-	(6,915)
Revaluation adjustment to asset revaluation surplus	16	-	-	-	-	-	-	-	-	-	-
Transfers between classes		-	-	-	-	-	-	-	-	-	-
<b>Accumulated depreciation as at 30 June 2022</b>		<b>-</b>	<b>8,581,744</b>	<b>3,205,591</b>	<b>685,245</b>	<b>33,454,450</b>	<b>2,115,263</b>	<b>749,717</b>	<b>2,406,275</b>	<b>-</b>	<b>51,198,283</b>
<b>Carrying amount as at 30 June 2022</b>		<b>866,577</b>	<b>22,672,193</b>	<b>4,800,799</b>	<b>1,228,674</b>	<b>149,384,488</b>	<b>8,272,626</b>	<b>3,213,448</b>	<b>5,339,701</b>	<b>13,614,389</b>	<b>209,392,896</b>
Range of estimated useful life in years		Not depreciated	20-100	2-20	3-10	10-100	30-80	25-75	20-100	-	-
Additions comprise:		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Renewals		-	1,196,684	-	-	197,619	-	-	-	-	1,394,303
Other additions		-	1,063,165	304,642	437,419	3,048,883	-	-	-	-	4,854,110
<b>Total additions</b>		<b>-</b>	<b>2,259,850</b>	<b>304,642</b>	<b>437,419</b>	<b>3,246,502</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,248,413</b>

**Boulia Shire Council**  
**Notes to the Financial Statements**  
For the year ended 30 June 2023

**11 Property, plant and equipment (continued)**

**(a) Recognition**

Purchases of property plant and equipment are recognised as assets unless they are below the asset recognition threshold or maintenance expenditure.

Individual assets valued below the asset recognition threshold are recognised as an asset if connected to a larger network; for example components of water and sewerage assets.

Land under the roads and reserve land which falls under the Land Act 1994 or the Land Title Act 1994 is controlled by the Queensland Government pursuant to the relevant legislation. This land is not recognised in these financial statements.

**(b) Measurement**

Property plant and equipment assets are initially recorded at cost. Subsequently, each class of property, plant and equipment is stated at cost or fair value less, where applicable, any accumulated depreciation and accumulated impairment loss. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including freight in, architect's fees and engineering design fees and all other establishment costs. Direct labour and materials and an appropriate proportion of overheads incurred in the acquisition or construction of assets are also included in their cost.

Items of plant and equipment with a total value of less than \$5,000, and infrastructure assets and buildings with a total value of less than \$10,000 are treated as an expense in the year of acquisition. All other items of property, plant and equipment are capitalised.

Property, plant and equipment received in the form of contributions, for significantly less than fair value or as offsets to infrastructure charges are recognised as assets and revenue at fair value.

Routine operating maintenance, repair costs and minor renewals to maintain the operational capacity and useful life of the non-current asset is expensed as incurred, while expenditure that relates to replacement of a major component of an asset to maintain its service potential is capitalised.

Expenditure incurred in accordance with Natural Disaster Relief and Recovery Arrangements on road assets is analysed to determine whether the expenditure is capital in nature. The analysis of the expenditure requires Council engineers to review the nature and extent of expenditure on a given asset. For example, expenditure that patches a road is generally maintenance in nature, whereas a kerb to kerb rebuild is treated as capital. Material expenditure that extends the useful life or renews the service potential of the asset is capitalised.

**(c) Depreciation**

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time an asset is completed and commissioned ready for use, at which time they are reclassified from work in progress to the appropriate property, plant and equipment class.

Land is not depreciated as it has an unlimited useful life. Depreciation on other property, plant and equipment assets is calculated on a straight-line basis so as to write-off the net cost or revalued amount of each depreciable asset, less its estimated residual value, progressively over its estimated useful life to the Council. Management believe that the straight-line basis appropriately reflects the pattern of consumption of all Council assets.

Where assets have separately identifiable components that are subject to regular replacement, these components are assigned useful lives distinct from the asset to which they relate. Any expenditure that increases the originally assessed capacity or service potential of an asset is capitalised and the new depreciable amount is depreciated over the remaining useful life of the asset to the Council. Major spares purchased specifically for particular assets that are above the asset recognition threshold are capitalised and depreciated on the same basis as the asset to which they relate.

The depreciable amount of improvements to or on leasehold land is allocated progressively over the estimated useful lives of the improvements to the Council or the unexpired period of the lease, whichever is the shorter.



**Boulia Shire Council**  
**Notes to the Financial Statements**  
For the year ended 30 June 2023

**11 Property, plant and equipment (continued)**

Depreciation methods, estimated useful lives and residual values of property, plant and equipment assets are reviewed at the end of each reporting period and adjusted where necessary to reflect any changes in the pattern of consumption, physical wear and tear, technical or commercial obsolescence, or management intentions. The condition assessments performed as part of the annual valuation process for assets measured at written down current replacement cost are used to estimate the useful lives of these assets at each reporting date.

**(d) Impairment**

Property, plant and equipment held at cost is assessed for indicators of impairment annually. If an indicator of possible impairment exists, the Council determines the asset's recoverable amount. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss.

**(e) Valuation**

Non-current physical assets measured at fair value are revalued, where required, so that the carrying amount of each class of asset does not materially differ from its fair value at the reporting date. This is achieved by engaging independent, professionally qualified valuers to determine the fair value for each class of property, plant and equipment assets at least once every 5 years. This process involves the valuer physically sighting a representative sample of Council assets across all asset classes and making their own assessments of the condition of the assets at the date of inspection.

In the intervening years, Council uses internal engineers and asset managers to assess the condition and cost assumptions associated with all infrastructure assets, the results of which are considered in combination with an appropriate cost index for the region. Together these are used to form the basis of a management valuation for infrastructure asset classes in each of the intervening years. With respect to the valuation of the land and improvements and buildings and structures asset classes in the intervening years, management perform a "desktop" valuation. A desktop valuation involves management reviewing additions, deletions and changes in assumptions such as useful life, residual value and condition rating. Suitable indices are sourced which are applied to each of these asset classes. Management, in consultation with consulting engineers, also assess indices on an annual basis for material movements in relevant indices.

An analysis performed by management has indicated that, on average, the variance between an indexed asset value and the valuation by an independent valuer when performed is not significant and the indices used by Council are sound. Further details in relation to valuers, the methods of valuation and the key assumptions used in valuing each different asset class are disclosed below.

Any revaluation increment arising on the revaluation of an asset is credited to the appropriate class of the asset revaluation surplus, except to the extent it reverses a revaluation decrement for the class previously recognised as an expense. A decrease in the carrying amount on revaluation is charged as an expense to the extent it exceeds the balance, if any, in the revaluation surplus of that asset class.

On revaluation, accumulated depreciation is restated proportionately with the change in the carrying amount of the asset and any change in the estimate of remaining useful life. Separately identified components of assets are measured on the same basis as the assets to which they relate.

**Boulia Shire Council**  
**Notes to the financial statements**  
For the year ended 30 June 2023

**11 Property, plant and equipment (continued)**

**Fair values are classified into three levels as follows:**

- Level 1 - fair value based on quoted prices (unadjusted) in active markets for identical assets or liabilities
- Level 2 - Fair value based on inputs that are directly or indirectly observable, such as prices for similar assets, for the asset or liability
- Level 3 - Fair value based on unobservable inputs for the asset and liability

Land and Improvements, Buildings and Structures, Road Infrastructure, Water, Sewerage and Aerodrome Infrastructures are measured on the revaluation basis, at fair value, in accordance with AASB116 Property, Plant and Equipment. Plant and Vehicles, Furniture & Equipment and work in progress are measured at cost.

Council does not measure any liabilities at fair value on a recurring basis.

The following table categorises fair value measurements as either Level 2 or Level 3 in accordance with AASB 13. Council does not have any assets or liabilities measured at fair value which meet the criteria for categorisation as Level 1.

The fair values of the assets are determined using valuation techniques which maximise the use of observable data, where it is available, and minimise the use of entity specific estimates. If all significant inputs required to fair value an asset are observable, the asset is included in Level 2. If one or more of the significant inputs is not based on observable market data, the asset is included in Level 3. This is the case for Council infrastructure assets, which are of a specialist nature for which there is no active market for similar or identical assets. These assets are valued using a combination of observable and unobservable inputs.

The table presents the Council's assets and liabilities measured and recognised at fair value at 30 June 2023.

	Note	Level 2 (Observable inputs)		Level 3 (Unobservable inputs)		Total	
		\$		\$		\$	
		2023	2022	2023	2022	2023	2022
<b>Recurring fair value measurements</b>							
Land and improvement	11	866,577	866,577	-	-	866,577	866,577
Buildings and structures	11	-	-	22,305,343	22,672,193	22,305,343	22,672,193
Road infrastructure	11	-	-	143,639,204	149,384,488	143,639,204	149,384,488
Water infrastructure	11	-	-	7,737,427	8,272,626	7,737,427	8,272,626
Sewerage infrastructure	11	-	-	3,166,632	3,213,448	3,166,632	3,213,448
Aerodrome infrastructure	11	-	-	5,385,020	5,339,701	5,385,020	5,339,701
		<u>866,577</u>	<u>866,577</u>	<u>182,233,626</u>	<u>188,882,456</u>	<u>183,100,203</u>	<u>189,749,033</u>

There were no transfers between categories during the year.

Council's policy is to recognise transfers in and out of the fair value hierarchy levels as at the end of the reporting period.

**Specific valuation techniques used to value Council assets**

**Land (level 2)**

Council obtains independent valuations at least every 5 years for all rental properties. The last valuation was undertaken by APV Valuers and Asset Management on 30th April 2020.

**Buildings (Level 2 and 3)**

The fair value of buildings were also determined by independent valuer, APV Valuers and Asset Management effective 30 April 2020. Where there is a market for Council building assets, fair value has been derived from the sales prices of comparable properties after adjusting for differences in key attributes such as property size. The most significant inputs into this valuation approach were price per square metre.

The indexation was calculated by an independent valuer as at April 2023 for the financial year ended 2023 and was found to be immaterial to the financial statements and therefore not applied as at 30 June 2023.

**Boulia Shire Council**  
**Notes to the financial statements**  
For the year ended 30 June 2023

**11 Property, plant and equipment (continued)**

Where Council buildings are of a specialist nature and there is no active market for the assets, fair value has been determined on the basis of replacement with a new asset having similar service potential including allowances for preliminaries and professional fees. The gross current values have been derived from reference to market data for recent projects and costing guides issued by the Australian Institute of Quantity Surveyors, Rawlinson's (Australian Construction Handbook). Where a depth in market can be identified, the net current value of a building asset is the difference between the market value of the asset as a whole (including land) and the market value of the land component. Where there is no depth of market, the net current value of a building asset is the gross current value less accumulated depreciation to reflect the consumed or expired service potential of the asset.

In determining the level of accumulated depreciation the asset has been disaggregated into significant components which exhibit different useful lives. Allowance has been made for the typical asset life cycle and renewal treatments of each component, residual value at the time the asset is considered to be no longer available for use and the condition of the asset. Condition was assessed taking into account both physical characteristics as well as holistic factors such as functionality, capability, utilisation and obsolescence.

While the unit rates based on square metres can be supported by market evidence (Level 2), the estimates of residual value, useful life, pattern of consumption and asset condition that are used to calculate accumulated depreciation comprise unobservable inputs (Level 3). Where these other inputs are significant to the valuation the overall valuation has been classified as Level 3.

**Infrastructure Assets (Level 3)**

All Council infrastructure assets were fair valued using written down current replacement cost. This valuation comprises the asset's current replacement cost (CRC) less accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. Council first determined the gross cost of replacing the full service potential of the asset and then adjusted this amount to take account of the expired service potential of the asset.

CRC was measured by reference to the lowest cost at which the gross future economic benefits of the asset could currently be obtained in the normal course of business. Where existing assets were over designed, had excess capacity, or were redundant an adjustment was made so that the resulting valuation reflected the cost of replacing the existing economic benefits based on an efficient set of modern equivalent assets to achieve the required level of service output within the Council's planning horizon.

The unit rates (Labour and materials) and quantities applied to determine the CRC of an asset or asset component were based on a "Greenfield" assumption meaning that the CRC was determined as the full cost of replacement with a new asset including components that may not need to be replaced, such as earthworks. The written down current replacement cost was determined using methods relevant to the asset class as described under individual asset categories below.

**Roads and Aerodrome**

A comprehensive valuation was conducted by Shepherd Services Pty Ltd effective 30 June 2023. The valuation was performed using using the most recent data on unit rate data available at the time of the valuation exercise.

**Current Replacement Cost**

The Road Network has been segmented. Unit rates are applied to the individual road components seal, pavement, formation, footpaths, floodways, culverts and kerb and channel of each road in order to determine the replacement cost.

The unit rates assume an incremental Greenfields approach and exclude Brownfield cost components. These unit rates are estimated using information collated from cost guides, historical costs, contractor rates, future works, regional information and the Queensland Road Alliance project data. Primary factors used in assumptions on unit rates are:

- 1) Raw materials have been sourced locally from gravel pits for unsealed roads;
- 2) Water is available at low to moderate cost for rural road work (<20 km);
- 3) Contract crushing utilised for aggregate for sealing and aggregation of sealing projects and renewals to reduce low quantity works and increase economies of scale;
- 4) Quality of material used in pavement construction and extent of compaction of formation varied based on road type and hierarchy.

**Accumulated Depreciation**

In determining the level of accumulated depreciation, remaining useful lives were determined based on condition assessments. Remaining lives used in the depreciation calculations are estimated using Three (3) different methods: condition, known age and estimated age.

**Boulia Shire Council**  
**Notes to the financial statements**  
For the year ended 30 June 2023

**11 Property, plant and equipment (continued)**

*Water and Sewerage*

The indexation was calculated by an independent valuer for the 2023 year and was found to be immaterial to the financial statements and therefore not applied as at 30 June 2023.

*Current Replacement Cost*

Water and sewerage infrastructure fair values were determined by independent valuers, APV Valuers and Asset Management effective 30th April 2020. CRC was calculated based on expected replacement costs. In all cases the assets were disaggregated to component level to ensure a reliable measure of cost and service capacity and deterioration of estimated remaining life.

APV Asset Valuers and Asset Management's Cost Models were derived from the following sources: Asset valuation database, Schedule rates for construction of asset or similar assets, Cost curves derived by experience, Price index tables, Recent contract and tender data, Relevant Indices for building and construction, and Suppliers' quotations

Factors taken into account in determining replacement costs included:

Development factors - the area in which development takes place (e.g. Rural areas would have little or no restoration requirements, whereas a high density area would have large amounts of high quality footpaths, road pavements and associated infrastructure that would require reinstatement, and would also require traffic control).

Soil Factors - The types of soil or other surface material (e.g. Areas where soil is sandy are difficult to excavate and would require shoring while areas where the soil is generally free of rock would not present any great difficulty for excavation).

Depth Factors - All water assets are in trenches at or above 600mm in depth. Most sewerage assets are in trenches less than 1.5m and Council will reline sewers rather than replace them.

*Accumulated Depreciation*

In determining accumulated depreciation, assets were either subject to a site inspection or an assessment to determine remaining useful life. Where site inspections were conducted (i.e. for active assets), the assets were allocated a condition assessment, which was used to estimate remaining useful life.

Where site inspections were not conducted (i.e. for passive assets and active assets for which no site inspections were undertaken), the remaining useful life was calculated on an age basis after taking into consideration current and planned maintenance records.

For wastewater gravity mains the assumption that the pipes will be relined was adopted. The fair value for sewer gravity mains was determined as follows:

- For all pipes, replacement cost was determined based on replacement by trench excavation, useful life was determined as the pipe useful life plus the reline useful life, and the pipe fair value was based on age.
- Where pipes have been relined, the total pipe useful life was determined as the pipe age when the reline occurred plus the reline life.
- The relining of pipes was valued at reline rates and depreciated over the reline life (70 years). The reline fair value was based on age.

In August, 2014, 1.45 kms of the sewerage system was relined after initial visual assessments of the CCTV footage indicated that a number of joint displacements, intruding junctions, fracturing longitudinally and circumferentially as well as root and debris within the invert of the assets. The relining work utilised EX PVC lining. The product is guaranteed for between 20 - 25 years by Abergeldie Complex Infrastructure, the company that undertook the work. However, discussions with our Engineer, Stuart Bourne have indicated 3 studies that have been completed that have stated that PVC pipe has a longevity in excess of 100 years and that it would be further protected by being inside the existing sewerage pipes.

The relining is treated as an addition and depreciated as a separate component to the existing pipe and that the remaining useful life of the existing pipe would then be consistent with the useful life of the relining.

Given the studies that predict that PVC piping has a useful life of in excess of 100 years, we have given the relining a useful life equivalent to the remaining useful life of the existing pipe.

**Boulia Shire Council**  
**Notes to the financial statements**  
For the year ended 30 June 2023

**12 Payables**

Creditors are recognised upon receipt of the goods or services ordered and are measured at the agreed purchase/contract price net of applicable discounts other than contingent discounts. Amounts owing are unsecured and are generally settled on 30 day terms.

Liabilities are recognised for employee benefits such as wages and salaries, annual leave and long service leave in respect of services provided by the employees up to the reporting date. Liabilities for employee benefits are assessed at each reporting date.

*Salaries and Wages*

A liability for salaries and wages is recognised and measured as the amount unpaid at the reporting date at current pay rates in respect of employees' services up to that date. This liability represents an accrued expense and is reported as a payable.

*Annual Leave*

A liability for annual leave is recognised. Amounts expected to be settled within 12 months (the current portion) are calculated on current wage and salary levels and includes related employee on-costs. Amounts not expected to be settled within 12 months (the non-current portion) are calculated on projected future wage and salary levels and related employee on-costs, and are discounted to present values. This liability represents an accrued expense and is reported as a payable.

As Council does not have an unconditional right to defer this liability beyond 12 months annual leave is classified as a current liability.

*Sick Leave*

Council has an obligation to pay sick leave on termination to employees and therefore a liability has been recognised for this obligation. This liability represents an accrued expense and is reported as a payable.

*Superannuation*

The superannuation expense for the reporting period is the amount of the contribution the Council makes to the superannuation plan which provides benefits to its employees. Details of those arrangements are set out in Note 19.

	2023	2022
Note	\$	\$
<b>Current</b>		
Creditors and accruals	660,370	1,362,385
Annual leave	471,727	366,773
Sick leave	309,878	294,748
Other entitlements	18,739	18,739
	1,460,714	2,042,645

**13 Borrowings**

Borrowings are initially recognised at fair value plus any directly attributable transaction costs. Subsequent to initial recognition, liabilities are measured at amortised cost.

In accordance with the Local Government Regulation 2012 Council adopts an annual debt policy that sets out Council's planned borrowings for the next nine years. Council's current policy is to only borrow for capital projects and for a term no longer than the expected life of the asset. Council also aims to comply with the Queensland Treasury Corporation's borrowing guidelines and ensure that sustainability indicators remain within acceptable levels at all times. All borrowing costs are expensed in the period in which they are incurred. No borrowing costs are capitalised on qualifying assets.

	2023	2022
Note	\$	\$
<b>Current</b>		
Loans - Queensland Treasury Corporation	60,785	58,529
Loan - Economic Development	32,000	32,000
	92,785	90,529

**Boulia Shire Council**  
**Notes to the financial statements**

For the year ended 30 June 2023

**13 Borrowings (continued)**

	<b>Note</b>	<b>2023</b>	<b>2022</b>
		<b>\$</b>	<b>\$</b>
<b>Non-current</b>			
Loans - Queensland Treasury Corporation		838,289	897,587
Loan - Economic Development		358,298	390,298
		<u>1,196,587</u>	<u>1,287,885</u>

The QTC loan market value at the reporting date was \$899,074. This represents the value of the debt if Council repaid it at that date. As it is the intention of Council to hold the debt for its term, no provision is required to be made in these accounts.

No Assets have been pledged as security by the Council for any liabilities. However, all loans are guaranteed by the Queensland Government. The Economic Development Queensland Loan is an interest-free loan. A single annual repayment of \$32,000 is required each year. The term of the loan expires in the year ended 30 June 2036.

All borrowings are in \$A denominated amounts and carried at amortised cost, interest being expensed as it accrues. Expected final repayment date is 15th June 2035. There has been no defaults or breaches of the loan agreement during the period.

Principal and Interest repayments are made quarterly in arrears.

**14 Provisions**

Liabilities are recognised for employee benefits such as long service leave in respect of services provided by the employees up to the reporting date. Short-term benefits which are expected to be wholly settled within 12 months are calculated on wage and salary levels which are expected to be paid and includes related employee on-costs. Amounts not expected to be wholly settled within 12 months are calculated on projected future wage and salary levels and related employee on-costs, and are discounted to present values.

*Long Service Leave*

The provision for long service leave represents the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date. The liability is calculated using current pay rates and projected future increases in those rates and includes related employee on-costs. The estimates are adjusted for the probability of the employee remaining in the Council's employment or other associated employment which would result in the Council being required to meet the liability. Adjustments are then made to allow for the proportion of the benefit earned to date, and the result is discounted to present value. The interest rates attaching to Commonwealth Government guaranteed securities at the reporting date are used to discount the estimated future cash outflows to their present value.

