

# BOULIA SHIRE COUNCIL



## ORDINARY MEETING

Friday 22 April 2022



Photo by Jan Norton

ALL COMMUNICATIONS MUST  
BE ADDRESSED TO  
THE CHIEF EXECUTIVE OFFICER,  
BOULIA SHIRE COUNCIL,  
18 HERBERT ST,  
BOULIA. QLD. 4829



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## BOULIA SHIRE COUNCIL

14 April 2022

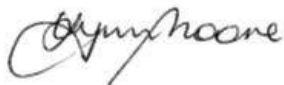
### NOTICE FOR AN ORDINARY MEETING OF COUNCIL

NOTICE is hereby given that an **ORDINARY MEETING** of the Boulia Shire Council will be held on **Friday 22 April 2022** at the **Boulia Shire Hall** commencing at **9 am** 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:

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

## **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 Services)  
Mr Ajay Agwan (Director of Works and Operations)  
Mr Mark Willis (Finance Manager)  
Ms Estelle van Tonder (Executive Assistant Relief)

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

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



**MINUTES OF THE ORDINARY MEETING  
OF THE BOULIA SHIRE COUNCIL  
HELD ON Friday 18 March 2022  
COMMENCING AT 9:00 am**

**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 Mayor opened the meeting at 09:00 am.

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  
Councillor Sam Beauchamp  
Councillor Tim Edgar (Virtual)  
Councillor Jack Neilson (Virtual)  
Councillor Jan Norton

Officers: Mr Peter Stewart (Acting Chief Executive Officer)  
Mrs Kaylene Sloman (Director of Corporate Services)  
Mr Michael Pickering (Director of Works and Operations Relief)  
Ms Estelle van Tonder (Executive Assistant Relief)

**3 Apologies / Leave of Absence**

There were no apologies or leaves of absence for this meeting.

**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 Confirmation of Minutes from Previous Meetings**

**Moved:** Cr Norton

**Seconded:** Cr Beauchamp

*That the minutes of the Ordinary Meeting held on 18 February 2022 be accepted.*

**Resolution No.:** 2022/03.1

**Carried**

## **9 Reports**

### **9.1 Works and Operations**

<b>TITLE:</b>	Engineering Service Report – Newsbrief for February 2022	<b>DOC REF:</b> 9.1.1
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<b>PURPOSE:</b>	To inform Council on the progress of various items through an information update.
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**Moved:** Cr Britton

**Seconded:** Cr Norton

*That the Engineering Services Report – Newsbrief for February 2022 be noted.*

**Resolution No.:** 2022/03.2

**Carried**

<b>TITLE:</b>	Action Report – Assessment of T2021-22.9 99D Road Signage Replacement	<b>DOC REF:</b> 9.1.2
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<b>PURPOSE:</b>	To provide a summary and a recommendation for the award of T2021-22.9 99D Road Signage Replacement.
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**Moved:** Cr Beauchamp

**Seconded:** Cr Britton

*That Council award contract T2021-22.9 99D Road Signage Replacement to Auzscot Constructions. Six (6) tenders were received and Auzscot Constructions has been assessed against weighted criteria as the most suitable tenderer.*

**Resolution No.:** 2022/03.3

**Carried**

<b>TITLE:</b>	T2021-22.11 Action Report for Cloncurry Culverts	<b>DOC REF:</b> 9.1.3
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**PURPOSE:**

To provide a summary and a recommendation for the award of T2021-22.11 Remove and Replace Cloncurry Culverts.

**Moved: Cr Beauchamp**

**Seconded: Cr Norton**

*That Council award contract T2021-22.11 Remove and Replace Cloncurry Culverts to Auzscot Constructions subject to entering into contract CN-17516 (Cloncurry Culverts) with the Department of Transport and Main Roads. Four (4) tenders were received. Auzscot Constructions has been assessed against weighted criteria as the most suitable tenderer.*

**Resolution No.: 2022/03.4**

**Carried**

<b>TITLE:</b>	Action Report – Assessment of T2021-22.12 Dajarra Rehab 69600CH – 78800CH Gravel Crushing and Stockpile	<b>DOC REF:</b> 9.1.4
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**PURPOSE:**

To provide a summary and a recommendation for the award of T2021-22.12 Gravel Crushing and Stockpile

**Moved: Cr Neilson**

**Seconded: Cr Britton**

*That Council award contract T2021-22.12 Gravel Crushing and Stockpile (Dajarra Rehab) to PE & GC Harris Road Contractors Pty Ltd. Ten (10) tenders were received. PE & GC Harris Road Contractors Pty Ltd has been assessed against weighted criteria as the most suitable tenderer.*

**Resolution No.: 2022/03.5**

**Carried**

<b>TITLE:</b>	Action Report – Assessment of T2021-22.13 Dajarra Rehab 69600CH – 78800CH Supply and Installation of Concrete Works Tender	<b>DOC REF:</b> 9.1.5
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**PURPOSE:**

To provide a summary and a recommendation for the award of T2021-22.13 Supply and Installation of Concrete Works.

**Moved: Cr Beauchamp**

**Seconded: Cr Britton**

*That Council award contract T2021-22.13 Supply and Installation of Concrete Works Tender (Dajarra Rehab) to Auzscot Constructions. (Four (4) tenders were received. Auzscot Constructions has been assessed against weighted criteria as the most suitable tenderer).*

**Resolution No.: 2022/03.6**

**Carried**

<b>TITLE:</b>	Foreman Roads Maintenance and Construction Report February 2022	<b>DOC REF:</b> 9.1.6
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**PURPOSE:**

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

**Moved: Cr Norton**

**Seconded: Cr Britton**

*That Council receive the Foreman Roads Maintenance and Construction February 2022 Report for information.*

**Resolution No.: 2022/03.7**

**Carried**

<b>TITLE:</b>	Foreman, Road Maintenance and Utility Services Report February 2022	<b>DOC REF:</b> 9.1.7
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**PURPOSE:**

To inform Council of the current utilisation and activities of the Town Department during the month of February 2022.

**Moved: Cr Neilson**

**Seconded: Cr Edgar**

*That Council receive the Foreman, Road Maintenance and Utility Services February 2022 report for information.*

**Resolution No.: 2022/03.8**

**Carried**

<b>TITLE:</b>	Rural Land Protection Officer February Report	<b>DOC REF:</b> 9.1.8
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**PURPOSE:**

To advise Council of current activities relating to weed management, pest control, animal management and stock routes.

**Moved: Cr Britton**

**Seconded: Cr Beauchamp**

*That Council receive the Rural Lands Protection Officer Report for February 2022.*

**Resolution No.: 2022/03.9**

**Carried**

<b>TITLE:</b>	NDRRA Flood Damage Works Department February 2022 Information Report	<b>DOC REF:</b> 9.1.9
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**PURPOSE:**

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

**Moved: Cr Norton**

**Seconded: Cr Neilson**

*That the NDRRA Flood Damage Works Department February 2022 report be received for information.*

**Resolution No.: 2022/03.10**

**Carried**

## **9.2 Office of the Chief Executive**

<b>TITLE:</b>	Chief Executives Report for February 2022	<b>DOC REF:</b> 9.2.1
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**PURPOSE:**

To advise Council of the activities of the Chief Executive Office.

**Moved: Cr Edgar**

**Seconded: Cr Beauchamp**

*That the Chief Executive Officer February 2022 report be received for information.*

**Resolution No.: 2022/03.11**

**Carried**

<b>TITLE:</b>	Action List - Update February 2022	<b>DOC REF:</b> 9.2.2
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**PURPOSE:**  
To present to Council an updated Action List.

**Moved: Cr Norton                      Seconded: Cr Neilson**

*That Council receive the Action List update for February 2022 for information.*

**Resolution No.: 2022/03.12                      Carried**

<b>TITLE:</b>	Request for Sponsorship/Donations: RFDS Ball 2022	<b>DOC REF:</b> 9.2.3
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**PURPOSE:**  
To seek donations / sponsorship for the Inaugural Mount Isa RFDS Gala Ball.

**Moved: Cr Neilson                      Seconded: Cr Britton**

*That Council support the RFDS by contributing financially to their Inaugural Hangar Ball in purchasing the Gold Level Sponsorship to the amount of \$10,000.*

**Resolution No.: 2022/03.13                      Carried**

### **9.3 Corporate Services**

<b>TITLE:</b>	Director of Corporate Services February 2022 Update	<b>DOC REF:</b> 9.3.1
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**PURPOSE:**  
To advise Council of the activities of the Director of Corporate Services.

**Moved: Cr Beauchamp                      Seconded: Cr Britton**

*That the Director of Corporate Services February 2022 Report be received for information purposes.*

**Resolution No.: 2022/03.14                      Carried**

<b>TITLE:</b>	Finance Manager's February 2022 Report	<b>DOC REF:</b> 9.3.2
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**PURPOSE:**  
Financial Summary as at 28<sup>th</sup> February 2022

**Moved: Cr Neilson                      Seconded: Cr Norton**

*That the Finance Report for February 2022 Report be received for information.*

**Resolution No.: 2022/03.15                      Carried**

<b>TITLE:</b>	Updated Banking Signatories	<b>DOC REF:</b> 9.3.3
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<b>PURPOSE:</b> To update changes to banking signatories and delegations of Staff changes and positions.
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**Moved: Cr Edgar**

**Seconded: Cr Neilson**

*That Council confirm that the following authorised signatories be authorised to operate on any new or existing bank accounts Council may open in the future and all previous signatories if held with the same bank be made obsolete.*

*That the Director of Corporate Services action the changes to signatories and electronic devices for the change in Director of Works and Operations position.*

**CHEQUE SIGNATORIES**

- PRIMARY ACCOUNT SIGNATORY: Type 'A'
- Mayor - Eric Britton
- Chief Executive Officer - Lynn Moore
- **Director of Works and Operations – Ajay Agwan**
- Director of Corporate Services – Kaylene Sloman
- 
- SECONDARY ACCOUNT SIGNATORY: Type 'B'
- **Finance Manager – Mark Willis, Removal of Rahul Bhargava**
- Senior Finance Officer – Carol Smith
- Senior Administration Officer – Kelli Chatfield

• **ELECTRONIC FUND TRANSFERS:**

- PRIMARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE 'A'
- Chief Executive Officer - Lynn Moore
- **Director of Works and Operations – Ajay Agwan**
- Director of Corporate Services – Kaylene Sloman
- 
- SECONDARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE 'B'
- **Finance Manager – Mark Willis**
- Senior Finance Officer – Carol Smith
- Senior Administration Officer – Kelli Chatfield

**The method of signing/authorising electronic transactions will be as follows:**

- Any two type 'A' signatories OR
- Any two signatories: consisting of at least one primary 'A' signatory and one secondary 'B' signatory.

**Financial Delegation**

*Delegation to the Finance Manager as per Resolution 2022/01.3.1 of \$50,000 and Director of Works and Operations of \$150,000 have been implemented.*

**Resolution No.: 2022/03.16**

**Carried**

## **9.4 Community Services**

<b>TITLE:</b>	Community Services Manager February 2022 Report	<b>DOC REF:</b> 9.4.1
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**PURPOSE:**

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

**Moved:** Cr Beauchamp

**Seconded:** Cr Norton

- That the Community Services February 2022 Report be received for information.
- That the Flexible Hardship Funding be considered with regard to distribution of monies to report back at next meeting.

**Resolution No.: 2022/03.19**

**Carried**

<b>TITLE:</b>	Sports Centre February 2022 Report	<b>DOC REF:</b> 9.4.2
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**PURPOSE:**

To inform Council of the current utilisation and activities of the centre.

**Moved:** Cr Norton

**Seconded:** Cr Neilson

That Council receive the Boulia Sports and Aquatic Centre February 2022 Report for information.

**Resolution No.: 2022/03.17**

**Carried**

The Community Services Manager, Julie Woodhouse attended the meeting to present her report to the Council.

<b>TITLE:</b>	Library February 2022 Report	<b>DOC REF:</b> 9.4.3
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**PURPOSE:**

To update Council on the visitations and activities in the Library.

**Moved:** Cr Neilson

**Seconded:** Cr Britton

That Council receive the Library February 2022 Report for information.

**Resolution No.: 2022/03.18**

**Carried**

## **10 Late Reports**

Nil

## **11 Closed Session**

Nil

## **12 General Business**

Mayor Rick Britton updated the Councillors on the Western Queensland Alliance of Councils conference attended and also gave an update on the Outback Highway.

## **13 Confirmed**

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

## **14 Meeting Closure**

The Mayor closed the meeting at 12:20 pm

Unconfirmed

## **9 Reports**

### **9.1 Works and Operations**

<b>TITLE:</b>	Engineering Service Report – Newsbrief for March 2022	<b>DOC REF:</b> 9.1.1
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<b>REPORT BY:</b>	Stuart Bourne GBA - Senior Civil Engineer	<b>DATE:</b> 14/04/2022
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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 items through an information update.

#### **CONTENT:**

##### **1. Visits to the Shire**

6 <sup>th</sup> – 8 <sup>th</sup> April	Athol Hite	Flood Damage Completion Evidence Collection
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##### **2. Flood Damage Works**

For a detailed summary of all Flood Damage events and their status, see attachment.

The March 2019 Flood Event (Severe Tropical Cyclone Trevor and Associated Low Pressure System 19-27 March 2019) Emergency Works is completed and approved for the value of \$1.050m. In Field assessment was held in Boulia on the 16-19<sup>th</sup> September 2019 for the REPA works. Submission has been approved by QRA for a total value of \$14,231,596.59. Job Management Plan completed. Cultural Heritage Risk assessment complete. CH Site inspections Feb 2021. The completion date of the event has been extended by 12 months. Completion due June 2022.

The Jan 2020 Monsoonal Flooding Event (QLD Monsoonal Flooding, 23 Jan – 3 Feb 2020) has been activated. Emergency works are complete and submission has been uploaded to MARS for acquittal with submission value of \$494,438.07 (BoSC.0011.1920E.EWK). Emergency works Submission is approved for a value of \$494,154.85. REPA Pickup has been completed on Donohue Highway only. REPA Submission has been uploaded to MARS with submission value of \$450,999.46 (BoSC.0008.1920.REC). In Field assessment completed on 8<sup>th</sup> May. The submission has been approved by QRA for \$450,999.46. Scope of works has been uploaded into Asset Edge Recover system. Works has not commenced on this event. Patch and stabilisation scheduled for April 2022.

Activated for the 'Central, Southern and Western Queensland Rainfall and Flooding, 10<sup>th</sup>



November – 3<sup>rd</sup> December 2021' on the 17/11/21.

The following relief measures have been approved:

- Counter Disaster Operations; and
- Reconstruction of Essential Public Assets

This event will be Emergent Works only, REPA will be submitted under the subsequent event.

Activated for the 'Western Qld Low Pressure Trough 19 Jan – 4<sup>th</sup> Feb 2022'.

The following relief measures have been approved:

- Counter Disaster Operations; and
- Reconstruction of Essential Public Assets

This event will be for Emergent works and REPA. Data collection nearly complete. Submission to be prepared.

### **3. Other**

#### **Donohue Highway: Outback Way Funding Package 2**

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. Design is complete for Bengaeacca.

### **4. Industrial Subdivision**

Ergon detailed design complete. Sewer Design now complete. Survey completed – earth works to be finalised up to finished level. Operational works approval completed. Tender document for utilities closed. Tender assessment nearly complete.

### **5. Bengaeacca Crossing**

\$1.7m QRA resilience funding – top up as required with Outback Way Package 3.

Survey complete, cultural heritage clearance is complete. Design complete. Tender closed on the 8<sup>th</sup> April & 6 submission were received.

### **6. DTMR 20D Flood Damage and Dump Road Access**

Prime took place on the 3<sup>rd</sup> of December, initial seal completed December. Final Seal delayed to early May.

### **7. Boulia Airport Crack Sealing and Line Marking**

RPQ undertook the crack sealing 25<sup>th</sup> November. Linemarking complete.

### **8. Donohue Seals**

CH46-53.53 and CH116.45-122.40 being procured under T2021/22-15 'All Services' Supply and Install Bituminous Products. Tenders closed 18<sup>th</sup> March. T2021/22-15 "All Services' Supply and Install Bituminous Products received 3 submissions and T2021/22-14 Supply and Delivery of Precoated Cover Aggregate received 1 submission.

### **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 March 2022 be received.

### **ATTACHMENTS: Nil**

Reviewed by Director of Works and Operations

Mr Michael Pickering & Ajay Agwan

Approved by Chief Executive Officer

Ms Lynn Moore

<b>TITLE:</b>	Action Report – Assessment of T2021-22.10 Boulia Industrial Subdivision Installation of Water, Sewer and Power	<b>DOC REF:</b> 9.1.2
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<b>REPORT BY:</b>	Stuart Bourne GBA- Senior Civil Engineer	<b>DATE:</b> 14/04/2022
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**CORPORATE PLAN REFERENCE:**

Key Priority 2: Built Environment

2.1: Fit for purpose - roads, airport infrastructure

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

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

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

Key Priority 2: Built Environment

2.2: Sustainable - housing, buildings and community infrastructure

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

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

**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 summary and a recommendation for the award of T2021-22.10 Installation of Water, Sewer and Power.

**CONTENT:**

The procurement of the subdivision works for the Boulia Industrial Subdivision – Installation of Water, Sewer and Power.

- Tender closing date was the 25<sup>th</sup> of February 2022.
- T2021-22.10 Installation of Water, Sewer and Power, Tender was advertised via VendorPanel. Eight (8) tenders were submitted.
- Tender Addendum 1 was uploaded to VendorPanel on the 3rd of February 2022, for Side-track.

Letter or Recommendation (Assessment Summary, RFX Summary Report, Tender Addendum 1)

**CONSULTATION:** Director of Works and Operations

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

That for T2021-22.10 Boulia Industrial Subdivision - Installation of Water, Sewer and Power, eight (8) tenders were received. KABZS Plumbing and Quality Electrical has been assessed against weighted criteria as the most suitable tenderer who may be engaged under the existing T2019-20-11 Panel of Pre-Qualified Suppliers Plant Hire and Trader Services.

**ATTACHMENTS:**

1. T 2021-22.10 Recommendation Letter ( ID 414061) [9.1.2.1 - 1 page]

Reviewed by Acting Director of Works and Operations	Mr Michael Pickering
Approved by Chief Executive Officer	Ms Lynn Moore

Enquiries : Stuart Bourne  
Email : gbourne@gbaengineers.com.au  
Proj. No./Doc. ID : 140218 / 414061

Initials : GSB:JMC

30 March 2022

The Chief Executive Officer  
Boulia Shire Council  
Herbert Street  
**BOULIA** QLD 4829

Dear Lynn,

**BOULIA SHIRE COUNCIL**

**T2021-22.10 BOULIA INDUSTRIAL SUBDIVISION-INSTALLATION OF WATER, SEWER, AND POWER  
LETTER OF RECOMMENDATION**

On the 27 of January 2022, tender documents for the "T2021-22.10 Installation of Water, Sewer and Power." were uploaded to Vendorpanel.

At the close of tenders 25<sup>th</sup> February 2022, eight (8) submission were received from:

1. Utilstra
2. SNG Constructions
3. Quality Electrical Qld
4. KABZS Plumbing Pty Ltd
5. Joe Wagner Group Pty Ltd
6. GNM Group Qld Pty Ltd
7. Capricorn Plumbing & Business Supplies
8. Auzscot Constructions.

Both KABZ/ Quality Electrical and Auzscot Constructions are on 93% each. Auzscot constructions have recently won a large amount of work including Cloncurry Culverts, Dajarra Rehab concrete Works and Bulk Signage Replacement tenders and are likely to run into time constraints for the delivery of this project, whereas local contractors KABZS Plumbing & Quality Electrical are available immediately. We recommend KABZS Plumbing and Quality Electrical Qld in accordance with the attached tender analysis.

Should you require further information regarding the content of this letter, please do not hesitate to contact Stuart Bourne of this office.

Yours faithfully



for **GBA Consulting Engineers**

Enclosures

**ENGINEERING THE OUTBACK**

BARCALDINE | EMERALD | ROCKHAMPTON

PHONE 07 4651 5177 | WEBSITE gbaengineers.com.au

<b>TITLE:</b>	Action Report – Assessment of T2021-22.14 Supply and Delivery of Precoated Cover Aggregate Supply and Delivery of Precoated Cover Aggregate	<b>DOC REF:</b> 9.1.3
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<b>REPORT BY:</b>	STUART BOURNE GBA - SENIOR CIVIL ENGINEER	<b>DATE:</b> 14/04/2022
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**CORPORATE PLAN REFERENCE:**

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

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

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

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 summary and a recommendation for the award of T2021-22.14 Supply and Delivery of Precoated Cover Aggregate.

**CONTENT:**

The procurement of the Supply and Delivery of Precoated Cover Aggregate for the Dajarra Rehab project and town street reseals.

- Tender closing date was the 18<sup>th</sup> of March 2022.
- T2021-22.14 Supply and Delivery of Precoated Cover Aggregate, Tender was advertised via Vendorpanel. One (1) tender was submitted.
- Tender Addendum 1 was uploaded to Vendorpanel on the 7<sup>th</sup> March 2022, for supply of cover aggregate for town streets reseals

Letter or Recommendation (Assessment Summary, RFX Summary Report, Tender Addendum 1)

**CONSULTATION:**

- Director of Works and Operations

**GOVERNANCE IMPLICATIONS:**

- Nil

**RECOMMENDATION:**

That for T2021-22.14 Supply and Delivery of Precoated Cover Aggregate, one (1) tender was received. PE & GC Harris has been assessed against weighted criteria. As only one submission was received pricing was compared to past tenders for the purposes of benchmarking. It is recommended that the contract be awarded to PE & GC Harris.

**ATTACHMENTS:** Letter of Recommendation & assessment

Reviewed by Acting Director of Works and Operations	Mr Michael Pickering
Approved by Chief Executive Officer	Ms Lynn Moore

Enquiries : Richard Lewis  
Email : rlewis@gbaengineers.com.au  
Proj. No./Doc. ID : 210172 / 416019

Initials : RAL:VFL

23 March 2022

The Chief Executive Officer  
Boulia Shire Council  
Herbert Street  
**BOULIA** QLD 4829

Dear Lynn,

**BOULIA SHIRE COUNCIL**  
**T2021-22.14 SUPPLY AND DELIVERY OF PRECOATED COVER AGGREGATE**  
**LETTER OF RECOMMENDATION**

On the 17<sup>th</sup> February 2022, tender documents for the "T2021-22.14 Supply and Delivery of Precoated Cover Aggregate" were uploaded to VendorPanel.

At the close of tenders 2pm, 18<sup>th</sup> March 2022, one (1) submission was received from:

1. PE & GC Harris Road Contractors Pty Ltd

We recommend PE & GC Harris Road Contractors Pty Ltd in accordance with the attached tender analysis.

