

# Boulia Shire Council



## General Meeting

Friday 18<sup>th</sup> December 2020





## BOULIA SHIRE COUNCIL

11<sup>th</sup> December 2020

### NOTICE FOR AN ORDINARY MEETING OF COUNCIL

NOTICE is hereby given that an **ORDINARY MEETING** of the Boulia Shire Council will be held on **Friday 18<sup>th</sup> December 2020** at the **Boulia Shire Hall** commencing at **9 am** for the transaction of the following business.

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

1. Meeting opening with the acknowledgment of Country and Traditional Owners.
2. Present
3. Apologies / Leave of Absence
4. Declaration of Material Personal Interest / Conflict of Interest
5. Register of Interests – new / or changes recorded
6. Confirmation of Minutes from previous meetings Pg.5
7. Reports from advisory committees (nil)
8. Mayoral Minutes
9. Notice of Motion
10. Request to address Council in a public forum
11. Petition – if tabled
12. Pitta Pitta representation (when requested)
13. REPORTS:
  - ENGINEERS REPORT – GBA CONSULTING
    - Item E1 Engineering Services Report – News brief Pg.13
  - DIRECTOR OF WORKS AND OPERATIONS
    - Item DWO1 Grants Work Status Summary Pg.16
  - INFORMATION REPORTS
    - Item A NDRRA Flood Damage Works Department Pg.18
    - Item B Foreman, Road Maintenance and Utility Services Pg.19
    - Item C Foreman, Roads Maintenance and Construction Pg.23
    - Item D Rural Lands Protection Officer Pg.24
    - Item E Work Camp Pg.26
  - CHIEF EXECUTIVE OFFICER
    - Item CEO1 CEO November 2020 Report Pg.27
    - Item CEO2 Action List Pg.40
    - Item CEO3 Council Meeting Dates from January to December 2021 Pg.45
    - Item CEO4 Amendment to the Local Government Act - Filling of Mayoral and Councillor Vacancies Pg.47
  - DIRECTOR OF CORPORATE SERVICES
    - Item DCS1 Director of Corporate Services October 2020 Report Pg.48
    - Item DCS2 New Policy – Giving of Gifts and Awards Policy No. 155 Pg.49
    - Item DCS3 New Policy – Information Technology Policy No. 156 Pg.53
    - Item DCS4 Updated Banking Signatories Pg.65

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



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## BOULIA SHIRE COUNCIL

### FINANCE MANAGER

Item FM1 Finance Manager Report Pg.67

### COMMUNITY SERVICES MANAGER

Item CSM1 Community Services Report Pg.73

Item CSM2 Far Western Shires TV advertising Pg.77

### INFORMATION REPORTS

Item F Min Min Encounter Pg.78

Item G Library Pg.80

Item H Boulia Sports and Aquatic Centre Pg.82

Item I Workplace Health and Safety Information Report Pg.84

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

Ms Lynn Moore  
Chief Executive Officer

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

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

### **DECLARATION OF INTERESTS**

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

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### COMMONLY USED ACRONYMS

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



**MINUTES OF THE GENERAL MEETING  
OF THE BOULIA SHIRE COUNCIL  
HELD ON FRIDAY 20<sup>TH</sup> NOVEMBER 2020  
COMMENCING AT 9 AM**

**Attendance:**

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

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

**Opening:**

The Mayor opened the meeting at 9.12 am.

Mr Harin Karra joined the meeting at 9.12 am.

**Acknowledgement of Traditional Owners**

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

The Mayor also acknowledged past and present service personnel.

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

**2020/11.1 MINUTES OF THE OCTOBER 2020 ORDINARY MEETING**

<b><u>Moved:</u></b> Councillor Neilson	<b><u>Seconded:</u></b> Councillor Beauchamp
That the minutes of the Ordinary Meeting held on 23 <sup>rd</sup> October 2020 be accepted.	
<b><u>Carried</u></b>	

**2020/11.2 MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 9<sup>TH</sup> NOVEMBER 2020**

<b><u>Moved:</u></b> Councillor Neilson	<b><u>Seconded:</u></b> Councillor Britton
That the minutes of the Special Meeting of Council held on 9 <sup>th</sup> November 2020 be accepted.	
<b><u>Carried</u></b>	



**Moved: Councillor Neilson**

**Seconded: Councillor Edgar**

That the NDRRA Flood Damage Works Department October 2020 Report be received for information.

**Carried**

#### **2020/11.8 FOREMAN ROAD MAINTENANCE AND UTILITY SERVICES OCTOBER 2020 REPORT**

**PURPOSE:**

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

**Moved: Councillor Edgar**

**Seconded: Councillor Neilson**

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

**Carried**

#### **2020/11.9 FOREMAN ROADS MAINTENANCE AND CONSTRUCTION OCTOBER 2020 REPORT**

**PURPOSE:**

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

**Moved: Councillor Neilson**

**Seconded: Councillor Britton**

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

**Carried**

#### **2020/11.10 RURAL LANDS PROTECTION OFFICER OCTOBER 2020 REPORT**

**PURPOSE:**

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

**Moved: Councillor Beauchamp**

**Seconded: Councillor Norton**

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

**Carried**

#### **2020/11.11 BOULIA WORK CAMP OCTOBER 2020 REPORT**

**PURPOSE:**

**To advise of the activities of the Boulia Work Camp from 24<sup>th</sup> October to 1<sup>st</sup> November 2020.**

**Moved: Councillor Neilson**

**Seconded: Councillor Beauchamp**

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

**Carried**

#### **2020/11.12 CEO OCTOBER 2020 REPORT**

**PURPOSE:**

**To advise Council of the activities of the Chief Executive Office.**





**Moved: Councillor Edgar**                      **Seconded: Councillor Britton**

1. That Policy 101 Purchasing and Acquisition as presented be adopted.
2. That a copy of the policies be forwarded to the Councillors electronically via email and loaded into the Councillor Hub.

**Carried**

#### **2020/11.17 AUDIT REPORT**

**PURPOSE:**

To present Council with the Audit and Risk Management Meeting Minutes held 29<sup>th</sup> October 2020.

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

That the Audit Report be received for information.

**Carried**

#### **2020/11.18 PRELIMINARY DESIGNS – CARETAKER’S COTTAGE**

**PURPOSE:**

To consult with Council regarding preliminary designs for the new Racecourse Reserve Caretaker’s Cottage.

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

That Council receive the Preliminary Designs – Caretaker’s Cottage report for information.

**Carried**

#### **2020/11.19 BOULIA DRINKING WATER QUALITY MANAGEMENT PLAN**

**PURPOSE:**

To seek Council endorsement of the amended Boulia Drinking Water Quality Management Plan, as approved by the Department of Natural Resources, Mines and Energy.

**Moved: Councillor Edgar**                      **Seconded: Councillor Britton**

1. That the Boulia Drinking Water Quality Management Plan, version 22 October 2020, be endorsed by Council.
2. That the Boulia Drinking Water Quality Management Plan be displayed on the Council website.

**Carried**

#### **2020/11.20 APPLICATION FOR FREEHOLD TITLE FOR LOT 28 ON WI51**

**PURPOSE:**

Council has received notification of the proposed change to ownership over Lot 28 WI51 from Leasehold to Freehold and any objections are to be received by 16<sup>th</sup> January 2021 (File/Ref number: 2020/012679).

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

That the application as described to convert LL Lot 28 on WI51 to freehold be supported.

**Carried**

## 2020/11.21 CLOSED MEETING AT 10.57 AM

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

It was resolved Council moved into Closed Session in accordance with the *Local Government Regulation 2012* section 254J (3)

- (e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government
- (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government

**Carried**

*During the closed session, the CEO presented for information only, a draft letter from Council's legal representative regarding the Braeside Private Access Road. Councillor Britton declared a Prescribed Conflict of Interest in the matter in accordance with the Local Government Act 2009 section 150EI(c)(i), due to a close associate of his (Brother and Sister-in-law) being the addressee's representative. In accordance with section 150EM of the Local Government Act 2009, he left the meeting and stayed away from the meeting while the matter was discussed. As the presentation was made for information only, no vote was required on the matter.*

Councillor Britton left the meeting at 11.02 am.

Councillor Britton returned to the meeting at 11.10 am.

## 2020/11.22 OUT OF CLOSED SESSION AT 11.24 AM

**Moved: Councillor Edgar                      Seconded: Councillor Beauchamp**

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

**Carried**

The following recommendations were resolved from the closed session: 2020/11.23, 2020/11.24, 2020/11.25.

## 2020/11.23 CONTRACT WORKS OVERSEER EXTENSION

*Closed under Local Government Regulation 2012 Section 254J (3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.*

### **PURPOSE:**

**This report seeks approval to extend for another 12 months the Contract Works Overseer contract to undertake the supervision of flood damage works.**

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

That Council offer to engage Mr Gordon Stumbris, through LO-GO Appointments, as Contract Works Overseer for the next 12 months (January 2021 to December 2021).

**Carried**

## 2020/11.24 TENDER T2020-21.3: SUPPLY AND DELIVERY ONE (1) NEW PADFOOT ROLLER (18T-25T)

*Closed under Local Government Regulation 2012 section 254J (3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.*





# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 18<sup>th</sup> December 2020

<b>TITLE:</b>	Engineering Services Report – Newsbrief for November 2020	<b>DOC REF:</b> Item E1
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<b>REPORT BY:</b>	Stuart Bourne GBA - Senior Civil Engineer	<b>DATE:</b> 04/12/2020
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### CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

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

2.2: Well serviced

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

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

### PURPOSE:

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

### CONTENT:

#### 1. Visits to the Shire

23 <sup>rd</sup> - 25 <sup>th</sup> November	Matt	DTMR road prioritization Site inspections
7 <sup>th</sup> – 11 <sup>th</sup> December	Matt	Bitumen seals & Reseal on Donohue Highway

#### 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 24<sup>th</sup> February – 8<sup>th</sup> March 2018). March REPA submission (BoSC 23.18) has been approved by QRA, value of \$3.99 million. Works on this event are completed and acquittal has commenced.

The March 2019 Flood Event (Severe Tropical Cyclone Trevor and Associated Low Pressure System 19-27 March 2019) Emergency Works is completed and approved for value of \$1.050m. In Field assessment was held in Boulia on the 16-19<sup>th</sup> September 2019 for the REPA works. Submission has been approved by QRA for a total value of \$14,231,596.59. Job Management Plan completed. Cultural Heritage Risk assessment complete, report in progress, some site inspections required. Gravel Crushing and Stockpile Request for Tender advertised on the 8<sup>th</sup> May and closed on 29<sup>th</sup> May. The contract was awarded to PE & GC Harris. Scope of works updated in Asset Edge Recover system. Work on this event has commenced. The completion date of the event has been extended by 12 months. Completion due June 2022.

The Jan 2020 Monsoonal Flooding Event (QLD Monsoonal Flooding, 23 Jan – 3 Feb 2020) has been activated. Emergency works are completed and submission has been uploaded to MARS for acquittal with submission value of \$494,438.07 (BoSC.0011.1920E.EWK). REPA Pickup has been completed on Donohue Highway only. REPA Submission has been uploaded to MARS with submission value of \$450,999.46 (BoSC.0008.1920.REC). In Field assessment completed on 8<sup>th</sup> May. The submission has been approved by QRA for value of \$450,999.46. Scope of works has been uploaded into Asset Edge Recover system.

#### 3. Other

##### Donohue Highway: Outback Way Funding Package 2

Contract	Location	Length	Project Funding	AG Contribution	SG/LG Contribution	Year	Comment
1	111.1-114.46 114.7km to 116.5km (Georgina Approaches – Stage 6)	3.36 1.7	\$2.18m	\$1.744m	\$0.436m	19/20	Sealing scheduled for early December.
2	206.5 – 211.5 and	5	\$2.965m	\$2.372m	\$0.593m	19/20 & 20/21	Sealed work completed.

	211.5 – 213.5 (Kellys Ck end – Stage 5)	2					Design Complete. CH clearance pending.
3	213.5-220.59 (Emergency Airstrip end – Stage 5)	7.09	\$2.97m	\$2.376m	\$0.594m	20/21	Design Complete.
4	233-238,6 (Ridges – Stage 4)	5.6	\$2.36m	\$1.888m	\$0.472m	20/21	Seal Scheduled for early Dec 2020
		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).

#### 4. Signage audit

Site inspections of rural road network signage has been completed. Data entry is complete – add more detail to the spreadsheet.

#### 5. Depot Drainage

Design in progress.

#### 6. Industrial Subdivision

Ergon Developer Enquiry submitted to Ergon on 21<sup>st</sup> May, awaiting detailed underground electrical connection design plans and street lighting plan from Ergon. Sewer Designs in progress. Variation 1 issued to Central Hire on 30/11/2020 for Installation of Culverts, response outstanding.

#### 7. Bitumen and Aggregate Tenders

Bitumen and Aggregate tenders closed on the 11<sup>th</sup> of September 2020. The Tenders are for seal works on the remainder of stage 5 & 4 of the Outback Way (CH 211.5-223.5 & 233.0-238.6 and reseal on Ch 23.4-36.0), DTMR Pavement Rehab, Jan 2020 Flood Damage (Donohue Highway) and town streets. Both tenders were extended to 13<sup>th</sup> of October in order to receive further submissions and for pricing of optional schedule (Crumb Rubber) and extra scope to include a reseal on the Donohue from Ch23.4-36.0. The Bitumen Tender T2020/21-1 was awarded to Boral Resources and the Aggregate Tender T2020/21-2 was awarded to PE & GC Harris. Bitumen Sealing on the Donohue CH 114-116, CH 233 – 238.6 and reseal from Ch 23.4-36 will commence on the 7<sup>th</sup> December 2020.

#### 8. Wills Street Drain

Survey of Wills St and adjacent streets completed, options analysis in progress.

#### 9. TMR Road Prioritization

Desktop review of TMR roads for rehab/widening priorities is in progress. Site inspections completed, report in progress.

**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 – Newsbrief for November 2020 be noted.

**ATTACHMENTS:** Flood Damage Events - Detailed Summary

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

**Boulia Shire Council**

**Flood Damage Events - Detailed Summary (04/12/2020)**

<b>QRA Event Code</b>	<b>Activation</b>	<b>Type</b>	<b>Submitted Value(Inc PM,Esc and Cont)</b>	<b>Approved Submission Value (Inc PM,Esc and Cont)</b>	<b>Final Expenditure (Acquittal)</b>	<b>Comments</b>
BoSC.23.18	March. 2018	REPA	\$ 7,200,421.00	\$ 3,994,189.65	\$ 2,811,273.65	Works Completed. Acquittal in Progress
BoSC.0006.1819G.REC	March. 2019	REPA	\$ 14,706,416.51	\$ 14,231,596.59		Approved, works commenced
BoSC.0011.1920E.EWK	Jan/Feb 2020	Emergency Works	\$ 494,438.07		\$ 494,438.07	Works completed. EW submission lodged
BoSC.0008.1920.REC	Jan/Feb 2020	REPA	\$ 450,999.46	\$ 450,999.46		Approved - Donohue only

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 18<sup>th</sup> December 2020

<b>TITLE:</b>	Grants Work Status Summary – November 2020	<b>DOC REF:</b> Item DWO1
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<b>REPORT BY:</b>	Mr Harin Karra Director of Works and Operations	<b>DATE:</b> 09/12/2020
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**CORPORATE PLAN REFERENCE:**

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

Key Priority 2: Building and maintaining quality infrastructure

2.2: Well serviced

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

**PURPOSE:**

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

**CONTENT:**

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

**W4Q - Work for Queensland Three**

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

**COVID W4Q - COVID Works for Queensland**

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

**LGGSP - Local Government Grants and Subsidies Program**

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

**DCP - Drought Communities Program**

(Dept of Infrastructure and Regional Development – Federal funding)

**DCP Ext. - Drought Communities Programme - Extension**

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

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

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

**CONSULTATION:**

George Bourne and Associates (GBA) – various tenders.

**GOVERNANCE IMPLICATIONS:**

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

**RECOMMENDATION:**

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

**ATTACHMENTS:** Grant Project Summary

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore



ID	Task Name	Duration	Start	Finish	Comments	Gantt Chart (Timeline)											
						January	February	March	April	May	June	July	August	September	October	November	December
1	<b>Grant Project Summary</b>	440 days	Wed 1/01/20	Tue 7/09/21		[Summary bar from Jan to Sep]											
2	<b>BOR R4 - Boulia Industrial Estate</b>	110 days	Tue 1/12/20	Mon 3/05/21		[Task bar from Dec to Feb]											
3	Boulia Industrial Estate	110 days	Tue 1/12/20	Mon 3/05/21	Earthworks Resumed December 4th December 2020.	[Task bar from Dec to Feb]											
4	<b>LGGSP Projects</b>	391 days	Tue 10/03/20	Tue 7/09/21		[Task bar from Oct to Sep]											
5	Urandangi Water Tanks Relining & Hydrosmart Installation	190 days	Tue 10/03/20	Mon 30/11/20	Project completed.	[Task bar from Oct to Nov]											
6	Security Cameras & Installation	391 days	Tue 10/03/20	Tue 7/09/21	50% Completed at the Sports Centre.	[Task bar from Oct to Sep]											
7	<b>W4Q R3 Projects</b>	391 days	Wed 1/01/20	Wed 30/06/21		[Task bar from Jan to Jun]											
8	<b>Boulia Town Infrastructure Upgrade</b>	391 days	Wed 1/01/20	Wed 30/06/21		[Task bar from Jan to Jun]											
9	Spelling Yards	391 days	Wed 1/01/20	Wed 30/06/21	Hay feeders received and installed.	[Task bar from Jan to Jun]											
10	Cement Shed and Fencing at Industrial Precent	72 days	Mon 22/03/21	Tue 29/06/21	Fencing tender will be issued in next week.	[Task bar from Mar to Jun]											
11	Earth Bund Around General Waste Pit	40 days	Tue 6/10/20	Mon 30/11/20	Project completed.	[Task bar from Oct to Nov]											
12	Amenities Refurbishment at Sports Centre	106 days	Wed 29/07/20	Wed 23/12/20	Plastering completed, Tiles completed, Electrical 70% completed, ceiling painting completed	[Task bar from Jul to Dec]											
13	Depot Upgrade	391 days	Wed 1/01/20	Wed 30/06/21	Design commenced, 50% completed	[Task bar from Jan to Jun]											
14	Double Garages	185 days	Tue 7/04/20	Mon 21/12/20	Electrical connection to be completed	[Task bar from Apr to Dec]											
15	Hamilton/Herbert Street Cnr Block Development	202 days	Mon 13/07/20	Tue 20/04/21	Irrigation completed, Deck design 50% completed.	[Task bar from Jul to Apr]											
16	<b>Boulia Town Water Infrastructure Upgrade</b>	347 days	Tue 3/03/20	Wed 30/06/21		[Task bar from Mar to Jun]											
17	Hydrosmart at SES Bore	61 days	Fri 14/08/20	Fri 6/11/20	Project completed.	[Task bar from Aug to Nov]											
18	Water Meter	341 days	Tue 3/03/20	Tue 22/06/21	Longreach Council will purchase initially, and review performance before rolling to town	[Task bar from Mar to Jun]											
19	Wash-down Bay Upgrade	116 days	Wed 20/01/21	Wed 30/06/21	Yet to commence	[Task bar from Jan to Jun]											
20	<b>Urandangi Town Infrastructure Upgrade</b>	168 days	Mon 9/11/20	Wed 30/06/21		[Task bar from Nov to Jun]											
21	Urandangi Park Upgrade	53 days	Mon 20/07/20	Wed 30/09/20	Completed	[Task bar from Jul to Sep]											
22	Fuel Setup for Urandangi	276 days	Tue 10/03/20	Tue 30/03/21	Order been sent	[Task bar from Mar to Mar]											
23	<b>Boulia Shire Road Network Upgrade - Signage &amp; Weed Control</b>	316 days	Mon 13/04/20	Mon 28/06/21		[Task bar from Apr to Jun]											
24	Shire Road Signage	289 days	Wed 20/05/20	Mon 28/06/21	Report completed, Obtaining quotes for the signs to purchase.	[Task bar from May to Jun]											
25	Weed Spraying	281 days	Mon 13/04/20	Mon 10/05/21	Stage II commenced. 75% completed.	[Task bar from Apr to May]											
26	<b>2020/21 COVID BSC W4Q Projects</b>	297 days	Mon 4/05/20	Tue 22/06/21		[Task bar from May to Jun]											
27	<b>W4Q COVID 001 - Boulia Town Infrastructure Repairs/Maintenance and Upgrade to Council Owned Facilities</b>	296 days	Tue 5/05/20	Tue 22/06/21		[Task bar from May to Jun]											
28	Robinson Park Fence	72 days	Mon 11/01/21	Tue 20/04/21	Tender will be issued next week.	[Task bar from Jan to Apr]											
29	Repair Wooden Bridge on Burke Street	112 days	Tue 6/10/20	Wed 10/03/21	order been sent for material.	[Task bar from Oct to Mar]											
30	Council Depot CPL Yard Pave & Seal	295 days	Tue 5/05/20	Mon 21/06/21	Design commenced.	[Task bar from May to Jun]											
31	Heritage Complex Fencing Upgrade and Repair Storm Water	95 days	Wed 10/02/21	Tue 22/06/21	Yet to commence	[Task bar from Feb to Jun]											
32	<b>W4Q COVID 002 - Construction of New Residential Building in Boulia Town</b>	145 days	Mon 2/11/20	Fri 21/05/21		[Task bar from Nov to May]											
33	Construction of New Residential Building in Boulia Town	145 days	Mon 2/11/20	Fri 21/05/21	Tender documents in-draft.	[Task bar from Nov to May]											
34	<b>W4Q COVID 003 - Boulia Town Sewer Infrastructure Upgrade</b>	96 days	Tue 9/02/21	Tue 22/06/21		[Task bar from Feb to Jun]											
35	Sewer Pump Stations x2	94 days	Tue 9/02/21	Fri 18/06/21	Yet to commence	[Task bar from Feb to Jun]											
36	Sewer Projects	91 days	Tue 16/02/21	Tue 22/06/21	Yet to commence	[Task bar from Feb to Jun]											
37	<b>W4Q COVID 004 - Urandangi Waste Facility Infrastructure Upgrade</b>	266 days	Mon 4/05/20	Mon 10/05/21		[Task bar from May to May]											
38	Urandangi Dump Fence	266 days	Mon 4/05/20	Mon 10/05/21	Tender will be issued next week.	[Task bar from May to May]											
39	<b>LRCI Projects</b>	193 days	Mon 5/10/20	Wed 30/06/21		[Task bar from Oct to Jun]											
40	Grid Servicing	183 days	Mon 5/10/20	Wed 16/06/21	Working with ORRTG Group, Joint procurement. Tenders will be issued in End of November or early December.	[Task bar from Oct to Jun]											
41	Traffic Signage	62 days	Tue 6/04/21	Wed 30/06/21	Yet to commence	[Task bar from Apr to Jun]											
42	Storm Water	62 days	Tue 6/04/21	Wed 30/06/21	Yet to commence	[Task bar from Apr to Jun]											
43	Footpath	62 days	Tue 6/04/21	Wed 30/06/21	Yet to commence	[Task bar from Apr to Jun]											
44	Stabilise Shoulders	101 days	Wed 10/02/21	Wed 30/06/21	Yet to commence	[Task bar from Feb to Jun]											

