

Boulia Shire Council



General Meeting

Monday 17th August 2020





BOULIA SHIRE COUNCIL

12th August 2020

NOTICE FOR AN ORDINARY MEETING OF COUNCIL

NOTICE is hereby given that an **ORDINARY MEETING** of the Boulia Shire Council will be held on **Monday 17th August 2020** 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).

1. Meeting opening with the acknowledgment of Country and Traditional Owners.
2. Present
3. Apologies / Leave of Absence
4. Declaration of Material Personal Interest / Conflict of Interest
5. Register of Interests – new / or changes recorded
6. Confirmation of Minutes from previous meetings Pg.7
7. Reports from advisory committees (nil)
8. Mayoral Minutes
9. Notice of Motion
10. Request to address Council in a public forum
11. Petition – if tabled
12. Pitta Pitta representation (when requested)
13. REPORTS:
 - ENGINEERS REPORT – GBA CONSULTING
 - Item E1 Engineering Services Report – News brief Pg.13
 - DIRECTOR OF WORKS AND OPERATIONS
 - Item DWO1 Grants Work Status Summary Pg.17
 - Item DWO2 See Closed Session
 - INFORMATION REPORTS
 - Item A NDRRA Flood Damage Works Department *nil due to annual leave*
 - Item B Foreman, Road Maintenance and Utility Services Pg.20
 - Item C Foreman, Roads Maintenance and Construction Pg.25
 - Item D Rural Lands Protection Officer Pg.27
 - Item E Work Camp Pg.28
 - CHIEF EXECUTIVE OFFICER
 - Item CEO1 CEO Briefing for July 2020 *nil due to annual leave*
 - Item CEO2 Action List Pg.29
 - Item CEO3 Policy Review Pg.36
 - Item CEO4 Policy Update required - Dealing with a Complaint involving a Public Official (CEO) Pg.57
 - Item CEO5 Annual Valuation 2020-2021 Pg.64
 - DIRECTOR OF CORPORATE SERVICES
 - Item DCS1 Director of Corporate Services Report Pg.66
 - Item DCS2 Amendments to 2020/2021 Fees and Charges Pg.71
 - Item DCS3 Good Shepherd Parish Catholic Church Rates Pg.72

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



TELEPHONE: (07) 4746 3188
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BOULIA SHIRE COUNCIL

COMMUNITY SERVICES MANAGER

Item CSM1 Community Services Report Pg.75

INFORMATION REPORTS

(There are currently no Boulia Sports and Aquatic Centre reports as the Centre is currently closed for renovations)

Item F Min Min Encounter Pg.79
Item G Library Pg.81
Item H Work Health and Safety Pg.83

14. General Business
15. Correspondence for Action
16. Questions for next meeting
17. Late Reports
18. **CLOSED SESSION**

Item DWO2 QRA Plant Rates – August 2020 report

Ms Lynn Moore
Chief Executive Officer

CLOSED SESSIONS OF COUNCIL ARE NOT OPEN TO THE PUBLIC AND MAY BE CLOSED FOR THE FOLLOWING REASONS:

Local Government Regulation - 275 Closed meetings

- (1) A local government or committee may resolve that a meeting be closed to the public if its councillors or members consider it necessary to close the meeting to discuss -
 - (a) the appointment, dismissal or discipline of employees; or
 - (b) industrial matters affecting employees; or
 - (c) the local government's budget; or
 - (d) rating concessions; or
 - (e) contracts proposed to be made by it; or
 - (f) starting or defending legal proceedings involving the local government; or
 - (g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; or
 - (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.
- (2) A resolution that a meeting be closed must state the nature of the matters to be considered while the meeting is closed.
- (3) A local government or committee must not make a resolution (other than a procedural resolution) in a closed meeting.

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BOULIA SHIRE COUNCIL

DECLARATION OF INTERESTS

Conflict of Interest	A Councillor has a conflict of interest if their decisions are, or may be seen to be, influenced by their personal interests.
Material Personal Interest	A Councillor has a material personal interest in a matter if a decision or action taken by a Councillor, or any of its committees, on that matter may result in a direct or indirect benefit or loss to themselves or people they are connected with.

Councillors must declare if they have a Conflict of Interest or Material Personal Interest on a matter to be discussed prior to the meeting.

COMMONLY USED ACRONYMS

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



COUNCILLOR DECLARATION OF INTEREST Declaration of a Conflict of Interest Form

Councillor: _____

Council meeting date: _____

Agenda Item Number: _____

I declare that I have a conflict of interest in the above matter (as defined by section 175D of the Local Government Act 2009) as follows: -

I will be dealing with this declared conflict of interest by (please tick):

- a) leaving the meeting while this matter is discussed and voted on.
- b) Staying in the meeting - I have determined that this personal interest is not of sufficient significance that it will lead me to making a decision on the matter that is contrary to the public interest. I will best perform my responsibility of serving the overall public interest of the whole of the Council's area by participating in the discussion and voting on this matter. However, I acknowledge that the remaining councillors must now determine, pursuant to section 175E(4) of the Local Government Act 2009: -
- (a) Whether I have a real conflict of interest in this matter or a perceived conflict of interest in this matter; and
 - (b) If so, whether: -
 - i. I must leave the meeting while this matter is discussed or voted on; or
 - ii. I may participate in the meeting in relation to the matter, including by voting on the matter.

I understand that the above information will be recorded in the minutes of the Council meeting and placed in the Declaration of Interest Register.

Signed

Date



COUNCILLOR DECLARATION OF INTEREST
Declaration of a Material Personal Interest Form

Councillor: _____

Council meeting date: _____

Agenda Item Number: _____

I declare that I have a material personal interest in this matter (as defined by Local Government Act 2009, section 175B as follows: -

I will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on.

I understand that the above information will be recorded in the minutes of the Council meeting and placed in the Declaration of Interest Register.

Signed

Date



**MINUTES OF THE GENERAL MEETING
OF THE BOULIA SHIRE COUNCIL
HELD ON TUESDAY 21ST JULY 2020
COMMENCING AT 9 AM**

Attendance:

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

Officers: Mr Ray Geraghty (Acting Chief Executive Officer)
Mrs Nicole Tonkies (Executive Assistant)

Opening:

The Mayor opened the meeting at 8.58 am.

Mr Harin Karra and Mr Ronnie Callope entered the meeting at 8.58 am.

Acknowledgement of Traditional Owners

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.

2020/7.1 MINUTES OF THE JUNE 2020 ORDINARY MEETING

Moved: Councillor Neilson Seconded: Councillor Norton

That the minutes of the Ordinary Meeting held on 19th June 2020 be accepted.

Carried

2020/7.2 MINUTES OF THE JULY 3RD BUDGET MEETING

Moved: Councillor Edgar Seconded: Councillor Neilson

That the minutes of the 2020/2021 Budget Meeting held on 3rd July 2020 be accepted.

Carried

2020/7.3 PROCESSING OF COUNCILLOR DECLARATION OF INTERESTS – JULY 2020 ORDINARY MEETING OF COUNCIL

Moved: Councillor Britton **Seconded:** Councillor Neilson

It is acknowledged that there are no Councillor Declaration of Interests relevant to reports in the July 2020 Ordinary Meeting of Council to be noted.

Carried

2020/7.4 ENGINEERING SERVICES REPORT – NEWS BRIEF FOR JUNE 2020

PURPOSE:

To inform Council on the progress of various items through an information update.

Moved: Councillor Beauchamp **Seconded:** Councillor Britton

That the Engineering Services Report – News brief for June 2020 be noted.

Carried

2020/7.5 GRANTS WORK STATUS SUMMARY – JUNE 2020

PURPOSE:

To advise Council of the progress of projects being completed with the assistance of either funding provided by Council, State or Federal Grants.

Moved: Councillor Neilson **Seconded:** Councillor Norton

That the Grants Work Status Summary - June 2020 report on the progress of the funded projects be received for information.

Carried

2020/7.6 REQUEST TO COMMENCE AN APPROVED INSPECTION PROGRAM UNDER THE ANIMAL MANAGEMENT (CATS AND DOGS) ACT 2008

PURPOSE:

This report seeks Council's support in commencing an Approved Inspection Program under the Animal Management (Cats and Dogs) Act 2008, to monitor compliance in regards to outstanding dog registrations.

Moved: Councillor Edgar **Seconded:** Councillor Norton

That Council, under Section 113 of the Animal Management (Cats and Dogs) Act 2008, undertake an Approved Inspection Program being a Systematic Inspection Program. The purpose of the Program relates to monitoring compliance on outstanding dog registrations starting 3rd August 2020 and concluding 30th October 2020. The Program is to cover the entire Local Government Area.

Carried

2020/7.7 NDRRA FLOOD DAMAGE WORKS DEPARTMENT JUNE 2020 REPORT

PURPOSE:

To inform Council of the current utilisation and activities of the Boulia Shire Council Contractors.

Moved: Councillor Neilson **Seconded:** Councillor Beauchamp

That the NDRRA Flood Damage Works Department June 2020 report be received for information.

Carried

2020/7.8 FOREMAN, ROAD MAINTENANCE AND UTILITY SERVICES JUNE 2020 REPORT

PURPOSE:

To inform Council of the current utilisation and activities of the Town Department.

Moved: Councillor Norton Seconded: Councillor Britton

That Council receive the Foreman, Road Maintenance and Utility Services June 2020 report for information.

Carried

2020/7.9 FOREMAN ROADS MAINTENANCE AND CONSTRUCTION JUNE 2020 REPORT

PURPOSE:

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

Moved: Councillor Neilson Seconded: Councillor Beauchamp

That Council receive the Foreman Roads Maintenance and Construction June 2020 Report for information.

Carried

2020/7.10 RURAL LANDS PROTECTION OFFICER JUNE 2020 REPORT

PURPOSE:

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

Moved: Councillor Beauchamp Seconded: Councillor Britton

That the Rural Lands Protection Officer's June 2020 Report be received for information.

Carried

Mr Karra and Mr Callope left the meeting at 9.41 am.

2020/7.11 CEO BRIEFING FOR JUNE 2020

PURPOSE:

To summarise activities from the CEO office and progress future options for the shire.

Moved: Councillor Neilson Seconded: Councillor Edgar

That the June 2020 CEO report is received for information.

Carried

2020/7.12 ACTION LIST

PURPOSE:

To inform Council on the actions taken on the Action List report.

Moved: Councillor Britton Seconded: Councillor Beauchamp

That the updated Action List report be received for information.

Carried

2020/7.13 ADOPTION OF THE BOULIA SHIRE COUNCIL TOWN PLANNING SCHEME

PURPOSE:

The purpose of this report is to seek Council's approval to adopt the Boulia Shire Council Planning Scheme in accordance with the notice issued under section 18(3) of the Planning Act 2016 and dated 11 April 2018 prescribing the plan-making process. Should the Boulia Shire Council Planning Scheme be adopted, Council will be required to publish a public notice in accordance with the Planning Act 2016 and the requirements prescribed in Attachment B.

Moved: Councillor Norton

Seconded: Councillor Edgar

1. That the report be received.
2. That Council adopt the proposed Boulia Shire Council Planning Scheme in accordance with Step 18 of Stage 5 of the prescribed plan making process set out in the 11 April 2018 notice issued to Council under Section 18(3) of the Planning Act 2016.
3. That Council set 3rd August 2020 as the commencement date for the Boulia Shire Council Planning Scheme.
4. That Council authorise the Chief Executive Officer to do all matters specified to complete Steps 18 and 19 of Stage 5 of the prescribed plan-making process set out in the 11 April 2018 notice issued to Council under section 18(3) of the Planning Act 2016.

Carried

2020/7.14 BOULIA CAMEL RACES EVENT PROPOSAL

PURPOSE:

To notify Council of an event proposal received by the Boulia Camel Races and to seek Council's instructions regarding the possible recommencement of events in the Boulia Shire.

Moved: Councillor Britton

Seconded: Councillor Beauchamp

That Council reopen all Council venues for community run events on the provision that the event host must follow all event rules, as issued by the State Government, applicable at the time of the event.

Carried

Meeting adjourned for morning tea at 9.58 am.

Meeting resumed at 10.12 am.

Mrs Kaylene Sloman entered the meeting at 10.12 am.

2020/7.15 DIRECTOR OF CORPORATE SERVICES JUNE 2020 REPORT

PURPOSE:

Financial Summary as at 30th June 2020.

Moved: Councillor Beauchamp

Seconded: Councillor Britton

That the Director of Corporate Services June 2020 Report be received for information.

Carried

2020/7.16 STOCK TO BE WRITTEN OFF

PURPOSE:

To advise Council of the write off of stock that has been damaged or expired its use by date.

Moved: Councillor Britton **Seconded:** Councillor Norton

That approval be granted for the write off of \$1,266.06 of Stores stock.

Carried

Mrs Sloman left the meeting at 10.27 am.

2020/7.17 COMMUNITY SERVICES JUNE 2020 REPORT

PURPOSE:

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

Councillors briefly discussed Council housing tenancy and it was agreed that a Housing Committee meeting should be held to enable further discussions regarding current and future housing needs.

Moved: Councillor Neilson **Seconded:** Councillor Britton

That the Community Services June 2020 Report is received for information.

Carried

2020/7.18 POLICY REVIEW

PURPOSE:

Regular review of Council policies ensure that Council maintains an up to date guide for staff to refer to in the day to day management of Council. This report deals with minor changes to an existing policy which does not have any material effect on the intent of the document.

Moved: Councillor Britton **Seconded:** Councillor Beauchamp

1. That policy 138, Council Housing Policy, be adopted as presented.
2. That a copy of the policy be forwarded to the Councillors electronically via email and loaded into the Councillor Hub.

Carried

2020/7.19 MIN MIN ENCOUNTER JUNE 2020 REPORT

PURPOSE:

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

Moved: Councillor Neilson **Seconded:** Councillor Britton


That the Min Min Encounter June 2020 Report be received for information.

Carried

2020/7.20 LIBRARY JUNE 2020 REPORT

PURPOSE:

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



Moved: Councillor Beauchamp **Seconded:** Councillor Norton

That Council receive the Library June 2020 report for information.

Carried

2020/7.21 BOULIA SPORTS AND AQUATIC CENTRE JUNE 2020 REPORT

PURPOSE:

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

Moved: Councillor Neilson **Seconded:** Councillor Edgar

That Council receive the Boulia Sports and Aquatic Centre June 2020 Report for information.

Carried

2020/7.22 WORK HEALTH AND SAFETY JUNE 2020 INFORMATION REPORT

PURPOSE:

To inform Council of progressions and or issues of concern regarding Workplace Health and Safety.

Moved: Councillor Neilson **Seconded:** Councillor Britton

That Council receive the Work Health and Safety June 2020 Report for information.

Carried

Meeting Closure

The Mayor closed the meeting at 11.03 am.

Confirmed:

Minutes confirmed _____

Resolution No. _____

The full agenda with all reports can be found on the Boulia Shire Council's website under the heading 'Council' with a dropdown box selection of 'Council Meetings'.



BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 17th August 2020

TITLE:	Engineering Services Report – News brief for July 2020	DOC REF: Item E1
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REPORT BY:	Stuart Bourne GBA - Senior Civil Engineer	DATE: 05/08/2020
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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

2.2: Well serviced

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 sustainable community assets to meet the needs of our community

PURPOSE:

To inform Council on the progress of various items through an information update.

CONTENT:

1. Visits to the Shire

Mon 13th – Fri 16th July Matt Grids and Signage site inspections/data collection

Tue 28th – Fri 31st July Matt Signage site inspections/data collection

2. Flood Damage Works

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

The March 2018 flood event (North and North West Queensland Low and Associated Rainfall and Flooding 24th February – 8th March 2018). March REPA submission (BoSC 23.18) has been approved by QRA, value of \$3.99 million. Works on this event are completed and acquittal has commenced.

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 value of \$1.050m. In Field assessment was held in Boulia on the 16-19th 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 assessment complete, report in progress. Gravel Crushing and Stockpile Request for Tender advertised on the 8th May and closed on 29th May. The contract was awarded to PE & GC Harris. Scope of works updated in Asset Edge Recover system. Work on this event has commenced.

The Jan 2020 Monsoonal Flooding Event (QLD Monsoonal Flooding, 23 Jan – 3 Feb 2020) has been activated. Emergency works are completed. Emergency Works submission Draft:001588 is in MARS portal to be lodged, pending addition of financial information and supporting evidence. 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 8th May. Submission has been approved by QRA for value of \$450,999.46. Scope of works upload into Asset Edge Recover system in progress.

3. Other
Donohue Highway: Outback Way Funding Package 2

Contract	Location	Length	Project Funding	AG Contribution	SG/LG Contribution	Year	Comment
1	111.1-116.5 (Georgina Approaches – Stage 6)	5.16	\$2.18m	\$1.744m	\$0.436m	19/20	Works sealed to the Georgina Bridge.
2	206.5 – 213.5 (Kellys Ck end – Stage 5)	7	\$2.965m	\$2.372m	\$0.593m	19/20 & 20/21	Design Complete. Pegging early May. CH clearance pending.
3	213.5-220.59 (Emergency Airstrip end – Stage 5)	7.09	\$2.97m	\$2.376m	\$0.594m	20/21	Design Complete.
4	233-238,6 (Ridges – Stage 4)	5.6	\$2.36m	\$1.888m	\$0.472m	20/21	Design Complete.
		24.85	\$10.475m	\$8.38m	\$2.095m		

There will be 73.4km left to seal after the above is complete which is about 30% (locations left are Lake Wanditti and Pituri to Kellys Ck).

