

# BOULIA SHIRE COUNCIL



## ORDINARY MEETING

Friday 19 August 2022



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

17<sup>th</sup> August 2022

### NOTICE FOR AN ORDINARY MEETING OF COUNCIL

NOTICE is hereby given that an **ORDINARY MEETING** of the Boulia Shire Council will be held on **Friday 19 August 2022** at the **Boulia Shire Hall** commencing at **9 am** for the transaction of the following business.

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

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Ray Geraghty  
Acting Chief Executive Officer

Please note:

- *Some reports contained in this agenda make reference to 'confidential redacted' attachments. These attachments are not for public display as they are of a confidential nature and for Council use only and are therefore not included within the agenda.*
- *In some instances, due to unforeseen circumstances, the sequence of the Ordinary Meeting of Council on the meeting day may vary from the order of the agenda issued. The corresponding meeting minutes will follow the outline of the originally issued agenda, however the resolution numbers noted will be in accordance with the actual sequence of the meeting on the day.*

**COMMONLY USED ACRONYMS**

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

## **RISK MANAGEMENT**

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

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

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

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

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

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

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

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

The Mayor will also acknowledge past and present service personnel.

## **2 Present**

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

Officers: Ms Lynn Moore (Chief Executive Officer)  
Mrs Kaylene Sloman (Director of Corporate Services)  
Mr Ajay Agwan (Director of Works and Operations)  
Mrs Nicole Tonkies (Executive Assistant)

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

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

## **4 Declaration of Interests**

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

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

## **5 Mayoral Minutes**

<b>TITLE:</b>	Mayoral Minute for July 2022	<b>DOC REF:</b> 5.1.1
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<b>REPORT BY:</b>	Mayor Rick Britton	<b>DATE:</b> 12/08/2022
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### **CORPORATE PLAN REFERENCE:**

Key Priority 8: Leadership

8.1: Genuine community engagement

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

### **RISK MANAGEMENT:**

Information Report only - not applicable.

### **PURPOSE:**

This report will provide feedback on the activities of the Mayor on behalf of the community and supporting organisations for the benefit of Boulia and surrounding areas.

### **CONTENT:**

#### **19th to Friday 22nd July 2022**

I attended the RFCS National Conference in Cairns as The Chair of RFCSNQ and RFCSNQ hosted the National Conference. RFCS has been under the Federal Agricultural Minister portfolio, it has now moved to the Home Affairs portfolio along with NDRRA, as with all changes of governments there is a review taking place.

David Arnold CEO of RAPAD has now stepped back from the RAPAD role in which Morgan Gronold is stepping up as acting CEO of RAPAD and David taking a more senior role of CEO of RFCSNQ, I am waiting for David's report so I can better inform Councillors.

#### **25th to 28th July 2022**

I have attended the Bush Convention in Barcaldine 25th/26th/27th/28th which is supported by all Councils in the Western section. Helen Lewis, Gavin Baskett and myself presented the anniversary of the OUTBACKWAY's 25th year. We have had very positive responses for the achievements of the Local Government Councils across three states working well together for such a long period of time.

The convention had a variety of speakers from media, youth and what would they do if they were a Mayor for a day eg: tyre recycling into road resurfacing reseals and that this may be a reality for regional Councils.

Some of the many topics of conversation over the convention were: the future of Agriculture, Local government housing, health care provision and an update on the wool scour in Blackall.

It was a positive agenda and I commend the LGAQ for really connecting with Rural Remote Councils and asking the important questions - what do we need to do - not what we should be doing.

#### **1st August 2022**

It was my pleasure to be invited to the Boulia State School NAIDOC Brunch along with CEO Lynn, Community Services Manager Julie Woodhouse and Councillor's Sam Beauchamp and Jan Norton. It was a treat to see the children being so actively engaged in their culture and showcasing it to the parents and invited guests.

### **2nd to 5th August**

A flying trip to Canberra with the Outback Way Development Corporation to confirm from the new government commitment to the previous government funding for the Road. Travelling to Canberra and making face to face contact I think is the best strategy as it supports the importance of this road not only to Boulia but to the economy in general.

The outcome: All positive but we are still cautious until the ALP budget in October is released. CEO Lynn has submitted the first PPR in for the first package of that money so as of now all is on track.

On my way home I caught up with CEO of LGAQ Allison Smith and Mike Furniss (LGAQ Policy Advisor) on the possible solutions and way forward for the Donohue to be declared a State road and how can they assist Boulia Shire and other local Councils in a similar position.

### **During the month – ABC and Radio interviews.....**

Have had a number of radio interviews regarding:

- the OUTBACKWAY (local content)
- the successful staff housing grant for Boulia
- the Budget (implications of the valuation increase on rates)
- Foot & Mouth impact on the Agricultural industry
- Ray Martin's trip to Boulia
- also talking to, of all places, the Washington Post regarding the OUTBACKWAY.

### **CONSULTATION:**

NIL

### **GOVERNANCE IMPLICATIONS:**

NIL

### **RECOMMENDATION:**

That the Mayoral Minute for July 2022 report be received for information.



<b>TITLE:</b>	Mayoral Minute – RFCSNQ 2022	<b>DOC REF:</b> 5.1.2
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<b>REPORT BY:</b>	Mayor Rick Britton	<b>DATE:</b> 12/08/2022
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**CORPORATE PLAN REFERENCE:**

Key Priority 8: Leadership  
8.1: Genuine community engagement  
8.1.1: Develop and implement initiatives to encourage the community to become more informed and involved in issues that may affect them

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

This report will provide information from the RFCSNQ activities of the Mayor on behalf of the community and supporting organisations for the benefit of Boulia and surrounding areas.

**CONTENT:**

Rural Financial Counselling Service North Qld recently hosted the national service providers forum in Cairns. There are 10 services across Australia and all services were represented. Also in attendance were representatives from the National Recovery and Resilience Agency (NRRRA), and the Qld Department of Agriculture and Fisheries (QDAF) who are joint funders of the Qld services.

Guest speakers were:

Dr Thea Voogt who spoke on a research paper regarding Farm Management Deposits, Dr Tim Clune who spoke on his research paper on the role and outcomes of the RFC service, and Alison Larard from QDAF and RFCSNQs Lynette McGuffie who spoke on the Farm Business Resilience Planning they are engaged in.

Topics covered were the recent announcement of the merging of the NRRRA with Emergency Management Australia, Foot and Mouth Disease preparedness, the recent review of the RFC service, the ASIC exemption for financial counselling, and ongoing operational matters.

Overall, the forum was a mix of core operational business for services nationally, hearing from guest speakers on matters of national interest and a chance to network with the funding agencies and fellow services. This was particularly important given the hiatus in these forums due to COVID over the last few years.

RFCSNQ is an entity administered by RAPAD and Boulia's Mayor Cr Rick Britton has been its long term Chairman. RAPAD has delivered the service for over two decades. Currently RFCSNQ has 7 rural financial counsellors and 7 small business financial counsellors service the Nth Qld service region. In the CWQ region, Rachel Bock and Emma Cook undertake the rural financial counselling while Paula Misipeka undertakes the small business financial counselling.

**CONSULTATION:** NIL

**GOVERNANCE IMPLICATIONS:** NIL

**RECOMMENDATION:**

That the Mayoral Minute - RFCSNQ 2022 report be received for information.

## **6 Notice of Motion**

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

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

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

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

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

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

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

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

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

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

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



**MINUTES OF THE ORDINARY MEETING  
OF THE BOULIA SHIRE COUNCIL  
HELD ON Friday 15 July 2022  
COMMENCING AT 9:00 am**

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

*Please note:*

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

The Mayor opened the meeting at 9.14 am.

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

The Mayor also acknowledged past and present service personnel.

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

**2 Present**

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

Officers: Ms Lynn Moore (Chief Executive Officer)  
Mrs Kaylene Sloman (Director of Corporate Services)  
Mr Ajay Agwan (Director of Works and Operations)  
Mrs Nicole Tonkies (Executive Assistant)

**3 Apologies / Leave of Absence**

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

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

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

#### **5 Mayoral Minutes**

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

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

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

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

There were no requests to address the Council.

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

**Moved:** Cr Norton

**Seconded:** Cr Beauchamp

*That the minutes of the Ordinary Meeting held on 17th June 2022 be accepted.*

**Resolution No.:** 2022/07.1

**Carried**

#### **9 Reports**

##### **9.1 Works and Operations**

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

**Seconded:** Cr Britton

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

**Resolution No.:** 2022/07.2

**Carried**

<b>TITLE:</b>	Foreman Road Maintenance and Utility Services Report June 2022	<b>DOC REF:</b> 9.1.2
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**PURPOSE:**  
To inform Council of the current utilisation and activities of the Town Department during the month of June 2022.

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

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

**Resolution No.: 2022/07.3                      Carried**

<b>TITLE:</b>	Foreman Roads Maintenance and Construction Report June 2022	<b>DOC REF:</b> 9.1.3
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**PURPOSE:**  
To inform Council of the current utilisation and activities of the Works Department in line with the Boulia works program.

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

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

**Resolution No.: 2022/07.4                      Carried**

<b>TITLE:</b>	NDRRA Flood Damage Works Department June 2022 Report	<b>DOC REF:</b> 9.1.4
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**PURPOSE:**  
To inform Council of the current utilisation and activities of the Flood Damage Program.

**Moved: Cr Neilson                      Seconded: Cr Edgar**

*That the NDRRA Flood Damage Works Department June 2022 Report be received for information.*

**Resolution No.: 2022/07.5                      Carried**

During discussion on the content of the Rural Lands Protection Officer's Report, Councillors considered future stock route funding.

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

*Council recommend that no future funding is applied for the stock route due to a lack of stock travelling through the Boulia Shire. It is felt that the funding should be redirected to stock routes being used in other regions.*

**Resolution No.: 2022/07.6                      Carried**

<b>TITLE:</b>	Rural Lands Protection Officer June 2022 Report	<b>DOC REF:</b> 9.1.5
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**PURPOSE:**

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

**Moved: Cr Norton**

**Seconded: Cr Britton**

*That the Rural Lands Protection Officers Report for June 2022 be received for information.*

**Resolution No.: 2022/07.7**

**Carried**

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

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

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

In addition to the Chief Executives Report for June 2022, the CEO presented to Council an update on the Action List.

**Moved: Cr Britton**

**Seconded: Cr Edgar**

1. *That the CEO June 2022 report be received for information.*
2. *That the update on the Action List be received for information.*

**Resolution No.: 2022/07.8**

**Carried**

<b>TITLE:</b>	Expression of Interest - Old Butchers' Shop Lease	<b>DOC REF:</b> 9.2.2
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**PURPOSE:**

The opportunity for a fledgling business to obtain commercial premises in Bouliia is very limited. The Council wishes to investigate the appetite for an individual or group to lease the 'Old Butchers Shop' for a period of three years. The building is very small and was previously used as a retail outlet for photography and as a hairdressing facility. The block has a reasonable amount of land behind the shop which could be used to erect storage etc.

**Moved: Cr Britton**

**Seconded: Cr Norton**

*That Council advertise the Expression of Interest (EOI) for the lease of the Old Butchers shop for a period of 3 years with EOI closing on 31<sup>st</sup> August 2022.*

**Resolution No.: 2022/07.9**

**Carried**

<b>TITLE:</b>	Delegation to CEO and CEO to staff 2022	<b>DOC REF:</b> 9.2.3
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**PURPOSE:**

Council as a Local Authority is required to undertake a wide range of powers and functions that are prescribed in legislation and necessary for the good governance of the Shire. Council is required to determine the functions of a Local Authority that are to be delegated to the CEO and to review those delegations on an annual basis.

**Moved: Cr Edgar**

**Seconded: Cr Britton**

1. That all the powers referred to in the document entitled "Register of Delegations – Council to CEO" attached to this report are hereby delegated by Council to the Chief Executive Officer of Council pursuant to section 257 of the Local Government Act 2009.
2. That Council note in the Register of Delegations current delegations from the CEO to other staff and contractors.
3. That the delegation to Remote Mechanical be revoked as at 12<sup>th</sup> August 2022
4. That all previous delegations be updated to reflect the changes, accepted by delegates and then published on the website

**Resolution No.: 2022/07.10**

**Carried**

Mrs Sloman entered the meeting at 10.41 am.

<b>TITLE:</b>	Operational Plan 2022-2023 to be adopted	<b>DOC REF:</b> 9.2.4
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**PURPOSE:**

The Operational Plan from 1<sup>st</sup> July 2022 to 30<sup>th</sup> June 2022 has been prepared and is supported by the 2022-2023 budget. It reflects Council's objectives in relation to the Corporate Plan 2020-2024 and progress towards goals Council aims to achieve.

**Moved: Cr Britton**

**Seconded: Cr Edgar**

1. That Council adopt the proposed 2022-2023 Operational Plan.
2. That the report be displayed on the Council website.
3. That the actions and deliverables from 2022-2023 Operational Plan be reported to Council on a quarterly basis as per the Local Government Regulation 2012.

**Resolution No.: 2022/07.11**

**Carried**

<b>TITLE:</b>	Workplace Health and Safety - WHSA / RRTW June 2022 Report	<b>DOC REF:</b> 9.2.5
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**PURPOSE:**

To inform Council of progressions and or issues of concern regarding WH&S.

**Moved: Cr Britton**

**Seconded: Cr Beauchamp**

That Council receive the Workplace Health and Safety - WHSA / RRTW June 2022 Report for information.

**Resolution No.: 2022/07.12**

**Carried**

The meeting was adjourned for morning tea at 10.47 am.

Mr Agwan left the meeting at 10.47 am.  
The meeting resumed at 11.19 am.

### **9.3 Corporate Services**

<b>TITLE:</b>	Director of Corporate Services June 2022 Report	<b>DOC REF:</b> 9.3.1
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<b>PURPOSE:</b> To advise Council of the activities of the Director of Corporate Services.
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**Moved:** Cr Beauchamp                      **Seconded:** Cr Norton

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

**Resolution No.: 2022/07.13**                      **Carried**

<b>TITLE:</b>	Asset Management Plan and Strategy Report	<b>DOC REF:</b> 9.3.2
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<b>PURPOSE:</b> To present to Council the Buildings and Structures Asset Management Plan to assist with the future planning for Council Assets financially and strategically.
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**Moved:** Cr Britton                              **Seconded:** Cr Edgar

*That Council endorse the Building and Structures Asset Management Plan dated April 2021 and associated Asset Management Strategy.*

**Resolution No.: 2022/07.14**                      **Carried**

<b>TITLE:</b>	Audit & Risk Management Committee Report	<b>DOC REF:</b> 9.3.3
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<b>PURPOSE:</b> To present Council with the Audit and Risk Management Meeting Minutes held on 29 June 2022.
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**Moved:** Cr Neilson                              **Seconded:** Cr Britton

*That the Director of Corporate Services Audit Report for June 2022 be received for information.*

**Resolution No.: 2022/07.15**                      **Carried**

<b>TITLE:</b>	Finance Manager June 2022 Report	<b>DOC REF:</b> 9.3.4
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<b>PURPOSE:</b> Financial Summary as at 30 <sup>th</sup> June 2022.
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**Moved:** Cr Britton

**Seconded:** Cr Beauchamp

*That the Finance Managers Report for June 2022 be received for information.*

**Resolution No.:** 2022/07.16

**Carried**

## **9.4 Community Services**

<b>TITLE:</b>	Community Services report for June	<b>DOC REF:</b> 9.4.1
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**PURPOSE:**

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

**Moved:** Cr Neilson

**Seconded:** Cr Britton

*That the Community Services Report for June 2022 be received for information.*

**Resolution No.:** 2022/07.17

**Carried**

<b>TITLE:</b>	Min Min Encounter & Boulia Heritage Centre Report – June 2022	<b>DOC REF:</b> 9.4.2
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**PURPOSE:**

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

**Moved:** Cr Britton

**Seconded:** Cr Neilson

*That the Min Min Encounter & Boulia Heritage Centre Report – June 2022 be received for information.*

**Resolution No.:** 2022/07.18

**Carried**

The meeting was adjourned for lunch and the Boulia Shire Council Budget Meeting at 12.06 pm.

The meeting resumed at 1.12 pm.

**Moved:** Cr Britton

**Seconded:** Cr Edgar

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

**Resolution No.:** 2022/07.19

**Carried**

## **10 Late Reports**

No late reports were presented to Council.

### **11 Closed Session**

No closed session reports were presented to Council.

### **12 General Business**

There was no general business to be noted at this meeting.

### **13 Meeting Closure**

The Mayor closed the meeting at 1.16 pm.

### **14 Confirmed**

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

Unconfirmed



# 2022/2023 BUDGET RESOLUTIONS

## **Present**

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

Officers: Ms Lynn Moore (Chief Executive Officer)  
Mrs Kaylene Sloman (Director of Corporate Services)  
Mrs Nicole Tonkies (Executive Assistant)

The Budget Meeting was opened at 12.31 pm.

## **2022/B7.1 Revenue Statement**

Moved: Councillor Edgar	Seconded: Councillor Neilson
That in accordance with Section 169(2)(b) of the <i>Local Government Regulation 2012</i> , the 2022/2023 Boulia Shire Revenue Statement be hereby adopted.	