Where employees have met the prerequisite length of service and council does not have an unconditional right to defer this liability beyond 12 months long service leave is classified as a current liability. Otherwise it is classified as non-current.

*Landfill Rehabilitation*

A provision is made for the cost of restoring landfill where it is probable the council will have an obligation to rehabilitate the site when the use of the facilities is complete.

The calculation of the provisions use assumptions including application of environmental legislation, site closure dates, available technologies and engineering cost estimates. These uncertainties may result in future actual expenditure differing from amounts currently provided. The provisions are reviewed at least annually and updated based on the facts and circumstances available at the time.

Landfill provision represents the present value of anticipated future costs associated with the closure of the landfill sites, refilling the basin, reclamation and rehabilitation, decontamination and monitoring of historical residues and leaching on these sites. As landfills are on state reserves which the Council does not control, the provision for restoration is treated as an expense in the year the provision is first recognised. Changes in the provision are treated as an expense or income.

	<b>Note</b>	<b>2023</b>	<b>2022</b>
		<b>\$</b>	<b>\$</b>
<b>Current</b>			
Long service leave		490,437	274,947
		<u>490,437</u>	<u>274,947</u>
<b>Non-current</b>			
Long service leave - non-current		35,690	185,624
Landfill Rehabilitation		20,000	20,000
		<u>55,690</u>	<u>205,624</u>

**Boulia Shire Council**  
**Notes to the financial statements**  
For the year ended 30 June 2023

**14 Provisions (continued)**

Movements in non-employee benefit provisions:

	2023	2022
Note	\$	\$
<b>Landfill Rehabilitation</b>		
Balance at beginning of financial year	20,000	20,000
Movement in the year	-	-
Balance at end of financial year	<u>20,000</u>	<u>20,000</u>

This is the present value of the estimated cost of restoring the landfill site to a useable state at the end of its useful life which is expected to be 2029.

**15 Contract balances**

Contract assets represent the excess of costs incurred in relation to a contract with the customer or construction of an asset over the amounts that Council has invoiced the customer or the grantor. Where Council has invoiced the customer or the grantor amounts in excess of what it has incurred in relation to a contract or in constructing an asset, this gives rise to a contract liability.

	2023	2022
Note	\$	\$
<b>(a) Contract liabilities</b>		
Funds received upfront to construct Council controlled assets	614,393	1,792,669
Deposits received in advance of services provided (e.g. retirement home fees, performance obligations in grants)	47,755	13,927
	<u>662,148</u>	<u>1,806,596</u>
Revenue recognised that was included in the contract liability balance at the beginning of the year		
Funds to construct Council controlled assets	1,792,280	2,177,401
Deposits received in advance of services provided	13,926	-
	<u>1,806,206</u>	<u>2,177,401</u>

*Satisfaction of contract liabilities*

The contract liabilities in relation to capital grants relate to funding received prior to the work being performed since revenue is recognised as Council constructs the assets. Council expects to recognise the contract liability as income in the next financial year.

**(b) Significant changes in contract balances**

Significant movements in contract assets and contract liabilities that have occurred were due to the change in the timing of the work and significant monies received in advance.

**Boulia Shire Council**  
**Notes to the financial statements**  
For the year ended 30 June 2023

**16 Asset revaluation surplus**

The asset revaluation surplus comprises adjustments relating to changes in value of property, plant and equipment that do not result from the use of those assets. Net incremental changes in the carrying value of classes of non-current assets since their initial recognition are accumulated in the asset revaluation surplus.

Increases and decreases on revaluation are offset within a class of assets.

Where a class of assets is decreased on revaluation, that decrease is offset first against the amount remaining in the asset revaluation surplus in respect of that class. Any excess is treated as an expense.

When an asset is disposed of, the amount reported in surplus in respect of that asset is retained in the asset revaluation surplus and not transferred to retained surplus.

**17 Commitments for expenditure**

	2023	2022
Note	\$	\$
<b>Contractual commitments</b>		
Contractual commitments at the end of the financial year that have not been recognised in the financial statements.		
Plant and Vehicles	451,381	520,888
Industrial Estate	598,880	-
Town Infrastructure	334,239	-
Housing	2,359,254	-
Roads	155,234	-
Water infrastructure	248,369	-
Sewerage infrastructure	199,000	-
	<u>4,346,357</u>	<u>520,888</u>

**18 Contingent liabilities**

Details and estimates of maximum amounts of contingent liabilities are as follows:

**Local Government Mutual**

Council is a member of the local government mutual liability self-insurance pool, LGM Queensland. In the event of the pool being wound up or it being unable to meet its debts as they fall due, the trust deed and rules provide that any accumulated deficit will be met by the individual pool members in the same proportion as their contribution is to the total pool contributions in respect to any year that a deficit arises.

As at 30 June 2023 the financial statements LGM Queensland reported an accumulated surplus and it is not anticipated any liability will arise.

**Local Government Workcare**

The Council is a member of the Queensland local government worker's compensation self-insurance scheme, Local Government Workcare. Under this scheme, the Council has provided an indemnity towards a bank guarantee to cover bad debts which may remain should the Self Insurance License be cancelled and there was insufficient funds available to cover outstanding liabilities. Only the Queensland Government's Workers Compensation Authority may call on any part of the guarantee should the above circumstances arise.



**Boulia Shire Council**  
**Notes to the financial statements**  
For the year ended 30 June 2023

**19 Superannuation - Regional Defined Benefit Fund**

Council contributes to the LGIASuper Regional Defined Benefits Fund (the scheme), at the rate of 12% for each permanent employee who is a defined benefit member. This rate is set in accordance with the LGIASuper trust deed and may be varied on the advice of an actuary. The Regional Defined Benefits Fund is a complying superannuation scheme for the purpose of the Commonwealth Superannuation Industry (Supervision) legislation and is also governed by the Local Government Act 2009. The scheme is managed by the LGIASuper trustee as trustee for LGIASuper trading as Brighter Super.

The scheme is a pooled defined benefit plan and it is not in accordance with the deed to allocate obligations, plan assets and costs at the council level.

Any amount by which the scheme is over or under funded may affect future benefits and result in a change to the contribution rate, but has not been recognised as an asset or liability of the Council.

Technically Council can be liable to the scheme for a portion of another local governments' obligations should that local government be unable to meet them. However the risk of this occurring is extremely low and in accordance with the LGIASuper trust deed changes to council's obligations will only be made on the advice of an actuary.

The last completed actuarial assessment of the scheme was undertaken as at 1 July 2021. The actuary indicated that "At the valuation date of 1 July 2021, the net assets of the scheme exceeded the vested benefits and the scheme was in a satisfactory financial position as at the valuation date." The Council is not aware of anything that has happened since that time that indicates the assets of the scheme are not sufficient to meet the vested benefits, as at the reporting date.

	<b>Note</b>	<b>2023</b> <b>\$</b>	<b>2022</b> <b>\$</b>
Superannuation contributions made to the Regional Defined Benefits Fund		8,760	8,977
Other superannuation contributions for employees		382,607	464,087
Total superannuation contributions paid by Council for employees:	6	<u>391,367</u>	<u>473,064</u>

No changes have been made to prescribed employer contributions which remain at 12% of employee assets and there are no known requirements to change the rate of contributions.

The next triennial actuarial review is not due until 1 July 2024.

The most significant risks that may result in LGIA super increasing the contribution rate, on the advice of the actuary, are:

Investment risk - The risk that the scheme's investment returns will be lower than assumed and additional contributions are needed to fund the shortfall.

Salary growth risk - The risk that wages or salaries will rise more rapidly than assumed, increasing vested benefits to be funded.

**Boulia Shire Council**  
**Notes to the financial statements**  
For the year ended 30 June 2023

**20 Reconciliation of net result for the year to net cash inflow (outflow) from operating activities**

	Note	2023 \$	2022 \$
Net result		8,882,324	5,482,931
Non-cash items:			
Depreciation		5,113,328	4,665,038
		<u>5,113,328</u>	<u>4,665,038</u>
Investing and development activities (non-cash):			
Net (profit)/loss on disposal of non-current assets	5	370,600	308,143
Capital grants and contributions	4(ii)	(7,856,952)	(8,760,726)
		<u>(7,486,352)</u>	<u>(8,452,583)</u>
Changes in operating assets and liabilities:			
(Increase)/decrease in receivables	11	930,083	(754,203)
(Increase)/decrease in inventory	10	54,234	(120,632)
Increase/(decrease) in payables	12	(581,931)	(114,169)
Increase/(decrease) in contract liabilities		33,828	-
Increase/(decrease) in provisions	14	65,556	(3,983)
		<u>501,769</u>	<u>(992,986)</u>
Net cash inflow (outflow) from operating activities		<u>7,011,070</u>	<u>702,400</u>

**21 Reconciliation of liabilities arising from financing activities**

2023	Note	As at 1 July 2022 \$	Cash flows \$	Non-cash changes \$	As at 30 June 2023 \$
Loans	13	<u>1,378,413</u>	<u>(89,040)</u>	-	<u>1,289,373</u>
2022	Note	As at 1 July 2021 \$	Cash flows \$	Non-cash changes \$	As at 30 June 2022 \$
Loans	13	<u>1,010,895</u>	<u>367,518</u>	-	<u>1,378,413</u>

**22 Financial instruments and financial risk management**

**(a) Financial assets and financial liabilities**

Boulia Shire Council has exposure to the following risks arising from financial instruments:

- Credit risk
- Liquidity risk
- Market risk

**Risk management framework**

Boulia Shire Council is responsible for the establishment and oversight of the Risk Management Framework, together with developing and monitoring Risk Management Policies.

Council's management approves policies for overall risk management, as well as specifically for managing credit, liquidity and market risk.

**Boulia Shire Council**  
**Notes to the financial statements**

For the year ended 30 June 2023

The Council's risk management policies are established to identify and analyse the risks faced, to set appropriate limits and controls and to monitor these risks and adherence against limits. The Council aims to manage volatility to minimise potential adverse effects on the financial performance of the Council.

Boulia Shire Council does not enter into derivatives.

**Boulia Shire Council**  
**Notes to the financial statements**  
For the year ended 30 June 2023

**22 Financial instruments and financial risk management (continued)**

**Credit Risk**

Credit Risk is the risk of financial loss if a counterparty to a financial instrument fails to meet its contractual obligations. These obligations arise principally from the Council's investments and receivables from customers.

Exposure to credit risk is managed through regular analysis of credit counterparty ability to meet payment obligations.

Investments in financial instruments are required to be made with Queensland Treasury Corporation (QTC) or similar State / Commonwealth Bodies or financial institutions in Australia, in line with the requirements of the Statutory Bodies Financial Arrangements Act 1982.

No Collateral is held as security relating to the financial assets held by Boulia Shire Council. The carrying amount of financial assets represents the maximum credit exposure.

The following table represents the maximum exposure to credit risk based on the carrying amounts of financial assets at the end of the reporting period:

<b>Financial Assets</b>	<b>Note</b>	<b>2023</b>	<b>2022</b>
		<b>\$</b>	<b>\$</b>
Cash and equivalents	8	20,575,678	19,080,378
Receivables - rates	9	112,040	113,227
Receivables - other	9	65,132	1,095,786
<b>Other Credit Exposures</b>			
Guarantees	17	-	25,474
<b>Total Financial Assets</b>		<b>20,752,850</b>	<b>20,314,865</b>

*Cash and Cash Equivalents*

The Council may be exposed to credit risk through its Investments in the QTC Cash Fund and QTC Working Capital Facility. The QTC Cash Fund is an asset management portfolio that invests with a wide range of high credit rated counterparties. Deposits with the QTC cash fund are capital guaranteed. Working capital facility deposits have a duration of one day and all investments are required to have a minimum credit rating of "A-", therefore the likelihood of the counterparty having capacity to meet its financial commitments is strong.

*Other Financial Assets*

Other investments are held with financial institutions, which are rated A-1+ and AA- based on rating agency Standard and Poor ratings, and whilst not capital guaranteed, the likelihood of a credit failure is assessed as remote.

*Receivables*

In the case of rate receivables, the Council has the power to sell the property to recover any defaulted amounts. In effect this power partially protects the Council against credit risk in the case of defaults.

In other cases, the Council assesses the credit risk before providing goods or services and applies normal business credit protection procedures to minimise the risk.

**Boulia Shire Council**  
**Notes to the financial statements**  
For the year ended 30 June 2023

**22 Financial instruments and financial risk management (continued)**

**Liquidity Risk**

Liquidity risk is the risk that the Council will encounter difficulty in meeting the obligations associated with its financial liabilities that are settled by delivering cash or another financial asset.

*Exposure to liquidity risk*

Boulia Shire Council is exposed to liquidity risk through its normal course of business and through its borrowings with QTC.

The Council manages its exposure to liquidity risk by maintaining sufficient cash deposits and undrawn facilities, both short and long term, to cater for unexpected volatility in cash flows. These facilities are disclosed in Note 8.

The following table sets out the liquidity risk in relation to financial liabilities held by Council. It represents the remaining contractual cash flows (Principal and interest) of financial liabilities at the end of the reporting period, excluding the impact of netting agreements. Trade payables are expected to be paid within 1 year.

	0 to 1 year	1 to 5 years	Over 5 years	Total Contractual Cash Flows	Carrying Amount
	\$	\$	\$	\$	\$
<b>2023</b>					
Loans - others	32,000	128,000	230,298	390,298	390,298
Loans - QTC	94,897	379,588	664,279	1,138,764	899,074
	<u>126,897</u>	<u>507,588</u>	<u>894,577</u>	<u>1,529,062</u>	<u>1,289,373</u>
<b>2022</b>					
Loans - others	32,000	128,000	262,298	422,298	422,298
Loans - QTC	94,897	379,588	759,176	1,233,661	956,115
	<u>126,897</u>	<u>507,588</u>	<u>1,021,474</u>	<u>1,655,959</u>	<u>1,378,413</u>

The outflows in the above table are not expected to occur significantly earlier or for significantly different amounts than indicated in the table.

Trade payables are expected to be paid within one year.

**Market Risk**

Market risk is the risk that changes in market prices, such as interest rates, will affect the Council's income or the value of its holdings of financial instruments.

*Interest Rate Risk*

Council is exposed to interest rate risk through Investments with QTC and other financial institutions.

Council has access to a mix of variable and fixed rate funding options through QTC so that interest rate risk exposure can be minimised.

*Sensitivity*

Sensitivity to interest rate movements is shown for variable financial assets and liabilities based on the carrying amount at reporting date.

The following interest rate sensitivity analysis depicts what effect a reasonably possible change in interest rates (assumed to be 1%) would have on the profit and equity, based on the carrying values at the end of the reporting period. The calculation assumes that the change in interest rates would be held constant over the period.

**Boulia Shire Council**  
**Notes to the financial statements**  
For the year ended 30 June 2023

**22 Financial instruments and financial risk management (continued)**

	Net Carrying Amount	Effect on Net Result		Effect on Equity	
		1% increase	1% decrease	1% increase	1% decrease
	\$	\$	\$	\$	\$
<b>2023</b>					
QTC Cash Fund	20,447,612	204,476	(204,476)	204,476	(204,476)
Loans*	(1,289,373)	-	-	-	-
<b>Net Total</b>	<u>19,158,239</u>	<u>204,476</u>	<u>(204,476)</u>	<u>204,476</u>	<u>(204,476)</u>
<b>2022</b>					
QTC Cash Fund	17,628,406	176,284	(176,284)	176,284	(176,284)
Loans*	(1,378,414)	-	-	-	-
<b>Net Total</b>	<u>16,249,992</u>	<u>176,284</u>	<u>(176,284)</u>	<u>176,284</u>	<u>(176,284)</u>

\*QTC Generic Debt Pool - the Generic Debt Pool products approximate a fixed rate loan. There is negligible impact on interest sensitivity from changes in interest rates for Generic Debt Pool borrowings. Similarly, the Economic Development Queensland Loan is an interest-free loan and will not be affected by changes in interest rates.

**(b) Fair Value**

The fair value of receivables and payables is assumed to approximate the value of the original transaction, less any allowance for impairment.

The fair value of borrowings with QTC is based on the market value of debt outstanding. The market value of a debt obligation is the discounted value of future cash flows based on prevailing market rates and represents the amount required to be repaid if this was to occur at balance date. The market value of debt is provided by QTC and is disclosed in Note 14.

QTC applies a book rate approach in the management of debt and interest rate risk, to limit the impact of market value movements to client's cost of funding. The book value represents the carrying value based on amortised cost using the effective interest method.

**23 Events after the reporting period**

The comprehensive valuation for the Roads and Aerodrome Assets was performed by the independent valuer in September 2023. The valuation was confirmed to be applicable as at 30 June 2023, and accordingly, adjustments were made to reflect this valuation at the year-end.

**Boulia Shire Council**  
**Notes to the financial statements**  
For the year ended 30 June 2023

**24 Correction of errors**

**a Understatement of revenue and overstatement of contract liabilities**

It has been identified that revenue and contract liabilities for the Financial Assistance Grants (FAGS) and other smaller grants have been incorrectly calculated for the years ended 30 June 2021 and 2022. These grants, which were previously recognised over time, should instead be recognised at point in time due to their untied nature and absence of specific obligation. Contract liabilities should not have been recognised for these grants.

The incorrect recognition of contract liabilities in prior years for the grants has resulted in the net understatement of revenue, retained surplus and overstatement of contract liabilities for the year ended 30 June 2022. The adjustments are included in the summary below.

**b Overstatement of sick leave expenses and provision**

It has been noted during the year that the calculation of the sick leave provisions does not align with the terms specified in the employment agreements. In prior year, Council recognised sick leave provision based on the entire unused sick leave at current hourly rate, and not based on the schedule of payout of sick leave on termination of employment, stipulated in the Council's employment agreement. This inconsistency has resulted in an overstatement of employee costs and the sick leave provision for the year ended 30 June 2022.

The errors described above have been corrected by restating the balances at the beginning of the comparative period (1 July 2021) with the adjustments taken to Retained Earnings at that date. Comparatives have been changed to reflect the corrected amounts and the impact on each item in the financial statements is shown below.

	Original balance as presented at 30 June 2022	Prior period adjustments			Restated at 30 June 2022
		(a) Contract liabilities	(b) Provision for sick leave	Total prior period adjustments	
<b>Statement of comprehensive income</b>					
<b>Income</b>					
<b>Recurrent revenue</b>					
Grants, subsidies, contributions and donations	4,479,644	1,281,022	-	1,281,022	5,760,666
<b>Total recurrent revenue</b>	<b>14,312,355</b>	<b>1,281,022</b>	<b>-</b>	<b>1,281,022</b>	<b>15,593,377</b>
<b>Total income</b>	<b>23,073,081</b>	<b>1,281,022</b>	<b>-</b>	<b>1,281,022</b>	<b>24,354,103</b>
<b>Expenses</b>					
Employee benefits	(3,893,884)	-	(52,483)	(52,483)	(3,946,367)
<b>Recurrent expenses</b>	<b>(17,282,007)</b>	<b>-</b>	<b>(52,483)</b>	<b>(52,483)</b>	<b>(17,334,490)</b>
<b>Total expenses</b>	<b>(17,590,150)</b>	<b>-</b>	<b>(52,483)</b>	<b>(52,483)</b>	<b>(17,642,633)</b>
<b>Net results</b>	<b>5,482,931</b>	<b>1,281,022</b>	<b>(52,483)</b>	<b>1,228,539</b>	<b>6,711,470</b>
<b>Statement of financial position</b>					
<b>Current liabilities</b>					
Contract liabilities	4,620,289	(2,813,693)	-	(2,813,693)	1,806,596
Payables	2,254,016	-	(211,372)	(211,372)	2,042,644
<b>Total current liabilities</b>	<b>7,239,781</b>	<b>(2,813,693)</b>	<b>(211,372)</b>	<b>(3,025,065)</b>	<b>4,214,715</b>
<b>Net community assets</b>	<b>221,644,918</b>	<b>2,813,693</b>	<b>211,372</b>	<b>3,025,065</b>	<b>224,669,983</b>
<b>Community equity</b>					
Retained surplus	101,228,619	2,813,693	211,372	3,025,065	104,253,684
<b>Total community equity</b>	<b>221,644,918</b>	<b>2,813,693</b>	<b>211,372</b>	<b>3,025,065</b>	<b>224,669,983</b>
<b>Statement of financial position, 1 July 2021</b>					
<b>Current liabilities</b>					
Contract liabilities	2,221,520	(1,532,671)	-	(1,532,671)	688,849
Payables	2,368,185	-	(263,855)	(263,855)	2,104,330
<b>Total current liabilities</b>	<b>4,589,705</b>	<b>(1,532,671)</b>	<b>(263,855)</b>	<b>(1,796,526)</b>	<b>2,793,179</b>
<b>Net community assets</b>	<b>206,436,545</b>	<b>1,532,671</b>	<b>263,855</b>	<b>1,796,526</b>	<b>208,233,071</b>
<b>Community equity</b>					
Retained surplus	95,745,688	1,532,671	263,855	1,796,526	97,542,214
<b>Total community equity</b>	<b>206,436,545</b>	<b>1,532,671</b>	<b>263,855</b>	<b>1,796,526</b>	<b>208,233,071</b>

**Boulia Shire Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2023**

**25 Transactions with related parties**

**(a) Transactions with key management personnel (KMP)**

KMP include the Mayor, Councillors, Council's Chief Executive Officer and some executive management. The compensation paid to KMP comprises:

	2023	2022
	\$	\$
Short-term employee benefits	724,302	703,485
Post-employment benefits	82,878	23,209
Long-term benefits	92,595	106,568
<b>Total</b>	<b>899,776</b>	<b>833,262</b>

Detailed remuneration disclosures are provided in the annual report.

