

# BOULIA SHIRE COUNCIL



## ORDINARY MEETING

Friday 18 August 2023



Photo by: Tarsha Shaw

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

15<sup>th</sup> August 2023

### 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 18 August 2023** at the **Boulia Airport** commencing at **8 am** for the transaction of the following business.

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

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Ms Lynn Moore  
Chief Executive Officer

Please note:

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

**COMMONLY USED ACRONYMS**

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

## **RISK MANAGEMENT**

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

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

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

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

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

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

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

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

The Mayor will also acknowledge past and present service personnel.

## **2 Present**

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

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

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

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

## **4 Declaration of Interests**

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

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

## **5 Mayoral Minutes**

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

## **6 Notice of Motion**

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

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

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

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

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

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

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

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

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

## **8 Petitions**

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

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

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

## **9 Deputations**

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

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

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

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

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

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

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

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



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

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



**MINUTES OF THE ORDINARY MEETING  
OF THE BOULIA SHIRE COUNCIL  
HELD ON Friday 28 July 2023  
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 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  
Councillor Jan Norton

Officers: Ms Lynn Moore (Chief Executive Officer)  
Mrs Kaylene Sloman (Director of Corporate & Financial Services)  
Mr Gerard Joubert (Acting Director of Works and Operations)  
Mrs Nicole Tonkies (Relief Executive Assistant)

**3 Apologies / Leave of Absence**

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

**4 Declaration of Interests**

Councillor Britton declared a Declarable Conflict of Interest in the report 11.2.8 CWA – Pensioner Cottage: Review of MOU in accordance with the *Local Government Act*

2009 section 150EQ(4)(a) and (b), due to his wife being the President of the Boulia QCWA Branch. In accordance with section 150EM of the Local Government Act 2009, Councillor Britton was able to stay in the meeting while this matter was discussed and voted on.

## **5 Mayoral Minutes**

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

## **6 Notice of Motion**

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

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

There were no requests to address the Council.

## **8 Petitions**

There were no petitions presented to Council.

## **9 Deputations**

There were no deputations to Council.

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

**Moved:** Cr Norton

**Seconded:** Cr Neilson

*That the minutes of the Ordinary Meeting held on 23rd June 2023 be accepted.*

**Resolution No.:** 2023/7.1

**Carried**

## **11 Reports**

### **11.1 Works and Operations**

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

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

**Moved:** Cr Neilson

**Seconded:** Cr Britton

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

**Resolution No.:** 2023/7.2

**Carried**

<b>TITLE:</b>	Engineering Service Report June 2023	<b>DOC REF:</b> 11.1.2
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**PURPOSE:**

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

**Moved:** Cr Britton

**Seconded:** Cr Beauchamp

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

**Resolution No.:** 2023/7.3

**Carried**

<b>TITLE:</b>	Foreman Roads, Utilities and Services Report for June 2023	<b>DOC REF:</b> 11.1.3
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**PURPOSE:**

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

**Moved:** Cr Beauchamp

**Seconded:** Cr Edgar

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

**Resolution No.:** 2023/7.4

**Carried**

<b>TITLE:</b>	Foreman Road Maintenance and Construction Report June 2023	<b>DOC REF:</b> 11.1.4
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Councillor Britton left the meeting at 10.15 am.  
Councillor Britton returned to the meeting at 10.18 am.

Ms Moore and Mrs Sloman left the meeting at 10.25 am.

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

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

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

**Moved: Cr Neilson**

**Seconded: Cr Norton**

*That the CEO for June 2023 report be received for information.*

**Resolution No.: 2023/7.14**

**Carried**

<b>TITLE:</b>	WHS Report for June 2023	<b>DOC REF:</b> 11.2.2
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**PURPOSE:**

To inform Council of progressions and or issues of concerning regarding WH&S. Ongoing monitoring with projects to ensure correct and completed WHS paperwork is submitted and identify potential hazards and any documentation requirement shortfalls with evidentiary documents held in Magiq and Pulse. Adopt various alerts/updates into regular toolbox talks and training.

**Moved: Cr Neilson**

**Seconded: Cr Norton**

*That the Workplace Health and Safety for June 2023 report be received for information.*

**Resolution No.: 2023/7.9**

**Carried**

<b>TITLE:</b>	154 - Working from Home Policy	<b>DOC REF:</b> 11.2.3
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**PURPOSE:**

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

**Moved: Cr Neilson**

**Seconded: Cr Britton**

*That the Working from Home Policy as presented, be adopted.*

**Resolution No.: 2023/7.10**

**Carried**

<b>TITLE:</b>	147 - Boulia Sports and Aquatic Centre Members Policy	<b>DOC REF:</b> 11.2.4
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**Moved: Cr Britton**

**Seconded: Cr Beauchamp**

*That policy 147 - Boulia Sports and Aquatic Centre Members Policy as presented, be adopted.*

**Resolution No.: 2023/7.11**

**Carried**

Ms Moore and Mrs Sloman returned to the meeting at 11 am.

<b>TITLE:</b>	LGAQ - Annual Conference 2023 - motion submission - Renewal of Quarry Sales Permits	<b>DOC REF:</b> 11.2.5
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**PURPOSE:**

To seek council support for the submission of a motion to the LGAQ conference in October requesting action for the current interpretation by DAF on Sales permits affecting over 100 council gravel pits within Boulia and 1069 statewide.

**Moved: Cr Neilson**

**Seconded: Cr Britton**

1. That the council support the submission to LGAQ Conference in October 2023 for the review into the Renewal of Quarry Sales Permits.
2. That council call upon urgent State Government action to resolve the unrealistic requirements for Indigenous Land Use Agreements (ILUAs) prior to granting a quarry sales permit.

**Resolution No.: 2023/7.15**

**Carried**

<b>TITLE:</b>	Development Application for Reconfiguring a Lot – Boundary Realignment (2 Lots into 2 Lots): DA2023/01	<b>DOC REF:</b> 11.2.6
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<b>REPORT BY:</b>	CEO (Lynn Moore) Chief Executive Officer	<b>DATE:</b> 1/08/2023
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**CORPORATE PLAN REFERENCE:**

Key Priority 3: Economic Development - A sustainable local economy  
3.1 : Facilitate employment and investment opportunities  
3.1.1 : Encourage a diverse supply of housing affordability and choices

**RISK MANAGEMENT:**

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

**PURPOSE:**

For Council to determine a response for the development application seeking a Development Permit for Reconfiguring a Lot – Boundary Realignment (2 Lots into 2 Lots) on land at Goodwood Road, Boulia formally described as Lot 1 on SP118535 and Lot 5 on SP111278 (Boulia Shire Council Development Application reference DA2023/01).

**Moved: Cr Britton**

**Seconded: Cr Neilson**

**RECOMMENDATION A**

That in relation to the application for a Development Permit for Reconfiguring a Lot – Boundary Realignment (2 lots into 2 lots), made by M Boyd, on Lot 1 SP118535 and Lot 5 SP111278, located on Goodwood Road, Boulia, Council resolves to Approve the application subject to the following conditions:

**1. ADMINISTRATION**

1. The Developer and their employee, agent, contractor, or invitee is responsible for ensuring compliance with the conditions of this development approval.

2. Where these Conditions refer to “Council” in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.
3. All conditions, works, or requirements of this development approval must be undertaken and completed:
  1. to Council’s satisfaction;
  2. at no cost to Council; and
  3. prior to the issue of the Survey Plan Approval Certificate, unless otherwise stated.
4. Infrastructure requirements of this development approval must be contributed to the relevant authorities, where applicable, at no cost to Council, prior to the issue of the Survey Plan Approval Certificate, unless otherwise stated.
5. All works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards, unless otherwise stated.
6. All engineering drawings/specifications, design and construction works must be in accordance with the requirements of the relevant Australian Standards and must be approved, supervised, and certified by a Registered Professional Engineer of Queensland.

**2. APPROVED PLANS AND DOCUMENTS**

1. The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by any condition of this development approval:

Drawing/report title	Prepared by	Date	Reference number	Revision
Plan of Lots 1 & 5	Brazier Motti Pty Ltd	09/06/2023	SP340682	-

2. Where there is any conflict between the conditions of this development approval and the details shown on the approved plans and documents, the conditions of this development approval must prevail.
3. Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for approval by Council prior to the issue of the Survey Plan Approval Certificate.

**3. WATER WORKS**

1. All water works must be designed and constructed in accordance with the Capricorn Municipal Development Guidelines, Water Supply (Safety and Reliability) Act 2008 and Plumbing and Drainage Act 2002.
2. All lots within the development must be connected to Council’s water network.

**4. ELECTRICITY**

1. Electricity services must be provided to each lot in accordance with the standards and requirements of the relevant service provider.
2. A certificate of electricity supply from the relevant service provider must be provided to Council, prior to the issue of the Survey Plan approval Certificate.

**5. SITE WORKS**

1. Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to surrounding land or infrastructure.

**6. ASSET MANAGEMENT**



1. Any alteration necessary to electricity, telephone, water mains, sewerage, mains, and/or public utility installations resulting from the development or in connection with the development, must be undertaken and completed at no cost to Council.
2. Any damage to existing stormwater, water supply and sewerage infrastructure, kerb and channel, pathway or roadway, that occurs while any works are being carried out in association with this development approval must be repaired at full cost of the developer. This includes the reinstatement of any existing traffic signs or pavement markings that may have been removed or damaged.

**ADVISORY NOTES**

**NOTE 1. Aboriginal Cultural Heritage**

It is advised that under section 23 of the Aboriginal Cultural Heritage Act 2003, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the "cultural heritage duty of care"). Maximum penalties for breaching the duty of care are listed in the Aboriginal cultural heritage legislation. The information on Aboriginal cultural heritage is available on the Department of Aboriginal and Torres Strait Islander and Multicultural Affairs website: [www.datsip.qld.gov.au](http://www.datsip.qld.gov.au).

**NOTE 2. General Environmental Duty**

General environmental duty under the Environmental Protection Act 1994 prohibits unlawful environmental nuisance caused by noise, aerosols, particles, dust ash, fumes, light, odour or smoke beyond the boundaries of the development site during all stages of the development including earthworks, construction and operation.

**NOTE 4. Capricorn Municipal Development Guidelines**

The Capricorn Municipal Development Guidelines can be accessed on the following website: [www.cmdq.com.au](http://www.cmdq.com.au)

**RECOMMENDATION B**

That in relation to the application for a Development Permit for Reconfiguring a Lot – Boundary Realignment (2 lots into 2 lots), made by M Boyd, on Lot 1 SP118535 and Lot 5 SP111278, located on Goodwood Road, Boulia, Council resolves not to issue an Infrastructure Charges Notice as discussed above.

**ACTION:** CEO to advise Gideon Granade once development application is approved so he can prepare the decision notice to the clients.

**Resolution No.: 2023/7.13**

**Carried**

<b>TITLE:</b>	Annual Re-Valuation 2023-2024	<b>DOC REF:</b> 11.2.7
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**PURPOSE:**

To respond by the 14<sup>th</sup> July 2023 the request for an annual valuation to be completed by the Valuer General. In line with the requirements of the Act, they seek our local government's opinion on whether a valuation of our local government should be undertaken to be effective on 30 June 2024.

**Moved: Cr Britton**

**Seconded: Cr Beauchamp**

That a letter of response be returned to advise the Valuer General of council's recommendation regarding valuation for the 2023-2024 period to be effective 30<sup>th</sup> June 2024.

**Resolution No.: 2023/7.16**                      **Carried**

Councillor Britton declared a Declarable Conflict of Interest in the report 11.2.8 CWA – Pensioner Cottage: Review of MOU in accordance with the *Local Government Act 2009* section 150EQ(4)(a) and (b), due to his wife being the President of the Boulia QCWA Branch. In accordance with section 150EM of the Local Government Act 2009, Councillor Britton was able to stay in the meeting while this matter was discussed and voted on.

<b>TITLE:</b>	CWA – Pensioner Cottage: Review of MOU	<b>DOC REF:</b> 11.2.8
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**PURPOSE:**

To consider the request to extend the Memorandum of Understanding (MOU) for the Country Women's Association (CWA) to continue the use of the Pensioner Cottage.

**Moved:** Cr Norton

**Seconded:** Cr Edgar

1. That the Council continue to support the good work done by the Country Women's Association by waiving the \$410 per month rental fee.
2. That Council endorse the Memorandum of Understanding between the Country Women's Association and Boulia Shire Council for a term of 3 years and advise the Country Women's Association President, Mrs Ann Britton.

**Resolution No.: 2023/7.17**                      **Carried**

<b>TITLE:</b>	Action List Update June 2023	<b>DOC REF:</b> 11.2.9
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**PURPOSE:**

To present to Council an updated Action List.

**Moved:** Cr Britton

**Seconded:** Cr Neilson

*That Council receive the Action List update for June 2023 for information.*

**Resolution No.: 2023/7.12**                      **Carried**

**11.3 Corporate Services**

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

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

**Moved:** Cr Neilson

**Seconded:** Cr Norton

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

**Resolution No.: 2023/7.18****Carried**

<b>TITLE:</b>	Financial Report for June 2023	<b>DOC REF:</b> 11.3.2
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**PURPOSE:**Financial Summary as at 30<sup>th</sup> June 2023**Moved: Cr Britton****Seconded: Cr Beauchamp**

*That the Finance Report for June 2023 Report be received for information. Note: The CBA and QTC rate should have been 4.15%.*

**Resolution No.: 2023/7.19****Carried**

<b>TITLE:</b>	Fees and Charges 2023/24 Amendment	<b>DOC REF:</b> 11.3.3
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**PURPOSE:**

To amend and update Council's register of cost-recovery fees for the financial year, 2023/2024, in accordance with the Local Government Act s97 and s98.

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

*That in accordance with section 97 of the Local Government Act 2009, the 2023/2024 Fees and Charges amendments:*

<b>Page No.</b>	<b>Description</b>	<b>What needs to change</b>	<b>Change made</b>
4	Stock Route - Land Protection		
4	Small Stock (Sheep, Goats, etc)	Fee change for 5 head	\$2.12/5 head/week
4	Large Stock (Horses, Cattle, etc)	Fee change	\$2.97/head/week
4	Stock Route – Travel Permit		
4	Large Stock – each kilometre & each 20 head or part thereof	Fee and description change for each km / day and each 20 head or part thereof	\$1.06 day/20 head
4	Small Stock - each kilometre & each 140 head or part thereof	Fee and description change for each km / day and each 140 head or part thereof	\$1.06 day/140 head

*be hereby adopted by Boulia Shire Council.*

**Resolution No.: 2023/7.20****Carried**

<b>TITLE:</b>	Policy 128 Public Interest Disclosure Policy and Procedure	<b>DOC REF:</b> 11.3.4
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**PURPOSE:**

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

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

1. That Policy 128 Public Interest Disclosure Policy and Procedure be endorsed as presented
2. That the Policy 128 Public Interest Disclosure Policy and Procedure be updated on the Councillor Hub

**Resolution No.: 2023/7.21**

**Carried**

## **11.4 Community Services**

<b>TITLE:</b>	Community Services Report June 2023	<b>DOC REF:</b> 11.4.1
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**PURPOSE:**

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

**Moved: Cr Britton**

**Seconded: Cr Edgar**

*That the Community Services June 2023 report be received for information.*

**Resolution No.: 2023/7.22**

**Carried**

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

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

**Moved: Cr Norton**

**Seconded: Cr Edgar**

*That the Min Min Encounter & Bouliá Heritage Centre Report June 2023 be received for information.*

**Resolution No.: 2023/7.23**

**Carried**

**Moved: Cr Neilson**

**Seconded: Cr Edgar**

*That the minutes of the 2023/2024 Budget Meeting held on 23rd June 2023 be accepted.*

**Resolution No.: 2023/7.24**

**Carried**

Mrs Sloman left the meeting at 12 noon.

## **12 Late Reports**

There were no late reports presented to Council.

## **13 Closed Session**

There were no Closed Session Reports presented to Council.

## **14 General Business**

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

## **15 Meeting Closure**

The Mayor closed the meeting at 12.05 pm.

## **16 Confirmed**

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

UNCONFIRMED  
MINUTES

## **11 Reports**

### **11.1 Works and Operations**

<b>TITLE:</b>	Rural Lands Protection Officer July 2023 Report	<b>DOC REF:</b> 11.1.1
<b>REPORT BY:</b>	GRAHAM SMERDON Rural Lands Protection Officer	<b>DATE:</b> 15/08/2023

#### **CORPORATE PLAN REFERENCE:**

Key Priority 4: Caring for the environment

4.3: Sustainable

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

#### **RISK MANAGEMENT:**

Information Report only - not applicable.

#### **PURPOSE:**

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

#### **CONTENT:**

#### **RLPO:**

The month was spent checking on pest weeds, town common, stock routes and animal control.

#### **TOWN COMMON:**

Feed on the common even though it has dried right off, looks to be holding well.

#### **PONY/CAMEL PADDOCKS:**

Feed in the camel paddock is the same as the common dried off but holding up ok.

The feed in the pony paddock has dried off and with horses running around in this paddock, the amount of feed is notability less and the owner of the horses will need to start feeding soon.

#### **DOMESTIC ANIMAL CONTROL:**

Unlike last month there have been no dogs impounded.

I have been doing the street patrols and all though there have been no dogs seen during the day light hours there are still some dogs getting out at a nighttime and being a nuisance.

I will be looking at doing some nighttime patrols.

#### **CWRPM (TECHGROUP):**

Nothing has changed from last month; I am still planning on going over in October to give a hand with the control Jumping Cholla Cactus.

#### **WEED SPRAYING SHIRE ROADS:**

No weed spraying this month.

**RMPC:**

No weed spraying this month. I am looking at doing some late August and through to September.

**GRAVEL/BORROW PITS:**

The pits where I put the Grasland pellets out, around the Parkinsonia Bushes have had a 75% to 90% kill and when I am up that way next, I will put some more pellets around the bushes that I was unable reach last time.

**STOCK ROUTES:**

No enquires for travel permits.

**1080 BAITING:**

There was no 1080 baiting done this month.

I will be sending out the dates, time and information on baiting stations for the second round of baiting, in the last week of August for 1080 baiting in September.

**CONSULTATION:**

Nil

**GOVERNANCE IMPLICATIONS:**

Nil

**RECOMMENDATION:**

That the Rural Lands Protection Officer's July 2023 Report be received for information.

**ATTACHMENTS:** Nil

Approved by Chief Executive Officer
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Ms Lynn Moore
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<b>TITLE:</b>	Engineering Service Report June 2023	<b>DOC REF:</b> 11.1.2
<b>REPORT BY:</b>	Stuart Bourne GBA – Senior Civil Engineer	<b>DATE:</b> 15/08/2023

**CORPORATE PLAN REFERENCE:**

Key Priority 2: Building and maintaining quality infrastructure

2.3: Well planned

2.3.1: Develop and implement a robust asset management plan to support effective long-term asset management

Key Priority 4: Caring for the environment

4.2 : Resilient

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

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

**CONTENT:**

**1. Visits to the Shire**

31 <sup>st</sup> – 1 <sup>st</sup> August	Nathan Raasch and Stuart Bourne <ul style="list-style-type: none"> <li>• Truck Stop inspection</li> <li>• Industrial estate inspection</li> <li>• Pump Station inspection</li> <li>• April 2022 Completion photos</li> <li>• Job list meeting with Gerhard</li> </ul>
7 <sup>th</sup> – 8 <sup>th</sup> August	Athol Hite <ul style="list-style-type: none"> <li>• Truck Stop Primer Seal attendance</li> </ul>

**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. Works Completed, Acquittal complete. All QRA queries.

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. Submission has been approved by QRA for a total value of \$1,750,892.06. Works completed and completion photos taken

BouSC has activated for the North and Central Queensland Monsoon and Flooding, 20 December 2022 – Match 2023.

Damage pickup has been completed. Emergent work started. Eastern roads and western roads have now been uploaded to MARs and waiting approval. Slashers Creek Submission has been approved for \$292,926.90.

**3. Other**

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



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

Design and CH clearance is complete for Stage 7 and 8. Works to commence after the truck pullover project.

Bitumen procurement Tender – T2023-24.1 uploaded to Vendor Panel, closes 21<sup>st</sup> Aug.

Aggregate procurement started under the Panel of Providers

Works commenced for PPR1 (Ch170.5-178.5)

**Priority Structures Upgrade.**

DTMR are investigating Chainages 62.4-88.4 and Chg 110.4-125.8 on Dajarra-Mt Isa road for culvert widening. Funding needs to be spent by EOFY 2024.

**4. Industrial Subdivision**

All earthworks completed. Works awarded to KABZ Plumbing & Quality Electrical. Procurement of materials has been completed. KABZ and Quality Electrical has commenced on site. Sewer line crossing Mt Isa highway has been completed.

Electrical works started.

**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 Julu 2023 be noted.

**ATTACHMENTS:**

1. Donohue Priorities ( ID 466787) [11.1.2.1 - 1 page]
2. Flood Damage Events - Detailed Summary ( ID 464366) [11.1.2.2 - 1 page]

Approved by Chief Executive Officer	Ms Lynn Moore
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Donohue Highway Projects - Prioritisation

Chainage from Boulia - Dajarra Rd Intersection	Length (km)	Location	Scope of Work	Justification	Priority
0 - 11km	11.0		10mm Reseal (16/17 FY)		
11 - 23.4km	12.4		10mm Reseal (15/16 FY)		
23.4 - 25.5km	2.1		Resealed 2020		
25.5 - 36.0km	10.5		Seal (14/15 FY) Resealed 2020		Completed as part of Section 1 Outback Way - FY 2014/2015
36.0 - 46.0	10.0	Telstra Tower Area/Badalia	10mm Reseal (14/15 FY) Resealed 2019		
46.0 - 49.67	3.7	Badalia/Herbert Downs Border	Seal Top Coat (15/16 FY)		Top Coat Seal Completed as part of Section 2 Outback Way - FY 2015/2016
49.67 - 53.53km	3.9	Realigned Section	Seal (15/16 FY)		As part of Outback Way remaining funding section 2 (\$1.5m) 2015/2016 amalgamated with \$2m from 16/17 FY Funding
53.53 - 60.90km	7.4	Realigned Section	Seal (16/17 FY) Sealed in Oct-16		As part of Outback Way \$2m for 16/17 FY Funding
60.90 - 62.00 km	1.1		Seal (16/17 FY) Sealed in Jun-17		
62.00 - 65.00 Km	3.0		Seal (17/18 FY) Sealed in April-18		
65.00 - 70.3	5.3		To be complete 18/19 (Design Stage 3)		
70.3 - 87.75	17.5	Herbert Downs	Resealed April 2018		
87.75 - 97.6	9.8		18/19 (Design Stage 3)		
97.6 - 103.66	6.06	Burnt out car	Reseal (16/17 FY) Completed October		
103.66 - 111.1	7.4		Seal (16/17 FY)		
111.1 - 114.46	3.36		Completed Dec 19		
114.46 - 114.7	0.24	Georgina River Crossing (Structure Approaches)	Planned reconstruction (16/17 FY)		Pave and Seal as part of the Bridge Renewal Programme
114.7 - 116.45	1.75		Sealed Dec 2020		
116.45 - 122.4	5.95	Glenormiston	Resealed (14/15 FY)		
122.4-134.5	12.1	PPR 4	Stage 8 Design Complete DWG 200111-1. CH cleared refer report 190087 Oct 2021	PPR4: A: 122.4-126.4 -> \$2m B: 126.4-130.4 -> \$2m C: 130.4-134.5 -> \$2m	\$6m
134.5 - 146.5	12.0	PPR 5		PPR5: A: 134.5-138.5 -> \$2m B: 138.5-142.5 -> \$2m C: 142.5-146.5 -> \$2m	\$6m
146.5 - 157	10.5	PPR 6		PPR6: A: 146.5-150.5 -> \$2m B: 150.5-154.5 -> \$2m C: 154.5-157 -> \$2m	\$6m
157 - 167.57	10.57	PPR 7		PPR7: A: 157-161 -> \$2m B: 161-165 -> \$2m C: 165-167.57 -> \$2m	\$6m
167.57 - 170.5	3.1	Piturie Creek		Reseal FY 16/17	122.4-138.4 Top rock underlying gravel which damages tyres when gravel is depleted. 138.4-167.57 Poor natural soils provide low bearing pressure, resulting in gravel pavement failure and section turning to bulldust in the dry and bog holes in the wet
170.5 - 182.5	12.0	PPR 1	Stage 7 Design Complete DWG 190162-1. CH cleared refer report 190087 Oct 2021  Works Started on PPR1	A: 170.5-174.5 -> \$1.95m B: 174.5-178.5 -> \$1.95m C: 178.5-182.5 -> \$2m	\$6m
182.5 - 194.5	12.0	PPR 2		PPR2: A:182.5-186.5 -> \$2m B:186.5-190.5 -> \$2m C: 190.5-194.5 -> \$2m	\$6m
194.5 - 198.71	4.2	PPR 3		188 - 198.71 High Maintenance section a considerable distance from Boulia resulting in high repair costs	\$3m
198.71 - 200.635	1.9	Kelleys Creek		Seal FY 15/16	PPR3: A: 194.5-197 -> \$2m B: 197-198.71 ->1.2m
200.635 - 202.65	2.0	Kelleys Creek	Reseal FY 15/16		
202.65 - 206.455	3.8	Kelleys Creek	Seal FY 15/16		Initial Seal Completed as part of Section 2 Outback Way - FY 2015/2016 Change in scope of works confirmed after TMR meeting
206.455 - 211.6	5.1		New Pave and Seal complete 2020/2021 Aug 27th 2020		
211.6 - 220.3	8.7		Sealed July 2021		
220.3-223.5	3.2	PPR 3	Stage 5 Design Complete DWG 170105-3, CH Cleared BWW refer report 170105 Aug 2020	C: 220.3-221 -> \$0.8m D: 221-223.5 -> \$2m	\$3m
223.5 - 226.5	3.0	Emergency Airstrip	Sealed FY 15/16		
226.5 - 232.1	5.6	The Ridges	Seal Rehab FY 15/16		
232.1 - 233	0.9	The Ridges	Sealed FY 15/16		Initial Seal Completed as part of Section 2 Outback Way - FY 2015/2016 Change in scope of works confirmed after TMR meeting
233 - 238.6	5.6	The Ridges	Completed Dec 2020		
<b>Total Unsealed</b>	<b>76.6</b>	<b>Kms</b>			
<b>Total Sealed</b>	<b>162.1</b>	<b>Kms</b>		<b>Total to seal remainder</b>	<b>\$37.5m</b>
<b>Total Length</b>	<b>238.7</b>	<b>Kms</b>			

**Boulia Shire Council**

**Flood Damage Events - Detailed Summary (20/07/2023)**

QRA Event Code	Activation	Type	Submitted Value(Inc PM,Esc and Cont)	Approved Submission Value (Inc PM,Esc and Cont)	Final Expenditure (Acquittal)	Comments
Western Qld Low Pressure Trough 19 Jan 4th Feb 2022	Jan-22	REPA	\$ 2,514,057.71	\$ 2,445,193.96	\$ 2,120,142.28	REPA - Approved Betterment submission Lodged Acquittal completed - waiting on QRA approval
	Jan-22	Emergency Works	\$ 507,127.18			Lodged
Northern and Central Western Qld Rainfall and Flooding event 21 April - 12 May 2022	Apr-22	REPA	\$ 1,810,518.53	\$ 1,750,892.06		Submission Approved Works started March Betterment submission ineligible - as restoration works for Jan event have been completed on the Betterment sites for April Betterment, the April Betterment submission is deemed ineligible.
	Apr-22	Emergency Works	\$304,307.69			Emergency Works Completed Emergent works submission Lodged
North and Central Queensland Monsoon and Flooding, 20 December 2022 – Match 2023	Jan-23	CDO				2 Submissions Uploaded so far 1. Slashers Creek 2. Eastern Submission  Western Submission being checked over before lodgement  Gathering evidence for the Urandangi Bore and Reservoir Cleaning
	Jan-23	REPA Slashers Creek	\$298,804.41			
	Jan-23	REPA Easter Submission	\$2,793,821.10			
	Jan-23	REPA Western Submission				
	Jan-23	Emergency Works				

<b>TITLE:</b>	Foreman Road Maintenance and Construction Report July 2023	<b>DOC REF:</b> 11.1.3
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<b>REPORT BY:</b>	Jimmy Newman Foreman Roads, Construction and Maintenance	<b>DATE:</b> 15/08/2023
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**CORPORATE PLAN REFERENCE:**

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

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

**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 Council works program for July 2023.

**CONTENT:**

Current and upcoming projects are as follows:

- Truck Stop
  - Culvert installation completed in June
  - Completed cement stabilised base (CTB) pavement works and bitumen sealing on the 8<sup>th</sup> of August 2023.
  - Traffic to be switched over in August for existing roadway to be cut, excavated for balance of new culvert works.
  - Installation of solar lighting planned for September 2023.
- Donohue Highway
  - Completed side track for first 4km.
  - Commenced procurement of site survey set-out, and planning for gravel and seal for project
  - Currently working on subgrade on this project
  - Completed 3.5kms of subgrade
  - Crushing to commence 12<sup>th</sup> August 2023



**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, Construction and Maintenance July 2023 Report for information.

**ATTACHMENTS:** Nil

Approved by Chief Executive Officer	Ms Lynn Moore
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<b>TITLE:</b>	Foreman Roads, Utilities and Services Report for July 2023	<b>DOC REF:</b> 11.1.4
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<b>REPORT BY:</b>	Ron Callope Foreman Roads, Utilities and Services	<b>DATE:</b> 15/08/2023
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**CORPORATE PLAN REFERENCE:**

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

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

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

6.2.3: Improve disability access to facilities in each community

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

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

**CONTENT:**

**Racecourse:**

Arena and grounds	General maintenance by the caretaker of the Racecourse grounds is ongoing.
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**Town water testing and depot maintenance:**

Chlorine level testing	The plant has continued running at full capacity and levels are currently sitting in our desired range.
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**Town Entrances:**

Three Mile Campground	In general tourists using the site are keeping the area tidy.  Town gardens have been looking great due to warm weather, watering, and the consistent dedication of our Parks and Gardens Crew.
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**Parks and Gardens:**

Council, Min Min Encounter, ANZAC and Airport gardens	All garden areas are continuing being worked on to ensure they are kept in good order. Planning is being undertaken on the proposed upgrade of both entrances to town.
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Mowing/Whipper Snipping	Our crew was kept busy with mowing and whipper snipping. Works completed in the following areas on these days throughout June 2023: <ul style="list-style-type: none"> <li>- 3<sup>rd</sup> July – Mulligan Street, Pituri Street, Herbert Street, Moonah Street, Diamantina Street, Burke Street, Wills Street, Templeton Street and Hamilton Street</li> <li>- 4<sup>th</sup> July - Mulligan Street, Pituri Street, Herbert Street, Moonah Street, Diamantina Street, Burke Street, Wills Street, Templeton Street and Hamilton Street</li> <li>- 5<sup>th</sup> July – Robinson Park</li> </ul>
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**RMPC/Works crew:**

The RMPC Crew has just started on the new RMPC Contract for this new financial year. They have also been kept busy completing maintenance work in Urandangi township.

Concrete batching and other Private Works requests are consistent interruptions to RMPC Works.