## **2022/B7.2 Revenue Policy**

Moved: Councillor Beauchamp	Seconded: Councillor Norton
That in accordance with Section 169(2)(c) of the <i>Local Government Regulation 2012</i> , the 2022/2023 Boulia Shire Council Revenue Policy - Policy 109 Revenue – 2022/23 be hereby adopted.	

## **2022/B7.3 Long Term Financial Forecast**

Moved: Councillor Britton	Seconded: Councillor Neilson
That in accordance with Section 169(2)(a) of the <i>Local Government Regulation 2012</i> , the 2022/2023 Boulia Shire Council Long Term Financial Forecast - 2022/23 be hereby adopted.	

## **2022/B7.4 Differential General Rate Categories**

Moved: Councillor Edgar	Seconded: Councillor Beauchamp
That in accordance with section 81 of the <i>Local Government Regulation 2012</i> , the categories in to which rateable land is categorised, and the description of those categories for the 2022/2023 financial year be as set out in the first table appearing in Council's Revenue Statement 2022/2023.	

### **2022/B7.5 Identification**

Moved: Councillor Edgar

Seconded: Councillor Britton

That in accordance with section 257 of the *Local Government Act 2009*, Council delegates to the Chief Executive Officer the power, contained in subsections (4) and (5) of section 81 of the *Local Government Regulation 2012*, to identify the rating category to which each parcel of rateable land belongs.

### **2022/B7.6 Differential General Rates and Minimum General Rates**

Moved: Councillor Beauchamp

Seconded: Councillor Edgar

That in accordance with section 94 of the *Local Government Act 2009* and sections 80 and 77 of the *Local Government Regulation 2012*, the differential general rates, and minimum general rates, for the 2022/2023 financial year be as set out in the first table appearing in Council's Revenue Statement 2022/2023.

### **Utility Charges:**

#### **2022/B7.7 Cleansing**

Moved: Councillor Britton

Seconded: Councillor Edgar

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

The cleansing utility charges shall be:

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

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

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

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

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

#### **2022/B7.8 Waste Management**

Moved: Councillor Edgar

Seconded: Councillor Neilson

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

The waste management utility charge shall be:

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

### **2022/B7.9 Sewerage**

Moved: Councillor Beauchamp

Seconded: Councillor Edgar

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

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

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

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

### **2022/B7.10 Boulia and Urandangi Water Schemes**

Moved: Councillor Britton

Seconded: Councillor Norton

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

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

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

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

### **Separate Charge:**

### **2022/B7.11 Environmental**

Moved: Councillor Neilson

Seconded: Councillor Beauchamp

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

The environmental separate charge shall be:

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

### **2022/B7.12 Levy and Payment**

Moved: Councillor Norton

Seconded: Councillor Britton

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

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

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

### **2022/B7.13 Interest**

Moved: Councillor Beauchamp

Seconded: Councillor Edgar

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

### **2022/B7.14 Discount**

Moved: Councillor Britton

Seconded: Councillor Norton

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

### **2022/B7.15 Council Pensioner Rate Remission**

Moved: Councillor Norton

Seconded: Councillor Beauchamp

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

### **2022/B7.16 Fees and Charges**

Moved: Councillor Neilson

Seconded: Councillor Britton

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

### **2022/B7.17 Annual Operational Plan 2022/2023**

Moved: Councillor Edgar

Seconded: Councillor Beauchamp

That in accordance with section 174 of the *Local Government Regulation 2012*, the Annual Operational Plan for the year ended 30<sup>th</sup> June 2023 as presented in the Boulia Shire Council Budget Papers 2022/2023 be hereby adopted.

### **2022/B7.18 Statement of Estimated Financial Position**

Moved: Councillor Britton

Seconded: Councillor Norton

That in accordance with section 205 of the *Local Government Regulation 2012*, the statement of the financial operations and financial position of the Council in respect of the 2021/2022 financial year ("the Statement of Estimated Financial Position"), as presented in the Boulia Shire Council Budget Papers 2022/2023, be received and its contents noted.

### **2022/B7.19 Budget Adoption**

Moved: Councillor Britton

Seconded: Councillor Neilson

That in accordance with sections 169 and 170 of the *Local Government Regulation 2012*, Council's Budget for the 2022/2023 financial year, incorporating:

- i. The statements of financial position;
- ii. The statements of cash flow;
- iii. The statements of income and expenditure;
- iv. The statements of changes in equity;
- v. The long-term financial forecast;
- vi. The revenue statement;
- vii. The revenue policy;
- viii. The Procurement policy (policy 101), Debt policy (policy 107), Internal Audit Policy 2022/23 (policy 110), Investment Policy 2022/2023 (Policy 119), Environmental Levy policy (policy 162), Fraud and Corruption Control policy (policy 133), Community Facilities Hire policy 22/23 (policy 145)
- ix. The relevant measures of financial sustainability; and
- x. The total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget,

as presented in the Boulia Shire Council Budget Papers 2022/2023, be adopted.

The Budget Meeting was closed at 1.12 pm.

## **9 Reports**

### **9.1 Works and Operations**

<b>TITLE:</b>	Engineering Service Report – Newsbrief for July 2022	<b>DOC REF:</b> 9.1.1
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<b>REPORT BY:</b>	Stuart Bourne GBA - Senior Civil Engineer	<b>DATE:</b> 17/08/2022
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#### **CORPORATE PLAN REFERENCE:**

Key Priority 2: Built Environment

2.3: Well planned - land, open spaces and assets

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

Key Priority 3: Economic Development

3.2: Advocate for the region through regional networks

3.2.1: Advocate and support the development of the Outback Highway

Key Priority 4: Natural Environment

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

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

#### **RISK MANAGEMENT:**

Information Report only - not applicable.

#### **PURPOSE:**

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

#### **CONTENT:**

##### 1. Visits to the Shire

18 <sup>th</sup> July	Richard Lewis – Dajarra Prime	
19 <sup>th</sup> July	Stu Bourne – catch up and progress meetings	
21 <sup>st</sup> – 24 <sup>th</sup> July	Nathan Raasch – Dajarra and Cloncurry Seals, Donohue Inspection (Seal and structures)	
31 <sup>st</sup> July	Nathan Raasch – Telstra Locator for Truck Pull Over Bay	

##### 2. Flood Damage Works

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

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

This event will be for Emergent works and REPA. Data collection complete. Submission has been approved by QRA for a total value of \$2,445,193.96.

Activated for the 'Northern and Central Western Queensland Rainfall and Flooding event 21 April – 12 May 2022'.

This event will be for Emergency works and REPA. Data collection is complete. REPA works submission being re-assessed.

##### 3. Other



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

There is 76.1 km left to seal which is about 30% (locations left are Lake Wanditti and Pituri to Kellys Ck and 2.7km near the emergency airstrip). Design and CH clearance is complete for Stage 7 and 8.

**4. Industrial Subdivision**

Earth works to be finalised up to finished level. Works awarded to KABZ Plumbing & Quality Electrical. Procurement of materials has commenced.

**5. DTMR 20D Flood Damage and Dump Road Access**

Prime took place on the 3<sup>rd</sup> of December, initial seal completed December. Final seal pushed back to October due cool weather.

**CONSULTATION:**

Nil – information update only

**GOVERNANCE IMPLICATIONS:**

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

**RECOMMENDATION:**

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

**ATTACHMENTS:**

1. Copy of Flood Damage Events - Detailed Summary ( ID 431040) [9.1.1.1 - 1 page]

Reviewed by Director of Works and Operations

Mr Ajay Agwan

Approved by Chief Executive Officer

Ms Lynn Moore

**Boulia Shire Council**

**Flood Damage Events - Detailed Summary (01/08/2022)**

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 Completed
BoSC.0006.1819G.REC	March. 2019	REPA	\$ 14,706,416.51	\$ 14,231,596.59		Works Completed. Acquittal 80% complete
BoSC.0011.1920E.EWK	Jan/Feb 2020	Emergency Works	\$ 494,438.07	\$ 494,154.58	\$ 494,438.07	Approved/ Works Complete Acquittal 80% complete
BoSC.0008.1920.REC	Jan/Feb 2020	REPA	\$ 450,999.46	\$ 450,999.46		Approved - Donohue only, works completed - pending acquittal
Central, South and Western Qld Rainfall and Flooding 10 Nov - 3 Dec 2021	Nov - Dec 2021	REPA	Superseded			Emergent works submission completed, REPA submission to be superseded by Jan 22 event.
	Nov - Dec 2021	Emergency Works	\$ 262,330.61			
Western Qld Low Pressure Trough 19 Jan - 4th Feb 2022	Jan-22	REPA	\$ 2,514,057.71	\$ 2,445,193.96		Approved
	Jan-22	Emergency Works	\$ 507,127.18			Emergent works submitted into MARS but not yet lodged
Northern and Central Western Qld Rainfall and Flooding event 21 April - 12 May 2022	Apr-22	REPA	\$ 1,707,805.03			REPA submission getting reassessed
	Apr-22	Emergency Works	\$395,872.14			Emergent works underway Emergent works submission submitted into MARs but not yet lodged

<b>TITLE:</b>	Foreman Road Maintenance and Utility Services Report July 2022	<b>DOC REF:</b> 9.1.2
<b>REPORT BY:</b>	Ron Callope Road Maintenance & Utility Services Foreman	<b>DATE:</b> 17/08/2022
<b>CORPORATE PLAN REFERENCE:</b> Key Priority 6: Lifestyle and Community 6.1: Facilitate opportunities for community development 6.1.3: Maintain a high quality of life by providing facilities and resources that encourage a secure, interactive and progressive community lifestyle		
<b>RISK MANAGEMENT:</b> Information Report only - not applicable.		
<b>PURPOSE:</b> To inform Council of the current utilisation and activities of the Town Department during the month of July 2022.		
<b>CONTENT:</b>		
<b>Race Course:</b>		
Arena and grounds	General maintenance of the grounds has continued by the caretaker. Council has been working alongside Workcamp to clean and tidy up the grounds after the recent Camel Races Event.	
<b>Town water testing and Depot maintenance:</b>		
Chlorine level testing	Chlorine testing has been conducted on a weekly basis with satisfactory levels maintained both in Boulia and Urandangi.	
<b>Parks and Gardens:</b>		
Council, Min Min Encounter, ANZAC and Airport gardens	All garden areas are continuing to be worked on (watering, weeding etc.) to ensure they are kept in good order. With the tourist season upon us, we are working hard to ensure the town is consistently looking its best.	
Mowing/Whipper Snipping	Our crew was kept busy with mowing and whipper snipping being completed in the following areas on these days throughout July 2022: <ul style="list-style-type: none"> <li>▪ 5<sup>th</sup> July - Fire Station</li> <li>▪ 7<sup>th</sup> July – Sports Centre</li> <li>▪ 20<sup>th</sup> July – Main Office, Fire Station and School Safety Park</li> <li>▪ 22<sup>nd</sup> July – Robinson Park, Post Office</li> </ul>	
<b>Town Entrances:</b>		
Three Mile Campground	The public have been keeping the area in a tidy condition.	
<b>RMPC/Works crew:</b> RMPC Crew have been completing concrete work for Cloncurry Culverts alongside the Roads Construction Crew. Installed Floodway signs and guide posts for the side track at Dajarra Widening. The replacement of a Winton Road Grid is ongoing. The RMPC Program has been delayed from TMR due to ongoing works on the Georgina Bridge and Chinaman Creek, however is scheduled to commence next week. The RMPC Crew have also supplied concrete to contractors within town, Cravens Peak		

Station and some construction works.

**Urandangi:**

Urandangi	<p>Regular Council services continued over the month of July (mowing, whipper snipping, rubbish collection etc.).</p> <p>Money for a town clean up in Urandangi has been approved, this is currently in the process of being organised.</p> <p>Willie Doyle is also in charge of cleaning and rubbish collection at the new rest area on Dajarra/Mount Isa Road – servicing will remain two days a week until tourist season decreases.</p>
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**Water and Sewerage:**

**Boulia Township**

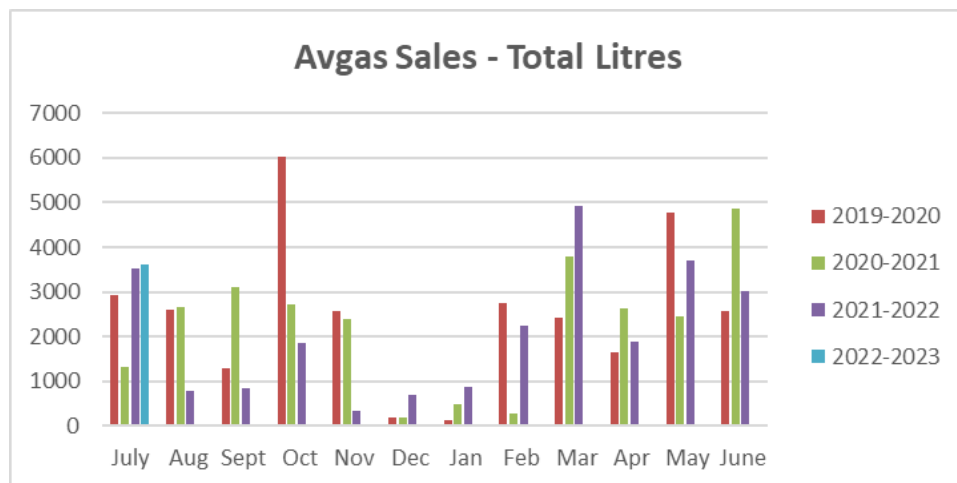
Call outs – water	Nil
Call outs – sewer	Nil
Broken mains	Nil

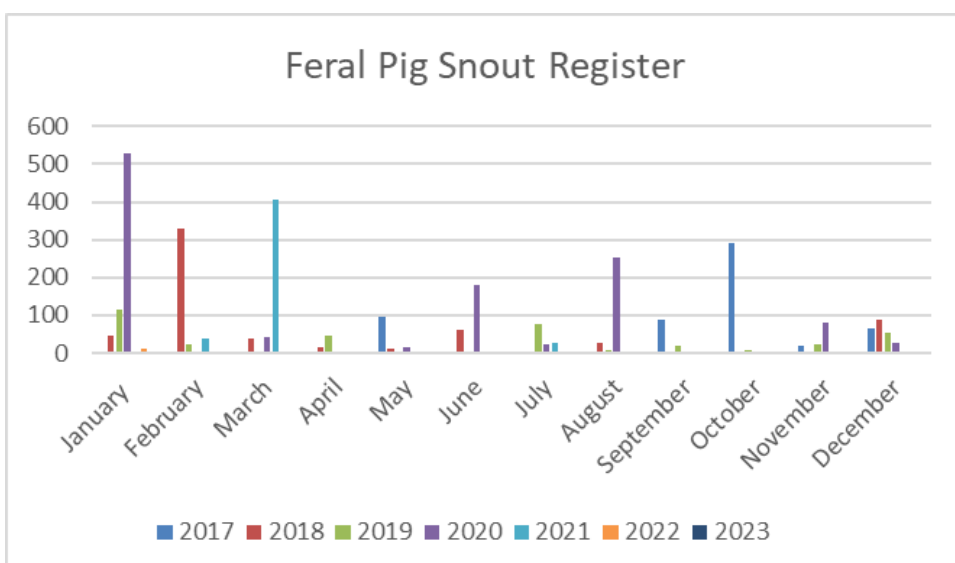
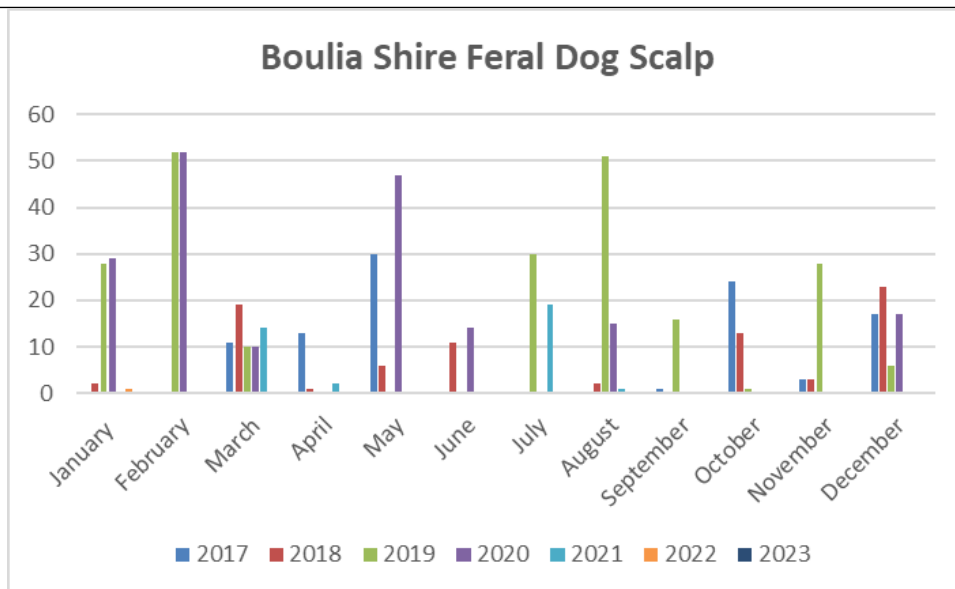
**Urandangi Township**

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

**Boulia Airport activity:**

Number of call outs: RFDS / Lifeflight Rescue	Nil
Avgas / Jet A1 Refuelling	For JUL 2022 – 28 self-fuelled through Compac.





