



BOULIA SHIRE COUNCIL

ORDINARY MEETING Agenda

Friday 23 August 2024



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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

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

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 Jack Neilson
Councillor Jan Norton
Councillor Julie Woodhouse

Officers: Ms Lynn Moore (Chief Executive Officer)
Mrs Kaylene Sloman (Director of Corporate & Financial Services)
Mr Henry Mascarenhas (Director of Works and Operations)
Miss Lily Williams (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.

Deputations for the August 2024 Ordinary Meeting of Council:

- Mrs Kim Mc Kelvie, Bouliia Shire Resident, will join the meeting at 9.30 am to discuss a letter she recently sent to Council regarding various facility standards and Council support to community.

10 Confirmation of Minutes from Previous Meetings

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



BOULIA

SHIRE COUNCIL

Minutes of the ORDINARY MEETING of the Boulia Shire Council held on Friday 26 July 2024 commencing at 9:00 am

1 Meeting Opening with the Acknowledgement of Traditional Owners

Please note:

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

The Mayor opened the meeting at 9.14 am.

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

The Mayor also acknowledged past and present service personnel.

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

2 Present

Councillors: Councillor Eric (Rick) Britton
Councillor Sam Beauchamp
Councillor Jan Norton
Councillor Julie Woodhouse

Officers: Ms Lynn Moore (Chief Executive Officer)
Mr Henry Mascarenhas (Director of Works and Operations)
Miss Lily Williams (Executive Assistant)

3 Apologies / Leave of Absence

Moved: *That information was not noted*

Seconded: *That information was not noted*

That the apology from Councillor Jack Neilson be accepted and he be granted leave of absence from the 26th July 2024 Ordinary Council meeting.

n/a

Carried

4 Declaration of Interests

Moved: *That information was not noted*

Seconded: *That information was not noted*

Councillor Jan Norton declared a Declarable Conflict of Interest in the following report in accordance with the *Local Government Act 2009*:

- 11.2.1 Chief Executive Officers Report June 2024 - Boulia Camel Races in kind support for 2024 event as Councillor Norton is a voluntary member and Vice President of the Boulia Camel Races Committee.

In accordance with the *Local Government Act 2009*, it was decided that Councillor Norton is able to stay in the meeting while the matter is discussed and voted on.

n/a

Carried

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

Mr John Oberhardt, Senior Executive Adviser - LG Services Group, to discuss a remuneration project concerning Executive Officers. In accordance with the *Local Government Regulation 2012 s254J(3)(b)* industrial matters affecting employees, this discussion was in a closed session of Council.

10 Confirmation of Minutes from Previous Meetings

Moved: Cr Norton

Seconded: Cr Woodhouse

That the minutes of the Budget Meeting held on 28th June 2024 be accepted.

Resolution No.: 2024/07.1

Carried

Moved: Cr Beauchamp

Seconded: Cr Britton

That the minutes of the Ordinary Council Meeting held on 28th June 2024 be accepted.

Resolution No.: 2024/07.2

Carried

11 Reports

11.1 Works and Operations

TITLE:	Director of Works and Operations June 2024 Report	DOC REF: 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 2024.

Moved: Cr Norton

Seconded: Cr Britton

That Council receive the Director of Works and Operations June 2024 Report for information.

Resolution No.: 2024/07.3

Carried

TITLE:	Engineering Service Report June 2024	DOC REF: 11.1.2
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PURPOSE:

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

Moved: Cr Beauchamp

Seconded: Cr Britton

That the Engineering Services Report – Newsbrief for June 2024 be noted.

Resolution No.: 2024/07.4

Carried

TITLE:	Foreman Town Services and Utilities Report June 2024	DOC REF: 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 2024.

Moved: Cr Norton

Seconded: Cr Beauchamp

That Council receive the Foreman Town Services and Utilities June 2024 Report for information.

Resolution No.: 2024/07.5

Carried

TITLE:	Foreman Road Maintenance and Construction Report June 2024	DOC REF: 11.1.4
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PURPOSE:

To inform Council of the current utilisation and activities of the Works Department in line with the Council works program for June 2024.

Moved: Cr Woodhouse

Seconded: Cr Britton

That Council receive the Foreman Roads, Construction and Maintenance June 2024 Report for information.

Resolution No.: 2024/07.6

Carried

TITLE:	QRA Flood Damage Works Department June 2024	DOC REF: 11.1.5
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PURPOSE:

To inform Council of the current utilisation and activities of the Flood Damage Program for June 2024.

Moved: Cr Beauchamp

Seconded: Cr Britton

That the QRA Flood Damage Works Department June 2024 Report be received for information.

Resolution No.: 2024/07.7

Carried

TITLE:	Rural Lands Protection Officer June 2024 Report	DOC REF: 11.1.6
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PURPOSE:

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

Moved: Cr Britton

Seconded: Cr Woodhouse

That the Rural Lands Protection Officers Report for June 2024 be received for information.

Resolution No.: 2024/07.8

Carried

11.2 Office of the Chief Executive

TITLE:	Chief Executive Officers Report June 2024	DOC REF: 11.2.1
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PURPOSE:

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

Councillor Norton has declared a conflict of interest in this report. The interest will be dealt with in accordance with notations made under item 4 of these minutes.

Moved: Cr Beauchamp

Seconded: Cr Woodhouse

1. That the CEO Report for June 2024 be received for information.
2. That Council endorse the inkind support request from the Boulia Camel Races Inc. for the 2024 Camel Races event to the value of \$44,736.97.

Resolution No.: 2024/07.9

Carried

Meeting adjourned for morning tea at 10.26 am.

Meeting resumed at 10.47 am.

TITLE:	Action List Update June 2024	DOC REF: 11.2.2
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PURPOSE:

To present to Council an updated Action List.

Moved: Cr Britton

Seconded: Cr Beauchamp

That Council receive the Action List update for June 2024 for information.

Resolution No.: 2024/07.13

Carried

TITLE:	Manager People and Culture June 2024 Report	DOC REF: 11.2.3
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PURPOSE:

To provide Council with an update of the activities of the Manager – People & Culture for the month of June 2024.

Moved: Cr Britton

Seconded: Cr Norton

That the Manager – People & Culture June 2024 report is received for information.

Resolution No.: 2024/07.14

Carried

TITLE:	WHS Report for June 2024	DOC REF: 11.2.4
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PURPOSE:

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

Moved: Cr Beauchamp

Seconded: Cr Britton

That the Workplace Health and Safety Report for June 2024 be received for information.

Resolution No.: 2024/07.15

Carried

TITLE:	Policy Review - 116 Workplace Health, Safety, Environment and Quality	DOC REF: 11.2.5
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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 the review of policy 116 – Workplace Health, Safety, Environment and Quality.

Moved: Cr Britton

Seconded: Cr Woodhouse

That policy 116 – Workplace Health, Safety, Environment and Quality policy, as presented, be adopted.

Resolution No.: 2024/07.16

Carried

11.3 Corporate Services

TITLE:	Director of Corporate & Financial Service June 2024 Report	DOC REF: 11.3.1
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PURPOSE:

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

Moved: Cr Woodhouse

Seconded: Cr Norton

That the Director of Corporate & Financial Services June 2024 report be received for information purposes.

Resolution No.: 2024/07.17

Carried

TITLE:	Comparison of Interest Rates June 2024	DOC REF: 11.3.2
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PURPOSE:

To advise Council on the current Interest Rates available.

Moved: Cr Britton

Seconded: Cr Beauchamp

That Council receive the comparison of interest rates report for information purposes only.

Resolution No.: 2024/07.18

Carried

TITLE:	Policy Review - 139 Related Parties Disclosure Policy	DOC REF: 11.3.3
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PURPOSE:

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

Moved: Cr Beauchamp

Seconded: Cr Britton

That policy 139 Related Parties Disclosure Policy be adopted as presented and that a copy of the updated policy be made available in the Councillor Information Hub.

Resolution No.: 2024/07.19

Carried

TITLE:	Policy New - 171 Work Experience and Volunteer Policy	DOC REF: 11.3.4
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PURPOSE:

To add to 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 Norton

That policy 171 Work Experience and Volunteer Policy be adopted as presented and that a copy of the policy be made available in the Councillor Information Hub.

Resolution No.: 2024/07.20

Carried

TITLE:	Financial Report for June 2024	DOC REF: 11.3.5
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PURPOSE:

Financial Summary as at 30 June 2024.

Moved: Cr Woodhouse

Seconded: Cr Britton

That the Finance Report for June 2024 be received for information.

Resolution No.: 2024/07.21

Carried

Paul Bawden Council's Economic and Community Development Manager joined the meeting at 1.01 pm.

11.4 Community Services

TITLE:	Economic & Community Development Report – June 2024	DOC REF: 11.4.1
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PURPOSE:

To provide Council with an update of the activities associated with Councils' Economic and Community development activities.

Moved: Cr Britton

Seconded: Cr Norton

That the Economic and Community Development Report for June 2024 be received for information.

Resolution No.: 2024/07.23

Carried

Henry Mascarenhas left the meeting at 2.03 pm.

TITLE:	Review of Boulia Arts and Cultural Policy Report	DOC REF: 11.4.2
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PURPOSE:

To provide Council with an opportunity to undertake its periodic review of the Arts and Cultural Policy and consider opportunities to better deliver programs across regional arts and cultural.

Moved: Cr Woodhouse

Seconded: Cr Beauchamp

That the amended Arts and Cultural Policy (policy 117), including the addendum, be adopted and the CEO be authorised to undertake the necessary implementation.

Resolution No.: 2024/07.24

Carried

Mr Bawden presented to Council some Community Based Initiatives for consideration:

- War Memorial Plaque (war memorial grant opportunity)
- Options for updating the street frontage of the Min Min Encounter (balustrade/sleepers, hard surface to footpath setback)
- Entrance to Robinson Park - proposed entry signage
- Marketing Boullia ('Heart of the Channel Country')
- Agritourism

Paul Bawden left the meeting at 2.17 pm.

TITLE:	Min Min Encounter & Boullia Heritage Centre Report – June 2024	DOC REF: 11.4.3
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PURPOSE:

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

Moved: Cr Britton

Seconded: Cr Norton

That the Min Min Encounter & Boullia Heritage Centre Report June 2024 be received for information.

Resolution No.: 2024/07.22

Carried

12 Late Reports

There were no late reports presented to Council.

13 Closed Session

John Oberhardt joined the meeting via Teams at 11.01 am in accordance with his deputation to Council, noted in item 9 of the Ordinary Council meeting agenda.

Lynn Moore, Henry Mascarenhas and Lily Williams left the meeting at 11.01 am.

CLOSED MEETING AT 11.01 AM

Moved: Cr Beauchamp

Seconded: Cr Britton

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

- (a) the appointment, discipline or dismissal of the chief executive officer;
- (b) industrial matters affecting employees;

Resolution No.: 2024/07.10

Carried

John Oberhardt left the meeting at 11.16 am.

OUT OF CLOSED SESSION AT 11.53 AM.

Moved: Cr Woodhouse

Seconded: Cr Norton

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

Resolution No.: 2024/07.11

Carried

Lynn Moore, Henry Mascarenhas and Lily Williams returned to the meeting at 11.53 am.

The following recommendations were resolved from the closed session: 2024/07.12

TITLE:	CEO Performance Review 2023-2024	DOC REF: 13.1.1
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PURPOSE:

To advise Council that the Performance Review of the CEO Lynn Moore has been completed.

Closed under Local Government Regulation 2012 (254J (3))

(a) the appointment, discipline or dismissal of the chief executive officer;

Moved: Cr Woodhouse

Seconded: Cr Norton

That Council receive the CEO Performance Review for 2023-2024 for information, comment and noting on file.

Resolution No.: 2024/07.12

Carried

Meeting adjourned for lunch at 11.55 am.

Meeting resumed at 12.22 pm.

CLOSED MEETING AT 2.18 PM

Moved: Cr Beauchamp

Seconded: Cr Britton

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

(h) negotiations relating to the taking of land by the local government under the Acquisition of Land Act 1967;

Resolution No.: 2024/07.25

Carried

OUT OF CLOSED SESSION AT 2.43 PM

Moved: Cr Britton

Seconded: Cr Beauchamp

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

Resolution No.: 2024/07.26

Carried

The following recommendations were resolved from the closed session:
2024/07.27.

TITLE:	Pitta Pitta Land Compensation Claim	DOC REF: 13.1.2
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PURPOSE:

To confirm Councils' position on the request for land for the Pitta Pitta Group land compensation through Department of Agriculture and Fisheries.

Closed under Local Government Regulation 2012 (254J (3))

(h) negotiations relating to the taking of land by the local government under the Acquisition of Land Act 1967;

Moved: Cr Britton

Seconded: Cr Beauchamp

That the CEO contact Department of Agriculture and Fisheries (DAF) advising that the Council may not have any objections to the amended map provided which does not include Lot 108 and Lot 107.

Council is requesting before they give their full consent - answers to the following:

- Who will be ultimately responsible for the management of pest and weeds on the property?
- Who is responsible for the fencing of the land as this adjoins the Town Common?
- Is there an expectation to provide services to the properties? Water, power, sewerage?

Resolution No.: 2024/07.27

Carried

14 General Business

The following points of consideration were raised by Council during the meeting and will be added to the Action List for further investigation:

- Installation of automatic sliding doors at entrance to the Min Min Encounter and checking of the operation of the side door at the Shire Hall.
- Post office: open sign for footpath
- Sourcing of new Grandstands for the Racecourse Reserve: this could be an avenue for clubs/Camel Races Committee to look into due to better access to funding opportunities for this sort of equipment compared to Council.

- Consider having the 'Discover Boulia' information booklet printed for the Min Min Encounter including post cards and map.

15 Meeting Closure

The Mayor closed the meeting at 3.08 pm.

16 Confirmed

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

Unconfirmed

11 Reports

11.1 Works and Operations

TITLE:	Director of Works and Operations July 2024 Report	DOC REF: 11.1.1
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REPORT BY:	Henry Mascarenhas Director of Works and Operations	DATE: 21/08/2024
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CORPORATE PLAN REFERENCE:

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

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

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

6.2.3: Improve disability access to facilities in each community

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To inform Council of the current utilisation and activities of the Works and Operations Department in line with all works and operations being undertaken for July 2024.

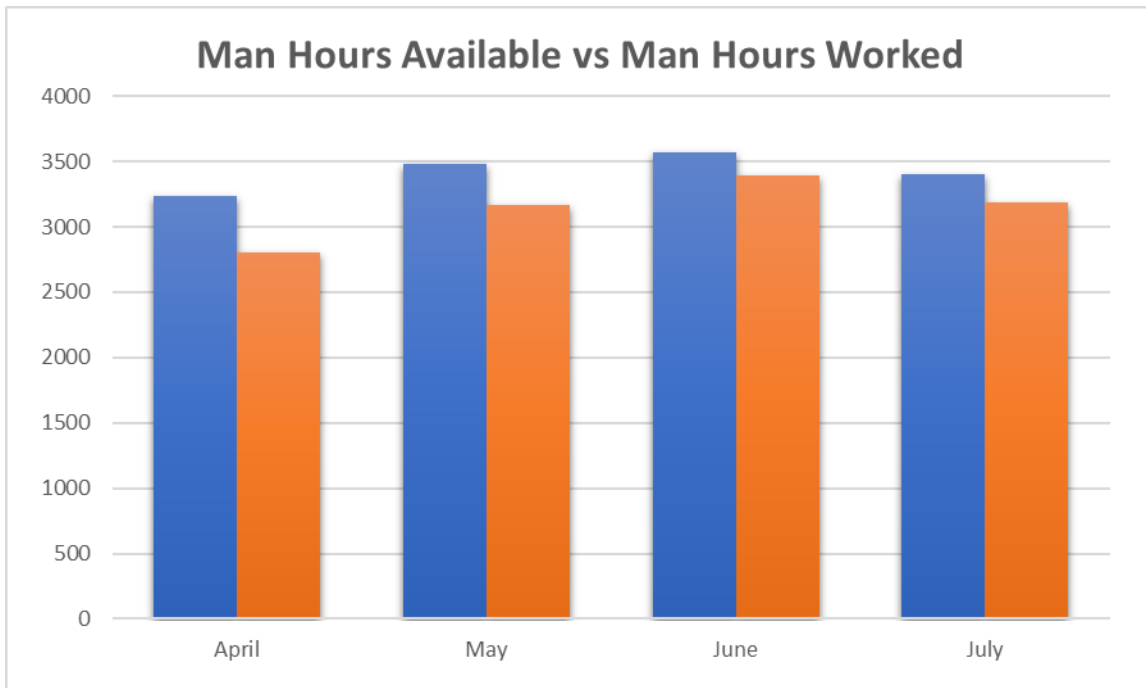
CONTENT:

Operations:

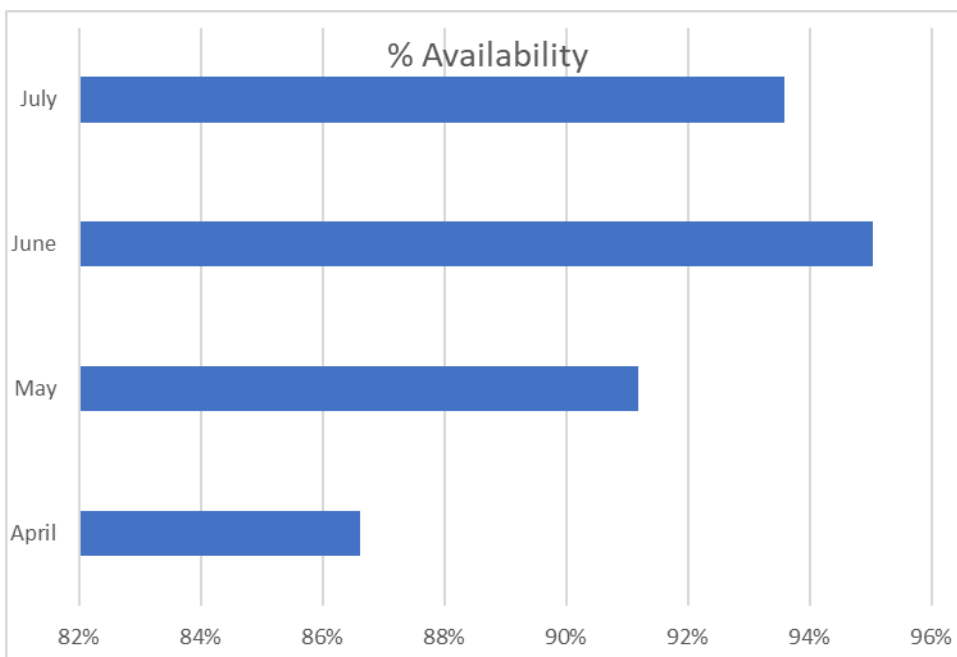
- 1) Engagement with Peter Shaw Electrical & Ventia to understand the cost for way forward on the Industrial Sub-Division.
- 2) Mobilization of Camp & Plant items from Donohue towards Waverley Creek to carry out 2 x TMR Projects.
- 3) Division of DWO Admin tasks whilst we wait for Maternity Leave cover replacement to start mid-August.

SHEQ: (Safety, Health, Environment & Quality)

- 1) Site visits carried out on the Boulia/Winton & Boulia/Mt Isa, as also on Local Network on Donohue, South Urandangi, Coorabulka Road, Link Road & North Urandangi Road & Toolebuc Road.
- 2) Opportunity for development noticed and addressed on the Mt Isa Road for a contractor performing slashing activity.
- 3) Submission of Grant requests to various funding bodies to ensure we have infrastructure available to support safety during flood season such as Flood Warning Infrastructure and relevant Dashboards.



A MoM improvement on Hours Worked as against Hours Available, there is room for improvement by way of assisting “Individuals” who are repeaters for high unplanned absenteeism.



Availability is tracking at 94% for the month, our ideal goal is 100%, this can be achieved by way of giving individual support for specific personnel.

Water Services:

- 1) Queensland Water representative David Whiskar visited Boulia on 22nd July, reviewed our Assets and Service offerings and gave positive feedback.
- 2) DWO Working along with QLD Water and other stakeholders to get LGGSP submission confirmed before 9th August 2024.