**(b) Transactions with other related parties**

Other related parties include the close family members of KMP and any entities controlled or jointly controlled by KMP or their close family members. Close family members include a spouse, child and dependent of a KMP or their spouse.

Details of transactions between Council and other related parties are disclosed below:

Details of Transaction	2023	2022
	\$	\$
Employee expenses for close family members of key management personnel	313,791	215,180
Purchase of materials and services from entities controlled by key management personnel	421,531	422,682

(i) All close family members of key management personnel were employed through an arm's length process. They are paid in accordance with the Award for the job they perform.

Number of employees of close family members comprises:

FTE	2023	2022
Total number of council employees	51	45
Close family members of key management personnel	6	4
% of total number of council employees	12%	9%

(ii) The purchases of materials and services from entities controlled by key management personnel were on an arm's length basis in accordance with Council's procurement policies. The total disclosed includes the following:

Payments charged by entities controlled by key management personnel	Details of related party	2023	2022
		\$	\$
Purchase of materials and services from entities controlled by key management personnel	Tim Edgar, a contractor employed by Council to undertake various electrical works throughout the course of the year, is a related party of Councillor Rebecka Britton. He was engaged on commercial terms and all transactions have occurred in accordance with Council's relevant procurement policy.	265,444	265,989
Purchase of materials and services from entities controlled by key management personnel	Dannileah Stewart, a contractor employed by Council to undertake various cleaning works throughout the course of the year, is a related party of Ron Callope. She was engaged on commercial terms and all transactions have occurred in accordance with Council's relevant procurement policy.	139,288	133,293
Purchase of materials and services from entities controlled by key management personnel	Various other minor and immaterial related party transactions.	16,800	23,400
<b>Total</b>		<b>421,531</b>	<b>422,682</b>

**(c) Outstanding balances**

There were no outstanding balances at 30 June 2023 (2022: nil)

**(d) Loans and guarantees to/from related parties**

Council does not make loans to or receive loans from related parties. No guarantees have been provided.

**(e) Commitments to/from other related parties**

Council does not have any commitments to/from other related parties other than disclosed above.

**(f) Transactions with related parties that have not been disclosed**

Most of the entities and people that are related parties of Council live and operate within the Boulia Shire Council. Therefore, on a regular basis ordinary citizen transactions occur between Council and its related parties. Some examples include:

- Payment of rates
- Gym membership
- Dog registration
- Venue hiring
- Borrowing books from a council library

Council has not included these types of transaction in its disclosure where they are made on the same terms and conditions available to the general public.



**Boulia Shire Council**  
**Financial statements**  
For the year ended 30 June 2023

**Management Certificate**  
**For the year ended 30 June 2023**

These general purpose financial statements have been prepared pursuant to sections 176 and 177 of the *Local Government Regulation 2012* (the Regulation) and other prescribed requirements.

In accordance with section 212(5) of the Regulation we certify that:

- (i) the prescribed requirements of the *Local Government Act 2009* and *Local Government Regulation 2012* for the establishment and keeping of accounts have been complied with in all material respects; and
- (ii) the general purpose financial statements, as set out on pages 1 to 31, present a true and fair view, in accordance with Australian Accounting Standards, of the Council's transactions for the financial year and financial position at the end of the year.



\_\_\_\_\_  
Mayor  
Eric Britton

Date: 31, 10, 2023



\_\_\_\_\_  
Chief Executive Officer  
Lynn Moore

Date: 31, 10, 2023

## INDEPENDENT AUDITOR'S REPORT

To the councillors of Boulia Shire Council

### Report on the audit of the financial report

#### Opinion

I have audited the financial report of Boulia Shire Council.

In my opinion, the financial report:

- a) gives a true and fair view of the council's financial position as at 30 June 2023, and of its financial performance and cash flows for the year then ended
- b) complies with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards.

The financial report comprises the statement of financial position as at 30 June 2023, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes to the financial statements including material accounting policy information, and the certificate given by the Mayor and Chief Executive Officer.

#### Basis for opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial report* section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### Other information

Other information comprises financial and non-financial information (other than the audited financial report) in an entity's annual report.

At the date of this auditor's report, the available other information in Boulia Shire Council's annual report for the year ended 30 June 2023 was the current year financial sustainability statement and long-term financial sustainability statement.

The councillors are responsible for the other information.

My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local Government Regulation 2012, I have formed a separate opinion on the current year financial sustainability statement.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

### **Responsibilities of the councillors for the financial report**

The councillors are responsible for the preparation of the financial report that gives a true and fair view in accordance with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards, and for such internal control as the councillors determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

The councillors are also responsible for assessing the council's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless it is intended to abolish the council or to otherwise cease operations of the council.

### **Auditor's responsibilities for the audit of the financial report**

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for expressing an opinion on the effectiveness of the council's internal control.
- Evaluate the appropriateness of material accounting policy information used and the reasonableness of accounting estimates and related disclosures made by the council.
- Conclude on the appropriateness of the council's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I

am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. I base my conclusions on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the council to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

### **Report on other legal and regulatory requirements**

In accordance with s. 40 of the *Auditor-General Act 2009*, for the year ended 30 June 2023:

- a) I received all the information and explanations I required
- b) I consider that, the prescribed requirements in relation to the establishment and keeping of accounts were complied with in all material respects.

### **Prescribed requirements scope**

The prescribed requirements for the establishment and keeping of accounts are contained in the *Local Government Act 2009*, and the *Local Government Regulation 2012*. The applicable requirements include those for keeping financial records that correctly record and explain the council's transactions and account balances to enable the preparation of a true and fair financial report.



Michael Claydon  
as delegate of the Auditor-General

31 October 2023

Queensland Audit Office  
Brisbane

**Boulia Shire Council**  
**Current-year Financial Sustainability Statement**  
For the year ended 30 June 2023

Measures of Financial Sustainability	How the measure is calculated	Actual	Target
Council's performance at 30 June 2023 against key financial ratios and targets:			
Operating surplus ratio	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	7%	Between 0% and 10%
Asset sustainability ratio	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense.	158%	greater than 90%
Net financial liabilities ratio	Total liabilities less current assets divided by total operating revenue (excluding capital items)	-89%	not greater than 60%

**Note 1 - Basis of preparation**

The current year financial sustainability statement is a special purpose statement prepared in accordance with the requirements of the *Local Government Regulation 2012* and the *Financial Management (Sustainability) Guideline 2013*. The amounts used to calculate the three reported measures are prepared on an accrual basis and are drawn from the Council's audited general purpose financial statements for the year ended 30 June 2023.

**Boulia Shire Council**  
**Financial statements**  
For the year ended 30 June 2023

**Certificate of Accuracy**  
**For the year ended 30 June 2023**

This current-year financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the regulation).

In accordance with Section 212(5) of the Regulation we certify that this current-year financial sustainability statement has been accurately calculated.



\_\_\_\_\_  
Mayor  
Eric Britton

Date: 31, 10, 2023



\_\_\_\_\_  
Chief Executive Officer  
Lynn Moore

Date: 31, 10, 2023

## INDEPENDENT AUDITOR'S REPORT

To the councillors of Boulia Shire Council

### Report on the current-year financial sustainability statement

#### Opinion

I have audited the accompanying current-year financial sustainability statement of Boulia Shire Council for the year ended 30 June 2023, comprising the statement, explanatory notes, and the certificate of accuracy given by the Mayor and the Chief Executive Officer.

In accordance with s. 212 of the Local Government Regulation 2012, in my opinion, in all material respects, the current-year financial sustainability statement of Boulia Shire Council for the year ended 30 June 2023 has been accurately calculated.

#### Basis of opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the current-year financial sustainability statement* section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the statement in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### Emphasis of matter – basis of accounting

I draw attention to Note 1 which describes the basis of accounting. The current-year financial sustainability statement has been prepared in accordance with the Financial Management (Sustainability) Guideline 2013 for the purpose of fulfilling the council's reporting responsibilities under the Local Government Regulation 2012. As a result, the statement may not be suitable for another purpose. My opinion is not modified in respect of this matter.

#### Other information

Other information comprises financial and non-financial information (other than the audited financial report) in an entity's annual report.

At the date of this auditor's report, the available other information in Boulia Shire Council's annual report for the year ended 30 June 2023 was the general purpose financial report and long-term financial sustainability statement.

The councillors are responsible for the other information.

My opinion on the current-year financial sustainability statement does not cover the other information and accordingly I do not express any form of assurance conclusion thereon.

However, as required by the Local Government Regulation 2012, I have expressed a separate opinion on the general purpose financial report.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

#### **Responsibilities of the councillors for the current-year financial sustainability statement**

The councillors are responsible for the preparation and fair presentation of the current-year financial sustainability statement in accordance with the Local Government Regulation 2012. The councillors' responsibility also includes such internal control as the councillors determine is necessary to enable the preparation and fair presentation of the statement that is accurately calculated and is free from material misstatement, whether due to fraud or error.

#### **Auditor's responsibilities for the audit of the current-year financial sustainability statement**

My objectives are to obtain reasonable assurance about whether the current-year financial sustainability statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this statement.

My responsibility does not extend to forming an opinion on the appropriateness or relevance of the reported ratios, nor on the council's future sustainability.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the council.



- Evaluate the overall presentation, structure and content of the statement, including the disclosures, and whether the statement represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

*M. Claydon*

Michael Claydon  
as delegate of the Auditor-General

31 October 2023

Queensland Audit Office  
Brisbane

**Boulia Shire Council**  
**Long Term Financial Sustainability Statement (UNAUDITED)**  
**For the year ended 30 June 2023**

Measures of Financial Sustainability	Measure	Target	Actuals at 30 June 2023	Projected for the years ended									
				30 June 2024	30 June 2025	30 June 2026	30 June 2027	30 June 2028	30 June 2029	30 June 2030	30 June 2031	30 June 2032	
Operating surplus ratio	Net result divided by total operating revenue	Between 0% and 10%	7%	-12%	-21%	-23%	-28%	-29%	-30%	-29%	-29%	-27%	
Asset sustainability ratio	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense	greater than 90%	158%	780%	338%	325%	104%	20%	28%	76%	40%	41%	
Net financial liabilities ratio	Total liabilities less current assets divided by total operating revenue	not greater than 60%	-89%	-107%	-77%	-95%	-87%	-114%	-126%	-140%	-152%	-163%	

**Boulia Shire Council's Financial Management Strategy**

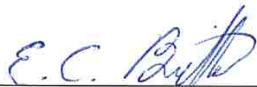
Council aims to operate within a set of conservative guide-posts to ensure we are financially sustainable in the short, medium and long term. As part of our financial strategy, we have adopted seven (7) key financial performance Indicators to guide our financial health. In addition to the financial Indicators, we have the above three (3) sustainability indicators that have been set by the Department of Local Government, Community Recovery and Resilience to help monitor the long-term sustainability of all Councils across Queensland. Throughout the financial year, these indicators are calculated and reported on monthly at Council meetings, as part of a full suite of financial reports. Should there be any deviation outside these parameters, the executive management and Council will be fully informed and may take corrective action as required.

**Boulia Shire Council**  
**Financial statements**  
For the year ended 30 June 2023

**Certificate of Accuracy**  
**For the long-term financial sustainability statement prepared as at 30 June 2023**

This long-term financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the regulation).

In accordance with Section 212(5) of the Regulation we certify that this long-term financial sustainability statement has been accurately calculated.



\_\_\_\_\_  
Mayor  
Eric Britton

Date: 31, 10, 2023



\_\_\_\_\_  
Chief Executive Officer  
Lynn Moore

Date: 31, 10, 2023

**Boulia Shire Council Administration Office**

18 Herbert Street  
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Ph: (07) 4746 3188  
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Email: [admin@boulia.qld.gov.au](mailto:admin@boulia.qld.gov.au)  
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**Min Min Encounter Visitor Information Centre**

22 Herbert Street  
Boulia QLD 4829  
Ph: (07) 4746 3386  
Fax: (07) 4746 3387  
Email: [tourism@boulia.qld.gov.au](mailto:tourism@boulia.qld.gov.au)  
<https://www.facebook.com/MinMinEncounterVisitorInformationCentre/>

**Boulia Heritage Complex**

Cnr Hamilton and Pituri Streets  
Boulia QLD 4829  
Ph: (07) 4746 3188  
Email: [stonehouse@boulia.qld.gov.au](mailto:stonehouse@boulia.qld.gov.au)

**Boulia Sports and Aquatic Centre**

Burke Street  
Boulia QLD 4829  
Ph: (07) 4746 3527

**Boulia Shire Council Library Service**

Burke Street  
Boulia QLD 4829  
Ph: (07) 4746 3408  
Email: [library@boulia.qld.gov.au](mailto:library@boulia.qld.gov.au)

**Boulia Shire Council Depot**

Herbert Street  
Boulia QLD 4829  
Email: [dwoadmin@boulia.qld.gov.au](mailto:dwoadmin@boulia.qld.gov.au)  
Ph: (07) 4746 3188

**Boulia Post Office**

40 Herbert Street  
Boulia QLD 4829  
Email: [post@boulia.qld.gov.au](mailto:post@boulia.qld.gov.au)  
Ph: (07) 4746 3129



<b>TITLE:</b>	WHS Report	<b>DOC REF:</b> 11.2.4
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<b>REPORT BY:</b>	David Parker WHS Advisor	<b>DATE:</b> 11/01/2024
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**CORPORATE PLAN REFERENCE:**

Key Priority 7: Valuing our greatest asset – people

7.1: An innovative culture

7.1.3: Ensure the workforce is adequately trained and staff have access to development programs and continually support Workplace, Health and Safety practices

Key Priority 7: Valuing our greatest asset – people

7.2: A great place to work

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

To inform Council of progressions and or issues of concerning regarding WH&S. Ongoing monitoring with projects to ensure correct and completed WHS paperwork is submitted and identify potential hazards and any documentation requirement shortfalls with evidentiary documents held in Magiq and Pulse. Adopt various alerts/updates into regular toolbox talks and training.

**CONTENT:**

LGW – (TMR Audit requirements)	<ul style="list-style-type: none"> <li>TMR Traffic Management Registration Certification issued until 31<sup>st</sup> May 2025.</li> </ul>
Toolbox talks / Presentations	<ul style="list-style-type: none"> <li>Toolbox talks/presentations to council staff have recommenced and are completed every two weeks.</li> <li>Planning for additional sessions to be presented to relevant staff for Queensland Health and WHSQ alerts, vehicle/plant updates, changes in industry compliances and topics generated from field observations and/or staff feedback (Safe work Practices).</li> </ul>
Compliance and Education	<ul style="list-style-type: none"> <li>Present WHS actions/issues/iAuditor/ Audit rectification plan to ManEx meetings weekly.</li> <li>Update WH&amp;S registers – move current paper-based register to electronic copies (continuous process)</li> <li>On-going review of existing WHS documentation/ procedures/registers/inspection schedules to streamline workflow and ensure compliance (Ongoing - all Docs are currently being updated and reviewed).</li> <li>Fire Evacuation Training organised – waiting until Fire Warden Training has been completed (during Start Up) and then will conduct.</li> <li>Start Up organised – Fire Warden Training, Cultural Heritage Training, Drug and Alcohol Training, Due Diligence Training organised for staff.</li> </ul>

Assistance to Staff/ Contractors/ Compliance	<ul style="list-style-type: none"> <li>• CWO/Flood Damage Foreman tasked to check contractor compliance via iAuditor</li> <li>• Schedule regular alerts and inspections in iAuditor for relevant staff to perform (Alerts sent out weekly to assigned staff/managers).</li> </ul>		
Near Misses, Incidents and issues	Total iAuditor WHS actions/issues since last Council meeting: <ul style="list-style-type: none"> <li>• Near Miss – 0</li> <li>• Hazards – 0</li> <li>• Damage – 0</li> <li>• Incidents – 0</li> </ul>		
<b>Category</b>	<b>Description</b>	<b>Site</b>	<b>Outcome</b>
Hazards	Nil		
Damage	Nil		
Incidents	Nil		
Completed Tasks/ And/or Achievements	<ul style="list-style-type: none"> <li>• Face-to-face Inductions: Online Inductions: Learning systems and updating tasks for completion.</li> <li>• Toolbox talks with depot staff.</li> <li>• WHSA completed Drug/Alcohol testing course on Dec 6</li> <li>• Start Up training organised</li> </ul>		
Works in Progress	<ul style="list-style-type: none"> <li>• Weekly consultation with DWO and supervisors on current and upcoming projects and what is required from a WHS perspective.</li> <li>• Regularly monitor the Bouliia Shire Council Hazard Risk Register.</li> <li>• Continue to upload evidentiary documents from iAuditor and hard copy documents into Magiq (our document retention software) and Pulse (linked to WHS Plan) to ensure they are available for regulatory compliance checks (Docs uploaded weekly - LGW SMS, iAuditor reports from Man Ex meetings)</li> <li>• Populating and uploading information into the new WHS Computer based system – Sky Trust. Audit/Inspection uploads continuing</li> </ul>		
Identified future work required and/or improvement areas	<ul style="list-style-type: none"> <li>• Adam Stevenson is now our LGW Rep, as Julian Soler has left LGW. Spoke with Adam and dates for face-to-face visit TBA, but early next year during Start Up.</li> </ul>		
Training Required	<ul style="list-style-type: none"> <li>• RAPAD will be conducting an on-site visit to work with trainees.</li> <li>• Review opportunities where E-Learning and face-to-face courses are offered to the shire.</li> <li>• Consult with Supervisors if competencies or extra training may be required and future toolbox topics.</li> </ul>		

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

That the Workplace Health and Safety Report for December 2023 be received for information.

**ATTACHMENTS:**

Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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<b>TITLE:</b>	<b>Boulia Airport Drug &amp; Alcohol Management Plan</b>	<b>DOC REF:</b> 11.2.5
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<b>REPORT BY:</b>	David Parker WHS Advisor	<b>DATE:</b> <b>03/01/2024</b>
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance  
5.3: Stability

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

Boulia Shire Council's Airport Drug and Alcohol Management Plan (DAMP) has been developed to meet the requirements of Subpart 99.B of the *Civil Aviation Safety Regulations 1998* (CASR).

This DAMP is for Boulia Airport employees who perform, or are available to perform, a 'safety-sensitive aviation activity' (SSAA) and aims to minimise the risk of accident, incident or injury in the workplace due to the consumption of alcohol and other drugs (AOD).

**CONTENT:**

This document sets out how Boulia Shire Council implements its DAMP. It is an important document that all employees should be familiar with.

**CONSULTATION:**

Subpart 99.B of the *Civil Aviation Safety Regulations 1998*  
Sheryl de Bruyn, Business Manager – Jaskco Airport Services

**GOVERNANCE IMPLICATIONS:**

Subpart 99.B of the *Civil Aviation Safety Regulations 1998*  
*WHS Act of Qld 2011*

This review was conducted by Jaskco Airport Services, as part of the council's policy review project – fully budgeted for by council.

**RECOMMENDATION:**

That...Boulia Shire Council endorse the Boulia Airport DAMP.

**ATTACHMENTS:**

1. Boulia AD drug-alcohol-management-plan- DRAFT 2 3.1.24 [11.2.5.1 - 34 pages]

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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# **Boulia**

## **Shire Council**

### **Boulia Airport Drug & Alcohol Management Plan**

<b>Version</b>	1.0 – December 2023
<b>Approver</b>	Airport Manager
<b>Review Date</b>	December 2024

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## Glossary

### Acronyms and abbreviations

Acronym / abbreviation	Description
AOC	Air Operator's Certificate
AOD	Alcohol and Other Drugs
AMROA	Australasian Medical Review Officers Association
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulations 1998
CEO	Chief Executive Officer
DAME	Designated Aviation Medical Examiner
DAMP	Drug and Alcohol Management Plan
MRO	Medical Review Officer
SSAA	Safety-Sensitive Aviation Activity

### Definitions

Regulation 99.010 of the *Civil Aviation Safety Regulations 1998 (CASR)* contains legal definitions for certain terms used in Part 99 of CASR.