Work has commenced on Stage 6 (Package 2). Double/Double seals on this section were completed in early December 2019. Works from the Georgina Bridge to CH 116.5 to commence in August to September.

Two Tanks Stage 8 and Stage 7 Survey is complete. Design complete for Stage 7, design almost complete for Two Tanks Stage 8.

Request for Tender for Concrete Works (Concrete Culverts and Grids), All Services Bitumen (Vendor Panel) and Cover Aggregate were released in early September 2019. All tenders closed on 27th September and 4th of October (Concrete) 2019. Tenders awarded to Central Hire and Contracting Pty Ltd (Concrete), Boral Resources (QLD) Pty Ltd (All Services Bitumen) and PE & GC Harris (Aggregate). Extension of time granted to Central Hire extending practical completion date to the end of December 2020.

Concrete works on Outback Way to commence August 2020. Prestart meeting held on 26th June 2020.

Reseals on Outback Way CH 36-46, Urandangi North Rd CH 0-9.1 and CH 86.95 – 93.0 have been completed in late November - Early December 2019. Urandangi Truck pad and the Urandangi airport entrance were also resealed. Remaining truck pads and Mulligan Street were resealed in June 2020.

Works has commenced on Outback Way stage 5 Ch 206.45 – 211.45(5 Km), estimated completion Mid/Late of August 2020, with Bitumen seal to follow in late August. CH Assessment in progress. Variation 1 for flood damage seal patches (2019 Flood Damage Event) has been sent to Boral for pricing.

4. Asset Mapping/Register

Site inspections of onsite signage has been completed. Data entry has commenced.

5. Depot Drainage

Design drawings in progress.

6. Industrial Subdivision

Ergon Developer Enquiry submitted to Ergon on 21st May, awaiting underground electrical connect design plans. Sewer Designs in progress.

7. Bitumen and Aggregate Tenders

Bitumen and Aggregate tenders are currently in progress (Draft) for seal works on the remainder of stage 5 of the Outback Way (CH 211.5-223.5 & 233.0-238.6), Boulia Industrial Subdivision, DTMR Pavement Rehab, Jan 2020 Flood Damage (Donohue Highway) and town streets.

CONSULTATION: Nil – information update only

GOVERNANCE IMPLICATIONS:

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

CONCLUSION: Information update only

RECOMMENDATION:

That the Engineering Services Report – News brief for July 2020 be noted.

ATTACHMENTS: Flood Damage Events - Detailed Summary

Reviewed by Director of Works and Operations

Mr Harin Karra

Approved by Chief Executive Officer

Ms Lynn Moore

Boulia Shire Council

Flood Damage Events - Detailed Summary (05/08/2020)

QRA Event Code	Activation	Type	Submitted Value(Inc PM,Esc and Cont)	Approved Submission Value (Inc PM,Esc and Cont)	Final Expenditure (Acquittal)	Comments
BoSC.23.18	March. 2018	REPA	\$ 7,200,421.00	\$ 3,994,189.65	\$ 2,811,273.65	Works Completed. Acquittal in Progress.
BoSC.0006.1819G.REC	March. 2019	REPA	\$ 14,706,416.51	\$ 14,231,596.59		Approved, works commenced.
DRAFT: 001588	Jan/Feb 2020	Emergency Works				Works completed. EW submission In MARS, Pending financial info/supporting evidence and lodgement.
BoSC.0008.1920.REC	Jan/Feb 2020	REPA	\$ 450,999.46	\$ 450,999.46		Approved.

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 17th August 2020

TITLE:	Grants Work Status Summary – July 2020	DOC REF: Item DWO1
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REPORT BY:	Mr Harin Karra Director of Works and Operations	DATE: 10/08/2020
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

Key Priority 2: Building and maintaining quality infrastructure

2.2: Well serviced

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

PURPOSE:

To advise Council of the progress of projects being completed with the assistance of either funding provided by Council, State or Federal Grants.

CONTENT:

Currently Council have several funding streams which are providing funds to complete various programs across the Shire. Without this type of 'unrestricted' funding Council would be unable to complete these projects and is grateful to receive grants from the following departments:

W4Q - Work for Queensland Three

(DILGP - Department of Infrastructure, Local Government and Planning - State funding)

COVID W4Q - COVID Works for Queensland

(DLGRMA - Department of Local Government, Racing and Multicultural Affairs – State funding)

LGGSP - Local Government Grants and Subsidies Program

(DILGP - Department of Infrastructure, Local Government and Planning - State funding)

DCP - Drought Communities Program

(Dept of Infrastructure and Regional Development – Federal funding)

DCP Ext. - Drought Communities Programme - Extension

(Department of Infrastructure, Transport, Cities & Regional Development – Federal funding)

BoR - Building Our Regions Funding (DSD - Dept of State Development – State funding)**LRCI - Local Roads and Community Infrastructure Program**

(Department of Infrastructure, Transport, Regional Development and Communications – Federal funding)

CONSULTATION:

George Bourne and Associates (GBA) – various tenders.

GOVERNANCE IMPLICATIONS:

All programs have been included in the budget for 2020-21.

RECOMMENDATION:

That the Grants Work Status Summary – July 2020 report on the progress of the funded projects be received for information.

ATTACHMENTS: Grant Project Summary

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

Boulia Shire Council Projects / Grants Update Register

Grant Summary Status Update
As at 10th August 2020

No. of Projects	GRANTS	PROJECTS Description	Grant Source	Approved Grant	Council Contribution	Total Allocation for the Project \$	Grant end date	Current Status of the Project
1	Urandangi clinic \$50k	Project plan to be revised by Dr Don – Lynn completes the 1/4ly reporting.	RFDS	\$ -		\$50,000	30-Jun-19	New list received for the maintenance.
2	Well Being Centre	House - 3 Dialysis Rooms	DCP-Drought \$572,900		\$7,200	\$580,100	30-Dec-19	Skirting to be installed on entrance side with the landscaping.
3	Depot Cement Shed	Demolish existing shed and replace	Council Project		\$250,000	\$250,000 -		Work will commence after Industrial subdivision completed. Early 2021.
4	Boulia Industrial Estate	Construct Industrial blocks	Building our Regions Round 4	\$ 994,800		\$ 994,800	3-May-21	Approval received for the extension of time. Earthworks will resume towards end of the year (December 2020).
5	Urandangi Water Tanks Relining & Hydrosmart Installation	Urandangi Water Tanks Relining and Hydrosmart Installation	LGGSP	\$ 202,400	\$ 50,600	\$ 253,000.00	30-Jun-21	Tanks installation completed. Hydrosmart and drainage work to be completed.
6	Security Cameras & Installation	Upgrade the security systems at Library, Sports Centre, Administration Office. New system installation at Heritage Complex and Dump.	LGGSP	\$ 77,467	\$ -	\$ 77,467.00	30-Jun-21	Yet to commence.
	Boulia Town Infrastructure Upgrade	W4QR301 2019-21	W4Q R3	\$ 520,000	-	\$ 520,000.00	30-Jun-21	
7	Spelling Yards	Bring it to safety standards and obtain certification to spell organic cattle.		\$ 100,000				New trough has been installed. Hay feeders will be purchased.
8	Cement Shed and fencing @ Industrial Precent	Install new cement shed and fencing at the new industrial yard.		\$ 100,000				Yet to commence.
9	Earth Bund around the General waste Pit	Construct earth bund around general waste pit.		\$ 20,000				Variation approved. Project yet to commence.
10	Amenities Refurbishment (Sports Centre)	Male and Female Toilets Refurbishment		\$ 170,000				80% demolishing completed. Plastering and tiling quote received.
11	Depot upgrade	Shade shelter for the equipment storage. Majority of the equipment has been exposed to the weather.		\$ 60,000				Design commenced. 50% completed.
12	Double Garages	Install new Garages at 56 Moonah St and 35 Wills St		\$ 60,000				Electrical work pending.
13	Hamilton - Herbert Street Cnr block development	Install concrete slab and shelter for the wagon.		\$ 10,000				New trees planted. Working on the shade structure for the wagon, deck and the ramp for the jail house.

Boulia Shire Council Projects / Grants Update Register

No. of Projects	GRANTS	PROJECTS Description	Grant Source	Approved Grant	Council Contribution	Total Allocation for the Project \$	Grant end date	Current Status of the Project
	Boulia Town Water Infrastructure Upgrade	W4QR302 2019-21	W4Q R3	\$ 180,000	-	\$ 180,000.00	30-Jun-21	
14	Hydrosmart @ SES Bore	Install water softener to the water main.		\$ 30,000				Order yet to be sent.
15	Water Meter	Install new smart water meters for the businesses.		\$ 30,000				Working through RAPADWSA group. Tenders will be issued next month.
16	Wash-down Bay Upgrade	Refurbishment - Repair retaining walls, drainage system, cover the pump for the water splashing, electronic key system to use.		\$ 120,000				Yet to commence.
	Urandangi Town Infrastructure Upgrade	W4QR303 2019-21	W4Q R3	\$ 130,000	-	\$ 130,000.00	30-Jun-21	
17	Urandangi Park Upgrade	Install new play equipment.		\$ 50,000				Order has been sent. Contractors will be on site 27th August 2020.
18	Fuel setup for Urandangi	New self bunded fuel storage and fuel management system. Current setup does not comply with WHS and EPA standards.		\$ 80,000				Quotes in finalising stage. Order will be issued in September.
	Boulia Shire Road Network Upgrade Signage & Weed Control	W4QR304 2019-21	W4Q R3	\$ 200,000	-	\$ 200,000.00	30-Jun-21	
19	Shire Road Signage	Install information signage. Improve directional signage on the road network.		\$ 100,000				Field audit has commenced. Report will be completed by end of October 2020.
20	Weed Spraying	Co-contribution for the Pests and Weeds in Drought Funding.		\$ 100,000				80% work completed.

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 17th August 2020

TITLE:	Foreman, Road Maintenance and Utility Services July 2020 report	DOC REF: Item B
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REPORT BY:	Mr Ron Callope Foreman, Road Maintenance and Utility Services	DATE: 10/08/2020
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment
 1.1: Promotion of community events, services and facilities
 1.1.3 Maintain a high quality of life by providing facilities and resources that encourage a secure, interactive and progressive community lifestyle

PURPOSE:

To inform Council of the current utilisation and activities of the Town Department.

CONTENT:

All Shire roads were open for the month of July with any relevant COVID-19 restrictions being followed as issued by the State Government.

July 2020	TOTAL			
	Open	Closed	Restricted	COVID-19 Restrictions
BOULIA - DAJARRA RD	31			31
DAJARRA - MT ISA RD	31			31
BOULIA - WINTON RD	31			31
BOULIA - BEDOURIE RD	31			31
BOULIA - QLD BORDER RD	31			31
QLD BORDER - ALICE SPRINGS RD	31			31
URANDANGI SOUTH RD	31			31
URANDANGI NORTH RD	31			31
TOOLEBUC RD	31			31
COORABULKA RD	31			31
SLASHERS CREEK RD	31			31
SPRINGVALE RD	31			31
SELWYN RD	31			31


Race Course:

Arena and grounds	General maintenance of the grounds has continued as usual with the first event booking scheduled to be held at the grounds in September.
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Town water testing and Depot maintenance:

Chlorine level testing	Chlorine levels are low again this month due to reduced water usage.
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Parks and Gardens:

<p>Council, Min Min Encounter, ANZAC and Airport gardens</p>	<p>All garden areas are continuing being worked on (watering, weeding etc.) to ensure they are kept in good order.</p> <p>We are looking into the possible reasons for the appearance of the gum trees on the medium strips.</p> <p>Trees were planted in the sit out area at the corner of Herbert and Hamilton Street.</p> 
<p>Signage</p>	<p>RMPC signage is still an ongoing project. The Road Construction Crew and Sign Crew are currently still working on the Boulia – Dajarra section completing signage, edge repair and heavy shoulder grading. The Sign Crew are also working on the Winton Road replacing signs and guide posts.</p>
<p>Mowing/Whipper Snipping</p>	<p>Our crew was kept busy with mowing and whipper snipping being completed in the following areas on these days throughout July:</p> <ul style="list-style-type: none"> • 1st July – Town Entrances & Footpath • 2nd July – Clinic & Sports Centre • 3rd July – Park, Footpaths • 9th July – Sports Centre & Post Office • 10th July – Community Resident Yard (Work Camp Approved Assistance) & Footpaths • 11th July – Oval, SES & Airport • 12th July – Church & Footpaths • 15th July – Robinson Park & Medium Strips • 16th July – Stonehouse & Oval • 18th July – Footpaths & Robinson Park • 23rd July – Sports Centre & Footpaths • 24th July – Airport & Min Min Centre • 29th July – Main Office & Post Office • 30th July – Medium Strip & Robinson Park

Town Entrances:

<p>Three Mile Campground</p>	<p>The area has been maintained with general maintenance including regular slashing and whipper snipping. There has been an increase in campers again this month.</p>
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RMPC/Works crew:

Jim's Crew and the RMPC Crew are still working on the Boulia – Mount Isa Road in the Barcaldine section (93E) working towards completing Heavy Shoulder Grading, Edge Repairs and Signage.

Anthony Britton has completed grids on Dajarra/Ardmore section. He is currently on the Ardmore/Mt Isa section.

RMPC Budget	<u>Boulia Shire RMPC Defects</u>			
	July 2020 Total Defects 619			
	Road	Funded	Safety Defects (Unfunded)	Total
	93D Bedourie - Boulia	18	59	77
	93E Boulia - Dajarra	56	52	108
	93F Dajarra - Mount Isa	219	116	335
	99D Winton - Boulia	46	53	99

Urandangi:

Urandangi	<p>Regular Council services continued over the month of July (mowing, whipper snipping, rubbish collection etc.)</p> <p>Urandangi's new water tank has been completed by Kuhn Contracting. We are currently waiting on a replacement lifting pump and Mikkelsen Electrical to wire the pumps to the generator.</p> <p>The wind sock at the Aerodrome has been erected also by Kuhn Contracting.</p>	
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Water and Sewerage:

Boulia Township

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

Urandangi Township

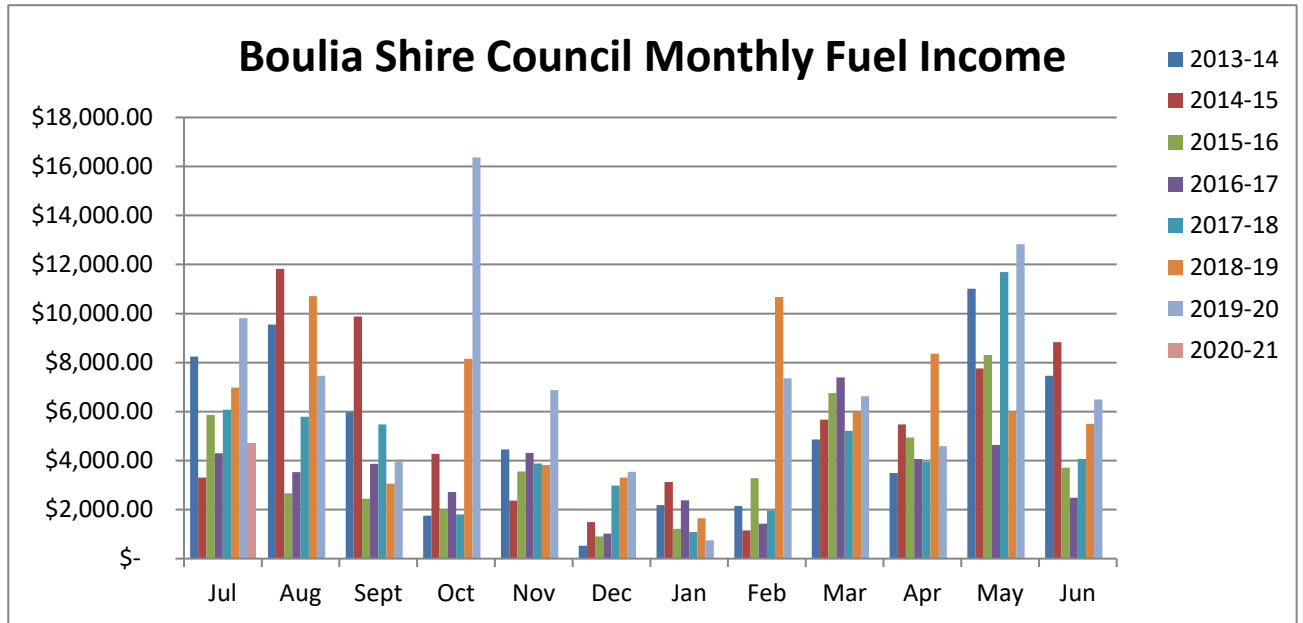
Call outs – water	Nil
Call outs – sewer	Nil
Broken mains	Nil

Boulia Airport activity:

Number of call outs: RFDS	Nil
Fuel re-supply	15 in total, 6 of which were after hours