**Boulia Feral Animal Bounty Claims:**

Feral Pigs	NIL
Feral Dogs	NIL

**CONSULTATION:** Director of Works and Operations as required.

**GOVERNANCE IMPLICATIONS:** All work completed within budget allocations.

**RECOMMENDATION:**  
That Council receive the Foreman, Road Maintenance and Utility Services July 2022 Report for information.

**ATTACHMENTS:** Nil

Reviewed by Director of Works and Operations	Mr Ajay Agwan
Approved by Chief Executive Officer	Ms Lynn Moore

<b>TITLE:</b>	Foreman Roads Maintenance and Construction Report July 2022	<b>DOC REF:</b> 9.1.3
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<b>REPORT BY:</b>	Jimmy Newman Roads and Construction Foreman	<b>DATE:</b> 17/08/2022
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**CORPORATE PLAN REFERENCE:**

Key Priority 2: Built Environment

2.1: Fit for purpose - roads, airport infrastructure

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

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

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

**CONTENT:**



Current and upcoming projects are as follows:

- Dajarra Widening – Stabilisation is ongoing and 4km of sub grade has been completed. Waiting on test results before commencing base course – Passed. Completed 4km of the first seal on this section.
- Dajarra Widening - Currently working on the culvert section.
- Dajarra Widening - Starting section 3, commencing work next week.
- Water supply at Selwyn Connection Road is sufficient for current needs.
- Cloncurry culvert section Ch 122 – completed side track. Returning when culverts have been placed to back fill and prep for bitumen works – should be completed by the end of June. This job is completed.

**CONSULTATION:**

Director of Works and Operations as required.

**GOVERNANCE IMPLICATIONS:**

All work completed within guidelines and budget allocations.

**RECOMMENDATION:**

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

**ATTACHMENTS:** Nil

Reviewed by Director of Works and Operations

Mr Ajay Agwan

Approved by Chief Executive Officer

Ms Lynn Moore

<b>TITLE:</b>	NDRRA Flood Damage Works Department July 2022 Report	<b>DOC REF:</b> 9.1.4
<b>REPORT BY:</b>	Alan Pilsworth Consultant Works Overseer	<b>DATE:</b> 17/08/2022
<b>CORPORATE PLAN REFERENCE:</b>		
Key Priority 2: Built Environment 2.1: Fit for purpose - roads, airport infrastructure 2.1.1: Develop, manage and maintain Council controlled roads and airport infrastructure to sustain and improve connectivity and safety  Key Priority 4: Natural Environment 4.2: Resilient management plans which support the community in times of crisis 4.2.1: Implement initiatives for flood responses and to plan, prepare, respond, recover and build resilience from disasters for the communities of our region		
<b>RISK MANAGEMENT:</b>		
Information Report only - not applicable.		
<b>PURPOSE:</b>		
To inform Council of the current utilisation and activities of the Flood Damage Program.		
<b>CONTENT:</b>		
Jan/February 2022 Flood Damage Event (FDRES)		
<ul style="list-style-type: none"> <li>• Coorabulka Road, Harris Crew (A) 85% complete, tipping gravel now this road should be completed by 6/08/22 (August).</li> <li>• Elrose Road, Harris Crew (B) 95% complete still have some minor works for drainage to be done, will be complete by end of August.</li> <li>• Donohue Highway, Mixed Crew, Bilby, True Blue, Hindom Contractors, Grading works are complete still require Harris Group to remove silt from various Floodways/causeways. This road will be complete by the end of August.</li> <li>• Linda Downs Link Road 100% complete.</li> <li>• Linda Downs Road, Smith Mixed Crew mobilised plant equipment to start work on the 2/08/2022.</li> <li>• Springvale Road, Harris Group have mobilised their camp to this location in preparation for starting work Jan/Feb FD Event within the next five days.</li> </ul>		
South Urandangi Road, Possible Betterment Funding (\$1.600,000.00) Flood Damage Management spoke with QRA about possible funding for Concrete Causeways on this road and after discussions with them it was agreed we should proceed with our submission for various sites that have been identified by us and would benefit having concrete structure across the rivers/creeks. FD Staff visited various sites last weekend and surveyed/pegged out sites we consider need improvement. We are currently finalising estimates for these works and this should be complete by the end of this week for submission.		
<b>CONSULTATION:</b>		
GBA as project officers on NDRRA Flood damage work.		
<b>GOVERNANCE IMPLICATIONS:</b>		
All work completed within NDRRA guidelines and budget allocations.		
<b>RECOMMENDATION:</b>		
That the NDRRA Flood Damage Works Department July 2022 Report be received for information.		
<b>ATTACHMENTS:</b> Nil		
Reviewed by Director of Works and Operations	Mr Ajay Agwan	
Approved by Chief Executive Officer	Ms Lynn Moore	



<b>TITLE:</b>	Rural Lands Protection Officer July 2022 Report	<b>DOC REF:</b> 9.1.5
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<b>REPORT BY:</b>	GRAHAM SMERDON Rural Lands Protection Officer	<b>DATE:</b> 04/08/2022
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**CORPORATE PLAN REFERENCE:**

Key Priority 4: Natural Environment

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

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

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

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

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

**CONTENT:**

**RLPO:**

Doing weed spraying checking feed along some of the stock route and animal control in town.

**TOWN COMMON:**

Marital needed for the stock baulk has been ordered, there will be a bit of a wait for some of it as the supplier is also waiting for some of the parts to arrive. Once we have everything we will go ahead and install it.

**PONY/CAMEL & RODEO PADDOCKS:**

The EOI for the short-term lease of the Rodeo Paddock has been advertised with all EOI to be in by 5<sup>th</sup> of September 2022.

**DOMESTIC ANIMAL CONTROL:**

There was 1 feral cat trapped by a resident, I then humanely destroyed it.

There were 3 dogs impounded, when no one came forward to claim or rehome any of these dogs I than had to humanely destroy them.

**CWRPM (TECHGROUP):**

There was a combined group weed spraying for this month that had to be put on hold till later this year as there was some rain in the area were the weed spraying was to be done.

There is a teleconference meeting to be held in the second week of August.

**WEED SPRAYING SHIRE ROADS:**

There has been no weed spraying done this month, will keep a look out and will spray when needed.

**RMPC:**

I did some weed spraying along the Boulia to Mt Isa Rd from Ardmore boundary to Mount Guide boundary, spraying weeds in the table drains and floodways.

**GRAVEL/BURROW PITS:**

With there still being water in some of the pits I will have to wait before I can go back and poison the Parkinsonia growing in those pits.

**STOCK ROUTES:**

I have had one enquiry about a travel permit from NAPco to drove stock from one of their properties in the NT to Herbert Downs Station. This was put on hold as they were worried that if there was an outbreak of Foot & Mouth Disease that they might have to stop where they are on the stock route and truck in feed as they didn't want to flog the feed out where they had to stop on the stock route.

**1080 BAITING:**

There was no baiting done this month.

**COORIDGEE RESERVE/WIRRILYERNA:**

The boundary fence between these two properties has been replaced and a good job was done see attached photos of finished work.

**CONSULTATION:**

Nil

**GOVERNANCE IMPLICATIONS:**

Nil

**RECOMMENDATION:**

1. That the Rural Lands Protection Officer July 2022 Report be received for information.

**ATTACHMENTS:**

1. P 7141340 [9.1.5.1 - 1 page]
2. P 7141323 [9.1.5.2 - 1 page]
3. P 7141328 [9.1.5.3 - 1 page]
4. P 7141346 [9.1.5.4 - 1 page]
5. P 7141342 [9.1.5.5 - 1 page]
6. P 7141343 [9.1.5.6 - 1 page]

Reviewed by Director of Works and Operations

Mr Ajay Agwan

Approved by Chief Executive Officer

Ms Lynn Moore















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

<b>TITLE:</b>	Chief Executives Report for July 2022	<b>DOC REF:</b> 9.2.1
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<b>REPORT BY:</b>	CEO (Lynn Moore) Chief Executive Officer	<b>DATE:</b> 17/08/2022
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### **CORPORATE PLAN REFERENCE:**

Key Priority 5: Governance

5.2: It is clearly evident in how Council does business

5.2.4: Transparency and accountability through management reporting

### **RISK MANAGEMENT:**

Information Report only - not applicable.

### **PURPOSE:**

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

### **CONTENT:**

**Fencing of Coridgee Reserve:** Project completed 20/7/2022.

**Sale of Council housing - 6 Mulligan Street Boulia:** Project completed 27/7/2022

**Butcher Paddock / Corridgee Leases:** Completed - Forwarded to Lawyers for registration 28/7.

**Workshop / Mechanic Contractor:** closes 5/8/2022

Advert placed online – Facebook, newspapers which closes on 5<sup>th</sup> August. A panel of peers will be selected to review any applicants and their intentions and qualifications. Should a suitable applicant not be found in this round we will re-advertise.

**'Old' Butchers Shop – EOI MOU / Lease:** closes 31/8/2022

Advert placed for the MOU / Lease of the building which closes 31/8/2022 has had limited interest to date.

**Urandangi – transfer of land – Marmanya:**

Documentation has been sent to the lawyers for the process of transfer to begin 28/7.

**Donohue Highway – Outback Way Funding - Stage 7 PPR 1 (a/b):**

Submission completed and forwarded to TMR Barcaldine for review. No changes were necessary, and this submission has now been sent to Canberra for further review before going to the Minister.

**Enderdrill MOU - part of CPL yard:** renewal of lease negotiated 27/8.

**Certified Agreement renewal in 2023:**

The process of renewing the certified Agreement involves several meetings with staff and Unions, and we are beginning the preparation of this by having a complete review of all staff wages and allowances prepared by Mead Perry Group as consultants to Council.

**Short Term Agistment – Rodeo Paddock:** advertised and this will close 5/9/2022.

**Urandangi – Lot 6 on U4321:**

Advice from the Department of Resources Indigenous Land Use Agreement Development and Implementation (IDI) team who are now responsible for the implementation of the agreed actions from the Bularnu Waluwarra Wangkayujuru (BWW) Peoples Indigenous Land Use Agreement that was registered on 11 October 2013. Clause 8 of the ILUA allows for the

Freehold Grant of the lots listed at Schedule 2 to be allocated to BWW in freehold under the Land Act 1994. I have raised issues with this request and have not received a response. (There is a public toilet block on the land).

**Community Housing review:**

Bouliia will be participating in a housing reform review instigated by the Western Alliance of Councils. Two Councils have been selected from each "ROC". We will have a representative visit us shortly and the preliminary documents required have been completed.

**LGGSP Funding application approved for Staff Housing:**

The grant funding offer has been signed and returned. There is some concern regarding the increase in costs and the supply and availability of materials however we are in contact with the funding providers on this matter. Communications have begun with the consultant engineers and our town planner as a Material Change of use for the land will need to be completed. This is a formality and will come to Council in September.

**Meetings for Councillors:**

Date	Attendees	Location	Reason
2-5 <sup>th</sup> August	Rick Britton	Canberra	OHDC meeting - Outback Highway
23-24 <sup>th</sup> August	Rick Britton, Jack Neilsen, Sam Beauchamp	Birdsville	RAPAD Face to Face Strategic meeting
30-1 <sup>st</sup> September	Rick Britton, Jack Neilsen, Sam Beauchamp	Winton	OHDC Annual General Meeting

**Grants applied for ....**

Program	Reason	Amount	Approved/declined
LGGSP	Staff Housing	\$2.1m	Approved
QRRF	Coorabulka/Slashers Crk Rd	\$1.7m	Approved
RRUP	Springvale Rd	\$1.54m	Approved
RCP	Telecommunications (NBN)	\$3.8m	Approved
LRCI	Industrial Estate	\$1.13m	Approved
PPR 1(a/b)	Donohue Highway	\$3.9m	Under review

**Positions Vacant:**

<b>Office Admin</b>	<b>Genevieve Green</b>	<b>Temp 3 mth</b>
<b>HR/Payroll</b>	<b>Hanny Rooyackers</b>	<b>Commenced 4/8</b>
<b>Exec Assist</b>	<b>Karen Haer</b>	<b>To Comm 29/8</b>
<b>Mechanic</b>	<b>To be advised</b>	<b>Closes 5/8</b>
<b>Tourism Officer</b>	<b>To be advised</b>	<b>29<sup>th</sup> August</b>

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:**

- Sale proceeds of Mulligan Street will go to support new LGGSP funding application for the units in Pituri Street.
- Donohue Highway funding package will be included in the 2022-2023 budget.

**RECOMMENDATION:**

That the CEO July 2022 report be received for information.

**ATTACHMENTS:** Nil

Chief Executive Officer

Ms Lynn Moore

<b>TITLE:</b>	Action List Update July 2022	<b>DOC REF:</b> 9.2.2
<b>REPORT BY:</b>	Lynn Moore Chief Executive Officer	<b>DATE:</b> 17/08/2022
<b>CORPORATE PLAN REFERENCE:</b> Key Priority 5: Governance 5.2: It is clearly evident in how Council does business 5.2.4: Transparency and accountability through management reporting		
<b>RISK MANAGEMENT:</b> The risk associated with the recommendations of the report have been assessed as Insignificant (Consequence) and Rare (Likelihood) giving an overall assessment as <b>Low L-1</b> .		
<b>PURPOSE:</b> To present to Council an updated Action List.		
<b>CONTENT:</b>  Council maintains an Action List that outlines actions to be taken as a result of a Council resolution or a request for action made by Councillors in between meetings.  Items on the list are updated as progress on each item is made and is presented to Council on a monthly basis for information.  Once an action has been shown as completed it is removed from the list.		
<b>CONSULTATION:</b> Nil		
<b>GOVERNANCE IMPLICATIONS:</b> Nil		
<b>RECOMMENDATION:</b> That Council receive the Action List update for July 2022 for information.		
<b>ATTACHMENTS:</b>  1. CEO Action List [9.2.2.1 - 5 pages]		
Reviewed and Approved by Chief Executive Officer		Ms Lynn Moore

## Boulia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
<b>Friday 25<sup>th</sup> September 2020</b>				
25/09/2020		Replacement of boundary entry signs to Boulia Shire <ul style="list-style-type: none"> <li>• Winton / Boulia</li> <li>• Boulia/ Diamantina</li> <li>• Mt Isa/ Boulia</li> <li>• NT border (Tobermorey) / Boulia</li> </ul>	<b>DWO</b>	9-5-2022- Winton/Boulia sign and NT border sign have been ordered. Auzscot will install the WB sign. The other signs -to be discussed with CEO <b>12-7-22 The design of the welcome signs has been finalised and orders have been placed.</b>
<b>Friday 26<sup>th</sup> March 2021</b>				
26/3/2021		Investigate the 'speed advisory signs' (solar) with smiley faces for both the Herbert St and outside the school.	<b>CSM</b>	<b>4/7/22 Purchase orders to be sent for these signs.</b> 31/5/22 This has been listed in the budget for 22-23 08/04/2021 Costs vary from \$9,000-\$10,000 for these signs.
<b>Friday 18<sup>th</sup> June 2021</b>				
18/06/2021		Town Common/Golf Club boundary fence – old Golf Club fence to be removed	<b>RUS/ Workcamp</b>	9-5-2022-Workcamp has returned. Will organise.
<b>Thursday 15<sup>th</sup> July 2021</b>				
15/07/2021		Investigate <ul style="list-style-type: none"> <li>- purchasing a coffin lowering device</li> <li>- Wall for Ashes at the Cemetery</li> </ul>	<b>DWO</b>	9-5-2022-Waiting on quotes for CLD. Columbarium design is complete and will be installed by end of the month. Auzscot has been given PO for footing and installation. <b>12-7-22- Coffin Lowering Device has been ordered. ETA 29<sup>th</sup> Aug 2022. Columbarium has been installed.</b>
<b>Friday 27 August 2021</b>				
27/08/2021		Look at creating a bigger passing-pad at the give-way sign and possibility of moving the sign to the Town side. <ol style="list-style-type: none"> <li>1. Waverley Creek</li> <li>2. Burke River (Boulia)</li> </ol>	<b>DWO</b>	9-6-2022 CEO – discussion with TMR – wider passing lane to be approved. <b>12-7-2022 We have discussed with TMR and they will approve a variation.</b>
27/08/2021		Business case for recyclable items going to Landfill. Cost of doing nothing vs the Cost of doing something.	<b>DCS</b>	9-5-2022 -We are in the discussion with a consultant to review the waste management facility and suggest possible upgrade.
<b>Friday 24 September 2021</b>				
24/09/2021	2021/9.16	Community Drought Support 2021 Funding - To provide Council with an update of the activities associated with Councils' community development activities. That Council arrange for 500 (five hundred) cards to be uploaded with \$200 (two hundred dollars) each.	<b>CSM</b>	<b>1/8/22 Date has been set to go to Urandangi to distribute, this will be advertised in advance.</b> 21/6/22 time frame for pick up will be extended beyond Dec 2022 Limited response in Boulia. Cards to be distributed in Urandangi next 2 months.
<b>Friday 17 December 2021</b>				
17/12/2021		Signage at the Public Toilets at the new Dajarra rest stop not showing correctly	<b>DWO</b>	<b>12-7-2022 Auzscot have been instructed. They were busy in doing other project works. Likely finish in a month's time.</b>