Should you require further information regarding the content of this letter, please do not hesitate to contact Richard Lewis of this office.

Yours faithfully



for **GBA Consulting Engineers**

Enclosures

<b>TITLE:</b>	Action Report – Assessment of T2021-22.15 'All Services' Supply and Install Bituminous Products Supply and Install Bituminous Products	<b>DOC REF:</b> 9.1.4
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<b>REPORT BY:</b>	Stuart Bourne GBA - Senior Civil Engineer	<b>DATE:</b> 14/04/2022
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**CORPORATE PLAN REFERENCE:**

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

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

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

**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 summary and a recommendation for the award of T2021-22.15 'All Services' Supply and Install Bituminous Products

**CONTENT:**

The procurement of the 'All Services' Supply & install Bituminous Products for the Dajarra Rehab Project and town streets reseals.

- Tender closing date was the 18<sup>th</sup> of March 2022.
- T2021-22.15 'All Services' Supply and Install Bituminous Products, tender was advertised via Venorpanel. Three (3) tenders were submitted.
- Tender Addendum 1 was uploaded to Vendorpanel on the 7<sup>th</sup> March 2022, for supply of cover aggregate for town streets reseals

Letter or Recommendation (Assessment Summary, RFX Summary Report, Tender Addendum 1)

**CONSULTATION:**

- Director of Works and Operations

**GOVERNANCE IMPLICATIONS:**

- Nil

**RECOMMENDATION:**

That for T2021-22.15 'All Services' Supply and Install Bituminous Products, three (3) tenders were received. RPQ Spray Seal have been assessed against the weighted criteria as the most suitable tenderer. It is Recommended that the contract be awarded to RPQ Spray Seal.

**ATTACHMENTS:** Letter of Recommendation & assessment

Reviewed by Acting Director of Works and Operations	Mr Michael Pickering
Approved by Chief Executive Officer	Ms Lynn Moore

Enquiries : Richard Lewis  
Email : rlewis@gbaengineers.com.au  
Proj. No./Doc. ID : 210172 / 416008

Initials : RAL:VFL

23 March 2022

The Chief Executive Officer  
Boulia Shire Council  
Herbert Street  
**BOULIA** QLD 4829

Dear Lynn,

**BOULIA SHIRE COUNCIL**  
**T2021-22.15 'ALL SERVICES' SUPPLY AND INSTALL BITUMINOUS PRODUCTS**  
**LETTER OF RECOMMENDATION**

On the 16<sup>th</sup> February 2022, tender documents for the "T2021-22.15 'All Services' Supply and Install Bituminous Products" were uploaded to VendorPanel.

At the close of tenders 2pm, 18<sup>th</sup> March 2022, three (3) submissions were received from:

1. Boral Resources (Qld) Pty Ltd
2. Colas Queensland Pty Ltd
3. RPQ spray Seal Pty Ltd

We recommend RPQ Spray Seal Pty Ltd in accordance with the attached tender analysis.


Should you require further information regarding the content of this letter, please do not hesitate to contact Richard Lewis of this office.

Yours faithfully



for **GBA Consulting Engineers**

Enclosures

<b>TITLE:</b>	Foreman Roads Maintenance and Construction Report March 2022	<b>DOC REF:</b> 9.1.5
<b>REPORT BY:</b>	Mr Jimmy Newman Foreman Roads Maintenance and Construction	<b>DATE:</b> 14/04/2022
<b>CORPORATE PLAN REFERENCE:</b> Key Priority 2: Built Environment 2.1: Fit for purpose - roads, airport infrastructure 2.1.1: Develop, manage and maintain Council controlled roads and airport infrastructure to sustain and improve connectivity and safety 2.1.2: Deliver quality outcomes on all roads (Shire and State) within quality assurance guidelines		
<b>RISK MANAGEMENT:</b> Information Report only - not applicable.		
<b>PURPOSE:</b> To inform Council of the current utilisation and activities of the Works Department in line with the Boulia works program.		
		
<b>CONTENT</b> Current and upcoming projects are as follows:		
<ul style="list-style-type: none"> <li>• Commenced Dajarra Widening – Stabilization has commenced and 1km sub grade completed.</li> <li>• Water problem on this job has been rectified thanks to Jamie Hacon from Buckingham Station who has been a great help in providing use of a bore 15km on Selwyn Connection Road. There was insufficient water at Whiskey bore to continue job.</li> <li>• Completed grading Race Track in preparation for Races Easter weekend. Attempted to achieve an approved finish which has passed inspection by Qld Racing recently however the final decision will be decided on race day.</li> <li>• Side track completed at Hamilton Rest Area on Winton Road in preparation of new grid.</li> <li>• After Easter we will commence work on the side track on Cloncurry culvert section Ch 122.</li> </ul>		
<b>CONSULTATION:</b> DWO as required. GBA as Project Officers on RMPC work.		
<b>GOVERNANCE IMPLICATIONS:</b> All work completed within guidelines and budget allocations.		
<b>RECOMMENDATION:</b> That Council receive the Foreman Roads Maintenance and Construction March 2022 Report for information.		
<b>ATTACHMENTS:</b> Nil		
Reviewed by Director of Works and Operations Relief	Mr Michael Pickering	
Approved by Chief Executive Officer	Ms Lynn Moore	



<b>TITLE:</b>	Foreman Road Maintenance and Utility Services Report March 2022	<b>DOC REF:</b> 9.1.6
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<b>REPORT BY:</b>	Mr Ron Callope Foreman, Road Maintenance and Utility Services	<b>DATE:</b> 14/04/2022
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**CORPORATE PLAN REFERENCE:**

Key Priority 6: Lifestyle and Community

6.1: Facilitate opportunities for community development

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

To inform Council of the current utilisation and activities of the Town Department during the month of March 2022.

**CONTENT:**

**Race Course:**

Arena and grounds	General maintenance of the grounds has continued by the caretaker. Council has been preparing the arenas and racetrack for the upcoming Easter Rodeo, Races & Camp draft event.
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**Town water testing and Depot maintenance:**

Chlorine level testing	Service has been completed and plant is back running to desired chlorine levels within town. Chlorine testing has been conducted on a weekly basis with satisfactory levels maintained at Urandangi.
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**Parks and Gardens:**

Council, Min Min Encounter, ANZAC and Airport gardens	All garden areas are continuing to be worked on (watering, weeding etc.) to ensure they are kept in good order. With the tourist season coming up, we are working hard to ensure the town is looking its best.
Mowing/Whipper Snipping	Our crew was kept busy with mowing and whipper snipping being completed in the following areas on these days throughout March 2022: <ul style="list-style-type: none"> <li>▪ 1<sup>st</sup> March – Council Depot, Burke Street</li> <li>▪ 2<sup>nd</sup> March – Council Depot, Pensioner Units</li> <li>▪ 3<sup>rd</sup> March – Robinson Park, Melrose Place, Fire Station Back of Hall</li> <li>▪ 4<sup>th</sup> March – Robinson Park</li> <li>▪ 7<sup>th</sup> March – Medium Strips, Post Office, Sports Centre</li> <li>▪ 8<sup>th</sup> March – Main Office, Diamantina Street</li> <li>▪ 9<sup>th</sup> March – Robinson Park, Pituri Street</li> <li>▪ 10<sup>th</sup> March – Melrose Place, Herbert Street</li> <li>▪ 15<sup>th</sup> March – Pensioner Units, Templeton Street</li> <li>▪ 16<sup>th</sup> March – Stonehouse, Wills Street</li> <li>▪ 17<sup>th</sup> March – Moonah Street</li> <li>▪ 18<sup>th</sup> March – School Safety Park, Town Entrances</li> </ul>

	<ul style="list-style-type: none"> <li>▪ 21<sup>st</sup> March – Medium Strips</li> <li>▪ 22<sup>nd</sup> March – Post Office, Pensioner Units, Vacant Council Housing, Town Entrances</li> <li>▪ 23<sup>rd</sup> March – River Front</li> <li>▪ 24<sup>th</sup> March – Main Office</li> <li>▪ 28<sup>th</sup> March – Robinson Park</li> <li>▪ 29<sup>th</sup> March – Airport, Fire Station, School Safety Park</li> <li>▪ 30<sup>th</sup> March - Hospital</li> </ul>
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**Town Entrances:**

Three Mile Campground	<p>The area has improved with the foliage growing well due to recent rain.</p> <p>The public have been keeping the area in a tidy condition.</p>
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**RMPC/Works crew:**

RMPC signage is still an ongoing project.

Continuing surface correction on the Dajarra Mt Isa Road.

Commence surface correction along the Bedourie Road after recent rain and flooding.

Completed a private works request from Alderley Pastoral Company, supplied and delivered 174.5m<sup>3</sup> concrete to Alderley Station and Hartnell Downs Station.

**Urandangi:**

Urandangi	<p>Regular Council services continued over the month of March (mowing, whipper snipping, rubbish collection etc.).</p> <p>The new 15,000 litre diesel fuel tank has not been filled as of yet, however has been relocated to correct position and is now ready to be filled up.</p> <p>Willie Doyle is also in charge of cleaning and rubbish collection at the new rest area on Dajarra/Mount Isa Road – servicing will remain one day a week until tourist season starts to pick up.</p>
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**Water and Sewerage:**

**Boulia Township**

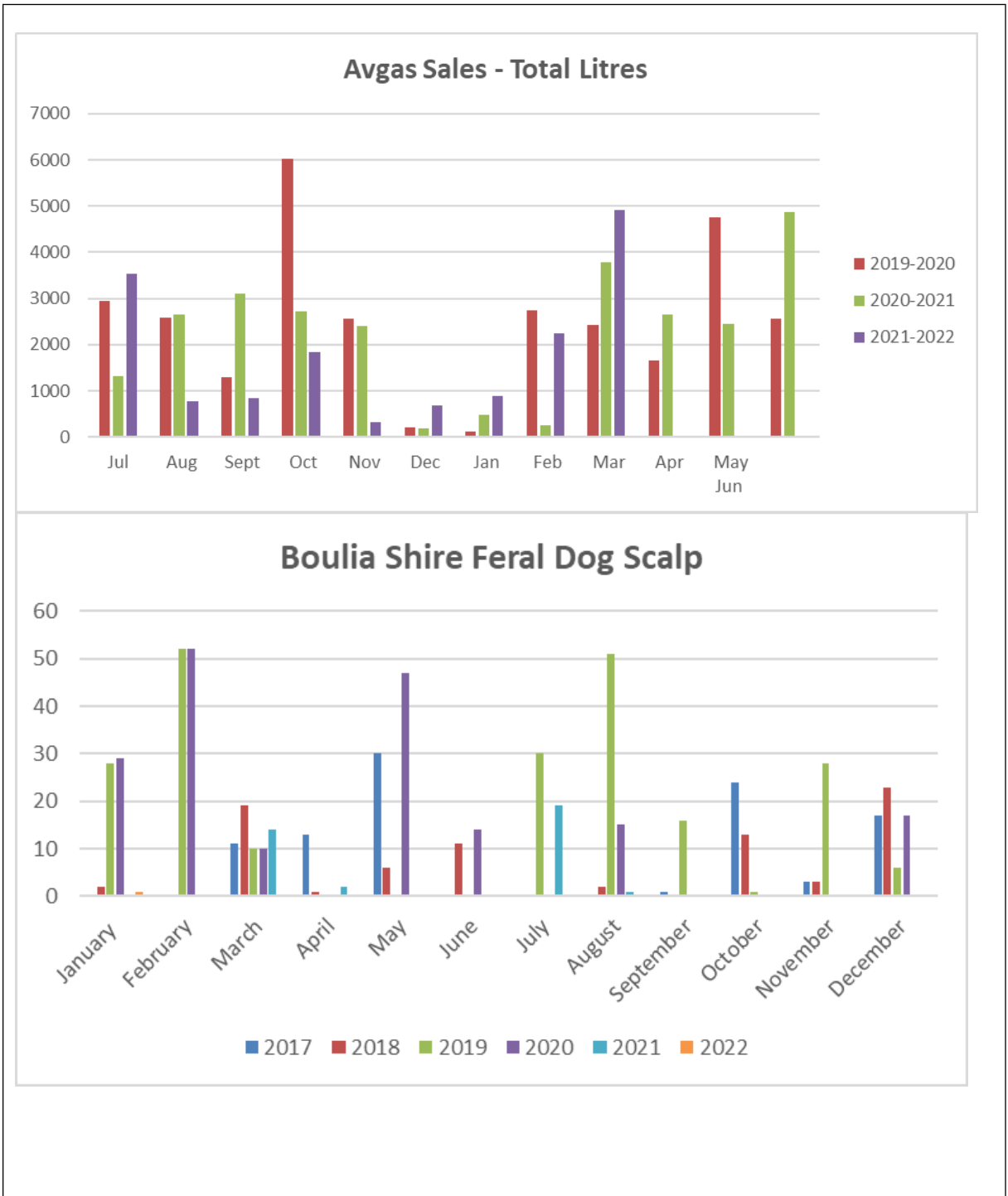
Call outs – water	Nil
Call outs – sewer	Nil
Broken mains	Nil

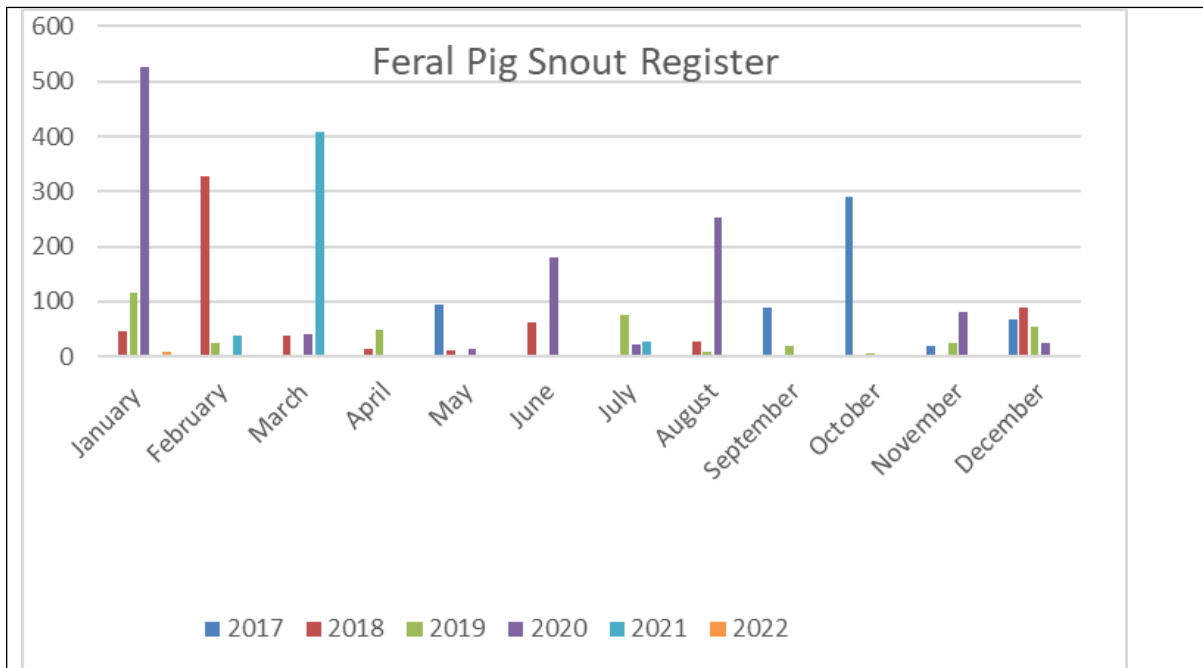
**Urandangi Township**

Call outs – water	Almost Daily, Still waiting for new control box, everything should be back online when it arrives.
Call outs – sewer	Nil
Broken mains	Nil

**Boulia Airport activity:**

Number of call outs: RFDS / Lifeflight Rescue	Nil
Avgas / Jet A1 Refuelling	For MAR 2022 – 27 self-fuelled through Compac.





**Boulia Feral Animal Bounty Claims:**

Feral Pigs	NIL
Feral Dogs	NIL

**CONSULTATION:**

Director of Works and Operations as required.

**GOVERNANCE IMPLICATIONS:**

All work completed within budget allocations.

**RECOMMENDATION:**

That Council receive the Foreman, Road Maintenance and Utility Services March 2022 report for information.

**ATTACHMENTS:** Nil

Reviewed by Director of Works and Operations Relief	Mr Michael Pickering
Approved by Chief Executive Officer	Ms Lynn Moore

<b>TITLE:</b>	Plant Replacement 2021/22	<b>DOC REF:</b> 9.1.7
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<b>REPORT BY:</b>	Ajay Agwan Director of Works and Operations	<b>DATE:</b> 14/04/2022
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**CORPORATE PLAN REFERENCE:**

Key Priority 2: Built Environment

2.1: Fit for purpose - roads, airport infrastructure

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

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

To inform the councillors the outcome of the plant purchases of the 2021-2022 budget.

**CONTENT:**

**Tender:** T2021-22.17 Supply and Delivery With or Without Trade-In One (1) Hilux Dual Cab Ute  
Black Toyota Dalby was the successful applicant for this tender, with trade-in.

**Tender:** T2021-22.18 Supply and Delivery With or Without Trade-In One (1) Hilux Dual Cab Ute  
Black Toyota Dalby was the successful applicant for this tender, without trade in.

**Tender:** T2021-22.19 Supply and Delivery With or Without Trade-In One (1) Hilux Dual Cab Ute  
Black Toyota Dalby was the successful applicant for this tender, without trade in.

**Tender:** T2021-22.20 Supply and Delivery of One (1) Rubbish Truck  
Garwood International was the successful applicant for this tender.

**Tender:** T2021-22.21 Supply and Delivery of One (1) Town Streets Water Truck  
Isuzu Australia was the successful applicant for this tender.

**Tender:** T2021-22.22 Supply and Delivery of One (1) Backhoe  
Mak Diesel and Earth Moving was the successful applicant for this tender.

**Tender:** T2021-22.23 Supply and Delivery One (1) Hilux Dual Cab Ute  
Black Toyota Dalby was the successful applicant for this tender.

**Tender:** T2021-22.24 Tender Sale of Hilux Dual Cab Ute  
The plant item associated with this tender was awarded under T2021-22.17 Supply and Delivery With or Without Trade-In One (1) Hilux Dual Cab Ute to Black Toyota Dalby.

**Tender:** T2021-22.25 Tender Sale of Hilux Dual Cab Ute  
Peter John Reilly was the successful applicant for this tender.

**Tender:** T2021-22.26 Tender Sale of Hilux Dual Cab Ute  
Peter John Reilly was the successful applicant for this tender.

**CONSULTATION:**

The Plant Committee was consulted prior to requesting tenders. Tender assessments were evaluated by the Director of Works and Operations with input from the Foreman of RUS.

**GOVERNANCE IMPLICATIONS:**

Satisfaction of Councils procurement policies.

**RECOMMENDATION:**

That Council receive the Plant Replacement Report for information.

**ATTACHMENTS:** Nil

Reviewed by Director of Works and Operations

Mr Ajay Agwan

Approved by Chief Executive Officer

Ms Lynn Moore

<b>TITLE:</b>	Rural Lands Protection Officer March 2022 Report	<b>DOC REF:</b> 9.1.8
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<b>REPORT BY:</b>	GRAHAM SMERDON Rural Lands Protection Officer	<b>DATE:</b> 14/04/2022
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**CORPORATE PLAN REFERENCE:**

**Key Priority 4: Caring for the environment**

4.3: Sustainable

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

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

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

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

To advise Council of current activities relating to weed management, pest control, animal management and stock routes.

**CONTENT:**

**RLPO:**

The month was spent attending the SRLOG Meeting in Tambo, Fogging, weed spraying and 1080 baiting.

**TOWN COMMON:**

The feed on the common has started to dry off and the grasshoppers are having a feast.

I had 1080 Warning Signs installed on the roads leading to the racecourse and the Three Mile Water Hole on both sides of the river.

While attending the SRLOG meeting I had a look at the free camping area which council set up on the Barcoo River near Tambo (see attached). This is something council could look at doing here for the camping area outside of the racecourse and at the Three Mile behind the racecourse.

**PONY/CAMEL PADDOCKS:**

What feed there is has all dried off but I still recommend that no stock be allowed back in until we receive rain - this to give the paddocks a chance to rejuvenate better.

**DOMESTIC ANIMAL CONTROL:**

No dogs were impounded this month.

There were two complaints received about a dog rushing at and barking at two children walking up the street.

A letter was sent to the owner of the dog about this and the owner is at this stage working with council.

**SRLOG:**

When attending the Shire Rural Lands Officers Group meeting in Tambo, the item most wanted to know more about, was the threat of **Japanese Encephalitis Virus** and why is it showing up in places where it was never thought to be found - it was only ever found up north but is now being found down south and how can we stop the spread.

If anyone does see and signs of the virus in either domestic pigs or feral pigs you need to contact your local government (Council), Biosecurity Queensland or DAF straight away so control measures can be put in place.

There are no symptoms to be seen on the outside of the pigs, it will show up when the sows have piglets the symptoms are mummified or stillborn piglets.

The other item of interest was about the advances in technology to monitor water facilities e.g., bores, water tanks and water troughs from home using Remote Water Management systems. This talk was given by Andrew Barton of OPS which is manufactured and assembled in Longreach. It could be used on stock routes or by the landholder.

**CWRPM (TECHGROUP):**

Attended the last meeting which was held in Tambo before the SRLOG Meeting. There have been no dates put forward for when all of the councils RLPOs will get together to do a combined weed spraying of pest weeds due to everyone being busy.

Still having trouble getting a quote for the cost of plastic bags for 1080 baiting as the first lot of bags kept splitting when the meat was put in, they have found a supplier of better-quality bags and waiting on prices.

**WEED SPRAYINGSHIRE ROADS:**

I have not done any spraying and will be going out to inspect the roads later this month or early next month.

**RMPC:**

I have finished weed spraying of the Boulia to Dajarra Road to the Boulia / Cloncurry Boundary putting out 1600Litres of mix. I will be doing the Boulia to Bedourie Road in April.

**GRAVEL/BURROW PITS:**

I've inspected all of the old burrow pits and anywhere I see Prickly acacia and Parkinsonia bushes I have been putting Grassland pellets around them.

**STOCK ROUTE:**

I have again put in two EOI for Capital Works Funding. To replace the windmill tank and fencing at the Boulia Bore in Butchers Paddock and to replace the blown-out tank at the 15 Mile water facility.

**1080 BAITING:**

The first round of baiting was carried out at in the last week of March with Three Landholders turning up to get meat treated for their properties. A total of 1262.5kg has been treated with Pig Strength 1080 poison. A couple of other properties rung me and asked if they could do some baiting after Easter. I am waiting to hear back from them to set a time and date for it to go ahead.