- 3) Direction provided to staff/contractors on the feedback to open valves every so often as recommended by QLD Water Representative in de-brief session.

People Services:

- 1) 1 Staff resignation from within Construction crew, advertising to commence and looking at short term options to minimize impact on production.
- 2) Significant amount of Training & Upskilling booked in for months of August & September.
- 3) Providing individual level support to staff who are struggling with getting into work consistently.

Projects:

- 1) BoSC has engaged Carpenter Law as our legal services to assist with the creation of the easement for the Racecourse Reserve.
- 2) Contract for Overtaking Opportunity has been signed between BoSC and TMR, mobilization of camp and other ancillary items has begun in earnest.
- 3) Completion of outstanding tasks on Truck Parking Bay (Line Marking & Solar Lights) booked in for August 2024.

Challenges:

- 1) Legacy Projects will take considerable time & focus to ensure close outs due to the influence of a wide variety of factors.
- 2) Structuring RMPC Crew and working in FY24/25 to ensure we have a baseline and use it to set benchmark unit rates.
- 3) Urandangi Way Forward being discussed at Officer level, and a plan being drafted for review by ManEx.

Way Forward:

- 1) LGGSP Grant Funding Application a high priority for Officers to address our Town Water challenges.
- 2) Industrial Estate Sub-Division close out of electrical works a matter of urgency.
- 3) Focus on Wills Street & South Urandangi Betterment tasks for completion between now and April next year.

CONSULTATION: Council Management, Council Staff, GBA, GK3, QRA

GOVERNANCE IMPLICATIONS:

All work to be completed within guidelines and budget allocations.

RECOMMENDATION:

That Council receive the Director of Works and Operations July 2024 Report for information.

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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TITLE:	Engineering Service Report July 2024	DOC REF: 11.1.2
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REPORT BY:	Stuart Bourne GBA - Senior Civil Engineer	DATE: 16/07/2024
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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 3: Economic Development - A sustainable local economy

3.2: Support local business and advocate for the region

3.2.3: Advocate and support the development of the Outback Highway

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 items through an information update.

CONTENT:

1. Visits to the Shire

Nil	
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2. Flood Damage Works

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

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

Western Submissions has been approved for \$3,838,088.82. Works have commenced.

Betterment Submission submitted for South Urandangi Road approved.

South West Queensland Flooding 6 - 23 January 2024 Activation lodged – Approved.

Tropical Cyclone Kirrily, associated rainfall and flooding – Activation Lodged – Approved.

All evidence has been collected and assessed.

Flood damage submissions to be broken up into the following:

Linda Downs and Linda Downs Link - Linda Downs, Linda Downs Link, [Lodged in MARs]

North East Roads – Pathungra, Toolebuc, Toolebuc-Middleton – **Completed** [Ready to be lodged]

North Roads – Selwyn, Selwyn Connection, Elrose - **Completed**, waiting for QRA to finalise rates [Ready to be lodged]

South Roads – Coorabulka, Slashes, Springvale, Warra, Montague [Ready to be lodged]

Western Roads – Donohue, Cravens Peak, Wirrilyerna, North and South Urandangi, Border and Headingly [Ready to be lodged]

The sum of all submissions - \$4,896,001.21

3. Donohue Highway: Outback Way Funding Package 3

There is 70.7 km left to seal which is about 30% (locations left are Lake Wanditti and Pituri to Kellys Ck and 2.7km near the emergency airstrip).

Design and CH clearance is complete for Stage 7 and 8. Works have commenced 5.5km sealed late October. The remaining 2.5km earth works has been postponed.

Donohue Reseals were completed 7th – 11th May

- CH111.10 - CH114.7
- CH116.45 – CH122.4
- CH206.45 – CH211.5
- CH223.5 – CH233

4. Priority Structures Upgrade. Waverly Creek Widening

DTMR have changed this project to Waverly Creek Widening and funding has been pushed into 24/25 FY.

5. Toolebuc Floodway

Survey and detailed design for a new floodway to improve the damaged floodway located at CH83340-CH83450 Toolebuc Road.

Currently, water is undermining the structure and the concrete floodway is in poor condition.

Detailed design completed.

6. Springvale Intersection

To provide basic turning treatments, compliant intersection geometry and warning/regulatory signage at this intersection are required to increase safety of the road users and mitigate crash risk.

Scope: Realignment and intersection upgrade.

Detailed design completed.

7. Pituri Creek Upgrade

Investigation into raising the level of the Pituri Creek section of the Donohue and putting in culverts to increase the flood resilience of this section. Drone footage was taken, detailed design completed.

CONSULTATION: Nil – information update only

GOVERNANCE IMPLICATIONS:

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

RECOMMENDATION:

That the Engineering Services Report – Newsbrief for July 2024 be noted.

ATTACHMENTS:

1. Flood Damage Events Detailed Summary [**11.1.2.1** - 1 page]

Reviewed by Director of Works and Operations	Mr Henry Mascarenhas
Approved by Chief Executive Officer	Ms Lynn Moore

Boulia Shire Council

Flood Damage Events - Detailed Summary (15/08/2024)

QRA Event Code	Activation	Type	Submitted Value(Inc PM,Esc and Cont)	Approved Submission Value (Inc PM,Esc and Cont)	Final Expenditure (Acquittal)	Comments
North and Central Queensland Monsoon and Flooding, 20 December 2022 – Match 2023	Jan-23	CDO – Reservoir Cleaning				3 Submissions Uploaded 1. Slashes Creek - Works completed and completion photos picked up. Ready for Acquittal 2. Eastern Submission - approved 3. Western Submission - approved Urandangi Bore Emergency Works Submission - approved Reservoir Cleaning Submission abandoned due to lack of evidence Urandangi South Betterment Application
	Jan-23	REPA Slashes Creek	\$298,804.41	\$292,926.90		
	Jan-23	REPA Easter Submission	\$2,793,821.10	\$2,746,669.39		
	Jan-23	REPA Western Submission	\$4,055,018.32	\$3,838,088.82		
	Jan-23	Emergency Works				
		Betterment Application	\$1,482,250.02			
South West Queensland Flooding 6-23 January 2024	Jan-24	Counter Disaster Operations				Activation Request Lodged in MARs - Approved Likely to be no REPA
	Jan-24	REPA				
Tropical Cyclone Kirrily, associated rainfall and flooding	Feb-24	Counter Disaster Operations				Activation Request Lodged in MARs - Approved Shire roads damage pick up completed. Linda Downs and Linda Downs Link Submissions lodged 10/6/2024 All other submissions ready to be lodged by Council
	Feb-24	REPA Linda Downs and Linda Downs Link				
	Feb-24	REPA North	\$503,104.11			
	Feb-24	REPA North East	\$640,032.03			
	Feb-24	REPA South	\$1,447,707.74			
	Feb-24	REPA South	\$1,091,891.25			
Feb-24	REPA Western	\$1,213,266.08				

TITLE:	Foreman Town Services and Utilities Report July 2024	DOC REF: 11.1.3
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REPORT BY:	Ron Callope Foreman Town Services and Utilities	DATE: 07/08/2024
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CORPORATE PLAN REFERENCE:

- Key Priority 6: Supporting local services and facilities
- 6.2: Support an active healthy community
- 6.2.1: Encourage and promote community wellbeing, including healthy and active lifestyles
- 6.2.2: Maintain a high quality of life by providing facilities and resources that encourage a secure, interactive and progressive community lifestyle
- 6.2.3: Improve disability access to facilities in each community
- 6.2.4: Facilitate health and medical service provision for Boulia and Urandangi

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To inform Council of the current utilisation and activities of the Town Department during the month of July 2024.

CONTENT:

Racecourse:

Arena and Grounds	July was a busy month with the early arrival of campers, exiting the Big Red Bash due to wet weather, in the lead up to the Camel Races. Efforts were made to accommodate the influx with amenities blocks being opened early and kept well maintained through that time. General maintenance will continue as we prepare for upcoming events with a focus on re-establishing lawns in key areas. The cattle yards are being kept in good order with preparations underway for our upcoming Organic Integrity Audit as we transition our accreditation to ACO.
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Town water testing and depot maintenance:

Chlorine level testing	The plant has continued running at full capacity and levels have been sitting in our desired range. The new installation of the Saltwater Chlorinator has been monitored closely and due to low levels of water usage the automatic dosage has dropped and has had to be rectified with the manual dosage system.
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QLD Water has recommended flushing of reticulation system, as such discussions have occurred on opening of valves every 3 to 4 weeks as used to be the case.

Town Entrances:

Three Mile Campground	Three Mile campground was maintained to a high standard throughout the influx of tourists brought on by local events and unfavourable weather conditions. We have received positive feedback from multiple tourists stating that the grounds were well kept and looking great. Monitoring and maintenance of the campground will be ongoing as the steady flow of campers continues through the cooler months.
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Parks and Gardens:

Council, Min Min Encounter, ANZAC and Airport gardens	Town gardens have been looking great due the dedication and consistency of our Parks and Gardens Crew, who are managing the cooler weather along with general maintenance being upkeep around town. Planning for the proposed upgrade of both entrances to town is still ongoing.
Mowing/Whipper Snipping	<p>Our crew was kept busy with mowing and whipper snipping. Works completed in the following areas on these days throughout July 2024:</p> <ul style="list-style-type: none"> • 2nd July – Airport • 3rd July – Medium Strips • 4th July – Sports Centre, Council Depot • 5th July – Pensioner Units • 7th July – School Safety Park • 8th July – Vacant Council Housing • 9th July – Stonehouse • 10th July – Robinson Park • 12th July – Town Entrances, Fire Station • 16th July – Medium Strips • 17th July – Min Min Encounter • 18th July – Post Office • 19th July – Main Office • 22nd July – Pensioner Units • 23rd July – Melrose • 24th July – Airport • 25th July – Oval

RMPC/Works Crew:

Working within the new budget, the crews have been concentrating on guideposts and pothole repair on the Winton Road.

RMPC Surface Correction and Edge Repair on the Mount Isa Road has been an ongoing job due to damage and previous weather conditions delaying the process.

Concrete batching and other Private Works requests remain on a regular basis, however, are not currently an interruption to RMPC works.

Urandangi	Council services continued over the month of July as required (rubbish collection etc). Work remains focussed on the continued clean up and management of fire risk. Slashing is planned and will be ongoing based on availability of Council staff or a Contractor resource for the Airstrip. There is still a current Boil Water Alert in Urandangi and is in effect until further notice.
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Water and Sewerage: Boulia Township

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

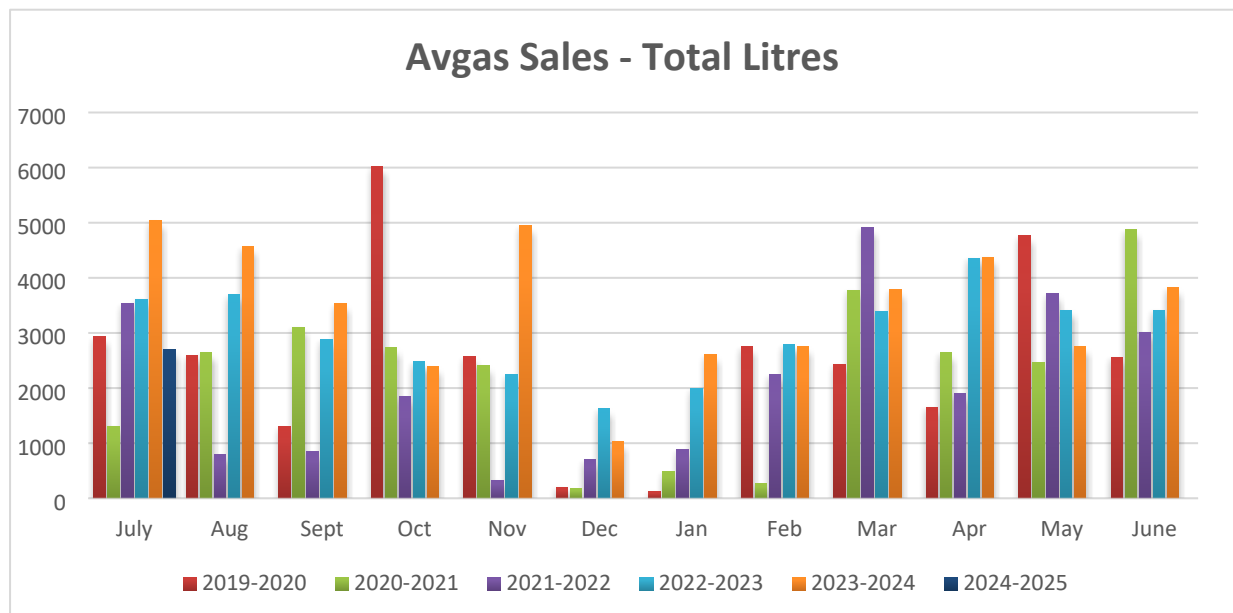
Urandangi Township

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

Boulia Airport activity:

Number of call outs: RFDS/Life Flight Rescue	0
Avgas/Jet A1 Refuelling	Total 26 – 26 self-fuelled through Compac

Yearly inspection for Boulia Airport has been completed by Jasko, snags have been identified and these will be addressed over the coming months. ARO Training has been booked for 1st Week of September 2024.



Road Report Closures Statistics:

July 2024	Boulia/Dajarra	Dajarra/MtIsa	Boulia/Winton	Boulia/Bedourie	Boulia/Qld Bord.
Open	31	31	31	31	16
Closed	0	0	0	0	4
Restricted	0	0	0	0	11

July 2024	Dangi Sth	Dangi Nth	Dangi Border	Toolebuc	Coorabulka	Slashes Ck	Springvale	Selwyn
Open	6	6	6	6	6	6	6	6
Closed	0	0	4	0	12	12	12	0
Restricted	25	25	21	25	13	13	13	25

MetroCount Roadside Unit:

Month	Road	Days	AADT	Total All Vehicles	Total HV	AADT % HV
May 2024	Burke St (Pool)	16 days	230	3678	101	2.7
June 2024	Burke St (Pool)	30 days	202	6047	134	2.2
July 2024	Burke St (Pool)	31 days	531	16458	291	1.8

AADT - Annual Average Daily Traffic

HV - Heavy Vehicles

Boulia Feral Animal Bounty Claims:

Feral Pigs	0
Feral Dogs	0

CONSULTATION: Director of Works and Operations as required.

GOVERNANCE IMPLICATIONS: All work completed within budget allocations.

RECOMMENDATION:

That Council receive the Foreman Town Services and Utilities July 2024 Report for information.

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations	Mr Henry Mascarenhas
Approved by Chief Executive Officer	Ms Lynn Moore

TITLE:	Foreman Road Maintenance and Construction Report July 2024	DOC REF: 11.1.4
REPORT BY:	Jimmy Newman Foreman Roads, Construction and Maintenance	DATE: 13/08/2024

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 2024.

CONTENT:

Current and upcoming projects are as follows:

- July works on 3km section at Chainage 223 has now been completed.
- Completed Prime (20 July) and Seal (23 July) with 3km section is now open on Donohue.
- Camp moving to Waverly Creek on Dajarra – Mount Isa Road to commence work on new overtaking lane. Work is ongoing.
- Completed construction of detour around a grid to be replaced at Chainage 184 on Donohue Highway.
- Anticipated return to works on Donohue will be around April/May 2025





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 2024 Report for information.

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations	Mr Henry Mascarenhas
Approved by Chief Executive Officer	Ms Lynn Moore

TITLE:	QRA Flood Damage Works Department July 2024	DOC REF: 11.1.5
REPORT BY:	Gordon Stumbris Consultant Works Overseer	DATE: 18/07/2024

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 2024.

CONTENT:

July 2024 has been a busy month of achievements from our road contractors, highlighted by the following:

Current Projects from the Western Submission No. BoSC.0028.2223.REC Dec 22-April 23

Mixed Crew

- Headingly Road – Total length 60.45km. Progress along Headingly Road is well on track, once again damage was of a severe nature with the following treatments utilised **(A)** Heavy formation grading **(B)** Medium formation grading.

Harris

- **Harris A:** Commenced medium formation grading of the Donohue Highway from Linda Downs Link Road on all damaged sections along the unsealed pavement (QRA funded works) to the existing seal at Ch 198.00. This crew has now been shifted to Coorabulka Road at the newly constructed concrete floodways to finalise all roadworks, so we can activate/open our new road.

Harris

- **Harris B:** Donohue Highway, medium formation grading from Linda Downs Link Road back towards Boulia, finishing up at the existing seal Ch 122.49. This program of restoration grading was funded by QRA under the December 2022 to April 2023 rain event.

Future Works

Completion of Damage to Headingly Road (Mixed Crew)

Commencement of Major Damage (Kirrily Event Jan 2024 - Feb 2024) along Linda Downs Link/Linda Downs Road.

South Urandangi Road: Carry out import and uplift of carriageway on sections CH 58.2 to CH89.97.

Wills Street Culvert: Replace existing FWY with a Culvert for Wills Street plus better the road surface.

BoSC.0040.2324U.REC: This submission has been pulled back from QRA to review suggested treatments and will be re-submitted once confirmed by CWO & DWO.

Coorabulka Floodway "1" Prior to road hookups



Coorabulka Floodway "1" Post road hookups



CONSULTATION:

GBA
GK3
Queensland Reconstruction Authority
Director of Works & Operations
Chief Executive Officer
Station Owners
Morcom Surveyors

GOVERNANCE IMPLICATIONS:

All work completed within QRA guidelines and budget allocations.

RECOMMENDATION:

That the QRA Flood Damage Works Department July 2024 Report be received for information.

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations	Mr Henry Mascarenhas
Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore

TITLE:	Rural Lands Protection Officer July 2024 Report	DOC REF: 11.1.6
REPORT BY:	Graham Smerdon Rural Lands Protection Officer	DATE: 21/08/2024

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 the feed in the lease paddocks and the Town Common checking on stock route facilities and domestic animal control and weed control.

TOWN COMMON:

The feed on the Town Common is looking the best I have ever seen in a couple of years due to the rain falls in the last couple of months.

PONY/CAMEL PADDOCKS:

The feed in both paddocks is holding up well with there only being 3 horses in the Pony and 3 camels in the Camel Paddock.

DOMESTIC ANIMAL CONTROL:

There were two feral cats trapped and humanely put down.
 With the letter for residents to get their dogs registered and to renew their dogs registration having gone out, there has been a steady flow of people coming in and getting their dogs registered.

CWRPM (TECHGROUP):

There is a team's meeting being held on the 6th of August 2024. I will report on this meeting my August report.

WEED SPRAYING SHIRE ROADS:

No weed spraying was done this month.

RMPC:

I will be starting the RMPC weed spraying in August.

GRAVEL/BURROW PITS:

I am still waiting for the pits that I have to revisit and check on the kill rate of the Parkinsonia Bushes that are still growing in them. The pits where I got the 99% to 100% kill rate have not shown any signs of regrowth so far.

STOCK ROUTE:

I have put in an EOI for funding for the Hamilton bore/water facility to replace the soil and to straighten up the water troughs that were moved and had the soil removed from around and under them with the last big flood event. I am just waiting to hear back if I was able to get the funding.

1080 BAITING:

The sale of the new 1080 Warning Signs has seen four properties so far contact me and buy some of the signs with 15 signs so far being sold.

A property brought 400 of the De-K9 manufactured baits.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Rural Lands Protection Officer July 2024 Report be received for information.

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations	Mr Henry Mascarenhas
Approved by Chief Executive Officer	Ms Lynn Moore

11.2 Office of the Chief Executive

TITLE:	Chief Executive Officers Report July 2024	DOC REF: 11.2.1
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REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 21/08/2024
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

5.2.4: Ensure transparency and accountability through integrated performance management reporting

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

NWQ Local Resilience fund – QRA \$4.6m

The submission for the priorities have been provided and we are still awaiting a response/approval to proceed from QRA. Our projects remain:

- Hamilton Channels – upgrade to three channels - Transport and Main Roads are supportive of this project.
- Flood warning infrastructure for the Georgina Bridge and the Longreach Channels which has now been quoted for and is ready to begin as soon as this project is approved.