Project: Grant Project Summary  
Date: Wed 9/12/20

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

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 18<sup>th</sup> December 2020

<b>TITLE:</b>	NDRRA Flood Damage Works Department November 2020 Report	<b>DOC REF:</b> Item A
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<b>REPORT BY:</b>	Gordon Stumbris Consultant Works Overseer	<b>DATE:</b> 06/12/2020
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<b>CORPORATE PLAN REFERENCE:</b> 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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<b>PURPOSE:</b> To inform Council of the current utilisation and activities of the Flood Damage Program.
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<b>CONTENT:</b> Recently Completed Projects (1) Outback Way Ch 233.5 to Ch 238.45 (Ridges Project). This project (civil works) is now completed with the sealing works to be carried out on Monday 7th, Tuesday 8th December. Roadside furniture to be installed directly after sealing followed by road opening to all traffic. This outcome shows the strong desire to achieve excellence by a committed team. (2) Donohue Highway, all flood damages works under March 2019 REPA scope of works for the full length of this asset has now been finalised. (3) Elrose Road FD Event under March 2019 REPA Event at 85% completion. (4) Waste Depot, all internal roads have been resurfaced and shaped ensuring a safe environment for all users.  Current Projects Mixed Crew - South Urandangi Road, this crew have been heavily involved with the trialling of a "Stabilisation Machine" to try to achieve greater value for money in how we go about doing Heavy Formation Grading. The road lengths we have been able to achieve has doubled our previous production rates plus a better quality outcome, a full detail report for February meeting. Harris Contracting Crew (1) - Coorabulka Road. March 2019 FD Event, crew currently carrying out the required scope of works under our flood damage program. Harris Contracting Crew (2) - Boulia Industrial Estate. Bulk earthworks has commenced on the four new roads that comprise Stage 1, weather permitting the four road pavements will be constructed to their new Subgrade Design Level.  Please Note: A very full on year with amazing results from our local contractors, may I take this opportunity to thank all involved.
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<b>CONSULTATION:</b> GBA as project officers on NDRRA Flood damage work.
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<b>GOVERNANCE IMPLICATIONS:</b> All work completed within NDRRA guidelines and budget allocations.
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<b>RECOMMENDATION:</b> That the NDRRA Flood Damage Works Department November 2020 report be received for information.
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<b>ATTACHMENTS:</b> Nil
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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 18<sup>th</sup> December 2020

<b>TITLE:</b>	Foreman, Road Maintenance and Utility Services November 2020 Report	<b>DOC REF:</b> Item B
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<b>REPORT BY:</b>	Mr Ron Callope Foreman, Road Maintenance and Utility Services	<b>DATE:</b> 08/12/2020
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**CORPORATE PLAN REFERENCE:**

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

**PURPOSE:**

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

**CONTENT:**


**Race Course:**

Arena and grounds	General maintenance of the grounds has continued as usual.
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**Town water testing and Depot maintenance:**

Chlorine level testing	Chlorine levels are still low – additional dosing with Chlorine Tablets.
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**Parks and Gardens:**

<p>Council, Min Encounter, ANZAC and Airport gardens</p>	<p>All garden areas are continuing being worked on (watering, weeding etc.) to ensure they are kept in good order.</p> <p>The gum trees on the median strips have responded well and have healthy re-growth. Two new staff members began with RMPC and Parks and Gardens.</p> <p>More trees have been planted on the median strips.</p> <p>The steam engine on the median strip is currently being sand blasted to be repainted.</p> <p>The median strips are back on town water due to drying up of the Burke River.</p> <p>Mosquito fogging has commenced.</p> <p>Christmas decorations are currently being displayed throughout Boulia township.</p> <p>Tree lopping to commence during December/January at various locations including the dead trees on the median strip to ensure public safety. Tree loppers are currently in high demand, so we have been experiencing difficulty securing a date.</p>	
Signage	<p>RMPC signage is still an ongoing project. The Sign Crew are currently working on the Donohue Hwy at the Georgina River completing surface correction on flood damaged section. They are also working on the Winton Road and Bedourie Road replacing signs and guide posts.</p>	
Mowing/Whipper Snipping	<p>Our crew was kept busy with mowing and whipper snipping being completed in the following areas on these days throughout November:</p> <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Nov – Min Min, Town Entrance</li> <li>• 3<sup>rd</sup> Nov – Airport, Herbert St</li> <li>• 4<sup>th</sup> Nov – SES, School Safety Park</li> <li>• 5<sup>th</sup> Nov – SES, Herbert St</li> <li>• 9<sup>th</sup> Nov – Robinson Park, Templeton Street</li> <li>• 10<sup>th</sup> Nov – Post Office, Herbert St, Mulligan St</li> <li>• 11<sup>th</sup> Nov – Median Strip, School Safety Park</li> </ul>	

- 12<sup>th</sup> Nov – Min Min
- 13<sup>th</sup> Nov – Stonehouse, Moonah St
- 16<sup>th</sup> Nov – Robinson Park
- 17<sup>th</sup> Nov – Cemetery, Town Entrance
- 18<sup>th</sup> Nov – Robinson Park, Median Strip, Sports Centre, Melrose
- 19<sup>th</sup> Nov – Burke St
- 23<sup>rd</sup> Nov – Min Min, Herbert St, Wills St
- 24<sup>th</sup> Nov – Herbert St
- 25<sup>th</sup> Nov – Robinson Park, Depot
- 26<sup>th</sup> Nov – Main Office, Stonehouse
- 27<sup>th</sup> Nov – Clinic, Diamantina St
- 30<sup>th</sup> Nov – Airport, Pituri St

**Town Entrances:**

Three Mile Campground	The area has been maintained with general maintenance including regular slashing and whipper snipping. The number of Campers has decreased in numbers this month.
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**RMPC:** The Sign Crew are currently working on the Donohue flood damaged section completing surface correction & replacing signage. They are also working on the Winton Road and Bedourie Road replacing signs and guide posts.

RMPC Budget	<b><u>Bouliia Shire RMPC Defects</u></b>		
	<b>November 2020 Total Defects 665</b>		
	<b>Road</b>	<b>Funded</b>	<b>Safety Defects (Unfunded)</b>
	<b>93D Bedourie - Bouliia</b>	45	60
	<b>93E Bouliia - Dajarra</b>	55	67
	<b>93F Dajarra - Mount Isa</b>	220	116
	<b>99D Winton - Bouliia</b>	46	56
			<b>Total</b>

**Urandangi:**

Regular Council services (mowing, whipper snipping, rubbish collection etc.) continued over the month of November. The solar lights for the park in Urandangi have been purchased and will be erected during December. Mikkelsen Electrical has completed installing the lift pump and float switch.



**Water and Sewerage:**

**Bouliia Township**

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

**Urandangi Township**

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

**Boulia Airport activity:**

Number of call outs: RFDS	Nil
Fuel re-supply	7 in total, 1 of which were after hours

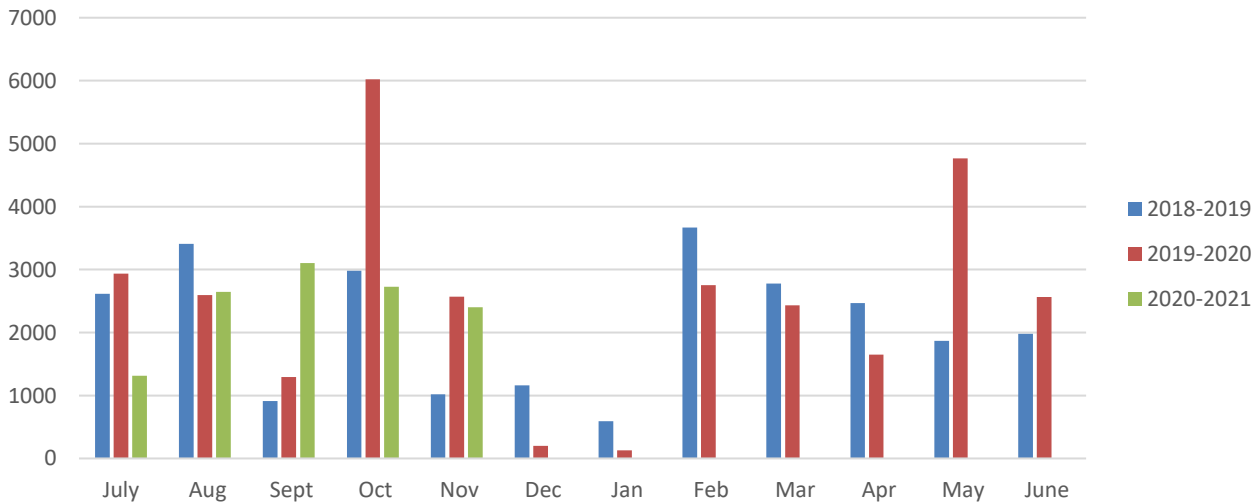
- The Avgas tank has been cleaned and re-filled

**Concrete Usage: 59.5 m<sup>3</sup> (November 2020)**

Concrete used on Council Jobs	Nil
Concrete used on Private Jobs	59.5 m <sup>3</sup>



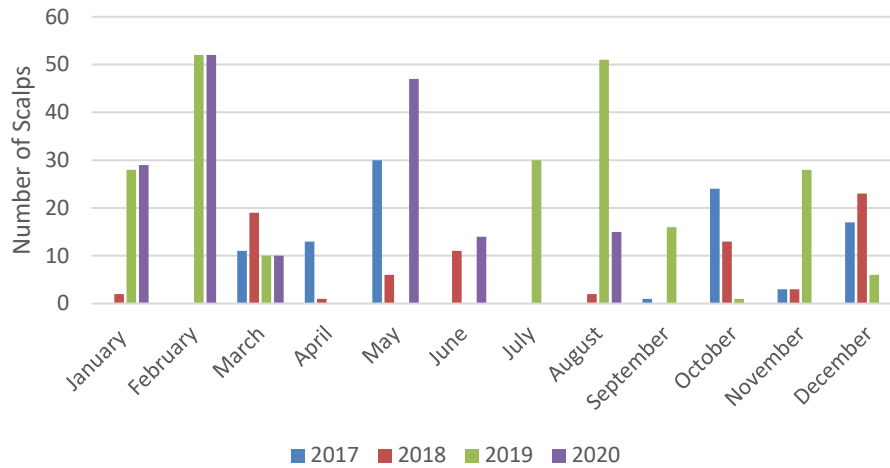
**Avgas Sales - Total Litres**



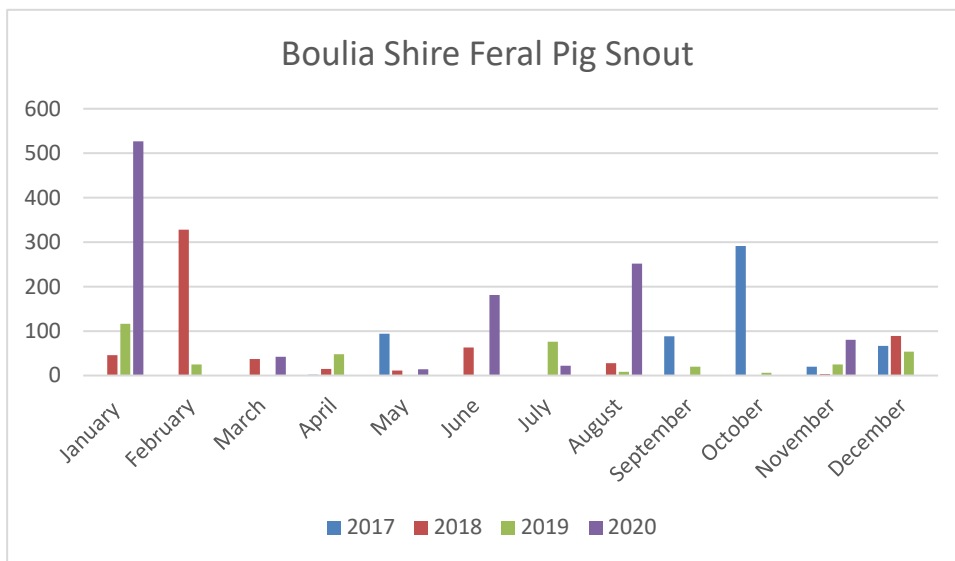
**Boulia Feral Animal Bounty Claims:**

Feral Pigs	80
Feral Dogs	Nil

### Boulia Shire Feral Dog Scalp



### Boulia Shire Feral Pig Snout



#### Metro Count Data:

Month	Road	Location	AADT	Total All Vehicles	Total HV	AADT % HV
Oct 2020	Burke St (Pool)	Boulia	97	2996	49	1.6
	Coorabulka Rd	Ch 1.20km	13	392	32	8.2
	Donohue Hwy	Ch 2.50km	43	1341	136	10.1
10 days	Donohue Hwy	Ch 201.00km (Kelley's Ck)	8	84	15	17.9
	Headingly Rd	Ch 24.64km (Toby Ck)	12	383	24	6.3
	Selwyn Rd	Ch 2.50km	16	506	25	4.9
	Toolebuc Rd	Ch 0.10km	7	207	26	12.6
	Urandangi North Rd	Ch 0.04km	21	657	43	6.5
	Urandangi Border Rd	Ch 9.22km	9	282	0	0.0

Roadside Unit at Kelly's Creek required maintenance. Data unavailable 12.10.2020 to 9.11.2020

**CONSULTATION:** DWO as required.

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

#### RECOMMENDATION:

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

Reviewed by Director of Works and Operations

Mr Harin Karra

Approved by Chief Executive Officer

Ms Lynn Moore

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 18<sup>th</sup> December 2020

<b>TITLE:</b>	Foreman Roads Maintenance and Construction November 2020 Report	<b>DOC REF:</b> Item C
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<b>REPORT BY:</b>	Mr Jimmy Newman Foreman Roads Maintenance and Construction	<b>DATE:</b> 03/12/2020
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### CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

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

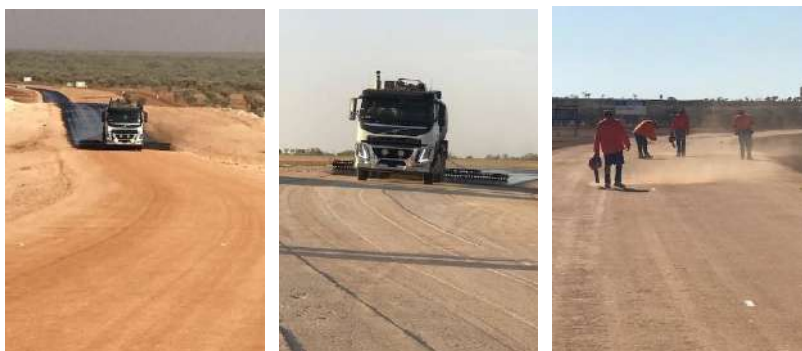
### PURPOSE:

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

### CONTENT:

Current and Upcoming Projects are as follows:

- Upper Limestone Project – Opening was held on Friday 20<sup>th</sup> November 2020.



- Completed Donohue Section Ch 114 to 116 – through Georgina River. This section and the Ridges section were primed on Wednesday 1<sup>st</sup> and will be sealed on Tuesday 8<sup>th</sup> Dec.
- Including this seal, the Donohue Hwy status will be as follows:

<b>Total Unsealed</b>	88.7	Kms
<b>Total Sealed</b>	149.9	Kms
<b>Total Length</b>	238.6	Kms

<b>Sealed</b>	63%
<b>Unsealed</b>	37%

- We have employed a MC Truck Driver who started 2 weeks ago.

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

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

### RECOMMENDATION:

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

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

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 18<sup>th</sup> December 2020

<b>TITLE:</b>	Rural Lands Protection Officer November 2020 Report	<b>DOC REF:</b> Item D
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<b>REPORT BY:</b>	Graham Smerdon Rural Lands Protection Officer	<b>DATE:</b> 07/12/2020
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<b>CORPORATE PLAN REFERENCE:</b> 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
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<b>PURPOSE:</b> To advise Council of current activities relating to weed management, pest control, animal management and stock routes.
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<b>CONTENT:</b>
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### RLPO:

The month was spent doing pest weed control and attending the SRLOG Meeting and the CWRPMG Meeting in Winton.

I attended the local Landcare Groups meeting/BBQ that was held at Blair Athol to have a talk with the crew from DCQ and the Landholders whose properties the crew from DCQ are spraying the Parkinsonia along the banks of the Burke River, this is a job that is still in process. While at the meeting there was talk about the Mithaka Aboriginal Corporation from Windorah who were doing some Prickly Acacia spraying on a property in association with DCQ. From what was said the landholder and the boys from DCQ were very happy with the work that they did.

Some of the things that were discussed at the SRLOG Meeting were the use of drones for weed detection and the use of sensors to inform the landholder if they have a problem with a water trough or water tank (although the sensors that they are devolving at this time need Wi-Fi or 4G to work).

We also had a talk from the QLD Police Stock Squad about making sure that when you are moving stock to have all the paper work that is required as "I didn't think I needed that" is no excuse. So if unsure what you need check before moving stock. The officer also spoke about reading stock on and off properties - not doing so can end up with someone getting fined.

A talk from the Senior Lands Officer from DNRME about EOI for funding for capital works on the Stock Routes mentioned there were \$3,000,000 of EOI put in for this year and as they only get a budget of \$800,000 which is to do all of Queensland's Stock Routes, it is easy to see why so many miss out on funding.

All RLPOs that attended were given some training in using QLD Globe - how to make and save maps when doing pest weed and feral animal control as well as doing Stock Route Facility Inspections and how to use it when mapping new emerging weeds and infestations that could become a pest weed in the future.

