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BOULIA SHIRE COUNCIL

10th December 2019

NOTICE FOR AN ORDINARY MEETING OF COUNCIL

NOTICE is hereby given that an **ORDINARY MEETING** of the Boulia Shire Council will be held on **Wednesday 18th December 2019** at the **Boulia Airport Terminal** commencing at **10 am** for the transaction of the following business.

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

1. Meeting opening with the acknowledgment of Country and Traditional Owners.
 2. Present
 3. Apologies / Leave of Absence
 4. Declaration of Material Personal Interest / Conflict of Interest
 5. Register of Interests – new / or changes recorded
 6. Confirmation of Minutes from previous meeting Pg.1
 7. Reports from advisory committees (nil)
 8. Mayoral Minutes
 9. Notice of Motion
 10. Request to address Council in a public forum
 11. Petition – if tabled
 12. Pitta Pitta representation (when requested)
 13. REPORTS:
- ENGINEERS REPORT – GBA CONSULTING
- | | | |
|---------|--|-------|
| Item E1 | Engineering Services Report – News brief | Pg.12 |
|---------|--|-------|
- DIRECTOR OF WORKS AND OPERATIONS
- | | | |
|-----------|------------------------------|-------|
| Item DWO1 | Grants Work Status Summary | Pg.15 |
| Item DWO2 | Boulia Works Program 2018/21 | Pg.18 |
| Item DWO3 | See Closed Session | |
- INFORMATION REPORTS
- | | | |
|--------|--|-------|
| Item A | NDRRA Flood Damage Works Department | Pg.19 |
| Item B | Foreman, Road Maintenance and Utility Services | Pg.20 |
| Item C | Foreman, Roads Maintenance and Construction | Pg.24 |
| Item D | Rural Lands Protection Officer | Pg.25 |
| Item E | Work Camp Report | Pg.42 |
- CHIEF EXECUTIVE OFFICER
- | | | |
|-----------|---|--------|
| Item CEO1 | CEO Briefing for November 2019 | Pg.43 |
| Item CEO2 | Action List | Pg.47 |
| Item CEO3 | 4th Quarter Operational Plan Report 2018-2019 | Pg.51 |
| Item CEO4 | Rainbow Gateway Host Agreement | Pg.88 |
| Item CEO5 | See Closed Session | |
| Item CEO6 | Council Meeting Dates from January to December 2020 | Pg.104 |

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



TELEPHONE: (07) 4746 3188
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BOULIA SHIRE COUNCIL

MANAGER CORPORATE & FINANCIAL SERVICES

Item FM1	Manager Corporate & Financial Services Report	Pg.106
Item FM2	133 Fraud and Corruption Control Policy and Fraud and Corruption Control Plan review	Pg.111

COMMUNITY SERVICES MANAGER

Item CSM1	Community Services Report	Pg.139
Item CSM2	Community Grants Policy update review	Pg.143

INFORMATION REPORTS

Item F	Min Min Encounter	Pg.150
Item G	Boulia Heritage Complex	Pg.152
Item H	Boulia Sports and Aquatic Centre	Pg.154
Item I	Library	<i>Nil this month</i>

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

Item DWO3 Contract Works Overseer Extension
Item CEO5 Central Petroleum Lease Finalisation

Ms Lynn Moore
Chief Executive Officer

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

Local Government Regulation - 275 Closed meetings

- (1) A local government or committee may resolve that a meeting be closed to the public if its councillors or members consider it necessary to close the meeting to discuss -
 - (a) the appointment, dismissal or discipline of employees; or
 - (b) industrial matters affecting employees; or
 - (c) the local government's budget; or
 - (d) rating concessions; or
 - (e) contracts proposed to be made by it; or
 - (f) starting or defending legal proceedings involving the local government; or
 - (g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; or
 - (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.
- (2) A resolution that a meeting be closed must state the nature of the matters to be considered while the meeting is closed.

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BOULIA SHIRE COUNCIL

(3) A local government or committee must not make a resolution (other than a procedural resolution) in a closed meeting.

DECLARATION OF INTERESTS

Conflict of Interest A Councillor has a conflict of interest if their decisions are, or may be seen to be, influenced by their personal interests.

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

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

COMMONLY USED ACRONYMS

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



COUNCILLOR DECLARATION OF INTEREST
Declaration of a Conflict of Interest Form

Councillor: _____

Council meeting date: _____

Agenda Item Number: _____

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

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

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

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

Signed

Date

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COUNCILLOR DECLARATION OF INTEREST
Declaration of a Material Personal Interest Form

Councillor: _____

Council meeting date: _____

Agenda Item Number: _____

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

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

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

Signed

Date

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**MINUTES OF THE GENERAL MEETING
OF THE BOULIA SHIRE COUNCIL
HELD ON MONDAY 18th NOVEMBER 2019
COMMENCING AT 10 AM**

Attendance:

Councillors: Councillor Eric (Rick) Britton
Councillor Rebecka (Beck) Britton (via teleconference)
Councillor Sam Beauchamp
Councillor Brook McGlinchey
Councillor Jack Neilson

Officers: Ms Lynn Moore (Chief Executive Officer)
Mrs Nicole Tonkies (Executive Assistant)

Opening:

The Mayor opened the meeting at 10.14 am.

Mr Harin Karra entered the meeting at 10.14 am.

Acknowledgement of Traditional Owners

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

The Mayor also acknowledged past and present service personnel.

It has been noted that the Mayor has reminded all Councillors in regards to registration of interests.

2019/11.1 MINUTES OF THE OCTOBER 2019 ORDINARY MEETING

<u>Moved:</u> Councillor Neilson	<u>Seconded:</u> Councillor McGlinchey
That the Minutes of the General Meeting held on 21 st October 2019 be accepted.	
<u>Carried</u>	

Councillor Beck Britton joined the meeting via teleconference at 10.23 am.

2019/11.2 PROCESSING OF COUNCILLOR DECLARATION OF INTERESTS – NOVEMBER 2019 ORDINARY MEETING OF COUNCIL

Moved: Councillor McGlinchey **Seconded:** Councillor Rick Britton
 Council acknowledged receipt of the following Councillor Declaration of Interests relevant to reports in the November 2019 Ordinary Meeting of Council and resolved to handle the declaration as follows:

Councillor	Agenda Item Number	Type of Declaration	How the interest will be handled
Rick Britton	Item DWO2, Item DWO3, Item DWO4, Item DWO5	Conflict of Interest	Councillor Rick Britton has a perceived conflict of interest in the matter and, notwithstanding the conflict, may participate in the matter, discuss and vote upon it.
Jack Neilson	Item DWO2	Conflict of Interest	Councillor Neilson has a perceived conflict of interest in the matter and, notwithstanding the conflict, may participate in the matter, discuss and vote upon it.
Beck Britton	Item DWO2, Item DWO3, Item DWO4, Item DWO5	Conflict of Interest	Councillor Beck Britton has a perceived conflict of interest in the matter and will be leaving the meeting while this matter is discussed and voted on.

Carried

2019/11.3 ENGINEERING SERVICES REPORT – NEWSBRIEF FOR OCTOBER 2019

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

Moved: Councillor McGlinchey **Seconded:** Councillor Rick Britton
 That the Engineering Services Report – News Brief for October 2019 be noted.

Carried

2019/11.4 GRANTS WORK STATUS SUMMARY

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

Moved: Councillor Neilson **Seconded:** Councillor Rick Britton
 That the Grants Work Status Summary on the progress of the funded projects be received for information.

Carried

Mr Karra presented to Council the Boulia Works Program for information only.

2019/11.5 NDRRA FLOOD DAMAGE WORKS DEPARTMENT OCTOBER 2019 REPORT

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

Moved: Councillor Neilson Seconded: Councillor Beauchamp

That Boulia Shire Council accept the tender price of \$59,706 for the supply and deliver of a Toyota Hilux Utility, further, sell unit 568 Toyota Hilux Utility to Anthony Britton for \$26,000 (inclusive of Goods and Services Tax).

Carried

Councillor Rick Britton declared a Conflict of Interest in the report Item DWO4 due to being a distant relative of a tenderer. In accordance with the resolution made under 2019/11.2, Councillor Rick Britton was able to participate in the matter, discuss and vote upon it.

Councillor Beck Britton declared a Conflict of Interest in the report Item DWO4 due to a tenderer being a previously related party. In accordance with the resolution made under 2019/11.2, Councillor Beck Britton left the meeting while this matter was discussed and voted on.

2019/11.14 TOYOTA HILUX DOUBLE CAB – TENDER NO: T2019/20-7

PURPOSE:

This report seeks approval to purchase a new Toyota Hilux Utility under Tender No T2019/20-7.

Moved: Councillor Rick Britton Seconded: Councillor McGlinchey

That Boulia Shire Council accept the tender price of \$59,806 including delivery less trade-in of \$23,250 for Unit 569, Toyota Hilux Double cab (inclusive of Goods and Services Tax) from Black Toyota for the purchase of a Toyota Hilux Double Cab.

Carried

Councillor Rick Britton declared a Conflict of Interest in the report Item DWO5 due to being a distant relative of a tenderer. In accordance with the resolution made under 2019/11.2, Councillor Rick Britton was able to participate in the matter, discuss and vote upon it.

Councillor Beck Britton declared a Conflict of Interest in the report Item DWO5 due to a tenderer being a previously related party. In accordance with the resolution made under 2019/11.2, Councillor Beck Britton left the meeting while this matter was discussed and voted on.

2019/11.15 TOYOTA HILUX DOUBLE CAB – TENDER NO: T2019/20-8

PURPOSE:

This report seeks approval to purchase a new Toyota Hilux Utility under Tender No T2019/20-8.

Moved: Councillor Beauchamp Seconded: Councillor Neilson

That Boulia Shire Council accept the tender price of \$60,290 for the supply and deliver of Toyota Hilux Utility, further, sell unit 570 Toyota Hilux Utility to Anthony Britton for \$23,000 (inclusive of Goods and Services Tax).

Carried

An application for Work Camp Assistance was presented to the Councillors for consideration.

2019/11.16

Moved: Councillor Rick Britton Seconded: Councillor McGlinchey

That Council acknowledge the assistance for Work Camp as follows:

Applicant Number	Approved/Denied
Applicant C	Approved

Carried

The meeting was adjourned for lunch and a Coridgee fencing site visit with Mr G Hacon and Mr R Hacon at 11.43 am.

The meeting resumed at 2 pm.

Mr Graham Smerdon entered the meeting at 2 pm.

Councillor McGlinchey left the meeting at 2.23 pm.
Mr Smerdon left the meeting at 2.25 pm

2019/11.17

Moved: Councillor Rick Britton Seconded: Councillor Neilson

That Council allocate a figure of \$40,000 for the repair, maintenance or replacement of the Coridgee boundary fence including flood gates.

Carried

Councillors discussed potential projects to be considered for the Drought Communities Program grant funding.

Mr Karra left the meeting at 3.34 pm.

2019/11.18 CEO BRIEFING FOR OCTOBER 2019

PURPOSE:

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

Moved: Councillor Rick Britton Seconded: Councillor Neilson

That the CEO Briefing for October 2019 is received for information.

Carried

2019/11.19 ACTION LIST

PURPOSE:

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

Moved: Councillor Neilson Seconded: Councillor Rick Britton

That the updated Action List report be received for information.

Carried

2019/11.20 1ST QUARTER OPERATIONAL PLAN REPORT 2019-2020

PURPOSE:

To present the first quarter Operational Report for 2019-2020.

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

1. That Council receive the First Quarter report for the 2019-2020 Operational Plan for information.
2. That the report be displayed on the Council website.

Carried

2019/11.21 1080 SUPPLY AND TRAINING REQUIREMENTS

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

That the 1080 Supply and Training requirements report be received for information.

Carried

2019/11.22 MANAGER CORPORATE & FINANCIAL SERVICES OCTOBER 2019 REPORT

PURPOSE:

Financial Summary as at 31st October 2019.

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

That the Manager of Corporate & Financial Services October 2019 Report be received for information.

Carried

2019/11.23 BUDGET REVIEW SEPTEMBER 2019

PURPOSE:

Budget Review to 30th September 2019 based on trends to date.

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

That the budget review as presented to Council be received and that the revised budget variations as shown be adopted.

Carried

2019/11.24 POLICY REVIEW – 101 PURCHASING AND ACQUISITION POLICY

PURPOSE:

Regular review of Council policies ensure that Council maintains an up to date guide for staff to refer to in the day to day management of Council. This report deals with changes to an existing policy.

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

1. That Policy 101 – Purchasing and Acquisition Policy as presented be adopted.
2. That a copy of the policy be handed to all Councillors for the updating of their Policy books and also forwarded electronically via email.

Carried

**2019/11.25 POLICY REVIEW – 118 ASSET MANAGEMENT AND SERVICES POLICY,
145 COMMUNITY FACILITIES HIRE**

PURPOSE:

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

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

1. That the policies as presented be adopted.

POLICY	NO.	OFFICER	TYPE
Asset Management and Services Policy	118	Manager of Corporate & Financial Services	STAT

Changes to policy	Page No	Paragraph
Responsible Officer changed to Manager Corporate & Financial Services	1	n/a
Corporate Plan reference updated	2	1
Total replacement value of assets held for the delivery of services updated to \$167.3.	2	3
The sentence 'Council is receiving contributed assets as private development expands the infrastructure and facilities asset base.' is to be removed from the policy.	2	3 – bullet points

POLICY	NO.	OFFICER	TYPE
Community Facilities Hire Policy	145	Manager of Corporate & Financial Services	ADMIN

Changes to policy	Page No	Paragraph
Responsible Officer changed to Manager Corporate & Financial Services	1	n/a
"RSL" building changed to Burke St Hall	2	n/a
Pre and Post Event Inspections – deleted word Administration	5	1
Insert table to clarify responsible officers for each venue	5	2
Inserted 'Swipe Cards' beside 'Keys' as a combination is used	5	throughout section 5
Officer changed to Manager Corporate and Financial Services	6	7, 8
Inserted 'Swipe Cards' beside 'Keys'	8	3
Officer changed to Manager Corporate and Financial Services	10	2
Inserted 'Swipe Cards' beside 'Keys'	10	5
Officer changed to Manager Corporate and Financial Services	10	6

2. That a copy of the changes to the policy be handed to all Councillors for the updating of their Policy books and also forwarded electronically via email.

Carried

2019/11.26 COMMUNITY SERVICES OCTOBER 2019 REPORT

PURPOSE:

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

Moved: Councillor Neilson Seconded: Councillor Beauchamp

That the Community Services October 2019 Report is received for information.

Carried

2019/11.27 NEW LOOK 'CCC'

PURPOSE:

To provide Council with information regarding a new look Channel Country Chatter (CCC).

Moved: Councillor Rick Britton Seconded: Councillor Neilson

That Council receive the New Look 'CCC' report for review and recommendation to move to quarterly publication with a new format.

Carried

2019/11.28 HOSPITAL AND HERITAGE MACHINERY SIGNAGE

PURPOSE:

To provide Council with an update regarding Hospital and Heritage Machinery Signage.

Moved: Councillor Rick Britton Seconded: Councillor Neilson

That Council approve the signs attached to the Hospital and Heritage Machinery Signage report for production.

Carried

2019/11.29 MIN MIN ENCOUNTER OCTOBER 2019 REPORT

PURPOSE:

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

Moved: Councillor Rick Britton Seconded: Councillor Neilson

That the Min Min Encounter October 2019 Report be received for information.

Carried

2019/11.30 BOULIA HERITAGE COMPLEX OCTOBER 2019 REPORT

PURPOSE:

To update Council on the visitations and activities at the Boulia Heritage Complex.

Moved: Councillor Rick Britton Seconded: Councillor Beauchamp

That the Boulia Heritage Complex October 2019 Report is received for information.

Carried

2019/11.31 BOULIA SPORTS AND AQUATIC CENTRE OCTOBER 2019 REPORT

PURPOSE:

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

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

That Council proceed with the Facebook Checkfront online booking system.

Carried

General Business

Container in yard enquiry – Councillors discussed a request that was received from a community member regarding the possibility of installing containers adjoined with a roof kit on the property they reside in. Providing the request goes through the relevant development applications and is engineered accordingly, Councillors had no objection to the potential construction.

Meeting Closure

The Mayor closed the meeting at 4.27 pm.

Confirmed:

Minutes confirmed _____

Resolution No. _____

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th December 2019

TITLE:	Engineering Services Report – News Brief for November 2019	DOC REF: Item E1
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REPORT BY:	STUART BOURNE GBA - SENIOR CIVIL ENGINEER	DATE: 06/12/2019
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CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

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

2.2: Well serviced

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

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

PURPOSE:

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

CONTENT:

1. Visits to the Shire

25th November – 5 December

Seal Supervision – Matt

10th – 13th December

Flood damage completion pickup - Matt

2. Flood Damage Works

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

The March 2018 flood event (North and North West Queensland Low and Associated Rainfall and Flooding 24th February – 8th March 2018). March REPA submission (BoSC 23.18) has been approved by QRA, value of \$3.99 million. Works to be completed by June 2020. Works have commenced on this program.

The March 2019 Flood Event (Severe Tropical Cyclone Trevor and Associated Low Pressure System 19-27 March 2019) Emergency Works is completed and approved for value of \$1.050m. In Field assessment was held in Boulia on the 16-19th September for the REPA works. Submission has been lodged to QRA with Submission value of \$14,706,416.51. Pending second assessment and approval.

3. Other

Donohue Highway: Outback Way Funding Package 2

Contract	Location	Length	Project Funding	AG Contribution	SG/LG Contribution	Year	Comment
1	111.1-116.5 (Georgina Approaches)	5.16	\$2.18m	\$1.744m	\$0.436m	19/20	Design Complete, Works sealed to the Georgina Bridge.
2	206.5 – 213.5 (Kellys Ck end)	7	\$2.965m	\$2.372m	\$0.593m	19/20 & 20/21	Design Complete

3	213.5-220.59 (Emergency Airstrip end)	7.09	\$2.97m	\$2.376m	\$0.594m	20/21	Design Complete
4	233-238,6 (Ridges)	5.6	\$2.36m	\$1.888m	\$0.472m	20/21	Design Complete
		24.85	\$10.475m	\$8.38m	\$2.095m		

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

Work has commenced on Stage 6 (Package 2) Chainage 111.1-116.5. Co CH 111.1 - Georgina Bridge. Double/Double seals on this section were completed in early December. Works from the Georgina bridge to CH 116.5 to commence in the new year.

Two Tanks and Stage 7 Survey is complete. Design has been commenced.

Request for Tender for Concrete Works (Concrete Culverts and Grids), All Services Bitumen (Vendor Panel) and Cover aggregate were released in early September. All tenders closed on 27th September and 4th of October (Concrete). Tenders awarded to Central Hire and Contracting Pty Ltd (Concrete), Boral Resources (QLD) Pty Ltd (All Services bitumen) and PE & GC Harris (Aggregate).

Concrete works on Outback Way to commence Feb - March 2020.

Reseals on Outback Way CH 36-46 and Urandangi North Rd CH 0-9.1 and CH 86.95 – 93.0 have been completed in late November - early December. Urandangi truck pad was also resealed. Remaining pads will be resealed in March - April 2020.

4. LGGSP – Urandangi Tank Relining

Tenders have been released for relining of the ground and elevated water reservoirs at Urandangi to address leaking. Tenders close Monday 13th January 2020.

5. DTMR Contracts

Minor Infrastructure Contract – Sole Invitee CN-13210 has been received for pavement rehabilitation and widening on the Boulia – Dajarra Rd(93E). Works include pulverising the existing seal and widening the seal to 6m from Chainage 2.880 to 5.070. Completion of return package in process, due 7th Feb 2020.

CONSULTATION: Nil – information update only

GOVERNANCE IMPLICATIONS:

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

CONCLUSION: Information update only

RECOMMENDATION:

That the Engineering Services Report – News Brief for November 2019 be noted.

ATTACHMENTS: Flood Damage Events - Detailed Summary

Reviewed by Director of Works and Operations

Mr Harin Karra

Approved by Chief Executive Officer

Ms Lynn Moore

Boulia Shire Council

Flood Damage Events - Detailed Summary (06/12/2019)

QRA Event Code	Activation	Type	Submitted Value(Inc PM,Esc and Cont)	Approved Submission Value (Inc PM,Esc and Cont)	Total Expenditure to Date	Status	Comments
BoSC.19.16	Sept. 2016	REPA	\$ 1,626,724.35	\$ 1,625,911.76	\$ 1,940,739.95	Approved	Acquittal Docs submitted to QRA
BoSC.23.18	March. 2018	REPA	\$ 7,200,421.00	\$ 3,994,189.65	\$ 1,592,210.84	Approved	Works Commenced
BoSC.0003.1819E.EWK	Jan/Feb .2019	Emergency Works	\$ 237,341.09		\$ 237,341.09	Pending Approval	Acquittal Docs submitted to QRA
BoSC.0004.1819G.EWK	Mar. 2019	Emergency Works	\$ 1,131,952.82	\$ 1,050,377.03	\$ 1,131,952.82	Approved	Acquittal Docs submitted to QRA
BoSC.0006.1819G.REC	Mar. 2019	REPA	\$ 14,706,416.51			Lodged	Lodged, Awaiting assessment and approval
BoSC.0007.1819E.REC	Jan/Feb .2019	REPA/Betterment	\$ 245,031.26			Lodged	Lodged, Submission includes betterment application for 50m Floodway

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th December 2019

TITLE:	GRANTS WORK STATUS SUMMARY	DOC REF: Item DWO1
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REPORT BY:	Mr Harin Karra Director of Works and Operations	DATE: 03/12/2019
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

Key Priority 2: Building and maintaining quality infrastructure

2.2: Well serviced

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

PURPOSE:

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

CONTENT:

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

W4Q - Work for Queensland Three

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

LGGSP - Local Government Grants and Subsidies Program

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

DCP - Drought Communities Program (Dept of Infrastructure and Regional Development – Federal funding)

BoR - Building Our Regions Funding (DSD - Dept of State Development – State funding)

NDRP - 2017-18 Natural Disaster Resilience Program (State of Queensland acting through the Queensland Reconstruction Authority)

GGPS - Get Playing Places & Spaces

BoR – Building our Regions round 5 – business case application submitted

CONSULTATION:

- George Bourne and Associates (GBA) – various tenders.

GOVERNANCE IMPLICATIONS:

- All programs have been included in the budget for 2018-19 and 2019-20.

RECOMMENDATION:

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

ATTACHMENTS: Grant Project Summary

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

Bouliia Shire Council Projects / Grants Update Register

Grant Summary Status Update
As at December 3, 2019

No. of Projects	GRANTS	PROJECTS Description	Grant Source	Approved Grant	Council Contribution	Total Allocation for the Project \$	Grant end date	Current Status of the Project
1	Urandangi clinic \$50k	Project plan to be revised by Dr Don – Lynn completes the 1/4ly reporting.	RFDS	\$ -		\$50,000	30/06/2019	Working progress project. Electrician will be working on air conditioners.
2	Well Being Centre	House - 3 Dialysis Rooms	DCP - Drought \$572,900		\$7,200	\$580,100	30/12/2019	Skirting to be installed on entrance side with the landscaping. Backup generator to be connected.
3	Depot Cement Shed	Demolish existing shed and replace	Council Project		\$250,000	\$250,000 -		Work will commence March 2020.
4	Floodway Upgrade - Springvale Road	Upgrade Floodway	NDRP	\$ 147,210	\$147,210	\$294,420	30-Jun-20	Completed.
5	Tennis Courts - 2 Synthetic grass courts to support Tennis & Basketball	Refurbish Tennis courts	Get Playing Places & Spaces	\$ 89,800	\$ 23,000	\$ 112,800	30-Jun-20	Project Completed.
6	Bouliia Industrial Estate	Construct Industrial blocks	Building our Regions Round 4	\$ 994,800		\$ 994,800	13-Jul-20	Earthworks on hold until next year due to issue raised with vegetation management. Design sent to DTMR for their comments. Submitted application to Ergon for electrical design.
7	Urandangi Water Tanks Relining & Hydrosmart Installation	Urandangi Water Tanks Relining and Hydrosmart Installation	LGGSP	\$ 202,400	\$ 50,600	\$ 253,000.00	30-Jun-21	Tenders will be closed on January 13, 2020.
8	Security Cameras & Installation	Upgrade the security systems at Library, Sports Centre, Administration Office. New system installation at Heritage Complex and Dump.	LGGSP	\$ 77,467	\$ -	\$ 77,467.00	30-Jun-21	Yet to commence.
	Bouliia Town Infrastructure Upgrade	W4QR301 2019-21	W4Q R3	\$ 520,000	-	\$ 520,000.00	30-Jun-21	
9	Spelling Yards	Bring it to safety standards and obtain certification to spell organic cattle.		\$ 100,000				Yet to commence.
10	Cement Shed and fencing @ Industrial Precent	Install new cement shed and fencing at the new industrial yard.		\$ 100,000				Yet to commence.
11	Shade Shelter & Seating @ Water Park	Install new shade shelter and wheel chair accessible seating.		\$ 20,000				Yet to commence.
12	Amenities Refurbishment (Sports Centre)	Male and Female Toilets Refurbishment		\$ 170,000				Yet to commence.
13	Depot upgrade	Shade shelter for the equipment storage. Majority of the equipment has been exposed to the weather.		\$ 60,000				Design commenced.

Boulia Shire Council Projects / Grants Update Register

No. of Projects	GRANTS	PROJECTS Description	Grant Source	Approved Grant	Council Contribution	Total Allocation for the Project \$	Grant end date	Current Status of the Project
14	Double Garages	Install new Garages at 56 Moonah St and 35 Wills St		\$ 60,000				Garage kits have been delivered. Garage slabs underway.
15	Hamilton - Herbert Street Cnr block development	Install concrete slab and shelter for the wagon.		\$ 10,000				Jail house has been relocated. Preparing for concrete slab for wool wagon.
Boulia Town Water Infrastructure Upgrade		W4QR302 2019-21	W4Q R3	\$ 180,000	-	\$ 180,000.00	30-Jun-21	
16	Hydrosmart @ SES Bore	Install water softener to the water main.		\$ 30,000				Quoted received from Hydrosmart.
17	Water Meter	Install new smart water meters for the businesses.		\$ 30,000				Working through RAPADWSA.
18	Wash-down Bay Upgrade	Refurbishment - Repair retaining walls, drainage system, cover the pump for the water splashing, electronic key system to use.		\$ 120,000				Yet to commence.
Urاندangi Town Infrastructure Upgrade		W4QR303 2019-21	W4Q R3	\$ 130,000	-	\$ 130,000.00	30-Jun-21	
19	Urاندangi Park Upgrade	Install new play equipment.		\$ 50,000				Yet to commence.
20	Fuel setup for Urاندangi	New self bunded fuel storage and fuel management system. Current setup not comply with WHS and EPA standards.		\$ 80,000				In-progress.
Boulia Shire Road Network Upgrade Signage & Weed Control		W4QR304 2019-21	W4Q R3	\$ 200,000	-	\$ 200,000.00	30-Jun-21	
21	Shire Road Signage	Install information signage. Improve directional signage on the road network.		\$ 100,000				Signage audit commenced.
22	Weed Spraying	Co-contribution for the Pests and Weeds in Drought Funding.		\$ 100,000				Waiting on information and pricing from DCQ

Boulia Works Program 2018/21

ID	Task Name	Duration	Start	Finish	4 May '18	30 Jul '18	15 Oct '18	31 Dec '18	18 Mar '19	3 Jun '19	19 Aug '19	4 Nov '19	20 Jan '20	6 Apr '20	22 Jun '20	7 Sep '20	23 Nov '20	8 Feb '21															
					27	2	7	12	18	23	29	3	11	16	22	27	2	7	13	18	24	29	5	10	16	21	27	1	7	12	18	23	28
1	Boulia Works Programme	953 days	Mon 2/07/18	Thu 7/04/22																													
2	RMPC Crew	491 days?	Mon 2/07/18	Tue 30/06/20																													
3	General RMPC	261 days?	Tue 2/07/19	Tue 30/06/20																													
4	Edge Repair (Mechanical)	261 days?	Tue 2/07/19	Tue 30/06/20																													
5	Pothole Patching	261 days?	Tue 2/07/19	Tue 30/06/20																													
6	Other Roadside Works	261 days?	Tue 2/07/19	Tue 30/06/20																													
7	Install New Signs (excluding guide signs)	261 days?	Tue 2/07/19	Tue 30/06/20																													
8	Repair or Replace Guide Markers	223 days?	Mon 2/07/18	Thu 20/06/19																													
9	Boulia Street Sweeping	4 days	Wed 8/05/19	Mon 13/05/19																													
10	Reseal Prep Work	60 days	Mon 2/07/18	Fri 21/09/18																													
11	Other Roadside Works	223 days?	Mon 2/07/18	Thu 20/06/19																													
12	Install New Signs	223 days?	Mon 2/07/18	Thu 20/06/19																													
13	Repair or Replace Guide Markers	223 days?	Mon 2/07/18	Thu 20/06/19																													
14	Jims Crew	898 days?	Wed 28/06/17	Tue 12/01/21																													
15	Donohue Package 2	898 days?	Wed 28/06/17	Tue 12/01/21																													
16	Chainage 111.1-114.46 (3.36km)	30 days	Tue 10/07/18	Mon 20/08/18																													
18	Prime and two coat Seal	5 days	Mon 25/11/19	Fri 29/11/19																													
19	Chainage 114.46 - 116.5 (1.8km)	80 days	Wed 21/08/19	Tue 10/12/19																													
20	Sidetrack	20 days	Thu 10/10/19	Wed 6/11/19																													
21	Chainage 223 - 238.6 (5.6km)	100 days	Wed 5/02/20	Tue 23/06/20																													
22	Chainage 206 - 213.5 (7km)	125 days	Wed 3/04/19	Tue 14/07/20																													
23	Chainage 213.5 - 220.59 (7.09km)	130 days	Wed 15/07/20	Tue 12/01/21																													

Date: Fri 6/12/19

RMPC Crew		Summary		Manual Task		Finish-only		Manual Progress
Concrete Crew		Project Summary		Duration-only		External Tasks		External Milestone
Task		Inactive Task		Manual Summary Rollup		Deadline		Progress
Split		Inactive Milestone		Manual Summary		Start-only		
Milestone		Inactive Summary		Start-only				



BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th December 2019

TITLE:	NDRRA Flood Damage Works Department November 2019 Report	DOC REF: Item A
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REPORT BY:	Gordon Stumbris Consultant Works Overseer	DATE: 06/12/2019
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CORPORATE PLAN REFERENCE: Key Priority 2: Building and maintaining quality infrastructure 2.1: Well connected 2.1.1 Develop, manage and maintain Council controlled roads and airport infrastructure to sustain and improve connectivity and safety 2.1.2 Deliver quality roadwork on non-Council roads within quality assurance guidelines
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PURPOSE: To inform Council of the current utilisation and activities of the Flood Damage Program.