Grant - Queensland Flooding Flexible Funding Grant - \$100k (QFFFG) QFFFG2L017

Flood warning infrastructure quotations have been received for Marion Downs Bridge on Bedourie Rd and Valley Creek on Mt Isa Rd. The damaged sites on Winton Boulia Rd will also be replaced and included in the one project.

Grant – Queensland Risk and Resilience Fund Grant - \$459K (QRRF)

Application for flood warning infrastructure for the Urandangi North Rd, South Rd, Urandangi Border Rd (at Urandangi and NT Border), Donohue Hwy intersection with Mt Isa Rd and Donohue Highway at the NT Border has been approved and designs and quotes received.

Donohue Highway – Federal Government Funding

Council work crews have successfully completed the first section of the Project Proposal Report (PPR) for Stage 7 PPR1 A chainage 170.5 to 176.5 - \$2.2m.

The second section of this road PPR1 B chainage 176.5 to 178.5 - \$672K has been delayed due to rain events.

The delays have been communicated to the Federal Government.

Submissions for future road sections which have been completed and submitted for evaluation by the Federal Government are:

- Package 3 stage 7 PPR1 C chainage 178.5 to 182.5 (on hold)
- Package 3 Stage 5 PPR3 C/D chainage 220.3 to 223.5 - noting that work is now completed and the section has been sealed.

Ergon Street Lighting – extra lights

Our application in January for a further 18 streets lights in Boulia – still waiting for Ergon.

Positions Vacant:

RMPC Leading Hand	Applications received and interviews completed.
Groundsman	No applicants - specifically, to maintain the lawns in the Council staff housing units.
RLPO trainee	Advertising at present.

Events/Conferences/Training

Date	Activity	Attendees	Location/completed
27th to 28th Aug	RAPAD F2F	Mayor Rick Britton Cllr Sam Beauchamp	Longreach
27th to 29th Aug	LGMA conference	CEO Lynn Moore DCS Kaylene Sloman	Cairns
2nd to 3rd Sep	Outback Highway AGM	Mayor Rick Britton All Councillors	Boulia – Hosting event
4th to 5th Sep	Western Qld Alliance of Councils	Mayor Rick Britton CEO Lynn Moore Dep Mayor Jack Neilson	Mt Isa
18th Sep	Elected Member Update training (EMU)	All Councillors	Boulia Shire Hall
27th Sep	Council Meeting	All Councillors	Boulia Shire Hall
21st to 23rd Oct	LGAQ Annual Conf	Mayor Rick Britton Cllr Jan Norton Cllr Julie Woodhouse?	Brisbane
25th Oct	Council Meeting	All Councillors	Boulia Shire Hall
26th to 27th Nov	RAPAD AGM	Mayor Rick Britton CEO Lynn Moore Dep Mayor Jack Neilson	Brisbane
29th Nov	Council Meeting	All Councillors	Boulia Shire Hall
13th Dec	Council Meeting	All Councillors	Boulia Shire Hall

RECOMMENDATION:

That the CEO Report for July 2024 be received for information.

ATTACHMENTS: Nil

Chief Executive Officer	Ms Lynn Moore
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TITLE:	Action List Update July 2024	DOC REF: 11.2.2
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REPORT BY:	Ms Lynn Moore Chief Executive Officer	DATE: 21/08/2024
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CORPORATE PLAN REFERENCE:

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

RISK MANAGEMENT:

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

PURPOSE:

To present to Council an updated Action List.

CONTENT:

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

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

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

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That Council receive the Action List update for July 2024 for information.

ATTACHMENTS:

1. Action List update July 2024 [**11.2.2.1** - 9 pages]

Chief Executive Officer	Ms Lynn Moore
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Bouliia Shire Council Action List

	DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
Friday, 27th August 2021					
1.	27/08/2021		Look at creating a bigger passing-pad at the give-way sign and possibility of moving the sign to the Town side. 1. Waverley Creek	DWO - oversight WMgr - action Road crew - delivery Budget - TMR TIDS	23/07/2024: Being addressed as TMR Project # 3015377 05/06/2024: Notice to Offeror for CN-22774 received from TMR. 22/05/2024: Special Projects for FY24/25 as per discussion between BoSC & TMR 19/4/2024 This program has been allocated to the 2024-2025 TIDS program – awaiting designs and scope of works from TMR.
Friday, 16th December 2022					
2.	16/12/2022		Min Min Encounter Entrance - the concrete entrance to the Encounter is showing noticeable signs of cracking which is a presentation issue for the tourist attraction.	CEO - Action WMgr - investigate DWO - oversight CSM - Info Budget - Tourism	10/06/2024 Budget from 23/24 will carry over to 24/25, total of \$26,000, already spent \$5,396 08/05/2024 This item to be discussed at ManEx. Beck Britton has some ideas to propose and so that ManEx team can confirm scope of works. 31/10/23: Planter boxes and seating ordered and received, to be installed by carpenter in off tourist season.
Friday, 21st April 2023					
3.	21/04/2023		Cars to be removed from Urandangi after flood event. <i>Ronnie to arrange this asap.</i>	RUS - action WMgr - oversight Budget - Flood?	23/07/2024: Being planned with an execution for August 2024 10/06/2024: Operational funds in Waste Mgt Urandangi \$20,000 available 22/05/2024: Shall be completed by end of June 2024. 15/2/2024 Further flood events have prevented this from occurring. 20/11/2023: removal in early 2024.
Friday, 18th August 2023					
4.	18/08/2023		Shade for Robinson Park – Concept brief to be completed by ECDM	ECDM - grant? W4Q?	8/7/2024 : W4Q Project Submission has been made.


				Budget - Gen Res/town mtce or grant funding	10/06/2024: Funds budgeted in 2024/25 Capital Budget, dependent on grant funding. 24/4/24 Ordinary Council Meeting comment: consider looking at fixed roof and not a sail cloth (example similar to hall side of roof) 20/3/2024 Cllr Norton provided different option to 'shade sails'. This was forward to Council on 20/4 after budget review for their consideration.
Friday, 19th January 2024					
5.	19/1/24	2024/01.20	Tender: T2023-24.5 Sale of lots L404/B2671 and L405/B2671 Mulligan Street, Boulia (closed) (b) A survey for an access easement across the rear of lots L404/B2671 and L405/B2671 (to Council's requirements) be undertaken and registered by Boulia Shire Council. Action request from 23/2/24 Ordinary Meeting: Review on Easement to be completed – consider if Council should develop and possibly sell blocks. Divert water and develop road?	DWO - primary WMgr - delivery Budget - Land Dev	10/07/2024 Paperwork is progressing on transfer of ownership for one of the blocks. Investigations continue how to progress ownership transfer for the second block. 10/06/2024 Contacting previous owners to get permission for signatures to complete transfers via Solicitor. 22/05/2024: BSC does not own the land as of date, this is being investigated by CEO EA, and once landownership has been identified, next steps can be progressed in terms of Survey. 02/05/2024 Tony Morcom working on application documents regarding easements. 27/2/2024 Tony Morcom surveyor has been contacted to proceed with the easement survey for future land development. 27/2/2024 No further interest has been shown by any applicants. 22/1/24: Letter sent to tender applicants
6.	19/01/2024		Wash Down Bay Council requested fees for charging to use the washdown bay-payment options to be investigated.	WMgr - action Budget - Gen Res	22/05/2024: WIP 15/4/2024 WMgr to contact Winton Shire Council to review their facility.
7.	19/01/2024		Outback Way Funding BSC to review Longreach Channel on the Donohue Hwy with the installation of culverts. This channel goes under water before the Georgina River crossing.	DWO - primary GBA - design WMgr - delivery Budget - subject to grant funding	23/07/2024: Grant funding from QRA has been released, submission will be made to present BoSC case. 22/05/2024: Being investigated with QRA as a part of the \$18M funding available, as also discuss under Donohue Workshop.

					15/4/2024 DWO to discuss with Stuart from GBA on his next visit for future upgrades to the Longreach Channel.
8.	19/01/2024		Boulia Household Water BSC to investigate and advise on: 1. Installation of a third water-storage tank. 2. Cyclone separating system for debris. 3. Modular filtration system (and Treatment Officer on a retainer basis). Dual water supply? To reduce treated water usage? 4. Water filters for each residence and business in the township.	DWO - primary WMgr - investigation Budget - W4Q/LGGSP?	09/08/2024 LGGSP submission made. Awaiting outcome. 23/07/2024: LGGSP submission being drafted to carry out Plan & Capital Works 10/06/2024 Capital Budget item of \$4m added to 2024/25 Budget, dependent on grant funding being available. 22/05/2024: QLD Water Representative invited to visit Boulia to see "As Is" and provide some guidance, rather than engage a consultant at the front end. 17/04/2024 Currently investigation work in progress. 5/3/2024 On hold with further work from hydrologist. Further contact to be made with Carbon and Water to investigate ALL potential solutions to this ongoing problem.
Friday, 23rd February 2024					
9.	23/02/2024		Cllr Norton: requested Council address the excessive mozzies in the man-made water hole between Harris Yard and Burke River	RLPO - investigation WMgr - oversight	22/05/2024: No need of fogging with current climate change. Further investigation into the water hole to be completed.
10.	23/02/2024		Cllr Beauchamp: Library plumbing issue – machine clearing sewer lines – should Council buy own water jetter	DWO/WMgr Plant Committee Budget - CAPEX 24/25	10/6/2024 Plant Committee to review.
Tuesday 12th March 2024					
11.	12/03/2024		Cllr Britton: Suggested each Councillor attend one of the face to face RAPAD meetings	CEO - noting EA - action Budget - RAPAD	01/7/2024 August meetings to be held 27 th -28 th in Longreach. Second Councillor attendance tbc. Accommodation bookings reserved. 10/6/2024 Next F2F RAPAD meeting 20/8/2024 – location to be confirmed
12.	12/03/2024		Cllr Neilson: Investigate potential for footpaths to be done via TIDS funding	W/Mgr - investigate RUS - action Budget - TIDS/Gen Res	19/08/2024 Information webinar for funding applications being held 21/8, Council staff to join to assist with funding application preparation. 23/07/2024: 2 TMR Funding packages available under Active Transport + Walking Grants, investigation

					<p>continuing with a view of submitting for both funding streams.</p> <p>22/05/2024: TIDS being channelled on Donohue, PCMP is better opportunity, investigating this further.</p> <p>24/04/2024 Ordinary Council Meeting note: Contact to be made with Kate Birse re unallocated funds for footpaths and kerbs.</p>
Wednesday 24th April 2024					
13.	24/4/2024		Investigations to be made about rating categories for wildlife reserves (currently zoned as nature reserves)	DCS - investigate	10/6/2024 To be investigated.
14.	24/04/2024		LGAQ Annual Conference 21-23 Oct. in Brisbane – Mayor would like all Cllrs to attend on rotation moving forward. Cllr to attend this years conference (with Mayor and CEO) tba upon conference program becoming available.	CEO Assist – action CEO - oversight	<p>07/08/2024 CEO unable to attend, Cllr Woodhouse to attend with Mayor and Cllr Norton.</p> <p>28/6/2024 Cllr Norton nominated attendance with Mayor and CEO.</p> <p>10/6/2024 Nomination required for Cllr.</p> <p>29/04/2024 CEO, Mayor and one Councillor to attend this year.</p>
15.	24/04/2024	2024/04.3	2. That a future budget allocation be considered in the 2024-2025 budget for Councillor and Management attendance at future Australian Institute of Company Directors AICD (or like) training.	DCS - Budget	10/6/02024 \$10,000 allocated in the 2024-2025 budget. RAPAD is also looking into Regional training for new Cllrs and Mayors.
Friday 31st May 2024					
16.	31/05/2024	2024/05.12	<p>1. That the Council agrees to become a member of the proposed CUC RAPAD.</p> <p>2. That the Council nominates the Mayor to act as Director of the proposed CUC RAPAD in a similar capacity as the current Directorship of RAPAD.</p> <p>3. That the Burke Street Hall be confirmed as the location for future training opportunities for the local community as an 'inkind' contribution to the project for community advancement.</p> <p>4. That the CEO advise RAPAD of the outcome of this resolution.</p>	CEO – action	<p>19/07/2024 CUC Progression meeting held.</p> <p>10/6/2024 CEO – Mayor has signed the documentation for Boulia to Participate in this program and the documents have been sent back to RAPAD/CUC.</p>
17.	31/05/2024	2024/05.17	That Council proceed with the proposal to purchase the artwork from the Outdoor Billboard Gallery and authorise the Chief Executive Officer to carry out the purchase.	CEO Assist – action CEO - oversight	17/6/2024 Email to OHDC to proceed.

18.	31/05/2024	Cllr Woodhouse	Increased Social Housing Councillor Woodhouse raised the need for having short term emergency housing available in Boulia. Item to be added to the Action List for further progressing.	ECDM - action CEO - oversight	19/07/2024 See CEO monthly information report in July 2024 Ordinary Meeting agenda for comments on funding opportunities identified. 17/6/2024 Land availability will determine this. Meeting with Qld Housing held and proposals put forward – they have nothing in line for Boulia.
19.	31/05/2024	Cllr Norton	Pipe out the front of the Min Min Encounter bent (water main)	DWO/WMgr - action	17/6/2024 Investigated.
20.	31/05/2024		Letter to be sent to the Committees advising that in June each year they need to submit a request to Council regarding the proposed in kind support they will need for the financial year. This will allow Council to plan ahead for equipment/manpower etc. (Workcamp)	CEO/CEO Assist - action	17/6/2024 Letters to all clubs completed with date to reply with requirements set at 30 th Sep each year.
Friday 28th June 2024					
21.	28/06/2024	2024/06.11	That the Urandangi Drinking Water Scheme be transitioned to a non-potable supply to Commence Monday 2nd December 2024 and that the associated actions required are completed prior to this time.	DWO - Action	02/07/2024 Copy of Council resolution sent to GBA. In progress.
22.	28/06/2024		QGAP – CEO to look into current services being provided. What Community Housing tasks are being completed? Are listings of housing applications being kept? Weather station duties?	CEO – Action	Pending
23.	28/06/2024	Cllr Britton	Grill at Roadhouse (where vehicles enter) is clogged up. Can this please be cleaned.	DWO - Action	19/08/2024 Task has been completed
24.	28/06/2024	Cllr Britton/ Cllr Beauchamp	Potholes around Seven Post Creek and Bore Creek require attention	DWO - Action	19/08/2024 Bore Creek WIP
25.	28/06/2024	Cllr Britton	Can we approach Road Contractor to see if they can run a water track over the track coming into town because with the recent winds, all the dust from that area seems to be blowing dust in over town.	DWO – Action	19/08/2024 Will be assessed at the onset of next dry patch.
26.	28/06/2024	Cllr Norton	Footpath on Herbert Street where the old pool site used to be (next to Desert Sands Motel/corner of Herbert and Hamilton Street) - needs repair, is getting worse	DWO – Action	19/08/2024 Information webinar for funding applications being held 21/8, Council staff to join to assist with funding application preparation. 19/07/2024 Investigating funding opportunities for footpaths.
27.	28/06/2024	Cllr Norton	Parking signage at the Catholic Church - Can parking signage please be placed there until line marking is able to be done?	DWO – Action	02/08/2024: Line marking has been scheduled Pending

28.	28/06/2024	Cllr Norton/ Cllr Beauchamp	Give way sign on Burke Bridge – why is the give way sign on the bridge side coming into town as opposed to on the bridge side going out of town (speed for vehicles going out of town would be slower, so sign would make more sense on town side?). If sign has to remain on the Caravan Park side of the bridge, we need more warning signage in the approach to the bridge e.g 'give way ahead' and 'one lane ahead' at the 60 speed sign.	DWO – Action	23/07/2024: Under discussion with TMR as it's their corridor, they need to review their process to make this happen.
29.	28/06/2024	Cllr Woodhouse	Soap needed at Peak Creek and Waverly Creek toilets. Are the Waverly Creek toilets working properly?	DWO – Action	02/08/2024: Completed 23/07/2024: Quality are looking after all toilet cleaning, "Peak" tourism season we are doing 2 x cleans a month.
30.	28/06/2024	Cllr Woodhouse	Purple bins around town – no lids and handles missing. Can staff make notes of damaged bins when doing bin collections	DWO - Action	02/08/2024: Completed
31.	28/06/2024	Cllr Norton	Dajarra toilet block issues – cleanliness issues and being in working order?	DWO - Action	23/07/2024: CSC were contacted they have advised there is a pump issue and they do not have an ETA on resolution.
Friday 26th July 2024					
32.	26/07/2024	2024/07.27	That the CEO contact Department of Agriculture and Fisheries (DAF) advising that the Council may not have any objections to the amended map provided which does not include Lot 108 and Lot 107. Council is requesting before they give their full consent - answers to the following: · Who will be ultimately responsible for the management of pest and weeds on the property? · Who is responsible for the fencing of the land as this adjoins the Town Common? · Is there an expectation to provide services to the properties? Water, power, sewerage?	CEO – Action	01/08/2024 In progress, CEO has sought advice from King & Co.
33.	26/07/2024	Cllr Norton/CEO	Installation of automatic sliding doors at entrance to the Min Min Encounter and checking of the operation of the side door at the Shire Hall.	ECDM – Action (MME) Admin Super – Action (Shire Hall)	19/08/2024 An inspection of the building has been undertaken and as illustrated in the photograph there would be challenges to install a traditional sliding door due to the curvature of the building. During discussions with MME staff, it was noted that the doors are quite heavy, and both may need to be opened, to assist a person in a wheel. It is proposed to engage a trades person to investigate the spring devise/closing mechanism.

					
					14/08/2024 Shire Hall side door being investigated.
34.	26/07/2024		Post office: open sign for footpath	DCS - Action	14/08/2024 Reviewed, this is not practical.
35.	26/07/2024	Cllr Woodhouse	Sourcing of new Grandstands for the Racecourse Reserve: this could be an avenue for clubs/Camel Races Committee to look into due to better access to funding opportunities for this sort of equipment compared to Council.	ECDM - Action	19/08/2024 A number of proposals have been recognised at the Racecourse Reserve that can improve activities and amenity. There was a meeting some time ago with representatives of the groups in attendance. A report is on the Agenda for August Council Meeting, that proposes the establishment of a 'Racecourse Reserve Advisory Committee of Management' to consider current activities, infrastructure initiatives and coordination between groups.
36.	26/07/2024	Cllr Norton	Consider having the 'Discover Bouliá' information booklet printed for the Min Min Encounter including post cards and map.	ECDM - Action	Appreciating the benefits of new technologies it is suggested that the current arrangements with visitors able to access a booklet and/or map be retained. New approaches will continue to be investigated to improve visitor experiences.
Wednesday 14th August 2024					
37.	14/08/2024		Proposal to change Council flag from only emblem to new Council stacked logo	Admin Team	14/08/2024 Have created a sample flag to be discussed at Council meeting in general Business

COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS

NUMBER	DATE	Staff Member	PROJECT ISSUE:	RESPONSE
1.	19/6/2020	DWO/WMgr	TOURISM/ LIVEABILITY Cllr Edgar: Dam/recreational water park (boating etc)	15/2/2024: To be reviewed during the 'visioning' project - new Council March 2024 – review of Corporate Plan in 2024-2025 26/02/2021: Alternative dam location - obtain drone footage to identify potential location. This has been raised several times.
2.	19/06/2020	ECDM/WMgr	BRANDING/TOURISM 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	15/2/2024: To be reviewed during the 'visioning' project - new Council - March 2024 – review of Corporate Plan in 2024-2025 31/10/23: Signs quite expensive, subject to funding?
3.	26/02/2021	WMgr	TOURISM/LIVEABILITY Cllr Edgar – water at the Rodeo Grounds, consider installing automated sprinkling system	15/2/2024: To be reviewed during the 'visioning' project - new Council - March 2024 – review of Corporate Plan in 2024-2025
4.	17/08/2020	WMgr	TOURISM Cllr Edgar: Consider possibility of installing a walking track from the Sports Centre (Burke River Bridge -suggested) to the Rodeo Grounds Stakeholders: Pitta Pitta, Ventia, Workcamp	Review of Corporate Plan in 2024-2025 15/2/2024 Pitta Pitta land compensation case will impact this and also the freehold land which intersects land between the Burke River Bridge and the Racecourse. 13/6/2023: Possible legacy project through Ventia (NBN) could get this off the ground. Discussions commenced. 24/11/22: idea for a bird hide along trail maybe eligible for funding from enviro grant in 2023. Depot working on costings for gravel, guideposts/labour, and plant. Indigenous story signs to be developed with locals.
5.	23/06/2023	Councillors CEO/DWO	LIVEABILITY - FUTURE RESIDENTIAL LAND SIZING consideration to be given on what size blocks could be made.	15/2/2024: To be reviewed during the 'visioning' project - new Council - March 2024 – review of Corporate Plan in 2024-2025 20/11/2023: Discussion workshop held. Brainstorming ideas noted for future consideration.
6.	22/09/2023	Cllrs	LIVEABILITY - FUTURE PLANNING Councillor Neilson suggested that boarding type accommodation be considering in Council's future planning.	17/6/2024 Council has received development application for private boarding - currently being advertised. 15/2/2024: This is an option which needs to be considered by private individuals/organisations.
7.	22/09/2023	DWO	ECONOMIC DEVELOPMENT - HEAVY DUTY TRUCK BAYS AND MOBILE TOWERS Councillor Britton suggested future consideration be given to heavy duty truck bays and mobile towers between Boulia and the Northern Territory.	15/2/2024 CEO: To be considered during the construction of the Donohue Highway as funding becomes available.
8.	21/10/2022	WMgr	LIVEABILITY Cr Norton: Can we put in a 40km speed sign for Road Trains only – talk to TMR about this for the main street	10/11/2022: The request has been sent to TMR. Awaiting road inspection by TMR.