### TOWN COMMON:

The feed on the common is holding up well for now. There were some stray stock seen running on the common 30/11/2020, the owners were notified and they should have removed their stock by now.

### SPELLING YARDS:

The two new hay rack feeders have arrived and are out at the yards.





**DOMESTIC ANIMAL CONTROL:**

There were no dogs impounded this month. The new dog and cat traps have arrived and Council signs have been attached.



**CWRPM (TECHGROUP):**

A meeting was held on the 26/11/2020 in Winton and a report about the combined spraying of Sticky Florestina by Longreach and Barcaldine Shire Councils along the highway between Longreach-Barcaldine was given. It came out that after some rain had fell over this area after they had sprayed, they will need to go back and do a second spray to get the new plants coming up after the rain.

**WEED SPRAYING SHIRE ROADS:**

There has been some good falls along some of the shire roads. With the weather being so hot even if some of these pest weeds did get some rain they don't seem to be showing any signs of fresh growth as the heat seems to be drying the moisture up before the plants can benefit from it.

Peter Spence from DCQ and I did an inspection of the Parkinsonia growing along Moonah Creek starting at the crossing on the North Urandangi Rd down to the crossing on the South Urandangi Rd. There are some very large patches of it growing along the creek banks and on islands in the middle of the creek. With some areas it will be very hard to get in and poison.

Peter is now going to talk to his bosses at DCQ and see what funding and help they can offer the landholders whose properties Moonah Creek flows through to start bringing it under control and keeping it to where they (the landholders) can do the follow up control.

I have spoken to the managers of these properties before about doing some spraying, they told me that they haven't had the time or have not been given any money in their budget to use in a control program. One property did say that they did have some money for weed control but no time to do any at this time.

**RMPC:**

Will be checking all RMPC roads and when weeds need spraying will carry it out.

**GRAVEL/BURROW PITS:**

I have noticed some Prickly Acacia growing in burrow pits along the Boulia –Winton Road. As these plants were under duress from lack of water, I put some Regain 200 pellets around them for when we do get some rain. In the pits that I have put pellets in along this road, there has been some rain and I am getting 75% plus kill and will go back and put more pellets in to get the one that I could not get to due to them growing so thick.

**STOCK ROUTE:**

I have not had any enquires for travel permits for the stock route. I am busy doing the Biannual Inspections on all stock route facilities.

**1080 BAITING:**

I have not had any enquires for 1080 baiting.

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMENDATION:**

That the Rural Lands Protection Officer November 2020 Report be 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 18<sup>th</sup> December 2020

<b>TITLE:</b>	Boulia Work Camp November 2020 Report	<b>DOC REF:</b> Item E
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<b>REPORT BY:</b>	Vic Strowger Custodial Correctional Officer Townsville Correctional Centre	<b>DATE:</b> 01/12/2020
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**CORPORATE PLAN REFERENCE:**

Key Priority 1: A strong supportive community environment

1.1 Promotion of community events, services and facilities

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

**PURPOSE:**

To advise of the activities of the Boulia Work Camp from 20<sup>th</sup> to 29<sup>th</sup> November 2020.

**CONTENT:**

During this period the below community work was conducted:

- Sports Centre – clean up, trim hedges, mow and whipper snip.
- Sports Centre – setup for event.
- Council top storage yard – clean and tidy.
- Boulia School - mow/whipper snip, clean area.
- Golf Club – assist with sanding floor in hall.
- Engine in Main street – sandblasting engine for painting.
- Assist Council in moving furniture.
- Cemetery – Whipper snip and clean area.
- Cemetery – Setup marquee and chairs, before and after funeral.
- Cemetery – Assist with spreading soil.
- Town Yards - Mow and whipper snip some town yards as per approved list.
- Xmas Figures – Plasma Cut, paint and install Santa Sleigh and 6 x white Boomers.
- Xmas Lights – Install some Xmas Lights.
- Racecourse Complex – Clean and setup for event. Clean up after event.
- Main Entrance – Trim hedges and whipper snip.

**RECOMMENDATION:**

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

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

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 18<sup>th</sup> December 2020

<b>TITLE:</b>	CEO November 2020 Report	<b>DOC REF:</b> Item CEO1
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<b>REPORT BY:</b>	Ms Lynn Moore Chief Executive Officer	<b>DATE:</b> 02/12/2020
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.1: Confidence

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

**PURPOSE:**

To advise Council of the activities of the Chief Executive Office.

**CONTENT:****Telstra Payphone Removal Proposal – 38 Herbert Street Boulia Qld 4829**

On 23<sup>rd</sup> September Council received information from Telstra that they would be removing one of the telephone boxes from Herbert Street as part of their re-location program. The CEO wrote to Telstra and advised them of the importance of this facility to the community and we have now received confirmation that they have rescinded their initial decision and advised us to keep the correspondence on this matter in case the issue comes up in the future. Copy of the CEO letter and response are attached here as item CEO 1.1 and CEO 1.2.

**Channel Country Pest and Weed project**

The second stage of the Hamilton Channels Project has now been completed with the field day held at Blair Athol 3pm on the 16<sup>th</sup> November. It was extremely hot and therefore numbers of participants were low. However, everyone was pleased with the progress so far.

**Building Acceleration Funding**

We have submitted an application for the Min Min Encounter renovation which is being assessed by QTC. Finance is in the process of completing the Local Government Forecast Program which will assist in identification of Council's future funding project capacity (required by QTC). This means the planned development and upgrading of the Min Min Encounter will proceed quicker than we anticipated.

**Economic Development Statement - soft launch**

The release of the Draft Boulia Shire Council Economic Development Statement was presented at a 'soft launch' at the RAPAD Annual meeting on 25<sup>th</sup> November by Acting Director, Department of State Development, Tourism and Innovation, Sue McCosker. The draft document is a snap shot of opportunities for potential investors to the shire. The document has been well received and will be implemented across the RAPAD group of Councils spearheaded by Morgan Gronold of RAPAD with a combined regional document to be available online showcasing our region (Attachment CEO 1.3).

**CEO MEETINGS November 2020**

Thu 26/11/2020 7:00 AM	Central West Regional Pest Partnership Group SRLOG
Wed 25/11/2020 10:30 AM	RAPADWSA Strategic Group Meeting
Wed 25/11/2020 8:30 AM	RAPAD Strategic Group Meeting
Tue 24/11/2020 8:30 AM	ORRTG Strategic Group Meeting
Thu 19/11/2020 3:30 PM	REX catch up
Tues 16/11/2020 8:30 AM	ManEx meeting – senior staff
Fri 6/11/2020 9:00 AM	RAPAD monthly Board meeting
Thu 5/11/2020 2:30 PM	Airport Tier 3 Future Teleconference
Thu 5/11/2020 10:30 AM	RAPADWSA Technical Committee Quarterly meeting 2020-04
Thu 5/11/2020 8:30 AM	ORRTG Technical Committee Quarterly meeting 2020-04
Tue 3/11/2020 4:00 PM	Jane Hancock - Referrals Boulia PHCN
Tues 2/11/2020 8:30 AM	ManEx meeting – senior staff

**EMAIL CORRESPONDANCE FORWARDED TO COUNCILLORS****2020 EMAIL CORRESPONDANCE**

Mon 5:47 PM	RE: housing request - variations on existing events.....
Mon 10:30 AM	FW: Touching Base from McInnes Wilson Lawyers   Boulia Shire Council]
Wed 25/11	Top Limestone Opening - Plaque for Neil Scales
Mon 23/11	Toby Harris – Funeral advice to Council
Mon 23/11	FW: host agreement 2020-2021
Mon 23/11	Harin Karra as Acting CEO during this week
19/11/2020	REX - Deregulated Airports meeting at 3-30pm today
18/11/2020	Waddi Tree invitation - Friday morning pre council 8-30am after photos.
16/11/2020	Lynn will be Attending Pest and Weed Field Day at Blair Athol
16/11/2020	FW: HPRM: RE: Request to opt into the Airport Tier Model as a Tier 3 Airport - Boulia Airport [SEC=OFFICIAL:Sensitive]
13/11/2020	FW: Proposed Bush Councils statement / resolution
13/11/2020	FW: Braeside access road
11/11/2020	Organisational Chart queries
11/11/2020	New Director of Works and Operations Administration Officer
11/11/2020	Lynn - away out bush on Thursday
11/11/2020	RE: REX Operations, Tier 3 Issues
11/11/2020	FW: Breaking: Senior positions in Ministerial Cabinet announced
11/11/2020	FW: Media Release: Councils welcome new minister
10/11/2020	FW: Container scheme - unviable
10/11/2020	RE: Request to opt into the Airport Tier Model as a Tier 3 Airport - Boulia
10/11/2020	FW: Top Limestone Opening
9/11/2020	RE: Qld funding - Outback Way
9/11/2020	FW: STAFF Training - Self & Team Development Workshop - 9th Dec 2020
7/11/2020	Fw: EOI - Introduction to Exporting webinar
7/11/2020	Fw: WQPHN Bush Telegraph
5/11/2020	FW: Deregulation of Boulia Airport - ATSR Amendments

**ATTACHMENT:**

CEO 1.1 CEO letter to Telstra, CEO 1.2 Telstra response. CEO 1.3 Draft BSC Eco. Statement

**RECOMMENDATION:**

That the CEO November 2020 Report is received for information.

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](mailto:admin@boulia.qld.gov.au)  
ABN: 20 492 088 398

## BOULIA SHIRE COUNCIL

24<sup>th</sup> September 2020

Telstra Payphone Siting Manager  
Locked Bag 4850  
Melbourne Vic 3001  
E: [payphones@team.telstra.com](mailto:payphones@team.telstra.com)  
E: Karen. [Lombardo@team.telstra.com](mailto:Lombardo@team.telstra.com)

REF : 43938 / 07474630X2

Dear Sir/ Madam

### Telstra Payphone Removal Proposal - OBJECTION

In response to your letter dated 23<sup>rd</sup> September 2020 with the proposal to remove a Telstra Payphone (Cabinet Id : 07474630X2). We strongly object to the removal of one payphone leaving only one remaining payphone at 38 Herbert Street Boulia.

We appreciate the service provided by Telstra in that, for example, OPTUS does not provide a service here at all including a mobile communication.

Some facts around the remote town of Boulia (and the public phones) :

1. Boulia Shire a **remote** rural town located **300klm south** of Mt Isa ,**249 klms east** of the Northern Territory border, **200klm north** of Bedourie and **368klms west** of Winton. We are not in the middle of nowhere, but we can see it from here.
2. Our population is around 250 (town) of which 60% are indigenous who often do not have the ability to purchase or maintain hand held mobile phones or support the cost of landlines. The importance of this mode of communication cannot be underestimated.
3. Our small town attracts up to 7000 visitors during our annual **Camel Races** in July and over 10,000 visitors during the tourist season from March to October who come to visit the **Min Min Encounter (Land of the Min Min Light)** and other attractions.
4. OPTUS: Some of these visitors unknowingly come to Boulia with OPTUS mobiles which is of no use to them and the only method of communication is via this public phone system.

There is no doubt that public phones in this environment which temperatures reach upwards of 50degrees in summer and are subject to intense sand and windstorms can prove problematic but the social obligation to the community is extremely important. In some cases, it is their only form of communication with family who live in NT (Alpurrurulam, Ampilatwacha, Arltarlpilta communities)

We are also highly cognisant of the cost of maintaining these phones and this raises another issue. Previously council were responsible for (and were paid for) maintaining the public phones. This was then diverted to another external company who no longer maintain them. It would be appreciated due to the importance of these two phones if you could advise us of who is maintaining them and what schedule they have. Council will be more than happy to again resume the ongoing maintenance / support of this piece of important infrastructure for the benefit of the community and ensuring that in an emergency they have the ability to call for help.

You may also need to know we do not have a doctor here only a clinic and if help is needed the RFDS provide an excellent service which is supported from Mt Isa 300kms away. My point here being, we cannot easily access help – our phones are our lifeline.

You do the maths, 2 phones – one out of order – 50 % chance of communication. One phone – one out of order – zero chance of communication.

We appreciate your consideration prior to making a decision on the removal of one of the public phones and Boulia Shire Councillors will be more than happy to discuss this in full to emphasise our resolve in matter.

We look forward to a response to this letter and **any** decision regarding the removal and or the maintenance of these phones in Boulia Shire.

Yours sincerely

A handwritten signature in black ink that reads "Lynn Moore". The signature is written in a cursive, flowing style.

Ms Lynn Moore  
Chief Executive Officer

23<sup>rd</sup> November 2020

Boulia Shire Council  
Lynn Moore - CEO  
Herbert/Burke Streets  
Boulia QLD 4829  
[Admin@Boulia.Qld.Gov.Au](mailto:Admin@Boulia.Qld.Gov.Au)  
[ceo@boulia.qld.gov.au](mailto:ceo@boulia.qld.gov.au)

Reference: 43938 / 07474630X2

Dear CEO Lynn Moore,

### **Telstra Payphone Removal Proposal – 38 Herbert Street Boulia Qld 4829**

Further to our previous correspondence dated 23<sup>rd</sup> September, 2020 where we advised you that we were proposing to remove a Telstra payphone (Cabinet ID: 07 474630X2) from outside 38 Herbert Street Boulia QLD 4829, whilst one card & coin payphone was still to remain at the same site.

Our proposal was based mainly due to four (4) reasons:

- 1) Very low usage between the two (2) phones. In the past 12 months the usage was just \$110 whilst the specific phone proposed to be recovered had a usage of \$28.
- 2) The fault rate between the 2 phones in the past 12 months were just 1 (one) which is far less than national average.
- 3) Customers won't be dis-advantaged as there still would be an active payphone on the site once this payphone is recovered due to low usage.
- 4) Telstra has mobile coverage in the area Telstra received one submission regarding this proposal from Boulia Shire Council.

The submission raised the following issues:

- Remoteness of the shire with extreme climate, including a high percentage of indigenous population in the area with low socio-economic demography, poor to no mobile coverage from other providers.

After evaluation, our final decision is not to proceed with the removal of the payphone. As such, both coin & card payphone services outside 38 Herbert Street, Boulia QLD 4829 are to stay in-situ.

We will however continue to monitor the services and reconsider removing this payphone in future.

Our decision was based on the following reason:

- The current socio-economic factors, topography, remoteness and demography of Boulia Shire Council as highlighted by the council in its submission

Our final decision does differ from the original payphone removal proposal as was previously communicated to you on 23<sup>rd</sup> September 2020.

If you disagree with our final decision, please contact us within 20 working days to lodge your complaint. This can be done by calling us on 1800 011 433 and selecting option 2; or send us your complaint in writing to:

Telstra Payphone Siting Manager  
Locked Bag 4850  
Melbourne VIC 3001;

You can also send us your complaint by email to [payphones@team.telstra.com](mailto:payphones@team.telstra.com)

For more information about Telstra payphone service or making a complaint that is related to Telstra's final decision about the location or removal of a payphone please also refer to our Telstra.com website page at: <https://www.telstra.com.au/consumer-advice/payphones>

If you have any questions, please contact me on 07 34553023.

Yours sincerely,



Karen Lombardo  
[Karen.Lombardo@team.telstra.com](mailto:Karen.Lombardo@team.telstra.com)

Information about Telstra's payphone service can be found at  
<https://www.telstra.com.au/consumer-advice/payphones>





# Boulia Shire Council

## Economic Statement

# Local Government Area Statistics

Area 60,906 km<sup>2</sup>

Population 425

## Key Centres

Boulia – population of 273  
The other key population centre in the region is Urandangi.



## Unique lifestyle values

Boulia Shire is located in Queensland's Channel Country. The Georgina River flows through the region to Lake Eyre Basin.

Boulia township sits on the banks of the Burke River and is 190 km east of the Northern Territory border and 240 km south of Mount Isa.

# Economic Overview

Gross regional product  
\$37.584 million

## Largest employing industries

Agriculture – 134  
Public Admin & Safety - 40

## Primary industries

Agriculture – predominantly beef



## Economic opportunities

Agriculture is Boulia Shire's primary economic driver. The cattle industry is the most significant contributor to the region's Gross Regional Product. Sheep also contribute to the region's agricultural output.

Each year, approximately 36,700 tourists overnight in Boulia Shire each year and spend \$27.1 million. Of all visitors to the shire, 58 per cent are tourists. Tourists travel through the region from the Northern Territory (especially Alice Springs) and northern Western Australia. The Min Min Encounter and the Desert Sands Camel Race are the region's primary tourism experiences.

With its proximity to the North West Minerals Province, mineral exploration is occurring to the north and west of Boulia with companies basing themselves in Boulia to undertake this work.

To support the potential of the region, the Boulia Shire Council is investing in a new industrial area which is currently under development. This development will support the region's growing transportation sector.

# Infrastructure

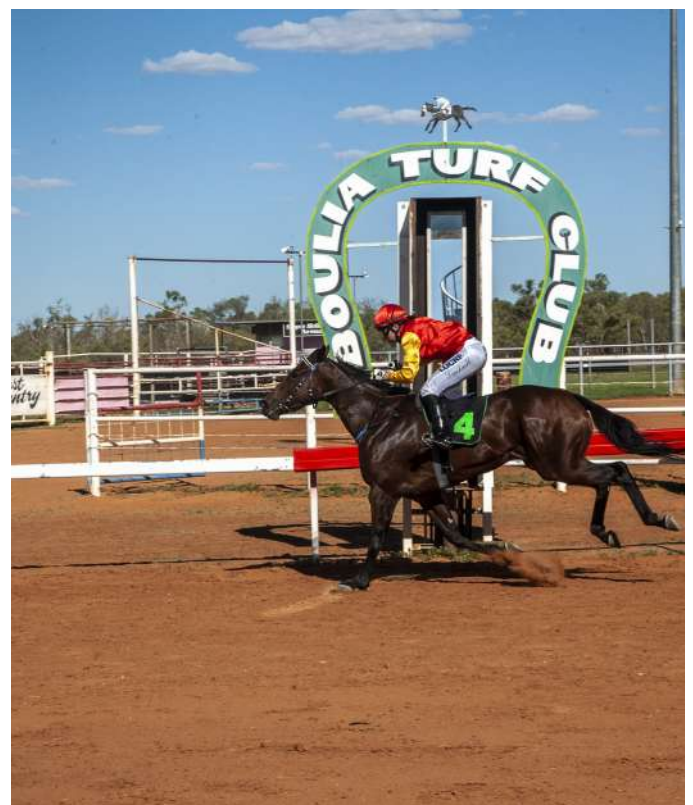


Boulia township is located at the junction of three bitumen arterial roads that run east (Winton), north (Mt Isa), south (Bedourie/Birdsville – 40kms unsealed) and west to Alice Springs. Boulia is located at the eastern gateway to the Outback Way (Australia’s Longest Shortcut) which stretches from Winton to Laverton in Western Australia.

There are regular Regional Express passenger flights connecting Boulia with Brisbane and Mount Isa Airports four times per week.

The Boulia Racecourse Reserve is home to a spelling facility that can cater for up to 3000 head of cattle. This facility is also a Certified Organic spelling facility – one of only two in Queensland. This is a particularly beneficial stop for cattle transport coming from the Northern Territory and travel south east through the state or vice-versa.

The town is supplied with sub artesian potable bore water from six bores strategically located around the town. Town blocks are connected to sewerage and potable water. The town is well serviced by accommodation providers with a hotel, motel and caravan park located within Boulia township. A number of local businesses provide for the day to day needs of residents and tourists and bulk fuel is available for transporters. Robinson Park features a BBQ facility, multi accessible toilets, modern playground equipment and a skate park.



# Boulia Shire Fast Facts

## Estimated Resident Population

**Boulia:** 422  
**Central West:** 10,511  
(2019)



## Heavy Vehicle Movements

**50 heavy vehicles** pass through Boulia each day (2019)

## Median Age

**Boulia:** 34.9 years  
**Central West:** 41.6 years  
(2018)



## Indigenous Population

**Boulia:** 25.6%  
**Central West:** 7.1%  
(2016)



## Boulia Shire Area

**60,906 km<sup>2</sup>**  
**3.28%** of Queensland's land area



## Gross Regional Product

**\$37.584 million**  
(2019)

## Tourism

**36,748 overnight visitors per year**  
(2019)



## Cattle Herd

**100,077 head**  
**9.1%** of Central West Queensland herd  
(2015/2016)



## Top Industries by Employment

### Agriculture, Forestry and Fishing

**Boulia:** 51.2%  
**Central West:** 26%

### Public Administration and Safety

**Boulia:** 18%  
**Central West:** 11.9%

### Education and Training

**Boulia:** 8.5%  
**Central West:** 7.9%

Sources: ABS 2019 Population estimates, ABS 2016 Census, QGSO Population medium average projections, Small area labour market data December 2019, 2016 ABS Agriculture census, Stafford Strategy report, Remplan 2019.