Term	Definition
Accident	An occurrence that arises out of a person performing or being available to perform an applicable SSAA if either or both of the following applies: (a) the occurrence results in the death of, or serious harm to, a person; (b) the occurrence results in serious damage to an aircraft or property.
Aerodrome testing area	(a) any surface in a certified aerodrome or a registered aerodrome over which an aircraft is able to be moved while in contact with the surface of the aerodrome, including any parking areas; and (b) any part of the surface of a certified aerodrome or registered aerodrome: (i) that is not covered by paragraph (a); and (ii) that does not have a building on it; and (iii) from which access to a surface mentioned in paragraph (a) may be had; and (c) a building located on a certified aerodrome or registered aerodrome that is used: (i) for maintenance of an aircraft or an aeronautical product; or (ii) for the manufacture of aircraft or aeronautical products; or (iii) by an air traffic service provider to control air traffic; or

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Term	Definition
	(iv) by the holder of an AOC for flying training; and (d) any part of an aircraft, aerobridge or other moveable structure in a certified aerodrome or a registered aerodrome.
Appropriately qualified alcohol and other drug professional	A person who: (a) materially works as a provider of clinical drug and alcohol treatment services; and (b) holds a bachelor's degree, or postgraduate degree, in at least 1 of the following fields: (i) health sciences; (ii) medical science; (iii) social sciences; (iv) behavioural sciences.
Approved breathalyser	A breathalyser approved by CASA under paragraph 99.130(a) of CASR for alcohol testing. Note: definition is related to Part 99 Subpart C of CASR only.
Approved drug testing device	A device approved by CASA under paragraph 99.130(b) of CASR for testing for testable drugs. Note: definition is related to Part 99 Subpart C of CASR only.
Approved laboratory	A person authorised under sub-regulation 99.450 (3) of CASR to conduct confirmatory drug tests for Subpart 99.C. Note: definition is related to Part 99 Subpart C only
Approved person	In relation to an approved laboratory, means a person who is authorised under the laboratory's National Association of Testing Authorities accreditation to declare the results of drug tests conducted by that laboratory. Note: definition is related to Part 99 Subpart C of CASR only.
Approved tester	A person who is authorised to: (a) take body samples for drug or alcohol tests under sub-regulation 99.450 (1) of CASR; and (b) conduct initial drug tests or alcohol tests under sub-regulation 99.450 (2) of CASR. Note: definition is related to Part 99 Subpart C of CASR only.
CASA medical review officer	A medical practitioner who for drug and alcohol testing under Subpart 99.C of CASR, and for Subparts 99.E and 99.H of CASR has: (a) been appointed by CASA under sub-regulation 99.390 (1) of CASR for the purposes of Subpart 99.C of CASR; and (b) training and competence in the field of interpreting drug and alcohol test results; and (c) knowledge of substance use disorders; and (d) knowledge of the contents of Part 99B of CASR.
Comprehensive assessment	In relation to a person's drug or alcohol use, means an examination of the person's physiological and psychosocial indicators carried out: (a) by a psychiatrist; or

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Term	Definition
	<p>(b) by a medical practitioner who is a Fellow of the Australasian Chapter of Addiction Medicine; or</p> <p>(c) jointly by:</p> <ul style="list-style-type: none"> <li>(i) a person entitled to practice as a medical practitioner under a law of a State or Territory; and</li> <li>(ii) an appropriately qualified drug and alcohol professional.</li> </ul>
Confirmatory alcohol test	<p>An alcohol test given in respect of an initial alcohol test to determine the presence and level of alcohol in a body sample.</p> <p>Note: see paragraph (b) of the definition of drug or alcohol test in subsection 33 (1) of the Act.</p>
Confirmatory drug test	<p>A drug test given in respect of an initial drug test to determine the presence and level of a testable drug in a body sample.</p> <p>Note: see paragraph (b) of the definition of drug or alcohol test in subsection 33 (1) of the Act.</p>
DAMP or drug and alcohol management plan	<p>A drug and alcohol management plan that complies, or purports to comply, with the requirements of regulation 99.045 of CASR.</p>
DAMP contact officer	<p>In relation to a DAMP organisation, means a person appointed by the DAMP organisation to liaise with CASA in relation to the organisation's responsibilities under Part 99 of CASR.</p>
DAMP contractor	<p>A person, or the employee of a person, who is:</p> <ul style="list-style-type: none"> <li>(a) a party to an ongoing written or ongoing oral contract with a DAMP organisation; or</li> <li>(b) a DAMP subcontractor to an ongoing written or ongoing oral contract with a DAMP organisation.</li> </ul>
DAMP medical review officer	<p>A medical practitioner who for drug or alcohol testing under a DAMP has:</p> <ul style="list-style-type: none"> <li>(a) competence in the field of interpreting drug and alcohol test results; and</li> <li>(b) knowledge of substance use disorders; and</li> <li>(c) knowledge of the contents of this Part.</li> </ul>
DAMP organisation	<p>A person that is required to have a DAMP under sub-regulation 99.030 (1) of CASR.</p>
DAMP subcontractor	<p>A person who is a party to:</p> <ul style="list-style-type: none"> <li>(a) an ongoing written or oral contract with a DAMP contractor within the meaning of paragraph (a) of the definition of DAMP contractor; or</li> <li>(b) an ongoing written or oral contract with another DAMP subcontractor (under a previous application of this definition).</li> </ul>
DAMP supervisor	<p>In relation to a DAMP organisation, means a person who:</p> <ul style="list-style-type: none"> <li>(a) has had relevant training to form an opinion as to whether a person may be adversely affected by a testable drug or under the influence of alcohol; and</li> <li>(b) is authorised by the organisation to do so for the purposes of paragraph 99.050 (2)(c) of CASR.</li> </ul>
Donor	<p>A person who is asked to give, or has given, a body sample to an approved tester.</p>

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Term	Definition
Drug and alcohol education program	<p>For a DAMP organisation, means a program that includes the following components:</p> <p>(a) for SSAA employees—awareness of:</p> <ul style="list-style-type: none"> <li>(i) the organisation's policy on drug and alcohol use; and</li> <li>(ii) drug and alcohol testing in the workplace; and</li> <li>(iii) support and assistance services for people who engage in problematic use of drugs and alcohol; and</li> <li>(iv) information about the potential risks to aviation safety from problematic use of drugs and alcohol.</li> </ul> <p>(b) for DAMP supervisors—education and training to manage people who engage in problematic use of drugs or alcohol.</p>
Drug or alcohol intervention program	<p>In relation to a person who has a drug or alcohol problem, means a program that includes any of the following measures for that problem:</p> <p>(a) assessment;</p> <p>(b) treatment, including any of the following:</p> <ul style="list-style-type: none"> <li>(i) education;</li> <li>(ii) counselling;</li> <li>(iii) consultation with health care professionals;</li> <li>(iv) pharmacotherapy;</li> <li>(v) residential or non-residential treatment programs;</li> </ul> <p>(c) monitoring and follow-up action.</p>
Employee	In relation to a DAMP organisation, includes a DAMP contractor of the DAMP organisation.
Foreign operator	<p>(a) the holder of a foreign aircraft AOC; or</p> <p>(b) the operator of an aircraft operating in Australia in accordance with a permission granted by CASA under section 26 of the Act; or</p> <p>(c) the operator of an aircraft operating under a permission granted under section 27A of the Act; or</p> <p>(d) the holder of a New Zealand AOC with ANZA privileges; or</p> <p>(e) the operator of an aircraft that is operating in Australia in accordance with section 14 of the Air Navigation Act 1920.</p>
Initial alcohol test	<p>An alcohol test to determine the presence of alcohol in a body sample.</p> <p>Note: see paragraph (a) of the definition of drug or alcohol test in subsection 33 (1) of the Act.</p>
Initial drug test	<p>A drug test to determine the presence of a testable drug in a body sample.</p> <p>Note: see paragraph (a) of the definition of drug or alcohol test in subsection 33 (1) of the Act.</p>
Mandatory preconditions	Any comprehensive assessments or intervention programs have been commenced, and no further positive test results have been obtained.
Nominated drug or alcohol intervention program	In relation to a person who has undergone a comprehensive assessment, means a drug or alcohol intervention program considered suitable for the person by:

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Term	Definition
	(a) if the person is an employee of a DAMP organisation—a DAMP medical review officer; or (b) in any other case—a CASA medical review officer.
Passenger	In relation to an aircraft, means a person: (a) who: (i) intends to travel on a particular flight on the aircraft that has not as yet boarded; or (ii) is on board the aircraft for a flight; or (iii) has disembarked from the aircraft following a flight; and (b) who is not a member of the crew of the aircraft.
Passport	An Australian passport within the meaning of the Australian Passports Act 2005, or a passport issued by the Government of a country other than Australia.
Permitted level	(a) for a testable drug—a level of the drug specified in sub-regulation 99.010(2A) for the purposes of this paragraph; and (b) for alcohol—a level of alcohol of less than 0.02 grams of alcohol in 210 litres of breath.
Positive result	(a) for an initial drug test—a test result within the meaning of paragraph (a) of the definition of positive test result in subsection 33 (1) of the Act; (b) for a confirmatory drug test—a test result within the meaning of paragraph (b) of the definition of positive test result in subsection 33 (1) of the Act; (c) for an initial alcohol test—a test result within the meaning of paragraph (a) of the definition of positive test result in subsection 33 (1) of the Act; (d) for a confirmatory alcohol test—a test result within the meaning of paragraph (b) of the definition of positive test result in subsection 33 (1) of the Act.
Regular SSAA employee	An SSAA employee who is reasonably likely to perform an applicable SSAA at least 2 or more times every 90 days.
Relevant Standard	(a) AS 3547, Breath alcohol testing devices for personal use; and (b) NMI R 126, Pattern Approval Specifications for Evidential Breath Analysers; and (c) AS 4760, Procedures for specimen collection and the detection and quantitation of drugs in oral fluid; and (d) AS/NZS 4308, Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.
Sample identifier	A number allocated to a body sample using the method specified in a legislative instrument made by CASA under regulation 99.150 of CASR.
Screening officer	Has the meaning given in the Aviation Transport Security Act 2004.
Serious incident	An occurrence that arises out of a person performing or being available to perform an applicable SSAA if either or both of the following applies:



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Term	Definition
	(a) the occurrence gives rise to a danger of death or serious harm to a person; (b) the occurrence gives rise to a danger of serious damage to an aircraft or property.
Safety-sensitive aviation activity	Activities that impact directly or indirectly on the safety of civil air operations in Australian territory; or the operation of Australian aircraft outside Australian territory. Note: see section 33 (1) of the Act.
SSAA employee	In relation to a DAMP organisation, means an employee of the DAMP organisation who performs or is available to perform an applicable SSAA.
Substantial compliance	In relation to a drug or alcohol test, has the meaning given in sub-regulation 99.020 (2) of CASR.
Suitable test conditions	Conditions that exist after an accident or serious incident if: (a) testing can be conducted within: (i) for drug testing—32 hours after the accident or incident occurred; and (ii) for alcohol testing—8 hours after the accident or incident occurred; and (b) it is practicable to conduct a test.
Suspension event	Suspending or ceasing the person from performing an SSAA.

### Reference material

Document type	Title
Regulation	Civil Aviation Safety Regulations 1998
Regulation	The Workplace Health and Safety Act 1995
Regulation	The Workplace Health and Safety Regulation 2008 and associated amendments and standards
Regulation	The Local Government Act 2003
	Australian Drug Foundation
Exemption	EX135/20 - DAMP Organisations to provide Information to CASA
Regulation	Part 99B of the <i>Civil Aviation Safety Regulations 1998</i>
Standard	AS 3547, breath alcohol testing devices for personal use
Standard	NMI R 126, Pattern Approval Specifications for Evidential Breath Analysers
Standard	AS/NZS 4760 – 'Procedures for specimen collection and the detection and quantitation of drugs in oral fluid'
Standard	AS/NZS 4308– 'Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine'

## Boulia Airport Drug and Alcohol Management Plan Sample Manual

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Document type	Title
Webpage	Designated Aviation Medical Examiner (DAME) <a href="#">Aviation medical contacts   Civil Aviation Safety Authority (casa.gov.au)</a>
Website	Australasian Medical Review Officers Association (AMROA) <a href="http://www.amroa.org.au">www.amroa.org.au</a>

### Forms

Form no.	Title
Attachment F	Drug and Alcohol Testing Consent & Chain of Custody Form

## **Amendment Record**

Revisions to this Drug and Alcohol Management Plan (DAMP) are dated and a new version assigned accordingly. In addition to recording the date of change for each section or page of this DAMP, a summary of the changes made is also recorded.

<b>Version No.</b>	<b>Date of change</b>	<b>Parts and pages</b>	<b>Summary of change(s)</b>	<b>Approved by</b>
1.0	01.12.2023	All	Initial issue	CEO

## **Distribution List**

A copy of this DAMP is retained in Boulia Shire Council's electronic document management system (MAGIC) and on Council's website This DAMP is made available to the Civil Aviation Safety Authority (CASA) for inspection if requested.

Electronic or printed copies of this DAMP are further distributed as follows:

<b>Copy No. (if assigned)</b>	<b>Holder</b>	<b>Electronic Format</b>	<b>Hard copy</b>
1	Airport Manager	x	
2	Aerodrome Reporting Officer	x	x
3	Director of Works	x	
4	WH&S Officer	x	

Boulia Shire Council makes this DAMP available to all relevant persons on Council's website. Access is also available to staff on Council's MAGIC system.

Persons printing this DAMP should be aware that any hard copies are uncontrolled and may not be the most up-to-date version.

# 1 General

## 1.1 Introduction

Boulia Shire Council's Airport Drug and Alcohol Management Plan (DAMP) has been developed to meet the requirements of Subpart 99.B of the *Civil Aviation Safety Regulations 1998* (CASR).

This DAMP is for Boulia Airport employees who perform, or are available to perform, a 'safety-sensitive aviation activity' (SSAA) and aims to minimise the risk of accident, incident or injury in the workplace due to the consumption of alcohol and other drugs (AOD).

This document sets out how Boulia Shire Council implements its DAMP. It is an important document that all employees should be familiar with.

## 1.2 Policy on AOD Use

Boulia Shire Council has a duty to provide a safe workplace for all employees. The health and welfare of all staff is our prime consideration in developing this policy.

Problematic AOD use can create many difficulties in the workplace, including compromised workplace safety; accidents and workers' compensation claims; absenteeism; and problems with employee commitment and morale, including declines in individual performance.

The aim of this policy is to reinforce Boulia Shire Council's commitment to safety, by ensuring that all employees understand their individual responsibilities when it comes to AOD use in the workplace.

If you take prescription medications (e.g., antibiotics, painkillers or anti-inflammatory medication) it is your responsibility to ensure that such use does not adversely affect your ability to perform your role. You must discuss with your prescribing doctor whether it is safe to take medications when performing your SSAA. You must also let your immediate supervisor, or a responsible manager know about your requirement to take prescription medications so that a determination can be made on your ability to safely perform your role. This may need to be confirmed by a Designated Aviation Medical Examiner (DAME) or a Medical Review Officer (MRO), in consultation with your prescribing doctor.

Consumption of AOD in the workplace while performing your duties is strictly prohibited. Boulia Shire Council takes a zero-tolerance approach to on-the-job AOD use, which will be treated as a disciplinary issue and dealt with in accordance with Section 1.3 below.

If you have a drug or alcohol problem that is adversely affecting your performance at work, Boulia Shire Council can assist you in obtaining professional help through the employee assistance program and will support you through that process. Your immediate supervisor or the HR Manager should be your first point of contact should you require assistance. Such contact will be treated with complete confidentiality.

While Boulia Shire Council endeavours to provide support to employees who have a drug or alcohol problem, by offering appropriate guidance and assistance in arranging treatment, all employees must be aware that the responsibility for treatment and rehabilitation rests with them.

### 1.3 Disciplinary action

Boulia Shire Council will take disciplinary action against the relevant employee or contractual action against contractors or sub-contractors as follows:

- 1.3.1 Where an SSAA employee is requested by Boulia Shire Council to undergo a drug or alcohol test and refuses the test, Boulia Shire Council may discipline the employee for not following a reasonable and lawful direction, in accordance with the Local Government Act 1993 and Boulia Shire Council's Discipline and Termination Policy.
- 1.3.2 Any attempt to tamper or alter any in-house or external test for drugs or alcohol shall constitute gross misconduct, and the employee will be disciplined in accordance with the Local Government Act 1993 and Boulia Shire Council's Discipline and Termination Policy.
- 1.3.3 If testing confirms that the employee has contravened this procedure, then the employee will be subject to review, disciplinary and/or counselling procedures as set out in Boulia Shire Council's Code of Conduct and Boulia Shire Council's Discipline and Termination Policy.
- 1.3.4 Boulia Shire Council's Chief Executive Officer (CEO) shall review all cases of employee suspension at the earliest opportunity, but no later than seven (7) working days after an employee has been suspended and as necessary thereafter.
- 1.3.5 Where drug and alcohol testing reveal that the employee under suspicion was not affected by drugs or alcohol, all paid leave utilised or wages lost for the suspension period shall be reinstated by Boulia Shire Council.

### 1.4 Grievance Procedures

Where an employee reports a grievance due to action initiated by Boulia Shire Council in response to suspected alcohol or drug-related matters, the employee may request to be accompanied by a Union representative at all future meetings held with Boulia Shire Council management on the matter. Additional Union involvement may occur in accordance with the provisions of the Certified Agreement in force at the time.

### 1.5 Key Contacts

#### 1.5.1 DAMP contact officer

The DAMP contact officer is:

**Name:** David Parker (WH&S Adviser)

**Phone:** 0417 697 086

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

The DAMP contact officer is the primary liaison point for CASA in relation to the responsibilities of Boulia Shire Council under CASR Part 99B.

## 1.5.2 DAMP supervisor

The DAMP supervisor for Boulia Shire Council is:

**Name:** Trent Marshall (Director of Works and Operations)

**Phone:** 0409 028 474

**Email:** dwo@boulia.qld.gov.au

Boulia Shire Council's DAMP supervisor has had relevant training to form an opinion as to whether a person may be adversely affected by a testable drug or under the influence of alcohol.

## 1.5.3 DAMP medical review officer

In the event that we require the services of an MRO, we will contact one via the list provided on the Australasian Medical Review Officers Association (AMROA) website.

## 1.6 Who is covered by this DAMP

This DAMP applies to all Boulia Shire Council employees who perform, or are available to perform, an SSAA.

These employees are:

- individuals employed directly by Boulia Shire Council
- contractors engaged by Boulia Shire Council
- subcontractors engaged by contractors of Boulia Shire Council
- individuals employed by those contractors and subcontractors
- visitors and volunteers of Boulia Shire Council.

In this DAMP, the individuals listed above are all referred to as 'SSAA employees' even though they may not be directly employed by Boulia Shire Council.

Employees to whom this DAMP applies will be engaged in the following SSAAs or employment categories:

- Aerodrome Reporting Officer (ARO)/maintenance crew: Maintenance (e.g., grass slashing, airfield movement area painting/repair/re-sealing, airfield electrical repairs)
- ARO: Runway inspections, wildlife hazard management.
- Consultants: Aerodrome technical inspections.

## 1.7 Responsibilities under this DAMP

### 1.7.1 Responsibilities of Boulia Shire Council

Boulia Shire Council will:

- (1) make this DAMP available to each SSAA employee before they begin to perform, or become available to perform, an SSAA.
- (2) keep records related to the implementation of this DAMP.

- (3) not permit an SSAA employee to perform, or be available to perform, an SSAA in any of the following circumstances:
  - (a) if a DAMP supervisor has reasonable grounds to believe that the employee may be adversely affected by AOD.
  - (b) if an accident or serious incident has occurred which involved the employee, while he or she is performing or available to perform a SSAA, and either:
    - (i) for the period that suitable test conditions exist for conducting AOD tests on the employee – a test has not been conducted; or
    - (ii) if tests have been conducted – Boulia Shire Council has not been notified of the test results.
- (4) if an SSAA employee has been required to cease performing, or being available to perform, his or her SSAA duties because of an incident related to AOD – Boulia Shire Council will not permit that SSAA employee to again perform or be available to perform SSAA's until all mandatory pre-conditions have been met.

### **1.7.2 Responsibilities of SSAA employees**

SSAA employees will:

- (1) not perform, or make themselves available to perform, an SSAA if adversely affected by AOD.
- (2) be subject to AOD testing under this DAMP while performing, or being available to perform, an SSAA for Boulia Shire Council.
- (3) be required to provide a body sample when being tested for AOD by Boulia Shire Council or by CASA, for the purposes of conducting the AOD tests.
- (4) immediately cease performing, or being available to perform, an SSAA if they:
  - (a) return a positive result for an AOD test
  - (b) fail to comply with a request by an approved tester to provide a body sample for CASA AOD testing
  - (c) fail to comply with a request to provide a body sample for Boulia Shire Council AOD testing under this DAMP; or
  - (d) interfere with a body sample they provide for AOD testing by CASA or Boulia Shire Council.
- (5) if required to cease performing an SSAA because of an incident related to AOD use, not resume SSAA until all mandatory pre-conditions have been met.
- (6) be encouraged to disclose to Boulia Shire Council if they have consumed a level of alcohol, or have taken any drug, that may adversely affect their ability to carry out an SSAA.

### **1.7.3 Responsibilities of DAMP supervisors**

DAMP supervisors have been trained on how to form an opinion as to whether an employee may be adversely affected by AOD and are authorised by Boulia Shire Council to form such an opinion in appropriate cases.

## 2 Drug and Alcohol Education Program

### 2.1 Overview

Boulia Shire Council will ensure that:

- all SSAA employees complete Boulia Shire Council's drug and alcohol education program when they first join the organisation and before they perform, or are available to perform, an SSAA
- all DAMP supervisors complete DAMP supervisor training before performing supervisor duties.