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

That Council receive the Rural Lands Protection Officer Report for March 2022.

**ATTACHMENTS:**

1. COUNCIL LOGO Racecourse [9.1.8.1 - 2 pages]
2. COUNCIL LOGO THREE MILE [9.1.8.2 - 2 pages]
3. P 3311138 [9.1.8.3 - 1 page]
4. P 3311139 [9.1.8.4 - 1 page]



- |   |
|---|
| 5. P 3311140 [9.1.8.5 - 1 page]<br>6. P 3311141 [9.1.8.6 - 1 page]<br>7. Japanese encephalitis virus detected in feral pigs [9.1.8.7 - 3 pages] |
|---|

Reviewed by Director of Works and Operations Relief	Mr Michael Pickering
Approved by Chief Executive Officer	Ms Lynn Moore

RACECOURSE RESERVE CAMPING AREA

- \* MAXIMUM THREE NIGHT STAY
- \* DO NOT LITTER
- \* ALL CAMPERS MUST BE SELF SUFFICIENT
- \* FAILURE TO FOLLOW THE ABOVE COULD RESULT IN FINES BEING ISSUED
- \* AREA SUBJECT TO FLOODING
- \* SLIPPERY WHEN WET
- \* COUNCIL LOCAL LAWS OFFICER PATROL THIS AREA

Below photo as an example



Sign size 2metres by 1.5metres printed the same as the 1080 warning signs at the entrances to the Boulia Shire.

This sign would be placed on the road down to the racecourse at the point where the road splits in to two. When the Camel Races are on, we could cover these signs or put up another sign informing people that they can camp there for three days before the Camel Race but must move on with in two days of the Camel Races finishing.

Then it will return to normal.

THREE MILE WATER HOLE CAMPING AREA

- \* MAXIMUM THREE NIGHT STAY
- \* DO NOT LITTER
- \* ALL CAMPERS MUST BE SELF SUFFICIENT
- \* FAILURE TO FOLLOW THE ABOVE COULD RESULT IN FINES BEING ISSUED
- \* AREA SUBJECT TO FLOODING
- \* SLIPPERY WHEN WET
- \* COUNCIL LOCAL LAWS OFFICER PATROL THIS AREA

Below Photo as an example



I would like the sign to be made and printed the same way as the new 1080 Warning Signs that have been put up at the entrances to the Boulia Shire.

The size of these signs would need to be Approx 2metres by 1.5metres.

We would need 2 of them with the Three Mile Water Hole Camping Area one for each side of the river.



BOULIA SHIRE COUNCIL   
**WARNING**  
**1080 Poison Baits**  
ARE PERIODICALLY USED WITHIN  
BOULIA SHIRE COUNCIL BOUNDARIES  
PLEASE BE AWARE THAT 1080 BAITS CAN  
BE CARRIED BY BIRDS AND VEHICLES  
TO THIS AREA.  
**PLEASE LOOK AFTER YOUR PETS**  
FOR MORE INFORMATION PLEASE  
CALL BOULIA SHIRE COUNCIL 4746 3188

31/03/2022 09:12





**PARKING**

BOULIA SHIRE COUNCIL  
**WARNING**  
**1080 Poison Baits**  
ARE PERIODICALLY USED WITHIN  
BOULIA SHIRE COUNCIL BOUNDARIES  
PLEASE BE AWARE THAT 1080 BAITS CAN  
BE CARRIED BY BIRDS AND VEHICLES  
TO THIS AREA.  
**PLEASE LOOK AFTER YOUR PETS**  
FOR MORE INFORMATION PLEASE  
CALL BOULIA SHIRE COUNCIL 4748 2188

31/03/2022 09:20



BOULIA SHIRE COUNCIL

**WARNING**

**1080 Poison Baits**

ARE PERIODICALLY USED WITHIN  
BOULIA SHIRE COUNCIL BOUNDARIES

PLEASE BE AWARE THAT 1080 BAITS CAN  
BE CARRIED BY BIRDS AND VEHICLES  
TO THIS AREA.

PLEASE LOOK AFTER YOUR PETS

FOR MORE INFORMATION PLEASE  
CALL BOULIA SHIRE COUNCIL 4746 3188

31/03/2022 09:22



BOULIA SHIRE COUNCIL  
**WARNING**  
1000 Poison Bait  
ARE PERIODICALLY USED WITHIN  
BOULIA SHIRE COUNCIL BOUNDARIES  
PLEASE BE AWARE THAT 1000 BAIT IS  
TO BE CARRIED BY BEES AND WOULD  
BE TOXIC TO ALL BEES  
PLEASE LOOK AFTER YOUR PETS  
FOR MORE INFORMATION PLEASE  
CALL BOULIA SHIRE COUNCIL 0749 6146

31/03/2022 09:25



**ABC NEWS**

## Japanese encephalitis virus detected in feral pigs in the NT's West Daly region

By [Lauren Roberts](#)

Posted Thu 7 Apr 2022 at 3:24pm, updated Thu 7 Apr 2022 at 4:12pm



The NT is testing feral pigs as part of its Japanese encephalitis virus surveillance program. (Supplied: Neil Edwards)

The first active cases of Japanese Encephalitis (JEV) have been detected in the Northern Territory, after a small number of feral pigs in the West Daly region have tested positive to the virus.

JEV is a serious disease spread through mosquitoes, which can infect humans and animals, including pigs, birds and horses.

The virus has been spreading throughout piggeries in southern parts of Australia since February and [35 cases have been confirmed in humans to date, leading to the deaths of three people.](#)

NT's chief veterinary officer, Sue Fitzpatrick, said there had been no cases recorded in the territory since a person in the Tiwi Islands died with the virus in March last year.

Since then, the Northern Territory has [increased its surveillance program in its animal population.](#)

Dr Fitzpatrick said the virus was detected "during a routine survey" in the West Daly and the pigs were asymptomatic.

### Key points:

- JEV isn't transmitted from person to person or from eating infected meat
- Active cases have been detected in a small number of NT pigs
- A fatal human case of JEV took place in the Tiwi Islands in March 2021, but wasn't confirmed until mid-2021

"While there was evidence of [JEV] exposure last wet season, we haven't been able to detect any active infection until this, the feral pigs in the West Daly region," Dr Fitzpatrick said.

To date, all mosquito samples tested in NT have been negative for JEV.



The Japanese encephalitis virus is spread by mosquitoes. (Flickr: James Gathany)

### **NT Health urges territorians to 'stay vigilant'**

Nina Kurucz, director of NT Health's medical entomology unit, said JEV couldn't be transmitted from human to human, or by eating meat from an infected animal.

"JE infection in humans is most commonly asymptomatic but, on rare occasions, it can result in severe disease and even death," she said.

"Symptoms can include fever, headache, neck stiffness, vomiting, confusion, seizures and paralysis."

Dr Kurucz urged territorians to stay vigilant and take precautions against mosquito bites.

Dr Fitzpatrick said it was also important for people to understand the potential risk for their animals.

She said the main animals infected were pigs and horses.



There is no specific treatment for the virus, but vaccination is available. (Supplied: University of Queensland)

Dr Fitzpatrick said although horses could be infected, they had low virus levels in their blood so "were not a risk to other people".

However, she said the virus could kill horses, and symptoms presented as "nervous or neurological signs".

Pig owners should be "highly vigilant" for signs of the disease, Dr Fitzpatrick said, and should report any "unexplained pig miscarriages or stillbirths or neurological signs in young piglets".

She said pigs presented a higher risk for transmission, so owners should "take steps" to control mosquitoes around pig pens.

"If they are infected, they can have quite large viral loads in their blood and when the mosquito bites the pig, they can then infect another person or another animal," Dr Fitzpatrick said.

Animal owners and hunters can report suspicious or unusual signs in animals to the Emergency Animal Disease Watch hotline on 1800 675 888.

There is no specific treatment for the virus, [but vaccination is available](#).



<b>TITLE:</b>	NDRRA Flood Damage Works Department March 2022 Report	<b>DOC REF:</b> 9.1.9
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<b>REPORT BY:</b>	Alan Pilsworth Consultant Works Overseer	<b>DATE:</b> 14/04/2022
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**CORPORATE PLAN REFERENCE:**

Key Priority 2: Built Environment  
 2.1: Fit for purpose - roads, airport infrastructure  
 2.1.1: Develop, manage and maintain Council controlled roads and airport infrastructure to sustain and improve connectivity and safety  
 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 of the current utilisation and activities of the Flood Damage Program.

**CONTENT:**

**Current Projects**

All Emergent Works Completed  
 All Emergent Works are complete.  
 March 2019 REPA Event Completed Works  
 Toolebuc/Middleton Road completed (Harris "C" Crew)  
 Linda Downs Road Completed (Bilby)  
 Selwyn Connector Road Completed (Harris)  
 Fort Williams Road Completed (Harris A)

**Futures Works, March 2019 REPA Event**

Toolebuc Road (Two Harris Crews A + B) Working on this Now.  
 Pathungra Road, crew to move onto this site once Toolebuc Finished.  
 Cravens Peak Road (Crew Bilby) (Bilby will help on Donohue then move to Cravens)  
 Donohue Hi-way (Stabilisation and Bitumen Sealing Contractor Harris "C")

**GBA**

Photos of Linda Downs, Toolebuc/Middleton, Springvale, South Urandangie Rd (attached)

**CONSULTATION:**

GBA as project officers on NDRRA Flood damage work.

**GOVERNANCE IMPLICATIONS:**

All work completed within NDRRA guidelines and budget allocations.

**RECOMMENDATION:**

That the NDRRA Flood Damage Works Department March 2022 report be received for information.

**ATTACHMENTS:**

1. Photos NDRRA Flood Damage Works Department March Report [9.1.9.1 - 1 page]

Reviewed by Director of Works and Operations

Mr Ajay Agwan

Approved by Chief Executive Officer

Ms Lynn Moore



Figure 1 Donohue Hwy Detour Construction 2022 Works



Figure 2 Donohue Hwy Detour Construction 2022 Works

## **9.2 Office of the Chief Executive**

<b>TITLE:</b>	Chief Executives Report for March 2022	<b>DOC REF:</b> 9.2.1
<b>REPORT BY:</b>	Lynn Moore Chief Executive Officer	<b>DATE:</b> 3/9/2021
<b>CORPORATE PLAN REFERENCE:</b> 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		
<b>PURPOSE:</b> To advise Council of the activities of the Chief Executive Office.		
<b>CONTENT:</b> <b>Grant funding opportunities:</b> I have been able to submit applications for the following: <ul style="list-style-type: none"> <li>• <b>LGGSP</b> – proposal for staff housing in Pituri Street (\$2.1m)</li> <li>• <b>BBRF</b> – proposal for Community Precinct (\$10m)</li> <li>• <b>BoR</b> – Salt Water Chlorinator (\$70K)</li> <li>• <b>QRRF</b> – Slashes Creek and Coorabulka floodway's (\$1.7m)</li> <li>• <b>RCP</b> – Telecommunications- Fibre to the premises (\$3.8m)</li> <li>• <b>RRUP</b> – Springvale Rd – various sections (\$1.7m)</li> </ul> <b>QRRF:</b> \$1.7m Response received for the Slashers Creek / Coorabulka Floodways – we have been successful and have been requested to provide a full grant application with costings etc. <b>Lease renewals</b> I have drafted the new lease for Cooridgee Reserve both leases will now be for a period of 3 years which will enable us to register the lease ourselves without needing Ministerial consent. It is expected that the offer to submit an interest in these leases will be completed over the next month: <ul style="list-style-type: none"> <li>• Cooridgee Reserve</li> <li>• Butchers Paddock sub-Lease</li> </ul> EOI will be advertised via email blast, Facebook as local applications will be preferred. The existing landholders will continue until the final decision is reached by council. <b>New Leases</b> Council is now prepared to lease out the large shed at the 'top depot' formerly locally known as the 'CPL Shed'. There has already been considerable interest in this particular piece of infrastructure which is good to see. I am expecting this document to be finalised by the end of the month and it will then be released for EOI via Facebook, advertising.		
<b>CONSULTATION:</b> N/A		
<b>GOVERNANCE IMPLICATIONS:</b> Funding applications will be supported by allocations in 2022-2023 budget.		
<b>RECOMMENDATION:</b>  That the Chief Executive Officer March 2022 report be received for information.		
<b>ATTACHMENTS:</b> Nil		
Approved by Chief Executive Officer		Ms Lynn Moore

<b>TITLE:</b>	Action List - Update March 2022	<b>DOC REF:</b> 9.2.2
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<b>REPORT BY:</b>	Lynn Moore Chief Executive Officer	<b>DATE:</b> 14/04/2022
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Governance

5.2: It is clearly evident in how Council does business

5.2.4: Transparency and accountability through 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 March 2022 for information.

**ATTACHMENTS:**

1. CEO Action List updated [9.2.2.1 - 5 pages]

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore



## Boulia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
Wednesday 22 <sup>nd</sup> May 2019				
22/05/2019		Boundary fence on Cooridgee and Wirrilyerna	<b>DWO/ Workcamp</b>	<b>6/04/2022 - work camp has agreed to the work – Mayor and RLPO have met and will go over materials to use prior to work commencing. Waiting on Workcamp to return</b>
Friday 25 <sup>th</sup> September 2020				
25/09/2020		Replacement of boundary entry signs to Boulia Shire <ul style="list-style-type: none"> <li>• Winton / Boulia</li> <li>• Boulia/ Diamantina</li> <li>• Mt Isa/ Boulia</li> <li>• NT border (Tobermorey) / Boulia</li> </ul>	<b>DWO</b>	<b>5/04/2022 – investigations underway to prove that there was a sign in the past and then we believe TMR will fund a new sign</b>
Friday 26 <sup>th</sup> March 2021				
26/3/2021		Investigate the 'speed advisory signs' (solar) with smiley faces for both the Herbert St and outside the school.	<b>CSM</b>	29/3/22 This project to be reinvestigated. 08/07/2021 Progress subject to funding. 08/04/2021 Costs vary from \$9,000-\$10,000 for these signs.
Friday 18 <sup>th</sup> June 2021				
18/06/2021		Town Common/Golf Club boundary fence – old Golf Club fence to be removed	<b>DWO/ Workcamp</b>	<b>5/04/2022 – waiting on workcamp</b>
Thursday 15 <sup>th</sup> July 2021				
15/07/2021		Investigate <ul style="list-style-type: none"> <li>- purchasing a coffin lowering device</li> <li>- Wall for Ashes at the Cemetery</li> </ul>	<b>DWO</b>	7/12/2021 CEO to review location of wall with tech officer. 7/10/2021 Niche wall for ashes has been sourced and purchased- installation in Nov 19/08/2021 Investigating prices for coffin lowering device.
Friday 27 August 2021				
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. <ol style="list-style-type: none"> <li>1. Waverley Creek</li> <li>2. Burke River (Boulia)</li> </ol>	<b>DWO</b>	<b>6/04/2022 – confirmation from TMR to proceed – GBA to do detailed design and go to tender after TMR approval</b>
27/08/2021		Business case for recyclable items going to Landfill. Cost of doing nothing vs the Cost of doing something.	<b>DCS</b>	8/11/2021 compiling data for report next month. 14/10/2021 In progress, investigating and gathering information.
27/08/2021		Look at adding to Council Bores signs - name (include Aboriginal name and bore number, potable? Longitude / Latitude etc)	<b>DWO</b>	13/9/21 – In-progress to collection the data.
Friday 24 September 2021				

## Bouliia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
24/09/2021	2021/9.16	Community Drought Support 2021 Funding - To provide Council with an update of the activities associated with Councils' community development activities. That Council arrange for 500 (five hundred) cards to be uploaded with \$200 (two hundred dollars) each.	CSM	<b>14/1/22 This will be ongoing until December 2022</b> 7/12/21 Cards already being distributed in community. 8/11/21 Cards and eftpos machines set up. Process for handing out cards, security of issuing and control of cards being set up by CSM, FM and DCS
<b>Friday 22 October 2021</b>				
22/10/2021		Plant committee to review schedule of Garbage Truck	DWO	<b>Complete</b>
<b>Friday 17 December 2021</b>				
17/12/2021		Signage at the Public Toilets at the new Dajarra rest stop not showing correctly	DWO	<b>24/12/2021 signs will be actioned as soon as work crews return</b>
17/12/2021		Issue with Dajarra rest stop Toilets being full.	DWO	<b>6/04/2022 Toilets now pumped out and are being used again.</b>
17/12/2021		Tim - Buckingham Grid is a safety issue as one side of the grid dropped (108km from Bouliia and a second grid 135km from Bouliia)	DWO	<b>6/04/2022 – both grids on programme for repair in next month</b>
17/12/2021		Need a management plan at water plant; Sewer Audit to be done – CEO: GBA has most of the info on water plant	DWO	<b>6/04/2022 - Water audit report completed mid-march – has raised number of issues – further report to be presented to Council on summary and recommended actions.</b>
17/12/2021		BOM – need automated weather station ± 3 meters tall	DWO	
17/12/2021		Remove diving blocks at Pool and add hand rails	WH&S/DWO	<b>24/12/2021 Actual requirements to be identified i.e., rails etc.</b> 18/02/2022 Diving blocks removed.
17/12/2021		Tropic of Capricorn – Dessert channel sign: Clean, GPS, Take a Photo, Measure, Replace	RUS	<b>24/12/2021 Staff requested to, while 'out' to record location/s, take photos and report back.</b>
17/12/2021		Recycling: Options..... Business Plan on containers for change	CEO / DWO	<b>24/12/2021 CEO: other options are available which will help community; individuals being authorised by council 12 monthly for scavenging rights.</b> <b>(Small Mulcher cost \$15k)</b> <b>(Pallet size \$50k+)</b>
<b>Friday 21 January 2022</b>				
21/01/2022		Review all air-conditioning requirements at Depot and Stores	DWO	<b>21/01/2022 This will be actioned once a permanent DWO is recruited.</b>
21/02/2022		Contact Dajarra Rodeo Races re PA System – need to be re-programmed	Clr Sam Beauchamp	<b>21/01/2022 Clr Sam Beauchamp to inform Council of what we need to resolve problem (upgrade / re-program PA System).</b>
<b>Friday 18 February 2022</b>				

## Boulia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
18/02/2022		Sewage pump station is 50 years old and failing, sits under water level, no screening - look at putting in a new pump	<b>DWO</b>	<b>6/04/2022 GBA commissioned to undertake design and tender for replacement Pump Station.</b> <b>10/3/2022 CEO has requested variation to W4Q project to include new sewer pump station. This has been approved. New project to be included and then approved on line by the department.</b>
<b>Friday 18 March 2022</b>				
18/03/2022		Signage: <ul style="list-style-type: none"> <li>▪ IOR Fuel depot - signs to go up to inform where truck parking is and where they can camp overnight. (including Coorabulka Road Pad, Donohue Hwy Pad, Selwyn Road Pad &amp; Truck parking at washdown bay)</li> <li>▪ Sign for tourists – ‘We are tourist and caravan friendly – we respect you, please respect our local laws while visiting</li> <li>▪ No parking sign for trucks and caravans at Pub, LPO and Min Min Store</li> <li>▪ Street Name signs, review where they are located, want to be large &amp; located on islands (medium strips).</li> </ul>	<b>DWO</b>	<b>6/04/2022 RLPO/LLO to attend Carpentaria Shire Council to liaise with LLO to understand process operations and take photos of appropriate signs etc for possible application in Boulia.</b>
18/03/2022		Local Laws Enforcement Signage <ul style="list-style-type: none"> <li>• Ensure angle parking signs are erected as well as signs stating where other parking is for oversized vehicles</li> <li>• Signs at angle parking with a line through showing caravans / trucks not to park there (eg. Like no smoking signs)</li> <li>• Time limits if required eg. No overnight stay</li> <li>• Camping areas, signage to be checked</li> <li>• Racecourse Reserve signage to be reviewed to ensure local laws are covered Eg. No parking, parking enforcement laws apply</li> </ul>	<b>RLPO</b> <b>DWO</b>	<b>6/04/2022 RLPO/LLO to attend Carpentaria Shire Council to liaise with LLO to understand process operations and take photos of appropriate signs etc for possible application in Boulia</b>
18/03/2022		More fogging required if sighted around Boulia (fear of Japanese encephalitis)	<b>RLPO</b>	
18/03/2022		On Winton Road at Boulia boundary fence / grid, a lot of long grass. Clean up of grass in corners to clear the area	<b>DWO</b>	<b>6/04/2022 RMPC advised to add to programme</b>

## Boulia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
		so stock can be seen – slasher / whipper snipper / bobcat		
18/03/2022		Parking spaces at LPO required – angle parking so more cars can park, Wills St as well angle parking. Disabled parking for PO also required	<b>DWO</b>	
18/03/2022		Chinese Graves, not fenced anymore. To be included in penetration imaging when doing Boulia & Urandangi Cemetery, funding to be put into 22/23 budget.	<b>DWO DCS</b>	<b>22/3/2022 added to listing of Radar penetration requirements, DCS.</b>
18/03/2022		Boulia Winton Road boundary (Shire) the Welcome sign, TMR removed when widening at Lucknow, not been replaced. TMR to be asked where sign is?	<b>DWO</b>	
18/03/2022		Mobile eftpos machine for Local Laws Fine Enforcement for on spot fine & pay as you go	<b>DCS / SAO</b>	<b>22/3/2022 Machine in Safe ready for RLPO once issuing fines.</b>
18/03/2022		Penetration scanning for Cemeteries to be added to RAPAD Agenda to see if joint procurement / works can happen	<b>CEO</b>	
18/03/2022		Check width of roads on Road Register for Donohue Highway as it is 2-way traffic (2 lanes) not just one lane any more. Both ways can be counted in FAGS Roads measurements	<b>DWO</b>	<b>6/04/2022 Flood damage crew to be asked to check</b>
18/03/2022		Visit Phil at Carpentaria Shire, a visit to be organised so he can review / see our signage and also do systematic dog inspection	<b>DWO</b>	<b>6/04/2022 RLPO/LLO to attend Carpentaria Shire Council to liaise with LLO to understand process operations and take photos of appropriate signs etc for possible application in Boulia</b>

COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS			
DATE	Staff Member	PROJECT – OR ISSUE:	RESPONSE
18/12/2019		Cllr Beauchamp: Future idea – Drone Park	14/10/2020 Still on the burner Sam...
19/6/2020	DWO	Cllr Edgar: Dam/recreational water park (boating etc)	26/02/2021 Alternative dam location - obtain drone footage to identify potential location. This has been raised several times. We will put together all the information we have into a business case for review by Council for the long-term benefits and costs etc. Not estimated to be completed within the next 6 months due to the workload of staff.
19/06/2020	Julie/DWO	Cllr 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	26/02/2021 Street signage (i.e., Street names) currently is only on one side of the street. Consider both sides in future? 14/10/2020. Revised street maps with coloured markers on street signs are to be implemented. This will be delivered in conjunction with the DWO.
17/08/2020	CEO/CSM	Cllr Edgar: Consider possibility of installing a walking track from the Sports Centre to the Rodeo Grounds	<b>1/2/22 Due to health restrictions Work camp unable to proceed with this in near future.</b> <b>7/10/2021 Work Camp interested in developing an indigenous bush tucker walking track from Burke River to the Racecourse Reserve. Will need strong consultation with Pitta Pitta</b>
26/02/2021	CEO/DWO	Cllr Britton: Long Term Business Case/Study to be undertaken regarding artesian bore to support future community growth. E.g where will drilling have to be done? Costs involved?	<b>7/12/2021 to be reviewed during the ‘visioning project’ 20/01/2022</b>
26/02/2021	CEO/DWO	Cllr Beauchamp: Future planning regarding water treatment – will the treatment plant be big enough down the track? Can water be recycled for town watering use/road works use? Considerations to be made in future Corporate Plan.	<b>07/12/2021 to be reviewed during the ‘visioning project’ 20/01/2022</b>
27/08/2021	DWO	Cllr Neilson – consider another Bore for Urandangi	<b>07/12/2021 to be reviewed during the ‘visioning project’ 20/01/2022</b>
27/08/2021	DWO	Cllr Neilson - Cooridgee end of the Town Common – consider adding a tank and trough	<b>07/12/2021 to be reviewed during the ‘visioning project’ 20/01/2022 and 22-23 budget</b>
26/02/2021	DWO	Cllr Edgar – water at the Rodeo Grounds, consider installing automated sprinkling system	<b>07/12/2021 to be reviewed during the ‘visioning project’ 20/01/2022 and 22-23 budget</b>
27/08/2021	DWO	Consider extra bins in the main street during the Big Red Bash period and daily collection for these bins	<b>11/11/2021 - Noted</b>

<b>TITLE:</b>	WH&S April 2022 Report	<b>DOC REF:</b> 9.2.3
<b>REPORT BY:</b>	Rohan Weirman WHSA/RRTWC	<b>DATE:</b> 14/04/2022
<b>CORPORATE PLAN REFERENCE:</b>		
Key Priority 5: Governance		
5.1: Ensure a high level of governance, accountability and compliance		
5.1.1: Councillors and Staff have access to clear guidelines to assist in the delivery of accountabilities		
5.1.2: Effective internal and external communication and records management		
5.1.3: Adopt an integrated risk management approach		
5.1.4: Contractor inductions, licenses, tickets, certificates and qualifications are held and maintained reflective of the current contract arrangements. Checked to ensure they are current		
5.1.5: Workplace Health and Safety focus		
Key Priority 7: Our Team - Our People		
7.2: A great place to work		
7.2.3: Provide access to external support networks for emotional assistance		
7.2.4: Provide a safe, healthy working environment and be proactive in all Work Health Safety matters		
<b>RISK MANAGEMENT:</b>		
Information Report only - not applicable.		
<b>PURPOSE:</b>		
To inform Council of progressions and or issues of concern regarding WH&S		
<b>CONTENT:</b>		
LGW – (TMR Audit requirements)	<ul style="list-style-type: none"> <li>Ongoing monitoring with projects to ensure correct and completed WHS paperwork is submitted and identify potential hazards and any documentation requirement shortfalls. Evidentiary documents held in Magiq and Pulse.</li> </ul>	
Toolbox talks / Presentations	<ul style="list-style-type: none"> <li>Toolbox talks/presentations to council staff</li> <li>Additional presentation information sessions will be presented to relevant staff from information contained in Queensland Health and WHSQ alerts, vehicle / plant updates, changes in industry compliances and areas identified within the work place. COVID updates included in recent toolbox presentation.</li> <li>Topics generated from field observations and/or staff feedback.</li> </ul>	
Compliance and Education	<ul style="list-style-type: none"> <li>Where applicable, provide staff with pertinent information from WHSQ and other safety alert systems.</li> <li>Present WHS actions/issues to ManEx meetings weekly.</li> <li>Ongoing education through toolbox presentations to council employees.</li> <li>Update registers where applicable</li> <li>Develop and generate SOP and SWMS documents as required following identified gaps</li> <li>Constant monitoring of iAuditor to check on completion of scheduled tasks</li> <li>Worksite safety inspections conducted regularly to identify and, if necessary, rectify any gaps</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</li> </ul>	

	<ul style="list-style-type: none"> <li>relevant staff to perform.</li> <li>On-going review of existing WHS documentation / procedures / registers / inspection schedules to streamline workflow and ensure compliance.</li> <li>Continue to develop iAuditor templates to assist staff with their compliance requirements</li> <li>Conducted training in use and interpretation of Heat Stress monitors</li> <li>Conducted training of new employees in the use of iAuditor</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: 0</li> <li>Online inductions: 10</li> <li>Developed draft Verification of Competency policy document – presented for approval.</li> <li>Developed SOP for Loading/Unloading operations.</li> <li>Developed SWMS for Respirable Crystalline Silica – may present a hazard during work on concrete which produces dust; e.g., drilling, sawing, cutting etc.</li> <li>Organised quotes, and/or works, to address safety issues with batching plant and gas bottle storage at racecourse.</li> <li>Prepare files/documents for ease of handover to incoming WHSA.</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 Boullia Shire Council Hazard Risk Register and update as required.</li> <li>Currently overseeing works to bring the batching plant up to WHS compliance, i.e., safety rails and addressing access issues.</li> <li>Ongoing monitoring of work site activities to ensure that compliance standard requirements are being met to enable compliance re-certification.</li> <li>Ongoing compiling of Audit Evidence to LGW to meet the audit criteria requirements.</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.</li> </ul>		
WHS Alerts and Updates	<ul style="list-style-type: none"> <li>Adopt various alerts / updates into regular toolbox talks and training.</li> <li>Review WHSQ website and alert board where relevant.</li> <li>Receive WHS alerts from Workplace Australia.</li> </ul>		
Identified future work required and/or improvement areas	<ul style="list-style-type: none"> <li>Ongoing updating of emergency plans for Council facilities as issues as they arise.</li> <li>Achieving the LGW and TMR compliance standard requirements for compliance re-certification (ongoing).</li> </ul>		

	<ul style="list-style-type: none"> <li>• Continue to review processes currently in place and update where necessary.</li> <li>• Assist staff with training needs.</li> <li>• Assist staff and / or contractors with WHS issues where either required or identified.</li> <li>• Continue to develop templates in iAuditor to assist staff with meeting compliance requirements.</li> </ul>
Training Required	<ul style="list-style-type: none"> <li>• Due to start-up cancellation First Aid training is ad hoc at this time. Training is being organised with both RAPAD and supervisors to fit in with work schedules.</li> <li>• RAPAD has conducted 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 Council receive the Workplace Health and Safety - WHSA / RRTW March 2022 report for information.

**ATTACHMENTS:**

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore



<b>TITLE:</b>	NEW POLICY – 161 Verification of Competency	<b>DOC REF:</b> 9.2.4
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<b>REPORT BY:</b>	Rohan Weirman Workplace Health and Safety Officer	<b>DATE</b> 22/04/2022
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**CORPORATE PLAN REFERENCE: GOVERNANCE**

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

**PURPOSE:**

The Boulia Shire Council recognises its obligations and responsibilities and is committed to achieving and maintaining a work environment which promotes and protects the health, safety, and welfare of all staff, contractors, and visitors. This Verification of Competency policy will deliver guidelines for managers, supervisors and operators to ensure plant operators are suitably qualified to operate machinery.

**CONTENT:**

The policy has been created to provide guidelines for managers, supervisors, team leaders, executive officers and councillors to support the measures required to keep our staff safe while operating plant and machinery.

We will, as a group, abide by the regulations and Acts and development work procedures which will address both workplace health and safe work practices.

The policy provides guidelines and procedural steps to both test, train and verify a potential plant operator's competency to safely operate and use plant or machinery other than high risk plant. Any potential operators of high-risk plant will be required to be trained by a Registered Training Organisation as per WHS regulations.

This policy has been developed following research of the WHS Act and Regulations and consultation with LGMS/JLTA.

**CONSULTATION:**

- CEO
- LGMS/LGW

**GOVERNANCE IMPLICATIONS:**

- No budget implications
- Meets statutory compliance requirements

**RECOMMENDATION:**

That council adopt the new Verification of Competency Policy and include it into the council's policy document register, place on the web and distribute to managers and supervisors.

**ATTACHMENTS:**

1. 161 - Draft Verification of Competency Policy [9.2.4.1 - 8 pages]

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

## VERIFICATION OF COMPETENCIES

Category:	Policy
Policy Number:	161
Document Version:	1
Obsolete Version:	
Keyword Classification:	Verification of Competencies
Summary:	The Boulia Shire Council recognises its obligations and responsibilities, and is committed to achieving and maintaining a work environment which promotes and protects the health, safety and welfare of all staff, contractors and visitors, safeguards the natural environment, and ensures the delivery of quality products and services to all customers.
Adoption Date:	
Resolution:	
Due for Revision:	Every three years or as required by legislation.
Revision date:	
Date revoked:	N/A
Related documents:	Nil
Responsible Section:	Executive
Responsible Officer:	Director of Works and Operations (DWO)
Legislation:	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 Codes of Practice ISO 31000:2018



# Boulia Shire Council

## Verification of Competency

### **TO SUPPORT THIS POLICY, COUNCIL WILL:**

- Develop and implement an effective system to encompass all operational functions, which protects the health, safety and welfare of all people affected by our workplace activities by identifying, assessing, eliminating where possible and controlling all hazards arising from our work activities; a measurement of achievement will include a higher percentage of hazards corrected against those outstanding for a specified period;

### **SUPERVISORS AND TEAM LEADERS HAVE AN OBLIGATION TO:**

- Observe, implement & fulfil their responsibilities under the relevant Acts & Regulations, and will ensure compliance with Codes of Practice, and the WHSE&Q Management System and programs;

### **EMPLOYEES, CONTRACTORS AND VISITORS HAVE AN OBLIGATION TO:**

- Carry out their activities in accordance with all WHSE&Q management system policies, programs, procedures & standards;
- Report any unsafe conditions or practices, injuries, accidents, incidents and non-conformances which come to their attention, and provide feedback on any matters which may affect WHSE&Q performance;

### **COLLECTIVELY, WE WILL:**

- Comply with or exceed the spirit and intent of the WHS Act, Environmental Protection Act, and other relevant statutory requirements, Australian Standards, codes of practice, guidance notes, and industry standards, and commit to the Continuous Improvement process;



# Boulia Shire Council

## Verification of Competency

### 1. PURPOSE

Boulia Shire Council is committed to the health and wellbeing of all its workers and others. A safe and healthy workplace is the right of every worker.

The purpose of this policy and procedures is to facilitate the Verification of Competency (VOC) for operators of plant on all Council worksites.

### 2. SCOPE

This policy and procedures cover all Boulia Shire Council workplaces and includes:

- Boulia Shire Council employees, Custodial Corrections Work Camp personnel, apprentices, trainees, work experience students and volunteers;

All Council workers must comply with this policy and subsequent procedures. Contractors and sub-contractors are expected to hold their own Verification of Current Competency procedures.

### 3. DEFINITIONS

**Authorised Assessor** – An employee of Boulia Shire Council, with suitable qualifications appointed to that position, or an assessor appointed under an arrangement with a Registered Training Organisation (RTO).

**Appropriately Trained Supervisor** – A supervisor who has undergone approved training to assist them in assessing workers in the safe operation of small plant (e.g., Certificate III – Plant Operation).

**Competency** - Describes a worker's ability to perform to a satisfactory level in the workplace. It covers all work skills to do the set job/s in complete safety. It includes the worker's ability to perform the individual skills (task skills) and to manage a number of different tasks. The nationally endorsed industry standards contained in the National Training Packages are the benchmark against which competency is measured. For earthmoving plant these are the RII Units of competency. The assessment tools are based on these standards.

**Employee** – Includes all Boulia Shire Council employees with a designated employee number.

**High Risk Work Licence**- This refers to a licence issued by the WHS regulator for operation of plant, such as forklifts, cranes and hoists and for work in rigging and dogging, scaffolding and pressure equipment. A worker must be trained by a RTO and deemed competent by the RTO before being assessed by an authorised high-risk assessor.

**Log Book** - A book that documents the details of all jobs completed using specific plant/equipment over a period of time.

**Mobile Plant**- Includes earthmoving equipment and plant requiring a High-Risk Work Licence.

**Small Plant** – Items of plant not included as "Mobile Plant", these items are generally not self-propelled, i.e., hedge trimmers, whipper snippers, leaf blowers, push mowers etc. Items of self-propelled plant that are included under this definition include ride-on mowers, pedestrian rollers, and remote-controlled plant.

**Supervisor** – A person in control of a workplace (e.g., person in charge, ganger, leading hand or team leader).



# Boulia Shire Council

## Verification of Competency

**Verification of Competency (VOC)** - For the purposes of this procedure is the documented proof that the worker has completed national recognised training by an appropriate authority for that item of plant. This would include tickets issued by a statutory authority for earth moving equipment (Prior to January 2011), Statement of Attainment covering the particular item of plant or a current High Risk Work License as required by the regulator.

**Worker** – Is a person defined under the Section 7 of the Work Health and Safety Act 2011 and includes but is not limited to all BSC employees, Custodial Corrections Work Camp personnel, apprentices, trainees, work experience students and volunteers.

**Work Camp Supervisor** - The Custodial Correctional officer in charge of the work camp at the time.

#### 4. RESPONSIBILITIES

**Managers** – Ensure that all workers, under their control, receive appropriate training and undergo assessment to ensure the appropriate operation of Plant.

**Supervisors** – Ensure that plant is operated in a safe manner, in accordance with this and other BSC policies and procedures, in workplaces under their control.

**Workers** – Always operate plant in a safe manner in accordance with legislation and with this and other Boulia Shire Council policies and procedures.

#### 5. PROCEDURE

Boulia Shire Council recognises the importance of implementing systems to ensure the VOC for all plant operated on Council worksites.

Upon achieving competency, the worker is to be issued a Certificate of Competency which is valid for 3 years, unless revoked pending re-assessment as per Sec. 5.2.2.

##### 5.1. Assessment Process (refer to Appendix A)

###### 5.1.1. Mobile plant

All Mobile Plant is to be operated only by workers who have satisfied Boulia Shire Council requirements and have undergone the VOC assessment for that item of plant.

VOC assessments shall contain:

- VOC – Cover Sheet, and
- VOC - Written Assessment, and
- VOC - Practical Assessment, and
- Log Book, if appropriate

*Note: If the worker has successfully completed the VOC - Written Assessment within the 6 months prior, it can be presumed that they have completed written part of this assessment.*

###### 5.1.2. Small Plant

All small plant is to be operated only by workers who have received appropriate training and undergone the VOC assessment for that item of Plant. VOC assessments will be conducted by supervisors who have been appropriately trained and shall contain.

- Reference to the Safe Operating Procedure (SOP) for that item of plant, and
- VOC – Small Plant Assessment



# Boulia Shire Council

## Verification of Competency

### 5.2. Frequency of Assessment

#### 5.2.1. New Employees - Mobile Plant (Including Internal Appointments)

##### 5.2.1.1. Pre-employment & Post Employment

As part of the recruitment and selection process all candidates for the position of Plant Operator, or positions that the operation of Mobile Plant form a significant portion of their employment, must undergo the VOC process within their 3-month probation period. The VOC process must be considered before the candidate is offered permanent employment with Council.

The assessment is to include all Mobile Plant they may be reasonably expected to operate as part of their employment. This assessment may be undertaken as part of the selection process or once a preferred candidate has been identified.

New employees (even internal appointments) will be required to maintain a Log Book of all work undertaken during their period of probation. The Boulia Shire Council Authorised Assessor will review the Log Book and determine if reassessment of any item of plant is required prior to confirmation of employment.

#### 5.2.2. Mobile & Small Plant VOC reassessments

All workers will be reassessed under the following circumstances:

- Three years after their previous scheduled assessment,
- At the discretion of their manager, or Work Camp Supervisor, in the event of an incident causing
  - Damage
  - An injury
  - Near Miss
- At the discretion of their manager, or Work Camp Supervisor, in the event of non-operation of plant for an extended period of time
- 6 Months after gaining original VOC, new qualification

### 5.3. Log Books

Log Books provide considerable evidence towards the VOC therefore it is strongly recommended that Log Books be maintained by the operators of mobile plant. Workers with High-Risk Work Licenses are reminded that proof of current competency may be requested by the regulator at any time, including when renewing your license.

Managers and Boulia Shire Council Authorised Assessors may instruct an operator of mobile plant to maintain a Log Book at any time and for any period they deem appropriate.

### 5.4. Failure of Operator to achieve VOC

#### 5.4.1. New Employees

New employees, including internal appointments, who are being assessed in line with section 5.2.1 and who fail to meet necessary competency shall not be appointed, until such time as they meet all requirements of the VOC.



# Boulia Shire Council

## Verification of Competency

### 5.4.2. Existing Employees

#### 5.4.2.1. Mobile Plant

Workers who are undergoing the VOC and fail to achieve competency are to be dealt with in one of the following ways through consultation with their manager, or Work Camp Supervisor, dependent on the concerns of the Authorised Assessor;

1. Receives instruction from the Authorised Assessor and is reassessed immediately or,
2. Is permitted to undergo further training, under supervision for the item of plant, and be subject to reassessment within 1 month or
3. Is not permitted to operate that item of plant until they achieve the VOC Certificate for that plant. In this instance the worker would only be permitted to operate the item of plant whilst under supervision and in accordance with the applicable training plan.

#### 5.4.2.2. Small Plant

1. Workers who undergo the VOC and fail to achieve competency are to receive ongoing training in the operation of that item of plant. The worker is to remain under supervision until competency is achieved.
2. If competency cannot be achieved the suitability of the worker to complete that task should be considered.

### 5.5. Records

The DWO will keep all necessary records in relation to the VOC process of all workers.

These records are to include;

- Workers Name
- Workers D.O.B
- Workers Emp. Number
- Date of Assessment
- Class of Plant Assessed
- Assessor
- Next Assessment Due

Copies of employee's assessment material will be maintained in accordance with Boulia Shire Council records process (Magiq).

## 6. TRANSITIONAL ARRANGEMENTS

### 6.1. New Employees

The requirements of this procedure will take effect for all recruitment commenced after the approval of this procedure.

### 6.2. Existing Employees,

#### 6.2.1. Implementation Programme-Mobile Plant

The DWO, and where necessary in conjunction with the Work Camp Supervisor, will develop a programme to ensure that all current mobile plant operators are assessed within three years of the approval of this procedure.

#### 6.2.2. Implementation Programme-Small Plant

Supervisors will be required to have all workers under their control, assessed within 3 months of the approval of this procedure.

#### 6.2.3. Exclusion

Existing employees will not be subject to this procedure until they are programmed for assessment in line with sections 6.2.1 and 6.2.2 or in line with circumstances outlined in 5.2.2. All other sections apply.



# Boulia Shire Council

## Verification of Competency

### 7. REFERENCES

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Boulia Shire Council – Work Health & Safety Management Plan
- ISO 31000:2018 – Risk Management Guidelines

### 8. ASSOCIATED DOCUMENTATION

- Assessment Process (**Appendix A**)
- Form 100, VOC – Cover Sheet
- Form 103, VOC - Written Assessment
- Form 101, VOC - Practical Assessment
- Form 102, VOC – Small Plant Assessment
- Form 99, Certificate of Competency





# Bouli Shire Council

## Verification of Competencies

### APPENDIX A – Assessment Process

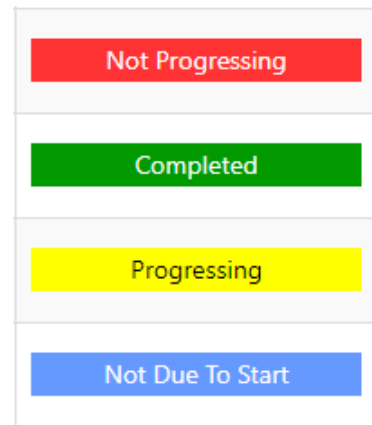
Assessment Type	Undertaken By	Documentation	Actions	If Found Competent	If Found Not Competent
Mobile Plant, post-employment - prior to probation being passed and employment confirmed	Authorised Assessor	Cover Sheet, Written Assessment and Practical Assessment.	Written and Practical Assessments	Able to be employed. Complete documents and issue Certificate of Competency	Action to be taken as per Sec. 5.4.2.1
Mobile Plant, existing employee.	Authorised Assessor	Cover Sheet, Written Assessment and Practical Assessment.	Written and Practical Assessments	Complete documents and issue Certificate of Competency	Inform Supervisor and action to be taken as per Sec. 5.4.2.1
Small Plant, all employees	Appropriately trained Supervisor	SOP for item of plant, Cover Sheet, and Small Plant Assessment	Training with Small Plant Assessment	Complete documents and issue Certificate of Competency	Maintain training and supervision until found competent as per Sec. 5.4.2.2

<b>TITLE:</b>	3rd Quarter Operational Plan Report Jan to March 2022	<b>DOC REF:</b> 9.2.5
<b>REPORT BY:</b>	CEO (Lynn Moore) Chief Executive Officer	<b>DATE:</b> 11/11/2021
<b>CORPORATE PLAN REFERENCE:</b> Key Priority 5: Governance 5.2: It is clearly evident in how Council does business 5.2.4: Transparency and accountability through management reporting		
<b>RISK MANAGEMENT:</b> Information Report only - not applicable.		
<b>PURPOSE:</b> To present the first quarter Operational Report for January to March 2022		
<b>CONTENT:</b>  The third quarter review of the Operational Plan from January to March 2022 has been completed. It reflects Council's position in relation to the Corporate Plan and progress towards goals Council aims to achieve.  <b><i>Local Government Regulation 2012 Division 4 Annual operational plan Section 173</i></b>  <i>(3) The Chief Executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months</i> <i>(5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.</i>  The report on the Operational Plan for 2021-2022 has been prepared in accordance with the legislation and our Corporate Plan goals.		
<b>CONSULTATION:</b> Nil		
<b>GOVERNANCE IMPLICATIONS:</b> Prepared in accordance with Local Government Regulation 2012		
<b>RECOMMENDATION:</b>  <ul style="list-style-type: none"> <li>• That Council receive for information the third quarter report from January to March 2022 in relation to the adopted Operational Plan 2021-2022.</li> <li>• That the report be displayed on the Council website.</li> </ul>		
<b>ATTACHMENTS:</b> 1. Operational Plan Quarterly Review with traffic lights Qtr 3 2021 22 [9.2.5.1 - 52 pages]		
Reviewed and Approved by Chief Executive Officer		Ms Lynn Moore

# Bouliā Shire Council

## Operational Plan 2021-2022

### Quarterly review






## 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.



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

#### **1.1.1: Build a strong sense of community by supporting local groups and organisations**



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.1.1.1	Application and coordination of RADF funding during the year to assist community groups to provide supported activities. Acknowledgement in the Annual report for this funding stream.	All RADF funds expended and acquittals and returns completed.	Funding received in 2021 for RADF projects still available but many events still being cancelled due to Covid restrictions and regulations. A RADF funded workshop for the school children will happen in June.	
1.1.1.2	Support not-for-profit community groups with grant information opportunities and grant development and promotion of councils 'Grant finder' program	All relevant grant information provided to groups via email.	Grant finder on Council website and emails sent re new grants to various stakeholders of clubs/groups.	
1.1.1.3	Promotion and support for community celebrations which are able to be held in council facilities: Burke Hall, Shire Hall, Racecourse Reserve, Sports Centre.	All special commemorative days and events supported within our facilities.	Community celebrations well supported with hiring costs waived for local groups.	