**Urandangi:**

Urandangi	Council services continued over the month of August as required (Rubbish collection etc). Work remains focussed on the continued clean up and management of fire risk. Grading of town fire breaks for Urandangi and slashing are planned and will be ongoing based on availability of both Council and contractor resources (post REPA works in July). We will lift the water restrictions once a final test of the water has been completed and is within desirable levels.
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**Water and Sewerage:****Boulia Township**

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

**Urandangi Township**

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

**Boulia Airport activity: (Appendix 1)**

Number of call outs: RFDS/LifeFlight Rescue	0
Avgas/Jet A1 Refuelling	Total 39 – 39 self-fuelled through Compac.

**Boulia Feral Animal Bounty Claims: (Appendix 2 & 3)**

Feral Pigs	37
Feral Dogs	13

**CONSULTATION:**

Director of Works and Operations as required.

**GOVERNANCE IMPLICATIONS:**

All work completed within budget allocations.

**RECOMMENDATION:**

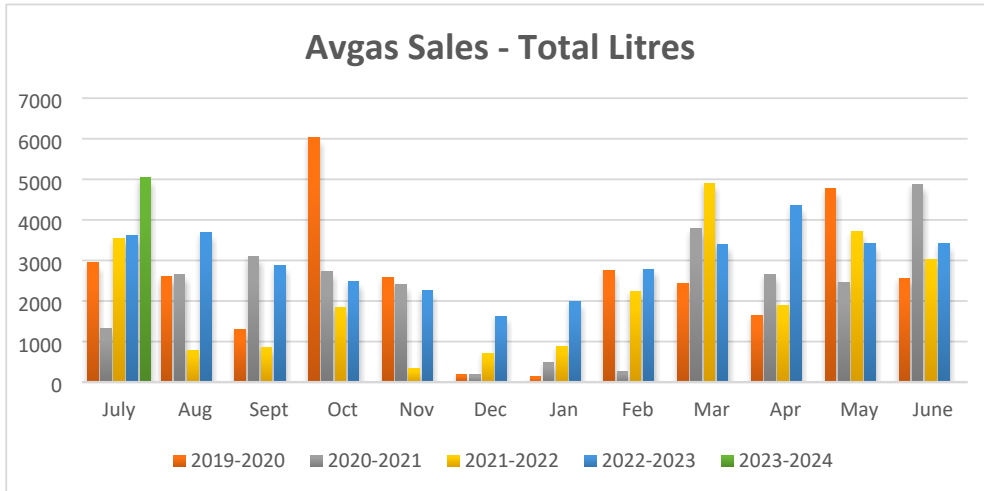
That Council receive the Foreman Roads, Utilities and Services July 2023 Report for information.

**ATTACHMENTS:**

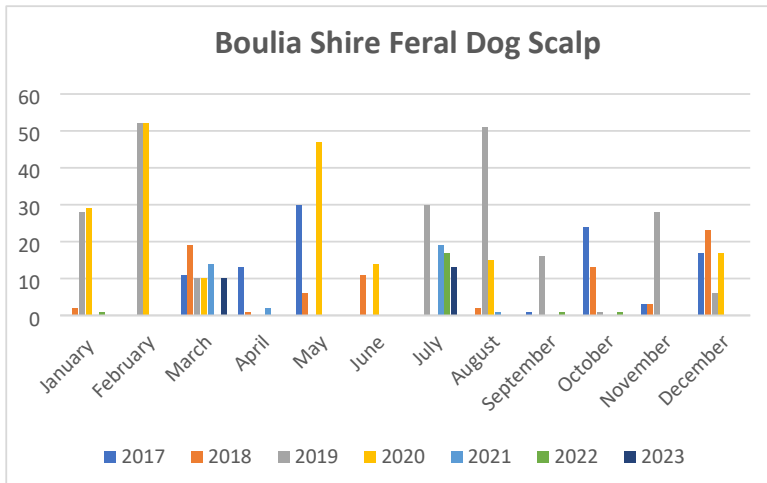
1. Appendix Document for RUS August 2023 Council Report [11.1.4.1 - 1 page]

Approved by Chief Executive Officer	Ms Lynn Moore
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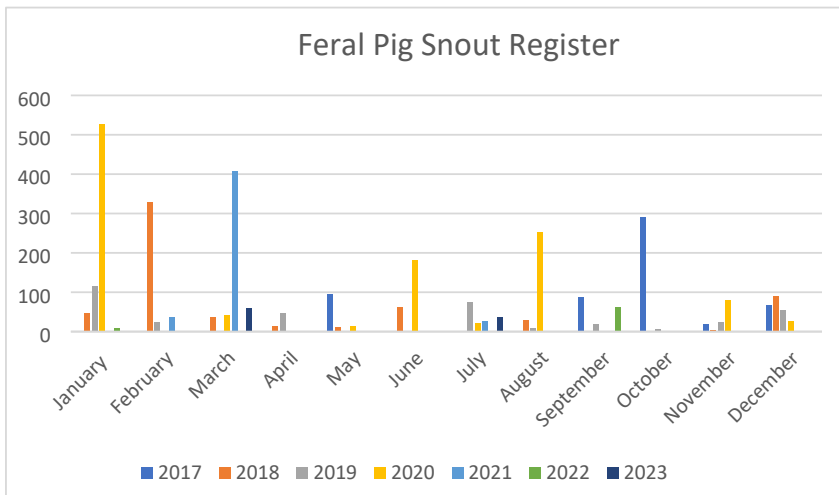
APPENDIX 1



APPENDIX 2



APPENDIX 3





<b>TITLE:</b>	QRA Flood Damage Works Department July 2023	<b>DOC REF:</b> 11.1.5
<b>REPORT BY:</b>	Gordon Stumbris Consultant Works Overseer	<b>DATE:</b> 15/08/2023

**CORPORATE PLAN REFERENCE:**

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

Key Priority 4: Caring for the environment

4.2 : Resilient

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

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

**CONTENT:**

Proposed REPA (Dec 2022 – April 2023)

- Commenced medium formation grading (QRA Recommended pavement treatment) along Coorabulka Road. Start date Saturday 5th of August 2023 and completion date Tuesday 5th September 2023 – 24 working days.

Harris Crew A

- Completion of heavy formation grading/gravel RE: sheeting of various dust holes along Selwyn Road. Excellent outcome.

Harris Crew B

- Completed all work for the Urandangi Border Road.
- Heavy formation grading prior to placement of 150m gravel pavement of major dust holes along the above road pavement.
- Commenced medium formation grading start from shire boundary. Work commenced on Monday 7<sup>th</sup> August 2023, expected finish date is Tuesday 5<sup>th</sup> September.

Bilby Mixed Crew

- Completed Donohue Highway REPA Event. 55 pavement defects – restored to correct pavement treatment (April – May 22 Flood Event)
- This completion of the above projects brings the April – May REPA Event to a final completion. This event consisted of pavement restoration of 9 major roads throughout the shire with a total value of \$1,770,000.00. Work completed under budget and within the allocated timeframe. Excellent outcome.
- Mixed Crew have commenced the first project of the December 2022 – April 2023 REPA Event. Work commenced on Friday 4<sup>th</sup> August 2023, with excellent progress on all damaged sections.

GBA have lodged the proposed REPA Dec-Apr 2023 submission for all Eastern Shire Roads to QRA.

**CONSULTATION:**

GBA as project managers for Council QRA Flood damage work.

**GOVERNANCE IMPLICATIONS:**

All work completed within QRA guidelines and budget allocations.

**RECOMMENDATION:**

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

**ATTACHMENTS:** Nil

Approved by Chief Executive Officer	Ms Lynn Moore
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## **11.2 Office of the Chief Executive**

<b>TITLE:</b>	Chief Executives Report July 2023	<b>DOC REF:</b> 11.2.1
<b>REPORT BY:</b>	CEO (Lynn Moore) Chief Executive Officer	<b>DATE:</b> 15/08/2023

### **CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.2: Accountability

5.2.4: Ensure transparency and accountability through integrated performance management reporting

### **RISK MANAGEMENT:**

Information Report only - not applicable.

### **PURPOSE:**

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

### **CONTENT:**

#### **Boulia Shire Council Precinct - Growing Our Regions funding**

Expressions of interest lodged prior to the closing date for the potential community Hub.

#### **Local Recovery and Resilience Grants - State Government Initiative - Urandangi Flood Event – Dec to April 2023**

Jasko Air Services who complete our annual inspection (July 2023) for CASA have supported the viability of moving the clinic to the airport and from their perspective it is a sound idea and can be accommodated. George Bourne and Associates Building Certifier have completed reports on several structures in the town for structural stability and safety. Requests for surrender of land are being reviewed are to be actioned by the Director of Corporate Services.

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

Council has identified 104 gravels pits across the shire used for the maintenance of council's roads and some TMR road work. Sales permits which are in place and have been issued by DAF are currently being reviewed. ILUA's will now be negotiated by DAF for each of the Native Title owners:

- Pitta Pitta
- Wangkamadhla People
- Bularnu Waluwarra and Wangkayujuru Peoples

DAF visited on 5<sup>th</sup> June to inspect (selected) gravel pits which have been identified as 'crucial' to the delivery of road building material to the shire prior to the expiry of Sales Permits in December 2023.

The State ILUA group have made contact with the Wangkamadhla group, and they are meeting with the administrators of the BWW group at the end of the week (21/7). They are yet to make contact with the Pitta Pitta group.

Contact has been made with the administrators of the BWW group and we are planning an initial meeting on 21<sup>st</sup> August via teams meeting.

Progress has been made with our submissions to the Road group, RAPAD with the importance of these pits and their implications now being understood at a State level.

### **Signage – Outback Way, Winton Intersection, Barcaldine and Bedourie Rd**

Recent damage to the Outback Way by an unknown vehicle means that a replacement is required.

- OHDC (Longest Shortcut) is currently updating their signage and having designs completed.

We are unable to replace this at present until we have the design. CEO has requested details from OHDC which is to be reviewed at OHDC meeting. The new General Manager is handling the design of the new billboard and will send to BSC CEO for review.

- **Winton Intersection ('This way to Boulia')** – 362km....  
Photos of the sign were provided by Winton Shire and showed the frame in old and worn state. We are looking to have the frame replaced due to safety concerns and these will need to comply with TMR standard as they are within the road corridor. Winton shire are assisting us with this process.
- **Barcaldine (Min Min Light)** - CSM to arrange replacement with the new style Min Min sign as presented at last council meeting.

### **Sale of Staff housing to employees**

The sale of employee housing to two employees has been supported by the Department of State Development and assessed and approved by the Minister. HTW have completed the valuations and are to supply a report to council for next month's meeting.

This will enable council to determine a sale price.

### **Ergon Street Lighting project**

Sixteen new lighting locations have been identified to reduce the 'dark spots' and improve safety in the town area. This project has been submitted to Ergon for inclusion in their LED lighting campaign. As of the 18<sup>th</sup> July confirmation that all councils existing lights will be converted to LED lights under the government's new plan and will not cost council any extra. This will happen over the next 6-8 months. New street lighting audit which was completed by council staff have been submitted and Ergon have contacted council to advise that this will be able to be supported with new LED lights erected on existing poles. Ergon are assisting council with the design requirements which we are expecting to have completed by the end of the month (external consultant). Ergon will install the lights at no cost to council and they will also be LED lights (for foot traffic).

### **Solar Farm – EnergyQ**

Letter was submitted to TMR for further advice on the suggested Boulia By-pass in case it has an impact on the proposed Solar Farm location in Boulia. As at 4/8/2023 a response and design plans for a proposed future alternative route through Boulia has been received and this proposed site does not impact on the new site for the Solar Farm.

### **Positions Vacant:**

Labourer- All rounder casual	A casual 'all rounder' is being sought to float between RMPC and Park and Gardens. Local applicants only.
Leading Hand- RMPC	Leading Hand RMPC officer – full time position

Labourer-part time	Urandangi - part time officer 3hrs x 2 days per week.
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**Events / Conferences**

<b>Date</b>	<b>Activity</b>	<b>Attendees</b>	<b>Location</b>
07/8 - 11/8	Leave	Lynn	Townsville
22/8 - 23/8	RAPAD Mtg	Councillors, Lynn	Boulia
28/8 - 01/9	LGMA	L Moore/K Sloman	Caloundra
28/8 - 31/8	CWRPMG	Rick	Dalby
17/9 - 21/9	OHDC	Rick / Lynn	Alice Springs
25/9 - 29/9	WQAC	Rick, Lynn, Jack	Winton
16/10-18/10	LGAQ	Rick, Lynn,	Gladstone
27/11 - 1/12	RAPAD AGM	Rick, Lynn,	Brisbane

**CONSULTATION:**

NIL

**GOVERNANCE IMPLICATIONS:**

NIL

**RECOMMENDATION:**

That the CEO for July 2023 report be received for information.

**ATTACHMENTS:**

Nil

Chief Executive Officer	Ms Lynn Moore
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<b>TITLE:</b>	Action List Update July 2023	<b>DOC REF:</b> 11.2.2
<b>REPORT BY:</b>	Ms Lynn Moore Chief Executive Officer	<b>DATE:</b> 15/08/2023

**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.2: Accountability

5.2.4: Ensure transparency and accountability through integrated performance management reporting

**RISK MANAGEMENT:**

The risk associated with the recommendations of the report have been assessed as Insignificant

(Consequence) and Rare (Likelihood) giving an overall assessment as **Low L-1**

**PURPOSE:**

To present to Council an updated Action List.

**CONTENT:**

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

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

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

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

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

**ATTACHMENTS:**

1. CEO Action List July 2023 [**11.2.2.1** - 5 pages]

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

NUMBER	DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
<b>Friday 27 August 2021</b>					
01.	27/08/2021		Look at creating a bigger passing-pad at the give-way sign and possibility of moving the sign to the Town side. 1. Waverley Creek 2. Burke River (Boulia)	DWO	<b>13/6/2023- TMR scoping a new section for Waverley creek – perhaps there is some more money around?</b> 17-3-2023 - The 93F Waverly Ck 'Give Way' area upgrade is currently with TMR awaiting completion of scoping. Once project is scoped and quantities confirmed, a schedule will be provided to Boulia Shire Council for pricing. Estimate schedule will be provided to Council mid-April.
<b>Friday 21 January 2022</b>					
02.	21/01/2022		Review all air-conditioning requirements at Depot and Stores. Min Min (Dec 2022- no responses recd from tender- handed to Tim Edgar- electrician)	DWO	<b>13/6/2023 – Follow-up required with electrician</b> 21/4/2023 Tim to follow up (purchase order is required) 17-3-2023- Tim has sent the report to an AC technician. Awaiting response. Sam to be involved in project.
03.	18/03/2022	Emailed Ron 28/6	Disabled parking for PO required - Requires disabled line marking - Line marking for caravans in Main Street - Caravan Parking in Pituri Street	DWO/RUS	<b>13/6/2023- Disabled parking at the post office to be completed by end of June</b>
<b>Friday 19<sup>th</sup> August 2022</b>					
04.	19/08/2022		Washdown Bay double gantry – what is the current status	DWO	<b>14/7 Advice from DABFAB -will be completed 30<sup>th</sup> July.</b> 3/7/2023 email from CEO to DABFAB sent regarding deadline. No response recd. 13/6/2023-DWO to follow up on progress. 21/4/2023 – Promised weekly reporting. None. 17-3-2023- Still waiting on DabFab to complete the works 18/1/2023 - still waiting on DabFab to install - advised a further 3-4 weeks required. 23/12/2022 Should be finished in January 2023
<b>Friday 16<sup>th</sup> September 2022</b>					
05.	16/09/2022	2022/09.10 Emailed Graham 28/6	Resolve that Council investigate implementing a systematic inspection for dog registration in Boulia town area.	RLPO	<b>14/7/23 Inspection arranged for August with Carpentaria.</b> 13/6/2023 -no further update. 21/4/2023 CWRPMG are looking to engage a 'commercial' operator to blitz each shire.
06.	21/10/2022		Cr Norton: Can we put in a 40km speed sign for Road Trains only – talk to TMR about this for the main street	DWO	<b>10/11/2022 ...The request has been sent to TMR. Awaiting road inspection by TMR.</b>
<b>Friday 16<sup>th</sup> December 2022</b>					
07.	16.12.2022	General Business	Continued untidy state of the Waverly Toilets on the Mount Isa Road - Councillors discussed the ongoing	DWO/CEO	<b>3/7/2023 Interim contract issued to Cloncurry Shire for the cleaning of 'Waverley' toilets. This will be the most</b>

## Boulia Shire Council Action List


NUMBER	DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
			issue of the toilets at the Waverly rest stop on the Mount Isa Road still being unclean (including broken door, blockages). It is to be noted that Councillor Edgar declared a Prescribed Conflict of Interest should this suggestion be carried out as he is engaged as a local cleaning contractor.		<b>economical option as they are only 50kms from Dajarra. Awaiting signing.</b> 23/12/2022 - DWO – to investigate the Cloncurry cleaning connection, then advise CEO of outcome. CEO- will await advices from DWO progress before negotiating an offer of extension to our existing contractor to take over the site.
08.	16.12.2022	General Business	Min Min Encounter Entrance - the concrete entrance to the Encounter is showing noticeable signs of cracking which is a presentation issue for the tourist attraction.  For action by DWO, options and costings CSM: Council to consider applying a cover (further clarification reqd)	<b>DWO-primary CSM-Info DCS- Budget</b>	<b>28/6/23 Contractor to schedule in off tourist season 2023.</b> 30/5/23 Seating with attached planter boxes have been ordered for site, CSM 26/4/23 Ideas re landscaping were given to DWO by CSM. 20.02.2023 - Not yet investigated due to ongoing important issues 23/12/2022 – DWO to commences investigation and provide options and costings.
09.	16.12.2022	General Business	Solar Energy - Council to conduct a survey regarding their solar energy - what buildings do we have working panels on now, which buildings could we add solar panels onto?	<b>DWO</b>	<b>23/6/23 Solar farm establishment in progress</b>  20.02.2023 - Not yet investigated due to current ongoing important issues.  23/12/2022 DWO to Investigate the current solar systems, Min Min, Pool & Depot, Racecourse
10.	21.4.2023	General Business	Salt water chlorination plant- building. Q? Is it being replaced/what will happen to the old one ? Can we sell it?	<b>DWO/CEO</b>	<b>7/6/2023 Prestart meeting 8/6/2023 Expected completion by Dec 2023</b>
11.	21.04.2023	General Business	Cars to be removed from Urandangi after flood event. <i>Ronnie to arrange this asap.</i>	<b>RUS</b>	<b>13/6/2023- contractor collected Boulia cars but not Urandangi yet.</b>
12.	21.04.2023	General Business	Tree trimming required for the Sybella and Mica creeks (Mt Isa shire). <i>Contact Mt Isa Shire Works Overseer to progress this – safety issue.</i>	<b>DWO/CEO</b>	<b>14/7 CEO wrote to TMR Barcaldine-Gavin Hill – he has spoken to Cloncurry TMR about this and it has been noted/</b> 23/6/23 Councillors stated more trimming needed.
13.	21.04.2023	General Business	Tropic of Capricorn- metal fence panel similar to the Heritage Complex. Boulia-Land of the Min Min Light. Tropic of Capricorn and a goats head symbol. CSM to get quotes and complete project.	<b>CSM</b>	<b>12/7/23 Waiting on completion of approved sign.</b> 28/6/23 Proof sent back to contractor for amendment.
15.	21.4.2023	General Business	Street lighting ( existing and new). Ergon to be followed up and see if we qualify for LED lights . Map to be completed for new power poles.	<b>DWO and CEO</b>	<b>14/7/2023 Ergon have requested a design and construct for the new lights- this is being sourced from an external surveyor for the ability to complete and also the cost.</b>



## Bouliā Shire Council Action List

NUMBER	DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
					<b>3/7/2023</b> submission completed to Ergon for the new lights to be installed on existing poles (LED lights) 13/6/2023 Map completed, new lights to be identified .
<b>Friday 23<sup>rd</sup> June 2023</b>					
17.	23.06.2023	2023/6.15	1. That the Council endorse the Disaster Resilience and Recovery Plan 2023-2025. 2. That the CEO submit the Disaster Resilience and Recovery Plan to the next LDMG meeting for review.	CEO	<b>4/7/2023</b> Plan has been lodged into the LDMG agenda ready to be submitted at the next meeting. Plan forwarded to all group members for prior review along with updated contact list.
18.	23.06.2023	2023/6.20	2. That the proof for the new Tourism signage to replace the current sign in Barcaldine as presented in the Community Services May 2023 report be approved. 3. That the same proof be used for the current Tourism sign in Winton but the words 'Herbert Street, Bouliā' be replaced with an arrow pointing left and the words 'Bouliā, **m on the left' (correct distance to be inserted).	CSM/CEO	<b>14/7/2023</b> CEO emailed CEO Winton to get them to measure the sign- acknowledged-they will complete. 4/7/2023 Distance from t/o confirmed with DWO – trying to get correct dimensions of billboard (may be 4m wide by 3m in height) 28/6/23 Proof approved with Isa signs.
19.	23.06.2023	2023/6.24	1. That Council consider all options available to them and the request from the owner of the Urandangi Hotel. 2. That Council include all stakeholders (listed in the report) in future suggested decisions in relation to the Hotel and Urandangi.	CEO	<b>4/7/23-Insurance</b> quote recd. Waiting on proposal to move clinic out of flood water zone.(cost)
21.	23.06.2023	DWO Report	Industrial Estate: nbn line to be added now while other trench line is being placed. Check on status.	DWO/CEO	<b>18/7</b> CEO required to apply for new connection- documents have been received from NBN. CEO- 4/7/2023 Ventia and NBN ar working designs and costing to see if they can get the industrial estate into the current grant funding.
22.	23.06.2023	General Business	Letter to be drafted to TMR (Gavin Hill) advising of feedback received from the community about road safety concerns on the Bouliā-Mt Isa Road (cattle train speed and visibility issues)	CEO	<b>14/7/2023</b> Gavin Hill TMR, responded via phone call – Cloncurry has Mt Isa rd as a Number 2 priority ( same as we do). They are reviewing the Mica creek issue. 4/7/2023 Completed and sent requesting meeting with TMR Barcy and Cloncurry ( cc'd councillors)
23.	23.06.2023	General Business	Future water security: Feasibility study to be done for Artesian Bore. Consider getting someone in (Water Geologist?) to see where water is, cost to access, potable or non potable	CEO	<b>14/7/2023</b> Initial research has commenced – review into the taking of water from the GAB with new restrictions.
25.	23.06.2023	General Business	Future residential land sizing - consideration to be given on what size blocks could be made. Discussion Workshop to be held prior to the <b>start of the August Council meeting.</b>	Clirs/CEO/EA	<b>For August pre-council meeting.</b>

## Boulia Shire Council Action List

NUMBER	DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
<b>Friday 28<sup>th</sup> July 2023</b>					
26.	28/7/2023	General Business	Internet failure on Camel Races Weekend <b>1. NBNco- could be in the mix to assist for next year-but would be reliant on grant assistance to do this.?</b> <b>2. User pays system could be implemented with a service provider – as per Big Red Bash?</b>	DCS	<b>29/7/2023-CEO has emailed Michael Dwan – Telstra account manager advising him of issue and requesting possible solutions.</b>
27.	28/7/2023	General Business	Pre-mix stockpiled at Lucknow – Councillor Query ( Jack Neilson). <b>Can this stockpile be used at the Bus transfer station at the racecourse reserve to keep the dust down if it is not being kept for roadworks in the area?</b>	DWO/RUS	
28.	28/7/2023	General Business	Untidy piles of gravel /rock on the Mt Isa Rd-Councillor Query ( Jan Norton). <b>Can these piles of gravel/rock be cleaned up and moved to town or in a less conspicuous storage area if they are to be used near by?</b>	DWO/RUS	
29.	28/7/2023	General business	Kilometre indicator posts – on the Bedourie /Boulia Rd. <b>There are only two signs stating ‘kilometres’ on the way to and from Bedourie.</b> <b>This should be covered by RMPC- please note for inspection and correction</b>	DWO/RUS	
30.	28/7/2023	General Business	Town Entrances – discussion at length Action from this meeting- remove dirt ,rock-leave fence/sign/lights. Stage 2- addition of sculptured Camel/cow/horse hitched to fence (refer attachment)   Action for_ Town entrance- Bedourie	DWO/RUS/CSM	<b>27/7/2023 CEO sent email for this action to commence.</b>
31.	28/7/2023	General Business	Sign on Shire Hall has gone black over the past couple of weeks.	CSM	<b>Need new sign Urgently- Before RAPAD and Premier Visit. 31/7/2023 PO done.</b>
32.	28/7/2023	Action List Discussion	Town Common/Stock Route fence down (boundary fence)	DWO/RLPO	<b>03.08.2023 Graham Smerdon has now been out and fixed this problem.</b>
33.					

## Bouliia Shire Council Action List

NUMBER	DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
<b>COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS</b>					
NUMBER	DATE	Staff Member	PROJECT – OR ISSUE:	RESPONSE	
01.	18/12/2019		Cllr Beauchamp: Future idea – Drone Park	9-6-2022 Meeting with Droneamics in June. Future of drone flights here.	
02.	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.	
03.	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	30/5/23 These signs are being investigated-CSM 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.	
04.	26/02/2021	CEO/DWO	Cllr Britton: Long Term Business Case/Study to be undertaken regarding artesian bore to support future community growth. Eg. where will drilling have to be done? Costs involved?	9-6-2022 Water Engineer to consider the options available for Bouliia. 7/12/2021 to be reviewed during the ‘visioning project’ 20/01/2022	
05.	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	
06.	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	
07.	17/08/2020	CSM	Cllr Edgar: Consider possibility of installing a walking track from the Sports Centre (Burke River Bridge - suggested) to the Rodeo Grounds	13/6/2023- Possible legacy project through Ventia (NBN) could get this off the ground. Discussions commenced. 28/4/23 Funding not approved, for future shelf ready project  15/2/23 No costings to date, but looking into funding. 24/11/22 idea for a bird hide along trail maybe eligible for funding from enviro grant in 2023. Depot working on costings for gravel, guide posts/labour and plant. Indigenous story signs to be developed with locals. 9/11/2022 Meeting with Pitta Pitta – very interested. Work Camp are also interested as a project. 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	
08.	07/03/2023	Cr Edgar	Cr Edgar supplied some photos of Shade Structures		
09.	28/07/2023	CSM	Cr Edgar suggested consideration be given to potentially creating a wetland area in the space behind the Old Racecourse Road and Capewell Road		

<b>TITLE:</b>	Policy Reviews	<b>DOC REF:</b> 11.2.3
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<b>REPORT BY:</b>	Lynn Moore Chief Executive Officer	<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

{custom-field-corporate-plan}

**RISK MANAGEMENT:**

{custom-field-risk-management}

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

**L-1**

**PURPOSE:**

Regular review of Council policies ensures that Council maintains an up-to-date guide for staff to refer to in the day-to-day management of the Council. This report deals with reviews to four policies.

**CONTENT:**

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

Policy 102 Advertising Spending Policy

Only minor changes have been made and highlighted in the attached document in yellow for your information.

Policy 111 Councillors Expenses Policy

Only minor changes have been made and highlighted in the attached document in yellow for your information.

Policy 121 Confidentiality (Use of Information) Procedure Policy

Only minor changes have been made, mainly in regard to references within the Local Government Act and Regulation, they have been highlighted in the attached document in yellow for your information.

Policy 127 Complaints Management Policy and Process

Only minor changes have been made to this policy to reflect updates to acts and legislation, they have been highlighted in the attached document in yellow for your information.

It is recommended that the updated policy versions as presented, be adopted.

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:**

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

**RECOMMENDATION:**

That Policy 102 Advertising Spending Policy as presented be adopted.

2. That Policy 111 Councillors Expenses Policy as presented be adopted.

3. That Policy 121 Confidentiality (Use of Information) Procedure Policy as presented be adopted.

4. That Policy 127 Complaints Management Policy and Process as presented be adopted.

**ATTACHMENTS:**

1. Draft 102 Advertising Spending Policy [**11.2.3.1** - 3 pages]

2. Draft 111 Councillor Expenses Re imbursement Policy [**11.2.3.2** - 12 pages]

3. Draft 121 Confidentiality use of information procedure policy [**11.2.3.3** - 6 pages]

4. Draft 127 Complaints Management Policy and Process [**11.2.3.4** - 8 pages]

Chief Executive Officer	Ms Lynn Moore
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# BOULIA SHIRE COUNCIL

## ADVERTISING SPENDING POLICY

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<b>Category:</b>	Policy
<b>Policy Number:</b>	102
<b>Document Version:</b>	2
<b>Obsolete Version:</b>	Policy 102 Advertising Spending Policy as adopted <del>19th July 2017</del> 3rd July 2020
<b>Keyword Classification:</b>	Advertising, Spending
<b>Summary:</b>	This policy establishes the guidelines and controls on advertisements placed in various media.
<b>Adoption Date:</b>	
<b>Resolution:</b>	
<b>Due for Revision:</b>	Every three years or as impacted by legislation
<b>Revision date:</b>	
<b>Date revoked:</b>	n/a
<b>Related documents:</b>	101 Purchasing and Procurement, 120 Community Engagement and 125 Telecommunications
<b>Responsible Section:</b>	Executive
<b>Responsible Officer:</b>	Chief Executive Officer
<b>Legislation:</b>	Local Government Regulation 2012 - Section 197 Local Government Act 2009

## DEFINITION

*Advertising:* Promoting to the public an idea, goods or services for which a fee is paid.

*Election Material:* is anything able to, or intended to –

- (a) influence an elector about voting, at an election or
- (b) affect the result of an election (LGA sect 90D)

## OBJECTIVE

The objective of this policy is to:

- Meet the requirements of the legislation;
- Ensure appropriate authorisation of advertising expenditure; and
- Ensure the Council obtains value for money in placing advertising.

Advertising can only be used to provide information or education to the public for the purposes of the Council and/or for the benefit of the community.

In all cases advertising must be for the public interest and cannot be used to promote the achievements or plans of particular Councillors or groups of Councillors or to influence the voters in an election.

## SCOPE

This policy applies to all mediums commonly used for promoting ideas, goods or services and includes, but is not limited to, magazine, newspaper, radio, internet mail, web page, social media platforms such as Facebook and television.

This policy unless otherwise stated does not apply to reports published in media where no payment is made for the report.

## POLICY

1. The Council may incur expenditure for advertising only if:
  - a) The advertising is for providing information or education to the public; and
  - b) The information or education is provided in the public interest; and
  - c) The advertising falls into one of the categories set out in paragraph 2.

2. Advertising shall be limited to:

- a) Employee recruitment, tenders, quotations or expressions of interest in accordance with Council's business processes and procurement policies.
- b) The requirement to give public notice relating to proposed developments, public health, the adoption of policies, plans or other regulatory or enforcement provisions in accordance with legislation.
- c) To inform the public about new or continuing services or facilities provided by the Council and/or changes to an existing service or facility provided by the Council.
- d) To promote the sale of goods, services or facilities provided by the Council.
- e) To promote tourism, community events, meetings or workshops consistent with Council's adopted policies and corporate objectives.
- f) To inform the public about decisions made by the Council and/or to request comment on proposed policies or activities of the Council.
- g) To inform the public about matters consistent with the public interest.

3. Advertising during caretaker period:

The Council must not during a caretaker period for the election publish or distribute election material.

Election material may include:

- a) Advertisements relating to future plans unless, and only to the extent that, those plans have been formally adopted by Council.
- b) Advertising the activities of the Council otherwise than in the manner and form it is customary for the Council to advertise its activities.
- c) Advertisements which seek to influence support for particular candidates or potential candidates in the election.
- d) Advertisements, featuring one or more Councillors or containing quotations attributed to individual Councillors.