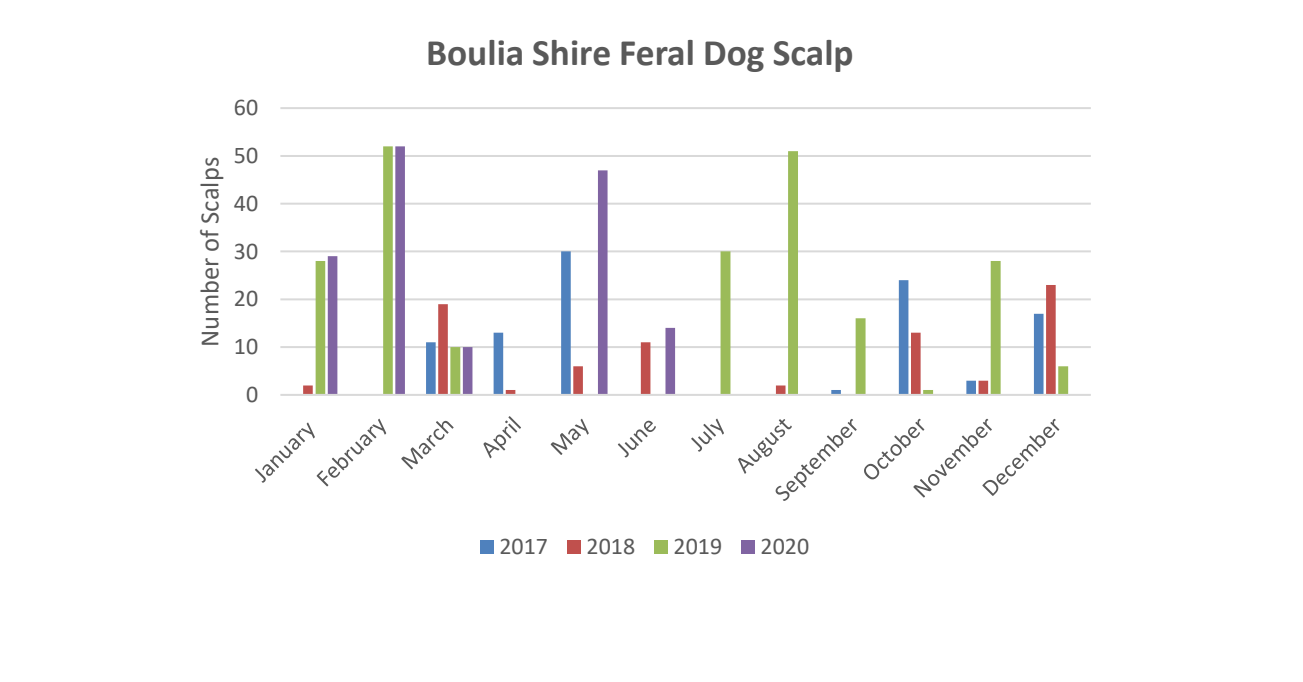
Concrete Usage: 268.6m³ (July)

Concrete used on Council Jobs	131m ³
Concrete used on Private Jobs	14m ³

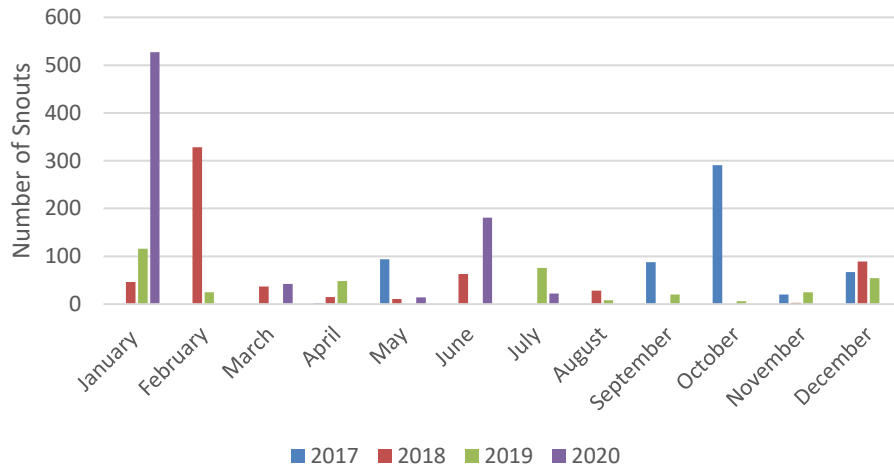


Boulia Feral Animal Bounty Claims:

Feral Pigs	22
Feral Dogs	Nil



Boulia Shire Feral Pig Snout



Metro Count Data:

Data to be tabled at meeting.

CONSULTATION: DWO as required.

GOVERNANCE IMPLICATIONS: All work completed within budget allocations.

RECOMMENDATION:

That Council receive the Foreman, Road Maintenance and Utility Services July 2020 report for information.

Reviewed by Director of Works and Operations

Mr Harin Karra

Approved by Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL


Report for Ordinary Meeting held on 17th August 2020

TITLE:	Foreman Roads Maintenance and Construction July 2020 Report	DOC REF: Item C
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REPORT BY:	Mr Jimmy Newman Foreman Roads Maintenance and Construction	DATE: 07/08/2020
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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
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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.

CONTENT: <p>Current and Upcoming Projects are as follows:</p> <ul style="list-style-type: none">• Crew at present are continuing working towards completing RMPC defects on the Boulia – Mount Isa Road. They are currently working in the Boulia – Barcaldine section doing heavy shoulder grading – 15km has been completed. This project has been ongoing whilst waiting for completion of concrete works at Limestone.• Upper Limestone Project - Completed the pouring of the base slabs for the culverts, margins and aprons and currently working on batter slopes. Whole project of concrete work is 90% complete. When this is completed Council Crew will do stabilisation on the top course ready for seal. Aiming to seal the project by end of August.• Work on the Donohue Highway is yet to commence and is planned for early September.• MC Truck Driver & Plant Operator positions have been filled.• In Gordon's absence I have been managing the Contract Crews on the Donohue. The Harris Crew is near completion of 5km of pave and seal. Target to seal with competition of Upper Limestone job for the end of August. Mixed Crew is currently doing 2019 flood restoration work on the Donohue. Three sections to be sealed in conjunction with other projects.  <p>Site Limestone - Temp: 18.5 - Fri 07 Aug 2020 - 12:49</p>
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CONSULTATION: DWO as required. GBA as Project Officers on RMPC work.

GOVERNANCE IMPLICATIONS: All work completed within guidelines and budget allocations.

RECOMMENDATION:
That Council receive the Foreman Roads Maintenance and Construction July 2020 Report for information.

Reviewed by Director of Works and Operations	Mr Harin Karra
Approved by Chief Executive Officer	Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 17th August 2020

TITLE:	Rural Lands Protection Officer July 2020 Report	DOC REF: Item D
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REPORT BY:	Graham Smerdon Rural Lands Protection Officer	DATE: 03/08/2020
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<p>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</p>

<p>PURPOSE: To advise Council of current activities relating to weed management, pest control, animal management and stock routes.</p>
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<p>CONTENT:</p> <p>RLPO: The month was spent doing weed spraying, animal control and spraying for termites and spiders.</p> <p>TOWN COMMON: The feed, and what stock there is, are all looking good.</p> <p>PONY CLUB PADDOCK: Replacement/realignment of the road fence - waiting for Work Camp to return so they can do the job.</p> <p>DOMESTIC ANIMAL CONTROL: There was one dog impounded. As this dog was registered the owner came and got the dog back. There was a dog seen roaming the streets and the owner was spoken to and the dog has been kept in its yard.</p> <p>CWRPM (TECHGROUP) A meeting is going to be called sometime in August to work out what the group will be doing.</p> <p>WEED SPRAYING SHIRE ROADS: I have completed spraying weeds along both sides of Springvale Rd.</p> <p>RMPC: Will be checking all RMPC roads and when weeds need spraying will carry it out.</p> <p>GRAVEL/BURROW PITS: I will be doing more weed control on pits that I have already done, some poisoning of pest weeds and some spraying in other pits.</p> <p>STOCK ROUTE: There have been no inquires for travel permits. Two Senior Lands Officers from Department of Natural Resources, Mines and Energy will be coming over in the first week of August and finalising water agreements with landholders who use Stock Route Water Facilities. I replaced a water trough at the Stock Route water facility on Herbert Down's this month. The one I replaced went missing and the water pipe to the trough was broken, the trough just vanished.</p> <p>1080 BAITING: There has been no inquires for 1080 baiting or De-K9 baits.</p>
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CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

<p>RECOMENDATION: That the Rural Lands Protection Officer's July 2020 Report be received for information.</p>

Reviewed by Director of Works and Operations	Mr Harin Karra
Approved by Chief Executive Officer	Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 17th August 2020

TITLE:	Boulia Work Camp July 2020 Report	DOC REF: Item E
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REPORT BY:	Vic Strowger Custodial Correctional Officer Townsville Correctional Centre	DATE: 09/08/2020
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment
1.1 Promotion of community events, services and facilities
1.1.1 Build a strong sense of community, capacity and pride by supporting partnerships

PURPOSE:

To advise of the activities of the Boulia Work Camp from 30th July to 8th August.

CONTENT:

During this period the below community work was conducted:

- Mow and whipper snip town yards as per approved list.
- Stonehouse Museum – whipper snip and clean area.
- Trim hedges in main street.
- Tractor Slash around Three Mile and Racecourse Complex.
- Tractor Slash road side to Golf Club and Six Mile grid.
- Mow/whipper snip Tennis Club area
- Whipper snip and clean up around town entrance moonstone structure.
- Golf Club mow and whipper snip Fairways.
- Boulia School - mow/whipper snip and clean area.
- Build new fence line near the Pony Club yards.

RECOMMENDATION:

That the Boulia Work Camp July 2020 report is received for information.

Reviewed by Director of Works and Operations	Mr Harin Karra
Approved by Chief Executive Officer	Ms Lynn Moore

Boulia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
Wednesday 17th April 2019				
17/04/2019		Cllr Neilson: Consider making a short clip promoting Boulia to distribute on Social Media when recruiting for staff.	CSM	11/08/2020 To be discussed at the August Ordinary Meeting of Council. 10/7/2020 Media officer is collating this video. 23/06/2020 Many video clips have been uploaded to social media in 2020 - <i>further clips promoting Boulia to potential employees is being constructed.</i>
Wednesday 22nd May 2019				
22/05/2019		Boundary fence on Cooridgee and Wirrilyerna – check if repairs finished	RLPO/DWO CEO _ Ltr	24/06/2020 Reminder letter sent now travel intrastate is allowed. & 05/03/2020 Nothing will happen until weather improves and COVID-19 abates. 02/12/2019 Allocation of \$40,000 to repair/replace fencing
Wednesday 24th July 2019				
24/07/2019		Cllr Rick Britton: Meeting to be set up with TMR Cloncurry and Cloncurry Council regarding Ardmore mine	CEO	24/06/2020 Emailed TMR re- potential zoom meeting. **Councillor request at April Council meeting – look at setting up the meeting via zoom. Consider doing annual Boulia Shire/Cloncurry Shire/TMR meeting ** 30/1/2020 Eric Denham confirmed meeting for later in the year. -disruption now due to COVID-19
Monday 18th November 2019				
18/11/2019	2019/11.36	That Council proceed with the Facebook Checkfront online booking system.	CSM	11/08/2020 Update provided in Tourism Report being submitted at August Ordinary Meeting of Council. 10/7/2020 Tourism officer has finished the first trial of finding out how to proceed as this company is in Canada time delays are a problem. A new trial period should see the booking system up and running. 23/06/2020 Tourism staff have started talks with this company re a free 21 day trial. 05/05/2020 New Tourism Officer to look into this in future. 07/04/2020 Will be completed, COVID-19 restrictions - no tourists. 07/02/2020 Requiring staff to implement.

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				15/01/2020 To be progressed further when new Min Min Encounter staff begin. 02/12/2019 Request to proceed completed.
Wednesday 18th December 2019				
18/12/2019		Cllr Rick Britton: During upgrades to washdown bay facility, look at possibilities for accommodating double deckers e.g. ramp access in order to prepare for future possibilities in line with Council's organic spelling yard.	DWO	10/02/2020 To be considered during upgrade works.
18/12/2019	2019/12.8	2. That the Town Common Stock Route Fence/Stock Baulk be deferred for investigation on Town Common leasing to be obtained.	DWO/RLPO	11/08/2020 Report by CEO in progress, will be submitted to September Council meeting. 01/07/2020 Information received from DNRME indicating a trustee permit or trustee lease arrangement for grazing purposes only would be possible on the Town Common. Report with further information to go to August Council meeting. CEO 05/03/2020 Further info sought from DNRME (email). 14/01/2020 (CEO) DNRME request for information done.
Monday 17th February 2020				
17/02/2020		Flyer to be sent out to the community about how one of squash courts could be repurposed/general suggestions for Sports Centre use	CSM/EA	11/08/2020 Order to be placed. 21/07/2020 Quote shown to Councillors at July Council meeting. 30/06/2020 Quote received for Motion Magix system for further Council consideration. 08/06/2020 Suggestion from last Council meeting are being investigated. 25/05/2020 Councillors have reviewed the ideas put forward by the community. The virtual games screen (Motion Magix) to be costed and looked into further. 05/05/2020 Collation of ideas for May meeting. 27/02/2020 Notice sent out to the community with a closing date of 24/3/20. CSM to collate responses.
17/02/2020	2020/2.24	That Council replace the old Pony Club paddock fence with a new fence not including a floodgate.	RLPO	13/05/2020 Works to recommence when COVID-19 restrictions are lifted/eased and Work Camp are able to travel to Boulia again. Obtaining fencing quotes as a possible alternative to Work Camp completing due to unknown return date. 05/03/2020 To be attended to after rain events.

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Monday 25 th May 2020				
25/05/2020		Cllr Britton: Council to consider making a resolution for the \$30 dog scalp levy to remain and for the rural graziers to match the existing levy rather than burden the rate payer with the regional proposal to raise the bounty payable to \$60.	CEO	06/07/2020 Letter sent to CWRPMG. 08/06/2020 Noted in fees and charges
25/05/2020		'BO' km signage between Boulia and Winton to be replaced	DWO	13/07/2020 Signage audit scheduled to be done approx. August. 10/06/2020 Signage audit to be completed.
25/05/2020		Urandangi Playground – Councillors to attend an official opening following the completion of this W4Q Round 3 funded project	DWO	10/06/2020 Await completion of works. Combined opening to be done with Urandangi Water Tanks project once both are completed.
25/05/2020	2020/5.28	<ol style="list-style-type: none"> 1. That Council re-allocate \$60K from the community grants program fund which would have been allocated to community events to support the business community of Boulia for the financial assistance for the payment of services (water, garbage and sewerage) for the periods 1st January 2020 to 31st December 2020 and 1st January 2021 to 30th June 2021. 2. That business must apply to Council in writing for the assistance so that it can be recorded for probity. 3. That Council include the COVID-19 Pandemic Emergency Rates Relief category for 2020-2021 in the community grants program. 	CEO/FM	<p>10/07/2020 All identified businesses have applied and the Finance Team has subsequently processed the rates relief for the rating period issued to date.</p> <p>24/06/2020 Letters prepared to applicants detailing the implications of the Council's financial assistance for COVID-19 services charges relief.</p> <p>28/05/2020 Rates relief information/application details sent to identified businesses.</p>
25/05/2020	2020/5.30	<ol style="list-style-type: none"> 1. That a condition report be completed on the Boomerang sign to determine its current condition. 2. That, providing the sign is in good condition, the design of the repaint be reviewed to include the towns of the Outback Way and an information sign be put alongside the Boomerang sign. An updated design is to be brought back to the Council meeting for further consideration. 	DWO / CSM	<p>Councillor suggestions:</p> <ul style="list-style-type: none"> - a corrugated iron version in colourbond or a steel version - turn area into information bay, Boomerang concept to stay - design new sign so that it creates a photo opportunity with sunset background <p>24/06/2020 Boomerang is not salvageable. Is in VERY poor condition and should be removed for safety purposes prior to the storm season. Requests sent to Councillors for suggestions, will seek community input on the entire intersection signage etc.</p> <p>10/06/2020 In progress – condition assessment to be completed.</p>

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Friday 19 th June 2020				
19/06/2020		Lobbying – Pursue lobbying Lachlan Millar, Minister Crisafulli etc	Mayor	21/07/2020 Councillors met with Lachlan Millar MP and Hon Matt Canavan on 21st July. Meeting with Lachlan Millar on 21 st July.
19/06/2020		Cllr Britton: Container Collection Scheme – wool bags to be supplied by Brisbane company, frames for bags could be made locally e.g. Rainbow Gateway Participants or Work Camp	CEO/EA	25/06/2020 – Email from Rainbow Gateway – they are adding the ‘frames’ for the bags as a project to her budget for participants 2020-2021. 24/06/2020 Letter of support sent to the container scheme and email for potential projects sent to Gay George - Rainbow Gateway.
19/06/2020		Cllr Edgar: Electrical Design Plan for the Industrial Estate	DWO	11/08/2020 Per Engineer’s information report in August Ordinary Meeting agenda: Ergon Developer Enquiry submitted to Ergon on 21st May, awaiting underground electrical connect design plans 19/06/2020 Ergon Developer Enquiry submitted to Ergon on 21st May, awaiting response and Works Request Number to progress underground electrical connect design plans – refer to GBA news brief in Ordinary Meeting agenda
19/6/2020		TOURISM - ‘Why do I live where I live?’ – Michaella to ‘interview’ locals on a video for the web?	CSM/Michaella	11/08/2020 In progress. 10/07/2020 Michaella to research this for the best way to gather some locals for interviewing. The original interviews with locals by OQTA to be loaded onto Council website.
19/6/2020		STAFF ATTRACTION – Make a video of the highlights and services available in Boulija for prospective employees. To be available on the web.	CSM/ Michaella	11/08/2020 In progress. 10/07/2020 Michaella to start compiling a new video encompassing footage done recently.
19/6/2020		Flyer to be done about the APP – First responder (Lets people know where they are?) Then send out to community/web, Facebook etc.	CSM	11/08/2020 Completed - App information included in July CCC. 10/07/2020 In progress. Information to be included in July CCC also.
4/7/2020		Racecourse User Committee follow up from meeting on 3 rd July. Send ‘wish’ list out and ask for further thoughts and ideas.	EA - Nicole	11/08/2020 Some suggestions received back. Compiled ready for further work on future planning. 07/07/2020 Notes from meeting distributed to attendees with request that thoughts/ideas from each committee be returned by 31 st July.
03/07/2020		Cllr Britton: Budget Meeting figures – what would they be if Council didn’t have to take into account depreciation amounts?	DCS	27/07/2020 See hand out to be tabled with general finance report at August Ordinary Meeting of Council. 13/07/2020 In progress, doing up a spreadsheet to show details.