## 1.2: Respecting our culture and heritage.

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



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.2.1.1	Capture and preserve Boulia's written and pictorial historical past with information researched, documented and saved electronically which is then available to the general public.	Documentary work completed with maintenance action plan in place.	Boulia's history constantly researched and pictorially depicted in signage and filed information.	
1.2.1.2	Collect and collate the oral history of our elderly residents.	That a body of work has commenced in the collection of our oral history either by video or other recording options.	Media officer still researching and collating historical data and stories from older community members.	

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.2.2.1	Inclusion of the past history of Boulia both indigenous and non-indigenous through media, and the Heritage Complex..	Heritage information days held	Past history is included in signage, social media and items at the Heritage complex.	
1.2.2.2	Celebration of our combined history through acknowledgement of important milestone days.	Each of the important days for both Australia, Queensland and Boulia milestones are celebrated.	All milestone days such as Australia Day, Anzac Day, Remembrance Day, Naidoc week, Reconciliation week recognised with other days of significance such as Domestic Violence red shirt walk day. This year reconciliation week will be celebrated by a funded event at the shire library.	

### 1.3: Boulia Shire to have active inclusive communities

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




Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.3.1.1	Advocate for increased coverage for internet in remote locations.	Number of black spot internet locations achieved.	Final submission details have been completed for the NBN project and GWI have spoken with a subsidiary company in the interim.	
1.3.1.2	Digital technology in all its forms is supported to improve the livability of Boulia Shire.	Inclusion in the digital progression from RAPAD group of councils. Support the development of Hotspot mobile points along major routes.	Upgrading WIFI link to the Depot, Min Min to obtain faster connectivity to the council server. Smart water meters Installation in progress (Boulia Business units and Bores) Urandangi water level monitor system been installed NBN connectivity to the council facilities and town residents funding application in-progress	

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.3.2.1	Assist local community organisations to engage volunteers (advertising / administration) Acknowledge volunteers to these groups by formal recognition during the Australia Day celebrations.	Community events supported with advertising, in kind support etc..	Council staff once again helped organise other staff to set up and deliver the Australia Day event. This year due to health restrictions a live stream event occurred.	
1.3.3.2	Actively encourage staff to volunteer through innovative incentives.	Community groups who rely on volunteers are actively supported through advertising via , Facebook, Web Page ,	Community services staff are always on hand to assist with community/council events when asked to do so.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
		email blast and twitter and Instagram.		

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





Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.3.3.1	All parks and open spaces are mowed, toilets clean and free from defects and meet WH&S standards.	Parks are free from rubbish, broken equipment replaced/repared, and mowed as per levels of service schedule.	Parks are free from rubbish, broken equipment replaced/repared, and mowed as per levels of service schedule.still to finish of front fence at Robinson park.	
1.3.3.2	Organise, host or assist in delivering the Annual Community Events Program promoted in the community calendar.	Community events such as ANZAC Day, Australia Day,NAIDOC etc are well organised and promoted	Council newsletter now produced monthly for 8 months of the year and 4 times quarterly for residents to keep abreast of events and happenings..	
1.3.3.4	Library, swimming pool and WiFi continue to be promoted to encourage educational advantage, physical advantage and social advantage.	Opening hours reflective of community demand and budgetary constraints..	Bouliia has community facilities that encourage and foster physical and mental well being, such as the library and sports centre with programs and activities well planned and organised.	

## 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.

### 2.1 : Fit for purpose - roads, airport infrastructure



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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.1.1.1	Maintain Boulia and Urandangi aerodromes ensuring all audits are completed and audit issues are actioned.	Airport inspections completed and remedial actions completed within required timeframes	Inspections completed and items listed in the report have been actioned accordingly.	
2.1.1.2	Disaster Recovery Funding Arrangements (DRFA) Flood events are captured, completed and acquitted with 'value for money' principles.	Road information is collected and processed in line with program requirements. Flood work is completed within budget	Flood activation programs are on track with additional staff commenced in line with QRA recommendations.	
2.1.1.3	Outback Way sealing program is being completed in line with budget allocation and works program.	Work has been completed to the agreed standard , within timelines and budget allocation.	Total unsealed left to complete 76.3km. Donohue Sealed section 68% Unsealed section 32% Federal Budget allocation \$678m has been earmarked - awaiting on the funding application guidelines to continue to seal next section	
2.1.1.4	Preparation of funding submission for TIDS, R2R and TMR completed.	Projects are completed within guidelines and pass audit requirements.	TIDS (TMR) funding allocation through ORRTG group as per regional agreements, R2R funding will be allocated to the industrial estate for completion of this project.	





Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.1.1.5	Annual Shire roads maintenance plan is completed with the focus on reducing ongoing maintenance in the future.	Shire roads are maintained within budget allocation and work is in line with annual works program.	Shire roads maintenance budget is utilised to extend the benefit of other roads projects.	
2.1.1.6	Maintenance and renewal of FM transmission sites ensures continued operation.	All sites operational	All sites operational and maintained. 6 monthly service will be carryout by qualified suppliers.	

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



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.1.2.1	TMR, RMPC and R2R roadworks are, completed in line with current standards and within budget.	Report to council are completed monthly with quarterly update to council meeting on progress against plan.	All RMPC defects and measure ups Reflect software been used. The Reflect system is enabling a good management program to be completed and tracked.	
2.1.2.2	Road work completed data is recorded by road crews on REFLECT. Updated progress and outstanding items reported to council monthly.	All work which is completed under contract is submitted to confirm work completed in a timely manner.	RMPC Contracts for DTMR Roads are with data recorded by REFLECT are submitted within approved time frames and with in the allocated budget	

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.1.3.1	Continue to lobby for the progressive sealing of 'Australia's Longest Shortcut' - the Outback Way. Representation to State Government to have the Donohue Highway declared a State road	Funding to complete roadworks on the Outback Way is received and value for money outcomes are achieved.	Continued efforts to emphasise the financial impact of this road still being categorized as a council road while having a National impact on freight and tourism being the third transnational route across Australia linking up sections of the Outback Way between NT and Winton	
2.1.3.2	Identify priority sections for the continued improvement of the roads between Winton and Boulia and Boulia to Mt Isa.	Continued representations are made to ORRTG, TMR with attendance at monthly and quarterly meetings.	Boulia to the Dump road rehab work completed. New rest stops been completed. Council's road work priorities been submitted to the Department. 30Kms of road shoulder re-sheeting completed on Mt Isa Dajarra. 80km North of Boulia rehab job in design stage Heavy vehicle parking facility in progress (next to Burke River)	






**2.2 : Sustainable - housing, buildings and community infrastructure**





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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.2.1.1	Regular collection of residential and commercial waste as per policy with annual review on collections completed.	All collection dates are completed within timeframe and annual review completed.	Collection of waste is completed as per the policy on time every week. new collection for Anglo American commenced.	
2.2.1.2	Environmental Protection agency guidelines are adhered to and	Information required to meet Council's obligations regarding Environmentally Relevant	As per DWQMP all the samples collected and tested. SWIM data to be submitted. DWQMP under review and	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	actions are attended to within time frames.	Activities and associated annuals returns / reporting are submitted.	recommendations will be actioned. DWQMP Annual report has been submitted to the regulator.	



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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.2.2.1	Buildings and all council facilities meet regulatory requirements and WH&S standards. Inspections of power boxes and RCD's are completed annually.	Inspections by regulatory bodies and WH&S officers meet pass rate. RCD annual inspections and report completed to CEO.	iAuditor RCD inspection template has been assigned to contracted electrician, Tim Edgar, for attention. To date these inspections have not taken place. Smoke alarm checks/replacements have been conducted by the electrician to ensure compliance.	
2.2.2.2	All council owned buildings and facilities are well maintained with building use monitored by the venue booking forms and income is generated where possible.	Regular inspections conducted by supervisors meet level of service requirements.	The administration team are completing the checks on areas which are hired out to ensure the longevity of these assets. Regular inspections are conducted via I-Auditor.	
2.2.2.3	Maintain the grounds, fencing and buildings in existence at the Racecourse Reserve to meet racing requirements.	All facilities are maintained with limited interruptions to planned events	All facilities are maintained with limited interruptions to planned events and meet racing requirements. Council is working with the committees to ensure the facilities meet standards and regulations.	
2.2.2.4	Urandangi Hall Facilities meet regulatory requirements and also meet WH&S standards.	Continual maintenance upgrades in accordance with funding from Dr Don.	Urandangi hall and depot now meet WHS requirements.	
2.2.2.5	Council housing is managed in accordance with tenancy requirements. Allocation of	Housing stock is utilised for the best purpose with all applications	Housing is in short supply and cannot meet demand in the community. At present any vacant Council housing is utilised for employees.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	housing stock to applicants completed via the housing committee and reported to council.	progressing through housing committee.		
2.2.2.6	Library facilities are maintained to meet the needs of the community as well as meet regulatory requirements and WH&S standards.	Library facility is suitable for all patrons access and is clean and usable.	The library continues to its children's programs and vacation activities.	
2.2.2.7	Bouliia Cemetery facilities are well maintained and grounds are aesthetically appealing.	No dead trees, fencing is of good standard, watering system functions.	Bouliia Cemetery are well maintained, new fencing has been installed along with a new gate. A Columbarium wall has been purchased and will be installed early 2022. New tree/shrub plantings to beautify the entrance will also occur in 2022.	
2.2.2.8	Urandangi Cemetery facilities are well maintained and grounds are aesthetically appealing.	Regular inspections conducted by supervisors meet level of service requirements.	Council employees parks and gardens officer at Urandangi to ensure regular maintenance occurs. Inspections conducted by supervisors every month to ensure level of service requirements are met.	
2.2.2.9	That the bus is registered and well maintained to be able to be utilised for community functions and events.	Bus is able to be used when required.	The bus is currently registered, insured and kept up to date on regular services so it can be utilised by the Community. This bus is over 10 yrs old and will need to be replaced in the near future if required/ warranted.	


## 2.3 : Well planned - land, open spaces and assets


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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.3.1.1	Asset Management Plans completed for all major asset classes	All Asset Management Plans competed for all major asset classes	The final asset management plan for buildings and houses has now been completed this will be used to determine the priorities for building maintenance. AMP's for the water and sewerage are yet to be completed.	
2.3.1.3	Develop the LEVELS OF SERVICE information data base to improve the relationship between the service level and cost so that future community consultation will be well informed of the options and associated cost.	Levels of Service developed of each asset class improving with maturity each year.	Levels of service for all AMP's been developed by Shepard Services. all the data been collect by using virtual RACAS system. Budget forecast been developed for the roads, footpaths, K&C and Airports. As per AMP budget been allocated for the renewal for the footpath and K&C.	





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

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




Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.3.2.2	Progress the development of the Residential Subdivision (Stage 1) by having survey plans prepared and a shelf ready project to enable the application for funding when available.	Survey plans completed ready for implementation if funding becomes available.	A shelf ready project has been developed but survey plans will not be completed until funding has been identified. There already has been some enquiries about this area.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.3.2.3	All identified future projects to have a shelf ready funding applications ready for funding opportunities.	All potential projects have shelf ready funding applications completed.	Currently there are shelf ready projects for when funding is available to progress them. There is something shelf ready to upgrade the old jailhouse to enhance the visitor experience.	


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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.3.3.1	All street lights functional enabling the safe traversing of streets and the use of recreational facilities after dark.	Audit on street lights conducted with reports to Ergon on faulty lights.	Ergon has performed maintenance and replaced all the faulty lights. Solar lights brightness required adjustment	
2.3.3.2	Town entrances ,all parks and recreational areas are managed in a sustainable manner with mowing and slashing completed regularly. Trees and shrubs pruned or removed if dead or dangerous.	Visible appearance of town, parks and open spaces is well maintained. No dead trees on council land. Positive comments from visitors and community.	Town entrances parks and open spaces are well maintained. Weed spraying completed. plants been trimmed for regrowth.	
2.3.3.3	New seasonal plantings of shrubs and annuals in identified gardens completed. Centre median strip shrubs trimmed and ' flag' signage repaired/replaced.	All gardens and weed free and plantings have been done to peak during tourist season.	New plants have been planted shrubs trimmed to suit Boulia's seasonal weather. removed dead trees from the median strip and Robinson Park..	
2.3.3.4	Cemeteries to have site information recorded in the new IT Vision system and new sections allocated according to plan.	All existing information loaded into the system and new additions recorded.	Information is being carefully recorded in to the system as time permits.	

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.3.4.1	Survey plans for land titles held by council to be reviewed and updated if necessary to enable future development.	All council identified land for development has survey plans and shelf ready project costing ready to be implemented.	This is actioned as required and identified in the Corporate Plan.	
2.3.4.2	All projects over \$100k are to consider ongoing ownership costs of new capital works proposals in budget deliberation. This to be achieved by identifying the renewal and capital grade expansion components of all capital works projects, and providing for the ongoing operational and maintenance requirements.	All projects to be approved by council using the QTC Project Decision Framework tools.	Prior to approval the whole of life costing is taken into consideration and reviewed by council. Continued review of this expenditure as the projects. and also adding QLeave extra element, if the project cost is more than \$100K	
2.3.4.3	All building applications are completed in a timely manner with the correct fees charged.	Check on the application fees charged through our supporting engineers to ensure they are correct and timely.	Quotes are now referred directly to the external engineers/ building certifiers	

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.3.5.1	Town Planning Scheme is adopted and reviewed by Council annually with the budget.	Town Planning Scheme is approved by the Minister and adopted by council.	Town Planning Scheme was adopted in 2020 and no changes are reflected this year. This will be reviewed at the June 2022 budget meeting .	




## Key Priority 3: Economic Development


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

### 3.1 : Facilitate housing and investment to support employment opportunities

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


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.1.1.1	Support activities within WQAC to improve housing availability and affordability in western Queensland.	Attendance WQAC meetings and submissions to State Ministers.	WQAC have chosen this as a topic which is reflective of all western councils. A face to face meeting occurred in October 2021 in Brisbane to develop a paper for submission to the government. The group also submitted a paper on the sustainability of local government councils in rural and remote Qld and will meet again in March 2022 in Charleville .	

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



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.1.2.1	Housing stock is managed to ensure satisfactory standard is maintained. Sale of older homes to update housing stock and encourage home ownership. Budget allocation is sufficient to meet 10 yr housing forecast.	Housing stock meets council demands	Council is planning for three new homes to be built on vacant land purchased in 2021. This will help to alleviate the employee housing shortage.	





### 3.2 : Advocate for the region through regional networks


#### 3.2.1 : Advocate and support the development of the Outback Highway

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.2.1.1	Outback Way Development Corporation- continuation of the joint representation for the future development of the Donohue Highway forming part of the Outback Way - Australia's longest shortcut.	Monthly teleconference updates	The connection with the Outback Highway Development Corporation is strong and council attends all monthly meetings to support this important project. The future of Boulia will be heavily impacted by the success of this sealing project across the 3rd transnational route across Australia	

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



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.2.2.1	Achievement from the active engagement in Outback Regional Road Group (ORRTG) representing the importance of our shire roads and roads of regional significance.	Savings for council achieved through involvement in this group.	Regular monthly teleconferences attended with quarterly face to face meetings attended. Actively participating in the group and heavily involved in joint procurement.	
3.2.2.2	Work with RAPADWSA (Water Strategic Alliance) in joint procurement for major infrastructure water projects to enable the best utilisation of funding to achieve sound outcomes for infrastructure and therefore service delivery for water.	Improved water infrastructure.	Actively participating in the group and heavily involved in joint procurement. This year will see joint procurement in water mains and smart water meters and projects which will see council save many thousands of dollars as joint procurement proceeds	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.2.2.3	Attendance at the Remote Area Planning and Development Board (RAPAD) meetings- Facilitate the growth and development of the Central West and wider Outback region.	Evidenced based outcomes resulting from the membership of the regional group.	RAPAD continues to be an important strong regional organisation which responds to the needs of individual council and supports them at a State and Federal Government level.	
3.2.2.4	Central West Regional Pest Management Group (CWRPMG) - Development of a strong regional group who guide the implementation of the adopted Regional Bio-Security Plan which will seek opportunities to eradicate, control and manage pest and weed issues.	Group is functional and has had success in the development of a workable plan.	Still no news on the cost of bags and signs for 1080 baiting. No dates and time has been set for the combined weed spraying. We have gone ahead and ordered our own Deed Poll and Stock Control Books and i am now using them.	
3.2.2.5	Prepare submissions to Western Queensland Alliance of Councils, Local Government Association and Australian Local Government Association to lobby State and/or Federal Governments for strategic changes to Acts and regulations where warranted.	Successful outcomes from motions developed by council presented to WQLGA.	WQAC meeting was held in Charleville which was attended by the Mayor and Deputy Mayor ( CEO on sick leave). This group has successfully lobbied for the change to the Federal Assistance Grants and improvement in the housing availability in remote Qld	
3.2.2.6	Ensure that the Local Disaster Management Group (LDMG) group is functional and operates well in emergency situations. Bi-annual meetings and exercises are conducted as required.	Activations are well executed and documented. • Reports to the LDMG are completed • Field and desk top exercises are completed	Due to the impacts of COVID-19 and the change to the Police Sergeant ( who control the LDMG) the meeting held in Boulia on 13th October was not a field exercise but simply a desktop review. Activation of the group was required for the Jan flood event.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.2.2.7	Support the Inland Queensland Road Action Plan (IQRAP) group to further inform the State of the importance of western Queensland as a contributor to GDP.	The focus is to increase the quality and accessibility of the road network to maximise the economic prosperity of inland Qld.	Continued support for this group for outback Queensland road network	


### 3.3 : Innovate and explore opportunities




#### 3.3.1 : Identify economic opportunities and enablers for the Shire

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.3.1.1	Explore opportunities to utilise 'green' energy where appropriate.		Successfully installed solar air-conditions in some council facilities. Allocated budget to power depot with solar at Urandangi Depot.	
3.3.1.2	Increased digital connectivity throughout the shire by the use of technology to improve communication and connectivity	Review completed on how digital exposure can benefit Boulia.(RAPAD)	Continued investigations into possible solutions for our connectivity issues not only for the council but also in peak periods of tourist activity.	

### 3.4: Promote tourism as an economic driver for the shire

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.4.1.1	Signage which recognises Traditional Owner (T/O) groups	Consultation with T/O groups on wording and location of signage. •	New signage incorporating Indigenous artwork to be researched and delivered.	




Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	within the shire by including signage on T/O area boundaries	Installation of signs completed.		
3.4.1.2	Maintain and improve the experience of tourism attractions by regular maintenance and updating of facilities and new programs when required	Upgrading of existing infrastructure completed with program review to be completed when funding available.	The min Min Encounter refurbishment has garnered increased interest due to its modernised look and greater capacity for numbers seeing the show. New fencing showcasing historical machinery etc has been installed around the Heritage Complex.	
3.4.1.3	Promote the attractions in Boulia to increase the number of visitors to Boulia through partnerships with other regional tourism providers. ie caravan and camping shows.	Attendance of staff to trade shows and training opportunities.	Combined television advertising with two other Western shires to be released on air soon. Trade show attendance to be resume din October with tourism officer.	
3.4.1.4	Continued use of television and other media advertising of the shire including our web site to support council tourist attractions	All advertising and TV ads reviewed and renewed as necessary for value for money outcomes.	The new combined 3 shires advertising for TV has been delayed until February. Boulia shire is now going ahead with their own advert as previous project not sustainable.	

## Key Priority 4: Natural Environment



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

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

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


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.1.1.1	Fogging activities completed in times of flood	Fogging notification to residents. Fogging completed to the most effective schedule for reduction in pests	Fogging was carried out in February. It will start up again if there is any large amounts of rain and the sand flies, mossies again become a pest.	
4.1.1.2	Manage stray domestic animals within the township to reduce incidence of nuisance behavior	Reports of stray domestic animals actioned within 4 hours.	There were two dogs impounded one was returned to its owner the other had to be put down.	
4.1.1.3	The set of policies and local laws are reviewed annually to ensure that all residents are able to enjoy Boulia without impediment.	Policies and Local Laws are up to date and relevant.	Policies are reviewed as per their due date usually with an expiry of three years unless changed by an Act of government. The Local Laws will be reviewed and updated this year to include dog off leash areas. This review is currently in progress.	

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.1.2.1	Development applications and building approvals are actioned within a timely manner.	All approvals are actioned within the timeframe	Review of registration of application process has been completed and applications are dealt with in a timely manner.	
4.1.2.2	Cultural heritage clearances are sought during the planning process for construction activities.	Number of projects which have cultural heritage clearances completed prior to any work done.	Part of the project scope to obtain Cultural Heritage clearances for any new sites or projects. Report has been added to Job Management Plans.	