# Recent Achievements



## Boulia Primary Health Centre and Wellbeing Centre

Completed in 2019, the \$7.24 million Centre was designed to reflect the iconic outback Queensland form of an elevated, above-ground, single-storey building with pitched roof and wide, shaded verandahs. The primary health centre includes an emergency area, treatment bay, X-ray room, four consultation rooms, pharmacy area, office and storage space, a reception and waiting area, staff rooms, amenities, two ambulance bays and an adjoining two-bedroom, self-contained staff accommodation unit.



## Organic Spelling Facility

Certified Organic in 2019, the Boulia spelling yards were used to spell organic cattle for the first time in May 2020. The cattle were travelling from Alice Springs to Charleville. Completion of sealing the Plenty Highway (NT) and the Donohue Highway (QLD) is likely to significantly increase demand for the spelling facility.

## Boulia Industrial Estate Stage 1 – capex \$1

## million

The estate is comprised of 11 lots each approximately one hectare in size. The estate is located adjacent to the Boulia – Mount Isa Road and capitalises on the increasing transport and logistics activity in region. The estate will predominantly service the transport industry with a focus on long haul transport through providing layover facilities and service opportunities. Stage 1 is due to be completed by April 2021 and two anchor tenants have been identified.

## Min Min Encounter Upgrade Stage 1 – capex \$540,000



An upgrade to the entrance and sales areas of the complex to include an external facelift to feature new signage with LED backlighting and graphics to windows. This will compliment the proposed extension to the centre to include the new 'Underwater inland sea experience' complete with Plesiosaurs, improving the overall visitor experience.

## Residential accommodation – capex \$425,000

The Boulia Shire is home to the Melbourne Cup of Camel Races which happen every year in July. The council as invested in the Racecourse infrastructure to ensure that it continues well into the future. Part of the investment will be to construct a new three-bedroom residence for the caretaker who has full responsibility for not only the racecourse reserve but the management of the new Organic spelling facility. As part of our plan for our future it is extremely important that we have accommodation which is suitable for a family and provides the basic comforts of home while looking after this crucial asset.

# Project Pipeline



## Regional Community Precinct (Hub)

Capex: \$8 million

Jobs: 10

Status: construction ready

The construction of a new Regional Community Precinct will address the need for accommodation for a community library, post office, Boulia Shire Council offices, community library and a suite of office spaces to accommodate QGAP, Centrelink and the Pitta Pitta Traditional Owner group. The release of two current buildings will allow development of a child-care facility in the future.

Extensive community consultation has been undertaken in development of the project. The project is specifically identified in Boulia Shire Council's Strategic Corporate Plan 2019 – 2024 (page 15) and Operational Plan 2020-2021 (page 11). Designs for the project have been completed and the project is ready to proceed to construction.

## Residential Estate Stage 1

Capex: \$1.5 million

Jobs: 10

Status: Ready to construct

Boulia is located on the cross-roads linking Mount Isa (north), NSW (south), Northern Territory (west) and the business export centres on the eastern seaboard of Queensland. Our location provides future opportunities for decentralisation providing a 'hub' for long haul transport operators which is supported by Boulia's industrial estate.

This residential estate will meet current and future demand for residential land. Future demand will in part be driven by a medical centre and public schooling up to Year 7 which will attract additional young families to Boulia. Land in Boulia is at a premium and Stage 1 of the estate (10 blocks in total – noted 'Bore block') is the first step to attract and to retain new residents to town.

## Boulia Airport Upgrade

Capex: \$1 million

Jobs: 3

Status: construction ready

The Boulia Airport is a certified aerodrome operable at all times and is maintained to ensure its compliance with the Australian Government's Civil Aviation Safety Authority (CASA) standards. The resurfacing of the runway will address shape and ponding issues and ensure maintenance and operational costs do not escalate.

The airport is used for Regular Public Transport (RPT) services, aeromedical evacuations and private/charter aircraft landings. The RPT service currently operating to Boulia provides a minimum of two return weekly services between Boulia and Mount Isa and Boulia and Brisbane. With no high school in the shire, these flights are an important means of transporting boarders to and from schools in Brisbane, Charters Towers and Rockhampton. The aerodrome also serves as the only reliable night/wet weather backup strip for surrounding properties. The airport provides a vital transport connection during Channel Country floods and is essential for health services. The Royal Flying Doctor Service provides the region's only GP and supports the Boulia Clinic and delivers Maternal Health Clinics.

## Min Min Encounter Stage 2 – Eromanga Experience

Capex: \$5 million (estimate)

Jobs: 12 (estimate)

Status: Design Stage

The educational 'experience' concept builds on the theme for Boulia – Land full of history (inland sea) and mystery (Min Min Lights). The proposed Stage 2 design expands the already very popular Min Min Light animatronics show designed and constructed over 20 years ago. Over 10,000 people visit Boulia each year attracted by the annual Boulia Camel races and events in the broader region – Big Red Bash, Birdsville Races etc.

The scope of this project will compliment the existing animatronics show and provide an educational and stimulating experience back into pre-miocene times when this area was an inland sea. The 'traveller' will walk backwards through time into a submarine 'experience' viewing creatures long since extinct through a porthole into the past.

# Further Information



Boulia Shire Council

18 Herbert Street, Boulia QLD 4829

P: 07 4746 3188

E: [ceo@boulia.qld.gov.au](mailto:ceo@boulia.qld.gov.au)

[www.boulia.qld.gov.au](http://www.boulia.qld.gov.au)



## Bouliia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
<b>Wednesday 22<sup>nd</sup> May 2019</b>				
22/05/2019		Boundary fence on Cooridgee and Wirrilyerna – check if repairs finished	RLPO/DWO CEO _ Ltr	18/08/2020 DNRME: advised on requirements which fall back on the landholder to complete fencing. 02/12/2019 Allocation of \$40,000 to repair/replace fencing
<b>Monday 18<sup>th</sup> November 2019</b>				
18/11/2019	2019/11.36	That Council proceed with the Facebook Checkfront online booking system.	CSM	<b>07/11/2020 Talks with OQTA assist to re-commence.</b> 08/10/2020 OQTA Assist will help us start a set up with an online booking facility later in the year. 01/09/2020 Have contacted OQTA to ask for help with online booking contacts as Check front company not responding well.
<b>Wednesday 18<sup>th</sup> December 2019</b>				
18/12/2019		Cllr Rick Britton: During upgrades to washdown bay facility, look at possibilities for accommodating double deckers	DWO	10/02/2020 To be considered during upgrade works.
18/12/2019	2019/12.8	That the Town Common Stock Route Fence/Stock Baulk be deferred for investigation on Town Common leasing to be obtained.	DWO/RLPO	09/09/2020 CEO: Report deferred until further clarification can be obtained on both the Town Common and the Stock Route reserve. 11/08/2020 Report by CEO in progress, will be submitted to September Council meeting. 01/07/2020 Information received from DNRME indicating a trustee permit or trustee lease arrangement for grazing purposes only would be possible on the Town Common. Report with further information to go to August Council meeting.
<b>Monday 25<sup>th</sup> May 2020</b>				
25/05/2020		'BO' km signage between Bouliia and Winton to be replaced	DWO	<b>09/12/2020 Order will be issued end of January 2021.</b> 09/09/2020 CEO – Audit complete – 11 signs to replace – advice to DWO. 13/07/2020 Signage audit scheduled to be done approx. August. 10/06/2020 Signage audit to be completed.
<b>Friday 19<sup>th</sup> June 2020</b>				
19/06/2020		Cllr Britton: Container Collection Scheme – wool bags to be supplied by Brisbane company, frames for bags could be made locally e.g. Rainbow Gateway Participants or Work Camp	CEO/EA	<b>07/12/2020 Advice that this is unable to proceed as collection at Bouliia is unviable.</b> 14/10/2020 Visit by Winton company to review site at Council yard.



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				09/09/2020 No further action in this space – letter to Zac Britton advising what action Council are taking for the future of recycling. 25/06/2020 – Email from Rainbow Gateway – they are adding the ‘frames’ for the bags as a project to her budget for participants 2020-2021.
19/6/2020		TOURISM - ‘Why do I live where I live?’ – Michaela to ‘interview’ locals on a video for the web?	CSM/Michaela	<b>07/11/2020 A new clip is going up this month showcasing Boulia and what is on offer. Michaela has not been able to do personal interviews as yet.</b> 01/10/2020 Media Officer still working on this. 11/08/2020 In progress. 10/07/2020 Michaela to research this for the best way to gather some locals for interviewing. The original interviews with locals by OQTA to be loaded onto Council website.
19/6/2020		Cllr Jack Neilson suggestion: STAFF ATTRACTION – Make a video of the highlights and services available in Boulia for prospective employees. To be available on the web.	CSM/ Michaela	<b>07/11/2020 Youtube clips re Boulia lifestyle have been on the website and a new clip is going up this month showcasing Boulia and what is on offer on the employment page.</b> 08/10/2020 Media Officer working on this and advert positions as per top suggestion in April. 21/08/2020 As stated above, plus 09/09/20 - new tourism RAPAD group formed.
<b>Tuesday 21<sup>st</sup> July 2020</b>				
21/07/2020	2020/7.6	That Council, under Section 113 of the Animal Management (Cats and Dogs) Act 2008, undertake an Approved Inspection Program being a Systematic Inspection Program. The purpose of the Program relates to monitoring compliance on outstanding dog registrations starting 3rd August 2020 and concluding 30th October 2020. The Program is to cover the entire Local Government Area.	DWO	13/11/2020 Have been able to source a third party from Cloncurry able to conduct inspections for us. They would only be available around January/February next year. 11/09/2020 Sourcing from other Council to complete inspection. 11/08/2020 Registration notices have been issued. Following the required 30 day wait period this will be reviewed and inspections can commence. Investigating third party options to assist with carrying out the inspections.
<b>Friday 25<sup>th</sup> September 2020</b>				
25/09/2020		Replacement of entry signs to Boulia Shire	DWO	<b>09/12/2020 Signage will be installed early February 2021.</b> 01/10/2020 Existing Shire entry signs (NT Border, Bedourie Rd, Winton Rd, Mt Isa Rd) are faded. Replacements to be ordered.
25/09/2020		Tall gates on Spelling Yards: difficult to open/issues with door rolling system	DWO	<b>09/12/2020 Visited with Councillor Jack Neilson gates are working good after oil and greased.</b> 23 <sup>rd</sup> October Ordinary Council meeting suggestion – consider installing nylon rollers in the future 14/10/2020 Working with Boilermaker to redesign the gates.

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25/09/2020		<p>Clr Neilson: Consider lobbying to:</p> <ul style="list-style-type: none"> <li>- gain better support for Hospital to Hospital transfers</li> <li>- make the returning patient process smoother and easier for patients and their families</li> </ul> <p>Meeting to be arranged with QLD Health Chairs Jane Hancock and Paul Woodhouse</p>	CEO	<p>03/11/2020 Teleconference with Jane Hancock, Mayor and CEO regarding the tfr and capacity of PHN. Jane advises it is the same issue across the western area Councils and she is meeting next week to bring this up with Rural Remote Health and Chief Executive. Solution - nurse co-ordinator to be appointed once a patient is admitted. They will then sort out the 'admin' of patient transfers. Positive outcome but will be dependent on funding.</p> <p>14/10/2020 Emailed Jane Hancock to arrange a meeting for feedback on the patient tfr issue between Mt Isa/Townsville and Winton.</p>
<b>Friday 23<sup>rd</sup> October 2020</b>				
23/10/2020		<p>Bouli Community Support Services (BCSS) to engage KJ Ford and Lynn Moore to conduct a 10 week free line dancing course for the community. KJ and Lynn will conduct the course but payment received from BCSS will be fully donated back to the community.</p>	CEO	<p><b>07/12/2020 Due to unforeseen circumstances – this was deferred until start up in January 2021 in respect of local community member passing.</b></p> <p>03/11/2020 Funding not received at this stage.</p>
23/10/2020	2020/10.11	<ol style="list-style-type: none"> <li>1. That Council review the Draft Plan of Management - Parks, Reserves and Sportsgrounds.</li> <li>2. That Council approve the Draft Plan of Management for public display and comment for 28 days with written submissions to be received from relevant parties for a period of 42 days from the date of the first public exhibition/publication.</li> <li>3. All submissions received during this 42 day period to be reviewed by Council and submitted to the next Council meeting for comment/approval and adoption.</li> </ol>	CEO	<p><b>23/11/2020 Document open for public comment until 5 pm, Friday 18<sup>th</sup> December.</b></p> <p>03/11/2020 Plan out for public display.</p>
23/10/2020	2020/10.19	<p>That the CEO seek a drafted response from King &amp; Co or other legal service provider for the applicant which supports the Council's position under Policy 136.</p>	CEO	<p><b>07/12/2020 No further correspondence received.</b></p> <p>03/11/2020 Letter of response discussed with King &amp; Co and submitted to Thyne and Macartney Lawyers.</p>
<b>Friday 20<sup>th</sup> November</b>				
20/11/2020		<p>Proposed TMR toilet location between Bouli and Mt Isa – Councillors to be provided a map showing proposed location.</p>	DWO	<p><b>09/12/2020 Proposed on 93F Dajarra – Mt Isa Road at chainage 55. Waverley Ck Bridge is at chainage 58 – so it is 3km back towards Dajarra. Chainage 0 is at Dajarra... so 55km from Dajarra.</b></p>

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20/11/2020	2020/11.14	1. That: Policy 122 Councillor Interaction Policy Policy 129 Councillor Code of Conduct Policy 141 Conflict of Interest Policy Policy 148 Standing Orders for Council Meetings Policy 150 Investigation Policy Policy 151 Model Meeting Procedures Policy as presented be adopted. 2. That a copy of the policies be forwarded to the Councillors electronically via email and loaded into the Councillor Hub.	EA	<b>24/11/2020 Policies forwarded to Councillors and uploaded to Bigtincan and Council website.</b>
20/11/2020	2020/11.16	1. That Policy 101 Purchasing and Acquisition as presented be adopted. 2. That a copy of the policies be forwarded to the Councillors electronically via email and loaded into the Councillor Hub.	EA	<b>24/11/2020 Policy forwarded to Councillors and uploaded to Bigtincan and Council website.</b>
20/11/2020	2020/11.19	1. That the Boulia Drinking Water Quality Management Plan, version 22 October 2020, be endorsed by Council. 2. That the Boulia Drinking Water Quality Management Plan be displayed on the Council website.	EA	<b>24/11/2020 Plan loaded onto Council website.</b>
20/11/2020	2020/11.20	That the application as described to convert LL Lot 28 on W151 to freehold be supported.	CEO	<b>23/11/2020 Letter sent to Department of Natural Resources, Mines and Energy advising Council has no objection to the application.</b>
20/11/2020	2020/11.25	That the CEO progress the issue of deregulation of Boulia Airport with REX and Aviation Security/Home Affairs, RAPAD and if necessary the Western Alliance to find a workable solution which meets the needs and safety requirements of all concerned for the safe operation of small airports.	CEO	<b>07/12/2020 Discussion held with other Councils, RAPAD GM, Dept Home Affairs, GM of NWROC, GM of SWROC and GM REX. Boulia has requested Tier 3 status but will pursue with the Western Alliance the modification of requirements for smaller Councils caught in this amendment in the future.</b>

COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS			
Date	STAFF member	Project – or Issue:	Response:
18/12/2019		Cllr Beauchamp: Future idea – Drone Park	14/10/2020 Still on the burner Sam....
19/6/2020	Harin	Cllr Edgar: Dam/recreational water park (boating etc)	This has been raised several times. We will put together all the information we have into a business case for review by Council for the long term

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			benefits and costs etc. Not estimated to be completed within the next 6 months due to the workload of staff.
19/06/2020	Julie	Cllr Neilson: Branding idea – pronunciation of Boulia – Bull’ya	01/10/2020 Branding ideas and marketing to be looked at in further detail with OQTA Assist and Focus Productions.
19/06/2020	Julie	Cllr Edgar: Consider putting interactive tablets in the hut inside the Min Min Encounter.	The hut/office will be repurposed once the Min Min Encounter remodelling starts.
19/06/2020	Julie/Harin	Cllr Britton: Consider coloured directional signage (e.g. on street signs) to help show where things are within the town 17/08/20 Signage design to stand out and be broader width	14/10/2020. Revised street maps with coloured markers on street signs are to be implemented.  This will be delivered in conjunction with the DWO.
17/08/2020	CEO/CSM	Cllr Edgar: Consider possibility of installing a walking track from the Sports Centre to the Rodeo Grounds	7/11/2020 This is a project to be looked at in 2021 in partnership with DWO. 01/09/2020 CSM Report to Dec Council meeting.
23/10/2020	DWO/CSM	Cllr Norton: Shading for Robinson Park – over back playground (Pituri Street side), then over Skate Park, pending funding.	7/11/2020 This is a project being looked at when funding is available.
20/11/2020	CEO/DWO/CSM	Cllr Norton: Solar for Urandangi	<b>20/11/2020 CEO, DWO and CSM already looking into this (grant possibilities)</b>

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

## Report for Ordinary Meeting held on 18<sup>th</sup> December 2020

<b>TITLE:</b>	Council Meeting Dates from January to December 2021	<b>DOC REF:</b> Item CEO3
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<b>REPORT BY:</b>	Ms Lynn Moore Chief Executive Officer	<b>DATE:</b> 02/12/2020
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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 254B of the *Local Government Regulation 2012* notice is to be given when the Ordinary meetings of the Boulia Shire Council will be held.

### **CONTENT:**

Ordinary meetings of Council are generally held on the third or fourth 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 present is the Boulia Shire Hall in order to accommodate social distancing requirements to help safeguard against COVID-19.

A meeting is open to the public unless the local government or committee has resolved that meeting is to be closed under section 254J.

This report seeks ratification of the proposed 2021 Ordinary Meeting of Council dates attached to this report.

**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 2021 until December 2021 be ratified and displayed on Council's website and all other approved distribution methods.

Friday 22 <sup>nd</sup> January 2021	Boulia Shire Hall	9 am
Friday 26 <sup>th</sup> February 2021	Boulia Shire Hall	9 am
Friday 26 <sup>th</sup> March 2021	Boulia Shire Hall	9 am
Friday 23 <sup>rd</sup> April 2021	Boulia Shire Hall	9 am
Friday 21 <sup>st</sup> May 2021	Boulia Shire Hall	9 am
Friday 18 <sup>th</sup> June 2021	Boulia Shire Hall	9 am
Friday 16 <sup>th</sup> July 2021	Boulia Shire Hall	9 am
Friday 27 <sup>th</sup> August 2021	Boulia Shire Hall	9 am
Friday 24 <sup>th</sup> September 2021	Boulia Shire Hall	9 am
Friday 22 <sup>nd</sup> October 2021	Boulia Shire Hall	9 am
Friday 19 <sup>th</sup> November 2021	Boulia Shire Hall	9 am
Friday 17 <sup>th</sup> December 2021	Boulia Shire Hall	9 am

2. That the location be the Boulia Shire Hall with the commencement time 9 am.

**ATTACHMENTS:** Council Meeting Dates notice for January to December 2021

Chief Executive Officer

Ms Lynn Moore

# PUBLIC NOTICE



## BOULIA SHIRE COUNCIL MEETING DATES, LOCATION AND TIMES

In accordance with section 254B of the *Local Government Regulation 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:

Friday 22 <sup>nd</sup> January 2021	Boulia Shire Hall	9 am
Friday 26 <sup>th</sup> February 2021	Boulia Shire Hall	9 am
Friday 26 <sup>th</sup> March 2021	Boulia Shire Hall	9 am
Friday 23 <sup>rd</sup> April 2021	Boulia Shire Hall	9 am
Friday 21 <sup>st</sup> May 2021	Boulia Shire Hall	9 am
Friday 18 <sup>th</sup> June 2021	Boulia Shire Hall	9 am
Friday 16 <sup>th</sup> July 2021	Boulia Shire Hall	9 am
Friday 27 <sup>th</sup> August 2021	Boulia Shire Hall	9 am
Friday 24 <sup>th</sup> September 2021	Boulia Shire Hall	9 am
Friday 22 <sup>nd</sup> October 2021	Boulia Shire Hall	9 am
Friday 19 <sup>th</sup> November 2021	Boulia Shire Hall	9 am
Friday 17 <sup>th</sup> December 2021	Boulia Shire Hall	9 am

\* 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 18<sup>th</sup> December 2020

<b>TITLE:</b>	Amendment to the Local Government Act - Filling of Mayoral and Councillor Vacancies	<b>DOC REF:</b> Item CEO4
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<b>REPORT BY:</b>	Lynn Moore Chief Executive Officer	<b>DATE:</b> 04/12/2020
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

The decisions made by local government and community organisations change our lives. Decisions made by State and Federal Government affect how we operate.