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03/07/2020		CLlr Britton: Sports Centre insurance – what would premiums be if insurance was based on m ² replacement cost rather than building value?	DCS	13/07/2020 In progress, awaiting information from consulting contact.
Tuesday 21st July 2020				
21/07/2020		Queensland Reconstruction Authority document - <i>Flood classifications in Queensland - A best practice guide for local governments</i> : to be referred to LDMG for discussion and referral back to Council. CLlr Nielson: could indicators be put at the Burke Bridge to show levels of water coming down stream?	CEO	11/08/2020 No action to date due to CEO annual leave, to be progressed.
21/07/2020		Councillors briefly discussed Council housing tenancy and it was agreed that a Housing Committee meeting should be held to enable further discussions regarding current and future housing needs and possibly look at creating a Strategic Housing Plan for the future.	CSM	11/08/2020 In progress – trying to organise a suitable meeting date.
21/07/2020	2020/7.6	That Council, under Section 113 of the Animal Management (Cats and Dogs) Act 2008, undertake an Approved Inspection Program being a Systematic Inspection Program. The purpose of the Program relates to monitoring compliance on outstanding dog registrations starting 3rd August 2020 and concluding 30th October 2020. The Program is to cover the entire Local Government Area.	DWO	11/08/2020 Registration notices have been issued. Following the required 30 day wait period this will be reviewed and inspections can commence. Investigating third party options to assist with carrying out the inspections.
	2020/7.13	3. That Council set 3rd August 2020 as the commencement date for the Boulia Shire Council Planning Scheme. 4. That Council authorise the Chief Executive Officer to do all matters specified to complete Steps 18 and 19 of Stage 5 of the prescribed plan-making process set out in the 11 April 2018 notice issued to Council under section 18(3) of the Planning Act 2016.	CEO	11/08/2020 Final steps of the prescribed plan-making process have been completed.

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COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS			
Date	STAFF member	Project – or Issue:	Response:
18/12/2019		Cllr Beauchamp: Future idea – Drone Park	
11/05/2020	Harin	Cllr Edgar: Resealing of Mulligan Street/Pituri Street/Wills Street	To be included in the listing of future projects for funding. Costings to be done on potential surfacing options e.g. bitumen, polycom
25/05/2020	Julie	Cllr Norton: Once State COVID-19 restrictions allow for it, consider hosting a COVID-19 Community Recovery Party	Perhaps a recovery party could be held in conjunction with other organisations towards the end of the year.
19/6/2020	Harin	Cllr Edgar: Dam/recreational water park (boating etc)	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	Cllr Neilson: Branding idea – pronunciation of Boulia – Bull’ya	
19/6/2020	CEO	Mayor Britton: LGAQ has a Town Planning app – can we have one?	
19/06/2020	Julie	Cllr Edgar: Consider putting interactive tablets in the hut inside the Min Min Encounter. Tablets could have photos of historical items from the Heritage Complex or of other areas in the shire to encourage visitors to go to these places also	The hut/office will be repurposed once the Min Min Encounter remodelling starts.
19/06/2020	Julie	Cllr Britton: Consider coloured directional signage (e.g. on street signs) to help show where things are within the town	This will be researched in conjunction with the DWO.
19/06/2020	Julie	Cllr Neilson: Consider putting promotional signs on the back of toilet doors (e.g. at MME, BHC, Parks, Hamilton Rest Stop, Peak Creek) to encourage visitors to go to other areas within the shire	Staff to investigate and implement.
19/06/2020	Harin	Tyre Shredder – Council to investigate possibility of purchasing a tyre shredder, business case to be done: costs, potential to hire out to other Councils, community members ability	

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		to dispose of tyres, what to do with the end product, should this be a whole of RAPAD consideration, etc.	
04/07/2020	CEO	Cllr Edgar: Has drawn up a potential configuration of blocks for the new residential estate.	04/07/2020 – Will send this to the surveyor for his comments.
21/07/2020	CEO	Cllr Neilson: Consider lobbying to gain better support for patients returning from emergency treatment (ie. where they have been taken out of the shire and need to try and return home by their own means)	
21/07/2020	DWO	Cllr Neilson: RUS report shows our Avgas income, but what is actual revenue?	27/07/20 \$26,325.48 was profit on sales of Avgas at the Boulia Airport – Kaylene Sloman, DCS
21/07/2020	DCS	DCS Monthly report – would be interesting to see total rates outstanding in a percentage format.	27/07/20 Please see DCS monthly report for the Rates section, this information has now been incorporated. Kaylene Sloman, DCS

RECOMMENDATION	That the Action List item update be received for information
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BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 17th August 2020

TITLE:	Policy Review	DOC REF: Item CEO3
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REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 11/08/2020
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CORPORATE PLAN REFERENCE:

Key Priority 5. Robust Governance

5.1: Confidence

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

PURPOSE:

Regular review of Council policies ensure that Council maintains an up to date guide for staff to refer to in the day to day management of Council. This report deals with minor changes to existing policies which do not have any material effect on the intent of the documents.

CONTENT:

The Council is required to conduct a review of policies on a regular basis to ensure that they are consistent with changes to regulations, employment conditions and Council's objectives.

The listed policies have had the following changes made:

Changes to policy – 128 Public Interest Disclosure Policy and Procedure	Page No	Paragraph
In the <i>Other agencies that can receive PIDs</i> column: Add the word <i>for</i> after <i>Department of Environment and Science</i>	8	Table

Changes to policy – 132 Study Policy	Page No	Paragraph
Change the sentence: <i>A training course or seminar is not directly relevant to the employee's current position</i> To <i>A training course or seminar not directly relevant to the employee's current position</i>	2	7
Under Determination of Category of Training: Change <i>Consultative Committee</i> to <i>ManEx team</i>	3	1
Under Special Leave a) and b): Change <i>with pay be granted</i> to <i>with pay will be granted</i>	4	1, 2
Under Fees: Change <i>HECS</i> to <i>HECS-HELP</i>	4	7
Under Special Leave b): Change <i>with pay be granted</i> to <i>with pay will be granted</i>	5	3
Under Fees: Change <i>HECS</i> to <i>HECS-HELP</i>	6	1

Changes to policy – 137 Employee Assistance Program Policy	Page No	Paragraph
Nil	n/a	n/a

It is recommended that the policies as listed be adopted.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

The policy is consistent with the guidelines and legislation as issued.

RECOMMENDATION:

1. That the changes to the policies as presented be adopted:

Changes to policy – 128 Public Interest Disclosure Policy and Procedure	Page No	Paragraph
In the <i>Other agencies that can receive PIDs</i> column: Add the word <i>for</i> after <i>Department of Environment and Science</i>	8	Table

Changes to policy – 132 Study Policy	Page No	Paragraph
Change the sentence: <i>A training course or seminar is not directly relevant to the employee's current position</i> To <i>A training course or seminar not directly relevant to the employee's current position</i>	2	7
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Under Fees: Change <i>HECS</i> to <i>HECS-HELP</i>	6	1

Changes to policy – 137 Employee Assistance Program Policy	Page No	Paragraph
Nil	n/a	n/a

2. That a copy of the policies be forwarded to the Councillors electronically via email and loaded into the Councillor Hub.

ATTACHMENTS: Policy 128 Public Interest Disclosure Policy and Procedure, Policy 137 Employee Assistance Program Policy

Chief Executive Officer

Ms Lynn Moore



BOULIA SHIRE COUNCIL

Public Interest Disclosure Policy and Procedure

Category:	Policy
Policy Number:	128
Document Version:	3
Obsolete Version:	22nd May 2019
Keyword Classification:	Public Interest Disclosure, PID
Summary:	This policy acts as a guide to the processes involved with making and handling a Public Interest Disclosure
Adoption Date:	
Resolution:	
Due for Revision:	Annually
Revision date:	17 th August 2021
Date revoked:	n/a
Related documents:	<p>Policy 108 - Audit & Risk Management Committee Policy</p> <p>Policy 127 - Complaints Management Policy and Process</p> <p>Policy 129 - Councillor Code of Conduct</p> <p>Policy 130 - Dealing with a Complaint involving a Public Official (CEO)</p> <p>Policy 133 - Fraud and Corruption Control</p> <p>Policy 140 - Statement of Business Ethics</p> <p>Policy 146 - Code of Conduct</p>
Responsible Section:	Executive
Responsible Officer:	Chief Executive Officer
Legislation:	<p>Crime and Corruption Act 2001</p> <p>Disability Services Act 2006</p> <p>Local Government Act 2009</p> <p>Ombudsman Act 2001</p> <p>Public Interest Disclosure Act 2010</p> <p>Public Interest Disclosure Standard No. 1/2019, 2/2019, 3/2019</p> <p>Public Records Act 2002</p> <p>Public Sector Ethics Act 1994</p>

OBJECTIVE

Boulia Shire Council (Council) is committed to fostering an ethical, transparent culture. In pursuit of this, Council values the disclosure of information about suspected wrongdoing in the public sector so that it can be properly assessed and, if necessary, appropriately investigated. Council will provide support to an employee or others who make disclosures about matters in the public interest. This Public Interest Disclosure Policy and Procedure document demonstrates this commitment, and ensures that practical and effective procedures are implemented which comply with the requirements of the *Public Interest Disclosure Act 2010* (PID Act).

By complying with the PID Act, Council will:

- promote the public interest by facilitating Public Interest Disclosures (PIDs) of wrongdoing
- ensure that PIDs are properly assessed and, where appropriate, properly investigated and dealt with
- ensure appropriate consideration is given to the interests of persons who are the subject of a PID
- ensure protection from reprisal is afforded to persons making PIDs.

As required under the PID Act, the Chief Executive Officer will implement procedures to ensure that:

- any public officer who makes a PID is given appropriate support
- PIDs made to Council are properly assessed and, where appropriate, properly investigated and dealt with
- appropriate action is taken in relation to any wrongdoing which is the subject of a PID
- a management program for PIDs made to Council, consistent with the standards issued by the Queensland Ombudsman, is developed and implemented
- public officers who make PIDs are offered protection from reprisal by Council or other public officers of Council.

DEFINITIONS

Term	Definition
Administrative action	<p>(a) means any action about a matter of administration, including, for example:</p> <ul style="list-style-type: none"> (i) a decision and an act; and (ii) a failure to make a decision or do an act, including a failure to provide a written statement of reasons for a decision; and (iii) the formulation of a proposal or intention; and (iv) the making of a recommendation, including a recommendation made to a Minister; and (v) an action taken because of a recommendation made to a Minister; and <p>(b) does not include an operational action of a Police Officer or of an officer of the Crime and Corruption Commission.</p>
Confidential information	<p>(a) includes -</p> <ul style="list-style-type: none"> (i) information about the identity, occupation, residential or work address or whereabouts of a person - <ul style="list-style-type: none"> (A) who makes a public interest disclosure; or (B) against whom a public interest disclosure has been made; and (ii) information disclosed by a public interest disclosure; and (iii) information about an individual's personal affairs; and (iv) information that, if disclosed, may cause detriment to a person; and

	<p>(b) does not include information publicly disclosed in a public interest disclosure made to a court, tribunal or other entity that may receive evidence under oath, unless further disclosure of the information is prohibited by law.</p>
Corrupt conduct	<p>As defined in section 15 of the <i>Crime and Corruption Act 2001</i> -</p> <p>(1) <i>Corrupt conduct</i> means conduct of a person, regardless of whether the person holds or held an appointment, that -</p> <p>(a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of -</p> <p>(i) a unit of public administration; or</p> <p>(ii) a person holding an appointment; and</p> <p>(b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that -</p> <p>(i) is not honest or is not impartial; or</p> <p>(ii) involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or</p> <p>(iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and</p> <p>(c) would, if proved, be -</p> <p>(i) a criminal offence; or</p> <p>(ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.</p> <p>(2) <i>Corrupt conduct</i> also means conduct of a person, regardless of whether the person holds or held an appointment, that -</p> <p>(a) impairs, or could impair, public confidence in public administration; and</p> <p>(b) involves, or could involve, any of the following -</p> <p>(i) collusive tendering;</p> <p>(ii) fraud relating to an application for a licence, permit or other authority under an Act with a purpose or object of any of the following (however described) -</p> <p>(A) protecting health or safety of persons;</p> <p>(B) protecting the environment;</p> <p>(C) protecting or managing the use of the State's natural, cultural, mining or energy resources;</p> <p>(iii) dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of State assets;</p> <p>(iv) evading a State tax, levy or duty or otherwise fraudulently causing a loss of State revenue;</p> <p>(v) fraudulently obtaining or retaining an appointment; and</p> <p>(c) would, if proved, be -</p> <p>(i) a criminal offence; or</p> <p>(ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.</p>
Detriment	<p>Includes –</p> <p>(a) personal injury or prejudice to safety; and</p> <p>(b) property damage or loss; and</p> <p>(c) intimidation or harassment; and</p> <p>(d) adverse discrimination, disadvantage or adverse treatment about career, profession, employment, trade or business; and</p> <p>(e) financial loss; and</p> <p>(f) damage to reputation, including, for example, personal, professional or business reputation.</p>

Disability	As defined in section 11 of the <i>Disability Services Act 2006</i> , for the purposes of this procedure: (1) A disability is a person's condition that - (a) is attributable to - (i) an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment; or (ii) a combination of impairments mentioned in subparagraph (i); and (b) results in - (i) a substantial reduction of the person's capacity for communication, social interaction, learning, mobility or self care or management; and (ii) the person needing support. (2) For subsection (1), the impairment may result from an acquired brain injury. (3) The disability must be permanent or likely to be permanent. (4) The disability may be, but need not be, of a chronic episodic nature.
Discloser	A person who makes a disclosure in accordance with the <i>Public Interest Disclosure Act 2010</i> .
Employee	Of an entity, includes a person engaged by the entity under a contract of service.
Investigation	For the purposes of this procedure, investigation includes any enquiry undertaken to establish whether the information provided in a PID can be substantiated, including a review or audit.
Journalist	A person engaged in the occupation of writing or editing material intended for publication in the print or electronic news media.
Maladministration	As defined in schedule 4 of the <i>Public Interest Disclosure Act 2010</i> , maladministration is administrative action that - (a) was taken contrary to law; or (b) was unreasonable, unjust, oppressive, or improperly discriminatory; or (c) was in accordance with a rule of law or a provision of an Act or a practice that is or may be unreasonable, unjust, oppressive, or improperly discriminatory in the particular circumstances; or (d) was taken - (i) for an improper purpose; or (ii) on irrelevant grounds; or (iii) having regard to irrelevant considerations; or (e) was an action for which reasons should have been given, but were not given; or (f) was based wholly or partly on a mistake of law or fact; or (g) was wrong.
Natural justice	Natural justice, also referred to as 'procedural fairness' applies to any decision that can affect the rights, interests or expectations of individuals in a direct or immediate way. Natural justice is at law a safeguard applying to an individual whose rights or interests are being affected. The rules of natural justice, which have been developed to ensure that decision-making is fair and reasonable, are: <ul style="list-style-type: none"> • avoid bias; and • give a fair hearing; • act only on the basis of logically probative evidence.
Organisational support	For the purposes of this procedure, organisational support means actions such as, but not limited to: <ul style="list-style-type: none"> • providing moral and emotional support • advising disclosers about agency resources available to handle any concerns they have as a result of making their disclosure • appointing a mentor, confidante or other support officer to assist the discloser through the process • referring the discloser to the agency's Employee Assistance Program or arranging for other professional counselling • generating support for the discloser in their work unit where appropriate

	<ul style="list-style-type: none"> ensuring that any suspicions of victimisation or harassment are dealt with maintaining contact with the discloser negotiating with the discloser and their support officer a formal end to their involvement with the support program when it is agreed that they no longer need assistance.
Proper authority	A person or organisation that is authorised under the <i>Public Interest Disclosure Act 2010</i> to receive disclosures.
Public officer	A public officer, of a public sector entity, is an employee, member or officer of the entity.
Reasonable belief	A view which is objectively fair or sensible.
Reasonable management action	Action taken by a manager in relation to an employee, includes any of the following taken by the manager - <ul style="list-style-type: none"> (a) a reasonable appraisal of the employee's work performance; (b) a reasonable requirement that the employee undertake counselling; (c) a reasonable suspension of the employee from the employment workplace; (d) a reasonable disciplinary action; (e) a reasonable action to transfer or deploy the employee; (f) a reasonable action to end the employee's employment by way of redundancy or retrenchment; (g) a reasonable action in relation to an action mentioned in paragraphs (a) to (f); (h) a reasonable action in relation to the employee's failure to obtain a promotion, reclassification, transfer or benefit, or to retain a benefit, in relation to the employee's employment.
Reprisal	<p>The term 'reprisal' is defined under the <i>Public Interest Disclosure Act 2010</i> as causing, attempting to cause or conspiring to cause detriment to another person in the belief that they or someone else:</p> <ul style="list-style-type: none"> has made or intends to make a disclosure; or has been or intends to be involved in a proceeding under the Disclosure Act against any person. <p>Reprisal under the <i>Public Interest Disclosure Act 2010</i> is a criminal offence and investigations may be undertaken by the Queensland Police Service.</p>
Subject officer	An officer who is the subject of allegations of wrongdoing made in a disclosure.
Substantial and specific	<p>Substantial means "of a significant or considerable degree". It must be more than trivial or minimal and have some weight or importance.</p> <p>Specific means "precise or particular". This refers to conduct or detriment that is able to be identified or particularised as opposed to broad or general concerns or criticisms.</p>

PID Management Program

The Chief Executive Officer has overall responsibility for ensuring that Boulia Shire Council develops, implements and maintains a PID management program. The Boulia Shire Council PID management program encompasses:

- commitment to encouraging the internal reporting of wrongdoing
- senior management endorsement of the value to Boulia Shire Council of PIDs and the proper management of PIDs
- a communication strategy to raise awareness among employees about PIDs and Council's PID procedure
- a training strategy to give employees access to training about how to make a PID, information on the support available to a discloser and advice on how PIDs will be managed

- specialist training and awareness about PIDs for senior management and other staff who may receive or manage PIDs, disclosers or workplace issues relating to PIDs
- the appointment of a specialist officer/unit to be responsible for issues related to the management of PIDs
- ensuring effective systems and procedures are in place so that issues and outcomes from PIDs inform improvements to service delivery, business processes and internal controls
- regular review of the Public Interest Disclosure Policy and Procedure and evaluation of the effectiveness of the PID management program.