## Boulia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
17/12/2021		Recycling: Options..... Business Plan on containers for change	<b>CEO / DWO</b>	24/12/2021 CEO: other options are available which will help community; individuals being authorised by council 12 monthly for scavenging rights. (Small Mulcher cost \$15k) (Pallet size \$50k+)- 9-5-2022 to be discussed with CEO  <b>12-7-2022 To be discussed with CEO</b>
<b>Friday 21 January 2022</b>				
21/01/2022		Review all air-conditioning requirements at Depot and Stores. Min Min	<b>DWO</b>	9-5-2022 – air-conditioning engineer has been selected to look into the matter. <b>12-7-2022 Report received. Under investigation, short term and long term solutions have been proposed. An Air-Conditioning Technician needs to be employed now to finalise the issues.</b>
<b>Friday 18 February 2022</b>				
18/02/2022		Sewage pump station is 50 years old and failing, sits under water level, no screening - look at putting in a new pump	<b>DWO</b>	9-5-2022- W4Q funding variation approved. Under design <b>12-7-2022 Still waiting on design. GBA will submit design in August 2022 for BSC review.</b>
<b>Friday 18 March 2022</b>				
18/03/2022		Local Laws Enforcement Signage <ul style="list-style-type: none"> <li>• Ensure angle parking signs are erected as well as signs stating where other parking is for oversized vehicles</li> <li>• Signs at angle parking with a line through showing caravans / trucks not to park there (eg. Like no smoking signs)</li> <li>• Time limits if required eg. No overnight stay</li> <li>• Camping areas, signage to be checked</li> <li>• Racecourse Reserve signage to be reviewed to ensure local laws are covered Eg. No parking, parking enforcement laws apply</li> </ul>	<b>RLPO DWO</b>	<b>12/7/2022 Some signage erected. Purchase orders have been issued. Designs do include local Pitta Pitta logo.</b>
18/03/2022		Parking spaces at LPO required – angle parking so more cars can park, Wills St as well angle parking. Disabled parking for PO also required	<b>DWO</b>	<b>12-7-2022 Line marking in progress. Should be completed in 2 weeks.</b>
18/03/2022		Chinese Graves, not fenced anymore. To be included in penetration imaging when doing Boulia & Urandangi Cemetery, funding to be put into 22/23 budget.	<b>DWO DCS</b>	<b>12-7-2022 PO is being raised for GPR. One expert Robert Bell was in Boulia. Will take another month to locate the graves.</b>

## Boulia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
				Per 15 <sup>th</sup> July Ordinary Council Meeting – Councillors would like GPR to be done on the Chinese Graves. Budget to be allocated for fencing and signage of the area.
18/03/2022		Boulia Winton Road boundary (Shire) the Welcome sign, TMR removed when widening at Lucknow, not been replaced.	<b>DWO</b>	9-5-2022 – Sign is being installed <b>12-7-2022 Under progress - sign ordered.</b>
<b>Friday 22 April 2022</b>				
22/04/2022		Racecourse – Joseph has photos of concrete under Rodeo Arena. Ajay to follow up. Clr Tim to give map to Ajay of work carried out at Racecourse.	<b>DWO / Clr Tim Edgar</b>	9-5-2022 Spoke to Tim. he will provide the info <b>12-7-2022 Tim has provided the information to Joseph.</b>
22/04/2022		Racetrack camera box which run the cameras need to be replaced because it switches on and off (might overheat)	<b>DWO / Clr Sam Beauchamp</b>	9-5-2022 Spoke to Tim. He will look into it. <b>12-7-2022 Tim has fixed the Aircon.</b>
22/04/2022		Freedom Camping Signs with time limit to be put up at: Racecourse Reserve Camping area, Three Mile Creek, Hamilton Channels & Georgina / Bedourie toilets -: Maximum two-night stay; No open fires – fires only in contained boxes;	<b>RLPO</b>	<b>13/7/2022 Signs designed and ordered.</b>
<b>Friday 20 May 2022</b>				
20/05/2022		Clr Neilson: Look at agisting Rodeo Paddock. EOI to be released for a six-month period	<b>CEO</b>	<b>12/7/2022 This has now gone out to the public – closes 31<sup>st</sup> August.</b> 9-6-2022 EOI completed – letter to gun club issued for possible objections. \$900 + GST pm, March to April. Report to council done.
<b>Friday 17 June 2022</b>				
17/06/2022	2022/05.4	Quality Electrical - to provide a report to DCS regarding the racecourse pump which is clogged / blocked.	<b>DWO</b>	<b>12-7-2022 So far, no report has been provided.</b>
17/06/2022		Welcome signs / entrances need to be revamped – buffalo grass, low maintenance plants	<b>DWO</b>	<b>12-7-2022 We are investigating the matter. The welcome sign changes at Bedourie intersection will have TMR inputs. We have ordered few flower plants for Mount Isa welcome sign. It will be revamped in coming weeks.</b>
		Front garden area of Min Min Encounter needs to be beautified.	<b>DWO</b>	<b>12-7-2022 Investigating to install artificial grass. Negotiations in progress.</b> Per 15 <sup>th</sup> July Ordinary Council Meeting – budget to be allocated for artificial grass in front of the MME.

## Boulia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
17/06/2022		Replace grids at 15 mile / Trial grids to Town Common and reserve	<b>RLPO/ DWO</b>	<b>12-7-2022</b> Baulk grids have been ordered.
<b>Friday 15 July 2022</b>				
15/07/2022	2022/07.6	Council recommend that no future funding is applied for the stock route due to a lack of stock travelling through the Boulia Shire. It is felt that the funding should be redirected to stock routes being used in other regions. Letter to be sent to CWRPMG advising of motion	<b>CEO</b>	<b>22-7-2022</b> Letter with Council resolution emailed to RAPAD – CWRPMG.
15/07/2022	2022/07.9	That Council advertise the Expression of Interest (EOI) for the lease of the Old Butchers shop for a period of 3 years with EOI closing on 31st August 2022.	<b>CEO</b>	<b>19-7-2022</b> Advertising released on email blast, Facebook and Council website. Await closing date.
15/07/2022		Cllr Britton – consider looking at issuing quarterly rates notices once discounting has finished	<b>DCS</b>	<b>3/8/2022</b> Rates can be paid off at any time – no need to incur extra expenses to Council.
15/7/2022		Woden clock at Heritage complex – Shane McGlinchey - request for it to be returned to Nina McGlinchey (wife)	<b>CEO/Mayor</b>	<b>3/8/2022</b> Mayor Rick Britton has investigated the origins of the clock and it is of more sentimental value to Nina McGlinchey than the Council. <ul style="list-style-type: none"> <li>• CEO to Advise Nina it is in order to take possession of the clock and remove the clock from the complex.</li> <li>• CSM to advise staff at Heritage Complex of the same.</li> </ul>

### COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS

DATE	Staff Member	PROJECT – OR ISSUE:	RESPONSE
18/12/2019		Cllr Beauchamp: Future idea – Drone Park	9-6-2022 Meeting with Droneamics in June. Future of drone flights here. 14/10/2020 Still on the burner Sam....
19/6/2020	DWO	Cllr Edgar: Dam/recreational water park (boating etc)	9-6-2022 This project will be moved to the 'visioning' project 26/02/2021 Alternative dam location - obtain drone footage to identify potential location. This has been raised several times.
19/06/2020	Julie/DWO	Cllr Britton: Consider coloured directional signage (e.g., on street signs) to help show where things are within the town 17/08/20 Signage design to stand out and be broader width	26/02/2021 Street signage (i.e., Street names) currently is only on one side of the street. Consider both sides in future? 14/10/2020. Revised street maps with coloured markers on street signs are to be implemented. This will be delivered in conjunction with the DWO.
17/08/2020	CEO/CSM	Cllr Edgar: Consider possibility of installing a walking track from the Sports Centre to the Rodeo Grounds	1/2/22 Due to COVID health restrictions Work camp unable to proceed with this in near future.

			7/10/2021 Work Camp interested in developing an indigenous bush tucker walking track from Burke River to the Racecourse Reserve. Will need strong consultation with Pitta Pitta
26/02/2021	CEO/DWO	Cllr Britton: Long Term Business Case/Study to be undertaken regarding artesian bore to support future community growth. E.g where will drilling have to be done? Costs involved?	9-6-2022 Water Engineer to consider the options available for Boulia. 7/12/2021 to be reviewed during the 'visioning project' 20/01/2022
26/02/2021	CEO/DWO	Cllr Beauchamp: Future planning regarding water treatment – will the treatment plant be big enough down the track? Can water be recycled for town watering use/road works use? Considerations to be made in future Corporate Plan.	<b>28/7/2022 Water treatment plant options have been received. To be considered with regard to future expansion and water quality.</b> 9-6-2022 As per comment above. 07/12/2021 to be reviewed during the 'visioning project' 20/01/2022
27/08/2021	DWO	Cllr Neilson – consider another Bore for Urandangi	07/12/2021 to be reviewed during the 'visioning project' 20/01/2022
27/08/2021	DWO	Cllr Neilson - Cooridgee end of the Town Common – consider adding a tank and trough	07/12/2021 to be reviewed during the 'visioning project' 20/01/2022 and 22-23 budget
26/02/2021	DWO	Cllr Edgar – water at the Rodeo Grounds, consider installing automated sprinkling system	07/12/2021 to be reviewed during the 'visioning project' 20/01/2022 and 22-23 budget
<b>27/08/2021</b>	<b>DWO</b>	<b>Consider extra bins in the main street during the Big Red Bash period and daily collection for these bins</b>	<b>06/7/2022 - Actioned</b>



<b>TITLE:</b>	Workplace Health and Safety - WHSA / RRTW July 2022 Report	<b>DOC REF:</b> 9.2.3
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<b>REPORT BY:</b>	Cindy Reimers WHSA/RRTWC	<b>DATE:</b> 17/08/2022
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Governance

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

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

5.1.2: Effective internal and external communication and records management

5.1.3: Adopt an integrated risk management approach

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

5.1.5: Workplace Health and Safety focus

Key Priority 7: Our Team - Our People

7.2: A great place to work

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

7.2.3: Provide access to external support networks for emotional assistance

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

To inform Council of progressions and or issues of concern regarding WH&S.

**CONTENT:**

LGW – (TMR Audit requirements)	<ul style="list-style-type: none"> <li>• Ongoing monitoring with projects to ensure correct and completed WHS paperwork is submitted and identify potential hazards and any documentation requirement shortfalls. Evidentiary documents held in Magiq and Pulse.</li> <li>• Audit completed, scored 65.397%, submitted further evidence, awaiting amended Audit report.</li> <li>• TMR Traffic Management Registration Scheme due by 31<sup>st</sup> August</li> </ul>
Toolbox talks / Presentations	<ul style="list-style-type: none"> <li>• Toolbox talks/presentations to Council staff to continue fortnightly.</li> <li>• Additional presentation information sessions will be presented to relevant staff from information contained in Queensland Health and WHSQ alerts, vehicle/plant updates, changes in industry compliances and areas identified within the work place.</li> <li>• Topics generated from field observations and/or staff feedback (Safe work practices).</li> </ul>
Compliance and Education	<ul style="list-style-type: none"> <li>• Where applicable, provide staff with pertinent information from WHSQ and other safety alert systems.</li> <li>• Present WHS actions/issues to ManEx meetings weekly.</li> <li>• Ongoing education through toolbox presentations to Council employees.</li> </ul>

	<ul style="list-style-type: none"> <li>• Update registers where applicable - move current paper based register to electronic copies.</li> <li>• Develop and generate SOP and SWMS documents as required following identified gaps.</li> <li>• Constant monitoring of iAuditor to check on completion of scheduled tasks.</li> <li>• Worksite safety inspections conducted regularly to identify and, if necessary, rectify any gaps.</li> <li>• Regular random drug and alcohol testing has commenced.</li> </ul>		
Assistance to Staff / Contractors / compliance	<ul style="list-style-type: none"> <li>• CWO/Flood Damage Foreman tasked to check contractor compliance via iAuditor.</li> <li>• Schedule regular alerts and inspections in iAuditor for relevant staff to perform.</li> <li>• On-going review of existing WHS documentation/procedures/registers/inspection schedules to streamline workflow and ensure compliance.</li> <li>• Continue to develop iAuditor templates to assist staff with their compliance requirements.</li> <li>• Conducted training of new employees in the use of iAuditor.</li> </ul>		
Near Misses, Incidents and issues	<p>Total iAuditor WHS actions/issues since last Council meeting:</p> <ul style="list-style-type: none"> <li>• Near Miss - 0</li> <li>• Hazards – 0</li> <li>• Damage – 2</li> <li>• Incidents – 0</li> </ul>		
<b>Category</b>	<b>Description</b>	<b>Site</b>	<b>Outcome</b>
Hazards	NIL		
Damage	<ul style="list-style-type: none"> <li>• Rock through contractor's car window</li> <li>• Worker hit bin stand with vehicle</li> </ul>		
Incidents	Nil		
Completed Tasks and / or Achievements	<ul style="list-style-type: none"> <li>• Face-to-face inductions: 4</li> <li>• Online inductions: 2</li> <li>• Completed LGW Audit.</li> <li>• Learning systems and updating tasks for completion.</li> <li>• Commence toolbox talks with office staff monthly.</li> <li>• Required equipment purchased for batching plant.</li> <li>• WHS Safety Performance Report (21-22FY) has been submitted to LGW.</li> </ul>		
Works in Progress	<ul style="list-style-type: none"> <li>• Weekly consultation with DWO and supervisors on current and upcoming projects and what is required from a WHS perspective.</li> <li>• Regularly monitor the Bouliia Shire Council Hazard Risk Register and update as required.</li> <li>• Currently overseeing works to bring the batching plant up to WHS compliance, i.e., safety rails and addressing access issues. Waiting for materials to arrive for installation.</li> <li>• Ongoing monitoring of work site activities to ensure that compliance standard requirements are being met to enable compliance re-certification.</li> </ul>		

	<ul style="list-style-type: none"> <li>Continue to upload evidentiary documents from iAuditor and hard copy documents into Magiq (our document retention software) and Pulse (linked to WHS Plan) to ensure they are available for regulatory compliance checks.</li> <li>Updating of Drug and Alcohol Policy.</li> <li>Updating and overhauling the Safety Management System from Safe Plan to LGW On-Line Master Suite.</li> </ul>
WHS Alerts and Updates	<ul style="list-style-type: none"> <li>Adopt various alerts/updates into regular toolbox talks and training.</li> <li>Review WHSQ website and alert board where relevant.</li> <li>Receive WHS alerts from Workplace Australia.</li> </ul>
Identified future work required and/or improvement areas	<ul style="list-style-type: none"> <li>Ongoing updating of emergency plans for Council facilities as issues as they arise.</li> <li>Achieving the LGW and TMR compliance standard requirements for compliance re-certification, awaiting second official report from completed audit.</li> <li>Continue to review processes currently in place and update where necessary.</li> <li>Assist staff with training needs.</li> <li>Assist staff and/or contractors with WHS issues where either required or identified.</li> <li>Continue to develop templates in iAuditor to assist staff with meeting compliance requirements.</li> </ul>
Training Required	<ul style="list-style-type: none"> <li>RAPAD will be conducting an on-site visit to work with trainees.</li> <li>Review opportunities where E-Learning and face-to-face courses are offered to the shire.</li> <li>Consult with Supervisors if competencies or extra training may be required and future toolbox topics.</li> </ul>

**CONSULTATION:**

Nil

**GOVERNANCE IMPLICATIONS:**

Nil

**RECOMMENDATION:**

That Council receive the Workplace Health and Safety - WHSA / RRTW July 2022 Report for information.

**ATTACHMENTS:** Nil

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

<b>TITLE:</b>	Policy Review – Drug and Alcohol Policy	<b>DOC REF:</b> 113
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<b>REPORT BY:</b>	Cindy Reimers WHSA/RRTWC	<b>DATE:</b> {date}
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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 changes to the Drug and Alcohol Policy.

**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. As Council intends to commence regular random drug and alcohol testing, it is a prudent time to ensure Council’s Drug and Alcohol Policy (policy number 114) is in order.

Upon review of the current policy version, it was found that it could be condensed into a more direct and easy to read policy. Attached for Council’s review is the suggested new policy version. It is recommended that Council adopt the new policy version as presented.