CONTENT: <u>March 2018 Flood Event (Current Program):</u> Boulia Shire Council's Flood damage contractors commenced this program of works in July 2019 and have worked on fifteen (15) damaged roads during this six month period resulting in a great standard of work. This scope of works shall continue commencing February 2020 with an anticipated finish of April 2020. The 2019 March Event that is currently sitting with our Funding Authority (QRA) should then have approval for our REPA program to commence.

CONSULTATION: GBA as project officers on NDRRA flood damage work.
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GOVERNANCE IMPLICATIONS: All work completed within NDRRA guidelines and budget allocations.
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RECOMMENDATION: That the NDRRA Flood Damage Works Department November 2019 report be received for information.
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ATTACHMENTS: Nil

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th December 2019

TITLE:	Foreman, Road Maintenance and Utility Services November 2019 report	DOC REF: Item B
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REPORT BY:	Mr Ron Callope Foreman, Road Maintenance and Utility Services	DATE: 03/12/2019
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<p>CORPORATE PLAN REFERENCE: Key Priority 1: A strong supportive community environment 1.1: Promotion of community events, services and facilities 1.1.3 Maintain a high quality of life by providing facilities and resources that encourage a secure, interactive and progressive community lifestyle</p>

<p>PURPOSE: To inform Council of the current utilisation and activities of the Town Department.</p>

<p>CONTENT:</p>							
<p>Race Course:</p>							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100%;">Arena and grounds</td> <td style="width: 100%;">At this stage we have no upcoming booking for the Racecourse facilities. General maintenance of the grounds will be kept going as per usual.</td> </tr> </table>	Arena and grounds	At this stage we have no upcoming booking for the Racecourse facilities. General maintenance of the grounds will be kept going as per usual.					
Arena and grounds	At this stage we have no upcoming booking for the Racecourse facilities. General maintenance of the grounds will be kept going as per usual.						
<p>Town water testing and Depot maintenance:</p>							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100%;">Chlorine level testing</td> <td style="width: 100%;">No further issues have arisen with the chlorine gas system resulting in normal dosages being done via the gas system and no manual dosages needed.</td> </tr> </table>	Chlorine level testing	No further issues have arisen with the chlorine gas system resulting in normal dosages being done via the gas system and no manual dosages needed.					
Chlorine level testing	No further issues have arisen with the chlorine gas system resulting in normal dosages being done via the gas system and no manual dosages needed.						
<p>Parks and Gardens:</p>							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100%;">Council, Min Min, ANZAC and Airport gardens</td> <td style="width: 100%;">15th November the old Jail House was removed from the Police Station and installed at the Hamilton Street rest area as a new attraction for our visitors to view. All garden areas are continuing being worked on (watering, weeding etc.) to ensure they are kept in good order. Christmas lights and decorations have been put up throughout town for the festive season.</td> </tr> <tr> <td style="width: 100%;">Signage</td> <td style="width: 100%;">RMPC signage is still an ongoing project.</td> </tr> <tr> <td style="width: 100%;">Mowing/Whipper Snipping</td> <td style="width: 100%;">Our crew was kept busy with mowing and whipper snipping being completed in the following areas on these days throughout November: <ul style="list-style-type: none"> • 1st November – Post Office & Sports Centre • 4th November – Main Office, Robinson Park • 5th November - Stonehouse • 6th November – Airport & Min Min Encounter • 7th November – Town Entrances & School Park • 11th November – Robinson Park & Post Office • 13th November – Health Clinic & Sports Centre • 14th November – Airport, Oval & Depot • 19th November – Medium Strips & Footpaths • 25th November – Robinson Park, Footpaths & Melrose Place • 26th November – Medium Strips • 28th November – Post Office </td> </tr> </table>	Council, Min Min, ANZAC and Airport gardens	15 th November the old Jail House was removed from the Police Station and installed at the Hamilton Street rest area as a new attraction for our visitors to view. All garden areas are continuing being worked on (watering, weeding etc.) to ensure they are kept in good order. Christmas lights and decorations have been put up throughout town for the festive season.	Signage	RMPC signage is still an ongoing project.	Mowing/Whipper Snipping	Our crew was kept busy with mowing and whipper snipping being completed in the following areas on these days throughout November: <ul style="list-style-type: none"> • 1st November – Post Office & Sports Centre • 4th November – Main Office, Robinson Park • 5th November - Stonehouse • 6th November – Airport & Min Min Encounter • 7th November – Town Entrances & School Park • 11th November – Robinson Park & Post Office • 13th November – Health Clinic & Sports Centre • 14th November – Airport, Oval & Depot • 19th November – Medium Strips & Footpaths • 25th November – Robinson Park, Footpaths & Melrose Place • 26th November – Medium Strips • 28th November – Post Office 	
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Signage	RMPC signage is still an ongoing project.						
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Town entrances:

Boulia–Bedourie–Winton roads intersection	The moon rocks project is ongoing; we are still waiting on rocks from Lucknow to add to the project.
Three Mile Campground	The area has been maintained with general whipper snipping and slashing – ongoing.

RMPC/Works crew:

RMPC budget	<u>Boulia Shire RMPC Defects</u>			
	Total Defects 1225			
	Road	Funded	Unfunded	Total
	93D Bedourie - Boulia	45	74	119
	93E Boulia - Dajarra	205	107	312
	93F Dajarra - Mount Isa	379	127	506
	99D Winton - Boulia	160	128	288
<p>RMPC crew has completed the kerb and resealing along the new kerbing projects. They are currently tied up with installing new signage and guideposts on the Donohue Highway project. We are scheduled for the annual town tidy up for the 17th to the 19th of December.</p>				

Urandangi:

Urandangi	<p>Regular Council services continued over the month of November (mowing, whipper snipping, rubbish collection etc.) Christmas lights have been installed for the festive season.</p> <p>20th November a donga from the old Boulia Health Clinic was transported to Urandangi which will be utilised as staff accommodation.</p>
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Water and Sewerage:**Boulia Township**

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

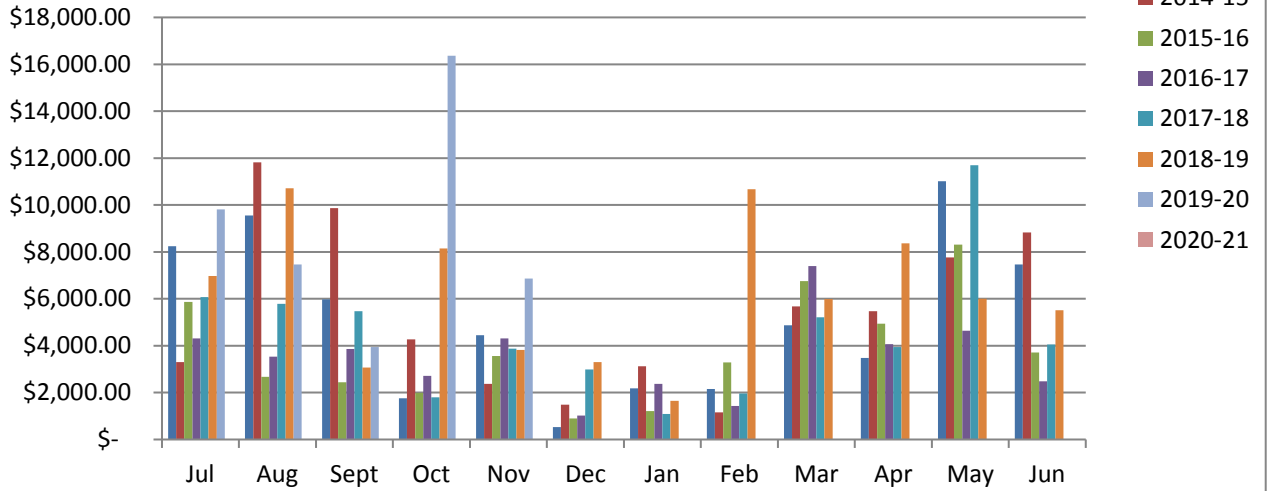
Urandangi Township

Call outs – water	Nil
Call outs – sewer	Nil
Broken mains	1 – Broken Main on the footpath on Hutton Street (plumbers have repaired)

Boulia Airport activity:

Number of call outs: RFDS	Nil (that required Council assistance).
Fuel re-supply	13 in total, 2 of which were call-outs.

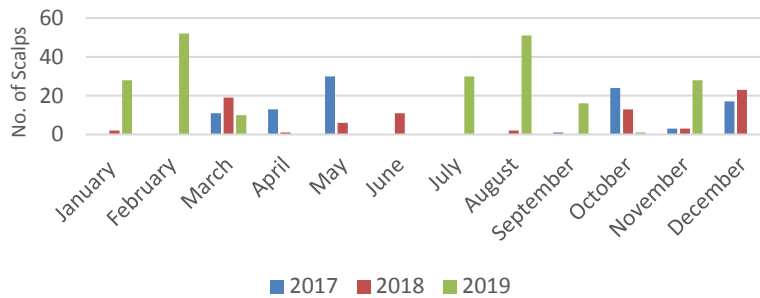
Boulia Airport Fuel Monthly Income



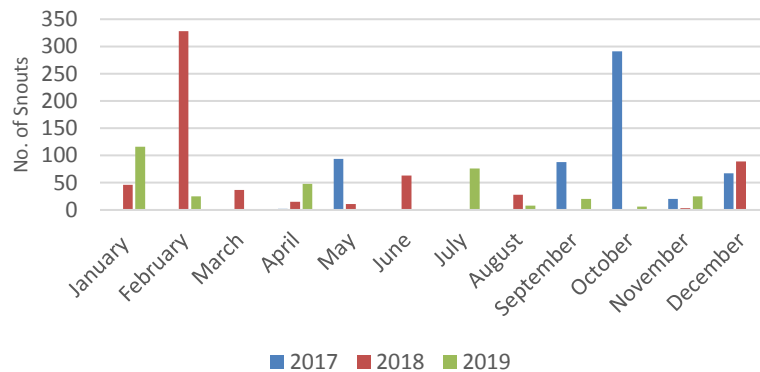
Boulia Feral Animal Bounty Claims:

Feral Pigs	25
Feral Dogs	28

Boulia Shire Feral Dog Scalp



Boulia Shire Feral Pig Snout



Boulia Road Count Data:

(Information will be tabled at time of meeting)



CONSULTATION: DWO as required.

GOVERNANCE IMPLICATIONS: All work completed within budget allocations.

RECOMMENDATION:
That Council receive the Foreman, Road Maintenance and Utility Services November 2019 report for information.

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

BOULIA SHIRE COUNCIL





Report for Ordinary Meeting held on 18th December 2019

TITLE:	Foreman Roads Maintenance and Construction November 2019 Report	DOC REF: Item C
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REPORT BY:	Mr Jimmy Newman Foreman Roads Maintenance and Construction	DATE: 06/12/2019
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<p>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</p>

<p>PURPOSE: To inform Council of the current utilisation and activities of the Works Department in line with the Boulia works program.</p>
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<p>CONTENT: Current and Upcoming Projects are as follows:</p> <ul style="list-style-type: none"> • Two coat seal completed on Donohue Highway Ch. 110.7 to 114.450 on 28th November, 7ml & 14ml aggregate. • Applications for Multi-skilled MC Truck Driver have been filled, a new employee commenced 25th November. We will be advertising for a new Grader Operator at the commencement of 2020. • Continued to use the water supply for Glenormiston Station Bore. This was a vital part in the completion of the work so far. We are truly thankful to Glenormiston for this as without the use of their bore we would have had an 80km round trip to the next water supply which would have held up productivity. • Sidetracks around four grids on the Donohue (various locations) have been created ready for the installation of the new grids in the New Year. • Currently working on RMPC heavy formation grading on the Boulia – Mount Isa road which will be completed before the end of this working year. <div style="display: flex; justify-content: space-around; margin-top: 10px;">     </div>

CONSULTATION: DWO as required. GBA as Project Officers on RMPC work.

GOVERNANCE IMPLICATIONS: All work completed within guidelines and budget allocations.
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<p>RECOMMENDATION: That Council receive the Foreman Roads Maintenance and Construction November 2019 Report for information.</p>
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Reviewed by Director of Works and Operations	Mr Harin Karra
Approved by Chief Executive Officer	Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th December 2019

TITLE:	Rural Lands Protection Officer November 2019 Report	DOC REF: Item D
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REPORT BY:	GRAHAM SMERDON Rural Lands Protection Officer	DATE: 02/12/2019
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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

PURPOSE:

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

CONTENT:

RLPO:

The month was spent doing 1080 baiting, weed control, attending a SRLOG meeting and a CWRPMG meeting and training for the Transport and Store of Chemicals, Prepare and Apply Chemicals and the Control of Weeds.

The SRLOG and the CWRPMG meeting were held in Charters Towers, see attached minutes from both meetings. It was very interesting to meet other RLPOs and hear about some of the different things that they have to handle and how they go about handling them, and that even though we have different problems we do have some the same.

TOWN COMMON – STOCK ROUTE SEGREGATION:

Current issue raised by property owners that adjoin the stock route, if their cattle get out and onto the stock route, as the Town Common stock run on both the common and stock route, their stock travel together and end up on the Town Common. When a muster is done, their cattle are impounded and costs charged. The property owners feel this is unfair as they quite often have Town Common stock in their places.

To solve the issue I suggest Council installs a fence and a Stock Baulk (see attached TMR plan). A Stock Baulk is TMR approved to be utilised where fences cross a main road instead of using a grid. The Stock Baulk is made up of strobe lights, infrared motion sensors and a siren which is powered by a battery connected to a solar panel. As stock walk near the sensors a siren sounds to stop the stock from walking through.

The plan would be to build a fence 1.6 kilometres in length where the Town Common finishes and the stock route starts with a Stock Baulk on the road. The fence would be 4 barb wires and galvanised steel pickets 7 metres apart including steel inline strainers every 200 metres. A hinge joint would be used as part of the fence at the baulk. Gates would be 6 metres wide made up of 2, 3 metre gates. The quotes for materials (including Stock Baulk) is approximately \$4,000 - \$4,500, freight not included however, we do have in stock some of the fencing materials that could be used to keep the cost down. Further costs would be a grader to clear the fence line plus the cost of building the fence and Stock Baulk. Verbal quote for building the fence was approximately \$2,500 - \$3,000 by a local contractor. The total cost should come in under approximately \$8,500.

I have seen a Stock Baulk in action on the Ward Road outside of Tambo in the Blackall Regional Council where they put in a cluster fence. From all apparent reports it is working very well, Longreach Regional Council have now also installed them in their cluster fencing.

TOWN COMMON:

The feed on the Town Common is holding up well at this stage and should not be a problem with the number of stock that is currently being run on it. Numbers may need to be adjusted if there is no good falls of rain in the next 3 to 6 months.

DOMESTIC ANIMAL CONTROL:

There were no dogs or cats trapped or handed in this month.

CWRPM (TECHGROUP)

I attended a meeting of the TECHGROUP and there was an idea put forward about an increase in the money being paid for dog scalps across the RAPAD shires.

The chemicals needed to do the combined Councils spraying of the emerging pest weed Sticky Florestina has been purchased and once there has been some rain and before the plants can go to seed, the combined Councils will get together and spray. For more see attached minutes from meeting.

WEED SPRAYING SHIRE ROADS:

I am hoping that we get some rain soon so I can spray the road edges.

RMPC:

I have not done any weed control this month, will have to wait until it rains before doing any spraying.

GRAVEL/BURROW PITS:

I have put more Graslan pellets out in the burrow pits along the North Urandangi Rd, at this time all of the pits that have Parkinsonia bushes growing in them have been treated. See attached map and sheet with the GPS reading of the last 9 pits.

STOCK ROUTE:

While in Charters Towers for the SRLOG meeting I attended some training put on by DNRME to do with filling out Expression Of Interests and water agreements. There was also some discussion between the RLPOs and the Senior Stock Route Officers about the trouble we are having with the SRMS (Stock Route Management System) website shutting down and that it is always off line when you want to use it for travel permits, water agreements etc. It is something that they know needs fixing but nothing seems to be happening.

There have been no applications for travel permits this month and with there being no rain I don't think there will be anymore until there has been good rain.

1080 BAITING:

There were 2 properties that baited with a total of 775kg of meat treated with pig strength 1080 poison. With the proposed changes to the supply of 1080 to Councils it now is a wait and see what will happen. See attached letter by Jeffrey Newton.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMENDATION:

1. That the Rural Lands Protection Officer's November 2019 report be received for information
2. That the Town Common Stock Route Fence/Stock Baulk be approved to go ahead.

ATTACHMENTS: SRLOG and CWRPMG meeting minutes, Stock Baulk plan, Gravel/Burrow Pits map and GPS points, 1080 Baiting letter

Reviewed by Director of Works and Operations

Mr Harin Karra

Approved by Chief Executive Officer

Ms Lynn Moore



Charters Towers Meeting: Wednesday 13th & Thursday 14th November 2019

Theme: If everyone is moving forward together, then success takes care of itself.”

Objective: Sharing Knowledge and Skills in Stock Route and Pest and Weed Management

Liam Balderson Anthony Waugh John Fisher	Barcaldine Regional Council
Peter Pidgeon Emily Jelly	Barcoo Shire Council
Jeffery Newton Anna – Maria Moffat	Longreach Regional Council
Graham Smerdon	Boulia Shire Council
Geoff Cox Ray Foxwell	Winton Shire Council
Ashley Blokland	Charters Towers Regional Council
Andries Van Jaarsveld Janine Dempster	Isaac Regional Council
Billy Pain Linda Bell	Flinders Shire Council
Gordon Twiner	Banana Regional Council
Vicky Townley	Cloncurry Shire Council

Neil Macdonnell Steven Negus	Blackall/Tambo Regional Council
Suzy Walters	Central Highlands Regional Council
Phillip Hayward Garry Pidgeon Rob Cobon Glen Sibson Kelly Pukallus Greg Williams Simon Brooks Tony Salisbury Kristy Waddell	Department of Agriculture and Fisheries
Bob Shepherd	Dalrymple Landcare Committee
Annie Vorpagel Nikki Gay	Department of Natural Resources Mines & Energy
Jason Dolgner	Desert Channels QLD



Wednesday 13th November 2019: The Shire Rural Lands Officers Group of Western Queensland met at the Charters Towers Regional Council Office. The Group toured the Mt Charles Water Facility, Charters Towers Saleyard complex and the Burdekin Spillway. The evening was followed by a Barbeque held at the Towers Hill Lookout catered by the Charters Towers Regional Council.



Thursday 14th November 2019:

08:00 Meeting - Welcome and Open: The Meeting Opened by Peter Pidgeon (Chair SRLOG) and Simon Brooks Daf (TWRC) Research Scientist.

Apologies: Wayne Vogler, Colin Malone, Clare Mulcahy, Ben North, Shona Daveson, Robyn Young, Matthew Curtis, Ian Gillespie.

New Biosecurity Act 2014.

Legislation Changes – Activist Trespass, Tick Line, LPA & NIS:

08:30 Glen Sibson Daf. – Presentation of the Overview of the Biosecurity Act 2014.

- **Trespass by Animal Activist, protection from unauthorised property access & Biosecurity Risk.**
- Issue of on the spot fines max penalty \$2,669.00 /Person, NSW following Qld Legislative Changes.
- Biosecurity Management Plan.
Use of BMP.
Purpose of plan.
Maps of property.
Identify risk of entry.
- Registered Biosecurity Entity (RBE)
RBE up to date.
Biosecurity Management Plan in place.
Correct Signage.
Reasonable measure.
- Tick Line review.
Temperature, moisture, rainfall below 500ml/year can limit cattle tick survival.
Physical & environmental boundary.
Property owners can apply to change tick line.
- **Questions:** Who is responsible to transfer of travelling stock onto Councils PIC.
Supply of tags to calves born on Stock Routes.
Answer: To be clarified by BQ. Please see link and comment below

<https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/livestock/nlis/stock-routes>

Reporting to the NLIS database

It is the livestock owners or drover's responsibility to report all movements of cattle, sheep and goats to the NLIS database within 48 hours of the stock entering the stock route. Any subsequent movements onto different stock routes across shire boundaries or other PICs must also be transferred on the database. Cattle do not need to be re-read each time they move; the first reading will suffice for subsequent transfers. However, if cattle are added to, or removed from, the mob these devices must be added to or removed from the original reader file.

09:00 Bob Shepherd DLC. – Presentation on Land Reclamation & scalded land.

- **Claypans – Natural Claypans or Man made.**
Scalded areas & flat land can be improved by establishing supplementary feeding points, Shallow ponding and the use of crocodile seeders. Shallow Ponding have proven the best results.
- Reclaiming Gullys.
Duplex soils = 2 layers of soil - top soil & subsoil.
Clearing of trees 30m around Gully apply for an application through DNRME.
Deep rip and stockpile top soil, fill Gully with subsoil & trim to even profile.
Replace topsoil & reseed, harrow and deep rip contours to gather rain.
- **Questions:** Cost & soil conditions.
Answer: Reclaiming is expensive, there are four types of soil conditions A, B, C, D the lower condition of soil types the more expensive to reclaim.
- **10:00 Simon Brooks Daf (TWRS)** - Seed Longevity.
- **Seed Packet burial trails.**
Depends on soil type, pasture conditions & burial depth.
Seedling emergence study, 20 species were trailed at TWRC.
Short seed longevity – Yellow Bells 0% 9 months, Neem Tree 0% 1.0-year Yellow Oleander 0% 1.5 year.
Long seed longevity eg: Parthenium.
Implication for management, easier if short lived seed bank eg Neem Tree to mature.
Hardest if long lived seed bank eg: Parthenium.
- **Questions:** Pasture competition against weeds.
Answer: Pasture condition is important for competition against weeds.

10:30 Smoko.

11:00 – Garry Pidgeon Daf. – Conflict Resolution.

- **Goals for negotiation.**
To produce a solution that all parties can agree to.
To work as quickly as possible to find this solution.
To improve, not hurt, the relationship between the groups in conflict.
In conflict resolution, the best solution is the solution that is best for both sides.
- **Healthy responses to conflict.**
Capacity to empathize with the other person's viewpoint.
Calm, non-defensive, and respectful reactions.
A readiness to forgive and forget, and to move past the conflict without holding resentment or anger.
The ability to seek compromise and avoid punishing.

11:30 – Kelly Pukallus Daf (TWRS). – Bio-Control.

- **Bio-Control agents.**
New Bio-Control for Siam Weed stem galling fly (CC).
Agents sourced from Trinidad, India & Cuba.
Life cycle of stem galling fly (CC) is 80 days.
Male (CC) emerge first.
Bio-Control process.

Choose a target.

Native range survey.

Choose the best agent.

Host testing (Multi spp, Single spp, no choice, paired).

Mass rearing.

Non-target impacts. Millions of \$ spent over 10-20 years.

Questions: Rust in Noogoora Burr.

Answer: Field trials, gather and release into infestations.

Q - Bellyache Bush – Bio-Control.

A – One Bio-Control was released in 2005 – 2008 established seed feeders but has not been found lately, don't rely on Bio-Control alone.

Q – Parkinsonia Bio-Control.

A – UU leaf eating loopers have been established across the region. Dry condition more favourable. More funding has been allocated for more mass rearing of UU2 Bio-Control for Parkinsonia.

12:00 Lunch.

13:00 – Greg Williams Daf. – African Swine Fever.

- **(A.S.F)**

African Swine Fever is a disease of pigs – farmed & feral.

ASF does not affect humans and pork is safe to eat.

ASF is fatal to pigs in 80% of cases.

There is no treatment for ASF or vaccine to prevent it.

ASF has spread globally rapidly in late September 2019, it was confirmed in Timor Leste and is more than a disease of pigs – international implications for human protein source.

>300 Million pigs killed in China, by the end of 2019 approx. 20% worlds meat protein source wiped out.

Pigs can become infected by:

Eating contaminated pork products and feed.

Close contact with infected pigs, contact with contaminated equipment.

The greatest risk of introduction is from people illegally bringing pork products into Australia from overseas and the product being fed to pigs.

ASF – Risk Mitigation.

- Robust border control.
- Stringent on farm Biosecurity.
- Swill feeding prohibition.
-

National EAD Response Framework.

National agreed response plan (AUSVETPLAN) and cost sharing arrangements (EADRA) in place.

The default policy is to control and eradicate the disease in the shortest possible time using a combination of strategies.

Agreed national response is one of stamping out.

- **Queensland response framework.**

Daf will take technical lead under the national (EAD) response framework.

Biosecurity Act 2014 provides all necessary powers to execute response, including movement controls, destruction, disposal, decontamination and feral animal control.

State Disaster Management Arrangements likely activated to support response and recovery.

Questions –Blood sampling at pig boxes.

Answer: Annual sampling taking place.

14:00 – Annie Vorpapel & Nikki Gay DNRME. – Stock Route current issues.

- **Stock Route Updates.**

Capital Works & Maintenance program.

Stock Route facility standards, i.e. tank sizes and trough lengths.

Payment terms and conditions, all invoices to be in by 30th March.

Slow permits – start and destination to be included on ALL travelling stock permit.

No calving cows or calves under 4 months of age.

Biosecurity Plan to include Stock Routes.

Grazing Permits on Primary Stock Routes were discussed.

15:00 – Jason Dolgner DCQ.

Prickly Acacia Project.

1.8 Million hectares of Prickly Acacia controlled.

Mapping imaging carried out of projects.

Winton, Richmond – Weeds and Feral Animal control carried out.

Jason advised the group that he will be leaving DCQ, the group wished Jason all the best for the future and thanked him for his dedicated work and input to the SRLOG meetings over the past years.

15:30 Shire Updates.

Barcoo Regional Council – Peter Pidgeon.

- Baiting – 14,000 Kg meat baits with good participation from landowners.
- Getting more difficult to bait in the Diamantina Shire due to more properties going organic.
- Trapper on \$200/day & \$200/dog has trapped 24 dogs in the last 6 months.
- 30 Dingo scalps in the last 6 months.
- Were a few Drovers this year and charged for tailing cattle out.
- Dog Watch with AgForce, new Dog Coordinator appointment planed for the future.

Charters Towers Regional Council – Ashley Blokland.

- Baiting – 40,000 baits distributed, participation was down this time.
- \$60,000 for weed control.
- Issued a couple of Permits for Travelling Stock.
- Held two Wild Dog Trapping Schools with over 30 people in attendance at both courses.
- Coordinated Pig shoot at the Whitsundays, Burdekin & Belyando.
- Research funded by JCU into managing the spread of Feral Deer.

Flinders Shire – Billy Pain.

- Completed Biosecurity Plan.
- Conducting Good Neighbour Program 75 properties involved.
- Access supplied to all participants.
- Pest Management Road Show held at Torrens Creek was well attended.
- April baiting 59 properties participated – 9 tonnes of bait.
- September baiting 45 properties - 9 tonnes of bait.
- Six Travelling Stock Route Permits were issued.
- Water Agreements 11 have been finalised 7 new troughs installed with 2 other agreements near completion.

Boulia Shire – Graham Smerdon.

- Wild Dog Scalps Male = 60, Female = 68.
- Pig snouts Male = 61, Female = 41.
- Baiting 2,675 kg Pig bait & 535 Kg dog bait.
- Parkinsonia control carried out using Grasslan pellets.

Winton Shire – Geoff Cox.

- 20,000 head of Travelling Stock through the Shire.
- Cost involved with Travelling Stock.
- 19 tonne of bait put out participation was down.
- Secured fence funding.

Cloncurry Shire – Vicky Townley.

- Two rounds of Baiting carried out using 360 Kg + 580 Kg.
43 Dingo scalps.
- One windmill has been removed off the Stock Route.
- Nil Travelling Stock recorded.
- Weeds – Coral Cactus control carried out.

Biosecurity Queensland – Kristy Waddell.

- Networking with Landcare groups.
- Asian Green mussel surveillance carried out by Rangers.

Banana Shire – Gordon Twiner.

- Travelling Stock – Had a few Drovers.
- Funding for Water Facility all the other Capital Works completed.
- 8 Tonnes of Pig Bait aerial distributed using helicopter.
- Pest Weed control carried out on Bellyache Bush & Parkinsonia.
- Conditions in the Shire are very dry.

Blackall/Tambo Regional Council – Neil McDonnell & Steven Negus.

- 33 Travel Permits 35,000 head cattle 1 permit for a mob of sheep.
- Agistment 9,000 head.
- Mother of Millions control carried out along Boree & Ravensbourne Creeks.
- Introduced South African citrus Thrip into Mother of Millions infestation.
- Florestina control carried out in the Tambo area.

- May Baiting =7 tonnes & November Baiting = 6.5 tonnes.
- 995 Dingo scalps, there was 193 scalps in the first four months of the financial year.

Barcaldine Regional Council – Liam Balderson/John Fisher & Anthony Waugh.

- Capital Works 2 Water Facilities completed.
- Capital Works completed on 2 Water Facilities.
- Baiting – 7 tonnes of ground distributed baits & 1000 manufactured baits were used.
- Good Neighbour Program 9 properties participated tackling Prickly Acacia, Rubber Vine, Parthenium, Tiger Pear, and Coral Cactus.
- 700 acres of Tiger Pear has been effected by Biocontrol Cochineal introduced into the infestation on the Barcaldine common.
- Travelling Stock – 7 mobs of cattle have been through the Shire.
- 400 Dingo scalps, number down from last year.

Central Highlands Regional Council – Suzy Walters.