### 2.2 Mandatory components of the education program

Boulia Shire Council's drug and alcohol education program contains the following components:

- For SSAA employees - awareness of:
  - the organisation's policy on AOD use
  - AOD testing in the workplace
  - support and assistance services for people who engage in problematic AOD use
  - information about the potential risks to aviation safety from problematic AOD use.
- For DAMP supervisors:
  - the SSAA employee awareness requirements above
  - education and training to identify and manage employees who engage in problematic AOD use.

### 2.3 Refresher training

Boulia Shire Council provides refresher drug and alcohol education to all SSAA employees and DAMP supervisors at an interval of no longer than 30 months since completion of the prior drug and alcohol education program.

### 2.4 Completing the education program

Boulia Shire Council's drug and alcohol education program is delivered to employees by means of completing of the following:

- (1) induction training which includes all the mandatory components listed in 2.2 above.
- (2) reading and signing this DAMP
- (3) refresher training at an interval of no longer than thirty (30) months.



### 3 Drug and Alcohol Testing Program

#### 3.1 Substances included in testing

Boulia Shire Council will test for the following substances:

- (1) Alcohol
- (2) Opiates
- (3) Cannabinoids
- (4) Cocaine
- (5) Amphetamines.

#### 3.2 How will testing be conducted

AOD testing under this DAMP will be conducted in accordance with the following relevant standards, together with manufacturer's instructions for each approved testing device.

##### Alcohol testing

Breath testing for alcohol is conducted using an approved device that meets either of the following standard(s):

- AS 3547, breath alcohol testing devices for personal use
- NMI R 126, Pattern Approval Specifications for Evidential Breath Analysers.

##### Drug testing

Oral fluid testing for drugs is conducted in accordance with the following standard:

- AS/NZS 4760 – 'Procedures for specimen collection and the detection and quantitation of drugs in oral fluid'.

Urine testing for drugs is conducted in accordance with the following standard:

- AS/NZS 4308– 'Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine'.

#### 3.3 When will testing be conducted

AOD testing of all SSAA employees under this DAMP will be conducted in the following circumstances:

- (1) on commencement
- (2) after an accident or serious incident
- (3) where a DAMP supervisor has reasonable grounds to believe an SSAA employee is adversely affected by AOD
- (4) returning to work after suspension
- (5) random AOD testing by the organisation.

Note: In addition to the AOD testing conducted under this DAMP, SSAA employees may also be subject to random AOD testing by CASA.

### **3.3.1 On commencement**

All employees working as a 'regular SSAA employee' (see definitions) will be tested for AOD prior to commencement with the organisation.

Existing employees whose role changes to that of a 'regular SSAA employee' will be AOD tested when that change takes effect, unless the employee has returned a negative AOD test within the 90 days before they are required to perform, or be available to perform, an SSAA.

### **3.3.2 After an accident or serious incident**

An SSAA employee will be tested after an accident or serious incident occurs whilst they are performing, or available to perform, an SSAA, provided that 'suitable test conditions' exist.

Suitable test conditions exist where, after an accident or serious incident, testing can be conducted:

- (a) for drug testing—within 32 hours of the accident or incident
- (b) for alcohol testing—within 8 hours of the accident or incident;  
and
- (c) it is practicable to conduct a test.

### **3.3.3 Reasonable grounds**

An SSAA employee may be referred for a test if a DAMP supervisor has reasonable grounds to believe the SSAA employee may be adversely affected by AOD while performing, or being available to perform, an SSAA.

Reasonable grounds include, but is not limited to, the following:

- observed unsafe behaviour
- reports received from other employees
- observed signs and symptoms that may indicate alcohol or drug use
- any other circumstances as described in the DAMP education program for DAMP supervisors.

### **3.3.4 Return to work following a suspension event**

An SSAA employee will be tested if they are returning to work after a suspension period during which that employee was not permitted to perform, or be available to perform, an SSAA.

An SSAA employee will be subject to a suspension event in the following circumstances:

- (1) the employee has recorded a positive result for a confirmatory drug or alcohol test conducted under this DAMP
- (2) as a result of CASA testing and a DAMP MRO has not determined that the result could be the result of legitimate therapeutic treatment or some other innocuous source
- (3) the employee has refused to take a required AOD test or interfered with the integrity of the test.

### **3.3.5 Witness may attend testing and interview**

Any employee selected for a drug or alcohol test and, where necessary, subsequent interview may nominate another person (e.g., family member, counsellor, Union Representative) to attend and witness the procedure, providing the witness may be present in a reasonable timeframe and is willing to comply with any Boulia Shire Council issued directions.

### **3.4 Self-Testing**

Employees also have the opportunity to perform self-testing if they believe they may be unfit for work due to the effects of drugs and/or alcohol. Where an employee self-assesses and returns a positive drug or alcohol test result, the employee will not suffer disciplinary action under this DAMP where the employee performs the test before they commence work and where they immediately notify their supervisor that they are unfit for work.

In such instances, Boulia Shire Council will make appropriate arrangements for the affected employee to be transported to their residence. However, it must be noted that repeated absence from work resulting from the self-testing process will result in a work performance review for the employee in question, and possible disciplinary action.

### **3.5 Who will conduct the testing**

Testing will be conducted by the following approved testing officer:

- WH&S Officer.

### **3.6 Requirements relating to DAMP Medical Review Officer**

Boulia Shire Council will consult a DAMP MRO in the following circumstances:

1. To determine if the presence and level of a testable drug detected by a confirmatory drug test under this DAMP could be a result of legitimate therapeutic treatment or some other innocuous source (e.g., pain relief medication containing codeine).
2. To review medical information where an SSAA employee fails to give a body sample for AOD testing because of a medical condition.
3. To determine if an SSAA employee is fit to resume performing, or be available to resume performing, an SSAA.

### **3.7 Prescribed Medication**

An employee who has a drug prescribed to them by a medical practitioner will not be in contravention of this DAMP as a result of taking that drug in accordance with the prescription, provided that:

1. The consumed level of the prescription drug does not exceed the level which the employee has been prescribed to take.
2. The employee has obtained medical advice to confirm that the nature of the prescription drug and/or the quantity consumed does not have the potential of

## Boulia Airport Drug and Alcohol Management Plan Sample Manual

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- having a detrimental effect on the employee's safety while performing their duties;  
and
3. The employee is able to produce the prescription to their Supervisor at an agreed time.

## 4 Drug and Alcohol Response Program

### 4.1 Circumstances when an employee must cease SSAA

Boulia Shire Council does not permit an SSAA employee to perform, or be available to perform, an SSAA in any of the following circumstances:

1. Where the employee has recorded a positive result from an initial AOD test and they have not, in respect of that test result, recorded a negative test result for a confirmatory AOD test.
2. Where a positive result for a confirmatory AOD test has been recorded for the employee; and:
  - a. a DAMP MRO has not determined that the result recorded could be because of legitimate therapeutic treatment or some other innocuous source; and
  - b. mandatory preconditions for return to work have not been met.
3. Where a positive result for a confirmatory AOD test has been recorded for the employee; and:
  - a. a CASA MRO has not determined that the result recorded could be as a result of legitimate therapeutic treatment or some other innocuous source; and
  - b. mandatory preconditions for return to work have not been met.
4. Where the employee is subject to AOD testing and has:
  - a. refused to take the test; or
  - b. interfered with the integrity of the test.
5. Where a DAMP supervisor suspects an SSAA employee's faculties may be impaired due to that person being under the influence of AOD.
6. Where an accident or serious incident has occurred involving the employee while he or she is performing, or being available to perform, an SSAA and either:
  - a. a test has not been conducted during the period that suitable test conditions exist; or
  - b. tests have been conducted under suitable test conditions however Boulia Shire Council has not been notified of the test results.

### 4.2 Returning to safety sensitive aviation activities

An SSAA employee subject to an AOD related suspension event will only be permitted to resume performing, or being available to resume performing, an SSAA when they are able to comply with the following requirements:

1. The employee has undergone a comprehensive assessment for AOD use
2. If the comprehensive assessment recommends that the employee commence an AOD intervention program—the employee has begun participating in the nominated program
3. The employee is considered fit to resume performing, or being available to resume performing, an SSAA by:

- a. a DAMP MRO; and
  - b. the employee's treating clinician (if any).
4. If the suspension event relates to a drug test—at the time the employee is considered fit to resume performing SSAA's, the employee receives a negative confirmatory drug test, and a DAMP MRO is satisfied the test indicates the absence of testable drug use.

### **4.3 Time off to attend a nominated intervention program**

Boulia Shire Council provides time off for SSAA employees to attend a nominated AOD intervention program through Boulia Shire Council's employee assistance provider or any other organisation of the employee's choice that provides preventative, counselling and treatment services, where:

1. A DAMP MRO has advised that the employee should attend the program; and
2. The employee is returning to work after a period during which the employee was not permitted to perform, or be available to perform, an SSAA because of a positive AOD test result.

## 5 Privacy

Boulia Shire Council is committed to respecting employees' rights to privacy and protecting their personal information. The *Privacy Act 1988* applies to information gathered under this DAMP, if the annual turnover is more than \$3m, and information held in relation to the outcomes of AOD testing, whether conducted by Boulia Shire Council or by CASA.

This DAMP meets the requirements of the *Privacy Act 1988*. Information is collected under this DAMP and used in accordance with the organisation's privacy policy.

## 6 DAMP Review, Audit and Compliance

In order to ensure its continued compliance with the requirements of Subpart 99.B of CASR, Boulia Shire Council reviews this DAMP at regular intervals of at least once every 5 years, or as directed by CASA.

Reviews are conducted in accordance with the organisation's document control processes and will be reviewed when Council policies are reviewed.

To ensure the appropriate development, implementation and enforcement of this DAMP, CASA may conduct audits on our organisation and require us to provide relevant documentation.



## 7 DAMP Reporting and Record Keeping

Under CASA exemption EX135/20, Boulia Shire Council is no longer required to report information to CASA twice a year. Instead, Boulia Shire Council's records are maintained in accordance with the record keeping process in section 7.1 of this DAMP.

However, where requested to do so Boulia Shire Council's DAMP Contact Officer will supply information about the identity of an SSAA employee to a CASA approved tester within one hour of such a request being made.

Additionally, Boulia Shire Council will notify CASA as soon as practicable of any changes to the details of the current DAMP Contact officer.

### 7.1 Record Keeping

Boulia Shire Council keeps records of information relating to the following, as if it had provided the information to CASA:

- drug and alcohol testing
- drug and alcohol education
- drug and alcohol response
- the number and type of SSAA employees engaged.

Boulia Shire Council keeps all records pertaining to this DAMP for a period of 5 years.

Records are stored securely in Boulia Shire Council records management system.

Within 6 months of the expiry of the 5-year record keeping period, Boulia Shire Council ensures relevant records are destroyed or deleted in accordance with the organisation's records management procedures.

## **8 Variations**

Boulia Shire Council may implement variations or amendments to this DAMP from time to time and, where relevant, will provide written notice to its employees setting out these changes.

Additionally, CASA may require Boulia Shire Council to make specific changes to this DAMP, or to prepare a new DAMP, to ensure ongoing compliance.

Boulia Shire Council can implement variations or amendments to this DAMP at any time. If these changes have not been directed by CASA, SSAA employees will be given written notice of the variations or amendments. Unless otherwise determined, such variations or amendments shall have the same force and effect as if included in this DAMP.

Variations and amendments are incorporated into this DAMP in accordance with the organisation's document control processes.

## 9 Attachments

### 9.1 Associated attachments

- Attachment A – *Acknowledgment Receipt*
- Attachment B – *Collection Procedures for Drug Tests*
- Attachment C - *Collection Procedures for Breath Alcohol Tests*
- Attachment D - *Drug and Alcohol Support Services*
- Attachment E - *DAMP Supervisor’s Contact Details*
- Attachment F – *Drug and Alcohol Testing Consent & Chain of Custody Form*
- *Sensitive Aviation Activity*)

## 10. Boulia Shire Council Approval



Approved by Lynn Moore (Chief Executive Officer)

3/1/2024

Date

## Appendix A: Acknowledgment Receipt

Drug and Alcohol Management Plan for Safety Sensitive Aviation Activities

### ACKNOWLEDGMENT RECEIPT

I have read and understand the information provided to me in the Boulia Shire Council procedure titled "Drug and Alcohol Management Plan for Safety Sensitive Aviation Activities" and I have been issued with the work procedure titled "Drug and Alcohol Management Plan for Safety Sensitive Aviation Activities".

_____	_____	_____
Employee's Name (PRINT)	Employee's Signature	Date
_____	_____	_____
Trainer's Name (PRINT)	Trainer's Signature	Date

*NOTE: This record is to be included in the employee's personnel file.*

## Appendix B: Collection Procedures for Drug Tests

The following procedures are to be used for the collection of samples to be analyzed in accordance with Australian Standards AS/NZS 4308:2008, "Recommended Practice for the Collection, Detection and Quantitation of Drugs of Abuse in Urine". Any departure from the specified sample collection procedures will not invalidate a drug test result provided that the procedures followed do not cast doubt on the accuracy and reliability of the collection process with due regard to sample security and chain of custody requirements.

1. On arrival at the testing area the employee selected for a drug test will be required to show identification or else have their identity verified by the accompanying Bouliia Shire Council supervisor or manager. If the individual's identity cannot be established unequivocally, then the Collector will not proceed with the collection.
2. The employee will be asked to wash their hands. After this step the individual being tested will remain in the presence of the Collector and will not have any access to water, soap or other materials that might be used to adulterate the sample, including the addition of a blue colouring agent in the toilet water.
3. The employee being tested will provide the sample into a collection beaker in a stall, toilet cubicle or otherwise partitioned area that allows for individual privacy. The employee will then hand the beaker to the Collector.
4. Upon receiving the sample, the Collector shall determine that there is sufficient sample to enable all required testing to be performed. In the event that there is insufficient urine for testing an additional sample will be collected.
5. The Collector, at this time, will also check the validity of the sample by ensuring that the temperature of the sample is between 33°C and 38°C (90°F and 100°F) when measured within four (4) minutes of the sample being passed into the beaker. The temperature will be measured using a device separate to or as part of the collection beaker.
6. After the sample has been provided to the Collector the employee is then permitted to wash their hands.
7. If the validity of the sample cannot be established, or if it is suspected that the sample may have been adulterated or substituted, then another specimen shall be collected as soon as possible using the above procedures. Both samples will be forwarded to an accredited laboratory for testing in accordance with the analysis requirements set out in the Australian Standards AS/NZS 4308:2008.
8. Both the Collector and the employee shall keep the sample in view at all times prior to it being sealed and labelled.
9. The sample shall be transferred from the collection beaker into two (2) bottles in approximately equal proportions and labelled 'Sample A' and 'Sample B'.
10. The Collector shall request that the donor observe the transfer of the sample into the bottles, the placement of the tamper proof seals or equivalent devices over both bottle caps and down the sides of the bottles as well as the placement of both bottles into a container that will also be sealed in front of the employee whose sample is being collected for drug testing.
11. Prior to the samples being sealed in a container, the donor shall initial the identification seals on each bottle to certify that it is the sample collected from him or her. The identification seals will also list two unique identifiers and the date of the collection.
12. All the information contained on the identification seals shall be recorded by the Collector.
13. The samples collected will be sent to a laboratory for testing in accordance with the Standards recommended in AS/NZS 4308:2008.

## Appendix C: Collection Procedures for Breath Alcohol Tests

1. The procedures for conducting the breath analysis will be explained by the collector and will be in accordance with the operating manual for the breath analysis machine.
2. The employee will be asked to blow into a mouthpiece attached to the breath analysis machine.
3. If the result of the initial test is positive, a printout from the breath analysis machine shall be made with both the collector and employee signing the printout. If the test is positive a second confirmatory test will be required.
4. After waiting for a minimum of twenty (20) minutes in the presence of the collector, the employee will be required to supply a second sample for confirmatory testing on the breath analysis machine. The employee and collector shall both sign this printout.
5. Where an employee who is required to perform a safety sensitive aviation activity (SSAA) is found to have a blood alcohol concentration of 0.02% or above, Boulia Shire Council's Drug and Alcohol Management Plan for Safety Sensitive Aviation Activities shall be followed. The employee will also be required to sign a statement that they will cease performing any SSAA if the reading for the blood alcohol concentration is 0.02% or above.
6. Where an employee required to perform an SSAA has registered a blood alcohol level at or above 0.02%, Boulia Shire Council will make immediate transport arrangements for the employee to either be taken to another safe work area or be taken to the employee's place of residence.
7. Boulia Shire Council's Fitness for Work Procedure will be followed in all other cases where a positive blood alcohol concentration is obtained from an employee.

## Appendix D: Drug and Alcohol Support Services

Confidential counselling and advice on drug and alcohol-related issues can be sought from the following agencies:

### 1 Employee Assistance providers

#### **Boulia Shire Council's Employee Assistance Program provider**

Lisa Patterson-Kane

Telephone: 0427 260 580 (Lisa)

#### **Assure Programs**

Telephone: 1800 808 374

Website: [www.assureprograms.com.au](http://www.assureprograms.com.au)

### 2. Queensland Network of Alcohol & other Drug Agencies Ltd

24-hour counselling and information service

Telephone: 1800 177 833

### 3. Family Drug Support

Information, help and support for families affected by drugs

Telephone: 1300 368 186

### 4. Lifeline Crisis Support Line

Crisis Support Service

Telephone: 131 114

General Practitioners, Counsellors and Psychologists would also be able to provide assistance.



## Appendix E: DAMP Supervisor's Contact Details

**Name:** David Parker (WH&S Adviser)

**Phone:** 0417 697 086

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

## Appendix F: Drug and Alcohol Testing Consent & Chain of Custody Form

DRUG AND ALCOHOL TESTING CONSENT & CHAIN OF CUSTODY FORM																	
<b>AUTHORISED COLLECTOR TO COMPLETE</b>		DATE:	ID CODE: <b>E 127192</b>														
REQUESTING AUTHORITY (Company Name):		COLLECTION SITE:	TEST TYPE: (eg random, causal etc)														
DONOR'S SURNAME:	DONOR'S FIRST NAME:	DONOR'S MIDDLE NAME(s):	BIRTH DATE: ___/___/___ (d/m/y) GENDER: Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>														
<b>IDENTIFICATION:</b> Driver Licence <input type="checkbox"/> Other <input type="checkbox"/> _____ (eg Passport) No ID Available <input type="checkbox"/> (if Donor has no ID available the responsible person identifying the donor must read the adjacent statement and sign as witness):		I have witnessed the Donor's identification or where the Donor does not have suitable photo identification, the person identified above is known to me and I can attest that this is the person undertaking this specific test. NAME OF WITNESS: _____ SIGNATURE OF WITNESS: _____															
<b>DONOR TO COMPLETE</b>		Please read and complete this section carefully and sign below. If you have difficulty, assistance will be provided.															
<b>MEDICATION DETAILS (OPTIONAL) ▼</b>		<b>TEST CONSENT DECLARATION ▼</b>															
I have taken the following medications recently (prescribed or non-prescribed) which may affect the test (use attachment if insufficient space): <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Medication Name</th> <th style="width: 25%;">Amount Taken</th> <th style="width: 25%;">Date Last Taken</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>		Medication Name	Amount Taken	Date Last Taken										1. I consent to the analysis of my urine/ oral fluid/ breath sample for drugs (from the drugs listed below) and/ or alcohol using screening tests and/ or laboratory testing if required. 2. I further consent to the release of all test results together with all relevant details on this form to the requesting authority indicated above. 3. I certify that the information provided on this form is correct and that the specimen I am providing is my own and is being provided by me to the authorised collector. 4. I understand that the reason for testing is as stated above under 'test type'. If ticked below, any confirmatory testing will be in accordance with the relevant Standard (AS/NZS4760 Sect 5 or AS/NZS4308 Sect 5), that the drug classes being screened for may include any of those drug classes identified below, that I must provide unequivocal verification of identification, that collection, storage and exchange of my information will be in accordance with privacy legislation and results will only be used for the purpose for which they were obtained and I understand that I have a right to dispute the laboratory results.			
Medication Name	Amount Taken	Date Last Taken															
Signature: _____		Date: ___/___/___															
<b>DRUG TEST RESULTS</b>		<b>ALCOHOL TEST</b>	<b>UNIT SERIAL NO:</b>														
DRUG SCREEN BRAND:	TIME OF TEST:	<b>BAC RESULT</b>	<b>TIME OF TEST</b>														
DRUG SCREEN BATCH/LOT NO:	MATRIX: (urine/oral fluid/other)			1.													
DRUG SCREEN EXPIRY DATE:	OX/PCC (Norm/Abnorm)	2.	2.														
	S.G (numerical)	3.	3.														
	pH (numerical)																
	NIT (mg/dl)																
	GLUT (Norm/Nonnorm)																
	CRE (mg/dl)																
DRUG SCREEN: N = Negative L = Lab Referral U=Untested ▼ <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">COC</td> <td style="text-align: center;">AMP</td> <td style="text-align: center;">MET</td> <td style="text-align: center;">THC</td> <td style="text-align: center;">OPI</td> <td style="text-align: center;">OXY</td> <td style="text-align: center;">BZO</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		COC	AMP	MET	THC	OPI	OXY	BZO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NOTES:	
COC	AMP	MET	THC	OPI	OXY	BZO											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											
SEAL NUMBERS USED On Samples Sent to Lab Only Seal 1 _____ Seal 2 _____		COLLECTION DEVICE BRAND:	TIME OF LAB:														
LAB PACKAGING - DONOR SIGN HERE: ► I have witnessed samples split and security sealed Signature _____		COLLECTION DEVICE BATCH/LOT NO:															
Provide company and contact details for laboratory report (On Samples Sent to Lab Only)		COLLECTION DEVICE EXPIRY DATE:															
		Company Name	Phone														
		Email	Authorised Contact														
I certify that the specimen(s) identified on this form is that provided by the Donor identified above. The specimen has been collected and/or screened in accordance with the manufacturer's directions. Any lab referral samples must be confirmed in accordance with AS/NZS 44760:2019 or AS/NZS 4308:2008.		Name of Collector:	Signature of Collector:														

© Copyright 2019 Drug and Alcohol Testing Equipment White Copy - COLLECTOR Green Copy - LABORATORY Blue Copy - DONOR Rev : 7

<b>TITLE:</b>	Funding Request for Outback Way Stakeholder Forum	<b>DOC REF:</b> 11.2.6
<b>REPORT BY:</b>	Nessa Swann Executive Assistant	<b>DATE:</b> 15/01/2024

**CORPORATE PLAN REFERENCE:**

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

Key Priority 3: Economic Development - A sustainable local economy

3.2: Support local business and advocate for the region

3.2.3: Advocate and support the development of the Outback Highway

3.2.4: Advocate for the future development of the road network to strengthen tourism and transport within the shire

Key Priority 3: Economic Development - A sustainable local economy

3.4: Promote Bouliia Shire and the RAPAD region as a region for tourism and development opportunities

3.4.4: Promote Bouliia Shire and the RAPAD Region as a region for tourism and development opportunities

**RISK MANAGEMENT:**

The risk associated with the recommendations of the report have been assessed as Insignificant (Consequence) and Rare (Likelihood) giving an overall assessment as **Low L-1**.