**CONSULTATION:**  
 CEO and DWO

**GOVERNANCE IMPLICATIONS:**  
 The policies are consistent with the guidelines and legislation as issued.

**RECOMMENDATION:**  
 That the Drug and Alcohol Policy, policy 114, as presented be adopted.

**ATTACHMENTS:**  
 1. 114 Drug and Alcohol Policy [9.2.4.1 - 14 pages]

Reviewed and Approved by Chief Executive Officer	Lynn Moore
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# BOULIA SHIRE COUNCIL DRUG AND ALCOHOL POLICY

<b>Category:</b>	Policy
<b>Policy Number:</b>	114
<b>Document Version:</b>	4
<b>Obsolete Version:</b>	Version adopted 26 <sup>th</sup> February 2021
<b>Keyword Classification:</b>	Drug and Alcohol, staff
<b>Summary:</b>	Boulia Shire Council recognises that the inappropriate use of alcohol and other drugs can adversely affect workplace safety and performance, and can significantly contribute to absenteeism and reduced morale.
<b>Adoption Date:</b>	15 <sup>th</sup> July 2021
<b>Resolution:</b>	2021/7.15
<b>Due for Revision:</b>	Every three years or as impacted by legislation
<b>Revision date:</b>	15 <sup>th</sup> July 2024
<b>Date revoked:</b>	n/a
<b>Related documents:</b>	Drug and Alcohol Procedure Policy 116 – Workplace Health, Safety, Environment and Quality Policy 129 – Councillor Code of Conduct Policy Policy 137 – Employee Assistance Program Policy Policy 146 – Code of Conduct Policy Medication Declaration Form Reasonable Cause Assessment Form
<b>Responsible Section:</b>	Executive
<b>Responsible Officer:</b>	Director of Corporate Services
<b>Legislation:</b>	Australian Standard AS/NZS 4760:2019 Australian Standard AS/NZS 4308:2008 Australian Standard 3547:2019 'Breath alcohol testing devices' Drugs Misuse Act 1986 (QLD) Work Health and Safety Act 2011 Work Health and Safety Regulations 2011

## STATEMENT OF INTENT

Boulia Shire Council is committed to ensuring so far as reasonably practicable the good health and safety of every employee, contractor and visitor to the Council's workplaces, to ensuring healthy and safe working conditions, and to the safe operation of all equipment in the workplace. This commitment extends to Council's obligation as an employer under the *Work Health and Safety Act 2011* and *Work Health and Safety Regulations 2011*.

Council, its employees and contractors have a responsibility for the provision of a safe, healthy, cost effective and productive workplace.

Council employees and contractors are required to attend work in a good physical and mental condition so duties are performed in a safe, efficient and productive manner.

Council has adopted a drug and alcohol policy to extend and strengthen the broad based work health and safety programs in place to secure the highest level of health and safety in Council workplaces.

Boulia Shire Council prohibits all employees and contractors, at all levels, from working or conducting Council business with drugs and/or alcohol in their system in excess of the tolerance levels set out in this policy.

An employee or contractor who attends work in an unfit manner is operating outside Council policy and may be subject to counselling and/or disciplinary action (or in relation to contractors possible termination of the contractor's engagement (with or without notice)), depending on the degree of awareness and the severity of the risk to safety.

Information about the Boulia Shire Council Drug and Alcohol Policy is made aware to employees, contractors and volunteers as part of the information conveyed in the Boulia Shire Council Workplace Health and Safety induction process. Copies of this document can be requested at any time through Council's Workplace Health and Safety Advisor or the employee/contractor's Supervisor.

## PRINCIPLES

Council is committed to:

- Contributing positively to the health and wellbeing of employees;
- Providing a work environment that is free from the negative impact of drugs and alcohol;
- Maintaining the privacy of employees and contractors and their rights as private citizens.

Council's interests regarding this Policy and its application are restricted to:

- The workplace health and safety, behaviour and performance of Council employees;
- The workplace health and safety and performance of contractors and other employees;
- The health and safety of the general public; and
- The public perception of Council and the conduct of Council business.

## SCOPE

This policy applies to all Council employees and contractors when they are engaged in Council work, in Council workplaces and in business hours/hours of work.

Nothing in this policy is intended to create an employment relationship between the Council and its contractors.

## RESPONSIBILITY

The Chief Executive Officer shall issue a Procedure to employees and contractors for the implementation of this policy.

Each employee and contractor is responsible for ensuring their own compliance with this policy:

- Each employee and contractor is responsible for ensuring their own safety and the safety of others, and if an employee or contractor feels unsafe working with another person because they suspect that person is affected by drugs or alcohol the employee or contractor must refer the matter to a Supervisor or Manager;
- Employees/contractors must present themselves at work in a condition in which they are able to carry out their duties without risk to themselves or others. This includes ensuring that they are not in an unfit state for any reason, including the adverse effects of alcohol or other drugs;
- Employees/contractors must notify their Supervisor when displaying symptoms at work

Supervisors and Managers are responsible for:

- Monitoring their staff, and investigating situations which may be in breach of this Policy; and
- Taking appropriate steps to deal with the Employee/Contractor if the Supervisor/ Manager:
  - a) Observes an Employee/Contractor using drugs or alcohol or finds evidence of usage; or
  - b) Detects the odour of alcohol on an Employee/Contractor; or
  - c) Suspects an Employee/Contractor is working with drugs and/or alcohol in their system in excess of the tolerance levels set out in this policy (for example through abnormal or erratic behaviour); or
  - d) Learns from a reliable or credible source that the Employee/Contractor has consumed drugs or alcohol in breach of this policy;

The Chief Executive Officer, Directors, Executive Managers and Managers are responsible for ensuring this policy is understood and adhered to by all.

## DEFINITIONS

For the purposes of this policy:

Alcohol	means any alcoholic beverage, including but not limited to liqueurs, spirits, wine or beer.
Business Hours and Hours of Work	refer to an Employee or Contractor's ordinary hours of work (for the Boulia Shire Council) and includes time worked on overtime and attending to call-outs or other matters requiring attendance at Council workplaces outside of an Employee or Contractor's ordinary working hours.
Drugs	any mind altering or legally controlled substance unless it is prescribed by a doctor and used in accordance with medical directions. This includes any drugs listed in the <i>Drugs Misuse Act 1986 (QLD)</i> or similar legislation and any drugs listed in the Australian Standard AS/NZS 4308:2008 which prescribes the procedures for the collection and quantitation of drugs of abuse in urine and listed in the Australian Standard AS/NZS 4760:2019 which prescribes the procedures for the collection and quantification of drugs of abuse in oral fluids.  The Council may also include drugs other than those listed in Australian Standards 4308:2008 and 4760:2019 such as those drugs referred to as "designer drugs", including (but not limited to) synthetic cannabinoids and herbal highs, as well as other synthetic drugs such as opioids, hallucinogens, piperazines, stimulants and sedatives in the definition of "drugs".
Employees/Contractors include:	<ul style="list-style-type: none"> <li>• Employees of the Boulia Shire Council including trainees,</li> </ul>

	<ul style="list-style-type: none"> <li>• Contractors and subcontractors and their employees when engaged in the provision of services to the Boulia Shire Council,</li> <li>• Employees of a labour hire company who have been assigned by the labour hire company to perform work for the Boulia Shire Council,</li> <li>• Persons providing services to the Boulia Shire Council on a voluntary basis,</li> <li>• Students and other persons attending Boulia Shire Council workplaces on a work experience or student placement basis.</li> </ul>
Fitness for Work	Describes the physical or mental condition of a person whereby the person can be reasonably expected to undertake a task without incurring unacceptable risks to the health and safety of themselves or any other person.
Tolerance levels	Boulia Shire Council implements a zero tolerance level for drugs and alcohol.
Workplace	<p>a place where work is carried out for the Boulia Shire Council and includes any place where a worker goes, or is likely to be, while at work. With a 'place' including;</p> <ul style="list-style-type: none"> <li>a) a vehicle, vessel, aircraft or other mobile structure and</li> <li>b) any waters and any installation on land, on the bed of any waters or floating on any waters (<i>Work Health and Safety Act 2011</i>).</li> </ul>

## POLICY

Employees/Contractors are prohibited from:

- a) Working or conducting Council business with drugs and/or alcohol in their system in excess of the tolerance levels set out in this policy;
- b) Using, possessing, distributing or consuming drugs or alcohol on Council property during work time;
- c) Driving a Council vehicle with drugs and/or alcohol in their system in excess of the tolerance levels set out in this policy;
- d) Using or consuming drugs or alcohol at social events and work related functions held during business hours/hours of work, where the Employee/Contractor attending is representing Council.

### Employee Assistance

- (a) If an employee thinks he/she has a drug, alcohol, psychological, emotional or other problem (whether or not that is affecting their work) the Council encourages them to ask for help from Human Resources at an early stage (that is, before the problem is the immediate subject of disciplinary action), without fear of reprisal. Discussions will be kept confidential. The Council will try to help the employee resolve the problem, including by referring the employee to appropriate community resources.
- (b) At the Council's sole discretion, it may allow an employee to take unpaid leave to participate in a drug and alcohol rehabilitation or treatment program. Before being authorised to return to work, the employee will be required to be examined by the Council's nominated medical practitioner who will determine the employee's fitness to return to work. The employee may also be required to complete a course of follow-up treatment and return a negative drug and/or alcohol test before being permitted to return to work. The employee's job security after returning to work will depend on his/her work reaching appropriate performance standards and returning negative results on future drug and alcohol tests and doing so within a timeframe considered reasonable by Council.



- (c) Council will provide an employee with access to an Employee Assistance Program ('EAP'), through an appropriate EAP provider. This is a confidential service, which is independent from the Council. The EAP offers services such as information, assessment, counselling or referral, to help an employee resolve issues that may be affecting his/her work, such as marital problems, depression, stress, or drug and alcohol dependency. Council encourages employees to use the EAP where they have an issue that needs to be addressed with external assistance.

### **Attendance at Social Functions with Alcohol**

- (a) Council will enforce the Policy strictly not only in the workplace, but also at social events and work related functions held during business hours/hours of work, where the employee/contractor attending is representing the Council.
- (b) Where social functions are scheduled to commence during normal business hours/working hours and where alcohol will be made available at those functions, the relevant manager/s must post an appropriate notice to advise of amended business hours/hours of work of employees of departments attending that function.

Example – "This is to advise that all Boulia Shire Council staff will cease work at 3:00 pm today 24 December 2013 to attend the Staff Christmas Function".

Those employees will then be free to attend the function and consume alcohol in moderation as their attendance will be outside of their business hours/hours of work. Reference should be made to the Code of Conduct for Staff for guidance in relation to behavioural expectations of Council employees when representing Council at social events or work related functions outside of business hours/hours of work.

### **Medications**

The Boulia Shire Council acknowledges that some employees/contractors may have medical reasons which require the need for medication to be taken and that this medication may take the form of prescription medication as prescribed by a legal medical practitioner or non-prescription medication lawfully available at a dispensing Pharmacy.

In accordance with the Boulia Shire Council Work Health and Safety Management System, employees/contractors are encouraged to advise their Supervisor of their use of medication at work, where the advice provided with the drug indicates possible drowsiness or effects on personal coordination or performance or which may carry other warnings of possible adverse side-effects which may become evident in the course of the performance of their duties. A Medication Declaration Form is available for employees/contractors to complete should they chose to do so.

A declaration of medication being used by the employee/contractor will enable the Supervisor/Workplace Health and Safety Advisor (WHSA) to assess the work tasks the employee/contractor is to undertake and their capability to safely perform those tasks whilst taking the prescribed medications and take any steps or precautions necessary to ensure the employee's, and overall workplace, health and safety.

### **Drug and Alcohol Testing Standards and Equipment**

All drug and alcohol testing will be conducted in accordance with the relevant industry standards:

- (a) All drug testing based on the collection and analysis of urine samples will be performed in accordance with Australian Standard 4308:2008, which prescribes the procedures for the collection and quantitation of drugs of abuse in urine.
- (b) All drug testing based on the collection and analysis of oral fluids will be performed in accordance with Australian Standard 4760:2019, which prescribes the procedures for the collection and quantification of drugs of abuse in oral fluids.

- (c) Breath alcohol tests will be conducted using an approved testing device which meets the Australian Standard AS3547:2019 'Breath alcohol testing devices' (or successor standard).

Approved testing devices used for breath alcohol testing will be regularly calibrated in accordance with manufactures specifications.

Oral fluid testing equipment will be stored as per manufactures specifications and only used if within the product expiry date period.

### **Search on Reasonable Grounds**

In order to further assist with achieving the objectives set out in the Policy, if the Council suspects on reasonable grounds that an employee/contractor at work:

- may be in possession of drugs at work; or
- may recently have been in possession of drugs at work; or
- may have used or consumed drugs or alcohol at work

The Council may search any Council workplace as defined in the Policy and any Council property located within any area in the Council's possession or control or within the possession or control of any client or customer of the Council ('Council premises'). This may include offices, vehicles, workstations, production areas, lockers, and storage areas.

If any detection mechanism indicates the recent possession of drugs and or use or consumption of drugs or alcohol by an employee/contractor, the Council may require the employee/contractor to undergo drug and/or alcohol testing in accordance with the Policy.

## **Introduction, Monitoring and Review of the Policy and the associated Procedure**

### **Education and Training**

#### **(a) Training and Awareness**

All employees will have access to the Policy and the Procedure and information about these documents and the issues relating to the use of alcohol and drugs (prescription and illicit drugs) will be conveyed through a combination of such methods as toolbox talks, internal staff education sessions and/or powerpoint presentations and presentations from external parties such as the RFDS. These methods are designed to familiarise employees with the Drug and Alcohol Policy and its associated documents and Boulia Shire Council's zero tolerance level, as well as to inform them of the requirements of them under those documents, and of the workplace problems associated with drugs and alcohol.

Training and Awareness of Council's policy and procedure will be incorporated into the employee/contractors initial onboarding induction, will form part of Council's on-going training program where necessary and will also be included in the training provided to staff appointed or promoted to supervisory positions.

#### **(b) Training for Managers and Supervisors**

Managers and Supervisors will be trained in:

- i. Understanding the Policy and its effective implementation; and
- ii. The recognition, management and referral of drug and alcohol related matters.
- iii. How to complete a Reasonable Cause Assessment

#### **(c) Training for Authorised Collectors**

Any Authorised Collector nominated by Council will have the relevant drug and/or alcohol testing certification and will complete regular refresher training in order to keep up to date with industry standards.

### **Review of Testing Methods and Procedures**

- (a) At any time, Council may review and amend the Policy or the Procedure should:

- The Policy, the Procedure and/or the associated testing methods or procedures prove problematic; or
  - More effective methods/procedures become available; or
  - Change or amendment is considered necessary to ensure continued compliance with relevant Australian Standards or legislation, as those documents are up-dated and amended.
- (b) The Authorised Collector appointed by Council may amend or vary the processes and/or procedures for specimen collection and testing where such amendment or variation is considered necessary to ensure continued compliance with the relevant Australian Standards. This may occur when a relevant Australian Standard dictates a different procedure should apply or when the circumstances otherwise require it.

### **Confidentiality and Privacy**

- (a) All information gathered as a result of testing or participation in a rehabilitation or treatment program is collected for the purpose of implementing the Policy and achieving its objectives and is treated in accordance with the relevant privacy act.
- (b) All information will be held internally in Bouliia Shire Council's secure document management system and will be held for the duration of the individual's employment/engagement or longer where deemed necessary by the Council or by law. Relevant information may be disclosed to the employee/contractor's supervisor or manager. The employee/contractor may have access to this information upon request.
- (c) Save as required by law, no information relating to any testing or rehabilitation will be disclosed to an external party without the written consent of the employee/contractor concerned.
- (d) Testing will be conducted in as private a setting as possible, taking into consideration the sometimes remote worksites that employees/contractors may be located at.

### **Application**

The Policy and the Procedure applies to employees/contractors/volunteers as defined. However, some aspects of these documents may only be applicable to employees, such as rehabilitation and support. Nothing in these documents is intended to create an employment relationship between the Council and its contractors.

## **Drug and Alcohol Testing**

### **Pre-employment/engagement Testing (if required)**

Applicants may be required to undergo a drug and/or alcohol screening test before being employed or engaged as a Contractor. If an applicant fails the test, he/she may not be considered for appointment or, if the applicant has already been appointed, the employment/engagement may be terminated without notice.

### **Testing during employment/engagement**

#### **Random Testing:**

During employment or engagement, the Council may require an employee/contractor to undergo a drug and/or alcohol test to monitor compliance with the Policy. Selection for drug and alcohol testing for this purpose will be conducted on a random basis with employees of all levels of Council, and within all areas of Council, included in the random selection and subsequent drug and alcohol process.

Employees performing their duties for Council under a formal Working from Home arrangement and who are selected for random drug and alcohol testing, will be required to present at their otherwise normal Council work place in order to participate in that testing.

Note that random test selection means that some employees or contractors may not be selected

to be tested at all, some employees or contractors may be tested once, and other employees or contractors may be tested more than once. In accordance with the CEO's delegation to the WHSA, the selection process for random testing will be determined by the WHSA.

**Blanket Testing:**

In accordance with the CEO's delegation to the WHSA, the WHSA may decide to undertake blanket testing of the workforce/workplace. Blanket testing will involve all employees/contractors at a selected workplace/site to be tested rather than randomly selected employees/contractors only.

**Reasonable Cause Testing:**

Grounds to conduct drug and/or alcohol testing may be established where the behaviour, action or conduct of an employee/contractor is of concern and workplace factors such as those outlined in the procedure do not explain the behaviour, actions or conduct of concern.