- 36 Travelling Stock Route permits issued 30,225 head of cattle & 18 agistment permits issued for 1,233 head of cattle.
- Government grant of \$37,500.00 for weed control was put towards the use of contractors & chemical. Mother of Millions, Sword Pear & Harrisia cactus were targeted.
- 750 Dingo scalps Males = 422, Females = 213, pups = 78 & non description = 37.
- Capital Works completed at Abor Dam capacity aprox = 5000 cubic meters.

Longreach Regional Council – Jeff Newton & Anna-Marie Moffat.

- Water Facilities - 9 Capital Works completed of installation of solar pumps & panels, tanks & troughs + pads, fencing & gates upgrades to polylines, decommissioning of windmills & upgrade to fluming & wings to dam facilities. Cost = \$333,250.19
- Travelling Stock – 12 Travelling Stock Permits issued 19,427 head & 15 agistment permits issued for 1,681 head of cattle.
- Weed Control carried out at Bexely Station Snake Cactus, Leander Station Coral Cactus & Nogo Station Jumping Cholla Cactus. Bunny Ears were also seized within the town area.
- 156 Dingo scalps.

Isaac Regional Council – Andries Van-Jaarsveld.

- Baiting 4200 kg pig baits & 2200 kg Dog baits, participation is up from last baiting.
- Completed Biosecurity Plan.
- Capital Works carried out at Wolf Peak, Wolfgang & Myall Water Facilities.
- 11 Travelling Stock Permits 8,144 head of cattle & 10 Agistment Permits issued for 1,471 head.
- 454 Dingo Scalps.

Next Meeting 18th & 19th March 2020 Place Banana Shire Council - Biloela.

Meeting Closed 16:30 Phillip Hayward Secretary SRLOG.

CENTRAL WEST REGIONAL PEST PARTNERSHIP GROUP (CWRPPG)

Thursday 14 November 2019

Rainbow Room, Tropical Weeds Research Centre Charters Towers

1. **Opening of Meeting** – 7:15am
2. **Present** – *Jeffrey Newton (LRC); Anna-Marie Moffat (LRC); Peter Pidgeon (BarcooC); Emily Jellie (BarcooC); Tex “Phillip” Hayward (Biosecurity – Blackall); Anthony Waugh (BARC); Garry Pidgeon (Biosecurity – Longreach); Graham Smerdon (BouliaC); John Fisher (BARC); Liam Balderson (BARC); Neil MacDonnell (BTRC); Steve Negus (BTRC); Raymond Foxwell (WintonSC); Geoff Cox (WintonSC); Jason Dolgner (DCQ); Nikki Gay (DNRM&E); Annie Vorpapel (DNRM&E);*
3. **Apologies** – Vol Norris (AgForce); Leanne Kohler (DCQ); Andrew Drysdale (DCQ), Lynn Moore (Boulia SC);
4. **Minutes from Previous Meeting**
Moved: Neil McDonnell
Second: Peter Pidgeon
5. **Agenda Item - Elect Chair and Secretary**
Chair:
Nominated: Jeffrey Newton
Accepted: Yes
Moved: Garry Pidgeon

Secretary:
Nominated: Anna-Marie Moffat
Accepted: Yes
Moved: Graham Smerdon
6. **Agenda Item - Increase bounty for wild dogs (Peter Pidgeon)**
Landholders & Local Shooters have questioned whether the Scalp Bounty can be raised from \$30 to \$50 across the RAPAD Shire;

There would need to be a strict guideline enforced to ensure the correct procedures are followed – to stop scalps coming in from outside the RAPAD Shire.

Recommendation – to raise it to \$60 across the RAPAD Shire; to be taken to the next meeting to get a general consensus. Investigate further options that satisfy location of scalps taken.

- 7. Agenda Item - Proposed changes to 1080 solution supply (Tex Hayward)**
- Individual Councils to send through their 2020 baiting quantities and any other records they may have for previous baiting data;
 - Concerns rose about continued Landholder participation, ongoing costs for bags, signage etc;

 - Jeffrey Newton to formulate a reply to 1080 Stockpile Depletion letter; letter to be circulated to all members for comment before sending onto Laura Smith of DAF

Recommendation – Jeffrey Newton to formulate a reply to the proposed changes and circulate it to all members before submitting.

- 8. Agenda Item - Submission to LGAQ by CWRPPG (CWRPMG)**

Recommendation – Jeffrey Newton to formulate a reply to the proposed changes.

- 9. Agenda Item - 1080 training 18 & 19 February 2020 (Tex Hayward)**
- Training is mandatory for all Council's who participate in 1080 programs
 - After 1 July 2020, Councils will be responsible for the training of their staff;
 - Training dates have been sent out – Maximum 14 people per session

- 10. Agenda Item - Community Awareness Fact sheets VIC Centres (A Moffat)**
- Fact Sheets have been placed into the Longreach Visitor Information Centre for locals and visitors to see;
 - Barcaldine has received their flyers, waiting for them to be displayed;
 - Dirty Dozen has been sent to Vink and is currently being added to some 2020 Visitor Guides;
 - Some guides have already been produced and will be updated for 2021.

- 11. Agenda Item - Regional Pest Weed maps (J Newton)**
- Maps have been formulated and are available for Rural Lands Officers (RLOs) to check and make any additions where necessary.

- 12. Agenda Item - Sticky Florestina collaboration (J Newton)**
- Liam Balderson has confirmed that the chemical has arrived for the spraying to be conducted between Longreach/Barcaldine;
 - Jason Dolgner (DCQ) has offered the use of the Boom Spray that hooks onto the vehicle tow-ball and can be used on the quick spray unit;
 - Date to be set when spraying commences.

- 13. Late Item - Drummuster**
- Anna-Marie Moffat has been investigating whether Drummuster can come out to the Central West to do a collection. The minimum drums required are 40:
- (1) Must be washed out 3 times;
 - (2) Lids removed;
 - (3) Placed on pallets (2 levels) – use old pallets; and

(4) If Labels are missing this will not be an issue (see point 1).

Recommendation – Anna-Marie Moffat to discuss further with Colin Hoey (Drummuster)

14. Agenda Item - New projects (3) from initial discussions for 2020/2021 budget. Initial projects identified- Barcoo prickly acacia, Pest distribution map for RAPAD Region, VIC brochures, Weed - free certification, web presence CWRPPG/CWRPMG pest management co-ordination, Sticky Florestina, WONS – DCQ support for northern region, Awareness and commitment – promotion of CWRPPG, Donated hay & rain = weeds.

- Due to the early rains, Barcoo have completed their spray control of the Prickly Acacia;
- RAPAD have offered the assistance of the Media Officer (Nicole Bond) to help with the designing and launching of the CQRPPG/CWRPMG Web Presence.

Recommendation:

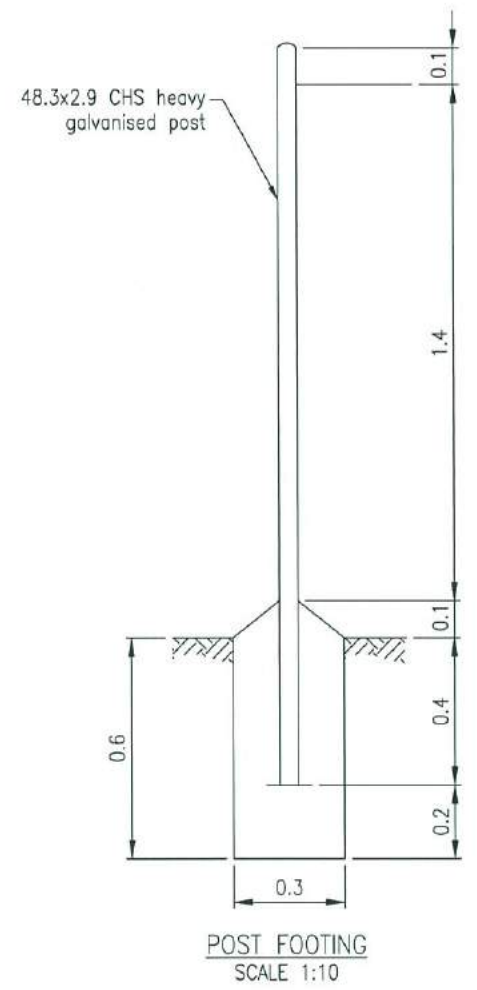
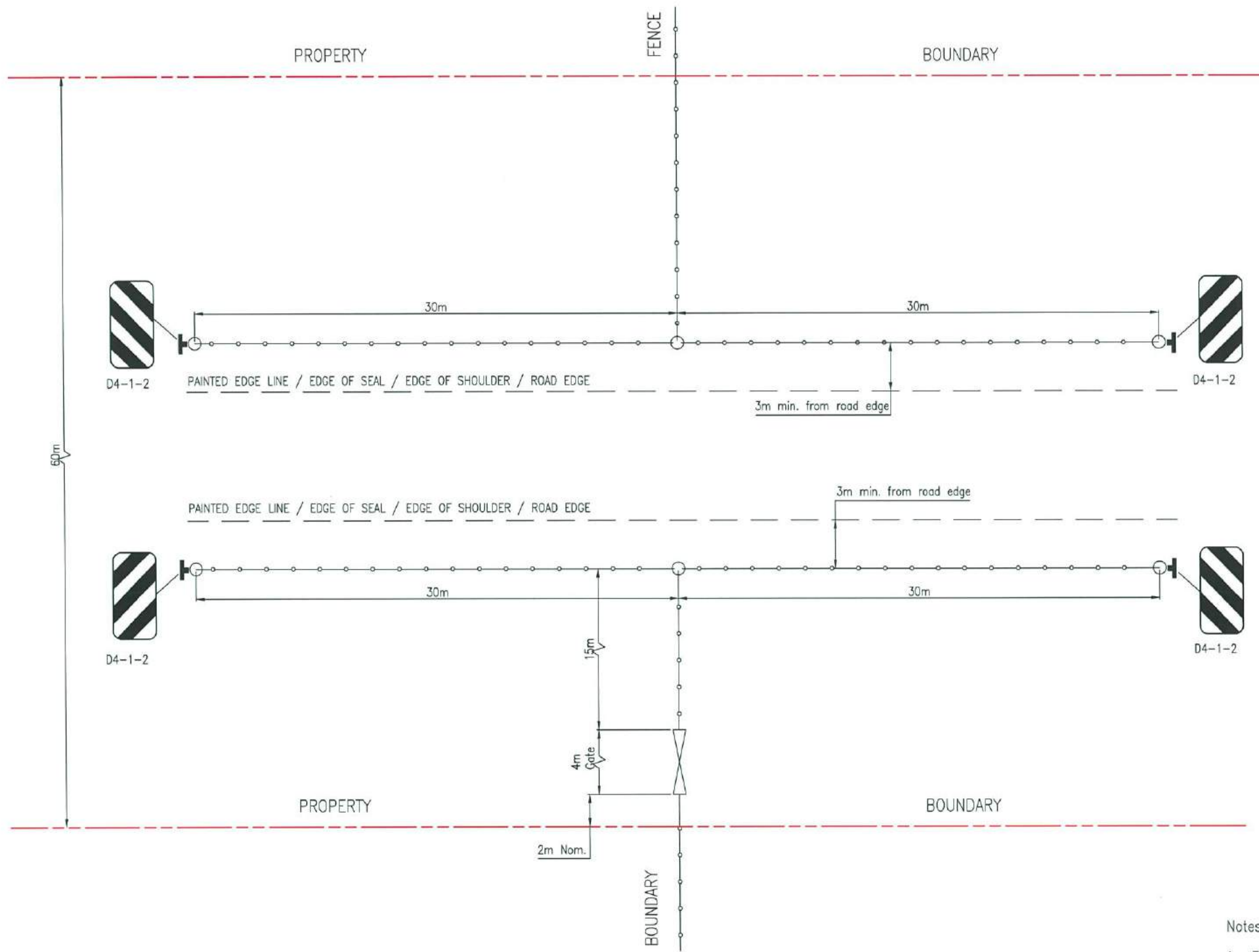
The three projects to be put forward are:

- (1) Sticky Florestina Spraying Program & Investigation;*
- (2) Community Awareness;*
- (3) Web Presence.*

15. Next meeting

Wednesday March 18 2020

16. Close meeting – 8:02am



PLAN
SCALE 1:150

POST FOOTING
SCALE 1:10

Notes:

1. Fencing associated with stock baulk to be the same standard and specification as property stock fencing. Fencing standard to be approved by TMR before any works commence.
2. No works to occur within TMR corridor without approved road condition permit and associated conditions.
3. No posts/strainer posts with a diameter of greater than 50mm within 9m of road edge.

B	Revision	14/02/19	<i>J Foster</i>
A	Original Issue	A3	
	Revisions/Descriptions	Date	Certification

STANDARD ARRANGEMENTS FOR INSTALLATION OF STOCK BAULK

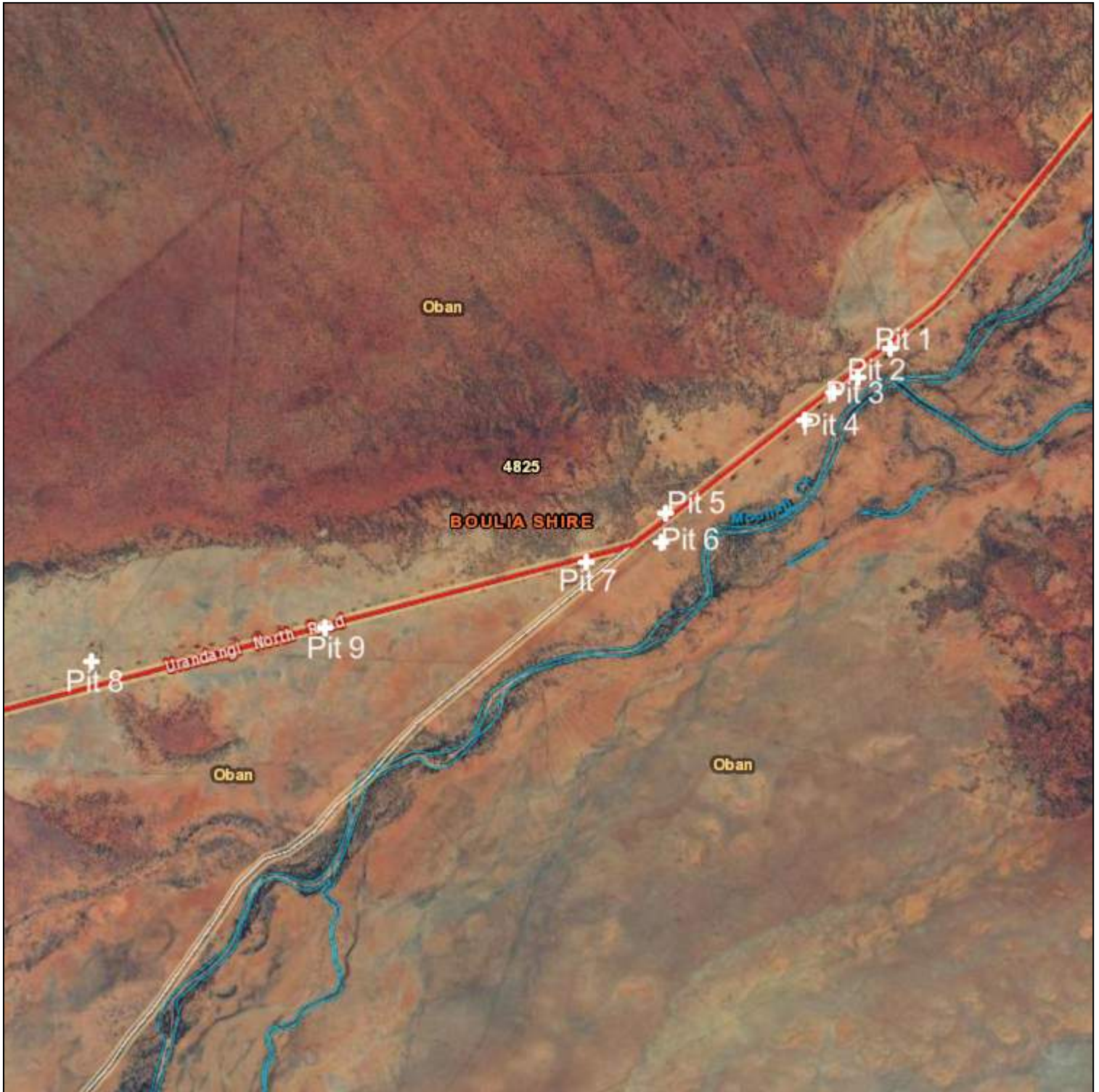
Drawn	G. Lombard
Checked	J. Foster
Designed	J. Foster
Verified	-

ENGINEERING CERTIFICATION (RPEQ)			
ENG. AREA	NAME	SIGNATURE	NO. DATE
Civil	J. Foster	<i>J Foster</i>	20322 14/02/19

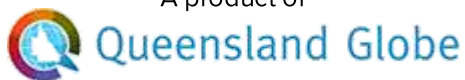
Queensland Government

BDO418

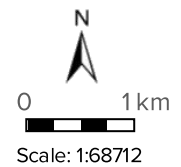
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Legend located on next page



Printed at: A4
Print date: 28/11/2019

Datum: Geocentric Datum of Australia 1994
Projection: Web Mercator EPSG 102100

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Department of Natural Resources, Mines and Energy

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GPS READINGS FOR BURROW PITS ALONG NORTH URANDANGI RD

Pit 1 Lat: 21.48117 Long: 138.87660

Pit 2 Lat: 21.48418 Long: 138.87308

Pit 3 Lat: 21.48577 Long: 138.87022

Pit 4 Lat: 21.48876 Long: 138.86684

Pit 5 Lat: 21.50143 Long: 138.85078

Pit 6 Lat: 21.50362 Long: 138.84250

Pit 7 Lat: 21.51042 Long: 138.81313

Pit 8 Lat: 21.51391 Long: 138.78679

Pit 9 Lat: 21.49846 Long: 138.85136

CENTRAL WEST REGIONAL PEST MANAGEMENT GROUP



19 November 2019

Laura Smith
A/Senior Policy Officer, Policy and Engagement, Invasive Plants and Animals
GPO Box 46
BRISBANE, QLD 4001

Email: laura.smith@daf.qld.gov.au

Dear Ms Smith,

Re: 1080 Stockpile Depletion

As chair of the Central West Regional Pest Partnership Group (CWRPPG), and following consultation with members, I am pleased to offer the following feedback in relation to the imminent depletion of stockpiles of sodium fluoroacetate, otherwise known as 1080.

Our opinion is that depletion of the stockpile, as described, will place a significant financial impost on struggling communities and jeopardise pest management outcomes; posing a risk to Queensland's biosecurity. Local governments will be forced to increase levies, and syndicates will see participation rates plummet if costs are subject to the whim of commercial interests.

We should also not ignore the potential for increased costs and irregular supply in the event any bio-risks arise such as African Swine Fever or Foot and Mouth Disease.

Historical data indicates that the proposed changes will place an increased cost in the vicinity of \$42,315 approx. per annum for RAPAD member Councils as a collective. This is based on figures derived from several years of data and does not take into account the need for provision of bags, labels, signs and deed poll books.

In short, the Central West Regional Pest Partnership Group sees no positive outcomes arising from the proposed depletion of 1080 stockpiles. We urge the department to reconsider what actions it can take to support the ongoing effectiveness of aerial and on ground baiting in our region.

The need for industry wide consultation particularly between Local Government and State Governments is paramount to provide a clear understanding of any proposed changes to 1080 supplies. Without this process the achievements of a state wide baiting program, engaging contract trappers, exclusion fencing and individual baiting programs will be at risk of losing momentum or failure.

Sincerely,

Jeffrey Newton
Chair, Central West Regional Pest Partnership Group

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th December 2019

TITLE:	Boulia Work Camp November 2019 Report	DOC REF: Item E
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REPORT BY:	Vic Strowger Custodial Correctional Officer Townsville Correctional Centre	DATE: 14/11/2019
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CORPORATE PLAN REFERENCE:

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

PURPOSE:

To advise of the activities of the Boulia Work Camp from 4th to 12th November.

CONTENT:

During this period the below community work was conducted:

- Mow and whipper snip town yards as per approved list, not all done.
- Boulia Golf Club – mow fairways
- Boulia Golf Club – paint Hall
- Stonehouse Museum – painted old movie projector
- Stonehouse Museum – maintenance
- Town Tip - tidy tyre barriers
- Main street - trim plants
- Town Hall - assist with setting up and cleaning before and after Ball
- Clean gutters at Health Centre
- Sports Centre - trim plants and remove cardboard from windows
- Start constructing the new Green House in the camp compound

RECOMMENDATION:

That the Boulia Work Camp November 2019 report is received for information.

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th December 2019

TITLE:	CEO Briefing for November 2019	DOC REF: Item CEO1
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REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 20/11/2019
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

PURPOSE:

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

CONTENT:

Regional Community Precinct (Hub)

Quotes were received from several companies and the deliberation was reviewed in a closed session of Council. The winning Architect was advised after the Council meeting on 18th Nov and an immediate meeting was scheduled (20th and 21st Nov) due to the announcement of the Federal Governments Drought Funding Package which supports sustainability of drought affected communities. This has placed an urgency on this project in that the grant funding closes on 19th December and Queensland Police are not in a position to be part of this project.

This is our best opportunity to proceed with a building which will be energy efficient and decrease the carbon footprint of the town by combining four buildings into one. The Mayor (Rick) was able to speak about the project on his recent visit to Mt Isa (Premier) and to that end a briefing paper has been prepared and sent to Rick on the overarching concept of the project.

Enterprise Bargaining

The final Boulia Shire Council Certified Agreement is to be submitted along with the formal application, after davit with the notice to file to Queensland Industrial Commission and a Notice of Hearing document to progress this to registration. Two copies to be provided to the State Secretariat to be signed then copies of the final Certified Agreement with the Date of Effect will be sent to all the Unions involved. When this happens I will need to attend in person in Brisbane.

Marmanya (Rates) – decision by Public Trustee and Office of Fair Trading

The Public Trustee have not received any further interest/application from the BWWAC with regard to this property. They have advised the BWWAC representative (Queensland South Native Title Services) that the Office of Fair Trading will now assess the submissions in relation to this property, and ensure that the property will be utilised for the benefit of the local community.

Public Trustee have advised Pat Tully of the Office of Fair Trading to proceed in assessing any applications, including the Boulia Shire Council's interest in the property.

Email from the Office of Fair Trading 4th Dec advised that they will be proceeding with vesting the property to Council as per our original agreement to have the property vested in our name if there was no interest from any other groups or organisations. Confirmation of Council's intent sent 5th December 2019 (attached).

Reference to previous closed Council report: 5th Feb 2019 CEO 5 – Marmanya Rates.

Office of Industrial Relations –

Council has again applied for the Boulia shire Public Holiday to fall in conjunction with the Camel Races. Council has received confirmation noting the official date for the Boulia Camel Race Public Holiday will be 20th July 2020. Notices are to be placed on the website etc.

RAPAD Meeting – Brisbane 12th, 13th, 14th Nov (presentations on the following)

- Overview of unconventional gas impact in the Lake Eyre Basin - Tom Crothers
- Olympic Dam in SA - Mayor Ed Warren

- Conservation – Western Rivers Alliance (policy to be reviewed)
- Energy - Micro Grids - Morgan Gronold
- Energy - Sustainable Australia Fund - Morgan Gronold
- Drone Technology and Queensland Health - Kristine Arnold
- Sustainability of Local Government – Dir General – Warwick Agnew
- Grant reform – Jim Grassick DLG
- Shadow Minister for Local Government - Ann Leahy – speech
- Funding to local governments – DDG Manufacturing, industry and regions - Michelle Bowers
- SEQ CEO to the Council of Mayors – update on 2032 bid for SEQ Olympics
 - Regional approach for SE QLD – slow and steady. Opp for catalyst for population growth and job creation.
 - Elevate QLD as a global destination.
 - Shift in thinking, limited building creation if not needed in the future.
- Employment strategies to promote job vacancies available in western Councils.
- UQ Law School presentation - business structures to access cash – Thea Voogt
- AgForce future direction prior to the State election - Michael Guerin Ag Force
- ORRTG - QRA and plant hire rates - Bruce Scott (Mayor Barcoo)
- Brendan Moon, CEO QRA, whole of life costing, plant hire, day labour, fixed costs, depreciation, finance costs and regional resilience – all discussed at length.
- LGAQ – Sarah - Need to recognise the unique opportunities and challenges the remote Councils have. FAGS? Own source revenue. Major funding needs? Major policy needs? Which of those are unique to remote Councils? They are trying to find out what can be included in the first cut budget – everything needs to be synchronised or interconnected.
- Western Qld Alliance Groups of Councils: 2020 State Government Elections
 - Disaster Funding Recovery Arrangements – issues paper
 - TMR QTRIP allocations – declining investment
 - State Assistance Grants
 - Make W4Q permanent
 - Electricity pricing
 - Housing Availability?
 - Water Policy and Funding – dedicated \$\$\$ program GBA etc??
 - Drought Programs – funding and policy frameworks – recommendations from 2019 Drought Committee program review.
 - \$\$\$ for NRM Groups - Regional Pest Management.
 - Tourism??
- 1080 Baiting issues - that the LGAQ put forward a recommendation to purchase more 1080 to avoid another cost shift to Councils.
- Water, Sewerage and Roads; Rob Chandler (Mayor Barcaldine), Rick Britton (Mayor Boulia), Ed Warren (Mayor Longreach), Sarah (LGAQ) - Reluctance for State Gov to loan money to Councils for water and sewerage. SCAP program was a good program in the past but governments are loathe to re-introduce it.
- PWC - Longreach Pastoral College: Initial project is commencing, more work to be done with various partners. There is a pathway forward.
- Regional Development Authority - Agriculture, Tourism, Mining, Manufacturing, Connectivity – freight-air-tourism-transport supply chain, Supply chain needs the investment for long term economic growth.
- Queensland Treasury Corporation; Anthony Antoniszi; Economic – global level – GDP trend is down, due to the trade war. World trade is shrinking - reasons? Trade tensions create uncertainty. If trade deal is not agreed then we could get benefits from income tax cuts. Property market – this year prices are steadily rising.

CEO MEETINGS

DATE	CONTACT	PURPOSE
1/11	RAPAD	Monthly teleconference
1/11	MIPP Funding	Increased funding for 'hub' feasibility
4/11	PHCN – Well-being	Monthly steering committee meeting
4/11	Mt Isa Disaster Group	Quarterly catch-up – report submitted
4/11	Desert Channels	Woody weed project - partnership
4/11	Finance	Qrtley - Budget review
5/11	ManEx meeting	Weekly catch-up
6/11	Boulia Shire Council staff	EBA questions before voting – shire hall
6/11	Boulia TRAIC	Community workshop (CSM) Proxy
6/11	Certified agreement	Voting at Library
7/11	Matt Aberdein – EnergyQ	Generators, solar, gas power

8/11	Mayor Rick Britton	CEO Performance review
11-15 th	RAPAD Councils	RAPAD AGM, Friends of RAPAD ++
18/11	Council meeting	Monthly
19/11	ManEx	Weekly catch-up
20/11	PHCN - Clinic/Well-being	Official opening
20/11	POD	Architect meeting
21/11	Safety Hub	Demo
21/11	Jim Gassick, John Matrinovic DLG	Road Trip
21/11	POD	Architect meeting
22/11	CPL – Andrew	Finalisation of lease - Walk through shed
26/11	ManEx	Weekly catch-up
27/11	Grant Guru	Info session
27/11	Outback Way	Teleconference
28/11	Flood damage inspection	Gordon Stumbris
29/11	Pitta Pitta	Board of Directors meeting
29/11	Defibrillator training	Sports Centre - Ken Chandler
29/11	Boulia State School	Graduation – Shire Hall

ATTACHMENTS: CEO 1.1 Marmanya – Public Trustee – vesting to BSC

RECOMMENDATION:

That the November 2019 CEO report is received for information and the Camel Races Annual Public Holiday is noted as 20th July 2020 on the website.

Chief Executive Officer

Ms Lynn Moore

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



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

BOULIA SHIRE COUNCIL

5th December 2019

Mr Patrick Tully
Registration Services
Office of Fair Trading
Department of Justice and Attorney General
GPO Box 3111
BRISBANE Q 4001

Dear Patrick

**Marmanya - Property : Lot 7 Crown Plan PU16
(Urandangi Road North, Urandangi Qld 4825)**

Thank you for your email on 4th December regarding the outcome of your efforts to find a suitable group or organisation who would be willing to take on the property described above.

As you know this has been a very long drawn out process and we appreciate the assistance given to Council by both yourselves and the Public Trustee who hold the property at present.

Under Section 94 of the Associations Incorporation Act it provides a delegate of the Chief Executive of the Office of Fair Trading to vest, by gazette notice, the property of a cancelled incorporated association to another association or person and the gazette notice may vary the trusts or purposes which the property is subject to.

In light of there being no applicants to take this property over then we are in agreeance and in favour of Council having the property vested to it, for the purposes of a community facility for the benefit of residents and community organisations as Council sees fit.

We would be grateful if you will instigate the necessary steps to vest the property to Council.

Yours sincerely

A handwritten signature in black ink that reads 'Lynn Moore'.