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

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




Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.2.1.2	Local SES group is supported by council. Compliance with the state requirements to have an State Emergency Service (SES) group	SES- Group is supported during and after events by the use of council equipment and staff id required.SES Management Plans are up to date	Council have been instrumental in obtaining the newly re-furnished operations centre which allows for training and meetings to be held in air-conditioned comfort	

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


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


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.3.1.1	Identification and management of pest animal and weed issues within the shire in accordance with the Bio-security Plan adopted by council with reporting to be done back to CWRPMG quarterly.	Pest animal baiting occurs. Weed identification and notification process occurs. CWRPMG meetings are attended by RLPO	I have done some RMPC weed spraying along the Boulia/Winton Rd finishes. The Boulia to Dajarra Rd from Boulia to the Boulia/Cloncurry Boundary finished. Boulia/Bedourie Rd finished.	
4.3.1.2	Noxious Pest weed control on council managed land and council road reserves is maintained, monitored and reported quarterly to council but subject to grant funding.	Limited incursions with action taken for invasive species.	There have been no more infestations of pest weed bushes on the town common those that I have treated have all died.	
4.3.1.3	Bounties for wild dog and cat scalps and pig snouts are paid with a complete register of numbers reported and amounts paid by council.	• Take up of baiting program offers by the landholders. • Bounty payments continue. • Education information available on pest animals on the web site / face to face.	First round of 1080 baiting to take place in March. Only five properties took part with a total of 1262.5kg of meat treated with pig strength 1080 poison. there has been a drop in the number of scalps and snouts brought in for the first three months of this year.	
4.3.1.4	Town common is managed within the limits set and stock holders are encouraged to participate in any muster arranged by council. Weed control and stock levels monitored and reported to council quarterly.	• Town Common Committee meets at least once per year. • Members fees are paid promptly • Stock which is not registered with a	The feed that came up after the rain has started to dry off and there has been a Grasshopper infestation so in some areas the feed is not looking so good. I would hold off letting anyone Depasture stock on the common until we see what damage the grasshoppers have done.	





Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
		member will be impounded. • Town common muster is completed half yearly.	At this time there are 43 head of mixed cattle on the common and 1 horse. Any other stock that is seen on the common and does not belong the owners are informed and they remove them ASAP.	
4.3.1.5	Primary Stock route bores are maintained as appropriate with funding applied for as needed. Other bores are maintained as funding allows.	Stock route bores are maintained in accordance with funding received.	I have put in two EOI for Capital Works Funding. The first is to replace the old windmill and tank at the Boulia Bore in Butchers paddock even through we did not receive any funding last time lets hope we have better luck this time. the second was to replace the blown out tank at the 15 Mile.	
4.3.1.6	Support the local land-care groups to achieve pest and weed control in conjunction with Desert Channels Queensland.	Bi-annual meetings are conducted to review progress	No news on this am waiting to hear when the next meeting is going to be held I will attend it.	
4.3.1.7	Review council buildings and facilities to improve sustainability/ reduction in greenhouse emissions or reduction on reliability of traditional power sources.	when new products are required to be purchased we are looking at the options which are sustainable to the environment.	This will be conducted if we are successful in our application for funding for a new Regional Community Hub.	

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.3.2.1	All facilities over which we are required to hold a licence meet the Qld standards and licence renewal is achieved.	Visitation and audit by environmental health officer to review all of council operated facilities and business operating in Boulia.	All the licenses are up-to-date. to comply with EPA guidelines. Environmental health officer carries out regular audits on licenses, landfill management and food licenses. Carpenter / builder has undergone refresher training for Asbestos removal.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.3.2.2	Leases over the Butcher Paddock and Cooridgee Laneway are managed in accordance with our lease requirements for stock holdings.	Leases are sub-leased with income generated to cover lease fees to Qld Gov and managed in accordance with those requirements-reviewed annually.	The feed in the Butchers Paddock is starting to dry off and not looking good as it did not the good rain falls that some of the places got. The feed in Cooridgee Reserve is still looking good as this paddock got more rain.	

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



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.3.3.1	Watering of councils parks and median strips is managed to suit the best water source.	Watering through drought periods is scheduled.	Burke River has received several 'flushes' and we are able to water from this source.. We will be utilising town water to irrigate town median strips. Watering has been kept up to the required standards. new bore will be installed early next year to keep-up water demand.	
4.3.3.2	Actively monitor town water usage and quality and investigate a fair system cost recovery for water provision.	Water usage is controlled and charges are defensible.	Further work has been underway in getting the trial of water meters ready for implementation.	

## Key Priority 5: Governance


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

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

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



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.1.1	Council policies are reviewed in accordance with Acts and Regulations and updated in a timely manner	All policies are reviewed in accordance with the policy review register.	All policies are actioned in accordance with their due date for review and submitted to council.	
5.1.1.2	Provide elected members with training and professional development opportunities	Policies are reviewed and made available to staff.	Council completed the financial analysis training on 11th and 13th October and also elected member training. Council members were also provided with the opportunity to commence a visioning project for the framework of the Corporate Plan due in 2024.	

#### 5.1.2 : Effective internal and external communication and records management

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.2.2	Provision of an accurate and comprehensive Records Management service for the Organisation as required under the State Records Act 1998	Councils system is up to date with current upgrades and staff are trained in the use of the system.	Several staff are now competent in the management of our records system	


### 5.1.3: Adopt an integrated risk management approach

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.3.1	Review existing Enterprise Risk Management Framework and ensure that Operational, Financial, Reputational and Corporate Risks are identified and reported on through the audit committee. .	Risk Management framework is reviewed and developed further.	The Risk Management framework review has been completed and updated in Oct 2021.	
5.1.3.2	Provision of reports to Workers Comp in relation to workplace injuries and other RTW matters	Reports completed as required	No workers compensation claims are extant to date	

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



All contractor inductions (on-line and face-to-face) have been conducted and are current. All relevant paperwork saved to Magiq


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.4.1	All items are checked annually at start up prior to work commencing and spot checked during the year. Inductions are recorded in a permanent register.	Annual check completed with three spot checks completed during the year. With contractors stood down pending delivery to the organisation of the	All inductions, either face-to-face or online, are saved to Magiq and the register is updated. Work Site inspections to be conducted by Contract Works Overseer (CWO), Gordon Stumbris or his staff, via iAuditor and inspections have been scheduled for completion. 07/02/22 CWO identified an employee with Bilby Haulage was not inducted and did not possess a White Card and directed that she be removed from work site. Employee inducted 09/02/22 by WHSA and link to	



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
		necessary qualifications for re-reinstatement.	approved RTO for White Card training supplied. Relevant documents saved to Magiq.	

### 5.1.5: Workplace Health and Safety focus






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






Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.5.7	Responsibilities WH&S for Directors: <ul style="list-style-type: none"> <li>Provides support and sufficient resources for safety as required</li> <li>Establishes health and safety objectives aimed at continuous and sustainable improvement</li> <li>Prioritises identified gaps and foreseeable risks and makes relevant changes where required</li> <li>Monitors WHS Performance at regularly intervals and documents outcomes</li> <li>Ensures management action processes are addressed in a timely manner</li> <li>Holds workers accountable where deemed warranted</li> </ul>		I-Auditor used to report, investigate all the incidents and safety hazards. to accesses. I-auditor tablets been provided to the appropriate staff which are being used to report on identified areas..	
5.1.5.7	WH&S responsibilities for CEO: <ul style="list-style-type: none"> <li>Provides support and sufficient resources for safety as</li> </ul>		Council employs a WH&S Officer who is provided with all necessary requirements to complete his role. The reporting	






Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	required		function of hazard management and risk management are recorded in PULSE, I-Auditor	
	<ul style="list-style-type: none"> <li>Establishes health and safety objectives aimed at continuous and sustainable improvement</li> <li>Prioritises identified gaps and foreseeable risks and makes relevant changes where required</li> <li>Monitors WHS Performance at regularly intervals and documents outcomes</li> <li>Ensures management action processes are addressed in a timely manner</li> <li>Holds workers accountable where deemed warranted</li> </ul>			
5.1.5.7	<p>WH&amp;S Responsibilities for Directors:</p> <ul style="list-style-type: none"> <li>Provides support and sufficient resources for safety as required</li> <li>Establishes health and safety objectives aimed at continuous and sustainable improvement</li> <li>Prioritises identified gaps and foreseeable risks and makes relevant changes where required</li> <li>Monitors WHS Performance at regularly intervals and documents outcomes</li> </ul>		WH&S activities and incidents are discussed and recorded at our weekly ManEx meetings these also review outstanding items on I-Auditor and other reportable documents.	





Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	<ul style="list-style-type: none"> <li>Ensures management action processes are addressed in a timely manner</li> <li>Holds workers accountable where deemed warranted</li> </ul>			
5.1.5.7	<p>WH&amp;S responsibilities:</p> <ul style="list-style-type: none"> <li>Investigates all incidents, accidents and near misses at the workplace</li> <li>Monitors safe work practices and mentor relevant stakeholders</li> <li>Coordinates management action processes</li> <li>Regularly monitors management action processes within Council's electronic Work Health and Safety management system</li> <li>Develops and communicates key statistics in accordance with reporting timeframes</li> </ul>		All incidents investigated and constant monitoring of safe work practices. Regularly monitor IAuditor to identify any failures to adhere to reporting requirements and corrective action taken where necessary. Continuing improvement to reporting framework )iAuditor, Pulse etc)	
5.1.5.8	Progress on Mutual Risk Obligations to develop a health and safety project for all supervisors and managers.	Review by LGW meets expectations for compliance	Continue to liaise with LGMS/LGW to meet mutual obligations	



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.5.9	Review all flagged policies, procedures, work instructions, forms, safe operating procedures (SOP) and training tools.	Staff who have allocated responsibility for specific actions review associated documents to ensure they are up to date.	Ongoing review of policies and procedures, SWMS and working documents. New Heat Stress policy formulated and adopted by council - relevant procedures in place. Verification of Competency policy also formulated for presentation to council. Procedural forms developed and adopted.	
5.1.5.10	Upload all reviewed documents under appropriate element numbers onto the councils safety management system (including Infxpert) as endorsed documents with changes notified to staff-toolbox,email.	All endorsed documents are correctly loaded in Boulia Safe and hyperlinks are active and working.	Continue to upload all documents relating to WHS and training to Magiq and, where relevant, Pulse. Continue to locate random digital and hard copy documents requiring uploading (scanned where necessary).	
5.1.5.11	Develop a system to track training identified and completed for staff and contractors including verification of competency training.	A system is in place and is being used to effectively assist with the tracking of training and competencies.	The training Matrix captures all staff training that has been completed, requested and expired requiring re-training. Face-to-face training needs unable to be met at this stage due to restrictions imposed by COVID. On-line training is continuing to be utilised where possible. Draft Verification Of Competency policy is yet to be adopted by council. On adoption procedures (as outlined in the policy document) will be implemented.	
5.1.5.12	WH&S budget to be reviewed quarterly against targets.	Achievements against targets are within budget	Quarterly targets met in relation to training and purchase of equipment for WHS purposes	
5.1.5.13	Review all emergency evacuation signage is in place for all areas.	Emergency plans have been reviewed, are up to date and signage is complete in all areas of council.	Due to limited access to CAD program signage for RSL Hall, Stonehouse Heritage Complex and Depot Training Room will be completed during shut down. **Unable to gain access to program - request has been made to Joseph (Engineer) to complete signage ASAP**	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.5.15	Review the following procedures against requirements in preparation for consultation: high risk work method statements, Risk/ Hazard Management, compliance control, incident reporting and investigation	All reviews are completed within agreed time-frame	Continuous review and updating of processes to meet compliance requirements. To date current systems are being improved to ensure compliance will be met.	
5.1.5.16	Reduce the impact of injury and illness by reviewing: Toolbox talks on WSH design, machine guarding, hire equipment, thermal radiation, pressure safety, confined spaces, excavation and trenching, manual handling and ergonomics, noise management, heat stress.	All reviews are completed within agreed time-frames	Continual improvement of processes and procedures. Heat Stress policy - adopted by council and monitors (for use in the field) have been purchased. Training of supervisors/crews is imminent. Fixed Plant risk assessment documentation developed and implemented. Verification of Competency policy has been drafted with relevant forms and is awaiting council approval. Confined Spaces and Asbestos registers updated - identified carpenter's asbestos licence had expired and training was undertaken.	
5.1.5.17	Review all SDS folders to ensure all SDS are dated within a 5 year of issue date. This can be completed through Chemwatch.	All areas of council have been checked and none are out of date.	SDS checks conducted. Workshop SDS folders and Chemwatch completed and current. Ongoing checking being conducted.	
5.1.5.18	Ensure training has been completed for all staff who are in control of hazard substances that they are aware of segregation requirements and compatibility with chemicals and placarding requirements.	Training has been completed for all relevant staff.	At this time no further training needs have been identified. Contract carpenter, Peter TONKIES, has undertaken further training to renew his asbestos handling licence.	
5.1.5.19	Draft new WH&S Strategic Plan for July 2022 to June 2024	Draft document has been developed by staff and has had sufficient time to	2021 - 2024 plan drafted and completed by CEO - reviewed by WHSA and Adam Stevenson, WHS Consultant, Local Government Work Care,	




Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
		be reviewed for comment prior to adoption.		
5.1.5.24	Annual reporting of lost time injury claims which should be less than 55% of all claims	Reporting to senior staff on progress or issues which will prevent this from occurring.	Nil claims this period	
5.1.5.25	Annual reporting of injuries - No increase in recorded injuries from the previous year	No increase from previous year.	There have been three reports of incidents resulting in minor injuries during this period only one of which required WHSA investigation.	
5.1.5.26	100% Completion of all Incident Report including investigations and implementation of any actions identified in the Investigation Report. (Include personal, members of the general public and plant incident reports)	All incident reports are recorded in I-Auditor and staff are competent in using the system	All incidents have been recorded in iAuditor and files transferred to Magiq. Investigations have been conducted where required to identify gaps and instigate control measures to mitigate risk of similar occurrences	
5.1.5.28	To achieve 80% Compliance with the National Audit tool for Self-Insurers	Compliance audit completed by the regulators prior to the TMR Accreditation (usually 3 yrs). Independent audit completed annually	Continuing to gather necessary evidence as it comes to hand for submission to audit team. Developing systems/processes where gaps have been identified.	
5.1.5.29	Continual improvement of the hazard risk register through identification of new hazards/risk and control measures.	Number of improvements made to the register.	Hazard risk register is subject to review and updating as required on identification of hazards	




Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.5.30	Support training and monitoring of use of councils WH&S and I-Auditor programs. Complete annual audit of all council work sites	At least 80% compliance with the National audit tool  No breaches of WHS regulatory requirements  Hearing assessments for employees working in noisy environments completed	Continual improvement and amendments to the reporting framework (iAuditor). Users trained where necessary. Majority of council worksites are inspected monthly and others at least quarterly. CWO and staff tasked to conduct contractor work site inspections and complete on iAuditor.	
5.1.5.31	Ensure compliance with the Organisation's Drug and Alcohol policy and ongoing best practice. Record of testing completed and results to be reported to council.	Reports provided to Council and MANEX in relation to the testing conducted	Two staff members now trained in Alcohol and Drug Testing. Need to establish relationship with laboratory and secure sufficient supplies to conduct regular random tests.	
5.1.5.32	Integrate mental health and wellbeing inclusions in daily activities.		Start-up agenda included presentation by mental health team attached to AOD Services South West QLD on strategies to assist with managing mental health. Following the cancellation of startup AOD advised that when able they are committed to attending and delivering their presentation. Mt Isa Mental Health team have also committed to conducting presentations when requested during 2022. Managers/Supervisors have been encouraged to undertake training in mental health awareness.	
5.1.5.33	Using the tools from WorkSafe Queensland - develop a safe workplace mentality by initiating a Boulia Shire Council safety award. Seek nomination from BSC for the			

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.5.34	external JLT/LGW WorkSafe awards Actively manage WH&S Risk by reviewing the Risk management Framework annually and identify third party or contractor groups to identify and manage risks.			



## 5.2 : It is clearly evident in how council does business


### 5.2.1 : Councils financial activities are monitored and managed well

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.2.1.1	Long Term Financial Plan (QTC model) used for sensitivity analysis which can deliver impact of financial decisions made by council on future projects	Long term Financial plan developed in line with QTC format-reviewed.	Long term Financial plan developed in line with QTC format-reviewed.	
5.2.1.2	The SynergySoft business solution (IT) which supports council is well supported and training is available to achieve best practice.	Continued rollout of modules with all staff trained and competent	IT Vision On Demand training videos are available to all staff for updated training. A Technical Managed Service has been added to our package as support.	
5.2.1.3	Council funds are invested in accordance with legislative provisions and the Organisation's adopted Investment Policy. This is reported monthly to council.	Investments made in accordance with Investment Policy	Investments made in accordance with Investment Policy	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.2.1.4	Raise and recover Rates,Charges and other debtors on behalf of the functions of the Organisation and report on a monthly basis to council.	Rates and Annual Charges Levied by due date, user charges and other debtors raised and recovered effectively	Rates notices were sent to ratepayers for 2nd half of rating period in February. Council external consultants are working together with internal staff to assist in this process. Debtors are constantly monitored and outstanding debtors with more than 90 days are referred to Council Debt Collection agency	
5.2.1.6	The Operational Plan and budget reviews are to be completed quarterly as a combined review.	Operational Plan (including Budget) adopted by 30 June each year	Operational budget has been adopted by Council. March quarterly budget review will be presented to Council in April 22 for adoption.	
5.2.1.7	Manage Council's insurance portfolio	100% of insurances reviewed and maintained annually	All insurance policies have been received and reviewed this quarter.	

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



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.2.2.1	Quarterly Audit Committee meetings are called to review Financials, Internal and External Audit and Risk reviews and ensure council is performing in accordance with the Local Government regulations.	Quarterly Audit Committee meetings are held four times per year to review Audit Plans, Draft Financial Statements, previous audit management responses and actions.	Quarterly meetings are scheduled and financial reports and audit action plans are reviewed	
5.2.2.2	Internal and External Audits comments are recorded in Pulse software system and actioned.	Internal audit to be recorded on Pulse software for updating and permanent record	As audit reports are received Pulse is updated and action is taken with continual updates reported to Audit & Risk Management Committee Meetings.	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.2.2.3	Implementation of actions set out in the Internal Audit Committee Action Plan	Completion of all actions of the Internal Audit Committee Action Plan designated for completion in this financial year	Actions are implemented and changes to processes as detailed from the Audit Committee are followed through. Reviewed by Audit & Risk Management Committee at meeting.	

### 5.2.3 : Financial accountability for new projects

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



### 5.2.4 : Transparency and accountability through management reporting

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.2.4.1	Provision of key financial information to MANEX and Council	Provision of budget information to staff	Finance Monthly report is presented to Council. Significant financial transactions are shared in MANEX	
5.2.4.2	Preparation and collation of the Annual Report document in conjunction with senior managers to ensure the important legislative requirements are met and the report is a sound representation of the council's achievement during the year.	Annual report prepared with input from all senior managers and submitted to council within time frames.	Annual report for 2020-2021 completed and printed within guidelines	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.2.4.3	Discharge Council's statutory financial reporting obligations	Statements submitted to the Office of Local Government by 31 October each year  Unqualified audit report	Council has submitted its Financial Report on time to the Office of Local Government. preparation for Financial Statements are currently a WIP	




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

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


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.3.1.1	Fees and charges reflect the industry norm and mark-up on goods is reflective of costs	Costs to visit our exhibition is reflective of other tourist attractions and minimal stock write off.	There is a 35% mark up on the majority of merchandise on our retail sold in the tourism centre. This is still an acceptable mark up for the types and quantities of merchandise sold. Charges for the tourism show will be reviewed at budget time in 2022.	
5.3.1.2	Depot workshop- percentage of 'downtime' for council plant and equipment	Limited downtime and minimal lost productivity.	Regular maintenance been carried out on council fleet and well maintained. Fortnight check on the plant revenue. Major services are planed around the council break to avoid down time of the machine. 20 years plant replacement program been developed. Plant committee meet quarterly to ensure plant performance meeting the targets.	




### 5.3.2 : Optimise performance of council business units using available technology

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.3.2.1	Percentage downtime - Closed Circuit Television network operations in the Shire	No breach of regulatory requirements in relation to operation of CCTV Operations	Council developed a policy for CCTV. upgrade completed CCTV system for: Admin building, Landfill facility, Sports Center, Library, Heritage Complex. Maintenance will be completed annually. A review of functionality will be conducted in 2022. Recent lighting strike sw many of these cameras and systems damaged and have been replaced.	
5.3.2.2	Maintain and upgrade IT requirements and servers to ensure capacity is sufficient to meet business demands. Adequate licence renewals for current software	All current software renewed on schedule	Licence renewals are reviewed and actioned as they fall due. Investigation and consultation is ongoing with our IT support network.	
5.3.2.3	Manage telephone and Ergon accounts and equipment and services to ensure we are not paying for unnecessary services	Accounts paid, nil outages and plans are cost effective for council.	This area is under review along with the current IT connectivity issue.	

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.3.3.1	Council is in receipt of the annual budget documentation ready to be adopted each year.	Budget preparation is timely and involves Executive team and department heads with bids for funding received from departments for consideration by council	Budget preparation is timely and involves Executive team and department heads with bids for funding received from departments for consideration by council. Initial budget preparation workshops have been conducted with councilors.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.3.3.3	Monthly and quarterly financial reports to council deliver information on variations to budget and enable decisions on long term financial impacts to be reviewed.	Work to complete budget commenced in Jan and two workshops held.	This is currently in the process, Councillor workshop for FY 22-23 to start the process in March 22	

#### 5.3.4: Implement good practice in managing and maintaining our assets



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.3.4.1	The plant committee to complete reviews on plant usage making suggestion on turn over, purchase and replacement to achieve maximum value for money outcomes. This is to include risk assessments.	Plant purchases are within budget and plant is maintained within specified parameters to enable sound operations of the council.	Plant committee will meet quarterly to review the plant purchases and performances. plant and equipment been purchased with in the budget. Due to COVID-19 the limited replacement of units has seen an increase in the cost and extended waiting periods.	
5.3.4.2	Tourism attractions are managed and are sustainable with future enhancements progressed as budget permits	Business plan and management manuals completed by Greg Tuckwell (consultant)	Upgrade of tourism facilities well done and continues.	

## Key Priority 6: Lifestyle and Community


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

### 6.1 : Facilitate opportunities for community development



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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
6.1.1.1	Involvement in regional health programs to improve the live-ability of Boulia and Urandangi	All meetings attended with reports completed back to council	Meetings are attended as they are instigated by Qld Health and more recently by QFES due to the impact of COVID.	
6.1.1.2	Au-spiced funding for Royal Flying Doctors Service (RFDS) is managed in accordance with planned activities to upgrade Urandangi Health facility	Activities completed with quarterly reports submitted	Funding is monitored and allocated as requested by Dr Don Bowley.	

#### 6.1.2 : Assist local community groups and support local events

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
6.1.2.1	Support 'free to attend' functions and facilities where possible to encourage community engagement	Council supports 'free to attend' functions where possible.	Council assists wherever possible with all community celebrations.	

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





Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
6.1.3.1	Continue to oversee the operation of the Boulia Aquatic Centre and sporting fields	Facilities are open and usable for the public at least 95% of the year.	Aquatic fun and games during school holidays has been a feature of the centre and the Move It program which facilitates Thursday afternoon sports days.	
6.1.3.2	Continue to provide Australia Post services for as long as this is required to be provided by council	Australia Post facility is operational with trained staff who are available	Postal services are continuing to be run and improved on an ongoing basis. New trainee is being supported in this role.	