The Chief Executive Officer has designated the following roles and responsibilities for managing PIDs within Council:

Role:	Responsibilities:	Officer:
PID Coordinator	<ul style="list-style-type: none"> ▪ principal contact for PID issues within Boulia Shire Council ▪ document and manage implementation of PID management program ▪ review and update PID procedure annually ▪ maintain and update internal records of PIDs received ▪ report data on PIDs to Queensland Ombudsman ▪ assess PIDs received ▪ provide acknowledgment of receipt of PID to discloser ▪ undertake risk assessments in consultation with disclosers and other relevant officers ▪ liaise with other agencies about referral of PIDs ▪ allocate Investigator and Support Officer to PID matter 	Chief Executive Officer (07) 4746 3188 ceo@boulia.qld.gov.au
PID Support Officer	<ul style="list-style-type: none"> ▪ provide advice and information to discloser on Council PID procedure ▪ provide personal support and referral to other sources of advice or support as required ▪ facilitate updates on progress of investigation ▪ proactively contact discloser throughout PID management process 	Executive Assistant (07) 4746 3188 execassist@boulia.qld.gov.au
Investigator	<ul style="list-style-type: none"> ▪ conduct investigation of information in PID in accordance with terms of reference ▪ prepare report for delegated decision-maker 	An appropriate internal or external investigator will be appointed for each PID investigated depending upon the type of disclosure and other relevant considerations.
Delegated decision-maker	<ul style="list-style-type: none"> ▪ review investigation report and determine whether alleged wrongdoing is substantiated 	An appropriate decision-maker will be appointed for each PID investigated.

WHY MAKE A PID?

Employees who are prepared to speak up about public sector misconduct, wastage of public funds, suspected unlawful activity or danger to health, safety or the environment can be the most important sources of information to identify and address problems in public sector administration. Bouliia Shire Council supports the disclosure of information about wrongdoing because:

- implementing systems for reporting and dealing with wrongdoing contributes to the integrity of Council
- the outcomes of PIDs can include improvements to systems that prevent fraud and other economic loss to Council
- the community's trust in public administration is strengthened by having strong processes in place for reporting wrongdoing.

When making a PID the discloser receives the protections provided under the PID Act, including:

- confidentiality – the discloser's name and other identifying information will be protected to the extent possible
- protection against reprisal – the discloser is protected from unfair treatment by Council and employees of Council as a result of making the PID
- immunity from liability – the discloser cannot be prosecuted for disclosing the information but is not exempt from action if they have engaged in wrongdoing
- protection from defamation – the discloser has a defence against an accusation of defamation by any subject officer.

WHAT IS A PUBLIC INTEREST DISCLOSURE?

Under the PID Act, any person can make a disclosure about:

- a substantial and specific danger to the health or safety of a person with a disability
- the commission of an offence, or contravention of a condition imposed under a provision of legislation mentioned in Schedule 2 of the PID Act, if the offence or contravention would be a substantial and specific danger to the environment
- reprisal because of a belief that a person has made, or intends to make a disclosure.

In addition, public sector officers can make a disclosure about the following public interest matters:

- corrupt conduct
- maladministration that adversely affects a person's interests in a substantial and specific way
- a substantial misuse of public resources
- a substantial and specific danger to public health or safety
- substantial and specific danger to the environment.

A discloser can have either a 'reasonable belief' that wrongdoing has occurred, or provide evidence which tends to show the wrongdoing has occurred.

A disclosure amounts to a PID and is covered by the PID Act even if the:

- discloser reports the information as part of their duties – such as an auditor reporting a fraud or an occupational health and safety officer reporting a safety breach
- disclosure is made anonymously – the discloser is not required to give their name or any identifying information

- discloser has not identified the material as a PID – it is up to Bouliā Shire Council to assess information received and decide if it is a PID
- disclosure is unsubstantiated following investigation – the discloser is protected when the information they provide is assessed as a PID, whether or not it is subsequently investigated or found to be substantiated.

WHO CAN A PID BE DISCLOSED TO?

A PID must be made to the ‘proper authority’ to receive disclosures of the type being made.

Disclosers are encouraged to make a disclosure to an appropriate officer of Bouliā Shire Council first. If the matter is not resolved, or the discloser is concerned about confidentiality, the disclosure may be made to another appropriate agency.

Who to contact within Bouliā Shire Council:	Other agencies that can receive PIDs:
<p>Any person (including employees) can make a disclosure to:</p> <ul style="list-style-type: none"> • any person in a supervisory or management position • the Human Resources Officer • the Chief Executive Officer 	<p>Disclosures can be made to an agency that has a responsibility for investigating the information disclosed:</p> <ul style="list-style-type: none"> • Crime and Corruption Commission (CCC) for disclosures about corrupt conduct including reprisal • Queensland Ombudsman for disclosures about maladministration • Queensland Audit Office for disclosures about a substantial misuse of resources • Department of Child Safety, Youth and Women for disclosures about danger to the health and safety of a child or young person with a disability • Department of Communities, Disability Services and Seniors for disclosures about danger to the health and safety of a person with a disability • Office of the Public Guardian for disclosures about danger to the health and safety of a person with a disability • Department of Environment and Science for disclosures about danger to the environment • A Member of the Legislative Assembly (MP) for any wrongdoing or danger • The Chief Judicial Officer of a court or tribunal in relation to a disclosure about wrongdoing by a judicial officer.

A disclosure can also be made to a journalist if the following conditions have been met:

- a valid PID was initially made to a proper authority, and
- the proper authority:
 - decided not to investigate or deal with the disclosure, or
 - investigated the disclosure but did not recommend taking any action, or
 - failed to notify the discloser within six months of making the disclosure whether or not the disclosure was to be investigated or otherwise dealt with.

A person who makes a disclosure to a journalist in these circumstances is protected under the PID Act. However, disclosers should be aware that journalists are not bound under the confidentiality provisions of section 65 of the PID Act.

HOW TO MAKE A PID

A discloser can make a PID in any way, including anonymously, either verbally or in writing. To assist in the assessment, and any subsequent investigation of a PID, disclosers are requested to:

- provide contact details (this could be an email address that is created for the purpose of making the disclosure or a telephone number)
- provide as much information as possible about the suspected wrongdoing, including:
 - who was involved
 - what happened
 - when it happened
 - where it happened
 - whether there were any witnesses, and if so who they are
 - any evidence that supports the PID, and where the evidence is located
 - any further information that could help investigate the PID
- provide this information in writing.

DECIDING WHETHER A MATTER IS A PID

If there is any doubt as to whether a matter is a PID, further information may be obtained to inform the decision. If doubt still remains, the matter will be considered and managed as a PID.

Mere disagreements over policy do not meet the threshold for a PID under the PID Act.

It is an offence under the PID Act to intentionally give false or misleading information intending it be acted on as a PID. Employees may be subject to disciplinary action for intentionally giving false or misleading information in a PID, or during an investigation into a PID.

Where a discloser states they are making a PID, but it is assessed that the matter is not a PID, Bouliia Shire Council will advise the discloser:

- that their information has been received but was not assessed as a PID
- the reasons for the decision
- the review rights available if the discloser is dissatisfied with the decision and how to request review
- any action Council proposes to take in relation to the matter
- any other options the discloser has in relation to the matter.

ASSESSING A PID

The disclosure will be assessed in accordance with the PID Act, the PID standards, Bouliia Shire Council's Public Interest Disclosure Policy and Procedure and any other relevant procedure(s).

Once the matter has been assessed as a PID, Council will advise the discloser:

- that their information has been received and assessed as a PID
- the action to be taken by Council in relation to the disclosure, which could include referring the matter to an external agency, or investigating
- the likely timeframe involved
- the name and contact details of the Council support officer they can contact for updates or advice
- of the discloser's obligations regarding confidentiality

- the protections the discloser has under the PID Act
- the commitment of Council to keep appropriate records and maintain confidentiality, except where permitted under the PID Act
- how updates regarding intended actions and outcomes will be provided to the discloser
- contact details for the Council's Employee Assistance Program.

If the PID has been made anonymously and the discloser has not provided any contact details, Council will not be able to acknowledge the PID or provide any updates.

REFERRING A PID

If Bouliā Shire Council decides there is another proper authority that is better able to deal with the PID, the PID may be referred to that agency. This may be because:

- the PID concerns wrongdoing by that agency or an employee of that agency
- that agency has the power to investigate or remedy the matter.

Before referring the PID to another agency, Council will conduct a risk assessment, and will not proceed with the referral if there is an unacceptable risk of reprisal.

It may also be necessary to refer the PID to another agency because of a legislative obligation, for example, refer a matter to the Crime and Corruption Commission where there is a reasonable suspicion that the matter involves or may involve corrupt conduct (as required by section 38 of the *Crime and Corruption Act 2001*).

The confidentiality obligations of the PID Act permit appropriate officers of Council to communicate with another agency about the referral of a PID. Officers will exercise discretion in their contacts with any other agency.

The discloser will be advised of the action taken by Council.

RISK ASSESSMENT AND PROTECTION FROM REPRISAL

Disclosers should not suffer any form of detriment as a result of making a PID. Upon receiving a PID, Council will conduct a risk assessment to assess the likelihood of the discloser (or witnesses or affected third parties) suffering reprisal action as a result of having made the disclosure. This assessment will take into account the actual and reasonably perceived risk of the discloser (or witnesses or affected third parties) suffering detriment, and will include consultation with the discloser.

A risk assessment will be undertaken if the discloser is anonymous on the basis of information available in the PID. The risk assessment will also take into account the risk to persons who may be suspected of making the PID.

Consistent with the assessed level of risk, Council will develop and implement a risk management plan and arrange any reasonably necessary support or protection for the discloser (or witnesses or affected third parties).

Council will regularly reassess the risk of reprisal while the PID is being managed, in

consultation with the discloser, and review the risk management plan if required.

In the event of reprisal action being alleged or suspected, Boulia Shire Council will:

- attend to the safety of the discloser (or witnesses or affected third parties) as a matter of priority
- review its risk assessment, risk management plan and any protective measures needed to mitigate any further risk of reprisal
- manage any allegation of a reprisal as a PID in its own right.

DECLINING TO TAKE ACTION ON A PID

Under the PID Act, the Boulia Shire Council may decide not to investigate or deal with a PID in various circumstances, including:

- the information disclosed has already been investigated or dealt with by another process
- the information disclosed should be dealt with by another process
- the age of the information makes it impractical to investigate
- the information disclosed is too trivial and dealing with it would substantially and unreasonably divert Council from the performance of its functions
- another agency with jurisdiction to investigate the information has informed Council that an investigation is not warranted.

If a decision is made not to investigate or deal with a PID Council will give the discloser written reasons for that decision.

If the discloser is dissatisfied with the decision they can request a review by writing to the Chief Executive Officer of Council within 28 days of receiving the written reasons for decision.

COMMUNICATION WITH DISCLOSERS

Under the PID Act, the Boulia Shire Council must give reasonable information to a discloser.

Council will acknowledge receipt of the PID in writing as soon as practicable. The discloser will be provided with information that meets the requirements of the PID Act and the standards issued by the Queensland Ombudsman, including:

- the action that will be taken in response to the PID
- the protections under the PID Act
- confidentiality obligations of the discloser and the Council
- support arrangements.

Council will maintain contact with the discloser and provide regular updates during the management of the PID.

In accordance with the PID Act, after finalising action in response to the PID, the Council will advise the discloser in writing of the action taken and the results of the action.

CONFIDENTIALITY

While Boulia Shire Council will make every attempt to protect confidentiality, a discloser's identity may need to be disclosed to:

- provide natural justice to subject officers
- respond to a court order, legal directive or court proceedings.

Council will ensure that communication with all parties involved will be arranged discreetly to avoid identifying the discloser wherever possible.

Disclosers should be aware that while Council will make every attempt to keep their details confidential, it cannot guarantee that others will not try to deduce their identity.

SUPPORT FOR DISCLOSERS

Boulia Shire Council recognises that providing appropriate support to a discloser is an important feature of effective PID management.

An assessment will be undertaken to identify the support needs of the discloser. Where appropriate, a PID Support Officer will be assigned to the discloser. The PID Support Officer will assist the discloser to access information about PIDs, protections available under the PID Act and the PID management process. The PID Support Officer will proactively contact the discloser to offer support.

Information and support will be provided to the discloser until the matter is finalised.

Making a PID does not prevent reasonable management action. That means that the discloser will be continued to be managed in accordance with normal, fair and reasonable management practices during and after the handling of the PID.

INVESTIGATING A PID

If a decision is made to investigate a PID, this will be done with consideration for the:

- principles of natural justice
- obligation under the PID Act to protect confidential information
- obligation under the PID Act to protect officers from reprisal
- interests of subject officers.

If as a result of investigation, the information about wrongdoing provided in the PID is substantiated, appropriate action will be taken.

Where the investigation does not substantiate wrongdoing, Boulia Shire Council will review systems, policies and procedures to identify whether there are improvements that can be made and consider if staff training is required.

RIGHTS OF SUBJECT OFFICERS

Boulia Shire Council acknowledges that for officers who are the subject of a PID the experience may be stressful. Council will protect their rights by:

- assuring them that the PID will be dealt with impartially, fairly and reasonably in accordance with the principles of natural justice
- confirming that the PID is an allegation only until information or evidence obtained through an investigation substantiates the allegation
- providing them with information about their rights and the progress and outcome of any investigation
- referring them to the Employee Assistance Program for support.

Information and support will be provided to a subject officer until the matter is finalised.

RECORD-KEEPING

In accordance with its obligations under the PID Act and the [Public Records Act 2002](#), Boulia Shire Council will ensure that:

- accurate data is collected about the receipt and management of PIDs
- anonymised data is reported to the Office of the Queensland Ombudsman in their role as the oversight agency, through the PID reporting database.

Records about disclosures, investigations, and related decisions will be kept secure and accessible only to appropriately authorised people involved in the management of the PID.

SUPPORTING INFORMATION

The following Fact Sheets have been made available on the Queensland Ombudsman website:

- [Disclosure Fact sheet 1: What is a disclosure](https://www.ombudsman.qld.gov.au/improve-public-administration/public-interest-disclosures/what-is-a-public-interest-disclosure)
(<https://www.ombudsman.qld.gov.au/improve-public-administration/public-interest-disclosures/what-is-a-public-interest-disclosure>)
- [Disclosure Fact sheet 2: Checklist for making a disclosure](https://www.ombudsman.qld.gov.au/how-to-complain/how-to-make-a-public-interest-disclosure/a-checklist-for-making-a-public-interest-disclosure)
(<https://www.ombudsman.qld.gov.au/how-to-complain/how-to-make-a-public-interest-disclosure/a-checklist-for-making-a-public-interest-disclosure>)
- [Disclosure Fact sheet 3: Discloser information and support](https://www.ombudsman.qld.gov.au/how-to-complain/how-to-make-a-public-interest-disclosure/discloser-information-and-support)
(<https://www.ombudsman.qld.gov.au/how-to-complain/how-to-make-a-public-interest-disclosure/discloser-information-and-support>-)



BOULIA SHIRE COUNCIL STUDY POLICY

Category:	Policy
Policy Number:	132
Document Version:	1
Obsolete Version:	23rd August 2017
Keyword Classification:	Staff/Study/Education
Summary:	The purpose of this policy is to encourage staff to undertake education that improves their professional qualifications and enhances their ability to contribute to Council's corporate objectives.
Adoption Date:	
Resolution:	
Due for Revision:	Every three years or as impacted by legislation
Revision date:	17 th August 2023
Date revoked:	n/a
Related documents:	n/a
Responsible Section:	Executive
Responsible Officer:	Chief Executive Officer
Legislation	Local Government Regulation 2012

OBJECTIVE

It is Council's policy to encourage staff to undertake education courses which will improve their ability to contribute to the corporate objectives of the organisation as well as improve their professional qualifications.

SCOPE

This policy shall apply to all employees of Boulia Shire Council.

Types of Assistance Offered

Given Council's geographic location and the nature of training courses on offer it is important that employees who request assistance from Council are willing to undertake training or attend seminars both during and outside normal working hours where travel or course requirements dictate.