Prior to drug and/or alcohol testing being ordered on the basis of a reasonable cause assessment, the possible influence of workplace factors outlined in the Policy must be considered and found not to explain the behaviour of concern.

When determining "reasonable cause", physical symptoms and/or unusual or out of character on-site observable behaviours must be considered (in accordance with the Reasonable Cause Assessment Form).

Examples of physical symptoms or behaviours include, but are not limited to:

- irritability
- hangovers
- less energy
- dizziness
- depression
- slurred speech
- emotional – outbursts, anger, aggression
- absences often on Monday, Friday or in conjunction with holidays
- feigning sickness or emergencies to get out of work early
- going to the bathroom more than normal
- defensive when confronted about behaviour
- increased health problems or complaints about health
- involvement in workplace incidents or accidents
- impairments in learning and memory, perception and judgement
- reduced ability to perform tasks requiring concentration and co-ordination
- impaired motor skills
- excessive lateness
- bloodshot eyes
- violent behaviour
- changes in personality
- odour of alcohol or drugs
- inability to walk in a straight line
- intense anxiety or panic attacks
- impaired/reduced short term memory
- irrational laughter/foolish behaviour
- unusual changes in appearance
- changes in alertness/attention span

Reasonable Cause Assessments may only be conducted by Council's WHSA, Supervisors or Managers. Should employees or contractors have concerns regarding the behaviour of other employees/contractors, they should direct their concerns to their Supervisor/Manager or Council's WHSA for further investigation. If an allegation of reasonable cause is later found to be vexatious, the matter will be referred to the employee/contractor's Supervisor and dealt with accordingly.

A workplace union representative may be present to observe the reasonable cause assessment process should it be requested by an employee/contractor.

**Post Incident Testing:**

The Council may require an employee/contractor involved in an incident to undergo drug and/or alcohol testing where it is established through the application of the Reasonable Cause

Assessment process, that an employee/contractor's actions, or lack of action, may have been a direct or indirect factor contributing to that incident.

The results of drug and/or alcohol testing initiated within 12 hours of an incident occurring may be taken into consideration in conducting incident investigations.

Where reasonable cause is established but the 12 hour timeframe cannot be met, the results of drug and/or alcohol testing subsequently initiated may only be attributed to a breach of the Drug and Alcohol Policy, and cannot be treated as a factor to have contributed to the incident.

In the case of an employee/contractor who is injured through involvement in an incident, drug and/or alcohol testing must not be conducted until such time as the employee/contractor has received the necessary first aid or other medical treatment and returned to work.

Should an employee/contractor fail to report an incident, that employee/contractor may be required to submit to drug and/or alcohol testing at such time as Council becomes aware of the incident and reasonable cause can be established. This action and any subsequent action taken in accordance with the Drug and Alcohol Policy, will not limit any other action available to be taken against the employee/contractor for failing to report an incident.

#### **Drug Testing:**

- (a) The initial drug test will be performed via an oral fluid test.
- (b) If the initial oral fluid test result is non-negative, a second on-site test will be performed via a urine sample. If the urine sample returns a negative result, the test result is negative.
- (c) If the on-site urine test returns a non-negative result, confirmation testing will be performed by an accredited laboratory on the collected specimen.
- (d) If the confirmation test is non-negative (and therefore confirmed positive), the employee providing that sample will be in breach of this policy.

#### **Breath Alcohol Testing**

- (a) Where a first breath alcohol test is non-negative (Blood Alcohol Concentration (BAC) of 0.001% or greater) a confirmation breath alcohol test will be conducted after a period of no less than 20 minutes has elapsed since the first breath alcohol test.
- (b) If the confirmation breath alcohol test is negative (BAC of 0.000%) the test result is negative. If the confirmation test is non-negative, the employee providing that sample will be in breach of the policy.

#### **Refusal to Take a Drug and/or Alcohol Test**

- (a) If an employee/contractor is required to take a drug and/or alcohol test, and refuses to do so, the employee/contractor should first explain the refusal. The Council will consider any explanation given. In its sole discretion, if the Council considers the explanation is unacceptable or unreasonable in the circumstances, then the Council will instruct the employee/contractor to take the drug and/or alcohol test once again. If the employee/contractor again refuses to take the test, the Council may take disciplinary action against the employee up to and including dismissal (with or without notice) or, in the case of a contractor, termination of his/her engagement.
- (b) The employee/contractor must be willing to provide his/her specimen for drug and/or alcohol testing and must comply with a request when made by the Authorised Collector. Failure to comply may result in disciplinary action against an employee up to and including dismissal (with or without notice) or, in the case of a contractor, termination of his/her engagement.

### **Pending the result of confirmation test of initial non-negative drug test result**

- (a) In the case of an employee of Council providing a non-negative drug test result, the Council may stand the employee down on ordinary pay for the balance of that working day. No further action will be taken in relation to that non-negative drug result until the confirmation test result is known.
- (b) To enable the employee's return to work, the employee will be required to take a further drug test (follow-up test) the working day immediately following the initial drug test.
  - i. If the result of this follow-up test is negative the employee may return to work and await the confirmation test results of the initial drug test.
  - ii. If the result of this follow-up test is also non-negative, the employee may be stood down without pay, or may access any accrued paid leave entitlements pending receipt of the confirmation test result of the initial drug test. No further testing or action will be taken in relation to the non-negative follow-up test result.
- (c) If a contractor returns a non-negative result in relation to their drug test, the Council may suspend performance of the contract until receipt of results of confirmation testing are known.
- (d) Where a Council employee is sick or injured during the stand down period (or during a portion of the stand down period), the Council will be entitled to make appropriate deductions from the employee's sick leave entitlements.

## **BREACH OF THIS POLICY**

### **Confirmed Breach of the Drug and Alcohol Policy**

An employee/contractor returning a confirmed non-negative (positive) result from a drug and/or alcohol test will be in breach of the Policy.

Any deliberate breaches of this policy may result in disciplinary action being taken against the employee or contractor.

### **Support and assistance following breach**

- (a) Where the policy is breached, the Council may, in its sole discretion, suspend taking of disciplinary action and permit the employee/contractor to continue in their employment, subject to them agreeing to join and complete an agreed appropriate Drug and Alcohol Rehabilitation Program.
- (b) In the case of a first breach of this policy by a Council employee, Council may suspend the application of disciplinary proceedings where the employee in breach recognises that they have a drug and/or alcohol problem, is willing to co-operate in referral to an appropriate service and subsequent rehabilitation treatment and enters into a Health Rehabilitation Agreement with Council and meets all the requirements of that agreement.
- (c) At its sole discretion, Council may suspend application of disciplinary procedures in cases other than that of a first breach of this policy.
- (d) Where suspended, disciplinary procedures may be immediately reactivated if an employee rejects assistance, or fails to co-operate in referral or treatment arrangements, or fails to meet the requirements of any Health Rehabilitation Agreement in effect, or returns a positive result from a further drug and/or alcohol test.

### **Employee Assistance Services**

Regardless of any action that may be taken, employees in breach of the Policy will be reminded of the Employee Assistance Services available to them and will be provided assistance in accessing services where requested.

### **Disciplinary Action**

Any disciplinary action taken against Council employees, or action taken against contractors, will be in accordance with the relevant provisions of the Policy, the Procedure and the Certified Agreement.

### **Other Actions**

- (a) If the Policy is breached by a Council employee the Council may send the employee home on leave, which may be unpaid, for such period as may be reasonably necessary.
- (b) If the policy is breached by a contractor the Council may suspend the contractor's engagement for such period as may be reasonably necessary, or terminate the contractor's engagement (with or without notice).
- (c) The Council shall require an employee/contractor in breach of the policy to undergo a further drug and/or alcohol screening test, and return a negative test result before permitting the employee/contractor to return to work. For Council employees, Council will meet the costs of one drug and/or alcohol test in this period. Any further testing may be at the expense of the employee seeking their return to work and if stood down with pay to that point, this may be withdrawn and the employee may be required to take leave, which may be unpaid, until such time as a negative drug and/or alcohol test result is returned.
- (d) The Council may require the employee/contractor returning to work to undergo 3 further drug and/or alcohol tests within a 6 month period of their return to work with the dates and times of those tests being at the discretion of Council.
- (e) Where an employee found in breach of the policy requests participation in a rehabilitation program and Council agrees with this request, any disciplinary action that might otherwise have been taken may be suspended pending the employee's compliance with the rehabilitation program undertaken.
- (f) Should the employee for any reason be unable to properly perform the duties of their normal position while participating in an agreed rehabilitation program, the employee may access any paid leave entitlements; or may be stood down from his/her duties (with or without pay, in the Council's sole discretion); or allocated alternative duties (if available, and in the Council's sole discretion).
- (g) Failure to take part or complete an agreed rehabilitation program may result in the suspension of the disciplinary action being lifted and disciplinary action being taken up to and including dismissal.

### **Rehabilitation Agreement**

The Council may, in its sole discretion, and upon the employee's request, fund an initial assessment by a rehabilitation provider nominated or approved by the Council.

- (a) The employee must sign an agreement (refer to the Drug and Alcohol Procedure for agreement details) recording their voluntary commitment to the program and to follow up testing. Failure to sign the agreement may result in the suspension of disciplinary action being lifted.
- (b) Human Resources/WHSA will arrange an initial appointment for the employee to meet with the rehabilitation provider;
- (c) The employee will be given a phone number to contact the rehabilitation provider;
- (d) All communications between the rehabilitation provider and employee will remain confidential save as provided in the agreement;
- (e) The rehabilitation provider will arrange for treatment or further specialist advice as considered necessary;

- (f) Rehabilitation will commence and the rehabilitation provider will provide Human Resources/WHSA with information on the attendance of the employee in accordance with the agreement;
- (g) The rehabilitation provider will report to Human Resources/WHSA after three sessions on the necessity or value of further treatment. Further sessions are at the employee's cost;
- (h) With the permission of the employee, the employee's representative is to be informed of progress.

**Post-treatment/rehabilitation testing**

- (a) If not already provided, on completion of the program the employee will be required to return a negative drug and/or alcohol test prior to returning to normal duties.
- (b) The employee will be required to take at least 3 random drug and/or alcohol tests within a 6 month period commencing from their completion of the rehabilitation program. The times and dates of these tests will be determined by Council.
- (c) A positive (non-negative) test during or following treatment may result in disciplinary action up to and including dismissal (with or without notice).

**Resolution of Grievances**

Complaint procedure is available to employees should they dispute either:

- (a) the results of any drug and/or alcohol test;
- (b) the process employed in achieving the result in dispute;
- (c) the assessment process relating to a reasonable cause or post incident drug and/or alcohol test;
- (d) the disciplinary or any other action taken against them;

Employees/contractors disputing the results of a drug and/or alcohol test are entitled to challenge the results of that test by obtaining at their own expense, an independent analysis of the sample from an appropriately accredited service provider/facility.

**Support and Assistance Following Breach of Drug and Alcohol Policy**

When the Policy is breached, but the Council becomes aware that the employee in breach has a drug and/or alcohol abuse problem and that employee is willing to co-operate in referral to an appropriate service and subsequent rehabilitation treatment, the Council will endeavour to assist the employee to seek help with their problem.

**If the Policy is breached, the Council may, in relation to Employee/Contractors:**

- (a) Stand the employee down with pay, or send the employee/contractor home on leave, which may be unpaid, for such period as may be reasonably necessary. This will be at least as long as required for the employee to return a negative test result for drugs and alcohol.
- (b) If an employee/contractor is suspected of being, or is confirmed to be in breach of the Policy, the employee will not be permitted to drive their personal vehicle or a Council vehicle from the Council's premises. In circumstances other than those in which the employee can make satisfactory private arrangements for their transport to their home/ accommodation, Council will make appropriate arrangements for such transport, which will be at Council's expense. Where a contractor or employee of a contractor chooses not to, or is unable to make suitable private arrangements for their transport to their home/accommodation, such transport will be arranged by Council and the costs of such transport will be passed on to the contractor or contractor's employer.



- (c) Require the employee/contractor to undergo a further drug and/or alcohol screening test, and return a negative test result before permitting the employee/contractor to return to work. Council will meet the costs of one drug and/or alcohol test in this period. Any further testing may be at the expense of the employee seeking their return to work and if stood down with pay to that point, this may be withdrawn and the employee may be required to take leave, which may be unpaid, until such time as a negative drug and alcohol test result is returned.
- (d) Require the employee/contractor returning to work to undergo 3 further drug and/or alcohol tests within a 6 month period of their return to work with the dates and times of those tests being at the discretion of Council.
- (e) When a Council employee requests participation in a rehabilitation program and Council agrees with this request, any disciplinary action that might otherwise have been taken may be suspended pending the employee's compliance with the rehabilitation program undertaken.
- (f) The employee may be stood down from his/her duties (with or without pay, in the Council's sole discretion) or allocated alternative duties during the program (if available, and in the Council's sole discretion). Failure to take part or complete an agreed rehabilitation program may result in the suspension of the disciplinary action being lifted and disciplinary action being taken up to and including dismissal.
- (g) Take disciplinary action against the employee in breach up to and including dismissal. Any disciplinary action taken will be in accordance with the relevant provisions of the Policy and the provisions of the Certified Agreement applicable to the employee in breach.
- (h) In cases other than dismissal and following providing a negative drug and/or alcohol test which will allow the employee to return to work, the employee may be directed to undertake 3 further drug and/or alcohol tests, at times and dates determined by Council within the 6 month period from the date of the employee's return to work.
- (i) Any confirmed positive (non-negative) tests for drugs and/or alcohol in the 6 month period following the employee's return to work will constitute a further, new breach of the Policy and will be managed accordingly.
- (j) The nature and severity of the violation, and whether there have been previous breaches of the Policy, will determine the disciplinary action taken.

### **Disciplinary Action**

A first breach of the Policy may result in either one of or a combination of (at Council's sole discretion) the following:

- (a) Referral for substance abuse education/evaluation/treatment; or
- (b) A first written warning; or
- (c) A first and final written warning; or
- (d) Demotion; or
- (e) In the event of a serious offence, the employee will be required to show cause why they should not be dismissed and the action taken will be determined following consideration of the employee's responses to that show cause notice.

A repeated or more serious breach may result in either one of or a combination of (at Council's sole discretion) the following:

- (a) Referral for substance abuse education/evaluation/treatment; or
- (b) A first written warning or a first and final written warning; or
- (c) A final written warning; or
- (d) Demotion; Or

- (e) In the event of a more serious offence, the employee will be required to show cause why they should not be dismissed and the action taken will be determined following consideration of the employee's responses to that show cause notice.
- (f) If sufficient evidence exists that an employee/contractor has acted illegally, Council may inform the Queensland Police Service

A third or more serious offence:

In the event of a third or more serious offence, the employee will be required to show cause why they should not be instantly dismissed and the action taken will be determined following consideration of the employee's responses to that show cause notice.

#### **Other Actions**

- (a) If the Policy is breached, the Council (and/or its insurer) may, at its sole discretion, require the employee to indemnify the Council for any and all reasonable costs arising out of or in connection with the drug and/or alcohol test.
- (b) If the Policy is breached, the Council may, in relation to contractors, terminate the contractor's engagement (with or without notice).

#### **Refusal to Take a Drug and/or Alcohol Test**

Refusal to take a drug and/or alcohol test will be a breach of the Policy and may result in disciplinary action being taken up to and including dismissal.

#### **VARIATIONS**

Council reserves the right to vary, replace or terminate this policy from time to time.

## 9.3 Corporate Services

<b>TITLE:</b>	Director of Corporate Services July 2022 Report	<b>DOC REF:</b> 9.3.1
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<b>REPORT BY:</b>	Kaylene Sloman Director of Corporate Services	<b>DATE:</b> 17/08/2022
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### **CORPORATE PLAN REFERENCE:**

Key Priority 5: Governance5.2: It is clearly evident in how Council does business

5.2.4: Transparency and accountability through management reporting

Key Priority 5: Governance5.3: Sustainability - our focus on value for money outcomes across the organisation

5.3.4: Implement good practice in managing and maintaining our assets

### **RISK MANAGEMENT:**

Information Report only - not applicable.

### **PURPOSE:**

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

### **CONTENT:**

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

Finalised budget papers in preparation of Budget meeting where the budget adopted on the 15<sup>th</sup> July. Fees and Charges updated and budget loaded on Financial system and Rates billing is underway to issue later this month.

#### **Financials 2021-2022**

Work is well underway in completing the 21/22 Financials, external audit return to Boulia on the 5<sup>th</sup> September 2022 to complete the final audit and sign off of Financials.

#### **RAPAD ICT Landscape Project**

Initial meeting and request for information was held. The project through RAPAD's Chief Digital Officer service, will be engaging with Councils across the region to build a clearer picture of the region's ICT contract landscape to help identify what's working, what doesn't, and ultimately improve the visibility of Council's technology ecosystems to identify opportunities to enhance the quality of systems available, as well as reduce duplication and cost to ratepayers.