**PURPOSE:**

To provide a comprehensive summary of the request for funding for the Outback Way Stakeholder Forum & 10 Year Road Map in Canberra, June 2024.

**CONTENT:** The Outback Highway Development Council (OHDC) will hold an *Outback Way Stakeholder Forum & 10 Year Road Map* event in Canberra in June 2024.

Bouliia Shire Council received the attached letter outlining the event's objectives and expected outcomes and seeking a financial contribution of \$18,000 to support the successful execution of this significant forum. As outlined in the proposal, the funds will be repaid to each Council on a pro-rata basis based on the amount of external funding received by the event's conclusion, ensuring that any financial commitment made by us will be reimbursed accordingly.

The *Outback Way Stakeholder Forum & 10 Year Road Map* is a crucial initiative that aligns with our commitment to regional development and infrastructure improvement. By participating in this event, we can contribute to strategic discussions and decision-making processes that directly impact our region.

Considering the potential benefits and the collaborative nature of this project, I recommend that we seek your approval to amend our current budget to incorporate the \$18,000 contribution requested by the OHDC. This adjustment will allow us to actively participate in the forum and contribute to shaping the future of the Outback Way.

Our involvement in this initiative strengthens our regional ties and positions us as active participants in shaping the future of crucial infrastructure developments.

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:**

Nil.

**RECOMMENDATION:**

1. That Council agree to the financial contribution of \$18,000 to support the successful execution of the 2024 *Outback Way Stakeholder Forum & 10 Year Road Map* forum.
2. That council write to the Outback Highway Development Corporation to advise of the future commitment of \$18,000 with the expectation that funds will be remitted back to council on receipt of successful funding applications/ sponsorships by the OHDC
3. That the budget for OHDC be increased by \$18,000 at the next budget review..

**ATTACHMENTS:**

1. Funds.letter. Boulia.23 [**11.2.6.1** - 1 page]

Chief Executive Officer	Ms Lynn Moore
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## The Outback Way- Australia's Longest Shortcut

Outback Highway Development Council Inc.

All correspondence to 10 White St, Stanthorpe. Q. 4380

P: 0488 739 539: [gm@outbackway.org.au](mailto:gm@outbackway.org.au)

[www.outbackway.org.au](http://www.outbackway.org.au)

Boulia Shire Council

Boulia, 4829. Qld

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

CC: [ceo@boulia.qld.gov.au](mailto:ceo@boulia.qld.gov.au)

December 21, 2023

Dear Mayor and CEO,

As requested at the recent OHDC Inc General Meeting, I write to following up about our planned Outback Way Stakeholder Forum & 10 Year Roadmap scheduled for the end of June (dates tbc) in Canberra, 2024.

As a member of the OHDC Inc you would be aware that at the AGM in September members of the Outback Highway Development Council, determined to hold an Outback Way Stakeholder forum in Canberra, late June 2024, delivering a 10 year Roadmap.

This event seeks results through the following stated key objectives:

- create a clear 10-year plan towards maximising the opportunity for all stakeholders
- establishing clear, communication channels through a "Friends of the Outback Way" membership group
- advocate for a National Remote and Regional Road Transport Strategy

To date, we have secured \$10,000 from the RDA-GE towards the forum with anticipated costs towards holding this important event coming up to \$100,000. This costing includes consultants fee, venue and catering costs, advertising/marketing/media costs, travel.

The early new year will see a sponsorship prospectus completed and distributed, seeking funds from corporate stakeholders, and further investigations into grants.

Towards this end, we kindly request an \$18,000 contribution from each member Council towards costs of the forum, to be repaid to each Council, pro rata based on the amount of external funding through grants and sponsorship received by the conclusion of the event.

We believe that this stakeholder forum will be an invaluable opportunity to engage with our diverse and dynamic stakeholders across the Outback Way region, to foster a shared vision with strategy development enabling further targeted developments across the identified key areas of freight and transportation, agriculture, communities, tourism, and mining.

Thank you for all your support towards the development of the Outback Way over the last two plus decades.

Yours sincerely,

Mel Forbes

General Manager

**The OHDC Inc- an Alliance of Councils:** Patrick Hill -President **Shire of Laverton-** 0419925371 (OHDC Inc Chair)

Damian Mclean- President- **Shire of Ngaanyatjarraku** CEO- David Mosel (08) 8956 7966

Rick Britton -Mayor **Boulia Shire:** 0407122430, Gavin Baskett- Mayor **Winton Shire** 0439032150.

Matt Paterson- Mayor **Alice Springs Town Council** 0424652640

<b>TITLE:</b>	2024 Boulia Camel Races Special Holiday - date change request	<b>DOC REF:</b> 11.2.7
<b>REPORT BY:</b>	CEO (Lynn Moore) Chief Executive Officer	<b>DATE:</b> 15/01/2024

**CORPORATE PLAN REFERENCE:**

Key Priority 3: Economic Development - A sustainable local economy

3.4: Promote Boulia Shire and the RAPAD region as a region for tourism and development opportunities

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

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

3.4.3: Support local groups in the development of tourism activities which will benefit the wider community

3.4.4: Promote Boulia Shire and the RAPAD Region as a region for tourism and development opportunities

**RISK MANAGEMENT:**

The risk associated with the recommendations of the report have been assessed as Insignificant (Consequence) and Rare (Likelihood) giving an overall assessment as **Low L-1**.

**PURPOSE:**

To request Council's support in asking the Minister for a review of the 2024 Boulia Camel Races special holiday.

**CONTENT:**

The Boulia Camel Races is the major annual event of the Boulia Shire and each year Council has applied to the Office of the Industrial Relations to request that the Monday following the Camel Race weekend be granted a special holiday in pursuance of the provisions of the *Holidays Act 1983*.

Accordingly, the request for the 2024 special holiday was placed and subsequently was granted by the Honourable Grace Grace MP, Minister for Education, Minister for Industrial Relations and Minister for Racing, for the 22 July 2024. The notification of the special holiday was published in the Queensland Government Gazette No. 59 (3 November 2023, Vol. 394).

Council has received advice that due to changes to other events within our region and the impact on volunteers the Boulia Camel Races Committee has changed the date of the Camel Races to Friday 12<sup>th</sup> July to Sunday 14<sup>th</sup> July 2024. Camel Races event date change could result in the special holiday needing to be changed to **Monday 15<sup>th</sup> July 2024**, in order for the special holiday to fall on the Monday adjoining the potential new event dates.

The consideration for the change in date is predominately a result of other neighbouring shires moving their event dates around. Traditionally, events in our regional area have been held close enough together that tourists tend to stay in the region and 'follow' the event trail, moving from one outback town to another.

The three day annual Boulia Camel Race event is crucial to the local tourism industry and a successful event is key to the continued survival of many of our businesses who rely on good tourist numbers in the tourist season to get them through the quieter parts of the year. Statistics gathered from the 2023 event, show that the Boulia Camel Races generated direct and incremental expenditure of \$1,342,448 attributable to the Boulia Region economy and \$1,016,601 attributable to the Queensland economy.

Knowing the importance to the local economy of a successful Boulia Camel Races event, the Boulia Camel Races Committee feels that changing the date was in the best interests of all parties involved.

Our Public holiday has previously always been linked to this event with staff taking the following Monday off. It would be anticipated that this will occur even if it is not a gazetted public holiday simply because of the 'association' with the holiday and the Camel Races.

In support of this request, it is recommended that Council endorse the action to have the Minister consider **repealing the existing appointed date of Monday 22<sup>nd</sup> July 2024** and ask to have **Monday 15<sup>th</sup> July 2024 appointed as the special holiday instead.**

**CONSULTATION:**

Boulia Camel Races Committee.

**GOVERNANCE IMPLICATIONS:**

Compliance with the *Holidays Act 1983*.

**RECOMMENDATION:**

That Council submit a formal request to the Minister for Education, Minister for Industrial Relations and Minister for Racing that the Boulia Camel Races special holiday of Monday 22<sup>nd</sup> July 2024 be repealed and Monday the 15<sup>th</sup> July 2024 be appointed as the special holiday instead.

**ATTACHMENTS:** Nil

Chief Executive Officer	Ms Lynn Moore
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## **11.3 Corporate Services**

<b>TITLE:</b>	Director of Corporate & Financial Services December 2023 Report	<b>DOC REF:</b> 11.3.1
<b>REPORT BY:</b>	Kaylene Sloman Director of Corporate & Financial Services	<b>DATE:</b> 15/01/2024

### **CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.1: Confidence

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

5.1.2: Effective internal and external communication and records management

Key Priority 5: Robust Governance

5.2: Accountability

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

Key Priority 5: Robust Governance

5.4: Sustainability

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

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

### **RISK MANAGEMENT:**

Information Report only - not applicable.

### **PURPOSE:**

To advise Council of the activities of the Director of Corporate and Financial Services.

### **CONTENT:**

#### **[Insurance Claims](#)**

#### **Lightning Storm Damage 27<sup>th</sup> January 2022 PRO034450**

Council Depot was hit with lightning, damage was done to Connectivity from Depot to Water Tower and to Administration building plus a number of computers were damaged. 5 CCTV cameras were replaced as well as 3 printers / copiers. *Final submission for this damage has now been submitted to LGMS, total claim request \$87,131.79.*

**Urandangi Township insurance claim - PRO039408** has been initially lodged. Assessor went to Urandangi 28<sup>th</sup> April 2023 to assess damages and is now reviewing the costs for repairs to all affected Assets that were insured by Council. A report will come to Council to review. Further discussions have been made with the Insurance Assessors and the CEO. CEO has been dealing with this. *This claim has been withdrawn.*

#### **Stolen Ute / Equipment**

Lodged a new claim for stolen Toyota Ute, for the equipment that was stolen. Satellite Phone, Fuel Pod with approx. 100 litres of diesel plus socket ratchet gun with accessories. Awaiting finalisation. *Final cost has come in under the property excess of \$5,000, no payout will be made.*



**Broken Windscreen – Truck – P538 MO0068100**

Lodged a new claim, truck hit wedge tailed eagle on return from Mount Isa. Finalisation in progress. *Claim paid, \$45.45 after excess of \$500 taken out.*

**Burnt Track Loader at Dump - MO0067977**

Lodged claim, sent off CCTV footage to assessors, Report received, offer of payout given, awaiting payment of \$226,772.73 (excl. of GST). *Awaiting payment from QBE.*

**Windscreen Claim MO0069721 P601 443BZ3**

Lodged claim, awaiting finalisation, invoice was submitted with claim application.

**Windscreen Claim MO P600 442BZ2**

Lodged claim, awaiting finalisation, invoice was submitted with claim application.

**Windscreen Claim MO P584 814ZKL**

Lodged claim, awaiting finalisation, invoice was submitted with claim application.

**Regional University Hub for Boulia**

Awaiting updates from RAPAD. No update received yet.

**NEC Telephone System**

Council contracted to implement a new Telephone system, this is now ready for implementation, final touches being completed, date for site visit is being planned. This will allow calls to be transferred directly to mobile phones as well as be on its own network.

**RMPC Road Claims**

Completed 3 RMPC claims for the 2023/24 period, this has taken us to 57% of works completed against the maintenance schedules 1, 2 and 3 for 2023/24 year.

Further analysis of unit rates is underway in preparation for the future contracts.

**Meetings**

I have attended the following meetings during October:

- Interviews for Senior Administration Officer.
- SurePact – Georgie Craft - planning meeting.
- Vendor Panel – webinar
- Internal Audit – Tony Walsh, Purchasing exit meeting

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

That the Director of Corporate & Financial Services December 2023 report be received for information purposes.

**ATTACHMENTS:** Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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<b>TITLE:</b>	Financial Report for December 2023	<b>DOC REF:</b> 11.3.2
<b>REPORT BY:</b>	Graeme Gillam Finance Manager	<b>DATE:</b> 15/01/2024

**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.2: Accountability

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

5.2.2: Maintain high standards of Corporate Governance through effective audits

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

5.2.4: Ensure transparency and accountability through integrated performance management reporting

**RISK MANAGEMENT:**

Information Report only – not applicable

**PURPOSE:**

Financial Summary as at 31<sup>st</sup> December 2023

**CONTENT:**

**Cash Position:**

The Cash Position determines the expected money the Council should have after every period.

	31-Dec-23	30-Nov-23
Cash at Hand	17,073,034	21,366,276
Net Cash Equivalent (Debtors-Creditors)	962,506	144,069
<b>Total</b>	<b>\$18,035,540</b>	<b>\$21,510,345</b>

**Income**

Total revenue to 31<sup>st</sup> December 2023 is \$11,374,650. This equates to approx. 71% of this year's budget.

**Expenditure**

Operating expenses to 31<sup>st</sup> December 2023 are \$10,391,564. This equates to approx. 50% of this year's budget.

**Liquidity**

CBA		\$207,099
Floats		\$1,150

**Investments**

CBA At Call	4.35%	\$5,301,227	
QTC	5.03%	\$11,563,558	\$16,864,785
			<u>\$17,073,034</u>

**Total**

### Additional Information on Cash Position:

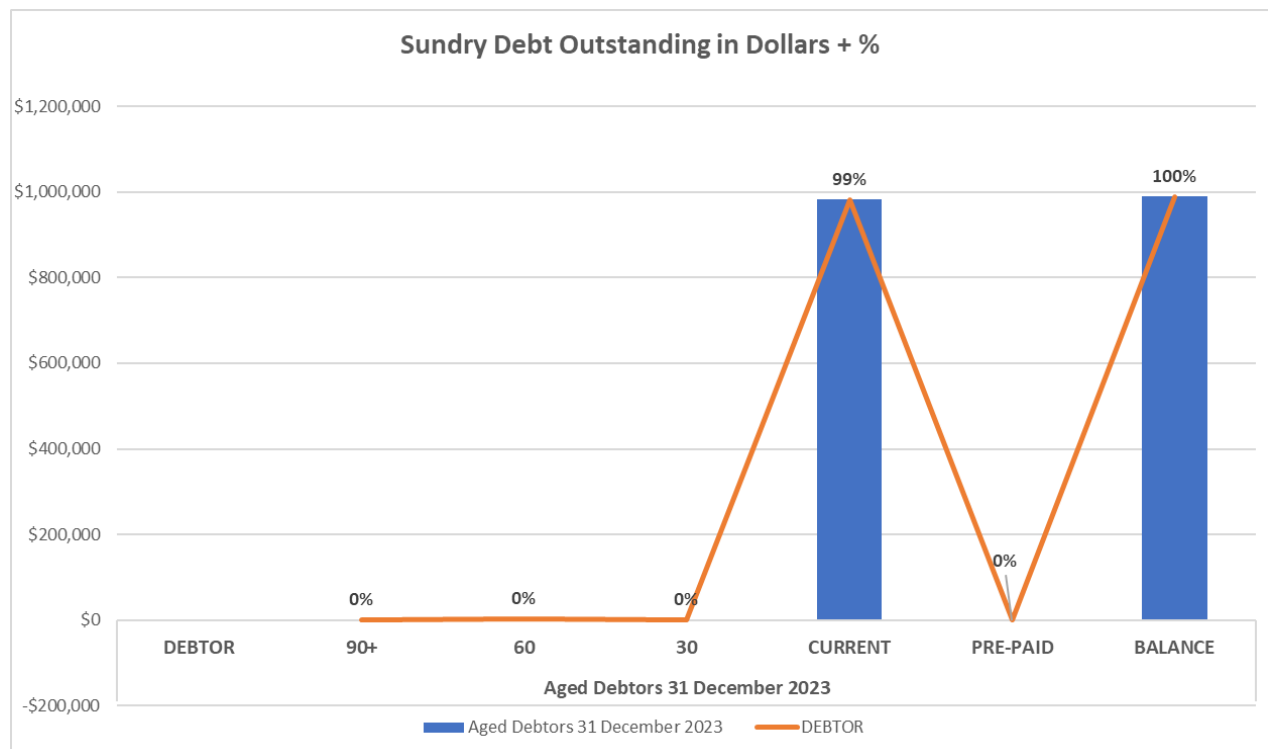
Cash Balances as at 31 December 2023		17,073,034
The following items need to be backed by cash		
Reserves 30th June		2,328,551
Funded Depreciation		5,275,610
Less Depreciation accrued		(2,482,882)
Funded		
Funded Employee Entitlements (Current and Non-Current)		(218,583)
Grant Funding (paid in Advance)		2,723,543
Working Capital Cash		1,500,000
Capital Grants		4,156,840
Operating Result for 2023/2024		(3,021,588)
Less Capital Expenditure 2023/2024		(7,207,939)
	<b>Backed by Cash</b>	<b>3,053,553</b>
<b>Cash unallocated as at 31 December 2023</b>		<b>14,019,481</b>

### Aged Debtors 31 December 2023

DEBTOR	90+	60	30	CURRENT	PRE-PAID	BALANCE
	\$ 1,792	\$ 3,637	\$ 1,920	\$ 982,292	(\$20)	\$ 989,621

### 90+ Days Outstanding

For this month, amounts greater than 90+ days total \$1,792. Payment arrangements are in place.



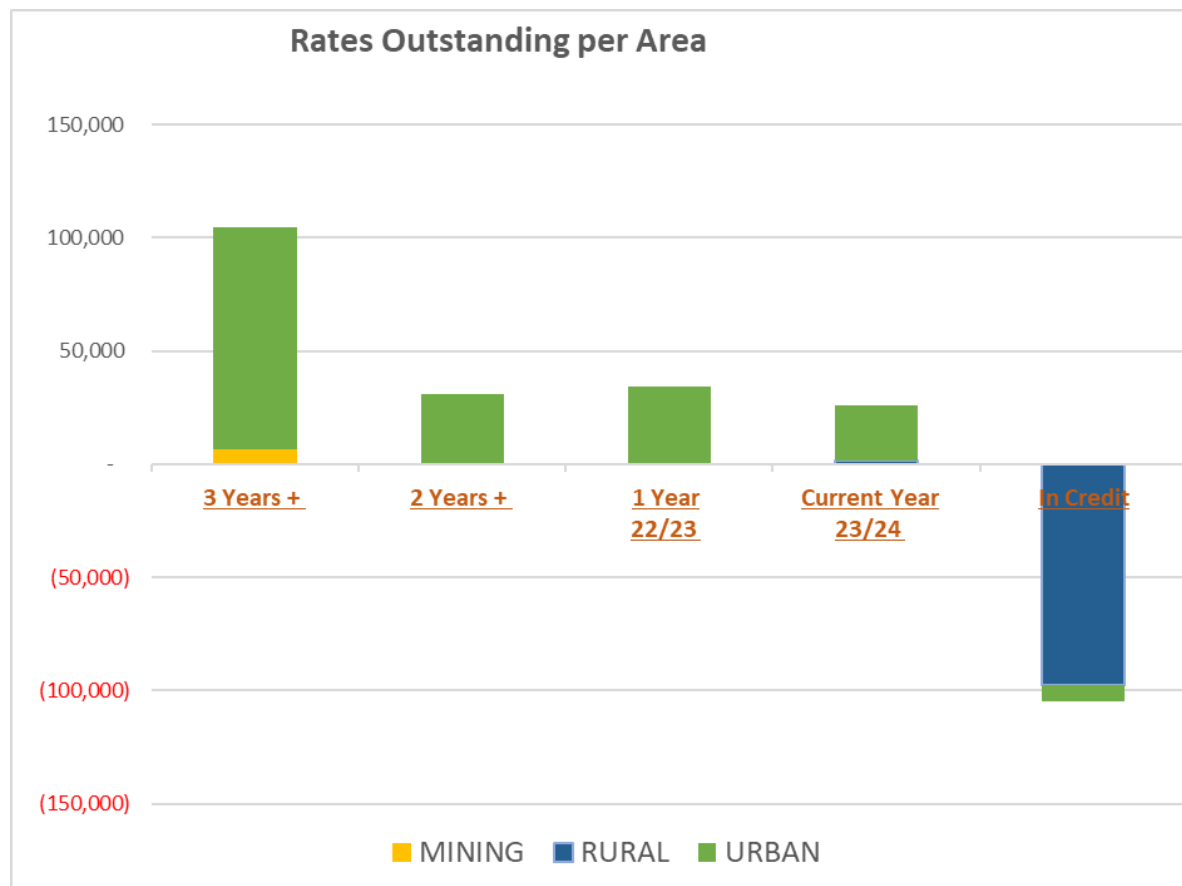
### Creditors 31<sup>st</sup> December 2023

Total amount waiting for payment, not yet due is \$0.