Ms Lynn Moore
Chief Executive Officer

CC: Ms Lucie Russell Public Trustee

Boulia Shire Council Action List				
DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
Monday 8th July 2013				
8/07/2013		EBA with unions - Modern Award	CEO and Mayor	02/12/2019 Certified Agreement documents sent to the four Unions by registered mail and we are waiting for these to be signed and returned to enable these to be submitted to the QIRC
WEDNESDAY 23RD AUGUST 2017				
23/08/2017		Rodeo Grounds – Honour Board in Bar Area and compilation of historical records. See what funding is available in the future	CSM	01/11/19 This project has gone back to the drawing board. 04/10/2019 A draft for a sign has been done, will go ahead if approved.
WEDNESDAY, 21ST MARCH 2018				
21/03/2018		Advertising profile of Boulia Heritage Complex's marine fossil exhibit	CSM/CEO	01/11/19 Further consultation will now occur when staff are available. 6/9/2019 Discussion to occur after 16 th September. 9/8/2019 Discussion on advertising to occur August 12 th . 31/5/2019 Waiting for feedback from Media agency – ads drafts sent to Councillors.
WEDNESDAY, 18TH APRIL 2018				
22/8/2018		Cllr Beauchamp: Consider heritage signage at the Boulia clinic.	CSM	02/12/2019 Signs submitted Nov Council meeting – will be installed when received. 01/11/19 Staff finalising some signage for our heritage walk for the hospital. 9/8/2019 Signs to be installed at the finalisation of project. 31/5/2019 As stated this is stage two with other signs and depends on budget.
Friday 26th October 2018				
26/10/2018	2018/10.27	- That the Boulia Sports and Aquatic Centre 24hour Member access be controlled by Policy 147 Boulia Sports and Aquatic Centre Members Policy.	WHS/DWO	06/12/2019 Faulty lock has been sent. Return to supplier for replacement. 06/11/2019 – New padlock arrived. It will be installed next week. 04/10/2019 Awaiting second quotation. 3/9/2019 – Quotation received from Ruswin - \$11k; obtaining second quote from Shaine Hunter. 15/7/2019 Await installation. 10/6/2019 One more Salto key to be installed to the pool gate.

Item CEO2

13/05/2014	2014/5.2	That Council investigate options for the development of the Council Offices and that Council develop a project plan in readiness for future funding opportunities – Project: Regional Development (precinct)Hub	CEO	<p>02/12/2019 BBRF funding released bringing an urgency to this project. POD Architects commissioned. Peak Services engaged to prepare grant submission due to short timeframe (19th Dec) Nov 2019 - Letter to Dave Stewart re Police interest in footprint.</p> <p>06/11/2019 Identification of further funding to get to schematic design. Application to funding bodies submitted.</p> <p>11/10/2019 EOI has closed and submissions being assessed.</p> <p>06/09/2019 Organisation of EOI advertising in progress.</p> <p>9/8/2019 Contact made with Qld Police to gauge interest in complex. Design concept put out for public review. EOI for the preparation of specifications, construction and cost documentation.</p> <p>24/07/2019 Final designs from Griffith University tabled at the July Ordinary Meeting of Council.</p>
Monday 18th February 2019				
18/02/2019	2019/2.13	- That Council authorise the CEO to commence liaising with the Office of Fair Trading and the Public Trustee to resolve the ongoing issue of the outstanding rates on the account of Marmanya Development Association Inc	CEO	<p>02/12/2019 See CEO report this month. Expect land to be transferred to Council.</p> <p>06/11/2019 Office of Fair Trading to chase new applicant in Nov.</p> <p>11/10/2019 In progress - further details in Item CEO1 October Council meeting report.</p> <p>6/9/2019 Still waiting for Public Trustee</p> <p>9/8/2019 Letter to be received from the Public Trustee on suggested process to finalise this.</p> <p>09/07/2019 No Expressions of Interest received. Teleconference to be held on 24th July with Public Trustee and Office of Fair Trading to discuss Council's options moving forward.</p>
Wednesday 20th March 2019				
20/03/2019		Cllr Beck Britton: Look at putting previously filmed interviews on the Min Min Lights/Boulia up on the Council Facebook page/website.	EA/CSM	<p>01/11/2019 EA is working on loading some of these interviews currently.</p> <p>04/10/2019 These will also be put onto USB for filming in new film room at Complex.</p> <p>28/3/2019 Tourism Officer managing social media will put up links as the interviews are long.</p>
Wednesday 17th April 2019				
17/04/2019		Cllr Neilson: Consider making a short clip promoting Boulia to distribute on Social Media when recruiting for staff.	CSM	<p>02/12/2019 Discussion with the RAPAD group to also promote the region will be happening shortly.</p> <p>01/11/2019 This is still on hold until staff member returns.</p> <p>04/10/2019 Tourism staff are working on a promotional clip for social media. Concept has been done.</p>

Item CEO2

Wednesday 22 nd May				
22/05/2019		Boundary fence on Cooridgee and Wirrilyerna – check if repairs finished	RLPO/DWO	<p>02/12/2019 Allocation of \$40,000 to repair/replace fencing 18/11/2019 On site visit to review possible fencing configuration completed.</p> <p>24/10/2019 Maps to determine the new boundary alignment have yet to be agreed upon.</p> <p>11/10/2019 Meetings have occurred with adjoining properties to the fence, matter in progress.</p> <p>15/07/2019 In progress</p> <p>24/05/2019 RLPO has been out to the Cooridgee Reserve and inspected the boundary fence between Wirrilyerna and Cooridgee and the fence and floodgates/fences are all up and in good order. He was not able to go and check the fence on the other side of the Burke River as the crossing was washed out, the road down to the crossing on Cooridgee side will need some work soon as there is a very long and deep scour running down one side of it. The floodgate/fence on Goodwood/Clearview boundary is still down due to there being water in the river. RLPO has taken photos.</p>
Wednesday 24 th July 2019				
24/07/2019		Cllr Rick Britton: Meeting to be set up with TMR Cloncurry and Cloncurry Council regarding Ardmore mine	CEO	<p>02/12/2019 Still to be advised on a time. Further phone call to Eric made.</p> <p>06/11/2019 Further request sent to Eric Denham re the proposed meeting arrangement.</p> <p>12/08/2019 In progress – requested via Eric Denham.</p>
24/07/2019		Cllr McGlinchey: No through road sign needed on the Georgina heading to Carlo	DWO	<p>11/10/2019 In progress – to be considered in signage audit.</p> <p>8/8/2019 In progress.</p>
Monday 16 th September 2019				
16/09/2019		That an appreciation BBQ be held for the Boulia Work Camp participants to acknowledge their works on various projects in the Boulia township.	DWO	<p>9/12/2019 Held 9/12/19</p> <p>11/10/2019 To be held in November/December to factor in Christmas.</p>
Monday 18 th November 2019				
18/11/2019		Look at perimeter fencing for the moon rock display at the Boulia/Bedourie Town entrance	DWO	06/12/2019 Fence will be installed in February 2020.
18/11/2019		Letter of support to Diamantina shire for the sealing of the Eyre Dev Rd.	CEO	04/12/2019 Letter sent to Diamantina and Councillors.
18/11/2019		Cllr Beauchamp: What is the lease term for the Coridgee Paddock	CEO	02/12/2019 The lease was initialised on 21/7/2017 and is current for five years.

Item CEO2

18/11/2019	2019/11.20	1. That Council receive the First Quarter report for the 2019-2020 Operational Plan for information. 2. That the report be displayed on the Council website.	EA	20/11/2019 Uploaded to the Council website.
18/11/2019	2019/11.28	That Council approve the signs attached to the Hospital and Heritage Machinery Signage report for production.	CSM	02/12/2019 Signage to be ordered and installed.
18/11/2019	2019/11.17	That Council allocate a figure of \$40,000 for the repair, maintenance or replacement of the Coridgee boundary fence including flood gates.	CEO/EA	02/12/2019 Adjoining landowner advised of Council decision. Letter to George Hacon done with expectation work to be completed by end of Feb 2020.
18/11/2019	2019/11.36	That Council proceed with the Facebook Checkfront online booking system.	CSM	02/12/2019 Request to proceed completed.

COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS			
Date	Item	Project – or Issue:	Response:
20/03/2019		Cllr Neilson: Look at possibility of creating 'weir's' at the road points at Mucklandama and Beneacca	06/12/2019 Daniel Larsen, Principal Project Officer (Hydrology) Water Services, Central Region Department of Natural Resources, Mines and Energy. The Diamantina and Georgina Catchments are very limited in regards to construction of instream storages. The Burke River is within the Channel Country Strategic Environmental Area under the Regional Planning Interests Regulation 2014, which does not allow for construction of storages. Also, the Georgina and Diamantina Resource Operations Plan 2006 list a number of major watercourses where a new instream storage would not be permitted. This includes the Burke River.
10/12/19		A message from Cr Neilson regarding value of the projector for insurance.	All contents at the Heritage Complex are covered by our Council Insurance.

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

Report for Ordinary Meeting held on 18th December 2019

TITLE:	4th Quarter Operational Plan Report 2018-2019	DOC REF: Item CEO3
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REPORT BY:	Ms Lynn Moore Chief Executive Officer	DATE: 20/11/2019
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

PURPOSE:

To present the fourth quarter Operational Report for 2018-2019.

CONTENT:

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

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

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

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

The report on the Operational Plan for 2018-2019 has been prepared in accordance with the legislation and has been linked to the Queensland Plan by reference to our Corporate Plan goals.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

Prepared in accordance with Local Government Regulation 2012

RECOMMENDATION:

1. That Council receive the fourth quarter report on the 2018-2019 Operational Plan for information.
2. That the report be displayed on the Council website.

ATTACHMENTS: 4th Quarter Operational Plan Report 2018-2019

Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL

4th Quarter Operational Plan review

GOAL 1: BUILD STRONG DYNAMIC COMMUNITIES

GOAL 2: BUILDING AND MAINTAINING QUALITY INFRASTRUCTURE

GOAL 3: STRENGTHEN THE LOCAL ECONOMY

GOAL 4: CARING FOR OUR PEOPLE AND OUR ENVIRONMENT

GOAL 5: ROBUST GOVERNANCE

GOAL 6: AN EVOLVING WORKPLACE

GOAL 7: PROACTIVE AND RESPONSIBLE LEADERSHIP

BUILD STRONG DYNAMIC COMMUNITIES

Social

Action: Application for RADF funding and the assessment and allocation of funding applications during the year from community groups.

Action Code	Performance Measure	Progress	Comment
1.1.1	Number of programs delivered equals the funding program amount.	100%	Arts Council has offered us \$20,000 for the 2019-2020 year

Action: Preservation of historic information within the shire with locations documented identified on a plan available to the general public.

Action Code	Performance Measure	Progress	Comment
1.2.1	Documentary work completed with maintenance action plan in place.	100%	Map has been printed with the locations of current historical signs and is handed out to visitors at the Heritage complex.

Action: Continue the operation of the Boulia Heritage Complex as a tourist attraction which showcases the heritage and history of Boulia.

Action Code	Performance Measure	Progress	Comment
1.2.2	Stonehouse open to the public with adequately trained staff in the delivery of historic information.	100%	New staff has been employed and a room is being cleared for the next stage of incorporating a theatre room.

Action: Assist local community organisations which deliver community events such as the Boulia Camel Races, Eater Rodeo and Campdraft, and other events which support the well being of the community and support continued growth in tourism.

Action Code	Performance Measure	Progress	Comment
1.3.1	Number of community events held Number of local attendees Number of tourist attendees	100%	All assistance given to local community organisations as required and requested.

Action: The council bus to be available for sporting activities when required.

Action Code	Performance Measure	Progress	Comment
1.4.1	Number of sporting events where the bus was utilised.	100%	School is no longer using the bus to collect children. Only use is for council supported events eg: Camel Races etc.

Action: The Boulia Aquatic Centre staff are fully trained and the facilities are well maintained and fit for purpose.

Action Code	Performance Measure	Progress	Comment
1.4.2	Number of activities held at the centre. Training sessions completed for staff. Number of visitations to centre.	100%	Pool training recently occurred and new staff updated. New pool policy in place

Action: Drought Community Support funding is promoted for community suggestions and allocated by council to support events which encourage community connectivity.

Action Code	Performance Measure	Progress	Comment
1.4.4	Drought funding consultation with community received. • Drought funding activities completed and reports returned on time.	100%	All activities have now been completed and acquittal reports completed.

Action: Continued operation of FM transmission sites

Action Code	Performance Measure	Progress	Comment
1.5.1	All sites operational	100%	FM sites are regularly monitored and maintained

Action: Increased digital connectivity throughout the shire by the use of modern technology which improves communication and allow tourism data to be collected.

Action Code	Performance Measure	Progress	Comment
1.5.2	Review completed on how digital exposure can benefit Boulia.(RAPAD)	100%	OQTA shortly to roll out a data collection system which will capture visitor numbers and other relevant information

Action: In conjunction with Job Network provider engage and support one trainee in the office to complete Cert 3 in administration.

Action Code	Performance Measure	Progress	Comment
1.6.1	Trainee engaged and studies commenced.	70%	New employee for administration has now been finalised with trainee to commence program . Investigation into the supervision of a horticultural trainee is continuing

Action: Support provided to SES and Rural Fire Service groups to enable them to function in an emergency.

Action Code	Performance Measure	Progress	Comment
1.7.1	Reports provided back from the SES and QFES on activities of the group.	100%	Training and equipment is provided and contact numbers are updated

Action: Community celebrations which all people feel welcome such as Australia Day, ANZAC Day, Remembrance Day, Welcome to Boulia BBQ.

Action Code	Performance Measure	Progress	Comment
1.8.1	Number of people attending each event. Number of events held.	100%	Several community events have been held including community meeting in May

BUILDING AND MAINTAINING QUALITY INFRASTRUCTURE

Environment

Action: All street lights functional enabling the use of recreational facilities after dark.

Action Code	Performance Measure	Progress	Comment
2.1.1	Audit on street lights conducted with reports to Ergon on faulty lights.	100%	Yes all streetlight's are working in Town inspections done by Ergon

Action: Town entrances ,all parks and recreational areas are managed in a sustainable manner with mowing and slashing completed regularly. Trees and shrubs pruned or removed if dead or dangerous. New seasonal plantings are completed to improve the aesthetics of the town.

Action Code	Performance Measure	Progress	Comment
2.1.2	Visible appearance of town, parks and open spaces is well maintained. No dead trees on council land. Positive comments from visitors and community.	90%	Maintenance ongoing we have got the moon rock's for the entrances on the Winton and Bedourie side work camp will put them in when they get here it will be a picture of a camel

Action: Water treatment and conditioning is consistent and remains within department guidelines. Bore system functions to above ground tanks work and supply is constant.

Action Code	Performance Measure	Progress	Comment
2.2.2	No water outages	100%	The new liquid treatment system is up and working we are monitoring the system at this stage

Action: Regular scheduled water sampling conducted and variations reported to Water Board and the CEO.

Action Code	Performance Measure	Progress	Comment
2.2.4	Reports from Water board free from errors.	100%	Water sampling and testing completed as per DWQMP. SWIM Data will be updated in July

Action: Regular collection of residential and commercial waste as per policy with annual review on collections completed.

Action Code	Performance Measure	Progress	Comment
2.2.7	No complaints from residents or businesses	100%	Regular collection of residential and commercial waste are pick up every week in a timely manner

Action: Waste facility managed in line with EPA requirements

Action Code	Performance Measure	Progress	Comment
2.2.8	Waste facility is ordered and functional with little 'blow away' waste.	100%	Control requirements of Waste is in line with EPA

Action: Natural Disaster Relief and Recovery Arrangements (NDRRA) Flood events are identified and managed with 'value for money' principles.

Action Code	Performance Measure	Progress	Comment
2.3	Road information is picked up and processed in a timely manner. Flood work is completed and reported on in a timely manner and within budget which is reported to council on a monthly basis.	100%	February 2019 and April 2019 two events emergent works been completed within the time-frame. Preparing for the REPA submission

Action: TMR Roads and maintenance contracts are prepared, reviewed and submitted within approved time frames.

Action Code	Performance Measure	Progress	Comment
2.3	All TMR contracts are completed and reports submitted to confirm work completed.	100%	TMR work's are completed on Time and with in Budget

Action: Identify potential black-spot areas on roads and or bridges and apply for funding.

Action Code	Performance Measure	Progress	Comment
2.3.01	Project completed ready for funding opportunity.	100%	Diamantina channels signage upgrade and Springvale turnoff from the DTMR road upgrade application will be submitted.

Action: Transport and Main Roads RMPC roadworks are identified , completed and reported on in a timely manner and maintained within budget. Council report to be updated monthly.

Action Code	Performance Measure	Progress	Comment
2.3.1	Report to council are completed monthly with quarterly update to council meeting on progress against plan.	100%	RMPC Roadwork's are completed on time and within budget

Action: Compliant aerodrome facility including lights and markings meet with CASA requirements

Action Code	Performance Measure	Progress	Comment
2.3.04	Pass of the audit via Annual inspection by CASA	100%	CASA Audit findings been addressed. Regular inspection been completed accordingly. New manual created and approved by CASA.

Action: Shire roads are maintained within budget allocation and annual works program. Projects identified to reduce ongoing maintenance in the future.

Action Code	Performance Measure	Progress	Comment
2.3.06	Shire roads maintenance program including maintenance grading is completed each year	100%	Recent rain caused some damage work will be completed through emergent works. All the shire roads in reasonably good condition.

Action: Roads to Recovery projects are identified, recorded and completed within guidelines to improve the road network, footpaths and special projects etc.

Action Code	Performance Measure	Progress	Comment
2.3.07	Reporting to Roads to recovery body is approved and audited by external auditors.	100%	R2R funds will be used reseal the town streets at Urandangie and Donahue HWY

Action: Outback Way sealing program is being completed in line with budget allocation and works program.

Action Code	Performance Measure	Progress	Comment
2.3.09	Work has been completed to the agreed standard between NT, WA and Qld	100%	Package 2 funding released. Crew commence the work.

Action: Council manages extraneous council equipment to obtain value for money and generate private works income where possible.

Action Code	Performance Measure	Progress	Comment
2.3.10	External work is completed at a competitive rate with all costs to council covered.	100%	We have supplied record amount of the concrete to DTMR and new clinic. we have purchased used double drum roller, 3 new utilities and one wagon.

Action: Roads to Recovery (R2R) - programs are developed to improve the liveability of the town and surrounding areas for the shire residents.

Action Code	Performance Measure	Progress	Comment
2.3.11	Budget allocated from R2R is geared to mke the most out the funding .	100%	Projects listed on the portal

Action: Buildings and all council facilities meet regulatory requirements and also meet WH&S standards. Annual inspections of power boxes and RCD's are completed.

Action Code	Performance Measure	Progress	Comment
2.4.01	Inspections by regulatory bodies and WH&S officers meet pass rate.	100%	Ongoing - Electrician has been carrying out the testing according to the legislative requirements.

Action: Building facilities are well maintained with building use monitored by the venue booking forms income is generated where possible.

Action Code	Performance Measure	Progress	Comment
2.4.02	Regular inspections conducted by supervisors meet level of service requirements.	100%	All Building's are maintained ready for community use

Action: Maintain the buildings , grounds,fencing and buildings in existence at the Racecourse Reserve to meet racing requirements.

Action Code	Performance Measure	Progress	Comment
2.4.03	Running rail fencing installed at the racecourse reserve from Drought Communities Drought Funding.	100%	Building is well maintain and ready for bookings

Action: Urandangie Hall Facilities meet regulatory requirements and also meet WH&S standards.

Action Code	Performance Measure	Progress	Comment
2.4.10	Regular inspections conducted by supervisors meet level of service requirements.	100%	Facility is being maintained in good condition with any repairs carried out when required..

Action: RSL Building renovations including a ramp, renovated kitchen and an internal toilet to be installed.

Action Code	Performance Measure	Progress	Comment
2.4.12	Work to be completed by the Workcamp and local qualified builder.	85%	Project will commence. it will be completed by end of August 2019

Action: Library facilities and programs are delivered to meet the needs of the community as well as meet regulatory requirements and WH&S standards.

Action Code	Performance Measure	Progress	Comment
2.4.13	Regular inspections conducted by supervisors meet level of service requirements.	100%	Many after school activities and holiday activities in partnership with Boulia Community Support services have occurred

Action: Boulia Cemetery facilities are well maintained and grounds are aesthetically appealing.

Action Code	Performance Measure	Progress	Comment
2.4.14	Regular inspections conducted by supervisors meet level of service requirements.	95%	Ongoing watering completed, with repairs and mowing done when needed

Action: Urandangie Cemetery facilities are well maintained and grounds are aesthetically appealing.

Action Code	Performance Measure	Progress	Comment
2.4.15	Regular inspections conducted by supervisors meet level of service requirements.	100%	We keep it well maintained because both locals and tourists like looking around old cemetery and researching their own history.

Action: That the bus is registered and well maintained to be able to be utilised for community functions and events.

Action Code	Performance Measure	Progress	Comment
2.4.16	Bus utilised for events and other activities	100%	Bus is Ready for use for events and community

Action: Airport building facilities are clean and well managed to ensure a good first impression to our town and that the building meets regulatory requirements and WH&S standards.

Action Code	Performance Measure	Progress	Comment
2.4.17	Inspections by regulatory bodies and WH&S officers meet pass rate. Regular inspections conducted by supervisors meet level of service requirements.	100%	On going - Facilities been kept clean all the time. Complying with WH&S standards.

Action: Feasibility concept completed for the redesign and plan for an incorporated council administration building including the library and office space which can be leased.

Action Code	Performance Measure	Progress	Comment
2.4.20	New council plan developed for building.	80%	Community consultation completed , Griffith Uni students and Professor engaged to complete concept design ready to submit to architect ready for funding when available.

Action: Progress the development of the Industrial Airport Subdivision (Stage 1) by having survey plans prepared and a shelf ready project to enable the application for funding when available.

Action Code	Performance Measure	Progress	Comment
2.5.2	Land availability options cleared with Native Title holders and DNRM. ILUA requirements met. Legal documents and agreements are signed and registered with DNRM. Titles issued on identified land.	75%	Shelf project completed , funding applied for \$984,000 funding approved , Work to commence June 2019 completion in Dec 2019 for stage 1.

STRENGTHEN THE LOCAL ECONOMY

Economic

Action: Review digital media, brochure and television advertising annually to ensure content is relevant and is aimed at the target market. Record visitor numbers and sales in monthly report to council.

Action Code	Performance Measure	Progress	Comment
3.1.1	Numbers of visitors to show Increase in income as a percentage of expenditure for sales.	100%	Work progresses on television advertising, Visitor numbers on the increase at tourism centre.

Action: The Min Min attraction is the major draw card for Boulia. Maintain and improve the experience by regular maintenance and updating program software when required

Action Code	Performance Measure	Progress	Comment
3.1.2	Replacement of existing infrastructure completed with program review completed by Nov 2017 from Works for Queensland grant funding	100%	Maintenance to be continued in July.

Action: Increase visitor numbers by utilisation of electronic media to promote Boulia and surrounding attractions.

Action Code	Performance Measure	Progress	Comment
3.1.3	Visitors to Min Min/ Stonehouse/and accommodation outlets	100%	A short quirky series of posts was established during the camel races and this will be followed up in new year. Interesting snippets are being shown on social media from tourism centre.

Action: Support local tourism in Urandangie by the improvement of facilities in the parks with the addition of more playground equipment.

Action Code	Performance Measure	Progress	Comment
3.1.4	Structures installed by Nov 2017 from Works for Queensland grant funding	100%	Works for Queensland installation of public toilets and shade structure improvements have been completed.

Action: Promote the attractions in Boulia to increase the number of visitors to Boulia through partnerships with other regional tourism providers. ie caravan and camping shows

Action Code	Performance Measure	Progress	Comment
3.1.5	Completion of famils and external visits with the Far West Alliance to trade shows.	100%	Staff once again attended two trade show this year, one being interstate. Staff will attend the OQTA workshops and awards night in Winton in November.

Action: Recognition of various Traditional Owner (T/O) groups within the shire by including signage on T/O area boundaries

Action Code	Performance Measure	Progress	Comment
3.1.6	Consultation with T/O groups on wording and location of signage. • Installation of signs completed.	5%	Requests to he legal representative to progress the matter. No progress.

Action: All houses and units owned by council are rented out. 80% occupancy rate with applications submitted through the housing committee for approval with accommodation to be at an agreed standard prior to letting.

Action Code	Performance Measure	Progress	Comment
3.2.1	Occupancy rate achieved.	100%	Only one house and 3 units vacant at present.

Action: Support requests for further development of sites within Boulia Shire to enable increased employment of local people and review the potential for a rates free period to attract small business to town.

Action Code	Performance Measure	Progress	Comment
3.3.2	Increased number of businesses using Boulia as a base employing local people.	100%	Council have now passed a resolution to qualify eligible applicants for rates free period which will be included in the Revenue statement for 2019-2020

Action: Remote Area Planning and Development Board (RAPAD)- Facilitate the growth and development of the Central West and wider Outback region. By working together member local governments are united in their desire to enhance the quality of life for all residents.

Action Code	Performance Measure	Progress	Comment
3.4.1	Evidenced based outcomes resulting from the membership of the regional group.	100%	Mayor , CEO and Director attend all meetings either in person or by teleconference. Funancial management system is now fully installed which was a collaborative project between all councils.

Action: Outback Regional Road Group (ORRTG) Represent Boulia’s needs for shire roads, roads of regional significance so we receive our fair share of funding within the group dynamic.

Action Code	Performance Measure	Progress	Comment
3.5.01	Monthly meetings to review progress.	100%	Actively participating in the meetings and prioritizing the projects accordingly prioritization tool.

Action: Work with RAPADWSA (Water Strategic Alliance) in joint procurement for major infrastructure water projects to enable the best utilisation of funding to achieve sound outcomes for infrastructure and therefore service delivery for water.

Action Code	Performance Measure	Progress	Comment
3.5.04	Improved water infrastructure.	100%	Attending monthly teleconference meeting and in person quarterly. Initiating and utilising joint procurement from the group. Actively participating in the meetings and prioritising the projects accordingly prioritisation tool

Action: Outback Way Development Corporation- continuation of the joint representation for the future development of the Donohue Highway forming part of the Outback Way - Australia's longest shortcut.

Action Code	Performance Measure	Progress	Comment
3.5.05	Monthly teleconference updates	100%	Joint collaboration to the Federal Government and the State Government on the future funding of the Donohue Highway and the 20% contribution expected from Boulia Shire. This project is extremely important to Boulia Shire to enable the workforce to be sustained which supports the town.

Action: Continued lobbying to State and Federal government through the Outback Way for the sealing of the Donohue Highway and for this section of the Outback Way to be made a State road as are all other sections of the road in other states..

Action Code	Performance Measure	Progress	Comment
3.5.06	Further allocation of funding to seal sections of the Donohue Hwy.	100%	Further funding has been released for the 2019-2020 period with a further allocation to complete the road between Boulia and the NT Border earmarked.

Action: Collaboration with Outback Queensland Tourism Association(OQTA) to improve the exposure for Boulia’s Tourist product- Min Min Encounter, Boulia’s Heritage Complex and our 100 million year old marine fossil exhibit.

Action Code	Performance Measure	Progress	Comment
3.5.08	Joint attendance at trade shows. Queensland wide promotions National exposure	100%	Collaboration with OQTA continues.

Action: Central West Regional Pest Management Group (CWRPMG) - Development of a strong regional group who guide the implementation of the adopted Regional Bio-Security Plan which will seek opportunities to eradicate, control and manage pest and weed issues.

Action Code	Performance Measure	Progress	Comment
3.5.09	Group is functional and has had success in identifying and lobbying government for changes to funding allocations.	75%	A new revised group which include Desert channels and Ag Force has been created. Strong leadership and community involvement in small projects will be the focus going forward.

Action: Prepare submissions to Western Queensland Local Government Association and Australian Local Government Association to lobby State and/or Federal Governments for strategic changes to Acts and regulations where warranted.

Action Code	Performance Measure	Progress	Comment
3.5.10	Cross boundary assistance and support given to other members of the group.	100%	Submission have been lodged in support of the increase of FAGS grants to 1% of GDP and the changes to the Local Government Act to allow mayoral and Councillor candidates to run consecutively. Also a feral cat bounty as a consideration.

Action: Ensure that the Local Disaster Management Group (LDMG) group is functional and operates well in emergency situations. Bi-annual meetings and exercises are conducted as required.

Action Code	Performance Measure	Progress	Comment
3.5.11	Activations are well executed and documented. • Reports to the LDMG are completed • Field and desk top exercises are completed	100%	The final meeting for 2018-19 was scheduled for May but ex-tropical Cyclone Trevor provided the group a chance to put the training into action. De-brief was conducted in the wake of the event.

Action: Inland Queensland Road Action Plan (IQRAP)- Development of a concise road network plan with a view to improve productivity for existing industries and businesses along supply chains, enhance competitiveness of exporters, support new private sector investment and improve resilience and connectivity for the delivery of goods and services to communities

Action Code	Performance Measure	Progress	Comment
3.5.12	This group is developing and gathering momentum. We are only one of 33 local governments who are members. The focus is to increase the quality and accessibility of the road network to maximise the economic prosperity of inland Qld.	100%	Mayor Rick Britton has attended several meetings both with Queensland Ministers, TMR and recently in Canberra and has received good support for the project.

Action: Council housing stock is managed in a clear and accountable manner with allocation of housing stock to applicants completed via the housing committee.

Action Code	Performance Measure	Progress	Comment
3.5.16	Housing stock is utilised for the best purpose.	100%	Houses targeted for sale by council have been valued in May and will then be offered for sale. Ministerial consent has been given for four houses which then are only able to be sold to the existing tenants at market price or above.

Action: Audit Committee- Regular meetings are held in line with requirements to review and monitor audit comments and ensure council is performing in accordance with the Local Government regulations.

Action Code	Performance Measure	Progress	Comment
3.5.17	Functional Audit committee.	100%	The Audit Committee has regularly met and reviewed all Audit reports and progress that has been made. A 3 year Audit plan has been set.

Action: EBA committee- Staff Committees are formed inclusive of all areas of the council and employees have input into the group decisions.

Action Code	Performance Measure	Progress	Comment
3.5.18	Well balanced EBA supporting both staff and the council sustainability.	100%	EBA process has commenced with staff notified to be able to contribute to the new EBA. Unions have been notified and variations to the EBA document have been completed as per our agreements with them. The process is expected to go to vote in Oct/ Nov. 2019

Action: The plant committee to complete reviews on plant usage making suggestion on turn over, purchase and replacement to achieve maximum value for money outcomes.

Action Code	Performance Measure	Progress	Comment
3.5.19	Plant purchases are within budget and plant is maintained within specified parameters to enable sound operations of the council.	100%	Plant committee meeting as required. Plant purchases are within budget and plant is maintained within specified parameters to enable sound operations of the council. All purchases of plant are ratified through the council meeting minutes.

CARING FOR OUR PEOPLE AND OUR ENVIRONMENT

Environment

Action: The set of policies and local laws are reviewed annually to ensure that all residents are able to enjoy Boulia without impediment.