**PURPOSE:**

To note the change to the legislation on the filling of Mayoral and Councillor vacancies occurring within a term of Local Government as advised by Damien Walker, Director General, Department of State Development, Infrastructure, Local Government and Planning.

**CONTENT:**

Email correspondence has been received from the Director General, Department of State Development, Infrastructure, Local Government and Planning.

*Following consideration of stakeholder feedback, the Government made an election commitment to change the process for filling vacancies that arise during the first 12 months of a local government's term.*

Amendments to the process for filling vacancies in the *Local Government Act* were contained in Part 5 of the COVID-19 Emergency Response and Other Legislation Amendment Bill 2020, which was passed by Parliament on Wednesday 2 December 2020.

Under the revised process, which commenced on Friday 4 December 2020, **a Mayoral vacancy within the first 12 months of a local government's term will be filled by a by-election**, rather than by appointment of a runner-up.

For a **Councillor vacancy within the first 12 months** of a local government's term, the local government will **determine by resolution whether to fill the vacancy by a by-election or by appointing a runner-up**.

No changes have been made in relation to vacancies arising during the middle or final part of the term.

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

That the Amendment to the Local Government Act - Filling of Mayoral and Councillor Vacancies report be received for information for future Council vacancies.

**ATTACHMENTS:** Nil

Chief Executive Officer

Ms Lynn Moore

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 18<sup>th</sup> December 2020

<b>TITLE:</b>	Director of Corporate Services November 2020 Report	<b>DOC REF:</b> Item DCS1
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<b>REPORT BY:</b>	Kaylene Sloman Director of Corporate Services	<b>DATE:</b> 10/12/2020
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<b>CORPORATE PLAN REFERENCE:</b> Key Priority 5: Robust Governance 5.2: Accountability 5.2.4 Ensure transparency and accountability through integrated performance management reporting 5.4: Sustainability 5.4.2 Optimise performance of Council business units using available technology
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<b>PURPOSE:</b> To advise Council of the activities of the Director of Corporate Services.
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<b>CONTENT:</b> <b>Queensland Treasury Corporation (QTC) Local Government Financial Plan Model</b> <p>The model records financial information data from Council for the last 5 years and from this data projections can be made which will assist in future capital and operational forecasting opportunities for the next 10 years.</p> <p>The models for 2017/2018, 2018/2019, 2019/2020 and 2020/2021 Budgeting Financial Plan have been completed giving an accurate picture of the future needs in relation to plant, roads, water, sewerage, aerodrome and information systems. This data has been sourced from the Asset Management Plans as well as looking at the valuations and useful life of Council assets. Several meetings and discussions were held with Director of Works and Chief Executive Officer to ensure the best possible picture of what we need in the future is captured and that further information can be added later for possible future projects.</p> <p>The aim is to have a model which is as accurate as possible revealing a picture of where Council is at present and the impacts of future planned works that have been identified. The model shows the financial impact of decisions made by Council, and upon reviewing the results the Council will be unable to proceed with all the projects identified without significant funding injections from external sources.</p> <p>This model is currently being utilised by QTC for our application for Building Acceleration fund (BAF-2020) being funded by the Department of State Development, Tourism and Innovation. This is a Queensland State Government initiative to invest in infrastructure projects, in our case the Min Min Encounter Re-development.</p> <p>During the 2021/2022 budget workshops we will be able to do on the spot sensitivity analysis to see the financial impact of Council's decisions for capital and operational expenditures.</p>
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<b>CONSULTATION:</b> Nil
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<b>GOVERNANCE IMPLICATIONS:</b> Nil
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<b>RECOMMENDATION:</b> That the Director of Corporate Services November 2020 Report be received for information.
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<b>DOCUMENTS TO BE TABLED:</b> Nil
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Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 18<sup>th</sup> December 2020

<b>TITLE:</b>	New Policy – Giving of Gifts and Awards Policy No. 155	<b>DOC REF:</b> Item DCS2
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<b>REPORT BY:</b>	Director of Corporate Services	<b>DATE:</b> 23/11/2020
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.1: Confidence

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

**PURPOSE:**

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

**CONTENT:**

The purpose of this policy is to recognise employees for years of continuous service to Council and to recognise the importance of long serving employees to maintaining an effective and efficient Council workforce. It also recognises the contribution made by such employees to the ongoing operation of the Council.

It's aim is to provide some structure and consistency to the important task of recognising the service provided to the organisation and community by long-standing employees.

**Criteria for Provision of Gifts and Awards**

Years of Service	Recognition Gift and Award
5, 10, 15 years	Gift voucher plus Spirit of Boulia award certificate
20 years	Medallion, Gift voucher plus Spirit of Boulia award certificate
25 years	Plaque, Gift voucher plus Spirit of Boulia award certificate
30 years	Watch plus Spirit of Boulia award certificate

All Staff that have achieved 15 years service to Council will be invited to dine with the Councillors and CEO at an appointed time throughout the year. This will be known as the Over 15's Club.

Achievement/Promotion/Initiatives	Recognition Award
Certificate course completion or similar	Course Certificate
Promotion and or recognition of an initiative that has been implement	Plaque and Certificate

**CONSULTATION:** ManEx committee, CEO

**GOVERNANCE IMPLICATIONS:**

- Budget implications: initial year cost will amount to approximately \$3,700
- Meets statutory compliance requirements

**RECOMMENDATION:**

That Policy 155 Giving of Gifts and Awards Policy be adopted by Council as presented.

**ATTACHMENTS:** Policy 155 Giving of Gifts and Awards Policy

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore



# BOULIA SHIRE COUNCIL

## Giving of Gifts and Awards Policy

<b>Category:</b>	Policy
<b>Policy Number:</b>	Policy 155
<b>Document Version:</b>	1
<b>Obsolete Version:</b>	n/a
<b>Keyword Classification:</b>	Giving Gifts and Awards Policy
<b>Summary:</b>	The purpose of this policy is to recognise employees for years of continuous service to Council.
<b>Adoption Date:</b>	
<b>Resolution:</b>	
<b>Due for Revision:</b>	3 years
<b>Revision Date:</b>	18 <sup>th</sup> December 2023
<b>Date Revoked:</b>	n/a
<b>Related documents:</b>	
<b>Responsible Section:</b>	CEO
<b>Responsible Officer:</b>	Director of Corporate Services
<b>Legislation:</b>	Local Government Act 2009, Qld Local Government Industry Awards, Qld Industrial Relations Act 2016, WHS Act & Regulation 2011, Work Health and Safety Consultation Code of Practice 2011

## PURPOSE

The purpose of this policy is to provide guidance when awarding gifts and awards to Council employees under the banner of “Service Award” in recognition of:

- Years of service to Boulia Shire Council and its community;
- Officer achievements or promotion of officer initiatives.

## OBJECTIVES

To recognise the importance of long serving employees to maintaining an effective and efficient Council workforce. It also recognises the contribution made by such employees to the ongoing operation of the Council.

To provide some structure and consistency to the important task of recognising the service provided to the organisation and community by long-standing employees.

## SCOPE

This policy will apply to all employees of Council, including part time and casual employees who achieve relevant aggregate hours of continuous employment applicable to this policy.

## DEFINITIONS

Council	Boulia Shire Council
Officers	All employees, workers and management personnel (including the Chief Executive Officer)
Employees	Means those employed by Boulia Shire Council
Years of service	Combined years of continuous service
Continuous Service	Ongoing employment whereby the employee was never dismissed or stood down or terminated service for any reason for any period to time
CEO	Chief Executive Officer

## POLICY

Gifts and awards in accordance with this policy will be subject to the budget allocation set each year.

Giving of gifts and awards must be approved in advance by the CEO for:

- Recognising years of service an officer has been employed by Council in a continuous manner;
- Recognising officer achievements.

Gifts and awards to be given are to be of a reasonable value, proportionate to the contribution made.

A Councillor or officer must not have any perceived or real conflict of interest in giving a gift or award or receive any benefit from doing so. The gift or award must not be used to obtain any advantage or favours or influence any person in an improper way.

## Criteria for Provision of Gifts and Awards

Years of Service	Recognition Gift and Award
5, 10, 15 years	Gift voucher plus Service Award certificate
20 years	Medallion, Gift voucher plus Service Award certificate
25 years	Plaque, Gift voucher plus Service Award certificate
30 years	Watch plus Service Award certificate

All Staff that have achieved 15 years service to Council will be invited to dine with the Councillors and CEO at an appointed time throughout the year. This will be known as the Over 15's Club.

Achievement/Promotion/ Initiatives	Recognition Award
Certificate course completion or similar	Course Certificate
Promotion and or recognition of an initiative that has been implement	Plaque and Certificate

A term of absence by an employee on maternity leave will be included as part of the term of service for the purposes of this policy.

The CEO may at his/her discretion consider when a presentation/ceremony is warranted.

There will be a yearly event where the presentations will be done at the CEO's discretion.

### Gift and Awards

The types of gifts and awards may include:

- Council branded merchandise;
- Cash or equivalent (such as gift cards or vouchers), provided that this type of prize would be considered appropriate;
- Cultural, age and gender neutral, where appropriate;
- Certificates;
- Trophies

### Gift and Award Exclusions

Gifts and awards are not to:

- Include tobacco products, weapons or ammunition, or any item the sale or acquisition of is restricted by legislation of the State or Commonwealth;
- Be issued where the gift could be construed as a bribe or result in a personal benefit that may be perceived as a conflict of interest;
- Exceed a reasonable value, proportionate to the nature of the activity or project.

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 18<sup>th</sup> December 2020

<b>TITLE:</b>	New Policy – Information Technology Policy No. 156	<b>DOC REF:</b> Item DCS3
<b>REPORT BY:</b>	Kaylene Sloman Director of Corporate Services	<b>DATE:</b> 26/11/2020
<b>CORPORATE PLAN REFERENCE:</b> 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		
<b>PURPOSE:</b> To review and update Council's policies in accordance with the adopted procedure to ensure that policies made by Council are compliant with legislation and are reviewed in a timely manner.		
<b>CONTENT:</b> This policy is about governing all of Council's Information Technology and related assets, services and activities and to describe a set of principles under which they will be managed and delivered.  This policy forms a structured, principle based, IT Policy Framework for the organisation, which allows for subsequent flexibility and future development as business needs change.  Following this report is the full policy for review.		
<b>CONSULTATION:</b> ManEx committee, CEO		
<b>GOVERNANCE IMPLICATIONS:</b> <ul style="list-style-type: none"><li>• Nil budget implications</li><li>• Meets statutory compliance requirements</li></ul>		
<b>RECOMMENDATION:</b> That Policy No. 156 Information Technology (IT) Policy be adopted by Council as presented.		
<b>ATTACHMENTS:</b> Policy No. 156 Information Technology (IT) Policy		
Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore	



# BOULIA SHIRE COUNCIL

## Information Technology (IT) Policy

<b>Category:</b>	Policy
<b>Policy Number:</b>	Policy 156
<b>Document Version:</b>	1
<b>Obsolete Version:</b>	n/a
<b>Keyword Classification:</b>	Information Technology
<b>Summary:</b>	The purpose of this policy is to ensure that Council information technology is kept up to date and secure.
<b>Adoption Date:</b>	
<b>Resolution:</b>	
<b>Due for Revision:</b>	3 years
<b>Revision Date:</b>	18 <sup>th</sup> December 2023
<b>Date Revoked:</b>	n/a
<b>Related documents:</b>	Queensland Government Information Standards and Frameworks, International, Australian and Industry Standards (various information, technology and security standards) Corporate Plan Policy 146 – Code of Conduct - Staff Policy 121 – Confidentiality (use of information procedure policy) Policy 123 – Risk Management Policy Policy 129 – Councillor Code of Conduct Policy 112 – Email and Internet Policy
<b>Responsible Section:</b>	CEO
<b>Responsible Officer:</b>	Director of Corporate Services
<b>Legislation:</b>	Local Government Act 2009 Crime and Corruption Act 2001 Copyright Act 1968 Criminal Code Act 1995 Electronic Transactions (Qld) Act 2001 Evidence Act 1977 Information Privacy Act 2009 Right to Information Act 2009 Public Records Act 2002 Public Sector Ethics Act 1994

## **PURPOSE**

This policy is about governing all of Council's Information Technology and related assets, services and activities and to describe a set of principles under which they will be managed and delivered.

This policy forms a structured, principle based, IT Policy Framework for the organisation, which allows for subsequent flexibility and future development as business needs change.

Other Council documents such as plans, procedures, instructions, guidelines, forms, and templates will link to this policy as required to ensure alignment to other Council Policies, and historical documents.

## **SCOPE**

To provide to all Councillors', employees (full time, part time, temporary, casual or contract), any other persons including but not limited to all service providers, sub-contractors, consultants, volunteers, and work experience persons, working with or on behalf of Council and using Council computer system and assets locally or accessed remotely.

## **EXEMPTIONS**

Public computers in Council's Library accessed by community members and tourists is beyond the scope of this policy.

## **OBJECTIVES**

To ensure Bouliia Shire Council IT resources are used:

- Appropriately and efficiently;
- To assist Council to effectively deliver quality, value for money services;
- To not create or increase risk to Council, Council employees, Councillors, contractors and third parties;
- In accordance with other policies, legislation, standards, and business best practice;
- And Managed with sound consistent governance across Council.

## **POLICY STATEMENT**

Council ensures the provision of timely, dependable, flexible and secure information, communications & technology (IT) solutions and services to its employees and the community it serves.

The strategic IT asset base is secured and managed under agreed and rigorous custodianship.

Alignment between stakeholders, business needs, and IT solutions is continually pursued in order to reduce complexity, increase productivity, ensure maximum business benefit from investments. Identify opportunities that would benefit the operational IT environment which is and can be tailored to Council's needs.

Council IT resources are to be used in an ethical and efficient manner within a sound governance framework, thereby enabling Council's assets to be appropriately managed

within acceptable risk tolerances. A key underpinning goal of this approach is to ensure users of IT resources behave in ways that support the business activities of Council.

The provision of Council owned IT resources including internet, email facilities, telephony and devices are to be used for approved purposes. Limited personal use of IT resources is available only in accordance with the uses outlined in this policy.

Council employees, consultants, contracted external service providers and Councillors are all required to use Council IT resources in accordance with this policy and the applicable Code of Conduct.

All access to IT resources is granted on the basis of business need and may be revoked at Management discretion.

Failure to comply with this Policy may result in the referral of the matter *to the office of the CEO* for disciplinary action or for more serious offences or breaches, referral to law enforcement for investigation or prosecution.

## **IT Resources**

Includes but is not limited to:

- Computers (including surface pros, laptops, notebooks, tablet PCs, desktop computers and handheld devices);
- Electronic storage devices;
- Telecommunications (including provisioned phone lines/connections, telephones, mobile phones, facsimiles, message banks, voice mail, modems, data communication devices and data cabling);
- Radios (or any other frequency devices);
- Television sets (including LCD and plasma screens);
- Video and imaging equipment;
- Digital or analogue recording devices (including tape, DVD, video recorders);
- Cameras (including mobile phones with cameras);
- Printers, copiers and digital scanners;
- Internet services (including http, ftp and telnet, peer to peer, video-streaming);
- Email services;
- Web based portals.

## **Conditions of Use**

Resources are:

- ❖ Provided to Councillors, staff and contractors to conduct official business and professional development more effectively and efficiently;
- ❖ To be utilised only for defined use outlined in this policy;
- ❖ To be authorised by the relevant Director/Manager and used in accordance with Council policies and procedures, applicable laws and regulations;
- ❖ Provided to employees and Councillors and able to survive public scrutiny and/or disclosure;
- ❖ Not to be used to bypass established and/or official channels of communication as defined by Council reporting relationships;
- ❖ Subject to the Council's recordkeeping, archiving, right to information, information privacy and auditing requirements;
- ❖ Able to be restricted or revoked at any time.

## **Authorised Official Use**

Usage undertaken for a business need to assist in carrying out the work of Council. Official use includes in general:

- Conduct of work-related business;



- Access to work related information;
- Communication with colleagues on work related matters;
- Communication outside the work environment on work related matters.

Official use is permitted under the following conditions and limitations:

- Usage takes place while you are either employed, contracted or are an elected official in the service of Council;
- Established and/or official channels of communication as defined by Council reporting relationships are observed at all times;
- Usage that could interfere with day-to-day operations must receive the appropriate authorisation from the relevant Director or Manager.

### **Authorised Professional Use**

Professional use of Council owned or provided IT resources means permitted activities that support professional development with authority from the relevant Director or Manager.

Professional use includes in general:

- Professional development relating to approved study or research;
- Approved forum, conference or seminar participation;
- To engage with a professional or industrial organisation for membership, registration, training/education, performance, conduct or safety;
- Council approved or supported personal study.

Professional use is permitted under the following conditions and limitations:

- Usage has been authorised by the relevant Director or Manager;
- Established and/or official channels of communication as defined by Council reporting relationships are observed at all times;
- Use does not threaten or interfere with day-to-day operations of the Council in accordance with ethical standards explained in Council's Code of Conduct for employees or Councillors;
- Unnecessary or excessive burden is not placed on Council resources, e.g., large-scale emailing or mass storage or transmission of electronic files;
- Access does not require modifications to existing infrastructure.

### **Unauthorised or Inappropriate Use**

Unauthorised or inappropriate use of Council owned or provided IT resources:

- Usage which infringes copyright;
- Involves creating, downloading, storing, viewing or distributing obscene, indecent, offensive or sexually explicit material or material unbecoming to propriety;
- Contains untrue information that is likely to damage the reputation of a person in their profession or trade or by which other persons are likely to be induced to shun or avoid or ridicule or despise the person;
- Downloading non-business related digital music (e.g. MP3), video (e.g. MPEG) files, applications or images using Council provided bandwidth;
- Contains material or images that may offend the recipient or others who may view it;
- Bullies or harasses another person or is of a violent nature;
- Expresses a view or commits Council to a course of action that is outside your delegated power;
- Discriminates against a person on the basis of the person's age, race, gender, religion, marital status, sexual preferences or other unlawfully discriminatory attributes;
- Contains Internet addresses or links to material or sites that contain any of the unacceptable content cited above;

- Any use that bypasses established and/or official channels of communication as defined by Council reporting relationships including the settlement of personal disputes;
- Includes campaigning for personal gain;
- Failing to undertake Council security procedures such as virus checking when downloading files and/or software and sharing and/or distributing network or application access passwords;
- Any use that would interfere with the day-to-day operations of the Council and places an unnecessary or excessive burden on Council resources, e.g. large-scale emailing or mass storage or transmission of electronic files;
- Any unauthorised use that is not lawful, criminal or unethical, including usage outside permitted conditions and limitations for official, professional or limited personal purposes.

Council employees, Councillors and Contractors alleged to have inappropriately used Council IT resources, may result in the taking of disciplinary action.

## **Software and Data Set Usage**

Copying of any software program or data sets that are subject to a licence agreement is prohibited, except for the purposes of backup or installation by Council authorised officers. No user of licensed software or data sets may move beyond the provisions of the licensing arrangement when using these software or data sets.

No software program or data set that could be subject to a licence agreement and which exists on a device that is not owned or leased by Council may be copied to any programmable device that is owned or leased by Council, except where this is done by persons who have been authorised to carry out these tasks.

Software or data sets that relate to the configuration of any programmable device that is owned or leased by Council may only be modified or in any way changed by Council officers who have been authorised to perform these tasks. Exceptions include:

- Where the changes are authorised changes to the personalisation of the programmable device; or
- Software application within the functionality of the application and accessible to the user.

Where software and data set configurations represent part of Council's Corporate Memory, those authorised to install and maintain these files must ensure that a system is in place to preserve this Corporate Information.

The software and data set provisions of this policy are concerned with managing copyright and corruption and security risks to Council's software and data, where this software and data is operated on any Council owned or leased programmable device.

## **User Responsibilities**

All users must comply with this policy, other relevant policies and supporting policy instruments.