9.	23/02/2024	CEO	LIVEABILITY Post Office/Community Hub: if Community Hub doesn't go ahead, consider Post Office being moved or refurbished and getting a container for mail (e.g 10x7 foot)	17/6/2024 Stage 'F' of the Community Hub is being planned. Possible with a reduced scope excluding the Library.
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TITLE:	WQLGA - winding up process for RAPAD Councils	DOC REF: 11.2.3
REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 21/08/2024

CORPORATE PLAN REFERENCE:

Key Priority 8: Proactive and responsible leadership
8.2: Strong representation
8.2.2: Develop and maintain partnerships with regional organisations

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 the re-allocation of funds from the WQLGA NFP organisation to support the WQALC.

CONTENT:

RAPAD member Councils of the WQLGA should be aware that the WQLGA has been wound up. This was a decision made at a recent WQLGA June meeting. The wind up has resulted in all RAPAD Councils receiving approximately \$7400.00 each, which was each member Councils share of the funds held by the WQLGA at the time of its wind up.

There are another 5 non-RAPAD Councils who were also members of the WQLGA who will receive the same.

There was a discussion late last year that the WQLGA may allocate its wind-up funds to the WQAC through its members ROCs. The WQAC is not a legal entity.

The rationale to this was twofold. The WQLGA may not have been able to distribute funds to members, which is not uncommon for NFP organisations. Secondly, the WQAC evolved, hence WQLGA members may have considered WQLGA obsolete, and since then, the WQAC has equally developed into a more effective all-of-WQ advocacy mechanism for WQ Councils, now covering 24 Councils. The following lists some of the outputs of the WQAC and further detail can be obtained at <https://wqac.com.au/publications>.

STRATEGIES & PLANS

- Local Housing Action Plans
- WQAC 2032 Olympic and Paralympic Proposal
- WQAC Memorandum of Agreement: 2020-2024

REPORTS

- Regional Health Review (February 2024)
- Estimating the Housing Gap Across Western Queensland (November 2023)
- WQAC Economic Profile (September 2023)
- WQAC Financial Vulnerability Report
- WQAC Background Paper

- Housing Market Study - Project Description

SUBMISSIONS

- WQAC Submission to Regional Telecommunications Review 2024 - June 2024
- WQAC Submission to the Parliamentary Inquiry into Local Government Sustainability – May 2024
- WQAC Submission to Senate Inquiry on Glencore’s proposed carbon capture and storage in the Great Artesian Basin - May 2024
- WQAC Submission to Disaster Funding Review Snapshot - Feb 2024
- WQAC Submission to Disaster Funding Review (detailed submission - Feb 2024)
- WQAC Submission to the Independent Review into Australia’s Disaster Funding Arrangements from Andrew Colvin (online submission - Aug 2023)
- WQAC Submission to Olympic & Paralympic Games - Legacy Consultation Survey - July 2023
- WQAC Submission to Senate Inquiry on bank closures in regional Australia - 29 April 2023
- WQAC Submission to Federal Parliamentary Inquiry on the implications of severe weather events on the national, regional, rural and remote road network
- WQAC Submission to the Queensland Premier - Queensland Housing Summit - 20 October 2022
- WQAC Letter to the Queensland Premier - Support for QLGGC 2021 Review Methodology Outcomes
- WQAC Submission to Federal Parliamentary Inquiry into Housing Affordability and Supply -September 2021
- WQAC 2020 State Budget Submission
- WQAC Regional Telecommunications Review 2021
- Western Queensland Digital Connectivity Blueprint

Terms of Reference -

Member Councils of the three ROCs do not pay any fees to WQAC, all the work undertaken by WQAC is via the 3 EOs and a sharing of costs 1/3rd each, for example when they engage AEC to undertake reports and submissions. This sharing has resulted in benefits for all ROCs, and equally in turn, member Councils through the various activities and undertakings WQAC delivers on.

RAPAD has budgeted \$50,000.00 towards WQAC in 24-25 where WQAC activities are undertaken on an agreed project basis overseen and approved by the WQAC Leadership group, which is the Chair and Deputy Chair of each ROC.

The funds each Council has been provided with from this WQLGA wind up, were funds held by the WQLGA for its WQ initiatives. WQAC now takes on that role, and the cost is borne in RAPADs case through core and earned funds and I believe an opportunity exists for those WQLGA wind up funds to be provided to RAPAD where it would then be quarantined exclusively for WQAC activities.

Consequently, I am proposing that Boulia Shire Council as a RAPAD member Council agree to allocating the WQLGA wind up funds we would receive, to RAPAD, where it will be quarantined exclusively towards WQAC costs.

CONSULTATION: RAPAD Member Councils at the August meeting.

GOVERNANCE IMPLICATIONS: Nil effect on our budget.

RECOMMENDATION:

- That the Council support the allocation of the wind up funds (\$7,400) from the WQLGA be allocated to RAPAD to be quarantined exclusively for the work completed by the WQAC.
- That the Council authorise the CEO to advise RAPAD of the outcome of this resolution.

ATTACHMENTS: Nil

Chief Executive Officer	Ms Lynn Moore
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TITLE:	Organisational Chart Review	DOC REF: 11.2.4
REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 21/08/2024

CORPORATE PLAN REFERENCE:

Key Priority 7: Valuing our greatest asset – people
7.2: A great place to work
7.2.2: Develop and maintain a positive and future focused culture that demonstrates and supports Council’s vision and values

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 Organisational Chart for adoption.

CONTENT:

Under the *Local Government Act 2009* Division 2 Section 196 (1) A local government must, by resolution, adopt an organisational structure that is appropriate to the performance of the local government’s responsibilities. The Chief Executive Officer is responsible for the appointment of local government employees.

The resignation of Council’s Community Services Manager (CSM) prompted a review of the roles and responsibilities of this position. At a high level summary, the CSM role was responsible for the oversight of housing, tourism and community services. In order to enable a stronger focus on Council’s strategic goals moving forward, it was decided that the CSM role should not be refilled and instead two new roles engaged, the Economic Community Development Manager (ECDM) and Manager - People & Culture (MPC).

Attached to this report is a revised organisational chart to show the inclusion of the ECDM and MPC and to show the current reporting lines within each departmental structure of the Council. Any changes to duties have been reflected in Position Description documents.

The structure as presented will afford the Council a sound operational base for the future.

The change in the organisational chart prompts an update in the support staff listed in the Councillor Portfolio spreadsheet. A revised copy of the spreadsheet is attached for Council’s reference.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

Compliance with the Local Government Act 2009

RECOMMENDATION:

That the Bouliá Shire Council Organisational Chart 2024 as presented be adopted.

ATTACHMENTS:

1. Organisational Chart 2024 [11.2.4.1 - 3 pages]
2. Councillor Portfolios spreadsheet 2024 [11.2.4.2 - 1 page]

Chief Executive Officer	Ms Lynn Moore
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**BOULIA SHIRE COUNCIL ORGANISATIONAL CHART
AUGUST 2024**

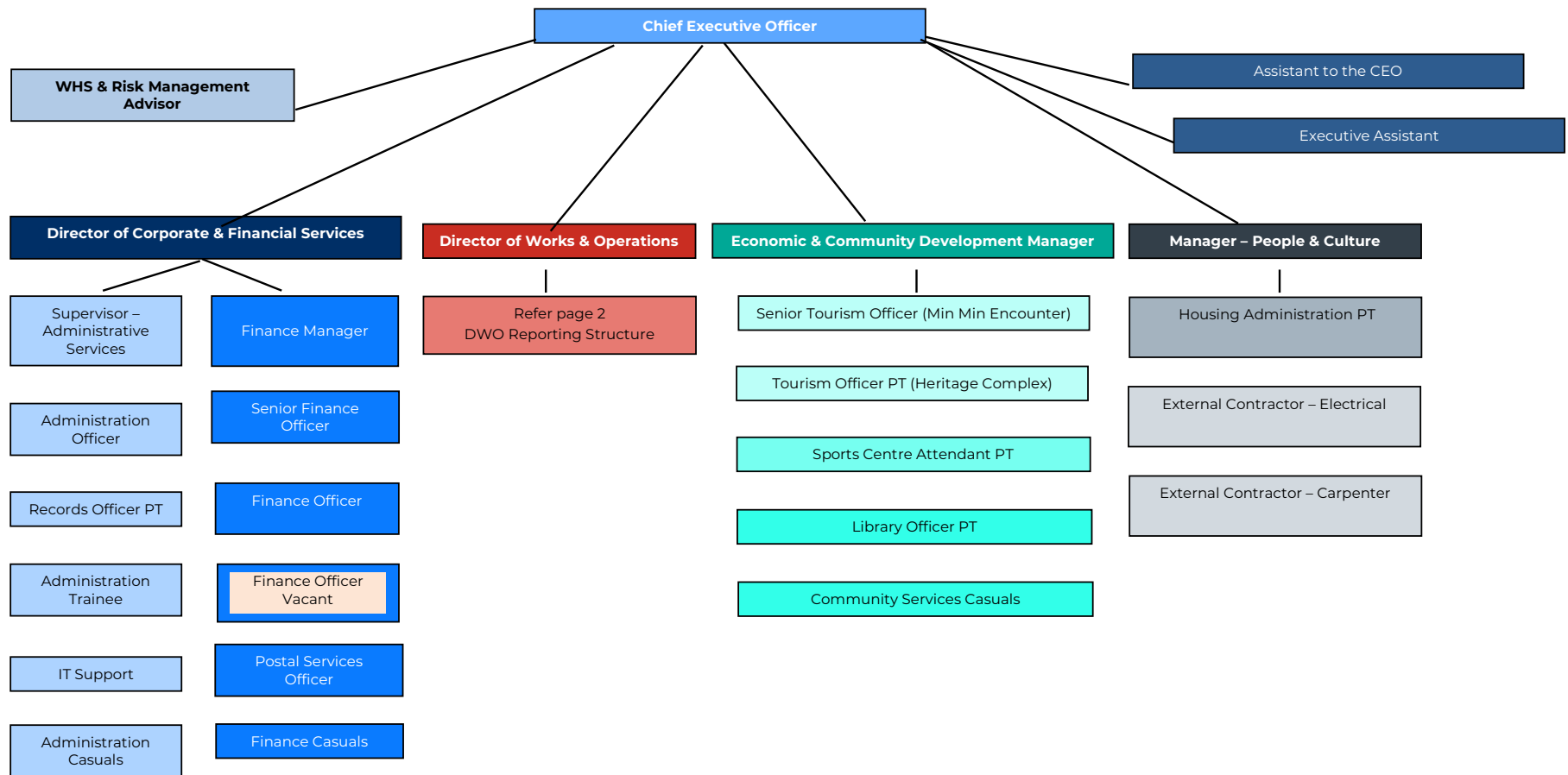
COMMUNITY

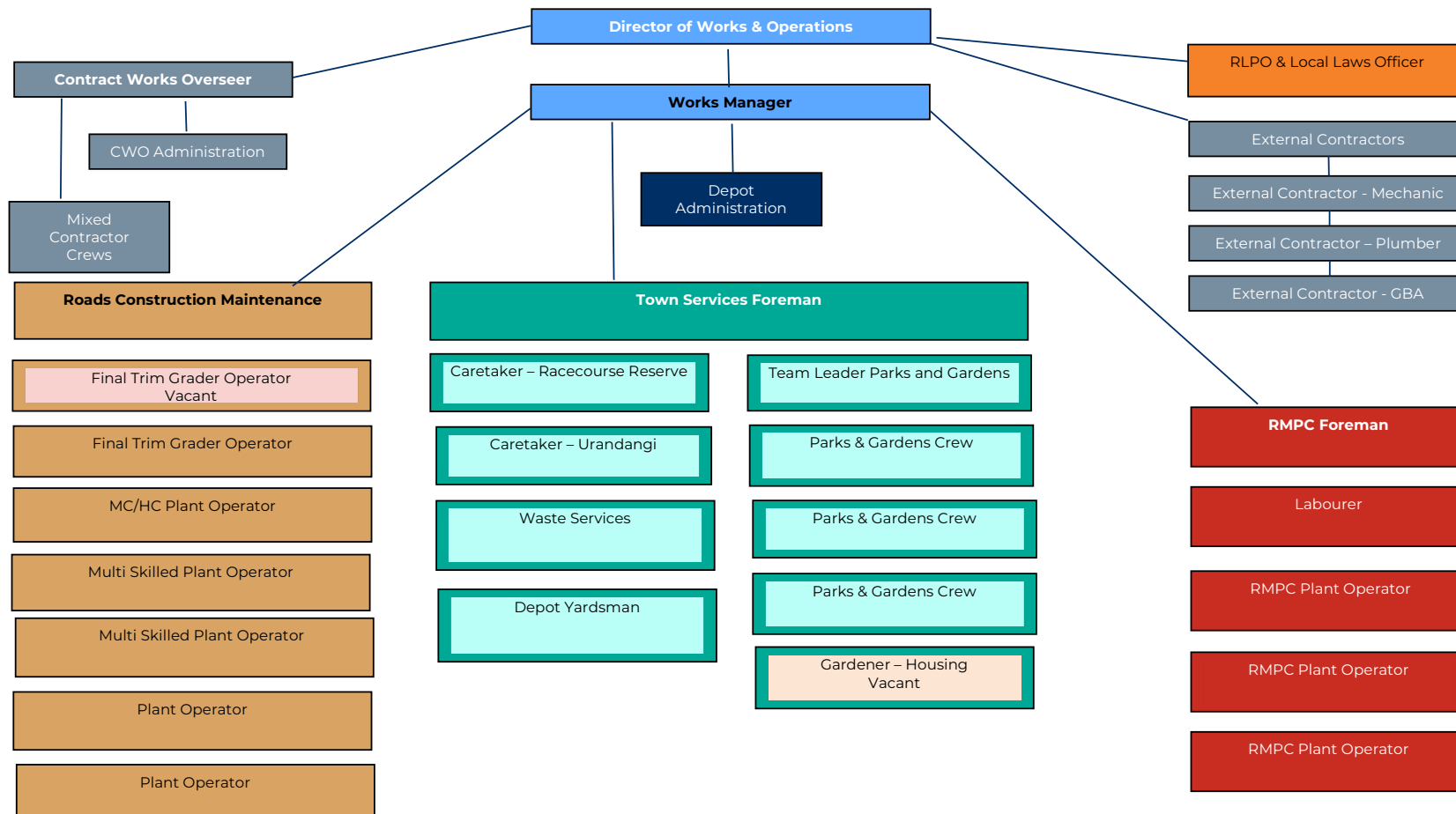
MAYOR & COUNCIL

**Mayor- Rick Britton
Deputy Mayor Cllr- Jack Neilson
Cllr-Sam Beauchamp
Cllr- Jan Norton
Cllr-Julie Woodhouse**

CHIEF EXECUTIVE OFFICER

Lynn Moore





'PORTFOLIOS' Policy No 163 Councillor Membership	Communities, Housing & Public Open Spaces Councillor - Jan Norton Councillor - Julie Woodhouse	Economic Development & Planning Councillor - Jack Neilson Mayor - Rick Britton	Tourism & Events Councillor - Jan Norton Councillor - Julie Woodhouse Councillor - Sam Beauchamp	Rural Services & Environmental Management Councillor - Sam Beauchamp Councillor - Jack Neilson Mayor - Rick Britton	Infrastructure & Asset Management Councillor - Dep Mayor Jack Neilson Councillor - Sam Beauchamp Mayor - Rick Britton (LDMG Chair)	Finance & Governance Councillor - Jack Neilson (Dep Mayor) Councillor - Julie Woodhouse Mayor - Rick Britton
Staff support	<ul style="list-style-type: none"> • Chief Executive Officer (CEO) • Economic and Community Development Manager (EDCM) • Manager, People and Culture (PMC) 	<ul style="list-style-type: none"> • Chief Executive Officer (CEO) • Director of Works and Operations (DWO) • Economic and Community Development Manager (EDCM) 	<ul style="list-style-type: none"> • Chief Executive Officer (CEO) • Economic and Community Development Manager (EDCM) 	<ul style="list-style-type: none"> • Chief Executive Officer (CEO) • Director of Works and Operations (DWO) 	<ul style="list-style-type: none"> • Director of Corporate and Financial Services (DCS) • Director of Works and Operations (DWO) • Chief Executive Officer (CEO) 	<ul style="list-style-type: none"> • Finance Manager • Director of Corporate and Financial Services (DCS) • Chief Executive Officer (CEO)
Purpose	<ul style="list-style-type: none"> • To support the provision of Council housing to attract and support staff to Boulia. • To pursue active and healthy lifestyles where cultures, traditions and the arts are celebrated. • The provision of safe and welcoming spaces to connect, engage and learn. 	Strong economic growth and effective town planning where small to medium enterprises and agriculture-related business thrive, with a focus on improved connectivity, skilling, diversification and innovation	Tourism Events play in the long-term economic development and sustainability of communities in the Shire. Tourism Events can stimulate the local economy and employment through increased visitation, length of stay and expenditure while simultaneously encouraging business partnerships, creating a positive destination image of a region and building a sense of pride within the community.	To enhance, protect and sustain the environment, ensuring a triple bottomline approach of balancing social and economic needs with environmental goals.	Effective infrastructure design to support the Shire's needs with a focus on visionary planning to suit changing needs into the future. The shire's assets are supportive of the long term plans of Council.	To develop effective governance framework that drives enhanced organisational performance through project management, financial sustainability, performance management and community engagement.
Key Functional Areas	Community Development & Wellbeing	Agriculture and Horticulture – growth and diversification	Tourism Development	Native Title	Roads, Transport	Financial Management & Sustainability
	Council Housing Management	Regional Partnerships	Events & Tourism Grants Program	Biosecurity including pest management	Aerodromes	Rates/Budgets
	Libraries	Town Planning	Marketing and Promotion	Town Common and Stock Route Reserves	Water (Supply, Security, Planning)	Audit
	Indigenous inclusion	Investment attraction	Local community events	Animal Management and Comp	Storm water drainage	Information Technology
	Sport & Recreation	Innovation & diversification	Event Planning	Weed Management	Waste Water & Sewerage services	Corporate Planning
	Healthy Active Lifestyles	Digital Connectivity	Event Traffic Management Plans	Environmental Health	Community Infrastructure	Performance Management
	Multicultural inclusion	Building & Development	Arts & Culture promotion	Work Camp	Council Facilities (including showgrounds)	Risk Management
	Community grants			Renewable Energy Solutions	Workplace Health and Safety	Governance
				Rural Fire Service	Fleet and Plant	Policy
					Work Camp	Delegations
					Town beautification	Land matters, leases, legal matters
					Disaster Management (LDMG/SES)	
Key Strategies	Community Safety Strategy	Economic Development Plan	Tourism & Events Strategy	Biosecurity Plan	Drinking Water Quality Management Plan	ICT Strategy
	Racecourse Master Plan		Welcome Mate promotion	Stock Route Management Plan	Asset Management Plans	CCTV Strategy
	Library Services Strategic Plan			Waste Reduction & Recycling Plan	Service Levels Agreements	Local Disaster Management Plan
				Indigenous Land Use Agreements (ILUA)	10 year Plant Renewal Program and Capital Works program	Long Term Financial Plan and Risk Management Framework
Committees:	Community Advisory Committee	Outback Highway Development Committee (OHDC)	Outback Qld Tourism Association	CWRPMG - Central West Regional Pest Management Group	Plant Committee	Audit & Risk Committee
	Housing Committee	Regional Area Promotion and Development (RAPAD)	Regional Arts Development Fund Reference Panel		RAPAD – Strategic Water, Roads groups	
	Racecourse Reserve Committee	Western Qld Local Government Association.	Tourism Operators Meetings		Local State emergency Service (SES), including Fire (Town and Rural)	
			Boulia Historical Society		Local Disaster Management Group	

TITLE:	Policy Review - Town Common Policy	DOC REF: 11.2.5
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REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 21/08/2024
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

RISK MANAGEMENT:

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 suggested updates to Policy 124 – Town Common Policy.