Action Code	Performance Measure	Progress	Comment
4.1.1	Policies and Local Laws are up to date and relevant.	100%	All polices that are due for revision in 2018-19 have been noted and the relevant Departments responsible have made aware that their policy is due for review.

Action: All facilities over which we are required to hold a licence meet the Qld standards and licence renewal is achieved.

Action Code	Performance Measure	Progress	Comment
4.2.1	Visitation and audit by environmental health officer to review all of council operated facilities and business operating in Boulia.	100%	Visitation and audit by environmental health officer to review all of council operated facilities and business operating in Boulia with appropriate licences being renewed.

Action: Identification and management of pest animal and weed issues within the shire in accordance with the Bio-security Plan adopted by council with reporting to be done back to CWRPMG quarterly.

Action Code	Performance Measure	Progress	Comment
4.2.2	Pest animal baiting occurs. Weed identification and notification process occurs. CWRPMG meetings are attended by RLPO	100%	All reports completed with action to support other shires also completed. RLPO attends regional meetings and has assisted other councils in projects. New project for woody weeds to be completed as Stage 2 of the Hamilton project in Dec-Mar 19-20

Action: Leases over the Butcher Paddock and Coridgee Laneway are managed in accordance with our lease requirements for stock holdings.

Action Code	Performance Measure	Progress	Comment
4.2.3	Leases are sub-leased with income generated to cover lease fees to Qld Gov and managed in accordance with those requirements.	100%	Both leases are managed in accordance with the lease. Regular inspections done. Fencing inspection completed after the aftermath of Cyclone Trevor with several sections requiring repair. Investigations onto solutions to be investigated.

Action: The new template Town Planning Scheme is progressed with community consultation and final adoption of the scheme in 2018/19

Action Code	Performance Measure	Progress	Comment
4.3.1	Town Planning Scheme is reviewed and adopted by council.	90%	Visitation is now not expected until Novy when the Department will come to Boulia to do community consultation.

Action: All building applications are completed in a timely manner with the correct fees charged.

Action Code	Performance Measure	Progress	Comment
4.3.2	Applications processed with minimum delays.	100%	All applications finalised as received.

Action: Native Title /Cultural Heritage requests are dealt with as they eventuate.

Action Code	Performance Measure	Progress	Comment
4.3.3	Land Planning issues proceed as needed with the proper process followed.	100%	Letters to groups regarding Town Planning issues completed. No other Native Title issues are apparent.

Action: Strong relationships built between all levels of government who deliver health services to the people of Boulia.

Action Code	Performance Measure	Progress	Comment
4.1.1	Improved health and medical facilities for Boulia and Urandangie.	95%	The Well Being Centre is now incorporated into the new Primary Health Care Centre which will be a bonus for the residents of Boulia. The Well-being center should be completed by Nov 2019.

Action: Au-spiced funding for Royal Flying Doctors Service (RFDS) is managed in accordance with planned activities to upgrade facility in conjunction with Dr Don to be completed as identified.

Action Code	Performance Measure	Progress	Comment
4.1.2	Activities completed with quarterly reports submitted	100%	All activities which have been requested have now been completed. Reporting back to funding body and Dr Don is completed quarterly.

Action: Management and control of domestic animals within the township. Continued diligence and management of noxious weeds within the scope of council activities along with baiting activity conducted with landholders to control pest species.

Action Code	Performance Measure	Progress	Comment
4.5.1	Limited numbers of stray animals. Unwanted or impounded animals are disposed of humanely.	100%	Continual diligence - minimal animal issues apparent. The management and control of the domestic dogs in town is an on going job and any complaints are handled quickly and diligently

Action: Noxious Pest weed control on council managed land and council road reserves is maintained, monitored and reported quarterly to council but subject to grant funding.

Action Code	Performance Measure	Progress	Comment
4.5.2	Limited incursions with action taken for invasive species.	100%	Any pest noxious weeds found on Council Land and Reserves is sprayed when detected.

Action: Reduction in the number of pest animals by paying of bounties for wild dog scalps and pig snouts with a complete register of numbers reported and amounts paid by council for the bounty.

Action Code	Performance Measure	Progress	Comment
4.5.3	<ul style="list-style-type: none"> • Take up of baiting program offers by the landholders. • Bounty payments continue. • Education information available on pest animals on the web site / face to face. 	100%	<p>There has been incline in the number of feral pig snouts and wild dog scalps being brought in.</p> <p>With approx 310 pig snouts (206 boars, 104 sows) for a total paid of \$1550 and 131 dog scalps (67 Males, 57 females and 7 pups) for a total paid of \$2940.</p> <p>The Take up of baiting program offers by the landholders.is encouraging • Education information available on pest animals on the web site / face to face.</p>

Action: Town common is managed within the limits set and stock holders are encouraged to participate in any muster arranged by council. Weed control and stock levels monitored and reported to council quarterly.

Action Code	Performance Measure	Progress	Comment
4.5.4	<ul style="list-style-type: none"> • Town Common Committee meets at least once per year. • Members fees are paid promptly • Stock which is not registered with a member will be impounded. • Town common muster is completed half yearly. 	100%	<p>There is still a problem with stray stock that belongs to the properties that share a common boundary with the common of their stock getting on to the common and them constantly having to be asked to remove them. Town Common Policy has been amended to try to alleviate this problem. The town common is starting to look all right after some small falls of rain over approx 95% of the common and will be able to handle the number of stock that are currently running there</p>

Action: Primary Stock route bores are maintained as appropriate with funding applied for as needed. Other bores are maintained as funding allows.

Action Code	Performance Measure	Progress	Comment
4.5.5	Stock route bores are maintained in accordance with funding received.	100%	<p>More Capital Works Funding has been applied for to replace the solar pump at the 15 mile bore .Any pest weeds found on the stock routes are sprayed ASAP. Funding for the replacement of old water troughs at two bores was applied for and received the work will be carried out before the end of November.</p> <p>All others are working as needed. The Capital Works that we have funding for, the work has been carried out at Hamilton Bore and Herbert Downs Bore.</p> <p>More Capital Works Funding has been applied for to replace the solar pump at the 15 mile bore. Any pest weeds found on the stock routes are sprayed ASAP.</p>

Action: Local SES group is supported by council. Compliance with the state requirements to have an State Emergency Service (SES) group

Action Code	Performance Measure	Progress	Comment
4.5.6	SES- Group is supported during and after events by the use of council equipment and staff id required. SES Management Plans are up to date	100%	<p>New SES extension shed to house the All terrain vehicle has been supported by a new grant from SES. work will commence in Oct 2019. SES- Group is supported during and after events by the use of council equipment and staff id required. SES Management Plans are up to date</p>

Action: Local disaster management group (LDMG) and a Rural Fire Brigade.(RFS) groups are supported by council with regular meetings held and exercises and training completed as required.

Action Code	Performance Measure	Progress	Comment
4.5.7	LDMG -Half yearly meetings are held and reported back to DDMG. LDMG- Activation meeting for flood events are held and reported. LDMG Management Plans are up to date including QFES requirements. Meetings are attended and action	100%	Activation in Feb and March 2019 for natural events. (Flooding) LDMG -Half yearly meetings are held and reported back to DDMG. LDMG- Activation meeting for flood events are held and reported. LDMG Management Plans are up to date including QFES requirements. Meetings are attended and action

ROBUST GOVERNANCE

GOVERNANCE

Action: Administration-HR Policies and procedures in place to ensure staff have clear guidelines in relation to working for the council.

Action Code	Performance Measure	Progress	Comment
5.1.1	Policies are reviewed and made available to staff.	100%	Clear guidelines are in place, new EBA will see a revision of all council documents relating to our employees. All new employees have a Letter of Offer prior to engagement which sets out the appropriate policies, award conditions and any other specialised requirements for their particular role. All employees are advised that their employment is conditional of meeting the screening processes in place eg Police Checks and Pre-employment Medical Examination. Staff are directed to the appropriate policies and procedures

Action: Human Resource plan is developed to identify potential needs in the future.(succession planning)

Action Code	Performance Measure	Progress	Comment
5.1.2	Plan will be used in the budget process for 2018-2019	100%	Council's Human Resources practice is to equip staff with the knowledge and skills necessary to undertake their role in an efficient and safe manner. Staff Members are given the opportunity to develop their professional skills by learning aspects of jobs when other staff members are not available or positions become vacant which a staff member has the opportunity to apply for in the usual competitive human resources process. Council is to now develop a workforce plan once the EBA is ratified.

Action: Review of existing EBA and commence consultation with staff to develop an equitable EBA which is fair to staff and sustainable for council.

Action Code	Performance Measure	Progress	Comment
5.1.3	Enterprise Bargaining agreement is developed and adopted by council in accordance with the new State Award 2017	100%	Many improvements are being made in the development of fairness to all staff members with Senior Management staff and appropriate supervisors collaborating to ensure this process is completed in a fair and sustainable manner

Action: Min Min Encounter Business plan incorporating management guides and sustainability review completed with completed manual for the show held by council.

Action Code	Performance Measure	Progress	Comment
5.2.1	Business plan and management manuals completed by Greg Tuckwell (consultant)	100%	Completed manual on show procedure on USB held in admin office and written format held at the Min MIn Encounter

Action: Stonehouse Museum Business plan incorporating management guides and sustainability review completed

Action Code	Performance Measure	Progress	Comment
5.2.2	Plans completed which identify future sustainability and infrastructure requirements into the future.	100%	Business plan completed

Action: Corporate Risk Management is identified and managed as an ongoing part of the business

Action Code	Performance Measure	Progress	Comment
5.3.1	Risk management Framework is developed and implemented across the organisation.	100%	Continually being reviewed daily, fortnightly and monthly. Updating of the Risk management plan will be completed in Dec 2019.

Action: A business solution (IT) which covers the needs of council at present and into the future is supported by each layer of the organisation and training is available to achieve best practice.

Action Code	Performance Measure	Progress	Comment
5.3.2	Partnership with the RAPAD group to identify future solutions for Boulia in line with the region progressed.	100%	Implementation has been completed and finalised with excellent work completed by all staff and especially the Manager Corporate and Financial Services, Kaylene Sloman.

Action: Long Term Financial Plan to be updated to QTC model to a stage where it gives Council a good indication of the impact of financial decisions made by them on future decisions.

Action Code	Performance Measure	Progress	Comment
5.3.3	Long term Financial plan developed in line with QTC format.	100%	Data has been updated in the Long Term Financial Plan, since Budget adoption, updated information is being input.

Action: Financial reporting to council provides up to date information to enable council to make sound decisions.

Action Code	Performance Measure	Progress	Comment
5.3.4	Monthly Financial reporting to council includes snapshot of current performance against budget figures.	100%	Reporting to Council continues on a monthly basis at each Council Meeting. On a quarterly basis the Budget is reviewed against actual expenditure and income. Explanations are supplied by Manager of Corporate & Financial Services to the Councillors and Senior Management. Monthly Financial reporting to council includes snapshot of current performance against budget figures.

Action: Legislative compliance regarding Audit Committees meet standards

Action Code	Performance Measure	Progress	Comment
5.3.5	Audit Committee meetings are held twice per year to review Audit Plans, Draft Financial Statements, previous audit management responses and actions.	100%	Walsh Accounting and the Manager of Corporate & Financial Services presented to the Audit & Risk Management Committee meeting the new plan which ensures coverage of Legislative requirements. Audit Committee meetings are held twice per year to review Audit Plans, Draft Financial Statements, previous audit management responses and actions.

Action: Council is in receipt of the annual budget documentation ready to be adopted each year.

Action Code	Performance Measure	Progress	Comment
5.3.6	Budget preparation is timely and involves Executive team and department heads with bids for funding received from departments for consideration by council	100%	Budget preparation is timely and involves Executive team and department heads with bids for funding received from departments for consideration by council. The 2019-20 Budget has been adopted by Council on June 20th 2019.

Action: Council is able to monitor the budget and determine the progress of projects and work completed in line with budget projections..

Action Code	Performance Measure	Progress	Comment
5.3.7	Quarterly budget reviews completed and presented to council with comments on variations to budget	100%	Quarterly budget reviews completed and presented to council with comments on variations to budget. The fourth quarter (as at 30th June 2019) review will be presented at the August 2019 meeting from the new financial system.

Action: All areas within council meet the basic standards for WH&S.

Action Code	Performance Measure	Progress	Comment
5.4.1	Regular reporting to ManEx on incidents and prevention activities.	100%	Weekly reports to ManEx are completed with all incidents recorded into the document management system . Monthly reports via the business paper are completed with explanation of the incident.

Action: Min Min expenditure Fees and charges reflect the industry norm and mark-up on goods is reflective of costs

Action Code	Performance Measure	Progress	Comment
5.5.1	Costs to visit our exhibition is reflective of other tourist attractions and minimal stock write off.	100%	Promotions of coffee and/or ice cream vouchers are available on purchase of \$50 or more of merchandise. Retail prices of merchandise and show contrasts favourably of like attractions in the region.

Action: Stonehouse Fees and charges reflect the industry norm and mark-up on goods is reflective of costs

Action Code	Performance Measure	Progress	Comment
5.5.2	Costs to visit our exhibition is reflective of other tourist attractions and minimal stock write off.	100%	Fees and charges for the Complex are in line with other similar attractions and offer great value. Costs to visit our exhibition is reflective of other tourist attractions and minimal stock write off.

Action: Depot workshop Council plant and equipment is fully operational at all times.

Action Code	Performance Measure	Progress	Comment
5.5.3	Limited downtime and minimal lost productivity.	100%	Equipment usage is now able to be tracked by Navman to assist with future usage and procurement. Operators are still in short supply at times and we are progressing to recruit MC truck operator.

AN EVOLVING WORKPLACE

GOVERNANCE

Action: All staff are compliant in the use of the WH&S system and achieve an audit pass on inspections.

Action Code	Performance Measure	Progress	Comment
6.1.1	JLTA audit is completed and a pass is achieved by the group.	100%	Monthly reports to council by WH&S supervisor done. JLTA audit is completed and a pass is achieved by the group

Action: 6.1.3 Deliver accurate and timely processing of the payroll and associated reporting requirements

Action Code	Performance Measure	Progress	Comment
6.1.3	All payments to staff are delivered within time frames and without error	100%	Synergy Soft's new Payroll implementation was commenced with all payroll being processed accurately, and within the required time frame each fortnight. New codes are in place with time sheets being competed every week. Implementation of electronic time sheets will happen shortly.

Action: 6.1.4 Record , preserve and protect employee records for payroll and human resource management

Action Code	Performance Measure	Progress	Comment
6.1.4	all employee records are up to date and secured electronically and haeva backup paper file.	100%	All new employee date recorded. All existing employee data is updated for relevance as we proceed with annual reviews.

Action: 6.1.5 Assistance with the recruitment and selection process from advertising to the final letter of offer for new employees

Action Code	Performance Measure	Progress	Comment
6.1.5	The recruitment process is completed in a smooth and professional manner with documents provided that are up to date and relevant. All documentation is collected as required and saved electronically.	100%	Review of all positions has been undertaken and implemented when new vacancies occur. Position Descriptions are reviewed to ensure current duties and responsibilities have been included with the view to rewarding employees by paying them their correct entitlements as per the appropriate Local Government Industry Streams (A, B or C) - Award State. The recruitment process is completed in a smooth and professional manner with documents provided that are up to date and relevant. All documentation is collected as required and saved electronically.

Action: Support staff to further their development in Local Government in the use of progressive programs, training and resources.

Action Code	Performance Measure	Progress	Comment
6.2.1	Staff competent in the use of the systems used by council	100%	One staff member has successfully completed their Diploma of Local Government Administration (with a finance focus). The Finance and Corporate Services Manager is embarking on an Advanced Leadership Course in the new year to enhance her present Managerial and Staff Leadership capabilities. The CEO has completed the IPWEA Asset Management Course.

Action: All staff are aware of how to notify ideas/ complaints/suggestions

Action Code	Performance Measure	Progress	Comment
6.3.1	Records of suggestions/ complaints/ issues to be kept on staff file.	100%	The Senior Staff Members and Human Resources Officer are working together to foster a new culture within Council. it is one that promotes a more communicative environment where staff are encouraged to put their ideas forward for continuous improvements as they perceive for their work areas which can be considered both by their colleagues and supervisors with a view to improving processes and/or staff member's comforts (physical and mental)

Action: Confident staff able to attend to all customer enquiries and deal with difficult situations

Action Code	Performance Measure	Progress	Comment
6.4.1	Annual Re-fresher training on customer service as required.	100%	Staff are continually being trained and or updated as processes change and or introduction of new services. Fortnightly meetings are held with all the Administration & Finance Staff so all have a forum to identify any areas of concern or upcoming possible peak periods. These meetings have been very successful in managing issues prior to them becoming an issue.

Action: Provide a range of administrative, customer services and facilities for the continued operation of council.

Action Code	Performance Measure	Progress	Comment
6.4.2	Less than 5 complaints received per annum	100%	Administration and Financial Staff are continually dealing with external and internal customer services. A continual review will be covered at the fortnightly meetings with the team to identify any improvements or possible demand on services that may be an issue. Where issues have been identified as a team a solution has been found and put into action.

Action: Implement the Modern Award with the consultation of the Consultative Committee in the preparation of the new Enterprise Bargaining Agreement (EBA)

Action Code	Performance Measure	Progress	Comment
6.5.1	Modern award implement as released with EBA successfully agreed upon	90%	Human Resource Management, and Employment and Industrial Relations Specialist company, Hunt HR - Australia has been engaged by Council to guide the organisation through the formal processes including certification in the Queensland Industrial Relations Commission. it is envisaged that if all negotiations proceed with proper planning that a certified agreement is likely to be implemented by Nov 2019 with any amendments/benefits being backdated to July 2019 for staff. The Modern Award implemented as released within a new Boulia Shire Certified Agreement .

Action: Develop appropriate staff succession plan including attraction and retention policies

Action Code	Performance Measure	Progress	Comment
6.5.2	Policies are developed reviewed and approved by council.	95%	Key aspects of retaining staff is to demonstrate to the workforce that they are valued; and create a visible future career path. Upskilling the current staff was identified as one method that will assist to fill vacancies created by the ageing workforce.

PROACTIVE AND RESPONSIBLE LEADERSHIP

Governance

Action: Annual community meeting after following the end of year financial results are released

Action Code	Performance Measure	Progress	Comment
7.1.1	Meeting held in early December after the final results are released	100%	Financial documents have been received and the Annual report completed. The community meeting was held May 15th in the Shire Hall which was well attended. A brief on the last 12 months was provided along with the achievements in photo form of the last four years. Feedback forms on what the community viewed as important topics was also gathered for inclusion in the Operational plan 'future' projects.

Action: Regular information being released through Channel Country Chatter, Facebook with the Website content reviewed for accuracy and content twice per year..

Action Code	Performance Measure	Progress	Comment
7.1.2	Verbal feedback, monitored visits through facebook.	100%	Information still being released monthly in the newsletter, council website and social media which is being monitored for the number of view and likes. This data has been extremely useful as has Trip Advisor.

Action: Preparation and collation of the Annual Report document in conjunction with senior managers to ensure the important legislative requirements are met and the report is a sound representation of the council's achievement during the year.

Action Code	Performance Measure	Progress	Comment
7.2	Annual report prepared with input from all senior managers and submitted to council within time frames.	100%	2017-2018 Annual report has been completed, adopted by council and placed on the web. Council staff update activities each quarter of the progress against the Operational Plan adopted by council in June 2018.

Action: Council agendas are released for review 7 days prior to the meeting and agenda items are placed on the website within 2 business days after the meeting.

Action Code	Performance Measure	Progress	Comment
7.2.1	Monthly activity is available for viewing by the public on our website with in 2 business days.	100%	All monthly Council meeting agendas and minutes to date have been uploaded to the Council website for public availability. We are constantly looking at ways to improve and will be researching electronic Agendas in the future year.

Action: Twelve ordinary Council meetings are held each year with two special budget meetings and two planning session days.

Action Code	Performance Measure	Progress	Comment
7.3.1	All meetings attended by all Councillors.	100%	Planned Budget meetings for 2019 have been circulated and there has been regular attendance by Councillors at monthly Council meetings

Action: Representation at all elected meeting groups supporting Boulia initiatives

Action Code	Performance Measure	Progress	Comment
7.3.2	Reports received from attendees at the meetings presented to council for information.	100%	Representation is planned for all groups where possible

Action: Active representation in the RAPAD group of councils.

Action Code	Performance Measure	Progress	Comment
7.4.1	Success achieved with group projects	100%	Regular monthly teleconferences attended with face to face meetings attended each quarter by the Mayor and CEO.

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th December 2019

TITLE:	Rainbow Gateway Host Agreement	DOC REF: Item CEO4
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REPORT BY:	Ms Lynn Moore Chief Executive Officer	DATE: 29/11/2019
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CORPORATE PLAN REFERENCE:

Key Priority 7: Valuing our greatest Asset – People

7.6: Develop new employment opportunities

7.6.1: Partner with other organisations who can deliver training to improve prospects of future employment roles within Council

PURPOSE:

To advise Council of the offer of the continued Host Employer Agreement between Rainbow Gateway and Boulia Shire Council.

CONTENT:

The Council entered into a Host Employer Agreement 18 months ago with a view to providing structured and supervised work activities which Council could not complete without assistance. Our resource base is very limited but we do have a community with high expectations. This is an ideal opportunity to have 'exposure' for potential future Council workers to understand how Council works and what tasks we need to complete and the expectations to go with it. This we see is an important link between traditionally unemployed residents and the future engagement with Council.

The trial has been successful with limited turnover and a couple of new employees now working for Council who have come through this program.

The opportunity is now to continue with this program which is of benefit to the Council and also the participant.

There has been a delay in the signing of this document which has now been returned to Council in November but the original expiry date will continue as 30th June 2020.

CONSULTATION: ManEx team

GOVERNANCE IMPLICATIONS:

- Limited cost to Council.
- Small remuneration by Rainbow Gateway for each participant as per MOU.

RECOMMENDATION:

1. That Council endorse the signing of the MOU with Rainbow Gateway for a further period until 30th June 2020.
2. Continue with the program to provide work skills development under supervision by our staff for up to 8 participants.

ATTACHMENTS: CEO 4.1 MOU - Rainbow Gateway 2019-2020

Chief Executive Officer	Ms Lynn Moore
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**Employment Provider Services — Activity Host Organisation
Agreement**

Agreement for Services

Between

Rainbow Gateway Ltd

And

Boulia Shire Council

Activity ID: 81569832

DATE: July 1 2019

This Contract is made on the date that the last Party signs this Contract

between

Rainbow Gateway Ltd

(ABN: 95099662236)

of

50 Miles Street

Mount Isa QLD 4825

'RGL'

,

and

Boulia Shire Council

(ABN: 20492088398)

'Host Organisation'

(collectively, **the Parties**)

Purpose of this Agreement

A The Provider has entered into a funding agreement to provide Community Development Programme (CDP) services (Services), including placing and managing participants in activities. The RJCP funding agreement 2013-2018 is now administered by the Department of Prime Minister and Cabinet (the Department).

B. The Host has agreed, with the Provider, to conduct an activity (the Activity) on the terms and conditions set out in this agreement.

C. The Host has fully informed itself on all relevant aspects of the Provider's requirements for managing the Activity.

D. The Provider has agreed to accept the Host's offer to conduct the Activity on the terms and conditions set out in this agreement.

Agreement

1. Term

1.1. This Contract commences on the 01/07/2019 to and unless terminated earlier, or extended by mutual agreement of the Parties, finishes on the 30/06/2020

1.2. The Provider or the Host Organisation may terminate the Activity at any time by providing at least **one month's written notice** to the other party before the Activity is terminated. The Parties agree that this timeframe may be shortened if the Department requires that the Activity be terminated.

Note: To the extent allowed by law, the Department may require the Activity to be terminated at any time.

1.3 On receipt of a notice under clause 1.2, both Parties must take all available steps to minimise loss resulting from the termination.

2. Community Development Programme / Work for the Dole Activity

2.1. In hosting the Activity the Host Organisation will provide the services and support that are detailed in **Attachment A** to this agreement. The Host Organisation also undertakes to the Provider that it will provide the Services and support to the participant(s) that are detailed in Attachment B to this agreement.

2.2. The Provider agrees to provide funds to the Host Organisation, in accordance with Item C of Attachment A to this agreement, to enable the Host Organisation to meet its obligations at clause 2.1.

2.3. The Host Organisation warrants to the Provider that no part of the Activity:

- a) **Boulia Shire Council Building a Better Community** replaces a paid worker.
- b) Results in reduced hours for a paid worker, where those hours would not have been reduced if the Activity had not been established or conducted;
- c) Results in participants doing the same tasks as roles made redundant due to the Host downsizing its workforce in the previous 12 months, including through redundancies or termination;
- d) Does not comply with all laws, including those relating to work health and safety requirements and applicable Commonwealth policies as advised by the Provider;
- e) Could reasonably be expected to bring a participant, the Provider or the Commonwealth into disrepute;
- f) Causes a participant to be involved, in any way in:
 - (i) The sex industry or anything which involves any nudity by any person or any form of pornography;
 - (ii) The gambling industry;
 - (iii) Any form of illegal activity;
 - (iv) Any form of high risk activity.

3. Substitution/addition of Participant(s)

3.1. The Parties may discuss and agree to substitute some or all of the Participant(s) listed at Attachment B to this agreement or remove or add Participant(s) at any time during the term of this Agreement. When the changes to the Participants are agreed, the Provider will provide an updated Attachment B to the Host Organisation. The updated attachment, when provided to the Host Organisation, is deemed to be incorporated into the Agreement.

3.2. If any Participant is substituted or added under clause 3.1, the Host Organisation will provide the Services and support detailed in Attachment A to this agreement to the substituted or additional Participant(s) as identified in the updated Attachment B, subject only to changes that are necessary due to the substitution or addition, and all terms of this agreement will continue to apply.

4. Novation and/or Subcontracting

4.1. The Host Organisation must not:

- a) assign any of its rights under this agreement
- b) enter into any arrangement that will require novation of this agreement
- c) subcontract all or any part of the Activity without the Provider's approval.

4.2. The Host Organisation agrees that the Provider may novate this agreement to another entity specified by the Department (the New Provider) by giving written notice to the Host Organisation.

4.3. If this Host Organisation receives a notice under clause 4.2, the Host Organisation will:

- a) enter into an Agreement with the Provider and the New Provider to novate this Agreement to the New Provider whereby the New Provider becomes a party to this Agreement in substitution of the Provider;
- b) subject to paragraph (c), continue to perform the services and support detailed in Attachment A as if the New Provider is the Provider under the Agreement;
- c) do any other act (including agreeing to any variation of this agreement or executing any document) that may be required to facilitate the continued hosting of the Activity under this agreement, including as result of any new contractual arrangements between the New Provider and the Commonwealth.

5. Status of Participant(s)

5.1. Unless prior written approval has been granted by the Department the Parties acknowledge, and must ensure that each participant is aware, that the participant(s) in the Activity are not employees of the Provider or the Host during the Activity and must not be paid a salary, wages or other remuneration for performing work or services by the Provider or the Host.

5.2. Clause 5.1 does not prohibit a payment by the Provider directly or indirectly for the support of the participant in relation to the Activity, such as a contribution to the supervision by the Host, protective clothing, uniforms, equipment or materials. The timing of any such payments must be agreed between the Host and the Provider and detailed as part of this agreement.

6. Participant's health, safety and attendance

6.1. Before commencing the Activity, or commencing a participant in the Activity, the Host must comply with the attached Risk Assessment undertaken 4/4/2019 on all relevant risks associated with the Activity and Hosted Placements, including work health and safety issues.

6.2. While providing the services specified in Attachment B of this agreement, the Host Organisation must:

- a) ensure that there is a safe system of work in Place at all times during the Activity
- b) immediately advise the Provider of any proposed changes to the circumstances or tasks being undertaken by the Participant(s)
- c) provide training to the Participant, including work health and safety training, so that the Participant can participate in the activities safely
- d) ensure that appropriate facilities (such as toilets and access to drinking water) are available to the Participant(s) for the duration of the Activity.

6.3. The Host Organisation must also notify the Provider as soon as possible, and within 24 hours, of any incident involving the Activity for the Provider to action, including:

- a) any accident, injury or death occurring during, or as a result of, the Activity, including in relation to the Participant or a member of the public
- b) any incident that relates to a work health and safety issue
- c) any incident that may negatively affect the Australian Government or bring the Employment Services into disrepute.

6.4. If required for the Activity, the Host Organisation must ensure that the Participant is equipped with any clothing or materials that are required by the Participant(s) to participate safely in the Activity.

6.5. The Parties acknowledge and agree that the information contained in the risk assessment(s) undertaken at Herbert Street, Burke Street and Pituri Street at Attachment C is true and correct at the time of signing this agreement.

6.6. The Host Organisation is compliant with legislative and regulatory obligations imposed on it in relation to Work Health and Safety.

7. Participant training and supervision

7.1. The Host Organisation must ensure that the Participant(s) have received any training that is required to participate in the Activity, including work health and safety training or other training as otherwise directed by the Provider.

7.2. The Host Organisation must ensure that:

a) Participants are adequately and appropriately supervised by a fit and proper person at all times, including with regard to the work health and safety of the Participant(s) (in addition, where the activity involves people from vulnerable cohorts, the supervision must be continuous over the entire duration of the activity)

b) Supervisors have a high level of skill/knowledge, training and/or experience in the part of the Activity they are engaged in and in working with, training and supervising persons in such activities

c) Supervisors undergo any police or other checks required by the Provider and comply with any statutory requirements

d) Supervisors notify the Provider of any Participant's non-attendance and of any Participant performance issues in relation to the Activity in accordance with Attachment A to this agreement.

8. Privacy and Personal Information

8.1. This clause 8 applies where the Host Organisation deals with Personal Information when, and for the purpose of, hosting the Activity and interacting with the Participant(s) under this agreement.

8.2. In this clause 8, the terms 'Personal Information', 'registered APP code' (APP Code), and 'Australian Privacy Principles' (APPs) have the same meaning as they have in the Privacy Act 1988 (the Privacy Act).