- ❖ No Council employee, Councillor or contractor shall knowingly breach a software licensing agreement for any software or data that is owned or leased by Council. It is the responsibility of the user concerned to ensure that no breach of licensing or copyright arrangement occurs.
- ❖ Only authorised officers can install software that is to run on any of Council's leased or owned programmable devices. For Council owned or leased programmable devices that run the Standard Operating Environment for desktop or mobile

communications devices, software and data files will be installed from a central location by an authorised person from Business Innovation and Technology Services.

- Staff may be granted special authorisation as Power Users of specific applications to install executable files for their specific applications. Under no circumstances are Power Users permitted to download software from external sites unless authorised.
- ❖ May authorise the installation and modification of software on a programmable device that does not run the Standard Operating Environment.
- ❖ Council owned or licensed software or licensed data must only be stored on a programmable device or electronic storage device that is authorised by Council.
- ❖ Software and data can be made available on a licensed basis, for example, operating system software or on a non-licensed basis, for example, Internet cookies.
- ❖ All data leased, licensed or owned by Council must be backed up on Council's server.
- ❖ Some data files on a programmable device represent personalised customisations, such as Desktop Icons, Internet Favourites or other preferences and usability settings that are available to various applications. There are also transient files that applications create at different stages. Users may create, change or delete icons within their favourites, usability settings and transient files.
- ❖ Only an authorised person may make changes to the Operating Software or Application Software configuration. No downloads of screensavers or other programs from the Internet are permitted. No unauthorised deletions, additions or customisations may be made to the software on programmable devices that are owned or leased by Council.
- ❖ The Director of Corporate Services and the contracted Computer Support Services will ensure that an authorised person is available to make any necessary changes to the configuration of any of Council's programmable devices that run the Standard Operating Environment. This service can be accessed by logging a call with the Administration Supervisor.

## **Remote Access to Council Network**

Remote Access Service (RAS) is the ability to access the Council network from another location (i.e. home or non-networked site). It is used by a number of Council staff (across all directorates) to access their network files, applications and email.

The remote access provisions of this policy set the parameters within which access to Council's data network via remote connection can be achieved. The purpose is to keep operational costs to a minimum and reduce risk to Council.

Remote access will be made available:

- On a business needs basis;
- Using Council's corporately provided remote access solutions.

## **User Responsibilities**

- All users must comply with this policy, other relevant policies and supporting policy instruments.
- All remote users are required to notify their manager/director, immediately if they no longer require access privileges.
- Under no circumstances will an unauthorised user be permitted to use an authorised user's end-user device.
- Council surface pros/laptops/notebooks/tablets should be switched off when not in use, to prevent unauthorised access to the Council network and to support sustainable business practices.
- When outside Council premises surface pros/laptops/notebooks/tablets must be out of public view while a vehicle is unattended.

- Users may be held personally responsible for the cost of any loss or damage of laptop/notebooks and accessories when such loss or damage exceeds normal wear and tear and can be attributed to negligence. All loss or damage is first to be reported to the Director of Corporate Services.

## User Name and Password Settings

Each User when given access to Council's computer system they require a User Name and Password to be set.

User Name will be set on position title (eg. Technical Officer – Technical), as employees leave a copy of the users inbox and P drive will be backed up and reset for the new employee.

Passwords are to be set as per below:

- Maximum password age – 120 days
- Maximum password length – minimum 10 characters
- Passwords must meet complexity requirements – combination of upper and lower case alphabetical, number (at least one) and a punctuation symbol eg. ?Today1238
- Password history – can not reuse a password until 24 passwords have past
- Minimum password age – 1 day

## User Responsibilities

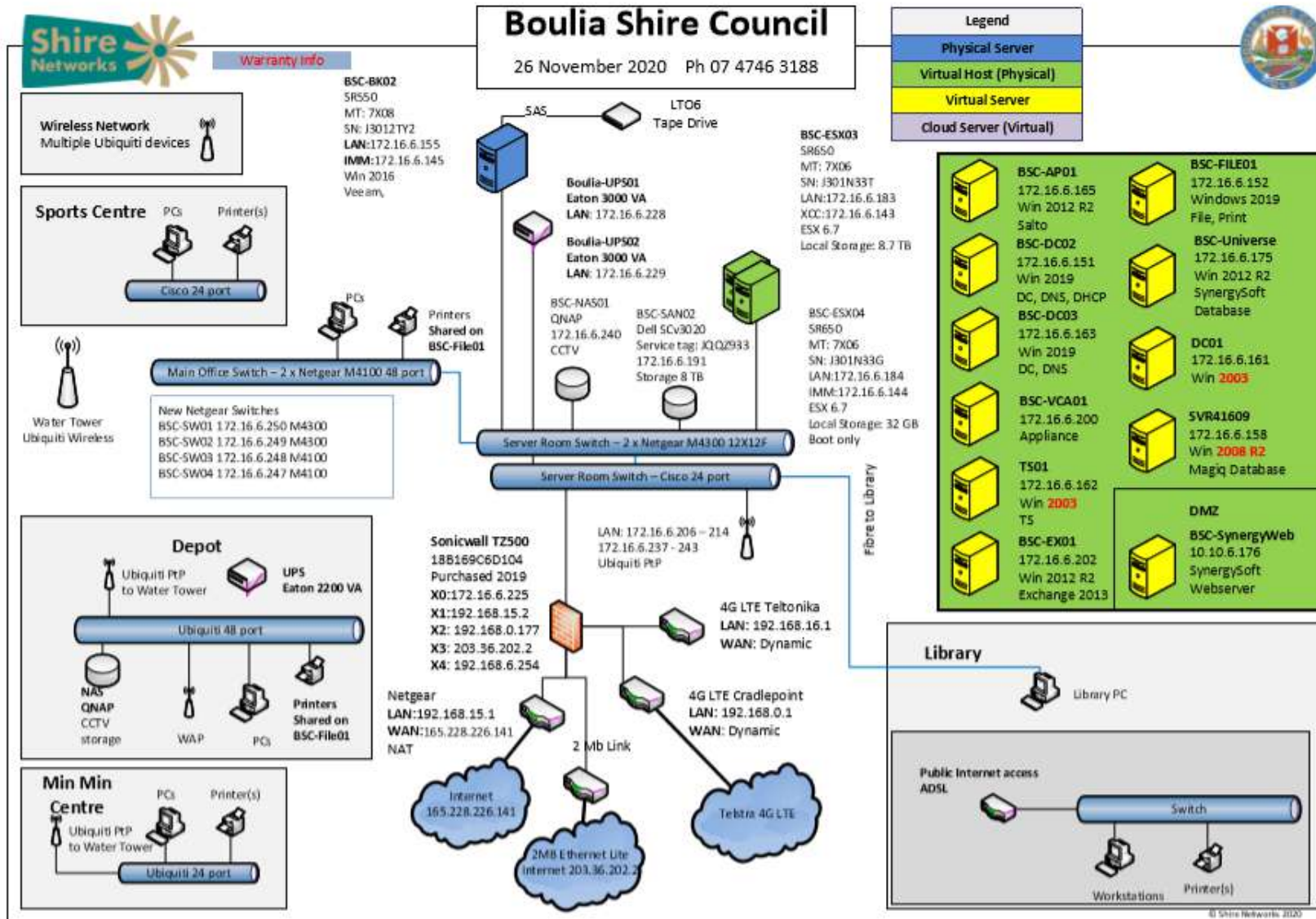
All users must comply with this policy, other relevant policies and supporting policy instruments.

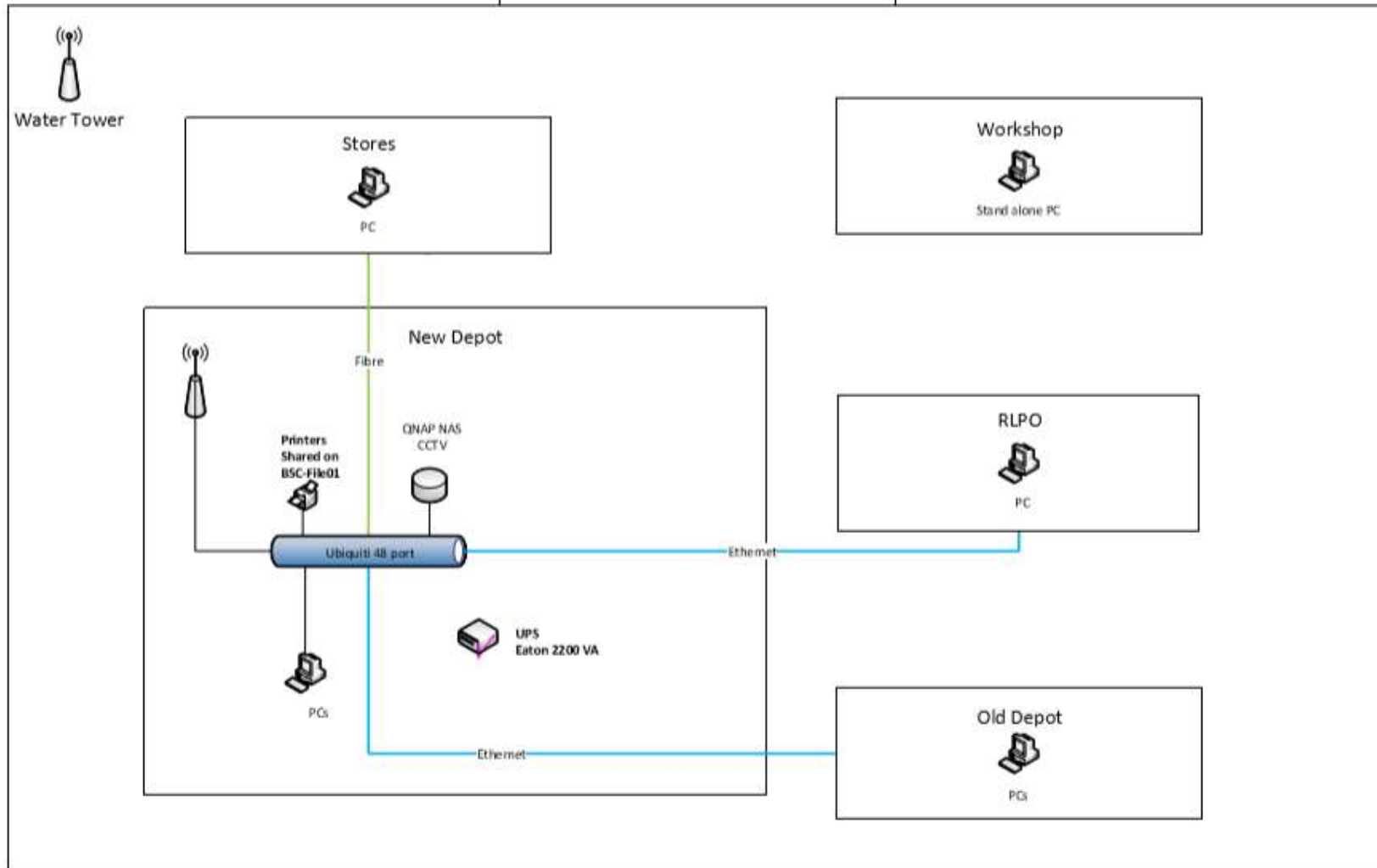
## DEFINITIONS

Term	Meaning
Corporate Information	Corporate information refers to all records and their associated contextual information that serves to completely depict all details of a particular and its relationship to other business activities.
Corporate Memory	A full and accurate record of all the business activities and transactions undertaken by Council in the exercise of its statutory, administrative or other public responsibilities or related purposes.
Council	Boulia Shire Council.
Councillors	Councillors refer to all elected officials in Boulia Shire including Councillors, Mayor and Deputy Mayor.
Download	A mechanism by which a software device or program is copied from a server site to another programmable device.
Electronic Storage Devices	Electronic storage devices include Personal Digital Assistants and handheld devices, USB Drive/Flash Keys, SD Cards, Portable hard drives/CD Burners, Zip Drives, Mobile Phones).
End-user Devices	End-user devices are defined as Standard desktop computer, Standard notebook (portable) computer, various computer (PC) models, other mobile computing devices, printers, smart phones, etc.
External Entity	An independent organisation with which Council has a contractual arrangement and which is provided with equipment that is serviced by IT Operations.
Internet	The worldwide loose affiliation of interconnected computer systems, through which users can navigate to obtain services and share information at various levels of detail with globally dispersed organisations and individuals.
Malicious Software (Malware)	Software is considered malware based on the perceived intent of the creator rather than any particular features. Malware includes computer viruses, worms, most rootkits, spyware, dishonest adware, and other malicious and unwanted software.
Peripheral Device	A device that is optional in nature, and is attachable to an end-user device e.g. USB Drives, external hard drives, scanners and cameras.

Programmable Devices	Any device whose operation is controlled by a stored program that can be changed or replaced. Information may comprise automated software, data files and temporary work files. Such devices would include desktop computers, mobile communications devices, SCADA devices or even a modern refrigerator.
Standard Operating Environment (SOE)	Standard Operating Environment (SOE) for end-user devices is a group of configurable hardware, software and services designed to provide Councillors, employees, contractors with a secure and functional platform to perform their duties.
Tethering/Tethered	Connecting a data-enabled mobile telephone or tablet device to a computer or other device via a cable or wireless connection for the purpose of connecting to the Internet via the phone/tablets' data connection.
User	Any authorised Council staff member, Councillor, contractor or third party.
Virus	A software agent that uses any programmable device that is available to reproduce itself and spread itself to other programmable devices.

Draft



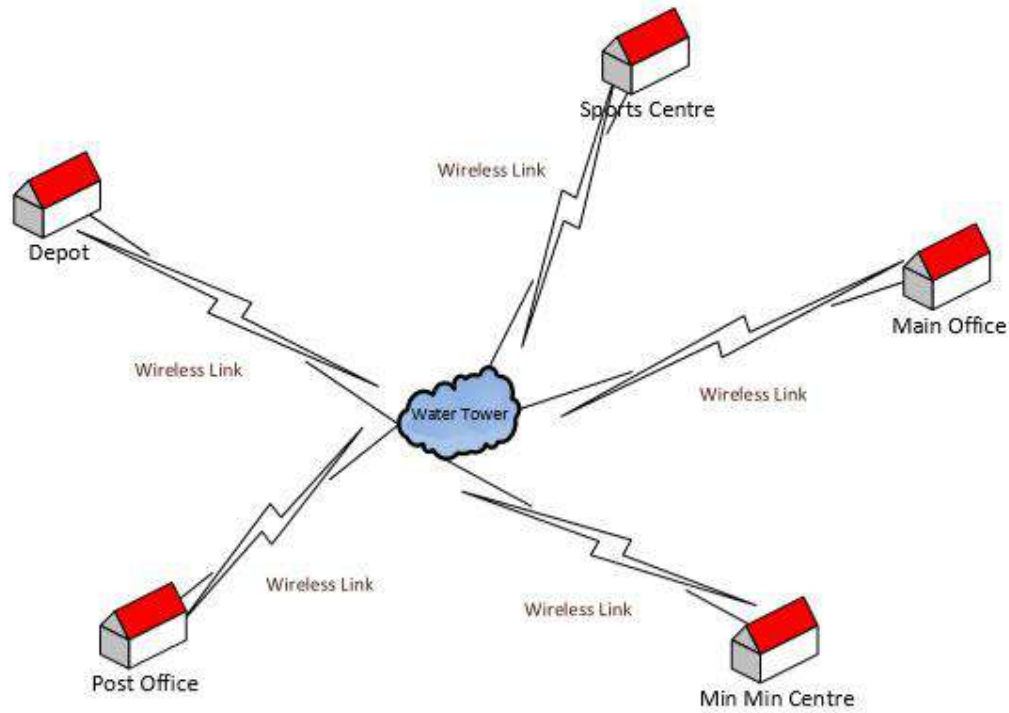




26/11/2020

# Bouliia Shire Council

26 November 2020 Ph 07 4746 3188  
Office Connectivity





# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 18<sup>th</sup> December 2020

<b>TITLE:</b>	Updated Banking Signatories	<b>DOC REF:</b> Item DCS4
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<b>REPORT BY:</b>	Kaylene Sloman Director of Corporate Services	<b>DATE:</b> 23/11/2020
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### **CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.1: Confidence

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

5.2: Accountability

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

### **PURPOSE:**

To update changes to banking signatories following the restructure of the Director of Corporate Services position, addition of new Finance Manager and update of Senior Finance Officer including the removal of previous Senior Finance Officer and Senior Administration Officer.

### **CONTENT:**

To ensure that Council has the best protection and ensuring the activities of Council's Finance Department are not impeded, the following recommendations are made. The following officers are recommended as signatories to any bank accounts which will include electronic transfers for the bank selected by Council. They are divided into primary and secondary signatories.

### **CHEQUE SIGNATORIES**

#### **PRIMARY ACCOUNT SIGNATORY: Type 'A'**

- Mayor - Eric Britton
- Chief Executive Officer - Lynn Moore
- Director of Works and Operations - Harin Karra
- **Director of Corporate Services - Kaylene Sloman**

#### **SECONDARY ACCOUNT SIGNATORY: Type 'B'**

- Finance Manager - **Rahul Bhargava**
- Executive Assistant - Nicole Tonkies

### **ELECTRONIC FUND TRANSFERS:**

#### **PRIMARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE 'A'**

- Chief Executive Officer - Lynn Moore
- Director of Works and Operations - Harin Karra
- **Director of Corporate Services - Kaylene Sloman**

#### **SECONDARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE 'B'**

- Finance Manager - **Rahul Bhargava**
- Executive Assistant - Nicole Tonkies

### **The method of signing/authorising electronic transactions will be as follows:**

- Any two type 'A' signatories OR
- Any two signatories: consisting of at least one primary 'A' signatory and one secondary 'B' signatory.

In addition to this there is a requirement for the **Senior Finance Officer** to have access to view bank accounts only, as this will facilitate bank reconciliation processes. This position is not a cheque signatory.

**GOVERNANCE IMPLICATIONS:**

- Sufficient investigation is completed to ensure Council obtains the best facilities for its banking arrangements.
- All signatories have been informed of the requirements to provide 100 points of ID.

**RECOMMENDATION:**

1. That Council confirm that the following authorised signatories be authorised to operate on any new or existing bank accounts Council may open in the future and all previous signatories if held with the same bank be made obsolete.
2. That the Director of Corporate Services action the changes to signatories and electronic devices for the change in role for Kaylene Sloman and addition of Rahul Bhargava and the removal of Evan Blackman and Madhava Dudipalli.
3. That a credit card be raised for use by the Director of Works and Operations for operational purposes only and Council business - no private use.

**CHEQUE SIGNATORIES**

**PRIMARY ACCOUNT SIGNATORY: Type 'A'**

4. Mayor - Eric Britton
5. Chief Executive Officer - Lynn Moore
6. Director of Works and Operations - Harin Karra
7. **Director of Corporate Services - Kaylene Sloman**

**SECONDARY ACCOUNT SIGNATORY: Type 'B'**

8. Finance Manager - **Rahul Bhargava**
9. Executive Assistant - Nicole Tonkies

**ELECTRONIC FUND TRANSFERS:**

**PRIMARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE 'A'**

10. Chief Executive Officer - Lynn Moore
11. Director of Works and Operations - Harin Karra
12. **Director of Corporate Services - Kaylene Sloman**

**SECONDARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE 'B'**

13. Finance Manager - **Rahul Bhargava**
14. Executive Assistant - Nicole Tonkies

**VIEW ONLY ACCESS TO BANK ACCOUNTS:**

15. Senior Finance Officer – **Carol Smith.**

**The method of signing/authorising electronic transactions will be as follows:**

16. Any two type 'A' signatories OR
17. Any two signatories: consisting of at least one primary 'A' signatory and one secondary 'B' signatory.

**ATTACHMENTS: Nil**

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 18<sup>th</sup> December 2020

<b>TITLE:</b>	Finance Manager November 2020 Report	<b>DOC REF:</b> Item FM1
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<b>REPORT BY:</b>	Rahaul Bhargava Finance Manager	<b>DATE:</b> 08/12/2020
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<p><b>CORPORATE PLAN REFERENCE:</b>            Key Priority 5: Robust Governance            5.2: Accountability                5.2.1 Ensure Council's financial activities are monitored and well managed            5.4: Sustainability                5.4.3 Ensure the long-term financial sustainability of the Council through prudent financial management and budgeting</p>
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<p><b>PURPOSE:</b> Financial Summary as at 30<sup>th</sup> November 2020.</p>
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**Cash Position:**

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

	30 <sup>th</sup> November 2020	31 <sup>st</sup> October 2020
Cash at Hand	18,938,995	16,869,816
Net Cash Equivalent (Debtors-Creditors)	560,204	1,173,448
<b>Total</b>	<b>\$19,499,199</b>	<b>\$18,043,264</b>

**Income**

- Total revenues 30<sup>th</sup> November 2020 are \$6,382,020. This equates to approx. 55% of this year's budget.