**Rates 31st December 2023**

Total Outstanding is \$90,533.

RATES	3 Years +	2 Years +	1 Year 22/23	Current Year 23/24	In Credit	Total Outstanding
URBAN	\$97,781	\$30,693	\$34,242	\$23,994	\$(7,323)	\$179,387
RURAL	-	-	-	\$1,818	\$(97,535)	\$(95,717)
MINING	\$6,831	-	-	\$32	-	\$6,863
ALL	\$104,612	\$30,693	\$34,242	\$25,843	\$(104,857)	\$90,533



**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

That the Finance Report for December 2023 be received for information.

**ATTACHMENTS:**

1. 1. FS Income Statement Dec-23 [11.3.2.1 - 1 page]
2. 2. FS Balance Sheet ME Dec-23 [11.3.2.2 - 1 page]
3. 3. FS Cash Flow Statement ME Dec-23 [11.3.2.3 - 1 page]
4. CONFIDENTIAL REDACTED - 4. CONFIDENTIAL Revenue Expenses ME Dec-23 [11.3.2.4 - 2 pages]
5. CONFIDENTIAL REDACTED - 5. CONFIDENTIAL Capital Budget 2023-2024 ME Dec-23 [11.3.2.5 - 2 pages]

- 6. CONFIDENTIAL REDACTED - 6. CONFIDENTIAL LRCI Phase 2 Progress ME Dec-23 [11.3.2.6 - 1 page]
- 7. CONFIDENTIAL REDACTED - 7. CONFIDENTIAL LRCI Phase 3 Progress ME Dec-23 [11.3.2.7 - 1 page]
- 8. CONFIDENTIAL REDACTED - 8. CONFIDENTIAL PRCI Phase 4 Progress ME Dec-23 [11.3.2.8 - 1 page]
- 9. 9. CONFIDENTIAL OW PPR Stage 7 Progress ME Dec-23 [11.3.2.9 - 1 page]
- 10. CONFIDENTIAL REDACTED - 10. CONFIDENTIAL W 4 Q Progress ME Dec-23 [11.3.2.10 - 2 pages]
- 11. CONFIDENTIAL REDACTED - 11. CONFIDENTIAL LGSSP 2022-24 Progress ME Dec-23 [11.3.2.11 - 1 page]

Reviewed by Director of Corporate Services	Mrs Kaylene Sloman
Approved by Chief Executive Officer	Ms Lynn Moore

**BOULIA SHIRE COUNCIL**  
**Income Statement**  
**For the period ended 31 December 2023**

	<i>2023/2024</i>	<i>2023/2024</i>
	<i>Actual</i>	<i>Budget</i>
<b>Income</b>		
<b>Revenue</b>		
<b>Recurrent Revenue</b>		
Net rate and utility charges	907,083	1,782,240
Fees and charges	398,359	504,900
Rental income	0	248,700
Interest received	354,864	301,900
Sales - contract and recoverable works	220,905	1,796,990
Other Income	-	304,500
Grants, subsidies, contributions and donations	3,266,333	7,212,550
<b>Total Recurrent Revenue</b>	<u>5,147,544</u>	<u>12,151,780</u>
<b>Capital Revenue</b>		
Grants, subsidies, contributions and donations	4,156,840	10,416,324
Sale of property, plant and equipment	90,909	-
<b>Total Capital Revenue</b>	<u>4,247,749</u>	<u>10,416,324</u>
<b>Total Revenue</b>	<u>9,395,293</u>	<u>22,568,104</u>
<b>Total Income</b>	<u>9,395,293</u>	<u>22,568,104</u>
<b>Expenses</b>		
<b>Recurrent Expenses</b>		
Employee benefits	(2,103,707)	(8,668,070)
Materials & Services	(3,458,718)	(2,687,580)
Finance Costs	(16,840)	(45,100)
Depreciation	(2,482,882)	(5,275,610)
<b>Total Recurrent Expenses</b>	<u>(8,062,147)</u>	<u>(16,676,360)</u>
<b>Capital Expenses</b>	-	-
Sale of property, plant and equipment	(106,985)	-
<b>Total Expenses</b>	<u>(8,169,132)</u>	<u>(16,676,360)</u>
<b>Net Result Attributable to Council</b>	<u><u>1,226,161</u></u>	<u><u>5,891,744</u></u>

**BOULIA SHIRE COUNCIL****Balance Sheet****as at 31 December 2023***2023/2024 Actuals***Current Assets**

Cash and cash equivalents	17,073,034
Trade and other receivables	1,095,061
Inventories	475,253

**Total Current Assets** 18,643,348**Non-current Assets**

Property, plant and equipment	199,502,187
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**Total Non-current Assets** 199,502,187**TOTAL ASSETS** 218,145,535**Current Liabilities**

Trade and other payables	(132,555)
Borrowings	(62,135)
Provisions	(1,233,118)
Contract Liabilities	(1,598,473)

**Total Current Liabilities** (3,026,281)**Non-current Liabilities**

Borrowings	(1,196,587)
Provisions	(132,832)

**Total Non-current Liabilities** (1,329,419)**TOTAL LIABILITIES** (4,355,700)**NET COMMUNITY ASSETS** 213,789,835**Community Equity**

Asset revaluation reserve	99,282,343
Other reserves	2,328,551
Retained surplus	112,178,941

**TOTAL COMMUNITY EQUITY** 213,789,835



**BOULIA SHIRE COUNCIL**  
**Statement of Cash Flows**  
**For the period ended 31 December 2023**

	<i>2023/2024</i> <i>Actuals</i>	<i>Adopted Budget</i> <i>2023-24</i>
<b>Cash Flows from Operating activities:</b>		
Receipts from customers	2,036,191	5,726,000
Payments to suppliers and employees	<b>(6,156,422)</b>	<b>(11,832,000)</b>
	<b>(4,120,232)</b>	<b>(6,106,000)</b>
Interest received	354,864	715,000
Rental income	-	357,000
Non-capital grants and contributions	3,266,333	5,766,000
Borrowing costs	16,840	<b>(36,000)</b>
<b>Net Cash Inflow (Outflow) from Operating Activities</b>	<b>(482,195)</b>	696,000
<b>Cash Flows from Investing activities:</b>		
Payments for property, plant and equipment	<b>(7,207,939)</b>	<b>(45,968,000)</b>
Proceeds from sale of property, plant and equipment		
Grants, subsidies, contributions and donations	4,156,840	40,829,000
<b>Net Cash Inflow (Outflow) from Investing activities</b>	<b>(3,051,099)</b>	<b>(5,139,000)</b>
<b>Cash Flows from Financing activities</b>		
Proceeds from borrowings		2,000,000
Repayment of borrowings	30,651	<b>(631,000)</b>
<b>Net Cash Inflow (Outflow) from Financing activities</b>	30,651	1,369,000
<b>Net Increase (Decrease) in Cash and Cash Equivalents held</b>	<b>(3,502,643)</b>	<b>(3,074,000)</b>
<b>Cash and Cash Equivalents at beginning of Reporting period</b>	20,575,678	20,575,678
<b>Cash and Cash Equivalents at end of Reporting period</b>	<b>\$ 17,073,034</b>	<b>\$ 17,501,678</b>

**Outback Way / Donohue Package 3 Stage 7 PPR 1** | Project End Date  
as at 31 December 2023

Projects	Scope Of Works	Estimated cost	Actual Expenses	Committed Expenditure	Totals (Actual + Committed)	% of Actuals to Budget	Balance (\$) Budget - Totals
	Pave and seal	\$3,900,000		-	-		3,900,000.00
	W275111A - CH 170.5-174.5 id 66745	\$0.00	1,800,364.47	180,273.22	1,980,637.69		
	W275111B		270,418.37	-	270,418.37		
	<i>Total Projects Estimate</i>	<i>\$3,900,000.00</i>	2,070,782.84	180,273.22	2,251,056.06	46%	1,648,943.94
	<b>Outback Way Package 3 Stage 7 PPR 1</b>						

**Outback Way Package 3 Stage 7 PPR 2**  
as at 31 December 2023

Projects	Scope Of Works	Estimated cost	Actual Expenses	Committed Expenditure	Totals (Actual + Committed)	% of Actuals to Budget	Balance (\$) Budget - Totals
	Pave and seal	\$8,100,000.00		-	-		8,100,000.00
			-	-	-		
			-	-	-		
	<i>Total Projects Estimate</i>	<i>\$8,100,000.00</i>	-	-	-	0%	8,100,000.00
	<b>Outback Way Package 3 Stage 7 PPR 1</b>						

<b>TITLE:</b>	Fees and Charges 2023/24 Amendment	<b>DOC REF:</b> 11.3.3
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<b>REPORT BY:</b>	Kaylene Sloman Director of Corporate & Financial Services	<b>DATE:</b> 15/01/2024
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.1: Confidence

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

Key Priority 5: Robust Governance

5.2: Accountability

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

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

**CONTENT:**

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

An increase in the cost of purchasing pre-manufactured tubs of De-K9 1080 baits (200/tub) occurred earlier in 2023. We have now purchased a new supply of baits at the increased value.

Below is the listing of changes made on Page 3 of the 2023/2024 Fees and Charges.

Amendment made (highlighted in Blue):

<b>Page No.</b>	<b>Description</b>	<b>What needs to change</b>	<b>Change made</b>
3	Baiting – Wild Dogs		
3	De-K9 (Bucket 200 baits) Pick up / Collected	Fee change	\$450.00

**RECOMMENDATION:**

That in accordance with section 97 of the Local Government Act 2009, the 2023/2024 Fees and Charges amendments:

<b>Page No.</b>	<b>Description</b>	<b>What needs to change</b>	<b>Change made</b>
3	Baiting – Wild Dogs		
3	De-K9 (Bucket 200 baits) Pick up / Collected	Fee changed	\$450.00

As presented in the Boulia Shire Council January 19<sup>th</sup> 2024 Agenda be hereby adopted.

**ATTACHMENTS:**

1. Amended 19-01-2024 Fees and Charges 2023-24 Page 3 [11.3.3.1 - 1 page]

2. Amended 19-01-2024 Fees and Charges 2023-24 [11.3.3.2 - 14 pages]

Approved by Chief Executive Officer	Ms Lynn Moore
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BOULIA SHIRE COUNCIL			
Fees & Charges 2023/2024 Amended 19/01/2024			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	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 Menacing &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		
Local Law Penalty unit - As set by Department of Justice & Attorney General	\$154.80/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		
<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%	Y	
Sustenance of Impounded Livestock per day per head	\$ 50.00		
<b>Baiting - Wild Dogs - Must go through Authorised Person - RLPO</b>			
DEK9 (Bucket 200 baits) Pick up/Collected	\$ 450.00	Y	14004500.156
** Delivery = Cost/Klm + Cost of Vehicle & Staff Member/hour	\$1.91/klm + \$74/hr		
** Delivery = Cost of Vehicle & Staff Member/hour	\$74/hr		
<b>** Delivery charges are for the delivery of DEK9 Baits only</b>			

<b>BOULIA SHIRE COUNCIL</b>	
<b>Fees &amp; Charges 2023/2024 Amended 19/01/2024</b>	
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))	

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BOULIA SHIRE COUNCIL			
Fees & Charges 2023/2024 Amended 19/01/2024			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	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 Menacing &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		
Local Law Penalty unit - As set by Department of Justice & Attorney General	\$154.80/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		
<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%	Y	
Sustenance of Impounded Livestock per day per head	\$ 50.00		
<b>Baiting - Wild Dogs - Must go through Authorised Person - RLPO</b>			
DEK9 (Bucket 200 baits) Pick up/Collected	\$ 450.00	Y	14004500.156
** Delivery = Cost/Klm + Cost of Vehicle & Staff Member/hour	\$1.91/klm + \$74/hr		
** Delivery = Cost of Vehicle & Staff Member/hour	\$74/hr		
<b>** Delivery charges are for the delivery of DEK9 Baits only</b>			

BOULIA SHIRE COUNCIL			
Fees & Charges 2023/2024 Amended 19/01/2024			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	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)	\$3.85/head/ week	Y	14005500.156
Management Tags	\$ 2.00		
NLIS Tags	\$ 5.60		
Muster fee (Council coordinated)	At Cost + 10%		
Release Fee within (24 hours) - maximum 10 livestock	Free		
Sustenance charge after 24 hrs per head per day	\$50.00/head/day		
<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)		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		
36 Hour Spelling of Livestock at Racecourse Reserve (over 20 head) ** Includes use of amenities	\$2.20/head/24 hours Min chg \$50.00		
Yard cleaning fee (if not cleaned by User)	At Cost + 10%		
<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))		Y	14004510.156
Large Stock (Horses, Cattle, etc)	\$2.97/head/week		
Small Stock (Sheep, Goats, etc)	\$2.12/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 day & each 20 head or part thereof	\$1.06 / day / 20 head	N	
Small Stock - each day & each 140 head or part thereof	\$1.06 / day / 140 head		
Inspect Register of Water Facility Agreements (Act, s164(3)(a))	\$ 13.60		



BOULIA SHIRE COUNCIL			
Fees & Charges 2023/2024 Amended 19/01/2024			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	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>Note there is an Administration Fee of \$50.00 added to Quote</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) - <b>includes use of Hearse</b>	Min Fee \$2,460 (or) At Cost	Y	14009500.156
Burial (includes plant & wages)(Urandangi)	Min Fee \$2,460 (or) At Cost		
Weekend Funerals by special arrangement only	Fees + Cost of Staff		
Interment of Ashes	\$ 50.00		
Installation of Headstone	At Cost + 10%		
Columbarium Wall Niche	\$290		

<b>BOULIA SHIRE COUNCIL</b>			
<b>Fees &amp; Charges 2023/2024 Amended 19/01/2024</b>			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	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 Fee		
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 ** (Environmental Protection Act 1994)	\$ 110.00	N	14003500.156
<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 ** (Application must be made to Council)	\$ 160.00	Y	12004500.156
<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 2023/2024 Amended 19/01/2024				
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))				
Type of Charge	2023/2024	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			
Burke Street Hall ( 9am to 12noon) (Small groups <20 people)	48.00	Y	14008500.153	
Burke Street Hall ( 9am to 5pm) (Small groups <20 people)	63.00			
Shire Hall (9am to 12noon)	74.00			
Shire Hall (9am to 12noon) (Inc. Projector Screen & Sound System)	138.00			
Shire Hall (9am to 5pm)	148.00			
Shire Hall (9am to 5pm) (Inc. Projector Screen & Sound System)	201.00			
Shire Hall Functions - No Alcohol - with a charge to enter (5pm-12am)	212.00			
Shire Hall Functions - No Alcohol - with a charge to enter (5pm-12am) (Inc. Projector Screen & Sound System)	307.00			
Shire Hall Functions - Alcohol - with or without charge* (5pm-12am)	243.00			
Shire Hall Functions - Alcohol - with or without a charge* (5pm to 12am) (Inc. Projector Screen & Sound System)	391.00			
Shire Hall Zoom Room Conference/Meetings Small Groups up to 10 <b>NO Internet/Teleconference services required not available if Hall already booked</b>	42.00			
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>	127.00			
Shire Hall - Bar Cold Room (without function)	\$106/day			
Shire Hall - Bar Cold Room (with function)	Included in Hire			
Shire Hall - Kitchen Cooking Facility per day	Included in Hire			
Cleaning Fee	\$75/hour			14008500.156
Light Refreshments (tea, coffee, biscuits) - \$2.50 p/head	\$25 Min. Charge			
Facility Set Up Fee & Pack Up Fee (two men only)	\$106/hour			
<b>** Supplied with Shire Hall hire - 8 tables plus 50 chairs only. Must be requested at least 14 days in advance.</b>				
<b>** Supplied with Burke Street Hall Hire - 5 tables plus 20 chairs only. Must be requested at least 14 days in advance.</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 2023/2024 Amended 19/01/2024</b>			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	Inc. GST	GL Code
<b>Sports Centre Café:</b>			
<b>Security Deposit (Refundable)*</b>	<b>\$ 200.00</b>	N	<b>Trust 19010020.156</b>
Meetings/Small Groups (10 - 25)	\$48 (Half day rate - 4 hrs max) \$58 (Full day rate - 8 hrs max)	Y	14007510.153
Light Refreshments (tea, coffee, biscuits)- \$2.50 per head	\$25 min. chg	Y	14007510.156
Facility Set Up Fee & Pack Up Fee (two men only)	\$106/hour		
Cleaning Fee	\$75/hour		
<i>** Supplied with Café hire - 5 tables plus 20 chairs only. Must be requested at time of booking venue.</i>			
<i>** Extra tables &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>			
<b>Security Deposit (Refundable)*</b>	<b>\$ 165.00</b>	N	<b>Trust 19010020.156</b>
Meetings/Small Groups (5 - 10 people) 9am to 5pm	\$ 37.00	Y	13005500.153
Light Refreshments (tea, coffee, biscuits) \$2.50 per head	\$15 Min. Charge		13005500.156
<i>** Supplied with Library Meeting Room hire - 1 table plus 10 chairs only. Must be requested at time of booking venue.</i>			
<i>** Extra tables &amp; chairs hire and delivery of tables &amp; chairs - refer 'Equipment'</i>			
<b>Racecourse Reserve</b>			
<b>Security Deposit (Refundable)</b>	<b>\$ 500.00</b>	N	<b>Trust 19010020.156</b>
Full Use of Reserve facilities incl Kitchen, Bar & Cold Rooms incl Gas	349	Y	14007540.153
Pavillion & use of Bar & Cold Room	243		
Pavillion & use of Kitchen & Cold Room	159		
Bar Cold Room	53		
PA System and TV Screens	212		
Electrical Mushroom - single phase	37		
Electrical Mushroom - 3 phase	58		
Facility Set Up Fee & Pack Up Fee (two men only)	\$106/hour		
Cleaning Fee	\$75/hour		
<i>** Supplied with Racecourse Reserve - 8 tables plus 50 chairs only. Must be requested at time of booking venue.</i>			
<i>** Extra tables &amp; chairs hire and delivery of tables &amp; chairs - refer 'Equipment'</i>			

<b>BOULIA SHIRE COUNCIL</b>			
<b>Fees &amp; Charges 2023/2024 Amended 19/01/2024</b>			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	Inc. GST	GL Code
<b>Racecourse Reserve - Jockey's building</b>			
<b>Security Deposit (Refundable)</b>	\$ 200.00	N	Trust 19010020.156
Day use only - Locals - small meetings - Room only	\$48 (Half day rate - 4 hrs max) \$58 (Full day rate - 8 hrs max)	Y	14007540.153
Day use only - Locals - small workshops (including kitchette, toilet & showers)	\$48 (Half day rate - 4 hrs max) \$58 (Full day rate - 8 hrs max)		
Cleaning Fee	\$75/hour		
<b>** No overnight stays allowed in the Jockey's building **</b>			
<b>EQUIPMENT</b>			
<b>Equipment Security deposit (Refundable)*</b>	<b>\$ 100.00</b>	N	Trust 19010040.156
<b>Security Deposit Marquee (Refundable)</b>	<b>\$ 200.00</b>		
Data Projector	\$37/day	Y	12004500.156
Projector Screen (Council Venues only)	\$37/day		
Portable Microphone & Speaker	\$37/day		
Tables - each (Racecourse Reserve and Halls)	\$ 4.25		
Chairs - each (Racecourse Reserve and Halls)	\$ 2.15		
Pin Boards	\$5.30/day		
Tower Lights - Inflatable	\$21.20/day		
30 Metre 10amp Power Lead ( <b>\$35 security fee applicable</b> )	\$5.30/day		
Push Lawn Mower with 1 Tank of Fuel and Catcher	\$21.20/day		
Whipper Snipper with 1 Tank of Fuel	\$10.60/day		
Community BBQ Trailer (free use to Community Groups) <b>Bond required for cleaning/damage purposes</b>	\$ 150.00	N	Trust 19010040.156
Marquee 9m x 6m Hire	\$106/day	Y	12004500.156
Delivery, Set up/Dismantling Marquee (in Town area)	\$ 529.00		
<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	\$ 211.60	Y	12004500.156
Delivery of <b>50 - 100</b> Chairs & Tables (in Town)+ Collection	\$ 317.40		
<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>			
<b>Security Deposit (Refundable)</b>	<b>\$ 1,000.00</b>	N	Trust 19010040.156
Council Bus - in addition to day rental (fuel not included) **	\$0.40/klm	Y	13002510.156
Bus Hire Day Rental Fee (add kilometre rate)	\$233/day		
Additional Cleaning Charge (if required)	\$ 264.50		
<b>** Bus must be returned with a full tank of fuel or charges apply</b>			