8.3. The Host Organisation may only use or disclose the Personal Information of a Participant to the Provider and the Department for the purposes of administering this agreement and the deed between the Provider and the Department and to administer the applicable Commonwealth policies and associated reporting, including information relevant to:

a) matters referred to in clauses 6.2a and 6.2b;

b) the performance of the Activity;

c) the occurrence of any incident referred to in clause 6.3 involving a Participant;

d) the eligibility of the Participant to receive a benefit or payment from the Commonwealth, and the Host Organisation must provide such information to the Provider and the Department if requested by the Provider or the Department.

8.4. The Host Organisation must not use or disclose the Personal Information it has collected about a Participant for any other purpose, unless the Participant has provided written consent, or it is otherwise permitted under the Privacy Act, including where the use or disclosure is required or authorised by law.

8.5. The Host Organisation agrees in respect of hosting the Activity and interacting with the Participant(s) under this Agreement:

a) subject to clause 8.4 to only use or disclose Personal Information obtained during the course of hosting the Activity and interacting with the Participant(s) under this Agreement, only for the purposes of performing this Agreement;

b) not to do any act or engage in any practice that would breach the Privacy Act, an APP or applicable APP Code;

c) to immediately notify the Provider if the Hosting Organisation becomes aware of a breach or possible breach of any of the obligations contained in; or referred to in, this clause 8, whether by the Hosting Organisation or any other person.

9. Insurance

9.1 The Host Organisation must ensure that, for the duration of the Activity, it has and maintains current and appropriate insurance to cover any risks associated with the Activity and that as a minimum it has and maintains public liability insurance, with a limit of indemnity of at least \$10 million in respect of each and every occurrence, that covers the liability of the Host Organisation and the liability of its officers, employees, representatives and agents (including to the Participant(s)) in respect of:

- a) loss of or damage to any real or personal property (including property of a Participant) caused by an act or omission of the Host;
- b) the bodily injury, disease or illness (including mental illness) or death of any person (including a Participant) arising out of or in connection with the Host Organisation's performance of this Agreement.

9.2 The Host Organisation must maintain and keep current any other insurance it is required by law to maintain.

9.3 A copy of relevant certificate of currency or proof of cover, will be exchanged by the Host Organisation and the Provider upon request.

9.4 To cover Job Seekers while they are participating in Work for the Dole activities, the Australian Government has purchased:

- a) group personal accident insurance for an injury or death that occurs during activities, including any associated training, and travel to and from activities; and
- b) combined liability insurance which covers Job Seekers' liability arising out of their negligence that causes personal injury to third parties or damage to third parties' property; and

c) combined liability insurance to cover owners and land lease holders of Private Property and Farms where their own public liability insurance does not provide for circumstances involving Job Seekers participating in Work for the Dole – Community Support Projects.

The personal accident policy is not a workers' compensation policy. Participants in Work for the Dole activities do not qualify for workers compensation (except in very limited circumstances).

10. Compliance with laws and policies

10.1 The Host must, in carrying out any obligations under this agreement:

- a) comply with all relevant statutes, regulations, by-laws and requirements of any Commonwealth, State, Territory or local authority;
- b) take reasonable steps to ensure that it is aware of, support and comply with, all relevant and reasonable policies which are in place in the community; and
- c) where the Activity will take place on land that is subject to native title or a land rights grant, consult with the native title or land rights holders or claimants and obtain all necessary authorities to undertake the Activity on the land.

11. Access

1.1. The Host must at all reasonable times give any employee of the Provider, or anyone authorised by the Provider, reasonable access to the Host's premises, sites, information technology systems, material and personnel, in order to review the Activity.

1.2. Unless a matter is being investigated that may involve an actual or apprehended breach of the law, this agreement or an agreement between the Provider and the Commonwealth, the rights referred to in clause 11.1 are subject to the provision of reasonable notice and the Host's reasonable security procedures.

EXECUTED by the Parties on the date below:

Signed for on behalf of
(Rainbow Gateway Ltd)
(ABN: 95099662236)

(Signature)

in the presence of:

(Name)

(Signature)

Date:/...../2019

Signed for on behalf of
BOULIA SHIRE COUNCIL
(ABN: 20492088398)

(Signature)

in the presence of:

(Name)

(Signature)

Date:/...../2019

Attachment A

CDP/Work for the Dole activity details

The Host Organisation will provide and host the Activity and provide the Services and support set out in this attachment:

A. Activity description:

Boulia Shire Council operates as one over-arching Activity, with all the below components operating from various locations.

Boulia Shire Council Building a Better Community

Target is to provide the necessary skills to enable them to compete within the job market

Min Min Encounter/Heritage Complex

- Assisting to promote tourism within the Boulia Shire and Region
- Learn what The Boulia Shire and Region have to offer and impart this information to visitors
- Retail/Customer service
- Assisting to prepare information material for disbursement to visitors
- Undertaking day to day administration duties
- Undertaking day to day facility cleaning
- Assist with establishing displays
- Archiving relevant materials
- Give talks to visiting groups re what is on offer
- Collecting admission fees to displays
- Other duties relevant to promoting tourism within the region
- Attend appropriate training

Library

- Lend and collect books, periodicals, videotapes, and other materials at circulation desks.
- Sort books, publications, and other items according to established procedure and return them to shelves, files, or other designated storage areas
- Locate library materials for patrons, including books, periodicals, tape cassettes
- Inspect returned books for condition and due-date status, and compute any applicable fines.
- Answer routine inquiries, and refer patrons in need of professional assistance to librarians.
- Provide assistance to librarians
- Assist in the preparation of book displays.
- Attend appropriate training

- Assist and organise children’s sessions

Parks and Gardens

- To assist in keeping all thoroughfares, pathways and public areas maintained and free of weeds
- Comply with and carry out safe work practices
- Adopt all safety procedures of the Bouliia Shire Council
- Follow all supervisory directions at all times
- Follow all prestart directions before commencing work
- Carry out all landscaping and garden maintenance as directed
- Participate in emergency procedures as directed

As with all components of the activity, as a sub-component all Jobseekers will be provided with basic language, literacy and numeracy training to help improve Jobseeker’s speaking, reading, writing or basic maths skills. The resources used aim to improve Jobseekers chances of getting and keeping a job, as well as making everyday life easier.

B. Number of Places and hours per Place per week offered in the Activity:

Bouliia Shire Council Building a Better Community –

Parks and Gardens

6.30am – 4pm 9 days/fortnight (8am to 12pm breaks included)

Day	No. of Participants (Maximum)	Hrs	Start / Finish Times	Location
Monday	6	20	8.00am – 12.00pm	Herbert Street
Tuesday	6	20	8.00am – 12.00pm	Herbert Street
Wednesday	6	20	8.00am – 12.00pm	Herbert Street
Thursday	6	20	8.00am – 12.00pm	Herbert Street
Friday	6	20	8.00am - 12.00pm	Herbert Street

**Boulia Shire Council Building a Better Community –
Library - 1.30pm – 5pm(breaks included)**

Monday	1	15	1.30 pm – 5.00pm	Burke Street
Tuesday	1	15	1.30 pm – 5.00pm	Burke Street
Wednesday	1	15	1.30 pm – 5.00pm	Burke Street
Thursday	1	15	1.30 pm – 5.00pm	Burke Street
Friday	1	15	1.30 pm - 5.00pm	Burke Street

**Boulia Shire Council Building a Better Community –
Min Min Encounter**

Day	No. of Participants	Hrs	Start / Finish Times	Location
Monday	1	20	9.00am – 2.30pm	Herbert Street/Pituri Street
Tuesday	1	20	9.00am – 2.30pm	Herbert Street/Pituri Street
Wednesday	1	20	9.00am – 2.30pm	Herbert Street/Pituri Street
Thursday	1	20	9.00am – 2.30pm	Herbert Street/Pituri Street
Friday	1	20	9.00am - 2.30pm	Herbert Street/Pituri Street

Bouliia Shire Council Building a Better Community – Heritage Complex

Monday	1	15	9.00am – 12.30pm	Herbert Street/Pituri Street
Tuesday	1	15	9.00am – 12.30pm	Herbert Street/Pituri Street
Wednesday	1	15	9.00am – 12.30pm	Herbert Street/Pituri Street
Thursday	1	15	9.00am – 12.30pm	Herbert Street/Pituri Street
Friday	1	15	9.00am - 12.30pm	Herbert Street/Pituri Street

C. Payment Schedule:

PAYMENT 1	Date for invoicing – 1 December 2019	\$2000.00 per participant
PAYMENT 2	Date for invoicing – 1 June 2020 (funds to be released upon receipt of Host Acquittal including full justification of any previously funded Activity expenses)	\$2000.00 per participant

TOTAL Project Costs under this Contract for Services: Up to and not exceeding **\$40000.00 (inclusive of GST)** being the cost of providing supervision, training, consumables, tools, and any other Overhead related costs.

C.1 INVOICES

For the purposes of this clause C, 'valid tax invoice' also means an invoice which specifies the **Activity ID: 81569832** to which the invoice applies and also provides valid BSB and Account Number details for an Account held in the Host Organisation name.

C.2 EXPENSES CONFIRMATION

Host to provide supporting documentary evidence in the form of financial records on this Activity to meet Department requirements for justification of Activity expenses. Documentary evidence may include tax receipts for purchases, Bus, equipment and machinery hire and other expenses as defined from the department.

C.3 NON COMPLIANCE FROM THE HOST

Where the requested documentary evidence cannot be provided by the Host, and Department recovers or withholds money from the Provider for this reason, the Host will be liable for the amount of money equal to that which Department recovers or withholds from the Provider, plus any additional expenditure incurred by the Provider to complete the CDP Activity in this contract.

C.4 PAYMENT TO HOST

The fee shall be paid within 30 days of receipt of a valid tax invoice from the Host Organisation. Such an invoice may be submitted at any time throughout the agreement. No invoice shall be submitted more than 7 days after the End Date of this Agreement.

D. Start Date and End Date of the Activity and Places:

Start Date to End Date
01/07/2019 **30/06/2020**

E. Supervisor Details:

The **Host Organisation** will provide the following Supervisors for the Activity, including details of any ratio of Participants to Supervisor that has been agreed between the Host Organisation and Provider:

Supervisor name and specific responsibilities	Position	Supervisor Ratio	Contact Details (Phone & Email)
Boulia Shire Council Building a Better Community	Ronnie Callope	[1 : 2]	0427 163 773
Boulia Shire Council Building a Better Community	William Parsons	(1:2)	0427 163 773
Boulia Shire Council Building a Better Community	Julie Woodhouse	(1:2)	07 4746 3412

F. Provider contributions to the Activity:

- A. Manage and support job seeker attendance, participation and WHS needs for all Work for the Dole activities that are self sourced, including the provision of access to Supervisor attendance applications/timesheet processes.
- B. Regular review and monitoring of all activities and hosts.
- C. Timely and appropriate management, investigation and reporting of incidents (e.g. behavioural, accident, damage to property) per relevant guidelines.
- D. Manage the ongoing relationship with contracted host organisations to ensure respective organisational needs are met.
- E. Undertake, review and update risk assessments and develop risk mitigation strategies for all activities.

G. The contact person for the Host Organisation is:

Lynn Moore

CEO

07 4746 3188

H. Safety and Machinery and Equipment used in this Activity:

The Host Organisation acknowledges that the below machinery or equipment may be used by the Job Seekers in engaging some of the activities in Attachment A, Clause A, and that the Job Seekers may use or control some or all of the following so long as they are qualified to do so, or acting under the supervision of a person qualified to do so and that when under supervision, the nature and type of work is authorised as being a supervised activity:

- Small electrical hand power tools eg Cordless Drill etc
- Lawn Mowers
- Whipper Snippers/Brush Cutters/Line Trimmers
- Hedge Trimmers
- All office equipment such as photocopiers, laminators computers, shredders etc
- All kitchen appliances such as stoves, kettles microwaves etc

I. Host Reporting to the Provider:

The Host Organisation will provide the following to Rainbow Gateway Ltd during the CDP activity:

- Daily attendance recorded through the Weekly Attendance records in the form of the CDP Activity Time Sheet provided by the Provider.
- **Timesheets** – emailed daily/weekly to ;
 - cassietuahine@rainbowgateway.org.au with Activity ID, JSID, hours recorded and Host signature.

Attachment B

[CDP/ Work for the Dole] Participant details

The Host Organisation will provide and host the Activity and provide the Services and support to the Participant(s) set out in this attachment:

- A.** The Host Organisation will provide the Activity to the Participant/s as referred
- *Given the fluctuating nature of the program and individual circumstances of Job-seekers on a day to day basis, an Activity report will be provided listing all Job-seekers referred to this activity as at the date of any request.*
 - *The maximum number of participants is listed but it is acknowledged that suitable participants may not be available for any or all of the roles. This is to be decided by the provider in consultation with the Host Organisation.*
- B.** The Participant(s) referred to at paragraph A are expected to attend and participate in the Activity for :
- a. Park and Gardens
 - b. Library
 - c. Min Min Encounter
 - d. Heritage Complex

Attachment C

CDP/Work for the Dole Activity risk assessment (Boulia Shire Council)

- Risk Assessment – Parks and Gardens
- Risk Assessment – Min Min Encounter
- Risk Assessment – Heritage Complex
- Risk Assessment - Library

To be completed by each participant prior to commencing work:

- Manual Handling Management
- Personal Protective Equipment (PPE) Management
- WH&S Induction
- Take 5- Injury Prevention
- Take 5 –Manual Handling and Risk Management
- Take 5 – Lifting Techniques.
- Take 5 – Risk Assessment

BOULIA SHIRE COUNCIL

Report for Meeting held on 18th December 2019

TITLE:	Council Meeting Dates from January to December 2020	DOC REF: Item CEO6
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REPORT BY:	Ms Lynn Moore Chief Executive Officer	DATE: 05/12/2019
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CORPORATE PLAN REFERENCE:

Key Priority 8: Proactive and responsible leadership

8.2: Strong representation

8.2.1 To represent and collectively make decisions to benefit the entire community

PURPOSE:

In accordance with Section 277(1) of the *Local Government Regulations 2012* notice is to be given when the Ordinary meetings of the Boulia Shire Council will be held.

CONTENT:

Ordinary meetings of Council are held on third week of each month on the date specified unless a quorum is not present and the meeting is cancelled/deferred.

Meetings are to be held in a place designated by Council which at this stage is in the Boulia Airport Terminal meeting room due to no other suitable space being available at this time.

A meeting is open to the public unless the local government or committee has resolved that the meeting is to be closed under section 275.

This report seeks ratification of the 2020 Ordinary Meeting of Council dates.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

Information provided to enable participation in Council Meetings to the general public.

RECOMMENDATION:

1. That the dates for the Council meetings from January 2020 until December 2020 be ratified and displayed on Council's website and all other approved distribution methods.

Monday 20 th January 2020	Airport terminal	10:00am
Monday 17 th February 2020	Airport terminal	10:00am
Monday 16 th March 2020	Airport terminal	10:00am
Monday 20 th April 2020	Airport terminal	10:00am
Monday 18 th May 2020	Airport terminal	10:00am
Monday 15 th June 2020	Airport terminal	10:00am
Tuesday 21 st July 2020	Airport terminal	10:00am
Monday 17 th August 2020	Airport terminal	10:00am
Monday 21 st September 2020	Airport terminal	10:00am
Monday 19 th October 2020	Airport terminal	10:00am
Monday 16 th November 2020	Airport terminal	10:00am
Monday 21 st December 2020	Airport terminal	10:00am

2. That the location be the Airport terminal meeting room with the commencement time 10-00am.

ATTACHMENTS: Council Meeting Dates notice for January to December 2020

Chief Executive Officer	Ms Lynn Moore
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PUBLIC NOTICE



BOULIA SHIRE COUNCIL MEETING DATES, LOCATION AND TIMES

In accordance with Section 277(1) of the Local Government Regulations 2012 notice is hereby given that the following Ordinary meetings of the Boulia Shire Council will be held on the days and times listed below:

Monday 20 th January 2020	Airport terminal	10:00am
Monday 17 th February 2020	Airport terminal	10:00am
Monday 16 th March 2020	Airport terminal	10:00am
Monday 20 th April 2020	Airport terminal	10:00am
Monday 18 th May 2020	Airport terminal	10:00am
Monday 15 th June 2020	Airport terminal	10:00am
Tuesday 21 st July 2020	Airport terminal	10:00am
Monday 17 th August 2020	Airport terminal	10:00am
Monday 21 st September 2020	Airport terminal	10:00am
Monday 19 th October 2020	Airport terminal	10:00am
Monday 16 th November 2020	Airport terminal	10:00am
Monday 21 st December 2020	Airport terminal	10:00am

* Please note the above meeting dates/times may be changed by resolution of Council if required.

Chief Executive Officer
Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th December 2019

TITLE:	Manager Corporate & Financial Services November 2019 Report	DOC REF: Item FM1
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REPORT BY:	Kaylene Sloman	DATE: 06/12/2019
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CORPORATE PLAN REFERENCE: GOVERNANCE Finance Management: Objective - Maintain responsible, compliant financial management and reporting systems to provide accurate information to stakeholders.
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PURPOSE: Financial Summary as at 30 th November 2019.

Draft Financial Statements

An application has been sent for Ministerial approval, extension of time for the completion of the 2018/19 Financial Statements to 31st December 2019, this was done under section 212, 4 and 7 of the Local Government Regulation 2012.

The combination of the new Auditor, the new financial system and the extra work encountered for the identified assets in the re-valuation has taken an unexpected amount of time.

Approval has been received for the extension of time. It is anticipated that the statements will be finalised by 11th December 2019, in readiness for final signing and being sent to QAO for certification.

Cash Position

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

	30th November 2019	31st Oct 2019
Cash at Hand	17,160,883	14,940,361
Net Cash Equivalent (Debtors-Creditors)	-2,685	1,602,544
Total	\$17,158,198	\$16,542,905

Income

- Total revenues 30th November 2019 are \$6,254,147. This equates to approx. 56% of this year's budget.

Expenditure

- Operating expenses to 30th November 2019 are \$3,853,979. This equates to approx. 38% of this year's budget.

Liquidity

• CBA		\$227,734
• Floats		\$ 1,300
• Investments		
CBA At Call 0.1%	\$7,288,334	
QTC 1.71%	\$9,643,515	
		\$16,931,849
Total		\$17,160,883

Additional Information on Cash Position

Cash Balance as at 30th November 2019 17,160,883

The following items need to be backed by cash:

Reserves 30 th June	2,328,551
Funded Depreciation	3,431,932
Funded Employee Entitlements - NC	199,875
Working Capital Cash	1,500,000
Capital Grants	2,272,356
Operating Results for 2019/2020	780,280
Less Capital Expenditure 2019/2020	-2,459,057
	8,053,937

Uncommitted Cash 30th November 2019 **\$ 9,106,946**

AGED DEBTORS 30th November 2019

DEBTOR	90+	60	30	CURRENT	PRE-PAID	BALANCE
	12,646.30	470.00	70,191.49	39,144.27	(560.00)	121,892.06

90+ Days Outstanding

Of the \$12,646.30, \$8,739.51 has been referred to Council's external Collection Agency, the balance is being followed up by Manager.

RATES 30th November 2019

Total Outstanding \$ 255,351.11

RATES	3 Years +	2 Years	1 Year (18-19)	Current Year (19-20)	Total Outstanding
Urban	0.00	47,167.85	123,490.07	41,723.28	211,381.20
Rural	0.00	2,438.36	1,508.35	36,156.20	40,102.91
Mining	0.00	0.00	0.00	3,867.00	3,867.00
	0.00	49,606.21	124,998.42	81,746.48	255,351.11

CREDITORS 30th November 2019 **\$ 7,760.46**

BOULIA SHIRE COUNCIL
Income Statement
For the period ended 30th November 2019

2019 Actual

Income	
Revenue	
Recurrent Revenue	
Net rate and utility charges	718,225
Fees and charges	93,080
Rental income	115,248
Interest received	85,669
Sales - contract and recoverable works	1,786,398
Other Income	120,657
Grants, subsidies, contributions and donations	<u>2,047,599</u>
Total Recurrent Revenue	4,966,876
 Capital Revenue	
Grants, subsidies, contributions and donations	<u>2,272,356</u>
Total Capital Revenue	2,272,356
 Total Revenue	 <u>7,239,232</u>
 Total Income	 <u>7,239,232</u>
 Expenses	
Recurrent Expenses	
Employee benefits	(1,198,005)
Materials & Services	(2,977,207)
Finance Costs	(11,384)
Depreciation	<u>0</u>
Total Recurrent Expenses	(4,186,596)
 Total Expenses	 <u>(4,186,596)</u>
 Net Result Attributable to Council	 <u>3,052,636</u>

Balance Sheet
For the period ended 30th November 2019

	<i>2019 Actual</i>
Current Assets	
Cash and cash equivalents	17,160,883
Trade and other receivables	181,855
Inventories	275,056
Total Current Assets	17,617,794
Non-current Assets	
Property, plant and equipment	167,756,053
Total Non-current Assets	167,756,053
TOTAL ASSETS	185,373,847
Current Liabilities	
Trade and other payables	184,540
Borrowings	39,941
Provisions	595,414
Total Current Liabilities	819,895
Non-current Liabilities	
Borrowings	1,061,743
Provisions	199,875
Total Non-current Liabilities	1,261,618
TOTAL LIABILITIES	2,081,513
NET COMMUNITY ASSETS	183,292,334
Community Equity	
Asset revaluation reserve	96,393,497
Retained surplus	86,898,837
TOTAL COMMUNITY EQUITY	183,292,334

BOULIA SHIRE COUNCIL
Statement of Cash Flows
For the period ended 30th November 2019

2019 Actual

Cash Flows from Operating activities:	
Receipts from customers	1,565,352
Payments to suppliers and employees	(4,588,541)
	(3,023,189)
Interest received	85,669
Rental income	115,248
Non-capital grants and contributions	3,784,966
Borrowing costs	(11,384)
Net Cash Inflow (Outflow) from Operating Activities	951,310
Cash Flows from Investing activities:	
Payments for property, plant and equipment	(2,459,057)
Grants, subsidies, contributions and donations	2,272,356
Net Cash Inflow (Outflow) from Investing activities	(186,701)
Cash Flows from Financing activities	
Repayment of borrowings	(12,340)
Net Cash Inflow (Outflow) from Financing activities	(12,340)
Net Increase (Decrease) in Cash and Cash Equivalents held	752,269
Cash and Cash Equivalents at beginning of Reporting period	16,408,614
Cash and Cash Equivalents at end of Reporting period	\$ 17,160,883

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Manager of Corporate & Financial Services November 2019 Report be received for information.

DOCUMENTS TO BE TABLED: Capital Major Projects, Capital Road Works, Flood Damage Works, Revenue & Expenditure Report

Reviewed and Approved by Chief Executive Officer | Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th December 2019

TITLE:	133 Fraud and Corruption Control Policy and Fraud and Corruption Control Plan review	DOC REF: Item FM2
REPORT BY:	Mrs Kaylene Sloman Manager of Corporate & Financial Services	DATE: 29/11/2019

CORPORATE PLAN REFERENCE: Key Priority 5: Robust Governance 5.1: Confidence 5.1.1 Manage Council's operations in an effective manner by clearly defining the functions, services, roles and responsibilities of Council

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

CONTENT: The Council is required to conduct a review of policies and plans on a regular basis to ensure that they are consistent with changes to regulations, employment conditions and Council's objectives. It is recommended that the policy and plan as listed be adopted. The listed documents have had no material changes made.

POLICY	NO.	OFFICER	TYPE
Fraud and Corruption Control Policy	133	Manager of Corporate & Financial Services	STAT

Changes to policy	Page No	Paragraph
List of related documents updated as necessary	1	n/a

PLAN
Fraud and Corruption Control Plan

Changes to plan	Section	Paragraph
Plan year version updated to 2019-2020	Cover Page	n/a
Under Related policies and guidelines – <i>Employee Code of Conduct</i> changed to <i>Code of Conduct</i> <i>Internal Audit Policy</i> changed to <i>Internal Audit & Risk Management Policy</i> <i>Risk Management Policy</i> removed	1.2	
<i>Internal Audit Committee</i> is changed to <i>Internal Audit & Risk Management Committee</i>	4.21	Bullet point one
The word <i>unit</i> is changed to <i>team</i>	5.8	2
The number of Fraud Control Officers is updated to four	5.10	1
<i>Deputy Chief Executive Officer</i> is removed and <i>Director of Works and Operations</i> and <i>Manager Corporate & Financial Services</i> is added	5.10	2
<i>Deputy Chief Executive Officer</i> is removed and <i>Director of Works and Operations</i> and <i>Manager Corporate & Financial Services</i> is added	5.10	Bullet point one
<i>Deputy Chief Executive Officer</i> is removed and <i>Manager Corporate & Financial Services</i> is added	5.10	Bullet point three
<i>Deputy Chief Executive Officer</i> is removed <i>Director of Works and Operations</i> is added <i>Manager Corporate Services</i> is updated to <i>Manager Corporate & Financial Services</i> <i>Senior Administration Officer</i> is removed	6.7	Table

CONSULTATION: Nil

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

RECOMMENDATION:

1. That the policy and plan as presented be adopted.

POLICY	NO.	OFFICER	TYPE
Fraud and Corruption Control Policy	133	Manager of Corporate & Financial Services	STAT
Changes to policy		Page No	Paragraph
List of related documents updated as necessary		1	n/a

PLAN
Fraud and Corruption Control Plan

Changes to plan	Section	Paragraph
Plan year version updated to 2019-2020	Cover Page	n/a
Under Related policies and guidelines – <i>Employee Code of Conduct</i> changed to <i>Code of Conduct</i> <i>Internal Audit Policy</i> changed to <i>Internal Audit & Risk Management Policy</i> <i>Risk Management Policy</i> removed	1.2	
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2. That a copy of the changes to the policy and plan be forwarded to the Councillors electronically via email and the Councillor Hub.

ATTACHMENTS: 133 Fraud and Corruption Control Policy, Fraud and Corruption Control Plan

Reviewed and Approved by Chief Executive Officer | Ms Lynn Moore



BOULIA SHIRE COUNCIL

FRAUD AND CORRUPTION CONTROL

Category:	Policy
Policy Number:	133
Document Version:	Version 1
Obsolete Version:	N/A
Keyword Classification:	Fraud Control
Summary:	This policy sets out the organisational requirements to prevent, detect, respond to and report fraud and corruption at the Boulia Shire Council.
Adoption Date:	
Resolution:	
Due for Revision:	Annually
Revision date:	20 th December 2020
Date revoked:	N/A
Related documents:	<p>Policy 108 - Audit & Risk Management Committee Policy</p> <p>Policy 110 - Internal Audit Policy 2019/20</p> <p>Policy 116 - Workplace Health, Safety, Environment and Quality</p> <p>Policy 122 - Councillor Interaction Policy</p> <p>Policy 123 - Risk Management Policy</p> <p>Policy 128 - Public Interest Disclosure Policy and Procedure</p> <p>Policy 129 - Councillor Code of Conduct</p> <p>Policy 130 - Dealing with a Complaint involving a Public Official (CEO)</p> <p>Policy 146 - Code of Conduct</p> <p>Policy 127 - Complaints Management Policy & Process</p> <p>BSC Discipline Process</p> <p>Crime and Corruption Commission, fraud and corruption prevention publications www.cmc.qld.gov.au</p> <p>www.ccc.qld.gov.au</p> <p>Australian Standard AS 8001-2008 Fraud and Corruption Control</p>
Responsible Section:	Finance
Responsible Officer:	Chief Executive Officer
Legislation:	<p>Crime and Corruption Act 2001</p> <p>Criminal Code Act 1899</p> <p>Financial Accountability Act 2009</p> <p>Local Government Act 2009</p> <p>Local Government Regulation 2012</p> <p>Public Interest Disclosure Act 2010</p> <p>Public Sector Ethics Act 1994</p>

SCOPE

This policy applies to all facets of Council's operations, including administration, service delivery and performance. This policy also applies to all Boulia Shire Councillors, employees, contractors, consultants, suppliers and volunteers.

PURPOSE

To define Council's position in relation to fraud and corruption by:

- Acknowledging Council's obligations as a public sector entity to eradicate all instances of fraudulent and corrupt activities through appropriate control measures;
- Establishing Council's commitment to the promotion and proper management of the fraud and corruption management framework

DEFINITIONS

To assist in interpretation, the following definitions apply:-

CEO Chief Executive Officer

A person who holds an appointment under section 194 of the *Local Government Act 2009*. This includes a person acting in this position.

Contractor

A person, organisation or entity that performs a specific act or acts including the provision of services and/or materials to another person, organisation or entity under an agreement enforceable by law.

Corrupt Conduct

Conduct that involves the exercise of a person's official powers in a way that:

- i) Is not honest or impartial; or
- ii) Involves a breach of trust placed in the person as a public officer, either knowingly or recklessly; or
- iii) Involves a misuse of Council assets, materials or information; and
- iv) Is for the purposes of providing a benefit to the person or another person or causing a detriment to another person; and
- v) Would, if proven constitute a criminal offence or is serious enough to justify a dismissal.

Corrupt Conduct is defined formally and in detail as per s15 *Crime and Corruption Act 2001*.

Corruption

Dishonest activity by staff or others that is contrary to the interests of Council. Corruption includes fraud, misuse of position or authority, breach of confidentiality or other unacceptable activity that may cause loss to Council, its clients or the general community.

Council

Boulia Shire Council.

Councillor

The Mayor and Councillors of Boulia Shire Council, within the meaning of the *Local Government Act 2009*.

Employee

Local government employee—

(a) the Chief Executive Officer; or

(b) a person holding an appointment under section 196 of the *Local Government Act 2009*.

Enterprise Risk Management

Council's approach to risk management encompassing strategy, processes, culture, technology, standards and knowledge in identifying, analysing, evaluating, managing, treating, reviewing and communicating uncertainties encountered.

Fraud

Dishonest activity causing actual or potential financial loss to any person or agency including theft of moneys or other property by employees or persons external to the agency and whether or not deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit.

Manex Team

Consists of the CEO, DWO, Managers, Works Foremen and Works Supervisor.