#### **SurePact Training**

Megan and Kristen from SurePact spent 3 days in Boulia training Staff on the new SurePact system. During the training workshops were held to review best practice for Council and for achieving the best outcome for Council. All Staff that attended were extremely excited and can't wait to get started as they were able to see the benefits of having one place of data. Currently I'm working with SurePact on getting our base data in ready for go live.

#### **Records Management**

Workshops are underway in reviewing the current process and folders set up in MagiQ the Council's records electronic management system. An upgrade to the cloud for MagiQ has been done and with new functionality plus a number of Staff movements we believe it has been timely to review the structure and tweak where required to fulfill Council's obligations in storage of records.

**CONSULTATION:**

Nil

**GOVERNANCE IMPLICATIONS:**

Nil

**RECOMMENDATION:**

That the Director of Corporate Services July 2022 Report be adopted as presented.

**ATTACHMENTS:** Nil

Approved by Chief Executive Officer

Ms Lynn Moore

<b>TITLE:</b>	Finance Manager July 2022 Report	<b>DOC REF:</b> 9.3.2
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<b>REPORT BY:</b>	Mark Willis Finance Manager	<b>DATE:</b> 17/08/2022
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Governance

5.2: It is clearly evident in how Council does business

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

Key Priority 5: Governance

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

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

Financial Summary as at 31<sup>st</sup> July 2022.

**CONTENT:**

**Cash Position:**

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

	<b>31<sup>st</sup> July 2022</b>	<b>30<sup>th</sup> June 2022</b>
Cash at Hand	18,771,476	19,079,523
Net Cash Equivalent (Debtors-Creditors)	194,913	653,582
<b>Total</b>	<b>\$18,966,389</b>	<b>\$19,733,105</b>

**Income**

- Total revenues to 31<sup>st</sup> July 2022 are \$1,325,078. This equates to approx. 8.7% of this year's budget.

**Expenditure**

- Operating expenses to 31<sup>st</sup> July 2022 are \$2,015,621. This equates to approx. 11.4% of this year's budget.

**Liquidity**

- |                   |              |                     |
|-------------------|--------------|---------------------|
| • CBA             |              | \$1,131,216         |
| • Floats          |              | \$ 1,150            |
| • Investments     |              |                     |
| CBA At Call 0.20% | \$6,518,288  |                     |
| QTC 0.50%         | \$11,120,822 | \$17,639,110        |
|                   | <b>Total</b> | <b>\$18,771,476</b> |

## **Additional Information on Cash Position**

Cash Balance as at 31<sup>st</sup> July 2022 18,771,476

The following items need to be backed by cash:

Reserves 30 <sup>th</sup> June	2,328,551
Funded Depreciation	8,139,021
Less Depreciation accrued	0
Funded Employee Entitlements (Current and Non-Current)	1,292,182
Grant Funding (paid in advance)	1,630,987
Working Capital Cash	1,500,000
Capital Grants	554,054
Operating Result for 2022/2023	326,395
Less Capital Expenditure 2022/2023	(410,352)
	<u>15,360,838</u>
Uncommitted Cash 31 <sup>st</sup> July 2022	\$ 3,410,638

## **Aged Debtors 31<sup>st</sup> July 2022**

DEBTOR	90+	60	30	CURRENT	PRE-PAID	BALANCE
	\$5,755.77	\$378.30	\$137,208.34	\$5,083.03	\$(871.00)	\$147,554.44

### **90+ Days Outstanding**

For this month, amounts greater than 90+ days total \$5,755.77, \$960.00 have been referred to Council's external Collection Agency. Balance have a payment arrangement in place.

## **Rates 31st July 2022**

Total Outstanding **\$91,829.82**

## **CREDITORS 31st July 2022**

Total Outstanding **\$81,372.80**

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

*2022/2023*

*Actual*

<b>Income</b>		
<b>Revenue</b>		
<b>Recurrent Revenue</b>		
Net rate and utility charges	0	
Fees and charges	15,677	
Rental income	62,357	
Interest received	10,829	
Sales - contract and recoverable works	231,425	
Other Income	0	
Grants, subsidies, contributions and donations	164,755	
<b>Total Recurrent Revenue</b>	<u>485,043</u>	
<b>Capital Revenue</b>		
Grants, subsidies, contributions and donations	554,051	
<b>Total Capital Revenue</b>	<u>554,051</u>	
<b>Total Revenue</b>	<u>1,039,094</u>	
<b>Total Income</b>	<u>1,039,094</u>	
<b>Expenses</b>		
<b>Recurrent Expenses</b>		
Employee benefits	(318,289)	
Materials & Services	(493,149)	
Finance Costs	0	
Depreciation	0	
<b>Total Recurrent Expenses</b>	<u>(811,438)</u>	
<b>Total Expenses</b>	<u>(811,438)</u>	
<b>Net Result Attributable to Council</b>	<u><u>227,656</u></u>	

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

*2022/2023 Actuals*

**Current Assets**

Cash and cash equivalents		18,771,476
Trade and other receivables	▼	194,913
Inventories	▼	505,071

<b>Total Current Assets</b>		<u>19,471,460</u>
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**Non-current Assets**

Property, plant and equipment		<u>210,897,238</u>
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<b>Total Non-current Assets</b>		<u>210,897,238</u>
---------------------------------	--	--------------------

<b>TOTAL ASSETS</b>		<u>230,368,699</u>
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**Current Liabilities**

Trade and other payables		37,556
Borrowings	▼	(2,019)
Provisions	▼	(1,131,231)
Contract Liabilities	▼	(2,221,197)

<b>Total Current Liabilities</b>		<u>(3,316,891)</u>
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**Non-current Liabilities**

Borrowings		(1,376,832)
Provisions	▼	(181,807)

<b>Total Non-current Liabilities</b>		<u>(1,558,639)</u>
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<b>TOTAL LIABILITIES</b>		<u>(4,875,530)</u>
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<b>NET COMMUNITY ASSETS</b>		<u><u>225,493,169</u></u>
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**Community Equity**

Asset revaluation reserve		122,682,488
Retained surplus	▼	102,810,681

<b>TOTAL COMMUNITY EQUITY</b>		<u><u>225,493,169</u></u>
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**BOULIA SHIRE COUNCIL**  
**Statement of Cash Flows**  
**For the period ended 31st July 2022**

*2022/2023 Actuals*

**Cash Flows from Operating activities:**

Receipts from customers	✔	1,325,078
Payments to suppliers and employees		<u>(2,015,621)</u>
		(690,543)
Interest received		10,829
Rental income		62,357
Non-capital grants and contributions		164,755
Borrowing costs		<u>0</u>
<b>Net Cash Inflow (Outflow) from Operating Activities</b>		<b>(452,602)</b>

**Cash Flows from Investing activities:**

Payments for property, plant and equipment	✔	(410,352)
Proceeds from sale of property, plant and equipment		0
Grants, subsidies, contributions and donations		<u>554,051</u>
<b>Net Cash Inflow (Outflow) from Investing activities</b>		<b>143,699</b>

**Cash Flows from Financing activities**

Proceeds from borrowings		0
Repayment of borrowings		<u>0</u>
<b>Net Cash Inflow (Outflow) from Financing activities</b>		<b>0</b>

<b>Net Increase (Decrease) in Cash and Cash Equivalents held</b>		<b>(308,901)</b>
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Cash and Cash Equivalents at beginning of Reporting period		19,080,378
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Cash and Cash Equivalents at end of Reporting period		<u><b>\$18,771,476</b></u>
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**CONSULTATION:**

Nil

**GOVERNANCE IMPLICATIONS:**

Nil

**RECOMMENDATION:**

That the Finance Managers Report for July 2022 be received for information.

**ATTACHMENTS:** Nil

Reviewed by Director of Corporate Services

Mrs Kaylene Sloman

Approved by Chief Executive Officer

Ms Lynn Moore

## **9.4 Community Services**

<b>TITLE:</b>	July Community Services Report	<b>DOC REF:</b> 9.4.1
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<b>REPORT BY:</b>	Julie Woodhouse Community Services Manager	<b>DATE:</b> 17/08/2022
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### **CORPORATE PLAN REFERENCE:**

Key Priority 1: Social License

- 1.1: Enhance sporting, recreational & cultural facilities and activities
- 1.1.1: Build a strong sense of community by supporting local groups and organisations

Key Priority 1: Social License

- 1.2: Respecting our culture and heritage
- 1.2.1: To capture, preserve and promote the heritage and diverse cultures of our region
- 1.2.2: To promote the heritage, arts and cultures of our communities

Key Priority 1: Social License

- 1.3: Bouliia Shire to have active inclusive communities
- 1.3.1: Advocate for a range of services, programs and facilities to address disadvantage and foster inclusion
- 1.3.2: Encourage volunteering and recognise volunteers who support events throughout the year
- 1.3.3: Build social capital through provision of accessible community infrastructure and programs

Key Priority 3: Economic Development

- 3.1: Facilitate housing and investment to support employment opportunities
- 3.1.1: Promote decentralisation and the opportunity to invest in community housing
- 3.1.2: Council housing is sustainable and is suitable to meet demands

Key Priority 3: Economic Development

- 3.2: Advocate for the region through regional networks
- 3.2.1: Advocate and support the development of the Outback Highway
- 3.2.2: Actively support networks and partnerships between local businesses, industry groups, relevant organisations and State and Federal government

Key Priority 6: Lifestyle and Community

- 6.1: Facilitate opportunities for community development
- 6.1.1: Facilitate health and medical service provision for Bouliia and Urandangi
- 6.1.2: Assist local community groups and support local events
- 6.1.3: Maintain a high quality of life by providing facilities and resources that encourage a secure, interactive and progressive community lifestyle

### **RISK MANAGEMENT:**

Information Report only - not applicable.

### **PURPOSE:**

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

**CONTENT:****HOUSING:**

Current housing available:

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

With the influx of new employees and the resignation of others, housing has been allocated in accordance with staffing requirements.

**FUNDING:**

To date The Campdraft Committee, Boulia Community Services, Boulia Golf Club, Boulia P and C Association and Boulia Camel Races have all invoiced Council for their allocated funds from the Drought Community Support Program - Flexible Hardship Funding.

Myndfit will be here on the 22<sup>nd</sup> August for the week as part of this funding allocation also.

On the 20<sup>th</sup> August Cr Norton and myself will take the gift cards to Urandangi for distribution. Flyers have been sent to all the stations and the town. Strict criteria for who acquires a card will be adhered to.

The Get Ready funding allocated to Council will go towards a 2023 calendar with photographs taken by amateur photographers depicting different weather scenes. We are also buying 10 emergency get ready packs to distribute to pensioners or people living alone in the community.

**COMMUNITY:**

There will be 2 Council competitions happening in August and September.

1. Get Ready Qld calendar competition. \$500 prize money total
2. Garden competition with four categories. \$400 prize money total.

**TOURISM:**

During the Boulia Camel Race weekend the Min Min Encounter show developed some gremlins and we have been fighting to get it back to normal with the help of Cr Beauchamp and Xzibit. Unfortunately we have had to call on Xzibit to come out for a maintenance visit sooner than expected.

The new technology seems to be fighting with some of the old system such as the turntable, Council may have to consider an upgrade of how the theatre scene currently works.

*Mike from Xzibit is here on 9<sup>th</sup> August and has had to pull the theatre projector apart and started all over again for repairing of the unit.*

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

That the Community Services Report for July 2022 be received for information.

**ATTACHMENTS:** Nil

Approved by Chief Executive Officer

Ms Lynn Moore

<b>TITLE:</b>	Housing issues in Boulia	<b>DOC REF:</b> 9.4.2
<b>REPORT BY:</b>	Julie Woodhouse Community Services Manager	<b>DATE:</b> 17/08/2022
<b>CORPORATE PLAN REFERENCE:</b> Key Priority 2: Built Environment 2.2: Sustainable - housing, buildings and community infrastructure 2.2.2: Provide and maintain well planned community assets to meet the needs of our community		
<b>RISK MANAGEMENT:</b> Information Report only - not applicable.		
<b>PURPOSE:</b> To update Council on a meeting that was held regarding Social Housing and investment in Boulia.		
<b>CONTENT:</b> On the 27 <sup>th</sup> July, a zoom meeting was held with several people to discuss an overview of Social Housing and investment in Boulia. <ul style="list-style-type: none"> <li>• Agenda items were: Confirm social housing need</li> <li>• Opportunities to leverage affordable and market housing supply</li> </ul> <b>Attendees:</b> <ul style="list-style-type: none"> <li>• Julie Woodhouse - Council</li> <li>• Mark Nicol, Charmaine Schoutens, Nikki Row (Mount Isa office) and Fiona Grinstead all representing the Dept of Communities, Housing and Digital Economy</li> <li>• Michael Panagopoulos from Dept of Energy and Public Works</li> </ul> <p>The discussion centred on what demand on public housing there is in Boulia and it was quite surprising to hear Mount Isa say the demand was low and they had no vacant housing.</p> <p>They were reminded that up until this year they had vacant houses with no one in them and people on long waiting lists. They were also unsure of how many vacant blocks of land the Dept of Housing actually owns in Boulia. Nikki Row is looking further into this.</p> <p>It was explained that we have people constantly looking to Council to provide housing when they see we have vacant houses between tenants. It was explained to them that Council employees are given first priority on Council housing otherwise we would find it impossible to have a viable workforce.</p> <p>Mark Nicol will be approaching Council as to any land they wish to sell to the Department as Central West has approached them to build 2 new homes in Boulia and 2 in Urandangi.</p> <p>It is hopeful that the Dept of Housing will explore better opportunities to engage with Council in the future with a co-operative approach when demand is high.</p> <p>It was also pointed out that Council has consistently erected new homes in the past 11 years (6) and has plans to build more in the coming 12 months as opposed to the department who have aging housing and have not built anything new since 2003. Nikki Row mentioned that they have plans to renovate and build 2 new ones, further to their land investigation.</p> <p>We talked about overcrowding especially with Indigenous families who really need 3-4 bedroom homes and built with outdoor covered areas similar to the Territory housing.</p>		
<b>CONSULTATION:</b> Nil		
<b>GOVERNANCE IMPLICATIONS:</b> Nil		
<b>RECOMMENDATION:</b> That Council receive the Housing issues in Boulia report for information.		
<b>ATTACHMENTS:</b> 1. CHDE Outback Investment Priorities Boulia 1 [9.4.2.1 - 5 pages]		
Approved by Chief Executive Officer		Ms Lynn Moore

Department of Communities, Housing & Digital Economy (DCHDE)  
Boulia Shire Council – Outback Priority Investment

27 July 2022

# Queensland Housing Growth Initiative (QHIGI)

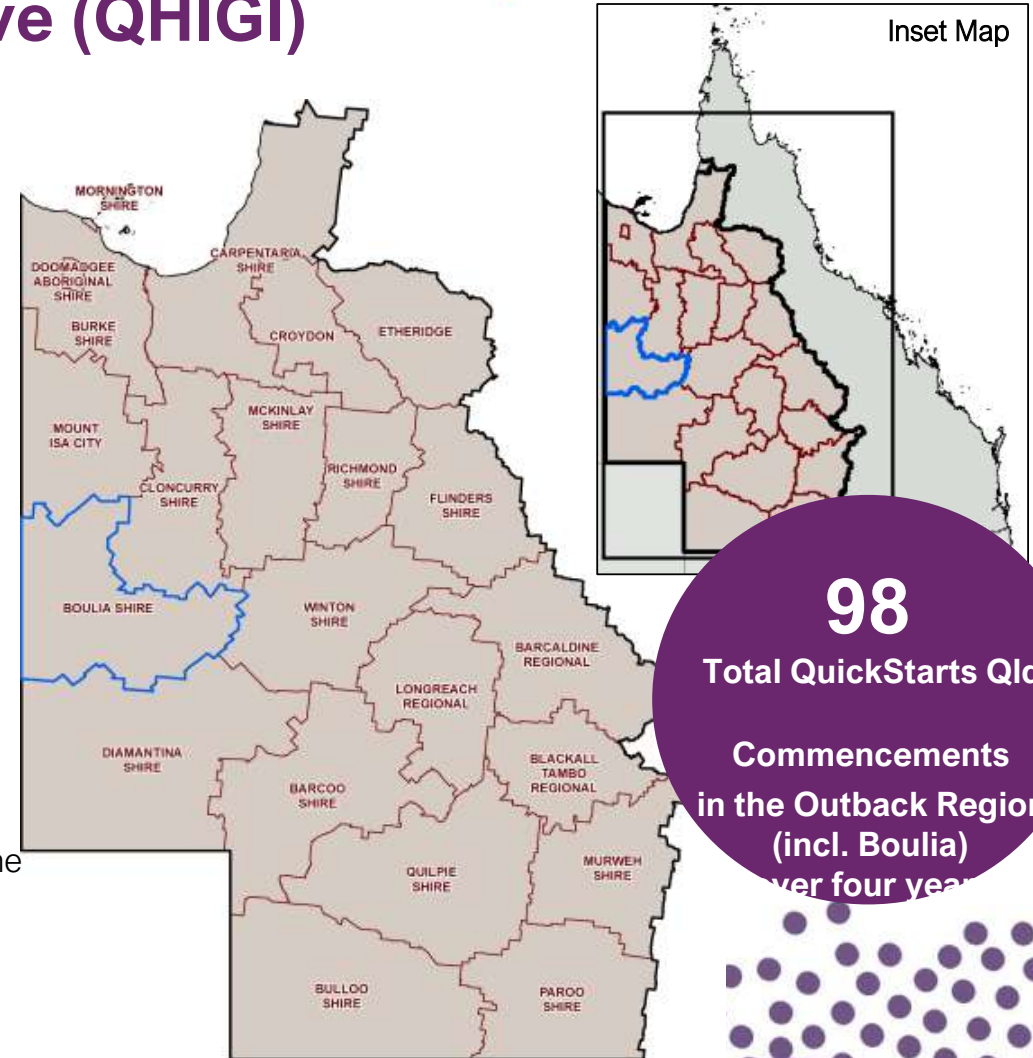


A place-based response to local market conditions and specific community needs to increase housing supply.