CONTENT:

Council’s Town Common Policy, policy 124, was adopted at the 28th June 2024 Ordinary Council Meeting. As a matter of courtesy, a copy of the updated policy was sent to all owners currently running stock on the Town Common. As a result of this, Council received some valuable feedback and further improvements to the policy are now suggested to be made.

Attached to this report is the revised policy version with suggested updates highlighted in yellow. It is recommended that the policy as presented be adopted.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

Policies must be consistent with any relevant guidelines and legislation as issued.

RECOMMENDATION:

That policy 124 Town Common Policy as presented, be adopted.

ATTACHMENTS:

1. Town Common Policy Policy 124 1 [**11.2.5.1** - 12 pages]

Chief Executive Officer	Ms Lynn Moore
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BOULIA SHIRE COUNCIL

Town Common Policy

Category:	Policy
Policy Number:	124
Document Version:	1.0.3
Obsolete Version:	4 (adopted 25 th June 2021)
Keyword Classification:	TOWN COMMON
Summary:	Policy and guidelines for the use of the Town common, Council Controlled land (except for leased areas) and Stock Route reserves in Boulia and Urandangi
Adoption Date:	
Resolution:	
Due for Revision:	Three years or as impacted by legislation.
Revision date:	28 th June 2027
Date revoked:	n/a
Related documents:	n/a
Responsible Section:	Executive
Responsible Officer:	Director of Works and Operations
Legislation:	Local Government Act 2009

POLICY:

The Council has responsibility for care control and management of the area of land surrounding the Townships of Boulia and Urandangi for the purposes of a Town Common, Council Controlled land (except for leased areas) and reserves. The purpose of this policy is to establish guidelines for the grazing of animals on the Town Common and Stock Route reserves, Council Controlled land (except for leased areas). The application for grazing animals on the Town Common and reserves is to be made on the Council's form '**Application to Depasture Stock on the Town Common – Council controlled land (except for leased areas).**'

The common may, subject to this policy, be used for the grazing of stock including registered and branded (cattle/horses), ear tagged (cattle/camels) and ear marked (cattle/camels) and the young progeny thereof. Feral animals and declared pests are excluded and will, wherever practical, be humanely destroyed or removed.

**Refer to 'Stock Type and numbers – page 4 for further information'*

Boulia Town Common:

The Boulia Town Common is currently described as Lot 33 on CP 903938 and Lot 100, 106-108 on SP255329 Reserve 14 and comprises of an area of approximately 2,130ha surrounding the township of Boulia. Included in the area under control is the Stock Route which traverses the Common (Attachment 1 – map).

Urandangi Town Common:

The Urandangi Town Common is currently described as Lot 8 SP 135892 and comprises an area of approximately 3,910ha surrounding the township of Urandangi.

Most of the area comprised in the Urandangi Town Common is currently leased and so the policy, where relevant, only applies to those areas not under lease.

ENTITLEMENT

RESIDENT RATEPAYER:

Resident ratepayers living in Boulia who do not own or have access to grazing land in excess of 15 hectares are permitted to agist up to a maximum of **30 stock** on the Town Common, subject to this policy and guidelines. This offer only applies to the principal place of residence and does not include other properties owned by applicant.

***Also refer to Increased Allocations above 30 head – page 3.*

** Children/trustees/guardianship – The maximum holding for any one family group will be as such for an individual resident ratepayer. If different brands are held for each child/trustee/guardianship, then this information is to be provided to Council.

le; Resident Ratepayer household = entitlement 30, split may be parent 10, child 1 (10), child 2 (10) etc

RESIDENTS OF BOULIA:

Persons who **are residents** of Boulia and have resided in the town for a period of at least 6 months and who do not own or have access to grazing land in excess of 15 hectares are permitted to agist up to a maximum of **2 stock** (per household) on the Town Common, subject to this policy and guidelines including RBE registration.

Preference will be given to those who do not have access to 15 hectares if there is available capacity on the Town Common before other applicants.

INCREASED ALLOCATIONS ABOVE 30 HEAD:

Upon application to Council individual resident ratepayers (one per household) may apply for an increased holding under the following conditions:

- That the **total holding for the common** does not exceed 170 based on Dept. of Primary Industries carrying capacity for the common.
- That the applicant can only use **unallocated holdings** while there are no other requests to agist stock on the common.
- Should a request be received by Council for another valid applicant then the 'extra' stock must be removed within a reasonable time but no longer than one month.
- That the agistment fees are paid and kept up to date for the total number of stock held by the applicant or the stock are to be removed.

OUTSTANDING DEBTS:

Eligible applicants must not have any overdue debts to Boulia Shire Council at the time of application for a permit to agist stock on the Town Common. In this case the application will be refused until such debts are paid in full. Any change of eligibility status must be notified to the Director of Works and Operations WITHIN 7 DAYS.

BREACH OF POLICY:

Any applicant who Council determines has breached the policy conditions concerning the Town Common and Council Controlled land (except for leased areas) may be banned from use of the common for up to five years.

MANAGEMENT OF THE TOWN COMMON / RESERVES

Council Controlled land (except for leased areas)

Council has overall responsibility for management of the Town Common/Reserves, Council Controlled land (except for leased areas) and has delegated that responsibility to the Chief Executive Officer who by authority can delegate to other staff.

The day to day control of the Town Commons, Council Controlled land (except for leased areas) and identified reserves will fall under the jurisdiction of the Rural Lands Protection Officer who reports to the Director of Works and Operations.

GUIDELINES FOR TOWN COMMON

BIOSECURITY ENTITY REGISTRATION (valid 3 years)

Biosecurity entity registration and the **property identification code** (PIC) system work together to improve biosecurity, allowing us to trace the movements of an identified animal and quickly contact the person responsible for it. A PIC relates to the land where animals are kept (refer to RLPO).

The registered biosecurity entity is the person, people or organisation responsible for the day-to-day keeping and care of the animals.

You will need to register and provided confirmation to Council if you are planning to run stock on the common if you have :

- 1 or more
 - cattle, sheep, buffalo
 - alpacas, llamas, or other animals from the Camelidae family
 - horses, ponies, donkeys, mules, or other animals from the Equidae family

IDENTIFICATION OF STOCK:

- All stock irrespective of age shall have a Special Bouliia Shire Tag affixed to the ear (same side as the brand). Tags are to be supplied by Bouliia Shire Council at the owner's expense.

- the applicant must have Registered Biosecurity Entity documents - this applies to horses and cattle.
- Horses and Cattle must be clearly branded with a registered brand in the applicant's name be ear marked, have an ear tag, NLIS tag and owners tag. (copies of all to be provided for Council records).
- Camels and other animals as permitted must be clearly branded and/or have distinguishing ear tags and ear marks.

STOCK TYPE AND NUMBERS:

- **NO ENTIRE ANIMALS WILL BE ALLOWED.**
- **Male Camels and Donkeys should be de-sexed if on the Town Common,** Council Controlled land (except for leased areas)
- **Stallions are not permitted on the Town Common,** Council Controlled land (except for leased areas)
- The first 2 head of stock agisted on any Town Common, Council controlled land (except for leased areas) are free as long as they are registered and branded (cattle /horses), ear tagged (cattle/camels) and ear marked (cattle/camels) and the young progeny thereof.
- The maximum number of stock to be permitted by each applicant, subject to entitlement as detailed above, shall be 30, being made up of a mixture of cows/horses/camels etc totalling no more than 30 head with a **maximum allowed on the Town Common,** Council Controlled land (except for leased areas) **to consist of 170.**
- If Council determines that any of the above mentioned lands are suffering from overgrazing, drought or any condition prejudicial to the continued wellbeing of the stock depastured thereon, it may reduce the stocking rate of each individual common user.
- The Director of Works and Operations shall issue destocking notices, if required to all permit holders to reduce numbers to a level determined acceptable by the Council.
- Poddy/Camel calves and foals irrespective of age shall be taken into account for permit and depasturage fee purposes in the same manner as adult Cattle and Horses.

- Camels are an asset to Bouliia Shire due to their attraction for tourists especially during Camel Races. However, during such musters proper identification & fees must be paid on domesticated animals to avoid impounding and/or culling.
- Stock shall become eligible for a permit **upon after** reaching the age of six (6) months **(at the following muster)**. The Rural Lands Protection Officer (RLPO) or their representative appointed by the Chief Executive Officer will be the sole judge in this instance & their determination shall be final.

MOVING CATTLE ONTO THE TOWN COMMON

Stock owners are not permitted to agist cattle without a permit from Council

- Agistment of cattle **must have the consent** of the Rural Lands Protection Officer prior to the application to the Director of Works and Operations.
- A permit is issued by the Director of Works and Operations.
- A copy of the National Vendor Declaration (NVD) is to be provided to Council for their records.
- NLIS transfer documentation is to be provided to Council for their records
 - Cattle must be read into the Racecourse Reserve prior to moving onto the Town Common.

NON-COUNCIL MUSTERS - MUSTERING TO BRAND

Stock owners are not permitted to carry out mustering without a permit from Council

- The muster **must have the consent** of the Rural Lands Protection Officer prior to the application to the Director of Works and Operations.
- Non-Council musters must be advised to Council RLPO and yards must be nominated with approval given by the yard owner to Council **BEFORE** the muster is held. Eg; for branding purposes etc – **not for the removal of cattle**.
- ~~All owners of cattle and adjacent landholders on the common must be notified 10 working days before the muster by the organiser of the muster.~~
- All calves, at the time of their branding, must then have NLIS tags and be read at that time.

NON-COUNCIL MUSTERS – MOVING CATTLE OFF PERMANENTLY

Stock owners are not permitted to carry out mustering without a permit from Council

- The muster **must have the consent** of the Rural Lands Protection Officer prior to the application to the Director of Works and Operations.
- A permit is issued by the Director of Works and Operations.
- Non-Council musters for the removal of cattle permanently from the Town Common must be advised to Council RLPO **BEFORE** the muster is held and the

only yards to be used are the Racecourse Reserve and this must be pre-booked with 10 working days notice.

- ~~All owners of cattle and adjacent landholders on the common must be notified 10 working days before the muster by the organiser of the muster. Council can assist by using email blast, Facebook by publishing a Notice of an Intention to Muster.~~
- **Adjacent landholders will be advised of the date of the muster and should have a representative present at the time of muster**
- A copy of the National Vendour Deck (NVD) is to be provided to Council for their records.
- NLIS transfer documentation is to be provided to Council for their records.

ANNUAL COMPLIANCE MUSTERS:

- Annual Compliance Musters will be carried out by the Rural Lands Protection Officer (RLPO), other staff and an authorised contractor between **August and September.**
- The specific yards to be used will be nominated and **arranged with** all stock holders ~~and adjacent landholders will be given 10 workings days notification by Council.~~
- **Adjacent landholders will be advised of the date of the muster and should have a representative present at the time of muster.**
- Council will publish a Notice of an Intention to Muster on the Town Common, Council Controlled land (except for leased areas) using email blast, Facebook and other forms of technology available.
- When Council carries out the muster (not including a Council sponsored Compliance Muster), the cost will be charged to each owner on a per head basis at the date of each muster.
- Town Common, Council Controlled land (except for leased areas) users, if able to assist the RLPO with the muster, will be credited with hours worked to assist with the muster at the Council's day labour rate which is to be deducted from their share of the muster cost (this is not to be a cash amount).
- It is an express condition of the permit that all stock being mustered must be mustered to the designated or other Council approved yards (**Queen Vera**, Paton or Racecourse Reserve yards).
- Horses and camels shall be part of an annual muster and fees also need to be paid.

- A Muster is required to keep wild animals in check and unregistered animals may be culled.

ROLE OF RLPO:

The Rural Lands Protection Officer will:

- Assess the condition of the Town Common, Council Controlled land (except for leased areas) and the appropriate stocking rate, subject to a **limit of 170 head** based on Dept. of Primary Industries carrying capacity for the common.
- Review the policy and guidelines and make recommendations to the Director of Works and Operations who will advise Council concerning changes or additions.
- Undertake a tally count at least twice annually which can be completed using current technology eg; drones/ GPS cameras etc.
- Undertake a stock muster if stock exceed the quota or conditions require a change to the number of stock on the commons/reserves, Council Controlled land (except for leased areas) or as determined by the Director of Works and Operations.
- The Rural Lands Protection Officer shall report to the Director of Works and Operations full details of:
 - stock numbers and movements within the Town Common, Council Controlled land (except for leased areas),
 - details of stock owners exceeding the stocking rate in force at that time and
 - those in financial arrears at the conclusion of the tally/muster.
- The RLPO will have authority to impound Stock. Stock may be sold to recover arrears with Council, with arrears to be deducted from the sale.

HEALTH OF STOCK:

- To minimise injury all horned cattle should be dehorned as young as possible and prior to weaning preferably under six (6) months of age. Older animals must be tipped (Ends of Horns removed without cutting into sensitive horn) without anaesthetic in order to reduce their potential to cause injury. It is the owner's responsibility to dehorn their own stock. Any cattle coming onto the common must also be dehorned as per policy.

- Diseased, maimed, aged or poor stock will not be permitted on the reserves and must be removed by the owner. Failure to remove those stock by the owner will result in the Council removing the stock and the cost charged to the owner. The welfare of the stock is the responsibility of the owner.

FEES AND PERMITS:

- Concessions per households for Resident Ratepayers and Residents of Boulia are permitted to have 2 head of stock (regardless of type) at no cost to be depastured on the Town Common and Council controlled land (except leased areas). The signing of the agistment agreement is still required and acknowledgement to the conditions of this policy and its associated charges.
- In excess of 2 head of stock, there will be no concessions to fees payable to Council for charges incurred under this policy. The signing of the agistment agreement is an acknowledgement to the conditions of this policy and its associated charges.
- Stock shall not be placed on the above mentioned lands without the permission of the RLPO and Director of Works and Operations and/or before a permit in the prescribed form has been approved.
- Permits authorised by the Director of Works and Operations or the Chief Executive Officer will be the only recognised form of authority to depasture stock on the Town Common, Council Controlled land (except for leased areas).
- All fees are determined at Council's Annual Budget Meeting and must be paid at least 30 days in advance with notices given by Council.
- Failure to observe all conditions contained in the permit shall result in immediate cancellation of any approval previously granted to stock owner and they will be requested to remove the stock. Failure to remove the stock within a prescribed time (no longer than one month) will result in the removal by Council with all costs charged to the owner.
- In case of stock depastured for the first time, fees will apply for the quarter in which a permit has been approved.
- Applications for a permit and fees for depasturage will not be accepted once a Council sponsored muster has commenced and non-acceptance will continue until such time as the muster is finalised.

- All pound fees together with depasturage fees shall be payable in respect of stock seized on the Town Common, Council Controlled land (except for leased areas) for which no permit has been approved.
 - i. Owners of uncontrollable stock as determined by the Rural Lands Officer will be required to have their stock removed at the direction of the Director of Works and Operations.

FENCING - JOINTLY OWNED LAND - ADJOINING THE TOWN COMMON

Council will provide an annual budget allocation of **\$5,000 per annum in total** which is to be used only for the renewing of jointly owned land adjoining the Town Common, Council Controlled land (except for leased areas) (identified on the map – addendum).

Any landowners wishing to replace existing fencing may apply to Council and access funds if they are available. Fencing must be replaced within the same location (within reason) and have previously been identified by the RLPO as needed.

Funds will be available at the beginning of each financial year and can be utilised for material purchase only. Land owners must provide labour to access this funding source.

When applying for funding to fix fencing adjoining the Common, Council Controlled land (except for leased areas), applicants must either supply the materials or supply the labour, both items cannot be supplied by Council.

FENCING REPAIRS

All fences which are shared between the Shire and adjoining properties for the Town Common Land, Council Controlled land (except for leased areas) and bi-secting Stock Routes will be inspected by the RLPO on a bi-annual basis at which such time a report will be issued to the Director of Works and Operations on their condition. All properties adjoining the Town Common, Council Controlled land (except for leased areas) and those which bi-sect the Stock Route and have fencing which is in need of repair will be issued with a notice to repair the fence within a reasonable timeframe. This timeframe will be advised in writing and determined by the reason and extent of the damage: ie: neglect/lack of maintenance (for example approx. 3 months), damage by floods etc (for example approx. 6 months).