## 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.

### 7.1 : An accountable and innovative culture


#### 7.1.1 : Support practices that develop a motivated and focused workforce

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.1.1.1	Provision of WH&S information and awareness to operational staff at the commencement of field work or changes to the workplace. Also provide opportunity for engagement and learning for managers, officers and staff regarding key WH&S issues and strategic priorities ie ; audits.	JLTA audit is completed and a pass is achieved by the group.	Feedback from workers indicates that most understand the importance of WHS requirements and the need to capture evidence where necessary. Continue to communicate with workers on these matters through toolbox presentations and general conversation. Management/Executive and informal depot supervisor meetings are held weekly when possible which provides a format for exchange of views and raising of WHS issues for discussion. Regular meetings held with CEO.	
7.1.1.2	Deliver accurate and timely processing of the payroll and associated reporting requirements	All payments to staff are delivered within time frames and without error	Due to extended sick leave payroll is being delivered remotely via IT Vision with the assistance of depot and admin staff..	
7.1.1.3	Record , preserve and protect employee records for payroll and human resource management	All employee records are up to date and secured electronically and have a backup paper file.	Human resource functions are being attended to internally due to extended leave from HR/ Payroll officer	
7.1.1.4	Recruitment and selection processes are transparent	The recruitment process is completed in a smooth and professional manner	CEO is attending to all recruitment processes due to extended leave of HR officer. All applications and paperwork is now recorded electronically.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
		with documents provided that are up to date and relevant. All documentation is collected as required and saved electronically.		
7.1.1.5	Mayor and or panel to complete annual review of the CEO	The Chief Executive Officer review is completed against the targets in the Corporate Plan and the Annual Operational Plan for progress.  Chief Executive Officer review is reviewed against targets of Corporate and Operational Plans for progress.	The next review is due 30/6/2022	
7.1.1.6	CEO to Complete performance reviews senior staff DWO, DCS, CSM including WH&S and Human Resources	Performance reviews for the July-December period completed	Reviews have been completed for this half year..	
7.1.1.7	Complete annual performance review of your employees for Works and Operations including WH&S compliance.	Reviews completed on anniversary.	One page performance review been developed. performance reviews are due to complete. Completion of reviews on two staff whose job description had changed has been done.	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.1.1.8	Complete performance reviews for your staff in Community Services including WH&S compliance	Reviews completed on anniversary	All reviews undertaken when and as required.	
7.1.1.9	Complete performance reviews for your staff in Finance and Administration including WH&S compliance	Reviews completed on anniversary	Performance reviews are done as they fall due.	



### 7.1.2 : Keeping pace with technological changes in the workplace environment

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.1.2.1.	Encourage the staff to utilise the Go1 training package to support staff to further their development in Local Government by the use of progressive programs and resources.	Courses sourced for staff so they are competent in the use of the systems used by council	Training packages are available to all staff.	



## 7.2 : A great place to work

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


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.2.1.1	Staff Committees are encouraged to be formed in all areas of the council and to ensure employees have input into the group decisions.	Well balanced EBA supporting both staff and the council sustainability.	Limited interest from employees in developing any committees.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.2.1.2	Boulia Certified Agreement options are enacted within payroll from the agreement 2019-2023	Regular reviews of conditions being paid to staff	Increase of EBA allotment has been actioned, a review of all allowances and the State wage case increase applied.	
7.2.1.3	Be proactive in providing information to staff on issues which may affect them.	Information delivered via email, pay slip notice or meetings.	Open communication with Staff and Union representatives is ongoing.	

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.2.2.1	All staff are aware of how to notify ideas/ complaints/suggestions	Records of suggestions/ complaints/ issues to be kept. PID training to be part of training regime.	Information freely available on how to register suggestions. Toolbox meetings held for inside and outside staff each week. Review of the 'whistleblowing' option will be completed at the January start up as a refresher for staff.	
7.2.2.2	Assist the CEO in the development of a workforce strategy which includes an appropriate staff succession plan including training, attraction and retention	Workforce Plan developed in conjunction with all staff.	No work has been completed on this area during the quarter. Training has been identified for external staff and internal ' cross skilling of staff may assist in staff vacancies. However, limited staff numbers due to accommodation is a key restrictive factor.	

**7.2.3 : Provide access to external support networks for emotional assistance**

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.2.3.1	Continue to provide the Employee Assistance program and support the local RFDS visits	Quarterly reports on access to services received (no personal	Employee Assistance Program is still successful with several employees engaging with the provider - This is a confidential service of which council does not have any personal	





Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
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
details) only the volume of access. knowledge of content. It is designed to be a safety net for those staff or their families who may need immediate support.


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






Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
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

7.2.4.1	The reporting of onsite and roadwork signage is correct and ensures safety of workers and the general public	Signage is in line with the job management plan and TMR requirements	Site inspections are ongoing and full compliance to date.- new projects for this quarter have been delayed due to floods and wet weather	
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7.2.4.2	Develop a Noise register and commence testing of all plant and equipment which includes any noisy work environments.	All plant and equipment is scheduled to be tested at least once per year and recorded in the noise register.	Last assessment conducted September 2020 and recorded in register to comply with biennial requirement	
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7.2.4.3	Introduce electronic fleet management system	Fleet management system is used to monitor the productivity of the councils fleet which is reported to the plant committee and ManEx	Fleet management system is used to monitor the productivity of the councils fleet which is reported to the works meeting	
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

7.2.4.4	Prepare for annual start up by reviewing training needs, booking trainers, complete an assessment sheet on awareness training, prepare PowerPoint delivery of WH&S	All staff complete refresher inductions, complete necessary training and confirmation of requirements to work for Boullia shire such as licences and tickets.	Training matrix utilised to identify training requirements. Liaised with RAPAD and MRAEL in relation to startup training and apprentice traineeships. Gordon Jones, RAPAD trainer, advised of training requirements for startup week commencing 17 January 2022 however startup was cancelled due to COVID restrictions and inability for RAPAD to attend. Awaiting advice from RAPAD as to availability. Three supervisors have been issued with Cert III Road Construction - Plant	
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Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
			Operations following RPL and five employees are now contracted to complete the Cert III in Road Construction - Plant Operations.	
7.2.4.5	Ensure I-Auditor tasks are set for Fire Safety drills for all permanent locations: Min Min Encounter, Library, Council Office, Depot, Sports and Aquatic centre, Stonehouse.	I-Auditor scheduled tasks have been set up for all areas and reported back to ManEx.	Fire/Emergency evacuation drills have been scheduled in iAuditor to relevant locations. To date drills have not been completed.	
7.2.4.6	Complete swimming pool audit using WH&S RLSSA Aquatic facility safety checklist annually prior to pool opening	Audit of the checklist completion is done prior to pool opening / or primary use period..	Safety audit reports are completed when pool is open and/or during primary use period. Any safety issues identified that require engineering controls are relayed to DWO for attention.	
7.2.4.7	All claims for compensation through LGW must be supported by a prior registered incident report in I-Auditor	Reporting of incidents through I-Auditor is documented through ManEx via the WH&S officer.	Only one claim this quarter - with the report completed via the supervisor and advised to LGW	
7.2.4.8	Undertake Fire Warden training with staff using fire extinguishers.	Annual training and demonstrations have been completed.	Due to staff changes Fire Warden training will be conducted following start up in 2022. Fire extinguisher training will take place at start up. January start up cancelled due to COVID restrictions. At this stage there are sufficient Fire Wardens in each section to conduct fire/emergency evacuation drills.	
7.2.4.9	SWMS - any shortfalls identified to be updated in the risk management template.	All shortfalls recorded in the risk register and reviewed by ManEx	Appropriate SWMS have been developed for all pertinent High Risk construction work (as defined in section 291 of the WHS Regulations). Continue to review and update where necessary	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.2.4.10	Undertake general inspections for overall safety and office lighting effectiveness.	Annual lighting survey completed.	Facility and work site inspections conducted by relevant staff via iAuditor on a regular basis. Inspections being uploaded to Magiq as an ongoing process.	
7.2.4.11	75% of actions assigned to relevant stakeholders to be addressed by allocated timeframe	No outstanding actions from employees or contractors	Some scheduled tasks are still not being completed on iAuditor as required despite CEO direction (e.g. RCD testing, evacuation drills) however 80% of tasks are being completed in a timely fashion - examples attached. All inspections are downloaded from iAuditor to Magiq.	



### 7.3 : Living our values

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.3.1.1	Full utilisation of our customer management system to enable confident staff able to attend to all customer enquiries and deal with priority situations	Annual Re-fresher training on customer service as required.	The system is being implemented and finer touches sorted out.	
7.3.1.2	Workplace Health and Safety - Staff continue to achieve minimum standards and reporting functions to achieve a safe workplace and TMR accreditation.	External audit obtains an above 70% pass mark	Regular inspection been carried out with the relevant staff and recorded in i auditor. Reports been monitored weekly with the works staff, supervisors and contractors.	

## 7.4 : Develop new employment opportunities

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


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.4.1.1	Liaise with training organisations who can provide trainees with support and encouragement. Research opportunities for training growth within the council.	All trainee positions offered and filled	Council is supporting one trainee who is now almost completed her course. Several outside employees will be commencing a course delivered by RAPAD Skilling in the new year.	
7.4.1.2	Regular communication with Job Network provider to ensure the continued opportunity for trainees to work with the council.	New opportunities identified when grant funding supports this	Council has been successful in engaging a new Rural Lands Protection officer trainee and has secured partial funding to assist with training. This is an ongoing project.	

## Key Priority 8: Leadership




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

### 8.1 : Genuine community engagement

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
8.1.1.1	Annual community meeting after following the end of year financial results are released in coordination with the Director of Corporate Services	Meeting held in early December after the final results are released	Annual community meeting to be arranged in conjunction with Director of Corporate Services.	
8.1.1.2	Regular information is released through Facebook, Channel Country Chatter, and the Website.	Verbal feedback, monitored visits through Facebook.	Social media sites continue with increased views and sharing. Flyers, newsletters, website and e-mails also decimate information in the shire.	
8.1.1.3	Council meeting dates listed on the web site and in the Channel Country Chatter	Council meeting dates notified and Business agenda and minutes loaded onto web site.	Dates are uploaded on the Website for the 2021-2022 meetings	

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
8.1.2.1	Council agendas are released for review 7 days prior to the meeting and agenda items are placed on the website within 2 business days after the meeting.	Monthly activity is available for viewing by the public on our website within 2 business days.	Council Agenda items are released 7 days (5 working days) prior to the meeting and minutes uploaded to the website within 2 business days after the meeting.	
8.1.2.2	Councillor contact information is available on the internet and is up to date. Provide Councillors with timely information and reports using the new BigtinCan program which allows policies, annual report, corporate plan and all agendas and minutes to be accessible 24 /7	Business Papers, Minutes, Councillor Correspondence and other Council documents sent within statutory timeframes.	Activities for all business papers, minutes, Councillor correspondence and other important council documents loaded as required within statutory timeframes and available via BigTinCan.	
8.1.2.3	Ensure Council meetings acknowledge the traditional owners and are conducted in accordance with the regulatory provisions eg: Code of Meeting Practice and Code of Conduct and that Conflict of Interest / Register of Interest forms are completed as required by Councillors.	No breaches Code of Meeting Practice or Code of Conduct	Council continues to acknowledge the traditional owners at the council meeting and all other important occasions. All other statutory requirements are also monitored at each meeting.	

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
8.1.3.1	Twelve ordinary Council meetings are held each year with two special budget meetings and two planning session days.	All meetings attended by all Councillors.	Calendar Invites for Ordinary Council meetings sent for the year 2022 a. DCS has sent out calendar invitations to management, Dates to confirm with DCS and send calendar invitations to Clrs. 1st Budget /Operational Plan W/S on 31 March 2022 and 2nd meeting on 5 May 2022. Final Draft Budget / Fees & Charges / Operational Plan tabled at 20 May 2022. Budget 2022-2023 to be tabled & adopted at Council meeting 17 June 2022	
8.1.3.2	Representation at all elected meeting groups supporting Boulia initiatives	Reports received from attendees at the meetings presented to council for information.	All meetings attended as requested.	

## **9.3 Corporate Services**

<b>TITLE:</b>	Director of Corporate Services March 2022 Report	<b>DOC REF:</b> 9.3.1
<b>REPORT BY:</b>	Kaylene Sloman Director of Corporate Services	<b>DATE:</b> 14/04/2022

### **CORPORATE PLAN REFERENCE:**

Key Priority 5: Governance

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

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

Key Priority 5: Governance

5.2: It is clearly evident in how Council does business

5.2.4: Transparency and accountability through management reporting

Key Priority 5: Governance

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

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

### **RISK MANAGEMENT:**

Information Report only - not applicable.

### **PURPOSE:**

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

### **CONTENT:**

#### **Budget 2022-2023**

Workshop with Councillors and Senior Staff is schedule for April 12<sup>th</sup>, 2022. Work has been underway reconciling the required income and expenditure that has been predicted for 2022/23 financial year.

#### **Insurance Claim – Stolen Truck and Property Damage**

On the 14<sup>th</sup> March 2022 Council's Boulia depot was broken into and Plant P532 Isuzu FUD 165-260 Truck with trailer P335 2019 Beavertail Bogie Axle Trailer loaded with P119 Loader 279D 3 Ultra Compact Track Skid Steer was stolen. As the truck and trailer was driven out of yard there was contact with Plant P526 Hino 500 Series 1022, only minor damage. Truck was recovered, only minor damage, out of fuel on the Dajarra Mount Isa Road. Police have charged the offender.

#### **Insurance Claim - Boulia Depot Lightning Strike**

Matt from Young Enterprises will be back beginning of April with 2 additional staff members to finalise the connectivity issues from the storm. This will entail climbing the water tower and checking all Masts. Once connectivity is fixed, the last photocopier in the Flood Damage area will be tested, if required it will be replaced under this claim. Fuel Bowser, works is still underway getting this back to a working standard.

#### **ISDN / Ethernet Light Projects – Connectivity**

Telstra has installed 2 new ADSL2 facilities to our account, these will replace the ISDN being turned off in April 2022, Ethernet Lite in May 2022.

#### **NexGen VendorPanel**

Letters are issuing to our Suppliers to register with NexGen for future procurement opportunities to be able to quote and tender for works with Shire.



**SurePact**

Implementation is underway, trainers will be on site first week in April 26<sup>th</sup> to 28<sup>th</sup> to complete roll out and training of Staff.

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

That the Director of Corporate Services March 2022 monthly report be received.

**ATTACHMENTS:** Nil

Reviewed by Director of Corporate Services	Mrs Kaylene Sloman
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Approved by Chief Executive Officer	Ms Lynn Moore
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<b>TITLE:</b>	Write off of Sundry Debts Deemed Uncollectable	<b>DOC REF:</b> 9.3.2
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<b>REPORT BY:</b>	Kaylene Sloman Director of Corporate Services	<b>DATE:</b> 14/04/2022
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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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

To advise Council of the write off, of uncollectable debts in preparation for end of financial year balancing.

**CONTENT:**

In preparation for the end of year financial statements a review has been done on all outstanding debts in '90 day +' to ascertain the collectability of the monies.

A handout has been provided to Councillors listing of debts has all been referred to Collection House for collection of outstanding monies, to date no funds have been forthcoming.

Considering the age of these debts it is timely to write them off.

Should Collection House be able to collect the debt we can write the debts back on at that time.

**CONSULTATION:**

Collection House

**GOVERNANCE IMPLICATIONS:**

Nil

**RECOMMENDATION:**

That approval be granted for the write off, of \$4,469.06 of Accounts Receivable debts as per hand-out.

**ATTACHMENTS:** Nil

Reviewed by Director of Corporate Services	Mrs Kaylene Sloman
Approved by Chief Executive Officer	Ms Lynn Moore

<b>TITLE:</b>	Finance Manager March 2022 Report	<b>DOC REF:</b> Item FM1
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<b>REPORT BY:</b>	Mark Willis, Finance Manager	<b>DATE:</b> 8/4/2022
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.2: Accountability

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

5.4: Sustainability

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

**PURPOSE:** Financial Summary as at 31<sup>st</sup> March 2022

**Cash Position:**

The Cash Position determines the expected money the Council should have after every period.

	<b>31<sup>st</sup> March 2022</b>	<b>28<sup>th</sup> February 2022</b>
Cash at Hand	15,481,248	16,589,492
Net Cash Equivalent (Debtors-Creditors)	890,571	597,263
<b>Total</b>	<b>\$16,371,819</b>	<b>\$17,186,755</b>

**Income**

- Total revenues to 31<sup>st</sup> March 2022 are \$9,646,881. This equates to approx. 95.6% of this year's budget.

**Expenditure**

- Operating expenses to 31<sup>st</sup> March 2022 are \$7,779,023. This equates to approx. 85.5% of this year's budget.

**Liquidity**

• CBA		\$1,044,747
• Floats		\$ 1,300
• Investments		
CBA At Call 0.20%	\$3,309,110	
QTC 0.50%	\$11,126,091	
		<u>\$14,435,201</u>
	<b>Total</b>	<b>\$15,481,248</b>

## Additional Information on Cash Position

Cash Balance as at 31<sup>st</sup> March 2022 15,481,248

The following items need to be backed by cash:

Reserves 30 <sup>th</sup> June	2,328,551
Funded Depreciation	4,562,748
Less Depreciation accrued	(3,391,150)
Funded Employee Entitlements (Current and Non-Current)	1,292,182
Grant Funding (paid in advance)	1,130,987
Working Capital Cash	1,500,000
Capital Grants	8,146,525
Operating Result for 2021/2022	3,449,130
Less Capital Expenditure 2021/2022	(8,559,423)
	<u>10,459,550</u>

Uncommitted Cash 31<sup>st</sup> March 2022 \$ 5,021,698

## Aged Debtors 31<sup>st</sup> March 2022

DEBTOR	90+	60	30	CURRENT	PRE-PAID	BALANCE
	\$8,977.76	\$0.00	\$3,150.00	\$688,463.04	<b>\$(6,184.33)</b>	\$694,406.47

## 90+ Days Outstanding

For this month, amounts greater than 90+ days total \$8,977.76  
 \$8,429.06 have been referred to Council's external Collection Agency.  
 \$548.70 are under a payment arrangement.

## Rates 31<sup>st</sup> March 2022

Total Outstanding **\$184,033.97**

RATES	3 Years +	2 Years	1 Year (20-21)	Current Year (21/22)	In Credit (pre-paid OR Water & Gravel Compensation)	Total Outstanding
URBAN	\$59,045.46	\$23,854.92	\$33,771.03	\$62,895.05	<b>(\$9,323.66)</b>	<b>\$170,242.80</b>
RURAL	\$0.00	\$0.00	\$0.00	\$29,017.61	<b>(\$25,704.72)</b>	<b>\$3,312.89</b>
MINING	\$0.00	\$0.00	\$9,101.58	\$1,376.70	\$0.00	<b>\$10,478.28</b>
	<b>\$59,045.46</b>	<b>\$23,854.92</b>	<b>\$42,872.61</b>	<b>\$93,289.36</b>	<b>(\$35,028.38)</b>	<b>\$184,033.97</b>

**CREDITORS 31<sup>st</sup> March 2022 \$13,581.55**

**BOULIA SHIRE COUNCIL**  
**Income Statement**  
**For the period ended 31st March 2022**

	<i>2021/2022</i>	<i>Amended Budget</i>
	<i>Actual</i>	<i>as at 31/12/2021</i>
<b>Income</b>		
<b>Revenue</b>		
<b>Recurrent Revenue</b>		
Net rate and utility charges	1,388,795	1,400,000
Fees and charges	279,104	355,700
Rental income	190,630	243,160
Interest received	60,021	117,000
Sales - contract and recoverable works	2,870,750 <span style="color: green;">▲</span>	4,122,300
Other Income	177,503 <span style="color: green;">▲</span>	245,550
Grants, subsidies, contributions and donations	3,577,381	3,597,895
<b>Total Recurrent Revenue</b>	<u>8,544,184</u>	<u>10,081,605</u>
<b>Capital Revenue</b>		
Grants, subsidies, contributions and donations	8,151,434 <span style="color: green;">▲</span>	6,820,635
<b>Total Capital Revenue</b>	<u>8,151,434</u>	<u>6,820,635</u>
<b>Total Revenue</b>	<u>16,695,618</u>	<u>16,902,240</u>
<b>Total Income</b>	<u>16,695,618</u>	<u>16,902,240</u>
<b>Expenses</b>		
<b>Recurrent Expenses</b>		
Employee benefits	(2,732,630) <span style="color: green;">▲</span>	(4,933,255)
Materials & Services	(5,838,911) <span style="color: green;">▲</span>	(4,033,345)
Finance Costs	(30,623)	(45,100)
Depreciation	(3,391,150)	(4,562,748)
<b>Total Recurrent Expenses</b>	<u>(11,993,314)</u>	<u>(13,574,448)</u>
<b>Total Expenses</b>	<u>(11,993,314)</u>	<u>(13,574,448)</u>
<b>Net Result Attributable to Council</b>	<u><u>4,702,304</u></u> <span style="color: green;">▲</span>	<u><u>3,327,792</u></u>

**BOULIA SHIRE COUNCIL**  
**Balance Sheet**  
**For the period ended 31st March 2022**

*2021/2022 Actuals*

<b>Current Assets</b>		
Cash and cash equivalents	15,481,248	
Trade and other receivables	934,672	
Inventories	507,851	
<b>Total Current Assets</b>	16,923,771	
<b>Non-current Assets</b>		
Property, plant and equipment	198,600,101	
<b>Total Non-current Assets</b>	198,600,101	
<b>TOTAL ASSETS</b>	215,523,872	
<b>Current Liabilities</b>		
Trade and other payables	44,101	
Borrowings	(15,812)	
Provisions	(1,075,321)	
Contract Liabilities	(2,221,197)	
<b>Total Current Liabilities</b>	(3,268,229)	
<b>Non-current Liabilities</b>		
Borrowings	(954,533)	
Provisions	(216,861)	
<b>Total Non-current Liabilities</b>	(1,171,394)	
<b>TOTAL LIABILITIES</b>	(4,439,623)	
<b>NET COMMUNITY ASSETS</b>	<b>211,084,249</b>	
<b>Community Equity</b>		
Asset revaluation reserve	110,690,860	
Retained surplus	100,393,389	
<b>TOTAL COMMUNITY EQUITY</b>	<b>211,084,249</b>	

**BOULIA SHIRE COUNCIL**  
**Statement of Cash Flows**  
**For the period ended 31st March 2022**

	<i>2021/2022 Actuals</i>	<i>Original 21/22</i>
<b>Cash Flows from Operating activities:</b>		
Receipts from customers	1,674,760	3,562,000
Payments to suppliers and employees	(10,430,958)	(20,809,000)
	<u>(8,756,198)</u>	<u>(17,247,000)</u>
Interest received	60,021	404,000
Rental income	190,630	212,000
Non-capital grants and contributions	6,401,986	18,183,000
Borrowing costs	(30,623)	(41,000)
<b>Net Cash Inflow (Outflow) from Operating Activities</b>	<u>(2,134,184)</u>	1,511,000
<b>Cash Flows from Investing activities:</b>		
Payments for property, plant and equipment	(8,559,423)	(42,920,000)
Proceeds from sale of property, plant and equipment	4,909	
Grants, subsidies, contributions and donations	8,146,525	34,469,000
<b>Net Cash Inflow (Outflow) from Investing activities</b>	<u>(407,989)</u>	<u>(8,451,000)</u>
<b>Cash Flows from Financing activities</b>		
Proceeds from borrowings		1,877,000
Repayment of borrowings	(40,550)	(86,000)
<b>Net Cash Inflow (Outflow) from Financing activities</b>	<u>(40,550)</u>	1,791,000
<b>Net Increase (Decrease) in Cash and Cash Equivalents held</b>	<u>(2,582,723)</u>	<u>(5,149,000)</u>
<b>Cash and Cash Equivalents at beginning of Reporting period</b>	18,063,972	16,741,000
<b>Cash and Cash Equivalents at end of Reporting period</b>	<u><u>\$15,481,248</u></u>	<u><u>\$ 11,592,000</u></u>

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

That the Finance Report for March 2022 Report be received for information.