Official Misconduct

Has the same meaning as in the *Crime and Misconduct Act 2001 s15*, that is, it is conduct that if proved could be:

a criminal offence or

a disciplinary breach providing reasonable grounds for terminating the person's services.

Public Interest Disclosure

A disclosure made under the *Public Interest Disclosure Act 2010* (PID Act) s12 & 13 and includes all information and help given by the discloser to the proper authority for the disclosure.

Reprisal

Causing, or attempting to conspire to cause, detriment to another person because, or in the belief that, anybody has made or may make, a public interest disclosure (whistleblowing). A reprisal is a criminal offence and a civil wrong, and is also official misconduct.

Risk

The effect of uncertainty on objectives. In consideration of fraud and corruption risk, this will generally be a negative impact.

POLICY

Council is committed to the prevention, detection and response of fraud and corruption done to or by Council in accordance with best practice guidance as set out by AS8001- 2008 Fraud and Corruption Control.

Council has zero tolerance to activities related to fraud and corruption and Council will investigate, or otherwise formally enquire into, all instances of suspected fraudulent or corrupt conduct exposed as a result of receiving an allegation or detecting fraudulent or corrupt activities as statutorily required. Appropriate actions will follow these investigations including,

where applicable, actions to recover moneys or other property should a cost benefit analysis justify such action.

Fraud and Corruption Principles

Councillors and all supervisory staff have a responsibility for setting the ethical tone of the organisation consistent with the ethics principles set out in the *Public Sector Ethics Act 1994* and the *Local Government Act 2009 s13 (2) (h) & (i)*. They play a key role in the general administration of their work areas and consequently overseeing the implementation, review and monitoring of fraud and corruption prevention strategies, including risk management processes.

There are three key principles that form Council's strategic framework; Prevention, Detection and Response.

- i) Council's risk management principles and strategies will be utilised to maximise prevention opportunities and minimise any potential risks of fraud and corruption;
- ii) All Councillors, employees, contractors and volunteers are accountable for their own conduct;
- iii) All persons that possess supervisory responsibilities, including elected members, are accountable for assisting in the establishment of a workplace with the highest ethical standards through promotion and exemplifying ethical behaviour at all times;
- iv) All Councillors, employees, contractors and volunteers have an obligation to report any corrupt conduct within their areas or other areas of Council;
- v) In the event of the detection of any suspected corrupt activity, Councillors, employees, contractors and volunteers have an obligation to report their identified concerns;
- vi) Any persons reporting a suspected corrupt conduct activity shall be duly afforded protection from any potential reprisals.

5.2 Fraud and Corruption Control Management Framework

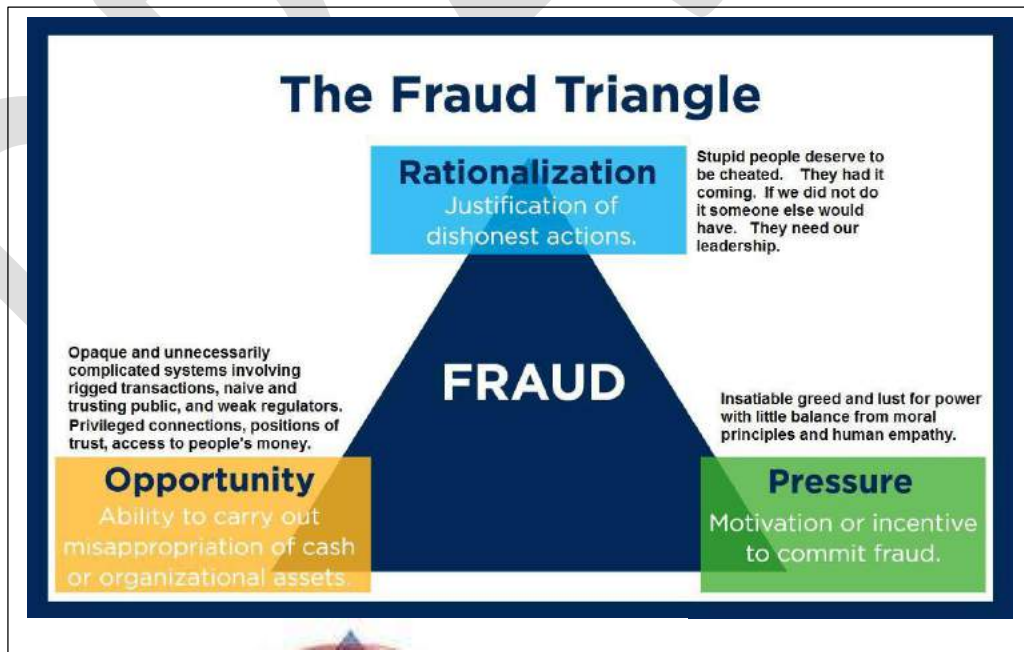
Council's fraud and corruption control management framework is also based on the 10 elements identified in the Crime and Misconduct Commission's publication, *Fraud and Corruption Control: Guidelines for Best Practice (2005)*, these elements are:

1. A clear and integrated suite of relevant policies;
2. Effective and continuing fraud and corruption risk management;
3. Internal controls with clear accountability and responsibility structures;
4. Effective internal reporting systems and procedures;
5. An effective system of external notification and reporting;
6. Robust public interest disclosure mechanisms;
7. A clear Code of Conduct and disciplinary standards;
8. Comprehensive staff awareness and appropriate training programs;
9. Competent investigation processes and standards; and
10. Effective stakeholder and community awareness programs.



FRAUD AND CORRUPTION CONTROL PLAN

2019-2020



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Action Statement

Date	Name	Position	Action required (Review/Endorse/Approve)
17/3/2016	Lynn Moore	Chief Executive Officer	Initial version

Document control sheet

Contact for enquiries and proposed changes

If you have any questions regarding this document or if you have a suggestion for improvements, please contact: the Chief Executive Officer

Version history

Version no.	Date	Changed by	Nature of amendment

PURPOSE

This plan guides implementation of the Fraud Control Policy and implementation standard for fraud control governance, prevention, detection and response.

SCOPE

This plan applies to all staff and Councillors within the Boullia Shire Council corporate division and the works department (including contractors and consultants).

1 RELATED DOCUMENTS

1.1 Roles and Responsibilities

Roles and responsibilities for fraud control are detailed within the Implementation Standard for Fraud Control Governance, Prevention, Detection and Response. These include:

Councillors – Ensure Internal and External Audit accountabilities are achieved.

Executives – Ensure integrated approach to fraud control, oversee a fraud working group, provide assurance statements, maintain fraud risk profile, audit and respond to reports.

Managers – Manage fraud risks within areas of responsibility.

All employees – participate in training (ethical awareness, induction/refresher), report suspicions of fraud and/or corruption.

1.2 Related policies and guidelines

- ▯ Code of Conduct
- ▯ Councillor Code of Conduct
- ▯ Complaints Management Policy
- ▯ Councillor Interaction Policy
- ▯ Internal Audit & Risk Management Policy
- ▯ Public Interest Disclosure Policy
- ▯ Public Official Complaint Procedure
- ▯ Workplace Health and Safety Policy

2 INTRODUCTION

2.1 Commitment to fraud control

Bouliia Shire Council has zero tolerance for corrupt conduct, fraudulent activities or maladministration. This is supported by a hierarchy of governance and controls which will continue to build an ethical organisational culture.

Bouliia Shire Council has a structured governance framework and an integrated approach to the development, implementation and regular review of fraud prevention and detection, monitoring, reporting and response strategies.

2.2 Four major components of the Guide to Fraud and Corruption Control

1. Ethical Culture	Increasing levels of ethical awareness by embedding and implementing initiatives to deter and minimise the opportunities for fraud.
2. Prevention	Reducing instances of fraud by strengthening the systems of control and risk management.
3. Detection	Implementing initiatives to detect fraud as soon as possible after it occurs.
4. Response, Outcomes and Recovery	Implementing initiatives to deal with detected or suspected fraud in accordance with relevant policies and legislation. Ensuring appropriate outcomes (disciplinary, civil, systemic or criminal justice system), thereby helping to deter and prevent fraud from occurring. Recovery of losses maximised as far as possible, thereby limiting the financial impact and helping to deter and prevent reoccurrence.

2.3 What is fraud and corruption

The definitions of fraud and corruption are provided in the Fraud Control Policy. For some examples of fraud and corruption, refer to Table 2 below.

Internal	External	(Joint) Collusion
<ul style="list-style-type: none"> False claims for travel, petty cash, overtime and expenses Misuse of corporate credit cards and cab charge Falsifying invoices for goods or services Dishonestly using purchase or order forms to gain a personal benefit Dishonest use of intellectual or confidential property Falsifying hours on timesheet Working elsewhere without permission whilst on leave (e.g. sick leave) Creating false bank accounts to siphon money. False CV. 	<ul style="list-style-type: none"> Hacking into, or interfering with a computer system Charging for goods or services that are incomplete or not delivered Fraudulently inflating invoices. 	<ul style="list-style-type: none"> Certification for goods or services as being delivered when they are not Unlawful or unauthorised release of information Knowingly making or using forged or falsified documentation Collusion with external vendors (e.g. kickbacks and providing insider information etc.)

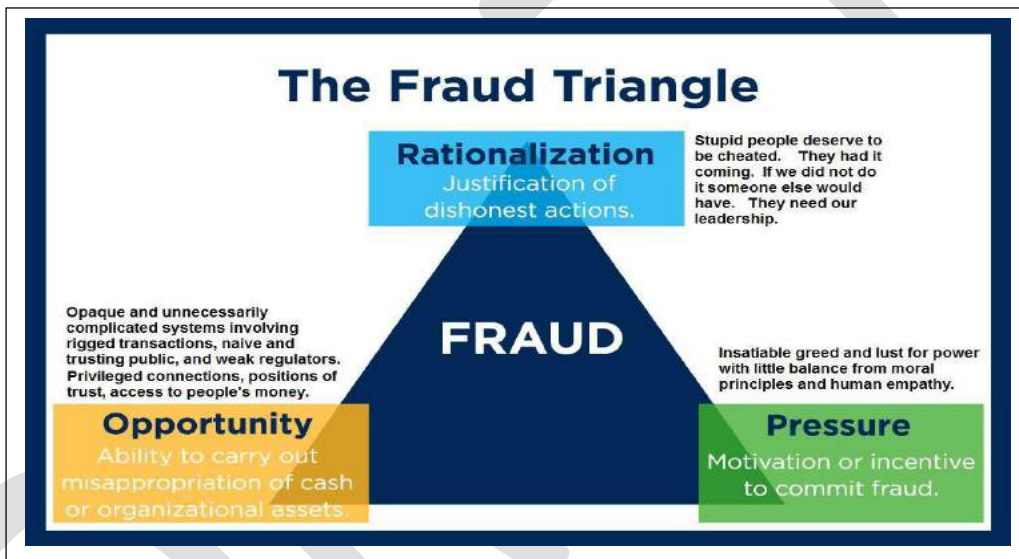
3 ETHICAL CULTURE

3.1 Understanding why people commit fraud – The Fraud Triangle

The Fraud Diamond describes the four key contributing elements to fraud within the Council. Fraud is more likely to occur when:

- A person has an incentive or **pressure** to commit fraud
- Weak controls provide a person with **opportunities** to commit fraud
- The person has the **capability** to recognise the opportunity to commit fraud and takes advantage of it
- The person can **rationalise** committing the fraudulent behaviour.

Raising awareness of the above four contributing elements (including fraud awareness training) can support an ethical culture and assist staff in recognising early warning signs of fraudulent activity (red flags).



3.2 Embedding an ethical culture

The Fraud Control Policy establishes a fundamental strategy in controlling the risk of fraud and corruption and is the basis of a sound ethical culture within Bouliia Shire Council, raising awareness of ethical behaviors will assist in minimising the risk of fraud across the organisation.

The organisation's expectations on ethical behaviour are outlined in the Code of Conduct which describes its commitment to creating and maintaining an environment which is professional, safe and free of any form of unlawful or inappropriate behaviour. This commitment supports the expectations of the ratepayers of Bouliia Shire that all activities of Bouliia Shire Council are conducted with efficiency, impartiality and integrity.

3.3 Education and training program

Fraud and corruption often goes undetected because of staff's lack of knowledge in recognising the early warning signs of fraudulent activity. Furthermore staff may be unaware of how to report their suspicions or have a lack of confidence in the integrity of the reporting system or investigation process. Accordingly, Boulia Shire Council has introduced Code of Conduct awareness training to assist staff each January. General awareness of fraud and corruption among staff and how they should respond should this type of activity be suspected or detected is completed with the ethical awareness training (Whistle Blowers training) also completed at this time.

Ethical awareness training sessions introduce the concept of fraud within Boulia Shire Council and provide training on the following:

- What is fraud
- Crime and Corruption Commission's attitude towards fraud
- Examples of fraud
- Fraud statistics
- Profile of a fraud offender
- How to prevent, detect and respond to fraud

Ethical awareness training is available through the Human Resources section of Council. Managers or executives may commission additional training specifically related to their area of business operations.

3.4 Tasks for improving an ethical culture

Additional best practice tasks for improving an ethical culture include the following:

- Fraud and corruption control responsibilities form part of the performance management framework for staff
- Ensuring all staff receive information on the Fraud Control Policy, and the Code of Conduct upon induction
- Ensuring updates and changes to relevant policies and procedures are effectively communicated to all staff
- Confirming that all staff have participated in relevant training including Code of Conduct training
- Communicating de-identified outcomes of investigations as appropriate in order to deter further incidents of fraud occurring
- Conducting ManEx meetings to discuss the ongoing effectiveness of this guideline and to ascertain whether messages are being delivered to staff effectively
- Regular discussion of ethical standards or behaviors at team /toolbox meetings
- Utilisation of all available media to disseminate fraud awareness materials, including newsletters, emails, leaflets
- Roll-out of the e-Learning package across the shire (where available)

These initiatives should be supported by effective and continuous communication and example-setting by management (tone from the top approach).

4 PREVENTION

Key aspects of preventing fraud include ensuring internal controls are in place to manage potential fraud risks, identifying control weaknesses and implementing measures to address these weaknesses. Regular fraud risk assessments are vital in identifying potential risks and control weaknesses and appropriate treatments.

4.1 *Internal controls*

Internal controls are often the first line of defense against fraud. Boulia Shire Council maintains a strong internal control system and promotes and monitors the use of effective internal controls. The key elements of the internal control system including governance/committee structures, reporting pathways, delegations, and procedures for monitoring are in place.

Effective internal controls are developed and maintained through the cooperation of multiple areas within the Council through ManEx meetings supported via the Council's Internal and External Auditors.

4.2 *Fraud and corruption risk assessment*

Boulia Shire Council adopts a formal identification, analysis and evaluation of fraud and corruption risks through a periodic assessment of risks of fraud and corruption within the shire.

4.3 *Fraud and corruption risk identification*

Fraud and corruption risk identification is the process of finding, recognising and recording risks. To be effective in identifying fraud and corruption risks a variety of methods will be used such as:

- Annual audit reports, report results and/or physical inspections
- Relevant Crime and Corruption Commission investigation reports
- Records of prior losses
- Complaints by Boulia Shire Council staff, clients or stakeholders
- Using the expert knowledge and judgement of colleagues if they know of how the existing controls could be bypassed i.e. identifying flaws in the existing governance arrangements
- Directly observing workplace activities that are of concern and checking the corresponding Council policies and/or procedure that relates to observations
- Analysing specific scenarios to understand what may constitute a fraud or corruption risk
- Using the internet and visiting relevant agency sites like the Crime and Corruption Commission's website.

4.4 Correspondence and information management

All Boulia Shire Council employees must ensure confidential information and information relating to individuals' own privacy is securely held and only used for the purpose for which it was collected.

The following points represent some examples of fraud and corruption risks:

- A former employee obtaining confidential information and providing it to a new employer to aid their dealings with Boulia Shire Council
- An employee providing private information contained on a secure Council computer network to a third party to gain an advantage when dealing with the Council
- An employee leaking politically sensitive information obtained through the performance of their work to a member of the public or another stakeholder, such as the media
- An employee using private and personal information obtained through the performance of their work for private purposes such as debt collection, intimidation or stalking.

4.5 Delegations

Delegation of authority within the Council establishes who is empowered to make decisions and to take action on behalf of the Council. The Boulia Shire Council Delegations Policy identifies requirements, roles and responsibilities in relation to delegating decisions, authority or power.

Boulia Shire Council staff may exercise their delegation through actions such as approving expenditure, signing requisitions or purchase orders, or leave applications, or signing a contract that commits Boulia Shire Council to significant expenditure.

The following points represent some examples of fraud and corruption risks:

- Acting outside their delegation for fraudulent or corrupt purposes, such as:
 - Wrongfully influencing a tender which will benefit the employee, relative, or someone with whom they are otherwise connected
 - Awarding a contract to a contractor without proper due consideration of alternative suitable providers that comply with Boulia Shire Council procurement policy and procedures.
- A manager who signs off on fraudulent overtime claims.

4.6 Facilities and public resources

All Boulia Shire Council employees are accountable for resources they use or have access to in the course of performing their duties. The Code of Conduct for the Council requires all employees to be economical, avoid waste and extravagance when using public resources for their proper purposes and use any public resource in accordance with Council policy.

The poor management and misuse of public resources can undermine the integrity and operational efficiency of Boulia Shire Council thereby not providing the public with value for money.

The following points represent some examples of fraud and corruption risks:

- Regularly taking resources, such as office supplies, stationery, equipment, home for their own personal use, or to sell for their own personal benefit
- Unauthorised use of a motor vehicle
- Unauthorised negotiating of substantial contracts
- Responsibility for arranging for the disposal of goods directing the contractor to make the payments directly to them instead of an approved Council account
- Destroying financial or administrative written or electronic records pertaining to the disposal of Council goods or resources to cover their own corrupt activities
- Deliberately over-ordering resources to use the surplus for personal gain.

4.7 Finance

The following points represent some examples of fraud and corruption risks:

- Manipulating the financial system to make payments to a non-existent supplier, and indirectly to their own financial account
- Colluding with a supplier to produce an invoice price that is higher than necessary in order to receive a payment or some other benefit from the transaction
- Approving invoices for private expenses or colluding to do so for others
- Submitting a false travel or petty cash claim and receiving a benefit to which they are not entitled by contravening a relevant Policy or Procedure
- Purchasing goods or services by using Council resources for private use
- Failing to record purchases properly to misappropriate cash
- Being bullied, harassed or threatened to misappropriate cash or avoid proper payment for a good or service by a third party
- Charging personal expenses to a Council corporate credit card

- Falsifying, destroying or damaging receipts and other financial records
- Misusing Cab-charge vouchers for personal use or alternatively profit
- Seeking to allocate a grant outside the terms of the agreement and conditions for personal benefit
- Improperly disclosing personal or banking details to third parties.

4.8 Human resource management

Human resource management in Council is governed by Council policies and industrial awards and directives that are adopted by the Boulia Shire Council.

The following points represent some examples of fraud and corruption risks:

- Manipulating recruitment and selection procedures to secure the appointment of a close friend or family member or associate
- Management promoting, engaging or giving an employee advantage over others for personal reasons
- Management unfairly disadvantaging, bullying, intimidating or discriminating against employees for personal reasons (for example, unlawful use of power in personal conflicts)
- A selection committee appointing members to the selection panel whom they can influence in order to ensure their favored and less meritorious candidate will be selected
- Management taking detrimental action against employees who report official misconduct or maladministration
- An employee or an applicant for an advertised Council position falsifying qualifications or employment history or references to enhance their prospects of securing the position
- Management knowingly concealing the corrupt conduct of subordinate employees.

4.9 Information management and information technology

Boulia Shire Council possesses a range of information management and technology policies and standards regarding the Council's information resources. Compliance with these information policies and standards is mandatory for all employees.

Boulia Shire Council is reliant on information management and information technology systems to perform its operational functions. It is imperative that information maintained on these systems is accurate, complete and uncorrupted. It is critical for the efficient and productive operation of the Council that the information contained on Council systems is easily accessible for its use in legitimate purposes while being protected from any misuse.

The following points represent some examples of fraud and corruption risks:

- Electronically creating fraudulent documentation and providing it to a member of the public to gain a benefit (e.g. Drivers Licence number)
- Altering or deleting electronic data held on the Council document management system to prevent evidence of other wrongdoing from being detected or to aid a third party
- Taking advantage of temporarily inoperative (or partially operative) information technology systems to act in a corrupt way
- Placing malware (for example, viruses, spyware) on Council's information technology system in an attempt to damage software or information held on the system
- Using another employee's computer and/or log-in
- Gaining access to electronic records without proper authority or approval

4.10 Legal and contractual compliance

Boulia Shire Council enters into legal contracts (for example, agreements, deeds, service contracts, memorandums of understanding) to meet the Council's obligations.

The following points represent some examples of fraud and corruption risks:

- Fails to declare a conflict of interest but continues to deal with a close associate in exercising their functions (for example, recruitment of an employee)
- Solicits or accepts a bribe in order to exercise, or not exercise, their authority in a certain way
- Accepting or soliciting a bribe or secret commission from a tenderer to give partial consideration to them
- Identifying too closely with the interests of a joint venture partner subsequently leading to a failure to properly monitor the quality of the work performed.

4.11 Regulatory compliance

There are two main areas of risks associated with regulatory compliance in Council. First, the Council is subject to legislation. Therefore, there may be risks associated with breaching the requirements of legislation (as covered in the previous sections). Second, Boulia Shire Council acts as a regulator and as such, risks may be present regarding the appropriate or inappropriate use of power in this role as regulator.

The following points represent some examples of fraud and corruption risks:

- Issuing a license to an individual or business based on factors other than objective assessment criteria (e.g. personal relationship)

- Deciding or recommending not to pursue prosecution because of a personal relationship with the person or business in breach of legislation

4.12 Procurement

Boulia Shire Council must comply with its Procurement Policy to ensure that processes and procedures uphold the integrity of procurement decision making.

The following points represent some examples of fraud and corruption risks:

- Providing commercial-in-confidence information to a tenderer resulting in them obtaining an unfair advantage over other tenderers in the tender process
- Knowingly making payments on fraudulent procurement related claims
- Colluding with a supplier of goods or services to Boulia Shire Council for personal gain
- Splitting an order to avoid obtaining competitive quotes in the tendering process or to circumvent Council's established delegation limits for procurement transactions
- Obtaining kickbacks by organising preferential treatment
- Not declaring an existing relationship or secondary employment with a tenderer for that contract and seeking to unfairly influence the decision making process.

4.13 Fraud and corruption risk analysis

Analysing fraud and corruption risks is a key component for creating an effective ethical culture. The analysis phase involves developing an understanding of the risk. It provides input into risk evaluation and to decision-making on whether risks need to be treated. Subsequently, the information gathered will determine the most appropriate risk treatment options and methods.

Fraud and Corruption risks will be identified through workshops and meetings with staff. The risk analysis process shall be used to:

- Determine the possible outcome should a risk occur and the likelihood of the risk occurring using the Consequence and Likelihood tables
- Determine the level of risk rating
- Determine the initial, current and projected level of risk

4.14 Fraud and corruption risk evaluation

Risk evaluation involves comparing the level of risk identified during the risk analysis process with risk criteria established when the context was considered.

Evaluating fraud and corruption risk against Council's risk criteria matrix takes into account the impact of the risk on the Council, and the existing, available governance controls.

The risk evaluation process assists the Council to decide on the responsible courses of action to take an integrated approach to fraud and corruption risk management and it can include the following evaluation considerations:

- Whether a fraud and corruption risk needs a formal treatment plan, or appropriate additional controls
- Whether resources should be dedicated towards undertaking an activity (a course of action)
- Priorities for the treatment of identified risks linked to the areas of fraud and corruption.

4.15 Fraud risk register

All fraud risks that are identified within the Boullia Shire Council should be documented in an appropriate risk register. The Council maintains a centralised fraud risk register and risk profile for the Council. Managers are responsible for assessing and recording fraud risks within their areas of responsibility.

4.16 Fraud and corruption risk treatment

In treating the risks, decisions are made on the most appropriate treatment (additional controls) to be pursued for each fraud or corruption risk. Consideration of treatments should consider both positive and negative outcomes that may arise from implementing each fraud and corruption treatment option.

The key objective in completing risk treatments for high fraud or corruption risks is to provide specific actions to be developed, processes implemented and timeframes assigned to appropriate employees. This will assist in formally managing, monitoring, reducing or eliminating the identified risk associated with fraud and corruption.

4.17 Monitor and review of fraud and corruption risks

Risk registers and risk treatment become reference material during the monitor and review phase. The monitoring and review process should encompass the following elements:

- Ensuring that controls are effective and efficient in design, implementation and operation
- Obtaining further information (such as issue clarification) to improve the risk assessment
- Analysing and learning lessons from events (including near-misses), changes, trends, successes and failures
- Detecting changes in the external, internal and individual context, including changes to risk criteria and the risk itself which can require revision of risk treatments and priorities
- Identifying emerging risks.

Decisions undertaken for review, evaluation and treatment of risk should consider the total cost of the fraud or corruption risk under consideration, including increases or reductions in

spending on controls as a result of the proposed treatment options, such as:

- Direct and collateral losses arising should the risk occur
- Costs of existing anticipatory controls and proposed treatment options, such as:
 - On-going risk assessment
 - Prevention
 - Deterrence
 - Detection.
- Reactionary costs of responding to risk should it eventuate, such as:
 - Investigation of the fraud or corruption event(s)
 - Recovery of value lost as a result of the risk eventuating, including any legal costs incurred
 - Reputational cost – e.g. media attention
 - Cost of time taken by staff dealing with the fraud for example interviews
 - Restoration of the capacity and capability of the Council section to its pre-event levels.

4.18 Pre-employment screening

The Boulia Shire Council Employment agreement which incorporates Criminal History Checking is committed to maintaining public confidence in the integrity of all staff and as such all persons to be engaged in general Council employment, permanently or when the period of employment is expected to exceed three months, are required to have a criminal history check.

Pre-employment screening is one effective means of preventing fraud. For example, pre-employment screening may detect falsified qualifications or employment history. Criminal history checking may identify previous criminal convictions for offences within Australia. Selection panels, delegates for appointments, recruitment units and human resources managers shall ensure employees, prospective employees and other persons have the requisite criminal history check prior to appointment.

Boulia Shire Council will undertake the following as a minimum:

- Verification of identity
- Verification of right to work in Australia
- Police criminal history check / blue card
- Reference check
- Verification of formal qualifications.

4.19 Fraud alerts

Fraud alerts will be disseminated in relation to current scams and fraud committed externally. The Chief Executive Officer will disseminate to ManEx managers and/or staff (as deemed appropriate) to prevent further instances of fraud and to raise awareness of fraud trends.

4.20 Contractor and supplier due diligence

Bouliia Shire Council will perform effective due diligence on contractors and suppliers which may include the following:

- Search on company register
- ABN confirmation
- Verification of personal details of directors/ partnerships
- Director bankruptcy search
- Disqualified Director search
- Assessment of credit rating
- Search of legal proceedings pending and judgements entered
- Telephone listing verification
- Trading address verification
- Media search such as Google etc.

Bouliia Shire Council will consider ongoing commercial relationships and reassess a future working relationship if it is found that there is an increased risk of fraud or corruption. For example, there is a heightened propensity of fraud within the procurement area such as when a potential supplier of goods or services manipulates the procurement process by offering secret payments (bribes) to secure a contract.

4.21 Tasks for fraud prevention

Additional best practice tasks for fraud prevention include the following:

- The Chief Executive Officer in conjunction with the Internal Audit & Risk Management Committee may request audits/reviews of specific areas of concern.
- Monitoring of actions taken following recommendations made by the Crime and Corruption Commission as a result of proactive reviews and investigations.
- Routinely identifying possible conflicts of interest particularly in high risk areas such as finance, procurement and human resource management.

5 DETECTION

Despite prevention activities, fraud and corruption may still occur. Therefore it is important specific strategies are in place to detect fraud as soon as possible if it has occurred.

5.1 Communicating the Guide to Fraud and Corruption Control

This Guideline will be communicated by way of:

- Creating and implementing a communications plan for the Fraud Control Policy
- Availability of the Fraud Control Policy on the Boulia Shire Council web site and intranet
- This Guideline should be accessible to all personnel, particularly those with specific fraud and corruption accountabilities.

5.2 Reporting instances of fraud

All Council staff who become aware of suspected fraudulent or corrupt conduct have an obligation to report the matter and must do so immediately.

It is recommended that suspected fraud be reported through line management in the first instance, who will arrange for the matter to be referred to the Chief Executive Officer. However, for instances where this is not appropriate, a staff member may report the matter directly to the Crime and Corruption Commission (mailbox@ccc.qld.gov.au).

Staff should endeavor to manage information confidentially and, once a report is made, take no further action until advised by the Chief Executive Officer.

Boulia Shire Council will ensure complaints and disclosures are managed impartially and provide support and protection from reprisals to disclosers, in accordance with the *Public Interest Disclosure Act 2010* and Public Interest Disclosures Policy (128).

5.3 Protection for persons making a public interest disclosure (formerly referred to as a whistle-blower)

The *Public Interest Disclosure Act 2010* supports the disclosure of improper conduct or wrongdoing and it has powerful provisions for the protection of people who make a public interest disclosure.

Boulia Shire Council is committed to creating and maintaining a work environment that encourages and facilitates the disclosure of wrongdoing by:

- Promoting the public interest by facilitating complaints and disclosures of wrongdoing that relate to the Council
- Ensuring that complaints and disclosures, including those made anonymously, are properly assessed and where appropriate, dealt with, reviewed or investigated thoroughly and impartially
- Affording support and protection from reprisals to disclosers or those who are the subject of a public interest disclosure
- Ensure confidentiality in relation to all information relating to the public interest disclosure and the identity of the discloser so as to protect internal witnesses against reprisals

5.4 Identification of early warning signs (red flags)

Identifying and acting on warning signs (red flags) is paramount to the early detection of fraud. Fraud awareness training support early warning capabilities and an understanding of red flags amongst all staff.

Red flags do not indicate guilt or innocence, but they provide warning signs of possible fraud. There are two types of red flags: behavioural and transactional.

Transactional red flags refer to unusual or out of the ordinary exchanges related to common business activities or transactions.