The level of assistance offered to employees undertaking study or attending seminars shall be based on three categories, details of which are as follows:

Category 1 - Required Training and Seminars

A training course or seminar directly related to the employees current position and/or needs of the Council. It may also be a condition of employment that the employee obtains required qualifications or certificates.

Category 2 - Relevant Training and seminars

A training course or seminar not directly relevant to the employee's current position and/or immediate needs of the Council that is relevant to the employee's progression within the organisation or the future needs of the Council.

Category 3 - Employee self education and development

A training course or seminar **is** not directly relevant to the employee's current position and/or immediate needs of the Council that is of relevance to Local Government and may enhance the employee's professional qualifications and/or future job prospects within the industry.

Determination of Category of Training

In the event that the Chief Executive Officer and the employee are unable to agree upon the relevant category for a particular training course or seminar, then Council's **Consultative Committee ManEx team** may review the matter and make a recommendation to the Chief Executive Officer. However, the Chief Executive Officer may choose to accept or reject the recommendation of the **Consultative Committee ManEx team** and the Chief Executive Officer's determination will be final.

Level of Assistance Category 1 - Required Training and Seminars

Council will generally meet the cost of all reasonable out of pocket expenses associated with the training course or seminar in accordance with Council policy and Award requirements.

This may include:

Fees

Council shall pay all compulsory course fees for approved employees undertaking such training provided however, that where the employee is required to repeat a subject, no payment will be made unless previous course fees have been repaid to Council.

Travel and Accommodation

- a) Where practicable Council may provide the employee with a vehicle to attend the course/seminar or reimburse the employee the reasonable cost of airfares and public transport. If the employee chooses to use a private vehicle Council will reimburse out of pocket expenses for fuel and road tolls etc.
- b) Where an employee is required to attend a Compulsory Residential School Council will reimburse the costs of on-campus accommodation.
- c) Council will meet reasonable out of pocket expenses for meals etc in accordance with Council policy for the provision of expenses to Councillors and Officers.
- d) All claims for reimbursement must be supported by appropriate documentation. For individual expenses greater than \$50 a tax receipt is required.

Special Leave

- a) Council will grant leave with pay to a staff member to allow attendance at a recognised Residential School to a maximum of ten (10) days per annum. Where a subject is being repeated no such leave with pay **will** be granted.
- b) Council will grant leave with pay of one day to sit for examinations. Where a subject is being repeated no such leave with pay **will** be granted.
- c) The employee may utilise other approved leave for any additional time required for study etc.

Use of Council facilities

The employee may make arrangements with their supervisor to utilise Council offices, fax, internet and computers etc for out of hours study or assignments as part of the course being undertaken. Council may also assist with the provision of a laptop or other computer if one is available for use for study at home.

Textbooks and other expenses

Council will meet the cost of prescribed texts associated with the Course and any incidental expenses directly related to the training.

Category 2 - Relevant Training and Seminars

Council will generally assist with the cost of reasonable out of pocket expenses associated with the training course or seminar as detailed below.

Fees

Council will reimburse the employee up to 50% of all compulsory course fees, including **HECS HECS-HELP** fees, for approved employees undertaking such training upon satisfactory completion of each unit of study.

Travel and Accommodation

- a) Subject to a limit of \$1,000 per annum Council will reimburse the costs of on-campus accommodation and meet the reasonable out of pocket expenses for travel,

accommodation, meals etc in accordance with Council policy for the provision of expenses to Councillors and Officers.

- b) All claims for reimbursement must be supported by appropriate documentation. For individual expenses greater than \$50 a tax receipt is required.

Special Leave

- a) Council will grant leave with pay to a staff member to allow attendance at a recognised Residential School to a maximum of three (3) days per annum.
- b) Council will grant leave with pay of one day to sit for examinations. Where a subject is being repeated no such leave with pay **will** be granted.
- c) The employee may utilise other approved leave for any additional time required for attendance or study etc.

Use of Council facilities

The employee may make arrangements with their supervisor to utilise Council offices, fax, internet and computers etc for out of hours study or assignments as part of the course being undertaken. Council may also assist with the provision of a laptop or other computer if one is available for use for study at home.

Textbooks and other expenses

Subject to an annual limit of \$200 per annum, Council will meet the cost of prescribed texts associated with the Course and any incidental expenses directly related to the training.

Category 3 - Employee self education and development

Council will generally assist with the cost of reasonable out of pocket expenses associated with the training course or seminar as detailed below.

Fees

Council will reimburse up to \$300 towards course fees, including **HECS HECS-HELP** fees, for approved employees undertaking such training upon satisfactory completion of each unit of study.

Travel and Accommodation

- a) Subject to a limit of \$400 per annum Council will reimburse the costs of on-campus accommodation and meet the reasonable out of pocket expenses for travel, accommodation, meals etc in accordance with Council policy for the provision of expenses to Councillors and Officers.
- b) All claims for reimbursement must be supported by appropriate documentation. For individual expenses greater than \$50 a tax receipt is required.

Special Leave

The employee may utilise approved leave for any time required for attendance at residential school or study etc.

Use of Council facilities

The employee may make arrangements with their supervisor to utilise Council offices, fax, internet and computers etc for out of hours study or assignments as part of the course being undertaken.

Textbooks and other expenses

Subject to an annual limit of \$100 per annum, Council will meet the cost of prescribed texts associated with the Course and any incidental expenses directly related to the training.

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 17th August 2020

TITLE:	Policy Update required - Dealing with a Complaint involving a Public Official (CEO)	DOC REF: Item CEO4
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REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 07/08/2020
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CORPORATE PLAN REFERENCE: Key Priority 5. Robust Governance 5.1: Confidence 5.1.1 Manage Council's operations in an effective manner by clearly defining the functions, services, roles and responsibilities of Council

PURPOSE: It has been identified that some small changes are required to be made to policy 130, Dealing with a Complaint involving a Public Official (CEO). This report seeks Council approval of the updated policy version.
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CONTENT: At the 3 rd July Budget Meeting of Council, policy 130 Dealing with a Complaint involving a Public Official (CEO) was reviewed and adopted. Following the adoption of this policy, Council is required to submit a policy copy, signed by the CEO and Mayor, to the Crime and Corruption Commission (CCC). Following the submission of the adopted policy to the CCC, Council was advised that some slight changes to the policy were required. These changes being:

Changes to policy – 130 Dealing with a Complaint involving a Public Official (CEO)	Section
- Remove: <i>Contact details - should include a direct telephone number, email address and postal address to enable confidential communications</i> - Update <i>Corruption in Focus</i> definition to read http://www.ccc.qld.gov.au/corruption/information-for-the-public-sector/corruption-in-focus ; <i>see chapter 2, page 2.5</i> - Add: <i>Police misconduct - see Schedule 2 (Dictionary) of the Crime and Corruption Act 2001</i>	3 Definitions
Add: Mayor's contact details: Mayor Rick Britton Phone: 0407 122 430 Email: mayor@boulia.qld.gov.au Postal Address: 18 Herbert Street, Boulia QLD 4829 <i>Please mark all mail as 'Confidential'</i>	5 Nominated person
- Add s37 to • <i>a person to whom there is an obligation to report under an Act (this does not include an obligation imposed by s37, s38 and 39(1) of the CC Act).</i> - Change <i>If the Chief Executive Officer reasonably suspects that the complaint may involve corrupt conduct on their part, and there is a nominated person, the Chief Executive Officer must:</i> (i) <i>report the complaint to the nominated person as soon as practicable and may also notify the CCC, and</i> (ii) <i>take no further action to deal with the complaint unless requested to do so by the nominated person in consultation with the Mayor of Boulia Shire Council.</i> (iii) <i>Where there is a nominated person, and if directions issued under s40 apply to the complaint:</i> (i) <i>the nominated person is to deal with the complaint, and</i> (ii) <i>the Chief Executive Officer is to take no further action to deal with the complaint unless requested to do so by the nominated person in consultation with the Mayor of Boulia Shire Council.</i>	6 Complaints about the CEO

<p>to read</p> <p><i>If the Chief Executive Officer reasonably suspects that the complaint may involve corrupt conduct on their part, and there is a nominated person, the Chief Executive Officer must:</i></p> <p><i>(i) report the complaint to the nominated person as soon as practicable and may also notify the CCC, and</i></p> <p><i>(ii) take no further action to deal with the complaint unless requested to do so by the nominated person.</i></p> <p><i>Where there is a nominated person, and if directions issued under s40 apply to the complaint:</i></p> <p><i>(i) the nominated person is to deal with the complaint, and</i></p> <p><i>(ii) the Chief Executive Officer is to take no further action to deal with the complaint unless requested to do so by the nominated person.</i></p>	
<p>Change the final bullet point in this section from:</p> <p><i>do not have any authority, function or power that cannot — under the law of the Commonwealth or the State — be delegated by either the Mayor of Bouliia Shire Council or the Chief Executive Officer, to the nominated person;</i></p> <p>to</p> <p><i>do not have any authority, function or power that cannot — under the law of the Commonwealth or the State — be delegated by the Chief Executive Officer to the nominated person;</i></p>	<p>7 Resourcing the Nominated Person</p>
<p>Change:</p> <p><i>The Chief Executive Officer is to keep the CCC and the nominated person/s (if any) informed of:</i></p> <ul style="list-style-type: none"> <i>• the contact details for the public official/CEO and the nominated person/s (if there is a nominated person)</i> <i>• any proposed changes to this policy.</i> <p>to</p> <p><i>The Chief Executive Officer is to keep the CCC and the nominated person informed of:</i></p> <ul style="list-style-type: none"> <i>• the contact details for the public official/CEO and the nominated person</i> <i>• any proposed changes to this policy.</i> 	<p>8 Liaising with the CCC</p>

The adoption of these changes to the policy will ensure that it meets the requirements of s48A of the *Crime and Corruption Act 2001* therefore it is recommended that the updated policy as presented be adopted.

CONSULTATION: Crime and Corruption Commission

GOVERNANCE IMPLICATIONS:
The policy is consistent with the guidelines and legislation as issued.

RECOMMENDATION:

1. That the updated version of policy 130 Dealing with a Complaint involving a Public Official (CEO) be adopted as presented.
2. That a copy of the policy be forwarded to the Councillors electronically via email and loaded into the Councillor Hub.

ATTACHMENTS: 130 Dealing with a Complaint involving a Public Official (CEO)

Chief Executive Officer	Ms Lynn Moore
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BOULIA SHIRE COUNCIL

Dealing with a Complaint involving a Public Official (CEO)

Category:	Policy
Policy Number:	130
Document Version:	Ver 2
Obsolete Version:	3rd July 2020
Keyword Classification:	Public official, CEO, misconduct, complaint
Summary:	Process to follow involving a complaint regarding the Chief Executive Officer
Adoption Date:	
Resolution:	
Due for Revision:	Annually
Revision date:	
Date revoked:	n/a
Related documents:	Policy 127 - Complaints Management Policy and Process Policy 128 - Public Interest Disclosure Policy and Procedure
Responsible Section:	Executive
Responsible Officer:	CEO
Legislation:	Crime and Corruption Act 2001

Approval

This policy is approved by:

- Chief Executive Officer Date
- Mayor Boulia Shire Council Date

Complaints about the public official (CEO): section 48A of the *Crime and Corruption Act 2001*

1 Objective

The Chief Executive Officer is the public official of the Boulia Shire Council.

The objective of this policy is to set out how the Boulia Shire Council will deal with a complaint (also information or matter)¹ that involves or may involve corrupt conduct² of its Chief Executive Officer as defined in the *Crime and Corruption Act 2001* (CC Act).

2 Policy rationale

The policy is designed to assist the Boulia Shire Council to:

1. Comply with s48A of the *Crime and Corruption Act 2001*
2. Promote public confidence in the way suspected corrupt conduct of the Chief Executive Officer for the Boulia Shire Council is dealt with (s34(c) CC Act)
3. Promote accountability, integrity and transparency in the way the Boulia Shire Council deals with a complaint that is suspected to involve, or may involve, corrupt conduct of the Chief Executive Officer.

3 Definitions

Crime and Corruption Commission (CCC)	the Commission continued in existence under the <i>Crime and Corruption Act 2001</i>
CC Act	<i>Crime and Corruption Act 2001</i>
Complaint	includes information or matter. See definition provided by s48A(4) of the <i>Crime and Corruption Act 2001</i>
Contact details	should include a direct telephone number, email address and postal address to enable confidential communications
Corruption	see Schedule 2 (Dictionary) of the <i>Crime and Corruption Act 2001</i>
Corrupt conduct	see s15 of the <i>Crime and Corruption Act 2001</i>
Corruption in Focus	http://www.ccc.qld.gov.au/corruption/information-for-the-public-sector/corruption-in-focus ; see chapter 2, page 2.5
Deal with	see Schedule 2 (Dictionary) of the <i>Crime and Corruption Act 2001</i>
Nominated person	see item 5 of this policy
Police misconduct	see Schedule 2 (Dictionary) of the <i>Crime and Corruption Act 2001</i>

¹ See s48A of the CC Act and definitions below

² The CCC's Corruption function encompasses both "corrupt conduct" and "police misconduct". For the purposes of the Queensland Police Service, wherever the term "corrupt conduct" is used in the policy, they would also have to consider police misconduct, as per s37 of the CC Act

Public Official/CEO	see Schedule 2 (Dictionary) and also s48A of the <i>Crime and Corruption Act 2001</i>
Unit of public administration (UPA)	see s20 of the <i>Crime and Corruption Act 2001</i>

4 Policy application

This policy applies:

- if there are grounds to suspect that a complaint may involve corrupt conduct of the Chief Executive Officer of the Boulia Shire Council
- to all persons who hold an appointment in, or are employees of, the Boulia Shire Council

For the purpose of this policy a complaint includes information or matter.³

5 Nominated person

Having regard to s48A(2) and (3) of the CC Act, this policy nominates:

- Mayor as the nominated person/s⁴ to notify⁵ the Crime and Corruption Commission (CCC) of the complaint and to deal with the complaint under the CC Act.⁶

Mayor's contact details:

Mayor Rick Britton

Phone: 0407 122 430

Email: mayor@boulia.qld.gov.au

Postal Address: 18 Herbert Street, Boulia QLD 4829

Please mark all mail as 'Confidential'

Once the Boulia Shire Council nominates a person, the CC Act applies as if a reference about notifying or dealing with the complaint to the public official/CEO is a reference to the nominated person⁷.

6 Complaints about the CEO

Complaint involving a reasonable suspicion of corrupt conduct, where there is a nominated person

Where there is a nominated person, if a complaint may involve an allegation of corrupt conduct of the Chief Executive Officer of the Boulia Shire Council, the complaint may be reported to:

- the nominated person, or
- a person to whom there is an obligation to report under an Act⁸ (this does not include an obligation imposed by s37, s38 and 39(1) of the CC Act).

³ See s48(4) CC of the CC Act

⁴ See footnote 2 'Suggested outline of policy'

⁵ Under s38 of the CC Act

⁶ Under Chapter 2, Part 3, Division 4, Subdivisions 1 & 2 of the CC Act

⁷ See s48A(3) CC Act

⁸ See s39(2) of the CC Act

If there is uncertainty about whether or not a complaint should be reported, it is best to report it to the nominated person.

If the nominated person reasonably suspects the complaint may involve corrupt conduct of the Chief Executive Officer, they are to:

- (a) notify the CCC of the complaint⁹, and
- (b) deal with the complaint, subject to the CCC's monitoring role, when —
 - directions issued under s40 apply to the complaint, if any, or
 - pursuant to s46, the CCC refers the complaint to the nominated officer to deal with¹⁰.

If the Chief Executive Officer reasonably suspects that the complaint may involve corrupt conduct on their part, and there is a nominated person, the Chief Executive Officer must:

- (i) report the complaint to the nominated person as soon as practicable and may also notify the CCC, and
- (ii) take no further action to deal with the complaint unless requested to do so by the nominated person.

Where there is a nominated person, and if directions issued under s40 apply to the complaint:

- (i) the nominated person is to deal with the complaint, and
- (ii) the Chief Executive Officer is to take no further action to deal with the complaint unless requested to do so by the nominated person.

7 Resourcing the Nominated Person

If pursuant to s40 or 46, the nominated person has responsibility to deal with the complaint¹¹:

- (i) the Boulia Shire Council will ensure that sufficient resources are available to the nominated person to enable them to deal with the complaint appropriately¹², and
- (ii) the nominated person is to ensure that consultations, if any, for the purpose of securing resources sufficient to deal with the complaint appropriately are confidential and are not disclosed, other than to the CCC, without:
 - authorisation under a law of the Commonwealth or the State, or
 - the consent of the nominated person responsible for dealing with the complaint
- (iii) the nominated person must, at all times, use their best endeavours to act independently, impartially and fairly having regard to the:
 - purposes of the CC Act¹³
 - the importance of promoting public confidence in the way suspected corrupt conduct in the Boulia Shire Council is dealt with¹⁴, and
 - the Boulia Shire Council's statutory, policy and procedural framework.

If the nominated person has responsibility to deal with the complaint, they:

⁹ Under s38, subject to s40 of the CC Act

¹⁰ Under s43 and 44 of the CC Act

¹¹ Under s43 and 44 of the CC Act

¹² See the CCC's corruption purposes and function set out in s4(1)(b), 33, 34, 35 and the Boulia Shire Council's relevant statutory, policy and procedural framework which help inform decision making about the appropriate way to deal with the complaint

¹³ See s57 and the CCC's corruption purposes and function set out in s4(1)(b), 33, 34, 35 of the CC Act

¹⁴ See s34(c) CC Act

- are delegated the same authority, functions and powers as the Chief Executive Officer to direct and control staff of the Boulia Shire Council as if the nominated person is the Chief Executive Officer of the Boulia Shire Council for the purpose of dealing with the complaint only
- are delegated the same authority, functions and powers as the Chief Executive Officer to enter into contracts on behalf of the Boulia Shire Council for the purpose of dealing with the complaint
- do not have any authority, function or power that cannot — under the law of the Commonwealth or the State — be delegated by the Chief Executive Officer to the nominated person;

8 Liaising with the CCC

The Chief Executive Officer is to keep the CCC and the nominated person informed of:

- the contact details for the public official/CEO and the nominated person
- any proposed changes to this policy.