4. All expenditure on advertising must be approved by the Chief Executive Officer or a delegated Officer.

The approving Officer must ensure that:

- a) The expenditure is in accordance with this policy.
- b) The cost of the advertisement is appropriate for the number of people it is intended to inform and provides a commensurate benefit to the Council or to the public.
- c) The cost is available in the relevant budget item and meets the usual requirements for expenditure approvals.





# BOULIA SHIRE COUNCIL

## Councillor Expenses Re-imbusement Policy

<b>Category:</b>	Policy
<b>Policy Number:</b>	111
<b>Document Version:</b>	4
<b>Obsolete Version:</b>	19th July 2017- 3 <sup>rd</sup> July 2020
<b>Keyword Classification:</b>	Councillor Expenses Re-imbusement
<b>Summary:</b>	This policy serves to provide information about the payment or reimbursement of expenses and the provision of facilities for Councillors
<b>Adoption Date:</b>	
<b>Resolution:</b>	
<b>Due for Revision:</b>	Every three years or as impacted by legislation
<b>Revision date:</b>	
<b>Date revoked:</b>	n/a
<b>Related documents:</b>	Form 24 - Councillor Reimbursement Form 134 - Motor Vehicle Policy
<b>Responsible Section:</b>	Executive
<b>Responsible Officer:</b>	Chief Executive Officer
<b>Legislation:</b>	Local Government Act 2009 Local Government Regulations 2012 Criminal Code Act 1899

## Purpose and Scope

Council is committed to ensuring that Councillors are provided with the facilities required to enable them to perform their duties. Councillors should not be financially disadvantaged when carrying out the requirements of the role of Councillor and should be fairly and reasonably compensated in accordance with statutory requirements and community expectations.

The payment and/or reimbursement of expenses and provision of facilities for Councillors:

- is to be open and transparent, prudent, responsible, acceptable to the community and in accordance with statutory requirements;
- based on ensuring economy and efficiency; and
- subject to budget provisions.

The *Local Government Regulations 2012* further states:

*250 Requirement to adopt expenses reimbursement policy or amendment*

- (1) *A local government must adopt an expenses reimbursement policy.*
- (2) *A local government may, by resolution, amend its expenses reimbursement policy at any time.*

*251 Notification of adoption of expenses reimbursement policy*

- (1) *As soon as practicable after a local government adopts or amends its expenses reimbursement policy, the local government must -*
  - (a) ensure a copy of the policy may be inspected and purchased by the public at the local government's public office; and*
  - (b) publish the policy on the local government's website.*
- (2) *The price for purchasing a copy of the policy must be no more than the cost to the local government of making the copy available for purchase.*

*252 Meetings about expenses reimbursement policy*

*A local government can not resolve under section 275 254J that a meeting at which a proposed expenses reimbursement policy is discussed (including its adoption or amendment, for example) be closed.*

The purpose of this policy is to:

- ensure compliance with community expectations and statutory requirements relating to the payment or reimbursement of legitimate expenses and provision of facilities for Councillors while carrying out their duties and responsibilities as elected representatives of the Council; and
- ensure that all Councillors have the facilities and other support necessary to perform their civic duties.

The scope of this policy provides for:

- payment of expenses incurred, or to be incurred, by the Councillors in the course of discharging their duties and responsibilities as Councillors; and
- the provision of facilities to the Councillors for that purpose.

This policy does not provide for salaries or other form of Councillor remuneration.

## Definitions

Authorising person -	Is the person with delegated authority to approve expenditure or reimbursement for Councillor expenses and facilities.
Council business -	means official business conducted on behalf of, and/or approved by Council, where a Councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the Council. Council business should result in a benefit being achieved either for Council, the local government area or the community. Council business includes functions that are a statutory requirement of the Councillor's role or are officially recorded in minutes or other public records. This might also include, attending an event or function to perform official duties or as an official Council representative, such as: <ul style="list-style-type: none"><li>• ceremonial openings of buildings or facilities;</li><li>• fetes and carnivals;</li><li>• annual or presentation dinners;</li><li>• public meetings;</li><li>• private meetings arranged through official Council channels (i.e. documented in official records or diary) for the purpose of conducting bona fide discussions of business of Council; and</li><li>• any other meeting, event or function described of the Local Government Act 2009 under Insurance of Councillors for example attendance:<ul style="list-style-type: none"><li>✓ At the meetings of the local government or its committees that the Councillor is entitled or asked to attend, or at which the Councillor has business for a resident of the local government's area;</li><li>✓ At inspections or deputations, conferences and meetings at which the Councillor's attendance is permitted by the local government;</li><li>✓ At official functions organised for the local government; and</li><li>✓ On residents of the area for the purpose of local government business.</li></ul></li><li>• Gathering of information by a Councillor necessary to inform him or her of an incident of interest to Council or which properly falls within the responsibility of Council and a Councillor.</li></ul>
Civic Duties -	means Council business.
Councillors -	include Councillors, the Mayor and Deputy Mayor.
Discretionary training -	is any training that is not determined by Council as "mandatory".
Expenses -	refers to expenses described in the Guidelines.
Facilities -	refer to the facilities deemed necessary to assist Councillors in their role as shown in the Guidelines.
Mandatory training -	is any training that Council resolves that all Councillors must attend.
Meal allowance -	is the daily amount allowed for meals while travelling on Council business.
Official capacity -	refers to activities undertaken while on Council business.
Public record -	is any record created, received or kept in an official capacity.
Preferred travel provider -	Council may appoint a preferred travel provider that processes all travel requests, negotiates discount air and accommodation rates and provides assistance to Councillors on all travel related matters.
Reasonable -	refers to what would be perceived as prudent, responsible and acceptable to the community. What the community would expect in terms of limits and Council being able to demonstrate that there is no excessive use or abuse of public funds.

Representing Council - a Councillor is representing Council when Council resolves that the Councillor is to attend an event or function as a representative of Council.

## **Policy Statement**

The reimbursement of expenses and provision of facilities for Councillors must only be for the actual cost of legitimate business use and only in accordance with the Local Government Act 2009, Local Government Regulations 2012 and Attachment A: Guidelines for Expenses Reimbursement and Provision of Facilities for Mayor and Councillors.

Council must provide for public accountability and transparency by:

- disclosure of overseas travel details in the Annual Report;
- Council reports on international travel activities;
- resolutions made during the year authorising the payment or provision of remuneration;
- including expenses paid or facilities provided, to Councillors or members of committees of the local government; and
- particulars of the total remuneration paid or provided, including expenses paid or facilities provided, to each Councillor during the year and the total superannuation contributions paid for each Councillor during the year.

For details about entitlements in regard to the payment or reimbursement of Councillor expenses and the provision of facilities for Councillors, refer to Attachment A: Guidelines for Expenses Reimbursement and Provision of Facilities for Mayor and Councillors.

Spouses, partners and family members of Councillors are not entitled to reimbursement of expenses or to have access to facilities allocated to Councillors, with the exception as referred to in the Motor Vehicle Policy.

Failure to comply with this policy or misappropriation of expenses or facilities may be a breach of the Councillor Code of Conduct and/or an offence under the Criminal Code Act 1899.

# **Attachment A - Guidelines for Expenses Reimbursement and Provision of Facilities for Mayor and Councillors**

## **Purpose of the Document**

The purpose of this document is to provide information about the payment or reimbursement of expenses and the provision of facilities for Councillors of the Council, including the Mayor. Councillor remuneration is not covered by this document. Councillor remuneration is in accordance with the determination of the Local Government Remuneration Tribunal.

## **Approval and Authorisation**

The payment or reimbursement of expenses and the provision of facilities for Councillors is subject to Council approval where necessary (e.g. for travel), budget provisions and the authorisation of Council's Chief Executive Officer or the officer delegated that authority by the Chief Executive Officer.

Wherever practicable, Council officers will provide the specified facilities and manage the payment of expenses on behalf of Councillors. Any claims by Councillors for reimbursement of expenses are to be authorised by the Chief Executive Officer or delegated officer.

## **1. EXPENSES**

The following expenses refer to actual expenses deemed necessary for Council business. Councillors are only entitled to the expenses contained in the categories listed below.

The Mayor will be provided with a Council credit card for business use under the approved administrative process. All claims for reimbursement must be submitted on a monthly basis to the Chief Executive Officer. Claim expenses more than three months cannot be claimed after the expense is incurred. The following credit card limits will apply:

- Mayor \$10,000

### **1.1 Council business**

Where Councillors are attending to Council business (refer to definitions) such as meetings, functions or other activities in an official capacity, Council will pay for the approved expenses associated with that activity.

The Mayor attends conferences as the primary Delegate, and may attend any other relevant Conference/Seminar/Workshop/Forums. The Mayor may be accompanied to these by the Deputy Mayor or other Councillors.

The Council shall appoint the other delegates and/or attendees at the above conferences. Attendance by Councillors at other Conferences/Seminars/Workshops shall be recommended by Council or senior officers in writing to the Council meeting. Council may approve travel for Councillors where Council considers it appropriate to promote or represent Council for a local government purpose.

### **1.1.1 Representing Council at events**

Councillors may be required to attend a range of events and functions as part of their role in attending to Council business. Councillors may, for example, be required to attend significant sporting and other community events in an official capacity.

Council will provide tickets to events for Councillors for the purpose of addressing Council's advocacy strategy and to provide support for community social and economic development activities.

## **1.2 Professional development**

The payment of expenses for professional development requires Council approval.

There are two categories of professional development for Councillors – Mandatory Training and Discretionary Training.

### **1.2.1 Mandatory training**

Where Council resolves that all Councillors or a class of Councillors (e.g. newly elected Councillors) are to attend training courses, seminars, conferences, workshops and/or forums for skill development related to a Councillor's role, Council will meet all costs.

Examples of mandatory training may include training for Councillor induction, code of conduct, meeting procedures and legislative obligations.

### **1.2.2 Discretionary training**

Where an individual Councillor wishes to attend a conference, workshop or training to improve skills relevant to their role as a Councillor (other than mandatory training), Council approval is required to pay the expenses of the event.

The funding limit for individual discretionary training is \$5,000 (\$1,500 per annum) for each Councillor during their four (4) year term in office, with annual amounts approved to roll over.

## **1.3 Travel costs**

Councillors may incur travel costs for a number of reasons including, but not limited to, attendance at Council meetings, travelling to conferences, training or workshops. In general, the most cost effective form of travel must be used. Councillors may request to travel using their own private vehicle for business purposes and claim a mileage allowance.

## **1.4 Accommodation**

When attending conferences, Councillors must take advantage of (any costs savings available from) any package provided by conference organisers and, therefore, stay in the recommended accommodation unless prior approval has been granted by Council. In all other cases, Council must decide what are legitimate accommodation costs that will be reimbursed.

Given the location of the Bouliia Shire Council area, accommodation may be made available for Councillors when attending to Council business if it is impractical to return home for that evening. However any such accommodation, where possible, must be authorised by Council; or for unforeseen reasons, by Mayor or Chief Executive Officer.

Councillors may claim up to \$20.00 per day to cover incidental costs incurred while travelling and staying away from home overnight outside the Council area.

### **1.5 Meals**

Councillors may claim for the reimbursement of each actual cost per meal (breakfast, lunch and dinner) when travelling for business related purposes. Where possible, any such reimbursement must be authorised by Council; or for unforeseen reasons, by Mayor or Chief Executive Officer.

Reasonable beverages, excluding alcohol, may be included as part of the meal reimbursement.

Where Councillors claim for reimbursement, this must be reconciled with actual costs, supported by receipts.

### **1.6 Hospitality expenses**

Where Councillors incur hospitality expenses while conducting Council business, apart from official civic receptions organised by the Council, the maximum amount that may be reimbursed is:

- \$500.00 per annum for each Councillor; and
- \$5,000.00 per annum for the Mayor.

Hospitality expenses related to official receptions and other functions organised by Council officers are met from relevant approved budgets.

### **1.7. Cab Charge, taxi and public transport**

Councillors may claim for cab charge and taxi facilities or reimbursement for public transport tickets (rail, bus, ferry) to attend official Council functions only. Any taxi travel within the Council area will not be reimbursed unless prior authorisation is given.

Incidental personal travel while attending an event must be met by the Councillor. An approved function includes any function approved pursuant to sections 1.2.1 and 1.3 above.

## **2. FACILITIES**

Facilities provided for Councillors must be deemed necessary and required to assist Councillors in their official capacity. In accordance with statutory provisions, Council may only provide Councillors with the facilities listed below.

Council determines the reasonable standard for facilities for Councillors. If a Councillor chooses a higher standard of facility than that prescribed by Council, any difference in cost must be met by the Councillor personally.

All facilities provided to Councillors remain the property of Council and must be accounted for during annual equipment audits. The facilities must be returned to Council when the Councillor's term expires, unless Council agrees to dispose of the facility in some other manner.

## **2.1. Administrative tools and office amenities**

### **2.1.1 Office space and access to meeting rooms**

The Mayor has allocated office space. Council provides access to occasional office accommodation and meeting rooms for Councillors to meet with constituents and the public. Such accommodation may be booked through the Council Office.

### **2.1.2 Secretarial support**

The Mayor's office will be staffed with an Executive Assistant shared with the Chief Executive Officer.

Limited secretarial support will be provided to Councillors by the current secretarial support based in the office of the Mayor and Chief Executive Officer.

### **2.1.3 Computer and Printer for business use**

Councillors are provided with an iPad for Council business use, at their choosing.

Councillors will be reimbursed for any Apps purchased which are required for official business use.

### **2.1.4 Photocopier and paper shredder**

Councillors are entitled to access photocopiers and paper shredders for Council business use at the Council office.

### **2.1.5 Stationery**

Councillors are provided stationery for official purposes only, including, but not limited to:

- Pens and pen sets
- Paper
- Note paper
- Letterhead
- Business cards
- Envelopes

Council stationery is not to be converted or modified in any way and may only be used for carrying out the functions of the role of Councillor.

Stationery does not include any form of advertising by Council.

### **2.1.6 Publications**

Councillors are provided access to copies of relevant legislation, books and journals considered necessary for undertaking their duties.

### **2.1.7 Other administrative necessities**

Subject to Council approval, Councillors may be provided with any other administrative necessities to meet the business of Council.

### **2.1.8 Advertising**

Council will not reimburse or provide funds, services or facilities for the purposes of advertising for Councillors.

### **2.1.9 Community consultation**

Councillors may use facilities provided to correspond with community representatives for the purpose of clarifying issues that are relevant to Council.



## **2.2 Home office**

Councillors may be provided with a multipurpose unit (photocopier/scanner/fax) for Council business use only within a home office environment, should they choose to.

Councillors who opt to use their own multipurpose unit (photocopier/scanner/fax) may be entitled to reimbursement for up to 50% of printer cartridges/toners.

## **2.3 Maintenance costs of any Council owned equipment**

Council will cover all ongoing maintenance costs associated with fair wear and tear of Council owned equipment to ensure it is operating for optimal professional use.

## **2.4 Name badge and uniforms**

Councillors will be provided with any safety equipment such as overalls, safety helmets or glasses, as required, in their role. Councillors will be provided with uniforms, equivalent to the indoor staff Starter Kit and a Blazer, and a name badge if required.

## **2.5 Vehicles, fuel and parking**

### **2.5.1 Vehicles**

All Councillors are eligible to be provided with a Council owned vehicle for official Council business.

Where a Council vehicle is unavailable to Councillors, private vehicle mileage will be re-imbursed at the rate set by the Australian Taxation Office's *Cents per kilometre method*.

The mileage rate will also be paid for Councillors travelling to and from scheduled and unscheduled Council meetings held in Boulia.

### **2.5.2 Fuel**

All Council vehicles will be provided with a choice of one of two (2) Fuel Cards suppliers for use with a Council owned vehicle, for official Council business, paid for by Council.

### **2.5.3 Parking**

Council will reimburse parking costs paid by Councillors while attending to official Council business.

## **2.6 Telecommunication needs**

Councillors may be provided with a mobile telephone which Council will pay for all costs associated with the Council business use, should they choose to. Any personal calls made by the Councillor within reasonable provision of use may be reimbursed to Council.

If a Councillor uses a personally owned mobile device, Council may reimburse up to 50% of the costs incurred (\$500 per annum).

## **2.7. Legal costs and insurance cover**

Councillors will be covered under Council insurance policies while discharging civic duties. Specifically, insurance cover will be provided for public liability, professional indemnity, Councillor's

liability, personal accident and/or workers compensation, international and domestic travel insurance.

Council may decide, pursuant to Section 240 of the Local Government Act, to cover costs incurred through any inquiry, investigation, hearing or legal proceedings into the conduct of a Councillor, or arising out of, or in connection with the Councillor's performance of his/her civic functions. Council shall resolve on this matter on each and every occasion specifically.

### **3. COUNCILLOR ACCOMMODATION AND TRAVEL**

#### **3.1 General conditions – Councillor accommodation and air travel**

All Councillor air travel requires prior approval, where possible, by Council and authorisation by the Chief Executive Officer or delegate. All Councillor accommodation requirements will be coordinated through the office of the Chief Executive Officer or delegate, and where possible requires prior approval by Council and authorisation by the Chief Executive Officer or delegate.

Council is committed to ensuring that travel and related services and products are procured as cost effectively and efficiently as possible using the Council's preferred travel suppliers. Travel related expenses that do not comply with policy provisions will not be reimbursed. Requests for ineligible expense claims risk delays in processing, or partial or total forfeiture of reimbursement.

All requests for travel (including associated registrations) should be made in sufficient time to take advantage of discounts and gain access to the widest range of accommodation and flights. Failure to do so will limit flight and accommodation options.

#### **3.2 Responsibilities**

Councillors are required to:

- process all travel related requests in a timely manner through the Chief Executive Officer's office so that available discounts are taken;
- make bookings in a timely manner so that available discounts are taken;
- complete necessary reimbursement process for valid out of pocket expenses each month following completion of the journey;
- complete all necessary registration and travel request forms.

The Chief Executive Officer must:

- ensure the application complies with policy provisions;
- approve travel requests in a timely manner; and
- implement systems of risk management to ensure that expenditure on travel is efficient, economic and appropriate.

The Officer coordinating the travel is responsible for:

- identifying 'best deals' and negotiating special rates with Council's preferred travel providers;
- providing advice to Councillors in relation to travel services, policies and procedures;
- coordinating all travel requests to ensure bookings are made in a timely manner and that all requests are processed in accordance with Council's policy; and
- maintain information on issues **such** as accommodation, airfares, car hire and other related costs for the purpose of reporting to Council, as required.

### **3.3 Approval**

All Councillor travel requires the approval of Council or in unforeseen circumstance Mayor and Chief Executive Officer. All travel requests from a Councillor must be submitted to Council and should identify the relevance of such event to the Council and as far as practicable indicate the cost of attendance.

Where time does not permit the presentation of a report to Council and Councillor's travel has been approved by the Mayor and Chief Executive Officer, a report of the delegated approval and the circumstances should be submitted to the next available Council meeting.

### **3.4 Air travel**

The most cost effective form of air travel will be used.

### **3.5 Frequent Flyer or Reward Programs**

Points from loyalty programs accumulated by Councillors on their personal rewards program, whilst travelling on official Council business, should not be used for personal gain.

Councillors are permitted to use benefits accrued on Council business to upgrade to a higher class of air travel if the cost to the Council is not increased by the upgrade. The use of points should not override the Council's 'best fare' available policy.

### **3.6 Class of travel**

The standard of air travel for Councillors travelling on Council business shall be economy. Councillors may upgrade to a higher class of travel if there is no additional cost to Council.

### **3.7 Flexible tickets**

Where flexibility is required for return times or connecting flights, a suitably flexible ticket may be purchased with the approval of the authorising person.

### **3.8 Accommodation**

Accommodation arrangements for Councillors must comply with the provisions of section 1.4 of this Attachment of this policy.

### **3.9 Hire cars**

The requirement for a hire car should be identified at the time of seeking Council approval for attendance.

### **3.10 International travel**

For international travel, actual Council business related costs will be reimbursed on presentation of original receipts.

Claims without receipts will not be accepted. Any expenses above the travel advance will be reimbursed. Any overpayment must be repaid to Council.

### **3.11 In-room internet connection for Council business purposes**

Where in-room internet connection is required for undertaking Council business, reasonable connection costs may be claimed on completion of travel. However, it is preferred that Councillors will use a wireless Internet card available by prearrangement through Council's administration officer.

### **3.12 Hospitality expenses**

Hospitality expenses may only be paid in accordance with section 1.6.

Expenses will not be reimbursed for personal items or costs unrelated to Council business; e.g.:

- Alcohol;
- Babysitting fees;
- Kennel fees;
- Occasional Airline club fees;
- Toiletries;
- Barber or hair stylist;
- Traffic infringements;
- In flight and in house movies;
- Tourism related costs;
- Food related items only for mini bar purchases;
- Social events; and
- Reading materials.

As a guide, expenses not normally reimbursed at home, will not be reimbursed when travelling.

### **3.13 Expenses reimbursement process**

Where practical, Council will pay all travel and accommodation expenses before departure, however, any claim for allowable expenses not covered should be made at the completion of travel. Councillors must ensure that all expenses are recorded and that the correct claim for expenses form is completed.

### **3.14 Accompanying partners and personal travel arrangements**

All travel and accommodation for partners of Councillors must be arranged by and paid by the Councillor. Council will not pay for any private travel expenses. In the event costs have been incurred by Council for a Councillor's partner, the Councillor will reimburse Council. Council will not arrange private travel for Councillors or their partners except where the partner is travelling as an official delegate of Council.

### **3.15 Cancellation of travel and accommodation**

If a Councillor cancels travel previously planned and booked by the Council as part of official business for Council, then the Councillor will be required to reimburse the Council the costs incurred. Submission to the Council to waive the reimbursement would be required to avoid such costs being imposed.



# BOULIA SHIRE COUNCIL

## Confidentiality (Use of Information) Procedure Policy

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<b>Obsolete Version:</b>	<del>19th July 2017</del> 3 <sup>rd</sup> July 2020
<b>Keyword Classification:</b>	Confidentiality, Use of Information
<b>Summary:</b>	To provide assistance to Councillors and staff in managing information
<b>Adoption Date:</b>	
<b>Resolution:</b>	
<b>Due for Revision:</b>	Every three years or as impacted by legislation
<b>Revision date:</b>	
<b>Date revoked:</b>	n/a
<b>Related documents:</b>	Councillor Code of Conduct
<b>Responsible Section:</b>	Executive
<b>Responsible Officer:</b>	Chief Executive Officer
<b>Legislation:</b>	Local Government Act 2009 Local Government Regulation 2012 Sustainable Planning Act 2009 Right to Information Act 2009

## Purpose

To provide assistance to Councillors and Staff in managing information.

## Policy Objectives

This procedure provides guidance to Councillors in complying with section 171 of the Local Government Act 2009 (“LGA”) and staff under section 200 of the LGA regarding the proper handling of confidential information. The procedure aims to assist Council in determining what might be considered confidential information and how this information should be handled.

## Context

It is accepted that Councillors will be in receipt of confidential information that may or may not be part of a formal Council meeting. Councillors must use Council information in a way that promotes and maintains the public’s trust and confidence in the integrity of the local government.

This procedure aims to support Councillors in balancing the right and duty to inform the public and consult with constituents about Council business with the interest Council has in preventing disclosure of confidential information.

This procedure does not override an individual Councillor’s statutory obligations in respect of the use of information, nor does it override Council’s obligations under the LGA or any other legislation or subordinate legislation to disclose or publish information where this is required by law.

Councillors and staff must use Council information in a way that promotes and maintains the public’s trust and confidence in the integrity of the local government.

## Definitions

Councillor briefing sessions - are non-decision making forums convened by Councillors, the CEO and, as directed by the CEO, other Council officers that create an opportunity for Councillors and officers to discuss matters of proposed policy or other strategic or community sensitive issues, as well as providing a forum for Councillors to be made aware of issues of significance to the organisation and/or to the community.

Information - comes in any number of forms including letters, reports/documents, facsimiles, attachments, tapes, emails, electronic media, and/or other forms of information including discussions during meetings.

Council - means Bouliia Shire Council

Staff Member - all employees of a local government and a contractor of a local government (refer to section 200 of the LGA).

## Policy Provisions

- Council operates in an environment of public accountability in which it seeks to inform the public of issues under consideration and the nature of decisions made by Council and its committees. Therefore, information should ordinarily be released to the public unless there are compelling reasons which indicate that this is not in the public interest.
- At the same time, Council is conscious of the need to handle Council information in a way that promotes and maintains the public's trust and confidence in the integrity of the local government.
- It is accepted that Councillors will be in receipt of confidential information that may or may not be part of a formal Council meeting. It is Council's responsibility to ensure that such information is treated confidentially, so as not to harm, prejudice or compromise the interests of Council or any individual or organisation, or enable any individual or organisation to gain a financial advantage.
- Whilst endeavouring in the interests of public accountability to limit the number of matters which are considered in confidential sessions, Council acknowledges that it is appropriate to consider certain matters in closed meetings.

## Responsibilities of Councillors

Councillors must be aware of their responsibilities and agree they should:

- exercise due care when handling or using information acquired in their role as a Councillor;
- acknowledge that there will be information that must be treated as confidential because to release it would reduce public trust and confidence in the integrity of the Council;
- acknowledge that disclosure of confidential information constitutes a breach of the LGA;
- if uncertain, presume information is confidential, and seek advice from the CEO prior to any release of it;
- undertake not to disclose, and to use their best endeavours to prevent disclosure of, confidential information to any person or organisation, specifically:
  - avoid discussing confidential Council information with family, friends and business associates; and
  - ensure documents containing confidential information are properly safeguarded at all times – including materials stored at private or business residences and on electronic devices.

## Responsibilities of Council Staff

Council staff must be aware of their responsibilities and agree they should:

- exercise due care when handling or using information acquired in their role with Council;
- acknowledge that there will be information that must be treated as confidential because to release it would reduce public trust and confidence in the integrity of the Council;
- acknowledge that disclosure of confidential information constitutes a breach of the LGA;

- if uncertain, presume information is confidential and seek advice from the CEO prior to any release of it;
- undertake not to disclose, and to use their best endeavours to prevent disclosure of, confidential information to any person or organisation, specifically:
  - avoid discussing confidential Council information with family, friends and business associates; and
  - ensure documents containing confidential information are properly safeguarded at all times – including materials stored at private or business residences and on electronic devices.

## Confidential Information

The following types of information shall be deemed to be confidential to Council unless or until Council resolves to the contrary in a particular instance:

- Commercial in confidence information — including where the release of information would affect a third party's competitive advantage; this is particularly relevant in a competitive tender situation.
- Information derived from Government Departments or Ministers that has been classified as confidential.
- Information of a personal nature or about personal affairs, for example the personal details of Councillors or Council staff.
- Information relating to a property disposal or acquisition process where release of the information may prejudice Council (see also section 171(1) (3) of the LGA).
- Financial and legal analysis where the disclosure of that information may compromise Council or someone else.
- Information that could result in action being taken against Council for defamation.
- Information involving legal advice to Council or a legal issue or a matter before the courts.
- Information that is expressly given to Councillors in confidence.
- Information examined or discussed at Councillor briefing sessions, unless the CEO declares that such information (or part thereof) is not confidential.
- Information about:
  - the appointment, dismissal or discipline of employees
  - industrial matters affecting employees
  - the Council's budget
  - rating concessions
  - contracts proposed to be made by Council
  - starting or defending legal proceedings involving Council
  - any action to be taken by the local government under the Sustainable Planning Act 2009, including deciding applications made to it under that Act.

It is acknowledged that some of the above classes of information may need to be disclosed from time to time for legal proceedings or in accordance with the Right to Information Act 2009.

Nevertheless, this procedure deems that as a minimum:

- The CEO may make a declaration that information concerning a specific matter is to be treated as confidential to Council, and the information will remain confidential unless or until Council resolves to the contrary.



- An item on a Council or committee meeting agenda – and the information contained in the documentation or supporting material – that is declared confidential by the CEO is to remain confidential unless or until Council or the committee resolves to the contrary.
- If the Mayor or a Councillor in a meeting asks that a matter be treated as confidential, Council will formally resolve as to whether all information concerning the matter is confidential.
- If a meeting of a committee resolves that an item – and the information contained in the documentation or supporting material – is to be confidential it remains confidential unless or until Council resolves to the contrary.
- If Council exercises its powers under Local Government Regulation 2012 section 275 254J to close its meeting to members of the public, all information in relation to the matters discussed during that closed meeting or the closed portion of the meeting is confidential, unless and until the Council resolves to the contrary.
- Confidential information shall be clearly identified as confidential.
- Any information of a type deemed to be confidential is to be presumed by Councillors to be confidential to Council and must not be released without seeking advice from the CEO.
- If a Councillor has any doubt as to whether Council considers information to be confidential, the Councillor is to act on the assumption that Council does so intend until the doubt is resolved at a subsequent meeting of Council.

## Consideration of Confidential Material – Council Meetings

The following procedures will apply to the preparation of an agenda and material for consideration at meetings of the council:

1. If it is considered by the Chief Executive Officer (CEO) that the Council should consider a matter in a closed meeting, the CEO will clearly indicate such recommendation on the agenda.
2. The CEO will make a declaration that all information contained in the documentation and associated material is information confidential to the Council.
3. The CEO will ensure that the documentation and material is clearly marked as confidential.
4. The reason for the recommendation will be set out in the material.

The following procedures will apply to a recommendation by the CEO that a matter be considered in a closed meeting:

1. Council will consider the recommendation in open session unless to do so would result in the public release of the information concerning the matter.
2. Council shall determine by resolution whether the matter is confidential or not for the purposes of declaring that a meeting should be a closed one.
3. Upon moving that an issue be dealt with in a closed meeting, the mover must clearly state the reason for the motion.
4. Council will resolve that:

- the matter is to be considered in a closed meeting, and all information relating to that matter is confidential to Council, or
- the matter will be considered in open session.

Information considered at a closed meeting of Council shall remain confidential indefinitely unless or until Council resolves otherwise.

## **Release of Confidential Information**

Any release of confidential information for any purpose to any person or organisation (other than those who are entitled to the information, such as other Councillors or Council staff) is a breach of section 171(3) or section 200(5)(4) of the LGA. Release includes:

- orally telling any person about the information or any part of the information
- providing the original or a copy of documentation or any part of the documentation that is marked confidential
- paraphrasing – putting into your own words – any confidential information and providing that in writing or orally.

## **Breach of this Policy**

A person may make a complaint about a breach by a Councillor of section 171(3) by giving notice of the complaint to the Council's CEO. A breach of section 171(3) is "misconduct" (see the definition of "misconduct" in section 150L of the LGA). Allegations of misconduct must be referred by the Council's CEO to the Assessor (see section 150O and 150P of the LGA).

The Assessor will then process the allegation as per sections 150Q, 150T, 150U and 150V of the Local Government Act and subsequently make a decision about the conduct in accordance with section 150W of the Local Government Act.