- The initiative includes QuickStarts Qld – a Social Housing new supply program, delivering 98 new dwellings in the Outback region by 2025.
- The Outback Region is made up of 22 local government areas, including Barcaldine, Barcoo, Blackall-Tambo, **Boulia**, Bulloo, Burke, Carpentaria, Cloncurry, Croydon, Carpentaria, Doomadgee, Etheridge, Flinders, Longreach, McKinlay, Mornington, Mount Isa, Murweh, Paroo, Quilpie, Richmond, Winton.

## Investment priorities for the Outback Region

- Townships where there is a growing or stable population; access to employment, education and supportive services; and registered demand.
- Opportunities to replace/renew stock in sustainable communities, targeting the dwellings that are older and uneconomical to repair or maintain
- Townships where there are no or very limited services, no registered demand and long-term vacant properties are a low priority for the program.





# Boulia LGA: Social Housing Overview

## Boulia (Town)

### Supply

<b>22</b> Total Social Housing Dwellings			
1 Bed	2 Bed	3 Bed	4+ Bed
NIL	8	12	2

Social Housing Dwelling Ownership Proportion:

100% owned by the Department

Social Housing Dwelling Age Proportion:

41% of the total social housing dwellings are aged over 40+ years old

### Registered Demand


<b>1</b> Total Household Applicant			
---------------------------------------	--	--	--

1 Bed	2 Bed	3 Bed	4+ Bed
0.5	0.3	0.5	0



# Bouli Shire Council Planning Scheme 2020 Bouli (town) Zoning & Flooding Map



 Social Housing Property

## Legend

### Bouli Planning Scheme

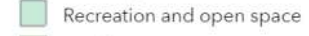
Bouli 1 percent AEP Flood Overlay



Bouli Precincts



Bouli Planning Scheme Zone





# Local Housing Action Plans

## Response opportunities

- Local Housing Action Plans are being developed by local councils in consultation with the DCHDE and the DSDILGP.
- The plans are a commitment of the *Queensland Housing and Homelessness Action Plan 2021-2025* and will enable engagement across all levels of government, and benefits from partnerships between private and not-for-profit organisations.
- The plans will include tactical actions which provide for a targeted response and outcomes that will seek to either create immediate benefit or establish a foundation for the next phase of actions.
- As part of the housing continuum, Social Housing infrastructure activity will be included in the plans.



DRAFT

<b>TITLE:</b>	Min Min Encounter & Boulia Heritage Centre Report – July 2022	<b>DOC REF:</b> 9.4.3
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<b>REPORT BY:</b>	Karen Chopping Tourism Officer	<b>DATE:</b> 17/08/2022
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**CORPORATE PLAN REFERENCE:**

Key Priority 1: Social License

1.2: Respecting our culture and heritage

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

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

Key Priority 6: Lifestyle and Community

6.1: Facilitate opportunities for community development

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

To 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: July 2022**

Sales – tickets/merchandise	<b>\$70,637.11</b>
MME total Visitor Stats	2842
MME Tickets	678 (\$18,670)
BHC Tickets	243 (\$3,905)
COMBO Tickets	705 (\$25,635)
Rezdy Online Bookings during the month (no payment taken)	19

**Social Media Statistics for July 2022:**

Social media pages	Reached
Facebook	New page likes 13 New followers 13 Page Reach 7083k 1.8K Engagement
TripAdvisor Review	1
Google Business Profile	6 reviews 767 – viewed on business profile (+101.3% - v Jul 21)

**REPORT ON ACTIVITIES HELD FOR JULY**

**Visitor Statistic Reporting:**

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

Slow start to the month however Thursday before the Big Red Bash saw an influx of travellers transiting through town and visiting the two complexes. The week of the Big Red Bash was very quiet however Saturday afternoon of 9 July saw the town streets lined with

Caravans. Sunday 10<sup>th</sup> both centres extremely busy and for the remainder of the week until 17<sup>th</sup> July where town saw a mass exodus after Camel Races. The centre has seen a steady flow of travellers through.

	Total Sales - tickets/merchandise	Total Visitors MME
2021	\$27,914.85 (11 <sup>th</sup> – 18 <sup>th</sup> July) <i>Merchandise - \$8529.85</i> <i>Tickets – \$19,385.00</i>	1686 captured on OQTA stats
2022	\$34,286.05 (10 <sup>th</sup> – 17 <sup>th</sup> July) <i>Merchandise - \$11,556.05</i> <i>Tickets – \$22,730.00</i>	1509 captured on Idealpos Many walk ins not counted.

Previous fees & charges – 2022/23 charges became effective 18 July.

Positive vibe from all travellers visiting both centres and excited about the Camel Races.

**Group Bookings:** new companies & tagalong tours through the month.

**Tourism & Events Queensland** – have released The Best of Queensland Experiences results (attached).

The Best of Queensland Experience Program (BOQEP) is an innovative program that guides the Queensland tourism industry to deliver exceptional transformational experiences. By creating positive word of mouth for Queensland it will help to attract more visitors, grow expenditure and increase market share.

The program is based on an independent set of criteria that incorporates online customer reviews, responds to consumer expectations and reflects industry best practice. All operators assessed in the program receive an individual report providing valuable insights on consumer perceptions of their experience to drive business performance. The Best of Queensland Experiences are assessed on an annual basis.

**Merchandise:** Exclusively designed & produced by Animalia Art - Boulia Camel and Camel Train for the Min Min Encounter & Visitor Centre to coincide with Camel Races. This unique product will only be available in Australia, at the MME. First purchaser was a young travelling family who were headed across the Outback Way. They sent amazing photos of the camels' journey back to the Tourism Officer. Animalia Art is also promoting these camels on their social media platforms & their newsletter as a custom-made product, which has resulted in Boulia being promoted in a new market.

Photo credit: Instagram @samanthadaviesgallery – Samantha Davies & Abbie (4yrs) Hay, NSW

Boulia Camel Train exposure via the Outback Way social media platforms as well.



**Boulia Heritage Centre:** New casual employed and trained during the month of July.

**General:**

Electrical issues arose with the Encounter Friday 15 July (Camel Races). Electrician

attended to power supply issues. Saturday ongoing issues with the show experienced therefore Centre closed at midday so not have to disappoint. A big thank you to Councillor Sam Beauchamp and Macrosphere who spent many hours of Saturday & Sunday problem solving to ensure the centre continued to remain operational.

Encounter has been non-operational since Friday 27<sup>th</sup> July due to sensor and turntable issues.

Ongoing enquiries regarding the Burke & Wills walking trail that is mentioned on signage next to the Burke River bridge.

Outback Queensland Tourism Association CEO, Denise Brown met with the CEO & CSM on 15 July 2022.

Tourism Officer MME resigned and exits position on 16 August 2022.

**CONSULTATION:**

Nil

**GOVERNANCE IMPLICATIONS:**

Nil

**RECOMMENDATION:**

That the Min Min Encounter & Boulia Heritage Centre Report – July 2022 be received for information.

**ATTACHMENTS:**

1. Best of Queensland Experiences Report 2022 [9.4.3.1 - 5 pages]

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Chief Executive Officer

Ms Lynn Moore

# Best of Queensland Experiences 2022 Assessment

TOTAL POINTS AVAILABLE	100
TOTAL POINTS REQUIRED	80
TOTAL POINTS ACHIEVED	25

Your results are shown in purple

## Min Min Encounter & Visitor Information Centre

ReviewPro GRI™ benchmark	80
Your ReviewPro GRI™ score:	NOT ENOUGH REVIEWS
60 AVAILABLE	0 ACHIEVED

This section of your report allows you to benchmark your ReviewPro GRI™ (Global Review Index™) score against the average score of other operators in Queensland and your region. Refer to page 3 for further insights on your ReviewPro GRI™ score.

### Consistent Delivery of an Exceptional Experience

Min Min Encounter & Visitor Information Centre

Region	Score
Outback Queensland	80
Queensland	60

### Active & Engaging Social Media Presence

15 AVAILABLE 15 ACHIEVED

**YOUR RESULTS** (Must meet two benchmarks in one channel to receive points)

CRITERIA	BENCHMARK	OR	
		FACEBOOK	INSTAGRAM
Average posts per week	4 posts per week	7.25 ✓	No Account Found ✗
Consistency of posts	variation of less than 65%	5.97% ✓	No Account Found ✗
Engagement rate of posts	average of 20 engagements per post	23.4 ✓	No Account Found ✗

#### OUTBACK QUEENSLAND All Operators

#### QUEENSLAND All Operators

### Online Booking

15 AVAILABLE 0 ACHIEVED

#### OUTBACK QUEENSLAND All Operators

#### QUEENSLAND All Operators

### RTO Membership

5 AVAILABLE 5 ACHIEVED

### Accreditation

5 AVAILABLE 5 ACHIEVED

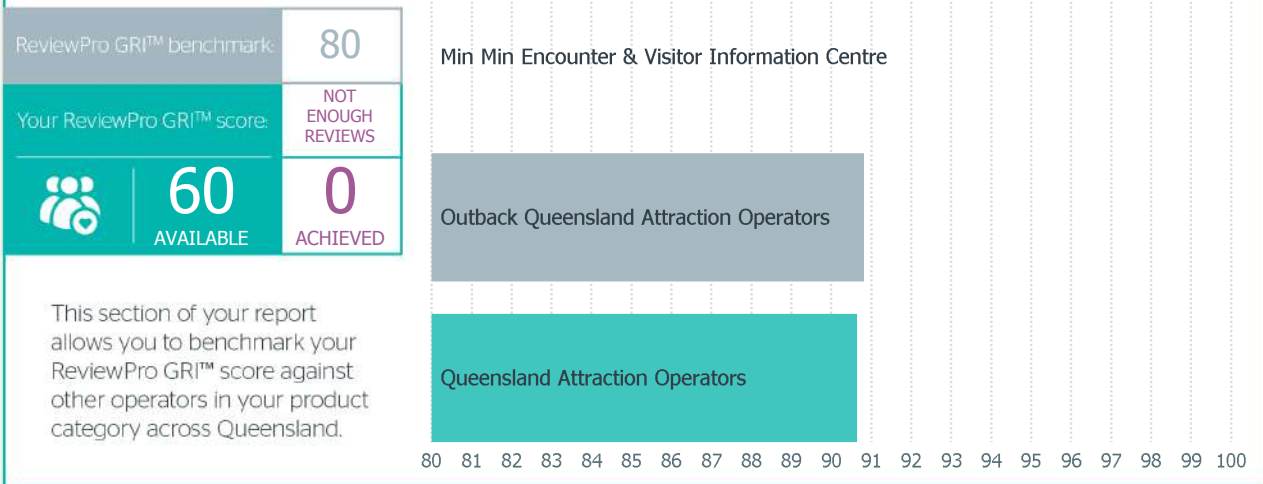


# Best of Queensland Experiences

## 2022 Assessment

### Your results compared to other Attraction Operators

#### Consistent Delivery of an Exceptional Experience

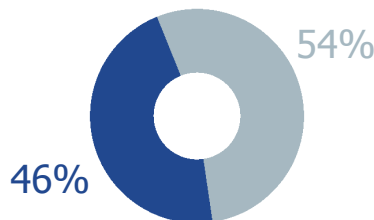


#### Active & Engaging Social Media Presence

**OUTBACK QUEENSLAND**  
Attraction Operators



**QUEENSLAND**  
Attraction Operators



 **15** AVAILABLE **15** ACHIEVED

This section allows you to benchmark your Social Media score against other operators in your product category.

 Met Social Media criteria  
 Did not meet Social Media criteria

#### Online Booking

**OUTBACK QUEENSLAND**  
Attraction Operators



**QUEENSLAND**  
Attraction Operators



 **15** AVAILABLE **0** ACHIEVED

This section allows you to benchmark your Online Booking score against other operators in your product category.

 Secure Online Booking Platform  
 No Secure Online Booking Platform

## Designing Exceptional Experiences

These results are intended to provide guidance on areas to focus on to enhance your experience delivery and exceed guest expectations. Customers are looking for transformational travel experiences along every step of the path to purchase.

Use your Best of Queensland Experiences Program results and follow the seven chapters in TEQ's Ultimate Transformational Experience Guide to design and deliver experiences that create better value for your guests and your business.

The guide will equip you with practical tips to grow your business by delivering a transformational guest experience at each of the five stages of travel.

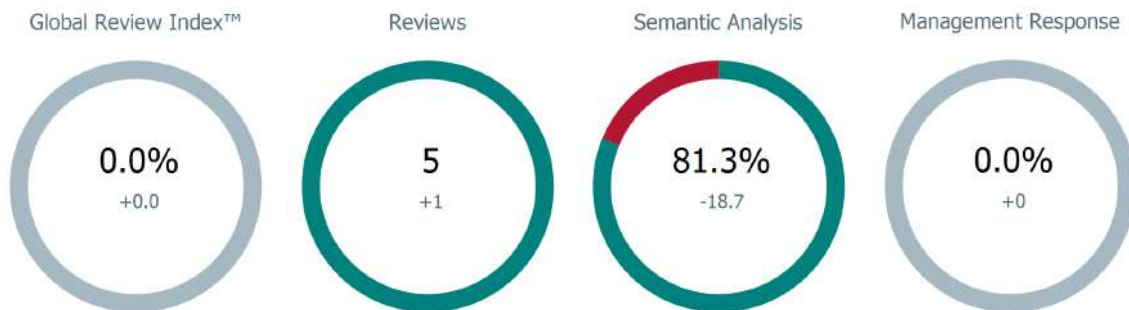


 The Ultimate Transformational Experience Guide  
[www.teq.queensland.com/transformationalexperienceguide](http://www.teq.queensland.com/transformationalexperienceguide)

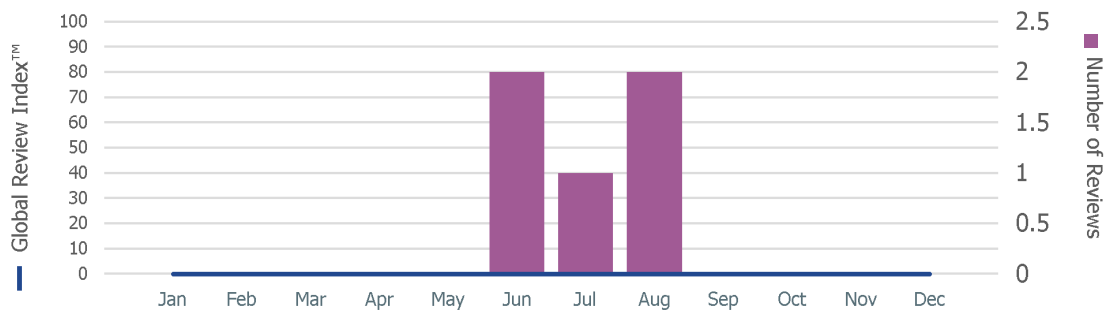
## ReviewPro Summary 1 January 2021 to 31 December 2021

Please refer to the [guide to understanding your report](#) which outlines and explains the information in the below ReviewPro Summary.

### Summary



### Global Review Index™



## Customer Review Word Cloud

location **staff** price floor show shop welcome lighting **vibe** holiday **payment**



## Review Results by Source\*

Sources	Index	Reviews	Mentions
Trip Advisor	0.00%	+0.0	5 +1
			81% 19% -18.8

## Review Results by Language

Language	Reviews	Mentions
English	5 +1	81% 19% -18.8

## Management Responses



Distribution	Responded	Response Ratio	Avg. Time
All	0 / 5		+0.0
Positive	0 / 5		+0.0
Neutral	0 / 0		+0.0
Negative	0 / 0		+0.0

Find more information about [Understanding Your Report](#) and [Best of Queensland Experiences Program](#)

Tourism and Events Queensland: [teg.queensland.com](http://teg.queensland.com)  
 ReviewPro: [www.reviewpro.com](http://www.reviewpro.com)

This report has been compiled by Tourism and Events Queensland. The Best of Queensland Experiences Program incorporates information provided by third parties that may not be independently verified. Although every care has been taken in the administration of this program, Tourism and Events Queensland recognises that there is a possibility that the assessment information may be incorrect. The Best of Queensland Experiences Program measures consumer expectations among operators who engage with Tourism and Events Queensland's consumer audience through the Australian Tourism Data Warehouse.

## **10 Late Reports**

Nil

## **11 Closed Session**

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

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

## **12 General Business**

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