If the fencing is not repaired sufficiently to prevent stock wandering onto the Town Common/Stock Route/Reserve, Council Controlled land (except for leased

areas) **then the Council will repair the fencing and costs associated with the repair will be then charged to the property owner/lessee.**

WANDERING STOCK – UNAUTHORISED ACCESS TO TOWN COMMON/STOCK ROUTE

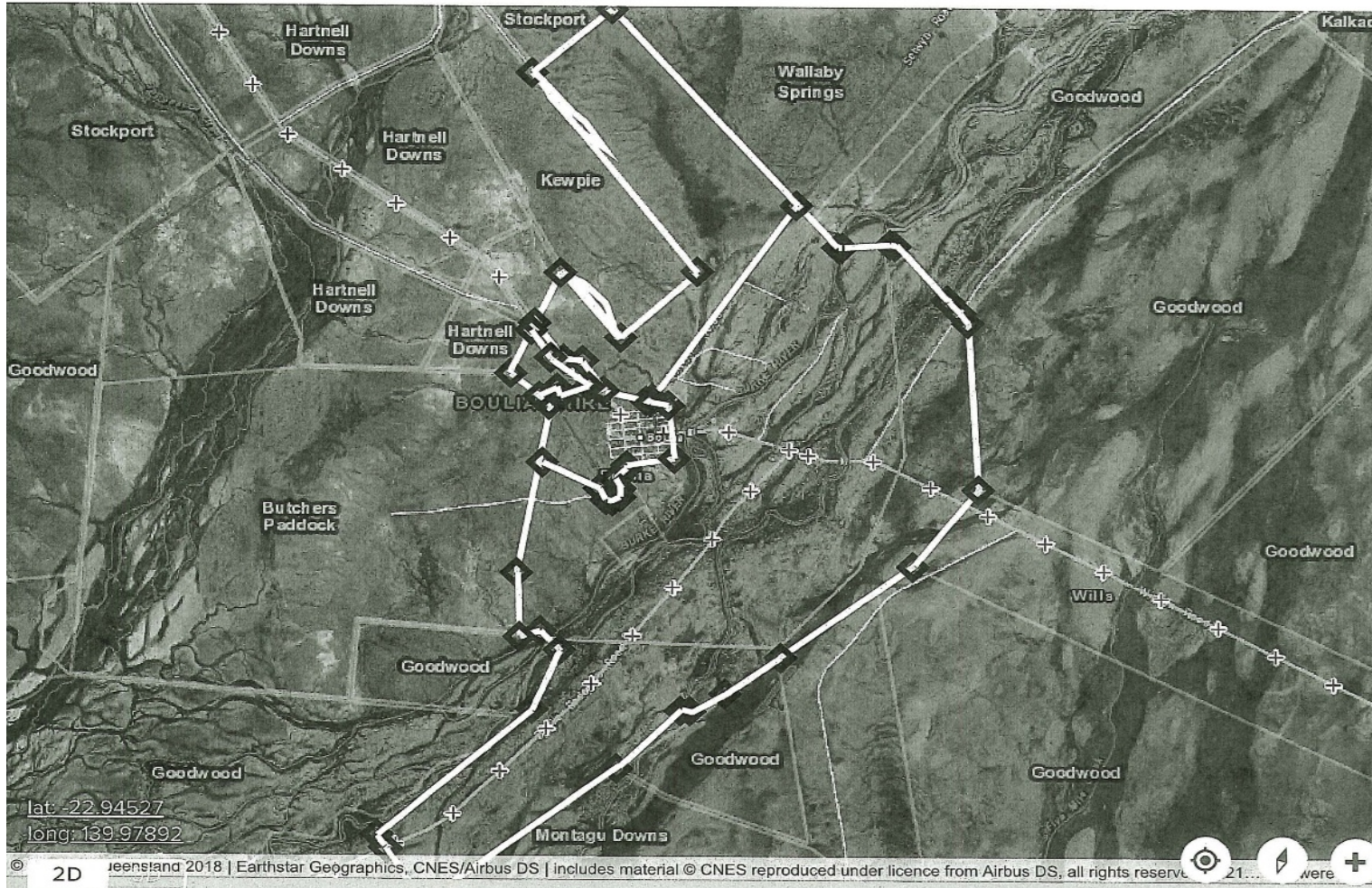
Council Controlled land (except for leased areas)

All applicants who agist stock on the Town Common, Council Controlled land (except for leased areas) pay a fee to Council. Wandering stock, as a direct result of poor fencing management by adjacent landholders, creates an unfair situation to those who pay for the use of this land and the fodder it produces.

Any unauthorised stock located on the Town Common, Council Controlled land (except for leased areas)/Stock Route reserves described in this document will be impounded and/or identified (using available technology) and the owner will be charged a minimum of **one months agistment fee per head**. An administration charge to cover the cost of dealing with this infringement will be charged at the hourly rate for the RLPO for the time expended to remove/identify the stock.

Secondary infringements by wandering stock will incur **double one months agistment fee per head** and the **charge for Council to repair the fencing** after identification by the RLPO and authorisation by the Director of Works and Operations.

ADDENDUM Town Common/Bisected Stock Route Map



TITLE:	Desert Channels - Pest and Weed Management program - Burke River	DOC REF: 11.2.6
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REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 21/08/2024
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CORPORATE PLAN REFERENCE:

Key Priority 4: Caring for the environment

4.3: Sustainable

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

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 gain Council support for the program of pest and weed management application being completed by Desert Channels for the entire Burke River system.

CONTENT:

Desert Channels are submitting an application to support their program of pest and weeds management for the entire Burke River system over a period of three years.

They are requesting a letter of support from Boulia Shire Council and a \$20,000 co-contribution for a three year period.

The program of weed eradication and management has long been a focus for Boulia Shire and we have been the beneficiary of their expertise in this area over several projects in the past 10 years.

The Burke River traverses several leasehold land properties but it also is a key public natural asset for the town of Boulia. This project will benefit the Boulia community, the surrounding land and properties which form part of the eco-system and coalesce with our natural flood plain reaching at its end, Lake Eyre.

The Department of Environment, Science and Innovation is providing the opportunity to make this happen and as a value for money project that will impact on over 250 kilometres of outback river and over 120,000 hectares of waterway habitat it is an invaluable piece of work.

CONSULTATION:

Leanne Kohler, Desert Channels Queensland, Mayor Rick Britton

GOVERNANCE IMPLICATIONS:

Budget inclusion identified as support for this program \$20,000 per year for the next three years

RECOMMENDATION:

That Council endorse the letter of support provided to Desert Channels and the co-contribution of \$20,000 per annum for the next three years if the Grant is successful.

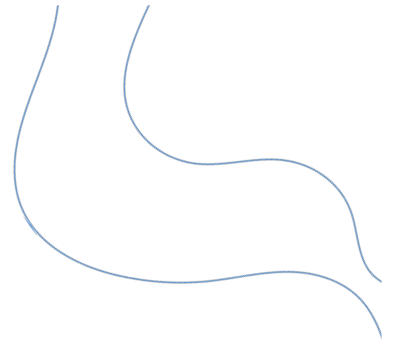
ATTACHMENTS:

1. Letter of support - Desert Channels Qld [11.2.6.1 - 1 page]

Chief Executive Officer	Ms Lynn Moore
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BOULIA SHIRE COUNCIL



11/7/2024

Ms Leanne Kohler
Chief Executive Officer
Desert Channels Queensland
92 Galah Street
Longreach Q. 4730

e: [Leanne Kohler ceo@dcq.org.au](mailto:Leanne.Kohler.ceo@dcq.org.au)

Dear Leanne

This letter is to formally acknowledge Boulia Shire Council's participation in the DCQ application to improve the condition of the Burke River and commend Desert Channels Queensland for its previous support and forethought in tackling pest and weeds along this very important waterway.

Boulia Shire Council is committed to reducing the impact of weeds and pests on the environmental values of the Burke River, particularly the public land such as the Town Common and Race Track Reserve.

Boulia Shire Council is happy to provide in principal financial commitment to the project, pending Council discussions in July of \$20,000 per year for the 3 years of the project.

Boulia Shire Council is happy to provide DCQ work team access to public land sites managed by Council to implement weed and pest control and monitoring river health condition.

I commend this project to Department of Environment, Science and Innovation as a value for money project that will impact on over 250 kilometres of outback river and over 120,000 hectares of waterway habitat.

The Burke River traverses several leasehold land properties but it also is a key public natural asset for the town of Boulia. This project will benefit the Boulia community, the surrounding land and properties which form part of the eco-system and coalesce with our natural flood plain reaching at its end, Lake Eyre.

Sincerely,

Lynn Moore
Chief Executive Officer
BOULIA SHIRE COUNCIL

“A progressive shire creating opportunities for all”

P (07) 4746 3188 | F (07) 4746 3136 | admin@boulia.qld.gov.au | 18 Herbert Street, Boulia QLD 4829 | ABN 20 492 088 398

All communications must be addressed to: The Chief Executive Officer, Boulia Shire Council, 18 Herbert St, Boulia QLD 4829

TITLE:	Manager - People & Culture Report July 2024	DOC REF: 11.2.7
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REPORT BY:	Rebecka Britton Manager People and Culture	DATE: 21/08/2024
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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

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

Key Priority 7: Valuing our greatest asset – people

7.1: An innovative culture

7.1.1: Adopt employment practices that develop and support a motivated and focused workforce

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To provide Council with an update of the activities of the Manager – People & Culture for the month of July 2024.

CONTENT:

HOUSING

Occupancy

Houses	All houses are occupied or awaiting occupation.
Melrose Units	1 unit is currently vacant – 1 is temporarily being utilised
47 Pituri Units	All rented (staff)
58 Pituri Units	4/6 are leased. Of the two units remaining, one is under lease until end of August and the other is currently vacant but will be utilised by short term contract.

Capital Upgrades

JULY COMPLETION

- 26 Moonah Street – Garden Shed slab & footpaths
- 35 Wills Street – Flooring
- 46 Hamilton Street - Flooring

AUGUST PROJECTION

- 46 Hamilton Street – Blinds & Security Screens
- Sheeting & preparation for painters
- 22 Moonah Street – Bathroom renovation (Asbestos removal) (tenants away)
- 22 Moonah Street – Rewiring (Capital)
- Library painting/flooring

SEPTEMBER PROJECTION

- 7 Wills Street – Slab & Shed (commence)

HUMAN RESOURCES

Available Positions

- Finance Officer (has advertised locally)
- Gardener – Yardman (has been advertised locally)
- EOI Advertised – Trainee RLPO (has been advertised locally)
(Awaiting confirmation of success for First Start Program)

Recent Engagements

- Foreman – RMPC
- Depot Admin – Contract
- Relief DCS – Short term contract

LEARNING & DEVELOPMENT

- Fee Free Tafe options made available to staff
- Senior Administration enrolled in Diploma of Local Government (Corporate Services)

PEOPLE & CULTURE - MISCELLANEOUS

- New uniforms have arrived – portal for ongoing orders is underway in being developed.
- 25th July All Staff BBQ for Boulia Shire Trade Mutt Shirts
 - Presentation on 'Funky Friday' principles of supporting one another
 - Creating an organisational wide identity with our unique 'Manic Monday' concept – so indoor & outdoor staff can have unity.

CONSULTATION: CEO – Lynn Moore

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Manager – People & Culture July 2024 report is received for information.

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer
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Ms Lynn Moore

TITLE:	WHS Report for July 2024	DOC REF: 11.2.8
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REPORT BY:	David Parker WHS Advisor	DATE: 08/07/2024
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CORPORATE PLAN REFERENCE:

Key Priority 7: Valuing our greatest asset – people

7.1: An innovative culture

7.1.1: Adopt employment practices that develop and support a motivated and focused workforce

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

Key Priority 7: Valuing our greatest asset – people

7.2: A great place to work

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

LGW – (TMR Audit requirements)	<ul style="list-style-type: none"> • Sustainability work being done on the ongoing audit upkeep will now be reported here in line with the Audit Rectification Plan. • Had a Zoom meeting with Nathan Williams (LGW) who was just touching base regarding the Strategic Plan and Audit Plan. • Bouliia Shire Council WHS Strategic Plan needs reviewing.
Toolbox talks/ Presentations	<ul style="list-style-type: none"> • Toolbox talks/presentations to Council staff. • Depot staff – 1 July – Eye Safety; 29 July – Foot Safety in the Workplace. • Mindrazr (Health and Well Being Program) has been rolled out and is being promoted each toolbox to all staff.
Compliance and Education	<ul style="list-style-type: none"> • Present WHS actions/issues/iAuditor/Audit Rectification Plan to ManEx meetings weekly. <ul style="list-style-type: none"> ◦ July – nil issues. • On-going review of existing WHS documentation <ul style="list-style-type: none"> ◦ Inspections Created – Gravel Pits, House Inspections • Face-to-face Inductions: 1

	Online Inductions: 2		
Assistance to Staff/ Contractors/ Compliance	<ul style="list-style-type: none"> • CWO/Flood Damage Foreman tasked to check contractor compliance via iAuditor. • Schedule regular alerts and inspections in iAuditor for relevant staff to perform (alerts sent out weekly to assigned staff/managers). 		
Near Misses, Incidents and issues	<p>Total iAuditor WHS actions/issues since last Council meeting:</p> <ul style="list-style-type: none"> • Near Miss – 0 • Hazards – 0 • Damage – 0 • Incidents – 0 		
Category	Description	Site	Outcome
Hazards	Nil		
Damage	Nil		
Incidents	Nil		
Works in Progress	<ul style="list-style-type: none"> • Weekly consultation with DWO and supervisors on current and upcoming projects and what is required from a WHS perspective. • Regularly monitor the Boullia Shire Council Hazard Risk Register. • 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 ManEx meetings). • Qualification/Licencing Register updated to 2024 – completed. • MindRazr digital health and wellbeing platform being rolled out to all Council staff. All staff now have access and has been promoted at toolbox meetings. • Gravel Pit Inspections – created and uploaded to iAuditor. • Housing Inspections – created and uploaded to iAuditor. • Boullia Shire Council Strategic Plan (2024-2027) currently being reviewed. 		
Identified future work required and/or improvement areas	<ul style="list-style-type: none"> • LGW - to review the Rectification Plan. 		
Training Required	<ul style="list-style-type: none"> • RAPAD will be conducting an on-site visit to work with trainees. • Review opportunities where E-Learning and face-to-face courses are offered to the shire. • Consult with Supervisors if competencies or extra training may be required and future toolbox topics. 		

	<ul style="list-style-type: none">• Training and Competency Assessments undertaken by Depot staff in Skid Steer, Bobcat, Grader.
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CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Workplace Health and Safety Report for July 2024 be received for information.

ATTACHMENTS: Nil

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

TITLE:	Director of Corporate & Financial Services July 2024 Report	DOC REF: 11.3.1
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REPORT BY:	Kaylene Sloman Director of Corporate & Financial Services	DATE: 21/08/2024
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

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:

2023/2024 End of Financial Year

Work has been completed on the skeleton financial statements for our external auditor to review. 28th June 2024 we received the results of the review and have made changes.

Planning and timelines have been put in place both internally and externally with the External Audit Plan (EAP) being finalised by PKF Auditors.

Revaluation of Assets for Building and Structures plus Water and Sewerage Infrastructure has been underway, draft reports will be reviewed beginning of June in preparation to endorse and upload to Council's finance system. Assets are ready for upload to the system. Revaluation has been uploaded and saved to system.

Final capitalisation of capital projects is underway to finalise the end of year for 2024. Financial Statements are being put together in preparation for our final audit visit scheduled 26th – 30th August 2024.

A draft copy of statements will be tabled 23rd August 2024 at the Risk and Audit Committee Meeting for endorsement to go to external Auditors.

Interim External Audit

There has been a change in External Auditor lead person, we are now working with Frederick (Erick) Manikan from PKF. The contract with QAO and the External Auditor was extended therefore PKF thought it was a suitable time to change to another Lead Auditor which are in Brisbane.

The Interim Audit started in May 2024, this audit has been completed remotely, liaising with Finance Manager, Graeme on the finer points. The final report has been received by Council and is currently being reviewed, this report will go to the Audit and Risk Management Meeting 23rd August 2024.

Final audit visit scheduled for 26th – 30th August 2024.

Internal Audit – Recoverable Works and Job Costing

This audit was completed during May 2024. The audit covered contracts with Department of Transport and Main Roads, Queensland Reconstruction Authority as well as other smaller private works quotes and contracts to ensure effective job costing is being followed through to claims.

Exit meeting was held with Council's Executive and Tony Walsh, Internal Auditor. Received final report, this will be presented at the next Audit and Risk Management Committee meeting, planned for 23rd August 2024.

Long Term Financial Framework (LTFF)

This framework document is to be completed by any Council that have borrowed money from Queensland Treasury or are planning on borrowing in the upcoming year, as Boulia already have a loan, this update is underway.

10 years of strategic planning information goes into this document in the form of operational and capital works as well as all forms of predicted income.

Finance Officer Position

There is a Finance Officers position currently being advertised due to one of our Finance Officers resigning whilst on maternity leave.

Meetings

I have attended the following meetings during May:

- QRA Meeting with Gavin Williams, Lynn Moore, Henry Mascarenhas, Gordon Stumbris
- SurePact – Georgie Craft – management meetings
- ReadyTech update – ReadyTech – Angelo Nardi
- RMPC contract – TMR Meeting – Garth Kath, Patrick Curtain, Henry Mascarenhas
- MagiQ – Cloud migration - Hayley Sale, Adwhina Nelson, Glen Roy
- LGFP – Committee Meeting – Teams
- LGFP – Panel session presentation - Anthony Ottaway
- LGFP – attended one day Forum, Brisbane – did presentation/panel discussion
- SurePact – PDAG Meeting - Teams
- TMR Monthly Meeting – Garth Kath, Patrick Curtain, Teams with Henry Mascarenhas

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Director of Corporate & Financial Services July 2024 report be received for information purposes.

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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TITLE:	Comparison of Interest Rates Term Deposits July 2024	DOC REF: 11.3.2
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REPORT BY:	Kaylene Sloman Director of Corporate & Financial Services	DATE: 21/08/2024
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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 on the current Interest Rates available.

CONTENT:

Interest rates from each of the banks below as listed, show that Council currently has funds that are not tied in any contracts for the best terms available.

The other banks, to give the interest rates, they require Council to go into a fixed term contract.

Comparison on Interest Rates as at 01-08-2024

Bank	Investment \$	Term	Fixed	Interest Rate (paid monthly)
NAB	\$5,000 - \$1,999,999	3 months 6 months 12 months 13-23 months	Yes	3.5% 3.8% 4.9% 4.5%
ANZ	\$5,000 - \$99,999	3 months 6 months 12 months 18 months 2, 3, 4 or 5 years	Yes	3.60% 3.90% 4.60% 4.00%
Westpac	\$5,000 - \$2,000,000	3 months 6 months 12 or 13 months 14, 15 or 18 months	Yes	3.50% 3.75% 4.25% 4.25%
CBA – Term	\$50,000- \$1,999,999	3 months 6 months 12 months 24-33 months 60 months	Yes	3.50% 3.75% 4.60% 4.00% 4.00%
CBA – At Call	\$0 and over		No	4.35%
QTC	\$0 and over		No	5.40%

Council's Investment current investments with no fixed term.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That Council receive the Comparison of Interest Rates Term Deposits July 2024 for information purposes only.

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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TITLE:	Policy Reviews 108 and 159	DOC REF: 11.3.3
REPORT BY:	Kaylene Sloman Director of Corporate & Financial Services	DATE: 21/08/2024

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

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

CONTENT:

Council reviews policies on a regular basis to ensure they remain compliant with relevant legislation and acts and are up to date. The following policy is due for review.

Policy 108 – Audit & Risk Management Committee Policy

Council's Audit & Risk Management Committee Policy establishes the authority and responsibilities of the Audit & Risk Management Committee and its role within Council.

The policy has been reviewed with only minor changes required. The revised policy is attached with changes highlighted in yellow.

Policy 159 – Naming of Public Assets Policy

Council's Naming of Public Assets Policy is to provide guidelines for the naming of newly constructed or existing public assets excluding roads under the control of Bouliia Shire Council.

The policy was reviewed and only minor changes were required. The revised policy copy is attached with changes highlighted in yellow.

It is recommended that the policies as presented, be adopted.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

Policies must be consistent with any relevant guidelines and legislation as issued.

RECOMMENDATION:

That 108 Audit & Risk Management Policy and 159 Naming of Public Assets Policy be adopted as presented and that a copy of the updated policy be made available in the Councillor Information Hub.

ATTACHMENTS:

1. Audit Risk Management Committee Policy [**11.3.3.1** - 4 pages]
2. Naming of Public Assets Policy [**11.3.3.2** - 3 pages]

Approved by Chief Executive Officer	Ms Lynn Moore
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BOULIA SHIRE COUNCIL

Audit & Risk Management Committee Policy

Category:	Policy
Policy Number:	108
Document Version:	Version 1 1.0.5
Obsolete Version:	108 – Audit & Risk Management Committee, 2018/11.21, 2020/4.19, 2021/7.18, 2022/09.15 - Version 1
Keyword Classification:	Audit & Risk Management Committee
Summary:	This policy establishes the authority and responsibilities of the Audit & Risk Management Committee and its role within Council.
Adoption Date:	
Resolution:	
Due for Revision:	Annually
Revision date:	22nd September 2024 23 rd August 2025
Date revoked:	N/A
Related documents:	N/A
Responsible Section:	Finance
Responsible Officer:	Director of Corporate & Financial Services
Legislation:	Local Government Act 2009 s105 Local Government Regulation 2012 s208 - 211

SCOPE

This document establishes the authority and responsibilities conferred on the Audit & Risk Management Committee by the Boulia Shire Council and explains the role of the Audit & Risk Management Committee within the Council.

PURPOSE

Boulia Shire Council is committed to an open and accountable system of governance. In accordance with s105 of the *Local Government Act 2009*, Council must establish an efficient and effective internal audit function. Council has agreed to have an Audit & Risk Management Committee even though Council is not required to have one due to Council's size.

The Audit & Risk Management Committee's purpose is to provide Council with assistance, advice and oversight with respect to matters of financial reporting, corporate governance, risk and control, internal and external audit functions.