# BOULIA SHIRE COUNCIL

## Complaints Management Policy and Process

<b>Category:</b>	Policy
<b>Policy Number:</b>	127
<b>Document Version:</b>	Version 3
<b>Obsolete Version:</b>	<del>Version 2 – 19<sup>th</sup> July 2017</del> 3 <sup>rd</sup> July 2020
<b>Keyword Classification:</b>	Complaints Management
<b>Summary:</b>	This policy provides guidance on the process of handling administrative action complaints
<b>Adoption Date:</b>	
<b>Resolution:</b>	
<b>Due for Revision:</b>	Every three years or as impacted by legislation
<b>Revision date:</b>	
<b>Date revoked:</b>	n/a
<b>Related documents:</b>	Policy 128 - Public Interest Disclosure Policy and Procedure
<b>Responsible Section:</b>	Executive
<b>Responsible Officer:</b>	Chief Executive Officer
<b>Legislation and reference documents:</b>	Crime and Corruption Act 2001 Human Rights Act 2019 Industrial Relations Act 2016 Information Privacy Act 2009 Public Interest Disclosure Act 2010 Public Sector Ethics Act 1994 <del>Public Service Act 2008</del> <del>Public Sector Act 2022</del> Code of Conduct for the Queensland Public Service Discipline Guideline (Public Service Commission) (Directive 05/23) Appeals Directive (Public Service Commission) (Directive 04/23) <del>Managing employee complaints Directive (Public Service Commission)</del> Individual employee grievances (Directive 11/20) <del>AS/NZS 10002-2014 Guidelines for complaint management in organisations</del> <del>AS 10002:2022 Guidelines for complaint management in organizations</del> <del>Whistle-blowers Protection Act 1994</del> Whole of Queensland Government human rights resources Local Government Act 2009

## POLICY:

Bouliia Shire Council is committed to providing a level of customer service that does not attract complaints however, acknowledges the right of persons to provide feedback, both positive and negative, on its services and/or to lodge a complaint.

Council is therefore equally committed to providing an effective resolution to all complaints received and undertakes to make sure that complaints about administrative actions of Council or Council employees will be resolved in a fair, efficient, consistent and timely manner, strengthened by principles of natural justice and procedural fairness.

Section 268 of the *Local Government Act 2009* (LG Act), requires Council to establish a Complaints Management Process for resolving administrative action complaints and this process must include elements contained in Section 187 of the *Local Government Regulation 2012*.

## POLICY OBJECTIVE

The Complaints Management Policy and Process provides the framework for the effective management of complaints received by Bouliia Shire Council.

The objectives of this policy are:

- To capture and record all complaints;
- To provide a clear administrative process for the management of complaints received from affected persons from receipt to resolution;
- To provide an effective, efficient, sustainable, consistent and transparent process for the management of complaints in accordance with legislative requirements and with regard to the framework of natural justice and procedural fairness;
- To facilitate the use of information obtained from the Complaints Management Process to improve customer service and service delivery;
- To build the capacity of staff to effectively manage complaints in an environment of continuous improvement;

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

- People with particular needs are assisted – for example people who are in any way disadvantaged by intellectual or physical disability, education, language ability or any other impairment.
- Council officers will receive complaints in a professional manner and welcome valid feedback as an opportunity for improvement of the Council's administrative practices.
- Complainants will not suffer any reprisal from Council or its officers for making a complaint.

- Complaints are responded to as quickly as possible and in accordance with the timeframes set out in the complaints process.
- Complaints are properly monitored with a view to continuous improvement of the Council's business processes.
- If a complainant is not satisfied that a complaint has been satisfactorily resolved, he/she will be informed of any statutory right of review and, if they request, be provided with details of any further review mechanism that is available.

Council will use the complaint management process to deliver excellence in customer service, encourage open and honest communication and encourage continuous improvement. The process is aimed at improving the community's confidence in Council's complaints management system and enforcing Council's reputation of being accountable, open and transparent.

## SCOPE

This policy applies to all employees of the Council and non employees including contractors, consultants, volunteers, Councillors and any other person or entity who may provide the Council with services on a paid or voluntary basis and deals with administrative action complaints only. Section 268(2) of the LG Act, defines an administrative action complaint as a complaint that –

- (a) is about an administrative action of a local government, including the following, for example -
  - (i) a decision, or a failure to make a decision, including a failure to provide a written statement of reasons for a decision;
  - (ii) an act, or a failure to do an act;
  - (iii) the formulation of a proposal or intention;
  - (iv) the making of a recommendation; and
- (b) is made by an affected person.

Section 268(3) defines an affected person as a person who is apparently directly affected by an administrative action of a local government.

This policy does not apply to:

- General Customer requests (for example a complaint about a barking dog), a suggestion or proposed service improvement, a follow up or further request for a service that has not been completed by Council but is still in the timeframes advised to the customer, reports of damage or faulty infrastructure such as roads or fallen branches.
- Complaints about a resolution of Council. Such matters may be referred by a complainant to the elected members.
- Complaints regarding National Competition Policy or competitive neutrality issues.
- Complaints made under the *Public Interest Disclosure Act 2010* or the *Whistle-blowers Protection Act 1994*.
- A complaint about corrupt conduct that should be directed to the Crime and Corruption Commission;
- Complaints about the conduct and performance of Councillors.

## LODGING A COMPLAINT

The Complaints Management Policy and Process will be readily accessible to and able to be understood by all people, including those with special needs. Information about the complaints process is available on Council's website and at the Council Administration Office.

Complaints may be lodged using the online complaints form or a formal complaints form which can be obtained from the Council Administration Office. All complaints are to be submitted in writing. Completed forms can be submitted:

By mail to	Chief Executive Officer Boulia Shire Council 18 Herbert Street Boulia QLD 4829
Email to	admin@boulia.qld.gov.au
In person at	Boulia Shire Council Administration Office Herbert Street Boulia QLD 4829

## KEY PRINCIPLES – COMPLAINTS MANAGEMENT PROCESS

Wherever possible, Council will aim to resolve a customer's complaint at the customer's first point of contact with Council. Should this not be achievable, the following process will serve as a guide on how the complaint will be processed.

### Consideration of human rights

Council decisions and actions can impact upon an individual's human rights, in either a positive or negative way. The Council will consider human rights in all decision-making and action and will only limit human rights in certain circumstances and after careful consideration.

### Visibility

Information about how and where to complain to the Council will be well publicised for customers, employees and other interested parties (e.g. through the Council's website and in contracts).

### Accessibility

- The complaints management process will be easily accessible to all complainants through readily accessible information about the process and flexibility on the process for making complaints (e.g. complainants may make complaints by telephone, mail, email or online).
- The complaints management process and supporting information (such as procedures) will be easy to understand and use.

- Complainants will have access to the complaint's management process free of charge.
- Complaints made anonymously, or through an authorised agent, will be recognised and assessed in the same manner as any other complaint.
- Reasonable assistance to make complaints will be provided to complainants with special needs so that no complainants are disadvantaged.
- All reasonable steps must be taken to ensure that a complainant is not subject to reprisal.

### Responsiveness

- Complaints will be acknowledged promptly.
- Complaints should be informally resolved at the first point of contact wherever possible, at the lowest level possible (e.g. frontline staff or manager level).
- Each complaint will be acknowledged and recorded within Council's Register of Complaints and the complainant provided with a complaint number and finalised as quickly as possible.
- Where a complaint cannot be resolved within 10 business days, the Receiving Officer will negotiate with the complainant a timeframe for the resolution of the complaint.
- All complaints will be treated with appropriate respect for the confidentiality and privacy of the complainant, subject of the complaint and officers involved. Publication of information relating to complaints about Council Officers will be limited to that prescribed by legislation.
- Complainants will be kept informed of the progress of the handling of their complaint, the timing of its handling and the outcome of their complaint (subject to the principles of the *Information Privacy Act 2009*).

### Assessment and Action

All complaints will be assessed without undue delay and investigated with regard to the framework of natural justice and procedural fairness where appropriate.

The investigation and assessment of a complaint may take some time dependent on its complexity and severity.

Anonymous complaints will be recorded and assessed in accordance with this Complaints Management Process. Where a complaint cannot be actioned without further information or if the complaint is determined as being frivolous or vexatious, the decision to take no further action and the reasons for the decisions will be recorded with the complaint.

Council will co-operate fully with any investigating authority charged with dealing with a complaint, e.g. the Queensland Ombudsman or Crime and Corruption Commission.

### Confidentiality

Complaints will be managed in a manner that protects privacy and confidentiality to the extent possible under the law and subject to requirements of natural justice.

## Feedback

Subject to the provisions of the *Information Privacy Act 2009* complainants will:

- be advised of the outcome of their complaint as soon as possible after a decision is made;
- be given reasons for any decision made;
- be advised of their right to a review of the decision utilising either or both, internal or external avenues

## Continual improvement

Complaints and complaints management trends will be analysed periodically to assist Council to identify and understand trends and business improvement opportunities.

Council's systems, this policy, the associated guidelines and legislative requirements will be reviewed periodically to maintain best practice. Complaints that give rise to a possible business improvement will be communicated to the relevant section Manager.

Council will periodically review reports generated from the complaints management system to:

- determine the effectiveness of the policy and associated guidelines;
- assess the application of the policy and associated guidelines;
- analyse trends to identify and recommend improvements to processes, staff training and policy and procedures.

If there is any conflict between this policy, the requirements of the *Local Government Act 2009* or any other relevant legislation, the legislative requirements will take precedence.

## TYPES OF COMPLAINTS

The Council has obligations to deal with various types of complaints. The relevant procedure or legislation governing the management of the complaint, are shown below. Note that complaints may fall within one or more of the following types.

Type of complaint	Complaint governed by
<b>Human rights complaint</b>	<ul style="list-style-type: none"> <li>• Human rights complaint procedure</li> <li>• <i>Human Rights Act 2019</i></li> </ul>
<b>Customer complaint</b>	<ul style="list-style-type: none"> <li>• Customer complaint procedure</li> <li>• <del>Public Service Act 2008, section 219A</del> Public Sector Act 2022, Part 9</li> </ul>



<b>Employee complaint</b>	<ul style="list-style-type: none"> <li>• Managing employee complaints procedure</li> <li>• Directive relating to managing employee complaints</li> <li>• Directive relating to appeals</li> <li>• Discipline guideline</li> </ul>
<b>Privacy complaint</b>	<ul style="list-style-type: none"> <li>• Privacy complaint procedure</li> <li>• <i>Information Privacy Act 2009</i></li> </ul>
<b>Complaint about the Chief Executive Officer</b>	<ul style="list-style-type: none"> <li>• Complaints about the CEO</li> <li>• <i>Crime and Corruption Act 2001</i></li> </ul>
<b>Complaint comprising allegation/s about (or including information giving rise to a reasonable suspicion of) corrupt conduct</b>	<ul style="list-style-type: none"> <li>• Corrupt conduct procedure</li> <li>• <i>Crime and Corruption Act 2001</i></li> <li>• The complaint may be referred to the Crime and Corruption Commission (CCC) for investigation or investigated by the department and reported to the CCC if required under the <i>Crime and Corruption Act 2001</i></li> </ul>
<b>Complaint assessed as a public interest disclosure (PID) in accordance with the <i>Public Interest Disclosure Act 2010</i></b>	<ul style="list-style-type: none"> <li>• PID procedure</li> <li>• Public Interest Disclosure Act 2010</li> </ul>

## RESPONSIBILITIES AND ACCOUNTABILITIES

<b>Role</b>	<b>Responsibilities</b>
<b>All employees</b>	<ul style="list-style-type: none"> <li>• Be familiar with the Council's complaints management policy and procedures and assist people to access the complaints process</li> <li>• Receive and action complaints in accordance with this policy and applicable procedure and seek advice from the Ethics unit if in doubt</li> <li>• Respond to constructive feedback as an opportunity to improve</li> <li>• Proactively report conduct of employees that is inconsistent with the public service values and Code of Conduct, including information giving rise to a reasonable suspicion of corrupt conduct, to the CEO</li> </ul>
<b>Managers and supervisors</b>	<ul style="list-style-type: none"> <li>• Ensure employees under their supervision are aware of the Council's complaints management policy and procedures and can assist people to access the complaints process</li> <li>• Encourage, demonstrate and model ethical conduct in their teams/units</li> <li>• Proactively identify workplace issues and inappropriate employee conduct and performance</li> <li>• Cultivate a work environment where employees and customers are empowered to give feedback</li> <li>• Promote a workplace culture where customer feedback and complaints are taken seriously and inform continuous improvement</li> </ul>

<b>Delegate</b>	<ul style="list-style-type: none"> <li>• Exercise delegated powers in accordance with all relevant statutory provisions, policy, directives and principles of procedural fairness</li> </ul>
<b>Ethics</b>	<ul style="list-style-type: none"> <li>• Act as a central referral and coordination point for the employees, customers and the public on the requirements of this policy and associated procedures</li> <li>• Promote requirements of this policy and associated procedures and implement appropriate awareness initiatives for employees</li> <li>• Review, monitor, and report on complaints to ensure they are appropriately managed</li> <li>• Receive, assess, refer and/or case manage, monitor and report on complaints in accordance with this policy and applicable procedures, to ensure complaints are appropriately managed within the department</li> <li>• Analyse, evaluate and audit complaints and their outcomes in order to support quality improvements</li> </ul>
<b>Director of Corporate Services (DCS)</b>	<ul style="list-style-type: none"> <li>• Act as the department's liaison officer to refer complaints and information giving rise to a reasonable suspicion of corrupt conduct to the CCC (as appropriate)</li> <li>• Actively case manage complaints where appropriate</li> <li>• Coordinate management of cases involving public interest disclosures (PIDs)</li> <li>• Monitor and report on complaints to ensure they are appropriately managed</li> <li>• Manage the discipline process</li> </ul>
<b>Human Resources (HR)</b>	<ul style="list-style-type: none"> <li>• Act as a referral and coordination point for employee complaints</li> <li>• Case manage employee complaints (in consultation with the DCS and CEO)</li> <li>• Ensure any discipline process activities are recorded appropriately</li> </ul>
<b>Chief Executive Officer (CEO)</b>	<ul style="list-style-type: none"> <li>• Ensure the department has established and implemented systems for dealing with complaints (including customer complaints)</li> <li>• Ensure systems and procedures are in place to monitor a discloser's workplace for any signs of reprisal action in relation to a PID.</li> </ul>

<b>TITLE:</b>	Contract Cleaning Services - Extension of Contract	<b>DOC REF:</b> 11.2.4
<b>REPORT BY:</b>	CEO (Lynn Moore) Chief Executive Officer	<b>DATE:</b> 15/08/2023

**CORPORATE PLAN REFERENCE:**

Key Priority 2: Building and maintaining quality infrastructure

2.2: Well serviced

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

**RISK MANAGEMENT:**

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

**PURPOSE:**

To seek Council's endorsement to extend the current Contract Cleaning Services agreement.

**CONTENT:**

In early 2022 Council appointed Quality Electrical as the successful applicant for 'Contract Cleaning Services'. The contract was for a 12 month period and is due for review.

The contract requires routine cleaning services to be undertaken at:

- Robinson Park toilets/BBQ
- Sports Reserve toilets
- Herbert Street toilets (Gaol)
- Airport terminal
- Peak Creek rest area/toilets
- Hamilton rest area
- Georgina rest area
- Georgina toilets
- Police Barracks rest area

The service provided by this Contractor is excellent and lots of positive feedback has been raised about the cleanliness of the toilets. We recommend that the contract be extended for a further 12 months to 1/7/2024.

**CONSULTATION:** Community Services Manager

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

That the 'Contract Cleaning Services' agreement with Quality Electrical be extended for a further 12 months to 1/7/2024.

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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<b>TITLE:</b>	Review of CEO InKind approval limit	<b>DOC REF:</b> 11.2.5
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<b>REPORT BY:</b>	Lynn Moore Chief Executive Officer	<b>DATE:</b> 07.08.2023
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.1: Confidence

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

**RISK MANAGEMENT:**

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

**PURPOSE:** Council have previously indicated that they wish for the Chief Executive Officer to hold a higher Inkind Assistance approval amount. This report makes changes to the Community Grants policy to be able to carry out this change.

**CONTENT:** Policy 103 Community Grants Policy contains a delegation for the Chief Executive Officer to be able to approve inkind requests up to the value of \$1000 without Council approval. Any approval that is over this value is required to be brought to Council meeting for Council approval. The last time Council were presented with such a request, Councillors requested that the delegated approval amount for the CEO be increased to \$5000. To do this, Policy 103 Community Grants is required to be changed and the updated policy version approved by Council.

Attached to this report is the updated policy for Council review. Changes to the policy have been highlighted in yellow.

It is recommended that the updated policy version as presented, be adopted.

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:**

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

**RECOMMENDATION:**

That Policy 103 Community Grants Policy as presented be adopted and that the associated internal Inkind Assistance form be updated.

**ATTACHMENTS:**

1. Draft 103 Community Grants policy [**11.2.5.1** - 8 pages]

Chief Executive Officer	Ms Lynn Moore
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# BOULIA SHIRE COUNCIL

## COMMUNITY GRANTS

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<b>Category:</b>	Policy
<b>Policy Number:</b>	103
<b>Document version:</b>	5
<b>Obsolete version:</b>	25/6/2015, 18 December 2019, 18 December 2021 21 January 2022
<b>Keyword classification:</b>	Community Grants
<b>Summary:</b>	Details of Council's social obligations, and is therefore committed to making resources available to community organisations for the purpose of providing or undertaking projects which are in the interests of the community both socially and economically.
<b>Adoption date:</b>	
<b>Resolution:</b>	
<b>Due for revision:</b>	Every three years or as impacted by legislation
<b>Revision date:</b>	
<b>Date revoked:</b>	n/a
<b>Related documents:</b>	Form 25 InKind Assistance Request
<b>Related Responsible Section:</b>	Community Services
<b>Responsible Officer:</b>	Manager Community Services
<b>Head of Power: Legislation:</b>	Local Government Act 2009

## **BACKGROUND**

The Boulia Shire Council recognises its social obligations, and is therefore committed to making resources available to community organisations for the purpose of providing or undertaking projects which are in the interests of the community. This Policy establishes the circumstances under which Council may allocate grants/and in kind support to community organisations and the processes for the management of those grants.

## **DEFINITION**

*Community Organisation:*

An entity that carries on activities for a public purpose, or a non-profit making organisation.

## **OBJECTIVES AND PRINCIPLES**

This Policy is intended to provide a structure and process for allocating grants to community organisations, which is open, transparent, legal, equitable, and furthers the aims and objectives of the Council.

Grants shall be provided in an equitable manner that will not benefit one group of the community and exclude another. Grants will be provided to achieve an identified benefit to the community either for social or economic reasons and Council shall ensure, through the selection process, that the benefits are obtained.

The process for awarding grants shall be open and accountable.

## **SCOPE**

This policy applies to:

- Direct cash grants to community clubs and organisations (max ~~\$1,000~~ \$5000 – where no other Council support is required ie. venue/equip etc)
- Assets or in-kind support given to community clubs and organisations
- Concessions (e.g. rates remitted) for community organisations. E.g. churches

This policy does not apply to individuals or to commercial organisations.

## POLICY

In allocating grants, donating assets, or providing in-kind support or concessions to community clubs and organisations, Council will implement the following process:

- Each financial year Council will determine an appropriate budget to be allocated for the purpose of assisting community clubs or organisations. This can be either in kind assistance or by way of a concessional grants with an allocation which may be designated for each community club or organisation for which a limit for individual grants may be set.
- On the 1st July each year, an organisation who runs an annual event must submit to Council their request for assistance and the estimated value of the assistance that is required. Council is able to provide prices for venue hire and/or equipment to enable an estimate to be calculated. There will be a time limit of 4 weeks to submit the application. Inaugural or adhoc requests will be reviewed as received and approval to be determined by funding available.
- Councillors and staff may promote and encourage organisations to apply, however they should not indicate if an application is likely to succeed as per the confidentiality policy.
- The CEO is authorised to manage the application assessment and approval process in accordance with budgetary guidelines. Should grants outside the scope of the budget be received, Council approval shall be sought.

In assessing applications, the CEO should be satisfied that the following conditions and criteria are met:

- The application is eligible under this policy,
- The grant will be used for a purpose that is in the public and community interest.



In addition to meeting the required conditions, applications must also address the following selection criteria:

- An outline or description of the project;
- Estimated number of people that will benefit/attend;
- Type and amount of assistance sought;
- Benefit to the community or sector;
- How the proposal fits with Council Corporate Plan;
- Details of funding sought from other parties;
- Date funding is required;
- Additional information: Inaugural event, special event?

When approving a grant, the CEO shall comply with the Local Government Act 2009, and make the following considerations in regard to the principles of sound financial management:

- The risks to which Councils' operations or assets are exposed;
- Internal control measures for managing identified risks;
- The interests of all people living in the area;
- The efficient, effective and proper management of Council facilities;
- Future planning requirements.

## **ADDITIONAL PROCESSES**

The Council may, under separate Policy guidelines, decide to grant a particular type of concession (e.g. a remission of rates, waiving of fees) to a specified category of community organisations. This concession would then apply to all community organisations in that category.

Organisations need to write to Council asking for concession, in-kind or donation.

## **ACCOUNTABILITY**

As a condition of each grant, the community organisation shall submit appropriate documentation confirming that the grant/donation has

been used for the purpose intended. This may include copies of invoices supported by an explanation if necessary.

Where asset donations, in-kind support or fee concessions and waivers are granted, such expenses shall be accounted for in Councils' Finance System or through manual accounting methods.

Where applicable, the required documentation should be submitted as soon as practicable after the completion of the project.

Assistance (Provision made in yearly budget)

- Community Groups that have received cash funding from Council must submit a detailed annual statement certified by two members of the committee executive as being correct, showing the receipts and payments associated with the activity that Council has funded.
- This outcome report should be received no later than 6 weeks after the event for which the assistance was given.
- Council's contribution/sponsorship should be acknowledged in promotions before, during and after the event.

## CONTROLS

All expenditure will be subject to the normal accounting controls of Council and its finance department.

No person may give an indication of the likely success of an application until the decision has been made by the CEO or Council where required.

The CEO shall report on the state of all grant applications and acquittals to Council on an annual basis.

If a grant request is denied by the CEO, the CEO is to inform and consult with Councillors on the grant being denied.

Ongoing assistance as deemed by the CEO is available for community organisations annually in accordance with Council budget.

**Bus hire for clubs**

Council shall waive fees for bus hire and provide one (1) tank of fuel for each hire with any additional fuel being the responsibility of the club. The bus to be returned with a full tank.

APPENDIX 2

<b>Application for Grants and Donations</b>			
<b>Name &amp; Address of Organisation</b>			
<b>ABN Number (if applicable)</b>		<b>GST Registered</b>	<b>Y / N</b> (Please circle)
<b>Contact Person</b>			
<b>Contact Number</b>			
<b>Name of Event/ Project</b>			
<b>Benefit of event/project to Boulia Shire</b>	<ul style="list-style-type: none"> <li>• Please detail the benefits that are expected for residents of Boulia Shire if assistance is provided</li> <li>• This information will be used by Council to determine if your event/project meets the Council's policy on providing assistance to Community Organisations</li> <li>• Please attach additional information if required</li> </ul>		
<b>Details of how Council's assistance will be acknowledged</b> (eg advertising, promotional material)	<hr/> <hr/> <hr/>		
<b>Type of Assistance Required</b> – Eg: Waiver of fees, donation of money (detail amount requested), use of Council equipment or employees.	<hr/> <hr/> <hr/> <hr/>		
<b>Office Use Only</b>			
Approved / Not Approved			
Council Resolution Date			
<i>Closing date for submission</i>			

<b>TITLE:</b>	4th Quarter Operational Plan Report April to June 2023 with Annual Comment	<b>DOC REF:</b> 11.2.6
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<b>REPORT BY:</b>	CEO (Lynn Moore) Chief Executive Officer	<b>DATE:</b> 11/11/2021
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.2: Accountability

5.2.4: Ensure transparency and accountability through integrated performance management reporting

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

To present the fourth quarter Operational Report for April to June 2023.

**CONTENT:**

The fourth quarter review of the Operational Plan from April to June 2023 has been completed. It reflects Council's position in relation to the Corporate Plan and progress towards goals Council aims to achieve.

***Local Government Regulation 2012  
Division 4 Annual operational plan Section 173***

*(3) The Chief Executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months*

*(5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.*

The report on the Operational Plan for 2022-2023 has been prepared in accordance with the legislation and our Corporate Plan goals.

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:**

Prepared in accordance with Local Government Regulation 2012

**RECOMMENDATION:**

1. That Council receive for information the fourth quarter report from April to June 2023 in relation to the adopted Operational Plan 2022-2023.
2. That the report be displayed on the Council website.

**ATTACHMENTS:**

1. Operational Plan with annual comment 2022 2023 [**11.2.6.1** - 45 pages]

Chief Executive Officer	Ms Lynn Moore
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**BOULIA SHIRE COUNCIL  
ANNUAL REVIEW  
OPERATIONAL PLAN  
2022-2023**

**Mayor Rick Britton,  
Deputy Mayor Councillor Jack Neilson,  
Councillor Sam Beauchamp, Councillor Tim Edgar and Councillor Jan Norton**

## Key Priority 1: Social License

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

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

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
1.1.1.1	Application and coordination of RADF funding during the year to assist community groups to provide supported activities. Acknowledgement in the Annual report for this funding stream.	All RADF funds expended and acquittals and returns completed.	100%	RADF funding outcome reports have been finalised and waiting for next round of monies to fund three children's travelling shows in 2023. "Wind in the Willows" "Twinkle and the moon" "Aladdin and the smartwatch" ARTS Qld to automatically send funding for 2-24 without a formal submission.
1.1.1.2	Support not-for-profit community groups with grant information opportunities and grant development and promotion of councils 'Grant finder' program	All relevant grant information provided to groups via email.	100%	Community services staff always available to discuss funding opportunities for clubs and organisations. Information re grants put in monthly newsletter and emailed to clubs/organisation in community offering assistance with submissions. Boulia Community Family support, Boulia P and C, Boulia primary school, Boulia camel races, Boulia turf Club, QCWA branch.
1.1.1.3	Promotion and support for community celebrations which are able to be held in council facilities: Burke Hall, Shire Hall, Racecourse Reserve, Sports Centre.	All special commemorative days and events supported within our facilities.	100%	Events and activities are enabled by continued council support and often in partnership with other organisations and local school.

## 1.2: Respecting our culture and heritage.

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
1.2.1.1	Capture and preserve Boulia's written and pictorial historical past with information researched, documented and saved electronically which is then available to the general public.	Documentary work completed with maintenance action plan in place.	100%	Volunteers to be acknowledged in celebrations for Australia Day, from nominations received by community. This is already done by nominating volunteer groups/organisations for awards. Singular volunteer section will appear in 2024.

### 1.2.2: To actively work with all indigenous groups in the development of reconciliation pathways

Action Code	Action Name	Performance Measure	Progress	Annual Comment
1.2.2.1	Inclusion of the past history of Boulia both indigenous and non-indigenous through media, and the Heritage Complex.	Heritage information days held	100%	Further improvements to the complex are being planned to increase engagement in past history. Tourism officer has added to the Indigenous stories available at the Heritage Complex and will offer a yarning circle with Indigenous stories to tour groups in 2023. Tourism staff to paint Indigenous artwork on cement slab of yarning circle during off peak season.
1.2.2.2	Celebration of our combined history through acknowledgement of important milestone days.	Each of the important days for both Australia, Queensland and Boulia milestones are celebrated.	100%	Council continues to sponsor and help facilitate all commemorative days in the community. In 2022 We sponsored reconciliation week with a morning tea and t-shirts for all participants. We also supplied Naidoc bags with free items for the school children.
1.2.2.3	Commence work on the four stages of the Reconciliation Action Plan- Stage 1-Reflect, Stage 2-Innovate, Stage 3-Stretch, Stage 4-Elevate.		10%	This project is in the early stages of stage 1 - Reflect. Waiting on more information for this to go ahead.



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

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
1.3.1.1	Advocate for increased coverage for internet in remote locations.	Number of black spot internet locations achieved.	100%	Regional Connectivity program of \$4.3m has been approved with information rollout commenced in May 2023. Connections for individuals are not expected for approx 18 months after the initial contact with households has been completed NBN Ventia to commence project in August for initial scope of work.
1.3.1.2	Digital technology in all its forms is supported to improve the livability of Boulia Shire.	Inclusion in the digital progression from RAPAD group of councils. Support the development of Hotspot mobile points along major routes.	100%	Smart water meters Installation to be progressed (Boulia Business units and Bores) in late 2023

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
1.3.2.1	Assist local community organisations to engage volunteers (advertising / administration) Acknowledge volunteers to these groups by formal recognition during the Australia Day celebrations.	Community events supported with advertising, in kind support etc..	100%	Volunteers to be acknowledged in celebrations for Australia Day, from nominations received by community. This is already done by nominating volunteer groups/organisations for awards. Singular volunteer section will appear in 2024.

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
1.3.3.1	All parks and open spaces are mowed, toilets clean and free from defects and meet WH&S standards.	Parks are free from rubbish, broken equipment replaced/repared, and mowed as per levels of service schedule.	100%	Parks are free from rubbish, broken equipment replaced/repared, and mowed as per levels of service schedule.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
1.3.3.2	Organise, host or assist in delivering the Annual Community Events Program promoted in the community calendar.	Community events such as ANZAC Day, Australia Day, NAIDOC etc are well organised and promoted	100%	<p>Council continues to assist in most community events with staff members taking active roles and co-hosting with Family support office.</p> <ol style="list-style-type: none"> <li>1. Australia Day breakfast/awards program</li> <li>2. ANZAC DAY morning tea, mid morning commemoration</li> <li>3. Assist Family Support Office with Bingo, Trivia, Fun Days and after school sports by sports staff.</li> <li>4. Remembrance Day.</li> <li>5. NAIDOC celebration at school.</li> <li>6. CWA Spring Fair</li> <li>7. Boulia Turf Club</li> <li>8. Boulia Camel Races</li> <li>9. Boulia Rodeo and Campdraft</li> </ol>

## Key Priority 2: Built Environment

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

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

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
2.1.1.1	Maintain Boulia and Urandangi aerodromes ensuring all audits are completed and audit issues are actioned.	Airport inspections completed and remedial actions completed within required timeframes	100%	Inspections completed and items listed in the report have been actioned accordingly.
2.1.1.2	Queensland Reconstruction Authority and Disaster Recovery Funding Arrangements (DRFA) Flood events are captured, completed and acquitted with 'value for money' principles.	Road information is collected and processed in line with program requirements. Flood work is completed within budget	100%	New flood event in Dec 2022 with an extension of time until April 2023 due to the extended multiple flood events from the monsoon trough in North NT and Nth Qld. Initial events have been picked up with further roads pickups to be done in Apr 2023. Collection of data has been completed and submitted to QRA for their review and approval to commence
2.1.1.3	Outback Way sealing program is being completed in line with budget allocation and works program.	Work has been completed to the agreed standard, within timelines and budget allocation.	100%	Total unsealed left to complete 76.3km. Donohue Sealed section 68% Unsealed section 32% PPR 1 has been approved but flooding in the Georgina catchment area has postponed this work. funding has been approved to commence the 170 to 178 section of the Donohue which will commence in August 2023.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
2.1.1.4	Preparation of funding submission for TIDS, R2R and TMR completed in line with council priorities.	Projects are completed within guidelines and pass audit requirements.	100%	TIDS (TMR) funding allocation through ORRTG group as per regional agreements, R2R funding will be allocated to the industrial estate for completion of this project. All TIDS projects have been completed are on track to meet TMR goals.
2.1.1.5	Annual Shire roads maintenance plan is completed with the focus on reducing ongoing maintenance in the future.	Shire roads are maintained within budget allocation and work is in line with annual works program.	100%	Shire roads maintenance budget is utilised to extend the benefit of other roads projects. Council have increased the shire roads budget to \$1m in the 2023-2024 budget due to the potential costs increases across the board for materials / supplies etc/
2.1.1.6	Maintenance and renewal of FM transmission sites ensures continued operation.	All sites operational	100%	All sites operational and maintained. 6 monthly service will be carryout by qualified suppliers.