**Expenditure**

- Operating expenses to 30<sup>th</sup> November 2020 are \$5,608,844. This equates to approx. 39% of this year's budget.

**Liquidity**

• CBA		\$ 325,445
• Floats		\$ 1,300
• Investments		
CBA At Call 0.10%	\$ 2,941,536	
QTC .68%	\$ 15,670,714	
		<b>\$18,612,250</b>
<b>Total</b>		<b>\$18,938,995</b>

## Additional Information on Cash Position

Cash Balance as at 30<sup>th</sup> November 2020 18,938,995

The following items need to be backed by cash:

Reserves 30 <sup>th</sup> June	2,328,551
Funded Depreciation	3,766,954
Funded Employee Entitlements - NC	182,464
Flood Damage Restoration Works – March 2019 (paid in advance)	2,035,039
Grant Funding (paid in advance)	3,974,962
Working Capital Cash	1,500,000
Capital Grants	1,359,230
Operating Results for 2020/2021	137,107
Less Capital Expenditure 2020/2021	(5,646,959)
	<b>9,637,348</b>

Uncommitted Cash 30<sup>th</sup> November 2020 **\$ 9,301,647**

## Aged Debtors 30<sup>th</sup> November 2020

DEBTOR	90+	60	30	CURRENT	PRE-PAID	BALANCE
	19,967.42	1,680.00	248,863.62	47,724.58	(380.00)	312,206.62

## 90+ Days Outstanding

Of the \$317,855.62, majority of outstanding amounts relate to Private Works income totalling \$291,187.38. Amounts greater than 90+ days total \$5,705.36 are currently under a payment arrangement. \$6,603.06 have been referred to Council's external Collection Agency, balance outstanding is being followed up by Manager.

## Rates 30<sup>th</sup> November 2020

Total Outstanding **\$216,876.24**

RATES	3 Years +	2 Years	1 Year (19-20)	Current Year (20-21)	In Credit (pre- paid OR Water & Gravel Compensation)	Total Outstanding
Urban	29,106.59	38,293.27	28,068.88	24,169.06	(32,144.23)	87,493.57
Rural	-	-	2,337.13	155,482.55	(38,635.60)	119,184.08
Mining	-	-	5,230.50	5,350.74	(382.65)	10,198.59
	<b>29,106.59</b>	<b>38,293.27</b>	<b>35,636.51</b>	<b>185,002.35</b>	<b>(71,162.48)</b>	<b>216,876.24</b>

## CREDITORS 30<sup>th</sup> November 2020

**\$ 1,209.98**

## **OTHER FINANCIAL MATTERS:**

### **Refinancing Fixed Rate Loan**

In October 2020, Queensland Treasury Corporation provided Council an opportunity to refinance the existing fixed rate loan by refinancing and extending the loan term out to a maximum of 20 years (from date of refinancing) with a reduced interest rate of 1.71%.

A teleconference was held with Queensland Treasury which was attended by Lynn Moore, Kaylene Sloman and Rahul Bhargava. In the teleconference two options of implementing the 1.71% were presented to Council and compared with Council's current loan information as at 1 October 2020. This is tabled below.

For Council to take advantage of the 1.71% offer, Council would need to either a) add an extra \$205,223.00 to the current debt held (Option 1) or b) Make a one-off cash payment of \$205,223.00 (Option 2). This amount is calculated as shown below.

As at 1 October 2020 Council Loans Market Value	\$ 1,255,909.00
As at 1 October 2020 Council Loans Book Value	\$ 1,050,686.00
Early Repayment Adjustment Cost (ERA)	\$ 205,223.00

Considering the proposal, the following scenarios are presented.

#### Scenario A -

<b>Current Loan Information</b>				
Market Value	Book Value	Interest Rate (excl Admin 0.115%)	Repayment Quarterly	Maturity Date
\$1,255,909.00	\$1,050,686.00	3.95%	\$23,724.00	15/06/2035

#### Scenario B -

<b>Option 1 - Loan Term Extended by 20 Years and Debt Funded</b>				
Loan Balance	Interest Rate (excl Admin 0.115%)	Repayment Quarterly	Maturity Date	Reduced Repayment Annual
\$1,255,909.00	1.71%	\$18,728.00	26/09/2040	\$19,985.00

#### Scenario C -

<b>Option 2 - Loan Term Extended by 20 Years and Cash Funded</b>				
Loan Balance	Interest Rate (excl Admin 0.115%)	Repayment Quarterly	Maturity Date	Reduced Repayment Annual
\$1,050,686.00	1.71%	\$15,668.00	26/09/2040	\$32,226.00

In consultation with the executive team and considering the two options, it has been decided that Council needs to maintain its liquidity especially in the current challenging environment and Council dependence on external government funds and therefore Council will continue with its current position on the loan.

**BOULIA SHIRE COUNCIL**  
**Income Statement**  
**For the period ended 30th November 2020**

*2020 Actual*

<b>Income</b>		
<b>Revenue</b>		
<b>Recurrent Revenue</b>		
Net rate and utility charges		690,244
Fees and charges		361,991
Rental income		91,378
Interest received		49,598
Sales - contract and recoverable works	▼	1,315,142
Other Income		126,007
Grants, subsidies, contributions and donations	▼	881,308
<b>Total Recurrent Revenue</b>		3,515,668
<b>Capital Revenue</b>		
Grants, subsidies, contributions and donations	▼	3,796,956
<b>Total Capital Revenue</b>		3,796,956
<b>Total Revenue</b>		7,312,624
<b>Total Income</b>		7,312,624
<b>Expenses</b>		
<b>Recurrent Expenses</b>		
Employee benefits		(1,294,685)
Materials & Services		(2,073,001)
Finance Costs		(10,875)
Depreciation		0
<b>Total Recurrent Expenses</b>		(3,378,561)
<b>Total Expenses</b>		(3,378,561)
<b>Net Result Attributable to Council</b>		3,934,063

**BOULIA SHIRE COUNCIL**  
**Balance Sheet**  
**For the period ended 30th November 2020**

	<i>2020 Actual</i>
<b>Current Assets</b>	
Cash and cash equivalents	18,938,995
Trade and other receivables	630,242
Inventories	<u>341,582</u>
<b>Total Current Assets</b>	<u>19,910,819</u>
<b>Non-current Assets</b>	
Property, plant and equipment	✔ <u>190,034,031</u>
<b>Total Non-current Assets</b>	<u>190,034,031</u>
<b>TOTAL ASSETS</b>	<u>209,944,850</u>
<b>Current Liabilities</b>	
Trade and other payables	(70,038)
Borrowings	(41,431)
Provisions	(1,222,190)
Contract Liabilities	<u>(4,618,501)</u>
<b>Total Current Liabilities</b>	<u>(5,952,160)</u>
<b>Non-current Liabilities</b>	
Borrowings	(1,009,222)
Provisions	<u>(182,464)</u>
<b>Total Non-current Liabilities</b>	<u>(1,191,686)</u>
<b>TOTAL LIABILITIES</b>	<u>(7,143,846)</u>
<b>NET COMMUNITY ASSETS</b>	<u><u>202,801,004</u></u>
<b>Community Equity</b>	
Asset revaluation reserve	110,690,860
Retained surplus	<u>92,110,144</u>
<b>TOTAL COMMUNITY EQUITY</b>	<u><u>202,801,004</u></u>

**BOULIA SHIRE COUNCIL**  
**Statement of Cash Flows**  
**For the period ended 30th November 2020**

*2020 Actual*

**Cash Flows from Operating activities:**

Receipts from customers	✔	1,031,573
Payments to suppliers and employees		(4,036,390)
		(3,004,817)
Interest received		49,598
Rental income		91,378
Non-capital grants and contributions	✔	2,163,399
Borrowing costs		(10,875)
<b>Net Cash Inflow (Outflow) from Operating Activities</b>		<b>(711,317)</b>

**Cash Flows from Investing activities:**

Payments for property, plant and equipment		(5,646,959)
Proceeds from sale of property, plant and equipment		0
Grants, subsidies, contributions and donations		3,796,955
<b>Net Cash Inflow (Outflow) from Investing activities</b>		<b>(1,850,004)</b>

**Cash Flows from Financing activities**

Repayment of borrowings		(12,850)
<b>Net Cash Inflow (Outflow) from Financing activities</b>		<b>(12,850)</b>

<b>Net Increase (Decrease) in Cash and Cash Equivalents held</b>		<b>(2,574,171)</b>
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Cash and Cash Equivalents at beginning of Reporting period		21,513,166
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Cash and Cash Equivalents at end of Reporting period		<b>\$ 18,938,995</b>
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<b>CONSULTATION:</b> Kaylene Sloman
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<b>GOVERNANCE IMPLICATIONS:</b> Nil
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<b>RECOMMENDATION:</b> That the Finance Managers November 2020 Report be received for information.
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<b>DOCUMENTS TO BE TABLED:</b> Capital Major Projects, Flood Damage Works Reports, Revenue & Expenditure Report
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Reviewed by Director of Corporate Services	Mrs Kaylene Sloman
Approved by Chief Executive Officer	Ms Lynn Moore



# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 18<sup>th</sup> December 2020

<b>TITLE:</b>	Community Services November 2020 Report	<b>DOC REF:</b> Item CSM1
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<b>REPORT BY:</b>	Mrs Julie Woodhouse Community Services Manager	<b>DATE:</b> 27/11/2020
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### **CORPORATE PLAN REFERENCE:**

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

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

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

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

Key Priority 3: Economic Development – A sustainable local economy

3.1: Facilitate employment and investment opportunities

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

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

### **PURPOSE:**

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

### **CONTENT:**

Current housing available:

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

### **Housing:**

- Two new employees have been allocated housing since October.
- A Council house is now being tenanted by Central West Health.
- 3 houses have been painted internally and one externally with the lino floors also being treated to bring them up to a mark free glossy finish.
- The carpet cleaner treated carpets in seven houses.

### **Tourism:**

The Min Min Encounter will be closed from the 21<sup>st</sup> December until January 18<sup>th</sup>. Greg Tuckwell will be here to do the annual maintenance and Focus Productions hope to be here in February after consultation with Greg as to the best methods to start implementing the new Audio Visual side of things before any major restructuring occurs.

**Grants:**

Both Australia Day grants were successful and we will hold a 2 day painting workshop the weekend before Australia Day and the ceremony will be fully catered for by a local organisation. More custom-built touch free hand sanitisers have also been allowed for this event.

**Community:**

The Sports Centre was officially opened on the 21<sup>st</sup> November with the swimming pool open in the afternoon. The Rodeo Association did the catering for which Council paid them from a bursary received.

Two flagpoles have been ordered and with the one already at the Depot, they will be installed at the Anzac garden.

Remembrance Day was held as usual at the Cenotaph with Padre David attending from Cloncurry. Around 40 people took advantage of the cool in the Library to enjoy refreshments.

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

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

**ATTACHMENTS:**

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

Approved by Chief Executive Officer

Ms Lynn Moore

Grant Funding Register - Approved items

Project Name	Grant / Funding Body	Amount of Funding applied for	Council Cash or in kind Contribution	Other funding source \$'s	Total Project Cost	NOTES	Amount of Funding approved	Expected Project Completion Date	Works Completed
Upgrade Urandangi Health Clinic - auspiced	Western Qld Primary Health Network	\$ 50,000	\$ -	\$ -	\$ 50,000	Funding auspiced by Council for Urandangi Health Clinic. Trust A/c	\$ 50,000	30th June 2018	
Airport Industrial Estate	Building our Regions	\$ 994,800	\$ -	\$ -	\$ 994,800	Stage 1, industrial airport land Extension of time approved	\$ 994,800.00	3/05/2021	
Combatting Pest and Weeds	Department of Ag and Water Resources	\$ 100,000	\$ -	\$ 99,498	\$ 199,498	Stage 2 Hamilton Channels	\$ 100,000	1/12/2019	
LDMG EMERGENCY GENERATOR	2018-2019 Queensland Disaster Resilience Fund (QDRF) and the Prepared Communities Fund (PCF) via Queensland Reconstruction Authority	\$ 42,541	\$ -	\$ -	\$ 42,541		\$ 42,541	30/6/2020	
Bouliia 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	
Bouliia 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	
Bouliia Shire Council Road Network Upgrade Signage and Weed Control - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 200,000	\$ -	\$ -	\$ 200,000		\$ 200,000	30/6/2021	
Urandangi Water Tanks Relining & Hydrosmart Installation	LGGSP	\$ 202,400	\$ 50,600	\$ -	\$ 253,000		\$ 202,400	30/06/2021	
Qld Day 2020 - deferred to next year 2021	Qld State Government 2020 Qld Day sponsorship	\$ 3,860	\$ 1,860				\$ 2,000	6/07/2020	
Security Cameras & Installation	LGGSP	\$ 77,467	\$ -	\$ -	\$ 77,467	Upgrade security systems at Library, Sports Centre, Admin Office. New system installation at Heritage Complex and Dump.	\$ 77,467	30/06/2021	
Flagpole	Saluting their Service funding	\$ 2,690	\$ 1,200	\$ -	\$ 3,890	ANZAC memorial garden	\$ 2,690		
Bouliia SES Facility Upgrade	Queensland Fire and Emergency Services - SES	\$ 59,446.62	\$ -	\$ -	\$ 59,446.62		\$ 55,919.42	30/06/2021	
Drought Communities Program Extension - Various projects	Drought Communities Program (DCP), Department Infrastructure, Transport, Cities & Regional Development	\$ 1,000,000	\$ -	\$ 40,000	\$ 1,000,000		\$ 1,000,000.00		
2 VMS trailers	FNQ and NQ Monsoon Trough (Dept of Community, Disabilities)	\$ 47,586	\$ 7,680		\$ 55,266	VMS trailers	\$ 47,586		
Community Drought support program	Dept of Communities, Disabilities, Health Services	\$ 47,000	\$ -	\$ -	\$ 47,000	circus and 1 year of movies in hall	\$ 47,000		
Get Ready Program 2020/21	Queensland Reconstruction Authority	\$ 4,880.00			\$ -		\$ 4,880		
W4Q COVID -19	Department of Local Government Racing and Cultural Affairs	\$ 1,020,000	\$ -	\$ -	\$ 1,020,000	Shovel ready projects - must be completed by 30/6/2021	\$ 1,020,000		
LRCI - Local Roads and Community Infrastructure Program	Department of Infrastructure, Transport, Regional Development and Communications	\$ 568,000					\$ 568,000	31/12/2021	
Tennis court lights	Gambling Community Benefit Fund	\$ 30,000	\$ 12,000		\$ 42,000	new tennis court lights	\$ 35,000		
Flood Warning Infrastructure Network	Queensland Reconstruction Authority	\$ 495,000					\$ 495,000	30/06/2022	
Qld Health - on hold	TRAIC	\$ 61,000	\$ -	\$ -	\$ 61,000	community projects as per TRAIC workshop	\$ 61,000	31/08/2021	
First State Grant - Admin Trainee	Department of employment, Small Business and training	\$ 15,000					\$ 15,000		
National Australia Day Council with	NADC	\$ 1,000	\$ -	\$ 1,000	\$ 1,000		\$ 1,000		
Aus Day 2021 Covid safe grants	NADC	\$ 13,850	\$ -	\$ 13,850	\$ 13,850	Aus Day ceremony/ workshops	\$ 13,850		

TOTAL AMOUNT OF FUNDING APPROVED: \$ 5,866,133

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
Min Min mini birthday party - on hold	YOOTEP	\$ 5,000	\$ 5,000		\$ 10,000	16/03/2020	CSM	street party
Min Min Encounter renovation	Building Acceleration Fund (State Gov)	\$ 476,735	\$ 52,970		\$ 529,705	4/09/2020	CEO	
Indigenous Language Grants	DATIS	\$ 25,000	\$ 2,000		\$ 25,000	7/10/2020	CSM	Pitta Pitta alphabet book
Total Amount of Funding applied for		\$ 506,735						

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 18<sup>th</sup> December 2020

<b>TITLE:</b>	Far Western Shires TV advertising	<b>DOC REF:</b> Item CSM2
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<b>REPORT BY:</b>	Mrs Julie Woodhouse Community Services Manager	<b>DATE:</b> 01/12/2020
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### **CORPORATE PLAN REFERENCE:**

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

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

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

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

Key Priority 3: Economic Development – A sustainable local economy

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

### **PURPOSE:**

To propose to Council a television alignment with Diamantina and Barcoo Shires.

### **CONTENT:**

Following on from the success of Boulia's television advertising, I would like to recommend that Council consider Boulia aligning with Diamantina and Barcoo Shires to compile a 30 second TV advert to promote the whole of the Far West region.

In talks with the new OQTA board member representing the Far West, Stephen Schwer, the Community Sustainability Manager from Diamantina, both Barcoo and Diamantina are keen to go ahead with a joint television promotion with Boulia.

The success of the Longreach/Winton combined advertising has had a positive impact on the visitor numbers they are seeing even in this pandemic year. I feel a Far West promotion could achieve the same impact.

So far with our TV promotions we have focussed on the town as a whole and last year we focussed on the mystery of the Min Min light and the scenery.

Perhaps our next venture for our portion could be the Plesiosaur as many visitors are gobsmacked that we have this great display that is not as widely known as similar promotions in the region.

We would still advertise with Southern Cross as this company gives a much wider distribution base than Imparja, as has been proven by feedback we have had about where our advert has been shown in the past three or so years.

Stephen has been in talks with OQTA assist who can help us produce the advert and offer a 10% input.

This project is within Council allocated annual budget expenditure.

**GOVERNANCE IMPLICATIONS:** Nil

### **FINANCIAL IMPLICATIONS:**

Budget estimated \$10,000-\$15,000 with production costs included.

### **RECOMMENDATION:**

That Council consider a combined television advertising project with Barcoo and Diamantina Shire Councils.

**ATTACHMENTS:** Nil

Approved by Chief Executive Officer

Ms Lynn Moore

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 18<sup>th</sup> December 2020

<b>TITLE:</b>	Min Min Encounter November 2020 Report	<b>DOC REF:</b> Item F
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<b>REPORT BY:</b>	Roni Harris Tourism Officer	<b>DATE:</b> 04/12/2020
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### **CORPORATE PLAN REFERENCE:**

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

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

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

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

Key Priority 3: Economic Development – A sustainable local economy

3.4: Promote 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 2020	\$ 2622.70
MME Visitor Stats for November 2020	142
MME Show Stats for November 2020	53
BHC Stats for November 2020	5

Social Media Statistics for October 2020:

Page	Page Likes	Reached	Shares
Bouliia Shire Council	1966	18,216	436
Min Min Encounter	1177	6082	39

### **REPORT ON ACTIVITIES HELD FOR NOVEMBER 2020**

With the onset of the hotter weather, our visitor numbers have seen a significant drop which appears normal for this time of year. Of the 142 visitors, we welcomed 28 locals, 81 Queenslanders and the remainder being represented by those whose home address was nominated as all other states except Tasmania. As the Bouliia Heritage Complex was only opened for 2 days during the month, those numbers are low.