<b>BOULIA SHIRE COUNCIL</b>			
<b>Fees &amp; Charges 2023/2024 Amended 19/01/2024</b>			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	Inc. GST	GL Code
<b>COUNCIL PUBLISHING/INTERNET SERVICES</b>			
<b>Photocopying &amp; Printing per page (double sided = 2 pages)</b>			
A4 Photocopy	\$0.70	Y	13005500.156
A3 Photocopy	\$1.65		
A4 Laminating - Per Page	\$2.15		
A3 Laminating - Per Page	\$ 3.70		
Binding (ring or hot back) per booklet	\$ 3.20		
Laminating - Per Metre	\$ 7.50		
<b>Scanning &amp; Emailing Documents</b>			
First Page Scanned & Emailed (Inc. confirmation page that email has been sent)	\$ 2.65	Y	13005500.156
Each Additional Page Scanned & Emailed	\$ 1.10		
<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	\$ 25.00	Y	12004500.156
Half Page per quarter	\$ 35.00		
Full Page per quarter	\$ 55.00		
<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			
go to <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> (Part 45)			

<b>BOULIA SHIRE COUNCIL</b>			
<b>Fees &amp; Charges 2023/2024 Amended 19/01/2024</b>			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	Inc. GST	GL Code
<b>COUNCIL HOUSING</b>			
<b>Houses &amp; Units</b>			
Residential Bond (Refundable)	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</b>			
Residential Bond (Refundable)	4 weeks rent	N	14010040.170
<b>Weekly Rent</b>			
Tenant - Couple	\$ 125.00	N	13004520.150
Tenant - Single	\$ 70.00		

<b>BOULIA SHIRE COUNCIL</b>			
<b>Fees &amp; Charges 2023/2024 Amended 19/01/2024</b>			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	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)	\$233/day	Y	14007550.156
Sports Oval Electricity	\$37/day		
Tennis Equipment Hire (4 Racquets & Tennis Balls)	\$10.60/day		
Tennis Courts Net Hire per hour nightly; Inc. Lighting (6pm to 12am)	\$13/hour		
Tennis Court Hire private use (includes nets, electricity)	\$27/hr		
Tennis Court Hire Public - booking required	FREE		
<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)	\$ 2.65	Y	14007520.156
Adult	\$ 3.70		
Spectator	No fee		
Pool - Hire for private lessons	\$30/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)	\$2.65/session	Y	14007520.156
Adult	\$3.70/session		
Squash Spectator	No Fee		
Gym Membership Adult - Weekly (24 hour access)	\$15.90		
<b>1 Month Gym Membership (24 hour access)</b>			
Adult	\$ 42.00	Y	14007520.156
Concession (Pensioners & Students with ID)	\$ 16.00		
Corporate Group 1 - 5 people	\$ 185.00		
Corporate Group 6 - 15 people	\$ 476.00		
Corporate Group 16 - 25 people	\$ 661.00		
Corporate Group 26 - 50 people	\$ 1,058.00		
<b>3 Month Membership (Key Access after hours available with 3 month</b>			
Adult	\$ 64.00	Y	14007520.156
Concession (Pensioners & Students with ID)	\$ 25.00		
Corporate Group 1 - 5 people	\$ 291.00		
Corporate Group 6 - 15 people	\$ 794.00		
Corporate Group 16 - 25 people	\$ 1,190.00		
Corporate Group 26 - 50 people	\$ 2,116.00		



<b>BOULIA SHIRE COUNCIL</b>			
<b>Fees &amp; Charges 2023/2024 Amended 19/01/2024</b>			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	Inc. GST	GL Code
<b>6 Month Membership (Key Access after hours available with 6 month)</b>			
Adult	\$ 79.00	Y	14007520.156
Concession (Pensioners & Students with ID)	\$ 33.00		
Corporate Group 1 - 5 people	\$ 370.00		
Corporate Group 6 - 15 people	\$ 1032.00		
Corporate Group 16 - 25 people	\$ 1,587.00		
Corporate Group 26 - 50 people	\$ 2,910.00		
<b>12 Month Membership (Key Access after hours available with 12 month)</b>			
Adult	\$ 106.00	Y	14007520.156
Concession (Pensioners & Students with ID)	\$ 63.00		
Corporate Group 1 - 5 people	\$ 503.00		
Corporate Group 6 - 15 people	\$ 1,428.00		
Corporate Group 16 - 25 people	\$ 2,248.00		
Corporate Group 26 - 50 people	\$ 4,232.00		
<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		
Current 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		
Current 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	Y	
Children aged 5 to 15*	\$ 20.00		
Adult	\$ 50.00		
Group Fee (10 or more)	\$ 40.00		
Family (2 Adults + 2 or more children under 15)	\$ 110.00		
Group Fee - <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 2023/2024 Amended 19/01/2024</b>			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	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)	\$735/m3	Y	14018000.156
2-3 Cubic Metres (per cubic metre) in Town Area (6klm radius for Town centre)	\$555/m3		
Greater than 4 Cubic Metres (per cubic metre) in Town Area (6klm radius for Town centre)	\$397/m3		
Outside Town Area (Truck & Driver) Plus/kilometre charge	Min. Charge \$225/trip		
Outside Town Area Delivery/km (total kms travelled)	\$3.05/km	Y	14018000.156
Batching Plant	\$312/hour		
<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 buisness hours</b> <b>Refuelling fee Weekends : Min chg \$200 p/hour</b> <b>For after hours phone 0427 163 773 or 0427 128 212</b>			

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<b>TITLE:</b>	Budget Review Operation and Capital Budgets as at 31st December 2023	<b>DOC REF:</b> 11.3.4
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<b>REPORT BY:</b>	Kaylene Sloman Director of Corporate & Financial Services	<b>DATE:</b> 15/01/2024
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Governance

5.2: It is clearly evident in how Council does business

5.2.1: Council’s financial activities are monitored and managed well

Key Priority 5: Governance

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

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

To provide a Budget Review to 31<sup>st</sup> December 2023 based on trends to date.

**CONTENT:**

The Budget review has been completed based on the best estimate of income and expenditure as known to 31<sup>st</sup> December 2023 for both Operational and Capital.

The review examines each line item and highlights changes based on trend or known variations as approved by Council or anticipated based on best estimate. A short comment against each item provides a brief outline of the basis for the revision and the summary on the last page provides an overall anticipated result, based on the information current at the time of preparation.

The budget review is recommended to Council for adoption.

**CONSULTATION:**

Nil

**GOVERNANCE IMPLICATIONS:**

Revision of Budget requires Council’s endorsement.

**RECOMMENDATION:**

That the Budget Review to 31<sup>st</sup> December 2023 as presented to Council be received and that the revised budget variations for Operational and Capital Budgets as shown be adopted.

**ATTACHMENTS:**

1. CONFIDENTIAL REDACTED - Budget Review 31-12-2023 Operational Amended 23-24 Budget [11.3.4.1 - 2 pages]
2. CONFIDENTIAL REDACTED - Amended Budget Capital Budget 2023-2024 31 st December 2023 [11.3.4.2 - 4 pages]

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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<b>TITLE:</b>	Policy Review: 157 Performance Management Policy	<b>DOC REF:</b> 11.3.5
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<b>REPORT BY:</b>	Kaylene Sloman Director of Corporate & Financial Services	<b>DATE:</b> 15/01/2024
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.1: Confidence

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

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

**CONTENT:**

Policy 157, Performance Management Policy, underwent a revision process that involved refining its language to a more formal and structured format. It is important to note that the substance and specifics of the policy remain unchanged.

**RECOMMENDATION:**

That policy 157 Performance Management Policy be endorsed as presented.

**ATTACHMENTS:**

1. 157 - Performance Management Policy [11.3.5.1 - 5 pages]

Reviewed by Director of Corporate Services	Mrs Kaylene Sloman
Approved by Chief Executive Officer	Ms Lynn Moore



# BOULIA SHIRE COUNCIL

## Performance Management Policy

<b>Category:</b>	Policy
<b>Policy Number:</b>	157
<b>Document Version:</b>	1
<b>Obsolete Version:</b>	n/a
<b>Keyword Classification:</b>	Human Resources, Performance Management
<b>Summary:</b>	The purpose of this policy is to ensure that performance issues of Council employees are addressed in adherence to the principles of natural justice.
<b>Adoption Date:</b>	22 <sup>nd</sup> January 2021
<b>Resolution:</b>	<del>2021/1.8</del>
<b>Due for Revision:</b>	3 years
<b>Revision Date:</b>	<del>22<sup>nd</sup> January 2024</del>
<b>Date Revoked:</b>	n/a
<b>Related documents:</b>	WHS – Safety Management System WH&S Policy Statement Policy 146 – Code of Conduct
<b>Responsible Section:</b>	CEO
<b>Responsible Officer:</b>	Director of Corporate & Financial Services
<b>Legislation:</b>	Local Government Act 2009 Local Government Regulation 2012 Qld Local Government Industry Awards Qld Industrial Relations Act 2016 WHS Act & Regulation 2011 Work Health and Safety Consultation Code of Practice 2011

## PURPOSE

To provide Council and its employees with clarity and understanding to ensure instances of underperformance are dealt with appropriately, complying with the principles of procedural fairness and natural justice, with a focus on performance improvement and maintenance.

## OBJECTIVES

To provide the employee with the opportunity to:

- Correct and/or improve the standard of conduct of an employee where appropriate or necessary.
- Provide any employee with an opportunity to correct unacceptable conduct (other than in situations where summary dismissal is appropriate).
- Ensure that all employees are treated fairly, equally, and consistently.
- Ensure that each situation is reviewed and addressed on an individual basis and in relation to the circumstances.

## SCOPE

This document encompasses the performance and conduct of all employees during their work and/or representation of the Council.

## DEFINITIONS

“**Council**” refers to Boulia Shire Council

“**The Act**” refers to the *Local Government Act 2009* (as amended)

“**The Regulation**” refers to the *Local Government Regulation 2012* (as amended)

“**Employees**” refers to individuals employed by Boulia Shire Council

“**Employer**” refers to Boulia Shire Council

## POLICY

Council reserves the right to modify this policy periodically. It is important to note that this policy does not constitute a part of any employee’s contractual agreement.

This policy is applicable to address necessary disciplinary actions stemming from conduct in any work-related context, encompassing conduct at work-related functions that may impact the Council. A work-related function is defined as any event connected to work, including but not limited to work lunches, dinners, conferences, Christmas celebrations, and client/customer functions. Furthermore, this policy extends to situations where employees visit other workplaces in connection with their duties, such as visiting a supplier, client, or customer.

In the event that the conduct raises concerns about a potential breach of Australian law, Council may choose to notify the police or other relevant government authorities.

### Grounds for disciplinary action

Disciplinary action may be initiated for:

- failure to fulfil responsibilities outlined in the *Local Government Act 2009* (QLD) (**Act**); or
- failure to discharge a responsibility under the Act in alignment with the local government principles; or
- undertaking actions under the Act in a way that is inconsistent with the local government principles.

### Disciplinary procedure

The procedures detailed below serve as a general framework for disciplinary actions that Council may employ. However, the specific disciplinary procedure to be implemented, in accordance with this policy, remains at the discretion of the Council. This decision will be made by considering the circumstances of each case comprehensively.

### **Investigation**

Council will initiate an investigation into incidents and/or allegations. This may involve the collection of pertinent data and interviews with the involved employee, relevant witnesses such as co-workers, supervisors, customers, and suppliers with whom the employee has interacted. Council is committed to conducting fair and prompt investigations into all allegations of unsatisfactory performance, unacceptable conduct, or wilful or serious misconduct by an employee.

If, upon reasonable grounds, Council determines that an employee is likely to face disciplinary action, the employee may be suspended from duty pending the investigation's completion. During such suspensions, the employee will be provided with written notification of the suspension conditions and will continue to receive their full remuneration as at the start of the suspension.

Council emphasizes a zero-tolerance policy for unsubstantiated or frivolous allegations reported by any individual.

### **Disciplinary interview**

If, following the investigation, the Employer deems that the employee has a case to answer, the employee may be requested to attend a meeting to address the concerns raised.

The following procedure is as follows:

- The employee will receive advance notice of the meeting's purpose and the topics to be discussed.
- The employee is entitled to have a co-worker or union delegate present at the meeting.
- During the meeting, the written concerns, or allegations, along with any supporting evidence, will be provided to the employee.
- The employee will be given ample opportunity to respond to the concerns or allegations, and written responses may be submitted.
- The director/manager/foreman/supervisor will review the employee's response and conduct any additional inquiries or investigations as necessary.
- After considering the employee's response and conducting further inquiries, the director/manager/foreman/supervisor will determine whether the concerns or allegations have been substantiated.

If it is established that all or some of the concerns or allegations are valid, the following factors will be considered:

- the severity of the poor performance/misconduct.
- the response or explanation provided by the employee.
- the employee's employment history and record.
- the availability of appropriate and reasonable alternatives to dismissal.
- The director/ manager/foreman/supervisor, in consultation with the CEO, will then decide on the appropriate disciplinary action, if any.

### **Disciplinary Action**

The disciplinary action administered will be determined on a case-by-case, considering all relevant circumstances; this includes considering whether the employee has previously received verbal or written warnings regarding their performance or conduct.

It is essential to note that irrespective of the disciplinary action taken, any form of unacceptable conduct or misconduct can lead to the dismissal of the employee.

In the event that Council enforces disciplinary action against an employee, the employee retains the rights to appeal the decision.



### **Employee to be given notice of grounds for disciplinary action**

Prior to Council initiating disciplinary action against an employee, the employee must be furnished with:

1. Written notice containing:
  - the grounds on which the disciplinary action may be taken.
  - the particulars of conduct claimed to support the grounds.
  - the proposed disciplinary action.
2. A fair and reasonable opportunity to respond to the information provided in the written notice.

### **Informal Discipline**

Examples of informal disciplinary actions that Council may take include, but are not limited to:

- Redirection.
- Retraining.
- Counselling.

It's important to note that informal disciplinary action is not suitable when the employee's conduct amounts to wilful or serious misconduct.

### **Formal Discipline**

Examples of formal disciplinary actions that Council may undertake include, but are not restricted to:

- Termination of employment.
- Demotion.
- Deduction from salary or wages (not exceeding 2 penalty units).
- Reorganisation/Redeployment.
- A written reprimand or warning.

### **Dismissal**

An employee may face dismissal for misconduct as defined under the *Qld Industrial Relations Act 2016*, such as theft, assault, fraud, or other misconduct prescribed by regulation.

In the event of a decision to dismiss the employee, the employee should receive:

- Written notice of the day of dismissal or payment in lieu of notice.
- Payment of all accrued entitlements.
- Payment of any outstanding entitlements.
- A Separation Certificate.
- A Statement of Service, if requested.

Upon dismissal, the employee promptly returns all Council property in their possession or control to Council.

### **Deduction from salary or wages**

If disciplinary action taken against an employee involves a deduction from their salary or wages, Council may affect the deduction:

- If no appeal is brought against the disciplinary action, when the appeal period has concluded.
- If an appeal is initiated against the disciplinary action and the appeal's decision confirms or modifies the deduction, when notice of the decision is provided to the employee.
- If an appeal is initiated against the disciplinary action and the appeal is discontinued or struck out when the appeal concludes.

If an appeal against the disciplinary action changes it to a deduction from salary or wages, Council may implement the deduction when notice of the decision is given to the employee.

For appeals, employees may first appeal to the initiating supervisor/manager and, if unresolved, escalate the appeal to the Chief Executive Officer for review and a final decision.

#### **Written reprimand or warning**

When disciplinary action against an employee involves a written reprimand or warning, it will become a permanent part of the employee's employment record and must include the following details:

- The disapproved conduct of the employee.
- The necessary remedial action required to rectify the conduct.
- The specified timeframe within which the remedial action is to be completed.
- The potential consequences if the employee repeats the conduct.

#### **Documentation**

Council is advised to contemporaneously document disciplinary discussions and actions.

File notes summarising the nature of the allegations, investigative outcomes, and the disciplinary measures taken should be placed in the employee's personnel file.

Additionally, any conversations or meetings with the employee should be documented in a file note. The employee should be asked to sign the file note as an acknowledgement of agreement with its contents. In cases where the employee declines to sign the file note, the refusal, and the reason for objection, if provided, should be recorded on the file note.

Copies of warning letters should also be filed in the employee's personnel file. However, it is crucial to note that Council must securely dispose of any record related to the disciplinary action no later than two years after the action is concluded.

#### **Variations**

Council retains the right to modify, replace, or terminate this policy periodically. However, no variations to the policy will be made while a disciplinary process is underway.

## **11.4 Community Services**

<b>TITLE:</b>	Community Services Report December 2023	<b>DOC REF:</b> 11.4.1
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<b>REPORT BY:</b>	Julie Woodhouse Community Services Manager	<b>DATE:</b> 15/01/2024
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### **CORPORATE PLAN REFERENCE:**

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

Key Priority 3: Economic Development - A sustainable local economy

3.1: Facilitate employment and investment opportunities

3.4: Promote Bouliia Shire and the RAPAD region as a region for tourism and development opportunities

Key Priority 6: Supporting local services and facilities

6.1: Facilitate opportunities

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

6.2: Support an active healthy community

Key Priority 7: Valuing our greatest asset – people

7.4: Tourism

7.4.1: Make Bouliia the place on everyone's bucket list

### **RISK MANAGEMENT:**

Information Report only - not applicable.

### **PURPOSE:**

To provide Council with an update of the activities associated with Councils' community development activities.

### **CONTENT:**

Current housing available:

<b><u>ACTIVITY</u></b>	<b><u>Number</u></b>
Total houses available for occupation currently	0
Total units available (includes 1 pensioner unit)	1
Total Council units are always kept vacant for use by visiting professionals	0
Total Council furnished units/houses being used by contractors	1
Houses/units being renovated/painted	2
Formal applications for rental for December	1
Enquiries re housing availability for December	0

### **Housing update:**

- A new Parks and Gardens employee was housed in emergency housing over Christmas at 2/61 Moonah Street but has now moved into 3/26 Pituri Street.

- The HR officer has moved into 41 Pituri Street.
- Two units at 26 Pituri Street are still being renovated and should be ready for re-occupation by the end of January.

**Tourism:**

- Xzibit will be out in January to conduct a maintenance visit for the Min Min Encounter, they will be here from the 12<sup>th</sup> January.
- The centre will re-open on the 22<sup>nd</sup> January.

**Grants:**

- A submission was sent to the Minor Infrastructure and Inclusive Facilities for shade cover over the skate park and outdoor fitness station for the park.
- No word on Qld Day 2024 submission for Pineapple Day in June 24.
- A submission for the Bush tourism funding has been sent for the upgrade of the jail cells in park.

**Community:**

**Sports Centre:** Pool patron numbers: **December -244** (by Dave Karel)

Our casual officer is at the sports centre for 9 hours a week doing sports or crafts with any children who attend.

**Library report by Tarsha Shaw:**

This month our first 5 forever program was held twice a week. Set days being Monday and Wednesdays. We have started to plan ahead and have a month-to-month calendar that we send to all the local mums.

Library patron numbers for **December -152:**

	Ja	Fe	Ma	Apr	Ma	Ju	Jul	Au	Se	Oct	No	De
2022	54	74	49	18	137	135	170	64	67	75	71	42
2023	51	13 7	86	131	129	88	131	197	275	182	205	152

The library staff help to facilitate Australia Day in conjunction with the administration office.

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

1. That the Community Services Report for December 2023 be received for information.

**ATTACHMENTS:** Nil

Reviewed and Approved by Chief Executive Officer Ms Lynn Moore
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## **12 Late Reports**

Nil

## **13 Closed Session**

<b>TITLE:</b>	Tender: T2023-24.5 Sale of lots L404/B2671 and L405/B2671 Mulligan Street, Boulia	<b>DOC REF:</b> 13.2.1
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### **CLOSED SESSION REFERENCE:**

**In accordance with the *Local Government Regulation 2012 (254J (3))*, Closed Sessions of Council are not open to the public and may be closed for the following reasons:**

**(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;**

### **PURPOSE:**

To provide Council with information regarding the requested valuation of the property prior to a sale price being determined from subsequent tender T2023-24.5 Sale of lots L404/B2671 and L405/B2671 Mulligan Street, Boulia.

## **14 General Business**

This item on the agenda allows Councillors to raises any other general business matters for discussion or future consideration.