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
2.1.2.1	TMR, RMPC and R2R roadworks are, completed in line with current standards and within budget.	Reports to council are completed monthly with quarterly update to council meeting on progress against plan.	100%	All RMPC defects and measure ups Reflect software been used. The Reflect system is enabling a good management program to be completed and tracked with 100% of budget to be spent
2.1.2.2	Road work completed data is recorded by road crews on REFLECT. Updated progress and outstanding items reported to council monthly.	All work which is completed under contract is submitted to confirm work completed in a timely manner.	100%	RMPC Contracts for DTMR Roads are with data recorded by REFLECT are submitted within approved time frames and within the allocated budget
2.1.2.3	Shelf ready plans are developed for the Urandangi North and South roads ready for future funding opportunities. (Urandangi North Rd is a Local Road of Regional Significance (LRRS))	Plans developed ready for funding submissions	100%	Another grant funding application has been submitted for Road closure signs (electronic) to support safety under the Foundation for Rural and Regional Renewal grant funding offer - as at the 13th July we have not received an answer.

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

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
2.2.1.1	Regular collection of residential and commercial waste as per policy with charges reflective of the actual cost of service.	All collection dates are completed within timeframe and annual review completed.	100%	Collection of waste is completed as per the policy on time every week.
2.2.1.2	Environmental Protection agency guidelines are adhered to and actions are attended to within time frames.	Information required to meet Council's obligations regarding Environmentally Relevant Activities and associated annuals returns / reporting are submitted.	100%	As per DWQMP all the samples collected and tested. SWIM data to be submitted. DWQMP has been completed and submitted to the regulator and any outstanding recommendations will be actioned. Designs on the potential improvements to the dump to meet requirements have been sourced in line with suggestions from EPA.

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
2.2.2.1	Buildings and all council facilities meet regulatory requirements and WH&S standards. Inspections of power boxes and RCD's are completed annually.	Inspections by regulatory bodies and WH&S officers meet pass rate. RCD annual inspections and report completed to CEO.	100%	iAuditor RCD inspection template has been assigned to contracted electrician. Smoke alarm checks/replacements have been conducted by the electrician to ensure compliance. RCD/test and tagging inspections are not taking place as required by legislation, temp DWO, has requested dates for this to be completed. Non-compliant.
2.2.2.2	All council owned buildings and facilities are well maintained with building use monitored by the venue booking forms and income is generated where possible.	Regular inspections conducted by supervisors meet level of service requirements.	100%	Processes in place (check before & after hire), checking sheet created and also included in 'Boxes' for Hirers to complete to report issues, Staff (Fran / Shan) shown and putting into practice.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
2.2.2.3	Maintain the grounds, fencing and buildings in existence at the Racecourse Reserve to meet racing requirements.	All facilities are maintained with limited interruptions to planned events	100%	All facilities are maintained with limited interruptions to planned events and meet racing requirements. Council is working with the committees to ensure the facilities meet standards and regulations.
2.2.2.4	Urandangi Hall Facilities meet regulatory requirements and also meet WH&S standards.	Continual maintenance upgrades in accordance with funding from Dr Don.	100%	Due to recent flooding assessments are being made as to the sustainability of the township of Urandangi.
2.2.2.5	Council housing is managed in accordance with tenancy requirements. Allocation of housing stock to applicants completed via the housing committee and reported to council.	Housing stock is utilised for the best purpose with all applications progressing through housing committee.	100%	Council housing's first priority is to retain for employees. The 2 vacant houses this quarter have been retained for new employees. 2 units were allocated in past 12 months to 2 pensioners.
2.2.2.6	Library facilities are maintained to meet the needs of the community as well as meet regulatory requirements and WH&S standards.	Library facility is suitable for all patrons access and is clean and usable.	100%	The library continues to operate with a great twice a week program for babies and toddlers. The First Five Forever toddler/baby program meets twice weekly throughout the year when staff are available. Other events held in the library in past 12 months were: 1. Biggest morning Tea 2. Remembrance Day 3. Simultaneous reading morning tea. 4. Qld Day celebrated by Council staff 5. meeting room utilised by groups.
2.2.2.7	Bouliia Cemetery facilities are well maintained and grounds are aesthetically appealing.	No dead trees, fencing is of good standard, watering system functions.	100%	Bouliia Cemetery are well maintained, new fencing has been installed along with a new gate (again). New tree/shrub plantings to beautify the entrance will also occur in 2023.
2.2.2.8	Urandangi Cemetery facilities are well maintained and grounds are aesthetically appealing.	Regular inspections conducted by supervisors meet level of service requirements.	100%	Recent flooding at Urandangi has impacted the grounds - luckily we are in receipt of a RADAR imaging plan which will allow the identification of the graves once we have the rest of the town under control.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
2.2.2.9	That the bus is registered and well maintained to be able to be utilised for community functions and events.	Bus is able to be used when required.	100%	The bus is currently registered, insured and kept up to date on regular services so it can be utilised by the Community. This bus is over 10 yrs old and will need to be replaced in the near future if required/ warranted

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

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
2.3.1.1	Asset Management Plans completed for all major asset classes	All Asset Management Plans completed for all major asset classes	100%	Asset management plan for buildings and houses are being used to determine the priorities for building maintenance. Roads AMP is being reviewed against inspection to identify priorities for future works. AMP's for the water and sewerage are yet to be completed. Continual reviewing and scheduling of works is being done.
2.3.1.3	Develop the LEVELS OF SERVICE information data base to improve the relationship between the service level and cost so that future community consultation will be well informed of the options and associated cost.	Levels of Service developed of each asset class improving with maturity each year.	100%	Levels of service for all AMP's has been developed by Shepard Services. All the data has been collected by using virtual RACAS system. Budget forecast has been developed for the roads, footpaths, K&C and Airports. As per AMP budget has been allocated for the renewal for the footpath and K&C.

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

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
2.3.2.2	Progress the development of the Residential Subdivision (Stage 1) by having survey plans prepared and a shelf ready project to enable the application for funding when available.	Survey plans completed ready for implementation if funding becomes available.	65%	A shelf ready project has been developed but survey plans will not be completed until funding has been identified. Council has completed the WQAC Housing Plan and is engaged with the RAPAD group of councils to attract potential interested parties to the region for the development of housing.
2.3.2.3	All identified future projects to have a shelf ready funding applications ready for funding opportunities.	All potential projects have shelf ready funding applications completed.	100%	There are shelf ready projects waiting for relevant funding; 1. Old gaol house upgrade. 2. Walking trail to racetrack (this is in progress and funding opportunities in 2023) 3. Stonehouse upgrade.

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
2.3.3.1	All street lights functional enabling the safe traversing of streets and the use of recreational facilities after dark.	Audit on street lights conducted with reports to Ergon on faulty lights.	100%	Ergon has performed maintenance and replaced all the faulty lights.
2.3.3.2	Town entrances, all parks and recreational areas are managed in a sustainable manner with mowing and slashing completed regularly. Trees and shrubs pruned or removed if dead or dangerous.	Visible appearance of town, parks and open spaces is well maintained. No dead trees on council land. Positive comments from visitors and community.	100%	Town entrances parks and open spaces are well maintained. Weed spraying completed. Plants been trimmed for regrowth.
2.3.3.3	New seasonal plantings of shrubs and annuals in identified gardens completed. Centre median strip shrubs trimmed and 'flag' signage repaired/replaced.	All gardens and weed free and plantings have been done to peak during tourist season.	100%	New plants have been planted shrubs trimmed to suit Boullia's seasonal weather. removed dead trees from the median strip and Robinson Park. New plantings have been completed at the town entrances.



Action Code	Action Name	Performance Measure	Progress	Annual Comment
2.3.3.4	Cemeteries to have site information recorded in the new IT Vision system and new sections allocated according to plan.	All existing information loaded into the system and new additions recorded.	50%	Next module to complete in SynergySoft, spoken to Ronnie and he will assist in mapping out a Master spreadsheet on graves, using knowledge and latest survey. Will teach all admin staff to use system to search and get updated in MagiQ with all other registers.

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
2.3.4.1	Survey plans for land titles held by council to be reviewed and updated if necessary to enable future development.	All council identified land for development has survey plans and shelf ready project costing ready to be implemented.	100%	This is actioned as required and identified in the Corporate Plan.
2.3.4.2	All projects over \$200k are to consider ongoing ownership costs of new capital works proposals in budget deliberation. This to be achieved by identifying the renewal and capital grade expansion components of all capital works projects and providing for the ongoing operational and maintenance requirements.	All projects to be approved by council using the QTC Project Decision Framework tools.	100%	Prior to approval the whole of life costing is taken into consideration and reviewed by council. Continued review of this expenditure as the projects. and also adding QLeave extra element, if the project cost is more than \$150K. Guidelines have been developed for project decision making in line with QTC programs. These have been adopted in the June council meeting with rollout to staff in July.
2.3.4.3	All building applications are completed in a timely manner with the correct fees charged.	Check on the application fees charged through our supporting engineers to ensure they are correct and timely.	100%	The receipt of development applications is handled by an external consultant and processed by council. All applications received this year have been completed in a timely manner and when required presented to council for approval.

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
2.3.5.1	Town Planning Scheme is adopted and reviewed by Council annually with the budget.	Town Planning Scheme is endorsed by the Council annually and if amended -approved by the Minister and adopted by council.	100%	Town Planning Scheme was adopted in 2020 and no changes are reflected this year. This was reviewed and endorsed at the June 2023 budget meeting.

## Key Priority 3: Economic Development

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

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

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
3.1.1.1	Support activities within WQAC to improve housing availability and affordability in western Queensland in line with housing plans.	Attendance WQAC meetings and submissions to State Ministers as required.	100%	WQAC have chosen this as a topic which is reflective of all western councils. A face to face meeting occurred in October 2021 in Brisbane to develop a paper for submission to the government. The group also submitted a paper on the sustainability of local government councils in rural and remote Qld and this is now being rolled out across Queensland. Boulia has our plan displayed on the web site.

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
3.1.2.1	Housing stock is managed to ensure satisfactory standard is maintained. Sale of older homes to update housing stock and encourage home ownership. Budget allocation is sufficient to meet 10 yr housing forecast.	Housing stock meets council demands	100%	Funding has been obtained to complete a \$2.1m project for 6 units to be built in Pituri Street. This is expected to be completed in 2023. Older homes can be purchased by tenants if Council does not wish to continue expensive maintenance in the long term by applying to State Government for sale approval.

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

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
3.2.1.1	Outback Way Development Corporation- continuation of the joint representation for the future development of the Donohue Highway forming part of the Outback Way - Australia's longest shortcut.	Monthly teleconference updates	100%	The connection with the Outback Highway Development Corporation is strong and council attends all monthly meetings to support this important project. The future of Boulia will be heavily impacted by the success of this sealing project across the 3rd transnational route across Australia once sealed the impact for tourism will be another benefit to the township of Boulia.

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
3.2.2.1	Achievement from the active engagement in Outback Regional Road Group (ORRTG) representing the importance of our shire roads and roads of regional significance.	Savings for council achieved through involvement in this group.	100%	Regular monthly teleconferences attended with quarterly face to face meetings attended. Actively participating in the group and heavily involved in joint procurement.
3.2.2.2	Work with RAPADWSA (Water Strategic Alliance) in joint procurement for major infrastructure water projects to enable the best utilisation of funding to achieve sound outcomes for infrastructure and therefore service delivery for water.	Improved water infrastructure.	100%	Actively participating in the group and heavily involved in joint procurement. This year will see joint procurement in water telemetry and smart water meters and projects which will see council save many thousands of dollars as joint procurement proceeds
3.2.2.3	Attendance at the Remote Area Planning and Development Board (RAPAD) meetings- Facilitate the growth and development of the Central West and wider Outback region.	Evidenced based outcomes resulting from the membership of the regional group.	100%	Both the Mayor, Deputy Mayor (on occasions) and CEO attend meetings by F2F or online via teleconference each month. RAPAD continues to be an important strong regional organisation which responds to the needs of individual council and supports them at a State and Federal Government level.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
3.2.2.4	Central West Regional Pest Management Group (CWRPMG) - Development of a strong regional group who guide the implementation of the adopted Regional Bio-Security Plan which will seek opportunities to eradicate, control and manage pest and weed issues.	Group is functional and has had success in the development of a workable plan.	65%	Weed control in the RAPAD Shires at the moment is continuing to be carried out when needed.
3.2.2.5	Prepare submissions to Western Queensland Alliance of Councils, Local Government Association and Australian Local Government Association to lobby State and/or Federal Governments for strategic changes to Acts and regulations where warranted.	Successful outcomes from motions developed by council presented to WQLGA.	100%	WQAC meeting was held in Charleville which was attended by the Mayor and Deputy Mayor. This group has successfully lobbied for the change to the Federal Assistance Grants and improvement in the housing availability in remote Qld. The strength of 23 remote and rural councils working together has been very effective in achieving goals.
3.2.2.6	Ensure that the Local Disaster Management Group (LDMG) group is functional and operates well in emergency situations. Bi-annual meetings and exercises are conducted as required.	Activations are well executed and documented. Reports to the LDMG are completed. Field and desk top exercises are completed.	100%	LDMG was activated in Dec 2022 and again in Mar 2023 for the same event - which saw evacuations and major flooding in Urundangi

### **3.3 : Innovate and explore opportunities**

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
3.3.1.1	Explore opportunities to utilise 'green' energy where appropriate.		100%	Successfully installed solar air-conditioners in some council facilities. Council is currently working with Energy Q to install a Solar farm to support and increase capacity in Boulia for both new residential buildings and industrial opportunities.
3.3.1.2	Increased digital connectivity throughout the shire by the use of technology to improve communication and connectivity	Review completed on how digital exposure can benefit Boulia (RAPAD).	100%	Continued investigations into possible solutions for our connectivity issues not only for the council but also in peak periods of tourist activity.

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

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
3.4.1.1	Signage which recognises Traditional Owner (T/O) groups within the shire by including signage on T/O area boundaries	Consultation with T/O groups on wording and location of signage. Installation of signs completed.	100%	New signage incorporating Indigenous artwork to be researched and delivered. Walking trail along Burke River to have traditional stories featured in partnership with local Pitta Pitta organisation and other relevant groups.
3.4.1.2	Maintain and improve the experience of tourism attractions by regular maintenance and updating of facilities and new programs when required	Upgrading of existing infrastructure completed with program review to be completed when funding available.	100%	The Min Min Encounter refurbishment has garnered increased interest due to its modernised look and greater capacity for numbers seeing the show. New fencing showcasing historical machinery etc has been installed around the Heritage Complex and has been well received.
3.4.1.3	Promote the attractions in Boulia to increase the number of visitors to Boulia through partnerships with other regional tourism providers. i.e. caravan and camping shows.	Attendance of staff to trade shows and training opportunities.	100%	Tourism officer attended 4x4 drive outdoor show in March 2023. Boulia Council is a member of the OQTA and TEQ and the Tourism group who manage the Explore Centres formerly known as Visitor Information Centres.
3.4.1.4	Continued use of television and other media advertising of the shire including our web site to support council tourist attractions	All advertising and TV ads reviewed and renewed as necessary for value for money outcomes.	100%	Boulia shire is promoted on Channel seven with a wide coverage during top rating shows. This continues to gather visitors. Quality magazine coverage is ongoing with the OQTA outback travel guide, Caravanning Australia, Matilda Action magazine and Boulia guide. Television advertising is still ongoing with Southern Cross Austereo and will soon feature in 104 15sec ads during the show "hunted" on channel 10.

## Key Priority 4: Natural Environment

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

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

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
4.1.1.1	Fogging activities completed in times of flood	Fogging notification to residents. Fogging completed to the most effective schedule for reduction in pests	100%	The fogging for Mozzies and Sandflies is showing to be a success.
4.1.1.2	Manage stray domestic animals within the township to reduce incidence of nuisance behavior	Reports of stray domestic animals actioned within 4 hours.	100%	There was a total of 11 dogs impounded for 22/23 year. All dogs were finally returned to their owners. Street patrols were carried out with the result being less complaints about stray dogs for the last quarter of the 22/23 year.
4.1.1.3	The set of policies and local laws are reviewed annually to ensure that all residents are able to enjoy Boullia without impediment.	Policies and Local Laws are up to date and relevant.	100%	Policies are reviewed as per their due date usually with an expiry of three years unless changed by an Act of government. The Local Laws will be reviewed and updated this year to include dog off leash areas. This review is currently in progress.

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
4.1.2.2	Cultural heritage clearances are sought during the planning process for construction activities.	Number of projects which have cultural heritage clearances completed prior to any work done.	100%	Part of the project scope to obtain Cultural Heritage clearances for any new sites or projects. Report has been added to Job Management Plans

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

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
4.2.1.2	Local SES group is supported by council. Compliance with the state requirements to have a State Emergency Service (SES) group	SES - Group is supported during and after events by the use of council equipment and staff if required. SES Management Plans are up to date.	100%	Council continues to support the SES where required which allows for training and meetings to be held. A new recruitment run and training was planned for March but delayed due to flooding.

## 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.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
4.3.1.1	Identification and management of pest animal and weed issues within the shire in accordance with the Bio-security Plan adopted by council with reporting to be done back to CWRPMG quarterly.	Pest animal baiting occurs. Weed identification and notification process occurs. CWRPMG meetings are attended by RLPO	100%	There was a combined total of 15 properties that baited for 22/23, some properties baited twice and some only once in the 12 months, one property baited as well as purchased 400 De-K9 manufactured dog baits. The total amount of meat treated for the 22/23 year was 4930kg all with Pig Strength 1080 solution.
4.3.1.2	Noxious Pest weed control on council managed land and council road reserves is maintained, monitored and reported quarterly to council but subject to grant funding.	Limited incursions with action taken for invasive species.	100%	Weed spraying will be carried out when needed.
4.3.1.3	Bounties for wild dog and cat scalps and pig snouts are paid with a complete register of numbers reported and amounts paid by council.	Take up of baiting program offers by the landholders. Bounty payments continue. Education information available on pest animals on the website/face to face.	100%	There has been a total of 76 feral dog scalps for the 22/23 year. 1 cat tail for 22/23.



Action Code	Action Name	Performance Measure	Progress	Annual Comment
4.3.1.4	Town common is managed within the limits set and stock holders are encouraged to participate in any muster arranged by council. Weed control and stock levels monitored and reported to council quarterly.	Town Common Committee meets at least once per year. Members fees are paid promptly. Stock which is not registered with a member will be impounded. Town Common muster is completed half yearly.	100%	Numbers of cattle on the common has stayed the same. There are 18 camels now on agistment on the common.
4.3.1.5	Primary Stock route bores are maintained as appropriate with funding applied for as needed. Other bores are maintained as funding allows.	Stock route bores are maintained in accordance with funding received.	100%	There have been some changes to the fees charged for stock traveling on the stock routes. The biggest change is to do with what amounts are charged, it has gone from \$ 0.02 cents per Kilometre per 20 head or part thereof to \$ 1.06 cents per 20 head or part there of for travel for large stock and the same amount for small stock is now \$ 1.06 per day for 140 head or part there of.
4.3.1.6	Support the local land-care groups to achieve pest and weed control in conjunction with Desert Channels Queensland.	Bi-annual meetings are conducted to review progress	100%	The members of the local Landcare group are still doing their best to get on top of and control pest weeds. I will still make myself available to help any way I can.
4.3.1.7	Review council buildings and facilities to improve sustainability/ reduction in greenhouse emissions or reduction on reliability of traditional power sources.	when new products are required to be purchased we are looking at the options which are sustainable to the environment.	100%	This will be conducted if we are successful in our application for funding for a new Community Hub. We currently looking for possible funding rounds to apply for funding.

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
4.3.2.1	All facilities over which we are required to hold a licence meet the Qld standards and licence renewal is achieved.	Visitation and audit by environmental health officer to review all of council operated facilities and business operating in Boulia.	100%	All the licenses are up-to-date. to comply with EPA guidelines. Environmental health officer carries out regular audits on licenses, landfill management and food licenses. Carpenter / builder has undergone refresher training for Asbestos removal.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
4.3.2.2	Leases over the Butcher Paddock and Cooridgee Laneway are managed in accordance with our lease requirements for stock holdings.	Leases are sub-leased with income generated to cover lease fees to Qld Gov and managed in accordance with those requirements-reviewed annually.	100%	Both Properties are looking good after the rain.

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
4.3.3.1	Watering of council's parks and median strips is managed to suit the best water source.	Watering through drought periods is scheduled.	100%	Burke River has received several 'flushes' and we are able to water from this source. We will be utilizing town water to irrigate town median strips. Watering has been kept up to the required standards. new bore will be installed early next year to keep-up water demand.
4.3.3.2	Actively monitor town water usage and quality and investigate a fair system cost recovery for water provision.	Water usage is controlled and charges are defendable.	100%	Trial of water meters ready for implementation. Antenna on water tower has been installed. Taggle the provider will be visiting Boulia and assisting in the final roll-out of meters on commercial properties and Council town bores.

## Key Priority 5: Governance

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

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

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
5.1.1.1	Council policies are reviewed in accordance with Acts and Regulations and updated in a timely manner	All policies are reviewed in accordance with the policy review register.	100%	All policies are actioned in accordance with their due date for review and submitted to council.
5.1.1.2	Provide elected members with training and professional development opportunities	Policies are reviewed and made available to staff.	100%	Training has been offered (LGAQ) but it has been located in Longreach and this has not been possible due to the roads being closed due to flooding. The video conferencing was not an option. All Councillors will complete Sustainability training in October 2023.

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
5.1.2.2	Provision of an accurate and comprehensive Records Management service for the Organisation as required under the State Records Act 1998	Council's system is up to date with current upgrades and staff are trained in the use of the system.	100%	New Records Officer (S Aplin) - H Lawson has resigned & S Aplin has accepted position, N Tonkies will do basic training, with further training to be done with InfoExpert. Have also consolidated existing archiving spreadsheets into one spreadsheet called Archival Register, we also simplified system for future archiving.

#### 5.1.3: Adopt an integrated risk management approach

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
5.1.3.1	Review existing Enterprise Risk Management Framework and ensure that Operational, Financial, Reputational and Corporate Risks are identified and reported on through the audit committee. .	Risk Management framework is reviewed and developed further.	100%	The Risk Management framework review has been completed and updated in Oct 2021. Self Assessment review conducted resulted in excellent results of 90%.
5.1.3.2	Provision of reports to Workers Comp in relation to workplace injuries and other RTW matters	Reports completed as required	100%	No workers compensation claims are existent to date.

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

Contractor inductions, licenses, tickets, certifications and quals are verified at start-up held in January of each year. Contractors employed during the year are inducted and VOCs are copied and verified. All contractor inductions (on-line and face-to-face) have been conducted and are current. All relevant paperwork saved to Magiq.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
5.1.4.1	All items are checked annually at start up prior to work commencing and spot checked during the year. Inductions are recorded in a permanent register.	Annual check completed with three spot checks completed during the year. With contractors stood down pending delivery to the organisation of the necessary qualifications for re-instatement.	100%	All inductions (contractors & workers) are completed at the annual start-up meeting. All licenses, verification of Competencies, tickets etc. are copied and saved into personnel files in Magiq. New employees or contractors that are employed throughout the year, are inducted either on-line or face to face, with all licenses and tickets verified and uploaded into Magiq. Also, random site checks are conducted throughout the year to ensure all contractors and workers are inducted and verified as required by legislation.

### 5.1.5: Workplace Health and Safety focus

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
5.1.5.4	Responsibilities WH&S for Directors: Provides support and sufficient resources for safety as required. Establishes health and safety objectives aimed at continuous and sustainable improvement.	Regular quarterly meetings with each Director to review progress in each area and identification of 'road blocks' to success in WH&S	100%	I-Auditor used to report, investigate all the incidents and safety hazards. to accesses. I-auditor tablets been provided to the appropriate staff which are being used to report on identified areas.
5.1.5.5	WH&S responsibilities for CEO: Provides support and sufficient resources for safety as required.	Ensure budget allocation is reviewed each year in line with the requirements for us to remain compliant. Provide support to WH&S to enable the role to be completed.	100%	Council employs a WH&S Officer who is provided with all necessary requirements to complete this role. The reporting function of hazard management and risk management are recorded in PULSE, I-Auditor. Weekly meetings with staff to re-enforce WH&S message takes place. WH&S incidents and issues are monitored at ManEx each week with WH&S officer. Successful audit of WH&S resulted in a pass mark and the TMR accreditation being renewed for another three years.
5.1.5.6	WH&S Responsibilities for Directors: <ul style="list-style-type: none"> <li>• Provides support and sufficient resources for safety as required</li> <li>• Establishes health and safety objectives aimed at continuous and sustainable improvement</li> </ul>	All incidents are reported and followed up with staff and supervisors. Regular reports to council on activities and safety results for council staff and contractors.	100%	WH&S activities and incidents are discussed and recorded at our weekly ManEx meetings these also review outstanding items on I-Auditor and other reportable documents.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
5.1.5.7	WH&S responsibilities: Investigates all incidents, accidents and near misses at the workplace. Monitors safe work practices and mentor relevant stakeholders. Coordinates management action processes. Regularly monitors management action processes within Council's electronic Work Health and Safety management system. Develops and communicates key statistics in accordance with reporting timeframes.	All incidents are reported and followed up with staff and supervisors. Regular reports to council on activities and safety results for council staff and contractors.	100%	All incidents are investigated if required. Regularly monitor IAuditor to identify any failures to adhere to reporting requirements and corrective action taken where necessary. Continuing improvement to reporting framework
5.1.5.8	Progress on Mutual Risk Obligations to develop a health and safety project for all supervisors and managers.	Review by LGW meets expectations for compliance	100%	Completed TMR Safety Audit with a result of 72%. A spreadsheet of Audit findings that are required to addressed has been created and addressed in the weekly Managers Meetings.
5.1.5.9	Review all flagged policies, procedures, work instructions, forms, safe operating procedures (SOP) and training tools.	Staff who have allocated responsibility for specific actions review associated documents to ensure they are up to date.	100%	The Safety Management System is being upgrading therefore all WH&S documentation will be up to date and reviewed by end 2023. Ongoing review of policies and procedures, SWMS and working documents. Verification of Competency policy also formulated for presentation to council. Procedural forms developed and adopted.
5.1.5.10	Upload all reviewed documents under appropriate element numbers onto the council's safety management system (including Infxpert) as endorsed documents with changes notified to staff-toolbox, email.	All endorsed documents are correctly loaded in Boulia Safe and hyper-links are active and working.	100%	This is ongoing. Documents (old & new) are being uploaded into Magiq on a regular basis.
5.1.5.11	Develop a system to track training identified and completed for staff and contractors including verification of competency training.	A system is in place and is being used to effectively assist with the tracking of training and competencies.	100%	Training needs are being identified and updated as required. Training is ongoing throughout the year with a trainer attending Boulia constantly for upskilling as well.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
5.1.5.13	Review all emergency evacuation signage is in place for all areas.	Emergency plans have been reviewed, are up to date and signage is complete in all areas of council.	100%	All signage is current and in place. This is reviewed when hazard inspections for each area are completed.
5.1.5.15	Review the following procedures against requirements in preparation for consultation: high risk work method statements, Risk/Hazard Management, compliance control, incident reporting and investigation	All reviews are completed within agreed time-frame.	100%	All compliance documentation is currently being overhauled and updated. This will be rolled out at the annual start up 2024.
5.1.5.16	Reduce the impact of injury and illness by reviewing: Toolbox talks on WSH design, machine guarding, hire equipment, thermal radiation, pressure safety, confined spaces, excavation and trenching, manual handling and ergonomics, noise management, heat stress.	All reviews are completed within agreed time-frames.	100%	New procedures are being created and are all currently under review. High risk work activities are addressed at the annual start-up meetings.
5.1.5.17	Review all SDS folders to ensure all SDS are dated within a 5 year of issue date. This can be completed through Chemwatch.	All areas of council have been checked and none are out of date.	100%	All SDS have been updated in 2023, so all are current. Alerts are emailed when a SDS in ChemWatch has been updated so can be issued as required.
5.1.5.18	Ensure training has been completed for all staff who are in control of hazard substances that they are aware of segregation requirements and compatibility with chemicals and placarding requirements.	Training has been completed for all relevant staff.	100%	At this time no further training needs have been identified. All the workers required to be in control of hazardous substances are aware of the legislative requirements for segregation, placarding, safe handling procedures etc.
5.1.5.19	Draft new WH&S Strategic Plan for July 2022 to June 2024	Draft document has been developed by staff and has had sufficient time to be reviewed for comment prior to adoption.	100%	2022 - 2024 plan drafted and completed by CEO - reviewed by WHSA and Adam Stevenson, WHS Consultant, Local Government Work Care.
5.1.5.24	Annual reporting of lost time injury claims which should be less than 55% of all claims	Reporting to senior staff on progress or issues which will prevent this from occurring.	100%	Nil claims this period.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
5.1.5.25	Annual reporting of injuries - No increase in recorded injuries from the previous year	No increase from previous year.	100%	There has been an increase in the reporting of even the most minor injuries (bruised finger, scratches etc.), which may seem insignificant, however this is showing that all workers feel confident in reporting the smallest of incidents, so when they have a more serious incident, they will have no issues in reporting it. This is a positive turn around for the organization and the workers.
5.1.5.26	100% Completion of all Incident Report including investigations and implementation of any actions identified in the Investigation Report. (Include personal, members of the general public and plant incident reports)	All incident reports are recorded in I-Auditor and staff are competent in using the system	100%	All managers and supervisors will be given a training session at the 2024 annual start up in how to report and record incidents in IAuditor and Magiq.
5.1.5.28	To achieve 80% Compliance with the National Audit tool for Self-Insurers	Compliance audit completed by the regulators prior to the TMR Accreditation (usually 3 yrs). Independent audit completed annually	100%	Audit completed December 2022, with a passing percentage of 75.8. Process has been developed where gaps were identified and are addressed weekly at the Managers Meetings.
5.1.5.29	Continual improvement of the hazard risk register through identification of new hazards/risk and control measures.	Number of improvements made to the register.	100%	Hazard risk register is subject to review and updating as required on identification of hazards-this is an ongoing task.
5.1.5.30	Support training and monitoring of use of councils WH&S and I-Auditor programs. Complete annual audit of all council work sites	At least 80% compliance with the National audit tool  No breaches of WHS regulatory requirements  Hearing assessments for employees working in noisy environments completed	100%	80% of inspections are being completed when required. Due to a high turnover of staff, a training session at start-up 2024 will be conducted so all workers are able to conduct inspections. Training will be conducted on the job if required earlier.
5.1.5.31	Ensure compliance with the Organisation's Drug and Alcohol policy and ongoing best practice. Record of testing completed and results to be reported to council.	Reports provided to Council and MANEX in relation to the testing conducted	100%	Two staff members now trained in Alcohol and Drug Testing. Random tests are being conducted on all workers & contractors throughout the year. This will be continued and be an on-going task.



Action Code	Action Name	Performance Measure	Progress	Annual Comment
5.1.5.32	Integrate mental health and wellbeing inclusions in daily activities.	This are to be supported through weekly toolbox articles.	100%	Mental Health Awareness information session have been conducted with all workers, along with mental health surveys. Results are TBA.
5.1.5.33	Using the tools from WorkSafe Queensland - develop a safe workplace mentality by initiating a Boulia Shire Council safety award. Seek nomination from BSC for the external JLT/LGW WorkSafe awards	Team Safety award to be created and implemented	75%	This activity will commence in 2024. A monthly award will be given for outstanding safety practices, ideas, safety practices etc.
5.1.5.34	Actively manage WH&S Risk by reviewing the Risk management Framework annually and identify third party or contractor groups to identify and manage risks.	Toolbox talks to include contractors and the framework and risks are reviewed as required	100%	Risk Management framework reviewed, and this is reflected the TMR Safety Audit that was completed end 2022.