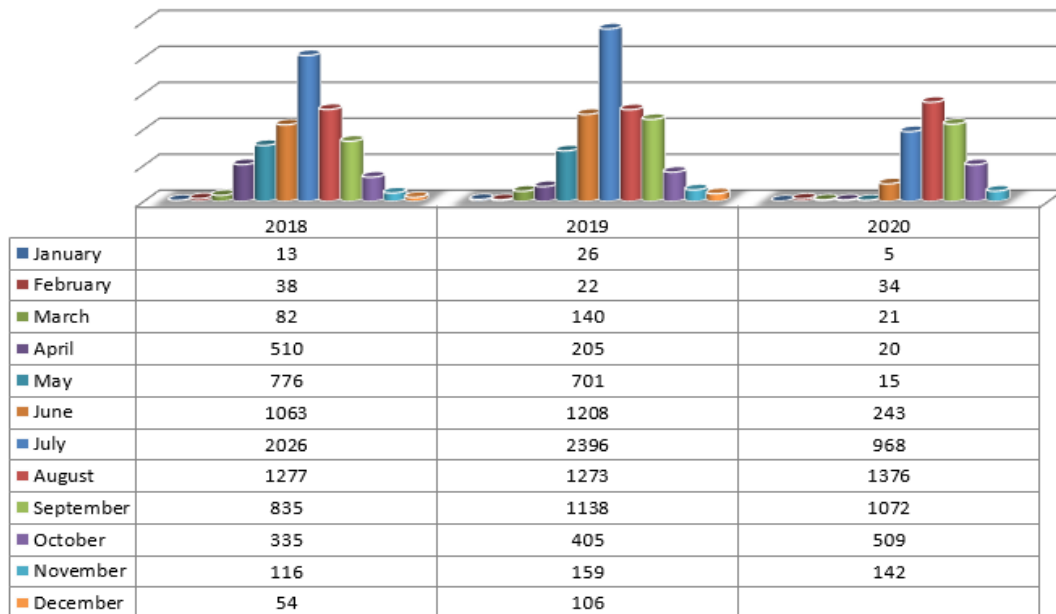
Our takings figures compared quite well against the last two years which is very encouraging as we were still affected by border restrictions. We have been pleased to receive excellent feed-back from visitors who are hearing of our two venues from fellow travellers encountered before arriving in Bouliia. After experiencing the Show, many have volunteered to pass a recommendation for the venues to others along the way. We have been chatting with visitors and have been interested to learn that only a few knew of the TV ad before they arrived in the viewing area. We have also had some encouraging feedback from Trip Advisor.

On the 18<sup>th</sup> November, we introduced the new Ezequest login system to assist with our COVID recording system. This system is working well for those visitors who have Telstra phone service with challenges for Optus and other users. Where there have been difficulties, we are still using the original system of manual signing in which can then be entered by the office

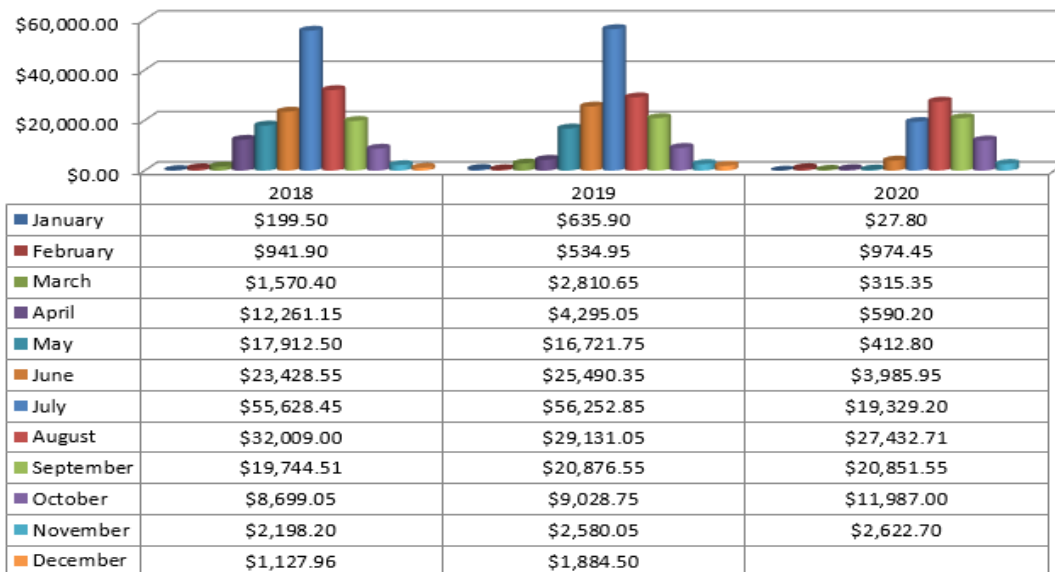
staff. While this does not meet with a high level of privacy, it appears to be acceptable.

We have not had any tour buses for the month of November, but have forward bookings from 5 companies so far for 2021. With border restrictions improving, we look forward to liaising with other companies who have visited in the past.

### Min Min Encounter Visitor Numbers



### Min Min Encounter & BHC Tickets & Merchandise Sales



### RECOMMENDATION:

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

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Chief Executive Officer

Ms Lynn Moore

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 18<sup>th</sup> December 2020

<b>TITLE:</b>	Library November 2020 Report	<b>DOC REF:</b> Item G
<b>REPORT BY:</b>	Tarsha Shaw	<b>DATE:</b> 09/12/2020

### CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

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

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

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

### PURPOSE:

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

### CONTENT:

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

ACTIVITY	CUSTOMER VOLUME - per month
Library visitors	147
Wi Fi	48
Number of new members - local	1
Tourist Member	0

### LIBRARY ACTIVITIES

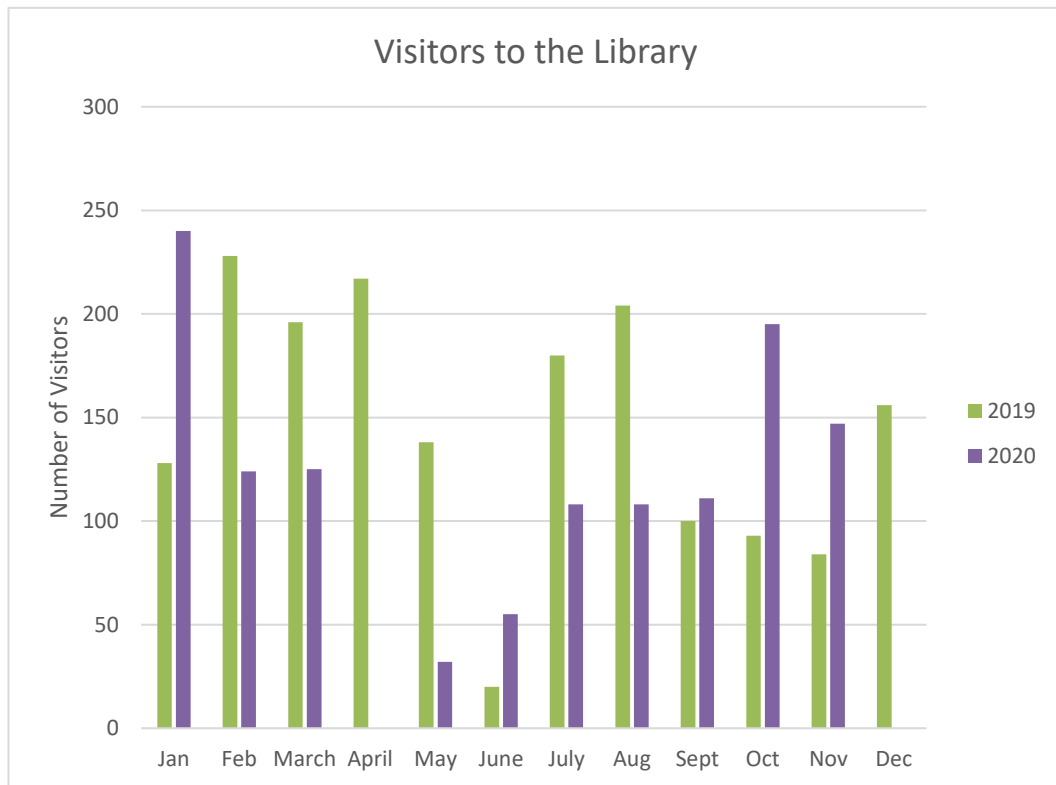
We continue to keep busy with printing not only our local handouts but also border passes to the Northern Territory.

We started the First 5 Forever program back up. We are still working on ways to get people to attend.

We had the school Kindy kids attend the library for a reading session.

Re COVID-19, appropriate arrangements remain in place keeping with Queensland Health Regulations.





	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2019	128	228	196	217	138	20	180	204	100	93	84	156
2020	240	124	125	0	32	55	108	108	111	195	147	

**RECOMMENDATION:**

That Council receive the Library November 2020 report for information.

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Chief Executive Officer

Ms Lynn Moore

## BOULIA SHIRE COUNCIL

### Report for Ordinary Meeting held on 18<sup>th</sup> December 2020

<b>TITLE:</b>	Boulia Sports and Aquatic Centre November 2020 Report	<b>DOC REF:</b> Item H
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<b>REPORT BY:</b>	Natarsha Shaw Sports Centre Attendant	<b>DATE:</b> 10/12/2020
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#### **CORPORATE PLAN REFERENCE:**

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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:**

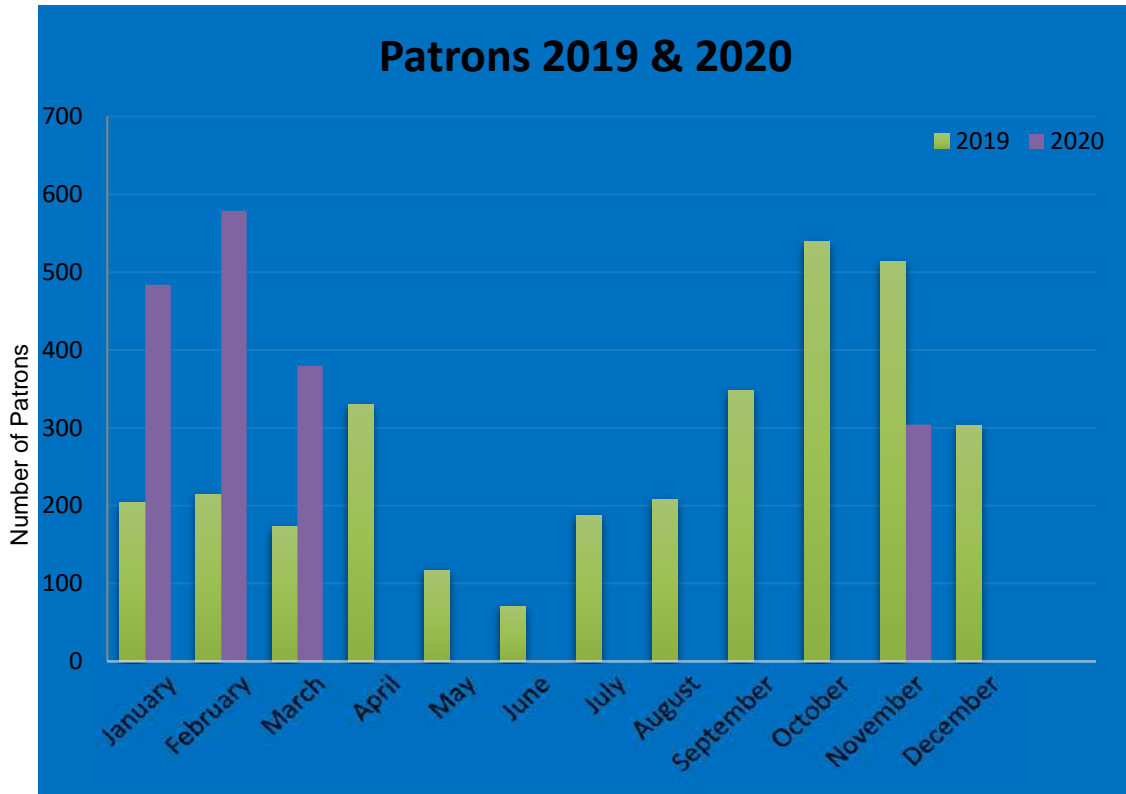
The Sports and Aquatic Centre provides an important sports venue for the local residents of Boulia. It has an extensive gymnasium with up to date equipment and several large activity areas including the swimming pool. Charges are levied for membership with casual entry fees for ad-hoc visitation.

<b>ACTIVITY</b>	<b>CUSTOMER VOL PER MONTH</b>
• Gymnasium	During Hours: 2 After Hours: 12
• Squash	0
• Casual entry usage	121
• Kids usage	163
• Membership usage	20
• Merchandise sales	\$0
• Admission	\$26.00
• Refreshment sales	\$5.50

#### **Activities held this month:**

- Grand reopening held on the 21<sup>st</sup> November 2020
- Mount Isa School of the Air held their annual swimming carnival
- Boulia Shire Council introduced after hours Pool membership

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	204	215	173	330	117	71	188	208	348	539	514	303
2020	484	579	380	0	0	0	0	0	0	0	304	



**RECOMMENDATION:**

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

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Chief Executive Officer

Ms Lynn Moore

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 18<sup>th</sup> December 2020

<b>TITLE:</b>	Work Health and Safety November 2020 Report	<b>DOC REF:</b> Item I
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<b>REPORT BY:</b>	Brett Hyde Work Health and Safety Advisor	<b>DATE:</b> 07/12/2020
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<b>CORPORATE PLAN REFERENCES:</b>	<p>Key Priority 7: Valuing our greatest asset – people</p> <p style="padding-left: 20px;">7.1.3 Ensure the workforce is adequately trained and staff have access to development programs and continually support Workplace, Health and Safety practices</p> <p style="padding-left: 20px;">7.2.4 Provide a safe, healthy working environment and be proactive in all Work Health and Safety matters</p>
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<b>PURPOSE:</b>	To inform Council of progressions and or issues of concern regarding Workplace Health and Safety.
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<p>LGW – (TMR Audit requirements)</p>	<ul style="list-style-type: none"> <li>• Ongoing monitoring with contractors projects to ensure correct and completed WHS paperwork is submitted and identify potential hazards and any documentation requirement shortfalls.</li> <li>• Conducting Noise Level monitoring on various motorised and mechanical plant.</li> <li>• Conducting Noise Level monitoring on various Council facilities/offices.</li> <li>• Continually populating the audit criteria with the required evidence.</li> <li>• Continually updating the Boulia Shire Council Hazard and Risk Register.</li> </ul>
<p>Toolbox talks/ Presentations</p>	<ul style="list-style-type: none"> <li>• Ongoing Weekly Toolbox talks/presentations are held with Council workforce.</li> <li>• Ongoing monthly Toolbox meetings/presentations with Administration/Office staff.</li> </ul>
<p>Compliance and Education</p>	<ul style="list-style-type: none"> <li>• Two staff – Brett Hyde and Nicole Tonkies completed a course in Workplace Drug &amp; Alcohol testing.</li> <li>• Cross section of staff doing online training through the GO1 software portal.</li> <li>• Receive ongoing Alert updates from Workplace Health &amp; Safety Queensland.</li> <li>• Ongoing education through Toolbox presentations to Council employees: eg: fire extinguisher use, plant/equipment security, forklift pre-starts, working in hot conditions.</li> <li>• Admin Staff received Hazard &amp; Risk awareness quiz and presentation.</li> <li>• Admin Staff received fire extinguisher use practical and familiarisation.</li> <li>• Provide WHSQ Updates and alerts to Directors and supervisors; Falls from roof, Importance of Mechanical Servicing, Heat Stress.</li> </ul>
<p>Assistance to Staff/ Contractors on paperwork for compliance audit</p>	<ul style="list-style-type: none"> <li>• Edit and Review of current Travel Movement form and updated into the Magiq software system.</li> <li>• Created a new Return to Work form - condensed version and uploaded into the Magiq software system.</li> <li>• Created a Staff Relocation Induction form – used when staff work at multiple facilities and received inductions for those facilities.</li> <li>• Sort information and advise staff on current Workplace Health and Safety in relation to their work areas and queries they have.</li> </ul>

<p>Near Misses, Incidents and Issues</p>	<ul style="list-style-type: none"> <li>• Near Miss – 0</li> <li>• Hazard – 4</li> <li>• Damage – 0</li> <li>• Issues – 1</li> </ul>
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Category	Description	Site	Outcome
Hazard	Flagpole spikes next to footpath	Outside Corner general store	Still current. Communications to be had with Store Owner.
Hazard	Flagpole spike next to footpath	Stonehouse	Reassessed and a safety cone used to cover when not in use.
Hazard	Trip/fall hazard around group of concrete inspection/man holes.	Sports Complex	Still current – Safety cones placed around parameter to isolate until concrete fill works are complete.
Hazard	Trip/fall hazard with square concrete service cover.	Sports Complex	Still current, DWO advises will get done at same period as other concrete works.
Issue	Glare conditions off ramp and stairs at front entrance.	Council Admin	Repainted with darker colour, upgraded to a non-slip paint product for future safety.

Completed Tasks and/or Achievements	<ul style="list-style-type: none"> <li>Conducted 21 Bouliia Shire Council Inductions for November.</li> <li>BSC Online Induction now live and accessible for future non-field contractors to complete prior to arriving into the Shire.</li> <li>Completed evacuation plans for Sports Complex – 17 versions required.</li> <li>Two staff – Nicole Tonkies and Brett Hyde achieve Workplace Drug &amp; Alcohol Testing certifications.</li> <li>Provided Admin staff with hands-on fire extinguisher familiarisation using a controlled burn setup.</li> <li>Started Noise Level Monitoring spreadsheet register for Council facility and work areas.</li> <li>Created Safety Data Sheets folders for chemicals stored at Burke Street Hall and Stonehouse locations.</li> <li>Added new forms to BSC Magiq Software portal, Return to Work, Daily Sign Monitoring, Internal Staff Relocation Induction.</li> <li>Continually updating the Noise Level Monitoring spreadsheet register for plant and equipment.</li> <li>Continue monitoring of the Bouliia Shire Council Hazard Risk Register (this is a live document).</li> <li>Harris Contracting as of 25<sup>th</sup> November 2020 now operate on their own WHS documentation and provide completed/signed copies to BSC as per requirements and compliances.</li> <li>Stone Crusher documentation now in place with Harris Contracting.</li> <li>Design a range of Toolbox presentations for Council Admin/Office/Tourism staff to be held on a monthly basis.</li> <li>Design a range of Toolbox presentations for Council Works/Field staff held on a weekly basis.</li> </ul>
Works in Progress	<ul style="list-style-type: none"> <li>Design and implement Fatigue Management documentation governed by National Heavy Vehicle Licencing Queensland for BSC.</li> <li>Design a step-by-step Drug &amp; Alcohol Testing guide/program for BSC.</li> <li>Weekly consultation with CEO to discuss current and future WHS items concerning the Shire.</li> <li>Weekly consultation with Director of Works and supervisors on current and upcoming projects and what is required from a WHS perspective.</li> <li>Regularly monitor the Bouliia Shire Council Hazard Risk Register (this is a live document) and update and/or add as required.</li> <li>Development of future toolbox presentation with some that encompass mini questionnaires/tests on various topics for both BSC and contractor groups.</li> <li>Ongoing monitoring of work site activities to ensure that compliance standard requirements are being met to enable compliance re-certification.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ongoing compiling of Audit Evidence to LGW to meet the Audit criteria requirements.</li> <li>• To advise installation of “No Smoking” signs around Council buildings, parks and facilities when supplies arrive.</li> <li>• Works Department to erect “Assembly Point” signs around the steam engine on Herbert Street to be the assembly location for the BSC Hall and Post Office.</li> </ul>
WHS Alerts and Updates	<ul style="list-style-type: none"> <li>• Regularly send out e-mails to Council Directors, Supervisors and relevant staff of Workplace Health &amp; Safety alerts, updates and changes within the industry.</li> <li>• Adopt various alerts/updates into weekly Toolbox talks and training.</li> <li>• Review WHS Queensland website and Alert board.</li> <li>• Receive WHS alerts from Workplace Australia.</li> </ul>
Identified future work required and/or improvement areas	<ul style="list-style-type: none"> <li>• Achieving the LGW and TMR compliance standard requirements for compliance re-certification (ongoing).</li> <li>• Submission of the Boulia Shire Council’s Safety System audit evidence to LGW to meet the required audit criteria requirements and compliance standards (ongoing).</li> <li>• Create Toolbox presentation to use iAuditor, inspection templates, reporting.</li> <li>• Where possible, create media content for the Channel Country Chatter publication.</li> <li>• Ongoing updating of evacuation plans for Council facilities.</li> </ul>
Training Required	<ul style="list-style-type: none"> <li>• Consult with Supervisors where competencies or extra training maybe required and future Toolbox topics.</li> <li>• Ongoing Chemwatch software familiarisation, access and training to staff.</li> <li>• Familiarisation of Safe Work Method Statements (SWMS).</li> <li>• Familiarisation of Safe Operating Procedures (SOP’s).</li> <li>• Some staff to undergo Snake Catching training in the future.</li> </ul>

**Special note:**

A big thank you and job well done to Joseph Kim for his design work in helping to create the new evacuation plans for the Sports Centre.

Also to Nicole Tonkies for all her work with editing and liaising with our website providers to make the BSC online induction functional and happen.

**RECOMMENDATION:**

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

Reviewed and approved by Chief Executive Officer

Ms Lynn Moore