AUTHORITY

The Audit & Risk Management Committee undertakes an advisory function and provides the Chief Executive Officer and Council Management with independent advice on key Council activities.

The Committee will have the right to recommend that independent professional advice be sought when considered necessary and have the power to obtain information from management and to consult directly with auditors. Requests to seek independent professional advice and obtain information from management should be directed through the CEO. The Audit & Risk Management Committee will have the right to question and seek attendance at committee meetings of any staff. Any requests should be directed through the CEO.

Council is to ensure the adequacy of resources and funding is sufficient to allow the Audit & Risk Management Committee to carry out its role.

COMPOSITION AND TENURE

As per Section 210 of the *Local Government Regulation 2012*, the Committee must comprise of:

- at least 3 and no more than 6 members
- include 1, but no more than 2 Councillors
- 1 member who has significant experience and skills in financial matters.

The Committee will consist of –

- Voting Members – appointed for the term of Council:
 - Two Councillors considered by Council to have the necessary qualification or interest in serving on the Committee, and,
 - One external person independent of Council, who shall have extensive skills and experience in financial matters.
 - **Two Community Members independent of Council**
 - Chair – to be an External Community member appointed by Local Government
- Non-Voting Attendees (Chief Executive Officer, Director of Corporate & Financial Services, Finance Manager).
- Non-Voting Invitees (External & Internal Auditors, Council Officers by invitation)

Maximum appointment period for external independent persons will be a total of 6 years.

ADMINISTRATIVE ARRANGEMENTS

- Meetings – the committee shall meet at least four times a year (based on a financial year) or as determined by the Chair.
- Quorum – shall consist of two voting members.
- Secretariat – shall be provided by CEO and otherwise assisted by Internal Audit.
- Conflicts of Interest – shall be managed in accordance with the *Local Government Act*.
- Review of Terms of Reference – periodically as determined to be necessary.
- Remuneration of external members – will be at the discretions of the Chief Executive Officer.

RESPONSIBILITIES

The functions and responsibilities of the Audit & Risk Management Committee shall include oversight in relation to –

- **Corporate Governance, Compliance, Risk Management and Control Framework:**
 - Monitor the effectiveness of the risk management and internal control framework, management policies and key governance processes – including Asset Management and IT governance.
 - Review reports on the activities and investigations of any significant Fraud Prevention and Security related matters.

Additionally, the committee must review each of the following matters:

- (i) The internal audit plan for the internal audit for the current financial year;
 - (ii) The internal audit progress report for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate;
 - (iii) The external audit plan for the external audit for the current financial year;
 - (iv) Any key account position papers being prepared by Management as a part of the audit;
 - (v) Significant project deliverables including but not limited to valuations of property, plant and equipment;
 - (vi) A draft of the local government's financial statements for the preceding year before the statements are certified and given to the Auditor-General under section 212 of the *Local Government Regulation 2012*;
 - (vii) The Auditor-General's audit report and Auditor-General's observation report about the local government's financial statements for the preceding financial year; and
 - (viii) As soon as practicable after a review is conducted, a written report stating any recommendations the committee has about the matters reviewed;
 - (ix) Review Council's risk register at least annually and comment on Managements progress/rectification of issues;
 - vi) Any other matter (eg: business or legal risks or legal actions) referred to it by the Chief Executive Officer.
- Review any other matter (eg: business or legal risks or legal actions) referred to it by the Chief Executive Officer.

- The minutes of each Audit & Risk Management Committee meeting, as soon as practicable after a meeting, will be tabled with Council.
- The Audit & Risk Management Committee will self-assess annually.
- **Financial Statements:**
 - Review and consider the financial statements, ratios and other relevant financial reports of Council.
 - Monitor whether the timeliness of preparation of the annual financial statements is appropriate.
 - Monitor and consider management's compliance with statutory requirements.
 - Review the scope, approach, reports and activities of proposed audit coverage.
- **Internal and External Audit:**
 - Review and monitor whether the audit process is effective.
 - Ensure the objectivity and independence of the audit functions.
 - Monitor and review audit plans, reports and activities.
 - Ensure auditors receive the cooperation of all levels of management.
 - Review and consider differences of opinion between audit and management.
 - Monitor management's implementation of auditor's recommendations.
 - Ensure there are no restrictions placed on the audit function by management.
 - Facilitate the effective cooperation and coordination between external and internal audit.



BOULIA SHIRE COUNCIL

Naming of Public Assets Policy

Category:	Policy
Policy Number:	159
Document Version:	Version 1 1.0.3
Obsolete Version:	Version 1
Keyword Classification:	Naming of Public Assets Buildings
Summary:	Providing guidelines for the naming of newly constructed or existing public assets excluding roads under the control of Boulia Shire Council.
Adoption Date:	
Resolution:	
Due for Revision:	3 years
Revision date:	November 2024 23 rd August 2027
Date revoked:	n/a
Related documents:	AMP Strategy, AMP Asset Management Plan Strategy, Asset Management Plan
Responsible Section:	Corporate
Responsible Officer:	Director of Corporate & Financial Services
Legislation:	Local Government Act 2009, Planning Act 2016, Place Name Act 1994.

OBJECTIVE

To provide guidelines for the naming of public assets, excluding roads, under the control of Boulia Shire Council.

SCOPE

This Policy applies to all of Council's owned public buildings and structures.

This policy is applicable to Council Officers making recommendations to the Council for the naming or renaming of Council public assets.

POLICY STATEMENT

The naming of infrastructure assets (buildings & structures) provides an opportunity to honour individuals and groups for contributions and achievements that deserve recognition. It also presents an opportunity to emphasise important landmarks, geographical features or history.

Naming of infrastructure (buildings and structures) assets may arise either:

- At the instigation of Council, or the community, for existing unnamed infrastructure assets; or
- As a result of new infrastructure, assets being constructed as part of Council works or residential development.

This policy provides a consistent approach to the naming of infrastructure (buildings & structures) assets, to ensure that:

- Public consultation is undertaken where necessary and nominations received from the public are assessed against pre-determined criteria to ensure transparency;
- Any new building or structure names do not conflict with existing names presently recorded in Council's Asset Register or elsewhere;
- Any new infrastructure asset name does not conflict with existing names presently in use; and are not offensive, racist, derogatory or demeaning.
- Council's buildings and structures has an easily recognisable system of naming signs that assist both the local community and visitors to the area.

Renaming

Renaming is discouraged however an infrastructure asset may be renamed upon request if:

- The person or body or entity after which the infrastructure asset was named, has been discredited or dishonoured;
- There is very strong community desire (for example over 100 submissions) for a name change;
- The name is duplicated elsewhere in the Council area;

- It has been found that the information submitted regarding the naming of the infrastructure asset is factually incorrect.

Nominations

If Council is instigating the naming of an infrastructure asset, a notice will be placed on Council's website, Facebook page, email blasted and advertised on local notice boards. Council may also seek specific input from community groups, property owners/residents or other representative bodies as deemed necessary to ensure that a representative community consultation has taken place.

Members of the public may submit at any time, naming ideas, for consideration. Submissions should be in writing and should include the following information:

- Name/s selected;
- Exact location and/or locality of the building or structural asset; and
- Any other relevant information pertaining to the suggested name/s in order to make a decision.

Approving Nominations

Nominations received will be assessed against Council's records including but not limited to Asset Registers and plans.

Recommendations will be presented to the Council for adoption.

Unsuccessful recommended names and suitable unsolicited suggestions will be included in the list of names that may be used in future.

If no suitable nominations are received, an alternative infrastructure asset name will be presented to the Council.

Council may adopt, alter or reject any recommendation presented.

Name Signs

Name signs will be installed on or near each Public Building Structure when approved.

TITLE:	Financial Report for July 2024	DOC REF: 11.3.4
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REPORT BY:	Graeme Gillam Finance Manager	DATE: 17/08/2024
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

5.1.2: Effective internal and external communication and records management

5.1.3: Adopt and integrated risk management approach

RISK MANAGEMENT:

Information Report only – not applicable.

PURPOSE:

Financial Summary as at 31 July 2024.

CONTENT:

Cash Position:

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

Income

Total revenues to 31 July 2024 were \$7,639,100. This equates to approximately 42% of this year's budget.

Expenditure

Operating expenses to 31 July 2024 were \$813,466. This equates to approximately 4% of this year's budget.

Liquidity

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

	31-Jul-24	30-Jun-24
Cash at Hand	19,143,733	21,366,276
Net Cash Equivalent (Debtors-Creditors)	664,131	144,069
Total	\$19,807,863	\$21,510,345

Liquidity

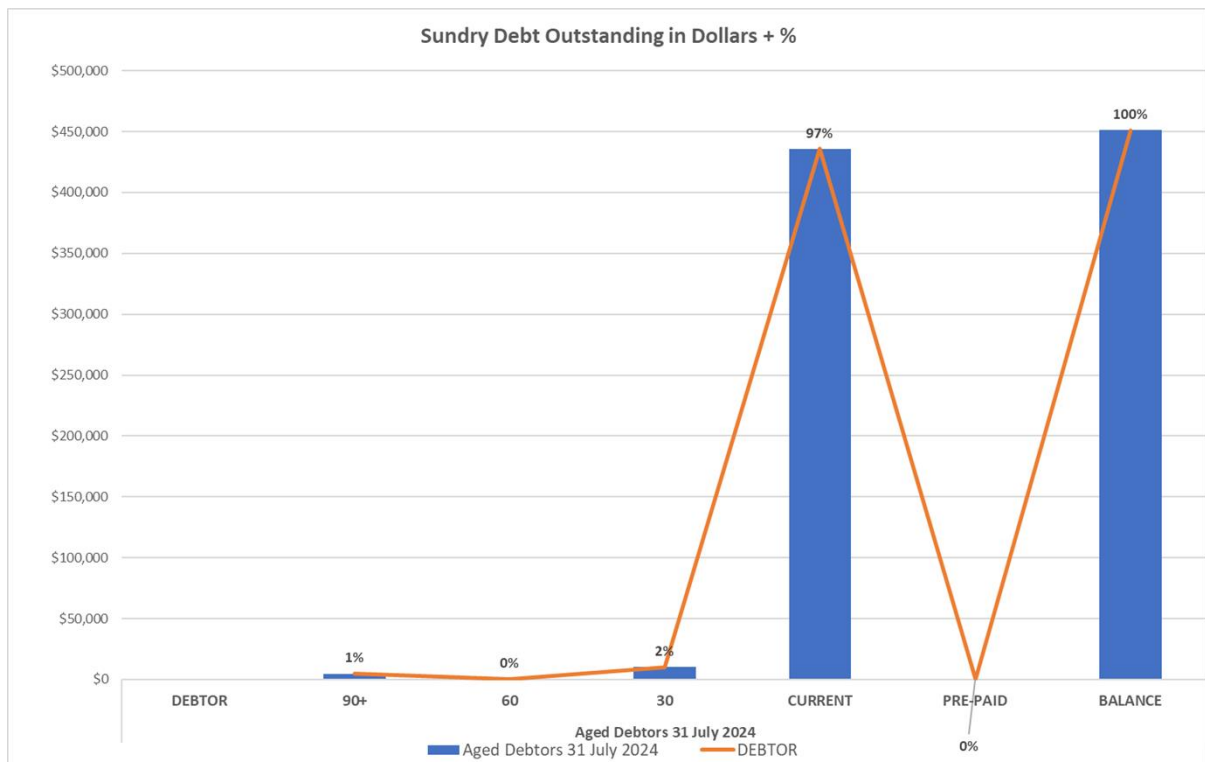
CBA		\$259,353
Floats		\$1,195
<u>Investments</u>		
CBA At Call	4.35%	\$7,039,827
QTC	5.4%	\$11,843,357
		Total
		\$19,143,733

Additional Information on Cash Position:

Cash Balances as at 31 July 2024		19,143,733
The following items need to be backed by cash		
Reserves 30th June		2,328,551
Funded Depreciation		-
Less Depreciation accrued		-
Funded		
Funded Employee Entitlements (Current and Non-Current)		1,311,841
Grant Funding (paid in Advance)		-
Working Capital Cash		1,500,000
Capital Grants		38,415
Operating Result for 2024/2025		6,825,634
Less Capital Expenditure 2024/2025		(840,509)
Backed by Cash		11,163,932
Cash unallocated as at 31 July 2024		7,979,800

Aged Debtors 31 July 2024

DEBTOR	90+	60	30	CURRENT	PRE-PAID	BALANCE
	\$ 4,684	\$ 470	\$ 10,025	\$ 435,862	0	\$ 451,041



90+ Days Outstanding

For this month, amounts greater than 90+ days total \$4,684, which comprises 0% of total debtors. Payment arrangements are in place.

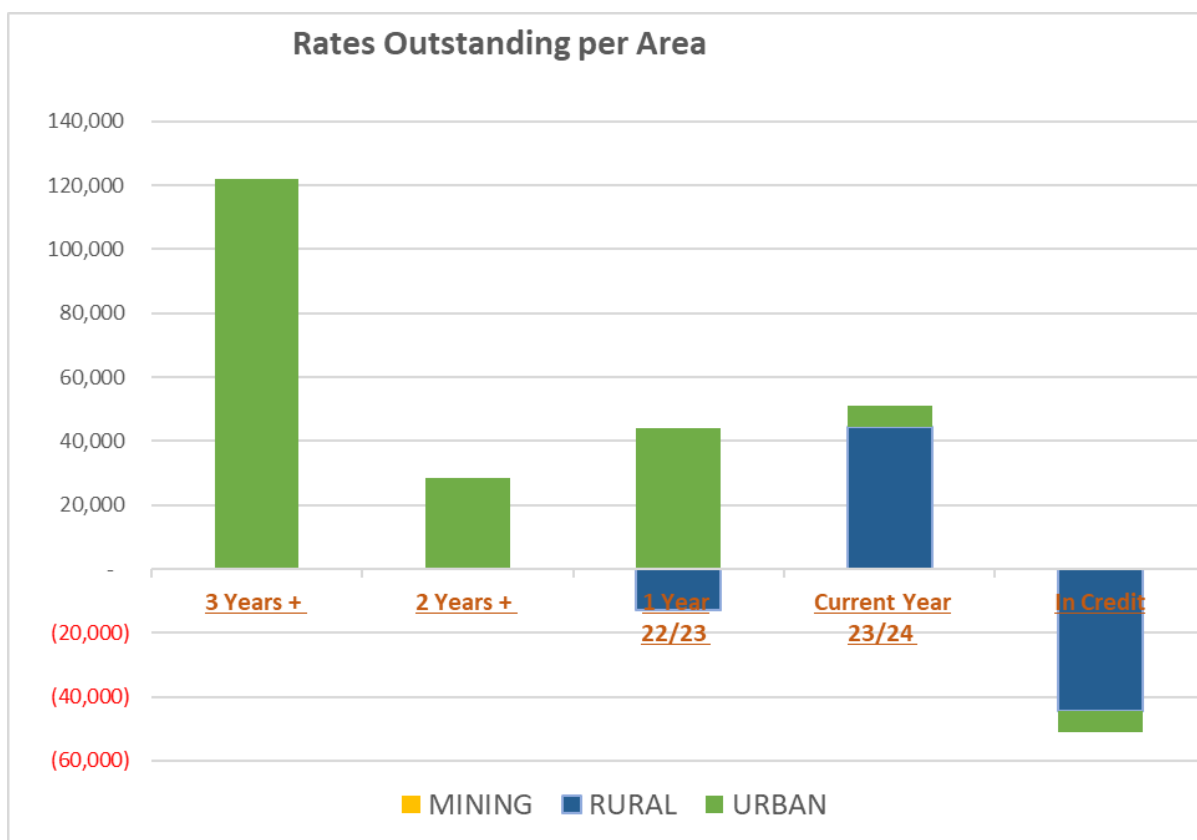
Creditors 31 July 2024

The total amount waiting for payment, not yet due is \$0.

Rates 31 July 2024

Total Outstanding is \$181,296.

RATES	3 Years +	2 Years +	1 Year 23/24	Current Year 24/25	In Credit	Total Outstanding
URBAN	\$121,800	\$28,294	\$44,185	\$6,416	\$(6,416)	\$194,280
RURAL	-	-	\$(12,998)	\$44,515	\$(44,515)	\$(12,998)
MINING	-	-	\$14	-	-	\$14
ALL	\$121,800	\$28,294	\$31,201	\$50,930	\$(50,930)	\$181,296



CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Finance Report for July 2024 be received for information.

ATTACHMENTS:

1. FS Income Statement ME July-24 [**11.3.4.1** - 1 page]
2. FS Cash Flow Statement ME July-24 [**11.3.4.2** - 1 page]
3. FS Balance Sheet as at ME July-24 [**11.3.4.3** - 1 page]
4. CONFIDENTIAL REDACTED - Revenue and Expenses ME July-24 [**11.3.4.4** - 2 pages]
5. CONFIDENTIAL REDACTED - Capital Budget 24-25 to ME July-24 [**11.3.4.5** - 5 pages]

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

BOULIA SHIRE COUNCIL
Income Statement
For the period ended 31 July 2024

	<i>2024/2025</i>	<i>2024/2025</i>
	<i>Actual</i>	<i>Budget</i>
Income		
Revenue		
Recurrent Revenue		
Net rate and utility charges	0	1,409,740
Fees and charges	66,874	1,290,050
Rental income	25,228	333,500
Interest received	50,980	820,500
Sales - contract and recoverable works	0	6,800,000
Other Income	37,350	25,900
Grants, subsidies, contributions and donations	7,407,435	7,786,015
Total Recurrent Revenue	<u>7,587,868</u>	<u>18,465,705</u>
Capital Revenue		
Grants, subsidies, contributions and donations	38,415	0
Sale of property, plant and equipment	-	-
Total Capital Revenue	<u>38,415</u>	<u>0</u>
Total Revenue	<u>7,626,283</u>	<u>18,465,705</u>
Total Income	<u>7,626,283</u>	<u>18,465,705</u>
Expenses		
Recurrent Expenses		
Employee benefits	(316,908)	(7,558,180)
Materials & Services	(483,741)	(7,763,900)
Finance Costs	0	(45,100)
Depreciation	0	(4,895,950)
Total Recurrent Expenses	<u>(800,649)</u>	<u>(20,263,130)</u>
Capital Expenses	-	-
Sale of property, plant and equipment	0	-
Total Expenses	<u>(800,649)</u>	<u>(20,263,130)</u>
Net Result Attributable to Council	<u><u>6,825,634</u></u>	<u><u>(1,797,425)</u></u>

BOULIA SHIRE COUNCIL
Statement of Cash Flows
For the period ended 31 July 2024

	<i>2024/2025</i>	<i>Adopted Budget</i>
	<i>Actuals</i>	<i>2024-25</i>
Cash Flows from Operating activities:		
Receipts from customers	(335,295)	5,726,000
Payments to suppliers and employees	(1,300,590)	(11,832,000)
	<u>(1,635,886)</u>	<u>(6,106,000)</u>
Interest received	6,379	715,000
Rental income	25,227.82	357,000
Non-capital grants and contributions	7,407,435	5,766,000
Borrowing costs	0	(36,000)
Net Cash Inflow (Outflow) from Operating Activities	<u>5,803,156</u>	<u>696,000</u>
Cash Flows from Investing activities:		
Payments for property, plant and equipment	(840,509)	(45,968,000)
Proceeds from sale of property, plant and equipment		
Grants, subsidies, contributions and donations	38,415	40,829,000
Net Cash Inflow (Outflow) from Investing activities	<u>(802,093)</u>	<u>(5,139,000)</u>
Cash Flows from Financing activities		
Proceeds from borrowings		2,000,000
Repayment of borrowings	0	(631,000)
Net Cash Inflow (Outflow) from Financing activities	<u>0</u>	<u>1,369,000</u>
Net Increase (Decrease) in Cash and Cash Equivalents held	<u>5,001,063</u>	<u>(3,074,000)</u>
Cash and Cash Equivalents at beginning of Reporting period	14,142,671	20,575,678
Cash and Cash Equivalents at end of Reporting period	<u><u>\$ 19,143,733</u></u>	<u><u>\$ 17,501,678</u></u>

BOULIA SHIRE COUNCIL**Balance Sheet****as at 31 July 2024***2024/2025 Actuals***Current Assets**

Cash and cash equivalents	19,143,733
Trade and other receivables	800,128
Inventories	429,669

Total Current Assets 20,373,530**Non-current Assets**

Property, plant and equipment	219,495,383
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Total Non-current Assets 219,495,383**TOTAL ASSETS** 239,868,913**Current Liabilities**

Trade and other payables	(135,997)
Borrowings	(93,938)
Provisions	(1,203,542)
Contract Liabilities	(1,598,473)

Total Current Liabilities (3,031,951)**Non-current Liabilities**

Borrowings	(1,104,038)
Provisions	(99,461)

Total Non-current Liabilities (1,203,499)**TOTAL LIABILITIES** (4,235,450)**NET COMMUNITY ASSETS** 235,633,463**Community Equity**

Asset revaluation reserve	113,968,081
Other reserves	2,328,551
Retained surplus	119,336,831

TOTAL COMMUNITY EQUITY 235,633,463

11.4 Community Services

TITLE:	Economic & Community Development Report – July 2024	DOC REF: 11.4.1
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REPORT BY:	Paul Bawden Economic & Community Development Manager	DATE: 15/07/2024
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

1.1.1: Build a strong sense of community, capacity and pride by supporting partnerships

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

Key Priority 3: Economic Development - A sustainable local economy

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

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

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

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

Key Priority 7: Valuing our greatest asset – people

7.4: Tourism

7.4.1: Make Bouliá 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' Economic and Community development activities.