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

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
5.2.1.1	Long Term Financial Plan (QTC model) used for sensitivity analysis which can deliver impact of financial decisions made by council on future projects	Long Term Financial Plan developed in line with QTC format - reviewed.	100%	Long Term Financial Plan developed in line with QTC format - review which was submitted.
5.2.1.2	The SynergySoft business solution (IT) which supports council is well supported and training is available to achieve best practice.	Continued rollout of modules with all staff trained and competent	100%	IT Vision On Demand training videos are available to all staff for updated training. A Technical Managed Service has been added to our package as support.
5.2.1.3	Council funds are invested in accordance with legislative provisions and the Organisation's adopted Investment Policy. This is reported monthly to council.	Investments made in accordance with Investment Policy	100%	Investments made in accordance with Investment Policy and reported monthly to council. Interest rates are monitored weekly.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
5.2.1.4	Raise and recover Rates, Charges and other debtors on behalf of the functions of the Organisation and report on a monthly basis to council.	Rates and Annual Charges Levied by due date, user charges and other debtors raised and recovered effectively	100%	Rates notices were sent to ratepayers in August. Council external consultants are working together with internal staff to assist in this process. Debtors are constantly monitored and outstanding debtors with more than 90 days are referred to Council Debt Collection agency
5.2.1.6	The budget reviews are to be completed quarterly and reported to the council.	Operational Plan (including Budget) adopted by 30 June each year	100%	2023-2024 -Operational budget has been adopted by Council. Operational Plan quarterly report and quarterly budget review is presented to Council each quarter
5.2.1.7	Ensure insurance records are kept secure and retrievable if required.	100% of insurances reviewed and maintained annually	100%	All insurance policies have been received and reviewed

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
5.2.2.1	Quarterly Audit Committee meetings are called to review Financials, Internal and External Audit and Risk reviews and ensure council is performing in accordance with the Local Government regulations.	Quarterly Audit Committee meetings are held four times per year to review Audit Plans, Draft Financial Statements, previous audit management responses and actions.	100%	Quarterly meetings are scheduled and financial reports and audit action plans are reviewed
5.2.2.2	Internal and External Audits comments are recorded in Pulse software system and actioned.	Internal audit to be recorded on Pulse software for updating and permanent record	100%	As audit reports are received Pulse is updated and action is taken with continual updates reported to Audit & Risk Management Committee Meetings. Completed both an Internal Audit for this period, Property Assets Project Management. Interim External Audit has been completed this period as well.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
5.2.2.3	Implementation of actions set out in the Internal Audit Committee Action Plan	Completion of all actions of the Internal Audit Committee Action Plan designated for completion in this financial year	100%	Actions are implemented and changes to processes as detailed from the Audit Committee are followed through. Reviewed by Audit & Risk Management Committee at meeting. Audit plan is currently being reviewed and updated.

### 5.2.3 : Financial accountability for new projects

Action Code	Action Name	Performance Measure	Progress	Annual Comment
5.2.3.1	All projects submitted to council for review must include 'whole of life costings'	All projects submitted have included whole of life costs. With PDF program used on projects over \$100K	100%	QTC whole life costing model been used for project above \$200k. Project decision framework has now been implemented for any purchase over \$50k which has not been previously approved through the budget process.

### 5.2.4 : Transparency and accountability through management reporting

Action Code	Action Name	Performance Measure	Progress	Annual Comment
5.2.4.1	Provision of key financial information to MANEX and Council	Provision of budget information to staff	100%	Finance Monthly report is presented to Council. Significant financial transactions are shared in MANEX on a weekly basis
5.2.4.2	Preparation and collation of the Annual Report document in conjunction with senior managers to ensure the important legislative requirements are met and the report is a sound representation of the council's achievement during the year.	Annual report prepared with input from all senior managers and submitted to council within time frames.	100%	Annual report for 2022-2023 completed updated on the website and printed within guidelines. These have been sent to the Station Owners.
5.2.4.3	Discharge Council's statutory financial reporting obligations	Statements submitted to the Office of Local Government by 31 October each year  Unqualified audit report	100%	Council has submitted its Financial Report on time to the Office of Local Government. preparation for Financial Statements will be ready to be signed in Oct

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

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
5.3.1.1	Fees and charges reflect the industry norm and mark-up on goods is reflective of costs	Costs to visit our exhibition is reflective of other tourist attractions and minimal stock write off.	100%	There is a 35% mark up on the majority of merchandise on our retail sold in the tourism centre. New merchandise lines have been implemented and are successful with reflection of sales. Sales have increased due to new lines of merchandise.
5.3.1.2	Depot workshop- percentage of 'downtime' for council plant and equipment	Limited downtime and minimal lost productivity.	100%	Regular maintenance been carried out on council fleet and well maintained. Fortnight check on the plant revenue. Major services are planned around the council break to avoid down time of the machine. 20 years plant replacement program been developed. Plant committee meet quarterly to ensure plant performance meeting the targets.

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
5.3.2.1	Closed Circuit Television network operations in the Shire are operational and checked on a regular basis with the contractor.	No breach of regulatory requirements in relation to operation of CCTV Operations	100%	Council developed a policy for CCTV. upgrade completed CCTV system for: Admin building, Landfill facility, Sports Center, Library, Min Min, Heritage Complex. Maintenance will be completed annually. Council now have engaged an IT support officer to monitor this and all things IT through the council.
5.3.2.2	Maintain and upgrade IT requirements and servers to ensure capacity is sufficient to meet business demands. Adequate licence renewals for current software	All current software renewed on schedule	100%	Licence renewals are reviewed and actioned as they fall due. Investigation and consultation is ongoing with our IT support network.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
5.3.2.3	Manage telephone and Ergon accounts and equipment and services to ensure we are not paying for unnecessary services	Accounts paid, nil outages and plans are cost effective for council.	100%	This area is under review along with the current IT connectivity issue with unused access ports disconnected. A new telephone system will be installed in Oct 2023 from the groundwork completed this year.

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
5.3.3.1	Council is in receipt of the annual budget documentation ready to be adopted each year.	Budget preparation is timely and involves Executive team and department heads with bids for funding received from departments for consideration by council	100%	Budget preparation is timely and involves Executive team and department heads with bids for funding received from departments for consideration by council. Initial budget preparation workshops commence early in 2023 with the budget adopted in June 2023.
5.3.3.3	Monthly and quarterly financial reports to council deliver information on variations to budget and enable decisions on long term financial impacts to be reviewed.	Work to complete budget commenced in Jan and two workshops held.	100%	Monthly financial reports are delivered to Councillors and each quarter any variations to the budget are explained and approved by council.

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
5.3.4.1	The plant committee to complete reviews on plant usage making suggestion on turn over, purchase and replacement to achieve maximum value for money outcomes. This is to include risk assessments.	Plant purchases are within budget and plant is maintained within specified parameters to enable sound operations of the council.	100%	Plant committee will meet quarterly to review the plant purchases and performances. Plant and equipment has been purchased within the budget. Replacement and supply of materials has seen an increase in the cost and extended waiting periods.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
5.3.4.2	Tourism attractions are managed and are sustainable with future enhancements progressed as budget permits	Business plan and management manuals completed by Greg Tuckwell (consultant)	100%	<p>Upgrade of tourism facilities have been completed and are well done and continuous improvements will occur into the future. Maintenance visit was completed in January 2023.</p> <p>Remote assistance has been invaluable when problems have occurred with show facility.</p>

## Key Priority 6: Lifestyle and Community

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

### 6.1 : Facilitate opportunities for community development

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
6.1.1.1	Involvement in regional health programs to improve the live-ability of Boulia and Urandangi	All meetings attended with reports completed back to council	100%	Meetings are attended as they are instigated by Qld Health and more recently by QFES. Further meetings have been held on other environmental issues.
6.1.1.2	Au-spiced funding for Royal Flying Doctors Service (RFDS) is managed in accordance with planned activities to upgrade Urandangi Health facility	Activities completed with quarterly reports submitted	100%	Funding is monitored and allocated as requested by Dr Don Bowley. Request by Qld Health for washing facilities in Urandangi has been referred to Dr Don for his input.

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
6.1.2.1	Support 'free to attend' functions and facilities where possible to encourage community engagement	Council supports 'free to attend' functions where possible.	100%	Council assists wherever possible with all community celebrations. 3 free to community touring art shows this year and assistance given to community groups for after school sports. Free government sponsored events such as 2 x Sports carnivals, fun family day, ladies pamper day, mental health workshops.

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
6.1.3.1	Continue to oversee the operation of the Boulia Aquatic Centre and sporting fields	Facilities are open and usable for the public at least 95% of the year.	100%	Aquatic fun and games during school holidays has been a feature of the centre and the Move It program which facilitates Thursday afternoon sports days have been well supported. Since December no pool activities have occurred, pool now leased to contractor. 3 afternoons a week, activities are held for people wishing to attend the sports hall. These range from physical to craft activities.
6.1.3.2	Continue to provide Australia Post services for as long as this is required to be provided by council	Australia Post facility is operational with trained staff who are available	100%	Postal services are continuing to be run and improved on an ongoing basis. Another Staff Member has nearly completed training in Counter services for the Post Office as another Relief Officer.



## Key Priority 7: Our Team - Our People

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

### 7.1 : An accountable and innovative culture

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
7.1.1.1	Provision of WH&S information and awareness to operational staff at the commencement of field work or changes to the workplace. Also provide opportunity for engagement and learning for managers, officers and staff regarding key WH&S issues and strategic priorities i.e.; audits.	JLTA audit is completed and a pass is achieved by the group.	100%	Regular communication between the WHSA and other workers has increased, whether in be on a daily basis and just general chit chat, open communication channels on everyday works, issues etc. this has opened the door to more serious conversations on WHS requirements and issues that may arise. Meetings with all levels of workers, whether it be formal or informal are conducted regularly which gives all workers an opportunity to voice their concerns, issues or general observations around WH&S.
7.1.1.2	Deliver accurate and timely processing of the payroll and associated reporting requirements	All payments to staff are delivered within time frames and without error	100%	Payroll has been delivered on time since February with ongoing support of processes from IT Vision & Finance Manager. New system rollout expected September 2023.
7.1.1.3	Record, preserve and protect employee records for payroll and human resource management	All employee records are up to date and secured electronically and have a backup paper file.	100%	All employee records are recorded and saved in the Magiq records management system. The access to this information is strictly controlled with only access available to Human Resources Officer and the CEO. Synergy Soft HR Module to be utilised to its potential late 2023.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
7.1.1.4	Recruitment and selection processes are transparent	The recruitment process is completed in a smooth and professional manner with documents provided that are up to date and relevant. All documentation is collected as required and saved electronically.	100%	All applications and paperwork are now recorded electronically in MagiQ. All positions are advertised and we have used the external recruitment agencies more this year due to staff shortages and the competitive employment arena. Expressions of interest for casual employment are taken throughout the year and local engagement is prioritised.
7.1.1.5	Mayor and or panel to complete annual review of the CEO	The Chief Executive Officer review is completed against the targets in the Corporate Plan and the Annual Operational Plan for progress.  Chief Executive Officer review is reviewed against targets of Corporate and Operational Plans for progress.	100%	The CEO review is due each June. The review for 2022-2023 will be delivered to the council at the same time the council negotiated a further contract for the CEO for a further 3 years. (June 2026)
7.1.1.6	CEO to Complete performance reviews senior staff DWO, DCS, CSM including WH&S and Human Resources	Performance reviews for the July-December period completed	100%	Reviews have been completed for this half year which included 3 and 6 month review for the new Director of Works and Operations (DWO). WH&S 12 month review was due in April and has been completed. Director of Corporate and Financial Services 3 year contract was due in June 2023 and she has indicated she wished to renew her contract. All other reviews applicable to this office have been completed. Director of Corporate and Financial Services contract has been renewed for a further 3 years until June 2026
7.1.1.7	Complete annual performance review of your employees for Works and Operations including WH&S compliance.	Reviews completed on anniversary.	100%	Performance reviews have been completed on all staff and these are recorded in their file. The review of training is completed at the same time.
7.1.1.8	Complete performance reviews for your staff in Community Services including WH&S compliance	Reviews completed on anniversary	100%	All reviews undertaken when and as required. One review finalised in last quarter.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
7.1.1.9	Complete performance reviews for your staff in Finance and Administration including WH&S compliance	Reviews completed on anniversary	100%	Performance reviews are done as they fall due.

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
7.1.2.1.	Encourage the staff to utilise the Go1 training package to support staff to further their development in Local Government by the use of progressive programs and resources.	Courses sourced for staff so they are competent in the use of the systems used by council	100%	Ongoing encouragement is provided to staff for use of Go1 training package. All corporate staff are required to undertake training through the Go1 portal.

## 7.2 : A great place to work

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
7.2.1.1	Staff Committees are encouraged to be formed in all areas of the council and to ensure employees have input into the group decisions.	Well balanced EBA supporting both staff and the council sustainability.	100%	Limited interest from employees in developing any committees however the Certified Agreement is due June 2023 and this will require input from staff again for the new term.
7.2.1.2	Boulia Certified Agreement options are enacted within payroll from the agreement 2019-2023	Regular reviews of conditions being paid to staff	100%	Certified Agreement Advisor engaged to commence EBA processes.
7.2.1.3	Be proactive in providing information to staff on issues which may affect them.	Information delivered via email, payslip notice or meetings.	100%	Open communication with Staff and Union representatives is ongoing. Work has begun for the new EBA.

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
7.2.2.1	All staff are aware of how to notify ideas/ complaints/suggestions	Records of suggestions/ complaints/ issues to be kept. PID training to be part of training regime.	100%	Information freely available on how to register suggestions. Toolbox meetings held for inside and outside staff each week. Review of the 'whistleblowing' option will be completed at the January start up as a refresher for staff.
7.2.2.2	Assist the CEO in the development of a workforce strategy which includes an appropriate staff succession plan including training, attraction and retention	Workforce Plan developed in conjunction with all staff.	100%	Engagement of further casual staff to skill in workforce to assist in continuity of service delivery. Limited accommodation remains a restrictive factor.

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
7.2.3.1	Continue to provide the Employee Assistance program and support the local RFDS visits	Quarterly reports on access to services received (no personal details) only the volume of access.	100%	With the changes in legislation regarding employers responsibility for psychosocial welfare, employees were consulted regarding satisfaction of current EAP, data from this survey has not been seen by HR.

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
7.2.4.1	The reporting of onsite and roadwork signage is correct and ensures safety of workers and the general public	Signage is in line with the job management plan and TMR requirements	100%	Site inspections are being carried out as required. Have completed one new project inspections due to late start and interruptions due to weather. Once works re-commence, inspections will be carried as required.
7.2.4.2	Develop a Noise register and commence testing of all plant and equipment which includes any noisy work environments.	All plant and equipment is scheduled to be tested at least once per year and recorded in the noise register.	100%	Noise testing will be conducted 2023-2024, this will depend on when the hearing specialists are in Boullia and this testing can be conducted on required workers.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
7.2.4.3	Introduce electronic fleet management system	Fleet management system is used to monitor the productivity of the council's fleet which is reported to the plant committee and ManEx	100%	Fleet management system is used to monitor the productivity of the council's fleet which is reported to the works meeting
7.2.4.4	Prepare for annual start up by reviewing training needs, booking trainers, complete an assessment sheet on awareness training, prepare PowerPoint delivery of WH&S	All staff complete refresher inductions, complete necessary training and confirmation of requirements to work for Bouliia shire such as licences and tickets.	100%	Due to flooding trainers had a late start at getting our training needs underway. Trainer from RAPAD Skilling has been attending our organization on a regular basis since flooding subsided, has completed First Aid & CPR along with meetings with the Cert III Road Construction - Plant Operations following RPL and five employees are now contracted to complete the Cert III in Road Construction - Plant Operations.
7.2.4.5	Ensure I-Auditor tasks are set for Fire Safety drills for all permanent locations: Min Min Encounter, Library, Council Office, Depot, Sports and Aquatic centre, Stonehouse.	I-Auditor scheduled tasks have been set up for all areas and reported back to ManEx.	100%	Drills are conducted in each work area at random times throughout the year.
7.2.4.6	Complete swimming pool audit using WH&S RLSSA Aquatic facility safety checklist annually prior to pool opening	Audit of the checklist completion is done prior to pool opening / or primary use period.	100%	Major upgrades to the Swimming pool have taken place, any further safety issues will be rectified as they are identified.
7.2.4.7	All claims for compensation through LGW must be supported by a prior registered incident report in I-Auditor	Reporting of incidents through I-Auditor is documented through ManEx via the WH&S officer.	100%	Only one report was submitted during the entire year. 'Near miss' incidents and minor 'non-reportable' incidents have been actioned by the Workplace Health and Safety Officer.
7.2.4.8	Undertake Fire Warden training with staff using fire extinguishers.	Annual training and demonstrations have been completed.	100%	Fire extinguisher training has been completed. New fire wardens are currently being nominated and will be receive required training in a timely manner.
7.2.4.9	SWMS - any shortfalls identified to be updated in the risk management template.	All shortfalls recorded in the risk register and reviewed by ManEx	100%	All SWMS are currently up to date and have been issued to the required work crews. New SWMS are being created and will be issued at the start of 2024 due to system upgrades.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
7.2.4.10	Undertake general inspections for overall safety and office lighting effectiveness.	Annual lighting survey completed.	100%	Facility and work site inspections conducted by relevant staff via iAuditor on a regular basis. This is an ongoing process & the inspections need to be uploaded into Magiq, are currently sitting in IAuditor.
7.2.4.11	75% of actions assigned to relevant stakeholders to be addressed by allocated timeframe	No outstanding actions from employees or contractors	100%	80% of tasks are being completed as required, however some areas are not completing tasks as required. DWO has requested that outstanding tasks be completed as required and on time.

### **7.3 : Living our values**

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
7.3.1.1	Full utilisation of our customer management system to enable confident staff able to attend to all customer enquiries and deal with priority situations	Annual Re-fresher training on customer service as required.	100%	This is a very important part of our interface with customers and timely action of requests. A great deal of work has gone into getting this correct before release. Expectations are Oct 2023.
7.3.1.2	Workplace Health and Safety - Staff continue to achieve minimum standards and reporting functions to achieve a safe workplace and TMR accreditation.	External audit obtains an above 70% pass mark	100%	Regular inspections have been carried out with the relevant staff and recorded in iAuditor. Reports have been monitored weekly with the works staff, supervisors and contractors.

## 7.4 : Develop new employment opportunities

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
7.4.1.1	Liaise with training organisations who can provide trainees with support and encouragement. Research opportunities for training growth within the council.	All trainee positions offered and filled	100%	Several outside employees have also commenced courses delivered by RAPAD Skilling which have been well received. Due to staff turnover CEO has determined no new trainees at this stage until workforce is again stable and a trainee can be sufficiently supported.
7.4.1.2	Regular communication with Job Network provider to ensure the continued opportunity for trainees to work with the council.	New opportunities identified when grant funding supports this	100%	Council uses the RAPAD Skilling organisation to support staff in training as they identify needs through the performance reviews. Several staff have completed certifications delivered through RAPAD Skilling.

## Key Priority 8: Leadership

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

### 8.1 : *Genuine community engagement*

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
8.1.1.1	Annual community meeting after following the end of year financial results are released in coordination with the Director of Corporate Services	Meeting held in early December after the final results are released.	100%	Community meeting has not happened this year (2023) due to the financials being put onto our website.
8.1.1.2	Regular information is released through Facebook, Channel Country Chatter, and the Website.	Verbal feedback, monitored visits through Facebook.	100%	Social media sites continue with increased views and sharing. Flyers, monthly newsletters, website and e-mails also disseminate information in the shire. 1. monthly newsletter x1 2. weekly updates and photos loaded to social media Monday- Friday
8.1.1.3	Council meeting dates listed on the web site and in the Channel Country Chatter	Council meeting dates notified and Business agenda and minutes loaded onto web site.	100%	Dates have been uploaded on the Website for the 2023 meetings, up until December 2023.  And Meeting Requests have also been sent to Councillors for all Council Meetings in 2023.



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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
8.1.2.1	Council agendas are released for review 7 days prior to the meeting and agenda items are placed on the website within 2 business days after the meeting.	Monthly activity is available for viewing by the public on our website within 2 business days.	100%	Council Agenda items are released with the regulation timeframes (2 working days) prior to the meeting and minutes uploaded to the website within 2 business days after the meetings.
8.1.2.2	Councillor contact information is available on the internet and is up to date. Provide Councillors with timely information and reports using the new BigtinCan program which allows policies, annual report, corporate plan and all agendas and minutes to be accessible 24 /7	Business Papers, Minutes, Councillor Correspondence and other Council documents sent within statutory timeframes.	100%	Activities for all business papers, minutes, Councillor correspondence and other important council documents loaded as required within statutory timeframes and available via BigTinCan system.
8.1.2.3	Ensure Council meetings acknowledge the traditional owners and are conducted in accordance with the regulatory provisions eg: Code of Meeting Practice and Code of Conduct and that Conflict of Interest / Register of Interest forms are completed as required by Councillors.	No breaches Code of Meeting Practice or Code of Conduct	100%	Council continues to acknowledge the traditional owners at the council meeting and all other important occasions. All other statutory requirements are also recorded at each meeting. Register of Interests and related parties for Councillors and executive staff have been completed and will be renewed in July 2023.

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
8.1.3.1	Twelve ordinary Council meetings are held each year with two special budget meetings and two planning session days.	All meetings attended by all Councillors.	100%	Calendar Invites have been sent for all of the Ordinary Council meetings for the year 2023 up until Dec 2023.
8.1.3.2	Representation at all elected meeting groups supporting Boulia initiatives	Reports received from attendees at the meetings presented to council for information.	100%	All meetings attended as requested with Councillors playing an active role in events



<b>TITLE:</b>	WHS Report for July 2023	<b>DOC REF:</b> 11.2.7
<b>REPORT BY:</b>	Cindy Reimers WHS	<b>DATE:</b> 15/08/2023

**CORPORATE PLAN REFERENCE:**

Key Priority 5: Governance

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

5.1.5: Workplace Health and Safety focus

Key Priority 7: Our Team – Our People

7.2: A great place to work

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

To inform Council of progressions and or issues of concerning regarding WH&S. Ongoing monitoring with projects to ensure correct and completed WHS paperwork is submitted and identify potential hazards and any documentation requirement shortfalls with evidentiary documents held in Magiq and Pulse. Adopt various alerts/updates into regular toolbox talks and training.

**CONTENT:**

LGW – (TMR Audit requirements)	<ul style="list-style-type: none"> <li>TMR Traffic Management Registration Certification issued until 31<sup>st</sup> May 2025.</li> </ul>
Toolbox talks / Presentations	<ul style="list-style-type: none"> <li>Toolbox talks/presentations to council staff will re-commence on the 31<sup>st</sup> of July 2023.</li> <li>Planning for additional sessions to be presented to relevant staff for Queensland Health and WHSQ alerts, vehicle/plant updates, changes in industry compliances and topics generated from field observations and/or staff feedback (Safe work Practices).</li> </ul>
Compliance and Education	<ul style="list-style-type: none"> <li>Present WHS actions/issues/iAuditor/ Audit rectification plan to ManEx meetings weekly.</li> <li>Update WH&amp;S registers – move current paper-based register to electronic copies (continuous process)</li> <li>On-going review of existing WHS documentation/ procedures/registers/inspection schedules to streamline workflow and ensure compliance (Ongoing - all Docs are currently being updated and reviewed).</li> <li>Reviewing iAuditor Systems and running test demonstrations of other on-line safety platforms.</li> </ul>
Assistance to Staff/ Contractors/ Compliance	<ul style="list-style-type: none"> <li>CWO/Flood Damage Foreman tasked to check contractor compliance via iAuditor</li> <li>Schedule regular alerts and inspections in iAuditor for relevant staff to perform (Alerts sent out weekly to assigned staff/managers).</li> </ul>

Near Misses, Incidents and issues	Total iAuditor WHS actions/issues since last Council meeting: <ul style="list-style-type: none"> <li>• Near Miss – 0</li> <li>• Hazards – 0</li> <li>• Damage – 1</li> <li>• Incidents – 0</li> </ul>		
Category	Description	Site	Outcome
Hazards	Nil		
Damage	Parks & Gardens window broken with rock from mowing	Pitturi Street	Replacement window
Incidents	Nil		
Completed Tasks/ And/or Achievements	<ul style="list-style-type: none"> <li>• Face-to-face Inductions: 2</li> <li>• Online Inductions: 0</li> <li>• Completed LGW Audit Action Plan</li> <li>• Learning systems and updating tasks for completion.</li> <li>• Toolbox talks with depot staff.</li> <li>• WHSA fast track training for Cert IV Training &amp; Assessment-presented to Depot-attending final assessment September in Brisbane. (Which will enable WHSA to conduct any training that she holds a qualification in).</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 Boulia Shire Council Hazard Risk Register and update as required (Checked week of 07.08.2023)</li> <li>• Continue to upload evidentiary documents from iAuditor and hard copy documents into Magiq (our document retention software) and Pulse (linked to WHS Plan) to ensure they are available for regulatory compliance checks (Docs uploaded weekly - LGW SMS, iAuditor reports from Man Ex meetings)</li> <li>• Updating and overhauling the Safety Management System from Safe Plan to LGW On-Line Master Suite (This is works in progress, aiming to complete before EFY-60% complete).</li> </ul>		
Identified future work required and/or improvement areas	<ul style="list-style-type: none"> <li>• Adam Stevenson will no longer be our LGW Rep, Julian Soler will be his replacement as of end August. Dates for face-to-face visit TBA.</li> </ul>		
Training Required	<ul style="list-style-type: none"> <li>• RAPAD will be conducting an on-site visit to work with trainees.</li> <li>• Review opportunities where E-Learning and face-to-face courses are offered to the shire.</li> <li>• Consult with Supervisors if competencies or extra training may be required and future toolbox topics.</li> </ul>		

**CONSULTATION:**

Nil

**GOVERNANCE IMPLICATIONS:**

Nil

**RECOMMENDATION:**

That the Workplace Health and Safety for July 2023 report be received for information.

**ATTACHMENTS:** Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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## **11.3 Corporate Services**

<b>TITLE:</b>	Director of Corporate and Financial Services July 2023 Report	<b>DOC REF:</b> 11.3.1
<b>REPORT BY:</b>	Kaylene Sloman Director of Corporate & Financial Services	<b>DATE:</b> 15/08/2023

### **CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.1: Confidence

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

5.1.2: Effective internal and external communication and records management

Key Priority 5: Robust Governance

5.2: Accountability

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

Key Priority 5: Robust Governance

5.4: Sustainability

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

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

### **RISK MANAGEMENT:**

Information Report only - not applicable.

### **PURPOSE:**

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

### **CONTENT:**

#### **Financial Statements for 2022-2023**

Council is working with Altius a consulting firm that specialises in completing Financial Statements for Local Government Councils in Queensland.

A site visit for the week ending 26<sup>th</sup> May went successfully. Mapping of our General Ledger accounts to the statements was completed. As part of the review of our processes was the balancing and reconciliations for the current financial year.

Business papers for Revaluations, Indexation and any other changed processes are currently being developed for submission to external Auditors.

Close off, of the Ledger has been done, reconciliations have begun as part of the process to finalise the statements.

Next External Audit visit is scheduled for 4-8th September 2023.

#### **Service Planning for Council Officers Training – The University of Qld & QTC**

The University of Qld will be conducting training for both Elected Members and Officers working in Local Government to be held in Boulia, so all Councillors can attend the training.

Training dates are 13<sup>th</sup> September 2023 for Councillors, 14<sup>th</sup> September 2023 for Council Officers.

### **Insurance Claims**

Have submitted **insurance claim for P522**, town water truck to be repaired as significant damage has occurred and it is undriveable.

Quote has come in at \$5,915 (net of GST), the truck is now being transported to Townsville to have the works done to repair.

Truck is back in Boulia and working.

**Urandangi Township insurance claim** has been initially lodged. Assessor went to Urandangi 28<sup>th</sup> April 2023 to assess damages and is now reviewing the costs for repairs to all affected Assets that were insured by Council. A report will come to Council to review. Further discussions have been made with the Insurance Assessors, waiting on a response.

### **Stolen Ute / Equipment**

Lodged a new claim for stolen Toyota Ute, for the equipment that was stolen. Satellite Phone, Fuel Pod with approx. 100 litres of diesel plus socket ratchet gun with accessories.

### **nbn Local – nbn RCP Boulia**

A further Community presentation is scheduled for a lunch time BBQ on the 7<sup>th</sup> August 2023 at the Shire Hall shaded area. This BBQ is being put on by Ventia who are the Contractors who will be implementing the nbn fibre.

### **Regional University Hub for Boulia**

Awaiting updates.

### **ICT (Information, Communication, Technology) Officer**

Started on the July 10<sup>th</sup>, we had a casual ICT Officer come on board to assist with the IT demands. The Officer attended the Boulia Camel Races weekend and was trained by Macrosphere in the operation of the Audio system at the Races.

It is planned that we will get this Officer to be at all Council events/Community events where Council Audio equipment is to be used.

A number of hours are being spent training this officer with the local knowledge required to assist with help desk issues.

### **SurePact**

SurePact is our system to register all of Council's projects and grant funding programs and it is a one stop shop for all parties working on a project to update information and request works to be quoted / ordered with a copy of the PO attached as well as any technical drawings and designs.

We are at the final stages of confirming our data is all in the system and up to date.

The suggested role out is to pick 2 projects to work through that are currently being run and to develop the processes with the relevant Staff and Contractors as a hands-on training. This will also assist Council in being able to complete Grant progress reporting in one spot and have reminders prior to due dates.

The system also has a number of other capabilities that we are investigating presently in particular with our housing portfolio, you can load the houses / units into the system and then record all maintenance and set in place future maintenance and capital works. This would complement our Asset Management plans. This is still in the investigating mode presently.

### **Training**

Attended via zoom, Managing Occupational Violence and Aggression (OVA) course part 1 through LGMA, 3 parts to the training.

Aims to equip senior executives with a comprehensive understanding of both the legal obligations and practical implications associated with mitigating OVA.

### **Meetings**

I have attended the following meetings during June:

- MagiQ – Upgrade of system version Glen Roy, Liam Taylor
- QAO – Meeting with Michael Claydon, Rachel Stevens
- Altius Advisors – Peter Catterson, Financials
- SurePact – Georgie Craft – implementation of data

### **Rates**

Rate Notices for the 2023/2024 first half (July – December 2023) have been posted to all Ratepayers with a discount date of 25<sup>th</sup> August 2023.

Further work has been done on Rating properties where the Owners have contacted the CEO and wish to surrender their properties to Council. Each request has been reviewed on a case-by-case basis, with further information to come.

### **Finance Manager Role**

Marie Chan our current Finance Manager has resigned, her last day is the 18<sup>th</sup> August 2023.

A Relief Finance Manager has been sourced, will be traveling to Boulia on the 7<sup>th</sup> August and starting on the 8<sup>th</sup> August 2023 starting with hand-over.

Recruitment is underway for a full time Finance Manager.

### **CONSULTATION:**

Nil

### **GOVERNANCE IMPLICATIONS:**

Nil

### **RECOMMENDATION:**

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

### **ATTACHMENTS: Nil**

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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<b>TITLE:</b>	Fees and Charges 2023/24 Amendment	<b>DOC REF:</b> 11.3.2
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<b>REPORT BY:</b>	Kaylene Sloman Director of Corporate & Financial Services	<b>DATE:</b> 15/08/2023
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.1: Confidence

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

Key Priority 5: Robust Governance

5.2: Accountability

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

To amend and update Council's register of cost-recovery fees for the financial year, 2023/2024, in accordance with the Local Government Act s97 and s98.

**CONTENT:**

The 2023/2024 Fees and Charges for cost-recovery for services and goods.

Introduction of a new Fee for Lodgement of Town Planning applications and correction of an email address for Right to information.

Amendments made:

<b>Page No.</b>	<b>Description</b>	<b>What needs to change</b>	<b>Change made</b>
5	Certification, Building & Town Planning	New charge –	Town Planning Application / Lodgement Fee \$125.00 11005500.156
10	Right to Information	Changed web address	www.rti.qld.gov.au/ees-and-charges

**RECOMMENDATION:**

That in accordance with section 97 of the Local Government Act 2009, the 2023/2024 Fees and Charges amendments:

<b>Page No.</b>	<b>Description</b>	<b>What needs to change</b>	<b>Change made</b>
5	Certification, Building & Town Planning	New charge –	Town Planning Application / Lodgement Fee \$125.00 11005500.156
10	Right to Information	Changed web address	www.rti.qld.gov.au/ees-and-charges

As presented in August 2023 Agenda be hereby adopted by Boulia Shire Council.

**ATTACHMENTS:**

1. Amended 28-07-2023 Fees and Charges 2023-24 Proposed Amendment 18-08-2023 [11.3.2.1 - 14 pages]

Approved by Chief Executive Officer	Ms Lynn Moore
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<b>BOULIA SHIRE COUNCIL</b>	
<b>Fees &amp; Charges 2023/2024</b>	
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))	

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BOULIA SHIRE COUNCIL			
Fees & Charges 2023/2024 Amended 18/08/2023			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	Inc. GST	GL Code
<b>ANIMALS</b>			
<b>Registration - Dogs</b>			
First Desexed Dog Entire Year (July - June)	\$ 20.00	N	14002500.156
First Desexed Dog 1/2 Year ( January - June)	\$ 11.00		
First Entire Dog Entire Year (July - June)	\$ 50.00		
First Entire Dog 1/2 Year ( January - June)	\$ 26.00		
Second Desexed Dog Entire Year (July - June)	\$ 25.00		
Second Desexed Dog 1/2 Year ( January - June)	\$ 13.50		
Second Entire Dog Entire Year (July - June)	\$ 60.00		
Second Entire Dog 1/2 Year ( January - June)	\$ 31.00		
Lifetime Registration - Desexed & Microchipped Dog/Cat	\$ 50.00		
<b>Declared Menacing &amp; Restricted &amp; Dangerous Dog/s Only Approved after Inspection and Council Approval and Dog's Enclosure MUST meet Government Standards</b>	\$ 300.00		
<b>Application Fee Permit for keeping more than 2 Dogs For the Life of the Dog Only Approved after Inspection and Council Approval</b>	\$ 90.00		
Replacement Registration Tag	\$ 5.50		
Local Law Penalty unit - As set by Department of Justice & Attorney General	\$154.80/Unit		
<b>Cats</b>			
<b>No more than 2 Cats per Property can be kept. #</b>			
<b># As per Boulia Shire Council Subordinate Local Law No 2 (Animal Management ) 2014 Schedule 2 (2)</b>			
<b>Impounding &amp; Release Fees</b>			
<b>Dogs</b>			
<b>### To get a dog out of Pound, you must pay - Release fee + daily sustenance charge + registration fee</b>			
Release Unregistered Dog	\$ 175.00	N	14002500.156
1st Offence for impounding dog (with a current Registration) <b>Daily Sustenance charge applies</b>	Nil		
2nd Offence for impounding dog (with a current Registration) <b>Daily sustenance charge applies</b>	\$ 100.00		
3rd Offence for impounding dog (with a current Registration) <b>Daily sustenance charge applies</b>	\$ 300.00		
Sustenance of Impounded Animal per day	\$ 15.00		
<b>Other Livestock (straying)</b>			
Impoundment fee	At Cost +10%	Y	14005520.156
Release of Impounded Livestock per head (1st livestock)	\$ 125.00	N	
Release of Impounded Livestock per head (subsequent livestock)	\$ 30.00		
Sale of Impounded Livestock	At Cost +10%	Y	
Sustenance of Impounded Livestock per day per head	\$ 50.00		
<b>Baiting - Wild Dogs - Must go through Authorised Person - RLPO</b>			
DEK9 (Bucket 200 baits) Pick up/Collected	\$ 325.00	Y	14004500.156
** Delivery = Cost/Klm + Cost of Vehicle & Staff Member/hour	\$1.91/klm + \$74/hr		
** Delivery = Cost of Vehicle & Staff Member/hour	\$74/hr		
<b>** Delivery charges are for the delivery of DEK9 Baits only</b>			

<b>BOULIA SHIRE COUNCIL</b>			
<b>Fees &amp; Charges 2023/2024 Amended 18/08/2023</b>			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	Inc. GST	GL Code
<b>AGISTMENT</b>			
<b>Town Common / Pony Paddock (Cattle, Horses, Camels, Donkeys)</b>			
All Beasts/Livestock (over 6 months or branded)	\$3.85/head/ week	Y	14005500.156
Management Tags	\$ 2.00		
NLIS Tags	\$ 5.60		
Muster fee (Council coordinated)	At Cost + 10%		
Release Fee within (24 hours) - maximum 10 livestock	Free		
Sustenance charge after 24 hrs per head per day	\$50.00/head/day		
<b>NOTE: No Stallions / Bull (camel) / Jacks are NOT allowed on the Town Common or Pony Paddock</b>			
<b>Spelling of Livestock Boulia Racecourse Reserve (also ORGANIC CERTIFIED) (Pre-booking essential in Office Hours)</b>			
24 Hour Spelling of Livestock at Racecourse Reserve (max 20 head)		Y	14007540.156
24 Hour Spelling of Livestock at Racecourse Reserve (max 20 head) ** Includes use of amenities	\$25/Night		
24 Hour Spelling of Livestock at Racecourse Reserve (max 20 head) ** Includes use of amenities + electricity	\$50 /Night		
36 Hour Spelling of Livestock at Racecourse Reserve (over 20 head) ** Includes use of amenities	\$2.20/head/24 hours Min chg \$50.00		
Yard cleaning fee (if not cleaned by User)	At Cost + 10%		
<b>Humane Disposal of Livestock</b>			
Livestock Destruction Fee ( <i>Burial additional costs</i> )	\$121.00 /head - Business Hours, Out of Hours - At Cost + 10%	Y	14007540.156
Burial of Livestock Fee	\$121.00 /head - Business Hours, Out of Hours - At Cost + 10%		
<b>STOCK ROUTE</b>			
<b>Depasturing/Removal of Animals</b>			
First Animal	At Cost + 10%	Y	14005500.156
Each additional animal	At Cost + 10%		
<b>Driving/Heading Stock</b>			
Driving or Heading Stock towards Pound or Owner		Y	14005500.156
By hoof (per hour or part thereof)	At Cost + 10%		
Other Means of Transportation	At Cost + 10%		
<b>Land Protection (Pest and Stock Route Management)</b>			
Permit fee for Stock Route agistment permit (Act, s116(5))		Y	14004510.156
Large Stock (Horses, Cattle, etc)	\$2.97/head/week		
Small Stock (Sheep, Goats, etc)	\$2.12/head/week		
<b>Permit fee for Stock Route travel permit (Act, s134(3))</b>			
Application Fee (non-refundable)	\$ 150.00	Y	14004510.156
Large Stock - each day & each 20 head or part thereof	\$1.06 / day / 20 head	N	
Small Stock - each day & each 140 head or part thereof	\$1.06 / day / 140 head		
Inspect Register of Water Facility Agreements (Act, s164(3)(a))	\$ 13.60		

BOULIA SHIRE COUNCIL			
Fees & Charges 2023/2024 Amended 18/08/2023			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	Inc. GST	GL Code
<b>CERTIFICATION, BUILDING &amp; TOWN PLANNING</b>			
<b>**For applications regarding Building, Certification and Town Planning please contact Council for a quotation. Council outsources this service.**</b>			
<b>Note there is an Administration Fee of \$50.00 added to Quote</b>			
Town Planning Lodgement Fee	\$125.00	Y	11005500.156
<b>WATER CONNECTION FEES</b>			
Boulia	At Cost + 10% Admin Fee	Y	14023570.156
Urandangi	At Cost + 10% Admin Fee		
<b>Water - Bulk</b>			
Sale of Bulk Water	\$25.00/kl	Y	14023560.156
<b>Sewerage Connection Fees</b>			
House Connection	At Cost + 10% Admin Fee	Y	14024540.156
<b>Effluent</b>			
Dumping of un-treated Effluent (into Imhoff Tank)(subject to prior approval)	\$0.30/litre	Y	14024540.156
<b>WASTE MANAGEMENT FEES</b>			
Bulk Waste - Building/Concrete (subject to prior approval) <b>** No Asbestos **</b>	\$15/m3	Y	1402256.156
Bulk Waste -Domestic Waste (subject to prior approval)	\$15/m3		
<b>FUNERALS &amp; BURIALS</b>			
<b>Adult/Child</b>			
Burial (includes plant & wages) (Boulia) - includes use of Hearse	Min Fee \$2,460 (or) At Cost	Y	14009500.156
Burial (includes plant & wages) (Urandangi)	Min Fee \$2,460 (or) At Cost		
Weekend Funerals by special arrangement only	Fees + Cost of Staff		
Interment of Ashes	\$ 50.00		
Installation of Headstone	At Cost + 10%		
Columbarium Wall Niche	\$290		

<b>BOULIA SHIRE COUNCIL</b>			
<b>Fees &amp; Charges 2023/2024 Amended 18/08/2023</b>			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	Inc. GST	GL Code
<b>GENERAL LICENCES &amp; PERMITS</b>			
<b>Food Hygiene</b>			
Application (New) Licence Fee <i>(Includes the annual fee)</i> **	\$ 310.00	N	14003500.151
Renewal of Annual Licence Fee **	\$ 150.00		
Restoration of Licence **	\$50.00 + Renewal Fee		
Amendment (Transfer) **	\$ 80.00		14003500.156
Amendment to premises **	At Cost		
<b>Temporary Food Licence (Not for Profit are exempt)</b>			
Mobile - Caravan/Truck - made in vehicle & sold from vehicle	\$ 100.00	N	14003500.151
Tent or Stall	\$ 100.00		
<b>Environmentally Relevant Activity</b>			
Issue fee or renewal per premises ** (Environmental Protection Act 1994)	\$ 110.00	N	14003500.156
<b>Advertising Signs (Includes GST)</b>			
Permit Application Fee - Subordinate Local Law 1 (Administration) sch 9 Installation of Advertising Devices **	\$ 160.00	Y	12004500.156
Removal Fee - Local Law 1 Suspension of approval **	At Cost + 10%		
<b>Gates &amp; Grids</b>			
Permit Application Fee - Subordinate Local Law 1 (Administration) sch 26 ** (Application must be made to Council)	\$ 160.00	Y	12004500.156
<b>** Note - Fees set in accordance with relevant Acts.</b>			
<b>Local Law Permits - Application fees</b>			
Keeping Of Domestic Animals <b>(Other than cats and dogs)</b>	\$ 60.00	N	14002500.156
Riding of Recreational Vehicles	\$ 60.00		
Other Permits Not Elsewhere Included	\$ 60.00		

<b>BOULIA SHIRE COUNCIL</b>				
<b>Fees &amp; Charges 2023/2024 Amended 18/08/2023</b>				
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))				
Type of Charge	2023/2024	Inc. GST	GL Code	
<b>VENUE &amp; EQUIPMENT HIRE</b>				
Local non-profit organisations operating for the community benefit NOT charging an admittance fee have free use of the facilities (security deposit required).				
Non commercial organisations NOT charging a participation fee and operating for the community benefit have free use of the facilities (security deposit required).				
<b>BOOKINGS ARE ESSENTIAL</b> , Contact Council Administration for a Form during work hours or alternatively email admin@boulia.qld.gov.au				
All cleaning is the responsibility of the user, fees will be deducted from the security deposit if cleaning is required.				
Fees do not include table/chair set up.				
Venue Hire includes set number of tables and chairs (included in hire fee). If extras required refer to 'Equipment' section.				
**** Government Departments are exempt from paying the Security Deposit fee				
**** Local residents pay 50% of the full fee for private functions (security deposit required)				
<b>Community Halls</b>				
Security Deposit Alcohol free (Refundable) *	\$ 200.00	N	Trust 19010020.156	
Security Deposit Alcohol (Refundable) *	\$ 350.00			
Burke Street Hall ( 9am to 12noon) (Small groups <20 people)	48.00	Y	14008500.153	
Burke Street Hall ( 9am to 5pm) (Small groups <20 people)	63.00			
Shire Hall (9am to 12noon)	74.00			
Shire Hall (9am to 12noon) (Inc. Projector Screen & Sound System)	138.00			
Shire Hall (9am to 5pm)	148.00			
Shire Hall (9am to 5pm) (Inc. Projector Screen & Sound System)	201.00			
Shire Hall Functions - No Alcohol - with a charge to enter (5pm-12am)	212.00			
Shire Hall Functions - No Alcohol - with a charge to enter (5pm-12am) (Inc. Projector Screen & Sound System)	307.00			
Shire Hall Functions - Alcohol - with or without charge* (5pm-12am)	243.00			
Shire Hall Functions - Alcohol - with or without a charge* (5pm to 12am) (Inc. Projector Screen & Sound System)	391.00			
Shire Hall Zoom Room Conference/Meetings Small Groups up to 10 <b>NO Internet/Teleconference services required not available if Hall already booked</b>	42.00			
Shire Hall Zoom Room Conference/Meetings Small Groups up to 10 Full access to Internet/Teleconference (9am to 5pm weekdays) <b>not available if Hall already booked</b>	127.00			
Shire Hall - Bar Cold Room (without function)	\$106/day			
Shire Hall - Bar Cold Room (with function)	Included in Hire			
Shire Hall - Kitchen Cooking Facility per day	Included in Hire			
Cleaning Fee	\$75/hour			
Light Refreshments (tea, coffee, biscuits) - \$2.50 p/head	\$25 Min. Charge			14008500.156
Facility Set Up Fee & Pack Up Fee (two men only)	\$106/hour			
<b>** Supplied with Shire Hall hire - 8 tables plus 50 chairs only. Must be requested at least 14 days in advance.</b>				
<b>** Supplied with Burke Street Hall Hire - 5 tables plus 20 chairs only. Must be requested at least 14 days in advance.</b>				
<b>** Extra tables &amp; chairs hire and delivery of tables &amp; chairs - refer 'Equipment'</b>				

<b>BOULIA SHIRE COUNCIL</b>			
<b>Fees &amp; Charges 2023/2024 Amended 18/08/2023</b>			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	Inc. GST	GL Code
<b>Sports Centre Café:</b>			
<b>Security Deposit (Refundable)*</b>	<b>\$ 200.00</b>	N	<b>Trust 19010020.156</b>
Meetings/Small Groups (10 - 25)	\$48 (Half day rate - 4 hrs max) \$58 (Full day rate - 8 hrs max)	Y	14007510.153
Light Refreshments (tea, coffee, biscuits)- \$2.50 per head	\$25 min. chg	Y	14007510.156
Facility Set Up Fee & Pack Up Fee (two men only)	\$106/hour		
Cleaning Fee	\$75/hour		
<i>** Supplied with Café hire - 5 tables plus 20 chairs only. Must be requested at time of booking venue.</i>			
<i>** Extra tables &amp; chairs hire and delivery of tables &amp; chairs - refer 'Equipment'</i>			
<b>Library Meeting Room:</b> Available Monday to Friday 8.30am to 5pm			
<b>Security Deposit (Refundable)*</b>	<b>\$ 165.00</b>	N	<b>Trust 19010020.156</b>
Meetings/Small Groups (5 - 10 people) 9am to 5pm	\$ 37.00	Y	13005500.153
Light Refreshments (tea, coffee, biscuits) \$2.50 per head	\$15 Min. Charge		13005500.156
<i>** Supplied with Library Meeting Room hire - 1 table plus 10 chairs only. Must be requested at time of booking venue.</i>			
<i>** Extra tables &amp; chairs hire and delivery of tables &amp; chairs - refer 'Equipment'</i>			
<b>Racecourse Reserve</b>			
<b>Security Deposit (Refundable)</b>	<b>\$ 500.00</b>	N	<b>Trust 19010020.156</b>
Full Use of Reserve facilities incl Kitchen, Bar & Cold Rooms incl Gas	349	Y	14007540.153
Pavillion & use of Bar & Cold Room	243		
Pavillion & use of Kitchen & Cold Room	159		
Bar Cold Room	53		
PA System and TV Screens	212		
Electrical Mushroom - single phase	37		
Electrical Mushroom - 3 phase	58		
Facility Set Up Fee & Pack Up Fee (two men only)	\$106/hour		
Cleaning Fee	\$75/hour		
<i>** Supplied with Racecourse Reserve - 8 tables plus 50 chairs only. Must be requested at time of booking venue.</i>			
<i>** Extra tables &amp; chairs hire and delivery of tables &amp; chairs - refer 'Equipment'</i>			

<b>BOULIA SHIRE COUNCIL</b>			
<b>Fees &amp; Charges 2023/2024 Amended 18/08/2023</b>			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	Inc. GST	GL Code
<b>Racecourse Reserve - Jockey's building</b>			
<b>Security Deposit (Refundable)</b>	<b>\$ 200.00</b>	N	Trust 19010020.156
Day use only - Locals - small meetings - Room only	\$48 (Half day rate - 4 hrs max) \$58 (Full day rate - 8 hrs max)	Y	14007540.153
Day use only - Locals - small workshops (including kitchette, toilet & showers)	\$48 (Half day rate - 4 hrs max) \$58 (Full day rate - 8 hrs max)		
Cleaning Fee	\$75/hour		
<b>** No overnight stays allowed in the Jockey's building **</b>			
<b>EQUIPMENT</b>			
<b>Equipment Security deposit (Refundable)*</b>	<b>\$ 100.00</b>	N	Trust 19010040.156
<b>Security Deposit Marquee (Refundable)</b>	<b>\$ 200.00</b>		
Data Projector	\$37/day	Y	12004500.156
Projector Screen (Council Venues only)	\$37/day		
Portable Microphone & Speaker	\$37/day		
Tables - each (Racecourse Reserve and Halls)	\$ 4.25		
Chairs - each (Racecourse Reserve and Halls)	\$ 2.15		
Pin Boards	\$5.30/day		
Tower Lights - Inflatable	\$21.20/day		
30 Metre 10amp Power Lead ( <b>\$35 security fee applicable</b> )	\$5.30/day		
Push Lawn Mower with 1 Tank of Fuel and Catcher	\$21.20/day		
Whipper Snipper with 1 Tank of Fuel	\$10.60/day		
Community BBQ Trailer (free use to Community Groups) <b>Bond required for cleaning/damage purposes</b>	\$ 150.00	N	Trust 19010040.156
Marquee 9m x 6m Hire	\$106/day	Y	12004500.156
Delivery, Set up/Dismantling Marquee (in Town area)	\$ 529.00		
<b>Delivery of Tables &amp; Chairs from the Racecourse Reserve (in Town area)</b>			
Delivery of <b>1 - 50</b> Chairs & Tables (in Town) + Collection	\$ 211.60	Y	12004500.156
Delivery of <b>50 - 100</b> Chairs & Tables (in Town)+ Collection	\$ 317.40		
<b>**** All items must be cleaned after use or Council will clean it at cost, this will be deducted from security deposit</b>			
<b>COUNCIL BUS</b>			
<b>Security Deposit (Refundable)</b>	<b>\$ 1,000.00</b>	N	Trust 19010040.156
Council Bus - in addition to day rental (fuel not included) **	\$0.40/klm	Y	13002510.156
Bus Hire Day Rental Fee (add kilometre rate)	\$233/day		
Additional Cleaning Charge (if required)	\$ 264.50		
<b>** Bus must be returned with a full tank of fuel or charges apply</b>			



<b>BOULIA SHIRE COUNCIL</b>			
<b>Fees &amp; Charges 2023/2024 Amended 18/08/2023</b>			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	Inc. GST	GL Code
<b>COUNCIL PUBLISHING/INTERNET SERVICES</b>			
<b>Photocopying &amp; Printing per page (double sided = 2 pages)</b>			
A4 Photocopy	\$0.70	Y	13005500.156
A3 Photocopy	\$1.65		
A4 Laminating - Per Page	\$2.15		
A3 Laminating - Per Page	\$ 3.70		
Binding (ring or hot back) per booklet	\$ 3.20		
Laminating - Per Metre	\$ 7.50		
<b>Scanning &amp; Emailing Documents</b>			
First Page Scanned & Emailed (Inc. confirmation page that email has been sent)	\$ 2.65	Y	13005500.156
Each Additional Page Scanned & Emailed	\$ 1.10		
<b>Channel Country Chatter - "CCC" (Council Newsletter)</b>			
<b>"CCC" Commercial Advertising (Other than Community Groups or Community Events, the following charges apply)</b>			
Quarter Page per quarter	\$ 25.00	Y	12004500.156
Half Page per quarter	\$ 35.00		
Full Page per quarter	\$ 55.00		
<b>WRITTEN INFORMATION/DOCUMENTS</b>			
Written Rates Search (for all land)	\$110 per assessment	Y	12004500.156
Council By-Laws (per set)*	\$ 170.00		
Corporate Plan*	\$ 15.00		
Operational Plan*	\$ 15.00		
Budget*	\$ 15.00		
Council Business Papers & Minutes	\$ 15.00		
Copy of Cemetery records	\$ 30.00		
Annual Report (Hard Copy)*	\$ 20.00		
Audited Financial Statements*	\$ 20.00		
<i>* Electronic documents provided Free of Charge - Downloaded from Council's website <a href="http://www.boulia.qld.gov.au">www.boulia.qld.gov.au</a></i>			
<b>Right of Information Request Application</b>			
Refer to The Justice Legislation (Fees, Allowances and Other Amounts) Amendment Regulation 2020 can be found at			
<a href="http://www.rti.qld.gov.au/fees-and-charges">www.rti.qld.gov.au/fees-and-charges</a>			

BOULIA SHIRE COUNCIL			
Fees & Charges 2023/2024 Amended 18/08/2023			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	Inc. GST	GL Code
<b>COUNCIL HOUSING</b>			
<b>Houses &amp; Units</b>			
Residential Bond (Refundable)	4 weeks rent	N	14010040.170
<b>Weekly Rent</b>			
Housing 4 Bedroom	\$ 245.00	N	13004500.150
Housing 3 Bedroom	\$ 235.00		
Housing 2 Bedroom	\$ 230.00		
Unit 2 Bedroom	\$ 200.00		
Unit 1 Bedroom	\$ 195.00		
<i>NB. In accordance with Council's Policy for staff attraction and retention, staff housing maybe available at discounted rates.</i>			
<b>Moonah Street Complex - 1 bedroom units available to pension</b>			
Residential Bond (Refundable)	4 weeks rent	N	14010040.170
<b>Weekly Rent</b>			
Tenant - Couple	\$ 125.00	N	13004520.150
Tenant - Single	\$ 70.00		

<b>BOULIA SHIRE COUNCIL</b>			
<b>Fees &amp; Charges 2023/2024 Amended 18/08/2023</b>			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	Inc. GST	GL Code
<b>SPORTS &amp; AQUATIC CENTRE</b>			
<b>Sports Oval &amp; Tennis Courts</b>			
Security Deposit Tennis Net Hire (Refundable**)	\$ 100.00	N	Trust 19010020.156
Security Deposit Tennis Equipment Hire (Refundable**)	\$ 50.00		
Visiting Circuses/Tent Shows (Sports Oval)	\$233/day	Y	14007550.156
Sports Oval Electricity	\$37/day		
Tennis Equipment Hire (4 Racquets & Tennis Balls)	\$10.60/day		
Tennis Courts Net Hire per hour nightly; Inc. Lighting (6pm to 12am)	\$13/hour		
Tennis Court Hire private use (includes nets, electricity)	\$27/hr		
Tennis Court Hire Public - booking required	FREE		
<b>Sports Centre Café: Refer to VENUE &amp; EQUIPMENT HIRE</b>			
<b>POOL &amp; GYM FEES - Free Pool Entry for Shire Residents</b>			
<b>Casual Entry Fees: Pool Only</b>			
Concession (Children, Pensioners & Students with ID)	\$ 2.65	Y	14007520.156
Adult	\$ 3.70		
Spectator	No fee		
Pool - Hire for private lessons	\$30/session morning / afternoon		
<b>Gym &amp;/or Squash Courts</b>			
After Hours Key Deposit (Refundable)	\$ 50.00	N	Trust 19010020.156
Replacement of Lost/Misplaced Gym Key	\$ 20.00	Y	14007520.156
<i>Note: Children under 16 not permitted to use Gym</i>			
Concession (Pensioners & Students with ID)	\$2.65/session	Y	14007520.156
Adult	\$3.70/session		
Squash Spectator	No Fee		
Gym Membership Adult - Weekly (24 hour access)	\$15.90		
<b>1 Month Gym Membership (24 hour access)</b>			
Adult	\$ 42.00	Y	14007520.156
Concession (Pensioners & Students with ID)	\$ 16.00		
Corporate Group 1 - 5 people	\$ 185.00		
Corporate Group 6 - 15 people	\$ 476.00		
Corporate Group 16 - 25 people	\$ 661.00		
Corporate Group 26 - 50 people	\$ 1,058.00		
<b>3 Month Membership (Key Access after hours available with 3 month</b>			
Adult	\$ 64.00	Y	14007520.156
Concession (Pensioners & Students with ID)	\$ 25.00		
Corporate Group 1 - 5 people	\$ 291.00		
Corporate Group 6 - 15 people	\$ 794.00		
Corporate Group 16 - 25 people	\$ 1,190.00		
Corporate Group 26 - 50 people	\$ 2,116.00		

<b>BOULIA SHIRE COUNCIL</b>			
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(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	Inc. GST	GL Code
<b>6 Month Membership (Key Access after hours available with 6 month)</b>			
Adult	\$ 79.00	Y	14007520.156
Concession (Pensioners & Students with ID)	\$ 33.00		
Corporate Group 1 - 5 people	\$ 370.00		
Corporate Group 6 - 15 people	\$ 1032.00		
Corporate Group 16 - 25 people	\$ 1,587.00		
Corporate Group 26 - 50 people	\$ 2,910.00		
<b>12 Month Membership (Key Access after hours available with 12 month)</b>			
Adult	\$ 106.00	Y	14007520.156
Concession (Pensioners & Students with ID)	\$ 63.00		
Corporate Group 1 - 5 people	\$ 503.00		
Corporate Group 6 - 15 people	\$ 1,428.00		
Corporate Group 16 - 25 people	\$ 2,248.00		
Corporate Group 26 - 50 people	\$ 4,232.00		
<b>TOURISM FACILITIES</b>			
<b>Min Min Encounter</b>			
Concession (Pensioner & Students with ID)	\$ 30.00	Y	13001510.156
Adult	\$ 35.00		
Children under 5*	No Charge		
Children aged 5 to 15*	\$ 15.00		
Group Fee (10 or more)	\$ 30.00		
Family (2 Adults + 2 or more children under 15)	\$ 90.00		
<b>Current</b> Residents of Boulia Shire (Visiting family & friends not applicable)	No Charge		
Group Fee - <b>Out of Hours</b> (Min. 10 persons)	\$ 35.00		
<i>* All children to be accompanied by an adult</i>			
<b>Boulia Heritage Complex</b>			
Concession (Pensioner & Students with ID)	\$ 20.00	Y	13001510.156
Children under 5*	No Charge		
Children aged 5 to 15*	\$ 15.00		
Adult	\$ 25.00		
Family (2 Adults + 2 or more Children under 15)	\$ 70.00		
<b>Current</b> Residents of Boulia Shire	No Charge		
Group Fee (10 or more)	\$ 20.00		
Group Fee - <b>Out of Hours</b> (Min. 10 persons)	\$ 25.00		
<i>* All children to be accompanied by an adult</i>			
<b>Combined Facility Entry</b>			
Concession (Children, Pensioner & Students with ID)	\$ 40.00	Y	
Children under 5*	No Charge	Y	
Children aged 5 to 15*	\$ 20.00		
Adult	\$ 50.00		
Group Fee (10 or more)	\$ 40.00		
Family (2 Adults + 2 or more children under 15)	\$ 110.00		
Group Fee - <b>Out of Hours</b> (Min. 10 persons)	\$ 45.00		
School Groups	No Charge		
<i>* All children to be accompanied by an adult</i>			

<b>BOULIA SHIRE COUNCIL</b>			
<b>Fees &amp; Charges 2023/2024 Amended 18/08/2023</b>			
(Register of Cost Recovery Fees (LG Act 2009 S97 - 98))			
Type of Charge	2023/2024	Inc. GST	GL Code
<b>CONCRETE (includes batching plant, truck, driver, delivery in town)</b>			
1 Cubic Metre (per cubic metre) in Town Area (6klm radius for Town centre)	\$735/m3	Y	14018000.156
2-3 Cubic Metres (per cubic metre) in Town Area (6klm radius for Town centre)	\$555/m3		
Greater than 4 Cubic Metres (per cubic metre) in Town Area (6klm radius for Town centre)	\$397/m3		
Outside Town Area (Truck & Driver) Plus/kilometre charge	Min. Charge \$225/trip		
Outside Town Area Delivery/km (total kms travelled)	\$3.05/km	Y	14018000.156
Batching Plant	\$312/hour		
<b>COMPENSATION GRAVEL &amp; WATER ACCESS</b>			
Water Access per kl	\$ 1.10	Y	
Gravel Access per m3	\$ 1.10		
<i>Compensation is not cash but credit against rates or other Council plant or charges</i>			
<b>AIRPORT CHARGES</b>			
<b>Landing Charges</b>			
Regular Public Transport (RPT) Operators	No Charge		
All Other Aircrafts over 2,000kg Maximum Take-off Weight (MTOW) <i>(no charge for aircrafts under 2000kg MTOW)</i>	\$7.70 per 1,000kg Min Fee \$10.00	Y	14010510.156
<b>Refuelling Costs</b>			
Av Gas Charge per litre (subject to change) <b>- To be paid at Bowser by Credit Card</b>	At Cost + 20%	Y	14010500.156
Jet A1 Fuel (subject to change) **** <b>To be pre-paid before collection</b>	At Cost + 20%		14010520.156
<b>**** Note: Jet A1 - Prior Arrangement required, Minimum 24 hours notice.</b> Refueling Fee weekdays- Min. charge \$100.00 p/ hour during buisness hours Refueliing fee Weekends : Min chg \$200 p/hour For after hours phone 0427 163 773 or 0427 128 212			

**Boulia Shire Council Administration Office**

18 Herbert Street

Boulia QLD 4829

Ph: (07) 4746 3188

Fax: (07) 4746 3136

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

**Min Min Encounter Visitor Information Centre 22 Herbert Street**

Boulia QLD 4829

Ph: (07) 4746 3386

Fax: (07) 4746 3387

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

**MinMinEncounterVisitorInformationCentre/**

**Boulia Heritage Complex Cnr Hamilton and Pituri Streets**

Boulia QLD 4829

Ph: (07) 4746 3188

**Boulia Sports and Aquatic Centre Burke Street**

Boulia QLD 4829

Ph: (07) 4746 3527

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

**Boulia Shire Council Library Service Burke Street**

Boulia QLD 4829

Ph: (07) 4746 3408

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

**Boulia Shire Council Depot Herbert Street**

Boulia QLD 4829

Ph: (07) 4746 3188

**Boulia Post Office 40 Herbert Street**

Boulia QLD 4829

Ph: (07) 4746 3129

<b>TITLE:</b>	Financial Report for July 2023	<b>DOC REF:</b> 11.3.3
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<b>REPORT BY:</b>	Ian Honour Financial Manager Relief	<b>DATE:</b> 15/08/2023
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.2: Accountability

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

5.2.2: Maintain high standards of Corporate Governance through effective audits

5.2.3: Decisions on new or enhanced community assets or facilities are viewed with the future financial impact on Council

5.2.4: Ensure transparency and accountability through integrated performance management reporting

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

Financial Summary as at 31<sup>st</sup> July 2023

**CONTENT:**

**Cash Position**

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

	31 <sup>st</sup> Jul-23	30 <sup>th</sup> Jun-23
Cash at Hand	21,048,593	20,574,853
Net Cash Equivalent (Debtors – Creditors)	(984,710)	(53,787)
<b>Total</b>	<b>22,033,303</b>	<b>20,521,066</b>

**Income**

Total revenues to 31<sup>st</sup> July 2023 are \$3,128,376. This equates to approx. 19% with this year's budget.