Behavioural red flags refer to unusual actions, behaviours or traits exhibited by a person. Some examples are provided in the table below.

Table 3 Early Warning Signs (Red Flags)

Transactional Red Flags
<ul style="list-style-type: none">• Transaction occurring at an unusual time (of day, week, month, year or season)• Frequency of the transaction is unusual (too many or few)• Place of transaction is unusual (e.g. invoice not usually received from a region/ town)• Amount of the transaction is unusual (too high, too low, too alike, too different)• Unusual relationships between persons (related parties, perceived strange relationship between parties, management performing clerical functions).

Behavioural Red Flags
<ul style="list-style-type: none">• Employee lifestyle changes: expensive cars, jewellery, homes, clothes• Exorbitant/excessive lifestyle, personal circumstances or purchases not matched with income (e.g. significant gambling addiction may increase the likelihood of committing fraud)• Significant personal debt and credit problems• Creditors or collectors appearing at the workplace• Refusing vacations, sick leave or promotions – may have a fear of detection• Lack of a strong code of personal ethics A strong desire to beat the system Criminal history• Persistent and/or unnecessary taking control of records• Insisting on working unusual or non-standard business hours• Avoiding or delaying provision of documentation when requested by Auditors.

5.5 Data analytics

Data analysis is a powerful means of detecting fraud and other improper behaviour. It is a process of uncovering patterns and relationships in datasets that appear unrelated and it can also highlight discrepancies which may indicate fraud and irregular behaviour.

The Chief Executive Officer is responsible for ensuring that the data analysis program, where available focuses on key risk areas including key fraud risks. A data analysis program is aimed at strategic use of computer systems in the identification of fraud indicators. Using data analytic techniques, trends can be examined and investigated which may be indicative of fraudulent conduct.

5.6 Post-incident review

Boulia Shire Council, through the Chief Executive's office, will ensure an effective review process following a critical incident. This includes a broader assessment of the issue/s and putting into practice the feedback from lessons learned.

5.7 Procurement contract review

Fraud can be minimised through good contract management which can include conducting periodic reviews of contracts with external providers. These reviews may focus on:

- Deliverables
- Performance reviews
- Appropriate documentation and record-keeping
- Ongoing supplier due diligence
- Value for money
- Opportunity/capability for conflict of interest
- Verification of invoices.

5.8 The role of internal audit

Internal audit supports management's efforts to establish a culture that embraces ethics, honesty, and integrity. Internal audit assist management with the evaluation of internal controls used to detect or mitigate fraud, and may be involved in fraud investigations.

Internal audit is the appropriate process for assessing the effectiveness of internal controls. The Internal Audit team may receive directives from management. Therefore, the Internal Audit team may play a variety of consulting, assurance, advisory, and investigative roles in Council's fraud management process.

5.9 External audit

Boulia Shire Council will take a proactive approach and will liaise with the external auditor to facilitate the exchange of information in relation to the prevention and detection of fraud. Council will respond quickly to concerns identified during the course of external audit work.

5.10 Fraud Control Officers

There are four Fraud Control Officers who work together to lead fraud and corruption control policy, planning and programs within Boulia Shire Council:

Chief Executive Officer, Director of Works and Operations, Manager Corporate & Financial Services, Workplace Health and Safety Officer.

For example:

- Chief Executive Officer works together with the Director of Works and Operations, Manager Corporate & Financial Services and Workplace Health and Safety Officer to develop and review Council policies and procedures.
- The Human Resources Officer and Workplace Health and Safety Officer will ensure current best practice in fraud control is integrated into training and development programs
- The Manager Corporate & Financial Services will work with the relevant risk owners to manage the Shires exposure to fraud risk.

5.11 Tasks for fraud detection

Additional best practice tasks for fraud detection include the following:

- The Chief Executive Officer may request audits/reviews of specific areas of concern.
- Ongoing publicity regarding *Public Interest Disclosure Act 2010* which encourages staff to report improper conduct or wrong doing.
 - Workshops which include training on transactional and behavioural red flags will be included at the beginning of each year.
 - Utilising data analytics within Council's data base to examine patterns or frequency of events or activities which are a departure from the norm.

6 RESPONSE, OUTCOMES AND RECOVERY

6.1 Assessing and managing complaints of suspected fraud

The Chief Executive Officer shall respond to reports of suspected fraud or corruption according to authorised procedures by:

- Assessing each matter to determine whether or not it meets the thresholds for official misconduct or public interest disclosures.
- If the matter could amount to official misconduct, making appropriate referrals to the Crime and Corruption Commission.
- If the matter is assessed as a public interest disclosure, making appropriate referrals to the Queensland Ombudsman's Office.
- Where appropriate, referring serious allegations of fraud or corruption to the Queensland Police Service on behalf of the Council.
- Conducting investigations according to the principles of natural justice and in accordance with the Crime and Corruption Commission Guideline.
- Reporting system weaknesses to the Crime and Corruption Commission.

6.2 External investigation procedures

In Queensland's public sector there are a number of independent agencies which are responsible for promoting governance, accountability, integrity and to provide law enforcement:

- The Crime and Corruption Commission
- The Queensland Audit Office
- The Queensland Ombudsman
- The Queensland Police Service.

The Department of Local Government has a duty to notify the Crime and Corruption Commission of official misconduct as per Section 38 of *the Crime and Corruption Act 2001*.

If assessed as official misconduct, the Crime and Corruption Commission will advise the appropriate action which may include:

- Assume responsibility for the investigation.
- Jointly manage the investigation with Boulia Shire Council.
- Refer the matter back to Boulia Shire Council to deal with as it sees fit, with outcome advice to be provided to the Crime and Corruption Commission.
- Refer the matter back to the Chief Executive Officer for investigation. If so, the Chief Executive Officer may recommend the appointment of an external independent investigator.

Boulia Shire Council will ensure that investigators are appropriately trained and/or accredited.

In all cases of suspected official misconduct, including alleged fraud, the Queensland Police Service will inform the initial assessment process by advising Boulia Shire Council whether or not it is in the public interest for the Queensland Police Service to investigate or follow up a matter.

6.3 Reviewing systems and procedures (post-fraud)

As part of their close-out reporting, the Ethical Standards Unit need to work with relevant process owners to reassess the adequacy of the internal control environment (particularly those controls surrounding the fraud incident) and actively plan and implement improvements where required.

6.4 Provision of information to external agencies

Boulia Shire Council shares relevant information with external agencies (e.g. the Crime and Corruption Commission, Queensland Police Service).

6.5 *Disciplinary action*

Action taken in response to allegations of fraud and corruption will be in accordance with relevant legislation, policies and the principles of natural justice.

The management of discipline in Boulia Shire Council is the responsibility of Managers and Executives and guidelines are contained in Local Government State Award and Code of Conduct. Boulia Shire Council will consider reasonable management and/or disciplinary action against staff resulting from substantiated allegations of fraud or corruption. Action may include, but is not limited to: reprimand, reduction of the level of remuneration, transfer or redeployment or termination of employment.

Boulia Shire Council may still undertake disciplinary action against the employee regardless of the outcome at criminal or civil court.

6.6 *Recovery of losses*

Boulia Shire Council is committed to quantifying fraud losses and maximising the recovery of losses incurred from fraud and corruption activities and will pursue every possible avenue in doing so through the *Criminal Proceeds Confiscation Act 2002* or through civil recovery. The recovery of losses will help to limit any reputational damage Boulia Shire Council may suffer and the financial impact this may have on Boulia Shire Council objectives.

6.7 *Consultation*

Key stakeholders who were consulted during the development of this Guideline include:

Title	Division/Branch/Unit
Chief Executive Officer	Executive Office
Director of Works and Operations	Executive Office
Manager Corporate & Financial Services	Finance & Administration
Community Services Manager	Community Services
Roads and Utilities Supervisor	Works and Services
Roads Construction Manager	Civil road construction
Workplace Health and Safety Officer	WH&S / Risk
Human Resource Officer	Personnel

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th December 2019

TITLE:	Community Services November 2019 Report	DOC REF: Item CSM1
REPORT BY:	Mrs Julie Woodhouse Community Services Manager	DATE: 06/12/2019

CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

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

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

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

Key Priority 3: Economic Development – A sustainable local economy

3.1: Facilitate employment and investment opportunities

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

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

PURPOSE:

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

CONTENT:

Current housing available:

<u>ACTIVITY</u>	<u>Number</u>
Total houses available for occupation currently	2
Total units available (includes 1 pensioner unit)	1
Total Council units are always kept vacant for use by visiting professionals	0
Total Council furnished units being used by contractors	3
Houses/units being renovated/painted	1
Applications for rental for November	5

Housing:

We still have three people on the housing list waiting for available housing. One application was assessed by the Housing Committee and allocated a unit. Another unit has been given to a new employee on the outdoor staff.

St Hilliers Pty Ltd will vacate their two units on the 20th December, so we will then have those available for rent again.

Tourism:

Applications for the tourism positions are being evaluated and we should have new employees by December ready for 2020.

The film room at the Heritage Complex is finished except for a couple of minor details, the table for the tea and coffee will be painted by the WORK Camp next trip and a few more artefacts will be on display in the room.

The mural at the Sports Centre continues to gather interest and has been shared on different social media posts including OQTA's Experience Outback Queensland. It is definitely going to be a tourist attraction for 2020.

Grants:

The Tackling Regional Adversity through Integrated Care programme has been submitted for the amount of **\$61,000**. This has been targeted for several projects put forward by community members at a Central West Hospital and Health Service workshop held in Boulia (*see grants register*).

An Ausswim application for the Community swimming programme was submitted for the amount of **\$5,000** to enable the community to have free lessons by an accredited teacher who would come from Bedourie (*see grants register*).

Community:

Remembrance Day was organised for the community and a morning tea was provided at the Library. This year Peter Coates the school chaplain did the reading.

The after school sports afternoons on Thursdays are still well supported in conjunction with the QPS and Boulia Community Support Service.

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Community Services November 2019 Report be received for information.

ATTACHMENTS:

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

Approved by Chief Executive Officer

Ms Lynn Moore

Grant Funding Register - Approved items

Project Name	Grant / Funding Body	Amount of Funding applied for	Council Cash or in kind Contribution	Other funding source \$'s	Total Project Cost	NOTES	Amount of Funding approved	Expected Project Completion Date	Works Completed
Upgrade Urandangi Health Clinic - auspiced	Western Qld Primary Health Network	\$ 50,000	\$ -	\$ -	\$ 50,000	Funding auspiced by Council for Urandangi Health Clinic. Trust A/c	\$ 50,000	30th June 2018	
Boulia Wellbeing Centre	Drought Communities	\$ 572,900	\$ -	\$ 572,900	\$ 572,900		\$ 572,900	31/03/2019	Yes
Regional Community Hub (Study)	MIPP_Maturing Infrastructure Pipeline	\$ 66,220	\$ -	\$ -	\$ 66,220	monthly finance rep needed	\$ 75,310	21/8/2020	
Arts Qld	RADF funding	\$ 15,000	\$ 2,250	\$ -	\$ 15,000	Community	\$ 12,000	16/09/2019	
First 5 Forever Program	Queensland State Library				\$ 1,000				
Airport Industrial Estate	Building our Regions	\$ 994,800	\$ -	\$ -	\$ 994,800	Stage 1, industrial airport land	\$ 994,800.00	13/12/2019	
First Start Program	Department of Employment, Small Business and Training	\$ 30,000	\$ -	\$ -	\$ 15,000	Was originally for 2 x Traineeships: Admin and Horticulture, only Admin traineeship able to progress	\$ 30,000.00		
Combatting Pest and Weeds	Department of Ag and Water Resources	\$ 100,000	\$ -	\$ 99,498	\$ 199,498	Stage 2 Hamilton Channels	\$ 100,000	1/12/2019	
Get Ready Qld	Qld State Government	\$ 4,880	\$ -	\$ -	\$ 4,880		\$ 4,880.00	1/12/2019	
LDMG EMERGENCY GENERATOR	2018-2019 Queensland Disaster Resilience Fund (QDRF) and the Prepared Communities Fund (PCF) via Queensland Reconstruction Authority	\$ 42,541	\$ -	\$ -	\$ 42,541		\$ 42,541	30/6/2020	
Boulia Town Infrastructure Upgrade - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 520,000	\$ -	\$ -	\$ 520,000		\$ 520,000	30/6/2021	
Boulia Town Water Infrastructure Upgrade - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 180,000	\$ -	\$ -	\$ 180,000		\$ 180,000	30/6/2021	
Urandangi Town Infrastructure Upgrade - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 130,000	\$ -	\$ -	\$ 130,000		\$ 130,000	30/6/2021	
Boulia Shire Council Road Network Upgrade Signage and Weed Control - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 200,000	\$ -	\$ -	\$ 200,000		\$ 200,000	30/6/2021	
"Weather through the Aeons"	FNQ and NQ monsoon recovery program	\$ 8,250	\$ 2,000	\$ -	\$ 10,000		\$ 8,250		Yes
Urandangi Water Tanks Relining & Hydrosmart Installation	LGGSP		\$ 50,600	\$ -	\$ 253,000		\$ 202,400	30/06/2021	
Qld Day 2020	Qld State Government 2020 Qld Day sponsorship	\$ 3,860	\$ 1,860				\$ 2,000	6/07/2019	
Security Cameras & Installation	LGGSP		\$ -	\$ -	\$ 77,467	Upgrade security systems at Library, Sports Centre, Admin Office. New system installation at Heritage Complex and Dump.	\$ 77,467	30/06/2021	

TOTAL AMOUNT OF FUNDING APPROVED: \$ 3,202,548

Grant Funding Register - Pending items

Project Name	Grant / Funding Body	Amount of Funding applied for	Council Cash or in kind Contribution	Other funding source \$'s	Total Project Cost	Application closing date	Council Officer Responsible	NOTES
Boullia Airport Resurfacing and Security	Building our Regions Round 5 - EOI	\$ 996,325	\$ -	\$ -	\$ 996,325	30/8/19	DWO	
Springvale Road realignment	Department of Transport and Main Roads Black Spot Program	\$ 414,916	\$ -	\$ -	\$ 414,916		DWO	
womens week funding	Dept of Child Safety, Women	\$ 2,670	\$ 150		\$ 2,820	31/10/2019	CSM	pamper day
Austswim	Community Swimming Program	\$ 5,000	\$ 20,000			8/11/2019	CSM	for free swim classes, our inkind is for cost of running centre for 10 weeks.
Celebrating Reconciliation	DATSIP	\$ 2,500	\$ -			9/11/2019	CSM	family fun day
Qld Health	TRAIC	\$ 61,000	\$ -			13/11/2019	CSM	community projects as per TRAIC workshop
Flagpole	Saluting their Service funding	\$ 2,690	\$ 1,200			4/11/2019	CSM	
		\$ 1,485,101						

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th December 2019

TITLE:	Community Grants Policy update review	DOC REF: Item CSM2
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REPORT BY:	Mrs Julie Woodhouse Community Services Manager	DATE: 29/11/2019
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CORPORATE PLAN REFERENCE:

Key Priority 5. Robust Governance

5.1: Confidence

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

PURPOSE:

Regular review of Council policies ensure that Council maintains an up to date guide for staff to refer to in the day to day management of Council. This report deals with changes to an existing policy.

CONTENT:

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

Currently Council's Community Grants Policy (Policy number 103) is not due for renewal until 25th July 2021, however, it became apparent that some extra information was required in line with the LGAQ Community Grants Program Management Guide for Qld Local Government, so the opportunity was taken to review the policy as a whole and subsequently the policy has been modified to reflect Council's current expectations in regards to clubs and organisations in Boulia requesting assistance.

This report now seeks a Council resolution to adopt the new policy version.

GOVERNANCE IMPLICATIONS:

The policies are consistent with the guidelines and legislation as issued.

RECOMMENDATION:

1. That Policy 103 - Community Grants Policy as presented be adopted.
2. That a copy of the policy be forwarded to the Councillors electronically via email and the Councillor Hub.

ATTACHMENTS: Policy 103 Community Grants

Approved by Chief Executive Officer

Ms Lynn Moore



BOULIA SHIRE COUNCIL

COMMUNITY GRANTS

Category:	Policy
Policy Number:	103
Document version:	4
Obsolete version:	Policy 103 Community Grants as adopted 25/6/2015
Keyword classification:	Community grants
Summary:	Details of Council's social obligations, and is therefore committed to making resources available to community organisations for the purpose of providing or undertaking projects which are in the interests of the community both socially and economically.
Adoption date:	
Resolution:	
Revision date:	
Date revoked:	n/a
Related documents:	-
Related section:	Community Services
Responsible Officer:	Manager Community Services
Head of Power:	Local Government Act 2009

BACKGROUND

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

DEFINITION

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

OBJECTIVES AND PRINCIPLES

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

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

The process for awarding grants shall be open and accountable.

SCOPE

This policy applies to:

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

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

POLICY

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

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

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

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

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

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

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

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

ADDITIONAL PROCESSES

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

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

ACCOUNTABILITY

As a condition of each grant, the community organisation shall submit appropriate documentation confirming that the grant/donation has been used for the purpose intended. This may include copies of invoices supported by an explanation if necessary.

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

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

Assistance (Provision made in yearly budget)

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

CONTROLS

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

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

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

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

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

Bus hire for clubs

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

APPENDIX 2

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th December 2019

TITLE:	Min Min Encounter November 2019 Report	DOC REF: Item F
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REPORT BY:	Sandra Capewell	DATE: 02/12/2019
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

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

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

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

Key Priority 3: Economic Development – A sustainable local economy

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

PURPOSE:

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

CONTENT:

Monthly Activity Statistics:

Daily Sales for November 2019	\$2580.05
MME Visitor Stats for November 2019	159
MME Show Stats for November 2019	35
BHC Stats for November 2019	18

Social Media Statistics for November 2019:

Page	Page Likes	Reached	Shares
Bouliia Shire Council	142	65,959	512
Min Min Encounter	7	2382	29

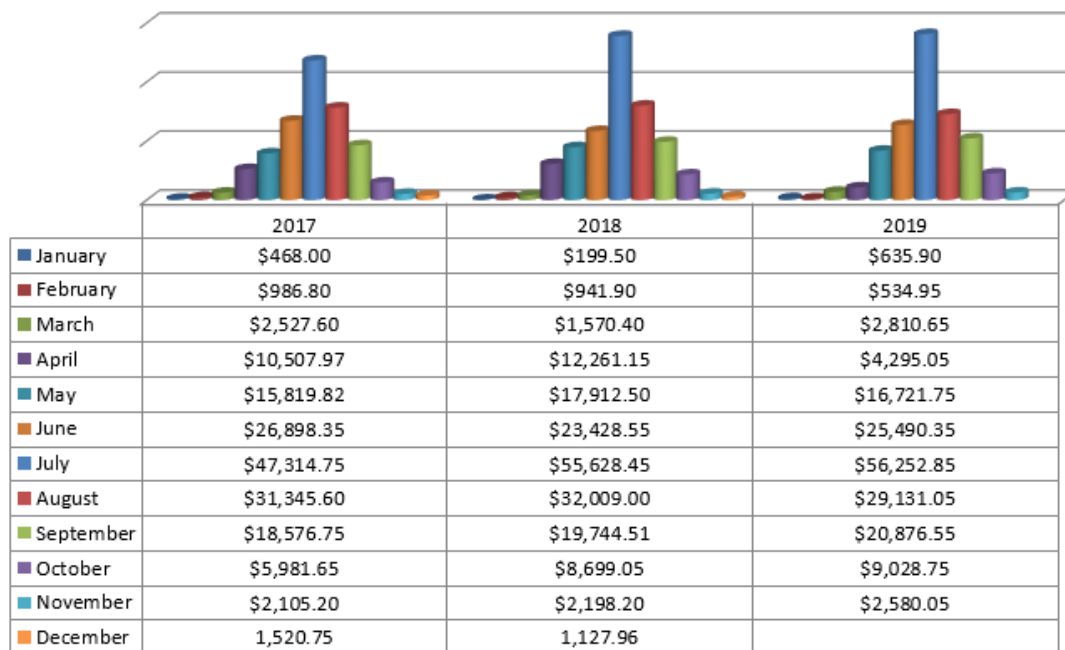
REPORT ON ACTIVITIES HELD FOR NOVEMBER 2019

Thanks to Anna's detailed handover file we are able to attend to the ongoing commitments that are required for the continued smooth running of our visitors centre.

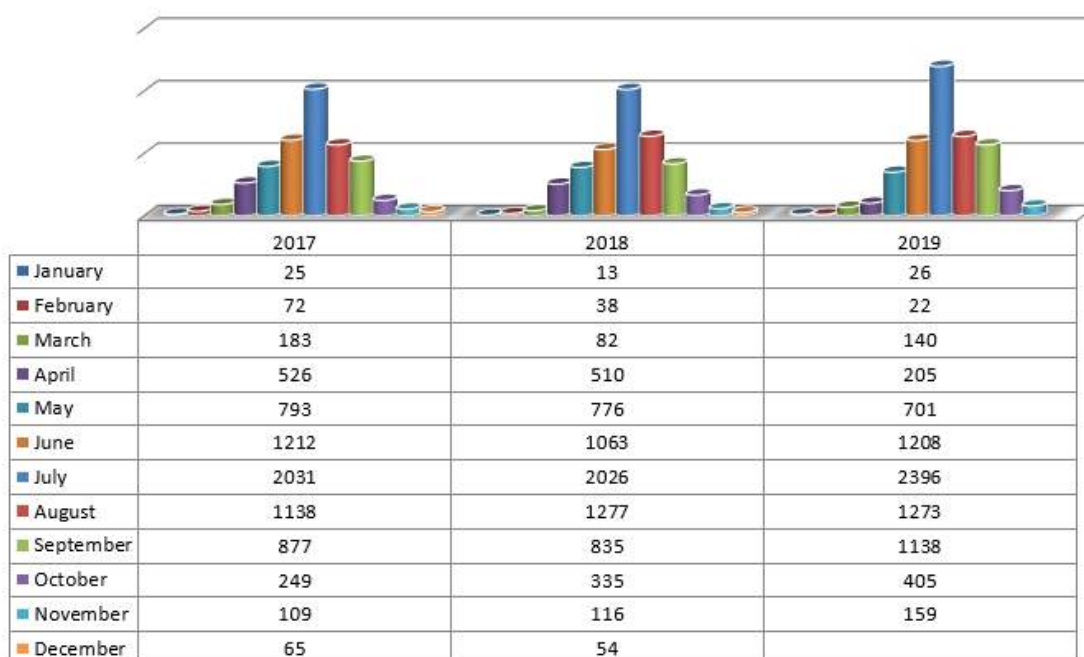
As the figures below show the Min Min Encounter and Tourist Information Centre is still attracting a steady flow of visitors.

We are taking this opportunity to catch up on some housekeeping such as organising shelves for stock, brochures and general cleaning duties.

Min Min Encounter & BHC Tickets & Merchandise Sales



Min Min Encounter Visitor Numbers



RECOMMENDATION:

That the Min Min Encounter November 2019 Report be received for information.

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th December 2019

TITLE:	Boulia Heritage Complex November 2019 Report	DOC REF: Item G
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REPORT BY:	Lindsay Leonard	DATE: 03/12/2019
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment
 1.1: Promotion of community events, services and facilities
 1.1.3 Maintain a high quality of life by providing facilities and resources that encourage a secure, interactive and progressive community lifestyle
 1.2: Respecting our culture and heritage, past, present and future
 1.2.1 To preserve and promote the heritage and diverse cultures of our community
 1.2.2 To maintain, preserve, develop and provide access to our region's history
 1.2.3 To promote the heritage, arts and cultures of our communities
 Key Priority 3: Economic Development – A sustainable local economy
 3.4: Promote Boulia Shire and the RAPAD region as a region for tourism and development opportunities

PURPOSE:

To update Council on the visitations and activities at the Boulia Heritage Complex.

CONTENT:

Boulia Shire Council provides a well-appointed Heritage Complex which is open 5 days per week, Monday to Friday from 10am to 3pm.

ACTIVITY	CUSTOMER VOLUME - per month
Complex Visitors	18

We have had 18 visitors for the month of November. The number of visitors has decreased considerably from last month, however that is expected for this time of year. The quiet time has given me time to update some display signs and finish the Picture Theatre Display. We also had a visit from two environmental officers who looked at the Stonehouse as part of the Heritage Act. The visit went well and they were very happy with the Stonehouse.

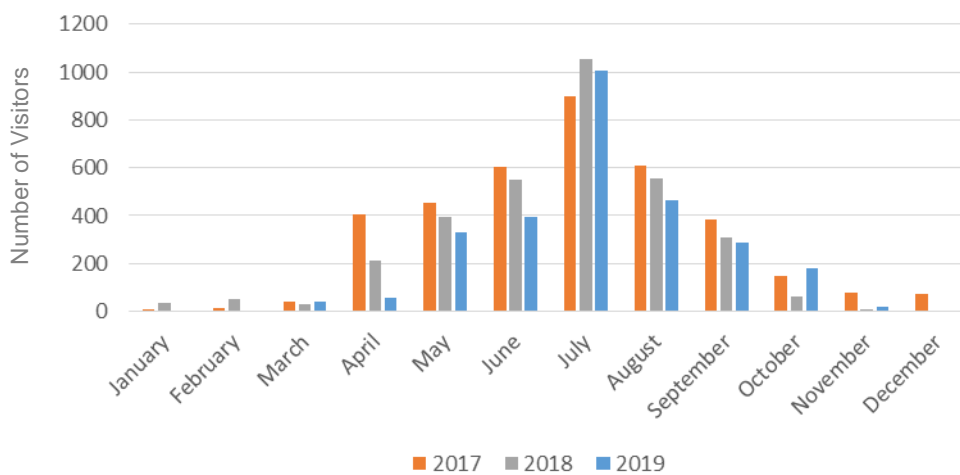
Picture Theatre Display Room





Visitor Statistics Comparison

BHC Visitors Graph



RECOMMENDATION:
That the Boulia Heritage Complex November 2019 Report is received for information.

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th December 2019

TITLE:	Boulia Sports and Aquatic Centre November 2019 Report	DOC REF: Item H
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REPORT BY:	Natarsha Shaw Sports Centre Attendant	DATE: 09/12/2019
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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

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

1.3: Boulia Shire to have active inclusive communities

1.3.3 Facilitate opportunities for learning, social activities, community events, grants and funding programs

PURPOSE:

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

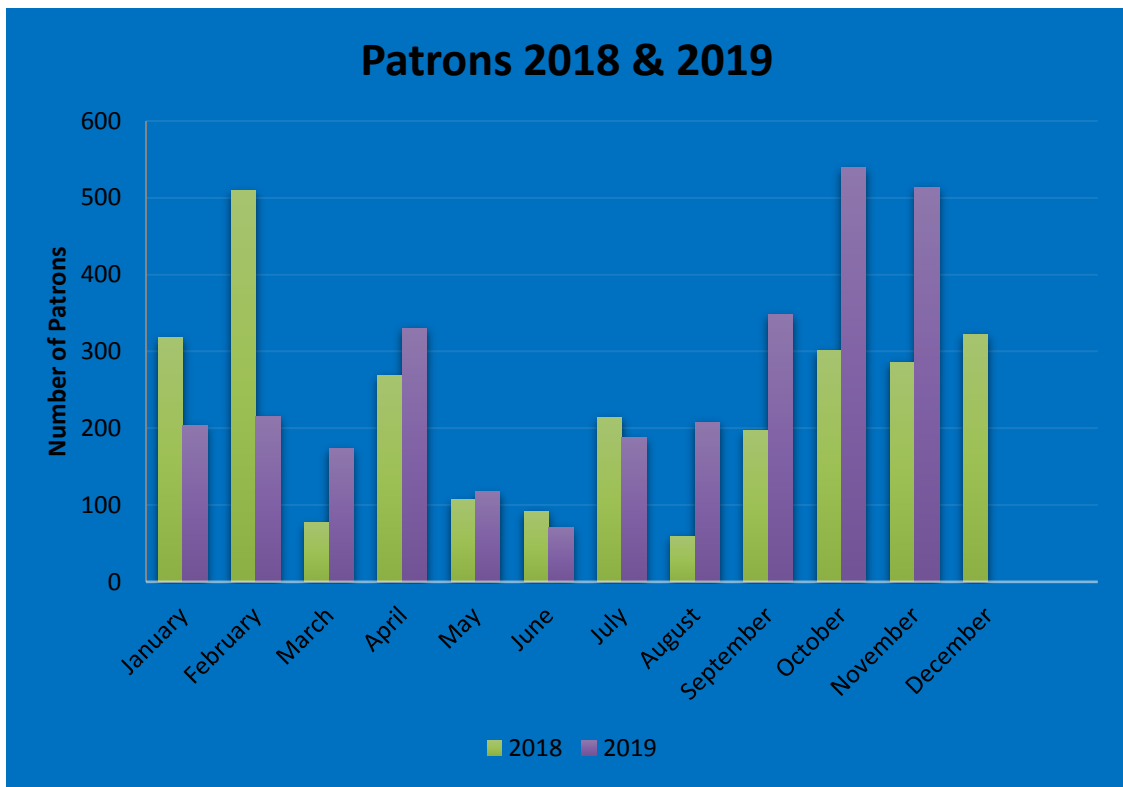
CONTENT:

The Sports and Aquatic Centre provides an important sports venue for the local residents of Boulia. It has an extensive gymnasium with up to date equipment and several large activity areas including the swimming pool. Charges are levied for membership with casual entry fees for ad-hoc visitation.

ACTIVITY	CUSTOMER VOL PER MONTH
• Gymnasium	During Hours: 9 After Hours: 17
• Squash	-
• Casual entry usage	139
• Kids usage	352
• Membership usage	23
• Merchandise sales	\$66.00
• Admission	\$70.50
• Refreshment sales	\$73.80

Activities held this month:

- ✚ This month myself along with Jan – Community Support and Michael – Boulia Police have started an afterschool sports every Thursday. This has proved to be a great success with sometimes over 20 kids attending each week.
- ✚ The Boulia State School swimming carnival.
- ✚ Boulia State School weekly swimming lessons.



RECOMMENDATION:

That Council receive the Boulia Sports and Aquatic Centre November 2019 Report for information.

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