**DOCUMENTS TO BE TABLED**

Reviewed & approved by Director of Corporate Services

Mrs Kaylene Sloman

Approved by Chief Executive Officer

Ms Lynn Moore

<b>TITLE:</b>	Post Office - Write off old Stock	<b>DOC REF:</b> 9.3.4
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<b>REPORT BY:</b>	Kaylene Sloman Director of Corporate Services	<b>DATE:</b> 14/04/2022
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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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

To advise Council of the write off of obsolete / old stock holdings for the Post Office prior to the end of year stock take.

**CONTENT:**

In preparation for the end of year stock take a review of all stock on hand at the Post Office has been conducted.

A number of inkjet printer cartridges have dried up and become out of date, no longer usable.

The write off value is \$1,520.06

**GOVERNANCE IMPLICATIONS:**

Nil

**RECOMMENDATION:**

That approval be granted to write off \$1,520.06 of Post Office stock that cannot be sold due to damage.

**ATTACHMENTS:**

1. To be written off [9.3.4.1 - 1 page]

Reviewed by Director of Corporate Services	Mrs Kaylene Sloman
Approved by Chief Executive Officer	Ms Lynn Moore



**THINGS TO BE WRITTEN OFF**

(Australia) Post Office Supplies Fax Rolls 210mm x 30m - 2pk  
Kleenkopy Bond Rolls 44mm - 8pk

Canon Pixma - PGI-5BK - Black  
Canon Pixma - PGI-5BK - Black - Twin Pack

Canon Pixma CLI-8BK - Black  
Canon Pixma CLI-8C - Cyan  
Canon Pixma CLI-8Y - Yellow  
Canon Pixma CLI-8M - Magenta

Canon Pixma PG-510 - Black  
Canon Pixma PG-510 - Black - Twin Pack  
Canon Pixma CL-511 - Colour  
Canon Pixma PG-510 - Black & CL-511 - Colour - Comb. Pack

Canon Pixma PGI-520BK - Black  
Canon Pixma CLI-521C - Cyan  
Canon Pixma CLI-521Y - Yellow  
Canon Pixma CLI-521M - Magenta

Canon Pixma CLI-526BK - Black

Canon Pixma PG-640 - Black

Canon Pixma PG-654 - Black  
Canon Pixma CL-646 - Colour

<b>TITLE:</b>	2021/2022 Budget Review - Operational March 2022	<b>DOC REF:</b> 9.3.5
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<b>REPORT BY:</b>	Kaylene Sloman Director of Corporate Services	<b>DATE:</b> 14/04/2022
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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> March 2022 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> March 2022, please see handouts.

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> March 2022 as presented to Council be received and that the revised budget variations as shown be adopted.

**ATTACHMENTS: Nil**

Reviewed by Director of Corporate Services	Mrs Kaylene Sloman
Approved by Chief Executive Officer	Ms Lynn Moore

<b>TITLE:</b>	Good Shepherd Parish Catholic Church Rates	<b>DOC REF:</b> 9.3.6
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<b>REPORT BY:</b>	Kaylene Sloman Director of Corporate Services	<b>DATE:</b> 14/04/2022
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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  
5.2.4: Transparency and accountability through management reporting

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

To advise Council of the request to waiver the rates relating to the Good Shepherd Parish Catholic Church.

**CONTENT:**

The Good Shepherd Parish Catholic Church is a not-for-profit association that manages the Church for the benefit of the Catholic community and the broader community in Boulia.

In the past the Council has allowed a rate exemption on the basis that it is a not-for-profit religious community facility. Council have then reduced the services to assist further.

The Local Government Regulations covers exempt land from General Rates that is vested in or under the management or control of a person under an Act for a religious purpose.

Last Rates Notice issued for Assessment No. A50, 33 Moonah Street, Boulia:

Sewerage	241.00
Water 50%	170.75
Emergency Services Levy	138.20
	<b>549.95</b>

Recommendation is that Council continue to exempt the general rates and to subsidise the utility charges for garbage (no charge) and water at 50% charge as currently in place.

Council then to pay the Sewerage and Water charges which would be noted as a donation to a community organisation in recognition of their support and involvement in the local community.

The ESL (Emergency Services Levy) - Council charge this on behalf of the Emergency Services. Council has an obligation to then remit all funds collected on Emergency Services behalf on a quarterly basis.

When rates are issued, the table below shows Council's costs as well as Good Shepherds.

Sewerage	241.00	
Water 50%	170.75	
Emergency Services Levy	138.20	
	<b>549.95</b>	
Less Council Discount	(32.94)	
	<b>\$517.01</b>	<b>Council to pay as a Donation</b>

**CONSULTATION: Nil**

**GOVERNANCE IMPLICATIONS: Nil**

**RECOMMENDATION:**

That Council with the exemption as per the Act and Regulations, not charge general rates and subsidise the utility charges for garbage (no charge) and water (50% of normal charge) to Good Shepherd Parish.

2. Council to then pay the Water and Sewerage charges as a donation.
3. That the Director of Corporate Services write to the Good Shepherd Parish and advise that Council will pay and exempt all charges that Council is responsible for.
4. Action to be completed by Finance to change the Assessment, to maintain the exemption for general rates and utility charges to reflect no charge for garbage services, water be charged at 50% of the normal rate, sewerage to be charged as normal for the 2021/22 financial year and future years until such time as a change of use is reported from Department of Resources.

Council to then pay for the Water and Sewerage and ESL charges only at the time of the Rates being issued, this payment to be recognised as a donation.  
Notation to be made in the rates system for future years transactions and records.

**ATTACHMENTS:**

1. 20220413171613512 [9.3.6.1 - 1 page]

Reviewed by Director of Corporate Services	Mrs Kaylene Sloman
Approved by Chief Executive Officer	Ms Lynn Moore



Roman Catholic Trust Corporation

Diocese of Townsville

Good Shepherd Parish

33 Moonah Street

Boulia Qld 4829

14/03/2022

The Chief Executive Officer,

Ms. Lynn Moore

Boulia Shire Council

18 Herbert Street,

Boulia Qld 4829.

Dear Lynn,

Thank you for the letter about the rates, Good Shepherd Parish would once again like to ask for Boulia Shire Council's continued support for the rates to be waived for the 22/23 fiscal year.

Rates are the responsibility of the parishioners of Boulia, our numbers are few, so this becomes a continued issue and without your Council's assistance and with the added pressure of living in these modern times the old adage of relying on generous benefactors has gone as they are struggling themselves especially as drought years continue to decrease incomes and donations are a past event.

Thank you for your continued support

Kind Regards

Fr Michael Lowcock

Parish Priest

Good Shepherd Parish

Boulia QLD 4829

<b>TITLE:</b>	Boulia Golf Club Rates	<b>DOC REF:</b> 9.3.7
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<b>REPORT BY:</b>	Kaylene Sloman Director of Corporate Services	<b>DATE:</b> 14/04/2022
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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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

To advise Council of the request to waiver the rates relating to the Boulia Golf Club.

**CONTENT:**

The Boulia Golf Club is a not-for-profit association that runs the Golf Club for its members as well as the Community and travelling tourists.

During the year they hold a number of charitable events to raise funds for local and the wider community.

The Club members continually work hard at maintaining the Golf Course as well as the associated Club House.

Rate Assessment A244, Lot 8 Boulia Bedourie Road, Boulia, Council issues a Rate notice with charges for General Rate, Garbage services and Emergency Service levy, see attached Rate Notice.

**CONSULTATION: Nil**

**GOVERNANCE IMPLICATIONS: Nil**

**RECOMMENDATION:**

That 1. That all rates payable (general rates plus all services and the Emergency Services Levy) by the Boulia Golf Club Inc (Assessment A244) for the 2021/2022, 2022/23 financial years, be paid by Council as a donation on the basis that the association is a volunteer association responsible for providing a recreational facility.

2. That the DCS write to the Golf Club and advise them of the outcome.

3. Action to be completed by Finance to make the donation to the Golf Club to cover the 2021/2022, 2022/2023 financial years. Notation to be made in the rates system for future records.

**ATTACHMENTS:**

1. BGC Rates BSC MA R 22 [9.3.7.1 - 1 page]

Reviewed by Director of Corporate Services	Mrs Kaylene Sloman
Approved by Chief Executive Officer	Ms Lynn Moore

Boulia Golf Club  
Kennedy Development Road  
P.O Box 70  
Boulia Qld 4829  
ABN 80 916 636 404

20<sup>TH</sup> March 2022

Mrs Lynn Moore  
Chief Executive Officer  
Boulia Shire Council  
18 Herbert Street  
BOULIA Qld 4829

Dear Ms Moore,

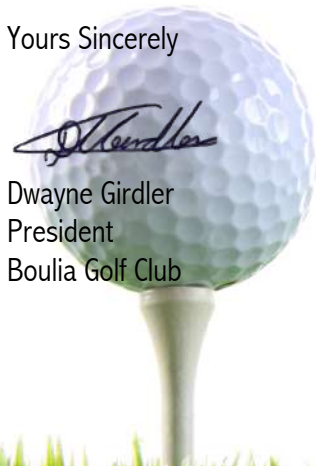
Re: Boulia Golf Club Rates

We write to request a wavier in our rates. We try to be as self-sufficient club as possible; we provide our own water, sewerage and maintenance on our course and clubhouse are done by the tireless work of our volunteers and the invaluable Work Camp. We try to ask very little from Council; the use of machinery on occasion. Our weekly rubbish collection is only required on Mondays (2 bins) as we trade on Friday nights and voluntary on Sunday golf days. We close through the summer months when it is too hot to play. Annually we pay insurance, electricity and rates. We feel our rates are rather high considering that we are a non-profit sporting club the same as other Boulia clubs who are not required to pay electricity, rent or rates.

The financial strain of recent years (and more so this year with the COVID-!9 restrictions) has forced us to write seeking your help in trying to continue to provide a viable club that is an asset to Boulia with a great golf course on which we hold annual open and charitable events and have held Queensland sandgreen and masters championships in previous years as well as provide a venue to enhance the social and emotional wellbeing of our community.

We ask your favourable consideration of this matter.

Yours Sincerely



Dwayne Girdler  
President  
Boulia Golf Club

## **9.4 Community Services**

<b>TITLE:</b>	Community Services Manager March 2022 Report	<b>DOC REF:</b> 9.4.1
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<b>REPORT BY:</b>	Julie Woodhouse Community Services Manager	<b>DATE:</b> 14/04/2022
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### **CORPORATE PLAN REFERENCE:**

#### Key Priority 1:

Social License 1.1: Enhance sporting, recreational & cultural facilities and activities

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

#### Key Priority 1: Social License

1.2: Respecting our culture and heritage

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

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

#### Key Priority 3: Economic Development

3.1: Facilitate housing and investment to support employment opportunities

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

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

#### Key Priority 3: Economic Development

3.4: Promote tourism as an economic driver for the shire

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

#### Key Priority 6: Lifestyle and Community

6.1: Facilitate opportunities for community development

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

6.1.2: Assist local community groups and support local events

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

**RISK MANAGEMENT:** Information Report only - not applicable.

**PURPOSE:** To provide Council with an update of the activities associated with Council's community development activities.

### **CONTENT:**

#### **HOUSING:**

Current housing available:

<u>ACTIVITY</u>	<u>Number</u>
Total houses available for occupation currently	0
Total units available	0
Total Council units are always kept vacant for use by visiting professionals	0
Total Council furnished units being used by contractors	2
Houses/units being renovated/painted	3
Formal applications for rental for March	0
Enquiries re housing availability for March	2



An email update regarding housing went to the housing committee on the 17<sup>th</sup> March 2022 as there has been no face-to-face meetings for some time.

**TOURISM:**

The Min Min Encounter has sourced some novel new exciting stock for sale in line with the revamped look. We are hopeful of a good season even with high fuel prices around the country.

The Heritage Complex employee has commenced work and is full of ideas on how to entice more visitors, she is working in well with the tourism officer.

The combined three-way television advertising with Barcoo and Diamantina Shire turned into an unviable project with costs not being revealed correctly by the project co-ordinator who has since left Diamantina.

Boulia has now signed a new agreement with Southern Cross Austereo to screen a 30 second advert by the person recruited last year to film the 3 shires for a 12-month period. Currently the previous advert is being shown ready for the tourist season which is just around the corner.

**COMMUNITY:**

ANZAC Day will be held as per usual with the two programs, this year due to no flying padre in Cloncurry, we have asked Peter Coates to officiate and he has kindly agreed. Morning tea will be served in the Shire Hall after the 11am ceremony.

**GRANTS:**

One grant was submitted last month for **\$20,000** to go to events in the community in the next 12 months. This is Community drought support funding.

A grant submission for **\$2,500** has been successful to hold an event at the Library for Reconciliation Week 2022 in June.

A RADF funded workshop will be occurring for the children in June with the first day at the school and the second in the hall for school and community.

We are still holding workshops and events applicable to 2019 funding which expires in June this year.

**SPORTS:**

ACTIVITY	CUSTOMER VOL PER MONTH
• Gymnasium	During Hours: 19 After Hours: 43
• Pool	During Hours: 128 After Hours: 0
• Squash	0
• Casual entry usage	79
• Kid's usage	123
• Membership usage	44
• Merchandise sales	\$10.00
• Admission	\$30.00
• Refreshment sales	\$40.50

**Activities held this month:**

- We had Swim West come and do a swimming program with the kids and they ran a swim teacher course.
- Our Staff did all the yearly updates for Lifeguard and First Aid.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	500	494	299	211	176	127	121	66	318	368	283	266
2022	200	267	246									

**CONSULTATION:** N/A

**GOVERNANCE IMPLICATIONS:** N/A

**RECOMMENDATION:**

- That the Community Services March 2022 Report be received for information.

**ATTACHMENTS:** Nil

Reviewed by Community Services Manager	Mrs Julie Woodhouse
Approved by Chief Executive Officer	Ms Lynn Moore

<b>TITLE:</b>	Min Min Encounter Report & Boulia Heritage Centre – March 2022	<b>DOC REF:</b> 9.4.2
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<b>REPORT BY:</b>	Karen Chopping Tourism Officer	<b>DATE:</b> 14/04/2022
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**CORPORATE PLAN REFERENCE:**

Key Priority 1: Social License

1.2: Respecting our culture and heritage

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

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

Key Priority 6: Lifestyle and Community

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

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

**CONTENT:**

**Monthly Activity Statistics: February 2022**

Sales – tickets/merchandise	\$869.50
MME/BHC total Visitor Stats	67
MME Tickets	7
BHC Tickets	1
COMBO Tickets	0
Rezdy Online Bookings during the month (no payment taken)	2

**Monthly Activity Statistics: March 2022**

Sales – tickets/merchandise	\$3472.65
MME/BHC total Visitor Stats	105
MME Tickets	29
BHC Tickets	0
COMBO Tickets – MME/BHC	29
Rezdy Online direct bookings during the month (no payment taken)	6

**Social Media Statistics for February 2022:**

Social media pages x2	Reached
Discovery	8,156
TripAdvisor	no traffic since August 2021
Google Business	388 People viewed Business Profile <b>+228.8%</b> (vs Mar 2021)  Platform and device breakdown Platform and devices that people used to find your profile 1. 113 (29%) Google Maps – desktop 2. 111 (29%) Google Maps – mobile 3. 101 (26%) Google Search – desktop 4. 62 (16%) Google Search – mobile

## REPORT ON ACTIVITIES HELD FOR February & March 2022

**Rezdy** (online booking platform) has seen active online bookings. Online bookings commence from 7<sup>th</sup> April. Prior to KC arrival the booking system was being managed/outsourced which was not user friendly for the staff to effectively use the system. KC has gained user administrative rights which allows the centre to be pro-active with booking management & revenue reporting.

Both complexes are able to access the Rezdy website with login details (casual staff) to check online bookings for the day.

**Visitor Statistic Reporting:** Staff can now use Idealpos to record OQTA statistics which will generate an end of the month report rather than manually recording.

- Explore Queensland Network survey to be completed on the 1<sup>st</sup> of each month
- Outback Queensland (OQTA) monthly report email by the 10<sup>th</sup> of each month

The month of February saw 67 visitors between both centres comprising mostly of locals (including visiting council workers) and 7 tourists (5 QLD/2NSW) the last week of February.

March saw 105 visitors (14 locals/68 Qld/12 NSW/4 VIC/6 NT/1 EUROPE), council workers not included in the stats, indicate true visitor numbers.

Expecting an increase in numbers next month coinciding with April school holidays and events in the area ie Birdsville Races and Boulia Campdraft/Rodeo/Races. The numbers may vary considerably to last year's numbers due to domestic & international borders opening and the increase of fuel costs in early March which may have an impact people travelling.

**Group Bookings:** Seven tour companies have confirmed tour dates between April – September 2022 (24 dates) for the Min Min Encounter with three of these companies visiting both centres.

Unfortunately, in March one tour company cancel their booking for April due to lack of numbers and one new company booked a combo pass in May staying 2nights in Boulia with a visit to Marion Downs cattle station on their 2<sup>nd</sup> day.

**Social Media:** Media platforms are slowly being streamlined with up-to-date pictures of the Min Min Encounter and BHC information. Claimed Google Business and Bing Places to allow both complexes more visibility for Google & Bing search engines. TripAdvisor has not had any traffic since July 2021 and will encourage tourist to leave reviews.

**Explore Queensland Network** have released a new app called *i Explore Australia Visitor Centres* encouraging travellers to use the app as their “go to” in locating information and services in the surrounding area.

KC has created a VIC survey with a QR code to allow electronic feedback to collate responses rather than paper completion (a requirement for Explore Centre Network Audit & Accreditation coming up in April).

**Merchandise:** Sourcing merchandise with an upmarket outback focus to align with the centre upgrade and new branding. Stocktake being completed to ensure stock levels are correct with changeover of Tourism Officer position.

March - new merchandise and backorder stock received.

**Boulia Heritage Centre** Michelle Clyne, Tourism Officer commenced mid-March.

Centre is currently open Mon-Fri and will open 7 days a week after the Easter weekend.

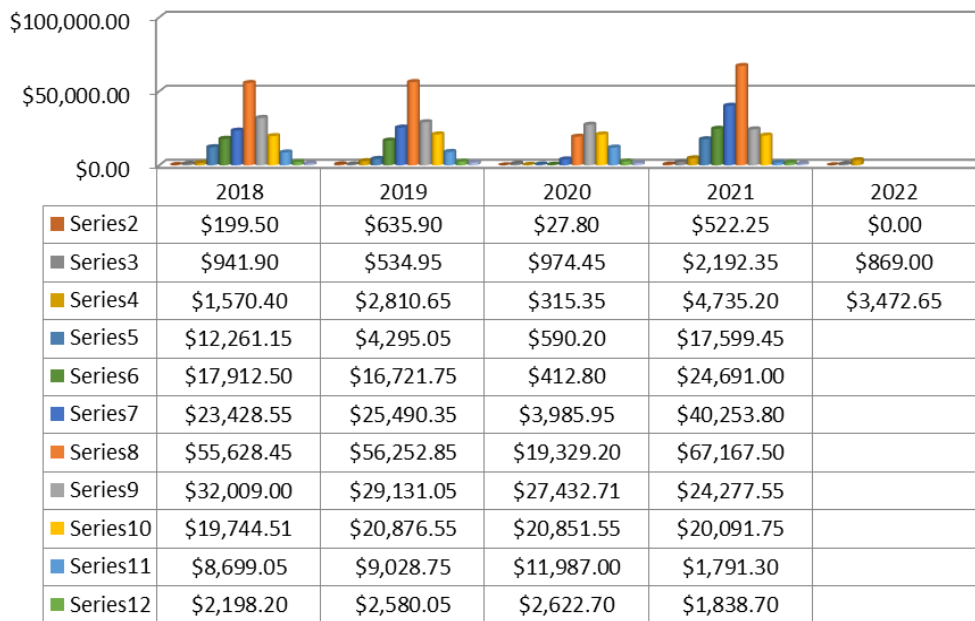
The MME continue to respond to email & telephone enquiries about road conditions, in particular, the Donohue/Plenty Highway. I have liaised with the stakeholders along the highway between Boulia and Gemtree to update the information being supplied to tourists travelling across to Alice Springs.

An email template has been created to forward to increasing phone enquiries with links to Boulia Shire Council website, Boulia Brochure, events & accommodation to promote Boulia and “Things to do & see” prior to the enquirer's arrival. This method of providing information has proved positive by way of reply emails received and tourists who have visited the centre personally after receiving the information.

### Min Min Encounter Visitor Numbers



### Min Min Encounter & BHC Tickets & Merchandise Sales



**CONSULTATION:** n/a

**GOVERNANCE IMPLICATIONS:** n/a

**RECOMMENDATION:**

That the Min Min Encounter March 2022 Report be received for information.

**ATTACHMENTS:** Nil

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Chief Executive Officer

Ms Lynn Moore

## **10 Late Reports**

Nil

## **11 Closed Session**

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:

- (a) the appointment, discipline or dismissal of the chief executive officer;
- (b) industrial matters affecting employees;
- (c) the local government's budget;
- (d) rating concessions;
- (e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;
- (f) matters that may directly affect the health and safety of an individual or a group of individuals;
- (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;
- (h) negotiations relating to the taking of land by the local government under the Acquisition of Land Act 1967;
- (i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

## **12 General Business**

This item on the agenda allows Councillors to raises any other general business matters for discussion or future consideration.