**Expenditure**

Operating expenses to 31<sup>st</sup> July 2023 are \$1,255,949. This equates to approx. 6% of this year's budget.

**Liquidity**

CBA	\$	50,986
Floats	\$	1,150
Investments		
CBA At Call 4.15%	\$	9,611,497
QTC 4.99%	\$	<u>11,384,960</u>
	\$	<u>20,996,457</u>
<b>Total</b>	\$	<b>21,048,593</b>

**Additional Information on Cash Position:**

Cash Balance as at 31st July 2023	21,048,593
The following items need to be backed by cash	
Reserves 30th June	2,328,551
Funded Depreciation	4,886,993

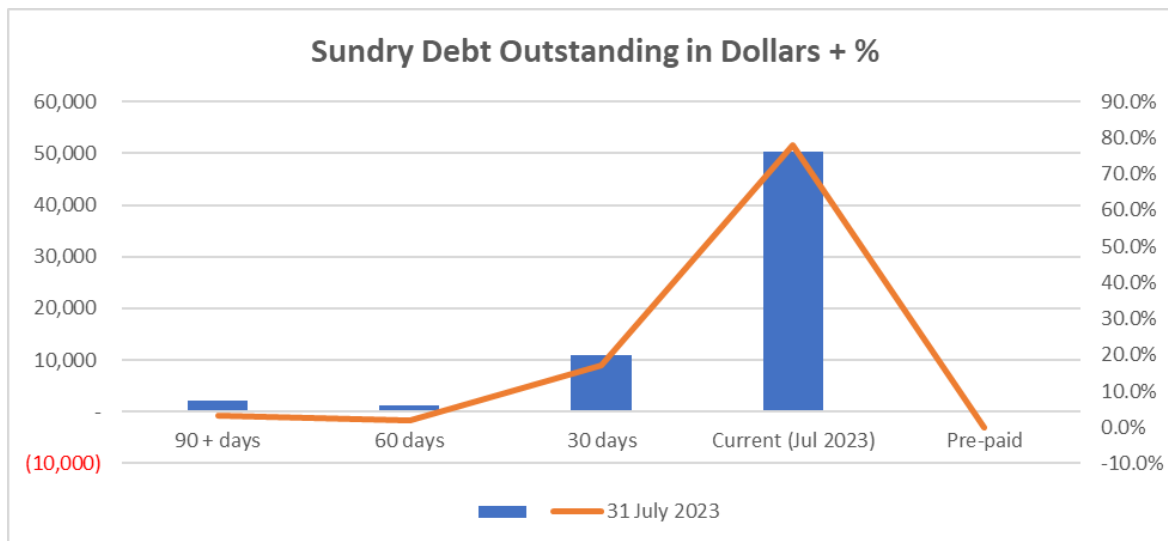
Less Depreciation accrued	
Funded	
Funded Employee Entitlements (Current and Non-Current)	1,332,288
Grant Funding (paid in Advance)	6,648,480
Working Capital Cash	1,500,000
Capital Grants	410,667
Operating Result for 2023/2024	(1,461,760)
Less Capital Expenditure 2023/2024	(303,003)
	15,342,216
Cash unallocated as at 31 <sup>st</sup> July 2023	5,706,377

### Aged Debtors 31<sup>st</sup> July 2023

DEBTOR	90 +	60	30	CURRENT	PRE-PAID	BALANCE
	2,023	1,215	11,017	50,435	(10)	64,680

### 90+ Days Outstanding

For this month, amounts greater than 90+ days total \$2,023, which constitute 3% of the total debtors. Council's external Collection Agency has closed the file for \$960 of one debtor as the available contact details are obsolete. That amount has been provisioned as doubtful, therefore. The balance all have a payment arrangement in place.



### Creditors 31<sup>st</sup> July 2023

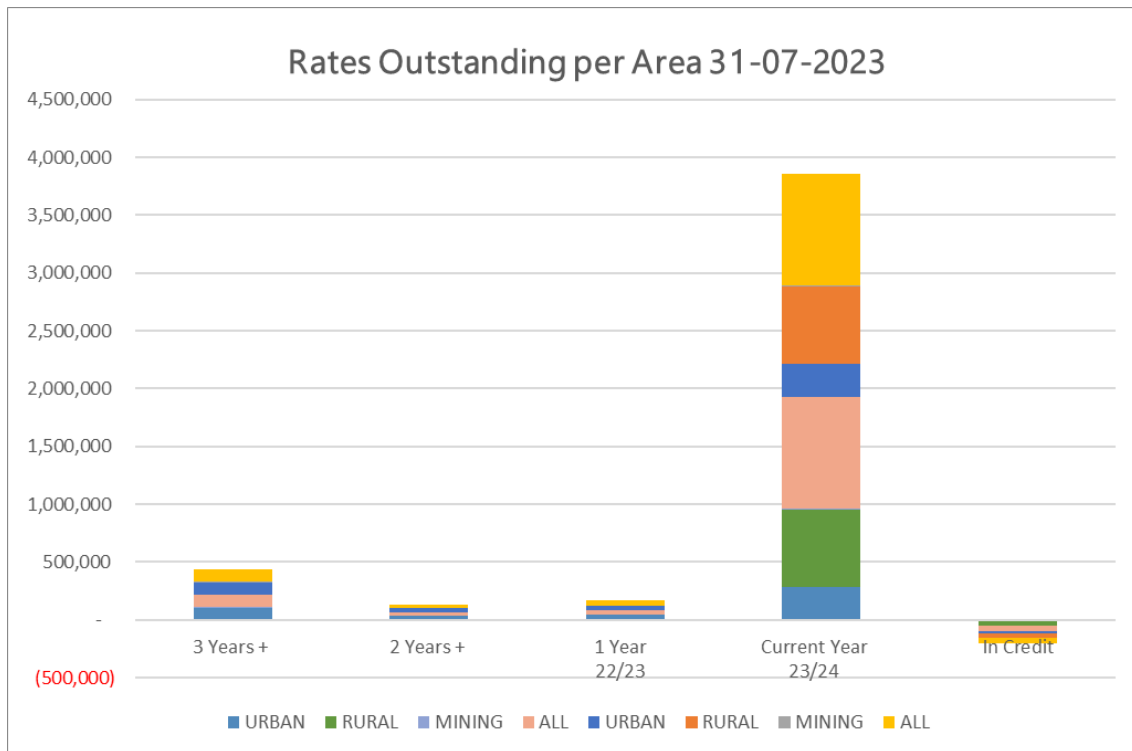
Total amount waiting for payment, not yet due **\$474,913**

### Rates 31<sup>st</sup> July 2023

Total Outstanding **\$1,098,551**

RATES	3 Years +	2 Years +	1 Year (22/23)	Current Year 23/24	In Credit	Total Outstanding
URBAN	102,890	33,711	40,216	284,707	(14,437)	447,086
RURAL	-	-	1,147	668,987	(36,243)	633,891
MINING	6,831	-	-	10,742	(0)	17,574
ALL	109,721	33,711	41,363	964,436	(50,680)	1,098,551





**CONSULTATION:**  
NIL

**GOVERNANCE IMPLICATIONS:**  
NIL

**RECOMMENDATION:**  
That the Finance Report for July 2023 Report be received for information.

**ATTACHMENTS:**

1. FS Income Statement Jul-23 Final [11.3.3.1 - 1 page]
2. FS Balance Sheet Jul-23 final [11.3.3.2 - 1 page]
3. FS Cash Flow Statement Jul-23 Final [11.3.3.3 - 1 page]
4. CONFIDENTIAL REDACTED - Revenue Expenses Jul-23 Final [11.3.3.4 - 2 pages]
5. CONFIDENTIAL REDACTED - Flood Damage Report 31-07-2023 [11.3.3.5 - 2 pages]
6. CONFIDENTIAL REDACTED - G-2021-2024 W 4 Q Progression Table \$1,026,667 31-07-2023 [11.3.3.6 - 1 page]
7. CONFIDENTIAL REDACTED - G-2022 LRCI Progression Table- Phase 2 \$390,090 as at 31-07-2023 [11.3.3.7 - 1 page]
8. CONFIDENTIAL REDACTED - G- 2022 LRCI Progression Table- Phase 3 \$1,136,912 ends 30 th June 24 as at 31-07-23 [11.3.3.8 - 1 page]
9. CONFIDENTIAL REDACTED - G- LGGSP 2022-24 as at 31-07-23 [11.3.3.9 - 1 page]

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

**BOULIA SHIRE COUNCIL**  
**Income Statement**  
**For the period ended 31st July 2023**

	<i>2023/2024</i> <i>Actual</i>	<i>2023/2024</i> <i>Budget</i>
<b>Income</b>		
<b>Revenue</b>		
<b>Recurrent Revenue</b>		
Net rate and utility charges	964,344	1,782,240
Fees and charges	61,910	504,900
Rental income	18,951	248,700
Interest received	51,374	301,900
Sales - contract and recoverable works	73,129	1,796,990
Other Income	0	304,500
Grants, subsidies, contributions and donations	1,548,000	7,212,550
<b>Total Recurrent Revenue</b>	<u>2,717,708</u>	<u>12,151,780</u>
<b>Capital Revenue</b>		
Grants, subsidies, contributions and donations	410,667	10,416,324
Sale of property, plant and equipment	0	0
<b>Total Capital Revenue</b>	<u>410,667</u>	<u>10,416,324</u>
<b>Total Revenue</b>	<u>3,128,375</u>	<u>22,568,104</u>
<b>Total Income</b>	<u>3,128,375</u>	<u>22,568,104</u>
<b>Expenses</b>		
<b>Recurrent Expenses</b>		
Employee benefits	(300,561)	(8,668,070)
Materials & Services	(956,833)	(2,687,580)
Finance Costs	1,446	(45,100)
Depreciation	0	(5,275,610)
<b>Total Recurrent Expenses</b>	<u>(1,255,948)</u>	<u>(16,676,360)</u>
<b>Capital Expenses</b>		0
<b>Total Expenses</b>	<u>(1,255,948)</u>	<u>(16,676,360)</u>
<b>Net Result Attributable to Council</b>	<u><u>1,872,427</u></u>	<u><u>5,891,744</u></u>

**BOULIA SHIRE COUNCIL**  
**Balance Sheet**  
**For the period ended 31st July 2023**

*2023/2024 Actuals*

<b>Current Assets</b>		
Cash and cash equivalents		21,048,593
Trade and other receivables		1,262,201
Inventories		370,536
<b>Total Current Assets</b>		22,681,330
<b>Non-current Assets</b>		
Property, plant and equipment		212,626,208
<b>Total Non-current Assets</b>		212,626,208
<b>TOTAL ASSETS</b>		235,307,539
<b>Current Liabilities</b>		
Trade and other payables		(277,491)
Borrowings		(91,298)
Provisions		(1,185,929)
Contract Liabilities		(6,648,480)
<b>Total Current Liabilities</b>		(8,203,198)
<b>Non-current Liabilities</b>		
Borrowings		(1,196,587)
Provisions		(146,359)
<b>Total Non-current Liabilities</b>		(1,342,946)
<b>TOTAL LIABILITIES</b>		(9,546,144)
<b>NET COMMUNITY ASSETS</b>		225,761,395
<b>Community Equity</b>		
Asset revaluation reserve		120,416,299
Retained surplus		105,345,096
<b>TOTAL COMMUNITY EQUITY</b>		225,761,395

**BOULIA SHIRE COUNCIL**  
**Statement of Cash Flows**  
**For the period ended 31st July 2023**

	<i>2023/2024</i>	<i>Adopted Budget</i>
	<i>Actuals</i>	<i>2023-24</i>
<b>Cash Flows from Operating activities:</b>		
Receipts from customers	373,656	5,726,000
Payments to suppliers and employees	<b>(1,626,686)</b>	<b>(11,832,000)</b>
	<b>(1,253,031)</b>	<b>(6,106,000)</b>
Interest received	51,374	715,000
Rental income	18,951	357,000
Non-capital grants and contributions	1,548,000	5,766,000
Borrowing costs	1,446	<b>(36,000)</b>
<b>Net Cash Inflow (Outflow) from Operating Activities</b>	<b>366,740</b>	<b>696,000</b>
<b>Cash Flows from Investing activities:</b>		
Payments for property, plant and equipment	<b>(303,003)</b>	<b>(45,968,000)</b>
Proceeds from sale of property, plant and equipment	0	
Grants, subsidies, contributions and donations	410,667	40,829,000
<b>Net Cash Inflow (Outflow) from Investing activities</b>	<b>107,664</b>	<b>(5,139,000)</b>
<b>Cash Flows from Financing activities</b>		
Proceeds from borrowings		2,000,000
Repayment of borrowings	<b>(1,488)</b>	<b>(631,000)</b>
<b>Net Cash Inflow (Outflow) from Financing activities</b>	<b>(1,488)</b>	<b>1,369,000</b>
<b>Net Increase (Decrease) in Cash and Cash Equivalents held</b>	<b>472,916</b>	<b>(3,074,000)</b>
<b>Cash and Cash Equivalents at beginning of Reporting period</b>	<b>20,575,678</b>	<b>20,575,678</b>
<b>Cash and Cash Equivalents at end of Reporting period</b>	<b>\$ 21,048,593</b>	<b>\$ 17,501,678</b>

<b>TITLE:</b>	Boulia Golf Club Rates	<b>DOC REF:</b> 11.3.4
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<b>REPORT BY:</b>	Kaylene Sloman Director of Corporate & Financial Services	<b>DATE:</b> 15/08/2023
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.2: Accountability

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

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

**CONTENT:**

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

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

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

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

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

1. That all rates payable (general rates plus all services and the emergency services levy) by the Boulia Golf Club Inc (Assessment A244) for the 2023/24 financial year, be paid by Council as a donation on the basis that the association is a volunteer association responsible for providing a recreational facility.
2. That the DCS write to the Golf Club and advise them of the outcome.
3. Action to be completed by Finance to make the donation to the Golf Club to cover the 2023/24 financial year. Notation to be made in the rates system for future records.

**ATTACHMENTS:**

1. Boulia Golf Club Letter for waiving of Rates [11.3.4.1 - 1 page]
2. A 244 [11.3.4.2 - 1 page]

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

Boulia Golf Club  
Kennedy Developmental Road  
Boulia Qld 4829  
ABN 80 916 636 404

09<sup>th</sup> August 2023

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

Dear Ms Moore,

Re: Boulia Golf Club Rates

We are writing to request in-kind assistance to waive the fees for our 2023/2024 rates. We are a non-profit organisation, who relies heavily on volunteers to keep our small club running. With volunteer numbers depreciating more and more, we very much appreciate any help that we can get, to ensure that our little club can keep running. We would muchly appreciate your consideration into our request and thank you for continuing to help the Boulia Golf Club where possible.

Kind regards,

Meg Burns  
Secretary  
Boulia Golf Club





# BOULIA SHIRE COUNCIL

Address all correspondence to:  
 Chief Executive Officer  
 18 Herbert St, Boulia QLD 4829  
 Tel: (07) 4746 3188 | Fax: (07) 4746 3136  
 Email: admin@boulia.qld.gov.au  
 ABN: 20 492 088 398

## RATE NOTICE / TAX INVOICE

For The Period: 01/07/2023 TO 31/12/2023

Boulia Golf Club  
 DO NOT POST  
 Community Contribution Resolution 2020/9.22

<b>ASSESSMENT NUMBER</b>	<b>A244</b>
<b>DUE DATE</b>	<b>25/08/23</b>

<b>PROPERTY ADDRESS</b>	Boulia-Bedourie Road BOULIA
<b>LOTS / LOCATIONS OR OTHER INFORMATION</b>	L8 W154:TL209228:PAR GOODWOOD:RESERVE FOR RECREATION:GOLF CLUB
<b>RATE GROUP</b>	2 BOULIA COMMERCIAL

FOR YEAR ENDED	30 June 2024
DATE ISSUED	25/07/23
VALUATION	\$94,000.00 - RV
REVALUATION DATE	01/07/2022
AREA	78.9100 H
LATE PAYMENT INTEREST	11.6400%
FIRE CATEGORY	D 3

DIFFERENTIAL RATING / DETAILS	RATE IN \$ OR CHARGE/SERVICE	CURRENT	GST	ARREARS	TOTAL
2 BOULIA COMMERCIAL	94000 @ 1.716450	\$1,613.46			\$1,613.46
Emergency Services Levy	0.0000	\$146.40			\$146.40
Class D, Group 3					
Commercial Bin Service	4 @ \$204.50	\$818.00			\$818.00
Environmental Levy	1 @ \$25.00	\$25.00			\$25.00
GST is nil					
Payments made after 17th July 2023 will not appear					
<b>TOTAL AMOUNT</b>					<b>\$2,602.86</b>

NOTE: Payments not received by their due date may incur daily interest as per the above rate.

	DISCOUNT	DUE DATE	NET PAYABLE
<b>Early Payment Discount (if paid by Due Date)</b>	<b>-\$98.26</b>	<b>25/08/23</b>	<b>\$2,504.60</b>

Boulia Shire Council accepts payment of Rates in Person, by mail or BPay:



**Pay In Person** Pay by Cash, Cheque or EFTPOS  
 Please present this account intact when making payment at council offices between the hours of 8:30am and 5:00pm Monday to Friday



**Pay By Mail:** Detach the below remittance and make your cheque payable to: The Chief Executive Officer, Boulia Shire Council, 18 Herbert Street, Boulia QLD 4829



<b>Pay By BPAY</b>
Bill Code : 333815
Reference :100002442

Lynn Moore  
 CHIEF EXECUTIVE OFFICER

### ATTACH THIS TO YOUR REMITTANCE

If a Receipt is required please tick box



ASSESSMENT NUMBER	A244
NET PAYABLE	<b>\$2,504.60</b>
OWNER	Boulia Golf Club
PROPERTY ADDRESS	Boulia-Bedourie Road BOULIA
PAYMENT REFERENCE	100002442

Change of Address Details: (Please apply to my registered animals)

NAME: \_\_\_\_\_

NEW ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please email future Rates Notices



<b>TITLE:</b>	Banking Signatories Update	<b>DOC REF:</b> 11.3.5
<b>REPORT BY:</b>	Kaylene Sloman Director of Corporate & Financial Services	<b>DATE:</b> 15/08/2023

**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.1: Confidence

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

To update changes to banking signatories in preparation for Finance Manager leaving 17/08/2023, remove Ajay Agwan ex-DWO, adding Relief Finance Manager as a view only.

**CONTENT:**

To ensure that Council has the best protection and ensuring the activities of Council's Finance Department are not impeded, the following recommendations are made. The following officers are recommended as signatories to any bank accounts which will include electronic transfers for the bank selected by Council. They are divided into primary, secondary signatories and view only access.

**CHEQUE SIGNATORIES**

**PRIMARY ACCOUNT SIGNATORY: Type 'A'**

- **Mayor - Eric Britton**
- **Chief Executive Officer - Lynn Moore**
- **Director of Works and Operations - Ajay Agwan - remove**
- **Director of Corporate Services – Kaylene Sloman**

**SECONDARY ACCOUNT SIGNATORY: Type 'B'**

- **Finance Manager – remove Marie Chan**
- Senior Finance Officer – Carol Smith
- Senior Administration Officer – Kelli Chatfield

**ELECTRONIC FUND TRANSFERS:**

**PRIMARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE 'A'**

- Chief Executive Officer - Lynn Moore
- **Director of Works and Operations - Ajay Agwan - remove**
- Director of Corporate & Financial Services – Kaylene Sloman

**SECONDARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE 'B'**

- **Finance Manager – remove Marie Chan**
- Senior Finance Officer – Carol Smith
- Senior Administration Officer – Kelli Chatfield

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

- Any two type 'A' signatories OR



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

**VIEWING ACCESS:**

- **Relief Finance Manager – Ian Honour**

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

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

That the Director of Corporate & Financial Services action the changes to signatories and electronic devices for the change in Finance Manager, Director of Works & Operations and Relief Finance Manager position.

**CHEQUE SIGNATORIES**

**PRIMARY ACCOUNT SIGNATORY: Type 'A'**

- Mayor - Eric Britton
- Chief Executive Officer - Lynn Moore
- **Director of Works and Operations - Ajay Agwan - remove**
- Director of Corporate Services – Kaylene Sloman

**SECONDARY ACCOUNT SIGNATORY: Type 'B'**

- **Finance Manager – remove Marie Chan**
- Senior Finance Officer – Carol Smith
- Senior Administration Officer – Kelli Chatfield

**ELECTRONIC FUND TRANSFERS:**

**PRIMARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE 'A'**

- Chief Executive Officer - Lynn Moore
- **Director of Works and Operations - Ajay Agwan - remove**
- Director of Corporate & Financial Services – Kaylene Sloman

**SECONDARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE 'B'**

- **Finance Manager – remove Marie Chan**
- Senior Finance Officer – Carol Smith
- Senior Administration Officer – Kelli Chatfield

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

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

**VIEWING ACCESS:**

- **Relief Finance Manager – Ian Honour**

**ATTACHMENTS:** Nil

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

## **11.4 Community Services**

<b>TITLE:</b>	Community Services Report July 2023	<b>DOC REF:</b> 11.4.1
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<b>REPORT BY:</b>	Julie Woodhouse Community Services Manager	<b>DATE:</b> 15/08/2023
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### **CORPORATE PLAN REFERENCE:**

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

Key Priority 3: Economic Development - A sustainable local economy

3.1: Facilitate employment and investment opportunities

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

Key Priority 6: Supporting local services and facilities

6.1: Facilitate opportunities

6.1.2: Provide community services through government funded programs for the benefit of disadvantage members of the community

6.2: Support an active healthy community

Key Priority 7: Valuing our greatest asset – people

7.4: Tourism

7.4.1: Make Bouliia the place on everyone's bucket list

### **RISK MANAGEMENT:**

Information Report only - not applicable.

### **PURPOSE:**

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

### **CONTENT:**

Current housing available:

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

### **Community/staffing:**

- The monthly newsletter was produced and printed.
- Due to staff illnesses during July both tourism facilities were closed for a week.

### **Grant/community tourism updates:**

- A Qld Day sponsorship submission has been put forward to the department for \$5,000 to hold a festive fun Pineapple Day themed event on the 6<sup>th</sup> June 2024. It will be all about pineapples! We can only apply for 50 percent of the overall total cost.

**Council Signage:**

Two new signs have been commissioned for Barcaldine site and the Winton-Boulia turnoff site to replace the aging signs currently there.

The Barcaldine sign will be forwarded from the carrier in Mount Isa.

A new sign for the Shire Hall has also been ordered to arrive before Premiers visit at end of August.



**Sports:**

The NQ sports foundation have released their guidelines again for the years sports nominations ready for the NQ 2023 sport star awards on 4<sup>th</sup> November 23.

Flyers have gone out regarding these nominations in the community and if more than one applicant in the Shire district it is up to Council to review and select the best candidate to put forward.

**Library report:**

Library patron numbers:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
--	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

2022	54	74	49	18	137	135	170	64	67	75	71	42
2023	51	137	86	131	129	88	131					

This month our first 5 forever program was held twice a week. Set days being Monday and Wednesdays.

The annual Library Strategic Planning report and Obligation and Statistical report have been done by CSM.

**Sports Centre report:**

37 visitors used the pool which was open for the week only and 86 persons used the hall (*figures obtained from lessee D. Karel*)

There were no children’s activities for July as no staff available from Council.

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

That the Community Services July 2023 report be received for information.

**ATTACHMENTS:** Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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<b>TITLE:</b>	Min Min Encounter & Boulia Heritage Centre Report – July 2023	<b>DOC REF:</b> 11.4.2
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<b>REPORT BY:</b>	Karen Savage Tourism Officer	<b>DATE:</b> 15/08/2023
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**CORPORATE PLAN REFERENCE:**

Key Priority 1: A strong supportive community environment

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

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

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

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

6.2.2: 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 2023**

Sales – tickets/merchandise	\$69,549.33
MME total Visitor Stats	2054
MME Tickets	753
BHC Tickets	149
COMBO Tickets	396
Rezdy Online Bookings during the month (no payment taken)	20

**Social Media Statistics: July 2023:**

Social media pages	Reached
TripAdvisor Review	0
Google Business Profile	570 profile views, 135 interactions 59 website visits from the profile

**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

July, the busiest month in our year with both our own camel races and the through traffic for the Big Red Bash. Due to the rain event in the week leading up to the Big Red Bash much of the traffic was diverted through our town due to road closures, this was excellent news for us giving us a very busy week in the lead up to camel races.

**Group Bookings:** We saw a total of 4 group bookings through the show this month with very positive feedback from both the tourists and the guides. These tours are organised well with the only minor complaint that they would like more time at the Heritage Complex, however this is simply not possible at the present time.

**Social Media**

Facebook posts this month reached 9.6K people with 3.6K engaging in the posts. We saw an increase of 11% in video views.

**Explore Queensland Network:** n/a

**Merchandise:**

Merchandise was flying off the shelves this month accounting for over \$20,000 of our total income. Many lines were sold out and information collated for next year.

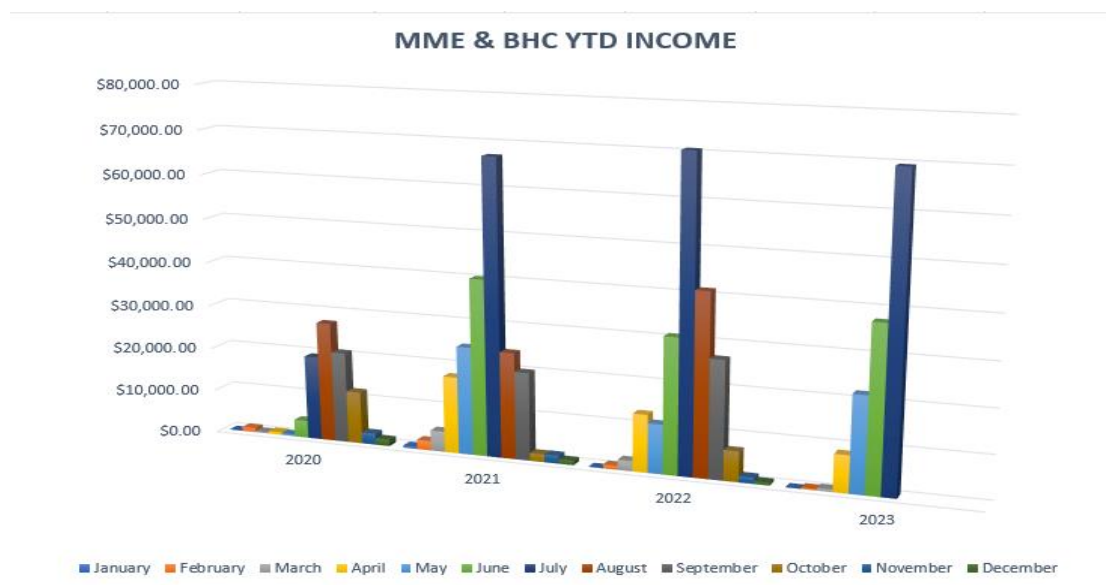
**Boulia Heritage Centre:**

The Heritage Complex has been very popular this month with a significant increase in visitors throughout the month. A total of 545 tickets were sold either as single tickets or in combination with the Min Min Encounter. Comments are very positive with "better than Winton dinosaurs" being stated on quite a few occasions!

**General:**

This month has certainly tested us in both our abilities to multitask and perform under pressure. With up to 250 people going through the Min Min Encounter daily over the week of camel races there were many lessons to be learned!

Our biggest day of the month saw us take over \$8,000 and that week broke the \$40,000 mark! 2 full time staff managed the merchandise and shows but extra help was required to restock shelves and collect/repair headphones! The feedback from everyone was very positive with many people stating that they will highly recommend Boulia to everyone they know.



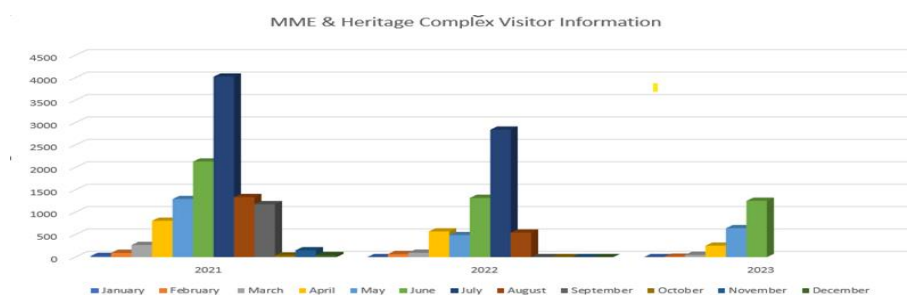
**Total Sales MME, BHC & Merchandise**

	2020	2021	2022	2023
January	\$ 27.80	\$ 522.25	\$ -	\$ -
February	\$ 974.45	\$ 2,192.35	\$ 869.50	\$ 327.85
March	\$ 315.35	\$ 4,735.20	\$ 2,341.35	\$ 589.53

April	\$ 590.20	\$17,599.45	\$ 13,157.75	\$ 8,518.56
May	\$ 412.80	\$24,691.00	\$ 11,267.15	\$ 21,869.34
June	\$ 3,985.95	\$40,253.80	\$ 30,891.56	\$ 37,490.68
July	\$ 19,329.20	\$67,167.50	\$ 70,637.11	\$ 69,549.33
August	\$ 27,432.71	\$24,277.55	\$ 41,365.90	
September	\$ 20,851.55	\$20,091.75	\$ 26,832.70	
October	\$ 11,987.00	\$ 1,791.30	\$ 6,954.73	
November	\$ 2,622.70	\$ 1,838.70	\$ 1,426.85	
December	\$ 1,462.75	\$ 976.90	\$ 635.35	

### MME & Heritage Complex Visitor Numbers

	2021	2022	2023
January	24	0	0
February	95	67	10
March	270	97	49
April	811	573	255
May	1296	490	645
June	2132	1320	1255
July	4026	2842	2054
August	1338	546	
September	1179	0	
October	35	0	
November	152	0	
December	44	0	



**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

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

**ATTACHMENTS:** Nil

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



## **12 Late Reports**

Nil

## **13 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.

## **14 General Business**

1. Future residential land sizing – consideration to be given on what size blocks could be made. Discussion Workshop to be held prior to the start of the August Council meeting @ 8am for Lynn Moore and the Councillors.