9 Consultation with the CCC

The Chief Executive Officer will consult with the CCC when preparing any policy about how the Boulia Shire Council will deal with a complaint that involves or may involve corrupt conduct of the public official/CEO.¹⁵

10 Statutory references

Unless otherwise stated, all statutory references are to the *Crime and Corruption Act 2001*.

¹⁵ Section 48A of the CC Act

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 17th August 2020

TITLE:	Annual Valuation 2020-2021	DOC REF: Item CEO 5
REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 10/8/2020
CORPORATE PLAN REFERENCE: Key Priority 5 : Robust Governance 5.4.4 Implement good practice in managing and maintaining our assets		
PURPOSE: To respond by the 21 st August 2020 to the request for an annual valuation to be completed by the Valuer General. In line with the requirements of the Act, they seek our local government's opinion on whether a valuation of our local government should be undertaken to be effective on 30 June 2021.		
BACKGROUND: The <i>Land Valuation Act 2010</i> (the Act) requires the Valuer-General to undertake an annual statutory valuation of all rateable land in Queensland except in unusual circumstances or after consideration of: <ul style="list-style-type: none">• a market survey report of the Local Government Area which reviews sales of land since the last valuation and the probable impact of the sales on the value of land since the last annual valuation; and• the results of consultation with the local government for the area, and appropriate local and industry groups. Under the Act, annual valuations are required to be issued prior to 31 March in the year the Valuation is to take effect.		
CONTENT: The last valuation was completed in 2019 which resulted in significant changes to property values despite the fact we had been in drought for several years. Limited property sales have occurred within the region since then of which some were consolidation of properties by local landholders. Discussion to be held with Council at this month's Council meeting to determine their response to the request.		
CONSULTATION: Full Council discussion 17 th August 2020.		
GOVERNANCE IMPLICATIONS: Potential impact on Council revenue.		
RECOMMENDATION: That a letter of response be returned to advise the Valuer General of Council's recommendation regarding valuation for the 2021 period.		
ATTACHMENTS: Letter of recommendation		
Chief Executive Officer	Ms Lynn Moore	



All correspondence to be addressed to :
The Chief Executive Officer
Boulia Shire Council
18 Herbert St BOULIA QLD 4829

Telephone: (07) 4746 3188
Facsimile: (07) 4746 3136
Email: admin@boulia.qld.gov.au
ABN: 20 492 088 398

BOULIA SHIRE COUNCIL

Our Ref: 31986

18/8/2020

Mr Neil Bray
Valuer-General
Department of Natural Resources and Mines
Level 8, 1 William Street
PO BOX 15216 City East
BRISBANE

Dear Mr Bray

CONSULTATION – ANNUAL VALUATION EFFECTIVE 30TH JUNE 2021

In response to your letter dated 21st July 2020.

A revaluation was completed in 2019 and there have been limited sales within the last within the last 12 months so the impact may be of little real value to perform an annual statutory valuation. Please find the council resolution from 17th August 2020

2020/8.20 ANNUAL VALUATION 2020-2021

PURPOSE:

To respond by the 21st August 2020 to the request for an annual valuation to be completed by the Valuer General.

In line with the requirements of the Act, they seek our local government's opinion on whether a valuation of our local government should be undertaken to be effective on 30 June 2021.

Moved:

Councillor Edgar

Seconded:

Councillor Neilson

That a letter of response be returned to advise the Valuer General of Council's recommendation regarding valuation for the 2021 period.

Carried

Yours sincerely

Ms Lynn Moore
Chief Executive Officer

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 17th August 2020

TITLE:	Director of Corporate Services July 2020 Report	DOC REF: Item DCS1
REPORT BY:	Kaylene Sloman	DATE: 06/08/2020
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 st July 2020.		

Action List Item – Budget without Depreciation – tabled with this report.

Cash Position:

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

	31 st July 2020	30 th June 2020
Cash at Hand	20,333,608	21,508,640
Net Cash Equivalent (Debtors-Creditors)	53,867	85,108
Total	\$20,387,475	\$21,593,748

Income

- Total revenues 31st July 2020 are \$551,575. This equates to approx. 5% of this year's budget.

Expenditure

- Operating expenses to 31st July 2020 are \$745,915. This equates to approx. 5% of this year's budget.

Liquidity

• CBA		\$-465,108
• Floats		\$ 1,300
• Investments		
CBA At Call 0.1%	\$ 5,138,335	
QTC .88%	\$ 15,659,081	
		\$20,797,416
	Total	\$20,333,608

Additional Information on Cash Position

Cash Balance as at 31st July 2020 20,333,608

The following items need to be backed by cash:

Reserves 30 th June	2,328,551
Funded Depreciation	3,766,954
Funded Employee Entitlements - NC	182,464
Flood Damage Restoration Works – March 2019 (paid in advance)	4,269,179
Working Capital Cash	1,500,000
Capital Grants	1,834,437
Operating Results for 2020/2021	247,885
Less Capital Expenditure 2020/2021	(-857,656)
	13,271,814

Uncommitted Cash 31 July 2020 **\$ 7,061,794**

Aged Debtors 31st July 2020

DEBTOR	90+	60	30	CURRENT	PRE-PAID	BALANCE
	56,518.18	8131.74	7,036.45	16,425.68	(755.10)	87,356.95

90+ Days Outstanding

Of the \$56,518.18, \$1,323.12 are currently under a payment arrangement, \$6,285.14 have been referred to Council's external Collection Agency, balance outstanding is being followed up by Manager.

Rates 31st July 2020

Total Outstanding \$59,053.62

RATES	3 Years +	2 Years	1 Year (19-20)	Current Year (20-21)	In Credit (pre-paid OR Water & Gravel Compensation)	Total Outstanding
Urban	30,548.43	41,562.72	37,639.07	91.98	(33,233.80)	76,608.40
Rural	0.00	0.00	12,776.99	12.42	(35,574.69)	(22,785.28)
Mining	0.00	0.00	5,230.50	0.00	0.00	5,230.50
	30,548.43	41,562.72	55,646.56	104.40	(68,808.49)	59,053.62

Creditors 31st July 2020

\$ 237.88

BOULIA SHIRE COUNCIL
Income Statement
For the period ended 31st July 2020

2020 Actual

Income		
Revenue		
Recurrent Revenue		
Net rate and utility charges		(4,526)
Fees and charges	✔	10,821
Rental income		30,219
Interest received		6,674
Sales - contract and recoverable works		0
Other Income	✔	22,259
Grants, subsidies, contributions and donations		184,252
Total Recurrent Revenue		<u>249,699</u>
Capital Revenue		
Grants, subsidies, contributions and donations	✔	490,410
Total Capital Revenue		<u>490,410</u>
Total Revenue		<u>740,110</u>
Total Income		<u>740,110</u>
Expenses		
Recurrent Expenses		
Employee benefits		(274,487)
Materials & Services		(223,097)
Finance Costs		0
Depreciation		0
Total Recurrent Expenses		<u>(497,584)</u>
Total Expenses		<u>(497,584)</u>
Net Result Attributable to Council	✔	<u><u>242,526</u></u>

BOULIA SHIRE COUNCIL
Balance Sheet
For the period ended 31st July 2020

	<i>2020 Actual</i>
Current Assets	
Cash and cash equivalents	20,333,608
Trade and other receivables	78,135
Inventories	350,246
Total Current Assets	20,761,989
Non-current Assets	
Property, plant and equipment	180,503,794
Total Non-current Assets	180,503,794
TOTAL ASSETS	201,265,783
Current Liabilities	
Trade and other payables	(24,268)
Borrowings	(2,163)
Provisions	(899,174)
Total Current Liabilities	(925,605)
Non-current Liabilities	
Borrowings	(1,061,743)
Provisions	(182,464)
Total Non-current Liabilities	(1,244,207)
TOTAL LIABILITIES	(2,169,812)
NET COMMUNITY ASSETS	199,095,971
Community Equity	
Asset revaluation reserve	107,649,483
Retained surplus	91,446,489
TOTAL COMMUNITY EQUITY	199,095,971

BOULIA SHIRE COUNCIL
Statement of Cash Flows
For the period ended 31st July 2020

2020 Actual

Cash Flows from Operating activities:

Receipts from customers		281,500
Payments to suppliers and employees		(1,165,083)
		(883,583)
Interest received		6,674
Rental income		30,219
Non-capital grants and contributions		529,344
Borrowing costs		0
Net Cash Inflow (Outflow) from Operating Activities		(317,347)

Cash Flows from Investing activities:

Payments for property, plant and equipment		(857,686)
Proceeds from sale of property, plant and equipment		0
Grants, subsidies, contributions and donations		0
Net Cash Inflow (Outflow) from Investing activities		(857,686)

Cash Flows from Financing activities

Repayment of borrowings		0
Net Cash Inflow (Outflow) from Financing activities		0

Net Increase (Decrease) in Cash and Cash Equivalents held		(1,175,033)
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Cash and Cash Equivalents at beginning of Reporting period		21,508,640
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Cash and Cash Equivalents at end of Reporting period		\$ 20,333,608
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CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION: That the Director of Corporate Services July 2020 Report be received for information.

DOCUMENTS TO BE TABLED: Capital Major Projects, Capital Road Works, Flood Damage Works Reports, Revenue & Expenditure Report, Budget without Depreciation included

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

Report for Ordinary Meeting held on 17th August 2020

TITLE:	Amendments to 2020/2021 Fees and Charges	DOC REF: Item DCS2
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REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 03/08/2020
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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:

To advise Council of amendments required to be made to the 2020/2021 Fees and Charges following an update of pricing received from the Department of Justice and Attorney-General.

CONTENT:

Fees and charges in relation to Right to Information (RTI) requests are set by the State Government. Since the adoption of the 2020/21 Fees and Charges at the Budget Meeting of Council on 3rd July 2020, Council has received notice from the Department of Justice and Attorney-General advising that there is to be an increase to some of these rates from Monday 10th August 2020.

The new fees have been set as:

new application fee: \$51.70 (was \$50.80)

new processing charge: \$8.00/15 minutes (was \$7.85)

There has been no change made to the copying charge.

As these RTI fees and charges are noted within the 2020/2021 Boulia Shire Council Fees and Charges document, an amendment to the current version will be required to reflect the changes set by the Department.

CONSULTATION: Nil

RECOMMENDATION:

That Council make the following amendments to page 9 of the 2020/2021 Boulia Shire Council Fees and Charges -

1. The Right of Information Request Application fee be increased to \$51.70
2. The Right of Information Processing Fee be increased to \$8.00.

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 17th August 2020

TITLE:	Good Shepherd Parish Catholic Church Rates	DOC REF: Item DCS3
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REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 03/08/2020
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

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:

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

BACKGROUND:

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
	411.75
ESL	133.50
	\$ 545.25

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 organization 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	
	411.75	
Less Discount 10%	41.18	
	\$ 370.58	Council to pay as a Donation
ESL	\$ 133.50	Good Shepherd Parish to pay

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

CONCLUSION: It would seem appropriate to consider a rate donation based on the current use and the services being provided.

RECOMMENDATION:

1. 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 however the Emergency Services Levy will still need to be paid by them as this is out of Council's control.
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 2020/21 financial year. Council to then pay for the Water and Sewerage charges only at the time of the Rates being issued, this payment to be recognized as a donation. Notation to be made in the rates system for future records.

ATTACHMENTS: Letter of request from the Good Shepherd Parish

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore



**Good Shepherd Parish
The Catholic Centre**

Email: mlocock@tsv.catholic.org.au
Website: www.goodshepherdisa.com.au
17 Stanley Street
PO Box 324
Mount Isa Q 4825
Phone 07 4749 8555

30th July 2020

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

Dear Lynn

Concession for rates for Good Shepherd Catholic Church, Boulia

I refer to advice I have received that the Boulia Shire Council would like to reinstate the concession on rates for the property held by the Roman Catholic Trust for the Diocese of Townsville, namely Good Shepherd Catholic Church, Boulia.

I would like to thank you for offering of this concession and if there is anything I need to do to enable this to happen please be in touch with me.

Yours faithfully

Fr Michael Lowcock
Parish Priest

"I myself will look after them and tend my sheep" Ezekiel 34:11

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 17th August 2020

TITLE:	Community Services July 2020 Report	DOC REF: Item CSM1
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REPORT BY:	Mrs Julie Woodhouse Community Services Manager	DATE: 04/08/2020
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

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

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

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

Key Priority 3: Economic Development – A sustainable local economy

3.1: Facilitate employment and investment opportunities

3.1.2 Council owned housing is managed, is affordable, and which is suitable to meet demands

3.4: Promote Bouliia Shire and the RAPAD region as a region for tourism and development opportunities

PURPOSE:

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

CONTENT:

Current housing available:

<u>ACTIVITY</u>	<u>Number</u>
Total houses available for occupation currently	2
Total units available (includes 2 pensioner units)	1
Total Council units are always kept vacant for use by visiting professionals	0
Total Council furnished units being used by contractors	1
Houses/units being renovated/painted	0
Formal applications for rental for July	3
Enquiries re housing availability for July	2

Housing:

The Housing Committee approved a tenancy application for a Council unit by email contact. Housing inspections will take place on 12th and 13th August. Housing applications have been assessed via e-mail.

Tenant exits:

- Central West Health have relocated their employee from our unit.
- A Council house has become vacant following a tenant departure.

Tourism:

- Due to COVID-19 restrictions in place some tourists have not been able to see the Min Min show, but for those who have it is still a winner.
- Focus Productions have sent us their two stage concept drawings of future work to the building.
- Betty Donohue has indicated that the family wish to have the dodge returned to them before any renovations are organised to the building. This can be done once building work starts on the first stage as it means removing the front windows and the railing. Council only has to get it out and the Donohue family will take it from there. This will be a coordinated effort once renovations occur.

Media:

Michaella has been doing an awesome job of posting different items onto the Min Min Encounter Facebook page for some months now and our viewing numbers have increased due to the new information, videos and photographs being displayed.

Grants:

An application was submitted to Arts Qld for the Play Local funding. This was to enable the Flipside circus workshop to come on the last weekend of the school holidays.

Community:

- A Council community garden competition has attracted 16 entrants, winner announced early August.
- The Father's Day breakfast and walk will happen on the 6th September 2020.

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Community Services July 2020 Report be received for information.

ATTACHMENTS:

- Grant Funding Register – Approved items
- Grant Funding Register – Pending items

Approved by Chief Executive Officer

Ms Lynn Moore

Grant Funding Register - Approved items

Project Name	Grant / Funding Body	Amount of Funding applied for	Council Cash or in kind Contribution	Other funding source \$'s	Total Project Cost	NOTES	Amount of Funding approved	Expected Project Completion Date	Works Completed
Upgrade Urandangi Health Clinic - auspiced	Western Qld Primary Health Network	\$ 50,000	\$ -	\$ -	\$ 50,000	Funding auspiced by Council for Urandangi Health Clinic. Trust A/c	\$ 50,000	30th June 2018	
Regional Community Hub (Study)	MIPP_Maturing Infrastructure Pipeline	\$ 66,220	\$ -	\$ -	\$ 66,220	Additional funding received	\$ 125,310.91	30/09/2020	
Airport Industrial Estate	Building our Regions	\$ 994,800	\$ -	\$ -	\$ 994,800	Stage 1, industrial airport land Extension of time approved	\$ 994,800.00	3/05/2021	
Combatting Pest and Weeds	Department of Ag and Water Resources	\$ 100,000	\$ -	\$ 99,498	\$ 199,498	Stage 2 Hamilton Channels	\$ 100,000	1/12/2019	
LDMG EMERGENCY GENERATOR	2018-2019 Queensland Disaster Resilience Fund (QDRF) and the Prepared Communities Fund (PCF) via Queensland Reconstruction Authority	\$ 42,541	\$ -	\$ -	\$ 42,541		\$ 42,541	30/6/2020	
Boulia Town Infrastructure Upgrade - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 520,000	\$ -	\$ -	\$ 520,000		\$ 520,000	30/6/2021	
Boulia Town Water Infrastructure Upgrade - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 180,000	\$ -	\$ -	\$ 180,000		\$ 180,000	30/6/2021	
Urandangi Town Infrastructure Upgrade - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 130,000	\$ -	\$ -	\$ 130,000		\$ 130,000	30/6/2021	
Boulia Shire Council Road Network Upgrade Signage and Weed Control - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 200,000	\$ -	\$ -	\$ 200,000		\$ 200,000	30/6/2021	
Urandangi Water Tanks Relining & Hydrosmart Installation	LGGSP	\$ 202,400	\$ 50,600	\$ -	\$ 253,000		\$ 202,400	30/06/2021	
Qld Day 2020 - deferred to next year 2021	Qld State Government 2020 Qld Day sponsorship	\$ 3,860	\$ 1,860				\$ 2,000	6/07/2020	
Security Cameras & Installation	LGGSP	\$ 77,467	\$ -	\$ -	\$ 77,467	Upgrade security systems at Library, Sports Centre, Admin Office. New system installation at Heritage Complex and Dump.	\$ 77,467	30/06/2021	
Toddler reading corner	Qld State Library - First 5 Forever Innovation Micro Grant	\$ 5,000	\$ -		\$ 5,000		\$ 5,000		
Flagpole	Saluting their Service funding	\$ 2,690	\$ 1,200	\$ -	\$ 3,890	ANZAC memorial garden	\$ 2,690		
Boulia SES Facility Upgrade	Queensland Fire and Emergency Services - SES	\$ 59,446.62	\$ -	\$ -	\$ 59,446.62		\$ 55,919.42	30/06/2021	
Drought Communities Program Extension - Various projects	Drought Communities Program (DCP), Department Infrastructure, Transport, Cities & Regional Development	\$ 1,000,000	\$ -	\$ 40,000	\$ 1,040,000		\$ 1,000,000.00		
2 VMS trailers	FNQ and NQ Monsoon Trough (Dept of Community, Disabilities)	\$ 47,586	\$ 7,680		\$ 55,266	VMS trailers	\$ 47,586		
Community Drought support program	Dept of Communities, Disabilities, Health Services	\$ 47,000	\$ -	\$ -	\$ 47,000	circus and 1 year of movies in hall	\$ 47,000		
Get Ready Program 2020/21	Queensland Reconstruction Authority	\$ 4,880.00			\$ -		\$ 4,880		
W4Q COVID -19	Department of Local Government Racing and Cultural Affairs	\$ 1,020,000	\$ -	\$ -	\$ 1,020,000	Shovel ready projects - must be completed by 30/6/2021	\$ 1,020,000		
LRCI - Local Roads and Community Infrastructure Program	Department of Infrastructure, Transport, Regional Development and Communications	\$ 568,000					\$ 568,000	31/12/2021	
Flood Warning Infrastructure Network Project	Queensland Reconstruction Authority	\$ 495,000					\$ 495,000	30/06/2022	