CONTENT:

Tourism:

- MME Tourism Officer: Achieved excellent outcomes across the busiest month of the year in terms of visitor numbers and sales.
- BSC Tourism Officer: Continued planning for the painting of mural on concrete at Heritage Centre and maintaining the collection.

Grants:

- Current submissions – Commenced work on the preparation of an application under Queensland Remembers Program.

Current implementation - First Nations Sport & Rec program – identifying consultation and program development.

Community Pool:

Closed over winter season, however maintenance works continuing with completion of concrete painting to reduce risk of slips.

Community Sports Centre:

With recently appointed Sports Officer there has been a continuing increase in activity at the Centre, with people attending in July totalling 372, which is an increase of 93 people compared to June.

The sensory floor is now fully operational again and children are enjoying the interactive programs.

The new gym equipment has been delivered, with work being undertaken on its installation and connection to on-site utilities.

On 29th and 30th the regional 'school of air' children and staff visited the Centre and participated in sports and games.

Further investigations being undertaken on programs that can better meet local interests.

Library service:

The facility was open for the recently extended hours comprising:

Monday: 8:15am – 5:00pm (Closed for lunch 1:15 – 2:15)

Tuesday – Friday: 8:15am – 1:15pm

ACTIVITY	CUSTOMER VOLUME - per month
Library visitors	356
Wi Fi	29
Number of new members - local	1
Tourist Members	0

Library activities:

During First 5 Forever sessions this month we have been undertaking problem solving with puzzles and building a train track in numerous ways.

The library is still delivering two (2) sessions a week and are beginning to pick-up numbers again.

This month school holiday activities attracted both local children and visitors.

With the Camel Races a large number of visitors sought WIFI, telephone connections, exchanging of books and access to information on local services.

The book club continues to attract interest, with some people logging into the group as living out of town.

Total visitors 356, comprising an increase of 250% compared to the same period in 2023.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2023	51	137	86	131	129	88	131	197	275	182	205	152
2024	101	140	237	162	143	240	356					

Economic Development:

In better focusing this activity area a number of generally small initiatives were progressed during the month, including:

- Planning to improve the Min Min Encounter and Shire Hall frontage to Herbert Street.
- Investigation of local opportunities to promote agritourism, including liaison with regional groups and dialogue with Councillors.
- Preliminary designs produced for entry feature into Robinson Park and commemorative plaque within the Herbert Street median.
- Organising two productions to visit in August comprising a children’s show and comedy/musical for a more mature audience.
- Met with State government officers and agency representatives on opportunities to improve local services in the areas of health, education and housing.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Economic and Community Development Report for July 2024 be received for information.

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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TITLE:	Racecourse Reserve Advisory Committee of Management	DOC REF: 11.4.2
REPORT BY:	Paul Bawden Economic & Community Development Manager	DATE: 15/07/2024

CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

1.1.1: Build a strong sense of community, capacity and pride by supporting partnerships

1.1.2: Liaise and work with community groups and organisations in attracting funding and/or providing support where appropriate

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

Key Priority 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

RISK MANAGEMENT:

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

PURPOSE:

To provide Council with an opportunity to establish an Advisory Committee of Management across the Racecourse Reserve that would include two Councillors, user group representatives together with officer support; to identify and assess facility and maintenance improvements. The outcome of meetings would be reported to Council.

CONTENT:

Racecourse Reserve: This is an important community asset accommodating a wide range of activities that enrich peoples' lives and attract many visitors to the region.

Responsibilities: The Committee would be empowered to undertake the following:

- Identify and report on community issues.
- Monitor the condition of facilities and current maintenance.
- Suggest upgrades and improvements to the Reserve and funding opportunities.
- Identify and encourage the sharing of facilities and attract new groups to access the Reserve and surrounds.
- Provide advice during the preparation of strategic plans, such a site master plan and/or asset management plan.

The Committee's recommendations would be reported to Council for consideration.

Membership: This is proposed to include a maximum of eight (8) members, comprising two Councillors (in role of Chair and Deputy Chair), Camel Race Committee, Rodeo Association, Campdraft Club, Turf Club, Pitta Pitta and an independent person in the community.

Two Councillors would be appointed by Council, organisations would each nominate a representative, and an independent community member would be identified through an advertised process.

A Council support officer would provide assistance, while specialists may be invited to provide advice on specific items.

The terms of office are proposed to align with Council elections.

Governance: The attached draft Terms of Reference address roles and responsibilities, holding/attendance at meetings, confidentiality, conflicts of interest and relationship with media.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

1. The proposed Racecourse Reserve Advisory Committee of Management be established in accordance with the Terms of Reference.
2. That Councillors Julie Woodhouse and Jan Norton be nominated as Chairperson and Deputy Chairperson respectively for the Racecourse Reserve Advisory Committee of Management as part of their portfolio "Community Housing & Public Open Spaces".
3. That the CEO be authorised to undertake the necessary implementation.

ATTACHMENTS:

1. Boulia Shire Council Racecourse Reserve Committee of Management ToR
Draf [11.4.2.1 - 5 pages]

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

Racecourse Reserve Advisory Committee of Management Terms of Reference

Category:	Terms of Reference
Terms of Ref. Number:	1.0
Document version:	1.0
Obsolete version:	N/A
Keyword classification:	Racecourse Reserve – Advisory Committee of Management Terms of Reference
Summary:	The Terms of Reference provide a framework for the purpose, responsibilities, membership, term of office, operating procedures, and evaluation.
Adoption date:	
Resolution:	
Due for Revision:	Every four years following Council elections or as impacted by legislation.
Revision date:	1 st May 2028
Date revoked:	N/A
Related documents:	N/A
Responsible Section:	Economic and Community Development
Responsible Officer:	Economic and Community Development Manager
Legislation:	Local Government Act 2009



BOULIA SHIRE COUNCIL

Purpose

The Boulia Racecourse Reserve Advisory Committee has been established to provide advice and recommendations to Council on:

- User arrangements – scheduling and coordinate use of resources, including use of the Reserve.
- Improvements to safety and overall experience of Reserve users and visitors.
- Maintenance of a general nature.
- Identify opportunities to maximise community usage of the Reserve.
- Strategic plans such as a future master plans, and asset management plans.

It can disseminate information to users of the Reserve regarding grant opportunities, and proposed improvements.

Responsibilities

The Advisory Committee of Management has been established under the framework of the *Local Government Act*, and is empowered to undertake the following:

- Identify and report on public risk issues.
- Monitor the condition of facilities and identify any revised maintenance.
- Suggest upgrades and improvements to the Reserve together with funding opportunities.
- Identify and encourage other user groups to access the Reserve and surrounds.

The Committee does not have the power to commit Council to any decision or action, or to direct Council staff in their duties. The Committee may make recommendations for consideration by Council, but Council reserves the right to accept or reject recommendations from the Committee. This includes proposals for the expenditure of funds allocated to the Reserve.

An important role will be the provision of advice and recommendations during the preparation of strategic plans, such as a master plan and/or asset management plan.

Membership

Committee membership shall consist of a maximum of eight (8) members, as follows:

- Boulia Shire Council Councillors (2) in roles of Chair and Deputy Chair.
- Camel Race Committee
- Rodeo Association
- Campdraft Club
- Turf Club



BOULIA SHIRE COUNCIL

- Community
- Pitta Pitta

A Council support officer will provide administrative advice but is not a committee member.

The Chairperson, depending on the agenda may invite/endorse other people to attend meetings.

Selection of members

The Chairperson and Deputy Chairperson will be appointed by the Council.

Nominated member organisations will be contacted by the Council support officer (or proxy) and invited to identify a representative for the Committee.

The independent community member will be selected through an advertised process, that includes a submission outlining previous community involvement, experience in committee memberships and reasons for nominating for this Advisory Committee. If there is more than one nomination they will be reported to Council for determination. The person should not be a member of any organisation already represented.

Alternative Representatives

As required, alternative representatives may attend meetings on behalf of the named user group and would be entitled to vote.

If a named representative is unable to attend three (3) or more consecutive meetings, the Council's support officer will contact the organisation and seek a new representative to be identified.

Specialist Advice

Individuals and groups may be invited to attend Advisory Committee meetings by the Chairperson to provide specialist advice. They must not vote on any matter.

Council Officer

A Council officer (Economic and Community Development Manager) or nominee will attend all meetings to provide support and record the minutes.

Term of Office

Membership shall generally be for a term of four years linking to Council elections.

The Advisory Committee shall generally meet bi-monthly.



BOULIA SHIRE COUNCIL

Resignations

Committee members who seek to resign during their appointment period should submit their resignation in writing to the Council support officer.

Governance

Council:

The Council will:

- Publicise on its website the agreed schedule of meetings.
- Document the minutes of each scheduled meeting and distribute minutes and agendas to members.
- Ensure the confirmed and signed copy of the Minutes is recorded.
- Liaise with listed organisations and seek nominations for membership.
- Provide regular reports to Council regarding Committee meetings and their recommendations.
- Explain any decisions that impact on community usage of the Reserve.
- Where appropriate, engage with the Committee on the development of proposals impacting the Reserve.
- Provide advice where possible on community funding opportunities.
- Each four years or earlier if required ensure a review of the purpose and functions of the Committee is undertaken.

Attendance at Meetings:

It is expected that members will attend all meetings. In the event of a Committee member being unavailable for a meeting, the person should contact the Council support officer and this will be recorded in the minutes.

If a member misses three consecutive meetings without a sufficient explanation, the person's membership will lapse.

If a member resigns from the Committee, their position will be filled by a nominee from the same user group or through advertising.

Confidentiality:

Information discussed, received, used or created by the Committee may be confidential. A Committee member must not disclose, discuss or otherwise make public confidential information, unless authorised by the Council.

Council may terminate a Committee member's appointment if they have been found to breach confidentiality requirements.

Conflict of Interest

Conflicts of interest must be declared.



BOULIA SHIRE COUNCIL

In the event of a conflict of interest, the declaration must be recorded in the minutes.

Media:

The Mayor is empowered to be the Council's spokesperson for activities.

Flyers, brochures, and other sources of information from the Committee must be first approved by the CEO or nominee.

Operating Procedures:

Meetings:

For the beginning of each calendar year, the Committee will agree on a schedule of meetings based on a two-month cycle. Additional, special meetings may be called by the Chairperson, as required.

Committee members must be provided with a minimum two days' written notice of a special or additional meeting and its purpose.

Quorum and Decision Making:

The quorum is a minimum of four (4) members – one of which needs to be the Chairperson/Deputy Chairperson. If a quorum is not present, the Chairperson may decide that the Committee meet for discussions only.

Consensus decision making is preferred however all members are entitled to vote, and a matter may be voted upon at the discretion of the Chairperson.

If there is an equal division of votes, the Chairperson shall have a second or casting vote.

Reporting to Council:

The minutes of the Committee will be the prime method of reporting to Council.

Recommendations and Actions:

The Council support officer will refer Committee decisions endorsed by Council to the relevant person for discussion and actioning as required.

Evaluation and Review:

The composition, activities and Terms of Reference of the Committee will be reviewed at least every four years, or as required.

An Advisory Committee ceases to exist at the conclusion of the period specified in the Term of Reference, unless Council resolves that it continue.

Council may disband a Committee following a review at any time during its operation.

TITLE:	Min Min Encounter & Boulia Heritage Centre Report – July 2024	DOC REF: 11.4.3
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REPORT BY:	Karen Savage Tourism Officer	DATE: 12/08/2024
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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 (MME) and Boulia Heritage Centre (BHC) and to promote tourism in the Shire and surrounding region.

CONTENT:

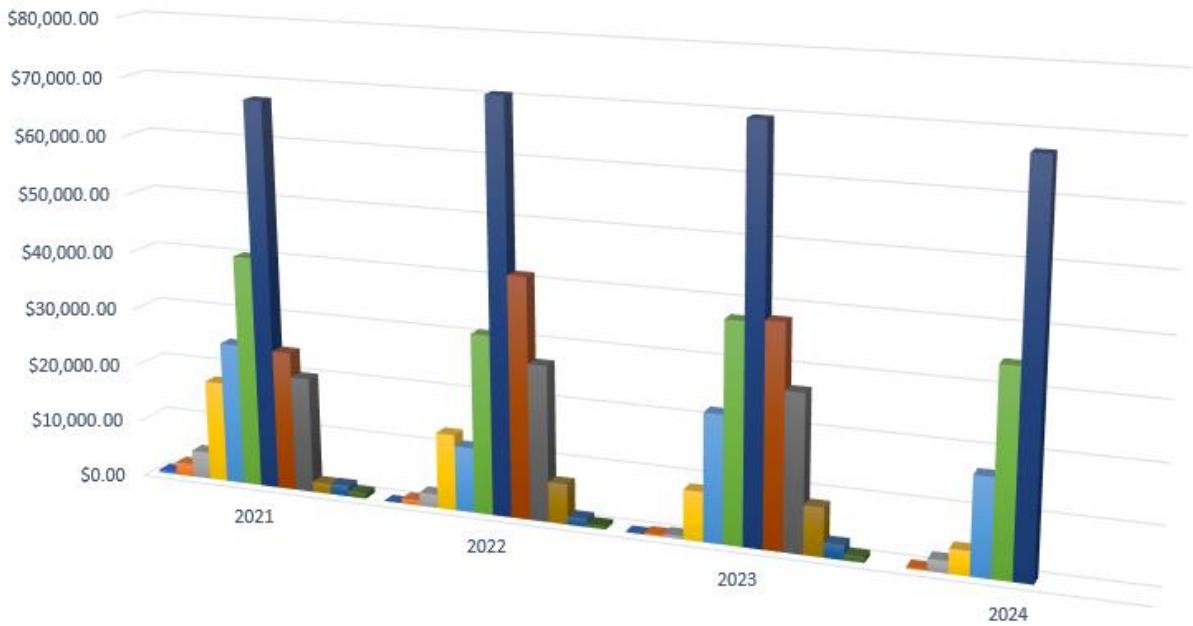
Monthly Activity Statistics: July 2024

Sales – tickets/merchandise	\$ 67,171.65
MME total Visitor Stats	2215
MME Tickets	613
BHC Tickets	142
COMBO Tickets	341
Rezdy Online Bookings during the month (no payment taken)	2

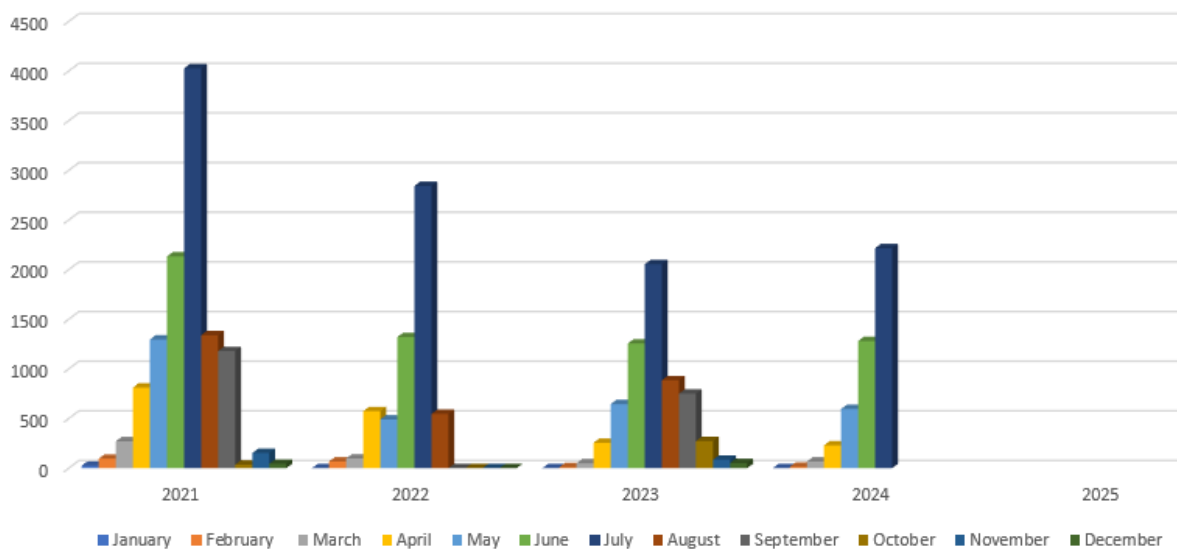
Social Media Statistics: July 2024

Social media pages	Reached
TripAdvisor Review	64% excellent
Google Business Profile	505 profile views, 212 interactions 76 website visits from the profile 3 Five-star reviews

MME & BHC YTD INCOME



MME & Heritage Complex Visitor Information



REPORT ON ACTIVITIES HELD FOR JULY:

Visitor Statistic Reporting:

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

July was an excellent month with visitors to the Camel Races exceeding previous years, however income was slightly lower than anticipated despite having a one-day record of well over \$9,000. This figure could have been much greater had the internet issues not stopped all EFTPOS machines for 48hrs. We had to turn away a significant number of people who had no cash. Having spoken to Telstra this can be avoided for future years by a simple change of EFTPOS machines. This is definitely worth looking at going forward.

Group Bookings: 2 group bookings this month with very positive reviews, however a noticeable decrease in spending of these groups.

Social Media: Facebook posts reached 2243 people this month with 244 engaging in posts.

Explore Queensland Network: n/a

Merchandise: Merchandise is selling well, however income remains slightly lower than last year this time due to the loss of EFTPOS over Camel Races.

Bouliá Heritage Centre:

The Heritage Complex has had some wonderful reviews with a comment made "This is the best small town museum I have ever visited!".

General:

Camel Races gave us a much-needed boost to our numbers but numbers did seem to drop off quite rapidly afterwards. There are quite a few bus tours booked going forward so this will boost numbers.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Min Min Encounter & Bouliá Heritage Centre Report July 2024 be received for information.

ATTACHMENTS: Nil

Reviewed by Economic and Community Development Manager	Mr Paul Bawden
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.
- j) an investigation report given to the local government under chapter 5A, part 3, division 5 of the *Local Government Act 2009*.

TITLE:	Rodeo Paddock Lease - due for review	DOC REF: 13.1.1
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CLOSED SESSION REFERENCE:

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

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

PURPOSE:

To determine if Council wish to continue a lease arrangement over the Rodeo Paddock (Lot 100 on SP 255329).

TITLE:	Pitta Pitta Land Compensation Claim	DOC REF: 13.1.2
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CLOSED SESSION REFERENCE:

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

(h) negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967*;

PURPOSE:

To confirm Council's position on the request for land for the Pitta Pitta Group land compensation through Department of Agriculture and Fisheries.

14 General Business

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