TOTAL AMOUNT OF FUNDING APPROVED: \$ 5,870,594

Grant Funding Register - Pending items

Project Name	Grant / Funding Body	Amount of Funding applied for	Council Cash or in kind Contribution	Other funding source \$'s	Total Project Cost	Application closing date	Council Officer Responsible	NOTES
Qld Health - on hold	TRAIC	\$ 61,000	\$ -	\$ -	\$ 61,000	13/11/2019	CSM	community projects as per TRAIC
Min Min mini birthday party - on hold	YOOTEPE	\$ 5,000	\$ 5,000		\$ 10,000	16/03/2020	CSM	street party
Garden seating	Veterans Memorial Funding	\$ 30,000	\$ 15,000		\$ 45,000		CSM	covered seating memorial garden
Flipside circus	Play Local funding	\$ 5,649		\$ 4,000	\$ 9,649	27/07/2020	CSM	artour workshop
Tennis court lights	Gambling Community Benefit Fund	\$ 30,000	\$ 12,000		\$ 42,000	30/04/2020	CSM	new tennis court lights
Total Amount of Funding applied for		\$ 131,649						

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 17th August 2020

TITLE:	Min Min Encounter July 2020 Report	DOC REF: Item F
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REPORT BY:	Roni Harris	DATE: 05/08/2020
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

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

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

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

Key Priority 3: Economic Development – A sustainable local economy

3.4: Promote Boulia Shire and the RAPAD region as a region for tourism and development opportunities

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:

Daily Sales for July 2020	\$19,329.20
MME Visitor Stats for July 2020	968
MME Show Stats for July 2020	433
BHC Stats for July 2020	243

Social Media Statistics for July 2020:

Page	Page Likes	Reached	Shares
Boulia Shire Council	1846	10280	277
Min Min Encounter	1062	13450	1183

Report on Activities held for July 2020:

July has had a pleasing increase in visitor numbers although the Camel Races cancellation had an adverse effect. We are also restricted in numbers allowed into the show with a maximum of 4 strangers attending per show. A break-down of numbers shows we welcomed 737 Queenslanders and the other 231 from other states, overseas and those with no fixed abode. The numbers were boosted with the relaxing of border restrictions on 10th July and the school holidays. We welcomed visitors from the friendly Retreat Caravanning Group of 20 vans from southern Qld who stayed in town for a week.

Some days have had the day's shows fully booked (again due to restricted numbers allowed). In most cases we have been able to delay the booking until the following day if travel arrangements allow.

We continue to follow the COVID protocols with a strict cleaning regime and monitoring of hand sanitizing and the visitor sign-in system with excellent compliance for the month.

Road information (particularly the Donohue and Plenty Highways as well as conditions to the Diamantina National Park) is a common request.

We have forward bookings for two different bus companies for August but this will depend on ongoing COVID restrictions.

Checkpoint Online booking system:

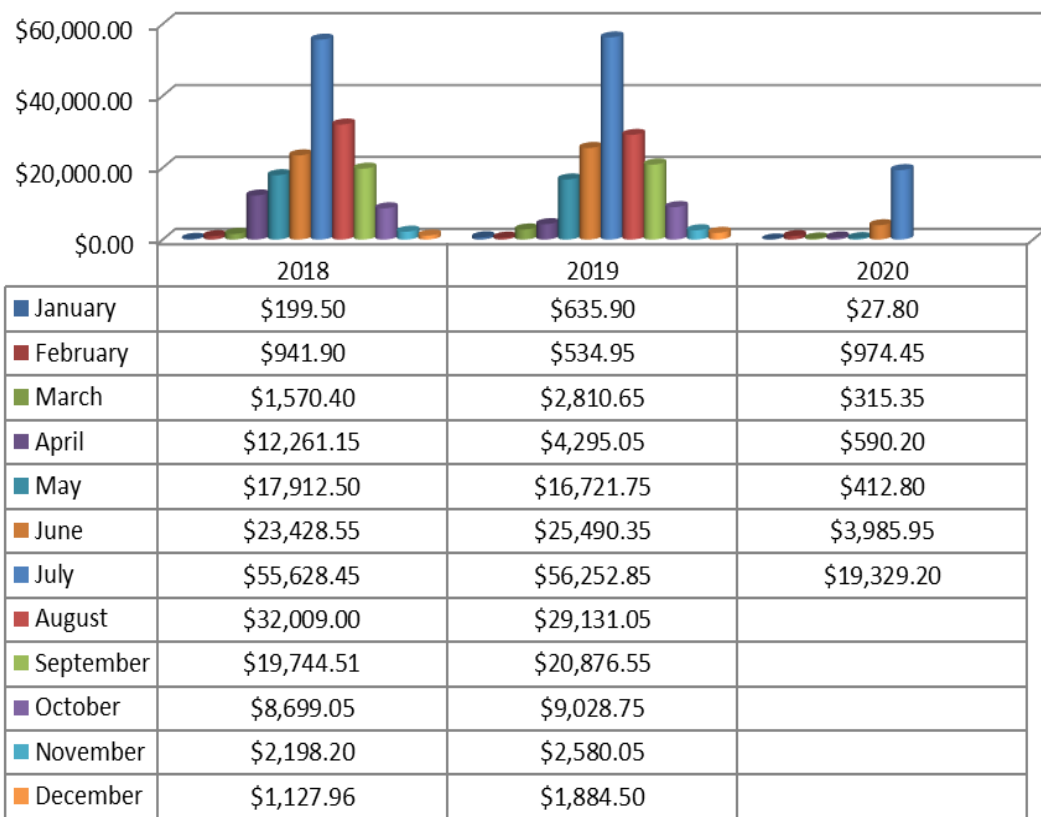
We have struggled to receive answers to queries on this system. However, we have now been advised on the following points:

- With the prep work already done, we can continue to the trial stage (to be advised asap before data is deleted).
- The costs range from \$38 to \$162 per month.
- Checkpoint only accept payment via Bankcard.
- I have been unable to obtain a clear answer on how the bookings work so at this stage I am only able to

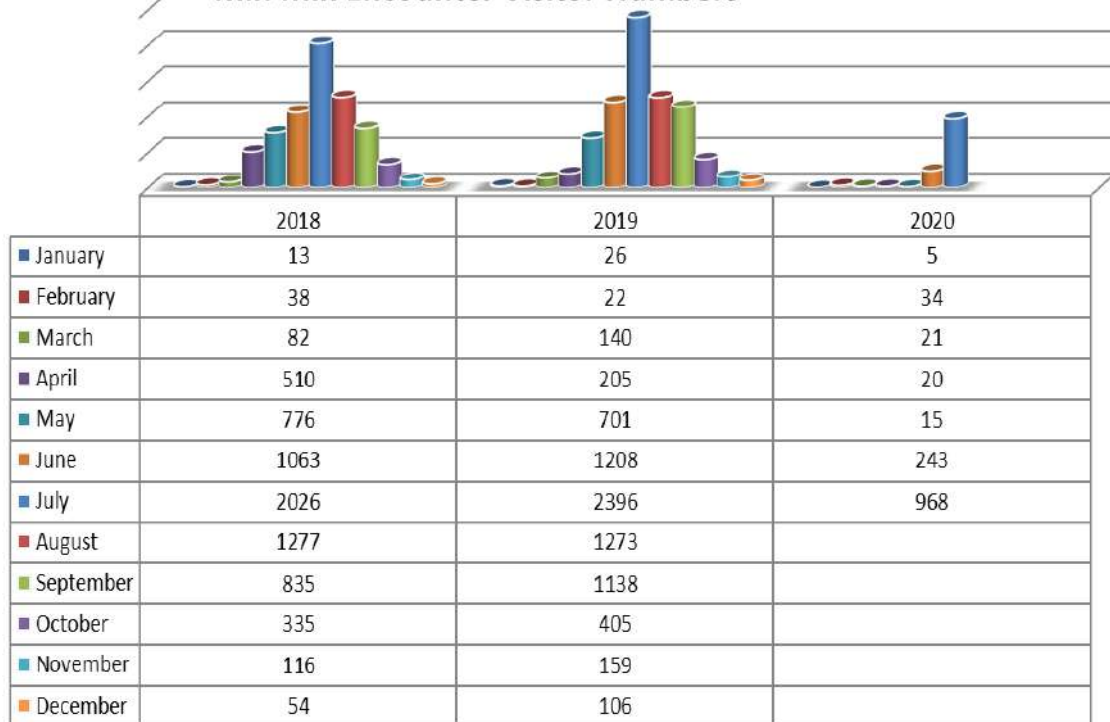
assume it would be like Viator who advise of any bookings via email alert.

- Bookings appear to be affected via a web based “Booking Widget” which still requires monitoring by Min Min Encounter Staff (this may be a challenge with the ongoing numbers restrictions for show numbers. Eg. if a booking is made and, for a variety of reasons, the visitor does not present at the booked time or at all, revenue would be lost due to turning away walk-in customers).

Min Min Encounter & BHC Tickets & Merchandise Sales



Min Min Encounter Visitor Numbers



RECOMMENDATION:

That the Min Min Encounter July 2020 Report be received for information.

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 17th August 2020

TITLE:	Library July 2020 Report	DOC REF: Item G
REPORT BY:	Sandra Capewell	DATE: 05/08/2020

CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

- 1.1: Promotion of community events, services and facilities
 - 1.1.3 Maintain a high quality of life by providing facilities and resources that encourage a secure, interactive and progressive community lifestyle
- 1.2: Respecting our culture and heritage, past, present and future
 - 1.2.1 To preserve and promote the heritage and diverse cultures of our community
 - 1.2.2 To maintain, preserve, develop and provide access to our region's history
 - 1.2.3 To promote the heritage, arts and cultures of our communities

PURPOSE:

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

CONTENT:

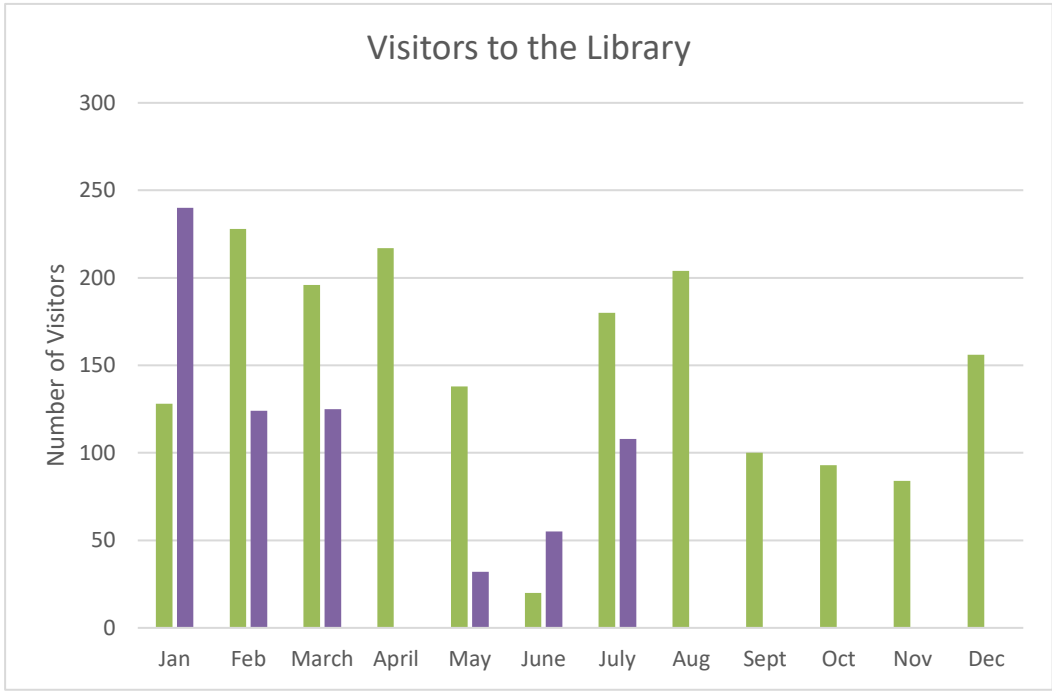
Boulia Shire Council provides a well-appointed Library facility which is open 5 days per week from 1pm to 5pm.

ACTIVITY	CUSTOMER VOLUME - per month
Library visitors	108
Wi Fi	11
Number of new members - local	2
Tourist Member	1

LIBRARY ACTIVITIES

The new furniture for the Library has arrived and has been arranged.
 We have had a further increase in visitor numbers this month.
 Re: COVID-19, appropriate arrangements remain in place keeping with Queensland Health Regulations.





	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2019	128	228	196	217	138	20	180	204	100	93	84	156
2020	240	124	125	0	32	55	108					

RECOMMENDATION:
That Council receive the Library July 2020 report for information.

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 17th August 2020

TITLE:	Work Health and Safety July 2020 Report	DOC REF: Item H
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REPORT BY:	Brett Hyde Work Health and Safety Advisor	DATE: 06/08/2020
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CORPORATE PLAN REFERENCES:

Key Priority 7: Valuing our greatest asset – people

7.1: An innovative culture

7.1.3 Ensure the workforce is adequately trained and staff have access to development programs and continually support Workplace, Health and Safety practices

7.2: A great place to work

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

COMPLETED TASKS and/or ACHEIVEMENTS:

- Audit on site Donohue Highway road works, all audit requirement shortfalls have been addressed with Corrective Action Plans assigned. Current compliance is 96.28%.
- 2020-2022 WHS Safety Management System Plan has been endorsement by ManEx Committee and has been communicated to Staff.
- Ongoing Weekly Toolbox meetings/talks have been held with Council workforce.
- Ongoing monitoring with the Upper Limestone Highway road works, to identify potential hazards and any documentation requirement shortfalls.
- Field staff have now been supplied with updated documents to better address compliance standards.

ACCIDENT, INCIDENT and NEAR MISS REPORTING:

- Two near misses reported
- One minor property damage reported
- Two injury incidents reported
(One non-work related injury was reported for record purposes only)

Note: Staff increased reporting and hazard awareness is to be commended.

WORKS IN PROGRESS:

- Ongoing monitoring of work site activities to ensure that compliance standard requirements are being met to enable compliance re-certification.
- Submission of the full system Audit Evidence to LGW to meet the Audit criteria requirements.
- Ongoing improvement and roll out of the Hazard Risk Register (this is a live document).
- Ongoing development of the iAuditor system templates, designed to streamline checklists for continued user friendly access, reporting, accountability and monitoring.
- WHSA site visits have continued on Council Sites as well as on Contractor Sites.
- Weekly consultation with Acting CEO/CEO to discuss current and future WHS items concerning the Shire.
- Development of Safety Data Sheets and Risk Assessments documentation (Chemwatch) together with manifests for the different work groups.

IDENTIFIED FUTURE WORK REQUIRED and/or IMPROVEMENT AREAS:

- Chemwatch software staff familiarisation.
- Submission of the Boulia Shire Council's Safety System audit evidence to LGW to meet the required audit criteria requirements and compliance standards.
- Achieving the LGW and TMR compliance standard requirements for compliance re-certification.

- Update and improve Safety Data Sheets and Risk Assessments (SDS-RA) data base for all Council chemical/hazardous substances.

TRAINING REQUIRED:

- Provide Chemwatch software familiarisation, access and training to staff.
- Traffic Control awareness for the implementation and understanding of Traffic Control Plans and Traffic Guidance Systems.
- Importance, requirement and compliance of Safe Work Method Statements (SWMS's)
- iAuditor rollout training for Supervisors and Managers.
- Adoption and rollout of construction/major works documentation scanning and filing procedure.
- Drug and Alcohol Testing certification and/or refresher training for nominated staff.
- First Aid and CPR training and/or refresher training where required.
- Verification of Competency "VOC" training and certification of plant/equipment operators.

RECOMMENDATION:

That Council receive the Work Health and Safety July 2020 Report for information.

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore